



AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, June 16, 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
2. LATE ITEMS
3. PUBLIC INPUT 10 m
4. ADOPTION OF MINUTES
 - 4.1 Special Council Meeting Minutes - May 26th, 2020 6

Recommendation:
THAT the Minutes of the Special Council Meeting held on May 26th, 2020 be adopted.
 - 4.2 Regular Council Meeting Minutes- May 26th, 2020 9

Recommendation:
THAT the Minutes of the Regular Council Meeting held on May 26th, 2020 be adopted
5. PUBLIC HEARING

Nil

6.	<u>GENERAL MATTERS - Delegations and Recognitions</u>	
6.1	<u>Merritt Mountain Biking Association</u>	17
	Jordan Pinto to present	
7.	<u>UNFINISHED BUSINESS</u>	
7.1	<u>Fraser Basin Water Council</u>	21
	Council to consider the delegation from Fraser Basin water council on May 26th, 2020	
	Recommendation: THAT Council awards the Fraser Basin Water Council \$25,000 from Gas Tax reserves to perform the groundwater study proposed on May 26th, 2020.	
7.2	<u>Active Transportation Plan Update</u>	28
	To be introduced by Mr McArthur	
	Recommendation: THAT Council receive this report as information.	
7.3	<u>North Bench Neighbourhood Development Plan Update</u>	40
	To be introduced by Mr McArthur	
	Recommendation: THAT Council receive this report as information.	
7.4	<u>Official Community Plan Update</u>	42
	To be introduced by Mr McArthur	
	Recommendation: THAT Council receive this report as information.	

8. BYLAWS

8.1 Second Avenue Removal of Dedication Bylaw

44

Recommendation:

THAT Council give First Reading to Second Avenue Removal of Dedication Bylaw No. 2283, 2020

Recommendation:

THAT Council give Second Reading to Second Avenue Removal of Dedication Bylaw No. 2283, 2020

Recommendation:

THAT Council give Third Reading to Second Avenue Removal of Dedication Bylaw No. 2283, 2020

9. NEW BUSINESS

9.1 Cllr Christopherson Motion

Recommendation:

THAT Council direct staff to monitor reduced residential speeds, especially during the Voght St project

9.2 Statement of Financial Information

50

Recommendation:

THAT Council approves the City of Merritt Statement of Financial Information for the year ended December 31, 2019 as presented and authorizes the Mayor and the Director of Finance & IT to sign the statement on behalf of the City

9.3 MFA Financing – 2020 International 1-Ton Truck

60

Recommendation:

THAT Council of the City of Merritt authorize \$67,500 to be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing a 2020 International 1-Ton Truck; and

THAT the loan be repaid within 5 years, with no rights of renewal

9.4	<u>DCFC Handover</u>	62
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Recommendation:

THAT Council agrees to enter a ten year licence of occupation with BC Hydro;

AND THAT the Mayor and the Chief Administrative Officer be authorized the sign the agreement on behalf of the City.

9.5	<u>2020 First Quarter Report for the Merritt Visitors Centre at the Baillie House</u>	64
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Recommendation:

THAT Council accept for information the 2020 First Quarter Report for the Merritt Visitors Centre at the Baillie House.

9.6	<u>City of Merritt BC PNP Committee 2020 First Quarterly Report</u>	70
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Recommendation:

THAT Council accept for information the B.C. PNP Entrepreneur Immigration Pilot 2020 First Quarterly Report.

9.7	<u>CAO Update</u>	
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10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1	<u>Akasa Yoga</u>	72
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12.2	<u>Community Futures Nicola Valley</u>	73
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12.3	<u>Nicola Valley Rodeo Association</u>	87
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13. CLOSURE OF MEETING

13.1	<u>Vote to close</u>	
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Recommendation:

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

14. CLOSED SESSION

14.1 Special Closed Council Meeting Minutes - May 26th, 2020

14.2 Potential land acquisition

14.3 Vote to return to open session

15. TERMINATION OF MEETING



MINUTES

CITY OF MERRITT

SPECIAL CLOSED COUNCIL MEETING

Tuesday, May 26, 2020

5:30 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. Luck
Councillor M. White

Councillor T. Fehr

Mr. S. Hildebrand, Chief Administrative Officer
Mr. S. Smith, Director of Corporate Services
Mr G. Lowis, Deputy Corporate Officer

1. **CALL TO ORDER**

Mayor Brown called the meeting to order at 5.31

2. **CLOSURE OF MEETING**

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

Recommendation:

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

Absent (1): Travis Fehr

Moved, Seconded, CARRIED

3. CLOSED SESSION

Recommendation:

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3.1 Special Closed Council Meeting Minutes - May 12th, 2020

3.2 Unfinished Business

3.2.1 Personnel Update

3.2.2 Request to purchase City land

3.3 New Business

3.3.1 Financial Statements

3.4 Information Items

3.5 Vote to return to public meeting

Recommendation:

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

Absent (1): Travis Fehr

Moved, Seconded, CARRIED

4. TERMINATION OF MEETING

The Mayor declared the meeting ended at 6:55pm

Corporate Officer

Mayor



MINUTES

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, May 26, 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
Mr. W. Anderson, Financial Services Manager
Mr. D. McArthur, Planning & Development Services Manager

1. CALL TO ORDER

Mayor Brown called the meeting to order at 7:05pm

2. LATE ITEMS

3. PUBLIC INPUT

Nil

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes- May 12th, 2020

Resolution No:

THAT the Minutes of the Regular Council Meeting held on May 12th, 2020 be adopted

Moved, Seconded, CARRIED

5. PUBLIC HEARING

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Fraser Basin Council - Gas Tax proposal

Presentation by Mike Simpson

Mr Lowis explained that Mr Simpson had attempted to join the meeting, but the City had had technical problems. He passed on a message from Mr Simpson that the project has recieved notional approval from the selection committee. It is now pending the Ministerial budget letter before funds will be released; the Province will be proceeding with some groundwater work on the Coldwater and Nicola rivers this year

6.2 Merritt Chamber of Commerce - Covid-19 Economic Recovery Initiatives

Presentation by Ryan Wuthe

Mr Wuthe presented as to how the "shop local" program would work, as Merritt Supporting Merritt and BeLocal, BuyLocal. He introduced sample products that would bear this messaging, and explained some of the campaigns they intended to run.

After granting unanimous consent to consider the request, Councillors expressed support for the idea, and wondered if the funds requested would suffice. It was pointed out that there would be other avenues of support for the project, and this would be a start.

Under s21(c) of the City of Merritt Council Procedures Bylaw 2055 2008, a delegation request can only be acted on by Council at the same meeting with a unanimous vote by Council. Considering the fast moving situation and need to respond to the economic downturn wrought by Covid-19, staff have included a resolution that would allow Council to consider this

request at this meeting. If this motion does not receive unanimous support, the next scheduled meeting where the delegation could be discussed is June 16th 2020.

Resolution No:

THAT Council unanimously agrees to Consider the delegation at the same meeting, under s21(c) of the City of Merritt Council Procedures Bylaw 2055, 2008.

Moved, Seconded, CARRIED

Amendment: Resolution No:

THAT Council allocate \$5,000 from the Council contingency fund to support the marketing initiatives of the Economic Recovery Task Force, as presented by Mr. Wuthe.

Moved, Seconded, CARRIED

6.3 Draft 2019 Audited Financial Statements

File: 1680

Draft 2019 Audited Financial Statements for the City of Merritt.

Presentation by Mario Piroddi, CPA, CA, CISA Partner through a corporation BDO Canada LLP

Mr Piroddi introduced the financial statements, and explained their significance for the City's financial position.

7. UNFINISHED BUSINESS

Nil

8. BYLAWS

Nil

9. NEW BUSINESS

9.1 2019 Audited Financial Statements for the City of Merritt

File: 1680

Mr Piroddi proposed a clean audit opinion.

He explained that the overall funds are relatively stable, although there are increases and reductions in specific funds. He explained how accounting standards influenced where surpluses appeared in specific years, and what reserves represent.

Councillors had no questions on the financial statements.

Mr Piroddi wanted to praise Ms Thiessen and her team for helping him do all their work as the Covid 19 pandemic unfolded.

Resolution No:

THAT Council accept the Draft 2019 Audited Financial Statements for the City of Merritt;

AND THAT the Mayor and Director of Financial Services & IT be authorized to sign on behalf of the City

Moved, Seconded, CARRIED

9.2 Economic Recovery Initiatives: Permit Relaxations

To be introduced by Mr D. McArthur, Planning and Development Services Manager

Mr McArthur introduced the proposals and how they were anticipated to aid revitalization.

He noted that patios would have two different types, depending whether any converted parking was city, or privately-owned. He noted there would be separation between traffic and patios for city-owned, and that there would be relaxation of parking required for privately owned, to reflect the reduced capacity.

Councillors spoke in strong support of the proposals, but Cllr Etchart suggested altering the insurance requirements to additional insured, not named insured. Mr McArthur confirmed this would be changed.

Resolution No:

THAT Council temporarily waives the Development Permit application fee and requirement to submit professional design drawings for commercial patio construction;

AND THAT Council temporarily waives the Sign Permit application fee and requirement to submit a colour rendering for sign installation;

AND THAT Council temporarily waives the Development Permit application fee for commercial façade improvements;

AND THAT Council temporarily enables retail businesses to apply for approval of outdoor display of goods which do not conform to the Business Licence Bylaw regulations, subject to approval by the Planning and Development Manager.

Moved, Seconded, CARRIED

9.3 Agreement to Remove or Demolish, 1550 Williams Cres., PID 003-963-934

Mr McArthur introduced the report, and explained the current owner is applying for a building permit and intends to live in a mobile home while it is being built, but that the current zoning bylaw does not allow two dwellings. The attached agreement reflects that the property owners would be able to live there during construction, and would have 60 days to remove the mobile home after an occupancy permit was issued.

Resolution No:

THAT Council accepts the Agreement to remove or demolish the mobile home at 1550 Williams Crescent, following the issuance of an occupancy permit for the new dwelling;

AND THAT the Mayor and Director of Corporate Services be authorized to execute the Agreement on behalf of the City.

Moved, Seconded, CARRIED

9.4 Economic Development Committee - Terms of Reference

Mayor Brown requested that this item be brought forward for the May 26th, 2020 meeting, to support and provide framework for the Economic Recovery Task Force.

Council may amend the proposed Terms of Reference at its discretion by resolution.

Mayor Brown introduced the motion, saying that if a Task Force was to create work, it would have to be a Committee of the City.

Councillors discussed terms of service, and how appointments of Cllrs would be made.

Resolution No:

THAT Council establish the Economic Development Committee with the attached Terms of Reference;

AND THAT Council direct staff to post notice and begin accepting applications for this Committee.

Moved, Seconded, CARRIED

9.5 Public Works Update

Oral report provided by Charlie Henderson

Mr Henderson explained the progression from essential to core services, and the staffing implications. The seasonal plan is currently behind schedule, but crews are working diligently to maintain services in the face of high water and reduced staff. He noted that the Voght St project is underway, and other projects are in progress, including the airport crack sealing program.

9.6 Recreation and Facilities Oral Update

Oral report provided by Sky McKeown

Mr McKeown updated Council on the status of recreation and facilities re-opening plans, including proper signage and working with the relevant regulating bodies.

9.7 Finance Department Update

Oral report on re-opening from Sheila Thiessen/Wayne Anderson

Ms Thiessen thanked the finance team for the work in getting the budget and financial statements out, well ahead of the extended deadlines.

Mr Anderson explained the status at City Hall after 2.5 months of Covid, with staff returning and a front counter opened on the first floor. Payments were similar values to this time last year.

9.8 CAO Update

Oral report provided by Scott Hildebrand

Mr Hildebrand updated Council on the status of the Active Transportation Plan, the new RCMP online crime reporting resource on the City website, new signage on De Wolf Way, and the City's recreation resources guide. He also praised the City's staff for the work done to keep the City running during Covid-19, and talked about the current main focus on water levels and potential flooding.

10. NOTICES OF MOTION

10.1 Kurt Christopherson

Councillor Christopherson gave notice of a motion to direct staff to monitor reduced residential speeds especially during Voght St project

11. REPORTS FROM COUNCIL

Cllr Bhangu said wearing a face mask reduces transmission of Covid-19, and he would encourage Merritonians to wear masks.

12. INFORMATION ITEMS

12.1 City of North Vancouver

12.2 City of Nanaimo

12.3 Mr D Osborne

Cllr Luck wanted to say this communication has been seen, and to note that a report on water meters has already been requested, and that the Fraser Basin Water Council had submitted a delegation to this meeting on groundwater issues.

12.4 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 8:40pm

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

Biking in the Nicola Valley

June.16

Merritt Mountain Bike Association

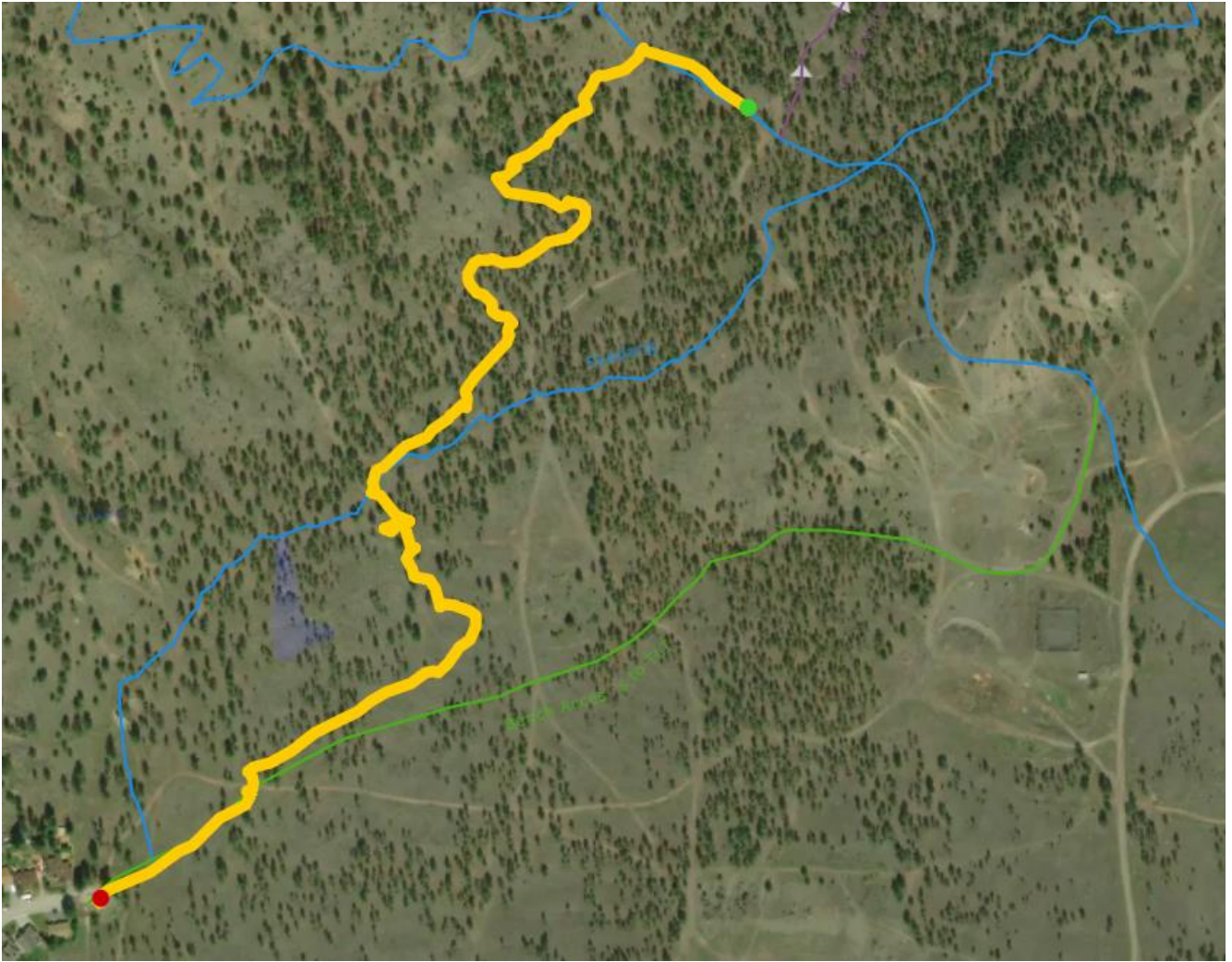
Authored by: Jordan Pinto



Hello Council Members

I would like to start off by introducing myself. My name is Jordan Pinto and I am the president of the Merritt Mountain Bike Association. I have called the Nicola Valley home for 14 years and have spent the last 4 years on the board of directors helping to shape the future of Mountain Biking in Merritt.

