

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

ZOOM Link: (see full Zoom Link on Page 5)

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, Xat'sūll, 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.

Mayor Ed Coleman is inviting you to a scheduled Zoom meeting—August 20th, 7:15pm to 8:30pm—Regular Council Meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86906234031?pwd=5Jw4bQtQshBr0s0x6aSxvYQUaOsJ.1>

Meeting ID: 869 0623 4031

Passcode: 823613

1.1 Call to Order and Agenda for the Regular Council meeting of Tuesday August 20, 2024, 7:15pm to 8:30pm

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 August 20, 2024, as circulated.

2.0 MINUTES

2.1 Recommendation/s: THAT Council approves the minutes for the Regular Council meeting of Tuesday July 16, 2024, as circulated.

3.0 CORRESPONDENCE

4.0 DELEGATIONS AND PRESENTATIONS

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5.0 UNFINISHED BUSINESS

5.1 Strategic Priorities Projects

- P002—Sewer/Waste Water—Lift Station main line repairs, collection system cameraing (complete), and land needs for upgraded systems. New Lift Station preliminary plans (see draft). Outfall repairs to Willow River.
- P014—Wildfire Prevention
- P017--Osisko MOU and Community Agreement—MOU established, Agreement Table established, Project Liaison for District of Wells (posting 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 ● Health Services ● Tourism EA Requirements ● Highway 26 ● EA New Water Source Commitment ● Structural and Wildfire Fire Equipment and Services ● Wbccrc Contributions ● Taxation 	<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 ● Environmental Certificate Schedule B—Community Affects Management Plan
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- P018--PROV BC, DOW & Partners Water System Treatment Upgrade (SCF-MAH). Interior work completed; Generator (complete) and Fencing—August
- P030--PROV BC Jack of Clubs Lake & Area Reclamation Project—Provincial and Northern Health Authorities reviewed the Sites 2024 05 08. Regulated Data expected in October 2024; SLR continues further testing.
 - P0302024 07 12--[Contaminated Site Community Report Update](#)
- P040--2024 UBCM—Public Notification & Evacuation Routes Planning--Submitted
- P050—Lhtako Dene Nation Active Partnerships
 - Crownlands
 - Disaster Risk Reduction—Climate Adaptation
 - Community Forest
 - Power Line Project
- P075—2023 to 2025 Supplements—see *P075 2024 detailed approved list in this Agenda Package*.

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- P075.5—2024 to 2025 Additional Supplements Update (some items may be repeated in other charts; call charts will be consolidated for the 2024 July Council meeting)

P075.5—2024 Additional Supplements Details 2024 06 16—Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
1	Fire Hall	Fire Chiefs Updated 2024 Lists		
2	Fire Hall	Fire Truck Building Left Corner Foundation Repair		
3	Fire Hall	Fire Truck Building Main Heat Fan Relocation		
4	Fire Hall	Air Tank System Installation (includes relocation of 1979 Fire Truck in partnership with Barkerville)		
5	WBCCRC	Osisko Developments \$256,000 Contribution List <ul style="list-style-type: none"> • Interior and Exterior Painting (storage boxes required) • Electrical Upgrades • Room 302 Business Room Completion • Grade Beam for Outdoor Shelter • Youth Play Value Equipment • Other 		
6	WBCCRC	Gym Chimney Repair/Partial Removal	3,500	
7	WBCCRC	Top Floor Wheelchair Accessible Washroom (Room 301A potential)	20,000	
8	WBCCRC	Room 204 Commercial Kitchen Sink Replacement		
9	WBCCRC	Room 204 Handwash Station Replacement		
10	WBCCRC	Room 204 Dishwasher (potential commercial level)		
11	WBCCRC	Basement Washrooms Fixtures Upgrades	6,500	
12	WBCCRC	Old Fire Line for Old Boilers Assessment		
13	WBCCRC	Geo-thermal Room Fire Protection Assessment		
14	WBCCRC	Various Small Items Assessment and Completion		
15	WBCCRC	Propane Tanks Relocation		
16	WBCCRC	New Wheelchair Ramp		
17	WBCCRC	Outdoor Bleachers Assessment, Painting, and Repairs		
18	WBCCRC	Potential Relocation of Ball Park Backstop to WBCCRC		
P075.5—2024 Additional Supplements Details 2024 06 16—Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
19	District Office	Old Above Ground Generator Oil Tank Removal		

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20	District Office, and P002, P018	Generator Swap among P002 Waste Water, P018 Water for District Office, Community Hall, and potentially Fire Hall old Generator Replacement		
21	District Office	Upstairs P-tac Units for Air, Heat, Airconditioning		
22	District Office	FLI Maintenance Shop Options Report		
23	Community Hall	Chimney Repair/Partial Removal	3,500	
24	Community Hall	Basement Washrooms Reconfiguration to Independent Washrooms		
25	Community Hall	Electrical Main Hydro Service Assessment and Relocation		

- P076— PROV BC—Disaster Risk Reduction--Phase 1—Lowhee Emergency Dike Repair (100% complete). Claims and final reporting in-progress.
- P079—2024 UBCM Disaster Risk Reduction—Climate Adaptation (decisions by end of 2024 July and September)
 - P083—Category 1: Water Management Plan and P084—Category 2: Water Management and Indigenous Partnerships to be combined.
 - P085—Category 3: Water and Flooding Phase 2—Lowhee River Dike Repair and P081—Sewer Line Crossing and Highway 26 Bridge—Flood Protection
- P100—District of Wells Flooding Project Three components to the Project: Waste Water Sewer Line Crossing Protection (in-progress); Jack of Clubs Creek Dredging Plan (Engineering in-progress); and Lowhee Creek Sediment Containment Trap (Engineering in-progress). Residences impacts assessments, and mitigation.

- P101--2024 08 20--Mayor Ed Coleman Wildfires Update

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

6.0 Reports

6.1 Mayor’s Report (and verbal updates)

- Concise Business Plan—Version 4.7 (posted at Wells.ca)
- Staffing Update—DOW Cariboo Gold Liaison (posting drafted);
- Finance and Budget: Focus now on 2022 and 2023 Audits and 2024 Taxes
- Meeting Dates:
 - 2024 August 13—Facilities and Lands Select Committee Meeting
 - 2024 August 20—Osisko Developments In-Camera Meeting—1:00pm to 4:00pm

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- 2024 August 20—Council In-Camera Meeting—4:30pm to 6:30pm
- 2024 August 20—OCP Public Hearing—7:00pm to 7:15pm
- 2024 August 20—Regular Council Meeting—7:15pm to 8:45pm
- 2024 September 10—Regular Council Meeting
- 2024 September 24—Regular Council Meeting
- Select Committees' Short Updates

6.2 CAO Reports

6.2.1 Updates and Other

6.2.2 Community Forest Land Project—Zoning and Right of Ways

6.2.3 Prospectors Car Club Event and Road Closures (August 18th, 11:00am to 2:00pm—
Businesses Follow-up

6.2.4 Canada Revenue Agency Representatives

6.2.5 Procurement Policy

6.3 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 August 20, 2024.

Recommendation/s: THAT Council at _____PM adjourns the Regular Council meeting for Tuesday August 20, 2024.

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One tap mobile

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Dial by your location

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- +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)
- +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)

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**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY, JULY 16, 2024 7:00pm
ONLINE (VIA ZOOM)
MINUTES**

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

STAFF: CAO Jerry Dombowsky

PUBLIC GALLERY: 2 online, 1 in-person

1.0 CALL TO ORDER AND INDIGENOUS LANDS ACKNOWLEDGEMENT

1.1 Call to Order

24-122 MOVED Councillor Dirk Van Stralen, seconded by Councillor Jenn Lewis THAT Council at 7:01 p.m. approves to call the meeting to order for the Regular Council Meeting of Tuesday, July 16, 2024.

Carried Unanimously

1.2 Approval of the Agenda

24-123 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council approves the agenda for the Regular Council Meeting of Tuesday, July 16, 2024.

Carried Unanimously

2.0 MINUTES

2.1 Approval of minutes for the Regular Council Meeting of Tuesday, June 18, 2024

24-124 MOVED Councillor Dirk Van Stralen, seconded by Councillor Jenn Lewis THAT Council approves the minutes for the Regular Council Meeting of Tuesday, June 18, 2024, without amendments.

