



# AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, July 21, 2020

7:00 P.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

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

Pages

1. CALL TO ORDER

2. LATE ITEMS

2.1 Long-Term Capital Master Plan Grant application

6

New item 9.6, to be inserted before CAO update (under *Procedure Bylaw* s12(e) this requires unanimous vote by Council):

THAT Council approve submitting a Infrastructure Planning Grant application for development of a 10-Yr Infrastructure Capital Plan.

AND THAT the project cost be up to \$15,000, with the City funded portion being up to \$5,000 budgeted for 2020/2021.

3. PUBLIC INPUT

10 m

4.	<u>ADOPTION OF MINUTES</u>	
4.1	<u>Special Council Meeting Minutes - June 30th, 2020</u>	9
	<b>Recommendation:</b> <b>THAT the Minutes of the Special Council Meeting held on June 30th, 2020 be adopted.</b>	
4.2	<u>Regular Council Meeting Minutes- June 30th, 2020</u>	12
	<b>Recommendation:</b> <b>THAT the Minutes of the Regular Council Meeting held on June 30th, 2020 be adopted</b>	
4.3	<u>Special Council Meeting Minutes - July 15th, 2020</u>	18
	<b>Recommendation:</b> <b>THAT the Minutes of the Special Council Meeting held on July 15th, 2020 be adopted</b>	
5.	<u>PUBLIC HEARING</u>	
5.1	<u>Public Hearing</u>	
6.	<u>GENERAL MATTERS - Delegations and Recognitions</u>	
6.1	<u>Merritt Centennials</u>	20
	Neil Menard to present.	
6.2	<u>OCP Update - Engagement Strategy</u>	23
	Bob Evans from WSP to present.	
7.	<u>UNFINISHED BUSINESS</u>	
7.1	<u>Notice of Motion</u>	
	<i>Councillor Mike Bhangu made the following Notice of Motion at the June 30th, 2020 meeting:</i>	

**Recommendation:**

That the City work with the current Economic Recovery initiatives and create a culture and diversification mural highlighting the immigrant cultures that helped build Merritt such as the Italian, Punjabi, Sikh, and Scottish cultures in their traditional attire, and that this mural be created on a City facility, or available non-City facility pending a moveable mural frame to fit with the Economic Recovery downtown beautification mural project.

7.2     Active Transportation Survey results     38

Mr McArthur to introduce

**Recommendation:**

**THAT Council receive this report as information.**

7.3     Zoning Bylaw update     68

Mr McArthur to explain plans for public consultation

**Recommendation:**

**THAT Council receive this report as information.**

8.     BYLAWS

8.1     Fees and Charges Amendment Bylaw 2285, 2020     70

**Recommendation:**

**THAT Council Adopt Fees and Charges Amendment Bylaw 2285, 2020**

9.     NEW BUSINESS

9.1     2020 Tax Sale     73

**Recommendation:**

**THAT Council instruct staff to make the arrangements for a tax sale as normal on September 28, 2020, without the October penalties applied**

9.2     2019 Report on Development Cost Charges     75

**Recommendation:**

**THAT Council accept the 2019 Development Cost Charges Report as submitted**

9.3	<u>City of Merritt BC PNP Committee 2020 Second Quarterly Report</u>	78
	<b>Recommendation:</b> <b>THAT Council accept for information the B.C. PNP Entrepreneur Immigration Pilot 2020 First Quarterly Report.</b>	
9.4	<u>City Marketing Update</u>	
	Verbal report from Mr. George	
9.5	<u>UBCM</u>	81
	Provincial Ministry appointment book for virtual UBCM 2020	
	<b>Recommendation:</b> <b>THAT Council provide staff with direction as to which Ministers they would like to meet, and which topics to discuss.</b>	
9.6	<u>CAO Update</u>	
10.	<u>NOTICES OF MOTION</u>	
11.	<u>REPORTS FROM COUNCIL</u>	
12.	<u>INFORMATION ITEMS</u>	
12.1	<u>Merritt Green Energy</u>	114
12.2	<u>Baillie House 2nd Quarter information</u>	119
12.3	<u>Minister of Social Development and Poverty Reduction</u>	124
12.4	<u>City of New Westminster</u>	126
13.	<u>Closed session</u>	

13.1 Vote to close

**Recommendation:**

**THAT this meeting be closed to the public pursuant to Section 90(1)(a) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;**

13.2 Adoption of Minutes - July 15th, 2020

13.3 Personnel update

13.4 Fire Hall Expansion - Oral update

13.5 Vote to return to public meeting

**Recommendation:**

**THAT this meeting be returned to open session, having concluded the business that required closure pursuant to s90(1)(a) and (k) of the Community Charter.**

14. TERMINATION OF MEETING



PLEASE READ THE PROGRAM GUIDE before completing this Application Supplementary Form. An application for each project must be completed using the Local Government Information System (LGIS) and the supplementary form and all other relevant documentation must be uploaded to the attachment tab of the online application form in LGIS.

Applicants should be aware that information collected is subject to Provincial Freedom of Information and Protection of Privacy Act legislation (FOIPPA).

This Application Supplementary Form is designed to be filled in electronically using word processing software. If you have any questions, please contact Local Government Infrastructure and Finance Branch by Phone: 250 387-4060 or Email: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

For Administrative Use Only

### A. Applicant Information

Legal Name of Local Government: City of Merritt

Project Title: Long-Term Capital Master Plan

### B. Project Information

1. What are the main objectives of the project?

The City of Merritt intends to complete a review of their master plans and asset management reports in order to inform the development of their 10-Yr Capital Plan for Roads and Utilities. In the past several years, the City has completed various studies to inform their 10-Yr Capital Plan:

- Road Corridor Assessment, 2018
- Source Water Protection Plan, 2017
- Asset Management Investment Report, 2016
- Integrated Stormwater Master Plan, 2014
- Sanitary Sewer Utility Master Plan, 2012
- Water Utility Master Plan, 2012
- Other plans found at <https://www.merritt.ca/downloads/#master-plans>

These reports and master plans present evaluations of the conditions of the existing municipal infrastructure and recommendations for various improvements. In particular, the Asset Management Investment Report recommends the average annual investment needed to sustainably maintain municipal roads, water, sewer, and drainage infrastructure, which must be allocated according to a maintenance and capital improvement plan that has yet to be developed.

By conducting a review of the Master Plan studies and the Asset Management Investment Report, alongside consultation with public works and engineering/planning departments, the City will be able to identify and prioritize important capital improvements for various infrastructure components in an efficient and effective manner to maximize resources and allow for the sustainable maintenance of each municipal infrastructure asset. This will allow the City to identify and move forward important projects for public health and safety, enhancing environmental protection while improving services and reducing operating costs, resulting in long-term cost savings and reduced tax burden for residents.



2. What is the deliverable that will result from this project? The deliverable for this project will be a summary and recommendations report prepared by a consultant that will form the basis of the City's 10-Yr Roads & Utilities Capital Plan; the work also includes allowance for the consultant to work with the City in preparing the 10-Yr Capital Plan	
3. If multiple applications are being submitted, this project is ranked as priority 1 out of 1 applications.	
4. The project will be completed by: <input type="checkbox"/> Local government staff <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Other (please specify):	
5. a) Will the project enhance environmental protection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: There are anticipated capital projects that will enhance flood protection, minimize erosion and sedimentation, and allow for an efficient and minimal use of materials and resources through optimization of the maintenance and improvement plans.	
6. a) Will the project improve public health and safety? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: There are anticipated capital projects for public roadways that will improve accessibility and safety along transportation corridors for a variety of users and modes.	
7. a) Does the project support any community sustainability goals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: The project will allow for the incorporation of well-researched recommendations for sustainable asset management practices into the budgeted capital plan for various utilities, in particular for water conservation and wastewater management.	
8. a) Does the project support the development or implementation of any long-term plans? e.g. Regional Growth Strategy, Liquid Waste Management Plan <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: Yes, the intention of this project is to identify and prioritize the recommendations contained in the attached plans (i.e., Road Corridor Assessment, Asset Management Investment Report, Integrated Stormwater Master Plan, Sanitary Sewer Utility Master Plan, and Water Utility Master Plan).	
9. a) Does the project use any innovative technologies or new approaches <sup>1</sup> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: In undertaking a systematic review and ranking of capital infrastructure projects based on engineering master plan reports, the City is expanding their asset management process beyond their current practices.	
10. a) Will the project be developed in partnership with any organizations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, list the partners and describe their role in this project: The City of Merritt will be retaining a consulting engineering firm to complete the review of the master plan reports and consultation with City public works, planning, and engineering departments, as well as to assist in the preparation of the 10-Yr	

<sup>1</sup> Innovation: an approach, idea, process or methodology that has rarely, or never been done before, is considered to be new and perhaps un-tested.



Capital Plan	
11. a) Will (has) this project receive(d) any funding or in-kind contributions from a third party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) If yes, list the parties and describe the contributions:	
12. a) Will there be any public consultation and/or participation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, describe: The presentation of the plan and municipal budgets are given during open council meetings where members of the public are free to ask questions and voice concerns. Any input received for the Plan will be forwarded to City staff at the discretion of Council.	
13. a) What is the population of the community? 7,139 (2016)	
b) What is the estimated population that will be served by this project? 7,139	
14. If applicable, please list any supporting documents that may help with the assessment process (e.g. terms of reference, consultant's proposal, letters of support).	
<ul style="list-style-type: none"><li>- Council Resolution in Support of Project (pending)</li><li>- Consultant Proposal</li><li>- Summary of Master Plan Reference documents (see project description)</li></ul>	

The application form must be completed and submitted online using the [Local Government Information System](#) (LGIS). You must have a BCeID account to access the online application form. To set up your BCeID account, assistance with completing the application form and program details, please refer to the [Program Website](#).

**Please ensure to upload the completed supplementary form and any supporting documents under the Attachment tab of the online Application form in LGIS prior to submission as the form (including the attachment section) will be locked by the system post submission.** Applications will not be assessed until the Supplementary Form is received by the Ministry of Municipal Affairs and Housing.

If you have any questions, please contact Local Government Infrastructure and Finance Branch by Phone: 250 387-4060 or Email: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)





# **MINUTES**

## **CITY OF MERRITT**

### **SPECIAL CLOSED COUNCIL MEETING**

Tuesday, June 30, 2020

9:00 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**

**IN ATTENDANCE:**

- 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 9:06pm

2. **CLOSURE OF MEETING**

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

Recommendation: 2020SCC-06-01

**THAT this meeting be closed to the public pursuant to Sections 90(1)(a) of the *Community Charter*, personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and 90(1)(b) of the**

***Community Charter*; personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;**

**Moved, Seconded, CARRIED**

3. CLOSED SESSION

Recommendation:

.

3.1 Closed Council Meeting Minutes - June 16th, 2020

3.2 Unfinished Business

3.3 New Business

3.3.1 Economic Development Committee

3.3.2 Darius Sam

To consider an appropriate way to honour Darius Sam for his 100 mile charity run

Recommendation: 2020SCC-06-03

**THAT Council confer the Citizens' Award on Darius Sam, and direct staff to arrange an appropriate ceremony on July 21st 2020;**

**AND THAT staff be authorized to release this resolution to the public.**

**Moved, Seconded, CARRIED**

3.4 Information Items

3.5 Vote to return to public meeting

Recommendation: 2020SCC-06-04

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

**Moved, Seconded, CARRIED**

4. TERMINATION OF MEETING

The Mayor declared the meeting ended at 9:26pm

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Corporate Officer

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Mayor



# **MINUTES**

## **CITY OF MERRITT**

### **REGULAR MEETING OF COUNCIL**

Tuesday, June 30, 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**

**IN ATTENDANCE:**

- Mr. S. Hildebrand, Chief Administrative Officer**
- Mr. S. Smith, Director of Corporate Services**
- Mr G. Lewis, Deputy Corporate Officer**
- Mr. W. George, Tourism & Economic Development Manager**
- Mr. D. McArthur, Planning & Development Services Manager**

**1. CALL TO ORDER**

Acting Mayor Luck called the meeting to order at 7:04pm

**2. LATE ITEMS**

Nil

**3. PUBLIC INPUT**

Nil

**4. ADOPTION OF MINUTES**

**4.1 Regular Council Meeting Minutes- June 16th, 2020**

*Resolution No: 2020RC-12-01*

***THAT the Minutes of the Regular Council Meeting held on June 16th, 2020 be adopted***

Absent (1): Linda A. Brown

**Moved, Seconded, CARRIED**

**5. PUBLIC HEARING**

**5.1 Public Hearing**

Nil

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

It was noted that Neil Menard had postponed his delegation from the Merritt Centennials

**7. UNFINISHED BUSINESS**

**7.1 Merritt Mountain Biking Association**

To consider the delegation from Mr Pinto on June 16th, 2020

*Resolution No: 2020RC-12-02*

***That Council provide a letter in support of the Merritt Mountain Biking Association application to the Crown, to establish a new mountain biking trail in the North Bench area.***

Absent (1): Linda A. Brown

**Moved, Seconded, CARRIED**

**7.2 Notice of Motion**

*Councillor Travis Fehr made the following notice of motion at the June 16th, 2020 meeting:*

Councillors discussed global events, and a desire to show Merritt as a welcoming and inclusive community that celebrated diversity. Staff confirmed Council had given sufficient direction to begin work with graphic designers.

*Resolution No: 2020RC-12-03*

***That Council direct Staff to investigate the adoption of a visual symbol of diversity and inclusion for the City of Merritt.***

**Moved, Seconded, CARRIED**

### **7.3 Notice of Motion**

*Councillor Adam Etchart made the following notice of motion at the June 16th, 2020 meeting:*

Mayor Brown took over the meeting at 7.17pm.

Councillors discussed the work and changes at the City over the last 18-20 months, and agreed a desire to see how staff are adjusting.

*Resolution No: 2020RC-12-04*

***That Council direct staff to prepare an anonymous staff satisfaction survey to see how City employees view the operations of the City as a workplace.***

**Moved, Seconded, CARRIED**

## **8. BYLAWS**

### **8.1 Removal of Second Avenue Dedication Bylaw No. 2283, 2020**

*Resolution No: 2020RC-12-05*

***THAT Council Adopt Removal of Second Avenue Dedication Bylaw No. 2283, 2020***

**Moved, Seconded, CARRIED**

### **8.2 Zoning Bylaw No. 2284, 2020**

To be introduced by Mr. McArthur

Mr. McArthur introduced the proposed zoning bylaw, and explained its features.

Councillors praised the document, and said it needed a lot of thought and processing before comments could be given.

Councillors asked for paper copies to read, and discussed potential dates of a public hearing, open houses, and how additional meetings could be scheduled if needed.

*Resolution No: 2020RC-12-06*

***THAT Council give First Reading to Zoning Bylaw No. 2284, 2020.***

**Moved, Seconded, CARRIED**

*Resolution No: 2020RC-12-07*

***THAT Council give Second Reading to Zoning Bylaw No 2284, 2020.***

**Moved, Seconded, CARRIED**

*Resolution No: 2020RC-12-09*

***THAT Council direct staff to schedule a Public Hearing.***

**Moved, Seconded, CARRIED**

***Amendment: Resolution No: 2020RC-12-08***

***ADD following "Hearing": and at least 2 public consultations prior to that Hearing.***

**Moved, Seconded, CARRIED**

### **8.3 Fees and Charges Amendment Bylaw No. 2285, 2020**

To be introduced by Mr. Smith

Mr Smith introduced the report and explained why the proposed changes were coming forward.

*Resolution No: 2020RC-12-10*

***THAT Council give first reading to Fees and Charges Amendment Bylaw 2285, 2020***

**Moved, Seconded, CARRIED**

*Resolution No: 2020RC-12-11*

***THAT Council give second reading to Fees and Charges Amendment  
Bylaw 2285, 2020***

**Moved, Seconded, CARRIED**

*Resolution No: 2020RC-12-12*

***THAT Council give third reading to Fees and Charges Amendment  
Bylaw 2285, 2020***

**Moved, Seconded, CARRIED**

**9. NEW BUSINESS**

**9.1 CAO Update**

Mr Hildebrand noted that City Hall was re-opening, with Council meetings returning to City Hall from July 21st, and public payments now available on the first floor Monday-Friday from 10-12 and 1-3pm.

He applauded staff for the work done creating the new Zoning Bylaw, and said Development Services are currently extremely busy.

The city is continuing capital projects such as Voght St corner, and aquatic centre maintenance, and communications activities including the new website, the Active Transportation survey and OCP engagement strategy. The Economic Development committee applications deadline had been extended to July 10th.

He informed Council that the Fire Department had three new Paid On Call firefighters, and were doing firesmart door to door education, and a fuel management contract was about to begin.

**10. NOTICES OF MOTION**

**10.1 Cllr Bhangu**

That the City work with the current Economic Recovery initiatives and create a culture and diversification mural highlighting the immigrant cultures that helped build Merritt such as the Italian, Punjabi, Sikh, Scottish cultures in their traditional attire, and that this mural be created on a City facility, or available non-City facility pending a moveable mural frame to fit with the Economic Recovery downtown beautification mural project.



**11. REPORTS FROM COUNCIL**

Cllr Christopherson reported on concerns about traffic volumes and speeds on Juniper and Parker Drives and Reid Avenue, and encouraged people to remain vigilant while driving.

**12. INFORMATION ITEMS**

**12.1 Gas Tax Agreement Community Works Fund Payment**

**12.2 Canadian Federation of Independent Business**

**13. TERMINATION OF MEETING**

The Mayor declared the meeting ended at 9:02pm

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Corporate Officer

Sean Smith

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

Confirmed on the \_\_\_\_ day of \_\_\_\_, 20\_\_

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Mayor

Linda Brown



**MINUTES**  
**CITY OF MERRITT**  
**SPECIAL CLOSED COUNCIL MEETING**

Wednesday, July 15, 2020  
6:00 P.M.  
BOARD ROOM, CITY HALL  
2185 Voght Street  
Merritt, B.C

**PRESENT:**

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

**IN ATTENDANCE:**

- Mr. S. Hildebrand, Chief Administrative Officer**
- Mr. S. Smith, Director of Corporate Services**

1. CALL TO ORDER

Mayor Brown called the meeting to order at 6:13pm

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

**Moved, Seconded, CARRIED**

3. CLOSED SESSION

Recommendation:

.

3.1 Special Closed Council Meeting Minutes - June 30th, 2020

3.2 Unfinished Business

3.3 New Business

3.3.1 Personnel update

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)(a) of the *Community Charter*

**Moved, Seconded, CARRIED**

4. TERMINATION OF MEETING

The Mayor declared the meeting ended at 8:25pm

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Corporate Officer

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Mayor



Merritt Centennials Junior 'A' Hockey Club

P.O. Box 1730 ♦ Merritt, BC ♦ V1K 1B8 ♦

(250) 378-3604

[www.merrittcentennials.com](http://www.merrittcentennials.com) ♦ [info@merrittcentennials.com](mailto:info@merrittcentennials.com)

June 15, 2020

Dear Mayor and Council,

As of June 4, 2020, Hockey Canada lifted their national ban on team sanctioned events which was the first step towards the resumption of play in communities across the country. The next step will be working with regional and provincial health authorities on how that takes shape. The BCHL has drafted a document "The BCHL COVID-19 Minimum Protocols To Allow For A 2020-21 Season" that we will attach to discuss how to best approach the resumption of hockey at the Nicola Valley Memorial Arena. This document will also be presented to every MLA that has a BCHL franchise in their riding.

Due to COVID-19, the Centennials would be prepared to meet at any time at the Mayor and Council's convenience to discuss the document further.

We would like to thank you in advance for your consideration, as we move toward a solution as soon as possible.

Yours Truly,

**Neil Menard**

**Governor**

**Merritt Centennials, BCHL**

**CC: Kevin Rabbitt, President, Merritt Centennials**  
**Skye McKeen, Manager, Parks & Recreation**

**BCHL COVID-19 MINIMUM PROTOCOLS TO ALLOW FOR A 2020-21 SEASON:**  
(Assumption is that we have all 18 teams playing a full season)



**Chief Medical Officer:**

1. The BCHL will use the Chief Medical Officer (CMO) of BC Hockey as a contact with regard to any COVID-19 diagnoses or remedies.

**Arenas:**

1. *League arenas will operate under the Viasport guidelines, with the following phased approach to gathering size should there not be a second wave of COVID-19:*
  - a. Beginning July 1, up to 50 people will be allowed in the arenas for team-hosted summer camps (see camp protocols on separate document)
  - b. Up to 25% of arena capacity will be allowed in the exhibition season (Sept. 1 – 30, 2020)
  - c. Up to 50% arena capacity starting October 1, 2020 when the regular season commences, should the arena and team staff be capable of operating under the guidelines
  - d. Up to 75% of arena capacity will be allowed starting November 1, 2020, should the arena and team staff be capable of operating under the guidelines
  - e. Full arena capacity will be allowed starting January 1, 2021, should the arena and team staff be capable of operating under the guidelines
  - f. Teams will recommend face masks for all of our fans, scouts and media personnel when they purchase tickets

**Coaches and Players:**

1. *BCHL teams will operate under the guidelines as set out by Viasport for Participants and Sport Programming in the Return to Sport document, including the Sport Activity Chart, Illness Policy, Participant Agreement and Member Communications.*
2. In addition, these protocols will be in place before any players participate in practices or games:
  - a. No players will be allowed across the US-Canada border, should federal authorities declare that they are non-essential.
  - b. Trainers must be given ample time to clean jerseys and equipment before the next game/practice and provide players with sanitary materials to wipe down any items that they have used or touched.
  - c. Team personnel will take the temperature of every player before he enters a building for practices or games and keep a log of those tests
  - d. Teams will commit to testing players for COVID-19 once a month
3. All Teams will take measures to prevent the spread of the virus outside of the arena as well:
  - a. Teams will work with billet families to prevent exposure through social distancing policies that will be observed as part of their agreement.
  - b. Players will be given face masks or gaiters to wear in any public environment.
  - c. There will be no community or sponsor appearances or visits to the elderly.
  - d. Players will be encouraged to practice social distancing on and off the ice as much as possible.
  - e. Team staff and Chief Medical Officer (CMO) of BC Hockey and/or team doctor will educate players about behaviour away from the rink to understand government protocols on safe social distancing and hygiene.
  - f. When teams travel, buses will be set up with hygiene stations as players enter and leave.
  - g. Players unable to social distance will wear face masks or gaiters.







