



AGENDA

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, April 21, 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 Special Council Meeting Minutes - April 7th, 2020 4

Recommendation:
THAT the Minutes of the Special Council Meeting held on April 7th, 2020 be adopted.
 - 4.2 Regular Council Meeting Minutes- April 7th, 2020 6

Recommendation:
THAT the Minutes of the Regular Council Meeting held on April 7th, 2020 be adopted
5. PUBLIC HEARING
 - 5.1 Public Hearing

Nil

6. GENERAL MATTERS - Delegations and Recognitions

7. UNFINISHED BUSINESS

7.1 Notice of Motion

At the 7th April 2020 meeting, Councillor Tony Luck made the following Notice of Motion:

Cllr Luck requested a report on the City's litter awareness program, including a review of the City's current littering bylaws.

8. BYLAWS

8.1 Claybanks RV Park Rates Schedule Amending Bylaw

11

Recommendation:

THAT Council give first reading to Fees and Charges Amendment Bylaw No 2280, 2020;

Recommendation:

THAT Council give second reading to Fees and Charges Amendment Bylaw No 2280, 2020;

Recommendation:

THAT Council give third reading to Fees and Charges Amendment Bylaw No 2280, 2020.

9. NEW BUSINESS

9.1 Barkman Concrete Variance

18

Recommendation:

THAT Council approve Development Variance Permit DVP2020-01 from Barkman

Concrete Ltd. for 1104 and 1132 Midday Valley Rd., Lots 1 and 2, District Lot 166,

Kamloops Division Yale District, Plan KAP26688 subject to the conditions set out in the permit.

9.2	<u>Request for Direction on Tax Rates</u>	26
	<p>Recommendation: THAT Council direct Staff to prepare the 2020 – 2024 Financial Plan Bylaw and the 2020 Tax Rate Bylaw using the following tax rate guidelines:</p> <ul style="list-style-type: none"> • General Municipal Tax Rates – 5.74% decrease from 2019 • Transit Tax Rates – 5.74% decrease from 2019 	
9.3	<u>2020 Property Tax Due Date and Penalties</u>	30
	<p>Recommendation: THAT Council utilize Section 235 of the Community Charter to set an alternative municipal tax collection scheme for 2020, with a due date of July 2, 2020, and a late penalty of 5% to be applied on October 1, 2020.</p>	
9.4	<u>Proposed Changes to 2020 Utility Billing Due Dates and Discounts</u>	33
	<p>Recommendation: THAT Council direct staff to increase the 10% discount to 17% for residential & commercial customers, with new payment dates of July 31st & Nov 30th for residential customers in response to the current COVID crisis.</p>	
9.5	<u>CAO Update</u>	
10.	<u>NOTICES OF MOTION</u>	
11.	<u>REPORTS FROM COUNCIL</u>	
12.	<u>INFORMATION ITEMS</u>	
12.1	<u>Strategic Planning Priorities</u>	36
12.2	<u>Village of Hazelton</u>	37
13.	<u>TERMINATION OF MEETING</u>	



MINUTES

CITY OF MERRITT

SPECIAL CLOSED COUNCIL MEETING

Tuesday, April 7, 2020

12:00 P.M.

Held online due to social distancing requirements
Public access link published on City website
& social media accounts

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 12:11pm

2. **CLOSURE OF MEETING**

2.1 **Vote to close meeting to press & public**

THAT this meeting be closed to the public pursuant to Section 90(1)(e) of the *Community Charter*

3. **CLOSED SESSION**

3.1 **Special Closed Council Meeting Minutes - February 25th, 2020**

3.2 **Unfinished Business**

3.3 New Business

3.3.1 Request to Purchase City Land

3.3.2 Release of Covenant

3.4 Information Items

3.5 Vote to return to public meeting

THAT this meeting be returned to open session, having conducted the business that required closure pursuant to Section 90(1)(e) of the *Community Charter*

Moved, Seconded, CARRIED

4. TERMINATION OF MEETING

The Mayor declared the meeting ended at 12:47pm

Corporate Officer

Mayor



MINUTES

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

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 G. Lowis, Deputy Corporate Officer
Mr. W. George, Tourism & Economic Development Manager
Duong Trinh, TRU Co-op Student

MEDIA & PUBLIC: **8 Members of the Public**

1. CALL TO ORDER

1.1 Call to Order

Mayor Brown called the meeting to order at 7:02pm

2. LATE ITEMS

3. PUBLIC INPUT

Nil

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - March 24th, 2020

Resolution No: 2020RC-07-01

THAT the Minutes of the Regular Council Meeting held on March 24th, 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 was deferred from March 24th Council meeting.

Ms Trinh presented on her co-op term at the City of Merritt, including work done for the City, and her personal learning experiences.

This included the various types of work done for different social media platforms such as Youtube, Instagram, and Twitter to attract visitors, and engage with the public.

Councillors thanked Ms Trinh for the report, and Mr George talked briefly to praise the work she had done, and her engagement with the Merritt community.

7. UNFINISHED BUSINESS

7.1 Procedure Bylaw update

Oral report

Mr Smith explained that the procedure bylaw update requested by Council must have notice given in two consecutive newspapers, which was not possible for this meeting with the meeting dates exactly two weeks apart.

8. BYLAWS

9. NEW BUSINESS

9.1 Dog Park History

Mr Smith explained staff had spent some time looking through bylaws, minutes, newspapers. There is no evidence there was a reservation bylaw, or any other decision to make it a permanent park. It appears to have been initially purchased for sewage treatment, and the remainder used as park without being so dedicated.

Councillors discussed concerns about the dog park, particularly with the current financial situation.

Recommendation: 2020RC-07-02

THAT Council receive this report for information.

