

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

ZOOM Link: (see full Zoom Link on Page 6)

<https://us02web.zoom.us/j/85772307531?pwd=cHZiNEd0WkgyQ25VaEJuNWhaUIJWUT09>

1.0 CALL TO ORDER and INDIGENOUS LANDS ACKNOWLEDGMENT

The District of Wells is located in the shared ancestral territories of the Lhtako 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, Xatśūll, 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 Call to Order and Agenda for the Regular Council meeting of Tuesday March 19, 2024, 7:00pm

1.2 Recommendation/s: THAT Council approves to call the meeting to order (date and time).

1.3 Recommendation/s: THAT Council approves the agenda for the Regular Council meeting of Tuesday March 19, 2024, as circulated.

2.0 MINUTES

2.1 Recommendation/s: THAT Council approves the minutes for the Regular Council meeting of Tuesday March 05, 2024, as circulated.

3.0 DELEGATIONS AND PRESENTATIONS--NIL

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

4.0 CORRESPONDENCE

4.1. Letter from Ministry of Energy, Mines and Low Carbon Innovation

Dear Ed Coleman,

*On behalf of the Rural Economic Diversification and Infrastructure Program (REDIP), please see the attached letter regarding your grant application #2023100142 - Wells Business Centre. As noted in the attachment, program staff will be available to provide feedback on the funding decision and are pleased to provide advice on future REDIP intakes.
Best regards,*

Rural Programs Branch

*Ministry of Jobs, Economic Development and Innovation
ruraldevelopment@gov.bc.ca*

pc:

*Matthew Scott-Moncrieff, Director
Rural Programs Branch
Ministry of Jobs, Economic Development and Innovation*

5.0 UNFINISHED BUSINESS

5.1 Strategic Priorities Projects

5.2 Recommendation/s: THAT Council receives the updated Strategic Priorities Projects Grid, incremental reporting only:.

- **UBCM Extensions—Preliminary Approval for most Projects for Extensions.**
 - P027 UBCM Integrated OCP extended to 2024 December 31st
 - P035 UBCM Economic Development Plan extended to 2024 December 31st
- **UBCM Local Government Program Services Grants**
 - P079—2024 UBCM Disaster Risk Reduction—Climate Adaptation
 - P083—Water Management Plan
 - P084—Water Management and Indigenous Partnerships
 - P085—Water and Flooding Phase 2—Lowhee River Dike Repair and P081—Sewer Line Crossing and Highway 26 Bridge—Flood Protection
- P002—Sewer/Waste Water—EIS (Environmental Impact Study) (continues), generators and concrete pads are next for the pump station and lagoon blowers (complete), outflow measuring station (engineering and planning), sewer person holes and lines under repairs and assessment, Lift Station replacement (design phase, estimated at \$1.7 million). Dual Lagoons Planning, then Tertiary Treatment Plan or Tertiary Greenfield.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Early estimates of all work in total is \$11,500,000 with contingency for managing any contaminated soils.

- P017--Osisko MOU and Community Agreement—MOU established, Agreement Table established, Project Liaison for District of Wells (posting being drafted and contract with Osisko being drafted), Funding and Investment discussions. Topics to date have included:

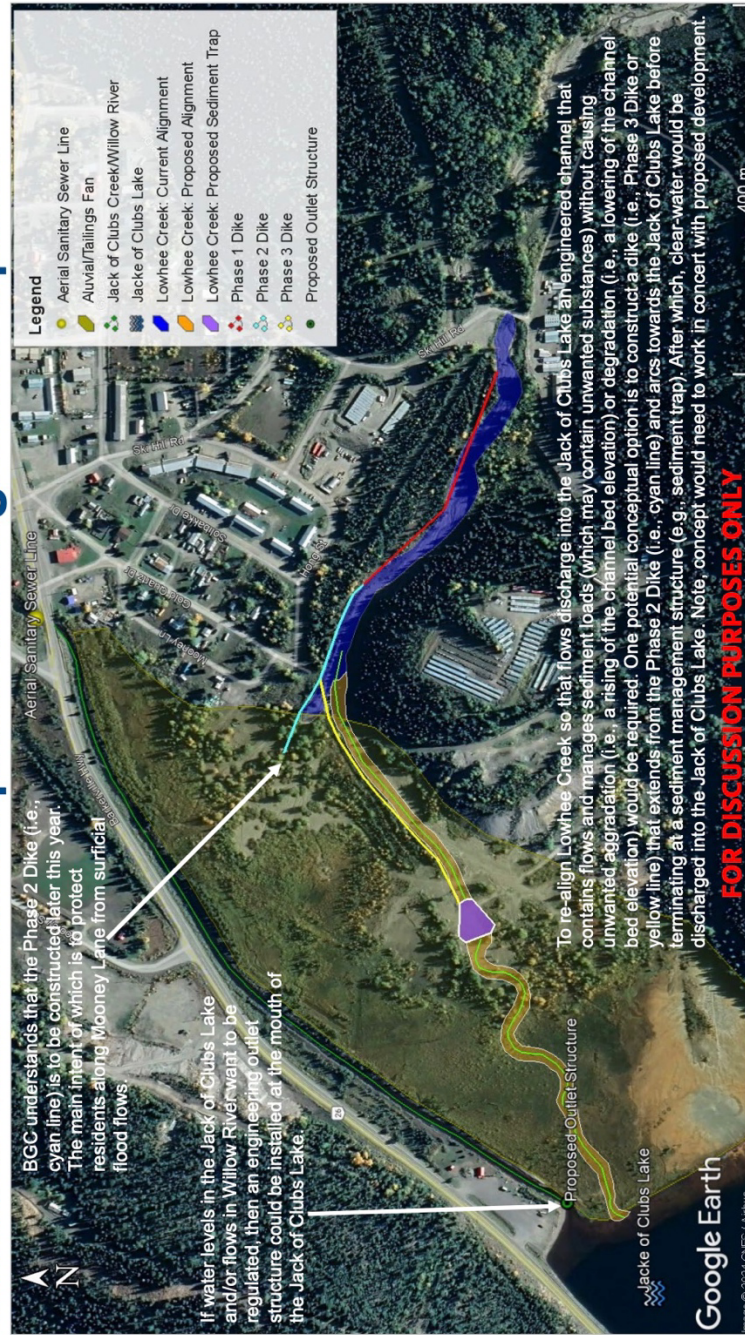
<ul style="list-style-type: none"> • Lowhee Creek • Concentrator and Camp Buildings • Social Worker Position • DOW CG Liason Position • Healh Services • Tourism EA Requirements • Highway 26 • EA New Water Source Commitment • Structural and Wildfire Fire Equipment and Services 	<ul style="list-style-type: none"> • Housing • BC Hydro Power Capacity • K to 12 Education and Daycare Services • DOW and ODV Facilities Investments • Land Use • Local Government Industrial Taxation Discussions • Permitting • EA Schedule A—Community Affects
---	---

- P018--PROV BC, DOW & Partners Water System Treatment Upgrade (SCF-MAH). Interior work completed; Generator and Fencing—May/June
- P075—2023 to 2025 Supplements—see *P075.1 2024 detailed approved list in this Agenda Package*.
- P076— PROV BC—Disaster Risk Reduction--Phase 1—Lowhee Emergency Dike Repair (100% complete). Claims and final reporting in-progress.

