

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**TUESDAY April 04, 2023—7:00pm**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

**ZOOM Link: (see full Zoom Link on Page 3)**

<https://us02web.zoom.us/j/83800502627?pwd=Zmo3L1JzUXlyRzBSaW9qNlI1TVZodz09>

**1.0 CALL TO ORDER and INDIGENOUS LANDS ACKNOWLEDGMENT**

*The District of Wells is located in the shared ancestral territories of the Lhatko Dene Nation, a shared territory also with Dakelh (Carrier) and Secwépemc (Shuswap) Peoples. Several nations have history and territory in the area, including Lhatko, Nazko, Lhoosk'uz, Ulkatcho, ?Esdilagh, Xat'sùll, Simpcw, and Lheidli. Evidence of early indigenous settlement in the region dates back over 10,000 years.*

*Stated Twice--This meeting will be recorded with Zoom and published for public viewing; being part of the recording implies your consent.*

**1.1 Agenda for the Regular Council meeting of Tuesday April 04, 2023, 7:00pm**

**1.2 Recommendation/s:** THAT Council approves the agenda for the Regular Council meeting of Tuesday April 04, 2023, as circulated.

**2.0 MINUTES**

**2.1 Recommendation/s:** THAT Council approves the minutes for the Regular Council meeting of Tuesday March 21, 2023, as circulated. (pages to 7)

**3.0 DELEGATIONS AND PRESENTATIONS--NIL**

**4.0 CORRESPONDENCE**

**4.1 Wells Barkerville Community Forest (pages 8 to 10)**

**4.2 Province of BC—Minister Anne Kang, Ministry of Municipal Affairs (pages 11 to 14)**

**5.0 UNFINISHED BUSINESS**

**5.1 Strategic Priorities Projects—Gary Nason, Municipal Advisor (pages 28 to 36)**

**5.2 Recommendation/s:** THAT Council receives the updated Strategic Priorities Projects Grids as per changes made during to 2023 February and March as a result a multiple Strategic Planning Sessions with Council.

- P002—Sewer/Waste Water—working closely with Municipal Affairs on this project
- P010—BC Hydro Community Energy Project—completed with lighting in Fitness Centre and Upstairs Classrooms
- P011—NDIT Power Line Project--Expecting Draft Recommendations Report early April
- P018—Water Treatment Plant--Radlof Engineering with assess water plant for upgrades and further assess the strategy for “water lines that have lead contaminants
- P029—REDIP Grant Application—waiting for grant results and any feedback
- P031—OCP Extension and P35—Economic Development Plan—preparing RFP criteria
- P039—Fire Truck—used temporary pumper truck and new pumper truck
- P017—Osisko Developments Community Agreement Table—waiting for permit and environmental assessment processes and results
- P025—NDIT Economic Development Grant Application-Accepted

## **DISTRICT OF WELLS REGULAR COUNCIL MEETING**

**TUESDAY April 04, 2023—7:00pm**

**IN-PERSON AND ONLINE (VIA ZOOM)**

### **AGENDA**

- P30—Jack of Clubs Lake and Willow River Reclamation—working with SLR Consulting—Erica Milligan on 2023 Sampling and Testing Program this Spring and Summer
- P063—Growing Community Funds—use of funds will depend on other grant results (see pages 11 to 14)
- P036—Province of BC Crownlands—the file is active with Ministry of Forests, Ministry of Tourism, and Ministry of Housing
- P009—Snow Removal—working on a “review and recommendations” report
- P038—Fitness Centre—ready for painting and upgraded/replacement/new equipment choices
- P045—NDIT Grant Writer—Accepted
- P059—Lagoon Aeration Motors and Electrical—Approved by Municipal Affairs

### **6.0 Reports (Staff Reports are once a month)**

#### **6.1 Public Works Superintendent**

- Sewer Lift Station Electrical—April after Lagoon Electrical
- Lagoon Electrical and Blowers being replaced.
- Completed Lagoon daily sampling, and now will shift to testing every two weeks.
- Maintaining drainage and clearing to help with run off, ditches are working well.
- Preparing for Dust Management
- All sump pumps are ready in all facilities, documenting post winter repairs.
- Will be working with our engineering firm for Water Treatment Plant and Drainage.
- Completed a Berm/Dyke inspection course on-line.
- Working with Mayor on budget requests.

#### **6.2 Fire Chiefs (pages 15 to 18)**

#### **6.2 Councillor Lewis—Vision and Planning (Pages 19 to 24)**


- Summary and Minutes
- March 28<sup>th</sup> Session Highlights
- Urban Systems Session in Wells

#### **6.3 Mayor’s Report (and verbal updates)**

- Concise Business Plan—Version 4.2 (posted at Wells.ca)
- Budget and Five-Year Capital Plan Update
  - Operating Budget and Tax Rates for DOW
  - Tax Rates and Collection for other Agencies and Government
  - Small Projects Budgets
  - Large Project Budgets
  - Five-Year Capital Plan
- Property Tax Cycle
  - BC Assessment Export Data
  - BC Assessment Role (see pages 48 to 50)
  - Tax Rates
  - Notices to Homeowners and Businesses
  - Homeowner Grants
  - Collection—Interact, Cheque, Other
- Subdivision Requests—meeting with City of Quesnel Planning Staff on processes

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- Meeting Dates:
  - 2023 April TBD— OCP Meeting for Mayor & Council and Select Committees with Urban Systems and Public
  - 2023 Regular Council—request to move from April 18 to April 20
  - 2023 Regular Council Meeting—request to move from May 2 to May 4
  - Emergency Preparedness Committee—working with all partners on an early May meeting.
- Staffing Update—CAO Recruitment (see pages 25 to 27), EDO Recruitment, Red Seal Carpenter and Facilities Supervisor, Casual Employment and Casual Contractors
- Draft Code of Code of Conduct (see pages 37 to 47) courtesy of Cariboo Regional District and City of Quesnel with adaptations for District of Wells.
- Swearing in of Councillor Dorotha Funk as CRD Alternate Director to the Mayor
- Federal Government Policing Costs Topic
- 911 Stats and Firehall communications upgrades:

 <b>REGIONAL DISTRICT</b> of Fraser-Fort George		Year to Date-2022				
		Police	Fire	EMS	Aband.	Total
<b>Cariboo Regional District</b>						
Cariboo RD (North)	1481	142	889	651	<b>3163</b>	
Cariboo RD (South)	3894	557	2528	1481	<b>8460</b>	
City of Quesnel	2702	246	1476	1017	<b>5441</b>	
City of Williams Lake	2104	152	1411	655	<b>4322</b>	
District of 100 Mile House	398	53	356	154	<b>961</b>	
District of Wells	15	8	13	27	<b>63</b>	
Watch Lake	72	17	37	45	<b>171</b>	
<b>Total</b>	<b>10666</b>	<b>1175</b>	<b>6710</b>	<b>4030</b>	<b>22581</b>	

**6.4 Recommendation/s:** THAT Council receives all reports.

**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 April 04, 2023.

**Recommendation/s:** THAT Council at \_\_\_\_\_ PM adjourns the Regular Council meeting for Tuesday March 21, 2023

DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY April 04, 2023—7:00pm  
IN-PERSON AND ONLINE (VIA ZOOM)  
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Ed Coleman is inviting you to a scheduled Zoom meeting.

Topic: Mayor Ed Coleman's Zoom Meeting—Regular Council Meeting

Time: Apr 4, 2023 07:00 PM Vancouver

Join Zoom Meeting

<https://us02web.zoom.us/j/83800502627?pwd=Zmo3L1JzUXlyRzBSaW9qNlI1TVZodz09>

Meeting ID: 838 0050 2627

Passcode: 107695

One tap mobile

+16469313860,,83800502627#,,,,\*107695# US

+16694449171,,83800502627#,,,,\*107695# US

Dial by your location

+1 646 931 3860 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 408 638 0968 US (San Jose)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

Meeting ID: 838 0050 2627

Passcode: 107695

Find your local number: <https://us02web.zoom.us/j/k43mBvdVQ>

DISTRICT OF WELLS REGULAR COUNCIL MEETING  
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**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY MARCH 21, 2023  
ONLINE (VIA ZOOM)  
MINUTES**

**ATTENDANCE:** Mayor Ed Colman, Councillor Jenn Lewis, Councillor Josh Trotter-Wanner, Councillor Dirk Van Stralen  
**REGRETS:** Councillor Dorothea Funk  
**STAFF:** Corporate Officer-District Clerk Angela Ward, Superintendent Niel Doerksen  
**SPECIAL GUEST:** Gary Nason  
**PUBLIC GALLERY:** 11 in gallery

**1.0 CALL TO ORDER AND INDIGENOUS LANDS ACKNOWLEDGMENT: 7:01PM**

1.1 Agenda for the Regular Council Meeting of Tuesday March 21, 2023

**23-46 MOVED** Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council approves the agenda for the Regular Council meeting of Tuesday March 21, 2023

Carried Unanimously

**2.0 MINUTES:**

2.1 Minutes for the Regular Council Meeting of Tuesday March 21, 2023

**23-47 MOVED** Councillor Dirk Van Stralen, seconded by Councillor Jenn Lewis THAT Council approves the minutes of the Regular Council Meeting of Tuesday March 7, 2023, with minor amendments.

Carried Unanimously

**3.0 DELGATIONS AND PRESENTATIONS – NIL**

**4.0 CORRESPONDENCE**

4.1 Wells Barkerville Community Forest appointment letter

**23-48 MOVED** Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council receives the letter from the Wells Barkerville Community Forest appointing Darryl Koekemoer as one of the Directors for the Community Forest Board.

