



AGENDA

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, August 27, 2019

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

1.1 Call to Order

2. LATE ITEMS

3. PUBLIC INPUT

10 m

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes- August 13, 2019

6

Recommendation:

THAT the Minutes of the Regular Council Meeting held on August 13th, 2019 be adopted

5. PUBLIC HEARING

Council will recess to a Public Hearing on Zoning Amendment Bylaw No 2267, 2019 (Removal of Cap on Retail Cannabis Stores)

5.1 Public Hearing

6.	<u>GENERAL MATTERS - Delegations and Recognitions</u>	
6.1	<u>Merritt Seniors Group - Dialysis</u>	17
	File: 0250	
	Potential speakers: Pam Whittaker, Ron Brown, Ken Dunning	
6.2	<u>Chamber of Commerce - Community Clean-Up</u>	
	File: 0363	
7.	<u>UNFINISHED BUSINESS</u>	
8.	<u>BYLAWS</u>	
8.1	<u>Council Remuneration Bylaw</u>	18
	File: 3900.2266	
	To consider Council Remuneration Bylaw 2266 for Adoption	
	Recommendation:	
	THAT City of Merritt Council Remuneration Bylaw 2266, 2019 be adopted	
8.2	<u>Zoning Amendment - Cap on Retail Cannabis</u>	20
	File: 3900.2187	
	<i>Returned from Public Hearing</i>	
	Recommendation:	
	THAT City of Merritt Zoning Amendment Bylaw 2267, 2019 be read a third time	
	Recommendation:	
	THAT City of Merritt Zoning Amendment Bylaw 2267, 2019 be adopted	

8.3 Business Licence Bylaws

21

Recommendation:

File: 3900.2268

THAT City of Merritt Business Licence Bylaw 2268, 2019 be adopted

Recommendation:

File: 3900.2269

THAT City of Merritt Okanagan-Similkameen Inter-Community Business Bylaw 2269, 2019 be adopted

Recommendation:

File: 3900.2270

THAT City of Merritt Fraser Valley Inter-Municipal Business Licence 2070, 2019 be adopted

Recommendation:

File: 3900.2271

THAT City of Merritt Thompson-Nicola Inter-Community Business Licence Bylaw 2271, 2019 be adopted

8.4 Fire and Safety Regulation Bylaw

48

File: 3900.2272

Recommendation:

THAT Council Read Fire and Safety Regulation Bylaw 2272, 2019 a first time;

Recommendation:

THAT Council Read Fire and Safety Regulation Bylaw 2272, 2019 a second time;

Recommendation:

THAT Council Read Fire and Safety Regulation Bylaw 2272, 2019 a third time.

9. NEW BUSINESS

9.1 Community Emergency Preparedness Fund – Grant Funding

67

File: 1850

Recommendation:

THAT Council directs staff to submit a grant funding application to the Community Emergency Preparedness Fund;

AND THAT Council directs administration to provide overall grant management.

9.2 Housing Needs Report - Regional Coordination 70

The TNRD has offered to coordinate a regional Housing Needs Assessment funding application that would include the City of Merritt. City staff recommend supporting this initiative and participating with the TNRD as part of the regional application.

Recommendation:

THAT Council direct that the City of Merritt participate with the TNRD in an initiative to advance a coordinated regional grant application to create a Housing Needs Report and hire a consultant to prepare that report.

9.3 2020 Purchase of Pumper Tender for Fire Department 71

Recommendation:

THAT Council approve the award of the Pumper Tender Proposal to Hub Fire Engines & Equipment Ltd, in the amount of \$479,575 (net of GST) and direct staff to increase the 2020 capital budget for the Pumper Tender by \$80,000.

9.4 Chief Administrative Officer Update

File: 0112

10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 District of Chetwynd - Support for Public Libraries 73

File: 0135

12.2 Ministry of Municipal Affairs & Housing 74

File: 0135

12.3	<u>City of North Vancouver - Support for Public Libraries</u>	93
	File: 0135	
12.4	<u>Bruce Gibbons</u>	95
	File: 0220	
12.5	<u>Strategic Planning Priorities</u>	99
	File: 0540	
13.	<u>TERMINATION OF MEETING</u>	



MINUTES

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, August 13, 2019
7:00 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. Hildebrand, Chief Administrative Officer
Mr. J. Dinwoodie, Director of Engineering & Development
Mr. S. Smith, Director of Corporate Services
Mr. W. George, Tourism & Economic Development Manager
Mr. W. Anderson, Financial Services Manager
Mr G. Lowis, Corporate Services Co-op Student

1. CALL TO ORDER

1.1 Call to Order

Mayor Brown called the meeting to order at 7:00pm

2. LATE ITEMS

3. PUBLIC INPUT

Ginny Prowal of 2070 Aspen Street, spoke to item 8.1 on the agenda, the Council Remuneration Bylaw. She described the special role of Mayor and Council and mentioned that there are many other people who provide great amounts of volunteer time without recognition or pay.

Jacqueline Whitecross of the Nicola Valley Pro Rodeo Association, spoke to item 9.2 and also requested additional funds, noting a number of projects required at the rodeo grounds. She also proposed a \$3,500 option that would involve two pages of sponsorship advertising instead of one.

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes- July 23rd, 2019

203/19

THAT the Minutes of the Regular Council Meeting held on July 23rd, 2019 be adopted

Moved, Seconded, CARRIED

5. PUBLIC HEARING

Nil

6. GENERAL MATTERS - Delegations and Recognitions

6.1 ASK Wellness Society

Bob Hughes, Executive Director of ASK Wellness Society ("ASK Wellness") introduced the ASK Wellness organization, outlining their role in the community and provided an introduction to members of the ASK Wellness team, including Cliff Thorstenson (a local who sits on the Board of the Society) and Keri Cooke, the Merritt Director of ASK Wellness. Keri Cooke went into further detail about the programs that ASK Wellness offered in Merritt, including the Housing Outreach Program, which is operated out of three housing complexes, the Three Eagles, Tradewinds Terrace and Juniper House.

Ms. Cooke also provided information regarding the following programs: Health Navigation, Harm Reduction, a SHOP & Street Outreach program, Community Living and finally, the Adults with Addictions Supportive Housing (AASH) program that is run in partnership with Interior Health.

Ms. Cooke and Mr. Hughes answered questions from Council regarding the process for selecting and vetting applicants who desire to use ASK Wellness services.

7. UNFINISHED BUSINESS

7.1 Notice of motion - Traffic calming on Reid Avenue

Proposed by Councillor Bhangu

Council discussed the fact that in addition to the issues being faced at Reid Ave, that many other streets are facing similar problems.

Scott Hildebrand provided an update regarding measures that are being taken and considered to provide traffic calming, including the use of the speed sign, which is collecting data on car counts as well as speed data. Traffic bollards and crosswalk lights are also being considered.

THAT Council immediately implement traffic calming measures on Reid Avenue

Against (5): Linda A. Brown, Kurt Christopherson, Adam Etchart, Travis Fehr, and Tony Luck

DEFEATED

8. BYLAWS

8.1 Council Remuneration Bylaw

File 3900.2266

204/19

THAT Council read City of Merritt Council Remuneration Bylaw No. 2266, 2019 a first time;

Against (2): Mike Bhangu, and Travis Fehr

Moved, Seconded, CARRIED

Councillor Bhangu proposed the following amendment to the Bylaw:

Amendment:

THAT Council amend Bylaw 2266 to defer the pay raise for Council until the next election.

DEFEATED

Councillor Fehr proposed the following amendment to the Bylaw:

Amendment:

THAT Council defer reading of Bylaw 2266 until after January 1, 2020.

Against (5): Linda A. Brown, Kurt Christopherson, Adam Etchart, Tony Luck, and Melvina White

DEFEATED

205/19

THAT Council read City of Merritt Council Remuneration Bylaw No. 2266, 2019 a second time;

Against (2): Mike Bhangu, and Travis Fehr

Moved, Seconded, CARRIED

206/19

THAT Council read City of Merritt Remuneration Bylaw No. 2266, 2019 a third time.

Against (2): Mike Bhangu, and Travis Fehr

Moved, Seconded, CARRIED

8.2 Zoning Bylaw Amendment – Retail Cannabis Cap

File 3900.2187

207/19

THAT Council read City of Merritt Zoning Amendment Bylaw No. 2267, 2019 a first time

Moved, Seconded, CARRIED

208/19

THAT Council read City of Merritt Zoning Amendment Bylaw No. 2267, 2019 a second time;

Moved, Seconded, CARRIED

209/19

THAT Council direct staff to schedule a public hearing for City of Merritt Zoning Amendment Bylaw No. 2267, 2019.

Moved, Seconded, CARRIED

8.3 Business Licence and Inter-Community Business Licence Bylaws

File: 3900.2268

210/19

THAT Council give first reading to the Business Licence Bylaw No. 2268, 2019;

Moved, Seconded, CARRIED

211/19

THAT Council give second reading to Business Licence Bylaw No 2268, 2019;

Moved, Seconded, CARRIED

212/19

THAT Council give third reading to Business Licence Bylaw No 2268, 2019.

Moved, Seconded, CARRIED

213/19

THAT Council give first reading to the Okanagan-Similkameen Inter-Community Business Licence Bylaw 2269, 2019;

Moved, Seconded, CARRIED

214/19

THAT Council give second reading to the Okanagan-Similkameen Inter-Community Business Licence Bylaw 2269, 2019;

Moved, Seconded, CARRIED

215/19

THAT Council give third reading to the Okanagan-Similkameen Inter-Community Business Licence Bylaw 2269, 2019

Moved, Seconded, CARRIED

216/19

THAT Council give first reading to the Fraser Valley Inter-Municipal Business Licence Bylaw 2270, 2019;

Moved, Seconded, CARRIED

217/19

THAT Council give second reading to the Fraser Valley Inter-Municipal Business Licence Bylaw 2270, 2019;

Moved, Seconded, CARRIED

218/19

THAT Council give third reading to the Fraser Valley Inter-Municipal Business Licence Bylaw 2270, 2019.

Moved, Seconded, CARRIED

219/19

THAT Council give first reading to the Thompson-Nicola Inter-Community Business Licence Bylaw 2271, 2019;

Moved, Seconded, CARRIED

220/19

THAT Council give second reading to the Thompson-Nicola Inter-Community Business Licence Bylaw 2271, 2019;

Moved, Seconded, CARRIED

221/19

THAT Council give third reading to the Thompson-Nicola Inter-Community Business Licence Bylaw 2271, 2019.

Moved, Seconded, CARRIED

222/19

THAT Council direct staff to publish the required statutory notice that the four aforementioned bylaws will be considered for adoption at the August 27th, 2019 meeting.

Moved, Seconded, CARRIED

9. NEW BUSINESS

9.1 City of Merritt 2018 Annual Report

Councillor Christopherson and Mayor Brown expressed thanks to staff for putting together the Annual report and encourage the public to read the document, noting the interesting information that the public may be unaware of.

223/19

THAT Council accept the City of Merritt 2018 Annual Report as presented.

9.2 Nicola Valley Pro Rodeo 2019 Sponsorship

File 8100

225/19

THAT Council sponsor the 2019 Nicola Valley Pro Rodeo at the Chute Sponsorship level of \$2,500 from the Council Contingency fund.

Moved, Seconded, CARRIED

Councillor Luck proposed an amendment:

Amendment:

224/19

THAT Council amend the main motion to provide a sponsorship of \$3,500 instead of \$2,500.

Moved, Seconded, CARRIED

9.3 MIABC Voting Delegate

File: 0270

226/19

That Council resolve to change the City's MIABC delegates to Mayor Linda Brown and Councillor Adam Etchart

Moved, Seconded, CARRIED

9.4 City of Merritt B.C. Provincial Nominee Program (B.C. PNP) Entrepreneur Immigration Pilot Committee Quarterly Report

Mr. George provided an overview of the BC PNP program and the applications and referrals that the City of Merritt has made to date.

227/19

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

Moved, Seconded, CARRIED

9.5 Rural Dividend Grant Application

228/19

THAT Council provide a resolution in support of the City of Merritt's 2019 BC Rural Dividend Fund Grant Program Application, to advance the Economic Development Community Development Projects.

Moved, Seconded, CARRIED

9.6 Potential Boundary Extension

229/19

THAT Council direct staff to explore options around a potential boundary expansion to include the music festival site within the City of Merritt, in consultation with the Thompson Nicola Regional District ("TNRD");

Moved, Seconded, CARRIED

230/19

THAT Council authorize staff to spend up to \$15,000 plus GST from the Council Contingency fund on a Boundary Extension Scoping Study, if deemed necessary by staff.

Moved, Seconded, CARRIED

9.7 Lions Park Pedestrian Bridge Crown Land Tenure Application

231/19

THAT Council direct staff to make an application for Crown Land Tenure for the Lions Park Pedestrian Bridge.

Moved, Seconded, CARRIED

9.8 CAO Update

Scott Hildebrand presented Council and the public with information on the following initiatives:

- Recognized Greg Lewis for his contributions to the City of Merritt during his 4-month Law Co-op term.
- Informed about the deployment of a Merritt Fire Rescue truck and crew to fight the Eagle Bluff fire.
- A permanent plan to reduce garbage and litter at DeWolf Way.
- Irvine/River Ranch - An alteration to the exit from Irvine to allow better clearance for vehicles.
- Emergency planning training.
- Forestry renewal engagement workshop.
- Increased watering restrictions given the drought conditions on the Coldwater River
- An overview of the Strategic Planning process and a list of some of the initial items being directed by Council.

10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

Councillor Etchart discussed the importance of supporting our forest sector and encouraged Council and the public to explore all options to support this sector.

Mayor Brown announced that the Chamber of Commerce is scheduling a Community Clean-up day on September 21st, with more details to follow.

12. INFORMATION ITEMS

12.1 City of Fort St. John - Support for Provincial Libraries

File: 0135

12.2 City of Pitt Meadows - Support for Enhanced Provincial Library Funding

File: 0135

12.3 City of Pitt Meadows - Confirming Municipal Jurisdiction to Regulate Single-Use Items

File: 0135

12.4 City of Prince George - Support for Funding Provincial Libraries

File: 0135

12.5 District of Sechelt - Support for Funding Provincial Libraries

File: 0135

12.6 District of Elkford - Support for Funding Provincial Libraries

File: 0135

12.7 District of Taylor - Support for Funding Provincial Libraries

File: 0135

12.8 Village of Pouce Coupe - Support for Funding Provincial Libraries

File: 0135

12.9 Municipality of North Cowichan - Regional Management of Forestry

File: 0135

12.10 Thompson Okanagan Tourist Association

File: 0275

12.11 UBCM Community to Community Forum

File: 0270

12.12 Gas Tax Agreement Community Works Fund Payment

File: 0270

12.13 City of Victoria - Establishing a Lobbying Regulations System

File: 0135

12.14 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 9:26pm

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

Concerning the presentation to be made to Merritt's honorable Mayor and Councillors at City Hall on Aug. 27, 2019:

Purpose: To obtain a Renal Dialysis Unit in Merritt

Contact Persons: Ken Dunning, 250 936 8104
R. or E. Brown 250 378 5016
P. Whitaker 250 378 5179

Many of us in Merritt and the surrounding area seriously urge you to find a way to put a Renal Dialysis unit here. It would be beneficial to much of the Southern Interior including Lillooet, Lytton, Ashcroft, Spences Bridge, Logan Lake, and the people of the many indigenous reservations. We have five reserves connected with Merritt alone!

