



AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, February 25, 2020

7:00 P.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

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

Pages

1. CALL TO ORDER
2. LATE ITEMS
3. PUBLIC INPUT 10 m
4. ADOPTION OF MINUTES
 - 4.1 Special Council Meeting Minutes - February 11, 2020 4

Recommendation:
THAT the Minutes of the Special Council Meeting held on February 11, 2020 be adopted.
 - 4.2 Regular Council Meeting Minutes - February 11, 2020 7

Recommendation:
THAT the Minutes of the Regular Council Meeting held on February 11, 2020 be adopted
5. PUBLIC HEARING
6. GENERAL MATTERS - Delegations and Recognitions
 - 6.1 Merritt Curling Club 12

Presentation by Jerry Sanders

Presentation by Tracy Shymko, Deputy Assessor for the Thompson Okanagan Region

7. UNFINISHED BUSINESS

7.1 Notice of Motion

Councillor Travis Fehr made the following notice of motion at the February 11, 2020 meeting:

Recommendation:

That Council direct staff to bring forward a report regarding options for vetting Committee member applications, to allow Council an opportunity to better get to know all applicants before making Committee appointments.

8. BYLAWS

9. NEW BUSINESS

9.1 OCP Update Presentation

Powerpoint presentation by Don McArthur, Planning and Development Services Manager

9.2 OCP Update and Poverty Reduction Planning and Action Program Grant

Recommendation:

THAT Council direct staff to prepare a Request for Proposals to contract a consultant or consultant team to conduct the Official Community Plan Update and develop a Terms of Reference for the project, in advance of finalization of the 2020-2024 Financial Plan Bylaw.

Recommendation:

THAT Council direct staff to apply for the Union of British Columbia Municipality's Poverty Reduction Planning & Action Program grant, and that Council support the proposed grant activities as outlined in this staff report to Council of February 25, and provide overall grant management.

Recommendation:

THAT Council direct staff to contract a consultant or consultant team to prepare a neighbourhood development plan for submission to the Province with a Crown Land Tenure Application, in advance of finalization of the 2020-2024 Financial Plan Bylaw.

9.4 CAO Update

10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

13. TERMINATION OF MEETING



MINUTES
CITY OF MERRITT
SPECIAL CLOSED COUNCIL MEETING

Tuesday, February 11, 2020

6:00 P.M.

BOARD ROOM, CITY HALL

2185 Voght Street

Merritt, B.C

PRESENT:

Mayor L. Brown

Councillor M. Bhangu

Councillor K. Christopherson

Councillor A. Etchart

Councillor T. Fehr

Councillor T. Luck

Councillor M. White

Mr. S. Hildebrand, Chief Administrative Officer

Mr. S. Smith, Director of Corporate Services

1. **CALL TO ORDER**

Mayor Brown called the meeting to order at 6:00pm

2. **CLOSURE OF MEETING**

2.1 **Vote to close meeting**

Recommendation:

THAT this meeting be closed to the public to address items pursuant to the following sections of the Community Charter:

90(1)(a) - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

90(1)(c) - labour relations or other employee relations.

Moved, Seconded, CARRIED

3. CLOSED SESSION

3.1 Special Closed Council Meeting Minutes - November 12, 2019

3.2 Special Closed Council Meeting Minutes - January 7, 2020

3.3 Unfinished Business

3.4 New Business

3.4.1 Airport Advisory Committee Applications

3.4.2 Personnel Update

3.5 Information Items

3.6 Vote to return to public meeting

Recommendation:

THAT this meeting be returned to open session, having conducted the business that required closure pursuant to the *Community Charter*

Moved, Seconded, CARRIED

4. TERMINATION OF MEETING

The Mayor declared the meeting ended at 7:00pm

Corporate Officer

Mayor



MINUTES

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, February 11, 2020
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL
2185 Voght Street
Merritt, B.C

PRESENT:

Mayor L. Brown
Councillor M. Bhangu
Councillor K. Christopherson
Councillor A. Etchart
Councillor T. Fehr
Councillor T. Luck
Councillor M. White

Mr. S. Hildebrand, Chief Administrative Officer
Mr. S. Smith, Director of Corporate Services
Mr. W. George, Tourism & Economic Development Manager
Mr. W. Anderson, Financial Services Manager

1. CALL TO ORDER

Mayor Brown called the meeting to order at 7:08pm

2. LATE ITEMS

3. PUBLIC INPUT

Ginny Prowal spoke regarding the City's work with the Chamber and also commended the Baillie House organization and congratulated them on another very successful year. Ginny also stated that she found it interesting that the City was supporting the Chamber, given they were no longer in City Hall.

Craig Gray spoke positively regarding the Baillie House's work and stated that he wished all organizations were run as efficiently as them.

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - January 28, 2020

THAT the Minutes of the Regular Council Meeting held on January 28, 2020 be adopted

Moved, Seconded, CARRIED

5. PUBLIC HEARING

6. GENERAL MATTERS - Delegations and Recognitions

7. UNFINISHED BUSINESS

7.1 Recommendations from February 4, 2020 Committee of the Whole Meeting

Recommendation:

THAT Council set aside \$15,000 in the 2020 Financial Plan for community sponsorships.

Moved, Seconded, CARRIED

Recommendation:

THAT the City provide the Merritt and District Chamber of Commerce with funding in the amount of \$5,000 from the Council Contingency fund;

AND THAT the City work as a partner with the Chamber, to establish the Chamber as the primary voice for businesses in Merritt.

