

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
THURSDAY April 20, 2023—7:00PM  
IN-PERSON AND ONLINE (VIA ZOOM)  
AGENDA**

**ZOOM Link: (see full Zoom Link on Page 4)**

<https://us02web.zoom.us/j/7390942920?pwd=b1VlbDdiazN0UUtVemJ1SGllcnFvQT09>

**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, Xatsúll, 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 Thursday April 20, 2023, 7:00pm**

**1.2 Recommendation/s:** THAT Council approves the agenda for the Regular Council meeting of Thursday April 20, 2023, as circulated.

**2.0 MINUTES**

**2.1 Recommendation/s:** THAT Council approves the minutes for the Regular Council meeting of Tuesday April 4, 2023, as circulated. (pages 11 to 15)

**2.2 Recommendation/s:** THAT Council approves the minutes for the Committee of the Whole meeting of Thursday April 6, 2023, as circulated. (pages 16 to 19)

**Motions to Council from Committee of the Whole April 16<sup>th</sup>**

**23-64 MOVED** Councillor Jenn Lewis, Seconded Dirk Van Stralen THAT Council approve the attachments for the Budget on the Committee of the Whole Budget Meeting on April 6, 2023.

Carried unanimously.

**23-65 MOVED** Councillor Funk / Seconded Councillor Van Stralen That the following budget meeting schedule be recommended for approval by Council at its In-Camera meeting following the Committee of the Whole meeting on April 6, 2023.

- Thu. April 6, 2023 1:00 PM – Committee of the Whole Budget Meeting
- Thu. April 20, 2023 7:00 PM – Regular Council Meeting and Budget Meeting
- Thu. May 4, 2023 6:00 PM – Public Hearing re. 2023 Budget
- Thu. May 4, 2023 7:00 PM – Regular Council Meeting – Three readings & Taxation Rates
- Tue. May 9, 2023 7:00 PM – Special Open Council Meeting – Budget final reading and Tax Rate Adoption (Zoom only)

Carried unanimously.

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**3.0 DELEGATIONS AND PRESENTATIONS--NIL**

**4.0 CORRESPONDENCE--NIL**

*Update Letter--Wells Destination High School Board-- Alison Galbraith, President, Wells Destination School Society (pages 20 to 21)*

**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
- P011—NDIT Power Line Project—Final Report early May, to be presented at May 16th
- 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
- P30--PROV BC Jack of Clubs Lake & Area Reclamation Project—Page 24
- 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-Approved

**6.0 Reports and Budget Discussion**

**6.1 Councillors Lewis and Van Stralen—Vision and Planning Committee—Minutes (Pages 22 and 23)**

**6.2 Mayor’s Report (and verbal updates)**

- Concise Business Plan—Version 4.2 (posted at Wells.ca)
- Subdivision Requests—meeting with City of Quesnel Planning Staff on processes
- Meeting Dates:
  - 2023 May 02 OCP Meeting for Mayor & Council and Select Committees with Urban Systems and Public
  - 2023 May 04 Budget Public Hearing and Regular Council Meeting
  - 2023 May 09 Special Open Council Meeting-- Budget final reading and Tax Rate Adoption (Zoom only)
  - Emergency Preparedness Committee—working with all partners on an late May meeting.
- Staffing Update—CAO Recruitment (see pages 25 to 27), EDO Recruitment, Red Seal Carpenter and Facilities Supervisor, Casual Employment and Casual Contractors

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

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**6.4 Budget Discussions (Pages 5 to 10; 28 to 31; 41 to 43)**

- **Budget Spreadsheets**
- **Fire Brigade Equipment and Renovations List**
- **Public Works Equipment and Small Maintenance Projects List**
- **Facilities Equipment and Renovations and List**
- **Governance and Operations Furniture and Renovations List**

**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 Thursday April 20, 2023.

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

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Ed Coleman is inviting you to a scheduled Zoom meeting.

Topic: Ed Coleman's Personal Meeting Room

Join Zoom Meeting

<https://us02web.zoom.us/j/7390942920?pwd=b1VlbDdiazN0UUtVemJ1SGllcnFvQT09>

Meeting ID: 739 094 2920

Passcode: 131318

One tap mobile

+12532050468,,7390942920#,,,,\*131318# US

+12532158782,,7390942920#,,,,\*131318# US (Tacoma)

Dial by your location

+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)

+1 646 931 3860 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

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Meeting ID: 739 094 2920

Passcode: 131318

Find your local number: <https://us02web.zoom.us/j/kob66eegx>



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**Finance Overview**

**Functions**

Staff

- CAO—Chief Administration Office
- EDO—Economic Development Officer
- PWS—Public Works Superintendent
- CFS—Read Seal Carpenter and Facilities Supervisor
- DC/CO—District Clerk and Corporation Officer
- Labourer(s) and Casual Staff

Facilities and Lands

- Wells Community Hall
- Wells Barkerville Community Cultural and Recreation Centre
- Wells District Office
- Wells Fire Hall
- Wells Visitors Centre
- Public Works and Facilities--Shops and Storage Buildings
- Outdoor Covered Ice Rink and Washroom Facility
- Ball Diamond and Other

