



# AGENDA CITY OF MERRITT SPECIAL MEETING OF COUNCIL

Tuesday, May 7, 2024

6:00 P.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

Mission Statement: *The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.*

Pages

1. CALL TO ORDER

1.1 Land Acknowledgement

*We would like to begin this meeting by acknowledging that we are gathered on the traditional, ancestral and unceded territories of the Nlaka'pamux and Sylix people.*

2. LATE ITEMS

3. SWEARING IN

*By Provincial Court Judge Koturbash.*

4. PUBLIC INPUT

10 m

5. ADOPTION OF MINUTES

5.1 Regular Council Meeting Minutes - April 23, 2024

4

**Recommendation:**

**THAT the Minutes of the Regular Council Meeting held on April 23, 2024 be adopted.**

6. GENERAL MATTERS - Delegations and Recognitions

7. UNFINISHED BUSINESS

*At the April 23, 2024 Regular Council Meeting, Councillor Charney announced the following Notice of Motion:*

**Recommendation:**

**THAT the City open the pool either on a Saturday or Sunday, once a month, from the times 1:00 pm to 5:00 pm with free admission to everyone.**

**8. BYLAWS**

**8.1 Annual Property Taxes Bylaw No. 2369, 2024**

**10**

**Recommendation:**

**THAT Council Adopt "City of Merritt 2024 Annual Property Taxes Bylaw No. 2369, 2024".**

**9. NEW BUSINESS**

**9.1 2024 Acting Mayor Schedule**

**13**

**Recommendation:**

**THAT Council approve the Acting Mayor Schedule as attached to the May 2, 2024 report of the Director of Corporate Services entitled "2024 Acting Mayor Schedule".**

**9.2 2024 By-election Report**

**16**

**Recommendation:**

**THAT the May 3, 2024 report of the Director of Corporate Services entitled "2024 By-election Results" be received for information.**

**10. NOTICES OF MOTION**

**11. REPORTS FROM COUNCIL**

**12. INFORMATION ITEMS**

**13. CLOSURE OF MEETING**

**13.1 Vote to close meeting to press & public**

**Recommendation:**

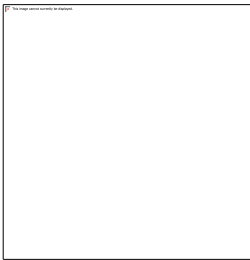
**THAT this meeting be closed to the public pursuant to Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interest of the municipality, of the Community Charter.**

**14. CLOSED SESSION**

**14.1 Minutes**

14.2 Section 90(1)(e)

15. TERMINATION OF MEETING



**MINUTES**  
**CITY OF MERRITT**  
**REGULAR MEETING OF COUNCIL**

Tuesday, April 23, 2024  
6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
2185 Voght Street  
Merritt, B.C

**PRESENT:** Mayor M. Goetz  
Councillor W. Charney  
Councillor D. Egan  
Councillor A. Etchart  
Councillor M. Olguin  
Councillor P. Petroczi

**IN ATTENDANCE:** Ms. C. White, Chief Administrative Officer  
Ms. L. Brick, Director of Corporate Services  
Mr. R. Green, Director of Public Works and Engineering Services  
Mr. K. Natkinniemi, Director of Finance  
Mr. D. Tomkinson, Fire Chief  
Mr. P. Jani, Manager Planning and Development Services  
Ms. L. Robinson, Manager Payroll and Human Resources

**1. CALL TO ORDER**

Mayor Goetz called the meeting to order at 6:00 pm.

**1.1 Land Acknowledgement**

*We would like to begin this meeting by acknowledging that we are gathered on the traditional, ancestral and unceded territories of the Nlaka'pamux and Syilx people.*

**2. LATE ITEMS**

***THAT the April 12, 2024 report of the Director of Finance entitled "Transit Future Service Plan Engagement Summary Report" be added to Item 5.1.***

**Moved, Seconded, CARRIED**

3. **PUBLIC INPUT**

Mr. Chris Langhaug spoke in support of Item 8.1. Mr. Langhaug highlighted the benefits to developers on the usage of the surety bonds.