Moved, Seconded, CARRIED

7.2 Approval of 2020 Grant in Aid Applications

Kurt Christopherson declared conflict in relation to the items listed in Category "B" and left the meeting at 7:27pm.

Kurt returned to the meeting following the vote, at 7:28pm.

Tony Luck declared conflict in relation to the items listed in Category "C" and left the meeting at 7:28pm.

Tony returned to the meeting following the vote, at 7:29pm.

Melvina White declared conflict in relation to the items listed in Category "D" and left the meeting at 7:29pm.

Melvina returned to the meeting following the vote, at 7:30pm.

Council provided direction that the excess \$4250.71 from the Grant in Aid budget be re-allocated to the Council Contingency budget in the 2020 Financial Plan.

THAT Council approve the Grant in Aid requests listed in Category "A" on the attached Schedule "A", in the type, amounts and payment timing indicated on the spreadsheet;

Moved, Seconded, CARRIED

THAT Council approve the Grant in Aid requests listed in Category "B" on the attached Schedule "A", in the type, amounts and payment timing indicated on the spreadsheet;

Moved, Seconded, CARRIED

THAT Council approve the Grant in Aid requests listed in Category "C" on the attached Schedule "A", in the type, amounts and payment timing indicated on the spreadsheet;

Moved, Seconded, CARRIED

THAT Council approve the Grant in Aid requests listed in Category "D" on the attached Schedule "A" in the type, amounts and payment timing indicated on the spreadsheet;

Moved, Seconded, CARRIED

8. BYLAWS

9. NEW BUSINESS

9.1 2019 Fourth Quarter Report for the Merritt Visitors Centre at the Baillie House

THAT Council accept for information the 2019 Fourth Quarter Report for the Merritt Visitors Centre at the Baillie House.

Moved, Seconded, CARRIED

9.2 Appointment of Airport Advisory Committee Members

The City of Merritt received 16 applications from members of the community interested in sitting on the Airport Advisory Committee. Council will discuss and recommend appointment of Committee members at a 6:00pm Closed Council meeting. Final appointment of members will take place during this Regular Council meeting.

The following names are being brought forward from the Closed Council Meeting:

Recommendation:

THAT Council appoint the following seven (7) committee members to the Airport Advisory Committee:

- 1. Kurt Christopherson***
- 2. Rae Robinson***
- 3. Ron Klaus***
- 4. Geoff Scholtens***
- 5. Gelina Gillas***
- 6. Doug Hamerton***
- 7. Ian Gordon***

Moved, Seconded, CARRIED

9.3 CAO Update

10. NOTICES OF MOTION

Councillor Fehr made the following notice of motion:

That Council direct staff to bring forward a report regarding options for vetting Committee member applications, to allow Council an opportunity to better get to know all applicants before making Committee appointments.

11. REPORTS FROM COUNCIL

Recommendation:

That Council authorize the Mayor to attend the 2020 COFI Conference.

Moved, Seconded, CARRIED

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 7:52pm

Corporate Officer

Sean Smith

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

Confirmed on the ____ day of ____, 20____

Mayor

Linda Brown

MERRITT CURLING CLUB

1911-2020



HISTORY

- 1906 - Middlesboro coal miners flooded a patch of ice and threw some rocks (real ones)
- Merritt Curling club formed 1911. Believed to be third oldest in BC.
- \$10 Annual Membership in 1911, included Martin Burrell (MP) and Alex Lucas (MLA).
- 1914 - Rink erected behind Nicola Valley Steam Laundry, natural ice

HISTORY

- 1958 – Curled one year under bleachers in Hockey Arena (on natural ice)
- 1959 - Two Sheet rink opened at current location
- 1971-72 New building, upgraded to 4 sheets



Curling Leagues

- ***Seniors*** – currently curling Monday and Tuesday afternoons, 16 teams...full league
- ***Juniors*** – Curling Monday after school – 15-30 kids
- ***Ladies*** – Curling Wednesday evenings – 8 Teams
- ***Mixed Doubles*** – Tuesday evenings – full
- ***Mens*** – curling Thursday evenings – 10 Teams

Junior Curling

- Juniors curl Monday afternoons
- We average 15 to 30 kids after school on Mondays, plus 4-5 Club members who volunteer
- Teachers bring classes to the rink 4 times a month. This requires the club to keep equipment in good working condition, and enough brooms for a class, step on sliders, grippers for safety, delivery sticks and crutches for physically challenged.



High School Curling



- High School Teams run by Josee Warren, for 3 years now
- Some of our high school curlers play in the Mens, Ladies, and Mixed Doubles League, and have also participated in local bonspiels as a team or as part of another team...
- Building the next generation of players for our club.

Senior Curling

- Dedicated Senior's League Started in 1987
- Vi Magel Founder/Organizer until 2014
- George Mitchell current Organizer
- Full draw (8 teams) Monday and Tuesday afternoons





Other Events

The Building is rented 15-20 times annually for a wide variety of events:

- “Jazz In the Attic” 3x so far, partnered with Arts Council, Junior Girls Rugby
- Federal Election Scrutineers Training
- Cattlemen’s Spiel, Corporate Spiels
- Staff Christmas Parties
- Various Staff Training courses, First Aid, Wildfire training, etc.