DISTRICT OF WELLS REGULAR COUNCIL MEETING
 TUESDAY 2024 March 19, 7:00PM to 8:00PM
 IN-PERSON AND ONLINE (VIA ZOOM)
 AGENDA

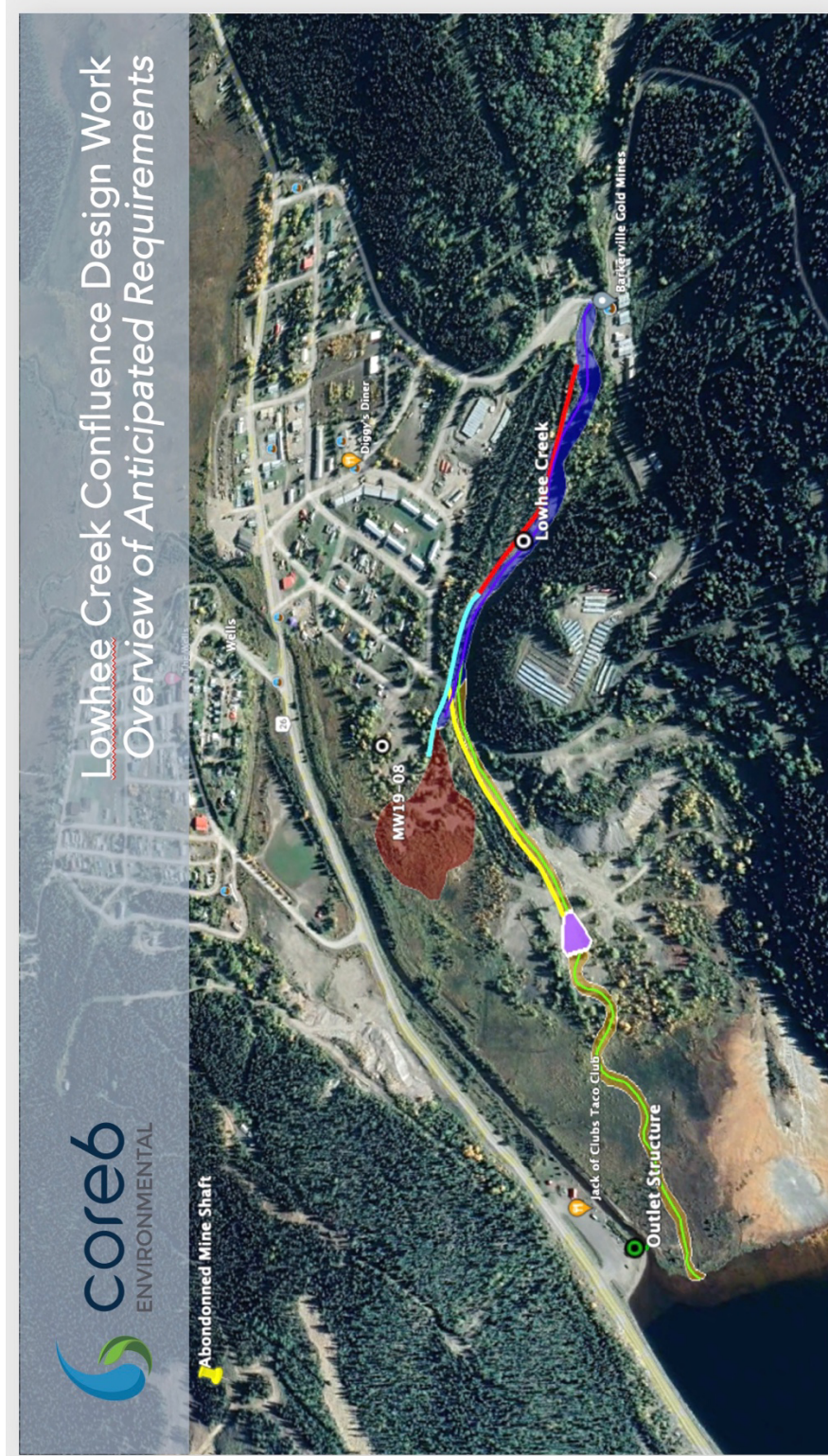
Figure 2: P085—Water and Flooding Phase 2—Lowhee River Dike Repair and P081—Sewer Line Crossing and Highway 26 Bridge—Flood Protection

Lowhee Creek Conceptual Re-Alignment Option



DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA

Figure 2: P085—Water and Flooding Phase 2—Lowhee River Dike Repair and P081—Sewer Line Crossing and Highway 26 Bridge—Flood Protection



**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

6.0 Reports

6.1 Mayor's Report (and verbal updates)

- Concise Business Plan—Version 4.6 (posted at Wells.ca)
- Staffing Update—CAO Recruitment (complete), EDO Recruitment (complete), Facilities, Lands, and Infrastructure Manager (complete), DOW Cariboo Gold Liaison (posting being drafted)
- 2024 Budget and 2022 & 2023 Audit Final Schedules
- Meeting Dates:
 - 2024 April 09-- Regular Council Meeting
 - 2024 April 16—Select Committee for Buildings and Lands—1:00pm
 - 2024 April 23-- Regular Council Meeting—9:00am to 10:30am by Zoom
 - 2024 April 23—City of Quesnel and DOW Staff (3:00pm to 4:00pm and 5:30pm to 6:00pm)
- Select Committees' Short Updates
- CAO Short Updates

6.2 CAO Reports

6.2.1. Wells Credit Card Use Policy

6.2.2. Food Bank Update (*letter from the proponents reposted from previous meeting*)

6.3 P075—2023 to 2025 Budget Supplements Discussions

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

6.4 Recommendation/s: THAT Council receives all reports.

7.0 INFORMATION AND ANNOUNCEMENTS

7.1 Council

7.2 Staff

7.3 Public Gallery – Community Announcements or Questions relating to the agenda.

8.0 ADJOURNMENT

8.1 Adjournment of the Regular Council meeting of Tuesday March 19, 2024.

Recommendation/s: THAT Council at _____PM adjourns the Regular Council meeting for Tuesday March 19, 2024.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ed Coleman is inviting you to a scheduled Zoom meeting.

**Topic: Mayor Ed Coleman—Regular Council Meeting
Time: Mar 19, 2024 07:00 PM Vancouver**

Join Zoom Meeting

<https://us02web.zoom.us/j/85772307531?pwd=cHZiNEd0WkgvQ25VaEJuNWhaUlJWUT09>

**Meeting ID: 857 7230 7531
Passcode: 978600**

One tap mobile

**+16699006833,,85772307531#,,,,*978600# US (San Jose)
+16892781000,,85772307531#,,,,*978600# US**

Dial by your location

- +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)
- +1 646 931 3860 US
- +1 669 444 9171 US

**Meeting ID: 857 7230 7531
Passcode: 978600**

Find your local number: <https://us02web.zoom.us/j/kbVagG8nt3>

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**



March 14, 2024

Application #: 2023100142
District of Wells

Dear Ed Coleman,

**Re: Rural Economic Diversification and Infrastructure Program
Application #: 2023100142 - Wells Business Centre**

Thank you for your application for funding under the Rural Economic Diversification and Infrastructure Program (REDIP). We would like to advise that, after careful consideration, the above-noted project was not selected for funding.

REDIP received a large number of applications during the intake period and unfortunately the total funding requested significantly exceeded the Program's available funds. As a result, the Program was not able to provide funding to your project at this time.

This decision does not reflect on the importance of this project for your community, but rather the degree to which the program has been oversubscribed. We know that a lot of effort goes into developing a proposed project and we appreciate the time you took to prepare your application.

Program staff are available to review your application and provide further details regarding the funding decision. If you would like to book a virtual follow up meeting, please contact the Program Office by phone at 250-356-7950 or by email at ruraldevelopment@gov.bc.ca.

