

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY, September 6, 2022  
ONLINE (VIA ZOOM)**

**AGENDA**

**1.0 CALL TO ORDER**

1.1 Agenda for the Regular Council meeting of Tuesday September 6, 2022

**Recommendation/s:** THAT Council approves the agenda for the Regular Council meeting of Tuesday September 6, 2022, as circulated.

**2.0 MINUTES**

2.1 Minutes for the Regular Council Meeting of Tuesday August 16, 2022

**Recommendation/s:** THAT Council approves the Regular Council meeting minutes of Tuesday August 16, 2022, as circulated.

2.2 Minutes for the Special Council meeting of Wednesday August 24, 2022

**Recommendation/s:** THAT Council approves the Special Council meeting minutes of Wednesday August 24, 2022, as circulated.

**3.0 DELEGATIONS AND PRESENTATIONS**

3.1 Wells Area RCMP

**Recommendation/s: THAT Council**

Receives the introduction and update from the Wells RCMP Detachment member/s.

**4.0 CORRESPONDENCE**

4.1 Update report and letter from the Wells-Barkerville Community Forest Board

**Recommendation/s: THAT Council**

1. Receives the update report from the Wells-Barkerville Community Forest Board and letter of Request regarding Director appointments to the board;
2. Support the drafting of an amendment to the Wells-Barkerville Community Forest Ltd articles of incorporation by the company lawyer to provide for a three-year term of office for the company's directors, with this draft amendment to be presented to Council for its consideration; and
3. To name individuals to serve as the company's directors for the next one-year term, with the

understanding Council may appoint additional directors in the coming months if it wishes.

## **5.0 UNFINISHED BUSINESS**

### 5.1 Strategic Priorities and Special Projects Spreadsheet

**Recommendation/s:** THAT Council receives the updated Strategic Planning and Special Projects Spreadsheet as per changes made during the August 16, 2022 Council meeting.

## **6.0 NEW BUSINESS**

### 6.1 Staff Report- Fire Hall Renovation Updates and request to award roofing contract

**Recommendation/s:** THAT Council

1. Receives the staff report from the Chief Administrative Officer regarding an update on the Fire Hall renovations and
2. Awards the roofing contract to \_\_\_\_\_ for a new roof to be installed at the Fire Hall.

### 6.2 Mayor's Report (verbal updates)

- Contaminated Sites Provincial Team
- Version 2.7 of Concise Business Plan
- Hwy 26 Powerline Study Project
- BC Hydro Community Energy Project
- Committees
- Skating Rink Donations Status
- CRD Meeting Update
- Transition Table Meeting

**Recommendation/s:** THAT Council receives the verbal Mayor's report.

## **7.0 INFORMATION AND ANNOUNCEMENTS**

- 7.1 Council
- 7.2 Staff
- 7.3 Public Gallery – **Questions relating to the agenda.**

## **8.0 ADJOURNMENT**

- 8.1 Adjournment of the Regular Council meeting of Tuesday September 6, 2022.

**Recommendation/s: THAT Council** at \_\_\_\_\_PM adjourns the Regular Council meeting for Tuesday September 6, 2022.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY, August 16, 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; Public Works Supervisor, Niel Doerksen; District Clerk, Angela Ward; and Fire Chief, Carrie Chard

**Special Guest:** Gary Nason, Provincial Consultant

**PUBLIC GALLERY:** 8

**1.0 CALL TO ORDER AT 7:03PM**

1.1 Agenda for the Regular Council meeting of Tuesday August 16, 2022

**22-139 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council approves the agenda for the Regular Council meeting of Tuesday August 16, 2022, as circulated.

**Carried Unanimously**

**2.0 MINUTES**

2.1 Minutes for the Regular Council Meeting of Tuesday July 12, 2022

**22-140 MOVED** Councillor McDonagh, seconded Councillor Funk THAT Council approves the Regular Council meeting minutes of Tuesday July 12, 2022, as amended to reflect the Following:

- Page 4 – correct Tammy Tate to have the correct spelling of “Tait”.
- Page 5, second paragraph- should read July 14<sup>th</sup>, 2022, not June 14, 2022.

**Carried Unanimously**

2.2 Minutes for the Special Council meeting of Wednesday July 26, 2022

**22-141 MOVED** Councillor McDonagh, seconded Councillor Funk THAT Council approves the Special Council meeting minutes of Wednesday July 26, 2022, as circulated.

**Carried Unanimously**

**3.0 DELEGATIONS AND PRESENTATIONS -NIL**

**4.0 CORRESPONDENCE**

4.1 Letter to Mayor and Council from the Wells and Area Community Association  
*(Councillor Lewis recused herself from this Item)*

**22-142 MOVED** Councillor Kilsby, seconded Councillor Funk THAT Council receives the letter from the Wells and Area Community Association (WAACA) regarding the request of the continued use of the Daycare Room at a discounted monthly rental fee for the interim.

**Carried Unanimously**

**22-143 MOVED** Councillor Kilsby, seconded Councillor Funk THAT Council Approves the continued use of the Daycare Room at a discounted monthly rental fee for the Interim at \$100 per month as per the Comprehensive Fees and Charges Bylaw for “storage” use of a classroom in the Wells Community Culture and Recreational Facility Building.

**Carried Unanimously**

4.2 Letter to Mayor and Council regarding animal control

*Councillor Funk commenced discussions on actions. The Mayor stated there was a bylaw But not the resources of the town to enforce the bylaw. Councillor Kilsby noted that there Used to be a form one could fill out and submit to staff to document the complaint. Staff will continue to outreach to the owners of dogs when a complaint is brought forward.*

**22-143 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council Receives the letter from community members regarding animal control needs for the District of Wells.

**Carried Unanimously**

4.3 Letter of request from Osisko Development

*Mayor Coleman spoke to the request from Osisko Development and invited their representatives to speak to it. Nick Gorski of Golder WSP and Kelsey Dodd of Osisko spoke to and answered questions Councillor members had.*

**22-144 MOVED** Councillor Kilsby, seconded Councillor Lewis THAT Council receives the letter from Kelsey Dodd, Licensing and Compliance Coordinator for Osisko Development, regarding the proposed groundwater investigations program and installation of monitoring wells on municipal lands.

**Carried Unanimously**

**22-145 MOVED** Councillor McDonagh, seconded Councillor Kilsby THAT Council Approves the proposed groundwater investigations program and installation of up to seven (7) Boreholes/monitoring wells as per the maps provided within Municipal boundaries.

**Carried Unanimously**

#### 4.4 Letter from Cam Beck regarding Barkerville Gold Mine's TUP

*Mayor and council had general discussions regarding the TUP and inquired as to if staff had Confirmation that Osisko/Barkerville gold Mines was looking into alternate locations for the fuel storage. Staff stated that they were in touch with Osisko and their understanding was alternate locations were currently being arranged. Mayor Coleman invites Osisko to present to Council at a future meeting regarding the fuel storage and alternative locations.*

**22-146 MOVED** Councillor McDonagh, seconded Councillor Lewis THAT Council  
Receives the letter from Cam Beck regarding Barkerville Gold Mines Temporary Use  
Permit (TUP) for the storage of fuel.

**Carried Unanimously**

#### 5.0 UNFINISHED BUSINESS

##### 5.1 Strategic Priorities and Special Projects Spreadsheet

*Gary Nason, Provincial Consultant, presented to Council the revised Spreadsheet.  
Councillor Funk thanked everyone who has been involved in the process thus far.*

**22-147 MOVED** Councillor McDonagh, seconded Councillor Funk THAT Council  
Receives the Strategic Priorities and Special Projects Spreadsheet, amended as per  
July 26, 2022 sub-committee updates.

**Carried Unanimously**

**22-148 MOVED** Councillor McDonagh, seconded Councillor Funk THAT Council  
endorses, in principle, the Strategic Priorities and Special Projects Spreadsheet as a  
standing Council agenda item.

**Carried Unanimously**

**22-149 MOVED** Councillor Lewis, seconded Councillor Funk THAT Council  
Approves Councillor as assignments to the following Items on the Strategic  
Priorities and Special Projects Spreadsheet as follows:

- \* Gas Tax Funds meeting – Councillor Kilsby (Primary)  
Councillor Funk (Secondary)  
Judy Campbell (Primary – community member)  
Dawn Leroy (Secondary – Community member)
  
- \* First Nations Elder Event- Councillor Lewis (Primary)  
Mayor Coleman (Secondary)
  
- \* BC Hydro Pilot Program – Councillor Funk (Primary)  
Councillor Kilsby (Secondary)

- \* Community Transition Response Table – Councillor McDonagh
- \* Osisko Development Community Agreement – Councillor Funk  
Gary Nason (Provincial Consultant)

- \* Ice Rink Project - same as “Gas Tax” assignees above
- \* Community Facility Building (Wells Community Culture & Recreational Facility Centre) – same as “Gas Tax” assignees above

**Carried Unanimously**

## **6.0 NEW BUSINESS**

### 6.1 Official Community Plan (OCP) Bylaw referral process

**22-150 MOVED** Councillor McDonagh, seconded Councillor Lewis THAT Council receives the staff report regarding the District of Wells requirement to conduct the referral process for the new Official Community Plan Bylaw.

**Carried Unanimously**

**22-151 MOVED** Councillor McDonagh, seconded Councillor Funk THAT Council approves contracting Urban Systems to conduct the referral process as required for the Official community Plan Bylaw, subject to the revised draft version of the Official Community Plan Bylaw going forward to Council once again prior to commencing the referral process.

**Carried Unanimously**

### 6.2 Highway 26 Powerline Feasibility Study – RFP Awardment

**22-152 MOVED** Councillor Lewis, seconded Councillor Funk THAT Council Receives the staff report regarding the Highway 26 Powerline Feasibility study and Requests for Proposals (RFP) issued in July 2022.

**Carried Unanimously**

**22-153 MOVED** Councillor Lewis, seconded Councillor Funk THAT Council Directs staff to award the Highway 26 Powerline Feasibility Study to Clear Course Consulting Ltd.

**Carried Unanimously**

### 6.3 2022 District of Wells Grants-in-Aid

**22-154 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council Receives the staff report regarding the 2022 Grants In Aid.

**Carried Unanimously**

Award the Grants in Aid as follows:

**22-155 MOVED** Councillor Kilsby, seconded Councillor THAT Council awards \$ 2000.00 to Sunset Theatre (SST). *(Councillor Funk Recused herself)*

**Carried Unanimously**

**22-156 MOVED** Councillor McDonagh, seconded Councillor Lewis THAT Council awards \$1500.00 to Wells Historical Society (WHS). *(Councillor Kilsby recused herself)*

**Carried Unanimously**

**22-157 MOVED** Councillor Funk, seconded Councillor McDonagh THAT Council awards \$1500.00 to Wells and Area Trails Society (WATS). *(Councillor Lewis recused herself)*

**Carried Unanimously**

**22-158 MOVED** Councillor Funk, seconded Councillor McDonagh THAT Council awards \$1000.00 to Wells and Area Community Association (WAACA). *(Councillor Lewis recused herself)*

**Carried Unanimously**

**22-159 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council awards \$1500.00 to Island Mountain Arts (IMA).

**Carried Unanimously**

**22-160 MOVED** Councillor Funk, seconded Councillor Lewis THAT Council awards \$1000.00 to Wells-Barkerville Elementary School PAC.

**Carried Unanimously**

**22-161 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council awards the remaining \$1500.00 from the unspent Grants In Aid funding to the Wells Community Facility Building Committee for the purpose of updating the Business plan for the Wells Community Culture and Recreation Facility Centre.

**Carried Unanimously**

## **7.0 STAFF REPORTS**

### 7.1 Provisional Budget Update

**22-162 MOVED** Councillor McDonagh, seconded Councillor Kilsby THAT Council



receives the Provisional Budget Update and year to date totals.

**Carried Unanimously**

## 7.2 Economic Development Officer update

**22-163 MOVED** Councillor McDonagh, seconded Councillor Kilsby THAT Council receives the staff report from the Economic Development Officer regarding an update.

**Carried Unanimously**

## 7.3 Fire Chief update on the Wells Volunteer Fire Brigade (WVFB)

*Fire Chief Carrie Chard spoke to her report.*

**22-164 MOVED** Councillor Lewis, seconded Councillor Kilsby THAT Council receives the staff report from the Fire Chief regarding an update on the Wells Volunteer Fire Brigade.

