

DISTRICT OF WELLS REGULAR COUNCIL MEETING  
Tuesday, November 24, 2020 at 7:00PM  
COVID 19- ONLINE via Zoom Meetings

AGENDA

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- **Please Note:** Protocols and procedures are in place to keep the peace during a Council meeting. Public Gallery will only be given a chance to speak at the end of the meeting prior to closing, at the Mayor's discretion. Anyone who applauds, speaks out of turn, jurors or encourages inappropriate behaviours will be requested to leave the meeting.

**1.0 CALL TO ORDER**

1.1 Agenda for the Regular Council meeting of Tuesday November 24, 2020

**Recommendation/s:** THAT Council

Approves the agenda for Regular Council meeting of Tuesday November 24, 2020, as circulated.

**2.0 MINUTES**

2.1 Minutes for the Regular Council meeting of Tuesday November 3, 2020

**Recommendation/s:** THAT Council

Approves the minutes for Regular Council meeting of Tuesday November 3, 2020, as circulated.

**3.0 DELEGATIONS AND PRESENTATIONS**

3.1 Wells Community Facility Building committee update to Council

**Recommendation/s:** THAT Council

Receives the update from the Wells Community Facility Building Committee.

3.2 Letter to Mayor and Council from Wells and Area Community Association

**Recommendation/s:** THAT Council

1. Receives the letter from the Wells and Area Community Association regarding pickleball in the Wells Community Hall's upper main hall; and
2. Approves the subsidizing of the rent costs for pickleball to be held in the upper main hall of the Wells Community Hall.

**4.0 UNFINISHED BUSINESS:**

4.1 Proposed directional and restriction changes to Bowman Crescent Public consultation

**Recommendation/s:** THAT Council

1. Receives the staff report and public input regarding the proposed street directional change and restrictions for Bowman Crescent; and
2. Approves implementing temporary parking restrictions to allow for parking on only one side of the street and lane of Bowman Crescent for the Winter of 2020/2021, and installation of “children playing” signage with 15km/hr speed limits.

4.2 Community Vision and Input Committee update and scope change

**Recommendation/s:** THAT Council

1. Receives the staff report regarding the proposed implementation of a Community Vision and Planning Select Committee.
2. Receives the Draft Terms of Reference for the proposed Community Vision and Planning committee; and
3. Appoints the following members to the Community Vision and Planning Committee:

\_\_\_\_\_ (Barkerville Gold Mines) \_\_\_\_\_ (Island Mountain Arts); *To Be Determined* (Barkerville); \_\_\_\_\_ (Local Tourism Businesses); and Community members:

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ;  
 \_\_\_\_\_ ; \_\_\_\_\_ ;  
 \_\_\_\_\_ .

**And**

4. Appoints Councillor \_\_\_\_\_ as Chair to the Community Vision and Planning Committee.

4.3 COVID 19 Relief funding from the province and District Financial update

**Recommendation/s:** THAT Council

Receives the staff report regarding the recently announced COVID-19 relief funding and the District’s current deficit.

## 5.0 NEW BUSINESS

### 5.1 Proposed 2021 District of Wells Acting Mayor Schedule

**Recommendation/s:** THAT Council

1. Receives the proposed 2020 Acting Mayor Schedule for 2019/2020; and
2. Approves the 2019/2020 Acting Mayor Schedule as follows:

November 2019

December 2019

January 2020

Councillor Mandy Kilsby

February 2020

March 2020

April 2020

Councillor Chris Cooley

May 2020

June 2020

July 2020

Councillor Jordan Rohatynski

August 2020

September 2020

October 2020

Councillor Ksenya Dorwart

November 2020

December 2020

Councillor Mandy Kilsby

### 5.2 Proposed District of Wells 2021 Regular Council Meeting Schedule as per Section 127 of the Community Charter.

**Recommendation/s:** THAT Council

1. Receives the proposed 2021 Regular Council Meeting Schedule; and
2. Approves the proposed 2021 Regular Council Meeting Schedule, as circulated.

## 6.0 BYLAWS

### 6.1 District of Wells Council Procedure Bylaw No. 180, 2020

**Recommendation/s:** THAT Council

Gives Final Reading to the District of Wells Council Procedure Bylaw No. 180, 2020.

6.2 Proposed District of Wells Fire Service Bylaw No. 142, 2015 changes and replacement Bylaw No. 181, 2020.

**Recommendation/s:** THAT Council

1. Receives the staff report regarding the proposed changes to the Wells Fire Services Bylaw 142, 2015, replacing said bylaw with the Wells Fire Services Bylaw No. 181, 2020.
2. Receives the proposed Wells Fire Services Bylaw No. 181, 2020 and gives First, Second, and Third readings to the Bylaw.

## **7.0 INFORMATION AND ANNOUNCEMENTS**

7.1 Council

7.2 Staff

7.3 Public Gallery

## **8.0 ADJOURNMENT**

8.1 Adjournment of the Regular Council meeting of Tuesday November 24, 2020

**Recommendation/s:** THAT Council

At \_\_\_\_\_ PM adjourns the Regular Council meeting of Tuesday November 24, 2020.

DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY, NOVEMBER 3, 2020  
ONLINE (VIA ZOOM) – COVID-19

MINUTES

ATTENDANCE:

COUNCIL: Mayor Gabe Fourchalk, Councillors Jordan Rohatynski, Chris Cooley, Ksenya Dorwart and Mandy Kilsby

STAFF: Donna Forseille, Chief Administrative Officer and Tyler Burnson, District Clerk

PUBLIC GALLERY: 10

1.0 **CALL TO ORDER AT 6:00PM**

1.1 Agenda for the Regular Council meeting of Tuesday November 3, 2020

**20-157** **MOVED** Mandy Kilsby, seconded Jordan Rohatynski THAT Council approves the agenda for the Regular Council meeting of Tuesday November 3, 2020, as circulated.

**Carried Unanimously**

2.0 **CLOSED MEETING**

2.1 THAT, pursuant to Section 90 (a), (c), (g), (l), (m), (n) and (o) of the Community Charter, the following portion of this meeting is closed to the public to discuss matters related to:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

n) the consideration of whether a council meeting should be closed under a provision of

this subsection or subsection (2);

**20-158** **MOVED** Jordan Rohatynski, seconded Chris Cooley THAT Council at 6:01PM moved into a closed meeting for Tuesday November 3, 2020.

**Carried Unanimously**

**20-159** **MOVED** Mandy Kilsby, seconded Jordan Rohatynski THAT Council at 7:04PM recessed the closed meeting of Tuesday November 3, 2020 and recalled to order the Regular Council meeting of Tuesday November 3, 2020.

**Carried Unanimously**

### 3.0 **MINUTES**

3.1 Minutes for the Regular Council meeting of Tuesday October 20, 2020

**20-160** **MOVED** Jordan Rohatynski. seconded Chris Cooley THAT Council approves the minutes for the Regular Council meeting of Tuesday October 20, 2020, as circulated.

**Carried Unanimously**

### 4.0 **DELEGATIONS AND PRESENTATIONS**

4.1 Wells Community Facility Building Committee update to Council

Judy Campbell stated that the Committee has finished both grant applications to the Investing in Canada Infrastructure Program and also completed an application to the BC Economic Recovery Program. She reminded everyone that there will be a meeting at the Sunset Theatre (also on Zoom) on November 19 from 6:00PM to 8:00PM.

**20-161** **MOVED** Chris Cooley, seconded Ksenya Dorwart THAT Council receives an update from the Wells Community Facility Building Committee.

**Carried Unanimously**

4.2 Wells-Barkerville Community Forest Board update and presentation to Council

Rod Graham provided the following information regarding the Wells-Barkerville Community Forest:

Proposed Harvesting

- Harvesting coming up next week – Will be harvesting 4500 Cubic Meters
- The annual cut is 5000 Cubic Meters – must take out 25,000 Cubic Meters over a 5-year period
- The current cut control period is January 1, 2019 to December 31, 2023

- Agreement with West Fraser for \$55.00 per Cubic Meter
- Will be harvesting blowdown and spruce beetle
- The harvesting will be happening near Cornish Mountain Trail, selective logging along the Learning Forest Trail along the Willow River and near 9 Mile

#### Community Forest Expansion

- The Ministry of Forests has proposed to give the Wells-Barkerville Community Forest Board an additional 7160 Cubic Meters per year over and above the 5000 Cubic Meters they already have
- To accommodate the remaining 6000 Cubic Meters, they are looking at areas East of the X Road off the 3100 Road towards the Cariboo River
- The Ministry of Forests has time and money allotted to help with GISing the new land base
- The Board has money available to help them choose the best area

#### Community Forest Initiatives

- Boardwalk – was successful in getting a grant for \$79,600 (with help from WATS) – the boardwalk should be ready this week
- A fire smart presentation from The United Way and the Ministry of Forests was held in Wells– all onboard to fire smart the Community early next spring
- This is ongoing cooperation with UNBC and UBC
- Recent presentation and attendance of UNBC international Forestry Students

**20-162** **MOVED** Jordan Rohatynski, seconded Ksenya Dorwart THAT Council receives an update and presentation from the Wells-Barkerville Community Forest Board.

**Carried Unanimously**

## 5.0 UNFINISHED BUSINESS

5.1 Proposed directional and restriction changes to Bowman Crescent

1. Receives the staff report regarding the proposed street directional change and restrictions for Bowman Crescent; and

Councillor Dorwart stated that everyone should contribute to the solution and she would like to do further consultation with the residents on Bowman Crescent.

Councillor Kilsby agreed that more consultation would be a good idea.

**20-163** **MOVED** Mandy Kilsby, seconded Jordan Rohatynski THAT Council receives the staff report regarding the proposed street directional change and restrictions for Bowman Crescent.

**Carried Unanimously**

**20-164** **MOVED** Mandy Kilsby, seconded Jordan Rohatynski THAT Council directs staff to engage in further consultation with residents, emergency services and snow removal services before changing the direction and parking restrictions on Bowman Crescent.

**Carried Unanimously**

5.2 Community Vision and Input survey results

1. Receives the survey results report from the Economic Development Officer

Councillor Rohatynski thanked the Economic Development Officer Jorleen Russell for all her work on the survey and thanked the 39 people who sent in surveys.

Councillor Dorwart stated that the presentation of the survey results was unfiltered and raw. She was taken back by the community's responses and stated there is some work to do.

**20-165** **MOVED** Jordan Rohatynski, seconded Ksenya Dorwart THAT Council receives the survey results report from the Economic Development Officer

**Carried Unanimously**

5.3 Revised submission quotes for a District of Wells Asset Management Plan Program

Councillor Rohatynski stated he thinks it would be a good idea to reach out to surrounding businesses to seek a potential 10% matching funds for the grant. He would also like to table the discussion for the next Council meeting on Tuesday November 17, 2020.

**20-166** **MOVED** Jordan Rohatynski, seconded Chris Cooley THAT Council receives the staff report regarding the revised quotes received for an Asset Management Program Software System complete with staff training and maintenance.

**Carried Unanimously**

**20-167**        **MOVED** Jordan Rohatynski, seconded Mandy Kilsby THAT Council directs staff to consult with surrounding businesses and areas to seek a potential 10% matching funds and to table the discussion for the next Council meeting on Tuesday November 17, 2020.

**Carried Unanimously**

**6.0    BYLAWS**

6.1    Proposed District of Wells Council Procedures Bylaw No. 180, 2020

1.        Receives the staff report regarding the proposed additions and amendments to the District of Wells Council Procedure Bylaw No. 180, 2020; and

The CAO stated the proposed Bylaw changes were made to consider the option of having only one Council meeting per month, as well take into consideration COVID-19 regulations.

Mayor Fourchalk stated that he brought the idea of having only one meeting per month forward because other municipalities are doing one meeting a month and it's working out for them.

Councillor Dorwart stated that having Council meetings every two weeks have been beneficial for the community groups when applying for grants and needing resolution numbers.

Councillor Rohatynski agreed every two weeks is more beneficial. He stated that if there is an option to postpone a meeting if the meeting is not needed, he would be in agreement.

Councillor Kilsby agrees that having Council meetings every two weeks is more beneficial, but it would be nice to have the option to postpone a meeting.

The CAO stated that the Bylaw was written in a way where it doesn't state that Council would be going down to one meeting, it specifies that Council would have to have a minimum of one meeting per month.

**20-168** **MOVED** Chris Cooley, seconded Mandy Kilsby THAT Council receives the staff report regarding the proposed additions and amendments to the District of Wells Council Procedure Bylaw No. 180, 2020.

**Carried Unanimously**

**20-169** **MOVED** Mandy Kilsby, seconded Jordan Rohatynski THAT Council gives First, Second, and Third reading to the District of Wells Council Procedure Bylaw No. 180, 2020, as circulated.

**Carried Unanimously**

## 7.0 **INFORMATION AND ANNOUNCEMENTS**

### 7.1 Council

Councillor Cooley thanked everyone for attending the meeting and reminded everyone to be safe.

Councillor Kilsby thanked everyone for attending the meeting and thanked everyone for the special effort in making Halloween awesome.

Councillor Rohatynski thanked both committees for their excellent work. He reminded everyone that the Select Committee meeting is on November 19 from 6:00PM to 8:00PM at the Sunset Theatre or on Zoom.

Councillor Dorwart thanked everyone for attending the meeting. She also thanked the Wells- Barkerville Community Forest Board and the Wells Community Facility Building Committee for all their hard work. She stated that Halloween was fun but different this year and reminded everyone to stay safe.

Mayor Fourchalk echoed his fellow Councillors and reminded everyone to stay safe.

### 7.2 Staff

District Clerk, Tyler Burnson thanked everyone for attending.

Chief Administrative Officer, Donna Forseille thanked everyone for attending.

### 7.3 Public Gallery

Kelsey Dodd stated that Barkerville Gold Mines (BGM) will be hosting community workshops at the Wells Community Hall on November 10, 2020

and November 12, 2020. She stated that it will be a combination of day and evening sessions. They will be doing single sessions as well as duplicating a couple ones that they know are high interest.

Dawn Leroy thanked the Wells-Barkerville Community Forest Board for their work.

## 8.0 **ADJOURNMENT**

8.1 Adjournment of the Regular Council meeting of November 3, 2020

**20-170** **MOVED** Chris Cooley, seconded Jordan Rohatynski THAT at 8:05PM Council adjourns the Regular Council meeting of Tuesday November 3, 2020.

**Carried Unanimously**

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Donna Forseille, CAO

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Gabe Furchalk, Mayor

## **WELLS COMMUNITY FACILITY BUILDING COMMITTEE MEETING NOTES**

**Wednesday, November 4, 2020, 10:00 am, Zoom Meeting**

### **Attending:**

Councillor Ksenya Dorwart, Dawn Leroy, Josh Trotter-Wanner, Judy Campbell, Hayley Archer, Anne Laing

**Regrets:** Mayor Gabe Fouchalk, Donna Forseille (CAO)

### **Presentation of Business Plan & Community Engagement:**

- The presentation will take place on November 19 at the Sunset Theatre from 6 to 8pm.
- Hayley will look after setting up the equipment for people to participate via Zoom.
- Dawn and Anne will create a poster for the various Wells Facebook pages and to put up around town.
- It is hoped that the Zoom link and other info can be sent to the District's email list. Donna?
- Hayley will ask Jules for the maximum number of people who can attend in person (because of Covid).
- Hayley will add to the poster the reservation/registration info for in-person attendees and the link/info for those who wish to attend via Zoom.
- Judy will ask Jules about the rental fee for the Sunset.
- The rationale for facility rehabilitation versus tearing it down and building new will be included in the presentation.
- It will be noted that outstanding health and safety concerns have all been addressed.
- Judy will prepare a presentation draft for the next committee meeting.

### **Volunteer Hours:**

Committee members should each tally up the hours they have already contributed to committee work and keep track of them in the future. Meetings, prep for meetings and presentations, presentations, research, gathering quotes, site visits, business plan associated work, etc. should be included.

### **Business Plan:**

We didn't include hiring a landscape architect in the business plan but should when we do updates. We need a cohesive and comprehensive design/plan for the school grounds that includes solutions for drainage problems and other issues.

### **Community Economic Recovery Infrastructure Program:**

This application was submitted by Lindsay at the District Office before October 29. \$441,000 was applied for to fund a roof over the rink, resurfacing the concrete floor, new rink boards, and adding rink lighting. No matching funds are required. (<https://www2.gov.bc.ca/gov/content/economic-recovery/cerip>)

**Next Meeting:** Friday, November 13, 2020 at 10am via Zoom

(Thank you to IMA for allowing this committee to use their Zoom account for these meetings!)