Carried Unanimously

**5.0 UNFINISHED BUSINESS:**

5.1 Strategic Priorities Project – Gary Nason, Municipal Advisor

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**23-49 MOVED** Councillor Dirk Van Stralen, seconded by Councillor Jenn Lewis THAT Council receives the updated Strategic Priorities Projects Grids as per changes made during the February 2023 Strategic Planning Sessions with Council.

Carried Unanimously

**6.0 REPORTS:**

**6.1 Mayors Report**

- There have been no changes to Concise Business Plan
- CFO Gary Chapman will arrive in Wells April 5<sup>th</sup> for 3 days working on the budget.
- The 5<sup>th</sup> draft of the Highway 26 Power Line Project will be arriving next week.
- We are preparing for the Property Tax Cycle, we will be bringing in a debit machine to help with payments this year.
- Engine 12 Fire Truck replacement is still being worked on by the Heritage Branch
- 2023 OCP Meeting for Mayor and Council and select committees with Urban Systems may be in April on the 26<sup>th</sup> or 28<sup>th</sup>
- CAO Job Description is nearly ready to post on Civic Info.
- The New Fitness Centre is receiving new lighting tomorrow.
- B.C. Building Stronger Communities Fund –Wells will receive a minimum of \$588,000.
- Ice Rink will proceed in the spring slotted to be completed in August 2023.
- We have approval to upgrade the pump station at the lagoon.
- Hydro program is about ready to start again in spring
- Councillor Lewis and Van Stralen approved Councillor Trotter-Wanner to help Mayor with the Emergency Preparedness Committee.
- Water Treatment Plant will be assessed in April.

**23-50 MOVED** Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council receives the Mayor’s Report for March 21, 2023

Carried Unanimously

**6.2 Late Item: Fire Brigade Signing Authorities**

Councillor Josh Trotter-Wanner made a motion:

“I move that the signing authority for WVFB “Fire Boot Fundraiser” account at Integris Credit Union be changed to the following 3 people: Brendan Bailey, Emily Baily, and Jenn Lewis. With Brendan Bailey and Emily Bailey as primary contacts. This includes the removal of two previous signors: Carrie Chard and Caroline Zinz.”

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**23-51 MOVED** Councillor Josh Trotter-Wanner, seconded by Councillor Jenn Lewis THAT Council approves the signing authority for WVFB will be changed to Brendan Baily, Emily Baily, and Jenn Lewis as signors.

Carried Unanimously

**7.0 INFORMATION AND ANNOUNCEMENTS:**

**7.1 Council**

- Councillor Jenn Lewis announced that the Vision and Planning Committee will be meeting at the Sunset Theatre on March 28,2023 at 6:30PM for anyone interested.

**7.2 Staff**

- Corporate Office Angela Ward informed us that the Visitor Centre is getting organized for the season.
- Working at getting the 2022 Audit paperwork organized for the Auditors.
- Superintendent Niel Doerksen Is doing a lot of testing on the Lagoon for data for the engineers Radloff and Associates.
- Road drains seem to be working nicely as the snow melts.

**7.3 Public Gallery**

- Carrie Chard announced that there will be a power outage on April 28<sup>th</sup> in Wells and March 29<sup>th</sup> in Barkerville

**8.0 ADJOURNMENT:**

8.1 Adjournment of the Regular Council Meeting of Tuesday March 21, 2023.

**23-52 MOVED** Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council at 7:38PM adjourns the Regular Council Meeting for Tuesday March 21, 2023.

Carried Unanimously

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Ed Coleman, Mayor

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Angela Ward, Corporate Officer



wbcf.ca

## Report to District of Wells Council

March 30, 2023

### **Introduction**

This report is simply intended to update Council on the community forest. No actions of any kind are being requested.

### **2023 logging**

West Fraser remains committed to buying 18,000 cubic metres of standing timber from the community forest by the end of the year and to harvest most or all of it this summer "if site conditions are favourable for summer harvest" in the words of West Fraser forester Kwynn Bodman.

### **Post 2023 logging**

As we've previously reported, West Fraser's commitment to buy the community forest's required (by the Ministry of Forests ) timber harvest as standing timber ends December 31 of this year. Our current agreement with the Ministry of Forests requires us to log 25,000 cubic meters between 2023 and December 2028. That number will more than double when additional lands are allocated to the community forest, as is proposed.

The Directors are considering options for cutting the required volume of timber, including another sale of standing timber to West Fraser, but including other possibilities as well.



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**Expansion / additional land**

We've sent letters to guide outfitters, trappers, miners, Indigenous communities, government agencies and others advising we propose to add two areas to the forest land managed by the community forest. One is approximately 2200 hectares of land along the north side of Ruchon Creek, about 20 kilometres west of Wells. The other is 1860 hectares of land on the south side of the Matthew River, a little less than 50 kilometres east of Wells.

We've asked the recipients to identify any concerns by May 30. The Ministry of Forests has responsibility for more in-depth consultation with the Indigenous communities that may have concerns, and should complete that consultation by May 30 as well.

A summary of any concerns, and proposals to address those concerns, must be included in the detailed formal application for the additional land areas. We hope to submit that application to the Regional Executive Director of the Ministry of Forests by mid June.

These additional lands would still be considered "Crown" land by the provincial government but would be managed by Wells-Barkerville Community Forest Ltd under the terms of a new long-term agreement along with the existing community forest land, and WBCF Ltd would have exclusive timber harvesting rights within those areas. Licences held by guide outfitters, trappers, miners and commercial recreation users would be unaffected.

**Open House**

As part of the application process we must engage residents of Wells and area in discussion about the proposed additional land areas for the community forest, acknowledge and address any concerns, and hopefully receive strong support for the proposed increase in land managed by the community forest.

To accomplish this we propose to hold an open house in the community hall during the late afternoon and early evening of a day in mid April. We won't need all the space in the hall, of course, so we've invited other community groups to join us in showcasing their activities and plans. The groups have been polled in an effort to determine a date that works best for a majority of them.

**A vision**

The open house will also provide community members an opportunity to contribute to the long term vision for the community forest. Logging and other short term developments will greatly impact the long term future of the community forest, so we need to know what the community wants that future forest to be. The Directors have developed examples of that future forest to spark discussion.

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**Trail development**

As previously reported, a part of the Riverside Trail was developed in September 2022 and the remainder of the trail should be developed in 2023. This will enable people to walk from the highway north along the east bank of the Willow River, cross the Blair Bridge, then continue down the Willow River to the boardwalk and on to the Hardscrabble Bridge. This trail is not within the community forest but it will significantly improve access to the forest.

A trail within the community forest is also tentatively planned for development in 2023. This would follow the north side of Marten's Pass west to the ridge above Willow River, follow the ridge north, then turn east to Cornish Lake. It would connect with other trails to create larger trail loops for cross country skiers.

Future trail development will be considered by interested residents in the development of a long-term trail plan.

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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.

- Cam Beck, Coordinator

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March 16, 2023

Ref: 271994

Their Worship Mayor Ed Coleman  
District of Wells  
PO Box 219  
Wells BC V0K 2R0

Dear Mayor Coleman:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

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Ministry of Municipal Affairs

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
<http://www.gov.bc.ca/muni>



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Their Worship Mayor Ed Coleman  
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- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the District of Wells is the recipient of a \$588,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

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As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Doug Chapman, Interim Chief Financial Officer, District of Wells

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**Attachment with Example Calculation for a Municipality with 15,000 People**

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = 2,000 x 100% = 2,000
- For the next 3,000 (up to 5,000), adjustment of 80% = 3,000 x 80% = 2,400
- For the next 5,000 (up to 10,000), adjustment of 60% = 5,000 x 60% = 3,000
- For the last 5,000 (up to 15,000), adjustment of 40% = 5,000 x 40% = 2,000

Thus, the city of 15,000 people has an adjusted population of 9,400 (=2,000 + 2,400 + 3,000 + 2,000).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	= 9,400 x \$365	\$3,431,000
Population Growth	= 4,500 x \$1,000	\$4,500,000
Total Grant		\$8,431,000



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**Wells Volunteer Fire Brigade**  
Box 100, Wells BC, V0K 2R0

April 4<sup>th</sup>, 2023: WVFB Monthly Council Update

Last Attended Council Meeting: March 7<sup>th</sup>:-

Verbally presented Jan-Feb 2023 Monthly Updates and supplied Jan-Feb Training Records.

We regret that we are unable to be present and provide a verbal report at this meeting.

**March**

**One false alarm**

**Brigade Members: 10**

-Training continues following required curriculum outlined in Minimum Training Standards by the Office of the Fire Commissioner. All members, firefighters and support, being trained to exterior structure operations as per scope of duty. This has included introduction to required knots and ground ladder requirements.

-Our Deputy has resigned as Deputy and adjusted to a Support Volunteer position.

-Four brigade members to received Air Brakes Training with Fundamental Transport in Quesnel March 11<sup>th</sup> and 12<sup>th</sup>.

-Both Chiefs were absent for a planned family vacation between March 16<sup>th</sup> and March 18<sup>th</sup>. Temporary IC's were appointed during their absence. Chief E. Bailey was available for response March 19<sup>th</sup>-24<sup>th</sup>. Chief B. Bailey away March 16<sup>th</sup> through March 28<sup>th</sup>. Chiefs away March 25<sup>th</sup> to March 28<sup>th</sup> for planned family vacation/work. Temporary IC's were appointed during their absence.

