



# POLICY REVIEW COMMITTEE AGENDA CITY OF MERRITT

Thursday, April 3, 2025

3:30 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 Call to Order

1.2 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. ADOPTION OF MINUTES

2.1 Policy Review Committee Meeting Minutes - February 6, 2025

4

**Recommendation:**

**THAT the Minutes of the Policy Review Committee Meeting held on February 6, 2025 be adopted.**

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 City of Merritt Sign Regulation Amendment Bylaw 2395, 2025

7

**Recommendation:**

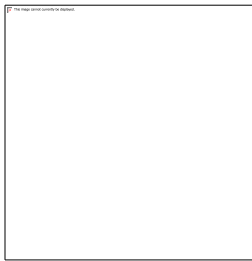
**THAT the Policy and Bylaw Review Committee recommends that "City of Merritt Sign Regulation Amendment Bylaw 2395, 2025" be forwarded to Council for consideration.**

4.2	<u>Development Approval Procedures Bylaw No. 2388, 2025</u>	12
	<p><b>Recommendation:</b>  <b>THAT the Policy and Bylaw Review Committee recommends that “City of Merritt Development Approval Procedures Bylaw 2388, 2025” be forwarded to Council for consideration.</b></p>	
4.3	<u>Asset Management Policy</u>	29
	<p><b>Recommendation:</b>  <b>THAT the Policy and Bylaw Review Committee recommends that the "Asset Management Policy" be forwarded to Council for consideration.</b></p>	
4.4	<u>Park Access Road Naming</u>	38
	<p><i>This item is referred to the Committee from the March 25, 2025 Regular Council meeting.</i></p> <p><b>Recommendation:</b>  <b>THAT the Policy and Bylaw Review Committee recommends the following to Council:</b></p> <p><b>THAT Council directs administration to name the new road leading to the new park dedication at 1227 Midday Valley Road as Newman Parkway.</b></p>	
4.5	<u>Street Naming and Addressing Policy</u>	41
	<p><b>Recommendation:</b>  <b>THAT the Policy and Bylaw Review Committee recommends that the "Street Naming and Addressing Policy" be forwarded to Council for consideration.</b></p>	
4.6	<u>Naming Rights Policy</u>	57
	<p><b>Recommendation:</b>  <b>THAT the Policy Review Committee recommends that the “Naming Rights Policy” be forwarded to Council for consideration.</b></p>	
4.7	<u>User Group Advertising Agreement Policy</u>	
	<p><i>To be introduced by CAO White.</i></p> <p><b>Recommendation:</b>  <b>THAT staff be directed to bring forward a Community Group Advertising Policy for discussion by the Policy and Bylaw Review Committee.</b></p>	

*To be introduced by CAO White.*

5. INFORMATION ITEMS

6. TERMINATION OF MEETING



**MINUTES**  
**CITY OF MERRITT**  
**POLICY REVIEW COMMITTEE**

Thursday, February 6, 2025  
3:30 P.M.  
COUNCIL CHAMBERS, CITY HALL  
2185 Voght Street  
Merritt, B.C

**PRESENT:**                    **Councillor A. Etchart, Chair**  
                                     **Councillor D. Egan**  
                                     **Councillor W. Charney**

**IN ATTENDANCE:**        **Mayor Goetz**  
                                     **Councillor Baxter**  
                                     **Ms. C. White, Chief Administrative Officer**  
                                     **Ms. L. Brick, Director of Corporate Services**  
                                     **Mr. P. Jani, Manager of Planning & Development**  
                                     **Ms. K. Shah, Planner**

**1.     CALL TO ORDER**

**1.1    Call to Order**

Chair Etchart called the meeting to order at 3:30 pm.

**1.2    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.     ADOPTION OF MINUTES**

**2.1    Policy Review Committee Meeting Minutes - December 4, 2024**

***THAT the Minutes of the Policy Review Committee Meeting held on December 4, 2024 be adopted.***

Moved, Seconded, CARRIED

3. **UNFINISHED BUSINESS**

Nil

4. **NEW BUSINESS**

4.1 **Land Use and Development Procedure Bylaw**

Mr. Jani, Manager of Planning and Development, provided an overview of the proposed amendments to the Land Use Amendment and Development Procedure Bylaw highlighting the removal of the schedules and amending the bylaw to adhere to current legislation. In response to inquires from the Committee, staff advised that there are 11 Development Permit Areas in the City of Merritt; staff will amend the facade painting requirement from the bylaw in the next amendment. The Committee discussed buffer zones between heavy commercial, commercial and residential areas.

***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.***

Moved, Seconded, CARRIED

4.2 **Sanitary Sewer Bylaw**

CAO White provided an overview of the proposed amendments to the bylaw highlighting that the amendments will strengthen the wording around responsibility for abuse of the sewer system and updating the titles of staff.

The Committee discussed the terminology around abuse to the system and the requirement for properties to be connected to the municipal system.

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

Moved, Seconded, CARRIED

4.3 **Waterworks Bylaw**

CAO White reviewed the proposed bylaw highlighting that the amendments include a requirement for all new buildings to install universal water metres, removal of schedules, and updating of titles for staff. Staff

will investigate if properties that have been abandoned have their services shut off to avoid contamination of the systems.

The Committee discussed the installation of water metres, noting that the City currently uses three times the national average, installation of water metres will assist in understanding the City consumption and identifying if there is system loss in specific areas that requires remediation and infrastructure investment.

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

**Moved, Seconded, CARRIED**

**5. INFORMATION ITEMS**

Nil

**6. CLOSED SESSION**

The meeting moved to closed session at 4:10 pm.

***THAT this meeting be closed to the public pursuant to Section 90(1) (c) labour relations or other employee relations, of the Community Charter.***

**Moved, Seconded, CARRIED**

**6.1 Section 90(1)(c)**

**7. TERMINATION OF MEETING**

The Chair declared the meeting ended at 5:10 pm.

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Chair  
Adam Etchart

# Report

**City of Merritt**  
**Policy Review Committee**  
**April 3, 2025**

**File Number: BL 2395, 2025**

**To:** Cynthia White, Chief Administrative Officer  
**From:** Krisha Shah, Planner  
**Date:** March 19, 2025  
**Subject:** Proposed City of Merritt Sign Regulation Amendment Bylaw 2395, 2025.

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**RECOMMENDATION:**

**THAT the Committee recommends that “City of Merritt Sign Regulation Amendment Bylaw 2395, 2025” be forwarded to the Council for consideration.**

**Background:**

The Staff is proposing the following housekeeping amendments in the Sign Bylaw so that it is consistent with the Fees and Charges and Zoning Bylaw.

- The amended Sign Bylaw will reference the City of Merritt Fees and Charges Bylaw, as amended from time to time to ensure that Sign permit fees are charged as per Fees and Charges Bylaw.
- The zoning designations in the existing Sign Bylaw are based on the repealed Zoning Bylaw. The amendments include removing direct reference to zones from the Sign Bylaw to avoid reference to obsolete zones.

**Options / discussion**

1. Committee directs staff to bring forward the City of Merritt Sign Regulation Amendment Bylaw 2395, 2025 for Council consideration.
2. Committee requests staff to provide additional information.
3. Committee receive this report as information.

**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

**Attachments:**

Attachment A: Draft – Sign Regulation Amendment Bylaw 2395, 2025  
Attachment B: Markup table for Proposed Amendments

**Respectfully submitted,**

**Krishna Shah**  
**Planner, Development Services**



## CITY OF MERRITT

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### BYLAW 2395

#### A BYLAW TO AMEND the Sign Regulation Bylaw No. 1900, 2005.

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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 Sign Regulation Amendment Bylaw 2395, 2025**”.
- B. That the “City of Merritt Sign Regulation Bylaw No. 1900, 2005” is amended as follows:

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

“Signs requiring a permit shall be subject to fees in accordance with the City of Merritt Fees and Charges Bylaw, as amended from time to time or replaced.”

2. That the Subsection 11.d.iii is deleted and replaced with the following:

##### “iii) Height

A freestanding sign may not exceed 8 metres in height above finished grade, except along the highway corridor zones, where, subject to development permit approval, one freestanding sign, not greater than 19 metres in height, may be erected on any lot.”

3. That the Subsection 11.e.i is deleted and replaced with the following:

“It is located on a property in the Park and Institutional (P), Industrial (M), and Commercial (C) zones.”

4. That the Section 11.f is deleted and replaced with the following, before subsection 11.f.i.:

“One Multiple User Sign is permitted on property zoned as Service Commercial, Corridor Commercial, or Light Industrial, provided that:”

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Michael Goetz  
Mayor

\_\_\_\_\_  
Linda Brick  
Corporate Officer

# Mark-up of Proposed Amendments – City of Merritt Sign Regulation Bylaw No. 1900, 2005

## Legend

- Black Font Existing text in City of Merritt Sign Regulation Bylaw No. 1900, 2005  
 Strikethrough Proposed deletion from City of Merritt Sign Regulation Bylaw No. 1900, 2005  
 Underline Proposed addition to City of Merritt Sign Regulation Bylaw No. 1900, 2005

## Amendments:

	Section	Proposed Amendment	Rationale										
1	Section 8. c)	<p>Signs requiring a permit shall <del>pay a fee based on the following fee schedule:</del> <u>be subject to fees in accordance with the City of Merritt Fees and Charges Bylaw, as amended from time to time or replaced.</u></p> <table border="0"> <tr> <td><u>Construction Value</u></td> <td><u>Fee</u></td> </tr> <tr> <td><del>-Up to \$1,000.00</del></td> <td><del>\$50.00</del></td> </tr> <tr> <td><del>-For each additional \$1,000 or part thereof</del></td> <td><del>\$6.00</del></td> </tr> <tr> <td><del>-Sandwich Board Signs</del></td> <td><del>No Fee</del></td> </tr> <tr> <td><del>-Sign approved by a specific Sign Development Permit (does not apply if the sign is part of a Comprehensive Development Permit)</del></td> <td><del>\$25.00</del></td> </tr> </table>	<u>Construction Value</u>	<u>Fee</u>	<del>-Up to \$1,000.00</del>	<del>\$50.00</del>	<del>-For each additional \$1,000 or part thereof</del>	<del>\$6.00</del>	<del>-Sandwich Board Signs</del>	<del>No Fee</del>	<del>-Sign approved by a specific Sign Development Permit (does not apply if the sign is part of a Comprehensive Development Permit)</del>	<del>\$25.00</del>	<p>– Removing Fees from the parent bylaw and referring to the Fees and Charges Bylaw to avoid updating Sign bylaw for fees every year.</p>
<u>Construction Value</u>	<u>Fee</u>												
<del>-Up to \$1,000.00</del>	<del>\$50.00</del>												
<del>-For each additional \$1,000 or part thereof</del>	<del>\$6.00</del>												
<del>-Sandwich Board Signs</del>	<del>No Fee</del>												
<del>-Sign approved by a specific Sign Development Permit (does not apply if the sign is part of a Comprehensive Development Permit)</del>	<del>\$25.00</del>												
2	Section 11.d.iii	<p>iii) <u>Height</u>                      A freestanding sign may not exceed 8 metres in height above finished grade, except <del>in the C4 (Highway Commercial) and C9 (Shopping Centre Commercial) zones</del> <u>except along the highway corridor zones</u>, where, subject to development permit approval, one freestanding sign, not greater than 19 metres in height, may be erected on any lot.</p>	<p>– Removing direct reference to particular zones in the Zoning Bylaw to avoid reference to obsolete zones.</p>										
3	Section 11.e)	<p>i) It is located on a property in <del>the P, M1, C2, C3, C4, C6, C7, C8 or C9</del> <u>Park and Institutional (P), Industrial (M), and Commercial (C)</u> zones.</p>	<p>– Removing direct reference to particular zones in the Zoning Bylaw to avoid reference to obsolete zones.</p>										
4	Section 11.f)	<p>One Multiple User Sign is permitted on property zoned <del>C3 or C4 or M1 or C9</del> <u>as Service Commercial, Corridor Commercial, or Light Industrial</u>, provided that:</p>	<p>– Removing direct reference to particular zones in the Zoning Bylaw to avoid reference to obsolete zones.</p>										

# Report

**City of Merritt**  
**Policy Review Committee**  
**April 3, 2025**

**File Number: BL 2388, 2025**

**To:** Cynthia White, Chief Administrative Officer  
**From:** Krisha Shah, Planner  
**Date:** March 19, 2025  
**Subject:** Draft – Development Approval Procedures Bylaw No. 2388, 2025

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**RECOMMENDATION:**

**THAT the Committee recommends that “City of Merritt Development Approval Procedures Bylaw 2388, 2025” be forwarded to the Council for consideration.**

**Background:**

The *City of Merritt's Land Use Amendment and Development Approval Procedures Bylaw No. 2076* requires updates to comply with provincial legislation and current practices. Staff is proposing to repeal the existing bylaw (2076) and replace it with the proposed bylaw (2388), which is aligned with the current practices and legislation in the *Local Government Act*.

This change will allow staff to formulate and update application forms and permit conditions based on the Zoning Bylaw, the Official Community Plan, and other municipal Bylaws, as amended or replaced from time to time.

**Key amendments:**

- Adding definitions for clarity
- Adding requirements for ‘complete’ Development Application and its validity
- Adding clarity around different types of Development Permits
- Removing Schedules A to G (forms and fees)
- Removing the requirement to install signs on property for Development Variance Permits as it is not a requirement in the *Local Government Act*
- Reflect the delegation of authority to issue or amend permits as per the *Officer Designation and Delegation of Authority Bylaw No. 2246, 2019*

**Options / discussion**

1. Committee directs staff to bring forward the City of Merritt Development Approval Procedures Bylaw 2388, 2025 for Council consideration.
2. Committee requests staff to provide additional information.
3. Committee receive this report as information.

**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

Chief Administrative Officer  
Director of Corporate Services  
Director of Public Works and Engineering  
Director of Finance  
Building Department  
Fire Department

**Attachments:**

Attachment A: Draft – Development Approval Procedures Bylaw 2388, 2025  
Attachment B: Redline document for Proposed Amendments

**Respectfully submitted,**

**Krishna Shah  
Planner, Development Services**

# CITY OF MERRITT

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## BYLAW 2388

### A BYLAW TO ESTABLISH PROCEDURES RELATED TO LAND USE AND DEVELOPMENT APPLICATIONS

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

**1. Citation**

This Bylaw shall be cited as the “**City of Merritt Development Approval Procedures Bylaw 2388, 2025**”.

**2. Repeal and Enactment**

The “City of Merritt Land Use Amendment and Development Approval Procedures Bylaw No. 2076, 2009” and all amendments thereto, are hereby repealed.

**3. Definitions**

“**Applicant**” means an owner of a property or an agent, as authorized by the owner, making an application for the same property.