**Carried Unanimously**

## 7.4 Public Works update

*Public Works Supervisor, Niel Doerksen, briefly ran through his report.*

**22-165 MOVED** Councillor McDonagh, seconded Councillor Lewis THAT Council receives the staff report from the Public Works Supervisor regarding an update on the Public Works department activities.

**Carried Unanimously**

## 7.5 General Elections 2022 Information

**22-166 MOVED** Councillor Lewis, seconded Councillor Kilsby THAT Council receives the staff report regarding information on the upcoming 2022 General Elections.

**Carried Unanimously**

## 7.6 Mayors Report

- Version 2.6 of the DOW Concise Business Plan

Mayor's Update--2022 July 27th to 2022 August 16

-Debrief meetings with Gary Nason

- Meeting with Mayor Simpson regarding a number of topics, including the topic of the City of Quesnel's desire to see the upgrading of the sign at the Highway 26/97 junction
- Observed Public Works progress on Drainage and Ditching
- Observed Radloff's leak inspection process on Sewer Lines
- Reviewing progress of Ice Rink Log Structure components on 3100 Road landing
- Invited as a speaker in a Cross-Region technical discussion of wildfire fuel treatment and fire behaviour modeling project with a focus on Highway 26 to Bowron Lakes to Purden--Industry, Government and Indigenous Partners
- Organized with Donna In-Camera meeting for August 9th with Council for Labour Relations
- Working on updates to the Concise Business Plan
- Worked with Donna on Highway 26 Powerline Project RFP and potential submissions
- Listened to various concerns on individual citizens
- Preparing for CRD Regular meeting occurring on August 12th
- Preparing with Donna the Agenda for August 16th Council meeting
- Reminded that Quesnel Car Club hopes to be in Wells and Barkerville August 19th--Wells at the Visitor's Centre Area

**22-167 MOVED** Councillor Lewis, seconded Councillor Funk THAT Council receives the Mayors verbal report.

**Carried Unanimously**

## **8.0 INFORMATION AND ANNOUNCEMENTS**

### **8.1 Council**

Mayor Coleman thanked staff for the staff reports and updates. He also extended a Thank you to all the volunteers on the committees and within the community.

Councillor Funk stated that the Wells Community Facility Building Select Committee members had continued to be proactive on the BC Hydro Energy Conservation Pilot Program currently being conducted. She reminded everyone that if the town has 90 residential properties sign up for the assessment and 30 residential accounts convert to online billing (paperless) then the District stands to gain \$15,000 in LED lighting for the Community Facility Building. Thank you to everyone who has signed up thus far and thank you to BC Hydro and its consultants for conducting this great pilot program in the community.

Councillor Lewis announced that there is currently a Harp school in town and a performance tonight and tomorrow night. Also, August 30<sup>th</sup>, 2022, is Cabaret at the Sunset Theatre.

### **8.2 Staff**

Carrie Chard, Fire Chief, announced that we had some important visitors to the area.

The Minister of Tourism, Melanie Mark; Canadian Heritage Branch and Hank Ketchum all were in the area visiting and took a helicopter tour.

She announced that she has submitted her resignation in writing, she will work with the Chief Administrative Officer, Donna, on a transition plan

Carrie also thanked Donna, past and present staff for their support of the Wells Volunteer Fire Brigade.

Councillor Funk thanked Carrie for taking on the responsibilities as Fire Chief.

Donna Forseille, CAO, thanked Carrie for her hard work and services these past three years as Fire Chief. We are sad to see her go and wish Carrie all the best moving forward.

Angela Ward, District Clerk, stated she was sorry to see Carrie leave. She announced That as of September 26<sup>th</sup>, 2022, the office will have new hours. The office will commence being open once more Mondays thru Thursdays 9am to 430pm and on Fridays by appointment only.

Mayor Coleman announced that Council will be holding a Special In-Camera Council meeting on August 24, 2022 for Human Resources. The next Regular Council meeting will be September 6, 2022.

8.3 Public Gallery – **Questions relating to the agenda.**  
**No comments.**

## 9.0 ADJOURNMENT

9.1 Adjournment of the Regular Council meeting of Tuesday August 16, 2022.

**22-168 MOVED** Councillor Lewis, seconded Councillor McDonagh **THAT Council** at 9:17PM adjourns the Regular Council meeting for Tuesday August 16, 2022.

**Carried Unanimously**

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**Donna Forseille, CAO**

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**Ed Coleman, Mayor**

DISTRICT OF WELLS  
SPECIAL COUNCIL MEETING  
Wednesday August 24, 2022 10:00am  
ONLINE – Zoom

MINUTES

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ATTENDANCE:

COUNCIL: Mayor Ed Coleman, Councillors Jennifer Lewis, Dorothea Funk,  
Shannon McDonagh and Mandy Kilsby

STAFF: 0

PUBLIC GALLERY: 0

**1.0 CALL TO ORDER AT 10:08AM**

1.1 Call to Order

**SC22-31 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council convenes the Special Council Meeting of Wednesday August 24, 2022 at 10:08am.

Carried Unanimously

1.2 Agenda for the Special Council meeting of Wednesday August 24, 2022

**SC22-32 MOVED** Councillor Lewis, seconded Councillor Funk THAT Council approves the agenda for Special Council meeting of Wednesday August 24, 2022, as circulated.

Carried Unanimously

**2.0 CLOSED MEETING**

Pursuant to Section 90 (1) (c) and (m) of the Community Charter this meeting is now closed To the public for the following discussions:  
(c)labour relations or other employee relations; and

**SC22-33 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council at 10:09am Convenes into a Closed session of the Special Council meeting for Wednesday August 24, 2022.

Carried Unanimously

### **3.0 RECALL TO ORDER AND REPORT OUT**

**SC 22-34 MOVED** Councillor Lewis, seconded Councillor Funk THAT Council at 11:14am, adjourns the Special Closed meeting and Recalls to order the Special Council Meeting of Wednesday August 24, 2022.

Carried Unanimously

### **4.0 ADJOURNMENT**

4.1 Adjournment of the Special Council meeting of Wednesday August 24, 2022

**SC22-35 MOVED** Councillor Lewis, seconded Councillor McDonagh THAT Council At 11:15AM adjourns the Special Council meeting of Wednesday August 24, 2022.

Carried Unanimously

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Dorothea Funk, Acting Mayor

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Ed Coleman, Mayor



wbcf.ca

## Report to District of Wells Council

September 1, 2022

### **Introduction**

As anticipated in our last report (July 6, 2022) Wells-Barkerville Community Forest Ltd finally succeeded in securing a meeting with the Ministry of Forests about the proposed expansion of the community forest. That meeting was held on August 11. Meanwhile plans for an annual general meeting and for logging this fall and winter are being finalized, the summer forest interpretation programs have come to a successful conclusion, and trail improvements and forest research are continuing.

### **Expansion**

On August 11 a Ministry of Forests representative was finally able, after Covid-related illnesses among Ministry staff caused cancellations earlier in the year, to meet the community forests Directors in Wells to resume discussions about the allocation of additional forest land to the community forest. The Ministry had previously agreed to allocate land that would provide an additional allowable annual cut of 6,550 cubic metres.

Three possible additions to the community forest land were discussed at the August 11 meeting, all of them separate from the existing community forest land.

About a week later, on August 19, the Ministry sent detailed calculations for the allowable annual cut for each of the three areas being considered: Rucheon Creek (north of Beaver Pass), the 31X Road (east of Barkerville), and Lower Matthew (where the Matthew River flows into the Cariboo River). The Ministry's calculation for the three areas is a total allowable annual cut of 10,699 cubic metres but currently the Ministry is only committed to providing an additional 6,550 cubic metres.

The community forest directors are scheduled to meet September 12 to consider options.

### **Annual General Meeting**

The community forest Directors hope to convene an annual general meeting in October but the company's 2021 financial statements haven't been finalized for presentation to the meeting.

A company's annual general meeting is a meeting of the company shareholders. Ideally the meeting:

- approves the annual report of the Directors to the shareholders
- approves the previous year's financial statements
- approves and ratifies the previous year's actions of the Directors
- elects or appoints individuals to fill vacancies on the company's board of directors
- either appoints an auditor or waives the requirement for an auditor

However, because Wells-Barkerville Community Forest Ltd has only one shareholder, and because that shareholder is a municipality, that shareholder's Council should make those decisions collectively in advance of the annual general meeting, then read at the meeting and recorded in the minutes of the meeting. (The alternative: Council, though it is the decision-maker for a single shareholder, could collectively make decisions at the annual general meeting.)

Though the company Directors provided Council with their annual report to the shareholder on March 15, Council has not yet approved the report, and the annual financial statements have yet to be finalized, let alone approved by Council (draft statements weren't received from the accountants until August 29, two months later than anticipated, and the draft statements are still being reviewed).

### **Logging plans**

In our July 6 report we advised plans for logging this fall / winter are dependent on a slope stability analysis. That analysis has been completed but the report hasn't yet been received. As an additional precaution a visual impact assessment is being undertaken.

Maps identifying the area where the logging is proposed were displayed at the June 14 forestry information session in the community hall. The area consists of three blocks totalling 27 hectares, is primarily dead pine, and is not known to be frequented by caribou. The area is northeast of Danny and Lorraine Kozar's place and the Kozars have been consulted.

### **Trail development**

We have now received authorization from the province to develop the Riverside Trail from the Blair Bridge along the south bank of the Willow River to the Cornish Bridge at the north end of the boardwalk and beyond to merge with the snowmobile trail west of the boardwalk. Preliminary work has started. Additionally, improvements to the existing Cornish Summit Trail are underway to make it suitable for mountain biking (thank you Peter Corbett!).

**Forest education**

The summer forest + the arts interpretive program and the Kids Summer Program, joint initiatives of the community forest and Island Mountain Arts, have concluded and were very successful.

The community forest also sponsored firearms safety courses for Wells residents wanting protection while cutting their firewood. Thanks to Jillian Merrick for coordinating this!

The community forest is contributing to the work of Christena McHarg, a UNBC graduate student, and her supervisor Professor Phil Mullins, a specialist in outdoor education, in developing a plan for the proposed Wells Grade 10 pilot project.

Students and faculty in the UBC Master of International Forestry program are expected to visit the community forest in October for the third consecutive year.

**Forest research**

Brett Gandy, who begins graduate studies at UNBC this fall, is gathering data from acoustic monitors he's deployed in and near the community forest as the initial step in a planned multi-year study of bats. This fall UNBC researcher Jake Bradshaw plans to present the community with the findings of his caribou – moose – predator interaction study in and near the community forest.

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As always, the company Directors welcome any questions from Council or any opportunity to meet with Council to provide more detailed information and perspectives.





PO Box 69  
Wells BC V0K 2R0

September 1, 2022

By email  
c/o Admin1@wells.ca

Mayor Ed Coleman  
District of Wells  
4243 Sanders Street  
PO Box 219  
Wells BC V0K 2R0

**Re: Appointment of Wells-Barkerville Community Forest Ltd. Directors**

As provided for by the Wells-Barkerville Community Forest Ltd articles of incorporation, each fall the District of Wells Council appoints the company's directors, and Council occasionally appoints an additional director or directors in the following months.

These directors all cease to hold office immediately before the election or appointment of directors the next fall, so that the assured term of office for each director is one year or less, though each is eligible for re-appointment.

A forest company does not have an annual business cycle. Instead, there are a number of multi-year legal requirements and contractual arrangements to meet and, obviously, longer term obligations and opportunities to consider. The complexities make it impossible for most people to learn about and make informed decisions on these matters during a single year.

As mayor, you suggested during a meeting with the directors earlier this year that a three year term for directors would be more appropriate, with directors continuing to be eligible for re-election or re-appointment for three consecutive terms. The current directors agree with that suggestion and, if you and Council agree, will instruct the company's lawyer to draft an amended articles of incorporation to incorporate the suggestion. The draft would then be considered at a future meeting of DoW Council.

In the meantime, because it will take some time before the draft amendment can be crafted and brought to Council for its consideration, it is time to appoint the company's directors for the next one year term.

Though an annual general meeting of Wells-Barkerville Community Forest Ltd is planned for this fall, only shareholders can propose and approve any resolution, including one appointing the directors.

