



AGENDA

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, October 22, 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

Recommendation:

THAT Council add the Rockin' River Music Festival request for a letter of support to the agenda as item 2.1

2.1 Letter of Support Request - Rockin' River Tourism Events Program Grant

5

Kenny Hess has reached out to the City of Merritt, requesting that the City provide a letter of support in favour of the Rockin' River Music Festival grant application. The deadline to apply is October 31, 2019. As this is the last available Council meeting before the deadline, this item is being proposed as a late addition to the meeting.

Recommendation:

THAT the City of Merritt provide a letter in support of the Rockin' River Music Festival's Tourism Events Program grant application, through Destination BC.

3. PUBLIC INPUT

10 m

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - October 8, 2019

10

Recommendation:

THAT the Minutes of the Regular Council Meeting held on October 8, 2019 be adopted

5. PUBLIC HEARING

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Craig Gray - Voght Street and Water concerns

Mr. Gray would like to address Council regarding the option of making Voght a one-way street, as well as discuss the possibility of creating a Citizens Water Committee.

7. UNFINISHED BUSINESS

8. BYLAWS

8.1 Zoning Amendment Bylaw No. 2275, 2019 - 1330 Pine Street Rezoning

15

Recommendation:

THAT Council read Zoning Amendment Bylaw No. 2275, 2019 a first time;

Recommendation:

THAT Council read Zoning Amendment Bylaw No. 2275, 2019 a second time;

Recommendation:

AND THAT Council direct staff to schedule a public hearing for Zoning Amendment Bylaw No. 2275, 2019.

9. NEW BUSINESS

9.1 Memorandum of Understanding 21

Recommendation:

THAT Council endorse the attached Memorandum of Understanding (MOU) between the Upper Nicola Band of the Okanagan (Syilx) Nation, the Lower Nicola, Coldwater, Nooitch, and Shackan Bands of the Nlaka'pamux Nation, the Thompson-Nicola Regional District, and the City of Merritt;

AND THAT the Mayor be authorized to sign the MOU on behalf of the City of Merritt

9.2 Grant in Aid Policy Revisions 24

Recommendation:

THAT Council approve Policy 4-01 Community Grant in Aid, as amended.

9.3 UBCM Community Emergency Preparedness Fund – Grant Application 33

Recommendation:

THAT Council support of the City of Merritt's application to the UBCM Community Emergency Preparedness Fund - Structural Flood Mitigation Grant intake, to complete the Voght Street Corner flood upgrade project;

AND THAT Council indicate willingness to provide overall grant management for this project.

9.4 City Centre Improvement Plan Update 35

Recommendation:

THAT Council direct staff to complete the top 3 prioritized projects in the attached "City Centre Project Updates" document, under the categories of "Marketing and Communications Plan", "Place and Space" and "Coordinate with Local Partners", using the \$100,000 allocated for downtown revitalization in this year's budget;

AND THAT Council direct staff to budget for the recommended "Now" projects in the 2020-2024 Financial Plan.

9.5 CAO Update

10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

44

13. TERMINATION OF MEETING

Letter of Support Request

Destination BC - Tourism Events Program Grant

For: Rockin' River Music Festival

Grant open for events taking place between May 1, 2020 and April 30, 2021.

Deadline to apply October 31, 2019.

"This year was definitely the festivals best year ever and we sure anticipate steady growth over the next few years. As you are fully aware, an event of this size takes many factors to become successful not the least of which is financial support from the provincial government. At this point, we have been very successful in getting some grant support and we are now trying to get another grant to expand our provincial, national and international advertising in hopes of broadening our client base and inviting them to spend the summer with us in beautiful Merritt BC in the heart of the Nicola valley.

To that end, I was hoping I might be able to get you and anyone else who see themselves as community stakeholders to write a letter of support for our event. It is vital to show the powers that be, that we have huge support from the community leaders and the local businesses. What we are asking the BC government for, is money that goes directly into promoting the festival to a national and international audience in hopes of driving more tourism to the province and of course Merritt. "-Kenny Hess, Founder of the Rockin' River Music Fest

Program Requirements

All applicants are required to demonstrate how the event meets the following criteria:

Mandatory:

1. The event must take place in BC.
2. The event must be confirmed (i.e. funding for an event bid is not eligible).
3. The event should be able to demonstrate financial viability (i.e. majority of operational funding is confirmed).
4. The event must be a tourism event (i.e. the event is a draw for tourists and is not primarily community focused).
5. The event must be a sporting competition, arts or cultural celebration, or festival.
6. Organizers must be able to apply for at least the full minimum amount of TEP funding (\$10,000) for eligible activities.
7. Each event requires a separate application form and must be submitted during the appropriate intake window.

Use of Funds

Funding provided through the TEP must be used to broaden the reach and impact of the event through marketing and communications, which may include broadcasts, promotional materials, social media, advertisements etc.

ROCKIN' RIVER

MUSICFEST • MERRITT 2018

AUGUST 2-5

TOP 4 MUSICAL ACTS



ERIC CHURCH

73%



LUKE COMBS

48%



BRETT ELDREDGE

39%



DALLAS SMITH

38%

ATTENDEE PROFILE



62% | FEMALE 38% | MALE

30

AVERAGE
AGE (YEARS)

7.1 people

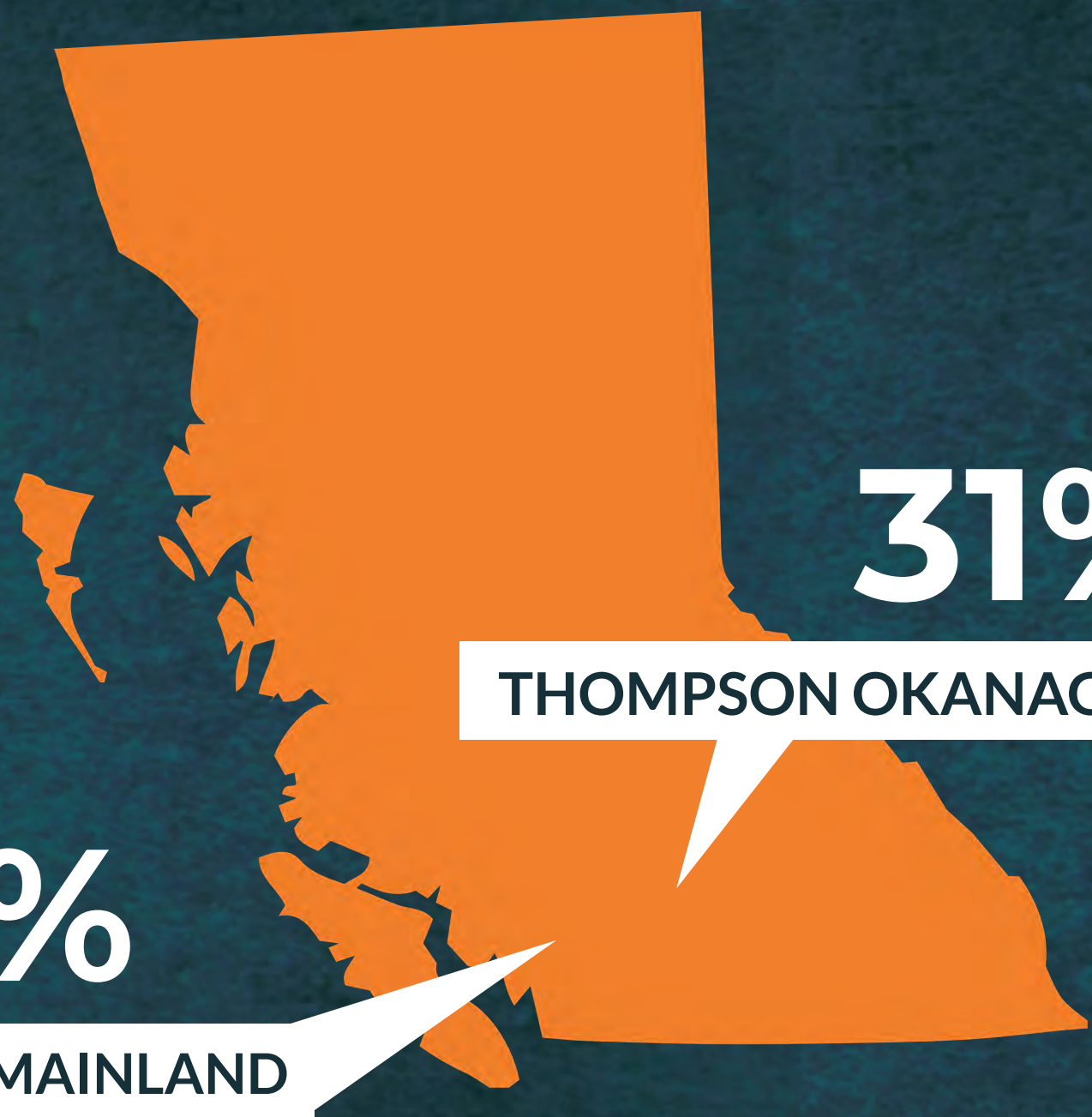
AVERAGE SIZE
OF GROUP

3.8

AVERAGE DAYS
ATTENDED

82%

CAME DUE TO INTEREST
IN COUNTRY MUSIC



TOP 3 SOURCES OF AWARENESS



50%
FACEBOOK



33%
JRM



31%
INSTAGRAM

50%

LOWER MAINLAND



8.80

LIKELINESS TO RETURN
TO ANOTHER ROCKIN'
RIVER MUSIC FEST
(Rated out of 10)