Moved, Seconded, CARRIED

9.2 Community Hazard Plan Appendix - Pandemics

Ms Thiessen explained the plan was being updated due to the situation, and the Province sending out updates. This is a BC template modified for Merritt circumstances, and it explains the roles of the Province, Interior Health, and other parties during the emergency. In the current pandemic, the City is mainly playing a role supporting other agencies.

Recommendation: 2020RC-07-03

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

Moved, Seconded, CARRIED

9.3 Financial Considerations Related to COVID - 19

Ms Thiessen spoke about the effort to get numbers on the financial impact COVID-19 is having on the City, as well as efforts to seek information from the Province on tax information, whether or not the tax sale will progress, etc. Merritt can put an alternative tax scheme into our bylaw, but other bodies would expect to be passed funding, which could create cash-flow problems.

The potential use of the City's reserves was mentioned, as was a possible meeting of the financial committee. City staff hope to learn soon if the Province will be changing reporting deadlines for Municipalities.

Recommendation: 2020RC-07-04

THAT Council receive this report for information.

Moved, Seconded, CARRIED

9.4 CAO Update

Mr Hildebrand informed Council that some 65% of City staff are currently laid off. Management and Emergency Operations are working remotely, and essential services remain operational.

Fire have had two new firefighters start, meaning firefighters can take days off.

RCMP are running smoothly, a new Commander will start June 1st.

Street sweeping is some 80% complete, line painting will be done next week. Maintenance on vehicles and hydrants will continue. Residents have reported garbage problems, and people were asked to be careful disposing eg of gloves.

The City is preparing for flooding, and has ordered 40k sandbags to add to the 60k on hand. We are working with neighbouring communities to ensure cover can be provided if people get sick.

Development services are continuing, and trying to keep Merritt's economy going and moving businesses forward.

Corporate services, HR and IT are all moving projects forward working from home. The current focus is on budget, and staff will go through the budget completely as soon as information is obtained from the Province to make a budget that makes sense going forward.

Communication is working hard to keep people informed, and the city will continue to work towards getting back to normal.

Cllr Fehr asked about the TNRD closing the dump, and asking if it was having an effect. Mr Hildebrand updated that the dump is open, but physical distancing must be followed by people dropping off rubbish and debris. The depot can only take household garbage at this time.

10. NOTICES OF MOTION

10.1 Cllr Luck

Cllr Luck requested a report of litter awareness program, including a review of the City's current littering bylaws.

11. REPORTS FROM COUNCIL

Cllrs expressed gratitude towards the entire community, particularly public works, fire, police, health, stores, pharmacies, social services, and other essential services for staying open, and holding together as the current situation unfolds.

Mayor Brown said we are strong because we stand together.

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 8:00

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

Report

City of Merritt
REGULAR Council Meeting
April 21, 2020

File Number: 3900.2280

To: Scott Hildebrand, Chief Administrative Officer
From: Sky McKeown, Recreation & Facilities Manager
Date: April 16, 2020
Subject: Claybanks RV Park Rates Schedule Amending Bylaw

RECOMMENDATION:

THAT Council give first reading to Fees and Charges Amendment Bylaw No 2280, 2020;

And

THAT Council give second reading to Fees and Charges Amendment Bylaw No 2280, 2020;

And

THAT Council give third reading to Fees and Charges Amendment Bylaw No 2280, 2020.

Background:

At the March 24, 2020 Regular Council Meeting, Council passed the following resolution:

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.

The report is provided in response to Council's resolution. Staff research indicates that in order to ensure a competitive and fair market return on the investment made by City of Merritt taxpayers, it is necessary to amend the City of Merritt Fees and Charges Bylaw.

The rates currently charged for use of the Claybanks RV Park have not changed in several years and are well below the average of other comparable facilities in the region (shown on the attached Schedule "A"). In addition, visitor data indicates that the busy season at Claybanks begins in May and extends to the end of September, but we currently only charge higher rates in July and August.

Claybanks RV Summer vs Winter seasons

This bylaw would change the date of the high (summer) and low (winter) seasons to match the observed use of the RV park:

	Current	Proposed
High season	July 1 st to August 31 st	May 1 st to September 30 th
Low season	September 1 st to June 30 th	October 1 st to April 30 th

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Current:	Low	Low	Low	Low	Low	Low	High	High	Low	Low	Low	Low
Proposed:	Low	Low	Low	Low	High	High	High	High	High	Low	Low	Low

These proposed high/low season changes are also comparable to what other parks have set for their high/low seasons (For example, high season rates at Moon Shadows run from April 16 – October 15). In spite of the change to the season dates, group discounts and weekly rates discussed below would be only be unavailable for July and August.

Claybanks RV Fees

The recommended amendments to the Claybanks RV Park Rate Schedule are thorough and are based on a review of average fees charged by local and surrounding community RV Parks. Staff is recommending an increase to the fees charged in all categories, to bring our fee schedule closer to the average market fees in other comparable RV park locations. Under the existing fee structure, taxpayers are receiving significantly below average fees from users of the park, whereas with the proposed fee structure, taxpayers will benefit from greater income while still providing affordable RV fees.

Staff recognizes that some of the fee increases may look like a sharp increase, particularly the 40% increase in non-serviced site fees (tents), but there have not been any fee increases in the Claybanks RV Fee Schedule in several years and it is still comparable or lesser than what other RV parks are charging. This fee, like all the others also includes full access to hot showers and other park amenities. The proposed fee increases are set just below the average reviewed market fees.