Carried Unanimously

3.0 CORRESPONDENCE—NIL

4.0 DELEGATIONS AND PRESENTATIONS—NIL

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
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5.0 UNFINISHED BUSINESS

5.1 Strategic Priorities Projects

- P002—Sewer/Wastewater—No update. In response to a question, it was mentioned that when the sewer line was videorecorded, maintenance holes three feet under the dirt were found that were not on blueprints. These are being dug up and risers being put on them currently.
- P014—UBCM—With the current wildfire status in Wells, Structure Protection Branch is here and is doing a full structural assessment of the entire community starting off from the Structure Protection Report from Fall 2022, and the same for Barkerville. Structure Protection Unit is set to come to protect the community and Barkerville.
- P017—Osisko MOU and Community Agreement—Meeting was held today on a number of different topics. Osisko is planning a community update event and barbecue, tentatively scheduled for Thursday, September 5th, 5 p.m. to 8 p.m. Work has continued on the process to get the Community Liaison role filled, and it is hoped that the job position can be posted in August.
- P018— PROV BC, DOW & Partners Water Treatment System Upgrade (SCF-MAH)—The new slab for the generator is being poured and fencing will be installed.
- P030—PROV BC Contaminated Sites, Jack of Clubs Lake Reclamation Area—Contaminated Sites Branch was in Wells and has done a Community Update Report that is posted on the website. A nine-person team came and did around \$1.2 million worth of testing, and about an additional 10% more testing will be done. They are planning to come and do a presentation in October after further testing is complete. They also advised on emergency projects specifically around Lowhee Creek and the sewer line crossing project (P100). They also gave some recommendations on some sediment tracking for Lowhee Creek.
- P040—2024 UBCM— Public Notification & Evacuation Routes Planning—CAO Jerry Dombowsky is anticipating the grant funding announcement soon.
- P050—Lhtako Dene Nation Active Partnerships—Partnerships continue to move forward: Crownlands, Disaster Risk Reduction/Climate Adaptation, Community Forest, and the Power Line Project.
- P075—2023 to 2025 Supplements—No changes to supplements. The work that Council has approved is in process.
- P076—PROV BC—Disaster Risk Reduction—Phase 1—Lowhee Emergency Dike Repair (100% complete)—Claims and final reporting in-progress. Contaminated Sites reviewed that project and were very happy with the work done.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
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- P079—2024 UBCM Disaster Risk Reduction, Climate Adaptation—The submission has been peer reviewed and project is getting good feedback. Some more reviewing is taking place and we hope to hear soon on its status.
- P100—District of Wells Flooding Project—The first of the component of this project is in progress, very complicated work, estimated that work is 80% done. Department of Fisheries has been fantastic. All of the many permit approvals have been obtained.
- P101—Wildfire Situation—A lot of work has been done and full update reporting is on the Wells webpage. The evacuation order for Cornish Mountain 8 Mile area has been rescinded and been downgraded to an alert. Because of that, Mayor Ed Coleman was able to rescind the State of Local Emergency. Also, the Cariboo Regional District has rescinded the evacuation alert for Cornish Mountain—Barkerville. Resources that are needed are in place or coming, including 200 firefighters, two water bombers, six water skimmers, and up to 25 helicopters, either stationed in Wells or in other locations. The situation is being monitored and briefings are being held with relevant agencies every three or so days. At the moment, weather is hot and clear and not smoky.

24-125 MOVED Councillor Dirk Van Stralen, seconded by Councillor Jenn Lewis THAT Council receives the updated Strategic Priorities Projects Grid.

Carried Unanimously

6.0 REPORTS

6.1 Mayor’s Report

- Finance and Budget—Still full-tilt on finalizing audits and taxes. CAO Jerry Dombowsky commented that thanks to the great work of CFO Sarah Brown and Maria, almost all of the taxes that are due this year have been dealt with. For a few properties that are in arrears, property owners will be worked with to repair the situation and follow the legislated process. Also, it is getting close to the end of the list of tasks to complete with regards to audits.
- Meeting Dates:
 - 2024 July 23—OCP Public Hearing—1:00 p.m. to 2:00 p.m. (In-person & Zoom)
 - 2024 July 25—OCP Special Open Council Meeting—11:00 a.m. to 12:00 p.m.
 - 2024 August 20—Osisko Developments In-Camera Meeting—1:00 p.m. to 4:00 p.m.
 - 2024 August 20—Council In-Camera Meeting—4:30 p.m. to 6:30 p.m.
 - 2024 August 20—Regular Council Meeting—7:00 p.m. to 9:00 p.m.
 - 2024 September 10—Regular Council Meeting
 - 2024 September 16–20—UBCM Convention in Vancouver
 - 2024 September 24—Regular Council Meeting

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
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- Select Committee Short Updates:
 - Vision & Planning Committee—Regarding the OCP, Councillor Lewis reported that the previous readings will be rescinded and the new draft read in. The new draft has not materially changed from the previous one, and is now available on the website. Additionally, a survey will be sent out for the ICSP, which both the committees as well as the public will be asked to participate in.
 - Facilities Committee has not met since the last council meeting. The Facilities Committee has endorsed work on Wells Community Cultural Centre Facility, including interior painting, exterior painting, electrical work, etc. CAO Jerry Dombowsky stated the two pieces remaining to re-open the fitness room are door lock system and a tweak to the sewage line. The first example new business room on the upper floor will be available to be shown soon. A wheelchair-accessible washroom for the upper floor is being worked on as well. One of the initiatives of the committee going forward is looking at an overarching community plan for its properties to be addressed at upcoming meetings.

6.2 CAO Report

CAO Jerry Dombowsky outlined the Official Community Plan process. The process is there is a 1st and 2nd reading of the new proposed bylaw for adoption of the Spring 2024 revision of the draft OCP, then a public hearing (which is scheduled for Tuesday, July 23 from 1 p.m. to 2 p.m.), and then the 3rd reading and adoption, which can occur immediately after the public hearing.

After today's meeting, the draft OCP will be open officially for comments prior to the public hearing, 3rd reading, and adoption. The CAO read out the new proposed bylaw, the Wells OCP bylaw (Bylaw No. 197, 2024), to replace the current bylaw (Bylaw No. 106, 2010).

24-126 MOVED Councillor Josh Trotter-Wanner, seconded by Councillor Jenn Lewis THAT Council rescind 1st and 2nd readings of Wells Official Community Plan Bylaw No. 194, 2023.

Carried Unanimously

24-127 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council do 1st and 2nd readings of the Wells Official Community Plan Bylaw No. 197, 2024.

Carried Unanimously

It was decided to hold a Special Open Council Meeting at 11 a.m. on Thursday, July 25 to do the 3rd and final reading of the draft OCP.

CAO Dombowsky wanted to give thanks to FLIM Tyler Doerksen for the good job he has been doing on the properties, lawns, etc., as many compliments have been received. He also noted that we are in the lead-up to the next major event – Arts Wells, and looking forward to doing all we can to support it. He also expressed his thanks and gratitude to Mayor Ed Coleman for his work on emergency management for both the fire emergency and the flood emergency. Mayor Ed

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Coleman returned the thanks and also expressed thanks to the rest of the staff, including CFO/EDO Sarah Brown on the amount of work that went into dealing with taxes.

On the Community Forest Land Project, CAO Dombowsky stated that he is about to engage a surveyor for road dedication based on the latest advice from Urban Systems. If the school is ready to start building their structure, they could do it within the existing zoning, but it makes a lot more sense to rezone it as soon as possible.

24-128 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—nil

7.2 Staff—nil

7.3 Public Gallery

Elyssia Sasaki spoke about the upcoming ArtsWells Festival, ticket availability and prices, and expressed thanks and acknowledged help from sponsors and local businesses. In response, whether or not an exception to the noise bylaw for this event would be needed was discussed.

8.0 ADJOURNMENT

8.1 Adjournment of the Regular Council Meeting of Tuesday, July 16, 2024.

24-129 MOVED Councillor Jenn Lewis, seconded by Councillor Dirk Van Stralen THAT Council at 7:54 p.m. adjourns the Regular Council meeting of Tuesday, July 16, 2024.

Carried Unanimously

Mayor Ed Coleman

Corporate Officer Jerry Dombowsky

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
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Report to Council

Date: August 20, 2024
To: Council
From: Chief Financial Officer
Subject: CRA Business Account Administrator Appointment
Department: Finance

Recommendation:

THAT Council authorize Sarah Brown and Jerry Dombowsky to act as Administrative Representatives for the District of Wells Canada Revenue Agency Business Account.