Merritt is home to many outdoor activities with multi use trails marked and unmarked. Mountain biking in Merritt is home to 220KM of sustained trails from casual stroll through the grass lands to deep forest with many rocks and roots. We have trails of all skill levels surrounding Merritt with many options for intermediate riders and advanced riders. What we lack directly in Merritt is beginner trails accessible to younger kids who can't make it out to the green trails at Lundbom Campsites, Coutlee Plateau and the old information center. I am asking for a letter of support from the city in an application for a new 1.2KM green trail in the bench area. This trail will not need have any features in it the only building material will be dirt so it will easily be movable in the future if needed. The entire beginner loop will start at the end of Pineridge Drive Cul De Sac climbing up already existing trails to join part of the Tom Lacey Memorial Trail where the descent will start and end back in the parking lot where you start. The entire route start to finish would be about 3 to 3.5KM of easy single track with a minimal grade in the descent. I feel that for beginners and younger kids that want to learn more about riding trails and develop riding skills this would be a great way to make it a little more accessible to all that want to use it.



Stats for Merritt

Local trails

I just wanted to share with you some stats about mountain biking in Merritt

From the years 2018-2019 Merritt has seen a 200% increase in riders coming to visit and ride the trails.

2019 saw 200 unique riders come to Merritt specifically to ride our trails.

Merritt's own Iron Mountain boasts a 3280 Foot descent from the starting point at the top. In comparison Sun Peaks lift access bike park has 2000 Feet of descent.

Out of the 220KM of trails in Merritt only 25KM of that is beginner friendly with none of them in city limits.

All of these stats are available to the public through www.Trailforks.com and the stats only count for people logging their rides through the app it does not include the countless others that do not count there overall KM's.

Project Proposal

Project Title: Assessment of Groundwater – Surface Water interactions along the Coldwater and Nicola Rivers, Merritt, BC

Creation Date: May 11, 2020

Proponent: Fraser Basin Council, on behalf of the Nicola Basin Collaborative Research & Technical Cttee

1.0 Project Description

The Coldwater and Nicola Groundwater and Surface Water Interaction Study (the “Project”) is an initiative to monitor the interaction between surface water and groundwater along the Coldwater and Nicola Rivers in the Merritt, BC area, and the effects of pumping from groundwater wells on these rivers.

There is considerable interest in the Merritt area regarding these interactions, particularly how river flows contribute to the aquifers in the area and how pumping from wells may impact the flow in the river. Groundwater pumping from shallow wells can reduce the amount of groundwater that flows to the adjacent rivers. Shallow groundwater in aquifers and surface water are generally interconnected in the Coldwater and Nicola area, and drawing down water in wells may cause water levels in neighbouring streams to drop as well, potentially impacting ecosystems and other water users.

In 2018 and 2019, drought conditions and low flows in the Coldwater, required the province to consider restricting water withdrawals, which led to the City of Merritt to implement water restrictions. Also, recent research and water budget projects have raised questions of aquifer sustainability. This has prompted a need for a better understanding of these interactions to assist with water use planning to preserve needed flow volumes in the Coldwater River during critical periods.

The various parties with interest in this initiative include:

1. City of Merritt (CoM);
2. BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD);
3. BC Ministry of Environment and Climate Change Strategy (ENV);
4. Thompson Nicola Regional District (TNRD);
5. Scwexmx Tribal Council (STC);
6. Fraser Basin Council (FBC);
7. Nicola Basin Collaborative Research and Technical Committee (RTC);
8. Nicola Valley Institute of Technology (NVIT); and,
9. Department of Fisheries and Oceans (DFO).

This project will be guided by a technical advisory committee, with representation from all of the interested parties through the Research and Technical Committee (RTC), with primary input from CoM, FLNRORD, ENV, and STC. FBC provides secretariat and coordination support to the RTC.

2.0 Project Purpose

The overall purpose of this Project is to build on recent work to continue our understanding of the interaction between the Nicola and Coldwater Rivers and the underlying groundwater system, and how pumping from wells impacts adjacent rivers.

3.0 Objectives

The objective of this Project is to monitor surface water and groundwater interactions along the Coldwater and Nicola Rivers, to enhance our understanding of pumping induced effects and to inform the hydrogeology of the area for future modeling use.

The study will meet multiple objectives:

- to better understand groundwater availability;
- for infrastructure planning and water management by local water purveyors;
- to support FLNRORD groundwater licensing decisions;
- for environmental flow needs determinations;
- for the Coldwater and Nicola River Restoration Initiatives;
- for the NTA and DFO ongoing fisheries enhancement activities; and,
- for research by faculty and students at NVIT.

The longer-term objectives are to provide a network of monitoring points for on-going measurements of flow in the rivers and water levels in the adjacent aquifers, which will aid both water governance and future research initiatives.

4.0 Background

Groundwater and surface water are linked in the hydrologic cycle – both are supplied by precipitation, and they are often in direct hydraulic connection. Many streams demonstrate a direct correlation between flows and groundwater levels. Often groundwater provides flows to surface water and surface water recharges the aquifers, which establishes co-dependent ecosystems (e.g., salmon and other species rely on cooler and cleaner groundwater at critical times in their lifecycle). However, in most studies of hydrologic systems, each system component (groundwater, surface water, etc.) is analyzed and/or modelled individually, treating the other interconnected component as a source or sink. In reality, these components are intricately linked and must be considered simultaneously. Because of the interchange of water between these two components of the hydrologic system, understanding the basic principles of the interaction of groundwater and surface water is needed for effective management of water resources. Groundwater abstractions can have detrimental impacts on streamflow in connected aquifer-stream systems. Therefore, knowledge of the hydraulic connectivity between groundwater and streams is essential for management of both resources.

Previous work in the area has included:

- Aquifer Mapping (2017-2018): Completed in March 2018, the aquifer mapping project resulted in 13 additional mapped aquifers, increasing the total number of provincially mapped aquifers

to 25 within the study area (Golder Associates Ltd., 2018. 1772201-001-R-RevA Nicola Watershed Aquifer Mapping and Classification).

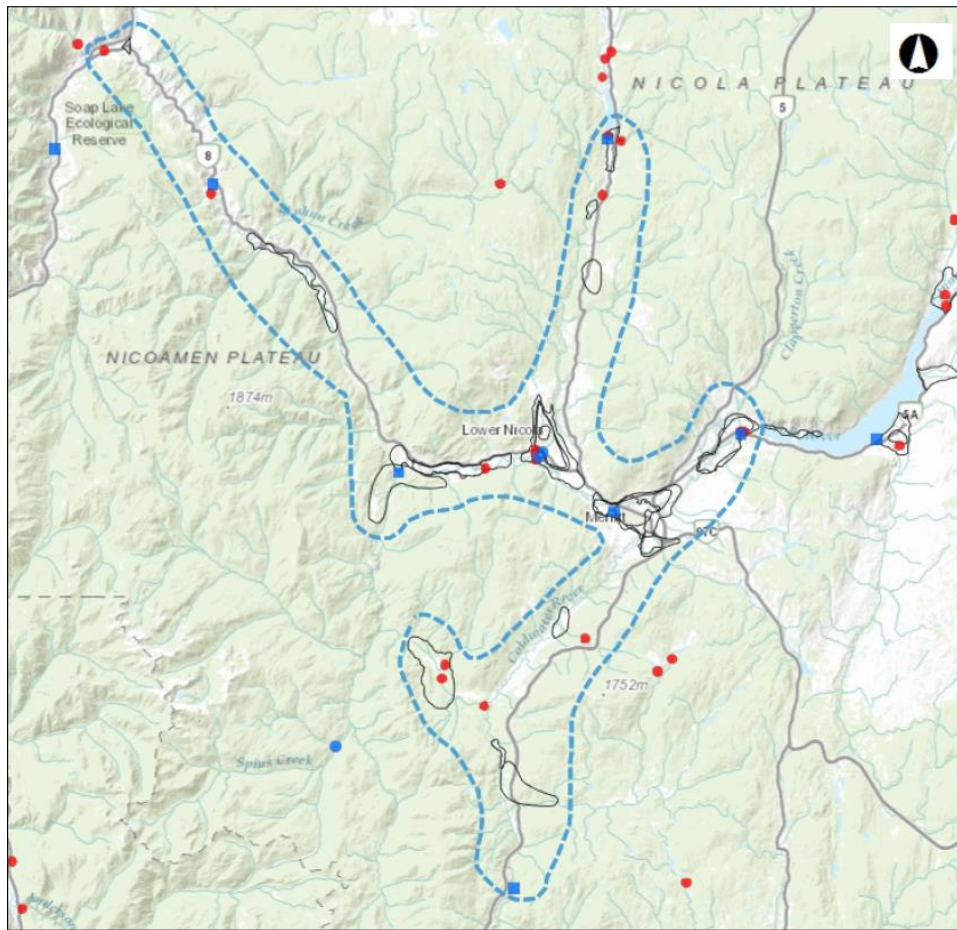
- Development of a Conceptual Groundwater Model (2017-2018): Working with the Fraser Basin Council, a conceptual groundwater model of the project area was produced.
- Data Compilation Plan (June 2018): To support the development of a regional numerical flow model, a data compilation plan was outlined, that included the compilation and analysis of existing data, updated the conceptual hydrogeological model for the project area, identified key data gaps and uncertainties, and discussed the implications of those data gaps.
- Technical Memorandum (March 2019): the memorandum addressed some preliminary data analysis, defined groundwater units, compiled and interpreted key data gaps – all are necessary for the development of a groundwater flow model.
- Numerical Groundwater Flow Model for the Nicola Watershed (May 2020): A steady state numerical groundwater flow model for the Nicola watershed was submitted to the province as a preliminary step to understanding the groundwater system.
- Coldwater River Groundwater/Surface Water Interaction Study Phase 1 (March 2020): A preliminary review of the Coldwater River to identify priority reaches for further assessment.

The proposed project outline below builds on these previous studies to refine, update, and collect additional data to address key gaps from the Numerical Groundwater Flow Model for the Nicola Watershed (Golder, 2020) and the Coldwater River Groundwater/Surface Water Interaction Study Phase 1 (Golder, 2020). Both previous studies identified critical data gaps related to the seasonal effects on the water balance. The following work plan addresses some of these key data gaps.

5.0 Study Area

The project boundaries were delineated as part of previous studies to incorporate local interests and stakeholder engagement, as well as populations and area of interest for fisheries, hydrology and groundwater within the Nicola Watershed. The project boundaries within the Nicola Watershed are the Nicola River from below the Nicola Dam (WSC 08LG065) to the confluence with the Thompson River near Spences Bridge; the Coldwater River from the Brookmere (WSC 08LG048) to the confluence with the Nicola River; and Guichon Creek from Mamit Lake (WSC 08LG041) to the confluence of the Nicola River. **A localized area of more focused data collection will be in the City of Merritt and immediate surrounding area.**

Project Boundary Map:



6.0 Proposed Work Scope

This Project will undertake field work to address data gaps identified during the calibration and development of the regional groundwater numerical model to better understand groundwater flow interactions between aquifers and surface water flows. There is a need to understand groundwater flow dynamics to determine the cause of seasonal fluctuations within the aquifers underlying the City of Merritt; identify aquifer recharge mechanisms; and impacts from groundwater pumping on local rivers. Collecting data to address these uncertainties will allow refinement in existing models that predict the flow of water in groundwater systems, and develops scenarios of water use and the impacts of rivers and aquifer sustainability. There will also be further work to determine the availability of existing datasets that may be used to refine the current understanding and help inform the development of a localized groundwater model for the City of Merritt area. It will be critical for the City of Merritt to provide data regarding historical usage of surface water and the various groundwater wells they operate for the success of the project

The proposed work scope will include the following:

1. Measure incremental river flows using handheld flowmeter at 15 locations distributed relatively evenly along the Coldwater River as part of a 5-day snap-shot monitoring event. Where tributaries are observed, measurements of tributary inflows will be measured also.

