



# AGENDA

## CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, December 17, 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 - November 26, 2019

6

**Recommendation:**

**THAT the Minutes of the Regular Council Meeting held on November 26, 2019 be adopted**

5. PUBLIC HEARING

6. GENERAL MATTERS - Delegations and Recognitions

6.1 Work BC - Thriving Communities Labour Market Study

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

## 7. UNFINISHED BUSINESS

### 7.1 Notice of Motion

Councillor Fehr made the following notice of motion at the November 26, 2019 Meeting:

**Recommendation:**

**That Council elevate a long term crime reduction strategy as a top priority in Council's strategic plan.**

## 8. BYLAWS

### 8.1 Zoning Amendment Bylaw – Health and Fitness Facilities

13

**Recommendation:**

**THAT Council give first reading to Zoning Amendment Bylaw No. 2278, 2019;**

**Recommendation:**

**THAT Council give second reading to Zoning Amendment Bylaw No. 2278, 2019;**

### 8.2 2019-2023 Financial Plan Amendment

20

**Recommendation:**

**THAT City of Merritt Five Year Financial Plan Amendment Bylaw No. 2279, 2019 be read a first time.**

**Recommendation:**

**THAT City of Merritt Five Year Financial Plan Amendment Bylaw No. 2279, 2019 be read a second time.**

**Recommendation:**

**THAT City of Merritt Five Year Financial Plan Amendment Bylaw No. 2279, 2019 be read a third time.**

## 9. NEW BUSINESS

### 9.1 Youth Advisory Committee Appointments

32

*The City of Merritt put out a request for applicants for the Youth Advisory Committee and received five applications, one from an NVIT student, one MSS graduate, one SCIDES Graduate, and two current MSS students. All applications have been reviewed by both staff and the Mayor, and each applicant has been contacted to confirm their interest in being appointed.*

**Recommendation:**

**THAT Council appoint Darian Krajci, Susanna Scholtens, Nkikaxni (Honey) Grismer, Beckett Finch, and Marius Auer to the Youth Advisory Committee in a voting capacity, and Adam Etchart in a non-voting capacity;**

**AND THAT Council authorize Mayor Brown to make further appointments to this Committee, up to the limit prescribed in the Terms of Reference for this Committee.**

### 9.2 Airport Advisory Committee - Terms of Reference Adoption

34

*On December 2, 2019, the Airport Select Committee met to establish terms of reference for the Airport Advisory Committee. Staff made three amendments to the proposal. First, as this is a standing Committee, the Community Charter requires that at least half of the committee must be made of of Council members. As such, staff amended the proposed composition to meet this requirement.*

*Second, a minor change was made to one of the Committee Duties, to ensure that the Committee only works through Council (as opposed to the CAO). This is a minor change, but it is important to acknowledge that any Committee cannot direct staff, as that is exclusively the role of Council.*

*Third, a number of administrative provisions were omitted, as the Council Committee Policy, which applies to all City Committees addresses these items.*

**Recommendation:**

**THAT Council establish the Airport Advisory Committee with the attached Terms of Reference;**

**AND THAT Council direct staff to advertise to the public for appointments to this Committee.**

**9.3      North Bench Lands – Crown Land Tenure Application**

**38**

**Recommendation:**

**THAT Council direct staff to consult with the Ministry of Forests, Lands and Natural Resource Operations, as well as First Nations, regarding potential Crown Land Tenure applications for the Crown lands north of Mountain Drive in the Bench area (the “North Bench Lands”).**

**Recommendation:**

**THAT Council direct staff to prepare budgetary information regarding the creation of a North Bench Lands Neighbourhood Development Plan, as indicated in the Official Community Plan.**

**9.4      MFA Equipment Financing for Loader Purchase**

**49**

**Recommendation:**

**THAT Council of the City of Merritt authorize \$205,665 to be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing a 2019 Hyundai HL940 Wheel Loader, with attached 3.0 cubic yard bucket; and**

**THAT the loan be repaid within 5 years, with no rights of renewal.**

**9.5      Fire Protection Agreement Renewal**

**51**

**Recommendation:**

**THAT Council authorize staff to renew the Fire Protection Agreement between the City of Merritt and the Thompson Nicola Regional District, resulting in a 5 year total payment to the City of \$397,000.**

**9.6      Town Hall Meeting**

**Recommendation:**

**THAT Council direct staff to schedule an open invitation Town Hall meeting in January 2020, to communicate the 2019 year in review, current City initiatives, and hear from the public about their issues and concerns.**

