



COMMITTEE OF THE WHOLE AGENDA CITY OF MERRITT

Tuesday, February 4, 2020

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
2. ADOPTION OF MINUTES
3. GENERAL MATTERS - Delegations and Recognitions
4. UNFINISHED BUSINESS
5. NEW BUSINESS

5.1 Community Groups Providing Contracted Services

3

Recommendation:

THAT Council receive this report for information.

5.2 2020 Grant in Aid Applications

5

Staff will summarize the report at the outset of the meeting, but these resolutions should be considered toward the conclusion of the meeting, after Council has tentatively allocated Grant in Aid funds.

Recommendation:

THAT the Committee of the Whole advance the funding amounts set out in the completed Grant in Aid Approval Worksheet to Council for consideration and final funding decisions.

Recommendation:

AND THAT the Committee of the Whole recommend to Council that \$15,000 be set aside in 2020 for community sponsorships.

Recommendation:

THAT Council consider and debate the Merritt and District Chamber of Commerce request that the City provide \$25,000 to the Chamber.

6. TERMINATION OF MEETING

Report

City of Merritt
REGULAR Council Meeting
February 4, 2020

File Number: 1710

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: January 31, 2020
Subject: Community Groups providing Contracted Services

RECOMMENDATION:

THAT Council receive this report for information.

Background:

During the Grant in Aid process, amounts paid to the following community groups are often brought up; Nicola Valley Women in Action, Nicola Valley Heritage Society and the Nicola Valley Museum and Archives Association.

The purpose of this report is to provide some clarity and details on these arrangements. All three organizations have an agreement with the City to provide a service that is important to the City as a whole.

Nicola Valley Women in Action: \$35,000 per year. This organization runs Victim Services.

Nicola Valley Heritage Society: \$51,111 in 2019. This organization runs the Baillie House and provides tourism information services, allowing the City to meet its requirements for Destination BC funding, in providing a tourism information centre.

Nicola Valley Museum and Archives Association: \$50,000 per year. This organization runs and staffs the Museum, as well as maintains the City's archival history.

All three groups report to the City, either as a delegation at Council or with written reports.

Options / discussion

When the contracts and agreements come up for renewal, Council will be able to make decisions on whether to continue with the current arrangements.

Financial / Risk Implications:

The cost of these arrangements is governed by the agreements in place. Any increases or decisions to not continue with the agreements would be at Council's discretion.

Respectfully submitted,

**Sheila Thiessen, CPA, CMA
Director of Finance & IT**

Report

City of Merritt
REGULAR Council Meeting
February 4, 2020

File Number: 1851

To: Scott Hildebrand, Chief Administrative Officer
From: Wayne Anderson, Financial Services Manager
Date: January 30, 2020
Subject: 2020 Grant in Aid Applications

RECOMMENDATION:

THAT the Committee of the Whole advance the funding amounts set out in the completed Grant in Aid Approval Worksheet to Council for consideration and final funding decisions.

AND THAT the Committee of the Whole recommend to Council that \$15,000 be set aside in 2020 for community sponsorships.

Background:

Council Policy 4-01 Community Grant in Aid (attached), provides for grants in aid to non-profit and community groups who demonstrate a funding need for a service or program that will benefit the community at large. This policy was updated in October 2019.

Due to the volume of paper and size of electronic files, the applications have not been circulated. Electronic copies of the grant applications along with the supporting documentation have been made available to Council for review prior to the meeting.

All applicants were informed by email of the February 4, 2020 meeting date for the grant in aid review. The email indicated that attendance is not a requirement for 2020 and the only opportunity for input would be to answer any questions directed by Council.

Financial / Risk Implications:

In the 2020 financial plan there is \$50,000 available for grant in aid requests as per the maximum amount set in the new Community Grant in Aid policy. The maximum grant per organization is \$7,500 and the maximum for a sports team or individual attending a competition is \$500. Only one application is to be submitted per organization or individual.

As per the policy, Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid by March 1st each year. Council may set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.

Council may provide the following direction for distribution of financial aid to successful applicants:

- In advance at the discretion of Council.
- 50% at the time of approval and 50% upon the receipt of the final reporting.
- At another time as specified by Council during the approving process.

Sponsorships:

At Council's direction, sponsorships have been removed from the Grant in Aid process and will be considered by Council separately at a future Council meeting. To date, the City has received two sponsorship requests totaling \$3,000, while six other organizations have made inquiries regarding potential sponsorships.

Upon the Committee's recommendation regarding a total funding level for sponsorship, staff will prepare a sponsorship policy for formal consideration by Council. Staff is recommending that \$15,000 be allocated for sponsorships (Council allocated \$11,500 as part of the 2019 Grant in Aid Process), though that amount can be amended at Council's discretion.

Others Consulted:

During the review process, request for information emails were sent out to 11 of the 26 applicants. Four of the applications were removed from the list, one opted out of the process on their own, two failed to provide enough financial information and one did not respond to the request. Information on the new Sponsorship application form was provided to contacts at these organizations.