4. Illness reporting protocol is as follows:
  - a. Any player or staff member that reports symptoms will be referred to a team doctor or the CMO of BC Hockey.
  - b. The doctors will then work with government authorities to test the player and or staff member and determine the protocols for return to play.
  - c. Until it is determined by the CMO or a team doctor that they are 100% healthy, they cannot play, practice or interact with their team-mates or members of the community, other than their billet family.
  - d. Should a case of COVID-19 occur, the team will contact the health authorities to set up further testing. If positive, any team (players and staff) will follow health restrictions.
5. Termination of protocols
  - a. These protocols will not be lifted till the provincial and municipal health authorities give us the all clear.
  - b. Any further restrictions placed on our teams by provincial health authorities will be observed.

#### Fans:

1. *Social distancing as per the Viasport guidelines will be observed by all teams/arenas based on agreements between municipalities and BCHL franchises*
2. Entry to arenas will be monitored by team or arena staff to maintain social distancing through barriers, alternate entrances and clear instructions as per the guidelines provided by Viasport.
3. Concessions, when they are under team control, will follow municipal government regulations for transactions and social distancing.
4. In-arena interactive (fan-involved) promotions will be restricted by teams until health authorities allow them.

#### Officials:

1. *Officials will observe all regulations set by Hockey Canada and Viasport for social distancing and hygiene.*
2. The League will encourage harsh penalties for scrums, fighting, face-washing, post-whistle contact. Players are to disengage as soon as the whistle blows.
3. At the BCHL period timeouts, there will be hygienic wipes available at the scorer's table for the use of officials.
4. Officials will also have the ability to call a timeout if they see something that is of concern to them with regard to player safety and COVID-19 protocols.

#### Owners and Governors:

1. *Owners will hold their team personnel accountable to the Viasport guidelines in the Return to Sport document, including the Sport Activity Chart, Illness Policy, Participant Agreement and Member Communications.*
2. Owners will make sure that the standard player agreement (LOI) has a clause for COVID-19 rules and regulations that the player and/or his parents must sign before they can join the team.
3. Team owners must enforce league COVID-19 protocols or face penalties from fines to termination.





**Merritt**

FLOURISH UNDER THE

**SUN**



# Official Community Plan Review

# Your Project Team

2



WSP provides technical expertise and strategic advice to clients in Property & Buildings, Transportation & Infrastructure, Environment, Industry, Resources (including Mining and Oil & Gas) and Power & Energy sectors, for over 50 years. We also offer highly specialized services in project delivery and strategic consulting. Our experts include engineers, advisors, technicians, scientists, architects, planners, surveyors and environmental specialists as well as other design, program, and construction management professionals. With 8,000 across Canada and more than 43,000 talented staff in over 550 offices across 40 countries, we are uniquely positioned to deliver successful and sustainable projects



Urban Food Strategies is a food system planning firm that works on a diverse range of projects to achieve significant shifts in community health, regional economies, and resiliency. With a focus on research, planning, engagement, and design, Urban Food Strategies is on the forefront of food and agriculture system planning in North America.



## INTRODUCTIONS – TEAM WSP!

- **Bob Evans** – Senior Planner (Kelowna, BC) – Local Liaison
- **Chen Peng** – Senior Project Manager (Calgary, AB) – Project Manager/Planning Lead
- **Brittany Shewchuk** and **Lauren Gagatek** – Project Planners (Calgary, AB) – Engagement Team
- **Janine de la Salle** – Food Security Expert (Lower Mainland, BC)
- **Erin Prelypchan** – Poverty Reduction Expert (Vancouver, BC)
- **Jim Roe** – Infrastructure Engineer (Kelowna, BC)
- **Elise Pare** - Future Ready expert (Rossland, BC)
- **Mel de Jager** - Climate Change and Resilience (Dartmouth, NS)
- **Dan Ross** – Transportation Engineer (Vancouver, BC)
- **Carl Miller** – Geotechnical Engineer (Nanaimo, BC)
- **Michael Taylor** – Environmental Planner (Vancouver, BC)

*The current Official Community Plan was adopted by City Council in 2011. Nearing a decade in force, the City has shifted and grown under the direction of this plan. In reviewing and refreshing the Official Community Plan, the project team, in coordination with the City of Merritt, can identify the achievements of the past 9 years, while developing a vision for growth over the next 20. Through this exercise, key themes will be engaged upon and supportive direction provided to the community.*

# Engagement Timeline

5



## PURPOSE

- **Enhance awareness** of the project's engagement process and **clearly communicate the opportunities to become involved.**
- **Educate the community on the technical information** presented during the design process to enhance their understanding of the issues and opportunities.
- **Establish meaningful communication** between the City of Merritt, the WSP Project Team and project stakeholders to facilitate informative discussions on issues and opportunities.
- **Provide meaningful opportunities** for stakeholders and the public to provide comments and feedback that may be used to inform the development of the Official Community Plan.
- **Utilize web-based, electronic and print materials** to ensure that stakeholders have full access to information and documentation, while respecting social distancing protocols.

## KEY THEMES

- To develop a **community vision** and policy to guide development.
- To **develop a Merritt “brand”** and use a **common set of graphic standards** throughout the duration of the project.
- To consider the unique aspects of Merritt that **define community identity**.
- To address and **foster the City and region’s unique Indigenous culture**.
- To consider **long-term sustainability and innovation**.
- To **recognize Merritt as a winter city**, where people can ‘play’ and enjoy the outdoors throughout all four seasons.
- To ensure that Crime Prevention Through Environmental Design (CPTED) is considered in OCP development.
- To involve and value the feedback collected from all stakeholder groups in the City of Merritt, **including employing innovative engagement techniques to “dig deep” and understand the areas of importance for a diverse group of project contributors**.
- To communicate the OCP process as a **holistic process** that can only be achieved through wide-spread involvement, engagement and communication.

## WHO IS IMPACTED?

- As both the update process and the final OCP are intended to be **impactful** for all those involved, we anticipate that any resident of Merritt can **choose to participate and have a meaningful stake** in the project
- The project process will provide a unique opportunity for the public and a number of stakeholder and focus groups, **to become involved and share their thoughts** on the shaping of the City of Merritt.
- The final deliverable will **impact the entire community** of Merritt as it will set the stage for growth and development well into the future.



## ENGAGEMENT AVENUES

- City Steering Committee Review and Involvement throughout project
- Indigenous engagement (City conducted)
- Stakeholder meetings and workshops
- Sector-Specific Workshops
- Poverty reduction and food security one-on-one interviews and workshops
- Open houses
- Online survey
- Hardcopy comments from all events
- Email submissions and social media feedback

## ENGAGEMENT EVENTS

- City Steering Committee Workshop
- Online Survey
- Stakeholder Visioning Workshop
- Poverty reduction and food security one-on-one interviews
- Open House – Project Launch
- Poverty reduction and food security one-on-one workshops
- Sector-Specific Workshops
- Presentation of draft OCP to Council & Steering Committee
- What We Heard Open House Event – Reporting Back



## WHAT WE HEARD

- Each event will have a detailed summary prepared, to be compiled into a final “What We Heard Report”.
- The report will be shared with all project stakeholders and participants to clearly demonstrate how engagement feedback was considered and implemented in the OCP.
- Communicating back to participants how feedback was used is invaluable to providing tangible meaning in participation, and to promote participation in ongoing City projects and processes.

## OPTIONS

merritTOGETHER  
a bright future

*(the last “t” in Merritt and first “t” in together are shared, using a distinct colour to identify the overlap)*

MERRITT  
Flourish Together

*(Merritt logo on top, with the “Flourish Together” name below)*

MERRITT  
yé te skícetip

*(Merritt logo on top, with the name below; The meaning is “It is good you come to visit us” in the local Nl̓eʔkepmx language)*

## OPTIONS

MERRITT 2040

Grow. Diversify. Flourish.

*(Merritt logo on top, with a similar font for “2040”, and the slogan below)*

MERRITT

eMERgence

*(Merritt logo on top, with the “eMERgence” name below, and perhaps a rising sun behind; the “MER” would be in a similar font/colour as the Merritt logo above it; this one would likely need to be explained that emergence means to “bring into the light”, which is what we want for the city, but it also has a correlation with sun light)*

## OTHER OPTIONS

Merritt  
Momentum 2040

Merritt  
Future Ready

Merritt  
Making It Right

MyMerritt: Moving Merritt Forward

# Thank you!

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QUESTIONS?

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**July 21, 2020**

**File Number: 0640**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Don McArthur, Planning Manager  
**Date:** July 15, 2020  
**Subject:** Active Transportation Plan Survey 1 Results

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**RECOMMENDATION:**

**THAT Council receive this report as information.**

**Background:**

As part of the Active Transportation Plan engagement process, residents were invited to provide input on the challenges they face when using active modes of transportation in Merritt as well as the opportunities for improvements. The online survey was available through the City's website and promoted heavily through social media and other marketing tactics from June 19 to July 8, 2020. In total, 164 responses were collected.

Perhaps not surprisingly, only 7% of respondents indicated they commute by biking, while only 8% commute by walking. 84% commute by automobile, either alone or by carpooling.

There appears to be a correlation between the small percentage of active transportation commuters and the feeling of safety while cycling or walking. 49% of respondents indicated that they feel mostly unsafe or very unsafe while biking, while 18% indicated a similar feeling of not being safe while walking.

The main cycling related issues identified by respondents are safety related, including a lack of bicycle routes that are separated from traffic (61%), lack of dedicated on-street bike lanes (61%), and intersection safety (40%). Additional concerns include gaps in the bicycle network (39%) and lack of bicycle parking (33%).

When asked what facilities would encourage residents to cycle more, 72% of respondents indicated they would like more paved multi-use trails, while 51% want separated bicycle lanes. Both forms of paths increase safety by separating people who are biking from vehicle traffic.

In addition to safety related issues, the lack of bike parking is a major deterrent to cycling for residents. When asked where bike parking is most needed, 70% of respondents indicated downtown requires additional bike parking. Grocery stores (64%) and Shopping Centres (51%) were also high on the list, indicating that business owners may want to consider adding bike racks at their existing businesses. The proposed Zoning Bylaw includes bike parking requirements for new businesses, which will help to address this issue over time.

Similarly to cycling, the main barriers to walking identified by respondents are safety related, and include a lack of trails (43%), lack of sidewalks (42%), poor lighting (31%), conditions of sidewalks (31%), intersection safety (26%), and speed and noise of automobiles (22%).

Survey respondents were also asked in what neighbourhoods they would like to see active transportation improvements. The top choice was the City Centre, followed by Diamond Vale.

The results of the first survey will inform the types and locations of infrastructure that is proposed in the Active Transportation Plan. An additional survey will be launched in the late summer, and engagement events will be held this Fall.

### **Options / discussion**

1. That Council receive this report as information.

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

N/A

### **Others Consulted:**

N/A

### **Attachments:**

Attachment A – Active Transportation Plan Survey Results PowerPoint Presentation  
Attachment B – Active Transportation Plan Survey Summary Report

**Respectfully submitted,**

**Don McArthur**  
**Planning and Development Services Manager**



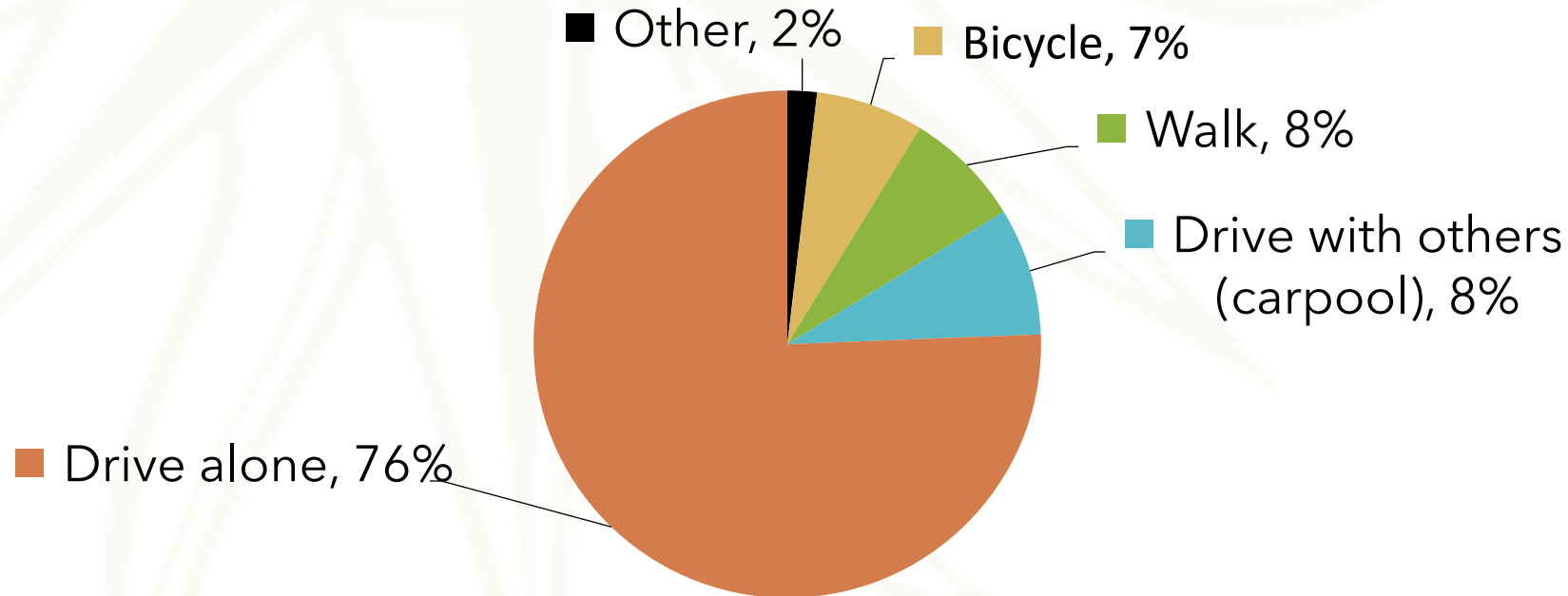
# Active Transportation Plan

## Survey 1 Results



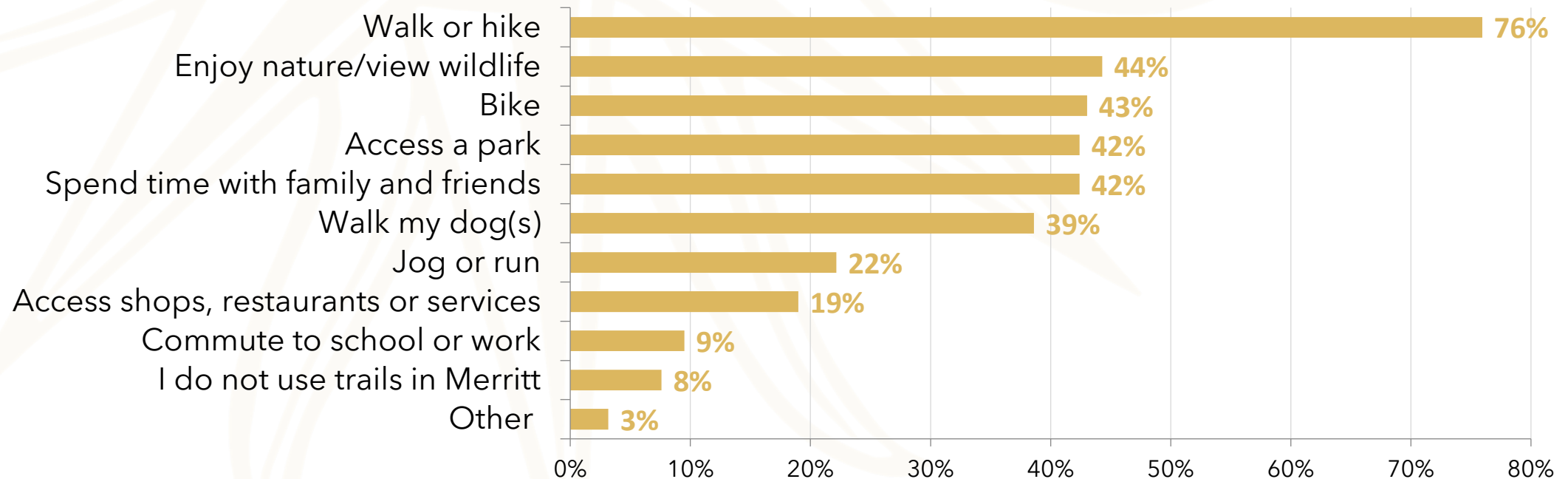
# Typical Mode of Transportation

*Before the COVID-19 pandemic, on a typical day, what was your usual mode of transportation for commuting purposes?*



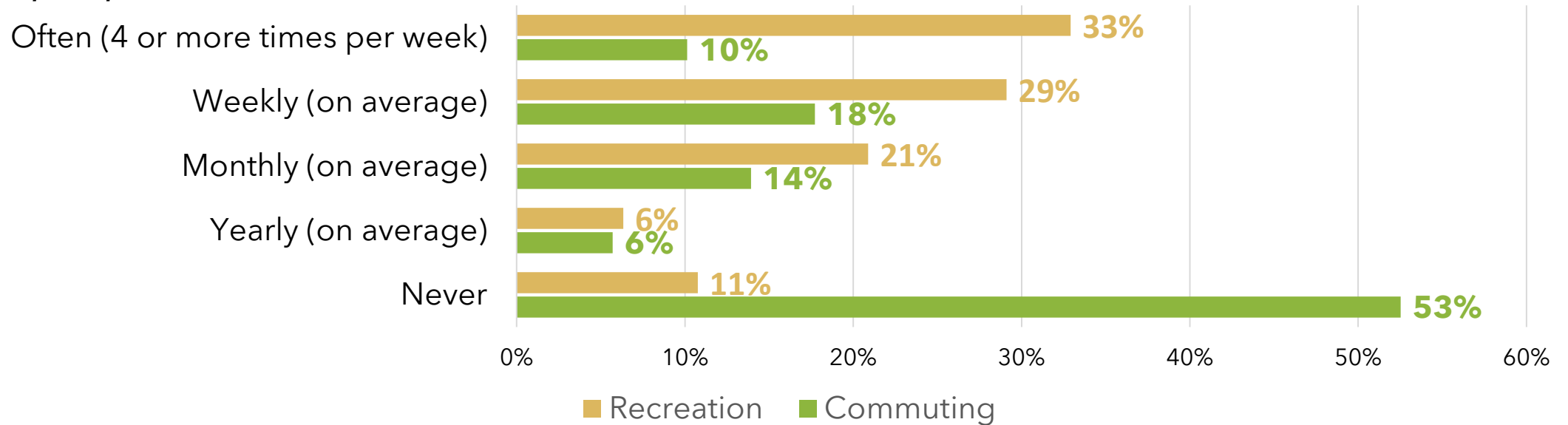
# Using Merritt's Trail Network

*Before the COVID-19 pandemic, how did you use Merritt's existing trail network?*



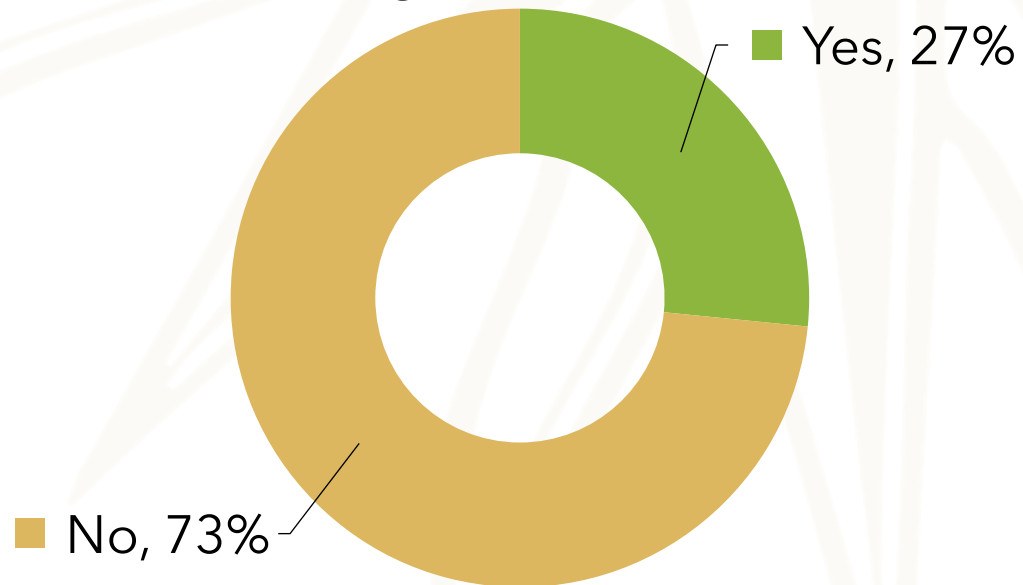
# Using Merritt's Trail Network cont'd

*Before the COVID-19 pandemic, how often did you use the trails in Merritt for recreation and commuting purposes?*



# COVID-19 Impacts on Transportation

*Since the COVID-19 pandemic, have your typical transportation habits changed?*

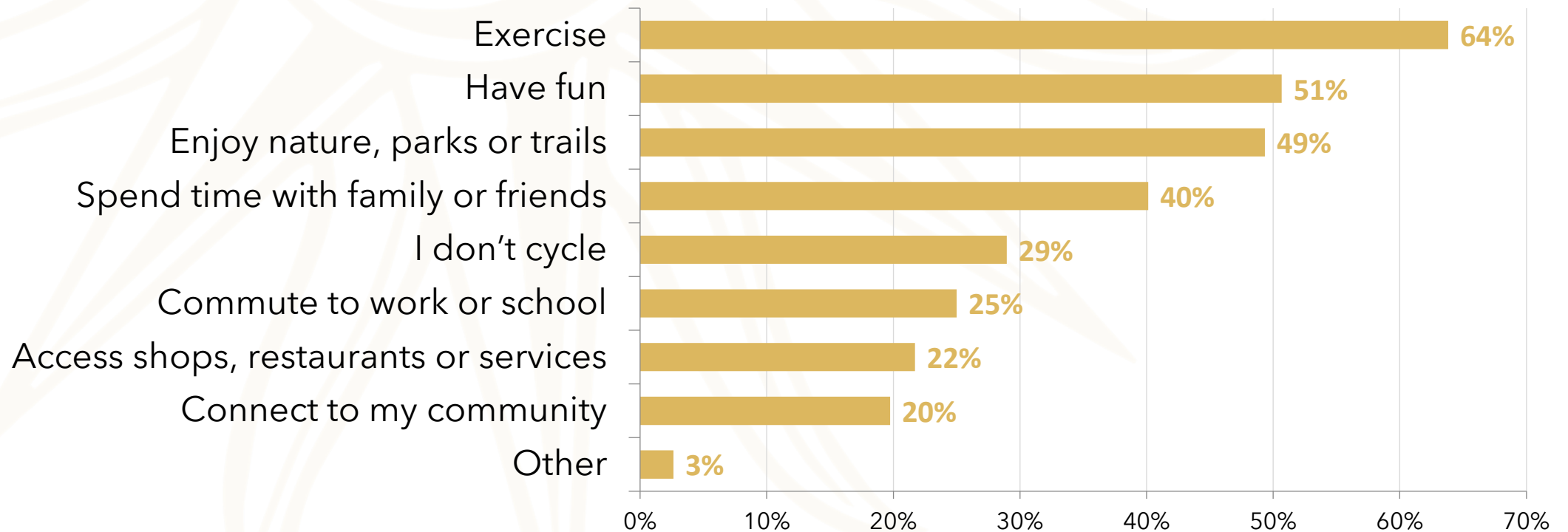


➤ Of those who answered “yes”:

