



AGENDA

CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, November 12, 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 - October 22, 2019

4

Recommendation:

THAT the Minutes of the Regular Council Meeting held on October 22, 2019 be adopted

5. PUBLIC HEARING

5.1 Public Hearing

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Enbridge Operations Update

10

Presentation by Mark Amundrud, Senior Advisor Community Engagement and Kelly Griffith, Senior Advisor Lands and Right of Way

6.2 Work BC - Thriving Communities Labour Market Study

Presentation by Julie Bayman, Program Manager/Business Coach for Work BC

7. UNFINISHED BUSINESS

8. BYLAWS

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

25

Recommendation:

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

9. NEW BUSINESS

9.1 2019 Third Quarter Report for the Merritt Visitors Centre at the Baillie House

26

Recommendation:

THAT Council the 2019 Third Quarter Report for the Merritt Visitors Centre at the Baillie House for information only.

9.2 Community Wellness and Harm Reduction Grant Application

32

Recommendation:

THAT Council directs staff to apply for the 2020 Community Wellness and Harm Reduction Grant for \$50,000 and supports the proposed projects.

9.3 Bylaw Notice Enforcement

51

Recommendation:

THAT Council direct staff to bring forward a report and draft bylaw to implement a Bylaw Notice Enforcement scheme in the City of Merritt;

AND THAT Council direct staff to inform the Lt. Governor of the forthcoming bylaw so that regulations can be prepared, adding Merritt to the list of local governments permitted to operate the Bylaw Notice Enforcement system.

Recommendation:

THAT Council direct staff to submit grant funding applications to the Community Resiliency Investment (CRI) Program;

AND THAT Council direct administration to provide overall grant management.

9.5 CAO Update

10. NOTICES OF MOTION

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

13. TERMINATION OF MEETING



MINUTES
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

PRESENT:

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

IN ATTENDANCE:

Mr. S. Hildebrand, Chief Administrative Officer
Mr. S. Smith, Director of Corporate Services
Ms. S. Thiessen, Director of Finance & IT
Mr. W. George, Tourism & Economic Development Manager
Mr. W. Anderson, Financial Services Manager

1. CALL TO ORDER

1.1 Call to Order

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

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

Moved, Seconded, CARRIED

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

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.

Moved, Seconded, CARRIED

3. **PUBLIC INPUT**

4. **ADOPTION OF MINUTES**

4.1 **Regular Council Meeting Minutes - October 8, 2019**

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

Moved, Seconded, CARRIED

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.

Craig Gray, of 1951 Merritt Ave, presented to Council regarding potential alterations that could be made to Voght Street, particularly making Voght a one way street from Voght to Quilchena. He suggested that the current regime was unsuitable and unsafe for pedestrians.

Mr. Gray also requested that Council create a citizens' water committee, to assist Council in gathering and assessing information about water.

7. UNFINISHED BUSINESS

8. BYLAWS

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

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

Moved, Seconded, CARRIED

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

Moved, Seconded, CARRIED

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

Moved, Seconded, CARRIED

9. NEW BUSINESS

9.1 Memorandum of Understanding

Sean Smith presented to Council on how this project has advanced to this point and the purpose of the MOU, to establish a framework that encourages mutual discussion and respect and creativity between First Nation and Local governments in the Nicola Valley, to work through shared concerns and opportunities.

THAT Council endorse the attached Memorandum of Understanding (MOU) between the Upper Nicola Band of the Okanagan (Syilx) Nation, the Lower Nicola, Coldwater, Nooaitch, 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

Moved, Seconded, CARRIED

9.2 Grant in Aid Policy Revisions

Sheila presented the Grant in Aid Policy amendments that Council requested from the Committee of the whole meeting that took place on October 16, 2019.

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

Moved, Seconded, CARRIED

9.3 UBCM Community Emergency Preparedness Fund – Grant Application

Council discussed the significant costs associated with this project, but Sheila Thiessen noted that this estimate is on the high side and that the City is exploring options to reduce the overall cost of this work.

Council collectively expressed the importance of this project.

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 flood mitigation project;

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

Moved, Seconded, CARRIED

9.4 City Centre Improvement Plan Update

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.

Moved, Seconded, CARRIED

9.5 CAO Update

Scott presented to Council regarding items from Economic Development, Public Works, Finance and Human Resources

10. NOTICES OF MOTION

Councillor White made the following notice of motion:

THAT Council direct staff to prepare a report regarding options for bringing back a recycling depot in the City of Merritt.

11. REPORTS FROM COUNCIL

12. INFORMATION ITEMS

12.1 Strategic Planning Priorities

13. TERMINATION OF MEETING

The Mayor declared the meeting ended at 8:16pm

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



City of Merritt Enbridge Operations Update

November 5, 2019



- | | |
|---|---|
| — Liquids Pipeline | ▼ LNG Facility |
| - - - Liquids Pipeline (proposed) |  Rail |
| — Natural Gas Transmission Pipeline | — Power Transmission |
| — Natural Gas Gathering Pipeline |  Renewable Energy |
| — Natural Gas Liquids Pipeline |  Gas Processing Plant |
|  Crude Storage or Terminal |  Gas Distribution Service Territory |
|  Gas Storage Facility |  Affiliated Gas Distribution Territory |
|  NGL Storage Facility | |

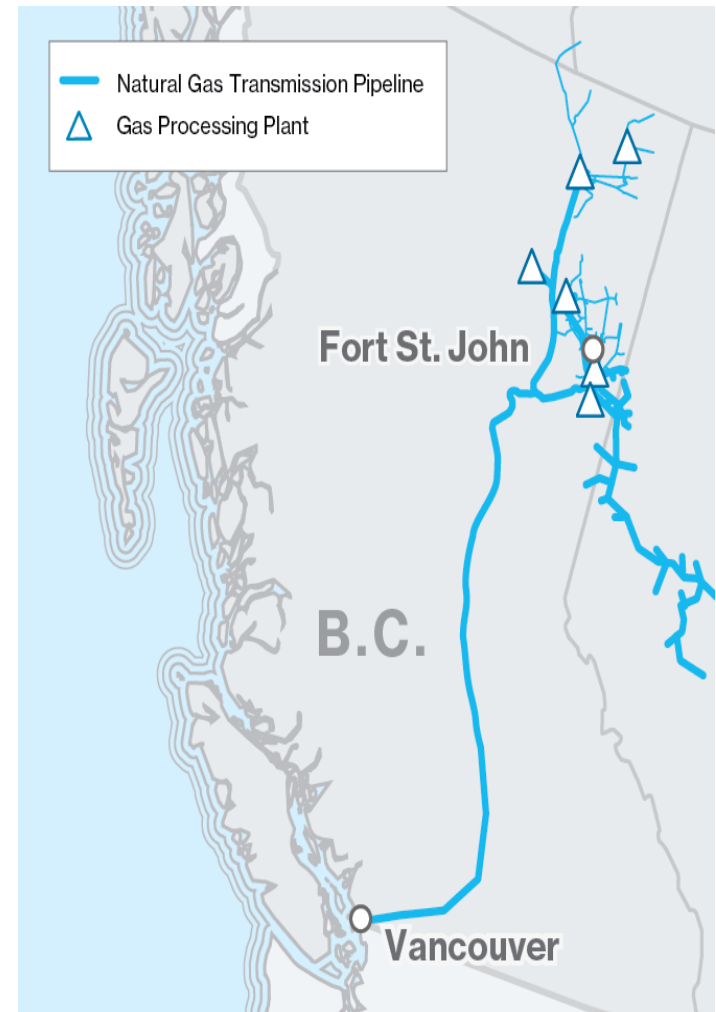
Operations in British Columbia



Six decades of safe and reliable operations

- Our facilities have been the backbone of the natural gas sector in British Columbia (B.C.) for more than 60 years
- Gas is used to:
 - Heat homes, hospitals, businesses and schools
 - Electric power generation
 - Industrial and manufacturing processes that produce hundreds of products that improve our daily lives

We help to fuel people's quality of life by connecting them with the energy they need to live their lives.



