



AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, October 13, 2020

7:00 P.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

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

Pages

1. CALL TO ORDER
2. LATE ITEMS
3. PUBLIC INPUT 10 m
4. ADOPTION OF MINUTES
 - 4.1. Special Council Meeting Minutes - September 29th, 2020 6

Recommendation:
THAT the Minutes of the Special Council Meeting held on September 29th, 2020 be adopted.
5. GENERAL MATTERS - Delegations and Recognitions
 - 5.1. Community Futures Nicola Valley

Manuel Olguin to present
 - 5.2. Lori Robinson

Ms. Robinson to present about clean air & air quality monitoring
 - 5.3. Brett and Bernadette Nyeste

Mr. and Ms. Nyeste to present about the North Bench NDP

6. UNFINISHED BUSINESS

6.1. Notice of Motion

At the September 15th, 2020 meeting, Councilor Bhangu made the following Notice of Motion:

Recommendation:

THAT a small fund be attached to each City committee in order to provide refreshments for the members

6.2. Symbol of Diversity and Inclusion Logo

11

To be introduced by Mr. George

Recommendation:

THAT Council adopts Option #1 of the attached as the Symbol of Diversity and Inclusion Logo for the City of Merritt.

7. BYLAWS

7.1. Third Reading and Final Adoption OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2290 (3350 Voght Street and 3155 Grimmett Street)

14

To be introduced by Mr. McArthur

Recommendation:

THAT Council give Third Reading to Official Community Plan Amendment Bylaw No. 2289, 2020

Recommendation:

THAT Council adopt Official Community Plan Amendment Bylaw No. 2289, 2020

Recommendation:

THAT Council give Third Reading to Zoning Amendment Bylaw No. 2290, 2020

Recommendation:

THAT Council adopt Zoning Amendment Bylaw No. 2290, 2020

7.2. Permissive Tax Exemptions

22

Recommendation:

THAT Council rescind Third Reading of Permissive Tax Exemption Bylaw No. 2288, 2020

Recommendation:

THAT Council amend Permissive Tax Exemption Bylaw No. 2288, 2020 as attached;

Recommendation:

THAT Council read Permissive Tax Exemption Bylaw No. 2288, 2020 a third time;

Recommendation:

THAT Council Adopt Permissive Tax Exemption Bylaw No. 2288, 2020

7.3. Land Use Fees Amendment Bylaw No. 2292 (Schedule B Fees)

29

To be introduced by Mr. McArthur

Recommendation:

THAT Council give First Reading to Land Use Fees Amendment Bylaw No. 2292, 2020

Recommendation:

THAT Council give Second Reading to Land Use Fees Amendment Bylaw No. 2292, 2020

Recommendation:

THAT Council give Third Reading to Land Use Fees Amendment Bylaw No. 2292, 2020

8. NEW BUSINESS

8.1. Investing in Canada Infrastructure – Grant Application

38

To be introduced by Mr. Lowis

Recommendation:

THAT Council direct staff to submit an application for the Voght St - Phase 2 project through the Investing in Canada Infrastructure Program – Rural and Northern Communities stream

Recommendation:

THAT Council support the project and commit to the City's share of project costs (\$747,586)

- 8.2. Bulk Water and Sanitary Dump Locations 53
- To be introduced by Mr. Smith
- Recommendation:**
THAT Council direct staff to amend the 2020-2024 Financial Plan Bylaw to include the Bulk Water and Sanitary Dump infrastructure projects, conditional upon entering into a final agreement with Trans Mountain to cover all costs associated with these projects.
- 8.3. Retail Cannabis Sales 57
- To be introduced by Mr. McArthur
- Recommendation:**
THAT Council direct staff to prepare, for Council discussion and debate, a report to amend Section 4.41.3 of Zoning Bylaw No. 2284, 2020, removing the maximum cap of four Retail Cannabis Sales stores in the City.
- 8.4. Memorandum of Understanding – Carpere Canada Industrial Park Corp. 60
- To be introduced by Mr. Smith
- Recommendation:**
THAT Council authorize Mayor Brown to sign the attached Memorandum of Understanding between the City of Merritt and Carpere Canada Industrial Park Corp.
- 8.5. Community Planner Position 66
- To be introduced by Mr. McArthur
- Recommendation:**
THAT Council direct staff to include a Community Planner position in the proposed 2021-2025 Financial Plan.
- 8.6. Agreement to Remove or Demolish (2082 Aspen Street) 69
- To be introduced by Mr. McArthur

Recommendation:

THAT Council accepts the Agreement to remove or demolish the mobile home at 2082 Aspen Street, following the issuance of an occupancy permit for the new dwelling

Recommendation:

THAT Council authorizes the Mayor and CAO to execute the Agreement on behalf of the City.

9.	<u>NOTICES OF MOTION</u>	
10.	<u>REPORTS FROM COUNCIL</u>	
11.	<u>INFORMATION ITEMS</u>	
11.1.	<u>City of Merritt BC PNP Committee 2020 Third Quarterly Report</u>	75
11.2.	<u>North Bench Neighbourhood Development Plan Update – Survey Results</u>	78
12.	<u>TERMINATION OF MEETING</u>	



MINUTES

CITY OF MERRITT

SPECIAL MEETING OF COUNCIL

Tuesday, September 29, 2020
5:30 P.M.
COUNCIL CHAMBERS, CITY HALL
2185 Voght Street
Merritt, B.C

PRESENT:

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

IN ATTENDANCE:

- Mr. S. Smith, Chief Administrative Officer**
- Mr G. Lowis, Deputy Corporate Officer**
- Mr. W. Anderson, Director of Finance and IT**
- Mr. D. McArthur, Planning & Development Services Manager**

1. CALL TO ORDER

1.1 Call to Order

Mayor Brown called the meeting to order at 5:30pm

2. LATE ITEMS

3. PUBLIC INPUT

Craig Gray of 1951 Merritt Ave spoke to item 6.1, to express his concerns about the Kengard Well, and the cost and quality of water provided.

Further, he queried support for the theatre society, suggesting that until the future of large events was known, such projects should be reconsidered.

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes- September 15, 2020

2020SC-03-01

THAT the Minutes of the Regular Council Meeting held on September 15, 2020 be adopted

Moved, Seconded, CARRIED

5. UNFINISHED BUSINESS

6. NEW BUSINESS

6.1 Investing in Canada Infrastructure – Grant Applications

Mr. Smith introduced the possible options for the West Merritt Active Transportation Path, and that the proposal from staff had been modified following staff discussions with the Provincial government, to include only the active transportation aspects.

Council discussed various aspects of the plan, including the amenities that had been removed, protected bike lanes, the cost to the City if successful, the potential impact of multiple grants on each other, and future projects.

Cllr Christopherson declared that with concerns raised about one grant's impact on another, he could be perceived as having a conflict of interest, and left the room at 6.03pm.

Council continued discussing the engineering plans and details of what was included in the proposal.

Cllr Fehr declared that his business could be perceived as giving him a conflict of interest, and left the room at 6.09pm.

Cllrs Christopherson and Fehr returned to the room at 6.11pm, after the first vote had taken place.

Mr. Smith introduced the Kengard Well application, noting it was entirely preparatory at this point, but that the City wanted to have shovel-ready projects for future applications. He explained that while Merritt's aquifers appear well-stocked with water, the Coldwater river is the most drought-sensitive water basin in BC, and that upgrades to the Kengard Well could

completely reduce Merritt's dependence on the Coldwater river and connected aquifers.

Council discussed the scale of the project, and various water issues and policies at Merritt, and the environmental situation in the Nicola valley, the status of fish, and the importance of water for expansion.

Cllr Christopherson declared himself in conflict of interest for the third item due to being a Director of the Nicola Valley Theatre Society, and left the room at 6.25pm.

Mr. Smith introduced the potential support for the Theatre Society, noting that many letters have been provided in the past and that this would simply be an update to that.

Following the vote, Mr. Smith asked if Council wanted a clause in the letter indicating that if the Government were choosing between the two projects, to support the Theatre over our own. Council discussed this expressing support for the idea, concern that it might indicate a lack of confidence, and what it might mean for the City's application. No motion was moved.

2020SC-03-02

THAT Council direct staff to submit an application for the West Merritt Active Transportation Path – Phase 1 project through the Investing in Canada Infrastructure Program – Community, Culture and Recreation stream;

AND THAT Council support the project and commit to the City's share of project costs (26.67%), which equals \$614,864 of the total project cost of \$2,305,451.

Against (1): Melvina White

Absent (2): Kurt Christopherson, and Travis Fehr

Moved, Seconded, CARRIED

2020SC-03-03

THAT Council direct staff to amend the 2020-2024 Financial Plan to include the preparation of engineering plans to upgrade the Kengard well, with costs to come from Gas Tax funds.

Moved, Seconded, CARRIED

2020SC-03-04

THAT Council authorize the Mayor to provide an updated letter of support to the Nicola Valley Theatre Society to accompany their ICIP grant applications.

Absent (1): Kurt Christopherson

Moved, Seconded, CARRIED

7. NOTICES OF MOTION

Nil.

8. CLOSURE OF MEETING

8.1 Vote to close meeting to press & public

The meeting was adjourned at 6.38pm until 7pm, to allow members to attend the Nicola Valley Food Bank AGM either in person, or on Zoom. Meeting adjourned at 6.38pm.

The meeting resumed at 7.01pm. Cllr Etchart was absent, attending the food bank AGM. Remainder of Mayor & Council and Mr. Smith were present for the remainder of the meeting.

2020SC-03-05

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

Absent (1): Adam Etchart

Moved, Seconded, CARRIED

9. CLOSED SESSION

.

9.1 Adoption of Minutes - August 18th, 2020

9.2 New Business

9.2.1 Personnel update

9.2.2 Personnel update

10. **TERMINATION OF MEETING**

The Mayor declared the meeting ended at 7:45pm

Corporate Officer

Sean Smith

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

Confirmed on the ____ day of ____, 20__

Mayor

Linda Brown

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 0550

To: Sean Smith, Chief Administrative Officer

From: Will George, Economic Development, Communication, & Tourism Manager

Date: October 6, 2020

Subject: Symbol of Diversity and Inclusion Logo

RECOMMENDATION:

THAT Council adopts Option #1 of the attached as the Symbol of Diversity and Inclusion Logo for the City of Merritt.

Background:

At the June 16th, 2020 Regular Council Meeting, Councillor Fehr made the following notice of motion “That Council direct staff to investigate the adoption of a visual symbol of diversity and inclusion for the City of Merritt”. On June 30th, Councillor Travis Fehr’s notice of motion was carried, and Council Members discussed global events, with a desire to showcase Merritt as a welcoming and inclusive community that celebrated diversity. Staff confirmed Council had given sufficient direction to begin work with graphic designers and provide options back to Council at a future Regular Council Meeting.

On August 18th, staff presented 7 draft Diversity and Inclusion Logo options for Council discussion. On the September 1 Council Meeting, staff provided 6 shortlisted Diversity and Inclusion Logo options for Council consideration. Council approved these 6 logo options and requested staff seek public input into the final logo selection. From September 4th to 18th public was gathered on the City of Merritt website and social media platforms.

51 Symbol of Diversity and Inclusion Logo survey responses were received. Of those, 53% were in favour of a Diversity and Inclusion Logo while 41% were not in favour of having a diversity logo and 6% chose not to say.

The preferred logo design was option 1 by a single vote and options 3 and 6 were tied for the second-most preferred logo option.

- Option 1
 - 26%
- Option 2
 - 10%
- Option 3
 - 24%
- Option 4
 - 11%
- Option 5
 - 5%
- Option 6
 - 24%

Options / discussion

1. THAT Council adopts Option #1 of the attached as the Symbol of Diversity and Inclusion Logo.
2. THAT Council approved one of the other attached Symbols of Diversity and Inclusion Logos options.
3. THAT Council receives this report for information.

Financial / Risk Implications:

Additional staff time would be required to distribute the Symbol of Diversity and Inclusion Logo.

Others Consulted:

- 50+ Merritt and Nicola Valley residents

Attachments:

- Symbol of Diversity and Inclusion Logo Options

Respectfully submitted,

Will George
Economic Development, Communications and Tourism Manager



Option 1



Option 2



Option 3



Option 4



Option 5



Option 6

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 3900.2289 and 3900.2290

To: Sean Smith, Chief Administrative Officer

From: Don McArthur, Planning Manager

Date: October 8, 2020

Subject: Third Reading and Final Adoption OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2290 (3350 Voght Street and 3155 Grimmer Street)

RECOMMENDATION:

THAT Council give Third Reading to Official Community Plan Amendment Bylaw No. 2289, 2020

And

THAT Council adopt Official Community Plan Amendment Bylaw No. 2289, 2020

And

THAT Council give Third Reading to Zoning Amendment Bylaw No. 2290, 2020

And

THAT Council adopt Zoning Amendment Bylaw No. 2290, 2020

Background:

The proposal would amend the OCP to allow medium density residential on the subject property, and would amend the Zoning Bylaw from Corridor Commercial (C4) to Medium Density Residential (R7), Residential Modular Home (R4), and Park & Cemetery (P1). If approved, the bylaw amendments would enable the creation of a development of 52 modular homes and 15 townhomes.

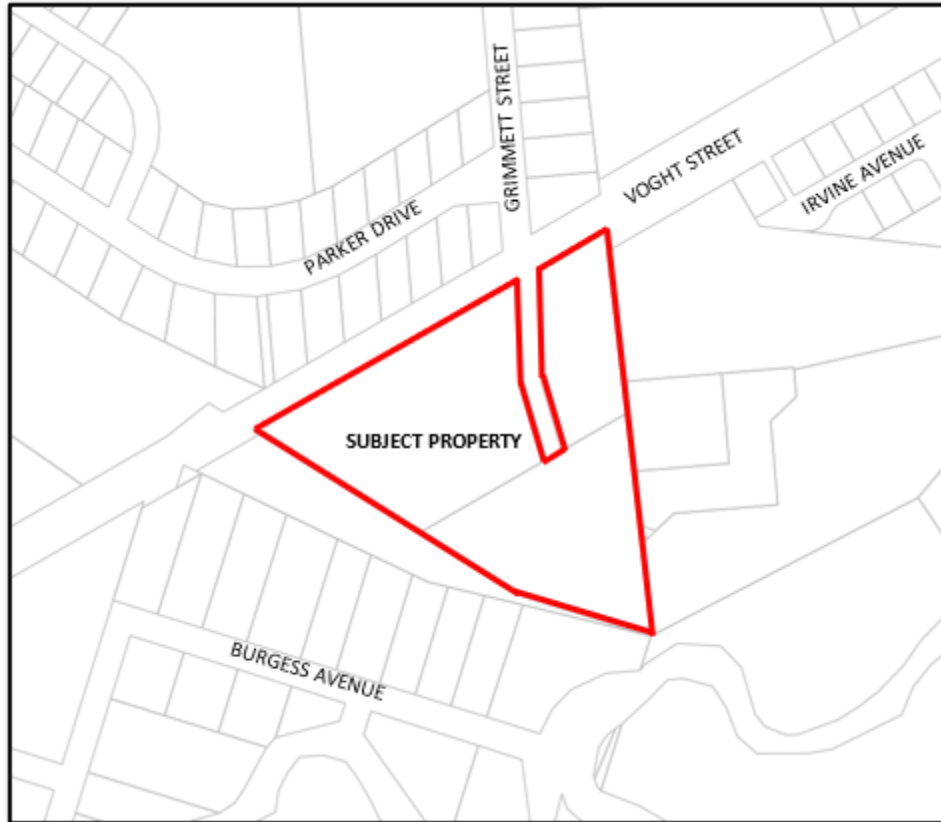


Figure 1: Location of Subject Property

First and Second Readings were given on September 15, 2020. A Public Hearing was held on October 13, 2020.

As the subject property is not within 800 metres of a controlled highway intersection, Ministry of Transportation and Infrastructure approval after Third Reading is not required.

Options / discussion

1. THAT Council give Third Reading and adopt Official Community Plan Amendment Bylaw No. 2289, 2020 and that Council give Third Reading and adopt Zoning Amendment Bylaw No. 2290, 2020; or
2. THAT Council direct staff to defer Third Readings of Official Community Plan Amendment Bylaw No. 2289, 2020 and Zoning Amendment Bylaw No. 2290, 2020 to a later date; or
3. THAT Council receive this report as information.

Financial / Risk Implications:

Although Council are in full control of whether or not they wish to pass the Bylaws, Corporate Services advise that Bylaw 2290, 2020 cannot be adopted unless 2289, 2020 is adopted, as adopted Zoning Bylaws must be in accordance with the Official Community Plan.