“**Authorized Designate**” means a person provided with the written authority to act on an Employee’s or Statutory Officer’s behalf during their absence as defined in the Officer Designation and Delegation of Authority Bylaw No. 2249, 2019, amended from time to time.

“**City**” means the City of Merritt, and its staff and Council.

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

“**Development Application**” means a written request by an applicant in relation to any matters set out in section 4.a.

“**Development Approval Information**” means information on the anticipated impact of a proposed activity or development on the community.

“**Development Approving Officer**” means the person authorized to exercise land use authority in accordance with the Officer Designation and Delegation of Authority Bylaw, as amended from time to time.

“**Development Permit Areas**” means specific areas demarcated in the Official Community Plan containing a set of development regulations.

“**Development Services**” means the Department of Development Services responsible for land and building development in the City of Merritt.

**“Official Community Plan”** means the City of Merritt Official Community Plan No. 2336, 2022, as amended from time to time or replaced.

**“Phased Development Agreement”** means a phased development agreement pursuant to the *Local Government Act [RSBC 2015] CHAPTER 1*.

**“Report”** means any opinion, study or other written document that provides information on a proposed development and that is intended to verify compliance with one or more enactment or requirement of the City.

**“State of Title Certificate”** means the document issued from the BC Land Title and Survey Authority identifying the Owner, legal description of and, and any charges registered against the title.

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

#### 4. Development Applications:

- a) Applications for the following shall be submitted to the City of Merritt:
  - i. an amendment to the Official Community Plan;
  - ii. an amendment to the Zoning Bylaw;
  - iii. Subdivision of a property;
  - iv. establishment of Phased Development Agreement;
  - v. Development Variance Permits;
  - vi. Development Permits;
  - vii. Temporary Use Permits;
  - viii. Discretionary Use Permits;
  - ix. Sign Permits; or
  - x. Earthworks Permits.
- b) No application shall be accepted until the application form and site disclosure statement, in accordance with the *Environmental Management Act [SBC 2003] CHAPTER 53*, as amended from time to time, are fully completed and fees paid in full. Application fees are in accordance with the City of Merritt Fees and Charges Bylaw-
- c) The applicant must provide the following information at the minimum, at the applicant’s expense, to the Development Approving Officer at the time of application submission:
  - i. owner’s authorization for the applicant to act on the owner’s behalf with respect to the application;
  - ii. a State of Title Certificate, not older than 30 days, and all associated notations from the Land Titles Office;
  - iii. documents and plans which describe the proposal;
  - iv. documents and plans that demonstrate compliance with the existing or proposed regulations and guidelines, as applicable;
  - v. any Development Approval Information on the anticipated impact of a proposed activity, that the Development Approving Officer determines is required to assist in consideration of the application, including but not limited to:

- (a) Reports as required by the Development Permit Area in the Official Community Plan;
  - (b) transportation patterns including traffic flow;
  - (c) local infrastructure;
  - (d) public facilities including schools and parks;
  - (e) community services;
  - (f) natural environment;
  - (g) tenants who may be displaced by a redevelopment.
- d) When a Report is required by a qualified professional, the Report shall not be older than twelve (12) months. Notwithstanding this, Reports older than twelve (12) months may be submitted with a covering letter from the author/ professional certifying that the conditions and findings of the documents have not changed.
  - e) Development Applications that are deficient of any of the application requirements in section 4.c are deemed to be incomplete and will not be reviewed. On receipt of an incomplete application, the City may:
    - i. advise the Applicant in writing or verbally with the deficiencies in the Development Application;
    - ii. open the Development Application file despite the deficiency in the minimum application requirements, in which case the City will inform the Applicant that the Application will be held as "pending" for 90 days from receipt of the Application;
    - iii. close the application that are not completed within the aforementioned timeframe.
  - f) Other than Subdivision, if the Development Approving Officer determines that a Development Application has been inactive for more than 6 months, the Applicant will be given 30 days written notice to provide outstanding Development Approval Information or meet outstanding requirements after which time the Application will be closed. The Development Approving Officer may consider a written request from the Applicant for an extension deadline imposed by this section which shall not be longer than one period of 6 months.

## 5. Pre-application Procedures

The following procedures apply to development proposals that may lead to applications for an Official Community Plan amendment, Zoning amendment or a Permit related to land development:

- a) Development Services staff are the first contact with developers when considering or applying for a development. Developers' contact with Council will be through their duly convened meetings.
- b) Development Services staff are available to advise developers about their proposals before they submit a formal application. The objective of this service is to define development objectives and priorities while saving time and costs for the developer and staff later in the actual application process.
- c) At staff's discretion, Council may be consulted on a development proposal and feedback returned to the developer. Where staff and Council consider it advantageous, a developer may be invited to personally make representations.



## 6. Types of Development Permits

A **Development Permit** is required in specific areas in the City identified as "Development Permit Areas" in the Official Community Plan. City must first authorize a Development Permit as follows:

- i. For land to be subdivided, a Development Permit for Development Permit Areas other than the form and character Development Permit Areas;
  - ii. For Building Permit to be issued for construction in one of Development Permit Areas.
- a) A **Minor Development Permit** is required for development in the form and character Development Permit Areas including:
- i. exterior renovation/ restoration to an existing building façade;
  - ii. application of new exterior finish materials;
  - iii. installation of patio, deck, awning, canopy or other projections;
  - iv. landscape changes or new landscaping; and,
  - v. siting of shipping containers.
- b) A **Major Development Permit** is required for all development in the form and character Development Permit Areas other than that specified in section 6.a.
- c) A **Hazardous Conditions Development Permit** is required for all development in Development Permit Areas other than the form and character Development Permit Areas, for protection of natural environment and protection of development from hazardous conditions, as outlined in the Official Community Plan.
- d) A **Sign Development Permit** is required to install any signage in "Highway Corridor Gateways". In the opinion of the Development Approving Officer, if any other proposed Sign necessitates detailed review, an application for Sign Development Permit shall be required.

## 7. General Terms and Conditions of Development Permits

- a) The scope of a Development Permit may include some or all of the following matters as applicable to a particular property:
- i. Provision and funding of water, sewer, storm drainage and road servicing;
  - ii. Implementation of requirements pursuant to the Zoning Bylaw, a density bonus, development permit area(s), or development variance permit(s);
  - iii. Landscaping securities; and,
  - iv. Any other related matters
- b) Where landscaping is a condition of a Development Permit, the applicant shall provide a security deposit, in the form of either an Irrevocable Letter of Credit, cash, or certified cheque in a form satisfactory to the Director of Financial Services, or authorized designates, as per the amount specified in the Zoning Bylaw.
- c) Phased landscaping plans and securities: Landscape Plans may be approved for largescale developments at the discretion of the Development Approving Officer to enable the completion of the landscaping in phases and allow for the submission and return of the related security deposit at each phase. The Applicant is required to request a phased approach to the execution of the landscape plan at the time of the Application for a Development Permit, clearly

identifying on the submitted landscape plan the proposed phases and related cost estimates for each phase as prepared by a Professional.

- d) The holder of a Development Permit shall be the owner of the subject property to which the Permit applies.
- e) City approval, for Amendment to the Development Permit, is required for transferring any Development Permit to a new property owner for it to remain valid, predicated on the satisfactory refunding and recollecting of posted securities and subject to all other requirements of this Bylaw.
- f) All Building Permits issued and all works undertaken subject to a Development Permit must be in strict compliance with its terms and conditions.
- g) 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.
- h) The City will only approve a new Development Permit subject to an expiry date of twelve (12) months from the date of its approval; extensions will only be granted under extenuating circumstances, otherwise re-application will be required.
- i) A Development Permit will only remain valid if a Building Permit is issued within twelve (12) months from the date of Development Permit approval for all subject works under the Development Permit requiring a Building Permit; otherwise, the Development Permit will expire no extension is permitted.
- j) If a Building Permit expires pursuant to the City of Merritt Building Bylaw, any concurrent Development Permit for the same subject works will automatically expire with it on the same date and no extension is permitted. If the subject works have proceeded prior to this, the land will have to be restored to the original form.
- k) Prior to any subject works proceeding, the City and permit holder may mutually agree at any time to cancel a Development Permit, and with it any subject Building Permit application or approval.
- l) The City will return any securities collected for an expired or cancelled Development Permit.

## **8. Public Notice**

- a) Where public notice is required by the *Local Government Act* [RSBC 2015] CHAPTER 1, as amended from time to time, or directed by the City for land use amendment bylaws, the notice must be mailed or otherwise delivered to the owners of all lots which are subject to the bylaw alteration or variance, and all owners located within thirty (30) metres from the area that is subject to the bylaw alteration or variance.
- b) The distance in 8(a) is a minimum and may be broadened to reach more recipients at the discretion of Council and/or the Administrator or their designate.
- c) Where an amendment bylaw alters the permitted use or density of an area, the *Local Government Act* [RSBC 2015] CHAPTER 1, as amended from time to time, requires that a notice stating such be advertised in 2 consecutive issues of a local newspaper, the last publication to appear not less than 3 and not more than 10 days before a public hearing on the matter.

## 9. Public Notice Signage

Where required by the *Local Government Act [RSBC 2015] CHAPTER 1, Community Charter [SBC 2003] CHAPTER 26*, as amended from time to time, or directed by Council or its delegates, the applicant shall post at their 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:

- a) Signage must be posted, updated and retained on the subject property to adequately notify the general public as follows:
  - i. Signs must be posted at least ten (10) calendar days prior to the application first going to Council;
  - ii. Signs must be updated a minimum of ten (10) calendar days prior to a Public Consultation Meeting for an Official Community Plan Bylaw Amendment, or the meeting will be delayed;
  - iii. Signs must be updated a minimum of ten (10) calendar days prior to a Public Hearing for a Zoning Bylaw Amendment, or the Hearing will be delayed; and
  - iv. Signs must remain on site until the development application is approved or denied or the application abandoned and be removed within seven (7) days of a Council decision.
- b) The signage shall be placed approximately three (3) metres inside the property line and must be clearly visible to the general public. The City may require at least one sign every one hundred (100) metres. Where a site abuts more than one road, the City may require one sign for each road frontage.
- c) 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.
- d) The sign text shall be subject to the City's approval and shall contain the following information:
  - i. The City-assigned Application number.
  - ii. The purpose of the application.
  - iii. The civic address and legal description of the subject property.
  - iv. A map measuring 0.6 metres by 0.6 metres showing the subject property in relation to surrounding properties.
  - v. Existing and, when applicable, proposed Official Community Plan and Zoning designations.
  - vi. The date, place and time of the Public Consultation Meeting or Public Hearing.
  - vii. Developer's name and phone number.
  - viii. City's Planning and Development phone number.
  - ix. Any additional information the Administrator or their delegate may require.
- e) A proof of the sign must be approved by the City before the sign is built and installed.
- f) The applicant will notify the City when the sign is installed and again upon removal.

**10. Council Consideration**

- a) 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, and may:
  - i. Approve or deny an application for a development permit, temporary use permit, development variance permit, or bylaw amendment;
  - ii. Give the amending bylaw first and second reading;
  - iii. Forward the amending bylaw to a public hearing or waive the holding of a public hearing;
  - iv. defer the application to be considered at a later date;
- b) Council will only give final reading for a Zoning Bylaw Amendment with prior approval of an Official Community Plan Bylaw Amendment required for enabling the proposed new land uses.
- c) Where a Development Application or Bylaw Amendment requires the approval of any Provincial Ministry, Council will consider approval of the application after receiving the respective Ministry approval(s).
- d) Where a Development Application has been refused by Council, re-application shall not be considered within a six-month period beginning from the date of refusal.

**11. Severability**

If any section, subsection or clause 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.

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

# CITY OF MERRITT

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## BYLAW 2388

### A BYLAW TO ESTABLISH PROCEDURES ~~and FEES~~ RELATED TO LAND USE AND DEVELOPMENT APPLICATIONS

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

**1. Citation**

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

**2. Repeal and Enactment**

The “City of Merritt Land Use Amendment and Development Approval Procedures Bylaw No. 2076, 2009” and all amendments thereto, are hereby repealed.

**3. Definitions**

“**Applicant**” means an owner of a property or an agent, as authorized by the owner, making an application for the same property.

“**Authorized Designate**” means a person provided with the written authority to act on an Employee’s or Statutory Officer’s behalf during their absence as defined in the Officer Designation and Delegation of Authority Bylaw No. 2249, 2019, amended from time to time.

“**City**” means the City of Merritt, and its staff and Council.

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

“**Development Application**” means a written request by an applicant in relation to any matters set out in section 4.a.

“**Development Approval Information**” means information on the anticipated impact of a proposed activity or development on the community.

“**Development Approving Officer**” means the person authorized to exercise land use authority in accordance with the Officer Designation and Delegation of Authority Bylaw, as amended from time to time.

“**Development Permit Areas**” means specific areas demarcated in the Official Community Plan containing a set of development regulations.

**“Development Services”** means the Department of Development Services responsible for land and building development in the City of Merritt.

**“Official Community Plan”** means the City of Merritt Official Community Plan No. 2336, 2022, as amended from time to time or replaced.

**“Phased Development Agreement”** means a phased development agreement pursuant to the *Local Government Act [RSBC 2015] CHAPTER 1*.

**“Report”** means any opinion, study or other written document that provides information on a proposed development and that is intended to verify compliance with one or more enactment or requirement of the City.

**“State of Title Certificate”** means the document issued from the BC Land Title and Survey Authority identifying the Owner, legal description of and, and any charges registered against the title.

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

#### 4. Development Applications:

- a) Applications for the following shall be submitted to the City of Merritt:
  - i. an amendment to the Official Community Plan;
  - ii. an amendment to the Zoning Bylaw;
  - iii. Subdivision of a property;
  - iv. establishment of Phased Development Agreement;
  - v. Development Variance Permits;
  - vi. Development Permits;
  - vii. Temporary Use Permits;
  - viii. Discretionary Use Permits;
  - ix. Sign Permits; or
  - x. Earthworks Permits.
- b) No application shall be accepted until the application form and site disclosure statement, in accordance with the *Environmental Management Act [SBC 2003] CHAPTER 53*, as amended from time to time, are fully completed and fees paid in full. Application fees are in accordance with the *City of Merritt Fees and Charges Bylaw*.
- c) The applicant must provide the following information at the minimum, at the applicant’s expense, to the Development Approving Officer at the time of application submission:
  - i. owner’s authorization for the applicant to act on the owner’s behalf with respect to the application;
  - ii. a State of Title Certificate, not older than 30 days, and all associated notations from the Land Titles Office;
  - iii. documents and plans which describe the proposal;
  - iv. documents and plans that demonstrate compliance with the existing or proposed regulations and guidelines, as applicable;

- v. any Development Approval Information on the anticipated impact of a proposed activity, that the Development Approving Officer determines is required to assist in consideration of the application, including but not limited to:
  - (a) Reports as required by the Development Permit Area in the Official Community Plan;
  - (b) transportation patterns including traffic flow;
  - (c) local infrastructure;
  - (d) public facilities including schools and parks;
  - (e) community services;
  - (f) natural environment;
  - (g) tenants who may be displaced by a redevelopment.
- d) When a Report is required by a qualified professional, the Report shall not be older than twelve (12) months. Notwithstanding this, Reports older than twelve (12) months may be submitted with a covering letter from the author/ professional certifying that the conditions and findings of the documents have not changed.
- e) Development Applications that are deficient of any of the application requirements in section 4.c are deemed to be incomplete and will not be reviewed. On receipt of an incomplete application, the City may:
  - i. advise the Applicant in writing or verbally with the deficiencies in the Development Application;
  - ii. open the Development Application file despite the deficiency in the minimum application requirements, in which case the City will inform the Applicant that the Application will be held as "pending" for 90 days from receipt of the Application;
  - iii. close the application that are not completed within the aforementioned timeframe.
- f) Other than Subdivision, if the Development Approving Officer determines that a Development Application has been inactive for more than 6 months, the Applicant will be given 30 days written notice to provide outstanding Development Approval Information or meet outstanding requirements after which time the Application will be closed. The Development Approving Officer may consider a written request from the Applicant for an extension deadline imposed by this section which shall not be longer than one period of 6 months.

