

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY, March 22, 2022  
ONLINE (VIA ZOOM) – COVID-19**

**AGENDA**

**1.0 CALL TO ORDER**

1.1 Agenda for the Regular Council meeting of Tuesday March 22, 2022

**Recommendation/s:** THAT Council approves the agenda for the Regular Council meeting of Tuesday March 22, 2022, as circulated.

**2.0 MINUTES**

2.1 Minutes for the Regular Council meeting of Tuesday February 22, 2022

**Recommendation/s:** THAT Council approves the Regular Council meeting minutes of Tuesday February 22, 2022, as circulated.

2.2 Minutes for the Special Council meeting of Tuesday March 15, 2022

**Recommendation/s:** THAT Council approves the Special Council meeting minutes of Tuesday March 15, 2022, as circulated.

**3.0 DELEGATIONS AND PRESENTATIONS**

3.1 MLA Coralee Oakes

**Recommendation/s:** THAT Council receives the Welcome from MLA Coralee Oakes.

3.2 Presentation from Barkerville Gold Mines – Update to Mayor and Council

**Recommendation/s:** THAT Council receives the presentation and update from Barkerville gold Mines.

3.3 Presentation from Sydney Redpath of CCCTMA

**Recommendation/s:** THAT Council receives the presentation from Sydney Redpath regarding the Municipal and Regional District Tax (MRDT) Renewal.

## 4.0 CORRESPONDENCE

### 4.1 Annual Report from the Wells-Barkerville Community Forest Board (WBCFB)

**Recommendation/s:** THAT Council receives the letter from the Wells-Barkerville Community Forest Board regarding their annual report..

### 4.2 Letter of Request from the Wells-Barkerville Community Forest Board (WBCFB)

**Recommendation/s:** THAT Council

1. Receives the letter of request from the Wells-Barkerville community Forest Board to Waive the appointment for an annual auditor and to waive the requirement for an Annual General Meeting;
2. Approves the request to waive the appointment of an annual auditor for the Wells-Barkerville Community Forest Board;
3. Consider waiving the requirement for an annual General Meeting of the Wells-Barkerville community Forest Board; OR
4. Not approve the requests as set forth

### 4.3 Wells-Barkerville Letter regarding Dividend Funds to the District of Wells

**Recommendation/s:** THAT Council

Receives the letter from the Wells-Barkerville Community Forest Board informing Council and the Community of the recent dividends in the sum of \$228, 859.63 Issued to the municipality on March 17, 2022 for the 2021 year.

## 5.0 NEW BUSINESS

### 5.1 Mayor's Written (Draft Concise Business Plan) and Verbal Report (Emergent Items)

**Recommendation/s:** THAT Council

Receives the Mayor's written and verbal report.

### 5.2 Cariboo Regional District (CRD) Board Appointments

**Recommendation/s:** THAT Council

Appoints Mayor Coleman to the Cariboo Regional District Board with Alternate Councillor Dorothea Funk.

### 5.3 Northern Development Initiative Trust (NDIT) Board Appointments

**Recommendation/s:** THAT Council

Appoints Mayor Coleman to the Northern Initiative Trust Board (NDIT).

#### 5.4 Signing Authorization for Mayor

**Recommendation/s:** THAT Council

Subject to consultation with the District of Wells auditors, approves Mayor Coleman to be added as signing authority to the TD Canada Trust Bank.

**Hereby Resolved:**

THAT Mayor Ed Coleman, Councillor Mandy Kilsby, as elected officials of the District of Wells (herein called the "Corporation", be and are hereby authorized as signing authority for and on behalf of the Corporation to make deposits with TD CANADA TRUST (the "Bank"), for credit to the Corporation's account and any cheques and other orders for the payment of money, and for that purpose to endorse the same on behalf of the Corporation either in writing or by rubber stamp;

AND THAT Chief Administrative Officer, Donna Forseille, hereby remain as signing authority on behalf of the District of Wells (herein called the "Corporation")

AND THAT all cheques of the Corporation be drawn in the name of the Corporation and be signed on its behalf by Mayor Ed Coleman, Councillor Mandy Kilsby AND/OR either Donna Forseille, Chief Administrative Officer;

#### 5.5 Draft Memorandum of Understanding (MOU) with Barkerville Gold Mines

**Recommendation/s:** THAT Council

Receives the draft Memorandum of Understanding (MOU) with Barkerville Gold Mines.

#### 5.6 Board of Variance Appointments required

**Recommendation/s:** THAT Council

1. Receives the staff report regarding the requirement for the District of Wells to have an active Board of Variance; and
2. Directs Staff to invite three (3) or more local community members with knowledge and experience wherein zoning and community planning are involved to apply Council's consideration of appointments to a District of Wells Board of Variance.

## 6.0 STAFF REPORTS

### 6.1 2022 Proposed Provisional Budget

**Recommendation/s:** THAT Council

1. Receives the staff report regarding the proposed 2022 Provisional Budget;
2. Direct staff to conduct Public Consultation on the 2022 Provisional Budget

## 6.2 Support Request to West Fraser Timber for the Ice Rink Revitalization Project

**Recommendation/s:** THAT Council

Approves a letter to West Fraser Timber requesting materials support for the Ice Rink Revitalization Project. (This will take place in consultation with the Wells-Barkerville Community Forest Board)

## 6.3 Sewer Feasibility Study RFP Request

**Recommendation/s:** THAT Council

Approves Staff issuing a Request for Proposal and/or invitation to Bid on the Sewer Feasibility study.

## 7.0 BYLAWS

### 7.1 Development Variance application/s for Zoning and OCP Bylaw Variances

**Recommendation/s:** THAT Council

Receives the Development Variance application and supporting documents for information Purposes.

## 8.0 CONSENT CALENDAR -NIL

## 9.0 INFORMATION AND ANNOUNCEMENTS

9.1 Council

9.2 Staff

9.3 Public Gallery – **Questions relating to the agenda.**

10.1 Adjournment of the Regular Council meeting of Tuesday March 22, 2022.

**Recommendation/s:** THAT Council at \_\_\_\_\_ PM adjourns the Regular Council meeting for Tuesday March 15, 2022.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY, February 22, 2022  
ONLINE (VIA ZOOM) – COVID-19**

**MINUTES**

**ATTENDANCE:** Mayor Ed Coleman, Councillors Dorothea Funk, Mandy Kilsby, Jenn Lewis, and Shannon McDonagh

**STAFF:** Chief Administrative Officer, Donna Forseille; Fire Chief, Carrie Chard; and District Clerk, Lala Cripps

**PUBLIC GALLERY:** 21

**1.0 CALL TO ORDER AT 7:01 pm**

1.1 Agenda for the Regular Council meeting of Tuesday February 22, 2022

**22-01** **MOVED** Councillor Lewis, seconded Councillor Funk **THAT** Council approves the agenda for the Regular Council meeting of Tuesday February 22, 2022, as circulated.

Carried Unanimously

**2.0 MINUTES- NIL**

**3.0 DELEGATIONS AND PRESENTATIONS**

*Mayor Coleman thanked Councillor Kilsby for taking care of business while being the only councillor and Acting Mayor, he thanked previous council and everyone that ran in the by-election and congratulated the winners of the by-election. He thanked CAO Donna Forseille and her team at the District office, going through unprecedented process of a tie between two councillors. He stated that many different forms of meeting formats will be used between now and the next election. Formats will include public open house, public hearings, council community of the whole, presentations, committees that will be reconstituted and their minutes and reports. He stated he has completed a full assessment with Acting Mayor Kilsby and several meetings with new council members except for Councillor McDonagh as she was only newly elected after the judicial recount. He stated after an evaluation he has determined that the pre-planned meeting on March 8<sup>th</sup> will be reconfigured to a strategic planning meeting special in-camera on March 15<sup>th</sup> to deal with some emergent issues and confirmation of training for mayor and councillors. He stated that there should be a robust Regular Council Meeting on March 22<sup>nd</sup>.*

- 3.1 Mayor's verbal report and statement
- Meeting Formats & Introduction
  - Strategic Planning – March 15<sup>th</sup>, 2022, Special Council Meeting
  - March 22, 2022, meeting format

**21-02** **MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council receives the Mayor's verbal report and statement regarding the meeting formats, introduction, Strategic planning to be on March 15, 2022 in a closed Special Council meeting and the March 22, 2022 Meeting format.

Carried Unanimously

#### **4.0 CORRESPONDENCE**

- 4.0 Letter of Request from Cindy Davies of the Wells Hotel
- Cindy Davies stated that the former council approved an extended service area to extend seats across entire area instead of just the pub. The greater service area has been a huge success. She is hoping to increase limits while keeping the numbers below the fire code allowances. She mentioned any patio seating is included in the amount of seating's in the event it starts to rain and people seated outside need to come inside.*
- Councillor Funk thanked Cindy Davies for applying for the increased seating and congratulated her on the amazing work Cindy has been doing. She stated she is hopeful it will help the recovery of the Hotel after two long pandemic years with limited number of seating and service.*

**22-03** **MOVED** Councillor Funk, seconded Councillor McDonagh THAT Council receives the letter of request from Cindy Davies of the Wells Hotel regarding a Letter of support to make application for an occupancy load change and permanent extension of the Wells Hotel liquor license with the indicated increase in capacity.

Carried Unanimously

**22-04** **MOVED** Councillor Lewis, seconded Councillor Funk THAT Council approves the request for a letter of support to the Wells Hotel in application for occupancy load changes and permanent extension of the Wells Hotel Liquor License with the indicated Capacity increase.

Carried Unanimously

- 4.2 Cariboo Chilcotin Coast Tourism Association (CCCTMA) letter of request

**22-05** **MOVED** Councillor Lewis, seconded Councillor Kilsby THAT Council tables the letter from the Cariboo Chilcotin Coast Tourism Association (CCTA) regarding the request for support for the renewal of the Municipal and Regional District Tax (MRDT) collection program which provides funding for local tourism marketing, programs, and projects in the region.

Carried Unanimously

4.3 Wells-Barkerville Community Forest Report (WBCFB) and Update to Council  
*Councillor Funk inquired about page two (2) under governance normally there is a council representative on the board although not required she just wanted to clarify if that would be something to be discussed at the Special In-Camera meeting scheduled for March 15, 2022.*

*Mayor Coleman reassured Councillor Funk that it would be discussed in the Special In-camera meeting March 15, 2022. He thanked the WBCFB for their report, stating it was concise and update, he is looking forward to working with them and getting more information of what they would like to see on their board. He explained for the publics understanding the Wells-Barkerville Community Forest is a corporation and the District of Wells is a shareholder of that corporation and runs under certain business laws which the board must follow, and the District makes sure they line up with their work and our work.*

**22-06** **MOVED** Councillor Lewis, seconded Councillor Kilsby THAT Council receives the report and update from the Wells-Barkerville Community Forest Board (WBCFB).

Carried Unanimously

## **5.0 STAFF REPORTS**

5.1 Proposed 2022 Schedule of Regular Council Meeting amendments

**22-07** **MOVED** Councillor Funk, seconded Councillor Kilsby THAT Council receives the staff report regarding the proposed amendments to the 2022 Regular Council meeting schedule.

Carried Unanimously

**22-08** **MOVED** Councillor Lewis, seconded Councillor Funk THAT Council amends the motion, removing the word “cancel” and replacing it with “moved the March 8, 2022, meeting to March 15<sup>th</sup>, 2022, with the Regular Council meeting for Tuesday March 22, 2022 schedule resuming as approved”.

Carried Unanimously

5.2 Proposed 2022 Acting Mayor Schedule

**22-09** **MOVED** Councillor Lewis, seconded Councillor Funk THAT Council approves the amendments to the 2022 Regular Council meeting schedule to move the March 8, 2022, Council meeting and schedule a Special In-Camera Council meeting for March 15, 2022 with the Regular Council meeting scheduled resuming as approved.

Carried Unanimously

**22-10** **MOVED** Councillor McDonagh, seconded Councillor Lewis THAT Council receives the staff report regarding the 2022 Acting Mayor Schedule and approves the 2022 Acting Mayor Schedule as follows:

March 2022 April 2022	<u>Councillor McDonagh</u>
May 2022 June 2022	<u>Councillor Lewis</u>
July 2022 August 2022	<u>Councillor Funk</u>
September 2022 October 2022	<u>Councillor Kilsby</u>

Carried Unanimously

5.3 Staff Report- Health and Safety of Municipal Hall and the Fire Hall.

*CAO Forseille summarized the report that the municipal hall and fire hall are in rough shape. She stated the municipal hall has some electrical issues as well as some old flooring that makes staff feel unwell. She stated the fire hall is in even worse shape and it needs a lot of work, carpets removed, new ventilation, new roofing-just to start.*

*Fire Chief Chard stated if talking specifically about health and safety items the original side of the hall has the mouldy mildew smells that permeate from the basement. She stated that combined with the rodent(s) that were in the basement which seemed to push asbestos out as well as leave feces and that the issue was noticed by the furnace installer last year when the furnace was replaced. She believes there is some asbestos testing and remediation that needs to take place in the basement above where the trucks all sit. Due to the*



smell and conditions training sessions have been completed with the doors open this winter which is not very cost effective or efficient but necessary due to air quality. When training is completed upstairs the original shag carpet is extremely dirty and smelly and cleaning of the carpets have done little to make them smell better or be cleaner. She stated they would prefer to have just a plain plywood floor without the old carpets. The main concern is more about ventilation and make sure the hall is clean and dry. The fire fighters cannot wash the floors on the original side of the hall due to them being all old worn wood. She stated the trucks also do not fit into the hall, Truck 11 is too big and has torn the light fixtures out which now sits on an aluminum ladder.

Mayor Coleman summarized that the contaminants maybe air borne mediates, rodent feces, potential mould and the motion is to assess and remediate the health and safety concerns for the municipal hall and fire hall for up to a cost of \$20,000.00.

Fire Chief Chard requested one more item, that the structural integrity of the original floor be looked at as it is unclear when it was last inspected by an engineer.

Councillor Funk stated that after recent visits to the municipal hall she agreed the carpets are old, dirty and should be removed. She questioned where the \$20,000.00 funding would come from.

CAO Forseille responded that until the March 15<sup>th</sup> meeting it is unclear, but the money may have to come out of the reserves when it comes down to health and safety for staff and Fire Brigade members. Given that they are municipal buildings and public they do qualify to have some upgrades done.

Councillor Funk questioned what the \$20,000.00 would be used for.

CAO Forseille stated the funds would be used to get the project started of removing the carpets in the municipal Office and the fire hall. She stated if any concerns came back about air borne toxins and the quotes are coming back higher than \$20,000.00 then it would be presented to council before work was completed.

Councillor Lewis questioned if multiple companies were asked to do the remediation work.

CAO Forseille stated staff can invite for three bids from local companies to complete the work and the bids would be brought back to council.

Councillor Lewis stated would a great to have local workforce or company to pull the carpets out.

CAO Forseille stated as long as they are certified and bondable, as required to work for a municipality.

Mayor Coleman confirmed that due to certain risks and mitigations the municipality does have to have certified contractors. He stated staff will be very

*prudent on the this and have the assessments completed. Anything that is a higher level of mitigation will have to come back to council.*

- 22-11** **MOVED** Councillor Funk, seconded Councillor Lewis THAT Council receives the staff report regarding the health and safety concerns of the Municipal Hall and Fire Hall and approves directing staff to contact a restoration company in efforts of assessing and remediating immediate health and safety concerns for the Municipal Hall and Fire Hall for up to a cost of \$20,000.00.

Carried Unanimously

- 5.4 Staff Report – Wells Volunteer Fire Brigade, Fire Chief  
*Fire Chief Chard stated due to the highly contagious flu type symptoms going around, asked that you please stay away from the fire hall if you are not feeling well. If you would like the fire truck to drive by your house with lights on and make some noise, they will be happy to do that just contact herself or let the firefighters know. She stated that doing the light flashing makes them all feel apart of the community and that is important in current times. She stated that the fire brigade is also accepting applications, which can be found on the District of Wells website, print, and complete and deliver back to the district office. She stated with it being later in the winter please make sure your chimneys are clean. Have those extra hot fires to burn out the soot and have a chimney sweep done to project your fireplace and houses. She stated they received multiple calls about propane leaks this winter, so please make sure you clean out around your propane tanks to help with venting, can be very dangerous. She stated that all the fire fighters wanted to shout out to Shashone Topham’s family and his friends and kids. He will be missed at the fire station. Councillor Funk thanked Fire Chief Chard for the report and update and questioned how many volunteers are on the fire brigade. Fire Chief Chard responded currently there are twelve (12) volunteers, fifteen (15) when the seasonal workers are back in town. They try to keep seasonal workers around when they are in town.*

- 22-12** **MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council receives the report from the Fire Chief, Carrie Chard regarding an update to Council on the Wells Volunteer Fire Brigade (WVFB).

Carried Unanimously

**6.0 BYLAWS – NIL**

## 7.0 CONSENT CALENDAR

*The Consent Calendar may be considered either separately under another heading of the Regular Agenda or immediately after the adoption of the consent Calendar.*

7.1 Roles of Mayor and Council Information

7.1a [Mayor and councillors - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

7.1b EXAMPLE 2018\_Elected\_Officials\_Orientation\_Handbook  
[Responsible Conduct of Local Government Elected Officials \(lgma.ca\)](http://lgma.ca)

7.1c EXAMPLE- George Cuff – Governance – Lillooet

7.1d George Cuff- Orientation of new councils - example

7.2 Copies of Oaths/Affirmations of Office-post By-Election  
*See attached documents.*

**22-13** **MOVED** Councillor Funk, seconded Councillor Kilsby THAT Council receives the consent calendar items 7.1a thru 7.2.

Carried Unanimously

## 8.0 INFORMATION AND ANNOUNCEMENTS

8.1 Council

*Councillor Funk stated she will be available by email [dfunk@wells.ca](mailto:dfunk@wells.ca), if you need to immediately reach her you can also use her personal email or send a private message on Facebook. She didn't know of any recent events coming but advised that the community keeps a watch on the Sunset Theatre Facebook page for films that may be coming.*

*Councillor Kilsby thanked mayor Coleman, for council related business the best address to reach her at is [kilsby@wells.ca](mailto:kilsby@wells.ca) which can be found on the website, she will be happy to talk to anybody through any other method they are able to her at, whatever a person is comfortable with. She stated if people are unsure how to reach her contact the District office and they will give you the email or you can leave a message and it will be passed to her.*

*Councillor Lewis stated she can be reached at her council email [jlewis@wells.ca](mailto:jlewis@wells.ca) or Facebook private message or her personal email [jennlewiswells@gmail.com](mailto:jennlewiswells@gmail.com), the only event that she is aware of is the Sled Dog Mail Run February 25-27, 2022. Glad to be here and thank you.*

*Councillor McDonagh stated her council email is [smcdonagh@wells.ca](mailto:smcdonagh@wells.ca), she can also be reached at the Jack o' Clubs Monday-Friday from 11-4 or she will be at the Nugget. She is on Facebook. She stated spring is coming and lots of clean up happening at the Nugget as spring is coming and they are receiving lots of bookings.*

*Mayor Coleman stated he has an open door, open communication lines, you can reach him at [edcoleman@wells.ca](mailto:edcoleman@wells.ca) or his cell 250-991-9034, he stated if he is unable to answer*

*please leave a message and he will get back to you as soon as possible. He stated if you do not feel comfortable talking to him, please reach out to the council as they are your eyes and ears and they can bring the concerns forward. He stated he will be the point of contact while CAO Forseille is on holiday for the new coming days.*

## 8.2 Staff

*Fire Chief Chard stated the Dog Sled Mail Run will be in Barkerville on Sunday. If you need more information, you can contact Rocky Nenka as he working with Ric Rainer or go to the website. Thanked Councillor Kilsby for staying with us when everyone else quit, you are appreciated and welcome to the new mayor and councillors.*

*Clerk Cripps stated that the Dog Sled Mail Run organizers will be staying at the Community Hall on Saturday night.*

## 8.3 Public Gallery – **Questions relating to the agenda.**

*Josh Trotter-Wanner stated that wanted to speak to 4.3 of the agenda, he mentioned UNBC professor and grad student working on high school proposal for Wells he wanted to make sure Council and the Forest Board are aware of the Wells Integrated Learning Destination High School feasibility study commissioned by the Wells Area Community Association and dated December 2017.*

*Cam Beck stated the Community Forest Board is aware of the report and it was provided to the UNBC professor and grad student.*

*Carrie Johnston stated it was awesome to see so many people, and requested more information on committees, when will they be set up and who will be on them.*

*Mayor Coleman stated that committee will be discussed and decided on in the upcoming Special In-Camera meeting scheduled for March 15, 2022.*

*Elyssia Sasaki stated that today February 22, 2022, the Government of BC announced a significant amount of funding for Wildfire infrastructure and felt that would be a great option for the fire hall and great opportunity for funding for our community.*

*Mayor Coleman thanked Elyssia for the information and stated it will also be brought up in the Special In-Camera meeting scheduled for March 15, 2022.*

## 9.0 ADJOURNMENT

9.1 Adjournment of the Regular Council meeting of Tuesday February 22, 2022.

**22-14** **MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council at 8:15PM adjourns the Regular Council meeting for Tuesday February 22, 2022.

Carried Unanimously

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Donna Forseille, CAO

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Ed Coleman, Mayor

**DISTRICT OF WELLS  
SPECIAL COUNCIL MEETING  
Tuesday March 15, 2022  
Via Zoom (Online)**

MINUTES

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**ATTENDANCE:** Mayor Ed Coleman, Councillors Dorothea Funk, Mandy Kilsby, Jenn Lewis, and Shannon McDonagh

**STAFF:** Chief Administrative Officer, Donna Forseille

**PUBLIC GALLERY:** 0

A. CALL TO ORDER AND AGENDA ADOPTION AT 9:03AM

1. Agenda for Special Council Meeting March 15, 2022

SC22-01 **MOVED** Councillor Lewis, seconded Councillor Kilsby THAT Council approves the agenda for the Special Council meeting of Tuesday March 15, 2022, as circulated.  
Carried Unanimously

B. ADOPTION OF MINUTES: Nil

C. CLOSED MEETING

1. Council to convene Special In-Camera Meeting:

**Recommendation/s:** *THAT, pursuant to Sections 90 (1) (a),(c), (d), (i),(j), (k) and (l) 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;*
- (i) the receipt of advice that is subject to solicitor-client privilege, including Communications necessary for that purpose;*
- (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 Privacy Protection 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.*
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]*

**SC22-02** **MOVED** Councillor Lewis, seconded Councillor Kilsby **THAT** Council at 9:05 AM convenes into a Special In-Camera Council meeting for Tuesday March 15, 2022.  
Carried Unanimously

D. RECALL TO ORDER AND REPORT

**SC22-03** **MOVED** Councillor Lewis, seconded Councillor Funk **THAT**, the Special Council meeting of Tuesday March 15, 2022 at 4:54PM be recalled to order and **THAT** Council reports out the following resolutions from the Special In-Camera Council Meeting:

**SICCOW22-01** **MOVED** Councillor Lewis, seconded Councillor McDonagh **THAT** Council re-instates the Vision and Planning Select Committee, as well as, the Community Facility Building Select Committee with the following co-chairs:

**Vision and Planning Select Committee: Councillor McDonagh and Councillor Lewis**  
**Community Facility Building Select committee: Councillor Kilsby and Councillor Funk**  
Carried Unanimously

**SICCOW22-03** **MOVED** Councillor Kilsby, seconded Councillor Funk **THAT** Council approves the latest draft Version of the Concise Business Plan to be public access.  
Carried Unanimously

Carried Unanimously

E. ADJOURNMENT:

**SC22-04** **MOVED** Councillor Lewis, seconded Councillor Funk **THAT** the Special Council meeting of Tuesday March 15, 2022 be adjourned at 4:55PM.  
Carried Unanimously

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Donna Forseille, CAO

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Ed Coleman, Mayor



OSISKO DEVELOPMENT

A PREMIER NORTH AMERICAN GOLD MINING COMPANY



# WELLS MAYOR & COUNCIL UPDATE

OSISKO DEVELOPMENT CORP.

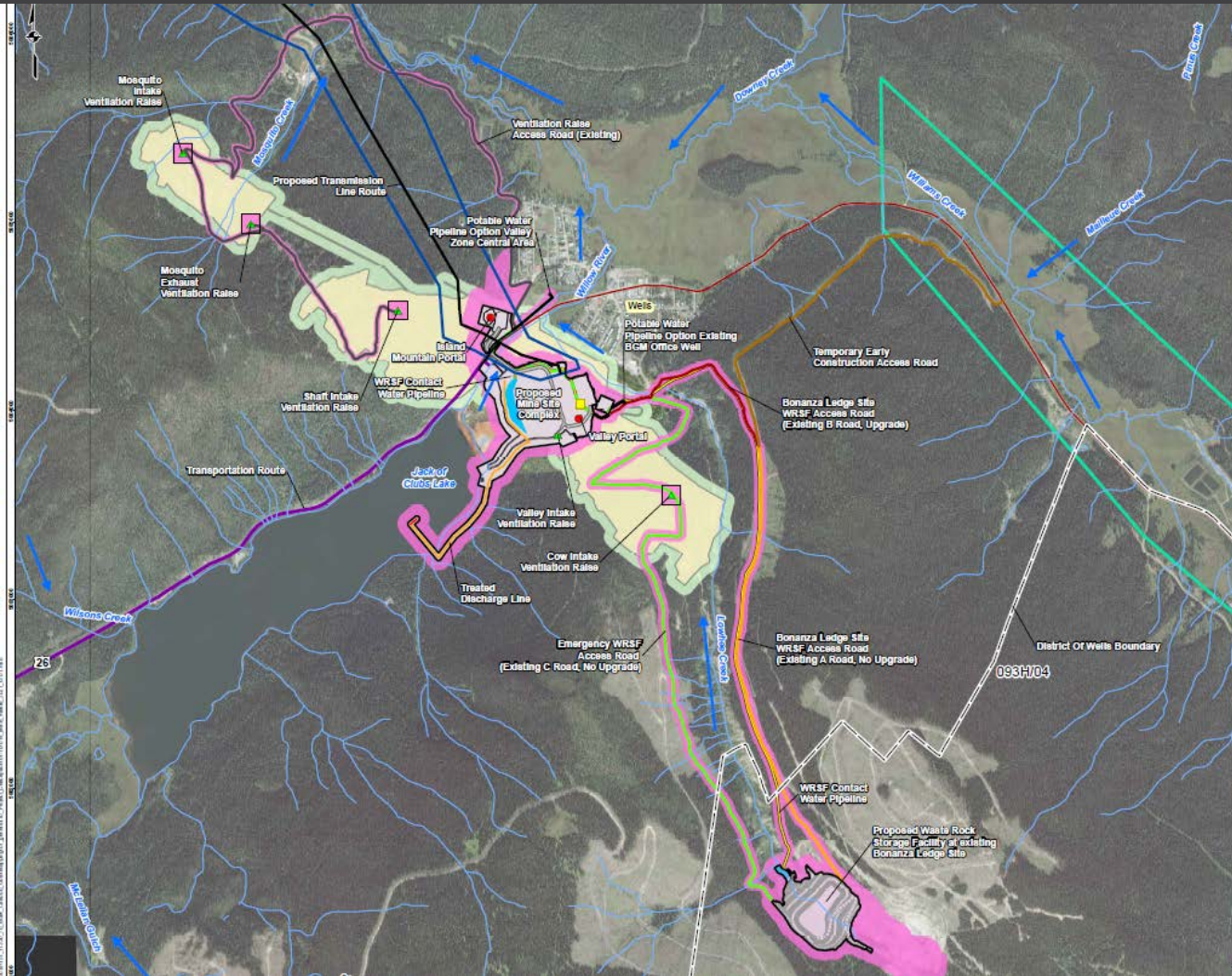
March 22, 2022





# SITE INFRASTRUCTURE

# CARIBOO GOLD PROJECT SITE INFRASTRUCTURE



- Two access portals at the Valley and Island Mountain deposits
- Designed to contain noise and light, including a sound-insulated Site Services Building
- Waste Rock Storage Facility (WRSF) located at Bonanza Ledge
- Concentrate trucked to QR Mill
- Transmission Line
- Infrastructure located on legacy mining sites

# CARIBOO GOLD PROJECT

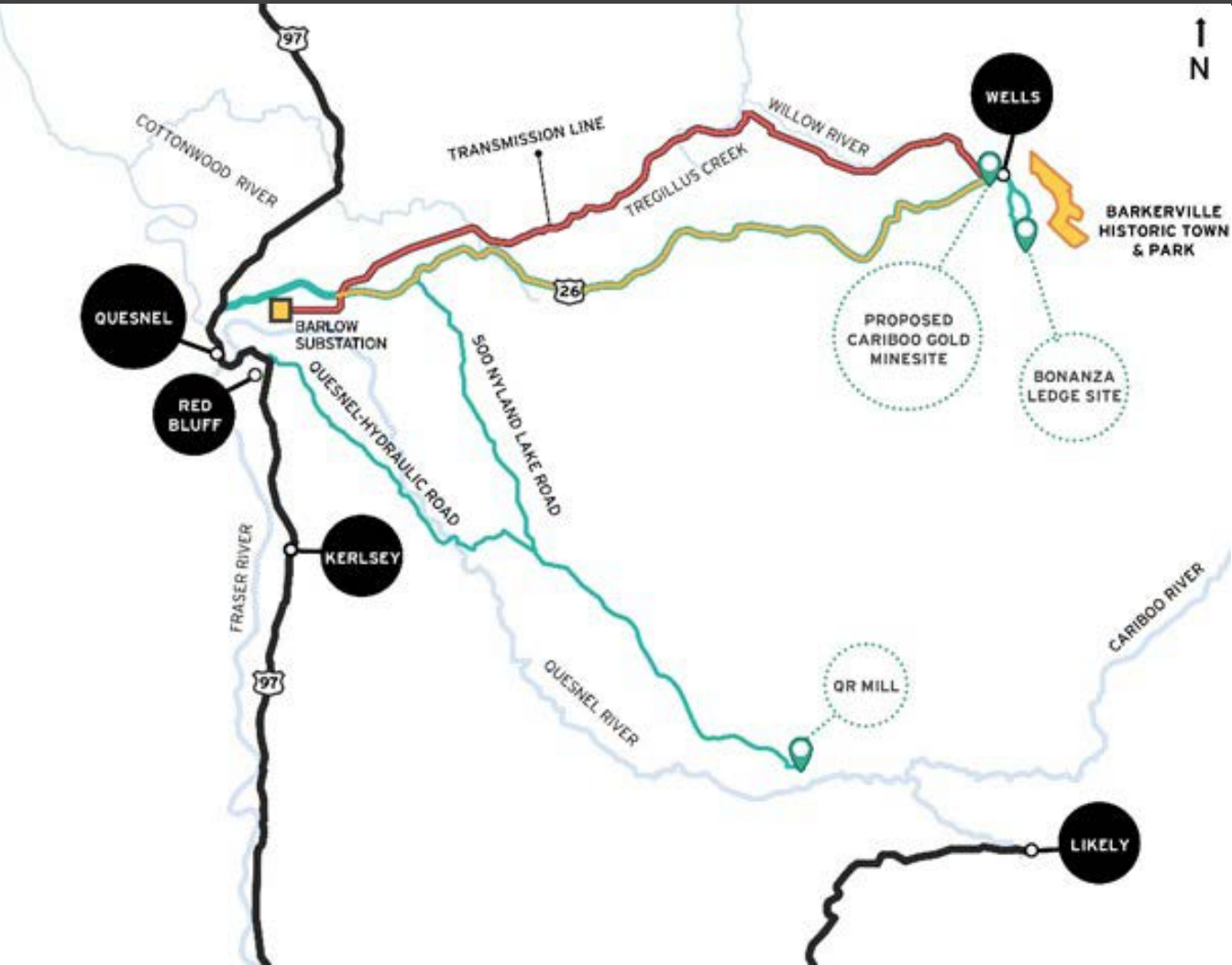
## SITE INFRASTRUCTURE



- Worker accommodations will be hotel-style
- Deliver a healthy, holistic living environment
- Make accommodations sustainable

# CARIBOO GOLD PROJECT

## SITE INFRASTRUCTURE



- To reduce reliance on diesel-powered generators and provide a source of three-phase power, ODV is planning to build a new 69 kV Transmission Line
- Connecting at the Barlow Substation near Quesnel
- Located north of Highway 26 and will parallel existing forest service roads and previous disturbance



# ENVIRONMENTAL ASSESSMENT

# ENVIRONMENTAL ASSESSMENT



- The Project is progressing through the BC Environmental Assessment process
  - Environmental Assessment Certificate expected Q3 2022
- Working with the Environmental Assessment Office to progress through each milestone
- Once the EA Certificate is received, we still need to go through an extensive provincial permitting process, and will have to meet regulations throughout the Project's life



## Environmental Assessment Process (2018)

SUMMARY OF THE PROCESS FROM EARLY ENGAGEMENT TO POST-CERTIFICATE



**EAO's EPIC Site for CGP:**

<https://projects.eao.gov.bc.ca/p/5d40cc5b4cb2c7001b1336b8/project-details>



# WORKFORCE



# CARIBOO GOLD PROJECT WORKFORCE



- Creation of 460 jobs
- 75% of workforce to be obtained from the CRD and surrounding areas
- Sustainable Workforce Initiative has been implemented to provide skills training for these positions, and focuses on providing opportunities for underrepresented groups in the mining sector



# ECONOMIC BENEFITS

# CARIBOO GOLD PROJECT

## ECONOMIC BENEFITS



- Over \$5 billion in economic activity in the province of BC over the Project's lifetime
- Over the life of the project, tax revenues from the CGP are estimated at more than \$1.2 billion
  - Supporting investments in health care, education, roads, bridges, and public services
- CGP sits in the top 10 proposed major investments for the Cariboo Economic Region

# SUPPORTING LOCAL VENDORS & SUPPLIERS



## 192 LOCAL SUPPLIERS

**27%**

**LOCAL SUPPLIERS**

192 in Cariboo region out of 700+ total

**TOTAL SPENT**

**\$39.6M**

- Services provided include:
  - Transportation
  - Supplies
  - Administrative support



# INDIGENOUS RELATIONS

# CARIBOO GOLD PROJECT

# INDIGENOUS RELATIONS



- ODV has an unwavering commitment to being respectful of Indigenous rights, title and culture
- Active relationships with participating Nations
  - Lhtako Dené Nation
    - Life of Project Agreement signed with LDN in 2020
  - Xatśūll First Nation
  - Williams Lake First Nation
    - Agreements currently being negotiated with XFN and WLFN



**THANK YOU**



INSIDE

HISTORY OF MRDT

WHAT WE'VE DONE

OUR 2023-28 PLAN

CARIBOO  
CHILCOTIN  
COAST 

# 2018-2023 MRDT RESULTS

TO-DATE (2022)



# HISTORY OF MRDT

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Municipal & Regional District Tax (MRDT) is an up to 3% consumer tax applied to sales of short-term accommodations (including online accommodation providers) within designated collection areas. The full 3% of MRDT collected within the Cariboo Chilcotin Coast is allocated to tourism marketing.

**In 2019, over \$74 MILLION in MRDT dollars was collected and used by destinations throughout British Columbia to market tourism to their respective communities.**

The Cariboo Chilcotin Coast Tourism Marketing Association, headquartered in Williams Lake, began collecting MRDT in 2018. This regional approach was identified by our tourism businesses as being the most effective way to compete against larger destinations on behalf of our smaller communities and rural areas.

The process to enable and renew the collection of MRDT occurs every 5 years, and is contingent on the signed support of our tourism businesses, municipalities and regional districts.

We are looking for your support to renew this crucial source of tourism marketing dollars to continue the growth and fostering of the Cariboo Chilcotin Coast region.



# WHAT WE'VE DONE

---

## WE'VE INVESTED...

\$2.5 MILLION in MRDT Dollars  
leveraged into  
**\$4.4 MILLION of marketing to Cariboo Chilcotin Coast  
tourism businesses.**

## RESULTING IN...



250,000,000+ Impressions



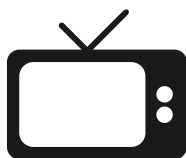
105,000+ Direct Referrals to Tourism Businesses



1,000,000+ Website Visits



27,000+ Emails Sent



20,600,000+ Television Impressions  
across 1,500+ Commercials Placed

# OUR 2023-28 PLAN

---

1. Promote targeted campaigns to our domestic and international markets to yield greater return-on-investment.
2. Refine our regional identity to further prioritize our natural, outdoor recreational spaces.
3. Implement and disseminate research and performance monitoring to our businesses.
4. Utilize marketing program data to determine campaign conversion and economic impact.
5. Work with Indigenous Tourism BC to promote and support Indigenous tourism.
6. Work with stakeholders and community groups to leverage the Destination BC Co-Op program.
7. Increase individual stakeholder digital literacy capacities.
8. Protect our region's natural environment by educating and attracting responsible visitors.
9. Support our sport, meetings, events and incentives markets.





**QUESTIONS?**

SYDNEY REDPATH, DIRECTOR OF MARKETING

E: [SYDNEY@LANDWITHOUTLIMITS.COM](mailto:SYDNEY@LANDWITHOUTLIMITS.COM)

C: 250-617-4954



January 26, 2022

District of Wells  
PO Box 219, 4243 Sanders Ave  
Wells, BC V0K 2R0

Dear Mayor & Council:

On behalf of the Cariboo Chilcotin Coast Tourism Marketing Association (CCCTMA) and our supporting accommodation businesses, I respectfully request inclusion of this letter to the February 22, 2022 council meeting agenda.

The CCCTMA became an eligible entity for regional MRDT collection for the purposes of tourism marketing beginning May 2018. Since then, the value of this program has been undeniable for our region and invaluable to our businesses, especially throughout the COVID-19 pandemic. At the time of applying for regional program collection in 2018, the District of Wells was unable to be grandfathered into the regional program despite the support of accommodators, the District of Wells and the CCCTMA.

We will submit our first application for renewal of the regional MRDT collection program by August 1, 2022. A summary document of this program's importance, key results since 2018 and strategies for 2023-2028 is included [HERE](#) (*the full-length version of the 5-Year Strategy is additionally available [HERE](#)*).

The CCCTMA has consulted with and obtained the signature support of the majority of eligible accommodators to join this regional program as part of submission of the renewal application.

We respectfully request a letter of support from the District of Wells to the CCCTMA to be included in the regional program as part of the application for renewal, thus supporting the majority of accommodators.

If you have any further questions, please contact the office at (250) 392-2226 or by email at [sydney@landwithoutlimits.com](mailto:sydney@landwithoutlimits.com).

Sincerely,

A handwritten signature in black ink, appearing to be "SR" or similar initials, written in a cursive style.

Sydney Redpath  
Director of Marketing



PO Box 69  
Wells BC V0K 2R0

March 15, 2022

By email  
c/o Admin1@wells.ca

Mayor and Council  
District of Wells  
4243 Sanders Street  
PO Box 219  
Wells BC V0K 2R0

**Re: Annual Report of the Directors**

The 2021 Annual Report of the Directors for Wells-Barkerville Community Forest Ltd is attached.

As always we will be happy to provide any further information when requested.

Sincerely,

Ian Macdonald, President



Annual Report  
for the year ended December 31, 2021

## Wells – Barkerville Community Forest Ltd.

### Annual Report of the Directors

for the year ended December 31, 2021

In 2021 Wells-Barkerville Community Forest, in partnership with Island Mountain Arts, hosted an interpretive program and a summer camp for kids, programs intended to continue in summers to come. Also in 2021 the walkway from the community into the forest was completed in partnership with Wells and Area Trails Society. A shelter in the forest was constructed, and nearly 10,000 cubic meters of standing timber was sold.

The 4,530 hectare community forest is situated on Cornish Mountain, the east slope of Hardscrabble Mountain, and the south slope of Two Sisters Mountain. The southern boundary is the Willow River, immediately north of the community of Wells. From there it extends north about nine kilometers to the high southern slopes of Two Sisters Mountain, and from Downie Creek and Eight Mile Lake it extends about five kilometers west to Hardscrabble Creek.

The community forest was created in 2014 when the Province of British Columbia and Wells-Barkerville Community Forest Ltd (WBCF Ltd), a company wholly owned by the District of Wells, signed an agreement designating the community forest and giving WBCF Ltd the exclusive right to timber harvested in the community forest for 25 years.

#### **Community Objectives**

The agreement with the province is focussed on timber harvesting, but from the beginning the community identified additional objectives for managing the community forest. These objectives include forest education, the expansion of forest recreation opportunities, maintaining and enhancing biodiversity, and the creation of employment and business opportunities.