Infrastructure

- Water
- Sewer
- Roads, Drainage, and Snow Removal

Supplies, Vehicles, and Equipment

Utilities

- Power and Back-up Power
- Communications—cell, phone, satellite, other

Projects

- Small
- Medium
- Large

**Funds**

- 01 General Government
- 02 General Capital
- 03 Water Capital
- 04 Sewer Capital
- 05 Water Operating
- 06 Sewer Operating
- 10 Projects

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**Budget Process**

- 2021 Audit
- 2022 Audit
- Operating Budget and Five Year Financial Plan
- Projects Budget
- 2023 04 06—Committee of the Whole Budget Meeting
- 2023 04 20—Regular Council Meeting and Budget Meeting
- 2023 05 04—Budget Public Hearing
- 2023 05 04—Regular Council Meeting and Budget—Three Readings & Taxation Rates
- 2023 05 09—Regular Council Meeting—Budget Final Reading and Tax Rate Adoption

**Known Revenue Sources to support Operating Budget**

- Operating Budget Community Grant
- Frontage Taxes
- Municipal Tax Levi
- Community Forest
- Community Works
- Other Revenues

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**Example Spreadsheet 1**

DISTRICT OF WELLS							
Five Year Financial Plan Bylaw							
Schedule "A"							
Five Year Financial Plan							
2023							
			General	Water	Sewer	Projects	Totals
<b>REVENUES</b>							
Property Taxes			(\$95,030)				
Grants-in-Lieu & Special Assessments			(29,290)				
Parcel/Frontage Taxes			(3,780)	(48,000)	(37,790)		
Fees & Charges							
Sales of Services			(115,440)	(60,120)	(56,210)		
Licences, Permits, Fines			(13,000)				
Proceeds from Borrowing							
Other Revenue							
Return on Investments			(1,400)				
Penalties & Interest on Taxes			(7,100)				
Other Income			(253,190)				
Local Improvement Plan							
Capital Grants							
Donations							
Proceeds from Legal Action							
Grants							
Unconditional Grants			(425,000)				
Conditional Grants			(144,250)				
Transfer from Funds							
Capital Reserve							
Equipment Replacement Reserve							
Development Cost Charge							
Parkland Acquisition							
Other Capital Reserves							
Operating Reserves							
Local Improvements							
Economic, Recreation & Culture Res.							
Prior Years Surplus							
<b>Total Revenues</b>			<b>(\$1,087,480)</b>	<b>(\$108,120)</b>	<b>(\$94,000)</b>		
<b>EXPENDITURES</b>							
Debt							
Interest							
Principal							
Municipal Purposes							
Legislative			36,110				
General Government			668,820				
Other General Government			331,000				
Protection to Persons & Property			123,420				
Transportation Services			199,380				
Sewer Services					94,000		
Water Services				108,120			
Recreation & Cultural Services							
Community & Development Services			60,800				
Other							
Transfer to Own Funds							
Capital Expenditures							
Reserves							
Surplus							
<b>Total Expenditures</b>			<b>\$1,419,530</b>	<b>\$108,120</b>	<b>\$94,000</b>		

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**Example Spreadsheet 2**

<b>DEPARTMENT:</b> Administrative Services									
<b>FUNCTION:</b> Administrative Services									
<b>FUNCTION GOAL</b>									
<b>SERVICES OBJECTIVES</b>									
<b>CONSEQUENCES OF NOT FUNDING</b>									
<b>BUDGET REQUEST</b>									
Account Number	Account Name	2022 Budget	Est. to Year End	2023 Request	% change	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate
<b>Revenues</b>									
	Carry forward	-	-	-	#DIV/0!	(15,200)	(15,200)	(15,200)	(15,200)
	Funding from Prior Year	-			#DIV/0!				
	Misc			-300	#DIV/0!	-300	-300	-300	-300
					#DIV/0!				
	<b>Total Revenues</b>	-	-	(300)		(15,500)	(15,500)	(15,500)	(15,500)
<b>Expenditures</b>									
	Totals Forward			718,190		733,820	748,020	762,520	777,296
01-2-150-212	Copy Machine	4,000	2,164	3,000	-25%	3,000	3,100	3,100	3,100
01-2-150-213	Telephone/Internet	5,000	1,501	2,500	-50%	2,500	2,500	2,500	2,500
01-2-150-221	Statutory Advertising	2,500	3,464	4,000	60%	600	600	600	600
01-2-150-225	Office Supplies	6,500	8,028	10,000	54%	10,000	10,000	10,000	10,000
01-2-150-229	Vadim Lease & Service Cont.	9,800	-	10,000	2%	10,000	10,000	10,000	10,000
01-2-150-240	Audit	15,000	-	23,000	53%	25,000	25,000	25,000	25,000
01-2-150-242	Legal	20,000	19,345	20,000	0%	20,000	20,000	20,000	20,000
01-2-150-250	Liability Insurance	9,200	36,558	9,200	0%	9,300	9,400	9,500	9,500
01-2-150-251	Fire Insurance	24,191	-	28,000	16%	28,000	29,000	29,500	29,500
01-2-150-292	Gen. Exp. Postage etc.	3,100	739	1,000	-68%	1,000	1,000	1,000	1,000
01-2-150-294	Tax Sale Costs	600	-	600	0%	600	600	600	600
					#DIV/0!				
					#DIV/0!				
					#DIV/0!				
	<b>Total Expenditures</b>	99,891	71,799	829,490	730%	843,820	859,220	874,320	889,096
* use a second page if necessary									
Submitted by:					Approved by:				
Division Head					Department Head				