Community Investment in British Columbia



Economic spinoffs that stimulate the economy

Our procurement spending across B.C. exceeded \$1.5 billion in 2018



We work and live in your community

Our B.C. workforce included 683 employees and provisioned contractors at the end of 2018



We work and live in your community

We paid \$64M in base salary to our B.C.-based permanent and temporary employees in 2018



Invested in your community

We spent \$140,200 on community-strengthening initiatives across B.C. in 2018

At Enbridge, we believe a community belongs to everyone who lives there. And, no matter who we are or where we live, all of us want to make life better for our families, our friends, our neighbours and ourselves.

Economic Impact to British Columbia

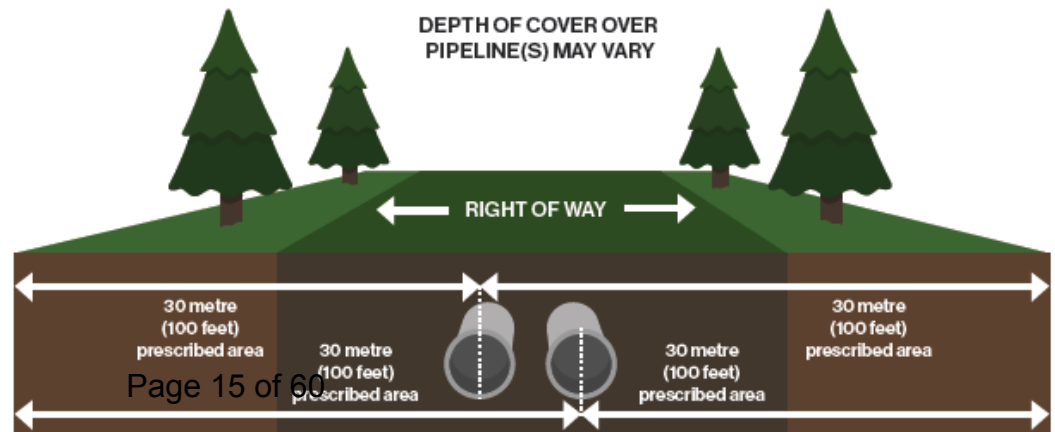


Tax Revenue and Economic Spinoffs (2018):

- \$74.9 million in property tax across B.C. for our energy projects, pipelines and related facilities (such as compressor stations).
- \$89.8 million in other taxes (including carbon tax, payroll tax, fuel tax, and excise tax) across B.C.
- \$877.1 million on capital expenditures in B.C., on such items as pipe steel, equipment purchases and replacement, system integrity-related investments, and capital leases.
- \$657.8 million on operating and administrative expenditures in B.C., such as maintenance costs, equipment leases, power consumption, and field personnel salaries and wages.
- 683 B.C.-based permanent and temporary employees, and provisioned contractors.
- More than \$64 million in base salary paid to our B.C.-based permanent and temporary employees—much of that injected directly into the provincial economy.

About Natural Gas and Transmission Pipelines

- Enbridge's natural gas transmission system only transports sweet gas
 - Lighter than air
 - Colourless and non-toxic
 - Has a slight petroleum or hydrocarbon smell
- The tract of land above a pipeline is known as a right-of-way
 - Typically cleared of trees, most vegetation, buildings, and other structures
 - Can be identified by the above-ground pipeline markers



Enbridge Safety and Operations

Integrity Dig Program



- Enbridge is in the business of safety and prevention is a key element of our multi-pronged approach to pipeline and facility safety – and preventative integrity digs are a critical component of our prevention program.
- A maintenance dig involves physically examining the integrity of the pipe segment to determine if a repair or other action is needed.
- Our goal is to return all lands back to their original state once work is completed.



1,081

In 2018, we conducted 1,081 preventative maintenance digs across our natural gas pipeline infrastructure.

This ongoing preventative maintenance program is the most extensive in the history of the North American pipeline industry.

In the three-year period from 2016 through 2018, we spent C\$3.7 billion on programs that help us to maintain the fitness of our pipeline infrastructure across North America.

Upgrade Work is Necessary

Pipeline Segment Replacements:

- As population densities increase within proximity to existing pipelines, some pipe segments require replacement in order to meet more stringent design criteria associated with more populous locations.

Crossover Assembly Additions:

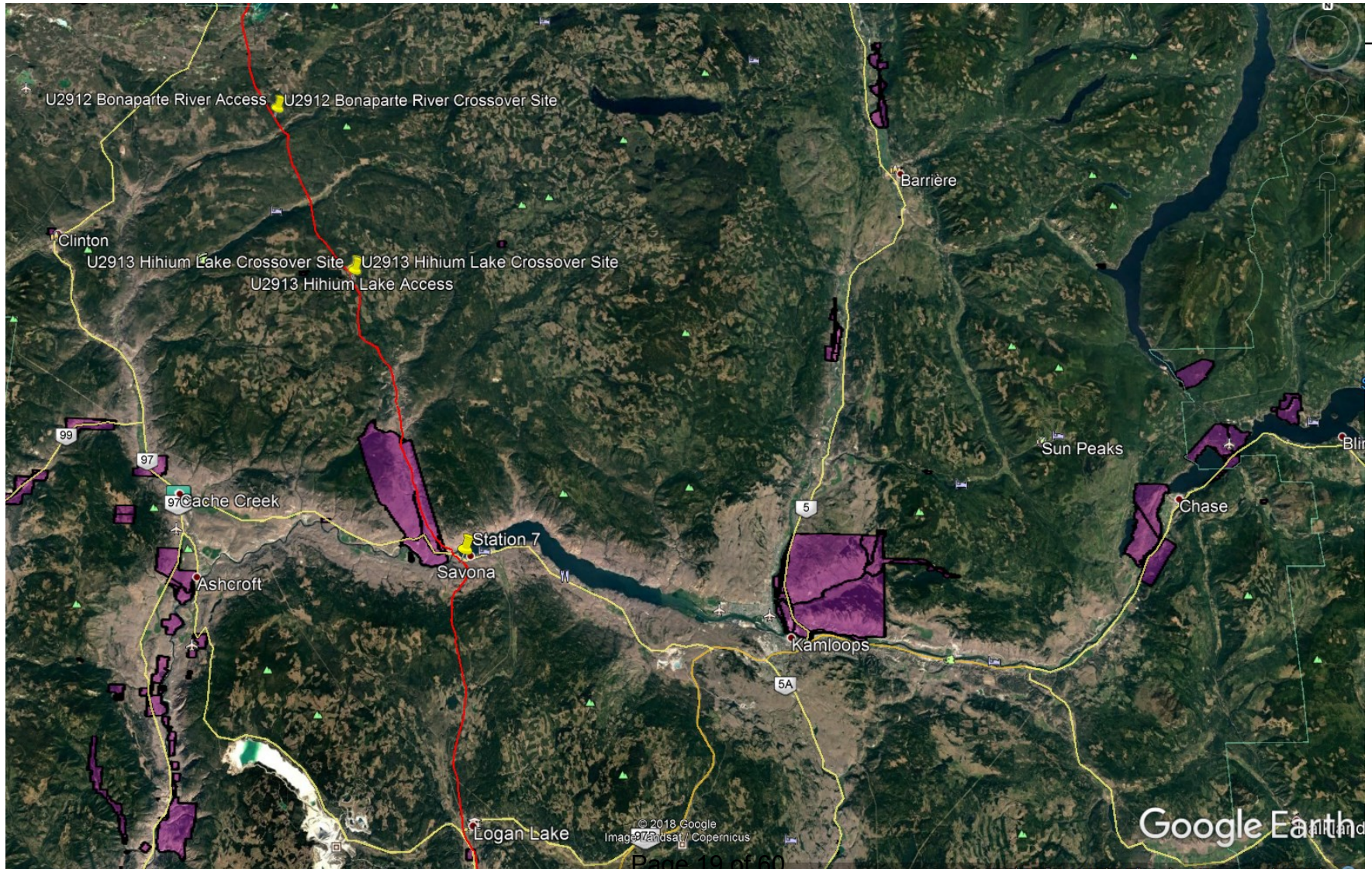
- New crossovers are installed at intervals along the system to allow for more efficient and safe execution of pipeline integrity investigations and maintenance operations.
- New crossovers may also be required to comply with more stringent isolation valve spacing regulations in areas of increased population density.