2. Install short-term hydrometric stations to monitor stage and river flows in the Coldwater River from June to November 2020.
3. Survey all the measurements points associated with the temporary hydrometric stations and functional provincial hydrometric sites located on the Coldwater River and Nicola River to obtain accurate (cm-scale) geodetic water elevations. Any flood damaged stage gauges will be reinstalled prior to undertaking the survey work.
4. Perform a wellhead survey of the City of Merritt wells (with well records) to obtain geodetic water elevations. The survey would ideally include all the active production wells and a representative sample of the shallow City's monitoring wells. The wells surveyed would be determined in consultation with the City of Merritt representative.
5. Wellhead survey of additional wells, outside the boundaries of the City of Merritt, with a well record, including provincial observation well number 296, to obtain geodetic water elevations.
6. Assessment of any existing wells in the study area for short- and long-term water level monitoring.
7. Collect major ion water chemistry and isotope (H, O) samples from at least 20 sites between Brookmere and Spences Bridges.
8. Agricultural Groundwater Use data input layer: build a Digital Agricultural Land Use Inventory (ALUI) mapping layer which outlines properties used by agriculture (within the Agricultural Land Reserve, ALR) and also includes information on activity and land cover (crop type, type of livestock, natural area, trees etc). In the current model, irrigated farmland was roughly estimated using Google Earth imagery and all farmland was assumed to grow hay, the primary crop type. ALUI mapping together with estimates of water demand by crop type specified in the Agricultural Demand Report for the Nicola Region, could be used to improve the estimated groundwater usage for farmland irrigation in the current model.
9. Addition of Domestic Groundwater Users: The model currently does not account for domestic groundwater use. Its proposed to use digital Zoning and Land Inventory mapping and metered data being collected within the study area (i.e. City of Merritt or regional water systems, if available) that may be shared with the Province to assign a nominal groundwater usage rate to these residential properties based on land use and typical household water use rates for the region.
10. Development of a Local Hydrogeological Model at the City of Merritt Well field:
 - There are limitations on the types and accuracy of predictions that are possible with a regional model, whether it is run in steady state or transient mode. A local, refined groundwater flow model would be developed for the area around the City of Merritt. This model would reduce uncertainty in its predictions with the collection of sufficient, accurate calibration data (local hydraulic heads and flow) and developed local geology/hydrogeology and conceptual model. Results from the regional model would be used to support the development of the local model; specifically, the upgradient inflow and downgradient outflow estimates from the regional model would be used as boundary conditions in the local model. With enough data there may be the potential to simulate a scenario to assess

Stream Vulnerability, hypothetically using a new pumping well to assess the potential vulnerability of the nearby river reach and the nearby shallow groundwater level to long-term pumping from the unconfined aquifer.

7.0 Project Deliverables

Following the recommendations of recent reports (Section 4), the Numerical Groundwater Flow Model for the Nicola Watershed (Golder, 2020) and the Coldwater River Groundwater/Surface Water Interaction Study Phase 1 (Golder, 2020), this project proposes:

- To collect critical data on river flows and groundwater levels from June – November 2020 at a minimum (pending ongoing resourcing and durability of hydrometric stations);
- Support the collaborative engagement between project partners and the Nicola Research Collaborative, delivering on a common need among Nicola water users and water purveyors to improve the understanding of availability and environmental flow needs of the Coldwater and Nicola Rivers and supporting aquifer(s);
- A report will be generated at the end of the year with information on the results of all monitoring, spatial and temporal analysis of data, updated model inputs, and the development of a Local Hydrogeological Model in the vicinity of the City of Merritt Well field. The report will describe the fieldwork completed, analysis and interpretation of the data, and provide recommendations for improved water management.

8.0 Budget

The requested budget is \$25,000 from Gas Tax funds to help realize the work scope above. FLNRORD has submitted a separate funding request for matching funds, for a total project value of \$50,000. In-kind project support will be provided by project partners.

9.0 Extension

Groundwater is under stress from increasing, often competing, groundwater demands (e.g., agricultural, industrial, municipal activities), environmental flow needs (EFN), and the growing impact of climate change, among other factors. The extraction and use of groundwater can result in lowered water levels in adjacent water bodies (i.e., a decrease in base-flow to streams affecting aquatic ecosystems and species), rise in water temperatures, water quality and habitat degradation and conflicts between water users (i.e., lowered water levels in neighbouring wells).

Regulating extraction and use of groundwater is a key to hydrologic sustainability and will provide the opportunity to better integrate surface and groundwater planning, allocation, and decision making. With the implementation of the *Water Sustainability Act*, decision makers are dealing with increasingly complex water authorization decisions related to groundwater withdrawals, requiring guidance and tools to support science-based allocation decision-making.

The proposed project would lead to a better understanding of hydraulic connectivity (groundwater – surface water interaction), including how it varies temporally and spatially, and how it varies with geologic/hydrologic environment.

Water is critical to all aspects of our lives. Protecting water sources is important because it ensures there is enough safe water for all of our uses - now and in the future. Source water protection is the protection of water resources such as lakes, rivers and groundwater from contamination or overuse.

Ideally, the analysis of sustainable groundwater extraction is completed through the development of complex groundwater-surface water numerical flow models. However, the provincial government faces several challenges in developing numerical flow models: a lack of necessary hydrogeologic/hydrologic data; insufficient resources to collect the necessary data; and a lack of personnel/expertise to develop or update numerical models. Therefore, the overall objective of the study is to collect information that empowers science-based decision making, based on more reasonable data requirements. This will ensure that source water can be protected by employing effective planning that involves all major water users in the process.

Contact:

Mike Simpson
Director, Interior Regional Programs
Fraser Basin Council
Kamloops, BC
msimpson@fraserbasin.bc.ca

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 8310

To: Scott Hildebrand, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: June 10, 2020
Subject: Active Transportation Plan Update

RECOMMENDATION:

THAT Council receive this report as information.

Background:

The Province provided the City with a \$25,000 grant, which the City matched, for the creation of an Active Transportation Plan. Active transportation includes any form of human-powered transportation, including walking, cycling, or rolling using a skateboard, in-line skates, scooter, wheelchair, or other wheel-based forms of human-powered transportation. The goal is to provide transportation options that are more affordable, better for human health and the environment, while reducing traffic congestion.

The Request for Proposals for the project was published on March 3rd. Due to the COVID-19 shutdown, the closing date was extended to provide proponents additional time to apply. Following the proposal evaluation process, staff selected Urban Systems to develop the plan. Sarah Freigang is the Project Lead for Urban Systems, while Don McArthur will be the City's Project Manager. Ms. Freigang was an author of the Province of BC's Active Transportation Design Guide. Her extensive knowledge will be a great asset for the project.

Initial Meeting and Site Visit

The start-up meeting with the Urban Systems team was held by videoconference on May 14th. Staff from the Engineering & Public Works, Recreation & Facilities, Economic Development and Planning & Development Services departments attended the

meeting, and will be providing input into the development of the plan over the duration of the project.

On June 4th, the consultant visited Merritt to learn more about the challenges and opportunities of implementing a bicycle network in Merritt.

Engagement

A Communications and Engagement Strategy has been developed for the project (Attachment 1). Residents will have the opportunity to provide input into the plan development via online surveys, the first of which will be launched June 19th, as well as at an engagement event in September. The survey will be posted on the City's website and social media channels.

A dedicated webpage on the City's new website is being developed for the project. Details of engagement opportunities, survey results and other information about the project will be posted on the page. Staff encourage residents to check the website often for updates.

Plan Development

Following the conclusion of the engagement phase, a draft plan will be developed. The plan will be reviewed by staff and Council. Following the required revisions, and if there are no further COVID-19 related work interruptions, the final plan will be presented at a Council meeting before the end of 2020.

Next Steps

- Online Survey launch June 19th
- Staff report to Council July 21st

Options / discussion

1. That Council receive this report as information.

Financial / Risk Implications:

None.

Others Consulted:

N/A

Attachments:

Attachment 1: Active Transportation Communications and Engagement Strategy

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

Communications & Engagement Strategy

1.0 PROJECT BACKGROUND

The City of Merritt is developing an Active Transportation Plan that will make walking, cycling, and other active modes of transportation a more viable and attractive option for commuting, doing business and recreating. The final Plan will be action-oriented and include a list of priority projects that will provide a connected network of on-street cycling routes and trail facilities for recreation, commuting and tourism. It will also include policy and programing recommendations that will promote active transportation more generally.

For the Active Transportation Plan to be successful, it will require input and buy-in from the Merritt community. The project will deliver a series of meaningful and inclusive community engagement activities encourage participation in the development of the Active Transportation Plan and begin to shift how community members view active transportation, especially the stigma around cycling.

The project will be completed between May to November 2020 with consultation scheduled for June and September. The final deliverable will be a presentation of the final Plan to City Council in November 2020 and will include a summary of all stakeholder/resident input.

This document provides guidance for the project team and outlines a process for involving a diversity of community members and key stakeholders in the development of the Active Transportation Plan.

2.0 ENGAGEMENT OBJECTIVES

The overarching purpose of this strategy is to enable a two-way dialogue with Merritt residents about the Active Transportation Plan to ensure the final Plan reflects the needs, aspirations, and concerns of residents.

The general objectives of the consultation process are to:

- **Listen and acknowledge concerns** raised by community members.
- **Raise awareness and provide information** that is interesting, relevant, and easy to understand.

- **Reduce barriers to participation** by engaging where people are (when possible), using the tools they are using, and by connecting with those who represent and work with harder to reach demographics.
- **Involve all user types** (cyclists, non-cyclists, etc.) and age brackets city-wide in the process to develop policy and design the cycling network and facilities that will work for them.
- Lay the foundation for building a **culture of active transportation** in Merritt.
- **Keep city residents informed** and respond to questions and concerns.
- **Clearly demonstrate** the decision-making process, how stakeholder feedback was incorporated, and why decisions were made.
- **Manage expectations** about what the Plan can accomplish.

USING COMMUNITY INPUT

Managing expectations and implementing a transparent process are critical pieces of any consultation process. Community members will want to know how, as well as to what extent, their input will be used in the decision-making process. Setting expectations early in the process and reinforcing those expectations at each stage of the engagement process is important when creating sincere and successful two-way conversations.

The International Association of Public Participation (IAP2) refers to five levels of public participation; inform, consult, involve, collaborate, and empower. Engagement for the Active Transportation Plan will largely be at the inform and consult levels.

3.0 KEY AUDIENCES

All Merritt residents are considered important stakeholders. To reach a broad range of Merritt residents, a list of community and service groups have been identified for targeted engagement. Targeted engagement efforts will focus on addressing gaps in participation by those harder to reach, such as newcomers, young families, homeless and the business community. This approach is being included to help achieve balanced and broad participation in the development of the Active Transportation Plan.

<< List to be developed in collaboration with City >>

Sectors to consider:

- Community/service groups
- Recreation groups
- Environmental groups
- Local business
- Group representing persons with disabilities
- Schools
- Seniors groups
- Tourism and economic development

- Cycling groups
- City staff
- City Council

4.0 KEY MESSAGES

Key messages are high-level communication points from which all subsequent communication material is developed. They allow the project team to speak with one voice, presenting the “big picture” overview of the Active Transportation Plan. While they do not represent all the messages that will need to be communicated throughout the course of the project, they are the most important.

Once the main communication and engagement channels have been confirmed, secondary messages will be developed on how people can become informed and involved.

DRAFT KEY MESSAGES

- The City of Merritt is creating an Active Transportation Plan to guide the development of safe, convenient, and user-friendly active transportation options for people of all ages and abilities.
- The Active Transportation Plan will identify specific measures that will allow the City of Merritt to make walking, cycling and other active modes of transportation a more viable and attractive option for commuting, doing business, and recreating.
- Promoting and providing more opportunities for active transportation can play an important role in enhancing our community’s health, environment, and economy, and ensures community members can safely move in and around Merritt.
- The City is keen to hear from a range of voices to create an Active Transportation Plan that is inclusive and forward-thinking. All opinions are welcome - let's work together to make our community more walkable, bikeable, sustainable, and dynamic.
- The project process will take place over the course of 2020, with a range of engagement activities and opportunities to provide feedback.
- Creating opportunities for Merritt residents to walk and cycle has been a priority for City Council for some time. However, the need for safe and accessible facilities has never been higher. The ongoing COVID-19 pandemic has resulted in more people walking, as well as buying new bikes, fixing up old ones and riding more than ever before. Now is the right time to start a conversation that will kick start a new way of thinking about how Merritt residents and future visitors travel around our community.

5.0 COMMUNICATIONS TOOLS

CONTENT STRATEGY

The key messages outlined above will be reinforced through marketing and communication material. While key messages are intended to promote audience recall and retention, they are not especially useful for answering specific questions about the Active Transportation Plan or providing detailed information about engagement - this will be the job of ongoing communication and marketing. Communication and marketing materials may include such things as:

- FAQs
- Newspaper ads
- Informational/educational materials
- Posters
- Social media
- Internal communication
- Website information
- Media Relations

The content and format of communication material will be determined by the purpose, medium and timing of the communication.

ONLINE STRATEGY

Active Transportation Plan Project Site

A project website, hosted on the City's website, will be used to share information related to the Active Transportation Plan process and promote opportunities for engagement both online and in-person. The page will be the primary location for project-related updates and information. Content developed at the onset of the project will provide sufficient context and serve as a foundation for future content. Information housed on the website will reiterate the key messages and be updated during each phases of the project, as required. The City's info@merritt.ca email will be included on the project website for residents and stakeholders to submit inquiries.

Social Media

The City's existing social media channels should be highly active leading up to and during both rounds of engagement. Social media will be used to share project updates, raise awareness for the Active Transportation Plan, and communicate opportunities for engagement. The use of social media could include both postings to City's official social media accounts as well as posting boosts. Sample content and imagery will be provided to the City use at their discretion.

Mayor Brown's Weekly Video Update

Leveraging an already captive audience, content will be developed for Mayor Brown's weekly video update on Fridays. We will use this platform to raise awareness for the Cycling Master Plan and promote opportunities to participate in the process.

BRANDING

All public facing documents for the Active Transportation Plan will be designed using the City of Merritt's Graphic Standards Manual. This will include the use of the City's logo, fonts, and colors to ensure the project is recognizable, consistent and in line with the image approved by Council in November 2019.

6.0 ENGAGEMENT PROCESS

Throughout the development of the Active Transportation Plan, input will be collected using a variety of methods and approaches to meet the needs of different audiences.

The table below outlines the engagement activities and communication tools that are being recommended to seek input and buy-in from the Merritt community. To encourage participation in the process, the City should consider offering a prize with one winner selected at the end of the process. Each time a community participates in an engagement opportunity, they would be entered into the prize draw.