## **WELLS COMMUNITY FACILITY BUILDING COMMITTEE MEETING NOTES**

Wednesday, November 13, 2020, 10:00 am, Zoom Meeting

### **Attending:**

Councillor Ksenya Dorwart, Dawn Leroy, Josh Trotter-Wanner, Judy Campbell, Hayley Archer, Elyssia Sasaki, Anne Laing **Regrets:** Mayor Gabe Furchalk, Donna Forseille (CAO)

### **Presentation of Business Plan & Community Engagement:**

- Notes from the last meeting were reviewed.
- Sunset Theatre will be set up for presentation to start at 7pm on November 19. The team will arrive at 6pm to set up the equipment etc.
- Haley will bring a laptop with conference room camera which connects through computer and Zoom remote for Judy to use.
- We are unsure of Donna's attendance - Haley will bring her computer and may be the Zoom facilitator.
- Donna will set up the presentation's Zoom link next week and send it out to the DOW email list.
- Judy will be the presenter on stage. She will stand on a spot marked for her and have a music stand for notes.
- Elyssia will be on the stage with the flip chart recording questions and managing the speakers' list. She will be visible on camera during the Q&A. Audience will hold questions until the end of the presentation.
- Dawn may present or answer questions as required.
- Dawn will invite Vanessa, who prepared the business plan, to attend via Zoom. She will also invite SD 28 trustees and Lhtako reps to attend.
- Elyssia will bring the flip chart, paper, and markers.
- Anne will keep notes and Hayley will record the presentation.
- There will be a contact tracing list at the door for peoples' names and email addresses. Anne and/or Elyssia will be at the door to make sure everyone has signed in, is wearing a mask, and has used the hand sanitizer. Do we want to add a checkbox to the sign-in sheet for people who would like to be updated about business plan?
- Hayley will automatically include Dawn, Judy, Anne, and Elyssia in the head count of people who will attend in person. Any other committee members who wish be at the Sunset should let Hayley know. Hayley will check with Jules on the maximum number of attendees permitted.
- It was agreed to donate \$100 to the theatre for its use and the concession will be open.
- Anne will make sure posters are up around town.
- Remember to keep sharing the FB posting.
- People can obtain printed copies of the draft business plan from the DOW office or download it from a link provided on the posting or by the DOW.

### **Mechanism for Feedback:**

- It is suggested that we collect feedback for up to 2 weeks after the presentation.
- How are we collecting feedback? Do we want to send out a survey?

- Survey could be very simple and just ask if respondent is a Wells resident, and if so full-time or part-time; do they belong to a facility user group; and for their comments regarding the business plan. It would be good to have this ready by the presentation date.
- We want community members to feel like they're being heard. Digital feedback is good, but specific user group feedback is also important. Maybe organize smaller focus groups? We need a list of all local organizations.
- How do we engage people who aren't on computer and/or social media?
- How will we collect and use the information that is gathered?
- Will we hire Vanessa to update the business plan?
- We will continue to work on feedback details right after the presentation.
- How do we engage people one on one? Dawn, Judy, and Anne are comfortable with being phone contacts.

#### **Comments About Draft Presentation Circulated by Judy:**

- During presentation be clear that the business plan is in the draft stage.
- Acknowledge that the consultation process is mixed up because a business plan was required for grant applications that were due in October. Any input going forward is valuable and will be taken into consideration.
- Reinforce the rationale around rehabilitation versus building new. (Cost to tear down old building and build new, re-use is greener than new build, much less waste)
- All identified health and safety issues have been addressed.
- Judy to add land acknowledgement.
- Pgs. 10/11 typos.
- We'll have E-mail conversations as required between now and Wednesday. Final version of the presentation will be sent to Hayley before the presentation.
- Judy will have an updated draft by Monday morning (Nov. 16). Please provide comments by Monday evening at the latest!

#### **For Future Consideration:**

- How can the facility be more accessible to the public?
- Opportunities to partnership with DOW regarding building management.
- Considerations regarding a facility coordinator/caretaker.



Wells Mayor and Council  
District of Wells,  
PO Box 219,  
Wells, B.C., V0K 2R0

November 12, 2020

**Re: Request to use Wells Community Hall for Pickleball**

I am pleased to share with Mayor and Council that the Wells and Area Community Association recently received a grant from Northern Health to promote active living and well-being through the purchase of Pickleball equipment. Pickleball is North America's fastest growing sport combining elements of tennis, badminton, and ping pong. It is a low impact, non-contact sport, and the rules and techniques are easy to learn, making it accessible to players of various ages and skill levels. It can be played by 2, 3, or 4 players indoors or outside.

We would like to request subsidized rental (perhaps a fee based on number of participants rather than rental space) of the main floor of the Community Hall to hold instructional classes and games for a limited number of participants. We would ensure that we meet all covid health and safety guideline requirements. The Quesnel Pickleball Association has kindly provided us with support and recommendations for maintaining health and safety standards which you will find in our attached Covid-19 Health and Safety Plan.

Thank you for your consideration,

Alison Galbraith  
Wells and Area Community Association President

# Pickleball Health and Safety Plan COVID-19

## Pre Play

### Sign Up

To limit the number of participants, no walk on/ drop in play will be allowed.

Players will be required to sign in to allow for contact tracing should any of the participants become infected with COVID-19.

Prior to playing and signing up, the players will have to answer health related questions about symptoms based on the British Columbia Center for Disease Control guidelines.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include but are not limited to: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite. See the BCCDC website for the most up to date list. [Symptoms](#)

Persons with flu like symptoms, persons that have come in contact with someone with flu like symptoms in the previous 14 days, persons covered by a mandatory quarantine order due to travel or as a result of an order issued by a provincial or local public health officer, or persons who have been referred to testing in the past 14 days due to a medical reason without having negative results will be prohibited from participating

Players will have to agree to keep a physical distance of 2 meters/6 feet outside of the playing time (entering/exiting the building, waiting for play to start...).

### Designated Groups

Attendees would be limited to only the players who sign up in advance. No guests or spectators.

Initial play would be limited to two courts (8 people with 2 spares) for a total of 10 participants.

## Pre Game Checklist

In order to be safe, we will ask all players to cover this verbally during the pre-game meeting.

We confirm that:

- ✓ none of the players are exhibiting signs of COVID-19, as outlined in the British Columbia Center for Disease Control (BCCDC) guidelines,
- ✓ within the previous 14 days, none of the players have been in contact with anyone exhibiting symptoms or a confirmed case of COVID-19,
- ✓ none of the players are subject to a mandatory quarantine order,
- ✓ in the past 14 days, none of the players have been referred to testing for COVID-19 due to a medical reason and have not had a negative result,
- ✓ we will follow the ball handling protocols as outlined below,
- ✓ we will play with only our designated group during this scheduled time,
- ✓ we will follow the post game cleaning protocols as outlined below.

## Play

### Check In – Pre Game Protocols

Players will be required to sign in and use an alcohol based hand sanitizer on arrival.

Pre-game meetings will be held, maintaining physical distancing, to ensure everyone has the same understanding of the current limited rules of play. Items to be covered at the meeting would include, but not be limited to, acknowledgement of:

- no signs of COVID-19 symptoms
- within the last 14 days, have not been in contact with anyone exhibiting symptoms or a confirmed case of COVID-19
- they are not subject to a mandatory quarantine order
- ball handling protocols
- playing within the designated groups
- time limits
- post game protocols

- Injury protocol

The pre-game checklist has been developed to ensure all the appropriate items are covered.

### **Cleaning and Disinfecting**

The designated game coordinator will disinfect racquets and balls after use, as well as high touch surfaces (door handles, designated bench, sign in table). Washrooms will be off limits. The floor will be swept after each use

### **Ball Handling Protocol**

Players will be assigned a specific numbered ball. Balls, other than those assigned, are not to be picked up or handled by others and should be returned to the proper court by way of moving the ball with a foot or paddle only. If you do approach, maintain the physical distance.

### **After Play**

Players with their own equipment are encouraged to disinfect their paddles and balls after the match using the appropriate disinfectant procedures or soap and water.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

Players are required to use an alcohol based hand sanitizer.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>



# District of Wells

<b>Meeting Date</b>	November 24, 2020
<b>Report Date:</b>	November 19, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Update- Proposed One Way Street Implementation- Bowman Crescent

## Purpose/Issue:

The purpose of this report is to update Council on the public consultation and community input received regarding the proposed traffic, speed and parking changes to Bowman Crescent.

At the Regular Council meeting for November 3, 2020 Council directed staff to conduct community consultation in relation to the proposed traffic flow, parking, and speed limit changes to Bowman Crescent.

Staff published the Notice of Consultation on the District's website, on social media, regular District posting places and emailed the Notice out to the Community mailout list.

In response, staff received several responses. It seems to be about 50/50 with regards to being in-favour or against the proposed changes. While there seems to be a consensus that speed and parking is in general a problem, making the street a one-way street is a split decision.

Staff would like to recommend that in consideration of all the feedback received Council considers the following:

- Implementing signage in the lane of Bowman Crescent to represent "kids playing" with 15 km/hour maximum speed limits.
- Implementing a **temporary** parking restriction to ALL residents of the Bowman Crescent to be allowed to park on one side of the street/ lane ONLY, with the continued reminders to MOVE all vehicles off the street and lane for snow removal as per District Bylaws;
- Tabling the change of street direction and decision to widen lanes in the area until Spring of 2021. At which time, staff can reassess and survey the lanes for potential widening with further residential consultation processes. Further consideration of permanent parking restrictions and/or the number of vehicles a property owner may have parked in the area is also suggested.

## Budget, Policy, Staffing:

## Legal Considerations:

District of Wells Streets and Traffic Bylaw No. 170, 2018

**Options / Recommendations:**

1. Receives the staff report and public input regarding the proposed street directional change and restrictions for Bowman Crescent; and
2. Approves implementing temporary parking restrictions to allow for parking on only one side of the street and lane of Bowman Crescent for the Winter of 2020/2021, and installation of “children playing” signage with 15km/hr speed limits.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer

Ali McCormick  
2020-11-13 1:04PM

Hello there!

Just wanted to say I approve of all the ideas put forth for bettering traffic flow on the crescent in Wells.

As a Volunteer FireFighter responsible for operating our Pump Apparatus (Truck 11) in this town I have experienced concerning access issues when engaged in practices and town tours on the Crescent.

Two notes of interest - I believe the speed limit should be 15 km/hr the entirety of the loop, also careful attention to be paid to parking vehicles near and across from the upper hydrant. I find there to be 2 personal vehicles and 2 company vehicles parked up across from the upper hydrant to be concerning and would urge the residents of that area to be more conscious of the vehicles they sometimes park off their property(on the road) directly across from the hydrant. It is just too congested up there, perhaps the resident on the corner then can make further allowance on their property to get those extra vehicles off the road to give the upper hydrant the proper clearance it needs.

Apologies for my late input, hopefully you get this but no worries if the deadline is set in stone as I am aware that my Fire Chief is representing my concerns from the brigade as well.

What an excellent initiative, thank you so much for this!

Best,  
Ali McCormick

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**Ali McCormick**

*Singer - Songwriter - Performer*

m:(250) 994-3343

w: [alimccormick.com/](http://alimccormick.com/) e: [alimccormickmusic@gmail.com](mailto:alimccormickmusic@gmail.com)

Alison Galbraith  
2020-11-11 11:12 PM

Hi Donna,

Having spent 3 winters renting the green and purple house on the Crescent (2305 Bowman Cres), I thought I might be able to add to the conversation.

I'm completely in support of all the proposed changes except for the 'no parking' for residents on the stretch above the Fred Wells park. The house that we rented only had room for one vehicle and I don't think it's unreasonable to assume that most households have two vehicles. We always shoveled a spot on the Crescent for our second vehicle to ensure clearance and moved it on snow removal days.

Perhaps, to be fair, the condition could be only one vehicle per household parked on that section of the Crescent? If the section of the road above the Park that is proposed to be widened is designated 'visitor parking' only, I see an ongoing hassle for DOW as it opens up the door to a stream of complaints if residents park there, even temporarily.

Growing up in Toronto, residents were given one street parking permit per household (anywhere along the street) and it seemed to work well. If people chose to have more than one vehicle, they had to create parking in their yard. It seemed to work :)

Good luck!  
~ Alison

Amazing Space Studio  
2338 Bowman Crescent  
Box 41, Wells, BC V0K 2R0  
Lhtako Dené Territory  
tel 250-994-2332  
amazingspacestudio.com

November 12, 2020

District of Wells  
Re: Bowman Crescent

Dear DOW staff and Council:

We are in favour of speed and parking restrictions on Bowman Crescent, with signage to support such measures, but we strongly oppose a one-way traffic flow.

The distance from the eastern segment of Bowman Crescent to Pooley Street to our parking spot is significantly shorter if we drive clockwise. This direct route results in less wear and tear on the road surface, as well as to our vehicle. Also, we are far less likely to encounter children if we drive and park in this direction.

In the winter, parking our vehicle in our spot on the south side of Bowman Crescent and facing west makes it possible for our car's windshield to catch the low sun rays and de-ice in the day time.

We appreciate the DOW's efforts to encourage and enforce No Parking on Wednesdays to facilitate winter snow clearing. Non-compliance that interferes with ploughing remains a concern to us.

Please do not make Bowman Crescent a one-way street.

Sincerely,

 C. Kujundzic

Bill Horne and Claire Kujundzic

Janet Aitken  
2020-11-10 5:56 PM

As residents of Bowman Crescent we welcome all the changes considered any council.

1. Notably the direction of traffic flow. 2314 Bowman Crescent is the only house on the Crescent that the headlights of traffic shines straight into our windows if the traffic is coming past the Amazing Spaces and turning left off the Crescent. There are times we think they are coming right into our dining room. Directing the traffic to turn right and straight off the Crescent would be wonderful.
2. Over the past couple of years there have been more full time residents on the Crescent and having all the parking to the right would be so much easier trying to manoeuvre through on icy mornings rather than parking on both sides of the street.
3. Posting signs for 'Children Playing' isn't an issue for us. We are all aware of the children darting into the street. With the amount of pot holes on the Crescent it is impossible to drive any faster than 10 km but with children "free ranging" and using the street as a play area there have been concerns from the drivers as well.
- 4 We wholeheartedly welcome the widening of the lane way between 2314 and 2306. Can it also be guaranteed to be left open?
5. I would like to see the Wednesday snow removal day - tow a truck/car away if not off the Crescent by 7:00 a.m. It is completely unfair to the rest of the Crescent the actions taken by a few who choose to constantly ignore the by-laws.

Thank you for your time and considerations.

John and Janet Aitken  
2314 Bowman Crescent  
Wells, BC  
V0K 2R0

From: Karen Jeffery  
Sent: November 10, 2020 10:57 AM  
To: District Clerk <clerk@wells.ca>  
Cc: davidwjeffery  
Subject: Changes to Bowman Crescent

Greetings District of Wells,

I wanted to make sure that I sent a quick note to say that I am in favour of the proposed changes to the traffic flow, widening of the road in parts and signage for Bowman Crescent.

I would however like to add that the maintenance of Bowman Crescent, in particular the snow removal has been less than adequate and often at the bottom of lists. This has resulted in being stuck numerous times, having to change travel plans and also adds to the stress of just being able to enter our property. It would be appreciated if Bowman Crescent could be cleared when the snowfalls rather than on regular rotation. Or at least a combo pack.

Has there ever been any thought to having the Crescent paved? This might be worthwhile exploring in the long-run.

Thanks for your consideration.

--

Karen Jeffery  
250-617-2167

November 7/20.

To: District of Wells, Chief Administrative Officer, Mayor and Council

Re: Proposed Traffic Changes and Improvements to Bowman Cresc.

We are owners of 2016 Bowman Cresc. since 1993.

We are fortunate in having driveway access off Bowman Cresc which allows us to park vehicles off the road , which we acknowledge can at times be constricted by parked vehicles. Certainly speed signs intended to slow traffic through the lane and on Bowman itself are a reasonable step given the number of residences fronting on this area and the frequency of pedestrian traffic. We have two concerns however:

1. re: one way traffic. If Bowman and the lane become one way, the amount of traffic through the lane will increase substantially as residents of Bowman (including ourselves) will be driving through the lane to access their properties, adding to the maintenance cost, and creating an even greater hazard to pedestrians and children in particular who are often playing there. Prohibiting parking in the lane will not do much to alleviate this hazard in our opinion, and will greatly increase parking or attempts at parking on Bowman, as those residents who aren't able to park in the lane and have no way to park on their properties will have to park on Bowman. As your proposal also restricts parking on Bowman, it seems there will be a great deal of competition for the remaining parking spots on Bowman Cresc. We understand that Bowman is pretty narrow and can present problems for access by first responders and snow removal contractors. On the other hand maintenance on Bowman Cresc seems to have deteriorated recently and we would hope that improving this would at least partially ease traffic issues there. We respectfully suggest that any benefits obtained by making Bowman one way and restricting parking as proposed would not offset the increased hazard to pedestrians including children in the lane and the substantial inconvenience to residents who are unable to park on their properties and who would necessarily compete for reduced parking on Bowman Cresc.

2. re: widening lane between 2306 and 2314 Bowman Cresc. Our understanding is that this lane is a "dead end" which only accesses these two properties. If that is the case there seems no good reason to spend funds widening the lane for first responder or contractor access. From our observation, widening the lane would have to be in the direction of 2306 Bowman as the other side of the lane is up against 2314 Bowman where the residence abuts the lane. If the lane is widened towards 2306 Bowman there will be no parking available for that residence and as a result if occupants of that residence want to park close to their house they will have to park on or just above our property. That has already been occurring this past late Summer and Fall and damage has been done to the area of our property adjacent to the road. We aren't aware of any difficulty with access on the lane as it is now by first responders or contractors, and as the lane doesn't offer through access to other areas of the town, the proposal seems to lack merit and would inconvenience the residents of 2306 Bowman as well potentially ourselves.