8.77

LIKELINESS TO
RECOMMEND TO A
FAMILY MEMBER/FRIEND
(Rated out of 10)



46%

ARE MORE LIKELY TO TRY A
PARTNER'S PRODUCT BASED
ON THEIR PARTICIPATION
WITH THE EVENT

TOP 10 KEY EVENT RATINGS (Rated out of 5)



4.35

OVERALL FESTIVAL
EXPERIENCE



4.27

OVERALL CAMPING
EXPERIENCE



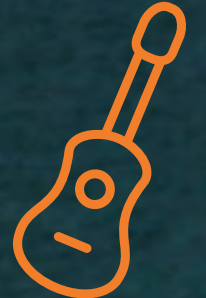
4.28

ATMOSPHERE
OF THE CAMPING



4.27

SOUND
QUALITY



4.24

ATMOSPHERE
OF THE FESTIVAL



4.13

SAFETY WITHIN
THE FESTIVAL SITE



4.08

LOCATION OF
THE CAMPSITE



3.95

FESTIVAL STAFF
FRIENDLINESS



3.88

VALUE FOR
THE PRICE PAID



3.88

FAN BEHAVIOUR

OUT-OF-REGION VISITORS

*Out-of-region visitors comprise 68% of the total event population

** Out-of-region visitors are 1) BC residents who traveled more than 150kms to the Festival, 2) Other Canada residents, 3) United States residents, and 4) Outside Canada & USA residents

83%

STAYED AT CAMPGROUND
ACCOMMODATIONS

4.1

AVERAGE NIGHTS
SPENT DURING VISIT

92%

MAINLY VISITED TO
ATTEND THE FESTIVAL

4.0

AVERAGE TRAVEL
PARTY SIZE (PEOPLE)

\$588

ACCOMMODATIONS

\$220

TRANSPORTATION GETTING TO
MERRITT & NICOLA VALLEY

\$169

PRIVATE VEHICLE EXPENSES IN
MERRITT & NICOLA VALLEY

\$339

GROCERY & LIQUOR STORES

\$195

RESTAURANTS, BARS, LOUNGES

\$153

SHOPPING

\$95

RECREATION & ENTERTAINMENT

\$79

LOCAL TRANSPORTATION

LOCAL SPENDING

*Local visitors comprise 12% of the total event population

**Local visitors are BC residents who traveled less than 150kms to the Festival

85%

STAYED OVERNIGHT
AT THE FESTIVAL SITE

4.0

AVERAGE NIGHTS
SPENT DURING VISIT

\$534

ACCOMMODATIONS

\$244

RESTAURANTS, BARS, LOUNGES

In-region Spending by Out-of-Region Visitors associated with attendance at **2018 Rockin' River Music Fest**

Note: Out-of-region visitors are 1) BC residents who traveled more than 150 kms to the Festival; 2) Other Canada residents; 3) US & Outside Canada residents

rd = response data		Formula	%	
A1	Total Festival attendance over 4 days (as provided by Live Nation)			36,000
A2	Days attend	=rd		3.8
A3	Unique attendees			9,502
B1	Out-of-region visitors (BC residents who traveled 150 kms+; outside BC)	=rd*A3	0.676	6,423
B2	Out-of-region visitors (with intent)	=rd%B1	0.923	5,929
B3	Out-of-region visitors (influenced)	=rd%B1	0.042	270
B4	Qualified out-of-region visitors for Demand-Side Reporting	=B2+B3		6,199
C	Daytrippers	=rd%B4	0.125	775
D	Overnighters	=rd%B4	0.875	5,424
E	Ave. duration of stayovers (nights)	=rd		4.1
F	Utilizing commercial accommodations	rd%D	0.941	5,104
G	Ave. Spend on commercial lodgings (users)	=rd		\$587.52
H	Number of people in the commercial lodging expense	=rd		4.1
I	Aggregate Spend on commercial lodgings	=(F*G)/H		\$735,317
J	Ave. Spend In Restaurants/Bars/Lounges	=rd		\$194.93
K	Aggregate Spend in Restaurants/Bars/Lounges	=(J*B4)/X		\$344,199
L	Ave. Spend in Grocery/Liquor Stores	=rd		\$339.49
M	Aggregate Spend in Grocery/Liquor Stores	=(L*B4)/X		\$599,448
N	Ave. Spend on Shopping (clothing, personal items, gifts)	=rd		\$152.82
O	Aggregate Spend on Shopping	=(N*B4)/X		\$269,836
P	Ave Spend on Recreation and Entertainment	=rd		\$95.10
Q	Aggregate Spend on Recreation and Entertainment	=(P*B4)/X		\$167,922
R	Ave Spend on Local transportation (taxi, bus, seabus, skytrain)	=rd		\$79.23
S	Aggregate Spend on Local transportation	=(R*B4)/X		\$139,904
T	Ave Spend on Transportation getting TO Merritt and Nicola Valley	=rd		\$219.71
U	Aggregate Spend on Transportation getting TO Merritt and Nicola Valley	=(T*B4)/X		\$387,942
V	Ave Spend on Private vehicle expenses IN Merritt and Nicola Valley	=rd		\$169.38
W	Aggregate Spend on Private vehicle expenses IN Merritt and Nicola Valley	=(V*B4)/X		\$299,079
X	Number of people included in the estimated food/beverage/entertainment/transportation spend	=rd		3.5
Aggregate Demand Side Economic Impact Spending (by Out-of-region)		=I+K+M+O+Q+S+U+W		\$2,943,647

In-region Spending by Locals associated with attendance at 2018 Rockin' River Music Fest

Note: Local visitors are BC residents who traveled less than 150 kms to the Festival

rd = response data

	Formula	%	
A1 Total Festival attendance over 4 days (as provided by Live Nation)			36,000
A2 Days attend	=rd		3.8
A3 Unique attendees			9,502
B Qualified British Columbia residents for local spending	=rd*A3	0.324	3,079
C Ave Spend on restaurants and bars in the Merritt and Nicola Valley area	=rd		\$244.05
D Number of people in the restaurant and bars expense			3.43
E Aggregate Spend on nearby local bars and restaurants	=(B*C)/D		\$219,339
F Daytrippers	=rd	0.151	465
G Overnightrters	=rd	0.849	2,614
H Ave. Spend on accommodation	=rd		\$533.64
I Number of people in the accommodation expense	=rd		4.57
J Ave. duration of stayovers (nights)	=rd		4.0
K Aggregate Spend on acommodation	=(G*H)/I		\$304,995
Aggregate Demand Side Economic Impact Spending (by Locals)	=E+K		\$524,334



MINUTES

CITY OF MERRITT

REGULAR MEETING OF COUNCIL

Tuesday, October 8, 2019
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL
2185 Voght Street
Merritt, B.C

PRESENT:

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

Mayor L. Brown

IN ATTENDANCE:

- Mr. S. Hildebrand, Chief Administrative Officer**
- Mr. J. Dinwoodie, Director of Engineering & Development**
- Mr. S. Smith, Director of Corporate Services**
- Ms. S. Thiessen, Director of Finance & IT**

1. CALL TO ORDER

1.1 Call to Order

Acting Mayor White called the meeting to order at 7:01pm

2. LATE ITEMS

2.1 TNRD - Housing Needs Report

At the Regular Council meeting on August 27, 2019, Council for the City of Merritt passed the following resolution:

"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 Hosing Needs Report and hire a consultant to prepare that report."

We have since been informed by the TNRD that the language of this resolution doesn't quite meet the specific requirements of the grant. To that end, staff is recommending that Council pass the following resolution, containing all necessary wording.

Recommendation:

THAT the City of Merritt support the Thompson Nicola Regional District in applying for, receiving and managing all grant funding on behalf of the City of Merritt, in relation to obtaining a Housing Needs Report that includes the City of Merritt.

Moved, Seconded, CARRIED

3. PUBLIC INPUT

Al Jensen, living at the Diamond Vale Trailer Park, expressed his dissatisfaction to Council regarding the removal of three parking spots in front of Canada Post. He wanted Council to know how difficult it is to walk when carrying parcels and pleaded with Council to keep the parking spots. He also proposed an alternative to make Voght Street one way (Northbound).

