



AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, April 7, 2020

7:00 P.M.

Held online due to social distancing requirements

Public access link published on City website

& social media accounts

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

Pages

1. CALL TO ORDER
 - 1.1 Call to Order
2. LATE ITEMS
3. PUBLIC INPUT 10 m
4. ADOPTION OF MINUTES
 - 4.1 Regular Council Meeting Minutes - March 24th, 2020 3

Resolution No:
THAT the Minutes of the Regular Council Meeting held on March 24th, 2020 be adopted
5. PUBLIC HEARING
6. GENERAL MATTERS - Delegations and Recognitions
 - 6.1 TRU Co-op Student Presentation 14

Presentation by Duong Trinh, 4th year TRU Bachelor of Tourism Management student.

This item was deferred from March 24th Council meeting.

7.	<u>UNFINISHED BUSINESS</u>	
7.1	<u>Procedure Bylaw update</u>	
	Oral report	
8.	<u>BYLAWS</u>	
9.	<u>NEW BUSINESS</u>	
9.1	<u>Dog Park History</u>	33
	Recommendation: THAT Council receive this report for information.	
9.2	<u>Community Hazard Plan Appendix - Pandemics</u>	40
	Recommendation: THAT Council approve the Community Hazard Plan Appendix – Pandemics to be attached to the City’s Community Hazard Plan.	
9.3	<u>Financial Considerations Related to COVID - 19</u>	54
	Recommendation: THAT Council receive this report for information.	
9.4	<u>CAO Update</u>	
10.	<u>NOTICES OF MOTION</u>	
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MINUTES

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, March 24, 2020
7:00 P.M.
MEETING HELD DIGITALLY
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
Ms. S. Thiessen, Director of Finance & IT
Mr. W. George, Tourism & Economic Development Manager

1. CALL TO ORDER

1.1 Call to Order

Mayor Brown called the meeting to order at 7:01pm

2. LATE ITEMS

2.1 Council Procedure Bylaw - Electronic meetings

Recommendation:

Resolution No: 2020RC-06-01

THAT Council add an item to the agenda (9.6.3) regarding the amendment of the Council Procedure Bylaw to allow for electronic Council meetings during emergencies.

Moved, Seconded, CARRIED

3. PUBLIC INPUT

There were no public comments

4. ADOPTION OF MINUTES

4.1 Special Council Meeting Minutes - February 25, 2020

Recommendation:

Resolution No: 2020RC-06-02

THAT the Minutes of the Special Council Meeting held on February 25, 2020 be adopted.

Moved, Seconded, CARRIED

4.2 Regular Council Meeting Minutes - February 25, 2020

Recommendation:

Resolution No: 2020RC-06-03

THAT the Minutes of the Regular Council Meeting held on February 25, 2020 be adopted

Moved, Seconded, CARRIED

4.3 Regular Council Meeting Minutes - March 16, 2020

Recommendation:

Resolution No: 2020RC-06-04

THAT the Minutes of the Regular Council Meeting held on March 16, 2020 be adopted

Moved, Seconded, CARRIED

5. PUBLIC HEARING

6. **GENERAL MATTERS - Delegations and Recognitions**

6.1 **TRU Co-op Student Presentation**

Presentation by Duong Trinh, 4th year TRU Bachelor of Tourism Management student.

This item has been deferred to a future Council meeting.

6.2 **Creating an Age Friendly City**

Presentation by Craig and Judy Gray.

This item has been deferred to a future Council meeting.

7. **UNFINISHED BUSINESS**

7.1 **Notice of Motion**

At the February 25, 2020 Regular Meeting of Council, Councillor Luck made the following notice of motion:

Councillor Luck moved the motion, and Councillors outlined the details they would like in the report.

Resolution No: 2020RC-06-05

THAT Council direct staff to prepare a report regarding the current practice of giving water meters for new builds, in circumstances where the City does not have a program for metering water

Moved, Seconded, CARRIED

7.2 **Committee of the Whole - Budget Recommendations**

The Committee of the Whole made the following recommendations at the March 3, 2020 meeting:

Ms. Thiessen introduced the report and noted that projects would be prioritized as required.

Councillors expressed concern about project delivery during the ongoing pandemic.

Recommendation:

Resolution No: 2020RC-06-06

THAT Council direct staff to include operating requests totaling \$251,646 in the 2020-2024 Financial Plan, as presented in the March 3, 2020 Committee of the Whole meeting.

Moved, Seconded, CARRIED

Recommendation:

Resolution No: 2020RC-06-07

That Council direct staff to include capital requests totaling \$1,826,300 in the 2020-2024 Financial Plan, as presented in the March 3, 2020 Committee of the Whole meeting.

Moved, Seconded, CARRIED

7.3 Recommendations from the Airport Advisory Committee

The AAC made the following recommendations to Council at their March 6, 2020 meeting:

Councillor Christopherson introduced the recommendations. He and Mr Smith explained they would allow for development, and that the current airport classification is unclear. AGN (Aircraft Group Number) II defines the type of planes that can use the airport; the resolution would merely recognize the current situation and in no way limit future uses.

Recommendation:

Resolution No: 2020RC-06-08

THAT Council direct staff to research and prepare an amendment to the Official Community Plan that would allow runway access from properties on the West side.

Moved, Seconded, CARRIED

Recommendation:

Resolution No: 2020RC-06-09

THAT the airport be recognized at the current classification of AGN2 non-instrument.

Moved, Seconded, CARRIED

Recommendation:

Resolution No: 2020RC-06-10

THAT Council direct staff to research and prepare a report regarding setbacks, in light of the current airport classification and potential future airport classifications.

Moved, Seconded, CARRIED

8. BYLAWS

9. NEW BUSINESS

9.1 Situation Table Resolution

Marlene Jones, Community Policing Office Coordinator, is in the process of preparing a grant application for funding to establish a situation table called the Merritt Agency Support Table (MAST).

Situation Tables are frontline, multi-sector collaborations that enable public safety, health, and social service agencies to proactively identify and rapidly mitigate the underlying risks associated with criminal offending, victimization, and personal crisis or trauma (e.g., overdose, eviction, etc.) by connecting vulnerable people to the services they need.

While not required, Council's are encouraged to submit supporting documents as part of this application process.

Mr. Hildebrand explained this grant would allow Merritt to set up the Situation Table and train participants. It requires a Council resolution to move forward.

Councillors expressed their support for the idea.

Recommendation:

Resolution No: 2020RC-06-11

THAT Council express full support for the establishment of a situation table in the City of Merritt;

AND THAT the Mayor provide a letter of support to accompany the City's grant application.

Moved, Seconded, CARRIED

9.2 Age Friendly and Accessibility Committee

The following names were brought forward from the Closed Council meeting of February 25, 2020.

Councillors reiterated that this committee was overdue and expressed their support for it and the appointed members.

Recommendation:

Resolution No: 2020RC-06-12

THAT Council appoint the following persons to the Age Friendly and Accessibility Committee:

- 1. Travis Fehr***
- 2. Mike Bhangu***
- 3. Gail Bloom***
- 4. Ava Dean***
- 5. John Philp***
- 6. Judy Gray***
- 7. Susan Fischer***
- 8. Chris Kurik***
- 9. Cathy Ann Norris***

Moved, Seconded, CARRIED

9.3 Community Emergency Preparedness Fund - Evacuation Route Planning Grant

Mr. Hildebrand explained a grant was available for emergency route planning, and staff felt it would be desirable to apply. A resolution by Council is required.

Councillors expressed their support for planning, and preparedness.

Recommendation:

Resolution No: 2020RC-06-13

THAT Council direct staff to apply for the Community Emergency Preparedness Fund-Evacuation Route Planning grant, in accordance with the application attached to this report as Schedule "A";

AND THAT Council express support for the proposed activities and indicate willingness to provide overall grant management.

