



AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, February 11, 2025

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 Syilx people.

2. LATE ITEMS

3. PUBLIC INPUT

10 m

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - January 28, 2025

6

Recommendation:

THAT the Minutes of the Regular Council Meeting held on January 28, 2025 be adopted.

5. GENERAL MATTERS - Delegations and Recognitions

6. UNFINISHED BUSINESS

7. BYLAWS

- 7.1 Official Community Plan Amendment Bylaw 2383, 2024 and Zoning Amendment Bylaw No. 2384, 2024 14
- Recommendation:**
THAT Council Adopt "Official Community Plan Amendment Bylaw No. 2383, 2024"
- Recommendation:**
THAT Council Adopt "Zoning Amendment Bylaw No. 2384, 2024".
- 7.2 Subdivision and Development Servicing Bylaw No. 2381, 2024 18
- Recommendation:**
THAT Council Adopt "City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024".
- 7.3 Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025 40
- Recommendation:**
THAT Council gives First Reading to the "City of Merritt Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025";
- Recommendation:**
THAT Council gives Second Reading to "City of Merritt Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025";
- Recommendation:**
THAT Council gives Third Reading "City of Merritt Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025".
- 7.4 City of Merritt Waterworks Bylaw No. 2392, 2025 50
- Recommendation:**
THAT Council give First Reading to "City of Merritt Waterworks Bylaw No. 2392, 2025";
- Recommendation:**
THAT Council give Second Reading to "City of Merritt Waterworks Bylaw No. 2392, 2025";
- Recommendation:**
THAT Council give Third Reading to "City of Merritt Waterworks Bylaw No. 2392, 2025".

7.5	<u>City of Merritt Sewer Bylaw 2393, 2025</u>	81
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Recommendation:

THAT Council give First Reading to “City of Merritt Sewer Bylaw 2393, 2025”;

Recommendation:

THAT Council give Second Reading to “City of Merritt Sewer Bylaw 2393, 2025”;

Recommendation:

THAT Council give Third Reading to “City of Merritt Sewer Bylaw 2393, 2025”.

7.6	<u>Fees and Charges Bylaw Amendment Bylaw No. 2394, 2025</u>	105
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Recommendation:

THAT Council give First Reading to “City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025”;

Recommendation:

THAT Council give Second Reading to “City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025”;

Recommendation:

THAT Council give Third Reading to “City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025”.

8. NEW BUSINESS

8.1	<u>2025 Grant in Aid Application Review</u>	128
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Recommendation:

THAT Council review the 2025 Grant in Aid requests in Schedule A and provide the type, amount and payment timing for each approved application.

8.2	<u>RCMP Costs and 2025-2029 Financial Plan Preparation</u>	321
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Recommendation:

THAT Council direct staff to include _____ in the 2025-2029 Financial Plan preparation.

Recommendation:

THAT Council receive the February 6, 2025 “Municipal Budget Process – What we Heard” report of the Chief Administrative Officer for information.

8.3 Municipal Development Corporation Feasibility Study

332

Recommendation:

THAT Council receive the Municipal Development Corporation Feasibility Study;

Recommendation:

THAT Council approve Option A: Internal Housing Department, with an optional external operational review after two years from the date of launch.

8.4 2025 SILGA Resolutions

376

Recommendation:

THAT Council forward the attached resolutions to SILGA for consideration at the 2025 SILGA Conference.

8.5 Council Appointments

Recommendation:

THAT Councillor _____ be appointed as Council Liaison to the Merritt Rotary.

Recommendation:

THAT Councillor _____ be appointed as Council Liaison to the Merritt Country Christmas Society Board.

9. NOTICES OF MOTION

9.1 SILGA Call for Nominations

The following Notice of Motion was proposed by Councillor Etchart at the January 28, 2025 Regular Council meeting.

Recommendation:

THAT Councillor Etchart is put forward to sit on the 2025 SILAGA Board.

9.2 SILGA Conference Charity

The following Notice of Motion was presented by Councillor Etchart at the January 28, 2025 Regular Council meeting.

Recommendation:

THAT Council select the Merritt Bread Basket Soup Bowl Society as the charity to benefit from the 2025 SILGA Conference 50/50 draw.

10. REPORTS FROM COUNCIL

11. INFORMATION ITEMS

12. CLOSED SESSION

Recommendation:

THAT this meeting be closed to the public pursuant to Section 90 (1)(c) labour relations or other employee relations, (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (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.

12.1 Minutes

12.2 Section (90) 1 (c)

12.3 Section 90 1 (e) and (k)

12.4 Section 90 1 (k)

12.5 Section 90 1 (e) and (k)

13. TERMINATION OF MEETING



MINUTES
CITY OF MERRITT
REGULAR MEETING OF COUNCIL

Tuesday, January 28, 2025
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
2185 Voght Street
Merritt, B.C

PRESENT: Mayor M. Goetz
Councillor Y. Baxter
Councillor W. Charney
Councillor A. Etchart
Councillor P. Petroczi

REGRETS: Councillor D. Egan
Councillor M. Olguin

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 and Human Resources & CFO
Mr. D. Zakall, Director of Community Services
Ms. H. Ferris, Housing Director
Mr. S. Huang, Planner
Ms. K. Shah, Planner

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 item 6.2 be removed from the agenda.

Moved, Seconded, CARRIED

3. **PUBLIC INPUT**

Nil

4. **ADOPTION OF MINUTES**

4.1 **Regular Council Meeting Minutes - January 14, 2025**

THAT the Minutes of the Regular Council Meeting held on January 14, 2025 be adopted.

Moved, Seconded, CARRIED

5. **PUBLIC HEARING**

Public Hearing regarding *Official Community Plan Amendment Bylaw No. 2383, 2024, and Zoning Amendment Bylaw No. 2384, 2024* (1101 Midday Valley Road).

Mayor Goetz recessed to the public hearing at 6:02 pm

5.1 **Opening by the Mayor**

Mayor Goetz reviewed the procedures for the Public Hearing.

5.2 **Introduction of Bylaws by Clerk**

Ms. Brick, Director of Corporate Services, introduced the Bylaws and confirmed statutory notice requirements have been met for the Public Hearing.

5.3 **Presentation by Staff**

Presentation: Mr. Shiming Huang, Planner

Mr. Huang, Planner, provided Council with an overview of the proposed amendments to the Official Community Plan and Zoning Bylaw.

5.4 **Representations from the Public**

Nil

5.5 **Questions from Council**

Nil

5.6 **Council Resolution**

THAT Council receives this report as information.

Moved, Seconded, CARRIED

5.7 Closing

THAT the January 28, 2025 Public Hearing regarding Bylaws 2383 and 2384 is closed;

AND THAT "Official Community Plan Amendment Bylaw No. 2383, 2024" and "Zoning Amendment Bylaw No. 2384, 2024" are returned to Council for further consideration.

Moved, Seconded, CARRIED

Mayor Goetz reconvened the regular meeting at 6:07 pm.

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Walk of Stars Society

Ms. Melvina White spoke in support of the Walk of Stars request to place two signs on public land at Exit 290.

6.2 Merritt & Nicola Valley Destination Marketing Society

Item withdrawn from agenda.

7. UNFINISHED BUSINESS

Nil

8. BYLAWS

8.1 Official Community Plan Amendment Bylaw No. 2383, 2024 and Zoning Amendment Bylaw No. 2384, 2024

THAT Council read "Official Community Plan Amendment Bylaw No. 2383, 2024" a Third Time;

Moved, Seconded, CARRIED

THAT Council read "Zoning Amendment Bylaw No. 2384, 2024" a Third Time.

Moved, Seconded, CARRIED

8.2 Subdivision and Development Servicing Bylaw No. 2381, 2024

THAT Council gives First Reading to "City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024";

Moved, Seconded, CARRIED

THAT Council gives Second Reading to "City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024";

Moved, Seconded, CARRIED

THAT Council gives Third Reading to “City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024”.

Moved, Seconded, CARRIED

9. NEW BUSINESS

9.1 Remedial Action Requirement - Unsightly Property at 1990 Houston Street

Mr. Clive Hack, property owner, spoke to Council advising that he has recently purchased the property and is in the process of cleaning it up. He noted that he intends to install screening on the fencing.

The meeting recessed at 6:36 pm and resumed at 6:38 pm.

WHEREAS section 74 of the Community Charter, SBC 2003, c. 26 (the “Community Charter”) authorizes Council for the City of Merritt (the “City”) to impose a remedial action requirement on the owner or occupier of land in relation to a declared nuisance;

AND WHEREAS Clive Boris Hack (the “Owner”) is the registered owner of the following property:

1990 Houston Street

PID: 004-980-948

LOT A, BLOCK 144, PLAN KAP717, DISTRICT LOT 123, KAMLOOPS DIV OF YALE LAND DISTRICT, OF LOT 1

AND WHEREAS Council for the City of Merritt have received and reviewed the staff report dated December 20, 2024 in relation to the Property (the “Report”);

NOW THEREFORE, the Council of the City of Merritt resolves as follows:

- 1. THAT based on the information contained in the Report, and pursuant to section 74 of the *Community Charter*, the following items and/or materials which are kept outside on the Property, including in any area which is under a roof but is in part open to the outside, are hereby declared to be a nuisance:**

- Trailers
- Campers;
- Boats;
- Tires;
- Ladders, chairs, tarps, and tents;
- Piles of wood, and lumber;

- Assorted tools and machinery;
- Rubbish (including, but not limited to buckets, containers, plastic materials, wood pallets, cardboard, garbage bags)
- Shelves;
- Gym equipment;
- Metals (including but not limited to bike parts, fire pits, and propane tanks, and scrap metal); and,
- Other Discarded Materials.

(the “Nuisance Materials”)

2. THAT pursuant to section 72 of the *Community Charter*, the Owner is hereby required to remove the Nuisance Materials from the Property (the “Remedial Action Requirement”);
3. THAT the Owner must complete the Remedial Action Requirement within 60 days after notice of this Resolution is given to the Owners;
4. THAT if the Remedial Action Requirement is not completed within the deadline set out in paragraph 3 of this Resolution, the City and its agents, contractors or employees may pursuant to section 17 of the *Community Charter* undertake any or all of the actions necessary to fulfill the Remedial Action Requirement at the expense of the Owner, and such actions may include disposing of the Nuisance Materials in a landfill; and,
5. THAT the City may recover from the Owner all of the City’s costs the City of Merritt incurred by fulfilling the Remedial Action Requirement as a debt or as property taxes on the Properties pursuant to sections 258 and 259 of the *Community Charter*.

Moved, Seconded, CARRIED

9.2 Development Variance Permit - 1840 Nicola Avenue

Council discussed fence heights of comparable properties.

THAT Council grants Development Variance Permit 2024-006, to vary Section 4.14.4.a of the Zoning Bylaw 2284, 2020, to allow for increased fence of 1.83m height between Front Parcel Line and Front Building Line instead of the permitted 1.25m (maximum), at 1840 Nicola Avenue.

Against (1): Wendy Charney

Moved, Seconded, CARRIED

9.3 Transit Routes and Rates

THAT Council approve an increase in transit fares as per Option 3 presented by BC Transit, as of April 1, 2025;

AND THAT Council approves the reinstatement of Routes 2 and 3 as per operations pre-November 2021.

Moved, Seconded, CARRIED

9.4 Food Bank Development

Staff advised they will be arranging a site visit for Council to a similar project in Squamish.

THAT Council approve City Staff formalizing a working partnership with the Nicola Valley Foodbank to assist with their build located at 1898 Blair Street and 2352 Quilchena Avenue;

AND THAT Council direct staff to move forward with securing contractors for a space use analysis and conceptual design and class C budget and consultants for the Foodbank & Housing Build with a budget of up to \$100,000.

Moved, Seconded, CARRIED

9.5 Economic Development Report

THAT Council receive the January 24, 2025 report of the Chief Administrative Officer entitled "Economic Development" for information;

AND THAT Council direct staff to schedule a Committee of the Whole to support discussions for prioritization of items within the 2022-2031 Economic Development Strategy.

Moved, Seconded, CARRIED

9.6 2025 BC Hydro Community ReGreening Program

THAT the January 21, 2025 report of the Grant Coordinator entitled "2025 BC Hydro Community ReGreening Program" be received for information.

Moved, Seconded, CARRIED

9.7 SILGA Resolutions

To bring forward and discuss any proposed resolutions to be submitted to SILGA/UBCM.

Council advised they will submit topics for consideration via email.

10. NOTICES OF MOTION

Councillor Etchart proposed the following Notices of Motion:

- 1) THAT Council select the Nicola Valley Bread Basket as the charity of choice for the 2025 SILGA Convention.
- 2) THAT Councillor Etchart be put forward as the City of Merritt representative on the SILGA Board.

11. CAO UPDATE

CAO White provided an update on activities of staff noting that staff will be reviewing the Recreation Master Plan. CAO White noted that the new electric vehicles have been delivered and provided updates on upcoming meetings and the budget open house.

11.1 Fire Department Statistics

11.2 Council Resolutions

11.3 December 2024 CPO Report

12. REPORTS FROM COUNCIL

Councillor Etchart reported on his attendance at City meetings and the SILGA convention planning meeting.

Councillor Charney reported on her participation in creating a City of Merritt recycling video, attendance at the ESS meeting, and the SILGA convention planning meeting.

Councillor Baxter reported on her attendance at City meetings.

Mayor Goetz reported on his attendance at Nicola Meadows, Minister meeting regarding the hospital, Food Bank meeting, TNRD meeting and support of high school programs.

13. INFORMATION ITEMS

13.1 Year End Report - Visitor Information Centre at the Baillie House

13.2 Letter from City of Kamloops re: Delinquent Property Taxes

It was noted the Provincial Government has expressed concern regarding this matter, staff will be providing more information on the impact to the City of delinquent property taxes.

14. **TERMINATION OF MEETING**

The Mayor declared the meeting ended at 7:20 pm.

Corporate Officer

Linda Brick

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

Confirmed on the ____ day of _____, 20____

Mayor

Michael Goetz

CITY OF MERRITT

BYLAW 2383

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN

WHEREAS the Municipal Council of the City of Merritt has received an application to amend the City of Merritt Official Community Plan Bylaw No 2336, 2022;

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 **“Official Community Plan Amendment Bylaw No. 2383, 2024”**.

Amendments

2. The Land Use Designation Map, being Appendix A of the Official Community Plan No. 2336, 2022, is amended to change the parcels legally described as “LOT 3 DISTRICT LOT 166 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP84527, PID: 027-162-796”, from “Future Development” to “Industrial” and would appear as attached in Schedule “A” which forms part of this Bylaw.

READ A FIRST TIME this 26th day of November, 2024

READ A SECOND TIME this 26th day of November, 2024

PUBLIC HEARING this 28th day of January, 2025

READ A THIRD TIME this 28th day of January, 2025

ADOPTED this ____ day of ____, 2025

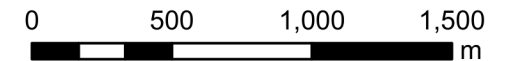
Michael Goetz
Mayor

Linda Brick
Corporate Officer

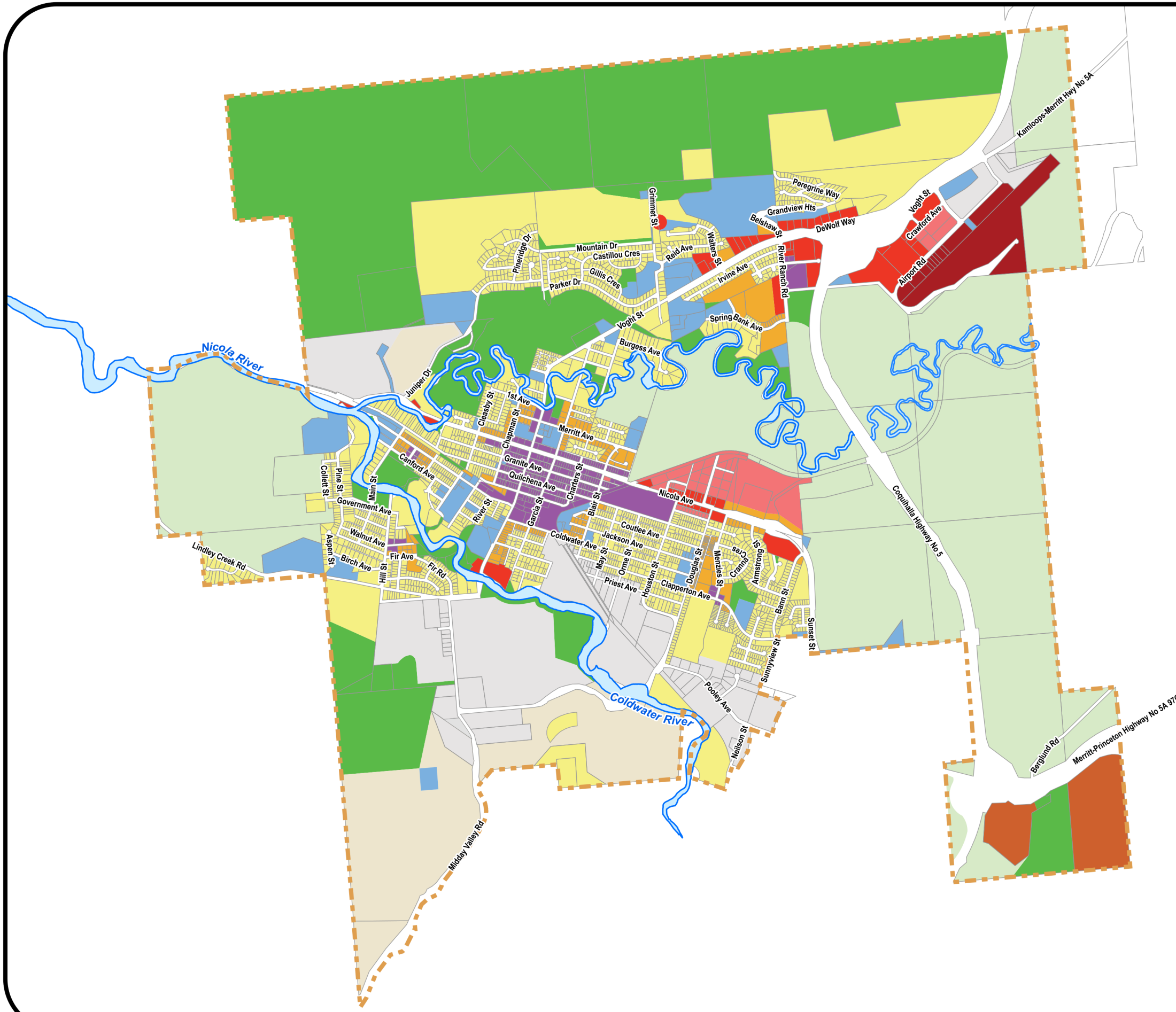
**Appendix A -
 Land Use
 Designation Map**

**Official Community Plan
 Legend**

-  City Boundary
- Designation**
-  Low to Medium Density Residential
-  Medium to High Density Residential
-  Urban Centre
-  General Commercial and Mixed Use
-  Airport Commercial
-  Service Commercial
-  Industrial
-  Agricultural
-  Institutional
-  Park
-  Comprehensive Development
-  Future Development



Source: City of Merritt



CITY OF MERRITT

BYLAW 2384

A BYLAW TO AMEND THE ZONING BYLAW

WHEREAS the Municipal Council of the City of Merritt has received an application to amend the City of Merritt Zoning Bylaw No. 2284, 2020;

AND WHEREAS the zoning amendment conforms to the City of Merritt Official Community Plan Bylaw No. 2336, 2022 as amended;

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 **“Zoning Amendment Bylaw No. 2384, 2024”**.

Amendments

- 2. That the Official Zoning Map, being Schedule “A” of the City of Merritt Zoning Bylaw No. 2284, 2020, is amended by changing the zoning designation of the parcel legally described as “LOT 3 DISTRICT LOT 166 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP84527, PID: 027-162-796”, from “Comprehensive Development – Residential Commercial (CD1-RC)” to “Light Industrial (M1)”, and would appear as attached in Schedule “A” which forms part of this Bylaw.

READ A FIRST TIME this 26th day of November, 2024

READ A SECOND TIME this 26th day of November, 2024

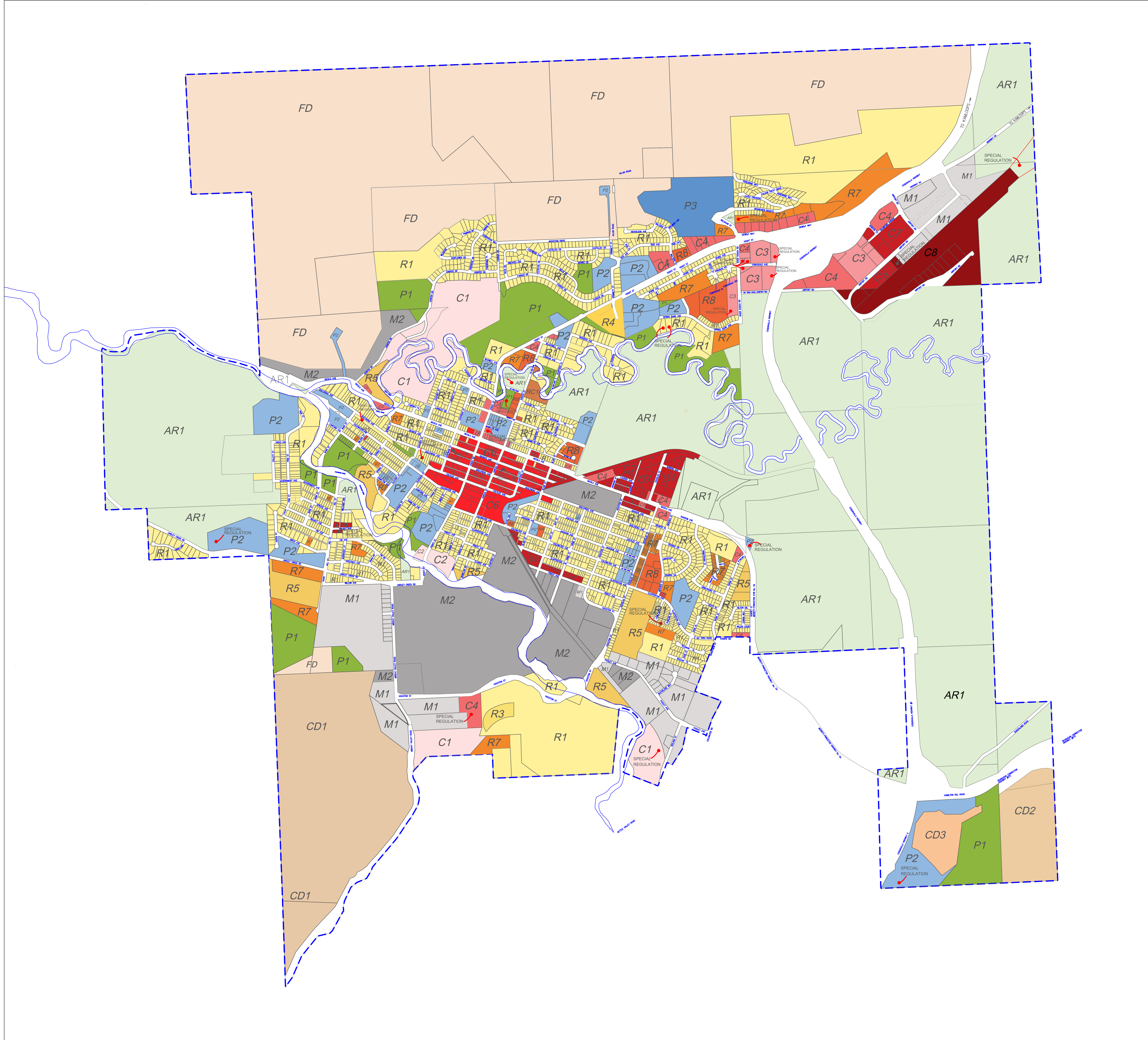
PUBLIC HEARING this 28th day of January, 2025

READ A THIRD TIME this 28th day of January, 2025

ADOPTED this ____ day of ____, 2025

Michael Goetz
Mayor

Linda Brick
Corporate Officer



LEGEND

- Agricultural**
 - AR1 AGRICULTURAL
- Residential**
 - R1 Low Density Residential
 - R3 Small Parcel Residential
 - R4 Residential Modular Home
 - R5 Mobile Home Park
 - R7 Medium Density Residential
 - R8 High Density Residential
 - RC1 Residential Care Housing
- Commercial**
 - C1 Recreational Commercial
 - C2 Tourist Commercial
 - C3 Regional Commercial
 - C4 Corridor Commercial
 - C5 Neighbourhood Commercial
 - C6 City Centre District
 - C7 Service Commercial
 - C8 Airport Commercial
- Industrial**
 - M1 Light Industrial
 - M2 Heavy Industrial
- Institutional**
 - P1 Parks & Cemetery
 - P2 Institutional & Public Use
 - P3 Post Secondary Educational
- Special Use**
 - FD Future Development
 - CD2-RC Comprehensive Development
 - CD01-RC Comprehensive Development
 - CD3-GW Comprehensive Development

AMENDMENTS

BYLAW No.	AMENDMENTS	DATE	BYLAW No.	AMENDMENTS	DATE
2290	C4 to R4, and R7 to P1	2020/10/13	2341	C4 to R7	2022/09/20
2291	R2 to C6	2020/10/22	2343	C4 to R7	2022/11/22
2293	Text Amendment	2020/11/24	2344	Closed Road	2022/11/08
2294	P2 to R7	2021/05/11	2354	FD, P1, M1 to P1, M1	2023/07/13
2296	R2, R7, FD to R5, R7, P1	2021/05/12	2368	R1A, R2, R6 to R1	2024/06/25
2298	R1 to R7 and P1	2021/02/09	2368	R4 to R1	2024/06/25
2311	R1A and AR1 to RD2	2021/06/08	2368	R4 to R1	2024/06/25
2316	R7 to R4	2021/07/27	2368	P2 to P1	2024/06/25
2328	P2 to CD3	2021/05/24	2368	P2 to P1	2024/06/25

SCHEDULE A BYLAW No. 2284, 2020 AS ADOPTED, 2020

ORIGINAL SIGNED BY _____ ORIGINAL SIGNED BY _____
LINDA A. BROWN, MAYOR SEAN SMITH, CAO



OFFICIAL ZONING MAP
SCHEDULE A
CONSOLIDATED FOR CONVENIENCE ONLY
AMENDED AS OF JUNE 2024

CITY OF MERRITT

BYLAW NO. 2381

A BYLAW TO REGULATE THE SUBDIVISION AND DEVELOPMENT OF LAND AND THE PROVISION OF WORKS AND SERVICES THEREFOR

The Municipal Council for the City of Merritt in open meeting assembled, enacts as follows:

1.0 ADMINISTRATION

1.1 Citation

1.1.1 This Bylaw may be cited for all purposes as the “City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024”.

1.2 Application

1.2.1 This Bylaw shall apply to all applications for the Subdivision and Development of land and for the provision of Works and Services within the area incorporated as the City of Merritt.

1.2.2 All Works and Services required by this Bylaw shall be design and constructed in accordance with the provisions of this Bylaw.

1.3 Delegation of Authority

1.3.1 The Approving Officer is hereby delegated the powers to administer and enforce the provisions of this Bylaw with respect to the Subdivision of land, including to execute and amend all forms necessary for the Subdivision of land in accordance with this Bylaw and to exempt a parcel from the minimum frontage requirements under the Local Government Act.

1.3.2 The Building Official is hereby delegated the powers to administer and enforce the provisions of this Bylaw with respect to the Development of land, including to execute and amend all forms necessary for the Development of land in accordance with this Bylaw.

1.3.3 The Servicing Officer is hereby delegated the powers to administer and enforce the provisions of this Bylaw with respect to the design and construction of Works and Services, including to execute and amend all forms necessary for the provision of Works and Services in accordance with this Bylaw.

1.4 Interpretation

1.4.1 In this Bylaw, defined terms are denoted with capitalization. Headings are included for convenience only and should not be relied upon for interpretation.

- 1.4.2 Words, phrases, and terms not defined in this Bylaw shall be interpreted as in the Local Government Act, Land Title Act, Community Charter, or the Interpretation Act, or if not therein defined shall be given their usual and customary meaning for the purpose of interpreting this Bylaw.
- 1.4.3 Words used in the present tense include the other tenses and derivative forms; words used in the singular include the plural and vice versa; the word “person” includes a corporation, firm, partnerships, trusts, and other similar entities as well as an individual.
- 1.4.4 Where a regulation involves two or more conditions, provisions, or events, connected by the conjunction "and", all the connected items are required; "or" means that any one will suffice, but does not prohibit fulfillment of multiple conditions, provisions, or events.
- 1.4.5 Any enactment or bylaw referenced herein includes the enactment or bylaw as amended, revised, consolidated, or replaced from time to time.
- 1.4.6 If any part, section, paragraph, or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
- 1.4.7 Any unit of measure in this Bylaw shall be interpreted as a metric unit using SI conventions unless otherwise noted. Imperial or converted units of measure shown in brackets after another unit of measure are for convenience only and do not form part of this Bylaw.

1.5 Definitions

In this Bylaw, unless the context otherwise requires:

“Application Submission and Data Standards” means the City’s Application Submission and Data Standards policy. See Section 1.6.

“Approving Officer” means a person appointed by City as an approving officer of the City under the Land Title Act, and includes their lawful designates.

“Building Bylaw” means the City of Merritt Building Bylaw No. 1865, 2003, as amended or replaced.

“Building Official” has the same meaning as “qualified building official” in the Building Act and means the person appointed by the City to fulfill the duties assigned by the Building Bylaw, and includes their lawful designates.

“Building Permit” has the same meaning as in the Building Bylaw.

“Bylaw” when used in isolation means the City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024, as amended or replaced.

“Certificate of Acceptance” means a notice issued in the City’s standard form in accordance with Section 5.11.3 accepting the Works and Services to be vested in, be owned by, and be the

responsibility of the City for ongoing operation, maintenance, repair, and eventual replacement.

“City” means the Corporation of the City of Merritt.

“Construction Authorization” means a notice issued in the City’s standard form in accordance with Section 5.6 authorizing an Owner to proceed with construction of Works and Services within City road right-of-way.

“Design Authorization” means a notice issued in the City’s standard form in accordance with Section 5.5, authorizing a design for construction, insofar as it is in strict conformance with the provisions of this Bylaw or with any variances explicitly authorized by the Servicing Officer. Design Authorization is an administrative assurance that a design is in general conformance with the provisions of this Bylaw and is not an affirmation that the design complies with the provisions of this Bylaw, nor is it a technical endorsement of a design.

“Develop” or “Development” means any alteration or construction upon a parcel for which the Building Bylaw requires a Building Permit to be issued.

“Excess” or “Extended” means those Works and Services in respect of:

- a portion of a Highway system that will provide access to land other than the land being Subdivided or Developed, or
- a portion of a water, sewage, or drainage system that will serve land other than the land being Subdivided or Developed.

“Highway” has the same meaning as in the *Land Title Act*, but does not include a statutory right-of-way or easement on private property.

“Infrastructure Construction Standards” means the City’s Infrastructure Construction Standards policy. See Section 1.6.

“Infrastructure Design Standards” means the City’s Infrastructure Design Standards policy. See Section 1.6.

“Maintenance Period” means the later of:

- a period of one (1) year from the date on which the requirements of Section 5.9 are completed to the satisfaction of the Servicing Officer, or
- the period ending on date the requirements of Section 5.11 are completed to the satisfaction of the Servicing Officer.

“Maintenance Security” means a financial security in a form acceptable to the City, provided under the terms of a Servicing Agreement, in the amount that is the greater of \$15,000 and 5% of the actual construction cost of the Works and Services plus 200% of the cost of completing any outstanding work, including the repair of any deficiencies, as estimated by the Owner’s Engineer and accepted by the Servicing Officer.

“Official Community Plan” or “OCP” means the City of Merritt Official Community Plan Bylaw No. 2336, 2022, as amended or replaced.

“Owner” has the same meaning as defined in the Assessment Act.

“Owner’s Engineer” means a suitably qualified professional engineer, registered in good standing with Engineers and Geoscientists BC, who is retained by an Owner to design, inspect, test, and certify all Works and Services required as a condition of the Owner’s Subdivision or Development approval.

“Peer Review” has the same meaning as defined in the “Professional Practice Guidelines – Peer Review” document published by Engineers and Geoscientists BC.

“Performance Security” means a financial security in a form acceptable to the City, provided under the terms of a Servicing Agreement, in the amount that is the greater of \$25,000 and 140% of the cost of the Works and Services as estimated by the Owner’s Engineer and accepted by the Servicing Officer (125% if the Servicing Officer has granted Design Authorization).

“Preliminary Layout Review Letter” means a letter issued by the Approving Officer in accordance with Section 3.13.1.2.

“Road Dedication” means a Subdivision to provide a portion of land for Highway use to the City.

“Servicing Area” means an area of the City to which a specific standard for the provision of Works and Services has been designated.

“Servicing Agreement” means an agreement between an Owner and the City, in the City’s standard form, for the purposes outlined in the Local Government Act, Section 509(2) and pursuant to the Land Title Act, Section 219.

“Servicing Officer” means a person appointed by the City to fulfill the duties assigned by this Bylaw, and includes their lawful designates.

“Subdivision” has the same definition as in the Land Title Act.

“Subdivision Approval” means the approval of a Subdivision plan in accordance with the Land Title Act.

“Substantial Performance” means the stage of completion when the Works and Services are ready for use for their intended purpose and any outstanding or deficient Works and Services are capable of completion or correction at a cost of not more than:

- 3% of the first \$500,000 of the Performance Security amount,
- 2% of the next \$500,000 of the Performance Security amount, and
- 1% of the balance of the Performance Security amount.

“Total Performance” means the stage of completion when the Works and Services, including all deficiencies and incomplete work, have been Substantially Performed as required under

Sections 5.9 and the Maintenance Period for all works as outlined in Section 5.10 has concluded.

“Works and Services” means such infrastructure as highways, boulevards, sidewalks, transit bays or shelters, boulevard amenities, transportation systems or amenities, street lighting, underground wiring, water supply or distribution systems, fire hydrant systems, sewage collection or disposal systems, drainage collection or disposal systems, or any other such infrastructure necessary in the opinion of the Servicing Officer to support the Subdivision or Development of land.

“Zoning Bylaw” means the City of Merritt Zoning Bylaw No. 2284, 2020, as amended or replaced.

1.6 Administrative Policies

1.6.1 This Bylaw references the following administrative policy documents, which are supplemental to and do not form part of this Bylaw. These policies may be amended at the discretion of the City’s Chief Administrative Officer in accordance with best practices and in the interest of the City.

- a. City of Merritt Infrastructure Design Standards policy,
- b. City of Merritt Infrastructure Construction Standards policy, and
- c. City of Merritt Application Submission and Data Standards policy.

2.0 SERVICING STANDARDS

2.1.1 For the purpose of defining different levels of servicing standards for specific areas of the City, Servicing Areas have been designated as outlined in Table 2.1 – Servicing Areas.

Table 2.1 – Servicing Areas	
<i>Service Area</i>	<i>Description</i>
1. <i>City Centre</i>	The area defined in the OCP as the “City Centre Urban Village”.
2. <i>Urban Village</i>	The areas defined in the OCP as an “Urban Village”, excluding the City Centre.
3. <i>Suburban</i>	All areas not defined in the OCP as an “Urban Village” with zoning other than those identified in the “Rural” Service Area.
4. <i>Rural</i>	All areas not defined in the OCP as an “Urban Village” with AR1, R5, or M2 zoning.

2.1.2 The Approving Officer or Building Official shall require, as a condition of Subdivision or Development approval, that a proposed Subdivision or Development within a designated Servicing Area be serviced to the minimum standard for that designation as outlined in Table 2.2 – Servicing Area Standards.

2.1.3 Works and Services necessary to service a proposed Subdivision or Development in accordance with the requirements of this section must be designed to the Infrastructure Design Standards policy, and constructed to the Infrastructure Construction Standards policy.

Table Error! No text of specified style in document..1 – Servicing Area Standards								
Service Area	Highways & Transportation¹			Water²	Sanitary Sewer³	Storm Drainage⁴	Street Lighting⁵	3rd Party Utilities⁶
	<i>Arterial</i>	<i>Collector</i>	<i>Local</i>					
1. <i>City Centre</i>	R-1A (25 m)	R-1C (20 m) ⁷	R-1L (20 m)	CWS	CSS	EDS	FCL	UGS
2. <i>Urban Village</i>	R-2A (24 m)	R-2C (20 m) ⁷	R-2L (18 m)	CWS	CSS	EDS	FCL	UGS
3. <i>Suburban</i>	R-3A (22 m)	R-3C (20 m) ⁷	R-3L (18 m)	CWS	CSS	EDS	FCL	UGS/OH S
4. <i>Rural</i>	R-4A (25 m)	R-4C (20 m)	R-4L (20 m)	PWS	PSD	ODS	IOL	OHS
<i>Notes:</i>	¹ see Section Error! Reference source not found.			² See Error! Reference source not found.	³ See Error! Reference source not found.	⁴ See Error! Reference source not found.	⁵ See Error! Reference source not found.	⁶ See Error! Reference source not found.
	⁷ add 2 m if Bike Lanes indicated							

2.1.4 Highways and Transportation Systems

- a. Any lot created by Subdivision or any lot subject to Development that would result in three or more residential units upon a lot or any addition of commercial, industrial, or institutional area must be serviced and accessible by a Highway constructed to the designated typical cross-section standard as described in the Infrastructure Design Standards and Infrastructure Construction Standards policies, with a minimum road right-of-way width as indicated.
- b. Any lot created by Subdivision and any lot subject to Development may be required to provide, in conjunction with Highways, sustainable design features or transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation and up to 5 m additional dedication to accommodate, where warranted in the opinion of the Servicing Officer to adequately service the proposed Subdivision or Development or where indicated in a Council-endorsed transportation plan.
- c. Notwithstanding Section 2.1.4a, at the discretion of the Servicing Officer, with consideration to Section 5.1, the designated standard may be applied to any Development.

2.1.5 Water Supply and Distribution Systems

- a. Community Water System (CWS): Any lot created by Subdivision and any lot subject to Development that would result in one or more residential units or any additional area of non-residential uses upon a lot must be serviced by the City’s water distribution network under this designation. A new CWS must be designed in accordance with the provisions of this Bylaw as an extension of the City’s water supply and distribution network.
- b. Private Water System (PWS): Under this designation, any proposed Subdivision or Development must connect to the City’s CWS if the proposed Subdivision or Development abuts the City’s CWS or where not abutting, if the CWS could reasonably be extended in the opinion of the Servicing Officer. Any lot created by Subdivision and any lot subject to Development that is not serviced or able to be serviced by the City’s CWS, in the opinion of the Servicing Officer, must be serviced by a proven private water supply under this

designation. A PWS must be designed by a suitably qualified professional engineer and be acceptable to the Servicing Officer and the Interior Health Authority.

- c. Notwithstanding Section 2.1.5a, at the discretion of the Servicing Officer, with consideration to Section 5.1, the designated standard may be applied to any Development.

2.1.6 Sanitary Sewer Collection and Disposal Systems

- a. Community Sewer System (CSS): Any lot created by Subdivision and any lot subject to Development that would result in one or more residential units or any additional area of non-residential uses upon a lot must be serviced by the City's sanitary sewer network under this designation. A new CSS must be designed in accordance with the provisions of this Bylaw as an extension of the City's sanitary sewer collection and disposal network.
- b. Private Sewage Disposal (PSD) system: Under this designation, any proposed lot, or Development upon a lot, under 2 Ha in area must connect to the City's CSS. Any proposed lot, or Development upon a lot, over 2 Ha in area that is not serviced by the City's CSS, or reasonably able to be serviced in the opinion of the Servicing Officer, must be provided with a private sewage disposal system under this designation. A PSD system must be designed by a suitably qualified professional engineer or authorized person as per the Public Health Act Sewerage System Regulation and be acceptable to the Servicing Officer and the Interior Health Authority. Private sewage disposal systems are not permitted within 200 m of a CWS source well or within any area designated by the City as a groundwater protection zone.
- c. Notwithstanding Section 2.1.6a, at the discretion of the Servicing Officer, with consideration to Section 5.1, the designated standard may be applied to any Development.

2.1.7 Storm Drainage Conveyance and Disposal Systems

- a. Enclosed Drainage Systems (EDS): Any lot created by Subdivision and any lot subject to Development that would result in one or more residential units or any additional area of non-residential uses upon a lot must be serviced under this designation by an enclosed drainage system to convey minor storm events and an open or enclosed drainage system to convey major storm events.
- b. Open Drainage Systems (ODS): Any lot created by Subdivision and any lot subject to Development that would result in one or more residential units or any additional area of non-residential uses upon a lot must be serviced under this designation by an open or enclosed drainage system to convey minor and major storm events.
- c. Notwithstanding Section 2.1.7a or b, at the discretion of the Servicing Officer, with consideration to Section 5.1, the designated standard may be applied to any Development.

2.1.8 Street Lighting

- a. Full Corridor Lighting (FCL): Any Subdivision or Development required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system under this designation, except that a lease-light street lighting system on

utility poles may be permitted in the case where overhead wiring systems (OHS) are designated.

b. Intersection-Only Lighting (IOL):

.i Any Subdivision required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system within the stopping sight distance of any intersections, as assessed in accordance with the provisions of this Bylaw, within and proximal to the Subdivision under this designation, except that a lease-light street lighting system on utility poles may be permitted in the case where overhead wiring systems (OHS) are designated.

.ii Any Development required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system under this designation if the Highway fronting the Development is located within the stopping sight distance of an intersection, as assessed in accordance with the provisions of this Bylaw, except that a lease-light street lighting system on existing utility poles may be permitted in the case where overhead electrical systems (OHS) are designated.

2.1.9 Third Party Utilities: Electrical, Telecommunications, and Natural Gas

- a. Underground System (UGS): the provision of natural gas service, electrical and telecommunication wiring, vaults, and routing infrastructure, including all pipes, ducting, service wiring, and junction boxes, shall be provided underground under this designation.
- b. Overhead System (OHS): the provision of electrical and telecommunication wiring may be provided overhead where acceptable to the utility under this designation; this excludes all service lines and any wiring within a Wildfire Hazard DP area (as identified in the OCP), which shall be provided underground. Natural gas services must be installed underground.
- c. Within the "Suburban" Servicing Area the following designations apply: in the case of Subdivision and Development resulting in three or more residential units upon a lot or any addition of area for non-residential uses, UGS; in the case of Development resulting in less than three residential units upon a lot or no additional area for non-residential uses, OHS.
- d. Notwithstanding Section 2.1.9c, at the discretion of the Servicing Officer, with consideration to matching adjacent conditions, the UGS standard may be applied to any Development within the "Suburban" Servicing Area.

2.1.10 Where this Bylaw requires the provision of a community water system, a community sewer system, or an enclosed drainage system, the Servicing Officer may require such system be connected to City's respective system.

3.0 SUBDIVISION REQUIREMENTS

3.1 Preliminary Layout Review

3.1.1 An Owner who wishes to Subdivide land shall provide to the City, prior to making an application for Subdivision Approval, such information as the Approving Officer may require to

verify if the proposed Subdivision would be against the public interest or otherwise unsuitable for Subdivision.

3.1.2 Following receipt of such information as may be required, the Approving Officer will provide the Owner with a Preliminary Layout Review (PLR) Letter advising the Owner of the Approving Officer's preliminary determination and, if not against the public interest or otherwise unsuitable for Subdivision, what the Owner must include in the application for Subdivision Approval.

3.1.3 The provision of preliminary information by the Owner does not constitute an application for Subdivision Approval under this Bylaw or the Land Title Act, nor does the issuance of a PLR Letter constitute or imply approval of a Subdivision.

3.2 Requirements for Works and Services

3.2.1 Works and Services, when required as a condition of Subdivision approval, must be provided to the servicing standards outlined in Section 2.0 and in accordance with the procedures outlined in Section 5.0:

- a. to adequately service and access all proposed lots,
- b. on that portion of a Highway immediately adjacent to the site being Subdivided, up to the centreline of the Highway, and
- c. where otherwise necessary, in the opinion of the Servicing Officer, to adequately service the Subdivision, mitigate directly attributable impacts, and maintain existing Works and Services.

3.3 Requirements for Road Dedication

3.3.1 Road Dedication to establish a new Highway through lands being Subdivided may be to adequately access proposed lots, to provide access to lands beyond that being Subdivided, or as indicated in the Transportation Map of the OCP. Such Highways may be required to be provided without compensation to a maximum width of 20 m, except that:

- a. the maximum width is 25 m where such Highway includes sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation; and
- b. the width must not exceed the width indicated in Section 2.0 for that Highway; and

3.3.2 Road Dedication to widen an existing Highway fronting the land being Subdivided may be required to be provided without compensation to a width that is the lesser of 10 m and the difference between the current width and 20 m, except that:

- a. where the Highway include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated; and

- b. the dedication must not result in a width from the ultimate design centreline of the Highway exceeding half the width indicated in Section 2.0 for that Highway unless a natural, hazardous, or fixed condition opposite the land being Subdivided would, in the opinion of the Approving Officer, make achieving the indicated Highway width impractical or infeasible.

3.3.3 Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Subdivision cannot be adequately supported, protected, or drained, then additional width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

3.4 Requirements for Park Dedication

3.4.1 Dedication of land for public open space or access to a natural body of water shall be carried out in accordance with all applicable Provincial legislation.

3.5 Application for Subdivision Approval

3.5.1 An Owner who applies for Subdivision Approval must provide to the Approving Officer a complete application in accordance with the Application Submission and Data Standards policy, and must include:

- a. all reports, plans, studies, covenants, and other legal or technical documents as may be required,
- b. a Preliminary Layout Review Letter for the proposed Subdivision, issued by the Approving Officer not more than 12 months prior to the date of the application for Subdivision Approval, unless an extension is granted by the Approving Officer.
- c. confirmation that all applicable fees and charges related to the application have been paid, and
- d. confirmation that all taxes, impositions, charges (including any latecomer charges), and fees applicable to the land have been paid.

3.5.2 When Works and Services are required, the Approving Officer must not approve the Subdivision until Owner has:

- a. entered into a Servicing Agreement and provided Performance Security for completion of the Works and Services to the satisfaction of the Servicing Officer or received a Certificate of Acceptance from the Servicing Officer for the required Works and Services, and
- b. granted or acquired statutory rights-of-ways, in the City's standard form, in favour of the City in such locations and with such dimensions as necessary to accommodate Works and Services required to serve the Subdivision.

3.5.3 The Approving Officer shall not be obliged to grant Subdivision Approval until they are satisfied that:

- a. a complete application, in the City's standard form, has been made,

- b. all requirements and conditions of the Preliminary Layout Review Letter have been met,
- c. the land is suitably zoned for the proposed Subdivision,
- d. the proposed Subdivision is in the public interest, and that
- e. the land is not otherwise unsuitable for Subdivision under the provisions of the *Land Title Act*, the *Local Government Act*, all other applicable legislation and regulations, and all City bylaws.

4.0 DEVELOPMENT REQUIREMENTS

4.1 Application for Building Permit

- 4.1.1 The Building Official may require, upon recommendation of the Servicing Officer, that the Owner provide Works and Services in accordance with Section 4.2 or Road Dedications in accordance with Section 4.3 as a condition of Building Permit issuance.
- 4.1.2 If Works and Services or Road Dedications are required as a condition of the issuance of a Building Permit, the Building Official shall not issue such Building Permit until the requirements of Section 4.2 or 4.3, respectively, have been met.

4.2 Requirements for Works and Services

- 4.2.1 Works and Services, when required as a condition of Development approval, must be provided to the servicing standards outlined in Section 2.0 and in accordance with the procedures outlined in Section 5.0:
 - a. on the site being Developed,
 - b. on that portion of a Highway immediately adjacent to the site being Developed, up to the centreline of the Highway, and
 - c. where otherwise necessary, in the opinion of the Servicing Officer, to adequately service the Development, mitigate directly attributable impacts, and maintain existing Works and Services.
- 4.2.2 When Works and Services are required, the Building Official must not issue the Building Permit until Owner has:
 - a. entered into a Servicing Agreement and provided Performance Security for completion of the Works and Services to the satisfaction of the Servicing Officer, or
 - b. received a Certificate of Acceptance from the Servicing Officer for the required Works and Services.

4.3 Requirements for Road Dedications

- 4.3.1 Road Dedication to establish a new Highway through lands being Developed may be required to adequately access proposed Development or as indicated in OCP Map H. Such Highways may be required to be provided without compensation to a maximum width of 20 m, except that:

- a. the maximum width is 25 m where such Highway includes sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation; and
- b. the width must not exceed the width indicated in Section 2.0 for that Highway; and

4.3.2 Road Dedication to widen an existing Highway fronting the land being Developed may be required to be provided without compensation to a width that is the lesser of 10 m and the difference between the current width and 20 m, except that:

- a. where the Highway include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated; and
- b. the dedication must not result in a width from the ultimate design centreline of the Highway exceeding half the width indicated in Section 2.0 for that Highway unless a natural, hazardous, or fixed condition opposite the land being Developed would, in the opinion of the Servicing Officer, make achieving the indicated Highway width impractical or infeasible.

4.3.3 Where, in the opinion of the Servicing Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Development cannot be adequately supported, protected, or drained, then additional width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

4.3.4 When Road Dedication is required as a condition of the issuance of a Building Permit, the Building Official must not issue the Building Permit until Owner has fully executed all documents for the road dedication subdivision and has deposited and registered the road dedication subdivision plan with the Land Titles Office.

5.0 PROVISION OF WORKS AND SERVICES

5.1 Directly Attributable Works and Services

5.1.1 Works and Services directly attributable to a Subdivision or Development shall be required only to the extent they are necessary for servicing, or mitigating the impacts of servicing, a proposed Subdivision or Development in accordance with the provisions of this Bylaw.

5.1.2 In determining which Works and Services are directly attributable, the Servicing Officer shall consider:

- a. the impact that servicing a proposed Subdivision or Development will have on the City's ability to maintain its existing system levels of service for future developments in accordance with the Official Community Plan and any other infrastructure master plans, and
- b. the ability of the City's infrastructure systems to provide service to a Subdivision or Development in accordance with the needs of the Subdivision or Development and the servicing standards outlined in Section 2.0.

5.1.3 Directly attributable Works and Services shall generally be required when a Subdivision or Development will result in an increased demand on an infrastructure system or when a system is not able to adequately service the proposed Subdivision or Development due to insufficient capacity, age, poor condition, limited accessibility, operational challenges, or safety concerns.

5.2 Excess or Extended Works and Services

5.2.1 The Servicing Officer may require an Owner to provide Excess or Extended Works and Services as a condition of Subdivision or Development approval.

5.2.2 If an Owner is required to provide Excess or Extended Works and Services, the Owner must provide the City with such information, documents, and agreements as are typically required for directly attributable Works and Services, and, if requested by the Servicing Officer, must also provide:

- a. a written technical report to inform the determination of the Excess or Extended portion of the Works and Services,
- b. the estimate of the cost for the Excess or Extended portion, prepared by the Owner's Engineer and verified by the Servicing Officer, and
- c. a draft latecomer agreement in the City's standard form.

5.2.3 The cost of providing the Excess or Extended portion of the required Works and Services must be paid for by the City unless the City considers such costs to be excessive, in which case the costs shall be borne by the Owner.

5.2.4 If the Owner pays all or a portion of the costs of providing Excess or Extended Works and Services, prior to issuing a Certificate of Acceptance for the Excess or Extended Works and Services, the Servicing Officer shall:

- a. prepare a latecomer agreement for execution by the Owner, which will set out
 - i. the Owner's actual cost of providing the Excess or Extended Works and Services,
 - ii. which parts of the Excess or Extended Works and Services benefit which lands,
 - iii. the latecomer term and the charge that will apply to each of the Benefiting Lands, and,
 - iv. the interest rate of the latecomer agreement as determined by Council resolution; and,
- b. notify the owners of all Benefiting Lands of the latecomer charge and interest thereon that would be payable prior to connecting to or using the Excess or Extended Works and Services.

5.2.5 No person shall use or connect to any Works and Services subject to a latecomer charge until they have paid the latecomer charge and interest, compounded annually, thereon.

5.2.6 The City shall collect and remit to the Owner, or his permitted assign, any latecomer charges collected by the City in accordance with the terms of the latecomer agreement.

5.3 City May Perform Works

5.3.1 The City may elect to design or construct all or a portion of the Works and Services that are required to be provided by an Owner if the Works and Services involve modifications or connections to an existing City system or if the Works and Services overlap with a planned City project and are not immediately required to service the development.

5.3.2 Where the City elects to design or construct all or a portion of the Works and Services,

- a. the City will advise the Owner of the specific Works and Services that it has elected to design or construct,
- b. the Owner must pay the City, in cash, 125% of the cost of designing or constructing such Works and Services, as estimated by the Owner's Engineer and accepted by the Servicing Officer, and,
- c. such Works and Services will be designed or constructed as and when needed by the City.

5.3.3 Where the City elects to design or construct all or a portion of the Works and Services, the City will in no way be acting as the Owner's agent, employee, partner, consultant, contractor, or sub-contractor.

5.4 Owner To Perform Works

5.4.1 Where Works and Services are required to be provided by an Owner, the Owner, at their expense, shall retain a professional engineer to design, inspect, test, and certify all Works and Services. The Owner's Engineer must be employed by an incorporated firm registered in good standing with Engineers and Geoscientists BC.

- a. The firm employing the Owner's Engineer must obtain and maintain at all times, until the Certificate of Acceptance is issued, commercial general liability insurance, professional liability insurance, and errors and omissions insurance with a minimum of \$2,000,000 coverage per occurrence with insurance companies and terms satisfactory to the City.
- b. The Owner must provide the City with the certificate of insurance of the firm of the Owner's Engineer acceptable to the City promptly upon request.

5.4.2 Where Works and Services are required to be provided by an Owner, the Owner, at their expense, shall retain a suitably qualified and experienced contractor to construct the Works and Services.

- a. The Owner or general contractor must obtain and maintain at all times, until the Certificate of Acceptance is issued, insurance coverage in accordance with MMCD General Condition 24.0 with insurance companies and terms satisfactory to the City.
- b. The Owner must provide the City with the certificate of insurance of the general contractor acceptable to the City promptly upon request.

5.4.3 Works and Services must be provided as required in Section 2.0 and designed and constructed in accordance with the standards and specifications outlined in the Infrastructure Design Standards and Infrastructure Construction Standards policy. Where a variance to technical

standards are proposed, the Servicing Officer may authorize such variance only upon the written recommendation the Owner's Engineer.

- 5.4.4 The Servicing Officer may require that any submission required for the provision of Works and Services undergo, at the cost of an Owner, a Peer Review to provide an independent, objective assessment of the submission to inform the Servicing Officer's determination of compliance with this Bylaw and good engineering judgement.
- 5.4.5 Any person who wishes to construct Works and Services within a public road right-of-way or on City-owned lands must first execute a Servicing Agreement and provide Performance Security for the Works and Services prior to Construction Authorization.

5.5 Application for Design Authorization

- 5.5.1 An Owner who wishes to construct Works and Services must first obtain the Servicing Officer's authorization of the Owner's Engineer's design drawings for construction. An application for Design Authorization for construction must be made in accordance with the provisions of the Application Submission and Data Standards policy.
- 5.5.2 The Servicing Officer is not obliged to grant Design Authorization for construction until they are satisfied that:
 - a. the design submission is complete and in strict conformance with the requirements of this Bylaw and all other City bylaws or, if not in strict conformance, that all proposed variances have been identified by the Owner's Engineer for review and are acceptable, and
 - b. any supporting technical documents, reports, studies, or analysis necessary to determine if the proposed design is in strict conformance with this Bylaw, or that proposed variances are acceptable, have been provided.

5.6 Application for Construction Authorization

- 5.6.1 No person shall construct Works and Services without first obtaining the Servicing Officer's authorization for construction. An application for Construction Authorization must be made in accordance with the provisions of Application Submission and Data Standards policy.
- 5.6.2 The Servicing Officer is not obliged to grant Construction Authorization until the Owner provides, to the satisfaction of the Servicing Officer, all documents, forms, or securities as may be required, which may include, but not be limited to:
 - a. confirmation of Design Authorization of the Works and Services for construction, issued not more than one (1) year from the date of application for Construction Authorization;
 - b. a "Commitment by Owner and Coordinating Registered Professional" form, in the City's standard form;
 - c. an "Assurance of Professional Design and Commitment for Field Review" form, in the City's standard form;
 - d. an executed Servicing Agreement and Performance Security;

- e. a certificate of insurance from both the Owner's Engineer and the general contractor;
- f. confirmation of the general contractor's WorkSafe BC clearance;
- g. a construction schedule, a public notification plan, and a traffic management plan; or,
- h. confirmation of approval of any other permits required by other jurisdictions in relation to the provision of the Works and Services.

5.6.3 The Servicing Officer may include, as a condition of Construction Authorization, any terms, provisions, or restrictions necessary to support or protect the City's interests in relation to the construction of the work.

5.6.4 The Servicing Officer may withdraw or suspend Construction Authorization whenever it is found that construction activities are not being performed in accordance with this or any City bylaw or if any terms, conditions, or requirements of Construction Authorization are no longer being met.

- a. In withdrawing or suspending Construction Authorization, the Servicing Officer shall notify the Owner and identify the details of the bylaw contravention or requirement of Construction Authorization that is no longer being met to the satisfaction of the Servicing Officer.
- b. The Owner shall, upon notice that Construction Authorization has been withdrawn or suspended, cease construction activities and immediately work to secure, remediate, and stabilize the site in compliance with all applicable safety regulations.
- c. The Owner shall not resume construction activities until the Servicing Officer has granted Construction Authorization upon their satisfaction that all requirements have been met.

5.7 Construction Requirements

5.7.1 The Owner is responsible to ensure Works and Services are constructed in accordance with:

- a. the standards and specifications contained in the Infrastructure Design Standards and Infrastructure Construction Standards policy,
- b. the design drawings for which Design Authorization has been granted,
- c. any conditions which may be a requirement of Construction Authorization, and
- d. all other bylaws, legislation, regulations, and statutes.

5.7.2 The Owner must provide and maintain through the course of construction:

- a. access to the lands being Subdivided or Developed suitable for use by fire and emergency vehicles or equipment, and
- b. a water supply system sufficient for fire suppression and containment.

5.7.3 The Owner must protect nearby or adjacent utilities, structures, and property from damage by construction activities and must immediately repair and make good any damage as a result of construction.

- a. If the Owner does not promptly rectify any damage, the City may elect to, but is not obligated to, rectify the damage at the expense of the Owner and the Owner shall reimburse the City for its reasonable costs immediately upon receipt an invoice from the City, either directly or through the Owner's Performance Security.

5.7.4 The Owner must ensure the Works and Services remain free and clear of any and all liens, charges, or encumbrances.

5.8 Application to Connect Works and Services

5.8.1 No person shall connect Works and Services to any existing City infrastructure system without first obtaining the Servicing Officer's authorization for connection. An application to connect Works and Services must be made in accordance with the provisions of the Application Submission and Data Standards policy.

5.8.2 The Servicing Officer will not be obliged to permit an Owner to connect Works and Services to the City's systems until:

- a. the Owner's Engineer has certified that the Works and Services to be connected are ready to be used for their intended purpose and provided all supporting documentation;
- b. the Owner has arranged for the Owner's Engineer and the Servicing Officer to be present for the witnessing of the connection;
- c. the Approving Officer has issued the Subdivision Approval or the Building Official has issued Building Permit, or the Owner has entered into a Servicing Agreement in accordance with Section 3.5.2 or 4.2.2;
- d. the Owner has registered in the Land Title Office all documents required by the City to be registered as a condition of Subdivision Approval, Building Permit issuance, or Construction Authorization; or,
- e. the Owner has paid any applicable fees or charges related to the connection, including but not limited to latecomer charges;

5.8.3 Upon connection, Works and Services within public road right-of-way will vest in and become the property of the City and the City will be responsible for operation and routine maintenance.

5.8.4 The permitting of a connection, the vesting of the Works and Services to the City, or the City's use, operation, or maintenance of the Works and Services shall not be deemed an acceptance of the Works and Services until the Servicing Officer issues a Certificate of Acceptance and shall not relieve the Owner of any requirements under other sections of this Bylaw.

5.9 Substantial Performance Requirements

5.9.1 When, in the determination of the Owner's Engineer, Substantial Performance of the Works and Services has been achieved, the Owner's Engineer must provide, to the satisfaction of the Servicing Officer:

- a. a certificate indicating that Substantial Performance of the Works and Services has been achieved and, if applicable, a schedule of deficiencies and cost estimate,
- b. an "Assurance of Professional Field Review and Compliance" form, in the City's standard form, and
- c. record drawings, supporting documents and data, field reviews, and testing records, as outlined in Application Submission and Data Standards policy.

5.9.2 When the Servicing Officer has received all required documents and records from the Owner's Engineer and is satisfied, upon inspection, that the Works and Services have been Substantially Performed, the Owner must provide to the City:

- a. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full,
- b. confirmation that all agreements and covenants in relation to the Works and Services have been duly executed and registered with the Land Title Office, and
- c. an executed Servicing Agreement and Maintenance Security.

5.9.3 Upon receipt of all documents, records, agreements, and securities required under Section 5.9.1 and 5.9.2 to the satisfaction of the Servicing Officer, the balance of the Performance Security shall be returned to the Owner.