Others Consulted:

N/A

Attachments:

Attachment A: Official Community Plan Amendment Bylaw No. 2289, 2020

Attachment B: Zoning Amendment Bylaw No. 2290, 2020

Attachment C: Proposed Site Plan

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

CITY OF MERRITT

BYLAW 2289

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN

WHEREAS the Municipal Council of the City of Merritt has received an application to amend the City of Merritt Official Community Plan Bylaw No 2116, 2011;

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

Citation

1. This Bylaw shall be cited as the “**Official Community Plan Amendment Bylaw No. 2289, 2020**”.

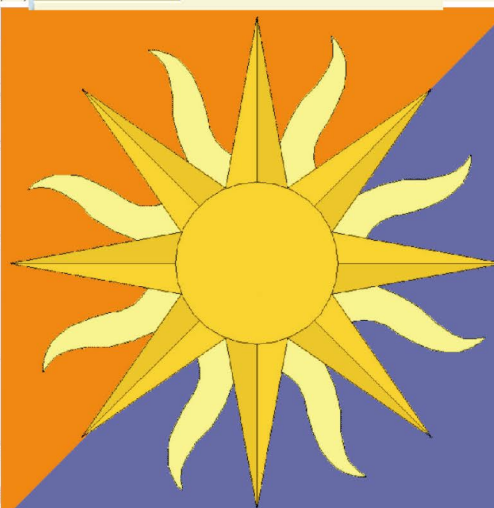
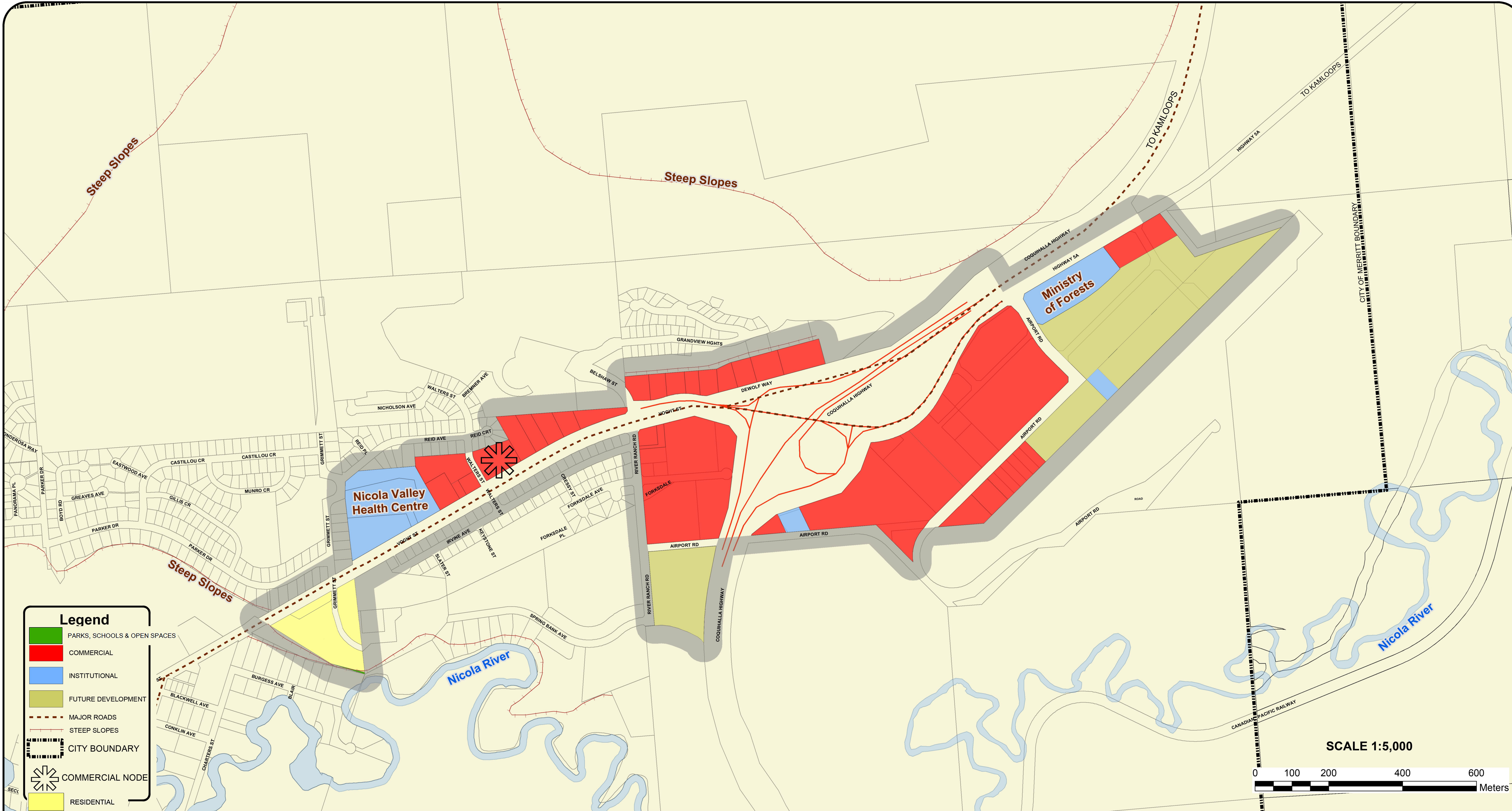
Amendments

2. Section 5.4.10.2 .10 is amended to read “Encourage medium or high density multi-family development in the Residential designation”.
3. The Official Community Plan Land Use Designation Map for Voght Street / North Entry is amended to change the parcels legally described as 3350 Voght Street, Block 5, District Lot 181, Kamloops Division Yale District, Plan 10096 Except Plan 14921, PID: 009-629-467, and 3155 Grimmer Street, Lot 1, District Lot 181, Kamloops Division Yale District, Plan 14921, PID: 008-915-695 from “Future Development” to “Residential” and “Parks, Schools & Open Spaces”, and would appear as attached in Schedule “A” which forms part of this Bylaw.

READ A FIRST TIME this	15th day of September, 2020
READ A SECOND TIME this	15th day of September, 2020
PUBLIC HEARING this	13th day of October, 2020
READ A THIRD TIME this	____ day of ____, 2020
ADOPTED this	____ day of ____, 2020

Linda Brown
Mayor

Greg Lowis
Corporate Officer



City of Merritt

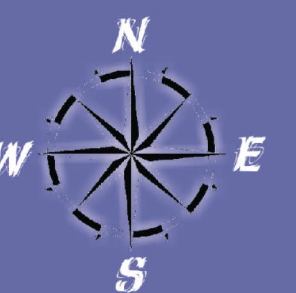
Official Community Plan

Flourishing Under The Sun

Voght Street / North Entry

Land Use Designation Map

Official Community Plan Bylaw No.2116, 2011



CITY OF MERRITT

BYLAW 2290

A BYLAW TO AMEND THE ZONING BYLAW

WHEREAS the Municipal Council of the City of Merritt has received an application to amend the City of Merritt Zoning Bylaw No. 2284, 2020;

AND WHEREAS the zoning amendment conforms to the City of Merritt Official Community Plan Bylaw No. 2116, 2011 as amended;

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

Citation

1. This Bylaw shall be cited as the “**Zoning Amendment Bylaw No. 2290, 2020**”.

Amendments

2. That the Official Zoning Map, being Schedule “A” of the City of Merritt Zoning Bylaw No. 2284, 2020, is amended by changing the zoning designation of the parcels legally described as 3350 Voght Street, Block 5, District Lot 181, Kamloops Division Yale District, Plan 10096 Except Plan 14921, PID: 009-629-467, and 3155 Grimmitt Street, Lot 1, District Lot 181, Kamloops Division Yale District, Plan 14921, PID: 008-915-695 from “Corridor Commercial (C4)” to “Medium Density Residential (R7)”, “Residential Modular Home (R4)” and “Park & Cemetery (P1)”, and would appear as attached in Schedule “A” which forms part of this Bylaw.

READ A FIRST TIME this 15th day of September, 2020

READ A SECOND TIME this 15th day of September, 2020

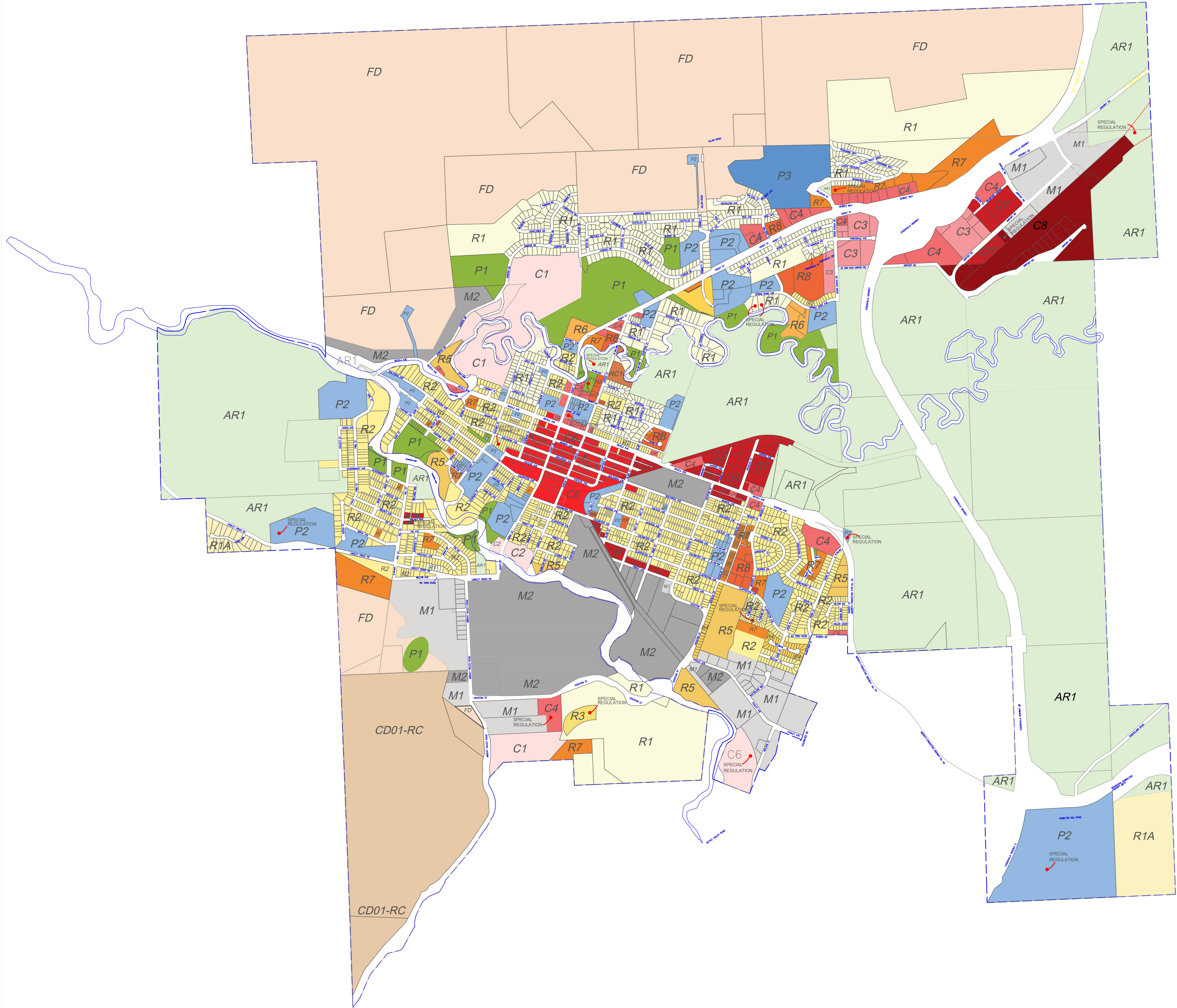
PUBLIC HEARING this 13th day of October, 2020

READ A THIRD TIME this ____ day of ____, 2020

ADOPTED this ____ day of ____, 2020

Linda Brown
Mayor

Greg Lowis
Corporate Officer



LEGEND

- Agricultural

AR1
AGRICULTURAL
- Residential

R1
Single Family Residential

R1a
Large Parcel Residential

R2
Low Density Residential

R3
Small Parcel Residential

R4
Residential Modular Home

R5
Mobile Home Park

R6
Strata Parcel Residential

R7
Medium Density Residential

R8
High Density Residential

RC1
Residential Care Housing
- Commercial

C1
Recreational Commercial

C2
Tourist Commercial

C3
Regional Commercial

C4
Corridor Commercial

C5
Neighbourhood Commercial

C6
City Centre District

C7
Service Commercial

C8
Airport Commercial
- Industrial

M1
Light Industrial

M2
Heavy Industrial
- Institutional

P1
Parks & Cemetery

P2
Institutional & Public Use

P3
Post Secondary Educational
- Special Use

FD
Future Development

CD01-RC
Comprehensive Development

AMENDMENTS

BYLAW No.	AMENDMENTS	DATE	BYLAW No.	AMENDMENTS	DATE

SCHEDULE A
BYLAW No. 2284, 2020
AS ADOPTED, 2020

ORIGINAL SIGNED BY

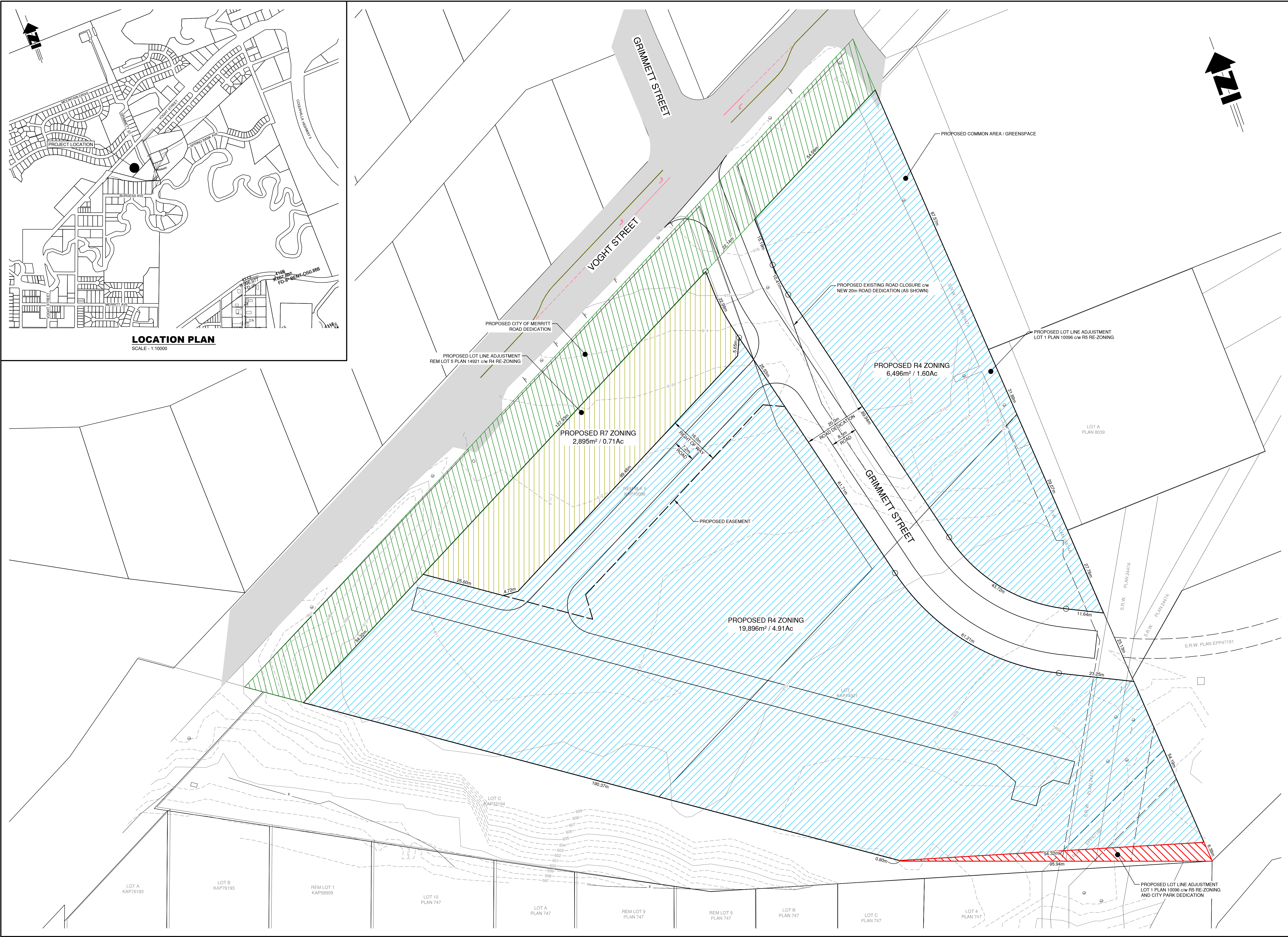
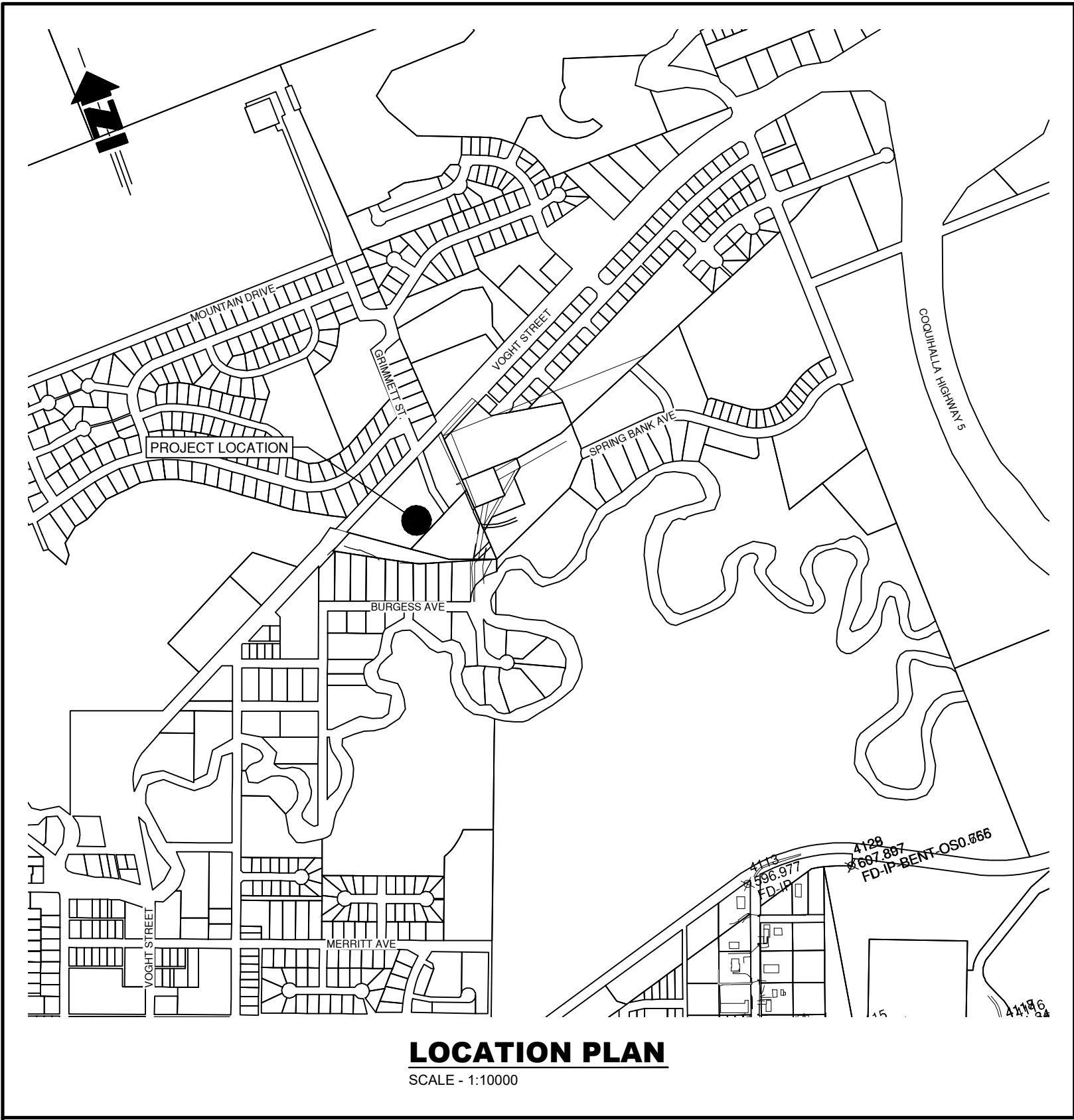
LINDA A. BROWN, MAYOR

ORIGINAL SIGNED BY

SEAN SMITH, CAO



OFFICIAL ZONING MAP
SCHEDULE A
CONSOLIDATED FOR CONVENIENCE ONLY



LEGEND

PROPOSED LOT LINE ADJUSTMENT
LOT 1 PLAN 10096 c/w R5 RE-ZONING

PROPOSED LOT LINE ADJUSTMENT
REM LOT 5 PLAN 14921 c/w R4
RE-ZONING

PROPOSED CITY OF MERRITT ROAD
DEDICATION

PROPOSED LOT LINE ADJUSTMENT
LOT 1 PLAN 10096 c/w R5 E-ZONING
AND CITY PARK DEDICATION

2	AUG 2020	RE-ISSUED FOR RE-ZONING APPLICATION	NA	NA
1	MAY 2020	ISSUED FOR RE-ZONING APPLICATION	SPC	SU
No.	DATE	DESCRIPTION	BY	APPROVED

ISSUES / REVISIONS

CONSULTANT SEAL

TRUE CONSULTING

201 - 2079 Falcon Road ■ Kamloops BC ■ V2C 4J2
tel 250.828.0881 ■ fax 250.828.0717
info@TRUE.bc.ca

SPAYUM HOLDINGS LIMITED PARTNERSHIP

SITE CONCEPT

PROPOSED ZONING PLAN

SCALE 0 1:500 25

DESIGN BY SUJNA

DRAWN BY SPC

DATE MAY 2020

PROJECT REFERENCE No. 1411-021

DRAWING No. 1411-021

SHEET 2

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 3900.2288

To: Sean Smith, Chief Administrative Officer
From: Greg Lowis, Director of Corporate Services
Date: October 9, 2020
Subject: Permissive Tax Exemption Bylaw

RECOMMENDATION:

THAT Council rescind Third Reading of Permissive Tax Exemption Bylaw No. 2288, 2020;

And

THAT Council amend Permissive Tax Exemption Bylaw No. 2288, 2020 as attached

And

THAT Council read Permissive Tax Exemption Bylaw No. 2288, 2020 a third time

And

THAT Council Adopt Permissive Tax Exemption Bylaw No. 2288, 2020

Background:

On September 15th, 2020, Council gave three readings to Permissive Tax Bylaw 2288, 2020. The subject properties were then properly advertised to be made permissively exempt.