The table below summarizes the **current** fees being charged:

Dates	Pull through site	Full hook-ups	Power/water hook ups	Non-serviced sites	Weekly rates non-serviced	Weekly rates serviced	Monthly rates
July 01-Aug 31	\$35.00	\$32.00	\$30.00	\$20.00	\$140.00	\$224.00	\$700.00
Sept 01-Jun 30	\$35.00	\$32.00	\$30.00	\$20.00	\$120.00	\$192.00	\$500.00
Overflow when required				\$15.00			

The table below summarizes the **proposed increase to** fees be charged:

Dates	Pull through site	Full hook-up	Power/water hook up	Non-serviced sites	Weekly rates non-serviced	Weekly rates: Full Hookup	Weekly rates: Power/Water	Monthly rates
May 01-Sept 30	\$39.00	\$35.00	\$33.00	\$28.00	\$180.00	\$220.00	\$210.00	\$750.00 + hydro
Oct 01- Apr 30	\$37.00	\$33.00	\$31.00	\$25.00	\$160.00	\$210.00	\$200.00	\$500.00 + hydro
Overflow when required				\$25.00				

- All above charges include applicable taxes
- Each booking includes 2 adults and any children under the age of 12 - Extra person charge: \$5.00 per person per night
- Additional Vehicles - \$5.00 per night
- Group rate (10 or more bookings): 10% discount excluding July and August.
- No weekly rates are available in July or August

The new contractors have been working at the site in preparation for what the 2020 anticipated season will look like. Currently they only have a handful of self-isolated guests staying there and the site facilities including the rec. hall and restrooms/showers are closed.

Options:

1. THAT Council give three readings to Fees and Charges Amendment Bylaw No 2280, 2020.
2. THAT Council defer readings of Fees and Charges Amendment Bylaw No 2280, 2020 until a later date.
3. THAT Council give first two readings to Fees and Charges Amendment Bylaw No 2280, 2020, and make any amendments it sees fit prior to third reading.

Financial / Risk Implications:

For Council's information, late last year the City entered into a three (3) year contract with the new successful RFP park contractor. Under this agreement, the City receives a percentage of all fees received, so these rate increases will directly impact municipal revenue.

Strategic Plan Reference:

Strategic Goal #2: Good Governance – We will be accountable, transparent, equitable, follow the rules of the law, strive for consensus, be participatory and responsive to the public.

Attachments:

Schedule "A": Claybanks RV Park proposed new high season rates compared with other similar RV park rates

Schedule "B": Fees & Charges Amending Bylaw 2280, 2020.

Respectfully submitted,

Sky McKeown
Manager of Recreation and Facilities

Schedule "A" Claybanks RV NEW PROPOSED HIGH SEASON RATES compared with other similar RV Park rates						
	Pull through Full hookups	Full hook-ups	Power & Water	Non-serviced sites	Weekly non-serviced	Monthly FHU P/W
Knutsford RV Park	-	\$50.00	\$45.00	\$30.00	\$210.00	\$795.00 + hydro
Moon Shadows RV	-	\$44.10	\$38.85	\$29.93	\$176.40	\$913.50 + hydro
Kamloops RV Park	\$52.50	\$47.25	¶ -	\$31.50	-	\$735.00
Claybanks RV Merritt	\$39.00	\$35.00	\$33.00	\$28.00	\$180.00	\$750.00 + hydro
Coq-Camp Hope	-	\$44.10	\$38.85	\$31.50	-	\$624.75 + hydro
Hope Valley RV	-	\$47.25	-	-	-	\$630.00 + hydro
Desert Gem RV Oliver	\$56.70	\$54.60	-	-	-	\$866.00 + hydro
Apple Beach RV Oliver	-	\$57.75	-	\$42.00	-	\$771.75 + hydro

CITY OF MERRITT

BYLAW NO. 2280

A BYLAW TO AMEND THE FEES AND CHARGES OF THE CITY OF MERRITT

WHEREAS the *Community Charter* permits a local government to impose fees and charges for all or parts of services provided by the Municipality;

AND WHEREAS the City of Merritt has adopted City of Merritt Fees and Charges Bylaw No. 2176, 2015;

AND WHEREAS the City of Merritt is desirous of changing its fees and charges;

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

1. Citation

1.1. This Bylaw shall be cited as “Fees and Charges Amendment Bylaw No 2280, 2020”.

2. Fees and Charges

2.1. That Schedule “G” of City of Merritt Fees and Charges Bylaw No. 2176, 2015, introduced by City of Merritt Fees and Charges Amending Bylaw No. 2208, 2016, be replaced in its entirety with the attached Schedule “G”.

READ A FIRST TIME THIS _____ day of _____, 2020

READ A SECOND TIME THIS _____ day of _____, 2020

READ A THIRD TIME THIS _____ day of _____, 2020

ADOPTED THIS _____ day of _____, 2020

Linda Brown
MAYOR

Sean Smith
CORPORATE OFFICER

SCHEDULE "G" TO BYLAW NO 2176, 2015
Amending Bylaw 2280, 2020
CLAYBANKS RV PARK RATES SCHEDULE
EFFECTIVE _____ 2020

Dates	Pull through site	Full hook-up	Power/water hook up	Non-serviced sites	Weekly rates non-serviced	Weekly rates: Full Hookup	Weekly rates: Power/Water	Monthly rates
May 01-Sept 30	\$39.00	\$35.00	\$33.00	\$28.00	\$180.00	\$220.00	\$210.00	\$750.00 + hydro
Oct 01- Apr 30	\$37.00	\$33.00	\$31.00	\$25.00	\$160.00	\$210.00	\$200.00	\$500.00 + hydro
Overflow when required				\$25.00				
<p>All above charges include applicable taxes</p> <p>Each booking includes 2 adults and any children under the age of 12 - Extra person charge: \$5.00 per person per night</p> <p>Additional Vehicles - \$5.00 per night</p> <p>Group rate (10 or more bookings): 10% discount excluding July and August.</p> <p>Weekly rates are not available in July or August</p>								

Report

City of Merritt
REGULAR Council Meeting
April 21, 2020

File Number: DVP2020-01

To: Scott Hildebrand, Chief Administrative Officer

From: Don McArthur, Planning and Development Services Manager

Date: April 21, 2020

Subject: Development Variance Permit for 1104 and 1132 Middy Valley Rd., Lots 1 and 2, District Lot 166, Kamloops Division Yale District, Plan KAP26688

RECOMMENDATION:

THAT Council approve Development Variance Permit DVP2020-01 from Barkman Concrete Ltd. for 1104 and 1132 Middy Valley Rd., Lots 1 and 2, District Lot 166, Kamloops Division Yale District, Plan KAP26688 subject to the conditions set out in the permit (see Attachment A).