5.10 Maintenance Period Requirements

5.10.1 During the Maintenance Period:

- a. the City will be responsible for the operation and routine maintenance of the Works and Services;
- b. the Owner must promptly complete, modify, or reconstruct any incomplete, defective, or deficient Works and Services identified on the certificate of Substantial Performance;
- c. the Owner shall be responsible to monitor the Works and Services and promptly rectify, at their cost, any deficiencies in the design, materials, workmanship, or performance of the Works and Services; and
- d. should the Owner fail to promptly rectify any deficiency, the City may elect to, but is not obligated to, rectify the deficiency at the expense of the Owner and the Owner shall reimburse the City for its reasonable costs immediately upon receipt an invoice from the City, either directly or through the Owner's Maintenance Security.

5.10.2 The Maintenance Period for any Works and Services repaired or reinstated shall commence on the date the Owner's Engineer certifies the Works and Services have been repaired or reinstated and are ready for their intended use. The City is not obligated to return any deficiency holdbacks until all deficiencies have been rectified, upon inspection, to the satisfaction of the Servicing Officer.

- 5.10.3 Should all or a portion of the Works and Services cease to function for their intended purpose, in the opinion of the Servicing Officer, during the Maintenance Period as a result of a failure of the Owner to meet their obligations under this Bylaw:
- a. the Owner will be responsible for securing the site and for the operation and routine maintenance of the Works and Services and
 - b. the Owner must promptly repair or reinstate the Works and Services to the satisfaction of the Owner's Engineer and as accepted by the Servicing Officer.

5.11 Total Performance Requirements

- 5.11.1 When, in the determination of the Owner's Engineer, Total Performance of the Works and Services has been achieved and the Maintenance Period has expired, the Owner's Engineer must provide, to the satisfaction of the Servicing Officer:
- a. a certificate indicating that Total Performance of the Works and Services has been achieved and
 - b. record drawings, supporting documents and data, field reviews, and testing records, as outlined in the Application Submission and Data Standards policy, if Works and Services were modified during the Maintenance Period.
- 5.11.2 Upon inspection at the expiration of the Maintenance Period, if the Servicing Officer is satisfied that the Works and Services have been Totally Performed, the Owner must provide to the City:
- a. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full and
 - b. confirmation from a BC Land Surveyor that all survey pins and monuments within the construction area have not been disturbed or destroyed as a result of construction activities.
- 5.11.3 Upon receipt of all documents, records, and agreements required under Section 5.11.1 and 5.11.2 to the satisfaction of the Servicing Officer, at the expiration of the Maintenance Period:
- a. the Servicing Officer shall issue a Certificate of Acceptance of the Works and Services and
 - b. the balance of the Maintenance Security shall be returned to the Owner.
- 5.11.4 Upon the Servicing Officer's issuance of the Certificate of Acceptance for Works and Services within a municipal road right-of-way or utility statutory right-of-way, the Works and Services shall vest in and become the property of the City.

6.0 IMPLEMENTATION

6.1 Limitations

- 6.1.1 No Duty of Care

- a. This bylaw does not create a duty of care on the City, Council members, the Approving Officer, the Building Official, the Servicing Officer, or employees or agents of the City with respect to its administration, implementation, or enforcement, including but not limited to the issuance of permits, approvals, reviews, investigations, authorizations, or acceptance certificates.
- b. The Owner and their agents shall not be entitled to rely upon the results of any investigations, inspections, field visits, or other due diligence conducted by the City, its employees or agents, in connection with the Subdivision or Development of lands.

6.1.2 No Cause of Action

- a. Neither a failure to administer or enforce, nor incomplete or inadequate administration or enforcement of the Local Government Act, Land Title Act, Building Bylaw, or the provisions of this Bylaw, nor any error, omission, or other neglect in relation to any matter of administration or implementation of this Bylaw will give rise to a cause of action in favour of any person, including the Owner.

6.1.3 No Warranty or Representation

- a. A review, or failure to review, by the Servicing Officer of Works and Services specification requirements, design and construction drawings, or supporting documents will not, in any way, constitute a representation, warranty, or statement that the design or construction of the Works and Services complies with the standards contained within this Bylaw. No person, including the Owner, shall rely on such review, or failure to review, as establishing compliance with this Bylaw.
- b. An inspection by the Servicing Officer in relation to the Substantial Performance or Total Performance of the Works and Services, will not, in any way, constitute a representation, warranty, or statement that the construction of the Works and Services have reached Substantial Performance or Total Performance.
- c. Site visits made by the Approving Officer, Servicing Officer, Council members, or any other officer, employee, or agent of the City, or the failure to make such site visits, will not, in any way, constitute a representation, warranty, or statement that the Works and Services have been designed and constructed in accordance with this Bylaw.

6.1.4 Owner's Responsibility for Works and Services

- a. It is the full and sole responsibility of the Owner to design and construct any Works and Services required by this Bylaw in accordance with the provisions of this Bylaw, and to ensure that the Works and Services are inspected, tested, and certified by the Owner's Engineer in accordance with the provisions of this Bylaw.
- b. No issuances, approvals, reviews, verifications, or inspections which are performed or failed to be performed by the City, including by the Approving Officer, Servicing Officer, Council members, or any other officer, employee or agent of the City, will relieve the Owner from

the responsibility to design and construct required Works and Services in accordance with the provisions of this Bylaw and other bylaws of the City.

- c. Neither the Servicing Officer's granting of Design Authorization or Construction Authorization with respect to the Works and Services required of an Owner, the expiration of any or all Maintenance Periods, nor the issuance of a Certificate of Acceptance will relieve the Owner, the Owner's Engineer, or the firm of the Owner's Engineer from any responsibility or liability for the faulty, defective, or deficient design or construction of the Works and Services, or for any breach of this Bylaw, whether such responsibility or liability arises before or after the Servicing Officer's issuance of Design Authorization, Construction Authorization, or the Certificate of Acceptance.

6.2 Enforcement

- 6.2.1 No person shall Subdivide or Develop land or construct Works and Services for the Subdivision or Development of land contrary to the provisions of this Bylaw.
- 6.2.2 Every person who constructs Works or Services for the Subdivision or Development of land contrary to the provisions of this Bylaw must remedy the contravention in a timely manner and to the satisfaction of the Servicing Officer.
- 6.2.3 Every person who contravenes or violates any of the provisions of this Bylaw, or who suffers or permits anything to be done in violation of this Bylaw, commits an offence and, upon summary conviction, is liable to a fine of not more than \$10,000.00.
- 6.2.4 Each day's continuance of an offence under this Bylaw constitutes a separate offence.
- 6.2.5 The penalties imposed for a contravention of this Bylaw are not a substitute for any other remedy to a contravention of this Bylaw.
- 6.2.6 Officers, employees, and agents of the City are authorized to enter at all reasonable times upon any lands, property, or premises to inspect and determine compliance with the provision of this Bylaw.
- 6.2.7 No person shall prevent or obstruct, or attempt to prevent or obstruct, the entry of any officer, employee, or agent of the City where such entry is authorized by this Bylaw.

6.3 Effective Date

- 6.3.1 This Bylaw shall come into force and take effect upon adoption.
- 6.3.2 Notwithstanding Section 6.3.1, if a complete application for Subdivision Approval has been made under Section 3.5 prior to the date of adoption of this Bylaw, this Bylaw shall have no effect with respect to that Subdivision for a period of 12 months from the date of adoption.

6.4 Repeal

- 6.4.1 City of Merritt Subdivision and Development Servicing Bylaw No. 1187, and all amendments thereto, is repealed.

Bylaw 2381

Read a FIRST TIME this	28 th day of January, 2025
Read a SECOND TIME this	28 th day of January, 2025
Read a THIRD TIME this	28 th day of January, 2025
ADOPTED this	_____ day of _____, 2025

Michael Goetz
MAYOR

Linda Brick
CORPORATE OFFICER

Report

City of Merritt
REGULAR Council Meeting
February 11, 2025

File Number: 3900-20

To: Cynthia White, Chief Administrative Officer
From: Purnesh Jani, Manager Planning and Development Services
Date: February 7, 2025
Subject: Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025

RECOMMENDATION:

THAT Council gives First Reading to the Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025

And

THAT Council gives Second Reading to Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025;

And

THAT Council gives Third Reading Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025.

Background:

The Policy and Bylaw Review Committee considered the proposed bylaw at the February 6, 2025, meeting and passed the following resolution:

THAT the Policy Review Committee directs staff to bring forward proposed amendments to City of Merritt Land Use Amendment and Development Approval Procedure Bylaw No. 2076, 2009.

Therefore, the Staff proposes amendments in the current *Land Use Amendment and Development Approval Procedures Bylaw No. 2076,2009*.

These amendments are proposed to comply with provincial legislation and current practices. Specifically, **Schedules A to F** in the existing bylaw shall be removed. This change will allow staff to formulate development permit conditions based on the Zoning Bylaw, the Official Community Plan, and other municipal bylaws.

The staff intends to do amendments in two Rounds as follows;

Round 1.

- Remove Schedule A to F from the current Bylaw
- Remove requirements to install a sign for Development Variance Permits Since isn't required as per the *Local Government Act*.
- Verbiage regarding Development permit issuance by Council and Delegated Approving officer
- Reference fees bylaw.

Round 2.

- Comprehensive review of the bylaw to develop further amendments to align with current OCP, ZBL and Provincial legislation.

Options / discussion

1. THAT Council gives three readings to the proposed Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025
2. THAT Council directs staff to make changes.
3. THAT Council receives this report as information.

Financial / Risk Implications:

Staff is recommending an increase in the Sign Development Permit Fees as the fees have not been increased for the last few years, The proposed fee for processing the Sign Development permit is \$100.

Strategic Plan Reference:

The following policies of the Council's Strategic Plan 2024 – 2026 are relevant to the proposed amendments ;

- The City of Merritt will create great communities by developing land use policies and zoning that promote high-quality development that is sensitive to context, contains vibrant public spaces, and allows for creativity and innovation

Others Consulted:

Internal

CAO

Senior Building Official

Director of Finance

Director of Public Works and Engineering

Director of Corporate Services

Fire Department

Attachments:

- **Attachment A:** Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025”
- **Attachment B:** Mark-up of Proposed Amendments

Respectfully submitted,

Purnesh Jani

Manager, Planning and Development Services

CITY OF MERRITT

BYLAW 2388

A BYLAW TO AMEND the Land Use Amendment and Development Approval Procedures Bylaw No. 2076, 2009

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

Citation

- A. This Bylaw shall be cited as the **“City of Merritt Land Use Amendment and Development Approval Procedures Amendment Bylaw 2388, 2025”**.

Amendments:

- B. That the “City of Merritt LAND USE AMENDMENT AND DEVELOPMENT APPROVAL PROCEDURES BYLAW NO. 2076, 2009” is amended as follows:

1. That Section 3.0 is deleted and replaced with the following:

“Applications for the following shall be submitted to the City of Merritt:

- a) amendments to the Official Community Plan;
- b) amendments to the Zoning Bylaw;
- c) the issuance of Development Variance Permits;
- d) the issuance of Development Permits; or
- e) the issuance of Temporary Use Permits.”

2. That the Section 4.0 is deleted and replaced with the following:

“No application shall be accepted until the application form and Site disclosure statement in accordance with the *Environmental Management Act* are fully completed and fees paid in full. Application fees are in accordance with the City of Merritt Fees and Charges Bylaw, as amended from time to time.”

3. That Section 5 is deleted, and the subsequent sections are renumbered accordingly.

4. That Section 6 is deleted, and the subsequent sections are renumbered accordingly.

5. That Section 7 is deleted, and the subsequent sections are renumbered accordingly.

6. That Section 9. a) is deleted and replaced with the following:

“A Development Permit is required in specific areas in the City identified as “Development Permit Areas (DPAs)” according to the Official Community Plan, as amended from time to time. Council or a City Official with delegated authority according to the Officer Designation and Delegation of Authority Bylaw, as amended from time to time, must first authorize a Development Permit as follows:

- i. For land to be subdivided, a Development Permit for DPAs other than the form and character DPAs must be authorized;
- ii. For Building Permit to be issued for construction in one of these areas, a Development Permit for all DPAs must be authorized.”

7. That Section 9. b) is deleted and replaced with the following:

“In the opinion of the Development Approving Officer, if a proposed Sign necessitates detailed review, an application for Sign Development Permit shall be required. A Sign Development Permit is required to install any signage in "Highway Corridor Gateways".”

8. That Section 9. c) is deleted and replaced with the following:

“A Facade Development Permit is required for all proposals for building alteration and/or new construction within the Development Permit Areas. Projects requiring a development permit application are:

- i) exterior renovation/ restoration to an existing building facade
- ii) new construction
- iii) application of new exterior finish materials
- iv) awning or canopy installation

Guidelines for Facade design are set out in the Official Community Plan and will require a Development Permit and are subject to Minor Development Permit fees.

Facade Design Applications shall be submitted to the Development Approval Officer for approval. Prior to approval the application will be forwarded to the Building and Safety Inspector for review.”

9. That Section 10. f) is deleted and replaced with the following:

“A Permit holder may apply for an amendment to the terms and conditions of their Development Permit. City approval is required for any changes to the original Permit.”

10. That Section 10. g) is deleted and replaced with the following:

“Council or its delegates will only approve a new Development Permit subject to an expiry date of twenty-four (24) months from the date of their approval; extensions will only be granted under extenuating circumstances, otherwise re-application will be required.”

11. That Section 11 is deleted and replaced with the following:

“11. Public Notice Signage

Where required by the *Local Government Act, Community Charter* or directed by Council or its delegates, the applicant shall post at his cost a sign or signs in a prominent location on the subject property notifying the public of a pending application. Signs must be posted in accordance with the following:”

12. That Section 11. c) is deleted and replaced with the following:

“The size, layout and arrangement of text on the sign(s) shall be in general accordance with the Sign template sample supplied by staff if public notice is required. The overall dimensions of each sign shall be 1.2 metres by 2.4 metres (4 ft. by 8 ft.).”

13. That Section 11.d.vi is deleted, and the subsequent sections are renumbered accordingly.

14. That Section 12 is amended by inserting the following:

“d) Alternatively, Public Notice may be delivered electronically by:

- i. Posting the notice on the official City website for two consecutive weeks prior to the Council meeting on the matter; and
- ii. Posting the notice on official City Social Media sites for two consecutive weeks prior to the Council meeting on the matter.”

15. That Section 13. a) is deleted and replaced with the following:

“Council shall consider every application for Official Community Plan Amendment, Zoning Bylaw Amendment, Temporary Use Permit, or Development Variance Permit, or Development Permit not delegated to staff together with staff’s report and recommendations.”

16. That Section 13. e) is deleted, and the subsequent sections are renumbered accordingly.

17. That Schedules A, B, C, D, E, F, G, H are deleted.

READ A FIRST TIME this _____ day of _____, 202_

READ A SECOND TIME this _____ day of _____, 202_

READ A THIRD TIME this _____ day of _____, 202_

ADOPTED this _____ day of _____, 202_

Michael Goetz
Mayor

Linda Brick
Corporate Officer

Mark-up of Proposed Amendments – Land Use and Development Procedures Bylaw No 2076, 2009

Legend

- Black Font Existing text in Land Use and Development Procedures Bylaw No 2076, 2009
~~Strikethrough~~ Proposed deletion from Land Use and Development Procedures Bylaw No 2076, 2009
Underline Proposed addition to Land Use and Development Procedures Bylaw No 2076, 2009

Amendments:

	Section	Proposed Amendment	Rationale
1	3.	Applications for the following shall be submitted to the City of Merritt and shall substantially be in the form of application attached hereto as Schedule "A": a) amendments to the Official Community Plan; b) amendments to the Zoning Bylaw; c) the issuance of Development Variance Permits; d) the issuance of Development Permits; or e) the issuance of Temporary Commercial or Industrial Use Permits	<ul style="list-style-type: none"> – Removed reference to obsolete application forms. – Consolidated Temporary Use Permits to reflect current practices
2	4.	No application shall be accepted until the application form and site profile is Site Disclosure Statement (in accordance with the Environmental Management Act) are fully completed and fees paid in full. Application fees shall be in accordance with the City of Merritt Fees and Charges Bylaw, as amended from time to time.	<ul style="list-style-type: none"> – Updated reference for application fees to the new Fees and Charges Bylaw – Site profiles is a Ministry of Environment requirement that we do not require of applicants. It is therefore not relevant and outdated.
3	5.	5. Form of Permit The following permits shall be substantially in the applicable form attached hereto: a) Development Variance Permits as per Schedule "C" b) Development Permits as per Schedule "D" c) Temporary Commercial or Industrial Use Permits shall be as per Schedule "E".	<ul style="list-style-type: none"> – Delete reference to obsolete application forms.
4	6.	6. Site Profiles Site Profiles shall be submitted to the City of Merritt and shall substantially be in the form attached hereto as Schedule "F".	<ul style="list-style-type: none"> – No longer relevant requirement.
5	7.	7. Schedules "A", "B", "C", "D", "E", "F", "G" and "H" attached hereto are incorporated in and form part of this bylaw	<ul style="list-style-type: none"> – Removed reference to schedules that are no longer in use

6	9. a)	<p>A Development Permit is required in specific areas in the City identified as “Development Permit Areas (DPAs)” according to the Official Community Plan, as amended from time to time. In order for land to be subdivided or a Building Permit issued for construction in one of these areas, Council or a City Official with delegated authority according to the Officer Designation and Delegation of Authority Bylaw, as amended from time to time, must first authorize a Development Permit as follows:</p> <ul style="list-style-type: none"> i. For land to be subdivided, a Development Permit for DPAs other than the form and character DPAs must be authorized; ii. For Building Permit to be issued for construction in one of these areas, a Development Permit for all DPAs must be authorized. 	<ul style="list-style-type: none"> - Reworded to reflect the delegated authority of staff to approve Development Permits
7	9. b)	<p>In the opinion of the Development Approving Officer, if a proposed Sign necessitates detailed review, an application for Sign Development Permit shall be required. A Sign Development Permit is required to install any signage in Development Permit Areas "Highway Corridor Gateways" or "City Centre".</p> <p>Upon receipt of an application dealing exclusively with signage in the City Centre, the application will be forwarded to the City Centre Board for review and comment. The Administrator (or designate) is hereby delegated the authority to issue or reject a Sign Development Permit.</p> <p>A Development Permit issued for signage must comply with the provisions of City of Merritt Sign Regulation Bylaw.</p> <p>The processing fee for a Sign Development Permit shall be fifty dollars (\$50.00) which consists of twenty five dollars (\$25.00) for the Development Permit application and twenty five dollars (\$25.00) for a Sign permit. In the event a Sign Development Permit is not issued, the applicant will be refunded the twenty five dollar (\$25.00) Sign Permit fee. A Sign Development Permit is not required if sign is part of a comprehensive Development Permit.</p>	<ul style="list-style-type: none"> - Updated fees to match fees in other BC municipalities. - If Sign Permit fee (\$25) is changed, an amendment to the Sign Bylaw will be required. - Added clause that enable Sign Development Permit Fees to be updated via the Fees and Charges Bylaw.
8	9. c)	<p>A Facade Development Permit is required for all proposals for building alteration and/or new construction within the Development Permit Areas areas designated City Centre and along the Nicola Avenue Corridor. Projects requiring a development permit application are:</p> <ul style="list-style-type: none"> i) exterior renovation/ restoration to an existing building facade ii) new construction iii) application of new exterior finish materials iv) painting of the building exterior v) awning or canopy installation <p>Guidelines for Facade design in the City Centre are set out in the Official Community Plan and will require a Development Permit but shall not be and are subject to Minor Development Permit fees. Facade Improvements will be subject to Building Permit fees. Applications for Facade design improvements shall be submitted in complete detail as required by the form listed as Schedule "G" attached to and forming part of this bylaw.</p>	<ul style="list-style-type: none"> - Updated to reflect the current practices

		Facade Design Applications shall be submitted to the Development Services-Approving Officer for approval. Upon Prior to approval the application will be forwarded to the Building and Safety Inspector for review. before being forwarded to City Council for consideration of issuance of the Development Permit.	
9	10. f)	A Permit holder may apply for an amendment to the terms and conditions of their Development Permit. Council City approval is required for any substantive change to the original Permit; however the Development Services Officer or Building Inspector may approve or deny any minor amendment.	- Updated to reflect delegated authority of staff to issue and amend Development Permits
10	10. g)	Council or its delegates will only approve a new Development Permit subject to an expiry date of twenty four (24) months from the date of their approval; extensions will only be granted under extenuating circumstances, otherwise re- application will be required.	- Updated to reflect delegated authority of staff to issue and amend Development Permits
11	11.	Development or Bylaw Amendment Public Notice Signage Where required by the <i>Local Government Act</i> or directed by Council or its delegates, the applicant shall post at his cost a sign or signs in a prominent location on the subject property notifying the public of a pending bylaw amendment or development application. Permit applications where the development value is less than fifty thousand dollars (\$50,000) are exempt from posting a sign. Signs must be posted in accordance with the following:	<ul style="list-style-type: none"> - Updated to specify the purpose of Signage. - Change to clarify that Public notice signage requirements are per LGA legislation, or directive of Council and staff. This ensures flexibility regarding legislative changes regarding public notice requirements. - Changed to generic “application” to accommodate potential requirements for Development Variance signage or Temporary Use permit public notice. - Exemption does not apply since Development Permit public notice is not a legislative requirement.
12	11. c	The size, layout and arrangement of text on the sign(s) shall be in general accordance with the sample shown in Schedule “H” which is attached to and forms part of this Bylaw. Sign template sample supplied by staff if public notice is required. The overall dimensions of each sign shall be 1.2 metres by 2.4 metres (4 ft. by 8 ft.).	- Removed reference to sign template.
13	11.d.vi	Details of variance, if applicable.	- Deleting as Sign for Variance no longer required

13	12	<p>d) Alternatively, Public Notice may be delivered electronically by:</p> <p>i. Posting the notice on the official City website for two consecutive weeks prior to the Council meeting on the matter; and</p> <p>ii. Posting the notice on official City Social Media sites for two consecutive weeks prior to the Council meeting on the matter.</p>	<ul style="list-style-type: none"> - Update to allow digital notice of Public hearing, as enabled by recent Legislative changes
14	13. a	<p>Council shall consider every development application for Official Community Plan Amendment, Zoning Bylaw Amendment, Temporary Use Permit, or Development Variance Permit, or Development Permit not delegated to staff together with staff's report and recommendations.</p>	<ul style="list-style-type: none"> - Updated to reflect delegated authority of staff to issue and amend Development Permits
15	13. e	<p>e) For a Zoning Bylaw Amendment:</p> <p>i) Council will only give final reading for property in a Development Permit area in tandem with issuance of a Development Permit for the proposed new land uses:</p> <p>ii) The application will lapse if the applicant fails to complete a Development Permit application within six (6) months of the date of Council's third reading of the amendment</p>	<ul style="list-style-type: none"> - Rezoning without a Development Permit is current practice within the City. This clause is obsolete.
16	<p>Schedules A, B, C, D, E, F, G, H</p>	<p>Deleted</p>	<ul style="list-style-type: none"> - Removed due to obsolescence and out of date

Report

**City of Merritt
REGULAR Council Meeting
February 7, 2025**

File Number: 3900-20

To: Cynthia White, Chief Administrative Officer
From: Linda Brick, Director of Corporate Services
Date: May 3, 2024
Subject: City of Merritt Waterworks Bylaw No. 2392, 2025

RECOMMENDATION:

THAT Council give First Reading to “City of Merritt Waterworks Bylaw No. 2392, 2025”

And

THAT Council give Second Reading to “City of Merritt Waterworks Bylaw No. 2392, 2025”

And

THAT Council give Third Reading to “City of Merritt Waterworks Bylaw No. 2392, 2025”.

Background:

Following a thorough review of the proposed bylaw at the February 6, 2025 Policy and Bylaw Review Committee, the Committee passed the following resolution:

THAT the Committee recommends that the Waterworks Bylaw be forwarded to Council for consideration.

The Bylaw is revised as follows:

- 1) Updates to the staff positions to reflect current naming conventions;

- 2) Clarifying that water cooling systems may only be installed with written authorization from the City;
- 3) Requiring that water meters be installed in each category of property on every parcel which receives water service;
- 4) Deletion of schedule A.

Options / discussion

1. Give three readings to Bylaw 2392 as presented;
2. Return the bylaw to staff with direction for amendments;
3. Receive the report for information only.

Others Consulted:

Policy and Bylaw Review Committee
Director of Public Works and Engineering Services

Attachments:

City of Merritt Waterworks Bylaw No. 2392, 2025
Redlined Version of Bylaw

Respectfully submitted,

Linda Brick
Director of Corporate Services

CITY OF MERRITT

BYLAW NO. 2392

A BYLAW RESPECTING THE WATERWORKS SYSTEM OF THE CITY OF MERRITT

The Council of the City of Merritt, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited as "City of Merritt Waterworks Bylaw No. 2392, 2025".

Repeal

2. The "CORPORATION OF THE CITY OF MERRITT WATERWORKS BYLAW NO. 2181, 2015", and all amendments thereto is hereby repealed.

Definitions

3. In this Bylaw, unless the context otherwise requires:

"Accessible" means having access thereto, but which may first require removal of an access panel, door or similar obstruction;

"Approved Backflow Prevention Assembly" means a Backflow preventer that is designed to be tested and repaired in-line and to meet the design and installation criteria requirements of the Canadian Standards Association (CSA) standards B.64.10-07/Series 01 (or the most current) and the University of Southern California Foundation for Cross Connection Control and Hydraulic Research (USC FCCCHR) approved criteria;

"Backflow" means the flow of water or other liquids, gases or solids from any source back into the Customer's plumbing system or the Merritt Community Water System;

"Backflow Assembly Test Report" means a form provided by or approved for use by the City of Merritt to be used when testing Backflow assemblies to record all pertinent information and test data;

"Backflow Assembly Tester" means a person holding a valid certificate from the American Water Works Association - British Columbia Section, for testing Backflow prevention assemblies and approved by the City of Merritt;

"Backflow Preventer" means a mechanical apparatus installed in a water system that prevents Backflow of Contaminants into the Merritt Community Water System;

"Building Inspector" means a person designated by City of Merritt Council as a Building Inspector for the City of Merritt to administer building and plumbing regulations;

"City" means the City of Merritt;

"Commercial" means all buildings other than residential;

"Contaminant" means any physical, chemical, biological or radiological substance or matter in water which may render the water non-potable, according to the regulations of the Province of British Columbia Drinking Water Protection Act & Regulations;

"Cross Connection" means any actual or potential physical connection whereby the Merritt Community Water System is connected, directly or indirectly, with any non-potable or unapproved private water supply system, sewer, drain, conduit, well, pool, storage reservoir, plumbing fixture, or any other device which contains, or may contain contaminated water, liquid, gases, sewage, or other waste, or unknown or unsafe quality which may be capable of imparting contamination to the public water supply as a result of Backflow;

"Cross Connection Control Program" means the City of Merritt Cross Connection Control policy and guidelines which provide further reference and direction, standard operating procedures, bulletins and other program updates relevant to this Bylaw;

"Customer" means the registered owner or occupier of the property served by the Merritt Community Water System;

"Director of Finance and Human Resources" means the person appointed as such from time to time by the City and any person delegated to assist them in carrying out their duties under this Bylaw;

"Director of Public Works and Engineering" means the person appointed as such from time to time by the City and any person delegated to assist them in carrying out their duties under this Bylaw;

"Discontinue" means to terminate the arrangement between the City of Merritt and the Customer for the supply of water and to shut off the service pipe, disconnect it, or remove it;

"Duly Authorized Agent" includes a person, firm or corporation representing the City of Merritt by written consent from the City or by City of Merritt Council appointment;

"Family" means an individual, or two (2) or more persons closely related by blood, marriage, adoption or foster parenthood, sharing one dwelling, or three (3) or less unrelated persons, sharing the same dwelling;

"Fees and Charges Bylaw" means the current Fees and Charges Bylaw, as amended from time to time.

"Hydrant Use Permit" means a permit issued by the City of Merritt for any person requesting water from a fire hydrant for purposes other than emergency fire protection;

"Inspect" means an on-site review of the water use, facilities, meters, piping, equipment, operating conditions and maintenance records for the purpose of evaluating for conformity with the terms and conditions of this Bylaw;

"Irrigation Use" means the use of water for sprinkling or watering lawns, gardens and other landscaping;

"Officer" means any person appointed from time to time by the City as delegated to assist the Director of Public Works and Engineering in carrying out their duties under this Bylaw;

"Private Water System" means any privately owned pipe and fittings intended for the delivery or distribution of water within a premise or to a property and includes any domestic use, irrigation system, green house and hydroponics system, and any other use of water supplied by the Merritt Community Water System;

"Readily Accessible" means direct access without the necessity of removing, or moving away any panel, door or other similar obstruction;

"Reduced Pressure Backflow Assembly" means a Backflow preventer consisting of a mechanically independent acting, hydraulically dependent relief valve located in a chamber between two independently operating, force-loaded check valves, the intermediate chamber pressure always being lower than the supply pressure when there is a positive pressure on the supply side. The unit includes properly located resilient-seated test cocks and tightly closing resilient-sealed shut-off valves at each end of the assembly. This device is design for use under continuous pressure;

"Used Water" means any potable water which is no longer in the water distribution system including potable water that has moved downstream or past the Water Connection (water meter) and/or the property line to the Private Water System;

"Water Service" means the portion of pipe, including water stops, between the City main and the Customer's property line.

General

4. The City is authorized to establish, maintain and operate a waterworks system and such system shall be under the control and Inspection of the Director of Public Works and Engineering.
5. The Director of Public Works and Engineering may impose minimum standards that must be met and satisfied relating to the type of Backflow preventer and the installation and maintenance of the same as specified by the City of Merritt Cross Connection Control Program.
6. No person shall take, consume or use water from the Merritt Community Water System, without first obtaining permission to do so and making arrangements for payment of same.
7. No person shall turn on a water valve to provide service to the occupants of any newly renovated or constructed or reconstructed premise(s) until the Private Water System in such premise(s) has been Inspected for Cross Connections and approved by the Building Inspector or Duly Authorized Agent of the City.
8. No person, except the Duly Authorized Agents of the City, shall tap, uncover, or make any connection to, use, alter or disturb any water mains or fire hydrants, without permission in advance by the Director of Public Works and Engineering.
9. The City retains the right to adjust the water supply pressure or to interrupt supply due to emergency conditions or for the purpose of upgrading or carrying out general maintenance. Where it is practical and time permits, notice shall be given to all Customers affected where alterations of pressure or interruption of service are to take place.

10. Customers depending on a continuous or uninterrupted supply of water or having processes or equipment that require particularly clear or pure water shall provide such emergency storage, oversized piping, pumps and tanks, filters, pressure regulators, check valves and additional service pipes, or other means for continuous and adequate supply of water suitable to their requirements at their own expense.
11. Where steam or hot water boilers or other equipment is fed with water by pressure directly from the Merritt Community Water System, the City shall not be liable for any injury or damage which may result from such pressure or from lack of such pressure or any injury or damage resulting from the improper installation of a Backflow preventer.
12. No Customer shall install water dependent cooling systems in Commercial, industrial, institutional or residential applications, without written authorization from the City.
13. The City will not be held responsible for any damage incurred as a result of a change or interruption in water supply or pressure.
14. Any Officer authorized by the City to enforce this Bylaw shall have free access to all parts of every building in which water is delivered and consumed after reasonable notice has been given and request made.
15. Any Officer authorized by the City to enforce this Bylaw may make personal inspection of all pipes, taps and fixtures used for distributing water, and if found defective, or if any wastage of water is found to exist, notice will be given to have the defect remedied.
16. Any Officer authorized by the City to enforce this Bylaw may inspect the type of Backflow preventer, the installation and state of maintenance and repair of same.
17. If any defect or defects or any wastage of water of which notice is given shall not be remedied within the time limit specified by the Officer, they shall have authority to cut off the supply of water from the main until such time that the said defect or defects are repaired. No person shall have any claim against the City by reason of the cutting off of the water.
18. Any water connection, pipe, apparatus, fitting or fixture which is not in accordance with the requirements of this Bylaw or which would cause noises, pressure surges, disturbances which may result in annoyance to other Customers, damage to the water system or which may in any way contribute to a potential contamination of the City's water system shall not be connected or allowed to remain connected to the Merritt Community Water System.

Water Rates

19. Any overdue rents, rates and charges shall become part of the utility billings, and failing payment shall be applied to the annual property tax notice for collection in accordance with section 258 of the *Community Charter*, as amended from time to time.
20. Rates, rents and charges shall hereby be imposed upon the owners of real property situated inside and outside the corporate limits of the City for the use of the Merritt Community Water System and all rates, rents and charges to be paid by Customers for the use of the City waterworks system shall be those stated in the Fees and Charges Bylaw.

21. Non-receipt of a utility bill will not exempt the Customer from payment for the service received.
22. Any Customer paying rates, rents and charges for the use of Merritt Community Water System shall be liable for same until they have given notice in writing to the City, by way of an application for a water turn-off, of their desire to Discontinue the use thereof. Any service supplied for a portion of a month shall be charged as if it were a full month.
23. No person shall knowingly withhold information about the use of their premise that could affect utility rates, rents and charges. It is the responsibility of the owner to notify the City in writing when any changes or modifications are made to their premise that may affect their utility billings. Failure to provide said notification will constitute a violation of this Bylaw. It shall be lawful for the City to bill and collect from the owner the additional rates, rents and charges resulting from the changes or modifications made to their premise from the time they were determined to be instituted.
24. The Director of Finance and Human Resources is responsible for interpretation of the Water Rates and Charges Schedule of the City of Merritt Fees and Charges Bylaw, as may be amended from time-to-time, and any person who feels that they has been unjustly charged or incorrectly billed for the service may appeal directly to the City's Chief Administrative Officer.

Water Service Connections

25. Each single-family dwelling, each dwelling unit of a semi-detached duplex and each dwelling unit in a row house project with separate titles shall have an individual copper Water Service connection at least 19 millimeters (3/4 inch) in diameter or as specified in the British Columbia Plumbing Code.
26. The City may require the diameter of Water Service connections be determined by a design engineer but the determination is subject to approval by the Director of Public Works and Engineering, and in no case shall the diameter be less than 19 mm.
27. Application for Water Service shall be made to the City in writing by the Customer, in the general format required by the City and the following shall apply:
 - a) The application shall provide the legal description or civic address of the property to be served, the requested size, including that necessary for a fire sprinkler system if applicable, the purpose for which the water is to be used and all other information that may be required in order that the correct rates, rents and charges can be applied.
 - b) Any subsequent changes to the purpose or use of water must be provided to the City in writing by the Customer.
 - c) Upon receipt of such application, and provided a City water main is laid the full length of one of the Customer's property lines, the City will tap the main and lay a service pipe the length of the applicant's property and for such connection the City shall be entitled to demand and receive from the applicant, in advance, such rates, rents and charges as outlined in the City of Merritt Fees and Charges Bylaw, as may be amended from time-to-time.

28. Where application for Water Service has been made in accordance with this Bylaw and it is found that no water main extends the full length of a property line, the applicant may have the option to:
 - a) Providing an extension is approved by the Director of Public Works and Engineering, pay for construction of extra water main or Water Service which is required; or
 - b) Accept a full return of monies paid at time of service application.
29. Where a specific size of Water Service has been requested, and where the City cannot or will not readily supply such service, the applicant may have the option of:
 - a) Accepting the size of Water Service as determined by the City;
 - b) Paying the appropriate cost of upgrading the City's water mains to meet the specific requests; or,
 - c) Accepting a full return of monies paid at time of service application.
30. All building Water Services shall be constructed and maintained by the Customer at their expense, to the requirements of this Bylaw and those of the British Columbia Plumbing Code. Permit applications for such construction must be made to the City Building Department on the appropriate form provided. Such application shall be supplemented by any plans, specifications or other information considered pertinent by the City Building Department. No occupancy can occur until all permits have been approved and the necessary requirements adhered to.
31. No connection shall be installed or maintained whereby water from an auxiliary water system may enter the Merritt Community Water System or Private Water System unless such auxiliary water system and the method of connection and use of such system has been approved by the City.
32. The City shall be responsible for maintenance of the Water Service from connection at property line to the City's water main. The Customer shall be responsible for maintenance of the Water Service on their property, from the connection at property line to their building.
33. Customers must keep all pipes and other fixtures, on their own property, in good repair and order, and protected from frost, at their own expense.
34. Where it is found that damage has been caused by misuse or abuse by any person to any part of the Merritt Community Water System, or that service stops are not Readily Accessible, the Customer must repair such damage or accessibility within the time period specified by the Director of Public Works and Engineering. Failure to make the necessary changes within the time specified will result in the City carrying out the work at the owner's expense. If the said cost is not paid within ninety (90) days, it will be added to and become part of the utility billings.
35. Any owner of property within the City on which there is located a residential or Commercial building and which abuts on any City right-of-way or easement in which there is now or hereafter located a water main of the City, is hereby required to be connected directly to the City water at the owner's expense, in accordance with the British Columbia Plumbing Code and this Bylaw within thirty (30) days after notice from the City.

36. Should the owner fail to connect their premises to the Merritt Community Water System within the time specified, the Public Works Manager may order the required connection to be made by the City Public Works Crew or others in accordance with this Bylaw. All costs resulting from the said connection shall become due and payable by the owner. If the costs are not paid within ninety (90) days, they shall be added to, and become part of, the utility billings.
37. When any water connection is temporarily abandoned, the Customer or their authorized agent shall effectively block such connection at the curbstop. Failure to do so within thirty (30) days after such abandonment shall be construed as authorization for the City to enter upon the property and so block such connection at the expense of the owner.
38. When any water connection is abandoned, and there is no expectation of use in the future, the City shall terminate such connection at the water main, at the expense of the owner.

Water Turn-On or Shut-Off

39. Requests for City water for temporary construction, permanent turn-on or shut-off, shall be made to the City in writing in advance by the Customer, in the format prescribed by the City. The requirement set out in this section may be temporarily waived in emergencies, or cases where it is impractical, or would create undue delay or hardship, provided that an application as outlined in above is carried out as soon as possible, and in no case later than five (5) days, after the service is rendered.
40. Once an application is made for water shut off, the Customer shall be responsible for the Water Service, from connection at property line to their building, including drainage of same.
41. No person, except the Duly Authorized Agents of the City, shall turn-on or shut off any part of the Merritt Community Water System, including service pipe curb stops.
42. If a service line is found to be turned on and no record of the turn-on exists in the City's files, it will be deemed appropriate to charge any rates, rents and charges retroactive to the time when the City determines that the turn on occurred.

Water Meters

43. A Water Meter shall be installed for each category on every parcel that receives water service from the City as per the Fees and Charges Bylaw. The City may refuse or Discontinue to supply water to any premises unless the Customer requiring water has first:
 - a) Made application on the appropriate form provided;
 - b) Paid in advance the actual cost for such water meter as determined by the City; and
 - c) Installed such water meter, at no cost to the City.
44. The property owner shall make provision for the installation of a water meter for all new services and all existing services as follows:

Every water meter shall be located:

 - a) As near as possible to the point of entrance of the service pipe;

- b) so that it is Accessible for reading, Inspecting and changing;
 - c) from point three (.3) m to one point two (1.2) m above the floor, with the dial pointing up;
and
 - d) in the general format, as approved by the City.
45. Every water meter shall be installed so that it is:
- a) in a position to register all the water delivered to the property;
 - b) Accessible to the meter reader and Director of Public Works and Engineering;
 - c) not a hazard to the property owner and the public; and
 - d) well protected against frost, mechanical damage and tampering.
46. If the water meter is in a closet or room where water on the floor is objectionable, a valve shall also be located immediately after the water meter. At least one valve shall be a compression type or have a level handle so that it can be operated in an emergency.
47. The City shall charge the property owner the actual cost for altering, repairing, relocating or removing the water meter. Any such charges shall be collected in the same manner as water rates, rents and charges.
48. The City has the right to determine the responsibility for any damages to a water meter and/or its accessories.
49. Where a water meter has been installed, the quantity of water used shall be deemed to be the quantity shown or indicated by the water meter, upon it being read from time to time.
50. No person shall have any claim against the City by reason of the discontinuing of water supplied to their premises until the water meter is installed.
51. No water meter shall be placed in connection with the Merritt Community Water System unless it is of a type, size and in a location approved by the City.
52. A compound meter shall be installed for a Water Service of fifty (50) mm and over.
53. Every Customer shall protect their water meters from frost or other damage and will ensure that such meters are Accessible at all times so that they may be repaired, examined, maintained, removed or read by an authorized agent of the City.
54. No person shall in any way interfere or tamper with any water meter or part thereof, nor cause nor allow to cause water to bypass the water meter without first obtaining permission to do so from the Director of Public Works and Engineering.
55. Provision shall be made on all new services and existing non-residential buildings for the installation of water meter readout equipment. Such equipment shall be installed by the City, at a cost to the Customer, as estimated by the City.

56. If any breakage, stoppage or other irregularity in the water meter is observed by the owner they shall notify the Director of Public Works and Engineering to arrange for replacement or repair.
57. When a water meter is out of order and fails to register the full amount of water supplied or indicates that no water has been used, it shall be lawful to charge and collect on the basis of the amount of water used during the time the meter was in working order or on the basis of any other information which can be obtained as to the amount used.
58. Any person liable to pay charges based on meter rates who wish to dispute the quantity of water used as recorded by a water meter, may have such water meter tested by the City upon application to the Director of Finance and Human Resources and upon payment of the charge for said test, as per the City of Merritt Fees and Charges Bylaw, as may be amended from time-to-time.

Water Conserving Fixtures:

59. In all new construction, water closet capacity must be equal to or less than 6 litres per flush and urinals must have a direct flush valve.

Water Use

60. The City is hereby authorized to suspend, regulate or stop the supply of water to any of its Customers for the use of sprinkling or irrigation of lawns, gardens or fields or for any other use, whenever in the opinion of the Director of Public Works and Engineering public interest may require it.
61. Every person that sprinkles or irrigates lawns, gardens or fields, shall use water supplied through the City's domestic system only during those times so designated by resolution of City Council.
62. No person shall waste, lend, sell, give or otherwise dispose of water supplied by the City or permit the water to be taken or carried away for the use or benefit of others, without first obtaining written permission from the Director of Public Works and Engineering, except if it is required to extinguish or prevent the spread of fire.
63. Except for emergency fire use, no person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container or other appliance to a fire hydrant, stand pipe or any other temporary water connection:
 - a. In a manner which, under any circumstances, may allow water, wastewater or any liquid or substance of any kind to enter the Merritt Community Water System; and
 - b. Without using an Approved Backflow Prevention Assembly which has been approved and installed in accordance with the City of Merritt Cross Connection Control Program; and
 - c. Without first obtaining a Hydrant Use Permit.
64. Any person who violates this section will be refused access to service through the use of a fire hydrant or temporary water connection and may be subject to penalties under this Bylaw.

Cross Connection Control

65. No person shall create a Cross Connection by connecting, causing to be connected, or allowing to remain connected to the Merritt Community Water System any device, piping, fixture, fitting, container, appliance or any other chattel or thing which may under any circumstances allow non-potable water, Used Water, wastewater or any chemical, liquid, gas or other substance to enter the Merritt Community Water System.
66. No Customer or other person shall permit the introduction of any Contaminant or foreign matter whatsoever into any Private Water System that is connected to the Merritt Community Water System.
67. Service supplied by the Merritt Community Water System to a Customer shall be only provided where, in the opinion of the City of Merritt, the Merritt Community Water System has been effectively protected from any potential Cross Connections existing at or with the Customer's Private Water System.
68. Where the City or its Duly Authorized Agent determines that there exists a connection or Cross Connection prohibited by this Bylaw, written notice may be given to the Customer to correct the connection or Cross Connection at the expense of the Customer within the time specified in the notice.
69. A Customer to whom notice has been given under this section shall correct the connection or Cross Connection by installing an Approved Backflow Prevention Assembly conforming to the CSA Standards B64.10-07/B64.10.1-07 or most current edition, for the selection, installation, maintenance and field testing of Backflow preventers and as described in the City of Merritt Cross Connection Control Program.
70. The Customer shall install a type of Backflow preventer commensurate to the degree of hazard and that is approved by the City on the Private Water System at the location of water connection from the Merritt Community Water System or other location(s) approved by the City.
71. Notwithstanding anything contained herein if, in the opinion of the City the configuration of any water connection creates a high risk of contamination to the Merritt Community Water System, the Customer shall install on the Private Water System at the location of the water connection from the Merritt Community Water System, an Approved Backflow Prevention Assembly, or as directed by the City.
72. The failure to be sent a notice(s) or the failure to receive a notice(s) shall not excuse the mandatory duty of the Customer or other responsible party to comply with this Bylaw and all other applicable bylaws.
73. Where any condition is found to exist which, in the opinion of the City, constitutes a Cross Connection with the Merritt Community Water System, the City or Duly Authorized Agent shall either:
 - a. Shut off the water supply service(s) to the premises and notify the Customer that an Approved Backflow Prevention Assembly(s) shall be properly installed and tested at the expense of the Customer prior to the water supply service(s) being turned on;

- b. Give notice to the Customer to correct the Cross Connection(s) at the expense of the Customer within a specified period. If the notice is not complied with, the City may Discontinue service or services;
 - c. Install an Approved Backflow Prevention Assembly at the water connection with all costs being charged to the Customer.
74. Any person whose water has been shut off pursuant to this Bylaw shall not have the water from the Merritt Community Water System turned on until all requirements of the City have been met and the Customer has paid to the City all costs associated with the shut off/turn on of service, the cleanup of contamination and the Customer's default under this section has been remedied.

Testing and Maintenance of Backflow Prevention Assemblies

75. The Customer will provide to the City within thirty (30) days of initial installation, repair or relocation of an Approved Backflow Prevention Assembly a Backflow Assembly Test Report from a certified Backflow Assembly Tester confirming the following:
- a. The installation date of the Approved Backflow Prevention Assembly;
 - b. The specific location of the assembly and what Cross Connection or hazard it is intended to isolate;
 - c. The manufacturer, model, size and serial number of the Backflow preventer installed; and
 - d. That it is an Approved Backflow Prevention Assembly, installed correctly and in proper operating condition.
76. Approved Backflow prevention assemblies are required to be Inspected and tested by a certified Backflow Assembly Tester at least once in every twelve (12) month period or more often if required by the City.
77. Where a Customer fails to have an Approved Backflow Prevention Assembly tested, the City may notify the Customer that the Backflow assembly must be tested within ninety-six (96) hours, or within a specified period. If the Customer fails to comply with such notice, the City or Duly Authorized Agent may Discontinue the service or services and the Customer may be subject to penalties listed under this Bylaw.
78. Where there is a visible or other indication that a Backflow preventer is malfunctioning, it is the responsibility of the Customer to immediately notify the City, and further, to stop using the Private Water System until the Backflow preventer is replaced or repaired and re-tested. This includes but is not limited to damage by freezing, hot water, and fire or otherwise due to neglect.

Severance

79. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, this decision shall not affect the validity of the remaining portions of this Bylaw.

Penalties

- 80. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence against this Bylaw and liable to the penalties hereby imposed. Each day that a violation continues to exist shall constitute a separate offence.
- 81. Every person who commits an offence under this Bylaw is liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00).

READ A FIRST TIME this _____ day of _____, 202X

READ A SECOND TIME this _____ day of _____, 202X

READ A THIRD TIME this _____ day of _____, 202X

ADOPTED this _____ day of _____, 202X

Michael Goetz
Mayor

Linda Brick
Corporate Officer

CITY OF MERRITT
BYLAW NO. XXXX

A BYLAW RESPECTING THE WATERWORKS SYSTEM OF THE CITY OF MERRITT

The Council of the City of Merritt, in open meeting assembled, ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited as "City of Merritt Waterworks Bylaw No. XXXX, 2025".

Repeal

2. The "CORPORATION OF THE CITY OF MERRITT WATERWORKS BYLAW NO. 2181, 2015", and all amendments thereto is hereby REPEALED.

Definitions

3. In this Bylaw, unless the context otherwise requires:

"Accessible" means having access thereto, but which may first require removal of an access panel, door or similar obstruction;

"Approved Backflow Prevention Assembly" means a Backflow preventer that is designed to be tested and repaired in-line and to meet the design and installation criteria requirements of the Canadian Standards Association (CSA) standards B.64.10-07/Series 01 (or the most current) and the University of Southern California Foundation for Cross Connection Control and Hydraulic Research (USC FCCCHR) approved criteria;

"Backflow" means the flow of water or other liquids, gases or solids from any source back into the Customer's plumbing system or the Merritt Community Water System;

"Backflow Assembly Test Report" means a form provided by or approved for use by the City of Merritt to be used when testing Backflow assemblies to record all pertinent information and test data;

"Backflow Assembly Tester" means a person holding a valid certificate from the American Water Works Association - British Columbia Section, for testing Backflow prevention assemblies and approved by the City of Merritt;

"Backflow Preventer" means a mechanical apparatus installed in a water system that prevents Backflow of Contaminants into the Merritt Community Water System;

"Building Inspector" means a person designated by City of Merritt Council as a Building Inspector for the City of Merritt to administer building and plumbing regulations;

"City" means the City of Merritt;

"Commercial" means all buildings other than residential;

"Contaminant" means any physical, chemical, biological or radiological substance or matter in water which may render the water non-potable, according to the regulations of the Province of British Columbia Drinking Water Protection Act & Regulations;

"Cross Connection" means any actual or potential physical connection whereby the Merritt Community Water System is connected, directly or indirectly, with any non-potable or unapproved private water supply system, sewer, drain, conduit, well, pool, storage reservoir, plumbing fixture, or any other device which contains, or may contain contaminated water, liquid, gases, sewage, or other waste, or unknown or unsafe quality which may be capable of imparting contamination to the public water supply as a result of Backflow;

"Cross Connection Control Program" means the City of Merritt Cross Connection Control policy and guidelines which provide further reference and direction, standard operating procedures, bulletins and other program updates relevant to this Bylaw;

"Customer" means the registered owner or occupier of the property served by the Merritt Community Water System;

"Discontinue" means to terminate the arrangement between the City of Merritt and the Customer for the supply of water and to shut off the service pipe, disconnect it, or remove it;

"Duly Authorized Agent" includes a person, firm or corporation representing the City of Merritt by written consent from the City or by City of Merritt Council appointment;

"Family" means an individual, or two (2) or more persons closely related by blood, marriage, adoption or foster parenthood, sharing one dwelling, or three (3) or less unrelated persons, sharing the same dwelling;

"Director of Finance and Human Resources" means the person appointed as such from time to time by the City and any person delegated to assist them in carrying out their duties under this Bylaw;

"Fees and Charges Bylaw" means the current Fees and Charges Bylaw, as amended from time to time.

"Hydrant Use Permit" means a permit issued by the City of Merritt for any person requesting water from a fire hydrant for purposes other than emergency fire protection;

"Inspect" means an on-site review of the water use, facilities, meters, piping, equipment, operating conditions and maintenance records for the purpose of evaluating for conformity with the terms and conditions of this Bylaw;

"Irrigation Use" means the use of water for sprinkling or watering lawns, gardens and other landscaping;

"Officer" means any person appointed from time to time by the City as delegated to assist the **Director of Public Works and Engineering** in carrying out their duties under this Bylaw;

"Private Water System" means any privately owned pipe and fittings intended for the delivery or distribution of water within a premise or to a property and includes any domestic use, irrigation system, green house and hydroponics system, and any other use of water supplied by the Merritt Community Water System;

"**Director of Public Works and Engineering**" means the person appointed as such from time to time by the City and any person delegated to assist them in carrying out their duties under this Bylaw;

"Readily Accessible" means direct access without the necessity of removing, or moving away any panel, door or other similar obstruction;

"Reduced Pressure Backflow Assembly" means a Backflow preventer consisting of a mechanically independent acting, hydraulically dependent relief valve located in a chamber between two independently operating, force-loaded check valves, the intermediate chamber pressure always being lower than the supply pressure when there is a positive pressure on the supply side. The unit includes properly located resilient-seated test cocks and tightly closing resilient-sealed shut-off valves at each end of the assembly. This device is design for use under continuous pressure;

"Used Water" means any potable water which is no longer in the water distribution system including potable water that has moved downstream or past the Water Connection (water meter) and/or the property line to the Private Water System;

"Water Service" means the portion of pipe, including water stops, between the City main and the Customer's property line.

General

5. The City is authorized to establish, maintain and operate a waterworks system and such system shall be under the control and Inspection of the **Director of Public Works and Engineering**.
6. The **Director of Public Works and Engineering** may impose minimum standards that must be met and satisfied relating to the type of Backflow preventer and the installation and

maintenance of the same as specified by the City of Merritt Cross Connection Control Program.

7. No person shall take, consume or use water from the Merritt Community Water System, without first obtaining permission to do so and making arrangements for payment of same.
8. No person shall turn on a water valve to provide service to the occupants of any newly renovated or constructed or reconstructed premise(s) until the Private Water System in such premise(s) has been Inspected for Cross Connections and approved by the Building Inspector or Duly Authorized Agent of the City.
9. No person, except the Duly Authorized Agents of the City, shall tap, uncover, or make any connection to, use, alter or disturb any water mains or fire hydrants, without permission in advance by the Director of Public Works and Engineering.
10. The City retains the right to adjust the water supply pressure or to interrupt supply due to emergency conditions or for the purpose of upgrading or carrying out general maintenance. Where it is practical and time permits, notice shall be given to all Customers affected where alterations of pressure or interruption of service are to take place.
11. Customers depending on a continuous or uninterrupted supply of water or having processes or equipment that require particularly clear or pure water shall provide such emergency storage, oversize piping, pumps and tanks, filters, pressure regulators, check valves and additional service pipes, or other means for continuous and adequate supply of water suitable to their requirements at their own expense.
12. Where steam or hot water boilers or other equipment is fed with water by pressure directly from the Merritt Community Water System, the City shall not be liable for any injury or damage which may result from such pressure or from lack of such pressure or any injury or damage resulting from the improper installation of a Backflow preventer.
13. No Customer shall install water dependent cooling systems in Commercial, industrial, institutional or residential applications, **without written authorization from the City.**
14. The City will not be held responsible for any damage incurred as a result of a change or interruption in water supply or pressure.
15. Any Officer authorized by the City to enforce this Bylaw shall have free access to all parts of every building in which water is delivered and consumed after reasonable notice has been given and request made.
16. Any Officer authorized by the City to enforce this Bylaw may make personal Inspection of all pipes, taps and fixtures used for distributing water, and if found defective, or if any wastage of water is found to exist, notice will be given to have the defect remedied.

17. Any Officer authorized by the City to enforce this Bylaw may Inspect the type of Backflow preventer, the installation and state of maintenance and repair of same.
18. If any defect or defects or any wastage of water of which notice is given shall not be remedied within the time limit specified by the Officer, they shall have authority to cut off the supply of water from the main until such time that the said defect or defects are repaired. No person shall have any claim against the City by reason of the cutting off of the water.
19. Any water connection, pipe, apparatus, fitting or fixture which is not in accordance with the requirements of this Bylaw or which would cause noises, pressure surges, disturbances which may result in annoyance to other Customers, damage to the water system or which may in any way contribute to a potential contamination of the City's water system shall not be connected or allowed to remain connected to the Merritt Community Water System.

Water Rates

20. Any overdue rents, rates and charges shall become part of the utility billings, and failing payment shall be applied to the annual property tax notice for collection in accordance with section 258 of the *Community Charter*, **as amended from time to time**.
21. Rates, rents and charges shall hereby be imposed upon the owners of real property situated inside and outside the corporate limits of the City for the use of the Merritt Community Water System and all rates, rents and charges to be paid by Customers for the use of the City waterworks system shall be those stated in the Fees and Charges Bylaw.
22. Non-receipt of a utility bill will not exempt the Customer from payment for the service received.
23. Any Customer paying rates, rents and charges for the use of Merritt Community Water System shall be liable for same until they have given notice in writing to the City, by way of an application for a water turn-off, of their desire to Discontinue the use thereof. Any service supplied for a portion of a month shall be charged as if it were a full month.
24. No person shall knowingly withhold information about the use of their premise that could affect utility rates, rents and charges. It is the responsibility of the owner to notify the City in writing when any changes or modifications are made to their premise that may affect their utility billings. Failure to provide said notification will constitute a violation of this Bylaw. It shall be lawful for the City to bill and collect from the owner the additional rates, rents and charges resulting from the changes or modifications made to their premise from the time they were determined to be instituted.
25. The **Director of Finance and Human Resources** is responsible for interpretation of the Water Rates and Charges Schedule of the City of Merritt Fees and Charges Bylaw, as may

be amended from time-to-time, and any person who feels that they has been unjustly charged or incorrectly billed for the service may appeal directly to the City's Chief Administrative Officer.

Water Service Connections

26. Each single-family dwelling, each dwelling unit of a semi-detached duplex and each dwelling unit in a row house project with separate titles shall have an individual copper Water Service connection at least 19 millimeters (3/4 inch) in diameter or as specified in the British Columbia Plumbing Code.
27. The City may require the diameter of Water Service connections be determined by a design engineer but the determination is subject to approval by the Director of Public Works and Engineering, and in no case shall the diameter be less than 19 mm.
28. Application for Water Service shall be made to the City in writing by the Customer, in the general format required by the City and the following shall apply:
 - a) The application shall provide the legal description or civic address of the property to be served, the requested size, including that necessary for a fire sprinkler system if applicable, the purpose for which the water is to be used and all other information that may be required in order that the correct rates, rents and charges can be applied.
 - b) Any subsequent changes to the purpose or use of water must be provided to the City in writing by the Customer.
 - c) Upon receipt of such application, and provided a City water main is laid the full length of one of the Customer's property lines, the City will tap the main and lay a service pipe the length of the applicant's property and for such connection the City shall be entitled to demand and receive from the applicant, in advance, such rates, rents and charges as outlined in the City of Merritt Fees and Charges Bylaw, as may be amended from time-to-time.
29. Where application for Water Service has been made in accordance with this Bylaw and it is found that no water main extends the full length of a property line, the applicant may have the option to:
 - a) Providing an extension is approved by the Director of Public Works and Engineering, pay for construction of extra water main or Water Service which is required; or
 - b) Accept a full return of monies paid at time of service application.
30. Where a specific size of Water Service has been requested, and where the City cannot or will not readily supply such service, the applicant may have the option of:

- a) Accepting the size of Water Service as determined by the City;
 - b) Paying the appropriate cost of upgrading the City's water mains to meet the specific requests; or
 - c) Accepting a full return of monies paid at time of service application.
31. All building Water Services shall be constructed and maintained by the Customer at their expense, to the requirements of this Bylaw and those of the British Columbia Plumbing Code. Permit applications for such construction must be made to the City Building Department on the appropriate form provided. Such application shall be supplemented by any plans, specifications or other information considered pertinent by the City Building Department. No occupancy can occur until all permits have been approved and the necessary requirements adhered to.
32. No connection shall be installed or maintained whereby water from an auxiliary water system may enter the Merritt Community Water System or Private Water System unless such auxiliary water system and the method of connection and use of such system has been approved by the City.
33. The City shall be responsible for maintenance of the Water Service from connection at property line to the City's water main. The Customer shall be responsible for maintenance of the Water Service on their property, from the connection at property line to their building.
34. Customers must keep all pipes and other fixtures, on their own property, in good repair and order, and protected from frost, at their own expense.
35. Where it is found that damage has been caused by misuse or abuse by any person to any part of the Merritt Community Water System, or that service stops are not Readily Accessible, the Customer must repair such damage or accessibility within the time period specified by the Director of Public Works and Engineering. Failure to make the necessary changes within the time specified will result in the City carrying out the work at the owner's expense. If the said cost is not paid within ninety (90) days, it will be added to and become part of the utility billings.
36. Any owner of property within the City on which there is located a residential or Commercial building and which abuts on any City right-of-way or easement in which there is now or hereafter located a water main of the City, is hereby required to be connected directly to the City water at the owner's expense, in accordance with the British Columbia Plumbing Code and this Bylaw within thirty (30) days after notice from the City.
37. Should the owner fail to connect their premises to the Merritt Community Water System within the time specified, the Public Works Manager may order the required connection to be made by the City Public Works Crew or others in accordance with this Bylaw. All

costs resulting from the said connection shall become due and payable by the owner. If the costs are not paid within ninety (90) days, they shall be added to, and become part of the utility billings.

38. When any water connection is temporarily abandoned, the Customer or their authorized agent shall effectively block such connection at the curbstop. Failure to do so within thirty (30) days after such abandonment shall be construed as authorization for the City to enter upon the property and so block such connection at the expense of the owner.
39. When any water connection is abandoned, and there is no expectation of use in the future, the City shall terminate such connection at the water main, at the expense of the owner.

Water Turn-On or Shut-Off

40. Requests for City water for temporary construction, permanent turn-on or shut-off, shall be made to the City in writing in advance by the Customer, in the format prescribed by the City. The requirement set out in this section may be temporarily waived in emergencies, or cases where it is impractical, or would create undue delay or hardship, provided that an application as outlined in above is carried out as soon as possible, and in no case later than five (5) days, after the service is rendered.
41. Once an application is made for water shut off, the Customer shall be responsible for the Water Service, from connection at property line to their building, including drainage of same.
42. No person, except the Duly Authorized Agents of the City, shall turn-on or shut off any part of the Merritt Community Water System, including service pipe curb stops.
43. If a service line is found to be turned on and no record of the turn-on exists in the City's files, it will be deemed appropriate to charge any rates, rents and charges retroactive to the time when the City determines that the turn on occurred.

Water Meters

44. ~~Every Customer using water supplied by the City for all new services and all existing (residential and non-residential) services shall have a water meter installed.~~ A Water Meter shall be installed for each category on every parcel that receives water service from the City as per the Fees and Charges Bylaw. The City may refuse or Discontinue to supply water to any premises unless the Customer requiring water has first:
 - a) Made application on the appropriate form provided;
 - b) Paid in advance the actual cost for such water meter as determined by the City; and
 - c) Installed such water meter, at no cost to the City.