These objectives were set by the community in numerous meetings during the effort to obtain the agreement with the province and were reaffirmed in 2015. They will be updated with added specifics from time to time as circumstances may require and as management of the forest evolves.

In 2021, as in the previous year, opportunities for continued community leadership were significantly constrained by the ongoing COVID 19 pandemic and the consequent need for social distancing. This was partially offset by the expanding partnerships with other community groups. Hopefully there will be opportunities in 2022 to again have community meetings and workshops.

#### **The School to Forest Trail**

To achieve multiple objectives, particularly for forest education and increased forest recreation opportunities, the development of an all-season walking, cycling and skiing trail from the community into the community forest was a priority.



This was completed in 2021 with the installation of a bridge across the Willow River. A boardwalk had been constructed from Dawson Street to the south side of the Willow in 2020. The new bridge connects the boardwalk with the community forest on the north side of the river.

Development of the boardwalk, bridge, and a shelter in the forest was a partnership between the community forest and Wells and Area Trails Society. Thanks go to West Fraser for a substantial donation of logs and lumber and to the provincial government for a contribution of nearly \$80,000 to the project.

### **Forest Education**

Forest education has been a priority for the community forest from the start, and in 2021 two education programs were finally established.

A summer-long interpretive program, offered in partnership with Island Mountain Arts, provided both residents and visitors of all ages with an introduction to the gathering and preparation of foods and medicines from the forest. We hope this program can be expanded in years to come and be another reason for visitors to spend more time in Wells. We also hope this will be the start of a citizen science initiative for Wells residents.

The “Kids Nature Camp”, also offered in partnership with Island Mountain Arts, provided local children with an introduction to the forest and to various arts and crafts and featured a local artist each week. We hope this program, too, can be expanded in years to come.

Participants in both the interpretive program and the “Kids Nature Camp” were able to walk into the community forest along the boardwalk and over the bridge completed in May, 2021.

The objective of providing forest education extends to elementary school students, so, just as important as the two summer programs is the significantly increased opportunity, created by the walkway, for Wells-Barkerville Community School students to engage in learning activities in the community forest.

This walkway could also provide access to the forest for the envisioned Wells destination high school. In 2021 a graduate student at UNBC agreed to prepare, as her graduate thesis, a business plan for the high school.

The community forest has also welcomed university students from UBC. In October 2021, as in 2020, students in the UBC Faculty of Forestry program in International Forestry visited the community forest.

Community forests are found in many countries around the world so Wells-Barkerville Community Forest provides the students with important insights to this aspect of international forestry, say the program’s professors.

### **Forest Recreation**

Increasing the opportunities for forest recreation is an important objective for Wells-Barkerville Community Forest. The 2021 completion of the School to Forest Trail in partnership with Wells and Area Trails Society was an important contribution to achieving this objective.

While the meadow traversed by the boardwalk portion of the trail is easily crossed on skis or snowshoes in winter, now it can be crossed in summer on foot or by bicycle. Hikers and mountain bikers can now use the boardwalk across the meadow and the bridge over the Willow for easy access to the trails on Cornish Mountain.

In 2021 the community forest also began informal discussions with Wells and Area Trails Society and with mountain bikers about the development of a plan for the expansion of the trail system, and these talks should become formal in 2022.

### **Timber harvesting**

During 2021 a West Fraser contractor logged nearly 10,000 cubic meters of timber near the headwaters of Café Creek in the northwest portion of the community forest. Most logging was of small patches of timber. Because the patches are small the surrounding trees will shade the patches, reducing the growth of deciduous plants and brush. That will attract fewer moose, and that will in turn attract fewer wolves to the area and reduce or eliminate the killing of caribou in that area by wolves.

The 10,000 cubic meters is part of the 25,000 cubic meters the community forest is committed to log during the five years from 2019 to 2023 as part of the agreement with the province. Although West Fraser has agreed to purchase all of this as standing timber, taking full responsibility for the cost of planning, logging, trucking and reforestation, the community forest would welcome any interest by Wells and area residents to acquire some of this timber.

### **Silviculture**

No tree planting or other silvicultural work was required during the year 2021, but approximately 60,000 seedlings should be planted in 2022.

### **Biodiversity**

Maintaining and enhancing biodiversity is an important objective of the community forest and in 2021 we continued to invite university researchers to work in the community forest to identify and monitor ecosystem dynamics. This research will help guide forest management in the future.

An important research project by Jake Bradshaw, a graduate student from the University of Northern BC, was completed in 2021.

He used an extensive network of trail cameras to document populations of caribou, moose, wolves and bears in and near the community forest. The objective was to determine their interactions and the contribution to predation on caribou. His findings should be published some time in 2022.

Also in 2021, as previously mentioned, much of the logging was confined to small patches of timber to maintain, as much as possible, biodiversity, including caribou and caribou habitat.

### **Dividend to the District of Wells**

Revenue from the sale of timber in 2021 should provide the community forest's sole shareholder, the District of Wells, with a dividend in excess of \$200,000. The remainder of the revenue is retained by the community forest to pay operating costs and for reinvestment.

### **Margaret Avenue Property Purchase**

In 2021 the community forest seized an opportunity to purchase 10 residential lots on Margaret Avenue. There are two options for this property. The community forest could sell some or all of the lots at a profit, or could develop the lots for community use including, possibly, housing for students and artists.

Island Mountain Arts has property adjoining these 10 lots and has been asked to consider developing its property in concert with the community forest's property. Shared infrastructure and amenities could reduce costs and a shared architectural theme would be possible.

### **Fire Mitigation and Preparedness**

We must be better prepared for the possibility of fire, and public education is an important step in preparing. With that objective the community forest hosted a "FireSmart" presentation in the Sunset Theatre on July 5. The event was reasonably well attended and the presenters provided the community with good and very timely information about "FireSmarting" their homes.

Our thanks and kudos go to Brendan Bailey for organizing the event.

### **Expansion**

Wells-Barkerville Community Forest is one of the smallest of the approximately 60 community forests in British Columbia, so expanding the forest is an important objective.

After intense lobbying by the District of Wells Mayor, Councillors and staff, in 2021 the provincial government formally invited an application for additional land area for the community forest.

The logging of an average of 5,000 cubic meters of timber each year is considered viable on the existing community forest land. The provincial government says it will consider an addition or additions to the community forest land to increase the average amount of logging possible each year to a total of 12,160 cubic meters. A number of possible areas between Wingdam and the Cariboo River are being examined.

### **2021 Financial Statements**

The 2021 financial transactions of Wells-Barkerville Community Forest Ltd. are being reviewed by PMT Chartered Professional Accountants, and PMT should produce final financial statements for the year ending December 31, 2021, mid-way through 2022.

### **Partnerships and Memberships**

Wells-Barkerville Community Forest has been proud to partner on various projects with Wells and Area Trails Society, Island Mountain Arts, Wells And Area Community Association, Barkerville Historic Town, University of Northern BC, and University of British Columbia. We are proud members of Wells Chamber of Commerce and BC Community Forest Association.

### **The Directors**

The task of achieving the community's objectives is given to the company's Directors, all appointed by the District of Wells Council. Each appointment is for a one year term. The current Directors, all reappointed in September 2021, are Ian Macdonald, Rod Graham, and Tony Bensted.

Meetings of the Directors were open for anyone to attend prior to the pandemic and the resulting need for social distancing. We hope open meetings will soon be possible again.

### **Thanks**

The Directors thank the Wells Council and the community of Wells for their continued mandate and support. Thanks, too, to our partners, to all the people who worked to obtain the community forest agreement with the provincial government, and to all the past Directors of Wells-Barkerville Community Forest Ltd. A big thank you, in particular, to the community for patience with us during the pandemic, a time that has prevented any community forest events.



PO Box 69  
Wells BC V0K 2R0

March 16, 2022

By email  
c/o Admin1@wells.ca

Mayor and Council  
District of Wells  
4243 Sanders Street  
PO Box 219  
Wells BC V0K 2R0

**Re: Wells-Barkerville Community Forest Ltd. Annual General Meeting and Annual Financial Audit**

As in the past two years, the Directors of Wells-Barkerville Community Forest Ltd. recommend the shareholder, the District of Wells, waive, by resolution, the appointment of an auditor to review the financial transactions of Wells-Barkerville Community Forest Ltd. for the year 2021, with the understanding the company will engage PMT Chartered Accountants in Quesnel to conduct a full review of those financial transactions. This financial review engagement is considerably less costly than a full audit but completely meets the requirements of the District of Wells.

Similarly, as in the past two years, the Directors of Wells-Barkerville Community Forest Ltd. recommend the shareholder, the District of Wells, waive, by resolution, the requirement for an annual general meeting of Wells-Barkerville Community Forest Ltd. for the year 2022. The primary business of an Annual General Meeting is the election of Directors, but the sole shareholder, the District of Wells appoints the Directors, making a subsequent Annual General Meeting an unnecessary but time consuming formality.

As always we will be pleased to address any questions or concerns about our recommendations.

Sincerely,

Ian Macdonald, President



PO Box 69  
Wells BC V0K 2R0

March 17, 2021

By email  
c/o Admin1@wells.ca

Mayor and Council  
District of Wells  
4243 Sanders Street  
PO Box 219  
Wells BC V0K 2R0

**Re: Dividend to District of Wells from Wells-Barkerville Community Forest Ltd.**

During 2021 the sale of 8,725 cubic meters of standing timber provided Wells-Barkerville Community Forest Ltd. with a total revenue of \$457,719.26.

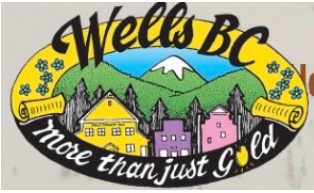
By agreement with the company shareholder, the District of Wells, the company retains 50 per cent of revenue for operating costs and investment, and issues the shareholder a dividend of 50 per cent of revenue.

A cheque is enclosed for the dividend of \$228,859.63.

We look forward to issuing further dividends for revenues earned in 2022 and the years to come, and to making sound investments that will provide even greater returns to the District of Wells in the future.

Sincerely,

Ian Macdonald, President



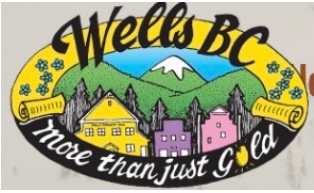
# District of Wells 2022 to 2032 Draft Concise Business Plan

PO Box 219, 4243 Sanders Avenue, Wells, BC, VOK 2R0  
 Phone--250-994-3330 Fax--250-994-3331 [www.wells.ca](http://www.wells.ca)  
 2022 03 17--Version 1.8

## Executive Summary

The District of Wells (DOW) is a community in the Province of BC; its mandate is to serve the citizens of the Wells, BC, CANADA. DOW was incorporated 1998 June 29. DOW is part of the North Cariboo Region of British Columbia. DOW is located within Indigenous Unceded Lands and Territory.

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## Context and Contact Information

This Business Plan is updated quarterly, and documents priorities and practices. Our Mayor and Chief Administrative Officer (CAO) are our main contacts for our organization. ***This Plan is a confidential District of Wells Council document that is under development, and will be reviewed and further updated at In-Camera Strategic Planning.*** Changes since last revision: ***minor updates are highlighted in yellow.***

Council consists of Mayor and 4 Councillors. For more information about this plan, contact our CAO Donna Forseille at 250-994-3330 or [admin1@wells.ca](mailto:admin1@wells.ca) or Ed Coleman, Mayor at 250-991-9034 or [edcoleman@wells.ca](mailto:edcoleman@wells.ca)

## Vision, Mission, and Values

### Vision

*(Where you want to be in 10 years.)*

*Wells is a self-sustaining cohesive community. (from draft new OCP)*

### Mission

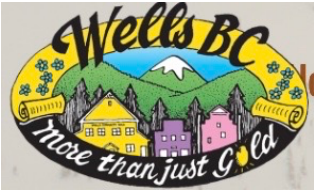
*(How business is done.)*

*Wells works with its citizens and partners cooperatively to sustain and improve the community for all. (attempted wording from reading the draft new OCP)*

### Values

- Responsible
- Ethical
- Responsible Growth
- Integrity
- Giving
- Diversity
- Collaboration
- Thriving
- Health and Wellness
- Leadership
- Equity and Equality
- Fairness
- Consensus
- Creative
- Openness
- Sustainable
- Affordability
- Peacefulness
- Artistic
- Respect
- Inclusiveness
- Volunteerism
- Community
- Dignity
- Environmentally Responsible





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### Organization Chart

We work in a leadership environment of equality, respect, continuous improvement, and working effectively with: citizens; community organizations; indigenous nations; businesses; industries—arts, forestry, mining, tourism, & other; partners; local, regional, provincial, and federal governments, and other.

- **Citizens**
  - Access to Mayor, Councillors, and CAO
  - Access to Staff for Information and Services
- **Mayor & Councillors**
  - Responsible to Citizens
  - CAO takes direction from Mayor and Council
- **Chief Administrative Officer & Staff**
  - CAO Reports to Mayor & Council
  - CAO Communicates with Citizens and Partners
  - Under direction of CAO, Staff Communicates with, Mayor and Council, Citizens, and Partners
- **Partners and Partnerships**
  - Communicates with Mayor and Council
  - Communicates with CAO
  - Participates on Committees and Public Engagement

### Respect Statement

*(See also Appendix B—Respect Policy)*

Respect is required at the District of Wells.

This applies to all who work for or access the District of Wells services. High respect levels are critical to creating and sustaining a safe and positive service and employment experience.

Respect can be measured by levels of: patience, communication, tolerance, active listening, kindness, trust building, on-going improvement, openness, absence of ego, outreach, use of language, honesty, voice volume and tone, and non-verbal or body language.



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### District of Wells Quick Facts

- Wells Established in the 1933.
- District of Wells Established 1998 June 29
- Serves a population of 218 (2021 Census).
- Land Area: 158.09 square kilometres.
- Annual Budget of over \$1 million.
- 5-person Council.
- 4 Staff
- Fiscal Year: January to December
- Gateway to Barkerville Historic Town & Park and Bowron Lakes Provincial Park
- Infrastructure: Water, Sewer, Roads, Power, Communications, Facilities

### Council

Council consists of Mayor and (4) Councillors, and are selected by the Citizens of the District of Wells, by Election. Mayor and Councillors serve, 4-year terms; 3 members form a quorum. **(Add Acting Mayor Schedule; add Appendix D--Previous Councils and Administration)**

Name	Original Term Start	Current Term End	Position & Communications	Background
<b>Current</b>				
Coleman, Ed	2022 Feb	2022 Oct	Mayor <a href="mailto:edcoleman@wells.ca">edcoleman@wells.ca</a> 250-991-9034	Business, Industry, Not-for Profits, and Education
Funk, Dorothea	2022 Feb	2022 Oct	Councillor <a href="mailto:dfunk@wells.ca">dfunk@wells.ca</a>	Media, Arts, Library Science, & Community
Kilsby, Mandy	2018 Nov	2022 Oct	Councillor <a href="mailto:kilsby@wells.ca">kilsby@wells.ca</a>	Museum & Heritage
Lewis, Jenn	2022 Feb	2022 Oct	Councillor <a href="mailto:jlewis@wells.ca">jlewis@wells.ca</a>	Entertainment Industry, Arts, Business & Community
McDonagh, Shannon	2022 Feb	2022 Oct	Councillor <a href="mailto:smcdonagh@wells.ca">smcdonagh@wells.ca</a>	Business and Retail
<b>Previous--Current Term</b>				
Cooley, Chris	2018 Nov	2021 Nov	Councillor	Tourism & Heritage
Dorwart, Kysenya	2018 Nov	2021 Nov	Councillor	Arts, Tourism & Heritage
Fourchalk, Gabe	2018 Nov	2021 Nov	Mayor	Industry
Rohatynski, Jordan	2018 Nov	2021 Nov	Councillor	Business & Tourism

**Acting Mayor Schedule--Year 2022): Kilsby (Jan-Feb), McDonagh (March-April), Lewis (May-June), Funk (July-August), Kilsby (September-October)**



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### Staff

Name	Title	Communication
Cripps, Lala	District Clerk	Clerk@wells.ca
Chard, Carrie	Fire Chief	Carrie.Chard@barkerville.ca
Forseille, Donna	Chief Administrative Officer	Admin1@wells.ca
Stroud, Clint	Public Works Superintendent	pbworks@wells.ca
Reinhardt, Lauren	Community Marketing and Economic Development Officer	marketing@wells.ca
Other TBD	Custodial and Labourer	
Other TBD	Visitors' Centre	

### Wells Barkerville Community Forest Board (WBCFB)

Ref	Name	Position	Communication
	Beck, Cam	Coordinator/Manager	
	Bensted, Tony	Director	
	Graham, Rod	Director	
	MacDonald, Ian	President	

### Emergency Services

#### *Structural Fire*

Ref	Name	Position	Communication
	Chard, Carrie	Fire Chief	Communication



**District of Wells**  
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**Police**

Ref	Name	Position	Communication
	McCleary, Mike	Constable	
	Nelson, Mike	Constable	

**Ambulance and Health**

Ref	Name	Position	Communication
	Hunter, Jody	Head EMT	
	Nielsen, Barb	Nurse Practitioner	

**Wildfire (see also Appendix J--Draft Wildfire Risk Map)**

Ref	Name	Position	Communication
	Bailey, Brendan	Fire Warden	
	Lees, Matt	Cariboo Fire Centre Williams Lake	
	Salewski, John	Manager, Blackwater Wildfire Division, Quesnel (Wildfire Response)	
	Taylor, Bob	Land & Resource Coordinator (Fuel Mitigation)	



## District of Wells 2022 to 2032 Draft Concise Business Plan

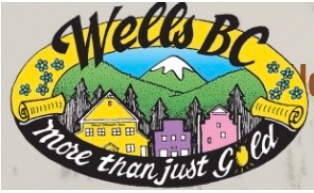
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### Committees

- Committee of the Whole—Council for Executive, Finance, Public Meetings, Other
- Wells Community Vision and Planning Committee—Select Committee (including New Official Community Plan)
  - **Co-Chair Councillor Jenn Lewis**
  - **Co-Chair Councillor Shannon McDonagh**
  - Kelsey Dodd (Barkerville Gold Mines)
  - Kate Cox (Barkerville Heritage Trust)
  - Elyssia Sasaki (Island Mountain Arts)
  - Cindy Davies (The Wells Hotel)
  - Judy Campbell
  - Julia Mackey
  - Ian Douglas
  - Josh Trotter-Wanner
- Wells Community Facility Building Committee—Select Committee (building also known as Wells Barkerville Cultural and Recreation Centre)
  - **Co-Chair—Dorothea Funk**
  - **Co-Chair—Mandy Kilsby**
  - Judy Campbell
  - Mayor Ed Coleman
  - Alison Galbraith
  - Dawn Leroy
  - Julia Mackey
  - Josh Trotter-Wanner
  - Hayley Archer
  - **Donna Forseille-CAO**
- Emergency Preparedness Committee—Fire Chief, RCMP, Ambulance, Staff, Businesses, Wildfire Branch, Osisko, Barkerville, Other
- Housing and Heritage—Councillor Mandy Kilsby
- Other



## District of Wells 2022 to 2032 Draft Concise Business Plan

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2022 03 17--Version 1.8

### Bylaws, Policies, and Practice *(See also Appendix H--Bylaws List)*

- Council Procedures Bylaws
- Emergency Services Bylaws
- General Regulations Bylaws
- OCP & Planning Bylaws
- Taxation and Fees Bylaws
- Operating Policies and Practices
- Governance Policies and Practices

### Permits

- Building Permits
- Development Permits
- Demolition Permits

### Provincial Links

The District of Wells runs under the laws of the Community Charter and Local Government Act.

#### *Community Charter*

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00)

#### *Local Government Act*

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001\\_06#section227](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_06#section227)

#### CivicInfoBC

<https://www.civicinfo.bc.ca/>

### Standing Services and Contractors *(under development, see also Appendix F--Topics)*

Ref	Name	Position
	TD Canada Trust (Quesnel)	Bank
	Integris Quesnel	Bank
	FBB Chartered Professional Accountants (Quesnel)	Auditor
	Other	TBD



## District of Wells 2022 to 2032 Draft Concise Business Plan

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### Important Publications and Information

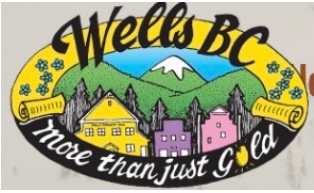
Ref	Title	Last Revised Date
1	Draft New Official Community Plan	2021 Fall
2	Annual Audited Statements of Financial Information (SOFI)	May to November
3	Draft Wells Barkerville Cultural and Recreation Centre Plan	2020 September 30
5	CivicInfoBC Online Information-- <a href="https://www.civicinfo.bc.ca/">https://www.civicinfo.bc.ca/</a>	
6	Wells Barkerville Community Forest Business Plan	
7	Wells Community Foundation Business Plan	

### Major Projects

Ref	Title	Completion Date
1	Outdoor Covered Ice-Rink	2022 Fall
2	Wells Barkerville Cultural and Recreation Centre or Community Centre and School	TBD
3	Osisko Developments--Cariboo Gold Project	Ongoing
4	BC Housing Investment in Community	TBD
5	Wildfire Protection Assessment and Plan	In-progress
6	Structural Fire Protection Assessment and Plan	TBD
7	Official Community Plan Revision	In-progress
9	Well Community Forest Plans	Ongoing
10	Infrastructure Assessments	In-progress
11	Green Infrastructure Project	In-progress

### Council Meeting Dates

January 2022 Cancelled	February 8, 2022 Cancelled Due to By-Election	February 22, 2022	March 15, 2022 Strategic Planning
March 22, 2022	April 5, 2022	April 19, 2022	May 3, 2022
May 17, 2022	June 7, 2022	June 21, 2022	July 12, 2022
August 16, 2022	September 13, 2022	September 20, 2022	October 11, 2022
October 25, 2022	November 8, 2022	November 22, 2022	December 6, 2022



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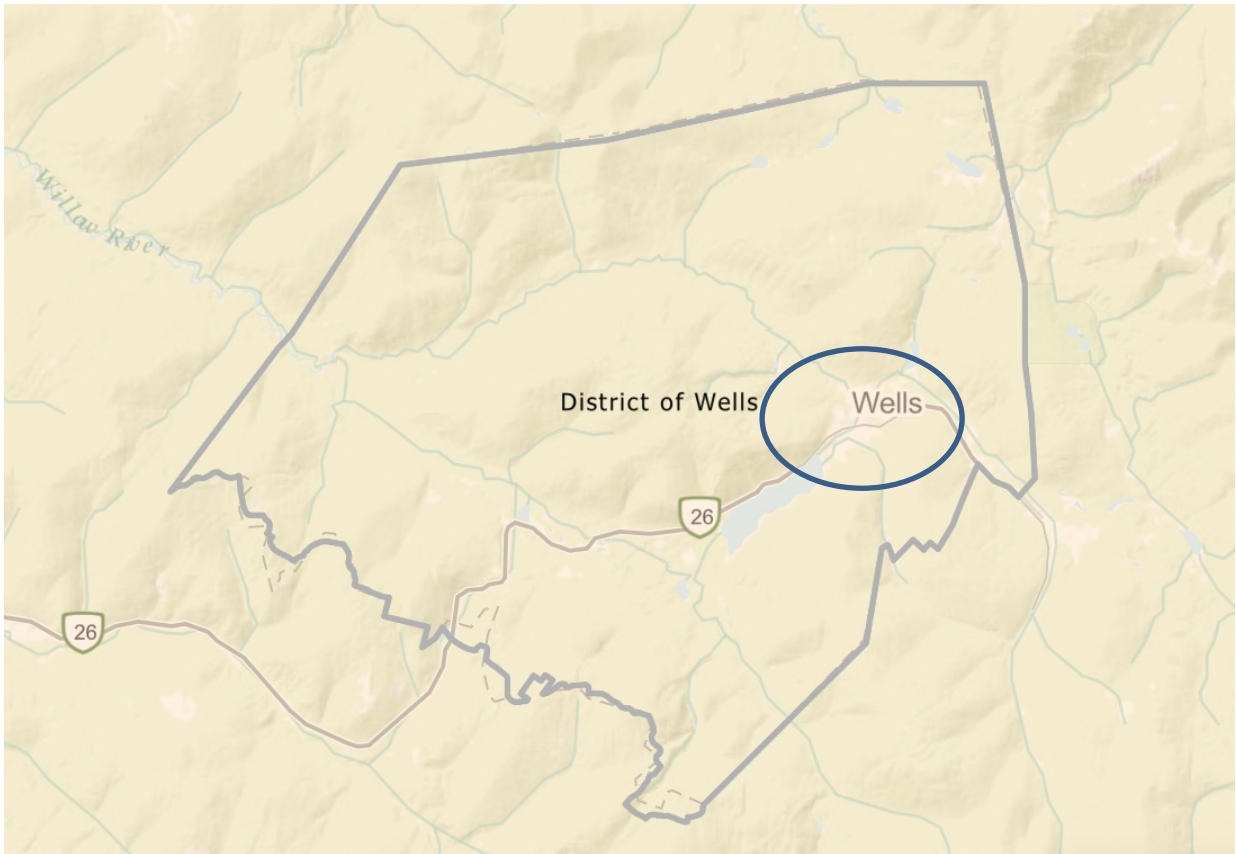
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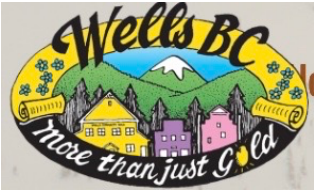
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### District of Wells Map and Boundaries—Sample Only

*(Land Area: 158.09 square kilometres.)*







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## Wells Basic Map—Sample Only





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## Cariboo Regional District Map and Boundaries—Sample Only

Cariboo Regional District Attributes: Extensive Indigenous history; cultural diversity; strong sense of community; high proportion of pioneer/multi-generational families; generous communities, conscious of risk populations, consistent economy; fluctuating employment with forestry, wood processing, mining, ranching, farming, tourism, and other.





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### Indigenous Nations

Indigenous Nations have been established for millennia in the Cariboo and District of Wells areas. Unfortunately, one Indigenous Nation located at Bear/Bowron Lakes, was completely lost due to disease in the mid-1800s. Below is a list identified Indigenous Nations in the Cariboo by the British Columbia Assembly of First Nations (BCAFN), *sourced from [www.bcafn.ca](http://www.bcafn.ca)* There were several additional Nations involved in the 1800s and early 1900s in the Trading and Mining Economies. The United Nations declaration on the Rights of Indigenous People (UNDRIP) helps guides relationship development with Indigenous Governments, Nations, and Peoples.

#### *“Cariboo” Indigenous Languages*

- Tsilhqot'in
- Secwepemctsin
- Dakelh
- Tse'khene

#### *“Cariboo” Indigenous Nations*

- [?Esdilagh First Nation](#)
- [Canim Lake](#)
- [Esk'etemc](#)
- [Lheidli T'enneh First Nation](#)
- [Lhoosk'uz Dene Nation Formerly known as Kluskus](#)
- [Lhtako Dene Nation](#)
- [McLeod Lake Indian Band](#)
- [Nazko First Nation](#)
- [Stswecem'c Xgat'tem First Nation](#)
- [Tl'esqox Formerly Known as Toosey Band](#) (preferred: *Tl'esqox*)
- [Tl'etinqox Government](#)
- [Tsideldel Formerly Known as Alexis Creek](#) (preferred: *Tsideldel*)
- [Ulkatcho Indian Band](#) (preferred: *Ulkatcho*)
- [Williams Lake Indian Band](#) (preferred: *Williams Lake First Nation*)
- [Xat'sull formerly known as Soda Creek Indian Band](#) (preferred: *Xat'sull*)
- [Xeni Gwet'in First Nations Government](#)
- [Yunesit'in Government](#)



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### Wells, BC and District of Wells Short History Timeline (to be developed)

Year	Item
Millennia Before Present	Indigenous Nations Established
1858	Cariboo Gold Rush
1933	Wells Established, including the Wells Townsite Company
1967	Wells Improvement District Established, and later some services with Cariboo Regional District
1998	District of Wells Incorporated

### Wells, BC Short History Overview (1900s to 1930s)

*(Excerpts from Teachers' Resource Guide, Wells Historical Society.)*

Wells is named after Fred Marshall Wells. When Fred Marshall Wells came to the Barkerville area in the early 1920s, there was nothing at the future site of his town except a sawmill and a roadhouse that had been there since the 1890s. Wells, a prospector with experience all over Canada, formed the Cariboo Gold Quartz Mining Company in 1926 with W.R. Burnett to investigate a series of claims on Cow Mountain.

The Wells Townsite Company was incorporated in 1933. Burnett, Solibakke and Wells were directors; the balance of shares was held by Cariboo Gold Quartz. The objectives were to provide the necessary services for the town by clearing, laying out, and selling lots, providing water and electrical services, erecting houses for sale or lease, erecting a hospital, school, and community hall, and encouraging construction of churches, recreational facilities, hotels, stores, and other commercial establishments. It was clear from the beginning that the Townsite Company would encourage private enterprise to develop the commercial district.



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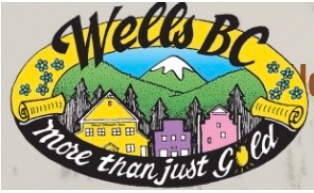
### District of Wells Annual Operating Cycle

- Budget Development Range—November to March, including Public Meeting
- Budget Approval Range—February to April
- Annual External Previous Year Audit Range—March to July
- Provincial Government Reporting Requirements—Year-round
- Snow Removal—October to April (and sometimes including other months)
- Flood Watch—April to July (and sometimes including other months)
- Wildfire Watch—May to September (and sometimes including other months)
- Extreme Weather Events—Year-round
- Facilities Maintenance—Year-round
- Strategic Plans Implementations—Year-round
- External Grant Applications and Implementation—Year-round
- Elections—every four years on Provincial Cycle, by-elections at-times for resignations

### Partners and MOUs

*(MOUs are being considered or under development, see Appendix C—Draft Memorandum of Understanding Template).* Below is a list of potential example MOUs, Council will review priority and suitability of MOU opportunities over-time:

- Wells Barkerville Community Forest
- Trails MOUs—WATS and Province of B (see Appendix A)
- City of Quesnel & Cariboo Regional District
- Barkerville Historic Town & Park
- Osisko Developments—BGM (Barkerville Gold Mines)—MOU In-Progress
- West Fraser Timber
- Indigenous Nations
- Not-for-Profit (see Appendix A)
- Province of BC
  - Transportation
  - Forests
- School District 28
- Fraser Head Waters—MOU Established



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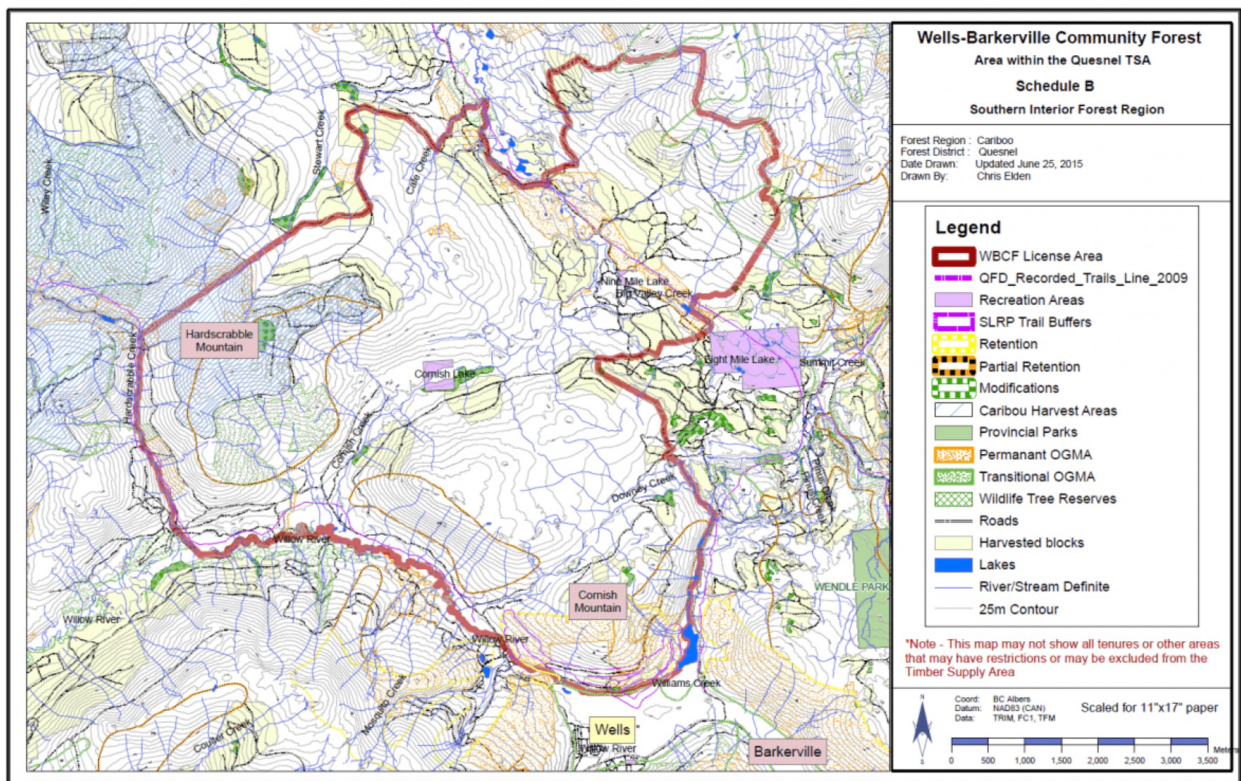
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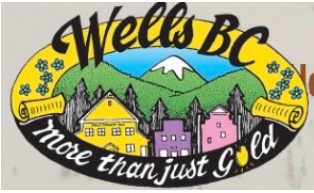
## Wells Barkerville Community Forest

The Wells Barkerville Community Forest was approved and granted to the Wells Barkerville Community Forest Corporation in 2014 by the Province of BC. The forest covers approximately 4300 hectares to the north of the town of Wells.

The Wells-Barkerville Community Forest Ltd (WBCF) is governed by a Board comprised of seven Directors. It is a Corporation that has a single shareholder, which is the District of Wells. The WBCF is committed to managing the forest in a sustainable way while also benefiting the local community.

Being right on the edge of town, the WBCF contains some of the area's recreation trails, forms part of the town's viewscape, is a popular non-timber forest product harvesting area, and contains one local home. The WBCFC is committed to being open, providing information to the community, and listening to public input.





## District of Wells 2022 to 2032 Draft Concise Business Plan

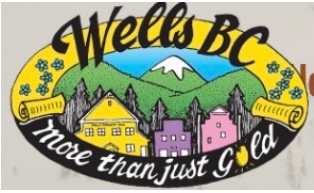
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### Draft General Operating Practices

- Respect and understanding are key operating principles.
- Communication occurs through the “Chair” at any meeting, with an efficient speakers list to manage a good flow on discussions.
- Mayor and the CAO are the main contacts for the District Municipality.
- Committees and Select Committee
- Councillors have specific responsibilities and community assignments.
- Mayor and the CAO are the main liaisons for auditors.
- Committee Chairs report at each Council meeting as required.
- The CAO and staff are evaluated annually.
- Goals and Actions are reviewed annually.
- Annual Report completion occurs after annual audit.
- Communications to the Community and Partners are effective and accountable.
- Finances:
  - Records are updated and maintained.
  - Financial reporting takes place monthly.
  - Timely banking and government reporting occurs.
  - An Annual Budget is created, approved by the Council, and monitored.
  - An annual Audit occurs as per Provincial Government regulations with a Chartered Professional Accountants Firm
  - The T3010 Charities Report to Revenue Canada is completed with 180 days of the end of Fiscal.
  - Annual Financial Statements are presented publicly available.



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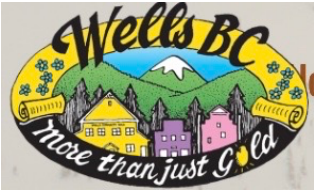
### Consolidated Statement of Financial Position

*(Audited by FBB Chartered Accountants LLP of Quesnel, see full SOFI Report for details.)*

<i>(for the year ending December 31<sup>st</sup>)</i>	<b>Audited 2021</b>	<b>Audited 2020</b>	<b>Audited 2019</b>
<b>Financial Assets</b>			
Cash and Investments		\$ 623,873	\$ 273,243
Taxes and Accounts Receivable		322,000	185,700
Investment in Wholly Owned Subsidiary		242,407	170,107
<b>Total Financial Assets</b>		<b>1,188,280</b>	<b>629,050</b>
<b>Financial Liabilities</b>			
Accounts Payable and Accrued Liabilities		\$ 58,405	\$ 91,743
Liability for Contaminated Site		-	42,375
Deferred Revenue		85,475	94,925
<b>Total Financial Liabilities</b>		<b>143,880</b>	<b>229,043</b>
<b>Total Net Financial Assets</b>		<b>1,044,400</b>	<b>229,043</b>
<b>Non-Financial Assets</b>			
Property Acquired for Taxes		10,163	10,163
Prepaid Expenses		2,803	2,672
Tangible Capital Assets		6,295,956	6,418,033
<b>Total Non-Financial Assets</b>		<b>6,295,922</b>	<b>6,430,868</b>
<b>Total Accumulated Surplus</b>		<b>7,340,322</b>	<b>6,830,875</b>

*\*Reserves currently at \$236,000.*





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### Consolidated Statement of Operations

*(Audited by FBB Chartered Accountants LLP of Quesnel, see full SOFI Report for details.)*

<i>(for the year ending December 31<sup>st</sup>)</i>	Audited Actual 2021	Audited Actual 2020	Audited Actual 2019
<b>Revenue</b>			
Government Grants		\$ 801,053	\$ 565,962
Taxation		208,192	205,851
Other Revenue		67,091	68,650
Utility User Fees		100,944	108,401
Other Grants		170,219	101,481
Sale of Services		14,899	14,130
Equity (loss) Income from Subsidiary		168,962	(36,915)
Deferred Revenue from Previous Year		85,475	335,787
Deferred Revenue from Following Year		(85,475)	(85,475)
<b>Total Revenue</b>		<b>1,531,360</b>	<b>1,277,772</b>
<b>Expenses</b>			
Amortization		153,919	199,372
Government Services		716,685	1,038,397
Protective Services		26,055	18,164
Water Utility Operations		68,522	84,520
Sewer Utility Operations		56,732	80,340
<b>Total Expenses</b>		<b>1,021,913</b>	<b>1,420,793</b>
<b>Annual (deficit) Surplus</b>		<b>509,447</b>	<b>(143,021)</b>



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## Budgets (under development and in-progress)

Item	2022 Provisional	2021 Actual Unaudited
<b>Revenue</b>		
Municipal Tax Levied	117581	92723
Frontage Taxes	90475	87844
1% Taxes (Hydro and Telus)	0	25825
Grants in Lieu of Taxes	14865	16010
Services Supplied to other Governments	6074	4000
Garbage Collection Services	13821	13419
Licences and Permits	13000	10414
Rentals	20985	20915
Investment Income	1400	1427
Penalties & Interest on Taxes	8800	619
Other Income	330712	230887
Unconditional Grants	435000	435000
Conditional Grants	145231	169075
Collections for Other Governments	145246	77383
OCP In-Kind Donation	17300	-82700
Transfers from old Integris Fund		-112576
Gen. Cap Fund--Government	440851	451781
Water Fund--Sales and Other	110063	-56570
Sewer Fund--Sales and Other	93700	50891
<b>Total Revenue</b>	<b>1970504</b>	<b>1436367</b>
<b>Expenses</b>		
Legislative Costs	54379	35315
Administration (HR)	440790	366692
Administration (General)	99891	99430
Utility Administration	0	0
OCP Re-Write (In-kind donation)	30550	69450
Community Hall	52000	107245
Municipal Hall	35000	7459
Wells School	105000	42543
Visitor Info Centre	4000	9676
Fire Brigade-General	25900	30039
Fire Brigade-Communications	2020	818
Fire Brigade-Fire Hall	24000	21883
Fire Brigade-Vehicles	3170	2233
Building Inspections	14000	5214
Public Works-General	125500	125741
Public Works-Street Lights	8500	8149
Public Works-Garbage Collection	15212	14897
Public Works-Spring Clean-up	1000	0



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### Budgets (under development and in-progress)

<b>Expenses continued</b>		
Economic Development	17200	9015
Community Planning	-90912	13250
Community Development	40100	36604
Debt Services (Bank Fees)	1200	528
Collections for Other Governments	126494	110226
General Capital Fund-Equipment	6000	4860
Emergency Program Projects	9000	8291
Water Capital Fund	0	0
Water Fund Administration	21690	28667
Water Fund Distribution	21000	56427
Water System Facilities	19550	10937
Water System-Emergency Water	0	9781
Water System-Hydrants Maintenance	3000	0
Sewer-Admin	16290	3826
Sewer-Collection System	208500	32826
Sewer-Facilities	11350	1460
Sewer-Lagoon Facility	22500	11962
<b>Total Expenses</b>	<b>1473874</b>	<b>1285444</b>



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### Finances–Mil Rates Calculation (under development)

During the annual budget process, Council approves the amount of revenue required to operate the District Municipality (exclusive of grants, licences, or permits).