**9.7      CAO Update**

10.	<u>NOTICES OF MOTION</u>	
11.	<u>REPORTS FROM COUNCIL</u>	
12.	<u>INFORMATION ITEMS</u>	
12.1	<u>B.C. PNP Entrepreneur Immigration Pilot Committee - Quarterly Report</u>	54
	<b>Recommendation:</b> <b>THAT Council accept for information the B.C. PNP Entrepreneur Immigration Pilot Quarterly Report.</b>	
12.2	<u>Strategic Planning Priorities</u>	56
13.	<u>TERMINATION OF MEETING</u>	



# **MINUTES**

## **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

**PRESENT:**

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

**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**  
**Andrea Clayards**

**1. CALL TO ORDER**

**1.1 Call to Order**

Mayor Brown called the meeting to order at 7:02pm

**2. LATE ITEMS**

**2.1 Nicola Valley Pro Rodeo Association**

Presentation by Jacqueline Whitecross

***Recommendation:***

272/19

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

**Moved, Seconded, CARRIED**

**3. PUBLIC INPUT**

Megan Pacquette, who owns Akasa Yoga studio, spoke to Council in favour of item 8.2. She discussed increasing rents at her current location, and some of the advantages of operating out of a new location in the M1 zone.

Ginny Prowal spoke to Council regarding the decrease in meetings, noting that Council may want to consider a reduction in salary.

**4. ADOPTION OF MINUTES**

**4.1 Regular Council Meeting Minutes - November 12, 2019**

273/19

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

**Moved, Seconded, CARRIED**

**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

Kim presented a proposal to the City, expressing the need for more City funding and support. The Chamber is looking to review the current partnership structure, and would like to request \$25,000. The thought is that the Chamber would be the primary voice, advocate, and champion for businesses in the City of Merritt.

Mayor Brown requested that this item be brought forward for debate at the December 17, 2019 meeting.

**6.2 Nicola Valley Pro Rodeo Association**

Presentation by Jacqueline Whitecross

The Nicola Valley Pro Rodeo Association presented to Council with a list of projects and costs that the NVPRA is facing in 2020, noting that this year the association made some profit.

Jacqueline expressed that the NVPRA would greatly appreciate any funds that the City could spare to support these projects.

## **7. UNFINISHED BUSINESS**

### **7.1 Committee of the Whole Recommendation - Tourism**

*Councillor White declared a conflict of interest in relation to this item, citing her role as Director of the Society, and left the meeting at 7:42pm*

*Councillor White returned to the meeting at 7:43pm*

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

274/19

***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).***

Absent (1): Melvina White

**Moved, Seconded, CARRIED**

### **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:***

275/19

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

**Moved, Seconded, CARRIED**

***Recommendation:***

276/19

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

Against (2): Tony Luck, and Melvina White

**Moved, Seconded, CARRIED**

## **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.

***Recommendation:***

277/19

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

Against (2): Mike Bhangu, and Adam Etchart

**Moved, Seconded, CARRIED**

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

***Recommendation:***

278/19

***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.***

Moved, Seconded, CARRIED

9. **NEW BUSINESS**

9.1 **Airport Select Committee Establishment**

***Recommendation:***

279/19

***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;***

Moved, Seconded, CARRIED

***Recommendation:***

280/19

***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;***

Moved, Seconded, CARRIED

***Recommendation:***

281/19

***THAT Council appoint Kurt Christopherson to sit on the Airport Select Committee.***

Moved, Seconded, CARRIED

9.2 **Council Calendar and Acting Mayor Schedule**

***Recommendation:***

282/19

***THAT Council approve the proposed schedule of Regular Council Meetings for 2020, as presented on Schedule "A";***

**Moved, Seconded, CARRIED**

***Recommendation:***

283/19

***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.***

**Moved, Seconded, CARRIED**

**9.3 LNIB Recycling Agreement**

***Recommendation:***

284/19

***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***

**Moved, Seconded, CARRIED**

**9.4 City of Merritt Logo and Rebranding**

***Recommendation:***

285/19

***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.***

Against (1): Melvina White

**Moved, Seconded, CARRIED**

**9.5 CAO Update**

Scott announced the postponement of the MOU signing ceremony scheduled for November 29, 2019, Scott also announced the Country Christmas parade, the official re-opening of the Rotary Park playground, the City's participation in North America's largest ever Indigenous Tourism

Conference, the City's need for additional volunteers for the Snow Angel program.