45. The property owner shall make provision for the installation of a water meter for all new services and all existing services as follows:

Every water meter shall be located:

- a) As near as possible to the point of entrance of the service pipe;
 - b) so that it is Accessible for reading, Inspecting and changing;
 - c) from point three (.3) m to one point two (1.2) m above the floor, with the dial pointing up; and
 - d) in the general format, ~~as approved by the City. as outlined in Schedule "A" of this Bylaw.~~
46. Every water meter shall be installed so that it is:
- a) in a position to register all the water delivered to the property;
 - b) Accessible to the meter reader and Director of Public Works and Engineering;
 - c) not a hazard to the property owner and the public; and
 - d) well protected against frost, mechanical damage and tampering.
47. ~~Valves shall be located in the general format as shown in Schedule "A".~~ If the water meter is in a closet or room where water on the floor is objectionable, a valve shall also be located immediately after the water meter. At least one valve shall be a compression type or have a level handle so that it can be operated in an emergency.
48. The City shall charge the property owner the actual cost for altering, repairing, relocating or removing the water meter. Any such charges shall be collected in the same manner as water rates, rents and charges.
49. The City has the right to determine the responsibility for any damages to a water meter and/or its accessories.
50. Where a water meter has been installed, the quantity of water used shall be deemed to be the quantity shown or indicated by the water meter, upon it being read from time to time.
51. No person shall have any claim against the City by reason of the discontinuing of water supplied to their premises until the water meter is installed.
52. No water meter shall be placed in connection with the Merritt Community Water System unless it is of a type, size and in a location approved by the City.
53. A compound meter shall be installed for a Water Service of fifty (50) mm and over.

54. Every Customer shall protect their water meters from frost or other damage and will ensure that such meters are Accessible at all times so that they may be repaired, examined, maintained, removed or read by an authorized agent of the City.
55. No person shall in any way interfere or tamper with any water meter or part thereof, nor cause nor allow to cause water to bypass the water meter without first obtaining permission to do so from the Director of Public Works and Engineering.
56. Provision shall be made on all new services and existing non-residential buildings for the installation of water meter readout equipment. Such equipment shall be installed by the City, at a cost to the Customer, as estimated by the City.
57. If any breakage, stoppage or other irregularity in the water meter is observed by the owner they shall notify the Director of Public Works and Engineering to arrange for replacement or repair.
58. When a water meter is out of order and fails to register the full amount of water supplied or indicates that no water has been used, it shall be lawful to charge and collect on the basis of the amount of water used during the time the meter was in working order or on the basis of any other information which can be obtained as to the amount used.
59. Any person liable to pay charges based on meter rates who wish to dispute the quantity of water used as recorded by a water meter, may have such water meter tested by the City upon application to the Director of Finance and Human Resources and upon payment of the charge for said test, as per the City of Merritt Fees and Charges Bylaw, as may be amended from time-to-time.

Water Conserving Fixtures:

60. In all new construction, water closet capacity must be equal to or less than 6 litres per flush and urinals must have a direct flush valve.

Water Use

61. The City is hereby authorized to suspend, regulate or stop the supply of water to any of its Customers for the use of sprinkling or irrigation of lawns, gardens or fields or for any other use, whenever in the opinion of the Director of Public Works and Engineering public interest may require it.
62. Every person that sprinkles or irrigates lawns, gardens or fields, shall use water supplied through the City's domestic system only during those times so designated by resolution of City Council.
63. No person shall waste, lend, sell, give or otherwise dispose of water supplied by the City or permit the water to be taken or carried away for the use or benefit of others, without

first obtaining written permission from the Director of Public Works and Engineering, except if it is required to extinguish or prevent the spread of fire.

64. Except for emergency fire use, no person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container or other appliance to a fire hydrant, stand pipe or any other temporary water connection:
 - a. In a manner which, under any circumstances, may allow water, wastewater or any liquid or substance of any kind to enter the Merritt Community Water System; and
 - b. Without using an Approved Backflow Prevention Assembly which has been approved and installed in accordance with the City of Merritt Cross Connection Control Program; and
 - c. Without first obtaining a Hydrant Use Permit.
65. Any person who violates this section will be refused access to service through the use of a fire hydrant or temporary water connection and may be subject to penalties under this Bylaw.

Cross Connection Control

66. No person shall create a Cross Connection by connecting, causing to be connected, or allowing to remain connected to the Merritt Community Water System any device, piping, fixture, fitting, container, appliance or any other chattel or thing which may under any circumstances allow non-potable water, Used Water, wastewater or any chemical, liquid, gas or other substance to enter the Merritt Community Water System.
67. No Customer or other person shall permit the introduction of any Contaminant or foreign matter whatsoever into any Private Water System that is connected to the Merritt Community Water System.
68. Service supplied by the Merritt Community Water System to a Customer shall be only provided where, in the opinion of the City of Merritt, the Merritt Community Water System has been effectively protected from any potential Cross Connections existing at or with the Customer's Private Water System.
69. Where the City or its Duly Authorized Agent determines that there exists a connection or Cross Connection prohibited by this Bylaw, written notice may be given to the Customer to correct the connection or Cross Connection at the expense of the Customer within the time specified in the notice.
70. A Customer to whom notice has been given under this section shall correct the connection or Cross Connection by installing an Approved Backflow Prevention Assembly conforming to the CSA Standards B64.10-07/B64.10.1-07 or most current edition, for the

selection, installation, maintenance and field testing of Backflow preventers and as described in the City of Merritt Cross Connection Control Program.

71. The Customer shall install a type of Backflow preventer commensurate to the degree of hazard and that is approved by the City on the Private Water System at the location of water connection from the Merritt Community Water System or other location(s) approved by the City.
72. Notwithstanding anything contained herein if, in the opinion of the City the configuration of any water connection creates a high risk of contamination to the Merritt Community Water System, the Customer shall install on the Private Water System at the location of the water connection from the Merritt Community Water System, an Approved Backflow Prevention Assembly, or as directed by the City.
73. The failure to be sent a notice(s) or the failure to receive a notice(s) shall not excuse the mandatory duty of the Customer or other responsible party to comply with this Bylaw and all other applicable bylaws.
74. Where any condition is found to exist which, in the opinion of the City, constitutes a Cross Connection with the Merritt Community Water System, the City or Duly Authorized Agent shall either:
 - a. Shut off the water supply service(s) to the premises and notify the Customer that an Approved Backflow Prevention Assembly(s) shall be properly installed and tested at the expense of the Customer prior to the water supply service(s) being turned on;
 - b. Give notice to the Customer to correct the Cross Connection(s) at the expense of the Customer within a specified period. If the notice is not complied with, the City may Discontinue service or services;
 - c. Install an Approved Backflow Prevention Assembly at the water connection with all costs being charged to the Customer.
75. Any person whose water has been shut off pursuant to this Bylaw shall not have the water from the Merritt Community Water System turned on until all requirements of the City have been met and the Customer has paid to the City all costs associated with the shut off/turn on of service, the cleanup of contamination and the Customer's default under this section has been remedied.

Testing and Maintenance of Backflow Prevention Assemblies

76. The Customer will provide to the City within thirty (30) days of initial installation, repair or relocation of an Approved Backflow Prevention Assembly a Backflow Assembly Test Report from a certified Backflow Assembly Tester confirming the following:
 - a. The installation date of the Approved Backflow Prevention Assembly;

- b. The specific location of the assembly and what Cross Connection or hazard it is intended to isolate;
 - c. The manufacturer, model, size and serial number of the Backflow preventer installed; and
 - d. That it is an Approved Backflow Prevention Assembly, installed correctly and in proper operating condition.
77. Approved Backflow prevention assemblies are required to be Inspected and tested by a certified Backflow Assembly Tester at least once in every twelve (12) month period or more often if required by the City.
78. Where a Customer fails to have an Approved Backflow Prevention Assembly tested, the City may notify the Customer that the Backflow assembly must be tested within ninety-six (96) hours, or within a specified period. If the Customer fails to comply with such notice, the City or Duly Authorized Agent may Discontinue the service or services and the Customer may be subject to penalties listed under this Bylaw.
79. Where there is a visible or other indication that a Backflow preventer is malfunctioning, it is the responsibility of the Customer to immediately notify the City, and further, to stop using the Private Water System until the Backflow preventer is replaced or repaired and re-tested. This includes but is not limited to damage by freezing, hot water, and fire or otherwise due to neglect.

Severance

80. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, this decision shall not affect the validity of the remaining portions of this Bylaw.

Penalties

81. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence against this Bylaw and liable to the penalties hereby imposed. Each day that a violation continues to exist shall constitute a separate offence.
82. Every person who commits an offence under this Bylaw is liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00).

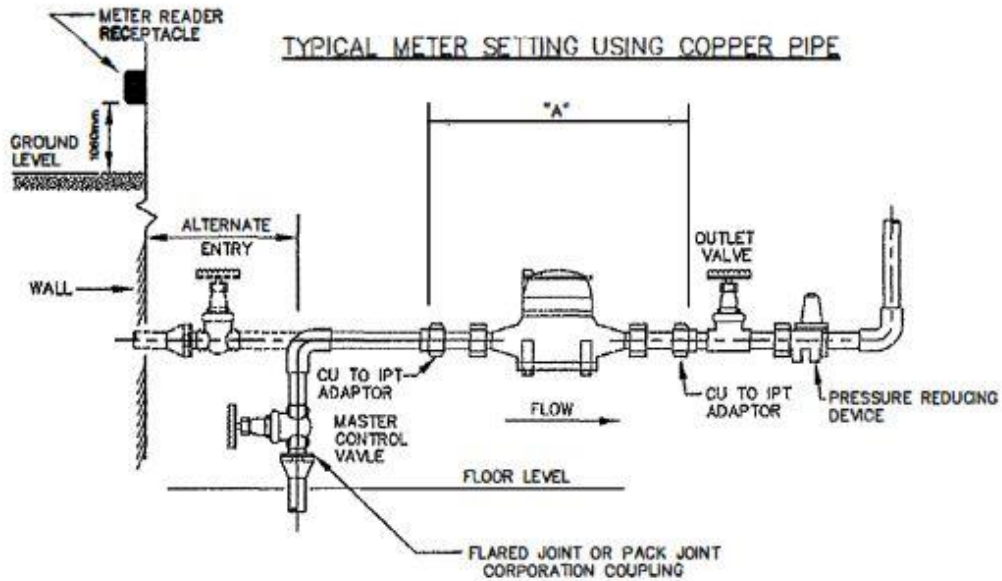
~~SCHEDULE "A"~~

~~Bylaw XXXX~~

~~TYPICAL WATER METER INSTALLATIONS~~

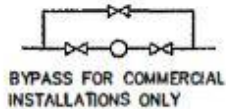


STANDARD DETAIL DRAWINGS



METER SIZE	"A"
20mm	450mm
25mm	450mm

2. PIPING FOR METER MUST BE ON HORIZONTAL PLANE.
3. MINIMUM DISTANCE OF 175mm BETWEEN ANY WALL AND A METER OR METER TREE.
4. VALVES ARE REQUIRED ADJACENT TO METERS (INLET AND OUTLET SIDE), ADDITIONAL VALVE MAY BE INSTALLED IN INDIVIDUAL UNITS IF REQUIRED.
5. THE AREA FOR 600mm IN FRONT OF THE METER SHALL BE FREE OF OBSTRUCTION TO ALLOW FOR CONVENIENT READING AND SERVICING OF THE METER, 1.0m HEADROOM MUST BE PROVIDED IN THIS AREA.
6. EXCEPT WHERE NOTED, ALL FITTINGS AND PIPE ARE TO BE SOLDERED COPPER.
7. WHERE SOLDERED VALVES ARE BEING USED, COPPER TO FEMALE I.P.T. ADAPTERS MUST BE SUPPLIED TO ACCOMMODATE METER TAILPIECES.
8. PLACEMENT OF A METER IN A BATHROOM OR BEDROOM IS NOT PERMITTED.
9. THE MASTER CONTROL VALVE MUST BE EASILY ACCESSIBLE AND LOCATED IMMEDIATELY AFTER THE WATER SERVICE ENTERS THE BUILDING AND IMMEDIATELY AHEAD OF THE METER.
10. THE PRESSURE REDUCING VALVE MUST BE COMPLETELY ACCESSIBLE FOR SERVICING.



2008

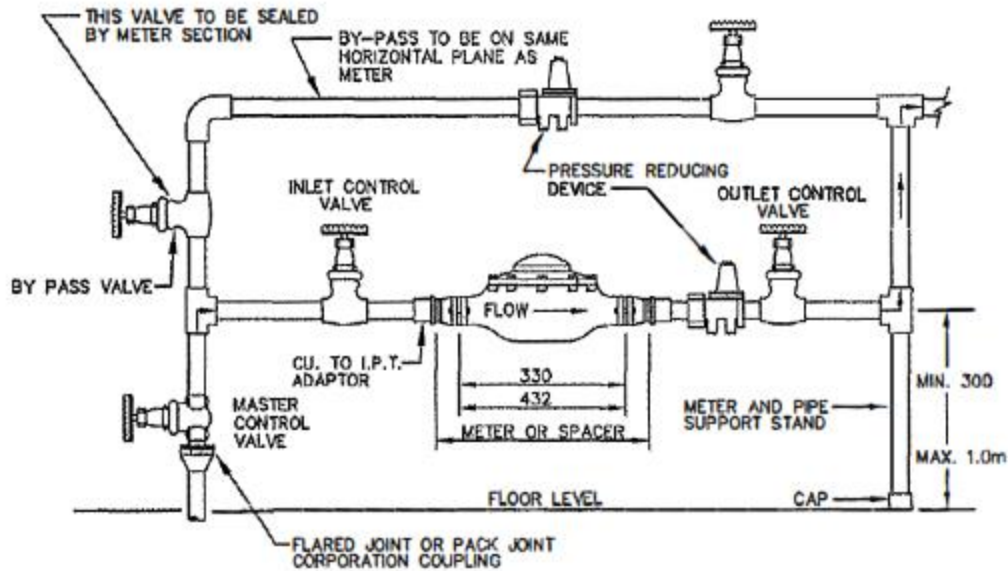
METER INSTALLATION 19mm AND 25mm

APPROVED
MARCH, 2008

DRAWING NUMBER:
S-W2c



STANDARD DETAIL DRAWINGS



TYPICAL METER SETTING USING COPPER PIPE

NOTE:

1. PIPING ON EACH SIDE OF METER MUST BE ADEQUATELY SUPPORTED TO THE SATISFACTION OF WATERWORKS METER SECTION.
2. PIPING FOR METER MUST BE ON HORIZONTAL PLANE.
3. MINIMUM DISTANCE OF 225mm BETWEEN ANY WALL AND A METER OR METER TREE.
4. VALVES ARE REQUIRED ADJACENT TO METERS (INLET AND OUTLET SIDE), ADDITIONAL VALVE MAY BE INSTALLED IN INDIVIDUAL UNITS IF REQUIRED.
5. ALTERNATE ARRANGEMENT OF PIPING AND VALVING MUST HAVE THE APPROVAL OF THE WATERWORKS METER SECTION PRIOR TO INSTALLATION.
6. THE AREA FOR 800mm IN FRONT OF THE METER SHALL BE FREE OF OBSTRUCTION TO ALLOW FOR CONVENIENT READING AND SERVICING OF THE METER, 2.0m HEADROOM MUST BE PROVIDED IN THIS AREA.
7. IN NO CASE SHALL A METER BE INSTALLED IN A BATHROOM OR BEDROOM.
8. EXCEPT WHERE NOTED, ALL FITTINGS AND PIPE ARE TO BE SOLDERED COPPER.
9. WHERE SOLDERED VALVES ARE BEING USED, COPPER TO FEMALE I.P.T. ADAPTERS MUST BE SUPPLIED TO ACCOMMODATE METER TAILPIECES.
10. BY-PASS PRV AND PIPING MAY BE ONE SIZE SMALLER THAN MAIN PIPING.

SERVICE ENTERS THE BUILDING AND IMMEDIATELY AHEAD OF THE METER.

2008

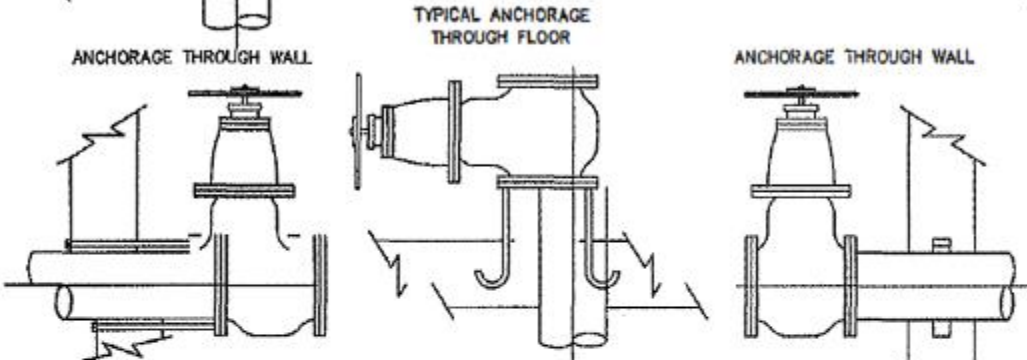
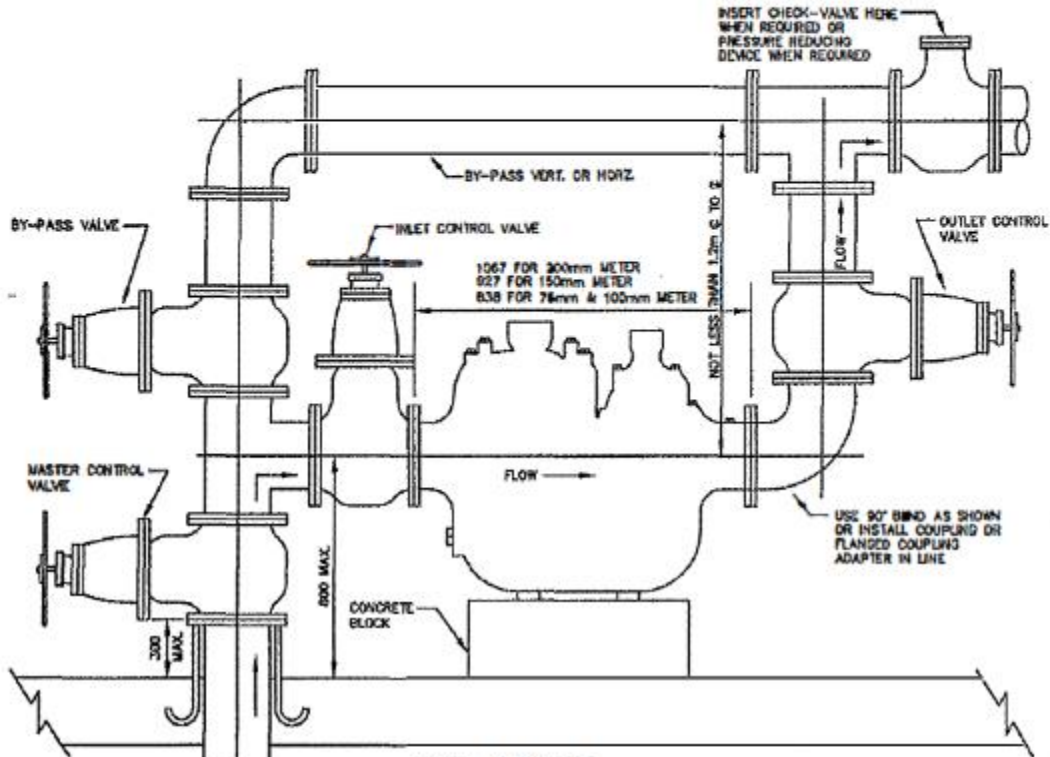
METER INSTALLATION
38mm AND 50mm

APPROVED
MARCH, 2008

DRAWING NUMBER:
S-W2d



STANDARD DETAIL DRAWINGS



- NOTE -
1. ALTERNATIVE FOR BY-PASS COULD BE AT SIDE OF METER (VALVE ARRANGEMENT REMAIN THE SAME)
 2. INSTALLATION REQUIRING A METER BY-PASS OR AN ALTERNATIVE ARRANGEMENT OF PIPING AND VALVING MUST HAVE APPROVAL OF THE WATERWORKS METER SECTION PRIOR TO INSTALLATION.
 3. THE SPACE ABOVE, 800mm BEHIND AND 1.0m IN FRONT OF METER SHALL BE CLEAR AND FREE OF CONSTRUCTION TO ALLOW FOR CONVENIENT READING INSTALLATION AND SERVICING OF METER.
 4. ROSS'S SPIN HOLE VALVES TO BE USE FOR BY-PASS AND CONTROL VALVES.
 5. METER CONTROL VALVE SHALL BE ADEQUATELY ANCHORED.
 6. ADEQUATE ANCHORAGE MUST BE PROVIDED AT ALL BENDS.
 7. INSPECTION AND APPROVAL BY THE WATERWORKS METER SECTION AS OUTLINED IN 2 ABOVE TO ENSURE EASE OF INSTALLATION AND MAINTENANCE OF THE METER AND DO NOT CONSTITUTE ACCEPTANCE OR RESPONSIBILITY FOR ADEQUATE DESIGN AND INSTALLATION OF ANY ASSOCIATED VALVING AND PIPING.
 8. ANY PART OF THE METER, VALVE OR OPERATOR SHALL NOT BE CLOSER THAN 450mm TO ANY WALL.

2008

METER INSTALLATION 75mm AND Larger

APPROVED
MARCH, 2008

DRAWING NUMBER:
S-W2e

Report

City of Merritt
REGULAR Council Meeting
February 11, 2025

File Number: 3900-20

To: Cynthia White, Chief Administrative Officer
From: Linda Brick, Director of Corporate Services
Date: February 5, 2025
Subject: City of Merritt Sewer Bylaw 2393, 2025

RECOMMENDATION:

THAT Council give First Reading to “City of Merritt Sewer Bylaw 2393, 2025”;

And

THAT Council give Second Reading to “City of Merritt Sewer Bylaw 2393, 2025”;

And

THAT Council give Third Reading to “City of Merritt Sewer Bylaw 2393, 2025”;

Background:

On February 6, 2025 the Policy and Bylaw Review Committee conducted a thorough review of the proposed bylaw and made the following recommendation:

THAT the Committee recommends that the Sanitary Sewer Bylaw be forwarded to Council for consideration.

The proposed changes to the bylaw include:

- 1) Updating of staff titles to reflect current naming conventions;
- 2) Updating references to the Fees and Charges Bylaw to reflect the current bylaw;
- 3) Clarifying the responsibility of home owners in the case of blockages when the abuse of the system stems from material introduced in the home or through a lack of maintenance around trees from homeowner property;

- 4) Introduction of a requirement for a geotechnical report from a qualified professional detailing backfill requirements in areas of high groundwater and or unstable soil conditions.
- 5) Removal of Schedule A – Forms will be in the prescribed form from the City, removal from the bylaw allows updates as required without amendments to the bylaw;
- 6) Removal of Schedule B – this has been addressed through the requirement of a qualified professional providing a geotechnical report.

Options / discussion

1. Give three readings to Bylaw 2393;
2. Return the proposed bylaw to staff with directed changes;
3. Receive the report for information only.

Others Consulted:

Policy and Bylaw Review Committee
Director of Public Works and Engineering Services

Attachments:

City of Merritt Sewer Bylaw 2393, 2025
Redlined version of Bylaw 2393

Respectfully submitted,

Linda Brick
Director of Corporate Services

CITY OF MERRITT

BYLAW 2393

A BYLAW RESPECTING THE SANITARY SEWER SYSTEM OF THE CITY OF MERRITT

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 Sanitary Sewer Bylaw No. 2393, 2025".

Repeal

2. The City of Merritt Sanitary Sewer Bylaw No. 2182, 2015, and all amendments thereto, is hereby repealed.

Definitions

3. In this Bylaw, unless the context otherwise requires:

"Accessible" means having access thereto, but which may first require removal of an access panel, door or similar obstruction.

"B.O.D.₅" (denoting biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° Centigrade, expressed in milligrams per liter.

"Building Inspector" means the person appointed as such from time to time by the City and any person delegated to assist him in carrying out his duties under this Bylaw.

"Building Sewer Service" means that portion of pipe and appurtenances from the property line up to and including all portions of the sanitary sewage collection system within any given building.

"City" means the City of Merritt.

"Commercial" means all buildings other than residential.

"Customer" means the registered owner or occupier of the property.

"Director of Finance and Human Resources" means the officer assigned responsibility for financial administration or their designate.

"Director of Public Works and Engineering Services" means the person holding the position of Director of Public Works and Engineering Services for the City, or a person appointed to act in their place.

"Family" means an individual, or two (2) or more persons closely related by blood, marriage, adoption or foster parenthood, sharing one dwelling, or three (3) or less unrelated persons, sharing the same dwelling.

"Farm Animal" means a domesticated animal normally raised for food, milk, or as a beast of burden, and without limiting the generality of the foregoing, includes cattle, horses, swine, sheep, goats, mules, donkeys and oxen.

"Fees and Charges Bylaw" means the City of Merritt Fees and Charges Bylaw No. 2386, 2024, as amended or replaced from time to time.

"Garbage" means solid wastes from the preparation, cooking and dispensing of food or from the handling, storage and sale of produce.

"Industrial Waste" means liquid wastes from industrial processes or operations.

"Natural Outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.

"Person" means any individual, firm, company, association, society, corporation, group or municipality.

"pH" means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution and denotes alkalinity or acidity.

"Properly Shredded Garbage" means garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in the City sewer mains. In no case shall these particles be greater than six (6) mm in any dimension.

"Residential" means all single-family dwellings, duplexes, row housing and apartments.

"Sanitary Sewer Main" means any sewer which carries sewage and to which storm, surface or ground waters are not intentionally admitted.

"Sewer Service" means a pipe connecting a sanitary sewer main to a building sewer service at the property line of a parcel of land.

"Sanitary Sewer System" means all facilities for collecting, pumping, treating and disposing of sewage.

"Sewage or Wastewater" means a combination of the water carried wastes from residential and commercial buildings, together with such ground water, surface and storm waters as may be present.

"Sewage Treatment Plant" means any arrangement of devices and structures used for treating sewage.

"Sewer" means a pipe or conduit for carrying sewage.

"Standard Methods" means the methods and procedures set out in the latest edition of "Standard Methods for the Examination of Waste and Wastewater" published by the American Public Health Association, American Waterworks Association and the Water Pollution Control Federation.

"Suspended solids" means solids that either floats on the surface of, or is in suspension in water, sewage or other liquids and which are removable by laboratory filtering.

General

4. The City is authorized to establish, maintain and operate a Sanitary Sewer System and such system shall be under the control and inspection of the Director of Public Works and Engineering Services.
5. Any owner of property up to two hectares in area within the City on which there is located a residential or commercial building and which abuts on any City right-of-way or easement in which there is now or hereafter located a sanitary sewer main of the City, is hereby required to be connected directly to the City sanitary sewer at the owner's expense, in accordance with the British Columbia Plumbing Code and this Bylaw within thirty days after notice from the City.
6. Should the owner fail to connect their premises to the City's Sanitary Sewer System within the time specified, the Director of Public Works and Engineering Services may order the required connection to be made by the City Public Works Crew or others in accordance with this Bylaw. All costs resulting from the said connection shall become due and payable by the owner. If the costs are not paid prior to the end of the calendar year, the amounts outstanding will be transferred to the property tax account as arrears.
7. When any sanitary sewer connection is abandoned, the customer or their authorized agent shall effectively cap such connection at the property line. Failure to do so within thirty days after such abandonment shall be construed as authorization for the City to enter upon the property and so block such connection at the expense of the owner.

8. When any sanitary sewer connection is abandoned, and there is no expectation of use in the future, the City shall terminate such connection at the sewer main, at the expense of the owner.
9. No person, except the duly authorized agents of the City, shall tap, uncover, or make any connections to, use, alter or disturb any sanitary sewer main without permission in advance by the Director of Public Works and Engineering Services.
10. No person shall block, either wholly or in part of, any portion of the City Sanitary Sewer System by failure, omission or neglect to comply with the provisions of this Bylaw, and where such blockage occurs, the customer concerned shall, in addition to any penalty for infraction of this Bylaw, be liable to the City for all costs of clearing such blockage and for any other costs which the City may be held liable because of such blockage.
11. Where it is found that blockage or damage has been caused by trees or shrubs to any part of the Sanitary Sewer System, the owner of the property on which the trees are situated shall be charged for all expenses incurred in clearing or repairing same.
12. Any person duly authorized by the Director of Public Works and Engineering Services shall be permitted to enter upon all property for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Bylaw. If such inspection discloses any failure to comply with the provisions of this Bylaw, the Director of Public Works and Engineering Services shall notify the customer to rectify the said failure and in case of non-compliance, the permit to operate or occupy the premises shall be cancelled until proper alterations have been made.
13. Any rents, rates, expenses as per sections 6, 7, 8, 10, 11 and 31 of this Bylaw and charges shall become part of the utility billings, and failing payment, shall be applied to the annual property tax notice for collection.
14. No person shall discharge into any natural outlet any sanitary sewage, industrial waste, or other polluted waters without first obtaining a permit from applicable Provincial/Federal authorities.
15. No person shall discharge or cause to be discharged any storm water, surface water, ground water or cooling water into the City Sanitary Sewer System. Notwithstanding the above, the Director of Public Works and Engineering Services may upon application, authorize discharge of pre-existing cooling water where exceptional conditions may require doing so.
16. No person shall discharge or cause to be discharged grease, oil or sediment into the Sanitary Sewer System. Therefore, approved grease, oil and sediment interceptors shall be provided by the customer on private property for all of, but not limited to, the following: restaurants, garages, gasoline service stations, bulk plants, washing establishments, and carpet cleaners. Approved interceptors shall also be required for any other commercial development when in the opinion of the Director of Public Works and Engineering Services excessive amounts of grease, oil or sediment are being discharged into the City sewage works. All approved

interceptors shall be of a type and capacity approved by the Director of Public Works and Engineering Services and shall be readily accessible for cleaning or inspection. The customer shall be responsible for continuous efficient operation, at their expense, of all approved interceptors.

Sewer Rates

17. Rates, rents and charges shall hereby be imposed upon the owners of real property situated both inside and outside the corporate limits of the City for the use of the City Sanitary Sewer System.
18. All rates, rents and charges to be paid by customers for the use of the City Sanitary Sewer System shall be those set out in the City of Merritt Fees and Charges Bylaw.
19. With the exception of residential properties, one-fourth ($\frac{1}{4}$) of the annual rates as set out in the Fees and Charges Bylaw, shall be due and payable quarterly in each and every year. Annual rates for residential properties as set out in the Fees and Charges Bylaw, shall be billed semi-annually with the first bill issued at the end of April and the second invoice at the end of October. All Sewer Rates are due and payable thirty days from the invoice date. Invoices paid within thirty days will receive a ten percent discount. Outstanding payments at the end of the year shall be transferred to arrears property taxes in accordance with the Community Charter.
20. Non-receipt of a utility bill will not exempt the customer from payment for the service received.
21. Any customer paying rates, rents and charges for use of the City Sanitary Sewer System shall be liable for same until they have given notice in writing to the City, by way of an application for a water turn-off, of their desire to discontinue the use thereof. Any service supplied for a portion of a month shall be charged as if it were a full month.
22. No person shall knowingly withhold information about the use of their premise that could affect utility rates, rents and charges. It is the responsibility of the owner to notify the City in writing when any changes or modifications are made to ~~his~~ their premises that may affect ~~his~~ their utility billings. Failure to provide the said notification will constitute a violation of this Bylaw. It shall be lawful for the City to bill and collect from the owner the additional rates, rents and charges resulting from the changes or modifications made to their premise from the time they were determined to be instituted.
23. The Director of Finance and Human Resources is responsible for interpretation of the Sanitary Sewer Rates and Charges Schedule, and any person who feels that he has been unjustly charged or incorrectly billed for the service may appeal directly to the City Chief Administrative Officer.

Sewer Service Connections

24. All building sewer services shall be constructed and maintained by the customer at their expense, to the requirements of this Bylaw and those of the British Columbia Plumbing Code. Permit applications for such construction must be made to the City Building Department on the appropriate form provided. Such application shall be supplemented by any plans, specifications or other information considered pertinent by the City Building Department. No occupancy can occur until all permits have been approved and the necessary requirements adhered to.
25. Application for sewer service shall be made in writing by the customer, in the general format required by the City, and the following shall apply:
 - a) The application shall provide the legal description or civic address of the property to be served, the requested size, service location and all other information that may be required in order that the correct rates, rents and charges can be applied.
 - b) Upon receipt of such application, and provided a City sanitary sewer main is laid the full length of one of the customer's property lines, the City will tap the main and lay a service pipe to the nearest boundary of the applicant's property and for such connection the City shall be entitled to demand and receive from the applicant, in advance, such rates and charges as outlined in the Fees and Charges Bylaw.
26. The City may require the diameter of the sewer service connection be determined by a design engineer, but the determination is subject to the approval by the Director of Public Works and Engineering Services, and in no case shall the diameter be less than 100 mm.
27. Where application for sewer service has been made in accordance with this Bylaw and it is found that no sanitary sewer main extends the full length of a property line the applicant may have the option to:
 - a) providing an extension is approved by the Director of Public Works and Engineering Services, pay for such extra sewer main or sewer service which is required; or,
 - b) accept a full return of monies paid at time-of-service application.
28. Where a specific size of sewer service has been requested, and where the City cannot or will not readily supply such service, the applicant may have the option of:
 - a) accepting the size of sewer service as determined by the City;
 - b) paying the appropriate cost of upgrading the City's sanitary sewer mains to meet the specific requests; or,
 - c) accepting a full return of monies paid at time of application.
29. The City shall be responsible for maintenance of the sewer service from connection at property line to the City's sanitary sewer main unless due to customer abuse. Any service pipe contents that block the flow of sewage, or breakage caused by roots, shall be considered abuse unless a result of backup from the main. The customer shall be responsible for maintenance of the sewer service on their property, from the connection at property line to their buildings.

Specifications

30. All specifications for pipe, connections, and appurtenances for sanitary sewer connections from property line to the building shall conform to the British Columbia Plumbing Code, as a minimum. If requirements of this Bylaw are more stringent than the British Columbia Plumbing Code, the requirements of this Bylaw shall prevail.

- a) Pipe Material - sanitary sewer service connections shall be PVC type DR28 or DR35 sewer pipe manufactured to ASTM D3034 and certified by Canadian Standards Association to CSA B182.2, or Plastic Building Sewer Pipe manufactured to CAN/CSA B182.1-M. All pipe markings shall be turned up and visible to the Building Inspector.
- b) Pipe Sizes - All sanitary sewer connections from the property line to the building shall be a minimum of 100 mm in diameter. Pipes shall be sized according to the British Columbia Plumbing Code (section A-4.10)
- c) Clean-Out - A clean-out with a minimum diameter of 100 mm shall be located at the building. The clean-out shall be located such as to prevent surface or ground water entering the sewer connection.
- d) Testing - All connections shall be tested utilizing a water test or low pressure (3-1/2 lb.) air test, prior to acceptance by the Building Inspector.
- e) Backfill - For trenches in areas not subjected to vehicle loading and outside of ditchlines, approved native material may be used as backfill, if approved by the Building Inspector. For trenches in areas subjected to vehicle loading or where native material is not approved, backfill shall be sand or crushed rock free of clay lumps, organic and other deleterious material. Through areas of high groundwater and/or unstable soil conditions a geotechnical report, by a qualified professional, is required detailing backfill requirements.
- f) Grade - Minimum pipe grades shall be as follows:

PIPE DIAMETER(mm)	MINIMUM GRADE(%)
100	2.00
150	0.60
200	0.40
250	0.28
300	0.22

- g) Depth of cover - Minimum depth of cover shall be 1 metre. In cases where grade prohibits 1 metre depth of cover, the connection shall be protected with 50 mm of Styrofoam along the length of pipe having less than 1 metre of cover. In no case is less than 500 mm of cover allowed.
- h) Fittings - Fittings at the building and at the property line shall be approved by the Building Inspector. PVC connection pipe and fitting joints shall be integral bell and single elastomeric gasket or solvent welded to ASTM D3212 and ASSTM F477. Normal pipe laying length joint to joint shall be 4.0 metres for DR pipe and 3.0 metres for Plastic Building Sewer Pipe.

31. Where it is found that damage has been caused by misuse or abuse by any person to any part of the City sewer system, or that cleanouts are not readily accessible, the customer must repair such damage or accessibility within the time period specified by the Director of Public Works and Engineering Services. Failure to make the necessary changes within the time specified will

result in the City carrying out the work at the owner's expense. If the said cost is not paid within ninety (90) days, it will be added to, and become part of the utility billings.

- 32. Each single family dwelling, each dwelling unit of a semi-detached duplex, and each dwelling unit in a row house project with separate titles shall have an individual sewer service.

Private Sewage Disposal

- 33. No person shall construct or maintain any septic tank, cesspool or other facility intended or used for the disposal of sewage without approval in writing from the Building Inspector and Ministry of Health or Ministry of the Environment as applicable.
- 34. All customers using private sewage disposal systems shall operate and maintain such facilities in a sanitary manner at all times at their own expense.
- 35. At such time that the City Sanitary Sewer System becomes available to property serviced by a private sewage disposal system, the conditions of Sections 5. and 6. of this Bylaw shall apply. Any septic tank, cesspool or similar facility shall then be abandoned and filled with sand or suitable material as approved by the Building Inspector.
- 36. No provision contained in this Bylaw shall be construed to interfere with any additional requirements that may be required by Provincial/ Federal Government authorities.

Effluent Quality

- 37. Without changing the generality of the foregoing statements, no person shall discharge or cause or permit to be discharged any of the following into any portion of the City Sanitary Sewer System without obtaining approval from the City to do so:
 - a) any sewage or industrial waste in a volume greater than 3000 m³ per month;
 - b) any liquid or vapor having a temperature higher than 50°C;
 - c) any flammable or explosive material;
 - d) any garbage which is not properly shredded to six (6.0) mm or less in any dimension;
 - e) any metal, plastic, wood or other solid or viscous substance capable of causing obstruction or interference with the proper operation of the City Sanitary Sewer System or treatment process;
 - f) any excrement from farm animals;
 - g) any waste material from the processing of any animal or portions thereof;
 - h) any noxious or malodorous gas or substance capable of creating a public nuisance;
 - i) any sewage or industrial waste having a pH limit less than six (6.0) or greater than nine and a half (9.5);
 - j) any radioactive material;
 - k) any sewage or industrial waste containing any of the following materials in excess of the indicated concentrations:

B.O.O. ₅	300 mg/L
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suspended solids	400 mg/L
total sulfide expressed as H ₂	5 mg/L
phenolic compounds	2 mg/L
oil and grease	50 mg/L
total cyanide expressed as HCN	0.2 mg/L
total copper expressed as Cu	1.0 mg/L
total chromium expressed as Cr	1.0 mg/L
total nickel expressed as Ni	1.0 mg/L
total lead expressed as Pb	1.0 mg/L
total zinc expressed as Zn	1.0 mg/L
total cadmium expressed as Cd	.05 mg/L
total phosphorus expressed as P	15. mg/L
total arsenic	0.5 mg/L
total mercury	.006 mg/L
total silver	1.0 mg/L

- l) any water or waste containing a toxic or poisonous substance capable of constituting a hazard to humans or animals, or any water or waste containing substances in such concentrations that are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such a degree that the sewage treatment plant effluent and sludge cannot meet the requirements of any other agency having jurisdiction over discharges to the receiving waters.
- m) any special waste.
- n) any substance that when concentrated in sewage treatment plant effluent disposal basins or lagoons, or in sludge, could result in a contaminated site.

38. In order to determine that all quality criteria is met the Director of Public Works and Engineering Services may require information related to the quantity and rate of discharge, details of the chemical and physical analysis of the discharge, any proposed pretreatment, or any other detailed information the Director of Public Works and Engineering Services may require.

39. The Director of Public Works and Engineering Services has the authority to set or regulate at any time, conditions particular to an approval to discharge, including the requirement to provide a control structure, regular or sporadic sampling and pretreatment facilities. When required by the Director of Public Works and Engineering Services, an owner shall at their expense, install and maintain a control structure connected to allow observation, sampling and measurement of the sewage or wastewater, suitable to the Director of Public Works and Engineering Services. Such structure shall at all times be safe and accessible to authorized City personnel.

40. Any measurements, tests or analyses of sewage or industrial waste which are required under provisions within this Bylaw be determined, shall be at the owner's expense in accordance with standard methods. All samples for testing shall be taken from the control structure provided for that purpose, or where no structure exists, the nearest downstream manhole in the City sewage works shall be deemed to be the control structure.

- 41. Any person making application shall, at their expense, provide pretreatment facilities that may be necessary to make the sewage or industrial waste acceptable to the standard methods set out in this Bylaw. Where pretreatment facilities are provided they shall be maintained continuously in a satisfactory and effective manner by the applicant at no expense to the City.
- 42. In cases where no pretreatment can be provided and with the approval of the Director of Public Works and Engineering Services, a special agreement can be made between the City and the person concerned whereby industrial waste of an unusual strength or nature may be accepted by the City for treatment, subject to payment by the party concerned for such service.

Severance

- 43. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, this decision shall not affect the validity of the remaining portions of this Bylaw.

Penalties

- 44. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence against this Bylaw and liable to the penalties hereby imposed. Each day that a violation continues to exist shall constitute a separate offence.
- 45. Every person who commits an offence under this Bylaw is liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00).

READ A FIRST TIME this _____ day of _____, 202X

READ A SECOND TIME this _____ day of _____, 202X

READ A THIRD TIME this _____ day of _____, 202X

ADOPTED this _____ day of _____, 202X

Michael Goetz
Mayor

Linda Brick
Corporate Officer

CITY OF MERRITT

BYLAW 2393

A BYLAW RESPECTING THE SANITARY SEWER SYSTEM OF THE CITY OF MERRITT

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 Sanitary Sewer Bylaw No. 2393, 2025".

Repeal

2. The City of Merritt Sanitary Sewer Bylaw No. 2182, 2015, and all amendments thereto, is hereby repealed.

Definitions

3. In this Bylaw, unless the context otherwise requires:

"Accessible" means having access thereto, but which may first require removal of an access panel, door or similar obstruction.

"B.O.D.₅" (denoting biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° Centigrade, expressed in milligrams per liter.

"Building Inspector" means the person appointed as such from time to time by the City and any person delegated to assist him in carrying out his duties under this Bylaw.

"Building Sewer Service" means that portion of pipe and appurtenances from the property line up to and including all portions of the sanitary sewage collection system within any given building.

"City" means the City of Merritt.

"Commercial" means all buildings other than residential.

"Customer" means the registered owner or occupier of the property.

"Family" means an individual, or two (2) or more persons closely related by blood, marriage, adoption or foster parenthood, sharing one dwelling, or three (3) or less unrelated persons, sharing the same dwelling.

"Farm Animal" means a domesticated animal normally raised for food, milk, or as a beast of burden, and without limiting the generality of the foregoing, includes cattle, horses, swine, sheep, goats, mules, donkeys and oxen.

~~"Fees and Charges Bylaw"~~ means the City of Merritt Fees and Charges Bylaw No. 2386, 2024, as amended or replaced from time to time.

~~"Financial Services Manager"~~ "Director of Finance and Human Resources" means the officer assigned responsibility for financial administration or their designate.

"Garbage" means solid wastes from the preparation, cooking and dispensing of food or from the handling, storage and sale of produce.

"Industrial Waste" means liquid wastes from industrial processes or operations.

~~"Manager of Public Works"~~ "Director of Public Works and Engineering Services" means the person holding the position of Director of Public Works and Engineering Services for the City, or a person appointed to act in their place.

"Natural Outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.

"Person" means any individual, firm, company, association, society, corporation, group or municipality.

"pH" means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution and denotes alkalinity or acidity.

"Properly Shredded Garbage" means garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in the City sewer mains. In no case shall these particles be greater than six (6) mm in any dimension.

"Residential" means all single family dwellings, duplexes, row housing and apartments.

"Sanitary Sewer Main" means any sewer which carries sewage and to which storm, surface or ground waters are not intentionally admitted.

"Sewer Service" means a pipe connecting a sanitary sewer main to a building sewer service at the property line of a parcel of land.

"Sanitary Sewer System" means all facilities for collecting, pumping, treating and disposing of sewage.

"Sewage or Wastewater" means a combination of the water carried wastes from residential and commercial buildings, together with such ground water, surface and storm waters as may be present.

"Sewage Treatment Plant" means any arrangement of devices and structures used for treating sewage.

"Sewer" means a pipe or conduit for carrying sewage.

"Standard Methods" means the methods and procedures set out in the latest edition of "Standard Methods for the Examination of Waste and Wastewater" published by the American Public Health Association, American Waterworks Association and the Water Pollution Control Federation.

"Suspended solids" means solids that either floats on the surface of, or is in suspension in water, sewage or other liquids and which are removable by laboratory filtering.

General

4. The City is authorized to establish, maintain and operate a Sanitary Sewer System and such system shall be under the control and inspection of the **Director of Public Works and Engineering Services**.
5. Any owner of property up to two hectares in area within the City on which there is located a residential or commercial building and which abuts on any City right-of-way or easement in which there is now or hereafter located a sanitary sewer main of the City, is hereby required to be connected directly to the City sanitary sewer at the owner's expense, in accordance with the British Columbia Plumbing Code and this Bylaw within thirty days after notice from the City.
6. Should the owner fail to connect **his their** premises to the City's Sanitary Sewer System within the time specified, the **Director of Public Works and Engineering Services** may order the required connection to be made by the City Public Works Crew or others in accordance with this Bylaw. All costs resulting from the said connection shall become due and payable by the owner. If the costs are not paid prior to the end of the calendar year, the amounts outstanding will be transferred to the property tax account as arrears.
7. When any sanitary sewer connection is abandoned, the customer or **his their** authorized agent shall effectively cap such connection at the property line. Failure to do so within thirty days after such abandonment shall be construed as authorization for the City to enter upon the property and so block such connection at the expense of the owner.

8. When any sanitary sewer connection is abandoned, and there is no expectation of use in the future, the City shall terminate such connection at the sewer main, at the expense of the owner.
9. No person, except the duly authorized agents of the City, shall tap, uncover, or make any connections to, use, alter or disturb any sanitary sewer main without permission in advance by the **Director of Public Works and Engineering Services**.
10. No person shall block, either wholly or in part of, any portion of the City Sanitary Sewer System by failure, omission or neglect to comply with the provisions of this Bylaw, and where such blockage occurs, the customer concerned shall, in addition to any penalty for infraction of this Bylaw, be liable to the City for all costs of clearing such blockage and for any other costs which the City may be held liable because of such blockage.
11. Where it is found that blockage or damage has been caused by trees or shrubs to any part of the Sanitary Sewer System, the owner of the property on which the trees are situated shall be charged for all expenses incurred in clearing or repairing same.
12. Any person duly authorized by the **Director of Public Works and Engineering Services** shall be permitted to enter upon all property for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Bylaw. If such inspection discloses any failure to comply with the provisions of this Bylaw, **the Director of Public Works and Engineering Services** shall notify the customer to rectify the said failure and in case of non-compliance, the permit to operate or occupy the premises shall be cancelled until proper alterations have been made.
13. Any rents, rates, expenses as per sections 6, 7, 8, 10, 11 and 31 of this Bylaw and charges shall become part of the utility billings, and failing payment, shall be applied to the annual property tax notice for collection.
14. No person shall discharge into any natural outlet any sanitary sewage, industrial waste, or other polluted waters without first obtaining a permit from applicable Provincial/Federal authorities.
15. No person shall discharge or cause to be discharged any storm water, surface water, ground water or cooling water into the City Sanitary Sewer System. Notwithstanding the above, the **Director of Public Works and Engineering Services** may upon application, authorize discharge of pre-existing cooling water where exceptional conditions may require doing so.
16. No person shall discharge or cause to be discharged grease, oil or sediment into the Sanitary Sewer System. Therefore, approved grease, oil and sediment interceptors shall be provided by the customer on private property for all of, but not limited to, the following: restaurants, garages, gasoline service stations, bulk plants, washing establishments, and carpet cleaners. Approved interceptors shall also be required for any other commercial development when in the opinion of the **Director of Public Works and Engineering Services** excessive amounts of grease, oil or sediment are being discharged into the City sewage works. All approved

interceptors shall be of a type and capacity approved by the **Director of Public Works and Engineering Services** and shall be readily accessible for cleaning or inspection. The customer shall be responsible for continuous efficient operation, at their expense, of all approved interceptors.

Sewer Rates

17. Rates, rents and charges shall hereby be imposed upon the owners of real property situated both inside and outside the corporate limits of the City for the use of the City Sanitary Sewer System.
18. All rates, rents and charges to be paid by customers for the use of the City Sanitary Sewer System shall be those set out in ~~Schedule "B" of the City of Merritt Fees and Charges Bylaw No. 2176, 2015, as may be amended from time to time.~~
19. With the exception of residential properties, one-fourth ($\frac{1}{4}$) of the annual rates as set out in ~~Schedule "B" of the City of Merritt the~~ Fees and Charges Bylaw ~~No. 2176, 2015~~, shall be due and payable quarterly in each and every year. Annual rates for residential properties as set out in ~~the~~ ~~Schedule "B" of the City of Merritt~~ Fees and Charges Bylaw ~~No. 2176, 2015~~, shall be billed semi-annually with the first bill issued at the end of April and the second invoice at the end of October. All Sewer Rates are due and payable thirty days from the invoice date. Invoices paid within thirty days will receive a ten percent discount. Outstanding payments at the end of the year shall be transferred to arrears property taxes in accordance with the Community Charter.
20. Non-receipt of a utility bill will not exempt the customer from payment for the service received.
21. Any customer paying rates, rents and charges for use of the City Sanitary Sewer System shall be liable for same until they have given notice in writing to the City, by way of an application for a water turn-off, of their desire to discontinue the use thereof. Any service supplied for a portion of a month shall be charged as if it were a full month.
22. No person shall knowingly withhold information about the use of ~~his~~ **their** premise that could affect utility rates, rents and charges. It is the responsibility of the owner to notify the City in writing when any changes or modifications are made to ~~his~~ **their** premises that may affect ~~his~~ **their** utility billings. Failure to provide the said notification will constitute a violation of this Bylaw. It shall be lawful for the City to bill and collect from the owner the additional rates, rents and charges resulting from the changes or modifications made to ~~his~~ **their** premise from the time they were determined to be instituted.
23. The **Director of Finance and Human Resources** is responsible for interpretation of the Sanitary Sewer Rates and Charges Schedule, and any person who feels that he has been unjustly charged or incorrectly billed for the service may appeal directly to the City Chief Administrative Officer.

Sewer Service Connections

24. All building sewer services shall be constructed and maintained by the customer at their expense, to the requirements of this Bylaw and those of the British Columbia Plumbing Code. Permit applications for such construction must be made to the City Building Department on the appropriate form provided. Such application shall be supplemented by any plans, specifications or other information considered pertinent by the City Building Department. No occupancy can occur until all permits have been approved and the necessary requirements adhered to.
25. Application for sewer service shall be made in writing by the customer, **in the general format required by the City outlined on Schedule "A", attached to and forming part of this Bylaw**, and the following shall apply:
 - a) The application shall provide the legal description or civic address of the property to be served, the requested size, service location and all other information that may be required in order that the correct rates, rents and charges can be applied.
 - b) Upon receipt of such application, and provided a City sanitary sewer main is laid the full length of one of the customer's property lines, the City will tap the main and lay a service pipe to the nearest boundary of the applicant's property and for such connection the City shall be entitled to demand and receive from the applicant, in advance, such rates and charges as outlined in **Schedule "B" of the City of Merritt Fees and Charges Bylaw No. 2176, 2015**.
26. The City may require the diameter of the sewer service connection be determined by a design engineer, but the determination is subject to the approval by the **Director of Public Works and Engineering Services**, and in no case shall the diameter be less than 100 mm.
27. Where application for sewer service has been made in accordance with this Bylaw and it is found that no sanitary sewer main extends the full length of a property line the applicant may have the option to:
 - a) providing an extension is approved by the **Director of Public Works and Engineering Services**, pay for such extra sewer main or sewer service which is required; or,
 - b) accept a full return of monies paid at time-of-service application.
28. Where a specific size of sewer service has been requested, and where the City cannot or will not readily supply such service, the applicant may have the option of:
 - a) accepting the size of sewer service as determined by the City;
 - b) paying the appropriate cost of upgrading the City's sanitary sewer mains to meet the specific requests; or,
 - c) accepting a full return of monies paid at time of application.
29. The City shall be responsible for maintenance of the sewer service from connection at property line to the City's sanitary sewer main unless due to customer abuse. **Any service pipe contents that block the flow of sewage, or breakage caused by roots, shall be considered abuse unless a result of backup from the main.** The customer shall be responsible for maintenance of the sewer service on **his their** property, from the connection at property line to **his their** buildings.

Specifications

30. All specifications for pipe, connections, and appurtenances for sanitary sewer connections from property line to the building shall conform to the British Columbia Plumbing Code, as a minimum. If requirements of this Bylaw are more stringent than the British Columbia Plumbing Code, the requirements of this Bylaw shall prevail.

- a) Pipe Material - sanitary sewer service connections shall be PVC type DR28 or DR35 sewer pipe manufactured to ASTM D3034 and certified by Canadian Standards Association to CSA B182.2, or Plastic Building Sewer Pipe manufactured to CAN/CSA B182.1-M. All pipe markings shall be turned up and visible to the Building Inspector.
- b) Pipe Sizes - All sanitary sewer connections from the property line to the building shall be a minimum of 100 mm in diameter. Pipes shall be sized according to the British Columbia Plumbing Code (section A-4.10)
- c) Clean-Out - A clean-out with a minimum diameter of 100 mm shall be located at the building. The clean-out shall be located such as to prevent surface or ground water entering the sewer connection.
- d) Testing - All connections shall be tested utilizing a water test or low pressure (3-1/2 lb.) air test, prior to acceptance by the Building Inspector.
- e) Backfill - For trenches in areas not subjected to vehicle loading and outside of ditchlines, approved native material may be used as backfill, if approved by the Building Inspector. For trenches in areas subjected to vehicle loading or where native material is not approved, backfill shall be sand or crushed rock free of clay lumps, organic and other deleterious material. Through areas of high groundwater and/or unstable soil conditions, ~~drain rock shall be installed to bed the pipe. Bedding and backfill shall conform to the drawing in Schedule "B" of this Bylaw~~ a geotechnical report, by a qualified professional, is required detailing backfill requirements.
- f) Grade - Minimum pipe grades shall be as follows:

PIPE DIAMETER(mm)	MINIMUM GRADE(%)
100	2.00
150	0.60
200	0.40
250	0.28
300	0.22

- g) Depth of cover - Minimum depth of cover shall be 1 metre. In cases where grade prohibits 1 metre depth of cover, the connection shall be protected with 50 mm of Styrofoam along the length of pipe having less than 1 metre of cover. In no case is less than 500 mm of cover allowed.
- h) Fittings - Fittings at the building and at the property line shall be approved by the Building Inspector. PVC connection pipe and fitting joints shall be integral bell and single elastomeric gasket or solvent welded to ASTM D3212 and ASSTM F477. Normal pipe laying length joint to joint shall be 4.0 metres for DR pipe and 3.0 metres for Plastic Building Sewer Pipe.

31. Where it is found that damage has been caused by misuse or abuse by any person to any part of the City sewer system, or that cleanouts are not readily accessible, the customer must repair such damage or accessibility within the time period specified by the **Director of Public Works and Engineering Services**. Failure to make the necessary changes within the time specified will result in the City carrying out the work at the owner's expense. If the said cost is not paid within ninety (90) days, it will be added to, and become part of the utility billings.
32. Each single family dwelling, each dwelling unit of a semi-detached duplex, and each dwelling unit in a row house project with separate titles shall have an individual sewer service.

Private Sewage Disposal

33. No person shall construct or maintain any septic tank, cesspool or other facility intended or used for the disposal of sewage without approval in writing from the Building Inspector and Ministry of Health or Ministry of the Environment as applicable.
34. All customers using private sewage disposal systems shall operate and maintain such facilities in a sanitary manner at all times at their own expense.
35. At such time that the City Sanitary Sewer System becomes available to property serviced by a private sewage disposal system, the conditions of Sections 5. and 6. of this Bylaw shall apply. Any septic tank, cesspool or similar facility shall then be abandoned and filled with sand or suitable material as approved by the Building Inspector.
36. No provision contained in this Bylaw shall be construed to interfere with any additional requirements that may be required by Provincial/ Federal Government authorities.

Effluent Quality

37. Without changing the generality of the foregoing statements, no person shall discharge or cause or permit to be discharged any of the following into any portion of the City Sanitary Sewer System without obtaining approval from the City to do so:
 - a) any sewage or industrial waste in a volume greater than 3000 m³ per month;
 - b) any liquid or vapor having a temperature higher than 50°C;
 - c) any flammable or explosive material;
 - d) any garbage which is not properly shredded to six (6.0) mm or less in any dimension;
 - e) any metal, plastic, wood or other solid or viscous substance capable of causing obstruction or interference with the proper operation of the City Sanitary Sewer System or treatment process;
 - f) any excrement from farm animals;
 - g) any waste material from the processing of any animal or portions thereof;
 - h) any noxious or malodorous gas or substance capable of creating a public nuisance;

- i) any sewage or industrial waste having a pH limit less than six (6.0) or greater than nine and a half (9.5);
- j) any radioactive material;
- k) any sewage or industrial waste containing any of the following materials in excess of the indicated concentrations:

B.O.O. ₅	300 mg/L
suspended solids	400 mg/L
total sulfide expressed as H ₂	5 mg/L
phenolic compounds	2 mg/L
oil and grease	50 mg/L
total cyanide expressed as HCN	0.2 mg/L
total copper expressed as Cu	1.0 mg/L
total chromium expressed as Cr	1.0 mg/L
total nickel expressed as Ni	1.0 mg/L
total lead expressed as Pb	1.0 mg/L
total zinc expressed as Zn	1.0 mg/L
total cadmium expressed as Cd	.05 mg/L
total phosphorus expressed as P	15. mg/L
total arsenic	0.5 mg/L
total mercury	.006 mg/L
total silver	1.0 mg/L

- l) any water or waste containing a toxic or poisonous substance capable of constituting a hazard to humans or animals, or any water or waste containing substances in such concentrations that are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such a degree that the sewage treatment plant effluent and sludge cannot meet the requirements of any other agency having jurisdiction over discharges to the receiving waters.
 - m) any special waste.
 - n) any substance that when concentrated in sewage treatment plant effluent disposal basins or lagoons, or in sludge, could result in a contaminated site.
38. In order to determine that all quality criteria is met the **Director of Public Works and Engineering Services** may require information related to the quantity and rate of discharge, details of the chemical and physical analysis of the discharge, any proposed pretreatment, or any other detailed information the **Director of Public Works and Engineering Services** may require.
39. The **Director of Public Works and Engineering Services** has the authority to set or regulate at any time, conditions particular to an approval to discharge, including the requirement to provide a control structure, regular or sporadic sampling and pretreatment facilities. When required by the **Director of Public Works and Engineering Services**, an owner shall at their expense, install and maintain a control structure connected to allow observation, sampling and measurement of the sewage or wastewater, suitable to the **Director of Public Works and Engineering Services**. Such structure shall at all times be safe and accessible to authorized City personnel.

- 40. Any measurements, tests or analyses of sewage or industrial waste which are required under provisions within this Bylaw be determined, shall be at the owner's expense in accordance with standard methods. All samples for testing shall be taken from the control structure provided for that purpose, or where no structure exists, the nearest downstream manhole in the City sewage works shall be deemed to be the control structure.
- 41. Any person making application shall, at **his their** expense, provide pretreatment facilities that may be necessary to make the sewage or industrial waste acceptable to the standard methods set out in this Bylaw. Where pretreatment facilities are provided they shall be maintained continuously in a satisfactory and effective manner by the applicant at no expense to the City.
- 42. In cases where no pretreatment can be provided and with the approval of the **Director of Public Works and Engineering Services**, a special agreement can be made between the City and the person concerned whereby industrial waste of an unusual strength or nature may be accepted by the City for treatment, subject to payment by the party concerned for such service.

Severance

- 43. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, this decision shall not affect the validity of the remaining portions of this Bylaw.

Penalties

- 44. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence against this Bylaw and liable to the penalties hereby imposed. Each day that a violation continues to exist shall constitute a separate offence.
- 45. Every person who commits an offence under this Bylaw is liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00).

READ A FIRST TIME this _____ day of _____, 202X

READ A SECOND TIME this _____ day of _____, 202X

READ A THIRD TIME this _____ day of _____, 202X

ADOPTED this _____ day of _____, 202X

Michael Goetz
Mayor

Linda Brick
Corporate Officer

SCHEDULE "A"
SEWER CONNECTION APPLICATION

~~Schedule B
to Bylaw XXXX~~

~~Standard Classes of Pipe Bedding and Backfill within the Pipe Zone~~

~~Insert picture or table~~

Report

City of Merritt
REGULAR Council Meeting
February 11, 2025

File Number: 3900-20

To: Cynthia White, Chief Administrative Officer
From: Linda Brick, Director of Corporate Services
Date: February 6, 2025
Subject: City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025

RECOMMENDATION:

THAT Council give First Reading to “City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025”;

And

THAT Council give Second Reading to “City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025”;

And

THAT Council give Third Reading to “City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025”.

Background:

On January 9, 2025 the Recreation Advisory Committee passed the following recommendation to Council:

THAT the use of the Nicola Valley Aquatic Centre pool be in kind for the annual swim meet (on a non-statutory holiday weekend) and the Otter's Swim Club be offered a rental rate for swim lanes at \$13.50 per hour in 2025.