Accordingly, because it is the only shareholder, each year the District of Wells Council has adopted a resolution or resolutions to conclude all the business normally conducted at a company annual general meeting, including the appointment of directors. This resolution, or these resolutions, are then read into the minutes of the company's annual general meeting or, if Council has waived the requirement for an annual general meeting (an option identified in article 10.2 of the company's articles of incorporation), the resolution(s) are deemed to have been adopted at the annual general meeting.

Currently, as stated in article 14.1 (2) of the company's articles of incorporation, "all the directors cease to hold office immediately before the election or appointment of directors . . . but are eligible for re-election or re-appointment".

The current directors are all willing to serve the community as company directors for another year. They are Ian Macdonald, Rod Graham, Tony Bensted and Jenn Lewis. Of course the shareholder may choose to appoint other directors or additional directors (although, as stipulated in article 13.1 (1) of the articles of incorporation, the appointment of more than six directors would require a separate resolution approving the new number.)

To address the above issues we suggest the next meeting of Council, currently scheduled for September 6, adopt two resolutions:

- to support the drafting of an amendment to the Wells-Barkerville Community Forest Ltd articles of incorporation by the company lawyer to provide for a three year term of office for the company's directors, with this draft amendment to be presented to Council for its consideration
- to name individuals to serve as the company's directors for the next one year term, with the understanding Council may appoint additional directors in the coming months if it wishes

As always we will be pleased to address any questions or concerns about these suggestions or any other community forest matters.

Sincerely,

Cam Beck, Coordinator

cc Councillor Mandy Kilsby  
Councillor Dorothea Funk  
Councillor Jenn Lewis  
Councillor Shannon McDonnagh  
Donna Forseille, CAO

## District of Wells

### 2022 Strategic Objectives/Priorities/Goals/Special Projects (Revised/Updated at the August 16<sup>th</sup>, 2022 Regular Council Meeting)

2022 Strategic Priority/Project/Special Work Items (Considered Outside of “Core Services” [Refer to “Core Services” Note 1 at end of Spreadsheet])	Proposed Next Steps	Principal District Contact/Project Manager/Lead
<p><b>Category 1: “Complete Prior to the End of the Current Council’s Mandate”</b></p> <ul style="list-style-type: none"> <li>• Resolve Outstanding Gas Tax Applicability Issue (Ice Rink vs. Community Cultural and Rec (School) Building Roof vs. Playground)</li> <li>• First Nations Elders Event</li> <li>• Ice Skating Rink Project</li> <li>• Various Facilities Repair/Renovations Projects               <ul style="list-style-type: none"> <li>➤ Municipal Hall</li> <li>➤ Fire Hall</li> </ul> </li> <li>• Community Cultural and Rec Centre (School) Building – Roof/Paint Abatement</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting to be arranged with Gas Tax representative(s)/principal point of contact to confirm grant applicability to potential project options, and report back to Council</li> <li>• Continue discussions with FN on scheduling and arrangements for event, and brief Council</li> <li>• Subject to satisfactorily addressing current funding shortfall, brief Council and proceed with project</li> <li>• Proceed/continue with renovations projects subject to confirmation of available funding sources</li> <li>• Proceed/continue with projects subject to confirmation of available funding sources</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/EDO, with the meeting to be attended by the Mayor, either Councillor Funk or Kilsby, and a citizen rep from Select Committee</li> <li>• Mayor and Councillor Lewis, and CAO/EDO</li> <li>• CAO, Mayor as Council liaison, and same designated rep from Select Committee as per Gas Tax meeting above</li> <li>• CAO/Supt. of Public Works</li> <li>• CAO, Mayor as Council liaison, and same designated rep from Select Committee as per Gas Tax meeting above</li> </ul>

**Category 1 (cont'd)**

- Road Maintenance and Snow Removal Contract (Emcon)
- BC Hydro – Energy Conservation Program for Wells
- NDIT Power-line Options– HW 26 Corridor
  
- Telus Pole at Fire Hall Site

- Determine potential alternative service provider(s), brief Council and finalize procurement and terms of contract
- Provide required information to BC Hydro to facilitate completion of project within proposed timeframe
- Consultant contract has been awarded for project
  
- Communicate with local Telus representative regarding current status of this matter and report back to Council if/as required

- CAO/Supt. of Public Works
  
- CAO/EDO; Councillor Funk as principal Council Liaison
- CAO to manage project consultant. Mayor to be Council liaison with other project partners as required.
  
- CAO/Supt. of Public Works

## District of Wells

### 2022 Strategic Objectives/Priorities/Goals/Special Projects (Revised/Updated at the August 16<sup>th</sup>, 2022 Regular Council Meeting)

2022 Strategic Priority/Project/Special Work Items (Considered Outside of “Core Services”)	Proposed Next Steps	Principal District Contact/Project Lead
<p><b><u>Category 2: “Commence, or Continue to Expend Resources and Staff Time to Further Advance the Project Prior to the End of the Current Council’s Mandate, but Not Necessarily Complete by End of Mandate or by Year End 2022”</u></b></p> <ul style="list-style-type: none"> <li>• Community Transition Response/Table</li> <li>• Community Wildfire Structure Protection Plan</li> <li>• Official Community Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>• Proceed with meetings as required. Council to be briefed on an ongoing basis</li> <li>• Initial draft report has been presented and is under review at the staff level. Staff to connect with consultant after internal review and determine next steps (ie. presentation of report to Council).</li> <li>• Authorization given by Council for Urban Systems to undertake the referral process, but the latest version of the draft revised OCP document to be presented to Council and the Select Committee for information/review prior to consultants sending out the referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor and Councillor McDonnagh, and CAO/EDO for resources and contacts</li> <li>• CAO/Fire Chief; Council liaison for project to be designated after draft consultant’s report is reviewed by staff</li> <li>• CAO and designated representative(s) from Select Committee</li> </ul>

**Category 2 (cont'd)**

- Various Related Housing Initiatives – ie. Release of Crown Land/Application to BC Housing/Housing Needs Assessment Report (subject to grant funding)
- Wells/Osisko Development – Memorandum of Understanding/Community Agreement
- Highest Priority Issues Related to Sewer Treatment Facility/Senior Government Compliance
- Playground Project
- Community Fire Smart Program/Wildfire Protection Assessment and Plan

- Mayor to update Council in detail on current status of these various initiatives and proposed next steps, and obtain Council direction as required
- Mayor to keep Council briefed as required on current status, obtain direction and proceed with further discussions with Osisko on proposed terms of Community Agreement, and report back to Council
- Staff to meet with District’s engineering consultant for this project and develop “plan of attack” to address senior government compliance issues, brief Council, obtain direction as required, and liaise with external authorities
- Subject to clarification of Gas Tax applicability and availability of sufficient funding source(s), brief Council and proceed with next steps for this project
- Project has commenced. Council to be briefed as required

- Mayor, in consultation with CAO/EDO
- Mayor and Councillor Funk, CAO and Municipal Advisor
- CAO/Supt of Public Works in consultation with and direction from Council as required
- CAO/Supt. of Public Works, Mayor as Council liaison, and same designated rep from Select Committee as per Gas Tax meeting above
- CAO/Fire Chief; Council liaison for project to be designated after draft consultant’s report reviewed by staff

## District of Wells

### 2022 Strategic Objectives/Priorities/Goals/Special Projects (Revised/Updated at the August 16<sup>th</sup>, 2022 Regular Council Meeting)

2022 Strategic Priority/Project/Special Work Item (Outside of "Core Services")	Proposed Next Steps	Principal District Contact/Project Lead
<p><b>Category 3: "No Further Work or Progress Proposed During the Current Council's Mandate, Unless Other Competing Higher Priorities and Available Resources Permit – Refer Item to New Council"</b></p> <ul style="list-style-type: none"> <li>• Issues Related to Water Treatment Plant</li> <li>• Matters Related to Unsightly Premises Bylaw</li> <li>• New Community Poster Board/Bulletin Boards for District Office</li> <li>• Installation of New LED Lights in Conjunction with BC Hydro</li> <li>• Review of District Bylaws re. Financial Sustainability</li> <li>• Issues Related to Cemetery</li> <li>• Joint Partnership Project with Local First Nation</li> <li>• Community Round Table</li> <li>• Bear Aware Signs</li> </ul>	<ul style="list-style-type: none"> <li>• Project completed</li> </ul>	

**Note 1: The Principal “Core Services” Activities and Projects Which Will Require the Active and Direct Attention of the CAO Prior to the End of the Current Council’s Mandate Are:**

- a. Day to day operational administration and oversight of District services**
- b. Corporate Officer function (ie. Preparation of Council Agendas, Minutes, Correspondence)**
- c. Staffing/human resource matters (ie. recruitment and selection of new staff as may be required; training of staff)**
- d. 2022 general local election administration**
- e. 2022 statutory municipal filing requirements (ie. 2021 Annual Report; Annual Audit; SOFI Report; Annual filing requirements with various senior government ministries and agencies)**





# District of Wells

<b>Meeting Date</b>	August 31, 2022
<b>Report Date:</b>	September 6, 2022
<b>Memo to:</b>	Mayor and Council
<b>From:</b>	Donna Forseille, Chief Administrative Officer
<b>Subject:</b>	Fire Hall Renovations Update

## **Purpose/Issue:**

The purpose of this report is to update Council on the Fire Hall renovations and request awardment of a roofing contractor.

The Fire Hall renovations are coming along and nearing completion. The next steps are to complete a new washroom complete with shower in the newer truck shop building, install a new roof, new heating and ventilation system and then replace the upper floor Gyproc.

Canadian Western Mechanical was in Wells on Thursday September 1, 2022 to complete the estimate on the new heating system to be installed. Staff hope to have the heating system and ventilation installed by months end.

The roof has been found to be in dire condition. Staff recommend replacing the roof this fall in efforts of saving the building from further water egress and damage. Staff received two (2) quotes for a new roof:

- 1- OFlynn Roofing Ltd. quoted \$36,435.00 and
- 2- Peak Roofing quoted \$18,563.87

There is room in the Fire Hall Maintenance and Repairs budget line for up to the \$36,435.00 to replace the roof. Staff are hopeful that Council will award the contract so we may get the roof done before winter.

## **Legal Considerations: Local Government Act**

### **Options / Recommendations:**

1. Receives the staff report from the Chief Administrative Officer regarding an update on the Fire Hall renovations and
2. Awards the roofing contract to \_\_\_\_\_ for a new roof to be installed at the Fire Hall.

Respectfully submitted by

Donna Forseille  
Chief Administrative Officer

O'Flynn Roofing Ltd.  
 1218 Hwy 97, N  
 Quesnel BC V2J 2Y4  
 +1 2509929622  
 roofingwithoflynn@gmail.com  
 GST Registration No.:  
 754102689RT0001

## Estimate 204



### ADDRESS

District of Wells  
 4243 Sanders Ave  
 Wells, BC 250-551-8481

DATE  
 03/08/2022

TOTAL  
 \$36,435.00

EXPIRATION  
 DATE  
 10/08/2022

### P.O. NUMBER

Fire Hall

### SALES REP

Tom.

### DESCRIPTION

#### Supply:

- Hand wash station and toilet.
- Commercial Liability Policy: CMLW10945
- WCB Coverage: 085945
- Hi-Ab Crane use.
- Remove metal and aluminum roofing from fire hall and connecting breezeway roof (Attached two story truck bay roof not included).
- Clean ground area of roofing debris.
- Magnetize entire ground perimeter for fallen roofing nails.
- Haul away all roofing debris.

-Inspect roof substrate and insulation to ensure it is adequate and in good condition.

Additional labor/materials are not included in this estimate for damaged substrate. further charges may apply.

#### Supply and install:

- Felt buster vapor barrier to exposed roof area.
- Mechanically fastened 24 gauge coloured valley metal to both valleys.
- Mechanically fastened 26 and 24 gauge coloured corrugated metal roofing to exposed roof area.
- Chimney flashing.
- 30 snow stops above valleys and breezeway.
- Plumbing vent flashings.
- Ridge venting screen to both sides of ridge.
- Mechanically fastened 26 gauge metal ridge cap.

5 year labor warranty.

\*\*Please note this estimate does not include the attached two story truck bay roofing to be replaced.

50% deposit required to schedule jobs within 30 days.

SUBTOTAL	34,700.00
GST @ 5%	1,735.00

\$500 deposit required to schedule jobs over 30 days before start date.