Annual Operating Budget

- As this Budget (next page) shows, we operate almost on a break-even basis annually
- About half our revenue comes from membership dues, and Rentals
- The other half of our income is from Bar revenue, Fundraising events, in-ice logos and wall sign rentals
- We have one paid Contract Ice-Maker who works for 6 months a year, and an occasional Bartender hired for Bonspiels. All other work is done by volunteers

Merritt Curling Club							
<u>Annual Operating Revenue</u>				<u>Expenses</u>			
				Wages(casual labour):			
Bar/Concession Sales	\$20,000			Roof labour	1000		
Cost of Goods Sold	<u>-10,000</u>	<u>\$10,000</u>		Cleaning lady	450		
Other Revenue:	-	-		Bartender	<u>1000</u>	<u>2450</u>	
Dues		24,500		Ice Maintenance Contract		11,700	
Rink, Locker rental		2500		<u>Utilities:</u>			
Donations		300		*City of Merritt (brine)	7,000		
Other Income:				BC Hydro	2,400		
Grand Pub Fundraiser	4000			Fortis BC	7,600		
Sign /Logo Rentals	3500			Shaw TV	350		
				Telus			
PST commision	200			(telephone/internet)	650		
Senior raffle	<u>1300</u>	<u>9000</u>		Moneris (debit machine)	<u>250</u>	<u>18,250</u>	
				Maintenance/Capital			
Bonspiel Revenue:				Purchases		3500	
Men's bonspiel	400			Insurance/Licenses		6300	
Ladies bonspiel	200			BCCA Affiliation fees		1500	
Mixed Bonspiel	200			Cleaning/Office Supplies		700	
Other	0	800		Advertising		2000	
Total Revenue			<u>\$47,100</u>	<u>Other Costs:</u>			
				Club jackets	800		
				Club Championship			
-				(entry fee/hotel)	<u>600</u>	<u>1400</u>	
				Interest/Service Charges		<u>800</u>	
				Total expenses			<u>\$ 48,600</u>
			Page 21 of 61				

Roof Problems

- About \$25000 spent in the past 15 years on Roof repairs.
- Currently collecting water in pails in attic, and patching obvious leaks
- Now seeing moisture damage to walls and building structure
- Carpenter Ant infestation from moisture in substructure, exterminated twice in the past 3 years.
- Insulation in attic is affected by leaks
- Drips causing problems for curlers – dangerous situation
- Considerable extra effort by Icemaker, and other volunteers

Roof Proposal

- Hired BC Building Science (Brooks Young, Senior Project Consultant) to assist in assessment of the building, and recommend new roof designs:
 1. Full replacement with insulation over self-adhered membrane capped with a standing seam metal roof, will last the longest, 30 years minimum, and will require little to no maintenance. Will improve energy costs long term.
Cost \$250-300k approx
 1. Nutech's idea -add insulation over the existing steel roof, cap with a sheet membrane. - will last 20 years minimum and will require cleaning and protection from physical damage. Will improve Energy costs long-term.
Cost - \$200k approx
 1. Coating the existing roof with a silicone coating and adding no insulation. Set out a strict maintenance plan with capital costing., should be done with future budget for recoating and cleaning... a lot cheaper up front and can last a long time with continued maintenance but there must be a plan and money put aside.
Cost - \$125k approx

MERRITT CURLING CLUB EXECUTIVE 2019-20

CONTACT LIST

POSITION	NAME	PHONE	FAX/CELL	EMAIL
President	Paul Montgomery	378-3975	280-7031	pamont@telus.net
Vice-President	Susan Newton	378-9659		Snewton97@hotmail.com
Past President	Jerry Sanders	315-2622		jerrysanders@apgroup.ca
Treasurer	Kathryn Olsen	378-4029		kathryn.b.olsen@gmail.com
Secretary	Monika Tenisch	378-8615	315-7137	mtenisch@gmail.com
Director/Marketing	Rick Olsen	378-4029		rkolsen@telus.net
Director/Men's	Brian Snee	378-9122		brsnee@gmail.com
Director/Ladies	Jenny McDonald	315-9753		jenny_mcdonald@hotmail.ca
Director/Sr's	George Mitchell	378-6779		hgmitch@shaw.ca
Director	Don Willson	315-9975		don.Willson@hotmail.ca
Director	Doug Turvey	378-6692		weimx3@telus.net
Director	Bob Reid	378-3698	315-3125	b.reid@shaw.ca

Bar Manager	Bob Schmidt	378-6217		donsch@telus.net
Assist. Bar Mgr	Rick Olsen	378-4029		rkolsen@telus.net
Ice Maker	Adrian Reynoldson	378-2820		adreynol@telus.net



BC ASSESSMENT

Overview of Assessment & 2020 Assessment Roll

MERRITT, BC

Tracy Shymko Deputy Assessor, Thompson Okanagan Region
February 25, 2020

Topics

1. About BC Assessment
2. Valuation
3. Classification
4. Assessment cycle & key dates
5. Relationship between assessments & taxes
6. 2020 assessment roll overview
7. Appeals process
8. Collaborating with BC Assessment

Who we are, what we do, & how we do it

Creation of BC Assessment

since
1974

- 1974 non-partisan commission tasked with examining property assessment & taxation
- Recommended creation of a province-wide assessment authority
- Operates independent of property taxing function & independent of provincial politics
- Since enactment of *Assessment Authority Act* & *Assessment Act* in 1974, BCA has provided uniform, fair, & independent property assessments to the people of BC



**British Columbia
Assessment Authority**

Page 28 of 61

Our product

The Assessment Roll

- Annual list of property values provides stable, predictable base for real property taxation in B.C.
- Identifies ownership, value, classification & exemptions for each property
- Represents over 2 million properties with total value of \$1.94 trillion
- Provides the base for local governments & taxing authorities to raise approximately \$8 billion annually in property taxes for schools & important local services

How we value different properties

- Market value as of July 1st
 - Residential
 - Commercial



Residential



Commercial

Market value is the most probable price which a property should bring in a competitive market under all conditions requisite to a fair sale, the buyer & seller, each acting prudently, knowledgeably & assuming the price is not affected by undue stimulus.