The proposed bylaw amendments to the Fees and Charges Bylaw include this amendment in Schedule “1” Community Service Fees and Charges Schedule.

The proposed change to Schedule "F" Planning and Development Fees and Charges includes the incorporation of the Sign Development Permit Fee from the Land Use and Development Procedure bylaw and the incorporation of the Sign Permit fee from the Sign Bylaw. As staff are conducting a review of all City Bylaws fees are being transferred from individual bylaws to the central Fees and Charges Bylaw. As part of the updating of the Fees and Charges bylaw projects for the fees for the current and two subsequent years is included in the bylaw to provide an overview of the projected rates for future years. Rates are reviewed annually to ensure that they continue to be reasonable and appropriate.

The proposed change to Schedule "B" Sanitary Sewer Rates and Charges adjusts the Disposal charge per cubic metre for both metered sanitary sewer user rates for properties located outside the City Boundaries and Septage Disposal Site rates.

Options / discussion

- 1) Give three readings to the proposed bylaw as presented;
- 2) Return the bylaw to staff with directed changes;
- 3) Receive the report for information only.

Others Consulted:

Recreation Advisory Committee
Chief Administrative Officer

Attachments:

City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025
Redlined version of Bylaw 2394
Merritt Otter Swim Club Financials

Respectfully submitted,

Linda Brick
Director of Corporate Services

CITY OF MERRITT

BYLAW 2394

A BYLAW TO AUTHORIZE THE CHARGING OF FEES FOR VARIOUS MUNICIPAL SERVICES

The Municipal Council for the City of Merritt in open meeting assembled, enacts as follows:

Citation

- 1. This Bylaw shall be cited as "City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025".

Details

- 2. The City of Merritt Fees and Charges Bylaw No. 2386, 2024 is amended as follows:
A) Schedule B Sanitary Sewer Rates and Charges is deleted in its entirety and replaced with a new Schedule B Sanitary Sewer Rates and Schedules as set out in Schedule 1 of this bylaw;
B) Schedule F Planning and Development Fees and Charges is deleted in its entirety and replaced with a new Schedule F Planning and Development Fees and Charges as set out in Schedule 2 of this bylaw;
C) Schedule I Community Service Fees and Charges Schedule is deleted in its entirety and replaced with a new Schedule I Community Service Fees and Charges Schedule as set out in Schedule 3 of this bylaw.

READ A FIRST TIME this ___ day of _____, ____

READ A SECOND TIME this ___ day of _____, ____

READ A THIRD TIME this ___ day of _____, ____

ADOPTED this ___ day of _____, ____

Michael Goetz
Mayor

Linda Brick
Corporate Officer

Schedule 1 to Bylaw 2394

**SCHEDULE B TO BYLAW 2386
SANITARY SEWER RATES AND CHARGES**

Applications / Connections / Disconnections / Reconnections

	2025	2026	2027
SEWER			
Connection Charge	\$110.00	\$115.50	\$121.28
Service Connection - 4 inch - minimum charge	\$2,486.75	\$2,611.09	\$2,741.64
Service Connection - 6 inch - minimum charge	\$2,621.50	\$2,752.58	\$2,890.20
Connection Inspection	\$152.00	\$159.60	\$167.58
Additional connection charge for cut and replace asphalt	\$1,937.50	\$2,421.86	\$3,027.33
Additional connection charge for sidewalk replacement	\$1,775.00	\$2,218.75	\$2,773.44
Additional connection charge for other works required for service	Actual Cost + 15%		
Sewer inspection during regular business hours	\$92.00	\$96.60	\$101.43
Sewer inspection other than regular business hours	\$305.00	\$320.25	\$336.26

	2025	2026	2027
Sewer Rates – Metered Residential (Semi-annual)			
Monthly Base Rate (per meter)	\$50.00	\$52.50	\$55.13
Consumption Rate (80% of total water consumption)	Actual water consumption x 80%		

	2025	2026	2027
Sewer Rates – Non-Metered Residential (Semi-annual)			
Single Family Residential	\$186.98	\$201.01	\$216.09
Single Family Residential with a secondary suite	\$327.23	\$351.77	\$378.15
Apartments and Rental Suites	\$140.24	\$150.76	\$162.07

	2025	2026	2027
Sewer Rates – Non-Metered Commercial/Industrial/Institutional (Quarterly)			
Boarding or lodging per sleeping unit	\$63.72	\$79.65	\$99.56
Mobile Home Parks (per unit)	\$93.49	\$100.55	\$108.04
Other properties that are not included in identified categories	\$150.00	\$187.50	\$234.38

Metered Sanitary Sewer User Rates – Billed Quarterly

	2025	2026	2027
Metered Sewer Rates (per cubic metre)			
Monthly Base Rate (per meter)	\$65.00	\$68.25	\$71.66
Disposal per cubic meter	Water consumption x 80%		

Metered Sanitary Sewer User Rates – For Properties Located Outside the City Boundaries

(Subject to a servicing agreement)

	2025	2026	2027
Meter reading charge per meter per reading	\$100.00	\$105.00	\$110.00
Disposal charge per cubic metre	\$60.00	\$63.00	\$66.15

Septage Disposal Site Fees

	2025	2026	2027
Monthly Minimum Fee	\$25.00	\$25.00	\$25.00
Account opening fee (2 fobs)	\$150.00	\$150.00	\$150.00
Additional/replacement fob	\$50.00	\$50.00	\$50.00
Disposal charge per cubic metre	\$50.00	\$52.25	\$55.13

Discounts on Sanitary Sewer User Rates

The sanitary sewer user rates due and payable that are shown in this schedule shall be subject to a discount of ten percent, provided rates for the current billing are paid in full on or before the close of business on the due date set out on the billing form. If all or a portion of the rates due and payable is received after the due date set out on the billing form then it shall be the amount shown in this schedule.

Schedule 2 to Bylaw 2394

**SCHEDULE F TO BYLAW 2386
PLANNING AND DEVELOPMENT FEES AND CHARGES**

	2025	2026	2027
OCP Amendments			
OCP Amendments	\$2,000.00	\$2100.00	\$2,205.00
OCP Amendments in conjunction with a Rezoning application	\$1,500.00	\$1,575.00	\$1,653.75
Rezoning			
Rezoning Applications	\$1,755.18	\$1,842.94	\$1,935.09
Zoning Bylaw Text Amendments	\$1,463.02	\$1,536.17	\$1,612.98
Comprehensive Development Zone	\$2,924.93	\$3,071.18	\$3,224.74
Public Notice Signs (OCP Amendments/ Rezoning)			
Sign Removal Deposit	\$500.00	\$500.00	\$500.00
Sign Installation		Actual Cost	
Sign Replacement or Repair		Actual Cost	
Development Permit Application			
Minor DP (patio, façade improvement)	\$350.60	\$368.12	\$386.53
Major DP	\$1,755.18	\$1,842.94	\$1,935.09
Amendments to a DP	\$175.30	\$184.06	\$193.26
Appeal to Council of a Staff Decision on a DP	\$585.43	\$614.70	\$645.44
Riparian/ Environmental DP	\$350.60	\$368.12	\$386.53
Geotechnical DP	\$350.60	\$368.12	\$386.53
Wildfire DP	\$350.60	\$368.12	\$386.53
Development Variance Permit or Board of Variance Application			
Minor Variance (up to 2 Variances)	\$819.16	\$860.12	\$903.13
Minor Variance in conjunction with a DP	\$585.43	\$614.70	\$645.44
Major Variance (3+ Variances)	\$1,169.75	\$1,228.24	\$1,289.65
Major Variance in conjunction with a DP	\$936.02	\$982.82	\$1,031.9
Board of Variance	\$585.43	\$614.70	\$645.44
Temporary Use Permit			
Temporary Use Permit	\$936.02	\$982.82	\$1,031.9
Temporary Use Permit Renewal	\$467.46	\$490.83	\$515.37

	2025	2026	2027
Discretionary Use Permit			
Minor Discretionary Use Permit	\$58.43	\$61.35	\$64.42
Major Discretionary Use Permit	\$585.43	\$614.70	\$645.44
Special Discretionary Use Permit	\$1,169.75	\$1,228.24	\$1,289.65
Subdivision			
<i>Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)</i>			
Up to 2 Lots	\$994.46	\$1,044.18	\$1,096.39
3 – 10 Lots	\$1,169.75 + \$116.87 per lot	\$1,228.24 + \$122.71 per lot	\$1,289.65 + \$128.85 per lot
11 – 20 Lots	\$2,924.93 + \$116.87 per lot	\$3,071.18 + \$122.71 per lot	\$3,224.74 + \$128.85 per lot
21 – 30 Lots	\$4,680.11 + \$116.87 per lot	\$4,914.12 + \$122.71 per lot	\$5,159.83 + \$128.85 per lot
31 – 40 Lots	\$5,849.87 + \$116.87 per lot	\$6,142.36 + \$122.71 per lot	\$6,449.48 + \$128.85 per lot
41 or More Lots	\$7,019.62 + \$116.87 per lot	\$7,370.60 + \$122.71 per lot	\$7,739.13 + \$128.85 per lot
Phased Strata (each phase)	\$994.46	\$1,044.1	\$1,096.39
Preliminary Layout Review (PLR) Amendment or Extension	\$233.73	\$245.42	\$257.69
Strata Conversion			
Strata Conversion	\$585.43 + \$116.87 per lot	\$614.70 + \$122.71 per lot	\$645.44 + \$128.85 per lot
Third Party Review of Reports Submitted	Actual Cost		
Agricultural Land Reserve Application			
ALR Exclusion/Inclusion/Subdivision/Non-Farm	As prescribed by the ALC		

	2025	2026	2027
Other Administrative Fees			
Ministry of Environment Site Profile Referral	\$116.87	\$122.71	\$128.85
Land Titles Document Retrieval (per document)	\$23.15	\$24.31	\$25.53
Earthworks Permit			
Earthworks Permit Application Fee	\$114.66	\$120.39	\$126.41
Security Fee in the form of cash or an Irrevocable Standby Letter of Credit: (Security fee is refundable if works are completed in compliance with Earthworks Permit)			
Residential Landscaping	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works
Single Detached	\$5,000	\$5,000	\$5,000
Semi-detached Residential	\$5,000	\$5,000	\$5,000
Multi-Unit Residential (three or more units)	\$5,000	\$5,000	\$5,000
Commercial or Industrial	\$5,000	\$5,000	\$5,000
Sign Bylaw			
Sign Development Permit	\$100 (\$50 for Development Permit & \$50 for Sign Permit) and additional cost as per Construction Value.	\$105 (\$52.50 for Development Permit & \$52.50 for Sign Permit) and additional cost as per Construction Value.	\$110.30 (\$55.15 for Development Permit & \$55.15 for Sign Permit) and additional cost as per Construction Value.
Sign Permit			
Construction Value			
Up to \$1,000.00	\$50.00	\$52.50	\$55.13
For each additional \$1,000.00 or part thereof	\$6.00	\$6.30	\$6.62
Sandwich Board	No Fee	\$25.00	\$26.25
Sign approved by a specific Sign Development Permit (does not apply if the sign is part of a Comprehensive Development Permit)	\$25.00	\$26.25	\$27.56

Schedule 3 to Bylaw 2394

SCHEDULE I TO BYLAW 2386
COMMUNITY SERVICE FEES AND CHARGES SCHEDULE

	2025	2026	2027
COMMUNITY SERVICE FEES			
Public Skating			
Child (2-12 years of age)	\$3.25	\$3.50	\$3.50
Youth (13-18 years of age)	\$3.75	\$4.00	\$4.00
Adult (19-59 years of age)	\$5.50	\$6.00	\$6.00
Senior (60+)	\$3.75	\$4.00	\$4.00
Family (2 adults and up to 2 children)	\$13.00	\$14.00	\$15.00
Ice Rental Rates			
Adult hourly rate	\$157.50	\$165.50	\$170.00
Youth / Senior hourly rate	\$78.75	\$83.00	\$85.00
Off season hourly rate	\$105.00	\$110.25	\$115.00
Off season daily rate (more than 4 hours to max 8)	\$787.50	\$826.88	\$850.00
Dry Floor and Mezzanine Rental Rates			
Arena floor - local non-profit (per day)	\$630.00	\$661.50	\$670.00
Arena floor - organized youth sport (per hour)	\$52.50	\$55.13	\$57.89
Arena floor - organized adult sport (per hour)	\$105.00	\$110.25	\$115.76
Arena floor - private/commercial/for-profit (per day)	\$840.00	\$882.00	\$926.10
Mezzanine - local non-profit (per day)	\$525.00	\$551.25	\$578.81
Mezzanine - private/commercial/for-profit (per day)	\$735.00	\$771.75	\$810.34
Mezzanine – hourly rate	\$65.63	\$68.91	\$72.36
Full Facility - local non-profit (per day)	\$1,050.00	\$1,102.50	\$1,157.63
Full Facility - private/commercial/for-profit (per day)	\$1,575.00	\$1,653.17	\$1,735.83
Damage Deposit (Refundable)	\$1,000.00	\$1,000.00	\$1,000.00
NVAC Daily Use Rates (includes public swim and fitness room if age appropriate)			
Tot (under 2 years)	free	free	free
Child (2-12 years)	\$3.25	\$3.50	\$3.50
Youth (13-18 years)	\$3.75	\$4.00	\$4.00
Adult (19-59 years)	\$5.50	\$6.00	\$6.00
Senior (60+)	\$3.75	\$4.00	\$4.00
Family (2 adults and up to 2 children)	\$13.00	\$14.00	\$15.00

		2025	2026	2027
Seasonal Passes				
Child	Monthly	\$32.50	\$35.00	\$35.00
	Six months	\$175.00	\$189.00	\$189.00
	Annual	\$331.50	\$357.00	\$357.00
Youth/Senior	Monthly	\$37.50	\$40.00	\$40.00
	Six Months	\$202.50	\$216.00	\$216.00
	Annual	\$382.50	\$408.00	\$408.00
Adult	Monthly	\$55.00	\$60.00	\$60.00
	Six Months	\$303.00	\$324.00	\$324.00
	Annual	\$561.00	\$621.00	\$621.00
Family	Monthly	\$130.00	\$140.00	\$150.00
	Six Months	\$702.00	\$756.00	\$810.00
	Annual	\$1326.00	\$1428.00	\$1530.00
Swim Lessons				
Parent and Tot (8 lessons X 30 min)		\$50.00	\$52.50	\$55.00
Preschool (8 lessons X 30min)		\$50.00	\$52.50	\$55.00
Swimmer				
	8 lessons X 30 min	\$50.00	\$52.50	\$55.00
	8 lessons X 45 min	\$60.00	\$63.00	\$66.00
Private Lessons – operating hours				
	Per lesson	\$30.00	\$35.00	\$40.00
	Per four half hour lesson set	\$108.0	\$126.00	\$144.00
	Extra Participants (semi-private) per half hour	\$10.00	\$10.00	\$10.00
Canadian Swim Patrol (8 lessons X 1 hr)		\$75.00	\$78.75	\$80.00
Bronze Medallion		\$175.00	\$183.75	\$193.00
Bronze Cross		\$175.00	\$183.75	\$193.00
Bronze Medals Candidate Book		Actual cost from Lifesaving Society		
National Lifeguard (including course materials)		\$395.00	\$414.75	\$435.00
Lifesaving Instructor (including course materials)		\$275.00	\$288.75	\$300.00
Swim Instructor (including course materials)		\$275.00	\$288.75	\$300.00
Standard First Aid (including course materials)		\$150.00	\$157.50	\$175.00
Emergency First Aid (including course materials)		\$100.00	\$105.00	\$110.00
Pool Rentals				
Private Rental - whole pool per hour (incl 2 lifeguards)		\$100.00	\$105.00	\$110.00
Lane Rental - per hour		\$17.50	\$17.50	\$17.50
Main Pool - per hour / full pool		\$50.00	\$52.00	\$52.50
Youth Swim Club (per lane/per hour)		\$13.50	\$17.50	\$17.50

CANCELLATION FEE: Ice Rentals cancelled with less than 30 days' notice that result in unused ice time, will be charged full rental rates.

PRIME TIME: Mon - Fri: 3:00 p.m. - Midnight, & all-day Saturday, Sunday, and Statutory Holidays.

OFF SEASON: May 1 - Labour Day of each calendar year.

NON-LOCAL USER FEE: User groups which are not registered in the City of Merritt wishing to book City facilities will be charged the applicable rental rate plus 25%.

* In addition, all above charges are subject to applicable taxes

CITY OF MERRITT

BYLAW 2394

A BYLAW TO AUTHORIZE THE CHARGING OF FEES FOR VARIOUS MUNICIPAL SERVICES

The Municipal Council for the City of Merritt in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “**City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025**”.

Details

2. The City of Merritt Fees and Charges Bylaw No. 2386, 2024 is amended as follows:
 - A) Schedule B Sanitary Sewer Rates and Charges is deleted in its entirety and replaced with a new Schedule B Sanitary Sewer Rates and Schedules as set out in Schedule 1 of this bylaw;
 - B) Schedule F Planning and Development Fees and Charges is deleted in its entirety and replaced with a new Schedule F Planning and Development Fees and Charges as set out in Schedule 2 of this bylaw;
 - C) Schedule I Community Service Fees and Charges Schedule is deleted in its entirety and replaced with a new Schedule I Community Service Fees and Charges Schedule as set out in Schedule 3 of this bylaw.

READ A FIRST TIME this _____ day of _____, ____

READ A SECOND TIME this _____ day of _____, ____

READ A THIRD TIME this _____ day of _____, ____

ADOPTED this _____ day of _____, ____

Michael Goetz
Mayor

Linda Brick
Corporate Officer

Schedule 1 to Bylaw 2394

**SCHEDULE B TO BYLAW 2386
SANITARY SEWER RATES AND CHARGES**

Applications / Connections / Disconnections / Reconnections

	2025	2026	2027
SEWER			
Connection Charge	\$110.00	\$115.50	\$121.28
Service Connection - 4 inch - minimum charge	\$2,486.75	\$2,611.09	\$2,741.64
Service Connection - 6 inch - minimum charge	\$2,621.50	\$2,752.58	\$2,890.20
Connection Inspection	\$152.00	\$159.60	\$167.58
Additional connection charge for cut and replace asphalt	\$1,937.50	\$2,421.86	\$3,027.33
Additional connection charge for sidewalk replacement	\$1,775.00	\$2,218.75	\$2,773.44
Additional connection charge for other works required for service	Actual Cost + 15%		
Sewer inspection during regular business hours	\$92.00	\$96.60	\$101.43
Sewer inspection other than regular business hours	\$305.00	\$320.25	\$336.26

	2025	2026	2027
Sewer Rates – Metered Residential (Semi-annual)			
Monthly Base Rate (per meter)	\$50.00	\$52.50	\$55.13
Consumption Rate (80% of total water consumption)	Actual water consumption x 80%		

	2025	2026	2027
Sewer Rates – Non-Metered Residential (Semi-annual)			
Single Family Residential	\$186.98	\$201.01	\$216.09
Single Family Residential with a secondary suite	\$327.23	\$351.77	\$378.15
Apartments and Rental Suites	\$140.24	\$150.76	\$162.07

	2025	2026	2027
Sewer Rates – Non-Metered Commercial/Industrial/Institutional (Quarterly)			
Boarding or lodging per sleeping unit	\$63.72	\$79.65	\$99.56
Mobile Home Parks (per unit)	\$93.49	\$100.55	\$108.04
Other properties that are not included in identified categories	\$150.00	\$187.50	\$234.38

Metered Sanitary Sewer User Rates – Billed Quarterly

	2025	2026	2027
Metered Sewer Rates (per cubic metre)			
Monthly Base Rate (per meter)	\$65.00	\$68.25	\$71.66
Disposal per cubic meter	Water consumption x 80%		

Metered Sanitary Sewer User Rates – For Properties Located Outside the City Boundaries

(Subject to a servicing agreement)

	2025	2026	2027
Meter reading charge per meter per reading	\$100.00	\$105.00	\$110.00
Disposal charge per cubic metre	\$60.00	\$63.00	\$66.15

Septage Disposal Site Fees

	2025	2026	2027
Monthly Minimum Fee	\$25.00	\$25.00	\$25.00
Account opening fee (2 fobs)	\$150.00	\$150.00	\$150.00
Additional/replacement fob	\$50.00	\$50.00	\$50.00
Disposal charge per cubic metre	\$50.00	\$52.25	\$55.13

Discounts on Sanitary Sewer User Rates

The sanitary sewer user rates due and payable that are shown in this schedule shall be subject to a discount of ten percent, provided rates for the current billing are paid in full on or before the close of business on the due date set out on the billing form. If all or a portion of the rates due and payable is received after the due date set out on the billing form then it shall be the amount shown in this schedule.

Schedule 2 to Bylaw 2394

**SCHEDULE F TO BYLAW 2386
PLANNING AND DEVELOPMENT FEES AND CHARGES**

	2025	2026	2027
OCP Amendments			
OCP Amendments	\$2,000.00	\$2100.00	\$2,205.00
OCP Amendments in conjunction with a Rezoning application	\$1,500.00	\$1,575.00	\$1,653.75
Rezoning			
Rezoning Applications	\$1,755.18	\$1,842.94	\$1,935.09
Zoning Bylaw Text Amendments	\$1,463.02	\$1,536.17	\$1,612.98
Comprehensive Development Zone	\$2,924.93	\$3,071.18	\$3,224.74
Public Notice Signs (OCP Amendments/ Rezoning)			
Sign Removal Deposit	\$500.00	\$500.00	\$500.00
Sign Installation		Actual Cost	
Sign Replacement or Repair		Actual Cost	
Development Permit Application			
Minor DP (patio, façade improvement)	\$350.60	\$368.12	\$386.53
Major DP	\$1,755.18	\$1,842.94	\$1,935.09
Amendments to a DP	\$175.30	\$184.06	\$193.26
Appeal to Council of a Staff Decision on a DP	\$585.43	\$614.70	\$645.44
Riparian/ Environmental DP	\$350.60	\$368.12	\$386.53
Geotechnical DP	\$350.60	\$368.12	\$386.53
Wildfire DP	\$350.60	\$368.12	\$386.53
Development Variance Permit or Board of Variance Application			
Minor Variance (up to 2 Variances)	\$819.16	\$860.12	\$903.13
Minor Variance in conjunction with a DP	\$585.43	\$614.70	\$645.44
Major Variance (3+ Variances)	\$1,169.75	\$1,228.24	\$1,289.65
Major Variance in conjunction with a DP	\$936.02	\$982.82	\$1,031.9
Board of Variance	\$585.43	\$614.70	\$645.44
Temporary Use Permit			
Temporary Use Permit	\$936.02	\$982.82	\$1,031.9
Temporary Use Permit Renewal	\$467.46	\$490.83	\$515.37

	2025	2026	2027
Discretionary Use Permit			
Minor Discretionary Use Permit	\$58.43	\$61.35	\$64.42
Major Discretionary Use Permit	\$585.43	\$614.70	\$645.44
Special Discretionary Use Permit	\$1,169.75	\$1,228.24	\$1,289.65
Subdivision			
<i>Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)</i>			
Up to 2 Lots	\$994.46	\$1,044.18	\$1,096.39
3 – 10 Lots	\$1,169.75 + \$116.87 per lot	\$1,228.24 + \$122.71 per lot	\$1,289.65 + \$128.85 per lot
11 – 20 Lots	\$2,924.93 + \$116.87 per lot	\$3,071.18 + \$122.71 per lot	\$3,224.74 + \$128.85 per lot
21 – 30 Lots	\$4,680.11 + \$116.87 per lot	\$4,914.12 + \$122.71 per lot	\$5,159.83 + \$128.85 per lot
31 – 40 Lots	\$5,849.87 + \$116.87 per lot	\$6,142.36 + \$122.71 per lot	\$6,449.48 + \$128.85 per lot
41 or More Lots	\$7,019.62 + \$116.87 per lot	\$7,370.60 + \$122.71 per lot	\$7,739.13 + \$128.85 per lot
Phased Strata (each phase)	\$994.46	\$1,044.1	\$1,096.39
Preliminary Layout Review (PLR) Amendment or Extension	\$233.73	\$245.42	\$257.69
Strata Conversion			
Strata Conversion	\$585.43 + \$116.87 per lot	\$614.70 + \$122.71 per lot	\$645.44 + \$128.85 per lot
Third Party Review of Reports Submitted	Actual Cost		
Agricultural Land Reserve Application			
ALR Exclusion/Inclusion/Subdivision/Non-Farm	As prescribed by the ALC		

	2025	2026	2027
Other Administrative Fees			
Ministry of Environment Site Profile Referral	\$116.87	\$122.71	\$128.85
Land Titles Document Retrieval (per document)	\$23.15	\$24.31	\$25.53
Earthworks Permit			
Earthworks Permit Application Fee	\$114.66	\$120.39	\$126.41
Security Fee in the form of cash or an Irrevocable Standby Letter of Credit: (Security fee is refundable if works are completed in compliance with Earthworks Permit)			
Residential Landscaping	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works
Single Detached	\$5,000	\$5,000	\$5,000
Semi-detached Residential	\$5,000	\$5,000	\$5,000
Multi-Unit Residential (three or more units)	\$5,000	\$5,000	\$5,000
Commercial or Industrial	\$5,000	\$5,000	\$5,000
Sign Bylaw			
Sign Development Permit	\$100 (\$50 for Development Permit & \$50 for Sign Permit) and additional cost as per Construction Value.	\$105 (\$52.50 for Development Permit & \$52.50 for Sign Permit) and additional cost as per Construction Value.	\$110.30 (\$55.15 for Development Permit & \$55.15 for Sign Permit) and additional cost as per Construction Value.
Sign Permit			
Construction Value			
Up to \$1,000.00	\$50.00	\$52.50	\$55.13
For each additional \$1,000.00 or part thereof	\$6.00	\$6.30	\$6.62
Sandwich Board	No Fee	\$25.00	\$26.25
Sign approved by a specific Sign Development Permit (does not apply if the sign is part of a Comprehensive Development Permit)	\$25.00	\$26.25	\$27.56

Schedule 3 to Bylaw 2394

SCHEDULE I TO BYLAW 2386
COMMUNITY SERVICE FEES AND CHARGES SCHEDULE

	2025	2026	2027
COMMUNITY SERVICE FEES			
Public Skating			
Child (2-12 years of age)	\$3.25	\$3.50	\$3.50
Youth (13-18 years of age)	\$3.75	\$4.00	\$4.00
Adult (19-59 years of age)	\$5.50	\$6.00	\$6.00
Senior (60+)	\$3.75	\$4.00	\$4.00
Family (2 adults and up to 2 children)	\$13.00	\$14.00	\$15.00
Ice Rental Rates			
Adult hourly rate	\$157.50	\$165.50	\$170.00
Youth / Senior hourly rate	\$78.75	\$83.00	\$85.00
Off season hourly rate	\$105.00	\$110.25	\$115.00
Off season daily rate (more than 4 hours to max 8)	\$787.50	\$826.88	\$850.00
Dry Floor and Mezzanine Rental Rates			
Arena floor - local non-profit (per day)	\$630.00	\$661.50	\$670.00
Arena floor - organized youth sport (per hour)	\$52.50	\$55.13	\$57.89
Arena floor - organized adult sport (per hour)	\$105.00	\$110.25	\$115.76
Arena floor - private/commercial/for-profit (per day)	\$840.00	\$882.00	\$926.10
Mezzanine - local non-profit (per day)	\$525.00	\$551.25	\$578.81
Mezzanine - private/commercial/for-profit (per day)	\$735.00	\$771.75	\$810.34
Mezzanine – hourly rate	\$65.63	\$68.91	\$72.36
Full Facility - local non-profit (per day)	\$1,050.00	\$1,102.50	\$1,157.63
Full Facility - private/commercial/for-profit (per day)	\$1,575.00	\$1,653.17	\$1,735.83
Damage Deposit (Refundable)	\$1,000.00	\$1,000.00	\$1,000.00
NVAC Daily Use Rates (includes public swim and fitness room if age appropriate)			
Tot (under 2 years)	free	free	free
Child (2-12 years)	\$3.25	\$3.50	\$3.50
Youth (13-18 years)	\$3.75	\$4.00	\$4.00
Adult (19-59 years)	\$5.50	\$6.00	\$6.00
Senior (60+)	\$3.75	\$4.00	\$4.00
Family (2 adults and up to 2 children)	\$13.00	\$14.00	\$15.00

		2025	2026	2027
Seasonal Passes				
Child	Monthly	\$32.50	\$35.00	\$35.00
	Six months	\$175.00	\$189.00	\$189.00
	Annual	\$331.50	\$357.00	\$357.00
Youth/Senior	Monthly	\$37.50	\$40.00	\$40.00
	Six Months	\$202.50	\$216.00	\$216.00
	Annual	\$382.50	\$408.00	\$408.00
Adult	Monthly	\$55.00	\$60.00	\$60.00
	Six Months	\$303.00	\$324.00	\$324.00
	Annual	\$561.00	\$621.00	\$621.00
Family	Monthly	\$130.00	\$140.00	\$150.00
	Six Months	\$702.00	\$756.00	\$810.00
	Annual	\$1326.00	\$1428.00	\$1530.00
Swim Lessons				
Parent and Tot (8 lessons X 30 min)		\$50.00	\$52.50	\$55.00
Preschool (8 lessons X 30min)		\$50.00	\$52.50	\$55.00
Swimmer				
	8 lessons X 30 min	\$50.00	\$52.50	\$55.00
	8 lessons X 45 min	\$60.00	\$63.00	\$66.00
Private Lessons – operating hours				
	Per lesson	\$30.00	\$35.00	\$40.00
	Per four half hour lesson set	\$108.0	\$126.00	\$144.00
	Extra Participants (semi-private) per half hour	\$10.00	\$10.00	\$10.00
Canadian Swim Patrol (8 lessons X 1 hr)		\$75.00	\$78.75	\$80.00
Bronze Medallion		\$175.00	\$183.75	\$193.00
Bronze Cross		\$175.00	\$183.75	\$193.00
Bronze Medals Candidate Book		Actual cost from Lifesaving Society		
National Lifeguard (including course materials)		\$395.00	\$414.75	\$435.00
Lifesaving Instructor (including course materials)		\$275.00	\$288.75	\$300.00
Swim Instructor (including course materials)		\$275.00	\$288.75	\$300.00
Standard First Aid (including course materials)		\$150.00	\$157.50	\$175.00
Emergency First Aid (including course materials)		\$100.00	\$105.00	\$110.00
Pool Rentals				
Private Rental - whole pool per hour (incl 2 lifeguards)		\$100.00	\$105.00	\$110.00
Lane Rental - per hour		\$17.50	\$17.50	\$17.50
Main Pool - per hour / full pool		\$50.00	\$52.00	\$52.50
Youth Swim Club (per lane/per hour)		\$13.50	\$17.50	\$17.50

CANCELLATION FEE: Ice Rentals cancelled with less than 30 days' notice that result in unused ice time, will be charged full rental rates.

PRIME TIME: Mon - Fri: 3:00 p.m. - Midnight, & all-day Saturday, Sunday, and Statutory Holidays.

OFF SEASON: May 1 - Labour Day of each calendar year.

NON-LOCAL USER FEE: User groups which are not registered in the City of Merritt wishing to book City facilities will be charged the applicable rental rate plus 25%.

* In addition, all above charges are subject to applicable taxes

MERRITT OTTER SWIM CLUB
Statement of Revenues and Expenditures
Year Ended April 30, 2024

	2024	%	2023	%
REVENUES				
Swimming registration	\$ 17,690	37.75	\$ 17,631	33.35
Gaming Grant	13,650	29.13	13,650	25.82
Swim meet	5,649	12.05	1,335	2.53
Fundraising income (Note 3)	3,688	7.87	10,376	19.63
Summer Jobs Grant	3,384	7.22	8,890	16.82
Retail sales	1,240	2.65	945	1.79
Reimbursements	1,061	2.26	33	0.06
Grants	500	1.07	-	-
Interest	1	-	-	-
	<u>46,863</u>	<u>100.00</u>	<u>52,860</u>	<u>100.00</u>
EXPENSES				
Advertising and promotion	529	1.13	558	1.06
Awards	43	0.09	461	0.87
Business taxes, licenses and memberships	-	-	159	0.30
Coach expenses	1,128	2.41	4,481	8.48
Equipment	-	-	264	0.50
Fundraising	463	0.99	5,191	9.82
Gifts/honorarium	100	0.21	-	-
Insurance - BCSSA	1,910	4.08	2,180	4.12
Interest and bank charges	230	0.49	357	0.68
Lane rental fees	6,735	14.37	7,041	13.32
Meet fees	1,292	2.76	2,114	4.00
Miscellaneous	1,071	2.29	756	1.43
Professional fees	1,391	2.97	2,264	4.28
Salaries and wages	14,829	31.64	22,547	42.65
Suits/caps/shirts	2,240	4.78	2,729	5.16
Swim meet expenses	1,337	2.85	40	0.08
	<u>33,298</u>	<u>71.06</u>	<u>51,142</u>	<u>96.75</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 13,565</u>	<u>28.94</u>	<u>\$ 1,718</u>	<u>3.25</u>

See notes to financial information

MERRITT OTTER SWIM CLUB**Statement of Revenues and Expenditures****Year Ended April 30, 2023**

	2023	%	2022	%
REVENUES				
Swimming registration	\$ 17,631	33.35	\$ 24,257	30.32
Gaming Grant	13,650	25.82	13,650	17.06
Fundraising income (Note 5)	10,376	19.63	16,788	20.98
Summer Jobs Grant	8,890	16.82	23,679	29.59
Swim meet	1,335	2.53	1,215	1.52
Retail sales	945	1.79	140	0.17
Reimbursements	33	0.06	285	0.36
Interest	-	-	1	-
	52,860	100.00	80,015	100.00
EXPENSES				
Advertising and promotion	558	1.06	1,040	1.30
Awards	461	0.87	205	0.26
Business taxes, licenses and memberships	159	0.30	-	-
Club socials	-	-	35	0.04
Coach expenses	4,481	8.48	1,963	2.45
Equipment	264	0.50	1,357	1.70
Fundraising	5,191	9.82	7,251	9.06
Insurance - BCSSA	2,180	4.12	2,390	2.99
Interest and bank charges	357	0.68	211	0.26
Lane rental fees	7,041	13.32	8,087	10.11
Meet fees	2,114	4.00	1,380	1.72
Miscellaneous	756	1.43	-	-
Office	-	-	3,233	4.04
Professional fees	2,264	4.28	1,260	1.57
Registration refunds	-	-	1,760	2.20
Salaries and wages	22,547	42.65	57,708	72.12
Suits/caps/shirts	2,729	5.16	1,232	1.54
Swim meet expenses	40	0.08	-	-
	51,142	96.75	89,112	111.36
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,718	3.25	\$ (9,097)	(11.36)

MERRITT OTTER SWIM CLUB
Statement of Revenues and Expenditures
Year Ended April 30, 2022

	2022	%	2021	%
REVENUES				
Swimming registration	\$ 24,257	30.32	\$ 11,107	24.74
Summer Jobs Grant	23,679	29.59	4,616	10.28
Fundraising income (Note 5)	16,788	20.98	13,158	29.31
Gaming Grant	13,650	17.06	13,650	30.40
Swim meet	1,215	1.52	-	-
Reimbursements	285	0.36	2,359	5.25
Retail sales	140	0.17	-	-
Interest	1	-	6	0.01
	80,015	100.00	44,896	99.99
EXPENSES				
Advertising and promotion	1,040	1.30	372	0.83
Awards	205	0.26	-	-
Club socials	35	0.04	209	0.47
Coach expenses	1,963	2.45	2,600	5.79
Equipment	1,357	1.70	1,087	2.42
Fundraising	7,251	9.06	7,370	16.42
Gifts/honorarium	-	-	575	1.28
Insurance - BCSSA	2,390	2.99	360	0.80
Interest and bank charges	211	0.26	174	0.39
Lane rental fees	8,087	10.11	4,895	10.90
Meet fees	1,380	1.72	-	-
Office	3,233	4.04	615	1.37
Professional fees	1,260	1.57	1,260	2.81
Registration refunds	1,760	2.20	885	1.97
Salaries and wages	57,708	72.12	17,304	38.54
Suits/caps/shirts	1,232	1.54	-	-
	89,112	111.36	37,706	83.99
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(9,097)	(11.36)	7,190	16.00
OTHER INCOME				
COVID-19 CEBA income	-	-	10,000	22.27
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (9,097)	(11.36)	\$ 17,190	38.27

Report

City of Merritt
REGULAR Council Meeting
February 11, 2025

File Number: XXXX

To: Cynthia White, Chief Administrative Officer
From: Linda Robinson, Manager Finance and Human Resources
Date: February 4, 2025
Subject: Grant in Aid Application Review

RECOMMENDATION:

THAT Council review the 2025 Grant in Aid requests in Schedule A and provide the type, amount and payment timing for each approved application.

Executive Summary:

Council Policy Community Grant in Aid provides an opportunity to provide 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.

The 2025 applications [\$59,991] oversubscribe the budget of \$25,000.

Background:

The Grant in Aid policy outlines that grants in aid are not intended to provide on-going support, includes provisions for Council to consider permissive tax exemptions when making funding decisions and identifies two funding classes, financial aid and in-kind. The attached schedule of applications will therefore note any applicants who have not received grant in aid funding in 2024, those who are not currently receiving a permissive tax exemption, and the type of aid requested. Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council may request further information during deliberations.

Any Councilor wishing to recuse themselves to avoid a conflict of interest on an application should declare the intent prior to the motion or debate.

Options / discussion

1. Approve a 2025 Grant in Aid request in full.
2. Not approve a 2025 Grant in Aid request.
3. Provide a grant in aid that differs from the amount requested by the applicant

Financial / Risk Implications:

The 2025 preliminary financial plan allocates \$25,000 to requests. Per the policy, Council does not need to make a final decision on grant in aid requests until March 1, 2025.

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

- In advance at the discretion of Council
- Fifty percent at the time of approval and 50% upon receipt of the final report.
- At another time as specified by Council in the approval process.

Attachments:

1. Council Policy: Community Grant in Aid
2. Schedule A: Grant in Aid applications
3. Applications and supporting materials

Respectfully submitted,

**Linda Robinson
Manager of Finance & HR**

City of Merritt Council Policy

Council Policy: **Community Grant in Aid**

Category No. **05 - ##**

Contact Department: **Finance**



1. PURPOSE:

The purpose of the community Grant in Aid program is to improve the well-being and quality of life of the community and its residents, through financial assistance to non-profit community-based organizations which provide meaningful programs and services in the arts, culture, heritage, recreation, sport, environment, health, and social services areas.

2. OBJECTIVE

The objectives are:

- Support for not-for-profit organizations serving the City of Merritt;
- Strengthen and enhance the well-being of our community;
- Promote volunteerism;
- Meet the goals and objectives of the City's Official Community Plan and Council Strategic Plan;
- Provide a fair, consistent, effective and efficient evaluation process; and
- Promote transparency and accountability.

3. POLICY

- 3.1 Council will establish a budget for allocating Grant in Aid in a calendar year. The amount of the budget will be reviewed annually as part of the budget deliberation process.
- 3.2 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 levels of government.
- 3.3 A Grant in Aid must not be provided to an "industrial, commercial or business undertaking."
- 3.4 Organizations may be considered for either a Community Grant in Aid or Permissive Tax Exemption.
- 3.5 The Financial Department 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 of its required funds from other sources.
- 3.6 A Committee of Council will review the submissions for Grant in Aid and make recommendations to the Committee of the Whole during budget deliberations. Funds are allocated at Council's discretion and a complete application package must be submitted for consideration. Council will

City of Merritt Council Policy

make a final decision on the approved Grants in Aid by March 1st each year, with notification given to all of the applicants immediately thereafter. Council may set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.

- 3.7 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.
- 3.8 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 Committee meeting in which applications are reviewed, the Grant in Aid application will not be considered by Council.
- 3.9 Grants in Aid are not intended to provide ongoing support and all approvals shall be considered on a year-to-year basis and continuing support should not be anticipated. Grant in Aid is meant to support a specific program or initiative, and as such this should be well outlined in the application package. It is not meant to support annual operations.
- 3.10 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.
- 3.11 Council may request the return of any unspent funds from the organization.
- 3.12 Organizations receiving grants will keep records which meet generally accepted standards of good business practice. For the purpose of this policy, the determination of those standards will be wholly at the discretion of the City of Merritt or its auditors. The organization's financial records must be made available to the City or its auditors as may be requested from time to time. If, upon examination of the financial records, they are deemed inadequate the Council may request the funds be returned and/or the Council may at its discretion disqualify the organization from all subsequent lease, license to use, rent, tax exemption, cash or in-kind assistance from the City.
- 3.13 Where the value in-kind portion of a grant includes the use of a facility or amenity, the City reserves the right at any time to substitute an appropriate alternate facility or amenity, or dates at its sole discretion.

4. CRITERIA

4.1 Eligibility

In order to qualify for a Community Grant in Aid the applicant must:

- Be a registered not-for-profit organization in good standing with the Registrar of Companies.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families.
- Duplicate or replace services that fall within the mandate of senior levels of governments or local service agencies.

City of Merritt Council Policy

- Support a Provincial or National fundraising campaign.
- Be of a commercial nature.

4.2 Grant Guidelines:

- a) 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 program/project funding without the City's assistance.
- b) Grants in Aid 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.
- c) Grant in Aid funding will not be provided to fundraise for a charity or an organization other than the applicant.
- d) All requests must indicate whether requests for the current year have been submitted to other organizations or levels of government. All requests must indicate whether partnerships with other agencies have been investigated.
- e) All requests must indicate other fund-raising activities, with details of when these will occur, other funding bodies applied to, and other sponsors.
- f) If the organization is forecasting a surplus, or demonstrated a prior surplus in their financial statements, the intended use of any surplus funds must be explained in the application.
- g) Grant recipients must acknowledge funding support from the City of Merritt in all communications materials, media coverage, and verbal promotion pertaining to the program/project being supported by the grant. Evidence of acknowledgement must be included in the reporting form.
- h) Grant recipients agree that all related communication materials, including signs, websites, posters, etc. will contain a visible and current City of Merritt logo. Current files are available through the Communications and Engagement Manager and must be used in accordance with the City's policy. The City of Merritt logo should only be used in reference to the program/project supported by grant funding.
- i) Grant recipients are encouraged to tag the City of Merritt in social media posts in recognition of grant support.
- j) For all promotion, communication and acknowledgement of the City, the primary contact with the City is the Communication and Engagement Manager.
- k) Notwithstanding the previous section, the program/project may not be represented as a program/project hosted by the City of Merritt, nor may the organization hold itself out as an agent of the City of Merritt in any way.

City of Merritt Council Policy

- l) Successful applicants agree to have their name or society name, project name, and the amount of assistance published by the City on media releases, websites, or in any other medium desired by the City.
- m) Council will disperse approved Grant in Aid funds:
 - o In advance at the discretion of Council, or at another time specified by Council during the approval process.
 - o 50% at the time of approval and 50% upon the receipt of the final reporting.

4.3 Evaluation Criteria

- Community Need – 20%
 - o Evidence of community need. Services are not currently provided elsewhere or are not sufficient.
- Potential Community Benefit – 20%
 - o Widespread benefit and contribution to the well-being of the community in general.
- Community Partnerships and Support – 15%
 - o Organization has partnerships within the community and support from other sources (financial and in-kind).
- Feasibility – 15%
 - o Ability of the organization to deliver the proposed program, project, service, or event- e.g. sufficient volunteers, appropriate venue.
- Public Access – 10%
 - o E.g. hours of operations, facilities available to the general public as well as members, and provision of needed equipment (maybe for a fee).
- Financial Management – 20%
 - o Evidence of financial need and appropriate records provided.

4.4 Reporting and Return of Funds

The City requires all organizations receiving municipal grants to complete a reporting out form and submit it with required documentation within six weeks of their program or project completion. All reporting out forms must be received by the annual deadline of October 31. If a program or project is not completed in time to meet the deadline, the organization must submit before the deadline a request for an extension to the attention of the Finance Department. The reporting out form is attached to this policy and will be provided to organizations at the time of notification of receiving the grant.

In order to be eligible to receive a grant in aid in subsequent years, all organizations are required to submit the reporting out form.

City of Merritt Council Policy

In the event that grant funds are not used for the project/program indicated in the application the organization hereby acknowledges that:

If all or part of the funds remain unspent, the funds must be returned to the City to the attention of the Finance Department.

If funds have been expended inappropriately or for a purpose other than the program/project indicated in the application, Council may at its discretion disqualify the organization from all subsequent lease, license to use, rent, tax exemption, cash or in-kind assistance from the City.

5. FUNDING CLASSES

- Financial Aid:
Grant in Aid applications that include a request for financial assistance for programs or events.
- In-Kind:
Grant in Aid applications that include a request for the in-kind use of a City owned facility.

Approved on	2012/11/06
Amended on	2014/10/31
Amended on	2017/11/14
Amended on	2019/10/22
Amended on	2023/07/25
Amended on	2024/04/09

Schedule A: Grant in Aid Applications

Funding Request	Received Grant in Aid in '23 or '24	Current Permissive Tax Exemption
Financial	No	No
	Yes	No
	No	Yes
	Financial Aid Requests	
In Kind	No	No
	Yes	No

Organization
Interior Community Services
Tumbleweed Play School Society
Airport Committee for Merritt Community Airport Day
Special Olympics BC - Merritt
Ferals Furever Loved Society
Nicola Valley ATV Club
Nicola Valley Community Band
Merritt and District Hospice Society
Merritt Little Britches Rodeo Club
Merritt Snowmobile Club
Nicola Valley Fall Fair
Merritt Crossroads Community Church
Nicola Valley Health Care Endowment Foundation Society
Merritt Crop/Scrapbooking & Crafts
Merritt Secondary Leadership Classes
Friends of Merritt Junior A Hockey Society
Nicola Naturalist Society
Nicola Valley Skating Club
Merritt Otters Swim Club
Merritt Volleyball Association
Merritt Dance Society
Merritt Country Christmas
In Kind Requests
Total

Comments
New Organization does not have financials
Has applied for In Kind and Financial aid. If only one is granted, would prefer Financial.
Policy 3.9 "Grants in Aid are not intended to provide ongoing support"
In 2024 email was sent to indicate that for 2025 they needed to apply to TNRD for funding. Policy 3.9 "Grants in Aid are not intended to provide ongoing support".
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The NV Fall Fair has been allocated a line item in the 2025 capital budget for up to \$15,000. Policy 3.4 "Organizations may be considered for either a Community Grant in Aid or Permissive Tax Exemption"
Policy 3.4 "Organizations may be considered for either a Community Grant in Aid or Permissive Tax Exemption"
Request Exceeds Maximum Allowed. Policy 3.4 "Organizations may be considered for either a Community Grant in Aid or Permissive Tax Exemption". Policy 3.9 "Grant in Aid is meant to support a specific program"
Used to pay \$1,000 per event now they were quoted \$5,700 per event.
New Society

Request \$	Preliminary Approval	2024 Grant Received
\$ 1,400		
\$ 1,000		
\$ 1,500		
\$ 1,500		
\$ 1,400		
\$ 500		
\$ 1,500		\$ 1,000
\$ 1,000		\$ 1,000
\$ 1,000		\$ 1,000
\$ 5,765		\$ 1,000
\$ 7,500		
\$ 1,400		
\$ 10,000		
\$ 35,465	\$ -	
\$ 5,700		
\$ 900		
\$ 3,000		
\$ 1,000		
\$ 1,385		\$ 1,000
\$ 1,400		\$ 1,000
\$ 2,541		\$ 1,000
\$ 1,100		\$ 788
\$ 7,500		\$ 2,000
\$ 24,526	\$ -	
\$ 59,991	\$ -	

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224 ext 205

MANDATORY: **REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT**
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our team is fundraising for our annual Chili and Coats event, which is hosted at Spirit Square in Merritt. This initiative focuses on giving back to the community by providing less fortunate individuals with the opportunity to collect warm winter clothes and enjoy a bowl of hot chili. Additionally, by offering this program, Interior Community Services community living participants are able to build life skills and interact with community members by assisting in serving chilli, picking out jackets, and providing company to individuals accessing our Chili and Coats program.

Mission Statement/Purpose (500 characters or less)

Interior Community Services follows the mission of: Enriching Lives, Strengthening Communities, and adheres to the vision of: People of all abilities living to their potential with dignity, choice, and opportunity.

Our programs cover a broad spectrum, focusing on five main streams: Youth, Child and Family, Community Living, Housing, and Food Security. This integrated approach ensures that our clients receive holistic care tailored to their unique needs.

Brief Description of Organization (1,000 characters or less)

Interior Community Services is a leading social service organization dedicated to enriching lives and strengthening communities in the Southern BC Interior. Established in 2003 through the merging of two other organizations, ICS is a CARF-accredited non-profit organization that provides comprehensive support services, ranging from support for children and families and counselling to housing services in collaboration with BC Housing.

With offices in Kamloops and Merritt, and outreach throughout Barriere, Ashcroft, Chase, and the Kootenays, ICS is deeply committed to serving individuals and families across British Columbia.

Specifically, Interior Community Services has been in Merritt for a number of years, beginning with our child and family program stream. Since then, the programs have diversified to include community living programs and seniors programs, allowing Interior Community Services to further immerse itself into the community and become a cornerstone support service in Merritt.

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Chili and Coats

Description of Event (1,000 characters or less)

Chili and Coats is an annual clothing drive operated by Interior Community Services. The event aims to bring the community together through warm clothes and a hot meal.

The event is designed to allow vulnerable people to collect warm winter goods before the cold weather arrives in Merritt, giving back to the community. It is organized by the Interior Community Services community living program, featuring individuals with diverse abilities. The group works together to generate donations of warm winter clothes, ingredients, confectionery, and various other small necessities to bring the event together. Staff and participants then cook pots of chili to provide to individuals who attend the event, allowing them to eat as they comb through the donated warm winter gear to find what they might need for the coming winter.

By running this barrier-free event, we aim to assist as many people who are struggling as possible. Interior Community Services intends to continue this annual event until there is no longer a need in our community!

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request



Financial Aid



In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

^{1,400.00}
1400

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

2000

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

- Further efforts reaching out to organizations in community.
- Additional grant writing efforts through local and provincial organizations.
- More extensive media campaigns.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Tracy Hoot

Signature

Tracy Hoot

Print Name of Person
completing the application

Joshua Campbell

Signature

Joshua Campbell

Date Signed (mm/dd/yyyy)

12/03/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

APPLICATION FORM
2024 Grant in Aid

() Linda Robinson*

FOR QUESTIONS, CONTACT:
Kevin Natkinniemi
E: kevin.natkinniemi@merritt.ca
T: 250.378.4224, extension 900

**MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT**

RECEIVED
DEC -9 2024

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number

Did you receive a Permissive Tax Exemption in 2023? Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2023 2022

Organization Information

Current Fundraising Initiatives (500 characters or less)

Over the past year, we have successfully organized fundraisers that generated financial support and strengthened local engagement with Tumbleweed Playschool Society. We have an exciting lineup of fundraisers planned for the 2024-2025 school year. These include Neufeld Farms and West Coast Seed sales, a silent auction, our softball tournament, seasonal campaigns such as Purdy's Chocolate orders and January Soup Sales to offer a variety of ways for the community to support our mission.

Mission Statement/Purpose (500 characters or less)

At Tumbleweed Playschool, our commitment to nurture an environment for young learners is at the heart of everything we do. We believe that every child deserves the opportunity to thrive through play and exploration. Our Mission Statement is:
Tumbleweed Playschool provides a safe, enriching environment for children to learn through open-ended play. We shall promote cognitive, emotional, social, and physical opportunities for each child to grow at their individual pace.

Brief Description of Organization (1,000 characters or less)

Tumbleweed Playschool Society is a licensed non-profit preschool dedicated to the education and development of children aged 3 and 4 in Merritt, BC. Established in April 1980, our program plays a vital role in fostering early childhood learning through play, promoting essential skills and inclusivity among a diverse student body.

Led by our highly skilled Early Childhood Educator, Miss Jane Pickering, our curriculum focuses on language development, social skills, mathematics, hygiene and multicultural experiences. Learning is reinforced through active play, providing age-appropriate social, physical and academic benefits. Our safe and welcoming environment encourages children to explore, interact and develop listening skills with trusted adults.

The program operates two programs: a 3-year-old program on Tuesday and Thursday mornings and a 4-year-old program on Mondays, Wednesdays, and Fridays mornings. The academic year runs from September 16, 2024, to June 15, 2025.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

Healthy Snack Time / One Time Grocery Fund

Description of Event (1,000 characters or less)

Research shows that nutrient-rich snacks significantly contribute to cognitive performance and learning outcomes. For example, snacks containing complex carbohydrates, such as whole grains and fruits, provide a steady release of glucose—the brain's primary energy source—helping to enhance focus and prevent energy crashes. Foods rich in omega-3 fatty acids, like nuts and seeds, support cognitive development, memory, and problem-solving. Iron-rich snacks, such as spinach or fortified cereals, help prevent iron deficiency, which is linked to poor attention and lower academic performance. Fruits and vegetables, packed with vitamins and antioxidants, protect brain cells and boost mood, while protein-rich options like yogurt or cheese sustain energy and improve motivation. By ensuring children have access to these essential nutrients, we can create a classroom environment where they are more focused, engaged, and ready to learn.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

1000

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

1500

Percent of your Program Budget covered by this request

66.67%

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

see attached budget

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

We are committed to exploring a wide range of fundraising avenues to meet our budgetary needs and ensure the continued success of our programs. This includes expanding our current efforts, such as increasing community involvement, seeking partnerships with local businesses, and diversifying our events and selection of fundraisers to reach broader audiences. Through these initiatives, we aim to secure additional financial support and build a sustainable funding model for the future.

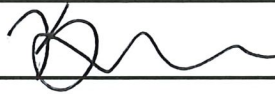
Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Kyla Dres

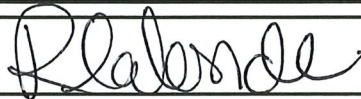
Signature



Print Name of Person
completing the application

Richelle Lalonde

Signature



Date Signed (mm/dd/yyyy)

December 9 2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2023 Grant Report** - If you received a Grant in Aid in 2023 you will be required to submit a final report to Council in order to be considered for 2024 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

Budget vs YTD at Oct 31, 24

YTD Income at Oct 31, 24

Tumbleweed Playschool Society
Income Statement Jul 01, 2024 to June 30, 2025

Tumbleweed Playschool Society

Variance (Budget Remaining)
July 1, 2023 to June 30, 2024

	4 Months Operating	Yearly Based on 3's x 8 4's x30 Proposed 22-23 budget with \$125+=\$200 fees	Monthly Budget 10 Months operators 9 Months fees **12 months overhead *3 snow months		Remaining Budget	
REVENUE						
Tuition	\$3,724.00	\$24,000.00	\$2,400.00	*10	\$20,275.70	\$21,115.70
Ministry Child Care Subsidy	\$0.00	\$0.00	\$0.00	*9	\$840.00	
Registration Fees 2024-2025	\$360.00	\$1,200.00	\$120.00	*12		
Net Tuition & Registration Fees		\$25,200.00	\$2,520.00			
CCECE Wage Subsidy	\$1,206.54	\$5,500.00	\$550.00		\$4,293.46	
CCOF Subsidy Revenue	\$1,158.25	\$11,000.00	\$1,100.00		\$9,841.75	
CCOF EMERG Funding	\$0.00	\$0.00	\$0.00		\$0.00	
Emergency Fund/Grants (Red Cross)	\$0.00	\$0.00	\$0.00		\$0.00	
BC Gaming Grant/Payroll	\$0.00	\$10,000.00	\$1,000.00		\$10,000.00	
BC Gaming Grant/Capital Expense	\$0.00		\$0.00		\$0.00	
Total Government Revenue		\$26,500.00	\$2,650.00			\$24,135.21
Revenue from Fund Raising	\$730.54	\$25,000.00	\$2,500.00		\$24,269.46	
Less: Fundraising Cost	\$0.00	-\$11,000.00	-\$1,100.00		-\$11,000.00	
Net Fundraising		\$14,000.00	\$1,400.00			\$1,200.00
Donations	\$0.00	\$0.00	\$0.00		\$1,200.00	
Interest Income	\$1.42	\$0.00	\$0.00		-\$1.42	
Miscellaneous Income	\$0.00	\$0.00	\$0.00		\$0.00	
Total Misc Revenue	\$1.42	\$1,200.00	\$120.00			\$1,198.58
TOTAL REVENUE		\$66,900.00	\$6,570.00			\$46,449.49
EXPENSE						
PAYROLL						
Teachers Salaries	\$5,179.78	\$25,000.00	\$2,500.00	*10	\$19,820.22	\$22,911.22
ECE Wages Subsidy	\$909.00	\$4,500.00	\$450.00	*9	\$3,591.00	
Substitute Teacher Wages	\$0.00	\$4,000.00	\$400.00	*12	\$4,000.00	
Teacher Bonus	\$0.00	\$5,500.00	\$550.00		\$5,500.00	
Total Wage Expense		\$39,000.00	\$3,900.00	*10		\$1,479.37
CPP Expense	\$320.53	\$1,800.00	\$180.00	*10	\$1,479.37	\$758.49
EI Expense	\$141.51	\$900.00	\$90.00	*10	\$50.00	
Total CPP & EI	\$462.14	\$2,700.00	\$270.00			\$2,237.86
WCB Expense	\$0.00	\$500.00	\$50.00	*10	\$500.00	
Total Payroll Expense		\$42,200.00	\$4,220.00			\$36,649.08
Operating Expenses						
Advertising & Promotions	\$0.00	\$100.00	\$10.00	*10	\$100.00	
Bank Charges & Interest	\$29.00	\$120.00	\$10.00	*12	\$91.00	
Bookkeeping Expense	\$1,830.24	\$4,800.00	\$400.00	*12	\$3,169.76	
Christmas Parade Float	\$40.00	\$30.00	\$30.00	*1	-\$10.00	
Dues, Fees & Licenses (Parade)	\$0.00	\$25.00	\$2.08	*12	\$25.00	
Equipment	\$0.00	\$0.00	\$0.00	*10	\$0.00	
Field Trips Planned	\$110.25	\$500.00	\$50.00	*10	\$389.75	
Fire & Safety	\$0.00	\$400.00	\$40.00	*10	\$400.00	
Freight, Postage & Courier	\$0.00	\$25.00	\$2.08	*10	\$25.00	
Gifts	\$0.00	\$200.00	\$20.00	*10	\$200.00	
Groceries	\$375.44	\$1,500.00	\$150.00	*10	\$1,124.56	
Insurance - Building	\$676.03	\$2,800.00	\$233.33	*12	\$2,123.97	
Insurance - Directors	\$1,200.00	\$1,400.00	\$116.67	*12	\$200.00	
Interest & Financing Charges	\$0.00	\$200.00	\$16.67	*12	\$200.00	
Janitorial & Cleaning Supplies	\$182.46	\$300.00	\$30.00	*10	\$200.00	
Office Supplies	\$112.31	\$400.00	\$40.00	*10	\$117.54	
Professional Development & Training	\$0.00	\$3,200.00	\$320.00	*10	\$287.69	
Repair & Maintenance	\$0.00	\$600.00	\$60.00	*10	\$3,200.00	
School Supplies	\$101.53	\$1,100.00	\$110.00	*10	\$998.47	
Snow Removal & Maintenance	\$0.00	\$3,300.00	\$1,100.00	*3	\$3,300.00	
Telephone	\$262.80	\$1,200.00	\$100.00	*12	\$937.20	
Utilities	\$301.78	\$1,700.00	\$170.00	*12	\$1,398.22	
Website & Software Expenses	\$110.70	\$800.00	\$66.67	*12	\$689.30	
Total Operating Expenses	\$5,132.54	\$24,700.00	\$3,005.83			\$19,567.46
TOTAL EXPENSE		\$66,900.00	\$7,225.83			\$55,216.54
NET INCOME		-\$4,502.41	\$0.00			-\$6,767.05

APPLICATION FORM 2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

MANDATORY: **REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT**
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

There have been no fundraising initiatives for this event. It is a community event that does not involve any specific individual or group. Some members of the community contributed by covering certain expenses out of their own pockets.
Bathrooms - \$500.00 / Posters and /Design -\$500.00 / T Shirts - \$250.00 / Souvenirs - \$250.00
With fundraising efforts for this event we expect to need minimum help for the 2026 Airport Day Event if any. We will also have a few more volunteers than what we have had in the past, so we expect our fundraising to be successful.

Mission Statement/Purpose (500 characters or less)

****Airport Day in Merritt, BC****
Airport Day in Merritt, BC, is dedicated to bridging the gap between the aviation community and the public. Our goal is to foster a deeper understanding of our local airport's vital role in the community. Smaller community airports are often overlooked for their importance to a community or shrouded in mystery by those not directly involved in aviation. While many residents know our airport exists, few understand its location, purpose, or the invaluable benefits it brings to the region.
Our mission is to change this perception. Through a day filled with engaging activities, interactive exhibits, and educational opportunities, we aim to highlight the multifaceted contributions of the Merritt airport. This event offers an exciting and accessible way for families, aviation enthusiasts, and curious

Brief Description of Organization (1,000 characters or less)

The Merritt Airport Day Committee embodies the spirit of community collaboration and dedication to aviation, brought together by shared goals and a passion for showcasing the vital role of the Merritt Airport. Established in 2019, the committee was initially formed by Geoff Scholten, Ray Robinson, and Will George on behalf of the City of Merritt. Over the years, the group has grown to include a diverse array of individuals who bring unique skills, perspectives, and connections to ensure the success of this cherished community event.