Purpose:

To request Council's formal support to appoint Sarah Brown and Jerry Dombowsky as Authorized Representatives for the District of Wells Canada Revenue Agency Business Account to be able to view, reconcile and remit GST and Payroll remittances managed by the CRA.

Background:

The Canada Revenue Agency (CRA) offers access to federally required business operations through their "My Business Account" tool. This online account allows staff to access and manage GST and Payroll remittance information, reporting and payments required to keep the District of Wells' federal accounts in good order.

Conclusion:

Suggested resolution: "THAT Council approves the authorization of Sarah Brown and Jerry Dombowsky as Administrative Representatives for the District of Wells Canada Revenue Agency Business Account."

Sarah Brown, Chief Financial Officer

Approved for inclusion:

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
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Report to Council

Date: August 20, 2024
To: Council
From: Chief Administrative Officer
Subject: Procurement Policy
Department: Administration

Recommendation:

THAT Council receives for information, the report from the Chief Administrative Officer dated August 20, 2024, with respect to a proposed District of Wells Procurement Policy;

AND THAT Council adopt the Procurement Policy as a formal District Policy for immediate application.

Purpose:

To request Council's formal adoption of the attached District of Wells Procurement Policy which establishes the district as being committed to fair, open and transparent acquisition of goods or services, construction-related services, and consulting services, that meet legislative requirements and result in value-for-money for residents and other stakeholders.

Background:

This policy is to ensure that the requirements for goods, services, and construction are achieved through a consistent approach in all purchasing efforts resulting in: good governance and management; valuing relationships and exceptional service; provision of high quality municipal services at the lowest possible cost; and transparency, compliance, and sustainability

Public Procurement Principals

There are four primary pillars of public procurement:

1. non-discriminatory, providing no preferential treatment to any potential supplier,
2. open access, bidding opportunities are open and accessible to any capable supplier,
3. transparency, clear and concise rules and process for bidding opportunities, and
4. effective management of public resources, ensuring value for money

Governance

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Procurement is delegated to District staff that controls the procurement methods and strategies used for goods, services, and construction at the District. This delegation protects Council from conflicts of interest by keeping Council at 'arm's length' from supplier selections and business transactions.

Procuring Well

Staff use professional expertise and proven public procurement standards and practices to produce best value supplier contracts. Staff keep current by reviewing emerging regulation and case law to ensure the District remains compliant with legislation.

Legislation and Regulation Compliance

Purchasing activity must be compliant with all applicable legislation and regulations. This legislation includes Canadian Administrative Law, multiple national and international trade agreements, and the Community Charter.

Conclusion:

Staff use subject matter expertise, technology, public procurement principles, regulations, and related policies to make decisions that advance Council priorities all while considering value for money. Council priorities are further promoted when enabling budgets are approved to advance any initiatives and outcomes, like support of local business, sustainability or other benefit driven procurements.

Internal Circulation:

- Chief Financial Officer
- Facilities, Lands and Infrastructure Manager



J. Dombowsky, Chief Administrative Officer

Attachment: District of Wells Procurement Policy

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DISTRICT OF WELLS PROCUREMENT POLICY

I. PURPOSE

To establish a policy that provides procedures for purchasing supplies and creating agreements/contracts for goods and services for the District of Wells.

II. OVERVIEW

Pursuant to the Community Charter [SBC 2003], Chapter 26, Part 5 Municipal Government and Procedures, Division 5 Officers and Employees, Section 149(d), Council may provide for the expenditure of municipal funds in a designated manner; and pursuant to the Community Charter, Chapter 26, Part 5 Municipal Government and Procedures, Division 6 Delegation, Section 154(1) (b) Council may by bylaw delegate its powers, duties, and functions to its officers and employees.

Council shall provide vision and a strategic plan for Administration to implement. Council shall review and approve annually a final Five-year Financial Plan (operating and capital). Subject to these approved budgets, Council delegates the authority to Administration to manage the required procurement process(es), which include:
the initiation of a solicitation or notification

- contract award
- vendor performance
- contract administration

in the delivery of the programs, projects, goals, and objectives as approved.

Preference will be given to the vendor offering the Best Value to the District.

The District of Wells' procurement process will comply with the requirements of regional, national and international trade agreements along with the applicable legislation.

All purchases must be made with the objectives of meeting operational requirements, maximizing value for each dollar disbursed, and providing vendors and service providers with an open, transparent and fair opportunity.

Agreements will be in place before a vendor delivers goods or commences working on the delivery of services.

III. APPROVAL TO PROCEED

Through the annual budget processes and approval of the Five-year Financial Plan, Council shall approve a funding source to give Administration the conditional authorization to proceed with the acquisition of goods, services, construction, professional services and disposal of expired assets.

Amendments to the Financial Plan will be presented to Council for approval as required, and once approved, the Financial Plan will be updated (recommendations in Council reports).

A written information report of the contract awards exceeding \$100,000 shall be provided to Council.

IV. DEFINITIONS

- A. Capital Expenditure:** means an expense associated to buy, maintain, or improve District of Wells fixed assets, such as buildings, vehicles, equipment, infrastructure or land.

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- B. Chief Administrative Officer:** means the Chief Administrative Officer (CAO) of the District of Wells or their designate and includes anyone authorized by Council to act on their behalf.
- C. Chief Financial Officer:** means the Chief Financial Officer (CFO) of the District of Wells or their designate and includes anyone authorized by Council to act on their behalf.
- D. Professional Services:** means legal, financial audit, engineering and banking services provided to the District of Wells.
- E. Request for Tenders (RFT):** means a price-based bidding process that is used when the solution(s), specification(s), performance standard(s), and timeframe(s) are known. Potential bidders are provided with all project information – except price – and the evaluation of the bids is based only on price. A RFT is rarely a multi-step process.
- F. Request for Proposals (RFP):** means a project-based process involving solution, qualifications, and price as the main criteria that define a winning proponent. The RFP is used mainly to acquire services when the District wants to review and implement different and new solutions to a problem, project, or business process. An RFP can range from a single-step process for straightforward procurements to a multi stage process for complex and significant procurements.
- G. Request for Expression of Interest (REI):** means a process used when a requirement for a sophisticated, multi skilled team or specialized knowledge with a necessary skill set or experience is necessary. This methodology is sometimes used to find other contractors with the necessary expertise and attract interested in the project.
- H. Request for Information (RFI):** means a procurement procedure where suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions. It may be used to assist in preparing a solicitation document. No contract awards are made directly from a request for information.
- I. Request for Qualifications (RFQ):** means a process that will prequalify proponents for a particular requirement and avoid having to struggle with a large number of lengthy proposals. This process is useful when a great deal of interest, and the need to screen many contractors is required to move a project forward to a short list of proponents for a full RFP process. It will also limit the number of potential bidders who will be required to go to the expense of preparing a detailed proposal.

V. GUIDING PRINCIPLES

- A.** Procure the goods and service requirements of all departments in an efficient, timely and cost-effective manner while maintaining the necessary controls;

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

- B. Engage in an open bidding process while ensuring availability to all qualified or prequalified bidders;
- C. Ensure maximum value is obtained during the acquisition of goods and services, including, where appropriate, the total cost, or “life cycle” cost of the product purchased. Total costs may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- D. Procure goods and services, taking into account wherever practical, the commitment to the environment and energy savings;
- E. Ensure that maximum value is realized when disposing of surplus goods, materials and equipment;
- F. Ensure the acquisition of goods and services meet the requirements of applicable legislation;
- G. Ensure that the procurement policy is compliant with the Freedom of Information and Protection of Privacy Act;
- H. Give preference to local suppliers of goods and services; this provision is assuming compliance with relevant legislation such as New West Partnership Trade Agreement (NWPTA) and Apprentice and Industry Training (AIT), and assuming their pricing, quality and experience are comparable with non-local suppliers.

In addition to the principles outlined above, District employees will demonstrate ethical purchasing behavior including:

1. **Declaration of Interest** - An employee who has a direct or indirect interest with the supplier should disclose this relationship and the employee is to be excluded from the quote or tender process;
2. **Confidentiality and Accuracy of Information** - The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
3. **Business Gifts and Hospitality** - To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

4. **Discrimination and Harassment** - No employee shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with; and,
5. **Documentation** - All steps in the procurement process will be documented in writing. The District is subject to Freedom of Information and Protection of Privacy legislation, therefore purchasing decisions will be subject to public scrutiny from time to time. It is critical that the District not only follows the policy but is able to demonstrate compliance.