- Legislated (regulated values)

Highest & best use (H&BU)

- Foundation of market value is H&BU, which is the reasonable probable use of a property that is:



Physically
possible



Legally
permissible



Financially
feasible



Maximally
productive

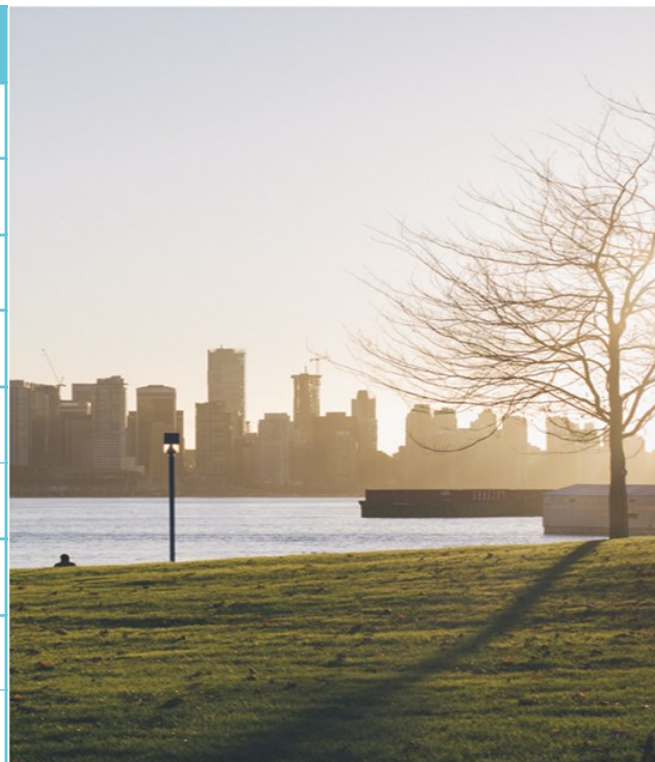
Page 31 of 61

How land use affects market value

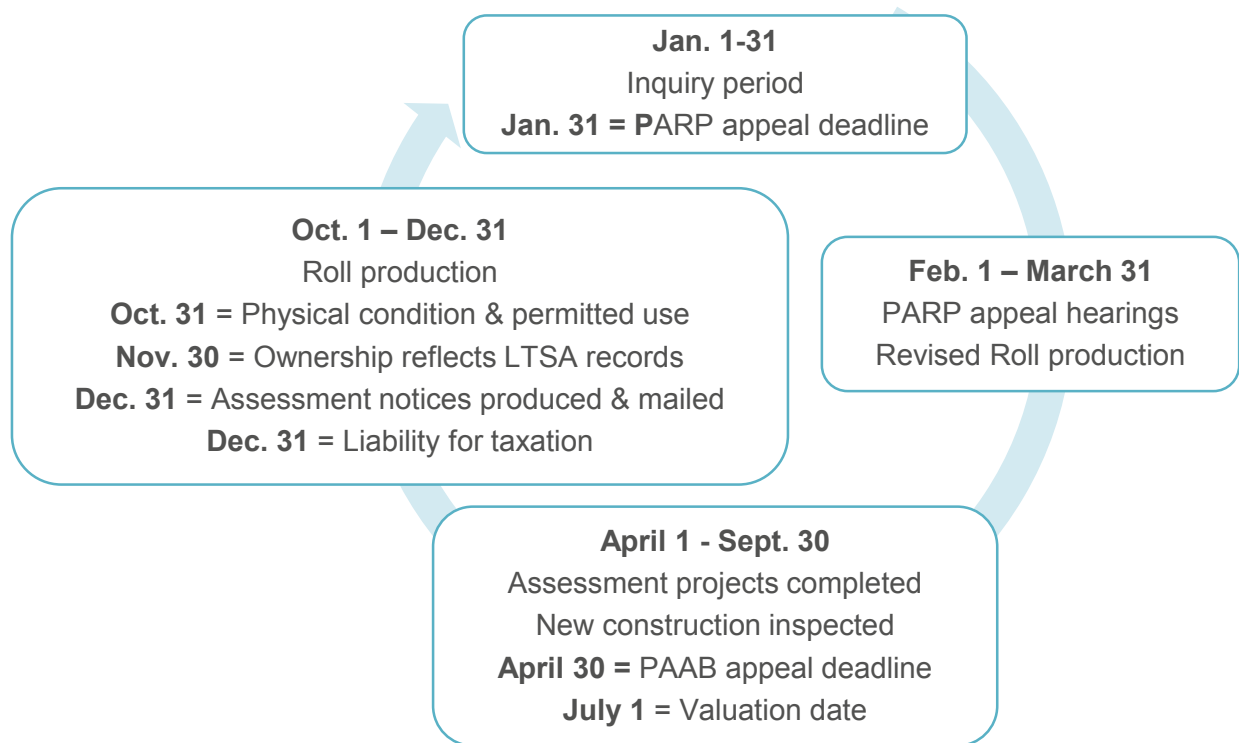


How we classify properties

Class	Title
1	Residential
2	Utilities
3	Supportive housing
4	Major industry
5	Light industry
6	Business other
7	Managed forest land
8	Recreational/non profit
9	Farm land



Assessment cycle & key dates






Relationship between assessment & taxation



**Unless your taxing authority has enacted an alternative municipal tax collection structure under Section 235 of the Community Charter.*

