

**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                    Councillor McDonagh  
April 2022

May 2022                    Councillor Lewis  
June 2022

July 2022                    Councillor Funk  
August 2022

September 2022            Councillor Kilsby  
October 2022

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

  
Donna Forseille, CAO

  
Ed Coleman, Mayor



COPY



Form No. 7-3  
Local Government Act  
Section 210  
BC Reg. 380/93

**DISTRICT OF WELLS  
PROVINCE OF BRITISH COLUMBIA  
CANADA  
OATH OF OFFICE**

I, Ed Coleman, do solemnly affirm that:

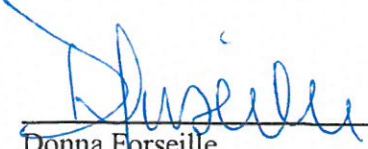
I am qualified to hold the office of Mayor for the District of Wells to which I have been elected;

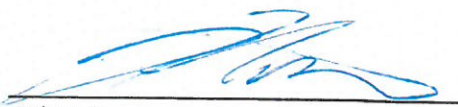
I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

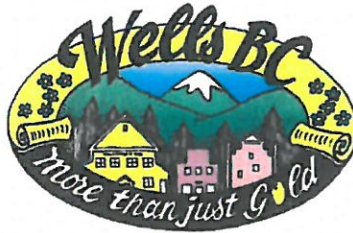
as required by the *Local Government Act*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

**SWORN** by the above named Mayor  
before me at Wells, British Columbia  
the 22nd day of February, 2022.

  
\_\_\_\_\_  
Donna Forseille  
Chief Administrative Officer  
Chief Elections Officer

  
\_\_\_\_\_  
Ed Coleman

COPY



Form No. 7-4  
Local Government Act  
Section 210  
BC Reg. 380/93

**DISTRICT OF WELLS  
PROVINCE OF BRITISH COLUMBIA  
CANADA  
AFFIRMATION OF OFFICE**

I, **Dorothea Funk**, do solemnly affirm that:

I am qualified to hold the office of Councillor for the District of Wells to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

as required by the *Local Government Act*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

**SWORN** by the above named Councillor  
before me at Wells, British Columbia  
the 22nd day of February 2022.

A handwritten signature in black ink, appearing to read "D. Funk", is written above a horizontal line.

Dorothea Funk

A handwritten signature in blue ink, appearing to read "D. Forseille", is written above a horizontal line.

Donna Forseille  
Chief Administrative Officer  
Chief Elections Officer

COPY



Form No. 7-4  
Local Government Act  
Section 210  
BC Reg. 380/93

**DISTRICT OF WELLS  
PROVINCE OF BRITISH COLUMBIA  
CANADA  
OATH OF OFFICE**

I, **Jennifer Lewis**, do solemnly affirm that:

I am qualified to hold the office of Councillor for the District of Wells to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

as required by the *Local Government Act*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

**SWORN** by the above named Councillor  
before me at Wells, British Columbia  
the 22nd day of February 2022.

A blue ink signature of Donna Forseille, written in a cursive style, positioned above a horizontal line.

Donna Forseille  
Chief Administrative Officer  
Chief Elections Officer

A black ink signature of Jennifer Lewis, written in a cursive style, positioned above a horizontal line.

Jennifer Lewis



COPY



Form No. 7-4  
Local Government Act  
Section 210  
BC Reg. 380/93

**DISTRICT OF WELLS  
PROVINCE OF BRITISH COLUMBIA  
CANADA  
OATH OF OFFICE**

I, **Shannon McDonagh**, do solemnly affirm that:

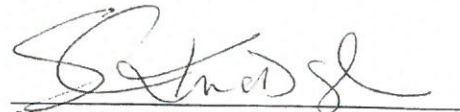
I am qualified to hold the office of Councillor for the District of Wells to which I have been elected;

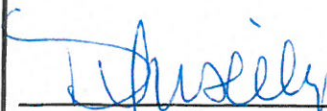
I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

as required by the *Local Government Act*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

**SWORN** by the above named Councillor  
before me at Wells, British Columbia  
the 22nd day of February 2022.

  
Shannon McDonagh



Donna Forseille  
Chief Administrative Officer  
Chief Elections Officer