

# AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, August 26, 2025 6:00 P.M. COUNCIL CHAMBERS, CITY HALL 2185 Voght Street Merritt, B.C

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

**Pages** 

# 1. CALL TO ORDER

# 1.1 Land Acknowledgement

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

2. LATE ITEMS

3. PUBLIC INPUT 10 m

# 4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - July 22, 2025

5

### Recommendation:

THAT the Minutes of the Regular Council Meeting held on July 22, 2025 be adopted.

# 5. GENERAL MATTERS - Delegations and Recognitions

# 5.1 TNRD Film Communications

10

Terri Hadwin, Film Commissioner, to present.

# 6. UNFINISHED BUSINESS

## 7. BYLAWS

# 8. NEW BUSINESS

# 8.1 Development Variance Permit DVP 2025-003 | 1799 Menzies Street

32

### Recommendation:

THAT Council grants Development Variance Permit 2025-003, to allow common open space instead of private open space for individual units for a multiple-unit apartment development at 1799 Menzies Street.

8.2 Discharge of Covenant LB265645 – 3299 River Ranch Road

52

### Recommendation:

THAT Council direct staff to discharge Covenant "LB265645", which was required at the time of approving rezoning application RZ2008-10, for 3299 River Ranch Road.

8.3 Water Meter Installations – Non-responsive Customers

92

### Recommendation:

THAT Council direct staff to turn water off until communication is established with customers after 3 letters from the contractor, one letter from the City and 3 phone call attempts have not established contact.

8.4 Digital Sign Installation – Public Information

95

### Recommendation:

THAT Council approve proceeding to final design and procurement of the digital information sign to be installed on Voght Street.

### Recommendation:

THAT Council authorize entering into agreements as required with Crimestoppers to fulfill the grant terms (Crimestoppers grant of \$14,385.00) and with the vendor, BMB Signs, under the City's standard contract terms.

### Recommendation:

THAT Council approve funding the balance of the Digital Public Information Sign project costs from the general capital reserve fund up to a maximum of \$18,000, subject to final budget confirmation and grant terms.

		Recommendation: THAT Council direct staff to proceed with establishing a partnership with Merritt Neighborhood Welcome to enhance community engagement, support local economic development, and provide a warm and inclusive welcome to new residents	
		Recommendation: THAT Council direct staff to include \$2,500 in the 2026 budget to purchase City branded items or facility passes to include in the welcome package.	
		Recommendation: THAT Council supports the inclusion of a 'Welcome to the Community' letter from the Mayor, to include in the welcome package.	
	8.6	Municipal Bylaw Response Summary: January – June 2025	130
		Recommendation: THAT the July 24, 2025 report of the Community Safety Coordinator entitled "Municipal Bylaw Response Summary: January - June 2025" be received for information.	
9.	NOTIO	CES OF MOTION	
10.	CAO I	REPORT	
	10.1	Fire Department Activity - July 2025	132
	10.2	RCMP Report - July 2025	143
	10.3	Council Resolutions	145
	10.4	Empower Event	159
11.	REPC	ORTS FROM COUNCIL	
12.	INFO	RMATION ITEMS	

Request to Partner with Merritt Neighborhood Welcome PR Corp

8.5

107

12.1	Letter of Support Request: Nicola Valley Birding Project	161
	Recommendation: THAT Council direct staff to issue a letter of support for the Nicola Valley Birding Project Community Gaming Grant request by Tourism Nicola Valley.	
12.2	Partnering to Strengthen Health Care Recruitment	165
12.3	One Book One Summer	168

# 13. CLOSED SESSION

### Recommendation:

THAT this meeting be closed to the public pursuant to Section 90(1) (e) the acquisition, disposition or expropriation of land or improvements and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality of the Community Charter.

- 13.1 Minutes
- 13.2 Section 90(1)(e)
- 13.3 Section 90(1)(e)
- 13.4 Section 90(1)(k)

# 14. TERMINATION OF MEETING

# MINUTES CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, July 22, 2025 6:00 P.M. COUNCIL CHAMBERS, CITY HALL 2185 Voght Street Merritt, B.C

PRESENT: Mayor M. Goetz

Councillor Y. Baxter Councillor W. Charney Councillor D. Egan Councillor A. Etchart Councillor P. Petroczi

REGRETS: Councillor M. Olguin

IN ATTENDANCE: Mr. K. Natkinniemi, Acting Chief Administrative Officer

Ms. L. Brick, Director of Corporate Services

Ms. H. Ferris, Director of Housing

Mr. R. Green, Director of Public Works and Engineering

Services

Mr. D. Zakall, Director of Community Services

Ms. K. Jodoin, Committee Clerk

### 1. CALL TO ORDER

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

# 1.1 Land Acknowledgement

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

# 2. LATE ITEMS

THAT the July 22, 2025 Closed Regular Meeting of Council be cancelled.

Moved, Seconded, CARRIED

# 3. PUBLIC INPUT

Nil.

# 4. ADOPTION OF MINUTES

# 4.1 Regular Council Meeting Minutes - July 8, 2025

Council requested the minutes be amended to reflect that Councillor Etchart did not attend the Immigrant Services Barbeque but did attend the Canada Day activities.

THAT the Minutes of the Regular Council Meeting held on July 8, 2025 be adopted as amended.

Moved, Seconded, CARRIED

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

# 5.1 Drought and Water Availability

To be presented by Patrick Farmer, Nk'e 2xép Management Committee.

Mr. Farmer and Terry Robert, Fraser Basin Council, reviewed water level conditions for 2025 noting the low water levels in the Nicola Region. They detailed the water level fluctuations throughout the summer emphasizing that the water level is very low for the current time of year. Mr. Farmer provided suggestions for landscaping techniques to improve ground water absorption in response to questions from Council.

# 6. UNFINISHED BUSINESS

Nil.

# 7. BYLAWS

Nil.

# 8. NEW BUSINESS

# 8.1 Housing Funding Direction

Ms. Ferris presented the report to Council addressing the issue of the provincial funding allocation. Council discussed alternative solutions for storing and/or selling the trailers as well as options for using the remaining funds. Staff stressed to Council that a decision regarding the funding needed to be made as soon as possible to ensure the funds are kept within the Community for low-income housing purposes.

Council requested additional time to make a decision and that this report be brought back to Council for the August 26, 2025 Regular Meeting of Council. THAT Council direct staff to move forward with options one and two as outlined in the July 8, 2025 report of the Director of Housing entitled "Housing Fund Direction".

Against (4): Mike Goetz, Wendy Charney, Dana Egan, and Paul Petroczi DEFEATED

# 8.2 New Street Naming – Gateway 286

THAT Council direct administration to name the new road that will be created by the subdivision of Block F Section 11 Township 91 Kamloops Division Yale District (PID 031-339-859) as "Spayum Way".

Moved, Seconded, CARRIED

## 8.3 2025 Q2 Report from Baillie House Information Centre

THAT the July 17, 2025 report of the Director of Community Services entitled "2025 Q2 Report from Baillie House Information Centre" be received for information.

Moved, Seconded, CARRIED

### 8.4 Transit Future Service Plan and Presentation

Ms. Jennifer Getz and Ms. Daynika White, BC Transit, presented options to expand the service routes to include Lower Nicola, Armstrong Street and areas in the Bench. Council inquired about hourly costs for the transit service and if adding this expanded service would be financially viable. It was noted that financial commitments from the TNRD and Cooks Ferry Indian Band may be sought prior to consideration of expanding services outside of the municipal boundaries.

THAT Council receive the presentation and Transit Future Service Plan for information.

Moved, Seconded, CARRIED

THAT Council endorse the BC Transit Future Plan as presented.

Moved, Seconded, CARRIED

THAT staff investigate the financial participation of the TNRD and Cooks Ferry Band of the presented future plan;

THAT staff present to Council a one-year operational report for Route #2, reflecting the period during which the bridge was fully functional.

Moved, Seconded, CARRIED

## 8.5 Flood Mitigation Quarterly Update – 2025Q2

THAT the July 17, 2025 report from the Flood Mitigation Communication Specialist entitled "Flood Mitigation Quarterly Update - 2025Q2" be received for information.

Moved, Seconded, CARRIED

### 9. NOTICES OF MOTION

Nil.

### 10. REPORTS FROM COUNCIL

Councillor Baxter reported on her attendance at the STUWI(x) Committee meeting.

Councillor Charney reported on her attendance at the BC is Burning presentation and requested that this presentation be made to Council.

Councillor Etchart reported on his attendance at the BC is Burning presentation.

Councillor Egan reported on her attendance at the BC is Burning Presentation, the Bass Coast Festival Tour and requested that Council visit a food hub in another BC community.

Mayor Goetz reported on his attendance at the Nicola Lake algae bloom meeting, meetings with Frank Caputo, Provincial Ministers and the Interim CEO for Interior Health. He noted on his attendance at Bass Coast Festival, TNRD and the Nicola Water Shed Governance Ceremony.

# 11. CAO REPORT

Acting CAO Natkinniemi reminded Council and the public of the Official Community Plan Public Engagement Session being held July 23, 2025.

- 11.1 Fire Department Activity June 2025
- 11.2 Council Resolutions

### 12. INFORMATION ITEMS

# 12.1 Grave Size Variance Request

THAT Council grant the requested size variance for Brian Robertson's headstone at Pine Ridge Cemetery.

# Moved, Seconded, CARRIED

TERMINATION OF MEETING
The Mayor declared the meeting ended at 7:48 pm.
Corporate Officer
Linda Brick
Certified correct in accordance with Section 124(2) (c) of the Community Charter
Confirmed on the day of, 20
Mayor
Michael Goetz

14.



Terri Hadwin, Film Commissioner

# Film Commission



The Region of BC's Best

# MISSION STATEMENT

"In collaboration and alignment with community and provincial partners, the Thompson-Nicola Film Commission attracts and encourages motion picture and digital media productions that will result in expenditures in, or exposure of the Thompson-Nicola Film Commission area."





# Thompson-Nicola Film Commission



# THOMPSON-NICOLA FILM COMMISSION BRITISH COLUMBIA • CANADA



**Terri Hadwin**Film Commissioner



Katie Brooks
Film Commission
Assistant



Vesta Giles
Film Commission
Assistant



# Film Commissions in BC

- Cariboo Chilcotin Coast Tourism
- Columbia Shuswap Film Commission
- Kootenay Regional Film Commission
- Okanagan Film Commission
- Northern BC Tourism
- Thompson-Nicola Film Commission
- Vancouver Island North Film Commission
- ▼ Vancouver Island South Film & Media Commission
- Oreative BC Provincial Film Commission







# FILM COMMISSIONER





What my friends think I do What my mom thinks I do

What society thinks I do



What scouts think I do



What I think I do



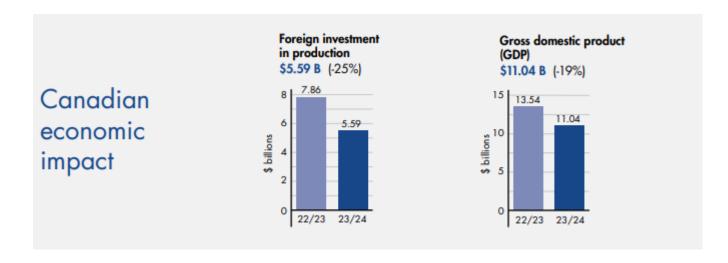
What I really do





# Film is an Economic Driver in BC and Region

C CREATIVE BRITISH COLUMBIA	CIERA	тм													
Figures in this table reflect use of B.C. multipliers for indirect and induced impacts. All results exclude any government subsidies received by industry.															
By Industry		2014		2015		2016		2017		2018	2019	2020	2021	2022	2023e*
															*estimate
Gross Domestic Product (\$ Million)															
Motion Picture		2014		2015		2016		2017		2018	2019	2020	2021	2022	2023e*
Direct	\$	824	\$	859	\$	988	\$	1,070	\$	1,161	\$ 1,258	\$ 1,004	\$ 1,213	\$ 1,176	\$ 868
Indirect multiplier	\$	159	\$	245	\$	351	\$	404	\$	407	\$ 509	\$ 445	\$ 537	\$ 523	\$ 386
Induced multiplier	\$	413	\$	573	\$	805	\$	862	\$	922	\$ 1,058	\$ 868	\$ 1,048	\$ 1,020	\$ 753
TOTAL	\$	1,395	\$	1,677	\$	2,143	\$	2,336	\$	2,490	\$ 2,825	\$ 2,317	\$ 2,797	\$ 2,719	\$ 2,007







# TNFC Stats in 2024

Thompson-Nicola motion picture industry's Direct Output, for 2024 is estimated at \$9.75M. (Labour, Profit, Supply and Service Spending Impacts.)





# Recent Successes



Nominated for the Academy Award for Best Documentary Feature Film Winner or multiple awards, including:

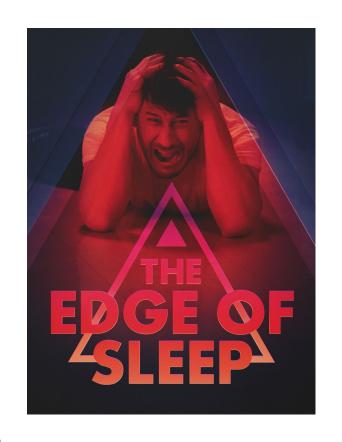
- Best Documentary Feature at Sundance Film Festival, Sarasota Film Festival, and San Francisco Film Festival
- Best True Crime and Political Documentary at the Critics' Choice Documentary Awards

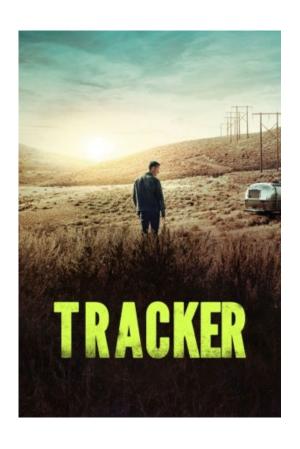


Page 17 of 168 Source: Wikipedia



# **Recent Productions**











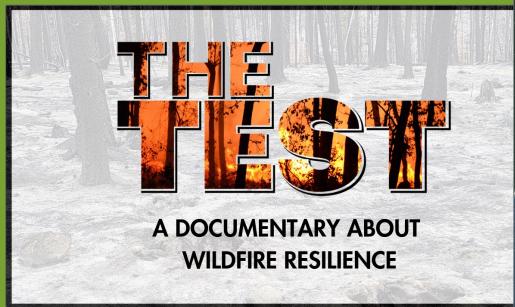
# **Recent Productions**







# **Short Films and Docs**







Page 20 of 168

# Recent Productions

The production that must not be named

(a portion of the Film Commission's work is hidden behind Non-Disclosure Agreements... but we're sure you've heard the rumors!)





# How is the Film Commission involved?





# **Operations**

- ✓ We read scripts
- ✓ We scout (search & inquire)
- ✓ We take pictures
- ✓ We build & maintain photo libraries
- ✓ We publish a Directory of Services
- ✓ We maintain a Crew Database
- ✓ We promote our locations
- ✓ We liaise with community to maintain "film friendliness"
- ✓ We create local awareness and pride
- ✓ We provide training and networking opportunities
- ✓ We support infrastructure and amenity growth
- ✓ We support domestic productions
- ✓ We welcome productions to the TNRD

  Page 23 of 168







# The Thompson-Nicola Film Commission is the region's ambassadors for film industry



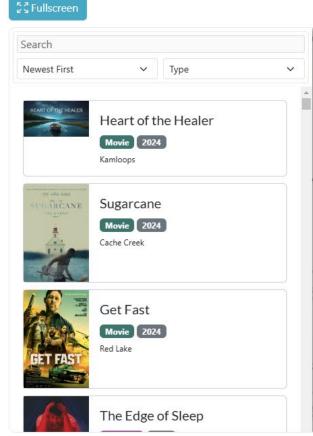


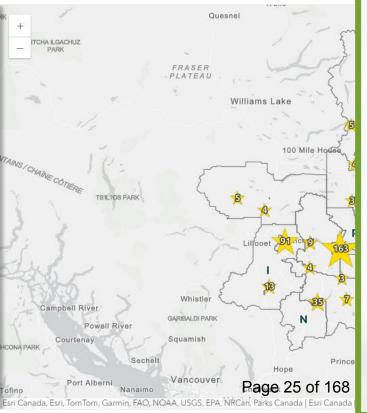
# Project accomplishments













# **Marketing Efforts**

American Film Market 2024







# Kamloops "Top 10 Small Cities to Live and Work as a MovieMaker" 3 years in a row









# Project accomplishments







# Industry learning in 2025



# LEARN ABOUT FI LM

A TWO-DAY EVENT FOR NEW AND EMERGING FILMMAKERS MARCH 7-8, 2025 AT THE PARAMOUNT THEATRE



**ELEVATE YOUR FILM CAREER.** 

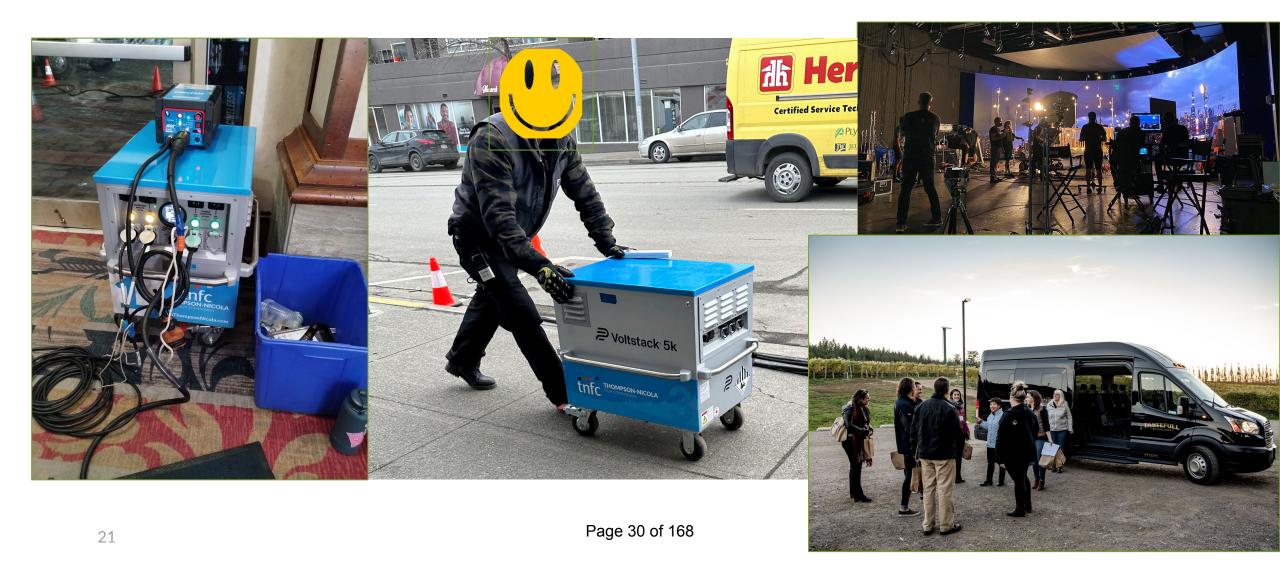
# REGISTER TODAY!



Page 29 of 168



# Other ongoing items...





# Where to connect with us

# Step into the TNFC spotlight!

 $Subscribe\ to\ get\ the\ latest\ film\ commission\ news\ and\ regional\ film\ highlights\ sent\ directly\ to\ your\ inbox.$ 

Email

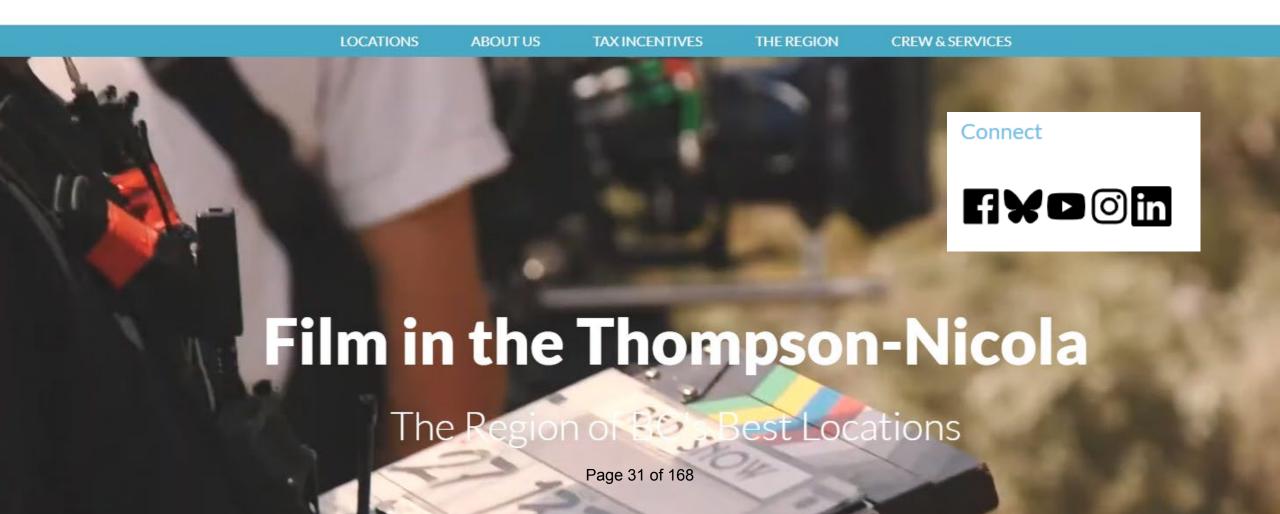
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CAREERS

TNRD GREEN





# Report

City of Merritt
REGULAR Council Meeting
August 26, 2025

File Number: DVP 2025-003

To: Cynthia White, Chief Administrative Officer

From: Krisha Shah, Planner

**Date:** August 15, 2025

**Subject:** Development Variance Permit DVP 2025-003 | 1799 Menzies Street

### **RECOMMENDATION:**

THAT Council grants Development Variance Permit 2025-003, to allow common open space instead of private open space for individual units for multiple-unit apartment development at 1799 Menzies Street.

### **Background:**

Conayt Friendship Society has applied for a Development Permit to construct a 50-unit Housing development at 1799 Menzies Street. The development is a mix of 1, 2 and 3 bedroom units. The multi-unit residential development permit application was circulated to internal departments and external agencies and reviewed by the Planning Department.

Upon review, it was determined that the development does not fulfil the requirement of **Private Open Space** in **Multiple-Unit Apartment** in **R8 – High Density Residential Zone**. Thus, a development variance is required.

As per section 7.11.6.f Site Development Regulations for R8 Zone in the Zoning Bylaw No. 2284, 2020:

<u>"Private Open Space must be provided for each Multiple Unit Apartment Dwelling Unit and Multiple Unit Townhome Dwelling Unit based on the following:</u>

i. 10 m2 for each three or more-bedroom unit; and
 ii. 7.5 m2 for each two-bedroom unit; and
 iii. 5 m2 for each one-bedroom unit or bachelor unit."

The Zoning Bylaw definition for Private Open Space is as follows:

"OPEN SPACE, PRIVATE means a usable area exclusive of required building Setbacks and parking areas (common or individual) which is developed for use by residents or tenants of a residential Dwelling Unit, and may include balconies, decks, or patios."

As per staff interpretation of the definition, the Zoning Bylaw prescribes provision of Private Open Space in the form of balcony / decks / patio for each individual unit based on the unit size.

As per the table below, the proponent has provided a common open space of a size that is the total of required private open space for individual units (please see attached rationale).

7. EXTERIOR OPEN SPACE SUMMARY											
REQUIRED AREA SUMMARY	AREA PER UNIT	# OF UNITS	SUBTOTAL (sm)	SUBTOTAL (sf)	BYLAW#	NOTES					
1 BEDROOM UNITS	5.0 sm	15	75	807 sf	7.11.6f						
2 BEDROOM UNITS	7.5 sm	25	187.5	2,018 sf	7.11.6f						
3 BEDROOM UNITS	10.0 sm	10	100	1,076 sf	7.11.6f						
EXISTING 3 BEDROOM TOWNHOMES	10.0 sm	9	90	969 sf	7.11.6f						
TOTAL OPEN SPACE REQUIRED	•		452.5 sm	4,871 sf							
EXISTING OPEN SPACE			112.8 sm	1,214 sf							
NEW OPEN SPACE			373.1 sm	4,016 sf		Ť					
TOTAL OPEN SPACE PROVIDED	•		485.9 sm	5,230 sf							

Thus, the development variance will vary the requirement of private open space for individual units and allow for a common open space instead.

### **Options / discussion**

- 1. THAT Council approves the Development Variance.
- 2. THAT Council requests staff to provide additional information.
- 3. THAT Council denies the Development Variance.

# **Strategic Plan Reference:**

The following policies of the Council's Strategic Plan 2024 – 2026 are relevant for the proposed Variance:

<u>Land Use + Development:</u> 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.

# Official Community Plan Reference:

<u>Development Permit Area 4: Multiple Unit Residential:</u>

12.4.65 Balconies: Include private patios for ground floor units and balconies for units above the ground floor.

# **Others Consulted:**

The application was sent out for referral to the following and no concerns have been raised:

- Holly Ferris, Housing Merritt Project Director
- Rick Green, Director of Public Works and Engineering
- John Passmore, Building Official
- Lynn Berlin, Building Official
- Stuart Milne, Fire Prevention Officer

The application was also sent to Interior Health – Healthy Built Environment team at time of Development Permit. As per their comments at the time:

Social connection, social safety net and sense of community belonging are all very important to support the mental and overall well-being of community members and the overall community to be more resilient.

 Having outdoor space for individual units. Patios for ground floor with transition to public space, and balconies or juliette doors for upper floors. These provide opportunities for social inter-action, eyes on the neighbourhood providing access to natural elements (views, fresh air, trees and plants).

Upon review of the rationale for the Variance, Interior Health supported the application and noted that these healthy built environment design considerations to support the social environment would contribute to quality of life and wellbeing of residents. However, affordability and safety, especially in this context, is most important.

### **Attachments:**

- Attachment A: Zoning Bylaw 2284, 2020: R8 High Density Residential Zone
- Attachment B: Letter of Rationale by proponent
- Attachment C: Development Drawings
- Attachment D: Interior Health Response letter for Development Permit
- Attachment E: Public Notice Mailout for properties within 30m

Respectfully submitted,

Krisha Shah Planner, Department of Development Services

# 7.11 High Density Residential (R8)

### 7.11.1 Intent

The High Density Residential zone is oriented towards higher-intensity, pedestrianoriented residential developments providing apartment buildings, row houses, back-toback townhomes or stacked townhomes on serviced Parcels.

# 7.11.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated R8:

- a. Dwelling, Multiple Unit Apartment;
- b. Dwelling, Multiple Unit Townhome.

## 7.11.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

a. Short-Term Rental.

### 7.11.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R8:

- a. Accessory Building;
- b. Daycare Centre, Major;
- c. Daycare Centre, Minor;
- d. Home-based Business.
- e. Secondary Suite in a Multiple Unit Townhome.

# 7.11.5 Subdivision Regulations

a. Parcels to be created in the R8 zone must conform to Table 7.11.5:

Table 7.11.5 Subdivision Regulations										
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth						
	Lane Access	360 m <sup>2</sup>	18 metres	20 metres						
	Front Access	360 m <sup>2</sup>	18 metres	20 metres						
	Corner	400 m <sup>2</sup>	20 metres	20 metres						
Dwelling, Multiple Unit	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres						
Apartment	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	20 metres, excluding the panhandle access						
	Pie	360 m²	6 metre frontage and average width of 18 metres	20 metres						
	Lane Access	360 m <sup>2</sup>	18 metres	20 metres						
	Front Access	360 m <sup>2</sup>	18 metres	20 metres						
	Corner	400 m <sup>2</sup>	20 metres	20 metres						
Dwelling, Multiple Unit	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres						
Townhome	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	20 metres, excluding the panhandle access						
	Pie	360 m²	6 metre frontage and average width of 18 metres	20 metres						

- b. Notwithstanding the regulations in Table 7.11.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not have a Parcel Area less than 78 m<sup>2</sup>.
- c. Notwithstanding the regulations in Table 7.11.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not be less than 3.9 metres in width.