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**Example Spreadsheet 4**

<b>DEPARTMENT:</b> Protective Services									
<b>FUNCTION:</b> Fire Department									
<b>FUNCTION GOAL</b>									
<b>SERVICES OBJECTIVES</b>									
<b>CONSEQUENCES OF NOT FUNDING</b>									
<b>BUDGET REQUEST</b>									
Account Number	Account Name	2022 Budget	Est. to Year End	2023 Request	% change	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate
<b>Revenues</b>									
					#DIV/0!				
					#DIV/0!				
					#DIV/0!				
<b>Total Revenues</b>		-	-	-		-	-	-	-
<b>Expenditures</b>									
<b>Fire Department - Fire Hall</b>		30,420	8,283	63,200	108%	42,200	42,200	42,200	46,200
01-2-240-522	Building Rep & Maint - F.D.	68,000	20,552	30,000	-56%	25,000	25,000	26,000	26,000
01-2-240-580	Propane - F.D.	15,000	15,000	15,000	0%	16,000	16,000	16,000	16,000
01-2-240-585	Electricity - F.D.	1,000	1,000	1,000	0%	1,200	1,200	1,200	1,200
		84,000	36,552	46,000	-45%	42,200	42,200	43,200	43,200
<b>Fire Department - Vehicles</b>									
01-2-244-190	Truck Inspect & Cert. - F.D.	550	6,784	1,500	173%	7,000	1,500	7,000	1,500
01-2-244-250	Vehicle Insurance - F.D.	1,620	1,443	1,620	0%	1,620	1,630	1,640	1,650
01-2-244-450	Fuel - F.D.	500	398	500	0%	500	500	500	500
01-2-244-510	Truck Rep & Maint. F.D.	500	-	600	20%	600	600	600	600
		3,170	8,625	4,220	33%	9,720	4,230	9,740	4,250
<b>Total Expenditures</b>		117,590	45,177	113,420	-4%	94,120	88,630	95,140	93,650
						* use a second page if necessary			
Submitted by:					Approved by:				
Division Head					Department Head				

DISTRICT OF WELLS REGULAR COUNCIL MEETING  
TUESDAY APRIL 4, 2023  
IN-PERSON AND ONLINE (VIA ZOOM)  
MINUTES (DF edits)

**ATTENDANCE:** Mayor Ed Coleman; Councillor Jenn Lewis; Councillor Dorothea Funk; Councillor Josh Trotter-Wanner; Councillor Dirk Van Stralen

**STAFF:** Corporate Officer & District Clerk Angela Ward; Public Works Superintendent Niel Doerksen

**SPECIAL GUEST:** Municipal Advisor Gary Nason

**PUBLIC GALLERY:** 1 in-person; 8 online

**1.0 CALL TO ORDER AND INDIGENOUS LANDS ACKNOWLEDGEMENT: 7:04PM**

1.1 Agenda for the Regular Council Meeting April 4, 2023

**23-53 MOVED** Councillor Jenn Lewis, Seconded Councillor Dirk Van Stralen THAT Council approves the agenda for the Regular Council Meeting of April 4, 2023.

Carried Unanimously.

**2.0 MINUTES:**

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

**23-54 MOVED** Councillor Jenn Lewis, Seconded Councillor Dirk Van Stralen THAT Council approve the minutes for the Regular Council Meeting of Tuesday March 21, 2023 with agreement to check the meeting recording re. a couple of items.

Carried Unanimously.

**3.0 DELEGATIONS AND PRESENTATIONS: NIL**

**4.0 CORRESPONDENCE:**

4.1 Wells Barkerville Community Forest – Report to Council

**23-55 MOVED** Councillor Dorothea Funk, Seconded Councillor Jenn Lewis THAT Council receive the report from the Wells Barkerville Community Forest dated March 30, 2023.

Carried Unanimously.

4.2 Province of British Columbia – Minister Ann Kang, Ministry of Municipal Affairs re. Growing Communities Fund

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- Mayor Coleman stated that the Wells allocation of \$588,000 from the Growing Communities Fund was welcome and a resource which will be discussed during the 2023 budget process.

**23-56 MOVED** Councillor Jenn Lewis, Seconded Councillor Josh Trotter-Wanner THAT Council receive the March 16, 2023 letter re. the Community Growth Fund from the Ministry of Municipal Affairs, Minister Ann Kang.

Carried Unanimously.

**5.0 UNFINISHED BUSINESS:**

**5.1 Strategic Priorities Projects – Municipal Advisor Gary Nason**

**23-57 MOVED** Councillor Josh Trotter-Wanner, Seconded Councillor Dorothea Funk THAT Council receives the updated Strategic Priorities Projects Grids as per changes made February and March, 2023, as a result of multiple Strategic Planning Sessions with Council.