VI. POLICY

The following limits will apply to the purchase of goods and services for the District of Wells. The Facilities, Lands and Infrastructure Manager, and Chief Financial Officer will be accountable for their budget and purchasing.

Position	Authorization Limits
Department Head	Up to \$5,000
Department Head signed by CFO (or designate), prior to issue	\$5,001 to \$25,000
CAO's approval in addition to CFO (or designate)	\$25,001 or greater

Each signatory may delegate spending limits to designated individuals for specified or general purchases. This delegation must be in writing and must be provided in advance to the CFO's approval. The above limits are not to include provincial or federal taxes.

VII. PROCUREMENT PROCEDURES

- A. **Special Professional Services:** The District of Wells requires long term consistency in areas such as audits, engineering, legal services and banking. Through the annual budget process and the approval of the Five-Year Financial Plan, Council shall approve the funding of, and give Administration the conditional authorization to proceed with the sole sourcing of goods and services relating to Professional Services as defined in this Policy.
- B. **Proposals versus Tenders:** A proposal is different from a tender. Unlike an RFT, an RFP is not an offer, but only contemplates an offer. Unlike the receipt of a tender, the receipt of a proposal is not an acceptance, and therefore does not result in a contract. An RFP is used when the purchaser is looking for the best value solution to resolve a problem or to deliver a good or service, but is not exactly sure how to achieve it. A tender is used when the purchaser knows exactly what good or service they want and is looking for the best price to deliver it.
- C. **When to Use a Proposal or a Tender:** When utilizing an RFT, you should know what you want done and how it should be done:
 1. If the good or service is clearly defined; or

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

2. If there is a detailed methodology, procedure, or material and performance expectation.

When utilizing an RFP you may know what you want done, but you may not know how it should be done, that is:

- a) If the goods or service is not clearly defined; or
- b) If there is no detailed material or performance specification; or
- c) If you are looking for a general solution to a problem; or
- d) If the proponent's solutions are expected to be quite varied and/or difficult to evaluate.

D. Information Gathering: Information gathering activities are processes used to obtain information on the availability of goods or services, the availability of potential suppliers, and the level of interest in the procurement. These activities are not competitive processes as they are not requesting a quote or proposals.

E. Request for Expression of Interest/Request for Information: When utilizing an REI/RFI the document should include:

1. Clearly define the opportunity and the project;
2. Provide a solid plan with timelines;
3. Clearly state your priorities;
4. Include a general outline of the evaluation criteria for the subsequent RFP selection, or for any intervening stages;
5. Address potential questions and invite those who are interested to respond; and
6. Instructions to the potential respondents may also include submission length and required content, such as:
 - a) Team/corporate partners;
 - b) Key personnel;
 - c) Financial and surety information (if applicable)
 - d) Project experience; and
 - e) Approach to the project.

F. Request for Qualification: When utilizing a RFQ the document should include:

1. Description of the project;
2. Provide a project plan with time lines;
3. Clearly present your priorities;

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

4. Suggest a submission length, and
 5. Ask for the same basic contractor information as an Expression of Interest.
 6. This process also needs to identify the minimum requirements or pass/fail tests that each contractor must satisfy in order to be invited to participate in the RFP; and
 7. Set out the criteria that would otherwise appear as “mandatory” in the RFP.
- G. Benefits of an RFQ:** There are several benefits in using this process:
1. Unqualified or inexperienced contractors are removed from the selection process;
 2. It is less costly to the proponents;
 3. You will likely receive better proposals from proponents who feel they have a good chance of winning; and
 4. Fewer proposals will reduce the evaluation burden.
- H. Important Notice:** Often REI and RFQ are combined under the “Expressions” banner to prequalify potential or interested suppliers. However, departments are encouraged to use the RFQ for the prequalification process as it more clearly communicates to potential bidders and proponents that the process is looking for qualifications not just expressions of interest.

VIII. PROCUREMENT GUIDELINES

The following procedures will apply to the purchase of goods and services for the District of Wells. Each department head is provided with a budget amount for their respective working areas and is responsible to ensure the amount does not exceed the amount allocated in the current budget without prior consent and consideration by the CFO, CAO and/or Council.

- A. Items up to \$10,000 will require no procurement process for purchase and will be approved by the appropriate department head and/or the CFO.
- B. All individual items valued between \$10,001 and \$25,000 should be purchased after a minimum of three quotes are obtained, when practical, for price comparison and quality of goods. The lowest or any bid may not necessarily be accepted. The Department Head and CFO or CAO will determine which quote will be accepted.
- C. All individual items over \$25,000 up to \$100,000 will require three (3) quotes for price comparison and quality of goods. The lowest or any bid may not necessarily be accepted. The Department Head and CFO or CAO will provide a recommendation to Council to seek approval for all tenders.
- D. For all of the above there may be times when three (3) quotes will not be available due to the uniqueness of the product or extraneous situations the purchase was made under. A brief written explanation will be provided and attached to the purchase order for review by CFO, CAO, Council, Auditors or the Public.

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

- E. All projects over \$100,000 will require a full RFP process and the RFP will be, at a minimum, posted on District of Wells website, BC Bid and Civic Info. Whenever possible the local qualified contractors will be notified that the contract will be posted.
- F. Prior to any major capital project, the District's Engineering firm will provide a report to Council advocating the need for the proposed project. Upon Council's approval, the District's Engineering firm will be appointed to assist with the project including the grant application/reporting, RFP process and to provide the necessary expertise to ensure the project is completed to industry standards.
- G. All RFP reviews will take place at the District Office unless stipulated differently in the tendering document. The following procedures may be utilized for the RFP process:
 - 1. RFP's will state that the District will not necessarily accept the lowest bid;
 - 2. RFP's may require bid deposits as determined in the RFP package in order to protect the best interest of the District in having the project completed;
 - 3. RFP bidders should be notified that only sealed bids will be accepted until the closing time and date of the bids. This will allow for more flexibility in reducing conflict of interest issues;
 - 4. RFP envelopes shall be stamped or handwritten with the time of receipt (date and time);
 - 5. RFP's received shall be listed;
 - 6. RFP's must be kept in a secure place;
 - 7. RFP's may be submitted by fax or email depending on the terms in the RFP;
 - 8. RFP amendments may be sent by fax or email prior to the closing date and time depending on the terms in the RFP by the bidder to the RFP recipient;
 - 9. RFP amendments will be forwarded to all the known bidders and posted to BC Bid, Civic Info, District website and any other site where the RFP is posted;
 - 10. RFP opening shall be formal, correct and well documented;
 - 11. RFP openings shall list the names of the bidders, the amount of the bids, the revised prices (if any) and the total of each bid;
 - 12. RFP openings will list all attendees and their affiliations;
 - 13. RFP openings will have present: the CAO or designate, and if applicable, the Engineer representing the District;
 - 14. RFP openings shall start promptly as per the designated closing time in the RFP package;

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

15. RFP packages received late shall be returned to bidder, unopened with RFP envelope marked “Late RFP/Unopened”;
16. RFP review will be done by the engineer/staff with a full report and recommendation to Council on the reasons why and who the successful bidder should be. This may take some time as the review of the packages may need some further clarifications;
17. RFP bidders will be advised of the disposition of the bidding process.
18. RFP successful bidder will require a signed contract which may have some further changes from the original bidding process; and
19. RFP final contracts will be submitted to Council for final approval before work can commence.

IX. EXEMPTIONS

A department may request exemption from any or all the purchasing methods outlined in this policy by submission of a report to the CFO, or to Council when the request is made by the CAO or CFO. Exemptions cannot be utilized to avoid competition or to discriminate between suppliers. Reasons for exemptions need to be documented and are to be attached to the purchase requisition. What follows are situations which may cause for purchases to be excluded from the recommended methods of purchase:

- A. Recurring or Non-Competitive Expenditures** - these are for specifically identified items, such as training and statutory payments, that are excluded from the procurement methods outlined above.
- B. Emergency Purchases** - will be made as required and will be duly authorized. Wherever possible, the District will attempt to engage in an open procurement process for all purchases, but in some cases where time is of the essence or otherwise necessary immediately, sole source for products or direct award of contract service may be necessary to safeguard infrastructure, District operations and mitigate liability for the benefit of the local population.
- C. Sole Source** - All sole sourcing requests will require justification to the CAO and prior approval. Instances where Sole Source of Direct Award may be considered include:
 1. In cases where the market is controlled by a statutory or natural monopoly;
 2. To ensure compatibility with existing technology and/or equipment;
 3. When no bids were received;
 4. If the expertise or product exists with only one supplier;
 5. In emergency situations where time is of the essence;
 6. Where there is a demonstrated value to continue consultant services into the next phase of a project or service. Whereby bringing in a new service provider could be

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

detrimental to project quality, unduly extend the project completion date, or increase the cost of service; and

7. Consulting and professional service contracts may be awarded for a defined period of time on the basis of intimate knowledge of District operations, demonstrated competence, qualifications and a history of satisfactory working relationships with the municipality subject to section 5.1 of this policy.