# 7.11.6 Site Development Regulations \*

a. Site development in the R8 zone must conform to Table 7.11.6:

Table 7.11.6 Site Development Regulations								
Use	Parcel Type	Maximum Density (units per hectare of usable site area)	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height See Section 7.11.6(b)	Maximum Parcel Coverage
	Lane Access		0 metres	1.2 metres	N/A	0.9 metres	Lesser of 22 metres or 5 storeys	
	Front Access		0 metres	1.2 metres	N/A	3 metres	Lesser of 22 metres or 5 storeys	
Dwelling,	Corner	225, except as	0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 22 metres or 5 storeys	
Multiple Unit Apartment	Lane Access Corner	outlined in 7.11.6(d)	0 metres	1.2 metres	2.8 metres	0.9 metres	Lesser of 22 metres or 5 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 22 metres or 5 storeys	
	Pie		0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 22 metres or 5 storeys	000/
	Lane Access		3 metres	1.2 metres	N/A	5 metres	Lesser of 18 metres or 4 storeys	80%, except as outlined in
	Front Access		5 metres	1.2 metres	N/A	3 metres	Lesser of 18 metres or 4 storeys	7.11.6(e)
Dwelling,	Corner	225,	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Multiple Unit Townhome	Lane Access Corner	except as outlined in 7.11.6(d)	3 metres	1.2 metres	2.8 metres	5 metres	Lesser of 18 metres or 4 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 18 metres or 4 storeys	
	Pie		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Multiple Unit Apartment Dwelling and Multiple Unit Townhome Dwelling must be a minimum of 2 storeys in height.
- c. Notwithstanding the regulations in Table 7.10.6, for Multiple Unit Townhome Dwelling, if a Parcel has multiple Accesses, the corresponding Front, Exterior Side, and/or Rear Setback for a Principal Building is 5 metres.
- d. Notwithstanding the regulations in Table 7.11.6, if 20% of the total Dwelling Units are affordable housing, the maximum density may be increased, as per Table 4.26.

- e. Notwithstanding the regulations in Table 7.11.6, Parcel Coverage may be increased to a maximum of 95% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- f. Private Open Space must be provided for each Multiple Unit Apartment Dwelling Unit and Multiple Unit Townhome Dwelling Unit based on the following:
  - i. 10 m2 for each three or more bedroom unit; and
  - ii. 7.5 m2 for each two bedroom unit; and
  - iii. 5 m2 for each one bedroom unit or bachelor unit.
- g. Open Space in the minimum amount of 5% of the Parcel Area must be provided for purpose-built or Strata Multiple Unit Apartment or Multiple Unit Townhome Dwelling developments.
- h. Notwithstanding the regulations in Table 7.11.6, the Interior Side Setback for Multiple Unit Townhome Dwellings is 0 metres where adjoining units share a Parcel Line.
- i. Notwithstanding the regulations in Table 7.11.6, the Interior Side Setback for Multiple Unit Townhome Dwelling Garages with Access off a Lane is 0 metres when adjoining Garages share a Parcel Line.
- j. For building strata developments, the minimum Setback from the inner curb of the internal road is 1.5 metres to the building face and 4.8 metres to the front of a Garage.
- k. Minimum separation between buildings is as following:
  - i. 3 metres between Principal Buildings;
  - ii. 3 metres between Principal Buildings and Detached Secondary Dwellings; and
  - iii. 1.5 metres between Accessory Buildings and other Structures.

#### 7.11.7 Conditions of Use

- a. Each Multiple Unit Townhome Dwelling building must contain a minimum of three and a maximum of eight Dwelling Units.
- b. For Multiple Unit Townhome Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.
- c. For Multiple Unit Townhome Dwellings, Corner Parcel Dwelling Units must face the Flanking Street.

#### 7.11.8 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

# City of Merritt Council and Planning

# Development Permit Variance Letter of Explanation

1799 Menzies St Merritt BC V1k 1B8 On behalf of Conayt Friendship Society

Hello,

Thank you for your time to review our request for a variance to the requirement that the 362.5 m<sup>2</sup> of Private Open Space required for the proposed 50 unit as per zoning bylaw 2284, section 7.11.6.d be required to be fulfilled by individual patios or balconies.

After our proposed demolition the 3 existing townhouses on the eastern side of the property will remain, each 3-unit building has existing patios of over 40m<sup>2</sup> that would fulfill the requirement on 10m<sup>2</sup> for each 3-bedroom unit.

The proposed 50-unit building will be comprised of 15 one-bedroom units, 25 two-bedroom units, and 10 three-bedroom units. The total resulting Private Open Space required is 362.5m². The Open Space required for the entire property of 5% as per zoning bylaw 2284, section 7.11.6.e is calculated at 312.5m². We are proposing that the exterior open space remaining after the development is complete of 2502m² be utilized to fulfill both the open space and private open space total requirement of 675m² under the zoning bylaw. The 2502m² of hard and soft landscaping is private space inside the property line and not accessible to the public.

Included in the current project scope is the addition of a access gate along the west boundary of the project to provide access to the field at Diamond Vale Elementary School, approximately 14,000m<sup>2</sup> of open green space.

Early on in the project design the consideration of individual balconies was discussed with the property owners and operators and the decision to not include balconies was based on several applicable factors to best serve the needs of this unique development and the vulnerable and atrisk residents the project will provide much needed housing for. The following are the points which determined our direction.

Cost – With the main purpose of the project to deliver as many units as possible to people that may otherwise end up homeless, Conayt decided the construction money would be much better spent on increasing unit count.

Security – Some of the occupants Conayt provides housing for may be experiencing or fleeing safety issues with close partner violence or other situations where residents need the additional security of limiting access points to the building, requiring all residents and visitors to enter the building through the main entrance which will be monitored with security cameras provides a much safer environment.

Energy Efficiency – Balconies have an overall negative effect on the energy efficiency of a building with the cantilevered floor joists which support balconies. The protruding structural members provide a significant amount of thermal bridging and opportunities for air leakage and possible water intrusion. The owner and operator should see significant energy savings without the balconies and leaky sliding patio doors.

Maintenance, Aesthetics and Fire Safety – The owner has seen numerous issues in their other units where the balconies just become exterior storage areas that create maintenance issues, negatively affect the appearance of the building and property and can become a fire hazard is flammable materials are stored outside. Removing balconies also removes the individual BBQ's that create a fire risk when not maintained and supervised properly. Each balcony also requires an additional run and envelope penetration for the sprinkler head.

With the items listed above we believe it is the right direction for this project to not include private balconies. With the wording of the definitions in the zoning bylaw we believe this subject could use some clarification. Use of the word private is being interpreted as exclusively accessible by a single unit occupant, we understood the use of the word private for planning purposes as not accessible to the general public, as per the dictionary definition; as intended for or restricted to the use of a particular person, group, or class. The definition in zoning bylaw use the terminology that Open Space, Private may include balconies, decks, or patios. It appears that for multiple unit buildings it is required to be a balcony, patio, or private deck.

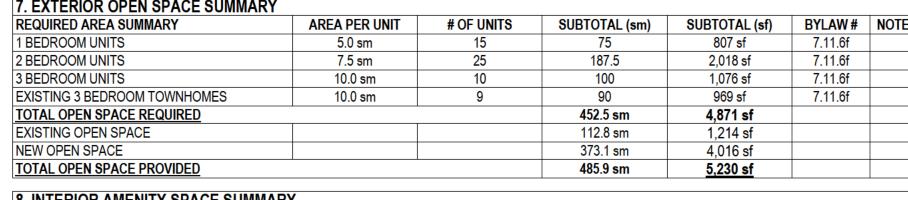


2 CURRENT & FUTURE TRANSPORTATION PLAN

3 FUTURE LAND USE PLAN (OFFICIAL COMMUNITY PLAN) 1:5000

I. PROJECT DATA EXISTING CIVIC ADDRESSES	1799 MENZIES STREE	ET, MERRITT. BC V1Y 1	A7			
EGAL DESCRIPTIONS	LOT A, DL 122, KDYD,	PLAN 35800				
BUILDING CODE EDITION	BRITISH COLUMBIA E	BUILDING CODE 2024				
NUMBER OF BUILDINGS	ONE					
AUTHORITY HAVING JURISDICTION	CITY OF MERRITT					
COORDINATING PROFESSIONAL	COLLIN CRABBE, ARG	CHITECT AIBC				
2. BUILDING CLASSIFICATION						3
FLOOR LEVELS	LEVELS 1-5					
MAJOR OCCUPANCY	GROUP C - RESIDEN	TIAL				
BUILDING CLASSIFICATION	3.2.2.50					
BUILDING INFORMATION	-	UIREMENTS		OSED		
NUMBER OF STOREYS	6 STORE	EYS MAX.	5 STC	REYS		
NEW BUILDING AREA	1,800.0	sm max.	1,013	3.7 sm		
EXISTING BUILDING AREA (3 TOWNHOUSES)	1,800.0	sm max.	538.	4 sm		
TOTAL BUILDING AREA	1,800.0	sm max.	1,552	2.1 sm		
CONSTRUCTION TYPE	COMB. & N	ION-COMB.	COMBUSTIE	BLE (COMB.)		
SPRINKLERED	Y	ES	YI	ES		
NUMBER OF STEETS FACING	N	I/A	Ol	NE		
FIRE RESISTANCE RATINGS						
FLOORS & MEZZANINES	1-1	HR.	1-1	HR.		
WALLS & BEARING STRUCTURE		HR.		HR.		
ROOFS & ROOF DECKS		HR.		HR.		
B. SITE SUMMARY						
	ZONING REQUIREME	NTS	PROPOSED	I		
SITE DIMENSIONS						
BITE AREA (PRE DEDICATION)	900.0 sm min.	9,688 sf min.	6,250.0 sm	67,274 sf		
OT WIDTH (SIDE TO SIDE)	40	131.2 ft min.	87.8 m	288.0 ft		
OT DEPTH (FRONT TO REAR)	30	98.4 ft min.	93.4 m	306.4 ft		
SITE COVERAGE						
SITE COVERAGE - EXISTING BLDGS BY AREA			538.4 m	5795.0 ft		
SITE COVERAGE - NEW BLDGS BY AREA			1013.7 m	10910.0 ft		
SITE COVERAGE - TOTAL BLDGS BY AREA	5,000.0 sm max.	53,819 sf max.	1,552.1 sm	16,705 sf		
SITE COVERAGE - BLDGS BY %		MAX		5%		
SITE COVERAGE - BLDGS & SURFACES BY SITE COVERAGE - BLDGS & SURFACES BY %	5,625.0 sm max. 95%	60,547 sf max. MAX	2,776.4 sm	29,885 sf 1%		
HEIGHT						
HEIGHT OF BUILDINGS (m)	22.0 m max.	72.2 ft max.	16.4 m	53.8 ft		
HEIGHT (# OF STOREYS)	5 STC	DREYS	5 STC	REYS		
SETBACKS						
FRONT YARD (EAST)	0.0 m min.	0.0 ft min.	61.3 m	11.2 ft		
SIDE YARD (EXTERIOR)	N/A	N/A	N/A	N/A		
SIDE YARD (INTERIOR)	1.2 m min.	3.9 ft min.	3.1 m	13.8 ft		
REAR YARD (WEST)	3.0 m min.	9.8 ft min.	3.2 m	13.8 ft		
BITE DENSITY						
SITE DENSITY - EXISTING UNITS			9			
BITE DENSITY - NEW UNITS			50			
DENSITY TOTAL	225 units n	per heactare		ber heactare		
			5 drino p			
I. FLOOR AREA SUMMARY	GROS	S AREA	NET /	AREA	NET/GROSS	NO
EVEL 1 APARTMENTS	1,013.6 sm	10,910 sf	772.6 sm	8,316 sf	76.2%	
EVEL 2 APARTMENTS	1,013.6 sm	10,910 sf	772.6 sm	8,316 sf	76.2%	
EVEL 3 APARTMENTS	1,013.6 sm	10,910 sf	772.6 sm	8,316 sf	76.2%	
EVEL 4 APARTMENTS	1,013.6 sm	10,910 sf	772.6 sm	8,316 sf	76.2%	
EVEL 5 APARTMENTS	918.8 sm	9,890 sf	772.6 sm	8,316 sf	84.1%	
TOTAL PROPOSED FLOOR AREA (FAR)	4,973.1 sm	53,530 sf	3,863.0 sm	41,581 sf	77.7%	
5. UNIT AREA SUMMARY						
		ET AREA			UNIT COUNT	NO
BED (UNIT A)		8 sm		9 sf	5	L
I BED (UNIT D)	67.9	9 sm	73	1 sf	4	
BED ACC. (UNIT D1)	67.9	9 sm	73	1 sf	1	
I BED (UNIT E)	65.9	9 sm	71	0 sf	4	
BED ACC. (UNIT E1)		3 sm		3 sf	1	
P BED (UNIT B)		ô sm		6 sf	23	
BED ACC. (UNIT B1)		ô sm		6 sf	2	
BED (UNIT C)		9 sm		32 sf	10	
, ,					50	
TOTAL # OF UNITS						

6. UNIT MIX SUMMARY		FLOOF	RLEVELS		UNIT COUNT	NOTES
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4-5	0	110120
1 BED (UNIT A)	1	1	1	2	5	
1 BED (UNIT D)	0	1	1	2	4	
1 BED ACC. (UNIT D1)	1	0	0	0	1	
1 BED (UNIT E)	0	1	1	2	4	
1 BED ACC. (UNIT E1)	1	0	0	0	1	
2 BED (UNIT B)	3	5	5	10	23	
2 BED ACC. (UNIT B1)	2	0	0	0	2	
3 BED (UNIT C)	2	2	2	4	10	
TOTAL # OF UNITS	10	10	10	20	50	
7. EXTERIOR OPEN SPACE SUMMAR	Ϋ́					
REQUIRED AREA SUMMARY	AREA PER UNIT	# OF UNITS	SUBTOTAL (sm)	SUBTOTAL (sf)	BYLAW#	NOTES
1 BEDROOM UNITS	5.0 sm	15	75	807 sf	7.11.6f	
2 BEDROOM UNITS	7.5 sm	25	187.5	2,018 sf	7.11.6f	
3 BEDROOM UNITS	10.0 sm	10	100	1,076 sf	7.11.6f	
EXISTING 3 BEDROOM TOWNHOMES	10.0 sm	9	90	969 sf	7.11.6f	
TOTAL OPEN SPACE REQUIRED			452.5 sm	4,871 sf		
EXISTING OPEN SPACE			112.8 sm	1,214 sf		
NEW OPEN SPACE			373.1 sm	4,016 sf		
<u> </u>						



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8. INTERIOR AMENITY SPACE SUMMARY			
PROVIDED AREA SUMMARY	SUBTOTAL (s	m) SUBTOTAL (sf)	
EVEL 2 ELDERS ROOM	27.0 sm	291 sf	
EVEL 3 ELDERS ROOM	27.0 sm	291 sf	
LEVEL 4 AMENITY ROOM	91.0 sm	980 sf	
TOTAL AMENITY SPACE PROVIDED	145.1 sm	1,562 sf	

	EXISTING UNITS	1-3 BED UNITS	4 BED UNITS		BYLAW#	NOTES
	3 units total	50 units total	0 units total			
REQUIRED SPACES SUMMARY	1.5 per unit min.	1.0 per unit min.	1.5 per unit min.		Table 5.18	
APARTMENTS (UNITS)	4.5	50	0	55		
APARTMENT (VISITORS)	50 UNITS * 0.1			5	Table 5.18	
LOADING SPACES	50 UNITS * 0.02			1	Table 5.18	
MOTORCYCLE STALL	(50-20 UNITS) * 0.1			3		
TOTAL SPACES REQUIRED				<u>64</u>		
ACCESSIBLE SPACES REQUIRED	PROVIDED AS PART (	OF THE TOTAL SPACE	ES REQUIRED (10%	6	5.15.1c	
REGULAR STALLS	PROVIDED AS PART (	OF THE TOTAL SPACE	S REQUIRED	41	Table 5.18	
SMALL STALLS	PROVIDED AS PART (	OF THE TOTAL SPACE	S REQUIRED	14	Table 5.18	4
MOTORCYLCE STALLS	PROVIDED AS PART (	OF THE TOTAL SPACE	S REQUIRED	3	Table 5.18	
PROVIDED SPACES SUMMARY	REGULAR SPACE	SMALL SPACE	ACCESS. SPACES			5
EXTERIOR PARKING LOT	41	14	6	61		
% OF SMALL CAR STALLS PROVIDED FOR		35% (MAX. 50%)			5.6.2	4
MOTORCYCLE STALLS		(50-20 UNITS) * 0.1		3	5.6.2	4
TOTAL SPACES PROVIDED				<u>64</u>		

REQUIRED LONG TERM SPACES SUMMARY	# OF UNITS	SPACE PER UNIT		TOTAL REQUIRED	BYLAW#	NOTES
UNITS	50	0.50 per unit		25	Table 5.18	
TOTAL LONG TERM SPACES REQUIRED				<u>25</u>		
DROVIDED LONG TERM OF A OFG OUTMANY				T		
PROVIDED LONG TERM SPACES SUMMARY						
ALL BIKE STORAGE ROOMS	25			25	Table 5.18	
TOTAL LONG TERM SPACES PROVIDED				<u>25</u>		
					•	
SHORT TERM SPACE SUMMARY	0.2 SPACES PER UN	IIT			Table 5.18	
# OF SHORT TERM SPACES REQUIRED	50 UNITS * 0.2	50 UNITS * 0.2			Table 5.18	
# OF SHORT TERM SPACES PROVIDED	REFER TO LANDSC	APE FOR BIKE RACK TYPE	S & LOCATIONS	10		

1. TENANT STORAGE SUMMARY						
	TENANT STO	RAGE ROOM				
	# OF LOCKERS	TOTAL AREA	BYLAW#			

	I ENANT STORAGE ROOM			
	# OF LOCKERS	TOTAL AREA	BYLAW#	NOTES
LEVEL 2 STORAGE ROOMS	10	420 sf		5
LEVEL 3 STORAGE ROOMS	10	420 sf		
TOTALS LOCKERS AND AREAS PROVIDED		839 sf		

NOTES
4 CALCULATIONS LIGHE DEPLOATION LOT ABEA (NOTED AS DDE)

1. CALCULATIONS USING PRE-DEDICATION LOT AREA (NOTED AS PRE).
2. UNIT NET AREA CALCULATED PER: WALLS BETWEEN UNITS: C/L OF WALL, CORRIDOR WALLS: C/L OF WALL, EXT. WALLS: OUTSIDE FACE OF SHEATHING.
3. STORAGE FOR TENANTS NOT REGULATED PER ZONING BY-LAW NOR SHOWN IN DETAIL - AREA SUMMARY PROVIDED FOR INFORMATION ONLY.
4. THE 50% REGULAR AND 50% SMALL VEHICLE RATIO APPLIES TO RESIDENTIAL UNIT PARKING ONLY AND DOES NOT CARRY OVER TO VISITOR...
5. THE 50% REGULAR AND 50% SMALL VEHICLE RATIO APPLIES TO RESIDENTIAL UNIT PARKING ONLY AND DOES NOT CARRY OVER TO VISITOR PARKING.





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2025-04-16 BC HOUSING REVIEW

2025-04-30 DEVELOPMENT PERMIT 2025-06-04 50% CONSTRUCTION DRAWINGS

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CONAYT FRIENDSHIP SOCIETY MENZIES ST. DEVELOPMENT

1799 Menzies St, Merritt, BC V1K 1A7

ZONING SUMMARY,

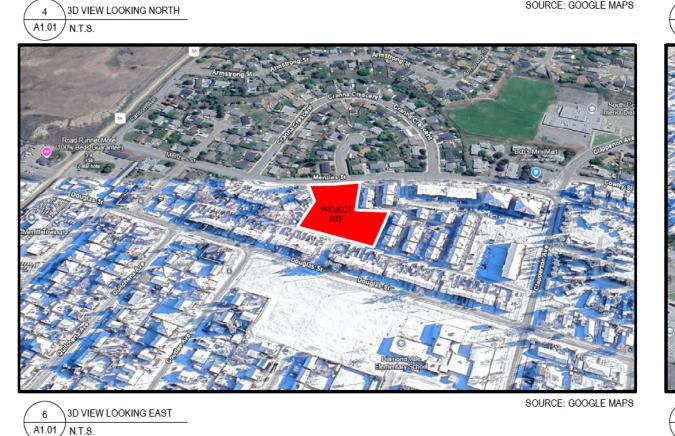
MAPS & PHOTOS

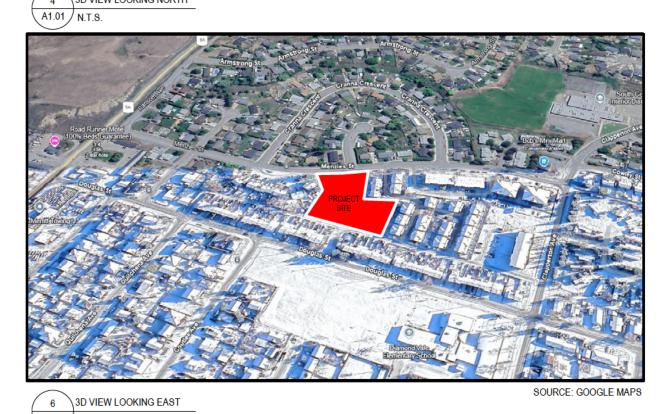
		E 50% REGULAR AND 50% SMA
2º VIEW SOUTH WEST FROM MENZIES ST.	Security Servers  Security Security Servers  Security Servers  Security Sec	Carried Control of Con
	4 3D VIEW LOOKING NORTH	SOURCE: GO



SOURCE: CITY OF MERRITT MAP VIEWER

SOURCE: CITY OF MERRITT MAP VIEWER





SOURCE: GOOGLE MAPS 7 3D VIEW LOOKING WEST

\	VIEW 1: VIEW NORTH EAST FROM MENZIES ST.	SOURCE: GOOGLE MA
	N.T.S.	

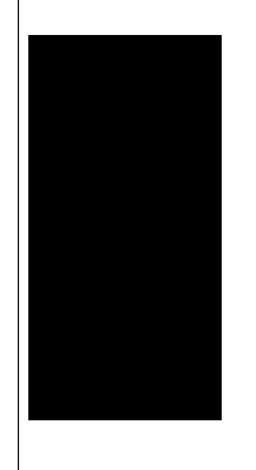


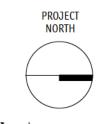


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Issued For	_
HOUSING REVIEW	

No.	Date	Issued For
1	2025-04-16	BC HOUSING REVIEW
2	2025-04-30	DEVELOPMENT PERMIT
3	2025-06-04	50% CONSTRUCTION DRAWINGS
4	2025-06-27	75% CONSTRUCTION DRAWINGS

	•	
No.	Date	Revision
-+		

Project Title
CONAYT FRIENDSHIP SOCIETY MENZIES ST. DEVELOPMENT

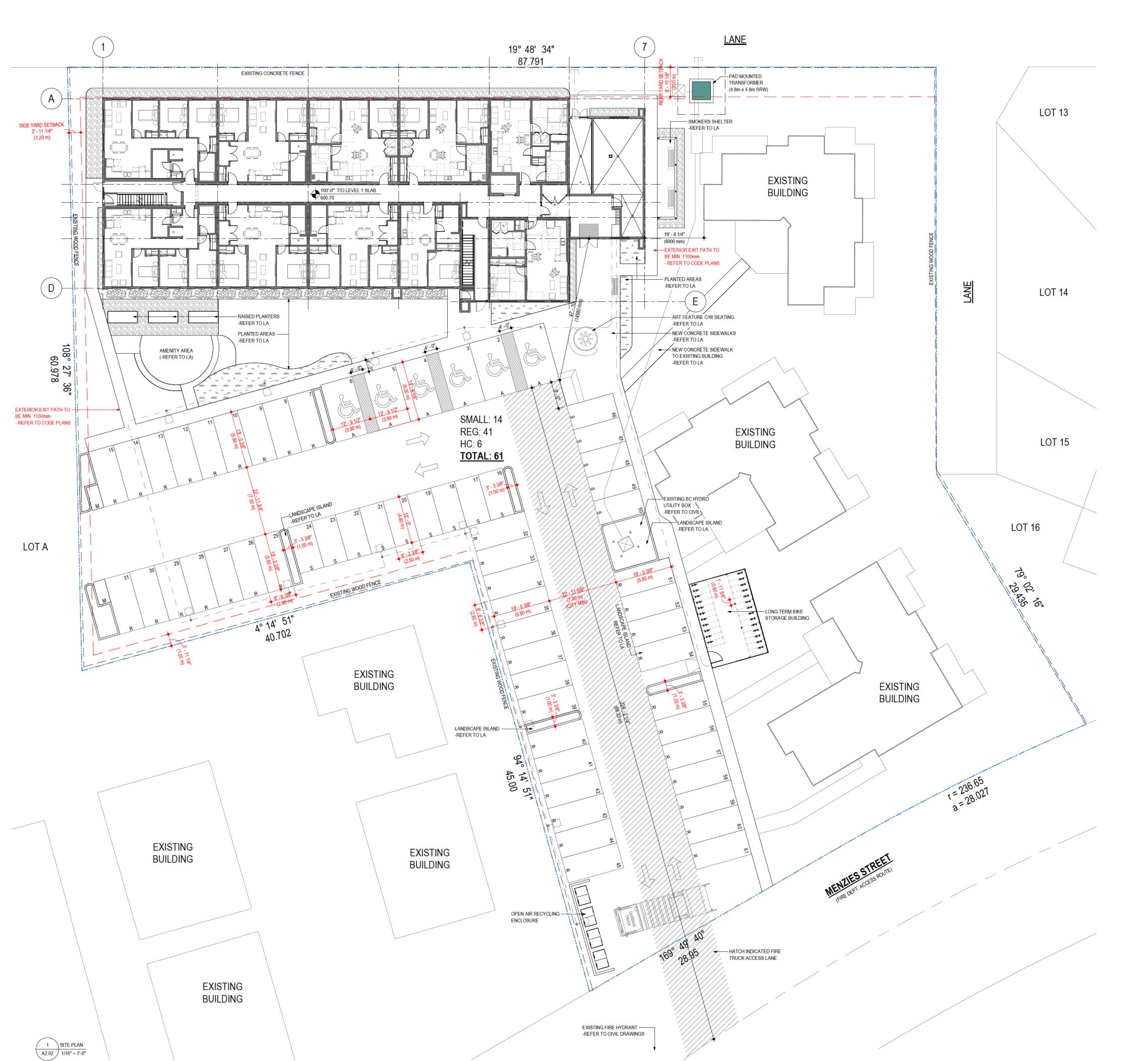
1799 Menzies St, Merritt, BC V1K 1A7

A2.01

Drawing Title

DEMO SITE PLAN

Scale	1/16" = 1'-0
Drawn	BN



SITE PLAN CODE AND CONSTRUCTION NOTES:

NOTES FOR ACTION - REFER TO NOTE 1 FROM GENERAL NOTES ON DRAWING A1.11.