- 36% indicated they are walking, running, hiking and cycling more
- 45% indicated they are driving less due to working at home

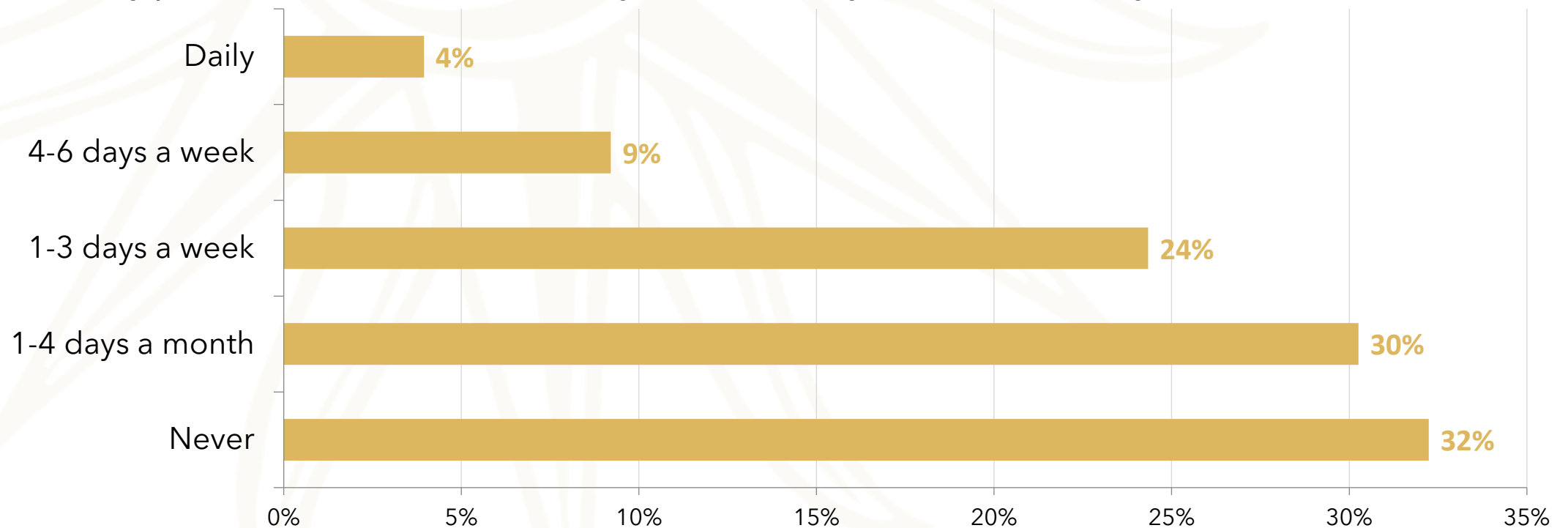
# Cycling in Merritt

*When I cycle, it's to:*



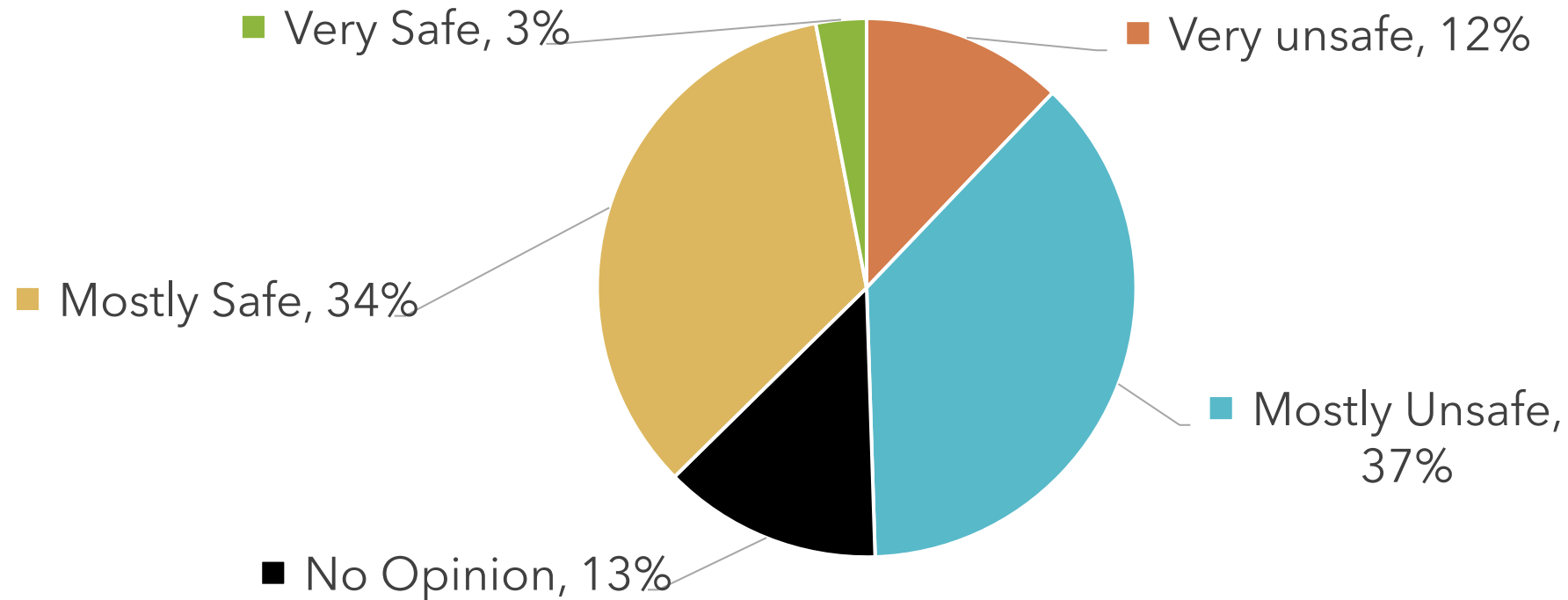
# Cycling in Merritt cont'd

*In a typical month, how many times do you ride a bicycle?*



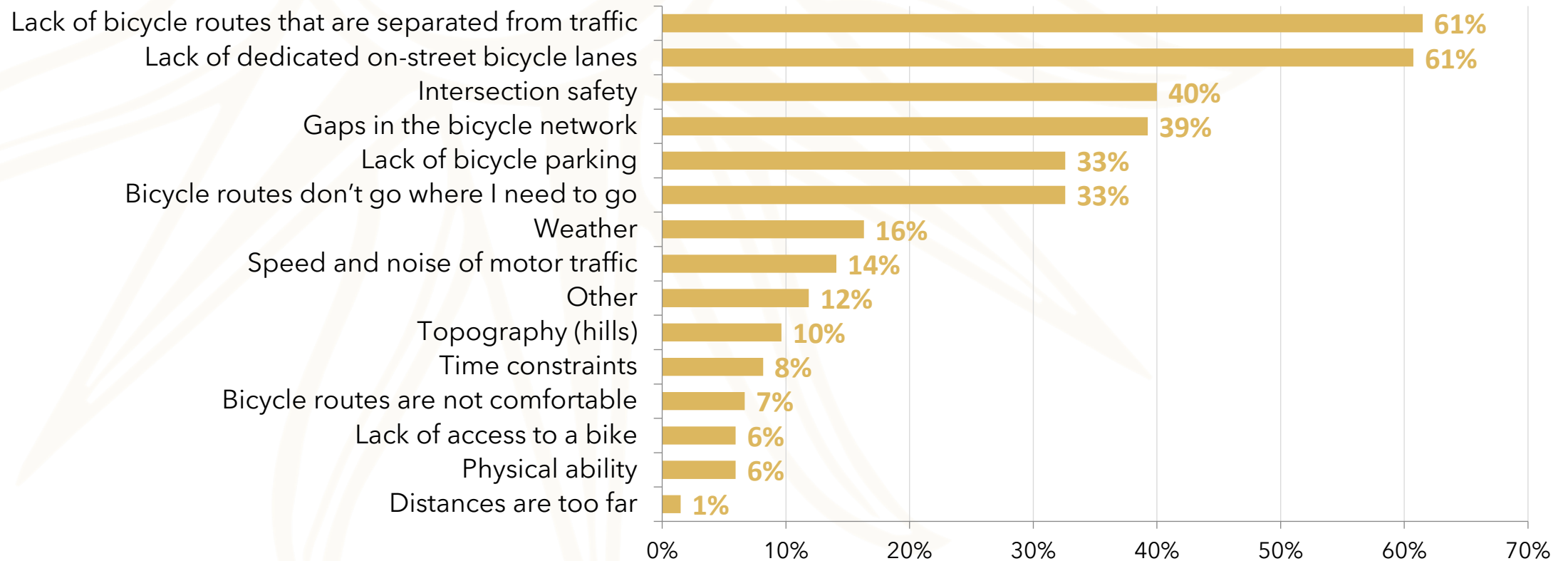
# Cycling in Merritt cont'd

*How safe do you feel cycling in Merritt?*



# Cycling in Merritt cont'd

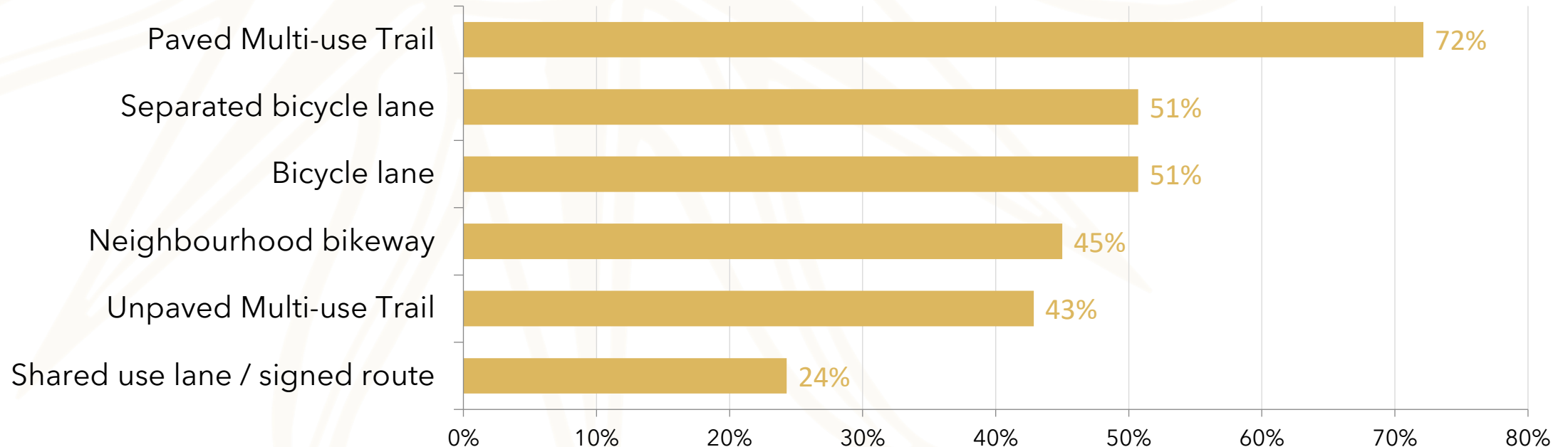
*What are the main issues or challenges for cycling in Merritt?*





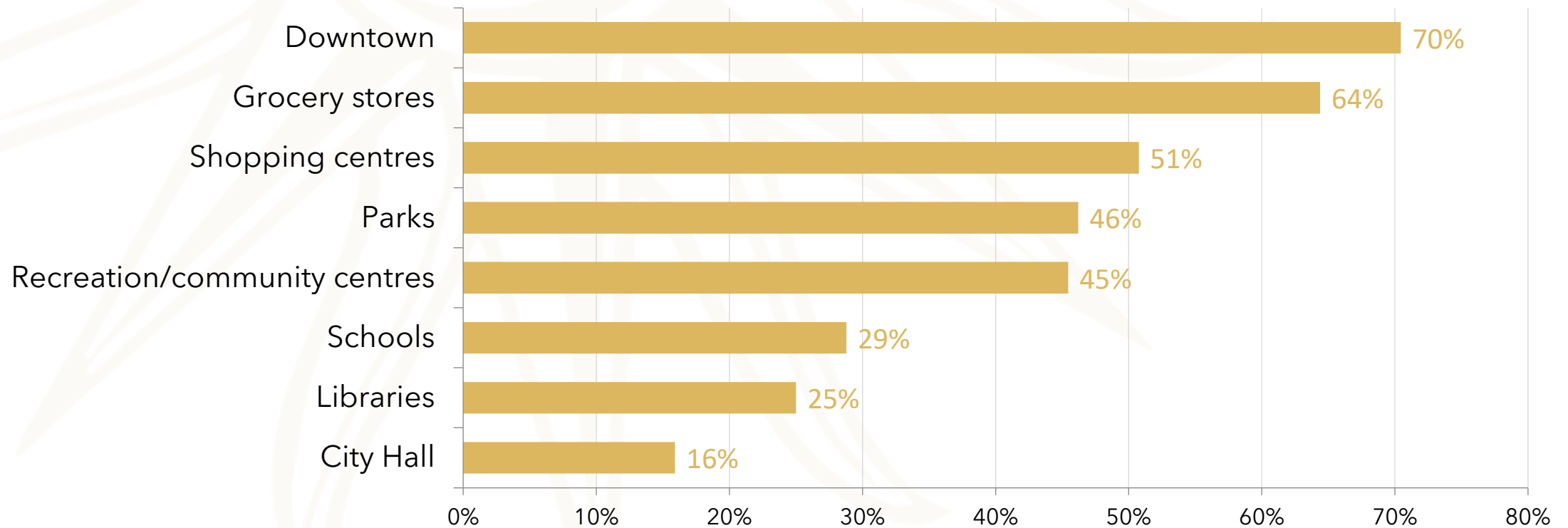
# Cycling in Merritt cont'd

*What facility type(s) would encourage you to cycle more in Merritt?*



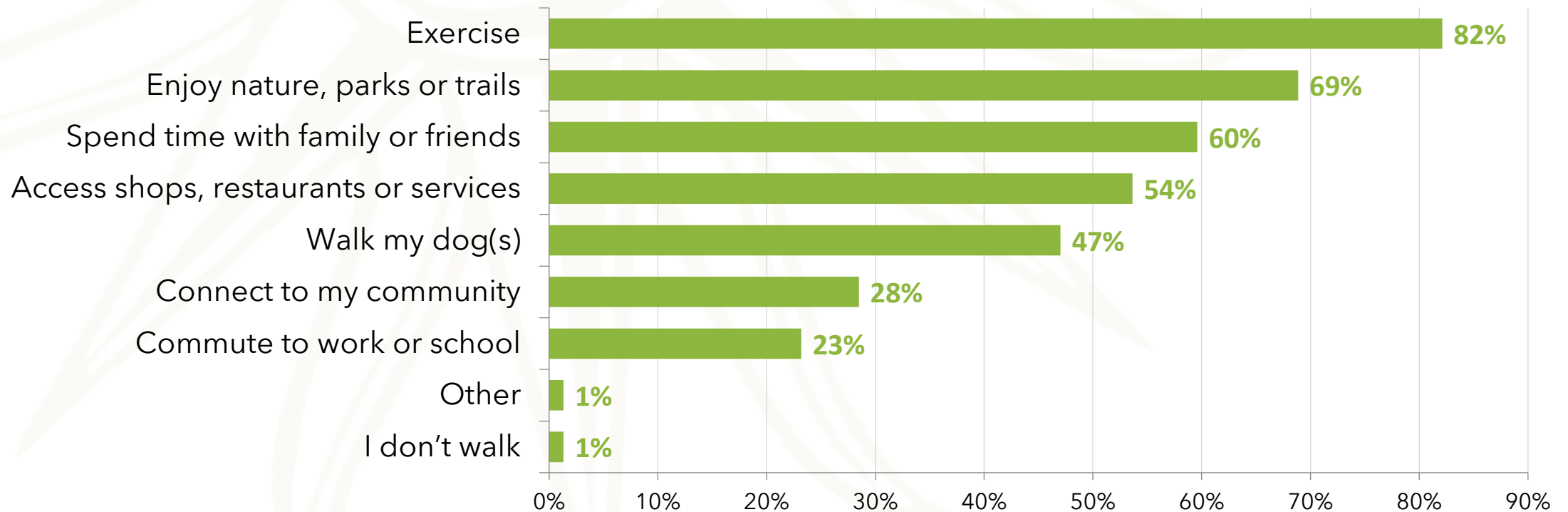
# Cycling in Merritt cont'd

*Where is bike parking most needed?*



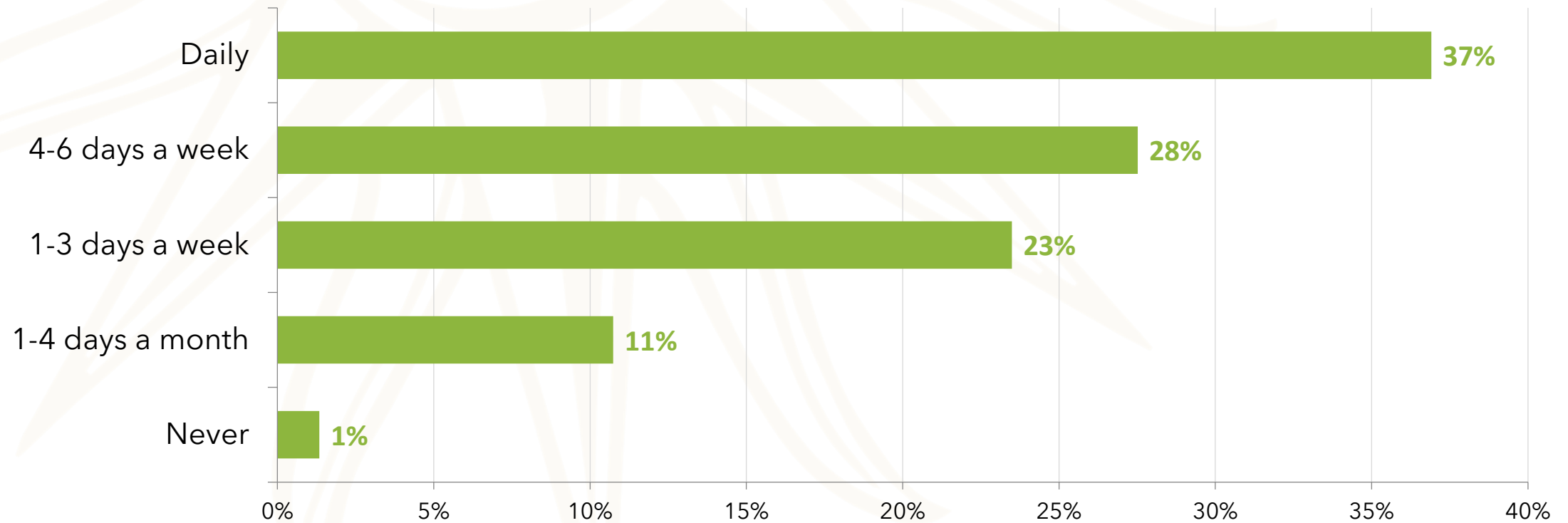
# Walking in Merritt

When I walk, it's to...



