

DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY, June 21, 2022
ONLINE (VIA ZOOM)

AGENDA

****NOTE**** *The Regular Council meeting will be called to order after the Public Consultation Scheduled at 7pm for the proposed District of Wells Zoning and Tree Protection Bylaw no. 26, 2000, Amending Bylaw No. 208, 2022, for zoning amendment application concerning 12566 Barkerville Highway. (Legal: Lot 1 Plan PGP40908 District Lot 131 Land District 05 PID: 023-677-007) to allow for the current zoning of CW(Commercial) to be changed to R1 (residential) zoning.*

1.0 CALL TO ORDER

1.1 Agenda for the Regular Council meeting of Tuesday June 21, 2022

Recommendation/s: THAT Council approves the agenda for the Regular Council meeting of Tuesday June 21, 2022, as circulated.

2.0 MINUTES

2.1 Minutes for the Regular Council Meeting of Tuesday June7, 2022

Recommendation/s: THAT Council approves the Regular Council meeting minutes of Tuesday June 7, 2022, as circulated.

3.0 DELEGATIONS AND PRESENTATIONS

3.1 Presentation from BC Hydro regarding the Energy Conservation Pilot Program for the District.

Recommendation/s: THAT Council

Receives the presentation from BC Hydro regarding the Energy Conservation Pilot Program for The District of Wells.

3.2 Presentation from Provincial Consultant, Gary Nason, regarding governance

Recommendation/s: THAT Council

Receives the presentation on local government governance from provincial consultant, Gary Nason.

4.0 NEW BUSINESS

5.1 Mayor's Report (verbal updates)

- * v2.6 Concise Business Plan review
- *Hybrid Council Meeting discussions

5.2 Economic Development Officer-request for letter of resolution

Recommendation/s: THAT Council

1. Receives the report from the Economic Development Officer regarding the need for a resolution to support a proposed Housing Needs Reports Program.
2. Approves submitting an application to the UBCM for a Housing Needs Reports Program grant for \$15,000.00.

5.0 INFORMATION AND ANNOUNCEMENTS

5.1 Council

5.2 Staff

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

8.0 ADJOURNMENT

6.1 Adjournment of the Regular Council meeting of Tuesday June 21, 2022.

Recommendation/s: THAT Council at _____ PM adjourns the Regular Council meeting for Tuesday June 21, 2022.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY, June 7, 2022
ONLINE (VIA ZOOM)**

MINUTES

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

STAFF: Chief Administrative Officer, Donna Forseille; and Fire Chief, Carrie Chard

PUBLIC GALLERY: 12

1.0 CALL TO ORDER AT 7:03PM

1.1 Agenda for the Regular Council meeting of Tuesday June 7, 2022

22-101 MOVED Councillor McDonagh, seconded Councillor Lewis THAT Council approves the agenda for the Regular Council meeting of Tuesday June 7, 2022, as circulated.
Carried Unanimously

2.0 MINUTES

Councillor Lewis requested to amend the minutes of Tuesday May 17, 2022 to include Councillor discussions on the NCLGA, and the questions and responses in the Public Gallery From Dawn Leroy and Mayor Coleman concerning the proposed new truck purchase for Public Works and the Municipal Hall Renovations (testing for contaminants)

2.1 Minutes for the Regular Council Meeting of Tuesday May 17, 2022

22-102 MOVED Councillor McDonagh, seconded Councillor Kilsby THAT Council approves the Regular Council meeting minutes of Tuesday May 17, 2022, as amended.
Carried Unanimously

2.2 Minutes for the Special Council meeting of Tuesday May 24, 2022

22-103 MOVED Councillor Lewis, seconded Councillor McDonagh THAT Council approves the Special Council meeting minutes of Tuesday May 24, 2022, as circulated.
Carried Unanimously

3.0 DELEGATIONS AND PRESENTATIONS – NIL

4.0 CORRESPONDENCE -NIL

5.0 UNFINISHED BUSINESS

5.1 Zoning Amendment Application Referrals- 12566 Barkerville Hwy

General Discussions were had regarding the Zoning Amendment application and Public Consultation Process. Councillor's Lewis and Funk shared their concerns with the zoning amendment and had Inquiries regarding the details of the future proposed subdivision which would require this zoning Amendment to allow residential housing to be built by the property owners. Mayor Coleman Expressed his frustration stating that Council had plenty of time to ask the staff these questions prior To tonight.