DISTANCE FROM HYDRANT TO FIRE DEPARTMENT CONNECTION: THE FIRE DEPARTMENT CONNECTION SHALL BE LOCATED SO THAT THE DISTANCE FROM THE FIRE DEPARTMENT CONNECTION TO THE HYDRANT IS NOT MORE THAN 45 M AND IS UNOBSTRUCTED PER BCBC 3.2.5.15.(1). FIRE TRUCK LOCATION ADJACENT TO HYDRANT:

FOR A BUILDING PROVIDED WITH A FIRE DEPARTMENT CONNECTION, ACCESS ROUTE DESIGN SHALL ALLOW A FIRE DEPARTMENT PUMPER VEHICLE TO BE LOCATED ADJACENT TO THE HYDRANTS PER BCBC 3.2.5.5.(2A)

A BUILDING WHICH IS MORE THAN 3 STOREYS IN BUILDING HEIGHT OR MORE THAN 600 SM IN BUILDING AREA SHALL BE

PROVIDED WITH ACCESS ROUTES FOR FIRE DEPARTMENT VEHICLES TO THE BUILDING FACE HAVING A PRINCIPAL ENTRANCE DISTANCE FROM ACCESS ROUTE TO PRINCIPAL ENTRANCE:

ACCESS ROUTES SHALL BE LOCATED SO THAT THE PRINCIPAL ENTRANCE AND EVERY ACCESS OPENING REQUIRED BY ARTICLES 3.2.5.1. AND 3.2.5.2. ARE LOCATED NOT LESS THAN 3M AND NOT MORE THAN 15 M FROM THE CLOSEST PORTION OF THE ACCESS ROUTE REQUIRED FOR FIRE DEPARTMENT USE, MEASURED HORIZONTALLY FROM THE FACE OF THE BUILDING PER BCBC 3.2.5.5.(1). ACCESS ROUTE DESIGN:

PER BCBC 3.2.5.6. A PORTION OF A ROADWAY OR YARD PROVIDED AS A REQUIRED ACCESS ROUTE FOR FIRE DEPARTMENT

A. HAVE A CLEAR WIDTH NOT LESS THAN 6 M, UNLESS IT CAN BE SHOWN THAT LESSER WIDTHS ARE SATISFACTORY, B. HAVE A CENTRE-LINE RADIUS NOT LESS THAN 12 M,

ACCESS ROUTE SLOPE:

C. HAVE AN OVERHEAD CLEARANCE NOT LESS THAN 5 M,

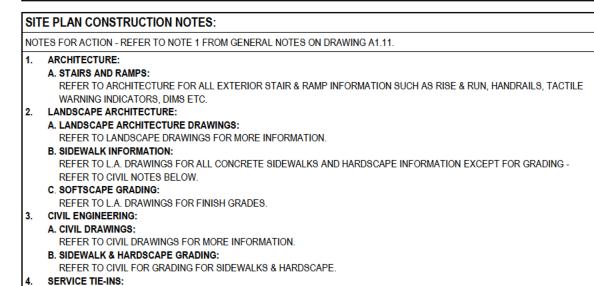
D. HAVE A CHANGE OF GRADIENT NOT MORE THAN 1 IN 12.5 (8%) OVER A MINIMUM DISTANCE OF 15 M REFER TO NOTE BELOW,

E. BE DESIGNED TO SUPPORT THE EXPECTED LOADS IMPOSED BY FIREFIGHTING EQUIPMENT AND BE SURFACED WITH CONCRETE, ASPHALT OR OTHER MATERIAL DESIGNED TO PERMIT ACCESSIBILITY UNDER ALL CLIMATIC CONDITIONS, F. HAVE TURNAROUND FACILITIES FOR ANY DEAD-END PORTION OF THE ACCESS ROUTE MORE THAN 90 M LONG, AND G. BE CONNECTED WITH A PUBLIC THOROUGHFARE.

PER BCBC INTERPRETATION #18-0094 THE MINIUM DISTANCE FOR THE CHANGE IN GRADIENT IS INTENDED TO REDUCE THE POSSIBILITY OF A FIRE DEPARTMENT VEHICLE BOTTOMING OUT ON THE TRANSITION BETWEEN ROADWAY SECTIONS THAT HAVE DIFFERENT SLOPES. PER FIGURE 3 OF THE INTERPRETATION THE SLOPE MAY BE MADE OUT OF TWO OR MORE SLOPED SECTIONS WITH DIFFERENT SLOPES AS LONG AS THE AGGREGATE IS NOT MORE THAN 8% WITH A SLOPE LENGTH LESS THAN 15M. THE MAXIMUM SLOPE IS 8% REGARDLESS OF SLOPED SECTION LENGTH.

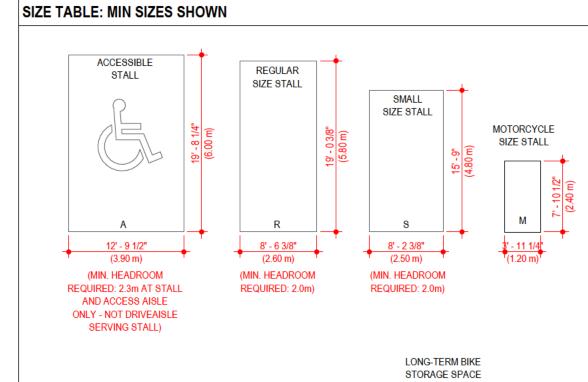
MUNICIPAL FIRE DEPARTMENT CONSULTATION: PER NOTES TO BCBC A-3.2.5.6.(1) THE DESIGN AND CONSTRUCTION OF FIRE DEPARTMENT ACCESS ROUTES INVOLVES THE CONSIDERATION OF MANY VARIABLES, SOME OF WHICH ARE SPECIFIED IN THE REQUIREMENTS IN THE CODE. ALL THESE VARIABLES SHOULD BE CONSIDERED IN RELATION TO THE TYPE AND SIZE OF FIRE DEPARTMENT VEHICLES AVAILABLE IN THE MUNICIPALITY OR AREA WHERE THE BUILDING WILL BE CONSTRUCTED. IT IS APPROPRIATE, THEREFORE, THAT THE LOCAL FIRE DEPARTMENT BE CONSULTED PRIOR TO THE DESIGN AND CONSTRUCTION OF ACCESS ROUTES. ANNUNCIATOR LOCATION:

AN ANNUNCIATOR SHALL BE INSTALLED IN CLOSE PROXIMITY TO A BUILDING ENTRANCE THAT FACES A STREET OR AN ACCESS ROUTE FOR FIRE DEPARTMENT VEHICLES PER BCBC 3.2.4.8.(1)





ALL TIE-IN LOCATIONS ARE APPROXIMATE - REFER TO CIVIL AND MECHANICAL.



(MIN. HEADROOM REQUIRED: 1.25m)

2 CITY OF MERRIT CAR PARKING STALL & DRIVEAISLE SIZE TABLE A2.02 3/32" = 1'-0"

DRIVEAISLE

W/90° PARKING

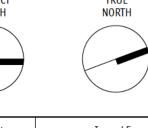


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2025-04-16 BC HOUSING REVIEW 2025-04-30 DEVELOPMENT PERMIT 2025-06-04 50% CONSTRUCTION DRAWINGS 4 2025-06-27 75% CONSTRUCTION DRAWINGS

No.	Date	Revision

CONAYT FRIENDSHIP SOCIETY MENZIES ST. DEVELOPMENT

1799 Menzies St, Merritt, BC V1K 1A7

A2.02

Drawing Title

SITE PLAN

Job No.	1908
Scale	As indicated
Drawn	BN
Chackad	CC





# Health and well-being for all

June 11, 2025

Krisha Shah and Shiming Huang, Planners City of Merritt 2185 Voght St. Box 189 Merritt, BC V1K 1B8

Sent via email: planning@merritt.ca

Attention: Krisha Shah and Shiming Huang

Re: File No. DP 2025-012 1799 Menzies Street

Thank you for the opportunity to provide comments on the proposed DPA 2 Urban Centre application for a proposed multi-family affordable housing building. We are pleased to learn of this proposal because it aligns with City of Merritt 2021 housing needs assessment which recommends working with nonprofit housing providers and it would provide housing for people facing disproportionate housing insecurity and homelessness. Overall, we are in support of this development.

The last Objective of DPA 2 (section 12.2.4) states the "guidelines are intended to... Enhance the public realm, provide ample opportunities for residents and visitors to gather and socialize..." With this in mind, I am sharing the following resources and suggestions for how the development can further support social connection, mental health, physical activity and overall wellbeing.

#### Resources:

- Fact Sheet: Supporting Health Equity Through the Built Environment (BC Centre for Disease Control). See planning principles 2 on page 5, 1 and 2 on page 6, 2 on page 12.
- Building Social Connections Toolkit of design actions to nurture wellbeing in multiunit housing (Happy Cities)
- Shade Lookbook A Guide to Designing Sun Safety (BC Cancer Prevention, SunSafeBC and UBC School of Architecture & Landscape Architecture)
- <u>Crime Prevention Through Environmental Design Principles</u> (CPTED Canada)

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dãkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tŝilhqot'in Nations where we live, learn, collaborate and work together.

#### Fence along alley:

My first recommendation is to not have the tall concrete fence along the alley on the west side of the property because it would open the ground floor at the back of the building to more light, views, natural settings and sightlines to allow more people to watch out for each other. Without the physical barrier the distance and busier roads children would need to travel to reach the school and playground would significantly decrease. Thereby increasing the accessibility to outdoor green and play spaces children have. Parents would be more apt to allow older children to play unsupervised at the school ground knowing the distance to home is short. Research has shown that regular exposure to physical activity and natural settings, even landscaping and views from a window, can increase mental and physical health.

#### Social connection:

Social connection, social safety net and sense of community belonging are all very important to support the mental and overall well-being of community members and the overall community to be more resilient. During challenging times, such as extreme weather events, family, friends and neighbours are best positioned to offer support. In order to foster social connection in multi-family settings the <a href="Happy Cities toolkit">Happy Cities toolkit</a> speaks to maximizing opportunities for spontaneous interaction using the location and design of social features. In the case of this proposed development, it is also important to consider how the design can be sensitive to the local Indigenous culture of the people. The following are some examples of how the concepts in this resource could apply to the proposed development:

- Have more outdoor gathering space near the front entrance that meets needs of all
  generations to create opportunities for spontaneous lingering and interaction. For
  example, raised community garden beds, seating and/or play area/structure, or a
  gazebo or other circular gathering space.
- Choose plants and art that resonate with local Indigenous culture.
- Having outdoor space for individual units. Patios for ground floor with transition to
  public space, and balconies or juliette doors for upper floors. These provide
  opportunities for social inter-action, eyes on the neighbourhood providing access to
  natural elements (views, fresh air, trees and plants).

#### Adapting to climate change:

The intensity and frequency of extreme heat is expected to increase significantly due to climate change. Exposure to prolonged heat in indoor environments is the most hazardous

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dãkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tŝilhqot'in Nations where we live, learn, collaborate and work together.

environmental hazard which disproportionately impacts people with lower socio-economic status. Ensuring units have adequate ventilation and climate control is very important.

The <u>Shade Lookbook</u> offers design principles and many great examples of natural and built forms of shade to help with climate change adaptation and create outdoor spaces for lingering, children playing and being social with neighbours.

Overall, we are pleased to learn of this development and are in support. I trust the resources shared above are beneficial for designing the space to fit the needs of future residents as best as possible. We are committed to working collaboratively with the City of Merritt and community partners to create policies and environments that support good health. Please contact me if you have any questions or require resources at

Sincerely,

Anita Ely
Specialist Environmental Health Officer
Healthy Communities, Healthy Families

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dãkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tŝilhqot'in Nations where we live, learn, collaborate and work together.

#### **Resources:**

Happy Cities. Building Social Connections – Toolkit of design actions to nurture wellbeing in multi-unit housing. <a href="https://happycities.com/building-social-connections-toolkit">https://happycities.com/building-social-connections-toolkit</a>

BC Cancer Prevention, SunSafeBC and UBC School of Architecture & Landscape Architecture. Shade Lookbook – A Guide to Designing Sun Safety.

http://www.bccancer.bc.ca/prevent/Documents/ShadeLookbook\_May2024.pdf

BC Centre for Disease Control - Healthy Built Environment Linkages Toolkit webpage <a href="http://www.bccdc.ca/health-professionals/professional-resources/healthy-built-environment-linkages-toolkit">http://www.bccdc.ca/health-professionals/professional-resources/healthy-built-environment-linkages-toolkit</a>

CPTED Canada. CPTED Principles webpage

#### Interior Health Response for Development Variance Permit

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tŝilhqot'in Nations where we live, learn, collaborate and work together.

#### Krisha Shah

From: Ely, Anita [IH]

**Sent:** August 20, 2025 5:36 PM

To: Krisha Shah

Subject: RE: Referral | DVP 2024-003 - DP2025-012 | 1799 Menzies Street | Referrals

Hello Krisha,

Sorry I haven't gotten get back to you until now.

I have reviewed the proponent's rationale for requesting private space be considered space that is public/common space to other residents of the property but not public/common space for the broader community. What they have put forward for consideration is reasonable and very specific to the context of the people that they anticipate will be living in this space. The suggestions and examples that I describe are applying the planning principles/guidelines that are outlined in the Happy Cities resource to what I understand of the proposal, which is much less than the proponents and their architecture consultants.

The best would be to find the balance of protecting residents' safety and perceived safety, low construction and maintenance costs and creating space(s) that foster sense of community belonging. If balconies and other private spaces that offer opportunity to engage with others outside of each individual unit are too cost and safety prohibitive, then I encourage the proponent and their architects to consider other ways the built environment they are designing can foster and support social connection and looking out for each other.

The overall project will be a much needed addition to the community. These healthy built environment design considerations to support the social environment would contribute to quality of life and wellbeing of residents. However, affordability and safety, especially in this context, is most important.

# Anita Ely (she, her, hers)

Specialist Environmental Health Officer Healthy Community Development



Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tŝilhqot'in Nations where we live, learn, collaborate and work together.

The contents of this e-mail, including its attachments, are intended for the exclusive use of the recipient and may **contain c**onfidential or privileged information. If you are not the intended recipient and received this in error, you are notified that taking any action in reliance on the contents of this information is strictly prohibited. Please notify the sender by reply e-mail immediately and permanently delete this e-mail and its attachments, along with any copies thereof. Be advised that copies of your response to this email may be stored outside of Canada, not in the custody or control of Interior Health and subject to the laws of other countries



#### PUBLIC NOTICE

Dear Owner / Tenant File: DVP 2025-003

#### RE: PROPOSED DEVELOPMENT VARIANCE PERMIT

Notice is hereby given that the City of Merritt Council will be considering a Development Variance Permit with respect to the City of Merritt Zoning Bylaw No. 2284, 2020, for the property situated at 1799 Menzies Street on August 26th, 2025 in the Council Chambers at City Hall (2185 Voght St), and broadcast live on www.merritt.ca/watchmeetings.

# **SUBJECT PROPERTY:**

Civic address: 1799 Menzies Street

Legal description: LOT A DISTRICT LOT 122 KAMLOOPS DIVISION YALE DISTRICT PLAN 35800

**PID:** 002-050-340

The proponent has submitted the development variance application requesting that Council vary:

Section 7.10.6 (e) of the City of Merritt Zoning Bylaw No. 2284, 2020 to allow common open space instead of private open space for individual units for multiple-unit apartment development at 1799 Menzies Street.

A copy of the proposed permit and relevant plans may be viewed Monday to Friday 8:00am to 12:00pm and 1:15pm to 4:30pm, excluding statutory holidays, at City Hall – Development Services, 2185 Voght Street, Merritt BC, until August 26, 2025.

If you feel that your interest in property may be affected by this proposed variance and you want to address Council on the matter please attend the meeting of August 26th, 2025, at 6:00pm. Or if you have any comments pertaining to this application, please submit them in writing to the undersigned prior to 11:59am, August 25<sup>th</sup>, 2025. Written comments including your name, address and phone number can be submitted in person, mail, or by email to planning@merritt.ca.

Sincerely,

Krisha Shah Planner, City of Merritt Box 189, 2185 Voght St Merritt, BC | V1K 1B8 Phone: 250-378-8615



Required 30m Public Notice as per Local Government Act and City of Merritt Land Use Amendment and Development Approval Procedures Bylaw No. 2076, 2009.







# Report

City of Merritt
REGULAR Council Meeting
August 26, 2025

File Number: XXXX

To: Cynthia White, Chief Administrative Officer

From: Purnesh Jani, Manager Planning and Development Services

**Date:** August 1, 2025

**Subject:** Discharge of Covenant LB265645 – 3299 River Ranch Road

#### **RECOMMENDATION:**

THAT Council direct staff to discharge Covenant "LB265645", which was required at the time of approving rezoning application RZ2008-10, for 3299 River Ranch Road.

## **Background:**

The City of Merritt approved a rezoning application RZ2008-10 requiring a Section 219 Convent (Attachment A) of the Land Title Act for the property addressed as 3299 River Ranch Road with the legal description LOT 1 DISTRICT LOT 121 AND SECTION 22 TOWNSHIP 91 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP58641 (PID: 023-698-438). The motion was passed on November 25<sup>th</sup>, 2008, at the Council meeting (Attachment B).

The Council required a covenant registered on the title as a condition for approving the rezoning, since the definition of **'STORY'** was not clearly outlined in Zoning Bylaw No. 1894, 2004. The Council report dated 25<sup>th</sup> November 2008, for RZ2008-10 application (Page 13 in Attachment C) stated the following:

"A legal letter of undertaking meeting all the requirements was received but Council further decided at the November 18th, 2008, regular meeting that absolute building heights be required since "story" is not defined in the zoning Bylaw and could potentially be interpreted as any height.

The new wording in the covenant will read similar to:

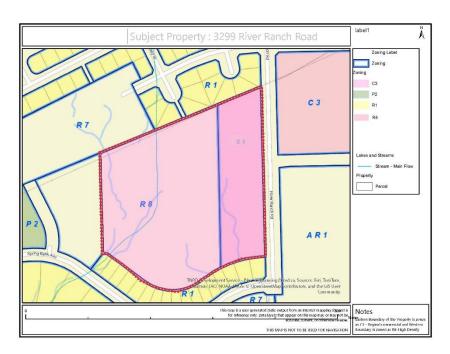
"any principal building for a residential use (including a home-based business)
permitted under the Covenantee's zoning Bylaw in effect at that time shall not exceed
two (2) storeys nor 12m in height; and

any building or structure for commercial use permitted under the Covenantee's zoning Bylaw in effect at that time shall not exceed one (1) story nor 10m in building height'

# Zoning Bylaw

The Subject Property is located within a split zoning designation, and the eastern portion is zoned C3 – Regional Commercial Zone, and the western portion is zoned R8 – High Density Residential Zone (Attachment E).

This split zoning allows for a combination of commercial and High Density Residential uses on the property, subject to the respective zoning regulations outlined in the current zoning bylaw.



The current Zoning Bylaw 2284, 2020 defines "**STOREY**" (below) and permits lesser of 22m or 5 storeys for the Apartment and Lesser of 18 meters or 4 storeys for Townhome for the R8- High Density Residential Zone. Furthermore, the current zoning allows a lesser of 22 meters or a five-storey height for the permitted principal and dictionary use in the C3 – Regional Commercial Zone.

Therefore, the covenant LB265645 is redundant and restricts the application of the current zoning bylaw regulations and limits the development potential of the Subject Property.

**"STOREY** means that part of a building other than a basement or loft which is situated between the top of any floor and the top of the next floor above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it."

#### Official Community Plan

The subject property has a split land use designation (Attachment F), allowing for General Commercial and Mixed-Use development along the eastern boundary, and Medium- to High-Density Residential development along the western boundary.

The OCP supports low and mid-rise Medium- to High-Density Residential Designation.

• 3.3.5 Medium to High Density Residential may include low and mid-rise buildings. (p.29)

Additionally, the Development Permit Area guidelines for Commercial and Mixed-Use Development support low and mid-rise buildings for commercial/mixed-use and residential developments

# **Options / Discussion**

 THAT Council rescind the previous motion related to Covenant "LB265645", which was required at the time of rezoning application RZ2008-10, and direct staff to proceed with discharging the covenant to allow current zoning regulations to apply to the property located at 3299 River Ranch Road;

Under Section 219 of the Land Title Act, the covenant may be discharged by the holder of the charge, which is the municipality. The Council's direction is required to initiate this process. Once discharged, current zoning regulations will apply without the restrictions imposed by the covenant.

2. THAT Council receives this report as information

## Financial / Risk Implications:

None.

## **Strategic Plan Reference:**

The following policies of the Council's Strategic Plan 2024 – 2026;

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:

Rick Green, Director of Public works and Engineering Kevin Natkinniemi, Director of Finance Linda Brick, Director of Corporate Service Cynthia White,CAO

# **Attachments:**

Attachment A – Covenant LB265645
Attachment B – Council Motion: November 25, 2008
Attachment C – Council Report: November 25, 2008
Attachment D – Meeting Minutes: November 18, 2008
Attachment E – Current Zoning Bylaw Map and Regulations
Attachment F – Excerpt from Land Use Designation Map.

# Respectfully submitted,

Purnesh Jani Manager – Planning and Development Services

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12 DEC 2008 10 12

LB0265645

EANO MALEACT LB0265647

FORM C

(Section 233)

Province of British Columbia

**GENERAL INSTRUMENT - PART 1** 

(This area for Land Title Office use)

PAGE 1 of 8 pages

PERSON ENTITLED TO INTEREST

Transferee

APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent) ABSTRACT REGISTRY OWEN BIRD LAW CORPORATION 2900 - 595 Burrard Street P.O. Box 49130 Vancouver, B.C. V7X 1J5 Telephone: (604) 688-0401 PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:\* (LEGAL DESCRIPTION) (PID) 023-698-438 NATURE OF INTEREST: \* DOCUMENT REFERENCE DESCRIPTION

Signature of Applicant's Solicitor or Agent

Lot 1 District Lot 121 and Section 22 Township 91 Kamloops Division Yale District Plan KAP58641

Pages 4 to 6 Section 219 Covenant Transferee Page 7 Priority Agreement granting Section 08/12/12 10:14:36 01 KL 072377 219 Covenant DOC I LESSpriority CHARGE \$198.45 over Mortgage LB194152 and Assignment of Rents LB194153 Transferee Page 8 Priority Agreement granting Section 219 Covenant Doc 2LESS priority over Mortgage CA861275 TERMS: Part 2 of this instrument consists of (select one only): Filed Standard Charge Terms D.F. No. (b) Express Charge Terms Annexed as Part 2 (c) Release There is no part 2 of this instrument A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

(Page and paragraph)

5. TRANSFEROR(S): \*

MATWAY DEVELOPMENTS LTD. (Inc. No. BC0811393), 36675 Dawson Road, Abbotsford, B.C. V3G 2L1

BARRY CHARLES HOLDINGS LTD. (Inc. No. BC0390899) and MANDATE NATIONAL MORTGAGE CORPORATION (Inc. No. A15572)(as to priority - each as to an undivided ½ interest in Mortgage LB194152 and Assignment of Rents LB194153)

**589119 B.C. LTD.** (Inc. No. BC0808392)(as to priority – Mortgage CA861275)

TRANSFEREE(S):\*

CITY OF MERRITT, 2185 Voght Street, PO Box 189, Merritt, B.C. V1K 1B8

7. ADDITIONAL OR MODIFIED TERMS: \*

N/A

# GENERAL INSTRUMENT - PART 1

Page 2

EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any:

		Execu	ition Da	te	
	Officer Signature(s)	Y	М	D	Party(ies) Signature(s)
					Transferor signature(s):
					A CAMPANA NA DESCRIPTION OD A CAMPANA NA CAM
	$1 \cap 0$				MATWAY DEVELOPMENTS LTD. by its authorized signatory.
	A Company				its authorized signatory.
			[]	10	17 W/ 1/
,	SUSANIE. LLOYD	08	1 (	٥	Name: WAYNE LEGER
	Barrister & Solicitor 2900 - 595 BURRARD ST.				Name. Vo. 3.02 —
	VANCOUVER, B.C. V/X 1J5				DARRIE GYLANIE EG WOY DINGG I ED 1
	604-691-7576				<b>BARRY CHARLES HOLDINGS LTD.</b> by its authorized signatory(ies):
(			, 1	107.	its authorized signatory (res).
,	And I want to the same of the	08	II.	14	Bulletnen
	John R. (Jack) La Van				Name: BARRY GLOTTAN
	Lawyer				
	LA VAN & CONTINGS Street 704-1478 West Hastings Street V6G 316				Name:
	704-1478 West Hastings Vancouver, B.C., V6G 3J6 Phone: 604-669-1411				
	Phone: do4-do5				MANDATE NATIONAL MORTGAGE
				,	corporation by its authorized signatory(ies):
					Signatory(103).
_	Man V	08	ll	14	We fork
					Name: Awa Config
'	John R. (Jack) La Van				
	LA VAN & COMPANY				Name:
	704-1478 West Hastings Street				
	Vancouver, B C., V6G 3J6  Phone: 604-669-1411				CITY OF MERRITT by its authorized
					signatory(ies):
	Carole Fraser	08	11	25	- Lold
			"		Name: Ruth Tolegton Orporate Services
	CAROLE M.L. FRASER				1001
	Commissioner for taking Affidavits in the Province of BC				Name: David Laird /
	2185 Voght Street Merritt BC V1K 1B8				Mayor
	Midner 20 - 1111-12				]

#### OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument. If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

LAND TITLE ACT

FORM D

# **EXECUTIONS CONTINUED**

PAGE 3

	Exe	cution [		
Officer Signature(s)	Y	М	D	Transferor Signature(s)
	08	11	13	589119 B.C. LTD. by its authorized signatory(ies):  Name: Dean (2-see)
ROGER E HOLLAND  Barrister & Solictor / Notary Public  SINGLETON URQUHART LLP  LEGAL COUNSEL  1200 - 925 West Georgia Street  Vancouver BC V6C 3L2				Name:

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

SEL01135

#### **TERMS OF INSTRUMENT - PART 2**

**SECTION 219 COVENANT** 

THIS INDENTURE made the November, 2008

Pursuant to the provisions of Section 219 of the Land Title Act

#### **BETWEEN:**

MATWAY DEVELOPMENTS LTD. (Inc. No. BC0811393) of 36675 Dawson Road, Abbotsford, B.C. V3G 2L1

(hereinafter called the "Covenantor")

OF THE FIRST PART

#### AND:

CITY OF MERRITT, a municipality incorporated under the laws of British Columbia, having an office at 2185 Voght Street, PO Box 189, Merritt, B.C. V1K 1B8

(hereinafter called the "Covenantee")

OF THE SECOND PART

#### WHEREAS:

A. The Covenantor is the registered owner in fee simple of land in the City of Merritt in the Province of British Columbia, which lands are more particularly known and described as:

Parcel Identifier: 023-698-438 Lot 1 District Lot 121 and Section 22 Township 91 Kamloops Division Yale District Plan KAP58641

(hereinafter called the "Lands");

- B. The Covenantor has requested that the Covenantee approve a rezoning of the Lands, and the Covenantee has requested and the Covenantor has agreed to grant the within covenant to restrict the height of buildings to be constructed on the Lands; and
- C. Section 219 of the Land Title Act provides that there may be registered as a charge against the title to any land a covenant in favour of a municipality, either of a negative or a positive nature, that land is to be used in a particular manner, that land is to be built or not to be built on except in accordance with the covenant, or that land is not be subdivided except in accordance with the covenant;

**NOW THEREFORE, IN CONSIDERATION** of sum of One Dollar (\$1.00) now paid by the Covenantee to the Covenantor and other good and valuable consideration, the receipt and

sufficiency of which is hereby acknowledged by the Covenantor, the Covenantor covenants and agrees with the Covenantee as follows:

- 1. The Lands shall not be built upon and no building permit shall be issued for the construction, location or alteration of any building or structure on the Lands that does not comply with the following requirements:
  - a. any principal building for a residential use (including a home-based business) permitted under the Covenantee's zoning bylaw in effect at that time shall not exceed two (2) storeys nor 12 metres in building height; and
  - b. any building or structure for a commercial use permitted under the Covenantee's zoning bylaw in effect at that time shall not exceed one (1) storey nor 10 metres in building height.
- 2. The Covenantor shall at all times and does hereby indemnify, save harmless, release and forever discharge the Covenantee from and against all manner of actions, causes of action, claims, debts, suits, damages and promises whatsoever, at law or in equity, whether known or unknown, including without limitation for injury to persons or property, including death of any person, directly or indirectly, arising or resulting from, or attributable to, any act, omission, negligence or default of the Covenantor, in connection with or in consequence of this Agreement.
- 3. Subject to the provisions of section 219 of the Land Title Act, the covenants contained in this Agreement shall burden and run with the Lands. This Agreement may only be modified or discharged with the consent of the Covenantee pursuant to the provisions of Section 219(9) of the Land Title Act.
- 4. Except as provided in this Agreement, the Covenantee's rights and powers in the exercise of its functions pursuant to all public and private statutes, bylaws, orders and regulation, shall not be prejudiced nor affected by this Agreement.
- 5. The Covenantor will, if requested by the Covenantee, execute or cause to be executed such further and other documents and give such further and other assurances which may be reasonably necessary to give proper effect to the intent of this Agreement as may reasonably be requested by the Covenantee.
- 6. Notwithstanding anything contained herein, neither the Covenantor nor any future owner of the Lands or any portion thereof shall be liable under any of the covenants and agreements contained herein where such liability arises by reason of any act or omission occurring after the Covenantor or any future owner ceases to have any further interest in the Lands.
- 7. Waiver of any default by either party shall not be deemed to be a waiver of any other default.
- 8. Wherever the singular or masculine or neuter is used herein, the same shall be construed as including the plural, feminine, body corporate or politic unless the context requires otherwise.