Subsequent to publication, staff noticed that the precise text of the Bylaw could create problems, as while all the proposed properties were eligible for the exemption, they had

not been described under the correct sections of the *Community Charter*. In order to ensure that the exemptions could not be questioned, staff propose a textual change to the Bylaw in order to invoke the correct subclauses in all events.

Ministerial Order M192/20 provides authority for a Council to adopt Financial Bylaws on the same day they receive Third Reading, and as the properties have already been advertised as required in the Merritt Herald, staff propose that this authority be used in this case.

Attachments:

Permissive Tax Exemption Bylaw No. 2288, 2020.

Respectfully submitted,

Greg Lowis
Director of Corporate Services

CITY OF MERRITT

BYLAW 2288, 2020

**A BYLAW TO EXEMPT CERTAIN PROPERTIES FROM TAXATION FOR THE
CALENDAR YEARS 2021-2024**

WHEREAS Council may, exempt from taxation certain lands, improvements, or both for up to 10 years as provided for in the *Community Charter*;

AND WHEREAS notice of the proposed bylaw has been given in accordance with the *Community Charter*;

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

1. That this bylaw shall be cited as **“CITY OF MERRITT 2021-2024 PERMISSIVE TAX EXEMPTION BYLAW NO. 2288, 2020”**
2. That Schedule “A”, attached hereto and forming part of this Bylaw and being properties related to properties that are statutorily exempt under section 220(1)(h) (buildings for public worship) and are exempted from property taxation under section 224(2)(f) for the years 2021, 2022, 2023, and 2024.
3. That Schedule “B”, attached hereto and forming part of this Bylaw and being properties that shall be exempt from property taxation under section 224(2)(a) for the years 2021, 2022, 2023, and 2024.
4. That Schedule “C”, attached hereto and forming part of this Bylaw and being properties that shall be exempt from property taxation under section 224(2)(i) for the years 2021, 2022, 2023, and 2024.
5. That Schedule “D”, attached hereto and forming part of this Bylaw and being properties that shall be exempt from property taxation under section 225(2)(e) for the years 2021, 2022, 2023, and 2024.

READ A FIRST TIME this 15th day of September, 2020

READ A SECOND TIME this 15th day of September, 2020

READ A THIRD TIME this 15th day of September, 2020

ADOPTED this ____ day of ____, 2020

Linda Brown
Mayor

Greg Lowis
Corporate Officer



City of Merritt
A.1 2021-2024 Permissive Tax Exemption List

					Estimated			
Roll #	Applicant	Civic Address	Additional Comments	2020 Actual	2021	2022	2023	2024
SCHEDULE "A" - Non-statutorily Exempt Portion of Places of Worship - 224(2)(f)								
0002-555	Church Of Jesus Christ Of Latter-Day Saints In Canada	2451 Spring Bank Ave		1,902	1,793	1,828	1,865	1,902
0138-000	Bc Corp Of The Seventh-Day Adventist Church	2190 Granite Ave		194	202	206	210	214
0276-000	Merritt Baptist Church	2499 Coutlee Ave		318	232	236	241	246
0416-005	Roman Catholic Bishop Of Kamloops	2302 Jackson Ave		466	340	347	354	361
0830-015	Merritt Sikh Society	2399 Chapman St		498	403	411	420	428
0912-005	Merritt Crossroads Community Church	2990 Voght St		1,089	879	896	914	932
0963-000	Nicola Valley Evangelical Free Church	1950 Maxwell Ave		701	570	581	593	604
1094-002	St. Michaels Anglican Church	1990 Chapman St		371	386	394	402	410
1241-000	United Church Trustees	1899 Quilchena Ave		204	165	168	172	175
6327-500	Trustees Merritt Jehovahs Witness	1505 Sunset St		452	330	336	343	350
	TOTAL Schedule "A"				5,299	5,405	5,513	5,623



City of Merritt
A.1 2021-2024 Permissive Tax Exemption List

					Estimated			
Roll #	Applicant	Civic Address	Additional Comments	2020 Actual	2021	2022	2023	2024
SCHEDULE "B" - Charitable, Philanthropic, other Not for Profit Organizations - 224(2)(a)								
0002-500	Nicola Native Lodge Society	2640 Spring Bank Ave		927	874	891	909	927
0151-000	Conayt Friendship Society	2164 Quilchena Ave		7,679	7,435	7,584	7,735	7,890
0189-005	Nicola Valley Community Theatre Society	2102 Coutlee Ave		2,666	2,779	2,834	2,891	2,949
1057-000	Nicola Valley Shelter and Support Society	2038 Nicola Ave	*Applicant will not be providing a shelter for a portion of 2021, but will be providing other services from the building	734	1,943	1,982	2,022	2,062
1112-000	Merritt Youth & Family Resources Society	1914 Quilchena Ave		1,059	1,100	1,122	1,144	1,167
1120-010	Nicola Valley Health Care Auxilliary	1849 Voght St		1,625	1,676	1,710	1,744	1,779
1122-000	Nicola Valley Health Care Auxilliary	1987 Coutlee Ave		682	711	725	740	754
1163-000	Nicola Valley Senior Housing Soc	1938 Coutlee Ave		4,604	4,716	4,810	4,906	5,004
1344-000	Nicola Valley Association For Community Living	1775 Coldwater Ave		3,632	3,756	3,831	3,908	3,986
1777-275	Nicola Valley Health Care Endowment Foundation Society	Voght St		6,336	6,149	6,272	6,397	6,525
1777-280	Nicola Valley Health Care Endowment Foundation Society	3457 Voght St		6,006	5,824	5,940	6,059	6,180
0140-000	Community Futures Nicola Valley	2181 Quilchena Ave	New applicant; 2020 amount provided as a grant-in-lieu of exemption	1,079	1,227	1,251	1,276	1,302
1043-000	Nicola Valley Community Arts Council	1988 Nicola Ave	* Amount estimated based on 2267 sq ft. BCA to confirm amount in 2021.	4,516	1,800	1,836	1,873	1,911
1087-000	Merritt Masonic Temple Assoc	2067 Quilchena Ave		328	339	346	353	360
1092-000	Canadian Country Music Hall of Fame	2029 Quilchena Ave		2,846	2,930	2,988	3,048	3,109
1114-500	Royal Canadian Legion Merrit Branch No. 096	1940 Quilchena Ave		1,792	1,760	1,795	1,831	1,867
1341-010	Nicola Valley Holding Assn (Merritt Elks)	1701 Coldwater Ave		322	235	239	244	249
1364-000	Nicola Valley Holding Assn (Merritt Elks)	1702 Coldwater Ave		3,413	3,092	3,153	3,216	3,281
6355-100	Nicola Valley Rodeo Association/Nicola Valley Fall Fair Association	319 Lindley Creek Rd	Same property used by both applicants	11,760	14,479	14,768	15,064	15,365
0807-250	Nicola Valley Community Human Services Assn	A-2185 Voght St		1,799	1,744	1,779	1,815	1,851
	TOTAL Schedule "B"				64,567	65,858	67,175	68,519



City of Merritt
A.1 2021-2024 Permissive Tax Exemption List

					Estimated			
Roll #	Applicant	Civic Address	Additional Comments	2020 Actual	2021	2022	2023	2024
SCHEDULE "C" - Parks, Recreation Grounds, Public Athletic Facilities - 224(2)(I)								
0744-100	Merritt Curling Club	2025 Mamette Ave		5,083	4,919	5,018	5,118	5,220
				TOTAL Schedule "C"	4,919	5,018	5,118	5,220



City of Merritt
A.1 2021-2024 Permissive Tax Exemption List

					Estimated			
Roll #	Applicant	Civic Address	Additional Comments	2020 Actual	2021	2022	2023	2024
SCHEDULE "D" - Eligible Golf Course Property - 225(2)(e)								
0976-000	Merritt Golf & Country Club	1450 Juniper Dr		1,620	3,828	3,905	3,983	4,063
1553-070	Merritt Golf & Country Club	1450 Juniper Dr		1,955	1,676	1,710	1,744	1,779
1801-190	Merritt Golf & Country Club	1990 Maxwell Ave		17,598	16,365	16,692	17,026	17,367
	TOTAL Schedule "D"				21,870	22,307	22,753	23,208
					\$ 96,654	\$ 98,587	\$ 100,559	\$ 102,570
Adjusted taxation amount (2020 budget)					\$ 9,373,068			
Permissive Exemption % of taxes					1.03%			

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 3900.2292

To: Sean Smith, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: October 8, 2020
Subject: Land Use Fees Amendment Bylaw No. 2292 (Schedule B Fees)

RECOMMENDATION:

THAT Council give First Reading to Land Use Fees Amendment Bylaw No. 2292, 2020

And

THAT Council give Second Reading to Land Use Fees Amendment Bylaw No. 2292, 2020

And

THAT Council give Third Reading to Land Use Fees Amendment Bylaw No. 2292, 2020

Background:

The Land Use Amendment and Development Approval Procedures Bylaw was adopted in 2009. Over the past decade, the costs of processing applications have increased. The fees charged for permits and processes no longer cover the costs of processing the applications.

Additionally, fees for Subdivision applications are not listed in the Land Use Amendment and Development Approval Procedures Schedule B fee schedule. There is a separate bylaw for Subdivision fees (Subdivision Application Fees Bylaw No. 2079, 2009), rather than containing the fees in one location. As a result, residents and developers must refer to multiple documents for information.

Furthermore, the Land Use Amendment and Development Approval Procedures Bylaw is no longer consistent with the Zoning Bylaw. Zoning Bylaw No. 2284, 2020 was adopted on September 1, 2020. Section 4.5 in the Zoning Bylaw pertains to Discretionary Use. This section includes the requirement to submit an application. To bring the Land Use Amendment and Development Approval Procedures Bylaw into alignment with the Zoning Bylaw, fees for Discretionary Use applications must be added to the Land Use Amendment and Development Approval Procedures fee schedule.

Discretionary Use

The Discretionary Use process only applies to Uses when they are identified as a Discretionary Use in a particular zone. For example, Food Primary Establishment (restaurant) is a Discretionary Use in the Service Commercial (C7) zone.

The proposed fees and associated uses are as follows:

Minor					Major					Special				
2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
\$50	\$51	\$52	\$53	\$54	\$500	\$510	\$520	\$531	\$541	\$1,000	\$1,020	\$1,040	1,061	\$1,082
Assembly Place					Animal Boarding					Adult Entertainment Club				
Brewing & Distilling					Building Supply Centre					Community Care Facility, Specialized				
Community Care Facility, Minor					Bulk Petroleum & Electricity Sales					Gaming Facility				
Food Primary Establishment					Bus Depot									
Funeral Services					Campground									
Liquor Primary Establishment					Community Care Facility, Major									
Modular Home					Daycare Centre, Major									
Place of Worship					Drive-through Business									
Public Use					Educational Institution									
Retail Store, General					Filling Station									
School, Public					Film Studio									
Second-Hand Store					Garden Centre, Indoor									
Short-Term Rental					Garden Centre, Outdoor									
Veterinary Services					Motel									
Water Refill Station					Parking Lot, Commercial									
					Truck Travel Centre									
					Vehicle Sales & Rentals									
					Vehicle Services									
					Winery									

Minor applications require limited processing time or have been assigned a lower fee to promote such applications. Major applications require submission of additional documentation, such as site plan and servicing drawings, and require significant staff time to process. Special applications may involve public consultation and/or Council approval.

Development Application Fee Comparison

To determine the appropriate fees for development applications, research was conducted by staff to provide a comparison with other Southern Interior municipalities. The following chart illustrates the discrepancy between fees currently charged by City of Merritt versus other municipalities.

Type of application	Fees								
	Merritt (proposed 2020)	Merritt (current)	Kamloops	Vernon	West Kelowna	Kelowna	Peachland	Penticton	Oliver
OCP Amendment	\$1,500	\$800	\$1,500	\$1,700	\$1,400	\$3,510	\$1,000	\$2,000	\$1,250
Zoning, text amendment	\$1,250	\$800	\$1,500	\$1,400	\$1,425	\$1,505	\$1,000	\$1,250	\$1,250
Zoning, other	\$1,500	\$800	\$1,500	\$1,400	\$1,425	\$1,915	\$1,000	\$1,750	\$1,250
Zoning, CD zone	\$2,500	\$800	\$1,500	\$1,400	\$2,500	\$3,510	\$1,000	\$5,000	\$1,250
OCP + Zoning	\$2,250 - 3,500	\$1,200	\$2,300	\$3,100	\$2,325 - 3,400	\$5,015 - 7,020	\$2,000	\$2,550 - 6,300	\$1,750
DP, minor	\$300	\$750	\$500	\$125	\$100	\$960	\$100	\$700	\$125
DP, major	\$1,500	\$1,200	\$1,000	\$1,100	\$1,500	\$1,745	\$600	\$1,200	\$1,100
DP, riparian	\$300	\$750	\$100	N/A	\$695	\$960	N/A	\$600	N/A
DP, geotech	\$300	\$750	N/A	N/A	N/A	N/A	N/A	\$700	N/A
DP, wildfire	\$300	\$750	N/A	N/A	N/A	N/A	N/A	\$700	N/A
DP amendment	\$150	N/A	\$100	N/A	\$150	\$160 - 975	N/A	\$350 - 600	\$375
DVP, minor	\$700	\$500	\$800	\$125	N/A	N/A	N/A	\$700	N/A
DVP, minor w/ DP	\$800 - 2,000	\$1,250 - 1,700	\$2,300	\$250 - 1,225	N/A	N/A	N/A	\$1,200 - 1,700	N/A
DVP, major	\$1,000	\$500	\$800	\$1,100	\$700	\$1,540	\$450	\$1,200	\$500
DVP, major w/ DP	\$1,100 - 2,300	\$1,250 - 1,700	\$2,300	\$1,225 - 2,200	\$800 - 2,200	\$2,500 - 3,285 + \$110 per variance	\$550 - 1,050	\$1,400 - 1,900	\$625 - 1,600

Type of application	Fees cont'd								
	Merritt (proposed 2020)	Merritt (current)	Kamloops	Vernon	West Kelowna	Kelowna	Peachland	Penticton	Oliver
Board of Variance	\$500	\$500	\$200	\$450	\$700	\$1,130	\$450	\$500	\$500
Temporary Use	\$800	\$400	\$750	N/A	\$650	\$1,830	N/A	\$800	\$700
Temporary Use renewal	\$400	\$400	\$750	N/A	\$650	\$1,830	N/A	\$400	\$350
Subdivision, 2 lots	\$850	\$325 - 850	\$450-950	\$330	\$350	\$2,380	\$620	\$1,000	\$600
Subdivision, 3 – 10 lots	\$1,000 + \$100 per lot	\$1,500 + \$25 per lot	\$250-750 + \$100 per lot	\$330 + \$300 per lot	\$350 + \$350 per lot	\$2,380 + \$110 per lot	\$620 + \$105 per lot	\$1,000 + \$300 per lot	\$600 + \$100 per lot
Subdivision, 11 – 20 lots	\$2,500 + \$100 per lot	\$2,000 + \$25 per lot	\$250-750 + \$100 per lot	\$2,730 + \$220 per lot	\$3,150 + \$350 per lot	\$3,260 + \$110 per lot	\$1,460 + \$105 per lot	\$3,000 + \$220 per lot	\$1,400 + \$100 per lot
Subdivision, 21 – 30 lots	\$4,000 + \$100 per lot	\$2,000 + \$25 per lot	\$250-750 + \$100 per lot	\$4,930 + \$190 per lot	\$6,650 + \$350 per lot	\$4,360 + \$110 per lot	\$2,510 + \$105 per lot	\$5,000 + \$200 per lot	\$2,400 + \$100 per lot
Subdivision, 31 – 40 lots	\$5,000 + \$100 per lot	\$2,000 + \$25 per lot	\$250-750 + \$100 per lot	\$6,830 + \$165 per lot	\$9,150 + \$350 per lot	\$5,460 + \$110 per lot	\$3,560 + \$105 per lot	\$7,000 + \$180 per lot	\$3,400 + \$100 per lot
Subdivision, 41+ lots	\$6,000 + \$100 per lot	\$2,000 + \$25 per lot	\$250-750 + \$100 per lot	\$8,480 + \$110 per lot	\$11,150 + \$350 per lot	\$6,560 + \$110 per lot	\$4,610 + \$105 per lot	\$8,800 + \$110 per lot	\$4,400 + \$100 per lot
Strata conversion	\$500 + \$100 per lot	\$500 – 1,000	\$500 + \$100 per lot	\$500	N/A	\$1,080 + \$110 per lot	N/A	\$500 + \$150 per strata lot to max of \$2,000	\$150 + \$150 per lot
PLR amendment	\$200	N/A	\$250	N/A	N/A	\$270	\$100	\$220	\$150
PLR extension	\$200	N/A	\$250	N/A	N/A	\$270	\$100	\$220	\$150
Discretionary Use, minor	\$50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Discretionary Use, major	\$500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Discretionary Use, special	\$1,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The proposed fee schedule includes an annual 2% inflationary fee increase, with a clause stating that if the fee schedule is not amended, the final year fees shall apply.