TOTAL	<b>\$36,435.00</b>
-------	--------------------



# Peak Roofing

838 Barkerville Hwy Quesnel, B.C.

August 24, 2022

Wells Fire Hall

Removal of tin, installation of, drip edge and nova seal, 36" valley flashing, 29 gauge duraclad galvanized roofing tin, 18" ridge cap, roof to wall flashing, cut into siding where needed, 650 feet of 26-gauge snow stop with #14 2" screws. Six rows on each side of peak three rows and lower roof and two rows on roof connection to side hall. 2 lead boots flashings installed on pipe, bell tower re&re. Chimney re&re flashed.

Materials and tax 9866.01

Labour 8347

Travel 600

Fuel 700

5% Gst 482.35

Total 18,563.87

Does not include any extras, rotten wood, prices of materials may change until purchased.







# District of Wells

## 2022 to 2032 *Draft* Concise Business Plan

PO Box 219, 4243 Sanders Avenue, Wells, BC, V0K 2R0

Phone-250-994-3330 Fax-250-994-3331 [www.wells.ca](http://www.wells.ca)

2022 08 22- Version 2.7

### Executive Summary

The District of Wells (DOW) is a community in the Province of BC; its mandate is to serve the citizens of Wells, BC, CANADA. DOW was incorporated 1998 June 29. DOW is part of the North Cariboo Region of British Columbia. The District of Wells is located in the shared ancestral territories of the Dakelh (Carrier) and Secwépemc (Shuswap) Peoples. Several nations have history and territory in the area, including Lhatko, Nazko, Lhoosk'uz, Ulkatcho, ?Esdilagh, Xat'süll, Simpcw, and Lheidli. Evidence of early indigenous settlement in the region dates back over 10,000 years.

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# District of Wells

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### Context and Contact Information

This Business Plan is updated weekly, then quarterly; it documents planning, priorities and practices. Our Mayor and Chief Administrative Officer (CAO) are our main contacts for our organization. Changes since last revision: addition of **Appendix M--2022 Strategic Objectives/Goals/Special Projects Priority Setting Sessions Updated.**

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)*

*Previous most recent Vision Statement will be added.*

#### 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)*

*Previous most recent Mission Statement will be added.*

#### Values

- Responsible
- Ethical
- Sustainable 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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### Priority Action Areas

*(see also Appendix F, K, L, and M)*

In May of 2022 the Province of BC appointed a Municipal Advisor, Gary Nason, to support Staff and Council of the District of Wells in reviewing Operations and Governance, and to help with priority setting for Goals, Objectives, and Special Projects. Gary Nason will be providing support over the next months.

**Appendix M--2022 Strategic Objectives/Goals/Special Projects Priority Setting Sessions** provides extensive details on Priority Setting. Priorities are divided into the following categories:

**Category 1:** “Complete Prior to the End of the Current Council’s Mandate”

**Category 2:** “Commence, or Continue to Expend Resources and Staff Time to Further Advance the Project Prior to the End of the Current Council’s Mandate, but Not Necessarily Complete by End of Mandate or by Year End 2022”

**Category 3:** “No Further Work or Progress Proposed During the Current Council’s Mandate, Unless Other Competing Higher Priorities and Available Resources Permit – Refer Item to New Council”

The “Strategic Priorities Implementation Sub-Committee” of Council (comprising Mayor Coleman, Councillor Lewis, the CAO and the Municipal Advisor) was created to monitor progress on the priority setting.

This list shows the previous priority action areas for 2022 May to 2022 September identified by Council and Staff. Council is now deferring to Appendix M for the refined priorities outlined in Categories 1 to 3 as outlined above.

Ref	Previous Identified Action Areas
1	Sewer System
2	Water System
3	Staffing Recruitment



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Ref	Previous Identified Action Areas
4	Facilities Health & Safety and Emergency Upgrades: Community Cultural and Recreation Centre Facility; District Office Facility; Community Hall Facility, and Firehall Facility
5	Wildfire Readiness and Assessment
6	Structural Fire Readiness and Assessment
7	Flooding Readiness and Assessment
8	Cemetery Assessment and Revised Policy Implementation
9	New Official Community Plan Completion Schedule
10	BGM/Osisko Agreement, Discussions, and Planning
11	Build Higher Community Trust Levels
12	Establish Enhanced Community Communications
13	Gas Tax Project Completion--Playground
14	Outdoor Covered Ice Rink Project
15	Administrative: BC Assessment Alignments; 2021 Audit Completion; SOFI Report; Staffing Recruitment; Permissive Tax Exceptions; Fall Municipal Election; External Consultant Support from Province of BC



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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. Respect practices applies to all who work for, or are accessing the District of Wells services. High respect levels are critical to creating and sustaining a safe services and employment experiences.

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; they, are selected by the Citizens of the District of Wells, by Election. Mayor and Councillors serve, 4-year terms; 3 members form a quorum.

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
Chard, Carrie	Fire Chief	Carrie.Chard@barkerville.ca
Doerksen, Niel	Public Works Superintendent	pbworks@wells.ca
Forseille, Donna	Chief Administrative Officer	Admin1@wells.ca
Johnston, Chris	Public Works Assistant	
Reinhardt, Lauren	Community Marketing and Economic Development Officer	marketing@wells.ca
Ward, Angela	District Clerk	Clerk@wells.ca
Seasonal Staff	Seasonal Staff are hired for Public Works and 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	
	Lewis, Jenn	Council Representative	

**Emergency Services**

***Structural Fire***

Ref	Name	Position	Communication
	Chard, Carrie	Fire Chief	Carrie.chard@barkerville.ca

**Other Services**

Ref	Name	Position	Communication
	McKay, Deb	Librarian (CRD) at Community Hall	
		Seniors Room at Community Hall	



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***Police***

Ref	Name	Position	Communication
	McCleary, Mike	Constable--Wells Detachment	250-994-3314
	Nelson, Mike	Constable--Wells Detachment	250-994-3314
	Pelletier, Steven	Corporal--Rural Policing--Quesnel	250-992-9211
	Weseen, Richard	Sargent--Operations NCO--Quesnel	250-992-9211

***Ambulance and Health***

Ref	Name	Position	Communication
	Hunter, Jody	Head EMT	
	Nielsen, Barb	Nurse Practitioner	250-992-8321

***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)	

***Utilities--Communications and Power***

Ref	Name	Position	Communication
	Dillabough, Julia	Telus Manager, Community Service and Excellence	
	Mosure, Dave	BC Hydro Coordinator--Northern Community Relations	



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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 Shannon McDonagh**
  - **Co-Chair Mayor Ed Coleman**
  - Councillor Jenn Lewis
  - Natalie Cook (Barkerville Gold Mines)
  - 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**
  - Mayor Ed Coleman
  - Judy Campbell
  - 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



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### **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



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### Important Publications and Information

Ref	Title	Last Revised Date
1	Draft New Official Community Plan	2022 September
2	Annual Audited Statements of Financial Information (SOFI)	Expected 2022 August
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
12	Gas Tax Project—Community Playground	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 6, 2022	September 27, 2022	October 11, 2022
October 25, 2022	November 8, 2022	November 22, 2022	December 6, 2022

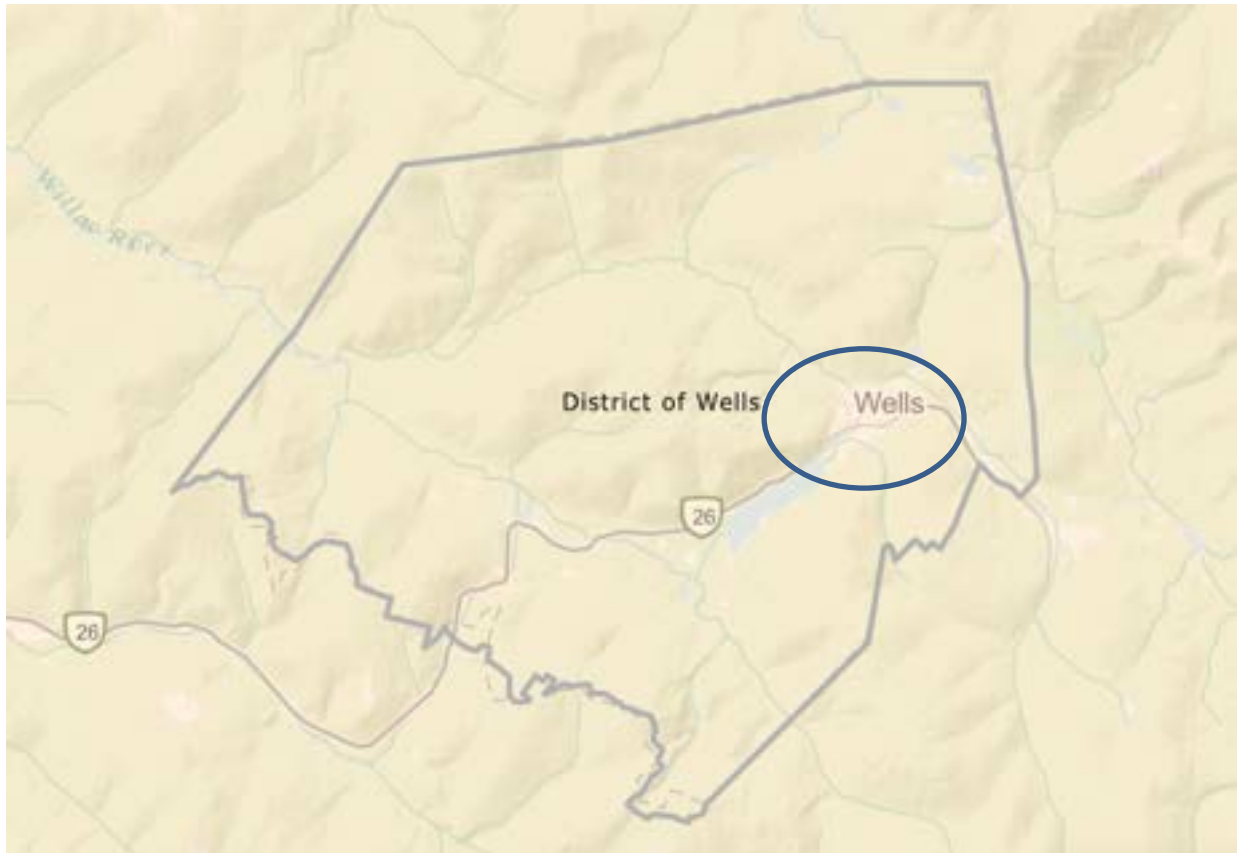


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### District of Wells Map and Boundaries—Sample Only (Land Area: 158.09 square kilometres.)







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## Wells Basic Map—Sample Only







# District of Wells

## 2022 to 2032 *Draft* Concise Business Plan

PO Box 219, 4243 Sanders Avenue, Wells, BC, V0K 2R0  
Phone-250-994-3330 Fax-250-994-3331 [www.wells.ca](http://www.wells.ca)

2022 08 22-*Version 2.7*

### 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 Lake & Area, was completely lost due to disease in the mid-1800s. Below is a list of 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