4. **ADOPTION OF MINUTES**

4.1 **Regular Council Meeting Minutes - March 26, 2024**

***THAT the Minutes of the Regular Council Meeting held on March 26, 2024 be adopted.***

**Moved, Seconded, CARRIED**

4.2 **Regular Council Meeting Minutes - April 9, 2024**

Council requested the following amendments to the minutes:

- Item 8.2 amend the resolution to set the rental rate for October 2024 at \$1,200 and February 2025 at \$600.
- Item 13 correct the name of the memorial honoree to read Jean Swedberg.

***THAT the Minutes of the Regular Council Meeting held on April 9, 2024 be adopted, as amended.***

**Moved, Seconded, CARRIED**

5. **GENERAL MATTERS - Delegations and Recognitions**

5.1 **BC Transit**

*Elise Wren and Jen Getz will be presenting for BC Transit.*

Ms. Wren and Ms. Getz provided an overview of the results of the March 2024 City of Merritt Transit Future Service Plan Public Engagement Report and responded to inquiries from Council about service request and possible future route improvements.

***THAT Council accept this report for information and discussion.***

**Moved, Seconded, CARRIED**

5.2 **Community Living BC**

*Community Living BC will be presenting on Inclusive Housing Presentation.*

Ms. Brita Hall, Mr. Tony Cuglietta, and Ms. Tami Pederson, CLBC, provided an overview of the Community Living BC programs and advocated for more inclusive housing be incorporated into Merritt developments. CAO White will connect Mr. Cuglietta and Ms. Pederson with the TNRD Housing Needs Assessment process.

### **5.3 Thompson Nicola Trail Society**

*Lloyd Charney will be presenting for the Thompson Nicola Regional Trail Society.*

Mr. Charney presented the proposal and history of the trail and area advising that the Thompson Nicola Trail Society is seeking a variety of supplies and use of equipment for the construction of the trail and placement of the kiosks and signage.

CAO White advised that the City grant writer will assist with identifying grants that can identify the project; also noting that assistance can be provided with identifying appropriate signage options through the Economic Development Officer. Staff advised that the request will be brought forward for discussion at the next Regular Council meeting.

## **6. UNFINISHED BUSINESS**

Nil

## **7. BYLAWS**

### **7.1 Annual Property Taxes Bylaw No. 2369, 2024**

***THAT “City of Merritt 2024 Annual Property Taxes Bylaw No. 2369, 2024” be read a First Time; and***

Against (1): Manuel Olguin

**Moved, Seconded, CARRIED**

***THAT "City of Merritt 2024 Annual Property Taxes Bylaw No. 2369, 2024" be read a Second Time;***

Against (1): Manuel Olguin

**Moved, Seconded, CARRIED**

***THAT “City of Merritt 2024 Annual Property Taxes Bylaw No. 2369, 2024” be read a Third Time.***

Against (1): Manuel Olguin

**Moved, Seconded, CARRIED**

## **8. NEW BUSINESS**

### **8.1 Development Variance Permit DVP2024-003 at 1227 Midday Valley Road**

Staff confirmed that the City policies and bylaws are being updated to improve the processes for developers.

***THAT Council grants Development Variance Permit DVP 2022-003, to allow the use of Surety Bond (Performance Bond) as outlined in the April 12, 2024, report of the Planner as per section 498 of the Local Government Act.***

**Moved, Seconded, CARRIED**

**8.2 MFA Financing – Public Works Cross Connection Van**

***THAT Council authorize up to \$74,000 to be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purchase of a Cross Connection van; and,***

***THAT the loan be repaid within 5 years, with no right of renewal.***

**Moved, Seconded, CARRIED**

**8.3 2024 TNRD Fire Agreement**

Chief Tomkinson addressed questions from Council confirming that apparatus can return to the City if required in the event of simultaneous events and the scope of services is limited to fire suppression in the TNRD. Funds from the agreement will be directly attributed to protective services revenues.

