



AGENDA

CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, November 26, 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

2.1 Nicola Valley Pro Rodeo Association

Presentation by Jacqueline Whitecross

Recommendation:

THAT Council add to the agenda as item 6.2, a presentation from the Nicola Valley Pro Rodeo Association

3. PUBLIC INPUT

10 m

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - November 12, 2019

5

Recommendation:

THAT the Minutes of the Regular Council Meeting held on November 12, 2019 be adopted

5. PUBLIC HEARING

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Chamber of Commerce - Request for City Support

Presentation by Kim McLean, Ryan Wuthe and Melonie Ivanic

7. UNFINISHED BUSINESS

7.1 Committee of the Whole Recommendation - Tourism

At the November 5th, 2019 Committee of the Whole Meeting, the Committee made the following recommendation to Council:

Recommendation:

THAT Council direct staff to work with Merritt & Nicola Valley Destination Marketing Society (MNVDMS) towards re-establishing the MRDT in the City of Merritt;

AND THAT Council direct staff to explore the option of MNVDMS being designated as the 'eligible entity' to receive program funds under the terms of the Provincial Sales Tax Act (i.e. as per the program terms of the Municipal and Regional District Tax (MRDT) program).

7.2 Committee of the Whole Recommendations - Airport and Event Coordinator

At the November 19th, 2019 Committee of the Whole Meeting, the Committee made the following two recommendations to Council:

Recommendation:

THAT Council direct staff to budget for an annual Merritt Airport Celebration event.

Recommendation:

THAT Council direct staff to explore grant funding possibilities for hiring an event coordinator.

8. BYLAWS

8.1 Zoning Amendment Bylaw No. 2275 - 1330 Pine Street

The City of Merritt has sent off and received Ministry of Transportation Approval, allowing this Bylaw to proceed to final adoption.

10

Recommendation:

THAT Council give final adoption to Zoning Amendment Bylaw No. 2275, 2019 (1330 Pine Street).

8.2 Zoning Bylaw Amendment – Indoor Recreation in Light Industrial (M1) Zone

11

Recommendation:

THAT Council direct staff to bring forward a Zoning Amendment Bylaw, accompanied by further staff research, that would add the “Participant Recreation Services, Indoor” use to the Light Industrial (M1) and potentially the Service Commercial (C3) zones.

9. NEW BUSINESS

9.1 Airport Select Committee Establishment

14

Recommendation:

THAT Council appoint an Airport Select Committee, the sole purpose of which will be to make recommendations to Council regarding the establishment of Terms of Reference for a City of Merritt Airport Advisory Committee;

Recommendation:

THAT Council appoint Geoffrey Scholtens and Rae Robinson to sit on the Airport Select Committee, AND THAT Council authorize Mayor Brown to make further appointments to this Committee, depending on interest;

Recommendation:

THAT Council appoint one member of Council to sit on the Airport Select Committee.

9.2 Council Calendar and Acting Mayor Schedule

16

Recommendation:

THAT Council approved the proposed schedule of Regular Council Meetings for 2020, as presented on Schedule “A”;

Recommendation:

THAT Council direct staff to prepare an amendment to the City of Merritt Council Procedure Bylaw to reduce the number of meetings in July, August, September and December to one.

9.3	<u>LNIB Recycling Agreement</u>	20
	Recommendation: THAT Council authorize the Mayor and Corporate Officer to sign the attached Residential Recycling Services Agreement (the “Agreement”), between the Lower Nicola Indian Band (“LNIB”) and the City of Merritt	
9.4	<u>City of Merritt Logo and Rebranding</u>	33
	Recommendation: THAT Council direct staff to explore options for rebranding the City of Merritt and provide logo redesign options. This would include logo options for Council to consider and community consultation.	
9.5	<u>CAO Update</u>	
10.	<u>NOTICES OF MOTION</u>	
11.	<u>REPORTS FROM COUNCIL</u>	
12.	<u>INFORMATION ITEMS</u>	
12.1	<u>Merritt Dance Society - Letter</u>	50
12.2	<u>Ministry of Forests, Lands and Natural Resource Operations - Letter</u>	52
12.3	<u>Strategic Planning Priorities</u>	53
13.	<u>TERMINATION OF MEETING</u>	



MINUTES
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

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

MEDIA & PUBLIC: David Tomkinson, Fire Chief
Q101
Merritt Herald
29 Members of the public

1. **CALL TO ORDER**
 - 1.1 Call to Order

Mayor Brown called the meeting to order at 7:01pm

2. LATE ITEMS

3. PUBLIC INPUT

Mr. Craig Gray spoke against item 9.3, noting that the existing ticket system works well.

4. ADOPTION OF MINUTES

4.1 Regular Council Meeting Minutes - October 22, 2019

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

Moved, Seconded, CARRIED

5. PUBLIC HEARING

5.1 Public Hearing

Mayor Brown recessed to the public hearing at 7:05pm

Mayor Brown reconvened the regular meeting at 8:02pm

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Enbridge Operations Update

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

Mark presented on behalf of Enbridge, who provided an operations update to the City of Merritt. He commented on the line that provides natural gas to most of B.C., which runs approximately 3 kilometers outside the boundary of the City of Merritt.

He discussed the comprehensive integrity dig program that was conducted in 2019 to ensure the safety and performance of the line, as well as the T-South Reliability and Expansion Program that is being undertaken by Enbridge.

He reiterated that there isn't a safety issue with regards to wildfire, as the station can be isolated in the event of a forest fire.

6.2 Work BC - Thriving Communities Labour Market Study

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

Work BC was unable to make it to the meeting and the presentation will be rescheduled for a future date.

7. UNFINISHED BUSINESS

8. BYLAWS

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

THAT Council defer third reading, until further information can be provided regarding the suitability of the land at 1330 Pine Street for farming.

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

DEFEATED

Recommendation:

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

Against (2): Mike Bhangu, and Adam Etchart

Moved, Seconded, CARRIED

9. NEW BUSINESS

9.1 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.

Moved, Seconded, CARRIED

9.2 Community Wellness and Harm Reduction Grant Application

Sarah Sandusky, the City's contracted grant coordinator, spoke to how inspiring the process of drafting this grant application was, and how many different organizations were involved.

She explained the initiatives that would be supported by the grant, including advance interventions, peer mentorship and other initiatives that will make a tangible and significant difference in the lives of residents and those persons who need critical help and support.

Recommendation:

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

Moved, Seconded, CARRIED

9.3 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.

Moved, Seconded, CARRIED

9.4 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.

Moved, Seconded, CARRIED

9.5 CAO Update

Scott Hildebrand provided an update on development applications, the new HR manager and planning manager, as well as new WEP firefighters.

10. **NOTICES OF MOTION**

11. **REPORTS FROM COUNCIL**

Councillor Luck thanked the legion for putting on an excellent Remembrance Day service.

12. **INFORMATION ITEMS**

12.1 Strategic Planning Priorities

13. **TERMINATION OF MEETING**

The Mayor declared the meeting ended at 9:07pm

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

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

12 day of November, 2019

READ A THIRD TIME THIS

12 day of November, 2019

**APPROVED BY THE MINISTRY OF
TRANSPORTATION AND INFRASTRUCTURE**

___ day of ___, 2019

ADOPTED THIS

___ day of ___, 2019

**Linda Brown,
MAYOR**

**THIS IS A
CERTIFIED TRUE COPY**

Dated this... 14th ... day of
... November ... 20... 19

Sean Smith, Director of Corporate Services
City of Merritt, B.C.

**Sean Smith,
CORPORATE OFFICER**

Approved under Sec. 52 of the Transportation Act

this... 18 ... day of... November ...