Compressor Station Upgrades:

- Replace aging, outdated equipment with new, more efficient units.



Bonaparte & Hihium Crossovers



Logan Lake Gas Pipeline Replacement Project



Logan Lake:

- Enbridge plans to replace 900m of 30" & 36" natural gas pipeline in the 2020 or 2021 construction season.
- Late summer or fall of this year Enbridge will conduct an archaeological impact assessment (AIA) and environmental field screening for the project.
- Once started, construction will take approximately 3 months to complete.



Mainline Class Location Program and City Planning



As your community grows near the transmission system, a class location change may be triggered by the Canadian Safety Authority (CSA-Z662-15). This is important to consider when creating your official community plan.

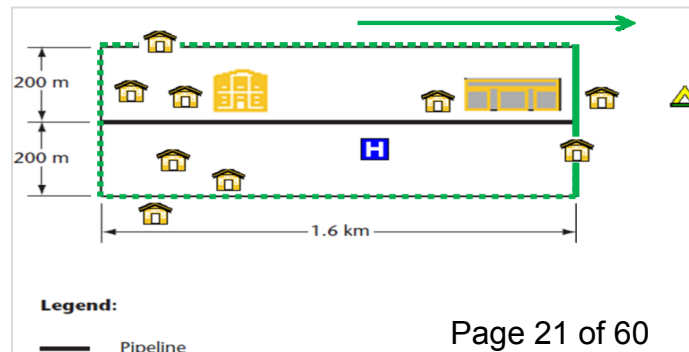
Class locations are determined on the basis of assessment areas that are 400 m wide by 1.6km long. They take into account all buildings, dwelling units, places of public assembly, and industrial installations contained within this area.

Past location changes:

2016 and 2017 a class location change occurred in Lac La Hache.

2017 a class location changed occurred at Deep Creek.

In 2021 a class location change is planned for 108 Mile Lake to approximately 200 meters of 36-inch pipeline. Field work including archaeology is planned for Spring 2020.



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Class Location Assessments are required by the Canada Energy Regulator (formerly NEB) and Canadian Standards Association to identify areas of potential upgrade to a pipeline due to population density growth.

T-South Reliability & Expansion Program

T-South Reliability and Expansion Program



Program Scope

- **New compressor units** and associated equipment to support their operation will be installed at five existing compressor stations. Modifications proposed to existing compressors at two other stations and one meter station.
- The **new compressor units** being installed include the addition of a new gas cooler to accompany the compressor unit.
- As natural gas is compressed, its pressure and temperature increases. A gas cooler decreases its temperature before the gas is returned to a pipeline to ensure it does not negatively affect the pipeline system.
- All work associated with the new units will take place on Enbridge property.



Questions & Answers

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 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 22 day of October, 2019

READ A SECOND TIME THIS 22 day of October, 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



Report

City of Merritt
REGULAR Council Meeting
November 12, 2019

File Number: 2240.48

To: Scott Hildebrand, Chief Administrative Officer

From: Will George, Economic Development & Tourism Manager

Date: November 6, 2019

Subject: 2019 Third Quarter Report for the Merritt Visitors Centre at the Baillie House

RECOMMENDATION:

THAT Council the 2019 Third Quarter Report for the Merritt Visitors Centre at the Baillie House for information only.

Executive Summary:

In the third quarter of 2019, from July to September 13,591 visitors stopped at the Merritt Visitor Information at the Baillie House. This was the busiest quarter the Visitor Centre has experienced to date and represented a 2.2% increase over the number of visitors in 2018 and 30.5% more visitors than in the third quarter of 2017.

The Merritt Visitor Centre at the Baillie House was open from 10 am to 6 pm every day of the third quarter of 2019, for a total of 736 hours during the 3-month period.

During this quarter, the Nicola Valley Heritage Society added two summer students and a part time employee to their staff. There were three staff members on-site from Wednesday through Saturday, the busiest days of the season. During this period, the Nicola Valley Heritage Society provided 1,528 person-hours of employment.

Background:

See Visitor Statistics from the 2019 Third Quarter Submission.

Options / discussion

N/A

Financial / Risk Implications:

N/A

Strategic Plan Reference:

The below tourism related tactics are identified in the NOW section of Council's Strategic Priorities:

- #3. Economic Development Strategy: Review / Direction
- #6. Downtown Revitalization Plan: Terms of Reference

The following tourism related items are listed in the NEXT section of Council's Strategic Priorities:

- Communication Strategic Plan: Framework

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

Others Consulted:

N/A

Attachments:

2019 Third Quarter Report for the Merritt Visitor Centre at the Baillie House.

Respectfully submitted,

Will George
Economic Development, Communications and Tourism Manager



Merritt Visitor Information @ Baillie House

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STAFFING.....	2
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LOOKING AHEAD TO THE NEXT QUARTER	4

Executive Summary

The third quarter of 2019 was the busiest quarter that the Visitor Centre at the Baillie House has experienced. A total of 13,591 visitors stopped at our site in the third quarter of 2019.

A total of 26,472 visitors have stopped at the Baillie property over the first 9 months of 2019. This is 1,642 more visitors than the first 9 months of 2018 and 6,217 more than the same period in 2017.

New visitors to our downtown continue to arrive at our site to find out what Merritt has to offer. Short walks with their children and/or dogs continue to be popular attractions (as well as picnic areas and restaurants).

Dates and Hours of Operation

The Merritt Visitor Centre at the Baillie House was open from 10 am to 6 pm every day of the third quarter of 2019. We were open for a total of 736 hours over this period. The Visitor Centre was open for all statutory holidays.

Staffing

During July and August, the Visitor Centre at the Baillie House was staffed by Sandy Curnow, the on-site manager for 4 days each week. One staff member worked also worked 4 days each week. A part-time person worked two days per week. Two summer students each worked for 4 days per week. As a result, there were 2 people every Sunday, Monday and Tuesday each week. There were 3 staff on-site from Wednesday through Saturday (the busiest days). Beginning on September 2nd there was one staff member present every day with assistance from volunteers on busier days. Volunteers also helped to cover lunch hours from Sunday to Tuesday. They were also present every Wednesday to Saturday throughout this quarter.

The Nicola Valley Heritage Society provided 1528 person-hours of employment over this 3-month period.

Visitor Statistics

Visitor Stats Third Quarter 2019 vs Third Quarter 2018						
	July 2019	August 2019	September 2019	Third Quarter Total 2019	Third Quarter Total 2018	% Difference - / +
Visitor Parties	2,381	2,464	1,804	6,649	6,623	+0.4%
Visitors	4,946	4,870	3,775	13,591	13,294	+2.2%
Tour Buses	0	0	0	6	6	0.0%

The third quarter of 2019 saw a 2.2% increase in visitors when compared to the numbers in 2018. This is 30.5% more than the number of visitors for the third quarter of 2017. As soon as temperatures began to warm in the spring, the number of visitors to downtown Merritt began to increase.