Thanks for your attention to these comments

Respectfully, Stephen and Anne Oliver

#154 - 10 Coachway Road SW  
Calgary, Alberta T3H 1E5  
November 12, 2020

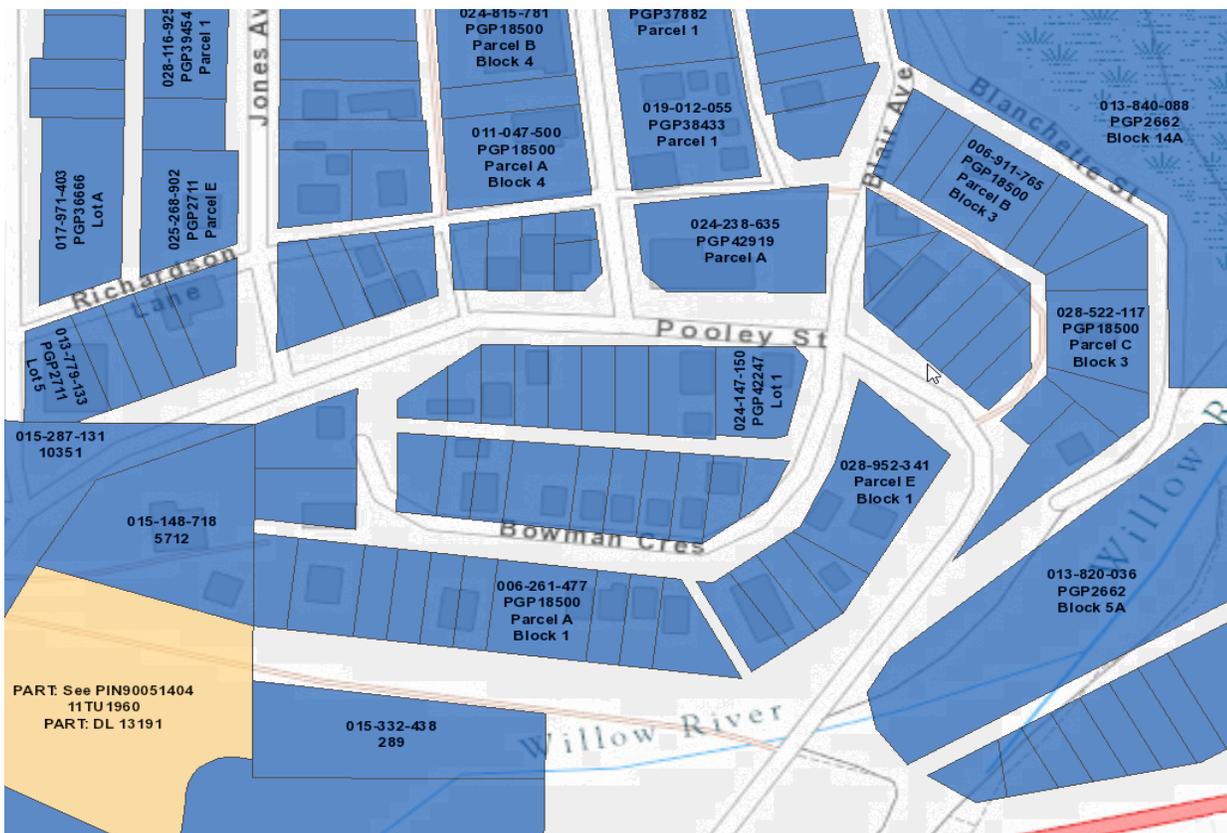
Chief Administrative Officer  
Mayor and Council  
District of Wells  
4243 Sanders Avenue  
Wells, BC V0K 2R0

Re: Public Consultation For Changes to Bowman Crescent

Dear CAO, Mayor, and Council, District of Wells:

Regarding the Public Consultation for changes to Bowman Crescent, I submit the following:

Below is an overview of the lots and street in the area of Bowman Crescent from Parcelmap BC:



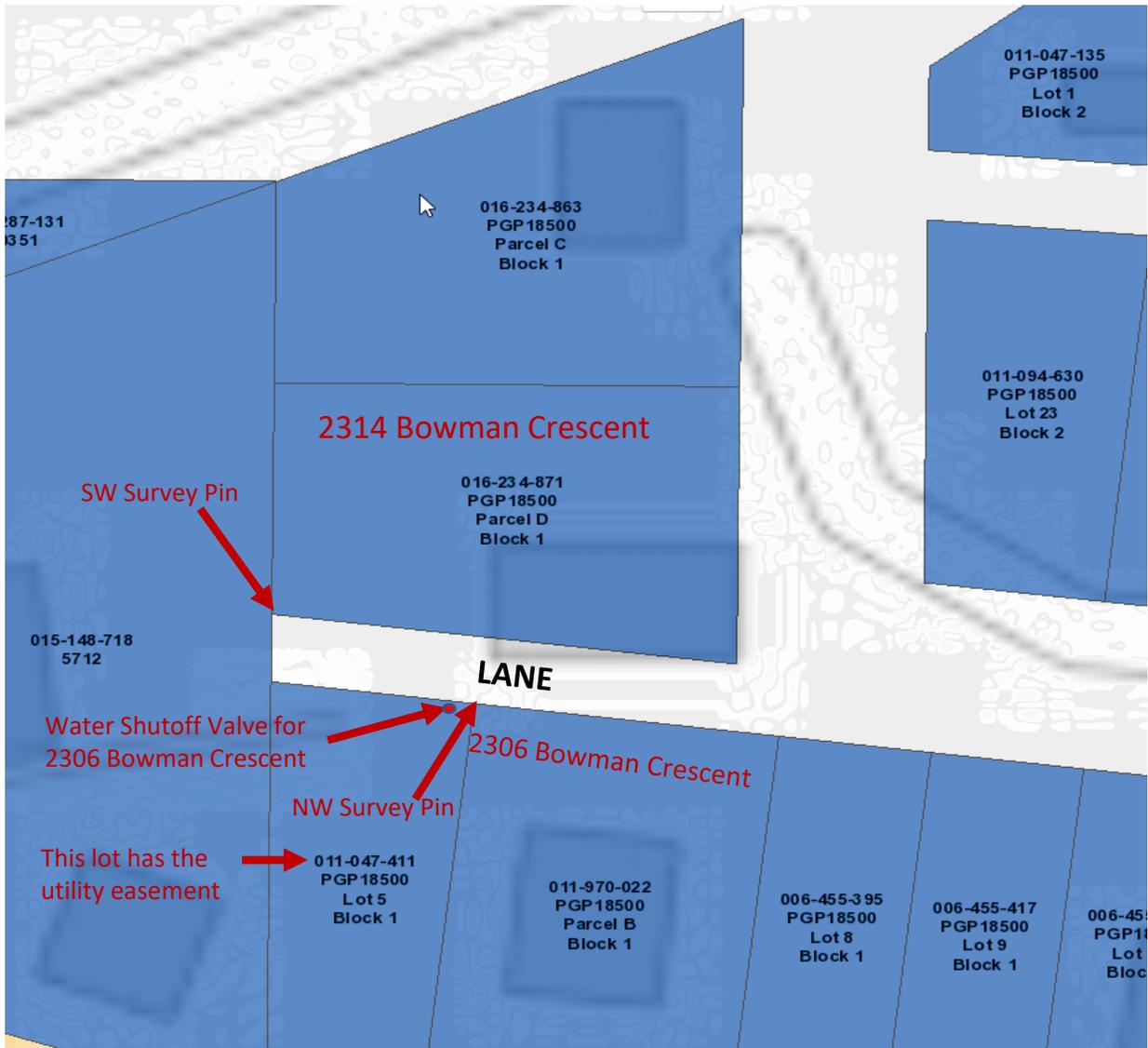
This map shows the current relative widths and locations of the rights-of-way and lots in the District of Wells.

Bowman Crescent has had snow removal and parking issues due to the narrow lane and narrow frontage of houses which exist in the lane as shown on the following map:



Currently, the road surface on Bowman Crescent and in the lane is in the worst shape in years. In order to repair the surface, the lane and Bowman Crescent need to be ripped, packed and gravelled in order to properly repair the surface. Graveling would only be a temporary solution.

Regarding widening the lane between 2306 and 2314 Bowman Crescent, please refer to the map below.



This lane is a 16 foot (4.87 m) right-of-way which dead ends 13.3 meters west of the NW survey pin. Hydro and telephone lines run in an approximate east-west direction along the center of the lane and continue to the east along Bowman Crescent. There is a utility easement running SSE-NNW in the lot immediately to the west of 2306 Bowman Crescent for water and sewer.

Recent construction extending into the lane at 2314 Bowman Crescent narrows the right-of-way from 16 feet to 14 1/2 feet (4.87m to 4.42m) as measured from the NW survey pin. The fence associated with this construction extends almost to the end of the lane and extends almost 1 meter into the 4.87m wide lane as measured from the SW survey pin, and narrows the lane to 3.8m.

Parking access for 2306 Bowman Crescent is a pad in the lane which is approximately 50% on 2306 Bowman Crescent and 50% in to the lane. This pad was constructed approximately 25 years ago. This lane is the only access for 2306 Bowman Crescent.

The only utility exposed at surface in this area is the water shutoff valve for 2306 Bowman Crescent and it is located in the lot immediately to the west of Bowman Crescent, rather than in the lane.

Widening of this lane serves no purpose as the lane the lane dead ends 13.32 meters past the NW survey pin. Vehicular access down the lane is still possible, even though the recent construction from 2314 Bowman Crescent extends into the lane.

First Responders would never use this lane, except for access from the east on Bowman Crescent due to the steep nature of the terrain.

**I do not support any changes to the width of the lane.**

Thank you for the opportunity to submit to this consultation,



Edward Allan Tipman, P. Eng.

Tamara Bedard  
2020-11-10 9:53 AM

Good morning Donna,

I would like to give my comments on the crescent traffic proposal. I have lived on the crescent for over 30 years. Since I was a child. I feel the proposed changes are unnecessary and excessive.

First of all, I feel the proposed changes would cost a considerable amount for unnecessary signage. Those funds could be used for much needed road maintenance and additional snow clearing as the potholes are so bad at times I fear vehicle damage from driving on the crescent. The lack of streetlights is a considerable safety hazard at night for those us that walk to our work, or for the children coming and going after dark is more of a concern. The streetlights either don't work or don't exist where they should to keep residents and walking travel safe.

I don't feel there needs to be additional parking installed for 'visitors' on a crescent that has barely enough space for the residents that live there. Some residents have multiple personal vehicles, including multiple 'work' vehicles at their residence which impedes the flow of traffic. Trailers and RV's are unnecessary to be store in public road space. If anything is imposed, it should be a limit to one vehicle per adult on the crescent. I feel that is reasonable.

I also feel that the proposed traffic change to one way only, is unnecessary, as it has worked for this long to just pull to the side if there is oncoming traffic and carry on. Some residents, including myself, prefer to park the opposite way as I have a steep incline to park beside, with no driveway, and I prefer to be as tight to the edge as possible to avoid creating a bottleneck for passing traffic. If I have to park facing Pooley, it is difficult to get as close to the edge as it would be on the passenger side. I also feel the proposed changes could cause a great deal of difficulty for some of the more elderly residents that may be unable to maintain a cleared parking space therefore displacing them entirely from parking near their homes.

I fully support the restricted speed limits and children playing signs, as quite of then residents and visitors travel too fast on the crescent which has a lot of children living on it.

Thank you for the opportunity to share my feelings on the subject. I look forward to further information on this.

Sincerely,

Tamara Bedard

--

Best regards,

Tamara Bedard

Tyler Doerksen  
2020-11-12 7:22am

Greetings Wells District Staff and Council,

I would like to Start by thanking Council for the opportunity to have feedback on the matter of Bowman Cres traffic.

My Wife and I have owned and lived at 2333 Bowman Crescent since 2008. Since our House sits at the middle of the Crescent, we see traffic pass on each side of the loop. I would say the vast majority of traffic does move in the counter clockwise direction, when entering the Crescent Lane. However, when departing I would rate it as 50-50 as to which direction the vehicles will depart. A lot of this is due to connivence as for the group of houses nearer Pooley street the distance is shorter to exit in the clockwise direction. This is important as total kilometers traveled (in the course of a year) on the rough Bowman Crescent Road would increase a great deal under this new plan. Every kilometer ran on this road by a resident increases wear on vehicle as well as the road. We have not seen a Grater Blade on this road (in summer) for the last 2 years. This is most unfortunate for those who own lots at the back end of the loop. Unfortunately, their rough ride would become worse if all residents were required to run the full distance on every trip. Road conditions aside, every trip around Bowman Crescent is a potential conflict with other cars, People walking, Children playing or Animals. While the one-way direction is meant to relieve vehicular conflict, it is sure to increase chances for the other types of conflict. Which as a full-time resident with a large young family, would like to avoid.

Another major factor in Council making this decision is Winter. We are plowed only on occasion on Bowman Cres., this is important in mentioning due to the direction of travel as well as the parking provisions in this proposal. Under no circumstances would I choose to exit counter clockwise on the many days we are dumped on with snow. Already the front side of the street (closest Ball diamond), as well as the back corner (with fire hydrant) are regular places for people to become stuck. Do we really want to funnel all exiting residents into this troublesome situation? If we do decide to all go in this direction in our departure, then all tracks we have to follow up the hill on our way home will lead straight on top of hill. Residents returning home will all be expected make the right turn to travel in the one-way direction, deep snow will await. Once again, a risk of residents getting stuck. On a Hill this time, forced to back down hill onto busy Pooley street. As things are now, residents exiting clockwise make a nice track for others to follow later while climbing the hill and turning the corner. While I stated that we are only plowed on occasion, this year after nearly 2 feet of snow I can say that we have not yet been plowed. This has affected where I park at the back of my Shed. snow was pushed to opposite side of road by a neighbor in anticipation of a plow which never came. The snow at its peak took up nearly six feet of road. The road was tight for traffic at this time (I even helped the matter by clearing slush with a shovel during the melting phase when deep ruts formed), however, I do prefer to keep a Vehicle in this location as it sits halfway on my property, an area which is free of pot holes. If I do not park in this spot, some people tend to

drive over it (my property) instead of the lane, often at a higher rate of speed due to the avoidance of pot holes. Driving this close to my Shed is unnerving as there is no way for the driver to see if anything (Person or animal) might step out. And by step out, I mean, step out onto the rest of my property, which extends towards Hotel beyond the back of my Garage. Not a place I would like to encourage people to drive. I believe that in taking away parking from this location, in conjunction of switching Bowman Cres to one way travel only, will encourage people to stray from using the right side of the road. Ultimately diverting traffic near, onto and over my property line. As the next four properties are of similar nature in the proposed travelling direction, opportunities for conflict and accidents multiply. We must continue to treat this road as what it is, a 1930's alley Laneway. Removing all parking from this section then expecting people to drive 15kmph? I'd say there's little chance of success. Why the 30km out front where road's narrower, and still allowing parking?

The matter of road widening (for 43 feet of alley way parking space) in this proposal is troubling as a tax payer and confusing. I have discussed this proposal with Ambulance and Fire Brigade personal and have received zero comments for why this is included. Perhaps Maintenance staff have a good reason as it is stated they wanted this done. For exactly what reason?

Living on a narrow section of road in close quarters with others, in an era where most people use and rely on more than one vehicle, can require a certain degree of organic symmetry for things to work. I don't think our system is broken, or dangerous. Snow clearing remains an issue, but we already have the mandate to move vehicles on Wednesdays. If people aren't following the order, enforce the order, do not make new orders. The micro issues of who parks where and why could be asked of most Wells residents who rely on laneways. Reserving parking for visitors at top of Fred Wells Park while displacing residents is included in this Proposal. Why? I have no experience in my 12 years of a visitor to my home not being able to find a place to park.

In closing I would suggest for Wells Council to only lower the speed limit of Crescent. Any other changes should not be done without consultation with a professional on the matter of Laneways for all of Wells. I kindly ask for Council to Table the direction and parking changes summer when road width surveys and road repair is able to be performed on Bowman Cres. and the lower lane can be upgraded to accommodate parking for the properties on lake side of Road with none of their own. Some other ways we can already use to alleviate problems on the hill is to make the Bowman Lane a priority on snow clearing day, as well as enforcing the Provincial law of no parking within 5 meters of Fire Hydrants could solve the issue of a problematic corner for the Fire Brigade.

Thank you for your time on this matter,  
Tyler Doerksen



# District of Wells

<b>Meeting Date</b>	October 6, 2020
<b>Report Date:</b>	October 1, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Proposed Community Vision and Input Committee interest

## Purpose/Issue:

The purpose of this report is to advise Council on the interest from the Community in joining the proposed Community Vision and Input Committee.

At the August 11, 2020 Regular Council meeting Council resolved the following:

**20-85**      **MOVED** Jordan Rohatynski, Seconded Ksenya Dorwart THAT Council directs staff to investigate how the framework would work for the proposed Impact Assessment Committee and to place a call out to the community to see if there are volunteers interested on being on the proposed committee.

**Carried Unanimously**

After meeting with Barkerville Gold Mines and Council receiving clarity regarding the Technical Advisory Committee, Council decided to direct staff to conduct call outs to seek potential interest of Community members for a committee that was to be more of a vision and input committee versus an Impact Assessment Committee.

This Committee would solicit Community input and provide advice to Council about the Community's Vision, Values and Aspirations for both the short and long term.

District staff placed call outs for interested Community members in late August 2020 for the *Community Vision and Input Committee* and has received eleven (11) interested community members to join such a committee thus far.

These Eleven (11) interested individuals are:

1. *Judy Campbell*
2. *Elyssia Sasaki*
3. *Dorothea Funk*
4. *Cindy Davies*
5. *Julia Mackey*
6. *Sharon Brown*
7. *Jenn Lewis*

- 8. *Linda Rummel*
- 9. *Carrie Johnston*
- 10. *Michelle Lieffertz*
- 11. *Paul Crawford*

A Select Committee for the District usually consists of 8-12 people, inclusive of a staff member and a Council member. *[the Community Charter provides that at least one (1) member of each Select or Standing Committee must be a Councillor].*

These 8-12 people represent their community from different backgrounds and interests.