Impact of changes in assessed value on taxes

- *“My assessment has gone up 20%, I can't afford for my taxes to go up 20%!”*

	Your Property's Value Change	Property Tax Impact
1. 	LOWER than Average Change for Property Class	Taxes Likely DECREASE
2. 	SIMILAR to the Average Change for Property Class	Taxes Likely DO NOT CHANGE
3. 	HIGHER than Average Change for Property Class	Taxes Likely INCREASE

2020 assessment roll overview

2020 completed assessment roll highlights

1.06%

Increase from 2019
Roll

Total properties
2,091,135

2.5%

Decrease from 2019
Roll

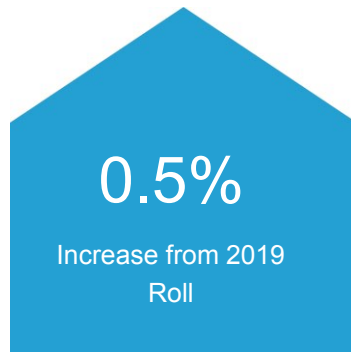
Total value
\$1.94 trillion

8.6%

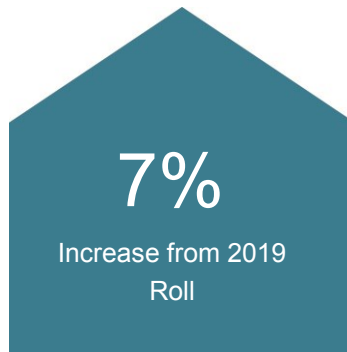
Decrease from 2019
Roll

Total non-market change
\$27.1 billion

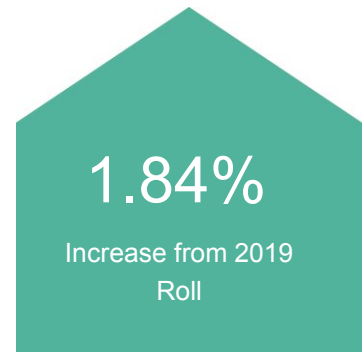
2020 completed assessment roll – Merritt 451



Total properties
3,539



Total value
\$1,192 billion



Total non-market change
\$17 million

2020 completed assessment roll – Merritt 451

Property Type	Typical % Change July 2018 to July 2019
Residential – Single Family	0% to 15%
Residential - Strata	0% to 5 %
Commercial/Industrial	0% to 15%