District Transportation Manager
Ministry of Transportation



Report

**City of Merritt
REGULAR Council Meeting
November 26, 2019**

File Number: 3900.2187

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: November 26, 2019
Subject: Zoning Bylaw Amendment – Indoor Recreation in Light Industrial (M1) Zone

RECOMMENDATION:

THAT Council direct staff to bring forward a Zoning Amendment Bylaw, accompanied by further staff research, that would add the “Participant Recreation Services, Indoor” use to the Light Industrial (M1) and potentially the Service Commercial (C3) zones.

Background:

In the last year, staff have been approached on two different occasions by business owners who have wanted to open indoor fitness businesses in either the Light Industrial (M1) or Service Commercial (C3) zones.

Under our Zoning Bylaw, these businesses would fall into the “Participant Recreation Services, Indoor” use, which is defined as follows:

PARTICIPANT RECREATION SERVICES, INDOOR means facilities within an enclosed building for sports, active recreation and performing and cultural arts where patrons are predominantly participants. Typical uses include but are not limited to athletic clubs, health and fitness clubs, swimming pools, rifle and pistol ranges, bowling alleys, and racquet clubs.

This use is currently only permitted in the Central Business District (C2), Commercial Recreation (C6), and Shopping Centre Commercial (C9) zones. While there are a large number of properties zoned C2, there are very few properties in the City of Merritt that are zoned C6 or C9. As a result, indoor recreation businesses are largely limited to the downtown core.

Zoning Bylaw References

The stated intent of the Light Industrial (M1) zone is as follows:

The Light Industrial Zone is oriented towards a range of light and medium manufacturing, processing and other industrial uses that are likely to require outdoor storage and or produce noise, smoke, dust, glare, fumes or odours.

The stated intent of the Service Commercial (C3) zone is as follows:

The purpose of the Service Commercial Zone is to accommodate vehicular oriented commercial uses of low intensity, and commercial uses requiring large areas for storage and handling of materials, goods, and equipment.

Referencing our Zoning Bylaw alone, there is little basis to argue that an indoor health and fitness business fits the purposes of the M1 or C3 zones. However, recently, a business owner presented a compelling case that the City ought to reconsider this position.

Business Owner Research

Approximately one month ago, a business owner approached staff, expressing interest in moving their existing health and fitness business (currently located in the downtown core), into a light industrial area. The reasons cited for this potential move were first, a rising lease rate downtown, second, the potential for a larger, quieter space and third, more available parking.

Most impressively, this business owner also conducted a significant amount of research into the Zoning Bylaws of other municipalities in BC, noting a long list of other communities that allow indoor recreation uses in light industrial or equivalent zones (the owner also provided references to each page number in the respective bylaw). That list included:

1. Cowichan Valley
2. Silverton
3. Esquimalt
4. Port Alberni
5. Sidney
6. Burnaby
7. Cranbrook
8. Gibsons
9. Invermere
10. New Westminster
11. North Cowichan
12. Pemberton

13. Squamish
14. Creston
15. Salmon Arm
16. Golden
17. Prince George
18. Highlands
19. Ashcroft
20. Burns Lake
21. Clinton
22. Fruitvale
23. Golden
24. Greenwood



While staff is aware that a complete review of the Zoning Bylaw will take place during this Council term, staff agreed to pre-emptively bring this request forward, largely on the strength of the research and effort of the business owner.

Staff is of the opinion that a more thorough analysis of whether this use would be compatible in our M1 and C3 zones is warranted. This further research would be presented along with a Zoning Amendment Bylaw that would add the "Participant Recreation Services, Indoor" use to the M1 zone. If the research supports it, the C3 zone will also be considered.

Alternative

If Council is not interested in considering adding the "Participant Recreation Services, Indoor" use to all parcels zoned M1 or C3, Council could direct staff to advise the business owner to file a rezoning application, to add the "Participant Recreation Services, Indoor" use to a specific parcel in the M1 zone.

There are some complications with this approach, as City staff are working to reduce the number of instances where site specific rezoning is utilized. Second, the landowner would have to agree to allow for this rezoning process to take place, which has not been discussed.

Options / discussion

1. THAT Council direct staff to bring forward a Zoning Amendment Bylaw, accompanied by further staff research, that would add the "Participant Recreation Services, Indoor" use to the Light Industrial (M1) and potentially the Service Commercial (C3) zones.
2. THAT Council direct staff to advise the business owner to file for site specific rezoning that would add "Participant Recreation Services, Indoor" as a permitted use for the parcel.
3. THAT Council receive this report for information.

Respectfully submitted,

Sean Smith
Deputy CAO / Director of Corporate Services



Report

**City of Merritt
REGULAR Council Meeting
November 26, 2019**

File Number: 8400

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: November 20, 2019
Subject: Airport Select Committee Establishment

RECOMMENDATION:

THAT Council appoint an Airport Select Committee, the sole purpose of which will be to make recommendations to Council regarding the establishment of Terms of Reference for a City of Merritt Airport Advisory Committee;

And

THAT Council appoint Geoffrey Scholtens and Rae Robinson to sit on the Airport Select Committee, AND THAT Council authorize Mayor Brown to make further appointments to this Committee, depending on interest;

And

THAT Council appoint one member of Council to sit on the Airport Select Committee.

Background:

The City of Merritt historically had an Airport Standing Committee, which last met on November 7, 2011. During the term of this Council, there has been concern raised by both the public and Council that the Merritt airport is not being utilized to its full potential. To that end, at the November 19th, 2019 Committee of the Whole meeting, Council requested that staff bring forward a report to support the creation of an Airport Select Committee (also called a “Task Force”) that would provide guidance and recommendations as to best way to structure an Airport Advisory Committee.

Staff felt that because of this Committee's limited scope, nature as a working committee and short duration, it would be appropriate to appoint a small number of individuals whom have already expressed interest in participating, instead of putting out a call to the public for participation. Staff recommends that a public call for applications be put out for the Airport Advisory Committee once Council approves the Terms of Reference.

If other members of the public are interested in participating in the creation of Terms of Reference, the proposed recommendation would allow Mayor Brown to appoint additional members.

Respectfully submitted,

Sean Smith
Deputy CAO / Director of Corporate Services



Report

**City of Merritt
REGULAR Council Meeting
November 26, 2019**

File Number: 0530

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: November 21, 2019
Subject: Council Calendar and Acting Mayor Schedule

RECOMMENDATION:

THAT Council approved the proposed schedule of Regular Council Meetings for 2020, as presented on Schedule “A”;

And

THAT Council direct staff to prepare an amendment to the City of Merritt Council Procedure Bylaw to reduce the number of meetings in July, August, September and December to one.

Background:

Section 127 (1) of the *Community Charter* requires Council to annually establish and make available a schedule of its meetings, and to publish notice that this schedule is available.

Section 5 of City of Merritt Council Procedures Bylaw No. 2055, 2008, sets out the following schedule for regular meetings:

5. Regular Meetings:

(a) The Council of the City of Merritt shall hold its regular meetings at City Hall at 7:00 p.m. on the second and fourth Tuesdays of each month except:

(i) during the month of December when Council shall meet on the second and third Tuesdays at 7:00 p.m.;

(ii) if a regularly scheduled Council meeting occurs during the week of the Union of British Columbia Municipalities' annual convention, Council shall decide on an alternate date to hold that particular meeting;

(iii) if the Council should so direct, regularly scheduled meetings may be cancelled in advance.