**Form of Permit**

The following permits shall be substantially in the applicable form attached hereto:

- ~~a) Development Variance Permits as per Schedule "B"~~
- ~~b) Development Permits as per Schedule "C"~~
- ~~c) Temporary Commercial or Industrial Use Permits shall be as per Schedule "D".~~

**Site Profiles**

~~Site Profiles shall be submitted to the City of Merritt and shall substantially be in the form attached hereto as Schedule "E".~~

~~Schedules "A", "B", "C", "D", "E", "F" and "G" attached hereto are incorporated in and form part of this bylaw.~~

## 5. Pre-application Procedures

The following procedures apply to development proposals that may lead to applications for an Official Community Plan amendment, Zoning amendment or a Permit related to land development:

- a) Development Services staff are the first contact with developers when considering or applying for a development. Developers' contact with Council will be through their duly convened meetings.
- b) Development Services staff are available to advise developers about their proposals before they submit a formal application. The objective of this service is to define development objectives and priorities while saving time and costs for the developer and staff later in the actual application process.
- c) At staff's discretion, Council may be consulted on a development proposal and feedback returned to the developer. Where staff and Council consider it advantageous, a developer may be invited to personally make representations.

## 6. Types of Development Permits

A **Development Permit** is required in specific areas in the City identified as "Development Permit Areas" in the Official Community Plan. City must first authorize a Development Permit as follows:

- i. For land to be subdivided, a Development Permit for Development Permit Areas other than the form and character Development Permit Areas;
  - ii. For Building Permit to be issued for construction in one of Development Permit Areas.
- a) A **Façade Minor Development Permit** is required for development in the form and character Development Permit Areas including:
- i. exterior renovation/ restoration to an existing building façade;
  - ii. application of new exterior finish materials;  
~~painting of the building exterior~~
  - iii. ~~installation of patio, deck~~, awning, canopy or other projections;
  - iv. ~~landscape changes or new landscaping; and,~~
  - v. ~~siting of shipping containers.~~
- b) A **Major Development Permit** is required for all development in the form and character Development Permit Areas other than that specified in section 6.a.
- c) A **Hazardous Conditions Development Permit** is required for all development in Development Permit Areas other than the form and character Development Permit Areas, for protection of natural environment and protection of development from hazardous conditions, as outlined in the Official Community Plan.
- d) A **Sign Development Permit** is required to install any signage in "Highway Corridor Gateways" or ~~"City Centre"~~. In the opinion of the Development Approving Officer, if any other proposed Sign necessitates detailed review, an application for Sign Development Permit shall be required.

## 7. General Terms and Conditions of Development Permits

- a) The scope of a Development Permit may include some or all of the following matters as applicable to a particular property:



- i. Provision and funding of water, sewer, storm drainage and road servicing;
  - ii. Implementation of requirements pursuant to the Zoning Bylaw, a density bonus, development permit area(s), or development variance permit(s);
  - iii. Landscaping securities; and,
  - iv. Any other related matters
- b) Where landscaping is a condition of a Development Permit, the applicant shall provide a security deposit, in the form of either an Irrevocable Letter of Credit, cash, or certified cheque in a form satisfactory to the Director of Financial Services, or authorized designates, **as per the amount specified in the Zoning Bylaw.**
- c) **Phased landscaping plans and securities: Landscape Plans may be approved for largescale developments at the discretion of the Development Approving Officer to enable the completion of the landscaping in phases and allow for the submission and return of the related security deposit at each phase. The Applicant is required to request a phased approach to the execution of the landscape plan at the time of the Application for a Development Permit, clearly identifying on the submitted landscape plan the proposed phases and related cost estimates for each phase as prepared by a Professional.**
- d) The holder of a Development Permit shall be the owner of the subject property to which the Permit applies.
- e) City approval, for Amendment to the Development Permit, is required for transferring any Development Permit to a new property owner for it to remain valid, predicated on the satisfactory refunding and recollecting of posted securities and subject to all other requirements of this Bylaw.
- f) All Building Permits issued and all works undertaken subject to a Development Permit must be in strict compliance with its terms and conditions.
- g) 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.
- h) The City will only approve a new Development Permit subject to an expiry date of ~~twenty-four~~ **twelve (12) months** from the date of its approval; extensions will only be granted under extenuating circumstances, otherwise re-application will be required.
- i) A Development Permit will only remain valid if a Building Permit is issued within twelve (12) months from the date of Development Permit approval for all subject works under the Development Permit requiring a Building Permit; otherwise, the Development Permit will expire no extension is permitted.
- j) If a Building Permit expires pursuant to the City of Merritt Building Bylaw, any concurrent Development Permit for the same subject works will automatically expire with it on the same date and no extension is permitted. If the subject works have proceeded prior to this, the land will have to be restored to the original form.
- k) Prior to any subject works proceeding, the City and permit holder may mutually agree at any time to cancel a Development Permit, and with it any subject Building Permit application or approval.
- l) The City will return any securities collected for an expired or cancelled Development Permit.

## 8. Public Notice

- a) *Where public notice is required by the Local Government Act [RSBC 2015] CHAPTER 1, as amended from time to time, or directed by the City for land use amendment bylaws*, the notice must be mailed or otherwise delivered to the owners of all lots which are subject to the bylaw alteration or variance, and all owners located within thirty (30) metres from the area that is subject to the bylaw alteration or variance.
- b) The distance in 8(a) is a minimum and may be broadened to reach more recipients at the discretion of Council and/or the Administrator or their designate.
- c) Where an amendment bylaw alters the permitted use or density of an area, the *Local Government Act [RSBC 2015] CHAPTER 1, as amended from time to time*, requires that a notice stating such be advertised in 2 consecutive issues of a local newspaper, the last publication to appear not less than 3 and not more than 10 days before a public hearing on the matter.

## 9. Public Notice Signage

*Where required by the Local Government Act [RSBC 2015] CHAPTER 1, Community Charter [SBC 2003] CHAPTER 26, as amended from time to time, or directed by Council or its delegates*, the applicant shall post at their 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:

- a) Signage must be posted, updated and retained on the subject property to adequately notify the general public as follows:
  - i. Signs must be posted at least ten (10) calendar days prior to the application first going to Council;
  - ii. Signs must be updated a minimum of ten (10) calendar days prior to a Public Consultation Meeting for an Official Community Plan Bylaw Amendment, or the meeting will be delayed;
  - iii. Signs must be updated a minimum of ten (10) calendar days prior to a Public Hearing for a Zoning Bylaw Amendment, or the Hearing will be delayed; and
  - iv. Signs must remain on site until the development application is approved or denied or the application abandoned and be removed within seven (7) days of a Council decision.
- b) The signage shall be placed approximately three (3) metres inside the property line and must be clearly visible to the general public. The City may require at least one sign every one hundred (100) metres. Where a site abuts more than one road, the City may require one sign for each road frontage.
- c) 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.)*.
- d) The sign text shall be subject to the City's approval and shall contain the following information:
  - i. The City-assigned Application number.
  - ii. The purpose of the application.
  - iii. The civic address and legal description of the subject property.
  - iv. A map measuring 0.6 metres by 0.6 metres showing the subject property in relation to surrounding properties.

- v. Existing and, when applicable, proposed Official Community Plan and Zoning designations.
- ~~Details of Variance, if applicable.~~
- vi. The date, place and time of the Public Consultation Meeting or Public Hearing.
- vii. Developer's name and phone number.
- viii. City's Planning and Development phone number.
- ix. Any additional information the Administrator or their delegate may require.
- e) A proof of the sign must be approved by the City before the sign is built and installed.
- f) The applicant will notify the City when the sign is installed and again upon removal.

## 10. Council Consideration

- a) 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, and may:
  - i. Approve or deny an application for a development permit, temporary use permit, development variance permit, or bylaw amendment;
  - ii. Give the amending bylaw first and second reading;
  - iii. Forward the amending bylaw to a public hearing or waive the holding of a public hearing;
  - iv. defer the application to be considered at a later date;

~~For Zoning Bylaw Amendment:~~

  - ~~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.~~
  - ~~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.~~
- b) Council will only give final reading for a Zoning Bylaw Amendment with prior approval of an Official Community Plan Bylaw Amendment required for enabling the proposed new land uses.
- c) Where a Development Application or Bylaw Amendment requires the approval of any Provincial Ministry, Council will consider approval of the application after receiving the respective Ministry approval(s).
- d) Where a Development Application has been refused by Council, re-application shall not be considered within a six-month period beginning from the date of refusal.

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If any section, subsection or clause 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.

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\_\_\_\_\_  
Michael Goetz  
Mayor

\_\_\_\_\_  
Linda Brick  
Corporate Officer

DRAFT

# City of Merritt Council Policy

Council Policy: **Asset Management Policy**

Category No. **05 - ##**

Contact Department: **Finance**



## 1. PURPOSE:

This policy outlines the fundamental asset management principles that will be developed and implemented across all departments of the City of Merritt. The City of Merritt Council is committed to applying asset management to achieve their strategic objectives and improve fiscal sustainability through informed decision making. This commitment to asset management provides direction to staff to ensure that asset management best practices are implemented to support sustainable service delivery.

## 2. POLICY

### Scope

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The City of Merritt owns many assets which support the delivery of services and require responsible acquisition, operation, maintenance, rehabilitation, and eventual replacement and/or disposal. This policy applies to all existing assets and new physical assets. It applies across departments, officers, employees and contractors.

Table 1 summarizes the services that the City of Merritt provides and gives examples of the asset groups and asset types owned by the City that support the delivery of those services. These are not exhaustive lists.

Service provided to the community	Example of asset group	Examples of asset types
Potable water supply	Water infrastructure	Dams, reservoirs, pipes, valves
Wastewater collection and treatment	Sewer infrastructure	Pipes, lift stations, manholes, treatment plant
Flood protection	Drainage infrastructure	Pipes, culverts, chambers, dikes
Transportation	Transportation infrastructure	Roads, bridges, sidewalks, traffic signals, street lighting, active transportation network
Recreational parks	Parks infrastructure	Playfields, trails, playgrounds, splash park, skate park
Civic/Community facilities	Buildings	Municipal offices, recreation and culture facilities, public works buildings, fire and police buildings
Emergency response	Vehicles	Fire trucks, heavy equipment

# City of Merritt Council Policy

Airport	Air transportation infrastructure	Buildings, runway, ramps and apron, fueling facilities
Natural infrastructure	Water infrastructure	Aquifers
Support for departments that serve the community	IT services	Hardware, communications equipment
Fleet	Road maintenance	Snow plough, vehicles, loaders, backhoe

## Definitions

“Asset management” means an integrated, lifecycle approach to effective stewardship of infrastructure and other capital assets to maximize benefits, manage risk, and provide satisfactory levels of service to the public in a sustainable manner.

“Asset Management Strategy (AM Strategy)” means the documented information that specifies; how organizational objectives are converted into asset management objectives; the scope and role of the asset management system in supporting achievement of the asset management objectives; and the approach for developing asset management plans.

“Asset Management System (AM System)” means the complete set of interrelated or interacting elements used to affect the Asset Management Policy and objectives and process to achieve those objectives. The elements that make up the AM System can include documents, procedures, tools, data and other assets.

“Asset Management Plan (AMP)” means a plan that identifies engineered and natural assets that are used to provide services to the community and their condition, gaps between current and desired levels of service, risks to service delivery, capital and O&M practices, projects, and programs required to meet organizational asset management objectives, manage risk, mitigate and/or adapt to climate change, and achieve the desired level of service in the most cost effective way, a timeline for implementation, resources required, and necessary future improvements to the plan.

“Engineered assets” means assets that have been constructed and are owned by the City of Merritt (e.g. roads, buildings, and vehicles), land that is owned by the City and supports assets (e.g. land under the roads or buildings), or land that is undeveloped and owned by the City. These assets must be operated, maintained, managed, and apart from land, ultimately replaced as they wear out.

“Level of service” means the service level delivered to the public by the City. This can take the form of the selection of services that are provided, the standard of infrastructure in place, or the standard to which an asset is maintained. The desire of Council or the public for a particular ‘Level of Service’ will directly affect taxation.

“Lifecycle costs” means the total cost of ownership of an asset. This may include but is not limited to capital costs, operating costs, maintenance costs, renewal costs, replacement costs, environmental costs and social costs (such as delays or reduction in service).

# City of Merritt Council Policy

“Natural assets” mean natural assets which provide value and services to the community over time and are essential to service delivery. These include things such as rivers, aquifers, and forests. Although natural assets do not have a market value. It is important to understand the cost of replacing these assets with “built” assets should they no longer be available.

“Risk” means the analysis of the ‘likelihood’ and the ‘consequences’ of a given event. Establishing the risk associated with lower infrastructure performance due to levels of service or postponement of asset replacement will identify system vulnerabilities and assist in prioritizing work.

“Sustainable” means meeting the needs of the present without compromising the ability of future generations to meet their own needs. In relation to Asset Management a sustainable approach takes into consideration the current and future benefits and costs of existing and new assets or services.

## 3. Principles

### 3.1 Service Delivery to Residents

The City of Merritt will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability and available resources, and will do the following:

- Manage assets appropriately to efficiently and effectively deliver the defined levels of service.
- Monitor and periodically review the level of service objectives to ensure that they meet or support community and council expectations and other strategic objectives.

The City will ensure transparency and accountability to the community on service delivery. This will include regular communication to Council to share information on service performance as well as technical information such as asset condition.

The City will comply with all relevant legislation, regulatory and statutory requirements.

