

DISTRICT OF WELLS REGULAR COUNCIL MEETING  
Tuesday, November 3, 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 3, 2020

**Recommendation/s:** THAT Council

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

## 2.0 CLOSED MEETING

THAT, pursuant to Section 90 (1), (a), (c), (d), (e), (f), (j), (k), (m) and (n) 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;
- (d) the security of the property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the [Freedom of Information and Protection of Privacy Act](#);
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (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);

At \_\_\_\_\_ PM Council moved into a closed Council meeting for Tuesday November 3, 2020.

## **2.2 RECALL TO ORDER**

At \_\_\_\_\_ PM Council adjourned the Closed Council meeting of Tuesday November 3, 2020 and reports out (IF ANY), recalling the Regular Council meeting of Tuesday November 3, 2020 to order.

## **3.0 MINUTES**

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

**Recommendation/s:** THAT Council Approves the minutes for Regular Council meeting of Tuesday October 20,2020, as circulated.

## **4.0 DELEGATIONS AND PRESENTATIONS**

4.1 Wells Community Facility Building committee update to Council

**Recommendation/s:** THAT Council  
1. Receives the update from the Wells Community Facility Building Committee.

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

**Recommendation/s:** THAT Council  
1. Receives the update and presentation regarding the Wells-Barkerville Community Forest from its board members.

## **5.0 UNFINISHED BUSINESS:**

5.1 Proposed directional and restriction changes to Bowman Crescent

- Recommendation/s:** THAT Council
1. Receives the staff report regarding the proposed street directional change and restrictions for Bowman Crescent; and
  2. Approves making Bowman Crescent a one-way street with parking restrictions and directs staff to notify public as well as residents of Bowman Crescent prior to installation of signage.

## 5.2 Community Vision and Input survey Results

### **Recommendation/s:** THAT Council

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

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

### **Recommendation/s:** THAT Council

1. Receives the staff report regarding the revised quotes received for an Asset Management Program Software System complete with staff training and maintenance; and
2. Directs staff to move forward with the grant application to the Federation of Canadian Municipalities for up to \$50,000, awarding the bid to \_\_\_\_\_; OR
3. Directs staff to do nothing at this time.

## 6.0 BYLAWS

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

#### **Recommendation/s:** THAT Council

1. Receives the staff report regarding the proposed additions and amendments to the District of Wells Council Procedure Bylaw No. 180, 2020; and
2. Council gives First, Second, and Third reading to the District of Wells Council Procedure Bylaw No. 180, 2020, as circulated.

## 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 3, 2020

#### **Recommendation/s:** THAT Council

At \_\_\_\_\_ PM adjourns the Regular Council meeting of Tuesday November 3, 2020.



DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY OCTOBER 20, 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: 11

1.0 **CALL TO ORDER AT 7:05PM**

1.1 Agenda for the Regular Council meeting of Tuesday October 20, 2020

**20-148** **MOVED** Ksenya Dorwart, seconded Jordan Rohatynski THAT Council approves the agenda for the Regular Council meeting of Tuesday October 20, 2020, as circulated.

**Carried Unanimously**

2.0 **MINUTES**

2.1 Minutes for the Regular Council meeting of Tuesday October, 6, 2020

**20-149** **MOVED** Jordan Rohatynski, seconded Mandy Kilsby THAT Council approves the minutes for the Regular Council meeting of Tuesday October 6, 2020, as circulated.

**Carried Unanimously**

3.0 **PRESENTATIONS AND DELEGATIONS**

3.1 Wells Community Facility Building Select Committee update

Judy Campbell stated there is a new program that the Wells Community Facility Building Select Committee would like to apply for called the BC Economic Recovery Program due on October 29, 2020. It would not require Councils motion of support, just a signoff from the CAO. There will be a presentation regarding the business plan from the Wells Community Facility Building Select Committee at the Sunset Theatre on November 19, 2020 from 6PM to 8PM. She also stated that the Modular Office was not included in the business plan and should the community choose to keep it, they would like to include it in the business plan.

**20-150** **MOVED** Jordan Rohatynski, seconded Mandy Kilsby THAT staff submit an application for grant funding application for the Wells-Barkerville Culture and Recreation Centre through the investing in Canada Infrastructure Program – Rural and Northern Communities; and THAT Council supports the project and commits to providing \$540,000 toward the project and any cost overruns.

**Carried Unanimously**

**20-151** **MOVED** Ksenya Dorwart, seconded Jordan Rohatynski THAT Council request that the Select Committee and District of Wells Staff move forward with an application to the Community Economic Recovery Infrastructure Program for improvements to the outdoor ice-skating rink, including a new roof.

**Carried Unanimously**

#### 4.0 **UNFINISHED BUSINESS**

##### 4.1 Expression of Interest on the 2010 24x60 Modular Office

The CAO asked if Council would like to table the subject for the next Council meeting on November 3, 2020 since there was only 1 expression of interest for the Modular Office.

Councillor Rohatynski agreed with staff and asked for the subject to be tabled for the November 3, 2020 Council meeting to receive as many bids as possible.

**20-152** **MOVED** Jordan Rohatynski, seconded Mandy Kilsby THAT Council tables the discussion of the expression of interest on the 2010 24x60 Modular Office until the next Council meeting on November 3, 2020.

**Carried Unanimously**

##### 4.2 District of Wells Conflict of Interest Policy and the Ombudsman fairness by siding policy as per resolution No. 20-132 of Tuesday October 6, 2020 Council meeting.

Councillor Rohatynski stated that the Conflict of Interest and the Wells Code of Ethics Policy seems fine to him but stated that the District of Wells is lacking a Conflict Resolution Procedure. Councillor Rohatynski also put forward a request to re-name the Wells Vision and Input Select Committee to something more universal, such as a planning committee.

Councillor Dorwart stated that the Ombudsman Fairness by Design Policy was very helpful and that the District of Wells should try and follow this guide for everyday business. Councillor Dorwart stated that there was a meeting on

October 19, 2020 with the Wells-Barkerville Community Forest Board and she would like the draft Wells-Barkerville Community Forest Board Conflict of Interest sent back to the board for review.

- 20-153** **MOVED** Jordan Rohatynski, seconded Mandy Kilsby THAT Council receives the Wells Code of Ethics Policy, the Ombudsman Fairness by Design Policy, the District of Wells Procedure Bylaw and the drafted Wells-Barkerville Community Forest Board Conflict of Interest.

**Carried Unanimously**

## 5.0 **NEW BUSINESS**

### 5.1 District of Wells Snow Removal Contract

The CAO asked if Council would like to table the subject for the next Council meeting on November 3, 2020 so Council can do some more research on equipment.

Councillor Dorwart agreed and stated she would like to do more research into equipment.

- 20-154** **MOVED** Mandy Kilsby, seconded Jordan Rohatynski THAT Council receives the staff report regarding the current situation of the snow removal contract and the recently placed tender for bids.

**Carried Unanimously**

- 20-155** **MOVED** Ksenya Dorwart, seconded Jordan Rohatynski THAT Council tables the discussion of the District of Wells snow removal contract until the next Council meeting on November 3, 2020.

**Carried Unanimously**

## 6.0 **INFORMATION AND ANNOUNCEMENTS**

### 6.1 Council

Councillor Dorwart stated that we are in the second wave of the COVID-19 pandemic and wants to remind everyone to stay safe and follow the rules around COVID-19. She thanked everyone for coming to the Council meeting and wished everyone a Happy Halloween.

Councillor Cooley thanked everyone for coming out to the Council meeting. He reminded everyone to stay safe and to "keep doing what you are doing" to

keep numbers down. "Wear a mask".

Councillor Kilsby thanked everyone for joining the Council meeting. She stated that winter is here and she hopes everyone has firewood, winter boots and snow tires on. She reminded everyone to stay safe.

Councillor Rohatynski thanked everyone for joining the Council meeting. He stated it's great to see such a good turn out. Councillor Rohatynski thanked his fellow Councillors and Mayor Fourchalk for the past 2 years and commented how great it is working with everyone. He stated that the Legion will be having a meeting on October 22, 2020 with the Zone Commander and the Economic Development Officer for BC/Yukon.

Mayor Fourchalk thanked everyone for attending the meeting. He echoed Councillor Rohatynski and said what a great ride it has been over the past 2 years working with Council and he looks forward to the next 2 years. He reminded everyone to stay safe.

## 6.2 Staff

District Clerk, Tyler Burnson thanked everyone for attending the meeting and wished everyone a safe and Happy Halloween.

CAO, Donna Forseille thanked everyone for coming out to the meeting and wished everyone a safe and Happy Halloween.

## 6.3 Public Gallery

Julia Mackey reminded everyone that Saturday October 24, 2020 is voting day. The Community Hall will be open from 8AM to 8PM. She stated that all PPE will be in place. She had the following questions for Council:

- *Asked if there was anyone interest in the Community Vision and Input Committee since extending the deadline.*
- *Asked about the potholes on Sanders Avenue and Dawson Street and if they are going to be filled before the real snow comes.*

The CAO confirmed that she has not received any interested parties at this time. She did confirm that Staff has reached out to the businesses and industry leaders in Wells.

The CAO stated that EMCON has been very busy with road repairs this

summer. She stated that the grater was being used in town but is unsure if EMCON got to it all or not. The District of Wells unfortunately doesn't have any equipment to take care of potholes. She confirmed that it is a work in progress.

Judy Campbell stated that Councillor Rohatynski was right on point about the Community Vision and Input Committee. The call for people to be apart of the Committee kept referencing that this was in response to the Cariboo Gold Project development, which it is partly. She stated that the original letter that she wrote stated that it was much broader and it was about planning for the community. She stated that the Cariboo Gold Project being a major development is going to form a lot of the discussion but that should not be the only discussion. She believes the role of the Community Vision and Input Committee is to develop a vision for the community.

## 7.0 **ADJOURNMENT**

7.1 Adjournment of the Regular Council meeting of October 20, 2020

**20-156** MOVED Ksenya Dorwart, seconded Mandy Kilsby THAT at 7:37pm Council adjourns the Regular Council meeting of Tuesday October 20, 2020.

**Carried Unanimously**

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Donna Forseille, CAO

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Gabe Fourchalk, Mayor

**November 3<sup>rd</sup>, 2020**

**To: Major and Council**

**Re: Wells Barkerville Community Forest Update**

**Agenda Items for Discussion and Presentation**

**Proposed Harvesting 2020 – 2021**

Current position of required cut

Review of Management and Sales Agreement with West Fraser

**Community Forest Expansion**

Proposed additional cut by the Ministry

Existing land base cut and proposed newly calculated AAC

Proposed additional areas

**Community Forest Initiatives**

**1) Boardwalk**

Phase 2 Learning Forest Trail – Bridge design and installation

**2) Fire smart Program**

**3) Research**

Pamela Wright – Chris Johnson

Jake Bradshaw

Potential silviculture experimentation with ministry of forests.

**4) Cooperation with UNBC and UBC**

Ongoing with UNBC

Recent presentation and attendance of UNBC International Forestry Students.





## District of Wells

<b>Meeting Date</b>	November 3, 2020
<b>Report Date:</b>	October 29, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Proposed One Way Street Implementation

### Purpose/Issue:

The purpose of this report is to propose a one-way street direction for Bowman Crescent.

In the fall of 2019, John Aitken brought forward to Council the suggestion of making Bowman Crescent a one-way street with restrictions on parking and speed signage (*see attached letter*). At the time, Council directed staff to communicate with Emcon prior to bringing this item back forward to Council.

Staff wish Council to reconsider the request to make Bowman Crescent a one-way street with restrictions on parking and speed limits.

Bowman Crescent continues to present challenges. It is a narrow street which currently has residents and their visitors parking on both sides of the streets, making it difficult for a resident's vehicle to access their property let alone a fire truck, ambulance or snow clearing equipment.

Recently the fire brigade during one of their practices had difficulties getting around on the crescent, if there was an emergency the fire truck and ambulance could have challenges attending. Staff also continue to receive complaints of drivers driving too fast.

Bowman Crescent has constantly been a snow removal challenge. The District's Street and Traffic Bylaw clearly outlines the need for vehicles to be removed from ALL streets and Lanes of the District on the designated snow removal day and staff continue to have to struggle to get residents to adhere to the Bylaw.

The fact that people are speeding, driving on a street which currently allows two way traffic, vehicles parked on either side of an already narrow road and the inability for First Responders nor effective snow removal exists is a risk to the District and its residents.

Staff are therefore proposing that Council immediately approve the following:

- Public notice and door to door notification to Bowman Crescent residents of direction street changes and new restrictions on parking.
- The installation of "Change of Traffic", "One-Way Street", and "No parking" signs on Bowman Crescent.
- That the traffic flow be directed to stay right (one-way only) (as you turn onto the Crescent you would then turn right heading down the lane, remaining right until you exit back onto Pooley Street).

- The installation of “kids playing” restricting speeds to 15km/hour in the lane (adjacent to Fred Wells Park), with 30km/h signage from the end of the lane back around to Pooley Street.
- Installation of “No Parking” signage. Anyone with a driveway are not to park anywhere on Bowman Crescent. These residents will be requested to use their driveway or accessible yard to park.

Those residents who do not have driveways and no reasonable yard space to implement parking or install a parking space will be required to park on one side of Bowman Crescent.

All residents of Wells will still be required to ensure no vehicles are parked on streets and lanes on snow clearing days (Wednesdays) from 730am.

First Responders and Snow Clearing Contractors (Emcon) will have the authority to travel in any direction they deem necessary on Bowman Crescent.

**Budget, Policy, Staffing:**

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**Legal Considerations:**

District of Wells Streets and Traffic Bylaw No. 170, 2018
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**Options / Recommendations:**

1. Receives the staff report regarding the proposed street directional change and restrictions for Bowman Crescent; and
2. Approves making Bowman Crescent a one-way street with parking restrictions and directs staff to notify public as well as residents of Bowman Crescent prior to installation of signage.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer

September 23, 2019

John Aitken  
2314 Bowman Crescent  
Wells, BC  
V0K 2R0

Attention: District of Wells, Mayor, Council and CAO Donna Forseille

I, John Aitken, resident of the district of Wells and home owner residing on Bowman Crescent would like to address my concerns with the traffic congestion and in particular my extreme concern with winter management of this traffic area.

Having been directly involved with the road infrastructure and accountability to the residents of the community, I am well aware of the districts budget and limited resources, I sympathize with the residents living on other streets in the community and their needs as well. My hope is to bring to the attention of the Mayor, council and CAO the limited access on Bowman Crescent and with the snow, in the past year we encountered several dangerous time lapses that thankfully did not turn into emergency situations. We cannot afford to tempt fate too many times or at some point someone is going to be in serious need of our emergency services and they won't be able to help. I myself was stuck on the street on Bowman Crescent last winter, not once but twice, 4 days AFTER a major snowstorm, driving a 4X4 SUV with new studded tires.

I would like to ask the Mayor, Council and CAO to please consider the following with minimal expense, up grades to Bowman Crescent.

#1 One way street; there is no room on Bowman Crescent for traffic to meet and pass. Creating a one way flow would prevent the chance of a possible accident especially during icy periods.

#2 Parking on one side of the street only - no parking on corners. Keeping the corners open - stops the pushing of traffic into the inner corners and onto private property and at times stopping the flow of traffic.

#3 Speed limit. There is no actual speed limits posted on the Crescent. I

would like to suggest MAX 20KM.

#4 No pushing snow onto the street when clearing your private parking spots - The street only gets plowed once a week than residents fill up sections and close it in again pushing snow into the street.

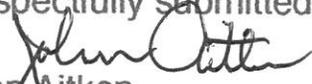
#5 Parking only one side of the street - residents parking on both sides of the street and making access impossible

#6 Enforcing bylaws on moving your vehicle during snow removal days. It's been Wednesday since we moved to Wells but somehow residents still can't get off the street to properly clear it.

#7 The parking lot at the former St. George's church. Why is it not being used?

Our bylaws are not being enforced, our fines are too low and with a growing community we need stricter structure. I would like to suggest a 1 warning rule with no second warning, your vehicle is towed into Quesnel. I hope Mayor, Council and CAO will take into consideration my suggestions.

Respectfully submitted;

  
John Aitken



**THE DISTRICT OF WELLS  
BYLAW NO. 170, 2018**

**A Bylaw to regulate traffic and the use of STREETS within the DISTRICT of Wells.**

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**WHEREAS**, the COUNCIL of the DISTRICT of Wells is authorized under Part 3 of Division 5 of the Community Charter to establish a Bylaw to regulate traffic and the use of municipal STREETS; and

**WHEREAS**, a Bylaw is necessary to regulate traffic and STREET use for the purposes of public safety, orderly business and the preservation and protection of municipal infrastructure;

**NOW THEREFORE**, The Municipal COUNCIL of the DISTRICT of Wells, in open meeting assembled, enacts as follows:

**GENERAL**

**Title:**

1. This Bylaw may be cited as the "Traffic and Streets Bylaw, No. 170, 2018".

**Definitions:**

2. In this Bylaw and any orders made hereunder, the expressions used shall have the respective meanings assigned to them in the Motor Vehicle Act and Motor Vehicle Act Regulations, except as set forth in this Section or where the context otherwise requires.

3. In this Bylaw:

**"ORV/ATV/SNOWMOBILE CORRIDOR"**

means any STREET where COUNCIL authorizes the operation of ATVs (All Terrain Vehicles) and/or ORVs (Off Road Vehicles) and snowmobiles and may also include any interconnecting trails and walkways;

**"BOULEVARD"** means that portion of a STREET other than a ROADWAY or SIDEWALK;

**"CHIEF ADMINISTRATIVE OFFICER"**

- means the CHIEF ADMINISTRATIVE OFFICER of the DISTRICT of Wells or his delegate;
- “COUNCIL” means the Municipal COUNCIL of the DISTRICT of Wells;
- “DISTRICT” means the District of Wells;
- “MUNICIPALITY” means the area within the geographical limits of the DISTRICT of Wells;
- “PARK”, “PARKING” or “PARKED” means the standing of a vehicle, whether occupied or not, upon a STREET, otherwise than temporarily in compliance with a traffic control device or for the purpose of and while actually engaged in loading or unloading of merchandise or passengers;
- “PEDESTRIAN” means a person on foot, an invalid in a wheelchair or an infant in a stroller or carriage, and does not include a person using a cycle, skateboard, scooter, in-line skates or roller-skates for conveyance;
- “RCMP” means members of the Royal Canadian Mounted Police;
- “REGULATIONS” means the Motor Vehicle Act Regulations, B.C. Reg. 26/58 including amendments to B.C. Reg. 11/2018, February 7, 2018];
- “RESIDENT” means a permanent or seasonal resident of the DISTRICT;
- “ROAD EVENT” includes a block party, road race, marathon, walkathon, film production, theatrical or musical performance, parade, procession, demonstration, march or other extraordinary use which may affect normal traffic upon a STREET;
- “ROADWAY” means that portion of a STREET, other than a SIDEWALK, which is commonly travelled over by vehicular traffic;
- “SIDEWALK” means that portion of a STREET, between the curb lines or lateral lines of a ROADWAY and the adjacent property lines, which has been improved for the use of PEDESTRIANS;
- “STREET” or “STREETS” means any municipal highway, road, ROADWAY, SIDEWALK, BOULEVARD, lane, alley, or bridge and includes any undeveloped municipal land or right-of-way designated for such future use.

4. Unless the context otherwise requires, wording importing the singular number or masculine gender shall include the plural or feminine gender, and the converse shall also apply.

### TRAFFIC REGULATIONS

5. For the purpose of regulating the movement of traffic in the MUNICIPALITY, the COUNCIL may by order:

- (1) **ORV/ATV/SNOWMOBILE CORRIDOR**

- designate STREETS to be part of the ATV/SNOWMOBILE CORRIDOR on which the operation of ATVs/ORVs and snowmobiles in compliance with Section 19 of this Bylaw will be permitted;

- (2) **No Right Turns**

- designate the locations where signs bearing words or symbols indicating that right hand turns are prohibited shall be placed;

- (3) **No Left Turns**

- designate the locations where signs bearing words or symbols indicating that left hand turns are prohibited shall be placed;

- (4) **Stop Signs**

- designate the locations, at intersections, where signs bearing the word "STOP" shall be placed;

- (5) **Yield Signs**

- designate the locations, at or near intersections, where signs bearing words or symbols instructing traffic to yield the right of way shall be placed;

- (6) **One Way STREETS**

- designate the locations where signs bearing words or symbols indicating that a STREET is a one way STREET shall be placed;

- (7) **STREET Lines**

- designate the ROADWAY or part of a ROADWAY upon any STREET or part thereof to be a laned ROADWAY and providing for the marking thereof with suitable lines upon the ROADWAY;

- (8) **Turning-Lanes**

- designate the lane or lanes upon a laned ROADWAY at or near an intersection where suitable traffic control devices shall be placed to direct that no turns or turns only in certain directions shall be made at the intersection by vehicles travelling in such lane or lanes;

**(9) Load and Size Restrictions**

designate the maximum load, width, height, and length of vehicles operating or driven on municipal STREETS;

**(10) Schools & Playgrounds**

designate the locations at or in the vicinity of schools and public playgrounds for children where signs stating a speed limit of 30 kilometres per hour, or upon which the numeral "30" is prominently shown shall be displayed for the purposes of Section 147 of the Motor Vehicle Act;

**(11) Speed Limits**

designate speed limits on a STREET and the locations for speed limit signs.

**Fire Department**

6. Any officer or member of a Fire Department in attendance at or near any fire or other emergency may direct, stop or prohibit traffic on any STREET in the vicinity of such fire or other emergency and every person shall comply with such direction.

**Work in STREETS**

7. The CHIEF ADMINISTRATIVE OFFICER may, without benefit of an order, direct on any STREET where construction, reconstruction, widening, repair, marking or other work is being carried out, that temporary traffic control devices be erected or placed indicating that crews or equipment are working upon the STREET, and regulating traffic in the vicinity of such work, and every person shall comply with such traffic control devices, and with directions from flag persons appointed by the DISTRICT to control traffic in such areas.

**Temporary STREET Closures**

8. The CHIEF ADMINISTRATIVE OFFICER may, without benefit of an order, direct on any STREET where construction, reconstruction, widening, repair, marking or other work is being carried out or for the purpose of facilitating the staging of a ROAD EVENT or for the passage of extraordinary traffic, that temporary traffic control devices be erected or placed to prohibit traffic in the vicinity of such work, event, or passage and every person shall comply with such traffic control devices.

**Temporary Signs (RCMP)**

9. The RCMP may, without benefit of an order, direct that such temporary traffic control devices as he deems necessary to control traffic or PARKING be placed:
  - (a) along the route or in the vicinity of a ROAD EVENT or large public gathering; and
  - (b) in any other location where special circumstances require, and every person shall comply with same.

### **Closed STREETS**

10. No person shall permit any vehicle to be in or upon, or shall drive or propel any vehicle in or upon, any STREET or part of a STREET that is closed to traffic except where such closure is for the passage of extraordinary traffic and such exemption would be only for such extraordinary traffic. Every STREET or part of a STREET shall be deemed to be closed to traffic upon which there appears any barrier or written or printed notice purporting to be from the DISTRICT, stating or indicating that such STREET or part of a STREET is closed to traffic.