Executive Summary:

The subject lands located at 1104 and 1132 Middy Valley Rd. are currently being used as a laydown area for Valard Construction for their power line construction project. The applicant is proposing to consolidate the two parcels and construct a concrete products manufacturing plant (see Attachment B for example products).

The subject property is within the South Merritt sector of the City's Official Community Plan (OCP) Bylaw No. 2116 and is zoned Light Industrial (M1) in Zoning Bylaw No. 2187, both of which support the proposed use.

The Development Variance Permit application was reviewed by City staff from various departments. Subject to Council approval of the Development Variance Permit, staff intend to process a Building Permit.



Figure 1: Location of Subject Property

Background:

Development Variance Permit Requirements

A Development Variance Permit is required for this application because the proposed redevelopment does not meet all of the requirements outlined in the Zoning Bylaw and the Subdivision and Development Servicing Bylaw.

Zoning Bylaw

Section 6.20.5.b

Requirement: Maximum height 14m

Variance: Increase maximum height to 21.5m

Most of the building will be close to the current maximum allowable height of 14 metres. However, the building silos will be higher, requiring a variance in height.

Table 8.2 Off-street Parking and Loading

Requirement: Minimum parking stalls 1 per 100m² (46 stalls) and loading 1 per 1,900m² (2 stalls)

Variance: Reduce minimum parking stalls to 14 and loading stalls to 1 (total of 15 stalls)

The company does not plan to have more than 14 staff on-site at any given time. Therefore, there is no need for additional parking.

Subdivision and Development Servicing Bylaw

Section 6.3.b Access Roads and Parking

Requirement: "All access roads, on-site parking areas and on-site loading areas shall be surfaced by asphaltic concrete paving."

Variance: All access entrances must be paved for a minimum of 6 metres from the property line and the staff parking lot must be paved.

Much of the site will be used for outdoor storage and loading of products. To pave the entire site would be cost prohibitive. Barkman has agreed to pave the first 6 metres of the driveways into the site, to reduce the amount of gravel that is tracked on to the street. The parking lot will also be paved.

Access

There are two proposed accesses to the development on Midday Valley Rd. and one access on Houston Street, a designated truck route. Trucks will enter on Midday Valley and exit on Houston.

Public Notice

Written notice was mailed to property owners within a 30 metre radius of the subject property, as required by the Local Government Act.

No correspondence was received by the April 16th deadline.

Options

1. THAT Council approve Development Variance Permit DVP2020-01 from Barkman Concrete Ltd. for 1104 and 1132 Midday Valley Rd., Lots 1 and 2, District Lot 166, Kamloops Division Yale District, Plan KAP26688 subject to the conditions set out in the permit.

2. That Council deny the application.

Strategic Plan Reference

Strategic Goal # 2: Supports Good Governance by striving to be accountable, transparent, equitable, follow the rules of the law, strive for consensus, be participatory and responsive to the public.

Supports the Official Community Plan policies related to South Merritt and Industrial designations.

Others Consulted

The following City of Merritt Departments received referrals for the subject application:

- Fire and Rescue;
- Public Works Operations;
- Planning and Development Services;
- Building, Safety and Inspection Services; and
- Economic Development.

No concerns were identified by the referral recipients.

Attachments

Attachment A – Development Variance Permit

Attachment B – Barkman Concrete Example Products

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

DEVELOPMENT VARIANCE PERMIT NO. 2020-01

Authorization by City Council, at meeting of April 21, 2020

1.0 LEGAL DESCRIPTION and CIVIC ADDRESS:

Civic Address: 1104 and 1132 MIDDAY VALLEY ROAD

PID: 005-042-933 and 002-097-966

Legal Description: LOT 2, DISTRICT LOT 166, KAMLOOPS DIVISION YALE DISTRICT, PLAN KAP26688

and

LOT 1, DISTRICT LOT 166, KAMLOOPS DIVISION YALE DISTRICT, PLAN KAP26688

2.0 APPLICANT and ADDRESS:

Judith Yastremski
PO Box 2531
Merritt, BC V1K 1B8

Authorized Agent:

Barkman Concrete Ltd.
152 Brandt Street
Steinbach, MB R5B 0R2
bries@barkmanconcrete.com

3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

All conditions to be varied are listed below and additionally as per the specifications and working drawings submitted by the applicant which are attached here as **Schedule A**.

- 3.1 To increase the maximum height requirement in Section 6.20.5 b) of Zoning Bylaw No. 2187, 2015 from 14 metres to 21.5 metres.
- 3.2 To reduce the minimum number of required parking stalls in Table 8.2 of Zoning Bylaw No. 2187, 2015 from 46 stalls to 14 stalls.

- 3.3 To reduce the minimum number of required loading stalls in Table 8.2 of Zoning Bylaw No. 2187, 2015 from 2 stalls to 1 stall.
- 3.4 To alter the “All access roads, on-site parking areas and on-site loading areas shall be surfaced by asphaltic concrete paving” requirement in Section 6.3.b of Subdivision and Development Servicing Bylaw No. 1187, 1987 to be “All access entrances must be paved for a minimum of 6 metres from the property line and the staff parking lot must be paved”.