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

B.C.	53%
Alberta	19%
Europe	11%
U.S.	6%
Rest of Canada	5%
Asia/Australia	5%
Other (mainly New Zealand)	1%

Nearly three quarters of the visitors were only in Merritt for part of a day:

Same day	69%
One night	20%
2 nights	7%
3 nights or more	4%


The majority of visitors utilized our site facilities:

Site Facilities (washroom, food, tour, etc)	47%
Maps/directions	19%
Food/Beverage	10%
Attractions	8%
Adventure Recreation	5%
Shopping	5%
Events	2%
Accommodation	2%
Community Services	1%
Parks	1%

The weather was variable over this 3-month period. Early in the summer the weather was warm but with rain about once every week. Then in August it became hot and dry until well into September. As a result, the number of visitors in July and August was very similar to the numbers in 2018. September saw a significant rise in visitors compared to 2018. There were numerous European visitors every day in their RV's . The Visitor Centre is still the number one rated attraction in Merritt on Trip Advisor. Reviews can be read under "Things To Do in Merritt". Our site is described as "great, friendly centre", "must visit" and "felt like we were visiting family and friends!". Our staff site tours and the Visitor Centre have also been getting great reviews on Google where our Google page had 5,930 views in September.

Trends in Visitor Traffic

Just over half the visitors to downtown Merritt were from B.C. The number of Asian and European visitors coming into the Visitor Centre increased in the third quarter of 2019 compared to the numbers in 2018. Most visitors are just stopping for a part of one day. Hopefully if the visitors that come downtown will explore and see what Merritt has to offer other than fast food restaurants. Visitors regularly ask about local food and eateries. We have many repeat visitors to our site every day. Downtown Merritt continues to benefit from the closure of the Visitor Centre at Exit 286. People have discovered restaurants in 2018 and returned in 2019 to the downtown. The electric car charging station has been busier than ever this year. Demand for the fast charger has greatly increased the number of people electric car owners coming downtown.



Building, Grounds and Stakeholder Relations

- The gardens at the Baillie property continue to receive great reviews. Visitors appreciate that children and pets are safe to explore our grounds. Many visitors stay for more than an hour.
- Posters are put in the front windows of the VIB to publicize upcoming events for any groups that drop posters at our site. Some of these groups include the Nicola Valley Naturalists, Head Start program, Film Society, Community Garden, Catholic Women's League and Trinity United Church.

Looking Ahead to the Next Quarter

During the final quarter of 2019, the Heritage Society volunteers will participate in Country Christmas activities. This is also our fundraising season for 2020 expenses.

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



Report

City of Merritt
REGULAR Council Meeting
November 12, 2019

File Number: 1853

To: Scott Hildebrand, Chief Administrative Officer

From: Will George, Economic Development & Tourism Manager

Date: November 6, 2019

Subject: Community Wellness and Harm Reduction Grant Application

RECOMMENDATION:

THAT Council directs staff to apply for the 2020 Community Wellness and Harm Reduction Grant for \$50,000 and supports the proposed projects.

Background:

During UBCM, the City of Merritt was made aware of the Community Action Initiative (CAI), Ministry of Mental Health and Addictions (MMHA) and Overdose Emergency Response Centre (OERC) Community Wellness and Harm Reduction Grant opportunities. In response to this opportunity, City staff along with the City of Merritt Community Grant Writer has completed a grant application titled "Never Alone with Addiction" in preparation for the upcoming November 18th deadline.

The "Never Alone with Addiction" grant application is requesting \$50,000 to enhance knowledge, skills and resources for individuals, families and our community to reduce overdose deaths and reduce harms associated with substance use. A breakdown of milestones and action items to be completed if the funding is successful can be found on page 5 of the grant application. The project team includes representatives from: The City of Merritt Community Policing Office, Interior Health, ASK Wellness Society, Nicola Valley Shelter and Support Society and the Scw'exmx Community Health Services Society.

Options / discussion

1. Council approves the application for the 2020 Community Wellness and Harm Reduction Grant for \$50,000 and supports the proposed projects.
2. Council receives this report for information.

Financial / Risk Implications:

If successful, the City of Merritt would receive a grant for \$50,000. The City of Merritt and the project team organizations would be providing in-kind support as listed in the grant application. Staff time would be required to manage the project and report out on project updates.

Strategic Plan Reference:

The below tourism related tactics are identified in the NOW section of Council's Strategic Priorities:

- #3. Economic Development Strategy: Review / Direction
- #5. Youth Advisory Committee
- #6. Downtown Revitalization Plan: Terms of Reference

The following tourism related items are listed in the NEXT section of Council's Strategic Priorities:

- Communication Strategic Plan: Framework
- Official Community Plan Review: Terms of Ref.

City of Merritt Strategic Plans relating to Tourism includes:

- City of Merritt Economic Development Action Plan- 2014/2015
- City of Merritt Official Community Plan
- City of Merritt Parks, Recreation & Culture Master Plan – 2017
- Our Merritt: Age-Friendly Action Plan - 2016
- City of Merritt – City Centre Improvement Plan – 2008

Others Consulted:

- Marlene Jones, City of Merritt Community Policing Office
- Maja Karlsson, Interior Health
- Keri Cooke, ASK Wellness Society
- Andree Harley, Nicola Valley Shelter and Support Society
- Jim Adams, Scw'exmx Community Health Services Society

Attachments:

The following documents are attached:

- Community Wellness and Harm Reduction Grant Application sections 1-9
- Community Wellness and Harm Reduction Grant Application – NAWA – narrative

Respectfully submitted,

Will George

Economic Development, Communications and Tourism Manager

Community Wellness & Harm Reduction Grants

Eligibility Application

1. Organization overview
2. Project team
3. Project/Initiative
4. Initiative goals
5. Project plan
6. Project characteristics
7. OERC alignment
8. Proposed budget
9. Additional information
10. Submit

Organization overview

[? Ask a Question](#)

1. Contact information

Municipality *	City of Merritt		
Address *	2185 Voght St PO Box 189	City *	Merritt
Province *	British Columbia	Postal code *	V1K 1B8
Telephone *	250.378.4224	Website/Social media (optional)	https://www.merritt.ca/city-serv

2. Organization contacts

Application prepared by (name) *	Sarah Sandusky	Title *	Contract Grant Writer
Primary contact person			
Name *	Marlene Jones		
Telephone *	250.378.3955	Email *	cpo@merritt.ca
Secondary contact person			
Name *	Will George		
Telephone *	250.378.8619	Email *	wgeorge@merritt.ca

3. Organization profile

Is your community designated as rural and/or remote? *	Yes
Within which geographic health region are you located? *	Interior Health

4. Heard about grant

How did you hear about the Harm Reduction & Community	<input type="checkbox"/> CIA Newsletter <input type="checkbox"/> Social Media <input type="checkbox"/> Word of Mouth <input type="checkbox"/> News Media
---	---

Wellness grants? *

- ☐ MMHA Website
- ☒ UBCM
- ☐ Community Partner
- ☐ CAI Website
- ☐ Other

Other

[Go to next step](#)

Community Wellness & Harm Reduction Grants

Eligibility Application

1. Organization overview

2. Project team

3. Project/Initiative

4. Initiative goals

5. Project plan

6. Project characteristics

7. OERC alignment

8. Proposed budget

9. Additional information

10. Submit

Project team

[? Ask a Question](#)

- Please list the members of your Project Team (if known) and describe their roles/contributions within the Team
- All projects/initiatives must include a Regional Health Authority partner. **The Health Authority Partner identified in your application will receive a verification e-mail requesting their confirmation as a partner in this Community Wellness & Harm Reduction Project. They will have until November 8th, 2019 to respond to the verification e-mail. Please ensure that you have notified your Health Authority Partner that they have been identified in this application and will be contacted by the CAI.**
- Collaboration with community-based organizations, local First Nations communities and Indigenous service providers, and with PWLE / people who use drugs is encouraged.