Other City managers were consulted including Sky McKeown the Manager of Recreation and Facilities with regards to specific in-kind requests.

Attachments:

Electronic copies of the grant applications have been provided to Council for their review prior to the meeting. The grant applications will be available for viewing on the monitors and projector as required during the meeting.

In addition to the Council Policy 4-01 Community Grant in Aid, a spreadsheet with the following tabs was provided to council with pdf versions of each tab attached to this report:

1. **Approval Worksheet for Meeting** – this is the worksheet that will be displayed during the February 4th meeting with a column for an approval amount and a notes column. We are reviewing **21** applications with a total request of **\$72,492.87**.
2. **Details – for Council** – tracks all the relevant information for each application including:
 - a. NEW – Is this a new request for this organization or group?
 - b. Type of Grant – In-kind or Financial Aid
 - c. Capital Project – Is the request for a capital project?
 - d. Staff Comments – Highlights and potential concerns regarding each of the grant applications.
 - e. Prior Year Grants Approved
 - f. Permissive Tax Exemptions – This column identifies the forgone municipal tax revenue as a result of the permissive tax exemption.
3. **Details – Removed** – a list of the applications removed from the review process along with an explanation.
4. **Summary Capital** – a listing of the 5 requests related to capital projects totaling \$29,398.58.
5. **Summary – Operating** – a listing of the 16 non-capital requests totaling \$44,094.29.

Summary:

The purpose of the February 4, 2020 meeting is to determine the 2020 grant funding allocations. Staff has reviewed all the applications and provided comments on each of the requests for Council consideration.

Council may:

1. Choose to allocate all or a portion of the available funding.
2. Choose to move all or a portion of an applicant's financial aid request to another funding program (i.e. Sponsorship Program).
3. Choose to defer a decision on specific applications pending additional information.

The Committee's recommendations will be ratified at a subsequent regular Council meeting.

Respectfully submitted,

Wayne Anderson, CPA, CMA
Financial Services Manager

Attachments:

City of Merritt Policy 4-01 Community Grant in Aid
Approval Worksheet
Details – for Council
Details – Removed
Summary – Capital
Summary - Operating



City of Merritt
2185 Voght Street
Merritt, BC V1K1B8
250 378-4224
merritt.ca

Policy 4-01

CATEGORY	COUNCIL POLICY
4.0 – Finance & IT	COMMUNITY GRANT IN AID
	Contact Department: Finance & IT

Policy Goal

To set guidelines for allocating Grants in Aid.

Policy Statement

Council provides grants in aid to non-profit and community groups who demonstrate a funding need for a service or program that will benefit the community at large.

Policy Background

The Community Grant in Aid Policy was originally created in 2005 and revised in 2012, 2017 and 2019. This 2019 revised policy will remove the definition of two (2) Grant in Aid Categories (*Short Term and Community Initiative*) and consider all applications as Grant in Aid. The forms of funding will be limited to Financial Aid and In-Kind. Sponsorship funding will be removed and the subject of a new policy. The revised policy will clarify and simplify the Grant in Aid process.

Policy Objectives

1. Council will establish a budget for allocating Grant in Aid in a calendar year. The amount of the budget will be \$50,000, with individual limits of \$7,500 per organization or \$500 for teams/individuals participating in recognized competitions.
2. A Grant in Aid should not be used for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital, etc., or organizations or functions that are primarily funded by other level of governments.
3. A Grant in Aid must not be provided to an “industrial, commercial or business undertaking”.
4. Permissive tax exemptions will be considered by Council when making funding decisions.
5. The Financial Services Manager will advertise annually in October the criteria for Grant in Aid with a December 15th deadline for submissions to be considered for a grant in the following calendar year. Applications received after the December 15th deadline will be considered an Extraordinary Grant in Aid. Applicants are required to submit a description of their service/program/event, financial



statements for the previous year, and a listing of other funding sources. Applicants must demonstrate that the funds will be used for a program of benefit to the community and that the group is unable to raise all its required funds from other sources.

6. During budget deliberations Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid by March 1st each year, with notification given to all the applicants immediately thereafter. Council may set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.
7. Representatives of the organization requesting the Grant in Aid are required to respond to any requests for further information by staff, in preparation for Council consideration. Council may request further information during deliberations.
8. The Finance Department will respond once to organizations that have submitted an incomplete Grant in Aid application. If there is no response from the organization prior to the meeting that Council considers such applications, the Grant in Aid application will not be considered by Council.
9. Grants in Aid are not intended to provide on-going support and all approvals shall be considered on a year-to-year basis and continuing support should not be anticipated.
10. A report to Council is required by the end of the year in which funding is received detailing how the funding was used and how it benefited the community. Failure to file a report will result in no further consideration by Council for future requests from the organization.
11. Council may request the return of any unspent funds from the organization.
12. Council may require all organizations who are applying for grant funding to attend a workshop on financial stewardship and accountability.
13. Organizations must confirm that the City's contribution will be recognized publicly.