Tool/activity	Timing	Description	Roles & Responsibilities
Engagement Round 1			
Communications & Engagement Strategy	May	<ul style="list-style-type: none">– Include engagement objectives, key messages, stakeholder list, and communication and engagement tools	<ul style="list-style-type: none">– Kelsea Korki to work with Will George and Don McArthur
Project website and online presence	June 5 (launch) - with ongoing updates	<ul style="list-style-type: none">– Develop content for project website that communicates key project messaging (website will be continuously updated as the Plan is developed)– During the summer, quick polls and project updates will be posted to ensure the project remains visible and on the minds of community members between the formal engagement periods	<ul style="list-style-type: none">– USL to provide initial content 2 weeks before go-live– City to develop project page, review content and upload

Stakeholder e-blast	June 17	<ul style="list-style-type: none"> – E-blast announcing launch of the Active Transportation Plan and opportunities to provide input – Includes a call to action to help the City raise awareness within each organization’s membership – Seeks feedback on how best to reach different demographics and individual comfort levels in participating in virtual and/or in-person engagement events – Include contact info for project manager 	<ul style="list-style-type: none"> – USL to craft content – City of distribute to stakeholders list
Newspaper ad	June 18	<ul style="list-style-type: none"> – Newspaper ad in the Merritt Herald to promote community survey and raise awareness for the project 	<ul style="list-style-type: none"> – USL to design ad and content – City to work with local paper for publication using standing agreement
Spot on Mayor Brown’s weekly video update	June 19	<ul style="list-style-type: none"> – Content to include in the Mayor’s weekly video update during the COVID-19 pandemic 	<ul style="list-style-type: none"> – USL to draft content – City to review and ensure content is included in video
Poster	June 17	<ul style="list-style-type: none"> – 8.5 x 11 poster to raise awareness for the project and community survey – Posted in locations were people frequent (community boards, municipal facilities, grocery stores, transit stops) 	<ul style="list-style-type: none"> – USL to develop content and design poster – City to review and handle all distribution
Social media blitz	June 17 (then ongoing)	<ul style="list-style-type: none"> – Frequent posts to the City’s social media channels promoting the Active Transportation Plan – Posts will include links to the project website/survey – A photo contest could also be held in between the formal engagement periods to continue the conversation around active transportation 	<ul style="list-style-type: none"> – USL to provide content and images – City to post to social channels
Community survey	June 17	<ul style="list-style-type: none"> – Designed to collect input on issues, opportunities and priorities, and current travel habits – Results will be used to inform the existing conditions summary report and create the Plan’s vision statement and goals. The vision statement and associated goals guide the preliminary directions for the Plan. 	<ul style="list-style-type: none"> – USL to design survey questions and upload to USL’s Survey Monkey account – City to review and provide final sign-off on survey
Engagement Summary Report	July	<ul style="list-style-type: none"> – Summarize feedback to date for integration into technical work 	<ul style="list-style-type: none"> – USL to prepare summary report with input from City as required

		– Published on the project website	– City to review
Engagement Round 2			
Update website content	September	<ul style="list-style-type: none"> – Update on where we are in the process, result of the first round of engagement and existing conditions report – Promote second round of engagement 	<ul style="list-style-type: none"> – USL to provide content – City to review content and upload to project page
Social media blitz		<ul style="list-style-type: none"> – Frequent posts to the City's social media channels promoting the Plan and engagement opportunities – Posts will include links to the project website/community survey 	<ul style="list-style-type: none"> – USL to provide content and images – City to post to social media channels
Stakeholder e-blast and outreach		<ul style="list-style-type: none"> – Opportunity to reconnect with stakeholders – Includes an update on the process and what was heard during the first round of engagement as well as a call to action to help the City raise awareness within each organization's membership 	<ul style="list-style-type: none"> – USL to craft content – City of distribute to stakeholders list
Newspaper ad		– Newspaper ad in the Merritt Herald to promote community survey and raise awareness for the project and engagement opportunities	<ul style="list-style-type: none"> – USL to design ad and content – City of work with local paper for publication
Poster		<ul style="list-style-type: none"> – 8.5 x 11 poster to raise awareness for the project and engagement opportunities – Posted in locations were people frequent (community boards, municipal facilities, grocery stores, transit stops, etc.) 	<ul style="list-style-type: none"> – USL to develop content and design poster – City to review and handle all distribution
Community survey		<ul style="list-style-type: none"> – Designed to collect input on the proposed strategies and options develop in the previous phase – Results will be used to inform the draft plan – Survey will be available during the in-person event (described below) 	<ul style="list-style-type: none"> – USL to design survey questions and upload to USL's Survey Monkey account

Public event		<ul style="list-style-type: none"> – Information panels will present the draft Active Transportation Plan, including the vision and goals – Will include interactive elements and have the online survey available in hardcopy and online formats – Feedback will be collected to inform the implementation plan and what projects, policies, and programs should be prioritized. – Format of event (in-person or virtual) will be confirmed closer to September when more is known about the physical distancing requirements during that time. – If in-person event is possible, the event will be designed as a fun, family-friendly community celebration that go beyond a traditional open house (e.g. bike repair event, BMX demonstration, bike tour or parade, etc.). Detailed event planning will be undertaken in August and will be in-line with social distancing recommendations outlined by the Province at that time. 	<ul style="list-style-type: none"> – USL and City to work together to confirm format and if possible, identify and book venues – USL to develop all material – City to review and approve material
Engagement Summary Report	October	<ul style="list-style-type: none"> – Summarize feedback from the final round of engagement and incorporated into final report – Published on the project website 	<ul style="list-style-type: none"> – USL to prepare summary report with input from City as required – City to review

ADDITIONAL MEETINGS

- Internal kick-off meeting (completed)
- Internal check-in meeting - September/October
- Council meetings - June 16, then subsequent presentations as required (facilitated by the City)
- Final Council meeting - November (facilitated by USL)

7.0 MEASURING SUCCESS

The following tools will be used to measure the success of engagement:

- **Survey(s):** Number of surveys completed and an evaluation of the diversity of respondents (based on demographic questions, such as age, gender, neighbourhood, among others)
- **Site counters and sign-in sheets:** Number of attendees at public events (in-person or virtual)
- **Online analytics:** Website hits and interactions on social media

ADJUSTING APPROACH

As this is a living document, decisions around modifications to the current approach will be based on preliminary results and close collaboration with the City project team. An engagement team meeting is recommended following all public events or any significant project milestones. These meetings are intended to assess the efficacy of the current approach and determining if any modifications are required to the overall strategy.

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 6520

To: Scott Hildebrand, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: June 11, 2020
Subject: North Bench Neighbourhood Development Plan Update

RECOMMENDATION:

THAT Council receive this report as information.

Background:

At the February 25th Council Meeting, Council directed staff to contract a consultant to develop a neighbourhood development plan for the North Bench area. Due to the COVID-19 shutdown, the proposal closing date was extended to provide proponents additional time to apply. Following the proposal evaluation process, staff selected Urban Systems to develop the plan. Chris Rempel is the Project Lead for Urban Systems, while Don McArthur will be the City's Project Manager.

Staff from the Engineering & Public Works, Recreation & Facilities, Fire, Corporate Services and Planning & Development Services departments will provide input into the development of the plan over the duration of the project.

Initial Meeting

The start-up meeting with the Urban Systems team will be held by videoconference on June 17th.

Engagement

An Engagement and Communications Strategy will be developed for the project. Staff will present the strategy at a future Council Meeting.

Residents will have the opportunity to provide input into the plan via an online survey and at an engagement event in the Fall.

Next Steps

- Start-up Meeting June 17th
- Staff presentation to Council July 21st
- Online Survey launch in Summer

Options / discussion

1. That Council receive this report as information.

Financial / Risk Implications:

None.

Others Consulted:

N/A

Attachments:

None.

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 6480

To: Scott Hildebrand, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: June 11, 2020
Subject: Official Community Plan Update

RECOMMENDATION:

THAT Council receive this report as information.

Background:

Along with Council's Strategic Priorities and the Five Year Financial Plan, the Official Community Plan guides the City's growth and development. A Request for Proposals for the project was published on March 10th. Due to the COVID-19 shutdown, the closing date was extended to provide proponents additional time to apply. Following the proposal evaluation process, staff selected WSP to develop the plan. Chen Peng is the Project Lead for WSP, while Don McArthur will be the City's Project Manager.

A steering committee was formed of staff from the Engineering & Public Works, Recreation & Facilities, Economic Development, Fire, Corporate Services, Finance and Planning & Development Services departments, and will provide input into the development of the plan over the duration of the project. Council will also be consulted monthly by staff or the consultants.

Initial Meeting

The start-up meeting with the WSP team was held by videoconference on June 9th.

Engagement

An Engagement and Communications Strategy will be developed for the project. The consultant plans to present the strategy at the July 21st Council Meeting.

Residents will have the opportunity to provide input into the OCP development via an online survey in the Summer and at multiple engagement events in the Fall. In-person events will be subject to Province of BC restrictions and developed to ensure physical distancing is observed.

A dedicated webpage on the City's new website is being developed for the project. Details will be unveiled on July 21st.

Plan Development

Following the conclusion of the engagement phase, a draft plan will be developed. The plan will be reviewed by the steering committee and Council in Spring, 2021. Following the required revisions, and if there are no further COVID-19 related work interruptions, the final plan will be presented at a Council meeting in Summer, 2021.

Next Steps

- Presentation by WSP at July 21st Council Meeting
- Online Survey launch in late July/ August

Options / discussion

1. That Council receive this report as information.

Financial / Risk Implications:

Staff applied for a \$25,000 grant from UBCM. The grants were supposed to be awarded by May 1st. Due to COVID-19, the award process has been delayed. If the grant application is not successful, reserve or other funds may need to be accessed.

Others Consulted:

N/A

Attachments:

None.

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 3900.2283

To: Scott Hildebrand, Chief Administrative Officer
From: Greg Lowis, Deputy Corporate Officer
Date: June 10, 2020
Subject: Second Avenue Removal of Dedication Bylaw

RECOMMENDATION:

THAT Council give First Reading to Second Avenue Removal of Dedication Bylaw No. 2283, 2020

And

THAT Council give Second Reading to Second Avenue Removal of Dedication Bylaw No. 2283, 2020

And

THAT Council give Third Reading to Second Avenue Removal of Dedication Bylaw No. 2283, 2020

Background:

The City of Merritt has experienced flooding in recent years and is seeking to raise and armour the Voght Street corner to mitigate flood risk in that area. As this project will extend into what is currently river on the Voght Street side, a portion of the property at 2675 Garcia Street (the other side of the Nicola River from Voght Street) needs to be converted into river channel, to ensure sufficient river width and no net loss of fish habitat.

The owners of 2675 Garcia Street have indicated a willingness to engage in a land swap at no cost, where they give up the land necessary to do the work to protect the City (which would become part of the riverbed, owned by the Province), in exchange for a 0.249 hectare parcel of land adjacent to their lot which is currently dedicated as Second Avenue. In order to undertake this transfer, Council would need to approve the removal of highway dedication and the subsequent land transfer.

Legislative Authority (*Community Charter*)

Under s35 of the *Community Charter*, the soil and freehold of every highway in the municipality vests in the municipality, except for certain exceptions which do not apply to this situation. S40 of the *Community Charter* allows for the closure and removal of highway dedication, and s26 provides for the disposition of Municipal property, including land.

History of Highway plans in this area of Merritt

Prior to the incorporation of the City of Merritt, the *Nicola Herald* ran a story on July 2nd, 1908, reporting that a new bridge would be constructed to extend Voght Street north across the Nicola river, better linking Merritt and Nicola. To this end, a right of way had been obtained from Mr Conklin, over whose land the bridge would cross.

When the City of Merritt was first incorporated, the *Nicola Valley News* reported on September 23rd, 1910 that the area to be included was 3,970 acres, of which some 7% (282 acres) would come from Lot 124; the Conklin Estate, between Nicola Avenue and the Nicola River.

A decision appears to have been made around the same time to sell the Estate off as town lots; in June 1910, advertisements were placed stating that the Conklin Estate would be made available for sale “soon”. By June 24th, the *Nicola Valley News* reported that “a large share of the Conklin estate has already been disposed of”. This process appears to have accelerated over the next couple of years, following the death of Mr Conklin in Spokane, Washington.

A subdivision plan from July 1910 showed the intended layout of the land and lots covered by Lot 124. Although this is recognizable in the modern City, there are a number of features which were either altered with time, or never put in place as designed; for example, Merritt and Mamette Avenues would both continue as through roads east-west from Charters Street to Cleasby Street.

Most pertinent to this report, the July 1910 subdivision plan outlines a series of dedicated east-west roads intersecting with Garcia St between Merritt Avenue and the Nicola River; First, Second, and Third Avenues. None of these roads exist in the current

City, although Taylor Place has been constructed approximately half way between First and Second Avenues east of Garcia St, bisecting Parcel 21 of Lot 124.

Based on available newspaper reports, and City records of subdivision plans, there is no evidence that Second Avenue was ever constructed between the Nicola River and Garcia Street. Nevertheless, the subdivision plan containing its outline means it is theoretically a dedicated road, although there is no indication it has ever been opened.

Proposed highway removal of dedication

If a road has been opened, then it must be closed before it can have its dedicated removed. Since there is no indication Second Avenue was ever opened in this location, and it certainly does not currently exist, there is no reason to believe it needs to be closed. As such, Second Avenue only needs to have its dedication removed.

S40(6) of the *Community Charter* has additional requirements for roads which were dedicated by the deposit of a subdivision plan and which were never opened, but these only apply if the parcel was owned by the same single owner both at the time the plan was deposited, and by the same single owner at the time the City intends to de-dedicate the road. Considering the number of purchase and sales of the affected area since 1910, these provisions do not apply.

If Council approves the removal of dedication, Staff would file the required documents with the Land Title Office to raise title to the parcel. Staff would then seek Council's authorization to dispose of the land in accordance with the proposal described above.

Financial / Risk Implications:

If Council does not remove the dedication of road, the land cannot be disposed of to the owners of 2675 Garcia Street, which would jeopardize the City's Voght Street Corner Flood Mitigation project.

Attachments:

Schedule A: Second Avenue Removal of Dedication Bylaw

Respectfully submitted,

Greg Lowis
Deputy Corporate Officer

CITY OF MERRITT

BYLAW 2283 REMOVAL OF SECOND AVENUE DEDICATION BYLAW

WHEREAS the *Community Charter* permits a Council to remove the dedication of highways that are not open to the public;

AND WHEREAS Council of the City of Merritt deems it in the best interest of the City of Merritt to remove the dedication of a portion of Second Avenue that has never been opened for that purpose;

AND WHEREAS Council of the City of Merritt does not believe any transmission or distribution works of utility operators will be affected;

NOW THEREFORE the Municipal Council for the City of Merritt, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. Citation

- 1.1. This bylaw shall be cited as “Removal of Second Avenue Dedication Bylaw No. 2283, 2020”.

2. Removal of Dedication

- 2.1. Council of the City of Merritt hereby removes the dedication as a highway of that 0.219 hectare portion of Second Avenue, as shown bounded in black lines in attached plan “A”, dedicated on plan 773 of District Lot 124.
- 2.2. The Mayor and Corporate Officer are hereby authorized to execute all plans and documentation necessary to effect this removal of dedication, and to properly file the necessary instruments with the Land Title Office.