### **PARKING REGULATIONS**

11. The COUNCIL may by order:

- (1) **No PARKING Zones**

- designate certain STREETS or portions thereof as “No PARKING” zones and, if applicable, fix the hours of the day during which such zones are to be in effect;

- (2) **Loading Zones**

- designate certain STREETS or portions thereof as “Loading” zones and, if applicable, fix limits on the time during which a vehicle may remain standing in such;

- (3) **Traffic Control Devices**

- provide for the erection, placing, printing or marking upon any STREETS or portions thereof such traffic control devices as the RCMP or the CHIEF ADMINISTRATIVE OFFICER deems necessary or expedient to give effect to the provisions of this Bylaw, any orders made hereunder, the Motor Vehicle Act or any REGULATIONS made thereunder, and such provision may be included in any order made pursuant to this Bylaw or may be set forth in a separate order or orders;

### **No PARKING Zones**

12. No person being in charge, control or possession of a vehicle shall cause or permit such vehicle to remain standing in a “NO PARKING” zone for a period in excess of two minutes when such zone is in effect, which shall be at all times unless otherwise designated.

### **Miscellaneous Prohibitions**

13. Except when necessary to comply with the directions of a peace officer or traffic control device, no person being in charge, control or possession of a vehicle shall stop, stand or PARK such vehicle:
  - (1) on a SIDEWALK;
  - (2) within 3 metres of a fire hydrant measured from a point in the curb or edge or the ROADWAY which is closest to the fire hydrant;

- (3) within 3 metres of the approach to a flashing beacon, STOP sign or traffic control signal located at the side of a ROADWAY;
- (4) on a STREET for the principal purpose of displaying a vehicle for sale;
- (5) servicing, greasing, painting, wrecking, storing or repairing a vehicle, except where repairs are necessitated by an emergency;
- (6) alongside or opposite a STREET excavation or obstruction when stopping, standing or PARKING obstructs traffic;
- (7) in a place in contravention of a traffic control device that gives notice that stopping, standing or PARKING there is prohibited or restricted.

## **MISCELLANEOUS REGULATIONS**

### **STREET Signs**

14. The CHIEF ADMINISTRATIVE OFFICER may affix or cause to be affixed upon any STREET, signs bearing the name of such STREET or an intersecting STREET, or indicating the direction to any STREET or place, and no person shall injure, deface or remove such signs or supports thereof.

### **Conduct on STREETS**

15. No person, other than an RCMP member or an employee or agent of the DISTRICT in the execution of their duties shall, either directly or indirectly, hinder or interfere with PEDESTRIAN or vehicular traffic on or obstruct the free use of any STREET.

### **Parades and ROAD EVENTS**

16. No person shall cause, organize, promote, be a member of or take part in any public event or parade of any kind or nature whatsoever through or on a STREET unless permission for the event has first been obtained from the COUNCIL.

### **STREET Occupancy**

17. No person shall occupy any STREET or portion thereof in connection with or incidental to the construction, alteration, repair, maintenance, demolition, painting or cleaning of any building or other structure without first having obtained a STREET Occupancy Permit from the CHIEF ADMINISTRATIVE OFFICER. Such permit shall be in the form set out and attached as Schedule "A" to this Bylaw. As conditions for the issuance of a STREET Occupancy Permit, the CHIEF ADMINISTRATIVE OFFICER may require such person to obtain public liability and property damage insurance covering all liability with respect to the occupancy in an amount satisfactory to the CHIEF ADMINISTRATIVE OFFICER. The CHIEF ADMINISTRATIVE OFFICER shall require such person to deposit funds with the DISTRICT in an amount of Two Hundred Dollars (\$200.00) that shall be used to make good any and all injury, destruction, defacement or disturbance to or cleanup of municipal property caused by such occupancy. Nothing in this paragraph shall prevent the DISTRICT from recovering for injury, destruction, defacement or disturbance to property in excess of any deposit.

18. Every applicant for a STREET occupancy permit shall pay an administration fee to the DISTRICT as specified in the Comprehensive Fees and Charges Bylaw.

#### **Unauthorized Construction**

19. Except as otherwise provided in this Bylaw, no person except the agents, servants or employees of the DISTRICT acting in the course of their employment shall cause or permit any structure, object or thing to be built, constructed, placed or maintained on any STREET without first obtaining permission from the COUNCIL, and any structure, object or thing shall be built, constructed or placed only in accordance with the terms and conditions set out by COUNCIL.
20. The DISTRICT may remove or cause to be removed any unauthorized SIDEWALK, doorstep, porch, railing, fence, wall or any other object or thing which projects, encroaches or sits under, upon or over any STREET. The costs, charges and expenses of such removal shall be paid by the owner of the property from which the projection or encroachment projects or encroaches on the STREET, and if unpaid on the thirty-first day of December next ensuing, such costs, charges and expenses shall be added to and form part of the taxes payable in respect of that property as taxes in arrears.

#### **Objects on STREETS**

21. No person shall abandon, place, deposit or leave upon, above or in any STREET any chattel, obstruction, or other thing which is or is likely to be a nuisance, and no person being the owner or person entitled to the possession or control of any such chattel, obstruction or thing shall permit or suffer the same to remain upon or in such STREET.
22. The RCMP or CHIEF ADMINISTRATIVE OFFICER may remove, detain and impound, or cause the removal, detention or impoundment of, any chattel, obstruction, or other thing occupying a STREET in contravention of Subsection (1).
23. After removal, detention or impoundment, the person entitled to the possession of the chattel, obstruction, or thing may obtain its release upon payment to the DISTRICT of a removal and detention fee of One Hundred Dollars (\$100.00).
24. If the person entitled to the possession of any detained object does not, within 20 days of its detention, including the date of detention, pay the fees, costs and expenses as specified in Subsection (3), and it appears to the RCMP or CHIEF ADMINISTRATIVE OFFICER that the object detained has a market value, the RCMP or CHIEF ADMINISTRATIVE OFFICER may immediately thereafter cause it to be sold by public auction to the highest bidder, but may otherwise cause it to be disposed of as garbage.

#### **Abandoned Vehicles**

25. Without restricting the generality of Section 16, no person shall permit a vehicle to be abandoned, left upon or to be unlawfully occupying any STREET, and no person being

the owner or person entitled to the possession or control of any such vehicle shall permit or suffer the same to unlawfully remain upon or in such STREET.

26. The RCMP or CHIEF ADMINISTRATIVE OFFICER may;
- (a) remove or cause to be removed any vehicle occupying a STREET in contravention of Subsection (6) or the Motor Vehicle Act, and
  - (b) cause the vehicle to be detained or impounded until the owner of the vehicle pays to the DISTRICT a removal fee of One Hundred Dollars (\$100.00) plus all towing service costs and storage charges payable to the towing company retained by the DISTRICT for the purpose of this Bylaw.

#### **Vandalism and litter**

27. No person, other than an employee or agent of the DISTRICT in the performance of their duties shall break, tear up, damage, disfigure or remove any pavement, SIDEWALK, curbing, or other STREET surface, or make any excavation in or under any STREET without having first obtained permission in writing from the CHIEF ADMINISTRATIVE OFFICER. No person shall deposit or suffer or cause to be deposited any debris, waste, refuse, rubbish, matter or thing injurious to public health or dangerous to traffic upon any STREET.
28. Damage to STREETS Where, in the opinion of the CHIEF ADMINISTRATIVE OFFICER, any STREET or infrastructure within the STREET is liable to damage through traffic loading or volume thereon he may, without benefit of an order, regulate, place limits upon or prohibit the use of the STREET by any type or class of vehicles and all such vehicles so designated shall comply with the regulation, limits or prohibition.
29. Wherein the opinion of the CAO, a health or safety issue exists on a street without benefit of an order, he may regulate, place limits upon or prohibit the use of the Street by any type or class of vehicles and all such vehicles, so designate shall comply with the regulation, limits or prohibition.

#### **ORVs/ATVs/Snowmobiles**

30. No Person shall operate a snowmobile on a STREET unless that STREET is part of the SNOWMOBILE and/or ORV/ATV CORRIDOR except that a RESIDENT may operate a snowmobile or ORV/ATV on a STREET when it is the most direct route between their residence and the SNOWMOBILE and/or ORV/ATV CORRIDOR. Snowmobiles and/or ORVs operated on STREETS, other than STREETS closed to other traffic, must be in conformance with all Provincial REGULATIONS for operating on or crossing a highway. Snowmobiles and/or ORVs may only travel on STREETS between the hours of 7 A.M. and 11:00 P.M. and at a speed not to exceed 30 kilometres per hour.

**Removal of Snow, Ice and Rubbish from streets and property:**

31. All owners and occupiers of all residential, Multi-Family, Commercial and Industrial real property being within the confines of the area outlined on Schedule "A" attached hereto and forming part of this bylaw shall remove snow , ice and rubbish from the sidewalks, boardwalks, footpaths, lanes, and streets bordering on the real property owned or occupied by him after snow has stopped falling or ice has formed ;
32. It is the responsibility of the owner and occupiers of all residential, Multi-Family, Commercial and Industrial real property are to remove the snow and ice from their stairs, walkways, paths and driveways for a distance that coincide with the property line after snow has stopped falling or ice has formed;
33. Tenants of any and all Municipal owned properties are required to remove snow, ice and rubbish from the sidewalks, boardwalks, footpaths, walkways, paths, stairs and driveways for a distance that coincide with the property line after snow has stopped falling or ice has formed; Unless said tenant has a contract with the Municipality which states otherwise. Any problem areas are to be reported to District Staff at the Municipal Hall located at 4243 Sanders Avenue;
34. All owners and occupiers of all residential, Multi-Family, Commercial, and Industrial real property must remove vehicles from road right away by **7:30AM** on the District of Wells designated snow removal days as set forth annually by District Staff. The District of Wells prohibits the parking and stopping of vehicles on snow and ice control routes within the area as set forth in Schedule "A" attached hereto and forming part of this Bylaw; and
35. In default of any owner or occupier complying with provisions of the provisions set forth within, the CHIEF ADMINISTRATIVE OFFICER for the District of Wells may remove or hire a contractor to remove the snow, ice, rubbish, and vehicles required to be removed as set forth herein at the expense of the person in default and may recover the expense thereof with costs in like manner as Municipal taxes and as authorized by Section 311 of the Municipal Act.
36. The District of Wells shall not be under any obligation to remove snow, ice or rubbish from any street wherein a property owner/tenant blocked or failed to remove their vehicle as per sections 34 and 35 of this Bylaw; Also, the District of Wells is under no obligation to remove snow, ice or rubbish from any private property or rented

municipally owned properties and all tenants of said properties will relieve the District of Wells of any liability from personal injury of such lands.

### **AUTHORIZATION**

#### **Authorization to make Administrative Orders**

37. The CHIEF ADMINISTRATIVE OFFICER is authorized to make orders in respect of the matters comprised in this bylaw and by those orders to exercise the powers of the MUNICIPALITY under this bylaw, subject to the terms and conditions prescribed in this bylaw.

### **PENALTIES**

#### **Penalties**

38. Every person who contravenes this Bylaw by doing an act that it forbids, or by omitting to do an act that it requires to be done, commits an offence and is liable, upon summary conviction, to the penalties set out in this Bylaw or as set out in the Offence Act but not less than the amounts set out in Schedule "B" and not exceeding a maximum of two thousand dollars (\$2000) plus the costs of prosecution.

#### **Sale of Impounded Vehicles**

39. Where a vehicle has been impounded under this Bylaw and the owner or driver does not pay the necessary fees, costs and expenses to obtain the release of the vehicle within twenty (20) days of impoundment, the vehicle may be sold at public auction.

40. A vehicle shall not be sold at public auction until notice of intention to sell the vehicle has been

(a) mailed by registered mail to the registered owner of the vehicle at the address shown on the record of registration maintained by the Insurance Corporation of British Columbia; and

(b) published in a newspaper circulating in the MUNICIPALITY not less than 10 days before the auction.

41. From the proceeds of any auction sale held pursuant to this bylaw, the CHIEF ADMINISTRATIVE OFFICER shall firstly, deduct the costs of the auction; secondly, deduct all fees and costs payable to the DISTRICT and its agents; thirdly, pay the surplus, if any, to the person entitled if that person's identity and whereabouts are known. If the identity or whereabouts of the person entitled to the surplus is not known, the CHIEF ADMINISTRATIVE OFFICER shall hold any surplus for one year from the date of the auction and if any surplus is not claimed within that period, shall pay the amount into the general revenue of the DISTRICT and it shall be forfeited to the DISTRICT.

42. No action taken pursuant to this or any of the preceding Sections shall be a bar to the prosecution of any person who contravenes any provision of this Bylaw.

**REPEAL OF BYLAW**

**Repeal of Former Bylaw**

43. DISTRICT of Wells BYLAW NO. 147, 2015 TRAFFIC AND STREETS is hereby repealed.

READ A FIRST TIME THIS 4<sup>th</sup> day of October 2018.

READ A SECOND TIME THIS 4th day of October 2018.

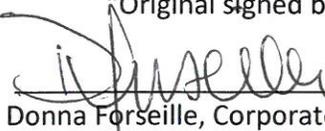
READ A THIRD TIME THIS 11<sup>th</sup> day of October 2018.

FINALLY ADOPTED this 23<sup>RD</sup> day of October 2018 by a two-thirds majority of COUNCIL.

"Original signed by"

  
\_\_\_\_\_  
John (Jay) Vermette, Mayor

"Original signed by"

  
\_\_\_\_\_  
Donna Forseille, Corporate Officer

Certified that this is a true and correct copy of District of "Wells Traffic and Streets Bylaw No. 144, 2015 Amendment Bylaw No. 170, 2018" as adopted by Council Resolution # \_\_\_\_\_ dated the 23<sup>RD</sup> day of Oct, 2018. 18-285



## STREET OCCUPANCY PERMIT

Subject to the conditions hereon noted, permission is hereby given to:

\_\_\_\_\_ *name of person or group*

to occupy

\_\_\_\_\_ *name of STREET or location*

for the purpose of:

\_\_\_\_\_ *name of event or activity*

\_\_\_\_\_

This permit covers the \_\_\_\_\_ day period from \_\_\_\_\_ to \_\_\_\_\_  
# of days month and day  
\_\_\_\_\_, \_\_\_\_\_ inclusive.  
month and day year

### CONDITIONS OF PERMIT

This Permit is approved and issued upon the following conditions, which are hereby accepted by the Permittee and the DISTRICT:

1. That the STREET, BOULEVARD and/or SIDEWALK affected by this Permit, and all services below them, are of this date agreed to be in a reasonable state of repair, except as otherwise indicated hereon:  
\_\_\_\_\_
2. That the Permittee agrees to clear, clean and otherwise leave the area to be occupied under this Permit in a clean and tidy condition at the expiration of the period noted above.
3. That the Permittee agrees that all materials, structures and objects occupying the STREET shall be properly marked by the Permittee with appropriate signage as determined by the CHIEF ADMINISTRATIVE OFFICER, in a manner which shall be visible from all directions of approaching traffic.

4. That the Permittee agrees to deposit with the CHIEF ADMINISTRATIVE OFFICER the sum of Two Hundred dollars (\$200.00) to secure payment for injury to, destruction, defacement or disturbance of municipal property, installations, STREETS and accesses that occurs as a result of STREET occupancy.
5. That the Permittee agrees to reimburse the DISTRICT in full for all costs over and above the amount of security deposited in accordance with (4) above, as may be incurred by the DISTRICT for the repair of any damage to, or the replacement of, municipal property, installations, STREETS and accesses that occurs as a result of STREET occupancy.
6. That the DISTRICT agrees to return to the Permittee any portion of the security deposited in accordance with (4) above not required to make good injury to, destruction, defacement or disturbance of municipal property, installations, STREETS and accesses that occurs as a result of STREET occupancy, when danger of further injury, destruction, defacement or disturbance is past.
7. That the Permittee shall indemnify and save harmless the DISTRICT against all claims, liabilities, judgements, costs and expenses of whatever kind which may in any way accrue against the DISTRICT in consequence of, or in any way incidental to, the granting of this Permit. If required by the CHIEF ADMINISTRATIVE OFFICER, the Permittee shall deposit with the DISTRICT a certificate of insurance acceptable to the Municipal Insurers, certifying that the Permittee is the holder of a public liability and property damage insurance policy covering all legal liability with respect to the STREET occupancy.
8. That the Permittee pay an administration fee to the DISTRICT of twenty dollars (\$20).

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*Permittee or Authorized Agent*

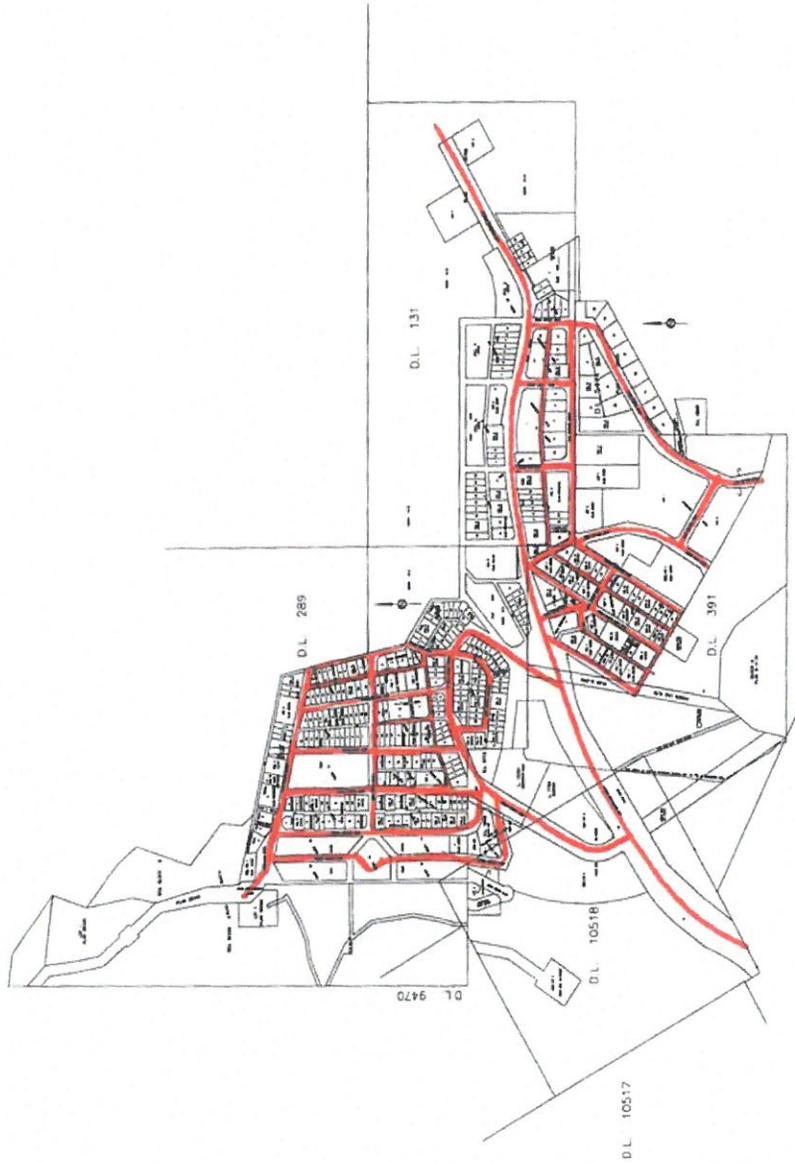
APPROVED

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*CORPORATE OFFICER*

Schedule "A" of Traffic and Streets Bylaw No. 170, 2018

Snow Removal and Ice Control Routes



**Schedule “B” of Traffic and Streets Bylaw No. 170, 2018**

Unless otherwise specified in this Bylaw, the minimum penalties provided for offences under this Bylaw are as follows:

<b>BYLAW SECTION</b>	<b>CATEGORY OF OFFENCE</b>	<b>FINE</b>
7.	Driving on a street that is closed to traffic	\$25.00
9.	Parking in a No Parking Zone	\$25.00
10.	Parking in violation of Parking Prohibitions	\$25.00
12.	Hindering the passage of traffic	\$25.00
14.	Occupying a Street to undertake building construction without a permit	\$50.00
15.	Unauthorized Construction on a Street without Council Permission	\$200.00
17.	Causing Damage to a Street	\$200.00
17.	Depositing any debris, waste, refuse, rubbish, matter or thing injurious to public health or dangerous to traffic	\$50.00
18.	Failure to comply with a regulation, limit, or prohibition of use of a street	\$25.00
19.	Operating a snowmobile between the hours of 11:00 PM and 7 AM on a STREET	\$25.00
19.	Operating a snowmobile at a speed greater then 30 kilometres per hour on a STREET	\$25.00
19.	Operating a snowmobile on a STREET that is not part of the SNOWMOBILE CORRIDOR when the snowmobile is not being operated by a RESIDENT moving between his or her residence and the SNOWMOBILE CORRIDOR by the most direct route	\$25.00
20.	Failure to comply with the Snow, Ice, Rubbish and Vehicle removal on designated street snow removal days	At COST to District



# District of Wells

## Community Vision & Input Survey Results



Photo credit: Tammy Chard

District of Wells  
Box 219  
Wells, BC V2J 2R0

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marketing@wells.ca  
wells.ca

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## District of Wells

### Community Vision and Input Survey Results

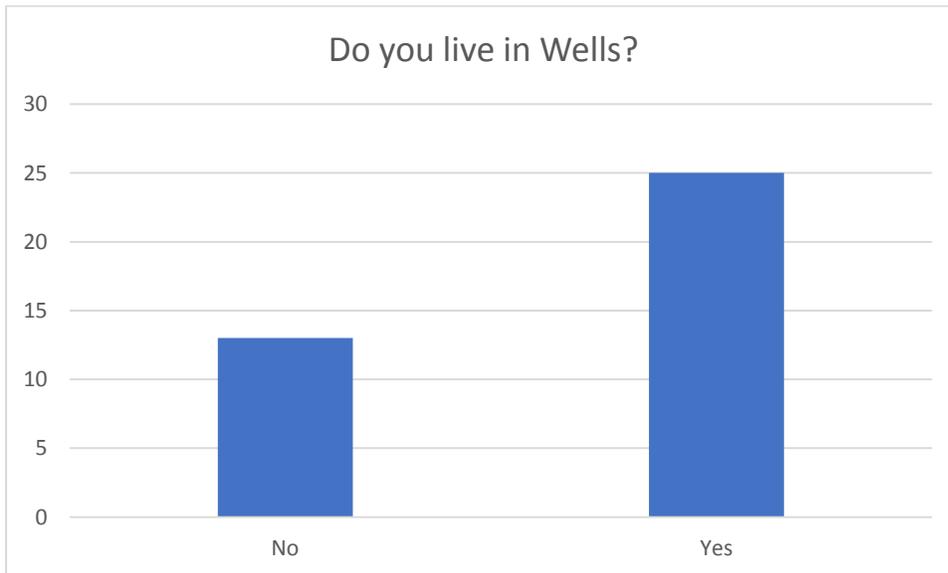
Surveys were sent out October 1, 2020 to ninety eight community members via email through Mailchimp. The email directed community members to the District of Wells website ([www.wells.ca](http://www.wells.ca)) to fill out the survey online. Surveys were also available for pick up at the District of Wells office and at the Post Office with completed surveys being dropped off at the District of Wells Office. There was also a post on the District of Wells Facebook page directing people to the survey on the website.

The average age of the respondents was 45 years old

#### Question 1.

##### Do you live in Wells?

According to Statistics Canada and the 2016 Census the District of Wells has a population of 217 (a). We received 37 responses online and 2 responses were emailed in, for a total of 39 responses. Of those responses 26 respondents live in Wells and 13 live else where.