4.0 SPECIAL PROVISIONS:

None

5.0 SECURITY REQUIRED: ____ YES **x** NO

6.0 GENERAL NOTES:

None

7.0 Approvals Required by Ministry of Transportation:

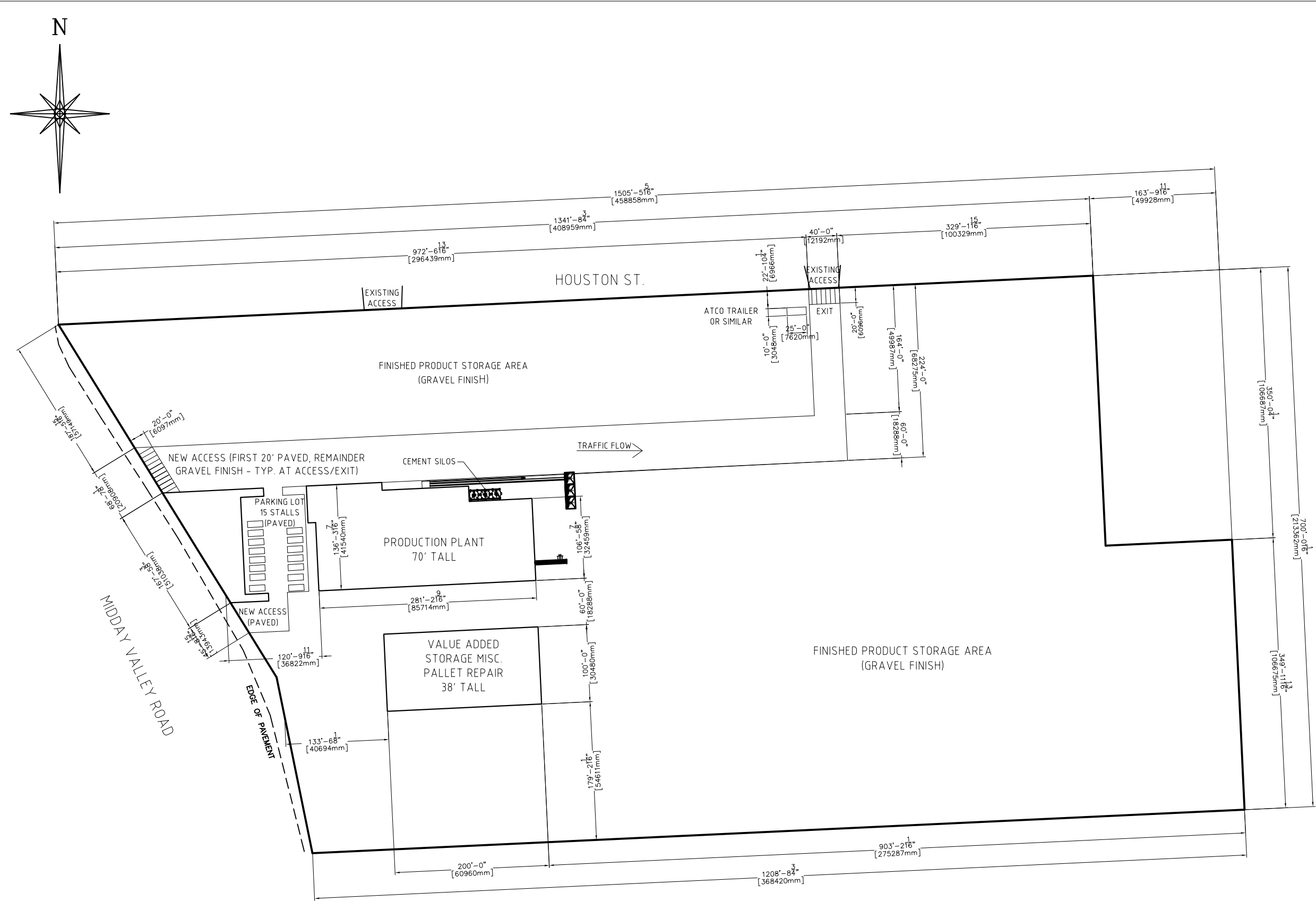
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YES

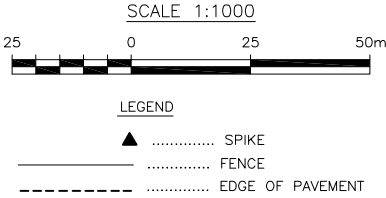
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NO

Attachments: Schedule A



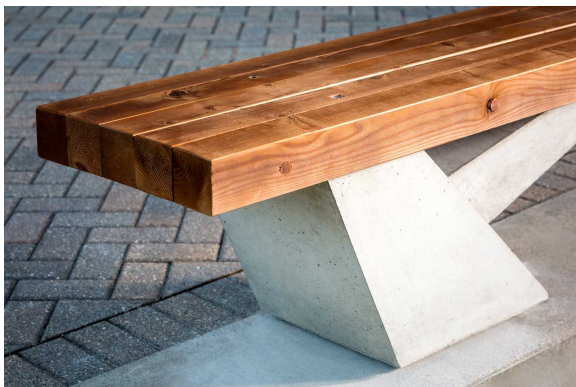
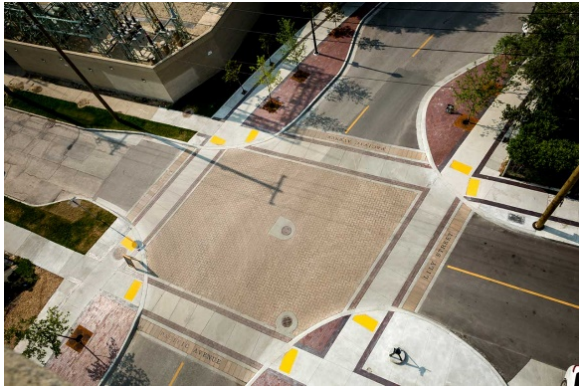
REM A
PLAN KAP59518



barkmanTM
152 Brandt Street, Steinbach, MB R5G 0R2
T (204) 326 3445 or 1 800 461 2278 F (204) 326 5915
barkmanconcrete.com