Grant Guidelines:

- Grants in Aid are provided to non-profit and community groups on the basis that they provide valuable programs to the community and are unable to raise all their required funding without the City's assistance.



- Grant in aids will be used to encourage innovation that has the potential to support or contribute towards the community and the goals of Council. This includes one-time start up for initiatives or programs which will support or contribute to the community. As well the initiative funding is to assist groups who are hosting a special event or organizing the inaugural of what is intended to be a regular event in Merritt.
- Grant in Aid funding will not be provided to fund raise for a charity or an organization other than the applicant.
- Council will disburse approved Grant in Aid funds:
 - In advance at the discretion of Council, or at another time specified by Council during the approval process.
 - 50% at the time of approval and 50% upon the receipt of the final reporting.
 - At another time as specified by Council during the approving process.

Funding Classes:

1. Financial Aid:

Grant in Aid applications that include a request for financial assistance for programs or events.

2. In-Kind:

Grant in Aid applications that include a request for the in-kind use of a City owned facility.

Amendments

November 06, 2012: Adopted (Resolution 226/12)
October 31, 2014: Procedure Approved
November 14, 2017: Amended Policy Adopted (Resolution 208/17)
October 22, 2019: Amended Policy Adopted

2020 Grant Requests - WORKSHEET for Council "Tentative" Approvals

\$0.00 Amount Approved

\$50,000.00 Budget

0% % Approved

\$50,000.00 Amount Remaining

Ref#	Name of Organization	2020 Request/Comments	Capital	Amount Requested	Council Tentative Approval
Financial Aid					
1	Merritt Youth & Family Resources Society	G.A.R.D.E.N. (Gardening is an Active Refreshing Day with Exercise)	Yes	\$7,500.00	
5	Merritt Curling Club	Roof replacement	Yes	\$7,500.00	
6	Merritt Country Christmas	Financial aid for 2020 Merritt Country Christmas		\$4,000.00	
8	Conayt Friendship Society	LGBTQ2 + Group (Fierce Merritt). Funding to assist with establishment of new group.		\$5,000.00	
10	Nicola Valley Community Band	Financial aid for the Community Band. Purchase of new musical scores for 2020.		\$1,500.00	
12	Nicola Valley Rodeo Association	Creation of a five year plan to guide the growth of the NVRA	Yes	\$7,500.00	
15	Merritt Golf and Country Club	Merritt Golf and Country Club. Replacement of water pipe across Nicola River at hole #9	Yes	\$4,773.58	
17	Merritt High School Rodeo Association	Merritt High School Rodeo April 25/26, 2020		\$1,000.00	
18	Nicola Valley Community Arts Council	Matching grant of \$5k along with support for specific ongoing programs (Art in the Park, Talent Network, Community Art Show, Public Art Works)		\$7,200.00	
20	Canadian Country Music Heritage Society	Hand Print Refurbishing	Yes	\$2,125.00	
23	Nicola Valley Forest Recognition Society	Loggers Sport Show - September 18-20, 2020. Financial and in-kind use of field.		\$7,500.00	
25	Merritt Business & Economic Development Society	Grant in aid to assist Community Futures with 2020 Property Tax due to relocation and loss of Permissive Tax Exemption.		\$1,930.00	
Financial Aid Total				\$57,528.58	\$0.00
In-Kind					
2	Nicola Valley Farmers Market Association	Nicola Valley Farmers Market Association (in-kind use of parking lot for weekly market)		\$1,100.00	
7	Merritt & District Hospice Society	Hospice Volunteer Training (in-kind use of Civic Centre)		\$500.00	
9	Community Futures Development Corporation	Non-Profit Community Engagement Fair. In-kind use of Civic Centre.		\$1,879.04	
11	Nicola Valley Skating Club	Harmony on Ice - A Skating Ice Show March 14, 2020 (in-kind use of arena)		\$876.00	
13	Nicola Valley Dog Enthusiasts Association	Wednesday Evening Training (Sept-May) Free Drop-in at Civic Centre. In-kind use of the Civic Centre.		\$2,970.00	
14	Merritt Country Run	Merritt Country Run June 14, 2020. In-kind field, rental items and City services to host the annual Merritt Country Run.		\$1,500.00	
16	Merritt Otters Swim Club	Merritt Otters Invitational Swim Meet June 27th and 28th. In-kind use of Aquatic Centre.		\$1,260.00	
19	Merritt Centennials Hockey Club	Annual Ice Breaker 2019/2020 and 2020/2021 season - In-kind use of Civic Centre Auditorium and Kitchen - October 2020.		\$2,800.00	
21	Colletville Elementary School Parent Advisory Council	Use of Civic Centre for Duelling Pianos PAC Fundraiser - Community Playground		\$1,000.00	
22	Merritt Dance Society	Use of Civic Centre for Year End Dance Recital and Fundraiser - June 14, 2020		\$2,079.25	
In-Kind Total				\$14,964.29	\$0.00
Grand Total				\$72,492.87	\$0.00