**Budget, Policy, Staffing:**

**Legal Considerations:**

**Options / Recommendations:**

- 1. Receives the staff report regarding the proposed implementation of a Community Vision and Input Select Committee to seek public comments and input regarding the proposed Barkerville Gold Mines Cariboo Gold Project; and
- 2. Directs staff to extend the deadline for committee call outs **OR**
- 3. Appoints the following members to the Community Vision and Input Committee:

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ;  
 \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ;  
 \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ .

**And**

- 4. Appoints Councillor \_\_\_\_\_ as Chair to the Community Vision and Input Committee, and staff member \_\_\_\_\_ to the committee; and
- 5. Directs staff to commence the Terms of Reference for the Wells Community Vision and Input Committee.

Respectfully submitted by

Donna Forseille

Chief Administrative Officer



# District of Wells

<b>Meeting Date</b>	November 24, 2020
<b>Report Date:</b>	November 16, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Proposed Community Vision and Input Committee

## Purpose/Issue:

The purpose of this report is to recommend the change of scope and name of the proposed Community Vision and Input Committee to be the Wells Community Vision and Planning Committee.

Staff also recommend Council review the draft Terms of Reference and appointments.

In August, Council directed staff to place initial call outs to seek potential interested Community members in volunteering for a *Community Vision and Input Committee*.

This Committee would solicit Community input and provide advice to Council about the Community's Vision, Values and Aspirations for both the short and long term.

This Committee would also be reporting back to Council and Staff on proposed Official Community Plan changes and upgrades as to meet the Community's long-term visions.

District staff placed call outs for interested Community members in late August 2020 for a *Community Vision and Input Committee* and had received eleven (11) interested community members to join such a committee at that time. Council directed staff to extend the call-outs and invite the different industries to appoint an representative to the Committee. Since then Council has also discussed changing the scope of the Committee to be that of a Community Vision and Planning Committee. Staff have now received fourteen (14) interested Community members names for consideration of appointments to the Select Committee.

These Fourteen (14) interested individuals are:

1. *Judy Campbell*
2. *Elyssia Sasaki*
3. *Dorothea Funk*
4. *Cindy Davies*
5. *Julia Mackey*
6. *Sharon Brown*

7. *Jenn Lewis*
8. *Linda Rummel*
9. *Carrie Johnston*
10. *Michelle Liefertz*
11. *Paul Crawford*
12. *Ian Douglas*
13. *Oryanna Ross; and*
14. *Josh Trotter-Wanner*

As per Council's previous direction, staff have reached out to the industries in the area, while only one company has gotten back to District Staff in interest, staff believe we have enough interested members at this time that all industries/ businesses may be represented fairly.

For industry representatives, staff recommend the following appointments to the committee:

Barkerville Gold Mines- Kelsey Dodd or alternate

Island Mountain Arts – Elyssia Sasaki or alternate

Barkerville Historic Town- TBD

Local tourism businesses – Cindy Davies

A Select Committee for the District usually consists of 8-12 people, inclusive of a staff member and a Council member. *[the Community Charter provides that at least one (1) member of each Select or Standing Committee must be a Councillor].*

These 8-12 people represent their community from different backgrounds and interests. In representing all stakeholders and industry for the Wells area, staff would then recommend, after consideration of industry appointments and appointment of a Councillor as Chair of the Committee, that Council appoints 5-6 Community members. Council may also consider a District Staff member to be on the Committee.

**Budget, Policy, Staffing:**

**Legal Considerations:**

**Options / Recommendations:**

1. Receives the staff report regarding the proposed implementation of a Community Vision and Planning Select Committee.

2. Receives the Draft Terms of Reference for the proposed Community Vision and Planning committee; and
3. Appoints the following members to the Community Vision and Planning Committee:

\_\_\_\_\_ (Barkerville Gold Mines) \_\_\_\_\_ (Island Mountain Arts); *To Be Determined* (Barkerville); \_\_\_\_\_ (Local Tourism Businesses); and Community members:

\_\_\_\_\_;  
\_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_.

**And**

4. Appoints Councillor \_\_\_\_\_ as Chair to the Community Vision and Planning Committee.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer



# District of Wells

## Wells Community Vision and Planning Committee Terms of Reference

**WHEREAS** the Community Charter provides that the District of Wells may establish Select or Standing Committees to consider matters referred to them by Mayor and Council, may appoint the members of the Select Committees, and may require reports of the findings or recommendations of the Select Committees;

**WHEREAS** the Community Charter provides that at least one (1) member of each Select or Standing Committee must be a Councillor;

**WHEREAS** the District of Wells Mayor, Council, and Administrator will invite public to submit expressions of interest to serve on the District of Wells Select or Standing Committees. Mayor and Council together will then review the applications and select people to serve on the Select or Standing committees;

**WHEREAS** it is deemed appropriate to establish a Select or Standing Committee to be known as the "Wells Community Vision and Planning Committee" (Committee) to advise Mayor, Council and the District of Wells administration (administration) on items with financial impact and liability risks to the municipality; and

**THEREFORE**, the District of Wells hereby establishes the following terms or reference to prescribe powers, duties, functions, structure and procedures of the Wells Community Facility Building.

### 1. **PURPOSE:**

To support District of Wells staff in making all feasible efforts to solicit community members for their future vision and input in the planning of the Wells and Area Community and in updating the District of Wells Official Community Plan (OCP). Reporting to the Chief Administrative Officer, Mayor and Council the Committee will provide community perspective and make recommendations to the Chief Administrative Officer, Mayor and Council.

### **SCOPE:**

- 1.1 The Committee is a standing committee of Council that will provide community perspective to the future vision and planning process of the District of Wells.

2. **MANDATE - RESPONSIBILITIES AND DUTIES:**

2.1 The Committee is a select committee of Mayor and Council that acts in an advisory capacity to the Mayor, Council, and Administration with proposed decisions in all matters brought before the Committee resting with the District of Wells Council.

2.2 The Committee will:

- a. Provide advice and recommendations to Council on matters referred to it by Mayor, Council and administration related to the committee's purpose;
- b. Participate in efforts to solicit an unbiased perspective from Community members on their short term and long-term visions for the community;
- c. Evaluate and report on progress and achievements related to research and solicited input from the community members;
- d. Support public involvement in awareness, preparedness and planning with regards to recommending Official Community Plan (OCP) amendments and/ or updates to fit the future vision of the community;
- e. Recommend projects to recognize sustainability of the future of the District of Wells
- f. Provide advice and support to staff, Mayor and Council;
- g. Assist in prioritizing the wants and needs of the Infrastructure for the District of Wells;
- h. Any other applications or duties which may be specifically referred by Council regarding future vision and planning to the Committee; and
- i. Recommend strategies to integrate principles of economic health, social equity, land use, sustainability, and environmental stewardship into all aspects of planning and development.

3. **MEMBERSHIP – COMPOSITION AND TERM OF OFFICE:**

3.1 The Committee shall consist of members from the community at large and one (1) or two (2) members of Council, all appointed by Mayor and Council. Community members should be a business, resident or property owner in the District of Wells and have experience relative to the mandate of the committee. The Committee shall not exceed twelve (12) members.

3.2 The term of office of Committee members shall be two (2) years. Committee members are eligible for reappointment.

3.3 Where a member resigns or ceases to act as a member, Council may appoint a member to serve the remainder of the term.

3.4 Mayor and/or Council, pursuant to the Community Charter may rescind the appointment of a committee member at any time.

3.5 Committee members shall serve without remuneration.

Terms of Reference

Wells Community Vision and Planning

Committee

November 3, 2020

4. **HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT:**

- 4.1 The Chair of the Committee is appointed by the District of Wells Mayor and Council.
- 4.2 Unless specified at a Closed Meeting for reasons allowed under the Community Charter, all meetings shall be open to the public.
- 4.3 Meetings of the Committee shall be conducted in accordance with the District of Wells Council Procedure Bylaw. In the absence of comment in the Procedure Bylaw, Robert's Rules of Order shall apply.
- 4.4 A quorum for a meeting of the Committee is 50% of the members.
- 4.5 Resolutions of the Committee shall be decided by a majority vote with the names of those voting in the minority being recorded. Each member on the Committee shall have one vote.

5. **ADMINISTRATION:**

- 5.1 The minutes of the proceedings of all Committee meetings shall be recorded and signed by the Chair after formal approval by the committee. Approved minutes will be submitted to Mayor and Council.
- 5.2 A minute taker will be provided for committee meetings. The minutes will be approved by the Committee Chair before posting and/or dissemination.
- 5.3 The Chief Administrative Officer will appoint a member of staff as liaison to the committee, and this role will include support and assistance with coordination of the work and activities of the Wells Community Vision and Planning Committee, subject to annual budget approval by Mayor and Council.
- 5.4 The Committee will prepare an annual report to Council on the year's achievements and an annual work plan and budget for approval by Council.

6. **BUDGET:**

- 6.1 The Wells Community Vision and Planning Committee shall have no authority to expand or commit financial resources of the District of Wells.

**7. TERMINATION:**

7.1 Mayor and Council may, by resolution, dissolve the Wells Community Vision and Planning Committee at any time, or amend these Terms of Reference.

**8. REFERENCE DOCUMENTS:**

8.1 The terms "Council" and "Committee" shall be interchangeable for the purpose of interpretation of these sections.

- ♣ Community Charter, Section 90 – Open and Closed meetings
- ♣ Community Charter, Section 117 – Duty to respect confidentiality
- ♣ Community Charter, Section 121 – Resignation
- ♣ Community Charter, Section 100-109 – Conflict of Interest

<judycampbell@goldcity.net  
2020-09-15 7:56PM

Mayor and Council

I would like to put my name forward for the Community Vision and Input Committee.

- I have lived in the community for 47 years
- Was part of the group that worked to have Wells incorporated
- Sat on Council for 16 years
- Have a Masters Degree in Environmental Design (Planning)
- Involved in many different community groups.

Thanks for you consideration.

Judy

Judy Campbell

Box 181, Wells, BC

V0K 2R0

[judycampbell@goldcity.net](mailto:judycampbell@goldcity.net)

(250) 994-3349 (hm)

(518) 428-9196 (mb - no coverage in Wells)

[elyssia.sasaki@gmail.com](mailto:elyssia.sasaki@gmail.com)

2020-09-22 8:01am

Hi!

I'm going to be joining the Wells community in early October as the new Executive/Artistic Director of Island Mountain Arts. I would love to be involved in near any capacity in these conversations about community, values, and aspirations for the near and far future.

In addition to this being an opportunity to meet community members, I'd be happy to offer my services as a notetaker, writer or witness.

Please let me know how/if I can be of help!

Sincerely,

Elyssia Sasaki | she/her

[elyssia.sasaki@gmail.com](mailto:elyssia.sasaki@gmail.com)

**1 (647) 332 1652**

**From:** Dorothea Funk <[dfunk@goldcity.net](mailto:dfunk@goldcity.net)>  
**Sent:** Friday, September 25, 2020 12:43:33 PM  
**To:** Chief Administrative Officer <[Admin1@wells.ca](mailto:Admin1@wells.ca)>  
**Subject:** Community and Vision Input Committee

Dear Mayor and Council, District of Wells, BC:

I am submitting my name as a volunteer to serve on the Wells Community and Vision Input Committee that will provide input on the proposed Cariboo Gold Project by Barkerville Gold Mines (BGM),

I have owned a home in Wells since 1993. After almost 10 years working elsewhere, I moved back in 2016 when I retired because Wells is where I want to be. I am a keen supporter of the community and interested in its future. I attend BGM updates whenever possible and also submitted a comment to the Environmental Assessment Office during the Phase 1 Comments period.

I appreciate that the District is setting up this committee to consider the legacy of the gold mine for Wells.

Thank-you.

Dorothea Funk  
4347 Blair Avenue  
Box 248  
Wells, BC V0K 2R0

Community Vision & Input Committee

Wells Hotel

09-25-2020

9:29pm

Please submit my name for consideration as a member of this committee:

Cindy Davies – business owner – Wells Hotel

I bring years of experience as a facilitator and participant in the processes of community building, community engagement and cross-sector collaboration to bring about community change. As a recent resident in Wells, I also bring an outside perspective.

Regards,

Cindy Davies

250-994-3427

Community Vision and Input Committee • Cariboo Gold Project  
2020-09-30 8:23am

Dear Donna and Tyler,

I would very much like to be a volunteer on the Community Vision and Input Committee for the Cariboo Gold Project.

I have been coming to this area annually since 2004, and I became a full time resident of Wells in January 2012. I have had discussions with quite a few other community members about the Cariboo Gold Project, and I have also had an information meeting with BGM staff and have taken an underground mining tour.

I feel it is very important for the wishes of Wells Residents to be heard as the CGP moves forward, and I would very much like to be part of the volunteer committee to reach out to community members for their input, and to be part of the team of people who can lay out a blue sky list based on that community input.

Covid 19 has had a big impact on my usual out of town performing arts work, and so I will be in Wells full time for the foreseeable future, and have the time to participate in the committee.

Thanks very much for your consideration.

Julia Mackey

*My Two Hats:*

**sunset theatre**

*Julia Mackey | Director of Presentations  
2357 Pooley Street | Wells, BC | Lhtako Dené Territory  
[sunset-theatre.com](http://sunset-theatre.com) | Home Office 250-994-3403*

=====

*Julia Mackey • Playwright & Performer  
Dirk Van Stralen • Director & Stage Manager  
Rachel Mackey • Normandy Tours Translator/French Stage Manager  
Jake's Gift/Le Cadeau de Jake  
Juno Productions  
[www.jakesgift.com](http://www.jakesgift.com)*

Community Vision & Input Committee  
2020-09-30 2:47pm

Good Day,

I would like to volunteer on the Visionary Committee because I am passionate about the quality of life I, and all my neighbours enjoy in Wells. I have been a property owner in Wells for 42 years and most of my life is conducted, uplifted and made possible by the little town of Wells. The affordability, incredible community spirit (when allowed to thrive), access to the outdoors, clean air and a collection of interesting, eclectic individuals, has made me love it here. I am sure the same is for most Wellsians.

I would really like to help out ensuring that everyone in town is made aware of what BGM is proposing, and is able to have a say in the whole process.

I know that Wells started out as a gold mining town and is rich with that history. In the 1960's a new demographic of folks arrived in Wells that changed the face of the town for the next 5 decades. We now have an incredible legacy because of Island Mountain Arts, all it's supporters and local artists. The two pursuits, the Arts and gold mining, have had a fairly cosy relationship since the 1970s, and I think that that relationship could stay mutually beneficial to both.

Wells is first and foremost, a community of people, and I would like the opportunity to help find out what the Community of Wells' vision, values and aspirations is.

Best Regards,  
Sharon L. Brown

Community Vision and Input Committee membership  
2020-09-30 8:57 pm

Greetings,

I am eager to participate in the CVIC. I, like many Wellsians, I live here for many reasons. I see where Wells shines, and believe that it can move forward into even brighter days, if it's vision is clear and stated. There is work to do and I'm ready to roll up my sleeves.

Thanks kindly.

..jenn lewis

Community Vision and Input Committee  
2020-09-30 9:28pm

Dear District of Wells,

Please accept my application to join and be a part of; The Blue Sky, Wells Community Vision and Input Committee. I would be very pleased to take part in team discussions, the sharing of ideas and proposals that ensure the well being of daily life for members of our mountain community.

I am a retired French Immersion teacher living in Wells. I volunteered on my school district Union for 3 years as Health and Safety Chair followed by 3 years as Wellness Chair. I would be a resourceful, unbiased volunteer on the Wells, Blue Sky team.

Sincerely,  
Linda Rummel  
MEd

Community Vision and Input Committee.  
2020-09-30 9:45pm

Hello

My name is Carrie Johnston, I sometimes go by Cj.

I moved to Wells in 1984, and began learning about placer mining up on Cunningham Creek - I am still a placer miner, with my own claim within 12k of Wells. And I am a Canadian National Gold panning champion.

I raised four of my children here, and some of my grandchildren have attended the same Wells Barkerville School that their parents did, I held the position of either Vice or President of the PAC, longer than anyone on record. We worked as a Community to have the school reopened and continuing to run, the only one in BC to ever do so. I sat on the committee which developed the business plan for the school and learned the word - consensus.

For many years, I worked as the Tourism and Economic Development Coordinator, in fact, it was me in some advertising with Hollywood North, that coined the phrase "The Golden Triangle" (Wells, Barkerville, and Bowron Lake) I've both sat on the board and worked contracts for North Cariboo Community Futures, and the Tourism associations for Quesnel and the Cariboo Coast Chilcotin.

I spent over 25 years as a firefighter with the Wells Volunteer Fire Brigade and worked for BC Ambulance as Unit Chief and Paramedic in Wells and Anahim Lake for nearly 15 years. I am one of the longest-standing members of the Royal Canadian Legion Branch #128 Wells, and of the Auxially which serves it and the community. I volunteer as Peace Patrol for ArtsWells each year.

I began working in Barkerville in 1987? I have worked at or with every business there, except I never worked for the Bakery. I currently work for Barkerville Heritage Trust, and just completed my 22nd. season as a Cashier/Office Assistant/First Aid. I am a BCGEU Shop Steward and CoChair for Joint Occupational Health and Safety.

I have a keen interest in history, in particular - Gold and in the Community in general. I have seen many things, people, and ideas come and go; I have been here since the very first meeting that had to do with the rekindling of interest in the hard rock. I sat with the old miners who just wanted a swimming pool out of the deal, so they didn't have to drive to Quesnel for their health and wellbeing in the winter - I am still rather fond of this idea myself.