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 (1920s 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 completed, being considered, under development or considered not required, see Appendix C—Draft Memorandum of Understanding Template. 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 (not required)
- Osisko Developments—BGM (Barkerville Gold Mines)—MOU Signed
- 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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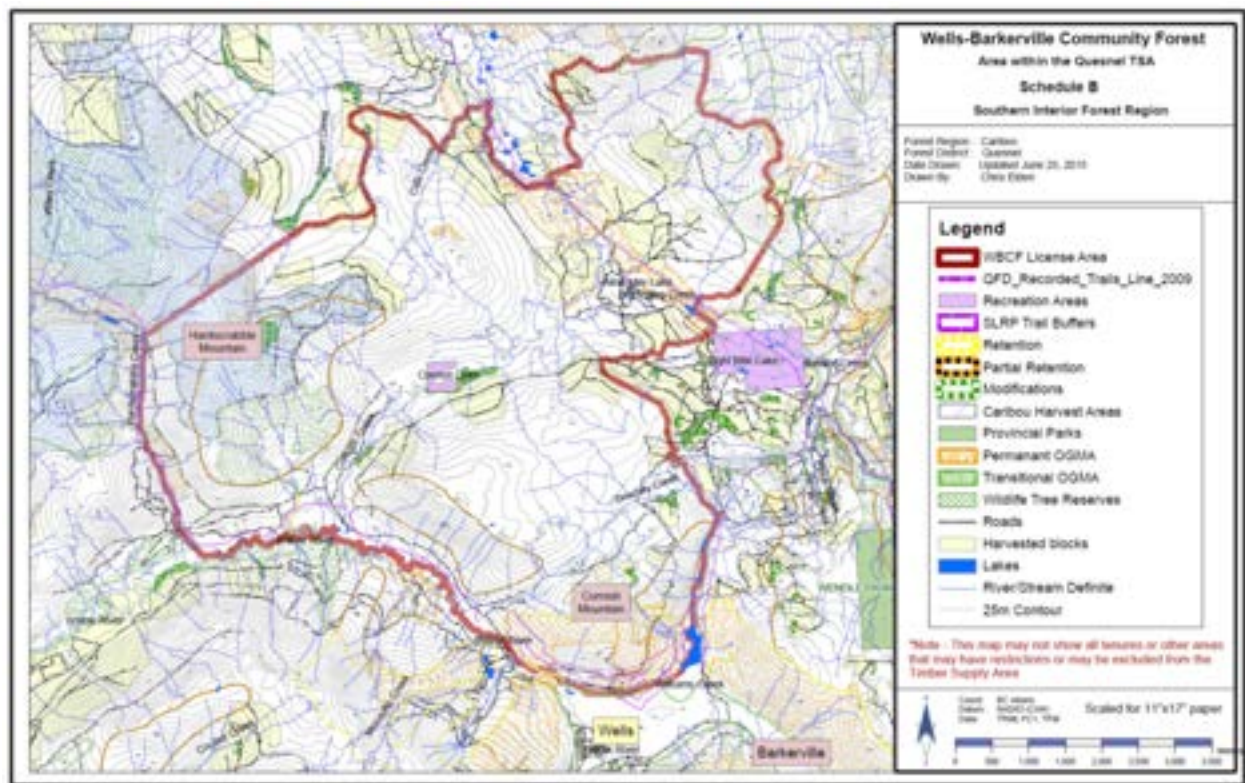
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### Wells Barkerville Community Forest

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.







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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 Committees are assigned as required.
- Councillors have specific responsibilities and community assignments.
- Mayor and CAO are the main liaisons for auditors.
- Committee Chairs report at Council meetings 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 and are 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 (Coming August 2022)</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>



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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 <b>(Coming June 2022)</b>	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 (updated to 2022 August 02)

Item	2021 Provisional	2021 Actual	2022 Provisional	2022 Actual (to August 2)
<b>Revenue</b>				
Municipal Tax Levied	-90281	-92723	-95036	-92108
Frontage Taxes	-87464	-87844	-90475	-86896
1% Taxes (Hydro and Telus)	-5503	-25825	-25900	-13177
Grants in Lieu of Taxes	-8032	-16010	-14865	0
Services Supplied to other Governments	-6524	-4000	-6074	0
Garbage Collection Services	-13499	-13419	-13821	-13339
Licences and Permits	-4812	-10414	-13000	-2752
Rentals	-11200	-20915	-24485	-3769
Investment Income	-500	-1427	-1400	0
Penalties & Interest on Taxes	-5500	-619	-8800	0
Other Income (Waste Water and OCP)	-205612	-230887	-234050	-420
Wells Barkerville Comm Forest dividends	-96662	-96662	-228859	-228859
Unconditional Grants	-461606	-435000	-435000	-425000
Conditional Grants	-149968	-169075	-144231	-50000
Collections for Other Governments	-127073	-77383	-126911	-117406
Transfers from old Integris Fund		112576		
Gen. Cap Fund--Government	-30000	-471181	-433236	-117000
DONATIONS FOR PLAYGROUND (WAACA)	-28150	-28150	-28150	
Water Fund--Sales and Other	-102305	56570	-110063	-52619
Sewer Fund--Sales and Other	-43690	-50891	-93700	-46958
<b>Totals</b>	<b>-\$ 1,478,381</b>	<b>-\$ 1,663,279</b>	<b>-\$ 2,128,056</b>	<b>-\$ 1,250,303</b>
<b>Expenses</b>				
Legislative Costs	53135	35315	35854	20098
Administration (HR)	407000	366692	489000	240165
Administration (General)	82795	99430	99891	59831
Elections & Referenda			10000	5209
Utility Administration	55000	0	0	0
OCP Re-Write (In-kind donation)	100000	69450	30550	27300
Community Hall	32750	107245	82000	36846
Municipal Hall	17500	7459	140000	62724



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Wells School	66200	42543	105000	46334
Visitor Info Centre	6500	9676	4000	6595
Fire Brigade-General	45975	30039	28400	5450
Fire Brigade-Communications	2500	818	2020	846
Fire Brigade-Fire Hall	14100	21883	84000	12616
Fire Brigade-Vehicles	2950	2233	3170	1765
Building Inspections	10000	5214	14000	4888
Public Works-General	113500	125741	125500	66768
Public Works-Street Lights	8000	8149	8500	4935
Public Works-Garbage Collection	15000	14897	15212	10711
Public Works-Spring Clean-up	1000	0	1000	0
Economic Development	17700	9015	17200	5967
Community Planning	90912	13250	-168019	1695
Community Development	39500	36604	43600	13462
CERIP--Ice Rink Revitalization			428851	325000
Debt Services (Bank Fees)	1215	528	1200	142
Collections for Other Governments	122435	110226	126911	26777
General Capital Fund-Equipment	5000	4860	6000	1850
Emergency Program Projects	30500	8291	12000	1830
PLAYGROUND DEVELOPMENT (WAACA)	28150	0	28150	0
Water Capital Fund	-85216	0	0	0
Water Fund Administration	20000	28667	21690	4599
Water Fund Distribution	28400	56427	21000	2823
Water System Facilities	35700	10937	43050	4435
Water System-Emergency Water	0	9781	0	0
Water System-Hydrants Maintenance	3000	0	3000	0
Sewer-Admin	7500	3826	16290	7100
Sewer-Collection System	15900	32826	215164	8498
Sewer-Facilities	11650	1460	11350	1217
Sewer-Lagoon Facility	19500	11962	22500	9846
<b>Totals</b>	<b>\$ 1,425,751</b>	<b>\$ 1,285,444</b>	<b>\$ 2,128,034</b>	<b>\$ 1,028,322</b>



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Finances–Mil Rates (approved 2022 May 10<sup>th</sup>)

**DISTRICT OF WELLS BYLAW No. 205, 2022**  
**SCHEDULE "A"**  
**SCHEDULE OF TAX RATES FOR THE YEAR 2022**

**TAX RATES IN DOLLARS PER \$1000 OF ASSESSMENT**

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
PROPERTY CLASSIFICATION	GENERAL MUNICIPAL	CRD ADMIN	CRD REFUSE	REGIONAL HOSPITAL
1 Residential	2.45456	0.52827	0.39023	0.68775
2 Utility	24.23881	1.84896	3.85353	2.40712
4 Major Industry	11.14371	1.79613	1.77165	2.33835
5 Light Industry	11.14371	1.79613	1.77165	2.33835
6 Business/other	9.69552	1.29427	1.54141	1.68498
7 Managed Forest	2.45456	1.58482	0.39023	2.06325
8 Rec/non-profit	2.45456	0.52827	0.39023	0.68775
9 Farm	2.45456	0.52827	0.39023	0.68775

**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)



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### Five-year Financial Plan (approved 2022 May 10<sup>th</sup>)

DISTRICT OF WELLS  
 District of Wells Five Year Financial  
 Bylaw No. 204, 2022  
 Schedule "A"

**DISTRICT OF WELLS: 2022-2026 Financial Plan**

REVENUES	2022	2023	2024	2025	2026
Property Taxation	\$ 208,056	\$ 214,297	\$ 220,726	\$ 227,348	\$ 234,168
Grants-in-Lieu of Taxes	\$ 14,865	\$ 15,162	\$ 15,465	\$ 15,775	\$ 16,090
Services for Other Governments	\$ 6,074	\$ 6,195	\$ 6,320	\$ 6,446	\$ 6,575
Other Revenues	\$ 117,656	\$ 120,009	\$ 122,409	\$ 124,858	\$ 127,355
Wells Community Forest Revenues	\$ 228,859	\$ 104,740	\$ 104,740	\$ 104,740	\$ 104,740
Government Grants	\$ 1,006,851	\$ 5,443,460	\$ 435,000	\$ 3,435,000	\$ 435,000
Other Grants	\$ 265,705	\$ 108,200	\$ 108,200	\$ 108,200	\$ 108,200
Transfers From Restricted Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Users fees	\$ 203,763	\$ 207,838	\$ 211,995	\$ 216,235	\$ 220,560
GAS TAX Funds (restricted reserve)	\$ 64,263	\$ 64,263	\$ 64,263	\$ 64,263	\$ 64,263
Donations	\$ 230,550	\$ 2,404,540	\$ -	\$ -	\$ -
Transfer From General Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer From Previous Year Surplus	\$ -	\$ 0	\$ (0)	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 2,346,632</b>	<b>\$ 8,688,701</b>	<b>\$ 1,339,118</b>	<b>\$ 4,302,865</b>	<b>\$ 1,316,951</b>
EXPENDITURES	2022	2023	2024	2025	2026
General Government Services	\$ 587,335	\$ 599,081	\$ 580,937	\$ 592,556	\$ 604,407
Protective Services (WVFB & Hall)	\$ 199,590	\$ 109,590	\$ 111,782	\$ 114,017	\$ 116,298
Public Works	\$ 150,212	\$ 153,216	\$ 156,280	\$ 159,406	\$ 162,594
Development Services & Planning	\$ 365,262	\$ 64,994	\$ 66,294	\$ 67,620	\$ 68,972
Water Utility Operations	\$ 88,740	\$ 90,515	\$ 92,325	\$ 94,172	\$ 96,055
Sewer Utility Operations	\$ 265,304	\$ 55,641	\$ 56,753	\$ 57,888	\$ 59,047
Municipal Property Operations	\$ 254,000	\$ 66,610	\$ 67,943	\$ 69,301	\$ 70,687
Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ 428,851	\$ 7,413,000	\$ -	\$ 3,000,000	\$ -
Fiscal Charges	\$ 1,250	\$ 1,288	\$ 1,326	\$ 1,366	\$ 1,405
<b>TOTAL</b>	<b>\$ 2,340,544</b>	<b>\$ 8,553,935</b>	<b>\$ 1,133,640</b>	<b>\$ 4,156,326</b>	<b>\$ 1,179,465</b>
<b>Balance</b>	<b>\$ 6,088</b>	<b>\$ 134,766</b>	<b>\$ 205,478</b>	<b>\$ 146,539</b>	<b>\$ 137,486</b>
To Cemetery Restricted Reserve	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
To Fed Fuel Tax Restricted Reserve	\$ 0	\$ -	\$ -	\$ -	\$ -

District of Wells Bylaw No. 204,2022



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DISTRICT OF WELLS

Accumulated Surplus (Gen Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus transferred to Future Year	\$ 6,088	\$ 134,766	\$ 205,478	\$ 146,539	\$ 137,486
General Reserve at year end	\$232,494	\$233,775	\$235,057	\$236,342	\$237,632
Fed Fuel Tax Reserve at year end	\$0	\$0	\$0	\$0	\$0
Cemetery Reserve at year end	\$1,209	\$1,309	\$1,409	\$1,509	\$1,609
Jan 1, 2022 General Reserve:	\$232,493.87				
Jan 1, 2022 Restricted Reserve: Fuel Tax	-\$64,263				
Jan 1, 2022 Restricted Reserve: Cemetery	\$1109.32				

Capital projects are all externally funded. (see Government Grants in table)

Rewriting of the Official Community Plan commenced January 2021, ETA for completion is June 2022.

Small expansion of tax base

3% Rate Increase on annual Property Taxes (GEN MIL RATE ONLY)

2% inflation average annually (revenues and expenses)

Sewer Treatment Facility Feasibility Assessment to commence May 2022.

2023 Sewer Treatment Facility Replacement commencement (subject to funding) \$6,200,000.00

2022 Ice rink Revitalization Project commenced (Grant for \$461,000 awarded in 2021)

2022 Emergency Repairs to the Fire Hall, Municipal Hall and Wells Community Hall (Health and Safety)

Proposed Cariboo Gold Project and potential growth of Tax Base by 2025/26

Assumes no major financial costs that cannot be covered by restricted reserves.