- 9. If any portion of this Agreement is held to be invalid or unenforceable, then such portion shall be severed from this Agreement and shall not affect the validity of the remainder of this Agreement which shall remain in full force and effect.
- 10. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.
- 11. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.
- 12. Wherever there is a reference to an enactment in this Agreement, that reference shall include a reference to any subsequent enactment of like effect, and unless the context otherwise requires, all statutes referred to herein are enactments of the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the Form C General Instrument – Part 1 attached hereto as of the date thereon.

#### CONSENT AND PRIORITY AGREEMENT

#### WHEREAS:

- A. The Transferor, Matway Developments Ltd., has granted the Transferee the attached section 219 covenant (the "Encumbrance"); and
- B. The Transferee has requested that Barry Charles Holdings Ltd., as to an undivided ½ interest, and Mandate National Mortgage Corporation, as to an undivided ½ interest (collectively, the "Chargeholder") grant the Encumbrance priority over the mortgage and assignment of rents registered in the records of the Kamloops Land Title Office under numbers LB194152 and LB194153 (collectively, the "Charge") and the Chargeholder has agreed to such priority on the terms that follow.

NOW THEREFORE, for \$1.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed by the Chargeholder, the Chargeholder, being the holder of the Charge, hereby approves, joins in and consents to the granting of the Encumbrance and consents and agrees that the Encumbrance shall be binding upon the Chargeholder's interest in or charge upon the Lands and shall be an Encumbrance upon the Lands in priority to the Charge in the same manner and to the same effect as if the Encumbrance had been granted and registered against title to the Lands prior to the dating, execution and registration of the Charge and the advance of any monies thereunder.

IN WITNESS WHEREOF the Chargeholder has executed this Priority Agreement by causing its proper officers to sign the General Instrument – Part 1 attached hereto as of the date indicated thereon.

#### CONSENT AND PRIORITY AGREEMENT

#### WHEREAS:

- A. The Transferor, Matway Developments Ltd., has granted the Transferee the attached section 219 covenant (the "Encumbrance"); and
- B. The Transferee has requested that 589119 B.C. Ltd. (the "Second Chargeholder") grant the Encumbrance priority over the mortgage registered in the records of the Kamloops Land Title Office under number CA861275 (the "2<sup>nd</sup> Mortgage") and the Second Chargeholder has agreed to such priority on the terms that follow.

NOW THEREFORE, for \$1.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed by the Second Chargeholder, the Second Chargeholder, being the holder of the 2<sup>nd</sup> Mortgage, hereby approves, joins in and consents to the granting of the Encumbrance and consents and agrees that the Encumbrance shall be binding upon the Second Chargeholder's interest in or charge upon the Lands and shall be an Encumbrance upon the Lands in priority to the 2<sup>nd</sup> Mortgage in the same manner and to the same effect as if the Encumbrance had been granted and registered against title to the Lands prior to the dating, execution and registration of the 2<sup>nd</sup> Mortgage and the advance of any monies thereunder.

IN WITNESS WHEREOF the Second Chargeholder has executed this Priority Agreement by causing its proper officers to sign the General Instrument – Part 1 attached hereto as of the date indicated thereon.

END OF DOCUMENT

# Attachment B



# CITY OF MERRITT

# MINUTES

# **REGULAR COUNCIL MEETING**

COUNCIL CHAMBER TUESDAY, NOVEMBER 25, 2008 AT 7:00 PM

1. PRESENT:

Mayor David Laird Councillor N. Brigden Councillor N. Hunter Councillor P. Samra Councillor R. Sherwood

REGRETS Councillor H. Kroeker

Councillor E. Reimer

IN ATTENDANCE Mr. T. Reynolds, Financial Services Manager

Ms. R. Tolerton, Corporate Services Manager

Merritt Herald Merritt News Shaw Cable

16 Members of the Public

2. CALL TO ORDER

Mayor Laird called the meeting to order at 7:00 p.m.

3. PUBLIC INPUT (10 Minutes)

4. ADOPTION OF MINUTES

ADOPTION OF MINUTES

4.1 Moved, seconded and CARRIED

THAT the Minutes for the Regular Council Meeting held on Tuesday, November 18, 2008 be adopted

0565/08

	5.	GENERAL MATTERS - Delegations and Recognitions
		Nil
	6.	UNFINISHED BUSINESS
		Nil
	7.	BYLAWS
ZONING AMENDMENT - 3299 RIVER RANCH ROAD	7.1	City of Merritt Zoning Bylaw Amendment Bylaw No. 2066, 2008; Administrator's November 19, 2008 Memorandum File: 3360 RZ2008-10
		Moved, Seconded and CARRIED
0566/08		That City of Merritt Zoning Bylaw Amendment Bylaw No. 2066, 2008 be adopted Voting opposed: Councillor Sherwood
ANIMAL CONTROL	7.2	City of Merritt Animal Control Bylaw Amendment Bylaw No. 2073, 2008 File: 3900.1966
		Moved, Seconded and CARRIED
0567/08		THAT City of Merritt Animal Control Bylaw Amendment Bylaw No. 2073, 2008 be adopted

CEMETERY	7.3	Cemetery Amendment Bylaw No. 2074, 2008; Collector/Deputy Financial Services Manager's November 19, 2008 Memorandum File: 3900.1830
		Moved, Seconded and CARRIED
0568/08		THAT City of Merritt Cemetery Amendment Bylaw No. 2074, 2008 be given first reading
		Moved, Seconded and CARRIED
0569/08		THAT City of Merritt Cemetery Amendment Bylaw No. 2074, 2008 be given second reading
		Moved, Seconded and CARRIED
0570/08		THAT City of Merritt Cemetery Amendment Bylaw No. 2074, 2008 be given third reading
LOAN AUTHORIZATION- DEEP WELL	7.4	Long Term Debt – Deep Aquifer Well; Financial Services Manager's November 20, 2008 Memorandum File: 3900.1993
		Moved, Seconded and CARRIED
0571/08		THAT City of Merritt Loan Authorization (Deep Well) Amendment Bylaw No. 2075, 2008 be given first reading Voting opposed: Councillor Samra
0572/08		Moved, Seconded and CARRIED
		THAT City of Merritt Loan Authorization (Deep Well) Amendment Bylaw No. 2075, 2008 be given second reading Voting opposed: Councillor Samra
0573/08		Moved, Seconded and CARRIED
		THAT City of Merritt Loan Authorization (Deep Well) Amendment Bylaw No. 2075, 2008 be given third reading Voting opposed: Councillor Samra

	8.	NEW BUSINESS
LILAC PROGRAM	8.1	Lilac Program; Deanne Parise-Brigden, Economic Development Officer, Merritt & the Nicola Valley, Community Futures Nicola Valley November 14, 2008 Letter File: 0362
		Moved, Seconded and CARRIED
0574/08		THAT the \$7,700 lilac program surplus be allocated out of General Revenue and provided to the Economic Development Officer for development of a promotional video
TRANSIT	8.2	Transit; Financial Services Manager's November 18, 2008 Memorandum File: 8500
		Moved, Seconded and CARRIED
0575/08		THAT the City supports in principle the expansion of the Transit Service subject to successful negotiations with the Thompson-Nicola Regional District and the Coldwater Band
	9.	NOTICES OF MOTION
	10.	REPORTS FROM COUNCIL
	11.	INFORMATION ITEMS
LAWN BOWLING CLUBHOUSE	11.1	Minutes; Lawn Bowling Clubhouse November 07, 2008 Meeting File: 6240.3 & 2381.19

TERMINATION OF MEETING
The Mayor declared the meeting closed at 7:40 p.m.
Certified correct in accordance with Section 124(2) (c) of the Community Charter.
Corporate Services Manager
Confirmed on the 09th Day of December, 2008
Mayor

12.

# Attachement C

# Report

City of Merritt For Regular Council November 25<sup>th</sup>, 2008

To:

**Mayor and Council** 

From:

Administrator

Date:

November 19<sup>th</sup>, 2008

**Application No.** RZ2008-10

File Number: 3360

Applicant:

**Matthew Malkin** 

**Owner:** MATWAY Developments

Subject Property Location: 3299 River Ranch Road

<u>Purpose:</u> To amend the Official Zoning Map by changing the zoning designation on Lot 1, KAP58641 from R9, Intensive Residential to C9, Shopping Centre Commercial and R4, High Density Residential.

Existing Zone: R9, Intensive Residential

**Proposed Zone:** C9, Shopping Centre Commercial and R4, High Density

Residential

Report Prepared By: Sean O'Flaherty

# Recommendation:

THAT the City of Merritt Zoning Amendment Bylaw No. 2066, 2008 be considered by Council

Reviewed by:			
Administrator	Financial Services Mgr:	Corporate Services Mgr:	Other:



# Background:

At the regular scheduled meeting of October 14<sup>th</sup>, 2008, Bylaw 2066 passed 3<sup>rd</sup> reading and by resolution Council required that a legal letter of undertaking be received restricting the residential building height to 2 stories and commercial building height to 1 story.

A legal letter of undertaking meeting all the requirements was received but Council further decided at the November 18<sup>th</sup>, 2008 regular meeting that absolute building heights be required since "storey" is not defined in the zoning Bylaw and could potentially be interpreted as any height.

The new wording in the covenant will read similar to:

"any principal building for a residential use (including a home-based business) permitted under the Covenantee's zoning Bylaw in effect at that time shall not exceed two (2) storeys nor 12m in height; and

any building or structure for a commercial use permitted under the Covenantee's zoning Bylaw in effect at that time shall not exceed one (1) story nor 10m in building height."

Respectfully,

1 7

# CITY OF MERRITT BYLAW NO. 2066, 2008

# A BYLAW TO AMEND CITY OF MERRITT ZONING BYLAW NO. 1894, 2004

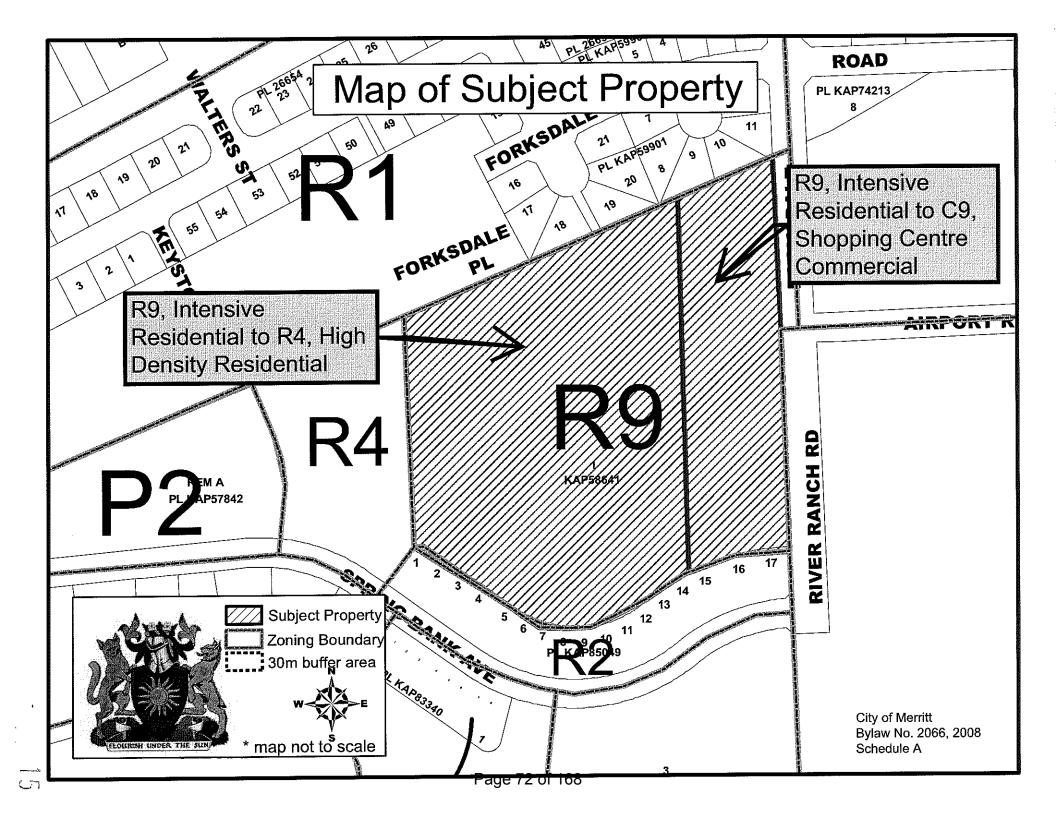
WHEREAS the Council of the Corporation of the City of Merritt has received an application to amend the City of Merritt Zoning Bylaw No. 1894, 2004;

AND WHEREAS the Council of the City of Merritt has held a Public Hearing pursuant to the *Local Government Act*;

NOW THEREFORE the Council of the City of Merritt in open meeting assembled hereby enacts as follows:

- 1. That this bylaw shall be cited as "CITY OF MERRITT ZONING AMENDMENT BYLAW NO. 2066, 2008."
- 2. THAT Schedule A, the Official Zoning Map to the City of Merritt Zoning Bylaw No. 1894 be amended by changing the zoning designation of Lot 1, KAP58641, KDYD, from R9 Intensive Residential to R4 High Density Residential and C9, Shopping Centre Commercial as shown on the attached Schedule A.

DAVID LAIRD, MAYOR	RUTH TOLERTON, CORPORATE SERVICES MANAGER	
ADOPTED this	day of , 2008	
Original signed by Brent McDonald Ministry of Transportation signing authority	<i>f</i>	
APPROVED BY MINISTER OF TRANSPORTATION this	16th day of October, 2008	
READ A THIRD TIME this	14th day of October, 2008	
PUBLIC HEARING HELD this	14th day of October, 2008	
READ A SECOND TIME this	16 <sup>th</sup> day of September, 2008	
READ A FIRST TIME this	16th day of September, 2008	



#### Attachment D



## CITY OF MERRITT MINUTES

#### **REGULAR COUNCIL MEETING**

COUNCIL CHAMBER TUESDAY, NOVEMBER 18, 2008 AT 7:00 PM

1. PRESENT:

Mayor David Laird Councillor N. Brigden Councillor N. Hunter Councillor H. Kroeker Councillor E. Reimer Councillor P. Samra Councillor R. Sherwood

**REGRETS** Councillor H. Kroeker

Councillor E. Reimer

IN ATTENDANCE Mr. T. Reynolds, Financial Services Manager

Ms. R. Tolerton, Corporate Services Manager

Merritt Herald Merritt News Radio NL Shaw Cable

7 Members of the Public

2. CALL TO ORDER

Mayor Laird called the meeting to order at 7:00 p.m.

3. PUBLIC INPUT (10 Minutes)

Nil

	4.	ADOPTION OF MINUTES
ADOPTION OF MINUTES	4.1	Moved, seconded and CARRIED
0552/08		THAT the Minutes for the Regular Council Meeting held on Tuesday, October 28, 2008 be adopted
	5.	GENERAL MATTERS - Delegations and Recognitions
BEAR AWARE	5.1	Bear Aware Presentation; Michelle Burton October 28, 2008 Letter File: 0250 Michelle Burton was not in attendance
	6.	UNFINISHED BUSINESS Nil
	7.	BYLAWS
ANIMAL CONTROL	7.1	Animal Control Amendment Bylaw No. 2073, 2008; Corporate Administrative Assistant's October 24, 2008 Memorandum File: 3900.1966
		Moved, Seconded and CARRIED
0553/08		THAT City of Merritt Animal Control Amendment Bylaw No. 2073, 2008 be given first reading
		Moved, Seconded and CARRIED
0554/08		THAT City of Merritt Animal Control Amendment Bylaw No. 2073, 2008 be given second reading
		Moved, Seconded and CARRIED
0555/08		THAT City of Merritt Animal Control Amendment Bylaw No. 2073, 2008 be given third reading

ZONING - 3299 RIVER RANCH ROAD	7.2	City of Merritt Zoning Bylaw Amendment Bylaw No. 2066, 2008 File: 3900.1894
		Moved and Seconded
		THAT City of Merritt Zoning Bylaw Amendment Bylaw No. 2066, 2008 be adopted
0556/08		Moved, Seconded and CARRIED
0330y 00		THAT this matter be deferred pending receipt of confirmation that the restrictive covenant limiting the number of storeys for construction will identify specific maximum heights Voting opposed: Councillor Sherwood
	8.	NEW BUSINESS
SOCIAL PLANNING COUNCIL	8.1	Merritt Youth & Family Resources Society; October 21, 2008 Letter File: 5080
		Moved, Seconded and CARRIED
0557/08		THAT the request for funding for social planning be referred to budget deliberations
CITY CENTRE BOARD	8.2	Minutes, City Centre Board October 22, 2008 Minutes File: 0380
		Moved, Seconded and CARRIED
0558/08		THAT the costs of building public washrooms in the downtown core be investigated within the City budget;
		AND THAT the City Building Inspector and City Development Services Officer be instructed to have any building renovations within the downtown core follow the facading guidelines of the Official Community Plan

#### **GRANT-IN-AID**

8.3 Grant-in-Aid request from Merritt 7th Day Adventist Church;

Pastor Karel Samek November 10, 2008 Letter

File: 1851

Moved, Seconded and **DEFEATED** 

THAT the late submitted grant-in-aid request from the 7th Day Adventist Church be considered with all the other grant-in-aid requests

Voting opposed: Mayor Laird, Councillors Brigden and

Sherwood

Moved, Seconded and CARRIED

0559/08

THAT the 7<sup>th</sup> Day Adventist Church be advised that they have missed the deadline for 2009 Grant-in-Aid budget consideration but that they can reapply after budget deliberations are concluded for consideration under any grant-in-aid contingency

Voting opposed: Councillors Hunter and Samra

DEVELOPMENT PERMIT-2025 QUILCHENA AVENUE Development Permit Application DP2008-F - 2025 Quilchena Avenue; Administrator's November 12, 2008 Memorandum

File: 3060 DP2008-F

Moved, Seconded and CARRIED

0560/08

THAT Development Permit 3060-DP2008-F - 2025 Quilchena Avenue be issued

CIVIC CENTRE-GEORGE CUFF ORIENTATION SEMINAR Civic Centre - George Cuff Orientation Seminar; Administrator's

November 05, 2008 Memorandum

File: 7910

Merritt

8.4

8.5

Moved, Seconded and CARRIED

0561/08

THAT Council approves the City of Merritt hosting other Thompson Okanagan Local Government municipalities for a George Cuff Council Orientation Seminar on Wednesday, January 07, 2009 at the Civic Centre;

AND THAT the Civic Centre be "in kind" by the City of

Regular Council Meeting

Tuesday, November 18, 2008

OLD GARDEN WAREHOUSE	8.6	Letter Requesting Extension of Temporary Rental of the Old Garden Warehouse between the City of Merritt and Merritt Walk of Stars Youth Mural Project; Amber Papou, Project Coordinator, Merritt Walk of Stars Youth Mural Project November 06, 2008 Letter File: 0381
0562/08		Moved, Seconded and CARRIED  THAT the Merritt Walk of Stars Youth Mural Project be granted an extension to their lease of the old garden warehouse until such time as the Legacy Square project begins
		construction Voting opposed: Councillor Hunter
LOAN AUTHORIZATION- DEEP WELL	8.7	Loan Authorization – Deep Well; Financial Services Manager's November 04, 2008 Memorandum File: 1854.2
		Moved, Seconded and CARRIED
0563/08		THAT Council directs staff to prepare a loan authorization bylaw in the amount of \$1,200,000 to complete the new well Voting opposed: Councillor Samra
WELL PROJECT	8.8	Well Project; Financial Services Manager's November 12, 2008 Memorandum File: 1854.2
		Moved, Seconded and CARRIED
0564/08		THAT Council's consideration of using an alternate engineering firm to complete the deep well project be deferred for consideration by the newly elected Council
	9.	NOTICES OF MOTION
	10.	REPORTS FROM COUNCIL

	11.	INFORMATION ITEMS				
ALTERNATIVE ENERGIES TASK FORCE	11.1	Minutes, Alternative Energies Task Force October 20, 2008 Meeting File: 0577				
HERITAGE COMMISSION	11.2	Minutes, Heritage Commission October 20, 2008 Meeting File: 0546				
ENVIRONMENTAL AWARENESS	11.3	Minutes, Environmental Awareness Committee October 20, 2008 Minutes File: 0578				
PROCLAMATION	11.4	Proclamation: "Elevator Escalator Safety Awareness Week - November 09-November 15, 2008" File: 0630				
RECYCLING DIVERSION RATES	11.5	Recycling Diversion Rates; Martin Dickson, Environmental Services Technologist, Thompson-Nicola Regional District November 06, 2008 Letter File: 5365				
BC EXPLORER VIDEO	11.6	BC Explorer Video; Minister Colin Hansen, Ministry of Finance and Minister Responsible for the Olympics Letter ( <i>CD will be played for Council</i> ) File: 0420				

#### 12. TERMINATION OF MEETING

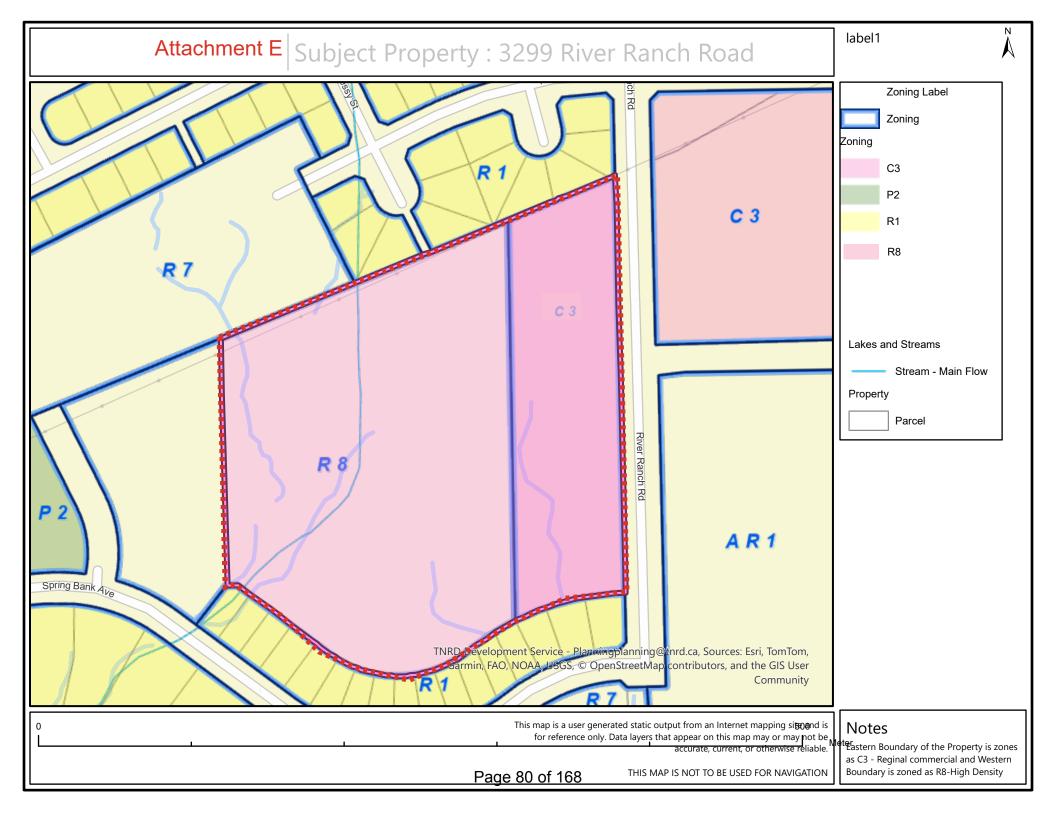
The Mayor declared the meeting closed at 8:00 p.m.

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

Corporate Services Manager

Confirmed on the 25th Day of November, 2008

DAVID LAIRD, MAYOR



#### 7.15 Regional Commercial (C3)

#### 7.15.1 Intent

The purpose of the Regional Commercial zone is to provide mixed use commercial development, including a range of retail, entertainment, personal and professional services within Shopping Centre environments consisting of multiple businesses or large format retail development.

#### 7.15.2 Principal Uses

The following principal uses are permitted in the zoning district designated C3:

- a. Animal Services;
- b. Artisan Studio;
- c. Assembly Place;
- d. Brewing & Distilling, Craft; \*
- e. Building Supply Centre;
- f. Business Support Services;
- g. Commercial Recreation Services;
- h. Entertainment Facility;
- Filling Station;
- j. Food Primary Establishment;
- k. Gallery and Museum;
- I. Garden Centre, Indoor;
- m. Hotel;
- n. Liquor Primary Establishment;
- o. Liquor Store;
- p. Motel;
- q. Participant Recreation Services, Indoor;
- r. Personal and Professional Services;
- s. Public Use;
- t. Retail Cannabis Sales;
- u. Retail Store, Convenience;
- v. Retail Store, General.
- w. School, Private;
- x. Veterinary Services.

7.15.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Drive-through Business;
- b. Funeral Services;
- c. Gaming Facility;
- d. Garden Centre, Outdoor;
- e. Parking Lot, Commercial;
- f. Second-Hand Store;
- g. Vehicle Services;
- h. Winery.

#### 7.15.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated C3:

- a. Accessory Building;
- b. Administrative Office:
- c. Dwelling, Multiple Unit Apartment;
- d. Dwelling, Multiple Unit Townhome;
- e. Two Dwelling Units within a Principal Building; \*
- One Dwelling Unit in a Principal Building; \*
- q. Mobile Retail Vendor;
- h. Produce Stand;
- i. Security / Operator Suite;
- Short-Term Rental.

#### 7.15.5 Subdivision Regulations

a. Parcels to be created in the C3 zone must conform to Table 7.15.5:

	<b>Table 7.15</b>	.5 Subdivision R	egulations	
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	750 m <sup>2</sup>	25 metres	30 metres



#### 7.15.6 Site Development Regulations

a. Site development in the C3 zone must conform to Table 7.15.6:

		Table 7.15	.6 Site Dev	/elopment	Regulation	ns	
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
All principal and discretionary uses	All types	0 metres	1.2 metres	0 metres	3 metres	Lesser of 22 metres or 5 storeys	70%, except as outlined in
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	7.15.6(b)

- b. Notwithstanding the regulations in Table 7.15.6, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Private Open Space must be provided for each Dwelling Unit based on the following:
  - i. 10 m<sup>2</sup> for each three bedroom unit; and
  - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
  - iii. 5 m² for each one bedroom unit or bachelor unit.
- d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.
- e. Notwithstanding the regulations in Table 7.15.6, site development and placement of objects must conform with Transport Canada regulations, including Obstacle Limitation Surfaces for an AGNII Non-Instrument aerodrome. \*

#### 7.15.7 Conditions of Use

- a. Residential Dwelling Units must be located above or below the main floor or behind the commercial use.
- b. Single Detached Dwellings and Semi-Detached Dwellings may only be located as part of mixed use development, in conjunction with a commercial Use;
- c. Residential Dwelling Units must have a separate entrance from that of any commercial use.