							2020 Request						Council Approval	Staff Comments	Prior Year GIA		Permissive Tax Exemptions	
Ref#	NE W	Name of Organization	Contact Name	Email	2020 Request/Comments	Type of Grant	GIA Requested	Capital Project?	Program/ Project Budget	Financial Statements	2020 Budget	2019 - Report Provided?	2020 Approval	Summary of Grant In-Aid Application	2019 - Approved	2018 - Approved	2019 - Permissive (estimated)	2018 - Permissive
1	NEW	Merritt Youth & Family Resources Society	Lenora Fletcher	myfrsed@telus.net	G.A.R.D.E.N. (Gardening is an Active Refreshing Day with Exercise)	Financial Aid	\$7,500.00	Yes	\$25,000.00	Yes	Yes	n/a		Highlights - Seniors working with youths - Organization has current fundraising underway Concerns - \$25k budget is not provided - Location not clear			\$1,040.00	\$1,012.48
2		Nicola Valley Farmers Market Association	Diane Van Hoof	dvanhoof@shaw.ca	Nicola Valley Farmers Market Association (in-kind use of parking lot for weekly market)	In-Kind	\$1,100.00	No	\$6,262.00	Yes	Yes	Yes		Highlights - Same request as prior years - In-kind use of City parking lot - Market helps promote local business and farmers Concerns - Budget is for \$6.2k but only spent \$1.7k last year - Addition of \$2,700 manager wage - Will there be a marketing push in 2020?	\$1,100.00	\$1,100.00		
5	NEW	Merritt Curling Club	Paul Montgomery	pamont@telus.net	Roof replacement	Financial Aid	\$7,500.00	Yes	\$150,000.00	Yes	Yes	n/a		Highlights - Safety issue for curlers - Water leaks are causing other structural damage the longer they go without replacing - Temporary solutions are becoming expensive and dangerous			\$5,100.00	\$4,954.38
6		Merritt Country Christmas	Jack Polmans	j.m.polmans@shaw.ca	Financial aid for 2020 Merritt Country Christmas	Financial Aid	\$4,000.00	No	\$18,350.00	Yes	Yes	Yes		Highlights - Long running popular event for Merritt that draws locals and surrounding residents to the downtown core Concerns - No plan to make the event self sufficient - 2020 request is the same amount as 2019	\$4,000.00	\$3,500.00		
7	NEW	Merritt & District Hospice Society	Sarah Ross	merrithospice@shaw.ca	Hospice Volunteer Training (in-kind use of Civic Centre)	In-Kind	\$500.00	No	\$1,605.00	Yes	Yes	n/a		Highlights - Use of Civic Centre once a week for 3 weeks				
8	NEW	Conayt Friendship Society	Deborah Munroe	ed@conayt.com	LGBTQ2 + Group (Fierce Merritt). Funding to assist with establishment of new group.	Financial Aid	\$5,000.00	No	\$19,265.00	Yes	Yes	n/a		Highlights - Assisting with creation of new group for LGBTQ2+ community in Merritt - Staffing is the major cost for the new program			\$7,920.00	\$7,690.34
9		Community Futures Development Corporation of Nicola Valley	Mae Ketter	mae@cfdcnv.com	Non-Profit Community Engagement Fair. In-kind use of Civic Centre.	In-Kind	\$1,879.04	No	\$4,579.05	Yes	Yes	Yes		Highlights - The fair on May 2, 2020 will provide non-profit organizations and groups with an opportunity to introduce and showcase their services, while providing the public with any information they may need. No fee for public and \$15 per table - Estimate of 40-45 exhibitors	\$859.01	\$10,000.00	\$1,420.00	\$1,378.46
10		Nicola Valley Community Band	Melody Simon	melodyproperty2@gmail.com	Financial aid for the Community Band. Purchase of new musical scores for 2020.	Financial Aid	\$1,500.00	No	\$5,350.00	Yes	Yes	Yes		Highlights - Same request as previous 3 years - Excellent representatives for the City of Merritt - Contributes towards the development of arts and supports local talent	\$1,500.00	\$1,500.00		
11		Nicola Valley Skating Club	Jill Starrs	skatinginthevalley49@gmail.com	Harmony on Ice - A Skating Ice Show March 14, 2020 (in-kind use of arena)	In-Kind	\$876.00	No	\$4,476.00	Yes	Yes	Yes		Highlights - Potential to bring in out of town guests who will contribute to the local economy - Multiple fundraising events - Good example of a Grant Report for 2019	\$598.50			
12		Nicola Valley Rodeo Association	Mary MacGregor	mem.mmlc@gmail.com	Creation of a five year plan to guide the growth of the NVRA	Financial Aid	\$7,500.00	Yes	\$10,000.00	Yes	Yes			Highlights - Five year plan will help create a vision for the property and maximize it's potential - Identify improvements which will enhance the general usage of the facility	\$10,000.00	\$5,000.00	\$11,930.00	\$11,582.27
13	NEW	Nicola Valley Dog Enthusiasts Association	Yvonne Lord	ylord54@gmail.com	Wednesday Evening Training (Sept-May) Free Drop-in at Civic Centre. In-kind use of the Civic Centre.	In-Kind	\$2,970.00	No	\$8,290.00	No	Yes	n/a		Highlights - A community group wanting to offer free courses on dog training. Concerns - See email from Sky McKeown regarding use of Civic Centre and potential options				
14		Merritt Country Run	Elizabeth Brackenreed	brackenreede@gmail.com	Merritt Country Run June 14, 2020. In-kind field, rental items and City services to host the annual Merritt Country Run.	In-Kind	\$1,500.00	No	\$19,500.00	Yes	Yes	Yes		Highlights - A healthy activity that attracts competitors from Merritt and surrounding communities - Organization has a number of fundraising activities during the year	\$970.75	\$1,316.00		