-Equipment orders as per UBCM grant were placed, Training scheduling as per UBCM grant are being planned.

-Replacement lengths of 2.5" hose line and 1.5" hose line were received through UBCM funding.

-Replacement lengths of flexible 1.5" attack line were received. One had a manufacturer defect. The other has the same manufacture date so will have to be tested, also. Two replacement lengths are being provided by the manufacturer at no cost.

-Quarterly maintenance completed mid-month.

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-Upon recommendation by QVFD, a formal Non-Disclosure Agreement has been issued and signed by brigade members but will be extended to Mayor and Council, also, per that recommendation. It is important to note that emergency services providers are already inherently required to maintain confidence within reason. Formal documentation is always best practice.

-Five Practices and one group page (false alarm) during March.

-Donation request for new pagers and headsets submitted.

-Replacement Engine Process ongoing.

-Thank you to our hospitality partners The Wells Hotel and Diggy's Diner for their fundraising efforts these past three months.

-Upcoming: Annual Motor Vehicle Inspections of Engines to take place on April 4<sup>th</sup>. Annual Ladder Certifications, Hose Testing, and SCBA pack and PASS inspections to take place sometime over the coming two months.

-Chiefs away for schedule absence April 4-6<sup>th</sup>, temporary IC's will be appointed in their absence.



**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY April 04, 2023—7:00pm  
IN-PERSON AND ONLINE (VIA ZOOM)  
AGENDA**



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**Wells Volunteer Fire Brigade**  
Box 100, Wells BC, V0K 2R0

### Training Record – March 2023

(five scheduled practices; one false alarm; accumulated 10 hours available instructional time)

#### 1) March 1<sup>st</sup>:

**Group Page – attendance 50%**

10:32am Group Page: Commercial Fire Alarm

-Chief B. Bailey and two brigade members responded within 2 minutes. Support Volunteer within four minutes. Engine 11 was ready to roll when Chief E. Bailey informed brigade that alarm was confirmed false. Dispatch was updated, brigade stood down, and dispatch disconnected at 10:39am. Chief E. Bailey arrived at hall for further communication. All left. Chief B. Bailey shut down hall and updated records, departed at 11:05am. Total 30 minutes.

#### 2) March 1<sup>st</sup>:

**Necessary Knots – attendance 80%**

18:30 – Chief E. Bailey introduced and provided Confidentiality Agreement to Members. Key Access Lock Box Frozen. Used personal key.

18:45 – 20:00 – Chief E. Bailey instructed knots. Exam planned for end of month.

18:45 – Chief B. Bailey drained and repressurized compressor.

19:00 – Chief B. Bailey conducted radio system tests.

19:00 - 20:00 – Chief B. Bailey prepared Council Report.

Lockbox thawed by practice end. Chiefs Bailey, Deputy, four brigade members and one support member present.

#### 3) March 8<sup>th</sup>:

**Ladder Scenario – attendance 70%**

18:30 – Housekeeping and Updates in Classroom

18:45 – 19:10 – Ladder Fundamentals Review with present members: Beam, Butt/Heel, Rail, Rung, Tips, Hooks, Bed/Base, Fly, Pulley, Halyard, and Pawls. Placement and Carries: One-person, Two-person, Three-person suitcase and shoulder, and raising techniques.

19:10 – Radio System Tests

19:13 – 19:40 – Town Hydrant Tours with Engines 11 (lower) and 12 (upper).

19:40 – 20:45 – Two roof ladders used to deploy on bottle shed roof. Review of CAFS system on Engine 11. Ladder deployment from Engine 11 review. Roof rake retrieved from hall for proper safe placement of roof ladder on thick snow accumulation. Roof rake kept on engine 11 in case of winter deployment.

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Chief B. Bailey, five brigade members, and one support member present.

**4) March 15<sup>th</sup>:-**

**General Practice – attendance 80%.**

**Start Time Adjusted to 7pm (19:00) after Daylight Savings Time**

19:00 – Radio System Tests

19:05 – Housekeeping and fit tests with newly arrived face pieces for those who had previously failed fit tests. All new tests successful: two small face pieces and one large face piece.

19:10 – 19:30 – Town Tours Engine 11 (upper) and Engine 12 (lower)

19:30 – 20:00 – Tried Brogan Safety's Akron Mercury 5000 Monitor and found it most satisfying.

20:00 – 20:30 – Used new attack line off of CAFS system to adjust foam concentrate levels. Even with visor down and appropriate PPE, a brigade member did have foam fly up underneath their visor and into their eye. The brigade member was instructed to flush the eye for ten minutes and was monitored unofficially by a Level 3 first aid attendant, but brigade eye wash station was empty and first aid kit was empty. Chief E. Bailey retrieved an eye wash bottle and referred to SDS as a Level 3 attendant. The foam is biodegradable and non-corrosive and the brigade member was fine after flushing but was instructed to monitor. New hose line showed a manufacturer defect with pin-point leaks and within five minutes showed a significant bulge at which time the exercise was halted. New hose line was cleaned and hung for inspection and the Engine 11 tank was refilled. Swapped all PASS systems batteries for quarterly (or post response) maintenance.

Deputy resigned rank and transferred to a support volunteer position. Two brigade members temporarily appointed at IC for upcoming Chiefs absence. Chiefs, four brigade members, and two support members present.

**5) March 22<sup>nd</sup>:-**

**General Practice – attendance 60%.**

19:00 – Radio System Tests

19:15 – 20:30 - Practice Start; Engine 11 Town Hydrant Tour, lights and fluids check; bunker drill completed by team and successful at 1min and 20 seconds. Engine 11 bay door was unable to open due to ice build up. Team chipped and shovelled door to open bay and remove Engine 11: this was a near miss. No snow accumulation is permitted in front of the bay doors (or hall doors) for this very reason. Rope review completed. Engine 11 door hinge missing two screws and Chief E. Bailey will alert public works. Wrapped up at 20:30. Chief E. Bailey, four brigade members and one support member present.

**6) March 29<sup>th</sup>:-**

**Knot Review – attendance 80%.**

19:00 – Radio System Tests with Chief B. Bailey

19:00 – 20:30 Mock Knot Exam with Chief E. Bailey; Chief B. Bailey completed reports for Council.

-licence plates distributed, no town tours this evening, maintenance and administration covered during the evening.

## **Wells Community Vision & Planning Select Committee**

Thursday, March 9, 2023 10:30 AM  
Community Hall, Main Floor, 4269 Sanders Ave, Wells, BC

### **SUMMARY**

**ATTENDANCE:** Julia Mackey, Cam Beck, Judy Campbell, Cheryl Macarthy, Hayley Archer, Thomas Dombowsky, Jenn Lewis (co-chair), Dirk Van Stralen (co-chair)

**REGRETS:** Elyssia Sasaki, Ziggy Danes, Stewart Cawood

**GALLERY:** Trystan Goodridge, Councillor Josh Trotter-Wanner

**1.0 CALLED TO ORDER at 10:38 AM**

**2.0 APPROVAL OF AGENDA**

23.3.09-1 **MOVED** by Cam Beck. Seconded by Julia Mackey: that the agenda be approved as circulated, for the March 7, 2023 Wells Community Vision & Planning Select Committee. *Carried unanimously*

**3.0 MEETING MINUTES/SUMMARY**

23.3.09-2 **MOVED** by Judy Campbell. Seconded by Hayley Archer: THAT the Committee approves the Minutes & Summary for the meeting Thursday February 16, 2023, as included in this agenda package. *Carried unanimously*

**4.0 BUSINESS**

**4.1 - review of the OCP Draft, Schedule A map, with Crown Provincial & Municipal lots as overlays. Thanks to Councillor Trotter-Wanner for the map update.**

- there are still questions about map accuracy

- there may be some blurring between various land rights (and perhaps mapping – surface, mineral, forest). Do we fully know what we're looking at here? Who has the definitive info?

- there are two lots around the District's lagoon that are privately owned. Flag this to the District in case they are important to the Sewer upgrade.



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- can we find out about the zoning on "Lot B"? There is no PID. The ball diamond area is also somewhat unclear.

- a discussion about re-zoning the SW corner of Lowhee & Gardener to "Facilities"

- look at hydrants and right of way around each

#### OCP 4.2 LAND USE DESIGNATIONS (section 4)

- we would like to see other categories added: right of ways, environmentally sensitive (reclaimed/brown (Geotech)/slope/soil stability/water table/protection-habitat)  
- the committee would like to draft this

\*\*\* do we have a Geotech map? JC believes there was one when Eric Gunderson was with the Ministry of Lands

There is a desire to understand (and define in the OCP) the following words as they pertain to governance and function: "Support", "Ensure", "Encourage". What do they mean and to whom? Should the committee define it?

- "Ensure" – should the DoW make sure a bylaw is in place, for example?
- "Encourage" - the OCP suggests? The DoW writes this into policy?
- "Support" - ?

#### OCP 4.2.2.2

- JC: seems we might be missing any reference to a second residential unit on the lot with another. The group concurred.

#### OCP 4.2.2.4

- we believe *that these are better representations of Medium Density in Wells*. Partially based on the character of Wells but also our lot sizes.

#### OCP 4.2.2.8

- we feel this should come out and be covered in the Historical section as it fits many other Land Use Designations

#### OCP 4.3 *Medium Density definition doesn't match Wells.*

- *We (and the draft feedback) imagine Med Density as 3-6 plexes. Suggest that the Committee rewrites this entirely.*

- Quesnel's carriage house program was brought up (5 designs presented as examples - offering free permitting for such projects this year). Perhaps for consideration in Med Density as well?