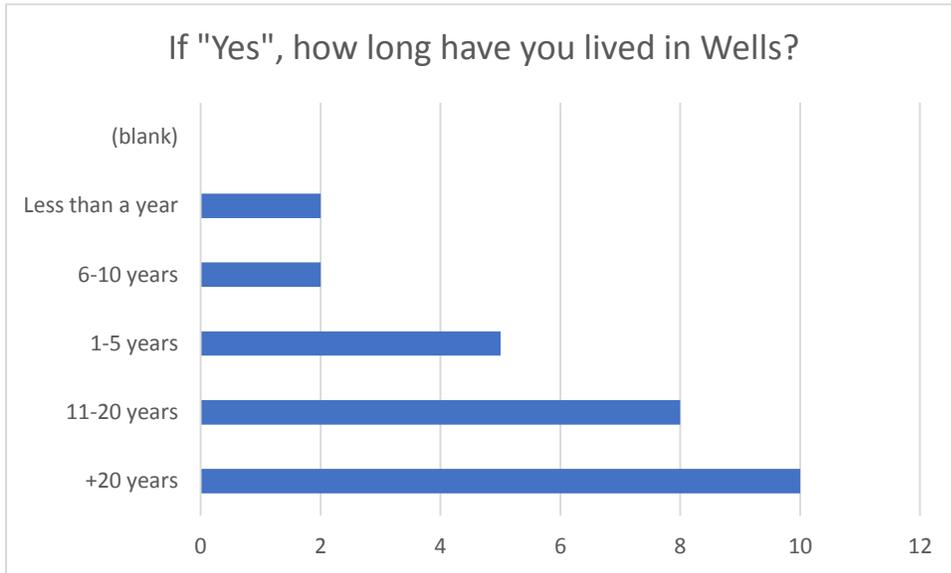
a. <https://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-csd-eng.cfm?LANG=Eng&GK=CSD&GC=5941025>



# District of Wells

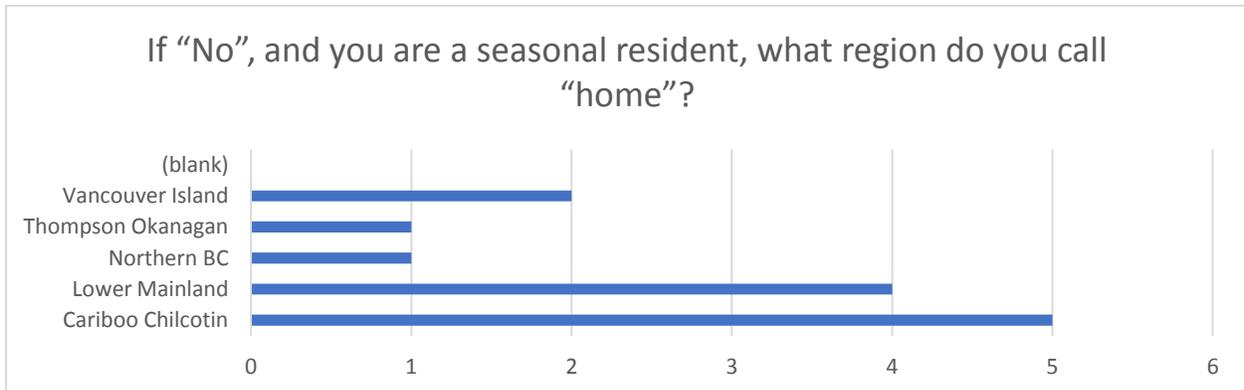
## Community Vision and Input Survey Results

### Question 2.



+20 years	11
11-20 years	8
1-5 years	6
6-10 years	2
Less than a year	2

### Question 3.



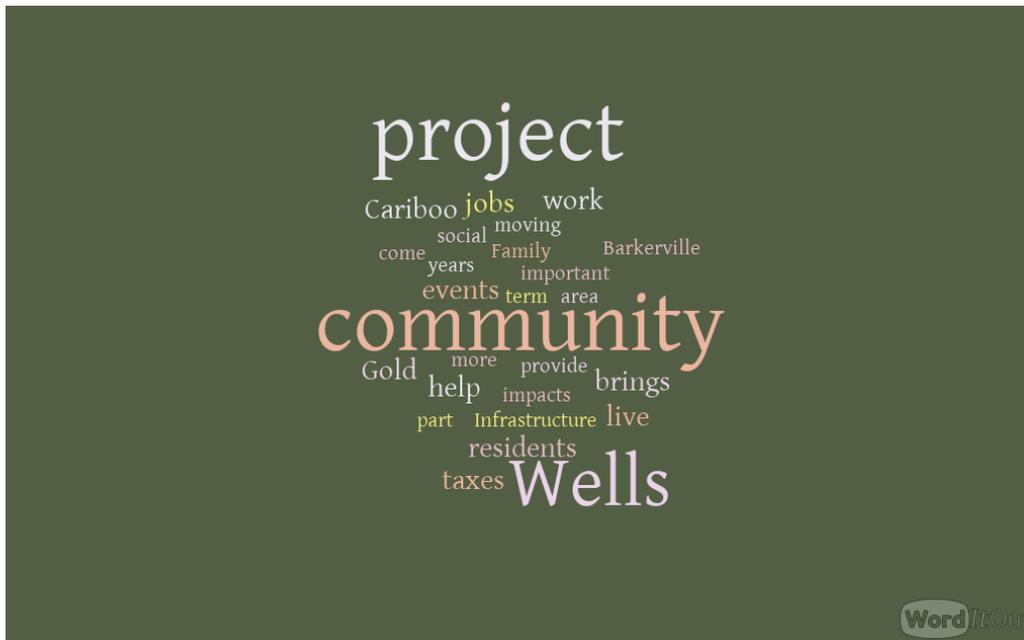


## District of Wells

### Community Vision and Input Survey Results

#### Question 3b.

Being a seasonal resident, why is the Cariboo Gold Project an important project to comment on and how does it impact you?



- “I am a property owner and I want to see the community grow and prosper. You need good jobs to attract people to live there. Then business will open, and services will improve. Infrastructure needs upkeep and to do that you need more taxes and more residents paying taxes.”
- “Because if the community continues to be highly fiscally irresponsible, we will be footing the bill as CRD residents.”
- “We are considering moving to the community. Family of four.”
- “The Cariboo Gold Project is an important project to comment on because it will change the landscape in our community. It will have implications (long term) for the environment and society in Wells. Wells has already experienced 2 major extractive events that have left really traumatic impacts on the land and did not provide long term stability or wealth for residents. Wells has the opportunity to learn from the past and not make the same mistake again.”
- “It's enough to make me consider moving back to Wells”
- “Live and Work near Wells”



## District of Wells

### Community Vision and Input Survey Results

- “I am a Manager for Barkerville Gold Mines Ltd. and the Cariboo Gold Project is an exciting project that I think will bring great benefit to the community of Wells. We are committed to working with the community to address concerns and issues that come with the project.”
- “Because I live in Quesnel, I work for BGM, and this project will help generate income for my family.”
- “It will help provide jobs in the Cariboo area for years to come.”
- “As a manager at the local mine site, I feel that I am part of the community and like to take part in social community events.”
- “It brings families, friends, and the community together. The project brings employment”
- “The project brings jobs to the Wells area and will help the community thrive as it expands in the future. This project will sustain my wife and I for the next 15 years.”
- “It is important to comment on as it's such a large project its impact is necessary to discuss. It impacts me because as a British Columbian the taxes generated from mining and exploration contribute to the well being of all British Columbians. Locally, the project contributes to the community of Wells, supporting infrastructure, putting on social events, and contributing to Barkerville of which many Wells locals work at.”



## District of Wells

### Community Vision and Input Survey Results

#### Question 4.

What are your concerns and what possible consequences do you feel will affect the quality of life as a resident or business owner in town with the Cariboo Gold Project?



- “I strongly believe this would affect the quality of life of community members. Not everyone, no, but certainly many, and many the have invested financially and emotionally in this community. All you hear is “this is a mining town”, well sure, but not only that, and NOT only that for many many years. BGM needs to invest more time and brain power in coming up with another alternative to their plan. If they truly cared about the longevity of this community; they would consider moving the proposed location because the current location is the fastest and easiest way for them to do what they are here to do, mine. We as a community must hold a billion dollar company accountable, AND uphold our values which are not just” mining” oriented, but tourism, the arts, nature & and much more. Wells IS NOT a camp, it's not a mine, it's a community. Safety. BGM plans on having a bigger camp for workers. What’s the safety plan for the community? With recent crime rising in Wells it’s concerning to say the least. Having a camp statistically increases crime, and particularly on women. Environmental. The Sandhill cranes frequent that particular location, and they are a very important protected species. The Caribou would be affected by the proposed power line, as well as the increased traffic on the hwy. Traffic is concerning as well as the noise pollution, light pollution. Where are their tailings going? They currently have new ones on COW and still have no where to put them. It’s a death sentence to the Jack of Clubs lake.”



## District of Wells

### Community Vision and Input Survey Results

- “I think it will harm the towns tourism aspect, and will open the door to loosing many of our wild spaces (just like how they’re allowed to mine on cow mountain, yet it’s been 15 years since it was closed to ski doing - I think if one kind of human presence is harmful to caribou, then ALL human activity is)”
- “My concerns are with air quality, soil toxins and water contamination. Also noise pollution.”
- “See first question answer. I think with today’s much more extensive rules and regulations for the mine, it will do everything it can to support the town if the town supports them. They already provide lots to the community and are willing to do more.”
- “I think there is the potential for the opinion on mining to become very divisive here... people who may only look for problems in having mining active here. But they’ve been here for 5 years already. My concerns would be regarding itinerant workers coming in, getting drunk & causing trouble (although this is hearsay... I’ve not experienced this myself); and also concerns about trucks on our roads & right through town; I’d be interested if there was an option to put in some kind of bypass road instead.”
- “I think noise and the disturbance to the contaminated existing ground are or could be a concern for the lake and community.”
- “I’m just moving here, working in the Arts. I’m worried about already low to no rental opportunities, and the possibility that this may lead to elevated and unsustainable housing prices for the region. I’m concerned for the migratory track of the Caribou in this region. General concern about resource extraction, and the sustainability, and the energy that will be necessary to have an operation this large operate in the area. censorship or expected compliance after having been "paid out" by the mines”
- “Too much noise, dust, traffic, more crime and drug use, streets less safe, more light (light pollution affects sleep), camp workers will use resources but not contribute to life of town (e.g. volunteer), job losses in tourism industry, business closures in tourism industry”
- “Environmental concerns. Potential lack of transparency in communications with the community concerns. Long term health of residents affected by possible future breach in any BGM structural damage concerns. Psychological long term effects on Wells residents from potential BGM damage left by mining concerns. Jobs for transient workers only concerns, i.e., Never raising a family in Wells or contributing to the growth of the community concerns. Long term effects on First Nations traditional territory concerns.”
- “Taking over the tourism infrastructure and housing in the community without adding to the stock so that a diversified economy continues to flourish. Also not respecting the noise and visual aspects that make the community home”



## District of Wells

### Community Vision and Input Survey Results

- “The artists will get everything they want leaving the rest of us out of the benefits”
- “That it will not go ahead. We need this project. We have always been a mining town. We need industry to survive.”
- “I am concerned that residents will oppose it for stupid selfish reasons. We need residents with real incomes.”
- “The noise could be a negative factor as we have a very quiet community at the moment. Hopefully, having more trucks traveling near to town won't create a lot of dust. Some of us have severe allergies to dust and that is why we moved here to be in the clean air!”
- “We have had no luck finding housing. I hope you will have more housing in future. I am also concerned about whether there will be a school for my kids to attend. This is a big part of our decision as to whether we will move or whether my husband will commute to the mine.”
- “I am excited for new industry and potential for new businesses and new residents but I have concerns about the environmental impact. I hope it has lasting positive benefits to the community and does not leave ugly scars upon the landscape when they have pulled up stakes. I hope this comes with new revitalized housing and an injection of much needed revenue for the District.”
- “I am excited about the project. Of course I have the usual environmental concerns, but I think it has the possibility to have a positive impact by bringing a viable businesses and new year round residents to the community. I would love to see more housing, more services, and new families. I don't want to see the place turn into a camp atmosphere, with all the problems that brings.”
- “Noise and dust pollution increase”
- “It will divert resources and attention from where we need them”
- “Noise, traffic, pollution, more mine workers than local residents do town will have another transient flavour”
- “Not having proper infrastructure in place to support the project. There will be more noise, light pollution and construction.”
- “I think it's great. As long as they follow the environment rules we need the jobs and housing too”
- “I hope it will make people take this town more seriously as a town and not a joke. “



## District of Wells

### Community Vision and Input Survey Results

- “My concerns are: - Environmental impact. Remediation will not leave the landscape as clean and safe as it was before Cariboo Gold Project. - Access. I am concerned about my ability to access areas currently occupied by BGM for purposes such as hiking and berry-picking. - Economic impact. The benefits brought by the Cariboo Gold project are short term. In the meantime, the Cariboo Gold Project threatens more sustainable prospects, such as our tourism and outdoor recreation economies. - Lack of benefits to community members. Jobs likely to go to skilled outsiders, rather than locals. Wells is not seeing sufficient benefits or profits from extraction. - Lack of trust in Cariboo Gold Project and BGM, which has already been associated with environmental accidents and safety violations both in Wells and in other communities.”
- “I think it would be great. I hope it will help the town establish some fiscal stability. I moved away because of the lack of proper housing and jobs. I would love to live here again.”
- “Mostly Positive. Housing and Energy will have to be upgraded but private investors and industry will probably do this or push for it. Need to upgrade the town services such as water and sewer and probably should pave the streets which are not paved.”
- “I don't feel like there will be a negative impact. Wells has become stale, to the point that we would like to leave wells. The prospect of things picking up intown, have given us hope.”
- “I feel that although development and change can always cause disruption, the net benefits will far outweigh the negative consequences. Increased employment, tax revenue, and opportunities for small business and investment that come with development will benefit all Wells residents and the surrounding communities in the Cariboo Regional District and Quesnel and beyond. The resource is not located within the town area of Wells and with the road diversions traffic will not go through town. We are implementing measures to reduce disruption and get feedback from residents and local First Nations on how to reduce negative impacts.”
- “I believe it will help a struggling area move forward with growth from a new industry”
- “As a person coming into the community from away, I spend half of my life here so I believe I am somewhat of an ambassador. As such I have to do my part to keep this area pristine and maintain the beauty of the region.”
- “No concerns. I have seen towns turn into ghost towns when small or large businesses leave a area.”
- “My primary concerns are speeding in residential areas, possibly deterring tourism from businesses (although BGM staff have been huge supporters of local businesses pre-COVID-19), and noise pollution. BGM only recently installed mufflers on their drills and this has made an exponentially positive impact and eradicated the incessant and surprisingly loud droning that present year round until only months ago. I am very concerned that the compactor that is to be



## District of Wells

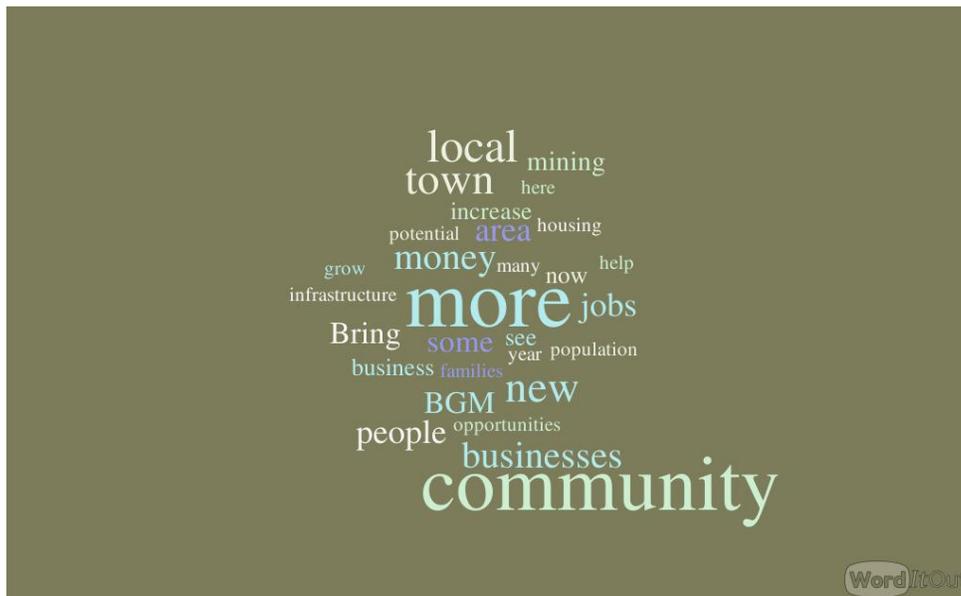
### Community Vision and Input Survey Results

installed will not be adequately sound-proofed and that constant noise pollution, day and night, will again be present.”

- “The town of Wells could grow to a point where it could lose some of its old world charm and small town vibe/feel. Wildlife could be impacted, as their populations are quite substantial around this town.”
- “Quality of life should increase, my only possible concerns are related to noise pollution and the potential and putting in place animal corridors in order to support any disruption of wildlife such as the Barkerville sub population of Caribou.”
- “I feel the noise and busy-ness with affect our quality of life, and we are already seeing an increase in crime and vandalism. I fear our small town infrastructure won’t be able to sustain the level of expected activity.”
- “Drugs, noise, traffic, garbage, safety of the children”
- “If a concentrator and tailings pond are located at the towns entrance as planned, they will negatively impact the existing tourism-based economy and quality of life of locals living within a 1km radius.”

#### Question 5.

**What are the positives that will affect the quality of life as a resident or business owner in town with the Cariboo Gold Project?**





## District of Wells

### Community Vision and Input Survey Results

- “Interesting question. You can propose that more people could bring money to businesses, but that’s certainly not for sure. This community has potential to grow, and with vision and competence great things could happen, however, BGM shouldn’t just be given whatever in the guise that it will bring “jobs”. It’s hard to say the benefits when we’re currently not seeing them now. We do not generate revenue from them, not really. Down graded tax brackets when they purchased the Hubs, only took money away from the district, to which I understand is now running a deficit. Having a growing community is ideal, a healthy vision based collective would be optimal, however, we’re not there. The foundation is shaky and we really need to think about where the community will be in 10-15 years. What shape it will be in. Barkerville hosts many many local jobs, and one could argue does more for the area than BGM/Osisko does.”
- “I suppose property prices will rise, but I don’t believe it’s worth what we will be losing in biodiversity.”
- “I’m sure some business will see an increase of sales.”
- “More permanent residents more people investing in the community thus more taxes. The company I believe will help the community to grow if the town supports the company”
- “This is a mining town; it was built on mining... and also always had a strong artistic bent as well. BGM seems committed to be part of our community; to support us, see us grow. They will be mining here regardless, so I think it’s vital that we look for connection points to work with them, get them connected so that they have a vested interest in our town! I think the potential for upgrades to things like the water/sewer system are things that could be very positive for Wells & those of us living here! There’s also a lot of jobs being supplied for locals by BGM... and in these uncertain times that is a huge benefit!”
- “New family’s will move here which will grow the community.”
- “Potential reparations and community endowments (cash money) bestowed upon the town by the mine. Restaurants/pubs may be busier. I’m not sure what portion of the mining population crosses over to the arts population, but perhaps there is some? Tourism may benefit with visiting families, for example.”
- “some local residents will have good paying jobs”
- “Creation of the Blue Sky Team to address growth needs of our tiny, fragile mountain community. Potential for BGM to demonstrate world class standards in gold extraction.”
- “A year round economy and mutual respect for both the mining and community aspects”
- “More housing would be nice”



## District of Wells

### Community Vision and Input Survey Results

- “Minimal, economic contributor”
- “It will bring people with real incomes, not freeloaders and flaky people”
- “More balanced community. Too many artists and freeloaders treating the community like their personal cash cow right now.”
- “Perhaps having a larger population base, we will get a real grocery store in town and not just the little ones we have now, which in the city are referred to as "corner stores" with only some groceries.”
- “I would rather live there and see my husband every night than only on his days off.”
- “I would like to see more residents, a new school, more families and kids, more for the residents. The library and the senior's centre are in dire need of updates. Transit and healthcare options being expanded would be great. It would be nice to not have to depend so much on unstable sources of income like grants and the community forest.”
- “I hope to see more housing, infrastructure improvements, and lasting effects. I would love to see enough kids to keep the school viable. Right now I fear it is not and every day I consider whether to keep living here or move somewhere where my life would be more stable and I wouldn't have to worry about school closures and lead in the water and lead in the paint and a decrepit old building that might be condemned at any minute.”
- “New infrastructure and families setting up shop”
- “More jobs and real money in town might help with that whole financial instability thing”
- “Jobs, support of local businesses”
- “Funding for the community - infrastructure. Hopefully more employment opportunities for locals.”
- “Jobs housing money businesses need the business”
- “Actual money and year-round jobs, not just people getting high and looking for handouts all the time”
- “There will be no long-term positives to the quality of life in Wells.”



## District of Wells

### Community Vision and Input Survey Results

- “It might help rescue the town's reputation as a haven for handout hippies. Maybe you can build some new housing, a new school, some resources for the community, fix up some of the dumpy old buildings. Tear down the old ones and make room for new buildings.”
- “Better services, growth, increase in the year-round population and stabilize the economy in the area providing more diversified opportunities. General facelift and re-invigoration of the area.”
- “With more people in town, business will be able to have a better go at it. Hours opened will hopefully increase, as well as year-round openings for restaurants and other businesses may be potential positive.”
- “Increased employment, business opportunities, revenue for community and area (spillover effect), contributions from Company”
- “More money spent in the community, more opportunities for businesses to thrive, more career opportunities.”
- “As an employee of BGM it will help me provide for my family for years to come.”
- “As a member of the community, I take great pride in assuring the local community members that we as members coming in from away, want to spend our money in the community. I believe this is crucial to the local businesses.”
- “Bring new families and friends together and to the area. Bring additional tourism to the area. Bring new infrastructure to the area. Bring new taxes and income to local businesses. Support from the project to help the town grow. New Jobs. Improvements to roads, highways, and local infrastructure. Training for locals.”
- “I feel that the project will increase the quality of life for the business owners, because there will be more people sending money all year compared to the seasonal income of generated from tourists.”
- “The Cariboo Gold Project will bring employees to our town which will increase our overall economy (once the pandemic has settled down). Already the project employs many locals (myself included), and BGM, with guidance, is beginning to support our community and understand that they are not working in a camp, but in an established town in an area populated for over 160 years, and that our primary industries are not mining alone, but actually tourism and arts tourism in equal parcels with mining.”
- “Property values would increase, making everyone's home investments here become a reality. Could create opportunity for new local businesses. Could get us a cell phone tower, making us



## District of Wells

### Community Vision and Input Survey Results

more connected to the world. Higher net income and success in existing local businesses. Perhaps some new local businesses could be created.”

- “Increased population, increased infrastructure (better roads, less power outages, cell coverage, up-to-date buildings, etc.), faster response times for emergencies”
- “If BGM contributes to significantly contribute to the restoration of heritage in Wells, it will make me very happy. They seem to now be a good employer to many local families. I hope they also choose to financially contribute to the artistic and outdoor adventure aspects of our area.”
- “More people in town, more money, business grows, the fish bowl of Wells grows, community events could become a thing again.”
- “A larger pool of people who might participate in local affairs, non-profits and the local economy – IF BGM integrates worker housing in town, not a separate camp.”