The CAO reminded Council that the subdivision and plans would go back forward for public input as it is An entire process of its own requiring the referral process again as well, tonight Council is only considering the zoning amendment application, proposed Amending Bylaw, and directing staff to move forward with public consultation.

22-104 MOVED Councillor Lewis, seconded Councillor McDonagh THAT Council receives the referrals staff received from Ministry of Transportation and the Lhtako Dene Nation.

Carried Unanimously

22-105 MOVED Councillor Lewis, seconded Councillor McDonagh THAT Council receives the amending Bylaw No. 208, 2022 for first and second reading consideration (Legal: Lot 1 Plan PGP40908 District Lot 131 Land District 05 PID: 023-677-007) to allow for the current zoning of CW(Commercial) to be changed to R1 (residential) zoning.

Carried Unanimously

22-106 MOVED Councillor Lewis, seconded Councillor McDonagh THAT Council gives First and Second Readings to the amending Bylaw No. 208, 2022 (Legal: Lot 1 Plan PGP40908 District Lot 131 Land District 05 PID: 023-677-007) to allow for the current zoning of CW(Commercial) to be changed to R1 (residential) zoning.

Carried Unanimously

22-107 MOVED Councillor Kilsby, seconded Councillor McDonagh THAT Council directs staff to hold a Public consultation for public input on the proposed District of Wells Bylaw No. 208,2022 Amending "District of Wells Zoning and Tree Protection Bylaw No. 26, 2000", on June 21, 2022.

Carried Unanimously

5.2 Mayor's report (verbal updates)

- * Version 2.5 of the "Concise Business Plan"
- * Mayors and Regional District Chairs meeting with Minister's Conroy—Forestry and Cullen –Municipal Affairs
 - Meeting with the Wells Barkerville School Principal Robyn Anderson- update
 - Conference call with Gary Nason, BC Government Consultant
 - Update on Municipal Office Renovations
 - CRD-Board on the Road and Community Picnic
 - Staffing Urgency

22-108 MOVED Councillor Lewis, seconded Councillor McDonagh THAT Council receives the Mayor's verbal report.

Carried Unanimously

6.0 NEW BUSINESS

6.1 Wells Volunteer Fire Brigade Fire Hall- Health and Safety Renovations

22-109 MOVED Councillor Lewis, seconded Councillor McDonagh THAT Council receives the staff Regarding an update on the Wells Fire Hall Renovations for Health and Safety.
Carried Unanimously

22-110 MOVED Councillor Lewis, seconded Councillor Kilsby THAT Council approves staff direct Rewarding the contract to Algonquin Contracting Ltd. For work to be done at the Wells Fire Hall.
Carried Unanimously

6.2 Wells Emergency Planning Committee Chair Appointment

22-111 MOVED Councillor Kilsby, seconded Councillor McDonagh THAT Council appoints co-chairs Councillor Funk and Councillor Lewis to the Wells Emergency Planning Committee.
Carried Unanimously

7.0 BYLAWS

7.1 District of Wells Elections Procedure Bylaw No. 206, 2022

22-112 MOVED Councillor Lewis, seconded Councillor Funk THAT Council gives Final Reading to the District of Wells Elections Procedure Bylaw No. 206, 2022.
Carried Unanimously

7.2 Proposed District of Wells Mail Ballot Authorization and Procedure Bylaw No. 207, 2022

22-113 MOVED Councillor Funk, seconded Councillor Lewis THAT Council gives Final reading To the District of Wells Mail Ballot Authorization and Procedure Bylaw No. 207, 2022.
Carried Unanimously

7.0 INFORMATION AND ANNOUNCEMENTS

7.1 Council
Councillor Funk thanked Barkerville Gold Mines for the site tours held this week. She is appreciative to the mine for arranging the tours.
Tomorrow is the session for the proposed Transmission lines- Thank you to Kelsey and Francois of Osisko Development/Barkerville Gold Mines for arranging Everything.
She announced that the Facility Building Committee has resumed meetings and Public are invited to request a zoom link.

Councillor Lewis echoed Councillor Funk. Stating it was a fantastic experience.

Mayor Coleman stated that the Vision and Planning Committee has also commenced meetings, and met with Urban Systems. The next meeting will be June 28th 2022 at 11am.

Mayor Coleman thanked the Chief Administrative Officer for the amount of work she has been doing especially in the current staffing shortages.

7.2 Staff

Fire Chief, Carrie Chard, noted that Category 3 (Open Burning) is restricted in the Cariboo area. The Forest is extremely dry. She reminded everyone to clean their chimneys.