Ginny Prowal, of 2070 Aspen Street, spoke regarding item 8.1, the rezoning application for 1330 Pine Street. She wanted Council to recognize that the property is entirely within the floodplain. She noted that there may be a property at Main and Spruce that would be more suitable for development.

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - September 17, 2019

THAT the Minutes of the Regular Council Meeting held on September 17, 2019 be adopted

Moved, Seconded, CARRIED

5. PUBLIC HEARING

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Nicola Valley Rodeo Association - Jacqueline Whitecross

File: 0250

The Nicola Valley Rodeo Association would like to present to Council regarding a list of improvements that are required at the Rodeo Grounds

The Nicola Valley Rodeo Association was unable to attend.

7. **UNFINISHED BUSINESS**

8. **BYLAWS**

8.1 **1330 Pine Street Re-Zoning**

No Action Required. For Information Only.

At the September 17, 2019 Regular Council Meeting, Council directed staff to prepare OCP Amendment and Zoning Amendment Bylaws relating to 1330 Pine Street. Since that time, the Developers have contacted the City to inform of their intention to amend their re-zoning application to R2 Zoning, which would be consistent with the Official Community Plan for the Collettsville Sector. When that application is finalized, staff will bring forward a Zoning Bylaw Amendment for Council's consideration.

9. **NEW BUSINESS**

9.1 **Youth Advisory Committee**

File: 0583

THAT Council create the Youth Advisory Committee in accordance with the attached Terms of Reference;

AND THAT Council direct staff to advertise and accept applications for membership to this Committee.

Amendment:

Amendment:

THAT the Terms of Reference for the Youth Advisory Committee be amended by reducing the minimum age requirement for committee members from 16 to 14.

Moved, Seconded, CARRIED

Motion as Amended:

THAT Council adopt the main motion as amended.

Moved, Seconded, CARRIED

9.2 Snow Angels – Program Launch

File: 1854.37

THAT Council receive this report for information.

9.3 Community Policing Month End Report

File: 7500.1

Councillor Bhangu thanked Marlene for the excellent Month end report.

9.4 CAO Update

File: 0112

Scott provided an update on the following items:

- UBCM - Numerous meetings with staff, ministers, the parliamentary secretary, and the premier.
- Capital project update - Chlorine Storage, Aquatic Centre Tiling, Bus Shelters have been ordered and will be installed by the end of October, Rotary Playground completion, along with a significant number of other project updates
- Voght Street parking and traffic update
- Staffing Update
- Grant opportunity for harm reduction initiatives
- BC Small Business Week update

10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 7:41pm

Corporate Officer

Sean Smith

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

Confirmed on the ____ day of _____, 20____

Mayor

Linda Brown



Report

**City of Merritt
REGULAR Council Meeting
October 22, 2019**

File Number: 3900.2187

To: Scott Hildebrand, Chief Administrative Officer
From: Jim Dinwoodie, Director of Engineering & Development
Date: October 17, 2019
Subject: Zoning Amendment Bylaw No. 2275, 2019 - 1330 Pine Street Rezoning

RECOMMENDATION:

THAT Council read Zoning Amendment Bylaw No. 2275, 2019 a first time;

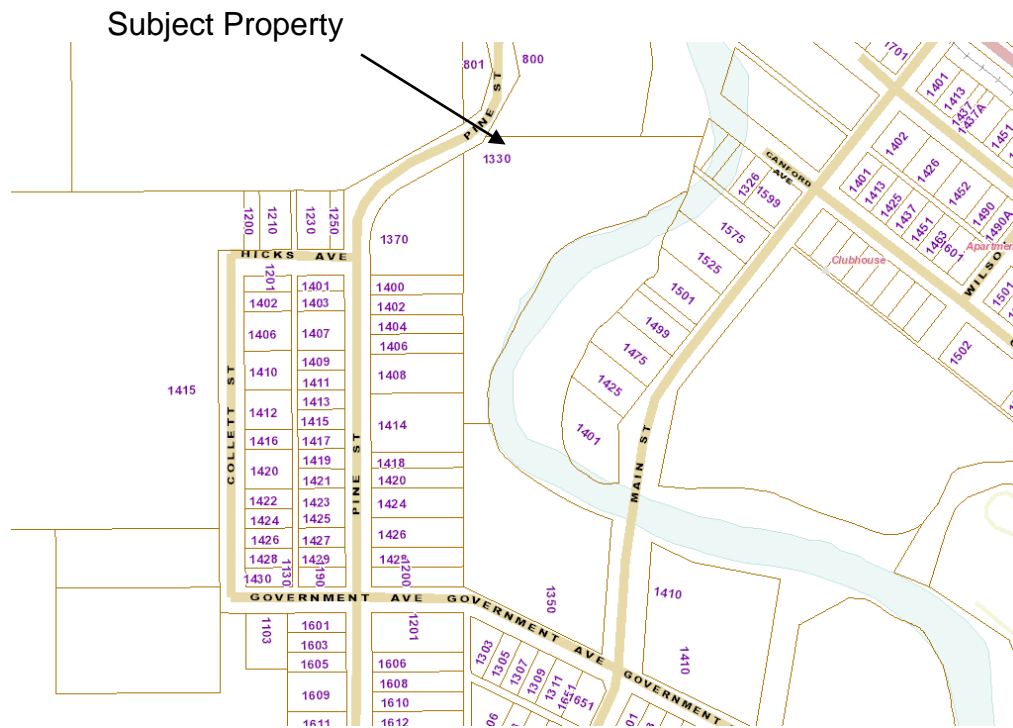
THAT Council read Zoning Amendment Bylaw No. 2275, 2019 a second time;

AND THAT Council direct staff to schedule a public hearing for Zoning Amendment Bylaw No. 2275, 2019.

Executive Summary:

The subject lands are located at 1330 Pine Street (see Figure 1) and appear to be used for rural residential purposes including a single detached dwelling and a small hobby farm. The applicant is proposing to rezone the lands from Agricultural (AR1) to Low Density Residential (R2) in order to allow for the development of an 18-lot single-family dwelling strata development.

Reviewed by:			
Director, Engineering & Development Approved - Jim Dinwoodie	Director, Finance & IT Approved - Sheila Thiessen	Chief Administrative Officer Not yet approved	Other: Director of Corp. Serv. Approved - Sean Smith



By giving first and second reading to the proposed amendments to the Zoning Bylaw Council will ensure that a Public Hearing will be held to obtain information on this issue. If Council gives first and second reading, that Public Hearing would be scheduled for November 12, 2019.

Background:

Official Community Plan

The subject property is located within the Collettville sector of the OCP and is designated as Future Development. There are no specific policies for the Future Development land use designation in the OCP, as these are outlined in the sector-specific sections of the Bylaw. Section 5.4.9.1 of the OCP describes the existing characteristics of the Collettville sector and Section 5.4.9.2 outlines how this neighbourhood is anticipated to grow and redevelop in the future. The policies envision any new development to retain the semi-rural character of Collettville with large lots being used for residential and agricultural purposes.

An 18-lot single-family development is being proposed in the subject application. The proposed development does not contradict the overarching vision for the Collettville sector, as the vast majority of Collettville is also zoned R2.

If the application is successful, the subject lands will need to be re-designated in the Official Community Plan from Future Development to Residential. The proposed development meets the following policies outlined in the Residential land use designation

Section 5.3.1:

- *Encourage the following types of residential development:*
 - *Single Family Detached Residential - Low density with the opportunity for greater density in small lot/narrow lot single family areas or streets*
- *Encourage new residential development and redevelopment within existing serviced areas.*

Floodplain and Dike

It should also be noted that the subject property is within the designated floodplain of the Coldwater River as outlined in Schedule B of the City's Zoning Bylaw. Any future development upon these parcels may be subject to the Floodplain Regulations as outlined in Section 4.21 of the City's Zoning Bylaw.

It is the current understanding of City staff that the dike was built in the 1970's during an emergency flooding situation. The dike is not believed to be engineered and is not built to any specific height and/or width. It is not known at this time if the dike was built to the 1:200-year flood plain level.

The fact that the subject property is entirely within the designated floodplain of the Coldwater River should be a major consideration. If Council decides to proceed with the Rezoning application for the subject property, City staff recommends that the applicant be required to submit the following prior to final approval:

- A survey which illustrates the ordinary high-water mark, the top of the bank and overall topography of the property; and
- A flood hazard mitigation report.

Options / discussion

1. That Council proceed with the Recommendation as presented.
2. That Council receive this report for information.
3. That Council request additional information from the applicant.

Financial / Risk Implications:

No financial or risk implications are anticipated from the proposed recommendation.