Amount Raised	X	1,000	=	Mil Rate
Total Tax Assessment				

### Mil Rate Categories Table

Category	2020 Mil Rates	2021 Mil Rates	Assessment 2020	Assessment 2021
All			19,247,450	20,104,500
Residential				
Major Industry				
Light Industry				
Business & Other				
Recreation Not-for-Profit				

### Tax Exemptions for 2020 (\$14,447 total exemptions)

- Wells Historical Society (2 folios)
- Island Mountain Arts Society (3 folios)
- Wells Recreation Society (1 folio)
- Royal Canadian Legion Branch 128 (1 folio)

### Five-year Financial Plan (to be added)



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## Wells Branding--2023 to 2030 (in-progress)

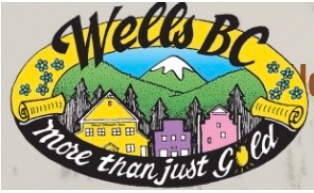
### Branding Steps:

- Audience Needs;
- Attributes of the Organization;
- Brand: Purpose, Promise, Essence, Checklist;
- Visual Identity: Logo, Colours, Iconography, Photography & Video, Tone, Notional Applications, Typography.
  - Brand Promise
  - Logo Set

Logo
Original Logo developed by Marie Nagel in 1998.

### Marketing Opportunities

<ul style="list-style-type: none"> <li>• Partnerships</li> <li>• Regional &amp; Provincial Networking</li> <li>• Social Media, Website, and Internet</li> <li>• Business Cards; Key Message Cards</li> <li>• Donor Envelope Packages</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Radio</li> <li>• Billboard</li> <li>• Exhibits</li> <li>• TV</li> <li>• Annual Report</li> <li>• Newsletter (and use of others' newsletters)</li> </ul>	<ul style="list-style-type: none"> <li>• Specialty Magazine</li> <li>• Target Market Events</li> <li>• Specialty Promotions</li> <li>• Brochures and Guides</li> <li>• Prospective Major Donor Briefing Packages (good management, prior support, benefits, support levels, professional presentation)</li> </ul>
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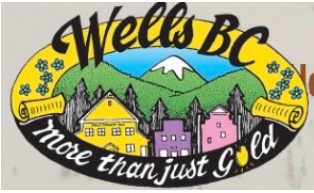
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## 2021 to 2024 Goals, Objectives, and Actions

The following **2021 to 2024 Goals, Objectives, and Actions** were developed by the 2018 October to 2021 November Council. This work to-date will be reviewed by the current 2022 February to 2022 October Council. (See *North Vancouver Best Practice for Goals classification: Provide, Partner, Facilitate, and Advocate*)

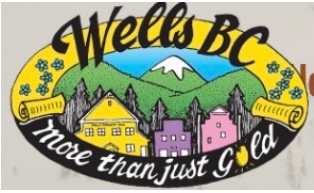
Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
1	<b>Enrich Community.</b>  <i>How to measure:</i>		
1.1	<b>Increase Housing</b>  <i>Options: new construction, and land available for potential development.</i>  <i>Considerations: work with partners for proactive solutions, facilitation by DOW, Crown Lands release, BC Housing applications, fast track of zoning and permits, municipal properties for affordable and seniors housings</i>		
1.2	<b>Decrease Absentee Landlords</b>  <i>Options: examine how to increase in-town ownership</i>  <i>Considerations: examine other municipalities or jurisdiction's actions</i>		
1.3	<b>Increase Transit and Transportation</b>  <i>Options: twice a week to Quesnel and back, versus just once, and consider bus stops between Wells and Quesnel.</i>  <i>Considerations: Stops to consider--Bowron, Barkerville, Stanley, Troll, and Cottonwood.</i>		



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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
1.4	<p><b>Increase Healthcare Access</b></p> <p><i>Options:</i> doctor or nurse practitioner on scheduled basis, telehealth, and relocate office and expand to 2<sup>nd</sup> office.</p> <p><i>Considerations:</i> talk to Northern Health about expansion past once a month, implement telehealth, and fitness centre and health offices in same location.</p>		
1.5	<p><b>Improve Wells Outdoor Parks &amp; Facilities</b></p> <p><i>Options:</i> revitalize green space at Mildred, Jones, Baker, and Dawson, complete ice rink project, maintain pavilion, upgrade playground, and implement sports at Pooley Street ball diamond.</p> <p><i>Considerations:</i> outdoor rink (roof, boards, surface, lighting, seating, mini-Zamboni (2021 Feb grant approved for \$441,600), new safe playground, implement (snow ball, OLT tourneys, soft ball, disc golf), bmx track or skate park, market winter carnival &amp; outdoor concerts &amp; movies, and farmers' markets</p>		
1.6	<p><b>Revitalize Wells Community Hall</b></p> <p><i>Options:</i> repairs and upgrades</p> <p><i>Considerations:</i> outside paint, new windows, new roofing, new banquet room fridge and freezer, move fitness centre out of banquet room, indoor pickleball, indoor walking club, seniors indoor floor curling &amp; chair yoga, youth arts, dance &amp; yoga, pool table from WHS in a room beside banquet room, ping pong, and other games for all ages.</p>		

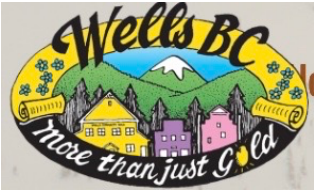


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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
1.7	<p><b>Overall Plan for Community Facility (School Building)</b></p> <p><b>Options:</b> revitalize, sell or transfer ownership to not-for-profit, health and safety concerns, risk management, school needs, IMA needs, board &amp; conference rooms.</p> <p><b>Considerations:</b> school—revitalize in current or build new, current high costs to operate, funding partners—Osisko, Ministry of Education, Barkerville, Bowron, CRD, and including EDUCO potential programming linked for forest trail system.</p>		
1.8	<p><b>Revitalize Fire Hall</b></p> <p><b>Options:</b> investigate solutions and funding</p> <p><b>Considerations:</b> potential partnerships with Osisko and Barkerville.</p>		
1.9	<p><b>Volunteer Recruitment and Retention</b></p> <p><b>Options:</b> recognition night with dinner and awards, and more resident participation.</p> <p><b>Considerations:</b> organize dinners &amp; awards, and fund raising for Community Hall and Wells Volunteer Fire Department</p>		
1.10	<p><b>Safe Community</b></p> <p><b>Options:</b> increase dialogue &amp; communications with RCMP, street lighting, neighbourhood watch, and green &amp; red “check” program</p> <p><b>Considerations:</b> RCMP attendance at Council, and BC Hydro to install LED lighting.</p>		





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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
1.11	<p><b>Green Community</b></p> <p><i>Options: community garden energy reduction, outdoor recreation green spaces.</i></p> <p><i>Considerations: build year-round greenhouses, include energy in public buildings review, and new playground.</i></p>		
1.12	<p><b>Heritage Values</b></p> <p><i>Options: ensure the heritage values of the community are protected.</i></p> <p><i>Considerations: examine the need to update the bylaw for protecting heritage buildings, and recommend and encourage new developments be historical looking with energy efficient buildings.</i></p>		
2	<p><b>Promote the Local Economy</b></p> <p><i>How to measure: track joint initiatives and projects.</i></p>		
2.1	<p><b>Promote New Business Investment in Wells</b></p> <p><i>Options: target early retirees, artists, crafts people, investment &amp; business owners with location flexibility, and promote Wells as an opportunity for new ventures in a unique environment.</i></p> <p><i>Considerations: marketing focus.</i></p>		
2.2	<p><b>Re-development of Casino Property</b></p> <p><i>Options: encourage entrepreneurs to invest in re-starting up a casino in the area.</i></p> <p><i>Considerations: be flexible with Zoning for CWC area.</i></p>		



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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
2.3	<p><b>Accommodations Tax</b></p> <p><i>Options: re-apply for the hotel tax (MRDT).</i></p> <p><i>Considerations: re-apply for MRDT.</i></p>		
2.4	<p><b>Attract a large 4-star Hotel to the Community</b></p> <p><i>Options: attract a large 4-star Hotel to the community.</i></p> <p><i>Considerations: be flexible with zoning requirements, promote land availability, and attract investors with the potential of the Cariboo Gold Project</i></p>		
2.5	<p><b>Promote Four Season Trail Use</b></p> <p><i>Options: create new outdoor recreation maps for winter and summer trails with historical information, and make trail network more accessible.</i></p> <p><i>Considerations: produce new maps with grants from outside organizations.</i></p>		
2.6	<p><b>Promote Four Season Recreation Activities in the Area</b></p> <p><i>Options: develop consistent quality trails funded by grants and fees, develop and promote tourism packages, trail passes, and meal packages.</i></p> <p><i>Considerations: District and local groups (WATS and Snowmobile Club) to apply for applicable grants, Chamber to develop packages, place packages on applicable portion of <a href="http://www.wellsbc.com">www.wellsbc.com</a> website and create dedicated marketing and literature.</i></p>		



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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
2.7	<p><b>Encourage Property Owners to Paint/Clean-up Residences and Businesses</b></p> <p><i>Options:</i> repeat property improvement contest to provide incentive to clean-up untidy premises, and enforce unsightly premises bylaw.</p> <p><i>Considerations:</i> hold an annual spring clean-up campaign and façade improvement project, and enact unsightly premises bylaw.</p>		
2.8	<p><b>Develop Festival Site Band Shell at Ball Diamond</b></p> <p><i>Options:</i> secure additional funding, and determine type of stage.</p> <p><i>Considerations:</i> research possible funding grants.</p>		
2.9	<p><b>Increase Tourism</b></p> <p><i>Options:</i> encourage all outdoor spaces, recreational trails, events, activities, new watercraft rentals, new pavilion, and new musical playgrounds, and promote the new Community Forest trail system and Educational Forest.</p> <p><i>Considerations:</i> VIC—continue swag bags, add over the water deck with seating for picnics, and look at adding another pavilion close to the beach.</p>		
2.10	<p><b>Open Crown Land for Sales</b></p> <p><i>Options:</i> work with Integrated Land Management to coordinate sales and marketing of Crown property.</p> <p><i>Considerations:</i> request help from local MLA to help speed-up the process.</p>		



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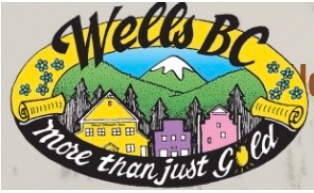
Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
2.11	<p><b>Increase Conference Potential</b></p> <p><i>Options:</i> upgrading of facilities, increased marketing, and WBCF Board Meetings.</p> <p><i>Considerations:</i> complete work on Wells Community Hall, and create conference specific marketing.</p>		
2.12	<p><b>Market Community</b></p> <p><i>Options:</i> execute a broad-based marketing plan with budget for Wells and area, and coordinate consistent opening hours for tourism related businesses in Wells.</p> <p><i>Considerations:</i> fund and implement plan, and letter from council to encourage Chamber of Commerce to work closely with local businesses to coordinate hours.</p>		
2.13	<p><b>Creation of Circular Route to Wells</b></p> <p><i>Options:</i> continue to lobby for year-round circular route (Bowron River Road to Highway 16), and secure a funding contribution from CCBAC towards route construction.</p> <p><i>Considerations:</i> work with local MLA, work with Ministers at UBCM, emphasize security/secondary route aspect, lobby CCBAC board/CCCTA.</p>		
2.14	<p><b>Community Poster Board</b></p> <p><i>Options:</i> install new community poster board to publicize local events.</p> <p><i>Considerations:</i> staff have a new enclosed free standing board and need to install it in the spring.</p>		



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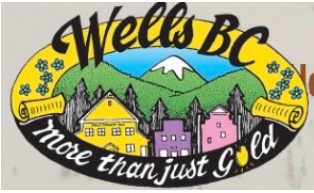
Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
2.15	<p><b>Prepare for Post COVID</b></p> <p><i>Options: ensure access to grants.</i></p> <p><i>Considerations: maintain EDO position, and continue community retention and resiliency programs in efforts of economic recovery.</i></p>		
2.16	<p><b>Ensure Adequate Staffing for Municipality</b></p> <p><i>Options: keep options open for staffing in future.</i></p> <p><i>Considerations: ensure competitive salaries and benefits, emphasize small town lifestyle and low cost of living, and housing?</i></p>		
<b>3</b>	<p><b>Improve Utility Infrastructure</b></p> <p><i>How to measure: evidence of plans and implementation.</i></p>		
3.1	<p><b>Water Quality &amp; Capacity</b></p> <p><i>Options: new purification, new distribution, upgrades, back-up well, and expansion.</i></p> <p><i>Considerations: operating costs, plant design, location, chlorine treatment requirement, funding partners, and u-fill station—reverse osmosis, incorporate into 5 year financial plan, and continue to work with Osisko..</i></p>		
3.2	<p><b>Sewer Treatment Facility</b></p> <p><i>Options: Upgrade current system, and additional system capacity for growth.</i></p> <p><i>Considerations: Consultant assessment of current and future, and funding, incorporate into 5-year financial plan, and continue to work with Osisko.</i></p>		



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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
3.3	<p><i>Three-Phase Power</i></p> <p><i>Considerations: incorporate into 5-year financial plan, and continue to work with Osisko.</i></p>		
3.4	<p><i>Pave Streets</i></p> <p><i>Considerations: incorporate into 5-year financial plan, and continue to work with Osisko..</i></p>		
<b>4</b>	<p><b>Enhance Finances</b></p> <p><i>How to measure: social media metrics and other.</i></p>		
4.1	<b>Reduce Debentures</b>		
4.2	<p><b>Re-build Financial Reserves</b></p> <p><i>Options: minimize the use of reserve funds.</i></p> <p><i>Considerations: increase financial reserves, and risk management of current aging assets—i.e., old school building and community hall.</i></p>		
<b>5</b>	<p><b>Prepare for Climate Change</b></p> <p><i>How to measure: monitor improvements and efficiency with feedback from Directors and Coordinator.</i></p>		
5.1	<p><b>Energy Use</b></p> <p><i>Options: consolidation of public building functions, and alternative energy possibilities.</i></p> <p><i>Considerations: public buildings review, and geothermal heating review.</i></p>		
5.2	<p><b>Emergency Back-up</b></p> <p><i>Options: new generators.</i></p>		



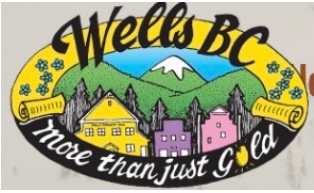
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Ref	2021 to 2024 Goals and Actions Notes	Priority 1 to 3 1=high	Projected Completion YY-MM
5.3	<p><b>Forest Fires</b></p> <p><i>Options: Wildfire Protection Plan and funding.</i></p> <p><i>Considerations: 2021—received \$125,000 grant for Community Fire Smarting inclusive of a new Fire plan.</i></p>		
5.4	<p><b>Snow Storage</b></p> <p><i>Options: review of snow storage locations.</i></p> <p><i>Considerations: snow storage plans.</i></p>		

DRAFT



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## 2022 to 2030 Additional Goals and Actions Notes

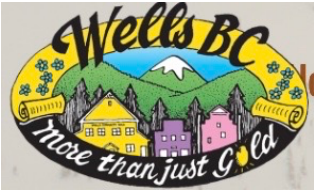
In addition to previous planning work, this section begins to suggest a new format for Goals and Actions and an implementation cycle format as well as additional goals for Council to consider. Goals will be SMART Goals—(Specific, Measurable, Achievable, Realistic, and Anchored in a Timeline,

P=priority (1 to 3) G=Goals Alignment Number ID=idea identified PL=planning  
 IP=implementation phases CP=planned completion CA=actual completion E=evaluation (1 to 10)

Ref	Action	P	G	ID	PL	IP1	IP2	IP3	CP	CA	E
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<b>Ref</b>	<b>Draft 2022 to 2032 Additional Goals and Actions Notes</b>	<b>Priority 1 to 3 1=high</b>	<b>Projected Completion YY-MM</b>
<b>1A</b>	<b>Develop and Implement Indigenous Projects and Partnerships</b>  <i>How to measure:</i>		
<b>2A</b>	<b>Develop and Approve Memorandums of Understanding (MOUs) with Mayor Partner Businesses and Organizations</b>  <i>How to measure:</i>		
<b>3A</b>	<b>Development an Improvements List, Plan, and Implementation</b>  <i>How to measure:</i>		
<b>4A</b>	<b>Flood and Water Shed Assessment and Plan</b>  <i>How to measure:</i>		
<b>5A</b>	<b>Extreme Weather Assessment and Plan</b>  <i>How to measure:</i>		





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### Appendix A--Partners

Ref	Partners	Degrees Of Engagement
1	Indigenous Organizations & First Nations/Indigenous Bands	
2	Barkerville Historic Town & Park and Cottonwood House Historic Site	
3	Bowron Lakes Provincial Park and Businesses	
4	Business and Industry	
5	Cariboo Regional District	
6	College of New Caledonia	
7	City of Quesnel	
8	Community Foundations of Canada	
9	District of Wells	
10	Government of Canada	
11	Island Mountain Arts Society	
12	Museums & Archives	
13	Northern Development	
14	Northern Health Authority	
15	Museums & Archives	
16	Not-for-Profits	
17	Osisko Developments	
18	Quesnel & District Chamber of Commerce	
20	Quesnel Community Foundation	
21	Province of BC	
22	Rotary Club--Quesnel	
23	School Districts 28	
24	Rotary Club--Quesnel	
25	Royal Canadian Legion Branch 128	
26	University of Northern British Columbia	
27	Troll Ski Resort	
28	Vancouver Foundation	
29	Wells and Area Community Association	
30	Wells Chamber of Commerce	
31	West Fraser Timber	
32	Wells Historical Society	
33	Wells and Area Trails Society	



# District of Wells

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### Appendix B—Draft District of Wells Respect Policy

Respect is required at the District of Wells.

This applies to all who work for or access the District of Wells services. High respect levels are critical to creating and sustaining a safe and positive working and/or service experience.

Respect can be measured by levels of: patience, communication, tolerance, active listening, kindness, trust building, on-going improvement, openness, absence of ego, outreach, use of language, honesty, voice volume and tone, and non-verbal or body language.

Ref	Guidelines
1	<b>Respect</b> is to be <i>practiced</i> at all times. A respect breach is determined by the receiver of a communication or action.
2	Professional communication (verbal, non-verbal or action) is to be practiced at all times.
3	Follow respectful communication protocol: First: Individual to Individual. Then, if necessary: Second: CAO or Mayor or “Approved Representative” to problem solve. Then if necessary: Third: Mayor and Council In-Camera Meeting. Then if necessary: Fourth: Legal Councils or Provincial Ombudsperson.
4	Practice high standards of work ethic. Work ethic can be understood through performance standards of tasks and time worked, equals time claimed.
5	No Bullying or Harassment. Follow WorksafeBC Standards and Guidelines
6	Follow the Employment Standards Act.
7	Follow the Employment Agreements.
8	Follow Professional Standards of Internet Use. Seek clarification when unsure.
9	Follow Professional Conflict of Interest Standards. Seek clarification when unsure.
10	Follow Professional Confidentiality Standards. Seek clarification when unsure.
11	Practice High Standards of Safety and Security to WorksafeBC and Public Health standards. Seek clarification and training when unsure.
12	Gain approval for use of the District of Wells buildings, lands, equipment and resources.
13	The Citizen’s and Partner’s suggestion and concerns are of “high-value”. Seek support from the CEO or Mayor, when problem solving is needed for “difference of opinion”.
14	Follow all Laws. Seek clarification when unsure.
15	Provide improvement suggestions; this will help toward common Vision.
16	Substance free in the workplaces, facilities, and lands will be followed.



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### Appendix C—Draft Memorandum of Understanding Template

**Between:** “Entity”

**And:** District of Wells

**This Memorandum of Understanding (“MOU”) is dated for Reference the XX Day of Month, 2022**

#### Whereas:

1. “Entity” and District of Wells have a common interest in cooperative relations (*add intergovernmental for certain MOUs*).
2. “Entity” and District of Wells have engaged in meaningful dialogue with a view toward seeking partnership opportunities based on mutual respect (*add recognition and reconciliation for certain MOUs*).
3. “Entity and the District of Wells recognize that working together pursuant to a cooperative relationship will facilitate the sharing of information, improve communications, and establish substantial and worthwhile projects and procedures to promote cooperative relationship building.

#### Principles:

1. Mutual respect for each Party’s respective areas of jurisdictions;
2. Mutual respect for each Party’s mandates and policies and that this Memorandum does not fetter the individual mandates and policies of the Parties;
3. Cooperation in the exchange, development, and distribution of information that is relevant to the establishment and consolidation of the relationship between Parties;
4. Collaborative actions in development and implementation of meaningful projects of mutual interest; and
5. Acknowledgement that good relations between neighbours are required for all citizens to benefit.

#### General Objectives:

The “Entity” and the District of Wells have the following mutual objectives:

1. Promote understanding of functions, responsibilities, and interests of both Parties, both locally and in a province wide context, including in each other’s events where possible;
2. Provide opportunities for relationship building between Parties, such as regular scheduled meetings, which allow dialogue between leaders in areas of common interest. This may include economic development, natural resource management, efficient and affordable service delivery, and cooperative land use planning where possible, and
3. Encourage and promote effective methods of dispute resolution between parties.

#### Term and Termination:

The Parties acknowledge and agree that this MOU will take effect upon the adoption of authorizing resolutions by the “entity” and the by the Council of the District of Wells, and will remain in effect unless terminated by either Party on at least thirty (30) days prior written notice to the other Party.

#### Now Therefore,

The Parties have entered into this Memorandum of Understanding dated “Month” DD, YYYY, to attest to their mutual commitment to promote cooperative relationship building.

#### Signatures

District of Wells

#### Signatures

“Entity”

*Template courteously shared with DOW, by the City of Quesnel*



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### Appendix D—Past Councils and Administration

Past Councillors	Past Mayor	Years
Virginia Wilkins, Jason Griffin, Robin Sharpe, Kathy Landry, Carol McGregor, Judy Campbell	Dave Hendrixson	1999-2003
Virginia Wilkins, Robin Sharpe, Judy Campbell, Carol McGregor	Dave Hendrixson	2002-2005
Neil Ferrier, Richard Wright, Virginia Wilkins, Judy Campbell	Jay Vermette	2005-2008
Aleta Wallace, Richard Wright, Virginia Wilkins, Judy Campbell	Jay Vermette	2008-2011
Mike Wallace, Richard Wright, Virginia Wilkins, Judy Campbell	Robin Sharpe	2011-2014
Virginia Wilkins, Lorraine Kozar, Mandy Kilsby, Richard Wright	Robin Sharpe	2014-2017
Mandy Kilsby, Birch Kuch, Lorraine Kozar, Lindsay Kay	Robin Sharpe	2017
Birch Kuch, Lindsay Kay, Mandy Kilsby, Dianne Andreesen	Jay Vermette	2017-2018

### Appendix E—2021 Government of Canada Census

Wells, District municipality (DM) <sup>1</sup> British Columbia [Census subdivision]	
Counts	
Characteristic	Total
<b>Population and dwellings</b>	
Population, 2021 <sup>1</sup>	218
Population, 2016 <sup>1</sup>	217
Population percentage change, 2016 to 2021	0.5
Total private dwellings <sup>2</sup>	156
Private dwellings occupied by usual residents <sup>2</sup>	113
Population density per square kilometre	1.4
Land area in square kilometres	158.09

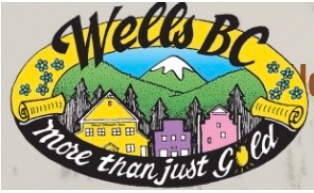


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### Appendix F--Topics List

Ref	Topic	Timeline
1	Select Committees <ul style="list-style-type: none"> <li>• Status of Committees</li> <li>• Needed Committees</li> <li>• Re-instatement of Committees</li> <li>• CRD</li> <li>• NDIT</li> </ul>	March
2	Fitness Centre <ul style="list-style-type: none"> <li>• Operation</li> <li>• Location               <ul style="list-style-type: none"> <li>○ Ventilation</li> <li>○ Proprietary or Share Space</li> </ul> </li> </ul>	March
3	Facilities Assessment <ul style="list-style-type: none"> <li>• Condition Assessment               <ul style="list-style-type: none"> <li>○ Detailed Review of Critical Items (Class C Estimates)</li> </ul> </li> <li>• Functional Life Cycle</li> <li>• Suitability in Relation to Needs</li> <li>• Accessibility Feasibility</li> <li>• Repair or Replace</li> </ul>	March
4	Services <ul style="list-style-type: none"> <li>• Water (New Water Source Desired)</li> <li>• Sewer (Critical)</li> <li>• Permits</li> <li>• Drainage</li> <li>• Snow Removal</li> <li>• Garbage</li> <li>• Recycling</li> <li>• Highway 26 Safety</li> </ul>	



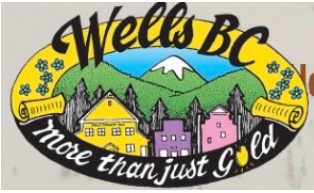
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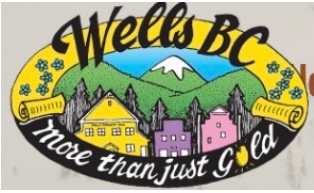
	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Ambulance</li> <li>• Structural Fire</li> <li>• Wildfire</li> </ul>	
5	<p>Events</p> <ul style="list-style-type: none"> <li>• Dog Sled Mail Run--2022 Feb. 25 to 27</li> <li>• IMA Events</li> <li>• Other Not-for-Profit Events</li> <li>• Sponsored Business Events</li> </ul>	
6	<p>Ice Rink</p> <ul style="list-style-type: none"> <li>• Osisko Structural Foundation Support</li> <li>• West Fraser Logs and Wood Support</li> <li>• Budget</li> </ul>	
7	<p>Hiring Practices</p> <ul style="list-style-type: none"> <li>• Local Casual Staff for Labour and Minor Maintenances</li> <li>• Community Outreach</li> </ul>	
8	<p><b>CAO</b> Annual Evaluation</p>	
9	<p>Osisko</p> <ul style="list-style-type: none"> <li>• MOU</li> <li>• Taxation Planning and Use of Funds</li> <li>• "Community Benefits Agreement" (CBA) or the new term "Length of Project Benefits Agreement" (LOPBA)</li> <li>• Gas Tank Permit</li> <li>• Zoning Amendment for New Homes</li> <li>• List of Contributions To-Date</li> <li>• Understanding of Camp Safety Policies and Practices for preventing harassment, violence, assaults...</li> <li>• <b>Tours of Existing and Potential Future Sites</b></li> <li>• <b>Supports Received to Date</b></li> </ul>	



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	<p>EPIC</p> <ul style="list-style-type: none"> <li>• 2022 June Report to the Community from EPIC—Katherine St. James, Project Assessment Director, and subsequent public input as well as Technical Advisory Committee (TAC), Community Advisory Committee (CAC), and Impacts Benefits Agreement with Indigenous Nations—Lhatko Dene Nation, Xat’sull First Nation, Williams Lake First Nation</li> </ul>	
10	<p>Standing Contractors</p> <ul style="list-style-type: none"> <li>• Carpentry and Construction</li> <li>• HVAC and Plumbing</li> <li>• Electrical</li> <li>• Snow Removal</li> <li>• Garbage Removal</li> <li>• Recycling</li> <li>• Wildfire Fuel Treatment</li> <li>• Vehicle and Equipment Servicing</li> </ul>	
11	<p>Cemetery</p> <ul style="list-style-type: none"> <li>• Heritage Branch Status</li> </ul>	
12	<p>Cell Tower Status</p> <ul style="list-style-type: none"> <li>• Fiber Optic Line Installation</li> </ul>	
13	<p>Office of the Fire Commissioner</p> <ul style="list-style-type: none"> <li>• Fire Department Status</li> <li>• New Fire Truck</li> <li>• Used Fire Truck</li> <li>• Additional Fire Truck Garage Space</li> </ul>	
14	<p>Donations Capacity</p>	

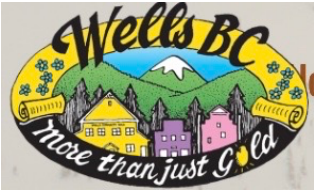


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	<ul style="list-style-type: none"> <li>• Tax Receipting</li> </ul>	
15	<p>Security Cameras</p> <ul style="list-style-type: none"> <li>• Required Locations</li> <li>• Community Privacy</li> </ul>	
16	Snow Removal, Storage, and “Run-off” of Snow Melt	
17	<p>External Communications Methods</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Facebook</li> <li>• Main Phone Number of 250-994-3330</li> <li>• <b>Email Directory</b></li> <li>• Communication Turn-around</li> <li>• Hours DOW Office Operation</li> </ul>	
18	Procurement Standards and Methods	
19	<p>Recycling</p> <ul style="list-style-type: none"> <li>• WAACA</li> <li>• CRD</li> </ul>	
20	<p>Operations Review</p> <ul style="list-style-type: none"> <li>• Staffing Levels</li> <li>• Public Access Times</li> <li>• Communications</li> <li>• Staff Resource Needs</li> <li>• Council Expectations</li> <li>• Staff Expectations</li> </ul>	
21	<p>Barkerville and Cottonwood Topics</p> <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Structural Fire Protection</li> </ul>	





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	<ul style="list-style-type: none"> <li>• Structural Fire Protection Assessments with Office of the Fire Commissioner</li> <li>• Trail Systems</li> <li>• Infrastructure—Three-Phase Power</li> <li>• Cemetery—License/Permits with Consumer Protection and Heritage Branch</li> </ul>	
20	<b>School</b> <ul style="list-style-type: none"> <li>• Ongoing Meetings with PAC</li> <li>• Sustain K to 7</li> <li>• Review 8 and 9 Opportunities with SD28 and PAC</li> <li>• School Facility and Spaces Upgrades</li> <li>• Shared Use Policy and Practices</li> <li>• Tours for Council of the School Facility</li> </ul>	
21	Well and Area Community Association Trust Account	
22	Grants Management Rural Dividend Infrastructure—Water and Sewer Northern Development Trust	
23	West Fraser Mills Potential Skating Rink Contribution	



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## Appendix G--Facilities Upgrades List

Ref	Items District of Wells Office	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Fair	
2	Foundation	Fair	
3	Outside Membrane and Siding	Fair	
4	Interior Membrane and Coverings	Fair	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Fair	
6	Exterior Paint	Fair	
7	Interior Paint	Fair	
8	Floor Coverings	Poor	
9	Heat, Air, and Cooling Systems	Fair	
10	Hot Water System	Fair	
11	Plumbing	Fair	
12	Electrical	Fair	
13	Sewer	Fair	
14	Water	Fair	
15	Drainage: Buildings and Property	Fair	
16	Bathroom(s)	Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Poor	
19	Living Space(s)	N/A	
20	Cabinets	Poor	
21	Doors (interior and exterior)	Fair	
22	Windows	Fair	
23	Parking	Good	
24	Garage and/or Carport	N/A	
25	Workshop	Poor	
26	Storage	Poor/Fair	
27	Asbestos	Fair--TBD	
28	Mold or Moisture Damage	Fair--OK	
29	Age and Overall Condition	Fair	
30	Appliances and Fixtures	Fair	
31	Clutter and Disposal Items	Fair	
22	Other:		



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### Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	DOW Off	De-clutter and Clean-up		
	DOW Off	Basement Use, Furnace Room Fire Rated, and Completion of Construction		
	DOW Off	Duct Cleaning and Furnace & Electrical Cleaning		
	DOW Off	Interior Building Ventilation Review and Improvement		
		Electrical <ul style="list-style-type: none"> <li>• Inspection Report Work</li> <li>• Baseboard Heaters Updating &amp; Safety</li> </ul>		
	DOW Off	Exterior Paint		
	DOW Off	Broken Glass Panes Replacement		
	DOW Off	Propane Furnace Exhaust Review		
	DOW Off	Entrances Snow Protection		
	DOW Off	Flooring <ul style="list-style-type: none"> <li>• Remove Old Carpets</li> <li>• Wood Flooring Refinishing</li> <li>• Industrial Laminant</li> </ul>		
	DOW Off	Interior Painting		
	DOW Off	Maintenance Shop Replacement		
	DOW Off	Concrete Lime Emulsion Treatment on Concrete		
	DOW Off	Bob Cat and Attachments Rental?		
	DOW Off	Snowmobile Rental?		
	DOW Off	Quad Snow Plow?		
	DOW Off	Generators Upgrades--Buildings, Sewer, Water		
	DOW Off	Radio Antenna Mast Repair		



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## Appendix G--Facilities Upgrades List

Ref	Items Firehall	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Poor	
2	Foundation	Fair to Good	
3	Outside Membrane and Siding	Poor to Good	
4	Interior Membrane and Coverings	Poor to Good	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Poor to Good	
6	Exterior Paint	Poor to Good	
7	Interior Paint	Poor to Good	
8	Floor Coverings	Poor	
9	Heat, Air, and Cooling Systems	Poor to Good	
10	Hot Water System	Fair to Good	
11	Plumbing	Fair to Good	
12	Electrical	Poor to Good	
13	Sewer	Fair	
14	Water	Fair	
15	Drainage: Buildings and Property	Poor to Good	
16	Bathroom(s)	Poor to Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Poor	
19	Living Space(s)	N/A	
20	Cabinets	Poor	
21	Doors (interior and exterior)	Poor to Good	
22	Windows	Fair to Good	
23	Parking	Poor	
24	Garage and/or Carport	N/A	
25	Workshop	Poor	
26	Storage	Poor	
27	Asbestos	Fair— Treatment Required	
28	Mold or Moisture Damage	Fair	
29	Age and Overall Condition	Poor to Good	
30	Appliances and Fixtures	Poor	
31	Clutter and Disposal Items	Fair	
22	Other:		

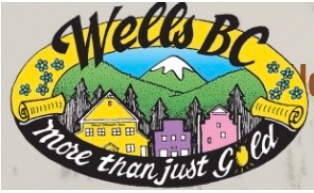


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### Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	Firehall	Relocation of Telus Pole in-front of Bay 2		
	Firehall	Concrete Lime Emulsion Treatment on Concrete		
	Firehall	Electrical <ul style="list-style-type: none"> <li>• Inspection Report Work</li> <li>• Lighting in Crawl Space</li> </ul>		
	Firehall	De-clutter and Clean-up		
	Firehall	Duct Cleaning and Furnace & Electrical Cleaning		
	Firehall	Old Section Bay Doors Replacement		
	Firehall	Old Section Main Door Replacement		
	Firehall	Old Section Roof Replacement		
	Firehall	Old Section Vermiculite Containment or Removal		
	Firehall	Old Section Hose Room Subfloor		
	Firehall	Old Section Loft Carpet Removal		
	Firehall	Old Section Loft Flooring Refinishing or Replacement		
	Firehall	Old Section Loft Gyprock Repairs		
	Firehall	Old Section Structural Review of Subfloor		
	Firehall	Complete New Washroom		
	Firehall	Install New Washroom and Showers		
	Firehall	Additional Truck Garage Space		



# District of Wells

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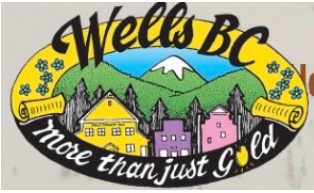
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### Appendix G--Facilities Upgrades List

<b>Ref</b>	<b>Item Community Hall</b>	<b>Status (good, fair, poor)</b>	<b>Mitigation Estimate</b>
1	Roof	Good	
2	Foundation	Fair to Good	
3	Outside Membrane and Siding	Fair	
4	Interior Membrane and Coverings	Fair	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Fair	
6	Exterior Paint	Poor to Fair	
7	Interior Paint	Fair	
8	Floor Coverings	Fair to Good	
9	Heat, Air, and Cooling Systems	Fair	
10	Hot Water System	Fair to Good	
11	Plumbing	Fair	
12	Electrical	Fair	
13	Sewer	Fair	
14	Water	Fair	
15	Drainage: Buildings and Property	Fair	
16	Bathroom(s)	Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Fair	
19	Living Space(s)	N/A	
20	Cabinets	Fair	
21	Doors (interior and exterior)	Fair	
22	Windows	Fair	
23	Parking	Fair	
24	Garage and/or Carport	N/A	
25	Workshop	N/A	
26	Storage	Fair to Good	
27	Asbestos	Good	
28	Mold or Moisture Damage	Good	
29	Age and Overall Condition	Fair	
30	Appliances and Fixtures	Poor to Fair	
31	Clutter and Disposal Items	Fair	
22	Other:		



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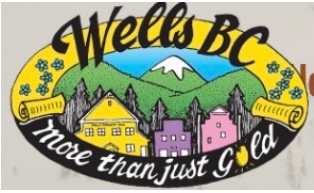
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### Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	C Hall	Electrical--Inspection Report Work		
	C Hall	De-clutter and Clean-up		
	C Hall	Rear Roof Snow Brakes		
	C Hall	Bathroom Fans Inspection, Replacement, Cleaning and Venting Piping Pathway to Outside		
	C Hall	Refinish Gym Floor and Lines Repainting		
	C Hall	Interior Wall Covering Repairs and Painting		
	C Hall	Projection Screen		
	C Hall	Rear Right Back Exit Reconstruction/Repair		
	C Hall	Dance Hall Right Exit Blockage		
	C Hall	Health Office Heat and Sound Proofing		
	C Hall	Kitchen Stoves Replacement		
	C Hall	Kitchen Stoves Venting to Code		
	C Hall	Kitchen Cooler Status		
	C Hall	Furnace Room to Fire Code		
	C Hall	ABC Communications Access Door Replacement		
	C Hall	Access Doors Snow Protection		
	C Hall	Windows Maintenance		
	C Hall	Hot Water Room Ceiling Repair to Fire Code		
	C Hall	Rear Entrance Metal Railing Repair		
	C Hall	Wheelchair Washroom To-Code		
	C Hall	Status of Hydro Masts with Snow Load		
	C Hall	Chimney Removal or Repair		
	C Hall	Rear Entrance Retaining Walls Review and Repair		



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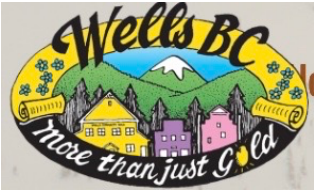
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## Appendix G--Facilities Upgrades List

Ref	Item Community Centre & School	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Poor	
2	Foundation	Fair	
3	Outside Membrane and Siding	Fair	
4	Interior Membrane and Coverings	Fair	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Fair	
6	Exterior Paint	Poor to Fair	
7	Interior Paint	Poor to Good	
8	Floor Coverings	Fair	
9	Heat, Air, and Cooling Systems	Fair to Good	
10	Hot Water System	Good	
11	Plumbing	Fair	
12	Electrical (including Fire Alarm System)	TBD to Fair	
13	Sewer	Fair	
14	Water	Fair	
15	Drainage: Buildings and Property	Poor to Fair	
16	Bathroom(s)	Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Fair	
19	Living Space(s)	N/A	
20	Cabinets	Fair	
21	Doors (interior and exterior)	Fair	
22	Windows	Poor to Fair	
23	Parking	Fair	
24	Garage and/or Carport	N/A	
25	Workshop	N/A	
26	Storage	Fair	
27	Asbestos	Fair--Treated	
28	Mold or Moisture Damage	Fair--TBD	
29	Age and Overall Condition	Fair	
30	Appliances and Fixtures	Fair	
31	Clutter and Disposal Items	Fair	
22	Other:		





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### Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	C Centre & School	Renovation Reports Implementation		
	C Centre & School	De-clutter and Clean-up		
	C Centre & School	Roofs Drainage		
	C Centre & School	Teachorage/Teaching Staff Housing Discussion		
	C Centre & School	Concrete Lime Emulsion Treatment		
	C Centre & School	Worksafe Ongoing Maintenance Records and Minor Items Requirements		
	C Centre & School	Gym Crawl Space Moisture Remediation		
	C Centre & School	Electrical--Inspection Report Work		

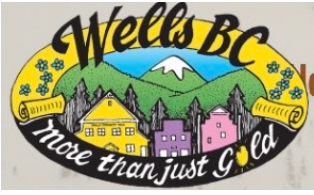


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### Appendix H--By-Laws List

Bylaw #	Short Name	Final Reading Date
2015-146	Tax Exempting 2016	15.10.20
2016-147	Tax Rates 2016	16.05.12
2016-148	Five Year Financial Plan 2016-2020	16.05.12
2016-149	Tax Exempting 2017	16.10.20
2017-150	Tax Rates 2017	17.05.11
2017-151	Five Year Financial Plan 2017-2021	17.05.11
2017-152	Zoning and Tree Protection Bylaw. Amendment	17.07.11
2017-153	Off-Highway Recreational Vehicle Reg.	17.08.08
2017-154	Temporary Use Permit Policy	18.02.06
2017-155	Tax Exempting 2018	17.10.26
2017-156	Comprehensice Fees and Charges	
2017-157	Garbage Collection Regulation	17.12.14
2018-158	Zoning and Tree Protection Amendment	18.04.25
2018-159	Wells Sewer Sepcified Area User Rates	18.05.22
2018-160	Wells Water Specified Area User Rates	18.05.22
2018-161	Comprehensice Fees and Charges	18.05.22
2018-162	Snow Removal & Ice Control	
2018-163	Five Year Financial Plan 2018-2022	18.04.27
2018-164	Wells Election Procedures	18.07.04
2018-165	Tax Rates 2018	18.04.27
2018-166	Council Renumeration and Expenses	18.06.26
2018-167	Amend DOW OCP Designation Bylaw 106, 2010	18.10.23
2018-168	Amend the DOW Zoning and Tree Protection No. 26, 2000	18.10.23
2018-169	Amend the DOW OCP Desingation Bylaw No. 106, 2010	18.10.23
2018-170	Vehicle from Streets	18.10.23
2018-171	2018 Permissive Tax Rate	18.10.30



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### Appendix H--By-Laws List

Bylaw #	Short Name	Final Reading Date
2018-172	Council Renumeration and Expenses	
2018-173	Officer Positions	
2019-174	Establish Financial Plan for 2019 to 2023	19.05.14
2020-177	Establish Financial Plan for 2020 to 2024	20.05.26
2020-178	Levying of Tax Rates for Municipal, Regional Hospital, and Regional District purposes for 2020	20.05.26
2020-179	2020-2025 Permissive Tax Exempting	20.02.25
2020-180	Council Prodedure	20.11.03
2020-181	Fire Service	20.12.08
2021-199	Comprehensice Fees and Charges	21.04.13
2021-200	Tax Rate 2021	
2021-201	Financial Plan for 2021 to 2025	21.05.11
2021-202	Noise & Nuisance	21.07.20
2021-203	Determination of Various Procedures for Conduct of Local Government Elections and Other Voting	21.11.23



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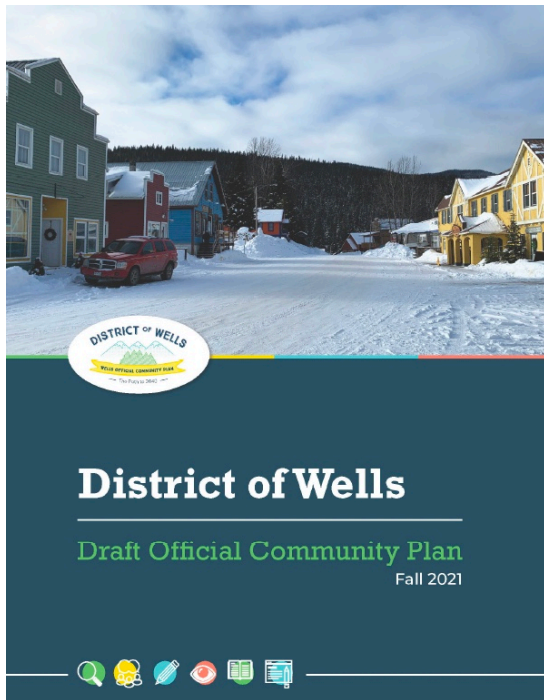
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### Appendix I--Draft New Official Community Plan

The goal is to finalize the OCP and any new By-Laws in early June 2022.