Chief Administrative Officer, Donna Forseille, stated that she encouraged locals to apply for the current open positions with the municipality.

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

Dawn Leroy stated that the application for re-zoning the property known as Cariboo Joy's RV Site is to support the housing in town. It would potentially create 5 single family dwellings. (The Original home plus four new homes). Homes would be "Cottage style" and the project would be done thoughtfully with the Community in mind.

Jules Mackey announced that the Sunset had recently been closed for two weeks due to Covid. The Sunset will re-open tomorrow, June 8, 2022. The café will be open Wednesday, Thursday and Sunday.

The Sunset's AGM will be June 16, 2022.

She will post information on hours of operation and the AGM meeting on Face Book.

8.0 ADJOURNMENT

8.1 Adjournment of the Regular Council meeting of Tuesday June 7, 2022.

22-114 MOVED Councillor McDonagh, seconded Councillor Funk **THAT Council** at 8:25PM adjourns the Regular Council meeting for Tuesday May 17, 2022.

Carried Unanimously

Donna Forseille, CAO

Ed Coleman, Mayor

Dave Mosure
Community Relations Coordinator
Northern Region
Phone: 250 561-4906
Cell: 250 961-0574
Email: dave.mosure@bchydro.com

June 13, 2022

District of Wells
4243 Sanders Ave,
Wells, BC V0K 2R0

Dear Mayor Coleman & Council,

Re: Energy Conservation Program for District of Wells

I hope this letter finds you well. I am writing to seek the District's endorsement and support for a new energy efficiency program for the residents of Wells.

As you know, conservation and energy efficiency are great ways to help British Columbians save money on their electrical bill while helping to keep rates low within the province. As such, BC Hydro plans to offer District of Wells residents a new, exclusive offer.

The Energy Conservation Program for Wells includes an in-person home assessment and the installation of free, energy-saving products for a more comfortable, efficient home. This program also has the potential to lower monthly electrical bills. Depending on the needs of each home, product installation and services may include:

- LED bulbs and nightlights
- ENERGY STAR® refrigerator
- High-efficiency showerheads and faucet aerators
- Door weatherstripping
- Insulation (wall, attic and crawlspace)
- Carbon monoxide detectors

Participation in the program is free, and all products are installed by our approved program delivery agent. It is available to all residents of the District living in single family, row houses, and manufactured / mobile homes.

We are also offering a participation reward. If 90 or more homes participate in this free program and 30 new people convert to paperless billing, BC Hydro will reward the District of Wells \$15,000 towards an energy efficient lighting upgrade for the Wells Community Culture and Recreation Facility Building.

We look forward to partnering with you on this initiative and will be happy to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Mosure". The signature is fluid and cursive, with a large initial "D" and "M".

Dave Mosure

cc. Christy Intihar, BC Hydro

COUNCIL MEMBER AND STAFF - ROLES AND RESPONSIBILITIES

[Acknowledgement: The materials in this section have been included with the kind permission of Mr. Gordon McIntosh and the Local Government Leadership Academy from materials originally produced for a 2011 Council Orientation session for newly elected Mayors and Councillors from the various Capital Region municipalities.]

Council Roles (Mayor and Councillors)

The **role of Council** can be summarized as:

- **Making policy** - Council makes decisions that fall within its delegated powers. These decisions range from informal practices to regulatory bylaws such as service levels, regulatory conditions and resource allocations.
- **Setting direction** - Council determines the strategies that will be pursued and the services that will be delivered. These directions provide day-to-day guidance to staff and a road map for the community.
- **Representing the public interest** - while individual Councillors may advocate specific interests at any given time, it is the responsibility of Council as a whole to represent the broad interests of the community.

Council's **policy making** responsibility involves:

- **Ensuring adequate information** is available for good decision-making. This means that when Council makes a decision it is fact-based.
- **Having a good debate** so that all views are heard in a respectful manner. All members should have an open mind to hear the views of their colleagues.
- **Establishing policy** that is clear and understandable by staff and the public. Administration clearly understands it and so do citizens.
- **Monitoring the impact** and unintended consequences of policy implementation. Targeted dates to evaluate the actual results of implementing the policy.
- **Adjusting policies** as required based on new information, emerging conditions or changing resource conditions

Council's **direction setting role** includes responsibilities such as:

- **Examining trends and conditions** to determine how external and community factors are impacting the community and municipality.
- **Soliciting a wide range of community views** and /or feedback to strategic directions for the community.
- **Creating a shared vision** that articulates a community direction through vision, mission, goal and objective statements.
- **Establishing action strategies** that translate the vision and objectives into action plans with target dates to monitor progress and results.
- **Ensuring funding is in place** to align strategies, legislated powers and available fiscal and human resources.