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OCP 4.3.1

– Council may wish to consider policy defining if it will expand infrastructure for new developments, or will ask developers to expand.

OCP 4.3.2.4d

- there is discomfort with these points. They don't feel like Wells exactly. Strike from every section – go through the Draft and find these. Boilerplate? The Committee would redo this section in the re-write of the section. *Note to check the entire Draft for repeat appearances of these points.*

\* Look at Whistler for snow and roof guidelines

OCP 4.4 Commercial

– remove “city” everywhere (do a search). Wells is a District.

OCP 4.4.2.3

– add “...within the Commercial District”

OCP 4.5.2

- lettering order is off

OCP 4.5.2.2d

– “do not”

OCP 4.6

- this is an area for the Buildings and Lands committee to chime in on:  
- Community Facility and Institution being separated sections  
- HA will send notes

4.7.2.5 OCP

– it isn't clear how this applies in Wells.  
- seek input from Urban Systems  
- shows up again under 4.8.2.7

OCP 4.8

- inject Forestry into the first sentence (and in 4.8.1.1)

OCP 4.9 URBAN PARKS & TRAILS

- strike all references to CGP \* Do a word search for CGP  
-- mining interests and relevant government agencies is preferred

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First Paragraph: "...Urban Parks and Trails provide spaces to gather, play, relax and connect with neighbours." (ADD) "and Visitors"

OCP 4.9.2

- include policy about toilets & garbage in public spaces

OCP 4.11.1.3

- revise wording

OCP WHOLE

- there is a desire to review the entire OCP through Green, Age & Accessibility lenses

4.3 *Deferred until next meeting.*

4.4 The committee agreed to receive a few more completed feedback forms from locals that were not in Wells in 2022.

5.0 CORRESPONDENCE  
None

6.0 TOPICS TO CARRY FORWARD

- [Next meeting] A roundtable on the Public Comments on the 2022 Draft OCP
- [Next meeting] Meeting date with Urban Systems
- Reviewing the entire OCP with green & accessibility lenses
- Read other OCPs for comparisons. Fernie BC in particular. (in GDrive)

7.0 NEXT MEETING DATE  
Tuesday March 28th, 2023 at 6:30 PM – In Person at the Sunset Theatre

8.0 ADJOURNMENT

23.2.16-3 **MOVED** by Hayley Archer. Seconded by Judy Campbell: that the Wells Community Vision & Planning Select Committee adjourn at 12:58 PM.  
*Carried unanimously*

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Councillor Jenn Lewis, Co-Chair

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Councillor Dirk Van Stralen, Co-Chair

**Wells Community Vision & Planning Select Committee**  
Thursday, March 9, 2023 10:30 AM  
Community Hall, Main Floor, 4269 Sanders Ave, Wells, BC

**MINUTES**

**ATTENDANCE:** Julia Mackey, Cam Beck, Judy Campbell, Cheryl Macarthy, Hayley Archer, Thomas Dombowsky, Jenn Lewis (co-chair), Dirk Van Stralen (co-chair)

**REGRETS:** Elyssia Sasaki, Ziggy Danes, Stewart Cawood

**GALLERY:** Trystan Goodridge, Councillor Josh Trotter-Wanner.

**1.0 CALLED TO ORDER at 10:38 AM**

**2.0 APPROVAL OF AGENDA**

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**3.0 MEETING MINUTES/SUMMARY**

23.3.09-2 **MOVED** by Judy Campbell. Seconded by Hayley Archer: THAT the Committee approves the Minutes & Summary for the meeting Thursday February 16, 2023, as included in this agenda package. *Carried unanimously*

**4.0 BUSINESS**

**4.1** A wide ranging review of the OCP Draft, Schedule A map, with Crown Provincial & Municipal lots as overlays. Thank you Councillor Trotter-Wanner.

**4.2** A roundtable and recommendations were made for the LAND USE DESIGNATIONS (section 4) in the Draft OCP.

**4.3** *Deferred until next meeting*

**4.4** The committee agreed to receive a few more completed feedback forms from locals that were not in Wells in 2021.



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5.0 CORRESPONDENCE  
None

6.0 TOPICS TO CARRY FORWARD

- OCP draft revision process, continued
- A roundtable on the Public Comments on the Draft OCP
- Meeting date with Urban Systems
- Reviewing the entire OCP with green & accessibility lenses
- Read other OCPs for comparisons

7.0 NEXT MEETING DATE

Tuesday March 28th, 2023 at 6:30 PM – In Person at the Sunset Theatre

8.0 ADJOURNMENT

23.2.16-3 MOVED by Hayley Archer. Seconded by Judy Campbell: that the Wells Community Vision & Planning Select Committee adjourn at 12:58 PM.  
*Carried unanimously*

---

Councillor Jenn Lewis, Co-Chair

---

Councillor Dirk Van Stralen, Co-Chair



## CHIEF ADMINISTRATIVE OFFICER DISTRICT OF WELLS

Located in one of the most spectacularly beautiful regions in British Columbia, and offering numerous outdoor recreational and lifestyle opportunities, the District of Wells is seeking a Chief Administrative Officer (CAO).

This is an excellent career opportunity for an experienced municipal manager who is interested in taking the next step up in their career and assuming the role of principal appointed officer and advisor to the District Council, and building a staff team of skilled professionals.

The District has a well-defined vision of its future and a solid foundation of clear strategic and project priorities, and is seeking a committed leader to guide the organization into its next chapter. In addition to being responsible for the overall management of the operations of the District, the Council has indicated that it is also looking for a CAO who has strengths particularly in the areas of project management/completion, team building, creative thinking and problem solving. Well-developed interpersonal, communication and human resource skills, combined with a strong desire to connect to the local community, will also be critical. The ideal candidate will have generalist experience and skills in a variety of local government responsibilities, combined with professional certification in local government or a degree in public or business administration. A minimum of five to ten years of progressively responsible experience in a BC local government management capacity would be preferred.

The District is prepared to offer a competitive salary commensurate with knowledge and experience, including a comprehensive benefit package and relocation assistance. Interested applicants are invited to submit a letter of interest and resume, by **Friday, April 28th, 2023** to:

Mayor Ed Coleman, District of Wells  
Phone: (250)-991-9034  
Email: edcoleman@wells.ca

For more information on the District of Wells, please visit [www.wells.ca](http://www.wells.ca). If you have specific questions regarding this position, you are invited to contact Mayor Coleman directly. We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.

**JOB SUMMARY**  
**DISTRICT OF WELLS CHIEF ADMINISTRATIVE OFFICER**

**[Note: Typically attached as a separate appendix to the CAO Employment Agreement/Contract]**

The Chief Administrative Officer reports to Council. This position provides leadership in strategic planning, policy advice and implements work plans, oversees and is responsible for the operations of the District.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides leadership and initiative in improving the efficiency and effectiveness of all programs and services through ongoing review of programs and services and making recommendations for change to Council.
- Acts as the District’s principal project manager for all District projects, and assigns to the Economic Development Officer project management responsibilities for selected projects as deemed appropriate.
- Coordinates and participates in the ongoing strategic planning process and in the establishment of the District’s annual goals and objectives.
- Liaises with and provides assistance to Council. Develops and maintains a resource network regarding local government and related issues.
  - Provides policy advice and support to Council and Committees by coordinating agendas, ensuring the required information is provided, making recommendations for changes in programs and services, providing commentary on the achievement of goals and objectives and attending meetings.
- Develops and maintains positive external relations with Provincial Ministries, Federal Departments, First Nations, educational institutions, local businesses/associations, and other community groups and organizations.
- Ensures the development of, recommends and monitors financial plans and budgets (multi-year and annual) by interpreting the strategic direction, goals, objectives and priorities set by Council.
- Supervises, mentors and supports the five major full-time District staff positions (Chief Financial Officer, Economic Development Officer/Projects Officer, District Clerk/Corporate Officer, Public Works Superintendent, and Carpentry and Facilities Supervisor) including orientation, training, employee contracts, task analysis, division of responsibilities, and workplace health and safety.
- Performs the Corporate Officer statutory and organizational job function responsibilities in the absence of the District Clerk/Corporate Officer.
- Acts as the District’s Emergency Operations Centre Director and oversees the preparation and ongoing maintenance of the District’s Emergency Plan
- Maintains a positive and professional working relationship with the District of Wells Fire Brigade and its volunteers.

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**PRIMARY AREAS OF RESPONSIBILITY**

- Municipal Service Delivery/Operational Management
- Performance Management of the District Staff Team
- Project Management and Supervision of External Contractors
- Strategic Planning and Project Prioritization
- Policy/Procedure Advice and Development
- District Council

**DECISIONS MADE BY THE CHIEF ADMINISTRATIVE OFFICER**

- Interprets and carries out Council's direction in terms of strategic plans, goals, objectives, policies, budgets and project prioritization
- Determines, in consultation and collaboration with Council, how to carry out the responsibilities of the position.

**DECISIONS REFERRED TO COUNCIL**

- New or significant changes in policies, programs and services.
- Annual and multi-year budgets.
- Expenditures outside of the approved budget.
- Changes in strategic direction and project prioritization.