#### 7.15.8 Special Regulations

- a. Notwithstanding Section 7.15.4, except for Security / Operator Suite, Dwelling Units are not permitted Uses on Lot A Plan KAP78643 Section 23 Township 91 Kamloops Division Yale District, PID: 026-363-721. \*
- b. Notwithstanding Section 7.15.4, except for Security / Operator Suite, Dwelling Units are not permitted Uses on Lot B Plan KAP78643 Section 23 Township 91 Kamloops Division Yale District, PID: 026-363-739. \*

- c. Notwithstanding Section 7.15.4, except for Security / Operator Suite, Dwelling Units are not permitted Uses on Lot C Plan KAP78643 Section 23 Township 91 Kamloops Division Yale District, PID: 026-363-747. \*
- d. Notwithstanding Section 7.15.4, except for Security / Operator Suite, Dwelling Units are not permitted Uses on Lot D Plan KAP78643 Section 23 Township 91 Kamloops Division Yale District, PID: 026-363-755. \*
- e. Notwithstanding Section 7.15.4, except for Security / Operator Suite, Dwelling Units are not permitted Uses on Lot E Plan KAP78643 Section 23 Township 91 Kamloops Division Yale District, PID: 026-363-763. \*
- f. The minimum Height for Principal Buildings for the following properties is 2 storeys: \*
  - i. Lot 1, Plan KAP58641, District Lot 121, Section 22, Township 91, Kamloops Div of Yale Land District (PID: 023-698-438);
  - ii. Lot 1, Plan KAP74213, Section 23, Township 91, Kamloops Div of Yale Land District (PID: 025-766-678);
  - iii. Lot 2, Plan KAP 74213, Section 23, Township 91, Kamloops Div of Yale Land District (PID: 025-766-686);
  - iv. Lot 5, Plan KAP 74213, Section 23, Township 91, Kamloops Div of Yale Land District (PID: 025-766-716);
  - v. Lot 6, Plan KAP 74213, Section 23, Township 91, Kamloops Div of Yale Land District (PID: 025-766-724); and
  - vi. Lot 8, Plan KAP 74213, Section 23, Township 91, Kamloops Div of Yale Land District (PID: 025-766-741).

#### 7.15.9 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

#### 7.11 High Density Residential (R8)

#### 7.11.1 Intent

The High Density Residential zone is oriented towards higher-intensity, pedestrianoriented residential developments providing apartment buildings, row houses, back-toback townhomes or stacked townhomes on serviced Parcels.

#### 7.11.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated R8:

- a. Dwelling, Multiple Unit Apartment;
- b. Dwelling, Multiple Unit Townhome.

#### 7.11.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

a. Short-Term Rental.

#### 7.11.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R8:

- a. Accessory Building;
- b. Daycare Centre, Major;
- c. Daycare Centre, Minor;
- d. Home-based Business.
- e. Secondary Suite in a Multiple Unit Townhome.

#### 7.11.5 Subdivision Regulations

a. Parcels to be created in the R8 zone must conform to Table 7.11.5:

	Table 7.1	11.5 Subdivision	Regulations	
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	400 m <sup>2</sup>	20 metres	20 metres
Dwelling, Multiple Unit	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres
Apartment	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	20 metres, excluding the panhandle access
	Pie	360 m²	6 metre frontage and average width of 18 metres	20 metres
	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	400 m <sup>2</sup>	20 metres	20 metres
Dwelling, Multiple Unit Townhome	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres
	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	20 metres, excluding the panhandle access
	Pie	360 m²	6 metre frontage and average width of 18 metres	20 metres

- b. Notwithstanding the regulations in Table 7.11.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not have a Parcel Area less than 78 m<sup>2</sup>.
- c. Notwithstanding the regulations in Table 7.11.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not be less than 3.9 metres in width.

#### 7.11.6 Site Development Regulations \*

a. Site development in the R8 zone must conform to Table 7.11.6:

		Table 7.	11.6 Site I	Developn	nent Reg	ulations		
Use	Parcel Type	Maximum Density (units per hectare of usable site area)	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height See Section 7.11.6(b)	Maximum Parcel Coverage
	Lane Access		0 metres	1.2 metres	N/A	0.9 metres	Lesser of 22 metres or 5 storeys	
	Front Access		0 metres	1.2 metres	N/A	3 metres	Lesser of 22 metres or 5 storeys	
Dwelling,	Corner	225, except as	0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 22 metres or 5 storeys	
Multiple Unit Apartment	Lane Access Corner	outlined in 7.11.6(d)	0 metres	1.2 metres	2.8 metres	0.9 metres	Lesser of 22 metres or 5 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 22 metres or 5 storeys	
	Pie		0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 22 metres or 5 storeys	900/
	Lane Access		3 metres	1.2 metres	N/A	5 metres	Lesser of 18 metres or 4 storeys	80%, except as outlined in
	Front Access		5 metres	1.2 metres	N/A	3 metres	Lesser of 18 metres or 4 storeys	7.11.6(e)
Dwelling,	Corner	225,	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Multiple Unit Townhome	Lane Access Corner	except as outlined in 7.11.6(d)	3 metres	1.2 metres	2.8 metres	5 metres	Lesser of 18 metres or 4 storeys	
Pan	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 18 metres or 4 storeys	
	Pie		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- Multiple Unit Apartment Dwelling and Multiple Unit Townhome Dwelling must be a minimum of 2 storeys in height.
- c. Notwithstanding the regulations in Table 7.10.6, for Multiple Unit Townhome Dwelling, if a Parcel has multiple Accesses, the corresponding Front, Exterior Side, and/or Rear Setback for a Principal Building is 5 metres.
- d. Notwithstanding the regulations in Table 7.11.6, if 20% of the total Dwelling Units are affordable housing, the maximum density may be increased, as per Table 4.26.



- e. Notwithstanding the regulations in Table 7.11.6, Parcel Coverage may be increased to a maximum of 95% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- f. Private Open Space must be provided for each Multiple Unit Apartment Dwelling Unit and Multiple Unit Townhome Dwelling Unit based on the following:
  - i. 10 m2 for each three or more bedroom unit; and
  - ii. 7.5 m2 for each two bedroom unit; and
  - iii. 5 m2 for each one bedroom unit or bachelor unit.
- g. Open Space in the minimum amount of 5% of the Parcel Area must be provided for purpose-built or Strata Multiple Unit Apartment or Multiple Unit Townhome Dwelling developments.
- h. Notwithstanding the regulations in Table 7.11.6, the Interior Side Setback for Multiple Unit Townhome Dwellings is 0 metres where adjoining units share a Parcel Line.
- i. Notwithstanding the regulations in Table 7.11.6, the Interior Side Setback for Multiple Unit Townhome Dwelling Garages with Access off a Lane is 0 metres when adjoining Garages share a Parcel Line.
- j. For building strata developments, the minimum Setback from the inner curb of the internal road is 1.5 metres to the building face and 4.8 metres to the front of a Garage.
- k. Minimum separation between buildings is as following:
  - i. 3 metres between Principal Buildings;
  - ii. 3 metres between Principal Buildings and Detached Secondary Dwellings; and
  - iii. 1.5 metres between Accessory Buildings and other Structures.

#### 7.11.7 Conditions of Use

- a. Each Multiple Unit Townhome Dwelling building must contain a minimum of three and a maximum of eight Dwelling Units.
- b. For Multiple Unit Townhome Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.
- c. For Multiple Unit Townhome Dwellings, Corner Parcel Dwelling Units must face the Flanking Street.

#### 7.11.8 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

#### 7.12 Residential Care Housing (RC1)

#### 7.12.1 Intent

The purpose of the Residential Care Housing zone is to provide for the use and development of on-site care housing in proper relation to surrounding areas and neighbourhoods.

#### 7.12.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated RC1:

- a. Community Care Facility, Major;
- b. Community Care Facility, Minor;
- c. Community Care Facility, Specialized.

#### 7.12.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated RC1:

a. Accessory Building;

#### 7.12.4 Subdivision Regulations

a. Parcels to be created in the RC1 zone must conform to Table 7.12.4:

	<b>Table 7.12</b>	.4 Subdivision R	egulations	
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	600 m <sup>2</sup>	20 metres	30 metres

#### 7.12.5 Site Development Regulations

a. Site development in the RC1 zone must conform to Table 7.12.5:

		Гable 7.12.	5 Site Deve	elopment R	Regulations	5	
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	6 metres	3 metres	3 metres	6 metres	Lesser of 14 metres or 3 storeys	60%, except as outlined in
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	7.12.5(b)

- b. Notwithstanding the regulations in Table 7.12.5, Parcel Coverage may be increased to a maximum of 75% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Private Open Space must be provided for each Dwelling Unit based on the following:
  - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
  - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and



- iii. 5 m² for each one bedroom unit or bachelor unit
- d. Open Space in the amount of 5% of the Parcel Area must be provided.
- e. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.

#### 7.12.6 Conditions of Use

a. All Community Care Facilities must meet the definitions and requirements of the Community Care and Assisted Living Act.

#### 7.12.7 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.





## Report

City of Merritt REGULAR Council Meeting August 26, 2024

File Number: XXXX

To: Cynthia White, Chief Administrative Officer

From: Rick Green, Director of Engineering & Public Works

**Date:** August 15, 2025

**Subject:** Water Meter Installations – Non-responsive Customers

#### **RECOMMENDATION:**

THAT Council direct staff to turn water off until communication is established with customers after 3 letters from the contractor, one letter from the City and 3 phone call attempts have not established contact.

#### **Background:**

The City of Merritt has undertaken a Universal Water Metering project to install water meters at all service points in the water system.

The Water Meter Program is funded through a grant and is being offered free of charge to all existing and qualifying residential properties.

The City Water Works Bylaw 2392 requires water meters on every parcel that receives water service as a condition of the provision of water service. The Bylaw also indicates that the City may refuse or discontinue to supply water to any premises unless the customer requiring water has made arrangements for a meter.

Water meters are currently required to be installed in all new construction at the property owner's cost – these are not being considered in the program at this time due to funding limits.

The contractor completing the installation program will be sending qualifying water customers invitations to book appointments. These appointments are offered 6 days per week with evening times available to ensure as much flexibility as possible for the customers to work around their schedules.

The contractor will be communicating by letter and door tags to encourage booking of the water meter installation. There are 3 letters after the introductory letter (initial, reminder and final). The final letter refers to the bylaw requirements and potential consequences of not participating in the installation program.

Once the final letter is sent by the contractor, City staff will work to initiate communication with the customers that have not booked appointments. Staff are seeking direction from Council on how to proceed to ensure the meters are installed as required.

#### **Options / discussion**

The goal of the communications will be to get water customers to book the required installation appointment. This requires a response from the customer, and should they continue to be non-responsive, there needs to be a form of encouragement to get that contact established.

Initially, City staff will attempt to call the customer and send our own letter. This letter will need to contain the consequences of not booking so we ensure every opportunity to comply with the bylaw.

On contact, direct refusals will result in the customer being added to a refusal list for follow up at a later date once the number of refusals is known and staff is able to provide recommendations on next steps for Council consideration.

In situations where attempts to contact continue to fail, a water shut off will generally prompt a phone call within a couple of hours and provide the opportunity to encourage booking or establish a direct refusal. Water would be turned back on immediately regardless of the conversation outcome.

#### Financial / Risk Implications:

No financial implications are expected regarding this decision

There is potential for aggressive communication with customers and teams of two would be employed to complete water shut off for the safety of our staff, this would also be the strategy once communication is established with the customer and the water is to be turned back on.

Under the Community Charter, the local government has the authority to suspend or discontinue services for non-compliance to bylaws.

#### **Strategic Plan Reference:**

None

#### Respectfully submitted,

Rick Green Director of Public Works and Engineering Services



### Report

City of Merritt
REGULAR Council Meeting
August 26, 2025

File Number: XXXX

To: Cynthia White, Chief Administrative Officer

From: Dave Zakall, Director of Community Services

**Date:** August 20, 2025

**Subject:** Digital Sign Installation – Public Information

#### **RECOMMENDATION:**

THAT Council approve proceeding to final design and procurement of the digital information sign to be installed on the Voght Street.

THAT Council authorize entering into agreements as required with Crimestoppers to fulfill the grant terms (Crimestoppers grant of \$14,385.00) and with the vendor, BMB Signs, under the City's standard contract terms.

THAT Council approve funding the balance of project costs from the general capital reserve fund up to a maximum of \$18,000, subject to final budget confirmation and grant terms.

#### Background:

- The City proposes a digital information sign to deliver daily notices, fire level/alert information, Council meeting details and community engagement sessions, Crimestoppers information, drought level information, and related communications to residents and visitors.
- A design for the proposed sign, which meets branding standards and aligns with proposed updated signage standards is attached to this briefing note.
- Crimestoppers has secured a grant of \$14,385.00. This grant was originally planned
  to have a sign put on the CPO office. With the closing of that office, it has been
  repurposed to support installation and purchase costs at the new location. The
  project must be completed by December 2025. Note that a binding grant agreement
  with Crimestoppers has already been executed by the CAO.

- Location, visibility, accessibility, and ongoing maintenance considerations have been considered in planning. This Digital sign will replace the old Drought Level sign. The City will be in charge of the content governance framework and branding alignment as approved by the City of Merritt Communications Department.
- The remaining project cost is to be funded from the general Capital reserve fund, with the exact amount to be confirmed based on final design/specifications, and installation.

#### **Options / discussion**

Option 1 – Proceed with final design, procurement, and implementation

- Pros: Centralized, real-time public information; strengthened emergency communications; improved transparency and resident engagement; potential reduction in routine inquiries.
- Cons: Upfront capital expenditure; ongoing maintenance and content governance requirements; reliance on grant terms and vendor performance.

#### Option 2 – Defer or modify scope

- Pros: Allows for additional stakeholder engagement, revised branding, or exploring alternative signage solutions (e.g., multi-site approach or smaller displays).
- Cons: Delays public information improvements and emergency communications; possible missed opportunities for standardizing communications.

#### Option 3 – Do not proceed

- Pros: No capital outlay or maintenance commitments.
- Cons: Public information gaps persist; reduced ability to quickly disseminate emergencies and event information.

#### Financial / Risk Implications:

Grant funding: \$14,385.00 from Crimestoppers (restricted to installation and purchase per grant terms).

City funding: Balance to be drawn from the capital reserve fund (amount to be confirmed after final design/specifications, and completion).

Estimated total project cost: [\$24,071.00].

- Grant amount: \$14,385.00

- Reserve contribution: [Total cost minus \$14,385.00]

One-time vs. ongoing: Capital outlay for installation; ongoing costs include maintenance, content governance, and potential software/content management.

#### Risks and mitigations:

Grant terms compliance and reporting obligations: assign a grant liaison; track eligible expenditures.

Ensure reserve fund eligibility and approvals align with municipal policy and the long-term financial plan; require clear vendor warranty terms and a maintenance plan in contracts; establish a formal content governance framework that meets accessibility standards (font size, contrast, multilingual options); and ensure operational readiness with staff training and a defined content schedule.

#### **Strategic Plan Reference:**

Aligns with City priorities for transparent, accessible information, public safety communications, and community engagement.

Supports Emergency Management and Public Information objectives within the Strategic Plan and relevant bylaws/policies.

#### **Others Consulted:**

CAO

Communications/IT
Crimestoppers (grant partner)
Facilities/Operations (maintenance planning)

#### **Attachments:**

USJE Crimestoppers Digital Sign Agreement – Digital Sign Crimestoppers Grant messaging

Respectfully submitted,

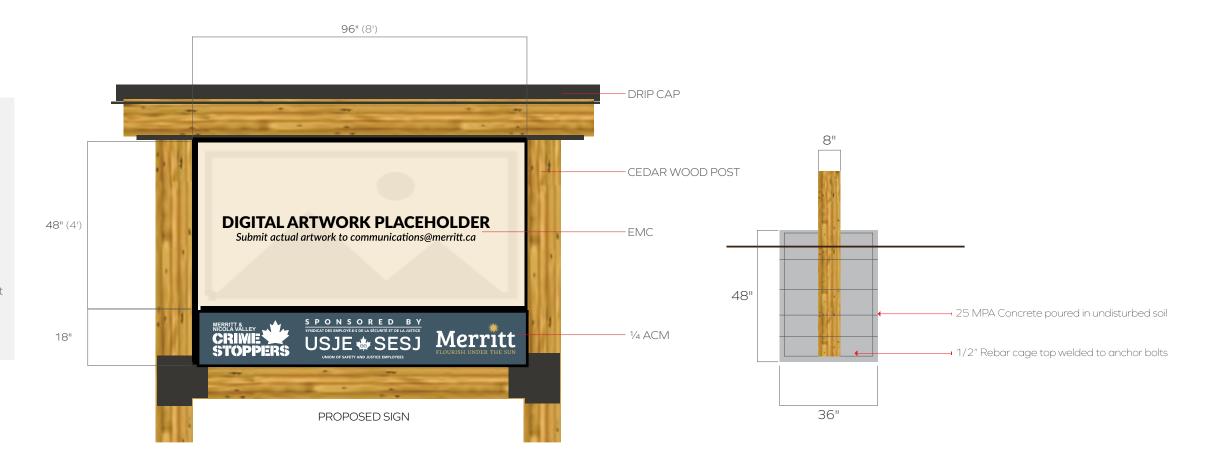
David Zakall Director of Community Services

#### DESCRIPTION

- (1) S/F EMC
- (1) Illuminated sign can
- Full techical details TBD

#### NOTE

- Design layout of bottom portion has logos in reverse so as not to be detract from the main messaging in the dynamic digital sign (Top Portion)
- Top version: USJE and Crime Stoppers in full white
- Top version: fro readability reason, suggest changing "Sponsored By" to a sans serift font as above
- Bottom version: preserves the italic "Sponsored By" text
- Bottom version: optional gold letttering in USJE logo
- Bottom version: optional grayscale version of CrimeStoppers logo





PROJECT	USJE Crimestoppers
LOCATION	Merrit
SALES	Mark Bodlack
DESIGNER	Lyndon L Datu

**VERSION** Aug. 08, 2025 DATE

 $\textbf{Ownership and Usage Rights:} \ \textbf{All artwork created by BMB Signs Ltd remains the exclusive property of BMB Signs Ltd.}$ The artwork may not be reproduced, distributed, or used for any other purpose without prior written consent from BMB Signs Ltd.

Proofing: It is the client's responsibility to thoroughly check all spelling, grammar, and content before approving the final artwork. BMB Signs Ltd is not liable for errors overlooked by the client in the final proof. PLEASE REVISPage 98 of 168 ons: The initial design concept is included as part of your inquiry with a total of 3 free revisions. Any additional

on (s) requested will incur charges at BMB Signs Ltd's standard design hourly rate.



# AGREEMENT Between Nicola Valley Crime Stoppers Society and City of Merritt

Effective Date: Jone 17, 2025

#### 1. Parties

This Agreement is made between:

 Nicola Valley Crime Stoppers Society ("Crime Stoppers"), a non-profit society incorporated under the Societies Act (British Columbia), with its principal office at Merritt, BC

#### AND

• **City of Merritt** ("City"), a municipal corporation governed by the Community Charter (British Columbia), with its municipal office located at 2185 Voght Street, Merritt, BC.

The **Union of Safety and Justice Employees** ("USJE") is acknowledged as a **sponsor** of the project and is referenced within this Agreement for branding and funding purposes.

#### 2. Purpose

This Agreement defines the terms of collaboration between the City and Crime Stoppers regarding the design, installation, and operation of an electronic (LED) sign ("Sign"), with financial sponsorship from USJE, to achieve the following objectives:

- Promote crime prevention and public safety messaging;
- Distribute emergency alerts and City service updates;
- · Advertise municipal events and additional non-profit activities as space allows; and
- Recognize USJE as a primary sponsor through physical and digital branding.

The Sign shall become a City-owned asset and will be maintained, managed, and programmed by the City.

#### 3. Project Scope and Funding

3.1 The Sign will be installed at the agreed upon location by the parties, depending on feasibility and available space. Crime Stoppers and the City agree to collaborate on updated design plans to reflect on any revised installation location.

- 3.2 The City will coordinate the procurement, design, and installation, and will fund supporting infrastructure not covered by the grant offered by USJE (e.g., frame, base, power connections, permits) using City funds and/or grant funding.
- 3.3 The Sign shall be designated a City of Merritt asset, enabling the City to handle permits, utilities, and servicing directly.
- 3.4 USJE funds provided for this project shall be held by Crime Stoppers and forwarded to the City to cover the expenses as invoices are presented. These funds shall be used exclusively for the purchase and installation of the Sign and related project elements. The City shall maintain records and provide reporting on expenditures to Crime Stoppers upon request, for reporting purposes.

#### 4. Content Management and Messaging

- 4.1 The City shall be solely responsible for uploading, programming, and managing all content displayed on the Sign.
- 4.2 Content types shall include the following, listed in general order of priority:
  - Crime prevention messaging from Crime Stoppers and the RCMP;
  - Emergency alerts and notices from the City or public safety authorities;
  - City service updates (e.g., water restrictions, fire bans, drought levels, service outages);
  - Municipal and Council events;
  - Additional non-profit event announcements, as time and space allow.
- 4.3 Crime Stoppers messaging will be prioritized and integrated into the regular rotation. Crime Stoppers will provide content in advance (typically monthly) and may request changes to its content within a reasonable time frame.

#### 5. USJE Branding and Recognition

- 5.1 USJE will be recognized as a primary sponsor through both physical and digital branding:
  - Permanent Signage: A metal frame or plaque shall be installed surrounding or near the Sign, prominently displaying the USJE logo and the phrase:
     "Sponsored by the Union of Safety and Justice Employees".
  - Electronic Branding: USJE branding shall also be programmed into the Sign's digital rotation and will appear no less than once per day. The messaging shall read: "This message board is proudly sponsored by the Union of Safety and Justice Employees."
- 5.2 USJE will provide the City with logo files and preferred language, which shall be used consistently across all branding formats.

#### 6. Authority and Communication

- 6.1 While the City retains operational authority over the Sign, Crime Stoppers shall:
  - Be consulted on the design and layout of crime prevention content;
  - Submit messaging in monthly intervals or as needed;
- 6.2 Messaging requests will be reviewed and posted at the City's discretion, within the agreed priorities.

#### 7. Project Timeline

- 7.1 The City and Crime Stoppers agree to work in good faith to complete the installation and activation of the Sign before December 31, 2025.
- 7.2 Delays due to supply chain, weather, or regulatory requirements shall be communicated promptly between all parties.

#### 8. Term and Termination

8.1 This Agreement is effective from the date of signature.

#### 9. Financial Transparency and Indemnity

- 9.1 The City will maintain detailed records of all expenditures and provide those records to Crime Stoppers upon request for reporting purposes.
- 9.2 The City of Merritt accepts full responsibility for the installation, maintenance, operation, and messaging of the Sign. As such, the City shall indemnify and hold harmless the Merritt & Nicola Valley Crime Stoppers Society, its directors, members, and agents from and against any and all claims, liabilities, damages, losses, or expenses, including legal fees, arising out of or in connection with the Sign, its messaging, its placement, or its operation.
- 9.3 This indemnification shall include, but not be limited to, claims related to content displayed on the Sign, physical safety related to installation and location, and compliance with applicable laws and regulations.

#### 10. General Provisions

- Amendments: Must be in writing and signed by both parties.
- Assignment: No party may assign or transfer this Agreement without written consent.
- Governing Law: Province of British Columbia

• Entire Agreement: This document constitutes the entire understanding among the parties and supersedes all prior agreements or understandings.

#### 11. Notices

All notices under this Agreement shall be in writing and delivered to:

#### **City of Merritt**

Attn: Director, Corporate Services 2185 Voght Street, Merritt, BC Email: corporate@merritt.ca

#### **Nicola Valley Crime Stoppers Society**

Attn: President

Email: connect@nicolavalleycrimestoppers.com

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the Effective Date written above.

#### **CITY OF MERRITT**

Signature: \_

Name: Cynt

Title: C

Date: Jone 17,2005

**NICOLA VALLEY CRIME STOPPERS SOCIETY** 

Signature:

Name: JACK NOLMANS

June 17/2025

Title: VICE PRES

Date:

From: Bethany Sutton <SuttonB@psac-afpc.com> Sent: Thursday, November 14, 2024 5:42 PM To: connect@nicolavalleycrimestoppers.com

Cc: sapphire22@outlook.com

Subject: Proceeding to the 2nd stage of funding - Merritt and Nicola Valley Crime Stoppers -\$14,385

Dear Marlene Jones,

As you likely know, Cindy Vlak, a Union of Safety and Justice (USJE) member, has put forward an initial application for the Merritt and Nicola Valley Crime Stoppers to receive \$14,385 in funding from USJE's Community Investment Initiative. Please find the initial proposal attached. I am pleased to let you know that USJE was very impressed with your project and has asked that we proceed to the next stage of funding.

To that end, please find attached our short 2<sup>nd</sup> stage funding application for completion and submission. Assuming that all goes smoothly, once this second stage has been completed, we will proceed to contract signing and fund disbursal.

Please confirm your intent to proceed with the funding process as soon as possible, and by no later than <u>Thursday, Nov 28<sup>th</sup></u>. Once you have confirmed your intent to proceed, please complete this 2<sup>nd</sup> stage funding agreement at your earliest convenience.

If you have any questions or concerns, please do not hesitate to contact me.

Best regards and congratulations!

Bethany

#### **Bethany Sutton**

Communications Officer / Analyst – Agente de communication / Analyste 613-875-2909



Union of Safety and Justice Employees

Syndicat des employé-e-s de la Sécurité et de la Justice

www.usje-sesj.com

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

#### **Mariene Jones**

From: connect@nicolavalleycrimestoppers.com

**Sent:** December 16, 2024 3:04 PM

To: Marlene Jones

Subject: FW: Congratulations! - Merritt and Nicola Valley Crime Stoppers -\$14,385

You don't often get email from connect@nicolavalleycrimestoppers.com. Learn why this is important

----Original Message----

From: "Bethany Sutton" <SuttonB@psac-afpc.com>

Sent: Monday, December 16, 2024 5:26pm

To: "connect@nicolavalleycrimestoppers.com" <connect@nicolavalleycrimestoppers.com>

Cc: "sapphire22@outlook.com" <sapphire22@outlook.com>

Subject: Congratulations! - Merritt and Nicola Valley Crime Stoppers -\$14,385

Dear Marlene,

Thank you very much for completing our 2<sup>nd</sup> stage funding process. I am pleased to let you know that your project has been approved for Community Investment Initiative funding in the amount of \$14,385.00.

In the new year, I will be forwarding your contract for signature. Soon after, we will be releasing funds.

In the meantime, we are wishing you (and Cindy too!) a wonderful holiday.

Best regards,

Bethany

#### **Bethany Sutton**

Communications Officer / Analyst – Agente de communication / Analyste 613-875-2909



Union of Safety and Justice Employees

Syndicat des employé-e-s de la Sécurité et de la Justice

www.usje-sesj.com

Dear Marlene,

I am pleased to officially inform you that the Union of Safety and Justice Employees has chosen your organization, Merritt & Nicola Valley Crime Stoppers, to receive a 2024 Community Investment Initiative grant of \$14,385 to purchase a digital sign to disseminate vital information regarding community events and current safety concerns.

Please complete and sign your section of the USJE Community Investment Initiative Grant Funding Agreement (attached) and return it to us by <u>Friday February 21, 2025</u>. USJE will accept electronic signatures. Please also complete the attached Direct Deposit Enrolment form for the transfer of the funds. Please note that this form was originally created for our USJE members, so please ignore any information that would not pertain to our CII grant (such as providing us with a PSAC #). Please put the name of your organization on this form.

Once we receive the signed Agreement and the bank details form, we will transfer the funds to your organization's account. Please allow at least five business days from when you receive our completed agreement acknowledgement for the transfer to appear in your account. Please note that some banks can take longer than five business days to credit the funds to your account. However, if you do not receive the funds after five days, please contact us.

By signing the Agreement and accepting the funds, you agree to all of the terms and conditions set forth in the agreement.

As stipulated in the Agreement, we will require a progress report from your organization on the use of the funds by <u>June 30, 2025</u>, and a final report on the use of the funds by <u>October 31, 2025</u>. Please see the agreement for the full conditions of funding.

If you have any questions about the Grant Funding Agreement or the process, please do not hesitate to contact Bethany Sutton at <a href="https://www.usundictor.com">USJEcommunities</a> communautesSESJ@psac-afpc.com and/or at <a href="mailto:suttonb@psac-afpc.com">suttonb@psac-afpc.com</a> and/or at <a href="mailto:suttonb@psac-afpc.com">suttonb@psac-afpc.com</a>.

We thank you for the valuable work you are doing in the community.

Sincerely,

David Neufeld

#### **David Neufeld**

National President/Président national 233 rue Gilmour Street, Bureau/Suite 1004 Ottawa, ON K2P 0P2

signature\_638711345

www.usje-sesj.com

Completed the doceneds of relined via enail to Bothony's enail.

Page 105 of 168



## Report

City of Merritt REGULAR Council Meeting August 26, 2025

File Number: XXXX

To: Cynthia White, Chief Administrative Officer

From: Dave Zakall, Director of Community Services

**Date:** July 10, 2025

**Subject:** Request to Partner with Merritt Neighborhood Welcome PR Corp

#### **RECOMMENDATION:**

THAT Council direct staff to proceed with establishing a partnership with Merritt Neighborhood Welcome to enhance community engagement, support local economic development, and provide a warm and inclusive welcome to new residents.