Moved, Seconded, CARRIED

9.4 Claybanks RV Park - Fees

Mr. Smith explained the Claybanks park is city-owned, contractor-operated, and the contractor has queried the low rates. These were last reviewed 7 years ago, and staff intend to review city fees in all areas at least every other year.

Councillors discussed the need to review fees, to establish a fair price and to avoid detrimental outcomes.

Recommendation:

Resolution No: 2020RC-06-14

THAT Council direct staff to research the fee structure of the Claybanks RV Park, including high and low season dates, and prepare a report and accompanying amendment to the fee bylaw.

Moved, Seconded, CARRIED

9.5 BC PNP - Request for Council Direction

Mr. George explained the committee were seeking Council's direction about whether or not full business plans were required instead of concepts.

Option 2 (full business plans) was moved and second. Councillors expressed concern about approving business plans without detailed information, and discussed the appropriate role of the City in duplicating items required by the Province, its effect on demand for the program, and whether or not the committee was functioning as intended.

It was proposed, seconded, and unanimously agreed to defer the item.

Recommendation:

***THAT Council direct staff to accept only full business plans, as opposed to business concept plans, as part of the BC PNP application process;
AND THAT Council maintain the BC PNP Committee.***

Resolved to:

Resolution No: 2020RC-06-15

Defer the item to a later meeting

Moved, Seconded, CARRIED

9.6 COVID-19 Response - Resolutions from Council

Staff will provide oral reports in relation to these items.

9.6.1 Committee Meetings

Recommendation:

Resolution No: 2020RC-06-16

THAT Council direct that all in-person Committee meetings be paused until further notice.

Moved, Seconded, CARRIED

9.6.2 Quarterly Utility Billing - Delay of Due Date

Recommendation:

Resolution No: 2020RC-06-17

THAT Council direct staff to defer the Q1 commercial utility billing cycle and send out a combined Q1/Q2 invoice in July, with an extended discount date of August 31st, 2020.

Moved, Seconded, CARRIED

9.6.3 Council Procedure Bylaw - Electronic Meetings

Mr. Smith noted that Cllrs have suggested moving the start time of meetings to 6pm and holding any required Closed meetings after the Regular meeting, of which notice would also be required, and asked if any Cllrs wished to move an amendment to that effect.

Recommendation:

THAT Council provide notice of its intention to amend the Council Procedure Bylaw, in accordance with section 124(3) of the Community Charter, to allow for electronic Council meetings in emergency situations;

AND THAT Council direct staff to bring forward this amendment bylaw for first, second and third readings at the next Regular Council Meeting.

Moved, Seconded

Amendment: Resolution No: 2020RC-06-18

add after "situations;":

and to move the Regular Council meeting time to 6pm;

Against (1): Adam Etchart

Moved, Seconded, CARRIED

Voting resumed on the main motion as amended

Recommendation:

THAT Council provide notice of its intention to amend the Council Procedure Bylaw, in accordance with section 124(3) of the Community Charter, to allow for electronic Council meetings in emergency situations;

and to move the Regular Council meeting time to 6pm;

AND THAT Council direct staff to bring forward this amendment bylaw for first, second and third readings at the next Regular Council Meeting.

Moved, Seconded, CARRIED

9.7 CAO Update

Mr. Hildebrand wanted to thank all front line workers, fire, RCMP, and first responders for their work during the current COVID-19 outbreak.

He noted that all projects will be examined for viability in the current situation.

City Hall and all facilities are currently closed. All staff except for essential services are asked to remain at home. Management team are working remotely, and have a daily videoconference. The city switchboard is set up so residents can still call in. As of today, Merritt has moved to 24-hour police coverage. Staff are also planning for flooding and forest fires to react if necessary.

He spoke about the need to follow the Province's and Interior Health's lead. The only buses currently coming through Merritt are safely operated e-bus that provides transportation to the Lower Mainland.

Stores are limiting specific items that can be purchased, and he would encourage this further as needed.

10. NOTICES OF MOTION

None

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 Ombudsperson Quarterly Report

12.2 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 8.51pm

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



TRU Co-op Placement 2020

Co-op Placement

Duong Trinh

- 4th year Bachelor of Tourism Management at Thompson Rivers University
- Major: Festivals & Events
- Co-op Placement at City of Merritt: Tourism Coordinator (January 8 – May 1, 2020)





Co-op Placement

Expectation:

- Hands-on Experience in Tourism
- Enhance knowledge about Tourism Marketing
- Research on Tourism in Smaller Community
- Improve professional Skills and Personal Growth

Experience:

- Review Documents from Local, Regional and National Levels
- Create Digital Content
- Manage Social Media Accounts
- Communicate with Locals, Visitors and Organizations



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1. Main Channels
2. Social Media and Tourism Marketing
3. Social Media Goals
4. Actions
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6. What Could Be Improved?
7. Social Responses



Tourism Merritt Social Media Recap

February 20 – March 12

Main Channels



@tourismmerritt



@tourismmerritt



@tourismmerritt



@tourismmerritt



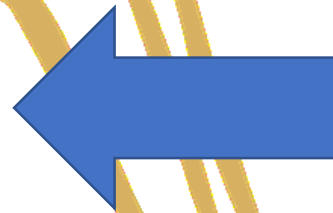
Social Media and Tourism Marketing

Social Media is **Important** in Tourism Marketing:

- Engage and Communicate with Tourists pre, during and post trips
- Support Official Website (tourismmerritt.ca)
- Communicate with Other Tourism Organizations

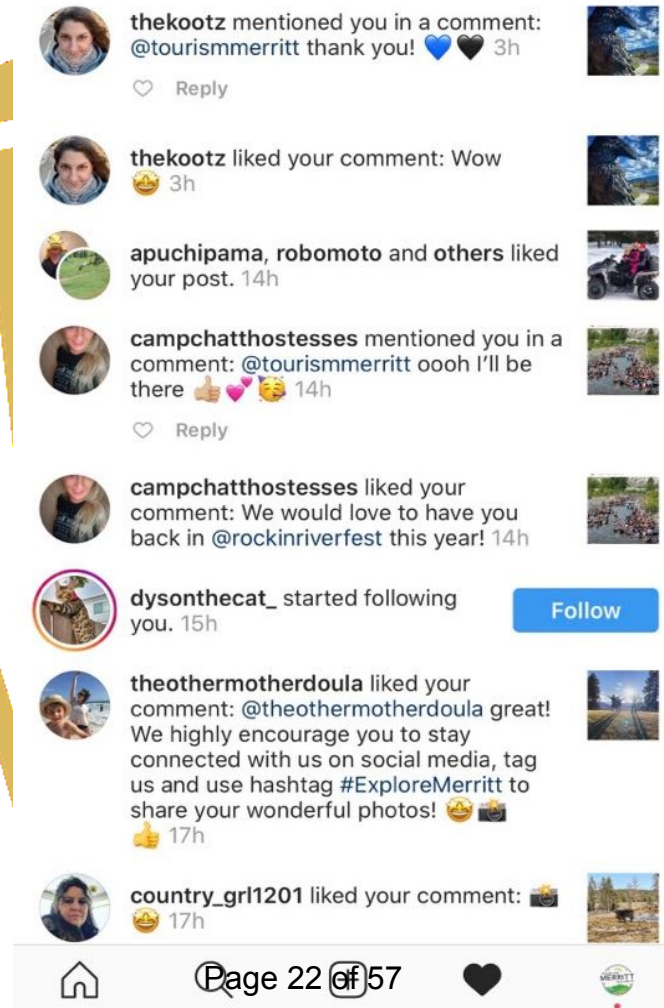
Goals

1. Increase Engagement
2. Promote Events and Special Occasions
3. Encourage First-time Visitors and Returned Tourists



1. Interact and Communicate
2. Marketing Campaigns
3. Improve Content

Actions



Actions



#MondayMerritt



Photo Contest













Weekly and Monthly events

Results

	February 20, 2020 (Starting)	March 12, 2020 (Current)	May 1, 2020 (Goal)
Facebook	2250	2345 (↑95)	2750
Instagram	501	578 (↑77)	1000
Twitter	644	647 (↑3)	800
YouTube	69	71 (↑2)	100