### Draft New Official Community Plan (OCP) Contents

- 1.0 Introduction
- 2.0 Background and Planning Context
- 3.0 The Planning Process
- 4.0 Land Use Designations
- 5.0 Objectives and Policies for Future Development
- 6.0 Development Permit Areas & Temporary Use Permits
- 7.0 Implementation

Figures

Schedules

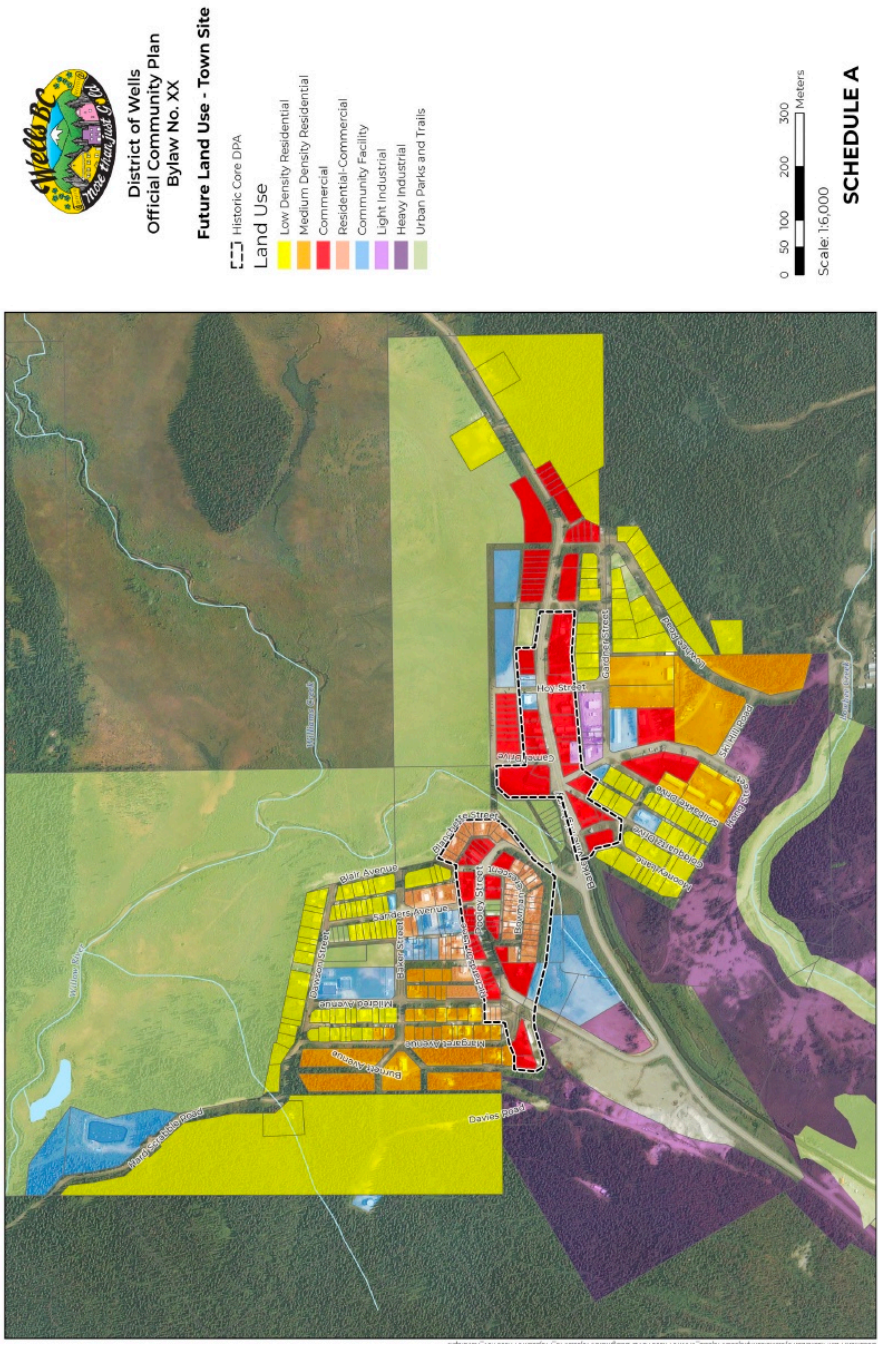


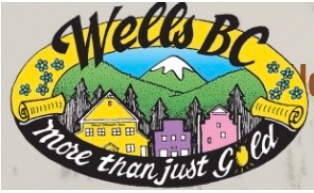
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## Appendix I--Draft New Official Community Plan





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## Appendix J—Draft Wildfire Risk Map



District of Wells  
Official Community Plan  
Bylaw No. XX  
Hazards

--- Municipal Boundary

Slope

20-30%

>30%

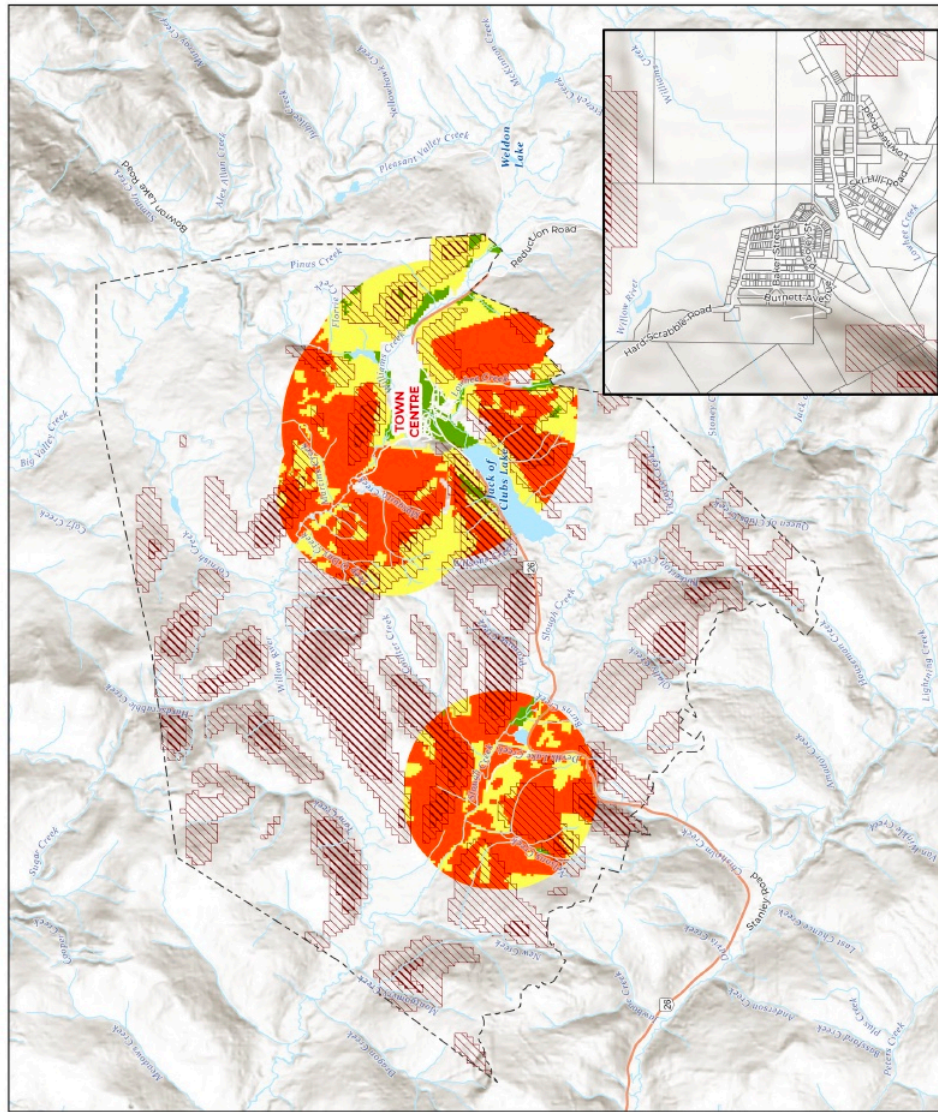
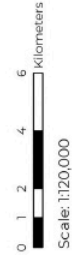
Fire Threat

Low

Moderate

High

The entire Wells area is classified as Risk Class 1 (highest risk) in the Government of BC's Wildfire Urban Interface classification system



## **Memorandum of Understanding**

This Memorandum of Understanding (“**MOU**”) is made as of March 22, 2022 (“**Effective Date**”)

**Between:** Barkerville Gold Mines Ltd. (“**BGM**”)

**And:** District of Wells

### **Whereas:**

1. BGM, the wholly-owned subsidiary of Osisko Development Corp., is the owner of the mineral tenures and other assets which comprise the Cariboo Gold Project, located near Wells, British Columbia.
2. BGM and District of Wells have a common interest in cooperative relations.
3. BGM and District of Wells have engaged in meaningful dialogue with a view toward seeking partnership opportunities based on mutual respect.
4. BGM and the District of Wells recognize that working together pursuant to a cooperative relationship will facilitate the sharing of information, improve communications, and establish substantial and worthwhile projects and procedures to promote cooperative relationship building.
5. BGM and the District of Wells wish to enter into this MOU to formalize their mutual understandings in respect of the Cariboo Gold Project.

### **Principles:**

1. Mutual respect for each party’s respective areas of jurisdiction;
2. Mutual respect for each party’s mandates and policies and that this MOU does not fetter the individual mandates and policies of the parties;
3. Cooperation in the exchange, development, and distribution of information that is relevant to the establishment and consolidation of the relationship between parties;
4. Collaborative actions in development and implementation of meaningful projects of mutual interest; and
5. Acknowledgement that good relations between neighbours are required for all citizens to benefit.

### **General Objectives:**

BGM and the District of Wells have the following mutual objectives:

1. Promote understanding of functions, responsibilities, and interests of both parties, both locally and in a province wide context, including in each other’s events where possible;
2. Provide opportunities for relationship building between parties, such as regular scheduled meetings, which allow dialogue between leaders in areas of common interest. This may include economic development, natural resource management, efficient and affordable service delivery, and cooperative land use planning where possible; and
3. Encourage and promote effective methods of dispute resolution between parties.

### **Term and Termination:**

The parties acknowledge and agree that this MOU will take effect upon both parties signing this MOU and the adoption of authorizing resolutions by the Council of the District of Wells. This MOU will remain in effect unless terminated by either party on at least thirty (30) days prior written notice to the other party.

### **Now Therefore:**

The parties have entered into this MOU on the Effective Date, to attest to their mutual commitment to promote cooperative relationship building.

**DISTRICT OF WELLS**

**BARKERVILLE GOLD MINES LTD.**

---

Mayor

---

Chris Lodder, President & CEO

---

Acting Mayor







# District of Wells

<b>Meeting Date</b>	March 22, 2022
<b>Report Date:</b>	March 18, 2022
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Requirement for Board of Variance

## Purpose/Issue:

The purpose of this report is to request Council to direct staff to invite professionals/experts in the local area to be appointed to a Board of Variance for the District of Wells.

As per the Local Government Act Division 6, Section 899, a local government that has adopted a zoning bylaw must, by bylaw, establish a board of variance.

The Local Government Act **537** (1) states: *If the population of a municipality is 25 000 or less, the municipal board of variance is to consist of 3 persons appointed by the council.* Anne Laing, James Douglas and Mia Cirotto were on the Board of Variance for the three (3) year term of June 2016 to June 2019. Given the term has expired and in consideration of the recent application for Development Variance permit, this board needs to be re-established.

*(please see attached Local Government Requirements, as per the LGA)*

Within the District of Wells Zoning and OCP Bylaws, is also a requirement for a Board of Variance.

Staff wish to invite local community members with knowledge and experience wherein zoning and community planning is had and would be of asset to a Board of Variance for the Community.

## Legal Considerations:

**Local Government Act Div. 6 Section 899, Section 922 and Section 537  
District of Wells OCP Bylaw No. 106,2010 and Zoning Bylaw No. 26, 2000**

## Options / Recommendations:

1. Receives the staff report regarding the requirement for the District of Wells to have an active Board of Variance; and
2. Directs Staff to invite three (3) or more local community members with knowledge and experience wherein zoning and community planning are involved to apply Council's consideration of appointments to a District of Wells Board of Variance.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer

## Division 6 — Board of Variance

### **Establishment of board of variance**

**899** (1) A local government that has adopted a zoning bylaw must, by bylaw, establish a board of variance.

(2) If the population of a municipality is 25 000 or less, the board of variance for the municipality is to consist of 3 persons appointed by the council.

(3) If the population of a municipality is more than 25 000, the board of variance for the municipality is to consist of 5 persons appointed by the council.

(4) A board may establish one or more boards of variance, but, if more than one board of variance is established, the bylaw establishing them must specify the area of the regional district over which each board of variance is to have jurisdiction and those areas must not overlap.

(5) Each board of variance in a regional district is to consist of 3 persons appointed by the board.

(5.1) Two or more local governments may satisfy the obligation under subsection (1) by jointly establishing a board of variance by bylaw adopted by all participating local governments.

(5.2) The bylaw in subsection (5.1) must

(a) specify the area of jurisdiction for the board of variance, which may be all or part of the participating local governments, but must not overlap with the area of jurisdiction of any other board of variance, and

(b) establish rules for

(i) appointment and removal of members of the board of variance, and

(ii) appointment and removal of a chair of the board of variance,

which apply in place of those established by this section and section 900.

(5.3) As an exception to subsections (2) to (5) in relation to a board of variance established under subsection (5.1),

(a) if a municipality is one of the participating local governments, the board of variance is to consist of

(i) 3 persons, if the population of the area of the jurisdiction of the board of variance is 25 000 or less, or

(ii) 5 persons, if the population of the area of the jurisdiction of the board of variance is more than 25 000, and

(b) if a municipality is not one of the participating local governments, a board of variance is to consist of 3 persons.

(6) Subject to subsection (9) and to the rules established under subsection (5.2) (b) (i), an appointment to a board of variance is for the later of

(a) 3 years, and

(b) if no successor has been appointed at the end of the 3 year period, until the time that a successor is appointed.

(7) A person who is

(a) a member of the advisory planning commission or of the local government, or

(b) an officer or employee of the local government

is not eligible to be appointed to a board of variance.

(8) If a member of a board of variance ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the board of variance.

(9) A local government may rescind an appointment to a board of variance at any time.

(10) [Repealed 2003-15-15.]

(11) Members of a board of variance must not receive compensation for their services as members, but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

(12) A local government must provide in its annual budget for the necessary funds to pay for the costs of the board.

### **Chair and procedures**

**900** (1) The members of a board of variance must elect one of their number as chair.

(2) The chair may appoint a member of the board of variance as acting chair to preside in the absence of the chair.

(3) A bylaw establishing a board of variance must set out the procedures to be followed by the board of variance, including the manner by which appeals are to be brought and notices under section 901 (4) are to be given.

(4) A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during normal business hours.

### **Variance or exemption to relieve hardship**

**901** (1) A person may apply to a board of variance for an order under subsection (2) if the person alleges that compliance with any of the following would cause the person hardship:

(a) a bylaw respecting the siting, dimensions or size of a building or structure, or the siting of a manufactured home in a manufactured home park;

(b) a bylaw under section 8 (3) (c) [*fundamental powers — trees*] of the *Community Charter*, other than a bylaw that has an effect referred to in section 50 (2) [*restrictions on authority — preventing all uses*] of that Act if the council has taken action under subsection (3) of that section to compensate or mitigate the hardship that is caused to the person;

(c) the prohibition of a structural alteration or addition under section 911 (5);

(d) a subdivision servicing requirement under section 938 (1) (c) in an area zoned for agricultural or industrial use.

(2) On an application under subsection (1), the board of variance may order that a minor variance be permitted from the requirements of the bylaw, or that the applicant be exempted from section 911 (5), if the board of variance

(a) has heard the applicant and any person notified under subsection (4),

(b) finds that undue hardship would be caused to the applicant if the bylaw or section 911 (5) is complied with, and

(c) is of the opinion that the variance or exemption does not

(i) result in inappropriate development of the site,

(i.1) adversely affect the natural environment,

(ii) substantially affect the use and enjoyment of adjacent land,

(iii) vary permitted uses and densities under the applicable bylaw, or

(iv) defeat the intent of the bylaw.

(3) The board of variance must not make an order under subsection (2) that would do any of the following:

(a) be in conflict with a covenant registered under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, R.S.B.C. 1960, c. 208;

(b) deal with a matter that is covered in a permit under Division 9 of this Part or covered in a land use contract;

(b.1) deal with a matter that is covered by a phased development agreement under section 905.1 [*phased development agreements*];

(c) deal with a flood plain specification under section 910 (2);

(d) apply to a property

(i) for which an authorization for alterations is required under Part 27,

(ii) that is scheduled under section 970.1 (3) (b) or contains a feature or characteristic identified under section 970.1 (3) (c), or

(iii) for which a heritage revitalization agreement under section 966 is in effect.

(4) If a person makes an application under subsection (1), the board of variance must notify all owners and tenants in occupation of

(a) the land that is the subject of the application, and

(b) the land that is adjacent to land that is the subject of the application.

(5) A notice under subsection (4) must state the subject matter of the application and the time and place where the application will be heard.

(6) The obligation to give notice under subsection (4) must be considered satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

(7) In relation to an order under subsection (2),

(a) if the order sets a time within which the construction of the building, structure or manufactured home park must be completed and the construction is not completed within that time, or

(b) if that construction is not substantially started within 2 years after the order was made, or within a longer or shorter time period established by the order,

the permission or exemption terminates and the bylaw or section 911 (5), as the case may be, applies.

(8) A decision of the board of variance under subsection (2) is final.

**Extent of damage preventing reconstruction as non-conforming use**

**902** (1) A person may apply to a board of variance for an order under subsection (2) if the person alleges that the determination by a building inspector of the amount of damage under section 911 (8) is in error.

(2) On an application under subsection (1), the board of variance may set aside the determination of the building inspector and make the determination under section 911 (8) in its place.

(3) The applicant or the local government may appeal a decision of the board of variance under subsection (2) to the Supreme Court.



# District of Wells

<b>Meeting Date</b>	March 22, 2022
<b>Report Date:</b>	March 17, 2022
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Proposed Provisional Budget for 2022

**Purpose/Issue:**

The purpose of this report is to bring forward to public the proposed provisional budget for 2022 and request from staff to hold a Public consultation for public input on April 6, 2022.

The District of Wells is annually required to produce a financial plan projecting the District's operational and capital revenues and expenditures for the next year. The District's annual budget provides the foundation upon which the five-year financial plan is also built and should therefore be as up-to-date and accurate as possible. As part of the process to develop the 2022 Provisional Budget for the District, the annual budgets for the last three years were reviewed (i.e. 2019, 2020, and 2021) to help confirm baseline operational and capital financial requirements.

**Legal Considerations:**

**BC Community Charter**

**Options / Recommendations:**

1. Receives the staff report regarding the proposed Provisional Budget for 2022; and
2. Directs Staff to hold a Public Consultation to receive input on the proposed Provisional Budget for 2022 on Tuesday April 6, 2022.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer

<b>Item</b>	<b>2021 Actual</b>	<b>2022 Provisional</b>	<b>2022 Actual</b>
<b>Revenue</b>			
Municipal Tax Levied	-92723	-117581	0
Frontage Taxes	-87844	-90475	0
1% Taxes (Hydro and Telus)	-25825	-25900	0
Grants in Lieu of Taxes	-16010	-14865	0
Services Supplied to other Governments	-4000	-6074	0
Garbage Collection Services	-13419	-13821	0
Licences and Permits	-10414	-13000	-150
Rentals	-20915	-20985	-630
Investment Income	-1427	-1400	0
Penalties & Interest on Taxes	-619	-8800	0
Other Income	-230887	-330712	-500
Unconditional Grants	-435000	-435000	0
Conditional Grants	-169075	-145231	0
Collections for Other Governments	-77383	-145246	0
OCP In-Kind Donation	-82700	-17300	-13550
Gen. Cap Fund--Government	-451781	-440851	0
Water Fund--Sales and Other	56570	-110063	0
Sewer Fund--Sales and Other	-50891	-93700	0
<b>Totals</b>	<b>-1714343</b>	<b>-2031004</b>	
<b>Expenses</b>			
Legislative Costs	35315	54379	1248
Administration (HR)	366692	440790	69496
Administration (General)	99430	99891	25005
Utility Administration	0	0	0
OCP Re-Write (In-kind donation)	69450	30550	13550
Community Hall	107245	52000	11385
Municipal Hall	7459	35000	1449
Wells School	42543	105000	15859
Visitor Info Centre	9676	4000	456
Fire Bridgade-General	30039	25900	5865
Fire Bridgade-Communications	818	2020	0
Fire Bridgade-Fire Hall	21883	24000	4034
Fire Bridgade-Vehciles	2233	3170	48
Building Inspections	5214	14000	4888
Public Works-General	125741	125500	15735
Public Works-Street Lights	8149	8500	1420
Public Works-Garbage Collection	14897	15212	3322
Public Works-Spring Clean-up	0	1000	0
Economic Development	9015	17200	5094
Community Planning	13250	-90912	1695
Community Development	36604	40100	3178
Debt Services (Bank Fees)	528	1200	0
Collections for Other Governments	110226	126494	0
General Capital Fund-Equipment	4860	6000	0
Emergency Program Projects	8291	9000	1220



Water Capital Fund	0	0	0
Water Fund Administration	28667	21690	945
Water Fund Distribution	56427	21000	610
Water System Facilities	10937	19550	1895
Water System-Emergency Water	9781	0	0
Water System-Hydrants Maintenance	0	3000	0
Sewer-Admin	3826	16290	1045
Sewer-Collection System	32826	208500	3164
Sewer-Facilities	1460	11350	0
Sewer-Lagoon Facility	11962	22500	2055
<b>Totals</b>	<b>1285444</b>	<b>1473874</b>	<b>194661</b>

R or E	Category	Account	Item	2021 Actual	2022 Provisional	2022 Actual	NotH61:H95es
Revenue	Municipal Taxes Levied	01-1-110-010	Gen. & Debt - Residential	-57700	-74289		
Revenue	Municipal Taxes Levied	01-1-110-020	Gen. & Debt - Utilities	-2217	-2285		
Revenue	Municipal Taxes Levied	01-1-110-030	Gen. & Debt - Major Industry	0	0		
Revenue	Municipal Taxes Levied	01-1-110-050	Gen. & Debt - Business/Other	-29970	-37462		
Revenue	Municipal Taxes Levied	01-1-110-080	Gen. & Debt - Tax Adjustments	-2836	-3545		
Revenue	Frontage Taxes	01-1-130-010	Sewer Parcel Taxes	-38640	-39795		
Revenue	Frontage Taxes	01-1-130-010	Water Parcel Taxes	-45384	-46745		
Revenue	Frontage Taxes	01-1-130-010	Garbage Parcel Taxes	-3820	-3935		
Revenue	1% Taxes	01-1-140-001	BC Telephone (Sect 353)	-7890			
Revenue	1% Taxes	01-1-140-005	BC Hydro (Sect 353)	-17935			
Revenue	Grants In Lieu of Taxes	01-1-210-002	GIL-Federal Government	0	-7365		
Revenue	Grants In Lieu of Taxes	01-1-210-003	GIL-Provincial Government	-16010	-7500		
Revenue	Services Provided to Other Governments	01-1-320-001	Barkerville FP Mutual Aid	-4000	-4000		
Revenue	Services Provided to Other Governments	01-1-320-004	CRD Fire Protection Tax Transfer	0	-1569		
Revenue	Services Provided to Other Governments	01-1-320-005	Street Lighting-Prov. Government	0	-505		
Revenue	Garbage Collection Services	01-1-500-005	Commercial Garbage Collection Fees	-7179	-7394		
Revenue	Garbage Collection Services	01-1-500-006	Residential Garbage Collection Fees	-6240	-6427		
Revenue	Licences & Permits	01-1-510-004	Building/Plumbing Permits	-10414	-10500	-150	
Revenue	Licences & Permits	01-1-510-005	Sub-Division/Rezone/Variance Fees Permits	0	-2500		
Revenue	Rentals	01-1-530-004	Community Hall Rentals	-89	-1200	-123	Covid Restrictions
Revenue	Rentals	01-1-530-005	CRD Library Agreement	-5985	-5985		
Revenue	Rentals	01-1-530-006	Wells-Barkerville School Rentals	-7430	-7500	-630	
Revenue	Rentals	01-1-530-007	School District 28 Agreement	-7500	-7500		Contract to 2023
Revenue	Investment Income	01-1-550-001	Interest on Investments	-1427	-1400		
Revenue	Penalties & Interest on Taxes	01-1-560-002	Penaty on Current Taxes	0	-3000		
Revenue	Penalties & Interest on Taxes	01-1-560-002	Interest on Arrears Taxes	-351	-2900		
Revenue	Penalties & Interest on Taxes	01-1-560-002	Interest on Delinquent Taxes	-268	-2900		
Revenue	Other Income	01-1-590-003	Sale of District Pins, Flags, Etc.	0	-200		
Revenue	Other Income	01-1-590-007	Gold Rush Circle Route (18/19)	-4000	0		
Revenue	Other Income	01-1-590-011	Love Wells Project	-200	-1200		
Revenue	Other Income	01-1-590-012	Coop Marketing	0	-1000		
Revenue	Other Income	01-1-590-015	Fitness Centre Memberships	-1520	-500		
Revenue	Other Income	01-1-590-021	Barkerville Cemetary Revenue/Donations	-650			Inkind from Osisko--OCP, Wastewater Feasibility
Revenue	Other Income	01-1-590-025	Miscellaneous Revenue	-127355	-230550	-500	Inkind, Donations, Other

Revenue	Other Income	01-1-590-105	Property Tax Searches	-500	-600	
Revenue	Other Income	01-1-590-106	Community Forest Dividend	-96662	-96662	
Revenue	Unconditional Grants	01-1-620-001	Prov Gov't - Small Community Prot. Grant	-435000	-435000	Based on population
Revenue	Conditional Grants	01-10710-001	NDIT Economic Dev Grants	-59733	-50000	
Revenue	Conditional Grants	01-10710-007	NDIT Marketing Grant-map & Brochures	0	0	
Revenue	Conditional Grants	01-10710-012	S. Wells Infrastructure Study Grant	0	-5619	
Revenue	Conditional Grants	01-10710-013	NDIT Grant Writer Grant	0	-8000	
Revenue	Conditional Grants	01-10710-016	Visitor Information Centre	9758	-10000	
Revenue	Conditional Grants	01-10710-113	NDIT Funding	-25000	0	
Revenue	Conditional Grants	01-10710-115	BC Climate Action Grant	0	-2849	
Revenue	Conditional Grants	01-10710-120	Federal Fuel Tax Transfer Grant	-67431	-67431	
Revenue	Conditional Grants	01-10710-121	Access to Health Care Grant	-26669	-1332	
Revenue	Collections for Other Governments	01-1-980-991	Provincial School Tax	-71494	-89368	
Revenue	Collections for Other Governments	01-1-980-992	Regional Hospital	322	-403	
Revenue	Collections for Other Governments	01-1-980-993	Municipal Finance Authority	-5	-5	
Revenue	Collections for Other Governments	01-1-980-994	B C Assessment Authority	-1113	-1392	
Revenue	Collections for Other Governments	01-1-980-995	Regional District (Admin & Library)	3133	-23812	
Revenue	Collections for Other Governments	01-1-980-996	Rural Refuse - CRD	1567	-18025	
Revenue	Collections for Other Governments	01-1-980-998	Policing Costs Recovery Tax	-9793	-12241	
			<b>Total General Operating Fund Revenues</b>	<b>-1185630</b>	<b>-1344390</b>	<b>-1403</b>

Expenditures	Legislative Costs	01-2-110-090	Council Remuneration	28569	27954	1248 Bylaw 172,2018
Expenditures	Legislative Costs	01-2-110-100	Council Incidentals	0	11225	
Expenditures	Legislative Costs	01-2-110-207	Memberships & Subscriptions	1355	1500	
Expenditures	Legislative Costs	01-2-110-234	Council Travel & Conferences	3455	12500	
Expenditures	Legislative Costs	01-2-110-900	Council Contingency & Hosting	1936	1200	
Expenditures	Administration (Human Resources)	01-2-120-110	Staff Salaries	342541	366790	65373
Expenditures	Administration (Human Resources)	01-2-120-120	Medical & Insurance Premiums	13713	25000	2773
Expenditures	Administration (Human Resources)	01-2-120-207	Composite Labor Load	1606	30000	0
Expenditures	Administration (Human Resources)	01-2-120-208	Memberships	882	3500	155
Expenditures	Administration (Human Resources)	01-2-120-234	Travel & Conferences	3942	7500	1195
Expenditures	Administration (Human Resources)	01-2-120-302	Staff Training	4008	7500	0
Expenditures	Administration (Human Resources)	01-2-120-303	Recruitment Expenses	0	500	0
Expenditures	Administration (General)	01-2-150-212	Copy Machine Service Contract	2597	4000	337
Expenditures	Administration (General)	01-2-150-213	Telephone and Internet	4337	5000	364
Expenditures	Administration (General)	01-2-150-221	Statutory Advertising	1671	2500	2170
Expenditures	Administration (General)	01-2-150-225	Office Supplies	6124	6500	1922
Expenditures	Administration (General)	01-2-150-229	Vadim Lease & Service Contract	18292	9800	0
Expenditures	Administration (General)	01-2-150-240	Audit Fees	15000	15000	0
Expenditures	Administration (General)	01-2-150-242	Legal Fees	14469	20000	10667
Expenditures	Administration (General)	01-2-150-250	Liability Insurance	9126	9200	9521
Expenditures	Administration (General)	01-2-150-251	Fire Insurance	24191	24191	0
Expenditures	Administration (General)	01-2-150-292	General Expense, Postage, Freight	3055	3100	24
Expenditures	Administration (General)	01-2-150-294	Tax Sale Costs	568	600	0
Expenditures	Utility Administration Transfers	01-2-180-961	Admin Rec - Water Department	0		
Expenditures	Utility Administration Transfers	01-2-180-962	Admin Rec - Sewer Dept	0		
Expenditures	Community Hall	01-2-190-120	OCP-Urban Systems (in-kind Osisko)	69450	30550	13550

Expenditures	Community Hall	01-2-190-522	WCH Building Repairs & Maintenance	90436	10000	2641	Roof was redone in 2021
Expenditures	Community Hall	01-2-190-525	WCH Telephone	1215	6000	364	
Expenditures	Community Hall	01-2-190-585	WCH Electrical	5553	8000	1317	
Expenditures	Community Hall	01-2-190-586	WCH Fuel	10041	28000	7063	Propane Increase 300%
Expenditures	Municipal Hall	01-02195-522	Town Hall Building Repairs & Maintenance	861	5000	0	
Expenditures	Municipal Hall	01-02195-585	Town Hall Electricity	3182	5000	577	
Expenditures	Municipal Hall	01-02195-586	Town Hall Fuel	3416	25000	872	
Expenditures	Wells/Barkerville School	01-2-196-296	Fitness Centre Expenses	0	500	0	
Expenditures	Wells/Barkerville School	01-2-196-521	Geothermal Monitoring & Phone	60	500	0	
Expenditures	Wells/Barkerville School	01-2-196-522	School Maintenance	21105	30000	60	
Expenditures	Wells/Barkerville School	01-2-196-585	School Electricity	12307	19000	3682	
Expenditures	Wells/Barkerville School	01-2-196-586	School Fuel	9071	55000	12117	Propane Increase 300%
Expenditures	Visitor Information Centre	01-2-197-505	VIC Operations	3099	2500	428	
Expenditures	Visitor Information Centre	01-2-197-522	VIC Repairs and Maintenance	6123	1000	0	VIC Break-in caused more expense in 2021
Expenditures	Visitor Information Centre	01-2-197-585	VIC Electricity	454	500	28	
Expenditures	Fire Brigade - General	01-2-230-213	Firehall Telephone	1861	2000	364	
Expenditures	Fire Brigade - General	01-2-230-225	Fire Hall Supplies & Equip	24287	2500	1501	
Expenditures	Fire Brigade - General	01-2-230-234	Fire Dept Travel & Conferences	0	2000	0	
Expenditures	Fire Brigade - General	01-2-230-283	Fire Practice and Training	3740	17000	4000	with firchief remuneration
Expenditures	Fire Brigade - General	01-2-230-395	Group Life/WCB For Volunteers	151	2400	0	
Expenditures	Fire Brigade - Communications	01-2-236-516	Com Gear Repairs & Repl	0	1200	0	
Expenditures	Fire Brigade - Communications	01-2-236-570	Radio Licence	818	820	0	
Expenditures	Fire Brigade - Fire Hall	01-2-240-522	Firehall Building Repairs & Maintenance	10347	8000	0	
Expenditures	Fire Brigade - Fire Hall	01-2-240-580	Firehall Propane	10593	15000	4034	Propane Increase 300%
Expenditures	Fire Brigade - Fire Hall	01-2-240-585	Firehall Electricity	943	1000	0	
Expenditures	Fire Bridage - Vehicles	01-2-244-190	Fire Truck Inspection and Certification	536	550	0	
Expenditures	Fire Bridage - Vehicles	01-2-244-250	Fire Truck Insurance	1616	1620	0	
Expenditures	Fire Bridage - Vehicles	01-2-244-450	Fire Truck Fuel	81	500	48	
Expenditures	Fire Bridage - Vehicles	01-2-244-510	Fire Truck Maint & Repairs	0	500	0	
Expenditures	Building Inspection	01-2-260-110	Building Inspection Service Contract	5214	14000	4888	
Expenditures	Public Works General	01-2-300-302	Public Works Road Maint Contract	87892	96000	14902	Emcon 2023
Expenditures	Public Works General	01-2-300-303	Public Works Contract Equipment	21551	10000	0	CRI Grant for FireSmarting
Expenditures	Public Works General	01-2-300-304	PW Contract Equipment-Snow	4077	5000	0	Contract taken care of until atleast 2023
Expenditures	Public Works General	01-2-300-450	PW Supplies & Equipment	12208	12000	257	
Expenditures	Public Works General	01-2-300-452	Ditching and Drainage	0	1000	0	
Expenditures	Public Works General	01-2-300-453	Custodial Supplies	13	1500	576	
Expenditures	Public Works - Street Lighting	01-2-328-585	St. Light Electricity	8149	8500	1420	
Expenditures	Public Works - Garbage Collection	01-2-400-350	Public Works - Garbage Collection Contract	14897	15212	3322	Busted Knuckle Until 2024
Expenditures	Public Works - Spring Cleanup	01-2-420-350	Annual Cleanup Campaign	0	1000	0	
Expenditures	Economic Development	01-2-620-309	Co-operative Marketing	4335	5000	4438	
Expenditures	Economic Development	01-2-620-310	Grant Writer Services (Grant)	0	8000	0	Cancelled
Expenditures	Economic Development	01-2-620-311	Marketing and Advertising	2492	3000	656	
Expenditures	Economic Development	01-2-620-312	Love Wells (Grant)	2188	1200	0	
Expenditures	Community Planning	01-2-640-268	OCF Community Planning (Grant)	13250	0	1695	
Expenditures	Community Planning	01-2-640-269	South Wells Infrastructure Study (Grant)	0	-5912	0	
Expenditures	Community Planning	01-2-640-274	Rural DF - MUN Boundary Exp Study (Grant)	0	-85000	0	
Expenditures	Community Development	01-2-670-003	Photo Video	0	500	0	