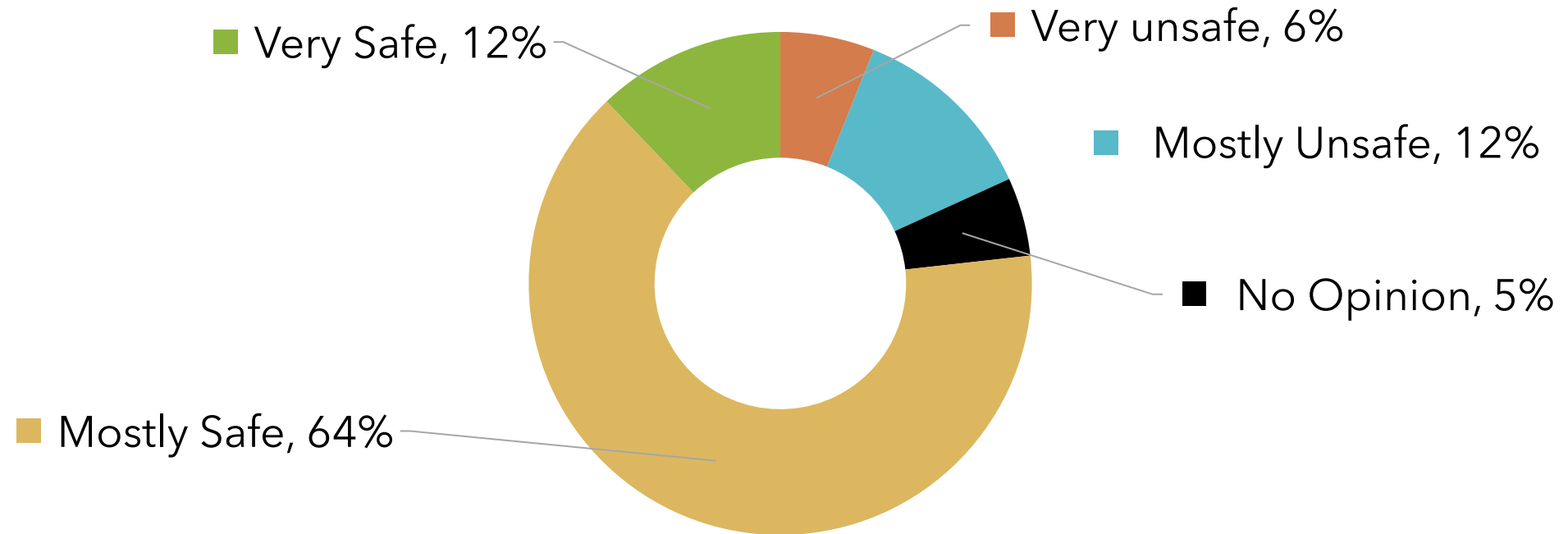
# Walking in Merritt cont'd

*In a typical month, how often do you walk?*



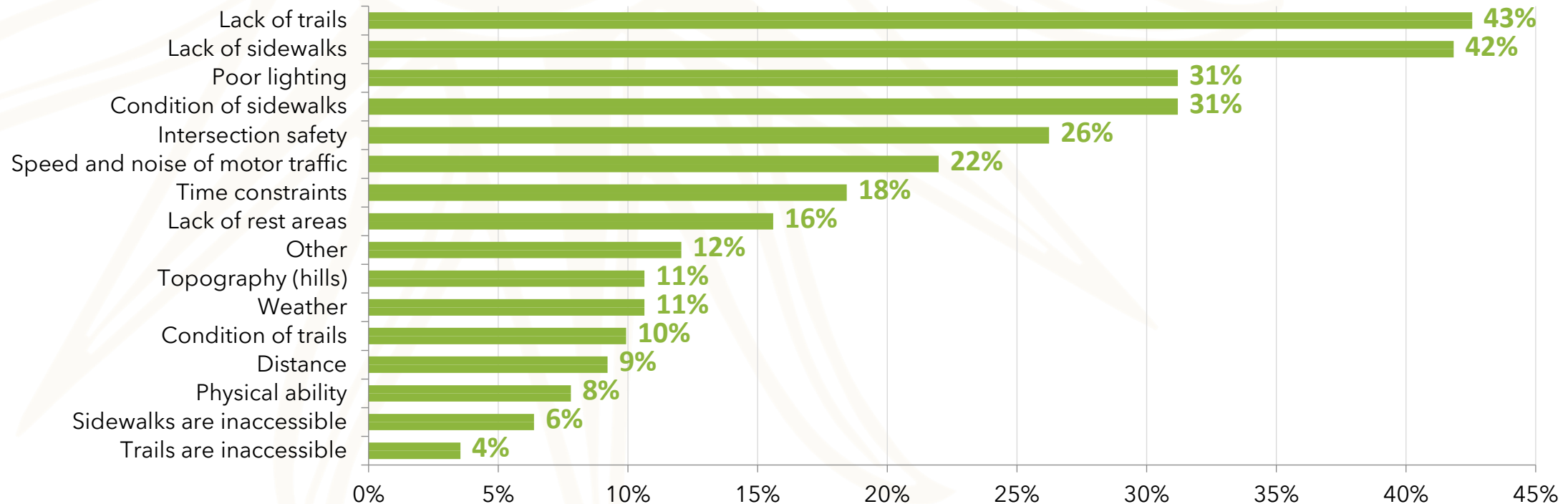
# Walking in Merritt cont'd

*How safe do you feel walking in Merritt?*



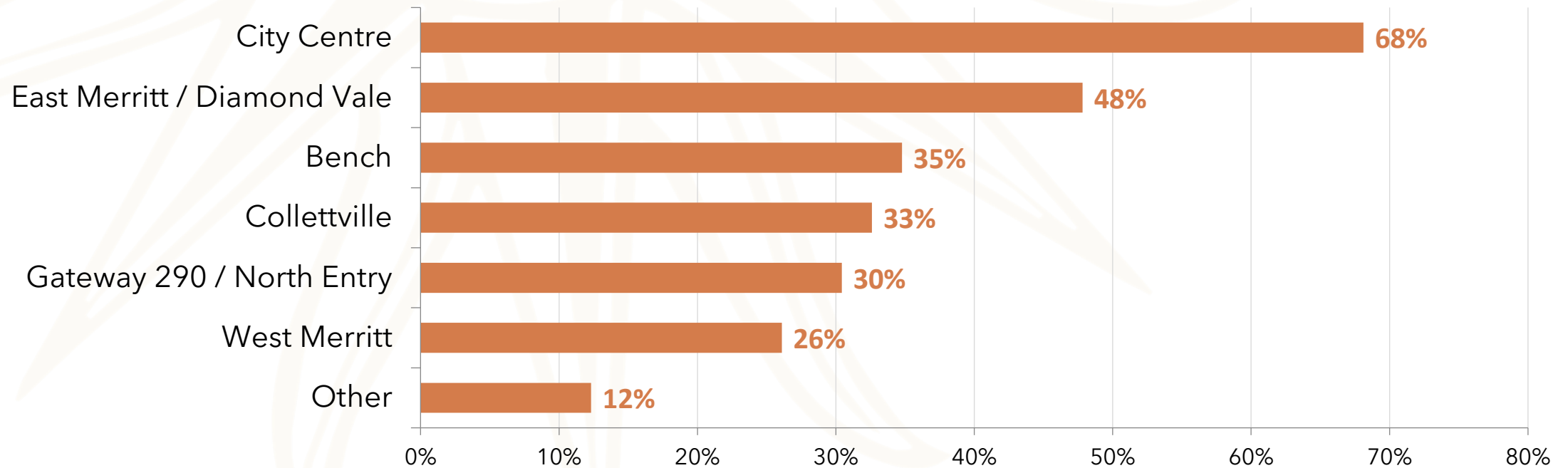
# Walking in Merritt cont'd

*What are the barriers for walking more often than you do in Merritt?*



# Active Transportation Improvements

*In what neighbourhoods would you like to see active transportation improvements?*



# Online Survey Summary Report

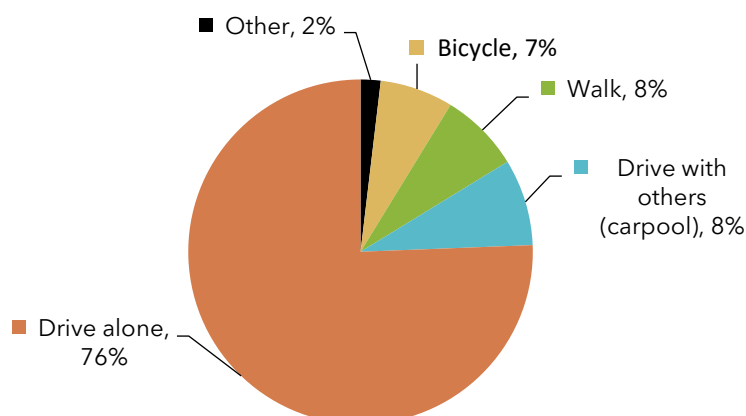
As part of the Active Transportation Plan engagement process, City of Merritt residents were invited to provide input on the challenges they face when using active modes of transportation in Merritt as well as the opportunities for improvements. The online survey was available through the City's website and promoted heavily through social media and other marketing tactics from June 19 to July 8, 2020. In total, 164 responses were collected.

Because of the ongoing COVID-19 pandemic, many of the questions asked participants to consider their transportation before the pandemic began as many residents are now working/studying from home or not currently working/attending school. The following is a summary of what we heard from those who participated in the online survey.

## 1.1 Typical mode of transportation

Respondents were asked to specify their typical mode of transportation for commuting purposes, such as going to work, school, an appointment or picking up groceries before the pandemic. As shown on the graph below, more than 75% of respondents drive alone as their main mode of transportation. Transit was also provided as an option, however those who participated in the survey did not indicate this mode of transportation as their typical mode. Respondents who answered "Other" specified that they are dependent on others to drive (x2) or they have an equal division between walking and driving.

*Before the COVID-19 pandemic, on a typical day, what was your usual mode of transportation for commuting purposes?*



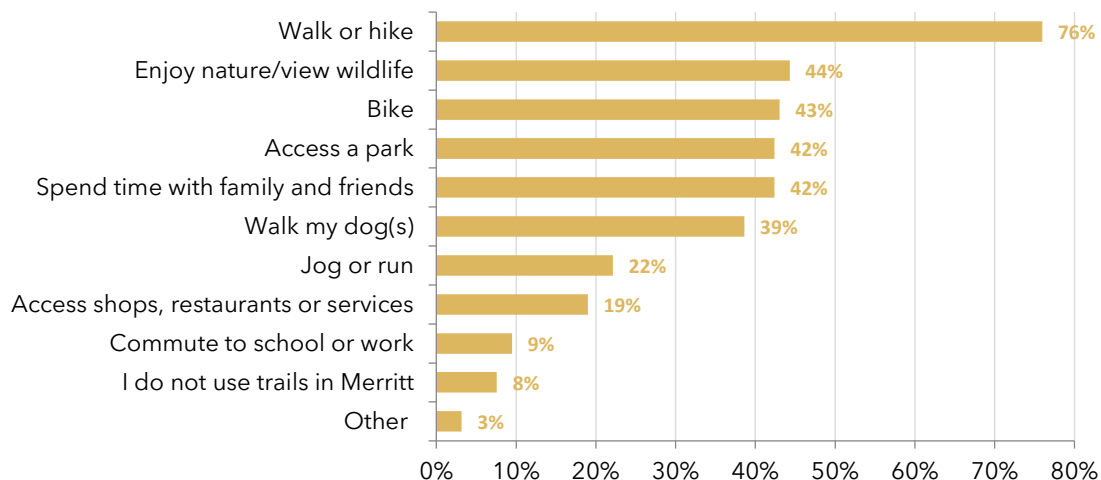
Weather is a factor known to influence what mode of transportation is used when commuting. This question was put to respondents with more than half (58%) indicating that weather does not influence what mode of transportation they use. This result reflects the high percentage of respondents that typically drive along as their main mode of transportation.



## 1.2 Using Merritt's Trail Network

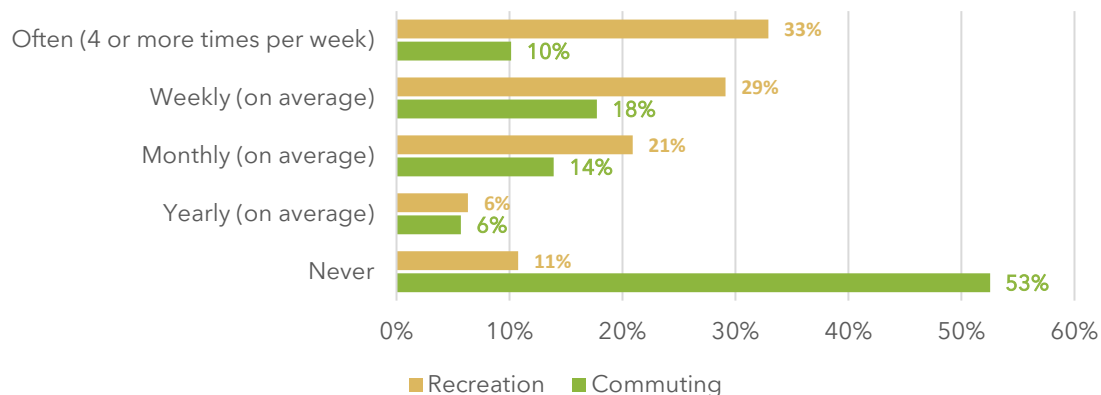
Next, respondents were asked how they currently use Merritt's existing trail network. Ten options were presented with the opportunity to list other uses. Participants were able to select as many options that apply to them. As shown on the graph below, to walk or hike is the most popular reason why respondents use Merritt's trail network (76%). Enjoying nature/wildlife (44%), biking (43%), accessing a park (42%), and spending time with friends and family (42%) were also popular activities among respondents. Of the respondents who answered "Other", the majority commented that they do not believe a trail network exists in Merritt.

*Before the COVID-19 pandemic, how did you use Merritt's existing trail network?*



Respondents were asked how often they use trails in Merritt for both commuting and recreation purposes. When it comes to commuting, the majority of respondents (53%) indicated they do not use the trail network for this purpose. The survey found trails were used more frequently for recreation purposes, as shown on the graph below.

*Before the COVID-19 pandemic, how often did you use the trails in Merritt for recreation and commuting purposes?*

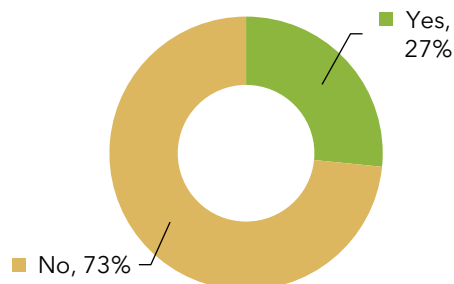


### 1.3 COVID-19 Impacts of Transportation

With COVID-19 impacting individuals in different ways, it was important to understand whether Merritt residents have changed their transportation habits because of the pandemic. The majority of those who participated in the survey (73%) indicated that their typical transportation habits have not changed because of the COVID-19 pandemic.

Those who answered yes, were asked to specify how their transportation habits have changed. In total, 44 respondents provided a response, with 45% indicating that they are driving and commuting less due to working at home. Respondents also noted they have been walking, running, hiking, and cycling more (36%), and others have limited their travel outside of their home to only necessary trips (16%).

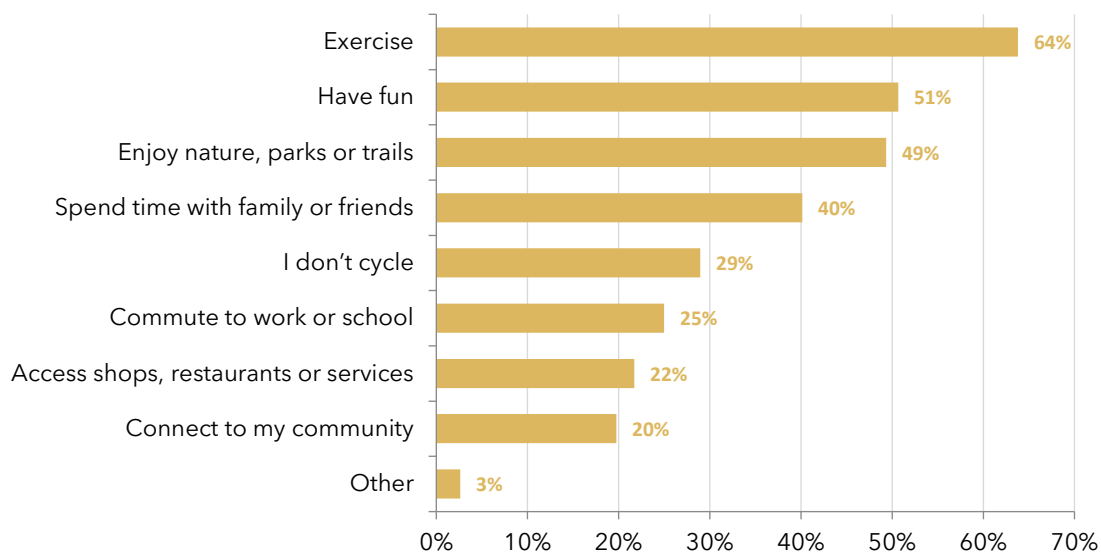
*Since the COVID-19 pandemic, have your typical transportation habits changed?*



### 1.4 Cycling in Merritt

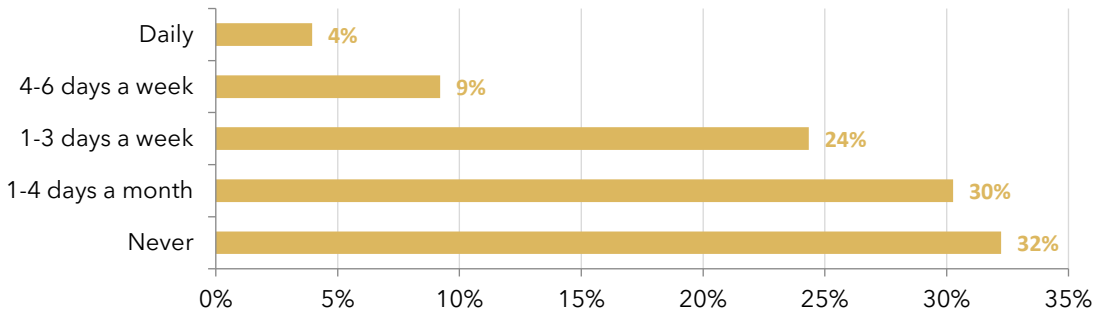
Respondents were presented with a series of questions focused on biking in Merritt. The first question provides a snapshot of the reasons why survey respondents choose to bike. Respondents were presented with nine options and were able to select more than one option. Biking for exercise (64%) and to have fun (51%) were the most popular reasons why respondents bike. Respondents who selected "Other" said that they would like to cycle more, but do not feel safe cycling in Merritt.

*When I cycle, it's to:*



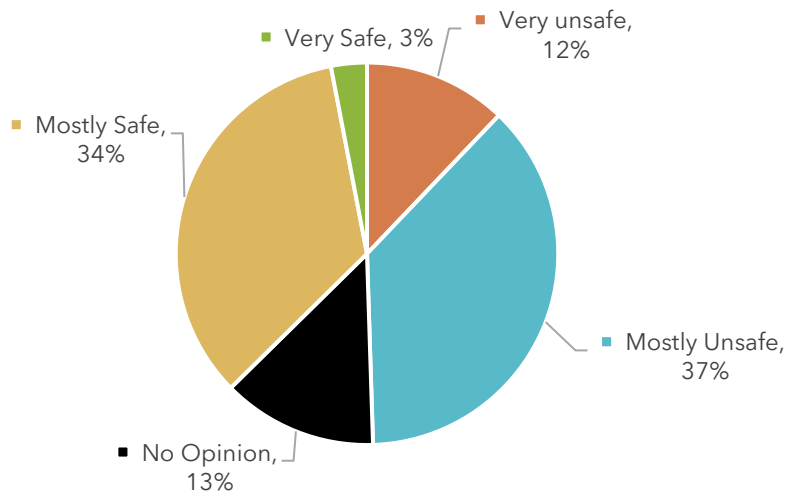
Respondents were then asked to indicate how frequently they ride a bike in a typical month. The survey found 30% of respondents ride a bicycle 1-4 days a month, while only 4% of respondents identified as daily bicycle riders.

*In a typical month, how many times do you ride a bicycle?*



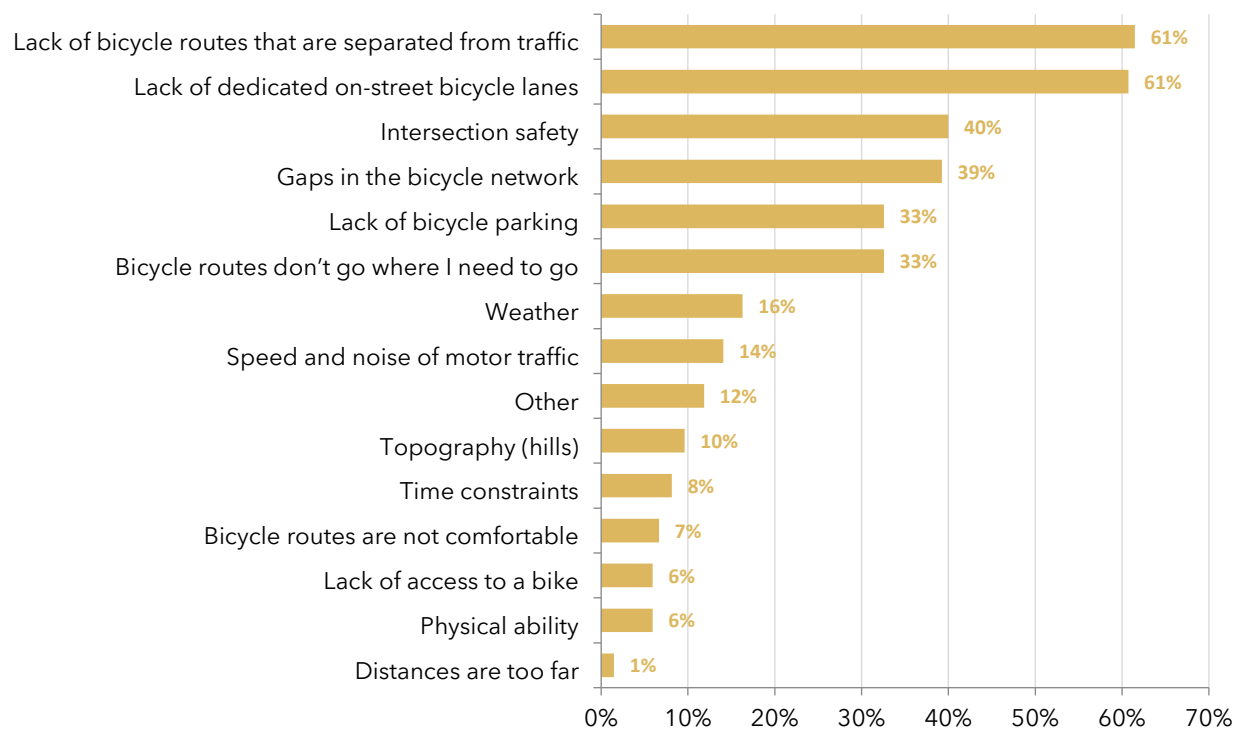
The next question focused on gaining a better understanding of how safe Merritt residents feel when biking in their community. Half of respondents shared they feel (very to mostly) unsafe when cycling in Merritt, compared to 37% of respondents who feel (mostly to very) safe cycling in Merritt.

*How safe do you feel cycling in Merritt?*



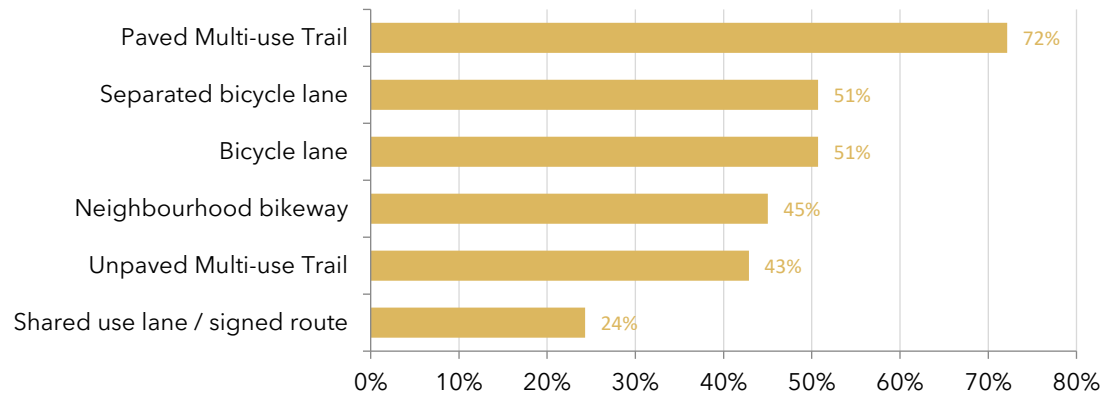
Survey respondents were asked to identify what the main issues or challenges are when it comes to cycling in Merritt. A list of possible issues/challenges were displayed with participants able to select more than one or add additional issues/challenges not listed. Lack of bicycle routes separated from traffic and dedicated on-street bicycle lanes were identified by more than half of respondents (61%) as a main issue/challenge. Of those who selected 'other', theft and a lack of cycling knowledge from drivers and cyclists were identified as additional issues/challenges.