X. NON-COMPLIANCE

A Statement of Non-Compliance is required when the District becomes aware of an incident of non-compliance. The statement must be completed with any relevant supporting documentation and an explanation of what happened and why. This statement is to be used for auditing purposes and reviewed by the CAO. Upon review, the CAO will determine the appropriate action which may include:

1. Further educations about the District of Wells Procurement Policy;
2. Review of the incident and investigate if a revision of the policy is necessary; or
3. Disciplinary action.

XI. VENDOR PERFORMANCE

Vendors who have entered into a contract with the District will be provided with a performance evaluation at the conclusion of the contract. The purpose of this is to hold the vendor accountable for their obligations and to ensure the District has received the best value for the taxpayer. Furthermore, this creates an atmosphere that fosters the better communications and results in improved vendor relationships.

12. REVIEW OF THE POLICY

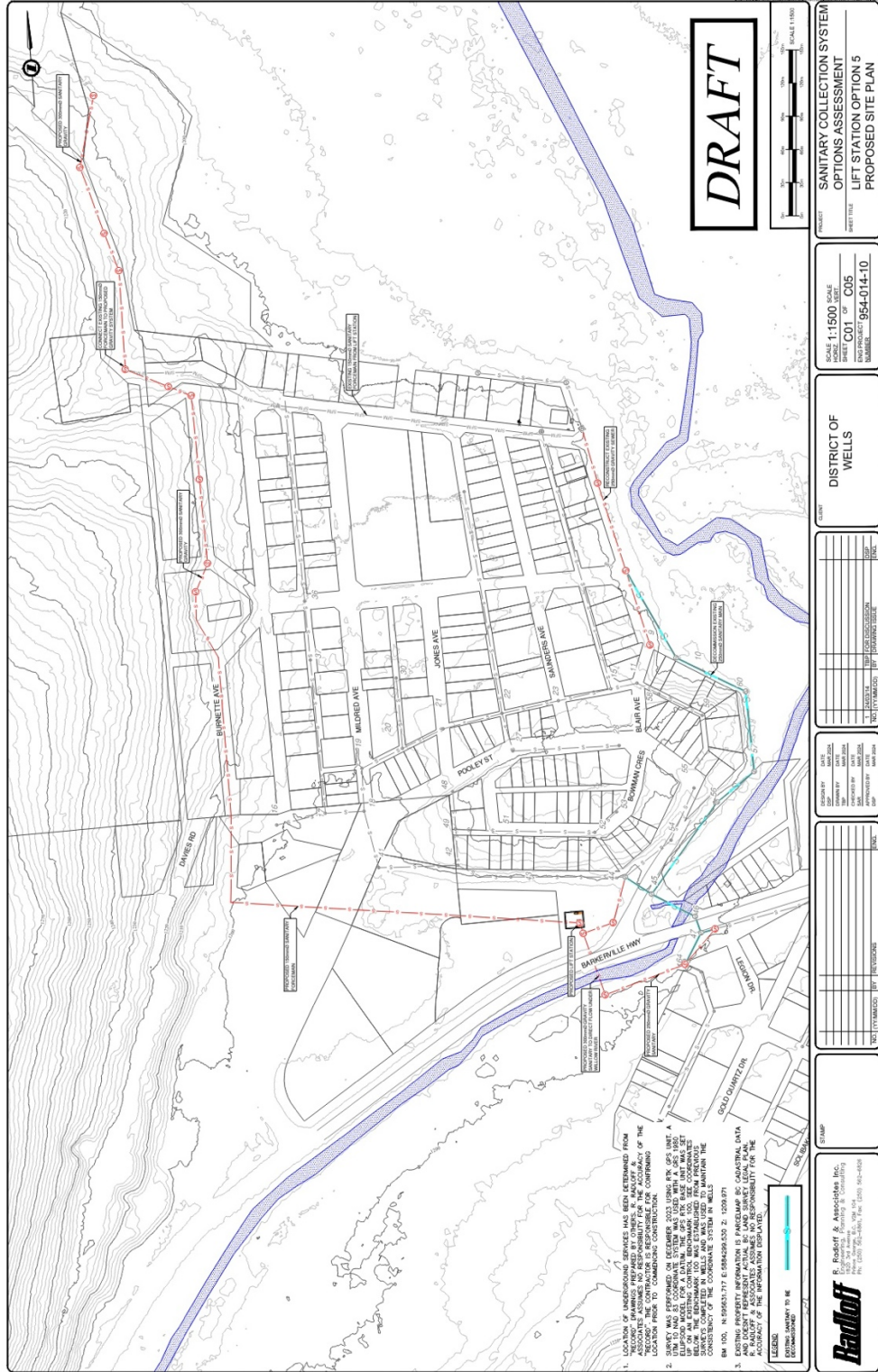
This policy is required to be reviewed every four years, preferably within the first year after a general municipal election is held.

13. CONCLUSION

Upon adoption of this policy, all of the past policies relating to purchasing, tendering, RFP standards and limitations will be considered and repealed.

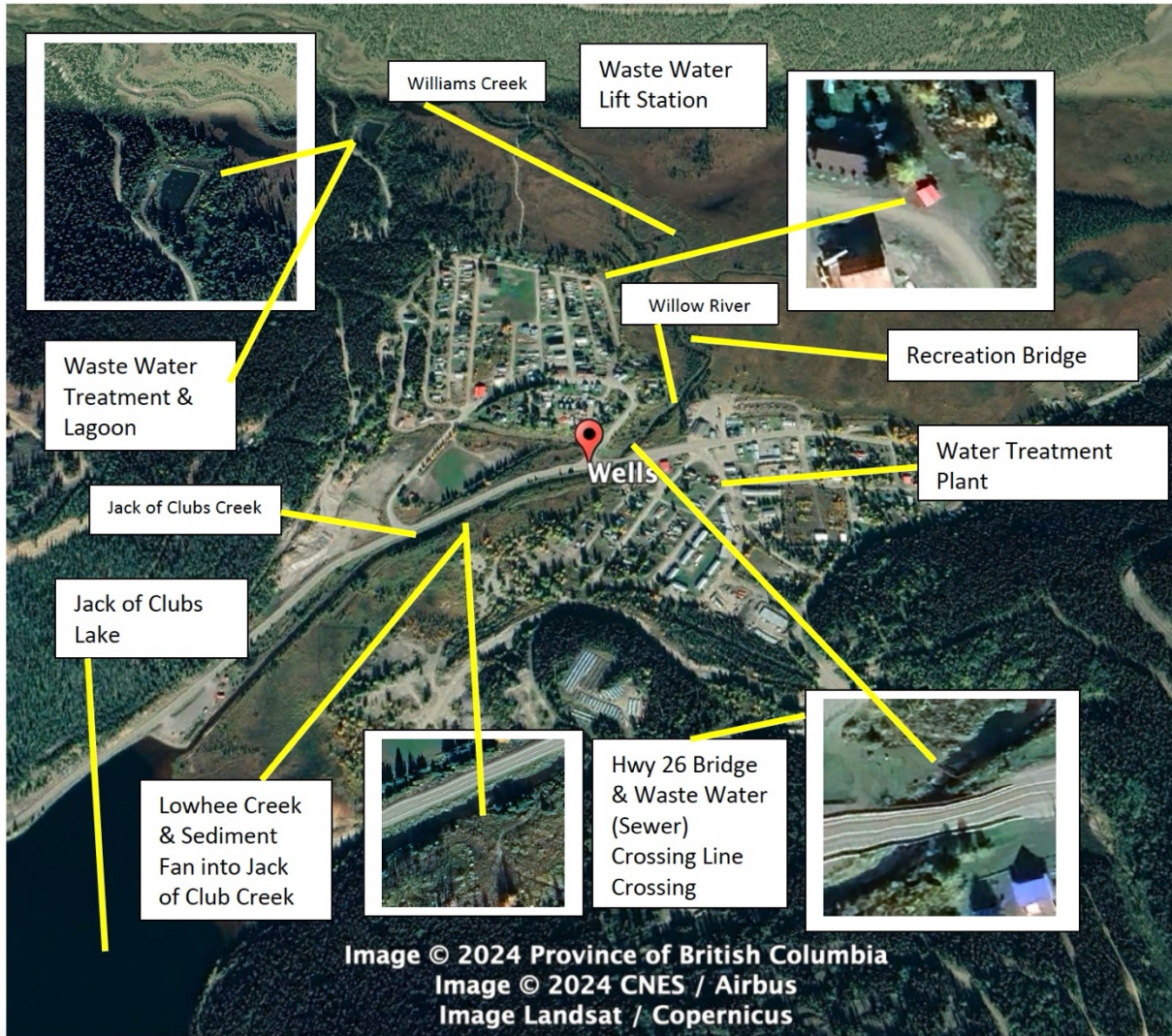
DISTRICT OF WELLS REGULAR COUNCIL MEETING
 TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
 IN-PERSON AND ONLINE (VIA ZOOM)
 AGENDA