Member name *	Member type *	Role/Responsibility *	Primary contact person *	
City of Merritt Community Policing Office	Other	Lead Applicant (Municipal Representative)	Marlene Jones	i x
Interior Health	Regional Health Authority	Harm Reduction Advisor	Maja Karlsson	i x
ASK Wellness Society	Not-for-profit organization	Community Collaborator	Keri Cooke	i x
Nicola Valley Shelter & Support Society	Not-for-profit organization	Community Collaborator	Andree Harley	i x
Scw'exmx Community Health Services Society	First Nations/Aboriginal Community	Community Collaborator	Jim Adams	i x
+ Add				

[Go to next step](#)

Community Wellness & Harm Reduction Grants

Eligibility Application

- 1. Organization overview
- 2. Project team
- 3. Project/Initiative
- 4. Initiative goals
- 5. Project plan
- 6. Project characteristics
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- 9. Additional information
- 10. Submit

Harm Reduction Project/Initiative

Ask a Question

1. Current harm reduction services

Does your local municipal region have existing harm reduction services or initiatives currently in place? *	<input type="text" value="Yes"/>
If yes, please indicate the number of years they have been in operation	<input type="text" value="13"/>
If yes, what organization has been running them (e.g., health authority, community agency).	Interior Health, Community Policing Office, ASK Wellness, Nicola \

2. Overview of initiative

Initiative title *	<input type="text" value="Never Alone With Addiction"/>
Please provide an overview of the harm reduction and community wellness initiative for which you are seeking funding *	Improve access by persons with substance use disorder to harm reduction and health and wellness services via a collaborative network of peer navigators and community organizations offering wrap-around addictions care, while creating stigma-reducing dialogue with the broader community of Merritt.
Does the project/initiative described above enhance an existing project/initiative? *	<input type="text" value="Yes, it will enhance an existing project/initiative"/>

3. Primary nature of initiative

What is the primary nature of your harm reduction project/initiative? *	<input type="text" value="One-time-only program enhancement or expansion"/>
Other - please list	<div></div>

Go to next step

Community Wellness & Harm Reduction Grants





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Initiative goals

 Ask a Question

- Please describe the main goals of the project or initiative you are seeking funding for.
- Relate these goals directly to the comprehensive package of interventions (Appendix A) and to the needs of your community.
- If funded, how will you know that your project has been a success? Note: Indicators need to be aligned with the comprehensive package outcomes.

Main goal/objective *	Intended outcome (based on comprehensive package) *	
Reduce the number of overdose deaths in Merritt	1. Overdose Prevention: Develop a collaborative network of community agencies to address barriers in access to addiction care services; Divert youth at risk. 2. Acute Overdose Risk Case Management: Identify persons at risk of overdose to provide wrap-around harm reduction support. 3. Cultural Safety and Humility: Collaborate with Indigenous communities and service providers in project planning, training and delivery.	 
Reduce harms associated with substance use in Merritt	1. Social Stabilization, Peer Empowerment and Employment: Train and employ peer navigators to help address service gaps; Employ individuals who use substances in community projects. 2. Addressing Stigma, Discrimination and Human Rights: Improve harm reduction awareness and reduce stigma within the community via public education and building relationships with local businesses.	 
+ Add		

 Go to next step

Community Wellness & Harm Reduction Grants

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Project plan

[? Ask a Question](#)

1. Actions

Please summarize your project or initiative's **main** actions. If you are proposing a project/initiative that includes multiple small projects, please list each project and summarize their main activities.

Constituent project *	Main activities/actions *	
Never Alone With Addiction	Multi-stakeholder health & wellness network Peer navigators Resource kits Community dialogue	i x
+ Add		

2. Milestones

What is your working project/initiative plan throughout the term of the grant (Dec 2019-Dec 2020)? Detail the major project milestones and the anticipated timeframe in the table below.

Anticipated timeframe *	Milestone *	
1-4 MONTHS		
31 December 2019	Collaborative Situation Table launched	i x
31 December 2019	Stakeholder groups invited to join network	i x
31 January 2020	2 Peer Navigators trained	i x
31 January 2020	Resource kits distributed	i x
14 February 2020	Peer/participant employment team activated	i x
29 February 2020	Website launched	i x
31 March 2020	2 additional Peer Navigators trained	i x
+ Add		
5-8 MONTHS		
30 June 2020	Mid-year evaluation completed	i x
30 June 2020	Grants for sustainability identified	i x
30 June 2020	Additional Peer Navigators trained if needed	i x

30 June 2020	Peer navigator presentation to youth	i x
+ Add		
9-12 MONTHS		
30 September 2020	Additional Peer Navigators trained if needed	i x
30 November 2020	Grants to sustain project confirmed	i x
31 December 2020	Final report and recommendations distributed	i x
+ Add		

[Go to next step](#)

Community Wellness & Harm Reduction Grants

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Project characteristics

[? Ask a Question](#)

1. Project scope

Describe how you will include people with lived or living experience and their families in your project/initiative. *	People with lived/living experience were included and consulted in the peer support pilot project delivered at NVSSS. People with lived/living experience will be involved directly in this initiative as peer navigators and participants.
Describe how your project/initiative demonstrates principles of cultural safety and humility. For example, how are you ensuring meaningful First Nations, Métis, and/or Urban Aboriginal engagement? *	Scw'xmx Community Health Services Society is a partner on this proposal and the Mental Health Clinicians Manager of the Nlaka'pamux mental health team was instrumental in its development.
Please describe how you have incorporated the use of best available evidence or wise practices into your proposed project/initiative *	ASK Wellness Society is a partner on this initiative and advised on harm reduction components. We consulted an IH harm reduction advisor to discuss this proposal and used her feedback to modify it accordingly. We collaborated with multi-stakeholder community agencies to develop this initiative.
What strategies will you employ to ensure your project/initiative reaches individuals who are underserved or considered to be the hardest to reach? *	<ul style="list-style-type: none"> - shelter-based, drop-in access - situation table to address barriers in access to addiction care services, identify individuals needing wrap-around harm reduction support, and ensure fit into the broader community response - peer engagement - food and employment as engagement tools - community-integration activities

2. Barriers/Risks

What barriers or risks do you anticipate running into as you implement this harm project/initiative? What would their impact be on your project/initiative? *	<ul style="list-style-type: none"> - availability of peer navigators could affect/delay actions - potential turnover of peer navigators could require new recruits and training
What contingencies have you considered or built into your harm reduction project/initiative plan to prepare for these risks or barriers? *	<ul style="list-style-type: none"> - staged milestones for recruitment and training of teams of peer navigators built into plan helps prepare for both availability and turnover - stakeholder network will collaborate on solutions to broaden reach

3. Project continuity

This grant is a one-time only funding opportunity. If you plan on the project continuing, please detail any plans for its continuation beyond this funding. In your answer, be sure to describe the steps you will take to ensure the project will continue.

We will explore other grant opportunities within our stakeholder network and more broadly.