Staff has prepared a proposed Regular Council meeting schedule for 2020 (attached as Schedule "A") in accordance with section 5 of the Council Procedures Bylaw, but recommends three variances:

1. The 2020 UBCM Conference will be held from September 21-25, 2020. Instead of holding a meeting on September 8th and re-scheduling the September 22th meeting, staff recommends only holding one meeting in September, on September 15th, 2019.
2. In December, instead of running meetings on both December 8th and 15th, staff recommends holding only one meeting on December 15th.
3. During the months of July and August, staff recommends holding only one meeting in each of these months, on July 21st and August 18th, as is common practice in other municipalities. This provides an opportunity for staff and Council to plan vacations that do not conflict with Council meetings.

For the past four years, Council has decided to vary the Bylaw to reflect holding only a single meeting in September and December. As such, staff recommends preparing an amendment to the Council Procedure Bylaw that would formalize this practice, in addition to adding in the reduction in summer meetings.

If Council directs staff to prepare this amendment, staff will also recommend changes to the bylaw regarding meeting structure and order of items (primarily to clarify the purpose of the Council reports section) and provide options to Council regarding alternate meeting times.

Lastly, the attached calendar sets out the proposed acting mayor schedule.

Options:

1. THAT Council approved the proposed schedule of Regular Council Meetings for 2020, as presented on Schedule "A";

AND

THAT Council direct staff to prepare an amendment to the City of Merritt Council Procedure Bylaw to reduce the number of meetings in July, August, September and December to one.

2. THAT Council resolve to maintain the schedule established in the Council Procedure Bylaw.
3. THAT Council direct staff to publish notice, including Council meeting dates other than those proposed by staff.

Respectfully submitted,

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


Attachments:

Schedule "A" – Proposed 2020 Regular Council Meeting Schedule

City of Merritt

2020 Council Meeting Calendar

Council Meetings are scheduled for 7:00pm in
Council Chambers at City Hall, 2185 Voght Street, Merritt unless
Council resolves to hold a meeting elsewhere.

 Regular Council Meeting

Deputy Mayor indicated monthly

 Statutory Holiday

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Councillor Bhangu

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Councillor Bhangu

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Councillor Fehr

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	SILGA				

Councillor Fehr

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Councillor Luck

June						
S	M	T	W	T	F	S
	1	2	3	FCM		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Councillor Luck

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Councillor White

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Councillor White

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	UBCM					26
27	28	29	30			

Councillor Etchart

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Councillor Etchart

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Councillor Christopherson

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Councillor Christopherson

 SILGA

Federation of Canadian Municipalities (FCM) Annual Conference: June 4 - 7 (Toronto)

Union of BC Municipalities (UBCM) Convention: September 21 - 25 (Victoria)



Report

City of Merritt
REGULAR Council Meeting
November 26, 2019

File Number: 0444

To: Scott Hildebrand, Chief Administrative Officer
From: Sean Smith, Director of Corporate Services
Date: November 26, 2019
Subject: LNIB Recycling Agreement

RECOMMENDATION:

THAT Council authorize the Mayor and Corporate Officer to sign the attached Residential Recycling Services Agreement (the “Agreement”), between the Lower Nicola Indian Band (“LNIB”) and the City of Merritt

Background:

The LNIB currently provides residential recycling collection services for its residents. However, with the City of Merritt and TNRD shifting to use Recycle BC services earlier this year, the LNIB was without an agreement for processing of recycling, and was told that the wait time for onboarding directly with Recycle BC could be as long as 11 years.

As a result, the LNIB approached City staff about the possibility of including their recycling as part of the City recycling stream through Recycle BC. After consulting with Recycle BC, the parties agreed to an interim arrangement that would allow the LNIB to join with the City, until a more formal agreement could be prepared.

The LNIB took the lead in drafting the attached agreement and worked closely with City staff to ensure an outcome that staff of both parties are satisfied with. After reviewing the agreement, Recycle BC was extremely impressed with the efforts of the LNIB and that hopes and expects that this agreement will be a model for other First Nations communities in BC.

While this agreement is minor in terms of its financial impacts, it is a good example of the continually improving relationship between our governments.

Key details of the Agreement

Term:

This agreement runs in perpetuity, though either party may at their sole discretion terminate on 6 months notice.

Payment:

The City of Merritt will receive all collection fees directly from Recycle BC, and will provide transfer payments to the LNIB based on the proportion of LNIB serviced homes relative to serviced City of Merritt homes, less an administration fee equals 2% of all fees collected.

Liability:

In the event that there are fines levied against the City for contamination of recycling, then the amount of the fine will be apportioned between the parties based on weight contributed by the parties.

Options:

1. **THAT Council authorize the Mayor and Corporate Officer to sign the attached Residential Recycling Services Agreement (the “Agreement”), between the Lower Nicola Indian Band (“LNIB”) and the City of Merritt.**
2. **THAT Council direct staff to renegotiate terms with the LNIB**
3. **THAT Council receive this report for information.**

Respectfully submitted,

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

Attachments:

- Residential Recycling Services Agreement

RESIDENTIAL RECYCLING SERVICES AGREEMENT

This agreement made this [day] of [month, year]

BETWEEN:

*The City of Merritt
2185 Voght Street
Merritt, B.C. V1K 1B8*

(hereinafter called "Merritt")

AND:

*The Lower Nicola Indian Band
181 Nawishaskin Lane
Merritt, B.C. V1K 0A7*

(hereinafter called "LNIB")

(collectively, the "Parties")

WHEREAS:

- A. The LNIB Council has approved this Agreement by passing Band Council Resolution [Name of Resolution] at its meeting held on [Date] in accordance with the provisions of the Indian Act, R.S.C. 1985, c. I-5. A certificate of the Band Council Resolution is attached to this Agreement as Schedule [Name of Schedule].
- B. The Merritt Council has approved this Agreement by resolution at a Regular Council Meeting held on [Date].
- C. LNIB and Merritt are separate, independent government entities, accountable to their respective communities, that benefit from a productive, inter-government working relationship.
- D. LNIB is seeking opportunities to improve their solid waste services by diverting as much volume as possible from the residual waste stream and lowering the financial burden of service delivery.
- E. To that end, Merritt and LNIB wish to partner for the purposes of providing residential recycling collection services to residents on LNIB Lands as shown on Appendix A, in accordance with the terms and conditions set out in this Agreement.
- F. The Parties deem it in their mutual interest to enter into this Agreement.

THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein contained the sufficiency of which is hereby acknowledged, the PARTIES hereto agree as follows:

1.0 DEFINITIONS

1.1 In this agreement, including this section, the recitals and schedules hereto, unless the context otherwise requires:

“Agreement” means this agreement, including the recitals and schedules hereto, as amended and supplemented from time to time.

“Fees” has the same meaning as in the Master Services Agreement.

“In-Scope PPP” has the same meaning as in Schedule 2.1(a) to the Master Services Agreement.

“LNIB Lands” means those lands described in Appendix A.

“LNIB Recycling Services” means the gathering, transporting, separating, sorting, processing and disposing of In-Scope PPP from residential properties on LNIB Lands.

“LNIB Serviced Properties” means any property that is receiving LNIB Recycling Services.

“Master Services Agreement” means the agreement between Recycle BC and the City of Merritt.

“Merritt Serviced Properties” means any property that is receiving Recycling Services from the City of Merritt.

“Recycle BC” means MMBC Recycling Inc., doing business as Recycle BC.

“Recycling Services” means the gathering, transporting, separating, sorting, processing, and disposing of In-Scope PPP from the Service Area which, for greater certainty, includes LNIB Lands.

“Respective Volume” means the proportion of LNIB Serviced Properties or Merritt Serviced Properties in the event of Service Level Failure 4, as the case may be.

“Service Area” has the same meaning as in Schedule 2.1(a) to the Master Services Agreement.