							2020 Request						Council Approval	Staff Comments	Prior Year GIA		Permissive Tax Exemptions	
Ref#	NE W	Name of Organization	Contact Name	Email	2020 Request/Comments	Type of Grant	GIA Requested	Capital Project?	Program/ Project Budget	Financial Statements	2020 Budget	2019 - Report Provided?	2020 Approval	Summary of Grant In-Aid Application	2019 - Approved	2018 - Approved	2019 - Permissive (estimated)	2018 - Permissive
15	NEW	Merritt Golf and Country Club	Margaret Gillespie	gilma@telus.net	Merritt Golf and Country Club. Replacement of water pipe across Nicola River at hole #9	Financial Aid	\$4,773.58	Yes	\$4,773.58	Yes	yes	n/a		Highlights - A community recreational facility such as the MGCC is an important asset for residents and visitors to Merritt - A golf course is a draw for potential residents - One time request for repair of water main. Concerns - Not in great financial shape but did pay down a substantial portion of debt and have been meeting their financial obligations. <i>Would City staff be able to assist with this project?</i>	\$0.00		\$25,620.00	\$24,873.86
16		Merritt Otters Swim Club	Curt Thoms	merokpres@gmail.com	Merritt Otters Invitational Swim Meet June 27th and 28th. In-kind use of Aquatic Centre.	In-Kind	\$1,260.00	No	\$15,130.00	Yes	Yes	Yes		Highlights - Economic boost to the City with out of town visitors Concerns - As mentioned in prior years, the cost to the City for this event goes beyond the lost revenue for the facility and the lifeguard costs. We forego revenue that would be generated through regular sales and take away time at the pool for citizens and paid members. We have other staffing costs during the event that are incurred (i.e. setup, draining/filling of wading pool, administration, etc.). 2018 estimate additional costs were over \$5k.	\$1,260.00	\$1,750.00		
17	NEW	Merritt High School Rodeo Association	April Garcia	aghhbc@gmail.com	Merritt High School Rodeo April 25/26, 2020	Financial Aid	\$1,000.00	No	\$10,000.00	No	Yes	n/a		Highlights - Impact on local economy in an off-peak month - Other Fundraising events held throughout the year Concerns - No formal financial statements, they did provide 12 months of bank statements and cleared cheques which reconcile back to their 2019 operating costs.				
18		Nicola Valley Community Arts Council	Melody Simon	melodyproperty2@gmail.com	Matching grant of \$5k along with support for specific ongoing programs (Art in the Park, Talent Network, Community Art Show, Public Art Works)	Financial Aid	\$7,200.00	No	\$73,640.00	Yes	Yes	Yes		Highlights - Primary request is for the \$5k in matching funds in order to receie the BC Arts Council grant - \$2,200 to support Ongoing Programs (see example of 14 potential funding items in the NVCAC report) - A thorough application with lots of details on the events and benefits to the community Concerns - The \$5k matching grant comes up every year, should this be added as a budget line item under the City's operating budget?	\$8,000.00	\$8,400.00	\$4,500.00	\$4,369.14
19	NEW	Merritt Centennials Hockey Club	Liz Brackenreed	brackenreede@gmail.com	Annual Ice Breaker 2019/2020 and 2020/2021 season - In-kind use of Civic Centre Auditorium and Kitchen - October 2020.	In-Kind	\$2,800.00	No	\$4,950.00	Yes	Yes	n/a		Highlights - One of the Centennials biggest fundraising events - The Cents organize a number of other fundraising events during the year - The team is a big promoter of organized minor hockey	\$0.00			
20		Canadian Country Music Heritage Society	Susan Roline	cmhstreas@gmail.com	Hand Print Refurbishing	Financial Aid	\$2,125.00	Yes	\$9,750.00	Yes	Yes	Yes		Highlights - In 2019, Council approved 50% of the estimated \$4,250 cost to refurbish the handprints. - The request this year represents the balance of the request. Concerns - Some funds from last year were not spent - the \$1k for a brochure of handprints and locations - In 2019, power washing and inventory of the handprints was completed which is less than what was expected	\$3,755.00	\$1,576.84	\$2,840.00	\$2,760.14
24		Colletville Elementary School Parent Advisory Council	Jodi Latremouille	jedilats@gmail.com	Use of Civic Centre for Duelling Pianos PAC Fundraiser—Community Playground	In-Kind	\$1,000.00	No	\$15,000.00	No	Yes	Yes		Highlights - Request is for in-kind assistance to assist with bringing in the Dueling Pianos event to Civic Centre - Request is for \$1k to cover the rental costs (approved \$723 last year) - Long-term goal is to raise \$80k over the next 5-6 years to help cover the costs of \$200k for a new playground Concerns - Request doesn't comply with Policy Objective 2 - "...should not be used for any other form or section of a taxing or local government authority, such as School Districts..."	\$723.23			
22		Merritt Dance Society	Selena Voigt	selenavoigt@gmail.com	Use of Civic Centre for Year End Dance Recital and Fundraiser - June 14, 2020	In-Kind	\$2,079.25	No	\$4,879.25	Yes	Yes	Yes		Highlights - In-kind use of the Civic Centre for year end dance recital and fundraiser. - The event brings in some out of town guests - The group conducts a number of other fundraising activities during the year - Civic Centre rental represents 43% of the cost for the event	\$2,097.90	\$1,893.57		