*What are the main issues or challenges for cycling in Merritt?*



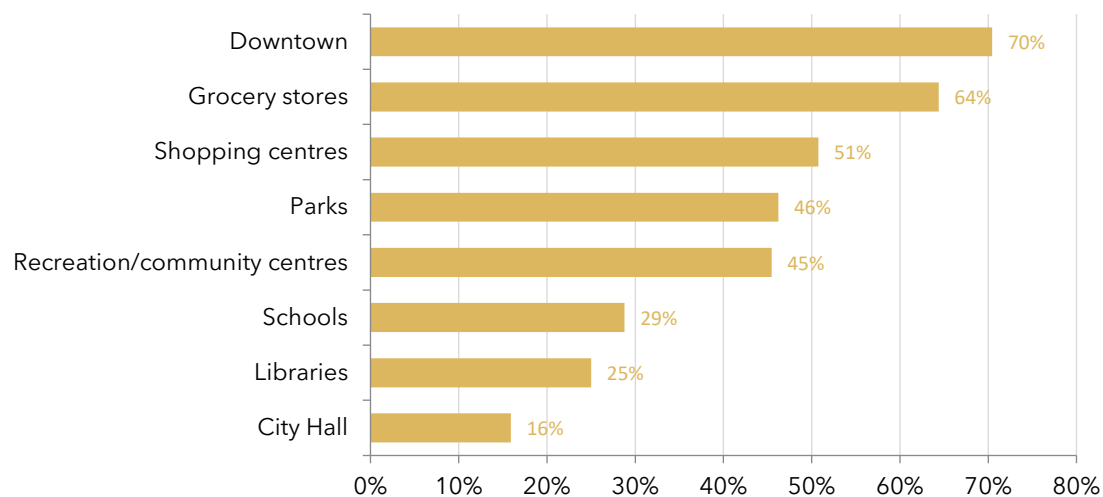
The next question focused on understanding the type(s) of cycling facilities that would make cycling in Merritt more comfortable. Six facility types were displayed with participants able to select more than one option. Paved multi-use trails (72%), bicycle lanes (51%), and separated bicycle lanes (51%) were found to be the most popular facility types among respondents.

*What facility type(s) would encourage you to cycle more in Merritt?*



End-of-trip facilities is another component to making biking an accessible and convenient form of transportation. The survey asked respondents to identify where bike parking is most needed. Eight options were provided, with survey participants able to select multiple locations. More than half of respondents identified downtown (70%), grocery stores (64%), and shopping centres (51%) as locations in most need of bike parking.

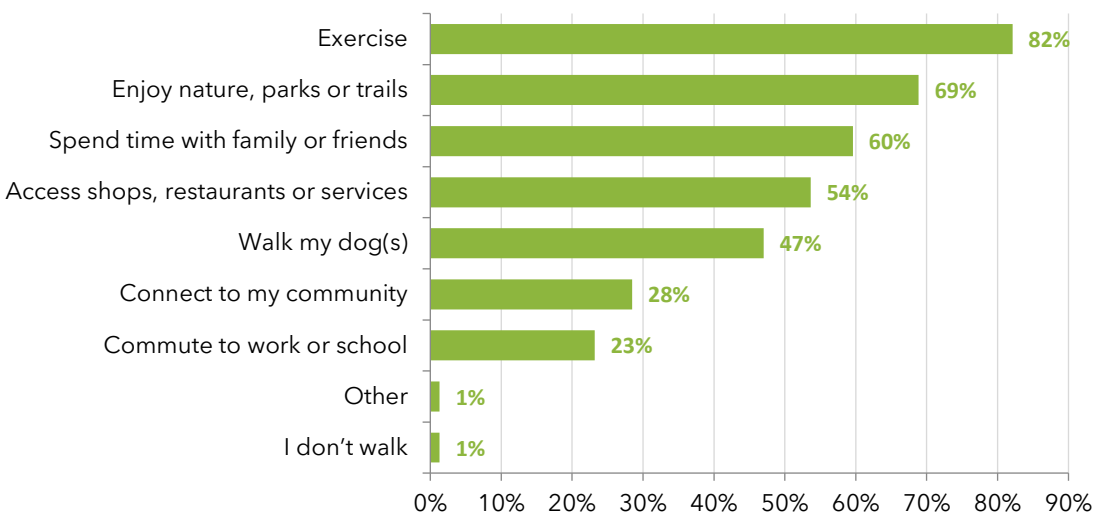
*Where is bike parking most needed?*



### 1.5 Walking in Merritt

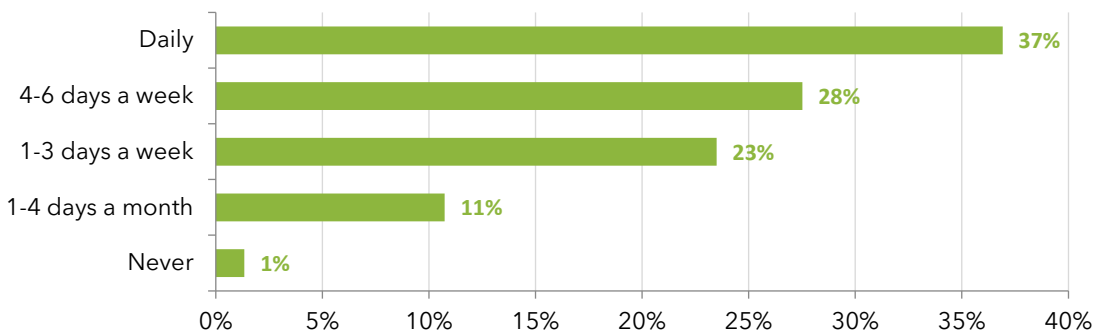
Respondents were presented with a series of questions focused on walking in Merritt. The first question provides a snapshot of the reasons why survey participants choose to walk. Respondents were presented with nine options and were able to select more than one option. Walking for exercise (82%) and to enjoy nature, parks or trails (69%) were the most popular reasons why respondents walk. Respondents who selected "other" said they walk to catch the bus and keep children active.

When I walk, it's to...

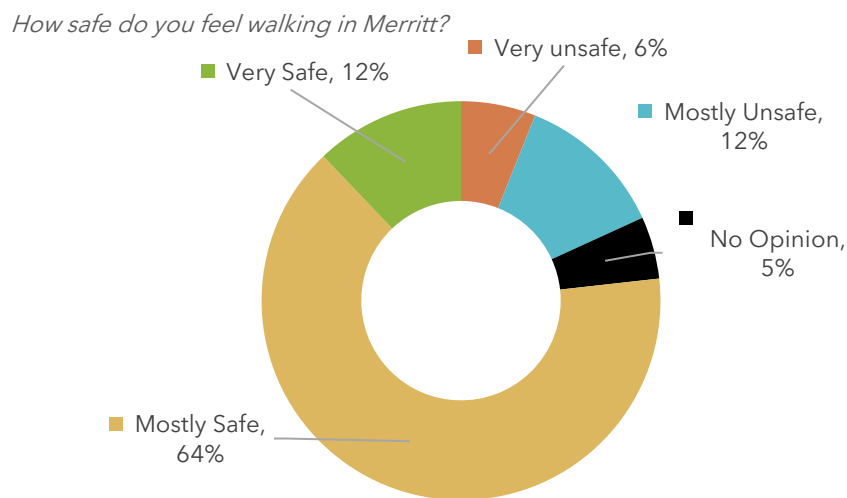


Respondents were asked to indicate how frequently they walk in a typical month. The survey found 37% of respondents walk daily, compared to 12% who either never walk or walk only a few times a month.

*In a typical month, how often do you walk?*

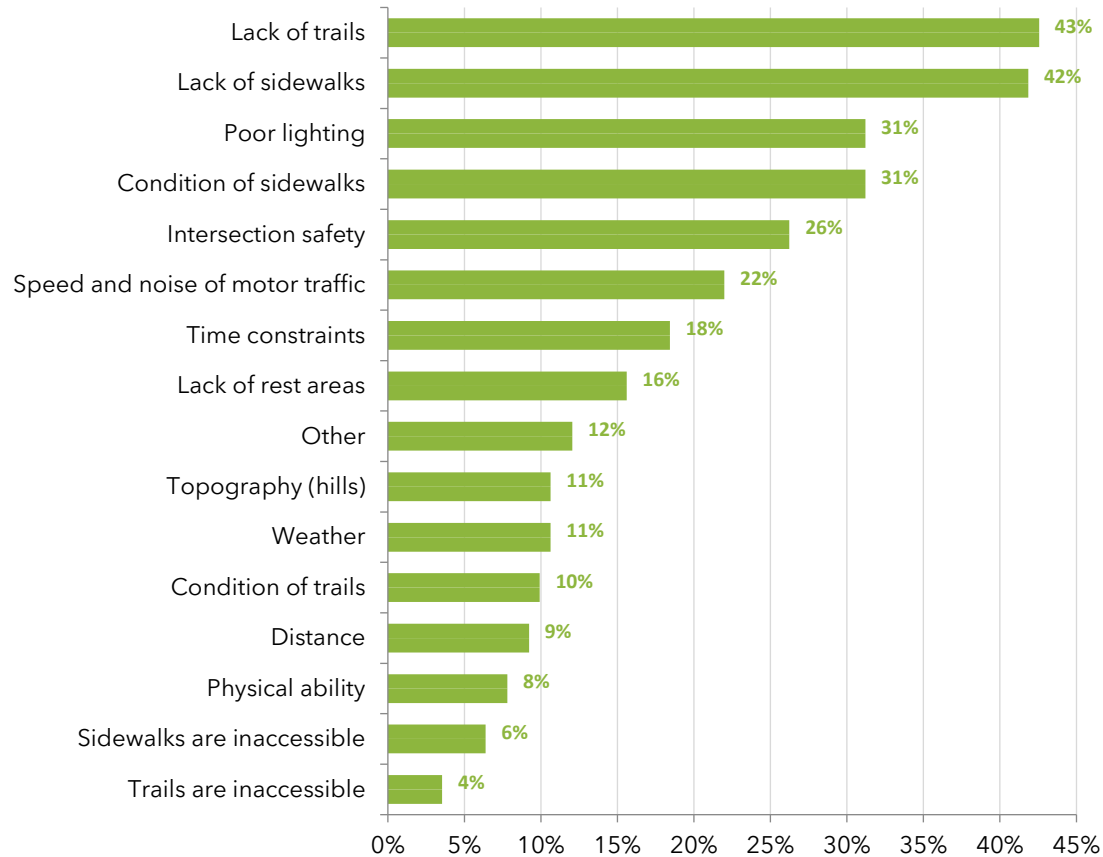


The next question focused on gaining a better understanding of how safe Merritt residents feel when walking in their community. More than half of respondents said they feel mostly safe (64%) or very safe (12%) when walking in Merritt, compared to 6% of respondents who feel very unsafe walking in Merritt.



Survey respondents were also asked to identify what the main issues or challenges are when it comes to walking in Merritt. A list of possible issues/challenges were displayed, participants were able to select more than one or add additional issues/challenges not listed. Lack of trails (42%) and lack of sidewalks (40%) were identified as some of the top issues related to walking in Merritt. Those who selected "other" identified feeling unsafe and lack of amenities as additional barriers to walking in Merritt.

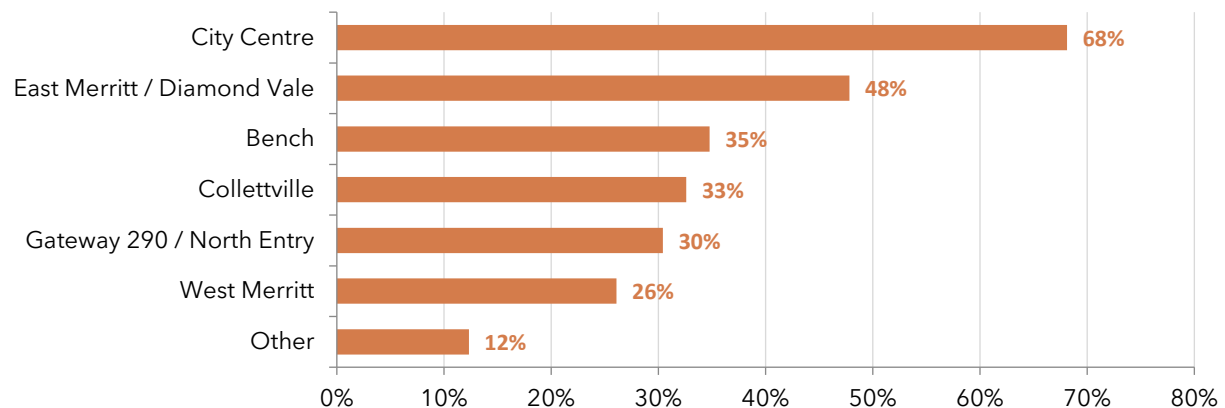
*What are the barriers for walking more often than you do in Merritt?*



## 1.6 Wrap-up Questions

Participants were asked to identify three neighbourhoods where they would like to see active transportation improvements. The City Centre was identified by 86% of respondents, followed by East Merritt / Diamond Vale (48%).

*In what neighbourhoods would you like to see active transportation improvements?*





Of those who selected “other”, the following responses were identified:

- All neighbourhoods (x3)
- Nicola Avenue and Vought Street (x3)
- Sidewalks along Armstrong Street and Ransom Avenue (x3)
- Routes to schools (x2)
- Facilities connecting Diamond Vale to the city centre
- Facilities connecting Bench to the city centre
- Connection from walking bridge at end of Quilchena to the hill by the cement plant
- Lower Nicola
- Lindley Creek

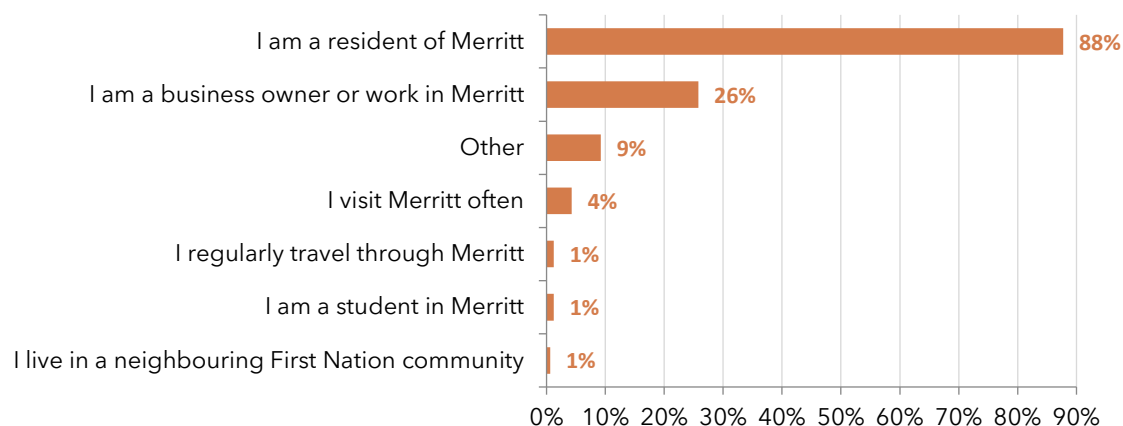
The survey ended with respondents given the opportunity to provide any final comments. In total, 65 comments were received. The following themes emerged from a review of the comments.

- Lack of facilities makes active transportation feel unsafe
- Improving active transportation is important
- More sidewalk infrastructure
- Conflicts between people biking and people driving
- Prioritize building the trail network

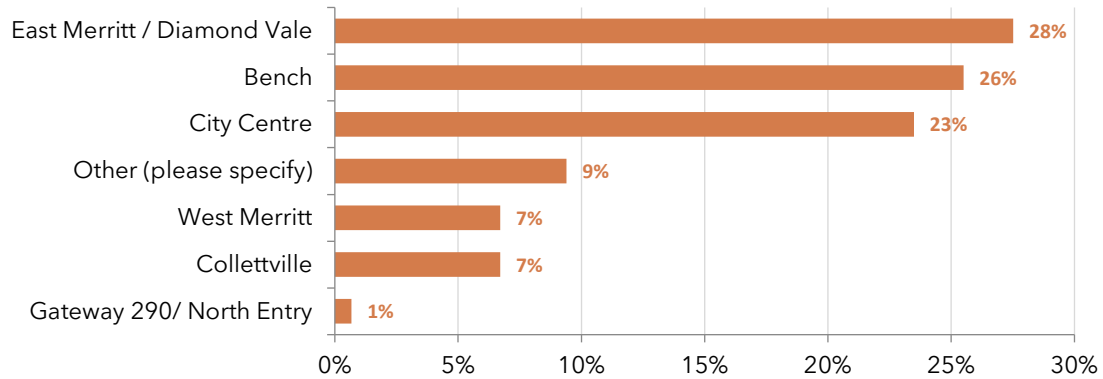
## 1.7 Demographics

Survey participants were asked the following demographic questions to capture who participated in the survey and identify groups we may have missed and need to seek out during later phases of engagement.

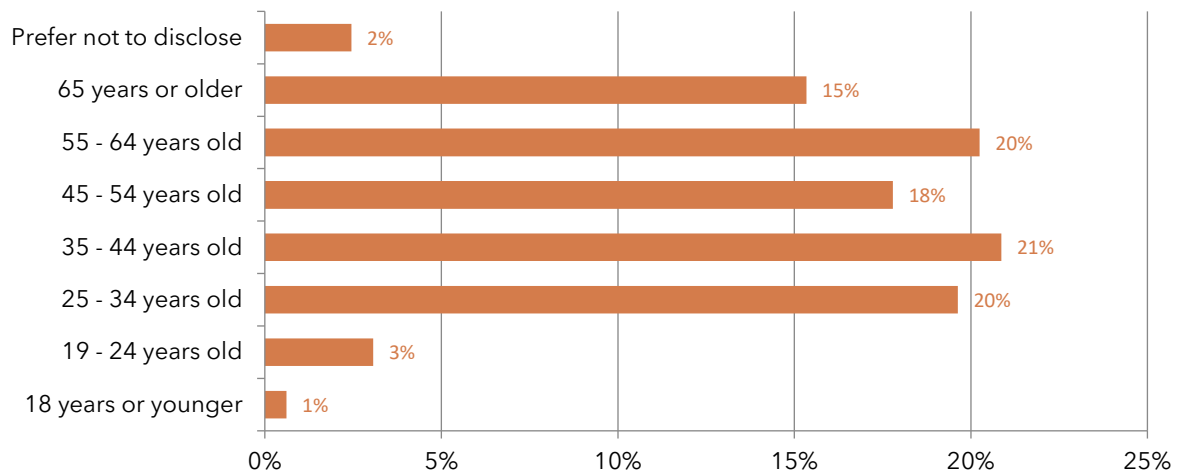
*Which best describes you?*



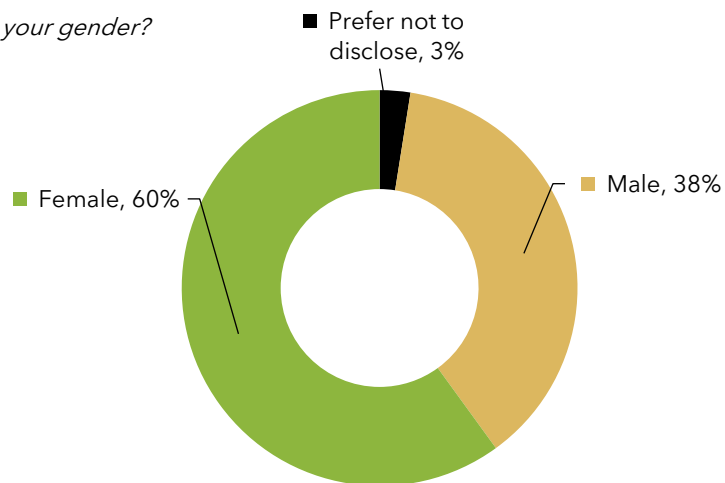
*If you are a resident of Merritt, what neighbourhood do you live in?*



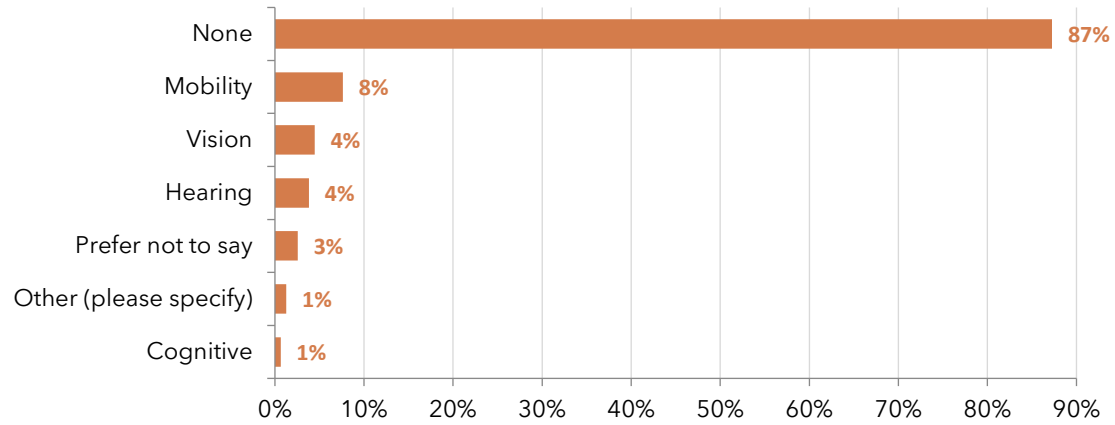
*What is your age?*



*What is your gender?*



*Do you have any limitations?*



# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**July 21, 2020**

**File Number: 0640**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Don McArthur, Planning Manager  
**Date:** July 15, 2020  
**Subject:** Zoning Bylaw Engagement Update

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**RECOMMENDATION:**

**THAT Council receive this report as information.**

**Background:**

Staff presented the proposed Zoning Bylaw No. 2284, 2020 at the Regular Council Meeting on June 30<sup>th</sup>. At the meeting, Council directed staff to organize additional public engagement sessions, prior to scheduling a Public Hearing.

**Webinar**

Staff have scheduled an online Q&A session on Thursday, July 23 from 5:00 – 6:00 pm. Participants are asked to submit their questions ahead of time to [planning@merritt.ca](mailto:planning@merritt.ca) or through the web form at <http://merritt.ca/zoningbylaw>.