Expenditures	Community Development	01-2-670-004	Website Maintenance	931	1100	163
Expenditures	Community Development	01-2-670-021	Barkerville Cemetery	0	500	0
Expenditures	Community Development	01-2-670-221	Marketing and Economic Development	2762	2500	0
Expenditures	Community Development	01-2-670-225	Community Bus (Grant)	22911	23000	3015
Expenditures	Community Development	01-2-670-227	Post Secondary School Bursary	0	1000	0
Expenditures	Community Development	01-2-670-260	Community Events	0	1500	0
Expenditures	Community Development	01-2-670-270	Local Grants In Aid	10000	10000	0
Expenditures	Gateway Project	01-2-671-120	CEPIP - Ice Rink Revitalization (Grant)		428851	2021 Awarded 441,600
Expenditures	Debt Services	01-2-800-010	Interest & Bank Charges	528	1200	0
Expenditures	Trans to Own Funds & Reserves	01-2-822-021	Transfer to Cemetery Reserve	0	0	0
Expenditures	Trans to Own Funds & Reserves	01-2-822-727	Transfer to Bank acct from another bank acct	112576	0	0 Transfer from Integris to TDCT Chq Acct
Expenditures	Collections for Other Governments	01-2-870-990	Prov School Tax Hog Claimed	47637	60607	0 Now Through Province
Expenditures	Collections for Other Governments	01-2-870-992	Regional Hospital	17258	17775	0
Expenditures	Collections for Other Governments	01-2-870-993	Municipal Finance Authority	5	5	0
Expenditures	Collections for Other Governments	01-2-870-994	B C Assessment Authority	1140	1175	0
Expenditures	Collections for Other Governments	01-2-870-995	Regional District (Admin & Library)	19050	19622	0
Expenditures	Collections for Other Governments	01-2-870-996	Regional District - Rural Refuse	14500	14950	0
Expenditures	Collections for Other Governments	01-2-870-998	BC School/Police Taxes	10636	12360	0
			<b>Totals General Operating Fund Expenses</b>	<b>1228983</b>	<b>1563845</b>	<b>183727</b>
			<b>General Operating Fund Totals</b>	<b>43353</b>	<b>193555</b>	<b>182324</b>
Revenue 02	Government & Other Grants	02-1-450-002	Prov Govt - NITP Grant	-181	0	0
Revenue 02	Government & Other Grants	02-1-450-011	Mia Safety Grant	-3000	0	0
Revenue 02	Government & Other Grants	02-1-450-016	CERIP - Ice Rink Funding	-441600	-428851	0
Revenue 02	Government & Other Grants	02-1-450-019	Job Opportunites Program	-7000	-12000	0
Revenue 02	Government & Other Grants	02-1-450-021	Provincial Com/Health/Connections Grant		0	0
Revenue 02	Government & Other Grants	02-1-450-022	Misc. Govt Grant	0	0	0
Expenses 02	Equipment Purchases	02-2-401-302	Capital Office Equipment	4431	2000	0
Expenses 02	Equipment Purchases	02-2-401-303	Website Software Upgrade	0		0
Expenses 02	Equipment Purchases	02-2-401-305	Computer Equipment	429	2000	0
Expenses 02	Equipment Purchases	02-2-401-309	Groundskeeping Equip	0	2000	0
Expenses 02	Emergency Program Projects	02-2-411-303	Communications Equipment	0	500	0
Expenses 02	Emergency Program Projects	02-2-411-304	Wells and Area Emercengency Prepardness	8291	8500	1220
Revenue 03	Water Capital Government & Other Grants	03-1-450-001	Water Capital Provincial Government	0	0	0
Expenses 03	Water Capital Government & Other Grants		Water Capital Provincial Government	0	0	0
Revenue 04	Sewer Capital		Sewer Capital	0	0	0
Expenses 04	Sewer Capital		Sewer Capital	0	0	0
Revenue 05	Water Fund	05-1-100-100	Water User Fees	52970	-54560	0
Revenue 05	Water Fund	05-1-100-400	Water Service Connection Fees	3600	-7200	0
Revenue 05	Water Fund	05-1-300-100	Water Service On & Off Charges	0	-300	0
Revenue 05	Water Fund	05-1-700-100	General Revenue - Parcel Taxes Water	0	-48003	0
Expenses 05	Water Fund	05-2-100-234	Utility Conference, Travel, Training	0	4500	0
Expenses 05	Water Fund	05-2-100-570	Water Permits & Licenses	550	1500	0
Expenses 05	Water Fund	05-2-100-800	Vehicle Gas, Insurance, ETC	28117	15690	945
Expenses 05	Water Fund	05-2-200-302	New Service Connection-Water		5000	0
Expenses 05	Water Fund	05-2-200-452	Water Dist. Materials	4253	6500	610
Expenses 05	Water Fund	05-2-200-453	Water Dis. Maintenance	52174	8500	0 2021 Lead Investigations Engineers BGM Reimbursed
Expenses 05	Water Fund	05-2-200-455	Water System Testing	0	1000	0

Expenses 05	Water Fund	05-2-300-213	Water Facilities Telephone	1153	1200	0	
Expenses 05	Water Fund	05-2-300-214	Water System Alarm Monitoring	120	350	0	
Expenses 05	Water Fund	05-2-300-300	Water Facility Repairs and Maint.	0	8000	0	
Expenses 05	Water Fund	05-2-300-302	Water Filter Operations	0	0	0	
Expenses 05	Water Fund	05-2-300-585	Water Pump House Electricity	9664	10000	1895	
Expenses 05	Water Fund	05-2-400-450	Emergency Water Supply	9781	0	0	Bottled Water required in 2021
Expenses 05	Water Fund	05-2-600-450	Hydrant Maintenance	0	3000	0	
Revenue 06	Sewer Fund	06-1-100-100	Sewer Utility User Fees	-47291	-48710	0	
Revenue 06	Sewer Fund	06-1-100-400	Sewer Service Connection Fees	-3600	-7200	0	
Revenue 06	Sewer Fund	06-1-700-100	Sewer Parcel Taxes	0	-37790	0	
Expenses 06	Sewer Fund	06-2-100-570	Sewer Permits & Licenses	563	600	0	
Expenses 06	Sewer Fund	06-2-100-800	Vehicle Gas, Insurance, ETC	3263	15690	1045	
Expenses 06	Sewer Fund	06-2-200-120	New Sewer Connection Charges	0	5000	0	
Expenses 06	Sewer Fund	06-2-200-302	Sewer Line Annual Flushing	0	3500	0	
Expenses 06	Sewer Fund	06-2-200-450	Sewer System Repairs & Maint.	32826	200000	3164	Sewer Treatment Investigations/Feasibility Study
Expenses 06	Sewer Fund	06-2-275-213	Sewer Facilities Telephone	916	1000	0	
Expenses 06	Sewer Fund	06-2-275-214	Sewer Facility Alarm Monitoring	349	350	0	
Expenses 06	Sewer Fund	06-2-275-510	Sewer Lift Station Repair and Maint.	195	10000	0	
Expenses 06	Sewer Fund	06-2-300-250	Sewer Lagoon Repairs & Maint	3063	7500	516	
Expenses 06	Sewer Fund	06-2-300-325	Sewer Facilities Electricity	8899	10000	1539	
Expenses 06	Sewer Fund	06-2-300-455	Sewer - Environmental Testing	0	5000	0	

**TITLE SEARCH PRINT**

2021-08-16, 10:05:56

File Reference:

Requestor: Chris Adamson

Declared Value \$600000

**\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\***

<b>Land Title District</b>	PRINCE GEORGE
Land Title Office	PRINCE GEORGE
<b>Title Number</b>	CA9266540
From Title Number	PM47667
<b>Application Received</b>	2021-08-11
<b>Application Entered</b>	2021-08-13
<b>Registered Owner in Fee Simple</b>	
Registered Owner/Mailing Address:	BARKERVILLE GOLD MINES LTD., INC.NO. BC0091892 SUITE 300 - 1100 AVENUE DES CANADIENS-DE-MONTREAL MONTREAL, QC H3B 2S2
<b>Taxation Authority</b>	Wells, District of
<b>Description of Land</b>	
Parcel Identifier:	023-677-007
Legal Description:	LOT 1 DISTRICT LOT 131 CARIBOO DISTRICT PLAN PGP40908
<b>Legal Notations</b>	NONE
<b>Charges, Liens and Interests</b>	
Nature:	UNDERSURFACE RIGHTS
Registration Number:	H16872
Registration Date and Time:	1973-07-13 12:14
Registered Owner:	WHARF RESOURCES LTD. INCORPORATION NO. 118062
Remarks:	INTER ALIA TRANSFER OF 1745K RECEIVED 02/11/1936 @ 10:15 SEE H9246 AND H9247
Nature:	UNDERSURFACE AND OTHER EXC & RES
Registration Number:	PM47668
Registration Date and Time:	1998-11-02 10:40
Registered Owner:	THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks:	SECTION 50 LAND ACT

**TITLE SEARCH PRINT**

2021-08-16, 10:05:56

File Reference:

Requestor: Chris Adamson

Declared Value \$600000

**Duplicate Infeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE



# District of Wells

<b>Meeting Date</b>	March 22, 2022
<b>Report Date:</b>	March 17, 2022
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Support Request to West Fraser Timber for the Ice Rink Revitalization Project

## **Purpose/Issue:**

The purpose of this report is to request Council to approve a letter to West Fraser Timber requesting materials support for the Ice Rink Revitalization project. (this will take place in consultation with the Wells-Barkerville Community Forest Board)

As per previous discussions, the Ice Rink Revitalization project has seen some unexpected expenses, especially given the current lumber market and supply shortages caused by the pandemic.

West Fraser Timber was approached last year by both staff and the Wells-Barkerville Community Forest Board in efforts of reaching out for partnered support for materials to complete the project.

West Fraser Timber has requested a letter from the Municipality for the requested support of materials.

## **Legal Considerations: None**

## **Options / Recommendations:**

Approves a letter to West Fraser Timber requesting materials support for the Ice Rink Revitalization Project. (This will take place in consultation with the Wells-Barkerville Community Forest Board)

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer





# District of Wells

<b>Meeting Date</b>	March 22, 2022
<b>Report Date:</b>	March 17, 2022
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Request for Proposal (RFP) for the District of Wells Sewer Feasibility study

## Purpose/Issue:

The purpose of this report is to request Council's support in staff issuing a Request for Proposal (RFP) and/or invite to BID on the Wells Sewer Treatment Facility Feasibility Study.

On January 4<sup>th</sup>, 2022, the District of Wells was put on notice by the Enforcement Branch of Canada Environment and Climate Change for violation of subsection 19(1) of the Wastewater Systems Regulations. The notice extends to the Years 2016, 2017, 2018, 2019 and 2020 for which years the District failed to submitting the annual monitoring report specified by paragraph 6(7)d of the Regulations.

In 2020, administration of the District ordered an investigation of the reasons for the District not having submitted annual monitoring reports. Following a field inspection of the flow measurement system at the outlet of the existing lagoon, a Technical Note by a qualified Engineer was issued to the District of Wells. The Engineer concluded it is impossible to measure discharged flows from the existing lagoon: level sensor and multiranger controller cannot be fixed; reconstruction of the V-notch weir to be needed together with replacement of the level sensor and multiranger controller (Reference: Radloff Technical Note, March 31<sup>st</sup>, 2021; attached for reference).

Existing Wastewater Treatment Facility constructed 40 years ago has reached the end of its design life.

Administration reached out to the Province for support and assisted in identifying a grant funding stream through Infrastructure Canada (Environmental Quality Program) to assist in replacing the Sewer Treatment Facility. The funding program application requires a feasibility study.

Barkerville Gold Mines has assisted with providing District Administration the services of an Engineer who has been very helpful with the various Infrastructure challenges in Wells. They have assisted with the Scope of work as outlined in the Draft RFP attached.

Obtaining the results of the feasibility study is a very time sensitive and critical component to getting approval for funding.

Staff recommend that Council considers prioritizing its Sewer Infrastructure, approving the RFP or invitation to bid (as per the District's Procurement Policy) in efforts of commencing the needed feasibility study as soon as possible as to make the grant deadlines.

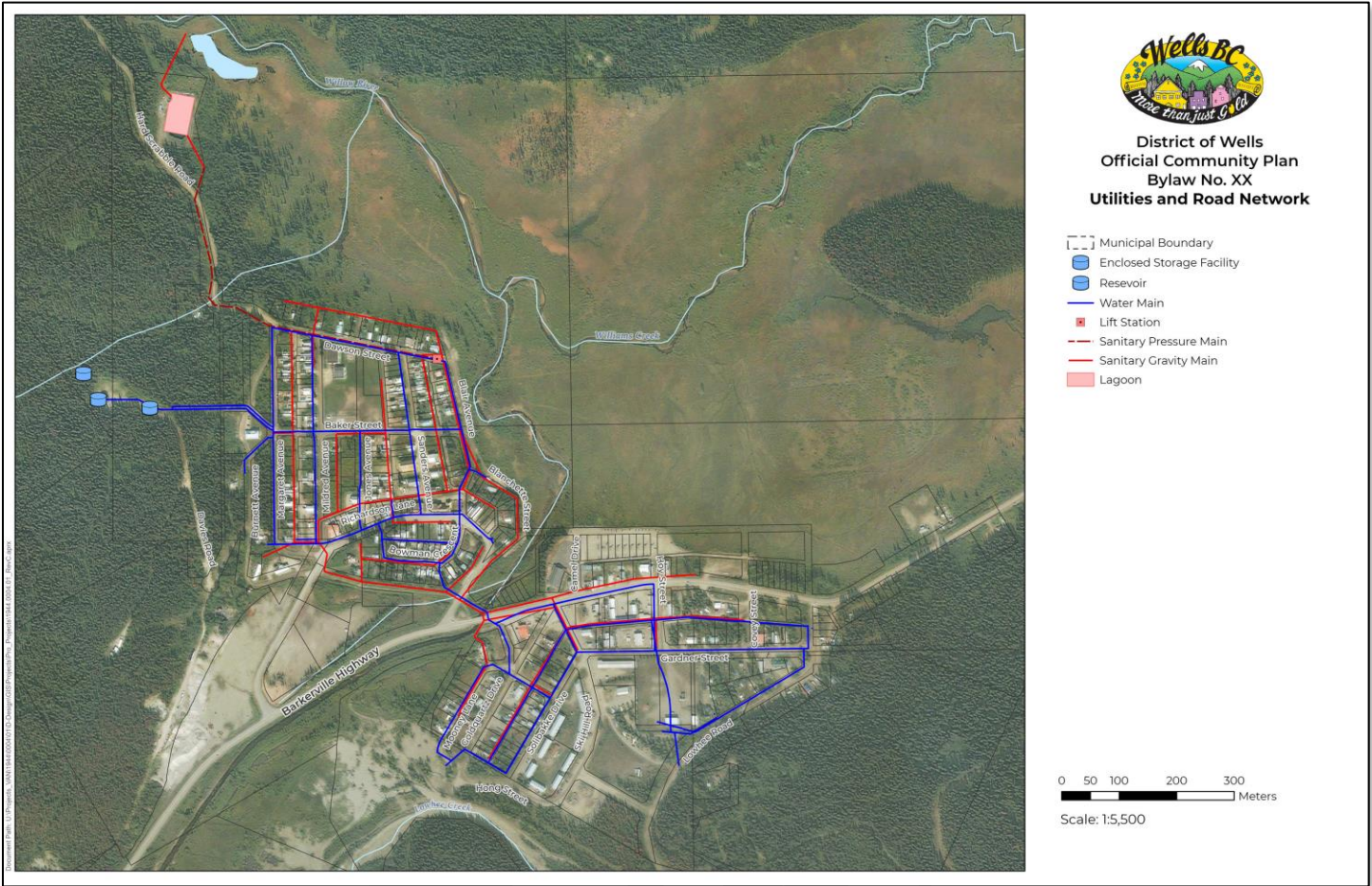
**Legal Considerations: None**

**Options / Recommendations:**

Approves Staff issuing a Request for Proposal and/or invitation to Bid on the Sewer Feasibility study.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer



# DISTRICT OF WELLS BRITISH COLUMBIA

## REQUEST FOR PROPOSAL

### FEASIBILITY STUDY FOR THE UPGRADE OF THE WASTEWATER TREATMENT FACILITY

# 1 INTRODUCTION

The District of Wells is a small Northern BC community with a permanent population of 217 people.

The District of Wells is requesting Proposals from qualified Consultants to provide engineering and cost estimating services at the Feasibility Study level for the upgrade of its wastewater treatment facility in order to achieve compliance with Canada Wastewater Systems Effluent Regulations (WSER).

The Feasibility Study is required as part of the District of Wells application to the “Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality”. On October 8, 2021, the Canadian and British Columbian governments committed up to \$270 million towards the third intake of the Environmental Quality Program to support cost-sharing of infrastructure projects in communities across the Province. This intake is designed to target projects starting in 2023 and completing by 2026. It is the goal of the District of Wells to have its wastewater treatment upgrade Project executed as per the schedule 2023 – 2026 and for this reason, the Feasibility Study shall be completed and delivered by May 1<sup>st</sup>, 2022.

# 2 PROPOSAL SUBMISSION

This Request for Proposals (RFP) defines the scope of work by the Consultant, the list of deliverables by the Consultant and the execution schedule to be achieved under the Feasibility Study for the upgrade of the wastewater treatment facility of the District of Wells.

- Date of issue of the RFP: ..... 2022
- Confirmation of Consultant’s intent to bid: .....2022
- Last day for submission of questions: ..... 2022
- Date and time of submission deadline: .....2022, 4:00 PM
- Decision on the selection of the Consultant: .....2022
- Kick-off meeting with the selected Consultant: ..... 2022

Hardcopy and digital proposals in pdf form shall be delivered to:

**Donna Forseille**  
 Chief Administrative Officer | District of Wells  
 Box 219, Wells BC V0K 2R0 | P: 250.994.3330  
 Email: [admin1@wells.ca](mailto:admin1@wells.ca)  
[wells.ca](http://wells.ca) | [lovewellsbc.com](http://lovewellsbc.com)

Any proposals received after the deadline will be rejected.

The cost for preparing a Proposal of Services is entirely with the Consultant.

The District of Wells reserves the right, without any obligations, to not retain one or any Proposals of Services.

### 3 BACKGROUND – DISTRICT OF WELLS - EXISTING WASTEWATER TREATMENT FACILITY

The existing wastewater treatment facility at the Town of Wells is a single cell aerated Lagoon which was designed and constructed some 45 years ago including addition of submerged aerators in the nineties. The aerated Lagoon discharges the effluent to the Willow River.

In the summer 2021, the District of Wells commissioned Radloff Engineering to conduct a comprehensive field inspection of the Lagoon and assessment of its operating conditions and deficiencies. The Consultant shall refer to the Inspection Report in Appendix A for the detailed description of the Lagoon and deficiencies.

Back in 2014, Environment Canada offered small communities, owners or operators of a wastewater system not designed to achieve the national effluent quality standards to apply for a Transitional Authorization. Small communities had until June 30, 2014, to apply. At the time, the District of Wells had not submitted an application for such a Transitional Authorization.

As a result, the District of Wells has received written warnings from the Enforcement Branch of Environment Canada providing notification that the District is in contravention of subsection 19(1) of the Wastewater Systems Effluent Regulations. This subsection pertains to the reporting requirement under the Regulations which the District could not fulfil over the past years due to deficiencies in the Lagoon discharge weir and flow measurement device.

### 4 SCOPE OF WORK AND DELIVERABLES UNDER THE FEASIBILITY STUDY

The District of Wells is currently considering achieving wastewater treatment compliance based on the following concept:

- Keep the existing Lagoon in place, however, remove the submerged aerators, remove sludge accumulated at the bottom (refer to Radloff Engineering report in Appendix A), and make use of the existing Lagoon as an equalization pond whose function will be to manage the seasonal fluctuations of the influent flow-rates, while at the same time allowing for primary settling of suspended solids; and
- Provide biological secondary treatment following the equalization pond based on a commercially available equipment package for small community, pre-fabricated, pre-assembled, delivered to site skid-mounted, complete with continuous flow-measurement system and automatic sampling of the treated effluent.

In this RFP, the Scope of Work for the Feasibility Study is presented based on the above wastewater treatment concept. However, the Consultant remains free to develop and to propose an alternative solution should he consider appropriate based on its experience and qualifications.

In such a case, the Consultant would still have to comply with the Scope of Work and list of deliverables of this RFP.

## 4.1 Design Basis

The Consultant shall develop a Design Basis for wastewater treatment, covering and without being limited to:

- Population to be served by the wastewater treatment facility. In this respect, the Consultant shall refer to the demographic projections of the District of Wells which also accounts for the growth factor induced by the Osisko/BGM Cariboo Mine Project. The Consultant shall confirm design population and flows for a 20-year life-cycle projection for the District of Wells: reference: District of Wells Draft Official Community Plan (OCP, 2021) provided in Appendix B;
- As part of the Design Basis, the Consultant shall provide an assessment of the flow-rates ( $m^3/d$ ) of the wastewater to be treated:
  - Under the wastewater treatment concept being considered, the existing Lagoon is to be converted into an equalization pond. Consequently, the design flow-rates ( $m^3/d$ ) to the equalization pond (existing lagoon) shall be established taking into account seasonal variations and the demographic projections. With respect to the current seasonal variations of the influent flows to the existing Lagoon, the Consultant shall refer to the Lagoon Inspection Report in Appendix A; and
  - The Consultant shall then establish the equalized design flow-rate from the equalization pond to the wastewater treatment package that will follow, and to present a preliminary water levels operating plan as well for the equalization pond.
- As part of the Design Basis, the Consultant shall establish the design parameters of the raw influent to be treated, current and expected based on the demographic projections: cBOD (carbonaceous BOD, soluble and total), TSS, Total Ammonia, un-ionized ammonia, pH, Temperature (summer/winter), Alkalinity, E. Coli. Available data on the current characteristics of the influent being treated by the existing Lagoon will be provided to the selected Consultant;
- The design basis shall specify all the standards/discharge limits applicable to the treated effluent under both, Canada Federal Wastewater Systems Effluent regulations (WSER, 2015); and BC Ministry of Environmental Municipal Wastewater Regulation (MWR, 2012); and
- Under this Feasibility Study, the purpose of the Design Basis will be to support bid requests to Technology Suppliers for the supply of a pre-fabricated, pre-assembled, skid-mounted biological treatment package to be installed following the equalization pond.

## 4.2 Bid Requests to Technology Suppliers

The Consultant shall prepare and issue Bid Requests to Technology Suppliers for the supply of a biological treatment equipment package pre-fabricated, pre-assembled, skid-mounted, capable of achieving the effluent characteristics specified by the Design Basis. To this end, the Consultant shall identify and propose commercially available wastewater treatment packages for small

communities. The Bid Requests shall require the Technology Suppliers to provide the following information without being limited to:

- Description of the wastewater treatment equipment package: list of components, Process Flow diagram, flow-measurement device, automatic sampler, instrumentation and control;
- Quantity of biological sludge to be produced by the treatment; handling and disposal of sludge;
- Footprint of the equipment package;
- Building: confirmation is required by the supplier as to whether outdoor installation and operation of the treatment equipment package is feasible under the climatic conditions in Wells. If outdoor installation is not feasible, not appropriate, buildings requirements are to be specified;
- Lead time to fabricate and deliver to site;
- Power supply requirement;
- Chemicals needed for operation if any, storage of chemicals and annual consumption;
- Budget price up to delivery at the site (installation by others);
- Operating costs estimate;
- Performance Guarantee offered by the Supplier; and
- Electrical connection, civil works, piping connection to the equipment package and connection to the outfall by others.

The Consultant shall evaluate the Bids to be received from the Technology Suppliers, shall demonstrate that the proposed technology is capable of producing an effluent that is in compliance with the Regulation, and make a recommendation as to the selection of the wastewater treatment equipment package.

### 4.3 Siting of the New Wastewater Treatment Package

As part of the wastewater treatment concept being considered, the existing Lagoon shall be converted into an equalization pond followed by the installation of a commercially available biological treatment equipment package.

The Consultant shall verify that the land owned by the District at the site of the existing Lagoon has sufficient dimensions to install a commercially available treatment equipment package. Preliminary information on the footprint of such an equipment package is available to this end and the siting shall be further verified and confirmed upon receipt of additional information from Technology Suppliers (refer to Section 4.2 above).

The existing lagoon occupies a lot owned by the District of Wells with a total area of 1.6 ha. The Land Surveyor drawing for the Lot owned by the Town at the location of the Lagoon will be provided to the selected Consultant.

## 4.4 Assessment of the Existing Power Supply Equipment at the Lagoon

The Consultant shall proceed with an on-site inspection and evaluation of the conditions of existing Power supply equipment at the Lagoon and make recommendation, as appropriate, owing to the electrical requirements of the new pumping and wastewater treatment equipment to be installed.

## 4.5 Outfall for the Treated Effluent to the Willow River

The existing lagoon outfall consists of approximately 150 meters of 200mm diameter asbestos cement piping that runs from the lagoon V-Notch weir chamber to the Willow River. According to the Lagoon Inspection Report, the outfall piping is in fair condition. However, the Consultant shall confirm whether the existing outfall can be maintained under the future wastewater treatment operations. In particular:

- The Consultant shall review the list of outfall improvements that were recommended in the Lagoon Inspection Report in Appendix A;
- It is unfortunate that the execution of the Feasibility Study is to take place during the winter months while the snow conditions will make it very difficult, if not impossible, for the Consultant to conduct a 2<sup>nd</sup> inspection of the outfall. Notwithstanding, the Consultant is required as part of the scope to specify how the improvements listed in the Lagoon Inspection report can be implemented and provide a cost estimate accordingly; and
- If, in the absence of a field inspection, the Consultant considers he does not have enough information to confirm that the existing outfall can be maintained for the future operating conditions, the working assumption at this point in time will be that the outfall is adequate for the future wastewater treatment operations and the Consultant shall then specify how the treated effluent from the new treatment equipment package will discharge into this outfall.

Furthermore, the Lagoon Inspection report noted the following: the BC MWR requires that outfalls achieve a minimum dilution ratio of 10:1. As there is no stream gauge on the Willow River close to Wells, it is expected that an Environmental Impact Study (EIS) coupled with in river flow monitoring would be needed to determine if treatment/outfall works as constructed meet current MWR criteria. In the light of this, the Consultant shall re-confirm whether such study work is needed and shall provide the District of Wells with a detailed execution plan, execution schedule and estimated cost for such an outfall EIS. It is obvious that the execution of such an EIS is not possible during wintertime and as such the execution is not part of the Consultant scope of work and budget.

## 4.6 Construction Plan

The Consultant shall develop a Construction Plan such that the wastewater upgrade Project be completed within the time frame 2022 - 2026.

As part of developing the Construction Plan, the Consultant shall propose an approach for construction that can ensure the treatment of the sewage would not be interrupted; clearly, raw sewage shall not be discharged to the Willow River during the construction activities of the Project. There are possible interim measures which the Consultant shall develop and propose in order to allow for the construction to proceed while not interrupting the treatment of the sewage.

The Construction Plan shall show the milestones such as:

- Time required for Procurement of the biological treatment package;



- Lead time for the fabrication and delivery to site of the biological treatment package;
- Sequence of construction activities: equalization pond, civil work, building installation, mechanical installation, electrical installation, commissioning; and
- Permitting: construction permits to be obtained.

## 4.7 Green Initiatives

The wastewater treatment upgrade Project for the District of Wells is to be pursued under the *Canada/BC Infrastructure Program - Green Infrastructure - Environmental Quality*. As such, it is desirable that the Consultant proposes Green initiatives as part of the design of the Project. For instance, as part of the evaluation of the commercial biological treatment equipment packages, consideration should be given to technologies that minimize sludge production and sludge disposal. Other initiatives as per Consultant's experience.

## 4.8 Cost Estimating and Engineering – Capital & Operating Costs

The Consultant shall develop a Class B (+/- 20%) Capital Cost Estimate for the wastewater treatment upgrade Project.

While the capital cost of commercially available treatment equipment packages will be obtained from the Technology Suppliers, the Consultant shall develop sufficient engineering and complete the following tasks without being limited to:

- i. Specify and cost estimate the work that will be needed in order to convert the existing Lagoon into an equalization pond including without being limited to:
  - Removal of sludge accumulated at the bottom of the existing Lagoon;
  - Removal of submerged diffusers at the bottom of the existing Lagoon;
  - Specify pumping requirements and pumping arrangement to transfer wastewater from the equalization pond to the new biological treatment equipment package;
  - Specify and cost estimate any other improvements the Consultant considers appropriate and/or needed for the berms of the existing Lagoon under its new function of equalization pond; and
  - Specify and cost estimate instrumentation for the monitoring and control of the water levels in the equalization pond.
- ii. Specify and cost estimate the building to be required (should outdoor installation not feasible) for housing the biological treatment equipment package, including HVAC, Building layout with electrical room, Operator room, storage areas;
- iii. Specify and cost estimate civil work (site preparation, excavation, concrete) for the installation of the wastewater treatment equipment package and associated building;
- iv. For the purpose of civil work engineering and cost estimating, it is expected that a geotechnical investigation of the soils conditions will be required. As the Feasibility Study is to be carried out during the winter, this might not be feasible. The Consultant shall advise about this issue.

- Irrespective, the Consultant shall provide the scope of the geotechnical investigation, method of execution and cost;
- v. Specify and cost estimate electrical equipment and electrical installation required for the wastewater treatment project;
  - vi. Specify and cost estimate the work and materials for the proposed improvements of the Outfall and for the discharge of the treated effluent from the new wastewater treatment equipment to the outfall; and
  - vii. Specify and cost estimate whatever demolition work and/or removal of existing equipment the Consultant considers would be required as part of the wastewater treatment upgrade Project, including disposal of the demolition materials.

## 5 LIST OF DELIVERABLES

The District of Wells requires the Consultant to deliver the followings:

- i. Design Basis – refer to Section 4.1;
- ii. Technical Memo presenting the identification of the biological treatment packages commercially available for small communities – refer to Section 4.2;
- iii. Bid Requests to Technology Suppliers for the supply of a pre-fabricated, pre-assembled, skid-mounted treatment equipment package to be installed following the equalization pond – refer to Section 4.2;
- iv. Technical Memo presenting the evaluation of the Technology Suppliers Bids and recommendation for selection – refer to Section 4.2;
- v. Technical Memo presenting the work plan for converting the existing Lagoon into an equalization pond and proposed operating plan of the equalization pond – refer to Section 4 and 4.8-i;
- vi. Drawing plan/section of the equalization pond including pumping arrangement for transferring wastewater from the equalization pond to the new treatment equipment package – refer to Sections 4, 4.5 and 4.8-i;
- vii. Technical Memo presenting the scope, work plan, schedule and cost for an Environmental Impact Study (EIS) coupled with in river flow monitoring under BC MWR requirement to achieve minimum dilution ratio of 10:1 in the Willow River – refer to Section 4.5;
- viii. Technical Memo addressing the siting of the new wastewater treatment equipment and associated building within the property limits of the Land owned by the District – refer to Section 4.3;
- ix. Site plan drawing showing the general arrangement of the existing Lagoon (converted into an equalization pond) with the new treatment equipment package and associated building, outfall and Willow River – refer to Sections 4, 4.2, 4.5;
- x. Technical Memo presenting the scope, execution plan and cost for a geotechnical investigation of soils conditions in connection with the installation of the new treatment equipment package and associated building – refer to Section 4.8-iv;

- xi. Building drawing general layout plan/section – refer to Section 4.8-ii;
- xii. Technical Memo presenting the evaluation of the existing electrical equipment at the Lagoon and recommendations – refer to Section 4.4;
- xiii. List of Electrical equipment for the wastewater treatment upgrade project;
- xiv. Technical Memo presenting demolition work, if any, to be required as part of the wastewater treatment upgrade Project: identify items to be demolished/removed, method and disposal of demolition materials – refer to Section 4.8-vii;
- xv. Basis of Cost Estimating. Method of cost estimating: in-house unit costs or bid request to Contractors;
- xvi. Capital cost estimate Report – Class B cost estimate (+/- 20%) including Contingency;
- xvii. Technical Memo presenting the estimated annual operating costs: electricity, operator, chemicals;
- xviii. Construction Plan and Construction Schedule. Under the *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality*, the wastewater treatment upgrade Project shall be completed by Year 2026 – refer to Section 4.6;
- xix. Populate the Detailed Cost Estimate Excel Template which is a mandatory Excel document for the application to the Canada/BC Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Environmental Quality (EQ) Sub-Stream requirements (ICIP-EQ); and
- xx. Upon completion of the Feasibility Study, the Consultant shall prepare a Technical Memo to inform the Town about the detailed engineering deliverables and procurement deliverables to be prepared in a next step and list of drawings to be prepared and issued for construction.

## 6 CONSULTANT PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall include, but not be limited to, the following information:

- Experience and Qualifications of the Project Team Members with similar projects for small communities in Northern Canada;
- Project descriptions and project references for similar projects for small communities in Northern Canada;
- Organizational Chart for the Feasibility Study:
  - Qualifications and Experience of the proposed Project Manager; and
  - Name, qualifications and experience of the individuals to be assigned to wastewater treatment process engineering, civil/electrical engineering, cost estimating, drafting.
- Identification of Sub-Consultant (s) which the Consultant intends to hire to assist in the execution of the Scope of Work along with the names, CVs and functions of the specific individuals of the Sub-Consultants;

- Execution Plan for the Feasibility Study:
  - Field work: number of site visits, duration, scope, expected dates;
  - Sequence of tasks;
  - Execution schedule – dates for the delivery of the deliverables listed in Section 5; and
  - Progress Meetings.
- Budget for the Feasibility Study:
  - Manhours estimate site visits, bid requests, engineering, cost estimating, drafting, Project Management and reporting;
  - Budget breakdown: site visits, bid requests, engineering, cost estimating, drafting, Project Management, reporting; and
  - List of expenses and estimate.

## 7 CRITERIA FOR THE EVALUATION AND SELECTION OF THE PROPOSALS

Experience and Qualifications of the Project Team members with similar projects for small communities in Northern Canada – 40%.

Execution Plan for the Feasibility Study – 30%

Budget for the Feasibility Study – 30%.

### Attachments

Appendix A: Lagoon Inspection Report, Radloff December 2021.

Appendix B: District of Wells Draft Official Community Plan (OCP) 2021

END

DRAFT



## District of Wells

<b>Meeting Date</b>	March 22, 2022
<b>Report Date:</b>	March 18, 2022
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Development Variance Application

### Purpose/Issue:

The purpose of this report is to inform Council of the recent Development Variance Application received by staff and to give information for Council's future consideration.

Staff have received a Development Variance Permit Application as well as a Subdivision application for the property known as "Cariboo Joy's Campground" located at 12566 Barkerville Highway.

(DL 131, Lot 1 Folio 24-391.01743.002)

The property is currently zoned "CW" (Commercial), and the applicants wish for the property to be rezoned as "R1" (Residential). The property currently has a single-family dwelling on it and the proposed plan is to eventually subdivide the property into five (5) residential lots, building single resident dwellings on each lot. The property is located on the highway Corridor with neighboring properties located on Covey Street, Hoy Street and Gardner Street. The property has access to municipal services which exist at the rear of the property in the lane located between the highway and Gardner Street.

The current municipal Zoning Bylaws and Official Community Plan (OCP) Bylaw (*see attached*) both zone this property as Commercial. The District of Wells is currently re-writing the OCP Bylaw to align with the short term and long-term visions of the community which should be taken into consideration for this Development Variance Permit Application (DVP).

Should the OCP Bylaw once rewritten not align with the requested Development Variance Application then Council would need to consider amending the OCP Bylaw which will require another Public consultation and four readings. Staff recommends forwarding this application to the Vision and Planning Select Committee as they are actively assisting with Community Consultation with the OCP Bylaw updates with the District's consultants, Urban Systems.

A Board of Variance, once re-instated by Council, will be required to review this application and give their approval for Council consideration.

The application would then go back forward to Council for further consideration and a direction to staff to hold a Public Hearing, as well as conduct the necessary referrals (i.e. Ministry of Transportations and any residents who may be affected by the approval of a DVP) prior to Council's final determination of approval.

(Section 922 of the Local Government Act **requires a municipality to give notice of a development variance permit to owners and tenants affected by the DVP**. Notice to neighbouring property owners and residents was given on March 12, 2004. Any comments on

the proposed DVP will be brought to the Council meeting at which this application is considered)

Other important considerations for Council are that the municipality continues to see significant housing shortages, which has been an ongoing challenge for years. The property owners of 12566 Barkerville Highway have recognized and identified the needs of residential housing. Should Council consider the future approval of this Development Variance Permit Application, staff would recommend the allowance of secondary suites for the property area as to think proactively ahead of potential town growth which could result in further demand on housing needs.

**Legal Considerations:**

***Local Government Act Div. 6 Section 899, Section 922 and Section 537***

***District of Wells OCP Bylaw No. 106,2010 and Zoning Bylaw No. 26, 2000***

**Options / Recommendations:**

1. Receives the Development Variance application and supporting documents for information purposes.

Respectfully submitted by

Donna Forseille

Chief Administrative Officer



District of Well  
 Mail: PO Box 219  
 Address: 4243 Sanders Ave.  
 Wells, BC V0K 2R0

Tel: (250) 994-3330  
 Fax: (250) 994-3331

email: [clerk@wells.ca](mailto:clerk@wells.ca)

## DEVELOPMENT APPLICATION FORM

1. **APPLICATION TYPE** – Please select one of the following:

Official Community Plan Amendment

Zoning Amendment

Combined Official Community Plan & Zoning Amendment

Development Permit

Development Variance Permit

Land Use Contract Amendment

Subdivision

Strata Title Subdivision

Temporary Industrial Use Permit

Temporary Commercial Use Permit

2. **REGISTERED OWNER(S)/APPLICANT INFORMATION**

Applicant: Registered Owner

Authorized Agent

Applicant Name: Dawn Leroy

Address: 4389 Blair Ave, Wells

Signature: Dawn

Phone: 250 994 6805

Postal Code: V0K 2R0

Date: Nov 18, 21

**NOTE: If the applicant is not Registered Owner, then a letter authorizing the agent or the Registered Owner' information and signature shall be provided below.**

Registered Owner's Name: Barkerville Gold Mines

Phone: 250 994 0002

Address: Suite 300-1100 Ave Des Canadiens

Postal Code: H3B 2S2

X Signature: [Signature] Chris Lodder

Date: Nov 18, 2021

3. **PROPERTY INFORMATION**

Subject Property Address: 12566 Barkerville Hwy

Legal Description: Lot 1 DL 131 Cariboo Regional District Plan

Roll Number: 014 73 002

Present Zoning: Commercial (CW)

Present Official Community Plan Designation: CW

Present Use: Single Family Home and RV campground

4. **APPLICATION INFORMATION**

Description of the Application: Rezoning From Commercial (CW) to Residential (R1)

Reasons and comments in support of the application (use a separate sheet if necessary):

To support Application For subdivision for single family homes residential development

5. **ATTACHMENTS:** As stated in the Project Information Form, the required plans are to be submitted with the application.

**For Office Use Only:**

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Received By: \_\_\_\_\_

Signature: \_\_\_\_\_





...an Official British Columbia  
Gateway Community

### AGENT AUTHORIZATION FORM

#### PROPERTY LEGAL DESCRIPTION:

Street Address: 12566 Barkerville Hwy

Legal Description: Lot 1 DL 131 Cariboo District Lot 131 Plan PGP 40908

DOW Roll # 391: 01473.002 Parcel ID#: 003 677 007

Zoning: Commercial Land Use: 1sty house & RV Park

#### Please Print:

Property Owner: Barkerville Gold Mines Ltd

Property Owner: \_\_\_\_\_

The undersigned, registered property owners of the above noted property, do hereby authorize

Dawn Leroy, of Realize It  
(Contractor/Agent) (Name of consulting firm)

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standard and special conditions attached.

Property Owner's Address (if different than property above):

Suite 300-1100 Avenue Des Canadiens - de Montreal Qc

Telephone: 604 722 6496

We hereby certify that the above information submitted in this application is true and accurate to the best of my/our knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Chris Lott  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



**District of WELLS**

P.O. Box 219  
Wells, B.C. V0K 2R0  
Tel: (250) 994-3330  
Email [clerk@wells.ca](mailto:clerk@wells.ca)

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**PROJECT INFORMATION FORM**

*for Development Permits, Development Variance Permits, and Temporary Use Permits*

**The information requested in this form is required to expedite the application and assist the staff in preparing a recommendation.**

**1. DESCRIPTION OF THE APPLICATION**

Present use of the site: Single Family Home and RV Campground

Please give a full description of the proposed use/development: Development of 4 additional single family homes

Approximate Commencement Date of Proposed Project: June 1<sup>st</sup> 2022, subject to subdivision process completion

**2. ATTACHMENT PLANS**

The applicant shall confirm with the District which of the following attachments are required. If additional information is required the applicant shall be notified.