Carried Unanimously.

**6.0 REPORTS:**

*All reports will be received in a motion together at the end.*

**6.1 PUBLIC WORKS SUPERINTENDENT – Niel Doerksen:**

- Mr. Doerksen presented a verbal report based on the written report in the Agenda.
- He also reported there were 14-16 broken water lines over the winter in Wells and is grateful to be now through the worst. He expressed thanks to Fred Schmode (Two Boys) for his help to Public Works during the winter season.

**6.2 FIRE CHIEFS**

- Written report is on pp. 15-18 of the Agenda.

**6.3 VISION AND PLANNING SELECT COMMITTEE:**

- Co-Chair Councillor Jenn Lewis submitted the Summary and Minutes from the Committee's March 28<sup>th</sup> session for approval, saying it went really well, and noting that the text in blue is what the Committee wants to review with the consultant Urban Systems.
- Urban Systems will be in Wells on Tue. May 2, 2023 for an in-person meeting with Council in the morning, and a joint meeting with the Select Council Committees in the afternoon.
- The V & P Committee's next meeting is April 11, 2023.
- Co-Chair Councillor Van Stralen said the description by Committee member Judy Campbell, 'that the OCP process is an elephant you have to eat one mouthful at a time'



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is perfect. The essential issues are mapping and with section 4 of draft OCP making sure the final OCP reflects what the community wants.

- Councillor Funk noted she plans a meeting of the Community Buildings and Lands Committee (which she co-chairs with Councillor Trotter-Wanner) before the May 2 session with the consultant.

**6.4 MAYOR'S REPORT:**

- Mayor Coleman said the Concise Business plan 4.2 has not changed and is online. There will be Version 4.3 in the next few weeks.
- The 2023 budget process he is working on with Interim Chief Financial Officer Doug Chapman is a bit late because of provincial funding announcements, though will get done on time by the mid-May deadline. Once the operating budget is completed, tax rates can be set. He noted that taxes collected for other agencies will be classified differently, since they're not part of the District's operating budget. The budget will also include some small projects (e.g. office building, public works, other facilities). The budget process also includes a five-year capital plan.
- The BC Assessment Roll amounts have already been received (pp. 48-50 of the Agenda) which will have an impact on the final tax rates.
- The District will be getting a debit machine at the office to help with collecting taxes, which is preferred to cash. Cheques and e-transfers are also options for paying taxes.
- There will be a public Committee of the Whole Meeting Thu. April 6, 2023, 1:00 PM to begin the budget deliberation process, which Mr. Chapman will attend, followed by an In-Camera meeting.
- The Mayor is meeting with the City of Quesnel Planning Staff to clarify the subdivision process following a subdivision request for the Nugget Hill property.
- The Mayor asked for a motion to change two upcoming Regular Council Meeting dates: April 18 to April 20 and May 2 to May 4, 2023.
- A motion is needed for Councillor Josh Trotter-Wanner co-chair the Emergency Preparedness Committee with the Mayor. Also, he noted there is funding for emergency preparedness work.
- The Mayor asked for a motion to approve the posting for a new Chief Administrative Officer (deadline April 28). He thanked Municipal Consultant Gary Nason for all his help in developing the position/posting. The new CAO will be involved in filling two other vacancies (Economic Development and Public Works Red Seal Carpenter/Facilities Supervisor). Filling any Casual positions in the meantime will be handled by the Mayor and Acting Mayor.
- Mayor Coleman answered questions about the new Draft Code of Conduct for Council members. Councillor Lewis noted that while, under *21.7 Compliance and Enforcement-*

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*Frivolous or Vexatious Complaints (21.7)* the CAO may refuse to conduct an inquiry, it was important Council members are made aware of the complaint.

- The new agreement between the federal government and RCMP for municipal policing costs will not affect Wells, since populations under 5000 don't pay for policing. However, RCMP costs that show up on the tax bill may go up a bit.
- The 911 and Fire Hall communications are being upgraded and he explained the redundancies.
- 911 calls from Wells in 2022: 15 police, 8 fire, 13 EMS, and 27 abandoned (total 63, half abandoned).
- Councillor Dorothea Funk was sworn in by Corporate Officer Angela Ward as Alternate Director for the Cariboo Regional District when the mayor is unavailable. She will attend the monthly CRD Meeting in Williams Lake on Fri. April 14, 2023.

*Motions from the Mayor's Report:*

**23-58 MOVED** Councillor Funk, Seconded Councillor Lewis THAT the Regular Council Meeting scheduled for Tue. April 18, 2023 be moved to Thu. April 20, 2023 and THAT the Regular Council Meeting scheduled for Tue. May 2, 2023 be moved to Thu. May 4, 2023.

Carried unanimously.

**23-59 MOVED** Councillor Councillor Jenn Lewis, Seconded Councillor Dirk Van Stralen THAT Councillor Josh Trotter-Wanner will co-chair the Emergency Preparedness Committee with Mayor Coleman.

Carried Unanimously.