Appeal process

Appeal process

January 1 to 31 – Inquiry Period

Owner's review assessments & contact us if they have any questions



January 31 – Appeal Deadline for 1st Level of Appeal

Deadline for formal written request for independent review



February 1 to March 15 – Hearings for 1st Level of Appeal

Property Assessment Review Panel conducts reviews via hearings

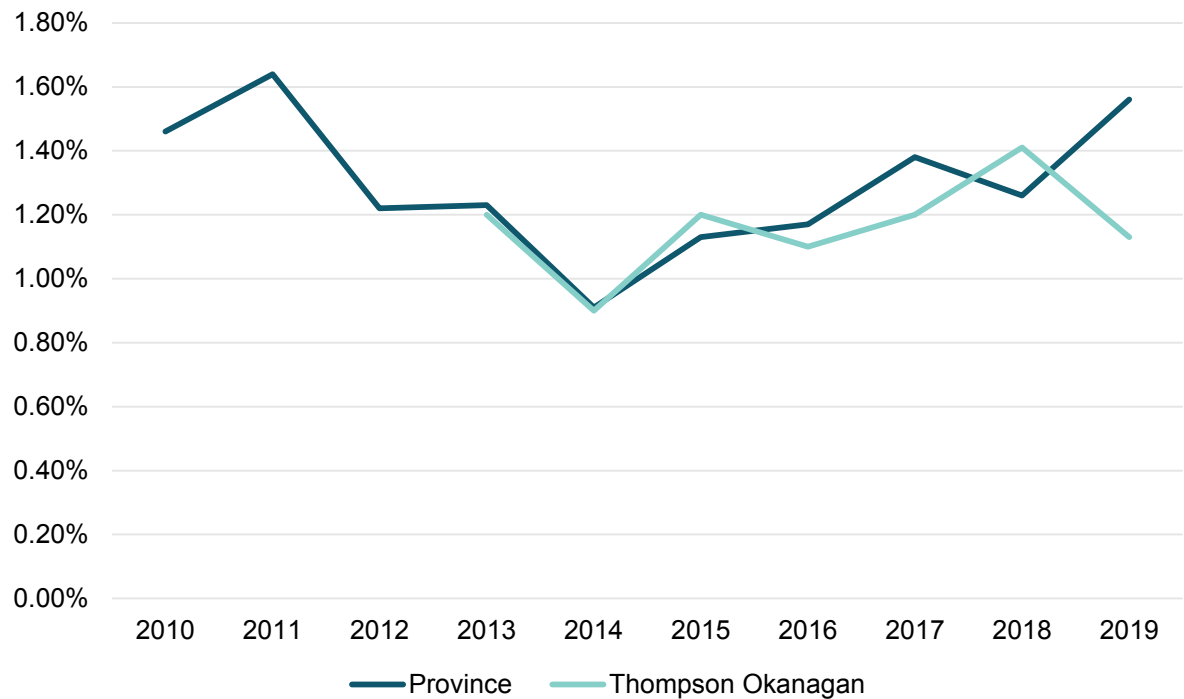


April 30 – Deadline for 2nd Level of Appeal

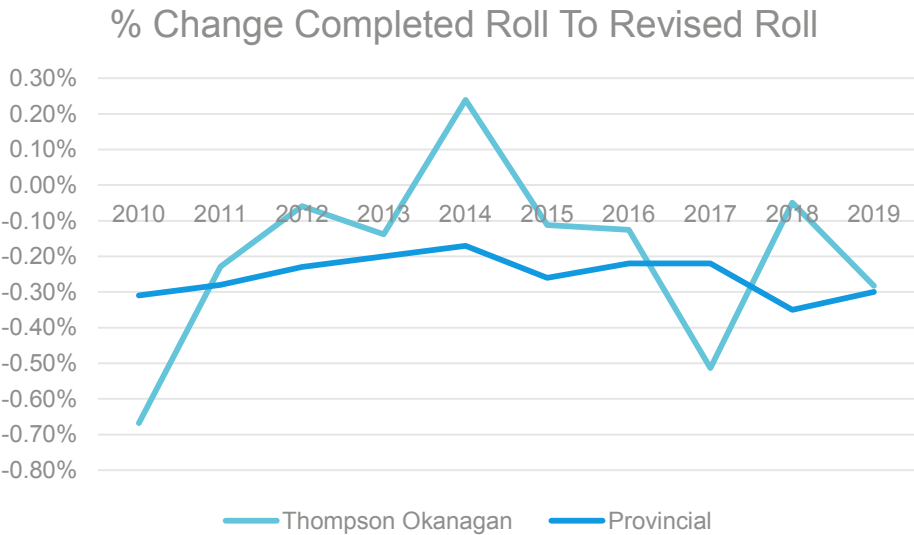
Property Assessment Appeal Board conducts reviews

Risk to Revised Assessment Provided to Taxing Authorities

Percentage of Folios Appealed: 2015 to 2019 Roll



Change Completed to Revised Roll: 2010 to 2019



Collaborating with BC Assessment

Collaborating to achieve our mandates

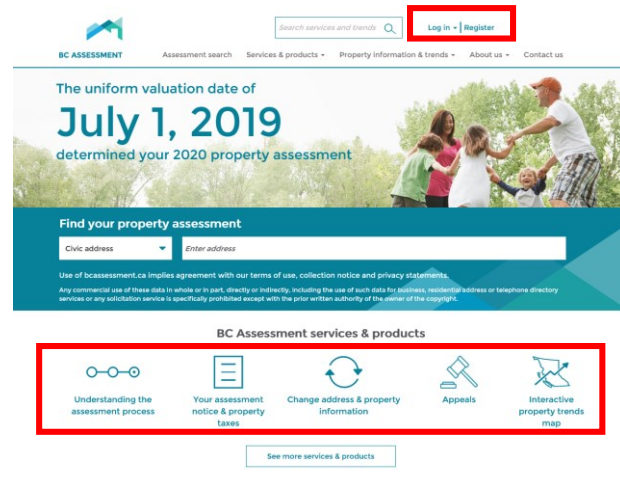
- By sharing information & working together BC Assessment & Local Governments can:
 - ✓ Ensure fair & equitable property assessments
 - ✓ Maintain a stable & predictable assessment roll
 - ✓ Optimize property tax revenue levied & collected by taxing authorities
 - ✓ Increase citizen awareness of property assessment & taxation



BC Assessment resources

www.bccassessment.ca

- Assessment search tool
- Property information & trends
- Interactive property trends map
- Information pages (FAQs)
- BC Assessment YouTube channel
- Data Advice
- Assessment LinkBC
- Standard Building Permit Report
- Service Boundary Web Map





Report

City of Merritt
REGULAR Council Meeting
February 25, 2020

File Number: 6480

To: Scott Hildebrand, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: February 20, 2020
Subject: OCP Update and Poverty Reduction Planning and Action Program Grant

RECOMMENDATION:

THAT Council direct staff to prepare a Request for Proposals to contract a consultant or consultant team to conduct the Official Community Plan Update and develop a Terms of Reference for the project, in advance of finalization of the 2020-2024 Financial Plan Bylaw.

And

THAT Council direct staff to apply for the Union of British Columbia Municipality's Poverty Reduction Planning & Action Program grant, and that Council support the proposed grant activities as outlined in this staff report to Council of February 25, and provide overall grant management.

Executive Summary:

The Official Community Plan (OCP) and North Bench Neighbourhood Development Plan (NDP) are two of the City's priority projects for 2020.

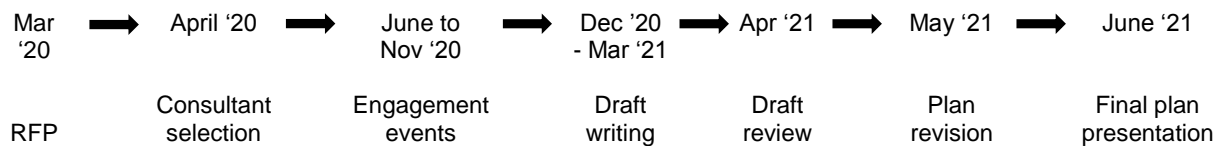
The OCP is the City's overarching policy document, and along with Council's strategic plan and the financial plan, is one of the City's guiding documents. The OCP outlines the community's vision for the future and provides direction to City staff on land use, infrastructure, parks, recreation and facilities, emergency services and economic development. The current OCP was adopted in 2011 and is in need of a refresh. The OCP Update project would begin in March 2020 with an anticipated 1st & 2nd Reading of

the bylaw in June 2021. To assist with the funding of the project, City staff have identified two grants, one of which would require a Council resolution of support.