#### Question 6.

Where do you see the Community in 10-15 years?



- “Well, since Wells is basically a BGM camp, I worry that the community will be left with large overpriced empty infrastructure owned by a project that came in and got what they wanted, gold. And are onto the next project. Jack of clubs trashed. Community still divided. What it feels like is BGM is hosting all these meetings, asking all these questions to overwhelm, and have a



## District of Wells

### Community Vision and Input Survey Results

farce that they are taking community members seriously. If BGM truly wanted to work with this community, they would reconsider their proposal and start showing different options. They are, just harder for them. Industry and Wells can exist, but Wells isn't a camp, and if it's going to be treated as one, then as a tax payer I'm outraged that our council and District hasn't seized the opportunities in which sitting on a gold mine can provide. I encourage council to have a voice, speak up because you have the power to guide this community to make it sustainable for those years AFTER BGM is here."

- "Without this - a bustling tourist attraction for mountain biking, hiking, and fishing (as well as just for enjoyment of wild spaces)"
- "I'm hoping that more young families will want to grow their families here. Hoping that the school will offer high school again."
- "Hopefully with a profitable mine, employing a lot of the population. More local businesses supported by the community."
- "I hope that it will be an integrated community, one that can hold both miners and artists, business owners and retirees, new folks and old timers living in harmony & all giving their best to our beloved town"
- "I see a little larger community with more tourism and arts."
- "I think there is a great potential for experiential-based learning here, which intersects arts, science, and youth. I believe is important to see a push from the region towards Food Security, especially as winters and summers become more unpredictable. The community will ideally have enough housing for folks to visit and for people to live."
- "I would like to see a vibrant arts community and tourism destination, the gateway to Barkerville and Bowron Lakes. I do not believe this is compatible with the Cariboo Gold Project as current proposed. I think major changes would have to be made to the location of the concentrator and to proposed traffic patterns for these to be compatible."
- "Growth of population. Better roads, water, and infrastructure. New school."
- "A community that has a population of 500-800 people with families, infill housing, seniors' services and housing, and robust use of the many great facilities we have"
- "Back in the CRD, probably"
- "Bankrupt"



## District of Wells

### Community Vision and Input Survey Results

- “It would be nice if we could get infrastructure fixed. It would be nice if things like water and sewer and roads worked like they should. I don't care about the school or the community hall. Put the money where we actually need it.”
- “You guys are going to bankrupt yourselves giving in to the demands of IMA and all the mean girls who think they are the only ones in town who matter. They are destroying the nice little town. We were always a community. We don't need ArtsWells to tell us that.”
- “I would hope that the mine doesn't change the community too much as many of us moved here because of what we saw and liked, as it is right now.”
- “I have heard you have a lot of problems. You know how everyone jokes about how Wells is overrun with hippies and slaps a mural up instead of fixing things when they are broken. I hope that is not true. It is a pretty place to live but I don't want to buy a house and then find out everything collapses. I guess we will wait and see. Not buying a house just yet.”
- “I have serious concerns about the financial stability of this town. I hope the residents will start taking seriously the fact that the district is broke. We need to stop putting coats of paint on problems and start fixing them. I hope we are able to keep the district viable. I would prefer not to revert to CRD management, but I see that it is very likely. It is nice to be able to have input close to home.”
- “If things continue this way I won't be here, then. I can't live in a community where I have to bus my kids three hours a day to school. I would rather move than risk that.”
- “Expanded and healthier than before”
- “Back in the same situation. Mining and forestry during up and artsy types begging for handouts and alienating the people with real jobs.”
- “An active noisy mining town, where mining overtakes the charm, nature, and peacefulness”
- “A thriving little community alive with a perfect blend of art, history, tourism, and industry.”
- “Bigger and better”
- “Maybe people outside of Wells could take us seriously? Like we won't be completely overrun with the arts people who move here and take over and act like they own the place and the rest of us can eat shit”
- “I see the community as a thriving outdoor recreation destination. With easy access to backcountry and hundreds local peaks, lakes, and rivers, there is tons of untapped potential in



## District of Wells

### Community Vision and Input Survey Results

Wells. Outdoor recreation is growing exponentially in BC, and Wells is already a favourite destination for many people from the Lower Mainland and Prince George.”

- “If this project goes through it might save the community from bankruptcy. IT would be the best thing to happen for the community since the province took over Barkerville.”
- “I see the community growing to about 1000 full time residents in 10 to 15 years with a sustainable tax base with more retail, food and general services and businesses with a good K to 12 school and health clinic.”
- “Hopefully growing, booming, better!”
- “Thriving gold mining community with 300+ jobs working side by side with the First Nations, arts, and historic communities in town.”
- “More people with careers, more tax dollars spent on helping the community thrive. Maybe tax dollars spent on making a new school for family’s children to grow and learn.”
- “Growing and moving forward with plenty of new opportunities”
- “With the influx of people coming to work at the mine, I can see a very promising future for Wells as well as Barkerville.”
- “New growth. Stronger infrastructure.”
- “I see more people investing in the town and a bigger demand for quality housing.”
- “When I think of Wells in another decade or more, mostly I have hopes to quell my concerns: My hope is that Wells retains its charm. I hope to see a great deal of investment in historic restoration and historic integrity in town design. I hope Wells remains a vibrant, artistic community where children can run free safely. I hope to see our relationship and close ties to nature respected. I hope that we do not receive cell service and are therefore constantly exposed to cellular radiation; we are one of the few places in the world that doesn't have it and most newcomers fail to understand what a gift that truly is.”
- “A community that has grown, with the help of a fully functioning state of the art mine. More job opportunities for locals. Higher property values for larger investment returns for local homeowners. new developments such as businesses and more housing options/availability. More rental options for those not ready to buy. more net income for existing businesses, creating opportunity for growth or improvements.”
- “If the project continues to develop, it could attract more people to the area as well as tourism”



## District of Wells

### Community Vision and Input Survey Results

- “Hopefully, Wells will retain its small town, artistic vibe. There is certainly a danger of losing this as industry amps up. Gold rushes are fast and furious, so I hope BGM will consider how it will affect Wells when they eventually leave the area. They should set up bursary funds, grants, and infrastructure improvements so the town can transition in a healthy way once they leave.”
- “Same but bigger.”
- “Too many variables to predict at this time.”

#### Question 7.

#### What is your vision for the Community – Community Priorities



- “Accountability. From BGM & the Wells District/Council Safety/Crime School/community buildings Housing Heavy traffic/dangers Environmental Vision based projects/community development Local jobs”
- “More non-motorized trial systems, improved tourism marketing, and a lowered environmental footprint (less motorized back country use, less clear-cut logging, and an emphasis on saving our local old growth forests)”



## District of Wells

### Community Vision and Input Survey Results

- “School”
- “A new school, new small business like a grocery and perhaps butcher, more tourism-based business, gold panning, hotels, cottages. Rental accommodation for both permanent and seasonal workers”
- “A sustainable Community, transparent Leadership”
- “To see a medium sized community maintaining it own self.”
- “Open forum to gather and connect. Safe spaces for learning and for guests from outside. Safe space to critique BGM”
- “School building and community hall, museum, and other tourism/arts infrastructure”
- “Roads. Water. Community Hall. Fire Hall.”
- “Housing and a sustainable diversified economy”
- “Tear down the money pit of a school you people are fools for trying to save that eyesore. Build a new one”
- “Balancing their budget and maintaining a feasible tax base”
- “Fix the stuff that's broken. Build housing. Attract people with money to run real viable businesses. Build new buildings to replace the ones that should be torn down, like the school.”
- “Bulldoze the old broken buildings. Make people pay their taxes. Help businesses, stop acting like a charity. Build new houses. Charge people who leave houses empty.”
- “To continue to be a "small town" community with the spirit that entails.”
- “My kids need a school and a house that isn't going to fall down around them.”
- “INFRASTRUCTURE! Everything in this town is old and broken. It would be nice if we could stop prioritizing arts and culture at the expense of vital community services like clean water and trying to save a school that is in every way a money pit and a health hazard.”
- “Building a new school. Fixing all the aging infrastructure. Keeping families and seniors in stable housing. Building more housing. Bulldozing all the old decrepit buildings and cleaning up the junk yards in town. Keep the roads open and the power on. Keep the water safe to drink and the sewage system functional. Jobs would be nice too.”



## District of Wells

### Community Vision and Input Survey Results

- “Infrastructure upgrades”
- “Jobs and housing”
- “Respect for the town folks”
- “It is up to the residents and council to ensure that the future of Wells as a community is a priority.”
- “Housing, jobs, businesses expanded, reliable services, lower taxes would be nice”
- “Oh my god, the murals. Take down the god-awful murals.”
- “Leadership in green initiatives (garbage collection, power) Support for community institutions including library, community hall, museums, schools.”
- “Not going bankrupt. Becoming fiscally responsible. Fixing infrastructure. Financing a NEW school. Maybe people besides, "artists" might want to live there again. Maybe the town won't be seen as such a joke.”
- “School upgrade, Sewer, Water, Energy, and better access to lots for new housing.”
- “School Facilities, more Accommodations”
- “Health and education, lifestyle, business / investment opportunities”
- “New school, more recreational activities. More businesses.”
- “Growth and development”
- “Upgrading infrastructure.”
- “The community should make it their priority to make people from the project feel at home so these people can spend more time (money ) in Wells.”
- “Fostering artistic growth and nurturing community: learning to support and promote initiatives that are healthy for our small town, such as ArtsWells and the numerous incredible IMA workshops, touring productions at the Sunset Theatre, Barkerville special events, concerts and special events at the Wells Hotel and the Jack Pub, promoting local business, etc. Much of this is done already, but inconsistently. The Wells Newsletter used to be quite useful for this, though I cannot recall its name at the moment. Yes, the updated website and what's up in Wells are great resources, but provided information and promotion are different beasts. Better



## District of Wells

### Community Vision and Input Survey Results

encouragement for use of the community hall and school facility building. More interest in town restoration, and less interest in destruction and new construction.”

- “Holding onto a small town feel and vibe while enabling growth and success for future investments, the improvement of infrastructure throughout the town and continuing with social events to bring everyone together.”
- “A better educated local populace, higher wages for locals to provide a better standard of living, a local grocery store and pharmacy”
- “Art, nature, tourism, industry, but MOSTLY, a community vibe that eschews big city values and lifestyle.”
- “I’d love to see more community activities here. Part of the reason I moved here was because the town seemed like a close-knit community.”
- “Clean up existing toxic waste before allowing any new industrial development.”

#### What is your vision for the Community – Infrastructure.





## District of Wells

### Community Vision and Input Survey Results

- “With BGM buying buildings, we as a community need to make sure everything doesn’t just sell to industry, otherwise once this project is over, we will have inflated prices and empty buildings. Wells is NOT a camp, it’s a community.”
- “More hotels, camping and small business opportunity’s (perhaps rental shops for bikes/canoes/hiking gear etc.)”
- “School”
- “Better electrical service, cell service (very important) the sewers replaced. New school”
- “Update the water /sewer system; get rid of many of the overly bright street lights; those that remain to have blinders or something on them so that the light doesn’t shine into the houses around them all night, but just illuminated the street.”
- “So much needs to be updated.”
- “Maintenance and upkeep of heritage buildings, school and arts spaces. Adequate care of surrounding Marshland.”
- “water and sewer, recreation trails”
- “Roads. Water. School.”
- “Water and sewer infrastructure improvements. 3 phase power accessible to the community as well as the mine. Improvements to the roads especially as the increased traffic caused by the mine and explorations are putting a strain on the residential roads not built to handle industrial traffic.”
- “Working water systems would be nice”
- “Maintain water and sewage”
- “Replace the water systems the water lines are always broken what a disaster”
- “We need a new school not a party venue.”
- “More building is bound to happen, but hopefully, toward the outskirts of town and not crowding the areas that are already populated. The lots many years ago were only 33 feet wide and that is just too crowded for most of those who moved here for privacy and quiet.”
- “Well maintained.”



## District of Wells

### Community Vision and Input Survey Results

- “This should be our only priority. Our systems are barely limping along. We don't need to give everyone everything they want, but we do need to make sure the necessities are functioning.”
- “Yes. All of it. Fix all of it. It's almost entirely all in dire need of replacement. This should be the focus, not festivals, parties, or fancy paint jobs. Stop band aiding things that are old and broken and replace it.”
- “Better hydro power and cell service”
- “This should be number one”
- “Getting the town water fixed”
- “Roads, waterlines, phones, internet, accommodations.”
- “So many improvements needed here. This should be top priority.”
- “Oh, hey, that's a good idea. Maybe focus on fixing shit?”
- “Cycling routes, safe cycling corridor between Wells and Barkerville Trail infrastructure - accessible walking trails as well as backcountry. Cross Country Skiing trails and signage”
- “This should be the only priority. If you haven't got infrastructure you haven't got anything.”
- “School upgrade, Sewer, Water, Energy and better access to lots for new housing.”
- “Upgrades and Repairs to Historical Buildings”
- “Development to increase business opportunities, telecommunications upgrades, provide better health care and education”
- “Road paving, City water and sewer upgrades.”
- “Better availability for products”
- “Arena, community hall, gas station, grocery store”
- “Cell service. Better hydro power for the area, less power outages.”
- “There should be an upgrade done on the power lines coming into Wells. Removal of trees next to the lines, thus minimising the power outages.”



## District of Wells

### Community Vision and Input Survey Results

- “Storm Drainage, and/or fair drainage solutions for homeowners. Better road maintenance. Gravel/dirt roads are wonderful and bad patches can be expected throughout the seasons, but to go an entire year without grading or filling potholes (some of which are at least 6" deep) is problematic. Nature Trails. Work with WATS to ensure our trail systems are in excellent, but rural (not urbanized nonsense), condition.”
- “The town has a clear issue with maintaining/restoring and preserving it's existing homes and properties. Allowing the Cariboo Gold Project to succeed and grow will bring value to our homes making the restoration, renovation and preservation costs possible and an investment as opposed money pit.”
- “Clean water, no sulphur smell, better roads, fewer power outages, cell coverage, buildings that are up to code, asbestos removal”
- “Hopefully, road improvements, water and sewer upgrades, electrical upgrades, financial aid to local small businesses, and MOSTLY, significant financial contributions to upgrading heritage buildings.”
- “Sewer and water need upgrading. Paved roads would be great. Creating another playground in Lower Wells is a priority for me (Legion property if it gets shut down), new school building with proper accessibility and separate school and daycare facility. New playground on school property, skate park beside the ball field. Upgrade the skating rink. Upgrade the Curling rink. Everything.”
- “Bury existing hydro, internet and phone lines between Quesnel and Wells”



## District of Wells

### Community Vision and Input Survey Results

What is your vision for the Community – Social Events.



- “Covid changes things, so again hard to say. Things are changing in the world and community in the way we socialize. If there’s a camp here, more people, how are we safe from Covid exposures, because camp life one can expect that. There are many components to the growth and what a larger population increase would mean for Wells. When BGM created the in-town camp, our water was given, and we ended up running out, and are still on water restrictions.”
- “Continue to promote ArtsWells, and Wells as a destination for a peaceful retreat. We ought to bring back the 7summits (it’s a huge thing my clients request)”
- “More family events”
- “Those are currently quite good expect for COVID. Community picnics, Xmas party, the theatre”
- “Once Covid has passed, to return to community organizations like the Legion being gathering places”
- “Usually there is a lot of things going on.”



## District of Wells

### Community Vision and Input Survey Results

- “Safe reopening of spaces is the immediate need - building events that are open to a diverse array of folks is ideal - more cross-disciplinary collaboration between artists and societies working in the region.”
- “ArtsWells, ability to host larger conventions and meetings”
- “Curling rink, Library, Church, Good Eats Café rebuilt”
- “While the Christmas dinner and summer BBQ are appreciated, social events should be led by the community and supported by the mine.”
- “Stop funding IMA and other art ventures at the expense of the community infrastructure and residents”
- “This is not really where the money needs to go. People can do that on their own. I don’t want my tax dollars going to festivals and shit like that. They get enough free money. Stop giving IMA snobs everything they want just because they are the loudest complainers.”
- “No more ArtsWells please. No money for events when things are broken. We don’t need flags we need a fire department, cops, real jobs.”
- “I would hope to see lots of social events, even including the wonderful banquet and auction that was held for many years some time ago. That was well attended by all ages and was a lot of fun for everyone. It would also be nice to see the winter carnival returned as a social event that was a lot of fun for people of all ages.”
- “Not really the partying type. More stuff for kids would be nice.”
- “This was the most pleasant summer I have experienced in a long time. I dread tourism and festival season. I live here because it is quiet and peaceful. I don't want big parties I want small community events with my neighbours, like the community potlucks. Not ones where we are essentially pushed out of the way by drunken partiers who don't give a damn about the people who actually have to live here.”
- “I prefer to see more events for people who live here, not big festivals that take over our lives and our town for weeks at a time. I miss community potlucks and bonfires.”
- “No more handouts for shit we can live without”
- “Hard to socialize with folks that work 12 hour shifts and live in camp”



## District of Wells

### Community Vision and Input Survey Results

- “Supporting local community theatre, holding events at the community hall and using local businesses to help with these events. We need people who care about the community, overseeing these events.”
- “They will happen regardless. Let people organize their own. No need for tax dollars to fund these.”
- “More jobs mean more parties and people can afford to throw their own instead of asking for taxpayer money to fund their private parties, er, I mean, festivals.”
- “Music and art festivals. Ski festivals. Athletic competitions (races)”
- “Let people host their own. No need to pay for that. Not a priority for the community to host.”
- “Annual winter events in Wells not just summer.”
- “More public events at the community hall”
- “Curling, Wells Arts Fair, Barkerville Historic Park tours, BGM / Osisko sponsored events”
- “Tourism will bring in more events for people to attend”
- “Small concerts at the local theater, more restaurants, social activities developed by the town council”
- “More participation. New talent.”
- “An effort should be made by locals to host social events for the personnel of BGM.”
- “Not available at this time - many of Wells' small businesses are already trying to take this on: see above: promotion and better use of Wells' incredible infrastructure resources: community hall, school facility, curling rink, etc.”
- “Social events are important to keeping the town alive and together. Having a population to attend the events and help run them is essential to having social events to start with. Cariboo Gold Project workers are steady contributors to the local social functions, allowing them to continue and succeed. Social events are kind of like the glue that keeps us together as a community.”
- “Christmas events and dinners, school plays”



## District of Wells

### Community Vision and Input Survey Results

- “Social events that respect residential and commercial property owners. I love ArtsWells, but it has become big enough to be problematic. Local property owners should be consulted and informed if events are to take place near their properties. BGM could certainly contribute to sustaining safety and policing during large events.”
- “More and good ones for all holidays, dances, more events at the community hall than bars so children can be in attendance. “

#### What is your vision for the Community – Future Investments



- “If we can tax properly, expand town boundaries, start making money, our town could really start working on a collective vision that moves this community forward, helps nurture young families, and community members that make this place what it is, special. We need our council to have an opinion, concerns, express them. It’s a slippery slope if all our eggs are in BGMs basket. We need to stand on our own, and work with industry not only on their terms. The BC government mining laws are prehistoric and BGM can get away with a lot, so it’s up to us to impose standards and expectations. Again, Wells is not a camp. It’s a community.”
- “Invest in the community, invest in tourism dollars, and invest in saving our natural world - there is a HUGE market for adventure tourism that will be ruined by the mine, and further (large) mining operations.”
- “School, family park”



## District of Wells

### Community Vision and Input Survey Results

- “New school, new electrical grid that’s more reliable, cell service, road improvements”
- “Water system updated; school building having the work done to update it in order to keep our children from having to travel great distances for elementary school”
- “Housing.”
- “Sustainable housing (sustainably built, operated, and priced), regional food security”
- “all the above – meaning all that is mentioned in Social Event, Infrastructure and Community Priorities”
- “Electrical power upgrade”
- “Housing!!”
- “BUILD A NEW SCHOOL!!”
- “Water and sewer repairs”
- “Build more houses. Build a new school. fix the roads. Stop wasting money on things we don't actually need.”
- “Fix the roads. Build new houses. Fix the water. Fix the power lines. Fix the things we need and stop giving everything away for free. Stop giving tax exemptions to groups and then raising taxes for those of us who have always paid ours.”
- “The meadow would be a wonderful place to consider. Perhaps the beaver dams that were built and that have flooded the area could be dealt with and have the area drained. It used to be a racetrack. Perhaps a golf course could be built there and attract a lot of people who enjoy that sport. It would be a pretty place for one with the creek running through it and with some motels/hotels/houses along the edges, it could compete with the cities for attracting tourists. Many people these days pick up golf as a sport when they are retired, so they would bring money into the town as well.”
- “Build houses. Or apartments. Something. Anything. I don't want to live in a camp. Those are just bad news.”
- “Build a new school. Three phase power. Water and sewer improvements. Road improvements. Keep emergency services operational. Fund the fire department, not the art classes for bored middle-aged white ladies. Bring in cell service! Focus on the things that are needs, not wants.”



## District of Wells

### Community Vision and Input Survey Results

- “Better housing”
- “New school”
- “Maybe if you like to fix pollution, that would keep one busy”
- “Investing in Wells as a whole. Promote and invest in our historic and artistic vibe.”
- “Infrastructure. Stop listening to the hippy cliques and tear down the school and build a new one. What a waste of money. The rest of us think you are fools for trying to save that money pit, but it is not safe to say so in public or you get ostracised.”
- “Build housing for seniors, and long-term residents. Fix the stuff we need. Stop wasting money we don't have on shitty old buildings that should be torn down and build new ones.”
- “Accommodation and grocery services. Guiding operations Parks and wilderness areas”
- “New seniors housing. New school. New housing for families.”
- “Health Clinic, more year-round businesses”
- “I think the town needs to pay debts rather than spend money they don’t have.”
- “From government and from BGM and parent companies - increased revenue from mine will increase opportunities for investment in community. Opportunity for investment in Osisko Development”
- “School”
- “growth for the community”
- “New families to area can bring new business and talent. Contractors coming to site may see future business opportunities in the area. New project business opportunities to locals and area cities.”
- “The town should invest in upgrading of housing.”
- “Wells Restoration. Tourism is our primary industry, let's use our unique history and gorgeous buildings to our advantage. Also, is there anyway to encourage out-of-town homeowners/taxpayers to use their buildings at least 50% of the year and/or rent those houses to those in need? Housing is the ongoing issue, and so is accommodation. We've lost two motels in the last five years. No wonder visitation is down.”



## District of Wells

### Community Vision and Input Survey Results

- “The growth of the Cariboo Gold Project will turn everyone's homes and businesses into worthy investments. As well as provide jobs and financial security to many local workers and creates the potential for more employment opportunities that may not otherwise exist within this town.”
- “Environmental and wildlife support and reclamation”
- “Hopefully the trade off for the reduction in our quality of life in terms of noise, safety, and general peacefulness, will come in the form of financial aid to completely upgrade our heritage buildings, nature trails, small businesses, roads, etc. And the school building should be the first priority, followed by the Community Hall.”
- “Any new funding, donations and/or community agreement funds ought to go into DOW general revenues or at least the Community Fund. Lower taxes for residents, homeowners and businesses and trust that the locals will support non-profits. Please exercise caution in awarding any long-term funding to nonprofits. They will thrive best and be most accountable if allowed to grow organically and earn/renew local support.”