**10. NOTICES OF MOTION**

Councillor Fehr made the following notice of Motion:

**That Council elevate a long term crime reduction strategy as a top priority in Council's strategic plan.**

**11. REPORTS FROM COUNCIL**

Councillor Christopherson reported on the Christmas Tree light up, thanking the public for their attendance and donations.

**12. INFORMATION ITEMS**

**12.1 Merritt Dance Society - Letter**

**12.2 Ministry of Forests, Lands and Natural Resource Operations - Letter**

**12.3 Strategic Planning Priorities**

**13. TERMINATION OF MEETING**

The Mayor declared the meeting ended at 8:46pm

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Corporate Officer

Sean Smith

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

Confirmed on the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_

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Mayor

Linda Brown

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**December 17, 2019**

**File Number: 3900.2187**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Sean Smith, Director of Corporate Services  
**Date:** December 12, 2019  
**Subject:** Zoning Amendment Bylaw – Health and Fitness Facilities

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**RECOMMENDATION:**

**THAT Council give first reading to Zoning Amendment Bylaw No. 2278, 2019;**

**AND**

**THAT Council give second reading to Zoning Amendment Bylaw No. 2278, 2019;**

**Background:**

At the November 26, 2019 Regular Council Meeting, Council passed the following resolution:

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.

The purpose of this report is to present the requested further research and to recommend that Council give first and second readings to Zoning Amendment Bylaw No. 2278, 2019.

### Comparison to other communities

Staff followed up with the research presented by Ms. Megan Paquette, which was included as part of the Report to Council on November 26, 2019. Staff confirmed that it is quite common in many British Columbia municipalities to allow for health and fitness facilities in the Light Industrial (M1) zone, and that this type of use is even more prevalent in the Service Commercial (C3) zone (or its equivalent).

### Compatibility with neighbouring uses

Staff reviewed our Zoning Bylaw to determine if the “Participant Recreation Services, Indoor” use is compatible with other uses. The lists of permitted uses in both the M1 and C3 zones are attached to this report as Schedule “B”.

Comparing the uses in these zones, staff found that the proposed use is largely dissimilar from other uses in the M1 zone, which raises some concerns regarding public accessibility, though this is not necessarily fatal. A comparison of uses in the C3 zone did not raise any concerns.

In most cases, uses in the M1 zone generate noise, smoke, dust, fumes or odours, and involve only the presence of employees and small numbers of the public at any given time. The “Participant Recreation Services, Indoor” use differs from the majority of these uses in that there is unlikely to be significant noise, smoke, dust, fume or odour generation and there could be large numbers of the public present. The notable exception within the M1 zone is the “Public transit depot including bus depot”, which could generate a significant number of the public.

The primary issue with allowing a use that could involve the attendance of larger groups of the public, is that Light Industrial areas are not designed to accommodate the public in that there are usually no streetlights or sidewalks and often there are no nearby transit stops. While this is not necessarily prohibitive, as most people choosing to attend a health and fitness centre in the M1 zone would do so by car, accessing the facility by any other mode, such as walking, biking or transit may be less safe or convenient for the public.

### Downtown Revitalization

Staff also has some reservation about the potential impacts that this rezoning bylaw may have on Council’s downtown revitalization efforts.

While staff is careful not to overstate the potential impact, this rezoning would allow businesses that generate public attendance in the downtown area to relocate to lower-cost industrial areas, which could contribute in a minor way to downtown storefront vacancy.

While downtown would not benefit from this amendment, it is possible that this rezoning would encourage more indoor recreation businesses to open, given the cost, building

size, and parking advantages of industrial areas. As such it is difficult to evaluate the net benefit to residents that this rezoning could have.

### **Conclusion**

Considering the information available, staff tentatively supports advancing Zoning Amendment Bylaw No. 2278, 2019 to a public hearing by giving the Bylaw first and second readings.

There is a stronger argument to be made that the “Participant Recreation Services, Indoor” use is appropriate in the C3 zone, though that change may not provide any benefit to the business owner who requested that Council consider this change.