Options / discussion

1. THAT Council give First, Second and Third Readings to Land Use Fees Amendment Bylaw No. 2292, 2020; or
2. THAT Council give First, Second and Third Readings to Land Use Fees Amendment Bylaw No. 2292, 2020, with any amendments deemed necessary; or
3. THAT Council receive this report as information.

Financial / Risk Implications:

The current fees do not cover the cost of processing development applications, meaning the status quo requires the use of property tax funds to be allocated for processing activities. The proposed changes are a financial response to this situation.

Others Consulted:

N/A

Attachments:

Attachment A: Land Use Fees Amendment Bylaw No. 2292, 2020

Attachment B: Existing Schedule B Fees

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

CITY OF MERRITT

BYLAW 2292

A BYLAW To amend the Land Use Amendment and Development Approval Procedure Bylaw

WHEREAS the City of Merritt has passed Bylaws to establish procedures and fees related to land use and development applications;

AND WHEREAS Council of the City of Merritt wishes to modify these fees;

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

Citation

1. This Bylaw shall be cited as the “**Land Use Fees Amendment Bylaw No. 2292, 2020**”.

Repeal and Enactment

2. The City of Merritt Subdivision Application Fees Bylaw No. 2079, 2009 is hereby repealed.
3. Schedule “B” of the The City of Merritt Land Use Amendment and Development Approval Procedures Bylaw No. 2076, 2009 is hereby repealed, and replaced with the attached Schedule “A” of this Bylaw.

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

Greg Lewis
Corporate Officer

Schedule B “Fees”

Application Type	Fee					✓
	2020	2021	2022	2023	2024	
OCP Amendments						
OCP Amendments	\$1,500.00	\$1,530.00	\$1,561.00	\$1,592.00	\$1,624.00	
OCP Amendments in conjunction with a Rezoning application	\$1,000.00	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00	
Rezoning						
Rezoning Applications	\$1,500.00	\$1,530.00	\$1,561.00	\$1,592.00	\$1,624.00	
Zoning Bylaw Text Amendments	\$1,250.00	\$1,275.00	\$1,301.00	\$1,327.00	\$1,353.00	
Comprehensive Development Zone	\$2,500.00	\$2,550.00	\$2,601.00	\$2,653.00	\$2,706.00	
Public Notice Signs (OCP Amendments/ Rezoning)						
Sign Removal Deposit	\$400.00	\$408.00	\$416.00	\$424.00	\$433.00	
Sign Installation	Actual Cost					
Sign Replacement or Repair	Actual Cost					
Development Permit Application						
Minor DP (patio, façade improvement)	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Major DP	\$1,500.00	\$1,530.00	\$1,561.00	\$1,592.00	\$1,624.00	
Amendments to a DP	\$150.00	\$153.00	\$156.00	\$159.00	\$162.00	
Appeal to Council of a Staff Decision on a DP	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Riparian/ Environmental DP	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Geotechnical DP	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Wildfire DP	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Development Variance Permit or Board of Variance Application						
Minor Variance (up to 2 Variances)	\$700.00	\$714.00	\$728.00	\$743.00	\$758.00	
Minor Variance in conjunction with a DP	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Major Variance (3+ Variances)	\$1,000.00	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00	
Major Variance in conjunction with a DP	\$800.00	\$816.00	\$832.00	\$849.00	\$866.00	
Board of Variance	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Temporary Use Permit						
Temporary Use Permit	\$800.00	\$816.00	\$832.00	\$849.00	\$866.00	
Temporary Use Permit Renewal	\$400.00	\$408.00	\$416.00	\$424.00	\$433.00	
Discretionary Use Permit						
Minor Discretionary Use Permit	\$50.00	\$51.00	\$52.00	\$53.00	\$54.00	
Major Discretionary Use Permit	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Special Discretionary Use Permit	\$1,000.00	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00	

“Fees” Cont’d

Application Type	Fee					✓
	2020	2021	2022	2023	2024	
Subdivision						
Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)						
Up to 2 Lots	\$850.00	\$867.00	\$884.00	\$902.00	\$920.00	
3 – 10 Lots	\$1,000.00 + \$100.00 per lot	\$1,020.00 + \$102.00 per lot	\$1,040.00 + \$104.00 per lot	\$1,061.00 + \$106.00 per lot	\$1,082.00 + \$108.00 per lot	
11 – 20 Lots	\$2,500.00 + \$100.00 per lot	\$2,550.00 + \$102.00 per lot	\$2,601.00 + \$104.00 per lot	\$2,653.00 + \$106.00 per lot	\$2,706.00 + \$108.00 per lot	
21 – 30 Lots	\$4,000.00 + \$100.00 per lot	\$4,080.00 + \$102.00 per lot	\$4,162.00 + \$104.00 per lot	\$4,245.00 + \$106.00 per lot	\$4,330.00 + \$108.00 per lot	
31 – 40 Lots	\$5,000.00 + \$100.00 per lot	\$5,100.00 + \$102.00 per lot	\$5,202.00 + \$104.00 per lot	\$5,306.00 + \$106.00 per lot	\$5,412.00 + \$108.00 per lot	
41 or More Lots	\$6,000.00 + \$100.00 per lot	\$6,120.00 + \$102.00 per lot	\$6,242.00 + \$104.00 per lot	\$6,367.00 + \$106.00 per lot	\$6,495.00 + \$108.00 per lot	
Preliminary Layout Review (PLR) Amendment or Extension	\$200.00	\$204.00	\$208.00	\$212.00	\$216.00	
Strata Conversion						
Strata Conversion	\$500.00 + \$100.00 per lot	\$510.00 + \$102.00 per lot	\$520.00 + \$104.00 per lot	\$531.00 + \$106.00 per lot	\$541.00 + \$108.00 per lot	
Third Party Review of Reports Submitted	Actual Cost					
Agricultural Land Reserve Application						
ALR Exclusion/Inclusion/Subdivision/Non Farm	As prescribed by the ALC					
Other Administrative Fees						
Ministry of Environment Site Profile Referral	\$100.00	\$102.00	\$104.00	\$106.00	\$108.00	
Land Title Search (per parcel)	\$20.00	\$20.00	\$21.00	\$21.00	\$22.00	
TOTAL FEES						

If this schedule is not amended following 2024, the fee for subsequent years shall be the fee listed for 2024.



CITY OF MERRITT - SCHEDULE "B"
FEES

1. Every application for amendment to the Official Community Plan shall be charged a fee of Eight Hundred Dollars (\$800.00).
2. Every application for amendment to the Zoning Bylaw shall be charged a fee of Eight Hundred Dollars (\$800.00).
3. Every application for amendment to the Official Community Plan in conjunction with an application for amendment to the Zoning Bylaw shall be charged a fee of Twelve Hundred Dollars (\$1200.00).
4.
 - a) Every application for a minor Development Permit less than one million (\$1,000,000) in construction costs shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00).
 - b) Every application for a major Development Permit more than one million (\$1,000,000) in construction costs shall be charged a fee of Twelve Hundred Dollars (\$1200.00) Amending Bylaw No. 2122, 2011
 - c) All Façade Design Applications are not subject to Development Permit application fees.
5. Every transfer of an existing Development Permit to a new property owner will be charged Two Hundred Fifty Dollars (\$250.00).
6. Every application for a Development Variance Permit shall be charged a fee of Five Hundred Dollars (\$500.00).
7. Every application for a Temporary Use Permit shall be charged a fee of Four Hundred Dollars (\$400.00).
8. Every application to the Board of Variance shall be charged a fee of Five Hundred Dollars (\$500.00).
9. Every application that requires development or bylaw signage will post a Three Hundred Dollar (\$300.00) refundable deposit, refundable upon removal of the signage.



Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 1853

To: Sean Smith, Chief Administrative Officer
From: Greg Lowis, Director of Corporate Services
Date: October 9, 2020
Subject: Investing in Canada Infrastructure – Grant Application

RECOMMENDATION:

THAT Council direct staff to submit an application for the Voght St - Phase 2 project through the *Investing in Canada Infrastructure Program – Rural and Northern Communities* stream

And

THAT Council support the project and commit to the City's share of project costs (\$747,586)

Background:

Investing in Canada Infrastructure Grant

In 2018, the Federal Government entered into an agreement with the Province of BC to create the Investing in Canada Infrastructure Program (ICIP). This program is aimed at improving and constructing infrastructure that drives economic growth. Under this program, both parties contribute funds and the Province administers a grant application process.

The City of Merritt is currently targeting grant applications through three different streams of ICIP; Council endorsed an application to the Community, Culture, and Recreation Infrastructure stream on September 29th, 2020 (the West Merritt Active Transportation Path Phase 1), and the City is awaiting further details on the Investing in Covid-19 Community Resilience stream.

In August 2020, staff provided Council with a general outline of how they hoped to develop Voght St phase 2, and on September 29th, staff informed Council that a proposal would be coming forward to apply for the Rural and Northern Communities stream to fund the project. This stream is 90% grant-funded (50% Federal, 40% Provincial), and 10% municipality-funded. The project is projected to cost a total of \$7,475,860, therefore the City would be required to fund \$745,786.

The deadline for grant applications under this stream is October 22nd, 2020

Project

Though staff recommends applying with the total project cost of \$7,475,860, given the overall cost of the project, staff proposes to prepare the grant application such that it could be split into two distinct phases, should the funders determine the lesser value project to be more appropriate. The project would be split into:

Area A: From Blackwell Avenue to Grimmatt Street (including the Grimmatt/Voght intersection)

Area B: From Grimmatt Street to Belshaw Street/River Ranch Road

Each of these areas would see new utility and road infrastructure, active transportation upgrades and improved traffic flow and capacity due to the installation of roundabouts at Grimmatt and Walters.

Options / discussion

1. THAT Council direct staff to submit an application for the Voght St - Phase 2 project through the *Investing in Canada Infrastructure Program – Rural and Northern Communities* stream

And

THAT Council support the project and commit to the City's share of project costs (\$747,586)

2. Council could direct staff not to apply for this grant
- If this action is taken, then the City would be left with the options of waiting for further funding opportunities or not continuing with the project, as the City does not have sufficient funds on its own.

Financial / Risk Implications:

For any grant application, Council must commit to funding its share of project costs. As shown in the attached 2020 reserve and surplus estimate, the City has sufficient funds in its accounts to support the grant application proposed.

Staff propose that the funding come \$200,000 from General Surplus, \$250,000 from Water Surplus, and \$297,586 from Sewer Surplus.

Attachments:

Voght St Phase 2 – Class “B” Cost Estimates
2020 Reserve and Surplus Estimate

Respectfully submitted,

Greg Lowis
Director of Corporate Services

Summary Sheet

Division	Title	Amount
AREA A - BLACKWELL AVE TO GRIMMETT STREET INCLUDING ROUNDABOUT		
01	General Requirements	\$ 130,200.00
03	Concrete	\$ 296,790.00
26	Electrical	\$ 135,000.00
31	Earthworks	\$ 257,570.00
32	Roads and Site Improvements	\$ 1,010,052.50
33	Utilities	\$ 925,875.00
34	Transportation	\$ 15,000.00
OP	Optional and Provisional Items	\$ 81,000.00
SUBTOTAL AREA A		\$ 2,851,487.50
AREA B - GRIMMETT STREET TO BELSHAW STREET/RIVER RANCH ROAD		
01	General Requirements	\$ 179,800.00
03	Concrete	\$ 455,930.00
26	Electrical	\$ 60,000.00
31	Earthworks	\$ 190,693.75
32	Roads and Site Improvements	\$ 1,001,700.00
33	Utilities	\$ 861,050.00
34	Transportation	\$ 15,000.00
OP	Optional and Provisional Items	\$ 135,000.00
SUBTOTAL AREA A		\$ 2,899,173.75
Estimate Total		\$ 5,750,661.25
Contingency 20%		\$ 1,150,132.25
Engineering Fees 10%		\$ 575,066.13
Estimate Total including Contingency and Engineering		\$ 7,475,859.63

excluding GST

AREA A - BLACKWELL AVE TO GRIMMETT STREET INCLUDING ROUNDABOUT							
Item #	Payment Para	Section	Item Description	Unit	Quantity	Unit Price	Amount
Division 01 - General Requirements					Sub-Total Division 01		130,200.00
01.01			Mobilization / De-Mobilization	LS	1	\$ 21,000.00	21,000.00
01.02			Project Safety Documentation	LS	1	\$ 6,300.00	6,300.00
01.03			Survey Layout and Project Record Documents	LS	1	\$ 21,000.00	21,000.00
01.04			Traffic/Pedestrian Control, Vehicle Access, Contractor Staging Area, Security Fencing and Parking	LS	1	\$ 42,000.00	42,000.00
01.05			Environmental Protection	LS	1	\$ 6,300.00	6,300.00
01.06			Bonding/Insurance	LS	1	\$ 33,600.00	33,600.00
Division 03 - Concrete					Sub-Total Division 03		\$ 296,790.00
03.01			Barrier Curb and Gutter, MMCD C4	L.m	1350	\$ 115.00	\$ 155,250.00
03.02			Concrete Swale. 225mm Depth	L.m	40	\$ 160.00	\$ 6,400.00
03.03			Concrete Bus Bay, 225mm Depth	sq.m	80	\$ 225.00	\$ 18,000.00
03.04			Median Curb, MMCD C6 (Delineator/Approach Islands)	L.m	115	\$ 95.00	\$ 10,925.00
03.05			Wide-Base Rollover Curb (Truck Apron)	L.m	70	\$ 210.00	\$ 14,700.00
03.06			Barrier Curb (Roundabout Centre Island))	L.m	45	\$ 315.00	\$ 14,175.00
03.07			Sidewalk, 100mm Depth, 100mm Granular Base	sq.m	22	\$ 140.00	\$ 3,080.00
03.08			Stamped Concrete + Base Gravel (Delineator Islands and Buffer Strips)	L.m	177	\$ 180.00	\$ 31,860.00
03.09			Letdown, Angled Bicycle	ea	2	\$ 1,500.00	\$ 3,000.00
03.10			Letdown, 3.0m, MMCD C9 (includes Tactile Warning Strip)	ea	1	\$ 3,000.00	\$ 3,000.00
03.10			CIP Tactile Warning Strip, 0.6x2.4m Concrete Inset within Asphalt	ea	19	\$ 1,600.00	\$ 30,400.00
03.11			Driveway Letdown	ea	1	\$ 6,000.00	\$ 6,000.00



	Division 26 - Electrical				Sub-Total Division 26		135,000.00
26.01			Street Lighting, including installation of bases, poles, luminaires, conduit, junction boxes and conductor	LS	1	\$ 60,000.00	\$ 60,000.00
26.02			Relocate Existing Transmission Poles	ea	3	\$ 25,000.00	\$ 75,000.00
	Division 31 - Earthworks				Sub-Total Division 31		257,570.00
31.01			Clearing and Grubbing	LS	1	\$ 12,000.00	\$ 12,000.00
31.02			Top Soil Stripping (up to 200mm depth), Stockpile Onsite and Reuse or Dispose Offsite	sq.m	1875	\$ 15.00	\$ 28,125.00
31.03			Subgrade Preparation (Road)	sq.m	7800	\$ 2.00	\$ 15,600.00
31.04			Subgrade Preparation (MUP)	sq.m	1875	\$ 2.00	\$ 3,750.00
31.05			Subgrade Preparation (Sidewalk)	sq.m	620	\$ 2.00	\$ 1,240.00
31.06			Common Excavation, Cut to Fill Onsite	cu.m	1505	\$ 12.50	\$ 18,812.50
31.07			Import Structural or Pit Run Fill	cu.m	200	\$ 45.00	\$ 9,000.00
31.07			Common Excavation, Dispose Offsite (Sub-Excavation)	cu.m	3803	\$ 17.00	\$ 64,642.50
31.08			Storm Pond Construction	LS	1	\$ 50,000.00	\$ 50,000.00
31.09			Class 10 Riprap at drainage inlet/outlet structures, 400mm average depth	sq.m	12	\$ 125.00	\$ 1,500.00
Removals							
31.10			Removal/Disposal of Ex. Sidewalk (200mm Depth)	sq.m	1075	\$ 10.00	\$ 10,750.00
31.11			Removal/Disposal MUP Sub-Excavation (200mm depth)	sq.m	1875	\$ 10.00	\$ 18,750.00
31.12			Removal/Salvage to City Yards Ex. Water Valves and Hydrants	ea	5	\$ 1,200.00	\$ 6,000.00
31.13			Removal/Disposal Ex. Sanitary and Storm Manholes	ea	9	\$ 1,600.00	\$ 14,400.00
31.14			Removal/Salvage to City Yards Ex. Signage	LS	1	\$ 3,000.00	\$ 3,000.00

	Division 32 - Roads and Site Improvements				Sub-Total Division 32		\$ 1,010,052.50
Road Improvements							
32.01			Full Depth Reclamation, 300-400mm Depth	sq.m	7700	\$ 16.00	\$ 123,200.00
32.03			Granular Subbase, 400mm Depth (Road) - 25% Reclaim Blend	sq.m	7800	\$ 15.00	\$ 117,000.00
32.04			Granular Base, 150mm Depth (Road)	sq.m	7800	\$ 11.00	\$ 85,800.00
32.05			Granular Base, 100m Depth (MUP)	sq.m	3095	\$ 12.50	\$ 38,687.50
32.06			Asphalt Pavement, 100mm Depth (Road)	sq.m	7687	\$ 45.00	\$ 345,915.00
32.07			Asphalt Pavement, 50mm Depth (Walkway)	sq.m	1220	\$ 40.00	\$ 48,800.00
32.07			Asphalt Pavement, 50mm Depth (MUP)	sq.m	1875	\$ 40.00	\$ 75,000.00
32.08			Asphalt Pavement, 100mm Depth, Stamped Finish (Roundabout Apron)	sq.m	226	\$ 150.00	\$ 33,900.00
32.09			Thermoplastic Pavement Markings	LS	1	\$ 30,000.00	\$ 30,000.00
Site Improvements							
32.10			Landscaping, Roundabout Centre Island & Irrigation	sq.m	140	\$ 150.00	\$ 21,000.00
32.11			Landscaping, General Areas (budget) including irrigation & site furniture	PS	1	\$ 75,000.00	\$ 75,000.00
32.11			Hydroseeding Distrubed Areas	sq.m	6300	\$ 2.50	\$ 15,750.00