Results



Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1	 Destination British Colu...	699.1K <div><div></div></div>	▲11.1%	9	688.8K <div><div></div></div>
2	 Tourism Kelowna	75K <div><div></div></div>	0%	7	1.7K <div><div></div></div>
3	 Revelstoke	40K <div><div></div></div>	▲0.1%	7	12.3K <div><div></div></div>
4	 Tourism Kamloops	29.5K <div><div></div></div>	0%	6	7.3K <div><div></div></div>
5	 Tourism Vernon	13.3K <div><div></div></div>	▲0.1%	6	7.4K <div><div></div></div>
6	 Visit Penticton	9.5K <div><div></div></div>	0%	3	200 <div><div></div></div>
7	 Tourism Pemberton	5.3K <div><div></div></div>	0%	3	16 <div><div></div></div>
8	 Thompson Okanagan To...	4.5K <div><div></div></div>	0%	5	59 <div><div></div></div>
9	 Hope, Cascades & Cany...	3.7K <div><div></div></div>	0%	5	229 <div><div></div></div>
YOU					
10	 Tourism Merritt	2.3K <div><div></div></div>	▲0.8%	8	491 <div><div></div></div>

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Improvement

Fastest Growing Page in the Area in the Past Month



Results



Improvement

- Significant Improvement
- Organic Post Reach:
500-1200/post

Discovery ?

5,204

Page Reach

▲ 1K last 28 days

325

Page Views

▲ 107 last 28 days



Add to Your Page's Story

Reach people with a photo or video in the stories section at the top of their News Feed.

Audience

2,294

Total Page Likes

▲ 91 last 28 days



Charmen Thoms, Trinh Trang and 2.3K other people like your Page



Page Insights

Feb 14 - Mar 12

Last 28 days ▼

Post Reach

4,902

▲ 870

Post Engagements

2,094

▲ 1.1k

New Page Likes

91

▲ 85

Posts ?

[See More](#)

26 posts published in the last 28 days.

MOST ENGAGING POSTS



With 40+ restaurants and cafes in town, M...
February 27

Reach 643
Engagements 287



We think it is beautiful too!
March 2

Reach 604
Engagements 225



Such a wide variety of restaurants and cafe...
February 24

Reach 1.2K
Engagements 138



Results

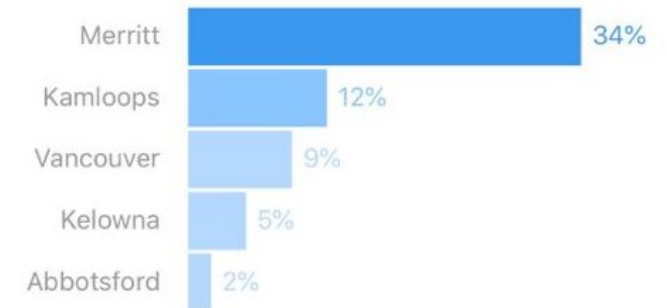


Improvement

- 1 Post/ 2 Days
- Increase Engagement
- + Instagram Story: 40 → 60+ Views/Story
- + Profile Visits: 40 → 180 Times/Week
- + More Messages, Reactions, Use of Tags/Hashtags
- Attention from Provincial Organizations, Local Community and Visitors

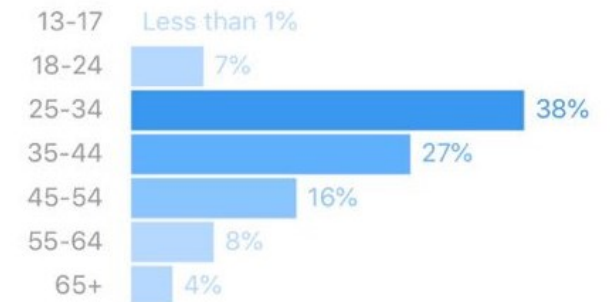
Top Locations ⓘ

Cities Countries



Age Range ⓘ

All Men Women



Results



Improvement

Significant Improvement Can be Seen from Statistics



28 day summary with change over previous period

Tweets

16 ↑ 128.6%



Tweet impressions

4,933 ↑ 138.1%



Profile visits

51 ↑ 34.2%



Mentions

4



Followers

647 ↑ 2

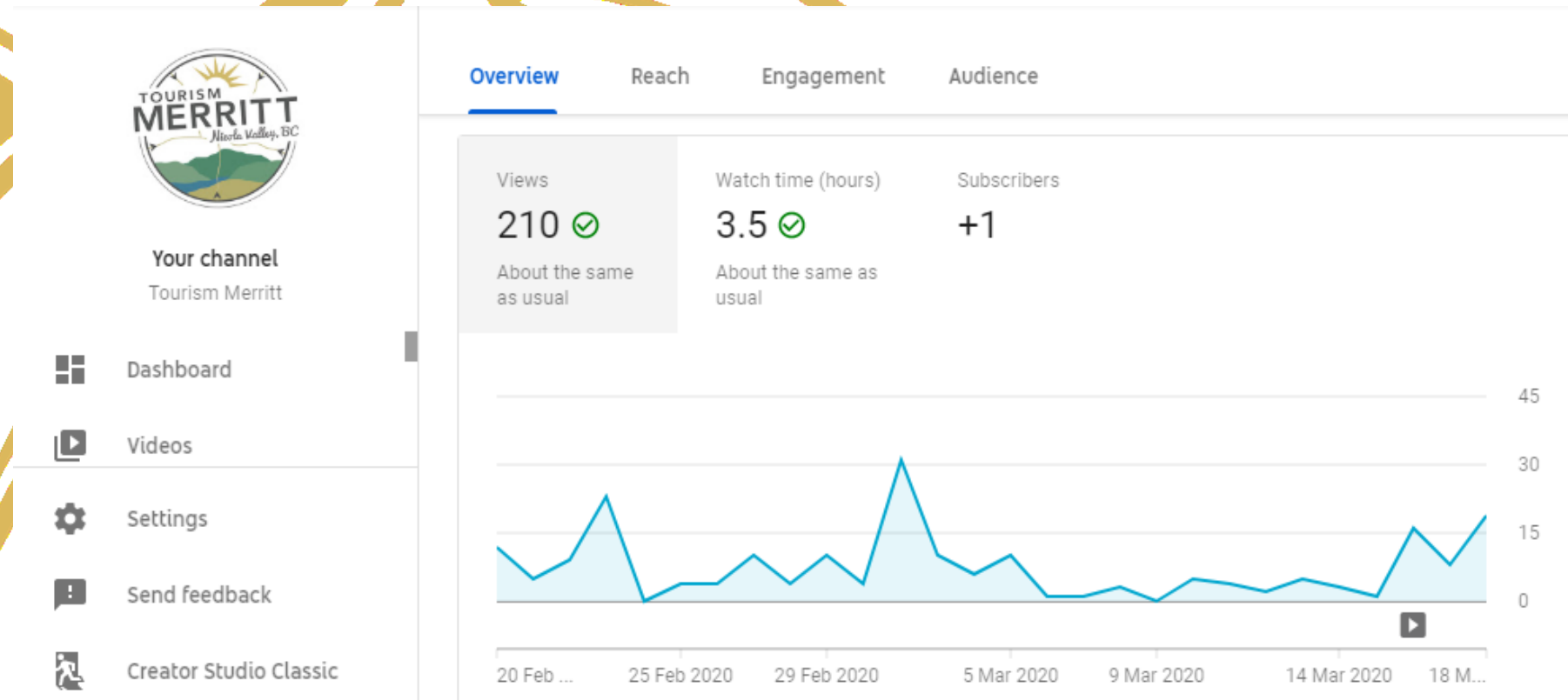


Results



Improvement

- Increase Number of Subscribers
- Videos Have been Scheduled throughout the Year



What Could Be Improved?