➔ Go to next step

Community Wellness & Harm Reduction Grants

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OERC alignment

[? Ask a Question](#)

1. Alignment considered

In the design of your harm reduction and community wellness project/initiative, have you considered alignment with the OERC's Comprehensive Package of Interventions (See Appendix A) *	<div>Yes</div>
If no, please explain.	<div></div>

2. Alignment

Within a harm reduction framework, which of the Essential Health Sector Interventions will you implement? *	<div><div><input type="checkbox"/>Naloxone</div><div><input checked="" type="checkbox"/>Overdose Prevention Services</div><div><input checked="" type="checkbox"/>Acute overdose risk case management</div><div><input type="checkbox"/>Treatment and Recovery</div></div>
Within a harm reduction framework, which of the Essential Strategies for a Supportive Environment does your project/initiative address directly or support indirectly? *	<div><div><input checked="" type="checkbox"/>Social stabilization</div><div><input checked="" type="checkbox"/>Peer empowerment and employment</div><div><input checked="" type="checkbox"/>Cultural safety and humility</div><div><input checked="" type="checkbox"/>Addressing stigma, discrimination and human rights</div></div>

[Go to next step](#)

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Proposed budget

[? Ask a Question](#)

Applicants must include a breakdown of anticipated costs with clear rationale for each area.

Please include additional lines or attach separate sheet as needed. This can be uploaded below.

Should you experience issues in advancing to the next page, please click the "i" at the end of each entry and ensure that all of the required fields have the requested information.

Item *	CAI funding *	Additional info / rational	
PERSONNEL EXPENSES			
Coordinator	\$22,400.00	\$33,600 provided in kind by NVSSS	i x
	\$22,400.00		
+ Add			
MEETING/COMMUNICATION EXPENSES			
Meetings	\$0.00	Situation Table & collaborative network meetings provided in kind by CPO	i x
Public forum	\$0.00	with panel of service providers and peer navigator to educate public, reduce stigma, and develop community dialogue	i x
Resource kits: online	\$1,500.00		i x
Resource kits: client education	\$250.00		i x
Resource kits: public education	\$250.00		i x
	\$2,000.00		
+ Add			
TRAVEL/TRANSPORTATION EXPENSES			
	\$0.00		
+ Add			
TRAINING EXPENSES			
Peer navigator training	\$1,000.00	provided partially in kind by community partners (includes cultural safety and humility content)	i x
	\$1,000.00		
+ Add			
RESEARCH/EVALUATION EXPENSES			
Project Evaluation	\$0.00	provided in kind by project team	i x

	\$0.00		
+ Add			
ADMINISTRATIVE EXPENSES (MAXIMUM 10%)			
Grant administration	\$0.00	finance, operations, auditing - in kind from City of Merritt	i x
Supplies	\$0.00	office supplies, meeting supplies, printing documents, etc. provided in kind by CPO	i x
Initiative oversight	\$0.00	provided in kind by CPO	i x
Harm reduction and outreach advisor	\$0.00	provided in kind by ASK Wellness Society	i x
Cultural safety and humility advisor	\$0.00	provided in kind by Scwexmx Community Health Services Society	i x
	\$0.00		
+ Add			
OTHER EXPENSES			
Peer participant honoraria	\$6,000.00	clients casually employed in community project teams	i x
Peer navigator remuneration	\$10,000.00	includes wages, training and transportation reimbursement	i x
Food	\$4,400.00	engagement tool; matching amount in food donations from community partners	i x
Programming space	\$4,200.00	plus \$2,400 provided in kind by NVSSS	i x
	\$24,600.00		
+ Add			
	\$50,000.00		

*Note: Honoraria and recipient names, signatures, and amounts must be reported at completion of project/initiative.

Additional budget information

Attach any additional lines or separate sheets here. This upload is optional.

Optional upload for any additional budget information	 Upload file
---	---

2. Other funding

Are you requesting that CAI/OERC fund 100% of your proposal? *	<input type="text" value="No"/>
--	---------------------------------

If no, please identify other funders who may also be funding your proposal, and the project/initiative components their funds will be applied towards.

Other funder	Project component	
City of Merritt	grant administration, public education and community dialogue	x
City of Merritt Community Policing Office (CPO)	meeting space, oversight, evaluation, supplies	x
Nicola Valley Shelter and Support Society (NVSSS)	shared funding of personnel, programming space, peer navigator training support and remuneration	x
ASK Wellness Society	harm reduction and outreach advisor	x

Scw'exmx Community Health Services Society	peer navigator remuneration, cultural safety and humility advisor	✕
Food bank, soup kitchen, NVIT, community donations	food and preparation	✕
Other funders (corporate, foundation, government)	scaling up as program progresses	✕
+ Add		

➡ Go to next step

Community Wellness & Harm Reduction Grants

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Additional information

 Ask a Question

1. Permission to cite portions of your application


With your consent, CAI and/or OERC may refer to portions of your application for quality improvement, research, or advocacy purposes. Confidentiality will be respected, and no identifying information will be used without your permission.

Do you consent to CAI and/or OERC referring to portions of your application for quality improvement, research, or advocacy purposes? *	<input type="text" value="Yes"/>
--	----------------------------------

2. Declaration


I attest that the information provided in this application is true, accurate and complete to the best of my knowledge. *	<input type="text" value="Yes"/>
--	----------------------------------

3. Uploads

Document	Upload *
Reference	 Upload file

4. Signed declarations

Please download [this document](#), and then print, sign and upload below.

Document	Upload *
Signed declarations	 Upload file

Please fill out all required fields, indicated by a orange asterisk *.

NEVER ALONE WITH ADDICTION

It's 4:25pm on a Friday and a client walks into one of the community service agencies in Merritt requesting intervention for drug addiction, whether methadone, detox, or just someone to talk to about wellness. But the service provider has limited options to help them at that point.

While Merritt has an inter-disciplinary array of programs that could help, most are offered from 8:30 to 4:30 Monday to Friday. A client, despite being ready to take a first step towards recovery, has to wait at least 64 hours until services open again after the weekend.

This could be any one of a minimum of 30 residents of Merritt currently considered at high risk of opioid overdose, 87 others served by the local shelter, those who are transient, persons considered part of a local hidden homelessness population, youth at-risk, or countless others.

Within those 64 hours, they might have contact with first responders, the hospital, or they could lose their life to overdose. The ER might keep them a few hours, as might the RCMP, or they might find refuge in the shelter at certain times of year. What they won't have access to is treatment or recovery services until Monday morning - or longer on a holiday weekend.

With 15 overdose deaths over the past three years, the Merritt Local Health Area is currently ranked 6th in illicit deaths in all of British Columbia (44.6 per 100,000 people).

64 hours should be considered unsustainable anytime, but especially during the opioid crisis. This response gap has brought together a group of organizations intent on delivering addiction care that involves peer navigators with lived/living experience of substance use, wrap-around harm reduction support, referral resources and tools, community education and prevention.

The City of Merritt via its Community Policing Office, Interior Health, Scw'exmx Community Health Services Society, ASK Wellness Society, and Nicola Valley Shelter and Support Society have developed this proposal with the support of local RCMP. As this initiative develops, we anticipate participation from or consultation with First Nations Health Authority, Nicola Valley Hospital and Health Centre, Nicola Valley & District Food Bank, Soup Kitchen, Conayt Friendship Society, Nicola Valley Institute of Technology culinary arts program, Rural & Remote Division of Family Practice - Merritt Chapter, Merritt Secondary School, Merritt Fire Rescue Department, paramedics, pharmacists, Merritt Community Corrections, Business Watch, Pain BC, clients and volunteers.

Peer Navigators

The Nicola Valley Shelter and Support Society recently piloted a day program, developed with client input, that connected persons at-risk with social and recreational activities in the community, using peer workers for support. This took place during the summer months when there was no longer access to cold weather shelter services. The latest report shows that in September 2019, 85 individual clients participated, with 40 identifying as Indigenous.