I would like to be involved, I have a good cross-section of friends and acquaintances, I believe strongly in being a part of solutions, of moving forward, of sorting out opportunities for the best for the most.

Thank you for your consideration.

Carrie (Cj) Johnston

Visionary Committee  
2020-10-01 10:22am

Hello!

After attending the BGM meeting at the Sunset last night and talking to both Chris-es, I would like to be included on the Visionary committee; I would like to learn and know more about the Cariboo Gold Project and it's potential impacts on our town (both bad and good), and as our family continues to spend more time here I feel that it's important to contribute to the discussion and also to the community.

Thank you for your consideration,  
Michelle Liefertz  
Wells Haven (4380 Sanders Ave)  
"The one with the Red Door"

"Religion is as cruel as it is boring; now faith - faith is worth something" (David Forsyth)

Community vision and input committee  
2020-10-01 11:48am

To whom it may concern:

I just saw this post and would like to put my name forth to be part of this committee. I am sending this ahead of the noon deadline and will send my credentials and qualifications in a separate email as I am currently away from my computer but wanted to meet your deadline for submissions of interest.

Thank you for your consideration, I look forward to hearing from you.

Yours  
Paul Crawford  
--

Paul F. Crawford

Director/Curator

Penticton Art Gallery

199 Marina Way

Penticton, B.C.

V2A 1H5 Canada

Phone: (250) 493-2928

Web: [www.pentictonartgallery.com](http://www.pentictonartgallery.com)

On the unceded territory of the Syilx (Okanagan) Peoples.

District of Wells Council  
4243 Sanders Avenue  
Wells, BC  
V0K2R0

Dear Council,

I am writing to express my enthusiasm and interest in volunteering for the Community Vision and Input Community Council is seeking to form in 2020.

Though I am new to Wells, I quickly became endeared to this community and am proud to call myself a homeowner here. I believe Wells has a strong future due to the care of it's community members and the contributions we can make.

If accepted to the committee I believe my upbringing within the oil and gas industry in Fort St John, along with a career in the arts which includes a strong background in grant writing and project management , will add a well rounded perspective to the upcoming industry expansion proposed by BGM.

I appreciate your consideration and look forward to hearing from you.

Sincerely,  
Oryanna Ross  
Community Member & Financial Administrator at Island Mountain Arts

**From:** Ian Douglas <[ianjamesdouglas@hotmail.com](mailto:ianjamesdouglas@hotmail.com)>

**Sent:** October 20, 2020 7:39 PM

**To:** District Clerk <[clerk@wells.ca](mailto:clerk@wells.ca)>

**Subject:** impact committee

Hi there, I am messaging again to ask to join the community impact committee.

I am a local resident, prospector, and tax payer here in the community of Wells BC, and I believe I would be a valued member of the committee discussing the future plans of the Barkerville gold Project.

Thank you

Ian Douglas

Sent from [Mail](#) for Windows 10

Community Vision and Input Committee

Josh Trotter-Wanner [jtrotter@gmail.com](mailto:jtrotter@gmail.com)

2020-10-28 4:43pm

Why I would like to be a volunteer on the visionary committee: I have some ideas to contribute and a technical background that may be helpful. I think I can contribute to this Committee.

Josh Trotter-Wanner



# District of Wells

<b>Meeting Date</b>	November 24, 2020
<b>Report Date:</b>	November 14, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Ministry of Affairs & Housing Announcement re: Covid-19 relief

## **Purpose/Issue:**

The purpose of this report is to update Council and the Community on the Ministry of Affairs and Housing announcement for Covid-19 Relief funding to municipalities.

On November 3, 2020, staff received an email with some very exciting and welcomed news from the Deputy Minister of Ministry of Affairs and Housing.

The District of Wells has been awarded \$241,000 in COVID-19 Relief funds to cover the current deficit of the District as well as any further revenue losses due to COVID.

This funding is meant to cover the deficit and any potential emergencies which may arise from COVID 19. This will help the District cover the current \$143,000 deficit and allow for the remaining \$98,000 to be placed into reserve savings to help carry the District through any further expenses and/or losses of revenues due to COVID 19.

This funding and the recently announced harvest on the Wells-Barkerville Community Forest will greatly help the District's finances, especially in combination of further future expense cuts and/or asset dispositions.

## **Budget, Policy, Staffing:**

## **Legal Considerations:**

## **Options / Recommendations:**

1. Receives the staff report regarding the recently announced COVID-19 relief funding and the District's current deficit.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer



# District of Wells

<b>Meeting Date</b>	November 24, 2020
<b>Report Date:</b>	November 16, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Proposed 2021 Acting Mayor Schedule

## **Purpose/Issue:**

The purpose of this report is to propose to Council the Acting Mayor Schedule for 2021.

As per section 130 of the Community Charter, the District of Wells must approve an acting Mayor Schedule for each year.

Staff therefore propose the following Acting Mayor Schedule for 2021:

December 2020

January 2021

Councillor Mandy Kilsby

February 2021

March 2021

April 2021

Councillor Chris Cooley

May 2021

June 2021

July 2021

Councillor Jordan Rohatynski

August 2021

September 2021

October 2021

Councillor Ksenya Dorwart

November 2021

December 2021

Councillor Mandy Kilsby

## **Budget, Policy, Staffing:**

--

## **Legal Considerations:**

--

**Options / Recommendations:**

1. Receives the proposed 2021 Acting Mayor Schedule for 2021; and
2. Approves the 2021 Acting Mayor Schedule as follows:

December 2020

January 2021

Councillor Mandy Kilsby

February 2021

March 2021

April 2021

Councillor Chris Cooley

May 2021

June 2021

July 2021

Councillor Jordan Rohatynski

August 2021

September 2021

October 2021

Councillor Ksenya Dorwart

November 2021

December 2021

Councillor Mandy Kilsby

Respectfully submitted by

Donna Forseille

Chief Administrative Officer



District of Wells

**2021 REGULAR COUNCIL MEETING SCHEDULE**

<b>January 12, 2021</b>	<b>July 20, 2021</b>
<b>January 26, 2021</b>	
<b>February 9, 2021</b>	<b>August 17, 2021</b>
<b>February 23, 2021</b>	
<b>March 9, 2021</b>	<b>September 14, 2021</b>
<b>March 23, 2021</b>	<b>September 28, 2021</b>
<b>April 13, 2021</b>	<b>October 12, 2021</b>
<b>April 27, 2021</b>	<b>October 26, 2021</b>
<b>May 11, 2021</b>	<b>November 9, 2021</b>
<b>May 25, 2021</b>	<b>November 23, 2021</b>
<b>June 8, 2021</b>	<b>December 7, 2021</b>
<b>June 22, 2021</b>	





District of Wells

**COUNCIL PROCEDURE BYLAW NO. 180, 2020**

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District of Wells  
**COUNCIL PROCEDURE BYLAW NO. 180, 2020**

WHEREAS pursuant to Section 124 of the Community Charter a Council is required by bylaw, to establish the general procedures to be followed by council and council committees in conducting their business, and

WHEREAS the District of Wells Council wishes to conduct business under the Community Charter

NOW THEREFORE the Municipal Council of the District of Wells enacts as follows:

**PART 1 - INTRODUCTION**

**Title**

1. This Bylaw may be cited as the “Council Procedure Bylaw No. 180, 2020.”

**Definitions**

2. In this Bylaw,

“District” means the District of Wells;

“Town Hall” means the Municipal Office of the District of Wells located at 4243 Sanders Avenue, Wells, British Columbia;

“Commission” means a Municipal Commission established under s. 143 of the Community Charter;

“Committee” means a Standing, Select, or other Committee of Council, but does not include COTW;

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the District of Wells;

“Council” means the Council of the District of Wells;

“Mayor” means the Mayor of the District of Wells;

“Public Notice Posting Places” means 1) the notice board in the front window of the Town Hall, 2) the local Post Office notice board, 3) the notice board located at the BNC Mercantile store, and 4) on the entrance of the Community Hall door located in the lower entrance.

### **Application of rules of procedure**

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the new Robert's Rules of Order, Revised Edition, 2020, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this Bylaw or the Community Charter

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

4. (1) Following a general local election, the first Council meeting must be held the first Tuesday in December in the year of the election.
  - (2) not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.
  - (3) At the meeting mentioned in subsection (1) the following tasks will be undertaken:
    - (a) adopt a schedule of the dates, times and places of regular Council meetings for the next year and make the schedule available to the public by posting it at the Public Notice Posting Places on or before December 31, (see section 7(1))
    - (b) establish a rotating schedule of council members designated to act in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

### **Quorum Requirement**

5. A quorum of Council or the Committee of a Whole shall be three members.

### **Time and location of meetings**

6. (1) All Council meetings must take place within The Town Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
  - (a) be held at least once per month or twice a month every second Tuesday of the month;
  - (b) begin at 7:00 P.M.;
  - (c) be adjourned before midnight on the day scheduled for the meeting unless Council resolves to proceed beyond that time;
  - (d) when such meeting falls on a statutory holiday, be held on the next Tuesday The Town Hall is open following which is not a statutory holiday;
- (3) Regular Council meetings may:
  - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
  - (b) be postponed to a different day, time and/or place by the Mayor, provided the Corporate Officer is given at least 2 days notice, where possible.

### **Notice of Council meetings**

- (1) In accordance with section 127 of the Community Charter Council must prepare annually on or before December 7th, a schedule of the dates, times and place of regular Council meetings for the next year and must make the schedule available to the public by posting it at the Public Notice Posting Places on or before December 31.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

### **Notice of Special meetings**

8. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127 (4) of the Community Charter a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of the meeting, by
  - (a) posting a copy of the notice in the Council chambers at The Town Hall,
  - (b) posting a copy of the notice at the Public Notice Posting Places, and
  - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at The Town Hall.
  - (d) notifying Councillors by phone or electronic means.

- (2) The written notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

### **Electronic Meetings**

9. (1) Provided the conditions set out in subsection 128(2) of the Community Charter are met,
- (a) A Council meeting may be conducted by means of visual (online) and/or audio or audio electronic or other communication facilities if the Mayor or Council requires it and facilities permit.
  - (b) A member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual (online) and audio or audio electronic or other communication facilities, if the meeting is a regular, special and/or committee meeting and if facilities permit;
- (2) Both the video recording and the audio recording (or combined) must be made available at Public's request as well as a hard copy of approved minutes of the meeting.
- (3) During the world wide pandemic (COVID-19) Council may conduct all Council meetings and Committee Meetings by way of visual (online) and/or audio or audio electronic or other communication facilities if the Mayor and Council requires it so long as Section 9 (1) and (2) are complied with, and as per Ministerial Order M083, March 26, 2020. Subject to Ministerial Order M083 being repealed or amended.

### **PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

10. Annually in December, Council must establish a rotating schedule of Council members designated to act in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (1) A Councillor designated under section 10(1), must fulfill in accordance with the schedule, the responsibilities of the Mayor in his or her absence.
  - (2) If both the Mayor and the member designated under section 10(1) are absent from a Council meeting, the Council member next scheduled on the rotation to act in place of the Mayor in his absence shall preside at that Council meeting.
  - (3) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

## PART 4 - COUNCIL PROCEEDINGS

### Community Charter Provisions

11. Matters pertaining to Council proceedings are governed by the Community Charter.

### Attendance of Public at Meetings

12. (1) Except where the provisions of section 90 of the Community Charter apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the Community Charter.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the Community Charter, including without limitation:
- (a) COTW,
  - (b) Standing and select committees,
  - (c) Parcel tax review panel,
  - (d) Board of variance.
- (4) Despite section 12 (1), the Mayor or the Councillor designated as the member responsible for acting in place of the Mayor under Section 10, may expel or exclude from a Council meeting a person in accordance with Section 22(8).

### Minutes of meetings to be maintained and available to public

13. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded,
  - (b) certified as correct by the Corporate Officer, and
  - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 13 (3), and in accordance with Section 97 (1) (b) of the Community Charter *[other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at the Town Hall during its regular office hours.
- (3) Subsection 13 (2) does not apply to minutes of a Council meeting or that part of a Council meeting for which persons were excluded under section 90 of the Community Charter.

### **Calling the meeting to order**

14. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if Present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 10 must take the Chair and call such meeting to order.

### **Adjourning meeting where no quorum**

15. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer MUST:
  - (1) Record the names of the members present, and those absent, and
  - (2) Adjourn the meeting until the next Scheduled Council meeting.

### **Agenda**

16. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items For consideration at that meeting.
  - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council Meeting Agenda must be 12:00 Noon on the Thursday prior to the meeting.
  - (3) The Corporate Officer must make the agenda available to the members of Council and the public before 6:00 P.M. on the Friday prior to the meeting.
  - (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is Properly introduced as a late item pursuant to Section 18.

### **Order of proceedings and business**

17. (1) The Agenda for all Regular council meetings contains the following matters in the order in which they Are listed below:
  - (a) Approval of agenda and late items as necessary
  - (b) Adoption of Minutes
  - (c) Delegations – requests to address Council
  - (d) Public and Statutory Hearings, and third reading or adoption of bylaws where applicable after each hearing
  - ( e) Correspondence/Committee Reports
  - (f) Business Arising/ Unfinished Business
  - (g) New Business
  - (h) Staff Reports
  - (i) Bylaws
  - (j) Information and Announcements/ Public Gallery
  - (k) Adjournment

- (2) Particular business at a Council meeting must in all cases be taken up in order in which it is listed on the Agenda unless otherwise resolved by Council.

### **Late Items**

18. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Introduction of the late item is approved by Mayor and Council at the time allocated on the Agenda as Such matters and resolves to amend the Agenda as circulated to add said item.
- (2) If the Council makes a resolution under Section 18 (1), information pertaining to late items Must be distributed to the members.

### **Voting at meetings**

19. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council Members;
  - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating: "All in favour raise your hands" and then "Opposed".
  - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member Must not:
    - (i) cross or leave the room;
    - (ii) make a noise or other disturbance, or
    - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a Point of order.
  - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must Not speak to the question or make a motion concerning it.
  - (e) the presiding member's decision about whether a question has been finally put is conclusive; and
  - (f) whenever a vote of Council on a matter is taken, each member present shall signify his/her vote by Raising his/her their hand.
  - (g) the presiding member must declare the result of the voting by stating that the question is decided in Either the affirmative or the negative.

## **Delegations**

20. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application has been received by the Corporate Officer by noon on the Thursday prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.

(2) Where written application has not been received by the Corporate Officer as prescribed in section 20(1), an individual or delegation may address the meeting if approved by the unanimous vote of the Council members present.

(3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

(4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.

(5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

## **Points of Order**

21. (1) Without limiting the presiding member's duty under section 132(1) of the Community Charter [authority of presiding member], the presiding member must apply the correct procedure to a motion

- (a) if the motion is contrary to the rules of procedure in this bylaw, and
- (b) whether or not another Council member has raised a point of order in connection with the motion.

(2) When the presiding member is required to decide a point of order

- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
- (b) the presiding member may reserve the decision until the next Council meeting.

## **Conduct and Debate**

22. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses The presiding member.

(2) Members must address the presiding member by the title of Mayor, Acting Mayor, or Councillor.

- (3) Members must address non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion first spoke.
- (6) Members who are called to order by the presiding member:
- (a) must immediately stop speaking,
  - (b) may explain their position on the point of order, and
  - (c) may appeal to Council for its decision on the point of order in accordance with Section 132 of the Community Charter [*authority of presiding member*].
- (7) Members speaking at a Council meeting:
- (a) must use respectful language,
  - (b) must not use offensive gestures or signs,
  - (c) must speak only in connection with the matter being debated,
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer, and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a council meeting be read at any time during the Debate if that does NOT interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:

- (a) a member may speak more than once in connection with the same question only
  - (i) after other Councillors who have not spoken have had an opportunity to do so, or
  - (ii) if the member is explaining a material part of a previous speech without introducing A new matter.

### **Motions generally**

- 23. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions when the Council is considering a question:
  - (a) to refer to committee;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question;
  - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council Meeting if requested by a Council member.

### **Motion to commit**

- 24. Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main Question.

### **Motion for the main question**

- 25. In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
  - (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
    - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
    - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

## **Amendments Generally**

26. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council Meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (6) A Council member may propose an amendment to an adopted amendment.
- (7) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - (c) the main question.

## **Reconsideration of a Council Member**

27. (1) Subject to subsection (5), a Council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,

- (b) been reconsidered under subsection (1) or section 131 of the Community Charter [mayor may require Council reconsideration of a matter],
  - (c) been acted on by an officer, employee, or agent of the District.
- (6) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the Community Charter [mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

### **Privilege**

28. In this section, a matter of privilege refers to any of the following motions:

- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of the Council;
  - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

### **Reports from committees**

29. Council may take any of the following actions in connection with a resolution it receives from COTVV:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to COTW;
- (d) postpone its consideration of the resolution.

### **Adjournment**

30. (1) A Council may continue a Council meeting after midnight only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

- (3) Subsection (2) does not apply to either of the following motions:
  - (a) a motion to adjourn to a specific day;
  - a motion that adds an opinion or qualification to a preceding motion to adjourn

## PART 5 – BYLAWS

### **Copies of proposed bylaws to Council members**

- 31. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of bylaws**

- 32. A bylaw introduced at a Council meeting must:
  - (1) be printed;
  - (2) have a distinguishing name;
  - (3) have a distinguishing number;
  - (4) contain an introductory statement of purpose;
  - (5) be divided into sections;

### **Bylaws to be considered separately or jointly**

- 33. Council must consider a proposed bylaw at a Council meeting either:
  - (1) separately when directed by the presiding member or requested by another Council member; or
  - (2) jointly with other proposed bylaws in the sequence determined by the presiding member.