**PERFORMANCE INDICATORS**

- Attention to the strategic direction of the District of Wells
- Achievement of work plan targets
- Achievement of financial goals
- Quality of policy and program advice
- Positive relations with external agencies
- Positive working relationship with Council, Staff and the Wells community (i.e. citizens, groups, businesses and partners)
- Responsive to committee needs
- Attention to quality control
- Effective communication skills (open, transparent, collaborative, respect for confidentiality when required and appropriate)
- Effective supervision of District staff and external contractors

## District of Wells—Strategic Priorities Projects Tracking Grid

*Version 1.9—2023 03 04 (P63 (ref. 18) added since last revision)*

### Overview

In June of 2022, the Municipal Affairs--Province of BC provided a Municipal Advisor, Gary Nason, to support the District of Wells with support to review Operations and Governance of the District of Wells. Out of that process, this Project Tracking Grid has been created and will be maintained and reported on at Regular Council meetings going forward.

**Project 44—Operations & Governance Improvement Plan** will track & prioritize Council and Staff improvements for Operations & Governance. Council has identified several priority improvements for 2023, primarily in communications, human resources practices, by-law priorities, green spaces planning, emergency preparedness, and other.

### Categories

Categories 1 to 5 were created to help place priority levels on projects and make clear what projects are ongoing and closed/completed. The following information clarifies each category:

**Category 1:** “Best efforts made to complete the project in 2023.”, or continue active work on the project if the project is multi-year and will carry-over to 2024 or beyond. (i.e. Major infrastructure or building upgrades largely dependent on external grant funding.)

**Category 2:** Subject to sufficient budgetary/grant funds and staffing capacity, commence project in 2023, with no commitment to complete the project in 2023.

**Category 3:** Reconsider dependent upon potential external grant availability and/or sufficient internal staff and budgetary capacity. Defer the project to at least 2024 or later in the remainder of the Council mandate—2024 to 2026)

**Category 4:** Primary Operating Budget projects (sometime supplemented with grant funds or reserves) to be part of Annual Operations/Ongoing Core Activities.

**Category 5:** Project has been completed, or has been abandoned due to insufficient matching funds or lack of internal capacity to undertake.

The following pages show the “Grid” of Projects for the District of Wells is organized in the Categories outlined above. Each Project has its own electronic and paper-based folder/file that holds all the details on all the Project.

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**C**=Category (1 to 5) **SD**=start date yy-mm **CA**=Contract(s) Awarded **ED**=end date yy-mm  
**ID**=idea identified **PL**=planning **IP**=implementation phases **C/E**=complete/evaluation (1 to 10)  
**IPr**=in-progress **TBD**=to be determined **Ref**=a number to quickly reference Projects in the Grid

Category 1=2023 or early 2024 Completion; Category 2=2023 Depending on Budgets & Staffing;  
 Category 3=Reconsider but defer to 2024 or later; Category 4=Ongoing;  
 Category 5=Complete/No Submission Made/No Matching Funding Capacity

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
1	P001	PROV BC Outdoor Ice Rink (\$441,600)	1,054,175	1	x	20-04	23-08	x	x	x	x		
2	P002	PROV BC, DOW & Partners Sewer System Assessment and Upgrade (CWWF)	\$290,000 + In-kind Complete \$100,000 IP Planning 7,000,000 Construction	1	x  x  TBD	20-04	26-03	x	x				
3	P003	DOW & Partners-New OCP	100,000	1	x	20-04	23-10	x	x	x	x		
4	P004	DOW & Partners--Community Cultural & Recreation Centre	See also P29	1/2		20-04	24-12	x	x				
5	P010	BC Hydro Community Energy Project	15,000+ Mayor & Counsellor Funk	1	x	22-04	23-03	x	x	x	x		
6	P011	NDIT Highway 26 Power Line Project	20,000	1	x	22-06	23-03	x	x	x			

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Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
7	P014	UBCM--Community Wildfire Protection Plan	40,000	1	x	21-04	23-03	x	x	x	x	x	
8	P015	PROV BC--Community Structural Fire Protection Plan	30,000	1	x	22-04	23-03	x	x	x	x	x	
9	P018	PROV BC, DOW & Partners--Water System Treatment Upgrade (SCF-MAH)	426,572 213,286 (includes In-kind) See also P31	1	IPr	19-04	24-03	x	x	x			
10	P023	UBCM--Fire Equipment & Training Grant	30,000	1	IPr	22-11	24-03	x	x				
11	P27	UBCM ICSP and OCP Alignment Project	77,000 (Integrated OCP)	1	x OCP  TBD ICSP	18-04	24-03	x	x	x			
12	P29	PROV BC--REDIP WBCCRC Project	1,100,000 See also P04	1		22-11	25-03	x	x				
13	P31	DOW & Partners--Water System Replacement Test Drilling Program & New Water Plant	500,000 (In-kind Osisko Developments)  6,000,000 See also P18	1	x  TBD	22-12	26-06	x	x	x			

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Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
14	P32	DOW Public Works Garage and Shop Assessment, then Purchase Existing or New Construction		1		22-11	23-12	x					
15	P35	UBCM Economic Development Plan	55,000	1		18-04	24-03	x	x				
16	P39	PROV BC-- Engine 12 Fire Truck Replacement	750,000	1		22-12	24-12	x	x				
17	P50	Lhtako Dene Nation Partnerships	Mayor & Councillor Lewis	1		22-11	OG	x					
18	P013	PROV BC-- Community Transition Response Table	Mayor & Acting Mayor (Training Project to Integrate with REDIP Project)	2		22-11	23-03	x	x	x			
19	P017	Osisko MOU and Community Agreement	Mayor and Counsellor Funk	2		22-06	OG	x	x	x			
20	P30	PROV BC Jack of Clubs Lake & Area Reclamation Project	5,000,000	2		22-08	26-03	x	x				
21	P62	DOW, Barkerville, Wells Chamber of Commerce Fuel Tanks Partnership	26,269 (In-Trust)	2		05-01	23-09	x	x	x	x		

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Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
22	P63	PROV BC Growing Communities Fund	588,000	2		23-03	TBD	x	x				
23	P005	DOW & Partners--Playground	230,000	3		20-04	24-10	x	x				
24	P016	PROV BC--Housing & BC Housing	See also P36 & P19	3		19-04	OG	x	x				
25	P020	DOW Wells Community Forest and Community Forest Expansion	Counsellor Lewis	3		18-04	OG	x	x	x	x		
26	P28	UBCM Wildfire Recovery Fund		3		22-11	TBD	x	x	x			
27	P33	FCM--Green Municipal Fund--Community Facilities Buildings Monitoring Fund	25,000 (20% DOW contribution required)	3		22-12	TBD	x	x				
28	P36	DOW & PROV BC-- Crownlands	See also P36 & P19	3		22-06	24-06	x	x				



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Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
29	P40	UBCM— Public Notification & Evacuation Routes Planning		3		23-01	TBD	x					
30	P41	UBCM— FireSmart Community Funding & Supports	45,000	3		23-01	TBD	x					
31	P42	UBCM— Emergency Operations Centres & Training	See also P22	3		23-01	TBD	x					
32	P43	UBCM— Poverty Reduction Planning & Action		3		23-01	TBD	x					
33	P47	PROV BC— Destination Development		3		23-01	OG	x	x				
34	P48	DOW & Partners—EV Charging Stations		3		23-01	OG	x					
35	P006	Indigenous Partnerships		4		22-04	OG	x	x				
36	P007	DOW Municipal Hall Upgrades	2022--80,000	4		22-04	24-12	x	x	x			
37	P008	DOW Firehall Upgrades	2022--90,000	4		22-04	23-12	x	x	x			

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**AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
38	P009	DOW Road Maintenance and Snow Removal Contract	2022--185,000	4		22-06	23-10	x	x	x	x		
39	P012	Telus Pole at Firehall		4	IPr	22-04	TBD	x	x	x	x		
40	P019	PROV BC & DOW-- Cemetery	See also P36	4		22-06	OG	x	x				
41	P022	DOW & Partners-- Emergency Response Plan	See also P42	4		22-06	OG	x	x	x	x	x	
42	P024	DOW-- Change Sand in Water System	2022/23-- 20,000	4		22-11	23-06	x	x	x			
43	P025	NDIT--2023 Economic Development Officer Funding	2022/2023-- 50,000	4		22-11	24-03	x	x	x			
44	P26	DOW Electrical Upgrade at Sewer Lift Station	2023--20,000	4		22-03	23-03	x	x	x			
45	P37	UBCM-- Community Works Funds (was Gas Tax Fund)	65,000	4		18-04	OG	x	x				
46	P38	DOW-- Fitness Centre Upgrades and Location Decision	2023--25,000	4		22-11	23-04	x	x				

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Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
47	P44	DOW— Operations & Governance Improvement Plan		4		23- 01	OG	x	x				
48	P45	NDIT—Grant Writer Program	10,500	4		22- 11	24- 03	x	x				
49	P46	DOW & Partners— Barkerville Topics		4		23- 01	OG	x	x				
50	P56	PROV BC-- District of Wells Boundary Expansion Evaluation	85,000 (this project is under discussion with the PROV BC)	4		18- 05	OG	x	x				
51	P58	MULTI- PARTNER— Highway 26 Wildfire Fuel Mitigation Project		4		22- 11		x	x				
52	P59	DOW—Sewer Lagoon Aeration Motors	20,000	4		21- 11	x	x					
53	P60	DOW— Lagoon Maintenance Berms and Sludge		4		23- 01							
54	P021	PROV BC-- Green Infrastructure Project	No Submission Made	5		21- 11	22- 03	x	x				
55	P34	SERVICE CANADA-- Youth CSTP 018263319	3,000 Complete	5		22- 04	22- 12	x	x	x	x	x	8

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Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	ED	ID	PL	IP1	IP2	IP3	C/E
56	P49	PROV BC & CANADA--Community Energy System (GT-SPF)	439,000 Expired No Matching Funding Capacity	5		17-04	21-03	x	x				
57	P51	PROV BC--CRP--Wells Curling Rink	49,084 Complete	5	x	12-04	13-03	x	x	x	x	x	8
58	P52	PROV BC--South Wells Infrastructure Condition Assessment	10,000 Complete	5	x	17-04	18-03	x	x	x	x	x	8
59	P53	PROV BC--Asset Management Plan	10,000 Complete	5	x	15-04	16-04	x	x	x	x	x	8
60	P54	PROV BC--COVID Safe Start	241,000 Complete			20-11	21-12	x	x	x	x	x	8
61	P57	UBCM--Housing Strategy Revision	30,000 No Submission Made			21-01	21-03	x					
62	P61	BC HYRDO--LED Steet Lighting	35,000			20-10	22-11	x	x	x	x	x	7

## DRAFT DISTRICT OF WELLS CODE OF CONDUCT AND ETHICS

This Code of Conduct establishes guidelines for the conduct of Council members and assists in providing for the good governance of the District of Wells.