Our hospital has recently been enhanced and we believe that space could be made there. We understand the cost of hiring professional people to run a Renal Clinic but employment opportunities are practically needed throughout BC. Why not here?

During winter months it is particularly difficult for elderly to make their way to Kamloops three times a week! Regardless of the weather it is not recommended that they drive themselves. Medical transportation has been explored but has not been found adequate. There is a disability gas refund, based on gasoline tax. However, the cost of fuel, vehicle maintenance and other incidentals is not covered. It has been glibly suggested to more than one: "Why don't you move to Kamloops?" Long time residents find this change of lifestyle emotionally difficult to undertake. Finding a home that is affordable, establishing medical services and leaving family and friends is daunting.

We believe we represent many and appreciate that you will consider for us this essential lifesaving service that sees no difference in age, race or gender. It could serve an entire area accessible to Merritt.

*Sincerely, P. Whitaker for
'The Group'*

CITY OF MERRITT

BYLAW NO. 2266

A BYLAW TO PROVIDE FOR MAYOR AND COUNCIL REMUNERATION

WHEREAS the financial plan for the City of Merritt adopted in accordance with section 173 of the *Community Charter* includes a sum for the indemnity of Council Members for their duties.

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

1. Citation

- 1.1 This Bylaw shall be cited as “City of Merritt Council Remuneration Bylaw No. 2266, 2019”.

2. Repeal

- 2.1 The City of Merritt Council Remuneration Bylaw No. 2206, 2016 and amendments thereto, is hereby repealed.

3. Remuneration to Council Members

- 3.1 The annual remuneration for the Mayor of the City of Merritt for the discharge of the duties of office is set at thirty-six thousand, five hundred eighty-two (\$36,582) dollars.
- 3.2 The annual remuneration for a Councillor in the City of Merritt for the discharge of the duties of office is set at seventeen thousand, three hundred ninety-four (\$17,394) dollars.

4. Changes to Remuneration

- 4.1 On January 1st of each year this bylaw is in effect, the remuneration for both Mayor and Councillors shall be altered by the same percentage as British Columbia's annual average all-items Consumer Price Index for the previous calendar year.
- 4.2 In the second quarter of a year in which a General Local Election is to be held, a Committee shall be formed, whose size and membership shall be determined by Council, to consider and recommend remuneration for the members of the Council to be elected later in that year.

5. Severability

- 5.1 If any portion of this bylaw shall be held invalid by a court of competent jurisdiction, that portion shall be severed, and shall not affect the validity of the remainder of the bylaw.

Read a First Time this 13th Day of August, 2019

Read a Second Time this 13th Day of August, 2019

Read a Third Time this 13th Day of August, 2019

Adopted this ____ Day of _____, 2019

Linda A. Brown,
MAYOR

Sean Smith,
CORPORATE OFFICER

CITY OF MERRITT

BYLAW 2267 A BYLAW TO AMEND ZONING BYLAW NO. 2187, 2015

WHEREAS the City of Merritt Zoning Bylaw restricts the total number of retail cannabis stores to four (4) in the City of Merritt;

AND WHEREAS Council is desirous of reconsidering this absolute cap on retail cannabis stores;

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

1. Citation

This Bylaw shall be cited as the “**City of Merritt Zoning Amendment Bylaw No. 2267, 2019**”.

2. Repeal

“City of Merritt Zoning Bylaw No. 2187, 2015” section 5.9.4 is hereby repealed.

READ A FIRST TIME THIS	13th day of August, 2019
READ A SECOND TIME THIS	13th day of August 2019
READ A THIRD TIME THIS	____ day of ____, 2019
ADOPTED THIS	____ day of _____, 2019

Linda Brown,
MAYOR

Sean Smith,
CORPORATE OFFICER

CITY OF MERRITT

BYLAW 2268 BUSINESS LICENCE BYLAW

WHEREAS the *Community Charter* permits a Council to provide for a system of licences, permits or approvals;

AND WHEREAS Council of the City of Merritt deems it necessary to authorize and regulate the issuance of and the levying and collecting of licence fees in respect to the trades, occupations, professions and businesses hereinafter set forth;

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

1. Citation

1.1. This Bylaw shall be cited as “Business Licence Bylaw No. 2268, 2019.

2. Repeal

2.1. “City of Merritt Business Licence Bylaw No. 2034, 2008” and all amendments thereto are hereby repealed.

3. Definitions

3.1. In this Bylaw, unless the context otherwise requires:

“**Applicant**” means any person who makes an application for a Business Licence under the provisions of this Bylaw.

“**Building Inspector**” means any person appointed from time to time as the Building Inspector for the City and any person acting lawfully in that capacity.

“**Business**” means carrying on a commercial or industrial undertaking of any kind or nature or the providing of a professional, personal or other services for the purpose of gain or profit, but does not include an activity carried on by the government, its agencies or government owned corporations, or registered non-profit societies for the purposes of fundraising.

“**Business Licence**” means a licence issued pursuant to this Bylaw and includes Regular Business Licences, Short-term Business Licences and Inter-Community Business Licences.

“**City**” means the City of Merritt.

“Council” means the duly elected Council of the City of Merritt.

“Cross Connection Control Coordinator” means the person appointed by the City of Merritt to inspect the direct or indirect connection of the City's water supply to any other system, sewer, drain, well, pool, or other device which may be capable of imparting contamination to the public water supply as a result of backflow.

“Fire Prevention Officer” means the person appointed by the City of Merritt Fire Chief to ensure that Provincial and Municipal fire safety standards are met.

“Home Based Business” means any occupation or profession that is carried out in a dwelling unit or an accessory building to a dwelling unit, by a person who is permanently resident in the dwelling unit, where such occupation or profession, excluding a bed and breakfast use, is clearly incidental or secondary to the use of the dwelling unit for residential purposes

“Inter-Community Business Licence” means any valid Business Licence issued under an Inter-Community Business Licence Scheme which has been joined by the City of Merritt.

“Inter-Community Business Licence Bylaw” means a Bylaw adopted by the Council of the City of Merritt for the purpose of participating in an Inter-Community Business Licence Scheme.

“Inter-Community Business Licence Scheme” means a combination of local governments, including the City of Merritt, who have agreed to issue and mutually recognize business licences for Resident or Non-Resident Businesses.

“Licence Inspector” means a person appointed from time to time as Licence Inspector by the City and includes any person lawfully acting in that capacity, including the Corporate Officer and Bylaw Services Officer.

“Non-Resident Business” means a business, other than a resident business, carried on in the City or with respect to which any work or service is performed in the City.

“Police Information Check” means a Police Information Check obtained from the Royal Canadian Mounted Police, dated within 30 days of its submission, containing all pages issued by the RCMP, and embossed with their seal on each page.

“Public Market” means groups of resident and non-resident businesses offering new and used goods, crafts or produce for sale directly to the public.

“Resident Business” means a business carried on in or from premises within the City.

“Regular Business Licence” means a Business Licence issued to run from the first day

of January to the last day of December annually.

“Short-term Business Licence” means a Business Licence issued for a 3 or 6 month period.

4. Licence Required

4.1. Unless otherwise permitted in this Bylaw, no person shall carry on, maintain, own or operate within the City, a trade, business, profession, occupation or calling without holding a valid and subsisting Business Licence issued under this Bylaw by the Licence Inspector, or an Inter-Community Business Licence issued in accordance with an Inter-Community Business Licence Scheme of which the City of Merritt is a member.

4.2. Any person who,

- a) advertises through any medium, whether digital, physical, or otherwise as being open for business of any kind within the City of Merritt;
- b) deals in or buys, sells, barter or displays things of any kind either on behalf of himself or of any other person within the City of Merritt;

shall be deemed to be carrying on, engaged in, or practicing their respective profession, business, trade, occupation, employment, calling or purpose within the City and requires a Business Licence pursuant to section 4.1.

4.3. A holder of a license shall apply for renewal of the Business Licence prior to the beginning of each licensing period as long as the business, for which the Business Licence is held is carried on, and shall pay to the City the annual Business Licence fee in Schedule "B".

4.4. Persons holding four (4) or less garage or yard sales per calendar year on their residential property are exempt from the Business Licencing requirement set out in section 4.1 of this Bylaw.

4.5. Persons making the occasional sale of personal and/or handmade goods are exempt from the Business Licencing requirement set out in section 4.1 of this Bylaw.

5. Location, Hours, Number of Places of Business

5.1. No person shall sell, offer for sale, or display goods or canvass or solicit business of any kind whatsoever on any highway, street, lane, sidewalk, or public parking lot within the City except as allowed by this Bylaw.

5.2. Any person wishing to sell, offer for sale, or display goods or solicit business of any kind whatsoever on any highway, street, lane or public parking within the City must obtain the written permission of the Licence Inspector.

- 5.3. Any retailer with a valid Business Licence may exhibit, offer for sale, or display goods on sidewalks immediately abutting and within one (1) metre of their retail premises, provided that such display does not impede pedestrian traffic.
- 5.4. A person who carries on more than one business from any one premise shall obtain a separate Business Licence for each business.
- 5.5. Where a business is carried on from more than one premise in the City, the business carried on from each premises will be deemed a separate business and requires a separate Business Licence.
- 5.6. No person may call at any residence between the hours of 8:00 p.m. and 9:00 a.m. for the purpose of selling, soliciting or taking orders for goods, materials, publications or services of any kind, unless a previous appointment has been made for such call.

6. Public Markets

- 6.1. Any organization(s) holding a Business Licence may make application in accordance with a form available from the City to the City to host a Public Market, in accordance with the provisions of this Bylaw. The Business Licence of the hosting organization will apply to all businesses participating in the Public Market, who will not be required to obtain individual Business Licences.
- 6.2. If the Public Market is being hosted on real property belonging to the City of Merritt, the hosting organization shall:
 - a) be required to maintain comprehensive general liability insurance in the amount of Two Million Dollars (\$2,000,000). The City shall be included as additional named insured and the organization shall hold the City harmless against any claims, actions for injury, damage, loss or death arising out of the operation of the Public Market;
 - b) provide proof of comprehensive liability insurance and a signed liability waiver form shall be submitted to the City and be in a form acceptable to the City, prior to the issuance of a Business Licence.
- 6.3. Any organization(s) hosting a Public Market shall be responsible for any businesses within the Public Market, including ensuring that all regulations and requirements of the City of Merritt bylaws are adhered to.

7. Licence Application and Fee

- 7.1. An Applicant shall complete the application form supplied by the City for the purpose of issuing Business Licences. The application shall be signed by the owner of the business or their duly authorized agent. In the case of a partnership or multiple owners, any one of such partners or owners may apply and such partner or owner applying shall

be deemed to be the duly authorized agent of all the partners or owners.

- 7.2. The City will commence processing of an application upon delivery of the application form and the applicable Business Licence application fee set out in Schedule “A”. Where the proposed Business requires approval by the Public Health Inspector, or other non-municipal inspector, the Applicant is responsible for acquiring these approvals and supplying them to the City in support of the Business Licence application. Incomplete applications will not be processed.
- 7.3. Pursuant to Provincial or Municipal legislation, an application may require inspection and approval of the Building Inspector, the Fire Prevention Officer and/or the Cross Connection Control Coordinator.
- 7.4. At the time of issuance of a Business Licence, the Applicant shall pay for inspections in accordance with Schedule “A” and the Business Licence Fee in accordance with Schedule “B”.
- 7.5. Licence application fees paid pursuant to this Bylaw are not refundable.
- 7.6. Short-term Business Licences shall be available for periods of three calendar months, or six calendar months from the date of issue. A Short-term Business Licence will not be automatically renewed by the City.
- 7.7. The City may require the Applicant to supply a Police Information Check to the Licence Inspector before the application will be approved. In the case of a partnership of multiple owners, a Police Information Check may be required for each partner or owner.
- 7.8. An Applicant may apply for an Inter-Community Business Licence, in a scheme of which the City of Merritt is a member, at the same time as or at any time after they apply for a Regular Business Licence. The issuance and regulation of an Inter-Community Business Licence is governed by the applicable Inter-Community Business Licence Bylaw.

8. Prorating

- 8.1. In the first year it is issued, the fee for a Regular Business Licence, as set out in Schedule “B”, will be pro-rated on a monthly basis.

9. Issuing of Licences

- 9.1. The Licence Inspector is hereby authorized to grant, issue or transfer Business Licences where the Applicant has complied with all City and provincial legislation pertaining to the Business.
- 9.2. Where approvals are required, the Licence Inspector shall not issue a Business Licence until written approval is obtained from the Building Inspector, Fire

Prevention Officer, Cross Connection Control Coordinator, Medical Health Officer, Technical Safety BC Inspector, or any other official concerned with the administration and enforcement of the laws referred to in section 9.1.

10. Changes Affecting a Licence

10.1. A person granted a Business Licence under this Bylaw shall:

a) notify the Licence Inspector within ten days of any change in the Business phone number, mailing address or other contact information; and

b) notify the Licence Inspector when the Business Licence is no longer required.

10.2. Where a change to a Business Licence requires re-inspection by any of the inspectors listed in section 7.3, the Business Licence holder shall be responsible for all associated re-inspection fees as set out in Schedule “A”.

10.3. No person shall transfer a Business to another person without first obtaining a transfer of the Business Licence by the Licence Inspector. The proposed new owner must supply to the City a completed Business Licence Application form as though they were registering a new business, which may require a Police Information Check. The fee for a transfer shall be as listed in Schedule “B”.

10.4. A Business Licence cannot be transferred to a new premise.

11. Licence to be Displayed

11.1. The Applicant shall at all times keep their Business Licence(s) prominently displayed within the view of the public at the place of Business, or on their person where the Business has no fixed premises.

12. Inspection, Suspension and Cancellation

12.1. The Licence Inspector is authorized to enter, at all reasonable times, upon any property subject to this Bylaw in order to ascertain whether this Bylaw is being observed.

12.2. The Licence Inspector may suspend a Business Licence or an Inter-Community Business Licence for such period as he may determine, subject to the business licence authority provisions of the Community Charter, and the requirements in any applicable Inter-Community Business Licence Scheme.

12.3. The Licence Inspector may cancel a business licence or an Inter-Community Business Licence for reasonable cause, subject to the business licence authority provisions of the Community Charter, and the requirements in any applicable Inter-Community Business Licence Scheme.