Attachments:

Attachment A - Zoning Amendment Bylaw No. 2275

Attachment B – Site Plan

Respectfully submitted,

James Dinwoodie
Director of Engineering and Development

CITY OF MERRITT

BYLAW NO. 2275

A BYLAW TO AMEND ZONING BYLAW NO. 2187, 2015

WHEREAS the Municipal Council of the City of Merritt has received an application to amend the City of Merritt Zoning Bylaw No. 2187, 2015;

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

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

1. This bylaw shall be cited as **“CITY OF MERRITT ZONING BYLAW AMENDMENT BYLAW NO. 2275, 2019”**.
2. That the Official Zoning Map, being Schedule “A” of the City of Merritt Zoning Bylaw No. 2187, 2015, is amended by changing the zoning designation of the parcel legally described as 1330 Pine Street, Lot A, District Lot 174, Kamloops Division Yale District, Plan EPP70361, PID: 030-112-541 from Agricultural (AR) to Low Density Residential (R2).

READ A FIRST TIME THIS _____ day of _____, 2019

READ A SECOND TIME THIS _____ day of _____, 2019

PUBLIC HEARING HELD THIS _____ day of _____, 2019

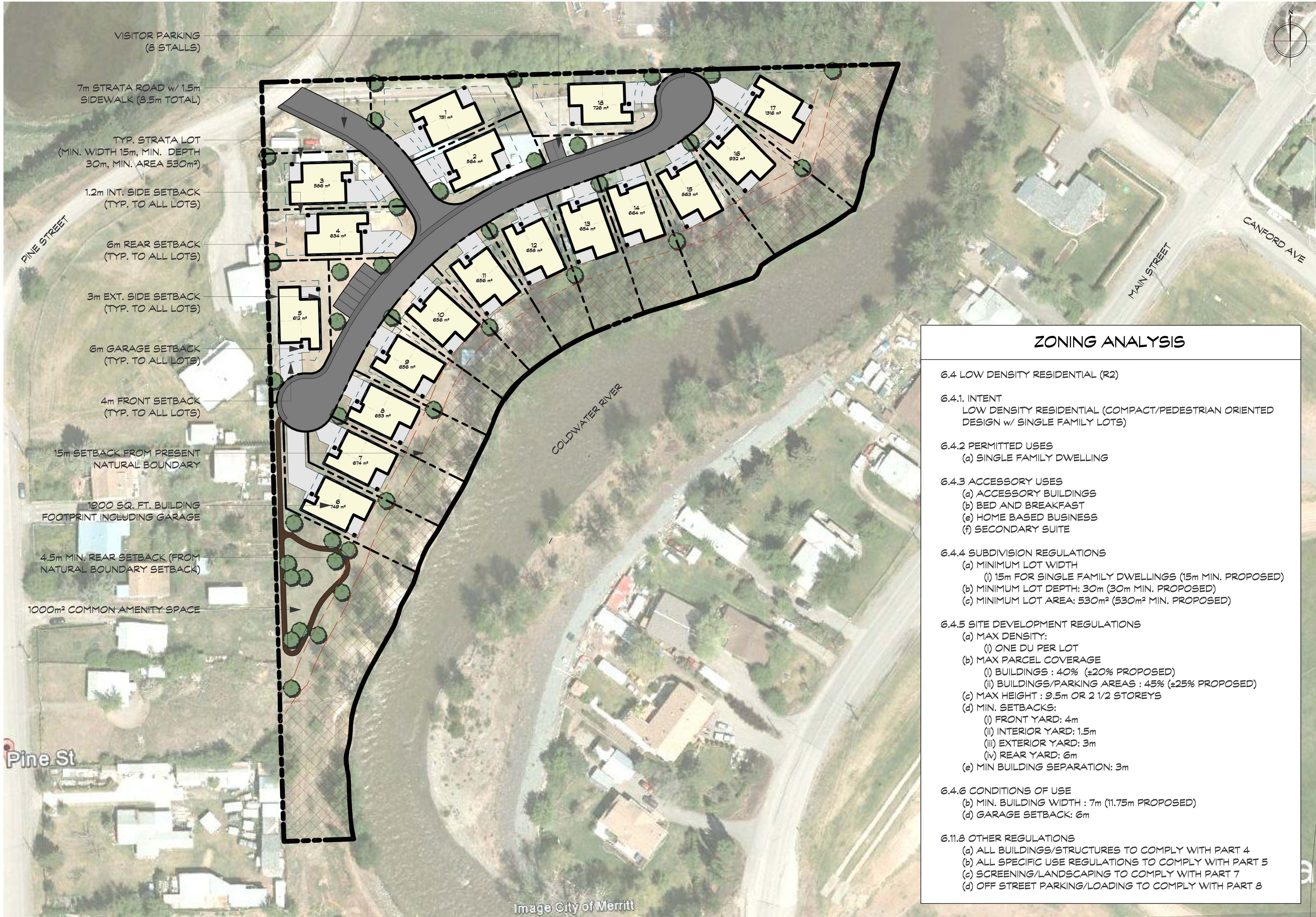
READ A THIRD TIME THIS _____ day of _____, 2019

**APPROVED BY THE MINISTRY OF
TRANSPORTATION AND INFRASTRUCTURE** _____ day of _____, 2019

ADOPTED THIS _____ day of _____, 2019

**Linda Brown,
MAYOR**

**Sean Smith,
CORPORATE OFFICER**



SITE PLAN
1:500

got questions?

PRECISION
building design associates ltd.

3,45953 Airport Rd
Chilliwack
British Columbia
V2P 1A3
t. 604.792.0826
f. 604.792.0856

Rivers Edge Estates
1330 Pine Street, Merritt, B.C.
1 : 500
July 29, 2019



Report

City of Merritt
REGULAR Council Meeting
October 22, 2019

File Number: 2280

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: October 17, 2019
Subject: Memorandum of Understanding

RECOMMENDATION:

THAT Council endorse the attached Memorandum of Understanding (MOU) between the Upper Nicola Band of the Okanagan (Syilx) Nation, the Lower Nicola, Coldwater, Nooitch, and Shackan Bands of the Nlaka'pamux Nation, the Thompson-Nicola Regional District, and the City of Merritt.

AND THAT the Mayor be authorized to sign the MOU on behalf of the City of Merritt

Background:

At the Community to Community Forum held in Merritt on June 10, 2019 attended by representatives from the City of Merritt, Coldwater Band, Lower Nicola Band, Nooaitch First Nation, Upper Nicola Band and Shackan First Nation and Thompson Nicola Regional District, the parties discussed how we could better work together on shared economic opportunities and mutual challenges. At this meeting, the parties expressed interest in entering into a Memorandum of Understanding that would establish a framework that would help our governments accomplish these goals.

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.

Staff from the City of Merritt prepared the Memorandum of Understanding, which has now been reviewed by representatives from each of the parties. The MOU is now being brought forward to each Board and Council independently for consideration and comment.

Once the MOU has been endorsed by all parties, an official signing ceremony will be arranged.

Staff is extremely supportive of this initiative and looks forward to closer relationships with our neighbouring First Nations' communities.

Options / discussion

1. THAT Council endorse the attached Memorandum of Understanding (MOU) between the Upper Nicola Band of the Okanagan (Syilx) Nation, the Lower Nicola, Coldwater, Nooitch, and Shackan Bands of the Nlaka'pamux Nation, the Thompson-Nicola Regional District, and the City of Merritt.

AND THAT the Mayor be authorized to sign the MOU on behalf of the City of Merritt.

2. THAT Council receive this report for information.

Attachments:

Attachment "A" - Memorandum of Understanding

Respectfully submitted,

**Sean Smith,
Deputy CAO/Director of Corporate Services**



MEMORANDUM OF UNDERSTANDING BETWEEN

The Upper Nicola Band of the Okanagan (Syilx) Nation and the Lower Nicola, Coldwater, Nooaitch, and Shackan Bands of the Nlaka'pamux Nation as represented by their Chiefs and Councils;

AND

The City of Merritt;

AND

The Thompson Nicola Regional District

(Collectively the "Parties")

WHEREAS;

The Nicola Valley is the traditional territory of the Nlaka'pamux and Syilx peoples, and has never been ceded or surrendered in a Treaty;

The Parties have distinct governance authorities and responsibilities towards their members and residents, and recognize that the interests of all persons in the area are best served by working together in co-operation;

The Parties desire to create a framework to promote greater understanding and collaboration on matters of shared interest and concern.

The Parties agree:

1. To co-operate in building a government-to-government relationship based on the principles of trust, openness, and reconciliation in the spirit of the UN Declaration on the Rights of Indigenous Peoples.
2. To promote mutual understanding of shared and community-specific cultures and histories.
3. To establish a working group, consisting of the Band Chiefs, City of Merritt Mayor, Thompson Nicola Regional District Electoral Area "M" and "N" Directors, and up to one staff member from each government, to meet quarterly or more frequently as required.
4. To make recommendations, through the working group, on any matters which the Parties consider to be of mutual social, economic, cultural, or environmental importance.
5. To bring any applicable working group recommendations to their respective government bodies for independent consideration.
6. That this Memorandum creates and abrogates no legal rights or responsibilities, and is not a Treaty or land claim agreement.