Origins and Evolution
In 2019, Geoff, Ray, and Will laid the groundwork for what would become one of Merritt's most engaging annual events. Their initiative was driven by the desire to connect the community with the airport, demystifying its role and celebrating its contributions to Merritt's growth and resilience. By 2022, the group expanded to include Mike Goetz, Greg Girard, Tony Luck, and Melvina White, each of whom brought a wealth of knowledge and experience to the committee. Their inclusion marked a turning point, enabling the committee to adopt fresh ideas and approaches to enhance Airport Day.

Thematic Focus
Every year, the committee selects a theme that resonates with the community, emphasizing local history, achievements, or noteworthy events tied to the airport.

2022 Theme: Recognizing Heroic Pilots
In 2022, the theme highlighted the extraordinary efforts of pilots during the devastating 2021 flooding event. These pilots delivered over 400,000 pounds of food and supplies to Merritt and its surrounding areas, ensuring that cut-off communities received the necessities they desperately needed. This theme served not only as a celebration of these pilots' heroism but also as a reminder of the airport's critical role in emergency response and community resilience.

Origins and History
Another prominent theme focused on the history of the Merritt Airport. As pilots themselves, Geoff and Ray were deeply invested in uncovering and preserving the airport's story. With support from Mike Goetz, a long-time Merritt resident with an extensive knowledge of local history, the committee crafted an engaging narrative that educated and captivated attendees. This theme underscored the airport's evolution and its impact on Merritt over the decades.

A Tribute to Geoff Scholten: The loss of Geoff Scholten on July 28, 2024, was a profound blow to the

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Merritt Airport Day

Description of Event (1,000 characters or less)

The annual Merritt Airport Day event is a vibrant celebration that brings together the love of aviation and the spirit of community. Hosted at the Merritt Airport, this highly anticipated event attracts pilots, aviation enthusiasts, and residents from across the province to honor the skies and the important role of small community airports.

With a dynamic lineup of activities and attractions, Merritt Airport Day promises an unforgettable experience for visitors of all ages. From thrilling helicopter rides to a display of vintage automobiles, the event seamlessly blends aviation with community engagement, creating an exciting atmosphere that celebrates both the past and the future.

Highlights of Merritt Airport Day
Pilots and Planes from Across the Province
The event draws an impressive gathering of pilots and aircraft from various regions, showcasing the diverse world of aviation. Visitors have the chance to see a wide variety of planes up close, meet the pilots, and learn about the unique stories behind these flying machines. Whether you're a seasoned aviation enthusiast or a curious newcomer, there's something awe-inspiring about witnessing aircraft in action.

Helicopter Rides:
One of the most popular attractions is the opportunity to take a thrilling helicopter ride for just \$50. This unique experience offers breathtaking views of Merritt and the surrounding landscape, giving passengers a perspective rarely seen from the ground. It's an unforgettable way to connect with the beauty of the skies and the excitement of aviation.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

This year we plan on applying to gaming to be able to hold a 50/50 draw.

We are planning to sell Airport Day 2025 T Shirts (Merritt, BC)

Raffle to win a free helicopter ride

Souvenir's

Food Table

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Signature

Print Name of Person
completing the application

Melvina White

Signature

Melvina White

Date Signed (mm/dd/yyyy)

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

APPLICATION FORM 2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250-378-4224, ext 205

MANDATORY: **REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT**
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City

Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number

E-Mail

Contact Person (if different)

Title

Phone Number

E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

As Special Olympics British Columbia (SOBC) Merritt begins its efforts to restart and re-establish the program in our community, we are focused on rebuilding and growing our foundation of support. Currently, we rely on the generous contributions of local businesses to provide essential resources, such as venues for fundraising events, prizes for silent auctions, financial contributions from bottle collection initiatives, and residual funds from the previous SOBC team.

To continue our revitalization and expand our impact, we have planned several upcoming fundraising activities that will support the ongoing operations of SOBC Merritt. These initiatives include:

A cookie sale in collaboration with Tim Hortons

Mission Statement/Purpose (500 characters or less)

Mission Statement

Special Olympics British Columbia (SOBC) Merritt is committed to enriching the lives of individuals with intellectual disabilities through sport. By fostering inclusive and supportive environments, SOBC Merritt creates opportunities for individuals to reach their full potential, empowering them to achieve excellence both on and off the field.

Purpose

The purpose of SOBC Merritt is to provide individuals with intellectual disabilities in our community the opportunity to participate in sports that promote physical fitness, self-confidence, and social inclusion.

Brief Description of Organization (1,000 characters or less)

Special Olympics British Columbia (SOBC) Merritt is part of the larger Special Olympics BC organization, which has a rich history of empowering individuals with intellectual disabilities through sports. The Special Olympics movement began in the 1960s when Dr. Frank Hayden, a researcher in Toronto, challenged the assumption that individuals with intellectual disabilities were incapable of achieving physical fitness. His groundbreaking research demonstrated that, given the opportunity, people with intellectual disabilities could develop the skills necessary to participate in sports and improve their physical fitness. This insight led to the creation of the Special Olympics movement, with the first international competition held in Chicago in 1968 and the first Canadian event in Toronto in 1969.

In 1980, Special Olympics BC was established, initially serving 500 athletes. Today, SOBC provides year-round sports programs for over 4,800 athletes across 55 communities in British Columbia. With the support of more than 3,900 trained volunteers, SOBC offers high-quality programs in up to 18 sports, empowering athletes to develop sport skills, improve their health, and compete at local, regional, national, and international levels. SOBC's impact extends beyond athletic achievement—athletes gain confidence, form lasting friendships, and experience joy and acceptance, leading to personal growth and a sense of empowerment.

SOBC Merritt, as part of this larger network, is dedicated to re-establishing and expanding the Special Olympics program in our community. By offering inclusive sports opportunities, SOBC Merritt aims to foster a culture of acceptance, inclusion, and respect for individuals with intellectual disabilities, contributing to a more connected and supportive community. Through community engagement and fundraising efforts, SOBC Merritt is working to ensure sustainable growth and continued success in providing life-enriching opportunities for local athletes. SOBC Merritt is run by a group of dedicated and caring volunteers who do the behind the scenes work to get local programs running in the community. Special Olympics Merritt is in the process of re-establishing its team after a hiatus since 2019. Currently, we have 10 athletes, ranging in age from 23 to 55, who are actively participating in the bowling season and will transition to bocce ball in the spring. Our dedicated team of eight volunteers is committed to fostering an inclusive environment where participants can build physical skills, gain

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Special Olympics Merritt

Description of Event (1,000 characters or less)

To ensure the continued success and growth of SOBC Merritt, we are seeking financial support to meet the following needs:

Uniforms for Volunteers and Athletes: We aim to provide uniforms for both our volunteers and athletes, which will promote team unity and ensure all participants feel included and valued.

Sports Facilities and Event Expenses: We require funding to cover the costs associated with booking sports facilities for training, hosting events, and participating in regional tournaments. These costs are vital for keeping our program running smoothly and offering athletes opportunities for growth.

Travel and Tournaments: As we strive to expand the reach of our athletes, we aim to cover travel expenses for participation in regional tournaments, allowing them to compete, gain experience, and develop skills at a broader level.

Wrap-Up Dinner and Awards Ceremony: At the end of the season, we plan to host an awards ceremony and dinner to celebrate the athletes' achievements, recognize the efforts of volunteers, and foster a sense of community and accomplishment.

Looking ahead, we aim to expand the program by recruiting additional volunteers to help

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

1500

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

3620

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

A cookie sale in collaboration with Tim Hortons

A St. Patrick's Day-themed beverage promotion at Valley Graze Box

A steak dinner event at the Grand Bar & Grill

A film and pizza night at Nicola Valley Institute of Technology (NVIT)

Hotdog sales in partnership with Save-On-Foods

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
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- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Val Whomes

Signature

Print Name of Person
completing the application

Amber Moonen

Signature

Date Signed (mm/dd/yyyy)

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
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APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
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- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO: FINANCE@MERRITT.CA

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
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Print Name of Board Chair or President	<input type="text" value="Val Whomes"/>
Signature	<input type="text" value="Valerie Whomes"/>
Print Name of Person completing the application	<input type="text" value="Amber Moonen"/>
Signature	<input type="text" value="Amber Moonen"/>
Date Signed (mm/dd/yyyy)	<input type="text" value="12/09/2024"/>

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
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2025 Grant in aid Proposal Special Olympics BC - Merritt

Current fundraising

As Special Olympics British Columbia (SOBC) - Merritt begins its efforts to restart and re-establish the program in our community, we are focused on rebuilding and growing our foundation of support. Currently, we rely on the generous contributions of local businesses to provide essential resources, such as venues for fundraising events, prizes for silent auctions, financial contributions from bottle collection initiatives, and residual funds from the previous SOBC - Merritt team.

To continue our revitalization and expand our impact, we have planned several upcoming fundraising activities that will support the ongoing operations of SOBC - Merritt. These initiatives include:

- A cookie sale in collaboration with Tim Hortons
- A St. Patrick's Day-themed beverage promotion at Valley Graze Box
- A steak dinner event at the Grand Bar & Grill
- A film and pizza night at Nicola Valley Institute of Technology (NVIT)
- Hotdog sales in partnership with Save-On-Foods

These events not only serve to raise crucial funds but also engage the community, raising awareness and fostering long-term support for the Special Olympics movement in Merritt.

Mission Statement / Purpose

Mission Statement

Special Olympics British Columbia (SOBC) - Merritt is committed to enriching the lives of individuals with intellectual disabilities through sport. By fostering inclusive and supportive environments, SOBC - Merritt creates opportunities for individuals to reach their full potential, empowering them to achieve excellence both on and off the field.

Purpose

The purpose of SOBC - Merritt is to provide individuals with intellectual disabilities in our community the opportunity to participate in sports that promote physical fitness, self-confidence, and social inclusion. As we restart and rebuild the Special Olympics programs in Merritt, we aim to create a strong, sustainable foundation through community engagement and support. By hosting a variety of fundraising events, we will ensure the continued success of the programs and work to further SOBC's vision of creating inclusive communities across British Columbia, where all individuals are respected, valued, and celebrated.

Brief description of Organization

Special Olympics British Columbia (SOBC) - Merritt is part of the larger Special Olympics BC organization, which has a rich history of empowering individuals with intellectual disabilities through sports. The Special Olympics movement began in the 1960s when Dr. Frank Hayden, a researcher in Toronto, challenged the assumption that individuals with intellectual disabilities were incapable of achieving physical fitness. His groundbreaking research demonstrated that, given the opportunity, people with intellectual disabilities could develop the skills necessary to participate in sports and improve their

physical fitness. This insight led to the creation of the Special Olympics movement, with the first international competition held in Chicago in 1968 and the first Canadian event in Toronto in 1969.

In 1980, Special Olympics BC was established, initially serving 500 athletes. Today, SOBC provides year-round sports programs for over 4,800 athletes across 55 communities in British Columbia. With the support of more than 3,900 trained volunteers, SOBC offers high-quality programs in up to 18 sports, empowering athletes to develop sport skills, improve their health, and compete at local, regional, national, and international levels. SOBC's impact extends beyond athletic achievement—athletes gain confidence, form lasting friendships, and experience joy and acceptance, leading to personal growth and a sense of empowerment.

SOBC - Merritt, as part of this larger network, is dedicated to re-establishing and expanding the Special Olympics programs in our community. By offering inclusive sports opportunities, SOBC - Merritt aims to foster a culture of acceptance, inclusion, and respect for individuals with intellectual disabilities, contributing to a more connected and supportive community. Through community engagement and fundraising efforts, SOBC - Merritt is working to ensure sustainable growth and continued success in providing life-enriching opportunities for local athletes.

SOBC - Merritt is run by a group of dedicated and caring volunteers who do the behind the scenes work to get local programs running in the community. While under the umbrella of Special Olympics BC, they have a Local Coordinator who is the lead for the committee and initiatives within the community.

Special Olympics BC - Merritt is in the process of re-establishing its team after a hiatus since 2019. Currently, we have 10 athletes, ranging in age from 23 to 55, who are actively participating in the bowling season and will transition to bocce ball in the spring. Our dedicated team of eight volunteers is committed to fostering an inclusive environment where participants can build physical skills, gain confidence, and enjoy meaningful social interactions

What we re asking for funds for

To ensure the continued success and growth of SOBC - Merritt, we are seeking financial support to meet the following needs:

- **Uniforms for Volunteers and Athletes:** We aim to provide uniforms for both our volunteers and athletes, which will promote team unity and ensure all participants feel included and valued.
- **Sports Facilities and Event Expenses:** We require funding to cover the costs associated with booking sports facilities for training, hosting events, and participating in regional tournaments. These costs are vital for keeping our program running smoothly and offering athletes opportunities for growth.
- **Travel and Tournaments:** As we strive to expand the reach of our athletes, we aim to cover travel expenses for participation in regional tournaments, allowing them to compete, gain experience, and develop skills at a broader level.
- **Wrap-Up Dinner and Awards Ceremony:** At the end of the season, we plan to host an awards ceremony and dinner to celebrate the athletes' achievements, recognize the efforts of volunteers, and foster a sense of community and accomplishment.

Looking ahead, we aim to expand the programs by recruiting additional volunteers to help establish a Junior SOBC league for athletes aged 8 to 18. We also aspire to provide opportunities for our athletes to

participate in Provincial tournaments, further enhancing their skills and fostering a deeper sense of achievement.

Our dedicated volunteers are essential to the success of the program. They provide individualized support, create a positive and inclusive environment, and foster social connections among participants. For many athletes, SOBC - Merritt is a rare opportunity for social interaction and community engagement, offering a space where they can form friendships, develop self-confidence, and experience a sense of belonging.

Financial Request for 2025 Season:

The approximate costs for the 2025 season are as follows:

Bowling fees: \$1,120 (\$70 per week x 16 weeks)

Shirts for athletes (10) and volunteers (8) and 2 spares: \$1,000

Travel and regional tournaments: \$250

Wrap-up dinner and awards ceremony: \$1,000

Total Requested Funds: \$3,370

We respectfully request financial support to help us achieve these goals and continue to provide an inclusive and empowering environment for our athletes. Your contribution will directly impact the lives of individuals in Merritt, offering them opportunities for personal growth, social inclusion, and meaningful community involvement.

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /

Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Account @ Merritt Bottle Depot (Kittens with Mittens)
Account @ Merritt Jets office (Kittens with Mittens)

Mission Statement/Purpose (500 characters or less)

My objective is to help Spay and Neuter
Stray and Feral Cats to help with the
Overpopulation in Merritt BC

Brief Description of Organization (1,000 characters or less)

[This area is currently blank for the organization's description.]

Please don't hesitate to attach supporting documents with further information about your organization.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Christine Dolbec

Signature

Christine Dolbec

Print Name of Person
completing the application

Melanie Griffiths

Signature

Melanie Griffiths

Date Signed (mm/dd/yyyy)

11/03/24

APPLICATION CHECKLIST - ALL REQUESTS

2025 Grant Report - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.

Completed and signed Grant in Aid application.

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

Budget - Include a detailed budget for the program, project or event, including all potential revenue sources.

Financial Statements - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.

Organization Budget - Include the current annual operating budget for the organization.

Long-Term Plan - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

[SUBMIT TO FINANCE@MERRITT.CA](mailto:FINANCE@MERRITT.CA)

Proposal Request

Program / Project / Event Name

Spay Neuter Release Program

Description of Event (1,000 characters or less)

Account @ Bottle Depot (Kittens with Mitten)
Account @ Vets office (Kittens with Mittens)
Sometimes people donate cat litter and cat food, I am asking 100.00 adoption fee to cover the cost of vet bills
we also did a bottle drive.

Please don't hesitate to attach supporting documents with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request

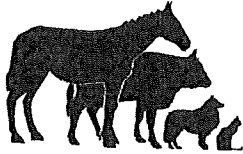
%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

- Bottle drives
- fundraising Dinner
- Fundraising BBO



Anais Roy
Veterinarian
Merritt Veterinary Hospital
2171 Douglas St
Merritt, BC, V1K 1M8
250 378 2120
merrittvethospital@gmail.com

November 6, 2024

The Honorable Michael Goetz
Office of the Mayor
CITY HALL
City of Merritt
Box 189, 2185 Voght Street
Merritt, B.C. V1K 1B8

Dear Mayor Goetz,

I am writing to bring attention to a collaborative initiative that the Merritt Veterinary Hospital is proud to be part of, and to seek your support for the important work being done by the Kittens With Mittens rescue organization.

As you may know, Kittens With Mittens is a new local organization dedicated to rescuing cats in need, providing them with life-saving care, and ultimately finding them loving forever homes. As part of our community commitment, Merritt Veterinary Hospital partners closely with Kittens With Mittens to ensure these animals receive comprehensive veterinary care, including wellness exams, vaccinations, spay/neuter surgeries, and emergency treatments for those in need.

This partnership has allowed us to directly impact the lives of countless rescued cats who might otherwise face difficult circumstances. However, the financial demands of running a rescue organization and providing medical care to animals in need are significant, and Kittens With Mittens will be relying heavily on donations, grants, and community support to continue its mission.

We are reaching out to you, as the Mayor of Merritt, to request your consideration for municipal funding or support for Kittens With Mittens. With your assistance, we could expand their reach, improve the quality of care, and ultimately control the feral cat population better. By supporting this initiative, the city would not only be helping to improve the welfare of animals but also contributing to the health and safety of our community by reducing stray populations and the spread of preventable diseases.

The work done by Kittens With Mittens has proven to have a positive impact on both the local pet population and our community, and with your help, we can ensure that they continue their

Name introduction

I am applying for a Grant in Aid in the amount of 1400.00 for our society called Feral Furever Loved. Formerly known as Kittens with Mittens.

Established June 1st 2024. I became aware of this crisis when I moved into my house and inherited 16 stray cats with the property.

I work closely with the Merritt Vet Clinic, they have been very supportive with offering a discount on surgeries and the Kamloops SPCA that accepts cats and kittens, donates food and bedding. I have acquired equipment out of pocket, including two live traps, 6 XL wire crates.

Thus far we have trapped 80 cats and kittens in the Merritt area. All are vetted, vaccinated. Some are brought to the SPCA, others are adopted out locally. The adopters pay the vet bill, and a 100.00 (as of October 12, 2024) adoption fee to help off - set the cost of fostering, laundry, cleaning supplies. Many are feral so it takes considerable amount of time to acclimatize and accept human touch. Each kennel is cleaned three times daily, all are fed twice daily. Some are re-released from where they were trapped if a guardian continues to feed and monitor the cats. We refer to this as TNR, Trap Neuter, Release.

We continue to explore relationships with other animal welfare organizations, explore fundraising ideas. Currently we have an account at the bottle depot, and the vet clinic accepts donations via e- transfers. Our goal is to attain fosters, volunteers and to include the community to address this issue.

Many of these cats were abandoned after the floods, many are a product of people not spaying and neutering. It is nothing less than a crisis. Strays and ferals live a harsh and neglected life, the life span is roughly 5-7 hard years. A female cat can have up to four litters a year. I estimate there are roughly 100-150 intact abandoned cats remaining. We need your support more than ever.

Ps I will be giving this grant
Directly to the Merritt vet
office so I can spay
and neuter.



invaluable efforts. Whether through direct funding, a municipal grant, or other forms of assistance, your support could make all the difference in the success of this critical program.

Thank you for your time, consideration, and continued commitment to the well-being of all members of our community, human and animal alike.

Sincerely,

Dr. Anais Roy

Veterinarian, DVM

Merritt Veterinary Hospital

APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT:

Linda Robinson

EMAIL: lrobinson@merritt.ca

TEL: 250.378.4224, ext 20

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy): 11/17/24

Full Legal Organization Name Nicola Valley ATV CLUB

Street Address % 2201 Parker Drive

City Merritt Prov BC

Postal Code V1K 1J1

Organization Website

Organization President / Executive Director TIM WILCOX

Title PRESIDENT

Phone Number (604) 309-2167 E-Mail 6043092167t@gmail.com

Contact Person (if different) DOUG FLEMING

Title SECRETARY/TREASURER

Phone Number (250) 744-5410 E-Mail db-fleming@outlook.com

Organization Information

Not for profit? Yes No

Registration Number S-52460

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years? (Include \$ amount of financial and/or in-kind received)
2024 No 2023 No

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our Club Memberships are \$10.00/person. We hold several Ride events each year, which raise between \$40.00 and \$100.00 per event. A major Camp and Ride Event last year raised just over \$565.00. Membership fees raise about \$800.00 per year.

Mission Statement/Purpose (500 characters or less)

The Mission of the Nicola Valley ATV Club is to promote safe and responsible riding, to promote environmental awareness, to promote recreational trail riding, and to work with other user groups for the benefit of all trail users.

Brief Description of Organization (1,000 characters or less)

The Nicola Valley ATV Club is an organization catering to ATV (quad) and UTV (side x side) enthusiasts. The Club holds monthly Ride Events, as well as monthly business meetings. The Club also held a 3 day Camp & Ride Event in June 2024, which proved to be a successful event attracting local, regional and provincial riders. The Club currently has about 40 members, mostly from Merritt, Lower Nicola and the Nicola Valley. The Club is a member of ATVBC.

Please don't hesitate to attach supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Membership Drive and Safety Training Course

Description of Event (1,000 characters or less)

The NVAIV Club estimates that only 10-15% of OHV (Off Highway Vehicle) owners belong to our Club. If we can increase our Membership, we can better foster understanding of backcountry stewardship, OHV safety and awareness and improved relations between user groups vying for access to our valuable backcountry resources.

ATVBC has agreed to assist us with an OHV Safety Training Course, which will be opened to local and regional Search & Rescue agencies

Please don't hesitate to attach supporting documents with details about your program, project or event.

Type of Funding Request



Financial Aid



In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

500.00

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

1,000.00

Percent of your Program Budget covered by this request

50

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

200.00

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Continue to hold monthly Events, Annual Camp & Ride and Special Events.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

TIM COX

Signature

[Handwritten Signature]

Print Name of Person
completing the application

LORETTA FLEMING

Signature

[Handwritten Signature]

Date Signed (mm/dd/yyyy)

11/17/24

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization. *(Will submit 2023/24 statements following Nov AG)*
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

NVATV Club Grant-in-Aid Application

The NVATV (ATVBC) OHV Safety Training Course will be advertised and open to local and regional Search and Rescue groups, as well as area RCMP and Fire Services.

ATVBC held a similar OHV Safety Training Course in Princeton this past year. Most attendees were in fact local Search and Rescue and RCMP members.

Pre-registration for the event in Spring of 2025 will determine the final number of participants.

The membership drive and "free hot dog lunch" will be open to all community members.

NVATV Club

Special Event Budget - 2025

Membership Drive and ATV Safety Course Season Opener Ride

Revenues

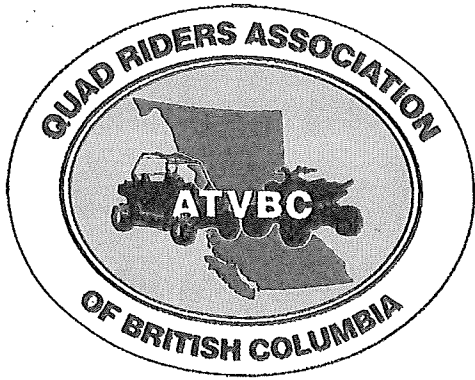
NVATV Club	\$ 200.00
City of Merritt Grant-in-Aid	\$ 500.00
ATVBC	\$ 300.00
Total Revenues	\$ 1,000.00

Expenditures

Newspaper Advertisements	\$ 270.00
Facebook Advertising	N/C
Special Event Insurance	\$ 150.00
Misc (misc supplies)	\$ 150.00
Food (Hotdogs, Smokies, Juice)	\$ 250.00
Rider Registration Discounts *	\$ 180.00
Total Expenditures	\$ 1,000.00

Notes:

1. The Club is also requesting use of that area of Central Park used for the annual Car Show for this Safety Training course.
2. Riders will receive certification through ATVBC for successfully completing the Safety and Orientation Course.
3. * Local NVATV Club Members and ATVBC Members will receive a \$15.00 discount from the regular ATVBC \$150.00 registration fee. Money from course registration goes directly to ATVBC to offset Instructor expenses, lodging, meals and printed materials.



[ABOUT US](#)

[EVENTS](#)

[JOIN ATVBC](#)

[CLUBS IN BC](#)

[SPONSORS](#)

[NEWS](#)

[SAFETY](#)

[RESOURCES](#)

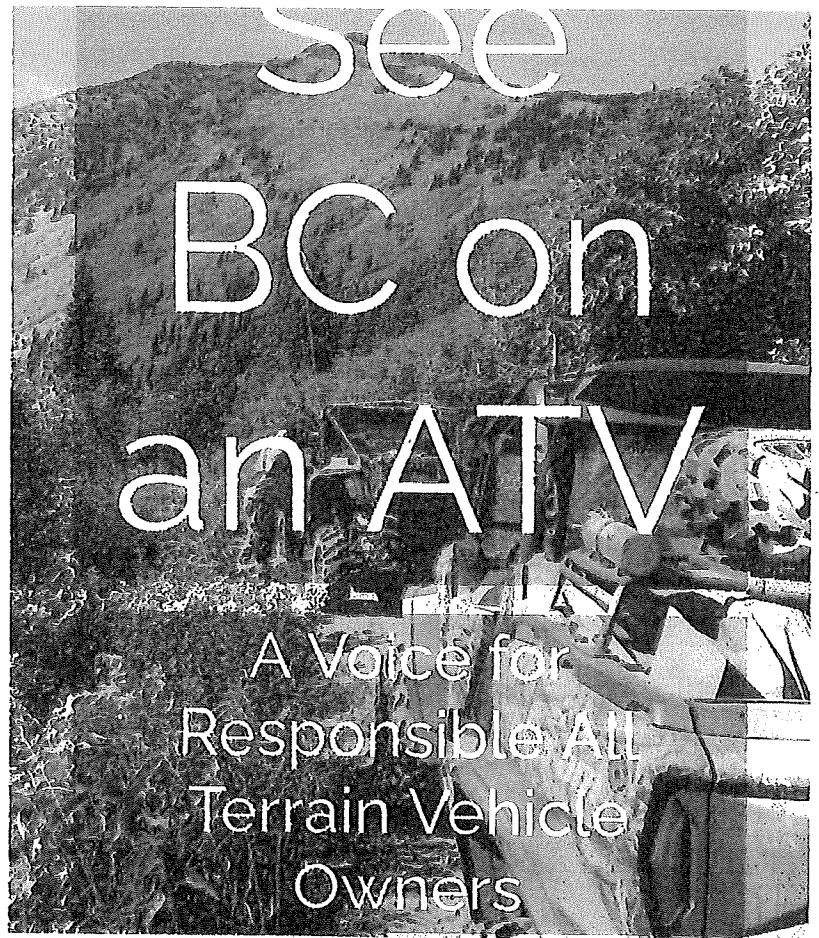
[MEMBERS ONLY](#)

[ATVBC CLUB GRANTS](#)

[2024 FALL ONLINE 50/50](#)

[ATVBC & KITT TRAILER](#)

[RAFFLE](#)



WATCH VIDEO ON ATVBC
YOUTUBE

Our Mission & Vision



[Privacy -](#)

Safe and Responsible

ATVing in BC

250-613-8185

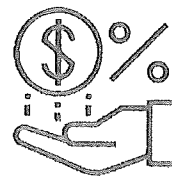
membership@atvbc.ca

ATVBC advocates for shared trails through responsible use, collaboration with other user groups and volunteer contribution around the province of BC.



Trail Grants

Grants to clubs for trail maintenance and development.



Member Benefits

See ATVBC Member discounts and



Newsletter

Monthly newsletter with ATV news, events and more!

DEADLINE: DECEMBER 15, 2024

CITY OF MERRITT
DEC -4 2024
RECEIVED



APPLICATION FORM 2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

**MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT**

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024	<input type="text" value="None 1000<sup>00</sup>"/>	2023	<input type="text" value="None"/>
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Organization Information

Current Fundraising Initiatives (500 characters or less)

We continue to raise money through membership fees as well as from donations. We do not charge for any performances.

Mission Statement/Purpose (500 characters or less)

To make music for all residents of the City of Merritt.
We also are a group that all musicians, regardless of their ability can enjoy belonging to. We are Ambassadors for the City of Merritt.

Brief Description of Organization (1,000 characters or less)

The band is made up of members of every age and playing ability. We foster an environment of inclusion where all can improve as musicians and we try wherever possible to get, the City of Merritt, before the public!
We have quite a few students with us this year and we all enjoy learning from one another! If members cannot afford the fees other members will absorb travel costs.

Please don't hesitate to attach supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Description of Event (1,000 characters or less)

Please don't hesitate to attach supporting documents with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President

Nancy Ellingsen

Signature

[Handwritten Signature]

Print Name of Person completing the application

Judith Guichon

Signature

Judith Guichon

Date Signed (mm/dd/yyyy)

02/04/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM 2025 Grant in Aid

CITY OF MERRITT
NOV - 8 2024
RECEIVED

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224 ext 20

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024	<input type="text" value="\$1000.00"/>	2023	<input type="text" value="\$1500.00"/>
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Organization Information

Current Fundraising Initiatives (500 characters or less)

Celebrate A Life Tree at Christmas
Donations and Grants

Mission Statement/Purpose (500 characters or less)

To provide support and understanding to the seriously ill, their families and caregivers and to the bereaved. To share and support community awareness of the Hospice Philosophy.

Brief Description of Organization (1,000 characters or less)

Merritt and District Hospice Society supports those whom are seriously ill, their families and caregivers as well as those whome are grieving.
All volunteers must complete a 24 hour training course provided by trained volunteers. Our work involves public education surrounding palliative care, grief and bereavement, advance care planning as well as providing literature and a lending library surrounding palliative care and grief.

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Living with Loss Grief Support / Volunteer Training

Description of Event (1,000 characters or less)

Grief support including Living with Loss is an essential group in our community. Volunteers host these groups and allow the public to meet and speak openly in a safe and supported environment. This year Merritt Hospice has hosted several "Death Cafes", based on a model from the UK. Attendees were invited to share their experiences surrounding death in order to look at how to live a more meaningful life. We are currently working with the City of Merritt initiating a "Wind Phone", for the community. This phone will allow those suffering with grief an opportunity to say out loud those words they never had the opportunity to say to their loved one before passing. Volunteer Training provides volunteers in depth training on how to provide support to individuals and families who are grieving and tools and resources to best assist and support both the client and the volunteer. As of April 1, 20203 Merritt & District Hospice relocated its office to the basement of the Nicola Valley Health Care Center. Volunteer hours were supplemented with financial resources to ensure this move occurred successfully.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request Financial Aid In-Kind *Contact Facility Booking Department at (250) 315-1050 for a quote for your event*

Amount Requested *Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions*

Program Budget

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Continue to explore other grant opportunities .

Donations

In Kind Volunteer hours for 2023 = \$20,470.00

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Maureen Lisle, Chairperson

Signature

Maureen Lisle

Print Name of Person
completing the application

Lori Wright, Program Coordinator

Signature

Lori Wright

Date Signed (mm/dd/yyyy)

11/07/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA



Merritt and District Hospice Society

3451 Voght St. Merritt, BC V1K 1C6 Telephone: 250-378-1701

EMAIL: merrithospice@shaw.ca WEB SITE: www.merrithospice.org

Director of Finance
City of Merritt, Box 189
2185 Voght Street, Merritt, BC V1K 1B8

Thursday, November 7, 2024

Re: Merritt & District Hospice Society 2024 Grant in Aid Report

- Continue with implementing COVID policies in compliance with Work Safe BC and IHA including:
 - Office protocols
 - Volunteer education
- Attending education webinars from BCHPCA, BCCPC, BCBC, CHPCA sessions
- Community Presentations re: Advance Care Planning and Green Sleeves Program as we build relationships and increase public awareness:
 - Street mall table when available
 - Advance Care Planning workshops for staff and residents of Siska, Nooaitch, Cooks Ferry and Shacken Bands
 - Golden Years Book: *'providing service to the seriously ill and their loved ones'*
 - Yearly Celebrate-A-Life Tree supporting community members in their grief and loss
 - 'Living with Loss' and 'Death Cafes' supporting community members dealing with various loss and grief issues
 - Supporting Logan Lake Hospice organization and community members as needed
- Care packages for family members in acute care and Gillis House
- Respecting COVID precautions in office and area facilities per IHA protocols
- Volunteer meetings both in person and on zoom with in-service education
 - MAID within IHA
 - Self soothing
 - Mindfulness
 - Volunteer appreciation gifts (tea, cookies, honey, pins, etc)
- Maintenance and upkeep of website and social media with current supports and resources available

Number of clients = 50
(Jan 1 to Oct 31, 2024)

Referred from Home Health: 9
Referred from Social Worker: 11
Self referred: 13
Mental Health: 1
Physician: 16

Number of Volunteers:

20



Merritt and District Hospice Society

3451 Voght St. Merritt, BC V1K 1C6 Telephone: 250-378-1701

EMAIL: merrithospice@shaw.ca WEB SITE: www.merrithospice.org

In 2024 we plan to offer **education** for volunteers (volunteer training), for Health Care Professionals (both in the hospital and Coq Gillis) and for the community of Merritt. The areas of focus will continue sharing of current end of life care resources:

- having difficult conversations (Death Cafés and ‘*What do you want to do before you die*’)
- supportive conversations (mindfulness, companionship, self-soothing, MAID protocols, etc).
- advance care planning and grieving and loss

We intend to host **workshops** (Advance care planning, Living with Grief and Loss, Death Cafes). We also continue with Ongoing updates and revisions of Merritt Hospice, Library, Website and Facebook site. We have restarted building ‘*Care Bags*’ for the family members sitting at the bedside of their loved ones in the hospital and at Coquihalla Gillis.

We are working to increase public awareness of what Hospice is and what Hospice Volunteers do to support the community. By encouraging end-of-life conversations early on in a person’s life, we may regain our societal knowledge of it, thus encouraging others to be less afraid of death. Ongoing workshops and education give us the language to talk about death, reevaluate our priorities in life and to and to come to terms with our fears surrounding death.

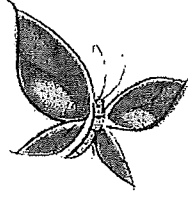
We are looking forward to working with the City of Merritt to install our ‘Wind Phone’ in hopes of supporting those who are grieving. Thank you for your support in Hospice and allowing us to continue to do the above-mentioned work.

Sincerely,

Merritt and District Hospice Society.

Maureen Lisle
Chairperson,
Merritt & District Hospice Society

Date: Nov. 7, 2024



Merritt & District Hospice Society

3451 Voght Street, Merritt, B.C. V1K 1C6

Telephone: 250-280-1701

E: merrithospice@shaw.ca

www.merrithospice.org

Value of Volunteer Hours Summary

For Fiscal Year:

January 1 to December 31, 2023

of volunteers doing General Labor;

of hours at \$20.00/hour

Display Events	4 volunteers; 35 total hours	700.00
Advance Care Planning	3 volunteers; 61 total hours	1,220.00
Volunteer Training	4 volunteers; 16 total hours	320.00
Travel Time (to conference/education)	1 volunteers; 3 total hours	60.00
Volunteer Meetings	22 volunteers; 117 total hours	2,340.00
Office/website support	5 volunteers; 319.5 total hours	6,390.00
Client Support	8 volunteers; 300 total hours	6,000.00
Board Meetings (not counted)	9 volunteers; 19.5 total hours	.00
Office relocation + renovation	18 volunteers; 137 total hours	2,740.00
Donated Accredited Professional Services at FMV: Bookkeeper	1 volunteer; 20 hours (\$34/hour)	\$700.00

Total Value of 1,028 Volunteer Hours

\$ 20,470.00

**Merritt & District Hospice Society
Balance Sheet As at 31 Dec, 2023**

ASSET

Current Assets

Regular Account - 100-493-6	6,378
CGG Account - 101-092-5	<u>-331</u>
Total Assets	<u>6,047</u>

TOTAL ASSET 6,047

LIABILITY

Liabilities

Accts Payable	<u>3,388</u>
Total Liabilities	<u>3,388</u>

TOTAL LIABILITY 3,388

EQUITY

Equity

Retained Earnings	4,468
Current Earnings	<u>-1,810</u>
Total Owners Equity	<u>2,658</u>

TOTAL EQUITY 2,658

LIABILITIES AND EQUITY 6,047

Generated On: 17 Mar, 2024

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant In Aid

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Silent auction at event, dinner fundraiser

Mission Statement/Purpose (500 characters or less)

The BC Little Britches Rodeo Association is a place for young cowboys and cowgirls to get a start in the sport of rodeo.

Brief Description of Organization (1,000 characters or less)

A non- profit organization,the BC Little Britches Rodeo Association along with local rodeo clubs throughout the province host rodeos throughout the spring, summer and fall. Communities from Langley to Merritt, Falkland and Barriere to several interior towns including 100 Mile House, Williams Lake and as far north as Prince George to participate.

This is a family oriented sport that benefits young competitors in several ways including the responsibility they learn through caring for their animals, as well as the respect, camaraderie and sportsmanship they gain as competitors.

Please don't hesitate to attach supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Merritt Little Britches Rodeo

Description of Event (1,000 characters or less)

We plan to host the Merritt Little Britches Rodeo the weekend of June 7 & 8, 2025. We will have 17 different events the competitors can compete in. The annual Merritt Little Britches is an anticipated weekend of cute and fun competitors to the more serious cowboys and cowgirls who are vying for winning a buckle. We are renowned for our amazing prizes, great facility, and energetic environment. The effort of these young aspiring athletes is very admirable. A truly fun-family event.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at
(250) 315-1050 for a quote for your event

Amount Requested

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future.
(500 characters or less)

With the generous support from our community, local businesses, and participating families we will continue to host the Merritt Little Britches Rodeo.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President	<input type="text" value="April Schneider"/>
Signature	<input type="text" value="Handwritten Signature"/>
Print Name of Person completing the application	<input type="text" value="April Schneider"/>
Signature	<input type="text" value="Handwritten Signature"/>
Date Signed (mm/dd/yyyy)	<input type="text" value="12/09/2024"/>

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.



2024 Grant Report

In 2024, we hosted a Merritt Little Britches Rodeo on the weekend of June 1 & 2, 2024. The event was successful with having over 140 competitors and their families attend. Funding from the City helped with costs such as the arena rental, the judges, the announcer and first aid. Without funding we would not be able to have such a successful event. We hope to host another rodeo in 2024, the weekend of June 7 & 8, 2025.

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.2024 ext 205

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Merritt Snowmobile club charges membership fees along with selling daily trail passes to non members. In addition, the club has applied for and received several grants from the BC Snowmobile Federation, Off Road Vehicle Trail Fund, and Province of BC Destination Development Fund. The club also hosts a number of fundraising events including the annual Spring Fling and Poker Run. The club has an existing webcam at its Thynne Mountain and Honeymoon riding area that generates advertising revenue. The club has also partnered with local hotels to offer discounted rates to attract new riders to the area and capitalize on increased member dollars and day use fees.

Mission Statement/Purpose (500 characters or less)

The M.S.C. promotes safe family snowmobiling with riding areas on Thynne Mountain, Stoyoma Mountain, Honeymoon Lakes and the Hooshum Ridge by maintaining a trail system that has been approved and is part of a management agreement with the Province of B.C.

Brief Description of Organization (1,000 characters or less)

The Merritt Snowmobile Club was incorporated by the BC Societies Act on April 5, 1972. The club has primarily relied on membership fees, single use trail passes, and significant volunteer efforts to remain financially sustainable. The club maintains a network of trails and day use cabins in its riding areas including grooming operations throughout the winter. The club sees the potential to build the Merritt area into the next snowmobile destination in the province; similar to Sicamous and Revelstoke. We see an opportunity to attract riders from other areas that will not only come for the day but stay in the community and spend multiple days exploring the various riding areas.

Please don't hesitate to attach supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Multi Site Web-Camera Upgrades

Description of Event (1,000 characters or less)

The Merritt Snowmobile Club seeks funding to upgrade its three web camera systems with enhanced battery storage and remote weather stations. Currently, the cameras operate on solar-powered batteries but cannot stay functional during the extended nighttime hours of winter. This leads to shutdowns until mid-morning, which inconveniences riders who depend on the cameras to check snow conditions early in the day. The proposed upgrades will address these limitations by incorporating higher-capacity batteries to ensure continuous operation and adding weather monitoring equipment. These remote weather stations will provide real-time updates on temperature, wind, and other critical conditions, enabling riders to make informed and safe decisions about their trips. By improving access to essential information and enhancing safety, this project will significantly benefit the riding community and further the club's commitment to promoting safe, enjoyable snowmobiling.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

5764.73

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

6754.73

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

The goal of the Merritt Snowmobile club over the last several years has been to increase the rider experience. Our hope is to increase ridership by attracting new members and day use visitors from surrounding communities. The funds from additional riders will allow for greater ability to carry out necessary projects such as trail maintenance and increased trail grooming.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Mat Selzer

Signature



Print Name of Person
completing the application

David Andersen

Signature



Date Signed (mm/dd/yyyy)

12/12/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITLCA

Multi Site Web Camera Upgrade Project Budget		
Snowmobile Club		
Merritt Snowmobile Club		
Project Name		
Multi-Site Web Camera Upgrade		
Project Costs		
Description (Please itemize your project costs)		Cost
6 Batteries (Renogy)		\$3,171.69
Tempest Weather System		\$1,643.04
Connectors and cables (Lordco)		\$550.00
General Labour		\$990.00
Travel		\$400.00
Total Project Cost		\$6,754.73
Funding Sources		
Name, Company, or Funding Agency	Type of Contribution	Amount
Amount Requested from City of Merritt	Grant	\$5,764.73
Community Donations	In-Kind	\$990.00
Total Project Funding		\$6,754.73

Merritt Snowmobile Club Long-Term Plan

Introduction

The Merritt Snowmobile Club is committed to promoting safe, family-friendly snowmobiling across its riding areas, including Thynne Mountain, Stoyoma Mountain, Honeymoon Lakes, and Hooshum Ridge. The club maintains an extensive network of trails and day-use cabins, along with winter grooming operations. A dedicated group of volunteers has historically managed operations, ensuring the club's sustainability.

Traditionally, the club has relied on membership fees, single-use trail passes, local fundraising, and significant volunteer contributions to maintain financial viability. However, this model has limitations. To address the growing financial demands of operations, the club is actively taking steps to become more self-sufficient and reduce reliance on Grant in Aid funding. These efforts include increasing grant applications to enhance infrastructure and attract more members through improved rider experiences. A robust membership base is essential for securing consistent revenue, as demonstrated by other clubs such as Revelstoke and Coq Snow, which boast memberships exceeding 1,000 individuals.

The Merritt Snowmobile Club also recognizes the opportunity to increase the carrying capacity of its riding areas, enabling more riders to safely and enjoyably access trails with minimal environmental impact. To achieve these goals, the club is focusing on three key areas: trail maintenance and development, marketing, and infrastructure and equipment improvements.

Trail Maintenance and Development

High-quality trails are critical for providing safe and efficient access to popular riding zones. In 2022, the club received a significant grant from the Off-Road Vehicle Trail Fund, which facilitated a major overhaul of its trail systems. This funding allowed the club to transition from merely keeping up with maintenance to actively improving and expanding its trail network.

These trail improvements are designed to attract family riders, the club's most profitable demographic. Enhanced trails lower the skill barrier for accessing many areas, making them safer and more accessible for young and inexperienced riders. This focus on trail quality is a cornerstone of the club's strategy to increase membership and single-use trail pass sales.

Marketing

To expand its reach and attract new members, the Merritt Snowmobile Club has significantly enhanced its online presence. Recent upgrades to the club's website enable users to purchase memberships and trail passes directly online and access up-to-date information on trail grooming and snow conditions. The club has also achieved a milestone of surpassing 1,000 followers on social media, further boosting its visibility.

In addition, two webcams funded through grants, including one from the City of Merritt, provide real-time updates to riders. These webcams also generate revenue through ad sales. The club has introduced branded merchandise as another avenue for promotion and revenue generation. These efforts are designed to increase awareness of the club's offerings and foster a sense of community among riders.

Infrastructure and Equipment

The club has made significant strides in enhancing its infrastructure to improve the rider experience. Recent projects include upgrading existing day-use cabins and adding a new cabin in the Stoyoma riding area. This new cabin increases the area's capacity and provides riders with a warm, welcoming space during their outings, making it more appealing to visit.

**2024-2025 Expected Operating Budget
Merritt Snowmobile Club**

Income:	24-25 budget
Membership/ Day Pass Fees	5000
Sponsors/Fundraisers	9000
Merchandise Sales	2000

Total Income: 16000

Expenses:	24-25 budget
Advertising	250
BCSF Dues	3500
Avalanche Canada	300
Equipment Insurance	6000
Groomer Repairs/Maintenance	2500
Insurance (Directors and Officers)	750
Property/Building Insurance	800
Repairs and Maintenance	7000
Season/Trail Pass Cards	150
WCB Expense	50
Office	250
Fundraiser Expenses	2500

Total Expenses: 24050

Excess (Deficiency) of Revenues Over Expenses (8050)

2024 City of Merritt Grant Report

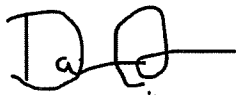
For the 2024 City of Merritt Grant in Aid program, the Merritt Snowmobile Club received \$2,000 to support the installation of a series of signs designed to enhance rider safety and navigation. This project aimed to build upon previous efforts to improve the rider experience by adding directional signage to key locations, including day-use cabins, riding areas, and the parking lot.

The funds from the City of Merritt were allocated for the purchase staging area signage, 30 signposts, and accompanying trail signs. These signs are intended to identify trails by name, display direction arrows, and indicate travel distances, ensuring that riders—both new and experienced—can navigate the trails with confidence and safety.

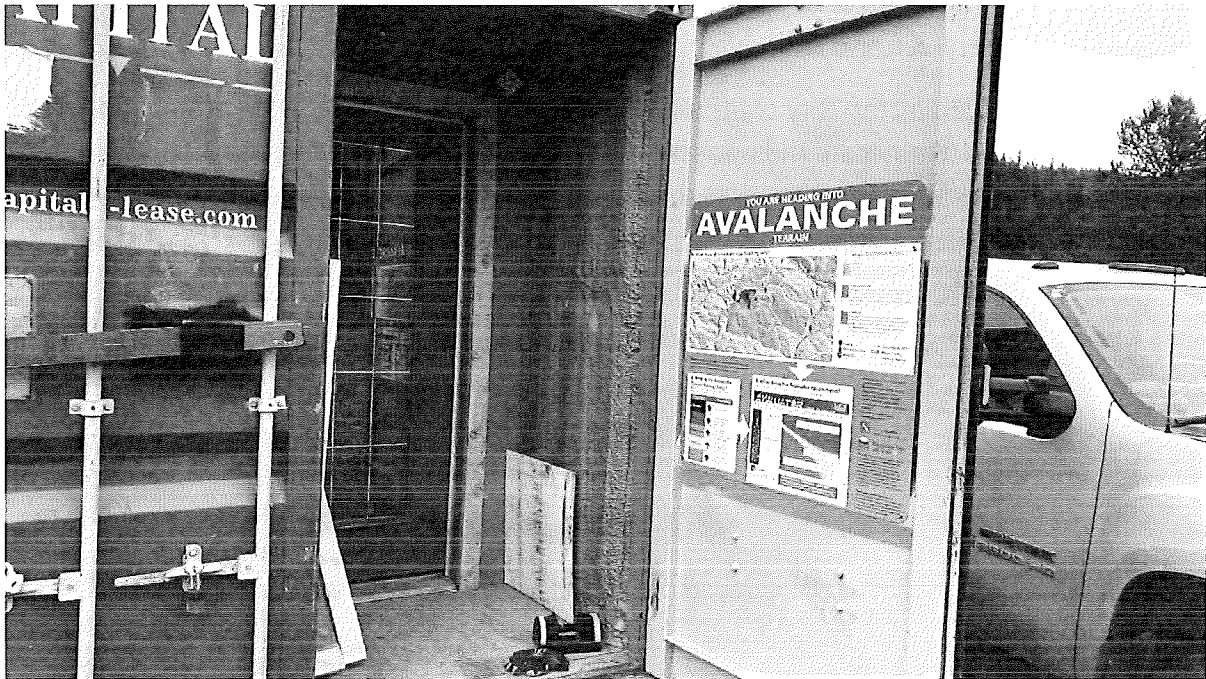
While not all the signs have been installed, several of the staging area signs are in place. The club has been engaged in ongoing consultation with local First Nations to secure final approval before proceeding with further signage. Several meetings have already taken place, reflecting the club's commitment to meaningful collaboration and respect for Indigenous perspectives and land use.

The support provided by the City of Merritt has been vital to advancing this project, even as the club continues to navigate the necessary steps for completion. The Merritt Snowmobile Club is deeply grateful for the City of Merritt's \$2,000 contribution, which will enable the successful implementation of this project once approval is granted.

Thank you for your continued support!


A handwritten signature in black ink, appearing to read 'Dave Andersen', with a horizontal line extending to the right from the end of the signature.

Dave Andersen



MERRITT SNOWMOBILE CLUB
Financial Information
Year Ended September 30, 2023

MSC President:

A handwritten signature, possibly "Mat Selzer", which has been heavily scribbled over with multiple horizontal lines.

Mat Selzer



COMPILATION ENGAGEMENT REPORT

To the Members of Merritt Snowmobile Club

On the basis of information provided by management, I have compiled the statement of financial position of Merritt Snowmobile Club as at September 30, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Merritt, British Columbia
September 13, 2024

CHARTERED PROFESSIONAL ACCOUNTANT

MERRITT SNOWMOBILE CLUB
Statement of Financial Position
September 30, 2023

ASSETS	
CURRENT	
Cash	\$ 40,495
Prepaid expenses	<u>900</u>
	41,395
EQUIPMENT (Note 4)	<u>56,589</u>
	<u>\$ 97,984</u>

LIABILITIES AND NET ASSETS	
CURRENT	
Accounts payable	\$ 3,000
NET ASSETS	<u>94,984</u>
LIABILITIES AND NET ASSETS	<u>\$ 97,984</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial information

MERRITT SNOWMOBILE CLUB
Statement of Revenues and Expenditures
Year Ended September 30, 2023

	2023	%
REVENUES		
BC Snowmobile Federation grant	\$ 30,747	39.72
BC Snowmobile Federation fees	13,895	17.95
MOF and TNRD Grant revenue	10,678	13.79
Sponsors/ Fundraisers	9,134	11.80
Canadian Red Cross	7,500	9.69
Membership Fees	3,609	4.66
Merchandise sales	1,846	2.38
	<u>77,409</u>	<u>99.99</u>
EXPENSES		
Amortization	20,277	26.19
BCSF project	20,000	25.84
Bank charges	24	0.03
Consulting fees	1,381	1.78
Fuel	2,436	3.15
Fundraising costs	2,978	3.85
Insurance	3,092	3.99
Merchandise	1,257	1.62
Professional fees	3,040	3.93
Repairs and maintenance	21,023	27.16
Worksafe BC	42	0.05
	<u>75,550</u>	<u>97.59</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 1,859</u>	<u>2.40</u>

See notes to financial information

MERRITT SNOWMOBILE CLUB
Statement of Changes in Net Assets
Year Ended September 30, 2023

	<u>2023</u>
NET ASSETS - BEGINNING OF YEAR	\$ 93,125
EXCESS OF REVENUES OVER EXPENSES	<u>1,859</u>
NET ASSETS - END OF YEAR	<u>\$ 94,984</u>

See notes to financial information

MERRITT SNOWMOBILE CLUB
Statement of Cash Flows
Year Ended September 30, 2023

OPERATING ACTIVITIES	
Cash receipts from grantors and donors	\$ 77,409
Cash paid to suppliers	<u>(53,174)</u>
Cash flow from operating activities	<u>24,235</u>
INVESTING ACTIVITY	
Additions to equipment	<u>(8,380)</u>
INCREASE IN CASH FLOW	15,855
Cash - beginning of year	<u>24,640</u>
CASH - END OF YEAR	<u>\$ 40,495</u>

See notes to financial information

MERRITT SNOWMOBILE CLUB
Notes to Financial Information
Year Ended September 30, 2023

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Merritt Snowmobile Club as at September 30, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- property, plant and equipment amortized on the same basis as for income tax
- accounts payable and accrued liabilities

2. PURPOSE OF THE ORGANIZATION

Merritt Snowmobile Club (the "organization") is a not-for-profit organization of Bc on April 5, 2972. Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to promote the local snowmobile riding area.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Equipment

Equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Buildings	4% declining balance method
Equipment	8% declining balance method
Other machinery and equipment	10% declining balance method

The organization regularly reviews its equipment to eliminate obsolete items. Government grants are treated as a reduction of equipment cost.

Equipment acquired during the year but not placed into use are not amortized until they are placed into use.

4. EQUIPMENT

	Cost	Accumulated amortization	Net book value
Buildings	\$ 5,536	\$ 554	\$ 4,982
Equipment	8,380	838	7,542
Other machinery and equipment	62,950	18,885	44,065
	\$ 76,866	\$ 20,277	\$ 56,589

MERRITT SNOWMOBILE CLUB

3398 Wildrose Way
Merritt, Bc
V1K 1J6

September 13, 2024
Confidential

Carrie Ware & Company Inc.
Box 700
2032 Quilchena Avenue
Merritt British Columbia V1K 1B8

Dear Sir / Madam:

Further to the engagement letter dated September 16, 2023, I acknowledge that I am responsible for:

- a. The compiled financial information;
- b. Selecting the basis of accounting to be applied in the preparation of the compiled financial information that is appropriate for the intended use;
- c. The accuracy and completeness of the information provided to you; and
- d. Attaching the compilation engagement report when distributing or reproducing the compiled financial information.

Further, I confirm, to the best of my knowledge and belief, the following representations made by me to you during your compilation of the financial information:

Approved the accounting prepared by the firm

I have reviewed, approved and recorded all of the following:

- a. Adjusting journal entries you prepared or changed;
- b. Account codes you determined or changed;
- c. Transactions you classified; and
- d. Accounting records you prepared or changed.

Carrying value and classification of assets or liabilities

I have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial information.

Disclosure of significant customers and / or suppliers

I have disclosed to you all significant customers and/or suppliers of the organization who individually represent a significant volume of transactions with my organization. I am of the opinion that the volume of transactions (e.g., sales, services, purchases, borrowing and lending) done by the organization with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the organization.

No material unrecorded assets or contingent assets

There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.

(continued)

Disclosure of all significant estimates and fair value measurements

I have disclosed to you all significant estimates and fair value measurements. I am of the opinion that:

- a. The measurement methods used are permitted under Canadian Standard on Related Services and appropriate in the circumstances;
- b. The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
- c. The method of valuation has been applied consistently;
- d. The assumptions are consistent with management's intended courses of action; and
- e. Financial information disclosures are in accordance with Canadian Standard on Related Services.

Applicable privacy legislation

I have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.

No business transacted at meetings.

There was no business transacted at the meetings of the members or directors (including committees thereof) which would have a material effect upon the financial information or require disclosure therein.

Accounting and financial records

All accounting and financial records and related data of the organization have been made available to you, and you have been made aware of and given access to outside sources of information where applicable.

All information necessary has been disclosed

All information necessary to complete the financial information has been disclosed to you.

No events occurred or pending

No events have occurred or are pending, and no facts have been discovered to date, which would cause the financial information to be misleading.

Management responsible for financial information

The financial information have been reviewed by management and I acknowledge sole responsibility for their content.

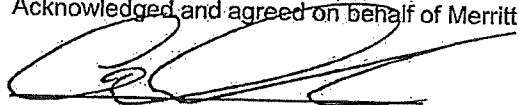
Proceeds of Crime (Money Laundering) and Terrorist Financing Act

I hereby acknowledge that Carrie Ware & Company Inc. have made me aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. I hereby acknowledge that I am aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize Carrie Ware & Company Inc. to release and disclose information about Merritt Snowmobile Club as required by statute.

Signed balance sheet

I am aware of the provisions of sections 158(1) and (2) of the Canada Business Corporations Act, or the equivalent sections of other provincial or territorial Business Corporations Acts, which require the financial information to be approved by the board of directors, such approval being evidenced by the signature at the foot of the balance sheet by two directors duly authorized to sign or by the director, where there is only one. I also undertake not to issue, publish or circulate copies of the financial information unless these are approved and signed as aforementioned and are accompanied by the Compilation Engagement Report.

Acknowledged and agreed on behalf of Merritt Snowmobile Club by:

A handwritten signature in black ink, appearing to be a stylized name, written over a horizontal line.

September 13, 2024

Date signed



December 14, 2023
Confidential

Merritt Snowmobile Club
3398 Wildrose Way
Merritt Bc V1K 1J6

Attention: Simon Rizzardo

ENTERED

Dear Simon:

Re: Merritt Snowmobile Club

You have requested that, on the basis of information that you will provide, I assist you in the preparation of the compiled financial information of Merritt Snowmobile Club, which comprise the balance sheet as at September 30, 2023, and the statement of income and retained earnings for the year then ended, and Note X, which describes the basis of accounting to be applied in the preparation of the compiled financial information.

Intended Use of the Compiled Financial Information

The compiled financial information is intended to be used by management of Merritt Snowmobile Club and third parties, being [e.g., current or potential lenders for borrowing purposes]. Those parties are in a position to request and obtain further information from the entity.

I am pleased to confirm my acceptance and my understanding of this compilation engagement by means of this letter.

My Responsibilities

I will perform the compilation engagement in accordance with the Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires me to comply with relevant ethical requirements.

A compilation engagement involves me assisting you in the preparation of compiled financial information. Since a compilation engagement is not an assurance engagement, I am not required to perform procedures to verify the accuracy or completeness of the information you provide to me for the compilation engagement. Accordingly, I will not express an audit opinion or a review conclusion, or provide any form of assurance on the compiled financial information.

Management's Responsibility

The compilation engagement is performed on the basis that you acknowledge that:

- a. The third party that intends to use the compiled financial information is in a position to request and obtain further information from the entity;
- b. A compilation engagement is appropriate for the intended use;
- c. You understand that a compilation engagement will not fulfill the entity's legal, regulatory or contractual provisions, if any, for an audit engagement or a review engagement; and
- d. You understand that the compiled financial information should not be used by third parties other than those who are in a position to request or obtain further information from the entity or have agreed with you the basis of accounting applied in the preparation of the compiled financial information.

Further, you acknowledge that you are responsible for:

- a. The compiled financial information;
- b. Selecting the basis of accounting to be applied in the preparation of the compiled financial information that is appropriate for the intended use;
- c. The accuracy and completeness of the information provided to me; and

- d. Attaching the compilation engagement report when distributing or reproducing the compiled financial information.

Reporting

Unless unanticipated difficulties are encountered, my report will be substantially in the form contained in Appendix A to this letter.

Use of Information

It is acknowledged that I will have access to all information about identified individuals ("personal information") in your custody that I require to complete my Engagement. My services are provided on the basis that:

- a. You represent to me that management has obtained any required consents for my collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. I will hold all personal information in compliance with my Privacy Statement.

File Inspections

In accordance with professional regulations (and by firm policy), my client files must periodically be reviewed by practice inspectors and by other firm personnel to ensure that I am adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, I will not provide any third party with confidential information concerning the affairs of Merritt Snowmobile Club unless:

- a. I have been specifically authorized with prior consent;
- b. I have been ordered or expressly authorized by law or by the Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

Communications

In performing my services, I will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, I cannot guarantee or warrant that communications from me will be properly delivered only to the addressee. Therefore, I specifically disclaim, and you release me from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by me in connection with the performance of this Engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to my use of electronic communications, please notify me in writing.

Other Terms of Engagement

Subject to management review and approval, I will carry out such bookkeeping as I find necessary prior to the preparation of the compiled financial information, prepare the necessary federal and provincial income tax returns and prepare any special reports as required. Management will provide the information necessary to complete the returns/reports and will file them with the appropriate authorities on a timely basis.

It should be noted that my accounting work in the area of GST/HST and other commodity taxes is limited to that appropriate to compile the financial information. Accordingly, I may not detect situations where you are incorrectly collecting GST/HST or incorrectly claiming input tax credits. As you are aware, failure to properly account for the GST/HST could result in you or your company becoming liable for tax, interest or penalties. These situations may also arise for provincial sales tax, custom duties and excise taxes.

I will also be pleased to provide other additional services upon request. Such services include income tax planning, GST/HST and PST advice, business financing, management consulting and valuations.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by me during the course of the engagement are the property of my firm, constitute my confidential information and will be retained by me in accordance with my firm's policies and procedures.

During the course of my work, I may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of my services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. I also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

I retain the copyright and all intellectual property rights in any original materials provided to you.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Bc. The Province of Bc will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Indemnity

Merritt Snowmobile Club hereby agrees to indemnify, defend (by counsel retained and instructed by me) and hold harmless my firm (and its partners, agents or employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of (or in consequence of):

- a. The breach by Merritt Snowmobile Club, or its directors, officers, agents or employees, of any of the covenants made by your company herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, my engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by my firm.
- b. The services performed by me pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of my firm. In the event that the matter is settled out of court, I will mutually agree on the extent of the indemnification to be provided by your company.

I will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames.

However, I shall not be liable for failures or delays in performance that arise from causes beyond my control, including the untimely performance by Merritt Snowmobile Club of its obligations.

Limitation of Liability

My aggregate liability for all claims, losses, liabilities and damages in connection with this Engagement, whether as a result of breach of contract, tort (including negligence), or otherwise, regardless of the theory of liability, is limited to \$25,000.00 My liability shall be several and not joint and several. I shall only be liable for my proportionate share of any loss or damage, based on my contribution relative to the others' contributions and only if your claim is commenced within [24 months or less] of the date Merritt Snowmobile Club should have been aware of the potential claim. In addition, I will not be liable in any event for consequential, incidental, indirect, punitive, exemplary, aggravated or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

Time Frames

I will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, I shall not be liable for failures or delays in performance that arise from causes beyond my reasonable control, including any delays in the performance by Merritt Snowmobile Club of its obligations.