District of Wells Bylaw No. 204,2022




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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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**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 Staff and Council. This work to-date has been 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
<b>1</b>	<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><b>Options:</b> doctor or nurse practitioner on scheduled basis, telehealth, and relocate office and expand to 2<sup>nd</sup> office.</p> <p><b>Considerations:</b> 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><b>Options:</b> 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><b>Considerations:</b> 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><b>Options:</b> repairs and upgrades</p> <p><b>Considerations:</b> 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 and/or build new, current high costs to operate, funding partners—Osisko, Ministry of Education, 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>		
<b>2</b>	<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 focucs.</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><b>Options:</b> repeat property improvement contest to provide incentive to clean-up untidy premises, and enforce unsightly premises bylaw.</p> <p><b>Considerations:</b> 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><b>Options:</b> secure additional funding, and determine type of stage.</p> <p><b>Considerations:</b> research possible funding grants.</p>		
2.9	<p><b>Increase Tourism</b></p> <p><b>Options:</b> 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><b>Considerations:</b> 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><b>Options:</b> work with Integrated Land Management to coordinate sales and marketing of Crown property.</p> <p><b>Considerations:</b> 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><i>Increase Conference Potential</i></b></p> <p><b><i>Options:</i></b> upgrading of facilities, increased marketing, and WBCF Board Meetings.</p> <p><b><i>Considerations:</i></b> complete work on Wells Community Hall, and create conference specific marketing.</p>		
2.12	<p><b><i>Market Community</i></b></p> <p><b><i>Options:</i></b> 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><b><i>Considerations:</i></b> 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><i>Creation of Circular Route to Wells</i></b></p> <p><b><i>Options:</i></b> 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><b><i>Considerations:</i></b> work with local MLA, work with Ministers at UBCM, emphasize security/second day route aspect, lobby CCBAC board/CCCTA.</p>		
2.14	<p><b><i>Community Poster Board</i></b></p> <p><b><i>Options:</i></b> install new community poster board to publicize local events.</p> <p><b><i>Considerations:</i></b> 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><b>Options:</b> ensure access to grants.</p> <p><b>Considerations:</b> maintain EDO position, and continue community retention and resiliency programs in efforts of economic recovery.</p>		
2.16	<p><b>Ensure Adequate Staffing for Municipality</b></p> <p><b>Options:</b> keep options open for staffing in future.</p> <p><b>Considerations:</b> ensure competitive salaries and benefits, emphasize small town lifestyle and low cost of living, and housing?</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><b>Options:</b> new purification, new distribution, upgrades, back-up well, and expansion.</p> <p><b>Considerations:</b> 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..</p>		
3.2	<p><b>Sewer Treatment Facility</b></p> <p><b>Options:</b> Upgrade current system, and additional system capacity for growth.</p> <p><b>Considerations:</b> Consultant assessment of current and future, and funding, incorporate into 5-year financial plan, and continue to work with Osisko.</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><b>Options:</b> <i>minimize the use of reserve funds.</i></p> <p><b>Considerations:</b> <i>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><b>Options:</b> <i>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><b>Options:</b> Wildfire Protection Plan and funding.</p> <p><b>Considerations:</b> 2021—received \$125,000 grant for Community Fire Smarting inclusive of a new Fire plan.</p>		
5.4	<p><b>Snow Storage</b></p> <p><b>Options:</b> review of snow storage locations.</p> <p><b>Considerations:</b> snow storage plans.</p>		



# District of Wells

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### 2022 to 2030 Additional Goals and Actions Notes

In addition to previous planning work, this section begins to suggest additional goals and a new format for Goals and Actions. Goals will be SMART Goals—(Specific, Measurable, Achievable, Realistic, and Anchored in a Timeline). The Goals cycle has the following components:

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 Major 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	



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

Respect is required at the District of Wells.

This policy applies to all who work for or contract to the District of Wells or access its 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 suggestions 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, Dave Hendrixson, Robin Sharpe, Barbara Cirotto, Carol McGregor, Judy Campbell	Joseph Jourdain	1998-1999
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) © 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>3</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 and Appointments <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> <li>• Wells Barkerville Community Forest Board</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 Shared 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> </ul>	





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	<ul style="list-style-type: none"> <li>• Highway 26 Safety</li> <li>• RCMP</li> <li>• Ambulance</li> <li>• Structural Fire</li> <li>• Wildfire</li> <li>• Power</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 for Postings</li> </ul>	
8	<p>CAO Annual Evaluation</p>	
9	<p>Osisko</p> <ul style="list-style-type: none"> <li>• MOU In-Progress</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 and Subdivision</li> <li>• List of Contributions To-Date</li> <li>• Understanding of Camp Safety Policies and Practices for preventing harassment, violence, assaults...</li> <li>• Tours of Existing and Potential Future Sites</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>• Banking Services</li> <li>• Audit Services</li> <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	Cemeteries	
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>• Assessment of Volunteer Fire Department</li> <li>• Fire Department Status and Structural Assessment Support</li> <li>• New Fire Truck</li> <li>• Used Fire Truck</li> <li>• Additional Fire Truck Garage Space</li> </ul>	



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14	Donations Capacity <ul style="list-style-type: none"> <li>• Tax Receipting</li> </ul>	
15	Security Cameras <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	External Communications Methods <ul style="list-style-type: none"> <li>• Website</li> <li>• Facebook</li> <li>• Main Phone Number of 250-994-3330</li> <li>• Email Directory</li> <li>• Communication Turn-around</li> <li>• Hours DOW Office Operation</li> <li>• Council Agenda–File Sizes, Posting Mediums, and other</li> </ul>	
18	Procurement Standards and Methods	
19	Recycling <ul style="list-style-type: none"> <li>• WAACA</li> <li>• CRD</li> </ul>	
20	Operations Review <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> <li>• Accounting Systems</li> </ul>	
21	Barkerville and Cottonwood Topics	



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	<ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Structural Fire Protection</li> <li>• Structural Fire Protection Assessments with Office of the Fire Commissioner</li> <li>• Trail Systems</li> <li>• Infrastructure—Three-Phase Power</li> </ul>	
20	<p>School</p> <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> <li>• School District Invitation to meet with Mayor</li> </ul>	
21	Well and Area Community Association Trust Account Confirmed	
22	<p>Grants Management</p> <ul style="list-style-type: none"> <li>• Rural Dividend</li> <li>• Infrastructure—Water and Sewer</li> <li>• Northern Development Trust</li> </ul>	
23	West Fraser Mills Potential Skating Rink Contribution	
24	<p>City of Quesnel and CRD</p> <ul style="list-style-type: none"> <li>• Best Practice Sharing</li> <li>• MOUs</li> <li>• Highway 26 Power Line Discussions</li> </ul>	
25	Election By-Law: mail-in ballots	
26	Laundry Mat	

**Appendix G—Facilities Upgrades List**



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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	Poor to 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	Poor to 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		



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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	Poor to 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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**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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### 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	Poor to 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**

<b>Ref</b>	<b>Building</b>	<b>Item</b>	<b>Cost</b>	<b>Solution</b>
	C Centre & School	Renovation Reports Implementation		
	C Centre & School	De-clutter and Clean-up		
	C Centre & School	Roofs Drainage		
	C Centre & School	Teacherage/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**

<b>Bylaw #</b>	<b>Short Name</b>	<b>Final Reading Date</b>
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**

*(this by-law will be updated and re-sorted in a future version of this Concise Business Plan)*

<b>Bylaw #</b>	<b>Short Name</b>	<b>Final Reading Date</b>
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	Levyng 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	Determiation of Various Procedures for Conduct of Local Government Elections and Other Voting	21.11.23
2009-101	Council Indemnities	09.04.07
2009-102	Five Year Financial Plan 2009-2013	09.05.05
2009-103	Tax Rates 2009	09.05.14
2009-104	Fees and Charges Amendment	09.09.08
2009-105	Tax Exempting 2010	09.10.06
2010-106	Wells Official Community Plan	10.05.04
2010-107	Five Year Financial Plan 2010-2014	10.05.04
2010-108	Tax Rates 2010	10.05.11
2010-109	Tax Exempting 2011	10.10.05
2011-110	Garbage Collection	11.05.09
2011-111	Five Year Financial Plan 2011-2015	11.05.09
2011-112	Tax Rates 2011	11.05.09
2011-113	Election Procedures	11.06.21
2011-114	Tax Exempting 2012	11.10.04





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Bylaw #	Short Name	Final Reading Date
2011-115	Council Indemnities	11.11.01
2012-116	Tax Rates 2012	12.05.14
2012-117	Five Year Financial Plan 2012-2016	12.05.14
2012-118	Tax Exempting 2013	12.10.02
2013-119	Fees and Charges 2013	13.04.09
2013-120	Freedom of Information 2013	13.04.09
2013-121	Five Year Financial Plan 2013-2017	13.05.07
2013-122	Tax Rates 2013	13.05.07
2013-123	Zoning Amendment	13.06.18
2013-124	Zoning Amendment	Abandoned
2013-125	Zoning Amendment	13.06.18
2013-126	Zoning Amendment	13.06.18
2013-127	District of Wells Fireworks	13.06.18
2013-128	Tax Exempting 2014	13.10.01
2013-129	Wells Sewer Specified Area Amendment	13.11.19
2013-130	Wells Sewer Specified Area Amendment	13.11.19
2014-131	Accommodation Tax (Hotel Room Tax)	14.02.18
2014-132	Five Year Financial Plan 2014-2018	14.05.13
2014-133	Tax Rate 2014	14.05.13
2014-134	Election Procedures	14.07.16
2014-135	Untidy and Unsightly Premises	14.09.16
2014-136	Council Indemnities	14.09.16
2014-137	Tax Exempting 2015	14.10.07
2015-138	Garbage Collection	15.04.21
2015-139	Tax Rate 2015	15.05.05
2015-140	2015 Five Year Financial Plan	15.05.05
2015-141	Wells Volunteer Fire Department Establishing	15.06.16
2015-142	Fire Service Bylaw	15.11.17
2015-143	Bylaw Notice Enforcement (Adjudication Process)	15.10.20
2015-144	Comprehensice Fees and Charges	15.10.06
2015-145	Municipal Ticket Information	15.10.20



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Bylaw #	Short Name	Final Reading Date
1998-01	Procedural Bylaw	98.07.14
1998-02	Appointment of Officers	98.07.14
1998-03	Payment of Indemnities	98.07.30
1998-04	Annual Budget 1999	98.07.30
1998-05	Five year Capital Plan	98.07.30
1998-06	Commercial Zoning Uses	98.09.08
1998-07	Tax Exemptions	98.10.27
1998-08	Amendment Bylaw	98.12.15
1998-09	Provisional Budget 1999	99.01.15
1999-10	Emergency Measures	99.05.18
1999-11	Application Fees and Forms	99.04.20
1999-12	Tax Rates for 1999	99.04.06
1999-13	Annual Budget 2000	99.04.06
1999-14	Five year Capital Plan	99.04.06
1999-15	Building Permit & Inspection Fees	99.06.15
1999-16	Heritage Property	99.07.20
1999-17	Rezoning	see Bylaw 26
1999-18	Election Procedures	99.09.21
1999-19	Referendum/Council Size	99.10.04
1999-20	Freedom of Information	99.10.19
1999-21	Tax Exemptions 2000	00.10.19
1999-22	Provisional Budget 2000	99.12.06
2000-23	Annual Budget	00.05.99
2000-24	Tax Rates for 2000	00.05.02
2000-25	Official Community Plan	00.06.20
2000-26	Zoning	01.10.11
2000-27	Noise	03.04.15
2000-28	Volunteer Fire Department	01.09.19
2000-29	Animal Control	NIL
2000-30	Mutual Aid Firefighting	NIL
2000-31	Community Plan Amendment	NIL
2000-32	Council Indemnities	00.10.03
2000-33	Procedural Bylaw	00.10.03