***THAT Council directs staff to enter into the 2024 Fire Protection Agreement with the Thompson Nicola Regional District, substantially in the form attached to this report.***

**Moved, Seconded, CARRIED**

**8.4 Council Policy Review Committee Recommendation from April 18, 2024**

***THAT Council adopt the Recreation Advisory Committee Terms of Reference.***

**Moved, Seconded, CARRIED**

**9. NOTICES OF MOTION**

Councillor Charney submitted the following Notice of Motion:

"THAT the aquatic centre be opened once per month to all members of the public from 1-5 pm for free admission."

**10. REPORTS FROM COUNCIL**

Councillor Etchart reported on his attendance at Coffee with a Cop, Arts Council event, ESS meeting, MLA Tegart and Health Minister meeting, Policy Review Committee and vendors weekend at the Civic Centre.

Councillor Charney reported on her attendance at the Health Planning Table, Community Economic Development meeting, local markets, Minister Bond and MLA Tegart meeting, Policy Review meeting and the by-election.

Mayor Goetz acknowledged the work of the Fire Department and ESS in their response to events and his attendance at the TRU Chancellor inauguration, TNRD Board meeting, and Merritt Centennials season wrap up dinner.

Councillor Egan reported on her attendance at the Merritt Centennials season wrap up, Community Economic Development Round Table, Business After Business, Health Care Roundtable, Policy Review Committee and Chamber of Commerce meetings.

Councillor Petroczi commented on the By-election and congratulated Councillor-elect Baxter. He reminded the audience about the May 1 Open House at the Civic Centre.

Councillor Olguin reported on his attendance at the Merritt Planning Health Table.

## **11. INFORMATION ITEMS**

### **11.1 Letter from Kerri-Doone Swedberg re: Mrs. Jean Swedberg C.V. Memorial**

The Mayor advised he is working with Kerri Doone regarding the memorial.

### **11.2 Letter from the Minister of Housing, Ravi Kahlon re: Rezoning Bills passed to help with housing shortages**

### **11.3 Letter from Minister Adrian Dix re: Health Sector Shortage**

### **11.4 Baillie House 2024 Q1 Report**

### **11.5 Thank you Letter Nicola Valley Evangelical Free Church**

## **12. CAO Update**

### **12.1 CAO Update**

CAO White to present

Staff sought direction from Council on addressing fire damaged, unsightly, abandoned, and dilapidated properties. Council requested to have this item referred to a Committee of the Whole meeting. Ms. White provided an update on the Bylaw Enforcement Team.

Ms. White reported on water usage statistics, noting that cracks and breaks in the pipes may result in increased seepage from pipes in the cold winter months; water meters will assist with identifying breaks and verify end user levels.

13. **Closed Session**

***THAT this meeting be closed to the public pursuant to Section 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, of the Community Charter.***

**Moved, Seconded, CARRIED**

The meeting returned to open session at 8:41 pm.

14. **TERMINATION OF MEETING**

The Mayor declared the meeting ended at 8:41 pm.

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Corporate Officer

Linda Brick

Certified correct in accordance with Section 124(2) (c) of the Community Charter

Confirmed on the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_

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Mayor

Michael Goetz

## CITY OF MERRITT

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### BYLAW 2369

### A BYLAW TO ESTABLISH THE ANNUAL PROPERTY TAX RATES FOR 2024

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**WHEREAS** pursuant to Section 197 of the *Community Charter*, Council must, by bylaw impose property value taxes for the year by establishing tax rates for the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

**NOW THEREFORE** the Municipal Council for the City of Merritt in open meeting assembled, **ENACTS AS FOLLOWS:**

#### **Citation**

1. This Bylaw shall be cited as the “**City of Merritt 2024 Annual Property Taxes Bylaw No. 2369, 2024**”.

#### **General**

2. The following taxation rates are hereby imposed and levied for the year 2024:

- a) General Municipal and Debt Rate

For all lawful general and debt purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, appearing in Column “A” of the Schedule attached to and forming part of this bylaw.