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

**SURVEY PLAN CERTIFICATION
PROVINCE OF BRITISH COLUMBIA**

PAGE 1 OF 2 PAGES

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

Timothy Erickson
W3FWWR

Digitally signed by Timothy Erickson
W3FWWR
DN: c=CA, cn=Timothy Erickson
W3FWWR, o=BC Land Surveyor,
ou=Verify ID at www.juricert.com/
LKUP.cfm?id=W3FWWR
Date: 2020.05.19 16:43:59 -07'00'

1. BC LAND SURVEYOR: (Name, address, phone number)

Timothy Erickson, BCLS
Allnorth Land Surveyors
100-275 Lansdowne Street
Kamloops BC V2C 1X8

Telephone : 250-374-5331
Email : terickson@allnorth.com

☐ Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **159-105-3618**Plan Number: **EPP102268**This original plan number assignment was done under Commission #: **1007**

3. CERTIFICATION:

☒ Form 9 ☐ Explanatory Plan ☐ Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2020 April 06 (YYYY/Month/DD) The checklist was filed under ECR#: 235357
The plan was completed and checked on: 2020 May 19 (YYYY/Month/DD)

☒ None ☐ Strata Form S

☒ None ☐ Strata Form U1 ☐ Strata Form U1/U2

Arterial Highway ☐

Remainder Parcel (Airspace) ☐

4. ALTERATION: ☐

REFERENCE PLAN TO ACCOMPANY
ROAD CLOSURE BYLAW NO 2283,2020 (City of Merritt)
TO CLOSE PART OF ROAD DEDICATED ON
PLAN 773 DISTRICT LOT 124
KAMLOOPS DIVISION YALE DISTRICT
PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND
SECTION 40 OF THE COMMUNITY CHARTER

Plan "A" page 2 of 2

PLAN EPP102268

BCGS 921.017



All distances are in metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 960mm IN WIDTH BY
864mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:500.

LEGEND

- ...STANDARD IRON POST FOUND
- ...STANDARD IRON POST PLACED
- ▲ ...GNSS CONTROL POINT FOUND
- △ ...GNSS CONTROL POINT PLACED
- Wt...DENOTES WITNESS
- NF...DENOTES NOTHING FOUND

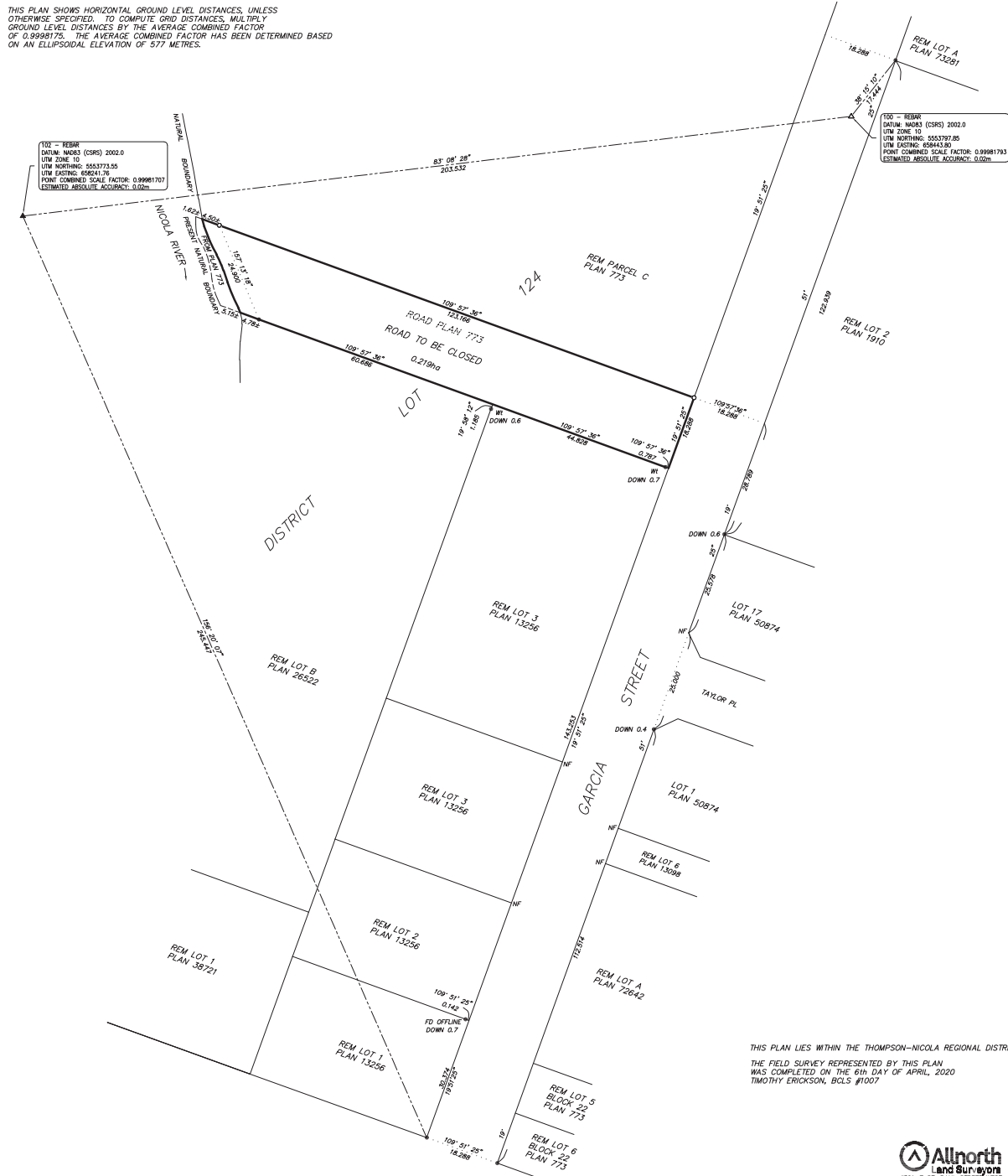
NOTE: THIS PLAN SHOWS ONE OR MORE WITNESS POSTS WHICH
ARE NOT SET ON THE TRUE CORNER(S).

NOTE: THIS PLAN SHOWS ONE OR MORE DIMENSIONS THAT
HAVE BEEN EXAGGERATED FOR CLARITY

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GNSS CONTROL
POINTS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE
DERIVED FROM 8 HOURS OF STATIC GNSS OBSERVATIONS AT GNSS CONTROL
POINTS 100 AND 102 POST PROCESSED USING THE NATURAL RESOURCES CANADA
PRECISE POINT POSITIONING APPLICATION.

THIS PLAN SHOWS HORIZONTAL GROUND LEVEL DISTANCES, UNLESS
OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY
GROUND LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR
OF 0.9998175. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED
ON AN ELLIPSOIDAL ELEVATION OF 577 METRES.



Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 1871

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: June 10, 2020
Subject: Statement of Financial Information for 2019

RECOMMENDATION:

THAT Council approves the City of Merritt Statement of Financial Information for the year ended December 31, 2019 as presented and authorizes the Mayor and the Director of Finance & IT to sign the statement on behalf of the City

Background:

It is an annual requirement for all municipalities to prepare a Statement of Financial Information (SOFI) for public release. The City's SOFI for 2019 is attached and must be approved by Council, signed, and submitted to the Province by August 31, 2020.

The SOFI contains information about remuneration and expenses paid to an on behalf of Council and staff. Amounts are listed individually for Council and any employees that were paid over \$75,000 in 2019.

Also included is a listing of all suppliers paid an aggregate total of over \$25,000 in 2019.

Summary:

The 2019 SOFI for the City of Merritt must be approved at an open meeting and filed with the Province prior to August 31, 2020 as a requirement of the Financial Information Act. Failure to Comply with the requirements of the Act could result in penalties.

Attachments:

City of Merritt Statement of Financial Information 2019

Respectfully submitted,

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



STATEMENT OF FINANCIAL INFORMATION (SOFI) 2019

CITY OF MERRITT
STATEMENT OF FINANCIAL INFORMATION APPROVAL
FOR THE YEAR ENDED DECEMBER 31, 2019

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Sheila Thiessen, CPA, CMA
Director of Finance & IT

Date

Linda A. Brown
Mayor

Date

Prepared pursuant to the Financial Information Regulation, Schedule 1, section 9

CITY OF MERRITT
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS
DECEMBER 31, 2019

Information on all guarantees and indemnities for this organization is as follows:

Guarantees

This organization has not given any guarantees under the Guarantees and Indemnities Regulation.

Indemnities

This organization has not given any indemnifications under the Guarantees and Indemnities Regulation.

CITY OF MERRITT
SCHEDULE SHOWING THE REMUNERATION AND EXPENSES
PAID TO OR ON BEHALF OF EACH EMPLOYEE OR COUNCILLOR
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Elected Officials

Prepared under the Financial Information Regulation, Schedule 1, Section 6

Name	Position	Remuneration	Expenses
Bhangu, Mike	Councillor	16,635	5,531
Brown, Linda A	Mayor	29,731	7,762
Christopherson, Kurt	Councillor	16,437	574
Etchart, Adam	Councillor	16,635	7,664
Fehr, Travis	Councillor	16,635	3,147
Luck, Anthony	Councillor	16,437	7,536
White, Melvina	Councillor	16,635	5,069
Total Elected Officials	(A)	129,143	37,284

2. Employees

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2), (3), (4), (5) and (6)

Name	Position	Remuneration	Expenses
Anderson, Wayne	Financial Services Manager	95,904	5,439
Bortolussi, Louie	Arena Attendent III	75,061	
Boven, Shawn	Chief Administrative Officer	166,722	
Ellingsen, Gerry	Mechanic Foreman	81,466	
Fraser, Carole	Deputy Corporate Officer/Human Resources	91,057	1,201
George, William	Economic	76,876	12,443
Harrington, Tom	Utilities Foreman	85,304	4,660
Henderson, Charlie	Public Works Superintendent	104,413	1,477
Hildebrand, Scott	Chief Administrative Officer	100,532	6,228
Johnston, James	IT Manager	88,742	2,644
Mckeown, Sky	Manager of Recreation and Facilities	108,745	6,972
Milne, Stuart	Fire Prevention Officer	75,322	1,291
Palmgren, Alan	Building Inspector	88,355	4,371
Smith, Sean	Director of Corporate Services	113,748	1,636
Strayer, Tim	Equipment Operator II	75,818	1,328
Thiessen, Sheila	Director of Finance & IT	124,270	8,554
Tomkinson, Dave	Fire Chief	132,227	1,665
U'ren, Andrew	Roads Foreman	81,919	1,456
Vilac, Kevin	Waste Water Treatment Plant III	92,996	4,721
Zakall, Dave	Arena Manager	91,368	
Consolidated total employees under \$75,000		2,951,631	89,081
Total Employees	(B)	4,902,476	149,730

Any differences between this schedule and the financial statements are attributed to payroll overhead, severance payments and taxable benefits. Remuneration is reported based on the year it is paid pursuant to the Canada Revenue Agency regulations, whereas it is accounted for in the financial statements based on the year it is earned. Taxable remuneration also includes any accumulated vacation payouts or sick payouts due on termination.

CITY OF MERRITT
STATEMENT OF SEVERANCE AGREEMENTS
DECEMBER 31, 2019

There was 1 severance agreement that was finalized between the City of Merritt and its non-unionized employees during the fiscal year ending December 31, 2019.

This agreement represented 12 months of salary.

CITY OF MERRITT
SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF
GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
A.D. PRO SERVICES INC	47,813.43
AARDVARK PAVEMENT MARKING SERVICES	52,359.26
ACCESS ROOF SYSTEMS LTD	41,737.50
ALLNORTH CONSULTANTS LIMITED	112,159.98
ALPHA DESIGN	37,543.24
ATS TRAFFIC	30,084.81
BC ASSESSMENT AUTHORITY	66,418.68
BC HYDRO (Vanc.) utility acct.	621,976.11
BC HYDRO CAD-130160 LEASE	38,518.20
BC TRANSIT	285,655.29
BDO CANADA LLP	32,638.73
BLACKROCK AUTOMATION LTD	63,932.06
BOULTBEE VEGETATION MANAGEMENT	65,566.74
BUTLER & BUTLER TILE SETTING LTD	40,458.60
C3 MAINLINE INSPECTIONS	43,315.71
CAPRI INSURANCE	86,917.00
CARVER CONSTRUCTION LTD	38,394.68
CGL CONTRACTING LTD	59,038.60
CLEARTECH INDUSTRIES INC.	121,433.26
COMMERCIAL AQUATIC SUPPLIES	28,057.18
COOL CREEK ENERGY LTD	33,563.49
COPPER VALLEY MECHANICAL CONTRACTORS	172,915.53
CULLEN DIESEL POWER LTD.	154,890.40
CUPE LOCAL 900	64,424.12
DUKA ENVIRONMENTAL SERVICES LTD	29,826.58
EMCO CORPORATION	31,473.11
EVERGREEN BUILDING MAINTENANCE INC	45,047.16
FINNIGAN MARLENE & THEODORE	108,646.05
FORTIS BC - NATURAL GAS	96,683.65
G3 CONSULTING LTD.	37,502.34
GUILLEVIN INTERNATIONAL CO.	311,645.97
H.SILVEY DISTRIBUTING LTD	25,725.15
HOULE ELECTRIC LTD	58,700.32
INFRACON CONSTRUCTION INC	264,049.03
INSURANCE CORPORATION OF B.C.	33,342.00
KAMLOOPS COMPUTER CENTRE	52,910.10
KERR WOOD LEIDAL	92,531.18
KRUEGER ELECTRICAL LTD	119,303.85
L & J DIAMOND MAINTENANCE	28,442.40
LORDCO AUTO PARTS	56,248.19
LUMALEX	30,674.70
MATHEW S GUSTAFSON	29,658.04
MERRITT GREEN ENERGY	177,645.00
MERRITT HERALD	55,302.94
MERRITT PRINTING AND STATIONERY LTD.	45,273.97

Supplier Name	Aggregate amount paid to supplier
MINISTER OF FINANCE - MSP	35,362.50
MINISTER OF FINANCE EHT	65,605.92
MOYES & COMPANY BUILDING MATERIALS LTD	39,700.83
MUNICIPAL INSURANCE ASSOCIATION OF BC	70,187.36
MUNICIPAL PENSION PLAN	622,948.65
MUNISIGHT LTD	25,121.25
NICOLA CHAINSAW & EQUIPMENT RENTALS	39,560.72
NICOLA VALLEY HERITAGE SOCIETY	48,765.25
NORGAARD READY-MIX LTD.	33,721.40
NOVA PACIFIC ENVIRONMENTAL	100,404.11
NUFLOORS KAMLOOPS	26,913.10
OTTER SUMMIT ELECTRICAL	26,893.00
PACIFIC BLUE CROSS	283,077.28
PETERS BROS. CONSTRUCTION LTD.	485,174.14
PETROVALUE PRODUCTS CANADA INC	52,998.66
RECEIVER GENERAL - RCMP E DIVISION FSS	1,695,282.47
RECEIVER GENERAL FOR CANADA - PAYROLL	1,286,256.76
RECEIVER GENERAL FOR CANADA	155,793.62
RICOH CANADA INC.	65,837.81
RMA	96,898.87
ROCK SOLID INDUSTRIES INC.	68,701.58
ROLLINS MACHINERY LTD.	349,191.29
SOUND SOLUTIONS (2002) INC	47,849.76
SUTTLE RECREATION INC	206,836.83
TELUS	58,483.00
THOMPSON REGIONAL HOSPITAL DISTRICT	600,971.83
THOMPSON-NICOLA REG. DIST.	1,194,933.00
THOMPSON-NICOLA REGIONAL DIST	980,776.48
TRANSFORM COMPOST SYSTEMS	112,946.40
URBAN SYSTEMS LTD.	70,887.47
VALLEY CARRIERS	30,166.58
VISA ROYAL BANK	122,639.31
WATERHOUSE EXECUTIVE SEARCH	43,089.24
WESTVAC INDUSTRIAL LTD.	60,465.44
WOODLAND EQUIPMENT INC	217,258.75
WORKSAFE BC	111,042.96
WSP CANADA GROUP LTD	39,141.77
YOUNG ANDERSON IN TRUST	90,759.17
	(A) 13,733,088.89

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

Other suppliers under \$25,000 aggregate	2,306,815.42
	(B) 2,306,815.42

3. Total payments to suppliers for grants and contributions exceeding \$25,000

Supplier Name		
NICOLA VALLEY MUSEUM/ARCHIVES ASSOC.		50,000.00
NICOLA VALLEY WOMEN IN ACTION		35,000.00
Consolidated total of all grants and contributions exceeding \$25,000	(C)	85,000.00

4. Total for all suppliers

Suppliers over \$25,000	(A) 13,733,088.89
Suppliers under \$25,000	(B) 2,306,815.42
Suppliers for Grants over \$25,000	(C) 85,000.00
	(D) 16,124,904.31

Any differences between this schedule and the financial statements are related to the following. First, this schedule is prepared on a cash basis of accounting versus the accrual basis used to prepare the financial statements. Also, payments made to other taxing authorities for the collection of their taxation are included in the list of suppliers although these amounts are not a City expense, such as BCAA, MFA, TNRD and TRHD. Next, the schedule includes the full GST paid to the suppliers, while the financial statements are net of the GST rebate. Finally, non-expense related items, such as some of the investments undertaken and principal repayments on debt also appear on the supplier list.