*This section to be filled out in consultation with Development Services staff*

- Yes    No    A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the location of existing building structures and uses.
- Yes    No    A dimensioned Site Development Plan to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the proposed use, existing building structures, highway access, etc.
- Yes    No    A Contour Map (Plan) drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ with contour interval of \_\_\_\_\_, of the subject site or a dimensional cross-section sketch of the property.
- Yes    No    Dimensional elevations of the building facades which face the street or alley at a scale of \_\_\_\_\_ to \_\_\_\_\_.
- Yes    No    A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ of the proposed subdivision, where subdivision (small or large) is contemplated.
- Yes    No    Technical information or reports and other information required to assist in the preparation of the application, listed below:

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Zoning and OCP Amendment Map of property:



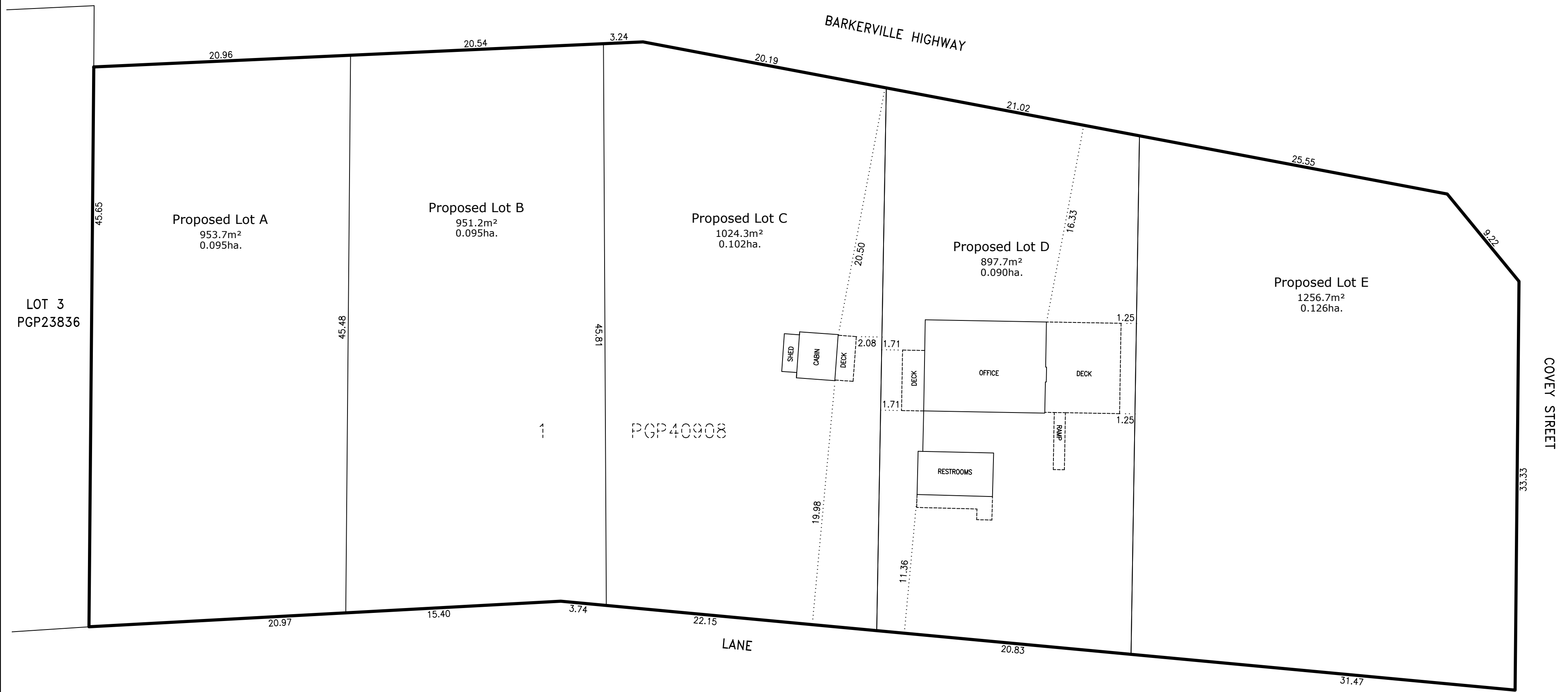
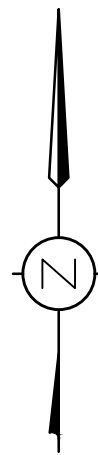
PROPOSED SUBDIVISION PLAN OF  
 LOT 1 DISTRICT LOT 131 CARIBOO DISTRICT  
 PLAN PGP40908

93H.013



All distances are in metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:250.



THIS PLAN IS BASED ON THE FOLLOWING LAND TITLE AND SURVEY  
 AUTHORITY OF BC RECORDS:  
 PGP40908

THIS PLAN LIES WITHIN THE DISTRICT OF WELLS.  
 THIS PLAN LIES WITHIN THE CARIBOO REGIONAL DISTRICT.  
 DRAFTED ON THE 19th DAY OF OCTOBER, 2021



#100-275 Lansdowne St.  
 KAMLOOPS, BC, V2C 1X8  
 TEL: 250-374-5331  
 DRAWN BY: SK  
 DRAWING NO: 2102325-Proposed Sub  
 FILE NO: 2102325  
 FB: -- P: --

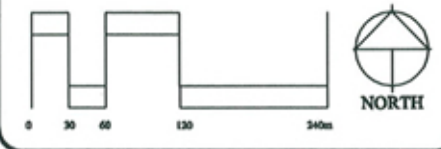
# SCHEDULE "B" (MAP)

District of Wells  
Official Community  
Plan

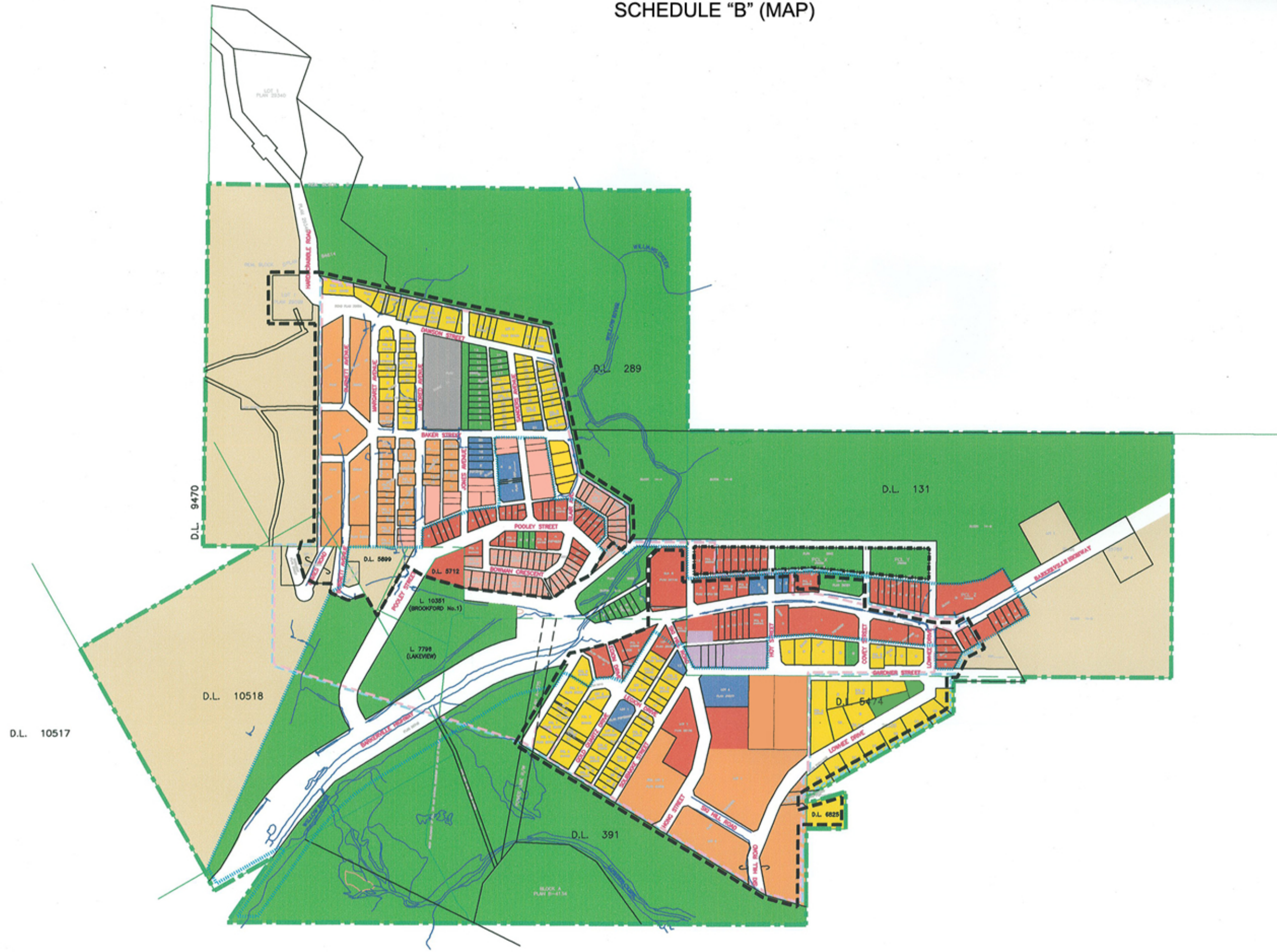
Schedule B  
Official Community  
Plan Map

### Legend

-  Town Centre Boundary
-  Single Family Residential
-  Multi-Family Residential
-  Rural Residential
-  Residential -Commercial
-  Wells Commercial District
-  Commercial Service/  
Light Industrial
-  Industrial
-  Institutional
-  Parkland/Recreational Area
-  Educational
-  1930's Mining Town  
Development Permit Area
-  Recreational Vehicle  
Park Development
-  Water Specified Area
-  Water Specified Boundary  
Extension Area
-  Sewer Specified Area



Prepared for:  
District of Wells  
prepared by:  
URBAN SYSTEMS.  
date:  
Sept, 2001



# DISTRICT OF WELLS ZONING BYLAW

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**SCHEDULE B:** Zoning Maps

## SCHEDULE A

### DISTRICT OF WELLS ZONING BYLAW

#### **1.0 GENERAL**

#### **1.1 BASIC PROVISIONS**

1.1.1 Within the District of Wells, no person shall:

- (a) use any land, buildings or structures;
- (b) commence any construction to erect, move, enlarge or structurally alter any building or structure; or
- (c) create a lot by subdivision under the Land Title Act or Condominium Act;

except as permitted by:

- i) these regulations;
- ii) these regulations as varied by a Development Variance Permit issued by the District Council pursuant to Section 922 of the Local Government Act;
- iii) these regulations as varied by order of a Board of Variance;
- iv) these regulations as varied by a tree cutting permit issued by the District;
- v) provisions of the Local Government Act respecting non-conforming uses;
- vi) with respect to subdivision, for residence of a relative as outlined in the Local Government Act

1.1.2 No provisions in these regulations shall be construed to replace, or remove the need for approvals under any other act or regulation, notably the Agricultural Land Commission Act, Health Act, Highway Act, Waste Management Act, Water Act, Forest Act, Land Act, and Indian Act.

1.1.3 Notwithstanding any other provisions of this bylaw, all lands within the Forest Land Reserve are subject to the provisions of the Forest Land Reserve Act, regulations and orders of the Land Reserve Commission which allow forest management activities including timber production and harvesting and restrict most non forest uses.

Nothing in this bylaw shall have the effect of restricting, directly or indirectly, a forest management activity relating to timber production or harvesting on land that is forest reserve land ( as defined in the Forest Land Reserve Act) or managed forest land (as defined in the (Forest Land Reserve Act) so long as the managed forest land continues to be used only for that purposes.



- 1.1.4 Metric units are used for all measurements in this bylaw. The approximate equivalent of metric units in feet, square feet and acres are included for convenience only and do not form part of this bylaw.
- 1.1.5 Applications to amend this bylaw should be evaluated in relation to the goals, objectives and policy guidelines of the District of Wells Official Community Plan, and with reference to:
- (a) compatibility and the degree of potential land use conflict between the proposed use and nearby existing uses;
  - (b) the ability to provide the necessary servicing, including the provision of adequate water supply and on-site sewage disposal;
  - (c) environmental impact;
  - (d) traffic and access;
  - (e) comments and approvals required by other jurisdictions; and
  - (f) public input received from the required public hearing.

To minimize the need for the use of "restrictive covenants" in special case situations, "special zones" may be established to include uses not otherwise permitted in a particular zone, to exclude uses that would otherwise be permitted, or to vary the applicable zone provisions for a particular lot or group of lots, as deemed necessary.

## **1.2 ADMINISTRATION AND ENFORCEMENT**

- 1.2.1 The Bylaw Enforcement Officer appointed by or on behalf of the Council for the District of Wells is hereby authorized pursuant to Section 268 of the Local Government Act, to enter, at all reasonable times, on any property including land and improvements, that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations and prohibitions under this bylaw are being observed.
- 1.2.2 A Building Inspector for or on behalf of the District of Wells shall not issue any permit except in accordance with these regulations.
- 1.2.3 Any owner or occupier of land who contravenes, or who suffers or permits any contravention of any provision of these regulations shall be guilty of an offense, and shall be liable to the penalties herein imposed.
- 1.2.4 Any person who is guilty of an offense against these regulations may, upon summary conviction, be liable to a penalty or fine of not more than ten thousand dollars (\$10,000). Each day or part thereof during which any contravention is continued shall constitute a new and separate offense.

## **2.0 INTERPRETATION AND DEFINITIONS**

2.1 Throughout this bylaw, all words and phrases in these regulations shall have their normal or common meaning, or as defined by Provincial Statute, except that the definitions specified in Section 3.3 shall apply. Reference to a "zone" or "zone symbol" are as established in Section 4.

2.2 The precise boundaries for each zone shall be deemed to:

- (a) follow the boundary of a lot; or
- (b) in the case of a stream or river, or road allowance or other right-of-way, follow the centre line of such; or
- (c) in the case of a lake or pond or similar standing body of water, follow the natural boundary of such, except where none of the above apply, and where the lot line is below the natural boundary, in which case the boundary shall follow the lot boundary; or
- (d) be as outlined in Schedule B: Map Appendices - For Multiple Zones, where applicable; or
- (e) follow the Wells area plan boundary as outlined in Schedule B.

Notwithstanding the above, where a zone boundary does not follow a legally defined line, and where distances are not specifically indicated, the location of the boundary shall be determined by scaling or distance measurement from the Map Appendices, where applicable.

2.3 In this bylaw, unless the context requires otherwise, the following definitions and interpretations shall apply:

1. "ABATTOIR" means a building or a portion of a building thereof where live animals are slaughtered and butchered and may include facilities for the packaging, treating and storage of meats and meat products.
2. "ACCESSORY DWELLING UNIT" means a dwelling unit which is ancillary to a permitted non-residential use and is occupied by either the owner, or by the family of a person employed on the lot where such dwelling is located, and may be situated above, behind, or beside as an attached unit, or in a detached building from the permitted non-residential use.
3. "AGRICULTURAL OPERATION" means the growing, rearing, producing, and harvesting of primary agricultural products. Bona fide agricultural operation means the growing, rearing, producing and harvesting of primary agricultural products on lands classified and denoted as a farm by the British Columbia Assessment Authority.

4. "ANCILLARY BUILDING" means a building or structure subordinate and supplementary to the principal building or use permitted on the same lot and, without limiting the generality of the foregoing, includes tool sheds, storage sheds, workshops, attached and detached garages and carports, but excludes agricultural buildings and structures or temporary dwelling units, which are otherwise regarded as principal uses.
5. "ANCILLARY USE" means subordinate and supplementary to the principal use of land, buildings or structures and located on the same lot.
6. "ANIMAL HOSPITAL" means a building or portion thereof where one or more licensed veterinarians and associated staff provide medical, surgical, or general health care services for domestic animals and house pets, and may also include grooming or boarding services.
7. "ANTIQUÉ AND SECOND HAND SALES" means a building or part thereof where antique furniture, used appliances, household goods, clothing, tools and arts and crafts products are kept and offered for retail sales.
8. "AQUACULTURE" means the growing and cultivation of aquatic plants or fish for commercial purposes, in any water environment or in human-made containers of water, and includes the growing and cultivation of shellfish on, in or under the foreshore or in the water.
9. "ARTERIAL HIGHWAY" means an arterial highway as defined in the Highway Act.
10. "ASPHALT MANUFACTURING" means the production of road paving materials from raw materials and petroleum products.
11. "ASSEMBLY" means the collection and fitting of various parts into a final product.
12. "AUDITORIUM" means a hall or building used for public gatherings.
13. "AUTO BODY WORK AND PAINTING" means a building or part thereof used for the painting and/or repairing of automobile bodies, but does not include a wrecking or salvage yard.
14. "AUTO WRECKING" means an establishment, which may include land, buildings or structures, where motor vehicle parts are salvaged and stored for future use or for wholesale or retail sale.
15. "AUTOMOTIVE REPAIR GARAGE" means a building or part thereof where the services performed or executed on motor vehicles include the installation or repair of exhaust systems, electrical systems, transmissions, brakes, radiators, tires and wheels, rust proofing, diagnostic services, major and minor mechanical repairs, and in conjunction with an automotive repair garage there may be a motor vehicle service station, a towing service, and an automobile rental service for the convenience of the customers while their vehicles are being repaired.
16. "BAKERY" means a business establishment for baking or selling baked goods.

17. "BANK OR FINANCIAL INSTITUTION" means an establishment involved in the custody, loan, exchange, or issue of money, the extension of credit, and the transmission of funds, and may include a chartered bank, a trust company, a savings and loan company or a credit union.
18. "BED AND BREAKFAST ACCOMMODATIONS" means overnight accommodations and a morning meal in a dwelling unit provided to the travelling public for monetary compensation for a length of stay of three consecutive months or less in any calendar year, but shall not include a rooming or boarding house, a hotel, a motel, a group home, or a restaurant.
19. "BEEKEEPING" means an apiary or a place where bees are kept and raised, and includes the preparation of honey from the nectar of flowers.
20. "BOTTLING AND DISTRIBUTION PLANT" means a business establishment involved in the receipt, mixing, filling, storage and distribution of bottled goods.
21. "BREWERY" means a business establishment involved in the manufacture of fermented liquors, for sale, from malt, wholly or in part, or from any substitute thereof.
22. "BUILDING" means a building as defined in the BC Building Code.
23. "BUILDING INSPECTOR" means the Building Inspector employed by or under contract to the District of Wells.
24. "BUILDING SUPPLY STORE" means a building or structure in which construction and home improvement products, tools, equipment and materials are stored and offered for retail sale, and may include the assembly and fabrication of materials related to construction and home improvements.
25. "BUTCHERING AND SLAUGHTERING" means the killing of live animals and the dressing of their flesh for market.
26. "BYLAW ENFORCEMENT OFFICER" means the Bylaw Enforcement Officer employed by or under contract to the District of Wells.
27. "CAMPGROUND" means an area of a lot used for the temporary accommodation of travellers in camping units such as tents, trailers, campers or motor homes for recreation, education or vacation purposes, and which may be licensed accommodation under the regulations made pursuant to the Travel Regulation Act.
28. "CAMPSITE" means an individual site within a campground designated or allocated for temporary accommodation of travellers in a specific camping unit.

29. "CAR WASH" means a business establishment consisting of a building or structure for washing automobiles and may include facilities for automatic or semi-automatic washing, rinsing, drying and waxing of automobiles.
30. "CARPORT" means a roofed enclosure used for the storage or parking of vehicles with less than 60% of its total perimeter enclosed by walls, doors or windows.
31. "CASINO" means a business establishment within the meaning of the Gaming act.
32. "CATALOGUE SALES" means a business establishment which does not display products or commodities on site, but relies on product lists and catalogues for the sale of products and commodities which are warehoused and distributed from an alternative location.
33. "CEMETERY" means lands or property that is used as a place for the interment of the dead, or in which human bodies have been buried, within the meaning of the Cemetery Act.
34. "CHURCH" means a building or structure or part thereof dedicated to religious worship or organized religious services and associated accessory uses which may include a church hall or auditorium, Sunday school, nursery school, day care centre, parish hall or other related non-profit organizational uses, an accessory dwelling unit and a cemetery.
35. "CINEMA" means a building or part thereof devoted to the showing of motion pictures.
36. "COFFEE HOUSE" means a business establishment specializing in the retail sale of coffee, baked goods and similar refreshments.
37. "COMMERCIAL CLUB" means a building or part thereof where a club, organization or activities centre is operated for gain or profit, may require membership qualifications or the payment of fees and dues, and may include facilities for social activities, athletic activities, physical fitness or recreation.
38. "COMMERCIAL FLOOR AREA" means the total usable floor area within a building used for commercial purposes, otherwise referred to as "gross leasable area", but excludes common areas shared by all tenants in a multi-tenant building, areas for public washrooms, utility rooms, storage rooms, and common malls between stores.
39. "COMMERCIAL NURSERY AND GREENHOUSE" means a building or structure or part thereof for the growing, display, wholesale or retail sale of flowers, fruits, vegetables, plants, shrubs, trees or similar vegetation, and may include the sale of other goods, products and equipment normally associated with gardening and landscaping.
40. "COMMERCIAL STORAGE OF VEHICLES" means an establishment containing a fenced area or compound for the temporary storage of vehicles, but does not include the dismantling, repair or storage of automotive parts and accessories.

41. "COMMUNITY CARE FACILITY" means a licensed establishment or daycare providing for the care, supervision and protection of ten or more children. Establishments for ten or fewer children may be permitted to operate as a home occupation. Otherwise, a community care facility shall be interpreted in accordance with the provisions of the Community Care Facility Act.
42. "COMMUNITY FACILITY" means a building or structure owned and operated by a government agency or department to provide services to the public.
43. "COMMUNITY HALL" means a building or room of considerable size, for the benefit and use of the community, and used as a place for the meeting of public assemblies.
44. "COMMUNITY SEWER SYSTEM" means a common sewer, or system of sewerage or sewage disposal, which serves two or more lots, and is approved under the Health Act and the Waste Management Act.
45. "COMMUNITY WATER SYSTEM" means a system of diverting, developing, pumping, impounding, distributing, or furnishing water, for domestic purposes, to four or more lots, and is approved under:
  - (a) the Health Act, Water Act and Water Utility Act; or
  - (b) the Health Act and Water Utility Act.
46. "CONCESSION STAND" means a business or non-profit establishment occupying a portion of a building or structure and involved in the retail sale of refreshments and snack foods.
47. "CONCRETE AND CEMENT MANUFACTURING AND STORAGE" means an establishment, including lands, buildings and structures, involved in the making and shipment of concrete and cement products and materials, including the storage of raw materials such as limestone powders, sand and gravel.
48. "CONFECTIONARY SHOP" means a business establishment occupying all or a portion of a building or structure and involved in the retail sale of sweet foods, candy, and other sundry items.
49. "CONTRACTORS OFFICE, SHOP OR YARD" means a yard, buildings or part thereof, including office area and structures for any building trade or contractor, where equipment, materials, tools and machinery are stored, and includes a shop or related assembly work, but specifically excludes the storage or repair of any industrial equipment, machinery or motor vehicles, excluding recreational vehicles, with a rated gross vehicle weight of more than 10,000 kilograms (22,045 pounds).

50. "CONTROLLED ACCESS" means controlled access as defined in the Highway Act.
51. "CONVENIENCE STORE" means a business establishment involved in the retail sale of food, tobacco, pharmaceuticals, periodicals, or other similar items of household necessity.
52. "CURIO SHOP" means a business establishment occupying all or a portion of a building or structure and involved in the retail sale of objects or articles valued because they are strange or rare.
53. "CURLING RINK" a building or structure or part thereof designed, built and intended for the recreational sport of ice curling, and may include a room or hall for related social activities.
54. "CUT" means limb, trim or top.
55. "DAIRY PRODUCTS" means the products from milk and milk byproducts.
56. "DELICATESSEN" means a business establishment specializing in the preparation and retail sale of ready-to-eat food products such as cooked meats and prepared salads.
57. "DISCOUNT RETAIL STORE" means an establishment or store, offering merchandise for retail sales at less-than-usual retail prices, and characterized by large structures or warehouse style facilities, offering merchandise for sale on industrial-style shelving in original shipping boxes.
58. "DISTILLED PRODUCTS" means liquid products condensed from vapour during distillation, and includes spirits and distilled alcoholic liquor.
59. "DRY CLEANERS" means a business establishment involved in the process of dry cleaning, dry dyeing, cleaning or pressing of articles or goods of fabric, and may include use of solvents, where odours, fumes, noise or vibration does not create a nuisance or disturbance off-premises.
60. "DWELLING UNIT" means one or more rooms with self-contained sleeping, living, and sanitary facilities containing not more than one set of cooking facilities, used or intended for use as a residence for one or more persons. Other related and supplementary definitions include:
  - (a) "ACCESSORY DWELLING UNIT" means a dwelling unit which is ancillary to a permitted non-residential use and is occupied by either the owner, or by a person (and family) employed on the lot where such dwelling unit is located, and may be situated above, behind, below or beside as an attached unit, or in a detached building from the permitted non-residential use.

- (b) "MULTI-FAMILY RESIDENTIAL DWELLING" means a building containing three or more residential dwelling units either with individual accesses or common accesses or hallways, and may include threeplexes, fourplexes, apartments, townhouses or row housing, for rental occupation, or for common ownership in accordance with the Condominium Act.
  - (c) "MULTI-FAMILY RESIDENTIAL DWELLING UNIT" means a dwelling unit located within a multi-family residential dwelling.
  - (d) "SINGLE-FAMILY RESIDENTIAL DWELLING" means a building consisting of not more than one dwelling unit.
  - (e) "TEMPORARY DWELLING UNIT" means a residential dwelling unit intended for occupation on a temporary basis, in accordance with the provisions of this bylaw.
  - (f) "TWO-FAMILY RESIDENTIAL DWELLING" means a building on a single lot containing two dwelling units, either one above the other and separated by a ceiling and floor extending from exterior wall to exterior wall, or side by side and separated by a common party wall extending from ground to roof, including detached dwelling units which are linked by a carport or garage but share a continuous permanent foundation and common roof area.
- 61. "ELECTROPLATING" means the process of coating, as with metals, by electrolysis or the production of chemical changes by passage of an electronic current through an electrolyte.
  - 62. "ESTABLISHED BUILDING LINE" means the average setback from the street line of the two lawfully established buildings on adjacent lots, or the average setback of at least three lawfully established buildings on separate lots on the same side of a street within 200 metres of road frontage of the subject property.
  - 63. "EVISCERATED POULTRY" means chickens, turkeys or other domesticated birds with their entrails removed.
  - 64. "EXTRACTION OF RAW MATERIALS" means the process of removal and refinement of sands, gravels and other minerals from the ground.
  - 65. "FABRICATING" means the process of making or creating through means of cutting, carving, bending or shaping.
  - 66. "FEED AND SEED STORAGE" means the keeping and storage of agricultural products or food for livestock or crop production.
  - 67. "FEEDLOT" means a fenced area where livestock, poultry or farmed game is confined solely for the purpose of growing or finishing, and is sustained by means other than grazing.



68. "FIRE HALL" means a building or structure or part thereof containing vehicles and equipment intended for the prevention or extinguishing of fires, including ancillary rooms and activity areas for the firefighters, and may include ancillary meeting rooms for public assemblies.
69. "FIRST AID STATION" means a building or structure or part thereof providing services for the emergency care or treatment of injured or ill persons.
70. "FLOOR AREA" means the maximum area contained within the outside dimensions of the exterior walls of a building.
71. "FLOOR AREA RATIO" means the number or percentage obtained when the floor area of all buildings or structures on a lot are divided by the land area of the lot.
72. "FRATERNAL CLUB OR ORGANIZATION" means a group of people organized for a common interest, usually cultural, religious, or entertainment, with regular meetings, rituals, and formal written membership requirements.
73. "FUEL SERVICE" means the service and provision of fuels and lubricating oils for motor vehicles, boats and aircraft, ancillary to a permitted tourist commercial use.
74. "FUEL STORAGE AND SUPPLY YARD" means an establishment, including lands, buildings and containers or tanks involved in the bulk storage and supply of petroleum, gasoline, fuel oil, propane, flammable liquid or fluid.
75. "FUR FARM" means a place in which two or more fur bearing animals are kept in captivity, where fur bearing animals means animals that are wild by nature, kept in captivity, and whose pelts are commonly used for commercial purposes.
76. "FURNITURE REPAIR" means the repair and refurbishing of household and office-related furniture.
77. "GAME BIRDS" include guinea fowl, pheasant, partridge, pigeon, quail, silkies, peafowl, squab and tinamou.
78. "GENERAL STORE" means a business establishment involved in the retail sale of various general household items, including food and groceries, clothing, recreational toys and equipment, convenience items and items of household necessity.
79. "GOLF COURSE" means a public or private area operated for the purpose of playing golf, and may include, as ancillary uses, a clubhouse, restaurant and parking area, a concession stand, a pro shop, a putting green, and a practice range.
80. "GREENHOUSE" means a building or structure, usually heated, covered with translucent material for the purpose of admitting natural light for plant growth, and of sufficient size for persons to work within the building or structure.

81. "GROCERY STORE" means a business establishment involved in the retail sale of groceries and staple food items, and related household items.
82. "GUEST RANCH" means a western-oriented, recreational tourist establishment operating as a resort in conjunction with a horse or cattle ranch, in a predominantly rural setting, and which provides accommodation, social / recreational activities and facilities, including horseback riding and guiding.
83. "HEALTH SERVICES CENTRE" means an establishment containing equipment and facilities for exercising, training, reducing, tanning and relaxation.
84. "HEALTH SPA" means a recreational tourist establishment, operating as a resort, and which provides accommodation, social / recreational activities and facilities, and includes facilities and services related to health, fitness and relaxation.
85. "HEAVY EQUIPMENT SALES, REPAIRS OR STORAGE" means the retail sale, wholesale, lease or rental of new or used industrial equipment, machinery or motor vehicles with a rated gross vehicle weight of more than 10,000 kilograms (22,045 pounds), the maintenance, repair or storage of such equipment, machinery or motor vehicles, and the sale of related parts and accessories.
86. "HEIGHT OF BUILDING" means the vertical distance measured from the average finished ground elevation to the highest point of the roof surface, excluding chimneys, ventilators, vent pipes, antennas, lightning rods, spires, elevator machinery and roof top heating / cooling units.
87. "HIGHWAY" includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a Forest Service Road, a private right-of-way on private property, or a pathway not intended for vehicular traffic.
88. "HISTORIC SITE" means a structure or place of historic or cultural significance, and recognized as such by local, provincial or federal authorities or agencies.
89. "HOME INDUSTRY" means an occupation or use involving fabricating which is clearly ancillary or secondary to a permitted residential use in accordance with the provisions of this bylaw, and may be located within the principal residential dwelling unit or in an ancillary building.
90. "HOME OCCUPATION" means an occupation or use which is clearly ancillary or secondary to a permitted residential use in accordance with the provisions of this bylaw, and may only be located within the principal residential dwelling unit or in an ancillary building.
91. "HORTICULTURE" means activities related to the growing and cultivation of fruits, vegetables, flowers, and ornamental plants.

92. "HOTEL" means a building used exclusively for the transient lodging of the general public, where payment for occupancy is on a daily or weekly basis to the operator of the premises and which building may include ancillary services such as restaurants, meeting or conference rooms, recreational facilities, and entertainment facilities issued a Class A license pursuant to the Liquor Control and Licensing Act.
93. "HOUSEKEEPING UNIT" means a dwelling unit for the temporary residential use of tourists and other members of the travelling public, and may include sanitary as well as kitchen or cooking facilities.
94. "INDUSTRIAL REPAIRS" means an establishment offering services related to the replacement and repair of industrial machinery and equipment.
95. "INTENSIVE LIVESTOCK OPERATION" means the raising and feeding of livestock on an intensive basis for commercial purposes. Without restricting the generality of the forgoing, this definition includes feedlots, poultry or fowl operations, fur farms, aquaculture, and wild game ranches for game birds or ratites.
96. "KENNEL" means a business establishment in which dogs or domestic animals are housed, groomed, bred, boarded, trained, or sold.
97. "LAND" includes the surface of water.
98. "LANE or LANEWAY" means a public way designed for vehicular use having a width not less than 6 metres (19.69 feet) nor more than 7.5 metres (24.6 feet) and affording only secondary means of access to a lot.
99. "LAUNDROMAT" means a business establishment containing one or more washing machines, and drying, ironing, finishing and incidental equipment, provided that only water, soaps and detergents are used and where noise or vibration does not create a nuisance or disturbance off-premises.
100. "LIBRARY" means a place in which books and related materials are kept for use but not for sale.
101. "LIQUOR STORE" means a business establishment approved under the Liquor Distribution Act for the retail sale of beer, liquor and wine, not for consumption on the premises, and includes a government liquor store, a government beer store, and a government wine store issued Class G license pursuant to the Liquor Control and Licensing Act.
102. "LIVESTOCK" includes cattle, horses, mules, ass, sheep, goats, swine, musk ox, llamas, alpacas and rabbits.

103. "LODGE" means a tourist establishment, operating as a resort, and which provides transient lodging and sleeping accommodations to the general public, where payment for lodging is on a daily or weekly basis to the operator of the premises, and may include ancillary social and recreational facilities and activities.
104. "LOGGING AND FORESTRY ACTIVITIES" means the management, development and cultivation of timber resources.
105. "LOT" means an area of land designated as a separate and distinct entity on a legally recorded subdivision plan or description filed under the Land Title Act or Condominium Act in the Land Title Office or surveyed under the Land Act. Other related and supplementary definitions are as follows:
- (a) "LOT AREA" means the total horizontal area within the lot lines.
  - (b) "LOT COVERAGE" means the area of a lot covered by buildings and structures, excluding farm buildings, expressed as a percentage.
  - (c) "LOT FRONTAGE" means the horizontal distance between the side lot lines, such distance being measured along a line parallel to the front lot line a distance equal to the minimum required front-yard depth.
  - (d) "LOT LINE" means the legal boundary of a lot that divides one lot from another lot, or from a road right-of-way, and is further described as follows:
    - i) "FRONT LOT LINE" means, in the case of an interior lot, the line dividing the lot from the street. In the case of a corner lot, the shorter lot line abutting a street shall be deemed the front lot line, and the longer lot line abutting a street shall be deemed an exterior side lot line, except where abutting a controlled access highway, in which case the lot line where access is provided shall be deemed the front lot line.
    - ii) "REAR LOT LINE" means, in the case of a lot having four or more lot lines, the lot farthest from and opposite to the front lot line. If a lot has less than four lot lines, there shall be deemed to be no rear lot line.
    - iii) "SIDE LOT LINE" means a lot line other than a front or rear lot line.
  - (e) "CORNER LOT" means a lot situated at the intersection of two streets.
  - (f) "INTERIOR LOT" means any lot which has street access, other than a corner lot.
106. "MACHINE SHOP" means a building or establishment involved in the industrial process of shaping, fabricating, finishing and repairing by means of machine-operated tools.

107. "MANUFACTURED HOUSING" means a single-family residential dwelling built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than where it is manufactured.
108. "MANUFACTURING" means the process or operation of making wares or products from raw materials, manually, or with the aid of machinery.
109. "MARINA AND FLOATPLANE BASE" means an establishment, including buildings, structures and docking facilities, and located on and adjacent to a navigable waterbody, and used for the mooring, berthing and storing of boats and floatplanes, and may include facilities for the sale, rental and repair of boats, floatplanes and accessory marine crafts, including fuels and lubricants.
110. "MEAT, FISH AND POULTRY PACKING PLANT" means an industrial establishment involved in the packaging, canning and preserving of meat, fish and poultry products intended for retail sale.
111. "MEDICAL CLINIC" means a building or part thereof where members of the medical profession, dentists, chiropractors, osteopaths, optometrists, physicians or occupational therapists provide diagnosis and treatment to the general public without overnight accommodation, and may include reception areas, offices for consultation, treatment rooms, including X-ray and minor operating rooms, a pharmaceutical dispensary, and a coffee shop.
112. "MERCHANDISE SERVICE SHOP" means an establishment wherein articles or goods such as household items and appliances or similar items may be repaired or serviced.
113. "MINI-STORAGE and SELF-STORAGE" means a building or structure or part thereof containing separate, individual, and private storage spaces of various sizes, leased or rented on individual leases for varying periods of time.
114. "MOBILE HOME PARK" means land used or occupied for the purpose of providing spaces for the accommodation of three or more mobile homes, including improvements, utilities and services and facilities for the residents, and may include lands under single ownership for limited term land-lease developments, or lands under common ownership for developments approved under the Condominium Act.
115. "MOBILE HOME and TRAILER SALES" means an establishment involved in the display and sales of mobile homes and trailers.
116. "MOTEL" means a building or buildings where most rooms are accessed from the outside, and used exclusively for the transient lodging of the general public, where payment for occupancy is on a daily or weekly basis to the operator of the premises, and may include ancillary services such as restaurants and recreational facilities.

117. "MOTOR VEHICLE FUEL STATION" means a business establishment involved in the retail sale of motor vehicle fuels (including gasoline, diesel fuel, gasohol, propane and natural gas) and lubricating oils, including, as ancillary activities, the sale of products ancillary to motor vehicle fuel sales.
118. "MOTOR VEHICLE SERVICE STATION" means a business establishment involved in the retail sale of motor vehicle fuels and lubricating oils, and including, as ancillary activities, the sale of motor vehicle accessories and the servicing of motor vehicles, except body works, painting, and major repairs.
119. "MUFFLER SHOP" means an establishment specializing in the repair and replacement of automotive exhaust systems.
120. "MULTI-TENANT COMPLEX" means a building or structure leased to or owned by different tenants containing two or more units and, as an example, may include retail stores or wholesale outlets on the first floor, and offices on the second floor, or main floor commercial uses and upper level residential uses, where permitted.
121. "MUSEUM" means an institution or establishment devoted to the procurement, care, and display of objects of lasting interest or value.
122. "NATURAL BOUNDARY" means the visible high watermark of a lake, stream, river, or other body of water where the presence and action of the water is so common, usual, and long continued in all ordinary years as to mark upon the soil of the bed of the lake, stream, river, or other body of water a character distinct from that of the banks thereof, in respect to vegetation and the nature of the soil.
123. "NEIGHBOURHOOD PUBLIC HOUSE" means a neighbourhood-oriented local beverage room issued a Class D license pursuant to the Liquor Control and Licensing Act.
124. "NURSERY" means the outdoor production of woody ornamentals and herbaceous perennial plants, including production in removable overwintering polyhouses, cold frames and hot beds.
125. "OFFICE" means that area within a building or structure or part thereof wherein business is transacted or a service is provided, and includes the office of a private business or corporation, or the office of a local, provincial, or federal government agency or crown corporation, and includes any commission, board, authority or department established by such agency or Crown corporation.
126. "ON-GROUND SURFACE" means the grade or elevation of the natural surface, or the average grade or elevation of the finished surface of the ground at the base of a structure or a building that abuts a front, rear or side yard.

127. "OPEN STORAGE" means the keeping or storage of goods, materials, merchandise, supplies, equipment or parts outdoors or in an unenclosed area.
128. "OUTDOOR RECREATIONAL FACILITY" means an area designed and equipped for the conduct of outdoor sports, recreational and leisure-time activities, and may include provincial campsites and recreational sites, as well as ancillary buildings or structures for the storage of related equipment, or public washroom facilities.
129. "PACKING OR CRATING PLANT" means an industrial establishment involved in processing, packing and crating of products and goods for shipment and transport.
130. "PAINT, FLOOR AND WALL COVERING STORE" means a business establishment specializing in the retail sale of household paints, flooring, and wall covering products and related services.
131. "PARKING LOT" means a lot used for the temporary parking of motor vehicles and available for public use whether free, for compensation, or as an accommodation for clients, customers or residents, but does not include the storing of impounded or wrecked vehicles or vehicles for sale or repair.
132. "PARKS AND PLAYGROUNDS" means areas intended for use by the public for active and passive recreation, including facilities, equipment and structures for active play by children as well as court and field games.
133. "PERSONAL CARE HOME" means residences usually occupied by the elderly or infirm that provide rooms, meals, personal care, and health monitoring services under the supervision of a registered nurse and that may provide other services, such as leisure, recreational, social, and cultural activities.
134. "PERSONAL SERVICE SHOP" means a business establishment wherein personal services are performed, including a barber shop, hair or beauty salon, shoe repairs, tailor shop, photographic studio or other similar uses, but specifically excludes massage parlours.
135. "PHARMACY" means an establishment where the primary business is the filling of medical prescriptions and the sale of pharmaceuticals, medical devices and supplies, and non-prescription medicines, but where other non-medical products may be sold, including cards, candies, cosmetics, and other household items related to personal care.
136. "PORTABLE SAWMILL" means a mill for sawing logs into rough lumber that is capable of being moved, and is located on a site for a temporary period not to exceed six months duration.
137. "POSTAL OUTLET" means a limited service agency involved in the provision of mail services.