13. Appeal Procedure

- 13.1. Any person whose Business Licence has been suspended or cancelled, or has been refused a licence, may appeal to Council by giving notice of intention to appeal to the Licence Inspector. The appeal shall be made in writing and shall state in a concise manner the grounds upon which the appeal is made. Council shall appoint a time and place for the hearing of the appeal, which shall be within one month of the request being made, and may confirm or set aside the decision made by the Licence Inspector as it deems fit.

14. Violations and Penalties

- 14.1. Every person who offends against any of the provisions of this Bylaw, or permits any act or thing to be done in contravention or violation of any provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done by this Bylaw, shall be deemed to have committed an offence under this Bylaw and shall be liable on conviction of a fine of not more than Two Thousand Dollars (\$2,000.00) and the costs of prosecution. Each day on which an offence continues shall constitute a separate offence.
- 14.2. Schedules "A" and "B" and any regulations they set out form a part of and are enforceable in the same manner as this Bylaw.

15. Effective Date

- 15.1. This Bylaw shall come into force and take effect on the 1st of December, 2019.

READ A FIRST TIME THIS	13th day of August, 2019
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READ A SECOND TIME THIS	13th day of August, 2019
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READ A THIRD TIME THIS	___ day of _____,
------------------------	-------------------

ADOPTED THIS	___ day of _____,
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LINDA A. BROWN,
MAYOR

SEAN SMITH,
CORPORATE OFFICER

**Schedule “A”
Application Fees**

1. All Applicants, except those listed in section 4 of this Schedule A, shall pay \$50 at the time of application.
2. For each Inspection by the Building Inspector, Fire Prevention Officer, or Cross Connection Control Coordinator, the fee shall be \$50 per inspection, to be paid at the time of issuance of the business licence.
3. Each inspection includes one (1) follow up inspection in the event the first inspection identifies deficiencies.
4. The following business types shall pay the fee as indicated in the table:

Non profit organizations	\$0
Retail cannabis stores	\$650

Schedule "B"
Licence Fees

1. The Regular Business Licence fee in the City of Merritt shall be \$150.
 - a. For Regular Business Licence renewals, the Regular Business Licence fee will be modified as follows:
 - i. Where the Applicant renews their Business Licence prior to expiry, the Regular Business Licence Fee will be \$135 (10% discount).
 - ii. Where a Business has continued to operate but the Applicant has failed to renew their Regular Business Licence by March 1 of each year, the Regular Business Licence fee will be \$180 (a 20% penalty).
2. A pro-rated Business Licence shall never cost less than \$25.
3. A six-month Short-term Business Licence fee shall be \$90.
4. A three-month Short-term Business Licence fee shall be \$55.
5. The fee to transfer a licence to a new person shall be \$25.
6. Non-profit organizations will not be charged a licence fee.

CITY OF MERRITT

BYLAW 2269 OKANAGAN-SIMILKAMEEN INTER-COMMUNITY BUSINESS LICENCE BYLAW

WHEREAS Okanagan-Similkameen municipalities wish to enter into an agreement with one-another to permit certain kinds of Businesses to operate across municipal jurisdictions within the Okanagan-Similkameen regions while minimizing the need to obtain a separate Inter-Community Business Licence in each jurisdiction;

AND WHEREAS each of the undersigned local governments (herein called singularly the Participating Municipality or as a group the “Participating Municipalities”) has adopted this Bylaw;

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

1. Establishment

There is hereby established an intermunicipal business licence scheme, pursuant to Section 14 of the Community Charter and according to the terms and conditions of this Bylaw.

2. Citation

This Bylaw shall be cited as the “**Okanagan-Similkameen Inter-Community Business Licence Bylaw 2269, 2019**”.

3. Definitions

In this Bylaw, unless the context otherwise requires:

“**Business**” has the meaning as defined by the Community Charter SCHEDULE – Definitions and Rules of Interpretation.

“**Community Charter**” means the *Community Charter*, SBC 2003, c. 26.

“**Excluded Businesses**” means Business types which are excluded from application for an Inter-Community Business Licence and includes those Business types referred to in Schedule “A”.

“Inter-Community Business” means a Business that performs a service or activity within more than one Participating Municipality but not from or in Premises in one or more participating municipalities, and who provides the service or activity by moving from client to client.

“Inter-Community Business Licence” means a business licence which authorizes a mobile business to be carried on within the boundaries of any or all of the Participating Municipalities in accordance with this Bylaw.

“Municipal Business Licence” means a licence or permit, other than an Inter-Community Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality. “Participating Municipality” is restricted to those of the following local governments that have adopted this Inter-Community Business Licence Bylaw, and any Municipalities or Regional Districts which adopt this bylaw at a later date:

City of Armstrong	District of Coldstream	City of Enderby	City of Kelowna
Village of Keremeos	District of Lake Country	Village of Lumby	City of Merritt
Town of Oliver	Town of Osoyoos	District of Peachland	City of Penticton
Town of Princeton	City of Revelstoke	District of Salmon Arm	District of Sicamous
Township of Spallumcheen	District of Summerland	City of Vernon	City of West Kelowna
Regional District of Central Okanagan			

“Person” includes an individual, corporation, organization, partnership, proprietorship, firm and the personal or other legal representative of a person to whom the context may apply under this Bylaw.

“Premises” means a fixed or permanent location where the applicant ordinarily carries on Business.

“Principal Municipality” means the Participating Municipality where a Business is located or has a Premises, or where the licensee does not maintain a Premises in any of the Participating Municipalities, the jurisdiction that issues the Inter-Community Business Licence.

Ability to carry on business within Participating Municipalities

4. Subject to sections 6 and 8, a Person who has obtained an Inter-Community Business Licence may carry on business within a Participating Municipality for the term authorized by the Inter-Community Business Licence without obtaining an Inter-Community Business Licence in the other Participating Municipalities.

Issuance of an Intercommunity Business Licence

5. A Participating Municipality may issue an Inter-Community Business Licence to an applicant for a Business Licence provided the Business type is not an Excluded Business, and the applicant meets the requirements of this Bylaw in addition to the requirements of the Inter-Community Business Licence of that Participating Municipality.
6. Notwithstanding that a Person may hold an Inter-Community Business Licence that would make it unnecessary to obtain a Municipal Business Licence in other Participating Municipalities, the Person must still comply with all other regulations of any Municipal Business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the Person carries on Business.
7. A Business may only apply for an Inter-Community Business Licence from the Participating Municipality in which they maintain a Premises.

Municipal Licence required for Premises

8. Neither this Bylaw nor the issuance of an Inter-Community Business Licence eliminates a requirement of a holder of an Inter-Community Business Licence to obtain a Municipal Business Licence for each Premises that is maintained within the jurisdiction of the Participating Municipality.

Where no Premise exists

9. Notwithstanding Sections 5, 6, and 7, the Participating Municipalities agree that where an applicant for an Inter-Community Business Licence does not maintain Premises in any of the Participating Municipalities, then the applicant may apply at any one of them. The Participating Municipality's Municipal Business Licence must be purchased prior to the application for an Inter-Community Business Licence.

Licence Fee

10. The fee for an Inter-Community Business Licence is \$150 and shall be retained by the Participating Municipality that issues the licence. The fee for an Inter-Community Business Licence is separate and additional to any Municipal Business Licence that may be required.
11. The Inter-Community Business Licence fee prescribed by this bylaw shall be pro-rated in accordance with the pro-rating scheme in the Business Licence Bylaw 2268, 2019.

Communication between Participating Municipalities

12. Every Inter-Community Business Licence shall be issued in a standard form to be agreed upon from time to time by the Participating Municipalities. Each Participating Municipality shall periodically provide the other Participating Municipalities with a list of Inter-Community Business Licences that it has issued during the calendar year.

Suspension of an Inter-Community Business Licence

13. A Participating Municipality may exercise the authority of the Principal Municipality and suspend an Inter-Community Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or the business licence or regulation bylaw of the Participating Municipality. The suspension shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Inter-Community Business Licence in any Participating Municipality for the period of the suspension.

Cancellation of an Inter-Community Business Licence

14. If the Council of a Participating Municipality is of the opinion that reasonable cause exists to cancel an Inter-Community Business Licence issued by another of the Participating Municipalities, then it may by resolution reciting the details of such reasonable cause request the Principal Municipality that issued the licence to consider whether or not the licence should be cancelled pursuant to Sections 15 or Section 60(2) of the Community Charter and amendments thereto.
15. Any resolution made under Section 15 of this Bylaw shall be communicated in writing to the Principal Municipality that issued the licence, together with such documentary evidence of the reasonable cause as may be available, and such Principal Municipality shall as soon thereafter as reasonably possible consider whether the Inter-Community Business Licence should be cancelled.
16. In making any decision as to whether to cancel an Inter-Community Business Licence under Section 15 or Section 60(2) of the *Community Charter* and amendments thereto, the Principal Municipality shall approach the matter as if the conduct complained of had occurred within its own boundaries.

Reconsideration and Appeals

17. The Principal Municipality will retain the authority to hear related reconsiderations or appeals of suspensions and cancellations of Inter-Community Business Licences.
18. Nothing in this Bylaw affects the authority of a Participating Municipality to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any class of Business under Section 15 of the *Community Charter* or amendments.

Withdrawal from the Inter-Community Business Licence Scheme

19. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-Community Business Licence scheme established by this Bylaw, and notice must:
- (a) Set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and
 - (b) Include a certified copy of the Bylaw authorizing the withdrawal.
20. An Inter-Community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Municipality.

Invalidity and Severability

21. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.

Primacy

22. In the event of an inconsistency between this Bylaw and any other bylaw relating to business licensing of a Participating Municipality, the provisions of this Bylaw shall take precedence.

Effective Date

23. This Bylaw shall come into force and take effect on the 1st day of January, 2020.

READ A FIRST TIME THIS	13 th Day of August, 2019
READ A SECOND TIME THIS	13 th Day of August, 2019
READ A THIRD TIME THIS	13 th Day of August, 2019
ADOPTED THIS	

LINDA BROWN,
MAYOR

SEAN SMITH,
CORPORATE OFFICER

Schedule “A”

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the inter-Inter-Community Business licensing scheme set out in this Bylaw:

- Social escort services (a business type where, for a fee or other form of payment, escorts accompany another Person, but does not include a Person providing assistance to another Person because of that other Person’s age or disability)
- Vehicles for hire (for example, taxis, limousines or buses)
- Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person's body or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a Person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique.)
- Mobile food vendors, fruit stands, flea markets, trade shows or other similar Businesses.
- Cannabis related businesses (a business which involves the sale of cannabis)

CITY OF MERRITT

BYLAW 2270 FRASER VALLEY INTER-COMMUNITY BUSINESS LICENCE BYLAW

WHEREAS Fraser Valley municipalities wish to enter into an agreement with one another to permit certain categories of Businesses to operate across municipal jurisdictions within the Fraser Valley region while minimizing the need to obtain a separate Municipal Business Licence in each jurisdiction;

AND WHEREAS each of the undersigned local governments (herein called singularly the Participating Municipality or as a group the “Participating Municipalities”) has adopted this Bylaw;

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

1. Establishment

There is hereby established an intermunicipal business licence scheme, pursuant to Section 14 of the Community Charter and according to the terms and conditions of this Bylaw.

2. Citation

This Bylaw shall be cited as the “**Fraser Valley Inter-Municipal Business Licence Bylaw 2270, 2019**”.

3. Definitions

In this Bylaw, unless the context otherwise requires:

“**Business**” has the meaning as defined by the Community Charter;

“**Community Charter**” means the *Community Charter*, SBC. 2003, c 26;

“**Intermunicipal Business Licence**” means a business licence which authorizes a Mobile Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities in accordance with this Bylaw and will be in addition to a Municipal Business Licence;

“Mobile Business” means a trades contractor or other professional (related to the construction industry) or a contractor who performs maintenance and/or repair of land and buildings from other than their Premises;

“Municipal Business Licence” means a licence or permit, other than an Intermunicipal Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

“Participating Municipality” means those of the following municipalities that have adopted this Bylaw, and any municipalities or Regional District which subsequently adopts this Bylaw:

City of Abbotsford	City of Chilliwack	City of Delta	Village of Harrison Hot Springs
District of Hope	District of Kent	City of Langley	Township of Langley
District of Maple Ridge	City of Merritt	District of Mission	City of Pitt Meadows
City of Surrey			

“Person” has the meaning as defined by the *Interpretation Act*, SBC. 1996, c 238’;

“Premises” means a fixed or permanent location where the Person ordinarily carries on Business; and,

“Principal Municipality” means the Participating Municipality where a Business is located or has a Premises, or, where the Applicant for an Intermunicipal Business Licence does not maintain Premises in any of the Participating Municipalities, the municipality that issues the Intermunicipal Business Licence.

Ability to carry on business within Participating Municipalities

4. Subject to Sections 6 and 8, a Person who has obtained an Intermunicipal Business Licence may carry on Business within any Participating Municipality for the term authorized by the Intermunicipal Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.

Issuance of an Intermunicipal Business Licence

5. A Principal Municipality may issue an Intermunicipal Business Licence to an applicant for an Intermunicipal Business Licence provided the applicant is a Mobile Business and meets the requirements of this Bylaw in addition to the requirements of the Municipal Business Licence bylaw of the Principal Municipality.

6. Notwithstanding that a Person may hold an Intermunicipal Business Licence that would make it unnecessary to obtain a Municipal Business Licence in other Participating Municipalities, the Person must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the Person carries on Business.
7. A Participating Municipality may issue an Intermunicipal Business Licence to an applicant for a Business Licence provided the Business type is a Mobile Business within the meaning of this Bylaw, and the applicant meets the requirements of this Bylaw in addition to the requirements of the Intermunicipal Business Licence of the Participating Municipality. If the applicant has Premises in a Participating Municipality, they may only apply to that Participating Municipality for an Intermunicipal Business Licence.

Municipal Licence required for Premises

8. Neither this Bylaw nor the issuance of an Intermunicipal Business Licence eliminates a requirement of a holder of an Intermunicipal Business Licence to obtain a Municipal Business Licence for each Premises that is maintained within the jurisdiction of the Participating Municipality.

Licence Fee

9. The Intermunicipal Business Licence fee is \$250.00 for a business with premises in participating municipalities and \$300.00 for a business without premises in participating municipalities and is payable to the Principal Municipality. The Intermunicipal Business Licence fee is separate and additional to any Municipal Business Licence fee that may be required.
10. Notwithstanding that some Participating Municipalities pro-rate their Municipal Business Licence fee, the Intermunicipal Business Licence fee must not be pro-rated.