REGISTERED PLAN: LOTS 1 & 2, DL 166, PLAN 26688 KDYD		
PROJECT: HESS PLANT - MERRIT B.C.		
DWG TITLE: 2019-20 MERRIT SITE PLANS		
DATE: 01/30/2020	SCALE: AS NOTED	
DRAWN BY: BRUCE D.	CHECKED BY: DAN B.	
DWG NO.:	SHEET NO.:	REV: 00

Attachment B Barkman Concrete Example Products



Report

City of Merritt
REGULAR Council Meeting
April 21, 2020

File Number: 1700

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: April 16, 2020
Subject: Request for Direction on Tax Rates

RECOMMENDATION:

THAT Council direct Staff to prepare the 2020 – 2024 Financial Plan Bylaw and the 2020 Tax Rate Bylaw using the following tax rate guidelines:

- **General Municipal Tax Rates – 5.74% decrease from 2019**
- **Transit Tax Rates – 5.74% decrease from 2019**

Background:

The City of Merritt must adopt a 2020 – 2024 Financial Plan Bylaw and a 2020 Tax Rate Bylaw by May 14, 2020.

Council and staff have worked diligently on this process, including a public open house and an online platform for the public to provide input. The COVID 19 pandemic has added some challenges for the City regarding its financial planning and reporting.

Council is faced with the unprecedented task of leading the City's response in a manner that supports its citizens through the provision of essential services and ensuring that the City is sustainable in the long run.

Overall assessment values in the City have gone up by 9.26%, of which 1.87% is related to new construction. This increase in assessed values requires consideration of our tax rates.

Generally, municipalities with higher assessments have lower tax rates. As the assessment values and base within the City of Merritt increase with time, the Council must consider the actual amount of taxes paid by the property owners and the services provided.

Table 1 below shows the tax rates over the past several years.

Table 1 Tax Rates 2013 – 2020 (proposed)

Year	Residential	Heavy Industry	Light Industry	Business	Recreation	Farm
2013	4.7752	60.1402	30.3912	15.7407	6.7541	23.0669
2014	4.9595	64.6173	29.9752	16.0539	6.8888	23.5279
2015	5.1555	65.4955	30.4123	15.6109	6.2278	23.9989
2016	5.2457	66.6416	30.9445	15.8840	6.3368	24.4188
2017	5.3244	67.6412	31.4086	16.1223	6.4319	24.7851
2018	5.3244	67.6412	31.4086	16.1223	6.4319	24.7851
2019	5.1790	65.7941	30.5509	15.6820	6.2562	24.1083
2020 Proposed	4.8815	62.0143	28.7958	14.7811	5.8968	22.7233

You can see that tax rates increased gradually and then peaked in 2017 and 2018, and then started coming down in 2019. This is largely because Merritt has seen increased growth and increased demand resulting in higher property values over the past few years.

Many municipalities are looking at reducing property taxes due to decreasing revenues due to COVID. Some of these municipalities have different revenue sources, including airports, parking and gaming revenues. The City of Merritt will face some loss of revenue due primarily to the closure of recreation facilities, which will be offset partially by lower operating costs, as only the fixed costs remain during the closure.

Council is tasked with balancing the requests to lower taxes, with the demands to provide support and economic stimulus. For the City of Merritt, deleting capital projects will not impact tax requirements as all proposed projects are funded with grants, reserves and surplus, and no current tax funding. It appears that this may be a beneficial time to do capital projects (physical distancing permitting) as there may be less competition for the contractors' time resulting in lower costs to the City.

Options / discussion:

Staff has prepared a few options in relation to property taxes and rates, using the revised property tax assessment roll.

1. **Maintain 2019 tax rates**, which would result in increased taxes for any property that saw an increase in assessment. Table 2 below shows the impact:

Table 2 Tax Rates Remain the Same

Property Class and 2019 Assessment Value	2020 Assessment values with average % increase per class	Increase (Decrease) municipal property taxes levied
Residential Average \$266,000 (2019)	Increase of 8% to \$289,000 (2020)	\$119
Residential \$450,000 (2019)	Increase of 8% to \$486,000 (2020)	\$186
Residential \$300,000 (2019)	No Change to Assessment \$300,000 (2020)	\$0
Major Industrial \$750,000 (2019)	No Change to Assessment \$750,000 (2020)	\$0
Business \$325,000 (2019)	Increase of 5% \$341,250 (2020)	\$255

2. **Reduce tax rates by 5.74%**, which will result in an increase for those properties that saw the average change in assessment value, but a decrease for those properties that didn't increase in value. A residential property that increased by 6.1% or lower will not see an increase in property taxes. Table 3 below shows the impact.

Table 3 Tax Rates are reduced by 5.74%

Property Class and 2019 Assessment Value	2020 Assessment values with average % increase per class	Increase (Decrease) municipal property taxes levied
Residential Average \$266,000 (2019)	Increase of 8% to \$289,000 (2020)	\$33
Residential \$450,000 (2019)	Increase of 8% to \$486,000 (2020)	\$42
Residential \$300,000 (2019)	No Change to Assessment \$300,000 (2020)	(\$89)
Major Industrial \$750,000 (2019)	No Change to Assessment \$750,000 (2020)	(\$2,835)
Business \$325,000 (2019)	Increase of 5% \$341,250 (2020)	(\$53)

3. **No increase for an average house** (results in \$187,000 less taxes collected), is shown in Table 4 below.