**23-60 MOVED** Councillor Dirk Van Stralen, Seconded Councillor Jenn Lewis THAT Council approve the Chief Administrative Officer position posting on the District of Wells website and CivicInfo BC website.

Carried Unanimously.

**23-61 MOVED** Councillor Dirk Van Stralen, Seconded Councillor Dorothea Funk THAT Council approve the Draft Code of Conduct as the official Code of Conduct for the District of Wells.

Carried Unanimously.

*Motion needed to approve all reports in 6.0.*

**23-62 MOVED** Councillor Dirk Van Stralen, Seconded Councillor Jenn Lewis THAT Council receives all Reports in Agenda Item 6.0.

Carried Unanimously

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**7.0 INFORMATION AND ANNOUNCEMENTS:**

**7.1 Council**

- Councillor Josh Trotter-Wanner informed us that Island Mountain Arts is having a genealogy writing course (*Unlock Your Family Story*) on April 22, 2023
- Councillor Jenn Lewis asked for volunteers to join the important work of the Fire Brigade.
- Councillor Lewis, in her role on the Wells-Barkerville Community Forest Board, will be at the COFI (Council of Forest Industries) meeting April 12-14 in Prince George. Also, the Community Forest will be holding an Open House at the Community Hall on April 21<sup>st</sup> from 4 pm to 9 pm.

**7.2 Staff – nil**

**7.3 Public Gallery**

Dave Jorgensen had questions about the 911 redundancy methods, suggesting the internet not be one of the methods as it goes down with the copper lines.

**8.0 ADJOURNMENT:**

**8.1** Adjournment of the Regular Council meeting of Tuesday April 4, 2023.

**23-63 MOVED** Councillor Dirk Van Stralen, Seconded Councillor Jenn Lewis THAT Council at 8:23PM adjourns the Regular Council Meeting of Tuesday April 4, 2023.

Carried Unanimously

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Ed Coleman, Mayor

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Angela Ward, Corporate Officer

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**DISTRICT OF WELLS COMMITTEE OF THE WHOLE COUNCIL MEETING  
THURSDAY, APRIL 06, 2023 1:00 PM  
IN-PERSON AND ONLINE (VIA ZOOM)  
MINUTES (Draft 2 - DF)**

**ATTENDANCE:** Mayor Ed Coleman; Councillor Jenn Lewis; Councillor Dorothea Funk; Councillor Josh Trotter-Wanner; Councillor Dirk Van Stralen

**STAFF:** Corporate Officer – District Clerk Angela Ward; Public Works Superintendent Niel Doerksen; Interim Chief Financial Officer Doug Chapman

**GUEST:** Municipal Advisor Gary Nason

**PUBLIC GALLERY:** 6 (online)

**1.0 CALL TO ORDER AND INDIGENOUS LANDS ACKNOWLEDGEMENT 1:05 PM** – Mayor Coleman

1.1 Agenda for the committee of the Whole Council meeting of Thursday, April 6, 2023

- The meeting is being recorded, and copies of the recording will be available from the District Office.

**23-64 MOVED** Councillor Dirk Van Stralen, seconded by Councillor Jenn Lewis THAT Council approve the agenda for the Committee of the Whole Council meeting of Thursday, April 6, 2023.

**2.0 MINUTES – NIL**

**3.0 DELEGATIONS AND PRESENTATIONS – NIL**

**4.0 CORRESPONDENCE – NIL**

**5.0 UNFINISHED BUSINESS – NIL**

**6.0 BUDGET DISCUSSIONS:**

**6.1 Attachments for Budget**

- Mayor Coleman explained the procedures for preparing a budget and what the process entails. He went through the Finance Overview (pp. 2-3 of Agenda) explaining what the budget covers, such as staff, facilities and lands, painting, roads, roofs, first aid rooms, Infrastructure and Utilities, as well as revenue sources, noting that the large projects use other monies like grants and government help.
- The mayor also explained the proposed 2023 Projects (pp. 10-10 of Agenda), their status and funding sources.
- Council reviewed the dates proposed for the 2023 budget review and approval.

**23-65 MOVED** Councillor Funk / Seconded Councillor Van Stralen That the following budget meeting schedule be recommended for approval by Council at its In-Camera meeting following the Committee of the Whole meeting on April 6, 2023.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

- Thu. April 6, 2023 1:00 PM – Committee of the Whole Budget Meeting
- Thu. April 20, 2023 7:00 PM – Regular Council Meeting and Budget Meeting
- Thu. May 4, 2023 6:00 PM – Public Hearing re. 2023 Budget
- Thu. May 4, 2023 7:00 PM – Regular Council Meeting – Three readings & Taxation Rates
- Tue. May 9, 2023 7:00 PM – Special Open Council Meeting – Budget final reading and Tax Rate Adoption (Zoom only)

Carried unanimously.