Upcoming intake periods for REDIP will be announced via the Program website at <http://www.gov.bc.ca/REDIP>, and we encourage you to consider submitting an application in the future. You can subscribe for email updates of the program on the REDIP website.

Please note that JEDI Regional Economic Operations staff are also available to offer support for economic development in your community. The Regional Manager for your area is Emily Colombo and their contact information is: 236-713-2248, Emily.Colombo@gov.bc.ca.

Thank you for your interest in REDIP.

Best regards,

A handwritten signature in black ink, appearing to read "M. Scott-Moncrieff". The signature is written in a cursive style with a horizontal line extending to the right.

Matthew Scott-Moncrieff, Director
Rural Programs Branch
Ministry of Jobs, Economic Development and Innovation

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Re-posted for Reference to CAO's Update in this Agenda on a meeting with the proponents.

District of Wells
4243 Sanders Ave.
PO Box 219
Wells, BC V0K 2R0

Dear Mayor, Council and District of Wells Staff,

We hope this letter finds you well. Alyssia Requena and Candice Helgerson, residents of Wells and passionate advocates for community welfare, are writing to propose a collaboration between the District of Wells and the GreenHope Society in Quesnel (<https://www.facebook.com/groups/337148011677053/>) to establish a food bank service for community members in need.

In recent times, we have observed a growing need for accessible food assistance within our community. Many families and individuals are facing economic challenges, which have been exacerbated by various factors including the ongoing economic shifts and the recent global health crisis. Recognizing this need, we are volunteering to facilitate the provision of food bank services from Greenhope Society to the residents of Wells.

Here's a brief outline of our proposal:

1. ****Service Provision****: We propose to establish a monthly food bank service wherein community members in need can sign up to receive food assistance. The food items will be sourced from the Greenhope Society in Quesnel.
2. ****Distribution Process****: Once a month, we will visit Greenhope Society to collect the food items. We will then return to Wells and distribute these items to registered community members in need. The distribution location will be determined in collaboration with the District of Wells.
3. ****Sign-Up Process****: Initially, community members in need will be required to sign up with the District of Wells to avail themselves of the food bank service. Once we have established approximately how many adults and children require these services, sign-up can simply be done at the distribution location, limiting the need to sign up in advance each month.
4. ****Distribution Space****: We require a suitable space within Wells to distribute the food items to registered community members. The Wells Community Hall is an example of a potential venue, and we seek the District's support in securing such a space.
5. ****Scheduling****: The distribution schedule will be determined based on mutual convenience and the availability of resources. We are open to coordinating with the District to establish a schedule that best serves the needs of our community.

By implementing this collaborative effort, we aim to provide essential support to our neighbors facing food insecurity while fostering a stronger sense of community solidarity and support.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

We believe that by working together, we can make a meaningful difference in the lives of those in need within our community. We are committed to ensuring the smooth operation of the proposed food bank service and welcome any feedback or suggestions from the District of Wells.

Thank you for considering our proposal. We look forward to the opportunity to discuss this further and to collaborate with the District for the betterment of our community.

Sincerely,

Alyssia Requena
quesnelalyssia@gmail.com
(778)386-2573

Candice Helgerson
candicehelgerson@gmail.com
(604)817-4389

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY MARCH 5, 2024
IN-PERSON AND ONLINE (VIA ZOOM)
MINUTES**

ATTENDANCE: Mayor Ed Coleman, Councillor Jenn Lewis, Councillor Dorothea Funk, Councillor Josh Trotter-Wanner, Councillor Dirk Van Stralen (via zoom).

STAFF: CAO Jerry Dombowsky, Corporate Officer and District Clerk Angela Ward.

PUBLIC GALLERY: In person- 4, online 4

1.0 CALL TO ORDER AND INDIGENOUS LANDS ACKNOWLEDGEMENT

1.1 Call to Order

24-36 MOVED Councillor Jenn Lewis, seconded by Councillor Dorothea Funk THAT Council approves to call the meeting to order at 3:31PM on Tuesday March 5, 2024.

Carried Unanimously

1.2 Approval of the agenda for the Regular Council meeting of Tuesday March 5, 2024.

24-37 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council approves the agenda for the Regular Council meeting of Tuesday March 5, 2024.

Carried Unanimously

2.0 MINUTES

2.1 Approval of the Minutes for the Regular Council meeting of Tuesday February 24, 2024.

24-38 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council approves the minutes for the Regular Council meeting of Tuesday February 24, 2024.

Carried Unanimously

2.2 Approval of the Minutes for the Wells Community Buildings and Lands select Committee meeting of Tuesday August 8, 2023.

24-39 MOVED Councillor Jenn Lewis, seconded by Councillor Dorothea Funk THAT Council approves the Minutes/Meeting Summary for the Wells Community Buildings and Lands select Committee meeting of Tuesday August 8, 2023.

Carried Unanimously

3.0 DELEGATIONS AND PRESENTATIONS – NIL

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

4.0 CORRESPONDENCE

4.1 Letter from Ministry of Energy, Mines and Low Carbon Innovation

- A response to the individual feedback submitted last fall by Councillors Lewis, Funk, and Van Stralen (individually, as private citizens) to the BC Minister of Mines and the Minister of Environment about the impact of the proposed Cariboo Gold Project on Wells was acknowledged by the Ministry collectively in this letter. The letter referenced the ongoing permitting process and offered the opportunity to discuss concerns directly with the Major Mines Office or Chief Permitting Officer. Councillor Funk said she would make her email available publicly.

24-40 MOVED Councillor Dirk Van Stralen, seconded by Councillor Dorothea Funk THAT Council receive the letter from the Ministry of Energy, Mines and Low Carbon Innovation.

Carried Unanimously

24-41 MOVED Councillor Dorothea Funk, seconded by Councillor Jenn Lewis THAT Council approves that CAO Jerry Dombowsky follow up and arrange a meeting between Mayor and Council and the Chief Permitting Officer.

Carried Unanimously

4.2 Letter for the Food Bank Proposal – Alyssia Requena and Candice Helgerson

- A letter proposing a collaboration between GreenHope Society of Quesnel and the District of Wells proposing a monthly food bank and requesting space and other support from the District.

24-42 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council receives the letter for the Food Bank Proposal.

Carried Unanimously

- The letter writers were in attendance to answer questions about the proposal. Ms. Requena stated they prefer to use the term 'Food Hub' instead of 'Food Bank.'

24-43 MOVED Councillor Dorothea Funk, seconded by Councillor Jenn Lewis THAT Council refer to the administration for further investigation and a report into the Wells Food Hub Proposal.

Carried Unanimously

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

5.0 UNFINISHED BUSINESS

5.1 Strategic Priorities Projects

- UBCM Extensions – Preliminary Approval for most Projects for Extensions.
 1. P027 UBCM Integrated Official Community Plan extended to December 31, 2024.
 2. P035 UBCM Economic Development Plan extended to December 31, 2024.
- P001 – Outdoor Ice Rink – Staff are investigating a system of curtains or shutters to manage sunshine and wind impacting the facility and ice surface. Staff are also investigating netting behind the goal areas to capture stray pucks.
- P002 – Sewer/Wastewater – Waiting for the EIS study so we can continue work with the systems.
- P017 – Osisko MOU – Project Liaison for District of Wells posting is nearing completion.
- P075 – Resurfacing of the Hall Gym floor is now complete but still must cure for another 5.5 days. Work is proceeding on the Health Clinic space and bar area flooring.
- P076 - Disaster Risk Reduction – phase 1 complete. Work on claims nearing completion. Engineers are working on Phase 2, 3, and 4.