“Service Level Failure 4” means a disposal load with greater than 3% contamination as described in Attachment 3.4 to Schedule 2.1(a) of the Master Services Agreement.

“Term” means a period of time which this Agreement remains in force and effect, as described in Section 2.

2.0 TERM

- 2.1 This Agreement commences on *[Date of Agreement]* and shall continue until either Party terminates this Agreement subject to Section 2.2 or Section 8.1.
- 2.2 This Agreement may be terminated on six months prior written notice by either Party, at their sole discretion.
- 2.3 Failure to replace this Agreement or to provide earlier termination thereof, places the Parties in overholding status, and all agreements and obligations herein remain in effect on a month-to-month basis.

PART 1 – PROVISION OF SERVICES

3.0 GENERAL COVENANTS OF MERRITT

- 3.1 Merritt is responsible for Recycling Services in the Service Area in accordance with the Master Services Agreement.
- 3.2 Merritt will pay LNIB a portion of the Fees received under the Master Services Agreement for each of the LNIB Serviced Properties in accordance Section 6.0.
- 3.3 Merritt will inform LNIB as soon as practical in accordance with Section 14.0 of any changes to the Master Service Agreement that may affect the provision of LNIB Recycling Services as described in this Agreement.

4.0 GENERAL COVENANTS OF LNIB

- 4.1 LNIB will provide LNIB Recycling Services in accordance with the terms and conditions of this Agreement and as illustrated in Appendix A – LNIB Lands.
- 4.2 The operation of LNIB Recycling Services will be as described in Appendix B – Operational Details.
- 4.3 LNIB will be responsible for any recycling promotion or education for residents on LNIB Lands, including any associated costs.

5.0 QUALITY OF SERVICE

- 5.1 LNIB will take reasonable steps to ensure compliance with the Service Standards as described in Section 4 of the Master Services Agreement.

PART 2 – PAYMENT FOR SERVICES

6.0 PAYMENT FOR SERVICES

- 6.1 Merritt will pay LNIB a percentage of all Fees collected under the Master Service Agreement minus an administration fee in accordance with the following equation:

$$\text{Fees} \times \left\{ \left(\frac{\text{LNIB Serviced Properties}}{(\text{LNIB Serviced Properties} + \text{Merritt Serviced Properties})} \right) - 0.02 \right\}$$

- 6.2 Payments under Section 6.1 will be made within 30 days of receipt of Fees from Recycle BC.

7.0 FINES

- 7.1 The Parties are responsible for the payment of any fine levied in accordance with a Service Level Failure 4 in proportion to their Respective Volumes by weight in the pertinent load.
- 7.2 Merritt will provide LNIB an invoice for any fines payable under section 7.1 in accordance with Section 14.0.

PART 3 – GENERAL CLAUSES

8.0 TERMINATION FOR BREACH OF AGREEMENT

- 8.1 Should either party be in breach of its obligations under this Agreement the party not in breach may, at its option and without prejudice to any other rights or remedies it might have, immediately terminate this Agreement.
- 8.2 If this Agreement is terminated or otherwise cancelled for any reason, Merritt will pay a prorated portion of any fees payable under Section 6.1 that are owing.

9.0 COMMUNICATIONS PROTOCOL

- 9.1 Each Party will appoint one or more representatives to be the principle contact for operational matters pursuant to this Agreement.
- 9.2 Notice of appointments made under Section 9.1 will be given in accordance with Section 14.0.
- 9.3 Either Party may request that the representatives meet to discuss and manage any issues arising under this Agreement, and the Party receiving such request may not unreasonably refuse.

10.0 DISPUTE RESOLUTION

- 10.1 In the interest of cooperative and harmonious co-existence, the Parties agree to use their best efforts to avoid conflict and to settle any disputes arising from or in relation to this Agreement.
- 10.2 In the event that the Parties fail to resolve conflicts or disputes arising from or in relation to this Agreement, the Parties shall seek a settlement of the conflict by utilizing generally accepted methods of dispute resolution, including mediation or arbitration, and recourse to the Courts shall be a means of last resort, except when public health or safety is concerned.

11.0 ACKNOWLEDGEMENT OF RIGHTS

- 11.1 Nothing contained in this Agreement will be deemed to limit or affect any Aboriginal rights or claims LNIB may have or make. Nothing contained in this Agreement will be deemed to limit or affect the legal rights, duties or obligations of Merritt. The Parties agree that nothing in this Agreement will affect the cooperation or consultation covenants the Parties have entered into pursuant to other Agreements.

12.0 HEADINGS

- 12.1 Headings that precede sections are provided for the convenience of the reader only and shall not be used in constructing or interpreting the terms of this Agreement.

13.0 ENTIRE AGREEMENT

- 13.1 This Agreement constitutes the entire Agreement between the Parties in relation to the provision of Recycling Services and there are no undertakings, representations or promises express or implied, other than those expressly set out in this Agreement.
- 13.2 This Agreement supersedes, merges, and cancels any and all pre-existing agreements and understandings in relation to the provision of Recycling Services between the Parties.

14.0 NOTICE

- 14.1 The address for delivery of any notice or other written communication required or permitted to be given in accordance with this Agreement, including any notice advising the other Party of any change of address, shall be as follows:

(a) to Merritt:

2185 Voght Street, PO Box 198,
Merritt, BC, V1K 1B8

Attention: Sean Smith, Deputy Chief Administrative Officer, ssmith@merritt.ca

(b) to LNIB:

181 Nawishaskin Lane
Merritt, B.C. V1K 0A7

Attention: Hyrum Peterson, Director of Infrastructure, hyrum.peterson@lnib.net

Attention: Suzette O'Flynn, Administrative Assistant, suzette.oflynn@lnib.net

- 14.2 Any notice given by mail shall be deemed to have been received on the fifth (5th) business day following the date of mailing. Notice given by email will be deemed to have been received on the first (1st) business day following the date of transmission.

14.3 The Parties may change their address for delivery of any notice or other written communication in accordance with Section 14.1.

15.0 SEVERANCE

15.1 In the event that any provision of the Agreement should be found to be invalid, the provision shall be severed and the Agreement read without reference to that provision.

15.2 Where any provision of the Agreement has been severed in accordance with Section 15.1 and that severance materially affects the implementation of this Agreement, the parties agree to meet to resolve any issues as may arise as a result of that severance and to amend this Agreement accordingly.

16.0 AMENDMENT

16.1 This Agreement shall not be varied or amended except by written agreement of both Parties.

16.2 No waiver of the terms, conditions, warranties, covenants, and agreements set out herein shall be of any force and effect unless the same is reduced to writing and executed by all parties hereto and no waiver of any of the provisions of this Agreement will constitute a waiver of any other provision (whether or not similar) and no waiver will constitute a continuing waiver unless otherwise expressly provided.

17.0 GOVERNING LAWS

17.1 The provisions of this Agreement will be governed and interpreted in accordance with the laws of the Province of British Columbia or Canada, as applicable.

18.0 ASSIGNMENT

18.1 The rights and obligations of the Parties may not be assigned or otherwise transferred. An amalgamation by a Party does not constitute an assignment.

19.0 ENUREMENT

19.1 This Agreement enures to the benefit and is binding upon the Parties and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

On behalf of the **LOWER NICOLA INDIAN BAND**

[Name, Position]

[Name, Position]

On behalf of the **CITY OF MERRITT**

[Name, Position]

[Name, Position]

APPENDIX A - LNIB LANDS

Nicola Mameet IR 1

Joeyaska IR 2

Zoht IR 4

Speous IR 8

APPENDIX B – OPERATIONAL DETAILS

Existing LNIB solid waste management operations consist of both recycling and residual waste collection and disposal for residents under a municipal type service agreement (MTSA) with Indigenous Services Canada.