							2020 Request						Council Approval	Staff Comments	Prior Year GIA		Permissive Tax Exemptions	
Ref#	NE W	Name of Organization	Contact Name	Email	2020 Request/Comments	Type of Grant	GIA Requested	Capital Project?	Program/ Project Budget	Financial Statements	2020 Budget	2019 - Report Provided?	2020 Approval	Summary of Grant In-Aid Application	2019 - Approved	2018 - Approved	2019 - Permissive (estimated)	2018 - Permissive
23		Nicola Valley Forest Recognition Society	Etelka Gillespie	etelka.gillespie@gmail.com	Loggers Sport Show - September 18-20, 2020. Financial and in-kind use of field.	Financial Aid	\$7,500.00	No	Yes	No	Yes	Yes		Highlights - Promotes forest industry as an integral part of our community - Increases tourism - Promotes forestry related courses at NVIT and educates youth Concerns - Missing financial statements for 2019 - In-kind portion is just over \$1k with balance of \$6,500 to be financial assistance	\$5,000.00	\$4,000.00		
25	NEW	Merritt Business & Economic Development Society	Fran Delaney	fran@cfdcnv.com	Grant in aid to assist Community Futures with 2020 Property Tax due to relocation and loss of Permissive Tax Exemption.	Financial Aid	\$1,930.00	No	\$20,400.00	No	Yes	n/a		Highlights - Merritt Business & Economic Development Society was established in October 2019. - It appears that MBEDC holds the mortgage on the property and Community Futures Lease payments of \$20,400 cover the mortgage along with maintenance costs. - Community Futures received a Permissive Tax Exemption as our tenant at 2185 Voght St. They will need to reapply for a PTE in August 2020 for the 2021 tax year.	\$0.00	\$0.00	\$1,420.00	\$1,378.46
147%							\$72,492.87	\$431,199.88						\$0.00 0%				

2020 GRANT APPLICATIONS - REMOVED

2020-01-30

Updated: January 28, 2020

Ref#	NEW	Name of Organization	2020 Request/Comments	Type of Grant	GIA Requested	Reason for Removal	Provided Sponsorship Program Link
3		Merritt Little Britches Rodeo Association	2020 Merritt Little Britches Rodeo	Financial Aid	\$1,000.00	Provided list of missing information and applicant decided to withdraw.	Yes
4		Merritt Volleyball Association	Financial aid for two volleyball tournaments in Merritt in 2020. April 3-5 Co-ed and April 24-26 Ladies.	In-Kind	\$2,100.00	Requested Financial Statements, unable to provide. \$20k bank balance and no financial statements did not demonstrate a financial need.	Yes
24	NEW	Nicola Valleys Forgotten & Feral Felines	Don't Litter - Spay and Neuter Instead	Financial Aid	\$7,500.00	No response to request for additional information.	No
26		BC Ambassador Program	British Columbia Ambassador Program Pageant - Civic Centre - in-kind rental	In-Kind	\$2,000.00	Missing financial statements.	Yes

\$12,600.00

2020 Grant Requests - CAPITAL

Capital (Yes/No)	Name of Organization	Requested
1	Merritt Youth & Family Resources Society	\$7,500.00
5	Merritt Curling Club	\$7,500.00
12	Nicola Valley Rodeo Association	\$7,500.00
15	Merritt Golf and Country Club	\$4,773.58
20	Canadian Country Music Heritage Society	\$2,125.00
Yes Total		\$29,398.58
Grand Total		\$29,398.58