24-44 MOVED Councillor Jenn Lewis, seconded by Councillor Dorothea Funk THAT Council receives the Strategic Priorities Projects Grid update.

Carried Unanimously

6.0 REPORTS

6.1 Mayor's Report

- Gary Nason is working on the posting of the DOW Cariboo Gold Liaison position.
- Meeting Dates
 1. March 12 – Emergency Planning Meeting – 3pm – 4:30pm
 2. March 12 – Emergency Planning Public Dinner and Meeting – 5pm – 7pm (Zoom will be available for both meetings)
 3. March 19 – In-Camera with Osisko 1-4pm
 4. March 19 – Regular Council Meeting – 7pm
 5. April 9 – Regular Council Meeting – 7pm
 6. April 16 – Select Committee for Community Buildings and Lands meeting – 1pm
 7. April 23 – City of Quesnel and DOW staff – 3pm-4pm and 5:30pm-6pm
 8. April 23 – Regular Council Meeting – 11am by Zoom.

6.2 CAO Reports

6.2.1 Wells Hotel Liquor Licensing Request

6.2.2 Food Bank Service (late Item, letter provided)

24-45 MOVED Councillor Dorothea Funk, seconded by Councillor Jenn Lewis THAT Council, reinforced through public consultation, support the Wells Hotel Liquor License capacity increase from 105 to 120 persons.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Carried Unanimously

24-46 MOVED Councillor Josh Trotter-Wanner, seconded by Councillor Dirk Van Stralen THAT Council approves the application to UBCM for the EOC grant of \$30,000 for equipment and training.

Carried Unanimously

6.3 Council receives all reports.

24-47 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council receives all reports.

Carried Unanimously

7.0 INFORMATION AND ANNOUNCEMENTS

7.1 Council

Councillor Josh reminded us that IMA will be having a youth movie making workshop on March 25-28th and Northern Exposure Summit on March 21-23.

7.2 Staff

The Corporate Officer announced that Julia Mackey is being awarded the Meritorious Service Decoration for her outstanding achievement and service to the nation for the play Jake's Gift. She will receive the award from Her Excellency the Right Honourable Mary May Simon, Governor General of Canada, at a ceremony in December. We are all very proud.

7.3 Public Gallery

Kathy Landry announced that her annual quilt retreats will be being held at the Community Hall in two groupings – May 16th – 20th and May 23rd - 26th and that they will also require access to the fridges in the bar area.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

8.0 ADJOURNMENT

8.1 Adjournment of the Regular Council Meeting of Tuesday March 5, 2024.

24-48 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council at 4:27pm adjourns the Regular Council meeting of Tuesday March 5, 2024.

Carried Unanimously

Mayor Ed Coleman

Corporate Officer Angela Ward.

DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA

P075–2024 Supplements Details 2024 02 05–Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
P075.1	Fire Hall	Important Items–WR (Washroom), VR–Vermiculite, P–Power (Growing Communities Fund)	\$65,000	GC Fund
	75.1.1	Asbestos and Lead Paint Assessment		
	75.1.2	WR–Pull apart existing Washroom cavity		
	75.1.3	WR–Re-frame for Washroom and Shower		
	75.1.4	WR–Electrical rough-in		
	75.1.5	WR–Plumbing rough-in (may include some concrete jacking)		
	75.1.6	WR–Shower rough-in installation		
	75.1.7	WR–Plywood Exterior and Paint		
	75.1.8	WR–Insulate and Gyprock interior and Paint		
	75.1.9	WR–Electrical Finishing		
	75.1.10	WR–Install Toilet and Sink with cabinet		
	75.1.11	WR–Install Mirror over sink		
	75.1.12	WR–Install Door and Door Handle		
	75.1.13	VR–Extract visible vermiculite		
	75.1.14	VR–Remove all electrical from vermiculite area		
	75.1.14	VR–Seal vermiculite		
	75.1.14	P–Relocate power to new location with a new power panel		
	75.1.15	P–Relocate BC Hydro service to new power panel		
	75.1.16	Design mezzanine with Fire Chiefs		
	75.1.17	Construct mezzanine beside new Washroom		
	75.1.18	Install plumbing for Washing Machines		
	75.1.19	Install new existing washing machines under mezzanine.		
	75.1.20	Install water heater for washroom, washing machine, and fire trucks cleaning.		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075–2024 Supplements Details 2024 02 05–Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
P075.2	Commity Hall	Community Hall and Health Centre Floor Refinishing (Growing Communities Fund)	\$45,000+	GC Fund
	75.2.1	Asbestos and Lead Paint Assessment		
	75.2.2	Health Centre baseboards removal		
	75.2.3	Health Centre Sanding (40 to 200 grit in stages)		
	75.2.4	Health Centre Sealant		
	75.2.5	Heath Centre Bono Coating (2 to 3 coats depending)		
	75.2.6	Community Hall baseboards removal		
	75.2.7	Community Hall Sanding (40 to 200 grit in stages)		
	75.2.8	Community Hall Sealant		
	75.2.9	Community Hall Sport/Recreation Stripes (as per Council and Community Needs)		
	75.2.10	Community Hall Bono Coating (2 to 3 coats depending)		
	75.2.11	Community Hall baseboards put back in-place		
P075.3	District Office	Office Furniture, Presentation Technology, Other (Operating Budget Fund and GCFund)	\$20,000	Operating Budget & GCFund
	75.3.1	Ergonomic Office Furniture (four upstairs offices—tables and ergo-chairs) (\$10,000)		
	75.3.2	Presentation Technology and wiring for Board Room and Council Room (\$5,000)		
	75.3.3	Complete gyprock in basement (\$2,000)		
	75.3.4	Complete led lighting and wiring upgrade (\$3,000)		
P075.4	P018	Confirm District Share of Water Treatment Plant Upgrade from Community Works Funds (short term \$125,000 to current status, generator and fencing under negotiation with Province to determine if Osisko cash contributions can be included in DOWs contribution). \$639,858 total project—1/3 each DOW, PROVBC, and CANADA	\$125,000 now \$111,000 later in 2024	CWFund
P075.4	P004	WBCCRC—Geothermal System Upgrade from Community Works Funds or WBCCRC Osisko Funds or Community Works	\$75,000	CWFund or other

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075–2024 Supplements Details 2024 02 05–Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
P075.5	P034	Fitness Centre Area Completion	\$25,000	Operating Budget and CWFund
	P034.1	Asbestos and Lead Paint Assessment		
	P034.2	Remove electrical from interior wall		
	P034.3	Remove interior wall		
	P034.4	Modify hallway wall to be new interior wall		
	P034.5	Re-pannel hallway wall–gyprock or other		
	P034.6	Re-locate current door in hallway wall		
	P035.6	Install second access door in hallway wall near stairwell		
	P035.6	Re-locate electrical to hallway wall.		
	P035.6	Receive and supervise installation of Fitness Equipment Order		

DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA

Community Meeting was successful with good attendance.