Fees at Regular Billing Rates

My professional fees will be based on my regular billing rates, plus direct out-of-pocket expenses and applicable GST and PST, and are due when rendered. Fees for additional services will be established separately.

Retainer

Prior to commencing my services, I require that you provide me with a retainer in the amount of \$[amount]. The retainer will be applied against my final invoice, and any unused portion will be returned to you upon my collection of all outstanding fees and costs related to this Engagement.

Billing

My fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.50% per month or 18.00% (APR) per annum. I reserve the right to suspend my services, or to withdraw from this engagement in the event that any of my invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to me, you agree to reimburse me for my costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event I am required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information I obtained and/or prepared during the course of this Engagement, you agree to compensate me, at my normal hourly rates, for the time I expend in connection with such response and to reimburse me for all of my out-of-pocket costs (including applicable GST/HST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, Merritt Snowmobile Club shall be responsible for all time and expenses incurred up to the termination date.

If I am unable to complete the Engagement, I may withdraw from the Engagement before issuing my Compilation Engagement Report or compiling the financial information. If this occurs, I will communicate the reasons and provide details.

Survival of Terms

This engagement letter will continue in force for subsequent Engagements unless terminated by either party by written notice prior to the commencement of the subsequent Engagement.

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with me. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to me.

I appreciate the opportunity to be of service to your company.

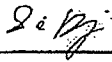
Yours truly,



Carrie Ware, CPA, CA

Carrie Ware & Company Inc.
Chartered Professional Accountant Firm

The services and terms set out above are as agreed to on behalf of Merritt Snowmobile Club by:



12/15/2023

Date signed

Appendix A - Expected form of Report

To the Shareholders of Merritt Snowmobile Club

On the basis of information provided by management, I have compiled the balance sheet of Merritt Snowmobile Club as at September 30, 2023 and the statements of income, retained earnings and cash flow, and , which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I have not performed an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Merritt Snowmobile Club
 Year End: September 30, 2023
 Adjusting Journal Entries
 Date: 10/1/2022 To 9/30/2023

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	9/30/2023	Building Acc Ammortization	1145						
1	9/30/2023	Automotive Equip Acc Ammor	1155				553.60		
1	9/30/2023	Equipment Acc Ammortization	1165				18,885.00		
1	9/30/2023	Computer Equipment Ammor	1185				838.00		
1	9/30/2023	Ammortization Exp	6550			20,276.60			
Record Ammortization per U									
3	10/1/2022	Building	1140				3,008.13		
3	10/1/2022	Building	1140				2,527.65		
3	10/1/2022	Automotive Equipment	1150				450.00		
3	10/1/2022	Automotive Equipment	1150				10,000.00		
3	10/1/2022	Automotive Equipment	1150				40,000.00		
3	10/1/2022	Opening Equity	3000				12,500.00		
Record Capital Assets									
4	9/30/2023	Accounts payable	1200					3,000.00	
4	9/30/2023	Professional Fees	6500			3,000.00			
Record accounting accrual									
						91,762.58	91,762.58		
Net Income (Loss)			1,858.84						

9/13/2024
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Prepared by	Reviewed by	Finalization
	CW 9/13/2024	

AJ

Merritt Snowmobile Club
Year End: September 30, 2023
Trial Balance

Account	Prelim	Adj's	Rep
1000 Bank	30,375.67	0.00	30,375.67
1110 Groomer Act	10,108.32	0.00	10,108.32
1120 Members Share	10.96	0.00	10.96
111.1000 Cash	40,494.95	0.00	40,494.95
1170 Prepaid Expenses	900.00	0.00	900.00
128.1484 Prepaid expenses	900.00	0.00	900.00
1140 Building	0.00		
3 Record Capital Assets		3,008.13	
3 Record Capital Assets		2,527.85	
1140 Building	0.00	5,535.98	5,535.98
155.1680 Buildings	0.00	5,535.98	5,535.98
1145 Building Acc Ammortization	0.00		
1 Record Ammortization per U		(553.60)	
1145 Building Acc Ammortization	0.00	(553.60)	(553.60)
156.1681 Buildings - acc amort	0.00	(553.60)	(553.60)
1160 Equipment	8,380.00	0.00	8,380.00
157.1740 Equipment	8,380.00	0.00	8,380.00
1165 Equipment Acc Ammortization	0.00		
1 Record Ammortization per U		(838.00)	
1165 Equipment Acc Ammortization	0.00	(838.00)	(838.00)
158.1741 Equipment - acc amort	0.00	(838.00)	(838.00)
1150 Automotive Equipment	0.00		
3 Record Capital Assets		450.00	
3 Record Capital Assets		10,000.00	
3 Record Capital Assets		40,000.00	
3 Record Capital Assets		12,500.00	
1150 Automotive Equipment	0.00	62,950.00	62,950.00
157.1785 Other machinery and equipment	0.00	62,950.00	62,950.00
1155 Automotive Equip Acc Ammor	0.00		
1 Record Ammortization per U		(18,885.00)	
1155 Automotive Equip Acc Ammor	0.00	(18,885.00)	(18,885.00)
158.1786 Other machinery and equipment	0.00	(18,885.00)	(18,885.00)
1200 Accounts payable	0.00		

9/13/2024
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Merritt Snowmobile Club

Year End: September 30, 2023

Trial Balance

Account	Prelim	Adj's	Rep
4 Record accounting accrual		(3,000.00)	
1200 Accounts payable	0.00	(3,000.00)	(3,000.00)
215.2620 Accounts payable	0.00	(3,000.00)	(3,000.00)
3000 Opening Equity	(24,639.51)		
3 Record Capital Assets		(68,485.98)	
3000 Opening Equity	(24,639.51)	(68,485.98)	(93,125.49)
280.0001 Partner name #1	(24,639.51)	(68,485.98)	(93,125.49)
4400 Corporate Sponsors	(2,865.00)	0.00	(2,865.00)
4450 Fundraising	(6,269.00)	0.00	(6,269.00)
311.8000.02 Sponsors/ Fundraisers	(9,134.00)	0.00	(9,134.00)
4100 BC Snowmobile Fedration Grant	(30,746.51)	0.00	(30,746.51)
311.8000.03 BC Snowmobile Federation g	(30,746.51)	0.00	(30,746.51)
4300 Canadian Red Cross	(7,500.00)	0.00	(7,500.00)
311.8000.04 Canadian Red Cross	(7,500.00)	0.00	(7,500.00)
4135 Ministry of Forest Grant	(3,125.00)	0.00	(3,125.00)
4150 GRANT- City of Merritt/TNRD	(7,552.50)	0.00	(7,552.50)
311.8000.05 MOF and TNRD Grant revenu	(10,677.50)	0.00	(10,677.50)
4350 Membership Fees	(3,609.03)	0.00	(3,609.03)
311.8000.06 Membership Fees	(3,609.03)	0.00	(3,609.03)
4000 Sales	(1,840.00)	0.00	(1,840.00)
4500 Interest Income	(5.56)	0.00	(5.56)
311.8000.07 Merchandise sales	(1,845.56)	0.00	(1,845.56)
4125 BC Snowmobile Federation Fees	(13,895.15)	0.00	(13,895.15)
311.8000.08 BC Snowmobile Federation fi	(13,895.15)	0.00	(13,895.15)
6700 Meals	2,977.52	0.00	2,977.52
511.8523 Fundraising costs	2,977.52	0.00	2,977.52
6550 Ammortization Exp	0.00		
1 Record Ammortization per U		20,276.60	
6550 Ammortization Exp	0.00	20,276.60	20,276.60
521.8670 Amortization	0.00	20,276.60	20,276.60
5300 Equipment & property Insurance	3,092.00	0.00	3,092.00
523.8690 Insurance	3,092.00	0.00	3,092.00

9/13/2024

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TB4CLIENT-1

Merritt Snowmobile Club
Year End: September 30, 2023
Trial Balance

Account	Prelim	Adj's	Rep
5000 Service Charges	<u>24.00</u>	<u>0.00</u>	<u>24.00</u>
525.8715 Bank charges	24.00	0.00	24.00
6500 Professional Fees	40.00		
4 Record accounting accrual		<u>3,000.00</u>	
6500 Professional Fees	<u>40.00</u>	<u>3,000.00</u>	<u>3,040.00</u>
531.8860 Professional fees	40.00	3,000.00	3,040.00
5500 Admin Fees	<u>1,381.25</u>	<u>0.00</u>	<u>1,381.25</u>
531.8863 Consulting fees	1,381.25	0.00	1,381.25
6200 Repair And Maintainence	<u>21,023.06</u>	<u>0.00</u>	<u>21,023.06</u>
535.8960 Repairs and maintenance	21,023.06	0.00	21,023.06
6250 Work Safe	<u>41.74</u>	<u>0.00</u>	<u>41.74</u>
537.9060 Worksafe BC	41.74	0.00	41.74
5900 Clud Toques n Tee's	<u>1,257.21</u>	<u>0.00</u>	<u>1,257.21</u>
541.9130 Merchandise	1,257.21	0.00	1,257.21
5200 Fuel	<u>2,435.54</u>	<u>0.00</u>	<u>2,435.54</u>
545.9200 Fuel	2,435.54	0.00	2,435.54
6800 BCSF Progect	<u>19,999.99</u>	<u>0.00</u>	<u>19,999.99</u>
581.9270.02 BCSF project	19,999.99	0.00	19,999.99
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	25,135.44		1,858.84

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TB4CLIENT-2

APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250-378-4224 ext. 206

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy): 12102024

Full Legal Organization Name Nicola Valley Fall Fair Association

Street Address 319 Lindley Creek Road

City Merritt Prov BC

Postal Code V1K 1L4

Organization Website Facebook - Nicola Valley Fall Fair

Organization President / Executive Director Marianne Reimer

Title President

Phone Number 250-378-7306 E-Mail meyunna@telus.net

Contact Person (if different) Susan Thompson

Title Treasurer

Phone Number 250-315-3940 E-Mail chloedog@shaw.ca

Organization Information

Not for profit? Yes No

Registration Number S/14842

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 0 2023 0

Organization Information

Current Fundraising Initiatives (500 characters or less)

We annually hold a giant yard sale during the summer which has helped us to fundraise in order to purchase three modular units to be used as washroom facilities at the Fall Fair grounds.

We also store recreation vehicles in the exhibition building during the winter months, this enables us to pay for our insurance costs each year.

Going forward, with the purchase of the washroom facilities, our plan is to rent out our facility to other diversified groups in order to have a further income stream to help us with upkeep of our property and buildings and keep our group viable going forward.

Mission Statement/Purpose (500 characters or less)

Aim & Mission Statement

The purposes of this society are:

- A. To improve conditions of rural life.
- B. To stimulate interest in improving the quality of agricultural and other products, and all phases of the agricultural industry.
- C. To provide a medium for exchange of information by members and to educate the public.
- D. To arrange and hold at Merritt an annual agricultural and industrial exhibition and any other event which will be of benefit to the community and district and to enter into any contracts necessary to the carrying on of such exhibitions and events.

Brief Description of Organization (1,000 characters or less)

As you may or may not be aware, the Nicola Valley Fall Fair Association has been in operation in the Nicola Valley for over 100 years.

The focus of the Fall Fair Association is to improve conditions of rural life, stimulate interest in improving the quality of agricultural and other products, encourage the Pony and 4-H Clubs work and arrange and hold an annual agricultural and industrial exhibition each year during the long weekend in September.

This massive undertaking would not be possible without the many hours of volunteer work from innumerable dedicated volunteers. The Fall Fair Association encourages participation from all age groups: from children in kindergarten to seniors over 85 years old. It encompasses hobbies, homecrafts, flowers, baking, canning, fruits, vegetables, forage and crops, wine, fine arts, photography, poultry, pigeons, rabbits, cavies, hamsters, dairy goats, sheep, swine and last but not least a 4-H division.

The Fall Fair Association was able to build its' own building on Lindley Creek Road in 1983-1984 with 1985 being the first Fall Fair event held in the new building. This would not have been possible without the help of many in the community.

The building is used for the Fall Fair, rented out for weddings, dances and other gatherings, and during the winter the building is rented for storage, which helps us with our expenses.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

Engineer/Architect Fees

Description of Event (1,000 characters or less)

We are currently in the process of installing three modular units at the Fall Fair grounds to be used as washroom facilities.

We need to have the buildings approved by an Architect and Engineer as to compliance with building codes. We are applying for funding to help us with these costs. We have not done any fundraising for this unexpected expense as it was not on our horizon.

To date we have spent \$67,000 getting water and sewer to the building site, and \$65,000 to purchase the units, and \$8,000 to install a gravel pad under the units, as well as \$1000 other incidental costs such as crane work, etc.

Going forward we also have to install decking/ramp, etc for access., we have obtained an \$18,000 grant from ETSI to help with these costs and we have \$5,000 in reserve for this part of the project. We have also obtained \$2,000 in funding from ETSI to develop a brochure to advertise the rental of our facilities.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at
(250) 315-1050 for a quote for your event

Amount Requested

Maximum of \$7,500 per organization or \$500 per teams/individuals
participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future.
(500 characters or less)

We are currently in the process of installing washroom facilities at the Fall Fair grounds and our plan is to be able to rent out our facility for more large group gatherings in order that we can have an income stream to help us to stay viable in the future as a non profit.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President	Marianne Reimer
Signature	
Print Name of Person completing the application	Susan Thompson
Signature	
Date Signed (mm/dd/yyyy)	

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITBCA

**Nicola Valley Fall Fair Association
Architect/Engineer**

Architect/Engineer	\$7,500.00
--------------------	------------

Grant in Aid	<u>\$7,500.00</u>
--------------	-------------------

Additional Funds Required	\$0.00
---------------------------	--------

These funds are required to pay for an Architect/Engineer valuation as to the buildings being in compliance with the building code.

Nicola Valley Fall Fair - 2024 Financial Statement

Opening Balance		\$	101,636.63
Income			
Fair Door	\$	1,407.25	
Fair Kitchen	\$	1,265.28	
Fair Donations	\$	1,761.25	
Fair Entry Fees	\$	649.25	
Fair Booth Rent	\$	225.00	
Fair Misc	\$	217.00	
Yard Sale	\$	15,601.72	
RV Storage	\$	11,200.00	
Membership	\$	135.00	
Interest	\$	1,740.51	
Donations	\$	1,376.66	
Stall Rent	\$	1,750.00	
Building Rent		700.00	\$ 38,028.92
Total Income			\$ 139,665.55
Expenses			
Yard Sale Supplies	\$	105.37	
Yard Sale Equipment	\$	447.79	
Yard Sale Utilities	\$	300.16	
Yard Sale Expenses	\$	780.12	
Fair Prize Expenses	\$	2,265.98	
Fair Kitchen	\$	990.00	
Fair Advertising	\$	1,748.62	
Fair Misc Expenses	\$	1,245.89	
Business Fees/Licenses	\$	165.00	
Insurance	\$	14,813.00	
Interest/Bank Charges	\$	60.00	
Utilities	\$	287.63	
Office	\$	1,114.09	
Washroom - Purchase	\$	66,222.95	
Washroom - Contractors	\$	9,021.16	
Building Repair and Maintenance	\$	1,589.97	
Total Expenses			\$ 101,157.73
Ending Balance	\$	-	\$ 38,507.82
**Washroom Project Reserve Fund - March AGM - 2023			\$ 65,000.00
** Washroom Project Reserve Fund - March AGM 2024			\$ 15,000.00

Nicola Valley Fall Fair - 2025 Budget

Opening Balance		\$	38,507.82
Income			
Fair Door	\$	1,500.00	
Fair Kitchen	\$	1,300.00	
Fair Donations	\$	1,800.00	
Fair Entry Fees	\$	700.00	
Fair Booth Rent	\$	600.00	
Fair Misc	\$	250.00	
Yard Sale	\$	12,000.00	
RV Storage	\$	11,200.00	
Membership	\$	150.00	
Stall Rent	\$	1,800.00	
Building Rent		2,000.00	
Etsi Grant - modular access		18,000.00	
Etsi Grant - Brochure workup		2,000.00	
City of Merritt Grant In Aid		7,500.00	
Total Income		\$	60,800.00
		\$	99,307.82
Expenses			
Yard Sale Supplies	\$	300.00	
Yard Sale Equipment	\$	1,000.00	
Yard Sale Utilities	\$	500.00	
Yard Sale Expenses	\$	1,000.00	
Fair Prize Expenses	\$	3,500.00	
Fair Kitchen	\$	1,500.00	
Fair Advertising	\$	3,000.00	
Far Misc Expenses	\$	1,500.00	
Business Fees/Licenses	\$	165.00	
Insurance	\$	16,000.00	
Interest/Bank Charges	\$	60.00	
Utilities	\$	1,500.00	
Office	\$	750.00	
Building Repair and Maintenance	\$	2,000.00	
Engineer/Architect	\$	7,500.00	
Deck, Steps, Handicap Access to Modulars*		22,130.00	
Walkway to Building (handicap access)	\$	12,000.00	
Brochure Development	\$	2,000.00	
Total Expenses		\$	76,405.00
Ending Balance		\$	22,902.82

* We need to put a deck, handicap access and stairs on the washroom facilities and have a quote for \$23,000 we have received a grant for a 18,000, and we currently have \$5,000 in reserve for this project.

We also need to have the water, sewer and electrical hooked up to the units. The City of Merritt is responsible for these costs as per our joint agreement with the TNRD and City of Merritt.

Nicola Valley Fall Fair - 2024 Financial Statement

Opening Balance		\$	101,636.63
Income			
Fair Door	\$	1,407.25	
Fair Kitchen	\$	1,265.28	
Fair Donations	\$	1,761.25	
Fair Entry Fees	\$	649.25	
Fair Booth Rent	\$	225.00	
Fair Misc	\$	217.00	
Yard Sale	\$	15,601.72	
RV Storage	\$	11,200.00	
Membership	\$	135.00	
Interest	\$	1,740.51	
Donations	\$	1,376.66	
Stall Rent	\$	1,750.00	
Building Rent	700.00	\$	38,028.92
Total Income			\$ 139,665.55
 Expenses			
Yard Sale Supplies	\$	105.37	
Yard Sale Equipment	\$	447.79	
Yard Sale Utilities	\$	300.16	
Yard Sale Expenses	\$	780.12	
Fair Prize Expenses	\$	2,265.98	
Fair Kitchen	\$	990.00	
Fair Advertising	\$	1,748.62	
Far Misc Expenses	\$	1,245.89	
Business Fees/Licenses	\$	165.00	
Insurance	\$	14,813.00	
Interest/Bank Charges	\$	60.00	
Utilities	\$	287.63	
Office	\$	1,114.09	
Washroom - Purchase	\$	66,222.95	
Washroom - Contractors	\$	9,021.16	
Building Repair and Maintenance	\$	1,589.97	
 Total Expenses			\$ 101,157.73
 Ending Balance	\$	-	\$ 38,507.82
 **Washroom Project Reserve Fund - March AGM - 2023		\$	65,000.00
** Washroom Project Reserve Fund - March AGM 2024		\$	15,000.00

Susan Thompson, Treasurer

DEADLINE: DECEMBER 15, 2024



FOR QUESTIONS CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250-378-4922, ext 2105

APPLICATION FORM 2025 Grant in Aid

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our church relies on the generosity of our membership in order to function properly. When we need to fundraise we ask them to contribute when specific needs arise.

Mission Statement/Purpose (500 characters or less)

Crossroads Community exists to Love God and reach the Nicola Valley.

Brief Description of Organization (1,000 characters or less)

We exist to serve the local community of Merritt by developing healthy families, offerings spiritual opportunities, providing religious services, and building cultural/relational bridges in our region to provide people with a safe place that gives their lives meaning and purpose.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

Week Long Day Camp

Description of Event (1,000 characters or less)

We are planning to have a week long Day Camp in July for ages 5-12. There will be food and fun activities as well as opportunities to learn new skills in Art, Sports, Music, and Crafts. Our hope is for children to meet new friends and have a safe and fun place to go during the summer.

Some of the planned activities will be painting, choir, dance, woodworking, baking (it will depend on the volunteers/staff that we can come up with).

Please don't hesitate to attach supporting documents with details about your program, project or event.

Type of Funding Request



Financial Aid



In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

1400

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

5000

Percent of your Program Budget covered by this request

28

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

0

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

In the future we will be asking our members to give specifically to this event.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President

Matthew Westergard

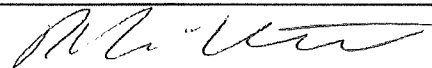
Signature



Print Name of Person completing the application

Naomi Westergard

Signature



Date Signed (mm/dd/yyyy)

12/2 0024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget - Include a detailed budget for the program, project or event, including all potential revenue sources
- Financial Statements - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget - Include the current annual operating budget for the organization
- Long-Term Plan - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future



DEADLINE: DECEMBER 15, 2024



APPLICATION FORM 2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No (50% only)

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Raising money thru donation
for health care needs in Nicola Valley

Mission Statement/Purpose (500 characters or less)

See attachment - from website

Brief Description of Organization (1,000 characters or less)

check out our website at NVHECF.com
We raise funds for healthcare in
the Nicola Valley. Donations will be
harder to receive as donors are away
we now owe City Property Taxes of
approximately \$10,000 per year for 3
years. We ask for Grant in Aid to
our budget to offset this new
costs. Concern by our board if we
do a possible large project where we
will need to approach our donors

Please don't hesitate to **attach supporting documents** with further information about your organization.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Jean Perog

Signature

J Perog

Print Name of Person
completing the application

Jean Perog

Signature

J Perog

Date Signed (mm/dd/yyyy)

12/12/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

Proposal Request

Program / Project / Event Name

Property Taxes.

Description of Event (1,000 characters or less)

To allow property taxes to be paid
so thus not effect donors
Our proposed budget is increased
only by property taxes as this is a
new item.
We hope this will be a 3 year Grant
to agree with City change that we are
no longer exempt from property tax. (changed
from 100% to 50% 2025, 2026, 2027.)

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request



Financial Aid



In-Kind

Contact Facility Booking Department at
(250) 315-1050 for a quote for your event

Amount Requested

19,000

Maximum of \$7,500 per organization or \$500 per teams/individuals
participating in recognized competitions

Program Budget

128,000

Percent of your Program Budget covered by this request

7.8 %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

0

Please explain how your Organization or Event plans to increase external fundraising in the future.
(500 characters or less)

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
Treasurer President

M. A. CARLSON

Signature

M. A. Carlson

Print Name of Person
completing the application

Signature

Date Signed (mm/dd/yyyy)

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

CONSTITUTION

1. The name of the Society is *Nicola Valley Health Care Endowment Foundation*.
2. The purposes of the Foundation are
 - (a) to solicit or otherwise encourage and to provide a medium for gifts, donations, bequests, endowments or other acquisition of funds and real and personal property of any kind for the purposes of
 - i) providing Nicola Valley Health Centre and Coquihalla-Gillis House, facilities of the Interior Health Authority, and the community of the Nicola Valley with real property for health care facilities and related activities, and providing, constructing and acquiring buildings and equipment and other personal property for such health care facilities and related activities.
 - (b) to disburse, donate and make available funds and the real and personal property of the Foundation for the aforesaid purposes.
 - (c) to administer funds on behalf of any group or organization providing or enhancing health care within the Nicola Valley.

NVHC Endowment Foundation Society
 Budget
 Statement of Revenue and Expenditures

	Budget 2019	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Proposed Budget 2025
REVENUE							
INCOME							
Interest and Dividends	70,000	70,000	70,000	75,000	75,000	75,000	75,000
Bank Interest Income	200	200	200	0	0	0	0
Realized Gain(Loss) on sale of securities	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Dues							
FMV adj- Unrealized gain(loss)	95,200	95,200	95,200	100,000	100,000	100,000	100,000
Grant in Aid - City	150,000	100,000	100,000	21,000	18,000	18,000	10,000
Donations							18,000
TOTAL REVENUE	245,200	195,200	195,200	121,000	118,000	118,000	128,000
EXPENDITURES							
General & Administrative Expenses							
Accounting & Legal	5,400	5,400	5,400	6,500	6,500	6,500	6,500
Administration services	500	500	500	0	0	0	0
Advertising & Promotions	1,000	1,000	1,000	500	1,000	1,000	1,000
Meeting Costs	100	100	100	100	100	100	100
Courier & postage	100	100	100	100	100	100	100
Insurance	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Interest & Bank Charges	0	0	0	0	0	0	0
Office Supplies	100	100	100	100	100	100	100
Marketing Plan							
Scholarship	1,500	1,500	1,500	1,000	1,000	1,000	1,000
Sponsorships	0	0	0	500	500	500	500
Website	500	500	500	500	500	500	500
Other	0	0	0	0	0	0	0
Project Costs	1,800	1,300	1,300	1,500	1,500	1,500	1,500
Property Taxes							10,000
Miscellaneous							0
Total General & Admin. Expenses	12,200	11,700	11,700	12,000	12,500	12,500	22,500
Fundraising /awareness	4,500	5,000	5,000	5,000	5,000	5,000	5,000
Donations	210,000	160,000	160,000	75,000	75,000	75,000	75,000
Building and Grounds	500	500	500	5,000	500	500	500
Investment Counsel Fees	18,000	18,000	18,000	24,000	25,000	25,000	25,000
TOTAL EXPENDITURES	245,200	195,200	195,200	121,000	118,000	118,000	128,000
NET INCOME(DEFICIENCY)	0	0	0	0	0	0	0

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY
Financial Statements
Year Ended March 31, 2024

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Nicola Valley Health Care Endowment Foundation Society

I have reviewed the accompanying financial statements of Nicola Valley Health Care Endowment Foundation Society (the organization) that comprise the statement of financial position as at March 31, 2024, and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Nicola Valley Health Care Endowment Foundation Society as at March 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.



Merritt, British Columbia
September 27, 2024

CHARTERED PROFESSIONAL ACCOUNTANT

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

Statement of Financial Position

March 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 133,404	\$ 124,326
GST rebate receivable	817	1,464
Prepaid expenses	-	1,498
	<u>134,221</u>	<u>127,288</u>
LAND (Notes 3, 7, 8)	590,372	590,372
LONG TERM INVESTMENTS (Notes 4, 7)	<u>3,636,394</u>	<u>3,302,929</u>
	<u>\$ 4,360,987</u>	<u>\$ 4,020,589</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 5)	\$ 97,708	\$ 99,006
Held in trust for Elvis Fan Club	5,600	5,600
	<u>103,308</u>	<u>104,606</u>
NET ASSETS		
Unrestricted	2,796,388	2,471,692
Restricted (Note 6)	228,434	211,434
Endowment (Note 7)	<u>1,232,857</u>	<u>1,232,857</u>
	<u>4,257,679</u>	<u>3,915,983</u>
	<u>\$ 4,360,987</u>	<u>\$ 4,020,589</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

Statement of Revenues and Expenses

Year Ended March 31, 2024

	Budget 2024	Total 2024	Total 2023
REVENUES			
Interest and dividends	\$ 75,000	\$ 99,700	\$ 81,545
Realized gain (loss) on sale of investments	25,000	83,707	33,372
	<u>100,000</u>	<u>183,407</u>	<u>114,917</u>
DONATIONS	18,000	27,011	40,519
EXPENSES			
Administrative	11,000	9,081	10,945
Donations	75,000	10,000	63,000
Fundraising	5,000	-	-
Grounds	500	-	21,982
Interest and bank charges	-	-	24
Investment counsel fees	25,000	27,603	25,585
Sponsorships / scholarships	1,500	-	-
	<u>118,000</u>	<u>46,684</u>	<u>121,536</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>-</u>	<u>163,734</u>	<u>33,900</u>
OTHER INCOME			
Unrealized gain (loss) on marketable securities	-	126,490	(167,109)
Gain (losses) on foreign exchange	-	51,472	97,620
	<u>-</u>	<u>177,962</u>	<u>(69,489)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ -</u>	<u>\$ 341,696</u>	<u>\$ (35,589)</u>

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY
Statement of Changes in Net Assets
Year Ended March 31, 2024

	Unrestricted	Restricted	Endowment	2024	2023
NET ASSETS -					
BEGINNING OF					
YEAR	\$ 2,471,692	\$ 211,434	\$ 1,232,857	\$ 3,915,983	\$ 3,951,572
Excess of revenues over expenses	324,696	17,000	-	341,696	(35,589)
NET ASSETS - END OF					
YEAR	<u>\$ 2,796,388</u>	<u>\$ 228,434</u>	<u>\$ 1,232,857</u>	<u>\$ 4,257,679</u>	<u>\$ 3,915,983</u>

See notes to financial statements

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

**Statement of Cash Flows
Year Ended March 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 341,696	\$ (35,589)
Item not affecting cash:		
Unrealized gains (losses) on investments	<u>(126,490)</u>	167,109
	<u>215,206</u>	<u>131,520</u>
Changes in non-cash working capital:		
GST rebate receivable	647	(432)
Accounts payable and accrued liabilities	(1,298)	57,394
Prepaid expenses	1,498	(98)
Donations receivable	-	500
	<u>847</u>	<u>57,364</u>
Cash flow from operating activities	<u>216,053</u>	<u>188,884</u>
INVESTING ACTIVITIES		
Proceeds from sale (purchase) of marketable securities	126,490	(167,109)
Long term Investments	<u>(333,465)</u>	<u>(31,602)</u>
Cash flow used by investing activities	<u>(206,975)</u>	<u>(198,711)</u>
INCREASE (DECREASE) IN CASH FLOW	9,078	(9,827)
Cash - beginning of year	<u>124,326</u>	<u>134,153</u>
CASH - END OF YEAR	\$ 133,404	\$ 124,326
CASH CONSISTS OF:		
Cash	<u>\$ 133,404</u>	<u>\$ 124,326</u>

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

Notes to Financial Statements

Year Ended March 31, 2024

1. PURPOSE OF THE ORGANIZATION

Nicola Valley Health Care Endowment Foundation Society (the "Society") is a not-for-profit organization incorporated provincially under the Societies Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to enhance healthcare in the Nicola Valley of British Columbia through fund raising. The majority of its revenue is used to purchase equipment for use by Interior Health Authority in Merritt.

At no point during the fiscal year was remuneration paid to any member of the board of directors.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets (i.e. investments) are reported at fair value, with any unrealized gains and losses reported in the statement of revenues and expenses. All other financial instruments are reported at amortized cost, and financial assets are tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred for investments.

Investments

Investments are recorded at fair value as they are traded on an active market and changes in their market value are included in the statement of revenues and expenses.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and the reported amounts of expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in expenses in the period in which they become known. Actual results could differ from these estimates.

Revenue recognition

The Society is using the restricted fund method of accounting for contributions (i.e. donations) to the Society.

Donations are recognized as received.

Investment income is recognized when earned.

(continues)

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY
Notes to Financial Statements
Year Ended March 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Fund accounting

The Unrestricted Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources, revenues and expenses.

The Restricted Fund reports only restricted donations and expenses that are to be used for specified uses.

The Endowment Fund reports resources contributed for endowment (i.e. Cornerstone funds and land). Investment income earned on resources of the Endowment Fund is reported in the Unrestricted Fund.

3. LAND

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 590,372	\$ -	\$ 590,372	\$ 590,372

\$590,372 represents the fair market value of land transferred from the Thompson Health Region (now IHA) in 1999 plus \$5,372 in legal fees.

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

Notes to Financial Statements

Year Ended March 31, 2024

4. INVESTMENTS

	<u>2024</u>	<u>2023</u>
<u>RBC 370 CDN</u>		
Common Shares	\$ 488,412	\$ 449,504
Mutual Funds	234,941	213,815
Foreign Securities	<u>21,531</u>	<u>14,021</u>
	<u>744,884</u>	<u>677,340</u>
<u>RBC 370 USD</u>		
Common Shares	526,852	490,832
Other	309,158	328,611
FX (USD TO CDN)	<u>298,790</u>	<u>289,508</u>
	<u>1,134,800</u>	<u>1,108,951</u>
<u>RBC 384 CDN</u>		
Fixed Income	623,942	474,655
Mutual Funds	<u>1,132,768</u>	<u>1,041,983</u>
	<u>1,756,710</u>	<u>1,516,638</u>
Grand total	<u>\$ 3,636,394</u>	<u>\$ 3,302,929</u>

The exchange rate used to translate USD to CAD are:

2024: US dollar average for 2023/24 \$1.3487. US dollar at March 31, 2024 was \$1.3574

2023: US dollar average for 2022/23 \$1.3230. US dollar at March 31, 2023 was \$1.3533

5. ACCOUNTS PAYABLE

As at March 31, 2024, the organization had commitments of \$91,707.67 to IHA for the following areas: \$58,647.09 to Gillis House and \$33,060.58 to Nicola Valley General Hospital. Due to COVID 19, finding equipment and getting delivery has been difficult but the need is still there. These commitments are included in accounts payable and previously recorded as donations to IHA.

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

Notes to Financial Statements

Year Ended March 31, 2024

6. RESTRICTED FUNDS

	Opening	Donations	Expenditures	2024
<u>Restricted Funds</u>				
Adult day care	\$ 87,925	\$ -	\$ -	\$ 87,925
Gillis House	1,250	-	-	1,250
Nicola Valley General Hospital / Gillis House	30,600	-	-	30,600
Palliative care	11,909	26,000	10,000	27,909
NVHC Nursing Lounge	923	-	-	923
NVGH Emergency Room	73,620	1,000	-	74,620
NVGH Trauma Room	5,207	-	-	5,207
	<u>\$ 211,434</u>	<u>\$ 27,000</u>	<u>\$ 10,000</u>	<u>\$ 228,434</u>

7. ENDOWMENT

The Society is maintaining the Cornerstone funds (\$642,485) and land (\$590,372) as a permanent endowment. Accordingly, a portion of the investments is endowment funds.

A donor requested \$500 be put towards the Cornerstone funds in 2021.

8. COMMITMENT TO LEASE LAND

The Society has entered into a thirty year lease expiring June 30, 2031 to provide land for an ambulance station at an annual rent of \$1.

9. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage those risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2023

(a) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk and currency rate risk.

(b) Currency risk

Currency risk is the risk that the fair value of the Society's financial assets will fluctuate with changes in foreign exchange rates. The organization is exposed to foreign currency exchange risk on cash and securities held in U.S. dollars. The Society does not use derivative instruments to reduce its exposure to foreign currency risk.

(continues)

NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY

Notes to Financial Statements

Year Ended March 31, 2024

9. FINANCIAL INSTRUMENTS *(continued)*

(c) Interest rate risk

Interest rate risk is the risk that the value or future cash flows of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and investing activities. The organization is exposed to interest rate risk primarily through its interest bearing investments.

(d) Other price risk

Other price risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The organization is exposed to other price risk through its investment in quoted shares and other investments.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other risks arising from these financial instruments. The exposure to risks arising from financial instruments has not changed from the previous year.

The Nicola Valley Health Care Endowment Foundation (NVHCEF) is a registered charity dedicated to raising funds for health care in British Columbia's Nicola Valley.

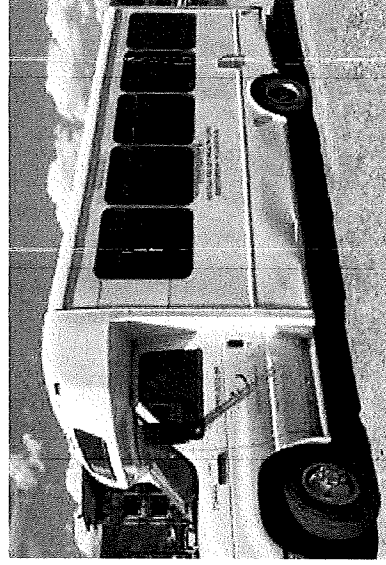
We provide funding to the Nicola Valley Health Centre, Gillis House, the Berta Fraser Centre, and other health care initiatives and projects throughout the Nicola Valley. Your support and donations have made it possible to purchase life-saving equipment for our local health care facilities, and will ensure that funding is available for health care needs such as development & expansion of health care facilities in the Nicola Valley. Health care touches everyone's life, so let's join forces for a better tomorrow in Merritt and the Nicola Valley.

Who We Are



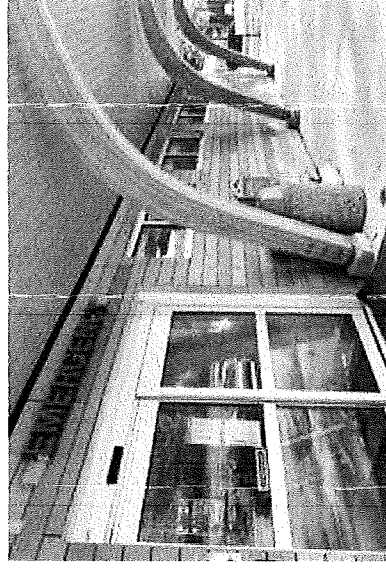
Find out more about us and our projects, and our mandate to raise funds for health care equipment and facilities in the Nicola Valley. [Read more.](#)

What We Do



The foundation raises targeted funds for larger projects like the adult day care bus, and other health care initiatives in the Nicola Valley. [Read more.](#)

What You Can Do



Be a champion for local health care in Merritt and the Nicola Valley - find out how you can get involved and support our work. [Read more.](#)



Nicola Valley Health Care
ENDOWMENT FOUNDATION

Nicola Valley Health Care
Endowment Foundation

PO Box 1423

Merritt, BC V1K 1B8

Donate Now for Health
Care

Subscribe to our
Newsletter

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM 2025 Grant in Aid

CITY OF MERRITT
DEC -9 2024
RECEIVED

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

**MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT**

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /

Executive Director

Title

Phone Number H E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Program fees - cover, hall rental, coffee & snacks
prizes

Mission Statement/Purpose (500 characters or less)

To provide a community service

Brief Description of Organization (1,000 characters or less)

As a social gathering to bring like minded
craft people together in our community. We
also have vendors who give classes on how
to make and learn new crafts.

Please don't hesitate to attach supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Description of Event (1,000 characters or less)

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

5,700

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President

Signature

Print Name of Person completing the application

Signature

Date Signed (mm/dd/yyyy)

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

[SUBMIT TO FINANCE@MERRITT.CA](mailto:FINANCE@MERRITT.CA)

Mayor and Council

In 2010, a few crafty-minded women envisioned approaching the Merritt Civic Center to create a place for them to gather. The program cost each participant \$15, and the City paid for our rent, prizes and snacks. Registration was done through the Civic Center. In 2014, the per-person fee increased to \$35 per participant due to the rising cost of materials and the need to provide a better experience. In September 2017, the City informed the Craft Committee that this program would not continue as a City program. I asked the City if Shannon Daw and I could take on the program. Together, we decided to continue with the program. Increasing the cost to a \$50 entry fee to help offset the rising cost of the program, which was growing and attracting more local and out-of-town participants. This was done to cover the cost of prizes and snacks and the new rental and administration fees increase.

What started with 5 participants in 2010 has blossomed into a thriving community with 8 to 16 participants for 7 months of the year. Our June and October gatherings, particularly, have become significant events, attracting 50 to 60 attendees. The program's growth is a testament to our collective efforts and the community's support. The upcoming January gathering at the Best Western is already fully booked, with a waitlist of eager participants.

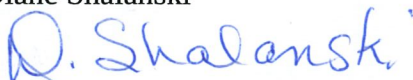
Three-quarters of the attendees are from out of town. Stay in Hotels, dine locally, shop and visit our local attractions

Bailey House and Museum. I wish and plan to continue to hold this program at the Merritt Civic Center in June and October. This program benefits the community economically and attracts tourism. Some participants bring their husbands, who take advantage of visiting our local lakes and golf course.

The program not only provides a creative outlet for participants but also fosters a sense of community. The increase in rental fees, however, may hinder the attendance of out-of-town and local participants. Most of our local attendees are seniors, and the financial constraints may prevent them from participating. This could lead to a decrease in the number of local participants, which would not only affect the program's revenue but also the sense of community it fosters.

Respectfully Submitted

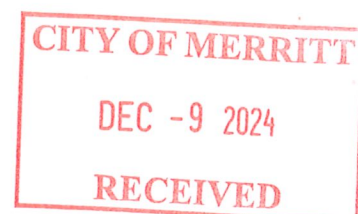
Diane Shalanski



Program Co-Ordinator

Please see attached copy of guest book

Approximately what each person spent in Merritt
Where they are travelling from



October 4-5-6 / 2024

1.	300.00 350.00	Chilliwack
2	300	Abbotsford.
3	236.81	Peachland
4	540.00	Nanoose Bay
5	\$350 + \$85	RESTAURANT, HOTEL, SHOPPING
6	\$200 + \$518 (Wink + Play)	DELTA, BC
7	450	Surrey BC
8	317.07	Langley, BC.
9	400.64	West Kelowna, B.C
10	\$326.94 + \$65.00 V.Graze	Kamloops BC
11	265.00	Kamloops BC
12	410.00	MERRITT, BC
13 (1/25)	725.00 + 50 = 775	Kelowna BC
14	755.00 + stay week.	Kelowna BC. 400 on prod.
15	350.00	Salmon Arm, BC
16	900.00	Lower Nicola B.
17	350	MERRITT
18	650.00	Langley B.C.
19	120.00	Parksville, BC
20	\$850.00	Lower Nicola
21	\$350	abbotsford
22	\$350	west Kelowna
23	\$120.	Kelowna.
24	\$575.00	Merritt
25	\$509.31 + \$70	Williams Lake, BC
26.	250.00	KELOWNA BC
27	300.00	Kelowna
		Kelowna BC

25	550.00
26	475
27	800
28	270
29	475.00
30	250 ⁰⁰ / ₁₀₀
31	475.00
32	275
33	850.00
34	# 100.00
35	180.00
36	
37	
38	Total
39	\$14,769.22
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	

Absotsford
 West Kelowna
 Kamloops
 Merritt
 West Kelowna
 Merritt
 Merritt
 WILLIAMS LAKE
 Williams Lake BC
 Lower Nicola
 Merritt

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS CONTACT
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250-378-1224 ext. 205

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy): 12/10/2024

Full Legal Organization Name: Merritt Secondary Leadership Classes
Street Address: 1561 Chapman St.
City: Merritt Prov: BC
Postal Code: V1K 1B8
Organization Website: <https://mss.sd58.bc.ca/>
Organization President / Executive Director: Molly Brigden
Title: Leadership Teacher
Phone Number: 250-378-7597 E-Mail: mbrigden@365.sd58.bc.ca

Contact Person (if different): Krystal Thompson
Title: Teacher
Phone Number: 250-315-3433 E-Mail: kthompson@365.sd58.bc.ca

Organization Information

Not for profit? Yes No Registration Number: []

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024: [N/A] 2023: [N/A]

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our group has done a few fundraisers such as raffle candy baskets, candy grams, and a movie night to start fundraising for events.

Mission Statement/Purpose (500 characters or less)

This group is used to build positive school culture and community in our school all while teaching leadership skills to students. We want our students to be able to plan and execute different events and initiatives all the while being good and kind humans.

Brief Description of Organization (1,000 characters or less)

Our group consists of 2 leadership classes, one junior (Grade 9-10) and one senior (Grade 11-12). We have 45 students who come together to build community and positive school culture. Our group does work in our school as well as within the community. We have 4 buddy classes at Central and also spend time at the Gillis house and the local food bank.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

Student Leadership Conference

Description of Event (1,000 characters or less)

We have an opportunity to host a student leadership in collaboration with the Canadian Student Leadership Association. This will be for all grade 8 students in Merritt. This will consist of two keynote leadership speakers as well as team building activities. We will use our leadership classes to help host this event and will build capacity and experience in our students for events in our school. There will be break out session for our leaders as well as time with the keynote speakers. We are not looking for monetary funds, but rather a space to host the 160 students for the day.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

We will continue to do fundraising within the school with another Movie night, bake sales and

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President	Molly Brigden
Signature	<i>Molly Brigden</i>
Print Name of Person completing the application	Molly Brigden
Signature	<i>Molly Brigden</i>
Date Signed (mm/dd/yyyy)	12/10/24

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.





City of Merritt - Recreation and Facilities
 2185 Voght Street, PO Box 189
 Merritt, BC V1K 1B8
 Phone: (250)315-1050 Fax: (250) 378-4205
Scheduling Invoice

Creation Date: Wed Dec 11, 2024 Invoice #: 7358
 PAYEE: Molly Brigden Total Amount Due: \$855.75
 MSS Highschool Amount Paid: \$0.00
 Merritt, British Columbia, Canada
 V1K1B8
Balance Due: \$855.75

Client #: 3965
 Email: mbrigden@365.sd.58.bc.ca
 Phone 1: (250) 378-5131
 Event: Student leadership conference 2025
 Status: Tentative
 Signed: Not Signed

GST # 106930316RT0001
 Invoices must be paid 30 days prior to booked time. 10% deposit is required at the time of booking.

Facility Times

Facility Name	Description	Date	Time	Price
City of Merritt Facilities - Merritt Civic Centre - East Auditorium	2025 East Auditorium (4 + hours = per day) - \$550.00 Max Rate	Wed May 14, 2025	08:30AM - 03:00PM	\$550.00 G
Facility Subtotal:				\$550.00
Total:				\$550.00

Services

Service Name	Description	Qty	Date	Time	Price
Services - Facility Equipment - Chair-Soft Fabric - MCC Indoor	No Charge - \$0.00				
City of Merritt Facilities - Merritt Civic Centre - East Auditorium		150	Wed May 14, 2025	08:30AM - 03:00PM	\$0.00 G
Service Subtotal:					\$0.00
Services - Facility Equipment - Extension Cords	No Charge - \$0.00				
City of Merritt Facilities - Merritt Civic Centre - East Auditorium		1	Wed May 14, 2025	08:30AM - 03:00PM	\$0.00 G
Service Subtotal:					\$0.00
Services - Facility Equipment - Microphone	Daily - \$15.00 Max Rate (Per Unit)				
City of Merritt Facilities - Merritt Civic Centre - East Auditorium		1	Wed May 14, 2025	08:30AM - 03:00PM	\$15.00 G
Service Subtotal:					\$15.00
Services - Facility Equipment - Tables 8 ft. Rectangular (Inside MCC)	No Charge - \$0.00				
City of Merritt Facilities - Merritt Civic Centre - East Auditorium		10	Wed May 14, 2025	08:30AM - 03:00PM	\$0.00 G

Service Subtotal: \$0.00

Services - Refundable Damage Deposit Fees - Damage Deposit MCC East or West Aud \$250.00

Damage Deposit MCC Aud \$250.00 - \$250.00 Flat Rate (Per Unit)

City of Merritt Facilities - Merritt Civic Centre - East Auditorium

1	Wed May 14, 2025	08:30AM - 03:00PM	\$250.00	G
Service Subtotal:			\$250.00	
Total:			\$265.00	

Transactions

There are no transactions to display for this invoice...

Comments

Thank you for booking with the City of Merritt. Please review the times and dates above to ensure they are correct.

Subtotal: \$815.00

5% GST: \$40.75

Total: \$855.75

Amount Paid: \$0.00

Balance Due: \$855.75

Income Statement

Friends of Merritt Junior A Hockey Society

As at July 1, 2024 to November 30, 2024

REVENUE

50/50 Revenue	10,996	
Liquor Sales	19,087	
Grants	500	
Net sales		\$30,583

EXPENSES

Prizes	5,492	
Licenses and fees	4,862	
PST	1,453	
Supplies	512	
Alcohol	6,649	
Bank charges	-	
Charitable contributions	-	
Insurance	550	
Society Fees	130	
Miscellaneous	57	
Office expenses	55	
Total expenses		\$19,759
Net operating income		\$10,825

APPLICATION FORM 2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

**MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT**

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Annual membership dues
Registration Fees
Members donations
Grant from parent BC Nature

Mission Statement/Purpose (500 characters or less)

Stimulate active interest in Natural History: Study Flora and Fauna and their habitats; Promote education and Stewardship of wildlife and their natural environment, especially among the youth of our region; To work with other societies and like bodies having interests in common with this society, within and beyond the Province of British Columbia.

Brief Description of Organization (1,000 characters or less)

Nicola Naturalist Society (NNS) was formed in 2010 and is based in Merritt. Membership is open to anyone interested in Nature, Wildlife and the health of the local ecosystems. Our membership varies between 75-100 members. Along with more than 50 other Naturalist Clubs in British Columbia, we are a member of BC Nature (Federation of BC Naturalists). NNS members receive automatic membership to BC Nature and receive BC Nature quarterly magazines (copy attached) and can participate in all BC Nature camps, meetings and other events.

During the fall and winter months, the NNS holds monthly meetings in the lecture theatre at NVIT in Merritt. In lieu of a theatre rental fee the NNS awards a \$2000 bursary to a deserving student in the NVIT faculty of Natural Resource Science. The club runs a raffle at each meeting with the funds raised covering the aforementioned bursary. During the calendar year we organize events such as Christmas Bird Counts and field outings to enjoy and learn about Flora, Fauna and the environment.

The NNS provides direction and outdoor equipment for the Merritt NatureKids Club.

The NNS is presently working on two (2) scientific studies. One study monitoring the Great Basin Spadefoot amphibians and a second study monitoring the Sandhill Crane migration routes on the Douglas Lake Plateau.

More detailed information regarding the NNS and be found in detail on our NNS webpage and on facebook.

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

BC Nature Conference and Annual General Meeting

Description of Event (1,000 characters or less)

The NNS is hosting the BC Nature Conference and Annual General Meeting in Merritt in May 2025. We anticipate attendance will be in the range of 135-150 participants/deligates with the possibility of up to 200. The majority of the participants will be from out of town Naturalists clubs.

The benefit to the City will be two fold, one being economic with benefits in the hospitality, restaurant and retail sectors. The second will be exposing provincial deligates/participants to the beauty of the Nicola Valley and surrounding areas as we have planned +/-20 Nature focused field trips to various local areas. We have attached a list of planned field trips for reference.

We have also attached a detailed Daily Program for the event which outlines the weekend schedule including several Nature themed presentations from Dr. Larsen, Dr. Willms and Dr. Ballin. Our saturday evening key note speaker will be Lennard Joe - First Nations Stewardship, a history and current applications in the BC Interior.

We are requesting your favourable consideration for a \$1,000 in-kind credit on our rental Cost for the Merritt Civic Centre for May 22-24, 2025.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

1000

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

20000

Percent of your Program Budget covered by this request

5

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

1,100

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

The NNS plans to secure additional sponsorship funding from various corporate entities doing business in the Nicola Valley. We also expect to receive personal donations.

A silent auction is planned for the event will also generate funds.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Dr. Alan Burger President

Signature

Alan Burger

Print Name of Person
completing the application

Vic Newton Director

Signature

Vic Newton

Date Signed (mm/dd/yyyy)

12/04/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
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APPLICATION CHECKLIST - REQUESTS OVER \$1,500

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[SUBMIT TO FINANCE@MERRITT.CA](mailto:FINANCE@MERRITT.CA)

About the Nicola Naturalist Society

Our regular monthly meetings have resumed – Check out the Meetings page: [Meetings](#)

We are now on Facebook. Check out our new Facebook page: [NNS Facebook](#)

The Nicola Naturalist Society, formed in 2010, is based in Merritt, BC. Membership is open to anyone interested in nature, wildlife and the health of the local ecosystems. Along with more than 50 other naturalist clubs in British Columbia we are a member of **BC Nature** (Federation of BC Naturalists). NNS members receive automatic membership to BC Nature, receive the BC Nature quarterly magazine and can participate in all BC Nature camps, meetings and other events.

Merritt has a NatureKids BC club catering to children aged 5-12 and their families. For more on this click here: [Merritt NatureKids](#)

Final Report for our amphibian monitoring project has been released. Our club ran a five-year project mapping and monitoring amphibians over a 7,200 sq km study area. For more information and a copy of the report click here: [Amphibian Monitoring](#).

Check out our popular butterfly and moth pages: [Butterflies & Moths and More Butterflies and Moths](#)

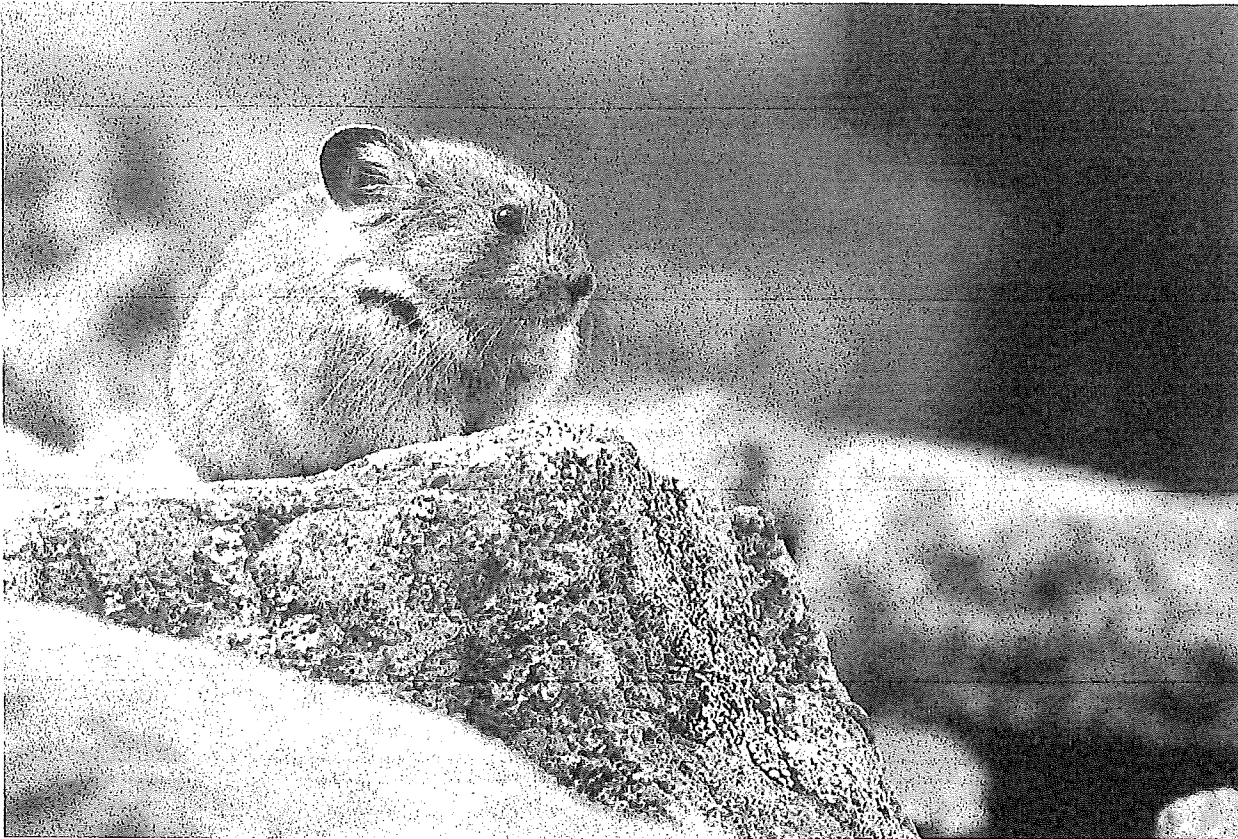
During the fall and winter the Nicola Naturalist Society holds monthly evening meetings, usually in the lecture theatre of the Nicola Valley Institute of Technology (NVIT) in Merritt. We run regular events like the Christmas Bird Count and organize field outings to enjoy and learn about local flora, fauna and environment. Go to the [Meetings & Events](#) page for more information on upcoming meetings, events and outings. You can also find links to past events there – to get some idea of our society's activities.

The Nicola Valley and surrounding areas comprise a rich diversity of ecosystems, including moist and dry forests, grasslands, sagebrush, alpine meadows and many types of wetlands. Several rare and threatened species occur in our area. As our society grows and matures we will be undertaking special projects. We organized an exciting 5-year amphibian monitoring project that ran from 2011 to 2015. We are also co-monitors of the Douglas Lake Plateau Important Bird & Biodiversity Area (IBA). Go to the [Projects](#) page to find out more about these projects.

A major objective of the Nicola Naturalist Society is to provide education and information on the wild organisms and ecosystems of the BC interior, especially those that are found in the Nicola Valley and surrounding areas. See our [Features & News](#) page for special features on local species and natural communities, and news of recent club activities.

NNS members receive a quarterly electronic Newsletter containing nature news, special wildlife features and photographs and much more. Examples of our past newsletters are posted on the [Newsletters](#) page of this website.

Go to the NNS [Photo Gallery](#) to see photos of our local wildlife taken by the Society's members.



American Pika – commonly found on scree slopes in the mountains of British Columbia. Photo: © Murphy Shewchuk.
More of Murphy's photos at www.murphyshechuk.com

If you are interested in the wonderful flora, fauna and wild places in the Merritt/Nicola area we welcome you to join the society. Click on the Membership menu button to download a membership form and send it, along with the membership fee, to the address on the form: Membership

We are registered as a society under the BC Societies Act. For a copy of our constitution and bylaws click here: NNS Constitution & Bylaws



BC NATURE CONFERENCE & ANNUAL GENERAL MEETING PROGRAM
"Nature in the Rain Shadow – grasslands, forests and wetlands"

Hosted by the Nicola Naturalist Society - May 22-24, 2025
 Merritt Civic Centre – 1950 Mamette Ave, Merritt, BC V1K 1R6

We acknowledge that we are meeting on the traditional, ancestral and unceded territories of the Nlaka'pamux and Syilx people

Registration opens Thursday, January 2, 2025 (online and mail-in)

Date	Event
Thursday, May 22	
1:00 – 7:30 pm	Registration Desk Open
1:30 – 3:30 pm	BC Nature Board of Directors meeting
4:00 – 6:00 pm	Council of Club Representatives Meeting (light dinner provided)
6:00 pm	Dinner is on your own
7:00 – 9:00 pm	RECEPTION and PRESENTATIONS a) <i>Introduction to nature in the rain shadow</i> (Alan Burger) b) <i>Wildlife videos from the BC Interior</i> (Frank Ritcey) c) <i>Nature macro-photography in the Nicola Valley</i> (Leanne Cleaveley)
Friday, May 23	
6:00 – 8:00 am	Early morning birding (Pre-registration required)
8:00 – 9:00 am	Registration desk open (tea, coffee and light snacks)
9:00 – 9:30 am	Official welcome by Merritt Mayor (Michael Goetz), Nlaka'pamux and Syilx representatives and BC Nature president (Dr. Nancy Flood).
9:30 – 10:30 am	Feature presentation: Dr. Jill Harvey – <i>Wildfire in the BC Interior – past, present and future</i>
10:30 – 11:00 am	Coffee, Tea and Snacks
11:00 – 11:45 am	Concurrent presentations: a) Dr. Karl Larsen – <i>Wildlife research in the BC Interior</i> b) Dr. Tom Willms – <i>Thermal refuges for salmonids in the Nicola Valley rivers</i> c) Dr. Peter Ballin – <i>The wisdom of turtles</i>
11:45 - noon	Field trip instructions
Noon – 1 pm	Light Lunch is Provided
1:00 – 4:00 pm	Field trips (pre-registration required)
4:15 – 6:00 pm	Meetings: BC Naturalists' Foundation and BC Nature Committees
6:00 pm	Dinner is on your own
8:00 – 11:00 pm	Night outings (pre-registration required) a) Moths with Bob Scafe and Dr. Dave Holden b) Owling – location to be determined c) Great Basin Spadefoots at Pennask Lake Road
Saturday, May 24	
6:00 – 8:00 am	Early morning birding (Pre-registration required)
8:00 – 9:00 am	Registration Desk Open (coffee, tea and light snacks)
9:00 – noon	Field Trips (Pre-registration required)
Noon	Light Lunch is Provided
1:30 – 4:00 pm	BC Nature Annual General Meeting
5:00 – 6:30 pm	Social Hour – beer and wine tickets obtained from registration desk
6:00 – 9:00 pm	Banquet (extra cost, pre-registration required, silent auction, awards) Keynote speaker: Lennard Joe – <i>First Nations' stewardship – a history and current applications in the BC Interior</i>
Sunday, May 25	
9:00 – noon	Farewell Field Trips (pre-registration required)

Field Trips: Please rank trip choices each day (1, 2 or 3) - will be assigned by order of registration. All have limited numbers.