- Target Market: Visitors and Local Community
- Frequency of Posts
- Increase Post/Website Clicks, Reactions, Comments and Shares
- Improve Response Time on Social Media
- Continue Delivering Excellent Service to Encourage Online Checkins and Recommendations.

Social Responses

Comments

Done

2



Margie Telmer

Haven't been there yet but plan on checking it out

1w Like Reply

1

Reacted to your story: 🥰



Only you can see this



We went to @devon.more's show at Culture Club tonight and it was so fun! She has a second show tomorrow (Saturday) too 🥰 plus complimentary Brambles baked goodies and a cash bar ✨

I will absolutely be back this year 🥰
my favourite festival ever



Good to see a post from you today! If you need content, I take quite a few images in the area and tag them #exploremerritt. I'm retired and more than happy for you to use my content. Cheers to you



tourismmerritt We would love to have you back in @rockinriverfest this year!

21h 1 like Reply

— Hide replies



campchatthostesses @tourismmerritt oooh I'll be there 👍💕🥰

15h Reply

Reacted to your story: 🥰



Only you can see this



apregnantfilm @tourismmerritt things were lit in Merritt. Thanks for having us!

1d

Replied to your story



Only you can see this

Looking forward to my next visit.





Thank You For Listening!

Report

City of Merritt
REGULAR Council Meeting
April 7, 2020

File Number: 6130

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: March 30, 2020
Subject: Dog Park History

RECOMMENDATION:

THAT Council receive this report for information.

Executive Summary:

In 1960, by virtue of Lands Purchase By-law No. 389,1960, the City purchased a group of 25 parcels, including those where the dog park is currently located, for the sum of \$4,000 dollars. This land was purchased for “sewage disposal purposes”. Staff did not find any information to indicate that there was ever an intention that this land be dedicated as park.

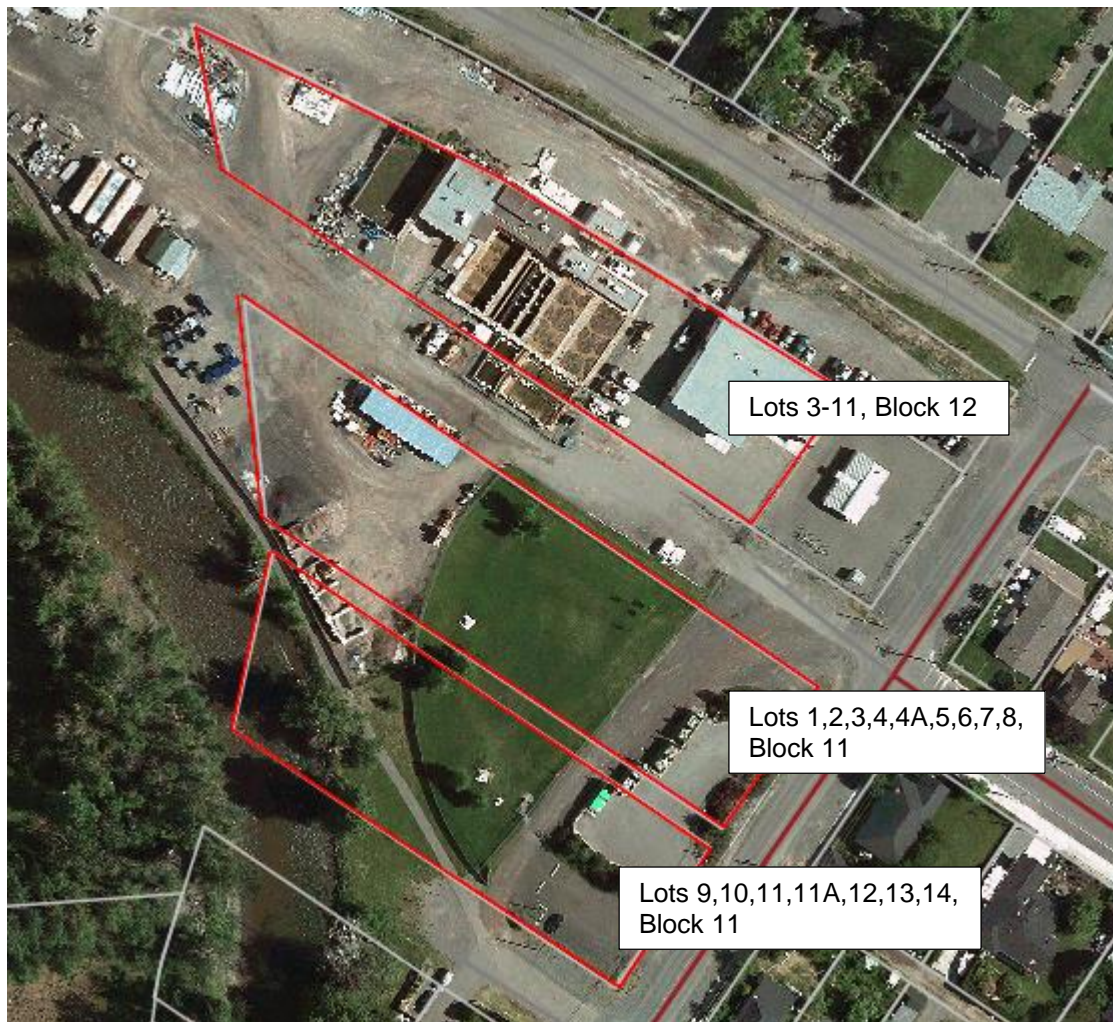
Background:

At the March 3, 2020 Budget Committee of the Whole meeting, Council omitted the \$140,000 dog park relocation item from the draft budget, as Council heard concerns from the public that the dog park area may have originally been donated to the City as park. Council requested that staff research the dog park to determine whether it is designated as park or not, to inform the budget discussion.

Attached to this report as Schedule “A” is Lands Purchase By-law No. 389,1960, which provides details regarding the City’s purchase of 25 parcels of land for \$4,000. The recital clause of that Bylaw states “WHEREAS, the Corporation of the Village of Merritt desires to purchase the land hereinafter described for **sewage disposal purposes**” (emphasis added).

The parcels included in this transaction were Lots 1, 2, 3, 4, 4A, 5, 6, 7, 8, 9, 10, 11, 11A, 12, 13, and 14, Block 11, as well as Lots 3-11 of Block 12, of District Lot 125, Kamloops Division, Yale District, Plan 1219.

These lots are represented on the figure below:



The City consolidated these 25 parcels into 3 parcels on October 22, 2014.

As further context, minutes from the meetings of February 10, 1960 as well as October 20, 1960 are also attached to Schedule "A". These minutes show the City contemplating the purchase of land to create a sewage lagoon, and later show the City offering three of the newly purchased lots to the RCMP.

Lastly, staff found no park dedication bylaws or other agreements in relation to this land that give any indication that it was ever required to be used as park. As such, staff is of the opinion that Council can utilize the land as it wishes, consistent with the OCP and Zoning Bylaw (P3, which is the same as the public works yard).