Representing the **public interest** role involves responsibilities such as:

- **Responding to inquiries** - listen and to convey citizen concerns without getting too involved in day-to-day operations.
- **Advocating constituent concerns** - speak on behalf of specific citizen, group or community interests and concerns to Council.
- **Representing the community** - reflect the broad interests of the community in making decisions.
- **Scrutinizing (monitoring) operations** - oversee operations to ensure they are effective and efficient.
- **Ensuring transparency** - adhere to high ethical and accountability standards that are open to public scrutiny.

The **Councillor's** responsibilities take on different characteristics across each of Council's three core roles of making policy, setting direction and representing the public:

- **Represent** - reflecting the community's interests. Each Councillor will define their constituents differently.
 - **Advocate** - no single Councillor should expect to satisfy individual citizen requests. Council as a whole can advocate or address community concerns.
 - **Strategist** - participate in processes to set strategic directions to guide what staff does and how the money is spent to achieve community goals and objectives.
 - **Monitor**- oversee operations, strategy and policy. Elected officials are collectively accountable to the public for the performance of the municipality.
 - **Leader** - assume a leadership role by keeping touch with the people. Councillors are essentially, on the front line for all levels of government.
- Decision-maker** - make good decisions. Councillors are required to be well informed in order to contribute to the good debate of council.

The **Mayor** has the same responsibilities as Councillors. However, by virtue of their position they have considerable influence on how Council conducts its business:

- **Chairperson** - presides over meetings to ensure they follow proper rules of order, must be well informed and invite good debate.
- **Facilitator** - oversees processes and efforts to help generate ideas, develop solutions and pursue partnerships to achieve Council goals.
- **Spokesperson** - represent Council to the public and other agencies with decisions and strategies that have been approved by Council.
- **Intermediary** - liaises with the CAO to provide him or her with political advices and keep informed on operational matters that may be of Council interest.
- **Mentor** - guide Council members to fulfil their roles and provide feedback on behaviours that reduce personal or the organization's effectiveness.

Administrative Role

Staff or 'administration' helps Council to be effective in its three key roles of **making policy, setting direction and representing the public** by:

- **Giving policy advice** - assembles information and options for Council to make decisions that fall within its delegated powers.
- **Implementing directions** - resources are organized to implement strategies, perform tasks and deliver services in accordance with Council's expectations.
- **Reflecting a body of knowledge** - staff are recruited and trained to be knowledgeable for a specific civic function or service.

Administration's **giving policy advice** role involves:

- **Providing information** for Council to make decisions and create policies. Provide any internal data and conduct research for further information for Council.
- **Clarifying expectations** so that research is focused. Both Council and CAO need to describe the information required in staff report.
- **Providing options** so that Council can consider and debate alternatives. Providing only one option affects Council's confidence in staff.
- **Ensuring compliance** with legislation, policies and municipal case law. Council relies on administration to review legislative implications of pending decisions.
- **Indicating implementation requirements** by determining the funds and staff required. Council should know the longer-term impact of the decision

The **implementing direction's role** of administration includes responsibilities such as:

- **Providing data and information** so that Council can understand external and internal factors rather than just sentiment to develop strategic directions.
- **Developing action plans** to determine the activities required to implement Council directions and deliver services.
- **Allocating resources** to ensure materials and staff are in place. Council approves an overall budget; administration implements Council directions.
- **Reporting on progress** to provide regular reports on activities and results. This also gives Council confidence that administration is doing what Council wishes.
- **Assessing performance** to ensure the operations are getting value for money. Council concerns or performance should direct them to the CAO.

The **reflecting a body of knowledge** or providing expertise role of administration involves responsibilities such as:

- **Ensuring relevance** by providing administrative rather than political advice. The role of Staff is to provide facts, data and evidence regarding a matter.
- **Being objective** is a 'must have' characteristic for administration. That is not to say that a staff person should not have a recommendation to offer Council.
- **Being thorough** is subjective. There are volumes of information, staff only has so much time, and Councillors have limited time to review staff reports.
- **Being resourceful** by developing and maintaining a knowledge network. Staff should be encouraged to have peers and resources people that they can access.
- **Staying current** on new trends and information that affect their function. Learning must be considered a life-long venture for each staff person.