THAT Council direct staff to include \$2,500 in the 2026 budget to purchase City branded items or facility passes to include in the welcome package.

THAT Council supports the inclusion of a 'Welcome to the Community' letter from the Mayor, to include in the welcome package.

#### **Background:**

This report seeks Council approval to establish a formal partnership with Merritt Neighborhood Welcome (Merritt NW), a community organization dedicated to welcoming newcomers and supporting local economic growth. The partnership aims to enhance community integration, promote local businesses, and showcase City resources to new residents.

Brooke Bara, Area Coordinator for Merritt NW, recently approached the City with a proposal to collaborate on welcoming new residents. Merritt NW specializes in creating meaningful connections between newcomers, local businesses, and community services through welcome packages, social media promotion, and targeted outreach.

She has been in Merritt for 6 years but has started doing this business in the past month. So far Brooke has 5 businesses committed and is continuing to work on collecting 5 more before she launches the program. The NW organization has 21 area coordinators throughout BC and Alberta.

Merritt NW proposes to distribute welcome packages to residents who have moved into Merritt within the past 12 months. These packages will include:

- **Community Information:** Essential city services, programs, community events, fire safety (Firesmart), recreation facilities, and other pertinent resources.
- Local Business Promotions: Business directories, promotional items (e.g., gift cards, swag), and service information provided by local partners.
- **City Branded Items:** The inclusion of City-branded swag (e.g., pens, reusable bags, swim passes) to foster civic pride.

#### **Benefits of the Partnership**

- Enhanced Community Welcome: A personalized letter from the Mayor can be included to make newcomers feel valued and supported.
- **Support for Local Businesses:** Increased visibility and engagement with new residents, leading to potential new customers.
- **Promotion of City Resources:** Greater awareness of municipal services and programs among new residents.
- **Economic Development:** Encouraging newcomers to support local businesses, thereby strengthening the local economy.
- **Community Engagement & Visibility:** Demonstrates the City's commitment to being a welcoming and inclusive community.

#### **Operational Details**

- **Reporting:** Merritt NW will provide quarterly reports on the number of packages distributed and recipient demographics, with a comprehensive report in December.
- Reciprocal Cost Considerations: Expenses include printing of welcome letters, swag items, and promotional materials. Costs would be managed through existing Economic Development budget.
- Partnership Duration & Cancellation: Contracts are ongoing with a 30-day notice required for termination. Monthly billing is based on the volume of packages distributed, with rates varying by business size and type.

### **Options / discussion**

- 1. Receive for information purposes only.
- 2. Direct staff to engage with Merritt Neighbourhood Welcome to develop a partnership and in 2026 offer city branded items and facility passes to include in the welcome package.

### **Financial / Risk Implications:**

 Cost Considerations: The cost of printing a welcome letter and promotional materials, such as the recreation guide, are minimal. If Council wishes to approve in principle \$2,500 for promotional items in the 2026 budget, staff have determined that this should be sufficient for 1-2 years of items purchased.

### **Strategic Plan Reference:**

**Economic Development Strategy** 

Partnering with Merritt Neighborhood Welcome aligns with the City's goals of fostering a welcoming, inclusive community and supporting local economic growth. This initiative offers a proactive approach to welcoming new residents, promoting city resources, and strengthening community ties.

### **Others Consulted:**

Kim Mullen, Communications and Engagement Manager Alix Legouffe, Community Services Manager

### **Attachments:**

Partnership Proposal Merritt Neighbourhood Welcome Business Profile

Respectfully submitted,

David Zakall Director of Community Services





# PARTNERSHIP PROPOSAL

**PRESENTED TO** 

THE CITY OF MERRITT

A PROPOSAL BY

BROOKE BARA, AREA COORDINATOR - MERRITT NEIGHBOURHOOD WELCOME PR CORP.

Page 110 of 168



# ABOUT US.

Neighbourhood Welcome PR Corp. is dedicated to creating a sense of belonging for newcomers to our communities. Our mission is to connect new residents with essential resources and information that help them settle into their new environment seamlessly. Through our welcome packages, we provide valuable community information and resources, local business information, and various promotional items provided by partnering local businesses to ensure newcomers feel supported and engaged.

By fostering connections between new residents and local businesses, we not only enhance the integration process but also contribute to the growth of the local economy. When newcomers are informed and connected, they are more likely to support local shops, services, and events, creating a vibrant, thriving community for everyone.

Page 111 of 168





Our market at Neighbourhood Welcome PR Corp. encompasses newcomers and residents moving into our communities (moved within the last 12 months), as well as local businesses eager to connect with these new residents. Our primary focus is on individuals and families who are settling into their new homes, seeking essential information, resources, and support to help them integrate smoothly into their surroundings.

Additionally, we target local businesses that wish to engage with and promote their services to newcomers, therefore gaining new clientele. Through partnership with us, these businesses increase their visibility within the community, contributing to a vibrant local economy that benefits everyone. Our mission is to create meaningful connections between newcomers and local enterprises, fostering a sense of belonging and supporting local growth.



# 01.

### **Community Engagement:**

We aim to actively engage newcomers by providing them with a free welcome package that includes valuable information about local resources, services, and activities, as well as promotional items from participating local business partners. We promote our services using social media, events, and visits with local businesses.

# 02.

### **Partnership Development:**

We prioritize building strong partnerships with local businesses, organizations, and the city. By collaborating with these partners, we can offer newcomers Information that is personally curated and recommended by a local.



Merritt Area



## **BROOKE BARA**

Area Coordinator - Merritt

Hi, I'm Brooke Bara!

My family and I live in beautiful Merritt, the town where I met my fiancé, welcomed my son, and have met so many incredible people.

I joined the Neighbourhood Welcome PR Corp. to help newcomers feel welcomed and supported. My goal is to help foster a sense of belonging while supporting our amazing local businesses.

# HOW OUR PROGRAM WORKS

Our program operates by facilitating connections between new residents and local businesses to foster a sense of belonging in the community.

For **new residents**, the program provides free welcome packages filled with essential community information, resources, promotional items, and business information provided by our local business partners. This helps newcomers navigate their new environment and feel welcomed and supported.

**local businesses**, partners For contribute promotional items and information about their business to include in the welcome package, gaining valuable exposure to new residents. Businesses benefit from increased visibility and with opportunity to connect potential customers. Additionally, they receive reports detailing who received packages, which can be helpful for targeted marketing efforts.



# BENEFITS OF PARTNERSHIP FOR THE CITY OF MERRITT

- **Promotion of City Services and Programs:** The partnership allows the city to effectively promote its services, programs, and initiatives to newcomers.
- Strengthening Local Economy: By helping newcomers integrate and encouraging them to participate in supporting local businesses, the partnership contributes to the economic growth of the community. new residents often become lifelong customers, driving demand for local goods and services.
- Support for Local Businesses: A partnership with Neighbourhood Welcome directly benefits local businesses by connecting them with newcomers and increasing overall visibility in the community. This, once again, contributes to strengthening the local economy.
- Increased Visibility and Engagement: The city can gain exposure through our welcome package, showcasing its commitment to supporting new residents. This proactive approach can enhance the city's reputation as a welcoming place to live.

Overall, partnering with Neighbourhood Welcome PR Corp. aids the city in fostering a welcoming environment, supporting local businesses, and promoting a strong local economy, ultimately resulting in a vibrant and thriving community for all residents.

# YOUR BUSINESS IN THE PACKAGE

The new resident is given a business directory with your business information. We exclusively represent each business in the program, and each business is exclusive to their category for their type of business.

**Each business provides:** Information about the services/products they offer, and a promotional item such as a gift card, a sample, or swag (promotional items are not required, but highly encouraged).

### **Each partner receives:**

- Exclusivity in the directory and their business information included in the package.
- Personal recommendation and representation from the Neighbourhood Welcome program rep.
- Monthly reports detailing information on who received the package during the month, with the ability to follow up via email or phone.
- Social media promotion on our Neighbourhood Welcome page.

# PARTNERSHIP DETAILS

### **Cancellation:**

Neighbourhood Welcome program contracts are ongoing and monthly. We require 30 days written notice to cancel your partnership.

# Billing:

Partners are billed each month (via email, unless stated otherwise) based on the volume of packages distributed and your business's rate.



# RATES FOR PARTNERSHIP

Home-based businesses \$2.50 per basket

Non-Profits \$3.00 per basket

Storefront businesses start at \$3.50 per basket

# of employees (2 - 10) \$3.50 per basket

# employees (11 - 49) \$4.50 per basket

# of employees (50+) \$5.50 per basket

### **Plus GST**

Partners are billed monthly. The amount will vary depending on the rate and the number of packages distributed each month.

# CONTACT INFORMATION



# **BROOKE BARA**

Area Coordinator - Merritt



403-601-6765



nwmerrittarea@gmail.com

# Neighbour Welcome PR Corp.





For local program information, to book a meeting, or if you are interested in becoming a partner, please contact
Brooke Bara, your local rep.

Page 120 of 168



# Business Profile

Neighbourhood Welcome PR Corp.



Business Name: Neighbourhood Welcome PR Corp.

**Operating time:** 9 years (company-wide)

Number of Associates: 21 employees and independent contractors.

Corporate Profile: Neighbourhood Welcome PR Corp is a Canadian marketing and public relations firm dedicated to enhancing community connection by creating a meaningful welcome experience for new residents. Through our expanding network of independent business representatives in communities such as Port Alberni, the Sunshine Coast, Campbell River, Squamish, Cranbrook, and Chilliwack, we provide curated welcome packages that connect newcomers with local businesses and essential resources. Our innovative approach has demonstrated proven success across British Columbia, Alberta, and Saskatchewan. As we grow, we aim to secure partnerships with local businesses to enrich the newcomer experience further and stimulate local economies.

**My Role:** My name is Brooke Bara, and I am the Area Coordinator for Merritt. I have been in this role for one month, introducing this program to Merritt. I have been a marketing consultant for over a year.

What We Do: Neighbourhood Welcome provides free welcome packages to new residents (anyone who has moved to Merritt within the last 12 months), filled with valuable community information, resources, and promotional items from local business partners. This helps newcomers navigate their new environment, feel welcomed, and become engaged members of the community. We also offer local businesses the opportunity to connect with these new residents, increasing their visibility and fostering local economic growth.

Page 122 of 168



### **Overview:**

A partnership between Merritt Neighbourhood Welcome and the City of Merritt aims to enhance community engagement, support local businesses, and foster a welcoming environment for newcomers. By collaborating with the City, we can leverage resources, promote events, and foster a sense of belonging among new residents.

### What Partnership with the City of Merritt Looks Like:

- 1. Welcome Webpage: The City of Merritt will create a welcome webpage that features the Merritt Neighbourhood Welcome and the opportunity to obtain a free welcome package.
- 2. Social Media Promotion done by the City of Merritt: The City of Merritt will create social media posts welcoming new residents. Posts will direct newcomers to the Merritt Neighbourhood Welcome page and encourage them to reach out for a free welcome package.
- 3. Welcome Packages: Merritt Neighbourhood Welcome will include city materials and information of their choosing in our welcome packages.
- 4. Social Media Promotion Done by Merritt Neighbourhood Welcome: Merritt Neighbourhood Welcome will promote the City of Merritt, city events, and share City of Merritt posts (specifics to be discussed and outlined).

### **Partnership Options:**

- 5. Maintain a reciprocal partnership. This option includes all the benefits mentioned above; however, reciprocal partners will not receive detailed reports. Please refer to the reporting section for further details.
- 6. The reciprocal partnership could be maintained until December 31, 2025. At this point, we can consider transitioning to a paid partnership.



### Have I Worked with a Municipality?

I have not worked with a municipality in a consulting capacity focusing on marketing. However, in my past professional experience, I have worked closely with municipalities. Specifically, I served as a firefighter for both Merritt Fire Rescue Department and Vancouver Fire Rescue Services, which has given me valuable insights into how municipal operations function. I am eager to learn more about how the City of Merritt operates, particularly in terms of marketing. I am fully open to discussing your specific needs and goals for our partnership to ensure that I can effectively cater to your requirements and policies.

Throughout the Neighbourhood Welcome Company, many municipalities have established partnerships with their local Neighbourhood Welcome programs. These arrangements vary and can take the form of reciprocal partnerships or paid partnerships, each with their own agreed-upon terms.



### **Number of Businesses Currently on Board:**

At present, I have five signed business partners. Additionally, I have several businesses that have applications, and I am awaiting the return of their signed copies. I also have meetings booked with many businesses who are interested to learn more about the program.

### **Target Number Before Launching:**

My goal is to secure ten signed business partners before the launch of the welcome packages. My goal is to achieve this by the end of July 2025.

### When Will I Launch?

I have already launched Merritt Neighbourhood Welcome through social media and public engagement initiatives. Currently, I am focused on expanding my social media presence and increasing public engagement.



### **Resident Contacts:**

I have received numerous inquiries from residents on social media about the program, with several individuals reaching out to request a welcome package. My Facebook profile has garnered over 29,600 views, highlighting the interest in the initiative. I anticipate the number of requests to increase once the welcome packages are launched. My efforts thus far have been focused on securing business partners, and I plan to ramp up promotion of the welcome packages as I approach their launch.

### Target Number:

My goal is to give out 30 welcome packages a month and to connect with as many residents as possible. Page 125 of 168



Our policy stipulates that only paying partners receive full monthly reports. Since we are currently exploring a reciprocal partnership, the Neighbourhood Welcome head office will not be able to provide detailed reports. However, I can offer general monthly reports that include information such as the number of packages distributed and insights on demographics. This data will be presented in an analytical format to ensure confidentiality is maintained.

### Reports received by Paid Partners:

1. Monthly New Resident Reports: These reports detail the following:

- Date of Delivery
- Name
- Address
- City, Postal Code
- Phone
- Email
- Moved From

### 2. Objective Information:

- Demographic Observations: estimated age ranges (children, young adults, middle-aged, seniors) based on observable characteristics.
- Family structure: note the presence of families, singles, or elderly residents.
- Diversity: Observe the diversity of residents in terms of ethnicity and cultural markers.
- Housing Characteristics: Single-family home, apartment, townhouse, etc.

# Termination

Neighbourhood Welcome partnerships (paid or reciprocal) are ongoing on a monthly basis and require a written notice of 30 days for cancellation.

# Conclusion

A partnership between Neighbourhood Welcome and the City of Merritt can significantly enhance the experience for newcomers while promoting community cohesion and support for local businesses. By collaborating on initiatives that welcome new residents and provide them with essential resources, we can foster a sense of belonging that encourages engagement and integration into the community. Additionally, this partnership will contribute to enhancing the local economy and driving traffic to local businesses, and encouraging newcomers to explore and support our vibrant community.



### Example of monthly report with resident information

# NEIGHBOURHOOD WELCOME NEWCOMER MONTHLY REPORTS

### Month & Area:

Date of Delivery	Date of Delivery
Name	Name
Address	Address
City, Postal Code	City, Postal Code
Phone	Phone
Email	Email
Moved From	Moved From
Date of Delivery	Date of Delivery
Name	Name
Address	Address
City, Postal Code	City, Postal Code
Phone	Phone
Email	Email
Moved From	Moved From
Date of Delivery	Date of Delivery
Name	Name
Address	Address
City, Postal Code	City, Postal Code
Phone	Phone
Email	Email
Moved From	Moved From
Data of Daliyany	Data of Dolivany
Date of Delivery	Date of Delivery
Name	Name
Address	Address
City, Postal Code	City, Postal Code
Phone	Phone
Email	Email
Moved From	Moved From



### NEIGHBOURHOOD WELCOME PROGRAM

Brought to you by "Neighbourhood Welcome PR Corp."

The Neighbourhood Welcome Program provides a free greeting for the new residents in the community. The new resident is presented with a package of community information, certificates, and information from local businesses.

Our mission at Neighbourhood Welcome PR Corp is to be the bridge that connects the new resident to their new local business community.

YOUR BUSINESS IN THE PACKAGE: The new resident is given a business directory and your business information to welcome them to visit your business. We exclusively represent each business in the program, and each business is exclusive to their category for their type of business.

EACH BUSINESS PROVIDES: information of the services/ product you offer, gift certificate to invite them to your place of business and/or a sample (when available).

#### **EACH PARTNER RECEIVES:**

- Exclusivity in the directory and their business information included in the package.
- Personal recommendation and representation from the Neighbourhood Welcome Program Rep.
- Monthly reports with detailed information on who received their business representation during the month, with the ability to follow up via email, telephone or by email.
- Social media promotions on Neighbourhood Welcome page.

PARTNERSHIP RATES:	Rate per package \$ 5.50	*MAX 30 packages
PARTNERSHIP DETAILS:		

CANCELLATION: Neighbourhood Welcome program contracts are ongoing monthly and require 30 days written notice to cancel.

BILLING: Partners are billed each month (via email unless stated otherwise) based on the volume of packages.

Your local representative: Broo	oke Bara	Phone # 403-601-6765
· ———		



To: Cynthia White, Chief Administrative Officer

From: Marlene Jones, Community Safety Coordinator

**Date:** July 24, 2025

**Subject:** Municipal Bylaw Response Summary: January – June 2025

This is provided as information, and no resolution is required. Council may make a motion to direct staff to take particular action if they wish.

### **Background**

Reporting Period: January 1 – June 30, 2025

Over the first half of 2025, the Municipal Bylaw Department investigated and successfully closed 281 bylaw-related files. These files covered a range of property, public safety, and community concerns, with several recurring and notable types of complaints.

Among the most frequent matters addressed were:

- 68 notices issued for grass cutting under fire mitigation efforts;
- 43 files involving unsightly properties;
- 31 vehicle-related complaints (including abandoned, derelict, and improperly parked and stored vehicles);
- 21 instances where debris cleanup was required on City property;
- 14 encampments that required enforcement and follow-up;
- 24 dog-related complaints; and,
- 48 incidents involving abandoned shopping carts.

The additional 32 cases investigated during this period varied in scope and complexity, reflecting the diverse concerns within the community.

To effectively manage and resolve these issues, the Department worked closely with several key partners, including the City of Merritt Development Services, the Merritt Fire Rescue Department, the Merritt RCMP Detachment, and private contractors. These collaborative efforts played an important role in ensuring a coordinated response to community concerns.

In addition to the 281 files closed during the reporting period, the Bylaw Department is currently managing 19 active files. These ongoing cases involve a range of concerns, including unsightly properties, vehicle-related issues, fire mitigation efforts, and encroachments on City-owned property. We are encouraged by the progress being

made, particularly in several instances where voluntary compliance has been achieved without the need for formal enforcement.

We sincerely appreciate the cooperation of our residents, whose efforts play a vital role in supporting our Department's work and contributing to a safer, cleaner, and more welcoming community.

Respectfully submitted,

Marlene Jones Community Safety Coordinator



# Information

# Item

**To:** Cynthia White, Chief Administrative Officer

From: David Tomkinson, Fire Chief

**Date:** August 05, 2025

**Subject:** Fire Department Activity – July 2025

This is provided as information, and no resolution is required. Council may make a motion to direct staff to take particular action if they wish.

### **Background**

#### Calls for Service:

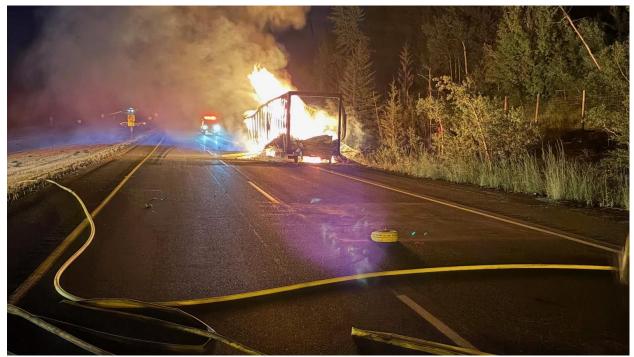
**Total Calls for Service in June: 124** 

July saw a sharp increase in call volume, exceeding the year to attended to total by month's end. Notable incidents included a motor vehicle fire that spread to the Double D Motel on Nicola Avenue, several dumpster fires, a highly visible landscape fire on the Bench that required a coordinated response with the BC Wildfire Service, and an intergagency deployment to assist with a vehicle related wildfire 18 km south of Merritt. The month also brought an uptick in nuisance fires associated with unhoused individuals, along with a marked increase in medical incidents.

#### Reportable Fires Summary – July 2025:

#	Type of Fire	Location	Damage Description	Cause	Dollar Loss
1	Dumpster Fire	Coldwater	Contained to	Incendiary –	\$1,500.00
		Avenue	dumpster	suspect not	
				identified.	
2	Dumpster Fire	Quilchena	Contained to	Incendiary –	\$1,500.00
		Avenue	dumpster	suspect not	
				identified.	
3	Dumpster Fire	Quilchena	Contained to	Incendiary –	\$1,500.00
		Avenue	dumpster	suspect not	
				identified.	
4	Dumpster Fire	Quilchena	Contained to	Incendiary –	\$1,500.00
		Avenue	dumpster	suspect not	
				identified.	
5	Vehicle Fire	Hwy 5 South	Inter-Agency Request	Undetermined.	\$400,000.00
			from BC Wildfire	Outside Scope of	
			Service for	Agreement.	

			vehicle/wildfire 18		
			km South of Merritt.		
6	Vehicle Fire	Nicola Avenue	Vehicle Fire which	Undetermined	Not yet
			extended into		determined
			structure.		
7	Vehicle Fire	400 Block Hwy	Fire confined to	Undetermined.	\$395,000.00
		8, Lower Nicola	commercial vac truck	Outside scope of	
			unit.	Fire Protection	
				Agreement.	
8	Vehicle Fire	Highway 97c	Fire confined to	Undetermined.	\$10,000.00
			passenger vehicle	Outside scope of	
				Fire Protection	
				Agreement.	
9	Wildfire	Lookout Access	A landscape fire grew	Incendiary –	\$0.00
		Road	to approximately 0.5	suspect not	
			hectares and	identified.	
			required a		
			multi- agency		
			response to bring it		
			under control.		
10	Interface Fire	Hwy 5 South	A fire that started	Undetermined.	\$2,000.00
			along the highway	Outside scope of	
			below was contained	Fire Protection	
			by MFRD and BCWS	Agreement.	
			crews before it could		
			advance toward		
			residences on		
			Foxfarm Road.		



Preventing fire from spreading to the forest – 18 km South of Merritt

### **Firefighter Training:**

### Total Training Sessions and Hours:

In July, MFRD conducted 36 training sessions, totaling over 763 staff hours. These sessions were strategically scheduled across weekdays, evenings, and weekends to maximize participation and accommodate diverse schedules of the department's paid on call firefighters.

### Training Topic Highlights:

July was a notable month for the department. Three paid on call (POC) members successfully completed the final requirements for their NFPA 1001 Professional Firefighter certification, and one of our newest recruits concluded his Exterior Operations program and was issued his pager, marking his readiness for operational response.

Our paid-on-call members participated in a range of training exercises, including Highway Rescue training focused on stabilization and lift bag operations, as well as Wildland firefighting and firefighting foam application. These skill sets were promptly applied in the field, as the department responded to multiple incidents in both areas throughout July.



Firefighters Perrin, Wudrich, and Irvine proudly earned their NFPA Professional Firefighter Certifications.

### **Inspection and Enforcement Activities:**

### • Commercial Occupancy Inspections

Fire Prevention Inspectors conducted a total of **31 commercial occupancy inspections** to ensure compliance with fire and life safety codes in publicly accessible buildings.

- 5 Assembly (Group A) Occupancies Including places of gathering such as churches, halls, and community centers.
- 2 Care (Group B) Occupancies No inspections conducted in facilities providing care (e.g., hospitals, nursing homes).
- 0 Residential (Group C) Occupancies Focused on multi-family dwellings and apartment complexes.
- 11 Business and Personal Services (Group D) Occupancies Including office buildings and service providers.
- 10 Mercantile (Group E) Occupancies Retail and commercial businesses such as stores and shopping centers.
- 3 Industrial (Group F) Occupancies Covering factories, warehouses, and similar industrial facilities.

### • Pre-Incident Planning

 24 Pre-incident surveys were completed to support operational readiness, improve firefighter safety, and enhance response efficiency during emergencies at high-risk or complex structures.

#### Campfire Permits

 2 campfire permits were issued, following verification of safe usage practices and compliance with local fire regulations.



Vehicle fire extending into structure – Double D Motel (Photo Credit: Facebook)

### **Community Engagement / Public Education Activities:**

- As the school year ended, the department hosted Fire Station Educational Tours for elementary students, giving them the chance to meet our firefighters, learn about fire safety, and explore the equipment and operations of the fire service. The department also took part in Canada Day celebrations at Rotary Park, where firefighters connected with more than 270 community members.
- With funding from the Community Resiliency Investment (CRI) program, the department completed the second of three FireSmart<sup>™</sup> chipping days, helping residents reduce wildfire risk through a free chipping service for highly flammable trees and shrubs. This initiative supports homeowners in removing hazardous vegetation from their properties, increasing community resilience to wildfires.
- Additionally, six FireSmart<sup>™</sup> Home Assessments were requested by property owners as part of the Wildfire Mitigation Program (WMP) designed to engage residents in voluntary wildfire mitigation activities by offering a professional home assessment with propertyspecific recommendations.
- In July, the MFRD delivered fire extinguisher training to two non profit organizations as part of our ongoing community outreach efforts.

• The MFRD brought extra excitement to the City's Summer Day Camp program by hosting the Lil' Heroes Firefighter Camp, giving children a hands on experience through our Junior CPAT - a fun, age of friendly version of the firefighter physical abilities test.

### **Work Experience Program:**

The department's Work Experience Program (WEP) continues to thrive, offering participants immersive training, mentorship, and direct exposure to the realities of fire service operations. In July, two WEP firefighters secured career positions with departments across Canada - most notably with Richmond Fire-Rescue and Regina Fire & Protective Services - highlighting the program's strong reputation and national reach. By bolstering operational readiness, fostering community engagement, and preparing the next generation of fire service professionals, the WEP remains an invaluable asset to both the department and the community.

The program was developed in response to growing service demands and the department's decreasing daytime response capacity. In particular, ensuring adequate coverage during weekday working hours has become a significant challenge.

WEP attracts candidates from fire academies and presservice programs across Canada and the United States. Successful applicants arrive with NFPA 1001 Professional Firefighter certification, with many bringing additional volunteer firefighting experience.

Living on site at the fire station, WEP firefighters supplement the City's paid②on②call force. Not only do they respond to emergencies, but during working hours, they also assist career staff by delivering public fire safety education, performing company②level fire inspections, and conducting station and equipment maintenance. This integration bridges the gap between career and volunteer fire services, ultimately providing Merritt residents with an enhanced level of fire protection and emergency response.



Current Work Experience Program Firefighters pose with new Prince Rupert Fire Engine during its visit to the Merritt fire station.