Options / discussion:

1. THAT Council receive this report for information.
2. THAT Council direct staff to include the \$140,000 dog park relocation request in the 2020-2024 Financial Plan, to be completed in 2020.
3. THAT Council direct staff to include the \$140,000 dog park relocation request in the 2020-2024 Financial Plan, to be completed in 2021.

Respectfully submitted,

Sean Smith
Deputy CAO/Director of Corporate Services

THE CORPORATION OF THE VILLAGE OF MERRITT

By-law No. 389

A By-law to provide for purchase of land for
sewage disposal purposes in the Village.

WHEREAS the Corporation of the Village of Merritt
desires to purchase the land hereinafter described for sewage
disposal purposes:

AND WHEREAS the owner of the said land has agreed to
sell the said land to the said Corporation for the sum hereinafter
set forth:

NOW THEREFORE the Municipal Council of the Corporation
of the Village of Merritt enacts as follows:-

1. It shall be lawful for the Corporation of the Village of Merritt
for sewage disposal purposes to purchase, firstly: Lots 1, 2, 3,
4, 4A, 5, 6, 7, 8, 9, 10, 11, 11A, 12, 13 and 14, Block 11;
secondly: Lots 3 to 11 inclusive, Block 12, all of District Lot
125, Kamloops Division Yale District, Plan 1219, Kamloops
Assessment District and Village of Merritt, save and except coal,
from Alison May Bremner, housewife, of the Village of Merritt, in
the Province of British Columbia, for the sum of Four Thousand
Dollars (\$4,000.00).
2. The sum of Four Thousand Dollars (\$4,000.00) is hereby
appropriated from the Tax Sale Property Sales Account for the
said purchase.
3. The Chairman and the Clerk are hereby authorized to do all the
necessary acts and things required to obtain the title to the
said lands.
4. This By-law may be cited for all purposes as "Lands Purchase
By-law 1960, No. 389."

Read a first, second and third time
by a two-thirds majority of the
whole Municipal Council this 28th
day of April, 1960.

I HEREBY CERTIFY the above to be a
true copy of the original By-law
which received its third reading by
the Municipal Council of the Corporation
of the Village of Merritt on the 28th
day of April, 1960.

Agnes W. Blumhagen
CLERK OF THE CORPORATION OF THE VILLAGE
OF MERRITT

Reconsidered, finally passed and adopted
by a two-thirds majority of the whole
Municipal Council this 9th day of
May , 1960.

Chairman
CHAIRMAN

Agnes W. Blumhagen
CLERK

I HEREBY CERTIFY the above to be a true copy of the
original By-law as passed by the Municipal Council of the Corporation
of the Village of Merritt, sealed with the seal of the said Corporation
and dated the 9th day of May , 1960.

Agnes W. Blumhagen
CLERK OF THE CORPORATION OF THE VILLAGE
OF MERRITT

true copy of By-law No. 389 re-
istered in the Office of the
ector of Municipalities
his 18th day of May, 1960

Approved pursuant to the provisions of section 303
of the "Municipal Act" this 4th day of May 1960.

D. Baird
Deputy Inspector of Municipalities

J. H. Hume
Deputy Minister.

Meeting continued

Mr. Lynes: Stated his residence is located in a heavy industry zone and under zoning if his house burned down he would not be able to build it up again.

Chm. Collett: What you stated Mr. Lyne's is quite correct. The regulations are laid down in the Municipal Act, and not made by the Council. There will be several people in the same position that would not be able to build. (Where any building the use of which does not apply to the zoning by-law is destroyed to the extent of 75% or more of its value, as determined by the building inspector, shall not be reconstructed except for a conforming use.) (In most communities commercial lots have a higher value than residential lots).

Mr. A. Anderson: With regard to Block 136, Plan 717, Mr. Anderson asked why the division of zones did not carry to the West boundary of Lot 1, instead of the West boundaries of Lot 2 to the East boundary of Lot 5. He wished consideration to his proposed garage site on Lot 1. Mr. Anderson opposed the decision of light industry on one side and rural on the other, giving a tire shop as an example he stated it could be too noisy from trucks to have residences along side it.

Chairman Collett:

The garage could have been included but was of the opinion it was located on lot 2.

Mr. C. Johnson: (With reference to Mr. Lyne) has the Council power to reimburse him for another lot.

Chm. Collett: The Council can exchange property. That point would be up to the Council. (See Section 703). Zoning by-law no cause for compensation.

Mr. J. Tingle: What is being done with the area in the west end of town, that is Lot 11 and 12, Plan 1219.

Chm. Collett: Said area is zoned as rural. The Village is thinking of acquiring said land for a sewerage disposal system. He stated a lagoon requires 20 to 30 acres but new plants have been brought out that take very little space.

Mr. J. Tingle: He asked why a copy of the proposed zoning plan could not have been in the local paper to give people some idea of the locations of the various zones.

Mr. Purser: Stated no final boundaries have been established as yet.

Mr. Ken Moyes: Asked if any repairs or alterations could be made to buildings non-conforming to use of zone.

Chm. Collett: Stated only minor repairs but not major or structural alterations (Sec. 702 (3) & (4).)

Mr. Lyne: With regard to non-conforming use being discontinued for a period of thirty days, Mr. Lynes gave examples (1) A residence in an industrial zone being vacanted owing to occupiers being on vacation longer than a

South Central Health Unit Board advising the next quarterly meeting will be held Thursday, October 27th at the Kamloops City Hall. Commr. Bremner offered to attend said meeting.

(d) Commr. Bremner moved, seconded by Commr. Mountain that Mr. D. A. Richardson be informed he will require a trades license in the amount of \$10.00 to purchase discarded jewellery etc., in within the Village.

Carried

October 20,
1960 Meeting

Committee Reports:

Finance: Commr. Bremner read the Building Permit report for the month of September, permit value being \$131,500. compared with \$24,210.00 for the same month last year. Permit values so far this year being 511,425.00 compared with \$328,481.00 for the same period last year.

On checking over the Works Statement he reported it appeared as though the works budget will be over expended by the year end and the Water System will just break even.

Commr. Bremner also read the Bank reconciliation statement for the month of September.

Works: Nil report

Water: The matter of Merritt - Canford Lumber Co's request for the Village water supply 3 hrs. a day was taken up. After checking the matter it was the discussion of the Council that said supply be given and the monthly rate set at \$30.00. It was also suggested the company be asked to turn on the water only when the reservoir is full.

Fire, Health & Property:

Mr. J. Jory's request to purchase D.L. 174, Plan "B-294 was referred to the Council.

Commr. Bremner moved, seconded by Commr. Mountain that Mr. Jory be informed said parcel of land is not available.

Carried.

With regard to property for the R. C. M. Police, the Clerk was instructed to write Sgt. Slater recommending either the E₁ of Lot 12, Lots 13, and 14, Block 11, Plan 1219 for the sum of \$1,500.00 or Lots 1 and 2, Block 1, Plan 838 for \$1,600.00 respectively.

Recreation and Community Services:

Nil report.

New Business:

With regard to Mr. Hoflins trade licence application it was the decision of the Council that a peddler's licence be charged, that is \$50.00.

Building Permit

Report

City of Merritt
REGULAR Council Meeting
April 7, 2020

File Number: 7140

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: April 2, 2020
Subject: Community Hazard Plan Appendix - Pandemics

RECOMMENDATION:

THAT Council approve the Community Hazard Plan Appendix – Pandemics to be attached to the City’s Community Hazard Plan.

Background:

The City is in the process of updating their Community Emergency Plans including the Hazard Identification Plans. In response to the current COVID – 19 pandemic, it was determined that updating the pandemic portion of the plan would be beneficial.