Licence Fee Revenue Sharing

11. The revenue generated from Intermunicipal Business Licence fees is shared amongst all Participating Municipalities using the revenue sharing formula referred to in Schedule "A" of this Bylaw.
12. The Participating Municipalities agree that the revenue sharing formula will be reviewed from time to time, and will be altered as necessary upon agreement of all Participating Municipalities.
13. The revenue generated from Intermunicipal Business Licence fees collected by the Participating Municipalities will be distributed by each Participating Municipality to the other Participating Municipalities as follows:

The revenue generated from Intermunicipal Business Licence fees collected from January 1 to December 31 inclusive will be distributed by February 28 of year following the year in which the fees were collected.

Term of an Intermunicipal Business Licence

14. The term of the Intermunicipal Business Licence is the same as the term for the Municipal Business Licence issued by the Principal Municipality for that Business category.
15. An Intermunicipal Business Licence issued within the 12 month term of the intermunicipal business licence scheme established by this Bylaw shall, until its term expires, remain valid within the jurisdictional boundaries of any or all of the Participating Municipalities.

Communication between Participating Municipalities

16. Each Participating Municipality shall provide the other Participating Municipalities with information regarding the Intermunicipal Business Licences that it issues by way of regular updates on a shared database that is available to all Participating Municipalities.

Suspension of an Intermunicipal Business Licence

17. A Participating Municipality may exercise the authority of the Principal Municipality and suspend an Intermunicipal Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or the Municipal Business Licence bylaw or regulation of the Participating Municipality. The suspension shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Intermunicipal Business Licence in any Participating Municipality for the period of the suspension.

Cancellation of an Intermunicipal Business Licence

18. If the Council of a Participating Municipality is of the opinion that reasonable cause exists to cancel an Intermunicipal Business Licence issued by another of the Participating Municipalities, then it may by resolution reciting the details of such reasonable cause request the Principal Municipality that issued the licence to consider whether or not the licence should be cancelled pursuant to Section 15 or Section 60(2) of the Community Charter.
19. Any resolution made under Section 18 of this Bylaw shall be communicated in writing to the Principal Municipality that issued the Intermunicipal Business Licence, together with such documentary evidence of the reasonable cause as may be available, and such Principal Municipality shall as soon thereafter as reasonably possible consider whether the Intermunicipal Business Licence should be cancelled.
20. In making any decision as to whether to cancel an Intermunicipal Business Licence under Section 18 of this Bylaw or Section 15 or Section 60(2) of the Community Charter, the Principal Municipality shall approach the matter as if the conduct complained of had occurred within its own jurisdictional boundaries.

Reconsideration and Appeals

21. The Principal Municipality will retain the authority to hear related reconsiderations or appeals of suspensions and cancellations of Intermunicipal Business Licences.
22. Nothing in this Bylaw affects the authority of a Participating Municipality to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of Business under Section 15 of the Community Charter.

Invalidity and Severability

23. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.

Primacy

24. In the event of an inconsistency between this Bylaw and any other bylaw relating to business licencing of a Participating Municipality, the provisions of this Bylaw shall take precedence.

Effective Date

25. This Bylaw shall come into force and take effect on the 1st day of January, 2020.

READ A FIRST TIME THIS	13 th Day of August, 2019
READ A SECOND TIME THIS	13 th Day of August, 2019
READ A THIRD TIME THIS	13 th Day of August, 2019
ADOPTED THIS	

LINDA BROWN,
MAYOR

SEAN SMITH,
CORPORATE OFFICER

Schedule “A”

The revenue generated from Intermunicipal Business Licence fees is based on the following formula:

1. For revenue generated from Intermunicipal Businesses with premises within Participating Municipalities the Principal Municipality is to retain 90% of the fee collected and the remaining 10% is to be distributed to the remainder of the Participating Municipalities
2. The Participating Municipalities will distribute revenue generated from Intermunicipal Business Licence fees from Intermunicipal Businesses without premises within Participating Municipalities evenly amongst all participating Municipalities.

CITY OF MERRITT

BYLAW 2271 THOMPSON – NICOLA INTER-COMMUNITY BUSINESS LICENCE BYLAW

WHEREAS Thompson-Nicola municipalities wish to enter into an agreement with one-another to permit certain kinds of Businesses to operate across municipal jurisdictions within the Thompson-Nicola regions while minimizing the need to obtain a separate Inter-Community Business Licence in each jurisdiction;

AND WHEREAS each of the undersigned local governments has adopted this Bylaw;

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

1. Establishment

There is hereby established an intermunicipal business licence scheme, pursuant to Section 14 of the Community Charter and according to the terms and conditions of this Bylaw.

2. Citation

This Bylaw shall be cited as the “**Thompson-Nicola Inter-Community Business Licence Bylaw 2271, 2019**”.

3. Definitions

In this Bylaw, unless the context otherwise requires:

“**Business**” has the meaning as defined by the Community Charter SCHEDULE – Definitions and Rules of Interpretation.

“**Community Charter**” means the *Community Charter*, SBC 2003, c. 26.

“**Excluded Businesses**” means Business types which are excluded from application for an Inter-Community Business Licence and includes those Business types referred to in Schedule “A”.

“**Inter-Community Business**” means a Business that performs a service or activity within more than one Participating Government but not from or in Premises in one or more participating municipalities, and who provides the service or activity by moving from client to client.

“Inter-Community Business Licence” means a business licence which authorizes a mobile business to be carried on within the boundaries of any or all of the Participating Municipalities in accordance with this Bylaw.

“Participating Government” means the following communities that have adopted this Inter-Community Business Licence Bylaw, and any communities that adopt this bylaw at a later date:

Kamloops	Merritt		
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“Person” has the meaning ascribed to it by the Interpretation Act.

“Premises” means a fixed or permanent location where the applicant ordinarily carries on Business.

“Principal Government” means the Participating Government where a Business is located or has a Premises, or where the licensee does not maintain a Premises in any of the Participating Municipalities, the jurisdiction that issues the Inter-Community Business Licence.

“Standard Business Licence” means a licence or permit, other than an Inter-Community Business Licence, issued by a Participating Government that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Government.

Ability to carry on business within Participating Municipalities

4. Subject to sections 6 and 8, a Person who has obtained an Inter-Community Business Licence may carry on business within a Participating Government for the term authorized by the Inter-Community Business Licence without obtaining an Inter-Community Business Licence in the other Participating Municipalities.

Issuance of an Inter-Community Business Licence

5. A Participating Government may issue an Inter-Community Business Licence to an applicant for a Business Licence, provided the Business type is an Inter-Community Business and is not an Excluded Business, and the applicant has a valid Standard Business Licence issued by that Participating Government, and the applicant meets the requirements of this Bylaw.
6. A Person holding an Inter-Community Business Licence must comply with all other regulations and bylaws of the Participating Government in which the Person carries on Business.

7. A Business may only apply for an Inter-Community Business Licence from a Participating Government in which they maintain a Premises.

Municipal Licence required for Premises

8. Neither this Bylaw nor the issuance of an Inter-Community Business Licence eliminates a requirement of a holder of an Inter-Community Business Licence to obtain a Standard Business Licence for each Premises that is maintained within the jurisdiction of the Participating Government.

Where no Premise exists

9. Notwithstanding Sections 5, 6, and 7, the Participating Municipalities agree that where an applicant for an Inter-Community Business Licence does not maintain Premises in any of the Participating Municipalities, then the applicant may apply at any one of them. The Participating Government's Standard Business Licence must be purchased prior to the application for an Inter-Community Business Licence.

Licence Fee

10. The fee for an Inter-Community Business Licence is \$75 and shall be retained by the Participating Government that issues the licence.
11. The fee for an Inter-Community Business Licence is separate and additional to any Standard Business Licence that may be required.
12. The Inter-Community Business Licence fee prescribed by this bylaw shall be pro-rated in accordance with the pro-rating scheme in Business Licence Bylaw No. 2268, 2019.

Communication between Participating Municipalities

13. Every Inter-Community Business Licence shall be issued in a standard form to be agreed upon from time to time by the Participating Municipalities and including, as a minimum, the following information:
 - (a) Disclosing the nature and character of the profession, business, trade, occupation, calling, undertaking or thing to be carried on, maintained, owned or operated by the applicant;
 - (b) Declaring the mailing address and contact information for such profession, business, trade, occupation, calling, undertaking or thing;
 - (c) Declaring the number of persons engaged or occupied in such profession, business, trade, occupation, calling, undertaking or thing;
 - (d) Disclosing the number of distinctive lines of goods sold or offered for sale;
 - (e) Including any other information concerning the profession, business, trade, occupation, calling, undertaking or thing which the Participating Government may require.

14. Each Participating Government shall provide to all other Participating Governments standardized information regarding the Inter-Community Business Licences issued, by way of at least weekly updates on a shared database (www.mobilebusinessregistry.ca) available to all Participating Governments.

Suspension of an Inter-Community Business Licence

15. A Participating Government may exercise the authority of the Principal Municipality and suspend an Inter-Community Business Licence in relation to conduct by the holder within the Participating Government which would give rise to the power to suspend a business licence under the Community Charter or the business licence or regulation bylaw of the Participating Government. The suspension shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Inter-Community Business Licence in any Participating Government for the period of the suspension.

Cancellation of an Inter-Community Business Licence

16. If the Council of a Participating Government is of the opinion that reasonable cause exists to cancel an Inter-Community Business Licence issued by another of the Participating Municipalities, then it may, by resolution reciting the details of such reasonable cause, request the Principal Municipality to consider whether or not the licence should be cancelled pursuant to Sections 15 or Section 60(2) of the Community Charter and amendments thereto.
17. Any resolution made under Section 16 of this Bylaw shall be communicated in writing to the Principal Municipality that issued the licence, together with such documentary evidence of the reasonable cause as may be available, and such Principal Municipality shall as soon thereafter as reasonably possible consider whether the Inter-Community Business Licence should be cancelled.
18. In making any decision as to whether to cancel an Inter-Community Business Licence under Section 15 or Section 60(2) of the *Community Charter* and amendments thereto, the Principal Municipality shall approach the matter as if the conduct complained of had occurred within its own boundaries.

Reconsideration and Appeals

19. The Principal Municipality will retain the authority to hear related reconsiderations or appeals of suspensions and cancellations of Inter-Community Business Licences.
20. Nothing in this Bylaw affects the authority of a Participating Government to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any class of Business under Section 15 of the *Community Charter* or amendments.

Withdrawal from the Inter-Community Business Licence Scheme

21. A Participating Government may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-Community Business Licence scheme established by this Bylaw, and notice must:
- (a) Set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and
 - (b) Include a certified copy of the Bylaw authorizing the withdrawal.
22. An Inter-Community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Municipality.

Invalidity and Severability

23. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.

Primacy

24. In the event of an inconsistency between this Bylaw and any other bylaw relating to business licensing of a Participating Government, the provisions of this Bylaw shall take precedence.

Effective Date

25. This Bylaw shall come into force and take effect on the 1st day of January, 2020.

READ A FIRST TIME THIS 13th Day of August, 2019

READ A SECOND TIME THIS 13th Day of August, 2019

READ A THIRD TIME THIS 13th Day of August, 2019

ADOPTED THIS

LINDA BROWN,
MAYOR

SEAN SMITH,
CORPORATE OFFICER

Schedule “A”

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the Inter-Community Business licensing scheme set out in this Bylaw:

- Social escort services (a business type where, for a fee or other form of payment, escorts accompany another Person, but does not include a Person providing assistance to another Person because of that other Person’s age or disability)
- Vehicles for hire (for example, taxis, limousines or buses)
- Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person's body or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a Person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique.)
- Mobile food vendors, fruit stands, flea markets, trade shows or other similar Businesses.
- Cannabis related businesses (a business which involves the sale of cannabis)



Report

**City of Merritt
REGULAR Council Meeting
August 27, 2019**

File Number: 3900.2272

To: Scott Hildebrand, Chief Administrative Officer
From: Greg Lowis, UVic Law Coop Student
Date: August 22, 2019
Subject: Fire and Safety Regulation Bylaw

RECOMMENDATION:

**THAT Council Read Fire and Safety Regulation Bylaw 2272, 2019 a first time;
And
THAT Council Read Fire and Safety Regulation Bylaw 2272, 2019 a second time;
And
THAT Council Read Fire and Safety Regulation Bylaw 2272, 2019 a third time.**

Background:

The current bylaw prevents any resident from having a campfire, or other form of ambient outdoor fire in any location within Merritt at any time.

Residents reached out to City staff, indicating a desire to review the City of Merritt's prohibition on the outdoor use of fire. Upon hearing about this interest, staff reached out to the Fire Chief to gauge the feasibility of this request and received a favorable response regarding amending the bylaw to allow for small confined fires.

In consultation with the Fire Department, new regulations for the safe outdoor use of fire on private property were drafted. Noting that the existing bylaw was some 15 years old, staff also noted that other portions of the bylaw could be reworked to reflect modern bylaw drafting practices.

Reviewed by:			
Director, Corp. Services Not yet approved	Director, Finance & IT Not yet approved	Director, Engineering & Development Not yet approved	Chief Administrative Officer: Choose an item.

The main substance of the bylaw is unchanged in intent and effect, but has been updated for terminology, legibility, and clarity. The largest changes are in the outdoor use of fire regulations, which as proposed, create a permitting scheme that would allow small, confined fires on private property zoned Single Family Residential (R1), Low Density Residential (R2) or Large Lot Residential (R8), after an application is considered by the Fire Department. In addition, the Fireworks regulations have been updated to reflect a 2013 change in Federal legislation.

Incidental and stylistic changes throughout the bylaw should make responsibilities and obligations clearer to residents without changing the effects of the rules. Forms in the Schedules were updated to remove outdated references to websites and email addresses that no longer exist.

The primary purpose of the bylaw repeal and replacement was to permit outdoor fires under certain conditions, and to improve readability. Should further substantial changes be needed to the bylaw, additional future amendments would be required.

Options / discussion:

1. Give first, second, and third readings to the proposed bylaw as it stands.
2. Amend the proposed bylaw and give it readings as Council desires
3. Accept this report for information and not amend the Fire Safety regulations bylaw at this time

Financial / Risk Implications:

The current bylaw suggests that a previous council felt the risk posed by any outdoor fire within the City of Merritt was too high. The proposed guidelines have been drafted by the Merritt Fire Department and City staff while reviewing regulations elsewhere. Council must decide their view on the risk profile that the use of fire presents in Merritt.

Others Consulted:

The revisions to the campfire regulations were proposed by the Fire Department. In revising the bylaw, the only other substantive changes were to comply with altered Federal law, in which case the appropriate legislation was used.

Attachments:

Schedule "A": Fire Safety Regulations Bylaw No. 2272, 2019

Respectfully submitted,

Greg Lewis
UVic Law Co-op student

CITY OF MERRITT

BYLAW 2272 FIRE AND SAFETY REGULATIONS BYLAW

WHEREAS a Municipal Council may make regulations in respect of the use and risk of fire;

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

1. Citation

1.1. This Bylaw shall be cited as the “Fire and Safety Regulations Bylaw No. 2272, 2019”.

2. Repeal

2.1. “City of Merritt Fire and Safety Regulations Bylaw No. 1905, 2005” is hereby repealed.