The Never Alone With Addiction initiative plans to expand the peer navigator role in Merritt to provide peer support to help fill the gap in services after hours and on weekends. Peer Navigators are uniquely equipped to engage other members of the community due to lived/living experience of substance use and added expertise from training that includes insight into mental health, inter-generational trauma, chronic pain, poverty and other common challenges. They will provide information about local programs and services available to meet the needs of clients where they are, encourage wellness and empowerment, as well as participate in planning and delivery of the initiative.

By reducing barriers with food as an engagement tool in an environment that is welcoming to all persons and accessible via drop-in, peer navigators will use healthy conversations to draw on the strengths and lived experience of participants to help each client determine the best options to reduce harms and increase individual and community wellness based on their own personal situation. This initiative will also build community integration through casual labour in clean up activities, public event set up and other projects.

Wrap-Around Harm Reduction Support

A Situation Table model will be implemented so that a coalition of service agencies can ensure wrap-around harm reduction support is initiated for persons at risk or in need of immediate interventions. It will monitor and connect people with outreach teams, health agencies, treatment centres, Elders, cultural workers and knowledge keepers with a goal to build a better system of local care.

For example, clients can be connected with the OAT clinic at the Nicola Valley Hospital and Health Centre, zu?mintéxw wellness team at Scw'exmx Community Health Services Society for the Wellbriety Program, needle exchange at ASK Wellness Society, or other programs.

Referral Resources & Tools

A 2018 event in Vancouver, *Pain and Overdose Dialogue*, brought together people working in research, policy and direct care in both the pain and substance use fields, as well as people with lived experience of both pain and substance use. The main issue, which surfaced repeatedly, was identified as the compartmentalization of pain and substance use as distinct and unrelated issues when they are, in fact, deeply enmeshed; evidence shows that more than half of people who have died from overdose since 2016 had sought treatment for physical pain in the year previous to their deaths.*

The Never Alone With Addiction initiative will provide peer navigators and agencies with resource tool kits and populate a website to share information on how to access a wide array of services. This will include online self-care links that individuals and families can access at any time for addiction, mental wellness, pain management, etc. The collaborative group will continuously improve the quality of resources based on participant and facilitator feedback.

Community Education & Prevention

We will communicate how the City of Merritt is responding to mental health and substance use issues to improve awareness and reduce stigma. To help the community be safer, healthier and more inclusive, we will offer public education opportunities, such as a community forum that would involve a peer navigator and service agency panel; Naloxone training; liaising with Business Watch for information sharing, needle pick up and general clean up; and youth diversion activities, such as offering a presentation by a peer navigator to secondary school students.

Summary

A Community Wellness and Harm Reduction Grant for the Never Alone With Addiction initiative would help Merritt enhance knowledge, skills and resources for individuals, families and our community as a whole to be safer, healthier and more inclusive. It can provide mental wellness support, encourage harm reduction outcomes, and potentially achieve health and social stabilization for people with a substance use disorder. This grant has the potential to help Merritt reduce overdose deaths and reduce harms associated with substance use. Thank you for your consideration of this proposal.

*PainBC.ca



Report

City of Merritt
REGULAR Council Meeting
November 12, 2019

File Number: 4000

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: November 4, 2019
Subject: Bylaw Notice Enforcement

RECOMMENDATION:

THAT Council direct staff to bring forward a report and draft bylaw to implement a Bylaw Notice Enforcement scheme in the City of Merritt;

AND

THAT Council direct staff to inform the Lt. Governor of the forthcoming bylaw so that regulations can be prepared, adding Merritt to the list of local governments permitted to operate the Bylaw Notice Enforcement system.

Background:

The *Community Charter* provides local governments in British Columbia with four specific ways to enforce their bylaws. Two of these are forms of court action (civil proceedings & prosecutions under the *Provincial Offence Act*), a third is currently used by Merritt (Municipal Ticket Information ("MTI")), and the fourth is Bylaw Notice Enforcement ("BNE"), which requires a Municipality to "opt-in" to the BNE system.

Staff have observed that 91 local governments (Municipalities and Regional Districts) across BC have opted in to the BNE system (just under half the local governments in the Province) and felt it was appropriate for Council to consider if this was desirable for the City of Merritt. Local governments that opt-in to the BNE system retain the ability to use Municipal Tickets instead, should that be preferable in the situation, unless Provincial or local law explicitly prescribes BNE enforcement for specific offences.

How does the BNE system work?

The primary differences between MTI and BNE systems are laid out in Table “A” below. Functionally, BNE is easier for the Municipality to administer and should lead to lower costs for the City, and for people appealing the system in good faith.

Table A: Key differences between MTI and BNE schemes.

	Municipal Ticket Information	Bylaw Notice Enforcement
Max Penalty	\$1000	\$500
Manner of service	Must be in person (to the accused, or another adult at their address)	In person, by mail, or affixed to stationary object such as a car
Contested ticket	Must be litigated through Provincial Courts to a standard ‘Beyond Reasonable Doubt’	Goes to adjudication to be decided on a standard of ‘Balance of Probabilities’
Consequence if ignored	City must take issue through courts	Penalty immediately due & payable

The Municipal Ticketing process currently used in Merritt is similar in some ways to Bylaw Notice Enforcement. They both require a bylaw to be passed listing the offences and penalties, they must both be served on the accused, and they both have statutory limitations such as how they must be served, though the requirements are significantly less onerous through the BNE regime.

Next Steps:

The City of Merritt currently has *Municipal Ticket Information Bylaw 2044, 2009* listing the Municipal Ticket offences. If Council expresses a desire to join the BNE scheme, new bylaws would need to be drafted authorizing Merritt’s membership in the scheme and announcing which of Merritt’s bylaws and penalties were within the scope of the BNE scheme.

If the BNE system is adopted, Merritt could choose to establish a “Screening Officer” position. Prior to adjudication, if a person disputed a BNE notice this officer would have the opportunity to cancel notices that were improper, or potentially enter into compliance agreements with the accused. Compliance agreements can entail an agreement for a reduction in the fine owed to the City. In contrast, adjudication simply determines the validity of the notice, and if it is determined the notice was properly issued, the imposed fine cannot be altered.

If Council requests staff to bring forward the Bylaw, staff would prepare recommendations for Council regarding the following:

- Whether it is feasible to run our own adjudication system for Merritt, or if we should request to join with an existing local scheme such as the Thompson-Nicola Regional District;
- Which bylaws should be subject to BNE enforcement;
- Whether or not a Screening Officer post should be created.

Finally, the City would need to inform the Lt. Governor of the bylaw, in order for a regulation to be made adding Merritt to the list of local governments permitted to operate the scheme.

Options / discussion

1. **THAT Council direct staff to bring forward a report and draft bylaw to implement a Bylaw Notice Enforcement scheme in the City of Merritt;**

AND

THAT Council direct staff to inform the Lt. Governor of the forthcoming bylaw so that regulations can be prepared, adding Merritt to the list of local governments permitted to operate the BNE system.

2. **THAT Council receive this report for information.**

Financial / Risk Implications:

Under section 23 of the *Bylaw Notice Enforcement Act*, a local government which opts-in to the BNE system is responsible for the administrative cost & work of the adjudication system, and may levy a fee of up to \$25 on unsuccessful applicants towards this. The adjudicator's remuneration is set out in section 10 of the *Bylaw Notice Enforcement Regulations*.

The system is intended to be more cost-effective for Cities which adopt it, recipients of tickets, and the court system, than the existing MTI system or *Offence Act* litigation.