### **Options / discussion**

1. **THAT Council give first reading to Zoning Amendment Bylaw No. 2278, 2019;**

**AND THAT Council give second reading to Zoning Amendment Bylaw No. 2278, 2019;**

2. **THAT Council direct staff to provide further information prior to advancing the Bylaw to second reading;**
3. **THAT Council amend Zoning Amendment Bylaw No. 2278, 2019 by deleting clause 3, which would have the effect of only allowing the proposed use in the C3 zone, but not the M1 zone.**
4. **THAT Council receive this report for information.**

### **Others Consulted:**

Don McArthur, Planning and Development Services Manager

### **Attachments:**

Schedule “A” – Zoning Amendment Bylaw No. 2278, 2019

Schedule “B” – Permitted Uses in M1 and C3 Zones

**Respectfully submitted,**

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

**Schedule "A"**  
**CITY OF MERRITT**

**BYLAW NO. 2278**

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

**WHEREAS** the Municipal Council of the City of Merritt desires to add additional uses to the Light Industrial (M1) and Service Commercial (C3) Zones;

**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 "**ZONING AMENDMENT BYLAW NO. 2278, 2019**".
2. That section 6.15.2 of City of Merritt Zoning Bylaw No. 2187, 2015, be amended by adding "Participant Recreation Services, Indoor" as a permitted use and that the uses listed be consequently renumbered.
3. That section 6.20.2 of City of Merritt Zoning Bylaw No. 2187, 2015, be amended by adding "Participant Recreation Services, Indoor" as a permitted use and that the uses listed be consequently renumbered.

**READ A FIRST TIME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2019

**READ A SECOND TIME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2019

**PUBLIC HEARING HELD THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2019

**READ A THIRD TIME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2019

**ADOPTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
**Linda Brown,**  
**MAYOR**

\_\_\_\_\_  
**Sean Smith,**  
**CORPORATE OFFICER**

## 6.15 Service Commercial (C3)

### 6.15.1 Intent

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.

### 6.15.2 Permitted Uses

The following principal uses and no others shall be permitted in the zoning district designated C3:

- a. Animal Clinic;
- b. Auction room;
- c. Autobody shop;
- d. Automobile, boat, trailer, and recreational vehicle showroom and sale and rental lot, including minor repair shop;
- e. Automobile repair shop;
- f. Bakery;
- g. Building supply establishment;
- h. Business support services;
- i. Car washing establishment;
- j. Delivery and express facility;
- k. Food and beverage packaging and distribution;
- l. Furniture and cabinet assembly;
- m. Gasoline service station;
- n. Machine welding shop;
- o. Mini warehousing;
- p. Mobile home sales, service and storage;
- q. Motorcycle sales and service;
- r. Office, storage building, workshop and yard for general contractor and trade contractor;
- s. Personal service establishments;
- t. Public transportation depot including bus terminal;
- u. Public use;
- v. Recreation vehicle sales;
- w. Recycling depot;
- x. Retail sale of new automobile parts and accessories, including related minor repair shop;

- y. Retail sales, Convenience;
- z. Retail sales, General;
- aa. Sales and repair of machinery, farm implements and heavy equipment;
- bb. Second hand store, Pawn shop;
- cc. Truck travel centre;
- dd. Upholstering shop.

#### **6.15.3 Accessory Uses**

The following accessory uses and no others shall be permitted in the zoning district designated C3:

- a. Accessory buildings and structures (limited to food and convenience items);
- b. Automobile storage;
- c. Bulk petroleum product sales;
- d. Commercial card lock facility;
- e. Residential security / operator suite.

#### **6.15.4 Subdivision Regulations**

- a. Minimum lot width: 15 metres
- b. Minimum lot area: 550 m<sup>2</sup>

#### **6.15.5 Site Development Regulations**

- a. Maximum Parcel Coverage: 50%
- b. Maximum height: the lesser of 11.5 metres or three storeys

#### **6.15.6 Conditions of Use**

- a. Outdoor merchandise display shall have a minimum setback of 2 metres from all parcel lines.

#### **6.15.7 Special Regulations**

- a. Notwithstanding Section 6.15.2, the only use permitted on the parts of Lot A, Plan 31180, TP 91, W6M; Lot 11, Plan 11461, TP 91, W6M; and Lot 33, Plan 707, TP 91, W6M that lies within the C3 zone are a machine welding shop and associated storage and rental storage.

#### **6.15.8 Other Regulations**

- a. All buildings and structures shall comply with Part 4;
- b. All Specific Use Regulations shall comply with Part 5;
- c. Screening and Landscaping shall comply with Part 7;
- d. Off-street parking and loading shall comply with Part 8.