The plan is based on a template provided by the Province for municipalities to use. Staff has reviewed the template and made the changes that were deemed necessary for the City of Merritt.

The plan provides some detailed information on the role of the City and other agencies within a pandemic and is comprehensive but does have some direct references to the COVID – 19 response.

It is recommended that once the response to COVID – 19 that the plan be revised to remove specific links to the COVID – 19 response.

Options / discussion

Council has the following options:

1. Receive this report for information only.
2. Approve the Community Hazard Plan Appendix – Pandemics to be included in the City's Community Emergency plans.
3. Provide staff with other direction on how to proceed.

Financial / Risk Implications:

The approval of the plan provides some direction for the City's response to the COVID – 19 pandemic and give both Council and the public information on the scope and nature of that response.

Others Consulted:

The plan is based on a template provided by Emergency Management BC.

Attachments:

Community Hazard Plan Appendix - Pandemics

Respectfully submitted,

Sheila Thiessen, CPA, CMA
Director of Finance & IT



LOCAL EMERGENCY MANAGEMENT PLAN FOR PANDEMIC HAZARD PLAN APPENDIX

1st Edition, April 2, 2020

APPENDIX __: PANDEMIC HAZARD PLAN

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PANDEMIC HAZARD BACKGROUND

- This hazard plan is for public health events that are pandemic in nature and where the principle issue is human health, and reducing any consequential impact on essential services
- Biological agents are the cause of pandemic events and include bacteria, viruses, fungi, other microorganisms and their associated toxins. They have the ability to adversely affect human health in a variety of ways, ranging from mild, allergic reactions to serious medical conditions and death. These organisms are widespread in nature; they are found in water, soil, plants, and animals.
- Pandemics can be naturally occurring disease outbreaks that occur at local, provincial, national and international levels.
- Pandemics can be the result of:
 - Accidental exposure to pathogens (disease causing agents) in the context of biomedical diagnostics and research;
 - Significant shortages of drugs and biologics; or
 - Intentional use of pathogens or biotoxins (poisonous substances produced by a living organism) against humans, plants, or animals for harmful purposes

PANDEMIC PLAN SCOPE

- This plan takes into consideration, but is not a replacement for, City of Merritt's Business Continuity Plan.
 - *Tip: A community's Business Continuity Plan should take into consideration measures to maintain critical services and protect employee health.*
 - *Note: employers are required by law to ensure that work is being conducted safely, and to protect their workers from all work-related hazards, including exposure to infectious diseases. Section 115 of the Workers Compensation Act specifies that employers are not only responsible for their own workers, but also for any other workers who may be present at their workplace. This is a strong consideration within the City of Merritt's Business Continuity Plan or relevant Human Resource plans or programs.*
- The scope of this plan is limited to the activities of the City of Merritt outside of the health system and describes the ways in which the City of Merritt coordinates and interacts with health partners, and the provincial and federal governments to support public health.
- The medical response for pandemics will be managed by those agencies responsible for disease control and public health, applying provisions of the [Public Health Act](#) as applicable.
- The City of Merritt will support Interior Health Authority as requested/directed during a pandemic response in accordance with the [Public Health Act](#)
- For information related to the health sector response to the influenza pandemic COVID-19, see the [BC COVID-19 Response Plan](#) that outlines the activities and responsibilities of the health sector to mitigate and respond to an influenza pandemic including plans and guidelines for public health, clinical care, Indigenous peoples, human resources, communications and education, and psychosocial support.

- The Pandemic Hazard Plan for the City of Merritt is scalable and flexible. The severity of the pandemic, the requirements for coordination and communications, and the existence of unique policy issues, will determine the degree of engagement and the extent of activities required by the City of Merritt.

PLAN ACTIVATION

- The activation of this plan will be determined through consultation between, and recommendation from, the Ministry of Health (HLTH), including through Interior Health Authority and Emergency Management BC.
- The activities carried out in the plan during activation are not reimbursable under the Emergency Program Act unless a Provincial State of Emergency is declared by the minister responsible for the Emergency Program Act or the Lieutenant Governor in Council.
- This plan will be activated in coordination with the [BC COVID-19 Response Plan](#).

Standing Up Advance Planning Unit:

- Prior to any pandemic being declared, the situation may require an activation of the Advance Planning Unit to coordinate preliminary planning and preparation for future impacts to Merritt.
- *It is important to identify triggers that may warrant the activation of an Advance Planning Unit within the EOC structure for your community. Examples of possible triggers are:*
 - *Advice has been received from your Health Authority or from the Province to start considering the impacts of a contagious outbreak to your community*
 - *Elected officials within the community are starting to ask questions regarding future impacts to the community that require a heightened effort to answer*
 - *There have been non-health related impacts to neighbouring communities that may impact your community soon, e.g. supply chain, tourism, school, or business impacts*

Standing Up the Emergency Operations Centre (EOC):

- If/when the World Health Organization designates a pandemic, or in response to imminent impacts to the community, Merritt will activate the EOC at a Level 2 as per the EOC Operational Guidelines. The EOC will respond to the pandemic as described in this pandemic hazard plan.

CITY OF MERRITT ROLES AND RESPONSIBILITIES

- Maintain essential services for Merritt;
- Set priorities for maintaining public safety;
- Manage City of Merritt's business continuity;
- Liaise with EMBC regional office/PREOC, health authority and other support agencies for situational awareness;
- Work with local businesses to maintain a level of service in the community for critical services;

- Initiate prevention measures as recommended by the Ministry of Health in the City of Merritt's work places to reduce staff infection and exposure to pandemic;
- Work collaboratively with Interior Health regarding public health campaigns;
- Support Interior Health, according to [existing agreements and/or discussions during pandemics];
- Host (virtual, if reasonable) public education and planning sessions with key stakeholders in the community including business owners and school districts in conjunction with the applicable Health Authority; and
- Plan for City of Merritt to re-establish normal business

PLANNING CONSIDERATIONS

Pandemics are unique from other hazard events in various ways including:

- The event is not isolated and will stretch across regional, provincial and international borders at the same time.
- Nearly simultaneous impacts across jurisdictions could affect the activation of existing mutual aid agreements amongst governments, agencies and corporations.
- Supply chain disruptions could occur.
- Contract services may be impacted and can delay or stop work on community projects and/or construction.
- Uncertain timing and impacts of pandemics require flexibility to address critical needs as determined by the event.
- A pandemic is a long-term event with multiple peaks (also called waves). As a result, operational requirements and considerations are different from events with a shorter duration.
- Unlike other hazards, which are communicated from the site level to the City of Merritt and then provincial level, pandemics are communicated from the international and national level to the provincial and local levels.
- For influenza pandemics, and if possible, vaccine development will begin as soon as the vaccine seed strain is developed and delivered to the manufacturer. It may take several months to produce a vaccine. For other pandemics a vaccine will likely need to be developed anew.
- The [Emergency Program Act \(1996\)](#) (EPA) and the [Compensation for Disaster Financial Assistance Regulation](#) do not recognize a pandemic outbreak as a disaster or emergency. Therefore, local authority costs for response activities related to pandemic are not eligible for reimbursement under the Compensation and Disaster Financial Assistance Regulation. Despite this interpretation, the Minister responsible for the EPA or the Lieutenant Governor in Council may declare a provincial state of emergency should they be satisfied that an emergency exists or is imminent and specific extraordinary powers under the Act are required.