2020 Grant Requests - OPERATING

Capital (Yes/No)	Name of Organization	Requested
2	Nicola Valley Farmers Market Association	\$1,100.00
6	Merritt Country Christmas	\$4,000.00
8	Conayt Friendship Society	\$5,000.00
9	Community Futures Development Corporation of Nicola Valley	\$1,879.04
10	Nicola Valley Community Band	\$1,500.00
11	Nicola Valley Skating Club	\$876.00
13	Nicola Valley Dog Enthusiasts Association	\$2,970.00
14	Merritt Country Run	\$1,500.00
16	Merritt Otters Swim Club	\$1,260.00
17	Merritt High School Rodeo Association	\$1,000.00
18	Nicola Valley Community Arts Council	\$7,200.00
19	Merritt Centennials Hockey Club	\$2,800.00
21	Colletville Elementary School Parent Advisory Council	\$1,000.00
22	Merritt Dance Society	\$2,079.25
23	Nicola Valley Forest Recognition Society	\$7,500.00
25	Merritt Business & Economic Development Society	\$1,930.00
7	Merritt & District Hospice Society	\$500.00
No Total		\$43,094.29
Grand Total		\$43,094.29

Report

City of Merritt
Committee of the Whole
February 4, 2020

File Number: 0363

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: January 31, 2020
Subject: Chamber of Commerce Proposal

RECOMMENDATION:

THAT Council consider and debate the Merritt and District Chamber of Commerce request that the City provide \$25,000 to the Chamber.

Background:

On November 26th, 2019 the Merritt and District Chamber of Commerce presented to Council regarding their request that the City of Merritt support the Chamber by providing \$25,000 in funding.

Originally, this request was to be considered at the December 17th, 2019 Regular Council Meeting, but the item was deferred to this Grant in Aid meeting, to be considered alongside other community organizations that have approached the City for funding.

If Council determined to support the Chamber of Commerce, it would not come from the Grant in Aid fund, as the request doesn't meet the criteria for Grant in Aid funding. As such, we have separated this item to be considered independently from Grant in Aid.

Options / discussion

1. **THAT Council provide \$25,000 to the Merritt and District Chamber of Commerce.**
 - a. Council could amend this option to provide funding in any other amount

2. **THAT Council request further information from the Merritt and District Chamber of Commerce and defer a final decision to a future meeting.**
3. **THAT Council deny the Merritt and District Chamber of Commerce request for additional funding.**

Financial / Risk Implications:

Any funds allocated to the Chamber would come from general tax revenue or from surplus. If \$25,000 is provided, it would represent approximately 0.31% of the municipal budget for 2020.

Attachments:

1 - Chamber of Commerce Proposal

Respectfully submitted,

**Sean Smith,
Deputy CAO/Director of Corporate Services**



Merritt & District Chamber of Commerce Proposal to The City of Merritt - November 2019

To Whom it may Concern:

The Merritt and District Chamber of Commerce was established in 1914 as the Merritt Board of Trade and has been a contributor to the business success of this community for over 105 years, making us one of the longest standing Chambers in Canada. In 2018 when a new Board and Executive Director took over the Chamber, the tenuous financial circumstances of the Chamber were concerning to the Board and Executive Director. Since that time, the Chamber has made great strides to improve the financial situation although the Chamber continues to find the economic situation challenging as a not-for-profit organization that relies solely on Memberships and Fundraising.

In 2018, the Board also made the decision to go back to mandate and focus on event planning and endeavors that supported business. The Merritt Chamber switched gears and committed ourselves only to those things that were directly growing or supporting businesses, and the City of Merritt. At that time, we also began to build a new relationship with the City of Merritt, which had faltered for some time.

As a result of our renewed partnership with the City and desire to return to mandate, the Chamber has increased its value to the community and assisted the City in raising their profile as well. In the Chamber's opinion, this has been achieved through the following programs and initiatives:

- The creation of the Merritt Summer Nights Market. While the City of Merritt was named a sole supporting partner on this endeavor, it was not involved in the organization of the program other than by way of a small amount of the City's contribution to advertising. Money raised goes to the Chamber with a percentage being injected back into Crime Stoppers who assists with security so they may put community funds back into their safety programs. In our opinion, this market has directly contributed to new company start-ups and to the relocation of business to Quilchena Avenue.
- The Exit 290 Sign Project. By contract, the Chamber was allotted a \$10,000 grant that the City received for the creation of the map, and building of the sign structure. We have provided our man hours to contract, and coordinate the entire project at no cost to the City and removed the



responsibility of the project from their staff. While the sign project has not yet been completed, it is well underway with no direct cost to the City.