P002—Waste Water System Project



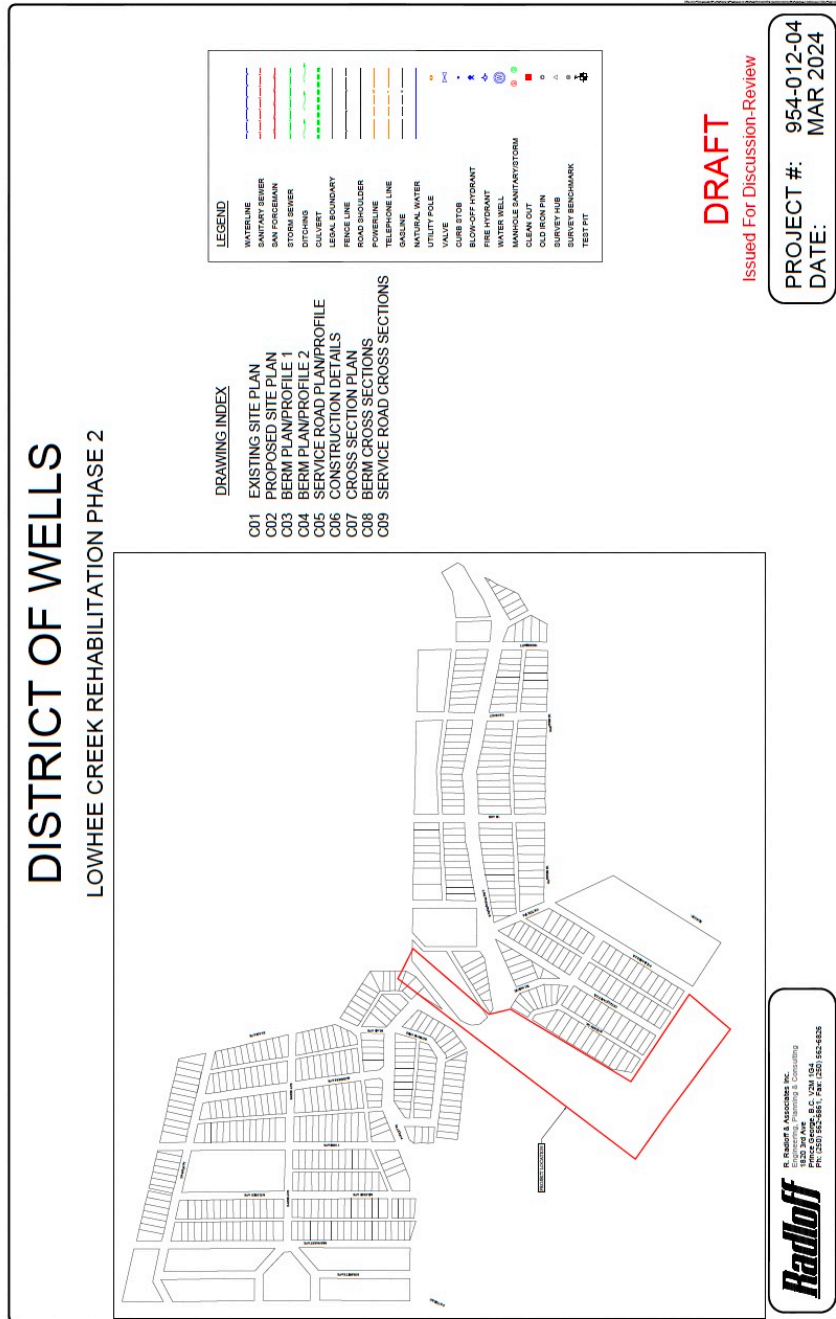
P100—District of Wells Flooding Project

Appendix A—Water Movement & Impacts Monitoring Locations



DISTRICT OF WELLS REGULAR COUNCIL MEETING
 TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
 IN-PERSON AND ONLINE (VIA ZOOM)
 AGENDA

P085—Category 3: Water and Flooding Phase 2—Lowhee River Dike Repair



**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.5—2024 Additional Supplements Details 2024 06 16—Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
1	Fire Hall	Fire Chiefs Updated 2024 Lists		
2	Fire Hall	Fire Truck Building Left Corner Foundation Repair		
3	Fire Hall	Fire Truck Building Main Heat Fan Relocation		
4	Fire Hall	Air Tank System Installation (includes relocation of 1979 Fire Truck in partnership with Barkerville)		
5	WBCCRC	Osisko Developments \$256,000 Contribution List <ul style="list-style-type: none"> • Interior and Exterior Painting (storage boxes required) • Electrical Upgrades • Room 302 Business Room Completion • Grade Beam for Outdoor Shelter • Youth Play Value Equipment • Other 		
6	WBCCRC	Gym Chimney Repair/Partial Removal	3,500	
7	WBCCRC	Top Floor Wheelchair Accessible Washroom (Room 301A potential)	20,000	
8	WBCCRC	Room 204 Commercial Kitchen Sink Replacement		
9	WBCCRC	Room 204 Handwash Station Replacement		
10	WBCCRC	Room 204 Dishwasher (potential commercial level)		
11	WBCCRC	Basement Washrooms Fixtures Upgrades	6,500	
12	WBCCRC	Old Fire Line for Old Boilers Assessment		
13	WBCCRC	Geo-thermal Room Fire Protection Assessment		
14	WBCCRC	Various Small Items Assessment and Completion		
15	WBCCRC	Propane Tanks Relocation		
16	WBCCRC	New Wheelchair Ramp		
17	WBCCRC	Outdoor Bleachers Assessment, Painting, and Repairs		
18	WBCCRC	Potential Relocation of Ball Park Backstop to WBCCRC		
19	District Office	Old Above Ground Generator Oil Tank Removal		
20	District Office, and P002, P018	Generator Swap among P002 Waste Water, P018 Water for District Office, Community Hall, and potentially Fire Hall old Generator Replacement		
21	District Office	Upstairs P-tac Units for Air, Heat, Airconditioning		
22	District Office	FLI Maintenance Shop Options Report		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.5—2024 Additional Supplements Details 2024 06 16—Version 1.0				
Ref	Building	Item	Cost	\$ Source and Status
23	Community Hall	Chimney Repair/Partial Removal	3,500	
24	Community Hall	Basement Washrooms Reconfiguration to Independent Washrooms		
25	Community Hall	Electrical Main Hydro Service Assessment and Relocation		

DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
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 AUGUST 20, 2024—7:15PM TO 8:30PM
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 AUGUST 20, 2024—7:15PM TO 8:30PM
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-panel 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 Fitness Room wall.		
	P035.6	Receive and supervise installation of Fitness Equipment Order		

P075.6 2024 Staff Supplements

Retaining Wall Repair Pooley Street

Request Type: Capital
Initiating Department: Facilities Lands & Infrastructure Management
Budget Year: 2024
Internal Contact: Tyler Doerksen

Justification: This request is to assess and re-construct the retaining wall on Pooley Street which is leaning by 2” over 4 feet (vertically) and has an Engineer’s risk assessment of 7-8 out of 10 for failure and collapse. Housing integrity above the wall is dependent upon the stability of this slope.

Consequences: Closure of Pooley Street should wall collapse with potential slope stability issues for housing above.