3. Applicability of Law and Fire Codes

3.1. The British Columbia Fire Code Regulations, Fire Services Act, and National Fire Protection Association Codes, and all amendments thereto are applicable within the City of Merritt, in conjunction with this bylaw.

4. Formatting

4.1. Headers and sections are included in this Bylaw to aid with readability and are not to be considered as restricting or confining the meaning of the text.

5. Definitions

5.1. In this bylaw,

"Building" means any structure used or intended to be used to support or shelter any use or occupancy.

"Community Event" means a special occasion event to which the public is invited.

"City" means the City of Merritt.

"Council" means the duly elected council of the City of Merritt.

"Department" means the City of Merritt Fire and Rescue Department.

"Designate" means a person appointed by the Fire Chief to act in the place of the Fire Chief, with all the powers and responsibilities of the Fire Chief.

"Fire Chief" means the person appointed by the Council as the Fire Chief of the Merritt Fire and Rescue Department, and any Deputy, Officer, or Member authorized by the Fire Chief to act on their behalf.

"Fireworks" means consumer fireworks within category F.1 of the Explosives Act.

"Inspector" means the Fire Chief or any person authorized by the Fire Chief to conduct inspections authorized by this Bylaw, and Federal or Provincial law.

"Incident" means an event or emergency attended by the Department for the purpose of saving property or life.

"Local Assistant to the Fire Commissioner" has the same meaning as in the Fire Services Act.

"Natural Fuels" means grasses, untreated wood, tree stumps, and any material that has not been created or altered through manufacturing or chemical means.

"Officer" means any Member appointed to a position of Fire Chief, Deputy Fire Chief, Battalion Chief, Captain, Lieutenant, Training/Prevention Officer or Safety Officer, and includes any employee of the Ministry of Forests (while enforcing this Bylaw).

"Parcel" has the same meaning as in the Subdivision bylaw.

"Permitted Burning Materials" means dry seasoned firewood or charcoal briquettes only.

"Prohibited Burning Materials" means domestic, commercial, demolition, renovation and construction waste materials, that are not permitted to be burnt, including but not limited to:

- wooden pallets
- dimensional lumber; including pressure treated lumber
- waste lumber ends
- tires
- plastics
- drywall
- demolition waste
- paint
- tar paper
- railway ties
- treated posts
- leaves, grass and grass cuttings
- manure
- rubber
- rubbish or refuse of any type
- asphalt and asphalt products
- fuel and lubricant containers
- biomedical waste

"Public Works Manager" means the person appointed to that position by the Council, and any person authorized by the Public Works Manager to act on their behalf.

"Ritual" means a singular rite or event, usually religious, such as a funeral or wake.

"Sky lantern" means any kind of small balloon with an opening to allow a fire to be inserted, which causes the lantern to rise, but does not mean a hot air balloon equipped with a basket capable of transporting people.

"Small Confined Fire" means an open-air fire which is lit, fueled, or used for the purpose of cooking food and /or to provide heat and light associated with camping or recreation.

"Small Confined Fire Permit" means a permit issued in accordance with (SCFP).

"Tiki torch" means a stick of wood where one end is intended to be lit on fire to provide light, heat, or illumination above the height of a human knee, and the other end is intended to be held, or inserted into the ground.

"Ventilation Index" or "Venting Index" means the index published by the BC Ministry of the Environment & Climate Change to determine whether or not open burning is permitted in particular zones.

6. Severability

- 6.1. If any section of this Bylaw is found invalid by a court of competent jurisdiction, that section shall be severed, and shall not affect the validity of the remainder of the Bylaw.

7. Incidents

- 7.1. If an Incident arising from a fire, fire hazard, toxic chemical spill, or risk of explosion causes the Member in command to be apprehensive of imminent and serious danger to life or property, or of a panic, he may order the evacuation of a Building or area, and may call upon the police to assist and provide security to the evacuated area.
- 7.2. No person may damage or destroy Department equipment.
- 7.3. No person may drive a vehicle over any Department equipment without permission of the Fire Chief, or the Member in charge.
- 7.4. No person may impede the work of the Department responding to any Incident. Any person who fails to comply with the orders or instructions of an Officer of the Department engaged, or about to be engaged, in responding to an incident, may be forcibly removed from the scene by a police officer, or Member of the Department.
- 7.5. No person may refuse to permit a member of the Department to enter into or upon any property for which an alarm of fire has been received, or for which such Member has reasonable grounds to suspect that a fire exists.
- 7.6. Where the Fire Chief or his Designate deems it necessary to access an Incident, or to protect any persons or property, the Department's personnel and equipment are hereby authorized to enter or pass through any Buildings or property.

- 7.7. The Fire Chief or his Designate may authorize the destruction of any real or personal property he deems it necessary in order to prevent spread of fire or to prevent damage to persons or property or loss of life.
- 7.8. The Fire Chief or his Designate shall have control, direction and management of all Merritt Fire and Rescue Department apparatus, equipment, or manpower assigned to an incident. Where a Member has control, he shall not leave the Incident until it ceases to require the attendance of the Department, or he is relieved by a Senior Officer.

8. Hazards

- 8.1. If the Fire Chief or his Designate believes that anything in a Building or yard is a fire hazard, or increases the danger of fires, and directs the owner or occupier to remove it, the owner or occupier must do so within seven days of receipt of notice.
- 8.2. If the Fire Chief or his Designate directs the owner or occupier of real property to clean a chimney or flue, or any other thing which in the opinion of the Fire Chief or his Designate increases the risk of fire, the owner or occupier must do so within seven days of receipt of notice.
- 8.3. The Fire Chief or his Designate is hereby authorized to enter any premises at reasonable times to inspect said premises for conditions which may cause a fire, or increase the danger of fire.
- 8.4. The Fire Chief or his Designate shall take responsibility for all fire protection matters, including the enforcement of the Fire Services Act and Regulations, and shall assume the responsibilities of the Local Assistant to the Fire Commissioner.
- 8.5. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires, and for the protection of life and property, and shall enforce all municipal bylaws respecting fire prevention, and exercise the powers and duties imposed on him by this Bylaw, and any Provincial Act or Regulation.
- 8.6. No person may impair access to the exit of a building to which the public have access by sitting, standing, or loitering in the aisles, passages, halls, and stairways. The owner, or occupier of the real property in question shall be liable for any breaches of this section.
- 8.7. When a person or company damages a utility causing a Department response, and they did not first contact the utility to obtain a line location, the City shall bill the person or company responsible according to schedule "A".

9. Fireworks

- 9.1. All manufacture, storage, transportation, and sale of Fireworks shall conform to the Explosives Act, and Explosives Regulations, and all amendments thereto.
- 9.2. Only Fireworks within category F.1 of the Explosives Regulations may be offered for sale within the City of Merritt.
- 9.3. No Fireworks may be offered for sale or used except between the dates of October 16 and November 1st in each year. The sale or use of fireworks outside these days may be permitted with the written authorization of the Fire Chief.
- 9.4. Under no circumstances may Fireworks be directly or indirectly sold, given, or furnished to a person under the age of eighteen (18) years.

10. Address Identification

- 10.1. All buildings or structures situated on any lot or parcel of land within the municipal boundaries shall be properly identified with numbers facing the City road which accesses the property, indicating their City address as designated by the City of Merritt.
- 10.2. All address numbers in the City of Merritt shall be a minimum of 15cm high, with a 1cm stroke in contrasting colours to the base colour of the building or structure. Address numbers shall not be obstructed by shrubs, trees, beams, or any other material that would impair quick and easy identification.

11. Hydrant and Water Supply Systems on Private Property

- 11.1. Fire hydrants may only be used by the Department. No other use of hydrants is permitted, except for inspection and repairs as authorized in this bylaw, or otherwise approved by the Fire Chief or Public Works Manager.
- 11.2. All water supply systems on private property shall conform to City specifications, and must meet flow and pressure requirements sufficient for the purpose of fighting fire, as determined by the Fire Chief and Public Works Manager.
- 11.3. In order to meet the requirements of this section 11, the design and installation of any new water system or hydrant must be supervised by a professional engineer, and the plans for any new water system must be approved by the Fire Chief and Public Works Manager before any work may commence.
- 11.4. Any Buildings under construction:
 - (a) must be accessible by roads that can provide access for Department apparatus.
 - (b) must have water supplies installed as soon as is practical and notify the Department of this installation for inspection purposes.

- 11.5. All industrial operations shall install a sufficient number of fire hydrants, and a water supply with sufficient pressure and quantity to meet the probable fire suppression needs of the site, as determined by the Fire Chief.
- 11.6. At any time, the owner or occupier of real property must inform the Department if they are conducting any construction, servicing or repairs that could affect fire safety, such as activities leading to hydrants being temporarily out of service, or the reduction of water volume or pressure.
- 11.7. Anyone who installs or repairs a fire hydrant must inform the Department, so that such hydrants can be tested and approved.
- 11.8. The owner or occupier of any property with a fire hydrant must cover that hydrant with burlap or black polythene plastic sheeting at any time it is non-operational.
- 11.9. Anyone installing a fire hydrant must paint it in accordance with the paint schedule set out by City of Merritt policy.
- 11.10. The owner or occupier of real property must ensure that fire hydrants are kept clear of ice, snow, shrubs, trees, structures and other obstructions, and that their locations are clearly identified.
- 11.11. At least once a year the owner or occupier of real property containing a hydrant shall arrange for it to be inspected for flow and pressure, and shall supply the results of that information to the Department. If the inspection identifies repairs that are needed to the hydrant, the owner or occupier shall arrange for these to be performed, and shall inform the Department when it has been done.
- 11.12. If an owner or occupier of real property fails to inform the Department of the annual inspection as required, or fails to make any repairs required within seven (7) days, the Department will arrange for the inspection or repairs to be made, at the owner or occupier's expense. Any such expense remaining unpaid on December 31st in any year shall be collected in the same manner as municipal taxes.

12. Fire-Damaged Buildings

- 12.1. The owner or occupier of any building that has been damaged by fire shall ensure that the premises are guarded or that all entries and openings are securely closed and fastened so as to prevent the entry of unauthorized persons.
- 12.2. If the owner fails to provide the necessary security in a reasonable time, the Fire Chief may arrange to have the work performed at the owner's cost. Any charges remaining unpaid on December 31st in any year shall be collected in the same manner as municipal taxes.

- 12.3. No person shall be liable to charges or penalties under section 12 if they can demonstrate to the Fire Chief that the only reason this security has not been arranged is that the local police, or the building's insurer, have instructed that the site should not be disturbed during their investigation.

13. Outdoor Fires

- 13.1. No open burning of any kind will be permitted during any period with the exception of the following:

- (a) Small Confined Fires and the use of Outdoor Fireplaces are permitted when allowed in the Kamloops Fire Centre, subject to the following:
- i. Small Confined Fires and Outdoor Fireplaces are not permitted on City-owned property. Small Confined Fires and Outdoor Fireplaces are only allowed on private property zoned Single Family Residential (R1) or Low Density Residential (R2), or Large Lot Residential (R8), or a campground with a valid business licence;
 - ii. No fire may be lit unless a Permit has been issued for the parcel of land;
 - iii. A one-year Small Confined Fire Permit for a particular parcel of land may be issued at the discretion of the Fire Department upon the filing at City Hall of an application form in the form of Schedule "D", the payment of a non-refundable \$25 fee, and a satisfactory inspection of the parcel of land by the Fire Department. For renewals of existing permits, the inspection may be waived at the discretion of the Fire Department;
 - iv. No permit will be issued, and any existing permit will be revoked without refund, for any properties deemed "Nuisance Properties" within the parameters of the Good Neighbour Bylaw 2238, 2018, as amended from time to time. Permits shall be suspended without refund while any property is deemed "Unsightly" within the meaning of the Good Neighbour Bylaw;
 - v. Any open air fire must be contained within a non-combustible base and edging; Only Permitted Material may be burned, and only in one pile no larger than 0.5 meters in height, 0.5 meters in width and 0.5 meters in length;
 - vi. The fire must be continuously controlled and supervised by a competent person equipped with extinguishing equipment and materials, who must ensure that any sparks, ash or cinders are prevented from igniting other combustible materials, and who must completely extinguish the fire before the person leaves the area. The fire must not create a nuisance to the neighbourhood or persons in the vicinity;
 - vii. Any fire must be a minimum of 4 meters from buildings and property lines, and 3 metres from any combustible material;
 - viii. Fires may only burn for a maximum of four hours per day, and between the hours of 6am and midnight;
 - ix. A fire that causes a response by Merritt Fire Rescue Department and/or its Officers/Inspectors whether for emergency, nuisance service call (complaint) or

failure to provide proof of permit may be subject to cost recovery in conformance with Schedule "A" – Charge Out Fees;

- x. In spite of campfires being permitted in the Kamloops Fire Centre, the Merritt Fire Chief may declare all Fire Permits suspended without refund, if he deems it warranted by environmental conditions, for such time as he deems fit.
 - (b) Barbeques, Outdoor Burning Appliances, Portable Campfire Apparatuses and similar may be used for food cooking purposes in the open air provided that the fuel used is charcoal, natural gas, propane, butane, or briquettes, if used in a safe manner and in accordance with manufacturer's recommendations. Any appliance or apparatus used under this provision must be certified to a Canadian or US Standard.
 - (c) Open air burning of Permitted Materials may be allowed under special permit for community events or rituals, upon approval of an application made in accordance with Schedule "B".
 - (d) Interface burning to prevent the spread of fire. This burning shall be permitted only on the prior approval of the Fire Chief in consultation with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development and shall be supervised by the Fire Chief or his designate.
 - i. Only Natural Fuels originating from the location of the burn may be burned.
 - ii. Burn piles must be located at a distance of 50 meters from any structure or as designated at the discretion of the Fire Chief.
 - iii. Burning of spring cleanup materials and/or pruning debris is not permitted.
 - iv. Where in the opinion of the Fire Chief a significant interface fire hazard exists on a private property and where all other avenues for removal of the hazardous fuels have been exhausted, the Fire Chief may grant the property owner permission for open burning subject to conditions specified by the Fire Chief through issuance of a permit as set out in Schedule "C". Any such burning undertaken by the property owner shall be solely at the property owner's own risk and expense.
 - (e) The Fire Chief may grant the occupier of property zoned AR1 (Agricultural) permission for open burning subject to the issuance of a permit as set out in Schedule "C". The owner of the property must conduct the open burning in accordance with the Ministry of Environment Open Burning Smoke Control Regulation, only when the Ventilation Index is predicted to be GOOD (55-100) over a 24-hour period, under the supervision of the Fire Chief and any such burning shall be solely at the property owner's own risk and expense.
 - (f) Fire Department training exercises on the prior approval of Council.
- 14.** Every owner or occupier of property who starts or permits to be started any outdoor fire is responsible for such fire. If the fire is prohibited or the fire is not extinguished in accordance with the terms of any permit issued for the fire, or if in the opinion of the Fire Chief the fire presents a hazard or becomes out of control, the Fire Chief may summon the Fire Department to extinguish or control the fire and the owner or occupier shall pay the costs of the services

provided by the Fire Department within thirty (30) days of receipt of an invoice from the City. Any charges remaining unpaid on December 31st in any year shall be collected in the same manner as municipal taxes.