Infrastructure, Equipment, Routing and Schedule

- LNIB and the Thompson-Nicola Regional District (TNRD) have entered into a *Solid Waste Reduction, Recycling and Disposal Agreement* which permits LNIB to use TNRD landfills, transfer stations and recycling facilities to dispose of non-industrial and non-agricultural waste.
- All LNIB residential recycling is disposed of at the Lower Nicola Eco-Depot, located at 2348 Woodward Road, approximately 5km from Nicola Mameet IR 1.
- The LNIB Public Works department provides weekly curbside collection every Wednesday of approximately 16 cubic yards of co-mingled packaging and paper products (PPP) recyclable items.
- Collection is only from residential areas of LNIB Lands (Nicola Mameet IR 1, Joeyaska IR 2 and Zoht IR 4).
- Collection is done by a 2-person crew using a purpose-built truck (Figure 1).



Figure 1 – LNIB recycling truck

Community Education and Promotion

LNIB employs a number of methods when engaging with residents and community members: the LNIB website, newsletter and public and private Facebook pages, automated phone calls and text messages, video clips, and paper and online surveys.

In 2019, LNIB has engaged their community member on solid waste management in the following ways:

- Newsletter articles, community notices, and social media posts (Figure 2);
- A community engagement session held in February (Figure 3), which consisted of an information portion and a facilitated feedback session on the subject session on the topic of solid waste management.
- An online survey of community members priorities regarding solid waste.

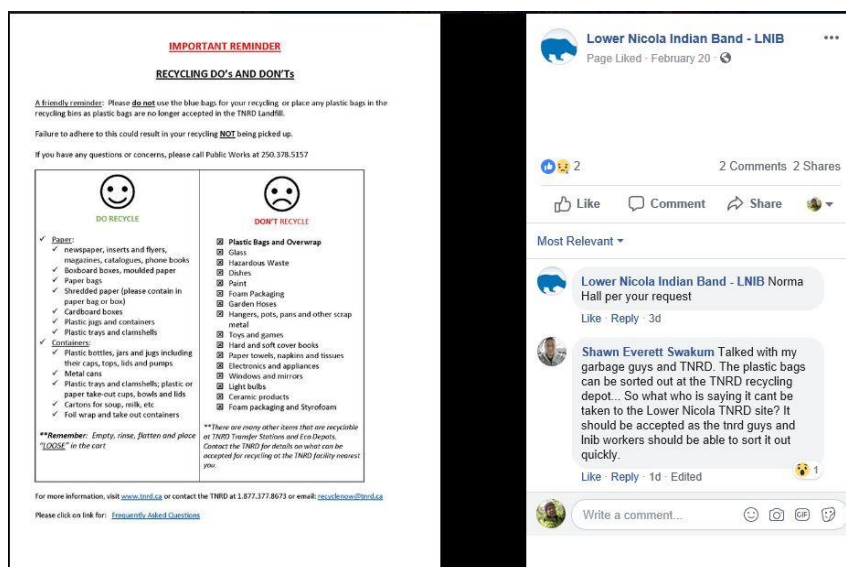


Figure 2 – Facebook Post: Recycling Do's and Don'ts



Figure 3 – February 11, 2019 Community Event Poster

LNIB has drafted plans for a comprehensive community outreach strategy on solid waste, including potential resources. Further information may be found in the *Draft Lower Nicola Solid Waste Management Plan* and the *Draft Lower Nicola Indian Band Waste Management Community Engagement Report*.

Program Compliance

LNIB has a positive working relationship with the TNRD with respect to administering their solid waste management program. The TNRD provides support to LNIB by making staff available to monitor LNIB's recycling disposal. Any problems that they observe are to be communicated to LNIB as soon as practical so that LNIB may be proactive in addressing any issues.

LNIB employs a hanging tags analogous to those used by the City of Merritt to assist members to determine what items belong in their household recycling bins.



Report

**City of Merritt
REGULAR Council Meeting
November 26, 2019**

File Number: 0300

To: Scott Hildebrand, Chief Administrative Officer
From: Will George, Economic Development & Tourism Manager
Date: November 22, 2019
Subject: City of Merritt Logo and Rebranding

RECOMMENDATION:

THAT Council; direct staff to explore options for rebranding the City of Merritt and provide logo redesign options. This would include logo options for Council to consider and community consultation.

Background:

City of Merritt Council have identified to staff there is a desire to revisit the branding and logo design for the City of Merritt. Rebranding was briefly discussed during the November 5, 2019 Committee of the Whole meeting on "Tourism Marketing and the Municipal Regional District Tax" and during the October 29, 2019 Committee of the Whole meeting on "Marketing and Communications".

Staff is seeking Council direction on the desire to rebrand and explore options to change the City of Merritt logo. City of Merritt Special Project Coordinator, Steven Bauwens, has prepared material for Council to review and provide feedback.

Options / discussion

1. That Council direct staff to explore options for rebranding the City of Merritt and provide logo redesign options. This would include logo options for Council to consider and community consultation.
2. That Council adopts the proposed 2019 City of Merritt logo as per the presentation and implement the logo on all City of Merritt material effective immediately.
3. That Council takes this report for information and continues to use the current City of Merritt logo and tagline of “Country Music Capital of Canada”.

Financial / Risk Implications:

Financial considerations for Council to assess include staff time, consultant fees, community consultation costs (i.e. Open Houses, survey and public engagement practices) and implementation to transition the new logo onto City material. If Council desires staff could provide a follow up detailed report to Council on these potential costs.

Strategic Plan Reference:

The below tourism tactics are in the NOW section of Council’s Strategic Priorities:
#3. Economic Development Strategy: Review / Direction

The below tourism items are in the NEXT section of Council’s Strategic Priorities:

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

City of Merritt Strategic Plans relating to Tourism includes:

- Tourism Plan for Merritt/Nicola Valley, BC - 2013/14
- City of Merritt Economic Development Action Plan- 2014/2015
- City of Merritt Official Community Plan
- Merritt Tourism Inventory Asset Inventory - 2018
- City of Merritt Parks, Recreation & Culture Master Plan – 2017

Others Consulted:

- Steven Bauwens, City of Merritt Special Project Coordinator

Respectfully submitted,

Will George

Economic Development, Communications and Tourism Manager



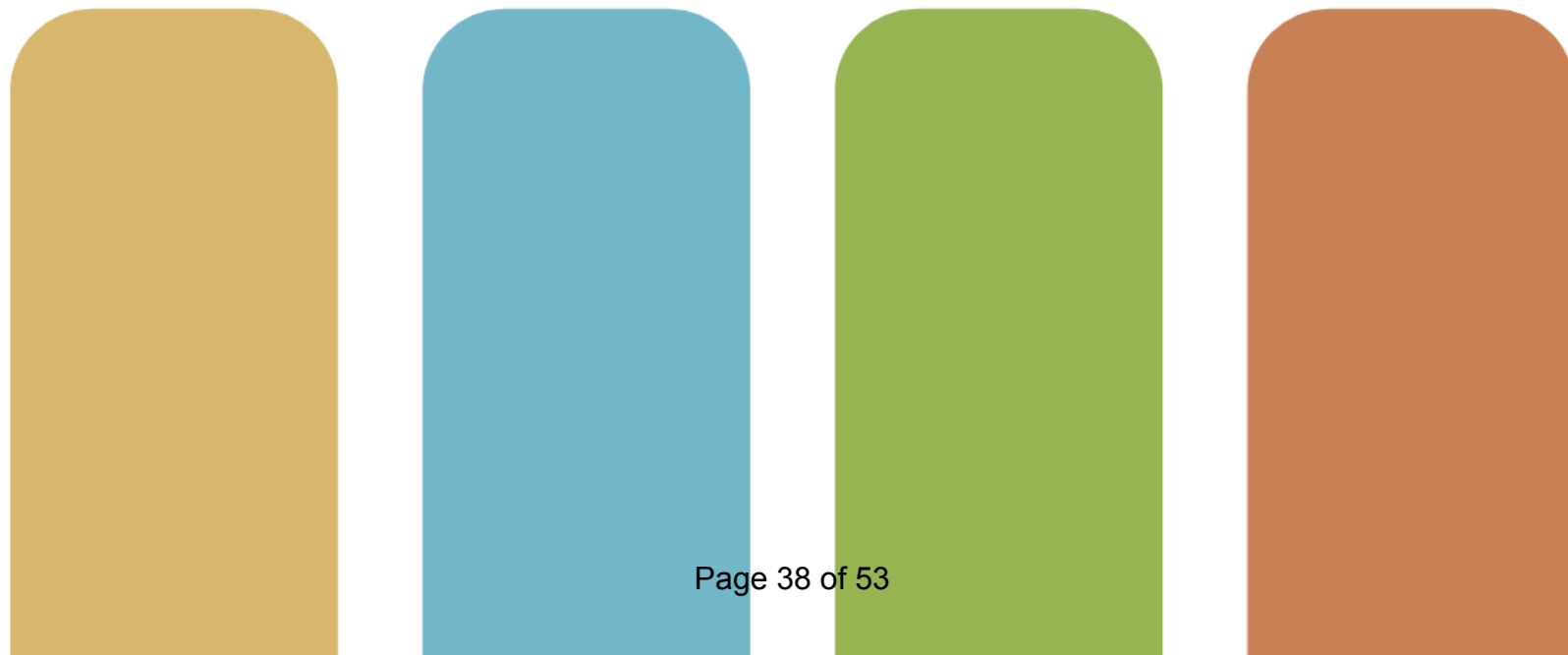
Logo & Branding Proposal





Actual Logo & Branding Proposal

Logo & Branding Proposal



Logo

Main Logo



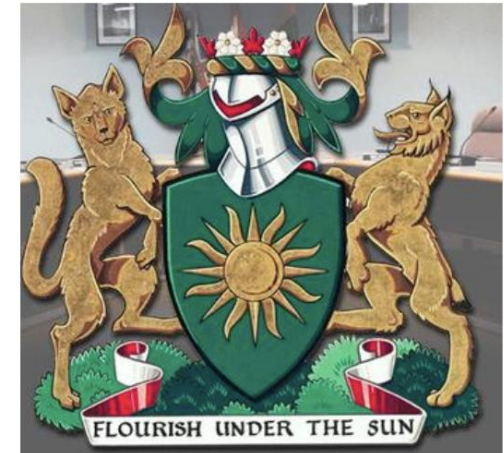
Explanation

The logo design is a modern adaptation of the existing coat of arms.

- It contains a simplified version of the sun, maintaining the shape and colour

- It re-establishes the slogan

"Flourish under the sun"



Logo

Font

Bree Serif

The Bree Serif font family is an energetic and mature slab serif.

The characters in Bree Serif maintain the original flavour of handwriting and provide wider support for optimal editorial usage. The slabby nature of its shapes, particularly in the heavier weights, makes for a strong impression.

Merritt

FLOURISH UNDER THE SUN

Logo variations

logo on black background



black & white



Without slogan



Colours

Colour codes

Explanation

CMYK: 14,27,76,0
RGB: 220, 183, 95
HEX: #DCB75F

The main colour represents the sun and the valley. The colour is taken from the sun and animals represented in the coat of arms of Merritt.

CMYK: 61,7,20,0
RGB: 88, 185, 201
HEX: #58B9C9

The blue colour represents our lakes and sky, to commemorate a previous slogan: "A lake a day, as long as you stay"

CMYK: 50,10,100,0
RGB: 141, 182, 62
HEX: #8DB63E

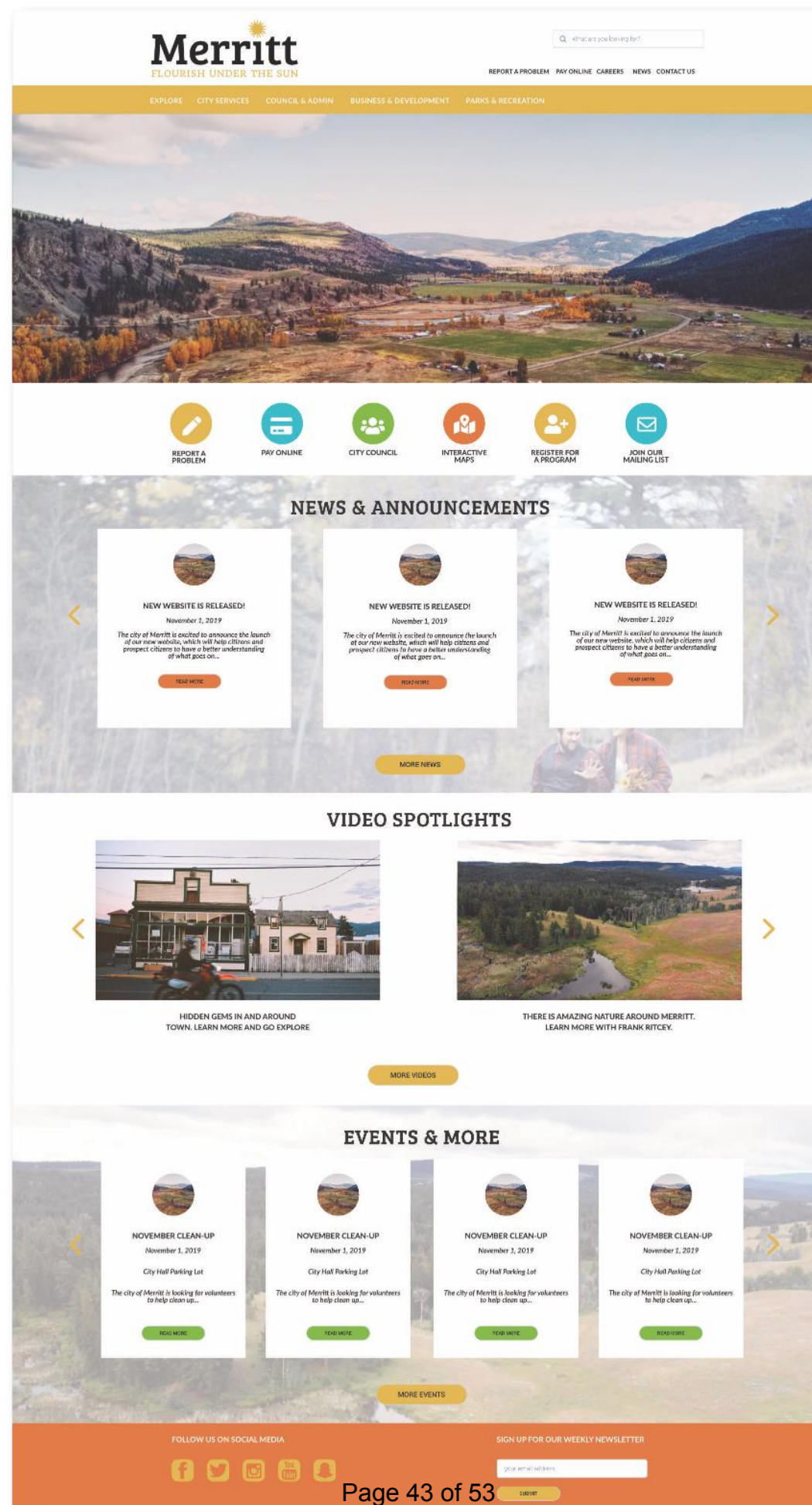
The green colour represents freshness and hope, our commitment to being a sustainable and respectable city.