Signed by:

Chief, Upper Nicola Indian Band

Chief, Lower Nicola Indian Band

Chief, Coldwater Indian Band

Chief, Nooaitch Indian Band

Chief, Shackan Indian Band

Mayor, City of Merritt

Chair, TNRD



Report

City of Merritt
REGULAR Council Meeting
October 22, 2019

File Number: 1851

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: October 17, 2019
Subject: Grant in Aid Policy Revisions

RECOMMENDATION:

THAT Council approve Policy 4-01 Community Grant in Aid, as amended.

Discussion:

During the grant in aid deliberations early in 2019, Council requested that staff bring back a report that discusses the grant in aid policy. On October 16, 2019 at a Committee of the Whole, staff presented to Council a report that summarized information gathered from a variety of source. A discussion was held with Council on how to move forward with the grant in aid policy for 2020.

Council provided staff with several items to be updated. These items have been incorporated into the Draft Policy 4-01 attached to this report. The original Policy 4-01 is also attached for comparison purposes.

Items changed include;

1. Elimination of the 2 grant categories (Short Term and Community Initiative), all grants are to be considered Grant in Aids.

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.

2. Removal of Sponsorships in the funding classes, these will be addressed in a separate policy to come to Council by the end of the year.
3. Establishment of an annual limit of \$50,000, plus individual limits of \$7,500 per organization and \$500 for Sports Teams or Individuals attending competitions.
4. Clarification of the language related to organizations funded by other levels of government.
5. Noting that Permissive Tax Exemptions may be considered during the application process.
6. Clarification that the funding is to be used by the organization itself and not to be used to fund raise for or given to other organizations.
7. Removed requirement for Council to set aside a portion for Extraordinary requests.
8. Firmer language on incomplete applications.
9. Requirement of a final report to Council.
10. The option for Council to request the return of any unspent funds.
11. The option for Council to require attendance at a workshop on financial stewardship and accountability.
12. Details on how the funding will be paid out.

In addition, staff was directed to simplify the application form, incorporating the requirements from the policy. This will be done before the call for applications is issued by the end of the month. There was also a discussion about the City's membership in organizations, these will be treated separately as a budget item and no longer included in the Grant in Aid process.

Options:

The draft policy incorporates the research and discussion from the October 16, 2019 Committee of the Whole meeting. Council has the following options:

1. Approve the draft policy as presented with the October 22, 2019 revisions.
2. Recommend other revisions to the policy for staff to incorporate and bring the revised policy back at a subsequent Council meeting for approval.
3. Maintain the status quo and continue with the existing policy.

Financial / Risk Implications:

Risks of a grant in aid program include ensuring the recipients are legitimate community groups that meet Council's criteria.

Good financial stewardship requires the City to make sure that the funding is used for the purposes intended and for the good of the community.

The proposed changes to the policy provide clarity for all involved in the Grant in Aid process.

Strategic Plan Reference:

Reviewing policies related to the Financial Plan process relates to the Long-Term Financial Planning identified in Council's Strategic Plan.

Others Consulted:

Staff consulted with other municipalities on process, amounts and other items and provided this information to Council at the Committee of the Whole meeting October 16, 2019.

Attachments:

Policy 4-01 Community Grant in Aid

Policy 4-01 Draft Community Grant in Aid with recommended revisions October 22, 2019

Respectfully submitted,

Sheila Thiessen, CPA, CMA
Director of Finance & IT



City of Merritt
2185 Voght Street
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Policy 4-01

CATEGORY	COUNCIL POLICY
4.0 – Finance & IT	COMMUNITY GRANT IN AID
	Contact Department: Finance & IT

Policy Goal

To set out guidelines for allocating Grants in Aid.

Policy Statement

Council provides grants in aid to non-profit and community groups who demonstrate a funding need for a service or program that will benefit the community at large.

Policy Background

The Community Grant in Aid Policy was originally created in 2005 and revised in 2012. This revised policy will define two (2) Grant in Aid Categories (*Short Term and Community Initiative*) that will be qualified on one (1) application form. The revised policy will distinguish the basis for considering applications and promote consistency with the application process.

Policy Objectives

1. Council will establish a budget for allocating Grant in Aid in a calendar year. The amount of the budget will be reviewed annually as part of the budget deliberation process.
2. A Grant in Aid should not be used to augment tax funded functions (i.e.: volunteer fire departments, community halls, etc.) when the grant request is for a service or item that is included in the establishment bylaw for that specific local service area.
3. A Grant in Aid must not be provided to an "industrial, commercial or business undertaking"
4. The allocated Grant in Aid budget will be distributed between two (2) categories – Short Term and Community Initiatives.



5. The Financial Services Manager will advertise annually in October the criteria for Grant in Aid with a December 15th deadline for submissions to be considered for a grant in the following calendar year. Applications received after the December 15th deadline will be considered an extra ordinary Grant in Aid. Applicants are required to submit a description of their service/program/event, financial statements for the previous year, and a listing of other funding sources. Applicants must demonstrate that the funds will be used for a program of benefit to the community and that the group is unable to raise all of its required funds from other sources.
6. During budget deliberations Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid by March 1st each year, with notification given to all of the applicants immediately thereafter. Council will set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.
7. Representatives of the organization requesting the Grant in Aid are required to be in attendance at the meeting when Council considers grant applications.
8. The Finance Department will respond once to organizations that have submitted an incomplete Grant in Aid application. If there is no response from the organization prior to the meeting Council considers such applications, it is recommended that the Grant in Aid application not be considered by Council.
9. Grants in Aid are not intended to provide on-going support and all approvals shall be considered on a year-to-year basis and continuing support should not be anticipated.

Grant Categories:

1. Short Term:

Short Term Grants in Aid are provided to non-profit and community groups on the basis that they provide valuable programs to the community and are unable to raise all of their required funding without the City's assistance.

2. Community Initiatives:

The purpose of funding under this category is to encourage innovation that has the potential to support or contribute towards the community and the goals of Council. This includes one-time start up for initiatives or programs which will support or contribute to the community. As well the initiative funding is to assist groups who are hosting a special event or organizing the inaugural of what is intended to be a regular event in Merritt.



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Policy 4-01

Funding Classes:

1. Financial Aid:

Grant in Aid applications that include a request for financial assistance for programs or events.

2. Sponsorship:

Grant in Aid applications that include a request for sponsorship.

3. In-Kind:

Grant in Aid applications that include a request for the in-kind use of a City owned facility.

Amendments

November 06, 2012: Adopted (Resolution 226/12)

October 31, 2014: Procedure Approved

November 14, 2017: Amended Policy Adopted (Resolution 208/17)



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Policy 4-01

CATEGORY	COUNCIL POLICY
4.0 – Finance & IT	COMMUNITY GRANT IN AID
	Contact Department: Finance & IT

Policy Goal

To set out guidelines for allocating Grants in Aid.

Policy Statement

Council provides grants in aid to non-profit and community groups who demonstrate a funding need for a service or program that will benefit the community at large.

Policy Background

The Community Grant in Aid Policy was originally created in 2005 and revised in 2012, 2017 and 2019. This 2019 revised policy will remove the definition of two (2) Grant in Aid Categories (*Short Term and Community Initiative*) and consider all applications as Grant in Aid. The forms of funding will be limited to Financial Aid and In-Kind. Sponsorship funding will be removed and the subject of a new policy. The revised policy will clarify and simplify the Grant in Aid process.

Policy Objectives

1. Council will establish a budget for allocating Grant in Aid in a calendar year. The amount of the budget will be \$50,000, with individual limits of \$7,500 per organization or \$500 for teams/individuals participating in recognized competitions.
2. A Grant in Aid should not be used for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital, etc., or organizations or functions that are primarily funded by other level of governments.
3. A Grant in Aid must not be provided to an "industrial, commercial or business undertaking".
4. Permissive tax exemptions will be considered by Council when making funding decisions.
5. The Financial Services Manager will advertise annually in October the criteria for Grant in Aid with a December 15th deadline for submissions to be considered for a grant in the following calendar year. Applications received after the December 15th deadline will be considered an Extraordinary Grant in Aid. Applicants are required to submit a description of their service/program/event, financial



statements for the previous year, and a listing of other funding sources. Applicants must demonstrate that the funds will be used for a program of benefit to the community and that the group is unable to raise all its required funds from other sources.