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<b>Bylaw #</b>	<b>Short Name</b>	<b>Final Reading Date</b>
2000-34	2001 Tax Exempting	00.10.30
2001-35	Temporary Borrowing	01.02.04
2001-36	OCP Amendment	01.10.11
2001-37	Five year Financial Plan 2001-2005	01.04.23
2001-38	Tax Rates for 2001	01.05.10
2001-39	Heritage Designation Amendment	ABORTED
2001-40	Water Issuing	01.08.13
2001-41	Financial Plan Amendment	01.08.20
2001-42	Tax Exempting 2002	01.10.25
2001-43	no bylaw - misnumbered	NIL
2001-44	Animal Control	01.12.18
2001-45	Temporary Borrowing	02.01.15
2002-46	Financial Plan 2002-2006	02.04.16
2002-47	Tax Rates for 2002	02.05.09
2002-48	Election Procedures 2002	02.05.09
2002-49	Unightly Premises	NIL
2002-50	Tax Exemption 2003	02.10.17
2002-51	Size of Council	02.09.17
2002-52	Procedural Bylaw Amendment	02.11.19
2002-53	Municipal Ticking Information	03.08.29
2003-54	Financial Plan 2003-2007	03.04.01
2003-55	Barkerville Referendum	tabled indefinitely
2003-56	Tax Rates for 2003	03.05.06
2003-57	Utility Service	03.08.05
2003-58	Traffic and Streets	03.09.02
2003-59	Tax Exempting 2004	03.10.29
2003-60	Additional Hotel Tax Levy	03.11.04
2004-61	Council Procedure	04.02.03
2004-62	Fees and Charges	04.11.16
2004-63	Financial Plan for 2004-2008	04.04.20
2004-64	Tax Rates for 2004	04.05.04
2004-65	Garbage Collection Regulations	04.05.28
2004-66	Tax Exempting 2005	04.10.19
2004-67	No Shooting	04.10.05



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<b>Bylaw #</b>	<b>Short Name</b>	<b>Final Reading Date</b>
2004-68	Traffic and Streets	04.12.07
2004-69	Sewer Local Services Area Amendment	04.12.07
2005-70	Council Indemnities	05.02.15
2005-71	Election Procedures 2005	05.05.30
2005-72	Tax Rates 2005	05.05.11
2005-73	Five Year Financial Plan 2005-2009	05.05.11
2005-74	Tax Exempting 2006	05.10.04
2006-75	Tax Rates 2006	06.05.09
2006-76	Wells Water User Rates	06.05.09
2006-77	Wells Sewer User Rates	06.05.09
2006-78	Financial Plan 2006-2010	06.05.09
2006-79	Council Indemnities	06.05.09
2006-80	Tax Exempting 2007	06.10.03
2006-81	Temporary Borrowing	06.12.05
2006-82	Fees and Charges	07.01.16
2007-83	Council Indemnities	07.02.20
2007-84	Tax Rates 2007	07.05.14
2007-85	Five Year Financial Plan 2007-2011	07.05.01
2007-86	Board of Variance	07.07.17
2007-87	Permissive Tax Exempting	07.10.02
2007-88	Untidy and Unsightly Premises	08.02.05
2007-89	Temporary Borrowing	07.12.04
2008-90	Wells Volunteer Fire Department Amendment	08.03.04
2008-91	Financial Plan	08.05.06
2008-92	Tax Rate 2008	08.05.06
2008-93	Noise Control	08.06.17
2008-94	Municipal Ticking	08.06.17
2008-95	Elections Procedures	08.07.17
2008-96	Tax Exempting 2009	08.10.21
2008-97	Temporary Borrowing	08.10.21
2008-98	Additional Hotel Tax Levy	09.01.20
2009-99	Delegation	09.03.17
2009-100	Council Procedure Amendment	09.04.07



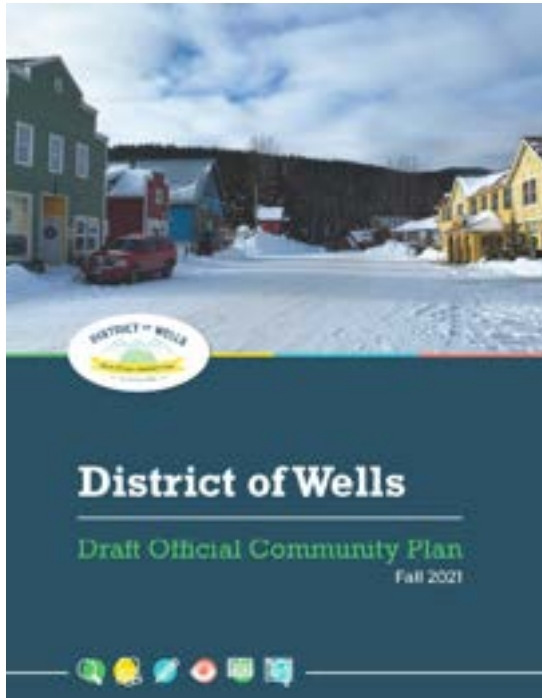
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### Appendix I—Draft New Official Community Plan

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



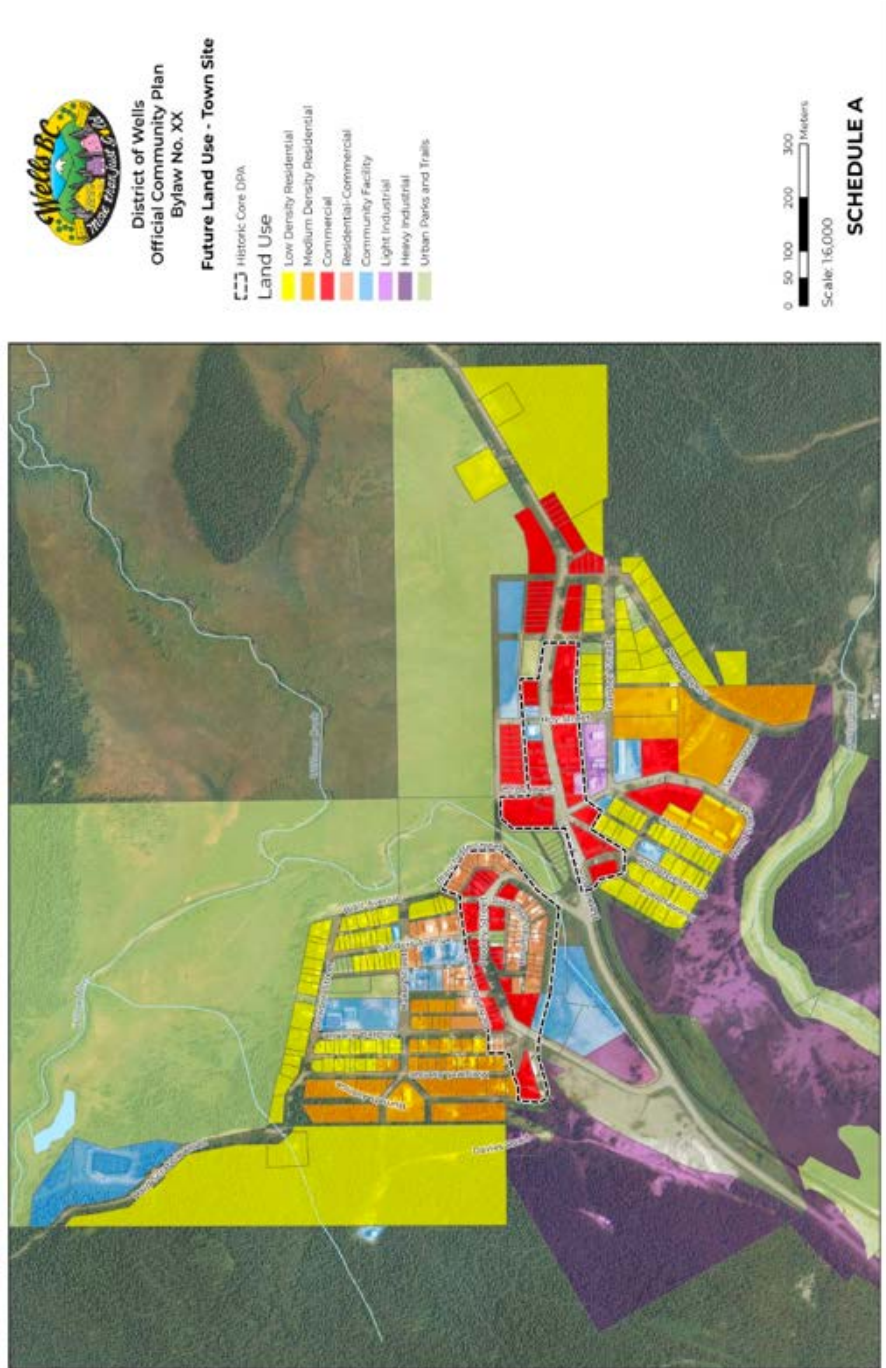


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## Appendix I—Draft New Official Community Plan

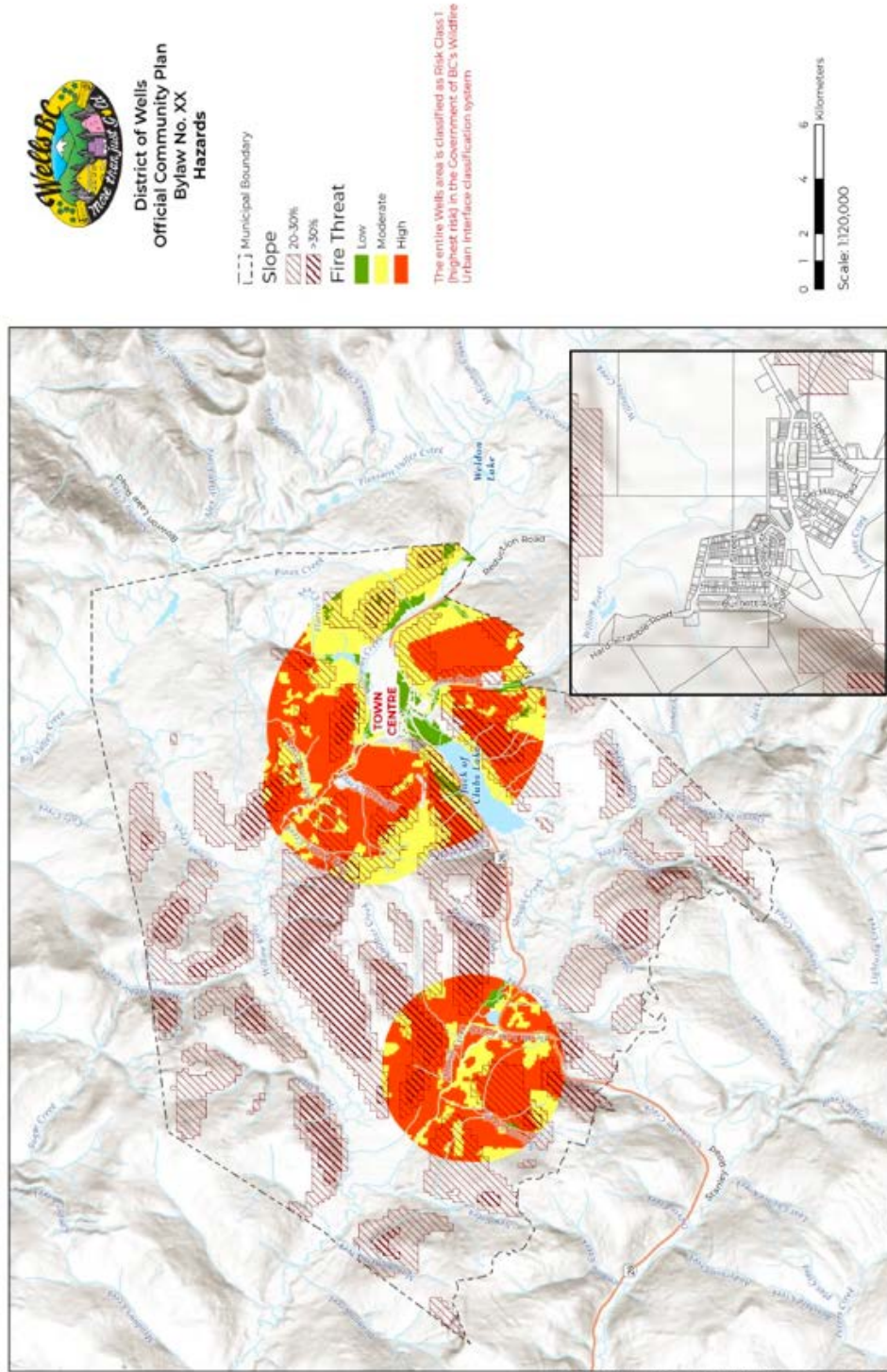




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## Appendix J—Draft Wildfire Risk Map







# District of Wells

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### Appendix K—Major Topics and Information Table