	Division 33 - Utilities				Sub-Total Division 33		\$ 925,875.00
Water System							
33.01			200mm PVC Watermain	L.m	615	\$ 195.00	\$ 119,925.00
33.02			150mm PVC Watermain	L.m	15	\$ 180.00	\$ 2,700.00
33.03			200mm Gate Valve	ea	8	\$ 2,500.00	\$ 20,000.00
33.04			150mm Gate Valve	ea	1	\$ 2,000.00	\$ 2,000.00
33.05			200x200x200 Tee	ea	2	\$ 1,750.00	\$ 3,500.00
33.06			200x200x150 Tee	ea	2	\$ 1,750.00	\$ 3,500.00
33.07			150mm 22.5 Bend	ea	2	\$ 1,750.00	\$ 3,500.00
33.08			200mm 22.5 Bend	ea	1	\$ 1,750.00	\$ 1,750.00
33.09			Tie into Existing Watermain	L.m	5	\$ 5,000.00	\$ 25,000.00
33.10			Watermain Service Tie In c/w Saddle and Municipex Service	ea	2	\$ 1,000.00	\$ 2,000.00
33.11			Watermain Hydrant Lead Tie In c/w 200x200x150 Tee, 150mm Gate Valve and 150mm PVC Lead	ea	1	\$ 3,000.00	\$ 3,000.00
	Division 33 - Utilities Continued				Sub-Total Division 33		Continued
Sanitary Sewer System							
33.12			300mm PVC Sanitary Sewer incluyding bypass pumping	L.m	620	\$ 380.00	\$ 235,600.00
33.13			Tie into Existing Sanitary Sewer	ea	6	\$ 3,500.00	\$ 21,000.00
33.14			Sanitary Service Tie In c/w 150mm PVC Pipe and Wye	ea	0	\$ 1,500.00	\$ -
33.15			1050mm Dia. Sanitary Manhole	ea	7	\$ 4,000.00	\$ 28,000.00



Storm Sewer System							
33.20			450mm PVC Storm Sewer	L.m	610	\$ 515.00	\$ 314,150.00
33.23			200mm PVC CB Lead	L.m	75	\$ 150.00	\$ 11,250.00
33.24			250mm PVC CB Lead	L.m	35	\$ 200.00	\$ 7,000.00
33.25			Tie into Existing Storm Sewer	ea	3	\$ 5,000.00	\$ 15,000.00
33.26			900mm Dia. Catchbasin	L.m	7	\$ 2,500.00	\$ 17,500.00
33.27			900mm Dia. Double Catchbasin	L.m	5	\$ 4,500.00	\$ 22,500.00
33.28			1050mm Dia. Storm Manhole	ea	13	\$ 4,000.00	\$ 52,000.00
33.29			1050mm Dia. Storm Flow Control Manhole	ea	1	\$ 7,000.00	\$ 7,000.00
33.30			450mm Storm Headwall	ea	2	\$ 4,000.00	\$ 8,000.00
Division 34 - Transportation					Sub-Total Division 34		\$ 15,000.00
34.01			Signage	LS	1	\$ 15,000.00	\$ 15,000.00
Division OP - Optional & Provisional Items					Sub-Total Division OP		\$ 81,000.00
OP.01			Road Subgrade Over-Excavation and Replace with Granular Material	cu.m	600	\$ 45.00	\$ 27,000.00
OP.02			Utility Trench Subgrade Over-Excavation and Replace with Granular Material	cu.m	600	\$ 45.00	\$ 27,000.00
OP.03			Imported Backfill	cu.m	600	\$ 45.00	\$ 27,000.00



AREA B - GRIMMETT STREET TO BELSHAW STREET/RIVER RANCH ROAD							
Item #	Payment Para	Section	Item Description	Unit	Quantity	Unit Price	Amount
Division 01 - General Requirements					Sub-Total Division 01		179,800.00
01.01			Mobilization / De-Mobilization	LS	1	\$ 29,000.00	29,000.00
01.02			Project Safety Documentation	LS	1	\$ 8,700.00	8,700.00
01.03			Survey Layout and Project Record Documents	LS	1	\$ 29,000.00	29,000.00
01.04			Traffic/Pedestrian Control, Vehicle Access, Contractor Staging Area, Security Fencing and Parking	LS	1	\$ 58,000.00	58,000.00
01.05			Environmental Protection	LS	1	\$ 8,700.00	8,700.00
01.06			Bonding/Insurance	LS	1	\$ 46,400.00	46,400.00
Division 03 - Concrete					Sub-Total Division 03		\$ 455,930.00
03.01			Barrier Curb and Gutter, MMCD C4	L.m	1800	\$ 115.00	\$ 207,000.00
03.02			Concrete Swale. 225mm Depth	L.m	160	\$ 160.00	\$ 25,600.00
03.03			Concrete Bus Bay, 225mm Depth	sq.m	330	\$ 225.00	\$ 74,250.00
03.04			Median Curb, MMCD C6 (Delineator/Approach Islands)	L.m	150	\$ 95.00	\$ 14,250.00
03.05			Wide-Base Rollover Curb (Truck Apron)	L.m	80	\$ 210.00	\$ 16,800.00
03.06			Barrier Curb (Roundabout Centre Island))	L.m	50	\$ 315.00	\$ 15,750.00
03.08			Stamped Concrete + Base Gravel (Delineator Islands and Buffer Strips)	L.m	96	\$ 180.00	\$ 17,280.00
03.09			Letdown, Angled Bicycle	ea	2	\$ 1,500.00	\$ 3,000.00
03.10			Letdown, 3.0m, MMCD C9 (includes Tactile Warning Strip)	ea	12	\$ 3,000.00	\$ 36,000.00
03.10			CIP Tactile Warning Strip, 0.6x2.4m Concrete Inset within Asphalt	ea	10	\$ 1,600.00	\$ 16,000.00
03.11			Driveway Letdown	ea	5	\$ 6,000.00	\$ 30,000.00
Division 26 - Electrical					Sub-Total Division 26		60,000.00
26.01			Street Lighting, including installation of bases, poles, luminaires, conduit, junction boxes and conductor	LS	1	\$ 60,000.00	\$ 60,000.00
26.02			Relocate Existing Transmission Poles	ea	0	\$ 20,000.00	\$ -



Item #	Payment Para	Section	Item Description	Unit	Quantity	Unit Price	Amount
Division 31 - Earthworks					Sub-Total Division 31		190,693.75
31.01			Clearing and Grubbing	LS	1	\$ 3,000.00	\$ 3,000.00
31.02			Top Soil Stripping (up to 200mm depth), Stockpile Onsite and Reuse or Dispose Offsite	sq.m	480	\$ 15.00	\$ 7,200.00
31.03			Subgrade Preparation (Road)	sq.m	8900	\$ 2.00	\$ 17,800.00
31.04			Subgrade Preparation (MUP)	sq.m	480	\$ 2.00	\$ 960.00
31.05			Subgrade Preparation (Sidewalk)	sq.m	1800	\$ 2.00	\$ 3,600.00
31.06			Common Excavation, Cut to Fill Onsite	cu.m	1480	\$ 12.50	\$ 18,500.00
31.07			Import Structural or Pit Run Fill	cu.m	825	\$ 45.00	\$ 37,125.00
31.07			Common Excavation, Dispose Offsite (Sub-Excavation)	cu.m	4339	\$ 17.00	\$ 73,758.75
31.08			Class 10 Riprap at drainage inlet/outlet structures, 400mm average depth	sq.m	0	\$ 125.00	\$ -
Removals							
31.10			Removal/Disposal of Ex. Sidewalk (200mm Depth)	sq.m	1375	\$ 10.00	\$ 13,750.00
31.11			Removal/Disposal MUP Sub-Excavation (200mm depth)	sq.m	480	\$ 10.00	\$ 4,800.00
31.12			Removal/Salvage to City Yards Ex. Water Valves and Hydrants	ea	2	\$ 1,200.00	\$ 2,400.00
31.13			Removal/Disposal Ex. Sanitary and Storm Manholes	ea	3	\$ 1,600.00	\$ 4,800.00
31.14			Removal/Salvage to City Yards Ex. Signage	LS	1	\$ 3,000.00	\$ 3,000.00

Item #	Payment Para	Section	Item Description	Unit	Quantity	Unit Price	Amount
Division 32 - Roads and Site Improvements					Sub-Total Division 32	\$	1,001,700.00
Road Improvements							
32.01			Full Depth Reclamation, 300-400mm Depth	sq.m	9400	\$ 16.00	\$ 150,400.00
32.03			Granular Subbase, 400mm Depth (Road) - 75%	sq.m	8900	\$ 15.00	\$ 133,500.00
32.04			Granular Base, 150mm Depth (Road)	sq.m	8900	\$ 11.00	\$ 97,900.00
32.05			Granular Base, 100m Depth (MUP)	sq.m	2160	\$ 12.50	\$ 27,000.00
32.06			Asphalt Pavement, 100mm Depth (Road)	sq.m	8900	\$ 45.00	\$ 400,500.00
32.07			Asphalt Pavement, 50mm Depth (Walkway)	sq.m	1680	\$ 40.00	\$ 67,200.00
32.07			Asphalt Pavement, 50mm Depth (MUP)	sq.m	480	\$ 40.00	\$ 19,200.00
32.08			Asphalt Pavement, 100mm Depth, Stamped Finish (Roundabout Apron)	sq.m	275	\$ 150.00	\$ 41,250.00
32.09			Thermoplastic Pavement Markings	LS	1	\$ 15,000.00	\$ 15,000.00
Site Improvements							
32.10			Landscaping, Roundabout Centre Island & Irrigation	sq.m	165	\$ 150.00	\$ 24,750.00
32.11			Landscaping, General Areas (budget) including irrigation & site furniture	PS	1	\$ 25,000.00	\$ 25,000.00
32.11			Hydroseeding Distrubed Areas	sq.m	950	\$ 2.50	\$ 2,375.00



Item #	Payment Para	Section	Item Description	Unit	Quantity	Unit Price	Amount
Division 33 - Utilities					Sub-Total Division 33	\$	861,050.00
Water System							
33.01			200mm PVC Watermain	L.m	850	\$ 195.00	\$ 165,750.00
33.02			150mm PVC Watermain	L.m	10	\$ 180.00	\$ 1,800.00
33.03			200mm Gate Valve	ea	12	\$ 2,500.00	\$ 30,000.00
33.04			150mm Gate Valve	ea	1	\$ 2,000.00	\$ 2,000.00
33.05			200x200x200x200 Cross	ea	1	\$ 2,000.00	\$ 2,000.00
33.06			200x200x200 Tee	ea	1	\$ 1,750.00	\$ 1,750.00
33.07			200x200x150 Tee	ea	1	\$ 1,750.00	\$ 1,750.00
33.08			150mm 22.5 Bend	ea	0	\$ 1,750.00	\$ -
33.09			200mm 22.5 Bend	ea	0	\$ 1,750.00	\$ -
33.10			Tie into Existing Watermain	L.m	2	\$ 5,000.00	\$ 10,000.00
33.11			Watermain Service Tie In c/w Saddle and Municipex Service	ea	9	\$ 1,000.00	\$ 9,000.00
33.12			Watermain Hydrant Lead Tie In c/w 200x200x150 Tee, 150mm Gate Valve and 150mm PVC Lead	ea	3	\$ 3,000.00	\$ 9,000.00



Item #	Payment Para	Section	Item Description	Unit	Quantity	Unit Price	Amount
	Division 33 - Utilities Continued				Sub-Total Division 33		Continued
Sanitary Sewer System							
33.13			300mm PVC Sanitary Sewer including bypass pumping	L.m	455	\$ 300.00	\$ 136,500.00
33.14			Tie into Existing Sanitary Sewer	ea	5	\$ 3,500.00	\$ 17,500.00
33.15			Sanitary Service Tie In c/w 150mm PVC Pipe and Wye	ea	3	\$ 1,500.00	\$ 4,500.00
33.16			1050mm Dia. Sanitary Manhole	ea	8	\$ 4,000.00	\$ 32,000.00
Storm Sewer System							
33.20			375mm PVC Storm Sewer	L.m	820	\$ 410.00	\$ 336,200.00
33.20			450mm PVC Storm Sewer	L.m	20	\$ 515.00	\$ 10,300.00
33.24			200mm PVC CB Lead	L.m	90	\$ 150.00	\$ 13,500.00
33.25			250mm PVC CB Lead	L.m	20	\$ 200.00	\$ 4,000.00
33.26			Tie into Existing Storm Sewer	ea	0	\$ 5,000.00	\$ -
33.27			900mm Dia. Catchbasin	L.m	11	\$ 2,500.00	\$ 27,500.00
33.28			900mm Dia. Double Catchbasin	L.m	4	\$ 4,500.00	\$ 18,000.00
33.29			1050mm Dia. Storm Manhole	ea	7	\$ 4,000.00	\$ 28,000.00
	Division 34 - Transportation				Sub-Total Division 33		\$ 15,000.00
34.01			Signage	LS	1	\$ 15,000.00	\$ 15,000.00
	Division OP - Optional & Provisional Items				Sub-Total Division OP		\$ 135,000.00
OP.01			Road Subgrade Over-Excavation and Replace with Granular Material	cu.m	1000	\$ 45.00	\$ 45,000.00
OP.02			Utility Trench Subgrade Over-Excavation and Replace with Granular Material	cu.m	1000	\$ 45.00	\$ 45,000.00
OP.03			Imported Backfill	cu.m	1000	\$ 45.00	\$ 45,000.00

Reserve and Surplus Balances - Estimate

16-Sep-20

Funding Impacts

	Gas Tax	Reserve for Future Expenditure			Surplus			
		General	Water	Sewer	General	Water	Sewer	Transit
Reserve/Surplus Opening Balances	2,536,302	1,725,424	439,070	1,273,522	2,534,290	1,481,435	3,791,531	139,189
Committed Expenditures	(701,004)	(31,671)	-	-	(1,038,154)	(644,832)	(851,424)	-
2020 Revenue (Uses)	356,730				(120,147)	425,973	260,222	(40,050)
Proposed Capital Uses (see below)	(716,000)	(44,686)	-	-	(165,614)	-	-	-
Proposed Operating Uses (i.e. Staffing Requests)	-				(316,646)		(10,000)	
Estimated Reserve/Surplus balances end of 2020	1,476,028	1,649,067	439,070	1,273,522	893,729	1,262,576	3,190,329	99,139

Reserves and Surplus (estimated balances at end of 2020)

General	2,542,796
Water	1,701,646
Sewer	4,463,851
Transit	99,139
	8,807,432

Capital uses of Gas Tax - 2020

Voght Street Phase II Design	Public Works	Engineering	300,000
Chlorine Storage Building	Public Works	Facilities	300,000
RRFB Crosswalk Lights	Public Works	Roads	64,000
Auditorium Paint	Recreation	Facilities	9,500
ESS Ramp and Landscaping	Recreation	Facilities	17,000
Sprinkler System	Recreation	NVMA	5,500
Ammonia Valve	Recreation	NVMA	8,000
Flooring Rubber	Recreation	NVMA	12,000
	Totals		716,000

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 5340, 5600

To: Mayor and Council
From: Sean Smith, Chief Administrative Officer
Date: October 8, 2020
Subject: Bulk Water and Sanitary Dump Locations

RECOMMENDATION:

THAT Council direct staff to amend the 2020-2024 Financial Plan Bylaw to include the Bulk Water and Sanitary Dump infrastructure projects, conditional upon entering into a final agreement with Trans Mountain to cover all costs associated with these projects.

Background:

Trans Mountain is in the process of setting up a camp outside of Merritt on their Ranchlands site. The City understands that site will be the station for approximately 400 workers from Spring 2021- Spring 2023.

Servicing Requirements

Trans Mountain anticipates that to service this number of workers, it will require ~75 cubic metres (m³) per day of potable water, with the same amount sanitary wastewater to be disposed each day.

Trans Mountain has approached the City regarding its potential to service these demands and the costs for doing so. On the wastewater processing side, the City of Merritt processes ~3000m³ of waste each day, and we have capacity to comfortably process up to ~4800m³ per day with our existing infrastructure. The additional 75m³ per day, a ~2.5% increase, is well within the City's ability to service, though there is some potential that Trans Mountain would need to make alternate arrangements during freshet season, as groundwater infiltration can push the amount we process well over the 4800m³ threshold.

For water distribution, the City distributes ~6027m³ of water each day, so the additional 75m³ per day represents a 1.24% increase. Once again, the City can comfortably deliver this additional amount of water, though in the event of extreme drought in the region, the City may require Trans Mountain to source potable water from an alternate location.

The City would charge Trans Mountain for delivery of these services in accordance with the rates set out in the City of Merritt Fees and Charges Bylaw No. 2176, 2015.

Construction of New Infrastructure

While we have more than sufficient capacity to be able to provide potable water and sewage disposal services, our existing infrastructure makes doing so onerous and labour intensive. To deliver water, the City would need to connect a backflow preventer and flow meter to a standpipe and have an operator oversee that process roughly three times per day. For wastewater disposal, a City operator would need to install a flow meter into a manhole and oversee disposal three times per day.

To avoid staffing costs and make access to the services more simple for Trans Mountain, City staff have tentatively explored Trans Mountain's willingness to pay for infrastructure that would allow the City to provide these services without City personnel being present. Trans Mountain wanted to ensure that the site would be suitable for them in minimizing turnaround time and the City discussed wanting to ensure that any potential site would be suitable for the long term, not just for the duration of the Trans Mountain camp.

In addition to meeting the needs of Trans Mountain, when considering the potential locations for infrastructure, the City reviewed servicing requirements, water pressure, elevations, traffic and odour considerations, separation of the sani-dump and potable water uses, impact on existing uses of land and preserving future commercial uses. The City's options were fairly limited in this endeavor due to the small amount of land it owns in suitable locations. Sites near the existing sani-dump on Voght St. and at the Public Works yard were ruled out and the airport area became the primary area of consideration.

Staff suggested the following locations to Trans Mountain, which has agreed in principle to cover the costs of engineering and constructing a Bulk Water station and a Commercial Sanitary Dump at the proposed locations.

Figure 1 below shows the proposed location of the Bulk Water station, to the South-East of the existing terminal building.