- b) Thompson-Nicola Regional District Rate

For purposes of the Thompson-Nicola Regional District, on the assessed value of land and improvements taxable for hospital assessment base purposes, appearing in Column “B” of the Schedule attached to and forming part of this bylaw.

- c) Thompson Regional Hospital District Rate

For purposes of the Thompson Regional Hospital District, on the assessed value of land and improvements taxable for hospital assessment base purposes, appearing in Column “C” of the Schedule attached to and forming part of this bylaw.

d) Transit Rate

For purposes of transit services, on the assessed value of land and improvements taxable for general municipal purposes, appearing in Column "D" of the Schedule attached to and forming a part of this bylaw.

3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
4. For the purposes of Section 237 of the *Community Charter*, the tax notice will provide for a tax due date of July 2, 2024, at 5:45 p.m. and state that a 10% penalty will be applied to any outstanding tax balances as of that date and time.
5. "City of Merritt Annual Property Taxes for 2023, Bylaw No. 2352, 2023" is hereby repealed.

READ A FIRST TIME this 23<sup>rd</sup> day of April, 2024

READ A SECOND TIME this 23<sup>rd</sup> day of April, 2024

READ A THIRD TIME this 23<sup>rd</sup> day of April, 2024

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2024

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Michael Goetz  
Mayor

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Linda Brick  
Corporate Officer

Bylaw 2369, 2024 – A Bylaw to establish the annual property tax rates for 2024.

**CITY OF MERRITT**  
**2024 Tax Rates Schedule**  
**Bylaw No. 2369, 2024**

		Rates in \$/1,000 of Assessed Value						
Property Class	Class Desc	A Municipal	Multiples for General Purposes	B TNRD	C Hospital	D Transit	F BC Assessment	G MFA
1	Residential	4.3695	1.0000	0.6247	0.3045	0.0859	0.0347	0.0002
2	Utilities	40.0000	9.1544	2.1863	1.0656	0.7864	0.4359	0.0007
4	Major Industry	53.5413	12.2535	2.1239	1.0351	1.0526	0.4359	0.0007
5	Light Industry	19.6158	4.4893	2.1239	1.0351	0.3856	0.0963	0.0007
6	Business/ Other	12.9545	2.9648	1.5304	0.7459	0.2547	0.0963	0.0005
8	Rec/ Non-Profit	2.7168	0.6218	0.6247	0.3045	0.0534	0.0347	0.0002
9	Farm	24.3811	5.5799	0.6247	0.3045	0.4793	0.0347	0.0002

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**May 7, 2024**

**File Number: 0540**

**To:** Cynthia White, Chief Administrative Officer  
**From:** Linda Brick, Director of Corporate Services  
**Date:** May 2, 2024  
**Subject:** 2024 Acting Mayor Schedule

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**RECOMMENDATION:**

**THAT Council approve the Acting Mayor Schedule as attached to the May 2, 2024 report of the Director of Corporate Services entitled “2024 Acting Mayor Schedule”.**

**Background:**

On November 14, 2023, Council established the Acting Mayor schedule for 2024; at that time there was a vacancy on Council and Councillor Etchart volunteered to serve a second rotation for the months of November and December 2024 to ensure compliance with legislation.

This report is to provide Council with the opportunity to consider an amendment to the 2024 Acting Mayor schedule as the 2024 By-election is concluded and Councillor Yvette Baxter has been elected to Council.

In accordance with section 130 of the *Community Charter*, Council annually designates Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant. A change to the schedule requires a resolution of Council.

**Options / discussion**

1. Council may accept the Acting Mayor schedule as proposed;
2. Council may, by resolution, alter the proposed schedule at its discretion; or,

3. Council may opt to receive the report for information only and make no further changes to the Acting Mayor Schedule.

**Financial / Risk Implications:**

There are no financial implications associated with the appointment of the acting Mayor schedule.