15. Prohibitions on Burning

- 15.1. For clarity, but not to limit anything in section 12, Sky Lanterns, Tiki Torches, and other forms of human-created fire not explicitly permitted, are prohibited in all circumstances.

16. Inspections

- 16.1. The Fire Chief or his Designate, Inspector, or Manager of Building Safety and Inspection Services may at all reasonable hours enter into and upon any lands, premises, yards or Buildings, other than single family dwellings, for the purpose of inspecting or testing:
- (a) Buildings as required by the Fire Services Act.
 - (b) The access available for Department purposes
 - (c) Whether or not adequate supply and pressure of water is available for Department purposes
 - (d) Whether or not the requirements of this Bylaw are being carried out
- 16.2. Where an inspection determines criteria for correction, they shall be provided to the owner or occupier. Such corrections must be made within seven days that notice is received, and the Department informed, unless the Fire Chief or his Designate authorizes otherwise. If they are not, the Department will arrange for the inspection or repairs to be made, at the owner or occupier's expense. Any such expense remaining unpaid on December 31st in any year shall be collected in the same manner as municipal taxes.
- 16.3. The Fire Chief, Inspector, or Manager of Building Safety and Inspection Services may at all reasonable hours enter into and upon any land zoned Single Family Residential (R1) or Low Density Residential (R2) or Large Lot Residential (R8) for the purpose of inspecting property pursuant to a request for a Small Confined Fire Permit.
- 16.4. If the inspection determines corrections need to be made, they shall be provided to the owner or occupier, and the Small Confined Fire Permit shall not be issued. At any subsequent time, the owner may request a re-inspection. If the defects have not been remedied, or if additional defects are detected, the Small Confined Fire Permit application shall be refused, and a Small Confined Fire Permit may not be issued before a new application, including application fee, is filed.

17. Conduct During Inspections

- 17.1. No person may obstruct, hinder or prevent any authorized person from entering into or upon any land or building as authorized in this Bylaw.
- 17.2. The owner or occupier of any real property shall, upon request of a person authorized in this Bylaw, provide such assistance is required in carrying out an inspection.

18. Fire Safety Inspections for Purchase or Sale of Property

- 18.1. If a fire safety inspection is to be performed on real property for the pending purchase or sale of that property, the fee payable to the City shall be one hundred fifty dollars (\$150). No inspection shall take place before the fee is paid.

19. Enforcement

- 19.1. Not to limit anything in this Bylaw, if the Fire Chief or his Designate determines that any person or building is not in compliance with this Bylaw, the Fire Chief or his Designate may make such orders or recommendations as he deems necessary to ensure compliance with this Bylaw.
- 19.2. Any such order or recommendation will be in writing, unless it relates to an active Incident being attended by the Department, in which case such order or recommendation may be given verbally.
- 19.3. Any order made under this Bylaw shall be served by delivering it in person to the person to whom it is directed, or by sending the order by registered mail to the last known address of the person to whom it is directed.

20. Penalties

- 20.1. Any person who violates any provision of this Bylaw, or permits any act of thing to be done in violation of this Bylaw, or who neglects to do anything required by this Bylaw, shall be liable to penalties.
- 20.2. Any person who commits an offence under this Bylaw is liable on summary conviction to a fine not exceeding two thousand dollars (\$2000).
- 20.3. Each day an offence occurs shall be a separate offence.
- 20.4. Anyone who violates section 15 is liable on summary conviction to a fine not less than five hundred dollars (\$500).
- 20.5. For breaches of section 15, each lantern, torch, or other form of unpermitted fire shall be a separate offence.

READ A FIRST TIME THIS ____ day of ____, 2019

READ A SECOND TIME THIS ____ day of ____, 2019

READ A THIRD TIME THIS ____ day of ____, 2019

ADOPTED THIS ____ day of _____, 2019

Linda Brown,
MAYOR

Sean Smith,
CORPORATE OFFICER



CITY OF MERRITT

2185 Voght Street, PO Box 189

Merritt, BC, V1K 1B8

Phone: 250-378-4224 | Fax: 250-378-2600

www.merritt.ca

Bylaw number 2272, Schedule "A"

City of Merritt, Fire and Rescue Department

Charge-out fees

Charge-out fees

1. Where this bylaw states that rates shall be recoverable by the Department, the following rates shall apply:
 - 1.1. Manpower costs shall be the cost to city, with a minimum fee of two hours per member attending.
 - 1.2. Equipment and vehicles shall be charged at the rates in the British Columbia Interagency Working Group Report Reimbursement Rates.



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Bylaw number 2272, Schedule "B"

City of Merritt, Fire and Rescue Department

Burning Permit - Community Events & Rituals

Applicant's name (print): _____

Mailing address: _____

Telephone (daytime): _____ (Evening): _____

Date of burn - From: _____ To: _____

Location of burn: _____

Purpose of burn: _____

Fire department office use

Fire Department conditions imposed: _____

Is Ministry of the Environment permission required? Yes/No \$10 fee paid? Yes/No

If permission is required: Received? Yes/No

Burning Permit approved? Yes/No Permit number: _____

Fire Chief (Sign & Date)

(1/2)

City of Merritt - Events & Rituals Burning Permit Conditions

1. An Open Burning Permit is for community events or Rituals and is subject to the approval of the Fire Chief or his designate.
2. Open burning is only permitted on private property unless through consent of Council.
3. No City property may be used other than by the City of Merritt or its agent.
4. Open burning is to be carried out by the property owner, tenant or an agent acting on behalf of the property owner. The owner/occupant or agent accepts all responsibility for any liability as a result of the fire.
5. Any person who causes or through inadvertence, allows a fire to get beyond control and requires the assistance of the Merritt Fire Rescue Department personnel shall be liable to a charge at cost for such assistance as specified in Schedule "A" of the Fire and Safety Regulations, as amended.
6. A competent person shall be in control of the fire until extinguishment.
7. Adequate appliances, equipment and personnel shall be provided by the permit holder so as to prevent the fire from getting beyond control.
8. Fires are to be extinguished or not started when wind and weather conditions are such that the fire becomes a hazard or creates a nuisance to surrounding properties.
9. Neighbors of adjoining properties are to be notified by the permit holder as to the times of the burn.

Conditions of fire:

- a) Fire area to be no larger than 1 metre by 1 metre.
- b) Fire to be kept a minimum of 3 metres to any house, tree, shrub or other combustible material.
- c) No burning in barrels or other appliances, the fire is to be on the bare ground in a shallow pit.
- e) Only seasoned wood or charcoal to be burned.

This permit can be revoked at any time with or without cause by The City of Merritt Fire Chief or Designate

I have read and fully understand the provisions of this permit and agree to all conditions:

Signature of Applicant: _____

Date: _____

(2/2)



CITY OF MERRITT

2185 Voght Street, PO Box 189

Merritt, BC, V1K 1B8

Phone: 250-378-4224 | Fax: 250-378-2600

www.merritt.ca

Bylaw number 2272, Schedule "C"

City of Merritt, Fire and Rescue Department

Burning Permit - Interface Fuel Reduction Burning

Applicant's name (print): _____

Mailing address: _____

Telephone (daytime): _____ (Evening): _____

Date of burn - From: _____ To: _____

Location of burn (include map) _____

Purpose of burn: _____

Ignition method: _____

Method to control flames: _____

Resources to limit/prevent escape of fire: _____

Is there a fuel break in place? Yes/No. If so, describe: _____

How will adjacent property owners be notified? _____

Fire department office use

Fire Department conditions imposed: _____

Fire Chief (Sign & Date)

(1/2)

The Interface Fuel Reduction Burning Permit may be issued only by the Fire Chief or his Deputy and is subject to immediate cancellation as weather, humidity or other conditions change.

Interface burning is only permitted on private property. No City property may be used other than by the City of Merritt or its agent(s).

Interface burning is to be carried out by the property owner, tenant or an agent acting on behalf of the property owner. The owner accepts all responsibility for any liability as a result of the fire.

Any person who causes or through inadvertence, allows a fire to get beyond control and requires the assistance of the Merritt Fire Rescue Department personnel shall be liable to a charge at cost for such assistance as specified in Schedule "A" of the Fire Regulations bylaw.

A competent person shall be in control of the fire until extinguishment.

Adequate appliances, equipment and personnel shall be provided by the permit holder so as to prevent the fire from getting beyond control.

Fires are to be extinguished or not started when wind and weather conditions are such that the fire becomes a hazard or creates a nuisance to surrounding properties.

Neighbors of adjoining properties are to be notified by the permit holder as to the times of the burn.

Conditions of fire:

- a) Fire to be kept away from any house, structure or property line. Minimum distance to be prescribed by Department in 'conditions' on front page.
- b) Burns may only begin when in accordance with the Provincial Government Ventilation Index.
- c) No material is to be piled unless permission is granting in writing by the Fire Chief or Designate.
- d) Thorough knowledge of prescribed burning practices must be demonstrated by the applicant if requested by the Fire Chief or Designate
- e) Daylight hours only.

It is the applicant's responsibility to ensure "Optimum burning conditions" are present and likely to continue prior to starting any burns and extinguished immediately upon any indications that conditions are deteriorating.

I have read and fully understand the provisions of this permit and agree to all conditions.

Signature of Applicant: _____

Date: _____

(2/2)



CITY OF MERRITT

2185 Voght Street, PO Box 189

Merritt, BC, V1K 1B8

Phone: 250-378-4224 | Fax: 250-378-2600

www.merritt.ca

Bylaw number 2272, Schedule "D"

City of Merritt, Fire and Rescue Department

Burning Permit - Small Confined Fires

Applicant's name (print): _____

Mailing address: _____

Telephone (daytime): _____ (Evening): _____

Date of burn - From: _____ To: _____

Location of burn: _____

Please attach map or sketch of property showing proposed fire location, and distances in metres to property boundaries and to structures.

I have read and agree to abide by the terms and conditions of a Small Confined Fire. I agree that I may not light any fire before this application has been approved, and by filing this application, I am granting consent for an inspection by the City of Merritt Fire Department of my property.

(Signature): _____ (Date): _____

Application and fee received at City Hall on (Date): _____

Fire Chief's Approval: _____ (Date): _____

Property inspected on (Date): _____ OR WAIVED (Sign): _____



Report

City of Merritt
REGULAR Council Meeting
August 27, 2019

File Number: 1853

To: Scott Hildebrand, Chief Administrative Officer

From: David Tomkinson, Fire Chief

Date: August 14, 2019

Subject: Community Emergency Preparedness Fund – Grant Funding

RECOMMENDATION:

THAT Council directs staff to submit a grant funding application to the Community Emergency Preparedness Fund;

AND THAT Council directs administration to provide overall grant management.

Background:

The Community Emergency Preparedness Fund (CEPF) is a grant funding opportunity focused on enhancing the resiliency of local governments in responding to emergencies. The funds, provided by the Province, are administered through the Union of BC Municipalities (UBCM).

This current round of funding is being directed at Volunteer and Composite Fire Departments to assist with the purchase of new or replacement equipment, or to facilitate the delivery of training, providing 100% of eligible project costs up to \$25,000.00.

Reviewed by:			
Director, Corp. Services Approved - Sean Smith	Director, Finance & IT Approved - Sheila Thiessen	Director, Engineering & Development Approved - James Dinwoodie	Chief Administrative Officer: Choose an item.

A committee of Merritt Fire Officers was convened to assess projects that would best meet the grant application criteria and address our community's immediate needs, plus off-set future expenses.

The Merritt Fire Rescue Department (MFRD) is proposing a grant request for the purchase of specific equipment aimed at wildfire protection and equipping our Sprinkler Protection Trailer;

- 2 – 2500 IMP gallon water bladders
- 6 – Wildfire sprinkler kits with capacity to protect 24 residential structures or provide 4800 feet of perimeter protection.
- 24 lengths of 1 ½" forestry hose

We believe our application has merit as this equipment is, by grant application criteria, "transferrable" and able to be loaned/deployed to other communities in the Nicola Valley; namely areas of the Thompson Nicola Regional District and First Nations Communities when there is an imminent threat. The total project cost is just inside the \$25,000 limit.

Options / discussion

1. Council could resolve to support the grant proposals and in doing so agree to the proposed activities and willingness to provide overall grant management.
2. Council could reject the grant proposal.

Financial / Risk Implications:

This is a 100% Provincially funded, Community Emergency Preparedness Fund (CEPF) grant funding opportunity.

Strategic Plan Reference:

N/A

Attachments:

Schedule "A": Grant proposal budget

Respectfully submitted,

David A. Tomkinson
Fire Chief

Community Emergency Preparedness Fund

City of Merritt

Detailed Budget

Two (2) 2500 IMP Gallon Water Bladders	\$ 3,830.40
Six (6) AS Roach Wildland Sprinkler Kits	\$18,150.00
2400 feet, 24 Lengths, of 1 ½" Forestry Hose	\$ 3,000.00
<hr/>	
Total	\$24,980.40

Sean Smith

To: Scott Hildebrand
Subject: RE: Housing needs report - regional coordination

From: Alexander Krause <akrause@tnrd.ca>

Sent: August 19, 2019 4:02 PM

To: 'Monika Schittek' <cao@village.clinton.bc.ca>; 'cao@lytton.ca' <cao@lytton.ca>; Scott Hildebrand <shildebrand@merritt.ca>

Subject: Housing needs report - regional coordination

Hello,

This email is further to previous correspondence from Regina regarding the potential for regional coordination in preparing housing needs reports. Our Board has authorized staff to work with interested member municipalities who would like to partner in a regional grant application for UBCM funding and coordination of a consultant to prepare the necessary housing needs reports. To date, we have received confirmation from three member municipalities. Regina asked me to reach out to you as she is away for the next couple weeks. We are preparing another report for the September 19th Board meeting which will request authorization to proceed with a grant application and include specific member municipalities who have submitted a Council resolution requesting TNRD support and regional partnership.

Please let me know if you intend to bring a report to your Council requesting TNRD support and coordination. We would need your confirmation by September 6th to give us enough time to include your Municipality's request in our Board Report.

If you have any questions, feel free to contact me.

Regards,
Alex



Alexander Krause, MEdes, MCIP, RPP

Manager of Planning Services, Thompson-Nicola Regional District

300 - 465 Victoria Street | Kamloops, BC | V2C 2A9

Office 250 377-8673 | Direct 250 377-7189 | Fax 250 372-5048

tnrd.ca

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Report

City of Merritt
REGULAR Council Meeting
August 27, 2019

File Number: 1705

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: August 22, 2019
Subject: 2020 Purchase of Pumper Tender for Fire Department

RECOMMENDATION:

THAT Council approve the award of the Pumper Tender Proposal to Hub Fire Engines & Equipment Ltd, in the amount of \$479,575 (net of GST) and direct staff to increase the 2020 capital budget for the Pumper Tender by \$80,000.