Shelter in-place, evacuate... *how to prepare for both.*



Hosted Community Dinner

By the District of Wells and its Partners

Tuesday, 2024 March 12th, 5:00pm to 6:30pm
Wells Community Hall

5:00pm—Dinner

5:30pm—Short Presentations

6:00 to 7:00pm—Resources and one-on-one learning with the Partners

Partners: RCMP, Wildfire Branch, Lhtako Dene Nation, BC Ambulance, West Fraser Timber, Osisko Developments, Ministry of Forests, Emergency Management and Climate Readiness BC, Barkerville Historic Town & Park, District of Wells, City of Quesnel, Cariboo Regional District, Ministry of Transportation and Infrastructure, School District 28, Island Mountain Arts, BC Hydro, Troll Ski Resort, Bowron Lakes, Wells Volunteer Fire Brigade, and other Partners

*For more information, call the District Office at 250-994-3330
Version 1.1*

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**



Report to Council

Date: 2024 March 19
To: Council
From: Chief Administrative Officer
Subject: Credit Card Use Policy
Department: Administration

Recommendation:

THAT Council receives for information, the report from the Chief Administrative Officer dated March 19, 2024, with respect to a proposed District of Wells Credit Card Use Policy;

AND THAT Council adopt the Credit Card Use Policy as a formal Council Policy for immediate application.

Purpose:

To request Council's formal adoption of the District of Wells Credit Card Use Policy which details terms of use, and accounting responsibilities for employees who are issued corporate credit cards.

Background:

District of Wells employees and elected officials are required to make purchases on behalf of the District. Credit card is a common purchase method for the District, and staff will be issued credit cards at the discretion of the Chief Administrative Officer, in consultation with the Chief Financial Officer. All Cardholders of District of Wells Credit Cards will be required to sign the Credit Card Use Policy outlining acceptable practices for use.

The policy covers:

- Acceptable use for District business
- Accountability
- Expenditure reconciliation requirements

Given the upcoming issuance of credit cards to new employees, Council's approval and adoption as a formal Council Policy is requested.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Report prepared by: Sarah Brown, Chief Financial Officer

Financial/Budgetary Considerations:

No budget impact.

A handwritten signature in black ink, appearing to read "J. Dombowsky". The signature is fluid and cursive, with the first letter of the first name being a large, stylized "J".

J. Dombowsky, Chief Administrative Officer
Attachment: Credit Card Use Policy

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

**DISTRICT OF WELLS
CREDIT CARD USE POLICY
adopted by Council on XXXXXXXX**

I. PURPOSE

To establish internal controls and criteria for the use of credit cards issued to employees and elected officials of the District of Wells for the purpose of conducting District Business.

II. OVERVIEW

The use of credit cards has been determined to be a convenient method of obtaining required products and services for the District. The primary purpose will be to pay vendors with whom we do not have existing purchase order agreements with.

III. PROCEDURE

A. Issuance of Credit Cards

1. Credit cards will be issued, as needed, at the discretion of the Chief Administrative Officer. Issued credit cards will have a low limit and will be adjusted as necessary at the discretion of the Chief Administrative Officer, in consultation with the Chief Financial Officer. The Chief Financial Officer shall maintain an up-to-date, written list of names, positions (titles), credit card account numbers and credit limits for all cards issued.
2. As needed will be defined as to only those individuals who are regularly authorized to make purchases and where the traditional procurement process will not work.
3. The cardholder must sign documentation verifying agreement to the conditions of use.

B. Use of the Credit Card

1. The Credit Card is to be used in the conduct of the District's business only. The use of a District credit card to acquire or purchase goods and services for other than official use of the District is strictly forbidden and considered fraudulent use and may subject the cardholder to disciplinary action up to and including dismissal and/or criminal prosecution.
2. The cardholder will be the only person to use the Credit Card and will not provide their card to another person to make purchases. Failure to comply will result in revocation.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

3. At the point of purchase (internet, phone, point of sale terminal) where the card is used, all supporting documentation and receipts will be collected for submission. Failure to comply will result in revocation.
 4. Credit card statements will be provided to the cardholder monthly. Credit cardholders are responsible for reconciling their credit card within ten (10) business days of receipt of the statement with the standard District Credit Card form. Failure to comply will result in revocation.
 5. The use of District-issued credit cards shall, in all respects, be consistent with applicable laws and regulations.
- C. Unauthorized Credit Card use
1. The credit card SHALL NOT BE USED for, including but not limited to, the following:
 - a. Personal purchases or identification
 - b. A purchase that exceeds the Purchaser/Cardholder's single, daily and/or monthly purchase limit
 - c. Cash advances
 - d. Purchase of alcohol, cannabis, or entertainment
 2. A Purchaser/Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Purchaser/Cardholder will also be subject to disciplinary action, which may include termination.
- D. Security
- It is the responsibility of the Cardholder to immediately notify the District of a lost or stolen card. Failure to do so will result in disciplinary actions and/or revocation.
- E. Separation
- Prior to separation from employment from the District of Wells, the Cardholder shall surrender the credit card held in their name if not already in the custody of the District. The account will immediately be closed by the Chief Financial Officer.
- F. Revocation of Credit Card Privileges.
1. The issuance of a credit card to a cardholder is done at the discretion of the Chief Administrative Officer.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the cardholder’s credit card privilege.
3. Repeated loss or theft of any issued credit card will be cause to revoke the cardholder’s credit card and privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the Credit Card privilege.

CREDIT CARDHOLDER ACKNOWLEDGEMENT FORM

I have received a copy of the District of Wells Credit Card Use Policy adopted by Council on **XXXXX**. I have reviewed the policy and agree to abide by it at all times. I understand that questions about the policy should be directed to the Chief Administrative Officer.

Cardholder Name

Cardholder Signature

Date

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

District of Wells—Strategic Priorities Projects Tracking Grid

Version 5.0—2024 01 06 (this Grid will be updated for the 2024 April 09 Council Meeting)

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 044—Operations & Governance Improvement Plan will track & prioritize Council and Staff improvements for Operations & Governance. Council has identified several priority improvements for 2023 to 2025, primarily in communications, human resources practices, by-law priorities, green spaces planning, emergency preparedness, and other.

Categories

Categories 1 to 6 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 and carry forward to 2024 if appropriate.

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 transferred to another project.

Category 6: Project has been abandoned due to insufficient matching funds or lack of internal capacity to undertake at the time.

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.

DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA

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 Cp/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	Cp/E
1	P002	PROV BC, DOW & Partners Sewer System Assessment and Upgrade (CWWF)	\$290,000 + In-kind Complete \$500,000 Planning and Emergency Upgrades \$4,500,000 Engineering & Construction	1	x x x/TBD	20-04	26-03	x	x	x			
2	P003	DOW & Partners--New OCP	In-kind Osisko \$100,000 Complete \$30,000 UBCM In-trust (see also P027)	1	x	20-04	24-03	x	x	x	x	x	
3	P004	DOW & Partners--Community Cultural & Recreation Centre	See also P29 Roof Upgrade GCF (\$118,000)	1/2	x	20-04	24-12	x	x	x			
4	P011	NDIT Highway 26 Power Line Project	\$20,000 Accounts Receivable	1	x	22-06	23-11	x	x	x	x	x	
5	P014	UBCM--Community Wildfire Protection Plan	\$123,500 Part 1-\$40,000 Accounts Receivable Part 2-\$83,500 In-Trust (see also P015)	1	x	21-04	24-03	x	x	x	x	x	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
6	P018	PROV BC, DOW & Partners--Water System Treatment Upgrade (SCF-MAH)	PROV BC & GOV CAN \$426,572 In-Trust DOW- \$213,286 (may include other partner cash contributions) See also P31	1	x	19-04	24-03	x	x	x	x		
7	P023	UBCM--Fire Equipment & Training Grant	\$30,000 Part 1- \$15,000 Part 2- \$15,000 Accounts Receivable	1	x	22-11	24-03	x	x	x	x	x	
8	P027	UBCM ICSP and OCP Alignment Project	\$77,000 In-Trust with some contribution to P003) (Integrated OCP) (See also P003)	1	x OCP x ICSP	18-04	24-03	x	x	x			
9	P029	PROV BC--REDIP WBCRC Project	1,100,000 See also P004 Submission 1--not approved Submission 2--submitted	1		22-11	26-03	x	x				
10	P031	DOW & Partners--Water System Replacement Test Drilling Program & New Water Plant	\$500,000 (In-kind Osisko Development) 7,000,000 See also P18	1	x x	22-12	26-06	x	x	x			
11	P032	DOW Public Works Garage and Shop	TBD	1		22-11	23-12	x	x				
12	P035	UBCM Economic Development Plan	\$55,000 In-Trust	1	x	18-04	24-03	x	x	x	x		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
13	P039	PROV BC-- Engines 11, 12, & 14 Fire Truck Replacements	CGF \$300,000+ Interim Unit \$60,000 Heritage Branch 1,300,000+ Future New Units	1	x	22- 12	25- 03	x	x	x	x		
14	P050	Lhtako Dene Nation Partnerships	Mayor & Councillor Lewis	1		23- 11	OG	x	x	x			
15	P071	Money Lane House Fire		1		22- 06		x	x	x	x	x	
16	P074	Wildfires		1		23- 04		x	x	x			
17	P072	Rural Roads Events--Sugar Creek	EMBC	1		23- 04		x	x	x	x	x	
18	P073	Local States of Emergency and Emergency Operations Centre	Emergency Operation Centres Emergency Support Services	1		23- 04		x	x	x			
19	P076	PROV BC-- Disaster Risk Reduction--Phase 1--Lowhee Emergency Dike Repair	\$2,100,000 In-trust	1	x	23- 06		x	x	x	x	x	
20	P064	PROV BC-- LGHI Fund-- Lands and Housing	\$150,975	1		24- 01		x					
21	P075	2023 to 2025 Supplements	Review at each Council Meeting	2		23- 01		x	x				
22	P070	Highway 26 Events	Temporary Bridge Highway Resurfacing	2		23- 04		x	x	x			
23	P057	UBCM--Housing Strategy Revision	\$15,000 In-trust	2		21- 01	TBD	x					

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
24	P017	Osisko MOU and Community Agreement	Mayor and Counsellor Funk	2		22-06	OG	x	x	x	x		
25	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	x		
26	P030	PROV BC Jack of Clubs Lake & Area Reclamation Project	Phase 1 Signage-\$59,313 Fish Study-\$108,953 Investigation, Assessment, Water Standards \$588,023 Phase 2 Mitigation Estimated 5,000,000+	2	x	22-08	26-03	x	x	x	x		
27	P062	DOW, Barkerville, Wells Chamber of Commerce Fuel Tanks Partnership	\$26,269 In-Trust	2		05-01	23-09	x	x	x	x		
28	P063	PROV BC Growing Communities Fund	\$588,000 Fire Truck WBCCRC Roof Other	2		23-03	24-10	x	x	x			
29	P005	DOW & Partners--Playground	\$230,000 \$28,000+ in trust	3		20-04	24-10	x	x				
30	P016	PROV BC--Housing & BC Housing	\$5,000,000 See also P36 & P19	3		19-04	OG	x	x				
31	P020	DOW Wells Community Forest and Community Forest Expansion	TBD Average Dividend Counsellor Lewis	3		18-04	OG	x	x	x	x		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
32	P036	DOW & PROV BC–Crownlands	See also P36 & P19	3		22-06	24-06	x	x				
33	P040	2024 UBCM–Public Notification & Evacuation Routes Planning	Deadline is 2024 April 26	3		23-01	TBD	x					
34	P042	2024 UBCM–Emergency Operations Centres Equipment & Training	See also P22 Deadline is 2024 February 23	3		23-01	TBD	x					
35	P065	2024 UBCM–FireSmart Community Funding Supports	Deadline is 2024 September 30	3									
36	P066	2024 Emergency Support Services Equipment and Training	Deadline is 2024 January 26	3									
37	P080	2024 UBCM–LocalGovernment Development Approvals	Deadline is 2024 March 08	3									
38	P078	2024 UBCM Active Transportation Planning	Deadline is 2024 February 09										
39	P079	2024 UBCM–Disaster Risk Reduction–Climate Adaptation–Phase 2	Deadline is 2024 March 28										
40	P043	UBCM–Poverty Reduction Planning & Action		3		23-01	TBD	x					
41	P047	PROV BC–Destination Development		3		23-01	OG	x	x				
42	P048	DOW & Partners–EV Charging Stations		3		23-01	OG	x					
43	P006	Indigenous Partnerships		4		22-04	OG	x	x				
44	P007	DOW Municipal Hall Upgrades	2022–\$80,000	4		22-04	24-12	x	x	x	x	x	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
45	P008	DOW Firehall Upgrades	2022--\$90,000	4		22-04	23-12	x	x	x	x	x	
46	P009	DOW Road Maintenance and Snow Removal Contract	2022-\$185,000 2023-\$185,000	4		22-06	23-10	x	x	x	x	x	
47	P019	PROV BC & DOW--Cemetery	See also P36	4		22-06	OG	x	x				
48	P022	DOW & Partners-- Emergency Response Plan	See also P42	4		22-06	OG	x	x	x	x	x	
49	P025	NDIT--2023 Economic Development Officer Funding	2023/2024--50,000 2024/2025 50,000	4		22-11	24-03	x	x	x			
50	P037	UBCM-- Community Works Funds (was Gas Tax Fund)	2021--\$65,000 2022--\$67,431 2023--\$35,419	4		18-04	OG	x	x				
51	P038	DOW--Fitness Centre Upgrades and Location Decision	2023--25,000	4		22-11	23-04	x	x	x			
52	P044	DOW-- Operations & Governance Improvement Plan		4		23-01	OG	x	x	x			
53	P045	NDIT--Grant Writer Program	10,500	4		22-11	24-03	x	x				
54	P046	DOW & Partners-- Barkerville Topics		4		23-01	OG	x	x				
55	P056	PROV BC-- District of Wells Boundary Expansion Evaluation	\$85,000 In-trust (this project is under discussion with the PROV BC)	4		18-05	OG	x	x				
56	P058	MULTI-PARTNER-- Highway 26 Wildfire Fuel Mitigation Project		4		22-11		x	x				

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
57	P028	UBCM Extreme Conditions Recovery Fund	Fall 2023 Intake Transferred to P079	5		22-11	TBD	x	x	x			
58	P012	Telus Pole at Firehall		5	IPr	22-04	23-07	x	x	x	x	x	23-07
59	P001	PROV BC Outdoor Ice Rink (\$441,600)	1,054,175 PBC \$441,600 GAS-T \$186,500 West Fraser Timber \$30,000	5	x	20-04	23-09 & 23-12	x	x	x	x	x	8
60	P059	DOW—Sewer Lagoon Airation Motors	Transferred to P002	5	x	21-11	x	x					
61	P060	DOW—Lagoon Maintenance Berms and Sludge	Transferred to P002	5		23-01							
62	P034	SERVICE CANADA—Youth CSTP 018263319	3,000 Complete	5		22-04	22-12	x	x	x	x	x	8
63	P051	PROV BC—CRP—Wells Curling Rink	49,084 Complete	5	x	12-04	13-03	x	x	x	x	x	8
64	P052	PROV BC—South Wells Infrastructure Condition Assessment	10,000 Complete	5	x	17-04	18-03	x	x	x	x	x	8
65	P053	PROV BC—Asset Management Plan	10,000 Complete	5	x	15-04	16-04	x	x	x	x	x	8
66	P054	PROV BC—COVID Safe Start	241,000 Complete	5		20-11	21-12	x	x	x	x	x	8
67	P061	BC HYRDO—LED Steet Lighting	35,000	5		20-10	22-11	x	x	x	x	x	7
68	P024	DOW—Change Sand in Water System	2022/23—20,000 Transferred to P018	5		22-11	23-06	x	x	x			