Budget request: \$15,000
Ongoing budget impact: N/A

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.6 2024 Staff Supplements

<u>Pavement crack sealing</u>	
Request Type:	Operating
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	Crack sealing on District streets is needed to maintain integrity of paved surfaces.
Consequences:	Risk of significant damage to paved streets due to water intrusion and frost damage if not addressed.
Budget request:	\$20,000
Ongoing budget impact:	N/A

<u>Road Grading</u>	
Request Type:	Operating
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	Grading gravel streets is required once in spring, once mid summer to maintain road surface.
Consequences:	Citizen dissatisfaction with District maintenance standards.
Budget request:	\$14,000
Ongoing budget impact:	\$14,000/year ongoing with inflationary increases

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.6 2024 Staff Supplements

<u>Street sweeping</u>	
Request Type:	Capital
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	Dust control on District streets after winter season.
Consequences:	Citizen dissatisfaction with District maintenance standards. Air quality impacts.
Budget request:	\$15,000
Ongoing budget impact:	\$15,000/year ongoing with inflationary increases

<u>Tools and Equipment</u>	
Request Type:	Capital
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	Tools are required for maintenance and repair activities and will include items like cordless power tool combo kit, general carpentry tools, wrench sets, specialized tool pieces, among other required items. Equipment includes new and replacement items including pole saw, safety equipment including climbing and fall gear etc.
Consequences:	Inability to perform basic repair/maintenance tasks. Additional costs to engage contractors vs. in-house.
Budget request:	\$3,000
Ongoing budget impact:	N/A

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.6 2024 Staff Supplements

Assess and address drainage –
Rink Facility

Request Type:	Capital
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen

Justification: Area surrounding Community Rink requires drainage to be addressed with substantial fill likely required to remediate muddy conditions.

Consequences: Poor public use and rentability of community asset outside winter season.

Budget request:	\$60,000
Ongoing budget impact:	N/A

Community Hall Exit Repairs

Request Type:	Capital
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen

Justification: One exit at the rear of the Community Hall has no handrail, another side exit has handrails that are deteriorated and at high risk of collapse.

Consequences: Public safety is compromised. Without proper emergency exits the Hall cannot be rented/occupied.

Budget request:	\$10,000
Ongoing budget impact:	N/A

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.6 2024 Staff Supplements

<u>First Aid Supplies</u>	
Request Type:	Operating
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	First Aid supplies need to be replenished. Additional AED equipment, etc. to be acquired.
Consequences:	Failure to meet basic First Aid requirements, and be Worksafe compliant.
Budget request:	\$4,000
Ongoing budget impact:	N/A

<u>Exterior Repair District & Community Hall</u>	
Request Type:	Capital
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	Siding on the northern wall of the District Hall needs replacement and painting due to wood rot. Windowsills on both the District Hall and Community Hall need replacement prior to any painting.
Consequences:	Continued deterioration of wood and increased future remediation costs.
Budget request:	\$30,000
Ongoing budget impact:	N/A

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075.6 2024 Staff Supplements

Bear Proof Garbage Containers	
Request Type:	Capital
Initiating Department:	Facilities Lands & Infrastructure Management
Budget Year:	2024
Internal Contact:	Tyler Doerksen
Justification:	Two bear proof garbage containers are rusted and require replacement.
Consequences:	Reduction of garbage options, possibly leading to more littering and pick up costs.
Budget request:	\$4,000
Ongoing budget impact:	N/A

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

District of Wells—Strategic Priorities Projects Tracking Grid

Version 6.0—2024 04 06

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.

Categories

Categories 1 to 3 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 2024.”, or continue active work on the project if the project is multi-year and will carry-over to 2025 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 2024, with no commitment to complete the project in 2024 and carry forward to 2025 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 2025 or later in the remainder of the Council mandate—(2024 to 2026)

Appendix A: Completed Projects

Appendix B—P044 Series: Operations Projects

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 AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

C=Category (1 to 3) **SD**=start date yy-mm **CA**=Contract(s) Awarded **E & A ED**=Estimated and Actual end date yy-mm **ID**=idea identified **PL**=planning **IP**=implementation phases

E=complete/evaluation (1 to 10) **OG**=Ongoing

IPr=in-progress **TBD**=to be determined **Ref**=a number to quickly reference Projects in the Grid

Category 1=2024 or early 2025 Completion; Category 2–2024 Depending on Budgets & Staffing;
Category 3–Reconsider but defer to 2025 or later

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
1	P006	Indigenous Partnerships	Mayor & Councillor Lewis	1		22-04	OG	x	x	x			
1.1	P006.P050	Lhtako Dene Nation Partnerships		1		23-11	OG	x	x	x			
1.2	P006.P050.1	Lhtako Dene Nation Partnerships– Crownlands		2		24-02		x	x				
1.3	P006.P050.2	Lhtako Dene Nation Partnerships– Water Management		1		24-02		x	x				
1.4	P006.P050.3	Lhtako Dene Nation Partnerships– Community Forest		1		23-06		x	x				
2	P017	Osisko MOU and Community Agreement	Mayor and Counsellor Funk	1		22-06	OG	x	x	x	x		
2.1	P017.1	WBCCRC Investments	Part 1: \$256,000	1		22-04		x	x				
2.2	P017.2	Land Use		1		23-06		x	x				
2.3	P017.3	Taxation		1		24-08		x	x				
2.4	P017.4	Community Liason		1		24-08		x	x				
3	P092	DOW & Partners– Emergency and Prevention Planning & Implementation		1		24-02		x	x	x			

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
3.1	P092.P073	Local States of Emergency, Emergency Operations Centre, and Emergency Support Services		1		23-04	OG	x	x	x			
3.2	P092.P076	PROV BC— Disaster Risk Reduction—Phase 1—Lowhee Emergency Dike Repair	\$2,100,000 In-trust— EMCRBC	1	x	23-06	24-04	x	x	x	x	x	9.5
3.2	P092.P079	2024 UBCM— Disaster Risk Reduction— Climate Adaptation	Submitted \$5,600,000	1		24-01		x	x				
3.2.1	P092.P083	Category 1— Planning	\$300,000	1		24-01		x	x				
3.2.2	P092.P084	Category 2— Consulation and Small Projects	\$300,000	1		24-01		x	x				
3.2.3	P092.P085	Category 3— Lowhee Phase 2	\$5,000,000	1		24-01		x	x				
3.3	P092.P042	2024 UBCM— Emergency Operations Centres Equipment & Training	\$40,000 In-Trust	1		23-01	25-03	x	x	x			
3.4	P092.P065	2024 UBCM— FireSmart Community Funding Supports	Deadline is 2024 September 30	1		24-01		x	x				
3.5	P092.P022	DOW & Partners— Emergency Response Plan	At Version 7.3	1		22-06	OG	x	x	x	x		
3.6	P092.P014	UBCM— Community Wildfire Protection Plan	\$123,500 Part 1—\$40,000 Accounts Receivable Part 2—\$83,500 In-Trust	1	x	21-04	24-03	x	x	x	x	x	
3.7	P092.P058	MULTI-PARTNER— Highway 26 Wildfire Fuel Mitigation Project		2		22-11		x	x				

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
3.8	P092.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	
3.9	P92.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	2	x	22-12	25-03	x	x	x	x		
3.10	P092.P040	2024 UBCM—Public Notification & Evacuation Routes Planning	Deadline is 2024 April 26	1		23-01	TBD	x					
3.11	P092.P015	PROV BC--Community Structural Fire Protection Plan	\$30,000 In-kind Complete (see also P014)	2	x	22-04	23-11	x	x	x	x	x	23-11 8/10
3.12	P030	PROV BC Jack of Clubs Lake & Area Reclamation Project Phase 2 Mitigation Estimated 5,000,000+	Phase 1 Signage-Area \$59,313 Fish Study-Project \$108,953 Investigation, Assessment, Water Standards \$588,023	1	x	22-08	26-03	x	x	x	x		
4		Infrastructure											
4.1	P002	PROV BC, DOW & Partners Sewer System Assessment and Upgrade (CWWF) \$11,500,000 Engineering & Construction	\$290,000 + In-kind Complete \$500,000 Planning and Emergency Upgrades	1	x x x/TBD	20-04	26-03	x	x	x			