Strategic Plan Reference:

- Protective Services – Bylaw Offence Notices: Options

Respectfully submitted,

Sean Smith
Director of Corporate Services

Report

City of Merritt
REGULAR Council Meeting
November 12, 2019

File Number: 1853

To: Scott Hildebrand, Chief Administrative Officer
From: David Tomkinson, Fire Chief
Date: October 23, 2019
Subject: Community Resiliency Investment (CRI) Program – 2020 Grant Funding

RECOMMENDATION:

THAT Council direct staff to submit grant funding applications to the Community Resiliency Investment (CRI) Program;

AND THAT Council direct administration to provide overall grant management.

Background:

In 2016, the City adopted the Community Wildfire Protection Plan (CWPP) update. There are 28 recommendations listed in the CWPP ranging in priority between low, medium and high that are continually referenced as we work towards reducing our community's wildfire risks. From the beginning, efforts have been focused towards public education, fuel treatments, emergency response capability and planning aspects.

In 2018, the City received *Strategic Wildfire Prevention Initiative (SWPI)* grant funding and was awarded \$20,250.00, covering 75% of project costs. These funds afforded the opportunity to enter into a contract with a Local FireSmart Representative to lead our public education program, helping to create a FireSmart presence in our community. Additionally, the grant funds allowed the City to consult a Registered Professional Forester to write fuel treatment prescriptions in high-hazard areas, in and around our City, previously identified in our CWPP. These prescriptions are now complete and ready for operational treatment, and in 2019 qualified for an additional \$71,500.00 in grant funding under the CRI Program.

With the City of Merritt Fuels Management Program formalized, application to the 2020 CRI Program will allow the City to implement the recently developed plan and perform maintenance of previously treated areas. This program funds treatments for 100% of the project cost and allows for communities to apply for up to \$150,000.00 per year. The

funding requests are anticipated to be annual in nature and maintains Council's commitment to addressing the recommendations of the CWPP.

Below is a summary of projects and funding requests for 2020, an additional \$105,500.00 in grant funding requests, as prepared by SID Forestry Services.

ID	Project Name	Project Type	Funding Request	Description
1	Education	FireSmart Program	\$ 10,000	Curriculum development, workshops, media campaigns, site visits and supplies.
5	Emergency Planning	Cross-jurisdictional Meetings EOC Training	\$ 2,000	Support cross-jurisdictional meetings of key responders. Identify command staff and section staff. Provide online training to members with a goal of conducting a tabletop exercise.
5	Emergency Planning	Incident Response Mapping	\$ 5,000	Mapping project to produce detailed response maps of addresses, streets, values at risk, critical infrastructure, resources etc. Focus of compatibility with Avenza mapping system for use by responding firefighters using tablets or cellular phones. A goal is inter-operability between responding fire departments.
6	Cross Training	S100 Firefighter Training	\$ 1,500	Basic wildland firefighting training for new firefighters.
6	Cross Training	Local FireSmart Representative Training	\$2,000	Provide Local FireSmart Representative Training to Planning & Development Services Manager.

9.	Fuel Management Treatment	Operational Treatment	\$ 85,000	Treat the remaining 17-hectare area, on the Bench - Block 1A above Allen Road. Space, prune, pile and burn to reduce stems per hectare. Treatment reduces fire intensity and improves responder safety and effectiveness. Also reduces the risk of a crown fire entering the community.
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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 proposals.

Financial / Risk Implications:

These are 100%, Provincially funded CRI Program grant funding opportunities.

Strategic Plan Reference:

City of Merritt Community Wildfire Protection Plan 2015 Update

Others Consulted:

- Steve Doubinin, RFT – SID Forestry Services
- Dave Horne – Registered Professional Forester
- Ministry of Forests, Lands and Natural Resource Operations & BC Wildfire Service
- First Nations and stakeholder information sharing was completed as part of the Fuel Management Prescription Program through the Strategic Wildfire Prevention Initiative (SWPI), part of the fuel prescription approval process.

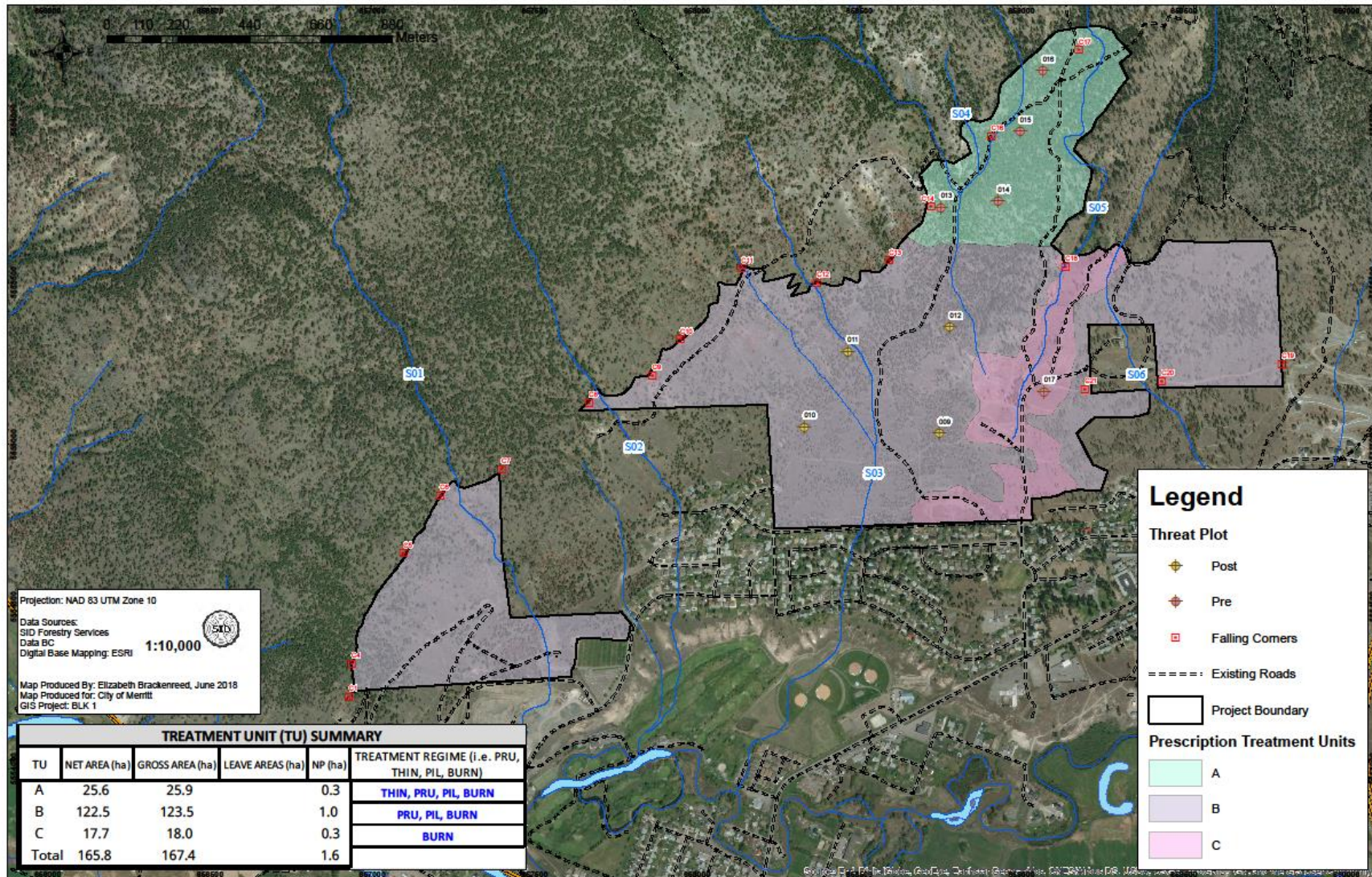
Attachments:

Map: Treatment Unit Summary

Respectfully submitted,

David A. Tomkinson
Fire Chief

Treatment Unit Summary: Block 1A - highlighted in green



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