**Open House**

An in-person event at the Civic Centre has been scheduled for Tuesday, July 28 from 5:00 – 6:00 pm. This event is subject to Provincial direction regarding COVID-19 protocols.

To manage the number of attendees, so that proper physical distancing can be observed, residents must RSVP to [planning@merritt.ca](mailto:planning@merritt.ca) by noon on July 27<sup>th</sup>. The attendance limit is set at 20.

Submit A Question

Residents who are unable to attend either engagement session are encouraged to submit a question to Planning staff at [planning@merritt.ca](mailto:planning@merritt.ca).

Advertisement

The aforementioned methods of providing feedback on the proposed bylaw are detailed on the City's new website, on a webpage dedicated to the proposed Zoning Bylaw (<http://merritt.ca/zoningbylaw>).

The webinar and open house events will also be advertised in the July 16<sup>th</sup> and 23<sup>rd</sup> editions of the Merritt Herald.

COVID Preparations

Hand sanitizer and cleaning products will be purchased for the July 28 event. No refreshments will be provided, to reduce the possibility of physical interactions between attendees. Chairs for attendees will be spaced a minimum of 2 metres apart.

Options / discussion

1. THAT Council receive this report as information.

Financial / Risk Implications:

N/A

Others Consulted:

- Ministry of Transportation and Infrastructure
- Agricultural Land Commission

Attachments:

None.

Respectfully submitted,

**Don McArthur**  
**Planning and Development Services Manager**

# CITY OF MERRITT

## BYLAW NO. 2285

---

### A BYLAW TO AMEND FEES AND CHARGES BYLAW

---

WHEREAS section 194 of the *Community Charter* permits a local government to impose fees and charges for all or parts of a service of the municipality;

AND WHEREAS Council adopted Fees and Charges Bylaw No. 2176, 2015;

AND WHEREAS Council for the City of Merritt wishes to amend fees and charges from time to time;

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

1. This bylaw will be cited as **“FEES AND CHARGES AMENDING BYLAW NO. 2285, 2020”**
2. Schedule “D” of City of Merritt Fees and Charges Bylaw No. 2176, 2015, as amended, is hereby replaced in its entirety with the attached Schedule “A”.
3. Schedule “E” of City of Merritt Fees and Charges Bylaw No. 2176, 2015 is amended by removing the line “RCMP Criminal Searches - \$35.00 per criminal search” from the table.
4. City of Merritt Fees and Charges Bylaw No. 2176, 2015, is amended by adding the attached Schedule “B” as Schedule “N”.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Linda Brown,  
MAYOR

\_\_\_\_\_  
Sean Smith,  
CORPORATE OFFICER

**Schedule “A”**

**SCHEDULE D TO BYLAW NO. 2176, 2015  
CEMETERY FEE SCHEDULE**

<b>Grave Space</b> (including Care Fund Contribution of 25%)	<b>Resident</b>	<b>Non-Resident</b>
Adult	\$ 700.00	\$ 850.00
Child	\$ 500.00	\$ 600.00
Infant	\$ 400.00	\$ 500.00
Cremated Remains	\$ 350.00	\$ 450.00

<b>Burial Fees</b>	<b>Resident</b>	<b>Non-Resident</b>
Adult	\$ 745.00	\$ 795.00
Child	\$ 490.00	\$ 540.00
Infant	\$ 385.00	\$ 435.00
Cremated Remains	\$ 375.00	\$ 425.00

<b>Columbarium Niche</b> (including Care Fund Contribution of 10%)	<b>Resident</b>	<b>Non-Resident</b>
Top Row (12" x 12" x 16")	\$ 1,925.00	\$ 2,310.00
Middle Row (12" x 12" x 16")	\$ 1,760.00	\$ 2,112.00
Bottom Row (12" x 12" x 16")	\$ 1,650.00	\$ 1,980.00
Base Row (12" x 12" x 27")	\$ 2,585.00	\$ 3,102.00

<b>Exhumation Fees</b>	<b>Resident</b>	<b>Non-Resident</b>
Adult	\$ 845.00	\$ 895.00
Child	\$ 590.00	\$ 640.00
Infant	\$ 485.00	\$ 535.00
Cremated remains	\$ 475.00	\$ 525.00

<b>Miscellaneous Goods and Services</b>	<b>Fee</b>
Deeper depth burial	\$ 500.00
Extra Charge for Burials Before 9:00 AM or After 2:30 PM - Monday to Friday	\$ 200.00
Extra Charge for Burials on Saturday, Sunday or Statutory Holidays	\$ 300.00
Transfer of license	\$ 50.00
Memorial Installation or Niche portrait Installation	\$ 100.00
Niche Open and Close fee	\$ 100.00
Removal of Memorial	\$ 100.00
Reinstallation of Memorial	\$ 100.00
Fiberglass grave liners	City cost plus 15%

\* In addition, all above charges are subject to applicable taxes.

**Schedule "B"**

**SCHEDULE N TO BYLAW NO. 2176, 2015  
RCMP Administrative Fees and Charges**

<b>Service or Document Provided</b>	<b>Fee</b>
Accident Investigation, Insurance Inquiries, Legal Inquiries	\$60.00 + \$0.50 per page
Court Orders	\$80.00 + \$0.50 per page
Colour Photos (Printed)	\$1.50 per page
Digital Photos (CD/DVD)	\$25.00
Fingerprints	\$55.00
Field or Scale Diagrams	\$30.00
Mechanical Inspection Report	\$350.00
MV6020 (ICBC Accident Report Form)	\$40.00
Photocopies	\$0.50 per page
Police Information Checks (PICS/Criminal Record Checks)	\$45.00
Shipping & Packaging	\$10.00
Traffic Analyst Reports	\$100.00 + \$0.50 per page
Transcription of Statements	\$7.50 per page
Volunteers/Non-profit organizations – Criminal Record Checks or fingerprints	No Charge

\*Taxes, where applicable, are not included



# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**July 21, 2020**

**File Number: 1980-50**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Wayne Anderson, Director of Finance & IT  
**Date:** July 15, 2020  
**Subject:** 2020 Tax Sale

---

**RECOMMENDATION:**

**THAT Council instruct staff to make the arrangements for a tax sale as normal on September 28, 2020, without the October penalties applied**

**Background:**

Each year, the City is required under the *Local Government Act* to hold a tax sale on the last Monday in September. This sale affects properties whose taxes are at least two years late, and the City places them for sale at the “upset price” of the delinquent, arrears and current taxes plus interest, penalties and fees.

Any properties sold under this sale cover the City’s unpaid taxes. The owner can avoid a sale by paying the delinquent taxes plus interest prior to the tax sale date. If the property is sold during the tax sale, the owner has one year to redeem the property by paying all the outstanding taxes, interest, penalties and fees along with interest to the buyer based on the amount of the tax sale purchase price.

The Provincial Government has made a number of Orders altering normal governance and operating procedures in response to the COVID-19 pandemic. Order M159 allows for the deferral of the 2020 tax sale to September 27, 2021, the date of the 2021 tax sale. This is not obligatory, and Council can decide whether or not to proceed with any deferral.

The penalty date on the 2020 taxes was changed from July 3, 2020 to October 1, 2020, to provide more leeway for residents experiencing adverse economic effects from the

pandemic. The change in penalty date beyond the tax sale date has implications for the calculated upset price of any properties subject to the tax sale.

### **Discussion**

Merritt has not needed to hold a tax sale in recent years. At the time of writing, the current number of delinquent properties is similar to the number of delinquent properties on this date in 2019. As such, although the tax sale can be postponed, staff believe a tax sale may not be needed at all in 2020. Should properties remain delinquent, and a tax sale is required, the number of properties and likely bidders will be low.

Should Council wish to delay under Order M159, a Bylaw would need to be adopted before August 31<sup>st</sup> 2020; this Bylaw may be given three readings and adoption at a single meeting. Within two weeks of the bylaw adoption, council must send notice to each property owner with delinquent taxes. The notice must state that the tax sale has been delayed for one year, and, unless paid at any time prior to the 2021 tax sale, the outstanding delinquent taxes for 2020 will remain as delinquent through the remainder of 2020 and 2021 (up to the 2021 tax sale date) and will continue to accrue interest.

If Council wish to proceed with the 2020 tax sale, the “upset price” – the minimum price at which the properties are offered for sale – will need to be calculated. This is normally the amount of delinquent taxes plus interest, taxes in arrear plus interest, current year taxes plus penalty along with additional fees. For 2020, the tax due date was July 2, 2020, Council delayed the penalty date from July 3, 2020 to October 1, 2020. Therefore, staff propose not to include the 2020 penalty on current taxes in the upset price, as it will not be applied until a few days after the tax sale takes place.

### **Options**

- 1. That Council instruct staff to make the arrangements for a tax sale as normal on September 28, 2020, without the October penalties applied**
- 2. That Council continue with the sale but instruct staff to add the 2020 penalties to the upset price prior to October 1, 2020 penalty date**
- 3. That Council instruct staff to bring a Bylaw to a meeting in August, delaying the 2020 tax sale to September 27, 2021.**

**Respectfully submitted,**

**Wayne Anderson, CPA, CMA  
Director of Finance & IT**

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**July 21, 2020**

**File Number: 3150**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Wayne Anderson, Director of Finance & IT  
**Date:** July 16, 2020  
**Subject:** 2019 Report on Development Cost Charges

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**RECOMMENDATION:**

**THAT Council accept the 2019 Development Cost Charges Report as submitted**

**Background:**

The City collects development cost charges (DCC's) in accordance with the City of Merritt Bylaw No. 1895, 2005, pursuant to section 933 (now s559) of the *Local Government Act*. The funds are collected to offset the costs of increased demands on existing infrastructure as a result of new development.

According to Sec 569 (1) of the *Local Government Act*, it is an annual requirement for all local governments to prepare and consider a report with respect to the annual development cost charges for the previous year. The report is required to be available to the public until June 30<sup>th</sup> of the following year. The 2019 Development Cost Charges Report is attached for Council's consideration.

The report details the distribution of the DCC's collected and shows interest credited to the individual funds in 2019. There was a total of \$410,152 collected in DCC's and \$100,955 in interest earned in 2019 resulting in a total DCC's balance of \$4,931,315. There were no expenditures in 2019.

A review of the DCC Bylaw is scheduled to be undertaken in 2021, which will look at the rates and eligible projects.

**Attachments:**

2019 Development Cost Charges Report

**Respectfully submitted,**

**Wayne Anderson, CPA, CMA  
Director of Finance & IT**

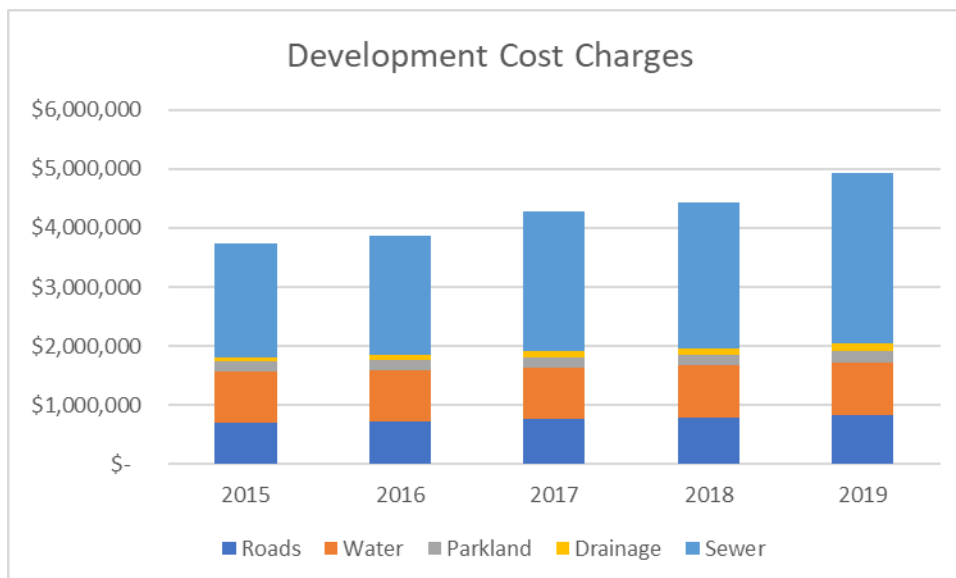
## 2019 Development Cost Charges Report

The City collects development cost charges (DCC's) in accordance with the City of Merritt Bylaw No. 1895, 2005, pursuant to section 933 (now s559) of the Local Government Act. The funds are collected from new development projects within the City that place an additional burden on the City's existing infrastructure. The monies are used to partially offset the cost of new infrastructure for which those developments are having an impact.

Development cost charges are collected and tracked for five different purposes, Roads, Water, Parks, Drainage and Sewer. These funds must be used for the specific purpose for which they were collected. The table below shows the contributions, interest earned and expenditures for each fund in 2019.

	Roads	Water	Parkland	Drainage	Sewer	Total
Opening Balances	\$ 788,907	\$ 878,886	\$ 177,749	\$ 116,180	\$ 2,458,488	\$ 4,420,209
Contributions Received	\$ 20,392	\$ -	\$ -	\$ 21,305	\$ 368,455	\$ 410,152
Investment Income	\$ 16,914	\$ 18,369	\$ 3,715	\$ 2,873	\$ 59,083	\$ 100,955
Expenditures	-	-	-	-	-	-
<b>Closing Balances</b>	<b>\$ 826,213</b>	<b>\$ 897,254</b>	<b>\$ 181,464</b>	<b>\$ 140,358</b>	<b>\$ 2,886,026</b>	<b>\$ 4,931,315</b>

### Development Cost Charges 2015-2019



	Roads	Water	Parkland	Drainage	Sewer	Total
2015	\$ 710,198	\$ 850,103	\$ 171,928	\$ 70,931	\$ 1,934,265	\$ 3,737,425
2016	\$ 727,102	\$ 856,904	\$ 173,303	\$ 99,037	\$ 2,012,227	\$ 3,868,574
2017	\$ 769,734	\$ 865,045	\$ 174,949	\$ 111,439	\$ 2,357,278	\$ 4,278,446
2018	\$ 788,907	\$ 878,886	\$ 177,749	\$ 116,180	\$ 2,458,488	\$ 4,420,209
2019	\$ 826,213	\$ 897,254	\$ 181,464	\$ 140,358	\$ 2,886,026	\$ 4,931,315

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**July 21, 2020**

**File Number: 0570**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Will George, Economic Development & Tourism Manager  
**Date:** July 16, 2020  
**Subject:** City of Merritt BC PNP Committee 2020 Second 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 July 16, 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 14<sup>th</sup>, 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.

To-date the City of Merritt, via the BC PNP Committee, has provided 14 letters of referral to foreign entrepreneurs as outlined below:

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

**Options / discussion**

N/A

**Attachments:**

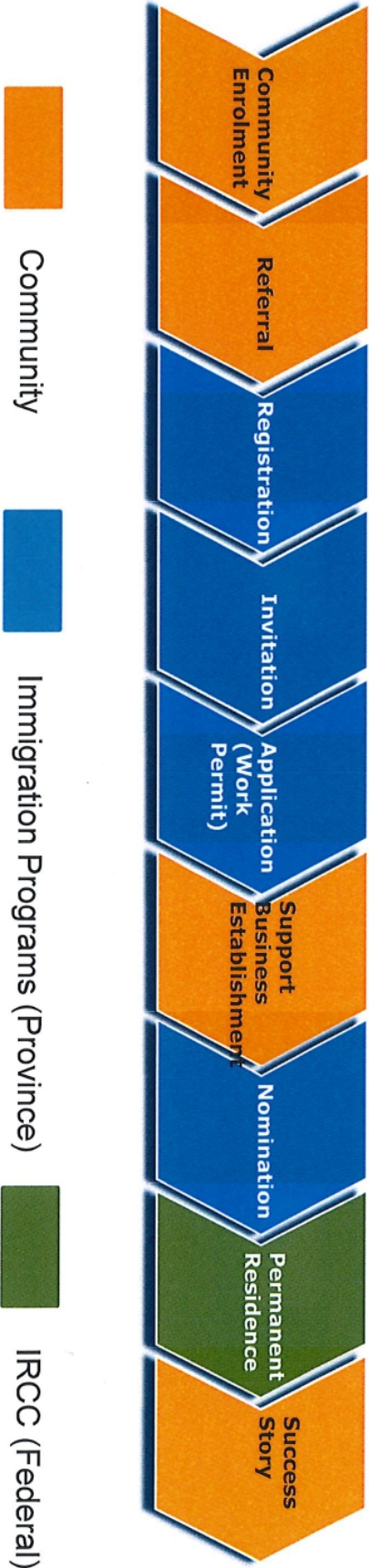
BC PNP Application Flowchart

**Respectfully submitted,**

**Will George**  
**Economic Development, Communication and Tourism Manager**

Role of the BC PNP

Application process





# 2020 PROVINCIAL APPOINTMENTS BOOK

---

## Meeting Requests with:

The Premier and Cabinet Ministers and  
Provincial Government Staff from Ministries,  
Agencies, Commissions and Corporations (MACC)

Will be scheduled the week prior to 2020 UBCM CONVENTION  
September 14 – 18, 2020

Via Conference Call



Ministry of  
Municipal Affairs  
and Housing



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## INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and Provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2020 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister Selina Robinson, Municipal Affairs and Housing and responsible for local governments; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2020 UBCM Convention.

**All meetings for the 2020 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.**

### Meeting Dates

Meetings with the Premier and Cabinet Ministers including the Minister of Municipal Affairs and Housing will take place by conference call during the following dates:

**Monday, September 14, 2020  
to  
Friday, September 18, 2020**

Meetings with MACC staff will take place by conference call during the following dates:

**Tuesday, September 15, 2020  
to  
Thursday, September 17, 2020**

### Provincial Appointment Desk

If you have any questions or need assistance regarding your meeting request, contact:

**Eri Moriya**

MACC UBCM Meeting Request Coordinator

Phone

Katie

Minis

Coord

Phone

Email

[MAH](#)

**Redacted**

## MEETING REQUEST INFORMATION AND LINKS

**Honourable John Horgan,  
Premier and Cabinet Ministers**  
(except Minister of Municipal Affairs and  
Housing)

Click:

**Redacted**

Invite  
(case

**Deadline: Tuesday, August 4, 2020**

### Questions:

Contact the Premier's UBCM Meeting  
Request Coordinator by email at:

**Redacted**

**Honourable Selina Robinson,  
Minister of Municipal Affairs  
and Housing**

**Redacted**

### Questions:

Contact the Minister's UBCM Meeting  
Request Coordinator, Katie Carrothers by  
email at:

**Redacted**

**Provincial Government Staff**  
(Ministries, Agencies, Commissions and  
Corporations (MACCs))

**Redacted**

### Questions:

Contact the UBCM MACC Meeting Request  
Coordinator, Eri Moriya, by email at:

**Redacted**

Once meetings are scheduled, confirmation  
will be sent to UBCM local government and  
First Nations members.

## PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2020 UBCM CONVENTION

### MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING

DIVISION/BRANCH	TOPIC
<b><i>Governance, Legislation and Corporate Planning Division</i></b>	<ul style="list-style-type: none"> <li>Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, sector labour relations and bargaining.</li> </ul>
<b><i>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</i></b>	<ul style="list-style-type: none"> <li>25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education, student mental health initiatives, and leading strategic policy/liaison function for the sector.</li> </ul>
<b><i>Finance, Technology and Management Services and Division Responsible for Student Housing</i></b>	<ul style="list-style-type: none"> <li>Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, Ministry's 10-year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.</li> </ul>
<b><i>Workforce Innovation and Division Responsible for Skills Training</i></b>	<ul style="list-style-type: none"> <li>Development and management of targeted labour market programs and, policies, including the Community Workforce Response Grant and the BC Employer Training Grant, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.</li> </ul>

## MINISTRY OF AGRICULTURE

DIVISION/BRANCH	TOPIC
<b><i>Food Safety and Inspection Branch</i></b>	<ul style="list-style-type: none"> <li>Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.</li> </ul>
<b><i>Corporate Governance, Policy and Legislation</i></b>	<ul style="list-style-type: none"> <li>Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and seafood policy.</li> </ul>
<b><i>Plant and Animal Health</i></b>	<ul style="list-style-type: none"> <li>The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.</li> </ul>
<b><i>Innovation and Adaptation Service Branch</i></b>	<ul style="list-style-type: none"> <li>Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.</li> </ul>
<b><i>Sector Development Branch</i></b>	<ul style="list-style-type: none"> <li>Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agriculture sector in B.C.</li> </ul>
<b><i>Business Risk Management Branch</i></b>	<ul style="list-style-type: none"> <li>Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Strategic Priorities / Strategic Initiatives</i>	<ul style="list-style-type: none"> <li>The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are: <ul style="list-style-type: none"> <li>reimagining how the ministry delivers prevention and family supports improving Youth Transitions; and</li> <li>supplementary youth-focused projects.</li> </ul> </li> </ul>
<i>Strategic Priorities/ Strategic Services Branch</i>	<ul style="list-style-type: none"> <li><b>The Strategic Services Branch</b> consists: Strategic Planning &amp; Engagement, Project Management &amp; Lean Services, Implementation and Change Management, Intergovernmental Relations.</li> <li><b>Strategic Planning &amp; Engagement</b> directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; supports internal engagement; and manages internal web services.</li> <li><b>Project Management &amp; Lean Services</b> supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement.</li> <li><b>Implementation &amp; Change Management</b> coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.</li> </ul>



## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><b><i>Strategic Priorities/ Strategic Integration Branch</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans. This branch also leads complex and cross divisional projects. The current project is: <ul style="list-style-type: none"> <li>○ service delivery redesign for the in-care network.</li> </ul> </li> </ul>
<p><b><i>Early Years and Inclusion</i></b></p>	<ul style="list-style-type: none"> <li>• The Early Years and Inclusion Division leads the development and implementation of B.C.'s Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs.</li> <li>• Childcare BC: <ul style="list-style-type: none"> <li>○ New Spaces Fund</li> <li>○ UBCM Child Care New Spaces Grants</li> <li>○ UBCM Child Care Planning Grants</li> <li>○ BC Maintenance Fund</li> <li>○ Start-up Grants</li> <li>○ Child Care Fee Reduction Initiative</li> <li>○ Affordable Child Care Benefit</li> <li>○ Child Care Operating Funding</li> <li>○ Early Childhood Educator (ECE) Wage Enhancement</li> <li>○ Funding for ECE Bursaries</li> <li>○ ECE Registry</li> </ul> </li> <li>• Early Years Policy and Programs: <ul style="list-style-type: none"> <li>○ Early Years Service Framework</li> <li>○ Aboriginal Service Innovations – Early Years grants</li> <li>○ Aboriginal Head Start</li> </ul> </li> <li>• Policy and Provincial Programs for Children and Youth with Special Needs (CYSN): <ul style="list-style-type: none"> <li>○ CYSN Service Framework</li> <li>○ Autism Funding Program</li> <li>○ Medical Benefits Program</li> <li>○ Autism Information Services</li> </ul> </li> <li>• Provincial Deaf and Hard of Hearing Services</li> </ul>



## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<b><i>Policy and Legislation</i></b>	<ul style="list-style-type: none"> <li>The Policy &amp; Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry's legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance.</li> </ul>
<b>Service Delivery Division</b>	<ul style="list-style-type: none"> <li>Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, including youth justice, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
<b><i>Government Digital Experience</i></b>	<ul style="list-style-type: none"> <li>Provides and manages public engagement across government and leverages digital technology to improve services for citizens, making government's web presence easier to navigate. The division also delivers technology services to Government Communication and Public Engagement (GCPE) to support its day-to-day operations.</li> </ul>
<b><i>Information, Communication and Technologies</i></b>	<ul style="list-style-type: none"> <li>Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province.</li> <li>NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program.</li> <li>Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

<b>Office of Chief Information Officer</b>	<ul style="list-style-type: none"> <li>The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.</li> </ul>
<b>Procurement and Supply</b>	<ul style="list-style-type: none"> <li>The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.</li> </ul>
<b>Real Property</b>	<ul style="list-style-type: none"> <li>The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

<b><i>Service BC</i></b>	<ul style="list-style-type: none"> <li>Service BC is government's chief provider of citizen and business centered services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, Service BC provides approximately 300 services for more than 40 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's license on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property. Our BC Service Card and BCeID programs delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.</li> </ul>
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## MINISTRY OF EDUCATION

DIVISION/BRANCH	TOPIC
<b><i>Libraries Branch</i></b>	<ul style="list-style-type: none"> <li>The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the Library Act. Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.</li> </ul>
<b><i>Capital Branch</i></b>	<ul style="list-style-type: none"> <li>The Capital Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$800 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.</li> </ul>

## MINISTRY OF EDUCATION CONTINUED...

<b><i>Resource Management Division</i></b>	<ul style="list-style-type: none"> <li>The Resource Management Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.</li> </ul>
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## MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

DIVISION/BRANCH	TOPIC
<b><i>Oil and Gas Division</i></b>	<ul style="list-style-type: none"> <li>This Division is accountable for the management and responsible development of the province's oil and gas resources. This includes issuing and administering Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province's royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province's liquefied natural gas industry and other industries that add value to British Columbia's oil and gas resources.</li> <li>The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects.</li> <li>The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land planning and resource access.</li> </ul>
<b><i>Mines Health, Safety and Enforcement Division</i></b>	<ul style="list-style-type: none"> <li>The Division was created in 2019 and is responsible for mine worker health and safety, investigations of serious incidents at mines, audits for regulatory effectiveness, orphaned and abandoned mines, and the ongoing review of the Health, Safety and Reclamation Code for Mines in BC.</li> </ul>

## MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

### CONTINUED...

<b><i>Mines Competitiveness and Authorizations Division</i></b>	<ul style="list-style-type: none"> <li>• Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.</li> </ul>
<b><i>Electricity and Alternative Energy Division</i></b>	<ul style="list-style-type: none"> <li>• The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency.</li> <li>• The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act.</li> <li>• The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</li> </ul>
<b><i>LNG Canada Implementation Secretariat</i></b>	<ul style="list-style-type: none"> <li>• This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.</li> </ul>

## MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES CONTINUED...

<b><i>Strategic and Indigenous Affairs Division</i></b>	<ul style="list-style-type: none"> <li>• Supports mandate delivery of the Ministry of Energy, Mines and Petroleum Resources' (EMPR) and EMPR's Divisions on its energy, mining and natural gas mandates.</li> <li>• Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries.</li> <li>• Supports EMPR efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories.</li> <li>• Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMPR takes a strategic approach to the delivery of its programs and services.</li> </ul>
<b><i>Woodfibre Implementation Group</i></b>	<ul style="list-style-type: none"> <li>• Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<b><i>BC Parks</i></b>	<ul style="list-style-type: none"> <li>• Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<b><i>Climate Change Strategy</i></b>	<ul style="list-style-type: none"> <li>Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), carbon offsets, Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory, and climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act, Greenhouse Gas Reduction (Vehicle Emissions Standards) Act, and Clean Energy Act.</li> </ul>
<b><i>Conservation Officer Service</i></b>	<ul style="list-style-type: none"> <li>A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.</li> </ul>
<b><i>Environmental Assessment Office</i></b>	<ul style="list-style-type: none"> <li>Environmental Assessment Act. Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response</li> </ul>
<b><i>Environmental Protection Division</i></b>	<ul style="list-style-type: none"> <li>Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, Environmental Management Act, contaminated sites, brownfields, hazardous and industrial waste, Integrated Pest Management Act, extended producer responsibility, recycling, Provincial Plastics Action Plan , circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.</li> </ul>



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<b><i>Environmental Sustainability and Strategic Policy</i></b>	<ul style="list-style-type: none"> <li>Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. Water Sustainability Act: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Corporate Indigenous relations and partnership development.</li> </ul>
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## MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<b><i>Tax Policy Branch</i></b>	<ul style="list-style-type: none"> <li>Provincial tax policy, including: <ul style="list-style-type: none"> <li>Provincial property taxes (school, rural, police)</li> <li>Property Transfer Tax</li> <li>Speculation and Vacancy Tax</li> <li>Provincial Sales Tax</li> <li>Carbon Tax</li> <li>Motor Fuel Tax</li> <li>Provincial Income Tax</li> <li>Cannabis Tax</li> <li>Indigenous Taxation</li> <li>Employer Health Tax</li> </ul> </li> </ul>



## MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

DIVISION/BRANCH	TOPIC
<b><i>BC Wildfire Service</i></b>	<ul style="list-style-type: none"> <li>Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.</li> </ul>
<b><i>Forest Policy and Indigenous Relations</i></b>	<ul style="list-style-type: none"> <li>Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.</li> </ul>
<b><i>Integrated Resource Operations</i></b>	<ul style="list-style-type: none"> <li>Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites &amp; Trails</li> </ul>
<b><i>Office of the Chief Forester</i></b>	<ul style="list-style-type: none"> <li>The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of BC's forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit.</li> </ul>
<b><i>Regional Operations</i></b>	<ul style="list-style-type: none"> <li>FrontCounter BC, resource management coordination, land use planning and implementation, Crown land water, fish &amp; wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasives and Ecosystem Restoration.</li> </ul>

## MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT CONTINUED...

<b><i>Resource Stewardship</i></b>	<ul style="list-style-type: none"> <li>• Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects, integrated monitoring, resource practices, land-based investment planning, sustainable forest management, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth, land use policy.</li> </ul>
<b><i>Rural Opportunities, Tenures and Engineering Division</i></b>	<ul style="list-style-type: none"> <li>• Engineering, Resource Roads, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development.</li> </ul>

## MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<b><i>Office of Indigenous Health</i></b>	<ul style="list-style-type: none"> <li>• Works in partnership with BC First Nations, Metis, and Indigenous Services Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health and wellness.</li> </ul>
<b><i>Finance and Corporate Services</i></b>	<ul style="list-style-type: none"> <li>• Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management.</li> <li>• Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.</li> </ul>
<b><i>Health Sector Workforce and Beneficiary Services</i></b>	<ul style="list-style-type: none"> <li>• Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.</li> </ul>
<b><i>Population and Public Health</i></b>	<ul style="list-style-type: none"> <li>• Focus on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including women and children.</li> </ul>

## MINISTRY OF HEALTH CONTINUED...

<b><i>Primary Care</i></b>	<ul style="list-style-type: none"> <li>• Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs.</li> <li>• The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.</li> </ul>
<b><i>COVID Response and Health Emergency Management</i></b>	<ul style="list-style-type: none"> <li>• Ensure an ongoing, focused response to supporting the health system within the context of COVID-19.</li> <li>• Coordinate the Ministry of Health and Health Sector's response to the pandemic over the coming 12 months.</li> <li>• Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery.</li> </ul>
<b><i>Health Services</i></b>	<ul style="list-style-type: none"> <li>• Focuses on implementing specialized community, and surgical services and programs, provincial health services and regional hospital services.</li> <li>• Community Care – Seniors services and Mental health and substance use services.</li> <li>• Work on wait times – Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services.</li> <li>• The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.</li> </ul>

## MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<b><i>Negotiations and Regional Operations Division</i></b>	<ul style="list-style-type: none"> <li>• Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.</li> </ul>

## MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

<b><i>Reconciliation Transformation &amp; Strategies Division</i></b>	<ul style="list-style-type: none"> <li>Leads cross-government development and implementation of strategic reconciliation initiatives such as the Declaration on the Rights of Indigenous Peoples Act, the Commitment Document with the First Nations Leadership Council, and the Draft 10 Principles. This work includes the implementation of a clear, cross-government strategic vision for reconciliation in an inclusive and partnered way with Indigenous peoples, local governments and stakeholders. This division is responsible for managing the MOU between MIRR and UBCM that supports working in partnership with Indigenous peoples in BC and implementation of UNDRIP, TRC Calls to Action as well as the Tsilhqot'in Supreme Court decision.</li> </ul>
<b><i>Implementation and Lands Services Branch</i></b>	<ul style="list-style-type: none"> <li>Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> <li>Provincial representative on treaty Implementation Committees;</li> <li>Tri-partite treaty closing to reach Effective Date;</li> <li>Research/advice and survey for crown land negotiations; and,</li> <li>Implementation best practices to ensure agreement obligations are met.</li> </ul> </li> </ul>
<b><i>Socio-Economic Partnerships Branch</i></b>	<ul style="list-style-type: none"> <li>Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.</li> </ul>
<b><i>Community and Social Innovation Branch</i></b>	<ul style="list-style-type: none"> <li>Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.</li> </ul>
<b><i>Major Project and Cross Gov't Initiatives Branch</i></b>	<ul style="list-style-type: none"> <li>Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS

DIVISION/BRANCH	TOPIC
<b><i>International Trade Division</i></b>	<ul style="list-style-type: none"> <li>• Coordinates and implements the government's framework to take advantage of Canada's free trade agreements and our own international networks in support of diversified and growing exports and investment attraction;</li> <li>• Maintains representation and support for BC businesses and collaboration with Global Affairs Canada in the USA, Europe and Asia;</li> <li>• Plans and coordinates international missions and events to support awareness and networking for BC businesses in priority international marketplaces;</li> <li>• Manages international marketing to create a unique BC brand and business proposition for international buyers and investors;</li> <li>• Trade readiness and trade services programs including support to communities across the province including indigenous communities;</li> <li>• International trade promotion and export capacity building through programs such as Export Navigator.</li> <li>• Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs;</li> <li>• International and domestic trade negotiations, agreements and disputes;</li> <li>• International research;</li> <li>• Stakeholder engagement, aligning trade and investment efforts with the consular corps, trade/business associations and other partners.</li> </ul>
<b><i>Technology, Connectivity and Distributed Growth Division</i></b>	<ul style="list-style-type: none"> <li>• Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on B.C.'s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming.</li> <li>• Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.</li> <li>• Develop and implement "pan-economic" frameworks to support provincial investment policy decision-making.</li> <li>• Leads the ministry's investment evaluation process.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS CONTINUED...

<b><i>Small Business, Jobs and Workforce Division</i></b>	<ul style="list-style-type: none"> <li>• Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians.</li> <li>• Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities. Economic Policy and Support including: emerging issues, workforce, specific sector (manufacturing aerospace and marine) Engagement and provincial economic development</li> <li>• Immigration policy, programs and services; including Provincial Nominee Program (PNP), Entrepreneur Regional Immigration Pilot, Tech Pilot and PNP Concierge availability; Settlement and Integrations services, foreign qualifications recognition, interprovincial labour mobility.</li> <li>• BC Stats Information and Analysis including population projections, economic analysis, and public and staff surveys</li> </ul>
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## MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<b><i>Labour Relations</i></b>	<ul style="list-style-type: none"> <li>• Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act.</li> </ul>
<b><i>Employment Standards</i></b>	<ul style="list-style-type: none"> <li>• Administration of the Employment Standards Act to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new Temporary Foreign Worker Protection Act.</li> </ul>

## MINISTRY OF LABOUR CONTINUED...

<b><i>Workers' Compensation</i></b>	<ul style="list-style-type: none"> <li>Administration of the Workers Compensation Act and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.</li> </ul>
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## MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<b><i>Mental Health and Addictions</i></b>	<ul style="list-style-type: none"> <li>Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the Mental Health Act.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

DIVISION/BRANCH	TOPIC
<b><i>Local Government Division</i></b>	
<b><i>Community Gaming Grants</i></b>	<ul style="list-style-type: none"> <li>Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts &amp; Culture, Sport, Public Safety, Environment, Human &amp; Social Services and Parent Advisory Councils.</li> <li>Eligible not-for-profit can also apply for Capital Grants through the program.</li> </ul>
<b><i>Governance Structures Governance Services Governance Relations</i></b>	<ul style="list-style-type: none"> <li>Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance.</li> <li>Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services.</li> <li>Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations, legislation and guidance.</li> </ul>



## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<b><i>Infrastructure and Engineering</i></b>	<ul style="list-style-type: none"> <li>• Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund ), Clean Water and Wastewater Fund and Small Communities Fund].</li> </ul>
<b><i>Local Government Finance</i></b>	<ul style="list-style-type: none"> <li>• Local government finance, including: <ul style="list-style-type: none"> <li>○ budgeting and financial plans;</li> <li>○ audited financial statements;</li> <li>○ unconditional grants; reserve funds;</li> <li>○ investments and municipal corporations; long-term liabilities;</li> <li>○ development financing (including Development Cost Charges);</li> <li>○ user-fees;</li> <li>○ taxation (including tax sale); and,</li> <li>○ COVID response temporary financial measures.</li> </ul> </li> </ul>
<b><i>Local Government Policy, Research and Legislation</i></b>	<ul style="list-style-type: none"> <li>• Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.</li> </ul>
<b><i>Office of Housing and Construction Standards</i></b>	
<b><i>Building and Safety Standards Branch</i></b>	<ul style="list-style-type: none"> <li>• Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council.</li> <li>• Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires).</li> <li>• Building and safety requirements related to secondary suites and accessory dwelling units.</li> </ul>



## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<b><i>Housing and Policy Branch</i></b>	<ul style="list-style-type: none"> <li>Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.</li> </ul>
<b><i>Residential Tenancy Branch</i></b>	<ul style="list-style-type: none"> <li>The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.</li> </ul>
<b><i>Management Services Division</i></b>	
<b><i>Mass Timber Implementation</i></b>	<ul style="list-style-type: none"> <li>Recently established Office tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.</li> </ul>
<b><i>Strategic Planning and Land Use Division</i></b>	
<b><i>Community Policy and Legislation</i></b>	<ul style="list-style-type: none"> <li>TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.</li> </ul>
<b><i>Planning and Land Use Management Programs</i></b>	<ul style="list-style-type: none"> <li>Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review.</li> </ul>
<b><i>Local Government Climate Action</i></b>	<ul style="list-style-type: none"> <li>CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action.</li> </ul>
<b><i>Dispute Resolution Guidance</i></b>	<ul style="list-style-type: none"> <li>Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.</li> </ul>
<b><i>Property Assessment Services</i></b>	<ul style="list-style-type: none"> <li>Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<b><i>Policing and Security Branch</i></b>	<ul style="list-style-type: none"> <li>• Police Services provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province.</li> <li>• Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recycler, Pill Presses, and Armored Vehicles / Body Armor.</li> <li>• The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis.</li> </ul>
<b><i>Community Safety and Crime Prevention Branch</i></b>	<ul style="list-style-type: none"> <li>• Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; Restorative Justice; and Combating Trafficking in Persons.</li> </ul>
<b><i>BC Corrections Branch</i></b>	<ul style="list-style-type: none"> <li>• Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres.</li> <li>• Adult Custody: operation of correctional centres.</li> </ul>
<b><i>RoadSafety BC</i></b>	<ul style="list-style-type: none"> <li>• Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.</li> </ul>
<b><i>Emergency Management BC</i></b> <b>**Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.</b>	<ul style="list-style-type: none"> <li>• Is the lead coordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer.</li> <li>• Works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness.</li> <li>• Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.</li> </ul>
<b><i>Cannabis Legalization and Regulation Secretariat</i></b>	<ul style="list-style-type: none"> <li>• The Secretariat leads and supports the development and implementation of provincial cannabis policy.</li> <li>• Questions about provincially authorized legal cannabis retail should be directed to the Ministry of Attorney General – Associate Deputy Minister's Office.</li> </ul>

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<p><b><i>Research, Innovation and Policy Division</i></b></p> <p><b><i>Service Delivery Division</i></b></p>	<ul style="list-style-type: none"> <li>• TogetherBC, British Columbia's first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25 percent and child poverty by 50 percent by 2024.</li> <li>• With investments from across Government, TogetherBC reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone.</li> <li>• Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas: <ul style="list-style-type: none"> <li>○ More affordable housing for more people</li> <li>○ Supporting families, children and youth</li> <li>○ Expanding access to education and training</li> <li>○ More opportunities, more jobs</li> <li>○ Improving income supports</li> <li>○ Investing in social inclusion</li> </ul> </li> <li>• Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</li> <li>• Income and Disability Assistance – Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and cannot fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry's toll-free phone line or through the online client portal My Self-Serve.</li> </ul>
<p><b><i>Employment and Labour Market Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</li> <li>• How to apply for project-based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</li> </ul>

## MINISTRY OF TOURISM, ARTS AND CULTURE

DIVISION/BRANCH	TOPIC
<b>Arts and Culture</b>	<p><b>BC Arts Council</b></p> <ul style="list-style-type: none"> <li>• Implementation of the Strategic Plan focusing on equity, diversity and access; sustainability and creative development; and Indigenous arts and culture.</li> <li>• Administer application-based grant programs using peer adjudication processes.</li> </ul> <p><b>Arts and Culture</b></p> <ul style="list-style-type: none"> <li>• Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishment of a Chinese Canadian Museum.</li> </ul>
<b>Sport</b>	<ul style="list-style-type: none"> <li>• Policy development on Sport issues; B.C.'s Sport Framework (<i>Pathways to Sport</i>); sport participation; athlete development; sport event hosting.</li> </ul>
<b>BC Athletic Commission</b>	<ul style="list-style-type: none"> <li>• Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>• Policy development and strategic issues management to support B.C.'s tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance.) Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.</li> </ul>
<b>Creative Sector</b>	<ul style="list-style-type: none"> <li>• Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.</li> </ul>
<b>Multiculturalism</b>	<ul style="list-style-type: none"> <li>• Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council.</li> </ul>

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<b><i>Highway Operations</i></b>	<ul style="list-style-type: none"> <li>The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.</li> </ul>
<b><i>Highway Services</i></b>	<ul style="list-style-type: none"> <li>The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act.</li> </ul>
<b><i>Major Projects, Infrastructure and Properties Department</i></b>	<ul style="list-style-type: none"> <li>The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.</li> </ul>
<b><i>Transportation Policy &amp; Programs Department</i></b>	<ul style="list-style-type: none"> <li>The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, inter-governmental relations, active transportation, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.</li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION

DIVISION/BRANCH	TOPIC
<b><i>Agricultural Land Commission</i></b>	<ul style="list-style-type: none"> <li>Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.</li> </ul>
<b><i>Auditor General for Local Government</i></b>	<ul style="list-style-type: none"> <li>The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our office is in the process of closing however, we would be pleased to meet virtually and discuss areas of risk or concerns.</li> </ul>
<b><i>BC Emergency Health Services (BCEHS)</i></b>	<ul style="list-style-type: none"> <li>As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics and emergency medical call takes and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> <li>Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.</li> </ul> </li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<b><i>BC Housing</i></b>	<ul style="list-style-type: none"> <li>• BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.</li> <li>• Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.</li> </ul>
<b><i>BC Hydro</i></b>	<ul style="list-style-type: none"> <li>• Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to their operations.</li> </ul>
<b><i>BC Oil and Gas Commission</i></b>	<ul style="list-style-type: none"> <li>• The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.</li> </ul>
<b><i>BC Transit</i></b>	<ul style="list-style-type: none"> <li>• From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.</li> </ul>



## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<b><i>Insurance Corporation of British Columbia (ICBC)</i></b>	<ul style="list-style-type: none"> <li>• ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.</li> </ul>
<b><i>Police Victim Services British Columbia</i></b>	<ul style="list-style-type: none"> <li>• Police Victim Services of British Columbia Society (PVSBC) is the BC registered not for profit charity membership-based organization mandated to be the primary advocate for all (92+) police-based victim service (PBVS) organizations within the Province of BC.</li> <li>• Our Vision is - All victims of crime and trauma across BC receive compassionate, professional and consistent services.</li> <li>• PVSBC advocates, represents and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs.</li> <li>• Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues.</li> </ul>
<b><i>Royal Canadian Mounted Police (RCMP)</i></b>	<ul style="list-style-type: none"> <li>• The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.</li> </ul>





Ministry of  
Municipal Affairs  
and Housing



## ENVIRONMENTAL PROTECTION NOTICE

Application for a **Permit amendment** Under the Provisions of the *Environmental Management Act*

We/I, **Alex Brosseau, Merritt Green Energy GPL, 1234 Mid Day Valley Road, Merritt, BC, V1K 0A3**, intend to submit this amendment application to the Director to amend **Permit 105784**, issued **December 15, 2011 and last amended August 1, 2013** which authorizes the **discharge of air emissions** from a **Biomass to Energy Facility**.

The land upon which the facility is situated **and the discharge occurs** is **Lot 1 District Lots 166 and 172, Kamloops Division Yale District Plan EPP18397**, located at/on/near **1234 Mid Day Valley Road, Merritt, BC, V1K 0A3**, within the **municipality of Merritt, BC**.