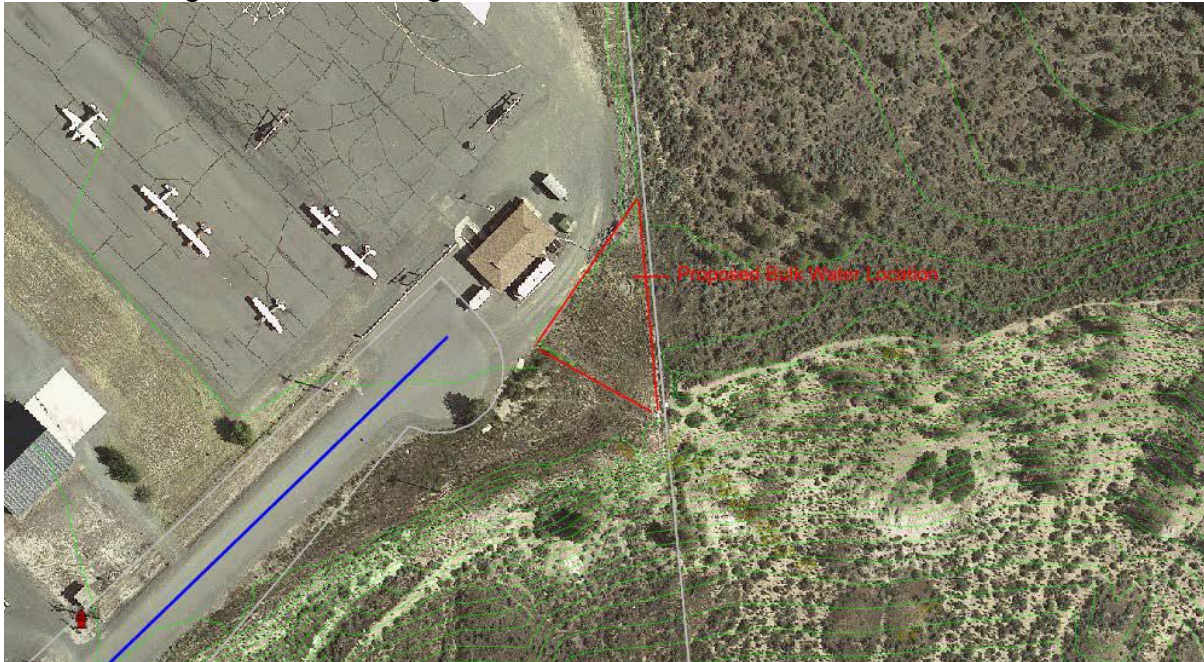


Figure 1 – Proposed Bulk Water Location

Figure 2 shows the proposed location of the Commercial Sanitary Dump. Ideally, City staff hope to limit the site to the South-Westerly portion of the parcel, which would allow for subdivision and future commercial use of the North-Easterly portion. However further survey, earthworks and traffic turnaround assessments are required to be able to determine whether this is feasible.



Figure 2 – Proposed Commercial Sanitary Dump location

Options / discussion

1. THAT Council direct staff to amend the 2020-2024 Financial Plan Bylaw to include the Bulk Water and Sanitary Dump infrastructure projects, conditional upon entering into a final agreement with Trans Mountain to cover all costs associated with these projects.
 - The infrastructure would be constructed on the sites proposed in this report.
2. THAT Council direct staff to consider alternate sites that may be feasible for the construction of this infrastructure
 - This may require Council to direct staff to inquire into opportunities to purchase suitable land.
 - Trans Mountain intends for the camp to be operational in the Spring of 2021, so staff would have limited time to consider alternatives, while still ensuring completion of construction in advance of that time.
3. THAT Council refer this matter to staff for further information prior to making a decision.

Financial / Risk Implications:

The City stands to generate significant revenue from the provision of these services to Trans Mountain over the course of the camp duration and would incur no capital costs to have these projects engineered and constructed. As the infrastructure will remain even after the Trans Mountain camp is decommissioned, this infrastructure will also allow the City to provide these services to other contractors both now and in the future. From discussions with local contractors who currently travel to Kamloops for these services, we understand that even after Trans Mountain is completed, the combined revenue from these sites could be ~\$200,000 - \$300,000 per year.

Respectfully submitted,

Sean Smith
Chief Administrative Officer

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 0550-20

To: Sean Smith, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: September 10, 2020
Subject: Retail Cannabis Sales

RECOMMENDATION:

THAT Council direct staff to prepare, for Council discussion and debate, a report to amend Section 4.41.3 of Zoning Bylaw No. 2284, 2020, removing the maximum cap of four Retail Cannabis Sales stores in the City.

Background:

At the Regular Council Meeting on July 24, 2018, Council adopted an amendment to the City of Merritt Zoning Bylaw that allowed a maximum of four Retail Cannabis Sales stores to be established in the City.

On June 25, 2019, Council directed staff to prepare a report for Council discussion on whether to amend the cap. Subsequently, a report was brought forth on August 13, 2019. At that time, Council opted to maintain the limit of four stores.

Since adoption of the regulation in 2018, four proposed Retail Cannabis Sales stores were approved by Council. The limit of four dispensaries was continued when the new Zoning Bylaw was adopted on September 1, 2020.

However, circumstances have changed since the previous Council decision. One of those stores has since opened, a second is in the process of opening, while a third is going through the Provincial review process. The City recently received notice from the Province that the application of a fourth proposed store was terminated.

There are also now several other potential applicants who would like to apply to open a Retail Cannabis Sales business in Merritt. If the limit of four stores is not removed, a process will have to be developed on how to determine which potential business owner can apply for the now available fourth permitted store. Removing the cap would require fewer staff resources than developing and implementing a selection process for new applicants.

Options / discussion

1. That Council direct staff to prepare, for Council discussion and debate, a report to amend Section 4.41.3 of Zoning Bylaw No. 2284, 2020, removing the maximum cap of four Retail Cannabis Sales stores in the City; or
2. That Council receive this report as information.

Financial / Risk Implications:

N/A

Others Consulted:

N/A

Attachments:

Attachment A: Section 4.41 of Zoning Bylaw No. 2284, 2020

Respectfully submitted,

Don McArthur
Planning & Development Services Manager

4.41 Retail Cannabis Sales

- 4.41.1 No portion of a Retail Cannabis Sales store may be located within 150 metres of the Parcel Line for any property zoned Park and Cemetery (P1) or any property with a Daycare Centre, Major or Public School Use in the Institutional and Public Use (P2) or City Centre District (C6) zones.
- 4.41.2 No portion of a Retail Cannabis Sales store may be located within 100 metres of the public entrance of another Retail Cannabis Sales store.
- 4.41.3 There may be no more than four Retail Cannabis Sales stores within the City of Merritt.

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 2280

To: Mayor and Council
From: Sean Smith, Chief Administrative Officer
Date: October 9, 2020
Subject: Memorandum of Understanding – Carpere Canada Industrial Park Corp.

RECOMMENDATION:

THAT Council authorize Mayor Brown to sign the attached Memorandum of Understanding between the City of Merritt and Carpere Canada Industrial Park Corp.

Background:

In July 2020, Carpere Canada reached out to the City of Merritt for a preliminary meeting to discuss potential industrial park opportunities in the City. Representatives from Carpere met with City staff and the Mayor in July. In August, a delegation of Council attended Carpere headquarters in Richmond to learn more about the company, its projects in other areas of Canada, and the company's interest in potentially developing an industrial park in the Merritt area.

Carpere is part of the Morrison Group of companies and describes itself as a development and investment company, whose core strategy is creating high-tech industrial parks situated in carefully selected communities. Carpere is a relatively new company (~2 years), so none of their industrial park projects have advanced to the construction phase, but varying stages of planning, land purchase and design have been conducted for projects in the following areas:

- Nipawin, Saskatchewan
- Portage La Prairie, Manitoba
- Brandon, Manitoba
- Prince George, BC
- Cedar Lake, Indiana

As part of their development process, Carpere has requested that the City enter into a Memorandum of Understanding with the company. This MoU doesn't create any legal obligations for either party, however it does set out general statements of intent and expectation.

The City takes on no legal risk by signing this document, though signing does signal the parties intent to work together in good faith towards the development of an industrial park in Merritt.

Attachments:

Memorandum of Understanding – City of Merritt and Carpere Canada Industrial Park Corp.

Respectfully submitted,

Sean Smith
Chief Administrative Officer



CARPERE CANADA

1005 - 8400 WEST ROAD, RICHMOND, V6X 0S7

| CARPERE.CA | T 888.377.1999 | INFO@CARPERE.CA |

MEMORANDUM OF UNDERSTANDING

BETWEEN:

**CARPERE CANADA INDUSTRIAL PARK CORP.
(hereinafter called the "Developer")**

AND:

**CITY OF MERRITT, BRITISH COLUMBIA
(hereinafter called the "City")**

WHEREAS the Developer is exploring opportunity for development and operation of an industrial business park in the province of British Columbia, and;

WHEREAS the City desires to bring new investment, job growth and economic benefits to the region;

NOW THEREFORE both Parties commit to work together to determine the feasibility of and cooperation model for an industrial park in the region.

A. Parties

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Developer, whose address is 8400 West Road, Suite 1010, Richmond, BC V6X 0S7 and the City, whose address is Box 189, 2185 Voght Street, Merritt, BC V1K 1B8.

B. Purpose

This Memorandum of Understanding ("MOU") is intended to provide a framework for discussions between the City and Developer in an effort to achieve meaningful cooperation in the areas outlined herein, and to support and advance the respective interests of each of the Parties. Except for Confidentiality, this MOU does not commit the parties to enter into any other binding or legal arrangements.

C. Term of MOU

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this MOU, and shall remain in full force and effect for not longer than twelve (12) months from that date. This MOU may be extended by mutual consent.



CARPERE CANADA

1005 - 8400 WEST ROAD, RICHMOND, V6X 0S7

| CARPERE.CA | T 888.377.1999 | INFO@CARPERE.CA |

The MOU may be terminated by either party upon 90 days written notice to the other party receiving the notice to the address listed above.

D. Responsibilities of Developer

1. The Developer will immediately commence a feasibility assessment of the region and potential land opportunities (the "Subject Properties") for the proposed development.
2. The Developer will provide concept master plan and visions for potential park development opportunities including intended land uses to review with the City in due course.
3. The Developer will use its best commercial effort to solicit a qualified and suitable anchor tenant for the said development, present its business case to the City for reviews and comments.
4. The Developer will cooperate, support and assist the City with all items denoted in Section E of this MOU.

E. Responsibilities of the City

Provided the Developer is interested in developing an industrial park in the City, the City will, at its sole discretion, assist the Developer:

1. with processing zoning amendment applications in a timely manner.
2. in establishing an understanding that the City will use its best commercial effort to consider possible a phased development cost charge payment structure, in accordance with the requirements of the *Local Government Act*.
3. in establishing an understanding that the City will use its best commercial effort to promote any proposed industrial park together with Carpere to attract potential tenants.
4. in establishing an understanding that the City will use its best commercial effort to introduce the Developer to other development opportunities within control of the City, including but not limited to residential, commercial and mix-use development land. The Developer acknowledges that the City must not offer preferential treatment to individual businesses and that any opportunities shared with the Developer will not be exclusive and will be shared publicly.
5. in establishing an understanding that the City will use its best commercial effort to collaborate with the Developer on any proposed concept plan and provide feedback on market demand, zoning/bylaw impacts and design standards.

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CARPERE CANADA

1005 - 8400 WEST ROAD, RICHMOND, V6X 0S7

| CARPERE.CA | T 888.377.1999 | INFO@CARPERE.CA |

6. in establishing an understanding that the City will cooperate, support and assist the Developer with all items denoted in Section D of this MOU.

Notwithstanding anything to the contrary herein set out, it is acknowledged and agreed that the City does not assume or provide any legal obligation to undertake any of the foregoing and will carry out or provide only so much thereof as the City in its sole, absolute and unfettered discretion deems appropriate. In the event the City does provide any of the foregoing information, it makes no warranty or representation as to the accuracy thereof, and the Developer shall be solely responsible to make such inquiries or investigations as it requires to confirm such accuracy.

F. General Provisions

General

This MOU constitutes the entire understanding between the Parties with respect to its subject-matter and merges all prior and contemporaneous communications, both written and oral, by and between both parties.

Amendments

Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU must be mutually agreed upon in writing.

Confidentiality

The Parties agree to keep confidential any Confidential Information disclosed to one another in order to facilitate discussions as contemplated by this MOU, unless waived by the disclosing Party in writing to further the mutual objectives contemplated herein. Nothing will limit the sharing of this confidential agreement by a Party with such other parties the Parties agree are stakeholders to the project. This section shall survive termination of the MOU. In this MOU, the expression "Confidential Information" shall mean trade secrets, business methods, technical project information, designs, statistical data, financial data and projections, forecasts, business practices and policies, research projects, reports, development and marketing plans, strategies and other business information that is not generally known or available to the public, and shall not in any event be construed to include any information which is in the public domain or any information received from a third party independently of the discussions and disclosures made by the parties hereto to each other.

Due Diligence

Subject to Confidentiality above, the Parties shall complete its due diligence process to satisfy its interests prior to formalization of a business agreement. Each Party shall make the relevant information available to complete the due diligence which may include discussions with relevant third parties (for greater clarity this may include legal, accounting or other such parties). Each Party is responsible for the costs of its own activities.

Dispute Resolution



CARPERE CANADA

1005 - 8400 WEST ROAD, RICHMOND, V6X 0S7

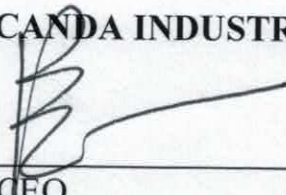
| CARPERE.CA | T 888.377.1999 | INFO@CARPERE.CA |

Any disputes concerning this MOU will be resolved through consultation between the Parties and will not be referred to a court, tribunal, or any other third party.

G. Signatures

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

CARPERE CANADA INDUSTRIAL PARK CORP.


_____(seal)
John Zhang, CEO

Date:

September 21, 2020

THE CITY OF MERRITT

_____(seal)
Linda A. Brown, Mayor of Merritt

Date:

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 0550-20

To: Sean Smith, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: October 8, 2020
Subject: Community Planner Position

RECOMMENDATION:

THAT Council direct staff to include a Community Planner position in the proposed 2021-2025 Financial Plan.

Background:

Despite the COVID-19 pandemic, it has been a very busy year for development in Merritt and the City's Development Services department. The adoption of the new Zoning Bylaw on September 1, 2020 has further increased development demand, with numerous applications submitted in recent months.

Furthermore, staff have embarked upon the monumental task of updating City bylaws to ensure the City is development friendly and complying with modern standards and legislation. In 2021, this process of bylaw review and updating is planned to continue.

To ensure the City continues to provide excellent customer service and timely processing of applications, an additional job position in the Development Services department is required.

Currently, when development applications increase beyond manageable levels, staff work additional hours in evenings and weekends and/or contract files out to a consulting firm. The acquisition of a Community Planner would reduce consultant costs and improve the mental health of existing staff.

Community Planner

The proposed role would be an exempt position, reporting to the Planning and Development Services Manager. While a final job description has not been completed, it is anticipated that this position would be responsible for processing development applications, reporting to Council, answering planning related inquiries from the public, overseeing the business licence application process, maintaining the GIS system, and working with the Development Services Clerk to update informational materials.

As the job description has not been completed, the position's salary has not been finalized, but is expected to be in the range of \$72,000 – 80,000, plus 30% benefit loading. A comparison with other municipalities for Planner 2 and 3 positions would be conducted to ensure the salary is commensurate with the proposed duties.

Business Case

In 2019, the City of Merritt paid consultants the total sum of \$70,571.54 to assist with processing development applications. This high number was in part due to not having a Manager of Planning and Development services for 4.5 months in 2019. In 2020, staff anticipates that ~\$35,000 will be spent on consultant planning services.

By hiring an additional planner, the City can eliminate the need for consultant planning services for processing applications. Further, the City can free up significant additional capacity to address larger projects such as major bylaw re-writes (Subdivision servicing, Development Procedures, Development Cost Charges, Revitalization Tax Exemption). Some consultant services will still be needed for these projects, but the amount of time and costs will be significantly minimized by hiring an additional planner.

CAO Comments

In my opinion, the City has a critical need to hire an additional planner in order to process the increasing number of applications, while maintaining excellent service. In 2020, the Development Services team has done phenomenal work to advance Council's plans, but their pace, and in particular Don's hours of work, cannot be maintained without great personal cost.

Ordinarily, staff would wait until the next budget period to make staffing requests, but in this instance, the need is dire enough that I am requesting that Council consider advance inclusion in the 2021-2025 Financial Plan, so that the City can make preparations to hire a planner who would start as early in January as possible.

Should Council determine that a new planner position is not feasible at this time, staff will need to discuss how to significantly reduce workloads, while keeping service levels as high as possible, though there will inevitably be a decrease to service levels.

Options / discussion

1. THAT Council direct staff to include a Community Planner position in the proposed 2021-2025 Financial Plan; or
2. THAT Council receive this report as information.

Financial / Risk Implications:

The additional cost of the proposed position would be partially offset by lower consultant fees.

Others Consulted:

Chief Administrative Officer

Attachments:

None.

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

Report

City of Merritt
REGULAR Council Meeting
October 13, 2020

File Number: 2240-20

To: Sean Smith, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: October 8, 2020
Subject: Agreement to Remove or Demolish (2082 Aspen Street)

RECOMMENDATION:

THAT Council accepts the Agreement to remove or demolish the mobile home at 2082 Aspen Street, following the issuance of an occupancy permit for the new dwelling

And

THAT Council authorizes the Mayor and CAO to execute the Agreement on behalf of the City.

Background:

The property owners of 2082 Aspen Street would like to situate a new modular home on the subject property and have indicated to staff that they will be submitting a building permit application. There is an existing mobile home located on the property. The owners want to live in the existing dwelling while the new house is under construction. They have agreed to demolish or remove the existing dwelling subsequent to receiving final occupancy of the new home (See Figure 1 below).



Figure 1: Subject Property and Dwelling to be Removed

The subject property is zoned Low Density Residential (R2) which does not permit two single family dwellings on one lot. Staff is obliged to reject the building permit application because it does not comply with the Zoning Bylaw No. 2284, 2020.

Staff developed the attached agreement to:

- ensure compliance with City bylaws; and
- enable the owner to proceed with the construction of their new home.

The owner has signed the agreement (see Attachment A) and agreed to provide the financial security subsequent to Council approval of the agreement.

Options / discussion

1. THAT Council accepts the Agreement to remove or demolish the mobile home at 2082 Aspen Street, following the issuance of an occupancy permit for the new dwelling and authorizes the Mayor and CAO to execute the Agreement on behalf of the City; or
2. THAT Council receives this report as information.

Financial / Risk Implications:

N/A

Others Consulted:

N/A

Attachments:

Attachment A: Agreement to Remove or Demolish – 2082 Aspen Street

Respectfully submitted,

Don McArthur
Planning and Development Services Manager



AGREEMENT

THIS AGREEMENT MADE THIS 25th DAY OF Sept., 2020

BETWEEN:

CITY OF MERRITT

P.O. Box 189
2185 Voght Street
Merritt, B.C., V1K 1B8

(hereinafter referred to as the "**CITY**")

AND:

WILKINSON FLORENCE R

WILKINSON MITCHELL J

P.O. Box 686
2082 Aspen Street
MERRITT, BC V1K 1B8

(hereinafter referred to as the "**OWNER**")

NOW THEREFORE, In consideration of the conditions and agreements herein contained, the CITY and OWNER covenant and agree each with the other as follows:

1. DEFINITIONS:

"PROPERTY" means Lot 14, Plan KAP12118, DISTRICT LOT 173 LAND DISTRICT 25 Kamloops Division,
PID 009-464-107; 2082 Aspen Street, Merritt, BC; V1K 1B8

Whereas the owner's Florence and Mitchell Wilkinson, of 2082 Aspen Street, (PID 009-464-107) wants to place a new single family modular home (A277) on the subject property.