Table 4 Tax Rates are reduced to allow for no increase for an average house

Property Class and 2019 Assessment Value	2020 Assessment values with average % increase per class	Increase (Decrease) municipal property taxes levied
Residential Average \$266,000 (2019)	Increase of 8% to \$289,000 (2020)	\$0
Residential \$450,000 (2019)	Increase of 8% to \$486,000 (2020)	(\$14)
Residential \$300,000 (2019)	No Change to Assessment \$300,000 (2020)	(\$124)
Major Industrial \$750,000 (2019)	No Change to Assessment \$750,000 (2020)	(\$3,935)
Business \$325,000 (2019)	Increase of 5% \$341,250 (2020)	(\$172)

4. Council may direct staff to use a different tax rate than the options presented.

Financial / Risk Implications:

Maintaining the same tax rate as 2019 would result in more tax revenue collected, but the impact on the property owners may be more significant than Council wishes now.

Reducing the tax rate by 5.74% will still provide enough tax revenue for the City's operations, and the increases to the individual property tax bills would be more manageable.

There have been no changes to utility fees or property taxes made for 2020.

Reducing taxes collected is not recommended as the City's costs of operations have increased year over year and it necessary to have adequate funding for current and future needs. Reducing taxes in any year, will inevitably lead to the requirement for larger increases in later years.

The City is unable to have a deficit budget, so it must budget to cover every projected cost. If there is a surplus at the end of the year, it will be allocated to future capital projects and a small surplus fund to cover unexpected circumstances, like what we are experiencing in 2020.

Respectfully submitted,

Sheila Thiessen, CPA, CMA
Director of Finance & IT

Report

City of Merritt
REGULAR Council Meeting
April 21, 2020

File Number: 1700

To: Scott Hildebrand, Chief Administrative Officer
From: Wayne Anderson, Financial Services Manager
Date: April 16, 2020
Subject: 2020 Property Tax Due Date and Penalties

RECOMMENDATION:

THAT Council utilize Section 235 of the Community Charter to set an alternative municipal tax collection scheme for 2020, with a due date of July 2, 2020, and a late penalty of 5% to be applied on October 1, 2020.

Background:

The *Community Charter* states that the annual Tax Rates Bylaw needs to be adopted after the Financial Plan and before May 14, 2020. The City generally follows the regular tax collection scheme for collecting property taxes, which is set out in the following two documents:

1. *Community Charter* Section 234, General Tax Collection Scheme, which states property taxes are due July 2 of the year, and
2. Municipal Tax Regulation 426/2003 that states that the penalty for unpaid taxes must equal 10% on the unpaid portion after the due date.

In response to the COVID – 19 situation, the City is considering following Section 235 of the Community Charter, which allows an alternative Municipal Tax Collection Scheme. This section states that a Council may, by bylaw (Tax Rates Bylaw) establish one or more dates on which all or part of the property taxes are due, and the penalties and interest to be made after a tax due date(s) so established.

This will allow the City to provide some relief to the taxpayers of Merritt.

Options / discussion

The options for the alternative tax collection scheme can be varied in many ways. Several options were discussed at the Finance and Audit Committee meeting on April 15, 2020. It was determined that the primary goals of an alternative tax collection scheme would be to reduce the penalty amount and provide taxpayers with more time to make their property tax payments, while ensuring that the City can address potential cash flow concerns.

The Finance and Audit Committee made the following recommendation to Council at the April 15, 2020 Meeting:

THAT the committee recommend to Council an alternate tax scheme with the following parameters:

July 2nd deadline, penalty dates & amounts of July 2nd (2%), Sept 18th (1%), December 31st (2%)

Staff intended to bring this resolution to Council without amendment, however, on April 16th, the Province of BC announced changes to late payment penalties for commercial properties in classes 4, 5, 6, 7 and 8. The late penalties on these properties have been extended to October 1, 2020 under Section 234 of the *Community Charter*.

To avoid conflicting with this Provincial announcement, along with the limitations of our property tax software to charge penalties by property class, the following options are presented to Council for consideration:

1. THAT Council utilize Section 235 of the Community Charter to set an alternative penalty structure for 2020; 0% to be applied after the July 2, 2020 due date and 5% to be applied October 1, 2020.
2. THAT penalty structure for 2020; 0% to be applied after the July 2, 2020 due date, 3% to be applied on October 1, 2020 and 2% to be applied on December 31, 2020.
3. THAT Council utilize Section 235 of the Community Charter to set an alternative due date or penalty structure for 2020 with a combination of penalty dates no later than December 31, 2020 and percentages not to exceed 10%.

Staff is recommending option 1, which meets the criteria of reducing the penalty, maintains the July 2 due date, and enables the City to meet the Province's guidelines of delaying the penalty for the industrial and commercial classes.

Financial / Risk Implications:

COVID – 19 has resulted in an unprecedented financial situation for municipalities. Where revenues have normally been stable and predictable, municipalities all over the country are now required to plan for cash flow shortages and determine how to provide support for their taxpayers and community members, while maintaining the essential services of the municipality.

Although the City is in a good position with surpluses and reserves, those can only be used in the short term. The City still requires the annual tax levy to continue municipal operations.

A secondary consideration is that the City collects property taxes for other authorities. The province has agreed to delay the provincial school tax remittances until the end of the year; however, we will still be required to pay the other taxing authorities by August 1, 2020. This will result in the City paying out funds that they may not have collected.