CMYK: 13,60,69,1
RGB: 212, 124, 75
HEX: #D47C4B

This colour represents our roots and heritage, as Merritt main industries were/are involved in mining, forestry and agriculture.



Branding Application Examples



SAMPLE
CONTENT



SAMPLE
CONTENT

WHAT IS CORPORATE COMMUNICATION?

Corporate communication is vastly growing, yet changing field involving many aspects outside of the field of communication. It represents the organization as a whole and defines how aware and engaged the audience is with the organization.

HOW IS CORPORATE COMMUNICATION EVOLVING?

The evolution of corporate communication can be explained with 3 keywords:

TRANSPARANCY

There is a large shift from withholding information to being (more) open with the audience. This is mainly due to the internet as everyone has to ability to search, reseach and make decisions based on multiple sources of information. Although this may seems worrying, transparency can be used as a helpful tool to achieve respect and trust from citizens.

TECHNOLOGY

Over the last 10 years, the channels people have used to communication have changed drastically, which is mainly due to technology. The concept of many people carrying a smartphone, gives people the ability to look up any information at any time.

Besides the development of personal devices, software, tools and social media platforms are responsible for a much more diverse and specific offer in communication channels. On one side, this creates a bigger challenge to reach all citizens, as on the other hand, it gives the ability to reach citizens in a more direct and tailored approach.

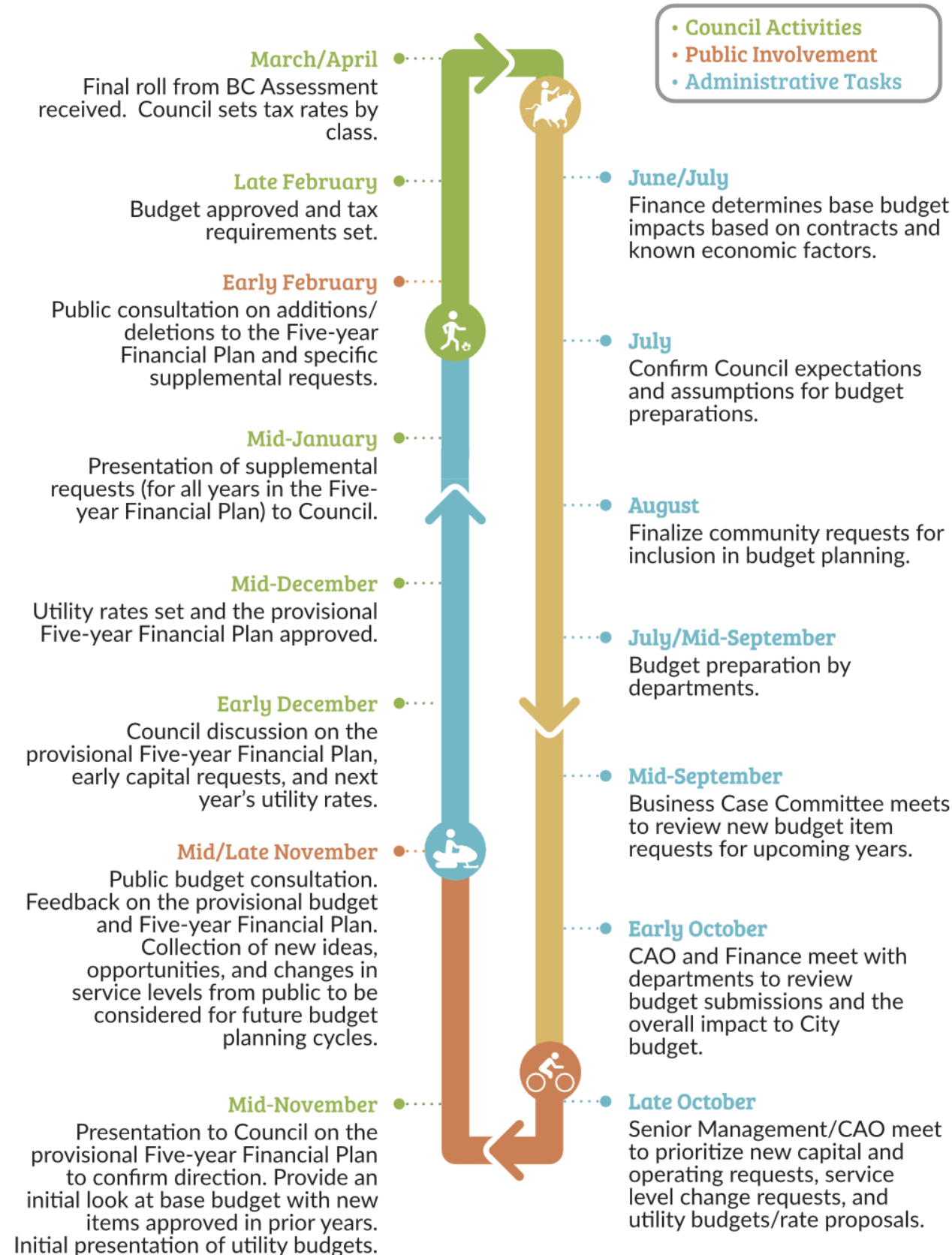
Another aspect is the visual component to information. Due to the massive amount of information on the internet, it is harder to be 'seen', therefor the visualization of information has increased significantly, including the tools to create visual material. This is also no longer restricted to still images, as the popularity of online videos has increased over the last years.

TIMING

Due to a fast-paced environment, a fast response time both internally and externally offers more control over what information is shared in the community. This can avoid mis-information, caused by assumptions and faulty sources.

Because of the technology, not only are we able to send out information at any given time, which allows us to communicate the right message at the right time, it also allows for increased engagement as citizens are able to respond immediately.

Two-year Budget Calendar



Have

your

say

on 2019 budget priorities

How would you
adjust property
tax funding for
key City programs
and services?

What are your
top priorities?
What's most
important to you?

What changes
would you
suggest?

Our new **Citizen Budget Tool**
is an easy way to tell us what
you think:

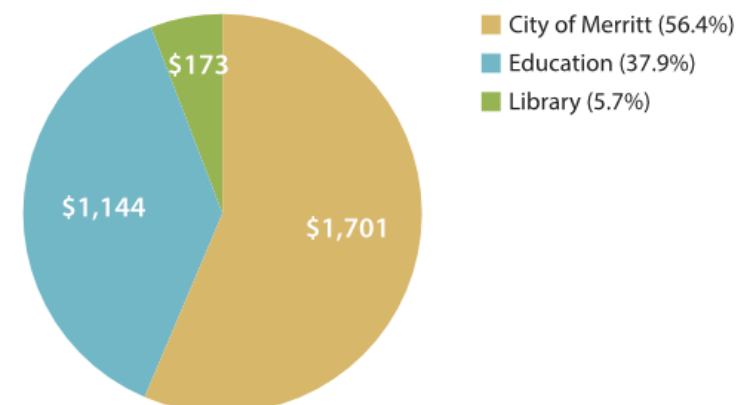
merritt.ca/citizenbudget

Nov 16 - Dec 24, 2019

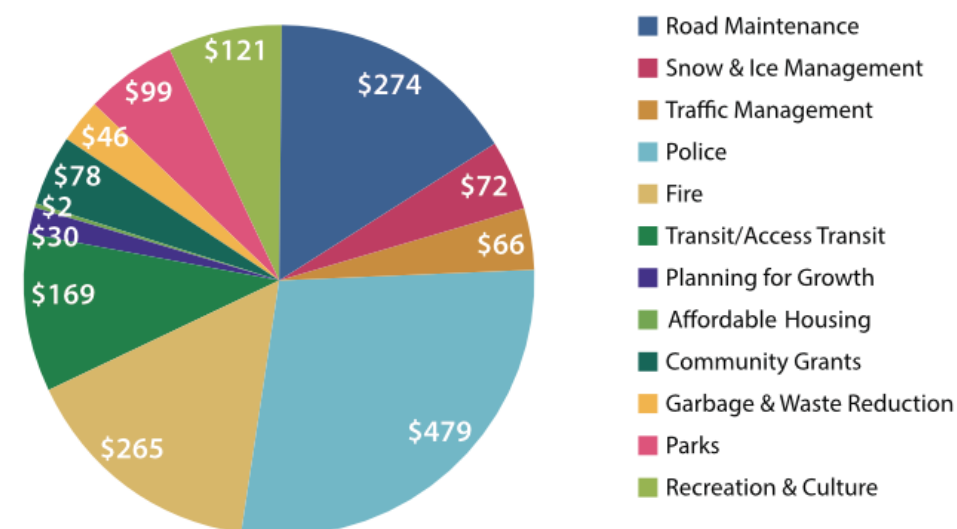
Merritt
FLOURISH UNDER THE SUN

Shaping
Our
Financial
Future

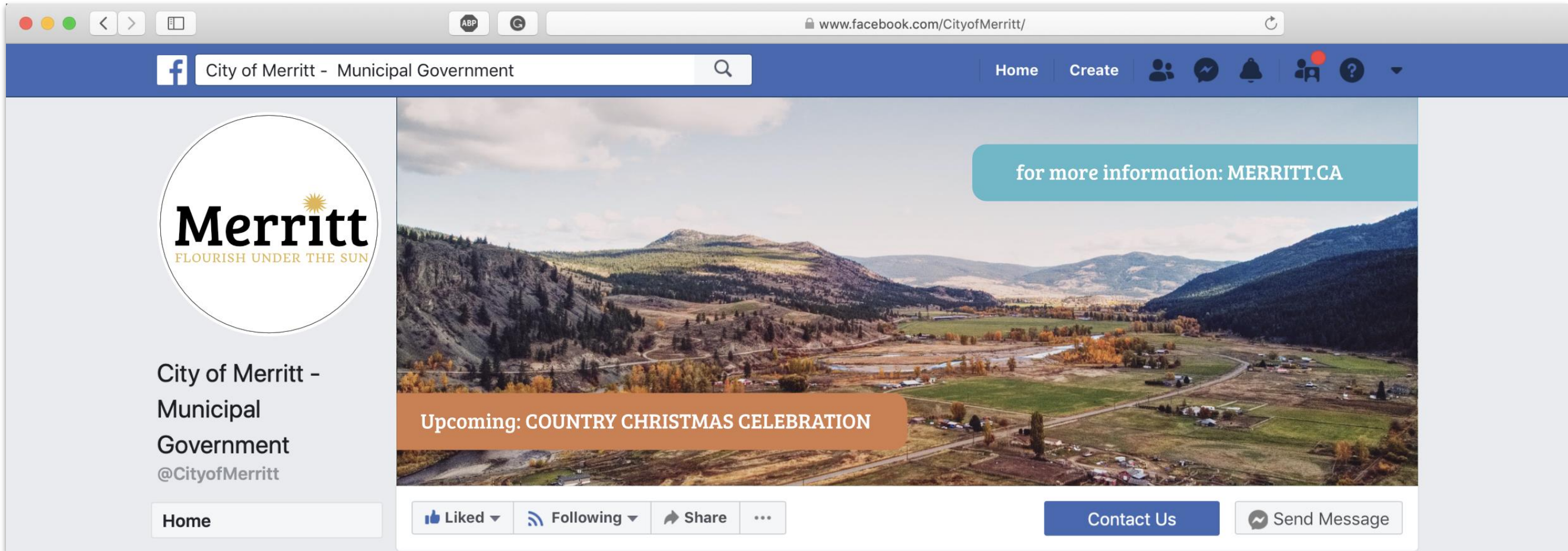
Based on an average property assessment value of \$325,000 with property taxes of \$3,018 in 2019, the Property Tax dollars are allocated this way:



The \$1,701 tax portion that goes to the City is then distributed this way:



Public feedback gathered through Citizen Budget will be considered by City Council and Administration prior to the final 2020 Budget review, December 2019.




On faceBook



Any Questions?



A non-profit organization

Merritt Dance Society

P.O.Box 525
Merritt, BC
V1K 1B8
Canada

1976 Quilchena Avenue
Merritt, BC

Tel: 250 378-9898

April 5, 2019

City of Merritt
P.O. Box 189
Merritt, BC
V1K 1B8

Re: In-Kind Grant of \$2,600.00 - Report

Attention: Mayor Linda Brown and City Council

We would like to thank you again for your grant in kind of \$2,600.00 earlier this year which covered the cost of the facility rental for our June American Academy of Ballet Performance Exams (June 15th and 16th). As you know, last year our students did exceedingly well and the Judge from New York awarded six (6) of our students opportunities to study in New York. Three of these students raised funds to attend the 'Summer Intensive'. This experience involved daily classes of 6 hours for a week. Classes were presented by an international faculty of four dance instructors which was a wonderful growing experience for these three girls. The faculty consisted of a Russian, a French, a Belgium and a South African instructor.

This June a Judge from New Hampshire awarded four scholarships to study in New York as she felt the quality of dance was again of a very high standard. As funding is a challenge for these students, it remains to be seen if this privilege will be taken advantage of. We sincerely hope so and encourage any fund raising ideas they may have.

The City and Council have a big influence on the development of youth in the community by providing this Grant In Kind for these students to perform in front of an international judge. The Love to Dance project of the Merritt Dance Society taught the syllabus and created the event with this funding. Forty student participated in solo dances on the Civic Centre stage. The students were each awarded a certificate and a medal; gold, silver or bronze. Special needs children were involved and awarded medals as well.


...../2

Page two

The development of these children goes beyond dance, as it teaches them much about accountability, care for their costumes, respect for their instructors and their peers, self-respect, practice, good grooming and many other traits that are important in good showmanship.

The City of Merritt provides this opportunity for the expansion of life skills for the youth in our community enabling them to become valuable adult members of our community and again perhaps contributing back that which they have received.

Sincerely,

A handwritten signature in cursive script that reads "Lizette Nel".

Lizette Nel, Head Dance Instructor
The Love to Dance Studio, a project of
The Merritt Dance Society

jer



November 7, 2019

Dear Sir or Madam:

RE: Drought in the Coldwater River Watershed

Drought occurs in many climates around the world, but occurrence has been significant in the Coldwater River watershed, over the last several years. In 2019, there was a lower than normal snowpack and very little rain within the watershed, resulting in lower flows heading into the dry summer months. With continued lack of rain, water levels were trending below normal and we sought help from water users to conserve water.

As a water user, your water reductions and ultimate 100% voluntary shut down prevented a bad situation from getting much worse. **Your helpful and responsive actions** allowed as much water as possible to remain in the river. As a result, the resident and spawning fish had the best chance for survival and success over the drought period.

I want to express my appreciation for your water conservations efforts, supporting salmon at risk in the Coldwater River. This is a great example of the community of water users working together to deliver this important outcome.

Thank you!

Sincerely,

Paul Rasmussen
Assistant Deputy Minister

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