Background:

Official Community Plan

An OCP is a bylaw that outlines objectives and policies to guide decisions on how the community will develop over the coming 20 years. The bylaw is a requirement of the Local Government Act, must conform to Provincial and Federal regulation and should be aligned with the regional growth strategy. The anticipated timeline for the project is as follows:



A Request for Proposals would outline the requirements for the consultant or consultant team to ensure development and adoption of the revised OCP. It is anticipated the RFP would be released in March 2020, with selection of a consultant in April.

The Terms of Reference would outline the process for the OCP Update project. It is anticipated that the project will be managed by the Planning & Development Services Manager, include a Steering Committee comprised of City staff from each department, and a majority of the engagement and plan writing activities would be conducted by the selected consultant team. Staff and consultants would provide regular Council updates and solicit feedback from Council during the project's term of completion.

The total project funding for the OCP would be \$180,000, split between the 2020 and 2021 budgets, in accordance with the following:

Planning & Development operating funds, including 15% contingency	\$149,000
Community Food Action Initiative grant funds	6,000
Poverty Reduction Planning & Action Program grant funds	25,000
Total potential funding	<u>\$180,000</u>
Estimated 2020 expenditure	\$100,000
Estimated 2021 expenditure	80,000

City staff would apply for two grants: Community Food Action Initiative and the Poverty Reduction Planning & Action Planning Program. If the City is unsuccessful in obtaining grant funding, the City would be required to draw the corresponding funds from the Planning operating budget. A detailed budget would be developed by the selected consultant or consultant team in conjunction with City staff.

Poverty Reduction Planning & Action Program Grant

The Union of British Columbia Municipalities (UBCM) is inviting applications for grant funding for projects that assist with the Province's poverty reduction goals. The Province's *TogetherBC: British Columbia's Poverty Reduction Strategy* set targets to reduce the overall poverty rate in BC by at least 25%, and the child poverty rate by at least 50%, by 2024. The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy.

The City of Merritt would qualify for funding under *Stream 1 Poverty Reduction Plans & Assessments*, which includes adding a poverty reduction lens to existing plans or policies, such as an Official Community Plan. The maximum funding under Stream 1 is \$25,000.

Proposed OCP activities related to poverty reduction would potentially include:

<u>Activity</u>	<u>Anticipated Timeframe</u>	<u>Budget</u>
Poverty reduction lens for Communications Plan	Spring 2020	\$ 500
Poverty reduction lens for Engagement Plan	Spring 2020	500
Poverty reductions lens for communication materials	Spring 2020	1,500
Poverty reduction lens for summer engagement planning	Spring 2020	2,000
Poverty reductions lens for fall engagement planning	Summer 2020	2,500
Poverty reduction workshops (2)	Fall 2020	4,000
Poverty reduction lens for engagement summary report	Fall 2020	1,500
Poverty reduction lens for draft document	Winter 2020-21	10,500
Poverty reduction lens for final document	Spring 2021	2,000
		<u>\$ 25,000</u>

The OCP Update plan will be developed by the selected consultant or consultant team in conjunction with City staff. As such, the above proposed activities may be revised.

Options / discussion

Official Community Plan

1. THAT Council direct staff to prepare a Request for Proposals to contract a consultant or consultant team to conduct the Official Community Plan Update and develop a Terms of Reference for the project, in advance of finalization of the 2020 Financial Plan.

2. That Council request additional information before proceeding further.

Poverty Reduction Planning & Action Grant

1. THAT Council direct staff to apply for the Union of British Columbia Municipality's Poverty Reduction Planning & Action Program grant, which will include the current proposed activities as outlined in this report and Council's willingness to provide overall grant management.
2. That Council not resolve to support the grant application.

Attachments:

Attachment A – Poverty Reduction Planning & Action Plan Guide

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

Poverty Reduction Planning & Action Program

2020 Program & Application Guide

1. Introduction

In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. The Province has provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM).

2. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:

○ Housing	○ Education and training	○ Income supports
○ Families, children and youth	○ Employment	○ Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;

- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
 - Official Community Plans or community or neighbourhood plans;
 - Zoning and other policies;
 - Development permit requirements;
 - Emergency response, evacuation, and/or emergency support services plans;
 - Food security and food systems planning;
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*.

Stream 2 of the 2020 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

Eligible Activities Applicable to Both Funding Streams

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community members that are direct participants in funded activities and who are living in poverty;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Infrastructure projects or new construction;
- Regular salaries of applicant staff or partners;

- Routine or ongoing operating costs (e.g. heating and lighting; security; telephone; internet);
- Purchase of software, software licences, or service subscriptions;
- Existing programs with established, designated funding from other partners;
- Fundraising.

5. Grant Maximum

The 2020 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is February 28, 2020.

Applicants will be advised of the status of their application within 60 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- For regional projects only: Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

Resolutions from partnering applicants must include the language above.

- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All application materials will be shared with the Province of BC

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Anticipated outcomes;
- Demonstration of direct participation of people living in poverty or with a lived experience of poverty in the proposed activities;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, and an updated Council or Board resolution; and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final reports will be shared with the Province of BC

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).

Report

City of Merritt
REGULAR Council Meeting
February 25, 2020

File Number: 6440

To: Scott Hildebrand, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: February 20, 2020
Subject: North Bench Lands Neighbourhood Development Plan – Phase 1

RECOMMENDATION:

THAT Council direct staff to contract a consultant or consultant team to prepare a neighbourhood development plan for submission to the Province with a Crown Land Tenure Application, in advance of finalization of the 2020-2024 Financial Plan Bylaw.