### PREAMBLE

In keeping with the District of Well's *Vision, Mission and Values*, the District of Wells seeks to maintain and enhance the quality of life for all District of Wells residents through effective, responsible, and responsive government. To help achieve this goal, members of the Council have committed to strive to ensure that:

- They conscientiously represent the electoral area or municipality they serve while seeking to advance the common good of the region as a whole;
- public business is conducted with integrity in a fair, honest and open manner;
- they perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability exhibiting the personal values of *integrity* – giving the region's interests priority over private individual interests; *honesty* – being truthful and open; *objectivity* – making decisions based on a careful and fair analysis of the facts; *accountability* – being accountable to each other and to the public for decisions taken; and *leadership* – confronting challenges and providing direction on the issues of the day;
- they treat one another, the public and staff with respect and recognize the unique role and contribution each person has in making the District a better place to work and live;
- their conduct in the performance of their duties and responsibilities with the District is above reproach;
- as elected leaders, they hold themselves and their fellow Council members to the highest standard of behavior and conduct;
- decision-making processes are accessible, participatory, understandable, timely, and just, in addition to satisfying the requirements of applicable legislation; and .
- they uphold this Code as a means of promoting the standards of behavior expected of Council members to enhance the credibility and integrity of the District throughout the region.
- they promote respectful workplaces that are collaborative and inclusive, that encourage diversity, and that encourage open and robust communication at all times.

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**APPLICATION OF THE CODE:**

**1. Public Interest**

Council members recognize that they are agents of the public whose primary objective is to address the needs of the citizens.

All members of the Council shall faithfully work toward developing programs to address the needs of the citizens in the course of their duties. Each shall strive to perform at a level that is expected of those who work in the public's interest.

**2. Comply with the Law**

Council members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: *the Provincial Human Rights Code, the Community Charter and the Local Government Act*; laws pertaining to financial disclosures and employer responsibilities; and relevant District bylaws and policies.

**3. Conduct of Council Members**

As public servants, Council members shall observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

The conduct of Council in the performance of their duties and responsibilities with the District must be fair, open and honest.

All Council will treat one another, District staff and the public with dignity and respect. Council members shall refrain from abusive conduct, intimidating or demeaning behaviour, personal charges or verbal attacks upon the character or motives of other Council members, District staff or the public.

**4. Respect for Process**

Council members shall perform their duties in accordance with the policies and procedures and rules of order established by the District governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by District staff.

All Council members will respect the decisions of the Council, even if they disagree with such decisions.

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**5. Meetings**

Council members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Ringers for phones or other electronic devices should be turned off or placed on vibrate during the meetings.

Council members shall make every effort to participate diligently in the activities of the Council and any other committees, agencies or organizations to which they have been appointed by the Mayor and/or Council by virtue of holding the office of an elected official.

Council members shall treat with respect the Mayor, colleagues, staff and members of the public present during Council meetings or other District proceedings. They shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Council.

**6. Decisions Based on Merit**

Council members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated circumstances.

Council members shall share with the Council all substantive information that is relevant to a matter under consideration by them which they may have received from sources outside of the public decision-making process. Where a Council member may have a concern about information received, the Council member may first discuss the information with the Chief Administrative Officer.

**7. Communication and Media Relations**

Council members will accurately communicate the decisions of the Council, even if they disagree with the majority decision of the Council. The Council member may state that he/she voted against a decision but will refrain from making disparaging comments about other Council members or the Council's decision and by doing so will affirm the respect for and integrity in the decision-making process of the Council.

**8. Conflict of Interest**

Council members shall be aware of their responsibilities under Section 205 of the *Local Government Act* and Division 6 of Part 4 of the *Community Charter* and shall fulfill the requirements of the legislation to ensure the decision making process is not compromised by a conflict of interest.

**9. Gifts and Favours**

Council members shall not accept gifts or favours of any kind whether received in the present or in the future, from a person having, or seeking to have dealings with the District, save appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Council member.

A Council member may participate in District programs open to the public and may purchase District property or goods offered for public sale.

**10. Improper Use of Influence**

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No Council member shall use the influence of his or her office for any purpose other than for the exercise of his/her official duties.

A Council member must not attempt to influence a decision, recommendation or other action:

- at a meeting or other activity where the Council member has a conflict of interest;
- in the preparation of staff reports or recommendations;
- in the execution of work delegated to staff, other Council members, or Committees by the Council; or
- of other persons or bodies where the Council member may have a pecuniary interest in a matter under consideration.

### **11. Confidential Information**

Council members shall be aware of their responsibilities under Section 205 of the *Local Government Act* and Section 117 of Division 1 of Part 5 of the *Community Charter* and shall fulfill the requirements of the legislation.

No Council member shall disclose or release to any member of the public, confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the Council to do so.

No Council member shall disclose the substance of deliberations of an in-camera meeting until the Council discusses the information at a meeting that is open to the public or releases the information to the public.

They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

Confidential information includes discussion regarding the property, personnel or legal affairs of the District and information provided by a third party on a confidential basis. Confidential information also includes, but is not limited to information:

- Disclosed or discussed at an In-Camera Meeting of the Council;
- That is circulated to Council members and marked “confidential”; or
- That is given verbally in confidence in preparation for or following an in-camera meeting.

### **12. Access to Information**

Council members have the same access rights to District information as any other resident, unless the information relates specifically to a matter before the Council.

Informal requests for access to information should be referred through the CAO for distribution to appropriate staff unless the request is strictly a technical clarification of information in which case a Council member may approach other department heads directly.

When Council member request information from staff that would constitute more than a technical clarification, the response will be provided to all Council members so that all Council members have access to the same information, unless the information is provided through a formal *Freedom of Information and Protection of Privacy Act (FOIPPA)* request.

Where a Council member requests information that would not normally be readily available to the public except through the provisions of FOIPPA, Council members have the right to utilize the



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provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

**13. Use of Public Resources**

Council members shall not use District resources which are not available to the public in general, such as staff time, equipment, supplies, websites, facilities or other property, other than for purposes connected with the discharge of District duties and in no case for personal convenience or profit, except where such privileges are granted to the general public.

**14. Advocacy**

It is recognized that Council members play a dual role of representing the interests of their respective taxpayers, while recognizing the benefits of regional collaboration and cooperation within the democratic process of decision making as a regional entity. All members of the Council shall respect the diverse interests of its citizenry and the role of Council members to balance the views of their respective jurisdictions with that of other jurisdictions. As such, a Council member may oppose a decision of the Council that does not reflect the values or wishes of his/her particular electoral area or municipality. While it is not anticipated that all decisions will be unanimous, it is recognized that the decisions of the Council will be the only position portrayed as a corporate decision.

To that end, Council members shall represent the official policies or positions of the District to the best of their ability when designated as delegates for this purpose. Council members shall observe a high standard of professionalism when representing the District and in their dealings with members of the broader community.

When presenting their individual opinions and positions, Council members shall expressly state that the views are their own and do not represent the views of the District.

Council members shall not use District letterhead for personal matters or to convey an opinion on any matter not specifically approved by the Council (i.e. Letter to the Editor).

**15. Election Campaign Work**

No Council members shall undertake campaign related activities on District property during regular working hours unless specifically organized by the District (ie candidate procedures, all candidate orientation, etc.).

Council members shall not use any District property for campaign work including District photocopiers, computers, email lists, etc.

**16. Policy Role**

Council members shall respect and adhere to the corporate structure of local government as practiced in the District of Wells. In this structure, the District of Wells Council makes policy decisions while the District staff provide advice and recommendations to the Council and implement the policy decisions of the Council.

In practical terms, there are distinct and specialized roles carried out by the Council as a whole and by individual Council members when performing their other roles. These roles include dealing with constituents and the general public, and participating on various committees, commissions or other agencies to which the Council member may be appointed.

Similarly, there are distinct and specialized roles expected of staff both in carrying out their responsibilities and in dealing with the Council. Staff are accountable to the Chief Administrative Officer and the Chief Administrative Officer is accountable to the Council. As such, it is inappropriate

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for Council members to involve themselves in matters of administration, departmental management, personnel or other administrative responsibilities that fall within the jurisdiction of the Chief Administrative Officer.