# District Municipality of Wells

CityWide Asset Manager  
Asset Management Plan  
Project Proposal

October 15, 2020

Submitted By:  
PSD Research Consulting Software Inc.  
535 Yates Street  
Suite 405  
Victoria, BC, V8W 2Z6

CONTACT LIST



## DISTRICT MUNICIPALITY OF WELLS (“CLIENT”)

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## STATEMENT OF CONFIDENTIALITY

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **December 11, 2020**

## PROJECT DESCRIPTION

To advance its asset management program, the District of Wells is taking a critical step by developing an asset management plan (AMP). An Asset Management Plan (AMP) is a key component of any organization’s approach to long-term investment in infrastructure. It provides an overview of the current state of infrastructure and includes analysis and insight that forms the basis of asset management decision-making.

Our approach to developing asset management plans is systematic and collaborative, beginning with compiling an accurate asset inventory from various available municipal sources. We treat data integrity as the foundation of a credible asset management plan and work with municipalities providing time for staff to collect missing data and improve their datasets prior to developing each AMP.

The Asset Management Plan (AMP) will be composed with the following components at a minimum:

- ☑ Executive Summary
- ☑ Introduction
- ☑ State of Local Infrastructure
- ☑ Levels of Service
- ☑ Asset Management Strategy
  - ✓ Risk framework
- ☑ Financial Strategy
  - ✓ Sustainable sources of funding for tax funded and rate funded assets
  - ✓ Analysis on debt use

Developing an AMP requires a significant undertaking to bring together data and information from different departments into a single document with a cohesive vision and message. PSD’s Asset Management Consultants leverage CityWide Asset Manager to simplify the development of an AMP using report outputs as a building block approach that can be adapted to the unique needs of an organization.

PSD staff will implement an installation of CityWide Asset Manager for the District of Wells, providing the database used during the development of the District’s AMP. This implementation will provide a living and breathing approach to asset management, allowing District staff to continue gradually improving the management of the organizations infrastructure programs, its financial resources, and to deliver the highest value to tax payers at the lowest lifecycle cost.

Benefits of Asset Management	
	Good governance and increased accountability
	Data-driven decision-making
	Enhanced sustainability of infrastructure
	Improved level of service and quality of life
	Accurate forecasting of infrastructure replacement and enhancement needs
	Compliance with federal and provincial regulations

## PROJECT DELIVERABLES

PSD will deliver the following items as part of the project with the District of Wells. The work will include the following project(s):

### 1. Asset Management Plan

PSD consultants and implementation staff will work alongside municipal staff and department heads in finance, public works, and other members of the senior management team to develop a tailored and manageable Asset Management Plan (AMP). The Municipality's plan will align with past AMPs and accompanying plans, documents, and broader asset management strategies and objectives to its strategic plan and establish asset management roles and responsibilities to be endorsed by council. This process will provide a framework for decision making, reduce uncertainties and enable corporate goals and objectives to be met now and into the future.

The Municipality's AMP will ensure that the community continues to meet legislated requirements and provides a guide to establishing future asset management protocols and making infrastructure investment decisions. The AMP will further serve as a strategic planning document that outlines key asset data and information about the Municipality's infrastructure portfolio, asset inventory and replacement costs, and identifies the resources and funding required to meet the organization's objectives. The AMP will also include a detailed analysis of this data to determine optimized asset management strategies, the current state of infrastructure, the Municipality's capital investment framework, and financial strategies to achieve fiscal sustainability while reducing (and eventually eliminating) funding gaps. Appendix A includes information on the AMP deliverable.

## PROJECT SCOPE

The scope of this project includes and excludes the following items.

AM Asset Classes	In Scope
Roads	Yes
Bridges & Culverts	Yes
Water	Yes
Wastewater	Yes
Facilities	Yes
Parks	Yes
Machinery & Equipment	Yes
Vehicles	Yes
Land Improvements	No
Furniture & Fixtures	No

## 1. CityWide Asset Manager

Asset Manager (AM) is the core module in CityWide's Enterprise Asset Management (EAM) System. It serves as one central asset database for all asset classes, providing users with a single corporate-wide source for asset information. More than just an asset register, Asset Manager powers accurate and efficient financial reporting, along with sophisticated asset management functions, including lifecycle planning, risk management, levels of service, and decision optimization. This module is fully integrated with all CityWide modules, allowing real-time data updates to flow between applications. Asset Manager allows for advanced analysis and easy reporting, in which users can create asset profiles for similar asset types, then easily generate detailed lifecycle strategies, risk matrices, and condition reports within the application. Users can also run accurate and automated TCA reports from one system. For a summary of CityWide AM functionality and screenshots, please see Appendix B. Some of the core functions of Asset Manager are listed below:

### Asset Register

- Complete asset register that supports all asset classes and hierarchies
- Condition Assessments, Lifecycle Management, Risk Modelling, Decision Trees, Levels of Service, Accounting

### Reporting

- Full suite of standard reports
- Rich graphing engine for presentations
- Create and save ad-hoc reports and share across the organization

### Mapping

- Seamless integration with GIS to visualize assets, condition, and risk
- Easily communicate your strategies

### Lifecycle Modelling

- Create profiles for each asset class to determine optimal lifecycle strategies
- Financial Planning for Sustainability
- Capital Plans, Operating Plans, Growth

### Risk Management

- Industry leading risk modelling built through a dynamic user-controlled interface
- Unlimited risk classes, metrics, and weightings

### Decision Optimization

- Based on your asset profiles project optimal funding requirements
- Project Levels of Service including condition and risk
- Project Planning

### Attributes

- Unlimited development of asset attributes Develop multiple scenarios for real-time comparison
- All attributes can be used as part of your risk analysis and optimization

## SUMMARY OF PROJECT COSTS

Professional Services		Amount
Asset Management Plan (Report)	State of the Infrastructure	\$25,700.00
	Asset Management Strategies	
	Financial Strategy	
	Training on AMP development using CityWide Asset Manager	
CityWide Asset Manager Software Module	Enterprise License	\$7,900.00
	Implementation <sup>1</sup>	\$9,200.00
	Annual Support and Maintenance	\$1,990.00 <sup>2</sup>
	<b>CityWide Asset Manager Subtotal</b>	<b>\$19,090.00</b>
FCM Application – Guidance		\$0.00
<b>Total Project Costs</b>		<b>\$44,790.00</b>

<sup>1</sup> CityWide Asset Manager Implementation includes Project Management, loading of Asset Registry, Balancing of TCA data, user training.

<sup>2</sup> Based on timeline, installation and implementation of CityWide, and initiation of Annual Support and Maintenance to begin 2021.

## APPENDIX A

### **Asset Management Plan Development**

PSD consultants and implementation staff will work alongside municipal staff and department heads in finance, public works, and other members of the senior management team to develop a tailored and manageable AMP. The District of Well's plan will align the current AMP and accompanying plans, documents, and broader asset management strategies and objectives to its strategic plan and establish asset management roles and responsibilities to be endorsed by council. This process will provide a framework for decision making, reduce uncertainties and enable corporate goals and objectives to be met now and into the future. The AMP will ensure that the community continues to meet legislated requirements and provides a guide to establishing future asset management protocols and making infrastructure investment decisions. The AMP will further serve as a strategic planning document that outlines key asset data and information about the District of Well's infrastructure portfolio, asset inventory and replacement costs, and identifies the resources and funding required to meet the organization's objectives. The AMP will also include a detailed analysis of this data to determine optimized asset management strategies, the current state of infrastructure, the District of Well's capital investment framework, and financial strategies to achieve fiscal sustainability while reducing (and eventually eliminating) funding gaps.

High quality data is the foundation of an effective asset management program and the cornerstone of intelligent capital investment decisions, both of which have direct financial implications on the community. Ultimately, data determines deficits, and a practical Final Report, or AMP begins with robust, credible datasets that instill high confidence among the team. From our experience in advising hundreds of municipalities, there are generally two primary causes of poor decisions: inaccurate or incomplete data, and the misinterpretation of data. Each individual capital asset can have anywhere from several to dozens of attributes—from material type and replacement costs, to useful life and condition information. With tens of thousands of assets across the portfolio, there are many opportunities for errors to be introduced.

The process of data collection and analysis used by PSD is designed to ensure maximum confidence in the raw data itself, and the final project components that rely on this data. As data has such widespread implications across the asset management program, PSD will work with the District of Well to determine gaps and obtain all relevant infrastructure and general capital inventory data at the highest level of detail available, thereby eliminating those gaps. PSD will collaborate with staff to gather the relevant static (e.g., material type) and dynamic datasets (e.g., condition) for each asset class via templates tailored specifically for the District of Well.

We will then calculate, identify, and/or forecast other information necessary to complete the AMP. Examples include estimated replacement dates, estimated replacement costs, and condition (age-based if no assessed condition is known). Sources may include existing data from the District of Well's accounting fixed asset registers, insurance asset registers, PSAB asset registry, GIS information, Access or Excel files, schematics, engineering drawings, and plans. A summary of the assets in each category will be developed. Any new data pertaining to replacement costs, average age, and condition will be updated within the District of Well's database.

All information will be loaded and calculated using CityWide Asset Manager, the software PSD will use to analyze the District of Well's data. Following this, an export of information from the software will be provided back to the District of Well in Excel format. PSD's data analysts will carry out an initial assessment through a systematic and exhaustive gap analysis to determine where the District of Well should focus its efforts to develop a strong asset management program. The results of this analysis will allow our team to identify any missing data on assets and ensure that all attributes required for asset management are appended to each asset.

## PHASE 1: STATE OF LOCAL INFRASTRUCTURE

### *Kickoff Meeting and Establishment of Roles and Responsibilities*

To be able to ensure the proper tailoring of asset management practices throughout the AMP development process, PSD will review the District of Well's asset management plan and infrastructure documents. PSD will then host a kickoff meeting to establish an asset management working group made up of designated municipal staff with assigned roles and responsibilities, and then work with staff to fully understand the project goals and history of the District of Well. We then collaborate further to develop strategies, workshops and training groups to ensure that our recommendations are tailored to the unique needs of the District of Well. Our approach and methodologies implemented in developing the AMP will enable strategic asset management decision-making, and we will ensure that all training material and the content of the workshops are specifically designed for the District of Well.

### *State of the Infrastructure (SOTI) Report*

In order to address and complete the objectives set by the District of Well, PSD will further review documentation that details infrastructure assets and conduct an infrastructure lifecycle analysis, status of the asset inventory and an assessment of the District of Well's current data collection activities. PSD will use this information to complete a State of the Infrastructure (SOTI) report and data maturity assessment summarizing the usability, availability, and robustness of the District of Well's current asset data. The SOTI will provide the District of Well with a summary of the collected assets in each category, the replacement cost of the assets, the average age of the assets, and current condition assessment data.

The SOTI will also provide the District of Well with the needed information to ensure that the useful life within the PSAB 3150 policy is comparable with industry standards as the data collection process will highlight the gaps that exist within the current asset inventory. As the District of Well is also considering using CityWide Asset Manager software to manage its activities, conducting the comparison between the current practices of the District of Well and the industry best practices and requirements set by the Public Sector Accounting Board will be much easier as gaps within the data can be determined more efficiently and with better levels of confidence. The report will be based on the seven key questions of asset management as outlined within the National Guide for Sustainable Municipal Infrastructure:

- What do you own and where is it? (Inventory)
- What is it worth? (valuation / replacement cost)
- What is its condition / remaining service life? (function & performance)
- What needs to be done? (maintenance, rehab, replace / capital & operating Plans)
- When do you need to do it? (risk analysis / capital and operating Plans)
- How much will it cost? (short/long-term financial plan)
- How do you ensure sustainability? (short- and long-term financial plan)

As a result of the information gathered in the SOTI, PSD will provide municipal staff training on how to further develop processes for maintaining consistent and detailed data for future asset management planning. In addition to The National Guide for Sustainable Municipal Infrastructure (Canada), the SOTI is based on principles within such key industry best practices as; The International Infrastructure Management Manual (Australia / New Zealand); and American Society of Civil Engineering Manuals (U.S.A). The SOTI will cover what data needs to be collected for different asset types and how to incorporate that data into systems management. In order to gain a sense of the current state of the District of Well's infrastructure, service levels and data completeness per asset category, as well as determine proposed lifecycle recommendations based on current funding levels and management practices and fully utilize the inventory databases, PSD will review the data currently available in the CityWide Asset Manager database alongside any other available sources to ensure completeness of data for each asset category. This step is to ensure the right information is being collected, and to manage the data collection processes. Along with these templates, a summary of the assets

in each category will be developed and data pertaining to replacement costs, average age, and condition will be updated with the District of Well.

**Inventory Data**

Infrastructure and general capital inventory data sources will be obtained from the District of Well to the highest level of detail available. Sources could include existing data from the District of Well’s CityWide Asset Manager module, PSAB asset registry, GIS, access or excel files, schematics, engineering drawings and plans. A summary of the assets in each category will be developed. Any new data pertaining to replacement costs, average age, and condition will be updated within the District of Well’s CityWide database.

**Data Maturity Rating**

Once data has been compiled by the District of Well, PSD will perform a gap analysis on the state of the asset data inventory. This data analysis provides a detailed look at the available data and allows PSD to make recommendations concerning the data that should be collected to enable advanced analysis and stronger asset management decision making. The compilation of data and subsequent analysis results in a data maturity rating that is based on the average of three major factors in the data collection process.

1. Assessed Condition – the percentage of assets with assessed condition data available within the infrastructure database.
2. Attributes – the percentage of recommended asset attribute data available within the database
3. Replacement Cost – The weighted average percentage score of the replacement cost source.

The final Data Maturity Rating is then available for use within the Asset Management Plan to illustrate the overall Data Maturity of the District of Well. Below is a sample table of the Data Maturity Rating:

Asset Category	Assessed Condition	Attributes	Replacement Cost	Overall Rating
Road Network	83%	97%	100%	93%
Bridges & Culverts	99%	-	100%	100%
Water Network	50%	95%	95%	80%
Sanitary Sewer Network	50%	100%	91%	80%
Storm Sewer Network	50%	99%	99%	83%
Buildings	50%	-	96%	73%
Machinery & Equipment	59%	-	51%	55%
Land Improvements	58%	-	50%	54%
Fleet	50%	-	50%	50%
<b>Overall Data Maturity Rating</b>				74%
<b>Overall Data Maturity Rating – Core Assets Only</b>				87%

**Assessed Condition**

As a factor of the Data Maturity Rating, assessed condition provides an overview of the source of condition data for major components within each Asset Category. The Data Maturity percentage:

- Segments with only age-based condition receive a baseline rating of 50%
- Segments with a mixture of age-based and assessed condition are calculated using a formula to assign additional weight to data sourced from condition assessments.

The resulting table provides an example of how data maturity is established from assessed condition:

Asset Category	Segment	Source of Condition Data	Data Maturity Percentage
Road Network	Paved	65% Assessed	83%
Bridges & Culverts	Bridges	97% Assessed	99%
Water Network	All	Age-based	50%
Sanitary Sewer Network	All	Age-based	50%
Storm Sewer Network	All	Age-based	50%
Buildings	All	Age-based	50%
Machinery & Equipment	All	18% Assessed	59%
Land Improvements	All	16% Assessed	58%
Fleet	All	Age-based	50%

### *Asset Attributes*

While asset condition data is perhaps the most important piece of data to collect, asset attribute data is also helpful to collect in order to support asset management strategy development and decision-making. Asset attribute data provides greater context and clarity to the state of an asset and allows for the development of robust risk and lifecycle management strategies to prioritize projects and ultimately extend the life of assets. Asset attribute data is then collected, and gaps are recognized in this stage of the data maturity rating analysis. Data maturity established from Asset Attribute data is exemplified:

Asset Category	Asset Attribute	Percentage Completion in Asset Inventory
Road Network (Paved Roads)	Surface Width (m)	100%
	Length (m)	100%
	Road Class	84%
	Surface Material	100%
	Design Class	100%
Water Network (Water Mains)	Length (m)	100%
	Pipe Diameter (mm)	87%
	Material	99%
Sanitary Sewer Network (Sanitary Mains)	Length (m)	100%
	Material	100%
	Pipe Diameter (mm)	100%
Storm Sewer Network (Storm Mains)	Length (m)	100%
	Pipe Diameter (mm)	97%
	Material	100%
	Data Maturity Rating	93%

## Replacement Cost

A factor of the Data Maturity rating is based on a ranking of each replacement cost source based on accuracy and reliability. Where there are multiple replacement cost sources for an Asset Category, the resulting Data Maturity Percentage is a weighted average based on the following data sources.

1. Cost/Unit
2. User-Defined Cost
3. CPI/NRBCPI
4. Flat Rate Inflation

Asset Category	Asset Segment	Replacement Cost Source	Data Maturity Percentage
Road Network	Tar/Chip & Hot Mix	100% Cost/Unit	100%
Bridges & Culverts	Bridges	100% User-Defined Cost	100%
	Culverts	90% User-Defined Cost 10% CPI	95%
Water Network	Watermains	81% Cost/Unit 19% CPI	91%
Sanitary Sewer Network	Sanitary Sewer Mains	98% Cost/Unit 2% CPI	99%
Storm Sewer Network	Storm Sewer Mains	91% Cost/Unit 9% CPI	96%
Buildings	All	98% CPI 2% User-Defined Cost	51%
Machinery & Equipment	All	100% CPI	50%
Land Improvements	All	100% CPI	50%
Fleet	All	100% CPI	50%
<b>Overall Data Maturity Percentage</b>			<b>78%</b>

## Infrastructure Report Card (Establish Current Performance)

Once physical condition information is known for assets within the District of Well, PSD will incorporate this data once it has been identified to which asset each belongs. Key information will include asset condition data and indexes, growth projections, transportation master plans, water/wastewater master plans, and staff surveys and interviews.

Each asset category will be rated using three primary categories:

- Condition and Performance:** This category is used to determine the condition of an asset as it exists today and how well it performs its function.

- ☑ **Capacity versus Need:** This category's function is to determine how the designed capacity of an asset compares to the needed capacity of an asset in order to meet current demand.
- ☑ **Funding versus Need:** This category determines the actual investment requirements needed to properly maintain, rehabilitate and replace assets at the right time versus current spending levels for each asset group.

Once the State of the Infrastructure Report has been completed and provided to the District of Well, PSD will look to use the determined results from the SOTI to guide the implementation of proposed service levels and a financial strategy for the AMP. All outputs for all municipal assets will be consolidated to produce one overall Infrastructure Report Card showing current condition and future projections for all municipal infrastructure and assign a grade to each asset category on an A – F scale in asset health (condition) and financial capacity. The next page depicts a suggested guideline for the Infrastructure Report Card, although this can be tailored to suit individual needs as required. By the end of this phase the District of Well will have a more robust asset registry within their existing CityWide Asset Manager software system, further taking into consideration replacement costs, average age of assets, and condition information. Ultimately, the District of Well will have established current performance for each category, determined lifecycle activities and maintenance costs, as well as determined the impact of future growth on current levels of service.

Sample Infrastructure Report Card

Overall Grade		Infrastructure Report Card			
C		The Town			
Asset Class	Asset Health (Condition)	Financial Capacity	Overall Grade	Comments	
Road Network	C	C	C	While more than 48% of the municipality's road network is in good to very good condition, 21% are in poor to very poor condition. The average annual revenue required to sustain the Town's road network - including lifecycle activities - totals approximately <b>\$657,000</b> . Based on the Town's current annual funding of <b>\$440,000</b> , there is an annual <b>deficit of \$217,000</b> .	
Water System	C	A	B	With nearly 64% of the municipality's water system is in good to very good condition The Town received an Asset Health grade of 'C'. The average annual revenue required to sustain the Town's water system - replacement only - totals approximately <b>\$559,000</b> . Based on the Town's current annual funding of <b>\$524,000</b> , there is an annual <b>deficit of \$35,000</b> .	
Sanitary System	C	A	B	Nearly 44% of the municipality's sanitary system is in good to very good condition. The average annual revenue required to sustain the Town's sanitary system - including lifecycle activities - totals approximately <b>\$509,000</b> . Based on the Town's current annual funding of <b>\$565,000</b> , there is an annual <b>surplus of \$56,000</b> .	
Storm System	B	F	D	With 87% of all storm system assets in very good condition the municipality received an asset health rating of 'B'. The average annual revenue required to sustain the Town's storm system totals approximately <b>\$264,000</b> . Based on the Town's current annual funding of <b>\$0</b> , there is an annual <b>deficit of \$264,000</b> .	
Buildings	C	F	F	With 76% of all <u>buildings</u> assets in good to very good condition the municipality received an asset health rating of 'C'. The average annual revenue required to sustain the Town's buildings totals approximately <b>\$851,000</b> . Based on the Town's current annual funding of <b>\$204,000</b> , there is an annual <b>deficit of \$647,000</b> .	
Machinery & Equipment	D	A	C	While 42% of all machinery and equipment is in good to very good condition, 41% is in poor to very poor condition. The average annual revenue required to sustain the Town's machinery and equipment totals approximately <b>\$387,000</b> . Based on the Town's current annual funding of <b>\$358,000</b> , there is an annual <b>deficit of \$29,000</b> .	

**PHASE 2: ASSET MANAGEMENT STRATEGY**

The asset management strategy is a developed process of planned actions that will enable the District of Well's assets to provide the desired level of service in a sustainable way, while managing risk and benefit, at the lowest lifecycle cost. At a tactical level, it will develop an implementation plan to be applied to the needs identification and prioritization of renewal, rehabilitation and maintenance activities, including growth projections, to produce a 10-year plan to ensure the best overall health and performance of the District of Well's infrastructure and general capital.

Current levels of service, as they are determined throughout the AMP and broader asset management programming, provide the basis for the lifecycle management strategies and tactical implementation processes identified within the Asset Management Plan. They support the District of Well's strategic goals and are based on customer expectations, statutory requirements, standards and the financial capacity of the District of Well to deliver those levels of service. PSD will consult with municipal staff, council, and other stakeholders in determining current levels of service. This tactical process will influence and direct the short

term, 1-to-3-year, infrastructure and general capital program and budget of the District of Well. The Asset Management Strategy will allow the District of Well to develop a long-term view of its program, and it will develop the strategies of how asset management objectives will be achieved to be fully compliant with the provincial requirements. The details within asset management strategies are tied to sustainable lifecycle projections from the State of the Infrastructure and established service levels from the Desired Levels of Service sections of this plan.