138. "POULTRY" means domesticated birds kept for eggs, meat, feathers, hides or cosmetic or medicinal purposes and includes broilers, layers, roasters, poultry breeding stock, replacement pullets, cornish, turkey, game birds and ratites.
139. "PRIMARY AGRICULTURAL PRODUCTS" means those products produced on the farm and offered at the farm gate without any processing or value added.
140. "PRIVATE HOSPITAL" means an institution or a distinct part of an institution that is licensed or approved by the Ministry of Health to provide health care under medical supervision for twenty-four or more consecutive hours to two or more patients who are not related to the property owner by marriage, blood, or adoption, and may include or consist of a long-term facility approved as a nursing home or infirmary unit of a home for the aged.
141. "PUBLIC GARAGE" means a building or structure or part thereof belonging to an agency for public use where motor vehicles are stored and where fuels or oils are kept for the servicing of motor vehicles and where repairs are effected, not including the painting or repairing of automobile bodies.
142. "PUBLIC STORAGE YARD" means a space or area appurtenant to a building or structure belonging to an agency for public use where motor vehicles, equipment and materials, including road sand and gravels, are stored and kept.
143. "PUBLIC USE" means lands, buildings, structures, or parts thereof used for public services by any local, provincial, or federal agency, department, ministry or Crown corporation.
144. "PUBLIC UTILITY BUILDINGS AND STRUCTURES" means any buildings, structures, facilities or parts thereof, including generating, switching and pumping stations, relating to the furnishing of utility services, such as electric, gas, telephone, water, sewer, and public transit to the public.
145. "PUBLISHING AND PRINTING" means an establishment involved in the production and reproduction of printed materials.
146. "PULP AND PAPER" means the process of making paper from wood.
147. "RACQUET COURTS" means indoor or outdoor court areas for the playing of racquet sports, including tennis, squash, racquet ball and handball.
148. "RATITES" means birds that have small or rudimentary wings and no keel to the breastbone and includes ostriches, rheas and emus.
149. "RAW MATERIALS" means matter or materials changed little from their original form and includes materials extracted from the ground, including sand, gravel, rocks and boulders.



150. "RECREATIONAL FACILITY" means a facility or place designed and equipped for the conduct of sports and leisure-time activities.
151. "RECREATIONAL VEHICLE PARK" means, similar to a campsite, an area of a lot used for the temporary accommodation of travellers in recreational vehicles such as trailers, campers or motor homes for recreation, education or vacation purposes, and which may be licensed accommodation under the regulations made pursuant to the Travel Regulation Act.
152. "RECREATIONAL VEHICLE SITE" means an individual site within a recreational vehicle park designated or allocated for the temporary accommodation of travellers in a specific recreational vehicle.
153. "REFUSE DISPOSAL SITE" means an area or site for the disposal of refuse and solid wastes, and may include facilities for collection, sorting and storage of recyclable materials, under the operational control of the District of Wells and/or the Cariboo Regional District, or a privately owned site approved by, and under the regulatory control of the Province of British Columbia. It may also include or consist of any major installation and collection facility associated with a sanitary sewerage system, including pumphouses, lagoons, and treatment plants.
154. "RESORT" means a tourist establishment providing lodging and sleeping accommodations for the general public, and providing facilities for the serving of meals, and furnishing equipment, supplies or services to persons in connection with angling, hunting, camping or other similar recreational activities.
155. "REST HOME" means a facility that provides personal care, including dressing and feeding and health-related care and services, to individuals who require such assistance but do not require the degree of medical care and treatment that a private hospital or personal care home provides. A rest home may also include residences for the elderly for independent living independent of or in conjunction with a private hospital or personal care home. A rest home may provide other resident services such as leisure, recreational, social, and cultural activities.
156. "RESTAURANT" means a business establishment where food and beverages are prepared, served and consumed on the premises, and may include facilities for ordering and pick-up for consumption off-site. A restaurant may also include dining establishments issued a Class B license pursuant to the Liquor Control and Licensing Act, but does not include Class G licensee retail stores.
157. "RETAIL FLOOR AREA" means the total usable floor area within a singular commercial establishment involved in retail sales, but excludes washrooms, furnace and utility rooms, storage areas and staff rooms.

158. "RETAIL SALES" means a business establishment involved in the selling of goods and merchandise directly to the consumer for personal or household use or consumption and rendering services incidental to the sale of such goods and merchandise.
159. "ROAD" means a public road and road right-of-way designed and constructed for use of vehicular traffic or vehicular and pedestrian traffic.
156. "ROOMING AND BOARDING ACCOMMODATIONS" means a room or rooms, similar to sleeping units, in a dwelling unit, and for the accommodation of roomers and boarders with either private or shared sanitary facilities, without separate kitchen or cooking facilities, and shall not include or be permitted in conjunction with a hotel, motel, lodge, resort, bed and breakfast establishment, personal care or rest home, community care facility, or any other similar commercial or institutional use identified herein.
160. "SALVAGE YARD" means an establishment where goods, wares, merchandise, articles or things are processed and stored for further use, wholly or partly in the open and includes a junkyard, a scrap metal yard and an automobile wrecking yard or premises.
161. "SAWMILL" means a permanent facility for the sawing, planing and dressing of logs and timber into finished lumber and building materials and includes areas for the sorting, storage and shipment of such.
159. "SCHOOL" means buildings or structures or parts thereof which are designed, constructed and used for educational purposes, and includes private and public elementary, secondary and post-secondary educational facilities.
160. "SCREENING AND FENCING" means a closed wooden, metal, and/or plastic fence extending a minimum of 2 metres (6.56 feet) in height above the ground, and is uniformly painted, constructed of durable materials and maintained in good condition free of advertising materials, displays or notices.
161. "SEPTIC TANK SERVICE" means an establishment involved in the installation, repair, replacement and pumping or removal of wastes from septic tanks and services relating thereto.
162. "SETBACK" means the distance between a lot line and the exterior walls of a building or structure (see related definitions for yard), measured from the lot line to the exterior face of the foundation, except for those matters and items specifically excluded or permitted as exemptions elsewhere in this bylaw.
163. "SHEET METAL WORKSHOP" means an industrial establishment specializing in the storage, bending, fabrication and assembly of sheet metal products and services thereof.

164. "SITE AREA" means the area of a lot or part thereof sufficient in area to satisfy the minimum lot area requirements for a specific use in this bylaw, where multiple zones exist for a lot.
165. "SLEEPING UNIT" means a room or rooms rented to the general public and used as temporary or overnight sleeping accommodations, and may include sanitary facilities, but excludes kitchen or cooking facilities.
166. "SMALL EQUIPMENT, MACHINERY AND TOOL RENTAL" means a business establishment specializing in the sale and rental of small equipment, machinery and tools, and includes facilities for the indoor and outdoor storage of such, as well as facilities for repair and service of such.
167. "STOCKYARD" means an enclosed place where livestock and domestic farm animals are kept temporarily for auction, marketing or shipment.
168. "STREET" also means, a public road and road right-of-way designed and constructed for use of vehicular traffic or vehicular and pedestrian traffic.
169. "STRUCTURE" means any appurtenance or improvement which is affixed to, supported by or sunk into land or water.
170. "TEMPORARY CONSTRUCTION, EXPLORATION OR LOGGING CAMP" means a camp intended for temporary occupation and living accommodations by construction, exploration or work crews or employees of a government agency or department, or by a registered company, and may include trailers, campers, recreational vehicles, mobile homes, or interconnected modular units, provided the method by which sewage is to be disposed of is approved by the Medical Health Officer, and for the duration of the project, subject to the removal of all units and restoration of the site to a satisfactory condition following completion of the project.
171. "TEMPORARY FOUNDATION" means a supporting structure of a building located below the floor assembly which does not create usable living space under the building, and consisting only of concrete or pressure treated wood pad footings, and concrete pedestals, masonry or timber blocking or wood cribbing spaced no closer than 1.2 metres on centre.
172. "TEMPORARY USE" means a use established for a limited duration with the intent to discontinue such use upon the expiration of the time period.
173. "TIRE SALES AND SERVICE" means a business specializing in the sales and service of automotive and vehicular tires, and related products.
174. "TRANSMISSION SHOPS" means a business specializing in the sales and service, including repair and replacement of, motor vehicle transmissions.

175. "TRANSPORT TERMINAL OR DEPOT" means a facility for transport trucks and freight forwarders and includes the sale of related fuels, parts and accessories as well as the storage, maintenance or repair of commodities for shipment and related vehicles and trailers, equipment and stock, and ancillary warehouse and office use.
176. "TREE" means a woody perennial plant usually having a single stem which has a diameter of at least 10 centimetres when measured from a height of 15 centimetres above the natural grade of the land.
177. "UPHOLSTERY SHOP" means an establishment specializing in the repair, replacement or refurbishing of fabrics, padding and springs for household or office furniture.
178. "USE" means the purpose or activities for which land, buildings and structures are designed, arranged, intended, occupied or maintained.
179. "VETERINARY CLINIC" means, similar to an animal hospital, a building or portion thereof where one or more licensed veterinarians and associated staff provide medical, surgical, or general health care services for domestic animals and house pets, and may also include grooming or boarding services.
180. "VOCATIONAL TRAINING FACILITY" means a public or privately operated secondary or post secondary educational facility primarily teaching specific job related skills or offering training and course work in specific trades and job related functions.
181. "WAREHOUSE" means an establishment, including buildings and structures, used for the storage and distribution of goods, wares, merchandise, materials and commodities, and may include ancillary office space, but excludes retail sales unless otherwise specified herein.
182. "WATER FRONTAGE" means the straight line horizontal distance between the two most widely separated points on any one shoreline of a lot.
183. "WATERCOURSE" means any natural or man-made depression with well-defined banks and a bed 0.6 metre or more below the surrounding land serving to give direction to a current of water at least six months of the year or having a drainage area of 2 square kilometers or more upstream of the point of consideration, or as required by a designated official of the BC Ministry of Environment.
184. "WELDING SHOP" means an industrial establishment specializing in the fabrication of metals by means of heating and fusion.
185. "WHOLESALE OUTLET" means a business establishment devoted to wholesale sales.

186. "WHOLESALE SALES" means the sale of goods, commodities and merchandise to retail distributors; to other wholesale distributors; to industrial, commercial, institutional or professional business users; or acting as agents or brokers and buying or selling goods, commodities and merchandise for incorporation and assembly into other products.
187. "YARD" means a space or area, appurtenant to and on the same lot as a building or structure or excavation, and which is open, uncovered, and unoccupied from the ground to the sky, except for those matters and items specifically excluded or permitted as exemptions elsewhere in this bylaw. Other related and supplementary definitions are as follows:
- (a) "FRONT YARD" means the yard requirement extending across the full width of the lot between the front lot line of the lot and the setback to any building or structure, running parallel with the front lot line.
  - (b) "REAR YARD" means the yard requirement extending across the full width of the lot between the rear lot line of the lot and the setback to any building or structure, running parallel with the rear lot line.
  - (c) "SIDE YARD" means the yard requirement extending from the front yard to the rear yard and between the side lot line of the lot and the setback to any building or structure, running parallel with the side lot line, and is further distinguished as follows:
    - i) "EXTERIOR SIDE YARD" means a side yard immediately adjoining a public road or street and is normally associated with a lot located at an intersection, and is distinguished from the front yard for interpretation purposes.
    - ii) "INTERIOR SIDE YARD" means a side yard other than an exterior side yard.

### **3.0 GENERAL PROVISIONS AND REGULATIONS**

#### **3.1 USES PERMITTED - GENERAL**

- (a) No person shall use or occupy any buildings, structure or land, including land covered by water, except as expressly permitted by this bylaw, and every thing that is not expressly permitted is prohibited. A permitted use may only be carried in if all provisions of this bylaw are complied with.
- (b) The following uses are permitted throughout all zones applicable to the bylaw area:
  - i) ancillary uses and buildings;
  - ii) public parks and playgrounds; and
  - iii) a public use, a public utility, public utility buildings and structures excluding a public garage or public storage yard.

#### **3.2 FLOODPLAIN SETBACK PROVISIONS**

Notwithstanding any other provisions of this bylaw, no building or any part thereof shall be constructed, reconstructed, moved or extended, except a fence, dock, boat launching facility, or waterworks facility, so that the building is located:

- (a) within 15 metres (49.21 feet) of the natural boundary of a lake;
- (b) within 30 metres (98.43 feet) of the natural boundary of a watercourse;
- (c) on ground surface or the underside of the floor system of any building or part thereof, less than 0.6 metre (1.97 feet) above the two hundred year flood level where it has been determined, or, where it has not been determined:
  - i) 1.5 metres (4.92 feet) above the natural boundary of a lake; or
  - ii) 3 metres (9.84 feet) above the natural boundary of a watercourse.

The required elevation may be achieved by structural elevation of the building, or by adequately compacted landfill in which any building is to be constructed or located, or by a combination of structural elevation or landfill. Where landfill is used to achieve the required elevations, no openings shall be located below the required elevations and the face of the landfill slope shall be adequately protected against erosion from floodwaters.

- (d) Clauses (a), (b) and (c) shall not apply to the renovation or alteration of a lawfully existing building that does not involve an addition thereto.
- (e) Notwithstanding the provisions of clause (b) above, the setback requirement for a watercourse may be reduced to a minimum of 15 metres (49.21 feet) where it can be demonstrated that on-ground surface is a minimum of 6 metres (19.69 feet) above the natural boundary of the watercourse.

#### **3.3 MULTIPLE USES AND ZONES**

- (a) Where any land, building or structure is used for more than one purpose, the applicable provisions of this bylaw which serve to regulate each use shall be complied with.
- (b) Where a lot is divided into more than one zone under the provisions of this bylaw, each such portion of the said lot shall be used in accordance with the Uses Permitted and Zone Provisions of this bylaw for that portion of the lot.

### **3.4 EXISTING LOT OF RECORD**

Notwithstanding any other provisions of this bylaw to the contrary, where a lot, having a lesser lot area and/or water frontage than required herein, existed prior to the date of passing of this bylaw, as amended from time to time, is held under distinct and separate ownership from an abutting lot or lots, or where such lot area has been reduced in area as a result of expropriation, such smaller lot may be used in accordance with the zone provisions applicable to that lot and a building or structure may be erected, altered or used on such smaller lot, provided that all other provisions of this bylaw are complied with.

### **3.5 ESTABLISHED BUILDING LINE**

Notwithstanding the yard and setback provisions of this bylaw to the contrary, where a single, two-family or multi-family residential dwelling is to be constructed or reconstructed on a lot within a residential zone and where there is an established building line of dwellings on the same side of the street, such permitted dwelling may be constructed or reconstructed closer to the street line than required by this bylaw such that the yard or setback is equal to the average setback of buildings on the same side of the street, provided further that such permitted dwelling is not located closer to the street line than the established building line existing on the date of passing of this bylaw.

### **3.6 HOME OCCUPATION**

Notwithstanding any other provisions of this bylaw to the contrary, a home occupation shall not be permitted in any zone unless such home occupation conforms to the following provisions:

- (a) the activity shall be confined to the interior of the principal dwelling or to the interior of an ancillary building;
- (b) the activity shall be clearly subservient and incidental to the use of the dwelling for residential purposes, and to the residential use of the lot on which the dwelling is located, wherein a home occupation may only be permitted ancillary to a permitted residential use, but not ancillary to a permitted non-residential use;

- (c) no alteration may be made to the external appearance of the property which indicates that a home occupation is being conducted on the premises, except for one unilluminated sign not larger than 0.84 square metre (9 square feet or 3' x 3');
- (d) there shall be no noise, vibration, dust, smoke, odour, heat, or traffic generation other than that normally associated with a dwelling;
- (e) there shall be no external storage or outdoor display of materials, equipment, or finished products, except for the display of a maximum of three finished products produced on the premises;
- (f) there shall be no retail sales or commodities offered for sale, except for catalogue sales, products or commodities produced on the premises or directly related to products or commodities produced on the premises;
- (g) not more than 40% of the gross floor area of the residential dwelling shall be used for the home occupation use, up to a total maximum area of 75 square metres (807 square feet); and
- (h) no more than two persons who are not residents of the dwelling to which the home occupation is ancillary may be employed in the activity.

### **3.7 HOME INDUSTRY**

Notwithstanding any other provisions of this bylaw to the contrary, a home industry shall not be permitted in any zone unless such home industry conforms to the following provisions:

- (a) the activity shall be confined to the interior of the principal dwelling or to the interior of an ancillary building;
- (b) the activity shall be clearly subservient and incidental to the use of the dwelling for residential purposes, and to the residential use of the lot on which the dwelling is located, wherein a home industry may only be permitted ancillary to a permitted residential use, but not ancillary to a permitted non-residential use;
- (c) no alteration may be made to the external appearance of the property which indicates that a home industry is being conducted on the premises, except for one unilluminated sign not larger than 0.84 square metre (9 square feet or 3' x 3');
- (d) there shall be no noise, vibration, dust, smoke, odour, heat, or traffic generation other than that normally associated with a dwelling;
- (e) there shall be no external storage or outdoor display of materials, equipment, or finished products, except for the display of a maximum of three finished products produced on the premises, and not more than two vehicles for repair to be parked outdoors, exclusive of the residents' registered vehicles;



- (f) there shall be no retail sales of commodities offered for sale except for catalogue sales, products or commodities produced on the premises or directly related to products or commodities produced on the premises;
- (g) not more than 40% of the gross floor area of the residential dwelling shall be used for the home industry use, or a total maximum area of 75 square metres (807 square feet) in either the residential dwelling or in an ancillary building. Notwithstanding this requirement, on lots of 0.4 hectare or greater, a total maximum area of 150 square metres (1,614 square feet) may be devoted to home industry use; and
- (h) no more than two persons who are not residents of the dwelling to which the home occupation is ancillary, may be employed in the activity.

### **3.8 OCCUPANCY DURING CONSTRUCTION**

- (a) Notwithstanding any other provisions of this bylaw to the contrary, a mobile home or a recreational vehicle may be used for occupation during the construction of a permanent dwelling on a lot provided that:
  - i) the occupancy shall not occur prior to the issuance of a building permit for the permanent residence, where applicable, and shall not continue beyond the commencement of the occupancy of the permanent residence;
  - ii) the siting of the mobile home or recreational vehicle meets the minimum lot line setback requirements of the applicable zone;
  - iii) the mobile home is erected on or anchored to a temporary foundation only, and no additions shall be made to the mobile home or recreational vehicle; and
  - iv) the method of sewage disposal has been approved by the Medical Health Officer.
- (b) In all zones, a temporary building, trailer and/or ancillary buildings may be used for the purposes of a construction site office, for security purposes, and for the storage of tools, equipment and materials for construction of the principal building(s), provided that:
  - i) the building or trailer shall be located so as not to cause a public hazard or nuisance;
  - ii) the building or trailer shall be located on the lot where construction is being undertaken and only for so long as is necessary for the work in progress and until the work is completed or abandoned; and
  - iii) a building permit has been issued for the principal building, where applicable, and, at the expiration of such permit, the building or trailer shall be removed.

### **3.9 BED AND BREAKFAST ACCOMMODATIONS**

Notwithstanding any other provisions of this bylaw to the contrary, bed and breakfast accommodations shall not be permitted in any zone unless they conform to the following provisions:

- (a) the activity shall be confined to the interior of the principal dwelling, and may only be permitted ancillary to a permitted residential use, but not ancillary to a permitted non-residential use;
- (b) the dwelling unit shall be occupied by the owner or operator of the bed and breakfast establishment;
- (c) no more than three sleeping units to accommodate a maximum of six adult bed and breakfast guests shall be permitted in a dwelling unit; and
- (d) no alterations may be made to the external appearance of the property which indicates that a bed and breakfast establishment is being conducted on the premises, except for one unilluminated sign not larger than 0.84 square metre (9 square feet or 3' x 3').

### **3.10 ROOMING AND BOARDING ACCOMMODATIONS**

Notwithstanding any other provisions of this bylaw to the contrary, rooming and boarding accommodations shall not be permitted in any zone unless they conform to the following provisions:

- (a) the activity shall be confined to the interior of the principal dwelling wherein detached cabins or guest houses shall be expressly prohibited, and may only be permitted ancillary to a permitted residential use, but not ancillary to a permitted non-residential use;
- (b) the dwelling unit shall be occupied by the owner of the dwelling unit or a resident manager appointed by the owner of the dwelling unit; and
- (c) no more than four rooming and boarding guests shall be permitted in a dwelling unit.

### **3.11 ANCILLARY BUILDINGS, STRUCTURES AND USES**

Ancillary buildings and structures shall only be permitted in conjunction with a principal use in any zone provided that:

- (a) ancillary buildings and structures do not include buildings and structures used for bona fide agricultural operations;
- (b) ancillary buildings and structures do not include a dwelling or a sleeping unit or a structure providing overnight accommodation;
- (c) ancillary buildings and structures include an attached or detached garage or carport, a

storage shed, a workshop, a gazebo or a pumphouse, whereas the floor area requirements includes any additional stories or internal mezzanines;

- (d) the combined or gross floor area and maximum height of all ancillary buildings and structures permitted are calculated as follows:

<b>Property Size</b>	<b>Maximum Floor Area</b>	<b>Maximum Height</b>
less than 0.2 hectare (0.49 acre)	50 square metres (538 square feet)	5 metres (16.4 feet)
less than 0.4 hectare (0.99 acre)	150 square metres (1,615 square feet)	5 metres (16.4 feet)
more than 0.4 hectare (0.99 acre)	250 square metres (2,691 square feet)	7.5 metres (24.6 feet)

- (e) no person shall construct or erect an ancillary building or structure on a lot unless a principal building exists on the lot, or unless a valid and lawful building permit has been issued or remains in effect.

### **3.12 ACCESSORY DWELLING UNITS**

Accessory dwelling units are only permitted as outlined in Section 4 for each zone respecting uses permitted and zone provisions, provided there are no other residential dwelling units on the subject lot.

### **3.13 TEMPORARY DWELLING UNITS**

Notwithstanding any other provisions of this bylaw to the contrary, a temporary dwelling unit shall not be permitted in any zone, unless the temporary dwelling unit conforms to the following provisions:

- (a) a temporary dwelling unit shall only be located on a lot which conforms to the minimum lot area requirements, and must comply with the minimum setback requirements for a two family dwelling unit, where applicable, or otherwise, in the R1 and R1A zone, has sufficient lot area to meet the minimum lot area requirements for a two family dwelling in the R2 zone, and must comply with the minimum setback requirements for the zone in which it is situated;
- (b) a temporary dwelling unit may be permitted for compassionate reasons for the elderly, the handicapped or chronically ill. Where permitted for compassionate reasons, the temporary dwelling unit is to be occupied only by persons:
- i) who are cared for or maintained by the owner of the subject property; or
  - ii) who are required to provide care or maintenance to the owner of the subject property; and

- iii) for whom a physician has certified that such care or maintenance is necessary; and
  - iv) for whom the owner of the subject property has entered into a registered covenant as outlined in subsection (e) below;
- (c) a temporary dwelling unit, which may include a mobile or modular home, is located on or anchored to a temporary foundation only;
  - (d) a building permit has been approved, where applicable, and approval has been obtained for sewage disposal and water supply by the relevant authority, in particular, by the Medical Officer of Health, where community water and or community sewer systems are unavailable;
  - (e) the owner of the subject property has entered into a registered covenant in favour of the District of Wells in accordance with Section 219 of the Land Title Act to ensure removal of the temporary dwelling unit following discontinuance of the use in accordance with the conditions set out in subsection (b) above; and
  - (f) not later than the 31st day of December in each year, the owner of the subject lot shall complete and return to the District of Wells a declaration stating that:
    - i) the said temporary dwelling unit is still located on the lot and is still occupied in accordance with the conditions set out in subsections (b) or (c) above; or
    - ii) the said temporary dwelling unit has been removed from the subject lands.

### **3.14 HEIGHT AND YARD EXCEPTIONS**

- (a) Notwithstanding any other provisions of this bylaw to the contrary, the maximum height requirements shall not apply to a chimney, a farm building for a bona fide agricultural operation, a church spire or belfry, an electrical transmission tower, a radio or television antenna, a satellite dish, a flag pole, a clock tower, a windmill, an elevator or ventilation machinery, or a public utility building or structure, including a monument, a water tower, a fire hose drying tower, or an observation tower.
- (b) Notwithstanding any other provisions of this bylaw to the contrary, where roof overhangs, chimneys, bay windows, cantilevers or ornamental features project beyond the face of a building, the minimum distance to an abutting lot line as permitted elsewhere in this bylaw may be reduced by not more than 0.6 metre provided that such reduction shall apply only to the projected feature.
- (c) Notwithstanding any other provisions of this bylaw to the contrary, where steps, or where unsupported eaves, canopies or balconies project beyond the face of a building:
  - i) the minimum permitted front yard or exterior side yard requirement may be reduced by not more than 2 metres; and

- ii) the minimum permitted interior side yard or rear yard may be reduced by not more than 50% of such minimum distance, to a maximum reduction of 2 metres, provided that such reduction shall apply only to the projected feature.
- (d) Notwithstanding any other provisions of this bylaw to the contrary, the interior side yard and rear yard setback requirements shall not apply to a clothesline pole, an on-ground surface patio, or an open deck where the open deck is not elevated more than 0.2 metre (0.66 feet) above on-ground surface. Furthermore, the minimum permitted interior side yard or rear yard may be reduced by not more than 50% of such minimum distance for a barbecue or satellite dish.

### **3.15 MINIMUM LOT AREA EXCEPTIONS**

- (a) Minimum lot area requirements shall not apply:
  - i) where the lot is intended for public use, including public utility buildings and structures, parks and playgrounds, outdoor recreational facilities of a non-commercial nature, museums and historic sites, cemeteries, refuse disposal sites, extraction of raw materials from the land, and temporary construction, exploration or logging camps;
  - ii) where lot lines are relocated to facilitate an existing development or improve a subdivision layout provided that no additional lots are created, all parts of all lots are zoned the same and physically contiguous, and no lot is enlarged to a size permitting further subdivision unless each lot included in the boundary revision is of an area large enough to satisfy the size requirements applied to the subject lands; or
  - iii) where an existing multi-family residential dwelling that was lawfully established and is properly zoned is converted to a strata parcel pursuant to the Condominium Act, provided that the number of strata parcels being created does not exceed the number of dwelling units permitted on the original parcel, and each proposed strata parcel contains an existing dwelling unit within its area.
- (b) The minimum lot area requirements may be reduced by the amount of land required for road widening or relocation purposes, to a maximum of 10%, where the Approving Officer requires that land be provided by the owner for highways when:
  - i) the land is required for the purpose of widening an existing highway or right-of-way;
  - ii) the proposed subdivision would create less than three parcels; and
  - iii) but for this section, the proposed subdivision would be otherwise prohibited because the lots created would not attain the minimum lot area required herein.

- (c) Where land is subdivided under the Condominium Act in the CW, R 1, R 2 and R 3 zones, except for a mobile home park which requires approval in accordance with the applicable mobile home park bylaw, lot areas may be reduced on the basis of a density of one dwelling unit per minimum allowable site area for that zone, providing that either 50% or a corresponding amount of the entire subject lot remains unsubdivided and kept as open space areas and restricted from further subdivision by way of registered covenant in favour of the District of Wells in accordance with Section 219 of the Land Title Act.

### **3.16 PARKING REQUIREMENTS**

In all zones, parking shall be provided in accordance with the following requirements:

- (a) Required off-street parking spaces shall have a minimum width of 2.74 metres (8.99 feet), and a minimum area of 16.7 square metres (179.76 square feet), whereas off-street parking areas shall require a minimum isle widths of 3.05 metres (10 feet) for single-loaded parking areas and 6.1 metres (20 feet) for double-loaded parking areas. Notwithstanding the above, handicapped parking spaces, where required in accordance with the BC Building Code, shall have a minimum width of 3.7 metres (12.14 feet), and a minimum area of 22.5 metres (242.66 square feet).
- (b) The number of parking spaces shall be provided in accordance with Table 1 where the first column identifies the class of building or use and the second column identifies the required parking spaces.
- (c) The required parking spaces shall be located either on the same lot as the building or use requiring parking spaces, or on another lot within 250 metres for non-residential zones or 75 metres for residential zones of the building or use requiring the parking, provided that legal assurances are given to the District that the parking lot will remain as such.
- (d) Parking spaces may also be provided on a public right-of-way, where parking is permitted, directly abutting the lot where the building or use requires the provision of parking. A linear distance of 6.5 m (21.32 feet) per space may be counted toward parking. Where parking is not permitted on any part of a right-of-way abutting the lot, it shall not count toward the parking spaces that shall be provided. On-street parking will not be permitted on the Controlled Access/Arterial Highway.
- (e) If a lot is in a zone where a commercial use is permitted, a property owner may, in lieu of providing the required number of parking spaces, pay to the District of Wells the sum of twelve hundred dollars (\$1,200) per parking space, the monies of which will be placed in the District Parking Reserve Fund, except commercial properties fronting onto No. 963R Barkerville Highway Arterial. Commercial Properties fronting onto Barkerville Highway are controlled by Ministry of Highways regulations and therefore cannot participate in this program,

- (f) When a building or structure accommodates more than one type of use, the off-street parking space requirements for the whole building shall be the sum of the requirements for the separate parts of the building occupied by the separate types of use.
- (g) Where the calculation of the required parking spaces results in a fraction, one parking space shall be provided in respect of the fraction.
- (h) Parking requirements of the Ministry of Transportation shall apply in addition to the requirements of this bylaw.

**Table 1 - Required Parking and Loading Spaces**

Class of Building or Use	Required Parking Spaces
<b>Residential:</b> <ul style="list-style-type: none"> <li>- one or two-family dwelling</li> <li>- multi-family dwelling</li> </ul>	<ul style="list-style-type: none"> <li>- 2 per dwelling unit</li> <li>- 1.5 per dwelling unit</li> </ul>
<b>Commercial</b> <ul style="list-style-type: none"> <li>- convenience, grocery or general store; retail store; service shop; personal, etc.</li> <li>- motel, lodge, resort</li> <li>- hotel, lounge</li> <li>- neighbourhood pub</li> <li>- restaurant</li> <li>- banquet facility</li> <li>- casino</li> </ul>	<ul style="list-style-type: none"> <li>- 2.5 per 100 square metres of gross floor area</li> <li>- 0.75 per sleeping or housekeeping unit; 5 per 100 square metres of gross floor area in the café, restaurant, lounge, pub, banquet facility or casino.</li> </ul>
<b>Industrial:</b> <ul style="list-style-type: none"> <li>- service commercial/light industrial uses;</li> <li>- general industrial uses;</li> <li>- heavy industrial uses;</li> </ul>	<ul style="list-style-type: none"> <li>- 1.5 per 100 metres of gross floor area;</li> <li>- 1.5 per 100 metres of gross floor area;</li> <li>- 1.3 per 100 metres of gross floor area;</li> </ul>
<b>Bed and Breakfast/Rooming and Boarding</b>	<ul style="list-style-type: none"> <li>- 1 per sleeping unit</li> </ul>

**NOTATION:**

For those properties affected by a Highway as defined in the Highway Act may be subject to Provincial regulations which may vary from those of the District of Wells.

**3.17 TREE PROTECTION**

- (a) The Tree Protection Area is outlined on Schedule B, the Zoning Maps.
- (b) No person may remove, cut or harm a tree within the Tree Protection Area:
  - without a tree cutting permit issued under this section; or

- contrary to a tree cutting permit issued under this section.
- (c) An application for a tree cutting permit shall be accompanied by the following information:
- a statement of purpose and rationale for the proposed tree cutting;
  - a site plan indicating the location, species, size and number of trees to be removed or cut;
  - if requested by the Clerk, a report signed by a registered professional engineer that any tree removal or cutting will not result in a danger of flooding or erosion;
  - a proposed replanting plan indicating location, species, size and number of trees, bushes and shrubs which are to be planted.
- (d) An application fee for a tree cutting permit is \$25 for 1 to 3 trees; \$50 for 4 to 10 trees and \$100 for more than 10 trees.
- (e) This section shall not apply to any lands within the Forest Land Reserve.



## 4.0 USES PERMITTED AND ZONE PROVISIONS

<u>Zone</u> <u>Symbols</u>	<u>Zones</u>
CW	Wells Commercial District
CWC	Wells Commercial District – Casino/Cabaret
C/M	Commercial Service / Light Industrial
CR	Commercial Recreational
RC	Residential - Commercial
M 2	General Industrial
M 3	Heavy Industrial
P	Institutional
R 1	Residential 1
R 1A	Residential 1A
R 2	Residential 2
R 3	Multi-Family Residential
R 4	Mobile Home Park
RR 1	Rural 1
RR 2	Rural 2
OSP	Open Space, Parkland
S	Educational (School)

## **4.1.A WELLS COMMERCIAL DISTRICT (CW) ZONE**

### **4.1.A.1 USES PERMITTED**

No person shall, within any CW zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following CW uses, namely:

(a) RESIDENTIAL USES:

- i) an accessory dwelling unit;
- ii) multi-family residential dwelling.

(b) NON-RESIDENTIAL USES:

- i) general store, convenience store, grocery store, pharmacy;
- ii) retail sale of household and personal goods;
- iii) business, professional or government office;
- iv) restaurant, bakery, delicatessen;
- v) personal service shop;
- vi) artisan studio and gallery;
- vii) merchandise service shop;
- viii) bank or financial institution;
- ix) postal outlet;
- x) motor vehicle fuel station, motor vehicle service station;
- xi) liquor store, neighbourhood public house;
- xii) hotel, motel, lodge, resort, health spa;
- xiii) dry cleaners, laundromat;
- xiv) community hall or auditorium, recreational facility, library;
- xv) museum, historic site or gallery;
- xvi) antique and secondhand sales;
- xvii) commercial club, fraternal club or organization;
- xviii) campground, recreational vehicle park;
- xix) recreational facility, including a golf course, a curling rink, racquet courts, ice or roller skating rink, etc.;
- xx) concession stand, coffee house, confectionery or curio shop;
- xxi) public use or community care facility; and
- xxii) ancillary buildings and ancillary uses.
- xxiii) commercial tour operator

4.1.B.2 ZONE PROVISIONS

No person shall, within any CW zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Non-Residential Use	300 square metres (3,230 square feet)	600 square metres (6,458 square feet)	4,000 square metres (43,057 square feet)
Combined Residential and Non-Residential Use	600 square metres (6,458 square feet)	900 square metres (9,688 square feet)	4,000 square metres (43,057 square feet)
Per Multi-Family Dwelling Unit	200 square metres (2,153 square feet)	557 square metres (5,996 square feet)	2,000 square metres (21,528 square feet)

- (b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 4.5 metres (14.76 feet)
- ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
- iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)
- iv) Rear Yard - Setback = 1.5 metres (4.92 feet)

For parcels in the CW zone fronting on or surrounded by Baker Street, Blair Avenue, Bowman Crescent, Pooley Street and Mildred Avenue, the setbacks are as follows:

- v) Front Yard - Setback = 0 metres
- vi) Exterior Side Yard - Setback = 0 metres
- vii) Interior Side Yard - Setback = 0 metres
- viii) Rear Yard - Setback = 1.5 metres (4.92 feet)

- (c) **HEIGHT OF BUILDINGS (maximum):** = 12.5 metres (41 feet)

- (d) **COMMERCIAL FLOOR AREA (maximum):**
- i) Multi-Tenant Retail Complex = 2,000 square metres  
(21,528 square feet)
  - ii) Individual Store or Use = 560 square metres  
(6,027 square feet)

(e) **HOTEL, MOTEL, LODGE, RESORT, HEALTH SPA:**

- i) Number of Sleeping or Housekeeping Units (maximum) = 8 per 0.4 hectare
- ii) Percentage of Building Area for Ancillary Uses, i.e. 8.2.1(b)(vii) and (viii)(maximum) = 25%

(f) **CAMPGROUND OR RECREATIONAL VEHICLE PARK:**

- i) Lot Area (minimum) = 0.8 hectare (1.98 acres)
- ii) Number of Campsites or Recreational Vehicle Sites (maximum) = 15 per 0.4 hectare
- iii) Vehicle Space per Campsite or Recreational Vehicle Site (minimum) = 4.5 by 12 metres
- iv) Amenity Area per Campsite or Recreational Vehicle Site (minimum) = 4.5 by 12 metres

(g) **OPEN STORAGE:**

No open storage of goods or materials shall be permitted except where in full compliance with the required yard setbacks and unless fully enclosed behind a screened and fenced area with a minimum height of 2 metres (6.56 feet).

(j) **MINIMUM BUILDING WIDTH:**

The minimum width of any building containing a residential use is 6.5 metres (21.32 feet).

**4.1.B WELLS COMMERCIAL DISTRICT -CASINO/CABARET (CWC) ZONE**

**4.1.B.1 PERMITTED USES**

This zone shall use the text of Wells Commercial District (CW) plus the permitted uses of Casino and Cabaret

**4.1.B.2 ZONE PROVISIONS**

This zone shall use the text of Wells Commercial Zone (CW).

## **4.2 COMMERCIAL SERVICE / LIGHT INDUSTRIAL (C/M) ZONE**

### **4.2.1 USES PERMITTED**

No person shall, within any C/M zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C/M uses, namely:

(a) **RESIDENTIAL USES:**

- i) an accessory dwelling unit.

(b) **NON-RESIDENTIAL USES:**

- i) motor vehicle fuel station, motor vehicle service station;
- ii) a convenience store ancillary to a motor vehicle fuel station;
- iii) sales and service of vehicles including automobiles, trucks, motorcycles, recreational vehicles and boats;
- iv) car wash, cleaning and drying establishment;
- v) parking lots for the commercial storage of vehicles;
- vi) sales of automotive parts and accessories;
- vii) publishing and printing;
- viii) building supply store;
- ix) plumbing, heating, electrical sales and service;
- x) paint, floor or wall covering store;
- xi) small equipment, machinery and tool rental;
- xii) upholstery shops and furniture repair;
- xiii) antique and secondhand sales;
- xiv) animal hospital, veterinary clinic, and ancillary kennels provided animals are confined within a fully-enclosed building between the hours of 8:00 pm and 7:00 am;
- xv) construction, storage and repair of boats, bicycles, trailers, recreational vehicles and prefabricated buildings, signs, finished concrete products, ceramics, wood and fibreglass products;
- xvi) manufacturing, processing and packaging of dairy, food and meat products, excluding fish and including only predressed meats and eviscerated poultry, peat and other soil-related products, and products using recycled materials;
- xvii) warehousing, including frozen food lockers, cold storage plants, feed and seed storage and distribution;
- xviii) packing and crating, bottling and distribution plant;

- xix) contractor's office, shop or yard;
- xx) mini-storage and self-storage facility;
- xxi) commercial nursery and greenhouse;
- xxii) vocational training facility, including administrative offices;
- xxiii) office, wholesale and retail sales and a coffee shop ancillary to the permitted non-residential uses;
- xxiv) ancillary buildings.

4.2.2 ZONE PROVISIONS

No person shall, within any C/M zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Non-Residential Use	300 square metres (3,230 square feet)	600 square metres (6,458 square feet)	4,000 square metres (43,057 square feet)
Combined Residential and Non-Residential Use	600 square metres (6,458 square feet)	900 square metres (9,688 square feet)	4,000 square metres (43,057 square feet)

- (b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 4.5 metres (14.76 feet)
- ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
- iii) Interior Side Yard - Setback = 3 metres (9.84 feet)

Notwithstanding the above, where abutting another permitted non-residential use as part of a multi-tenant complex in the C/M zone or where adjacent to another commercial or industrial zone, an interior side yard setback of zero metres may be permitted.

- iv) Rear Yard - Setback = 3 metres (9.84 feet)
- (c) LOT COVERAGE (maximum): = 50%
- (d) HEIGHT OF BUILDINGS (maximum): = 12.5 metres (41 feet)
- (e) OPEN STORAGE:

No open storage of goods or materials shall be permitted except where in full compliance with the required yard setbacks and unless fully enclosed behind a screened and fenced area with a minimum height of 2 metres (6.56 feet).