The City will implement an AM system that incorporates risk-based and information-driven decision-making frameworks that appropriately consider the potential impacts of asset failure on ongoing service delivery.

The City will ensure that decisions regarding the need for new assets are made with appropriate due diligence; and that these needs are evaluated with a focus on service delivery to the community and supported with a valid business case that articulates costs and benefits.

The City will prioritize and direct resources and expenditures to deliver levels of service and other community benefits at an acceptable level of risk.

# City of Merritt Council Policy

## 3.2 Long-term Sustainability and Resilience

The City's asset management decision-making will consider the needs of both current and future generations, and the potential challenges associated with changing community demographics and expectations related to service delivery, as well as potential modifications to legislative requirements.

The City's asset management decision-making will consider the potential effects of climate change and other environmental changes, and how the increased severity and frequency of climatic events may directly affect levels of service. Where possible, the city will make decisions and take a proactive approach to mitigate the potential impacts of climate change and the city's contribution to climate change factors.

The City will consider socio-cultural, environmental and economic factors and implications when making and implementing asset management decisions.

## 3.3 Integrated Decision Making

To support asset management decision-making, the City will take steps to connect the appropriate departments, functions and support activities to build effective working relationships and encourage information-sharing.

Asset management decision-making will drive optimum value for the community by focusing on the "big picture." The City will therefore ensure that decisions are made collaboratively and consider all life-cycle stages and inter-relationships between asset performance, operational performance and overall service performance. Decision-making will also recognize the interconnected nature of asset systems and how decisions about one set of assets may potentially interact with or affect assets controlled by other departments or functions.

## 3.4 Fiscal Responsibility and Asset Management Decision-making

The City will develop and maintain appropriate plans for infrastructure renewal, for purchase or construction of new infrastructure, for receiving donated infrastructure, and for the decommissioning of redundant or end of useful life infrastructure. This includes:

- Developing long-term projections of investment needs.
- Applying rigorous analysis, including consideration of risk, to identify short-term investment needs.
- Implementing processes to ensure that proposed investment plans address needs efficiently and effectively.
- Implementing processes to address the operation budget implications of capital investments.
- Exploring efficiency opportunities where appropriate, including new technologies.



# City of Merritt Council Policy

- Analyzing investment plans and associated funding requirements and putting in place mechanisms to ensure long-term financial sustainability.

The City will evaluate relevant asset investment decisions based on consideration of the whole-life costs associated with managing those assets throughout their entire lifecycle.

The City will develop prioritized capital investment plans that reflect community and stakeholder expectations with regard to level of service and other strategic objectives.

The City will evaluate the magnitude, nature and overall balance of investment plans considering the aggregate value derived for the community, affordability, willingness to pay and intergenerational equity.

## 3.5 Innovation and Continual Improvement

The City views continual improvement as a key part of our asset management approach and will focus on driving innovation in the development of tools, processes, and solutions.

The City will monitor and periodically review the effectiveness of asset management processes and the wider asset management system in supporting the delivery of strategic objectives and will adjust as required.

The City will assess the asset management competencies required to implement the AM system and provide the necessary support, education and training to all staff.

The City will review the asset management policy in conjunction with its review of the asset management strategy, every four to five years.

## 4. Responsibilities for Leading Implementation

### 4.1 Council's Role and Responsibilities:

- Approve asset management policy,
- Articulate community values and define priorities,
- Approve funding and resources to implement the AM policy and associated requirements; and,
- Approve asset funding through multi-year and long-range financial plans.

### 4.2 Staff Responsibilities

The Chief Administrative Officer (CAO) is responsible for leading implementation of the AM policy across the City's operational organization.

Departmental directors and managers are responsible for leading the adoption of the AM policy within their departments and for allocating appropriate resources to its implementation and associated requirements.

# City of Merritt Council Policy

All staff across the City’s operational organization are involved in the application of asset management and are responsible for the requirements of the AM policy.

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**Approved on:**  
**Amended on**  
**Amended on**  
**Amended on**

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DRAFT



# CITY OF MERRITT POLICY AND PROCEDURE MANUAL

**POLICY TITLE: Fixed Assets**

Our File: 0595  
Policy No. 4.07  
(New Master)

**ADOPTED BY COUNCIL: December 18, 2007**

**COUNCIL RESOLUTION No. 0633/07**

**Revised: January 23, 2018**

**Resolution No. 013/18**

**Policy Statement:** The City of Merritt will account for its Fixed Assets on the basis of the Public Sector Accounting Board Standards PS3150 commencing on January 1, 2009

**Policy Goal:** To establish guidelines for recording assets for financial reporting purposes and to provide the basis for an asset management system

**Policy Objectives:**

1. To establish the definition of a fixed asset in conformance with PSAB 3150 as a good that:
  - a. is held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible fixed assets;
  - b. have useful economic lives extending beyond an accounting period;
  - c. are used on a continuing basis and
  - d. are not for resale in the ordinary course of operations
  - e. they have a value in excess of the following:
    - i. non linear assets \$5,000
    - ii. linear assets \$25,000
2. The City will group their assets into the following four categories:
  - a. Land
  - b. Buildings
  - c. Equipment
  - d. Engineered Structures



## CITY OF MERRITT POLICY AND PROCEDURE MANUAL

3. The City will use the component approach where an assets major sub components are accounted for as a separate asset. An example would be a building which would be identified as an asset and its major components such as heating systems, air conditioning or specialty equipment are identified separately. Examples of components are:
  - a. Road surfaces
  - b. Road base
  - c. Building Heating Systems
  - d. Building Cooling Systems
  - e. Pool Chlorination Systems
  - f. Pool Filtering Systems
  - g. Saunas
  - h. Ice making Equipment
  - i. Water Pumphouse Equipment
  - Etc.
4. A linear segment is defined as the distance from the centre of an intersection to the centre of the next intersection for road surfaces and road beds. For water, sewer and storm sewer that is not within a road allowance a linear segment will be defined based on its geographical location.
5. For control purposes the following assets which individually are below the threshold limit will be grouped if the total grouped value exceeds \$25,000 and counted as one asset:
  - a. Computers
  - b. Fire Department-turn-out gear
  - c. Fire Department-breathing apparatus
  - d. Fire Hydrants
  - e. Water System Valves
6. Assets donated will be recorded at their fair market value.
7. Assets contributed by a developer will be recorded at the developer's cost or an estimate of that cost based on current market prices for work of a similar nature.
8. Leases of a capital nature that meet the threshold requirements will be capitalized.
9. Betterments will be capitalized if:
  - a. there is an increase in the previously assessed physical output or service capacity.
  - b. associated operating costs are lowered
  - c. the useful life of the asset is extended
  - d. the quality of the output is improved
  - e. the cost is 20% or greater than the cost of the asset being improved.
10. Assets will be amortized on the basis of straight line depreciation. The rate will be determined by the useful life of the asset and taking into consideration a residual value if any.



## CITY OF MERRITT POLICY AND PROCEDURE MANUAL

11. Assets will be removed from the City's records when:
  - a. The item is sold
  - b. The item has become obsolete and is no longer in use
  - c. The item is beyond repair
  - d. The item is no longer required by the City.
  
12. When an asset is sold or traded in a gain or loss on disposal will be recorded against the current year's operations.

### **Amendments:**

December 18, 2007 Adopted (Resolution No. 633/07)  
2012 Reviewed by Policy & Bylaw Review Committee  
January 23, 2018 Re-affirmed by Council (Resolution 013/18)

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**March 25, 2025**

**File Number: XXXX**

**To:** Mayor and Council  
**From:** Rick Green, Director of Engineering & Public Works  
**Date:** March 18, 2025  
**Subject:** Park & Park Access Road Naming

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**RECOMMENDATION:**

**THAT Council directs administration to name the new road leading to the new park dedication at 1227 Midday Valley Road as Newman Parkway;**

**Background:**

The City of Merritt Street Naming and Addressing Policy requires that roads are named consistent with the Policy Map that indicates road in Area B, that is generally upland of the Nicola River and West of Boyd Road on the bench, be named after indigenous flora and fauna, while roads in Area A, which is most of the City, be named after former elected municipal officials.

The City has an opportunity, with a new unique road setting, to establish a namesake for Councillor Newman who was tragically taken from the community early in her time serving as a Councillor for the City of Merritt.

**Options / discussion**

The idea was established after hearing that Council expressed interest in some form of recognition for Councillor Newman as part of this council term. This particular new road segment leads to a well-known recreational area (Windy Canyon) and some newly dedicated park space that came about as a result of new subdivision work in Collettsville.

Other compilations of name have been considered including Claire Newman Road and Newman Road. Council is encouraged to put their own spin on this naming activity over the suggested option in the motion.

**Financial / Risk Implications:**

Costs are covered in existing budget and staff time as an operational expense. This is a one-time cost that is required to name the road regardless of this decision.

There are no anticipated financial risks associated with this request.

**Strategic Plan Reference:**

None

**Others Consulted:**

None

**Attachments:**

Map

**Respectfully submitted,**

**Rick Green  
Director of Public Works and Engineering Services**

SUBDIVISION PLAN OF  
 LOT A Sec 16 Tp 91 KDYD  
 PLAN KAP92785

PLAN EPP121431

BCGS 92 | 006, 92 | 007, 92 | 016 AND 92 | 017

#13441  
 NAD83 (CRS) 2003.0  
 UTM ZONE 10  
 NORTHING 555935.777  
 EASTING 656819.122  
 ABSOLUTE ACCURACY  
 IS 0.1 METRES

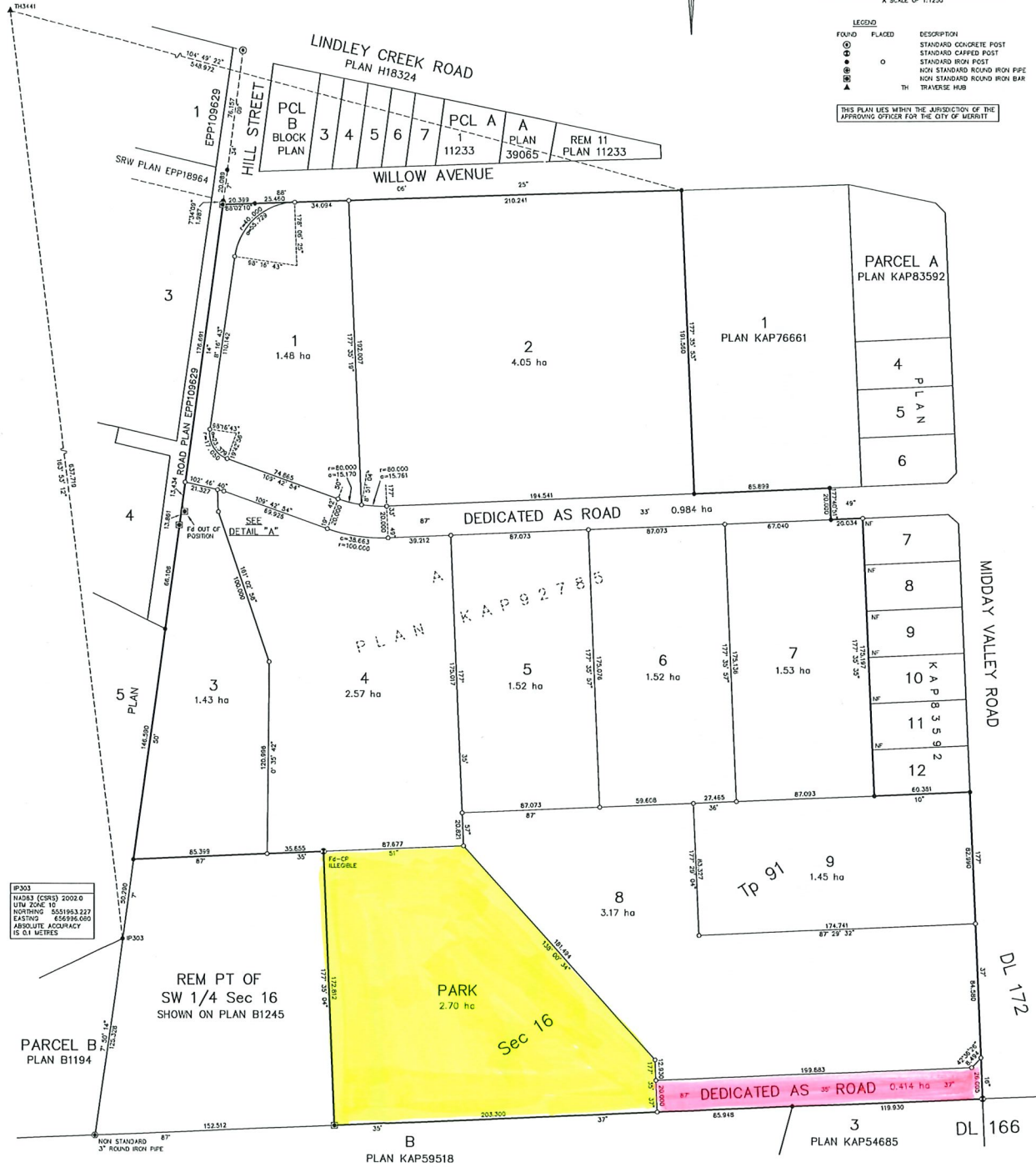


20 0 20 40m  
 THE INTENDED PLOT SIZE OF THIS PLAN IS 500mm IN WIDTH  
 BY 654mm IN HEIGHT (SHEET SIZE D) WHEN PLOTTED AT  
 A SCALE OF 1:1250

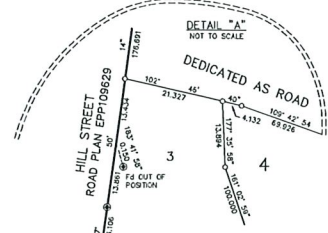
LEGEND

FOUND	PLACED	DESCRIPTION
○	○	STANDARD CONCRETE POST
○	○	STANDARD CHAFED POST
○	○	STANDARD IRON POST
○	○	NON STANDARD ROUND IRON PIPE
○	○	NON STANDARD ROUND IRON BAR
△	△	TRAVELER HUB

THIS PLAN LIES WITHIN THE JURISDICTION OF THE  
 APPROVING OFFICER FOR THE CITY OF WEDBURY



#P303  
 NAD83 (CRS) 2002.0  
 UTM ZONE 10  
 NORTHING 5551963.237  
 EASTING 656996.000  
 ABSOLUTE ACCURACY  
 IS 0.1 METRES



THIS PLAN SHOWS HORIZONTAL GROUND LEVEL DISTANCES  
 IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE SPECIFIED  
 TO COMPUTE GRID DISTANCES, MULTIPLY GROUND LEVEL  
 DISTANCES BY THE AVERAGE CORRECTION FACTOR OF 0.99910066  
 THE AVERAGE CORRECTION FACTOR HAS BEEN DETERMINED  
 BASED ON AN ELLIPSOIDAL ELEVATION OF 583 METRES  
 GRID BEARINGS ARE DERIVED FROM DUAL FREQUENCY  
 DIFFERENTIAL CARRIER PHASE OBSERVATIONS AND ARE REFERRED  
 TO THE CENTRAL MERIDIAN OF ZONE 10 (LONGITUDE 123° WEST)  
 THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED  
 ARE DERIVED FROM NATURAL RESOURCE CANADA'S PRECISE  
 POINT POSITIONING (PPP) SERVICE AT TH3441 AND #P303  
 THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED  
 ON THE 14TH DAY OF SEPTEMBER, 2023  
 CHRISTOPHER JOHN DE HANCK, ELS (PFS)

CAD FILE: T06246-SUB-RS.DWG (SEP 19/23)

UNDERHILL & UNDERHILL  
 PROFESSIONAL LAND SURVEYORS  
 201-925 WHEATBERRY WAY  
 KAMLOOPS, B.C. V2C 6K2  
 TEL: (250) 372-6835





<b>CATEGORY</b> 5.0 – Engineering & Development	<b>COUNCIL POLICY</b> STREET NAMING AND ADDRESSING Contact Department: Engineering & Development
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**1. Statement**

Streets in Area A shall be named after former elected municipal officials (Schedule “A”) and Streets in Area B shall be names after indigenous flora and fauna (Schedule “B”).