Prepared under the Financial Information Regulation, Schedule 1, Section 7 and the Financial Information Act Section 2

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 2240

To: Scott Hildebrand, Chief Administrative Officer
From: Wayne Anderson, Financial Services Manager
Date: June 11, 2020
Subject: MFA Financing – 2020 International 1-Ton Truck

RECOMMENDATION:

THAT Council of the City of Merritt authorize \$67,500 to be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing a 2020 International 1-Ton Truck; and

THAT the loan be repaid within 5 years, with no rights of renewal.

Background:

In the 2020-2024 Financial Plan the purchase of a new 1-ton flat deck truck to replace the 2003 Chevrolet 1 ton and to be funded through borrowing. The amount budgeted was \$70,000. The 2003 1-ton was used as a trade-in to reduce the cost of the new truck. The net cost after the trade-in was \$67,402.57. The 2020 International 1-ton truck was purchased and is currently in service.

Options / discussion

1. Council authorizes the borrowing of \$67,500 through MFA Equipment Financing for the 2020 International 1-ton truck as budgeted.
2. Council may choose not to approve the financing which would require the funding to come from other sources and would require an amendment to the Financial Plan.

Financial Implications:

Borrowing the purchase price distributes the cost of acquiring the asset over several years and allows the costs to be included in the annual operating costs of public works. It also allows surplus and reserve funds to be available for other projects that require funds. Often with grant funding the City must provide a portion of the costs, for many projects it is better to use reserves or surpluses to make up that portion than borrowing.

The recommended length of the term for borrowing is five years, which is the maximum term for borrowing without receiving electoral approval. A shorter term would result in a lower overall interest cost. The cost of borrowing over 5 years was included in the 2020 – 2024 Financial Plan.

The table below depicts the annual estimated interest cost for different terms of the loan.

Term	3 years	4 years	5 years
Total Interest	\$1,623	\$2,147	\$2,674

The interest rate is currently set at 1.5250% for MFA Equipment Financing, and payments would be made monthly. The interest rate is a floating rate and therefore, will be adjusted as rates go up or down. The monthly payment costs would stay the same, with an adjustment to the final principal payment at the end of the term.

As the City can pay off the loan at any time, staff is recommending a 5-year term to be reconsidered on an annual basis.

Respectfully submitted,

Wayne Anderson, CPA, CMA
Financial Services Manager

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 2240.92

To: Scott Hildebrand, Chief Administrative Officer
From: Greg Lewis, Deputy Corporate Officer
Date: June 9, 2020
Subject: DCFC Handover

RECOMMENDATION:

THAT Council agrees to enter a ten year licence of occupation with BC Hydro;

AND THAT the Mayor and the Chief Administrative Officer be authorized the sign the agreement on behalf of the City.

Background:

In April 2013, the City of Merritt entered into a five year agreement with BC Hydro for the lease of four DC Fast Chargers.¹ These would be located at the Baillie House, Civic Centre, and at Wagon West at 3999 Airport Road.² These were later supplemented at City Hall.

This was part of an effort to roll out Electrical Vehicle (“EV”) charging stations across British Columbia. With Merritt’s location at the north end of phase 1 of the Coquihalla Highway, it was and remains a strategic location for EV charging.

The financial impact on the City was minimal; the installation cost of \$16,000 was funded by a Fraser Basin Council grant, which Council resolved to accept at the same meeting.³ The contribution from the City was described at the time as being in-kind staff time. For ongoing costs, the lease was a nominal \$1/month, and the City pays the

¹ Resolution 084/13, April 23rd 2013.

² Agenda 23rd April 2013, City of Merritt Council Meeting, at 122.

³ Resolution 085/13, *supra* note 1.

electrical costs.⁴ The Agreement was scheduled to run for five years, and in 2018 it rolled over to a month-to-month agreement.

The termination clause allows, following the initial term, either party “to terminate this Agreement for any reason whatsoever on not less than one full calendar month’s written notice to the other Party.”⁵

BC Hydro now wish to operate their own network, and as such have provided the City with written notice of termination of the Agreement.

As BC Hydro have acted within the scope of the contract, Council is not in a position to decline their termination. However, BC Hydro have proposed that the Charging stations remain physically in place, and has requested to enter into a Licence of Occupation with the City for ten years, covering the chargers located on City property.

Retaining the chargers in place would allow for the benefits of EV car charging to remain at its current level in Merritt. Although figures provided by BC Hydro indicate that these chargers are only lightly used, there is no obvious advantage to disposing of them. There are few alternative uses to which the land could be put by the City.

BC Hydro have requested a ten year licence of occupation, which would be extended if any additional chargers are installed to ten years after the installation of the final charger. Although this is a longer commitment than the initial five year lease the City entered into, the program has now been running for 7 years, and the long-term stability could encourage EV car adoption, with a stable charger network helping to counter “range anxiety” among drivers.

Financial / Risk Implications:

The financial implications are very limited, ending a \$1/month commitment per charger, and terminating the City’s control over equipment which we received a grant to install.

If the City enters into the Licence of Occupation, BC Hydro would take on all operating and maintenance costs of the chargers.

If Council does not authorize staff to work with BC Hydro to ensure a smooth changeover, public access to the charging network could be disrupted.

Respectfully submitted,

Greg Lowis
Deputy Corporate Officer

⁴ *Supra* note 2 at 100.

⁵ DCFC Equipment Lease Agreement with BC Hydro, 4(c).

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 2240.48

To: Scott Hildebrand, Chief Administrative Officer

From: Will George, Economic Development & Tourism Manager

Date: June 11, 2020

Subject: 2020 First Quarter Report for the Merritt Visitors Centre at the Baillie House

RECOMMENDATION:

THAT Council accept for information the 2020 First Quarter Report for the Merritt Visitors Centre at the Baillie House.

Executive Summary:

The Merritt Visitor Centre at the Baillie House had 2,477 visitors attend during the first quarter of 2020, from January to March, which was a 40.1% decrease over the same period in 2019. For the first time in 15 years, the Merritt Visitor Centre was closed for an extended period to the public due to COVID-19. The Merritt Visitor Centre temporarily closed on March 14th and reopened on June 5th with physical distancing and additional safety procedures implemented.

Visitor Centre staff noted the new Nicola Valley Trail Guide had been a popular brochure and recorded guests regularly asked about local eateries. During the next quarter, the Nicola Valley Heritage Society shall be hiring 2 summer students with funding available with the Canada Summer Jobs Grant. Regular staff will also be returning to work. The Visitor Centre and heritage buildings are scheduled to be painted in the next quarter through a Heritage BC grant.

Background:

See Visitor Statistics from the 2020 First Quarter Submission.

Options / discussion

N/A

Financial / Risk Implications:

N/A

Strategic Plan Reference:

Report is related to one or more strategic priorities, in the Economic Development Strategy, Tourism Plan and Official Community Plan.

Others Consulted:

N/A

Attachments:

2020 First Quarter Report for the Merritt Visitor Centre at the Baillie House.

Respectfully submitted,

Will George
Economic Development, Communications and Tourism Manager



Merritt Visitor Information @ Baillie House

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Executive Summary

This report is for the first quarter of 2020. For the first time in 15 years, the Visitor Centre has had to be closed due to the Covid-19 epidemic. The last day that we were open was March 14th. Over this 2 1/2 month period, the Merritt Visitor Centre at the Baillie House had 2,477 visitors stop at our site. This represented a 40.1% decrease over the number of visitors in 2019. There has been a noticeable lack of overseas travelers over this period as the news of the Covid-19 epidemic became worse each week in other countries.

As soon as the weather warms up, all buildings on the Baillie property will be painted at no cost to the City of Merritt.

Dates and Hours of Operation

For the January, February and March of 2020 the Visitor Information Centre at the Baillie House was open for a total of 312 hours. This is a reduction of about 60 hours when compared to other years. We were open 5 days/week (Tuesday to Saturday) from 10 am to 4 pm. Even on statutory holidays, the hours that the VIB was open did not change.

Beginning on March 17th, the manager put a message on the Visitor Centre answering machine with her home phone number included. Four calls were received resulting in one package sent by Canada Post and one email response.

Staffing

The Visitor Information Booth was staffed by Sandy Curnow, the on-site manager For 4 days each week, with a part-time employee working every Tuesday. Volunteers were also in the Visitor Information Booth on Fridays and Saturdays. The Nicola Valley Heritage Society provided 312 man-hours of employment over this 2 1/2-month period.

Visitor Statistics

Visitor Stats First Quarter 2020 vs First Quarter 2019						
	January 2020	February 2020	March 2020	First Quarter Total 2020	First Quarter Total 2019	% Difference - / +
Visitor Parties	624	817	381	1,822	2,499	-27.1%
Visitors	822	1,119	536	2,477	4,134	-40.1%
Tour Buses	0	0	0	0	0	

Each month of this quarter saw a decrease in visitors stopping at the Merritt Visitor Information Centre at the Baillie House. This was at least partially due to the developing Covid-19 virus in other countries. I believe that some people had already begun to change their travel plans early on in the year.

The majority of visitors over this 3-month period were from B.C. Visitor Origin was distributed as follows:

B.C.	66%
Alberta	22%
Asia/Australia	4%
Rest of Canada	4%
Europe	2%
U.S.	2%

The majority of the visitors were only in Merritt for part of a day:

Same day	90%
One night	9%
2 nights or more	1%

The majority of visitors utilized our site facilities:

Site Facilities (washroom, food, etc)	41%
Food/Beverage	18%
Maps/directions	14%
Shopping	10%
Attractions	6%
Transportation	5%
Adventure Recreation	2%
Community Services	2%
Events	1%
Investment/Moving	1%

This year more visitors stopped to ask about restaurants than in other years. Many people that said they were only here for a couple of hours still wanted to know about hiking/walking trails and what else there was to do in Merritt for a couple of hours in the afternoon. The new hiking trail map is popular even in the winter (especially when the snow around town was very low).

Because we are open on Saturdays throughout the winter, visitors that are in Merritt for hockey tournaments and curling bonspiels are also able to ask us questions about what Merritt has to offer.

During the recent Centennials try-outs, many families came in to ask about what Merritt has to offer for their hockey players.

Trends in Visitor Traffic

The majority of visitors to our site were from B.C. with a few visitors from Alberta most days. The number of Asian and European visitors coming into the Visitor Centre decreased this year when compared to 2019. Most visitors are just stopping for a part of one day. Hopefully if the visitors that come downtown will explore and see what Merritt has to offer other than fast food restaurants. Visitors regularly ask about local food and eateries.



Building, Grounds and Stakeholder Relations

- Grounds have been cleaned up for spring been trimmed and so have the trees in the yard. All of the grounds work was completed by volunteers.
- Posters are put in the front windows of the VIB to publicize upcoming events for any groups that drop posters at our site. Some of these groups include the Nicola Valley Naturalists, Head Start program, Film Society, Community Garden, Catholic Women's League and Trinity United Church.
- The Merritt VIB/Heritage Society has purchased advertising in the Merritt guide, Gold Country guide and Stock Car Association Calendar.

Looking Ahead to the Next Quarter

During the next quarter, the Nicola Valley Heritage Society will be hiring 2 summer students. They will begin working once the "stay at home" mandate has been lifted. They will complete the new Visitor Information Counsellor training course as soon as they begin work. We will continue to answer email and phone queries as they occur.

All of the buildings on the Baillie property will be painted as soon as the weather warms up. The Heritage Society will be using a grant from Heritage BC to pay for some of this work. The remainder has been fundraised by the Society.

The Heritage Society staff and volunteers are looking forward to meeting the challenge of continuing to host the Merritt Visitor Centre. We hope to see more visitors stopping at our downtown businesses to shop and eat.

Upcoming Events:

- Garden Festival (end of May hopefully)

Report

City of Merritt
REGULAR Council Meeting
June 16, 2020

File Number: 0570

To: Scott Hildebrand, Chief Administrative Officer
From: Will George, Economic Development & Tourism Manager
Date: June 11, 2020
Subject: City of Merritt BC PNP Committee 2020 First Quarterly Report

RECOMMENDATION:

THAT Council accept for information the B.C. PNP Entrepreneur Immigration Pilot 2020 First Quarterly Report.

Background:

In January 2019, the Province launched the two-year BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot (BC PNP), to assist in attracting foreign entrepreneurs to establish new businesses in BC.

At the April 9, 2019 Regular Council Meeting, Council approved the creation of a City of Merritt B.C. PNP Entrepreneur Immigration Pilot Committee. The purpose of the BC PNP Committee is to review and make referrals to the Province regarding the applications of entrepreneurs seeking to immigrate to Canada and establish businesses in Merritt as part of the BC PNP Entrepreneur Immigration Pilot. This committee consists of: one member of Council, one member from Nicola Valley Community Futures, and one member from the Merritt and District Chamber of Commerce.

The BC PNP Committee Terms of Reference state “The Committee shall report the following information to Council, once quarterly:

- The number of applications received.
- The number of applications for which referrals were provided.
- A summary of the businesses proposed by applicants for which referrals were provided.”

As of June 11, 2020, the City of Merritt has received 274 inquiries from foreign entrepreneurs/immigration consulting companies looking to open a business in Merritt since the program opened on March 14th, 2019. The City of Merritt, along with community partners, have hosted 20 community exploratory visits. Furthermore, there are 18 foreign entrepreneurs who have submitted the required documents and have their exploratory trips to Merritt planned once COVID-19 allows for international travel.