Priorities for the Asset Management Strategy:

- ☑ Ensure sustainability of existing assets
- ☑ Focus on options for each asset class to obtain the total lowest cost
- ☑ Focus on growth and demand projections
- ☑ Prioritize projects based on risk and benefit analysis

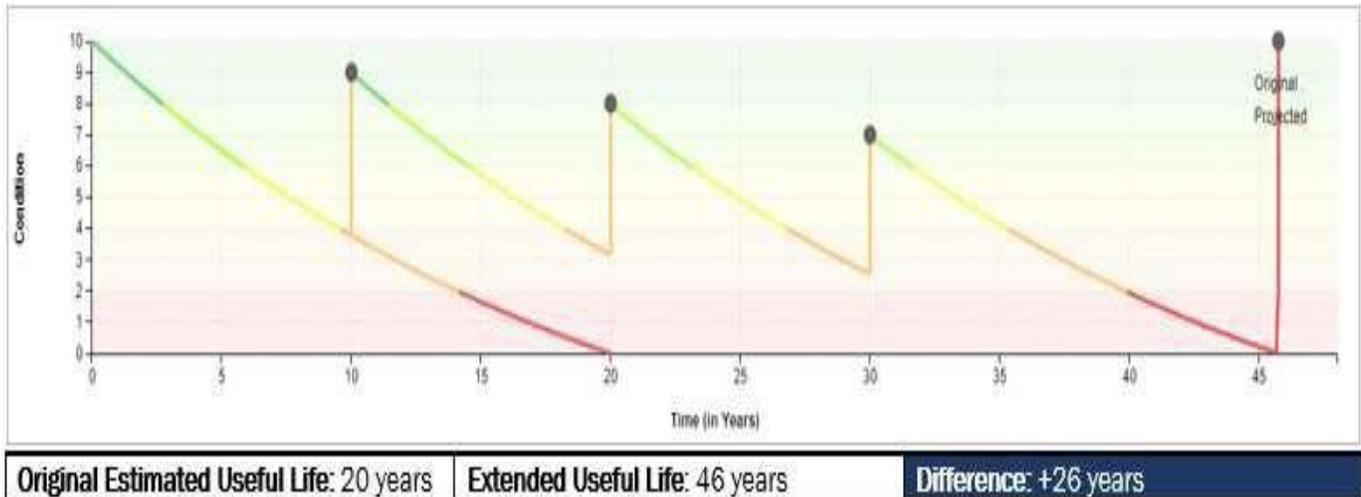
PSD will develop a long-term strategic plan for managing the District of Well's assets. The strategic plan will bring together all the needs and expectations of the stakeholders. The objectives of this Asset Management Plan and how these can be delivered in a sustainable manner will be delineated by the activities needed to maintain assets. An Asset Management Strategy is a key component of a District of Well's planning process linking multiple other corporate plans and documents. For example:

- ☑ **The Strategic Plan:** The AM strategy/plan should link to key objectives outlined within the strategic plan.
- ☑ **The Official Plan:** The AM strategy/plan should utilize and influence the land use policy directions for long-term growth and development as provided through the Official Plan.
- ☑ **Long-Term Financial Plan:** The AM strategy/plan should utilize the financial forecasts within the long-term financial plan
- ☑ **Capital Budget:** The decision framework and works identified in the asset management plan form the basis on which future capital budgets are prepared
- ☑ **Infrastructure Master Plans:** The AM strategy/plan will utilize goals and projections from infrastructure master plans and in turn will influence future master plan recommendations
- ☑ **By-Laws, standards and Policies:** The AM strategy/plan will influence and utilize policies and bylaws related to infrastructure management practices and standards
- ☑ **Regulations:** The AM strategy/plan must recognize and abide by industry regulations
- ☑ **Business Plans:** The service levels, policies, processes, and budgets defined in asset management plans are incorporated into business plans as activity budgets, management strategies, and performance measures

***Lifecycle Analysis***

For PSD to establish an approach for maintaining and reporting on asset replacement processes, the consulting team will conduct a lifecycle assessment with municipal staff where a best practice industry review will be undertaken for each asset category to determine the optimal lifecycle activities, costs and options available to maintain current levels of service. The assessments will also go over lifecycle planning, condition assessment, risk analysis, levels of service, and project prioritization moving forward. This step will ensure the long-term viability of the District of Well's infrastructure and general capital while achieving the lowest total cost.

Once the asset inventory data has been compiled and verified, the detailed information gathered will allow for lifecycle planning and modelling by asset type, and asset deterioration curves (pictured below) to be developed for each asset category. PSD will compile these results in a Lifecycle Analysis and Activity Report to help the District of Well understand the cost of lifecycle activities, and analyze which activities best contribute to the sustainability of their asset management program.



### Lifecycle Management Strategy

For each asset category a best practice industry review will be undertaken to determine the optimal lifecycle activities and options available, to ensure the long-term viability of the District of Well 's infrastructure and general capital while achieving the lowest total cost.

To further solidify an asset management strategy, the following will be reviewed:

- Ongoing Maintenance activities and costs
- Renewal/Replacement activities, service thresholds and costs
- Rehabilitation activities, service thresholds and costs
- Disposal activities and costs.

### Lifecycle Activity Types

Activity Type	Description	Example	Cost
Preventative Maintenance	Any activities that prevent defects or deteriorations from occurring	(Roads) Crack Seal	\$
Rehabilitation	Any activities that rectify defects or deficiencies that are already present and may be affecting asset performance	(Roads) Mill & Resurface	\$\$
Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	(Roads) Surface Reconstruction	\$\$\$

For each asset category of the AMP, the lifecycle events will be developed in CityWide Asset Manager, which will produce a listing of what assets will require work in which timeframe, the type of activity that should be

undertaken, and the cost for the work. This analysis will also have the options to discount costs and/or add inflation and will provide an overall asset need projection for each category.

### Risk Analysis

Assignment of risk scores is essential to the development of the AMP, as it identifies a ranking system for vulnerable infrastructure assets. The accuracy of the risk ranking will rely on the assessment of the probability of failure and the consequence of failure of each asset in order to establish baseline risk. The reliability of both Probability of Failure and Consequence of Failure will depend on the level of assessment, data, or expert knowledge applied to support the analysis.

The Probability of Failure (PoF) relates to the likelihood that an asset will fail at a given time. Possible parameters include current physical condition, service life remaining, known operational issues, asset attributes, and other parameters contributing to asset deterioration (e.g. traffic counts, soil types). The Consequence of Failure (CoF) describes the overall effect that an asset's failure will have on an organization's asset management goals. Consequences of failure can range from noneventful to impactful: a small diameter water main break in a subdivision may cause several rate payers to be without water service for a short time. In this report, the CoF parameters will aim to align with the triple bottom line (economic, social, environmental) approach to risk management as well as other fields including operational, health and safety, and strategic.

Risk Labels can be generated to further qualify the PoF and the CoF, pictured on the next page.

Risk Labels		
Level	Probability of Failure	Consequence of Failure
1	Rare	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Major
5	Almost Certain	Severe

Triple Bottom Line impacts are summarized below:

Risk Impact	Description	Common Parameters
Economic	The impact of the asset's failure on financial resources	<ul style="list-style-type: none"> <li>• Cost of rehabilitation or replacement</li> <li>• Asset type (e.g. road or pipe material)</li> <li>• Asset size (e.g. number of road lanes or pipe diameter)</li> <li>• Overall replacement cost</li> </ul>

Social	The impact of the asset's failure on the general population and society	<ul style="list-style-type: none"> <li>Number of people or critical services affected</li> <li>Land Use (e.g. industrial, commercial, residential)</li> <li>Bus / truck / emergency route</li> <li>Asset carrying capacity (e.g. traffic counts, pipe diameter)</li> </ul>
Environmental	The impact of the asset's failure on the environment	<ul style="list-style-type: none"> <li>Overall area affected</li> <li>Proximity to water bodies</li> <li>Proximity to environmentally sensitive areas</li> <li>Asset carrying capacity (e.g. traffic counts, pipe diameter)</li> </ul>

### Risk Scoring

PSD will take the existing asset inventory and use a risk matrix (pictured below) to group the assets in their respective risk groups. The overall risk shown through the risk ranking speaks to the priority of a particular asset over others, allowing infrastructure maintenance to be accurately prioritized. All risk scoring will be entered into CityWide.



## Future Trends

For any single asset category there may be specific items that negatively or positively affect the future asset grade projection within the State of the Infrastructure report card. Such items could be lack of maintenance resources, extent of back log, effects of climate change, significant funding from grants no longer available, etc. These items must also be accounted for and brought forward as recommended adjustments to the short and long-term budget. One such example of a future trend is climate change. The International Institute for Sustainable Development identified the following impacts of climate change on municipal infrastructure in Canada:

	Greater frequency of freeze-thaw cycles leading to thermal cracking, rutting, frost heave and thaw weakening
	Soil instability, ground movement and slope instability
	Triggered instability of embankments and pavement structures
	Shortened life expectancy of highways, roads and rail
	Drier conditions affecting the lifecycle of bridges and culverts
	Reduced structural integrity of building components through mechanical, chemical and biological degradation
	Increased corrosion and mold growth
	Damaged or flooded structures
	Reduced service life and functionality of components and systems
	Increased repair, maintenance, reserve fund contingencies and energy costs
	Increased water demand and pressure on infrastructure
	Loss of potable water
	Increased risk of flooding; stormwater infrastructure more frequently exceeded
	Rupture of drinking water lines, sewage lines and sewage storage tanks
	Saltwater intrusion in groundwater aquifers

## Project Prioritization

The above techniques and processes will supply a significant listing of potential projects. Typically, infrastructure needs exceed available resources and therefore project prioritization parameters must be developed to ensure the right projects come forward into the budget through a combination of risk and benefit analysis.

## Benefit Factors

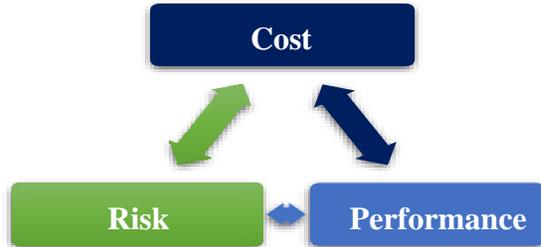
Another important factor in project prioritization is the project's overall benefit to the District of Well. Typically, within the strategic plan, a District of Well will allocate resources, ensuring alignment to strategic priorities and objectives. For instance, downtown revitalization, waterfront development, or addressing storm flooding issues may be strategic priorities. These projects should therefore be prioritized within the asset management strategy and plan. Other types of project benefits may be simple. For instance, with all else being equal, the road with a higher traffic volume will be reconstructed before the road with a lower traffic volume.

## Levels of Service Analysis

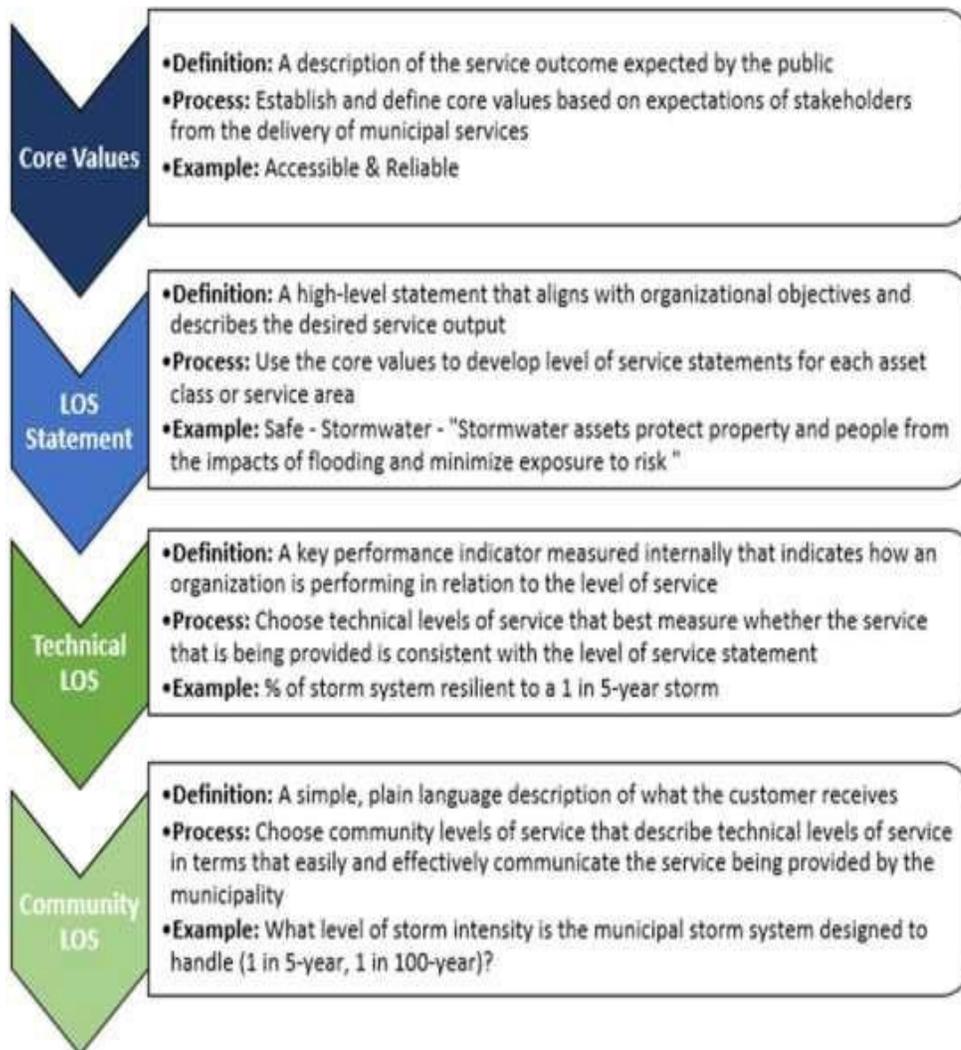
Current levels of service can be defined as a description of the service output for an activity or service area against which performance may be measured. To put it simply, a level of service is a measure of what a District of Well is providing to its community. PSD will work with municipal staff to establish current levels of service being provided for each asset class. This will be conducted through workshops and/or teleconferencing. Depending on the District of Well's needs, service levels can be based on community expectations, strategic and corporate goals, legislative requirements, design standards and codes of

practice. PSD will also incorporate the impact of future growth within the District of Well on the current level of service.

A defined level of service is tracked through performance measures which supply targets and timeframes to establish progress. PSD will assist the District of Well in establishing current levels of service through the incorporation of three key factors: cost, performance and risk. Any decision to increase or decrease the provided levels of service will have an impact on each factor.



The process of establishing the current level of service is:



Levels of Service are used:

- ☑ To inform customers of the proposed type and level of service to be offered
- ☑ To identify the costs and benefits of the services offered
- ☑ To assess suitability, affordability and equity of the services offered
- ☑ As a measure of the effectiveness of the asset management plan
- ☑ As a focus for the AM strategies developed to deliver the required level of service

**Sample Road Network Levels of Service Framework**

Road Network			
Core Value	Level of Service Statement	Community Level of Service	Technical Level of Service
Accessible & Reliable	The road network is convenient and accessible to the whole community with minimal service disruptions; service requests are responded to promptly	Description, which may include maps, of the road network in the municipality and its level of connectivity	Lane-km of arterial roads (MMS classes 1 and 2) per land area in the municipality (km/km <sup>2</sup> )
			Lane-km of collector roads (MMS classes 3 and 4) per land area in the municipality (km/km <sup>2</sup> )
			Lane-km of local roads (MMS classes 5 and 6) per land area in the municipality (km/km <sup>2</sup> )
Safe & Regulatory	The network feels safe to use; traffic signs and markings are easy to see and understand	Description of minimum maintenance standards for road network (road surface and sidewalks).	% of sidewalks inspected annually
			# of reported incidents related to the road and sidewalk network
			# of winter events that required snow clearing as per MMS
			# of winter events that response time was met or exceeded
Affordable	The road network is managed at the lowest possible cost for the expected level of service	What is the O&M cost to maintain the road network per household?	O&M costs for roads / lane-km (excluding winter control)
Sustainable	There are long-term plans in place for the sustainability of the road network	When was the last time the Road Network AMP was reviewed?	Road Network AMP reviewed annually
		Description or images that illustrate the different levels of road class pavement condition	Average pavement condition index for paved roads in the municipality Average surface condition for unpaved roads in the municipality

**Key Performance Indicators**

Depending on the District of Well’s needs, service levels can be based on community expectations, strategic and corporate goals, legislative requirements, design standards and codes of practice. A suggested method in establishing an effective level of service framework, is the incorporation and usage of well- defined key performance indicators (KPIs).

The KPIs incorporate specific, measurable, achievable, relevant, and time-bound (SMART) criteria. The District of Well will be equipped with the necessary tools to collect data on their performance using the KPIs listed and establish targets that reflect its current fiscal capacity, corporate and strategic goals, and feasible changes in demographics that may place additional demand on their various asset categories.

Recommendations will be given to the District of Well so that infrastructure classes follow respective KPIs. Guidelines will also be given to the District of Well so that staff can track their progress on an annual basis.

The level of service objectives are typically supported by many performance indicators that help quantify the services to be delivered such as how much, how frequently, and of what nature. Below are some examples of KPIs that PSD has developed for municipalities in the past.

Performance Measures	Description
<b>Strategic Indicators</b>	<ul style="list-style-type: none"> <li>▪ Percentage of reinvestment vs. value of asset category</li> <li>▪ Completion of strategic plan objectives (related to infrastructure)</li> </ul>
<b>Financial Indicators</b>	<ul style="list-style-type: none"> <li>▪ Annual revenues vs. annual expenditures</li> <li>▪ Total cost of borrowing vs. Total cost of service</li> <li>▪ Annualized depreciation (replacement value) vs. annualized expenditures</li> <li>▪ Lost revenue from system outages</li> </ul>
<b>Asset Health Indicators</b>	<ul style="list-style-type: none"> <li>▪ Percent of network rehabbed/reconstructed annually</li> <li>▪ Annual overall condition index vs. desired condition index</li> <li>▪ Annual adjustment in condition index (up or down)</li> <li>▪ Annual number of large system outages</li> <li>▪ Percent of asset value spent on ops and maintenance annually</li> </ul>
<b>Operational Indicators</b>	<ul style="list-style-type: none"> <li>▪ Number of water main breaks per Km of pipe network</li> <li>▪ Percent of network inspected</li> <li>▪ Percent of pipes flushed and cleaned annually</li> <li>▪ Percent of hydrants flow tested annually</li> <li>▪ Cost of material for pothole patching annually</li> <li>▪ Water main breaks will be repaired within x hours</li> <li>▪ Legislated requirements will be met</li> </ul>

**PHASE 3: FINANCIAL STRATEGY AND REPORTING**

The last element of the proposed strategy section of the AMP ‘Financial Strategies’. For the community, effective financial planning ensures that the infrastructure investments and programs of today do not place a disproportionate burden on future generations. This means that in order for asset management planning to be effective and meaningful, integration with financial planning and long-term budgeting is required.

The development of a comprehensive financial plan will allow the District of Well to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements. PSD will develop a financial strategy that fully integrates to the AMP, and which includes expenditures and revenue forecasts for the delivery of the minimum 25-year infrastructure and general capital budget.

To develop and optimize a long-term budget, PSD will analyze recommended lifecycle activities, asset management strategies, and level of service considerations; this can be accomplished in incremental phases, to reflect a maturing state of knowledge. Information will include current spending on capital and maintenance for each asset program, capital and operations budgets, and the cost of high-level field activities and works (maintenance, rehabilitation, replacement). Additionally, as the District of Well develops capital and operating budgets through a collaborative process between staff and the senior management team, they will be able to utilize a greater understanding of short-term capital and operating/maintenance infrastructure requirements, premised on an understanding of overall asset condition outlined in this strategy, to make well-informed decisions.

This work will occur as part of a later stage of the asset management programming project undertaken by the District of Well, of which this AMP is the first step. Collection of accurate, up-to-date condition assessment and other needs data will help optimize capital investment decisions such that they are based on detailed and strategic analysis of present and future needs instead of simply staff knowledge.

Yearly expenditures forecasts will be broken down as per the asset management strategy:

- Non-infrastructure projects
- Maintenance activities
- Renewal/Rehabilitation projects
- Replacement projects
- Disposal projects
- Growth related projects

The financial strategy and plan will include:

- A breakdown of yearly revenues by confirmed source
- Key assumptions and alternate scenarios where appropriate
- Identifies any funding shortfall (infrastructure deficit) relative to financial requirements (long term replacement needs) that cannot be eliminated by revising service levels, asset management and/or financial strategies.
- Discusses the impact of shortfalls and how the impact will be managed

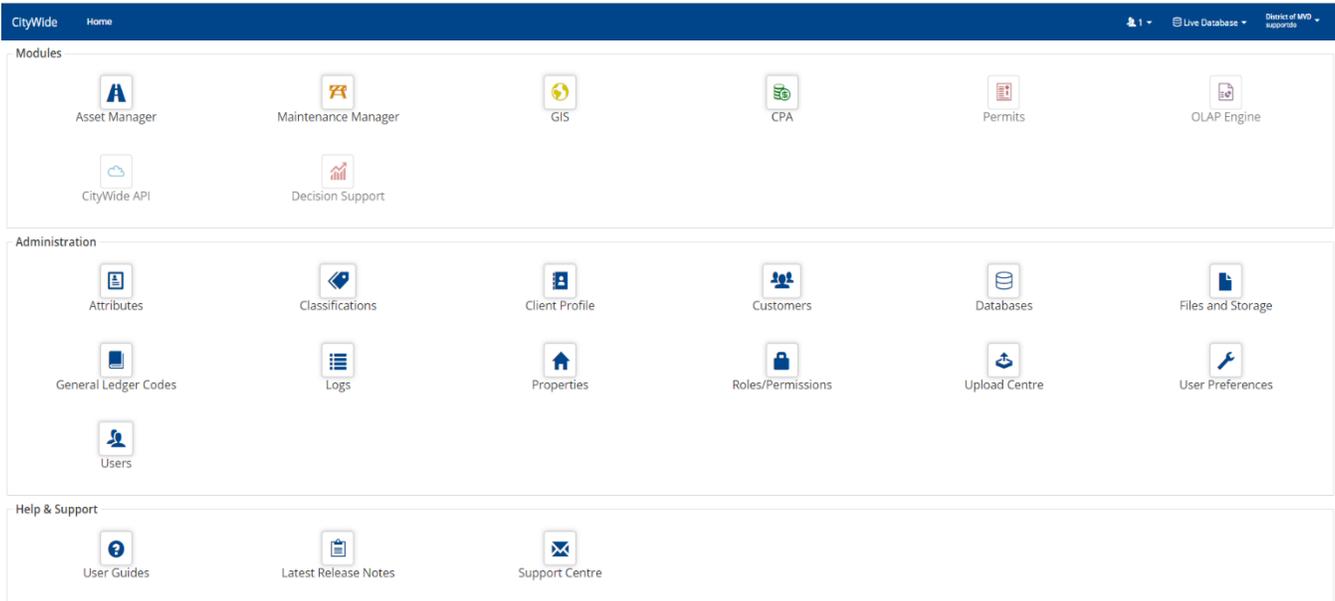
### ***Financial Data***

To develop a robust financial strategy for the District of Well, existing financial information will be obtained from the District of Well. Key information will include current spending on capital and maintenance for each asset program, capital and operations budgets, and the cost of high-level field activities and works (maintenance, rehabilitation, replacement). All information will be analyzed, and a gap analysis will be produced showing actual investment requirements versus current spending levels for each asset group.