Addresses shall be assigned by Administration consistent with the Procedure and to allow for future expansion at a minimum of one (1) address for each seven (7) metres of frontage.

**2. Background**

**2.1** A municipal address is a unique and unambiguous code which is used by City residents, businesses, emergency service personnel and visitors as the primary way to accurately identify and locate properties or structures. In addition, street names can provide a sense of community for residents and can act as a means of commemoration and identity for the community as a whole.

**2.2** Since the street address is the primary means of identifying a location, it is essential to ensure that addresses are assigned in a consistent and clear manner.

**3. Objectives**

**3.1** To standardize the assignment of municipal addresses and names to streets.

**3.2** To avoid confusion resulting from addresses or names which are too similar.

**3.3** To prevent haphazard methods of address and name assignment.

**Amendments**

April 23, 2002: Adopted (Resolution No. 218/02)  
 September 12, 2006: Amended (Resolution No. 370/06)  
 June 26, 2018: Amended (Resolution No. 173/18)



**City of Merritt**  
**2185 Voght Street**  
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**250 378-4224**  
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**Policy 5-17**

**City of Merritt Elected Officials**  
**Schedule "A"**

Name	Year	Position	Street Named	Name	Year	Position	Street Named
Armstrong, G.B.	1929	Mayor	x	Bhangu, M.	2018	Councillor	
Baird, R.	1974	Aldermen		Boyd, J.P.	1924	Mayor	x
Baird, R.	1975	Aldermen		Boyd, J.P.	1922	Aldermen	x
Baird, R.	1976	Aldermen		Boyd, J.P.	1913	Aldermen	x
Baird, R.	1977	Aldermen		Boyd, J.P.	1917	Aldermen	x
Baird, R.	1978	Aldermen		Boyd, J.P.	1918	Aldermen	x
Baird, R.	1979	Mayor		Boyd, J.P.	1919	Aldermen	x
Baird, R.	1980	Mayor		Boyd, J.P.	1920	Acting Mayor	x
Baird, R.	1984	Aldermen		Boyd, J.P.	1921	Mayor	x
Baird, R.	1985	Mayor		Boyd, J.P.	1925	Mayor	x
Baird, R.	1986	Mayor		Boyd, J.P.	1926	Mayor	x
Baird, R.	1989	Mayor		Boyd, J.P.	1927	Mayor	x
Baird, R.	1990	Mayor		Bremner, I.	1955	Aldermen	x
Baird, R.	2000	Mayor		Bremner, I.	1956	Aldermen	x
Baird, R.	2001	Mayor		Bremner, I.	1957	Aldermen	x
Baird, R.	2002	Mayor		Bremner, I.	1958	Commissioner	x
Baird, R.	2003	Councillor		Bremner, I.	1960	Commissioner	x
Baird, R.	2004	Councillor		Brigden, N.	2006	Councillor	
Baird, R.	2005	Councillor		Brigden, N.	2007	Councillor	
Baker, D.	2008	Councillor		Brigden, N.	2008	Councillor	
Baker, D.	2009	Councillor		Brigden, N.	2011	Councillor	
Baker, D.	2010	Councillor		Brigden, N.	2012	Councillor	
Baker, D.	2011	Councillor		Britton, N.R.	1929	Aldermen	
Baker, D.	2012	Councillor		Brown	1986	Aldermen	
Baker, D.	2013	Councillor		Brown	1988	Aldermen	
Baker, D.	2014	Councillor		Brown,	1987	Aldermen	
Baker, D.	2015	Councillor		Brown, F.	1968	Aldermen	
Baker, D.	2016	Councillor		Brown, F.	1969	Aldermen	
Baker, D.	2017	Councillor		Brown, F.	1970	Aldermen	
Baker, D.	2018	Councillor		Brown, F.	1971	Aldermen	
Bann, J.	1961	Commissioner	x	Brown, F.	1972	Aldermen	
Bann, J.	1962	Commissioner	x	Brown, F.	1974	Mayor	
Bann, J.	1963	Commissioner	x	Brown, F.	1975	Aldermen	
Bann, J.	1964	Commissioner	x	Brown, F.	1976	Aldermen	
Bann, J.	1965	Aldermen	x	Brown, F.	1979	Mayor	
Bann, J.	1966	Aldermen	x	Brown, F.	1985	Aldermen	
Bann, J.	1970	Aldermen	x	Brown, J.B.	1923	Aldermen	
Bann, J.	1971	Aldermen	x	Brown, L.A.	2014	Councillor	
Bann, J.	1972	Aldermen	x	Brown, L.A.	2015	Councillor	
Bann, J.	1973	Aldermen	x	Brown, L.A.	2016	Councillor	
Bann, J.	1977	Aldermen	x	Brown, L.A.	2016	Councillor	



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Bann, J.	1978	Aldermen	x	Brown, L.A.	2017	Councillor	
Barr, L.	1997	Councillor		Brown, L.A.	2018	Councillor	
Barr, L.	1998	Councillor		Brown, L.A.	2018	Mayor	
Barr, L.	1999	Councillor		Brown, R.	1976	Aldermen	
Barr, L.	2000	Councillor		Brown, R.	1977	Aldermen	
Barr, L.	2001	Councillor		Brown, R.	1978	Aldermen	
Barr, L.	2002	Councillor		Brown, R.	1979	Aldermen	
Barrett, R.F.	1926	Aldermen		Brown, R.	1984	Aldermen	
Barrett, R.F.	1926	Aldermen		Brown, R.	1985	Aldermen	
Batten, T.J.	1964	Commissioner		Brown, R.	1989	Aldermen	
Batten, T.J.	1965	Aldermen		Brown, R.	1990	Aldermen	
Belshaw, D.	1927	Aldermen	x	Brown, R.	1991	Aldermen	
Belshaw, D.	1928	Aldermen	x	Brown, R.	1992	Aldermen	
Belshaw, D.	1929	Aldermen	x	Brown, R.	1993	Councillor	
Belshaw, D.	1930	Aldermen	x	Brownrigg, M.	1923	Aldermen	
Billett, F.B.	1923	Aldermen		Bryson, C.G.	1952	Aldermen	
Blomberg, A.	1970	Aldermen		Bryson, C.G.	1953	Aldermen	
Blomberg, A.	1971	Aldermen		Bryson, C.G.	1954	Aldermen	
Blomberg, A.	1972	Aldermen		Bryson, C.G.	1955	Aldermen	
Blomberg, A.	1973	Aldermen		Bryson, C.G.	1956	Aldermen	
Blomberg, A.	1975	Aldermen		Cade, J.	1986	Aldermen	
Blomberg, A.	1977	Aldermen		Cade, J.	1987	Aldermen	
Blomberg, A.	1978	Aldermen		Cade, J.	1988	Aldermen	
Blomberg, A.	1979	Aldermen		Fairclough, J.	1914	Alderman	
Blomberg, A.	1980	Aldermen		Fairley, A.	1922	Aldermen	X
Cade, J.	1989	Aldermen		Fairley, A.	1923	Aldermen	X
Cade, J.	1990	Aldermen		Fairley, G.	1961	Commissioner	X
Cavaliere, G.	2000	Councillor		Fairley, G.	1962	Commissioner	X
Cavaliere, G.	2001	Councillor		Fairley, G.	1963	Commissioner	X
Cavaliere, G.	2002	Councillor		Fairley, G.	1964	Commissioner	X
Cavaliere, G.	2003	Councillor		Fairley, G.	1965	Aldermen	X
Clarke, N.	2006	Councillor		Fairley, G.	1966	Aldermen	X
Chambers, J.F.	1924	Aldermen		Fairley, G.M.P.	1952	Aldermen	x
Christiansen, H.	1983	Aldermen		Fairley, R.	1973	Aldermen	X
Christopherson, K.	2012	Councillor		Fairley, R.	1974	Aldermen	x
Christopherson, K.	2013	Councillor		Fillinger, G.A.	1967	Mayor	
Christopherson, K.	2014	Councillor		Fillinger, G.A.	1968	Mayor	
Christopherson, K.	2015	Councillor		Foote, J.B.	1930	Aldermen	
Christopherson, K.	2016	Councillor		Foote, J.B.	1931	Aldermen	
Christopherson, K.	2017	Councillor		Fox, T.	1991	Aldermen	
Christopherson, K.	2018	Councillor		Fox, T.	1992	Aldermen	
Clarke, T.	1968	Aldermen	x	Fox, T.	1993	Councillor	
Clarke, T.	1969	Aldermen	x	Gage, R.	1984	Aldermen	



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**Policy 5-17**

Collett, A.	1952	Mayor	x	Gage, R.	1985	Aldermen	
Collett, A.	1953	Mayor	x	Gage, R.	1986	Aldermen	
Collett, A.	1954	Mayor	x	Gage, R.	1987	Aldermen	
Collett, A.	1955	Mayor	x	Gage, R.	2000	Councillor	
Collett, A.	1956	Mayor	x	Gage, R.	2001	Councillor	
Collett, A.	1957	Mayor	x	Gage, R.	2002	Councillor	
Collett, A.	1958	Chairman	x	Gage, R.	2003	Councillor	
Collett, A.	1959	Chairman	x	Gage, R.	2004	Councillor	
Collett, A.	1960	Chairman	x	Gage, R.	2005	Councillor	
Collett, A.	1961	Chairman	x	Gillis, J.J.	1924	Aldermen	x
Collett, A.	1962	Chairman	x	Gillis, J.J.	1925	Aldermen	x
Collett, A.	1963	Chairman	x	Gillis, J.J.	1926	Aldermen	x
Collett, A.	1964	Chairman	x	Gillis, J.J.	1927	Aldermen	x
Collett, A.	1965	Mayor	x	Gillis, J.J.	1928	Mayor	x
Collett, A.	1966	Mayor	x	Gilmour, A.	1979	Aldermen	
Collett, A.	1969	Mayor	x	Gilmour, A.	1980	Aldermen	
Collett, A.	1970	Mayor	x	Gilmour, A.	1981	Aldermen	
Collett, A.	1971	Mayor	x	Gilmour, A.	1982	Aldermen	
Collett, A.	1972	Mayor	x	Gilmour, A.	1983	Aldermen	
Collett, A.	1973	Mayor	x	Goetz, M.	2008	Councillor	
Collett, A.	1975	Mayor	x	Goetz, M.	2009	Councillor	
Collett, A.	1976	Mayor	x	Goetz, M.	2010	Councillor	
Collett, A.	1977	Mayor	x	Goetz, M.	2011	Councillor	
Collett, A.	1978	Mayor	x	Goetz, M.	2012	Councillor	
Coupland, C.	1922	Aldermen		Goetz, M.	2013	Councillor	
Cowan, B.	1994	Councillor		Goetz, M.	2014	Councillor	
Cowan, B.	1995	Councillor		Goetz, M.	2015	Councillor	
Cowan, B.	1996	Councillor		Goetz, M.	2016	Councillor	
Cowan, W.H.	1917	Aldermen		Goetz, M.	2017	Councillor	
Cowan, W.H.	1918	Aldermen		Goetz, M.	2018	Councillor	
Cowley, J.	1912	Aldermen	x	Gordon, A.	1912	Aldermen	x
Cranna, W.	1916	Aldermen	x	Gordon, A.	1913	Aldermen	x
Cranna, W.	1917	Aldermen	x	Greig, H.	1914	Aldermen	x
Cranna, W.	1918	Aldermen	x	Greig, H.	1916	Aldermen	x
Cranna, W.	1922	Mayor	x	Grimmett, M.L.	1918	Mayor	x
Cranna, W.	1923	Mayor	x	Grimmett, M.L.	1919	Mayor	x
Crawford, D.	1912	Aldermen	x	Guertin, S.	2003	Councillor	
Cressey, G.F.B.	1954	Aldermen	x	Guertin, S.	2004	Councillor	
Cressey, G.F.B.	1955	Aldermen	x	Guertin, S.	2005	Councillor	
Cressey, G.F.B.	1956	Aldermen	x	Henderson, G	1988	Aldermen	
DeWolf, J.M.	1952	Aldermen	x	Heroux, L.	1968	Aldermen	
DeWolf, J.M.	1960	Commissioner	x	Heroux, L.	1969	Aldermen	
Eastwood, I	1911	Mayor	x	Hilton, J.	1991	Aldermen	