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
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	Cp/E
69	P026	DOW Electrical Upgrade at Sewer Lift Station	Transferred to P002	5		22-03	23-03	x	x	x			
70	P010	BC Hydro Community Energy Project	\$15,000 Mayor & Counsellor Funk	5	x	22-04	23-03	x	x	x	x	x	23-03 9/10
71	P015	PROV BC--Community Structural Fire Protection Plan	\$30,000 In-kind Complete (see also P014)	5	x	22-04	23-11	x	x	x	x	x	23-11 8/10
72	P021	PROV BC--Green Infrastructure Project	No Submission Made	6		21-11	22-03	x	x				
73	P049	PROV BC & CANADA--Community Energy System (GT-SPF)	439,000 Expired No Matching Funding Capacity	6		17-04	21-03	x	x				
74	P033	FCM--Green Municipal Fund--Community Facilities Buildings Monitoring Fund	25,000 (20% DOW contribution required) Oversubscribed No Submission Made	6		TBD	TBD	x	x				
75	P041	UBCM--FireSmart Community Funding & Supports	\$45,000 Over subscribed.	6		23-01	TBD	x					

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Appendix L—District of Wells Risk Management Chart (Version 7.0)

Risk Assessment Levels							
Low		Moderate		High	Extreme		
Ref	Item				Immediate Cost	Planned & Deferred Cost	Needs and Risk(s)
1	Sewer				500,000	7,000,000+	Collection and Treatment
2	Water				500,000	6,000,000	Treatment, Collection, Storage, Distribution
3	Facilities				1,400,000	5,000,000	Hazards, Maintenance, Extend Lifecycle, Potential New Facilities
4	Structural Fire Protection				1,000,000	4,000,000	Equipment, New Fire Truck, Buildings Maintenance, Buildings Expansion for Trucks
5	Wildfire Protection				200,000	4,000,000+	Equipment Building to Store Equipment Fuel Treatment
6	Affordable Housing					5,000,000+	Various Formats
7	Power				3,000,000	20,000,000	Reliable Power Three Phase Power
8	Snow Removal				185,000	185,000	Improved Plan, Equipment
9	Emergency Evacuation Routes				200,000	6,000,000	Forest Service Roads Purden Connector
10	Highway 26				2,000,000	20,000,000	Short and Long-term Plan
11	Flooding				15,400,000	10,000,000	Community Flooding Assessment Flood Mitigation
12	Roads				250,000	6,000,000	Drainage, Ditching, Culverts Grading, Top Dressing, Pavement, Curbing
13	Cemetery				100,000	500,000	Land and Facilities
14	Contaminated Sites				1,000,000	5,000,000+	Research, Planning, and Remediation
15	Totals				25,670,000	98,750,000+	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75—2022 to 2025 Supplements

(this Appendix will be updated for the 2024 April 09 Council Meeting)

Appendix G--Facilities Upgrades List

Ref	Items District of Wells Office	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Fair	
2	Foundation	Fair	
3	Outside Membrane and Siding	Fair	
4	Interior Membrane and Coverings	Fair	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Fair	
6	Exterior Paint	Fair	
7	Interior Paint	Fair	
8	Floor Coverings	Good	
9	Heat, Air, and Cooling Systems	Fair	
10	Hot Water System	Fair	
11	Plumbing	Fair	
12	Electrical	Fair	
13	Sewer	Fair	
14	Water	Poor to Fair	
15	Drainage: Buildings and Property	Fair	
16	Bathroom(s)	Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Good	
19	Living Space(s)	N/A	
20	Cabinets & Shelving	Fair	
21	Doors (interior and exterior)	Fair	
22	Windows	Fair	
23	Parking	Good	
24	Garage and/or Carport	N/A	
25	Workshop	Poor	
26	Storage	Poor/Fair	
27	Asbestos	Good	
28	Mold or Moisture Damage	Good	
29	Age and Overall Condition	Fair	
30	Appliances and Fixtures	Fair	
31	Clutter and Disposal Items	Fair	
22	Other:		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75–2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Status
		District of Wells Office		
	DOW Off	De-clutter and Clean-up		IP
2023	DOW Off	Basement Use, Furnace Room Fire Rated, and Completion of Construction		
2023	DOW Off	Duct Cleaning and Furnace & Electrical Cleaning	1,000	IP
	DOW Off	Interior Building Ventilation Review and Improvement	15,000	IP
		Electrical <ul style="list-style-type: none"> • Inspection Report Work • Baseboard Heaters Updating & Safety 		IP
2023	DOW Off	Exterior Paint		Estimating
	DOW Off	Broken Glass Panes Replacement		C
	DOW Off	Propane Furnace Exhaust Review		C
	DOW Off	Entrances Snow Protection		
	DOW Off	Flooring <ul style="list-style-type: none"> • Remove Old Carpets • Wood Flooring Refinishing • Industrial Laminant 		C
2023	DOW Off	Interior Painting	OpBud	IP
	DOW Off	Maintenance Shop Replacement		PL
	DOW Off	Concrete Lime Emulsion Treatment on Concrete		IP
	DOW Off	Bob Cat and Attachments Rental?		Rent or C
	DOW Off	Snowmobile Rental?		
	DOW Off	Quad Snow Plow?		
	DOW Off	Generators Upgrades—Buildings, Sewer, Water		
	DOW Off	Radio Antenna Mast Repair		C