Top-of-mind items for 2023 budget from staff, Council and Public Gallery

1. Mayor Coleman and staff
  - ‘vacuum cleaner list’ for District buildings including Fire Hall and Community Forest Office; e.g. office readiness for new staff, upgrades to the upstairs kitchen at the Community Hall, etc.
2. Councillor Van Stralen
  - OCP (already in budget) and commercial improvement grants for businesses.
3. Councillor Lewis
  - commercial business and recycling depot (Tara Grady at CRD is contact).
  - signage
  - Fire Brigade needs more financial support, e.g. boots, eyewash station
  - improved Nurse/Practitioner space and, if possible, twice-monthly visits
  - Lhtako Dene projects? Mayor Coleman said the venues are economic development planning, long term planning, and Destination Development funding.
4. Councillor Funk
  - developing or updating management plans for buildings and lands under the scope of the Community Buildings and Lands Select Committee
  - event planning funding, with hiring of new Economic Development Officer, e.g. barbecue The Mayor said there is a hosting budget, which could be combined with an events budget. (There is also \$55,000 for economic development grant funding).
5. Councillor Trotter-Wanner
  - park designation area in South Wells (came up during OCP process)
  - washrooms with running water at Visitor Centre
6. PW Superintendent
  - a few ideas around skating rink; Zamboni requires hot water
  - toilets at skating rink

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
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- re-positioning propane tanks at Community Culture and Recreation Centre (school) grounds

**7. Corporate Officer/District Clerk**

- proper washrooms at Visitor Centre
- agrees with need for more Wells clinics with Nurse/Practitioner

**8. Gallery**

- Carrie Chard
  - improved safety for pedestrians (especially during tourism season) on highway corridor through Wells; better signage, etc.
- Julia Mackey
  - solar charging batteries for the ‘your speed’ sign near Jack of Clubs (hasn’t been functioning for a couple of years). She was informed panels and battery are on hand; to be installed this summer.
  - rental housing
  - Perhaps bring Farmers’ Market back (was a Wells and Area Community Association initiative). Mayor Coleman noted the new ice rink (50’ x 100’) will be covered and a possible venue. Also, covered pavilion an option.
  - beautification grants for main street historic buildings. NDI Facade grant program not available this year, but perhaps other funding to paint old buildings.
  - perhaps a Lhtako Dene artist could make a carving from downed tree next to the old United Church (Crown Land)
- The future of the Legion building was noted. The Mayor also said housing is a key issue for the Northern Development Initiative Trust.
- New formatting for Budget documents – Mayor Coleman showed on-screen the new formatting for the budget documents, with more detail and also five-year projections included.
- Interim CFO Doug Chapman explained in more detail how capital and other projects will be shown in Fund 10 in the budget. In the budget summary, the operating budget and Fund 10 will rolled together, meaning the bottom-line numbers will be larger than we’re used to seeing.

**23-64 MOVED** *Councillor Jenn Lewis, Seconded Dirk Van Stralen THAT Council approve the attachments for the Budget on the Committee of the Whole Budget Meeting on April 6, 2023.*

*Carried Unanimously*

**\*\*\*\*Should it be removed???**

**7.0 Public Gallery:**

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
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**8.0 Adjournment:**

**8.1 Adjournment of the District of Wells Committee of the Whole Council Meeting**

**23-66 MOVED** Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council at 2:49PM adjourns the District of Wells Committee of the Whole Council Meeting for Thursday April 6, 2023.

Carried Unanimously.

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Ed Coleman, Mayor

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Angela Ward, Corporate Officer

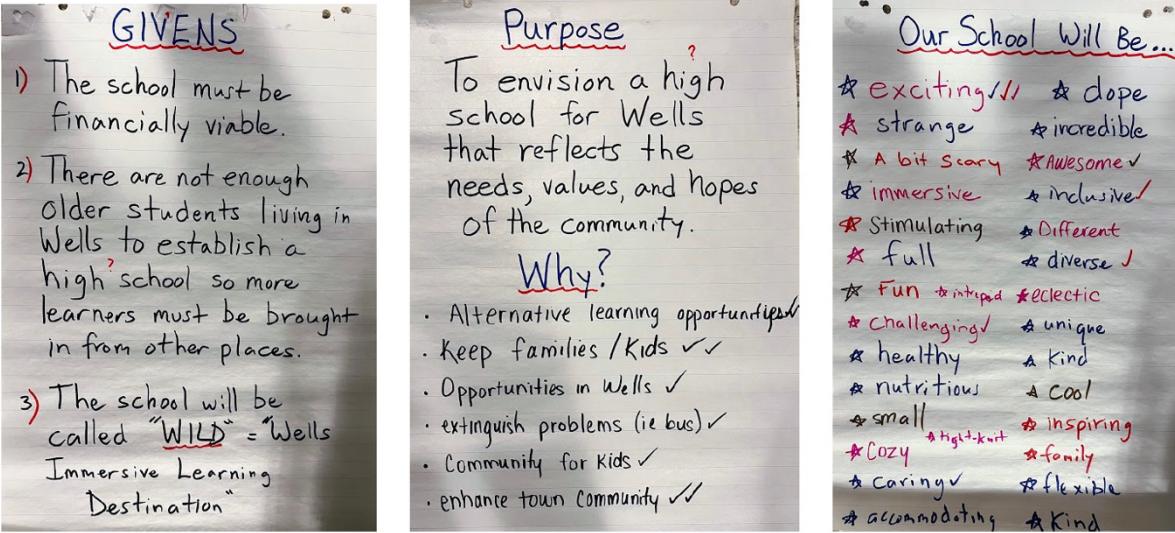
**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