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**Policy 5-17**

Emmerick, H.E.	1952	Aldermen		Hilton, J.	1992	Aldermen	
Emmerick, H.E.	1953	Aldermen		Hilton, J.	1993	Councillor	
Etchart, A.	2018	Councillor		Hogg, R.	1932	Aldermen	
Ewart, A.	1914	Aldermen		Hogg, R.	1933	Aldermen	Hogg, R.
Ewart, A.	1915	Alderman		Hunter, N.	2007	Councillor	Hunter, N.
Ewart, A.	1916	Alderman		Hunter, N.	2008	Councillor	Hunter, N.
Fehr, T.	2018	Councillor		Hunter, N.	2009	Councillor	Hunter, N.
Irvine, G.	1912	Aldermen		x Hunter, N.	2010	Councillor	Hunter, N.
Irvine, G.	1913	Aldermen		x Hunter, N.	2011	Councillor	Hunter, N.
Irvine, G.	1917	Aldermen		x Maxwell, G.	1919	Aldermen	X
Irvine, G.	1918	Aldermen		x Maxwell, G.	1920	Aldermen	X
Irvine, G.	1919	Aldermen	x	McCormack, H.	1994	Councillor	
Irvine, G.	1920	Aldermen	x	McCormack, H.	1995	Councillor	
Jackson, A.	1911	Aldermen	x	McCormack, H.	1996	Councillor	
Jackson, A.	1912	Aldermen	x	McCormack, H.	1997	Councillor	
Jackson, A.	1914	Mayor	x	McCormack, H.	1998	Councillor	
Jackson, A.	1916	Mayor	x	McCormack, H.	1999	Councillor	
Jackson, A.	1917	Mayor	x	McFarlane, J.	1914	Aldermen	x
Jackson, R.	1915	Aldermen	x	McFarlane, J.	1915	Aldermen	x
Jackson, R.	1916	Aldermen	x	McGoran, A.	1914	Aldermen	x
John, H.	1912	Aldermen		McGoran, A.	1915	Aldermen	x
Kroeker, H.	1982	Aldermen		McGoran, A.	1916	Aldermen	x
Kroeker, H.	1983	Aldermen		McGoran, A.	1917	Aldermen	x
Kroeker, H.	1984	Aldermen		McGoran, A.	1932	Aldermen	x
Kroeker, H.	1987	Mayor		McGoran, A.	1933	Aldermen	x
Kroeker, H.	1988	Mayor		McGowan, H.	1967	Aldermen	
Kroeker, H.	2000	Councillor		McGowan, H.	1968	Aldermen	
Kroeker, H.	2001	Councillor		McLean, D.	1994	Councillor	X
Kroeker, H.	2002	Councillor		McLean, D.	1995	Councillor	X
Kroeker, H.	2003	Councillor		McLean, D.	1996	Councillor	X
Kroeker, H.	2004	Councillor		McLean, D.	1997	Councillor	X
Kroeker, H.	2005	Councillor		McLean, D.	1998	Councillor	X
Kroeker, H.	2006	Councillor		McLean, D.	1999	Councillor	X
Kroeker, H.	2007	Councillor		McLean, P.	1914	Alderman	X
Kroeker, H.	2008	Councillor		McLean, P.	1915	Alderman	X
Kroeker, H.	2009	Councillor		McLean, P.	1922	Alderman	X
Kroeker, H.	2010	Councillor		McMillan, N.L.	1911	Alderman	X
Kroeker, H.	2011	Councillor		Menard, N.	2014	Councillor	
Kroeker, H.	2012	Councillor		Menard, N.	2014	Mayor	
Kroeker, H.	2013	Councillor		Menard, N.	2015	Mayor	
Kroeker, H.	2014	Councillor		Menard, N.	2016	Mayor	
Kroeker, H.	2003	Councillor		Menard, N.	2017	Mayor	
Laird, D.	1991	Aldermen		Menard, N.	2018	Mayor	



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**Policy 5-17**

Laird, D.	1992	Aldermen		Menzies, J.A.	1911	Aldermen	x
Laird, D.	1993	Councillor		Miller, L.	1994	Councillor	
Laird, D.	1994	Councillor		Miller, L.	1995	Councillor	
Laird, D.	1995	Councillor		Miller, L.	1996	Councillor	
Laird, D.	1996	Councillor		Mountain, J.A.	1954	Aldermen	X
Laird, D.	1997	Councillor		Mountain, J.A.	1955	Aldermen	X
Laird, D.	1998	Councillor		Mountain, J.A.	1956	Alderman	X
Laird, D.	1999	Councillor		Mountain, A.J.	1957	Alderman	X
Laird, D.	2003	Mayor		Mountain, J.A.	1958	Commissioner	X
Laird, D.	2004	Mayor		Mountain, J.A.	1959	Commissioner	X
Laird, D.	2005	Mayor		Mountain, J.A.	1960	Commissioner	X
Laird, D.	2006	Mayor		Mountain, J.A.	1961	Commissioner	X
Laird, D.	2007	Mayor		Mountain, J.A.	1962	Commissioner	X
Laird, D.	2008	Mayor		Mountain, J.A.	1963	Commissioner	X
Lali, H.	1987	Aldermen		Moyes, P.	1921	Alderman	
Lali, H.	1988	Aldermen		Munro, D.	1911	Alderman	X
Lali, H.	1989	Aldermen		Munro, D.	1913	Alderman	X
Lali, H.	1990	Aldermen		Munro, D.	1925	Alderman	X
Langstaff, W.R.	1924	Aldermen	x	Munro, D.	1925	Alderman	X
Langstaff, W.R.	1925	Aldermen	x	Mountain, J.A.	1962	Commissioner	X
Langstaff, W.R.	1926	Aldermen	x	Mountain, J.A.	1963	Commissioner	X
Langstaff, W.R.	1927	Aldermen	x	Moyes, P.	1921	Alderman	
Langstaff, W.R.	1928	Aldermen	x	Munro, D.	1911	Alderman	X
Langstaff, W.R.	1930	Mayor	x	Munro, D.	1913	Alderman	X
Langstaff, W.R.	1931	Mayor	x	Munro, D.	1925	Alderman	X
Langstaff, W.R.	1932	Mayor	x	Murdoch, A.	2008	Councillor	
Langstaff, W.R.	1933	Mayor	x	Murdoch, A.	2009	Councillor	
Lauder, W.M.	1929	Aldermen	X	Murdoch, A.	2010	Councillor	
Lauder, W.M.	1930	Aldermen	X	Murdoch, A.	2011	Councillor	
Lauder, W.M.	1931	Aldermen	X	Murdoch, A.	2012	Councillor	
Lauder, W.M.	1932	Aldermen	X	Murdoch, A.	2013	Councillor	
Lee, R.	1985/86	Aldermen		Neilson, W.	1919	Alderman	X
Lemire, J.L.	1981	Alderman		Neilson, W.	1920	Alderman	x
Lemire, J.L.	1982	Alderman		Neilson, W.	1921	Aldermen	x
Lemire, L.	1988	Alderman		Neilson, W.	1922	Aldermen	x
Lemire, L.	1989	Alderman		Neilson, W.	1923	Aldermen	x
Lemire, L.	1990	Alderman		Newell, T.	1986	Aldermen	
Luck, T.	2018	Councillor		Newell, T.	1987	Aldermen	
Norgaard, C.	1986	Aldermen		Nicholson, J.	1932	Aldermen	x
Norgaard, C.	1991	Mayor		Nicholson, J.	1933	Aldermen	x
Norgaard, C.	1992	Mayor		Nordquist, E.L.	1964	Commissioner	
Norgaard, C.	1993	Mayor		Nordquist, E.L.	1965	Aldermen	
Norgaard, C.	1994	Mayor		Nordquist, E.L.	1966	Aldermen	



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Norgaard, C.	1995	Mayor		Nordquist, E.L.	1967	Aldermen	
Norgaard, C.	1996	Mayor		Reid, F.A.	1911	Alderman	X
Norgaard, C.	1997	Mayor		Reid, F.A.	1912	Mayor	
Norgaard, C.	1998	Mayor		Reid, F.A.	1913	Mayor	
Norgaard, C.	1999	Mayor		Reid, F.A.	1918	Alderman	X
Norgaard, C.	2012	Councillor		Reid, F.A.	1919	Alderman	X
Norgaard, C.	2013	Councillor		Reid, W.G.	1981	Aldermen	
Norgaard, C.	2014	Councillor		Reid, W.G.	1982	Mayor	x
Norgaard, D.	2014	Councillor		Reid, F.A.	1983	Mayor	x
Norgaard, D.	2015	Councillor		Reid, F.A.	1984	Aldermen	
Norgaard, D.	2016	Councillor		Reid, F.A.	1985	Aldermen	
Norgaard, D.	2017	Councillor		Reid, F.A.	1925	Aldermen	
Norgaard, D.	2018	Councillor		Reid, F.A.	1926	Aldermen	
Norgaard, H.	1974	Aldermen		Reimer, E.	2000	Councillor	
Norgaard, H.	1975	Aldermen		Reimer, E.	2001	Councillor	
Norgaard, H.	1980	Aldermen		Reimer, E.	2002	Councillor	
Norgaard, H.	1981	Alderman		Reimer, E.	2003	Councillor	
Norgaard, H.	1982	Alderman		Reimer, E.	2004	Councillor	
Norgaard, H.	1983	Alderman		Reimer, E.	2005	Councillor	
Norgaard, H.	1985	Alderman		Reimer, E.	2006	Councillor	
Norman, V.E.	1957	Alderman		Reimer, E.	2007	Councillor	
Norman, V.E.	1958	Commissioner		Reimer, E.	2008	Councillor	
Parr, R.	1979	Alderman		Roline, S.	2008	Mayor	
Parr, R.	1980	Alderman		Roline, S.	2009	Mayor	
Phillips, F.W.	1929	Aldermen		Roline, S.	2010	Mayor	
Phillips, F.W.	1928	Aldermen		Roline, S.	2011	Mayor	
Pooley, H.W.	1953	Aldermen	x	Roline, S.	2012	Mayor	
Pooley, H.W.	1954	Aldermen	x	Roline, S.	2013	Mayor	
Pooley, H.W.	1955	Aldermen	x	Roline, S.	2014	Mayor	
Pooley, H.W.	1956	Aldermen	x	Samra, P.	2006	Councillor	
Pooley, H.W.	1957	Aldermen	x	Samra, P.	2007	Councillor	
Pooley, H.W.	1958	Commissioner	x	Samra, P.	2008	Councillor	
Pooley, H.W.	1959	Commissioner	x	Sanders, S.	2008	Councillor	
Pooley, H.W.	1960	Commissioner	x	Sanders, S.	2009	Councillor	
Pooley, H.W.	1961	Commissioner	x	Sanders, S.	2010	Councillor	
Pope, R.E.	1930	Aldermen		Sanders, S.	2011	Councillor	
Pope, R.E.	1931	Aldermen		Scott, P.	1932	Aldermen	x
Pratt, J.H.	1952	Aldermen		Scott, P.	1933	Aldermen	x
Pratt, J.H.	1953	Aldermen		Sheldon, T.	1994	Councillor	
Pratt, J.H.	1954	Aldermen		Sherwood, R.	1987	Aldermen	
Prowal, V.	2014	Councillor		Sherwood, R.	1988	Aldermen	
Prowal, V.	2015	Councillor		Sherwood, R.	1989	Aldermen	
Prowal, V.	2016	Councillor		Sherwood, R.	1990	Aldermen	



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Prowal, V.	2017	Councillor		Sherwood, R.	1997	Councillor	
Prowal, V.	2018	Councillor		Sherwood, R.	1998	Councillor	
Pope, R.E.	1930	Aldermen		Sherwood, R.	1999	Councillor	
Pope, R.E.	1931	Aldermen		Sherwood, R.	2000	Councillor	
Pratt, J.H.	1952	Aldermen		Sherwood, R.	2001	Councillor	
Pratt, J.H.	1953	Aldermen		Sherwood, R.	2002	Councillor	
Pratt, J.H.	1954	Aldermen		Sherwood, R.	2003	Aldermen	
Rabbitt, J.	1969	Aldermen		Sherwood, R.	2004	Councillor	
Rabbitt, J.	1970	Aldermen		Sherwood, R.	2005	Councillor	
Rabbitt, J.	1971	Alderman		Sherwood, R.	2006	Councillor	
Rabbitt, J.	1972	Alderman		Sherwood, R.	2007	Councillor	
Rabbitt, J.	1973	Alderman		Sherwood, R.	2008	Councillor	
Rabbitt, J.	1974	Alderman		Sidhu, R.S.	1981	Aldermen	
Rabbitt, J.	1981	Mayor		Sidhu, R.S.	1982	Aldermen	
Rabbitt, J.	1982	Mayor		Sidhu, R.S.	1983	Aldermen	
Rabbitt, J.	1983	Mayor		Sidhu, R.S.	1984	Aldermen	
Rabbitt, J.	1984	Mayor		Slater, T.	1921	Aldermen	x
Ransom, G.	1915	Alderman	X	Slater, T.	1924	Aldermen	x
Ransom, G.	1916	Alderman	X	Slater, T.	1925	Aldermen	x
Ransom, G.	1917	Alderman	X	Slater, T.	1926	Aldermen	Rabbitt, J
Ransom, G.	1918	Alderman	X	Slater, T.	1927	Aldermen	Rabbitt, J.
Ransom, G.	1919	Alderman	X	Slater, T.	1928	Aldermen	Rabbitt, J.
Ransom, G.	1920	Alderman	X	Slater, T.	1929	Aldermen	Rabbitt, J.
Ransom, G.	1921	Alderman	X	Slater, T.	1930	Aldermen	Ransom, G.
Ransom, G.	1924	Alderman	X	Slater, T.	1931	Aldermen	Ransom, G.
Ransom, G.	1926	Alderman	X	Slater, T.	1932	Aldermen	x
Treadwin	1925	Alderman		Slater, T.	1933	Aldermen	x
Tutill, G.H.	1913	Alderman	X	Stephenson, Capt.	1924	Aldermen	
Typusiak, R.	1991	Councillor		Taylor, R.	1920	Aldermen	x
Typusiak, R.	1992	Councillor		Taylor, R.	1921	Aldermen	x
Typusiak, R.	1993	Councillor		Taylor, R.	1922	Aldermen	x
Typusiak, R.	1994	Councillor		Taylor, R.	1923	Aldermen	x
Typusiak, R.	1995	Councillor		Walters, J.	1915	Mayor	x
Typusiak, R.	1996	Councillor		Walters, J.	1930	Aldermen	x
Typusiak, R.	1997	Councillor		Walters, J.	1931	Aldermen	x
Typusiak, R.	1998	Councillor		Wells, L.	1962	Commissioner	
Typusiak, R.	1999	Councillor		Wells, L.	1963	Commissioner	
Woodford, W.H.	1952	Aldermen		White, M.	2018	Councillor	
Woodford, W.H.	1953	Aldermen		Williams, E.R.	1928	Aldermen	x
Winch, H.	1927	Aldermen	x renamed River Ranch Road	Williams, E.R.	1929	Aldermen	x
Winch, H.	1928	Aldermen	x renamed River	Williams, O.	1957	Aldermen	x





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			Ranch Road				
Woodford, W.H.	1952	Aldermen		Williams, O.	1958	Commissioner	x
Woodford, W.H.	1953	Aldermen		Winch, H.	1927	Councillor	x renamed River Ranch Road
Zuk, S.	1967	Aldermen		Winch, H.	1928	Councillor	x renamed River Ranch Road

**FLORA NAMES**



### SCHEDULE "B"

NAME	USED		NAME	USED
ALDER			LARCH	
APPLE			LILAC	
ARBUTUS			LOCUST	
ASH			MAGNOLIA	
ASPEN	X		MAPLE	
BALSAM			MULBERRY	
BAMBOO			OAK	
BEECH			PALM	
BIRCH	X		PEAR	
BONSAI			PINE	X
BROOM			PINE(RIDGE)	X
BUCKTHORN			PLUM	
BUTTERCUP			PONDEROSA	X
CASCARA			POPLAR	
CEDAR			REDWOOD	
CHERRY			RHODODENDRON	
CHESTNUT	X		ROSE	
CLOVER			SAGE	X
COTTONWOOD			SASSAFRAS	
CYPRUS			SEQUOIA	
DOGWOOD			SITKA	
ELDER			SPRUCE	X
ELDERBERRY			SUMAC	
ELM			SUNFLOWER	X
EUCALYPTUS			SYCAMORE	
FIR	X		TAMARACK	
HAWTHORN			WALNUT	X
HEATHER			WATERLILY	
HEMLOCK			WILDROSE	X
HICKORY			WILLOW	X
HOLLY			WINTERBERRY	
IVY			WISTERIA	
JUNIPER	X		YEW	

# City of Merritt Council Policy

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Council Policy: Street Naming and Addressing

Category No. 06 - ##

Contact Department: [Engineering and Public Works](#)

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## 1. PURPOSE

A municipal address is a unique and unambiguous code which is used by City residents, businesses, emergency service personnel and visitors as the primary way to accurately identify and locate properties or structures. In addition, street names can provide a sense of community for residents and can act as a means of commemoration and identity for the community as a whole.