POTENTIAL ACTIVITIES FOR PANDEMIC RESPONSE

The following list outlines some of the activities, challenges, and consequences that the City of Merritt may need to manage because of a pandemic:

- Consistent and ongoing information for the public regarding the level of risk and preventative measures will be required. Additional communication efforts may be required to manage public fears and personal concerns.
- The maintenance of regular City of Merritt services (and at all levels of government) may be interrupted or reduced due to staff shortages. The City of Merritt may need to develop modified business practices in order to maintain critical services.
- Policy may need to be developed in order to facilitate the response to a pandemic and to address key issues.
- An extreme public health emergency may result in an increased demand for psychosocial, mental and behavioural health services.
- If school and daycare closures are recommended by the Provincial Health Officer (PHO) or Medical health Officer (MHO), it will result in increased demands on parents and the need for guidance to school boards and independent schools regarding levels of risk and appropriate public health measures.
- A pandemic may impact Merritt's multi-modal transportation network, including both government and industry provided transportation services.
- The health structure may require unconventional support to maintain levels of service and coordinate the public health response.

POSSIBLE IMPACTS TO LOCAL ECONOMY

Pandemics may impact the economy over the long-term and in a variety of ways, such as:

- decreased production levels due to illness;
- temporary loss of jobs and business closures (particularly small to mid-size enterprises);
- reduction or restrictions on public gatherings;
- potential impact to supply chains;
- a negative impact to the agricultural sector;
- adverse ripple effects in the world-wide investment community; and
- decreased activity within the hospitality and tourism industry due to travel restrictions.

Please note the preceding consequences include extreme scenarios and the extent of these impacts and countermeasures will be determined by the characteristics of the disease. Not all pandemics will overtax the health, economic and/or social support systems.

LOCAL COMMUNICATIONS

- Consistent and ongoing information for the public regarding the level of risk and preventative measures will be required. Additional communication efforts may be required to manage public fears and personal concerns.
- The City of Merritt will leverage existing communications from the BC Centre for Disease Control (BCCDC) and the Provincial Health Officer (PHO) as the authoritative source of

information and news on the situation. The City of Merritt will make certain a timely flow of accurate, consistent information is disseminated to staff, volunteers, and contractors; and to customers and the public.

- Clear lines of communication must be established, and unlike other hazards, which are communicated from the site level to local authority/First Nations and then provincial level, pandemics are communicated from the international and national level to the provincial and local levels.

CROSS-GOVERNMENT ROLES AND RESPONSIBILITIES

Response to pandemics is different than other emergency responses as it consists of a top-down approach, where the City of Merritt takes direction and guidance from the Province, the Province takes direction and guidance from the Government of Canada, and Canada considers guidance and direction from international agencies, specifically the World Health Organization (WHO). The below lists outline some of the roles and responsibilities of the different levels of government in response to pandemics.

Federal Government

- facilitate coordination of the overall federal, provincial, territorial (F/P/T) response;
- support development of technical guidance, technical and policy recommendations, protocols, and other products that may be required to facilitate a consistent F/P/T response;
- act as the national focal point for the WHO on all pandemic matters and manage all international aspects of the response to a public health event caused by a biological agent (e.g., technical discussions, aid requests);
- see that risk assessments are prepared and communicated, as required;
- facilitate access to surge capacity (from federal programs, if needed) with regards to employees and resources (including mobilizing medical supplies in the National Emergency Strategic Stockpile), to support P/T responses as required;
- facilitate the acquisition of extra medical supplies through Procurement Services and Purchasing Canada and other federal agencies as appropriate;
- provide travel health notices and other health-related information relevant to international travel;
- exercise powers under the Quarantine Act to protect public health by taking comprehensive measures to help prevent the introduction and spread of communicable diseases in Canada. Such measures may include, but are not limited to, the screening, examining and detaining of arriving and departing international travellers, conveyances (e.g., airplanes and cruise ships) and their goods and cargo;
- provide regulatory authorization to market medical countermeasures (i.e., medications and vaccines);
- act as the focal point for vaccine manufacturers and international regulatory collaboration;
- provide regulatory authorization to conduct clinical trials;

- negotiate with manufacturers and establishing contracts for the F/P/T purchase of medical countermeasures and/or medical equipment (e.g., ventilators);
- conduct national monitoring of adverse reactions to medications and vaccines;
- provide medications and/or vaccines to federal populations not covered by arrangements for P/T provision; and
- provision of health services, medications, supplies and equipment for specified federal populations/employees who normally access federally operated health care services.

Provincial Government through Ministry of Health

- Implement, in coordination with the BC Centre for Disease Control (BCCDC) the [BC COVID-19 Response Plan](#);
- activate the Health Emergency Coordination Centre (HECC);
- direct the response activities of health sector partners;
- provide health services, including acute care, home care, long term care, community care, public health and ambulance services;
- contribute to the development, review and approval of technical guidance, technical and policy recommendations, protocols, and other products that may be required to facilitate a consistent F/P/T response;
- provide public health messaging and guidance;
- in coordination with the BCCDC conduct surveillance and reporting data to the federal level as required under the International Health Regulations and as agreed upon for the duration of the public health event response;
- provide medications and/or vaccines to recommended populations;
- share information regarding distribution and use of medications and vaccines, as may be developed and available, in their respective jurisdictions;
- monitor and reporting adverse vaccine reactions;
- develop plans to increase surge capacity;
- develop and maintain memoranda of understanding and protocols, as needed, to facilitate interprovincial/territorial movement of patients and licensed health care professionals during a response and other aspects of mutual aid;
- develop, as necessary, a strategy for collecting and monitoring data on health care service use;
- assist the health authorities in emergency procurement and delivery of medical supplies, equipment and pharmaceuticals; and
- work collaboratively to establish protocols and guidelines for prioritizing health care services during times of high service demand and staff or supply shortages in their respective jurisdictions.

BC Centre for Disease Control

- Provide technical scientific support to the PHO, Medical Health Officers and regional health authorities;
- implement an enhanced Public Health surveillance system to monitor pandemic activity, when appropriate;

- bears responsibility for providing guidelines for the distribution and use of vaccines (if available) in BC and the equitable distribution and use of anti-viral medications (if available);
- collect and share updated information on vaccine coverage, and the overall number of cases and deaths related to the pandemic;
- work with the PHO and HLTH to evaluate the use and effectiveness of vaccines and antiviral medications in reducing the number of severe cases and death; and
- develops guidelines to minimize the spread of a pandemic in the community including guidelines on detection and management of cases and contacts of the biologic agent, community measures such as social distancing and public health rapid response research and investigation

Provincial Government through Emergency Management BC

- Facilitate cross government coordination, communications and business continuity;
- active the Provincial Emergency Coordination Centre (PECC) or Provincial Regional Emergency Operation Centres (PREOC)s as required;
- assist with the distribution of health-related messaging that is developed by Provincial Health Officer (PHO) and HLTH;
- coordinate with emergency management stakeholders;
- facilitate information sharing between local authorities, First Nations, health authorities and key stakeholders;
- hold coordination calls to inform external stakeholders of the pandemic and anticipated impacts;
- support local authorities by sharing information and advising on policy questions and decisions.