Background:

The units in the Fire Department fleet have lifetimes that are limited by NFPA 1911 standards and Fire Underwriters testing. Currently, Engine 3 is over 25 years old and at the end of its life span and is no longer in compliance with the City's required pumping capacity. The plan has been to replace this engine with a combination pumper/tender to regain pumping capacity and better service properties in our contract fire protection areas.

During the 2019 budget preparations, an estimate was provided that the new truck would be around \$380,000. As it takes over 10 months for delivery, this replacement was budgeted for in 2020 at a value of \$400,000.

Reviewed by:			
Director, Corp. Services Approved - Sean Smith	Fire Chief Not yet approved	Director, Engineering & Development Not yet approved	Chief Administrative Officer: Choose an item.

The City did a request for proposal (RFP) process to find a most suitable supplier for the new Pumper Tender. There were two proponents that responded to the RFP, with Hub Fire Engines & Equipment Ltd meeting the most criteria in the evaluation process.

The cost of the Pumper Tender is 20% higher than budgeted. The other proposal was even higher in cost and did not meet all the criteria. As this extra cost is not included in the budget, staff is bringing this report to Council for their consideration.

Options / discussion

1. Council approve the additional \$80,000 and direct staff to amend the 2020 capital plan to include this funding so that the truck may be ordered for a 2020 delivery.
2. Council direct staff to look for other alternatives, possibly doing another RFP or changing the requirements delaying the replacement.
3. Council decides to not proceed with the equipment replacement in 2020 which will result in a reduction of the capacity of the Fire Department.

Financial / Risk Implications:

The financial implication is that the City will have to provide an additional \$80,000 in funding from general revenue in order to replace Engine 3 with a unit that provides additional capacity to the Fire Department.

The cost of not replacing Engine 3 will be felt in our response capacity and our ratings with the underwriters, which will have an impact on the insurance costs of our property owners, residential and most importantly commercial and industrial. This will also impact our ability to respond to those contracted areas outside the City boundaries.

Respectfully submitted,

Sheila Thiessen, CPA, CMA
Director of Finance & IT



District of Chetwynd

Box 357
Chetwynd, BC
Canada V0C 1J0

tel: (250) 401-4100
fax: (250) 401-4101
email: d-chet@gochetwynd.com

August 19, 2019

The Honourable Rob Fleming
Minister of Education
P.O. Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Via email: EDUC.Minister@gov.bc.ca

Dear Minister Fleming:

Re: Provincial Support for Libraries

At the Regular Council Meeting on August 12, 2019, the District of Chetwynd Council passed a resolution endorsing the City of Victoria's request for Provincial support for libraries.

Accordingly, District of Chetwynd Mayor and Council hereby respectfully request the Province of British Columbia's support and consideration to increase support to restore Provincial funding for libraries. District of Chetwynd Mayor and Council supports the restoration of library funding to a level that reflects both inflation cost increases since 2009 and the value of this system to the Province.

Sincerely,

DISTRICT OF CHETWYND

Allen Courtoreille
Mayor

cc: Premier John Horgan premier@gov.bc.ca
MP Bob Zimmer bob.zimmer.cla@parl.gc.ca
MLA Mike Bernier M.Bernier@leg.bc.ca
UBCM Member Municipalities

Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for
Security, Health, Safety and Prosperity
in surroundings that display the best of our natural environment.



<input type="checkbox"/> Agenda
<input type="checkbox"/> Binder
<input type="checkbox"/> Mailboxes
AUG 20 2019
<input type="checkbox"/> Central Filing
No. <u>0135</u>

Ref: 247226

August 15, 2019

Her Worship Mayor Linda Brown and Councillors
City of Merritt
Box 189
Merritt BC V1K 1B8

Dear Mayor Brown and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to measure and reduce your corporate greenhouse gas emissions for the 2018 reporting year.

As a signatory to the Climate Action Charter (Charter), you have demonstrated your commitment to work with the Province and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

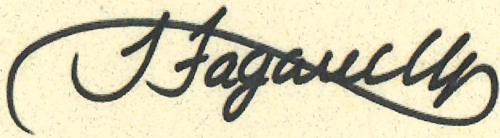
As a Charter signatory who has achieved Level 1 recognition and additionally completed a corporate carbon inventory for the 2018 reporting year and demonstrated familiarity with your community's community energy and emissions inventory, you have been awarded Level 2 recognition – 'Measuring GHG Emissions.'

In recognition of your achievements, the GCC is pleased to provide you with climate action community branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018* window decal, for use on public buildings.

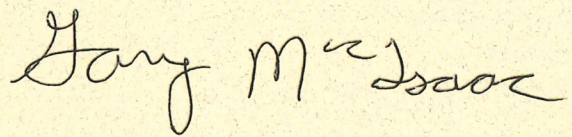
.../2

Congratulations again on establishing your corporate emissions inventory and your overall progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a large, sweeping flourish at the end.

Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing

A handwritten signature in black ink, appearing to read 'Gary MacIsaac', with a stylized, cursive script.

Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures

Climate Action Revenue Incentive (CARIP) Public Report for 2018



Local Government: City of Merritt

Report Submitted by:

Name: Sheila Thiessen, CPA, CMA

Role: Director of Finance & IT

Email: sthiessen@merritt.ca

Phone: 250 378-4224

Date: May 27, 2019

The City of Merritt has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2018 BROAD PLANNING ACTIONS

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction.

Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2018 + Additional Actions	
	Requirement of low flow plumbing fixtures and water meters in new construction
	Expanded Transit Service
	Promotion of water conservation through restrictions and education
	Encouraging compact community design, by providing revitalization exemption for increased density and new construction/renos in the downtown core
Q 8 Community-Wide Broad Planning Actions Proposed for 2019	
	Looking at a bike network plan for the community for commuting purposes
	Continuing to upgrade walking trails to make them suitable for multi use pathways

Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2018 + Additional Actions	
	Included impact on green house gas emissions in budgeting proposals for 2019
Q 11 Corporate Broad Planning Actions Proposed for 2019	
	Bringing forward the City's GHG emissions in Council orientation and strategic planning
	Review of City's OCP, including GHG reduction policies

Broad Planning	
Q 12 What is (are) your current GHG reduction target(s)?	(Please provide details here) 10% by 2020

Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community? <ul style="list-style-type: none"> • Community Energy and Emissions Plan • Official Community Plan • Regional Growth Strategy 	Yes Yes Yes
Q 15 Does your local government have a corporate GHG reduction plan?	No

2018 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2018 + Additional Actions	
	Encouraged increased density through zoning and revitalization tax exemptions
Q 18 Community-Wide Building and Lighting Actions Proposed for 2019	
	Continuing education and enforcement of water conservation through meters and low flow fixtures
	Redoing Subdivision Servicing bylaw, and looking at changing street lighting requirements

Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2018 + Additional Actions	
	Replacement of street lights with LED when changing or adding lights
	Replacement of HVAC unit at Civic Centre to new more efficient one
	Upgrades at the Arena to ice plant to increase efficiency
Q 21 Corporate Building and Lighting Actions Proposed for 2019	
	Conversion of existing lights at the Arena and other City facilities to more efficient LED's.

Building and Lighting

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Q 22 Is your local government aware of the BC Energy Step Code?	Yes
Q 23 Is your local government implementing the BC Energy Step Code?	No

P5 2018 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions	
Q 26 Community-Wide Energy Generation Actions Proposed for 2019	

Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2018 + Additional Actions	

Q 29 Corporate Energy Generation Actions Proposed for 2019	

Energy Generation	
Q 30 Is your local government developing, or constructing a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	No No
Q 31 Is your local government operating a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	No No
Q 32 Is your local government connected to a district energy system that is operated by another energy provider?	No
Q 33 Are you familiar with the 2018 List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	Yes

2018 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2018 + Additional Actions (Q 35 below Q 41)	
	The City receives either land or funding in lieu for parkland when new developments occur
	Community Gardens are supported by the Community and Council

Q 37 Community-Wide Greenspace Actions Proposed for 2019	
	The City is working with both the Province and First Nations on water stewardship projects

Q 38 + Q 39 Corporate Greenspace Actions Taken in 2018 + Additional Actions	
	The City maintains all greenspace and when possible obtains additional lands for trails and
	Parks.

Q 40 Corporate Greenspace Actions Proposed for 2019	
	The City is working on developing flood mitigation plans that enhance and protect the existing waterways and wetlands.

Greenspace	
Q 41 Does your local government have urban forest policies, plans or programs?	No
Q 35. Does your local government have policies, plans or programs to support local food production?	No

2018 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions	
	Provided composters to the public at cost
	Supported waste reduction policies and actions outlined in the Regional Solid Waste Management Plan.
	Provided tips on reducing solid waste through local media outlets and social media

Q 44 Community-Wide Solid Waste Actions Proposed for 2019	
	Continued support of the waste reduction policies and action in the Regional Solid Waste Management Plan
	Joining the RecycleBC network for recycling

Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2018 + Additional Actions	
	Ongoing work on reducing paper consumption
	Separation of recyclables at all City facilities

Q 47 Corporate Solid Waste Actions Proposed for 2019	
	Development of electronic records management and meeting planning software with the goal of reducing paper consumption.
	Ongoing education of staff on methods of reducing and/or eliminating waste generated through operations.

Solid Waste	
Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Q 49 Does your local government have organics reduction/diversion policies, plans or programs?	No

2018 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities.

Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2018 + Additional Actions	
	Expanded transit service in the region
	Supported the development of alternatives to Greyhound for public transit to other communities
	Promotion of Bike to Work Week
	Operated and maintained electric vehicle chargers

Q 52 Community-Wide Transportation Actions Proposed for 2019	
	Continuing to look at ways that transit can be encouraged to limit the number of vehicles on the road.
	Ongoing support of electric vehicle chargers
	Development of additional multi use pathways

Q 53 + Q 54 Corporate Transportation Actions Taken in 2018 + Additional Actions	
	Enforcement of anti idling policy for all City vehicles
	Ongoing replacement of older fleet with newer more efficient models
Q 55 Corporate Transportation - Actions Proposed for 2019	
	Ongoing enforcement of anti idling policy
	Encouraging and promoting car pooling when possible for City business

Transportation	
Q 56 Does your local government have policies, plans or programs to support:	
• Walking	Yes
• Cycling	Yes
• Transit Use	Yes
• Electric Vehicle Use	Yes
• Other (please specify)	No
Q 57 Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?	No
Q 58 Does your local government integrate its transportation and land use planning?	Yes

2018 WATER AND WASTEWATER ACTIONS

Water and Wastewater Actions

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions.

Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions

	Promotion and education pertaining to drought resistant plantings
	Enforcement of watering restrictions
Q 61 Community-Wide Water and Wastewater Actions Proposed for 2019	
	Working towards universal water metering program
	Continued education pertaining to drought resistant landscaping
	Enforcement of watering restrictions
	Encouraging reduced water usage through social media
	Ongoing work on storm drain masterplan for rainfall and run off

Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Ongoing leak detection program
	Being the leader in observing watering restrictions and reductions
Q 64 Corporate Water and Wastewater Actions Proposed for 2019	
	Commissioning of UV system for municipal water system
	Ongoing leak detection program

Water Conservation	
Q 65 Does your local government have water conservation policies, plans or programs?	Yes

2018 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> Changes to temperature and precipitation causing seasonal drought Increased temperatures increasing wildfire activity Extreme weather events contributing to urban and overland flooding 	
Other (please specify):	
Q 67 In 2018 has your local government addressed the impacts of a changing climate using any of the following?	

Risk and Vulnerability Assessments	No
Risk Reduction Strategies	No
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	No
Infrastructure Upgrades (e.g. stormwater system upgrades)	Yes
Beach Nourishment Projects	No
Economic Diversification Initiatives	Yes
Strategic and Financial Planning	Yes
Cross-Department Working Groups	No
Official Community Plan Policy Changes	No
Changes to Zoning and other Bylaws and Regulations	No
Incentives for Property Owners (e.g. reducing storm water run-off)	No
Public Education and Awareness	Yes
Research	Yes
Mapping	No
Partnerships	Yes
Other (please specify):	

Q 68 Climate Change Adaptation Actions Taken in 2018	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
	Firesmart Community Information Sessions
	Developed prescriptions for fuel management
Q 69 Climate Change Adaptation Actions Proposed for 2019	
	Use of goats to reduce fuel on hillsides
	Firesmart Community Education
	Flood Mitigation workshops and planning
Q 70 For more information please contact	

Q 71. The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?	
Indicators of Climate Change for British Columbia Plan2Adapt Province of BC's BC Adapts Video Series Preparing for Climate Change: Implementation Guide for Local Governments Public Infrastructure and Engineering Vulnerability Committee's (PIEVC) Sea Level Rise Adaptation Primer BC Regional Adaptation Collaborative Webinars Retooling for Climate Change Water Balance Model Water Conservation Calculator	Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used
Funding: National Disaster Mitigation Program (NDMP) Community Emergency Preparedness Fund (CEPF) Municipalities for Climate Innovation Program (MCIP) Climate Adaptation Partner Grants (FCM) Infrastructure Planning Grants (MAH) Federal Gas Tax Fund	Haven't Used Useful Haven't Used Haven't Used Useful Useful
Other (please specify)	

2018 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Q 72 Community-Wide Other Actions Taken in 2018	
Q 73 Corporate Other Actions Taken in 2018	
Other	
Q 74 Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	Yes

Q 75 Is your local government using the CLIC tool?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight an action that has already been listed.

Projects included here may be featured as success stories on the [B.C. Climate Action Toolkit](#) and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider making applications to [CEA's Climate and Energy Action Awards](#), [FCM Sustainable Communities Awards](#) or to [FCM's National Measures Report](#).

Q 76 Community-Wide Innovation Action
Q 77 Corporate Innovation Action
Q 78 For more information on actions described above contact

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

Mitigation

Q 79 Mitigation Programs, Partnerships and Funding

--

Adaptation

Q 80 Adaptation Programs, Partnerships and Funding

--

2018 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), especially the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Q 81 Did your local government measure corporate GHG emissions for 2018?	Yes
Q 82 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	1,072
Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted	1,072 tCO₂e

GHGs)	
--------------	--

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	tCO ₂ e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO ₂ e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO ₂ e)	

Option 2 Project Name	
Option 2 GHGs Reduced (tCO ₂ e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018	tCO ₂ e

Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2018 reporting year:

NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND.

Offset Provider Name	OFFSETS
Offsets (tCO ₂ e)	
Offset Provider Name	
Offsets (tCO ₂ e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	tCO ₂ e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = _____ tCO₂e

Corporate GHG Emissions Balance for 2018

Your local government's Corporate GHG Emissions Balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 1,072 tCO₂e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.**

CONGRATULATIONS!