The amendment application requests that the following conditions be changed as outlined below:

1. Remove authorization for emissions from pneumatic conveyance of flyash. The original design for pneumatic conveyance was replaced by an auger conveyor to transport ash to the ash storage silo with minimal dust generation. The silo is equipped with a dust filter system to reduce airborne ash and thereby prevent explosions inside the silo. Given the low flow of the unit and the low concentration of particulate from filter systems, MGE requests that this item be listed as a Miscellaneous Source.
2. Allow for changes in emissions during boiler start up, shutdown and emergency shutdowns. During these periods particulate concentrations are higher while rates of flow are decreased. In order to allow for these occurrences, MGE requests that existing permit limits are not changed but applied in terms of kg/24 hr for the day of the event. With the particulate limit of 20mg/m<sup>3</sup> and the maximum flow of 66m<sup>3</sup>/sec, the limit of 114 kg/day would apply.
3. Addition of construction and demolition waste, in conformance with fuel specifications, to the currently authorized fuels (untreated wood residues, low sulphur fuel oil, propane, and natural gas). This is a well-established fuel for green energy plants and is needed to replace hogfuel supply lost due to sawmill closures and curtailments.
4. Removal of sections that refer to the original plant commissioning.
5. Addition of the provision for stack testing, and reporting results, twice yearly upon two consecutive quarterly stack tests meeting all requirements. This is consistent with other Air Permits in BC and with the BC Ministry of Environment Guideline for Emissions from Biomass-Fired Boilers. The current requirement is for stack testing four times per year.
6. Clarification that participation in the Merritt Air Shed Monitoring Program is required only when that Program is active.
7. Removal, from the list of items required in the Annual Report of 1) an executive summary of the report for submission to the Interior Health Authority and the City of Merritt and 2) an updated Emergency Response Manual. A full copy of the Annual Report should be submitted to both agencies to avoid the risk of omission. The Emergency Response Plan contains private contact information and is intended for internal use.

Any person who may be adversely affected by the proposed amendment and wishes to provide relevant information may, within 30 days after the last date of posting, publishing, service or display, send written comments to the applicant, with a copy to the Regional Director, Environmental Protection at **Authorizations.South@gov.bc.ca**. Subject line to show "Application No. 385545". The identity of any respondents and the contents of anything submitted in relation to this application will become part of the public record.

Dated this 25<sup>th</sup> day of June, 2020.

Contact person: Glenda Waddell  
Email: waddellenvironmental@gmail.com  
Phone: 1-250-640-8088



(Signature)

# MERRITT GREEN ENERGY

## AIR QUALITY TECHNICAL REPORT SUMMARY

An air dispersion modelling assessment was conducted for the Merritt Green Energy (MGE) facility to assess the potential impacts on air quality from the use of chipped wood derived from construction and demolition debris (C&D) as fuel. The assessment considered highly conservative emissions for the boiler stack and three flow scenarios (low, average and permit flow). The model was developed based on the physical characteristics of the MGE boiler stack and site, and air dispersion modelling was conducted using the CALPUFF air dispersion model with four years of local meteorological data. The maximum predicted model results reflect the compound conservatism in the assessment methodology, which includes: conservative emissions, worst-case flow scenario, worst-case meteorology, and a conservative characterization of the baseline air quality.

The assessment considered criteria air contaminants (particulate matter (TSP, PM<sub>10</sub>, PM<sub>2.5</sub>), nitrogen dioxide (NO<sub>2</sub>) and sulphur dioxide (SO<sub>2</sub>)) and numerous other air contaminants (12 in total). Where available, baseline air quality data was added to the model predicted results to assess cumulative impacts. These results were then compared to ambient air quality objectives and criteria considered for the assessment.

Below is a summary of the findings:

### 1) Particulate Matter

- Maximum model predicted concentrations of particulate matter (TSP, PM<sub>10</sub> and PM<sub>2.5</sub>) are low to negligible in comparison to the BC Ambient Air Quality Objectives.
- Maximum model predicted concentrations plus baseline for particulate matter (TSP, PM<sub>10</sub> and PM<sub>2.5</sub>) exceed the BC Ambient Air Quality Objectives for the following: TSP (24-hour, with the exception of the Low Flow “Outside Merritt” case), PM<sub>10</sub> (24-hour) and PM<sub>2.5</sub> (24-hour “In Merritt” only case). These exceedances are due to the high baseline air quality characterized for the assessment. The incremental increase from MGE is low to negligible even at the maximum predicted point(s) of impact (maximum receptor).
- The results of this assessment are consistent with the results presented in the technical assessment<sup>1</sup> for the original permit which assessed hog fuel.

### 2) Nitrogen Dioxide and Sulphur Dioxide

- Maximum model predicted concentrations of nitrogen dioxide analyzed with the ambient ratio method (which includes the nitrogen oxides (NO<sub>x</sub>) background) for the 1-hour averaging period were found to be well below the BC Ambient Air Quality Objectives.
- Maximum model predicted concentrations plus baseline for nitrogen dioxide were also well below the BC Ambient Air Quality Objectives for the annual averaging period.
- Maximum model predicted concentrations plus baseline for sulphur dioxide were below the BC Ambient Air Quality Objective for the 1-hour averaging period for all receptors except one. This outlier was for the average flow scenario which just goes over the BC Ambient Air Quality Objective of 183 µg/m<sup>3</sup> by 0.5 µg/m<sup>3</sup>. The assessment methodology was highly conservative, in particular the estimated emissions considered in the assessment. Actual emissions of sulphur dioxide are expected to be considerably lower which would lead to significantly lower ambient air concentrations.

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<sup>1</sup> Levelton, 2011. Technical Assessment – Merritt Green Energy Project Air Permit. Prepared by Levelton Consultants Ltd. for Merritt Green Energy Limited Partnership. November 14, 2011.

- Maximum model predicted concentrations plus baseline for sulphur dioxide were well below the BC Ambient Air Quality Objective for the annual averaging period.

### 3) Other Air Contaminants

- Other air contaminants assessed include: Hydrogen Chloride, Hydrogen Fluoride, Chlorophenols, Dioxins and Furans, Chlorobenzene, Polycyclic Aromatic Hydrocarbons, Cadmium, Mercury, Lead, Arsenic, Chromium, Polychlorinated Biphenyls.
  - Maximum predicted model concentrations plus baseline (where baseline was available) for all of these air contaminants were below the air quality criteria considered in this assessment.
  - Considering the conservative approach followed in this assessment it is anticipated that concentrations of these air contaminants would in reality be much lower as compared to the conservative model results predicted in this assessment.
- 4) The air emissions control system in place at MGE includes the stoker grate furnace and combustion controls, multiclone mechanical dust collector and 4 field Electrostatic Precipitator (ESP). This system functions well during hog fuel operation and has met all supplier performance guarantee levels and permitted emissions limits during operations to date. ESP maintenance is carried out following supplier recommendations, so continued achievement of guaranteed emission levels is expected.
  - 5) C&D fuel specifications require that the fuel will have the same size, moisture and energy content as existing hog fuel, as well as the same content of elements such as sulfur and chlorine. The primary difference between the fuels is the 10% allowance for materials other than clean wood, which are expected to include engineered wood and less than 1% paint and 1% plastic contamination. Given the relative similarity of C&D fuel with hog fuel, the low percentage of materials other than clean wood, and the historical emissions control performance of the furnace, combustion controls and particulate controls, it is expected that existing systems will be adequate to control emissions from C&D combustion.
  - 6) Analysis of start-up, shutdown and short-term / emergency shutdown events has shown that such events occur on average 13 times (start-up / shutdown) and 50 times per year, with short term elevations in particulate matter concentration occurring during each event while the ESP is inactive. Assessment of detailed Continuous Emissions Monitoring System (CEMS) data from these events indicates that the combined effect of higher particulate concentrations with the accompanying reduced flow rates would result in negligible ambient air quality impacts over the period of the event.
  - 7) Following approval of C&D fuel combustion, stack emissions testing to compare emissions from hog and C&D fuel are recommended, with monitoring of all parameters assessed in this analysis. This testing should be accompanied by testing of fly and bottom ash composition. Such testing will confirm the assumptions used in developing the inputs to this assessment and will provide a basis for the development of any modifications to the ongoing stack emissions testing program for the facility.
  - 8) Ash from facility hog fuel combustion is currently beneficially used by Nicola Mining for reclamation activities at the closed Craigmont Mine, under authorizations from the British Columbia Ministry of Energy, Mines and Petroleum Resources and the British Columbia Ministry of Environment and Climate Change Strategy that require metals testing by Nicola Mining. Ash from C&D combustion is expected to be compositionally similar to the existing ash, so continuation of the existing beneficial use arrangement is expected. Testing of ash from C&D combustion is recommended during the combustion trials recommended above.



June 25, 2020

Mayor Linda Brown  
City of Merritt  
2185 Voght Street  
Merritt, BC

Via Email: lbrown@merritt.ca

Dear Mayor Brown,

On behalf of Merritt Green Energy (MGE), attached are two key documents in support of the launch of our 30-day public consultation process concerning the proposed use of construction and demolition wood waste as an alternative fuel supply to power the MGE facility. They are as follows:

1. The Environmental Protection Notice provides the legal outline of the changes that are being requested for the MGE Air Permit. This Notice has been published today in the Merritt Herald, in the BC Gazette, posted at the Main Post Office in Merritt and at the MGE facility.
2. The report summary by WSP Canada Inc. outlines the results of a qualified professional assessment of environmental impacts of the proposed use of construction and demolition wood waste.

The purpose of the public consultation, which will begin June 26 2020, is to inform and engage local residents, First Nations and other stakeholders. Public input is important to this process as we know people may have questions and want to know the environment, the enjoyment of their property and local businesses will be protected. As a component of the Permit amendment process, all communications are to be recorded and included in a Consultation Report which is to be submitted to the Ministry of Environment & Climate Change Strategy (Ministry) at the close of the 30 day consultation period (July 26, 2020). Given the situation with COVID-19, the Ministry has instructed us not to hold in-person public meetings for the health and wellbeing of the public.

MGE has been working closely with the Ministry on our application and using successful examples by other BC forest products companies and cement plants across the province that burn construction and demolition wood wastes including those operating in densely populated areas.



With MGE's state of the art pollution controls, we are confident our modelling for air emissions compares favorably with those facilities.

By way of background, the permanent closure of sawmills in Merritt, Chasm and Clearwater over the past year has resulted in critical fuel shortages at the MGE facility. As a result, from November of 2019, the MGE facility has had its electric generating capacity significantly reduced. Remaining fuel supplies come at significantly higher cost due to the cost of transportation from greater distances and the overall reduction in sawmill residues regionally.

Ministry approval to burn construction and demolition wood waste at the MGE facility will allow for the continued operation of the energy facility, protect over 100 direct and indirect local jobs and secure the supply of goods and services from local businesses. It will also allow MGE to continue to provide BC Hydro with a source of clean energy while diverting wood residue from landfills for beneficial reuse. The Thompson-Nicola Regional District and other communities within the Region will be given priority as suppliers of clean construction and demolition wood waste.

The 40 MW biomass-fired electricity generation facility is one of the largest biomass plants in North America. The facility has a 30-year electricity purchase agreement with BC Hydro to provide clean energy. In addition to offsetting the use of fossil fuels, the facility generates enough energy to power more than 30,000 homes across the province including those in Merritt and communities in the surrounding region. The MGE facility has also been designated an essential service by the B.C. government pursuant to the list of essential services in BC during the COVID-19 pandemic.

I would request that you share this information with the City of Merritt Council. We have also sent this information to the City's Communications Department and Mr. James Dinwoodie, Director of Engineering.

We invite your comments and questions and we will respond promptly. To help with maintaining the required record, please address your inputs to: [waddellenvironmental@gmail.com](mailto:waddellenvironmental@gmail.com) We will be following up with you later today. If you have any questions or require further information, please do not hesitate to reach out to me.

Sincerely,



Jeremy Johnson  
Facility Manager

C      Councillor Bhangu  
         Councillor Fehr

Councillor Christopherson  
Councillor Luck

Councillor Etchat  
Councillor White



## Merritt Visitor Information @ Baillie House

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### Executive Summary

This report is for the second quarter of 2020. The Merritt Visitor at the Baillie House was closed for the months of April and May. The Visitor Centre was able to reopen on June 4<sup>th</sup> with all COVID-19 safety protocols in place. Barriers have been installed in the Visitor Centre. Also all staff members are wearing face coverings when indoors, our volunteers are all elderly so we are not having them inside the Visitor Centre. A few are still helping outside. As a result we have hired 4 summer students this year.

The Visitor Centre and the barn were painted this spring at a cost of \$6,573.00. This is partially paid for by a grant with the remainder of the money raised by the Heritage Society.

Our Mothers' Day Tea and Garden Festival were cancelled this year. The on-going sale of vintage items, souvenirs and flea market reopened in June. The Heritage Society had no fund-raising income in April and May. The Visitor Centre was broken into over the closure period. The alarm scared the intruder away.

### Dates and Hours of Operation

For the months of April and May of 2020 the Visitor Information Centre at the Baillie House was closed due to the COVID-19 virus. Beginning on June 4<sup>th</sup>, the Visitor Centre reopened for 8 hours each day (from 9 am to 5 pm). We were open 5 days every week. From June 23<sup>rd</sup> on, the Visitor Centre has been open every day as enough staff has been hired to man the Visitor Centre for 7 days per week.

During April and May, the manager worked at least 10 hours per week to answer phone calls, emails and mail out packages of information when requested. The manager also put her phone number on the answering machine message so potential visitors could call at any time for information.

### **Staffing**

The Visitor Information Booth was staffed by Sandy Curnow, the on-site manager during April and May. Beginning in June 2 staff members returned to work at the beginning of the month (one year round employee and one returning summer student). By June 20<sup>th</sup>, 3 more summer students had been hired.

The Nicola Valley Heritage Society provided 63 person-days of employment on site and 90 hours of employment in April and May.

### **Visitor Statistics**

Visitor Stats Second Quarter 2020 vs Second Quarter 2019						
	April 2020	May 2020	June 2020	Second Quarter Total 2020	Second Quarter Total 2019	% Difference - / +
Visitor Parties			1,055	1,055	4,794	n/a
Visitors	0	0	1,548	1,548	8,747	n/a
Tour Buses	0	0	0	0	0	

During April and May, the manager answered 53 phone calls and 68 emails. The vast majority of the questions were from British Columbians and Albertans asking questions about camping (mostly about forestry campgrounds which were closed during the COVID-19 shutdown) and fishing day trips.

Since things have reopened, campgrounds have been overflowing with visitors from BC and Alberta. At the end of June, the park operator at Kentucky and Alleyne Lake called to tell us not to send any more people there as they had hundreds of cars in their overflow area. At nearby Bluey Lake, there are 6 campsites. The same weekend there were over 50 parties camping at the small lake.

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

B.C.	90%
Alberta	5%
Rest of Canada	4%
California	1%



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

Same day	76%
One night	15%
2 nights or more	9%

The majority of visitors utilized our site facilities:

Site Facilities (washroom, food, etc)	41%
Shopping	23%
Maps/directions	13%
Adventure Recreation	10%
Attractions	6%
Food/Beverage	4%
Accommodation	1%
Community Services	1%
Investment/Moving	1%

These numbers reflect an increase in questions about Adventure Recreation (mainly camping, fishing and hiking), shopping, directions when compared to previous years. Although most of the visitors only stayed in town for part of a day, the majority were in the Nicola Valley for a longer period of time.

Many of the visitors had not been to downtown Merritt before so this is the reason for the increase in questions about shopping (mainly for groceries). Community Services are mainly regarding sani-dumps and electric car charging.

### **Trends in Visitor Traffic**

The majority of visitors to our site were from B.C. with a few visitors from Alberta most days. We have had reports that many attractions and accommodations in Banff and Jasper are still closed. Visitors to those cities have had to sleep in their cars some nights. This could be why there is such an interest in the lakes in our area. Most visitors are just stopping in town for a part of one day but are spending their time camping in the Nicola Valley at provincial parks or forestry campgrounds (which reopened on June 1<sup>st</sup>). We have heard that many campers ignored the barriers at forestry campgrounds during April and May and continued to camp in our area.

Downtown Merritt was very quiet during April and May. When staff or volunteers were on-site during these months **very few** people stopped by as British Columbians kept their distance from each other.

### **Building, Grounds and Stakeholder Relations**

- Brick edging was put around all of the flower beds during April and May (at a cost of \$325)
- The Visitor Centre and the barn on the Baillie property were painted during May and June at a total cost of \$6,573.00
- A rock (likely from a car) broke one of the front windows of the Visitor Centre
- The Merritt VIB/Heritage Society has purchased advertising in the Merritt guide, Gold Country guide.
- The Merritt Visitor Centre will have a 20 second spot on a very large television screen at Boston Pizza for the next year. Hopefully this will help to bring more visitors to downtown Merritt.

### **Looking Ahead to the Next Quarter**

The Merritt Visitor Centre will be open every day of the next quarter of 2020. It will be staffed each day of July and August by one supervisor and at least 2 summer students. The students will be trained to become Visitor Information Counsellors.

We will continue to limit the number of volunteers to keep them safe as they are all in their 70's and 80's. At this time we do not feel that it is safe for them to be inside the Visitor Information Centre.

### **Costs to operate over the April and May of 2020**

Manager's hours	\$3,150.00
Advertising (pro-rated)	\$ 200.00
Garden brick edging	\$ 325.00
Repair to window of VC	\$ 125.00
Postage	\$ 42.00
Insurance (pro-rated)	\$ 260.00
Internet and phone	\$ 250.00
Hydro	\$ 250.00
Heating	\$ 400.00
Security	<u>\$ 180.00</u>
TOTAL	\$5,182.00
Costs for operating in June*	<u>\$4,344.43</u>
TOTAL PAYABLE THIS QUARTER	\$9,526.43

\*Based on yearly payments divided by 12 months

This represents a savings to the City of Merritt of \$3,506.87.

In June, the costs of COVID-19 safety supplies purchased was \$920.00. A separate summary of these costs is attached as Destination BC will be giving a grant to the City of up to \$1000 for COVID assistance.

Barriers/sneeze guards	\$370.00
Hand sanitizer/masks	\$350.00
Extra cleaning/sanitizing supplies	<u>\$200.00</u>
TOTAL estimated for remainder of 2020	\$920.00



City of Merritt  
Box 189  
2185 Voght Street  
Merritt BC V1K 1B8

Dear Mayor Linda Brown:

I am pleased to provide you with preliminary data from the homeless count conducted in Merritt in March 2020. The count was conducted by ASK Wellness in collaboration with the Homelessness Services Association of BC (HSABC). HSABC organized counts on behalf of BC Housing and the Ministry of Social Development and Poverty Reduction and is reviewing all of the data from the Merritt count, which will be shared later this year. Due to the COVID-19 pandemic, not all communities that scheduled homeless counts were able to complete them. Once all the counts have been completed across BC, the goal will be to create a provincial summary in 2021.

The preliminary data shows the number of people identified as experiencing homelessness, including those identified as sheltered and unsheltered. Key limitations and methodological considerations are also provided.

If you have any questions about the count, you can contact Keri Cooke, at [K.Cooke@askwellness.ca](mailto:K.Cooke@askwellness.ca). We hope this data will assist you with the work you are doing in your community.

Sincerely,

Shane Simpson  
Minister of Social Development and Poverty Reduction

# 2020 Homeless Count: Merritt

## Sheltered and Unsheltered - Merritt

Sheltered and Unsheltered	2018 Total		2020 Total		Change from 2018-2020	
	#	%	#	%	#	%
Sheltered	0	0%	9	21%	9	N/A
Unsheltered	11	100%	34*	79%	23	209%
<b>Total</b>	<b>11</b>	<b>100%</b>	<b>43</b>	<b>100%</b>	<b>32</b>	<b>291%</b>

\*Includes 19 individuals who indicated that they stayed at someone else's place or were couch surfing on the night of the count

## Limitations and Methodological Considerations

Please note the following considerations in reviewing this preliminary data.

In the spring of 2020, the Province of British Columbia provided funding to conduct homeless counts in 16 B.C. communities. Due to the COVID-19 pandemic, only 8 of the 16 communities were able to conduct their counts. They completed their counts before March 17, 2020, when British Columbia's Provincial Health Officer declared a public health emergency under British Columbia's *Public Health Act*.

The Homelessness Services Association of BC, BC Non-profit Housing Association and Urban Matters coordinated these counts and prepared this report.

Data from counts in the count communities constitutes a benchmark to measure progress made to reduce homelessness over time.

- Point-in-Time (PiT) homeless counts provide a snapshot of people who are experiencing homelessness in a twenty-four-hour period, their demographic characteristics, service use and other information.
- For the purpose of counts conducted in the provincially funded B.C. communities, an individual was defined as experiencing homelessness if they did not have a place of their own where they paid rent and could expect to stay for at least 30 days. This included people who:
  - › Stayed overnight on the night of the count in homeless shelters, including transition houses for women fleeing violence and youth safe houses, people with no fixed address (NFA) staying temporarily in hospitals, jails or detox facilities (defined as "sheltered"); and,
  - › Stayed outside in alleys, doorways, parkades, parks and vehicles or were staying temporarily at someone else's place (couch surfing) and/or using homelessness services (defined as "unsheltered").
- During the count, we conduct surveys with people who identify as experiencing homelessness. In areas where surveys are not possible, and to support the PiT count, we collect additional information from shelter operators, hospitals, jails and BC Housing.
- PiT counts are an undercount and represent only those individuals identified during a 24-hour period.
  - › This is because not everyone experiencing homelessness can be found and not everyone who is found is willing to be surveyed.
  - › While PiT Counts are an accepted methodological tool, the numbers are understood to be the minimum number of people who are experiencing homeless on a given day in that community.



Jonathan X. Côté  
Mayor

July 6, 2020

VIA EMAIL

Dear Mayor and Council:

**Re: Disaggregated COVID-19 Data Collection**

I am writing to seek your support for calling on the Provincial and Federal governments to collect disaggregated COVID-19 data. At a meeting on June 22, 2020, New Westminster City Council passed the following resolution:

*WHEREAS it is clear from other jurisdictions, including the United States, that the COVID-19 pandemic and other health concerns disproportionately impact racialized community members and those with who experience systemic, marginalizing barriers to healthcare access as well as precarious work; and*

*WHEREAS BC and Canada do not capture race-based or socioeconomic data, which effectively buries the impact of illness and disease on disproportionately impacted groups within the larger aggregated data, erasing opportunities to address health inequities; and*

*WHEREAS BC has experienced a lower than average illness and causality rate primarily because of evidence based data; and*

*WHEREAS racialized communities and advocates have been requesting that the province collect disaggregated data;*

*THEREFORE BE IT RESOLVED THAT the City of New Westminster write to the provincial and federal Ministers of Health requesting that they collect disaggregated data including race, socioeconomic class,*

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

*and disability that will allow for evidence-based health care and social program interventions; and*

*THAT the data are analyzed and interpreted with community leadership and input; and*

*THAT the data are collected with the intention of being understood as indicators of systemic and structural oppression to identify root causes of disparity; and*

*THAT this letter be forwarded to all BC municipalities asking to write their support as well.*

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote  
Mayor

Cc: The Honourable Patty Hajdu, Federal Minister of Health  
The Honourable Adrian Dix, British Columbia Minister of Health