Respectfully submitted,

David Tomkinson Fire Chief



Fire Chief :David A. Tomkinson 1799 Nicola Avenue, PO Box 189 Merritt BC Merritt BC V1K 1B8

PH: 250-378-5626 FAX: 250-378-5621

### 3 Year Comparison From Jul 1 25 to Jul 31 25

		Jul 1 25 - Jul 3 # of	1 25 % of	Jul 1 24 - Jul 3 # of	1 24 % of	Jul 1 23 - Jul 31 # of	23 % of
Res	sponse Type	Incidents	total	Incidents	total	Incidents	total
СО	Carbon Monoxide Detector Alarm	0	0.00	1	1.00	0	0.00
FA1	False Alarm - Alarm System Pull Station Intentional	1	0.81	1	1.00	0	0.00
FA3	False Alarm - Alarm System - Other Intentional	3	2.42	0	0.00	0	0.00
FA4	False Alarm - Alarm System - Other Accidental	11	8.87	7	7.00	6	7.32
FA5	False Alarm	1	0.81	1	1.00	0	0.00
	Reportoffire/smoke-nothingfoundlr entional	nt					
FA6	False Alarm	2	1.61	0	0.00	2	2.44
	reportoffire/smoke-nothingfoundAccidental						
FA7	False Alarm - Controled Burn or Camp Fire	1	0.81	0	0.00	0	0.00
FB3	False Alarm - Accidental Other - Describe	1	0.81	0	0.00	0	0.00
FRA	Fire Structual	0	0.00	3	3.00	0	0.00
FRB	Fire Structure Minor (Pot left on the stove Etc)	0	0.00	1	1.00	1	1.22
FRD	Dumpster Fire	4	3.23	1	1.00	1	1.22
FRF	Fire Grass/Forest MOF E-10 Request	1	0.81	1	1.00	0	0.00
FRG		2	1.61	2	2.00	1	1.22
FRH	Fire - Camp Fire Contrary to Bylaw or MOF Regulations	3	2.42	5	5.00	1	1.22
FRI	Fire - Controlled Burn Contrary to	1	0.81	0	0.00	0	0.00
EDD	Bylaw or MOF Regulations Fire Rubish	0	0.00	1	1.00	0	0.00
FRU	Fire Unclassified	0	0.00	1 0	0.00	2	2.44
	Fire Vehicle	3	2.42	1	1.00	0	0.00
GS	Gas Spill	0	0.00	0 7	0.00	1	1.22
HMI	Hazardous Material	1	0.81	2	2.00	1	1.22
MA	Mutual Aid	1	0.81	0	0.00	0	0.00
ML2		1	0.81		1.00	1	1.22
	MVI - Local, Extrication Required	3		1	2.00	15 N	0.00
ML3	MVI - Local, No Extrication Required		2.42	2		0	
ML6	Required (Complete a PEP Form)	1	0.81	0	0.00	0	0.00
MP7	MVI - PEP Canceled In Route	8	6.45	5	5.00	1	1.22
MP8	MVI - PEP No Extrication Required	8 b	6.45	5	5.00	2	2.44
MP9	MVI - PEP Extrication Required	- 1	0.81	1	1.00	1	1.22

### 3 Year Comparison From Jul 1 25 to Jul 31 25

		Jul 1 25 - Jul 31 25		Jul 1 24 - Jul 3	1 24	Jul 1 23 - Jul 31 23	
		# of	% of	# of	% of	# of	% of
Re	sponse Type	Incidents	total	Incidents	total	Incidents	total
NF	No Fire (standby only)	1	0.81	0	0.00	0	0.00
PL	Power Lines Down	2	1.61	1	1.00	0	0.00
PS	Public Service	0	0.00	1	1.00	1	1.22
R&S	Rescue & Safety	0	0.00	1	1.00	0	0.00
WLF	Water Leak/Flood	2	1.61	1	1.00	0	0.00
XAA	Ambulance Assist	1	0.81	6	6.00	5	6.10
XFR	First Responder	60	48.39	49	49.00	55	67.07
Tota	I Number of Responses	124	100.00	100	100.00	82	100.00



Fire Chief :David A. Tomkinson
1799 Nicola Avenue, PO Box 189 Merritt BC
Merritt BC V1K 1B8

PH: 250-378-5626 FAX: 250-378-5621

### 3 Year Comparison From Jan 1 25 to Jul 31 25

		Jan 1 25 - Jul 31 25		Jan 1 24 - Jul 31 24		Jan 1 23 - Jul 31 23	
		# of	% of	# of	% of	# of	% of
Res	sponse Type	Incidents	total	Incidents	total	Incidents	total
СО	Carbon Monoxide Detector Alarm	5	0.72	5	0.74	4	0.75
FA1	False Alarm - Alarm System Pull Station Intentional	2	0.29	3	0.44	0	0.00
FA2	False Alarm - Alarm System Pull Station Accidental	1	0.14	1	0.15	1	0.19
FA3	False Alarm - Alarm System -	9	1.30	6	0.89	3	0.56
FA4	Other Intentional False Alarm - Alarm System -	58	8.37	61	9.04	30	5.65
FA5	Other Accidental False Alarm	3	0.43	1	0.15	0	0.00
170	Reportoffire/smoke-nothingfoundIntentional		0.45	1	0.10	0	0.00
FA6	False Alarm reportoffire/smoke-nothingfoundAc	7	1.01	1	0.15	6	1.13
E 4 7	cidental	0	0.40	4	0.50		0.40
FA7	False Alarm - Controled Burn or Camp Fire	3	0.43	4	0.59	1	0.19
FB3	False Alarm - Accidental Other - Describe	2	0.29	3	0.44	3	0.56
FRA	Fire Structual	7 .	1.01	10	1.48	1	0.19
FRB	Fire Structure Minor (Pot left on the stove Etc)	2	0.29	3	0.44	4	0.75
FRC	Chimney Fire	1	0.14	0	0.00	1	0.19
FRD	Dumpster Fire	8	1.15	5	0.74	2	0.38
	Fire Grass/Forest MOF E-10 Request	1	0.14	1	0.15	0	0.00
FRG	Fire	9	1.30	12	1.78	12	2.26
FRH	Grass/Bush/Shrub/Trees/Forest Fire - Camp Fire Contrary to Bylaw	22	3.17	22	3.26	15	2.82
FRI	or MOF Regulations Fire - Controlled Burn Contrary to	2	0.29	0	0.00	5	0.94
FRJ	Bylaw or MOF Regulations Fire - Camp Fire or Controled Burn	3	0.43	1	0.15	5	0.94
	Got Away		0.14	5	0.74	6	1.13
	Fire Linelessified	1 4	0.14	5 4	0.74	4	0.75
FRU	Fire Unclassified	13	1.88		0.39	4	0.75
FRV	Fire Vehicle			3	0.44	2	0.73
GS	Gas Spill	1	0.14	1			
HMI	Hazardous Material	10	1.44	18	2.67	4	0.75
MA	Mutual Aid	3	0.43	3	0.44	1	0.19
ML1	MVI - Local Canceled In Route	1	0.14	3	0.44	2	0.38
ML2	MVI - Local, Extrication Required	1	0.14	3	0.44	3	0.56
ML3	MVI - Local, No Extrication	17	2.45	14	2.07	11	2.07

### 3 Year Comparison From Jan 1 25 to Jul 31 25

		Jan 1 25 - Jul 31 25		Jan 1 24 - Jul	31 24	Jan 1 23 - Jul 31 23	
		# of	% of	# of	% of	# of	% of
Re	sponse Type	Incidents	total	Incidents	total	Incidents	total
	Required						
ML4	MVI - Local/PEP Canceled In	1	0.14	1	0.15	0	0.00
	Route (Complete PEP Form)						
ML5	MVI - Local/PEP No extrication	3	0.43	2	0.30	1	0.19
	Required (Complete a PEP Form)						
ML6	MVI - Local/ PEP Extrication	1	0.14	0	0.00	1	0.19
	Required (Complete a PEP Form)						
MP7	MVI - PEP Canceled In Route	52	7.50	40	5.93	22	4.14
MP8	MVI - PEP No Extrication Required	l 49	7.07	40	5.93	25	4.71
MP9	MVI - PEP Extrication Required	11	1.59	11	1.63	4	0.75
NF	No Fire (standby only)	1	0.14	0	0.00	0	0.00
PL	Power Lines Down	5	0.72	10	1.48	2	0.38
PS	Public Service	11	1.59	12	1.78	10	1.88
R&S	Rescue & Safety	3	0.43	5	0.74	4	0.75
WLF	Water Leak/Flood	5	0.72	8	1.19	2	0.38
XAA	Ambulance Assist	23	3.32	32	4.74	46	8.66
XFR	First Responder	332	47.91	321	47.56	284	53.48
Tota	Number of Responses	693	100.00	675	100.00	531	100.00



Royal Canadian Mounted Police Gendarmerie royale due Canada

Merritt RCMP 2999 Voght St. Merritt, BC V1K 1G9

Telephone: (250) 378-4262

July 31, 2025

### Month at a glance

Today's month at a glance will look at July 2025.

For staffing we had no changes in July. Municipally we are still at 15 officers in the 17 positions, with 1 of those officers on long term sick leave, and 1 officer on paternity leave. Provincially, 6 of the 6 positions are filled with 1 member on long term sick leave. Our First Nations Policing section is fully staffed with 4 officers. August will be a busy month with 4 new officers transferring into the Detachment and a few officers transferring out to new opportunities.

Officers attended over 720 calls for service in July, which was a very busy month and a spike in calls from June. In July 2024 officers attended 653 calls for service, making 2025 significantly busier for calls. Officers have now attended 3840 calls for service to date in 2025, compared to 3740 calls at this point in 2024.

The Merritt Detachment submitted 26 charge recommendations to the BC Prosecution Service in July. The BC Prosecution Services approved 18 new charges, made 6 no charge decisions and issued 1 caution letter. (Many of those charges were from previous months recommendations as it often takes the BC Prosecution Service weeks to review charge recommendations.) The Detachment has submitted 229 charge recommendations so far in 2025.

In July, Officers were able to refer 4 investigations to Restorative Justice, through the Nicola Valley Restorative Justice Program. The Detachment has made 6 referrals to the Restorative Justice Program so far in 2025.

Officers seized another 3 firearms this month, bringing the total seized firearms to 79 in 2025. The firearms that were seized were not used in nefarious activity and were all turned over by lawful gun owners looking for safekeeping due a vehicle collision and dementia.

The Merritt Detachment had 27 prisoners held over the month of July, bringing the yearly total to 250.

Merritt Victim Services received 12 new clients in July from 7 police referrals. They have 93 ongoing clients and were able to close 11 clients in July.

Bass Coast Music Festival ran this year from July 10-14. The event was very successful, and officers saw a significant reduction in calls for service to police compared to previous years, due to the significant planning between the RCMP, festival staff and their security team.

On July 23, 2025, the Southeast District Emergency Response Team was deployed to Merritt to execute a search warrant and affect an arrest of a high-profile violent offender that had committed multiple offences in Kelowna. The warrant was executed in the 2300 block of Coutlee Avenue and the offender was located and arrested.

The following is a brief summary of the calls for service experience and events attended over the month of June:

- 19 mental health calls, where citizens were apprehended and taken to hospital.
- 2 Impaired drivers were taken off the road for both alcohol and drugs.
- 47 motor vehicle collisions.
- 2 Business Break and Enters.
- 3 Residential Break and Enter.
- 33 Theft Under \$5000/Shoplifting.
- 1 Fraud.
- 29 Assaults.
- 0 Robberies.
- Situation Table.
- 82 targeted patrols, including bike patrols downtown Merritt.

If you have any questions or need clarification on anything, please don't hesitate to reach out to me directly.

Respectfully,

S/Sgt. Joshua Roda

Merritt RCMP Detachment Commander

2999 Voght Street, Merritt, BC

V1K 1G9

250-378-4262

Meeting Type	Meeting Date	Agenda Item	Resolution	Result	Action Item Y/N	Action By	Completed Y/N	Actions Taken
Merritt City Council Regular Meeting	1/14/2025	2024 DRIF Grant Approvals HRVA and Sandbagging Machine	THAT Council review the two Emergency Program Disaster Resilience and Innovation Funding (DRIF) grants;	Moved, Seconded, CARRIED	No		.,	
Merritt City Council Regular Meeting	1/14/2025	2024 DRIF Grant Approvals HRVA and Sandbagging Machine	THAT Council approve the management of the two	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	1/14/2025	2024 DRIF Grant Approvals HRVA and Sandbagging Machine	THAT Council direct staff to provide oversight for the implementation of the two DRIF grants.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	1/14/2025	2024-2034 Community Works Fund Agreement	THAT Council approves the 2024 2034 Community Works Fund Agreement as presented;	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	1/14/2025	2024-2034 Community Works Fund Agreement	THAT the Mayor and Corporate Officer be authorized to sign the Agreement on behalf of the City.	Moved, Seconded, CARRIED	Yes	Finance	Yes	Agreement signed
Merritt City Council Regular Meeting	1/28/2025	2025 BC Hydro Community ReGreening Program	THAT the January 21, 2025 report of the Grant Coordinator entitled "2025 BC Hydro Community ReGreening Program" be received for information.;	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	1/28/2025	Closing	THAT the January 28, 2025 Public Hearing regarding Bylaws 2383 and 2384 is closed; AND THAT "Official Community Plan Amendment Bylaw No. 2383, 2024" and Zoning Amendment Bylaw No. 2384, 2024 are returned to Council for further consideration.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	1/28/2025	Development Variance Permit - 1840 Nicola Avenue	THAT Council grants Development Variance Permit 2024-006, to vary Section 4.14.4.a of the Zoning Bylaw 2284, 2020, to allow for increased fence of 1.83m height between Front Parcel Line and Front Building Line instead of the permitted 1.25m (maximum), at 1840 Nicola Avenue.	Moved, Seconded, CARRIED	Yes	Planning and Development	Yes	
Merritt City Council Regular Meeting	1/28/2025	Economic Development Report	THAT Council receive the January 24, 2025 report of the Chief Administrative Officer entitled Economic Development for information; AND THAT Council direct staff to schedule a Committee of the Whole to support discussions for prioritization of items within the 2022-2031 Economic Development Strategy.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Meeting booked

Merritt City Council Regular Meeting	1/28/2025	Food Bank Development	THAT Council approve City Staff formalizing a working partnership with the Nicola Valley Foodbank to assist with their build located at 1898 Blair Street and 2352 Quilchena Avenue; AND THAT Council direct staff to move forward with securing contractors for a space use analysis and conceptual design and class C budget and consultants for the Foodbank & Housing Build with a budget of up to \$100,000.	IIED Yes	Housing	Yes	
Merritt City Council Regular Meeting	1/28/2025	Remedial Action Requirement - Unsightly Property at 1990 Houston Street	WHEREAS section 74 of the Community Charter, SBC 2003, c. 26 (the Community Charter) authorizes Council for the City of Merritt (the City) to impose a remedial action requirement on the owner or occupier of land in relation to a declared nuisance;AND WHEREAS Clive Boris Hack (the Owner) is the registered owner of the following property:1990 Houston StreetPID: 004-980-948LOT A, BLOCK 144, PLAN KAP717, DISTRICT LOT 123, KAMLOOPS DIV OF YALE LAND DISTRICT, OF LOT 1AND WHEREAS Council for the City of Merritt have received and reviewed the staff report dated December 20, 2024 in relation to the Property (the Report);NOW THEREFORE, the Council of the City of Merritt resolves as follows:THAT based on the information contained in the Report, and pursuant to section 74 of the Community Charter, the following items and/or materials which are kept outside on the Property, including in any area which is under a roof but is in part open to the outside, are hereby declared to be a nuisance:TrailersCampers;Boats;Tires; Ladders, chairs, tarps, and tents;Piles of wood, and lumber;Assorted tools and machinery;Rubbish (including, but not limited to buckets, containers, plastic materials, wood pallets, cardboard, garbage bags) Shelves; Gym equipment; Metals (including but not limited to bike parts, fire pits, and propane tanks,	RIED Yes	Corporate Services	Yes	Owner notified
Merritt City Council Regular Meeting	1/28/2025	Transit Routes and Rates	THAT Council approve an increase in transit fares as per Option 3 presented by BC Transit, as of April 1, 2025; AND THAT Council approves the reinstatement of Routes 2 and 3 as per operations pre-November 2021.	RIED Yes	Finance	Yes	

Merritt City Council Regular Meeting	2/11/2025	2025 Grant in Aid Application Review	THAT Council approve the 2025 Grant In Aid disbursement as follows:Interior Community Services \$1000.00Tumbleweed Playschool Society \$500.00Special Olympics BC - Merritt \$1500.00Ferals Furever Loved Society \$1000.00Nicola Valley ATV Club \$500.00Nicola Valley Community Band \$1000.00Merritt and District Hospice \$1000.00Little Britches Rodeo \$750.00Merritt Snowmobile Club \$500.00AND THAT Council approve the following In Kind requests:Merritt Crop Scrapbooking Crafts one day at \$1500.00 in kind;Merritt Secondary Leadership \$1000 in kind;Nicola Naturalist Society \$1000.00 in kind;Nicola Valley Skating Club \$1385.01 in kind;Merritt Otters Swim Club \$1400.00 in kind;Merritt Volleyball Association \$1000.00 in kind.		Yes	Finance	Yes	Cheques issued
Merritt City Council Regular Meeting	2/11/2025	2025 SILGA Resolutions	THAT Council forward the attached resolutions to SILGA for consideration at the 2025 SILGA Conference.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	SILGA notified
Merritt City Council Regular Meeting	2/11/2025	Council Appointments	THAT Councillor Olguin be appointed as Council Liaison to the Merritt Rotary.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Rotary notified
Merritt City Council Regular Meeting	2/11/2025	Council Appointments	THAT Councillor Baxter be appointed as Council Liaison to the Merritt Country Christmas Society Board.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Society notified
Merritt City Council Regular Meeting	2/11/2025	Municipal Development Corporation Feasibility Study	THAT Council receive the Municipal Development Corporation Feasibility Study;	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/11/2025	Municipal Development Corporation Feasibility Study	THAT Council approve Option A: Internal Housing Department, with an optional external operational review after two years from the date of launch.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/11/2025	Official Community Plan Amendment Bylaw 2383, 2024 and Zoning Amendment Bylaw No. 2384, 2024	THAT consideration of Bylaws 2383 and 2384 be deferred to the next meeting of Council.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/11/2025	RCMP Costs and 2025-2029 Financial Plan Preparation	THAT Council direct staff to include option 5 from the February 5, 2025 "RCMP Costs and 2025-2029 Financial Plan Preparation" report of the CAO in the 2025-2029 Financial Plan preparation.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/11/2025	RCMP Costs and 2025-2029 Financial Plan Preparation	THAT Council receive the February 6, 2025 Municipal Budget Process What we Heard report of the Chief Administrative Officer for information.	Moved, Seconded, CARRIED	No			

Merritt City Council Regular Meeting	2/11/2025	SILGA Call for Nominations	THAT Councillor Etchart is put forward to sit on the 2025 SILGA Board.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/11/2025	SILGA Conference Charity		Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	
Merritt City Council Regular Meeting	2/11/2025	Subdivision and Development Servicing Bylaw No. 2381, 2024	THAT Council Adopt City of Merritt Subdivision and Development Servicing Bylaw No. 2381, 2024.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/11/2025	2025 Grant in Aid Application Review	THAT Council approve the 2025 Grant in Aid disbursement as follows:Airport Committee for Merritt Community Airport Day \$750.	Moved, Seconded, CARRIED	Yes	Finance	Yes	Cheque issued
Merritt City Council Regular Meeting	2/25/2025	City of Merritt Sewer Bylaw 2393, 2025	THAT Council ;Adopt City of Merritt Sanitary Sewer Bylaw 2393, 2025.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/25/2025	City of Merritt Waterworks Bylaw No. 2392, 2025	THAT Council ;Adopt City of Merritt Waterworks Bylaw No. 2392, 2025;	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/25/2025	Fees and Charges Bylaw Amendment Bylaw No. 2394, 2025	THAT Council defer consideration of Bylaw 2394 to the March 11, 2025 Regular Council Meeting.;	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	
Merritt City Council Regular Meeting	2/25/2025	Official Community Plan Amendment Bylaw 2383, 2024 and Zoning Amendment Bylaw No. 2384, 2024	THAT Council Adopt "Official Community Plan Amendment Bylaw No. 2383, 2024"	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/25/2025	Official Community Plan Amendment Bylaw 2383, 2024 and Zoning Amendment Bylaw No. 2384, 2024	THAT Council Adopt "Zoning Amendment Bylaw No. 2384, 2024.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/25/2025	City Initiative Program	THAT Council directs staff to develop new policy for City Initiatives to bring to Policy Review Committee to replace Grant In Aid.;	Moved, Seconded, CARRIED	Yes	Corporate Services	No	
Merritt City Council Regular Meeting	2/25/2025	Claybanks Operations Options	THAT Council direct staff to proceed with Option 3 for operations of Clay Bank RV Park as outlined in the January 2, 2025 report of the Director of Community Services entitled Clay Banks RV Park Operations.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/25/2025	Upcoming 2025 Grant Applications	THAT Council direct staff to apply for up to \$1.5M from the federal HICC Active Transportation Fund for the design and construction of the Collettville Multi-Use Path.THAT Council direct staff to apply for up to \$3.9M from the federal CHIF program for the remaining design and construction of the Kengard Well project.	Moved, Seconded, CARRIED	Yes	Finance	Yes	Application submitted

Merritt City Council Regular Meeting	2/25/2025	2024 Year End Funding of Reserves	THAT Council direct staff to transfer insurance proceeds for losses that were paid out into reserves as follows: \$635,103.71 into the Facility Reserve, \$444,612.63 into a Parks, Recreation and Land Improvement Reserve, \$345,825.93 into the Fire Reserve, \$228,333.70 into the Transportation Reserve, and \$53,900.00 into the Equipment Reserve. AND THAT Council direct staff to allocate interest to reserves on the flood mitigation and housing prepaid grants as follows: \$392,632 to the Interest Funded Infrastructure Reserve and \$223,565 to Housing.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	2/25/2025	2025 - 2029 Financial Plan - Service and Line Item Focus	THAT item 8.3 "2025-2029 Financial Plan - Service and Line-Item Focus" be deferred to a Special meeting of Council.;	d Moved, Seconded, CARRIED	Yes	Finance	Yes	
Merritt City Council Regular Meeting	2/25/2025	2025 Summer Student Program	THAT Council direct staff to prepare the 2025-2029 Financial Plan with the inclusion of Option 1 as per the February 21, 2025 report of the Chief Administrative Officer entitled "Budget for 2025 Summer Student positions."	Moved, Seconded, CARRIED	Yes	Finance	Yes	
Merritt City Council Regular Meeting	3/11/2025	Milo the Mascot	THAT Council selects option 1 for the digital creation of the mascot; ;AND THAT Council selects option 1 for the development of the mascot costume; ;AND THAT Council direct staff to purchase the costume in 2025 using the identified Grant funding.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	3/11/2025	Councillor Conference Request	THAT Council approve the attendance of Councillor Egan and Councillor Charney at the 2025 BC Economic Development Summitt Conference in Penticton from May 12 15, 2025; ;AND THAT funds be allocated from the Council Conferences and Seminars account.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Councillors registered
Merritt City Council Regular Meeting	3/11/2025	Employment and Education Fair April 9, 2025	THAT Council approve providing free access to public transportation for those attending the Employment and Education Fair at Nicola Valley Institute of	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	3/11/2025	Fees and Charges Bylaw	Technology on April 9, 2025.  THAT Council direct staff to proceed with Option B ;for inclusion in the amendment to the 2025 Fees and Charges Bylaw currently before Council.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	
Merritt City Council Regular Meeting	3/11/2025	Late Grant in Aid application Review	THAT Council approves the late 2025 grant in Aid request as follows. Nicola Valley Farmers Market Association - \$ 1,100.00 In Kind request.	Moved, Seconded, CARRIED	No			

Merritt City Council Regular Meeting	3/25/2025	C-EPA Claybanks Dike - Project Update	THAT the March 19, 2025 report of the Director of Recovery Management entitled "C-EPA Claybanks Dike Project Update" be received for information.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	3/25/2025	Claybanks Dike - Dike Management Act Authorization	THAT Council approves the requirements pursuant to the Dike Maintenance Act (Section 2(4)(e)), the Water Sustainability Regulation (Section 39), and the Ministry of Water, Land and Resource Stewardship Policy Diking Authorities for New Dikes:The City of Merritt has agreed to become the Diking Authority (DA) and will be fully responsible for operation and maintenance of the C-EPA Claybanks; andThe City of Merritt has pursued legal access to the Crown Lands on which the dike is to be constructed.	·	No		
Merritt City Council Regular Meeting	3/25/2025	Disaster Resilience and Innovation Funding Program (DRIF)	THAT Council direct staff to apply for the Disaster Resilience and Innovation Funding program for the C- EPA Middlesboro Phase 1 diking section.	Moved, Seconded, CARRIED	Yes	Finance	Yes
Merritt City Council Regular Meeting	3/25/2025	Fees and Charges Bylaw	THAT "City of Merritt Fees and Charges Bylaw, Amending Bylaw No. 2394, 2025" be Adopted.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	3/25/2025	Park Access Road Naming	THAT Council defer item 9.4 Park Access Road Naming to the Policy Review Committee.;	Moved, Seconded, CARRIED	Yes	Scheduled for next meeting	Yes
Merritt City Council Regular Meeting	3/25/2025	Traffic Study for Schools and Park Zones	THAT the March 6, 2025 report of the Community Policing Office Coordinator entitled "Traffic study for schools and park zones" be received for information.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	2719 Peregrine Way Section 57 Notice on Title	THAT Council direct the Corporate Officer to file a notice in the land title office stating that a resolution relating to the parcel legally described as PID: 027-520-188 with a civic address of 2719 Peregrine Way has been made under Section 57 of the ;Community Charter and further information about it may be inspected at the municipal hall.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes
Merritt City Council Regular Meeting	4/8/2025	2750 Peregrine Way Section 57 Notice on Title	THAT Council direct the Corporate Officer to file a notice in the Land Title Office stating that a resolution relating to the parcel legally described as PID: 027-520-307 with a civic address of 2750 Peregrine Way has been made under Section 57 of the Community Charter and further information about it may be inspected at the municipal hall.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes

Merritt City Council Regular Meeting	4/8/2025	2813 Grandview Heights Section 57 Notice on Title	THAT Council direct the Corporate Officer to file a notice in the land title office stating that a resolution relating to the parcel legally described as PID: 026-780-038 with a civic address of 2813 Grandview Heights has been made under Section 57 of the Community Charter and further information about it may be inspected at the municipal hall.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes
Merritt City Council Regular Meeting	4/8/2025	City of Merritt 2025 2029 Financial Plan Bylaw No. 2396, 2025	THAT "City of Merritt 2025-2029 Financial Plan Bylaw No. 2396, 2025" be Adopted.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	City of Merritt Building Bylaw No. 2382, 2024	THAT "City of Merritt Building Bylaw No. 2382, 2024" be Adopted.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	City of Merritt Sewer Parcel Tax	THAT "City of Merritt Sewer Parcel Tax Amending Bylaw No. 2397, 2025" be Adopted.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	•	THAT "City of Merritt Water Parcel Tax Amending Bylaw No. 2398, 2025" be Adopted.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	Good Neighbour Bylaw Invoice Appeal	THAT Council direct staff to uphold Invoice #9534 in the amount of \$5,416.50	DEFEATED	No		
Merritt City Council Regular Meeting	4/8/2025	Good Neighbour Bylaw Invoice Appeal	THAT this item be deferred until the April 22, 2025 Regular Meeting of Council for further discussion.;	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes
Merritt City Council Regular Meeting	4/8/2025	Light Up in Blue for Prostate Cancer	THAT staff be directed to light up City Hall in blue light for the month of September, 2025 in support of the Prostate Cancer Foundation Canada awareness campaign.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	Light Up in Blue for Prostate Cancer	THAT the Proclamation Policy be referred to the Policy and Bylaw Review Committee for further discussion.;	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes
Merritt City Council Regular Meeting	4/8/2025	Structural Fire Suppression Service Agreement - Cook's Ferry Indian Band	THAT Council authorize the Mayor and the Chief Administrative Officer to execute the proposed Structural Fire Suppression Service Agreement between the City of Merritt and the Cooks Ferry Indian Band.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/8/2025	Trans Mountain Scholarship Fund	THAT Council direct the matter of the Tans Mountain Scholarship Fund to the Policy Review Committee.;	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes
Merritt City Council Regular Meeting	4/22/2025	Bylaw Compliance Work	THAT Council direct staff to uphold the invoice for the property cleanup at 1799 May St.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/22/2025	E-Permitting Update	THAT the "E-Permitting Update" be received for information.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/22/2025	Grant Application of the Nicola Valley Rodeo Association	THAT this item be referred to the Policy and Bylaw Review Committee for further discussion.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes

Merritt City Council Regular Meeting	4/22/2025	OCP Update 2025	THAT the "OCP Update 2025" be received for information.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	4/22/2025	Trans Mountain Scholarship Funds	THAT Council establish an annual scholarship with the \$50,000 provided by Trans Mountain for the duration that funds are available; ;THAT Council establish a Scholarship Reserve to maximize the investment income related to budgeted and donated scholarship funds; ;THAT an additional \$1000 annually be budgeted for contribution to this reserve, to maintain longevity of the fund and that the current \$2000 of scholarship funds budgeted annually be placed in this reserve until they are paid out, to maximize interest revenue generated; ;THAT the new scholarship established be awarded annually to a graduating student from Merritt Secondary School in the amount of \$1000, with the following eligibility criteria:1. Be entering a post-secondary trade program;2. A minimum of a 75% average in grade 11 and 12 trades classes or in an equivalent program;3. A minimum of a 90% attendance;4. Demonstrate citizenship through volunteerism and leadership in the school or broader community.5. Must make a presentation or compose a letter to Council explaining why they are deserving of this scholarship.				
Merritt City Council Regular Meeting	4/22/2025	UBCM April 2025 Grant Applications	THAT Council direct staff to apply for the UBCM Next Generation 911 grant for up to \$100,000. ;THAT Council direct staff to apply for the UBCM Public Notification and Evacuation Route Planning grant for up to \$40,000.	Moved, Seconded, CARRIED	Yes	Finance	Yes
Merritt City Council Regular Meeting	5/13/2025	City of Merritt Sign Regulation Amendment Bylaw 2395, 2025	THAT City of Merritt Sign Regulation Amendment Bylaw 2395, 2025 be Adopted.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/13/2025	Zoning Amendment Bylaw No. 2399, 2025 First, Second, and Third Reading.	THAT Zoning Amendment Bylaw No. 2399, 2025 be read a First Time;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/13/2025	Zoning Amendment Bylaw No. 2399, 2025 First, Second, and Third Reading.	THAT Zoning Amendment Bylaw No. 2399, 2025 be read a Second Time;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/13/2025	Zoning Amendment Bylaw No. 2399, 2025 First, Second, and Third Reading.	THAT Zoning Amendment Bylaw No. 2399, 2025 be read a Third Time.	Moved, Seconded, CARRIED	No		

M	lerritt City Council Regular Meeting	5/13/2025	City of Merritt Tourism Plan	THAT this item be tabled until a Memorandum of Understanding has been finalized with Tourism Nicola Valley.	Moved, Seconded, CARRIED	Yes	CAO	No	In progress
М	lerritt City Council Regular Meeting	5/13/2025	Street Naming and Addressing Policy	THAT the Street Naming Policy be referred to Closed Session.;	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/13/2025	2025 Walk of Stars Sign Agreement	THAT Council direct the Mayor and Chief Administrative Officer to execute the Walk of Stars Sign Agreement.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	
M	lerritt City Council Regular Meeting	5/13/2025	Update on Claybanks RV Park opening	THAT the May 5, 2025 report by the Director of Community Services entitled "Update on Claybanks RV Park opening" be received for information.	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/13/2025	Grave Size Variance Request	THAT Council grant the requested size variance for Pauline Isabel Graham's memorial plaque at Pine Ridge Cemetery.;	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/13/2025	2025 Walk of Stars Sign Agreement	THAT Council direct the Mayor and Chief Administrative Officer to execute the Walk of Stars Sign Agreement.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Agreement signed
M	lerritt City Council Regular Meeting	5/13/2025	City of Merritt Sign Regulation Amendment Bylaw 2395, 2025	THAT City of Merritt Sign Regulation Amendment Bylaw 2395, 2025 be Adopted.	Moved, Seconded, CARRIED	No			
М	lerritt City Council Regular Meeting	5/13/2025	City of Merritt Tourism Plan	THAT this item be tabled until a Memorandum of Understanding has been finalized with Tourism Nicola Valley.	Moved, Seconded, CARRIED	Yes	Corporate Services	No	MOU completed item to be returned to Council at a future date
M	lerritt City Council Regular Meeting	5/13/2025	Grave Size Variance Request	THAT Council grant the requested size variance for Pauline Isabel Graham's memorial plaque at Pine Ridge Cemetery.;	Moved, Seconded, CARRIED	No			
М	lerritt City Council Regular Meeting	5/13/2025	Street Naming and Addressing Policy	THAT the Street Naming Policy be referred to Closed Session.;	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/13/2025	Update on Claybanks RV Park opening	THAT the May 5, 2025 report by the Director of Community Services entitled "Update on Claybanks RV Park opening" be received for information.	Moved, Seconded, CARRIED	No			
М	lerritt City Council Regular Meeting	5/13/2025	Zoning Amendment Bylaw No. 2399, 2025 First, Second, and Third Reading.	THAT Zoning Amendment Bylaw No. 2399, 2025 be read a First Time;	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/13/2025	Zoning Amendment Bylaw No. 2399, 2025 First, Second, and Third Reading.	THAT Zoning Amendment Bylaw No. 2399, 2025 be read a Second Time;	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/13/2025	Zoning Amendment Bylaw No. 2399, 2025 First, Second, and Third Reading.	THAT Zoning Amendment Bylaw No. 2399, 2025 be read a Third Time.	Moved, Seconded, CARRIED	No			
M	lerritt City Council Regular Meeting	5/27/2025	Advertising on Public Property Policy	THAT Council adopt the Advertising on Public Property Policy as presented.;	Moved, Seconded, CARRIED	No			

Merritt City Council Regular Meeting	5/27/2025	Autocross Events Relaxation of Zoning and Building Bylaws	THAT Council relax the City of Merritt Zoning Bylaw 2284, 2020, to allow overnight camping on the 4510 Airport Road at the Airport for the participants in the Autocross events from June 6, 2025 to June 8, 2025, August 1, 2025 to August 3, 2025, and September 12, 2025 to September 14, 2025.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/27/2025	Autocross Events Relaxation of Zoning and Building Bylaws	THAT Council relax the Building Bylaw 2382, 2025 regarding Temporary Building Permits for Special Events Facilities (tents etc.) to allow the Autocross group to erect a High-Top Marquee Tent on the Airport property on June 6, 2025 to June 8, 2025, August 1, 2025 to August 3, 2025, and September 12, 2025 to September 14, 2025.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/27/2025	Baseball Diamond Lights at Central Park	THAT staff be directed to work with the local baseball organizations to identify the feasibility of installing lights at Central Park baseball diamonds.	Moved, Seconded, CARRIED	Yes	Development Services	ongoing
Merritt City Council Regular Meeting	5/27/2025	BC Transit Operating Agreement	THAT Council authorize the CFO to sign the BC Transit 2025/26 Annual Operating Agreement.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/27/2025	Development Variance Permit - 1634 Lindley Creek Road	THAT Council grants Development Variance Permit 2025-001 to vary Section 7.3.6 (a) of the City of Merritt Zoning Bylaw No. 2284, 2020 to decrease the Minimum Interior Setback from 1.2 metres to 1.03 metres for the western side of the property at 1634 Lindley Creek Road.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/27/2025	Free Swim numbers for the one year approved by Council	THAT the Free Swim Numbers for the One Year report be received for information. ;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/27/2025	Free Swim numbers for the one year approved by Council	THAT the Free Swim program be continued with an annual review by Council for continuation of the program.;	Moved, Seconded, CARRIED	Yes	Development Services	Will report back in one year
Merritt City Council Regular Meeting	5/27/2025	Naming Rights Policy	THAT Council adopt the Naming Rights Policy as presented.;	Moved, Seconded, CARRIED	No		•
Merritt City Council Regular Meeting	5/27/2025	Naming Rights Policy	THAT the policy be amended to list the Diamond Sponsor Cost matrix at \$1 million.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	5/27/2025	Pickleball Club request for expansion of playing court area	THAT Council recommend that the City of Merritt support Merritt Pickleball a local community sports group in exploring design and expansion plans for recreational use of City-owned property.	Moved, Seconded, CARRIED	Yes	Development Services	ongoing
Merritt City Council Regular Meeting	5/27/2025	Pickleball Club request for expansion of playing court area	THAT Council direct staff to draft a letter of support from the City of Merritt to the Merritt Pickleball group to help in their submissions for grant funding.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes

Merritt City Council Regular Meeting	5/27/2025	Proposed Development Approval Procedures Bylaw No. 2388, 2025	THAT City of Merritt Development Approval Procedures Bylaw 2388, 2025 be read a First Time;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	5/27/2025	Proposed Development Approval Procedures Bylaw No. 2388, 2025	THAT City of Merritt Development Approval Procedures Bylaw 2388, 2025 be read a Second Time;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	5/27/2025	Proposed Development Approval Procedures Bylaw No. 2388, 2025	THAT City of Merritt Development Approval Procedures Bylaw 2388, 2025 be read a Third Time;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	5/27/2025	Relaxation of Zoning Bylaw to allow VSA camping at Airport	THAT Council relax the City of Merritt Zoning Bylaw 2284, 2020, to allow overnight camping at 4510 Airport Road at the City Airport for the participants of VSA group, for the dates of June 13, 2025 to June 20, 2025	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	5/27/2025	Relaxation of Zoning Bylaw to allow VSA camping at Airport	THAT Council direct staff to charge a non-service site amount of \$31.50 per unit, per night to the VSA group.	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	5/27/2025	Street Naming Policy	THAT Council adopt the Street Naming Policy as presented.;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	5/27/2025	Zoning Amendment Bylaw No. 2399, 2025	THAT "Zoning Amendment Bylaw 2399, 2025" be Adopted.;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	6/10/2025	AED's at City Owned Facilities	THAT the City purchase AED's for all City owned facilities.;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	6/10/2025	Asset Management Policy	THAT Council adopt the Asset Management Policy; and ;THAT the Fixed Assets Policy be repealed.;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	6/10/2025	Development Approval Procedures Bylaw	THAT "City of Merritt Development Approval Procedures Bylaw 2388, 2025 be Adopted.;		No
Merritt City Council Regular Meeting	6/10/2025	Development Approval Procedures Bylaw	THAT the "City of Merritt Bylaw 2388, 2025" be amended to replace section 9(b) from "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" with "The distance in 9(a) is a minimum and may be broadened to reach more recipients at the discretion of Council and/or the Administrator or their designate".;	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	6/10/2025	Gordon and Crawford Intersection Review	THAT the June 3, 2025 report of the Director of Public Works and Engineering Services entitled "Gordon and Crawford Intersection Review" be received for information.	Moved, Seconded, CARRIED	No
Merritt City Council Regular Meeting	6/10/2025	June 2025 Grant Applications	THAT Council direct staff to apply for the Infrastructure Planning Grant Program up to a maximum of \$10,000 to conduct accessibility assessments of the Civic Centre, NVMA, NVAC, and Cadet Hall.	Moved, Seconded, CARRIED	No

Merritt City Council Regular Meeting	6/10/2025	June 2025 Grant Applications	THAT Council direct staff to apply to the Disaster Resilience and Innovation Funding program up to a maximum of \$400,000 to develop a climate adaptation plan.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/10/2025	June 2025 Grant Applications	THAT Council direct staff to apply to the Disaster Resilience and Innovation Funding program up to a maximum of \$400,000 for design, engineering, and feasibility for cooling infrastructure projects.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/10/2025	Merritt Golf and Country Club Lease	THAT this item be deferred to the Closed Session.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/10/2025	Municipal Security Issuing Resolution for Exit 286	THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, \$4,178,000 as authorized through Loan Authorization Bylaw # 2307, 2021 and that the Thompson-Nicola Regional District be requested to consent to our borrowing over a 30-year term and include the borrowing in a Security Issuing Bylaw.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/10/2025	Notice of Disposition of Land	THAT Council approve the disposition of PID 032-485-581 That part of DL 122 KDYD shown on Plan EPP 124029 to Alkon Investments Ltd. for the sum of \$79,399.17. ;THAT Council direct staff to provide notice in accordance with the Community Charter provisions for the Citys intent to dispose of this land.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	
Merritt City Council Regular Meeting	6/10/2025	UBCM Minister Meeting Requests	THAT this item be deferred to the June 24, 2025 Regular Meeting of Council.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Bring forward to June 24 meeting
Merritt City Council Regular Meeting	6/24/2025	2024 Annual Report	THAT Council receive the City of Merritt 2024 Annual Report, including: the consolidated audited financial statements for 2024, permissive tax exemptions, a report on municipal services and operations, and municipal objectives as amended.;	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/24/2025	2024 Statement of Financial Information (SOFI)	THAT Council Approves the City of Merritt Statement of Financial Information for year ended December 31, 2024, as amended; ;THAT Council authorizes the Mayor and the Director of Finance & Human Resources to sign the statement on behalf of the City. ;;		No			

Merritt City Council Regular Meeting	6/24/2025	2025 UBCM Minister Meeting Requests	THAT Council direct staff to submit meeting requests for the following:1. Ministry of Tourism, Arts, Culture and Sport2. Ministry of Health3. Minister of Housing and Municipal Affairs4. MACC BC Transit5. Ministry of Infrastructure6. Attorney General;	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Requests for meetings have been submitted
Merritt City Council Regular Meeting	6/24/2025	DRIF Grant Application C-EPA Middlesboro Phase 2	THAT Council direct staff to apply for the Disaster Resilience and Innovation Funding program for the C- EPA Middlesboro Phase 2 diking section.	Moved, Seconded, CARRIED	Yes	Recovery	Yes	application submitted
Merritt City Council Regular Meeting	6/24/2025	Nicola Valley Pro Rodeo Association Sponsorship	THAT Council support the 2025 Nicola Valley Pro Rodeo at a platinum sponsorship level of \$5,000 with funds drawn from the Sponsorship fund.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/24/2025	Nicola Valley Transportation Society Lease Agreement	THAT the Corporate Officer be directed to provide public notice of the proposed below market value lease of Nicola Valley Transit Society for a portion of the City Hall building in accordance with Sections 24 and 26 of the Community Charter; ;THAT the Mayor and Corporate Officer be authorized to execute the required documentation for the lease with Nicola Valley Transportation Society following publication of notice.	Moved, Seconded, CARRIED	Yes	Corporate Services	Yes	Notice published
Merritt City Council Regular Meeting	6/24/2025	River Ranch Road Transportation Functional Planning Study	THAT the River Ranch Road Transportation Functional Planning Study be received for information.;	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	6/24/2025	Strategic Priorities Fund Intake	THAT Council discuss opportunities for the Strategic Priorities Fund intake and provide staff direction on which opportunity will proceed for the application. ;THAT Council direct staff to apply to the Strategic Priorities Fund intake for the Kengaard project.	Moved, Seconded, CARRIED	Yes	Finance	Yes	application submitted
Merritt City Council Regular Meeting	7/8/2025	C-EPA Claybanks Dike Project Update	THAT the July 4, 2025 report of the Director of Flood Recovery and Mitigation entitled "C-EPA Claybanks Dike Project Update" be received for information.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	7/8/2025	Marmots at the Cemetery	THAT Council allocate \$10, 000 from the Cemetery Maintenance fund to relocate the marmots using a local trapper.	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	7/8/2025	Zoning Amendment Bylaw No. 2403, 2025 - 1750 Lindley Creek Road	THAT Zoning Amendment Bylaw No. 2403, 2025 is	Moved, Seconded, CARRIED	No			
Merritt City Council Regular Meeting	7/8/2025			Moved, Seconded, CARRIED	No			

Merritt City Council Regular Meeting	7/22/2025	2025 Q2 Report from Baillie House Information Centre	THAT the July 17, 2025 report of the Director of Community Services entitled "2025 Q2 Report from Baillie House Information Centre" be received for information.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	7/22/2025	Flood Mitigation Quarterly Update 2025Q2	THAT the July 17, 2025 report from the Flood Mitigation Communication Specialist entitled "Flood Mitigation Quarterly Update - 2025Q2" be received for information.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	7/22/2025	Grave Size Variance Request	THAT Council grant the requested size variance for Brian Robertson's headstone at Pine Ridge Cemetery.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	7/22/2025	Housing Funding Direction	THAT Council direct staff to move forward with options one and two as outlined in the July 8, 2025 report of the Director of Housing entitled "Housing Fund Direction".	DEFEATED	No		
Merritt City Council Regular Meeting	7/22/2025	New Street Naming Gateway 286	THAT Council direct administration to name the new road that will be created by the subdivision of Block F Section 11 Township 91 Kamloops Division Yale District (PID 031-339-859) as Spayum Way.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	7/22/2025	Transit Future Service Plan and Presentation	THAT Council receive the presentation and Transit Future Service Plan for information.	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	7/22/2025	Transit Future Service Plan and Presentation	THAT Council endorse the BC Transit Future Plan as presented.;	Moved, Seconded, CARRIED	No		
Merritt City Council Regular Meeting	7/22/2025	Transit Future Service Plan and Presentation	THAT staff investigate the financial participation of the TNRD and Cooks Ferry Band of the presented future plan;THAT staff present to Council a one-year operational report for Route #2, reflecting the period during which the bridge was fully functional.	Moved, Seconded, CARRIED	Yes	Finance	No

# EMPONBINARY AGES 15 - 35 EMPONBINARY AGES 15 - 35 EMPONE TO THE CONTROL OF THE CO

WEDNESDAYS | WEEKLY JAN 7 - MARCH 25

12 SESSIONS | 6:00PM - 8:00PM

FREE | MERRITT CIVIC CENTRE

The **Empower**, **Protect** + **Connect** program develops essential safety and empowerment skills, builds strength and confidence, and provides a safe and supportive space where participants can build community.

- Learn practical self-defence techniques for physical safety
- Develop situational awareness in everyday and high-risk environments
- Strengthen assertiveness and boundary-setting skills
- Rebuild personal confidence through trauma-informed practices
- Access emotional support and empowerment strategies
  Connect with local community resources and services
- Foster physical and emotional resilience in a supportive group setting

### FORMAT

This 12-week program offers weekly two-hour sessions that include:

- Self-Defence Training (1 HOUR): Taught by certified instructors, with a focus on real-life scenarios and practical safety techniques.
- Counselling & Empowerment Workshop (1 HOUR): Facilitated by a Registered Clinical Counsellor and local organizations, offering trauma-informed support, strategies for personal growth, and community connection.

### ELIGIBILITY

For men and nonbinary people (aged 15–35 years) affected by or at risk of gender-based violence. (Note: The program for women and nonbinary people is from September 10 to December 17, 2025).

### ACCESSIBILITY

If you require any accessibility accommodations, please contact recreation@merritt.ca.

### COST

Free to attend. Registration is required as participants are expected to attend most, if not all, sessions.



MERRITT.CA/REGISTRATION

BRITISH
COLUMBIA
Supported by the
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Merritt FLOURISH UNDER THE SUN

\* CIVIL FORTFEITURE GRANT | MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

FREE TRAINING | REGISTRATION REQUIRED

## WOMEN + NONBINARY **AGES 15 - 35** POWER SKILLS BUILDING + SELF-DEFENCE

WEDNESDAYS | WEEKLY **SEPT 10 - DEC 17** 

12 SESSIONS | 6:00PM - 8:00PM

FREE MERRITT CIVIC CENTRE

\* No session on October 22 and November 27, 2025.

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For women and nonbinary people (aged 15–35 years) affected by or at risk of gender-based violence. (Note: The program for men and nonbinary people will be from January 7 to March 25, 2026).

### ACCESSIBILITY

If you require any accessibility accommodations, please contact recreation@merritt.ca.

### COST

Free to attend. Registration is required as participants are expected to attend most, if not all, sessions.

**MERRITT.CA/EMPOWER** 

**MERRITT.CA/REGISTRATION** 

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FLOURISH UNDER THE SUN

\* CIVIL FORTFEITURE GRANT | MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

### **Katrina Jodoin**

From: Linda Brick

**Sent:** August 19, 2025 9:59 AM

To: Katrina Jodoin

Subject: FW: Request for Letter of Support – Nicola Valley Birding Project (Community Gaming

Grant)

From: Greg Girard

Sent: July 22, 2025 12:37 PM

To: Linda Brick

Cc: Michael Goetz ; Cynthia White ; Katrina Jodoin

; Kevin Natkinniemi

Subject: Re: Request for Letter of Support – Nicola Valley Birding Project (Community Gaming Grant)

Hello Mrs Brick,

Thank you for reaching out. The birding route starts and ends in Merritt so to generate spending in the community. The route also allows us to become part of Destination BC's Bird Trail - <a href="https://bcbirdtrail.ca/">https://bcbirdtrail.ca/</a>.

The birding destinations are mostly at some of our backcountry lakes. Tim Bennett of Parks and Rec has given the OK and is providing a letter as well. We would like to include the Coldwater River Trail in the loop. There are options for information signs. If this is not acceptable to the City we can remove the trail from the route.

We have spoken to Ducks Unlimited as well and they are providing a letter and their support.

We must submit grant by end of August.

Greg

On 2025-07-22 11:19 a.m., Linda Brick wrote:

Good morning Mr. Girard,

An understanding of the project prior to submission of the grant application will assist all parties if there are any expectations in the implementation of the grant at a later date. Please advise if the Nicola Valley Birding Project will include any City of Merritt infrastructure, land, or commitments?

Accordingly, could you advise what is the deadline for the grant application and when would the letter be required?

Kind regards,

### **Linda Brick Director of Corporate Services** City of Merritt



I respectfully acknowledge that the City of Merritt is located on the traditional, ancestral and unceded territory of the Nlaka'pamux and Syilx people.

CONFIDENTIALITY DISCLAIMER: This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is unauthorized and may be illegal. Thank you.

From: Michael Goetz	

**Sent:** July 22, 2025 10:14 AM

To: Cynthia White Linda Bric Katrina Jodoin

Subject: FW: Request for Letter of Support - Nicola Valley Birding Project (Community Gaming Grant)

**Importance:** High

FYI

Mike Goetz

Mayor

CITY OF MERRITT

I respectfully acknowledge that the City of Merritt is located on the traditional, ancestral and unceded territory of the Nlaka' pamux and Syilx people.

From: Greg Girar

**Sent:** July 20, 2025 3:00 PM

To: Michael Goet

Subject: Request for Letter of Support – Nicola Valley Birding Project (Community Gaming Grant)

Importance: High

Subject: Request for Letter of Support – Nicola Valley Birding Project (Community Gaming Grant)

Dear Mayor Goetz,

I hope this message finds you well.

I am writing to request a formal letter of support from the City of Merritt for the Nicola Valley Birding Project, which we are submitting for funding through the Community Gaming Grant – Environment Stream. This project aims to establish a designated bird watching route throughout the Nicola Valley, including key birding sites in Merritt and Electoral Areas M and N.

The Nicola Valley is home to an exceptional variety of bird species, both resident and migratory, making it a hidden gem for birdwatching enthusiasts. By developing infrastructure such as signage, accessible viewing blinds, educational materials, and community-led events, we aim to promote responsible ecotourism while enhancing public engagement with local conservation efforts.

### **Economic Benefits of the Birdwatching Route:**

Tourism Diversification: Birdwatching is a growing niche market within the tourism industry. According to Nature Canada, over 9 million Canadians participate in birdwatching and wildlife viewing annually. By tapping into this audience, the Nicola Valley can attract new visitors beyond the typical peak seasons.

Increased Local Spending: Birders tend to stay longer and spend more in rural communities, utilizing accommodations, restaurants, gas stations, and retail stores. Studies show that birdwatchers can spend upwards of \$100–200 per day while traveling.

Job Creation & Local Engagement: This project will encourage employment and volunteer opportunities through habitat maintenance, guide training, local interpretation, and community events, creating value for both businesses and residents.

Branding Merritt as a Birding Destination: With support from the City, the project can help position Merritt as a leader in nature-based tourism and environmental education in British Columbia.

We believe that this project strongly aligns with the City of Merritt's goals around sustainable tourism, economic recovery, and environmental stewardship. A letter of support from your office would greatly strengthen our grant application and demonstrate unified community backing.

Please let me know if you require any additional information or would like a sample letter for your convenience. We would be happy to provide more details or meet in person to discuss the initiative further.

Thank you very much for your time and consideration.

Warm regards,

Greg Girard TNV Project Coordinator

Nicola Valley Birding Route Project
Co Founder / CMO EH Canada Marketing Group
2024 AWARDS: 2024 Best Tourism Marketing Services - Vancouver Awards - "Best Adventure Tourism Guide 2024" Corporate Vision C

r" Canadian Choice Canadian Business Awards - "Tourism Marketing Consultancy of the Year" 2024 Global Awards - "2024 Best Adventure Travel Organization - Canada" LUX Global Excellence Awards plus 17 more awards.

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**Greg Girard** 



2024 AWARDS: 2024 Best Tourism Marketing Services - Vancouver" Canadian Choice Awards - "Best Adventure Tourism Guide 2024" Corporate Vision Canadian Business Awards - "Tourism Marketing" Consultancy of the Year" 2024 Global Awards - "2024 Best Adventure Travel Organization - Canada" LUX Global Excellence Awards plus 17 more awards.

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### Memorandum



Ministry of Health Office of the Minister

August 6, 2025

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To: Mayors of British Columbia

Re: Partnering to Strengthen Health Care Recruitment

I hope this finds you well and enjoying a safe and connected summer, including time with family and friends. Thank you for your on-going leadership in your communities.

As you may already be aware, the Ministry of Health (the Ministry) has launched a media campaign in the United States (US) focused on recruiting physicians, nurses and allied health professionals to live and work in British Columbia.

As the former mayor of a rural community, I am aware of the vital role that local governments and other community organizations can have in supporting the recruitment and retention of health professionals. As the Minister of Health, I have come to be inspired by examples of how this is happening in many communities throughout our province.

Throughout my travels in BC over the past nine months, I have seen first-hand the tangible results being seen and felt in communities that are actively engaged in recruitment and retention efforts. For those communities already actively participating in healthcare worker recruitment efforts, I encourage you to continue doing so, and to share your experiences, learnings and successes directly with me and the Ministry of Health via <a href="https://link.minister@gov.bc.ca">HITH.Minister@gov.bc.ca</a>.

For those not yet actively engaged in local or regional recruitment, I strongly encourage you to lean in and join us a part of our Team BC approach that involves the Ministry of Health, HealthMatch BC, provincial and regional health authorities, local governments, hospital districts, health foundations, and other community partners.

### Memorandum



Ministry of Health Office of the Minister

-2-

Earlier this year we started gathering expressions of interest from health professionals working in the US through our BC Health Careers website, and over the past month we have been hosting a webinar series designed for different professions. We have now launched a full media campaign in Washington, Oregon and California, which will increase visibility of the campaign and continue directing interested health professionals to BC Health Careers for guidance on how to explore working in BC. Our goal is to connect candidates with recruitment specialists through HealthMatch BC and provincial and regional health authorities, who will then guide candidates through the licensure process and connect them with opportunities to practice in communities throughout the province.

As local governments, you know your communities best. You and your community partners are uniquely positioned to offer prospective health care professionals an authentic understanding of life in your community, including the different types of supports, services, and opportunities for other family members. Your involvement is crucial to the success of our recruitment initiatives.

To that end, I have requested Health Authorities to connect with Mayors, Chairs, community leaders, regional hospital boards, foundations, divisions of family practice, primary care networks, First Nations and Métis partners, and other relevant organizations to support a coordinated approach to recruitment activities. It is my expectation that Health Authorities will work with you to identify and activate community participation, such as showcasing your community, connecting candidates to local opportunities, and creating welcoming experiences for new recruits and their families.

You may also be interested to know about the <u>Community Playbook and Toolkit</u>, developed by the Saunders Foundation (under the leadership of Dave Saunders, former Mayor of Colwood) in partnership with the Ministry. This resource is intended to identify practical ways for communities to work locally to support health care recruitment and retention.

### Memorandum



Ministry of Health Office of the Minister

- 3 -

We understand that many of you are already working closely with your Health Authority partners, and we are grateful for your leadership. For those who are already engaged – please continue your excellent work.

If you have not heard from your local health authority, I urge you to contact the appropriate Chief Executive Officer directly by email to get connected with members of your Health Authority's talent acquisition team.

As we look toward the annual UBCM Convention taking place September 22-26, 2025, in Victoria, I encourage you to look for the Ministry of Health / UBCM jointly sponsored workshop entitled "Healthcare: The Heart of the Community" currently scheduled for Monday September 22 from 9:30 to 11:30 am (please confirm scheduling as we approach the convention).

Thank you for your continued partnership. I look forward to working alongside you as we strengthen our health care system together.

Sincerely,

Josie Osborne

Minister

pc: Health Authority Chief Executive Officers





### ONE BOOK ONE SUMMER

Youth community book club



Read Dreamer By Akim Aliu



Join Teen Summer Reading Club

Read the book as one of the teen challenges



Attend an event

Join other teens at an event this summer



**Enter the contest** 

Submit a photo of *Dreamer* and enter to win a table-top air hockey table!

tnrl.ca/obos