It is for this reason that Staff is recommending that the official tax deadline date of July 2, 2020 be maintained, to encourage all those taxpayers who can pay their property taxes by that date to do so. This will include those taxpayers who are still employed, taxpayers that defer their property taxes, homeowner grant applications, and those that have prepaid their taxes or mortgage companies that pay property taxes directly.

For taxpayers that are unable to pay their property taxes, there are some options for them, including:

1. Making partial payments or monthly payments
2. If over 55 and they qualify – Property tax deferment program
3. Not paying their taxes, as the City will not attempt collections until their taxes go into 'delinquent' status two years after the year in which the tax is imposed.
 - a. The outstanding amount will generate a penalty in the current year and interest in subsequent years.

As the length of the COVID – 19 situation is unknown, any decisions made need to take the long-term impact into consideration.

Staff requires direction from Council on this issue so that the preprinted tax notices can be ordered. The tax notices will be mailed out by the end of May, whatever option Council decides.

Others Consulted:

Staff has been participating in webinars and discussions with many other municipalities. Many of these discussions have included representatives from the Province, Municipal Finance Authority and other agencies.

Each municipality has a different situation, some will require short term borrowing to maintain operations, and others can make use of internal borrowing between funds to continue operations.

Respectfully submitted,

Wayne Anderson
Financial Services Manager

Report

City of Merritt
REGULAR Council Meeting
April 21, 2020

File Number: 1700

To: Scott Hildebrand, Chief Administrative Officer
From: Wayne Anderson, Financial Services Manager
Date: April 16, 2020
Subject: Proposed Changes to 2020 Utility Billing Due Dates and Discounts

RECOMMENDATION:

THAT Council direct staff to increase the 10% discount to 17% for residential & commercial customers, with new payment dates of July 31st & Nov 30th for residential customers in response to the current COVID crisis.

Background:

The City of Merritt utility invoices for residential and commercial properties include water, sewer and garbage services with due dates and discounts as follows:

Residential Customers

- Two billing cycles per year (April and October).
- The flat rate fee (water, sewer & garbage) for a single family residential (SFRD) is \$406.49 per billing cycle.
- The April invoice covers the period of January to June and is due May 31st.
- The October invoice covers the period of July to December and is due November 30th.
- A 10% discount (\$40.65 for SFRD) is offered for payments received by the due date.
- Unpaid invoices at December 31st are transferred to the owner's property tax account and show up as arrears on the following year tax notice. The current interest rate charged on arrears, as legislated by the province, is 5.95%

Commercial Customers

- Quarterly invoices mailed in April, July, October and January to cover metered consumption from January through to December.
- Water and sewer rates vary based on water consumption, garbage rates vary based on size of containers and number of pickups per week.
- Invoices are due 30 days from date of invoice.
- A 10% discount is offered for payments received by due date.

Notes:

- The April (Q1) and July (Q2) invoices will be combined for 2020 (**approved by Council**)
- The due date on the July invoice has been extended to **August 31st (approved by Council)**

Discounts Taken

- In 2019, the 10% early payment discount resulted in \$275k in savings to the citizens and businesses in the City of Merritt.

Options / discussion

The following options are proposed for the 2020 utility billing payment dates and discounts for residential and commercial customers:

1. THAT Council direct staff to increase the 10% discount to 17% for residential & commercial customers for 2020, with new payment dates of July 31st & Nov 30th for residential customers in response to the current COVID crisis.
2. THAT Council direct staff to retain the 10% discount for residential & commercial customers for 2020, with new payment dates of July 31st & November 30th for residential customers in response to the current COVID crisis.
3. THAT Council direct staff to retain or alter discount and/or payment dates for both residential and commercial customers in 2020 in response to the current COVID crisis.

Financial / Risk Implications:

The impacts of proposed changes in Option #1 above include:

Residential Customers

- A **60-day** extension on first payment deadline from May 31st to July 31st.
- For a SFRD, the 7% increase in the discount will amount to an additional \$28.45 in savings per billing cycle or **\$56.90 per year**.
- The total annual discount on the SFRD charges of \$812.98 will be \$138.20.

Commercial Customers

- An additional 7% discount on payments received by due dates.

Discounts Taken

- The 7% increase in the early payment discount is expected to provide an additional **\$192k in savings** to citizens and businesses in 2020.

Respectfully submitted,

Wayne Anderson
Financial 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

Corporation of the
VILLAGE OF HAZELTON
Office of the Mayor



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April 15, 2020

File: 0550-01

****Sent Via Email****

Dear Mayor and Council

Re: BC Gaming Grant

In British Columbia (B.C.), it is difficult for communities under 10,000 to have access to funds for programs and services in relation to Arts and Culture, Sport, Public Safety, Environment and Social Services. We understand that smaller communities do not all have gaming facilities, but this does not mean that members in our communities do not travel and spend money in communities that do have gaming facilities.

The Province of B.C. has already committed to revenue sharing with First Nations under this Program, why not extend this to communities under 10,000? Having the opportunity to apply for the Community Gaming Grants would benefit small communities and would support the delivery of ongoing (and/or new) programs.

The Village of Hazelton Council asks your Council to endorse the following resolution and support the resolution at the Union of BC Municipalities Convention.

"THAT the Council of the Village of Hazelton supports the recommendation that communities under 10,000 in B.C. should be considered to be eligible to apply for the Community Gaming Grants Program for Arts and Culture, Sport, Public Safety, Environment and/or Social Services".

We hope that you will join the Village of Hazelton, with your support, we hope to achieve the possibilities of municipalities under 10,000 to be able to apply for the BC Gaming Grant.

Thank-you for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read 'Dennis Sterritt', is written over a horizontal line. The signature is fluid and cursive.

Dennis Sterritt
Mayor