**Priority:** 1--Urgent—12 months; 2--Important & Urgent—1 to 3 years; 3—Important—1 to 5 years

Ref	Item	Priority	Status
1.1	Equipment & Rolling Stock--DOW	2,3	
1.2	Equipment & Rolling Stock Contractor	2,3	
1.3	Equipment—New Fire Truck & Newer Used Fire Truck	2,3	
1.4	Equipment—Wildfire Response Equipment and Trailer	2,3	
2.1	Housing—Affordable	2	
2.2	Housing—BGM Development	2	
2.3	Housing—OTHER Development	1,2	
2.4	Housing—BGM Worker Facilities	2	
2.5	Housing—Teacherage	3	
2.6	Housing—DOW Staff	3	
3.1	Land Use—Planning & OCP	1	
3.2	Land Use—Zoning Refinement	1	
4.1	Facilities—District Office & Maintenance Shop	1,2	
4.2	Facilities—Community Hall	1,2	
4.3	Facilities—Firehall (structural and wildfire)	1,2	
4.4	Facilities—Community & Cultural Centre (includes School) and Property	1,2	
4.5	Facilities—Outdoor Covered Skating Rink (see also 3.4)	In-progress	
4.6	Facilities—Wheelchair Washroom & Shower Building	2	
5.1	Power Distribution	1	
5.2	Power Capacity	1,2	
5.3	Power Reliability	1,2	
6.1	Sector Development—Accommodation	2,3	
6.2	Sector Development--Arts	2	
6.3	Sector Development—Business	2,3	
6.4	Sector Development—Education—Daycare and Pre-school	1,2	
6.5	Sector Development—Education--K to 7	1,2,3	
6.6	Sector Development—Education—8 & 9; 10 to 12	1,2,3	



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**Appendix K--Topics and Information Table**

**Priority:** 1--Urgent—12 months; 2--Important & Urgent—1 to 3 years; 3—Important—1 to 5 years

<b>Ref</b>	<b>Item</b>	<b>Priority</b>	<b>Status</b>
6.7	Sector Development—Education—Post Secondary Trades	1,2,3	
6.8	Sector Development—Education—Post Secondary All Other	2,3	
6.9	Sector Development—Forestry	3	
6.10	Sector Development--Health	1,2	
6.11	Sector Development—Indigenous Partnerships	1,2,3	
6.12	Sector Development—Mining	1,2,3	
6.13	Sector Development—Not-for-Profits	1,2	
6.14	Sector Development—Social & Employment Supports	1,2	
6.14	Sector Development—Tourism	3	
7.1	Sewer Collection Lines	1,2	
7.2	Sewer Treatment Facility	1,2	
8.1	Snow Melt, Ice Build-up, & Sanding	1	
8.2	Snow Removal	1	
8.3	Snow Storage	1	
9.1	Telecommunications-- Phone, Internet, Cellular, Radio Systems	3	
10.1	Trails Systems	2,3	
11.1	Transportation—Emergency Exit Roads—Purden, 2400 Road, 3100 Road	1,2,3	
11.2	Transportation—Highway 26	1,2,3	
11.3	Transportation--Pedestrian	2,3	
11.4	Transportation—Town Road System	2	
11.5	Transportation--Transit	2,3	
12.1	Water Distribution Lines	1,2,3	
12.2	Water Sources	1,2	
12.3	Water Redundancy & Capacity	1,2,3	
12.4	Water Treatment	1,2	



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## Appendix L—District of Wells Risk Management Chart (Version 4.0)

Risk Assessment Levels						
	Low	Moderate		High	Extreme	
Ref	Item					Risk(s)
		Immediate Cost	Planned & Deferred Cost			
1	Sewer					Collection and Treatment
2	Water					Treatment, Collection, Distribution
3	Facilities					Hazards, Maintenance, Extend Lifecycle, Potential New Facilities
4	Structural Fire Protection					Equipment, New Fire Truck, Buildings Maintenance, Buildings Expansion for Trucks
5	Wildfire Protection					Equipment Building to Store Equipment Fuel Treatment
6	Affordable Housing					Various Formats
7	Power					Reliable Power Three Phase Power
8	Snow Removal					Improved Plan, Equipment
9	Emergency Evacuation Routes					Forest Service Roads Purden Connector
10	Highway 26					Long-term Plan
11	Flooding					Community Flooding Assessment Flood Mitigation
12	Roads					Drainage, Ditching, Culverts Grading, Top Dressing, Pavement, Curbing
13	Cemetery					TBD



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**Appendix M**  
**District of Wells**  
**2022 Strategic Objectives/Priorities/Goals/Special Projects**  
**(Revised/Updated at the August 16<sup>th</sup>, 2022 Regular Council Meeting)**

<p style="text-align: center;"><b>2022 Strategic Priority/Project/Special Work Items (Considered Outside of “Core Services” [Refer to “Core Services” Note 1 at end of Spreadsheet])</b></p>	<p style="text-align: center;"><b>Proposed Next Steps</b></p>	<p style="text-align: center;"><b>Principal District Contact/Project Manager/Lead</b></p>
<p><b>Category 1: “Complete Prior to the End of the Current Council’s Mandate”</b></p> <ul style="list-style-type: none"> <li>• Resolve Outstanding Gas Tax Applicability Issue (Ice Rink vs. Community Cultural and Rec (School) Building Roof vs. Playground)</li> <li>• First Nations Elders Event</li> <li>• Ice Skating Rink Project</li> <li>• Various Facilities Repair/Renovations Projects               <ul style="list-style-type: none"> <li>➢ Municipal Hall</li> <li>➢ Fire Hall</li> </ul> </li> <li>• Community Cultural and Rec Centre (School) Building – Roof/Paint Abatement</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting to be arranged with Gas Tax representative(s)/principal point of contact to confirm grant applicability to potential project options, and report back to Council</li> <li>• Continue discussions with FN on scheduling and arrangements for event, and brief Council</li> <li>• Subject to satisfactorily addressing current funding shortfall, brief Council and proceed with project</li> <li>• Proceed/continue with renovations projects subject to confirmation of available funding sources</li> <li>• Proceed/continue with projects subject to confirmation of available funding sources</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/EDO, with the meeting to be attended by the Mayor, either Councillor Funk or Kilsby, and a citizen rep from Select Committee</li> <li>• Mayor and Councillor Lewis, and CAO/EDO</li> <li>• CAO, Mayor as Council liaison, and same designated rep from Select Committee as per Gas Tax meeting above</li> <li>• CAO/Supt. of Public Works</li> <li>• CAO, Mayor as Council liaison, and same designated rep from Select Committee as per</li> </ul>



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<p><b>Category 1 (cont'd)</b></p> <ul style="list-style-type: none"> <li>• Road Maintenance and Snow Removal Contract (Emcon)</li> <li>• BC Hydro – Energy Conservation Program for Wells</li> <li>• NDIT Power-line Options– HW 26 Corridor</li> <li>• Telus Pole at Fire Hall Site</li> </ul>	<ul style="list-style-type: none"> <li>• Determine potential alternative service provider(s), brief Council and finalize procurement and terms of contract</li> <li>• Provide required information to BC Hydro to facilitate completion of project within proposed timeframe</li> <li>• Consultant contract has been awarded for project</li> <li>• Communicate with local Telus representative regarding current status of this matter and report back to Council if/as required</li> </ul>	<p><b>Gas Tax meeting above</b></p> <ul style="list-style-type: none"> <li>• CAO/Supt. of Public Works</li> <li>• CAO/EDO; Councillor Funk as principal Council Liaison</li> <li>• CAO to manage project consultant. Mayor to be Council liaison with other project partners as required.</li> <li>• CAO/Supt. of Public Works</li> </ul>
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**Appendix M**  
**District of Wells**  
**2022 Strategic Objectives/Priorities/Goals/Special Projects**  
**(Revised/Updated at the August 16<sup>th</sup>, 2022 Regular Council Meeting)**

2022 Strategic Priority/Project/Special Work Items (Considered Outside of “Core Services”)	Proposed Next Steps	Principal District Contact/Project Lead
<p><b>Category 2: “Commence, or Continue to Expend Resources and Staff Time to Further Advance the Project Prior to the End of the Current Council’s Mandate, but Not Necessarily Complete by End of Mandate or by Year End 2022”</b></p> <ul style="list-style-type: none"> <li>• Community Transition Response/Table</li> <li>• Community Wildfire Structure Protection Plan</li> <li>• Official Community Plan Update</li> </ul> <p><b>Category 2 (cont’d)</b></p>	<ul style="list-style-type: none"> <li>• Proceed with meetings as required. Council to be briefed on an ongoing basis</li> <li>• Initial draft report has been presented and is under review at the staff level. Staff to connect with consultant after internal review and determine next steps (ie. presentation of report to Council).</li> <li>• Authorization given by Council for Urban Systems to undertake the referral process, but the latest version of the draft revised OCP document to be presented to Council and the Select Committee for information/review prior to consultants sending out the referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor and Councillor McDonnagh, and CAO/EDO for resources and contacts</li> <li>• CAO/Fire Chief; Council liaison for project to be designated after draft consultant’s report is reviewed by staff</li> <li>• CAO and designated representative(s) from Select Committee</li> </ul>



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<ul style="list-style-type: none"> <li>• Various Related Housing Initiatives – ie. Release of Crown Land/Application to BC Housing/Housing Needs Assessment Report (subject to grant funding)</li> <li>• Wells/Osisko Development – Memorandum of Understanding/Community Agreement</li> <li>• Highest Priority Issues Related to Sewer Treatment Facility/Senior Government Compliance</li> <li>• Playground Project</li> <li>• Community Fire Smart Program/Wildfire Protection Assessment and Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor to update Council in detail on current status of these various initiatives and proposed next steps, and obtain Council direction as required</li> <li>• Mayor to keep Council briefed as required on current status, obtain direction and proceed with further discussions with Osisko on proposed terms of Community Agreement, and report back to Council</li> <li>• Staff to meet with District’s engineering consultant for this project and develop “plan of attack” to address senior government compliance issues, brief Council, obtain direction as required, and liaise with external authorities</li> <li>• Subject to clarification of Gas Tax applicability and availability of sufficient funding source(s), brief Council and proceed with next steps for this project</li> <li>• Project has commenced. Council to be briefed as required</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor, in consultation with CAO/EDO</li> <li>• Mayor and Councillor Funk, CAO and Municipal Advisor</li> <li>• CAO/Supt of Public Works in consultation with and direction from Council as required</li> <li>• CAO/Supt. of Public Works, Mayor as Council liaison, and same designated rep from Select Committee as per Gas Tax meeting above</li> <li>• CAO/Fire Chief; Council liaison for project to be designated after draft consultant’s report reviewed by staff</li> </ul>
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**2022 Strategic Objectives/Priorities/Goals/Special Projects**  
**(Revised/Updated at the August 16<sup>th</sup>, 2022 Regular Council Meeting)**

2022 Strategic Priority/Project/Special Work Item (Outside of “Core Services”)	Proposed Next Steps	Principal District Contact/Project Lead
<p><b>Category 3: “No Further Work or Progress Proposed During the Current Council’s Mandate, Unless Other Competing Higher Priorities and Available Resources Permit – Refer Item to New Council”</b></p> <ul style="list-style-type: none"> <li>• Issues Related to Water Treatment Plant</li> <li>• Matters Related to Unsightly Premises Bylaw</li> <li>• New Community Poster Board/Bulletin Boards for District Office</li> <li>• Installation of New LED Lights in Conjunction with BC Hydro</li> <li>• Review of District Bylaws re. Financial Sustainability</li> <li>• Issues Related to Cemetery</li> <li>• Joint Partnership Project with Local First Nation</li> <li>• Community Round Table</li> <li>• Bear Aware Signs</li> </ul>	<ul style="list-style-type: none"> <li>• Project completed</li> </ul>	

**Note 1: The Principal “Core Services” Activities and Projects Which Will Require the Active and Direct Attention of the CAO Prior to the End of the Current Council’s Mandate Are:**

- a. Day to day operational administration and oversight of District services
- b. Corporate Officer function (ie. Preparation of Council Agendas, Minutes, Correspondence)
- c. Staffing/human resource matters (ie. recruitment and selection of new staff as may be required; training of staff)
- d. 2022 general local election administration
- e. 2022 statutory municipal filing requirements (ie. 2021 Annual Report; Annual Audit; SOFI Report; Annual filing requirements with various senior government ministries and agencies)