Field Trip options (Offered both Friday and Saturday unless otherwise specified)	Rated	Rank your choices - 1, 2 and 3	
		Friday 23 rd	Saturday 24 th
1. Pennask Lake Road - nature & photography (Murphy Shewchuk)	Easy		
2. Lundbom Commonage - nature hike; not on trails (Frank Ritcey)	Moderate-Difficult		
3. Lundbom Commonage - grassland ecology (Dennis Lloyd, Mike Dedels, others)	Easy		NA
4. Kane Valley - birds & wildflowers (Lis Jeffries & Paul Willms)	Easy		
5. Bioblitz & iNaturalist workshop (Liam Ragan)	Easy		
6. Lichens of the Nicola Valley (Christine Rimmington)	Moderate		
7. Mushroom foray (Michael Ebenal)	Easy		
8. Butterflies with Bob (Bob Scafe)	Easy	NA	
9. Kentucky-Alleyne Provincial Park - toads, birds & hike (Ted Cederland)	Moderate		
10. Beaver re-introductions in the Nicola Valley (Tom Willms)	Easy	NA	
11. Extended birding - Lindley Creek-Midday Valley loop (TBA)	Easy		
12. Burrowing Owl pellet analysis (Dawn Brodie & Loretta Holmes)	Easy		
13. Minerals, fossils & geological history, Merritt area (Gerry Sanford)	Easy		
14. Forestry in the Nicola Valley (Norm Hansen & Chris Lepsoe)	Moderate		
15. Sustainable ranching in the Nicola Valley (John Anderson & others)	Easy		
16. Tour & history of NVIT, recognition of First Nations people (Aruna Gore)	Easy		NA
17. Hamilton Commonage - ponds, wildflowers & birds (Alan Burger)	Easy		
18. Macro-photography workshop (Leanne Cleaveley)	Easy	NA	
19. Value-added use of logs & sustainable building (John Boys)	Easy		NA
20. River restoration to meet traditional Indigenous values (TBA)	Easy		NA

Friday - night outings 8 - 11 PM

Rank your choices - 1, 2 and 3

FN01. Moths and moth sampling techniques, with Bob Scafe & Dr. Dave Holden	Easy	
FN02. Owling in the Merritt area	Easy	
FN03. Great Basin Spadefoots at Pennask Lake Road	Easy	

Sunday, May 25th Farewell outings (please check website for updates)

Rank your choices - 1, 2 and 3

S01. Douglas Lake Plateau - grasslands and ranching	Easy	
S02. Hike the Coquihalla Pass forest	Moderate	
S03. Birding at Tunkwa Lake Provincial Park	Easy	

DEADLINE: DECEMBER 15, 2024

Merritt
MERRITT UNDERWOODSON

FOR QUESTIONS CONTACT
Linda Robinson
E-MAIL: lrobinson@merritt.ca
TEL: 250-378-4224 ext 206

APPLICATION FORM

2025 Grant in Aid

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy): 12/09/2024

Full Legal Organization Name: Nicola Valley Skating Club

Street Address: Box 554

City: Merritt Prov: BC

Postal Code: V1K1B8

Organization Website: nicolavalleyesc.uplifterinc.com

Organization President / Executive Director: Jill Starrs

Title: President

Phone Number: (250)378-0114 E-Mail: skatinginthevalley49@gmail.com

Contact Person (if different):

Title:

Phone Number: E-Mail:

Organization Information

Not for profit? Yes No Registration Number: S-0065522

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024: 1000.00 2023: 840.00

Organization Information

Current Fundraising Initiatives (500 characters or less)

Community Gaming Grant 2024 - \$15000. This funding is specifically to assist with coaching salary and ice fees.

Club Fundraising for 2023-2024 season: \$783.99 (Purdy's and Mitchell's Soup)

Club Fundraising for 2024-2025 season so far: \$1100.52.

We are hosting our biannual ice show in March 2025 and hope to have additional fundraising initiatives leading up to this.

Our club charges skaters a registration fee for programs which also helps to keep our organization self sufficient.

Mission Statement/Purpose (500 characters or less)

To improve, encourage and advance skating in all of its branches in accordance with the rules and policies of Skate Canada.

Brief Description of Organization (1,000 characters or less)

The Nicola Valley Skating Club is a Skate Canada sanctioned club with a long standing history in Merritt. The club offers a variety of skating programs to youth and adults including Pre-Canskate, Canskate, Junior Academy, Junior STARSkate, STARSkate, Adult Skate and Powerskating. The club has 2 Skate Canada trained paid coaches to run programs with the help of many volunteer program assistants. The club currently has 11 hours of ice time per week and last season we had 116 registrants. We offer the only learn to skate programs in the Nicola Valley.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

Nicola Valley Skating Club Year End Ice Show - Under the Sea

Description of Event (1,000 characters or less)

The Nicola Valley Skating Club holds a biannual ice show which showcases all of our skaters. This year our event is going to be held March 15, 2026. The skaters perform a variety of different routines and we have an up and coming guest skater from another club perform a couple of different numbers as well. It is a very exciting event for our skaters as they get to show off their skills in front of their friends, family and community members. We estimated that about 500 people attended our show in 2024. We are requesting the City of Merritt consider our In-Kind funding request to cover the cost of the ice for our annual ice show. We require rental of the ice the Friday night prior to the show in order to set up for the show as well as the ice the majority of the day on Saturday March 15.

Please don't hesitate to attach supporting documents with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested \$1385.01

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget \$5419.06

Percent of your Program Budget covered by this request 25 %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$ 1100.52

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

We continue to work on growing our membership to help fully support our programming.

We will also continue to apply for the Community Gaming Grant.

We continue to do 3-4 different fundraising options throughout the season as well.

Events like our biannual ice show also help to increase our membership in our programs.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President

Jill Starrs

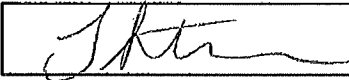
Signature



Print Name of Person completing the application

Jill Starrs

Signature



Date Signed (mm/dd/yyyy)

12/13/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - Include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

Under the Sea Ice Show March 15 Budget

	Budget
REVENUES	
Admission	\$2000.00
Community Donations/sponsorship	\$1,000.00
50/50	\$500.00
Raffle Baskets	\$300.00
Program Sales	\$300.00
In-Kind Income (Not confirmed)	
Ice Time for set up Mar 14	\$374.06
Ice Time for the March 15 show	945.00
Total	\$5419.06
EXPENSES	
Coaching Fees	\$1000.00
Advertising	\$500.00
Guest Skater Travel	\$200.00
Guest Skater Fee	\$250.00
Volunteer Recognition	\$250.00
Costumes and Props	\$1200.00
Program Design	\$100.00
Programs	\$500.00
Gaming License	\$100.00
In-Kind Expense (Not confirmed)	
Ice Time for set up March 14	374.06
Ice Time for the March 15 show	\$945.00
Total	\$5419.06



City of Merritt - Recreation and Facilities
 2185 Voght Street, PO Box 189
 Merritt, BC V1K 1B8
 Phone: (250) 315-1050 Fax: (250) 378-4205
 Scheduling Invoice

Creation Date: Thu Apr 11, 2024 Invoice #: 6638
 PAYEE: Jill Starns Total Amount Due: \$1,385.01
 NV Figure Skating Club
 2052 castloun crest Amount Paid: \$0.00
 Merritt, British Columbia, Canada
 V1K1H8 **Balance Due: \$1,385.01**

Client #: 215
 Email: skatinginthevalley49@gmail.com
 Phone 1: (250) 378-0114
 Event: Performance figure skating March 7,8 2025
 Status: Firm

GST # 106930316RT0001
 Invoices must be paid 30 days prior to booked time. 10% deposit is required at the time of booking.

Facility Times

Facility Name	Description	Date	Time	Price
City of Merritt Facilities - Nicola Valley Memorial Arena - Ice Rental	2025 Youth/Senior Hourly Rate - \$78.76 Per Hour	Fri Mar 14, 2025	05:15PM - 10:00PM	\$374.06 G
		Sat Mar 15, 2025	07:00AM - 07:00PM	\$945.00 G

Facility Subtotal: \$1,319.06
 Total: \$1,319.06

Transactions

There are no transactions to display for this invoice.

Comments

Thank you for booking with the City of Merritt. Please review the times and dates above to ensure they are correct.

Subtotal: \$1,319.06
 5% GST: \$65.95
 Total: \$1,385.01
 Amount Paid: \$0.00
Balance Due: \$1,385.01

Nicola Valley Skating Club
Box 554 Merritt BC V1K1B8
(250) 378-0114
December 9, 2024

To Merritt City Council and Staff,

The Nicola Valley Skating Club (NVSC) would like to express our extreme greatness to the City of Merritt for your support last year with providing us with Grant in Aid of \$1000 to go towards our harness installation project at the Nicola Valley Memorial Arena. Our total project cost was \$21936.61 and the \$1000 provided by the City of Merritt went to paying a portion of the bill to Alpha Design. The cost of the project was about double what we had initially anticipated the cost to be. Our harness is well loved and used most STARSkate sessions for our competitive skaters. Please see our attached financials for the 2023-2024 season, as well as expenses for the harness. The City's Grant in Aid to our club definitely helped contribute to paying this very large, unexpected expense and we very much appreciate the City of Merritt's support to our club. We hope that you will consider our Grant in Aid request for this year for use of the arena for our Ice Show "Under the Sea".

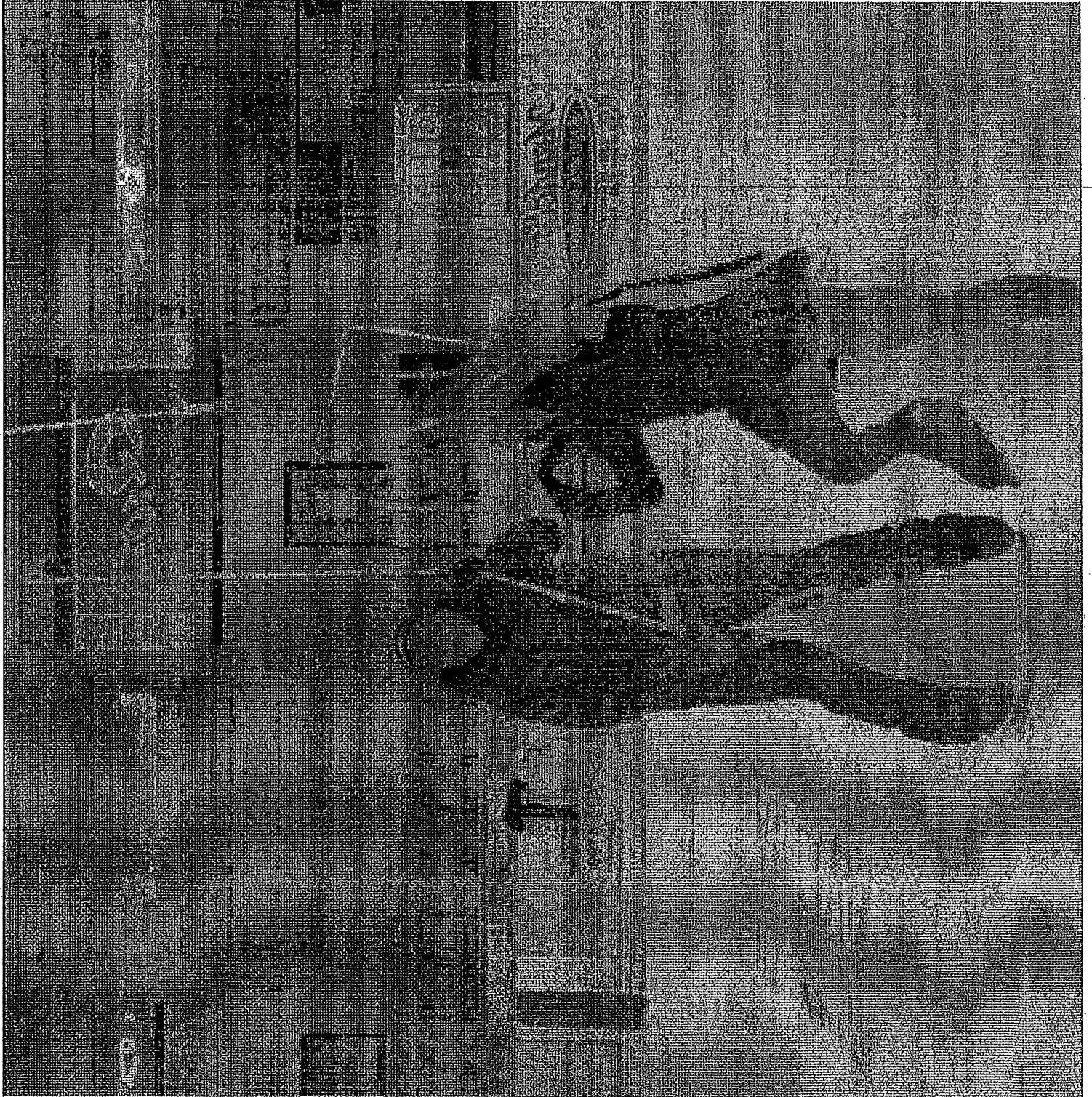
Sincerely,



Jill Starrs
President NVSC

Nicola Valley Skating Club Harness Project

REVENUE	
NVSC Savings Contribution	\$10000
City of Merritt Grant In Aid	\$1000
In-Kind Revenue	
Donation Alpha Design	\$9536.61
Donation Nicola Chainsaw	\$1400.00
TOTAL	\$21936.61
EXPENSES	
Engineering Bill	\$1113
Nicola Chainsaw and Equipment Rental	\$1400
Alpha Design (Fabricating and Installation of harness)	\$19423.61
TOTAL	\$21936.61



Nicola Valley Skating Club
Income Statement 04-01-2023 to 03-31-2024

REVENUE

REVENUE

KidSport BC Grant	1,200.00
Community Gaming Grant	10,000.00
Fund Raising	497.20
Interest Revenue	327.31
Merritt Registration	43,875.41
Via Sport Grant	1,360.00
TOTAL REVENUE	<u>57,259.92</u>

TOTAL REVENUE 57,259.92

EXPENSE

OPERATING EXPENSES

Assessment/Test Fees	192.00
Badges, Ribbons, Awards	605.13
Banquet	237.56
Carnival Costs	140.00
Freight Expense	29.58
Merritt Ice Fees	18,628.54
TOTAL OPERATING EXPENSES	<u>19,832.81</u>

GENERAL & ADMINISTRATIVE EXPENSES

Accommodation	415.28
Accounting	1,894.00
Advertising	373.80
Bank Charges	211.44
Computer Software Licence (Payroll)	856.88
Miscellaneous Expenses	77.21
Office Supplies	3.74
Rent	94.41
Repairs & Maintenance	20,536.61
Skate Can Fees/Insurance	8,943.32
Total General & Admin. Expenses	<u>33,406.69</u>

Payroll Expenses

Wages & Salaries	17,567.42
EI Expense	403.98

CPP Expense	901.10
WCB Expense	<u>249.65</u>
Total Payroll Expense	<u>19,122.15</u>
TOTAL EXPENSE	<u>72,361.65</u>
NET INCOME	<u><u>-15,101.73</u></u>

Generated On: 05-01-2024

**Nicola Valley Skating Club
Balance Sheet As at 03-31-2024**

ASSET

Current Assets

Chequing Account	12,255.36
Gaming Account	138.86
Savings Investment Account	1,016.74
Accounts Receivable	<u>126.03</u>
Total Current Assets	<u>13,536.99</u>

Capital Assets

Office Furniture & Equipment	<u>365.33</u>
Net - Furniture & Equipment	<u>365.33</u>
Total Capital Assets	<u>365.33</u>

TOTAL ASSET	<u><u>13,902.32</u></u>
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LIABILITY

Current Liabilities

Accounts Payable	<u>11,262.59</u>
Total Current Liabilities	<u>11,262.59</u>

TOTAL LIABILITY	<u>11,262.59</u>
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EQUITY

EQUITY

Retained Earnings - Previous Year	17,741.46
Current Earnings	<u>-15,101.73</u>
Total Owners Equity	<u>2,639.73</u>

TOTAL EQUITY	<u>2,639.73</u>
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LIABILITIES AND EQUITY	<u><u>13,902.32</u></u>
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Generated On: 05-01-2024

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250-873-4224, ext 205

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024	<input type="text" value="\$1,260(In-kind)"/>	2023	<input type="text" value="\$1,260(In-kind)"/>
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Organization Information

Current Fundraising Initiatives (500 characters or less)

Current fundraising includes sale of team merchandise, corporate sponsorship of lanes, Food concession, bottle drive and 50/50 raffle ticket draw.

Mission Statement/Purpose (500 characters or less)

The Club promotes and encourages the development of athletes and volunteers through participation in swimming. We provide opportunities for training, competition and activities in the Merritt area. We promote the development of an individual's capacity to achieve excellence and life skills through participation in competitive aquatic activities. The Club offers a summer competitive and a developmental swim training program and a winter swim fitness maintenance program. Participants range from 5 years to adults. The program includes dryland fitness training, games and social events. We create an atmosphere of fun, friendship, camaraderie, mentoring and team spirit.

Brief Description of Organization (1,000 characters or less)

The Merritt Otters Swim Club delivers a competitive swimming program to athletes of various ages and abilities. Coaches are hired to teach children, youth, and adults the basics of competitive swimming. Competition is optional and swimmers may participate on a recreational basis. Youth as young as five years of age all the way to adults participate in the program. The program is delivered at our local community pool. The club rents lanes from the pool to deliver the program. Outdoor training happens on the pool grounds or at various parks within the community. Our program offers youth and adults an opportunity to develop athletic and social skills. Most athletic programs are not available all year round but this one is. It is available in winter and summer. It improves cardiovascular fitness and endurance. It is a great adjunct to other sports. Athletes learn to set goals and learn resilience. Athletes learn to become strong swimmers which could potentially save lives from drowning. It gives athletes confidence and awareness as they navigate themselves in the water. It allows athletes to develop on an individual level while also providing them with structure and the socialization within a team working towards common goals. It also allows athletes from our rural home town to compete against athletes from major urban centers.

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Merritt Otters Invitational Swim Meet

Description of Event (1,000 characters or less)

Swim meets are held every weekend in the region at different communities during June and July. Merritt Otters hosted swim meet in June 2024 which was a very successful event with the support City of Merrit In-Kind Grant and generous corporate sponsors.

The Merritt Otters Swim Club hosts an annual swim meet where all clubs from Okanagan region are invited to attend and wherever possible clubs from outside of our region are invited to attend. This brings visitors and business into our community. We also work with other local not-for-profits to provide refreshments for our meet which assists them with their own fundraising. At our annual swim meet we also support local tourism by advertising local activities that are available in our area such as hiking and mountain biking. When we host our annual swim meet small businesses in town provide prizes for our events and coupons for the athletes to encourage patronage at their business. We advertise those businesses who support us at our event. Approx. 300 swimmers with their coaches and parents come to Merritt for the weekend to participate in good competition, fun and friendship. Hosting swim meet requires team of volunteers, majority of which are parents of host club's swimmers. Overall more than 300 hours are volunteered for swim meet.

Please don't hesitate to attach supporting documents with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

\$1,400

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

\$6,000

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

See Appendix

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Jennifer Hodson-Reid

Signature

J. Reid

Print Name of Person
completing the application

Gurpreet Chahal

Signature

Chahal

Date Signed (mm/dd/yyyy)

10/28/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMITTED TO FINANCIAL SERVICES

As a non-profit service agency for residents of Merritt and the Nicola Valley, there is little likelihood that the Merritt Otters Swim Club will have an opportunity to be fully self-sufficient while providing a price point that allows for accessibility. We must follow the terms and conditions of the BCSSA for trainers/training and offer a competitive wage to attract coaches that meet the BCSSA requirements and have the desired qualifications identified by the Club. We have little control of costs: coaching and pool rentals are fixed costs and dependent upon enrollment. In order to get to a point where we see economies of scale, the registration fees must be affordable and reasonable and we must be able to provide a quality experience.

The Merritt Otters Swim Club asks that you consider the following points, when determining whether or not this meets the specifications of a true "Business Plan":

We are a non-profit volunteer group offering a recreational and sporting service to the citizens of Merritt;

- Those who participate in this service enjoy an increased quality of life.
- For our service to be accessible, we need to keep fees reasonable.
- We are a primary user group at the Aquatic Centre and a result of our service is increased interest in aquatic activities and subsequently fees provided to the Aquatic Centre for facility usage.
- We continually find ways to increase membership so that we can collect additional membership fees. Our summer and winter membership increased last year and looks to increase again next year. That said, it is unlikely that we will ever have membership large enough to fund two full time coaches for the summer and two part time coaches for the winter, equipment and pool rental fees. Coaching is hard to come by and there is lot of competition for available coaches. This is province wide situation and we are forced to pay a premium to get the coaching we need. We already have junior coaches and parent coaches volunteering their time on the pool deck. Hundreds of volunteer hours go into coordinating and delivering this recreational and sport service to the residents of Merritt.
- We have started to run our own concession at our swim meet to try and become more self-sufficient.
- We have partnered with a group that advocates on behalf of organizations such as ours to ensure that we are successful in attaining BC gaming grants. We were successful in getting a grant this past year of \$13,650. This enabled us to project a much lower deficit this past year. We are hopeful we will get another one this year. It would have been nearly impossible to continue again without this help.
- We coordinate fundraising activities to help offset costs of keeping the society alive such as bottle drives, Swim-a-thons and 50/50 draws etc.
- Partnering with service clubs and other Corporations draws positive attention to our club and the valuable healthy, active lifestyle we try to incorporate with our members.
- Club directly promotes healthy living for the residents of Merritt and there is no other service like this for the residents of Merritt.

- We promote the City of Merritt branding in all our efforts (Meet Program, Registration package, Facebook) and greatly appreciate the City's help with our swim meet.

The Otters see this as an opportunity to partner with the City of Merritt to provide recreational service to the residents of Merritt and the Nicola Valley.

The Grant in Aid is an integral part of our club as many families cannot afford to travel to other meets. Swimmers only need to participate in one meet throughout the season to go to the Regional Championships. The Grant in Aid provides our citizens an opportunity to compete and also qualify for the Regional and Provincial Championships in August.

Moreover, the \$1,400.00 of in-kind support specifically brings an economic boost to the community with the 300+ visitors the meet attracts for the weekend.

2024 Grant Report

Merritt Otters swim club hosted their annual swim meet on June 15 and June 16 where all clubs from Okanagan region were invited to attend. This brought visitors and business into our community. It was a very successful event. Approx. 250 swimmers came to Merritt with their coaches and parents to participate. We had ample support from community, we had very generous corporate sponsors and City of Merritt In-Kind Grant. We had parents volunteer their time over the weekend which was approx. 300 hours of volunteer work. At our annual swim meet we also supported local tourism by advertising local activities that are available in our area such as hiking and mountain biking. This event helps with the local small business in town.

Please see Revenue and Expense report below:

2024 Merritt Otters Swim Meet Revenue/Expense Report	
Swim Meet Revenue	
Meet Fees Revenue	\$ 3,870.00
Misc Rev(Program Sales & Highlighter)	\$ 310.00
Merchandise sale	\$ 705.00
Sponsorships	\$ 780.00
City Of Merritt (Grant in kind)	\$ 1,260.00
Concession Food	\$ 210.00
Total Revenue	\$ 7,135.00
Total Expense for Swim Meet 2024	
Swim meet prize	\$ 194.19
Supplies for swim meet	\$ 177.33
Ribbons and Medals(VM Ribbon)	\$ 1,999.07
City of Merritt (Lane fees)	\$ 181.25
Merritt curling Facility Rent	\$ 50.00
Nicola Chainsaw & Equipment	\$ 134.40
Concession and Deck Food	\$ 52.97
Donation(Sifat) for Deck food help	\$ 50.00
Donation(Colletville kids) for Deck food help	\$ 200.00
Merritt Printing Inv# 43388	\$ 307.73
Merritt Herald Advertisement	\$ 422.36
Grant in Kind(City Of Merritt)	\$ 1,260.00
Total Expense	\$ 5,029.30

DEADLINE: DECEMBER 15, 2024

Merritt
FLOURISH UNDER THE SUN

CITY OF MERRITT

DEC 13 2024

RECEIVED

FOR QUESTIONS, CONTACT
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224 ext. 205

APPLICATION FORM

2025 Grant in Aid

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our annual 'Volleyfest' tournaments are our primary fundraising initiatives. Our small committee organizes 2 tournaments every year to raise funds with 3 objectives in mind. A. Sponsoring high school graduation through scholarships, B. Donation to Local Charity(s) and C. Sponsoring our local high school volleyball program.

Mission Statement/Purpose (500 characters or less)

The Merritt Volleyball Association is a non-profit organization that works to promote volleyball within our community

Brief Description of Organization (1,000 characters or less)

As a very community minded, non-profit organization, we have been working to promote the sport of volleyball in the Nicola Valley for more than 25 yrs. All members of our MVA committee are local volleyball enthusiasts who volunteer their time. We work together to organize and facilitate our local volleyball leagues as well as hosting 2 annual volleyball tournaments (Volleyfest). Our overall objective is to encourage and promote the sport at all levels.

Please don't hesitate to attach supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Volleyfest 2025

Description of Event (1,000 characters or less)

We host a Ladies tournament and a Co-ed tournament annually, with 40-50 teams of 6-8 players/team, on 2 separate weekends every spring. There are many local players, however, the majority of players come from surrounding areas. We are happy to say that our tournaments benefit the city with an influx of visitors that support local restaurants and hotels. Each year we choose a local charity to donate funds to. Teams play games in 3/4 local gyms and play begins Friday night finishing up on Sunday.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

\$2541.24

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

\$30,000.00

Percent of your Program Budget covered by this request

8.5

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

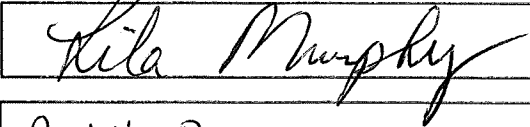

—

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Our primary option for fundraising is increasing registration fees, for both Volleyfest tournaments and both Co-ed and Ladies leagues.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another *Act*.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President	Lila Murphy
Signature	
Print Name of Person completing the application	Paulette Racine
Signature	
Date Signed (mm/dd/yyyy)	12/12/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

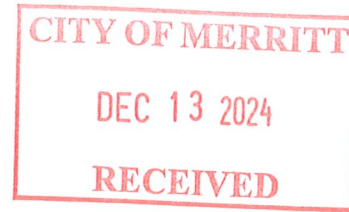
APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.



Merritt Volleyball Association

December 12, 2024



Dear City of Merritt Mayor and Council,

The Merritt Volleyball Association consists of a group of volunteers that meet regularly and who enjoy the game of volleyball. We organize events in the Nicola Valley to keep the love of the game active in Merritt.

The MVA organises the community volleyball league that runs from October to March each year promoting the sport and keeping active lifestyles alive in Merritt. There are currently 20 teams of 8 – 1-players each participating in the league.

We are looking forward to our 2025 tournaments. This year will be the 32nd Volleyfest tournament that we have hosted!! Our biggest event hosted a total of 90 teams. We enjoy reviewing our feedback and always have fantastic comments from the participants as well as how they would love to come back to our little city for this event.

Last year was the first year of the 'club' volleyball organization for our community. We were very happy to support the new team with our donation of funds to purchase their new team jerseys. These kids are the future of volleyball and we want to encourage their participation.

Our bookkeeping is very basic, so we do not have regular financial statements, although I have enclosed financial reports for our 2024 tournaments, as well as a copy of our recent banking information. At present, our balances seem to be quite healthy, however, there have been some monies allotted for items such as:

- Purchasing volleyballs and other equipment for league play and Volleyfest tournaments
- Preparations for 2025 Volleyfest tournaments (ie; deposits etc.)
- Monies allotted for gym rentals and insurance fees for 2024/2025
- Future sponsorship of club volleyball

Please feel free to contact our treasurer, Angela Russell at 250-315-2154 with any questions regarding financial information.

We are very hopeful to be awarded the Grant in Aid for the 2025 tournaments in order to help with the cost of renting the Civic Center for our social gathering. The grant helps keep the costs for teams at a more affordable rate and ensures they will return to our beautiful city year after year. The revenue that is brought into Merritt over these 2 weekends is substantial and assists greatly in boosting the local economy. The Grant in Aid also gives the MVA the ability to make a sizeable charity donation (in 2024, we were able to donate \$4000.00 to the NV&District Food Bank).

It is very difficult for businesses to give us a number/percentage of increase over the specified weekends (whether is difficult to calculate, or they prefer not to disclose this information is unclear). We did have a few of the local hotels estimate approximately a \$4,000.00 increase in business over the Volleyfest weekends. This is obviously not hard to believe with approximately 80% of the attendees visiting from outside The City of Merritt.

2024 presented a successful year for our association as far as meeting our objectives and bolstering our community through the sport of volleyball. With regards to the Grant in Aid, we are not confidently able to say whether the MVA and our Volleyfest tournaments will ever be 100% self sufficient financially. We can say for certain that we would not be able to support local graduates of MSS with such a generous bursary/scholarship, OR donate to local charities without the support of The City of Merritt and the cost break for the rental of the Civic Center for our social gathering at the tournaments.

Please accept this information for our financial budget plan for the 2025 tournaments.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paulette Racine', with a long horizontal flourish extending to the right.

Paulette Racine

MVA

250-378-7879

2024 Volleyfest Financials

Mixed Volleyfest



Shirts	\$ 1,830.00
Other Items (loonie ball, poker)	\$ 410.00
Registration	\$ 18,135.00 *48
Total A	\$ 20,375.00

Insurance	\$ 275.00	
Civic Centre	\$ 1,333.56	
Yaki Joe's Pizza	\$ 1,436.40	
Trackers	\$ 5,200.33	(Plus donation)
Gym Rental	\$ 2,817.90	
DJ	\$ 750.00	
Printing	\$ 173.10	
Designated Drivers	\$ 250.00	
Decoration/supplies (incl vballs)		(most supplies donated)
Total B	\$ 12,236.29	

Donations	\$ 2,000.00
Burserys/Scholarship	\$ 500.00
Misfits Club Team	\$ 2,554.26
Total C	\$ 5,054.26

Final amount Income - costs - donations

Total	
A-B-C=	\$ 3,084.45

2024 Volleyfest Financials

Ladies Volleyfest



Shirts	\$ 1,635.00
Other Items (loonie ball, poker)	\$ 636.00
Registration	\$ 12,645.00 *37
Total A	\$ 14,916.00

Insurance	\$ 275.00	
Civic Centre	\$ 1,333.56	
Yaki Joe's Pizza	\$ 884.52	
Trackers	\$ 4,002.11	(Plus donation)
Gym Rental	\$ 2,600.00	
DJ	\$ 500.00	
Printing	\$ 153.85	
Designated Drivers	\$ 250.00	
Decorations/supplies (incl vballs)	\$ 1,868.40	(most supplies donated)
Total B	\$ 11,867.44	

Donations	\$ 2,000.00
Burserys/Scholarship	\$ 500.00
Misc/Referees	
Total C	\$ 2,500.00

Final amount Income - costs - donations

Total	
A-B-C=	\$ 548.56

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM 2025 Grant in Aid

CITY OF MERRITT
DEC 10 2024
RECEIVED

FOR QUESTIONS, CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224, ext 205

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No

Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2024	<input type="text" value="\$788.00"/>	2023	<input type="text" value="\$508.20"/>
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Organization Information

Current Fundraising Initiatives (500 characters or less)

1. Purdy's Chocolates (November 2024) - \$1227.45
2. Bottle for Deposit collections 2024 - \$1024.00
3. Your Green Kitchen fall fundraiser - \$614.28
4. Holiday Ornaments Sale with Etched Justjan, local artisan, December 2024 - approx. \$200.00
5. Donations 2024 - \$450.00
6. Raffle baskets (June 2024 concert) - \$850.00

Mission Statement/Purpose (500 characters or less)

Merritt Dance Society (MDS) is a non-profit organization registered in Merritt, British Columbia. The main reason for its existence is to promote dance and dance-related activities and to promote the many benefits of dance in Merritt and the Nicola Valley, as well as to support the dance programs developed by the Artistic Director and instructors of dance programs at the Love to Dance Academy, located in downtown Merritt.

The mission of MDS is to have in Merritt, in the centre of the Lower Nicola Valley, a dance school that can provide top-quality instruction from well-qualified and certified instructors for a variety of dance genre classes, for children and adults alike, in which participants can experience dance as both an art

Brief Description of Organization (1,000 characters or less)

The Merritt Dance Society became an incorporated nonprofit organization on March 25, 2011. Its main function is to support dance programs of the Love To Dance Academy, a local dance studio. The society has two employees: Kia Henriksen is the newest head dance instructor/artistic director (July 2023) and she is a fully certified ADTA and ADAPT instructor in a variety of dance genres such as tap, jazz, contemporary, lyrical, acrobatics, and hip hop; while Renee Bauwens, trained in the Royal Academy of Dance ballet syllabus and now pursuing her accreditation and certification with RAD, is a part-time instructor for our ballet students. Guest teachers are also sometimes invited to present workshops for either specialty instruction to interested students or for recreational/fun dance camps during school break times.

For the most part, members of the society are parents of dancers or dancers themselves, but there are a few community-at-large members as well, who volunteer with tasks needed to keep the dance studio running smoothly, who work at needed fundraising campaigns, who participate in other nonprofit events such as Literacy Merritt's Family Literacy Week, and who assist in preparing and running dance performance events. Activities of the Love To Dance Academy are carried out in a store-front studio that provides space for dance instruction and some storage for props, costumes.

There are currently 225 members in the society.

Since 2012, alongside the Love To Dance Academy instructors and students, MDS has hosted many successful dance events. The annual Winter Concert that has become a staple event within the Merritt Country Christmas Week activities has now grown from an audience of a couple handfuls of spectators to standing room only at each show (requiring matinee and evening performances within three years). Love To Dance Academy students never pass up a chance to spread joy and routinely perform at the local Seniors' Centre, nursing/retirement homes, school assemblies, GarlicFest, various community fairs/events, and has added an annual spring concert each June as well. The most dedicated students often choose to perform at regional dance competitions and participate in Royal Academy of Dance ballet exams as well, regularly achieving very strong scores.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

June 2025 dance concert

Description of Event (1,000 characters or less)

Merritt Dance Society and Love To Dance Academy will present a full dance concert, similar to the winter dance concert performed for the Nicola Valley community every November. The production's theme is "game night" pulling songs and characters from board games, schoolyard games, video games, and sports alike, and will involve every dance student that wishes to participate no matter their level of skill. This dance presentation will be open to the public.

Our studio families understand that dance helps children and youth develop and grow through physical fitness and mental discipline. Moreover, dance students also develop cognitively, emotionally, and socially via the dedication, discipline, persistence, good work ethic, and focus they learn through practicing and performing on stage for an audience. In the end, these qualities and important life-skill habits can, and often do, transfer to other aspects of life like school, work, and other sports.

The hope is for the wider community to enjoy an opportunity to watch live dancing and feel proud in applauding our local students' efforts at producing a quality show that will bring some happiness, delight, and maybe even a surprise or two, into their lives.

A silent auction in the foyer, with items donated by local community members and/or local businesses, is also planned for the day of the concert as well.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

\$1,100.00

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

\$5,500.00

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Merritt Dance Society will continue fundraising activities in partnership with local businesses to support regular classes, exam prep, and competitions participation. With respect to this spring concert, we are asking for support from the City of Merritt for one day's rental of the Civic Centre for the day of the concert itself. MDS can pay the rehearsal day auditorium rental, required damage deposits, and associated concert fees and costs ourselves. The city's assistance would appreciably alleviate some of the costs of the production to our small nonpr

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President	Toni Stewart
Signature	<i>Toni Stewart</i>
Print Name of Person completing the application	Susan Doncaster
Signature	<i>Susan Annis Doncaster</i>
Date Signed (mm/dd/yyyy)	12/09/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant. **Submitted to City Hall reception Aug. 2024 (additional copy incl.)*
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

[SUBMIT TO FINANCE@MERRITT.CA](mailto:FINANCE@MERRITT.CA)

August 6, 2024

Merritt Dance Society Summary Report

RE: City of Merritt Grant-in-Kind for spring 2024 dance concert, Once Upon a Time (June 9, 2024)



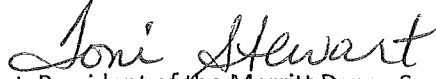
This report is the summary required of the Merritt Dance Society with respect to the grant-in-kind received by the City of Merritt in February 2024, in the amount of \$788.00. It is with great appreciation that the Merritt Dance Society and the Love To Dance Academy received this amount to assist with facility rental of the Merritt Civic Centre for the end-of-season spring dance concert event.

Love To Dance Academy was able to present another full-scale community concert on June 9, 2024, at the Merritt Civic Centre in the auditorium. The theme of the show revolved around fairy tale stories and characters. Both the morning and afternoon performances were well-attended by community members and dance families alike. Our students love to bring joy, energy, and excitement into the lives of others through dance. They were especially pleased at having a second opportunity to share and demonstrate their growth in skill and ability while entertaining the larger community with a full-scale concert outside of the annual winter concert that happens during Country Christmas Week. Indeed, we plan on making this spring concert an annual event to share with the larger community. We were super grateful for the City of Merritt staff's willingness to help our dance instructors try out a new stage set-up using the projector and screen as part of the set. The projected backdrop really added to the ambiance and effect for the show but also allowed more room for the dancers to perform in the absence of bulkier physical sets. We are also thankful for the City staff's professionalism and efficiency in transforming the Civic Centre from post-wedding the night before to show-ready by 10 a.m., when audience members first started arriving for the morning performance.

The Merritt Dance Society and Love To Dance Academy are most appreciative to the City of Merritt for their support and assistance in hosting Once Upon A Time, a spring dance concert event.

We trust you will find this report in good order. Please advise if further information is required.

Sincerely,



Toni Stewart, President of the Merritt Dance Society



*Programs of the Merritt Dance Society
– A non-profit organization –*



City of Merritt - Recreation and Facilities
 2185 Voght Street, PO Box 189
 Merritt, BC V1K 1B8
 Phone: (250)315-1050 Fax: (250) 378-4205
Scheduling Invoice

Creation Date: Wed Jun 26, 2024

Invoice #: 6893

PAYEE: Toni Stewart
 PO box 525
 Merritt, British Columbia, Canada
 V1K1B8

Total Amount Due: \$4,162.15

Amount Paid: \$0.00

Balance Due: \$4,162.15

Client #: 7476
 Email: mds.ltd.president@gmail.com
 Phone 1: (780) 573-0861
 Event: Year end dance
 Status: Tentative
 Signed: Not Signed

GST # 106930316RT0001
 Invoices must be paid 30 days prior to booked time. 10% deposit is required at the time of booking.

Facility Times

Facility Name	Description	Date	Time	Price
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	new rate 2025 - \$1,100.00 Max Rate	Fri Jun 13, 2025	08:00AM - 09:00PM	\$1,100.00 G
				Facility Subtotal: \$1,100.00
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	2025 rates - \$1,100.00 Max Rate	Sat Jun 14, 2025	08:00AM - 09:00PM	\$1,100.00 G
				Facility Subtotal: \$1,100.00
				Total: \$2,200.00

Services

Service Name	Description	Qty	Date	Time	Price
Services - Facility Equipment - Chair-Soft Fabric - MCC Indoor	No Charge - \$0.00				
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium		225	Fri Jun 13, 2025	08:00AM - 09:00PM	\$0.00 G
City of Merritt Facilities - Merritt Civic Centre - Entire Facility		225	Sat Jun 14, 2025	08:00AM - 09:00PM	\$0.00 G
					Service Subtotal: \$0.00
Services - Facility Equipment - Chairs- Black Plastic- MCC Indoor	No Charge - \$0.00				
City of Merritt Facilities - Merritt Civic Centre - Entire Facility		75	Sat Jun 14, 2025	08:00AM - 09:00PM	\$0.00 G
		75	Sat Jun 14, 2025	08:00AM - 09:00PM	\$0.00 G
					Service Subtotal: \$0.00

Services - Facility Equipment - Curtains
 Daily Rate - \$10.00 Max Rate (Per Unit)

City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	6	Fri Jun 13, 2025	08:00AM - 09:00PM	\$60.00	G
Daily Rate - \$10.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	6	Sat Jun 14, 2025	08:00AM - 09:00PM	\$60.00	G
			Service Subtotal:	\$120.00	
Services - Facility Equipment - Multi-Media Projector					
Daily Rate - \$25.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	1	Fri Jun 13, 2025	08:00AM - 09:00PM	\$25.00	G
Daily Rate - \$25.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	1	Sat Jun 14, 2025	08:00AM - 09:00PM	\$25.00	G
			Service Subtotal:	\$50.00	
Services - Facility Equipment - Stage Section					
Stage Rental Per Section Daily Rate - \$20.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	12	Fri Jun 13, 2025	08:00AM - 09:00PM	\$240.00	G
Stage Rental Per Section Daily Rate - \$20.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	12	Sat Jun 14, 2025	08:00AM - 09:00PM	\$240.00	G
			Service Subtotal:	\$480.00	
Services - Facility Equipment - Tables 8 ft. Rectangular (Inside MCC)					
No Charge - \$0.00					
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	20	Fri Jun 13, 2025	08:00AM - 09:00PM	\$0.00	G
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	20	Sat Jun 14, 2025	08:00AM - 09:00PM	\$0.00	G
			Service Subtotal:	\$0.00	
Services - RE:SOUND - RE:SOUND Without Dancing 301-500					
RE:SOUND Without Dancing 301-500 - \$27.76 Flat Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	1	Fri Jun 13, 2025	08:00AM - 09:00PM	\$27.76	G
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	1	Sat Jun 14, 2025	08:00AM - 09:00PM	\$0.00	G
			Service Subtotal:	\$27.76	
Services - Refundable Damage Deposit Fees - Damage Deposit Entire MCC Facility \$1000.00					
Damage Deposit MCC Entire Facility - \$1,000.00 Flat Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	1	Sat Jun 14, 2025	08:00AM - 09:00PM	\$1,000.00	G
			Service Subtotal:	\$1,000.00	
Services - SOCAN Fees - Socan - W/O Dancing RC: 301-500					
Socan - W/O Dancing RC: 301-500 - \$66.19 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Auditorium	1	Fri Jun 13, 2025	08:00AM - 09:00PM	\$66.19	G
No Charge - \$0.00					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility	1	Sat Jun 14, 2025	08:00AM - 09:00PM	\$0.00	G
			Service Subtotal:	\$66.19	
Services - Staff - Setup /Take Down \$20.00 per Hr					
Setup /Take Down \$20.00 per Hr - \$20.00 Flat Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					

1 Sat Jun 14, 2025 08:00AM - 09:00PM \$20.00 G

Service Subtotal: \$20.00

Total: \$1,763.95

Transactions

There are no transactions to display for this Invoice...

Comments

They will also be needing rails for the stage Please review the times and dates above to ensure they are correct.

Subtotal: \$3,963.95

5% GST: \$198.20

Total: \$4,162.15

Amount Paid: \$0.00

Balance Due: \$4,162.15

DEADLINE: DECEMBER 15, 2024



FOR QUESTIONS CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250-378-4224 ext 205

APPLICATION FORM 2025 Grant in Aid

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President / Executive Director

Title

Phone Number E-Mail

Contact Person (if different)

Title

Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number

Did you receive a Permissive Tax Exemption in 2025 Yes No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our fundraising is done by donations at our concert and donations at the dance recital.

Parade entry fee \$30 per entry

Craft fair table rental \$75 per table

In kind donations by the many local merchants

Mission Statement/Purpose (500 characters or less)

To promote a strong sense of community participation and well being. The theme is a popular one, the purpose of which is to coordinate activities around that theme that encourage community involvement and identity. Arts and culture, crafts and the opportunity to showcase local talent are central to encouraging community involvement. The illuminated night parade involves hundreds of volunteers and thousands of spectators. Midnight madness supports local businesses and encourages local shopping. Participation ranges from individuals to large groups. It is a time of celebration which cuts across cultural, ethnic, religious and age barriers.

Brief Description of Organization (1,000 characters or less)

It is important to note that Merritt Country Christmas is organized as a society. It is a confederation of many organizations and individuals working together for a common purpose. There are a chair, secretary and treasurer as well as a rotating board of directors. Organizations represented have included the Merritt & District Chamber of Commerce, Community Futures Nicola Valley, Nicola Valley Community Arts Council, Nicola Valley Community Band and Baillie House to name a few. Many individuals and groups come together to make this tradition work. Committee members meet together to coordinate activities that include a Christmas tree light up, community movie night, community concert, dance recital, craft fair, light-up parade, Santa land, childrens crafts and a business/residential light up competition. We are always looking for more groups to join and more activities to add to the Merritt Country Christmas week.

Please note that all events that are put on by Merritt Country Christmas are free to the public.

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Merritt Country Christmas Week

Description of Event (1,000 characters or less)

Merritt Country Christmas is an annual event that has tremendous popular support throughout the community. In the past fifteen or so years, it has grown from a two day event to one that now spans the entire full last week of November. Activities include: Lighting of the Community Christmas Tree in Spirit Square, community movie night at NVIT, two dance recitals put on by Love to Dance Academy, Community Christmas Concert, Santa Land with photos with Santa, one of the largest illuminated night Santa parades in North America, one of the largest craft fairs in the interior. Children's craft making and ending the week with Breakfast with Santa. It is entirely volunteer-driven.

Attendance at all activities is free of charge except for those that need to charge for food or services (for example Breakfast with Santa and photographs with Santa).

Donations are accepted but not mandatory to help defray costs (donations for the concert help to pay for the sound system: admission to the Craft Fair is free but the sellers pay a table fee; spectators are free at the parade but there is an entry fee for floats to help cover the liability insurance). All our sponsors and supporters are actively involved in this community-inclusive event.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

7500.00

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

25225.00

Percent of your Program Budget covered by this request %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Requesting more in-kind donations where possible.

Could increase craft fair table and parade fees but that would decrease attendance.

Could request sponsorship money from businesses.

Please note, that we are asking for a grant-in-kind to cover the cost of renting the civic centre due to the 250% increase in the cost of renting the civic center. All other costs are covered.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or President

Carrie Ware

Signature

Carrie Ware

Print Name of Person completing the application

Toni Stewart

Signature

Toni Stewart

Date Signed (mm/dd/yyyy)

12/13/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

MERRITT COUNTRY CHRISTMAS FINANCIAL REPORT 2024

EXPENSES		COSTS	IN KIND	NET COST
Bank charges		123.88	-	123.88
Newspaper	(A)	3,994.20	2,000.00	1,994.20
Radio	(B)	3,612.80	2,000.00	1,612.80
Postage		-	-	-
Signs	(C)	126.90	100.00	26.90
Insurance		775.00	-	775.00
Dance recital	(D)	437.50	-	437.50
Lights - dance & conce (E)		750.00	750.00	-
Music rental	(F)	2,250.00	750.00	1,500.00
Printing		168.01	-	168.01
Civic Centre		3,720.50	-	3,720.50
Meeting rooms	(G)	500.00	500.00	-
Ribbons	(H)	50.00	50.00	-
Misc Exp		-	-	-
Live Christmas tree	(I)	1,500.00	1,500.00	-
TOTAL		<u>\$ 18,008.79</u>	<u>\$ 7,650.00</u>	<u>\$ 10,358.79</u>

INCOME

Concert Donations	1,004.88	Index to In Kind Donors
Dance Donations	437.50	(A) Merritt Herald
Craft Fair	3,825.00	(B) Q101
Parade	1,440.00	(C) 2nd Avenue Signs
City Grant	2,000.00	(D)
In-kind donations	7,650.00	(E) SD #58
		(F) Jeff Wyatt
		(G) Carrie Ware & Company
		(H) Merritt Printing
		(I) Greg Hewton
	<u>\$ 16,357.38</u>	

New Profit/(Loss): \$ (1,651.41)

Carrie Ware - Chair / interim Treasurer

Carrie Ware

MERRITT COUNTRY CHRISTMAS 2025 BUDGET

EXPENSES	COSTS	IN KIND	NET COST
Bank charges	125.00	-	125.00
Newspaper	4,000.00	2,000.00	2,000.00
Radio	4,000.00	2,000.00	2,000.00
Postage	100.00	-	100.00
Signs	300.00	100.00	200.00
Insurance	1,000.00	-	1,000.00
Dance recital	500.00	500.00	-
Lights - dance & concert	750.00	750.00	-
Music rental	3,000.00	1,000.00	2,000.00
Printing	250.00	-	250.00
Civic Centre	8,598.92	-	8,598.92
Meeting rooms	750.00	750.00	-
Ribbons	200.00	50.00	150.00
Misc Exp	150.00	-	150.00
Live Christmas tree	1,500.00	1,500.00	-
TOTAL	<u><u>\$ 25,223.92</u></u>	<u><u>\$ 8,650.00</u></u>	<u><u>\$ 16,573.92</u></u>

INCOME

Concert Donations	1,000.00
Dance Donations	500.00
Craft Fair	3,750.00
Parade	1,500.00
City Grant	-
In-kind donations	8,650.00
	<u><u>\$ 15,400.00</u></u>

Difference needed 9,823.92

Carrie Ware - Chair / interim Treasurer



City of Merritt - Recreation and Facilities
 2185 Voght Street, PO Box 189
 Merritt, BC V1K 1B8
 Phone: (250)315-1050 Fax: (250) 378-4205
Scheduling Invoice

Creation Date: Tue Jan 31, 2023

Invoice #: 5161

PAYEE: Carrie Ware
 Merritt Country Christmas Committee
 PO Box# 700
 Merritt, British Columbia, Canada
 V1K1B8

Total Amount Due: \$8,598.92

Amount Paid: \$0.00

Balance Due: **\$8,598.92**

Client #: 2131
Phone 2: (250) 315-5598
Signed: Not Signed

Email: reception@carrieware.ca
Event: Country Christmas 2025

Phone 1: (250) 378-2215
Status: Tentative

GST # 106930316RT0001

Invoices must be paid 30 days prior to booked time. 10% deposit is required at the time of booking.

Facility Times

Facility Name	Description	Date	Time	Price
City of Merritt Facilities - Merritt Civic Centre - Entire Facility				
2025 rates - \$1,100.00 Max Rate				
		Tue Nov 25, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Wed Nov 26, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Thu Nov 27, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Fri Nov 28, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Sat Nov 29, 2025	08:00AM - 12:00AM	\$1,100.00 G

Facility Subtotal: \$5,500.00

City of Merritt Facilities - Spirit Square - Spirit Square
 Spirit Square Daily Rental - \$100.00 Flat Rate

		Mon Nov 24, 2025	08:00AM - 10:00PM	\$100.00 G
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Facility Subtotal: \$100.00

Total: \$5,600.00

Services

Service Name	Description	Qty	Date	Time	Price
Services - Facility Equipment - Chair-Soft Fabric - MCC Indoor					
No Charge - \$0.00					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
		225	Tue Nov 25, 2025	08:00AM - 12:00AM	\$0.00 G
		225	Wed Nov 26, 2025	08:00AM - 12:00AM	\$0.00 G
		225	Thu Nov 27, 2025	08:00AM - 12:00AM	\$0.00 G
		180	Fri Nov 28, 2025	08:00AM - 12:00AM	\$0.00 G
		180	Sat Nov 29, 2025	08:00AM - 12:00AM	\$0.00 G

Service Subtotal: \$0.00

Services - Facility Equipment - Chairs- Black Plastic- MCC Indoor
 No Charge - \$0.00

City of Merritt Facilities - Merritt Civic Centre - Entire Facility

		175	Tue Nov 25, 2025	08:00AM - 12:00AM	\$0.00 G
		175	Wed Nov 26, 2025	08:00AM - 12:00AM	\$0.00 G
		175	Thu Nov 27, 2025	08:00AM - 12:00AM	\$0.00 G

Service Subtotal: \$0.00

Services - Facility Equipment - Curtains
 Daily Rate - \$10.00 Max Rate (Per Unit)

City of Merritt Facilities - Merritt Civic Centre - Entire Facility

	10	Tue Nov 25, 2025	08:00AM - 12:00AM	\$100.00	G
	10	Wed Nov 26, 2025	08:00AM - 12:00AM	\$100.00	G
	10	Thu Nov 27, 2025	08:00AM - 12:00AM	\$100.00	G
Service Subtotal:				\$300.00	
Services - Facility Equipment - Stage Section rates 2025 - \$20.00 Max Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	12	Tue Nov 25, 2025	08:00AM - 12:00AM	\$240.00	G
	12	Wed Nov 26, 2025	08:00AM - 12:00AM	\$240.00	G
	12	Thu Nov 27, 2025	08:00AM - 12:00AM	\$240.00	G
Service Subtotal:				\$720.00	
Services - Facility Equipment - Tables - Round No Charge - \$0.00 City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	6	Fri Nov 28, 2025	08:00AM - 12:00AM	\$0.00	G
	6	Sat Nov 29, 2025	08:00AM - 12:00AM	\$0.00	G
Service Subtotal:				\$0.00	
Services - Facility Equipment - Tables 8 ft. Rectangular (Inside MCC) No Charge - \$0.00 City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	40	Fri Nov 28, 2025	08:00AM - 12:00AM	\$0.00	G
	40	Sat Nov 29, 2025	08:00AM - 12:00AM	\$0.00	G
Service Subtotal:				\$0.00	
Services - Facility Equipment - TV Daily Rate - \$15.00 Max Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Wed Nov 26, 2025	08:00AM - 12:00AM	\$15.00	G
Service Subtotal:				\$15.00	
Services - RE:SOUND - RE:SOUND With Dancing 101-300 RE:SOUND With Dancing 101-300 - \$26.63 Flat Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Wed Nov 26, 2025	08:00AM - 12:00AM	\$26.63	G
Service Subtotal:				\$26.63	
Services - RE:SOUND - RE:SOUND Without Dancing 1-100 RE:SOUND Without Dancing 1-100 - \$9.25 Flat Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Thu Nov 27, 2025	08:00AM - 12:00AM	\$9.25	G
Service Subtotal:				\$9.25	
Services - Refundable Damage Deposit Fees - Damage Deposit Entire MCC Facility \$1000.00 Damage Deposit MCC Entire Facility - \$1,000.00 Flat Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Tue Nov 25, 2025	08:00AM - 12:00AM	\$1,000.00	
Service Subtotal:				\$1,000.00	
Services - Refundable Damage Deposit Fees - Damage Deposit Spirit Square \$500.00 Damage Deposit Spirit Square \$500.00 - \$500.00 Flat Rate (Per Unit) City of Merritt Facilities - Spirit Square - Spirit Square					
	1	Mon Nov 24, 2025	08:00AM - 10:00PM	\$500.00	G
Service Subtotal:				\$500.00	
Services - SOCAN Fees - Socan - W/O Dancing RC:1-100 Socan - W/O Dancing RC:1-100 - \$22.06 Max Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Thu Nov 27, 2025	08:00AM - 12:00AM	\$22.06	G
Service Subtotal:				\$22.06	
Services - SOCAN Fees - Socan - With Dancing RC:1-100 Socan Fees - With Dancing RC:1-100 - \$44.13 Max Rate (Per Unit) City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Wed Nov 26, 2025	08:00AM - 12:00AM	\$44.13	G

Service Subtotal: \$44.13

Total: \$2,637.07

Transactions

There are no transactions to display for this Invoice...

Comments

Thank you for booking with the City of Merritt. Please review the times and dates above to ensure they are correct.

Subtotal: \$8,237.07

5% GST: \$361.85

Total: \$8,598.92

Amount Paid: \$0.00

Balance Due: \$8,598.92

Powered by Univerus Rec

Date Viewed: Thu Dec 12, 2024 @ 10:55AM (PST)

**MERRITT COUNTRY CHRISTMAS
FINANCIAL REPORT**

EXPENSES	2025 Estimated	2024 Actual	2023 Actual	2022 Actual
Bank charges	125.00	123.88	87.00	39.34
Newspaper (A)	4,000.00	3,994.20	4,080.16	1,900.00
Radio (B)	4,000.00	3,612.80	3,500.00	3,500.00
Postage	100.00	-	96.00	75.00
Signs (C)	300.00	126.90	294.92	477.40
Insurance	1,000.00	775.00	920.60	681.00
Dance recital (D)	500.00	437.50	866.00	881.05
Lights - dance & conce (E)	750.00	750.00	750.00	-
Music rental (F)	3,000.00	2,250.00	2,000.00	2,700.00
Printing	250.00	168.01	139.55	400.00
Civic Centre	8,598.92	3,720.50	3,705.16	2,812.76
Meeting rooms (G)	750.00	500.00	500.00	350.00
Ribbons (H)	200.00	50.00	50.00	245.00
Misc Exp	150.00	-	35.78	75.00
Live Christmas tree (I)	1,500.00	1,500.00	1,500.00	1,500.00
TOTAL	<u>\$ 25,223.92</u>	<u>\$ 18,008.79</u>	<u>\$ 18,525.17</u>	<u>\$ 15,636.55</u>
INCOME				
Concert Donations	1,000.00	1,004.88	992.90	678.20
Dance Donations	500.00	437.50	416.00	881.05
Craft Fair	3,750.00	3,825.00	4,115.00	2,520.00
Parade	1,500.00	1,440.00	1,320.00	960.00
City Grant	-	2,000.00	4,500.00	4,000.00
In-kind donations	8,650.00	7,650.00	7,600.60	6,271.03
	<u>\$ 15,400.00</u>	<u>\$ 16,357.38</u>	<u>\$ 18,944.50</u>	<u>\$ 15,310.28</u>
Profit (loss)	<u>\$ (9,823.92)</u>	<u>\$ (1,651.41)</u>	<u>\$ 419.33</u>	<u>\$ (326.27)</u>
Income without City or in-kind	6,750.00	6,707.38	6,843.90	5,039.25

Comptroller

Report

City of Merritt
REGULAR Council Meeting
February 5, 2025

File Number: XXXX

To: Mayor and Council
From: Cynthia White, Chief Administrative Officer
Date: February 5, 2025
Subject: RCMP Costs and 2025-2029 Financial Plan Preparation

RECOMMENDATION:

THAT Council direct staff to include _____ in the 2025-2029 Financial Plan preparation.

Background:

As budget discussions have proceeded it has become very clear that the cost of municipal policing will continue to place a significant burden on rate payers. Currently, approximately 40% of our annual operating budget is related to policing costs. This is unlikely to change if policing is contracted to the RCMP or if a municipal police force is developed. In fact, it is more likely that policing costs will rise with a local municipal police force (as seen in Surrey).

Since 2019 the annual budget for the RCMP has doubled, going from \$1,792,637 to \$3,449,694.

Currently the City contracts 17 members for municipal policing, including the Staff Sergeant (Detachment Commander), 3 Corporals, 2 General Investigation Section Constables, 1 Community Policing Investigator Constable and 10 General Duty Investigator Constables. Currently there is one unfilled position and two members on extended leave. Also housed in the detachment are 6 provincial members, comprised of 1 Sergeant (Ops NCO) and 5 general duty Constables. The provincial allotment has one vacancy. There are also 4 Federal First Nation Policing members, and an 8-member Highway Patrol section.

As per the outcome of the community forum held in 2018 to increase the municipal detachment's ability to provide 24-hour policing, the allocation of members went from 15 to 17 in 2020. It is important to note that with the current authorized strength there are still insufficient members (10) to accommodate 24-hour policing and that the provincial general duty members augment the watches to a suitable staffing level to respond to the needs of the community and ensure officer safety. As a result of this, municipal members respond to calls outside the municipal boundaries and provincial members respond to calls within the municipal boundaries. Due to the current vacancies, the CPI Constable and GIS Constables are also augmenting the watches to maintain 24-hour policing.

Civilian support within the detachment consists of 5 municipally funded clerks and 2 federal public servants. There are also prisoner guards who are funded by the municipality.

The cost of members assigned to the municipal detachment are cost shared at 70% funded by the municipality and 30% funded by the federal government. Other costs such as prisoner guards and accommodation are not cost shared.

The City budgeted policing costs for 2025/26 are:

Item	Cost	Notes
Total Policing Cost 70% per capita & overtime	\$3,092,173	Per member \$181,892
Prisoner Guard @ 100%	\$184,470	
Accommodation Estimate @ 100%	\$151,481	As this is a shared detachment the municipality pays for 53.66% of the total costs
Annual Payments per Settlement Agreement		
Green Timbers	\$7,946	
Severance	\$13,624	
Total	\$3,449,693	

The RCMP provide an annual budget to the City based on their fiscal year (April 1 to March 31 annually).

The RCMP is undergoing an equipment modernization process, which will add additional costs to the municipal budget. The 2025/2026 costs are currently included in the member cost per capita. The below table shows the annual costs of this modernization process.

	2025/26	2026/27	2027/28	2028/29	2029/30
Portable Ballistic Shields	\$8,898	\$8787			

Breaching Tools	\$694	\$712			
Hard Body Armour	\$17,559				
Extended Range Impact Weapons	\$4,382	\$4,328			
Pistol Modernization	\$48,620				
Conducted Energy Weapon	\$14,566	\$14,587	\$14,603	\$14,613	\$14,616
Chemical, Biological, Radiological and Nuclear Tactical Gas Mask Carry Bag	\$107	\$107	\$107	\$107	\$107
Blue Force Tracking	\$1020	\$1020	\$1020	\$1020	\$1020
Police Vehicles	\$72,000	\$75,000	\$78,000	\$81,000	\$87,000
Vehicle Fit Up	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Body Worn Cameras	\$25,030	\$27,037	\$26,761	\$26,597	\$26,543

Other financial pressures are occurring related to collective bargaining between the RCMP and the National Police Federation, which is the union for non-commissioned members of the RCMP. In Q1 of 2025 the City will be invoiced \$400,074 for back pay as a result of the last round of collective bargaining. As it relates to wages, arbitration was required during the last round of bargaining which was completed in 2024 (covering 2021 to 2025). The next round of bargaining will occur forthwith as the current agreement will expire in 2025. At this time, we are uncertain about additional costs to the City as a result of this bargaining.

The City also staffs 5 municipal clerks that provide administrative support to the detachment. The cost of these positions for 2025 will be \$439,653, which has increased over \$135,000 from 2019.

Financial/Risk Implications

The City has no influence on the cost of services, which have doubled from 2019 to 2025.

The City has no influence on whether the contracted positions will be filled. Currently there is a 20-25% vacancy rate across the province. Our municipal detachment is currently staffed at 16/17 members; however, 2 members are on extended leave, and we are uncertain if they will return to active duty. There are also 3 members who have been transferred but not released by the detachment commander until there are members available to replace them. In discussions with the detachment commander he indicated to Administration that it is unlikely staffing levels of the municipal detachment will exceed 15 members in the foreseeable future. Currently, there are 14 active

members in the municipal detachment. Members joining our detachment means that those awaiting transfer will be released to their new posts.

We do not have a clear understanding of the requirements for transcription for the new body cameras, which may result in additional clerk hours.