The City of Merritt has advocated following the initial pilot, that BC PNP applications are reviewed by provincial staff representatives to ensure basis immigration and business requirements are met prior to them being presented to the community. During monthly conference calls with the Province of BC, other communities have expressed similar recommendations. This additional provincial support would assist the City of Merritt to have a better understanding on the eligibility of foreign entrepreneurs prior to the community exploratory visit.

To-date the City of Merritt, via the BC PNP Committee, has provided 12 letters of referral to foreign entrepreneurs as outlined below:

- Miscellaneous Retail (7)
- Truck Transportation (5)
- Warehousing and Storage – (0)

Options / discussion

N/A

Respectfully submitted,

Will George
Economic Development, Communication and Tourism Manager

April 17, 2020

Dear Mayor Brown & City Councillors,

I am reaching out to you with a concern regarding the City's Recreation offerings once the COVID-19 pandemic is over. Small businesses will be rebuilding from the ground up, and that's if we can even make it through this extremely difficult time.

My concern is that once we, Akasa Yoga Studio, can re-open and our economy is at the lowest it's ever been, people will likely not have the means to pay for extra curricular activities, it will be an ongoing struggle for some time.

With that, my even larger concern is that The City of Merritt offers 6-9 Yoga classes per week at an extremely low cost (\$4.50-\$9/class). This sheer volume of classes offered by the city is as many as we run per week at our Yoga Studio (7-10), so the City is essentially running a yoga studio, which is in direct competition with a small business, and at the tax payers' expense. In my opinion, the number of classes offered through the City is excessive. I have had to lower my rates which were at par with industry standards, just to stay competitive with the City's rates. While I hear that our City is supportive of small business, it does not seem to prove so in my industry, it is exactly the opposite.

If these classes are still available for people once the pandemic is over, our studio will likely not re-open. It has already proven to be an issue, for the 2 reasons listed above, prior to the pandemic. In the event that we do have to close our doors, we will have 7 instructors and support staff out of work.

I have reached out and spoken with both Sky and Felicity about this problem, with no resolution. Which is why I have decided it may be time to bring my concern forward to you, especially with the recent events.

I look forward to hearing your thoughts regarding this issue, and appreciate your time.

With warm regards,

Megan Paquette
Akasa Yoga Studio
250-572-5687

May 21, 2020

Mayor and Councilors
City of Merritt
Box 189
Merritt, BC, V1K 1B8

Dear Mayor and Councilors,

Re: BC Provincial Nominee Program

The Provincial Nominee Program is a program to encourage foreign investors to invest in rural communities in BC. In Merritt the program is delivered through a partnership with the City, Community Futures Nicola Valley and the Merritt and District Chamber of Commerce.

The partnership is responsible for receiving proposals, evaluating the proposals and inviting the proponents to visit the community for further evaluation. The partnership then decides if the proposal should go forward to the Province for final approval.

Community Futures Nicola Valley supports this program and believes it can be of great benefit to Merritt and the Region. However, we seemed to have developed a difference of opinion between the partners on how to best evaluate the proposals presented. CFNV believe that time should be spent up front on the evaluations of the proposals and therefore would like to see the business plan put forward at the beginning of the process so that it could be determined if the business has any prospect for success.

Reading the report, you will see that there are other areas where the partners are not working together as well as they might. It appears there is a difference of philosophy between the parties and that we should arrange a meeting with all three groups to see if we can move forward on the same page.

Your early attention to this matter would be appreciated.

Yours truly,



T. C. Reynolds
Chair, CFVN

The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration – Regional Pilot (EI – Regional Pilot)

The BC Provincial Nominee Program (BC PNP Base Program) has been available for many years. The Entrepreneur Immigration – is the option for entrepreneurs from other countries who wish to establish or buy a business anywhere in British Columbia.

In 2019, the Provincial Government introduced the Entrepreneur Immigration – Regional Pilot Program (2 year pilot program) – The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration – Regional Pilot (EI – Regional Pilot) is focused on attracting entrepreneurs from around the world to establish businesses in regional communities. This program will help meet the communities' economic development needs and encourage investments outside urban areas.

This Pilot Program is a partnership amongst communities, the Province and a designated contact person. The designated contact person can be an organization whose mandate falls within the community economic development such as Community Futures Nicola Valley. This Pilot program is designed to attract and support entrepreneurs with a desire to start a new business and settle in rural communities.

In December 2018, CF Business Analyst Manuel Olguin contacted the Province to inquire about the requirements for the City of Merritt to become an eligible community, but despite his numerous attempts, he did not get an answer. At the end of January 2019, Manuel met with Will George who informed Manuel that the deadline was January 18, 2019. Will believed that the City of Merritt had missed the deadline to apply. Will informed Manuel that he knew about this deadline because he had received an email from the Province. Manuel asked Will to share a copy of such email. With a copy of this email, Manuel contacted the Province again to request an extension for the City of Merritt to apply. As a result, on February 1, 2019 Kimberley Branch the PNP Concierge services replied to Manuel and copied Will George stating the following:

"Community enrolment in the BC PNP Entrepreneur Immigration Regional Pilot is continuous throughout the two-year pilot period. The January 18, 2019 was provided for the first intake and to help us schedule the initial training sessions. The City of Merritt is welcome to enrol at any time. I have attached the form for your convenience.

Please note that the enrolment form must be signed by an authorized signing officer of the community (typically Mayor or CAO); the designated contact person for the BC PNP can be from an organization that has been delegated the economic development function (such as Community Futures)".

On February 8, 2019 CFNV provided a letter of support to the City of Merritt. In this letter, CFNV encouraged the City to apply under the BC PNP-Entrepreneur Immigration-Regional Pilot.

On February 12, 2019 Manuel had a presentation to City Council to provide more information about the program and to clarify the City's involvement. Despite a few concerns regarding some language barriers, City Council made a motion for the City to become an eligible community.

When CFNV announced (EI-Regional Pilot) on their Facebook page back in November 2018, we had a few emails from potential entrepreneurs. One of them was from Vietnam and another one was from Seattle Washington; both entrepreneurs wanted to open a restaurant in Merritt. Since Manuel did not know the priority sectors, he kept providing business counselling to both clients during the months of February and March 2019.

On March 11, 2019 Manuel sent an email to Will George to check on the status of the application Will would be submitting on behalf of the City. On March 12, 2019 Will George replied to Manuel stating that he had already attended the orientation for the program on Friday March 8, 2019. At that time, Will also informed Manuel that the City of Merritt's application had been accepted and registered and that the announcement would be coming out on Thursday March 14, 2019. Manuel replied to Will reminding him that Community Futures Nicola Valley (CFNV) was committed to the delivery of this program and that it would have been beneficial for Manuel to attend the in-person presentation. Manuel asked Will to include CFNV in future training sessions. Since Manuel had not seen the BC PNP application form before submission, he was not aware of the priority sectors chosen by Will George.

On March 22, 2019 Will informed Manuel that their link for the EI- Regional Pilot was live and asked Manuel to encourage his two clients to apply. On March 27, 2019 Manuel provided the link to the BC PNP application under the City of Merritt website to the two potential entrepreneurs interested in opening a restaurant in the City of Merritt.

On March 25, 2019 Manuel attended the Trans Mountain Business Readiness Workshop at the Best Western in Merritt. Throughout this workshop, Manuel was approached by some local stakeholders asking about CFNV involvement in the EI – Regional Pilot Program. After Manuel presented a quick summary of CFNV's involvement in this program, he was asked why CFNV chose the three priority sectors without prior consultation with the community.

At that point, Manuel did not know the chosen priorities, but he explained to those concerned business owners that CFNV was not involved in the selection of these priority sectors. That day he learned that the three priority sectors chosen by Will George were:

1. Truck Transportation.
2. Warehousing & Storage; and 3. Miscellaneous Store Retailers.

Manuel made it clear that CFNV did not choose these priorities. Manuel referred these stakeholders to Will George for any concerns.

On April 3, 2019, Will sent Manuel and Meagan Preston (Chamber of Commerce Manager at that time) an email with the Terms of Reference to create a balanced committee to handle all these applications as previously discussed by all parties.

On April 5, 2019, CFNV sent a letter to Sean Smith. This letter was addressed to Mayor Linda Brown & City Council. In the letter, CFNV reminded the City of Merritt about the following:

- ✦ CFNV has been involved in the EI- Regional Pilot since day one.
- ✦ CFNV made multiple attempts for the City of Merritt to become an eligible community under this program.
- ✦ Our Interest to be the designated contact person between the Province and the City of Merritt.
- ✦ CFNV offered to pre-screen all the applications by having their Lending Committee review all the business concepts; and
- ✦ CFNV agreed to create a balanced committee with a representative from City Council, CF Nicola Valley and the Chamber of Commerce to approve or decline these applications.

Once this letter was received by the City of Merritt, Sean Smith called the CFNV office and left a message. In this voicemail, Sean mentioned some misunderstandings and expressed his interest in meeting with CFNV.

A meeting was scheduled on April 8, 2019 at 2pm. Will George and Sheila Thiessen attended representing the City of Merritt. Tom Reynolds, Mae Ketter and Manuel Olguin attended representing CFNV.

In this meeting, CFNV questioned the rationale behind the priority sectors chosen by Will George. Manuel mentioned that in a recent event he attended, he was questioned by local stakeholders about these priority sectors chosen without consultation with the community. Sheila admitted that she did not review these priority sectors before signing the EI – Regional Pilot application form. When Sheila asked Will about the rationale of these priority sectors, Will George mentioned that he chose these priority sectors based on the current official community plan (OCP). CFNV reminded both Sheila and Will that the current OCP was dated June 28, 2011; as a result, some of the information might not be applicable. In the end, we all agreed to work together and to improve the communication amongst all the parties involved.

On April 9, 2019 there was a City Council meeting. In this meeting, Council approved the creation of a Committee of the City, to deal with the EI – Regional Pilot applications. This committee would be formed by one member from City Council, Meagan Preston from the Chamber of Commerce and Manuel Olguin from CFNV.

On April 10, 2019 Mae Ketter from CFNV, Meagan Preston, Will George and Manuel Olguin met to go over the program. Will presented an update and disclosed all the applications from applicants who had already received an invitation for the exploratory visit to Merritt. Manuel suggested the need to pre-screen these applications before issuing an invitation for the exploratory visit. Will said that he was going to add this agenda item to the first BC PNP Committee Meeting.

After the program was officially announced and the link for this program was live, CFNV started to receive several emails from entrepreneurs around the world asking questions about the applications or the requirements for this program. There were some entrepreneurs interested in the program but wanted to learn more about what kind of businesses were needed before submitting an EI – Regional Pilot application. As an example, on April 24, 2019 Manuel received the following email from an entrepreneur from Bermuda:

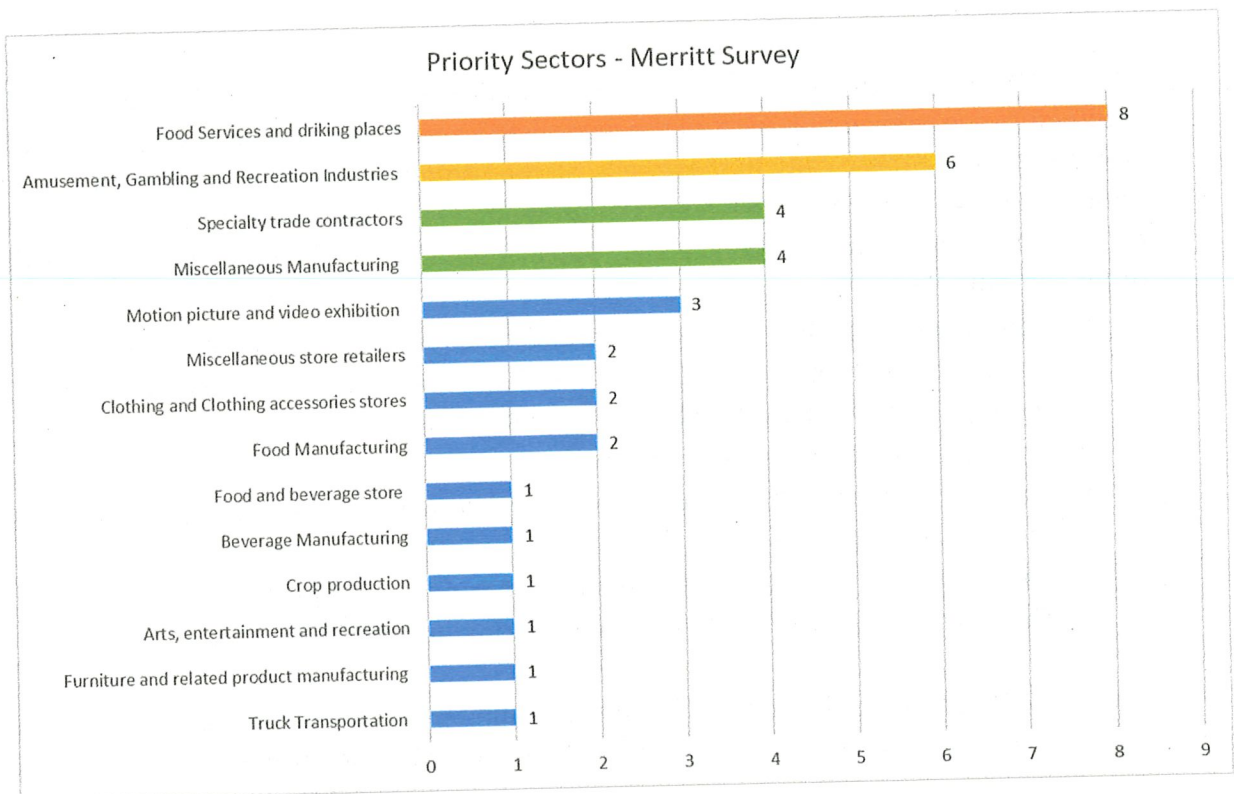
"I hope this email find you well. I am a Bermudian small business owner hoping to take advantage of this new program. I would qualify under the Miscellaneous Retail Business section.

I am trying to do some research into exactly the type of retail stores that would be needed in Merritt. I found the Business walk info that was done in 2016. Was there one done in 2018? I am having trouble finding information and even any available retail spaces that do not require actually building something.

I have reached out to Will George, Economic Development & Tourism Manager, but he is unable to recommend anybody. I understand that I can only contact him when I have had my business plan uploaded to BCPNP and have an initial approval. Truthfully, I am worried that small businesses are either not needed and/or not viable. Obviously, it is important for both myself and your community that I succeed. Is there any information, advice or directions your can give me?"

As with this entrepreneur, CFNV received other similar emails from other entrepreneurs around the world interested in opening a business in Merritt. They needed information about the viability of their business idea. They needed to know what kind of business was needed in our community. As a result, CFNV met with the Chamber of Commerce to move forward with a Business and Residential survey to determine the needs of our residents and the business community. CFNV and the Chamber of Commerce invited the City of Merritt to participate in this project.