### **4.3 COMMERCIAL RECREATIONAL (C/R) ZONE**

#### **4.3.1 USES PERMITTED**

No person shall, within any C/R zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C/R uses, namely:

(a) **RESIDENTIAL USES:**

- i) one dwelling unit for residential use by the owner, manager or proprietor of the premises.
- ii) single family dwellings for use by staff

(b) **NON-RESIDENTIAL USES:**

- i) Accommodation including campgrounds, recreational vehicle park, rental cabins bed and breakfast
- ii) Ancillary uses, buildings, and structures
- iii) Outdoor recreational facilities, tourist amusement facilities, theme parks, resorts, marinas
- iv) Facilities for the serving of meals, and furnishing of outdoor rental equipment, supplies or services to persons in connection with the main activity or use, including a gift shop

#### **4.3.2 ZONE PROVISIONS**

No person shall, within any C/R zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Non-Residential Use	300 square metres (3,230 square feet)	600 square metres (6,458 square feet)	4,000 square metres (43,057 square feet)
Combined Residential and Non-Residential Use	600 square metres (6,458 square feet)	900 square metres (9,688 square feet)	4,000 square metres (43,057 square feet)

(b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 7.6 metres (24.9 feet)
- ii) Exterior Side Yard - Setback = 7.6 metres (24.9 feet)
- iii) Interior Side Yard - Setback = 7.6 metres (24.9 feet)
- iv) Rear Yard - Setback = 7.6 metres (24.9 feet)

(c) **CAMPGROUND OR RECREATIONAL VEHICLE PARK**

- i) Lot Area (Minimum) = 0.8 hectare (1.98 acres)
- ii) Number of campsites or  
Recreational Vehicle Sites = 15 per 0.4 hectare (max.)
- iii) Vehicle space per Campsite or  
Recreational Vehicle Site = 4.5 by 12 metres (min.)
- iv) Amenity area per Campsite or  
Recreational Vehicle site = 4.5 by 12 metres (min.)

(d) **HEIGHT OF BUILDINGS (maximum):** = 10.67 metres (35 feet)

(e) **OPEN STORAGE:**

No open storage of goods or materials shall be permitted that is visible from any highway or highway frontage road.

#### **4.4 RESIDENTIAL - COMMERCIAL (RC) ZONE**

##### **4.4.1 USES PERMITTED**

No person shall, within any RC zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following RC uses, namely:

(a) **RESIDENTIAL USES:**

- (i) a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- (i) a public use including parks and playgrounds;
- (ii) a home occupation or a home industry ancillary to a permitted residential use;
- (iii) bed and breakfast accommodations or rooming and boarding accommodations;
- (iv) personal service shop;
- (v) business, professional or office;
- (vi) artisan studio and gallery;
- (vii) antique store
- (viii) coffee house; and
- (viii) ancillary buildings and ancillary uses.

##### **4.4.2 ZONE PROVISIONS**

No person shall, within any RC zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following M 2 uses, namely:

- (a) **Lot Area (minimum) -** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

USE	SERVED BY COMMUNITY WATER AND COMMUNITY SEWER	SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER	UNSERVICED LOT
Residential or Non- Residential Use	300 square metres (3,230 square feet)	615 square metres (6,620 square feet)	4,000 square metres (43,057 square feet)

(b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 4.5 metres (14.76 feet)
- ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
- iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)
- (iv) Rear Yard - Setback = 1.5 metres (4.92 feet)

For parcels in the R/C zone fronting on or surrounded by Baker Street, Blair Avenue, Bowman Crescent and Pooley Street, the setbacks are as follows:

- v) Front Yard - Setback = 0 metres
- vi) Exterior Side Yard - Setback = 0 metres
- vii) Interior Side Yard - Setback = 0 metres
- viii) Rear Yard - Setback = 1.5 metres (4.92 feet)

(c) **LOT COVERAGE (maximum)** = 50%

(d) **HEIGHT OF BUILDINGS (maximum)** = 10.67 metres (35 feet)

(e) **MINIMUM BUILDING WIDTH:**

The minimum width of any building containing a residential use is 6.5 metres (21.32 feet).

(f) **MANUFACTURED HOUSING:**

Any manufactured housing must comply with Canadian Standard Association A277 Standards.

**4.5 GENERAL INDUSTRIAL (M 2) ZONE**

**4.5.1 USES PERMITTED**

No person shall, within any M 2 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following M 2 uses, namely:

- (a) **RESIDENTIAL USES:**
  - i) an accessory dwelling unit.
  
- (b) **NON-RESIDENTIAL USES:**
  - i) uses permitted in the C/M zone;
  - ii) fuel storage and supply yard, including a motor vehicle service station as an ancillary use;
  - iii) machine shop and parts manufacturing, machining and assembly;
  - iv) electrical and electronic equipment manufacture and assembly;
  - v) heavy equipment sales, repairs or storage;
  - vi) sheet metal workshop, electroplating, welding shop, industrial repair;
  - vii) automotive repair garage including but not limited to auto body work and painting, muffler shop, transmission shop, tire sales and service, and ancillary retail sales of used automobiles;
  - viii) a transport terminal or depot;
  - ix) an assembly, fabricating or processing plant;
  - x) office, wholesale and retail sales ancillary to the above permitted non-residential uses;
  - xi) a public use, a public garage, or a public storage yard;
  - xii) ancillary buildings.

**4.5.2 ZONE PROVISIONS**

No person shall, with any M 2 zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

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<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Non-Residential Use	600 square metres (6,248 square feet)	1,200 square metres (12,496 square feet)	4,000 square metres (43,057 square feet)
Combined Residential and Non-Residential Use	1,200 square metres (12,496 square feet)	1,500 square metres (15,620 square feet)	4,000 square metres (43,057 square feet)

(b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 4.5 metres (14.76 feet)
- ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
- iii) Interior Side Yard - Setback = 3 metres (9.84 feet)

Notwithstanding the above, where abutting another permitted non-residential use as part of a multi-tenant complex in the M 2 zone or where adjacent to another commercial or industrial zone, an interior side yard setback of zero metres may be permitted.

- iv) Rear Yard - Setback = 3 metres (9.84 feet)

(c) **LOT COVERAGE (maximum):** = 50%

(d) **HEIGHT OF BUILDINGS (maximum):** = 12.5 metres (41 feet)

(e) **OPEN STORAGE:**

No open storage of goods or materials shall be permitted except where in full compliance with the required yard setbacks and unless fully enclosed behind a screened and fenced area a minimum height of 2 metres (6.56 feet).

## **4.6 HEAVY INDUSTRIAL (M 3) ZONE**

### **4.6.1 USES PERMITTED**

No person shall, within any M 3 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses, namely:

(a) **RESIDENTIAL USES:**

- i) an accessory dwelling unit.

(b) **NON-RESIDENTIAL USES:**

- i) uses permitted in the C/M zone;
- ii) uses permitted in the M 2 zone;
- iii) livestock auction, stockyard, abattoir;
- iv) meat, fish or poultry packing plant;
- v) pulp and paper manufacturing, processing and storage;
- vi) sawmill and manufacturing, processing, assembling, fabricating and storage of wood products;
- vii) asphalt manufacturing;
- viii) concrete and cement manufacturing and storage;
- ix) extraction, processing and storage of raw materials;
- x) petroleum and natural gas products manufacturing and processing;
- xi) manufacturing, processing and storage of distilled products, including a brewery;
- xii) auto wrecking and storage of automotive parts and machinery;
- xiii) storage and processing of scrap metals, paper and other salvage materials;
- xiv) septic tank service, excluding the disposal of sludge and liquid waste;
- xv) office, wholesale and retail sales ancillary to the permitted non-residential uses;
- xvi) ancillary buildings.

### **4.6.2 ZONE PROVISIONS**

No person shall, within any M 3 zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** = 0.4 hectare (0.99 acre)

- (b) REQUIRED YARDS (minimum):
- i) Front Yard - Setback = 7.6 metres (24.9 feet)
  - ii) Exterior Side Yard - Setback = 7.6 metres (24.9 feet)
  - iii) Interior Side Yard - Setback = 3.6 metres (11.8 feet)

Notwithstanding the above, where abutting another permitted non-residential use as part of a multi-tenant complex in the M 3 zone or where adjacent to another commercial or industrial zone, an interior side yard setback of zero metres may be permitted.

- iv) Rear Yard - Setback = 3 metres (9.84 feet)
  - v) Setback from a Residential or Rural zone = 30 metres (98.43 feet)
- (c) LOT COVERAGE (maximum): = 40%
- (d) HEIGHT OF BUILDINGS (maximum): = 10.67 metres (35 feet)

(e) OPEN STORAGE:

No open storage of goods or materials shall be permitted except where in full compliance with the required yard setbacks and unless fully enclosed behind a screened and fenced area a minimum height of 2.5 metres (8.2 feet) for auto wrecking and storage uses and for storage of scrap metal, paper and other salvage materials, or 2 metres (6.56 feet) for other permitted non-residential uses).



## **4.7 INSTITUTIONAL (P) ZONE**

### **4.7.1 USES PERMITTED**

No person shall, within any P zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following P uses, namely:

- (a) **RESIDENTIAL USES:**
  - (i) an accessory dwelling unit.
  
- (b) **NON-RESIDENTIAL USES:**
  - (i) church;
  - (ii) community hall;
  - (iii) fraternal club or organization;
  - (iv) hospital, first aid station;
  - (v) public uses, including parks and playgrounds, and public utility buildings and structures;
  - (vi) library;
  - (vii) community facility, recreational facility;
  - (viii) cemetery;
  - (ix) private hospital, personal care home or rest home;
  - (x) museums and historic sites;
  - (xi) fire hall;
  - (xii) police station; and
  - (xiii) community care facility.

### **4.7.2 ZONE PROVISIONS**

No person shall, within any P zone, use any lot or erect, alter, or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Non-Residential Use	300 square metres (3,230 square feet)	600 square metres (6,458 square feet)	4,000 square metres (43,057 square feet)
Combined Residential and Non-Residential Use	600 square metres (6,458 square feet)	900 square metres (9,688 square feet)	4,000 square metres (43,057 square feet)

- (b) **REQUIRED YARDS (minimum):**
- i) Front Yard - Setback = 4.5 metres (14.76 feet)
  - ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
  - iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)
  - iv) Rear Yard - Setback = 3 metres (9.84 feet)
- (c) **LOT COVERAGE (maximum):** = 50%
- (d) **HEIGHT OF BUILDINGS (maximum):** = 12.5 metres (41 feet)

**4.8 RESIDENTIAL 1 (R 1) ZONE**

**4.8.1 USES PERMITTED**

No person shall, within any R 1 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following R 1 uses, namely:

(a) **RESIDENTIAL USES:**

- i) a single-family residential dwelling; or
- ii) a temporary dwelling unit in conjunction with a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- i) a public use including parks and playgrounds;
- ii) a home occupation or a home industry ancillary to a permitted residential use;
- iii) bed and breakfast accommodations or rooming and boarding accommodations;
- iv) ancillary buildings.

**4.8.2 ZONE PROVISIONS**

No person shall, within any R 1 zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Per Single-Family Dwelling Unit	300 square metres (3,230 square feet)	615 square metres (6,620 square feet)	4,000 square metres (43,057 square feet)

- (b) REQUIRED YARDS (minimum):
  - i) Front Yard - Setback = 4.5 metres (14.76 feet)
  - ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
  - iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)
  - iv) Rear Yard - Setback = 3 metres (9.84 feet)

(c) LOT COVERAGE (maximum): = 50%

(d) HEIGHT OF BUILDINGS (maximum): = 10.67 metres (35 feet)

(e) MINIMUM BUILDING WIDTH

The minimum width of any building containing a residential use is 6.5 metres (21.32 feet).

(f) MANUFACTURED HOUSING

Any manufactured housing must comply with Canadian Standard Association A277 Standards.

## **4.9 RESIDENTIAL 1A (R 1A) ZONE**

### **4.9.1 USES PERMITTED**

No person shall, within any R 1A zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following R 1A uses, namely:

(a) **RESIDENTIAL USES:**

- i) a single-family residential dwelling;
- ii) a mobile home; or
- ii) a temporary dwelling unit in conjunction with a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- i) a public use including parks and playgrounds;
- ii) a home occupation or a home industry ancillary to a permitted residential use;
- iii) bed and breakfast accommodations or rooming and boarding accommodations;
- iv) ancillary buildings.

### **4.9.2 ZONE PROVISIONS**

No person shall, within any R 1A zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Per Single-Family Dwelling Unit or Mobile Home	300 square metres (3,230 square feet)	615 square metres (6,620 square feet)	4,000 square metres (43,057 square feet)

- (b) REQUIRED YARDS (minimum):
  - i) Front Yard - Setback = 4.5 metres (14.76 feet)
  - ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
  - iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)
  - iv) Rear Yard - Setback = 3 metres (9.84 feet)

(c) LOT COVERAGE (maximum): = 50%

(d) HEIGHT OF BUILDINGS (maximum): = 10.67 metres (35 feet)

(e) MINIMUM BUILDING WIDTH

The minimum width of any building containing a residential use is 4.27 metres (14 feet).

(f) MANUFACTURED HOUSING

Any manufactured housing must comply with Canadian Standard Association A277 or Z240 Standards.

#### **4.10 RESIDENTIAL 2 (R 2) ZONE**

##### **4.10.1 USES PERMITTED**

No person shall, within any R 2 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following R 2 uses, namely:

(a) **RESIDENTIAL USES:**

- i) a single-family residential dwelling; or
- ii) a two-family residential dwelling; or
- iii) a temporary dwelling unit in conjunction with a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- i) a public use, including parks and playgrounds;
- ii) a home occupation or a home industry ancillary to a permitted residential use;
- iii) bed and breakfast accommodations or rooming and boarding accommodations;
- iv) ancillary buildings.

##### **4.10.2 ZONE PROVISIONS**

No person shall, within any R 2 zone, use any lot or erect, alter or use any building structure except in accordance with the following provisions:

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

USE	SERVED BY COMMUNITY WATER AND COMMUNITY SEWER	SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER	UNSERVICED LOT
Per Single-Family Dwelling Unit	300 square metres (3,230 square feet)	615 square metres (6,620 square feet)	4,000 square metres (43,057 square feet)
Per Two-Family Dwelling Unit	557 square metres (5,996 square feet) if one parcel; 278 square metres (2,998 square feet) if divided into two parcels	1,114 square metres (11,991 square feet) if one parcel; 557 square metres (5,996 square feet) if divided into two parcels	4,000 square metres (43,057 square feet)

(b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 4.5 metres (14.76 feet)
- ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
- iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)

Notwithstanding the above, where abutting another dwelling unit as part of a two-family residential dwelling, an interior side yard setback of zero metres may be permitted.

- iv) Rear Yard - Setback = 3 metres (9.84 feet)

(c) **LOT COVERAGE (maximum):** = 50%

(d) **HEIGHT OF BUILDINGS (maximum):** = 10.67 metres (35 feet)

(e) **MINIMUM BUILDING WIDTH**

The minimum width of any building containing a residential use is 6.5 metres (21.32 feet).

(f) **MANUFACTURED HOUSING**

Any manufactured housing must comply with Canadian Standard Association A277 Standards.



## **4.11 MULTI-FAMILY RESIDENTIAL (R 3) ZONE**

### **4.11.1 USES PERMITTED**

No person shall, within any R 3 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following R 3 uses, namely:

(a) **RESIDENTIAL USES:**

- i) a single-family residential dwelling; or
- ii) a two-family residential dwelling; or
- iii) a multi-family residential dwelling; or
- iv) a temporary dwelling unit in conjunction with a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- i) a public use, including parks and playgrounds;
- ii) a home occupation ancillary to a permitted residential use;
- iii) bed and breakfast accommodations, or rooming and boarding accommodations ancillary to a single family or a two family residential dwelling;
- iv) ancillary buildings.
- v) home industry is limited to the interior of the principal dwelling

### **4.11.2 ZONE PROVISIONS**

- (a) **LOT AREA (minimum):** The following table identifies the minimum lot area requirements. The first column identifies the class of use, the second column identifies the minimum lot area requirements where the lot is served by both community water and community sewer, the third column identifies the minimum lot area requirements where the lot is serviced by either community water or community sewer, and the fourth column identifies the minimum lot area requirements where community water and community sewer services are unavailable.

<b>USE</b>	<b>SERVED BY COMMUNITY WATER AND COMMUNITY SEWER</b>	<b>SERVED BY COMMUNITY WATER OR BY COMMUNITY SEWER</b>	<b>UNSERVICED LOT</b>
Per Single-Family Residential Dwelling	300 square metres (3,230 square feet)	615 square metres (6,620 square feet)	4,000 square metres (43,057 square feet)
Per Two-Family Residential Dwelling	557 square metres (5,996 square feet) if one parcel; 278 square metres (2,998 square feet); if divided into two parcels	1,114 square metres (11,991 square feet); if one parcel; 557 square metres (5,996 square feet) if divided into two parcels	4,000 square metres (43,057 square feet)
Per Multi-Family Residential Dwelling Unit	200 square metres (2,153 square feet)	557 square metres (5,996 square feet)	2,000 square metres (21,528 square feet)

(b) **REQUIRED YARDS (minimum):**

- i) Front Yard - Setback = 4.5 metres (14.76 feet)
- ii) Exterior Side Yard - Setback = 4.5 metres (14.76 feet)
- iii) Interior Side Yard - Setback = 1.25 metres (4.1 feet)

Notwithstanding the above, where abutting another dwelling unit as part of a two-family or multi-family residential dwelling, an interior side yard setback of zero metres may be permitted.

- iv) Rear Yard - Setback = 3 metres (9.84 feet)

(c) **LOT COVERAGE (maximum):** = 40%

(d) **HEIGHT OF BUILDINGS (maximum):** = 12.5 metres (41 feet)

(e) **WATER FRONTAGE (minimum):** = 45.5 metres (149.3 feet)

(f) **MINIMUM BUILDING WIDTH**

The minimum width of any building containing a residential use is 6.5 metres (21.32 feet).

(g) **MANUFACTURED HOUSING**

Any manufactured housing must comply with Canadian Standard Association A277 Standards.

## **4.12 MOBILE HOME PARK (R 4) ZONE**

### **4.12.1 USES PERMITTED**

No person shall, within any R 4 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following R 4 uses, namely:

- (a) **RESIDENTIAL USES:**
  - i) a mobile home park;
  - ii) one dwelling unit for the owner or operator of the mobile home park.
  
- (b) **NON-RESIDENTIAL USES:**
  - i) a public use, including public utility buildings and structures;
  - ii) parks and playgrounds, and outdoor recreational facilities of a non-commercial nature;
  - iii) a home occupation ancillary to a permitted residential use;
  - iv) ancillary buildings.
  
  - v) home industry is limited to the interior of the principal dwelling

### **4.12.2 ZONE PROVISIONS**

No person shall, within any R 4 zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) **LOT AREA:**
  - i) The minimum lot area for a mobile home park shall be 2 hectares (4.94 acres).
  - iii) Notwithstanding subsection (i), where a mobile home park is served by a community sewer system, the minimum lot area shall be 1 hectare (2.47 acres).
  
- (b) **MOBILE HOME SPACE:**
  - i) The minimum size for a mobile home space shall be 370m<sup>2</sup>.
  
- (c) **DENSITY:**
  - i) The maximum density within the R 4 zone shall be 20 units/ha (8 units/acre)
  
- (d) **OTHER ZONE PROVISIONS:**

All other zone provisions, including required yards and setbacks, height of buildings and structures, open storage, ancillary uses, parking and loading, etc.,

shall be in accordance with any applicable mobile home park bylaw.

(e) **MANUFACTURED HOUSING**

Any manufactured housing must comply with Canadian Standard Association A277 or Z240 Standards.

## **4.13 RURAL 1 (RR 1) ZONE**

### **4.13.1 USES PERMITTED**

No person shall, within any RR 1 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following RR 1 uses, namely:

(a) **RESIDENTIAL USES:**

- i) a single-family residential dwelling; or
- ii) a two-family residential dwelling; or
- iii) a temporary dwelling unit in conjunction with a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- i) a community facility, including a community hall, fire hall, library, school, church, medical clinic or first aid station, and buildings associated with the operation and maintenance of an airplane landing strip or helicopter pad;
- ii) airplane landing strip or helicopter pad;
- iii) a public use, including public utility buildings and structures;
- iv) parks, playgrounds and outdoor recreation facilities of a non-commercial nature;
- v) a home occupation or a home industry ancillary to a permitted residential use;
- vi) bed and breakfast accommodations or rooming and boarding accommodations ancillary to a permitted residential use;
- vii) museum, historic site, or cemetery;
- viii) refuse disposal site;
- ix) kennel;
- x) agricultural operations, including horticulture, silviculture, livestock, intensive livestock operation, stockyard, beekeeping and aquaculture;
- xi) slaughtering and butchering ancillary to a permitted residential use or agricultural operation, providing such slaughtering and butchering is limited to only those animals reared on the property, or conducted for personal consumption by the owner;
- xii) logging and forestry activities, excluding the manufacture of wood products;
- xiii) portable sawmill, providing such activities are located no closer than 305 metres (1,000 feet) from an existing residential use on an adjacent or nearby property;

- xiv) extraction of raw materials from the land, including crushing and screening activities, but excluding any further processing activities;
- xv) temporary construction, exploration or logging camp operated by or on behalf of a government agency or department, or by a registered company, for the temporary living accommodation of its employees, provided the method by which sewage is to be disposed of is satisfactory to the Medical Health Officer. On completion of the project concerned, the camp shall be removed and the site restored to a satisfactory condition;
- xvi) trapping and guide camps, except main lodges;
- xvii) ancillary buildings.

4.13.2 ZONE PROVISIONS

No person shall, within any RR 1 zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) LOT AREA (minimum): = 4 hectares (9.88 acres)
- (b) REQUIRED YARDS (minimum):
  - i) Front Yard - Setback = 7.6 metres (24.9 feet)
  - ii) Exterior Side Yard - Setback = 7.6 metres (24.9 feet)
  - iii) Interior Side Yard - Setback = 7.6 metres (24.9 feet)
  - iv) Rear Yard - Setback = 7.6 metres (24.9 feet)
- (c) LOT COVERAGE (maximum): = 15%
- (d) DWELLINGS PER LOT (maximum):

Notwithstanding the provisions of section 5.10.1(a) above, additional dwellings in conjunction with bona fide agricultural operations may be located on a lot provided the lot contains a minimum of 4 hectares (9.88 acres) for each additional dwelling.

- (e) HEIGHT OF BUILDINGS (maximum): = 10.67 metres (35 feet).
- (f) WATER FRONTAGE (minimum): = 45.5 metres (149.3 feet)

#### **4.14 RURAL 2 (RR 2) ZONE**

##### **4.14.1 USES PERMITTED**

No person shall, within any RR 2 zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following RR 2 uses, namely:

(a) **RESIDENTIAL USES:**

- i) a single-family residential dwelling; or
- ii) a two-family residential dwelling; or
- iii) a temporary dwelling unit in conjunction with a single-family residential dwelling.

(b) **NON-RESIDENTIAL USES:**

- i) a community facility, including a community hall, fire hall, library, school, church, medical clinic or first aid station, and buildings associated with the operation and maintenance of an airplane landing strip or helicopter pad;
- ii) airplane landing strip or helicopter pad;
- iii) a public use, including public utility buildings and structures;
- iv) parks, playgrounds and outdoor recreation facilities of a non-commercial nature;
- v) a home occupation or a home industry ancillary to a permitted residential use;
- vi) bed and breakfast accommodations or rooming and boarding accommodations ancillary to a permitted residential use;
- vii) museum, historic site, or cemetery;
- viii) refuse disposal site;
- ix) kennel;
- x) agricultural operations, including horticulture, silviculture, livestock, intensive livestock operation, stockyard, beekeeping and aquaculture;
- xi) slaughtering and butchering ancillary to a permitted residential use or agricultural operation, providing such slaughtering and butchering is limited to only those animals reared on the property, or conducted for personal consumption by the owner;
- xii) logging and forestry activities, excluding the manufacture of wood products;
- xiii) portable sawmill, providing such activities are located no closer than 305 metres (1,000 feet) from an existing residential use on an adjacent or nearby property;

- xiv) extraction of raw materials from the land, including crushing and screening activities, but excluding any further processing activities;
- xv) temporary construction, exploration or logging camp operated by or on behalf of a government agency or department, or by a registered company, for the temporary living accommodation of its employees, provided the method by which sewage is to be disposed of is satisfactory to the Medical Health Officer. On completion of the project concerned, the camp shall be removed and the site restored to a satisfactory condition;
- xvi) trapping and guide camps, except main lodges;
- xvii) ancillary buildings.

4.14.2 ZONE PROVISIONS

No person shall, within any RR 2 zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) LOT AREA (minimum): = 2 hectares (4.94 acres)
- (b) REQUIRED YARDS (minimum):
  - i) Front Yard - Setback = 7.6 metres (24.9 feet)
  - ii) Exterior Side Yard - Setback = 7.6 metres (24.9 feet)
  - iii) Interior Side Yard - Setback = 7.6 metres (24.9 feet)
  - iv) Rear Yard - Setback = 7.6 metres (24.9 feet)
- (c) LOT COVERAGE (maximum): = 20%
- (d) HEIGHT OF BUILDINGS (maximum): = 10.67 metres (35 feet)
- (e) WATER FRONTAGE (minimum): = 45.5 metres (149.3 feet)



## 4.15 OPEN SPACE, PARKLAND (OSP) ZONE

### 4.15.1 USES PERMITTED

No person shall, within any OSP zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following OSP uses, namely:

- (a) RESIDENTIAL USES:
  - i) one dwelling unit for the owner or operator of a campground or recreational vehicle park.
- (b) NON-RESIDENTIAL USES:
  - i) a public use, including public utility buildings and structures;
  - ii) parks and playgrounds, and outdoor recreation facilities of a non-commercial nature;
  - iii) museum, historic site, cemetery;
  - iv) campground, recreational vehicle park;
  - v) ancillary buildings.

**NOTE: Some of the above uses are non-permitted use in the Forest Land Reserve and are therefore subject to Land Reserve Commission approval.**

### 4.15.2 ZONE PROVISIONS

No person shall, within any OSP zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

- (a) REQUIRED YARDS (minimum):
  - i) Front Yard - Setback = 7.6 metres (24.9 feet)
  - ii) Exterior Side Yard - Setback = 7.6 metres (24.9 feet)
  - iii) Interior Side Yard - Setback = 1.5 metres (4.9 feet)
  - iv) Rear Yard - Setback = 1.5 metres (4.9 feet)
- (b) CAMPGROUND OR RECREATIONAL VEHICLE PARK:
  - i) Lot Area (minimum) = 0.8 hectare (1.98 acres)
  - ii) Number of Campsites or Recreational Vehicle Sites (maximum) = 15 per 0.4 hectare
  - iii) Vehicle space per Campsite or Recreational Vehicle Site (minimum) = 4.5 by 12 metres

- iv) Amenity area per Campsite or  
Recreational Vehicle Site  
(minimum) = 4.5 by 12 metres
- (c) HEIGHT OF BUILDINGS (maximum): = 10.67 metres (35 feet)
- (d) OPEN STORAGE:  
No open storage of goods or materials shall be permitted.

**4.16 EDUCATIONAL (SCHOOL) (S) ZONE**

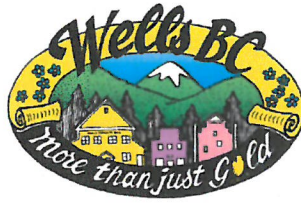
4.16.1 USES PERMITTED

(a) NON-RESIDENTIAL USES:

- i) Educational facilities.

4.16.2 ZONE PROVISIONS:

This zone shall use the text of Institutional Zone ( P)



**DISTRICT OF WELLS  
BYLAW NO. 158, 2018**

**A BYLAW TO AMEND THE  
“DISTRICT OF WELLS ZONING AND  
TREE PROTECTION BYLAW No. 26, 2000”**

The Council of the District of Wells, in open meeting assembled, enacts as follows:

1. THAT “DISTRICT OF WELLS ZONING AND TREE PROTECTION BYLAW No. 26, 2000” be amended by:


a. Adding the following text as section 4.1.A.1 (a) iii) in the Wells Commercial District (CW) zoning schedule:

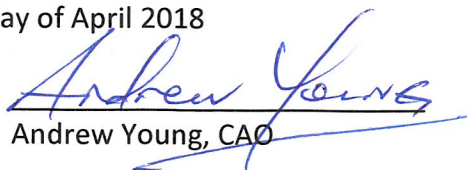
Single-Family Residential Dwelling but only on those properties that are covered by the “Residential-Commercial” land use designation under the District of Wells’ Official Community Plan.

2. If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision shall not affect the validity of the remainder.

3. This bylaw may be cited for all purposes as the “District of Wells Zoning and Tree Protection Bylaw No. 26, 2000, Amending Bylaw No. 158, 2018”

Amended by Council	16 <sup>th</sup> day of January 2018
READ A FIRST TIME this	16 <sup>th</sup> day of January 2018
READ A SECOND TIME this	16 <sup>th</sup> day of January 2018
PUBLIC HEARING HELD on the	20 <sup>th</sup> day of March 2018
READ A THIRD TIME this	10 <sup>th</sup> day of April 2018
FINALLY READ AND ADOPTED this	25 <sup>th</sup> day of April 2018

  
\_\_\_\_\_  
Acting Mayor, Mayor

  
\_\_\_\_\_  
Andrew Young, CAO

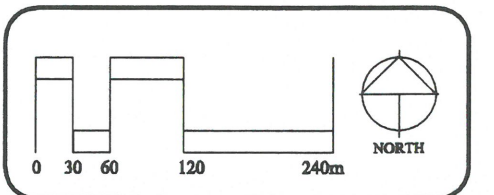
# District of Wells Zoning Bylaw

Schedule B

Zoning Maps  
Bylaw #26

## Legend

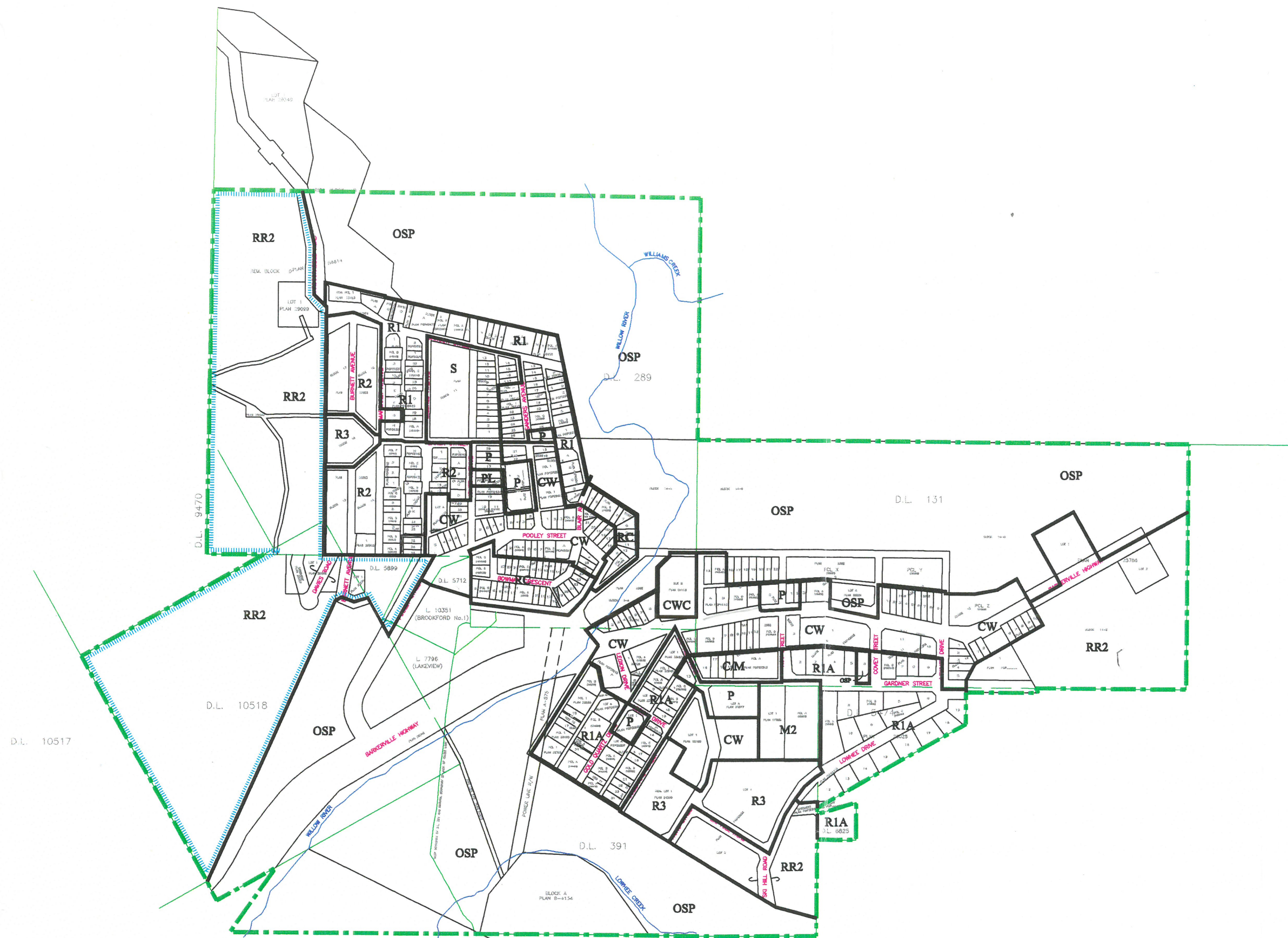
- - - - - Town Centre Boundary
- ||||| Tree Protection Area Boundary
- CW** Wells Commercial District
- CWC** Wells Commercial District-Casino/Cabaret
- C/M** Commercial Service/Light Industrial
- RC** Residential - Commercial
- M2** General Industrial
- M3** Heavy Industrial
- P** Institutional
- R1** Residential 1
- R1A** Residential 1A
- R2** Residential 2
- R3** Multi-Family Residential
- R4** Mobile Home Park
- RR1** Rural 1
- RR2** Rural 2
- RR3** Rural 3
- OSP** Open Space, Parkland
- R/A** Resource Area
- B2** Barkerville Satellite & Protected Areas
- S** School

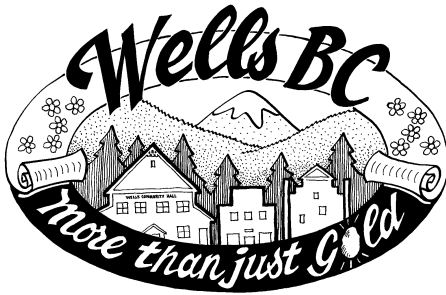


Prepared for:  
District of Wells

Prepared by:  
URBAN SYSTEMS.

Date:  
July 2001





# DISTRICT OF WELLS

P.O. Box 219, Wells, B.C. V0K 2R0  
PHONE (250) 994-3330 FAX (250) 994-3331  
E-Mail: wells@goldcity.net

## Development Variance Permit Application Guide

The District of Wells has prepared this guide to assist you in understanding the process for issuance of a Development Variance Permit. This guide will explain:

- Development Variance Permits
- How to apply for a Development Variance Permit
- What the process is for issuance of a Development Variance Permit
- Planning services for the District of Wells are provided by the City of Quesnel under contract. Proposals can be discussed with planning staff by calling 992-2111. Meetings with the building inspector in Wells can be arranged by appointment, call 994-3330. Current zoning and OCP designations can be checked at the District of Wells Municipal Office, Tuesday to Friday, 10:00 a.m. to 2:00 p.m.

*This guide is for convenience only. Following the steps in this guide does not mean that your request has been approved.*

### ⌘ An Introduction to Development Variance Permits ⌘

A Development Variance Permit may be used to vary the provisions of certain Bylaws as provided by Section 974 of the Municipal Act. A Development Variance Permit is usually considered when the site characteristics or other unique circumstances do not permit strict compliance with an existing zoning subdivision servicing, mobile home park, campground or farming regulations. In some cases, where a regulation may impose hardship on the owner/developer, you may submit an appeal to the Board of Variance.

### ⌘ What do you need to do to apply for a Development Variance Permit? ⌘

*Before you apply...*

*Discuss your proposal with the Development Services Department and review the appropriate bylaw prior to submitting a formal development variance permit application.*

Note: A Development Variance Permit cannot vary the use or density of the land from that permitted in the District of Wells Zoning Bylaw No.

## **Application Requirements**

*When you apply...*

Submit a completed application which includes the following:

- A **Development Application** form (available at the Municipal Office);
- A **Project Information** form for Development Variance Permits (available at the Municipal Office)
- Signature of registered owner(s) or letter of consent;
- A copy of a Title Search dated no more than thirty (30) days prior to the submission of the application;
- Supporting plans, drawings and documents to describe your request;
- Copies of any documentation that relates to covenants, easements, rights of ways or other encumbrances noted on the title search;
- Completion of Sections I to III and XI of a Site Profile is required for each application; and
- Submission of a satisfactorily completed Site Profile is required for an application when any activities listed in Schedule 2 of the Contaminated Sites Regulation have occurred on the site.

*Pay the application fee.*

An Application Fee of \$60.00 (subject to GST) shall be made payable to the District of Wells and shall accompany the application.

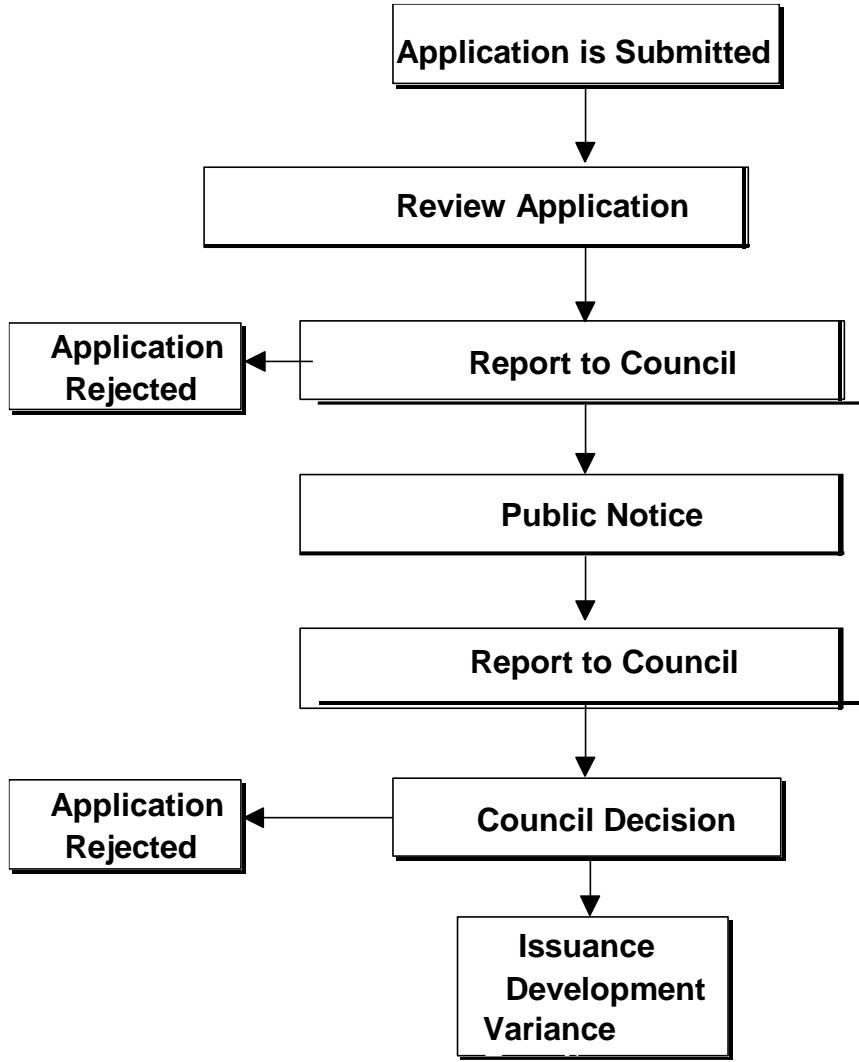
## ∞ **Development Variance Permit Process** ∞

*Following the submission of the Application:*

- The Development Services Department will review the proposal and, where necessary, circulate it to other Municipal Department(s) for comment.
- A Staff Report is prepared for Council's consideration and Council determines if application is to be received and public notice given.
- A public notice will be mailed to all affected property owners, stating the location of the subject property and the purpose of the application, at least 10 days before Council proposes to pass a resolution to issue the permit.
- Upon receipt of all comments, a second Staff Report is submitted to Council with any additional recommendation.
- Council will either authorize the issuance of a permit, or reject the application.

- If the application is rejected, the applicant cannot re-apply for a Development Variance Permit for a six (6) month period immediately following the date of refusal.

*The following chart illustrates the Development Variance Permit Process:*



**If you have any questions  
please contact the District of Wekls Office at 250-994-3330**



# 12566 Barkerville Highway