Since the street address is the primary means of identifying a location, it is essential to ensure that addresses are assigned in a consistent and clear manner.

## 2. POLICY

Streets in Area A shall be named after former elected municipal officials (Schedule "A") and Streets in Area B shall be named after indigenous flora and fauna (Schedule "B").

Addresses shall be assigned by Administration consistent with the Procedure and to allow for future expansion at a minimum of one address for each seven metres of frontage.

## 3. OBJECTIVES

**3.1** To standardize the assignment of municipal addresses and names to streets.

**3.2** To avoid confusion resulting from addresses or names which are too similar.

**3.3** To prevent haphazard methods of address and name assignment.

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Approved on	2002/04/23
Amended on	2006/09/12
Amended on	2018/06/26
Amended on	

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# City of Merritt Council Policy

## City of Merritt Elected Officials Schedule "A"

Name	Year	Position	Street Named	Name	Year	Position	Street Named
<b>A</b>				Brown, J.B.	1923	Aldermen	
Armstrong, G.B.	1929	Mayor	X	Brown, L.A.	2014-2018	Councillor	
<b>B</b>				Brown, L.A.	2018-2022	Mayor	
Baird, R.	1974-1978	Aldermen		Brown, R.	1976-1979	Aldermen	
Baird, R.	1979-1980	Mayor		Brown, R.	1984-1985	Aldermen	
Baird, R.	1984	Aldermen		Brown, R.	1989-1992	Aldermen	
Baird, R.	1985-1986	Mayor		Brown, R.	1993	Councillor	
Baird, R.	1989-1990	Mayor		Brownrigg, M.	1923	Aldermen	
Baird, R.	2000-2002	Mayor		Bryson, C.G.	1952-1956	Aldermen	
Baird, R.	2003-2005	Councillor		<b>C</b>			
Baker, D.	2008-2018	Councillor		Cade, J.	1986-1990	Aldermen	
Bann, J.	1961-1964	Commissioner	X	Cavaliere, G.	2000-2003	Councillor	
Bann, J.	1965-1973	Aldermen	X	Clarke, N.	2006	Councillor	
Bann, J.	1977-1978	Aldermen	X	Chambers, J.F.	1924	Aldermen	
Barr, L	1997-2002	Councillor		Charney, W.	2022-2026	Councillor	
Barrett, R.F.	1926	Aldermen		Christiansen, H.	1983	Aldermen	
Batten, T.J.	1964-1965	Commissioner		Christopherson, K.	2012-2022	Councillor	
Baxter, Y.	2023-2026	Councillor		Clarke, T.	1968-1969	Aldermen	X
Belshaw, D.	1927-1930	Aldermen		Collett, A.	1952-1957	Mayor	X
Bhangu, M.	2018-2021	Councillor		Collett, A.	1958-1964	Chairman	X
Billett, F.B.	1923	Aldermen		Collett, A.	1965-1966	Mayor	X
Blomberg, A.	1970-1973	Aldermen		Collett, A.	1969-1973	Mayor	X
Blomberg, A.	1975	Aldermen		Collett, A.	1975-1978	Mayor	X
Blomberg, A.	1977-1980	Aldermen		Coupland, C.	1922	Aldermen	
Boyd, J.P.	1913	Aldermen	X	Cowan, B.	1994-1996	Councillor	
Boyd, J.P.	1917-1919	Aldermen	X	Cowan, W.H.	1917-1918	Aldermen	
Boyd, J.P.	1920	Acting Mayor	X	Cowley, J.	1912	Aldermen	X
Boyd, J.P.	1921	Mayor	X	Cranna, W.	1916-1918	Aldermen	X
Boyd, J.P.	1922	Aldermen	X	Cranna, W.	1922-1923	Mayor	X
Boyd, J.P.	1924-1927	Mayor	X	Crawford, D.	1912	Aldermen	X
Bremner, I.	1955-1957	Aldermen	X	Cressey, G.F.B.	1954-1956	Aldermen	X
Bremner, I.	1958	Commissioner	X	<b>D</b>			
Bremner, I.	1960	Commissioner	X	DeWolf, J.M.	1952	Aldermen	X
Brigden, N.	2006-2008	Councillor		DeWolf, J.M.	1960	Commissioner	X
Brigden, N.	2011-2012	Councillor		<b>E</b>			
Britton, N.R.	1929	Aldermen		Eastwood, I	1911	Mayor	X
Brown	1986-1988	Aldermen		Egan, D.	2022-2026	Councillor	
Brown, F.	1968-1972	Aldermen		Emmerick, H.E.	1952-1953	Aldermen	
Brown, F.	1974	Mayor		Etchart, A.	2018-2026	Councillor	
Brown, F.	1975-1976	Aldermen		Ewart, A.	1914-1916	Aldermen	
Brown, F.	1979	Mayor					
Brown, F.	1985	Aldermen					

## City of Merritt Council Policy

<b>F</b>							
Fairclough, J.	1914	Alderman		Kroeker, H.	2000-2014	Councillor	
Fairley, A.	1922-1923	Aldermen	X	<b>L</b>			
Fairley, G.	1961-1964	Commissioner	X	Laird, D.	1991-1999	Aldermen	
Fairley, G.	1965-1966	Aldermen	X	Laird, D.	1993-1999	Councillor	
Fairley, G.M.P.	1952	Aldermen	X	Laird, D.	2003-2008	Mayor	
Fairley, R.	1973-1974	Aldermen	X	Lali, H.	1987-1990	Aldermen	
Fehr, T.	2018-2022	Councillor		Langstaff, W.R.	1924-1928	Aldermen	X
Fillinger, G.A.	1967-1968	Mayor		Langstaff, W.R.	1930-1933	Mayor	X
Foote, J.B.	1930-1931	Aldermen		Lauder, W.M.	1929-1932	Aldermen	X
Fox, T.	1991-1992	Aldermen		Lee, R.	1985-1986	Aldermen	
Fox, T.	1993	Councillor		Lemire, J.L.	1981-1982	Alderman	
<b>G</b>							
Gage, R.	1984-1987	Aldermen		Lemire, L.	1988-1990	Alderman	
Gage, R.	2000-2005	Councillor		Luck, T.	2018-2022	Councillor	
<b>M</b>							
Gillis, J.J.	1924-1927	Aldermen	X	Maxwell, G.	1919-1920	Aldermen	X
Gillis, J.J.	1928	Mayor	X	McCormack, H.	1994-1999	Councillor	
Gilmour, A.	1979-1983	Aldermen		McFarlane, J.	1914-1915	Aldermen	X
Goetz, M.	2008-2018	Councillor		McGoran, A.	1914-1917	Aldermen	X
Goetz, M.	2022-2026	Mayor		McGoran, A.	1932-1933	Aldermen	X
Gordon, A.	1912-1913	Aldermen	X	McGowan, H.	1967-1968	Aldermen	
Greig, H.	1914	Aldermen	X	McLean, D.	1994-1999	Councillor	X
Greig, H.	1916	Aldermen	X	McLean, P.	1914-1915	Alderman	X
Grimmett, M.L.	1918-1919	Mayor	X	McLean, P.	1922	Alderman	X
Guertin, S.	2003-2005	Councillor		McMillan, N.L.	1911	Alderman	X
<b>H</b>							
Henderson, G	1988	Aldermen		Menard, N.	2014	Councillor	
				Menard, N.	2014-2018	Mayor	
Heroux, L.	1968-1969	Aldermen		Menzies, J.A.	1911	Aldermen	X
Hilton, J.	1991-1992	Aldermen		Miller, L.	1994-1996	Councillor	
Hilton, J.	1993	Councillor		Mountain, J.A.	1954-1957	Aldermen	X
Hogg, R.	1932-1933	Aldermen		Mountain, J.A.	1958-1963	Commissioner	X
Hunter, N.	2007-2011	Councillor		Moyes, P.	1921	Alderman	
<b>I</b>							
				Munro, D.	1911	Alderman	X
Irvine, G.	1912-1913	Aldermen	X	Munro, D.	1913	Alderman	X
Irvine, G.	1917-1920	Aldermen	X	Munro, D.	1925	Alderman	X
<b>J</b>							
Jackson, A.	1911-1912	Aldermen	X	Murdoch, A.	2008-2013	Councillor	
<b>N</b>							
Jackson, A.	1914	Mayor	X	Neilson, W.	1919-1923	Alderman	X
Jackson, A.	1916-1917	Mayor	X	Newell, T.	1986-1987	Aldermen	
Jackson, R.	1915-1916	Aldermen	X	Newman, C.	2022-2023	Councillor	
John, H.	1912	Aldermen		Nicholson, J.	1932-1933	Aldermen	X
<b>K</b>							
				Nordquist, E.L.	1964	Commissioner	
Kroeker, H.	1982-1984	Aldermen		Nordquist, E.L.	1965-1967	Aldermen	
Kroeker, H.	1987-1988	Mayor		Norgaard, C.	1986	Aldermen	

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Norgaard, C.	1991-1999	Mayor		Scott, P.	1932-1933	Aldermen	X
Norgaard, C.	2012-2014	Councillor		Sheldon, T.	1994	Councillor	
Norgaard, D.	2014-2018	Councillor		Sherwood, R.	1987-1990	Aldermen	
Norgaard, H.	1974-1975	Aldermen		Sherwood, R.	1997-2008	Councillor	
Norgaard, H.	1980-1983	Aldermen		Sidhu, R.S.	1981-1984	Aldermen	
Norgaard, H.	1985	Alderman		Slater, T.	1921	Aldermen	X
Norman, V.E.	1957	Alderman		Slater, T.	1924-1933	Aldermen	X
Norman, V.E.	1958	Commissioner		Stephenson, Capt.	1924	Aldermen	
<b>O</b>				<b>T</b>			
Olguin, M.	2022-2026	Councillor		Taylor, R.	1920-1923	Aldermen	X
<b>P</b>				Treadwin	1925	Alderman	
Parr, R.	1979-1980	Alderman		Tutill, G.H.	1913	Alderman	X
Petroczi, P.	2022-2026	Councillor		Typusiak, R.	1991-1999	Councillor	
Phillips, F.W.	1928-1929	Alderman		<b>U</b>			
Pooley, H.W.	1953-1957	Aldermen	X	—			
Pooley, H.W.	1958-1961	Commissioner	X	<b>V</b>			
Pope, R.E.	1930-1931	Aldermen		—			
Pratt, J.H.	1952-1954	Aldermen		<b>W</b>			
Prowal, V.	2014-2018	Councillor		Walters, J.	1915	Mayor	X
				Walters, J.	1930-1931	Aldermen	X
<b>Q</b>				Wells, L.	1962-1963	Commissioner	
—				White, M.	2018-2022	Councillor	
				Williams, E.R.	1928-1929	Aldermen	X
<b>R</b>				Williams, O.	1957	Aldermen	X
Rabbitt, J.	1969-1974	Aldermen		Williams, O.	1958	Commissioner	X
Rabbitt, J.	1981-1984	Mayor		Woodford, W.H.	1952-1953	Aldermen	
Ransom, G.	1915-1921	Alderman	X	Winch, H.	1927-1928	Aldermen	X renamed River Ranch Road
Ransom, G.	1924	Alderman	X	<b>X</b>			
Ransom, G.	1926	Alderman	X	—			
Reid, F.A.	1911	Alderman	X	<b>Y</b>			
Reid, F.A.	1912-1913	Mayor	X	—			
Reid, F.A.	1918-1919	Alderman	X	<b>Z</b>			
Reid, F.A.	1925-1926	Aldermen	X	Zuk, S.	1967	Aldermen	
Reid, W.G.	1981	Aldermen	X				
Reid, W.G.	1982-1983	Mayor	X				
Reid, W.G.	1984-1985	Aldermen	X				
Reimer, E.	2000-2008	Councillor					
Roline, S.	2008-2014	Mayor					
<b>S</b>							
Samra, P.	2006-2008	Councillor					
Sanders, S.	2008-2011	Councillor					