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
4.2	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		
4.3	P031	DOW & Partners--Water System Replacement Test Drilling Program & New Water Plant	\$500,000 (In-kind Osisko Development) 7,000,000	2	x x	22-12	26-06	x	x	x			
5		Planning, Housing, Community, Facilities Economic											
5.1	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	
5.2	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			
5.3	P035	UBCM Economic Development Plan	\$55,000 In-Trust	1	x	18-04	24-03	x	x	x	x		
5.3.1	P035.1	Dark Sky Project		2				24-02					
5.3.2	P035.2	Heritage Protection Zone(s)		2									

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
5.4	P056	PROV BC-- District of Wells Boundary Expansion Evaluation	\$85,000 In-trust (this project is under discussion with the PROV BC)	1		18- 05	OG	x	x				
5.5	P057	UBCM--Housing Strategy Revision	\$15,000 In-trust	1		21- 01	TBD	x					
5.6	P064	PROV BC-- LGHI Fund-- Lands and Housing	\$150,975	1		24- 01		x					
5.7	P004	DOW & Partners-- Wells Barkerville Community Cultural & Recreation Centre	See also P29 Roof Upgrade GCF (\$118,000)	1/2	x	20- 04	24- 12	x	x	x			
5.8	P004.P029	PROV BC-- REDIP WBCCRC Project	1,100,000 See also P004 Submission 1--not approved Submission 2--submitted	1		22 11	26- 03	x	x				
5.9	P004.P005	DOW & Partners-- Playground	\$230,000 \$28,000+ in trust	2		20- 04	24- 10	x	x				
5.10	P020	DOW Wells Community Forest and Community Forest Expansion	Counsellor Lewis	1		18- 04	OG	x	x	x	x		

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
5.11	P063	PROV BC Growing Communities Fund	\$588,000 Fire Truck WBCCRC Roof Other	2		23-03	24-10	x	x	x			
5.12	P046	DOW & Partners—Barkerville Topics		3		23-01	OG	x	x				
5.13	P016	PROV BC--Housing & BC Housing	\$7,500,000	2		19-04	OG	x	x				
5.14	P011	NDIT Highway 26 Power Line Project	\$20,000 Accounts Receivable	1	x	22-06	23-11	x	x	x	x	x	
5.15	P025	NDIT--2023 Economic Development Officer Funding	2023/2024-- 50,000 2024/2025 50,000	1		22-11	24-03	x	x	x			
5.16	P045	NDIT--Grant Writer Program	10,500	2		22-11	24-03	x	x				
5.17	P093	NDIT--Economic Infrastructure		3									
5.18	P094	NDIT--Community Places		3									
5.19	P095	NDIT--Business Facade		1		24-01		x	x	x			
5.20	P037	UBCM--Community Works Funds (was Gas Tax Fund)	2021-- \$65,000 2022-- \$67,431 2023-- \$35,419	2		18-04	OG	x	x				
5.21	P047	PROV BC--Destination Development		3		23-01	x	x					
5.22	P062	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
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
A		Appendix A— Complete											
A.1	P001	PROV BC Outdoor Ice Rink (\$441,600)	1,054,175 PBC \$441,600 GAS-T \$186,500 West Fraser, Osisko, Fallon	C	x	20-04	23-09	x	x	x	x	x	8
A.2	P061	BC HYRDO— LED Steet Lighting	35,000	C		20-10	22-11	x	x	x	x	x	7
A.3	P010	BC Hydro Community Energy Project	\$15,000	C	x	22-04	23-03	x	x	x	x	x	23-03 9/10
B		Appendix B— Operations											
B.1	P044	DOW— Operations & Governance Improvement Plan		1/2		23-01	OG	x	x	x			
B.2	P044.1	Operations Financial, Policy, Communication,, Data, and Filing Systems Improvement		1/2									
B.3	P044.2	Polley Street Retaining Wall		1									
B.4	P044.3	DOW Public Works Garage and Shop	TBD	2		22-11	23-12	x	x				
B.5	P044.P071	Money Lane House Fire		1		22-06		x	x	x	x	x	
B.6	P044.P038	DOW—Fitness Centre Upgrades and Location Decision	2023—25,000	1		22-11	23-04	x	x	x			
B.7	P044.P019	PROV BC & DOW—Cemetery	See also P36	2		22-06	OG	x	x				
B.8	P044.P007	DOW Municipal Hall Upgrades	2022-- \$80,000 2023-- \$50,000	1		22-04	24-12	x	x	x	x	x	
B.9	P044.P008	DOW Firehall Upgrades	2022-- \$90,000 2023-- \$85,000	1		22-04	23-12	x	x	x	x	x	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Ref	Project #	Project Title and Actions	\$ and In-Kind	C	CA	SD	E & A ED	ID	PL	IP1	IP2	IP3	E
B.10	P044.P072	Rural Roads Events—Sugar Creek	EMBC	1		23-04		x	x	x	x	x	
B.11	P044.P075	2023 to 2025 Supplements	Review at each Council Meeting	2/3		23-01		x	x				
B12	P048	DOW & Partners—EV Charging Stations		2		23-01	OG	x					

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

Appendix L—District of Wells Risk Management Chart (Version 8.0)

Risk Assessment Levels							
Low		Moderate		High	Extreme		
Ref	Item				Immediate Cost	Planned & Deferred Cost	Needs and Risk(s)
1	Sewer				500,000	11,500,000	Collection and Treatment
2	Water				630,000	7,000,000	Treatment, Collection, Storage, Distribution
3	Facilities				2,500,000	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	6,000,000+	Equipment Building to Store Equipment Fuel Treatment
6	Affordable Housing					7,500,000	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				8,000,000	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	75,000,000	Research, Planning, and Remediation
15	Totals				19,565,000	172,865,000	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075—2022 to 2025 Supplements

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 AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075—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
2024	DOW Off	Basement Use, Furnace Room Fire Rated, and Completion of Construction		
2024	DOW Off	Duct Cleaning and Furnace & Electrical Cleaning	1,000	IP
	DOW Off	Interior Building Ventilation Review and Improvement	15,000	IP
2024		Electrical <ul style="list-style-type: none"> • Inspection Report Work • Baseboard Heaters Updating & Safety 		IP
2023	DOW Off	Exterior Paint		Estimating
2023	DOW Off	Broken Glass Panes Replacement		C
2023	DOW Off	Propane Furnace Exhaust Review and Repair		C
	DOW Off	Entrances Snow Protection		
2022	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	Tractor?		Rent or C
	DOW Off	Snowmobile Rental?		
	DOW Off	Quad Snow Plow?		
	DOW Off	Generators Upgrades—Buildings, Sewer, Water		
2023	DOW Off	Radio Antenna Mast Repair		C

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075—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 AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075–2022 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		C
	Firehall	Concrete Lime Emulsion Treatment on Concrete		IP
2023 2024	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
2022	Firehall	Old Section Roof Replacement		C
2024	Firehall	Old Section Vermiculite Containment or Removal	4,000	
	Firehall	Old Section Hose Room Subfloor		
2023	Firehall	Old Section Loft Carpet Removal		C
2023	Firehall	Old Section Loft Flooring Refinishing or Replacement		C
2023	Firehall	Old Section Loft Gyprock Repairs & Replacement	4,500	
2023	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		
2024	Firehall	HVAC	15,000	

**DISTRICT OF WELLS REGULAR COUNCIL MEETING
TUESDAY AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075—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 AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075–2022 to 2025 Supplements

Appendix G--Facilities Upgrades List

Ref	Building	Item	Cost	Solution
	C Hall	Electrical--Inspection Report Work		IP
2024	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	
2023	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	10,000	
	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 AUGUST 20, 2024—7:15PM TO 8:30PM
IN-PERSON AND ONLINE (VIA ZOOM)
AGENDA**

P075–2022 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:		

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P075—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
	C & R Centre	Gym Crawl Space Moisture Remediation		IP
	C & R Centre	Electrical--Inspection Report Work		IP
	C & R Centre	Fitness Room Renovation and HVAC	20,000	IP
	C & R	Fitness Room Washrooms	10,000	
	C & R	Fitness Room Doors	2,000	IP

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P075—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	
17	Chevy 1 Ton Repairs	8,500	1		2024	
18	Water Tower Inspection	5,000	1		2023	
19	Library Lights in CH	1,000	1		2024	
20	Fire Hydrant Servicing	5,000	1		2023	
22	First Aid Rooms	4,000	1		2023	
23	Ice Rink Washroom	TBA	1		2023, 2024	
24	WBCCRC Propane Tank Relocation	3,500	1		2023	
25	Move Ball Field Shop	TBA	1		2023	