6. During budget deliberations Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid by March 1st each year, with notification given to all the applicants immediately thereafter. Council may set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.
7. Representatives of the organization requesting the Grant in Aid are required to respond to any requests for further information by staff, in preparation for Council consideration. Council may request further information during deliberations.
8. The Finance Department will respond once to organizations that have submitted an incomplete Grant in Aid application. If there is no response from the organization prior to the meeting that Council considers such applications, the Grant in Aid application will not be considered by Council.
9. Grants in Aid are not intended to provide on-going support and all approvals shall be considered on a year-to-year basis and continuing support should not be anticipated.
10. A report to Council is required by the end of the year in which funding is received detailing how the funding was used and how it benefited the community. Failure to file a report will result in no further consideration by Council for future requests from the organization.
11. Council may request the return of any unspent funds from the organization.
12. Council may require all organizations who are applying for grant funding to attend a workshop on financial stewardship and accountability.
13. Organizations must confirm that the City's contribution will be recognized publicly.

Grant Guidelines:

- Grants in Aid are provided to non-profit and community groups on the basis that they provide valuable programs to the community and are unable to raise all their required funding without the City's assistance.



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Policy 4-01

- Grant in aids will be used to encourage innovation that has the potential to support or contribute towards the community and the goals of Council. This includes one-time start up for initiatives or programs which will support or contribute to the community. As well the initiative funding is to assist groups who are hosting a special event or organizing the inaugural of what is intended to be a regular event in Merritt.
- Grant in Aid funding will not be provided to fund raise for a charity or an organization other than the applicant.
- Council will disburse approved Grant in Aid funds:
 - In advance at the discretion of Council, or at another time specified by Council during the approval process.
 - 50% at the time of approval and 50% upon the receipt of the final reporting.
 - At another time as specified by Council during the approving process.

Funding Classes:

1. Financial Aid:

Grant in Aid applications that include a request for financial assistance for programs or events.

2. In-Kind:

Grant in Aid applications that include a request for the in-kind use of a City owned facility.

Amendments

November 06, 2012: Adopted (Resolution 226/12)

October 31, 2014: Procedure Approved

November 14, 2017: Amended Policy Adopted (Resolution 208/17)

October 22, 2019



Report

City of Merritt
REGULAR Council Meeting
October 22, 2019

File Number: 1854

To: Scott Hildebrand, Chief Administrative Officer

From: Jim Dinwoodie, Director of Engineering & Development

Date: October 17, 2019

Subject: UBCM Community Emergency Preparedness Fund – Grant Application

RECOMMENDATION:

THAT Council support of the City of Merritt’s application to the UBCM Community Emergency Preparedness Fund - Structural Flood Mitigation Grant intake, to complete the Voght Street Corner flood upgrade project;

AND THAT Council indicate willingness to provide overall grant management for this project.

Background:

Staff have been working to prepare a grant application for the UBCM Emergency Preparedness Fund grant, which could provide up to \$750,000 towards flood mitigation works. To access these funds, the City of Merritt is required to include in the grant application a council resolution indicating support for the current proposed activities and willingness to provide overall grant management.

At City Council’s strategic planning session in July of 2019, Council identified Flood Mitigation planning as its highest priority. In particular, the “Voght Street Corner” (Voght

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

Street between Second and Blackwell Avenues) was of great concern, given the importance of the road as a transportation corridor and its susceptibility to overland flood. In 2018, a portion of the Voght Street Corner was made impassable as a result of the severe flooding of the Nicola River caused by Spring Freshet events. Further, the flooding of Voght street was a primary contributor to the flooding of multiple homes that occurred on 2nd Ave.

The City of Merritt has hired numerous engineering firms to develop a flood mitigation plan to protect this critical transportation corridor from future flooding events. AllNorth Engineering has completed a design to protect Voght Street which includes raising the roadway's elevation by up to 0.75 m and armoring the Nicola River bank with rock.

Financial / Risk Implications:

The estimated cost of completing this flood mitigation work is \$1,967,972.63. If the grant is obtained (and the City is unsuccessful in obtaining other grant funding), the City would be responsible for the remaining \$1,217,972.63 in costs.

Funding for the remainder could come from a variety of sources including; Gas Tax Reserve, borrowing, other reserves and surpluses.

For Council's information, if utilities on are also replaced, the total estimated cost of this project would be \$3,150,214.88, though the cost of the utilities cannot be considered as part of the project costs for the purposes of this grant.

Strategic Plan Reference:

Developing flood mitigation plans was identified as City Council's highest corporate priority at the July 2019 Strategic Priority planning session.

Others Consulted:

AllNorth Engineering Ltd
Nova Pacific Environmental Ltd
LCI Engineering Group

Respectfully submitted,

Jim Dinwoodie
Director of Engineering and Development



Report

City of Merritt
REGULAR Council Meeting
October 22, 2019

File Number: 0380

To: Scott Hildebrand, Chief Administrative Officer

From: Will George, Economic Development & Tourism Manager

Date: October 17, 2019

Subject: City Centre Improvement Plan Update

RECOMMENDATION:

THAT Council direct staff to complete the top 3 prioritized projects in the attached “City Centre Project Updates” document, under the categories of “Marketing and Communications Plan”, “Place and Space” and “Coordinate with Local Partners”, using the \$100,000 allocated for downtown revitalization in this year’s budget;

AND THAT Council direct staff to budget for the recommended “Now” projects in the 2020-2024 Financial Plan.

Background:

Downtown Revitalization has been identified in the Council Strategic Priorities as #6 under the “Now” category. The City of Merritt City Centre Improvement Plan 2005 (updated 2008) was reviewed during the September 10th, 2019 Committee of the Whole Meeting. From this, Council requested an update on downtown projects that had already been completed and next steps. The attached supporting document contains three tabs and outlines each action item in the City Centre Improvement Plan with an update and recommended priority next steps.

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

Staff have identified priorities and categories each action item in the City of Merritt City Centre Improvement Plan under the categories of “Now”, “Next”, “On-going” or “Completed”. Action items highlighted in green are projects listing the City of Merritt as the key responsible organization to complete the project.

Options / discussion

1. THAT Council direct staff to commence the top 3 prioritized projects in the attached “City Centre Project Updates” document, under the categories of “Marketing and Communications Plan”, “Place and Space” and “Coordinate with Local Partners”, using the \$100,000 allocated for downtown revitalization in this year’s budget;

AND THAT Council direct staff to budget for the recommended “Now” projects in the 2020-2024 Financial Plan.

2. THAT Council direct staff to bring the recommended “Now” items listed in the attached “City Centre Plan Project Updates” document during the upcoming 2020 budget discussion.
3. THAT Council receive this report for information.

Financial / Risk Implications:

Council currently has \$100,000 allocated in for “Downtown Revitalization” in the 2019 budget. Council could decide to spend some or all of this on the recommended “Now” items.

Attachments:

The following document is attached:

- City Centre Plan Project Updates

Respectfully submitted,

Will George
Economic Development and Tourism Manager

	Item #	Priority #	Strategic Focus	Responsible Organization	To be completed by:	Cost per 2008 Quote	Related Council Strategic Priority	Related City Strategic Plan	Project Update	Staff Identified Priorities
A.1	City Centre Board - Review Organization and Mandate	1	Process	City of Merritt	2008		Now #6: Downtown Revitalization Plan		Council currently reviewing the City Centre Improvement Plan. Staff report coming forward on Nov. 5 with suggestions for new tourism collaboration structure. Options available for additional staff report on additional City Centre board if required.	Now
A.2	Tourism Plan Implementation	1	Process	City of Merritt	2008 (on-going)		Now #6: Downtown Revitalization Plan	Tourism Plan 2007, Merritt and Nicola Valley Tourism Plan 2013/2014 and Tourism Asset Mapping Inventory	In 2013 Council accepted the 2013 Tourism Plan as a guiding document. In 2018 Council approved the Tourism Asset Mapping Inventory Report and recommendations. If the City of Merritt applies for the MRDT an additional 1-year action plan and a 5-year strategic plan would be required.	Completed and on-going
B.1	Window Displays	2	Promotion	Tourism and Economic Development	On-going		Now #6: Downtown Revitalization Plan		This program had been in the community and groups have been contacted regarding restarting the program. Funding was identified as required in order to proceed forward for materials. The City has identified all vacant buildings and would be able to assist an external organization and interested building owners.	Next
B.2	Events / Activity Calendar	1	Promotion	Chamber of Commerce / Merritt Marketing Group	On-going		Now #6: Downtown Revitalization Plan, Next Communications Strategic Plan and Next Marketing Strategy	City of Merritt Economic Development Action Plan	In 2016, with the creation of the Tourism Merritt content, the Merritt Events Calendar was created and is currently displayed on over 12 different websites in the community including: City of Merritt, Tourism Merritt, Community Futures Nicola Valley, Merritt Chamber and the Merritt Herald. This community events calendar is open for all to contribute to and managed through the City of Merritt.	Completed and on-going
B.3	Downtown Tours	3	Promotion	City Centre Board (Sub-Committee)	On-going		Now #6: Downtown Revitalization Plan		Maps and brochures have been created such as the downtown Walking Tour map, Canadian Country Music Hall of Fame Downtown attractions brochures. In 2019 the Tourism Ambassadors created the Downtown Merritt Brochure updated and is currently distributed to visitors and tour buses. The City of Merritt also encourages private business to assist in this space where possible.	On-going
B.4	Heritage Building Tours and Directories	2	Place	Heritage Commission	2009		Now #6: Downtown Revitalization Plan		Brochures and self-guided tours are promoted online and in printed material such as the annual Merritt Visitor Guide.	On-going
B.5.1	Additional "Walk of Stars" Plaques	2	Place	Walk of Stars	On-going		Revitalization Plan			On-going
B.5.2	Signage	2	Promotion	Walk of Stars	On-going		Revitalization Plan			On-going
B.5.3	"Walk of Stars" Directory	2	Place	Walk of Stars	2010		Now #6: Downtown Revitalization Plan		Brochures and self-guided tours are promoted online and in printed material such as the annual Merritt Visitor Guide.	On-going
B.6	Music and Entertainment	2	Place	Various	On-going		Now #6: Downtown Revitalization Plan		"Music in the Park" has changed to "Music in the Square" and relocated to Spirit Square. The Merritt Chamber has established the Merritt Summer Nights Market downtown and has just completed its 2nd year.	On-going
B.7	Getting People Downtown	1	People / Place	City of Merritt	On-going		Now #6: Downtown Revitalization Plan		The City of Merritt in 2017 installed new signage at the Voght St. archway directing people "Downtown Ahead". The City has a membership with the Destination Development Association to provide the Roger Brooks "Downtown Revitalization" webinars. The City along with partnering organizations have created and distributed online and printed materials encouraging visitation to downtown Merritt. Economic growth and downtown residential units are encouraged. New features include the apartments at 1801 Coldwater Avenue and new businesses such as the "Empty Keg Brewhouse".	On-going
B.8	Pride	2	Place	Board	On-going		Revitalization Plan		See above	On-going
B.9	Communication / Marketing Plan	1	Promotion	City Centre Board	2009		Revitalization Plan, Next Communications Strategic Plan and Next Marketing Strategy		A staff report will follow on Oct. 29th on current marketing activities and audiences with discussion for direction on future activities.	Now

	Item #	Priority #	Strategic Focus	Responsible Organization	To be completed by:	Cost per 2008 Quote	Related Council Strategic Priority	Related City Strategic Plan	Project Update	Staff Identified Priorities
B.10	Promotional Materials and Branding	2	Promotion	City Centre Board	2009		Now #6: Downtown Revitalization Plan and Next Marketing Strategy		The City of Merritt purchases and distributes promotional material on an annual base. Promotional products include: guitar picks, coffee mugs, pens, notepads, phone cases, shopping bags, postcards etc. These promotional materials are branded according to the City of Merritt and Tourism Merritt marketing and targeted audiences. The Merritt Visitor Centre at the Baillie House has a larger section of souvenirs available for locals and visitors.	On-going
B.11	Town Hall Meetings	2	Process	City Centre Board	Summer 2008 and on-going		Revitalization Plan, Next Communications Strategic Plan and Next Marketing Strategy		Related Open Houses are scheduled are required for strategic plans and community consultation projects.	On-going
C.1	Gateways	2	Place	City of Merritt	2011 (one per year)	\$15,000-\$20,000	Now #6: Downtown Revitalization Plan		In 2017 a new banner was installed at the Voght archway highlighting downtown ahead. \$12,000 was allocated in 2019 for the Voght Street archway repairs, staining and lights.	Now
C.2	Façade Program	2	Place	City of Merritt (Façade Committee)	On-going		Now #6: Downtown Revitalization Plan		The City of Merritt encourages new developments to apply for the Revitalization Tax Exemption Program. Part of this program involves a tax exemption for the enhancement of building facades.	On-going
C.3	Legacy Square	1	Place	City of Merritt and Walk of Stars	2008		Now #6: Downtown Revitalization Plan		The Legacy Square in Downtown Merritt has been completed, but recent conversations with community members have brought up additional pieces in the original design which were not finalized. These include a granit Coyote statue and a fountain salmon. Additional signage to identify "Spirit Square" and wood chainsaw carvings could also be added to the public space.	Now
C.4	North Entry Enhancement	2	Place	City of Merritt	2010		Now #6: Downtown Revitalization Plan		The City of Merritt is currently exploring options for a Voght Street Corridor Traffic Study. The City of Merritt has received funding for entrance signage and is currently working with the Merritt Chamber for a new sign at DeWolf Way including a community map and business listings.	Now
C.5	Concept Plan for Heritage Plaza (adjacent CIBC)	2	Place	City of Merritt / City Centre Board	2010	\$10,000-\$20,000	Now #6: Downtown Revitalization Plan		The City of Merritt is currently reviewing opportunities for a downtown park/plaza. Land acquisition funds would be required during budget discussions in 2020.	Now
C.6.1	Voght Street - Phase 1	1	Place	City of Merritt	2009	\$1,000,000	Revitalization Plan			Next
C.6.2	Voght Street - Phase 2	2	Place	City of Merritt	2009	\$300,000	Revitalization Plan			Next
C.6.3	Voght Street - Phase 3	3	Place	City of Merritt	2012	\$400,000	Revitalization Plan			Next
C.7	Quilchena Ave. - Phase 1	1	Place	City of Merritt	2008	000 - \$150,000 per block	Revitalization Plan		Annual funding allocated for tree and bench replacement.	On-going
C.8	Nicola Ave. Streetscape	4	Place	City of Merritt	Post 2013	\$150,000/block	Revitalization Plan		New Nicola medium created and updated in 2018.	On-going
C.9	Granite Ave.	2 & 4	Place	City of Merritt	2010 (Phase 1)	\$200,000	Revitalization Plan			On-going
C.10	Coutlee Ave.	4	Place	City of Merritt	Post 2013	\$200,000	Revitalization Plan			On-going
C.11.1	Garcia St. - Phase 1	3	Place	City of Merritt	Post 2013	\$450,000	Revitalization Plan			On-going
C.11.2	Garcia St. - Phase 2	4	Place	City of Merritt	Post 2013	\$100,000	Revitalization Plan			On-going
C.12	Charters St.	4	Place	City of Merritt	Post 2013	\$400,000	Revitalization Plan			On-going
C.13	Merritt Ave.	4	Place	City of Merritt	Post 2013	\$100,000	Revitalization Plan			On-going
C.14	Public Art Projects	2	Place	Arts Council	On-going		Now #6: Downtown Revitalization Plan		City Staff report was brought forward on Public Art in Merritt as related to chainsaw carvings, Walk of Star handprints and the addition of a strategy for new public art in the community.	On-going
C.15	Mural Program	1	Place	Walk of Stars	On-going		Revitalization Plan			On-going
C.16	Directory and Signage Program	2	Place	City of Merritt	2010 (on-going)		Now #6: Downtown Revitalization Plan	City of Merritt Wayfinding Signage Strategy	The City of Merritt Wayfinding Signage Strategy (2016) was completed in 2018. Additional signage grant funding has been received for entrance signage, trail signage and banner signage. Each Merritt Business Walk has identified signage as a top item for the City of Merritt to address.	Completed and On-going