Chief Administrative Officer (CAO) Role and Responsibilities

The CAO's responsibilities associated with Council's roles include:

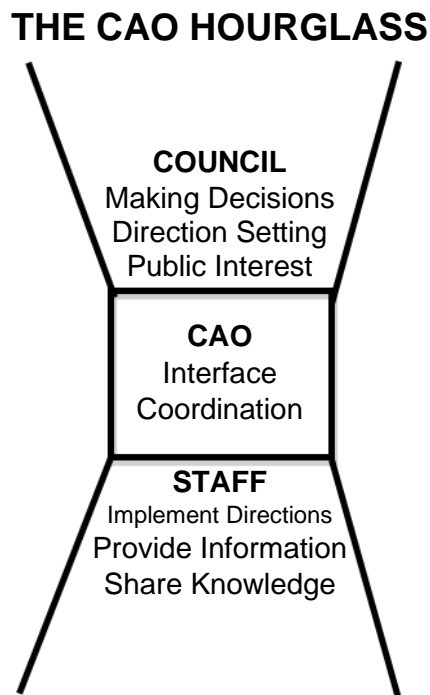
- **Making policy** - plays a pivotal role in making sure Council has adequate information to have a good debate and make effective decisions.
- **Setting direction** - the CAO acts as a conduit for both the development and implementation of Council directions.
- **Representing the public interest** - while the CAO is not expected to be a politician they are, by virtue of their position, a confidante to Council.

The CAO's responsibilities associated with administration's roles include:

- **Giving policy advice** - the CAO, in addition to screening recommendations going to Council, also guides staff in the preparation of staff reports.
- **Implementing directions** - the CAO is responsible for all operational matters. Services and programs are expected to be on budget and delivered efficiently.
- **Reflecting a body of knowledge** - the CAO is not an expert in all aspects of municipal operations, but to be able to obtain the required knowledge.

The Political/Administrative Interface (The “One Employee” Model)

An hourglass portrays the CAO position is the link between Council and staff



The position of CAO is the link between the politicians and staff. On the one hand, the CAO doesn't want to constrict the flow of information so much that there is no interaction. At the same time, there is only one person, the CAO, who directs staff.

- Consequently, it is useful to have and adhere to a protocol to ensure the proper flow of information between Council and staff.
- A Councillor has the right to request public information from a staff person.
- A Councillor or Mayor does not have the right to direct any staff person.
- An information request that impacts a staff work program requires CAO approval.
- The CAO may require Council guidance concerning a Council member's request.

The importance of this and other protocols is to keep elected officials and staff on the same page when it comes to appropriate responsibilities.

“Good Governance” Checklist

1. Adherence to defined political and administrative **roles** and **responsibilities**.
2. Efforts to develop and achieve **strategic directions**.
3. Ability to develop a smooth transition of **plans into action**.
4. Attention to monitor and recognize **organizational** and **staff performance**.
5. Facilitation of a positive and productive **organizational environment**.
6. Accountability for the efficient use of **organizational resources**.
7. Ensure complete information and discussion to arrive at **good decisions**.
8. Consistency of attention to **internal** and **external** communication.
9. Respect for **diverse opinions**.
10. State of organizational stability while addressing **changing conditions** and **issues**.
11. Evaluation of the satisfaction levels and efficiency of **service delivery**.



District of Wells

Meeting Date	June 21, 2022
Report Date:	June 9, 2022
Memo to:	Mayor and Council
From:	Lauren Reinhardt, Economic Development Officer
Subject:	Resolution to support UBCM Housing Needs Reports Program

Purpose/Issue:

To seek Council approval for a resolution to support the UBCM Housing Needs Reports Program. We are undertaking the Housing Needs Reports Program to meet the provincial requirements. The District of Wells has also had a critical housing shortage for many years. Identification of housing needs would be an asset for potential future town growth.

Background / Analysis:

In order for the District to qualify for this grant, Council must first approve a resolution that supports the grant application. Staff is currently working on the Housing Needs Reports Program. To qualify for this grant Council must adopt a supporting resolution.

Budget, Policy, Staffing:

Immediate budgetary impacts anticipated are a possible \$5000 in funds as the Grant covers up to \$15,000.00. Quotes are closer to the \$20,000.00 range.

Legal Considerations:

None

Options / Recommendations:

That Council:

1. Receives the report from the Economic Development Officer regarding the need for a resolution to support a proposed Housing Needs Reports Program.
2. Approves submitting an application to the UBCM for a Housing Needs Reports Program grant for \$15,000.00.

Lauren Reinhardt
Economic Development

Donna Forseille
Chief Administrative Officer