The Council as a whole, and not individual Council member, gives direction to staff through Council decisions or through the Mayor. The Chief Administrative Officer directs administrative staff and oversees the implementation of Council decisions. Accordingly, Council members shall not request staff to undertake work that has not been expressly authorized by the Council. Council members shall submit such requests directly to the Council or, where the Council member believes the request is of a minor nature consistent with corporate policies, to the Chief Administrative Officer who shall determine if the request can be accommodated without compromising other Council-approved directives or if the request needs to be referred to the Council for consideration of resource allocation.

Council members shall not interfere with the administrative functions of the District or with the Council policy decisions. Any concerns Council members may have regarding the implementation of Council policy decisions shall be directed to the Chief Administrative Officer.

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**17. Positive Environment**

Council members shall treat other Council members, the public and District staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact during the course of their professional duties.

Directors have a duty to treat members of the public, one another, and staff appropriately and without abuse, bullying or intimidation, and to ensure that the District environment is free from discrimination and harassment.

**18. Relations with Staff**

Council member shall acknowledge and respect the fact that staff work for the District as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objectives. Council member should expect a high quality of advice from staff based on political neutrality and objectivity irrespective of party politics or their personal opinions and without undue influence from any individual Council member or faction of the Council.

Council member shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

No Council member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all Council members shall show respect for the professional capacities of staff.

No Council member shall compel staff to engage in political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any Council member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member in a manner that interferes with that person's duties, including the duty to disclose improper activity.

**19. Reprisals and Obstruction**

The District will not retaliate against Council members or District staff who, in good faith, report a known or suspected violation of this Code as described herein.

Council member will respect the integrity of the Code of Conduct and investigations conducted under it.

Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information in an investigation is, therefore, prohibited.

It is a violation of the Code of Conduct to obstruct an investigation.

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**20. Implementation**

The District's Code of Conduct and Ethics is intended to be self-enforcing. Council member should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Council member are thoroughly familiar with the Code and embrace its provisions.

For this reason, the Code of Conduct and Ethics will be provided to candidates for District elections. Persons elected to the District will be requested to sign the Council member's Statement affirming they have read and understand the District's Code of Conduct and Ethics. The Code of Conduct and Ethics will be reviewed in detail at orientation sessions for new and returning Council members following each election or by-election.

**21. Compliance and Enforcement**

The District's Code of Conduct and Ethics expresses standards of ethical conduct expected for Council members. Council members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District.

Part A - Informal Complaint Procedure

Council members or District employees who identify or witness behavior or an activity by a Council member that they believe is in contravention of the Code of Conduct for Cariboo District Council members, may wish to address the prohibited behavior or activity themselves as follows:

- (1) Advise the Council member that the behavior or activity contravenes the Code of Conduct;
- (2) Encourage the Council member to stop the prohibited behavior or activity;
- (3) If unresolved, keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information; and
- (4) In the case of staff, advise the Chief Administrative Officer and in the case of Council members, advise the Mayor of the Council, about the concern, the comments made to the Council member, and the response from the Council member; and
- (5) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B.

Part B – Formal Complaint Procedure

- (1) Complaint and Review Request:
  - a. A Council member or District employee who has reasonable and probable grounds to believe that a Council member has contravened the Code of Conduct may request that the matter be formally reviewed.
  - b. Formal complaints shall be signed by the complainant and submitted in writing to the Chief Administrative Officer (CAO).
  - c. The complaint shall set out the grounds for the belief and the alleged contravention.
  - d. Any Code of Conduct complaint against a Council member received after September 1 in a general election year shall be held in abeyance until the new Council has been sworn in unless a second complaint is received during the interim in which case the normal investigation will proceed.

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(2) Initial Review:

- a. The Mayor and the CAO will then conduct an initial review of the matter with the complainant and the respondent.
- b. When the Mayor and CAO determine that meeting with the complainant and/or respondent is required, they shall provide reasonable notice of such meetings and shall make reasonable efforts to schedule such meetings at a time that is convenient to the complainant and/or respondent. The complainant and/or respondent shall be permitted to bring a third party. Reference to a third party in this instance specifically excludes legal counsel.
- c. The following are some of the potential reasons why a matter may not be pursued:
  - i. the allegations are not within jurisdiction of the policy;
  - ii. a reasonable alternate remedy is available;
  - iii. there is insufficient evidence or information;
  - iv. an extensive delay or unreasonable delay (i.e. more than six months) has occurred;
  - v. the complaint was made anonymously
  - vi. the parties have resolved the complaint.

(3) Complaints Involving Executive Committee Member(s) or CAO:

- a. In the event that a member of the Executive Committee or the CAO is a direct party to a complaint under this policy, they shall remove themselves from any role other than that of complainant or responder. In cases involving the CAO, all references to CAO contained within this policy shall be deemed to be the Deputy CAO. In the case of a complaint against the Mayor, all references to Mayor contained within this policy shall be deemed to be the Acting-Mayor. In the case of a complaint against any other member of the Executive, the member shall remove themselves from deliberations of the Executive Committee. If more than one member of the Executive Committee is named in a complaint, the role of the Executive Committee shall be carried out by the full Council.

(4) Mediation:

- a. Where it has been determined to be feasible and where both parties concur, a mediated solution to the dispute will be attempted. A person who has mediation skills and is acceptable to the complainant and the respondent will mediate the dispute. Both parties will have the right to have another person accompany them to the mediation.
- b. Mediation may be attempted at any point in the process of dealing with a complaint where it is considered to be appropriate and have a reasonable chance of resolving the complaint.

(5) Formal Investigation:

- a. When it is not possible to resolve the complaint through discussion or mediation, a full-scale investigation will be conducted.
- b. The CAO and Mayor may speak to the complainant, the Council member whose conduct is in question, and any other persons relevant to the complaint for the purposes of a complete investigation. Written statements may be requested.
- c. Upon completion of the investigation, the CAO will report to the Executive Committee of the Council with recommendations for any corrective action or settlement of the complaint or shall advise the Committee that no contravention of the Code of Conduct occurred or that such contravention was trivial or inadvertent or an error in judgment made in good faith and recommend that no further action be undertaken.

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- d. The Executive Committee shall determine whether the matter has been satisfactorily resolved or whether the matter needs to be referred to the Council for imposition of a formal penalty and may make recommendations as to the penalty that should be considered.
- e. Any corrective action recommended must be permitted in law and shall be designed to ensure that the inappropriate behavior or activity does not continue.
- f. Where the Executive Committee deems the matter satisfactorily resolved, the Executive Committee shall follow up with the parties after a period of three (3) months to ensure continued satisfaction with the outcome and/or continued progress on any agreed to courses of action and, if necessary, shall continue to monitor progress until such time as the agreed to actions are satisfactorily completed.
- g. Following discussion with the Executive Committee, the CAO shall prepare a final report which shall be provided to the complainant and to the Council member whose conduct is concerned advising that either the matter is concluded or that the matter has been referred to the Council for formal consideration.
- h. The Executive Committee may graduate any complaint to the full Council at any stage of the investigation at its discretion.

(6) Frivolous or Vexatious Complaints:

- a. If the CAO is of the opinion that the nature of the complaint is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, the CAO may refuse to conduct an inquiry and shall state the reason for not doing so in the report to the Executive Committee.
- b. If the complaint is found to be frivolous or vexatious or not made in good faith because of the investigation, the CAO shall so state in the report to the Executive Committee.
- c. Complaints under the Code of Conduct are taken very seriously. As such, where a complaint is found to be frivolous, vindictive, or vexatious in accordance with subsections (a) and (b) of this section or where false information has been provided, the complainant or witness providing false information shall be subject to disciplinary measures as follows:
  - i. In the case of an employee, the CAO shall undertake take appropriate disciplinary measures;
  - ii. In the case of a Council member, the Council shall undertake appropriate punitive actions in accordance with the following section.

(7) Duty of the Council:

- a. The Council member shall be advised of the date of the in-camera meetings where the Council will consider the complaint and will hear the Council member's response. Where the Council member advises the Council that he/she is unable to attend one of the scheduled meetings, the Council shall make all reasonable efforts to consider the matter at a meeting where the Council member is present. A Council member will not be permitted to unnecessarily delay the process by continued unavailability.
- b. The Council shall, at the in-camera meeting of the Council (first meeting), review the report of the CAO together with copies of the complaint (and any subsequent reports from the complainant) and the statement of the Council member whose conduct is being considered, as well as any recommendations from the Executive Committee.
- c. The Council shall provide the Council member whose conduct is being considered with an opportunity to address the Council at the next in-camera meeting of the Council immediately following the meeting at which the complaint is first received or as soon as practical thereafter (second meeting).

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- d. At the second meeting, the Council shall hear the Council member’s response (if any) to the allegations and shall consider what, if any, remedial action and/or penalty may be appropriate to impose.
- e. Where it is deemed appropriate to impose a penalty, the Council shall first consider whether or not the breach of this Code breaches the provisions of the *Local Government Act* or the *Community Charter* to the extent that the Council member is disqualified from holding office.
- f. Where disqualification is not applicable, the Council may impose one or more of the following penalties on a Council member found to be in breach of the Code of Conduct:
  - Censure;
  - Rescission of committee and other appointments; and/or
  - Suspension of the monthly remuneration paid to the Council member in respect of his or her duties as a member of the Council for a period of up to 90 days.
- g. Following deliberation by the Council, the CAO shall prepare a final report which shall be provided to the complainant and to the Council member whose conduct is concerned advising of the final disposition of the matter.

(8) Confidentiality:

- a. Complaints under the Code of Conduct shall be treated in confidence throughout the complaint, investigation process, Executive Committee deliberation, and initial deliberation by the Council.
- b. If the Council imposes a penalty under subsection 7(f) above, the penalty imposed shall be released to the public at the next scheduled Council meeting.