- The Chamber Executive Director was an active member of the Business License Review for which the Chamber and Community Futures Nicola Valley provided information and collaborated with the City of Merritt to assist them in the decision-making process which shaped the changes to that program.
- We advocated for the City at Vision Merritt to include Will George as a City Representative as well as Council to involve them in that business working group to improve Merritt as we believed they should be involved and were an asset to the process.
- The Executive Director was involved as an active member of the PNP committee which includes reviewing business plans and related paperwork, meetings with PNP Participants and assisting them in navigating business in Merritt along with Community Futures Nicola Valley, and providing informed recommendations for appropriate business plans for the City of Merritt to send recommendation letters to the government for approval. With the recent lay off of the Chamber's Executive Director, this roll has been taken on by the current President.
- The City is listed as a sole partner on every Chamber event, including Community Day, Country Christmas, Business After Business, Lunch and Learn, All Candidates Meetings, Merritt Summer Nights Market, Art Walk, etc.
- This past July, our current President, Kim McLean, and Executive Director, Meagan Preston, attended the Thompson-Okanagan Regional Consultation in Kelowna and spoke directly to the Deputy Minister of Forests, Lands, Natural Resource Operations and Rural Development, the Deputy Minister of Municipal Affairs and Housing, the Deputy Minister of Jobs, Trade, and Tech, the Ministry of Attorney General, and the Ministry of Public Safety and Solicitor General about issues directly affecting the City of Merritt. This included the Forestry Crisis, Housing Crisis, and the Opioid Crisis we are currently facing in an attempt to raise the profile of Merritt with the officials in Ottawa.
- The Chamber is helping to attract new business to Merritt by assisting and attracting franchises with accurate statistics of the business area and demographic.
- The Chamber has agreed to a partnership with the City for dual use of our Kiosk at no charge to the City.
- We have increased our perceived value in the community and we now have over 100 members, which is higher than it has been in a number of years.



- We support the Youth Entrepreneur program by offering free placement at the Merritt Summer Nights Market and other relevant Chamber led events, and support our young businesspeople along with Community Futures Nicola Valley who facilitates this program for the City.
- Our Executive Director and President are in constant contact with City Councilors and Staff to feed forward information, ideas and research regarding development and quick wins for the City so they may prosper, draw more tourism, and attract more business. This includes providing research and information.

During recent Roundtable Meetings that we have had with Chamber members, as well as non-members, it is apparent that the key aspect we are lacking as a City is *clear communication and one strong voice*. Right now, we are all working towards the same goal, to make Merritt better, but from different starting points and we need one main source for people to go with their business concerns. Furthermore, businesses need to know those concerns will be brought to the City and advocated for, currently, this is not the case. The Chamber has the potential to be that source for Merritt - with the support of the City. Small business is and will be the backbone of our community and to make Merritt a better place, we strongly feel that more resources and advocacy for small business is a benefit to all.

At the end of the day, with all of the positive strides we have made to make Merritt a better place to visit and do business, we still struggle financially to make ends meet and clear the remainder of the debt accrued prior to 2018. Because of our increased focus on business support, supporting City initiatives, and the creation of new business opportunities mandate, we no longer have the time or the desire to fundraise through avenues that do not support business. As a not-for-profit, we struggle every year to make ends meet, and this is proving to continue to be difficult and puts the future of the Chamber in jeopardy.

We have recently canvassed the other Chambers in BC for information on how the city they represent supports them. The information we received was surprising and somewhat disheartening as it pertains to our current support level that we receive from the City of Merritt. Clearly, we are valuable to be called upon for support, but we feel perhaps it is unclear that we also require support as a not-for-profit. Some Chambers do run the tourist information centers and provide marketing, or economic development support, which can lead to City infusions in excess of \$380,000 per year, whereas others are receiving in excess of \$60,000+ per year just to support the business community in towns with as small of a population as 11,000.

We are asking for our City to see the value we bring to the table, to the community as a whole and ask that the City consider making a much more significant investment in us, as we continue to grow and improve



the business community here in Merritt. We are excited about the opportunities and the energy the Board brings to the Chamber but we are also cognizant that we need to find a better way to make the finances of the Chamber function to permit the focus of the Board to be on betterment of the community rather than fundraising.

In particular, we would like to ask the following be considered by the City as we continue to work together to improve and grow Merritt:

1. That we, the Chamber, receive \$25 - \$50 from each business license fee paid annually to be able to put back into the business community through support programs like Lunch and Learns, Seminars, Business After Business, Roundtables, business growth strategies, and other events. We do recognize that the Business License fees have been reduced recently, but feel that it would be positive in the eyes of the businesses and public for the City to reallocate some of those funds to inject back into business support strategies.
2. That we, the Chamber, may receive support funds from the City directly to assist with the man hours that we are currently investing in supporting City initiatives, staff, and programs. The Chamber has been providing the expertise and time of our Executive Director as well as partnership branding to the City on every event, website, social media, marketing, and programs for quite some time for a very minimal fee of \$3,000 (which was originally a rental subsidy for this not-for-profit business). We are looking to review this partnership structure, so we can be of more benefit to the community and to the City of Merritt.

In closing, we sincerely hope that you see the value that the Chamber provides to the City of Merritt and to the growth of the business community and ask that we be able to meet and discuss these items further.

We are looking forward to hearing from you, and continuing to grow our partnership.

Sincerely,

The Board of the Merritt & District Chamber of Commerce

Current President and Property Manager – Kim McLean

Past President and Bank Manager– Louise Grenier

Director and Lawyer – Una Gabie

Director and Business Owner – Chandelle Agar

Director and Business Owner – Clive Masih

Director and Realtor – Melonie Ivanic