Whereas the property currently has an existing mobile home located on the property.

Whereas the owner commits to demolish the existing small dwelling subsequent to receiving final occupancy of the new house.

Whereas the City of Merritt is willing to accept and process the Building Permit application for the new proposed single family modular home (A277) on the property subject to the following conditions:

- 1. The owner provides the City with financial security in the amount of \$5,000.00 (five thousand dollars) which will be returned to the owner subsequent to the demolition of the existing small dwelling.
- 2. The owner applies for a demolition permit upon receipt of final occupancy of the new house.
- 3. By signing this agreement, the owner commits to demolish the existing small dwelling within sixty (60) days of receiving the final occupancy of the new house.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR HANDS AND/OR SEALS:

OWNER’S FLORENCE R AND MITCHELL J WILLKINSON

FLORENCE WILKINSON
Florence Wilkinson

FLORENCE R WILKINSON, OWNER

[Signature]

WITNESS

SIGNATURE _____

MITCH WILKINSON

MITCHELL J WILKINSON, OWNER

[Signature]

WITNESS

SIGNATURE *Mitch Wilkinson*

THE CORPORATE SEAL OF THE CITY OF MERRITT WAS HEREUNTO AFFIXED IN THE PRESENCE OF:

THE CITY OF MERRITT:

LINDA BROWN, MAYOR

SEAN SMITH, CAO

Merritt Information Item

FLOURISH UNDER THE SUN

To: Sean Smith, Chief Administrative Officer

From: Will George, Economic Development, Communication, & Tourism Manager

Date: October 7, 2020

Subject: City of Merritt BC PNP Committee 2020 Third Quarterly Report

This is provided as information, and no resolution is required. Council may make a motion to direct staff to take particular action if they wish.

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 October 6, 2020, the City of Merritt has received 284 inquiries from foreign entrepreneurs/immigration consulting companies looking to open a business in Merritt since the program opened on March 14th, 2019. Since last quarter, the City of Merritt has only received 10 business inquiries through this program, compared to the same amount weekly during 2019. As of October 6th, 2020, the City of Merritt has hosted 20 community exploratory visits with foreign business entrepreneurs through the BC PNP program. There are currently 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)

Attachments:

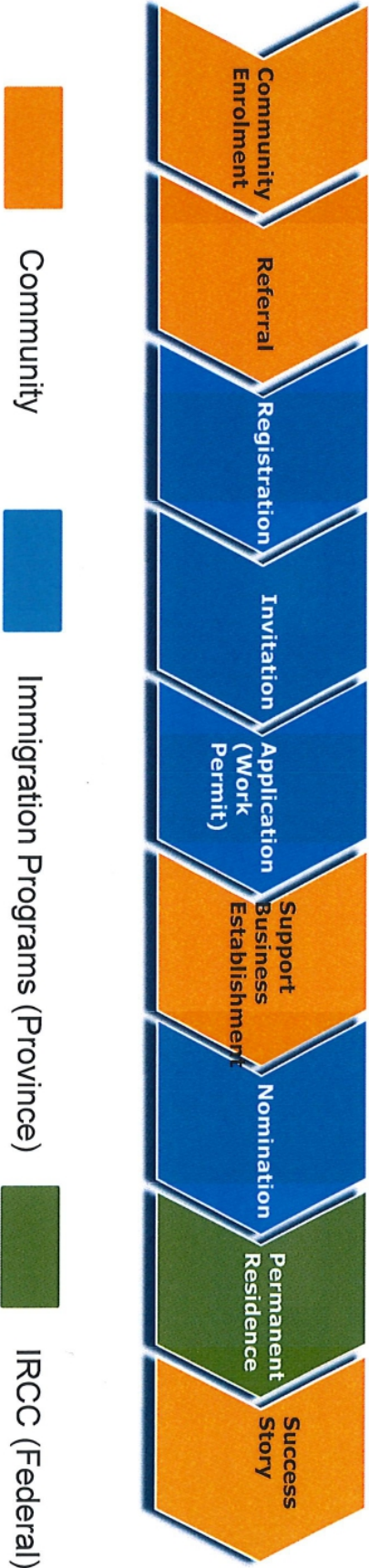
- BC PNP Application Flowchart

Respectfully submitted,

Will George
Economic Development, Communication and Tourism Manager

Role of the BC PNP

Application process



Merritt Information Item

FLOURISH UNDER THE SUN

To: Sean Smith, Chief Administrative Officer

From: Don McArthur, Planning Manager

Date: October 8, 2020

Subject: North Bench Neighbourhood Development Plan Update – Survey Results

This is provided as information, and no resolution is required. Council may make a motion to direct staff to take particular action if they wish.

In early September, an online survey was conducted to gather input from residents on potential development of the North Bench lands. Additional hard copies of the survey were made available to residents and distributed at the Farmer's Market on Quilchena Avenue on September 12 and 13. A total of 383 people completed the survey.

Not surprisingly, the use of the trail network in the area was a focus for many respondents. 81% of survey respondents indicated they use the trails for walking or hiking. Maintaining the trail network was a concern for 63% of respondents.

25% of respondents indicated they would use a disc golf course, which is a significant number for a recreational activity.

When asked what type of housing should be constructed in the neighbourhood, 65% chose single family as their first choice, while townhomes were the top second choice for respondents. A number of residents indicated there should be more attainable forms of housing, such as affordable housing, tiny homes, or carriage homes. Housing for seniors was also a popular response. 15% of respondents indicated they do not want any housing constructed.

34% of respondents indicated a desire for neighbourhood commercial to be included in the plan, while 22% would like institutional uses, such as a school.

With regard to safety, streetlights, enhanced sidewalks and dedicated bike lanes and off-street paths were the top three responses.

Attachments:

Attachment A: North Bench Neighbourhood Development Plan Survey Summary

Respectfully submitted,

Don McArthur
Planning and Development Services Manager

Community Survey Summary

1.0 Overview

A survey was available to the community members from August 31, 2020 to September 14, 2020. The purpose of the survey was to understand community needs for trails and recreational use and future residential housing and developments in the North Bench area. The survey was available through the City's website and hard copies were distributed at an engagement event.

The survey received a total of 383 responses. Respondents were allowed to skip questions, submit the survey at any point, and pick multiple answers for select questions. Responses from open-ended questions were reviewed and summarized by the themes that emerged. The following sections summarize what was heard from the survey.

Note: The percentages are calculated based on the number of respondents that responded to each question. Brackets (N=) in figure titles provide the total number of respondents that answered the question.

2.0 Demographics

Respondents were asked demographic questions to capture who participated in the survey.

Almost all respondents were residents of Merritt (94%) and some respondents were businesses owners or work in Merritt (20%).

Figure 1. Respondents' Relationship to the Merritt (N=383)

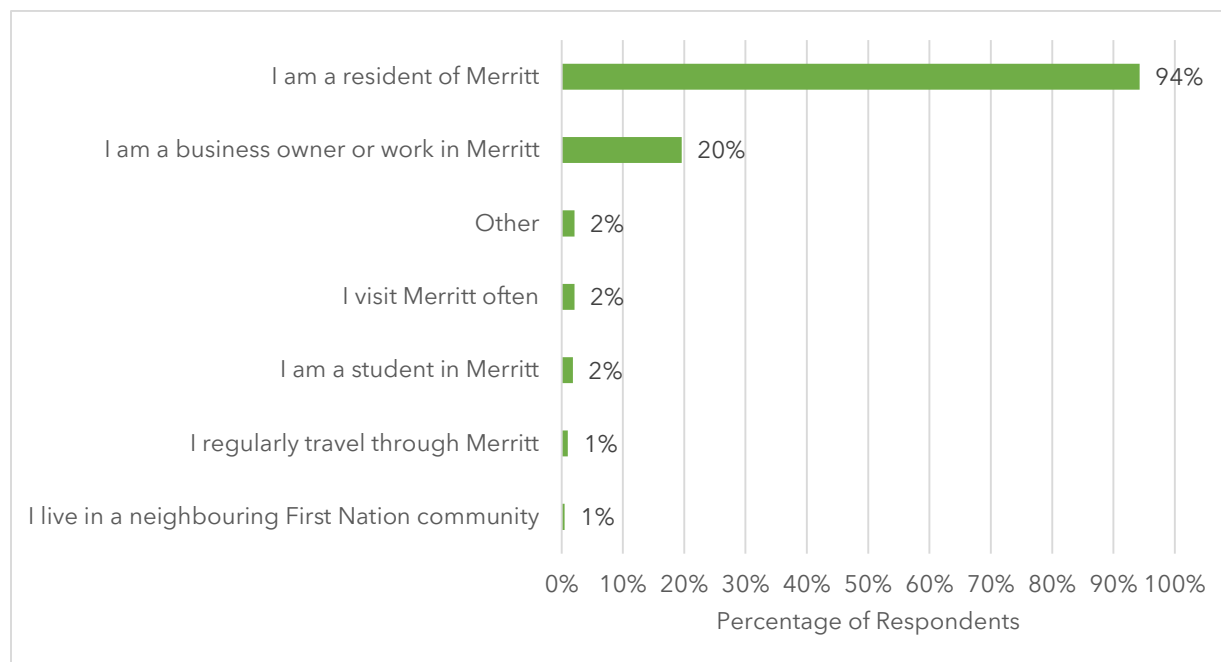
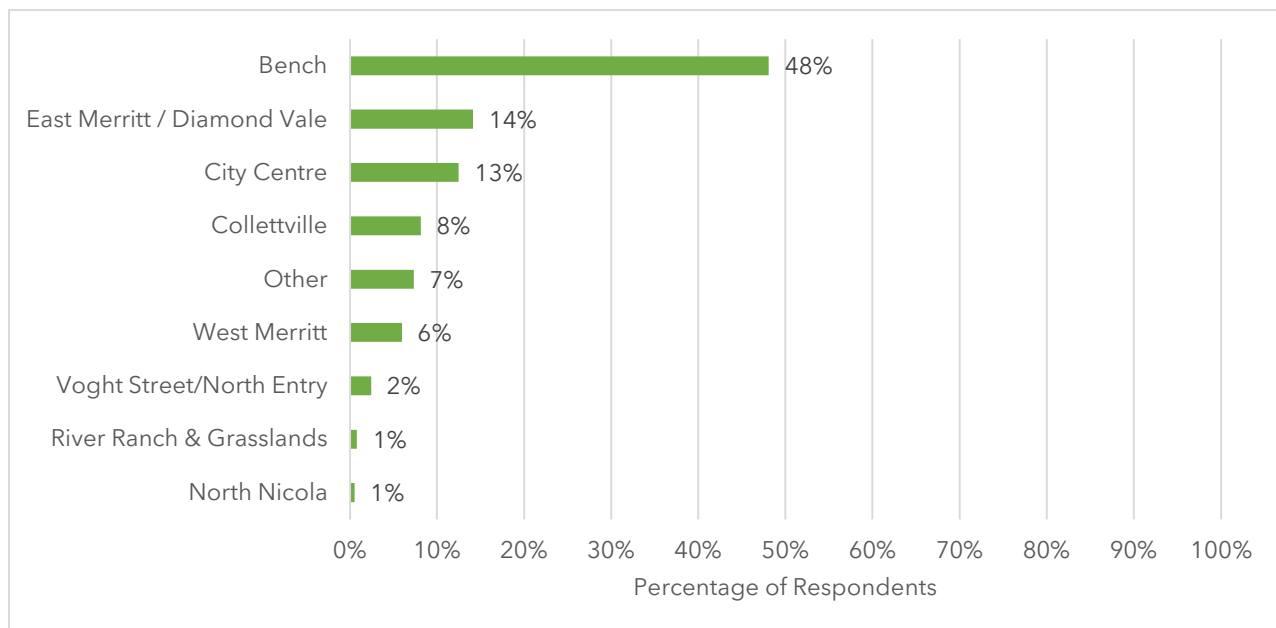


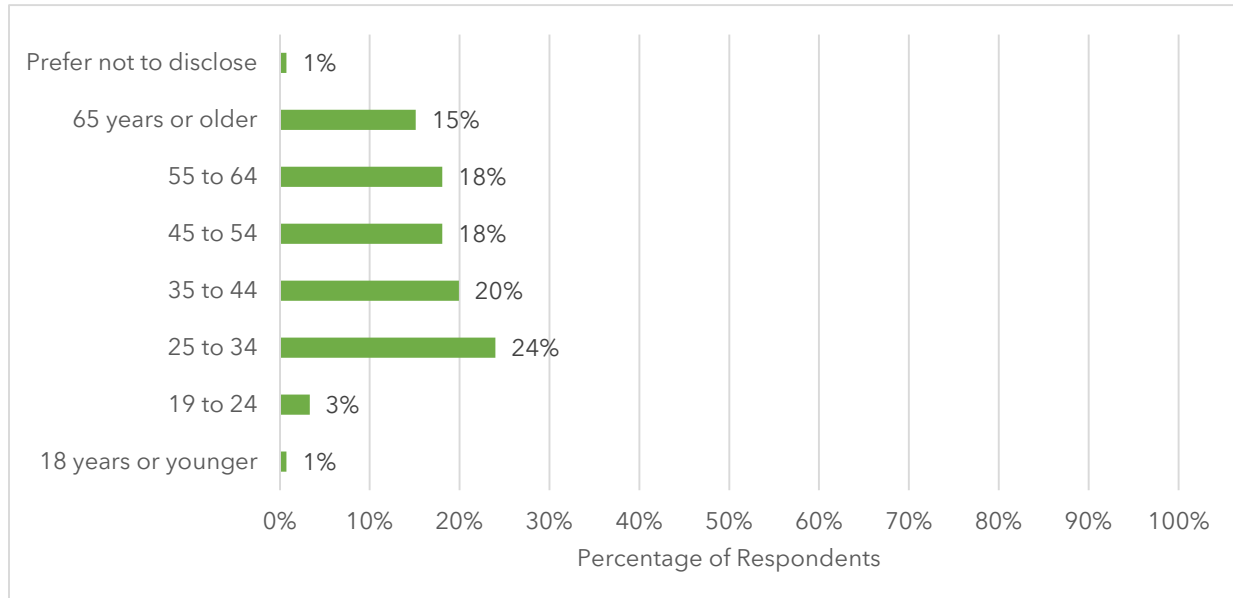
Figure 2 shows the distribution of where survey respondents live. 48% of respondents live in the study area while other respondents live in communities across Merritt. Eight respondents who selected 'other' said they live in Nicola.

Figure 2. Neighbourhood Where Respondents Live



The survey received responses from respondents across a wide range of age groups. There were limited responses from respondents who are 24 years old or younger.

Figure 3. Age of Respondents



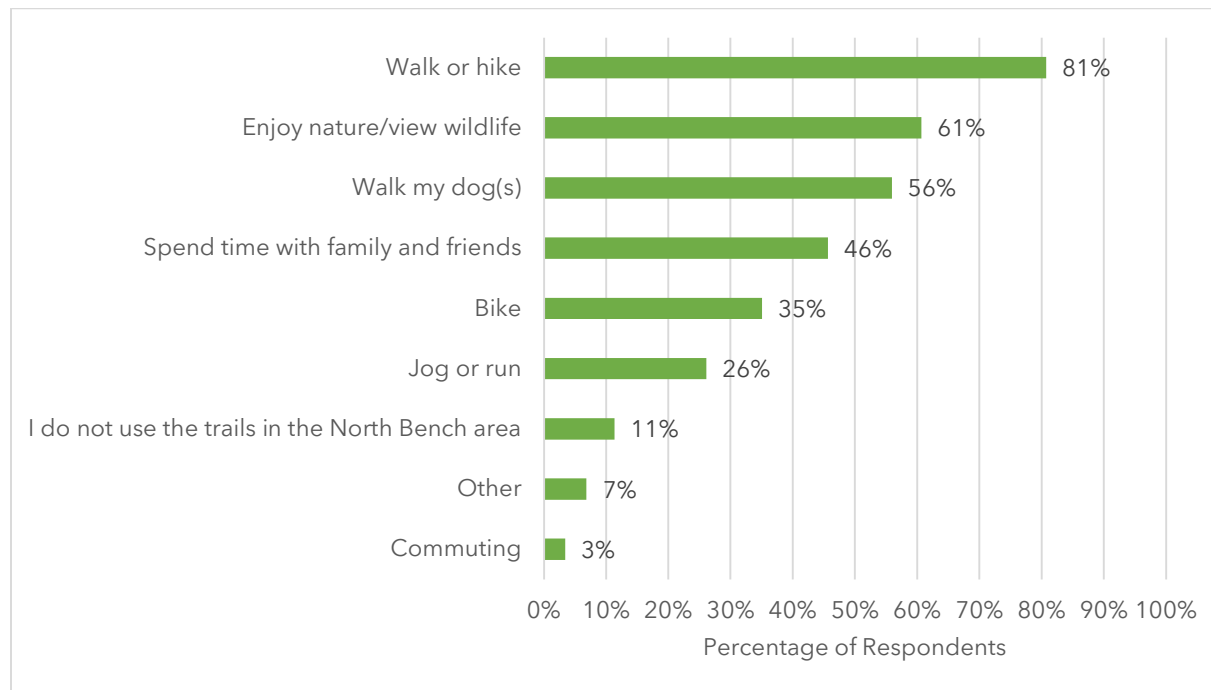
3.0 Trails and Recreation

Respondents were asked about their trail use and recreation activities in the North Bench area.

Almost all respondents (81%) indicated that they use trails in the North Bench area to walk or hike (Figure 4). Respondents use the trails for other common activities including enjoying nature or viewing wildlife (61%), walking their dogs (56%), or spending time with family and friends (46%).