Executive Summary:

Development of the North Bench lands is identified in the current OCP as a priority for future growth of the community. At the December 12, 2019 Regular Council Meeting, Council directed staff to consult with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNRORD) regarding a potential Crown Land Tenure application for the Crown lands north of Mountain Drive and directed staff to prepare budgetary information regarding creation of a North Bench NDP to submit with the application.

Staff obtained three quotes, and working within budgetary constraints, have developed a plan to contract a consultant or consultant team to create a Phase 1 high level plan to meet the requirements of the Crown Land Tenure application. If the application is successful, a Phase 2 detailed plan would then be created to guide development of the lands.

Background:**North Bench Neighbourhood Development Plan**

The North Bench Lands are comprised of approximately 358 acres of Crown land, split between three parcels. The Official Community Plan indicates that the lower 100 acres of the North Bench Lands are suitable for residential development.

City staff have had preliminary discussions with FLNRORD's Crown Land Tenure division about the feasibility of making a new Crown Land Tenure application for the North Bench Lands, to utilize those lands for residential, public trail and recreation purposes, which could include a Disc Golf course. From these discussions, staff understands that the City is in a good position to make an application for these lands.

A land use plan is a requirement of a Crown Land Tenure application. However, based on conversations with the Ministry, City staff understand that the plan submitted with the application need only consider general settlement patterns and infrastructure requirements. The plan does not need to include detailed engineering or technical studies. In the event the application is successful, the City would then augment this high level plan with further technical analysis at a later date.

The budget for Phase 1 of the North Bench NDP would be \$50,000, including a 15% contingency.

Phase 2 of the plan would only be developed if the Crown Land Tenure application to obtain the North Bench lands is successful.

Options / discussion

1. THAT Council direct staff to contract a consultant or consultant team to prepare a neighbourhood development plan for submission to the Province with a Crown Land Tenure Application, in advance of finalization of the 2020-2024 Financial Plan Bylaw.
2. THAT Council request additional information before proceeding further.

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

STRATEGIC PRIORITIES CHART

July 2019

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **FLOOD MITIGATION PLAN: Request for Proposals**
2. **TRANS MOUNTAIN IMPACT ANALYSIS: Options**
3. **ECONOMIC DEVELOPMENT STRATEGY: Review / Direction**
4. **AIRPORT MASTER PLAN: Review / Direction**
5. **YOUTH ADVISORY COMMITTEE**
6. **DOWNTOWN REVITALIZATION PLAN: Terms of Reference**

TIMELINE

August
September
September
October
September
September

NEXT

- COMMUNICATION STRATEGIC PLAN: Framework
- DEVELOPMENT COST CHARGES/SUBDIVISION BYLAW: Review
- OFFICIAL COMMUNITY PLAN REVIEW: Terms of Reference
- LONG TERM FINANCIAL PLAN: Model
- MARKETING STRATEGY: Review
- HOUSING NEED ASSESSMENT: Scope
- LONG TERM CAPITAL PLAN: Draft

ADVOCACY / PARTNERSHIPS

- *HOUSING NEED ASSESSMENT: Grant*
- *Community Forest: Application*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. COMMUNICATION STRATEGIC PLAN – Oct.
2. Customer Service Consultations – Oct.
3. **TRANS MOUNTAIN IMPACT: Options** – Oct.
 - Human Resources Strategy: Scope
 - Integrated Capital Budget: Approach

PUBLIC WORKS

1. **FLOOD MITIGATION PLAN: RFP** – Aug.
2. **AIRPORT MASTER PLAN: Review** – Oct.
3. Asset Management: Team Setup – Sept.
 - Function Review – Dec.
 - 5 Year Capital Plan - Review

RECREATION

1. Department Restructuring Plan – Sept.
2. Asset Management Plan: Scope – Nov.
3. School Division Joint Use Agreement: Draft – Dec.
 - Trail Systems: Gap Analysis
 - Land Property Development: Options

DEVELOPMENT

1. OFFICIAL COMMUNITY PLAN: Review : ToR. – Dec.
2. SUBDIVISION SERVICING BYLAW: Update – Dec.
3. Planner: Hire – Aug.
 - DCC Bylaw review
 - TBD with new hire

CORPORATE SERVICES

1. Human Resources Manager: Hire – Sept.
2. Meeting Management: Implementation – Sept.
3. **YOUTH ADVISORY: ToR** – Oct
 - Business Licence Bylaw: First Reading – Sept.
 - **HOUSING NEEDS ASSESSMENT**

FINANCE & INFORMATION TECHNOLOGY

1. Wireless Network: City Buildings – Sept.
2. LONG TERM FINANCIAL MODEL: Plan – Oct.
3. City-Wide IT Training
 - Improved Financial Report
 - Staff Cross Training

ECONOMIC DEVELOPMENT

1. **DOWNTOWN REVITALIZATION PLAN: ToR** – Sept.
2. MARKETING STRATEGY: Review – Oct.
3. **ECONOMIC DEV. STRATEGY: Review** – Sept.
 - GIS implementation
 - Rural Dividend Grant: Application

PROTECTIVE

1. Bylaw Enforcement Policy: Direction – Sept.
2. Fire Services Master Plan: ToR – Oct.
3. Fire Station Addition: Options– Sept.
 - Bylaw Offence Notices: Options
 - Fire Safety Bylaw Review

BOLD CAPITALS = Council NOW Priorities; **CAPITALS** = Council NEXT Items; *Italics* = Advocacy; **Title Case Bold** = Organizational Excellence, Title Case = Departmental Strategic Initiatives