**Attachment:**

Proposed 2024 Acting Mayor Schedule

**Respectfully submitted,**

**Linda Brick  
Director of Corporate Services**

**ATTACHMENT**

## 2024 Acting Mayor Schedule

January, 2024	Councillor Adam Etchart
February, 2024	Councillor Wendy Charney
March, 2024	Councillor Wendy Charney
April, 2024	Councillor Adam Etchart
May, 2024	Councillor Paul Petroczi
June, 2024	Councillor Paul Petroczi
July, 2024	Councillor Dana Egan
August, 2024	Councillor Dana Egan
September, 2024	Councillor Manuel Olguin
October, 2024	Councillor Manuel Olguin
November, 2024	Councillor Yvette Baxter
December, 2024	Councillor Yvette Baxter

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**May 7, 2024**

**File Number: 4200-01**

**To:** Cynthia White, Chief Administrative Officer  
**From:** Linda Brick, Director of Corporate Services  
**Date:** May 3, 2024  
**Subject:** 2024 By-election Results

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**RECOMMENDATION:**

**THAT the May 3, 2024 report of the Director of Corporate Services entitled “2024 By-election Results” be received for information.**

**Background:**

The *Local Government Act*, Section 158 requires the Chief Election Officer to report the results of an election by voting to the local government within 30 days of the declaration of official results. The official results were declared on Tuesday, April 23, 2024.

By-election voting occurred on April 20, 2024, two advance polls were held on April 10 and 17, 2024. Mail-in ballots were available for eligible voters in accordance with the City of Merritt Election and Assent Voting Bylaw No. 2357, 2023.

The voter turnout was as follows: 9 mail ballots received, 131 advance voting ballots cast, and 230 ballots cast on general voting day. In accordance with section 137 (3) as less than 25 mail ballots were cast, the mail ballots were combined with general voting day ballots to preserve the secrecy of the ballots.

The overall turn out was 361 of 5979 eligible voters (6.03%).

The results are as follows:

<b>Candidate</b>	<b>Votes</b>
BAXTER, Yvette	229
COGHILL, Peter	75
LITTLETON, Norma Jean	30
PHILLIPS, MJ	26

The Chief Election Officer is also required to report a compilation of the ballot accounts for the election. The overall ballot account is as follows:

	<b>Ballot Account</b>
<b>Ballots Supplied</b>	
Number of Ballots Received for Use	4998
Number of Additional Ballots Added	0
Total Ballots	4998
<b>Disposition of Ballots</b>	
Voted Ballots	361
Ballot rejected during count	0
Other and Unaccounted for Ballots	
Spoiled Ballots	2
Mail Ballots Issued but not picked up	0
Mail Ballots Issued but not returned	1
Unused Ballots	4634
<b>Total Ballots</b>	4998

Staff will submit the 2024 By-election results for publication in the BC Gazette.

**Attachments:**

Declaration of Official Results

**Respectfully submitted,**

**Linda Brick  
Director of Corporate Services/  
Chief Election Officer**



## City of Merritt

### Determination of Election Results

#### 2024 By-Election

	Votes Received Mail Ballot	Votes Received Advance Voting	Votes Received General Voting	Total	
<b>Baxter, Yvette</b>	*	94	135	229	<b>Elected</b>
Coghill, Peter	*	23	52	75	
Littleton, Norma Jean	*	4	26	30	
Phillips, MJ	*	9	17	26	

This determination of official election results was made by the Chief Election Officer on Tuesday, April 23, 2024, and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Linda Brick, Chief Election Officer  
City of Merritt

\*less than 25 ballots - combined with General Voting

CITY OF MERRITT  
DECLARATION OF OFFICIAL ELECTION RESULTS

2024 BY-ELECTION

COUNCILLOR

I, Linda Brick, Chief Election Officer, do hereby declare elected, Yvette Baxter, who received the highest number of valid votes for the office of Councillor.

Dated at Merritt, BC  
this 23<sup>rd</sup> day of April, 2024.



Chief Election Officer