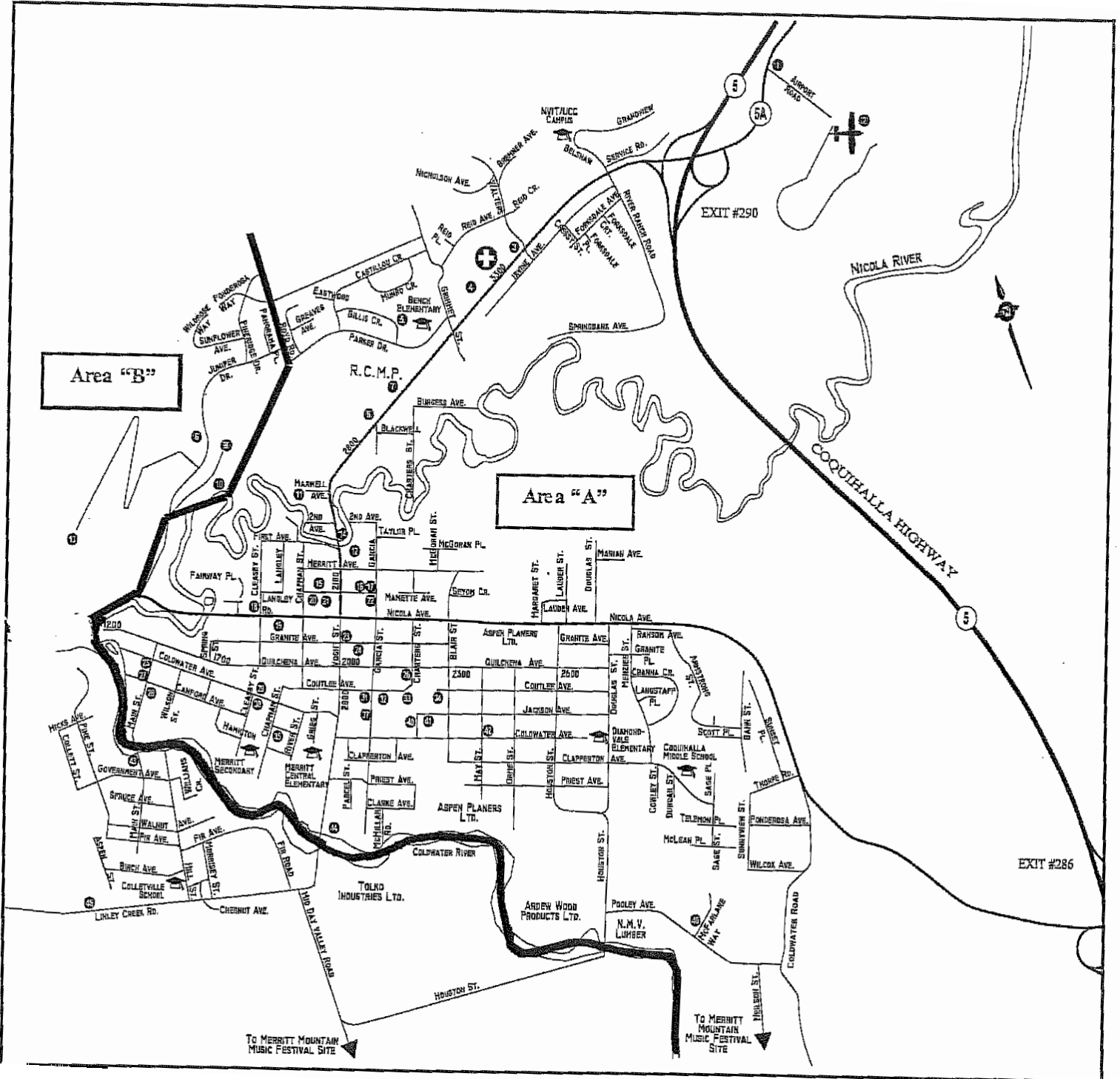
# City of Merritt Council Policy

## FLORA NAMES SCHEDULE "B"

NAME	USED		NAME	USED
ALDER			LARCH	
APPLE			LILAC	
ARBUTUS			LOCUST	
ASH			MAGNOLIA	
ASPEN	X		MAPLE	
BALSAM			MULBERRY	
BAMBOO			OAK	
BEECH			PALM	
BIRCH	X		PEAR	
BONSAI			PINE	X
BROOM			PINE(RIDGE)	X
BUCKTHORN			PLUM	
BUTTERCUP			PONDEROSA	X
CASCARA			POPLAR	
CEDAR			REDWOOD	
CHERRY			RHODODENDRON	
CHESTNUT	X		ROSE	
CLOVER			SAGE	X
COTTONWOOD			SASSAFRAS	
CYPRUS			SEQUOIA	
DOGWOOD			SITKA	
ELDER			SPRUCE	X
ELDERBERRY			SUMAC	
ELM			SUNFLOWER	X
EUCALYPTUS			SYCAMORE	
FIR	X		TAMARACK	
HAWTHORN			WALNUT	X
HEATHER			WATERLILY	
HEMLOCK			WILDROSE	X
HICKORY			WILLOW	X
HOLLY			WINTERBERRY	
IVY			WISTERIA	
JUNIPER	X		YEW	

# City of Merritt Council Policy

## Schedule C Map of City Areas





# Report

**City of Merritt**  
**Policy Committee Meeting**  
**March 6, 2025**

**File Number: XXXX**

**To:** Cynthia White, Chief Administrative Officer  
**From:** Alix Legouffe, Community Services Manager  
**Date:** February 27, 2025  
**Subject:** Naming Rights Policy

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**RECOMMENDATION:**

**That the Policy Review Committee directs staff to bring forward the “Naming Rights Policy” for Council consideration.**

**Background:**

The City has recognized the opportunity to secure financial support for civic and community facilities through the sale or allocation of Naming Rights. These agreements provide a means to generate funding for facility improvements, programs, and overall development, helping to ensure the City’s continued progress and success. In addition, the City has conducted research on best practices and approaches taken by other communities that have successfully implemented Naming Rights policies. By learning from these examples, the City can tailor its strategy to maximize financial benefits while assuring alignment with community values and maintaining a positive public image.

**Options / discussion**

1. The committee may return the proposed policy to staff with specific directions for changes or further development.
2. The committee may opt to recommend the proposed policy to council as presented.
3. The committee may receive this report for information.

**Financial / Risk Implications:**

The implementation of a Naming Rights policy for the City of Merritt's civic and community facilities offers significant financial benefit by creating a structured opportunity for sponsorship and naming rights. This policy:

1. Generates Revenue: by allowing business or organizations to acquire naming rights, the city can secure financial contributions that directly support civic facilities and programs.
2. Encourages Community Investment: This policy promotes investment in local facilities, leading to improved quality of services and infrastructure that benefits residents.
3. Promotes Positive Partnerships: Naming rights can also foster mutually beneficial relationships between the city and businesses, enhancing corporate-community engagement and support.
4. Financial Sustainability: As the city can leverage sponsorships for its facilities, the financial impact is long-term, reducing the need for additional taxes or external funding.

**Strategic Plan Reference:****Others Consulted:**

CAO

**Attachments:**

Naming Rights Policy  
 Cost Matrix draft  
 Appendix of Examples

**Respectfully submitted,**

**Alix Legouffe  
 Community Services Manager**

# City of Merritt Council Policy

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**Council Policy:** Naming Rights Policy

**Category No. ## - ##**

**Contact Department:** Community Services

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## 1. PURPOSE

This policy establishes a consistent framework for the evaluation, approval, and implementation of Naming Rights agreements, ensuring alignment with the City of Merritt's values, community identity, and financial sustainability. The City of Merritt is committed to enhancing the quality of its programs, services, and community facilities by encouraging sponsorship and naming rights opportunities.

## 2. POLICY

This policy applies to:

- Naming Rights for City-owned civic and community facilities.
- Physical spaces within City facilities (e.g., rooms, wings, outdoor areas).
- Excludes honorary naming or renaming for historical, cultural, or ceremonial reasons.

This policy does not apply to:

- Honorary Naming: Naming to recognize individuals or organizations for exceptional contributions without financial consideration.
- Renaming for Historical or Cultural Reasons: Adjustments to names to honor historical or cultural significance.
- Internal Naming: Assigning names for administrative or operational purposes by City staff.
- Private Properties: Facilities or spaces not owned or operated by the City of Merritt.
- Temporary Event Sponsorships: Naming rights associated with short-term events or campaigns.
- Naming of Streets
- Naming of Parks
- Non-city facilities
- Naming of programs or events

### General Principles

- Naming Rights agreements must align with the City's strategic priorities and uphold its reputation.
- The granting of Naming Rights is intended to support and promote investment in the Civic Community Facilities that provide important services to citizens.
- A Naming Rights Agreement may not compromise the City's or a Non-profit Tenants ability to carry out its functions.

# City of Merritt Council Policy

- Neither the City nor its Non-profit Tenant may relinquish any aspect of its right to manage and control a Civic Community Facility through a Naming Rights Agreement.
- Names should reflect positively on the City of Merritt and its community.
- Agreements must provide a tangible benefit to the City, such as financial contributions or services resulting in significant and direct benefits to the community.
- The City reserves the right to decline proposals that conflict with its values, policies, or public interest.
- Established names of facilities contribute significantly to a historic continuity, community identity and pride.
- Naming Rights recognition will be compatible with the physical attributes of a location.
- The approval of Naming Rights will not result in additional costs for the City, excluding the City's approval process.
- The authority to grant Naming Rights rests with council or its designate.
- The City will not pursue Naming Rights with respect to a Civic Community Facility fully occupied by a Non-profit Tenant.

## Guidelines

- Duration: Naming Rights agreements must specify a fixed term, subject to renewal.
- Brand Alignment: Names must not endorse controversial or offensive themes.
- Transparency: The City will maintain an open and transparent process for evaluating proposals.
- Any applicant seeking approval of the granting of Naming Rights must first establish an internal policy related to the sale of Naming Rights which has been approved.
- City Council or its designate shall have the authority to either grant or refuse any Proposal to name Civic Community Facilities or any portion thereof.
- The City shall evaluate Corporate Naming Proposals according to the following.
  - i. An assessment of the proposal against the applicant's mission, vision and values.
  - ii. The naming entity should have a direct relationship with the applicant
- The granting of Naming Rights will be considered for the following categories of Civic Community Facilities
  - i. New
  - ii. Renaming
  - iii. Interior Facility Components
  - iv. Exterior Facility Components

## Application Process

1. Submission: Applicants submit a Naming Rights proposal, including financial details and rationale.
2. Review: Proposals are reviewed by City staff for compliance with this policy.
3. Public Input: For major facilities, public consultation may be sought.
4. Approval: The proposal is submitted to City Council for final approval.

# City of Merritt Council Policy

## Roles and Responsibilities

- City Council: Final approval authority for Naming Rights agreements.
- City Staff: Review and recommend proposals to Council.
- Applicants: Ensure submissions comply with this policy and provide the required documentation.

## Naming Rights Agreement

The agreement must include:

- Terms of the Naming Rights, including financial considerations.
- Duration and renewal provisions.
- Conditions for name usage, maintenance, and potential termination.

## Definitions:

**Applicant:** An individual, organization, or corporation submitting a Naming Rights proposal.

**Civic and Community Facility:** Properties owned or managed by the City of Merritt, including public buildings, parks, trails, and other public spaces.

**Community Sports Facility:** Any recreational or sports-oriented facility managed or owned by the City.

**Designated City Staff:** Authorized personnel responsible for reviewing and processing Naming Rights proposals.

**Exterior Components:** Outdoor elements of a facility, such as signage, parking lots, or public-facing walls.

**Interior Components:** Indoor spaces within a facility, such as rooms, wings, lobbies, or auditoriums.

**Logo:** A graphic mark, emblem, or symbol representing a corporate or organizational identity.

**Market Valuations:** An assessment of the monetary value of Naming Rights based on market demand, visibility, and community impact.

**Naming Rights Agreement:** A formal, legally binding contract detailing the terms and conditions of a Naming Rights arrangement.

**Naming Rights:** The right to name a property, portion of a property, or asset in exchange for financial or other consideration.

# City of Merritt Council Policy

Proposal: A written submission requesting Naming Rights, including details of financial contribution and naming rationale.

Renaming: The process of changing the name of a facility, space, or component previously assigned.

Request for Consideration: A formal appeal for the review of a denied Naming Rights proposal or decision.

### 3. OBJECTIVES

- Enhance Community Engagement: Encourage partnerships with business and organizations that align with the city’s values, fostering community involvement and engagement through the Naming Rights process.
- Generate Financial Support: Secure financial contributions from sponsors to support and sustain the development, improvement, and maintenance of City-owned civic and community facilities.
- Preserve and Strengthen City Identity: Ensure that Naming Rights arrangements reflect the values, history, and culture identity of Merritt, contributing to the community’s sense of pride.
- Ensure Transparency and Fairness: Maintain a transparent, consistent, and equitable process for evaluation and approving Naming Rights proposals.

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**Approved on**  
**Amended on**  
**Amended on**  
**Amended on**

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## Appendix:

- **Diamond Sponsor:** Facility naming rights Nicola Valley Memorial Arena, Nicola Valley Aquatic Centre, Merritt Civic Centre
- **Platinum Sponsor:** Major facility areas like pools, gymnasiums, or auditoriums.
- **Gold Sponsor:** Specific sections like pool lanes, courts, or large conference rooms.
- **Silver Sponsor:** Smaller rooms, meeting spaces, or shared-use areas.
- **Bronze Sponsor:** Lockers, slide, diving board or other facility feature

Sponsorship Cost Matrix – Draft

Sponsorship Level	Cost (\$)	Term Payments	Total Payments
Diamond Sponsor	\$100,000 +	\$100,000/ year for 5 years \$100,000/ year for 10 years	\$500,000 \$10000,000
Platinum Sponsor	\$50,000 - \$99,999	\$50,000/ year for 5 years \$50,000/ year for 10 years	\$250,000 \$500,000
Gold Sponsor	\$25,000 - \$49,999	\$25,000/year for 5 years \$25,000/year for 10 years	\$125,000 \$250,000
Silver Sponsor	\$10,000 - \$24,999	\$10,000/year for 5 years \$10,000/year for 10 years	\$50,000 \$100,000
Bronze Sponsor	\$0 - \$9,999		



## **Economic Development Committee Terms of Reference**

**Type:**

Select Committee

**Purpose:**

The Economic Development Committee will advise Council on matters pertaining to economic development, downtown revitalization, investment, business attraction, and long-term economic sustainability.

**Composition:**

The Committee shall consist of up to 11 voting members, comprised of:

- Up to 3 members of Council, appointed by the Mayor
- Business owners that serve the City of Merritt
- Persons with expertise in business, investment, marketing, communications or planning and who have an interest in supporting and improving the economic viability of businesses in Merritt

In a non-voting advisory and support capacity:

- Chief Administrative Officer
- Tourism, Economic Development and Communications Manager
- Committee Clerk
- Representative from Community Futures Nicola Valley
- Representative from the Merritt and District Chamber of Commerce
- Electoral Area “M” Director
- Electoral Area “N” Director

**Duties:**

1. Facilitate the development of action plans to implement Council’s approved economic plans and initiatives
2. Provide advice and recommendations to Council regarding making amendments to or establishing new economic development plans and initiatives

3. Organize, facilitate and actively participate in efforts to implement economic plans and initiatives
4. Monitor, evaluate and report progress and achievements
5. Monitor funding available for economic development initiatives and encourage local government or other eligible agencies to apply for this funding, and provide input on funding applications
6. At the direction of Council, Liaise directly with local businesses regarding the formation of and provision of support to business improvement areas or downtown business association
7. Facilitate broad public involvement in community economic development and at Council's direction, provide educational opportunities and events related to planning and implementation of economic development plans and initiatives
8. Pursue any other matters referred to the Committee by Council and report back to the Council expeditiously, as required
9. Members of this Committee are expected to be involved in committee activities for approximately ten (10) hours per month, which may include evenings and weekends

**Reporting:**

The Committee will arrange to report to Council, on at least a semi-annual basis, though the Committee may make arrangements to come before Council more often to meet the needs of the Committee.

**Term:**

The Term of Committee member appointments will coincide with the term of Council.

**Meetings and Administration:**

- At the first Committee meeting, members will appoint a Chair by vote.
- The Economic Development Committee will meet a minimum of four times per year, or more frequently at the call of the Chair.
- Committee procedure shall be governed by the [Council Committee Policy](#)