(9) Reports:

The CAO shall report annually to an open Council meeting within 90 days of the end of the calendar year on complaints received under the Code of Conduct and the disposition of such complaints. Names of complainants or directors who have been complained against but where no penalties have been assessed shall not be included in the report.

**22. Impact on Council Decisions**

A Violation of this Code of Conduct and Ethics shall not be considered a basis for challenging the validity of a District decision.

\_\_\_\_\_  
Signature of Elected Official

\_\_\_\_\_  
Date

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**2023 Roll Totals**  
 Revised Roll run on 2023-03-17

Printed Date: 31/Mar/2023



Area - 24 Cariboo  
 Jurisdiction - 391 District of Wells

Property Class	Occurrences	ACTUAL VALUE TOTALS			Total
		Land	Improvements		
Residential Vacant	264 Gross	21,682,200			21,682,200
Residential Single Family	127 Gross	3,827,800	17,404,100		21,231,900
Residential Other	27 Gross	1,151,700	3,713,700		4,865,400
<b>1 - *Total Residential*</b>	<b>418 Gross</b>	<b>26,661,700</b>	<b>21,117,800</b>		<b>47,779,500</b>
2 - Utilities	5 Gross	65,100	919,300		984,400
5 - Light Industry	2 Gross	76,600	21,300		97,900
6 - Business And Other	96 Gross	3,364,300	6,302,900		9,667,200
8 - Rec/Non Profit	3 Gross	249,500	23,700		273,200
S.644LGA/398VC	2 Gross				
<b>Total for Jurisdiction</b>	<b>Gross</b>	<b>30,417,200</b>	<b>28,385,000</b>		<b>58,802,200</b>

(199,200) Included in Utilities above

Folio Count:  
 Active: 507  
 Total: 507



**2023 Roll Totals**  
 Revised Roll run on 2023-03-17

Printed Date: 31/Mar/2023



Area - 24 Cariboo  
 Jurisdiction - 391 District of Wells

Property Class	Occurrences	GENERAL TAXABLE VALUES			
		Land	Improvements	Land	Improvements
Residential Vacant	264 Gross	21,682,200	Net	1,387,400	
	Exempt	-20,294,800			
Residential Single Family	127 Gross	3,827,800	17,404,100 Net	3,827,800	17,404,100
	Exempt				
Residential Other	27 Gross	1,151,700	3,713,700 Net	627,500	2,082,400
	Exempt	-524,200	-1,631,300		
<b>1 - *Total Residential*</b>	<b>418 Gross</b>	<b>26,661,700</b>	<b>21,117,800</b> Net	<b>5,842,700</b>	<b>19,486,500</b>
	<b>Exempt</b>	<b>-20,819,000</b>	<b>-1,631,300</b>		
2 - Utilities	5 Gross	65,100	720,100 Net	65,100	80,100
	Exempt		-640,000		
5 - Light Industry	2 Gross	76,600	21,300 Net	76,600	
	Exempt		-21,300		
6 - Business And Other	96 Gross	3,364,300	6,302,900 Net	1,431,234	2,017,316
	Exempt	-1,933,066	-4,205,504		
8 - Rec/Non Profit	3 Gross	249,500	23,700 Net	204,300	
	Exempt	-45,200	-23,700		
S.644LGA/398VC	2 Gross		199,200 Net		199,200
	Exempt				
<b>Total for Jurisdiction</b>	<b>Gross</b>	<b>30,417,200</b>	<b>28,385,000</b> Net	<b>7,619,934</b>	<b>21,783,116</b>
	<b>Exempt</b>	<b>-22,797,266</b>	<b>-6,601,884</b>		

Net Taxable Assessment:  
 General: 29,403,050  
 Less S.644LGA/398VC: 199,200  
**Total: 29,203,850**

Folio Count:  
 Active: 507  
 Total: 507



**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**TUESDAY April 04, 2023—7:00pm**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**



**2023 Roll Totals**  
 Revised Roll run on 2023-03-17

Printed Date: 31/Mar/2023



Area - 24 Cariboo		SCHOOL TAXABLE VALUES							
Jurisdiction - 391 District of Wells		Occurrences	Land	Improvements		Land	Improvements		
Property Class									
Residential Vacant	264	Gross	21,682,200		Net	1,387,400			
		Exempt	-20,294,800						
Residential Single Family	127	Gross	3,827,800	17,404,100	Net	3,827,800	17,404,100		
		Exempt							
Residential Other	27	Gross	1,151,700	3,713,700	Net	627,500	2,082,400		
		Exempt	-524,200	-1,631,300					
<b>1 - *Total Residential*</b>	<b>418</b>	<b>Gross</b>	<b>20,001,700</b>	<b>21,117,000</b>	<b>Net</b>	<b>5,842,700</b>	<b>19,486,500</b>		
		<b>Exempt</b>	<b>-20,819,000</b>	<b>-1,631,300</b>					
2 - Utilities	5	Gross	65,100	919,300	Net	65,100	919,300		
		Exempt							
5 - Light Industry	2	Gross	76,600	21,300	Net	76,600			
		Exempt		-21,300					
6 - Business And Other	96	Gross	3,364,300	6,302,900	Net	1,431,234	2,017,316		
		Exempt	-1,933,066	-4,285,584					
8 - Rec/Non Profit	3	Gross	249,500	23,700	Net	204,300			
		Exempt	-45,200	-23,700					
S.644LGA/398VC	2	Gross			Net				
		Exempt							
<b>Total for Jurisdiction</b>		<b>Gross</b>	<b>30,417,200</b>	<b>28,385,000</b>	<b>Net</b>	<b>7,619,934</b>	<b>22,423,116</b>		
		<b>Exempt</b>	<b>-22,797,266</b>	<b>-5,961,884</b>					
Folio Count:							Net Taxable Assessment:		
Active:	507							School Residential:	25,329,200
<b>Total:</b>	<b>507</b>							School Non-Residential:	4,713,850
						<b>School Total:</b>	<b>30,043,050</b>		



**2023 Roll Totals**  
 Revised Roll run on 2023-03-17

Printed Date: 31/Mar/2023



Area - 24 Cariboo		HOSPITAL TAXABLE VALUES						
Jurisdiction - 391 District of Wells		Occurrences	Land	Improvements		Land	Improvements	
Property Class								
Residential Vacant	264	Gross	21,682,200		Net	1,387,400		
		Exempt	-20,294,800					
Residential Single Family	127	Gross	3,827,800	17,404,100	Net	3,827,800	17,404,100	
		Exempt						
Residential Other	27	Gross	1,151,700	3,713,700	Net	627,500	2,082,400	
		Exempt	-524,200	-1,631,300				
<b>1 - *Total Residential*</b>	<b>418</b>	<b>Gross</b>	<b>26,661,700</b>	<b>21,117,800</b>	<b>Net</b>	<b>5,842,700</b>	<b>19,486,500</b>	
		<b>Exempt</b>	<b>-20,819,000</b>	<b>-1,631,300</b>				
2 - Utilities	5	Gross	65,100	279,300	Net	65,100	279,300	
		Exempt						
5 - Light Industry	2	Gross	76,600	21,300	Net	76,600		
		Exempt		-21,300				
6 - Business And Other	96	Gross	3,364,300	6,302,900	Net	1,431,234	2,017,316	
		Exempt	-1,933,066	-4,285,584				
8 - Rec/Non Profit	3	Gross	249,500	23,700	Net	204,300		
		Exempt	-45,200	-23,700				
S.644LGA/398VC	2	Gross			Net			
		Exempt						
<b>Total for Jurisdiction</b>		<b>Gross</b>	<b>30,417,200</b>	<b>27,745,000</b>	<b>Net</b>	<b>7,619,934</b>	<b>21,783,116</b>	
		<b>Exempt</b>	<b>-22,797,266</b>	<b>-5,961,884</b>				
Folio Count:								
Active:	507							
<b>Total:</b>	<b>507</b>							

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**TUESDAY April 04, 2023—7:00pm**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**



**2023 Roll Totals**  
 Revised Roll run on 2023-03-17

Printed Date: 31/Mar/2023



Area - 24 Cariboo		NET TAXABLE VALUE TOTALS			
Jurisdiction - 391 District of Wells		Occurrences	General	Hospital	School
Property Class					
Residential Vacant		264 Net	1,387,400	1,387,400	1,387,400
Residential Single Family		127 Net	21,231,900	21,231,900	21,231,900
Residential Other		27 Net	2,709,900	2,709,900	2,709,900
<b>1 - *Total Residential*</b>		<b>418 Net</b>	<b>25,329,200</b>	<b>25,329,200</b>	<b>25,329,200</b>
2 - Utilities		5 Net	145,200	344,400	984,400
5 - Light Industry		2 Net	76,600	76,600	76,600
6 - Business And Other		96 Net	3,448,550	3,448,550	3,448,550
8 - Rec/Non Profit		3 Net	204,300	204,300	204,300
S.644LGA/398VC		2 Net	199,200		
<b>Total for Jurisdiction</b>		<b>Net</b>	<b>29,403,050</b>	<b>29,403,050</b>	<b>30,043,050</b>
Folio Count:		Net Taxable Assessment:		Net Taxable Assessment:	
Active:	507	General:	29,403,050	School Residential:	25,329,200
<b>Total:</b>	<b>507</b>	Less S.644LGA/398VC:	199,200	School Non-Residential:	4,713,850
		<b>Total:</b>	<b>29,203,850</b>	<b>School Total:</b>	<b>30,043,050</b>