Other Provincial Agencies:

- Ministry of Children and Family Development (MCFD): ensure children in care have the services and supports they need to stay healthy
- Ministry of Social Development and Poverty Reduction (SDPR): provide financial, housing and other supports for vulnerable SDPR clients, or for those eligible for assistance; provide a network of trained staff and facilities to assist across the Province, under the direction of EMBC; provide information and analysis regarding the status of at-risk populations; implement operational plans to ensure the Province's most vulnerable populations have access to financial and other critical resources
- Ministry of Education (EDU): priority to minimize disruption of services while ensuring students' and staff safety; assist with the distribution of health-related messaging developed by the PHO and HLTH
- Ministry of Advanced Education, Skills and Training (AEST): disseminate relevant information to BC Post-Secondary Institutions (PSI); request regular updates from the PSIs on impacts to students, staff, and services; provide support to meet the immediate needs of students during the emergency; advise institutions and students that StudentAid BC has policies in place covering the interruption of studies due to cancellation of classes/and or institution closures

- **Ministry of Indigenous Relations and Reconciliation (MIRR):** work with HLTH and EMBC to develop protocols with their Key First Nations Partners about information transmission to Indigenous Peoples; work with Canada/First Nations organizations to address any service or funding gaps that fall outside existing agreements
- **Ministry of Transportation and Infrastructure (TRAN):** provide analysis for the movement of people and goods via highways, ports, airports, railroads, public transit and ferries; prepare operational plans for the implementation of transportation strategies within BC
- **Ministry of Agriculture:** provide advice on the protection and health of livestock and poultry; provide agriculture related information to local governments and First Nations as required; advise on the management of flocks/herds affected by pandemic; provide laboratory services for the surveillance and diagnosis of zoonotic diseases that could spread to or from livestock and poultry; communicate to agricultural producers and stakeholders through agriculture industry associations
- **Ministry of Tourism, Arts and Culture (TAC):** coordinate the needs of travellers moving within the province on cruise ships, public transportation (buses and ferries), planes, train border crossings, etc.; ensure tourists and tourism businesses are informed and aware of situation through communications that are consistent with the PHO
- **Ministry of Labour (LBR) through WorkSafeBC:** continue its work to promote workplace health and safety for BC workers and employers, develop and enforce the Occupational Health & Safety Regulation, and administer the workers' compensation program
- **Ministry of Jobs, Economic Development and Competitiveness (JEDC):** advise on the viability and risks associated with inward and outward-bound trade missions, and on policy shifts for international trade; support the small business sector in adapting to pandemic related impacts (and eventual recovery) working closely with LBR and TAC)
- **Ministry of Municipal Affairs and Housing (MAH):** provide pandemic planning information to services providers of emergency shelters, supportive housing, homeless outreach, and other BC Housing-funded programs, if required;

Regional Health Authorities

- Plan the health system response to a pandemic within their region with direction from both the PHO/HLTH including:
 - prioritized delivery of health services;
 - protocols for vaccine and anti-viral use and inventories of stockpile supplies;
 - plans for mass vaccination delivery;
 - identification of alternative care locations and resources;
 - protocols for continued delivery of acute and residential care services;
 - risk communication strategies for internal and external stakeholders; and
 - education plans for health care providers and the public
- Liaise with local partners to facilitate coordinated response
- Participate in disease and public health surveillance, including the reporting of exceptional disease incidents to the BCCDC and PHO
- Activate a health authority EOC to:

- Implement regional health authority pandemic response plan and support the continuity of services;
- Implement public health and infection control measures to reduce the spread of disease;
- Coordinate the dissemination of medication and supplies;
- Coordinate immunization clinics once/if vaccines become available;
- Implement the [Pandemic Influenza Psychosocial Support Plan for Health Care Workers and Providers](#)
- Coordinate information sharing and public messaging with local governments
- Medical Health Officers (MHO) in each health authority are responsible for directing the public health response, and have wide ranging authority under the [Public Health Act](#), including for:
 - Restricting and monitoring activities in their region that can potentially increase the spread of a pandemic, in consultation with the PHO
 - Direct the provision of care for those infected with a pandemic and order isolation and/or quarantine measures of individuals or groups

First Nations Health Authority

- Support communities in preparing for a pandemic by facilitating testing and revision of community level plans as needed;
- Facilitate communities' response to a pandemic (e.g., support mass immunization clinics, provide training, guidance documents, etc.);
- Ensure health facilities have access to personal protective equipment (e.g. masks, gloves, gowns) during a pandemic; and
- Ensure that First Nations circumstances are reflected in overall pandemic planning at all levels of government

RESOURCES

ITEM	LINK
Emergency Management Planning Toolkit for Local Authorities and First Nations	https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/local-emergency-planning
FPT Public Health Response Plan for Biological Events	https://www.canada.ca/en/public-health/services/emergency-preparedness/public-health-response-plan-biological-events.html
Public Health Act	http://www.bclaws.ca/civix/document/id/complete/statreg/08028_01
British Columbia Pandemic Provincial Coordination Plan	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/provincial-emergency-planning/pandemic-provincial-coordination-plan.pdf
BC COVID-19 Response Plan	https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/pandemic-influenza
BC Centre for Disease Control	http://covid-19.bccdc.ca/
HealthLink BC	https://www.healthlinkbc.ca/
Office of the Provincial Health Officer	https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer
FEMA Pandemic Influenza Template	https://www.fema.gov/media-library-data/1396880633531-35405f61d483668155492a7cccd1600b/Pandemic_Influenza_Template.pdf
Provincial Health Services Agency	http://www.phsa.ca/
Fraser Health Authority	https://www.fraserhealth.ca/
Interior Health Authority	https://www.interiorhealth.ca/Pages/default.aspx
Northern Health Authority	https://www.northernhealth.ca/
Island Health Authority	https://www.islandhealth.ca/
Vancouver Coastal Health	http://www.vch.ca/

Report

City of Merritt
REGULAR Council Meeting
April 7, 2020

File Number: 1610

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: April 2, 2020
Subject: Financial Considerations Related to COVID - 19

RECOMMENDATION:

THAT Council receive this report for information.

Background:

The COVID – 19 pandemic has had a major impact on City operations. The full consequences of this pandemic are not known. City staff are working to maintain essential services, protect the health of the employees and provide support to other agencies and levels of government as required.

The impact of the pandemic on the City's finances is unknown at this point. There are many variables to consider, including reduced revenues, level of expenditures required, and the impact on the taxpayer and community.

Municipal Finance officers have approached the Province for direction or options in relation to tax payable deadlines, ability to adjust penalties and other items to enable municipalities to respond to COVID – 19 in a fiscally responsible manner.

The major issue that municipalities will be facing is cash flow. This is a result of the following factors:

1. Reduced revenues due to closed facilities and programs, business closures impacting utility consumption
 - a. Fixed costs remain

2. Collection issues related to taxpayer's ability to pay
 - a. Payments to other authorities may still be required even if the City doesn't collect.
3. Financial Market uncertainty
 - a. Lower interest revenues
 - b. Ability to finance capital projects may be impacted

The actions that the City will be considering are:

1. Use of reserves and surpluses
 - a. Internal borrowing from some statutory reserves for cash flow if possible
2. Reduction of costs
3. Reconsideration of capital projects

Options / discussion

Staff are developing scenarios to show the impact on the budget as presented in draft, along with suggestions for revisions due to the new reality that the City is facing. It is important that both the short- and long-term implications are considered.

Financial / Risk Implications:

It is important that Council or staff do not make any announcements on the City's response before all impacts have been considered.

Committing to a path without looking at the whole picture could limit the City's ability to get back to financial security in the long term. Staff is requesting Council's support in allowing the time to be able to present well thought out proposals for moving ahead.

The May 15th deadline for Financial Plan and Tax Rate Bylaws are still in place now and staff is working diligently to meet those deadlines, while addressing the response to the issues the pandemic presents.

Others Consulted:

Finance staff are working with other municipal finance departments to consider all the possible responses to this unprecedented circumstances that we are facing.

The Government Financial Officers Association of BC (GFOABC) has been meeting regularly with the Provincial Ministries, Municipal Financial Authority (MFA), BC Assessment Authority (BCAA) and representatives of a variety of municipalities and regional districts to ensure that the Province has all the relevant information needed to make decisions.

There was a webinar yesterday that over 160 Municipal Finance Professionals attended to discuss the issues that this group has been considering.

It is hoped that in the next few days, the Province will be providing a circular that details what the municipalities and regional districts will be able to do in order to address the issues raised.

Respectfully submitted,

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

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