	Item #	Priority #	Strategic Focus	Responsible Organization	To be completed by:	Cost per 2008 Quote	Related Council Strategic Priority	Related City Strategic Plan	Project Update	Staff Identified Priorities
C.17	Materials and Finishes Palette	1	Place	Board	2008		Revitalization Plan			Next
C.18.1	Laneway Enhancement	1	Place	City of Merritt	On-going		Revitalization Plan			Next
C.18.2	Sidewalk and Vacant Property Clean-up	2	Place	City of Merritt	On-going		Now #6: Downtown Revitalization Plan		On-going adopt a road program and recent Merritt Chamber Community Cleanup (2019).	On-going
C.18.3	Maintenance Program	2	Place	City of Merritt	implementation)		Revitalization Plan			On-going
C.19	Claybanks Park	1	Place	City of Merritt	2009		Now #6: Downtown Revitalization Plan	Parks, Recreation and Culture Master Plan	City staff are currently reviewing grant opportunities for additional trails connecting to the Riverwalk trail and Claybanks RV Park.	Next
C.20	Community Trail / Walkway Plan	1	Place	City of Merritt / Trail Committee / Rotary	2010		Now #6: Downtown Revitalization Plan	Parks, Recreation and Culture Master Plan	City staff are currently reviewing grant opportunities for additional trails connecting to pre-existing City trail. The City of Merritt has applied for a trail coordinator for the Nicola Valley.	Now
C.21	Consolidated Building Needs Program	1	Process	City Centre Board	2009		Now #6: Downtown Revitalization Plan		The City of Merritt has created an inventory of all facilities and event venues which will be released in 2020 on the Tourism Merritt website.	Now
C.22	Museum	1	Place	Walk of Stars	2008 - 2010		Revitalization Plan			Next
C.23	Downtown Improvement Office	3	Process	City Centre Board	2012		Revitalization Plan			Next
C.24	Improve Access to Museum	1	Place	Museum / City of Merritt	2009		Now #6: Downtown Revitalization Plan		Additional signage was created directing visitors through the Wayfinding signs as well as separate signs the Nicola Valley Museum places at the Railyard mall. Additional museum signage with City support has been requested by the Merritt Library.	Now
C.25	Public Washrooms	2	Place	City of Merritt	2010		Now #6: Downtown Revitalization Plan		Public Washroom have been discussed at a May 2019 Council Meeting as a priority. Funding from the \$100,000 allocated for downtown revitalization could be used for downtown washrooms. Example images from other communities are included.	Now
C.26	Recreation Vehicle Parking	2	Place	City of Merritt	Summer 2009		Now #6: Downtown Revitalization Plan		Recreation Vehicle parking at the Civic Centre along with flashing lights crossing Voght has been identified as required.	Next
D.1	Engaging Youth	1	People	City Centre Board / City of Merritt / Youth Resources	On- going (by Summer 2008)		Now #6: Downtown Revitalization Plan and Now #5: Youth Advisory Committee		Merritt Youth Advisory Committee currently seeking youth applicants age 14 - 24 until Nov. 15, 2019. The Merritt Youth Entrepreneur Program is currently in its second year through a partnership with the City of Merritt, Community Futures Nicola Valley and School District 58.	On-going
D.2	Recognition Program	1	Promotion	City Centre Board / Communities in Bloom / City of Merritt	Summer 2008 (on-going)		Now #6: Downtown Revitalization Plan		International Volunteer Appreciation Day April 20, the City of Merritt is currently looking to organize an event for 2020. Communities in Bloom is not currently in the City of Merritt.	On-going
D.3	Development Incentives for Downtown Promotion of Business	2	Process	City of Merritt	2009 / 2010		Now #6: Downtown Revitalization Plan and Next Development Cost Charges		The City of Merritt is currently looking into Revitalization Zone options.	Now
D.4	Improvement Association Establishment	1	Process	Business Community	2008		Now #6: Downtown Revitalization Plan			Next
D.5	Coordinate Marketing with Hotel/Motel Association	2	Process / Partners	City Centre Board / Hotel Association	2009		Now #6: Downtown Revitalization Plan		Staff report and presentation to follow on Nov. 5 on MRDT and collaboration options with the Merritt and Nicola Valley Destination Marketing Society.	Now

	Item #	Priority #	Strategic Focus	Responsible Organization	To be completed by:	Cost per 2008 Quote	Related Council Strategic Priority	Related City Strategic Plan	Project Update	Staff Identified Priorities
A.1	City Centre Board - Review Organization and Mandate	1	Process	City of Merritt	2008		Now #6: Downtown Revitalization Plan		Council currently reviewing the City Centre Improvement Plan. Staff report coming forward on Nov. 5 with suggestions for new tourism collaboration structure. Options available for additional staff report on additional City Centre board if required.	Now
B.9	Communication / Marketing Plan	1	Promotion	City Centre Board	2009		Revitalization Plan, Next Communications Strategic Plan and Next Marketing Strategy		A staff report will follow on Oct. 29th on current marketing activities and audiences with discussion for direction on future activities.	Now
C.1	Gateways	2	Place	City of Merritt	2011 (one per year)	\$15,000-\$20,000	Now #6: Downtown Revitalization Plan		In 2017 a new banner was installed at the Voght archway highlighting downtown ahead. \$12,000 was allocated in 2019 for the Voght Street archway repairs, staining and lights.	Now
C.3	Legacy Square	1	Place	City of Merritt and Walk of Stars	2008		Now #6: Downtown Revitalization Plan		The Legacy Square in Downtown Merritt has been completed, but recent conversations with community members have brought up additional pieces in the original design which were not finalized. These include a granite Coyote statue and a fountain salmon. Additional signage to identify "Spirit Square" and wood chainsaw carvings could also be added to the public space.	Now
C.4	North Entry Enhancement	2	Place	City of Merritt	2010		Now #6: Downtown Revitalization Plan		The City of Merritt is currently exploring options for a Voght Street Corridor Traffic Study. The City of Merritt has received funding for entrance signage and is currently working with the Merritt Chamber for a new sign at DeWolf Way including a community map and business listings.	Now
C.5	Concept Plan for Heritage Plaza (adjacent CIBC)	2	Place	City of Merritt / City Centre Board	2010	\$10,000-\$20,000	Now #6: Downtown Revitalization Plan		The City of Merritt is currently reviewing opportunities for a downtown park/plaza. Land acquisition funds would be required during budget discussions in 2020.	Now
C.20	Community Trail / Walkway Plan	1	Place	City of Merritt / Trail Committee / Rotary	2010		Now #6: Downtown Revitalization Plan	Parks, Recreation and Culture Master Plan	City staff are currently reviewing grant opportunities for additional trails connecting to pre-existing City trail. The City of Merritt has applied for a trail coordinator for the Nicola Valley.	Now
C.21	Consolidated Building Needs Program	1	Process	City Centre Board	2009		Now #6: Downtown Revitalization Plan		The City of Merritt has created an inventory of all facilities and event venues which will be released in 2020 on the Tourism Merritt website.	Now
C.24	Improve Access to Museum	1	Place	Museum / City of Merritt	2009		Now #6: Downtown Revitalization Plan		Additional signage was created directing visitors through the Wayfinding signs as well as separate signs the Nicola Valley Museum places at the Railyard mall. Additional museum signage with City support has been requested by the Merritt Library.	Now
C.25	Public Washrooms	2	Place	City of Merritt	2010		Now #6: Downtown Revitalization Plan		Public Washroom have been discussed at a May 2019 Council Meeting as a priority. Funding from the \$100,000 allocated for downtown revitalization could be used for downtown washrooms. Example images from other communities are included.	Now
D.3	Development Incentives for Downtown	2	Process	City of Merritt	2009 / 2010		Revitalization Plan and Next Development Cost Charges		The City of Merritt is currently looking into Revitalization Zone options.	Now
D.5	Coordinate Marketing with Hotel/Motel Association	2	Process / Partners	City Centre Board / Hotel Association	2009		Now #6: Downtown Revitalization Plan		Staff report and presentation to follow on Nov. 5 on MRDT and collaboration options with the Merritt and Nicola Valley Destination Marketing Society.	Now

	Item #	Priority #	Strategic Focus	Responsible Organization	To be completed by:	Cost per 2008 Quote	Related Council Strategic Priority	Project Update	Staff Identified Priorities

Marketing and Communications Plan

B.9	Communication / Marketing Plan	1	Promotion	City Centre Board	2009		Now #6: Downtown Revitalization Plan, Next Communications Strategic Plan and Next Marketing Strategy	A staff report will follow on Oct. 29th on current marketing activities and audiences with discussion for direction on future activities.	Now
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Place and Space

C.3	Legacy Square	1	Place	City of Merritt and Walk of Stars	2008		Now #6: Downtown Revitalization Plan	The Legacy Square in Downtown Merritt has been completed, but recent conversations with community members have brought up additional pieces in the original design which were not finalized. These include a granite Coyote statue and a fountain salmon. Additional signage to identify "Spirit Square" and wood chainsaw carvings could also be added to the public space.	Now
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C.25	Public Washrooms	2	Place	City of Merritt	2010		Now #6: Downtown Revitalization Plan	Public Washroom have been discussed at a May 2019 Council Meeting as a priority. Funding from the \$100,000 allocated for downtown revitalization could be used for downtown washrooms. Example images from other communities are included.	Now

Coordinate with Local Partners

D.5	Coordinate Marketing with Hotel/Motel Association	2	Process / Partners	City Centre Board / Hotel Association	2009		Now #6: Downtown Revitalization Plan	Staff report and presentation to follow on Nov. 5 on MRDT and collaboration options with the Merritt and Nicola Valley Destination Marketing Society.	Now
A.1	City Centre Board - Review Organization and Mandate	1	Process	City of Merritt	2008		Now #6: Downtown Revitalization Plan	Council currently reviewing the City Centre Improvement Plan. Staff report coming forward on Nov. 5 with suggestions for new tourism collaboration structure. Options available for additional staff report on additional City Centre board if required.	Now

Public Washroom Examples

City of Vernon



City of Nelson





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