# APPENDIX B – CITYWIDE ASSET MANAGER SCREENSHOTS AND FUNCTIONALITY

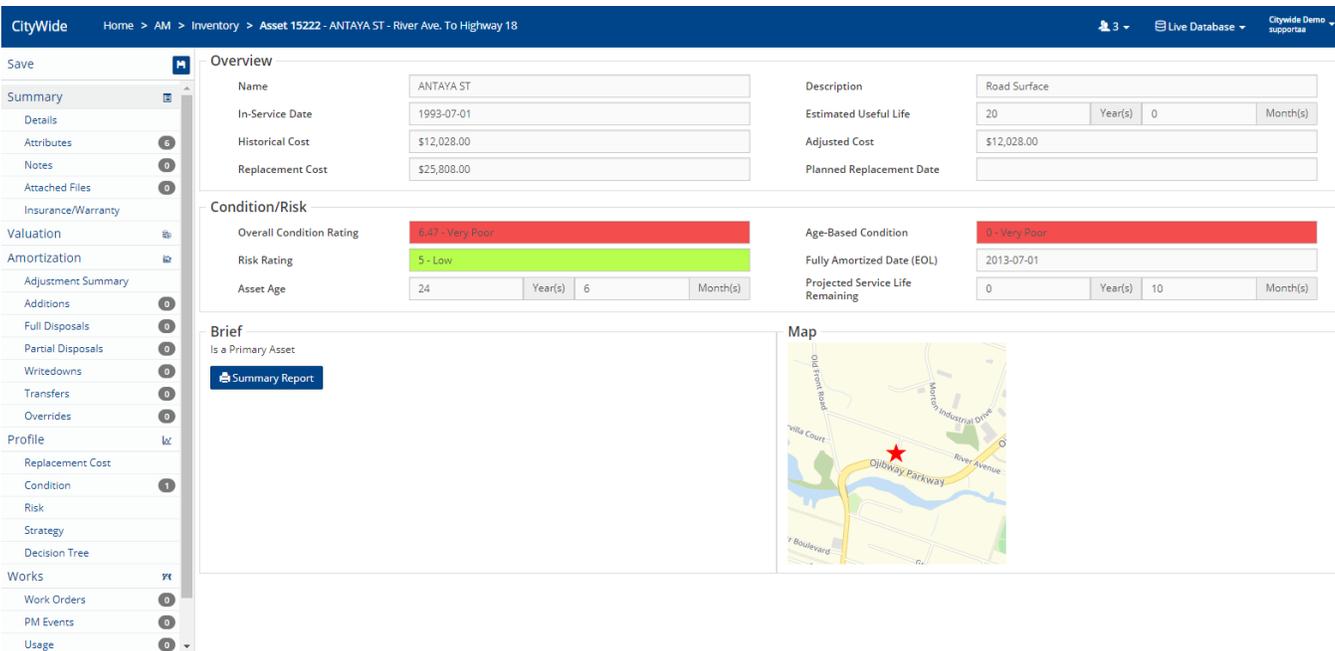
## CityWide Asset Manager

Users have access to each module available through this page. New classifications can be created as well as, upload databases, global files, create roles and manage permissions. Access to system support, release notes on updates and user guides is also available from this screen.



## Asset Information Page

Each individual asset record has a summary page highlighting items such as historical cost, in-service date, useful life and replacement cost. Other information on condition, risk, lifecycle events, work orders, or any attached documents is also available from this page. A geolocation of the asset is also provided within this page.



## Customized Search and Filters

The key word search searches all fields in the entire database. Users can filter their search by specific fields such as category, segment, department, functional class, key words, etc.

CityWide Home > AM > Inventory (2020) - Active Inventory and WIP

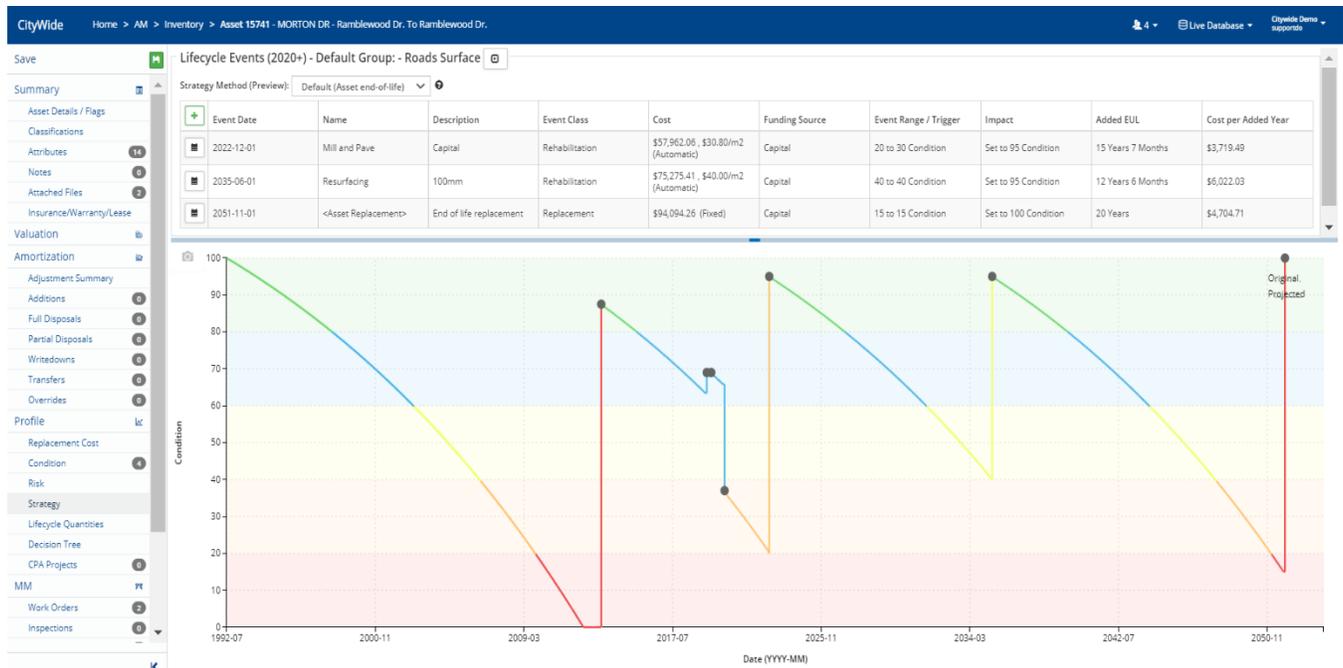
Category: All Categories Segment: All Segments

Showing 26,469 records (26,482 total)

Asset ID	Category	Segment	Level 1 - Major Group El...	Level 2 - Group Elements	Class	Locked	Profile	Profile Group	Name	
1	Bridges	No Segment	No Level 1 - Major Group...	No Level 2 - Group Eleme...	No Class	No	Bridges	Bridges	Pathway 2	200
2	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
3	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
4	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
5	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
6	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
7	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway-1	199
8	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
9	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
10	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway 3	198
11	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
12	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
13	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
14	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
15	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
16	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
17	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
18	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
19	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
20	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
21	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198

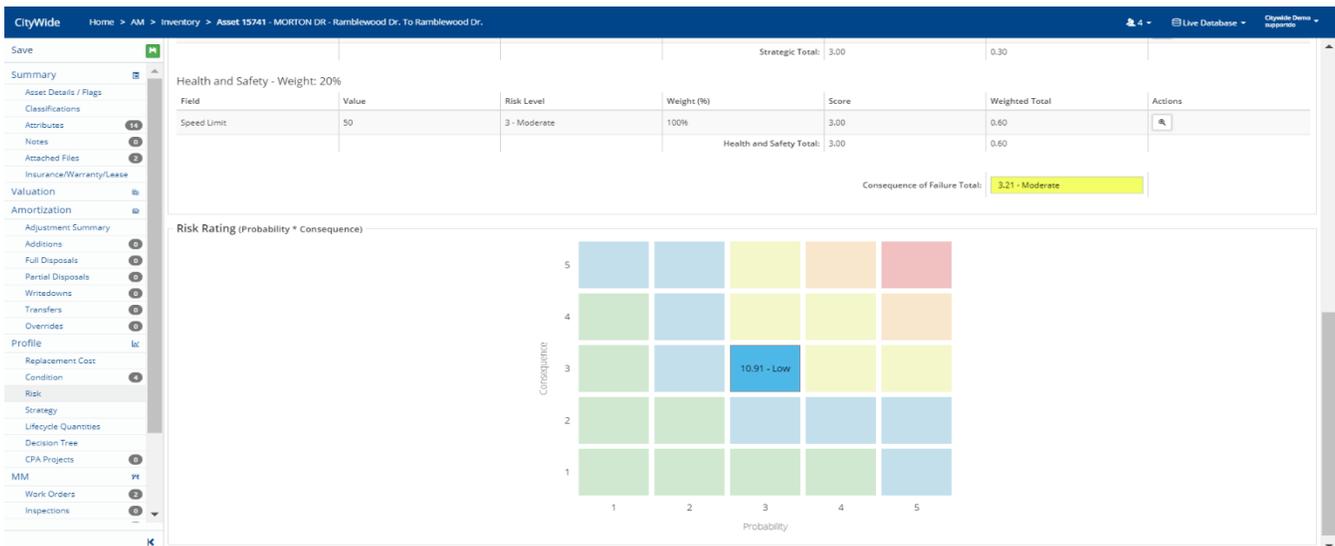
## Lifecycle Events

Deterioration curves are available for each individual asset. When a lifecycle event has been added to an asset, CityWide will automatically calculate a new curve based on the activity completed. This allows users to build strategies to extend the useful life of assets.



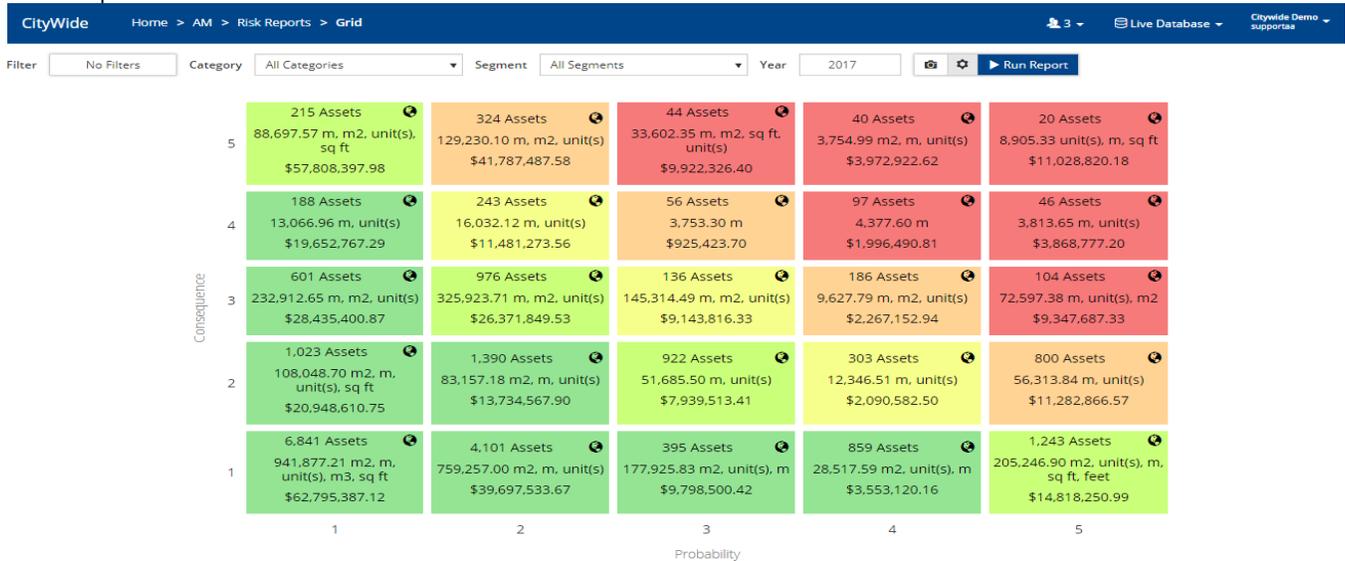
## Risk Assessment

Risk within the infrastructure industry is often defined as the probability (likelihood) of failure multiplied by the consequence of that failure. The likelihood of failure relates to the current condition state of each asset, whether they are in very good, good, fair, poor or very poor condition, as this is a good indicator regarding their future risk of failure. This condition can be generated based on age and where the asset is at its estimated useful life or can use an assessed condition rating provided by the condition inspection. The consequence of failure relates to the magnitude, or overall effect, that an asset's failure will cause. For instance, a small diameter water main break in a subdivision may cause a few customers to have no water service for a few hours, whereby a large trunk water main break outside a hospital could have disastrous effects and would be a front-page news item. By default, the system will use these two factors to assign each asset a Risk Rating, but you may also override these values using the dropdowns beneath each section. Additional metrics can be incorporated at the Asset Profile level as municipalities refine their data.



## Risk Matrix Report

Users can generate risk matrices to identify assets that have a higher risk of failure. These reports show the overall risk score for each of the assets. Each grid square is enabled with a link that will direct the user to the assets that fall within that risk category. In addition, users can also view assets within each grid square in the GIS map.



## Risk Setup

Users can set asset profiles that have specific risk metrics. This enables users to setup, create, or edit current risk rating systems.

CityWide Home > AM > Asset Profiles > Asphalt Roads

Save

Risk

Probability of Failure Metrics [+ New Metric](#)

Economic - Weight: 100%

Field	Metric	Weight (%)	Actions
Condition		100	
Total		100%	

Consequence of Failure Metrics [+ New Metric](#)

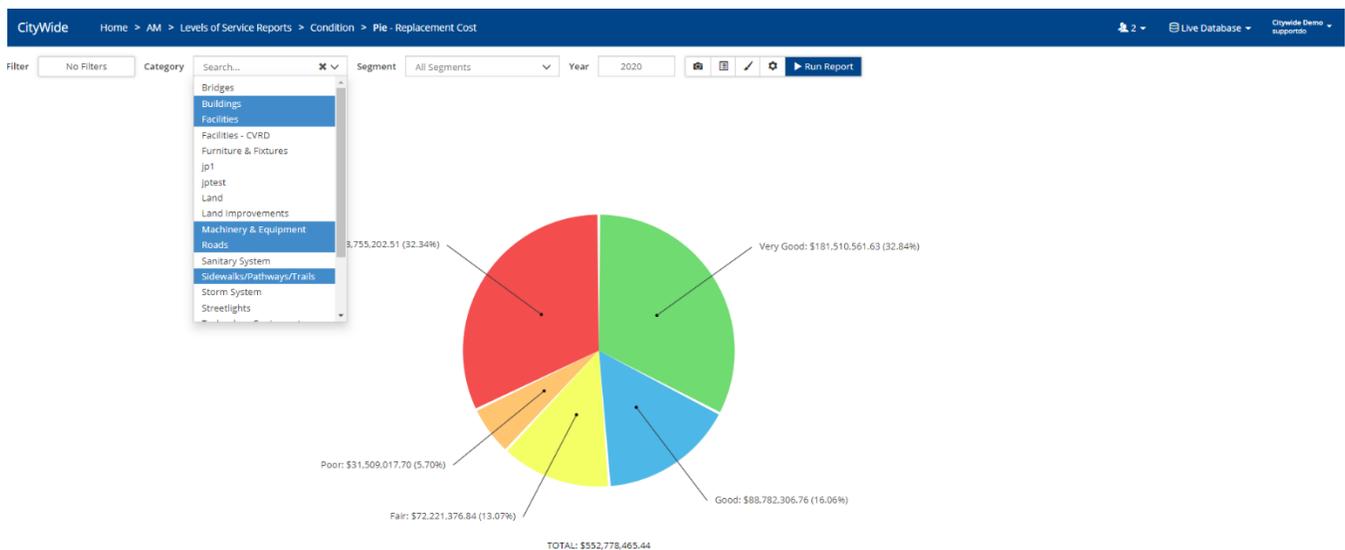
Economic - Weight: 40%

Field	Metric	Weight (%)	Actions
Replacement Cost	75,000 - 150,000 - 250,000 - 500,000 - 750,000	100	
Total		100%	

Operational - Weight: 60%

Field	Metric	Weight (%)	Actions
Ride Condition Rating	8-10 Excellent - Very Smooth -> 1 - Insignificant, 6-8 Good Smooth with a few bumps or depressions -> 2 - Minor, 4-6 Fair - Comfortable with intermittent bumps or depressions -> 3 - Moderate, 2-4 Poor - Uncomfortable with frequent bumps or depressions -> 4 - Major, 1 - Very Poor - Uncomfortable with constant bumps or depressions -> 5 - Severe	50	
Surface Type	Gravel -> 1 - Insignificant, Woodchip -> 1 - Insignificant, Brick -> 2 - Major, Concrete -> 3 - Moderate, Asphalt -> 4 - Major, Paved -> 4 - Major	50	
Total		100%	

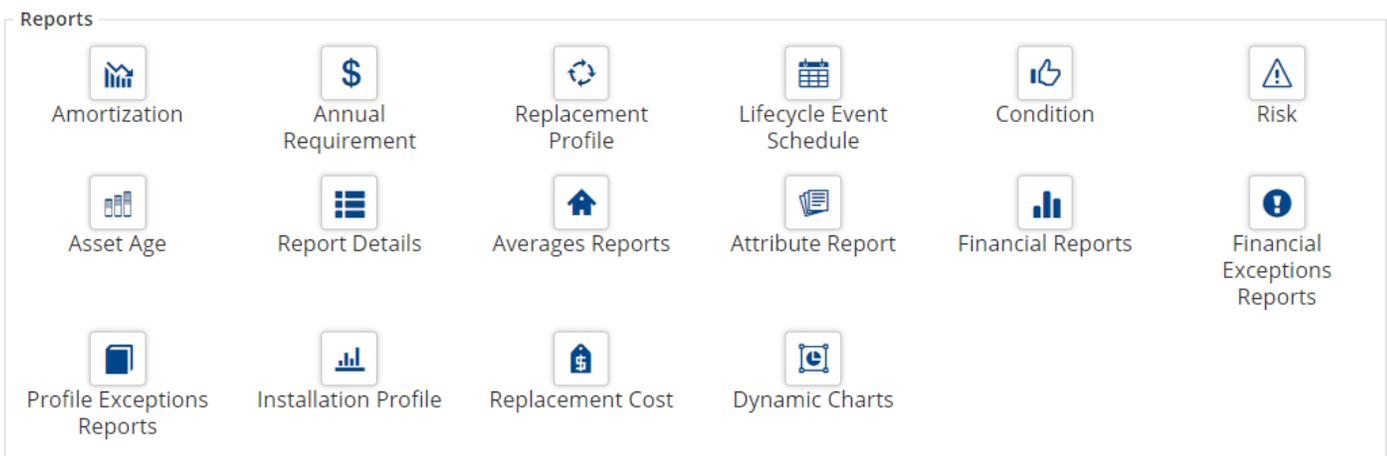
## Condition Report



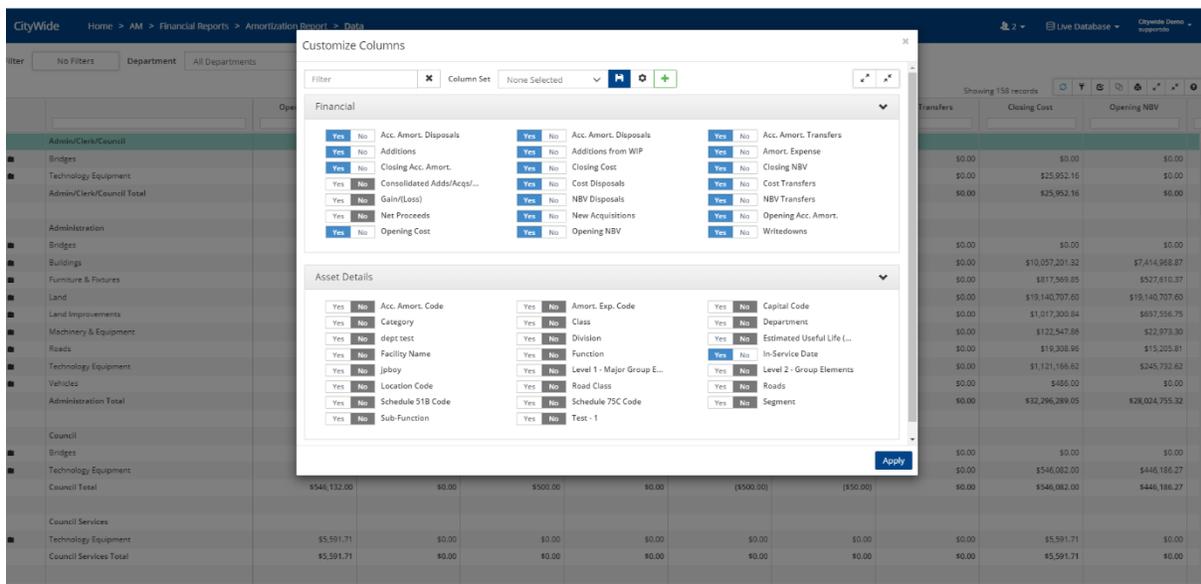
## Asset Management and Financial Reporting

Users can create customizable reports and can save the customized options. Some of the default reports include:

- Financial Information Reporting (FIR)
- Financial reports including Schedule 51A, Schedule 51B and Schedule 51C Reports
- TCA Reporting inclusive of betterments, disposals, etc.
- Base Capital Expenditure Report (Asset Backlog)
- Ability to report assets by class, category, department, function, and fund
- State of Recommended Practices Reporting (SORP)
- Asset Condition Reporting
- Asset Replacement Needs
- Risk Assessment Matrix
- Customizable lifecycle reporting to show annual requirement(s) and upcoming capital expenditures required in single or multi-year blocks
- Work in Progress (WIP) reports
- Ability to generate cumulative and continuity reports
- Customized reports can be created and saved by the end user without needing additional support



Users with the appropriate permissions can run several options in the Reports section. All reports customizable and can be saved for future use by each user and can also be accessed by other users.



## Saved Views and Reports

If there are any custom options or filters that the user has selected, they can be saved so that the options do not have to be selected every time the reports needs to be ran.

CityWide Home > AM > Financial Reports > Amortization

Generate Amortization Report

Data View Bar Chart Pie Chart

Primary Classification: Department  
 Secondary Classification: Category  
 WIP Preference: Exclude WIP  
 Asset Flag: None  
 Extra Totals: Class

Save Report Run Report

**Saved Reports**

Name	Primary Classification	Secondary Classification	WIP Preference	Asset Flag	Extra Totals	Actions
Capital Code	Capital Code	Segment	Include WIP	None	Class	 
Category	Category	Segment	Include WIP	None	Class	 
Department	Department	Category	Exclude WIP	None	Class	 
Function	Function	Sub-Function	Include WIP	None	Class	 

## Report by Asset Cost

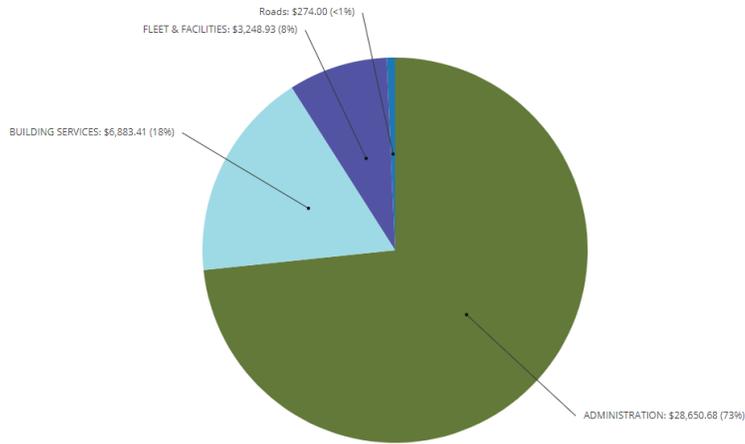
The report by asset cost can provide the total count of work orders, total labour, equipment, parts/materials cost, along with overall total costs across all three areas. Also, in the asset inventory database, users are provided with a history of work orders that have been issued against the specific asset.