Options

As a part of the process for the 2025 budget, Council was presented with 25 packages that could be considered to reduce the tax rate below 12%. Many of these packages included reducing the number of contracted municipal RCMP members. Upon further input from the detachment commander, it was determined that reducing the actual contracted number may not be in the best interest of the community. Alternatives to this are presented below to help guide the preparation of the budget bylaw:

1. Reduce the number of contracted members by an amount identified by Council. This may have a greater than anticipated impact on the actual number of filled positions based on the provincial vacancy rate.
2. Only budget for the number of members currently on strength. The recommendation would be for 15 members for a buffer in the budget should positions be filled. If the number of active members in the detachment remains at 14, this is an approximately 20% vacancy rate. For each member reduction Council would see approximately 1.6% decrease in the tax rate. Any surplus to be placed in a restricted reserve for protective services.
3. Continue to budget for an amount greater than 15 and any surplus in the budget to be placed in a restricted reserve for protective services. If additional positions are going to be staffed during the year, the detachment commander can make a request to the CAO for a budget amendment to be brought forward for Council consideration.
4. Continue to budget for 16 members and any surplus would be placed in a restricted reserve for protective services. With the funds from the 17th RCMP position, return the Economic Development position to the budget for 2025 and remain at 12% tax increase.
5. Continue to budget for 17 members and any surplus would be placed in a restricted reserve for protective services. Remain at a 12% tax increase.

Respectfully submitted,

Cynthia White
Chief Administrative Officer

Report

City of Merritt
REGULAR Council Meeting
February 6, 2025

File Number: XXXX

To: Mayor and Council
From: Cynthia White, Chief Administrative Officer
Date: February 6, 2025
Subject: Municipal Budget Process – What we Heard

RECOMMENDATION:

THAT Council receive the February 6, 2025 “Municipal Budget Process – What we Heard” report of the Chief Administrative Officer for information.

Background:

Our annual budget process is well underway and, in an attempt, to be more transparent and inclusive of community input, we have been able to engage in the legislated community engagement process a little earlier this year. The City held two open houses on January 30, 2025, one from 12pm-2pm and one from 6pm-8pm. These times were chosen to try to provide opportunities to as many residents as possible to attend. The two sessions resulted in just over 70 community members attending and being able to offer input and feedback to Council and staff. This is a significant increase from last year, which saw 16 people attend the open house and 7 respond to an online survey.

This year the open house focuses on 5 information areas for the residents. These were:

- Levels of Government – highlighting the differences in how the three levels of government manage budget and income sources,
- Taxing Bodies and the 2025 Tax Rate – educating residents on where the money they see as taxation really goes and that only a portion of that bill comes as revenue to the City to pay for the services provided to residents,
- Operating Budget and Levels of Service – breaking down the cost of the City’s services and the relation to the tax increase; provided examples of cuts that would be required to be made to reduce the tax increase, which results in a reduction in level of service,

- Capital – what is the cost of maintaining our current infrastructure and what is the proportion for different services, and
- Reserves – providing residents more information about our current reserves and plans to increase and maintain reserves for upcoming projects; why is this important.

What We Heard

The following is a summary of the questions and feed back heard from residents that apply to the budget.

- Budget for 17 RCMP members and allocate the surplus to a restricted reserve
- Slow down the tax increases over more years
- Package 2 – eliminate CPO and reduce RCMP by 1 FTE for a 2% decrease
- Try to get down to a 10% tax increase
- 1 day pool closure
- Ok with 12%
- Put the Economic Development position back in the budget
- Another year using some reserves to fund operations to slow down the tax increase
- Reduce garbage pick up to every 2 weeks
- Increase in Transit is too much (tax)
- Cut 10% of workforce at City Hall, duplicate positions and lots of inefficiencies
- Should the City impose more service cuts to tackle the precarious financial position we are in?

Staff also heard some feedback on the presentation, indicating that the increase level of communication, including open houses is appreciated and welcomed. Some ideas for additional engagement strategies for future were also provided.

Frequently Asked Questions

The below budget related FAQs were generated during the open house sessions and will be shared with residents through various communication channels

Question 1: How do we come up with the residential metered water price?

Water and sewer budgets are separate from the general operating budget. These budgets are meant to be self-funded through parcel tax (capital costs) and user fees (operational costs). Based on the current information on the cost of these services and without knowing the actual water consumption of the residents we are estimating the fees going forward. Once we have more data, through the universal water metering program, we will be able to refine those fees. Currently, based on our water production, it appears that Merritt residents are using 3-4 times the national per capita average. We do not have a valid reason for this extremely high-water usage. The implementation of water metres and the data we generate will help us to determine if all the water we are producing is being used by the residents or if there are losses in the system. Once we

have this data, and address usage statistics through conservation and potential system loss repairs and upgrades, we may be able to find savings in both our water and sewer operations.

Question 2: How did we come up with the \$445,000 residential average single family dwelling home.

This is based on the BC Assessment Roll and is the average of that roll for the City of Merritt.

Question 3: Is there a breakdown of the budget for general government? What does that consist of?

General Government budget includes wages for the Director of Corporate Services/Corporate Officer, Committee Clerk, Communications and Engagement, and IT staff. Other expenses include advertising and marketing costs, software costs for all departments, and municipal election costs.

Question 4: Why are there no cuts to the Fire Department?

We are mandated to provide a level of service that ensures there is no negative impact on residents' insurance rates. Insurers require that homeowners have a hydrant within a certain distance of the property and a fire department with specific apparatus accessible within a certain response time, or a property may be uninsurable or have a significant increase in cost of insurance. The Fire Department has been successful in finding efficiencies, namely in their staffing model - the Work Experience Program and its firefighters offset the cost of added career staffing, allowing the current level of service in light of the volunteer firefighter staffing crisis experienced. Call volume continues to rise year after year, with a 22% increase in 2024 over the previous year. Additionally, the Fire Department offsets much of its operational costs by entering into fire protection agreements for areas outside municipal boundaries.

Question 5: What does unrestricted reserve mean?

Unrestricted reserve means those monies in savings that are not allocated to a specific capital project or service category but can be used to finance any capital project.

Question 6: What happens to forecasted tax increases should housing assessment values plummet?

Given that we can not control assessment values this is a challenging question to answer. If the assessment values drop in the current year, then we generate less revenue. If there is a large or sustained decrease in assessment values, then residents will have to decide between increases in taxes to maintain current levels of services or reducing levels of service to minimize tax increases. Reducing levels of service often means reducing staff and that some things may not happen as often, such as garbage

pick up or mowing parks and sports fields, or closing facilities such as the pool or the arena.

Question 7: How will water metres work?

The City received a grant to purchase the water meters. We will install them at every residence and will monitor the water usage between the pumped system input and the end user consumption. This will enable the City to identify excess use versus system losses and initiate further conservation efforts or repairs and capital upgrades before we decide how to properly invoice for usage.

Question 8: Can you explain how our wells work?

We have multiple wells, some working at maximum capacity and some working at only 2% capacity. With upper and lower aquifers, reservoirs, river dependency, we need the lower wells, in the deep aquifers to be running at a higher capacity, which is impacted by manganese levels in the aquifer. By designing and implementing a treatment system to reduce the manganese levels, we will have a greater water supply available to the community. It is important to acknowledge the ongoing draught conditions in the area and that water conservation is a global concern. We have a water licensing requirements set by the Province that we must adhere to. Many of our restrictions are related to the river dependency in the summer rather than our ability to draw water from our wells.

Question 9: Why do we require a new or updated wastewater treatment plant if we just fixed it all after the flood?

Post-flood work was conducted to ensure the plant was operational, but it is well past its life expectancy. Several issues that were very prevalent as a result of the flood need to be corrected in the plant to ensure the impacts of such an event in the future can be mitigated. The current processes need to be modernized to ensure that there is no failure in the near to distant future. We have also reached the capacity of the system so any more significant growth in the community will need a larger system.

Question 10: Why do we need another fire engine replacement?

Fire departments protecting mid-sized communities replace their apparatus every 20 years based on guidelines set by the Fire Underwriters Survey (FUS) in Canada. This organization assesses a community's fire protection capabilities, including the reliability and effectiveness of firefighting equipment, such as fire engines and ladder trucks. As apparatus age, their performance declines, which can lower fire protection ratings and lead to higher insurance premiums for residents and businesses. The 20-year replacement guideline ensures fire departments maintain a dependable, efficient fleet, ultimately helping to keep insurance rates stable for the community.

Fire departments must also maintain a fleet with a minimum pumping capacity, such as 3,300 GPM for Merritt, to ensure an adequate water supply for firefighting operations.

This requirement directly influences the type of fire apparatus purchased, ensuring the fleet meets both current and future demands. Pumping capacity requirements—and potential future increases—are shaped by community growth, building density, and hydrant coverage, allowing fire protection services to evolve alongside development.

Question 11: Will the City of Merritt lose 24-hour policing? How will the loss of RCMP members affect response times?

Currently reducing the contracted number of RCMP members is no longer being recommended as an option, rather, budgeting different is the recommended option. Our contract is for 17 members, 10 of whom would be considered “general duty” constables. These are the constables that provide that frontline 24 hour policing service.

At this time due to vacancies, our detachment has 16/17 positions staffed but we also have two members on extended leave. This puts us at about a 20% vacancy rate, which aligns with the RCMP’s provincial vacancy rate.

If we budget for fewer members but keep our contract number of 17, then you should not see any change in level of service.

Question 12: Why are there currently unfilled RCMP positions?

Provincially, the RCMP is running a vacancy rate of 20-25% of positions. This means there are no detachments that are fully staffed. Some of these vacancies are a result of insufficient recruitment. Some of the “vacant” positions actually have staff attached to them but they are on extended leaves, such as sick or parental.

Question 13: How does the funding split between the City and Federal government compare to other municipalities?

In BC, municipal RCMP detachments in municipalities between 5,000 and 15,000 residents have a 70% municipality and 30% federal funding cost share.

Question 14: Does Merritt have the highest property tax in the province?

No, there are 31 communities with higher tax rates as of 2024. It is important to note that when a Council elects not to raise taxes but maintain the level of service provided to residents, the funds must come from somewhere, and that typically means it comes from reserves. When we take money from reserves to fund operations, or do not put money into reserves, that means that we do not have funds available to properly repair, renew, or replace equipment and infrastructure, and it certainly leaves no funds available for new infrastructure. Typically, staff search for grants to offset the cost of infrastructure projects, but these grants usually require a 50% municipal co-pay. This

means that if we have a \$20 million-dollar project we have to have \$10 million dollars of municipal funds available or we will not receive the funding.

Question 15: Are we overstaffed? How do we compare to municipalities of similar size?

As a community grows the number of staff required at all levels of the organization increases. As a municipality we are also seeing increased scrutiny, more legislation, and more reporting requirements on our daily operations and our grant funding. We are being asked to do more with no change in funding from the higher levels of government.

As a part of the 2024 budget two senior leadership positions were removed and amalgamated into other departments. This allowed us to create more manager roles and save money. We are always looking for ways to be more efficient with our staff dollars, including using grant money to implement key positions that we don't have operational funds to create.

As a complex organization we must also consider succession planning, recruitment and retention of employees. This means creating the right levels within the organization to allow people to see growth and stay with the organization for the long term.

It is extremely challenging to compare one municipality's staffing level to another because it is dependent on the levels of service that the community expects. Lower levels of service may require fewer employees and higher levels of service will require more employees.

Question 16: What are the salaries of Mayor and Council? Can we reduce the size of Council?

The number of Council members in a municipality may be established in letters patent or in a municipal bylaw. If neither apply, the number is established by legislation based on the population of a municipality; City's or Districts with a population under 50,000 must have a mayor and six councillors. If we were a Town or Village we would be required to have a mayor and four councillors.

On December 15, 1964, the letters patent were amended to establish the Town of Merritt from the Village of Merritt; on May 14, 1980 the letters patent were amended again to establish the City of Merritt. Following the amendment of the letters patent in 1980 the City Council increased in size from one Mayor and 4 Councillors to one Mayor and six Councillors as per legislation.

If a Council wishes to change the number of Council members, it must pass a bylaw to establish the number of Council members; Council must receive the assent of the electors if it wishes to reduce the number of Council members.

Council member remuneration is established by Bylaw 2266 which was adopted on August 27, 2019.

The annual rate for remuneration of the Mayor was established at \$36,582 with an annual increase based on CPI; the base rate for Councillors is set at \$17,394, with an annual increase based on CPI.

A recent survey of similarly sized municipalities follows:

**COMMUNITIES 5,000 - 10,000
(2023/2024)**

MAYOR		FT/PT	COUNCIL	
Castlegar (9,084)	36,000.00	PT	Castlegar (9,084)	18,000.00
Creston (6,002)	42,633.46	PT	Creston (6,002)	19,185.00
Fernie (6,780)	45,377.02	PT	Fernie (6,780)	22,688.64
Hope (7,159)	35,856.00	PT	Hope (7,159)	20,318.00
Kitimat (8,864)	50,060.00	PT	Kitimat (8,864)	27,777.00
Ladysmith (9,662)	44,646.00	PT	Ladysmith (9,662)	16,819.00
Merritt (7,415)	37,423.36	PT	Merritt (7,415)	17,794.14
Oliver (5,303)	32,783.16	PT	Oliver (5,303)	17,814.25
Osoyoos (5,763)	38,303.64	PT	Osoyoos (5,763)	21,722.04
Peachland (6,139)	42,930.00	PT	Peachland (6,139)	19,629.00
Revelstoke (9,032)	36,800.00	PT	Revelstoke (9,032)	24,936.00
Spallumcheen (5,798)	33,012.00		Spallumcheen (5,798)	19,464.00
Trail (8,286)	34,525.00	PT	Trail (8,286)	18,525.00
Average	38,951.64		Average	20,420.26

The below link can be used by residents to access the 2025-2029 Financial Plan presentation provided to Council on December 9, 2024.

<https://pub-merritt.escribemeetings.com/filestream.ashx?DocumentId=11230>

The report is meant to summarize the messages heard during the budget open house sessions and for Council consideration during upcoming Budget Bylaw discussions and decisions. Administration has not made any interpretations of the comments and questions from the residents.

Respectfully submitted,

**Cynthia White
Chief Administrative Officer**

Report

City of Merritt
REGULAR Council Meeting
February 11, 2025

File Number: XXXX

To: Cynthia White, Chief Administrative Officer
From: Holly Ferris, Housing Merritt Director
Date: February 4, 2025
Subject: Municipal Development Corporation Feasibility Study

RECOMMENDATION:

THAT Council receive the Municipal Development Corporation Feasibility Study;

And

THAT Council approve Option A: Internal Housing Department, with an optional external operational review after two years from the date of launch.

Background:

As per the briefing note provided to Council at the Committee of the Whole Meeting on March 5, 2024 the Housing Department has been exploring the many local and regional government housing corporations or authorities. Through this research it was determined to do a feasibility study, which focuses on the opportunity to invest in both commercial rental spaces and housing options. Merritt is in a unique position to support housing affordability in a similar manner. We currently have approximately \$4M remaining in the flood recovery housing fund and the units that were purchased as transitional housing post-flood.

As a follow-up to the December 3, 2024 Committee of a Whole meeting where Urban Metrics presented to Council a Background Report on Exploring Municipal Pathways for the City of Merritt, the final report has been completed and included with this report.

Options / discussion

The report outlines two options.

Option A: Internal Housing Department.

The Department would remain internal to the City using the internal structure, led by a director and supported by one to three staff members specializing in project management, housing policy and stakeholder engagement. The department would oversee the disbursement of the housing funds, coordinate municipal housing initiatives, and manage partnerships as well as any other contractual arraignments/agreements with non-profits, developments and other stakeholders.

Option B: Housing & Development Commission

Creation of a housing and development commission. The commission would report to Council and receive direction on the overall strategy, while at the same time be empowered to solicit advisory services from subject matter experts, integrate the community's perspective through community representation and the commission's board and operate at arm's length from Council.

Financial / Risk Implications:

Funding for the Internal Housing Department will come from the provincial government through the treasury board funding and will focus on affordable housing options.

Others Consulted:

Senior Leadership Team

Attachments:

Municipal Development Corporation Feasibility Study – urban Metrics

Respectfully submitted,

**Holly Ferris
Director of Housing**



Municipal Development Corporation

Feasibility Study

Merritt, BC

Prepared for the City of Merritt

February 4, 2024



This document is available in alternative formats upon request by contacting:
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February 4, 2024

Holly Ferris – Housing Director
City of Merritt
2185 Voght Street, V1K 1B8
Merritt, BC

Dear Holly Ferris,

RE: Municipal Development Corporation – Feasibility Study (Merritt, BC)

urbanMetrics inc. is pleased to submit this Municipal Development Corporation Feasibility Study to the City of Merritt. This study outlines the key challenges and opportunities faced by the City in leveraging its residual housing funds to build housing and support community and municipal development. It also presents an analysis of a thorough consultation process with subject matter experts, synthesizing the results of more than 25 conversations.

The Study highlights potential roles for the City of Merritt in facilitating projects. These roles are mapped to corresponding organizational structures, the strengths and weaknesses of which are identified for consideration.

Subsequently, the study analyses three example development opportunities that provide a lens through which to consider potential roles for the city and preliminarily identify possible development outcomes. Lastly, the consulting team recommends that the City of Merritt either expand its internal capacity to take on projects or create a Housing and Development Commission, as an external development corporation requires financial and administrative start-up costs that are not matched by the likely returns from the development opportunities.

Warm Regards,

Rowan Faludi, CMC, MCIP, RPP, PLE
Partner,
urbanMetrics Inc.

Tywen Thomas, MSc.
Sr. Project Manager
urbanMetrics inc.



Contents

Executive Summary.....	1
1.0 Introduction.....	4
1.1 Terms of Reference.....	5
1.2 Context.....	6
Dedicated Housing Funding	6
Housing Need.....	6
Impacts on Core Service Areas	7
2.0 Expert Consultation.....	9
2.1 External Subject Matter Experts	10
Real Estate, Business, and Government Housing.....	10
Non-Government Housing, Wellness, and Cultural Organizations	11
2.2 Municipal Leadership & Key Staff	12
3.0 Development Roles	14
3.1 Developer Roles	15
3.2 Organizational Structures.....	17
4.0 Example Development Opportunities.....	19
2102 Coutlee Avenue.....	20
Example Development Outcomes.....	21
4150 Airport Road	22
Example Development Outcomes.....	23
1898 Blair St / 2352 Quilchena Ave.....	24
Example Development Outcomes.....	25
5.0 Key Considerations.....	27
5.1 Goals.....	28
5.2 Capacity & Expertise	28
5.3 Financial Considerations	29
5.4 Development Opportunities	29
6.0 Conclusion	31

6.1	Option A: Internal Housing Department.....	33
6.2	Option B: Housing & Development Commission.....	34
6.3	Next Steps.....	36

Figures

Figure 1:	2102 Coutlee Avenue Aerial	21
Figure 2:	4150 Airport Road Aerial.....	23
Figure 3:	1898 Blair St - 2352 Quilchena Ave Aerial.....	25
Figure 4:	Under One Roof - Squamish, BC	26

Executive Summary

- The City of Merritt manages and administers between \$6 million and \$9 million of housing funding and assets that primarily stem from the response to the 2021 Coldwater flood. These assets comprise some \$4 million in reserve funds and 31 manufactured homes worth between \$2 million and \$5 million.
- By the end of 2025, a clear plan for housing-related investments must be in place to meet provincial requirements and retain the funds within the community.
- Housing needs in Merritt include affordable rentals, workforce housing, and downtown intensification to support a higher quality of life and economic growth. Leveraging municipally owned properties and fostering partnerships with private and non-profit partners present opportunities to address these challenges.
- This feasibility study examines potential structures for deploying housing funds ranging from an internal housing department to a municipal development corporation (MDC). The spectrum of potential approaches was evaluated based on alignment with the City’s financial and human resource capacity, timelines, objectives, and potential projected-related needs.
- Additional information on the full spectrum of approaches and case study examples can be found in “Exploring Municipal Development Pathways for the City of Merritt”, a background report prepared prior to a presentation to Council on December 3rd, 2024.
- The consulting team identifies two potential alternative pathways forward: an expanded internal housing department or creating a municipal housing commission.
- An internal housing department would be the most expedient and the least expensive to initiate, with an ability to immediately start working on projects and be subject to normal council approval. An internal department would also be capable of transitioning into a different entity in the future. This model would rely on existing staff resources and external expertise through technical consultants for specific requirements as part of development projects.
- A commission structure would require more work and potentially more funding to initiate but would have the potential to streamline decision-making and leverage external expertise through the board structure. In

addition, it clearly demonstrates the separation of the housing funds from the City’s core service areas.

- Next steps include council endorsement of one of the recommended options, followed by community engagement to inform and confirm priorities, analyzing public feedback, and developing a detailed implementation plan that identifies required staffing, finalizes development opportunities, and scopes the procurement process for partnerships.

1.0 Introduction

1.1 Terms of Reference

This Feasibility Study is structured to achieve two criteria. First, it is intended to guide the City of Merritt in deciding the most appropriate approach for maximizing the value of its housing funds. Second, it is structured to satisfy the necessary background reports required by the Inspector of Municipalities in the event the City should ask for approval of a municipal development corporation.

The Feasibility Study was conducted according to the following work plan:

1. **Current State Assessment:** an evaluation of available economic, social, and spatial data to serve as context and provide insights as to the challenges and opportunities facing the City of Merritt, the local community, and the real estate and development industries.
2. **Environmental Scan:** A review of innovative approaches to municipal development and real estate project management, as well as the identification of comparative examples to the City of Merritt.
3. **Opportunity Evaluation:** A review of municipally owned properties and potential opportunities for partnership with other stakeholders.
4. **Expert Consultation:** Interviews with local community leaders, subject matter experts, members of the development community, other external agencies, and key City of Merritt staff.
5. **Validation:** A review of the governance and financing structure for organizational models relevant to the City of Merritt and an assessment of each model's risks and opportunities for Merritt. This stage included a publicly accessible workshop with the City of Merritt Council.
6. **Delivery:** The identification of potential development models and an evaluation of the level of alignment between different models, the challenges and opportunities facing the City of Merritt, and the specific properties that represent potential development opportunities.
7. **Finalization:** The delivery and presentation of our report and recommendations to Council.

1.2 Context

Dedicated Housing Funding

As part of the emergency response to the 2021 Coldwater flood, the City received funds and physical assets from the Province of British Columbia to use as part of the immediate emergency response and to invest in rebuilding and improving housing. As of January 2025, not all of this money was spent, and the City has residual assets of some \$4 million in reserve, as well as 31 manufactured homes that were acquired as an emergency measure to house victims of the flood. Many of these homes are no longer required as part of the flood relief response, are financially and operationally challenging for the City to manage in their current location, and are available for disposition. Preliminary estimates undertaken by the City suggest that these manufactured homes could generate between \$2.5 million and \$5 million in additional funds, subject to agreeing to their sale.

These assets come with conditions—a plan to sell the manufactured homes and deploy the residual funds to provide housing must be in place by the end of 2025.

In this context, this feasibility study is intended to identify the appropriate vehicle for deploying these funds that satisfies the Province’s requirements for a clear plan to be in place by the end of 2025.

Housing Need

The City of Merritt has experienced moderate population growth, with BC Stats estimating a population of 7,606 in 2021. The Official Community Plan (2022) projects a population range of 8,362 to 12,081 by 2041, depending on growth scenarios. This growth underscores the need for increased housing supply and municipal services to accommodate the expanding population.

Key demographic shifts include:

- An aging population, increasing demand for accessible and senior-friendly housing.
- A growing Indigenous population, which represented 22.9% of the total population in 2016¹, and requires culturally appropriate housing and services.

¹ City of Merritt Economic Development Strategy 2022-2031

- Continued in-migration from larger metropolitan areas, driven by Merritt’s relative affordability and lifestyle opportunities.

Merritt faces a significant housing shortage exacerbated by the November 2021 Coldwater River flood. The Merritt Housing Needs Report (2021) identified:

- A lack of diverse housing options.
- A critical shortage of rental units.
- Gaps in affordable and attainable housing

The City’s housing challenges necessitate innovative solutions that leverage municipal assets, such as underutilized land, to create a mix of housing types. Increasing the City’s organizational ability to undertake housing and development projects could be pivotal in addressing these issues by facilitating partnerships with private developers and NGOs to deliver transitional, affordable, and market-rate housing.

Impacts on Core Service Areas

The City of Merritt is responsible for delivering various services, including infrastructure development, social services, and economic development. A strategic approach to real estate development through a development entity offers opportunities to enhance these core areas by aligning municipal assets and resources with long-term goals.

- **Infrastructure Development:** Strategic real estate management can help identify surplus or underutilized municipal properties to support projects like affordable housing, transportation hubs, and municipal facilities. For example, surplus lands near the city center could be redeveloped to support housing and mixed-use projects that address pressing infrastructure needs.
- **Social Services:** A well-managed MDC can incorporate affordable housing and social service facilities into its development portfolio, directly addressing challenges identified in the Merritt Housing Needs Report. Initiatives can also include partnerships with NGOs and Indigenous organizations to create culturally appropriate housing and support services.
- **Economic Development:** Real estate projects initiated by an MDC can spur local economic growth by attracting private investment, fostering business retention, and creating vibrant spaces such as mixed-use developments in the downtown area. The Merritt Economic Development Strategy

emphasizes economic diversification and city-center revitalization, both of which align with the objectives of an MDC.

As part of the multi-government response to the Coldwater flood in 2021, the City currently manages 31 manufactured homes. Managing residential properties is outside the scope of the City’s core service areas and has challenged the capacity of City staff and the limitations of the traditional organizational structure. In response to these demands, the City brought in a Director of Housing to manage these demands, including overseeing this feasibility study and the delivery of residual housing funding.

The City faces an array of organizational challenges in continuing to deliver or improve the services it provides. Many of these challenges are not unique to Merritt and are shared by small and mid-sized municipalities across Canada. In Merritt, many of these structural challenges were worsened by the impacts of the COVID-19 pandemic and the 2021 Coldwater flood. Some of the more acute challenges facing the City include:

- High staff turnover and limited technical expertise in real estate and development.
- A strain on municipal capacity to manage complex projects or implement strategic plans effectively.
- Budgetary pressures to balance fiscal responsibility for infrastructure maintenance and upgrades with property taxes that do not worsen affordability.

These constraints underscore the importance of continuing to build the capacity of the municipal organization, ensuring that investments deliver value for money, and developing a more strategic approach to asset management.

2.0 Expert Consultation

The engagement portion of this project involved interviews and workshops. Interviews were conducted with 22 subject matter experts, including members of the City leadership team, key staff members from the City of Merritt, representatives from the real estate, business, and government housing sectors, and representatives from non-government housing and community organizations.

In December 2024, the consulting team held a workshop with Council to discuss background information on strategic approaches to real estate, municipal development corporations, and options for the City.

The following sections summarize the key themes from the interviews with external subject matter experts and key City of Merritt leadership team members.

2.1 External Subject Matter Experts

The following represents aggregated feedback from subject matter experts working in real estate, business, government housing, non-profit housing, charitable and community sectors in Merritt and the broader region.

Real Estate, Business, and Government Housing

Capacity and Expertise Challenges

There was general agreement that the City of Merritt could benefit from an increase in internal organizational capacity and more technical expertise to undertake large-scale development projects directly or operate an MDC effectively. Concerns include inexperienced staff, high turnover, and limited resources to manage complex development processes. To fill these gaps, the city would need to hire additional staff or rely heavily on partnerships with private developers, external experts, or consultants.

Collaboration with Indigenous Development Corporations

The Indigenous community represents almost one-quarter of the City's population. Collaboration with local First Nations is seen as both a necessity and an opportunity for success. However, despite the significant potential for partnerships, there are currently limited interactions between the City and Indigenous development corporations. Establishing an MDC could foster cooperation, though it must address sensitive issues like governance, equity, and trust.

Streamlining Development Processes

Sometimes slow, inconsistent, and bureaucratic approval processes are seen as a barrier to development in Merritt. Stakeholders emphasized the importance of pre-

zoning, improving the permitting process, and enhancing staff capacity to reduce bottlenecks. An MDC could mitigate some of these issues by managing high-profile projects more efficiently and aligning them with municipal goals.

Addressing Land Availability and Housing Needs

Merritt faces a significant shortage of shovel-ready and greenfield residential development land, compounded by challenges in making underutilized sites like the Tolko grounds viable for development. Affordable, attainable, and diverse housing options are needed. The City has opportunities to use its assets strategically, such as vending land through joint ventures. An MDC could focus on addressing gaps in the housing supply, particularly for market-rate and transitional housing.

Public Perception and Risk Mitigation

Public perception of municipal involvement in development is a delicate issue in Merritt. Concerns about competing with the private sector, financial risks, and historical experiences with municipal projects necessitate a cautious and transparent approach. A partnership model, rather than direct competition, is seen as more politically and publicly palatable. Any MDC must clearly communicate its value proposition and ensure transparency in its operations

Non-Government Housing, Wellness, and Cultural Organizations

Collaboration for Holistic Community Development

There is a strong emphasis on partnerships to address Merritt’s social challenges, particularly homelessness, housing shortages, and support services for marginalized populations. Organizations highlighted the need for culturally sensitive and community-focused housing ecosystems rather than piecemeal projects. Collaboration with NGOs to co-create solutions can enhance social capital and address pressing needs.

Culturally Appropriate and Integrated Housing Solutions

Stakeholders emphasized the importance of housing projects that meet cultural and community-specific needs, particularly for First Nations and vulnerable populations. Incorporating culturally appropriate design and service integration into housing projects could make an MDC a more inclusive and effective tool. Examples include youth-focused housing and services, as well as shelters integrated with addiction and mental health support.

NGOs as Partners in Service Delivery and Capacity Building

Despite resource constraints, NGOs and community organizations are delivering critical services. An MDC could leverage these organizations’ expertise and

operational knowledge to expand services or deliver housing projects more effectively. Support from the City in the form of land access, funding facilitation, or project partnerships can strengthen these relationships.

Streamlining City Support for Development and Operations

Stakeholders noted the need for the City to take an active yet strategic role in supporting development projects. This includes ensuring streamlined approvals, pre-zoning, and addressing funding and expertise gaps in construction and operations. The City’s role in coordinating resources and partnerships could help overcome barriers NGOs and community organizations face.

2.2 Municipal Leadership & Key Staff

The following represents aggregated feedback from a series of interviews with leadership and key staff from the Corporation of the City of Merritt conducted between November 2024 and January 2025.

Aging Infrastructure and Funding Constraints

Merritt faces significant challenges with aging water and sewer systems nearing capacity, which could hinder medium- to long-term development. Coupled with an unfunded flood mitigation plan, these issues highlight the need for sustainable infrastructure investments to ensure long-term resilience. Balancing the expectations of new residents, especially those relocating from urban areas, with the City’s existing service limitations adds another layer of operational complexity. Addressing these infrastructure needs will require careful financial planning, including potential property tax increases and/or tapping into upper-level government funding sources.

Downtown Revitalization as an Economic Driver

Downtown revitalization emerged as a priority, with staff emphasizing the importance of intensification to boost the tax base, support local businesses, and enhance livability. Housing development downtown was highlighted as a critical tool to stimulate demand for goods and services, fostering economic growth. Investments in placemaking, local markets, and community events were also identified as opportunities to improve downtown vibrancy and attract residents and visitors.

Strategic Land Use and Municipal Property Retention

Retaining municipal land ownership was essential for maintaining long-term flexibility in development planning. Innovative agreements, such as long-term leases, were suggested to enable development while ensuring municipal control. This approach could help the City maximize the strategic value of its land holdings without compromising future opportunities.

Housing as a Catalyst for Economic Growth

Workforce housing was recognized as a key intersection between housing and economic development. Developing mixed-use housing projects downtown could increase urban density and catalyze economic activity. Workforce housing initiatives were seen as essential to attract and retain a stable local workforce, benefiting businesses and reducing the City's role as an out-commuter town. Addressing the prevalence of secondary and non-conforming suites was also noted as an area requiring better quantification to inform housing strategies.

Operational Capacity and Collaboration

The City's limited staff capacity and high turnover underline the need for scalable strategies focused on execution rather than governance alone. Staff highlighted the importance of fostering interdepartmental and external collaboration to enhance strategic execution. A clear sustainability and reinvestment plan is necessary for long-term success. Past issues with property management and external entities underscore the need for strong leadership and oversight in future projects. Partnerships and strategic agreements, along with investments in placemaking, were also seen as critical to enhancing the City's value proposition and aligning with economic and housing priorities.

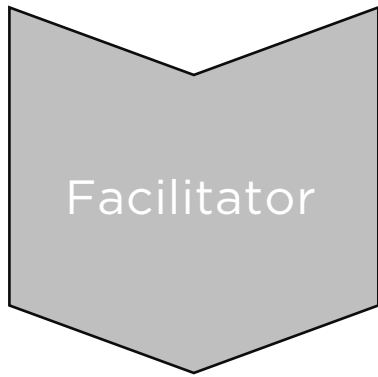
3.0 Development Roles

3.1 Developer Roles

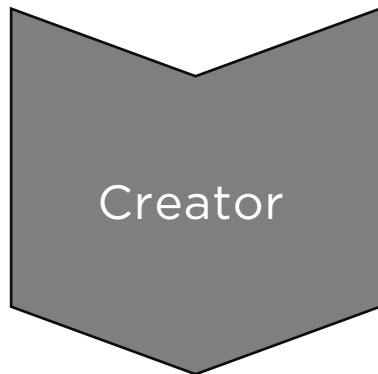
Four potential roles have been identified for the City of Merritt in municipal real estate and strategic development. These four roles—facilitator, Creator, Partner, and Developer—were presented and analyzed in the November 2024 report “Exploring Municipal Development Pathways for the City of Merritt” and highlighted in a workshop with Council on December 3rd, 2024.

The roles have been identified based on past experience by urbanMetrics and the results of our consultations with community leaders and experts. Each role reflects a different level of involvement, capacity, and risk and is best suited to different types of projects and sets of constraints, resources, challenges, and opportunities.

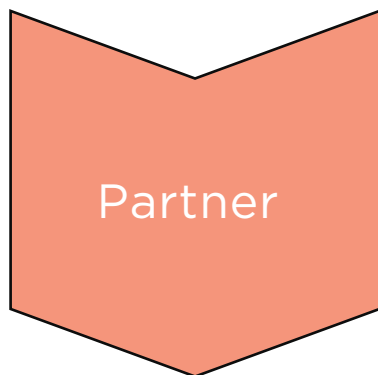
- The Facilitator role focuses on traditional municipal functions like planning, zoning, and infrastructure provision to enable private sector-led development.
- As a Creator, municipalities take a more proactive approach by acquiring, assembling, and preparing land to align with community priorities, often partnering with developers to execute projects.
- The Partner role involves collaboration with private sector entities, sharing risks and benefits to achieve strategic goals, such as mixed-use developments or public-private infrastructure projects.
- The Developer role sees municipalities leading development projects directly, often through autonomous corporations, to retain control over project outcomes and revenue generation.



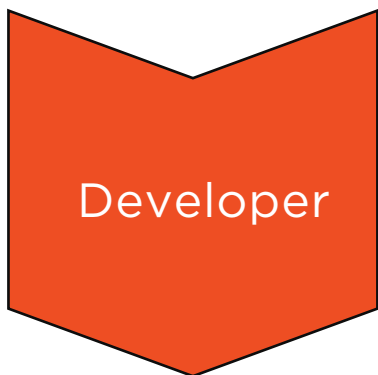
- Undertake land use planning, zoning, and infrastructure delivery to enable development in line with municipal priorities
- Create and deliver masterplans
- Basic infrastructure provision
- Rely heavily on market forces to drive development
- Has limited influence over outcomes such as affordability or uses included



- Make underutilized or acquired municipal property available for development
- Leverage investments in infrastructure, the arts, sports & recreation as part of private developments
- Undertake some land assembly or servicing
- Enable more strategic involvement in development and additional control over outcomes
- Emerge as a more attractive partner for the private sector



- Contribute legal, financial, and project management expertise to enter into joint venture agreements and assess risks
- Undertake remediation, site preparation, etc.
- Use EOI, RFQ and RFP process to find developers and constructors for properties
- Require robust governance structures to balance public and private roles
- Enable shared risks with other partners but increases complexity and exposure



- Able to autonomously use and generate own-use revenues outside of municipal budget process, under direction from Council
- Actively take properties through the entire development process
- Share risk with private or other public sector partners
- Best suited for long-term, high-impact projects
- Higher upfront and operational costs but provides maximum control over outcomes and increases potential for revenue generation

3.2 Organizational Structures

Each role aligns with a different organizational structure that aligns the necessary resources, provides the appropriate level of decision-making authority and autonomy, leverages the right amount of external advice and experience, and suits the municipality's available financial resources. In general, these structures exist on a spectrum from traditional decentralized municipal departments to a centralized external corporation with a specific focus on development.

- Decentralized Municipal Departments

This common structure involves individual municipal departments managing aspects of development within their specific mandates. These departments function largely independently, providing regulatory oversight, processing applications, and creating and implementing policies. It is a lower-cost and low-risk approach suited for municipalities primarily acting as regulators or facilitators.

- Centralized Municipal Development Department

A centralized approach consolidates development responsibilities within a dedicated division or department, enhancing coordination and focus. This model allows municipalities to engage more directly in planning and land assembly efforts, providing a clearer strategic direction. Centralized divisions are more agile than decentralized ones, but they still operate within the municipal structure, limiting their flexibility and risk appetite.

- Internal Partnerships

In an internal partnership, the municipality enables collaboration across divisions or with quasi-independent bodies such as housing authorities or economic development committees. These partnerships often leverage municipal assets and expertise to undertake more proactive roles, such as land preparation or issuing Requests for Proposals for targeted projects. This structure balances strategic control and operational flexibility, allowing municipalities more influence on development outcomes without incurring significant financial or operational risks.

- External Partnerships

External partnerships engage private-sector entities or non-profit organizations through joint ventures, agreements, or service agreements. Municipalities typically contribute land, financing, or infrastructure, while external partners provide additional capital, expertise, market access, or execute operational functions. This model allows municipalities to share risks and benefits while achieving strategic

goals. However, external partnerships require strong governance and negotiation capacity to ensure municipal priorities are met.

- Limited External Corporations or Associations

Limited external corporations are municipally owned entities that manage specific assets or projects. They operate semi-independently with their own boards and financial structures but remain directly accountable to the municipal council. These entities, such as recognizable Economic Development Corporations (EDCs), Housing Authorities, or Housing Corporations, focus on limited activities or sectors like land assembly, project management, non-market housing, industrial development, etc.

- Self-Sufficient External Corporation

At the highest level of autonomy, municipalities establish self-sufficient external development corporations. These entities are designed to operate autonomously, with direct oversight provided on an annual or 3-to-5-year basis. This enables them to act quickly, secure financing, and manage large-scale or complex projects. While this model offers the most control and potential benefits, it carries the highest risk and requires substantial resources, governance, and municipal capacity organizational capacity to create and manage.

4.0 Example Development Opportunities

Development opportunities were identified through a combination of the consulting team’s analysis and feedback from internal and external stakeholders. The first phase of this task was a review of municipally owned property using information provided by the City of Merritt and hosted on Catalis GIS. These identified opportunities were then evaluated with the City’s project team, and further opportunities were identified through the stakeholder engagement process, with some parties identifying their own properties as potential development opportunities for municipal involvement in housing delivery.

The following sections profile three opportunities that have been identified as most feasible for the initial deployment of housing funds.

2102 Coutlee Avenue

- Current Use: Vacant Undeveloped
- 2024 Assessed Value: \$447,000
- Owner: City of Merritt
- Area: 2,280.6 square metres (24,548 square feet) 0.56 acres
- OCP Designation: Urban Centre
- Zoning: City Centre District

2102 Coutlee Avenue is located in downtown Merritt at the intersection of Coutlee Avenue and Garcia Street, across from the Railyard Mall. Approximately 0.56 acres in size, the zoning and land use framework allows for multi-residential uses and a variety of commercial and cultural uses. Table 7.18.7 in the Zoning By-law (“ZBL”) provides that minimum setbacks on all sides are 0 metres, the maximum height is the lesser of 25 metres or 6 storeys, and the maximum parcel coverage is 95%. The ZBL permits 100% parcel coverage if a rooftop garden that covers a minimum of 15% of the roof surface is provided.

Figure 1: 2102 Coutlee Avenue Aerial



SOURCE: City of Merritt Catalis GIS

Example Development Outcomes

A preliminary review suggests the site is unencumbered by major development constraints. It has permissive zoning that allows a variety of uses and 95-100% lot coverage. The downtown location across from an established retail/commercial property supports many potential uses.

The results of the expert consultation and engagement and development trends at the provincial and national level support the development of a mixed-use property with multifamily residential units and commercial space at grade. Such a project could address many of the goals identified in the consultation and engagement phase. Delivering more housing units downtown increases housing options for a variety of key community groups, including those accessing services in the downtown area and employees who work downtown and do not drive or own a

car. It also increases the residential population downtown, building a more substantial market base for Merritt’s downtown businesses.

In a mixed-use multifamily development, the site presents the opportunity for both market and non-market residential units. Non-market units could be considered as the municipal ownership of the site eliminates the need to consider land acquisition costs in evaluating the feasibility of the development. However, market-rate residential units could present an opportunity for revenue generation.

- Property management
- Rental over condominium ownership
- Level of complexity does not require an external corporation

4150 Airport Road

- Current Use: Vacant Undeveloped
- 2024 Assessed Value: N/A
- Owner: City of Merritt
- Area: 8,238 square metres 2.04 acres
- OCP Designation: Service Commercial/Airport Commercial
- Zoning: Service Commercial/Airport Commercial

4150 Airport Road is located adjacent to the Merritt Airport across from the Walmart Supercentre. Approximately 2 acres in size, applicable land use and zoning policies permit a range of light industrial and commercial uses under a Service Commercial and Airport Commercial zoning class, both of which apply to parts of the property. Residential uses are not permitted under the current planning and zoning framework. Maximum parcel coverage is 80 or 85% depending on the applicable zoning class unless otherwise restricted by Transport Canada regulations.

The surrounding land uses, land use framework, and site characteristics mean that the site is best suited for light industrial or commercial uses but could be rezoned and/or redesignated to facilitate the development of other uses.

Figure 2: 4150 Airport Road Aerial



SOURCE: City of Merritt Catalis GIS

Example Development Outcomes

There are three major development constraints on the property. Firstly, the site requires significant earthworks to facilitate any form of development. It is our understanding that preliminary earthworks are in process at the time of writing. Secondly, the parcel is immediately adjacent to the airport and is subject to Transport Canada Airport Zoning Regulations. Based on regulations at similar airports across Canada, this restricts the developable area of the property.

The most logical use would be for industrial or commercial uses in keeping with surrounding land uses and adjacent airport. However, one potential residential option for the property is an interim use to either facilitate the sale of the City's 31 manufactured homes, or support their use as temporary housing.

1898 Blair St / 2352 Quilchena Ave

- Current Use: Vacant Industrial
- 2024 Assessed Value: \$561,200 (combined)
- Owner: Nicola Valley Food Bank Society
- Area: 2,785 square metres (29,978 square feet) – 0.69 acres
- OCP Designation: Medium to High-Density Residential
- Zoning: City Centre District (C6)

The property comprises two parcels, 1898 Blair Street and 2352 Quilchena Avenue and was recently purchased by the Nicola Valley Food Bank Society. Combined, the property is approximately 0.69 acres. It is designated Medium to High-Density Residential in the Official Community Plan and zoned as the City Centre District class. This land use and zoning framework permits a mix of commercial, residential and institutional uses with a maximum height of the lesser of 25 metres or 6 storeys and a 95% lot coverage ratio that can be increased to 100% with the provision of rooftop gardens constituting 15% of the roofed area.

Figure 3: 1898 Blair St - 2352 Quilchena Ave Aerial



SOURCE: City of Merritt Catalis GIS

Example Development Outcomes

It is our understanding that the Nicola Valley Food Bank purchased the properties to develop a food bank and community hub location, as informed by “Under One Roof,” a community food hub in Squamish. The Under One Roof facility was constructed through a partnership between Squamish Helping Hands, the Squamish Food Bank, BC Housing, and the District of Squamish.

The 4-storey Squamish building is a hub for various community services, ranging from financial education, such as income tax filing assistance, to expanded food bank operations delivered through a commercial kitchen, including a 15-bed emergency shelter. The project has 45 suites, 30 of which are longer-term housing, with 15 retained as emergency shelter units and an additional 8 emergency shelter beds on the ground floor.

Figure 4: Under One Roof - Squamish, BC



SOURCE: Image from project architect Station One Architects

In addition to the longer-term and emergency shelter housing, the ground level provides a commercial kitchen, laundromat, space for the food bank, a Vancouver Coastal Health Office, and community lounge space. The estimated build cost of the project was approximately \$7 million², with the District of Squamish paying an additional \$600,000 in infrastructure costs to enable development to proceed³.

It is our understanding that the Food Bank has already begun consultation with the team who delivered the Under One Roof facility and is beginning to move forward with preliminary stages of the project.

The complexity and financing restrictions of the partners mean that the scale of the project and the scope of services provided will be determined by the assembled development and operational partners. In our opinion, the City could add value to the project and enable a greater depth of service or the inclusion of more units. The City could take various roles, from an active partner who can influence the outcome to a facilitator who reduces barriers for the food bank and other partners to realize their vision for the project.

The estimated building cost for a similar project would exceed the city's financial capacity, highlighting the need to collaborate with other partners and assemble a diverse capital stack to undertake the project.

² According to information from project architect Station One Architects

³ According to reporting by the Squamish Chief

5.0 Key Considerations

The ideal organizational approach to maximizing the value of the City's dedicated housing funding is based on a combination of the City's goals, the available expertise, financial considerations, including the costs of development and the City's financial position, and the requirements to realize the development opportunities identified in the previous section.

5.1 Goals

The expert consultation process and Council workshop identified a broad range of desired outcomes that can generally be separated into three areas: housing, economic development, and financial.

Identified housing goals included providing additional housing diversity and supporting intensification in the downtown. At the highest level, the housing goal is taking steps to ensure that every Merritt resident has a place to live. At a more granular level, many experts spoken to during the consultation phase identified the need to support housing intensification in the downtown to provide options for residents who do not have private transportation and would benefit from living in proximity to the downtown and boost the customer base for downtown businesses.

Throughout the project, many economic development goals were identified, including downtown revitalization, supporting local businesses, attracting industrial development, and broadening and deepening the tax base. Delivering higher-density housing units downtown has the potential to work toward many of these goals.

In addition to goals related to housing and economic development, many of those engaged identified the need for housing funds to be used in such a way that financially benefits the community and the City. This could be accomplished directly or indirectly through market housing with the potential for one-time or recurring revenues, or non-market housing and/or mixed-use commercial space that supports increased assessed values and property taxes while assisting local economic development.

5.2 Capacity & Expertise

A challenge identified at various stages of the feasibility study has been a lack of municipal capacity and expertise to execute real estate development projects. As a smaller municipality, the City has a limited staff contingent to ensure it fulfills its

municipal obligations and provides the appropriate level of service within its core service areas. There is no additional staff capacity to undertake additional real estate development projects besides current workloads, and the City has no dedicated real estate or development team.

All projects identified herein will require additional dedicated resources, either by hiring additional positions to relieve current staff of some existing responsibilities to dedicate more time to housing and development or by hiring additional dedicated housing and development staff.

In addition, minimal experience in a hands-on development project management role means the City should retain a development and/or construction management consultant to undertake projects without an experienced developer or constructor partner.

5.3 Financial Considerations

Directly, the City could pursue market-rate housing development with a private sector partner that carries the potential to be profitable, either through a sale of land or units or through an operating agreement that would see a housing provider lease land or a building from the City.

Indirectly, the City can pursue development projects that broaden or deepen the municipal tax base, increasing the assessed value of properties and/or facilitating the development of underutilized or vacant properties. In addition, the construction of community facilities through partnerships with other users or investments in community organizations can serve to reduce either the capital costs of new municipal facilities or ongoing operating expenses by taking preventative measures.

5.4 Development Opportunities

Another key consideration is ensuring that the City's role and the chosen organizational structure align with the needs of the projects the City is looking to undertake. None of the identified opportunities highlighted in the previous section are overly complicated or financially risky to require the creation of an external corporation to mitigate project or financial risk.

A primary consideration is ensuring that the organizational structure allows for outside expertise to be brought into each project. To create the best chance of delivering successful projects, the City will need a structure that enables the

projects to leverage three sources of external expertise. Firstly, potential partners can be identified through expressions of interest (EOI) or requests for qualification or proposal (RFP/RFQ). Secondly, the structure needs to allow any required consultants to be retained using the housing funds and not require any expenditures from the City’s general funds. Lastly, the structure should provide avenues for ongoing external expertise in an advisory capacity through a board or committee.

6.0 Conclusion

A variety of organizational structures were considered for the City of Merritt. These included an internal department, a commission, a society, and a corporation.

- An internal department is a dedicated team created within the existing municipal structure. Like other municipal departments, this team would fall under the leadership team’s management and be accountable to the leadership team and Council. Typically, this structure is used when delegated authority and a customized governance structure are not prioritized. External expertise would be leveraged through technical consultants brought in for specific project-related tasks.
- A commission is a group of individuals appointed by Council to perform one or more of the following functions: provide or operate a specific municipal service, operate or enforce policies, procedures, or requirements imposed by the Council, or manage property and licenses held by the municipality. This structure is commonly used to provide continual access to outside advisory expertise, to provide a degree of autonomy to engage actively on projects without requiring approval from Council for every project stage and to create a customized governance structure.
- A society is a not-for-profit, non-taxable organization that is sometimes also a separate corporate entity. Societies are formed for a specific purpose falling under the regulation of the Societies Act, which does not include undertaking business activities for profit. Societies are commonly used in British Columbia and Canada to provide and manage non-market housing.

A housing society was not considered in the final evaluation as its scope is limited to providing non-profit housing, making it unsuitable for developing market housing or a potential future transition towards economic development goals.

- A development corporation is a separate legal entity with well-established rights, powers, and abilities under the Business Corporations Act. Typically, corporations are formed to undertake business activities for profit, provide a degree of legal separation between the municipality and the corporation, and create a separate governance structure that can independently make decisions at a pace aligned with the private sector.

A development corporation was not considered in the final evaluation as the administrative and start-up costs are not aligned with the need for concrete plans by the end of 2025 and were not considered to represent the best use of

the available funds given the relatively straightforward nature of the identified development opportunities.

6.1 Option A: Internal Housing Department

The first option considered was the creation of a new internal municipal department dedicated to housing and development. An internal housing department would be established within the City of Merritt’s existing organizational structure. This department would be led by a director or manager and supported by one to three staff members specializing in project management, housing policy, and stakeholder engagement. The department would oversee the deployment of the housing funds, coordinate municipal housing initiatives, and manage partnerships or other contractual arrangements with developers, non-profits, and other stakeholders.

This department would report directly to the City’s leadership team and Council, ensuring alignment with municipal priorities. It would handle all project planning and delivery aspects, including identifying development opportunities, preparing budgets and proposals, negotiating agreements, and overseeing construction and operations. While embedded in the municipal structure, the department would prioritize collaboration with external consultants to address gaps in technical expertise and reduce pressure on existing staff.

The department would require a degree of operational autonomy to streamline decision-making and ensure project progress efficiently, particularly for managing pre-approved budgets and partnerships. This model leverages the City’s existing administrative framework while adding specialized capacity for housing projects.

This approach also permits the continuation of an internal department in the short to medium term before further evaluation to determine whether a more dedicated or autonomous entity is warranted to continue the City’s role in housing and development in the future.

Why This Model Works for Merritt

- **Integration with Municipal Systems:** Aligns housing initiatives with existing municipal operations, ensuring consistency with broader city goals.
- **Direct Oversight:** Maintains direct accountability to Council, providing clear reporting and transparency.
- **Cost-Effective Start-Up:** Avoids the legal and administrative costs of creating a separate entity like a commission or corporation.

- Scalable Expertise: Allows the City to hire specialized staff and engage consultants as needed, addressing capacity gaps on a project-by-project basis.

Challenges:

- Staff Capacity: The City’s existing staff constraints may limit the department’s effectiveness unless significant resources are dedicated to hiring experienced professionals.
- Budgetary Impact: Establishing a new department requires long-term budgetary commitments for salaries, benefits, and operational costs.
- Streamlined Decision-Making: Lacks inherent autonomy from Council, potentially delaying project approvals and execution unless governance mechanisms are implemented to expedite decision-making.

Success Factors

- Working with External Experts: Undertaking housing and development projects internally will require bringing in technical experts such as architects, development consultants, contractors and construction project managers. How effectively the City scopes requests for proposals, identifies the right parties to work with, and manages that relationship will impact the success of the internal approach.
- Satisfying Provincial Requirements: To undertake housing and development projects internally, the City will have to ensure it clearly defines an actionable strategy in deploying the residual funds for housing-related purposes and separates them from normal municipal operations.

This option offers a viable path for Merritt to manage its housing funds while maintaining direct control. However, its success depends on the City’s ability to effectively address staffing and governance challenges and satisfy the necessary stakeholders that the funds are being used for dedicated housing purposes and not integrating into general revenue and municipal operations.

6.2 Option B: Housing & Development Commission

The second option considered is the creation of a housing and development commission. This commission would report to the Council and receive direction on the overall strategy but be empowered to solicit advisory services from subject

matter experts, integrate the community's perspective through citizen representation on the commission's board, and operate at arm's length from Council.

The commission would be governed by a board that seeks to meld the perspectives of municipal, community organizations, and private sectors on housing and development and can contribute needed skills in areas such as real estate transactions, planning and development, construction, and project management.

To demonstrate that the City has taken concrete steps to deploy the dedicated housing funding, the commission would have access to a dedicated housing and development reserve fund on terms approved by Council.

The primary functions of the commission would be to identify partners for development opportunities, retain advisory services to assist in effectively scope projects, oversee the partnership and procurement process, and act as the City's project manager.

A commission would be permitted under Section 143 of the Community Charter, which permits a council to establish and appoint a commission to operate services, undertake operation and enforcement of council's authority to regulate, prohibit, and impose requirements, or manage property and licenses held by the municipality. A commission would be created by an act of council with its members appointed by Council who would then be directed to undertake a specific scope of authority on its behalf.

Why This Model Works for Merritt

- Lower start-up costs and reduced regulatory requirements at start-up compared to an external corporation.
- Ability to bring in external expertise with respect to strategic and operational planning.
- Greater flexibility with regards to partnering with outside entities, including the private sector, non-profit groups and the First Nations.
- Relieves Council and staff from day-to-day involvement and decision making.
- Still accountable to Council, Mayor, and CAO, but more from a longer-term strategic perspective.

Challenges

- Project outcomes are reliant on partners and contractors aligning with municipal goals.
- While reducing the administrative burden at start-up, the lack of legal separation between the City and Commission means this model will require expertise in crafting agreements that protect municipal interests.

Success Factors

- Working with External Experts: This approach goes a step further to leverage external expertise by creating a body, in the form of the commission, to provide external guidance. This expertise would take the form not only of technical expertise provided by consultants in specific project areas, but by members of the committee who can assist in overall strategy, identifying potential consultants, and other development partners.
- Satisfying Provincial Requirements: This approach should provide a clearer path to demonstrating a separation of the City’s approach to deploying the housing funds.

This option offers a path to deploy housing funds and maintain direct municipal control while creating avenues to bring in external experts to sit on a board that can be given a degree of autonomy to pursue project objectives approved by Council. Its success depends on the City’s ability to attract external experts to community development opportunities and subsequently to empower an advisory board and staff to pursue development objectives without onerous reporting requirements.

6.3 Next Steps

1. Council Decision on Staff’s Recommendation

Subsequent to the presentation of this Feasibility Study, Council will direct staff on how to proceed with the creation of a development management approach and strategy for deploying the housing funding.

2. Move Forward with Implementation Plan

Subject to Council’s approval, staff will proceed with the completion of an Implementation Plan.

3. Public Engagement & Consultation

A core component of the Implementation Plan will be refining the goals of the entity with the public and consolidating a public mandate for a new municipal role in development.

4. Undertake Project Business Cases

After securing a public mandate and incorporating the public’s feedback into the overall development strategy, business cases should be undertaken for each identified development opportunity.

5. Finalize Implementation Plan

After identifying the required funds for each project, the implementation plan can be finalized subject to approval from Council.

6. Launch the Commission or Internal Department Model

With a public mandate and understanding of the required funds and areas of expertise, Council can launch the desired approach and appoint members or staff to begin undertaking project level work.

Report

City of Merritt
REGULAR Council Meeting
February 11, 2025

File Number: XXXX

To: Cynthia White, Chief Administrative Officer
From: Linda Brick, Director of Corporate Services
Date: February 7, 2025
Subject: 2025 SILGA Resolutions

RECOMMENDATION:

THAT Council forward the attached resolutions to SILGA for consideration at the 2025 SILGA Conference.

Background:

Municipalities in the Southern Interior annually submit resolutions in February to the Southern Interior Local Government Association (SILGA) which are considered at the SILGA conference in May which, if endorsed, are submitted to the Union of British Columbia Municipalities (UBCM) for province wide endorsement. The purpose of these resolutions is to raise awareness of regional and provincial issues faced by municipalities which can be advocated on as a collective at the provincial level.

The three proposed resolutions are derived from topics Council has expressed interest in addressing regionally throughout the year.

- 1) Burden of Delinquent Property Taxes – Council has raised this issue with ministers at the UBCM in 2024 and received support from a number of municipalities who are facing similar issues with property taxes falling into arrears for three years with a burden on the general tax levy in a significantly negative impact.
- 2) Modernize RCMP Funding Model – Costs for RCMP services have increased substantially in recent years. UBCM has considered resolutions regarding this issue in 2016, 2019 and 2024.

- 3) Reimbursing Local Governments for Medical Services Provided By Local Government Fire and Rescue Services – communities have seen an increase in response calls for service for medical emergencies by their fire departments. UBCM has considered resolutions regarding this matter in 2023 and 2024.
- 4) Small Community Transit Service Fund – The City is requesting that a separate and distinct fund be created by the provincial government to assist with funding of transit in small and rural communities.
- 5) Funding for Victim Services – The City currently pays \$35,000 annually to fund Victim Services programs in the City of Merritt. This is a provincial program that is vastly underfunded and critical to communities with the rise in crime that is seen across the province.

Funding of Victim Services programs has been considered at UBCM multiple times going back to 2009 and most recently in 2024.

The proposed resolutions are attached, Council may comment on the resolutions and adjust as required. The deadline for submission of resolutions for the 2025 SILGA Conference is February 21, 2025.

Options / discussion

1. Council can make comment on the drafts and request any changes or alterations;
2. Council could endorse the resolutions and instruct that they be sent to SILGA; or,
3. Council can receive this report for information.

Attachments:

SILGA Resolutions

Respectfully submitted,

**Linda Brick
Director of Corporate Services**

SILGA RESOLUTION #1:**Burden of Delinquent Property Taxes**

WHEREAS municipalities are burdened by the current *Community Charter* allowance for taxpayers to become delinquent on their property taxes over a period of three years;

AND WHEREAS property tax arrears significantly impact the operating capability of municipalities which are forced to significantly increase taxes or limit essential services;

AND WHEREAS this burden is aggravated by the fact that municipalities have limited enforcement tools to hold taxpayers accountable, and cannot continue to subsidize non-payment of property taxes;

THEREFORE BE IT RESOLVED THAT UBCM request the Provincial Government relieve this unfair burden on municipalities by:

- 1) Revising the *Community Charter* by reducing the number of years a property can be in arrears on their property tax;
- 2) Assign a dedicated contact for municipalities to assist in dealing with properties that have escheated to the Crown and help remove them from property tax rolls expeditiously; and,
- 3) Implement a province-wide, cost-effective solution for municipalities to recover taxes owed by mobile homes.

SILGA RESOLUTION #2

Modernize the Police Cost Sharing Formulas

WHEREAS inflation, rising equipment costs, and increasing officer salaries have made the existing cost sharing formulas and RCMP costs unsustainable for local governments;

AND WHEREAS municipalities have no ability to negotiate or regulate the rising costs;

THEREFORE BE IT RESOLVED THAT UBCM ask the Province to work with local governments to develop a new RCMP funding framework that gradually increases the cost-share rate for local governments.

SILGA RESOLUTION #3**Reimbursing Local Governments for Medical Services Provided By Local Government Fire and Rescue Services**

WHEREAS communities across BC are facing significant increase in calls to respond to emergency medical incidents;

AND WHEREAS this increase in calls can be directly attributed to the prehospital patient care provided by fire departments in response to the opioid crisis and limited resources of the Provincial BC Ambulance Service;

AND WHEREAS many first responder agencies have signed agreements to provide this service without any financial funding to support the increased service requests required in their communities;

THEREFORE BE IT RESOLVED THAT UBCM ask the provincial government to develop a funding model to compensate local governments who provide emergency medical services through their fire and rescue services fulfilling the responsibility of the provincial government with consideration given to community population and the fire departments authorized level of emergency medical response.

SILGA RESOLUTION #4**Small Community Transit Service Fund**

WHEREAS transit costs in small communities for the operation and leasing of vehicles continues to rise at a rate that is unaffordable for maintaining systems with smaller population bases;

AND WHEREAS the transit riders in rural and small communities rely on the systems to attend appointments in larger urban centres and to commute to places of employment;

AND WHEREAS rural and small communities have limited tax bases to draw on to pay for increased costs they are facing reductions in transit services to limited routes;

THEREFORE BE IT RESOLVED THAT UBCM ask the provincial government to develop a funding model for a small community transit service fund in addition to the small community transfer tax to support continuation of the vital links between and within smaller communities for those with limited means of transportation.

SILGA RESOLUTION #5**Victim Services Program Funding**

WHEREAS Victim Service Programs provide support and assistance to victims of crime;

AND WHEREAS a variety of agencies and local governments deliver Victim Services Programs in different communities, with varying degrees of expertise and resources;

AND WHEREAS the funding formula for Victim Services is built around population it does not take into consideration the absence of a Community Based Program resulting in the responsibility falling on local police based programs along with additional responsibilities of committees, such as being the facilitator for Integrated Case Assessment Teams (ICAT);

THEREFORE BE IT RESOLVED THAT UBCM ask the Provincial government to fully fund all victim services programs in British Columbia.