### **Reading of adopting bylaws**

- 34. (1) The presiding member of a Council may:
  - (a) have the Corporate Officer read a synopsis of each proposed bylaw group of proposed bylaws, and  
Then
  - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.

(4) Subject to section 882 of the Local Government Act [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

(5) In accordance with section 135 of the Community Charter [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.

(6) Despite section 135(3) of the Community Charter [requirements for passing bylaws], and in accordance with section 890(9) of the Local Government Act [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

### **Bylaws must be signed**

35. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:

- (1) the City's corporate seal,
- (2) the dates of its readings and adoption; and,
- (3) the date of Ministerial approval or approval if the electorate if applicable.

## **PART 6- RESOLUTIONS**

### **Resolutions**

36. A resolution may be introduced at a Council meeting only if it arises from an item on the agenda or amended Agenda as adopted or if Council members unanimously agree to waive the requirements.

### **Introducing Resolutions**

37. (1) The presiding member of a Council or any Council member may introduce a resolution in conformance with Section 36.

## **PART 7- COMMITTEE OF THE WHOLE**

### **Going into Committee of the Whole**

38. (1) At any time during a Council meeting, Council may, by resolution, go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee, to which all members of Council are invited to consider but not decide on matters of the District's business, is a meeting of COTW.

### **Notice of COTW meetings**

39. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice posting places;
  - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at the Town Hall.
  - (c) notifying Councillors by phone or electronic means.
- (2) Subsection (1) does not apply to a COWT meeting that is called, in accordance with Section 38, during a Council meeting for which public notice has been given under Section 6 or 7.

### **Minutes of COTW meetings to be maintained and available to public**

40. (1) Minutes of the proceedings of COTW must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the member presiding at the meeting, and
  - (d) open for public inspection in accordance with section 97(1)(c) of the Community Charter

### **Presiding members at COTW meetings and Quorum**

41. (1) The Mayor, or, in his absence, the acting Mayor, will preside at a meeting of the COTW.
- (2) The quorum of COM/ is the majority of Council members.

### **Points of order at meetings**

42. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

## **Conduct and debate**

43. The following rules apply to COTVV meetings:

- ( 1) a motion is not required to be seconded;
- (2) a member may speak any number of times on the same question;
- (2) a member must not speak longer than a total of 10 minutes at a time on any one question.

## **Voting at meetings**

44. (1) Votes at a CONTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

## **Reports**

45. (1) COTW may consider reports and bylaws only if:
- (a) they are printed and the members each have a copy, or
  - (b) a majority of the Council members present decide without debate that the Requirements pf paragraph (a) do not apply.
- (2) The COTW's report to Council must be presented by the Corporate Officer.

## **Rising without reporting**

46. (1) A motion made at a COTW meeting to rise without reporting
- (a) is always in order and takes precedence over all other motions,
  - (b) may be debated.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under Section 38 (1), the council meeting must resume.

## **PART 8- COMMITTEES**

### **Duties of Standing Committees**

47. (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all Of the following matters:
- (a) matters that are related to the general subject indicated by the name of the Committee.
  - (b) matters that are assigned by Council;
  - (c ) matters that are assigned by the Mayor.
- (2) Standing committees must provide minutes of their meetings and make recommendations to Council at the following times:
- (a)in accordance with the schedule of the committee's meetings;
  - (b)on matters that are assigned by Council or the Mayor,

### **Duties of select committees**

48. (1) Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of committee meetings**

49. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of committee meetings**

50. (1) Subject to Subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the committee.
  - (c) notifying Councillors by phone or electronic means.

- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least twelve hours before the time of the meeting.

### **Attendance of Committee Meetings**

51. Council members who are not members of a Committee may attend the meetings of the committee.

### **Minutes of Committee meetings to be maintained and available to public**

52. Minutes of the proceedings of a committee must be
  - (1) legibly recorded,
  - (2) certified by the Corporate Officer,
  - (3) signed by the chair or member presiding at the meeting, and
  - (4) open for public inspection in accordance with section 97 (1) (c ) of the Community Charter.

### **Committee Quorum**

53. The quorum for a committee is a majority of all of its members.

### **Conduct and Debate**

54. (1) The rules of the council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) A motion made at a meeting if a committee is not required to be seconded.

### **Voting at meetings**

55. Council members attending a meeting of a committee of which they are not a member must Not vote on a question.

## **PART 9- COMMISIONS**

### **Schedule of Commission meetings**

56. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Commission meetings**

57. Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and places of the Commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the Commission.
  - (c) Notifying Councillors by phone or electronic means.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the District must, as soon as possible, post notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 56(2) to be given to all members of the Commission at least 24 hours before the time of the meeting.
- (4)

### **Minutes of Commission meetings to be maintained and available to the public**

58. Minutes of the proceedings of a Commission must be:
- (1) legibly recorded;
  - (2) signed by the Chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) of the Community Charter.

### **Commission Quorum**

59. The quorum of a Commission is a majority of all of its members.

### **Conduct and Debate**

60. (1) The rules of the Council procedure must be observed during Commission meetings so far as is possible and unless as otherwise provided in this bylaw.

PART 10 – GENERAL

- 61. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 62. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.
- 63. District of Wells Procedure Bylaw Numbers 52-2002, 61-2004 and 100-2009 are hereby repealed.

READ A FIRST TIME THIS 3<sup>rd</sup> day of November, 2020.

READ A SECOND TIME THIS 3<sup>rd</sup> day of November, 2020.

READ A THIRD TIME THIS 3<sup>rd</sup> day of November, 2020.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Donna Forseille, CAO

\_\_\_\_\_  
Gabe Fourchalk, Mayor

Certified to be a true and correct copy of Bylaw No.180, 2020 cited as "District of Wells Council Procedure Bylaw No. 180, 2020" adopted by the Council of the District of Wells with Resolution # \_\_\_\_\_ this \_\_\_\_\_, day of \_\_\_\_\_, 2020.





# District of Wells

<b>Meeting Date</b>	November 24, 2020
<b>Report Date:</b>	November 14, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Proposed changes to the Wells Fire Services Bylaw No. 142,2015

## **Purpose/Issue:**

The purpose of this report is to recommend the change of remuneration for the Wells Volunteer Fire Brigade volunteers and Fire Chief.

In consideration of Community feedback over the past year, staff would like to recommend to Council that the Wells Fire Services Bylaw No. 142, 2015 be replaced with the new proposed Bylaw No. 181, 2020 to reflect a higher remuneration for both the Fire Chief and brigade volunteers. (See attached highlighted changes in the attached Bylaw No. 181, 2020)

Staff feel that recruitment and retention would be more successful with more of an incentive to keep brigade members. This is a vital service for the Wells Community which has proven to be a challenge to retain brigade members and Fire Chief's. Upon reviewing the upcoming budget for 2021, staff recommend that instead of a 1-2% staff salary increase, that Council considers using that money to supplement the current remuneration of \$2000.00 to the Fire chief, which would reflect a remuneration of \$12,000.00. This is still a low wage for such a commitment but an improvement over the current \$2000 remuneration. Staff also propose a small increase to brigade members to represent, \$10.00 for each practice, and \$25.00 for each call-out. Again, a small increase since currently the bylaw states \$10.00 for practices and \$10 for each call-out. Although small, it is showing the District is trying to make positive changes to help retain recruits.

Moving forward staff will continue to search for grants to further help the Brigade succeed.

## **Budget, Policy, Staffing:**

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## **Legal Considerations:**

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## **Options / Recommendations:**

1. Receives the staff report regarding the proposed changes to the Wells Fire Services Bylaw 142, 2015, replacing said bylaw with the Wells Fire Services Bylaw No. 181, 2020.
2. Receives the proposed Wells Fire Services Bylaw No. 181, 2020 and gives First, Second, and Third readings to the Bylaw.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer



**THE DISTRICT OF WELLS**  
**BYLAW NO. 181,2020**  
**FIRE SERVICES BYLAW**

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**WHEREAS** the *Community Charter S.B.C. 2003, c. 26*, as amended from time to time, authorizes Council, by bylaw, to regulate, prohibit and impose requirements in relation to municipal services, emergency exits, smoke alarms, and any matter within the scope of the *Fire Services Act*, and to authorize the municipal fire chief to exercise certain powers in relation to the prevention and suppression of fires;

**AND WHEREAS** the *Community Charter S.B.C. 2003, c. 26*, as amended from time to time, provides that a Municipality may by bylaw authorize the municipal fire chief and designate to exercise powers for fire related inspections and prevention;

**AND WHEREAS** the *Community Charter S.B.C. 2003, c. 26* and *Fire Services Act* and its Regulations, as amended from time to time, a municipality may by bylaw regulate the prevention and control of fires and for regulating the conduct of persons at or near fires;

**NOW THEREFORE** the Council of the District of Wells in an open meeting assembled enacts as follows:

**1. TITLE**

**1.1.** This Bylaw may be cited as “Fire Services Bylaw No. 180,2020”.

**2. DEFINITIONS**

Unless specifically defined herein, words and phrases used in this Bylaw shall be construed in accordance with the meanings assigned to them by the *Fire Services Act*, the *Building Code*, the *Fire Code* or the *Community Charter* as the context and circumstances require.

In this Bylaw:

- 2.1.** “*Apparatus*” means any vehicle machinery, device, *Equipment* or material used for firefighting and *Assistance Response* and any vehicle used to transport *Members* or supplies;
- 2.2.** “*Assistance Response*” means aid provided in circumstances necessitating rescue efforts in accordance with the level of training and certification of present *Firefighters*, most often for Lift Assist;
- 2.3.** “*Building Bylaw*” means the Cariboo Regional District Building Bylaw No. 3160, 1996, as amended or replaced from time to time;

- 2.4. *“Building Code”* means the British Columbia Building Code, as amended or replaced from time to time;
- 2.5. *“Campfire”* means a small contained outdoor fire, not exceeding 0.5 meters in height and 0.5 metres in width, and used for cooking, ceremonial purposes, or social enjoyment;
- 2.6. *“Combustible Material”* means any material capable of being ignited;
- 2.7. *“Council”* means the Council for the District of Wells;
- 2.8. *“District”* means the District of Wells;
- 2.9. *“Equipment”* means any tools, contrivances, devices, hoses or materials used by the *Fire Brigade* to combat an *Incident* or other emergency;
- 2.10. *“Exterior Operations Service Level”* means the Exterior Operations Service Level as defined in the *Playbook*;
- 2.11. *“False Alarm”* means the activation of a *Fire Alarm System* that results in a response by the *Fire Brigade*, and for which the *Fire Alarm System* activation was not the result of a fire or other similar emergency;
- 2.12. *“Fees and Charges Bylaw”* means District of Wells Comprehensive Fees and Charges Bylaw No. 176, 2019 as amended or replaced from time to time;
- 2.13. *“Fire Alarm System”* means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants of the dwelling unit in which it is installed;
- 2.14. *“Fire Chief”* means the *Member* appointed by Council as head of the Volunteer *Fire Brigade* and shall be deemed to be a Municipal Public Officer as defined in the Local Government Act;
- 2.15. *“Fire Code”* means the British Columbia Fire Code Regulation made under the *Fire Services Act*, as amended or replaced from time to time;
- 2.16. *“Fire Hazard”* means any condition, arrangement or act which increases the likelihood of fire or which may provide a ready fuel supply to augment the spread or intensity of a fire or which may obstruct, delay, hinder, or interfere with the operations of the *Fire Brigade* or the egress of occupants in the event of fire;
- 2.17. *“Fire Protection”* means all aspects of fire safety including but not limited to fire prevention, firefighting or *Fire Suppression*, pre-fire planning, fire investigation, public education and information, training or other staff development;

- 2.18.** “*Fire Protection Equipment*” includes but is not limited to, *Fire Alarm Systems*, automatic *Sprinkler Systems*, special extinguisher systems, portable fire extinguishers, fire hydrants, water supplies for *Fire Protection*, standpipe and hose systems, fixed pipe *Fire Suppression* systems in commercial cooking exhaust systems, smoke control measures, and emergency power installations;
- 2.19.** “*Fire Safety Plan*” means a fire safety plan for a building required under the *Fire Code* and this Bylaw, that includes, without limitation:
- (a) emergency procedures to be used in case of fire;
  - (b) training and appointment of designated supervisory staff to carry out fire safety duties;
  - (c) documents showing the type, location, and operation of fire emergency systems;
  - (d) the holding of fire drills;
  - (e) the control of *Fire Hazards*; and
  - (f) inspection and maintenance of facilities for the safety of the building’s occupants;
- 2.20.** “*Fire Services Act*” means the *Fire Services Act*, RSBC 1996, c.144, as amended or replaced from time to time;
- 2.21.** “*Fire Suppression*” means the controlling and extinguishing of fires;
- 2.22.** “*Fireworks Bylaw*” means District of Wells Fireworks Bylaw, No. 127, 2013, as amended or replaced from time to time;
- 2.23.** “*Incident*” means a fire, a situation where a fire or explosion is imminent or a situation arising from a response to a request for assistance from another *emergency response agency including, but not limited to, the Royal Canadian Mounted Police or the British Columbia Ambulance*;
- 2.24.** “*Incident Commander*” means a *Member* designated by the *Fire Chief* to perform fire prevention duties and to whom authorities may be assigned;
- 2.25.** “*Member*” means a firefighter that is duly appointed by the *Fire Chief* to the Volunteer Fire Brigade and shall be deemed to be a Municipal Public Officer as defined in the *Local Government Act*;
- 2.26.** “*Officer*” means the *Fire Chief*, *Incident Commander* and any *Member* designated by the *Fire Chief* to act in the capacity of an *Officer*;
- 2.27.** “*Playbook*” means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (September 2014), as same may be amended, revised or replaced from time to time;

**2.28.** “*Sprinkler System*” means an integrated system or underground and overhead piping designed in accordance with *Fire Protection* standards which is normally activated by heat from a fire and discharges water over the fire area;

**2.29.** “*Volunteer Fire Brigade*” means the District of Wells Volunteer Fire Brigade established in 2000 and continued under this Bylaw.

### **3. ADOPTION AND APPLICATION OF THE FIRE CODE**

**3.1.** The *Fire Code*, as amended or replaced from time to time, is adopted and made part of this Bylaw, such that every provision of the *Fire Code* shall be considered a provision of this Bylaw.

**3.2.** Any person who contravenes, violates, or fails to comply with a provision of the *Fire Code* or this Bylaw commits an offence under this Bylaw.

### **4. CONTINUATION**

**4.1.** The Wells *Volunteer Fire Brigade* is hereby continued for the purposes of providing the *Fire Protection* services contemplated under this Bylaw.

### **5. SERVICE LEVEL**

**5.1.** Pursuant to the *Playbook’s* requirement that the “Authority Having Jurisdiction” (as that term is defined in the *Playbook*) over a Fire Brigade identify the service level to be provided by that department and whereas the *District* is the Authority Having Jurisdiction over the *Volunteer Fire Brigade* under the *Establishment Bylaw*, the *Volunteer Fire Brigade* is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the *Exterior Operations Service Level* of the *Playbook*.

**5.2.** The *Exterior Operations Service Level* applies to and is binding on the *Volunteer Fire Brigade* and its *Members*. It shall form the basis of the *Volunteer Fire Brigade’s* training of its *Members* and related operational planning for fire suppression and emergency response activities.

**5.3.** With respect to training *Members*, the *Volunteer Fire Brigade*:

**(a)** shall train its Principal Responding Members at least to the standard required by the *Playbook* for the *Exterior Operations Service Level*; and

**(b)** in relation to *Members* who are not trained to the *Exterior Operations Service Level*, shall:

**(i)** develop an incident scene accountability system which clearly identifies the different levels of each *Member’s* training; and

**(ii)** develop and institute operational guidelines which specify and limit the incident scene of activities of *Members* depending on their current level of training.

- (c) In consultation with the *District*, the *Fire Chief* shall be responsible for ensuring that the *Volunteer Fire Brigade* develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the *Playbook*. This training program shall meet the requirements of the *Playbook* and the *Workers Compensation Act* (B.C.) and regulations made thereunder, and shall be consistent with good practices and industry standards.

**5.4.** The *Volunteer Fire Brigade* shall:

- (a) implement this Bylaw and the contents of the *Playbook*;
- (b) maintain accurate and complete records of the training of its *Members*, including any refresher training, any certifications obtained and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
- (c) report annually to the *District* on the *Volunteer Fire Brigade's* training program, the training levels of its Members and compliance with this Bylaw and the requirements of the *Playbook*.

**5.5.** Notwithstanding anything in Section 5:

- (a) in relation to any particular incident response, the *Volunteer Fire Brigade* shall undertake only those emergency response activities for which its responding *Members* at the incident are properly trained and equipped; and
- (b) the *Fire Chief* may determine to limit the fire suppression activities of the *Volunteer Fire Brigade* to the *Exterior Operations Service Level* in circumstances where, because of turn-over in *Members* or for other reasons, in the *Fire Chief's* view the *Volunteer Fire Brigade* should suspend undertaking exterior fire attack or rescue operations.
- (c) Where the *Fire Chief* has made a determination under section 4.5(b), he or she shall immediately inform the *District*, including the reasons for the decision. The *Fire Chief* may elect to recommence providing *Exterior Service Level Operations* when he or she considers it warranted, and shall inform the *District* when making such decision.
- (d) The inability of the *Volunteer Brigade* to respond to an exterior fire attack and/or rescue operation due to a suspension of service by the *Fire Chief* shall not create any financial or legal liability for the parties unable to provide the *Fire Protection Services* requested.-

**5.6.** The current Service Level shall be reviewed **annually** by the *District* with the *Fire Chief*. It will be amended as determined appropriate by the *District*, or as required to conform with any changes to the *Playbook* or other applicable legislation or regulations.