Q 97 If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO₂e)

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	tCO₂e

Carbon Neutral Reporting	
Q 99 Does your local government set aside funds in a climate reserve fund or similar?	No

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI)

Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and have demonstrated undertaking significant action (corporately



or community wide) to reduce GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve carbon neutrality in the reporting year.

Q 100 Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input checked="" type="checkbox"/>	Level 2 – Measuring GHG Emissions	X
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:



August 22, 2019

Honourable Rob Fleming
Minister of Education
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Fleming,

I write to you today to appeal for increased provincial support for public libraries, particularly in light of the on-going freeze to library funding.

Libraries are one of the cornerstones of our community – they provide spaces for life-long learning and social connection, with services for toddlers, seniors, and everyone in between. As we work to transform North Vancouver into a compact, highly livable city, access to public spaces with robust programming will become all the more important for our residents.

Our city's population has grown by almost 10 per cent over the past five years, but the provincial grants to the North Vancouver City Library have decreased by 12.6% over that same period. I urge your government to commit to a model of predictable funding for libraries, a model that reflects the value these institutions have in communities across the province.

At the July 8, 2019 meeting of City Council, our Council in the City of North Vancouver unanimously adopted the following resolution:

“THAT the correspondence from Stephen Smith, Library Board Chair, North Vancouver City Library, dated June 24, 2019, regarding “Provincial Support for Public Libraries”, be received with thanks;

WHEREAS public libraries require continuous and increasing investment to provide opportunities for life-long learning, build community and increase equity and social inclusion;

WHEREAS restoring funding to public libraries supports the BC Government's agenda to eliminate poverty, improve access to education and address social justice in BC;

AND WHEREAS provincial funding for public libraries has remained unchanged since 2009 while costs to deliver services and public demand for library services have increased, demonstrating a regressive approach of shifting costs to municipal property tax payers;

THEREFORE BE IT RESOLVED THAT the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of \$20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, considering the role of public libraries in achieving the goals of the Province and our communities, with a copy forwarded to Union of British Columbia Municipalities (UBCM) and UBCM member municipalities;

AND BE IT FURTHER RESOLVED THAT Council support the resolutions appealing for increased provincial funding for public libraries at the upcoming UBCM meeting."

I will continue to advocate for this issue throughout our upcoming meetings with representatives from the provincial government at UBCM, and look forward to your response on the matter.

Best Regards,

A handwritten signature in black ink that reads "Linda C. Buchanan". The signature is written in a cursive style with a large, stylized 'L' and 'B'.

Linda Buchanan
Mayor

Presentation to the City of Merritt

August 9, 2019

Mayor, Councillors and staff of the City of Merritt

Request to change the zoning bylaws of the City of Merritt to prohibit the bottling of groundwater for commercial sale or bulk export

My name is Bruce Gibbons, and I live in Merville in the Comox Valley. I am submitting this request to address council about the issue of protecting groundwater all over British Columbia. In November of 2017, the Provincial Government approved a groundwater extraction licence for a resident of Merville, in the Comox Valley, to extract up to 10,000 liters of water per day from the Comox Valley aquifer, and bottle and sell that water. That was the moment we realized our groundwater was under threat from a new source. Under the 2016 Water Sustainability Act the provincial government has targeted our groundwater for extraction and commercial sale or bulk export. The provincial government continues to approve water extraction licences for groundwater in many areas of BC. Bottling of groundwater is extremely profitable for the licence holder, whether it is bottled on-site or trucked to a suitable bottling site. That is why we are campaigning to ask British Columbia communities to revise their bylaws to prevent water licence holders from bottling their water and asking those communities to also support the Strathcona Regional District resolution that was passed unanimously at the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, and will be presented at the UBCM convention in September. The effects of climate change and the increasing demands of population growth are putting increasing demands on existing water sources for cities and groundwater will likely become more critical. Many communities/cities are becoming more conscious of treating groundwater as a critical natural asset.

I am the founder of a group called Merville Water Guardians. I formed the group in March 2018 to oppose the water licence in Merville, oppose the rezoning application and to achieve reforms to the Water Sustainability Act to protect the groundwater aquifers of BC. In March of this year we presented a petition with approximately 1,200 signatures in the BC Legislature, asking the BC Government to stop approving licences to bottle and sell water from all aquifers in BC. We have also posted that petition online in support of the paper petition, and it has approximately 1,400 signatures to date. Water is becoming a critical issue all over the world, and British Columbia is no exception. We just experienced a severe winter drought in many areas of BC, with water levels recorded at record lows. In the past few years we have seen prolonged summer drought, with serious repercussions to our rivers, streams and lakes and to the fish and fish habitat in those waterways. Rain events are less frequent during those drought periods, but are also more severe and extreme, causing serious run-off, flooding and erosion and not the typical behaviour associated with aquifer recharge. Our supporters and followers in the Comox Valley tell us that water, and the protection of our water was a big issue in the recent local elections and will be a huge issue in the next provincial election.

Approximately 22% of British Columbians, over a million people, rely on aquifers, or groundwater, for their only source of water for their personal needs and for producing food. If that water supply is depleted, then those millions of residents and farmers will not be able to look after their personal needs for drinking water, sanitation, growing their backyard gardens or growing their crops and raising their livestock. That would put our food security at risk. Without water, farmers cannot produce our food, the local food that so many people want and rely on. That applies to aquifers all over Vancouver Island and mainland British Columbia. Without water, there is no life. Population growth is putting more demand on the aquifers and we are already seeing the negative effects of climate change impact the quality and quantity of water in the summer drought period. We experienced level 4 drought all over Vancouver Island and in many other areas of BC this past summer. We have seen record dry months and record heat and every indication is that these changes are here to stay and will likely only get worse. Many areas of BC have had record low months of rainfall and have record low levels of water in their drinking water systems for this time of year. A Level 3 drought has been declared in some areas. This is causing grave concern over water supply in the coming summer drought period. Residents and farmers are being told to seriously conserve water. Yet we have provincial water licence holders for commercial profit who continue the extraction of water from the aquifers we all rely on despite the level 4 drought, and despite government precedence procedures. Climate change is causing glaciers to recede and shrink. Snow-packs in the mountains are diminishing. Those two factors alone are causing surface water volumes to shrink, and since those two sources are also part of the recharge system for groundwater, the normal recharge of groundwater is in question.

The Ministry of Environment and Climate Change Strategy just recently released a Climate Risk Assessment. The key findings of the assessment were:

- The greatest risks to B.C. are severe wildfire season, **seasonal water shortage**, heat wave, ocean acidification, **glacier loss, and long-term water shortage**.
- Other risks that have the potential to result in significant consequences include severe river flooding and severe coastal storm surge, although these events are less likely to occur.
- Nearly all risk event scenarios (except moderate flooding and extreme precipitation and landslide) would have major province-wide consequences in at least one category.

At some point, communities will need to rely on our aquifers for community water supplies when surface water systems become depleted or tainted. There is not enough information known about our aquifers to risk bottling and selling any of the water. The FLNRORD Ministry licence approval in Merville relied on old data, and technical calculations but did not consider climate change that is producing extended periods of serious drought, putting rivers, streams, fish habitat and fish stocks at risk. It did not consider serious impacts from receding glaciers and diminishing snowpack. The Ministry of Environment is espousing the risks of climate change while the FLNRORD Ministry is ignoring those risks and approving licences for the bottling of groundwater. It is clear from worldwide data that groundwater is being dangerously depleted by over-pumping, mismanagement and corporate greed. In countries like India, Morocco, Peru and even closer to home in California there are water crisis situations caused by mismanaging water resources. It is critical for us to take serious steps to start the process for managing and protecting our groundwater.

In the meantime, there is an existing, real threat to the groundwater of British Columbia since the provincial government continues to approve extraction licences for bottling and commercial sale or bulk export. We have campaigned with two specific goals.

1. Lobby the provincial government to stop approving licences for the extraction, bottling and sale or bulk export of groundwater.
 - a. The provincial government controls the approval of extraction licences; therefore, it is the provincial government who can stop the approval. We fully realize the Merville licence volume was not significant, but we are concerned about the precedent such a licence sets and concerned about future increases of the licence volume and/or the sale of the property, with the licence, to a large corporation where the possibility exists of the volume increasing from 10,000 liters to millions of liters. We are also aware that water bottling is not the worst offender when it comes to groundwater depletion. Both industrial use and farm use are significant, and we also need to take a hard look at improving the efficiency of both industrial and farm use of groundwater. Prohibition of the bottling and commercial sale of groundwater is a relatively quick and easy first step.
2. Lobby local governments to take local action to control activities that are within their purview. Local governments can control the type of business that is conducted in their jurisdiction by creating bylaws that permit or prohibit specific uses, including the prohibition of the bottling of groundwater in all zones. We have lobbied all the communities of the Association of Vancouver Island and Coastal Communities (AVICC) to change their bylaws to prohibit the bottling of groundwater in their zoning bylaws. We are pleased to see that numerous communities of the AVICC already prohibit the bottling of groundwater, several communities have already acted on our request to change their bylaws and numerous other communities are in the process of changing their bylaws or are considering the change. We are now in the process of contacting all member communities of the UBCM, asking for consideration of our request to change their bylaws to prohibit the bottling of groundwater. This step is critical, since there are no guarantees that the provincial government will act on a resolution raised by the UBCM.

We have been working with the Strathcona Regional District (SRD), since Sept 2018. We worked with SRD Directors to help draft a resolution and that resolution was presented to the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, asking the provincial government to cease approval of licences for bottling of groundwater for commercial sale or bulk export. The AVICC delegates voted unanimously to pass the resolution. We are pleased to note the resolution has been accepted for the agenda of the UBCM convention in September and we are encouraging all UBCM member communities to support and vote in favor of adopting the resolution to be presented to the provincial government.

I have 2 requests for the City of Merritt.

- 1) that you consider taking the necessary steps to implement a bylaw that expressly prohibits bottling of groundwater in any of your zoning, to help in the fight to protect our groundwater/aquifers for the use of our residents and farmers today and for our children and grandchildren and great grandchildren in the future.
- 2) I also ask that the City support the Strathcona Regional District/AVICC resolution at the September UBCM convention, to ask the Provincial Government to cease the approval of licences for commercial extraction of groundwater resources for bottling and commercial sale or bulk water export.

Strathcona Regional District Water Protection Resolution

WHEREAS water is an essential resource upon which all life, including all ecosystems and all local communities depend,

AND WHEREAS water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports,

THEREFORE BE IT RESOLVED that the Premier of British Columbia and the Minister of Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

We cannot allow water bottling from our aquifers based on theory and calculations. The consequences of being wrong could be catastrophic. We will continue to do our part to lobby and work with the Provincial Government, who have jurisdiction over groundwater licencing, and to support the Strathcona resolution to cease the approval of licences for groundwater extraction for bottling or bulk sales. We would sincerely appreciate the support of the City of Merritt in protecting the above ground uses of our groundwater by preventing anyone from bottling and selling water from any aquifer in BC. I implore you to talk to and work with the Strathcona Regional District to protect the aquifers of British Columbia. Water is our most precious resource. Water is life. We must do everything we can to protect and conserve it. Thank you for your time and your consideration.

Bruce Gibbons

Merville Water Guardians

2470 Sackville Road

Merville, BC V0R2M0 250-702-1672

STRATEGIC PRIORITIES CHART

July 2019

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **FLOOD MITIGATION PLAN: Request for Proposals**
2. **TRANS MOUNTAIN IMPACT ANALYSIS: Options**
3. **ECONOMIC DEVELOPMENT STRATEGY: Review / Direction**
4. **AIRPORT MASTER PLAN: Review / Direction**
5. **YOUTH ADVISORY COMMITTEE**
6. **DOWNTOWN REVITALIZATION PLAN: Terms of Reference**

TIMELINE

August
September
September
October
September
September

NEXT

- COMMUNICATION STRATEGIC PLAN: Framework
- DEVELOPMENT COST CHARGES/SUBDIVISION BYLAW: Review
- OFFICIAL COMMUNITY PLAN REVIEW: Terms of Reference
- LONG TERM FINANCIAL PLAN: Model
- MARKETING STRATEGY: Review
- HOUSING NEED ASSESSMENT: Scope
- LONG TERM CAPITAL PLAN: Draft

ADVOCACY / PARTNERSHIPS

- *HOUSING NEED ASSESSMENT: Grant*
- *Community Forest: Application*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. COMMUNICATION STRATEGIC PLAN – Oct.
2. Customer Service Consultations – Oct.
3. **TRANS MOUNTAIN IMPACT: Options** – Oct.
 - Human Resources Strategy: Scope
 - Integrated Capital Budget: Approach

PUBLIC WORKS

1. **FLOOD MITIGATION PLAN: RFP** – Aug.
2. **AIRPORT MASTER PLAN: Review** – Oct.
3. Asset Management: Team Setup – Sept.
 - Function Review – Dec.
 - 5 Year Capital Plan - Review

RECREATION

1. Department Restructuring Plan – Sept.
2. Asset Management Plan: Scope – Nov.
3. School Division Joint Use Agreement: Draft – Dec.
 - Trail Systems: Gap Analysis
 - Land Property Development: Options

DEVELOPMENT

1. OFFICIAL COMMUNITY PLAN: Review : ToR. – Dec.
2. SUBDIVISION SERVICING BYLAW: Update – Dec.
3. Planner: Hire – Aug.
 - DCC Bylaw review
 - TBD with new hire

CORPORATE SERVICES

1. Human Resources Manager: Hire – Sept.
2. Meeting Management: Implementation – Sept.
3. **YOUTH ADVISORY: ToR** – Oct.
 - Business Licence Bylaw: First Reading – Sept.
 - **HOUSING NEEDS ASSESSMENT**

FINANCE & INFORMATION TECHNOLOGY

1. Wireless Network: City Buildings – Sept.
2. LONG TERM FINANCIAL MODEL: Plan – Oct.
3. City-Wide IT Training
 - Improved Financial Report
 - Staff Cross Training

ECONOMIC DEVELOPMENT

1. **DOWNTOWN REVITALIZATION PLAN: ToR** – Sept.
2. MARKETING STRATEGY: Review – Oct.
3. **ECONOMIC DEV. STRATEGY: Review** – Sept.
 - GIS implementation
 - Rural Dividend Grant: Application

PROTECTIVE

1. Bylaw Enforcement Policy: Direction – Sept.
2. Fire Services Master Plan: ToR – Oct.
3. Fire Station Addition: Options – Sept.
 - Bylaw Offence Notices: Options
 - Fire Safety Bylaw Review

BOLD CAPITALS = Council NOW Priorities; **CAPITALS** = Council NEXT Items; *Italics* = Advocacy; **Title Case Bold** = Organizational Excellence, Title Case = Departmental Strategic Initiatives