On May 3, 2019, the Survey went live with a May 17, 2019 deadline. As part of this survey, we mentioned that we needed to hear from the business community as to what potential new businesses they felt Merritt needed to compliment and support the current business community. On May 27, 2019, the Chamber of Commerce shared the results (24 Business & 59 Residents responses). The results were as follows:



CFNV was able to share this summary and the detailed results with potential entrepreneurs. It seemed this information was helpful for them to decide regarding what kind of business they wanted to open in Merritt.

Since we started meeting with entrepreneurs in person, Manuel asked Will to provide a copy of the Business Concepts in advance before the exploratory visits. On May 23, 2019 we had the inaugural meeting of the BC PNP Committee. At this meeting, we processed five BC PNP applications. We issued three community referral letters, declined one application and asked the fifth application for further information.

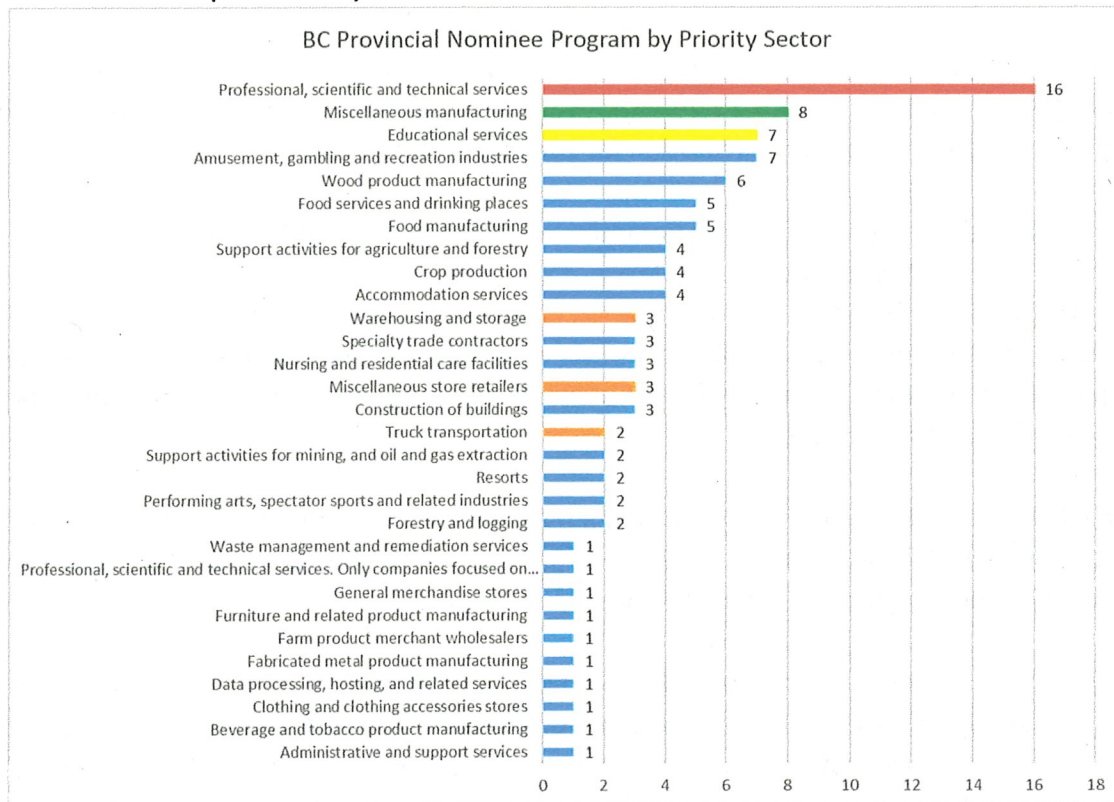
Soon CFNV realized that the information provided was not enough. Some applicants presented a one-page business concept. When Manuel met with applications with one-page business concepts, he had to request more information to determine their business idea was viable. Some applicants were able to provide the additional information right away, but others decided to move forward with their application as originally presented. As a result, CFNV was not in the position to approve such applications when the clients failed to provide more information regarding their target market, competition analysis, financial forecast amongst others.

Once CFNV and the Chamber of Commerce learned that the BC PNP was hosting monthly community conference calls with all the communities participating in this program, CFNV started attending these calls. In these calls, all the communities had an opportunity to talk about their own experience delivering this program. CFNV learned that it was up to each community to decide how to handle each application. These are some of the highlights from other communities:

- ✦ Communities handled townhall or roundtable meetings with their stakeholders, Chamber of Commerce and Community Futures offices to determine what the top three priority sectors would be more beneficial for their cities.
- ✦ An application fee was charged.
- ✦ A pre-screening process (videoconferences) was in place before issuing an invitation for the exploratory visits.
- ✦ A business plan was required instead of a business concept.
- ✦ There was an opportunity to change their original priority sectors.

When BC PNP announced an option for the communities to change their priority sectors, CFNV met with the Chamber of Commerce to come up with the three new sectors. CFNV

and the Chamber of Commerce based their decision on the recent survey results and from the information provided by the BC PNP:



CFNV and the Chamber of Commerce came up with these three new priority sectors:

1. Professional, scientific and technical services.
2. Specialty Trade Contractors; and
3. Amusement, gambling and recreation industries.

On June 17, 2019 Manuel sent an email to Will George inquiring about the process to inform the applicants once their applications were approved. There was an entrepreneur whose application was approved on May 23, 2019 and by June 17, 2019 this entrepreneur had not received an official email confirming the approval of his application:

"I'd like to know what the process is to inform the applicants when their applications have been successful to receive the "Community Referral Letter". We approved the application for this entrepreneur (Upender Singh Cheema) on May 23rd, 2019. On May 30th, this applicant sent me an email to find out the status of his application. I replied to him on May 31 and cc to you. In my email, I informed him that a decision has been made about his application. Also, I told him that you would be approaching him soon to inform him about such decision.

Two weeks later, he is sending the email below stating that he has not heard from you. I am assuming this has been an oversight”.

On July 5, 2019, CFNV addressed an email received from Councillor Fehr regarding some concerns he had. In this email, CFNV also recommended again the need to pre-screen all the applications before issuing an invitation for the exploratory visit.

We continued our monthly BC PNP Committee meetings. Manuel reminded all the parties involved that CFNV could not vote in favor of one-page business concepts if the applicant had not provided the additional information requested by the CFNV Business Analyst. Since some of the business concepts did not contain enough information, there was a need to request further information. CFNV again stated that we needed to request Business Plans instead of business concepts.

CFNV & the Chamber of Commerce called a meeting to discuss these three new priorities sectors with Will George on July 19, 2019. In summary, Will George refused to accept any changes to the priorities he originally chose.

Knowing that the deadline to make changes to the priority sectors was fast approaching (July 31, 2019) – as the chair of the BC PNP Committee – Manuel Olguin contacted Carole Fraser to schedule an extraordinary meeting on July 19, 2019. Carole replied to Manuel’s email stating that Carole and Will would be away that Monday. Since everyone had confirmed their attendance (Chamber of Commerce, Councillor Fehr and Community Futures) with the exception of Will and Carole, Manuel moved forward with this meeting as scheduled and sent an email to Scott Hildebrand to let him know about this extraordinary meeting. In his email sent on July 19, 2019 Scott just wanted to make sure that Councillor Fehr was attending. Manuel informed Scott that Councillor Fehr had already confirmed.

On Sunday July 21, 2019 at 6:32pm Councillor Fehr sent an email as follows:

“I will consider the Monday meeting postponed.

It did not occur to me when I agreed to attend, that due process may not be followed”.

Despite following all the guidelines to have this extraordinary meeting, CFNV was unable to move forward with the meeting.

On July 22, 2019 Manuel sent an email to Scott Hildebrand outlining the issues CFNV encountered while trying to set up an extraordinary meeting as follows:

"I'd like to outline the series of events that happened around the intent to have an Extraordinary BC PNP meeting:

- ✦ From early in the program, I have requested a report from Will by priority sector on each of the inquiries. My intention was to analyze the inquiries to determine the viability of each sector.*
- ✦ Meagan, Will and myself met on Friday July 19, 2019 at 2pm to discuss the current priority sectors.*
- ✦ After meeting with Will and presenting the rationale to change the existing priorities, we did not come to an agreement; as a result, it was decided to call an Extraordinary Meeting.*
- ✦ Knowing that the deadline to make changes to the priority sectors is July 31st, 2019, and the last City Council meeting prior to this deadline is July 23rd, 2019, there was no other option but to call an Extraordinary Committee Meeting today July 22, 2019.*
- ✦ Will indicated he was available to attend this meeting.*
- ✦ Within five minutes, Will sent a text message indicating that he was going to be away on Monday; I indicated to him that I still wanted to proceed with this meeting.*
- ✦ Five minutes later, Will sent me another text stating that Carole Fraser was not available either. As a result, I gave you a call to check my options.*
- ✦ Based on our telephone conversation, you indicated that the meeting could proceed.*
- ✦ I stopped by Councillor Fehr's business and he agreed to attend.*
- ✦ After my conversation with Councillor Fehr, I returned to the office to inform the committee of the Monday morning meeting.*
- ✦ On Sunday, Will sent an email recommending this meeting be postponed as he and Carole could not attend. He also mentioned that "As this is a City of Merritt committee we need to ensure the proper process is followed such as the committee (or a quorum of it) meeting to discuss the in-closed items only at the committee meetings and minutes are taken by the assigned staff member for City committees".*
- ✦ As a result of Will's email, Councillor Fehr sent an email considering the meeting had been postponed and he also mentioned "It did not occur to me when I agreed to attend, that due process may not be followed".*
- ✦ The remainder of the committee was ready to have this meeting today. Due to the lack of City Council representation, it was decided to postpone it.*
- ✦ To date this meeting has not been rescheduled as Meagan Preston from the Chamber of Commerce is not in town tomorrow. She could join by teleconference.*

Would it be possible for us to meet ASAP prior to rescheduling this meeting?"

Finally, the extraordinary BC PNP meeting took place on Tuesday April 23, 2019. Everyone attended in person except for the Chamber of Commerce who attended via telephone. After providing a rationale to change the current priority sectors and making a motion to change them, neither the Chamber of Commerce nor City Council supported this motion. As a result, the motion made by CFNV was defeated.

On September 19, 2019 Manuel attended a BC PNP in-person presentation in Penticton. A summary of the program was presented. Also, there was an opportunity to hear about the different challenges each community was experiencing. Manuel expressed his concerns about the three priority sectors each community had to choose. He questioned the need to have priority sectors at all. Manuel's concerns were echoed by communities such as Penticton, Osoyoos and Salmon Arm. He was told that the EI – Regional Pilot was a two-year program and they would be revisiting and taking into consideration all this feedback in the first-year anniversary of the program. Manuel also mentioned CFNV's involvement at the exploratory visits. He mentioned the need to request a full business plan instead of a business concept. Some communities agreed with the benefits to have a business plan, but they mentioned that they did not have the manpower nor the experience to deal with full business plans. Manuel reminded all that the Community Futures program as well as other programs such as Futurpreneur or BDC had business analyst willing to assist with the revision of these business plans. The BC PNP acknowledged the work done by the Merritt Community and encouraged the other communities to approach their CF offices in their regions. They did say that they are requesting full business plans at the Provincial level.

Meeting after meeting, CFNV requested to implement two main things:

1. A pre-screening process; and 2.
- To request a full business plan.

On January 20, 2019, the BC PNP Committee made a motion to request full business plan instead of only business concepts. This motion was made by CFNV and seconded by the Chamber of Commerce. Despite Councillor Fehr being against, this motion passed. Sean Smith mentioned that he was not sure if this motion had to be approved by City Council, but he agreed to investigate it.

On March 19, 2020, Manuel received an email from Will George stating that *"the Staff Report on the BC PNP will be coming forward at the March 24th Regular Council Meeting"*.

On March 24, 2020, Manuel attended the first virtual City Council Meeting. When City councillors discussed the motion made by the BC PNP committee, councillor Christopherson stated that he needed more information. At that time, Manuel requested the opportunity to provide more information to the host, but it was never given to him.

While preparing this chronology of events around the EI – Regional Pilot Program, Mae Ketter contacted the BC PNP Concierge on April 6, 2020 stating that CFNV was not aware of some of the activities recently done by the BC PNP. For example, there was a survey delivered by the BC PNP that neither the Chamber of Commerce nor CFNV knew about. Mae also inquired about some pending information the BC PNP mentioned at the April conference call and requested to include CFNV in future emails.

On April 7, 2020, the BC PNP Concierge replied to Mae's email stating:

"Thanks for connecting with us. Our designated contact for Merritt is Will George at the City of Merritt (I have copied him). He is ultimately responsible for the referral process for Merritt, so he receives our emails and requests. Each community has a different relationship with their local network, so we leave it to the designated contact to decide the level of involvement of the other organizations.

We appreciate your participation on our conference calls and enjoyed meeting Manuel at our fall training session in Penticton. It is great to hear that one of the impacts of our Regional Pilot is a stronger connection between settlement, newcomer agencies, economic development groups and municipalities.

Hope this helps explain our communications – do let us or Will know if you have any other questions".

CFNV took the time to prepare this chronology of event because we understand the economic benefit this program will bring to our community, but feel we are setting these entrepreneurs up for failure if we don't request the appropriate information before their exploratory visits are scheduled.

To continue with CFNV involvement in this program, we would like to request the following:

1. To establish a pre-screen process to separate viable and not viable business ideas.
2. To start requesting a full business plan. CFNV is the position to provide business counselling to all these entrepreneurs. We believe that by having full business plans in advance, this will speed up the timeframe to process each application; and
3. To be added as another designated Contact Person along with the City of Merritt.



**NICOLA VALLEY
RODEO ASSOCIATION**

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nicolavalleyrodeo.com

May 28, 2020

Mayor Brown and Council
City of Merritt
2185 Voght Street
Merritt, BC V1K 1B4

Dear Mayor and Council:

Re: Nicola Valley Pro Rodeo Sponsorship

I am writing to you with the sad news that, in the face of the Medical Health Officer's gathering limit of 50 people in response to the COVID-19 virus, the Association directors have no choice but to cancel the 2020 Rodeo. We tried hard to find solutions but none are available.

We need to make sure that the Association continues to be solvent (!) so are planning a number of events for our arena for summer and fall 2020.

We have also started planning for a bigger, better, more fun rodeo in 2021, including producing the rodeo dance.

Again we thank you for your support of the rodeo, and hope you will stick with us into 2021. We can't put on a rodeo without our generous sponsors.

There may also be clinic or event sponsorships opportunities available to sponsors during summer and fall of 2020, so you may hear from us sooner rather than later!

Yours truly

NICOLA VALLEY RODEO ASSOCIATION

Per:

Mary MacGregor
Secretary