**6. FIRE CHIEF**

- 6.1.** The *Fire Chief* shall report directly to *Council* through the Chief Administrative Officer and shall be responsible for administering this Bylaw, for the management, control, and supervision of the *Volunteer* and its *Members*, and for the care, custody and control of all buildings, *Apparatus* and *Equipment* of the *Volunteer Fire Brigade*.

- 6.2. As he or she deems necessary, the *Fire Chief* may appoint *Members* to the *Volunteer Fire Brigade* and from the group of *Members* he or she may appoint *Officers*.
- 6.3. The *Fire Chief* shall submit a list of all appointed *Members* semi-annually for the review and approval of the *Council*.
- 6.4. The *Council* shall determine the remuneration of all *Members* of the *Volunteer Fire Brigade*.
- 6.5. Compensation in the form of Twelve- Thousand Dollars (\$12,000.00) annually paid monthly in advance shall be paid to the *Fire Chief*.

## 7. MEMBER APPOINTMENT AND STANDING

- 7.1. A person is qualified to be appointed as a *Member* for firefighting duties who:
  - (a) is not less than 19 years of age;
  - (b) has successfully completed a probationary period of no less than 2 practices with the *Brigade*;
  - (c) is a member in good standing of the *Wells Volunteer Fire Brigade*.

Upon appointment to the *Wells Volunteer Fire Brigade*, a *Member* shall be entitled to:

- (a) a complementary membership to the *Wells Community Fitness Centre*; and
  - (b) compensation in the form of \$25 per fire call and \$10.00 fire practice.
- 7.2. If the *Fire Chief* determines that a *Member* is no longer a member in good standing of the *Volunteer Fire Brigade*, he or she may dismiss that *Member* from the *Brigade*. A *Member's* loss of good standing may result from:
    - (a) missing four consecutive *Volunteer Fire Brigade* practices, without prior written approval from the *Fire Chief*;
    - (b) failing to cooperate with the training program determined by the *Fire Chief*;
    - (c) other misconduct as determined by the *Fire Chief*.
  - 7.3. *Officers* and *Members* of the *Volunteer Fire Brigade* shall carry out the duties and responsibilities assigned to the *Volunteer Fire Brigade* by the *Council*, and the *Fire Chief* shall report to the *Council* on the operation of the *Volunteer Fire Brigade* or on any other matter in the manner designated by *Council*.
  - 7.4. The *Fire Chief* may obtain assistance from other officials of the municipality as he or she deems necessary in order to discharge his or her duties and responsibilities under this Bylaw.
  - 7.5. The *Fire Chief* and any *Member* or other person authorized by the *Fire Chief* to act on behalf of the *Fire Chief* as an *Incident Commander* may exercise one or more of the following powers:

- (a) make and enforce rules, regulations and operational guidelines for the proper and efficient administration and operation of the *Volunteer Fire Brigade*, and vary, alter, or repeal such rules, regulations and operational guidelines, with the understanding that the *District* may also provide oversight to the *Volunteer Fire Brigade's* administration and operation from time to time as needed;
- (b) with reasonable concern, enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from fire;
- (c) take measures considered necessary for the prevention, control and extinguishment of fires, including the demolition of buildings and other structures to prevent the spreading of fires;
- (d) require an owner or occupier to undertake any actions the *Fire Chief* considers necessary for the purpose of removing or reducing any thing or condition the *Fire Chief* considers is a *Fire Hazard* or increases the danger of fire;
- (e) requisition privately owned equipment which he or she considers necessary to deal with an incident;
- (f) exercise the following powers under Section 25 of the *Fire Services Act*:
  - (i) if an emergency arising from a *Fire Hazard* or from a risk of explosion causes the *Fire Chief* to apprehend imminent and serious danger to life or property, or of a panic, the *Fire Chief* may immediately take steps to remove the hazard or risk;
  - (ii) if the *Fire Chief* believes that conditions exist in or near a hotel or public building that, in the event of a fire, might seriously endanger life or property, the *Fire Chief* may immediately take action to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public building; and

without limiting the foregoing, for these purposes may evacuate a building or an area, and may call on police and other fire prevention authorities who have jurisdiction to provide assistance;

- (g) provide for *Assistance Response* in accordance with the level of training and certification of the *Firefighters* who are present;
- (h) enforce this *Bylaw* and any other *District* bylaws, rules, orders, and regulations respecting *Fire Protection*, and exercise the powers and duties imposed upon him/her by the *Fire Services Act*;
- (i) *cause fires in the District to be enquired into, investigated, and recorded in the District*;
- (j) collect and disseminate information in regard to fires in the *District* to the public, provided that the information is first approved by the *District*;
- (k) research best practices in methods of fire prevention;
- (l) provide, advise, and make recommendations to other officers and employees of the *District*, to *Council*, and to the public, in accordance with any applicable *District* policies and procedures, the *Building Code*, the *Fire Code*, and the *Fire Services Act*, in relation to:
  - (i) the provision of adequate water supply and pressure;
  - (ii) the installation and maintenance of *Fire Protection Equipment*;

- (iii) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
- (iv) life safety or rescue equipment; and
- (v) fire prevention generally.

## 8. INDEMNIFICATION

8.1. The *District* will indemnify every *Member, Officer, Fire Chief* and *Deputy Fire Chief* against any claim for damages brought against that person arising out of the performance of that person's duties and, in addition, will pay for any legal costs reasonably required or incurred by that person in relation to a court proceeding arising out of such a claim.

## 9. SERVICES

9.1. The *Volunteer Fire Brigade* shall provide services as set out in Schedule A of this Bylaw.

## 10. JURISDICTION

10.1. The limits of the jurisdiction of the *Fire Chief*, and the *Officers* and *Members* of the *Volunteer Fire Brigade* will extend to the areas and boundaries of the District of Wells as set out in Schedule B of this Bylaw and no part of the fire apparatus shall be used beyond the limits of the District of Wells without the express authorization of a written contract or agreement providing for the supply of firefighting services outside the municipal boundaries.

10.2. In the event of an out-of-jurisdiction *Incident* that poses potential danger to the *District* or in the best interest of the *District*, subject to the approval of the *Fire Chief* and where consent in accordance with Section 13 of the *Community Charter* has been provided, *Equipment, Apparatus* and personnel of the *Fire Brigade* may be used outside the geographic boundaries of the *District* and/or outside of the jurisdictional boundaries set out in Schedule B.

## 11. PREVENTION, CONTROL AND ENFORCEMENT

11.1. The *Volunteer Fire Brigade* may, to the extent authorized by Section 66 of the *Community Charter* and by the Exterior level of training, take all necessary measures for the prevention, suppression, control, and extinguishment of fires, for mitigating the effects of *Incidents* involving dangerous goods, and for the protection of life and property, including conducting *Assistance Response* where *Firefighters* are certified.

## 12. RIGHT TO ENTER

12.1. The *Fire Chief* and his/her designates are authorized to enter on property at any time in order to ascertain whether the requirements of this Bylaw are being met.

12.2. The *Fire Chief* and any other *Officer* at an *Incident* is authorized to enter premises where an *Incident* has occurred and to cause any *Members, Resources*, and the *Apparatus* and *Equipment* of the *Volunteer Fire Brigade* to enter the premises, as deemed necessary, in relation to an *Incident*.

### **13. NO INTERFERENCE**

**13.1.** No person shall interfere with or obstruct the entry of any *Member* or *Officer* onto any land to which entry is made or attempted pursuant to the provisions of this Bylaw.

**13.2.** No person shall interfere with or refuse to permit any *Member* or *Officer* to enter into or upon premises in relation to which an alarm or other request for assistance has been received or in or upon which a *Member* or *Officer* has reasonable grounds to believe that an *Incident* has occurred or may occur.

**13.3.** A person must not interfere with any *Member* or *Officer* or refuse to permit any *Member* or *Officer* to enter into or upon premises or a fire scene to determine:

- (a)** the cause and origin of the fire;
- (b)** the activation of a *Fire Alarm System*; or
- (c)** the presence and functioning of a *Sprinkler System* or other life safety protection system.

**13.4.** No person shall damage or destroy *Volunteer Fire Brigade Apparatus* or *Equipment*.

**13.5.** No person at an *Incident* shall drive a vehicle over any hoses or *Equipment* without permission of the *Fire Chief*, an *Officer* or a *Member in Charge*. Persons who drive over *Volunteer Fire Brigade Equipment*, without instruction to do so by a *Member*, may, in addition to any other penalty, be required to pay the actual costs of repairing or replacing damaged *Equipment*.

### **14. PROHIBITION AGAINST ENTRY**

**14.1.** A person must not, except as authorized by the *Fire Chief*, an *Officer* or a *Member in Charge* at an *Incident*:

- (a)** enter any building or premises threatened by an *Incident*;
- (b)** enter within an area designated by ropes, guards, or tape erected by or under the direction of a peace officer or a *Member* across or around any street, lane, alley or building; or
- (c)** refuse to move from such designated area when directed to do so by a peace officer or *Member*.

**14.2.** The *Fire Chief*, or the *Members* in charge, at the *Incident* may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in subsection 14.1.

### **15. NO OBSTRUCTION AT ASSISTANCE RESPONSE**

**15.1.** A person must not impede, hinder or obstruct any *Member* at an *Assistance Response* and every person must comply with orders or directions of a *Member* engaged in an *Assistance Response*.

**15.2.** Any person who interferes with a *Member* in the performance of their duties, or fails to comply with an order or direction of a *Member* may be removed from the scene of such *Assistance Response* by a peace officer or any *Member*.

## **16. FALSE REPRESENTATION**

**16.1.** No person shall make false representations as to being a *Member* of the *Volunteer Fire Brigade*, or wear or display any *Volunteer Fire Brigade* badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.

## **17. OUTDOOR BURNING**

**17.1.** The *Fire Chief* may, at his or her discretion, suspend any or all outdoor burning for reasons of public nuisance or public safety, including but not limited to, air quality and risk of fire spread, and in such event no person shall carry on open burning within the *District*.

## **18. FIRE PROTECTION EQUIPMENT**

**18.1.** Every owner of premises must ensure that all *Fire Protection Equipment* required under the *Building Code* or *Fire Code* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

**18.2.** *Volunteer Fire Brigade* pumper connections shall be located and positioned in accordance with the *Building Code* and approved by the *Fire Chief* or designate.

**18.3.** All *Volunteer Fire Brigade* pumper connections and protective caps shall be kept in place at all times and, where such connections or protective caps are missing, the building owner or occupier shall promptly cause the connections to be examined for accumulated material, back-flushed if such material is present or suspected, or upon the direction of the *Fire Chief* or the *Fire Chief's* designate, and shall ensure the connections and caps are replaced.

**18.4.** Every owner or occupier of a building must ensure that accesses to *Volunteer Fire Brigade* connections for *Sprinkler Systems* or standpipe systems are clearly identified, functional, kept in good repair and maintained free of obstructions at all times.

**18.5.** Every owner of premises for which a *Sprinkler System* is required under the *Building Code* or the *Building Bylaw* must, in accordance with the requirements of the *Fire Code*, maintain, repair and upgrade the *Sprinkler System* to accommodate any material change in use or occupancy that results in a greater *Fire Hazard* than that which the *Sprinkler System* was intended to accommodate.

- 18.6.** When a building equipped with a *Sprinkler System* or a standpipe is being demolished, the system or standpipe shall be maintained in operation, subject to sequential deactivation, until the demolition work is completed.
- 18.7.** The owner and occupier of every premise with residential occupancy must ensure that all installed smoke alarms are maintained, tested, repaired and replaced in accordance with the requirements of the manufacturer.

## **19. FIRE HYDRANTS**

- 19.1.** The fire hose connection type, hydrant colour coding and location of all fire hydrants and other *Volunteer Fire Brigade* connections shall be subject to the approval of the *Fire Chief*.
- 19.2.** No person, except a *Member* or staff of the *District*, shall use or take water from any fire hydrant or standpipe, nor make any attachment to a fire hydrant or standpipe, without first obtaining written permission from the *Fire Chief* to do so.
- 19.3.** No person shall tamper with the mechanical operation of a fire hydrant.
- 19.4.** No person shall remove a fire hydrant from its authorized or required location unless authorized to do so by the *District* in accordance with any direction, conditions, measures, or requirements of the *Fire Chief*.
- 19.5.** Where a fire hydrant is located on private property, the owner or occupier of the premises must:
- (a)** ensure that all requirements of the *Building Code* are complied with during installation of the fire hydrant;
  - (b)** maintain space around the fire hydrant with stable ground cover and a clear and unobstructed area.
- 19.6.** If an owner or occupier fails to properly maintain the hydrant area in accordance with the access route specifications set out in the *Building Code*, the *Fire Chief* may issue an order to the owner or occupier to comply with such specifications within a time period specified in the order.
- 19.7.** If an owner or occupier fails to comply with an order issued under the subsection (17.6) above within the time specified in the order, the *District* may enter onto the property and carry out such work at the cost of the owner.

## **20. FIRE ALARM SYSTEMS**

- 20.1.** Every owner or occupier of any premises with a *Fire Alarm System* must maintain and provide to the *Volunteer Fire Brigade*, in writing, the names and telephone numbers of three (3) contact persons, at least one of whom is available 24 hours a day by telephone to attend within 30 minutes of notification by the *Volunteer Fire Brigade* to enter and secure the premises at an *Incident*.

- 20.2.** The owner or occupier must notify the *Volunteer Fire Brigade* in writing within 7 days of any changes in the names or addresses of contact persons.
- 20.3.** The owner or occupier must provide to every contact person designated under the above subsection 20.1 full access to the premises for which they have responsibility and full authority to take control of and operate the *Fire Alarm System* and secure the premises on completion of *Assistance Response* or other *Incident*.
- 20.4.** Where a contact person fails to respond to a fire alarm and attend the premises within 30 minutes:
- (a)** the *Volunteer Fire Brigade* may use whatever means are necessary to gain entry to the premises to investigate the fire alarm without payment to the owner or occupier of any compensation whatsoever for damage caused to the premises by such forced entry; and
  - (b)** the owner or occupier of the premises shall be liable to reimburse the *District*, at the rates specified from time to time in the *Fees and Charges Bylaw* for the cost to the *District* of all time during which *Volunteer Fire Brigade Apparatus* and *Members* were required to remain on standby at the premises, commencing after the 30 minute time period specified in this subsection, until such time as a contact person, owner or occupier arrives to attend at, provide access to, or secure the premises.

## **21. ACTIVATION OF A FIRE ALARM SYSTEM**

- 21.1.** A person must not activate a *Fire Alarm System* unless:
- (a)** there is a fire;
  - (b)** the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
  - (c)** the activation is carried out for testing purposes by persons authorized by the *Fire Chief*.

## **22. NO OBSTRUCTIONS**

- 22.1.** No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire incident, fire hydrant, cistern or body of water designated by *Council* for firefighting purposes.
- 22.2.** A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Volunteer Fire Brigade* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.
- 22.3.** A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- 22.4.** Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Services Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.

## **23. REGULATION OF FIRE HAZARDS**

- 23.1.** A person must not cause or permit *Combustible Materials*, growth, waste, or rubbish of any kind to accumulate in or around premises in such a manner as to endanger property or constitute a *Fire Hazard*.
- 23.2.** The *Fire Chief* may order any person to remove or otherwise deal with accumulation or materials or growth referred to in subsection 21.1 above and upon receipt of such order, that person shall take whatever action is specified in the *Fire Chief's* order within the time period specified therein, failing which the *Volunteer Fire Brigade* may take whatever action is necessary to remove the *Fire Hazard* at the expense of the person to whom the order is directed or the owner or occupier of the premises.
- 23.3.** No person shall deposit, or allow to be deposited, ashes or other materials or things taken from any stove, furnace, fireplace, or heating appliance, in anything other than a metal or other non-combustible container.
- 23.4.** No person shall deposit or allow or cause to be deposited any greasy or oily rags or other material or things or substances likely to ignite spontaneously or aid in the spread of fire, in anything other than a suitable metal or non-combustible container or receptacle equipped with a close fitting lid.
- 23.5.** No person shall keep or store or cause to be kept or stored any accumulation of material that might cause a fire, contribute to the spread or severity of a fire, pose a risk to neighbouring improvements, pose a risk to *Members* or limit the ability of *Members* to evacuate victims of a fire.

- 23.6.** No person shall allow or permit to be allowed any flammable or toxic liquid to enter into any drainage system, toilet, septic tank or other fixture attached thereto, or connected to any sewer or drainage system.
- 23.7.** No person shall park or leave standing a motor vehicle or vessel where fuel is leaking. The *Fire Chief* shall have the authority to have towed any vehicle or vessel that he considers to pose a risk of fire or other risk. All costs associated with the towing and storage of vehicles or vessels shall be the responsibility of the vehicle or vessel owner.
- 23.8.** The *Fire Chief* or designate may order the owner of an existing multiple-family residential, assembly, mercantile, business or personal services, industrial, care or detention occupancy to provide or make alterations to *Fire Protection Equipment* and systems including heat and smoke detection, fire alarms, fire extinguishers, *Sprinkler Systems*, exit signs, emergency lighting, fire separations and means of egress in order to provide adequate life safety to its occupants, provided that the requirements of any such order may not exceed those establishing by the *Building Code* or *Fire Code* or building regulations established in accordance with the *Building Code* or *Fire Code*. Any owner may satisfy the requirements of an order through equivalents or alternative solutions accepted by the *Fire Chief* or designate.