CityWide Home > MM > Reports > Work Order Reports > Data

Showing 845 records

Name	Work Orders Count	Labour Cost	Labour Hours	Equipment Cost	Equipment Units	Parts/Materials Cost	Parts/Materials Units	Vendor/Contractor Cost	Vendor/Contractor Units	Other Cost
35446 - Ryan's Light	5	\$7,770.00	191	\$0.00	0	\$0.00	0	\$0.00	0	
15227 - BAGLEY AV	1032	\$3,350.00	228.5	\$960.00	605	\$30.00	3	\$0.00	0	
35339 - Test	40	\$3,171.77	141.926666666667	\$250.00	1	\$0.00	0	\$0.00	0	
35445 - Ryan's Desk	48	\$1,791.50	90.016666666667	\$46.00	2	\$0.00	0	\$0.00	0	
20974 - Catch Basin	7	\$1,360.00	71.016666666667	\$46.00	2	\$0.00	0	\$0.00	0	
34530 - Sidewalk	48	\$370.00	71.5	\$251,055.00	5	\$0.00	0	\$0.00	0	
35076 - Car	9	\$310.00	30	\$21.00	21	\$1,740.05	47	\$0.00	0	
35101 - Truck	1	\$298.65	9	\$0.00	0	\$106.00	4	\$0.00	0	
35033 - Town Hall - HVAC	4	\$253.25	13	\$0.00	0	\$0.00	0	\$0.00	0	
35077 - Car	8	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35078 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35079 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35080 - Car	7	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35081 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35082 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35083 - Car	7	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
14749 - Vermeer 1250BC Chipper	5	\$163.05	10.8	\$0.00	0	\$0.00	0	\$0.00	0	
33921 - Watermains	1	\$160.00	4	\$0.00	0	\$0.00	0	\$0.00	0	
21 - Pathway	2	\$150.00	3	\$33.50	1	\$30.00	2	\$400.00	2	
15095 - Baseball Diamond	6	\$133.32	4	\$44.44	4	\$300.00	4	\$200.00	4	
35461 - test_zalba_19	5	\$130.00	14	\$147,550.00	26	\$0.00	0	\$0.00	0	
35032 - Town Hall - Roofing	1	\$120.00	3	\$0.00	0	\$0.00	0	\$0.00	0	
35351 - Tow Truck	1	\$100.00	5	\$150.00	5	\$10.85	7	\$0.00	0	
25594 - Right of Way	7	\$84.00	8	\$0.00	5	\$0.00	0	\$0.00	0	
15218 - ALFRED AV	1	\$75.39	2.5	\$100.00	1	\$100.00	1	\$0.00	0	
4 - Pathway	31	\$70.00	7	\$625.00	25	\$0.00	0	\$0.00	0	
14753 - International 5 Ton Dump 205	10	\$60.00	2	\$0.00	0	\$0.00	0	\$0.00	0	

# Report by Department



## Replacement Costs

Users can choose between several different methods to calculate their replacement costs. CityWide has the option to use inflation indices, such as CPI or NRBCPI tables, which are updated quarterly. If the client chooses to use a cost per unit, the system will use the quantity information against the asset to calculate the overall replacement cost based on the number of units associated. For the CPI tables, the adjusted cost of the asset is used for the calculation, which is based on the most up to date inflation index.

CityWide Home > AM > Inventory > Asset 9 - Pathway - GIL MAURE PARK

Replacement Cost

Replacement Cost Method	CPI Tables
Replacement Cost	\$634.00 as of 2011-12-01
Most Recent Indexes	CPI: 2020-02-28, NRBCPI: 2019-12-30
Valuation Basis	Historical Cost
In-Service Date	1988-07-01
Historical Cost	\$634.00
Inflation Source	User-Defined
Inflation Source Used	
Inflation Measure	1

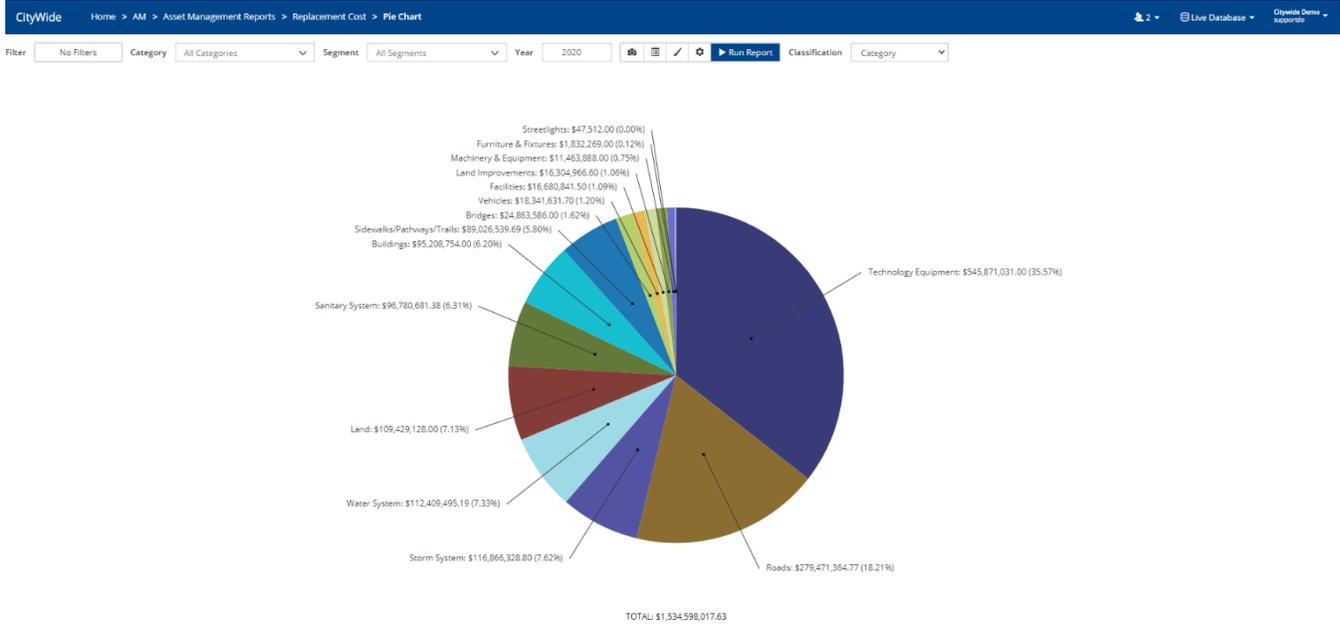
Archived Replacement Costs

No Archived changes

Save

- Attributes
- Notes
- Attached Files
- Insurance/Warranty/Lease
- Valuation
- Amortization
- Adjustment Summary
- Additions
- Full Disposals
- Partial Disposals
- Writedowns
- Transfers
- Overrides
- Profile
- Replacement Cost
- Condition
- Risk
- Strategy
- Lifecycle Quantities
- Decision Tree
- CPA Projects
- MM
- Work Orders
- Inspections
- Events
- Out Of Service / Downtime
- Usage
- Fuel Costs
- Management
- Asset Log

# Replacement Cost Report



# Amortization Report by Asset Type

CityWide Home > AM > Financial Reports > Amortization Report > Data

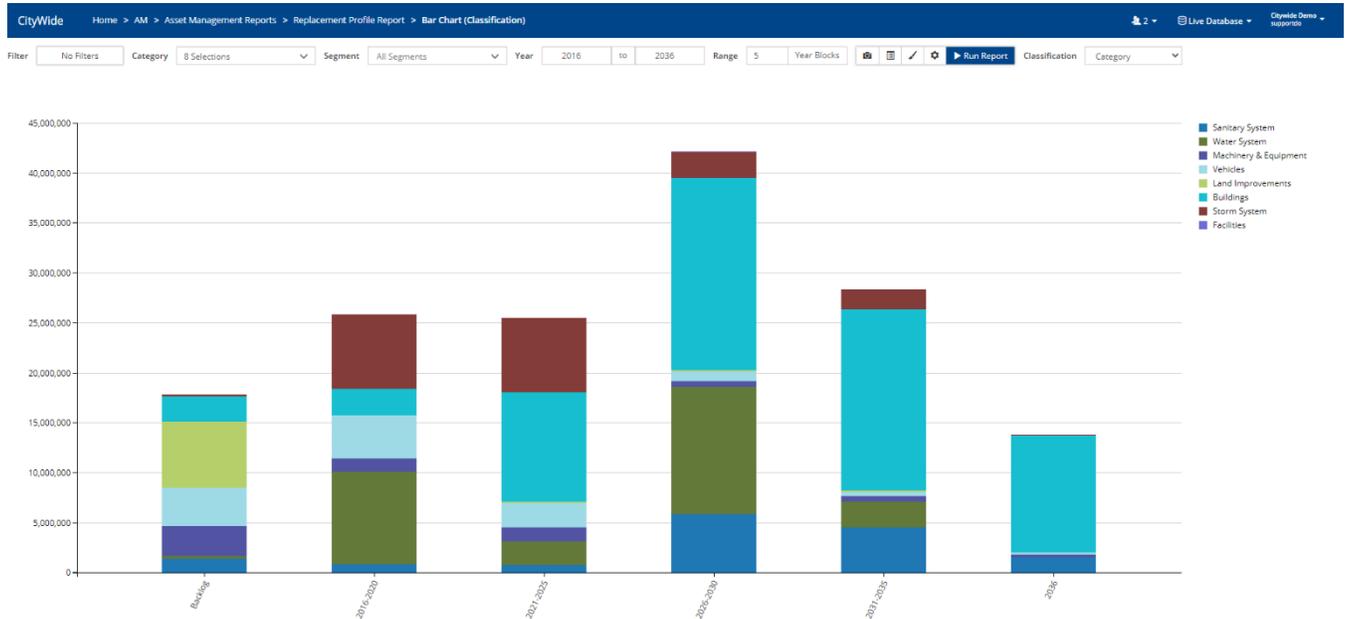
Filter: No Filters Category: All Categories Segment: All Segments Year: 2020 Run Report

Showing 167 records

	Opening Cost	New Acquisitions	Additions	Additions from WIP	Cost Disposals	Writedowns	Cost Transfers	Closing Cost	Opening NBV	NBV Transfers	Openin
<b>Bridges</b>											
■ Bridges	\$8,978,911.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,978,911.43	\$2,901,796.03	\$0.00	
■ jbruh	\$50,211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,211.00	\$0.00	\$0.00	
■ No Segment	\$647.00	\$0.00	\$0.00	\$0.00	(\$50.00)	(\$2,000.00)	\$0.00	(\$1,403.00)	\$550.67	\$0.00	
<b>Bridges Total</b>	<b>\$9,029,769.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$50.00)</b>	<b>(\$2,000.00)</b>	<b>\$0.00</b>	<b>\$9,027,719.43</b>	<b>\$2,902,346.70</b>	<b>\$0.00</b>	
<b>Buildings</b>											
■ Administration	\$12,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,333.33	\$10,380.55	\$0.00	
■ EMS	\$466,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466,040.00	\$326,346.80	\$0.00	
■ Fire Station	\$4,859,592.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,859,592.02	\$2,422,417.94	\$0.00	
■ LEGACY- Main Segment	\$1,115,121.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,115,121.92	\$943,064.33	\$0.00	
■ Library	\$3,134,606.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,134,606.00	\$2,304,640.56	\$0.00	
■ Municipal Office	\$10,044,867.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,044,867.99	\$7,404,588.31	\$0.00	
■ Parks	\$251,515.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251,515.82	\$114,582.13	\$0.00	
■ Police Station	\$5,257,514.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,257,514.00	\$3,681,598.10	\$0.00	
■ Public Works	\$7,606,691.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,606,691.14	\$6,028,179.26	\$0.00	
■ Volmer Complex	\$23,242,248.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,242,248.86	\$14,227,168.66	\$0.00	
<b>Buildings Total</b>	<b>\$55,990,531.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$55,990,531.08</b>	<b>\$37,462,966.65</b>	<b>\$0.00</b>	
<b>Facilities</b>											
■ Central Park Washroom	\$484,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$484,000.00	\$431,509.38	\$0.00	
■ Compound Maintenance Building	\$338,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$338,200.00	\$144,861.88	\$0.00	
■ Fire Hall	\$1,320,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,320,475.00	\$758,801.04	\$0.00	
■ Fleet Transit Building	\$1,318,930.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,318,930.16	\$1,025,341.69	\$0.00	
■ Operations Office	\$581,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$581,375.00	\$318,905.03	\$0.00	
■ Town Hall Building	\$1,626,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,626,175.00	\$870,494.63	\$0.00	
<b>Facilities Total</b>	<b>\$5,669,155.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,669,155.16</b>	<b>\$3,549,914.44</b>	<b>\$0.00</b>	
<b>Furniture &amp; Fixtures</b>											
■ fuc	\$79,926.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,926.00	\$17,986.60	\$0.00	

# Replacement Profile Report

Shown is the replacement profile for the categories listed. This has been done in a 5-year block from the year 2016 to 2036. This data can also be displayed in pie chart or data format.



# Financial Reports

Users can use the system to create reports for Schedule 51A, 51B and 51C directly from housed data.

Report	Opening Net Book Value	Opening Cost Balance	Additions and Betterme...	Disposals	Writedowns	Closing Cost Balance	Opening Amortization B...	Annual Amortization	Amortization Disposal	Closing Amortization Ba...	Closing
General Government	\$9,791,342.60	\$13,763,734.28	\$500.00	\$500.00	\$50.00	\$13,763,684.28	\$3,972,391.68	\$656,456.16	\$93.14	\$4,628,754.70	
No Sub-Function	\$10,380.55	\$12,333.33	\$0.00	\$0.00	\$0.00	\$12,333.33	\$1,952.78	\$246.67	\$0.00	\$2,199.44	
Protection services											
0410 - Fire	\$3,112,146.50	\$14,364,024.49	\$0.00	\$0.00	\$0.00	\$14,364,024.49	\$11,252,677.99	\$495,313.88	\$0.00	\$11,748,991.87	
0420 - POLICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0450 - Emergency measures	\$0.00	\$47,426.28	\$0.00	\$0.00	\$0.00	\$47,426.28	\$47,426.28	\$0.00	\$0.00	\$47,426.28	
Protection services Total	\$3,112,146.50	\$14,412,250.77	\$0.00	\$0.00	\$0.00	\$14,412,250.77	\$11,300,104.27	\$496,313.88	\$0.00	\$11,796,418.15	
Transportation Services											
0611 - Roads - Paved	\$8,571,361.70	\$30,127,455.16	\$25,000.00	\$0.00	\$0.00	\$30,152,455.16	\$21,556,093.48	\$852,598.33	\$0.00	\$22,408,691.81	
No Sub-Function	\$45,264,604.16	\$70,290,077.89	\$0.00	\$0.00	\$0.00	\$70,290,077.89	\$25,025,473.73	\$1,056,092.61	\$0.00	\$26,081,566.34	
Roads - Bridges and Culverts	\$2,906,171.03	\$9,054,122.43	\$0.00	\$0.00	\$0.00	\$9,054,122.43	\$6,127,951.40	\$128,087.82	\$0.00	\$6,256,039.22	
Roadside	\$30,250.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$13,750.00	\$5,500.00	\$0.00	\$19,250.00	
Roadways - Traffic Operations & Roadside	\$5,058,095.06	\$8,957,290.16	\$123,432.00	\$1,207.00	\$0.00	\$9,078,515.16	\$3,898,195.10	\$326,841.73	\$279.62	\$4,225,757.21	
Street Lighting	\$1,972,545.84	\$4,710,021.71	\$0.00	\$0.00	\$0.00	\$4,710,021.71	\$2,737,475.87	\$112,177.76	\$0.00	\$2,849,653.63	
Transportation Services Total	\$43,803,027.78	\$123,162,967.36	\$148,432.00	\$1,207.00	\$0.00	\$123,310,192.36	\$59,359,939.58	\$2,481,298.25	\$279.62	\$61,840,958.21	
Environmental Services											
No Sub-Function	\$3,812,773.95	\$9,850,225.53	\$0.00	\$0.00	\$0.00	\$9,850,225.53	\$40,037,451.58	\$2,161,946.40	\$0.00	\$42,199,397.98	
Water Distribution/Transmission	\$18,227,720.18	\$31,165,940.80	\$0.00	\$0.00	\$0.00	\$31,165,940.80	\$12,938,220.62	\$619,038.88	\$0.00	\$13,557,259.50	
Environmental Services Total	\$22,040,494.13	\$41,016,166.33	\$0.00	\$0.00	\$0.00	\$41,016,166.33	\$52,975,672.20	\$2,780,985.28	\$0.00	\$55,756,657.48	
Recreation and Cultural Services											
Libraries	\$2,639,138.55	\$3,722,817.31	\$0.00	\$0.00	\$0.00	\$3,722,817.31	\$1,083,678.76	\$196,785.70	\$0.00	\$1,280,464.46	
No Sub-Function	\$3,144,712.95	\$7,885,703.64	\$0.00	\$0.00	\$0.00	\$7,885,703.64	\$4,740,990.69	\$476,182.24	\$0.00	\$5,217,172.93	
Parks	\$114,582.13	\$251,515.82	\$0.00	\$0.00	\$0.00	\$251,515.82	\$136,933.69	\$4,595.76	\$0.00	\$141,529.45	
Rec. Fac. - All Other	\$15,170,232.99	\$24,357,370.78	\$0.00	\$0.00	\$0.00	\$24,357,370.78	\$9,187,137.79	\$702,730.74	\$0.00	\$9,889,868.53	
Unimproved Recreation Centers	\$15,405.94	\$70,811.87	\$0.00	\$0.00	\$0.00	\$70,811.87	\$36,408.64	\$4,770.79	\$0.00	\$40,136.79	



## MuniSight Proposal – District of Wells

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# Who We Are

MuniSight is a customer-oriented municipal trusted advisor solely dedicated to serving small urban and rural Canadian municipalities. With over 120 municipal clients in Canada, we are confident we have the expertise and track record to deliver Asset Management Services to District of Wells on cost, on schedule, and at a high degree of quality.

### Asset Management Services

### Asset Management Tools

### Asset Management Education

MuniSight offers a unique set of solutions that are tailored to small urban and rural municipalities, highlighted by the following considerations:

-  **Experience in Canada** – Since 2002, we have been solely dedicated to helping Canadian communities.
-  **Focus on Rural Municipal Governments** – We specialize in small urban and rural based municipalities.
-  **Trusted Advisors** – MuniSight is dedicated to connecting and simplifying municipal information to help municipalities do more with their data.



# How We Do It

MuniSight offers a unique set of services and capabilities that has helped identify us as trusted leaders when it comes to connecting and simplifying your municipal information.

 <p><b>OPTIMIZED DATA</b></p> <p>Our systems and services enable data driven decision making.</p>	 <p><b>MUNICIPAL EXPERTISE</b></p> <p>MuniSight staff stay up to date with industry standard training and information sharing.</p>	 <p><b>DIRECT SUPPORT</b></p> <p>A dedicated support team will guide you through your Asset Management journey.</p>
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As a **Corporate Partner** of the Federation of Canadian Municipalities (FCM), MuniSight has a proven track record of supporting and empowering municipalities in their journey along the Asset Management Readiness Scale.





# Proposal

MuniSight has been a trusted advisor for over 50 FCM projects similar to the one being proposed. MuniSight will:

1. Write the grant application for the District
2. Deliver the outcomes the District is looking to achieve through asset management
3. Assistance in developing post-project reporting, as required by FCM

The only deliverables required for the District to provide is:

1. Letter of support from local government
  - a. Council resolution
2. Signed MuniSight contingent order form
  - a. If the grant application is successful, the project moves forward
  - b. If the grant application is unsuccessful, the project does not move forward

# Deliverables

MuniSight Asset Management Program		Year 1	Year 2-5
Tools 	<ul style="list-style-type: none"> <li>○ WebMap               <ul style="list-style-type: none"> <li>● Centralized database for assets</li> <li>● Visualize assets on a digital map</li> <li>● Integration with other municipal systems</li> </ul> </li> </ul>	✓	✓
Services 	<ul style="list-style-type: none"> <li>○ 10 General Service Hours (per year)</li> <li>○ Trusted Advisor: Measure &amp; Monitor</li> <li>○ Asset Management Workshops</li> </ul>	✓ ✓ ✓	✓ ✓ ✓
Reporting 	<ul style="list-style-type: none"> <li>○ AM Policy</li> <li>○ AM Strategy</li> <li>○ AM Plan</li> <li>○ AM Roadmap</li> </ul>	✓ ✓ ✓ ✓	
Data 	<ul style="list-style-type: none"> <li>○ Asset Data Support</li> </ul>	✓	✓



# Outcomes

Based on our understanding of District of Wells, MuniSight’s proposal would build a solid foundation for your Asset Management Program in the following ways:

- ✓ Formalized Asset Management Policy & Strategy to connect objectives with service delivery
- ✓ Customized Asset Management Plan to include critical asset classes
- ✓ Asset Management Roadmap to identify current and future actionable steps
- ✓ Centralized database for all municipal information (tax, operations, planning, etc.)
- ✓ WebMap to visualize all asset data (location, condition, type, TCA information, etc.)
- ✓ Defined training objectives and asset management workshops for staff
- ✓ Forward movement along the FCM asset management readiness scale

# Budget

		<u>Year 1</u>		<u>Year 2-5</u>
MuniSight Asset Management Program	\$	58,000	\$	6,000

The FCM MAMP covers 90% of project costs, up to \$50,000. Therefore, the District would be responsible to contribute the following:

<b>2020 Budget</b>	<b>Ongoing Budget</b>
\$8,000	\$6,000



# District of Wells

<b>Meeting Date</b>	November 3, 2020
<b>Report Date:</b>	October 28, 2020
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Council Procedure Bylaw

## Purpose/Issue:

The purpose of this report is to propose amendments to the Council Procedure Bylaw, repealing all previous versions and amendments.

Given the current world pandemic, the need for electronic meetings and the recommendation from the Mayor that council consider following other Municipalities during the pandemic meeting only once per month, staff have updated the Council Procedures Bylaw.

The following changes and additions are proposed, as written in the Draft Bylaw No. 180, 2020:

- **PART 2 – COUNCIL MEETINGS**

**Quorum pg. 2** – That Number 5 be replaced with the amended wording of Amendment Bylaw No. 52, 2002 to read “A quorum of Council or the Committee of a Whole shall be three members”

**Time and Location of meetings pg. 2-**

That Number 6, subsection (2) (a) read to state “be held at least once per month or twice a month every second Tuesday of the month”

**Electronic Meetings pg. 4-**

That Number 9 has “online” added as well as subsection (2) and (3) additions.

- **PART 4- COUNCIL PROCEEDINGS**

**Order of proceedings and business pg. 6-**

That Number 17 is changed slightly to represent:

- (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

The above suggested changes and amendments allow for one complete bylaw document without the amendment bylaws, the authority to have one Council meeting a month, and the authority to hold public Electronic meetings during the pandemic as per Ministerial Order MO83.

**Budget, Policy, Staffing:**

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**Legal Considerations:**

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**Options / Recommendations:**

1. Receives the staff report regarding the proposed additions and amendments to the District of Wells Council Procedure Bylaw No. 180, 2020; and
2. Council gives First, Second, and Third reading to the District of Wells Council Procedure Bylaw No. 180, 2020, as circulated.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer

Attached: Draft Bylaw No. 180, 2020



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 COTWV 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 \_\_\_\_ day of \_\_\_\_\_, 2020.

READ A SECOND TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME THIS \_\_\_\_ day of \_\_\_\_\_, 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.