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75—2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Items Firehall	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Good	
2	Foundation	Fair to Good	
3	Outside Membrane and Siding	Poor to Good	
4	Interior Membrane and Coverings	Poor to Good	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Poor to Good	
6	Exterior Paint	Fair	
7	Interior Paint	Poor to Good	
8	Floor Coverings	Good	
9	Heat, Air, and Cooling Systems	Fair	
10	Hot Water System	Fair	
11	Plumbing	Fair	
12	Electrical	Fair to Good	
13	Sewer	Fair	
14	Water	Poor to Fair	
15	Drainage: Buildings and Property	Poor to Good	
16	Bathroom(s)	Poor to Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Poor	
19	Living Space(s)	N/A	
20	Cabinets & Shelving	Poor to Fair	
21	Doors (interior and exterior)	Fair to Good	
22	Windows	Fair to Good	
23	Parking	Poor	
24	Garage and/or Carport	N/A	
25	Workshop	Poor	
26	Storage	Poor	
27	Asbestos	Fair— Treatment Required	
28	Mold or Moisture Damage	Fair	
29	Age and Overall Condition	Fair to Good	
30	Appliances and Fixtures	Poor	
31	Clutter and Disposal Items	Fair	
22	Other:		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75–2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Building	Items Fire Hall	Cost	Solution
2023	Firehall	Relocation of Telus Pole in-front of Bay 2		IP
	Firehall	Concrete Lime Emulsion Treatment on Concrete		IP
2023	Firehall	Electrical <ul style="list-style-type: none"> • Inspection Report Work • Lighting in Crawl Space • Relocate Service 	3,000	
	Firehall	De-clutter and Clean-up		IP
	Firehall	Duct Cleaning and Furnace & Electrical Cleaning		IP
	Firehall	Old Section Bay Doors Replacement		
	Firehall	Old Section Main Door Replacement		C
	Firehall	Old Section Roof Replacement		C
2023	Firehall	Old Section Vermiculite Containment or Removal	4,000	
	Firehall	Old Section Hose Room Subfloor		
	Firehall	Old Section Loft Carpet Removal		C
	Firehall	Old Section Loft Flooring Refinishing or Replacement		C
2023	Firehall	Old Section Loft Gyprock Repairs & Replacement	4,500	
	Firehall	Old Section Structural Review of Subfloor		C
2023	Firehall	Install New Washroom and Showers in New Section	10,000	
	Firehall	Additional Truck Garage Space		
2023	Firehall	HVAC	15,000	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75—2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Item Community Hall	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Good	
2	Foundation	Fair to Good	
3	Outside Membrane and Siding	Fair	
4	Interior Membrane and Coverings	Fair	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Fair	
6	Exterior Paint	Poor to Fair	
7	Interior Paint	Fair	
8	Floor Coverings	Fair to Good	
9	Heat, Air, and Cooling Systems	Good	
10	Hot Water System	Fair to Good	
11	Plumbing	Fair	
12	Electrical	Fair	
13	Sewer	Fair	
14	Water	Poor to Fair	
15	Drainage: Buildings and Property	Fair	
16	Bathroom(s)	Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Fair	
19	Living Space(s)	N/A	
20	Cabinets	Fair	
21	Doors (interior and exterior)	Fair	
22	Windows	Fair	
23	Parking	Fair	
24	Garage and/or Carport	N/A	
25	Workshop	N/A	
26	Storage	Fair to Good	
27	Asbestos	Good	
28	Mold or Moisture Damage	Good	
29	Age and Overall Condition	Fair	
30	Appliances and Fixtures	Poor to Fair	
31	Clutter and Disposal Items	Fair	
22	Other:		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75–2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	C Hall	Electrical--Inspection Report Work		IP
	C Hall	De-clutter and Clean-up		IP
	C Hall	Rear Roof Snow Brakes		
2023	C Hall	Bathroom Fans Inspection, Replacement, Cleaning and Venting Piping Pathway to Outside	5,000	
2024	C Hall	Refinish Gym Floor and Lines Repainting		Estimating
	C Hall	Interior Wall Covering Repairs and Painting		
2023	C Hall	Projection Screen--8' Portable	1,000	
	C Hall	Rear Right Back Exit Reconstruction/Repair		
	C Hall	Dance Hall Right Exit Blockage		C
2023	C Hall	Health Office Upgrades and Wheelchair Washroom	15,000	
	C Hall	Kitchen Stoves Replacement		C
2023	C Hall	Kitchen Stoves Venting to Code	1,500	
2023	C Hall	Upstairs Kitchen Fridge and Freezer		
	C Hall	Upstairs Kitchen Upgrading	10,000	PL
	C Hall	Furnace Room to Fire Code		PL
	C Hall	ABC Communications Access Door Replacement		
	C Hall	Access Doors Snow Protection		
	C Hall	Windows Maintenance		
	C Hall	Hot Water Room Ceiling Repair to Fire Code		IP
	C Hall	Rear Entrance Metal Railing Repair		
	C Hall	Basement Wheelchair Washroom To-Code	5,000	
	C Hall	Status of Hydro Masts with Snow Load		
	C Hall	Chimney Removal or Repair		
	C Hall	Rear Entrance Retaining Walls Review and Repair		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75—2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Item Community Cultural & Recreation Centre	Status (good, fair, poor)	Mitigation Estimate
1	Roof	Poor	
2	Foundation	Fair	
3	Outside Membrane and Siding	Fair	
4	Interior Membrane and Coverings	Fair	
5	Structural—Framing, Concrete, Rafters, Trusses and other	Fair	
6	Exterior Paint	Poor to Fair	
7	Interior Paint	Poor to Good	
8	Floor Coverings	Fair	
9	Heat, Air, and Cooling Systems	Fair to Good	
10	Hot Water System	Good	
11	Plumbing	Fair	
12	Electrical (including Fire Alarm System)	TBD to Fair	
13	Sewer	Fair	
14	Water	Poor to Fair	
15	Drainage: Buildings and Property	Poor to Fair	
16	Bathroom(s)	Fair	
17	Bedroom(s)	N/A	
18	Kitchen	Fair	
19	Living Space(s)	N/A	
20	Cabinets	Fair	
21	Doors (interior and exterior)	Fair	
22	Windows	Poor to Fair	
23	Parking	Fair	
24	Garage and/or Carport	N/A	
25	Workshop	N/A	
26	Storage	Fair	
27	Asbestos	Fair--Treated	
28	Mold or Moisture Damage	Fair--TBD	
29	Age and Overall Condition	Fair	
30	Appliances and Fixtures	Fair	
31	Clutter and Disposal Items	Fair	
22	Other:		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75–2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	C & R Centre	Renovation Reports Implementation		
	C & R Centre	De-clutter and Clean-up		
	C & R Centre	Roofs Drainage		
	C & R Centre	Teacherage/Teaching Staff Housing Discussion		
	C & R Centre	Concrete Lime Emulsion Treatment		
	C & R Centre	Worksafe Ongoing Maintenance Records and Minor Items Requirements		
	C & R Centre	Gym Crawl Space Moisture Remediation		IP
	C & R Centre	Electrical--Inspection Report Work		IP
	C & R Centre	Fitness Room HVAC	10,000	
	C & R Centre	Fitness Room Washroom	10,000	
	C & R Centre	Fitness Room Door	2,000	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P75–2022 to 2025 Supplements

Appendix Q–2023 to 2026 Budget Items List

Ref	Item	Estimate	Priority	Status	Year	Complete
1	Computer Projector & Screen for all Fire Hall	1,500	1,2		2023	
2	All Fridge and All Freezer for Community Hall downstairs Kitchen	2,000	2	Pre-Approved	2023	C
3	Ergonomic Office Furniture for DOW Offices	10,000	1,2		2023, 2024	
4	Locking Steelcase Cabinets and File Cabinets for Community Hall and DOW Office	5,000	1,2		2023, 2024	
7	High Quality Larger Portable Tools, such as Chop Saw, Table Saw, Generators, other	10,000	1		2023, 2024	
8	Bathroom Fans Replacement in all Buildings	10,000	1		2023	
9	Duct Cleaning in all Buildings	6,000	1		2023	
10	WBCCRC School Kitchens Improvements	3,500	1		2023	
11	New Fitness Equipment and Fitness Equipment Repairs	10,000	1		2023	
12	Fire Proof Furnace Rooms		1		2023	PL
14	1 Ton Flat Deck					
15	Dump Trailer <ul style="list-style-type: none"> • 180 daily • 720 weekly • 2160 monthly 					
16	Fire Chief's List (will add the details) <ul style="list-style-type: none"> • Compressed Air • Pagers and Headsets • Drafting from Lake or River Equipment 	100,000	1		2023, 2024	PL

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY 2024 March 19, 7:00PM to 8:00PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

	<ul style="list-style-type: none"> • Additional Tools • Bunker Gear • Training • Furniture • Mezzanine • Shower • Washer Dryer 					
17	Chevy 1 Ton	4,000	1		2023	
18	Water Tower Inspection	5,000	1		2023	
19	Library Lights in CH	1,000	1		2023	
20	Fire Hydrant Servicing	5,000	1		2023	
21	Geo Therma System at Wbccrc Assessment	3,000	1		2023	
22	First Aid Rooms	10,000	1		2023	
23	Ice Rink Washroom	TBA	1		2023, 2024	
24	Wbccrc Propane Tank Relocation	3,500	1		2023	
25	Move Ball Field Shop to District Office	TBA	1		2023	