#### **24. VACANT PREMISES**

- 24.1.** For the purpose of this Section 24, vacant premises includes a lot, building or other structure in respect of which a water or electricity service has been intentionally discontinued, other than for temporary maintenance, repair or upgrading, so that the condition of the premises is not suitable for human habitation or other occupancy that is normally permitted.
- 24.2.** The owner of vacant premises must promptly act to ensure that, at all times:
- (a) the premises are free from litter and debris or accumulations of combustible or flammable materials except where storage of combustible or flammable materials is in strict accordance with the *Fire Code* and this Bylaw;
  - (b) all openings in the premises are securely closed and fastened in a manner acceptable to the *Fire Chief* or designate so as to prevent fires and the entry of unauthorized persons; and
  - (c) *Sprinkler Systems* and *Fire Alarm Systems* remain operational as per requirements of the *Fire Code*.
- 24.3.** Where an owner fails to securely close a vacant building as required by subsection 22.2 above, the *Fire Chief* or designate may, by notice in writing, order the owner to secure the building or other part of the vacant premises against unauthorized entry in a manner set out in the notice.
- 24.4.** If an owner of vacant premises fails to bring the premises into compliance with this Bylaw within twenty-four (24) hours of receiving a notice under subsection 22.3 above, or if the

*Fire Chief* or designate is unable to contact the owner within twenty-four (24) hours of finding vacant premises in an unsecured state, the *Fire Chief* or designate may cause the premises to be secured by *District* employees or agents, who may board up or otherwise secure doors, windows, and other points of entry into the premises in order to prevent fires and unauthorized entry, at the cost and expense of the owner.

## **25. DAMAGED BUILDINGS**

**25.1.** The owner of a building or other structure that has been damaged due to fire, explosion, or similar event must immediately ensure that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the *Fire Chief* so as to prevent the entry of unauthorized persons, or that one or more security guards are stationed to prevent such entry. If the owner fails to provide the necessary security to the damaged building within 2 hours of reasonable attempts by the *Fire Chief* to notify the building owner or the owner's appointed representative, the *Fire Chief* may cause the work to be carried out at the cost and expense of the owner.

## **26. INSPECTION OF PREMISES**

**26.1.** The *Fire Chief* and any *Member* designated by the *Fire Chief* is hereby authorized to enter at all reasonable times upon any premises to inspect and determine whether or not:

- (a) the premises are in such a state of disrepair that a fire starting therein might spread so rapidly as to endanger life or other premises or property;
- (b) the premises are so used or occupied that fire would endanger life or property;
- (c) combustible or explosive materials are being kept on the premises or other flammable conditions exist in or about the premises so as to endanger life or property;
- (d) in the opinion of the *Fire Chief* or a *Member*, a *Fire Hazard* exists in or about the premises; or
- (e) the requirements of this Bylaw and the *Fire Code* are being complied with.

**26.2.** No person shall obstruct, hinder or prevent the *Fire Chief* or any *Member* from entering into or upon any premises for the purpose of inspecting the premises in the ordinary course of their duties.

**26.3.** Every occupier of premises shall provide all information and shall render all assistance required by the *Fire Chief* or any *Member* in connection with the inspection of such premises pursuant to this Bylaw, the *Fire Code*, and the *Fire Services Act*.

**26.4.** No person shall purposely withhold or falsify any information required by the *Fire Chief* or any *Member* under this Bylaw, the *Fire Code*, or the *Fire Services Act*.

**26.5.** A fee shall be paid to the District of Wells for Fire Safety Inspections carried out at the request of the property owner or their agent, as specified in the *Fees and Charges Bylaw*.

**26.6.** The *Fire Chief* shall prepare and maintain records and reports on each fire inspection and these records and reports shall be made available to the building occupant or occupier.

## **27. FREQUENCY OF INSPECTIONS DELEGATED**

- 27.1.** The authority and duty of *Council* under the *Fire Services Act* to establish, revise and implement a regular system of inspections of hotels, public buildings, churches, theatres, halls or other buildings used as a place of public resort in the *District* is delegated to the *Fire Chief* and for this purpose the *Fire Chief* is delegated the authority to establish a system of regular inspections which will provide different frequencies of inspection depending on a building's *Building Code* building classification, its use, age, past inspection history and fire risk assessment.
- 27.2.** The *Fire Chief* must report to *Council* as and when requested by *Council* on the inspection system created and implemented under subsection (27.1) above.

## **28. NUISANCE AND DANGEROUS GOODS INCIDENTS**

- 28.1.** Every person who, wilfully or recklessly and without reasonable cause:
- (a) sets or causes a fire or explosion to which the *Volunteer Fire Brigade* must respond; or
  - (b) causes a fire or any other loss that can be directly attributed to the use of fireworks contrary to the requirements and restrictions of the *Fireworks Bylaw*,

shall be deemed to have caused a nuisance and, in addition to any penalty imposed under this Bylaw or otherwise by law, shall be liable to pay the actual costs and expenses incurred by the *Volunteer Fire Brigade* in abating that nuisance by responding to and investigating the fire or loss, calculated in accordance with the rates set out in the *Fees and Charges Bylaw*.

- 28.2.** Every owner, carrier, agency, organization or other person having responsibility for the transport, storage or use of dangerous goods, shall be responsible, at that person's own cost and expense, for the clean-up and safe disposal of all such dangerous goods arising from any *Incident*, and a person who fails to do so shall be liable to pay the actual costs and expenses incurred by the *Volunteer Fire Brigade* in performing such work including:
- (a) the costs and expenses incurred by the *District* or its contractors or agents for the clean-up and safe transport and disposal of the dangerous goods; and
  - (b) the costs incurred by the *Volunteer Fire Brigade* in mitigating the dangerous goods *Incident*, including without limitation, *Equipment* and *Apparatus* replacement and decontamination costs.
- 28.3.** If a fire cause or other investigation is required, and cannot be conducted immediately, the owner is required to provide for *Incident* security through a recognized security agency that is acceptable to the *Fire Chief*.
- 28.4.** All costs associated with providing required security at an *Incident*, as described in subsection (28.3) above, are the sole responsibility of the owner or occupier.

## **29. FALSE ALARM INCIDENT FEES**

- 29.1.** The owner or occupier of premises containing a *Fire Alarm System* shall, on the occurrence of a fourth *False Alarm* and for each subsequent *False Alarm* occurring in any 12 month period, pay the *District* a fee for each such *False Alarm* in accordance with the *Fees and Charges Bylaw*.
- 29.2.** Where an owner or occupier makes documented improvements to a *Fire Alarm System* through a fire protection technician, or takes other steps acceptable to the *Fire Chief*, to reduce or eliminate future *False Alarms*, then, upon receipt of an application in writing within thirty days of the most recent *False Alarm*, the *Fire Chief* may deem for the purposes of the above subsection 28.1 that, until another *False Alarm* occurs, no *False Alarm* of the *Fire Alarm System* has occurred.
- 29.3.** Where a person fails to notify the monitoring company or the *Volunteer Fire Brigade* when carrying out testing, repair, maintenance, adjustments or alterations to a *Fire Alarm System*, as required by this Bylaw, and such failure results in the activation of the *Fire Alarm System* resulting in a response by the *Volunteer Fire Brigade*, that occurrence will be deemed to be a *False Alarm* for the purposes of this Bylaw.

### **30. FIRE ORDERS**

- 30.1.** In addition to authority provided for orders by the *Fire Chief* or designate elsewhere in this Bylaw, if a person contravenes or fails to comply fully with any provision of this Bylaw, or if conditions exist in or upon any premises which in the opinion of the *Fire Chief* or designate, constitute a *Fire Hazard* or other danger to life or property, the *Fire Chief* or designate may, in writing, issue such order to that person as necessary to ensure full and proper compliance with this Bylaw or to remove or otherwise deal with the *Fire Hazard* or other danger.
- 30.2.** An order made by the *Fire Chief* or designate under this Bylaw may be served:
- (a) by delivering it or causing it to be delivered to the person to whom it is directed;
  - (b) by sending the order by mail to the last known address of the property owner; or
  - (c) if the person to whom it is directed cannot be found, is not known or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the premises that is subject to the order.
- 30.3.** If an order has been posted in accordance with subsection (30.2) above, a person must not remove, deface or destroy the order.
- 30.4.** A person against whom an order has been made by a designate of the *Fire Chief* under this Bylaw may, before the expiration of ten (10) days from the date of the order, appeal in writing to the *Fire Chief*, who may uphold the order, vary or set aside the order, or issue an alternative order.
- 30.5.** Every order issued by the *Fire Chief* shall state a date by which the order shall be carried out, which date shall, in the discretion of the issuer, have regard to the degree of urgency

involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.

**30.6.** Where a person is in default of an order made pursuant to this Bylaw, the *District* by its employees, servants or agents may enter the premises and affect such work as is required in the notice at the cost and expense of the owner or occupier of the premises, payable upon receipt of invoice from the *District*.

### **31. PUBLIC INFORMATION**

**31.1.** Public information statements regarding an Incident shall be limited to the *Fire Chief*, his/her designate and/or the *Mayor* or his/her designate.

### **32. OFFENCES AND PENALTIES**

**32.1.** Any person who:

- (a) violates or who causes or allows any of the provisions of this bylaw to be violated; or
- (b) fails to comply with any of the provisions of this or any other bylaw or applicable statute; or
- (c) neglects or refrains from doing anything required under the provisions of this bylaw; or
- (d) obstructs, or seeks or attempts to prevent or obstruct a person who is involved in the execution of duties under this bylaw

is deemed to have committed an infraction of, or an offence against this bylaw and is liable on summary conviction to the penalties provided for in the *Offence Act*, and each day that such violation is caused, or allowed to continue, constitutes a separate offence.

### **33. COST RECOVERY FOR RE-INSPECTION**

**33.1.** Where an owner or operator of a building is notified by the *Volunteer Fire Brigade* of a deficiency under this Bylaw or the *Building Code* or *Fire Code*, and that deficiency was reported as a result of an inspection by the *Volunteer Fire Brigade*, the *Volunteer Fire Brigade* may re-inspect that premises. If, upon re-inspection after a period of time deemed reasonable by the *Fire Chief*, the deficiency has not been remediated, the owner of said building will be charged the re-inspection fee set out in the *Fees and Charges Bylaw* for the re-inspection and each subsequent re-inspection thereafter until the deficiency has been remediated.

### **34. GENERAL FEE REGULATIONS**

**34.1.** Where under this Bylaw the *District* is authorized or required to provide work or services to lands or improvements, and the costs incurred by the *District* in carrying out such work or services are not paid when due and payable, the *District* may recover those costs from the owner of the lands or improvements in the same manner and with the same remedies as ordinary taxes and, if the costs remain unpaid on December 31, they shall be deemed to be taxes in arrears.

### **35. SEVERABILITY AND CITATION**

**35.1.** If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

**35.2.** This bylaw may be cited for all purposes as the “District of Wells Fire Services Bylaw No. 181, 2020”.

**36. APPLICATION**

**36.1.** The provisions of this Bylaw apply to all buildings, structures, premises and conditions within the *District* and, for certainty, apply to both existing buildings and buildings under construction.

**37. PREVIOUS BYLAW REPEAL**

**37.1.** District of Wells “Wells Volunteer Fire Brigade Establishing Bylaw” No. 28, District of Wells Bylaw No. 90, 1008 (A Bylaw to Amend the District of Wells Fire Brigade Establishing Bylaw), and District of Wells “Volunteer Fire Brigade Amending Bylaw” No. 141, 2015 and District of Wells “Fire Services Bylaw” No. 142, 2015 are hereby repealed.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 2020

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 2020

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2020

PASSED AND FINALLY ADOPTED by a majority of Council members this \_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Gabe Fourchalk, Mayor

\_\_\_\_\_  
Donna Forseille, Chief Administrative Officer

## SCHEDULE A

The services provided by the *Volunteer Fire Brigade* are set out below and include other services that, from time to time, *Council* directs to be provided.

<b>Services</b>	
<b>Service</b>	<b>Description of Service</b>
Fire Prevention	Regular system of inspections (utilizing a <i>Chief Fire Prevention Officer</i> , fire company inspections, third party inspectors), support the <i>District's</i> Planning Department in plan review, public fire safety education
<i>Structural Fire Suppression</i>	The <i>Wells Volunteer Fire Brigade</i> is authorized to provide fire suppression activities with and subject to the limitations set out in the Exterior Operations Level as defined in the <i>British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook</i> (May 2015), set under paragraph 3(3)(b) of the <i>Fire Services Act</i> (B.C.).
Wildland Fire Suppression (if within the Town Limits or requested by Ministry of Forests)	Control and response of fire involving organic material, grass, brush, or forest
Public Assistance	Providing aid to members of the public where that aid is not inconsistent with the purpose of the volunteer Fire Brigade, and where that aid does not fall within another category of service
Other	Other emergency or non-emergency public service(s) as authorized by the <i>Fire Chief</i>

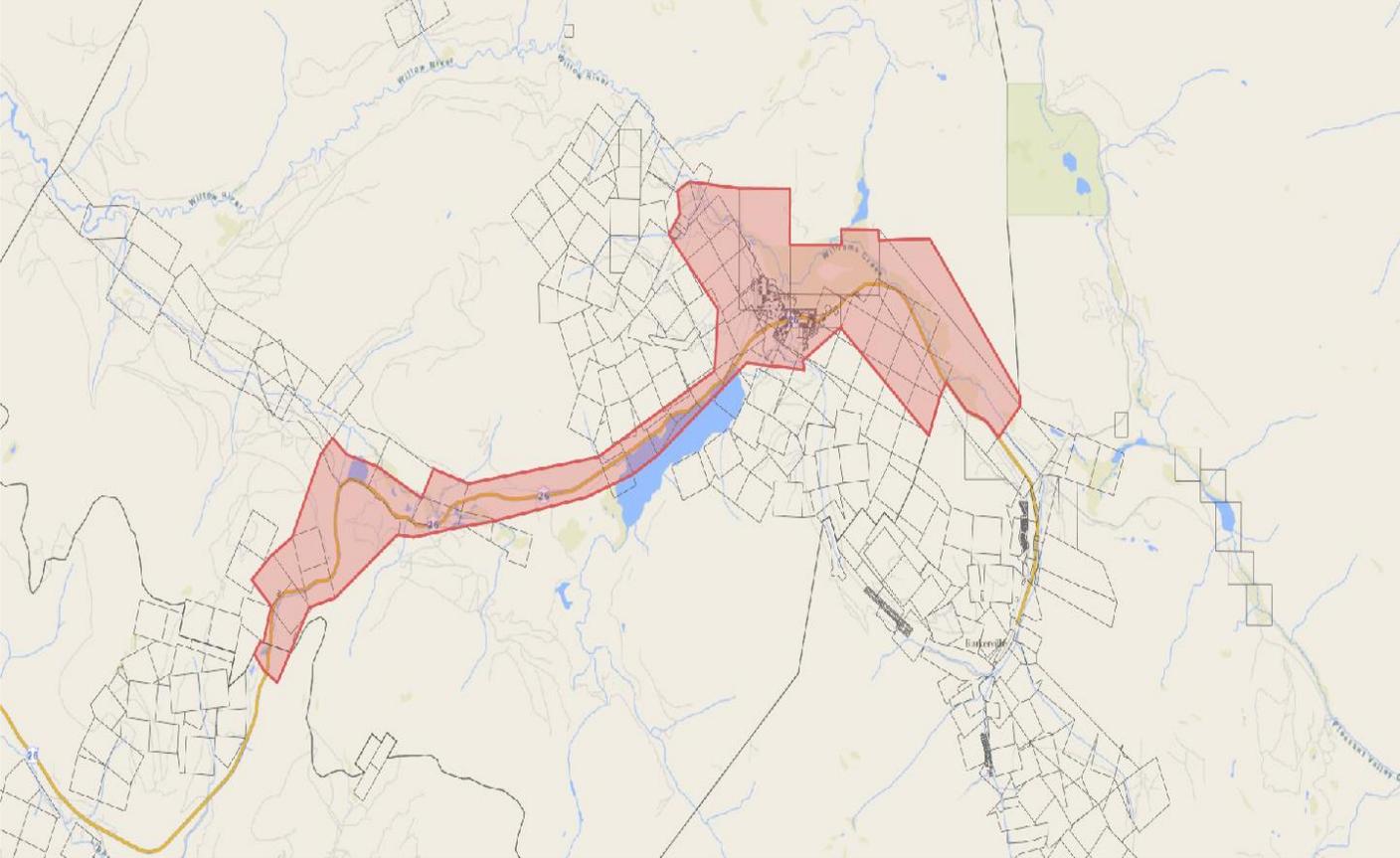
## **SCHEDULE B**

The limits of the jurisdiction of the *Fire Chief* and the *Officers* and *Members* of the *Fire Brigade* will extend to the area and boundary of the District of Wells including any areas for which the *District* has service delivery agreements, specifically;

- The Mutual Aid and Firefighting Assistance Agreement between the District of Wells and the Barkerville Heritage Trust
- The Agreement between the District of Wells and the Cariboo Regional District pertaining to Fire Protection and Prevention (see attached Map B for included area)

Map A

CRD-District of Wells Mutual Aid Agreement Area



Map B