*Wells Destination High School Board*  
*April 19, 2023*  
*To: Mayor and Council*  
*District of Wells,*  
*Wells, B.C.*

*Re: Wells Destination High School Update*

*On behalf of WAACA and the sub-committee for the Wells Destination High school initiative, I'm excited to share our progress to date.*

*Many of you took part in the Wells Destination High school workshops that took place over the course of last year, as part of UNBC graduate student Christy McHarg's community research for her Masters thesis. Steve Dunsmuir, retired principal and founder of three unique, experiential, and integrated learning high schools on the gulf islands, co-hosted the final workshop with Christy McHarg. These workshops provided the foundation for the development of a Wells High school committee informed by a wider community vision of which a whopping 35 community members participated! The following images provide a snapshot of the vision and expectations of the community members who participated in the 5 hour December workshop.*



*Sample of notes compiled at the final Destination High School Workshop, December 3, 2022*

*Following the December workshop, the Destination High School committee was formed. The current Board consists of: Alison Galbraith (President), Elyssia Sasaki (Secretary), Lindsay Kay (Treasurer), Deb McKay, Devon Macdonald, Donna Williams, and Steve*



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*Dunsmuir (Directors-at-Large). Our Board has chosen an ambitious target of opening the Wells Destination High school in the Fall of 2024. In order to meet this target (and for a number of other reasons), we have unanimously chosen to apply as an independent school.*

*Since its inception in January of this year, this dynamic board has tackled a number of action items to meet our goals, as listed below:*

- *Secured funds for the development of a webpage and business plan.*
- *Awarded the website design contract to Paula Curtis, local graphic designer.*
- *Awarded the business plan development to Clear Course Consulting.*
- *Started the application process to form a Society (Wells Destination School Society), with the intent of applying for charitable status.*
- *Engaged with the Wells Barkerville Community Forest (WBCF) Board towards forming a partnership to develop the high school facilities (bunk house and common room) on the Margaret Ave property.*
- *In addition, Board member Steve Dunsmuir, with his vast experience and expertise, has generously offered to come to Wells in the Fall of 2024 to provide his mentorship for the start up of the program. He will also continue in his role as educational consultant for our Board and future educators.*

*I'm also excited to share our first annual fundraising event that will take place on June 24th. A tree planting party! West Fraser Mills has agreed to provide us with a planting area at the west end of Jack of Clubs lake and seedings for volunteers to plant (per tree price to be negotiated). We will be putting out a call for sponsorship to increase our per tree price to reach our fundraising goal of \$20,000. We hope you can join in the fun! Thanks for taking the time to read our update. Please feel free to reach out with any questions. We will also be setting up a table at the Wells community groups Open House on April 21st. Hope to see you there!*

*Alison Galbraith*  
*President*  
*Wells Destination School Society*  
*[alison.galbraith1@gmail.com](mailto:alison.galbraith1@gmail.com)*  
*236-587-9115*

**DISTRICT OF WELLS REGULAR COUNCIL MEETING  
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*Wells Community Vision & Planning Select Committee  
Thursday, March 28, 2023 6:30 PM  
The Sunset Theatre, 2357 Pooley Street, Wells, BC*

**MINUTES**

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

*REGRETS: Elyssia Sasaki, Cheryl Macarthy, Stewart Cawood*

*GALLERY: Trystan Goodridge*

*1.0 CALLED TO ORDER at 6:32 PM*

*2.0 APPROVAL OF AGENDA*

*23.3.28-1 MOVED by Judy Campbell. Seconded by Cam Beck: THAT the agenda be approved as circulated, for the March 9, 2023 Wells Community Vision & Planning Select Committee. Carried unanimously*

*3.0 MEETING MINUTES/SUMMARY*

*23.3.28-2 MOVED by Cam Beck. Seconded by Judy Campbell: THAT the Committee approves the Minutes & Summary for the meeting Thursday March 9, 2023, as included in this agenda package. Carried unanimously*

*4.0 BUSINESS*

*4.1 Councillor Lewis delivered an update on the Land Use Designations around the lagoon.*

*4.2 The Committee discussed the 2022 Public Feedback to the OCP Draft and emergent themes. Much mirth was had.*

*4.3 Committee considered Land Use through the lens of differing scenarios, including environment / nature scape / small vs heavy industrial. Much dirt was sand.*

*5.0 CORRESPONDENCE*

*None*

*6.0 TOPICS TO CARRY FORWARD*

- Deepen identified themes throughout OCP*
- Redefine / enhance housing section*
- Correct / list OCP draft descriptive inaccuracies (ie. ArtsWells at heart of IMA's identity)*
- Confirm Committee density notes vs OCP description*
- Land Use / recommended zoning, and*

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*\* Look at OCP through various value lenses (ie. green-environmental / development / industrial / residential / OCP feedback community values / preservation.*