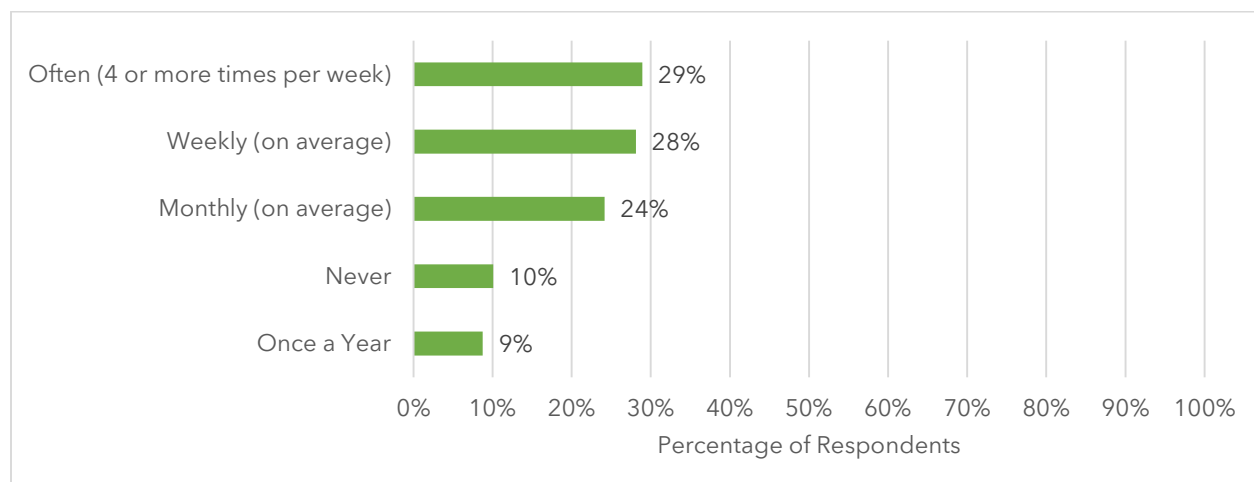
Respondents that selected 'other' said they use the trails for motorized recreation, including dirt biking or ATVs (18 respondents), snowshoeing (1 respondents), meditating (1 respondent), or scavenger hunts (1 respondent).

Figure 4. Activities in Existing Trails Network (N=379)



Respondents were asked how often they use trails in the North Bench area. On average, trails are being used frequently by residents (Figure 5).

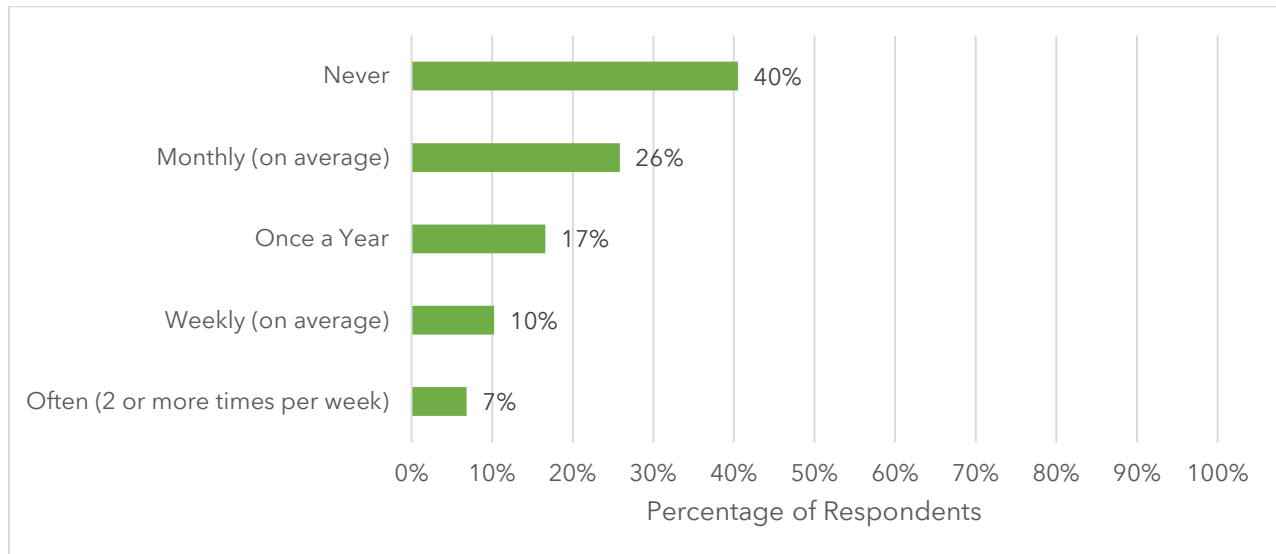
Figure 5. Frequency of Trail Use (N=377)



When asked whether respondents would use the proposed disc golf course on the upper portions of the planning area once it is constructed, 50% of respondents said no, 25% said yes, and 26% were unsure.

Those who answered yes indicated how often they anticipate they would use it (Figure 6). Only a small proportion of respondents said they would use it more than twice a week (7%) or weekly (10%) on average.

Figure 6. Frequency of Potential Usage (N=205)



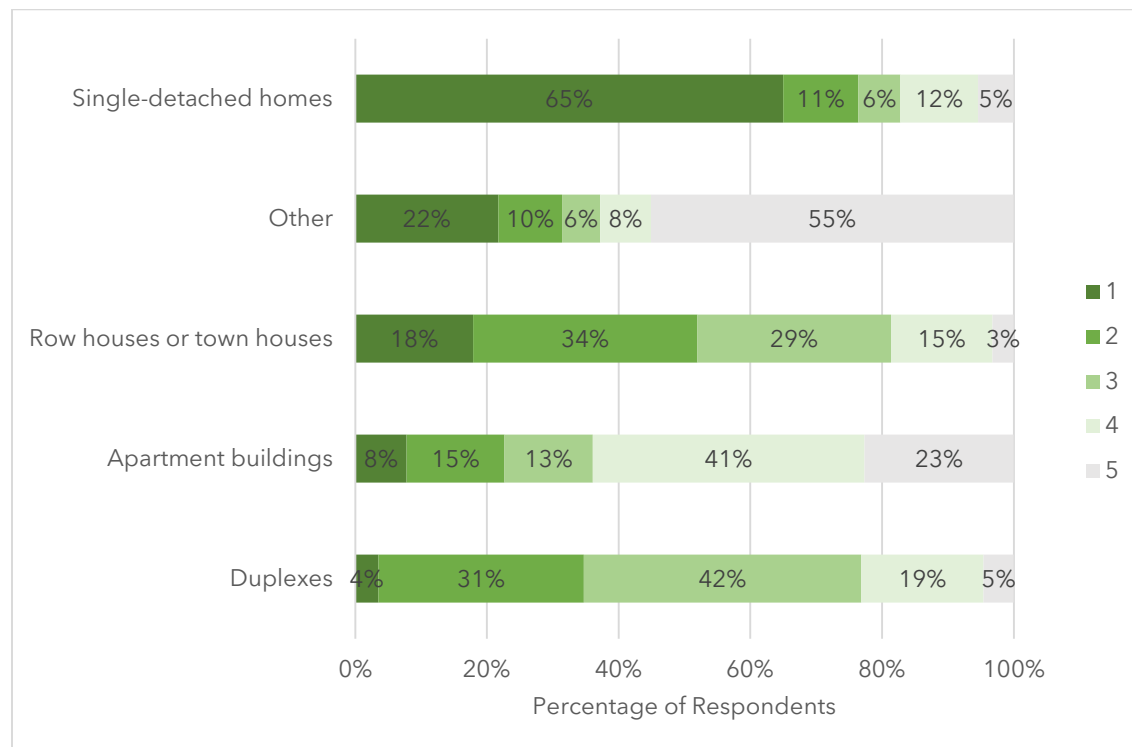
4.0 Housing and Development

Respondents were asked question specific to the future residential housing and other developments in the North Bench area.

Types of Housing

Single-detached homes were ranked as the most desired housing type (65%). Duplexes, row houses, or town houses were most commonly ranked as the second or third most desired type of housing.

Figure 7. Ranking of Types of Housing Needed (N=336)



Themes from respondents that selected 'other' types of housing are summarized below:

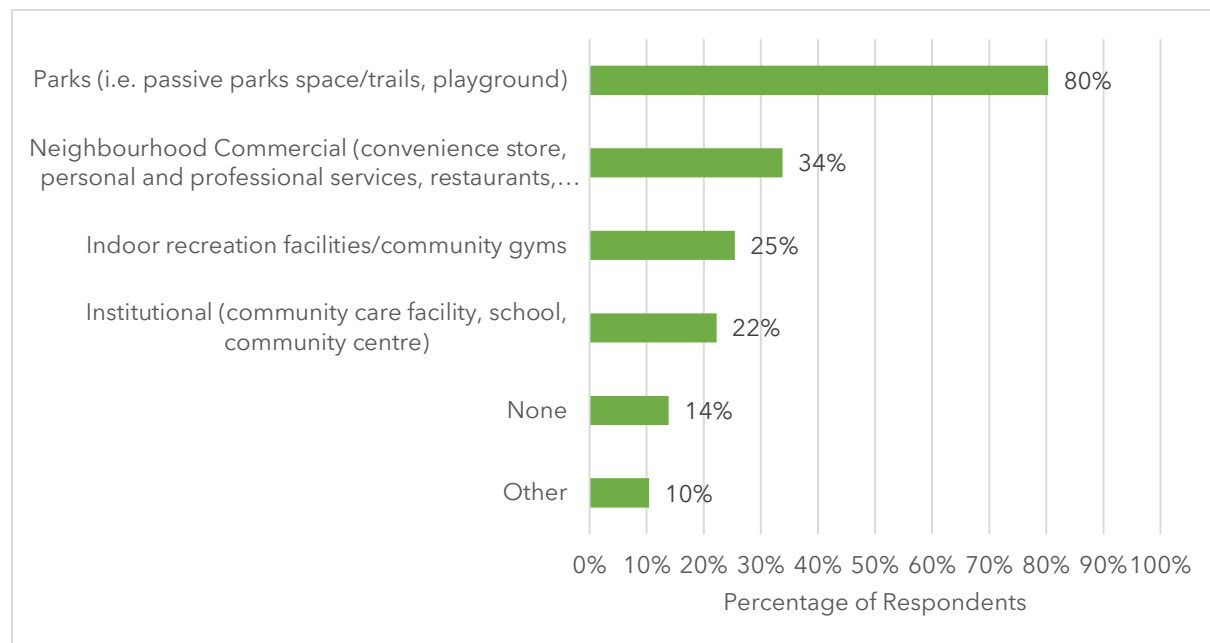
- Affordable housing or low-income housing (10 respondents)
- Tiny homes (8 respondents)
- Senior housing (6 respondents)
- Single-detached homes or mansions on large lots (4 respondents)
- Carriage homes (3 respondents)
- Modular homes (3 respondents)
- Cabins or campground (2 respondents)
- Gated community (2 respondents)
- High-rise apartment (2 respondents)
- Co-op housing
- Condo
- Mixed-use
- Small farms

57 respondents indicated that they do not want to see any housing developed in the area.

Future Developments

Respondents were asked to identify other developments they would like to see in the area. Parks were the most common selection (80%), followed by neighborhood commercial services and stores (34%).

Figure 8. Other Developments Needed (N=346)

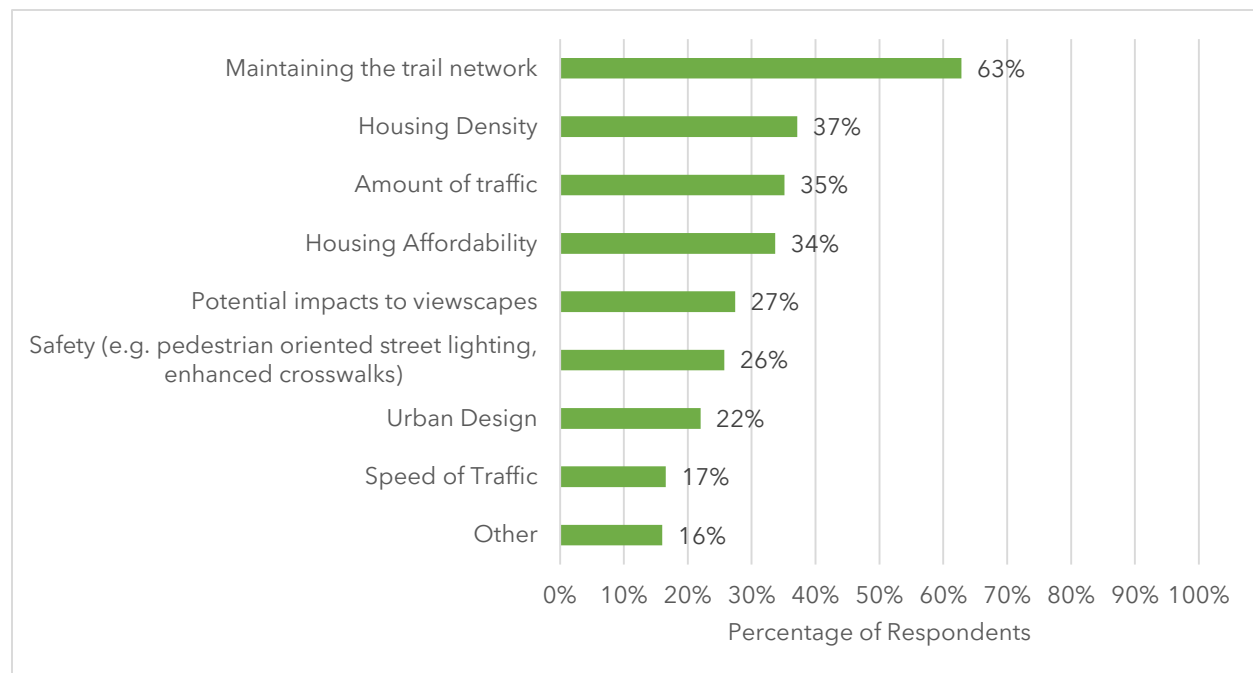


Themes from respondents that selected 'other' are summarized below:

- Nature spaces (e.g. educational botanical garden, nature-based preschool, outdoor amphitheater, bird sanctuary) (4 respondents)
- Mini golf (2 respondents)
- Soccer field (2 respondents)
- Campgrounds (2 respondents)
- Renewable energy facility
- Parking lots to access trails
- Offices
- Dog park

Respondents were asked to indicate concerns they have regarding development in the North Bench area. Figure 9 shows the top concerns respondents reported. Respondents were most concerned about maintaining the current trail network (63%), followed by concerns about housing density and affordability (37%), and traffic in the area (35%).

Figure 9. Top Concerns with Development (N=350)

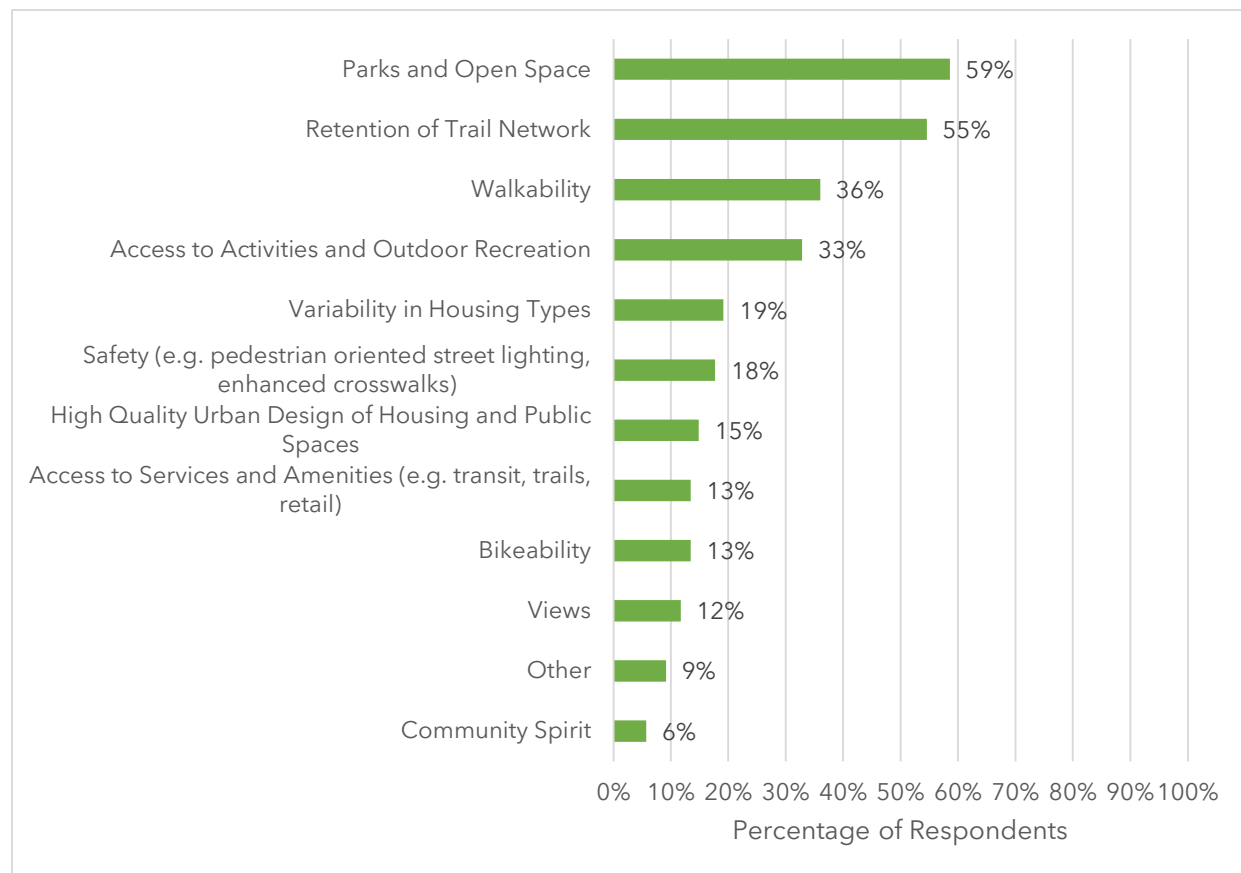


Themes from respondents that selected 'other' are provided below:

- Lack of water pressure / demand for water supply (19 respondents)
- Environmental degradation to natural landscape and encroachment on wildlife habitats (13 respondents)
- Forest fires hazards / wildfire mitigation (3 respondents)
- Affordability of homes (3 respondents)
- Accessibility (2 respondents)
- Lack of jobs and industry
- Lack of nearby medical services
- Organized crime
- Competition of businesses
- Increased motorized vehicle use
- Overcrowded school
- Construction noise

Thinking about the future of the neighbourhood, respondents identified aspects that were most important to them. Respondents generally valued access to outdoor spaces (e.g. parks) and trail networks for walking or recreational activities. Variability of housing types in the area was also seen as one of the more important aspect to respondents (19%).

Figure 10. Top Aspects Valued in Future North Bench Neighbourhood (N=350)



Themes from respondents that selected 'other' are provided below:

- Affordability of housing (5 respondents)
- Privacy and quietness of neighbourhood (3 respondents)
- Clean air and natural landscapes (2 respondents)
- A traffic plan (2 respondents)
- Parking

Respondents were asked to identify elements that would make them feel most safe in a neighbourhood. Streetlights (65%), enhanced sidewalks (56%), and dedicated bike lanes and off-street trails (43%) were the top three elements that respondents said would make them feel safer (Figure 11). Seven respondents who selected 'other' suggested that increased regular police patrol in the area is needed. Another respondent commented that owner-occupied housing by local landlords would allow residents to know their neighbours.

Figure 11. Elements of a Neighbourhood that Make Respondents Feel Safe (N=350)