*7.0 NEXT MEETING DATE*

*Tuesday April 18th, 2023 at 3:00 PM – In Person at the District Office*

*8.0 ADJOURNMENT*

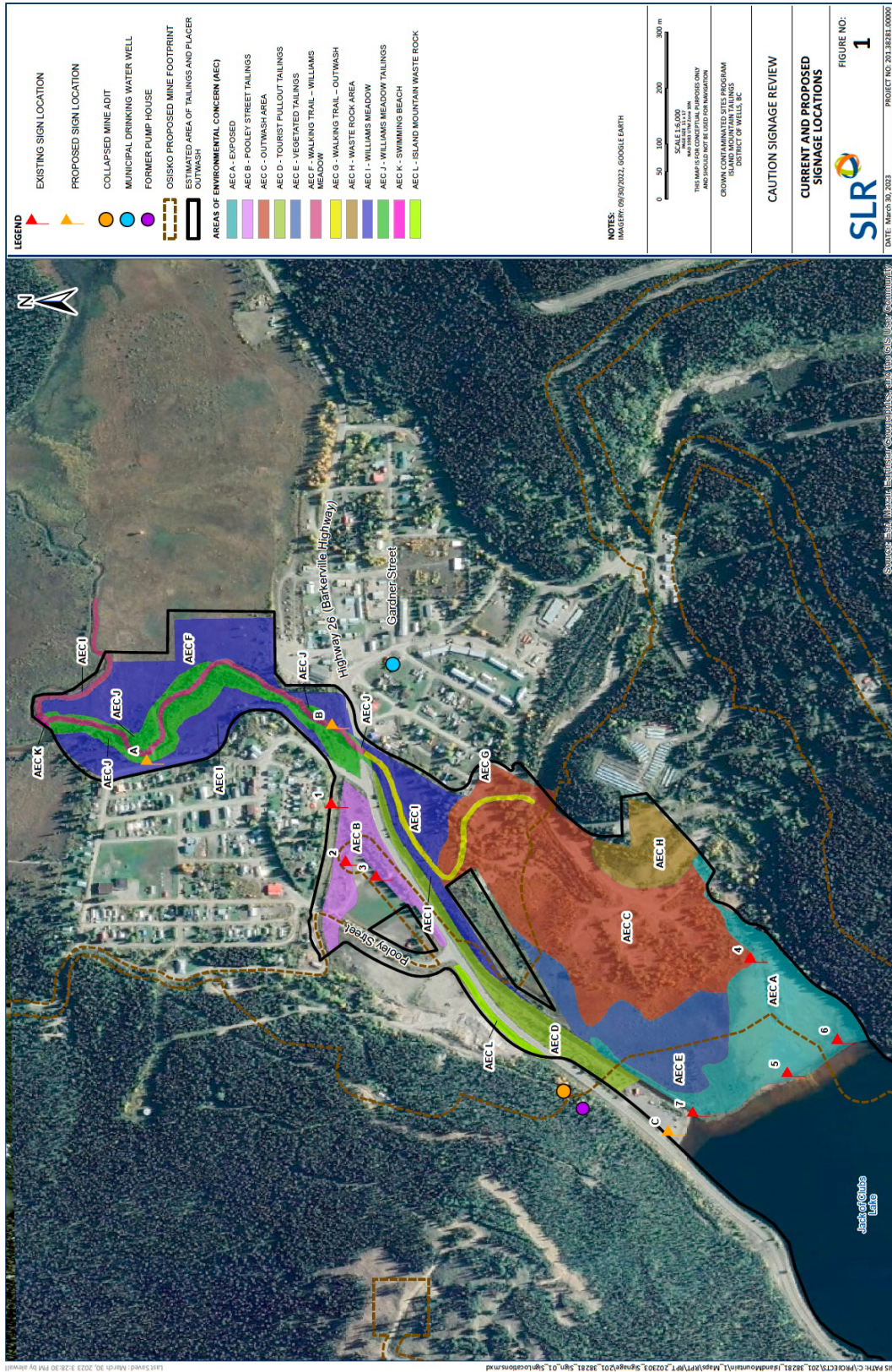
*23.2.28-3 MOVED by Judy Campbell. Seconded by Thomas Dombowsky: THAT the Wells Community Vision & Planning Select Committee adjourn at 8:34 PM. Carried anonymously*

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*Councillor Jenn Lewis, Co-Chair Councillor Dirk Van Stralen, Co-Chair*



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## 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 REGULAR COUNCIL MEETING  
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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.

.../3

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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% =  $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% =  $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% =  $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% =  $5,000 \times 40\% = 2,000$

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	= $9,400 \times \$365$	\$3,431,000
Population Growth	= $4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000

**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			



**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

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			

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

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		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

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				



**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

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			

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**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				

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

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

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 2023—7:00PM**  
**IN-PERSON AND ONLINE (VIA ZOOM)**  
**AGENDA**

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

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 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

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 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	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 Net</b>	<b>7,619,934</b>	<b>21,783,116</b>
	<b>Exempt</b>	<b>-22,797,266</b>	<b>-6,601,884</b>		

Folio Count:

Active: 507  
 Total: 507

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

**DISTRICT OF WELLS REGULAR COUNCIL MEETING**  
**THURSDAY April 20, 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**  
**THURSDAY April 20, 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>