## 6.20 Light Industrial (M1)

### 6.20.1 Intent

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.

### 6.20.2 Permitted Uses

The following principal uses and no others shall be permitted in the zoning district designated M1:

- a. Animal clinic;
- b. Automobile, boat, trailer and recreation vehicle sales and rentals, repairs and body shop;
- c. Building supply establishment;
- d. Bulk petroleum products sales;
- e. Cartage, delivery or express facility;
- f. Commercial card lock facility;
- g. Brewing and Distilling Amending Bylaw No. 2147(2018);
- h. Light manufacturing, processing, finishing and packaging;
- i. Metal recycling;
- j. Mobile home sales lot;
- k. Moving and storage;
- l. Nursery or greenhouse;
- m. Office, storage building, workshop and yard for general contractor and trade contractor;
- n. Public transit depot including bus depot;
- o. Public use;
- p. Sale, rental and repair of tools and small equipment;
- q. Storage buildings, warehousing and wholesale establishment, packing and crating, cold storage;
- r. Technology Centre;
- s. Truck and truck-tractor sales or rental lot.

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**December 17, 2019**

**File Number: 1700**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Sheila Thiessen, Director of Finance & IT  
**Date:** December 12, 2019  
**Subject:** 2019-2023 Financial Plan Amendment

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**RECOMMENDATION:**

**THAT City of Merritt Five Year Financial Plan Amendment Bylaw No. 2279, 2019 be read a first time.**

**And**

**THAT City of Merritt Five Year Financial Plan Amendment Bylaw No. 2279, 2019 be read a second time.**

**And**

**THAT City of Merritt Five Year Financial Plan Amendment Bylaw No. 2279, 2019 be read a third time.**

**Background:**

During 2019, some budget amendments were required. When the City received notification that the application for grant funding for the Flood Mitigation Plan was not successful, Council resolved to fund the project from Gas Tax. This requires an amendment to the budget reducing grant funding by \$150,000 and increasing funding from Gas Tax Reserve by \$150,000 (a).

The City also received grant funding from the Municipal Insurance Association to construct a protective enclosure around the compressor at the Nicola Valley Memorial Arena. This requires an amendment to grant funding budgeted of \$8,250 (b) and an offsetting increase in capital projects of \$8,250 (b).

Council resolved to provide \$6,000 (c) in funding from Council contingency for the Ty Pozzobon memorial, this was added to the capital expenditures.

There were some errors in the original budget schedule to be corrected. The accounts impacted are solid waste fees discounts claimed, emergency services materials and supplies, IT software maintenance and memorial contributions. The net effect of these adjustments is \$108,300 (d) and is offset with transfer from surplus.

Finally, the transfer (to) and from accounts have been adjusted to reflect the correct amounts (e). There is no change overall on the budget for these adjustments, only a redistribution of the sources of the transfers to the correct lines.

There is no financial risk with these amendments, and they are required to correct the official record. The changes are shown in Table 1 attached.

**Attachments:**

Table 1 Budget Amendments

City of Merritt, Five Year Financial Plan Bylaw No. 2261, 2019

City of Merritt, Five Year Financial Plan Amendment Bylaw No. 2279, 2019

**Respectfully submitted,**

**Sheila Thiessen, CPA, CMA**  
**Director of Finance & IT**

Table 1: Budget Amendments

<b>Budget Line</b>	<b>2019 Budget</b>	<b>Ref</b>	<b>Adjustments</b>	<b>2019 Amended Budget</b>
Provincial Government Grants	1,443,440	(a)	(150,000)	1,301,690
		(b)	8,250	
Sale of Services	4,352,526	(d)	(204,000)	4,148,526
General Government	2,333,360	(d)	(56,000)	2,271,360
		(c)	(6,000)	
Protective Services	4,154,794	(d)	(25,000)	4,129,794
Recreational and CS	3,133,321	(d)	(14,700)	3,118,621
Capital Expenditures	(8,146,502)	(b)	(8,250)	8,160,752
		(c)	(6,000)	
Transfer from (to) RFE	760,865	(e)	(85,000)	675,865
Transfer from (to) reserve funds	1,157,881	(a)	150,000	536,732
		(e)	(771,149)	
Transfer from Surplus	1,196,857	(d)	108,300	2,161,306
		(e)	856,149	

# CITY OF MERRITT

## BYLAW NO. 2261, 2019

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### A BYLAW TO ADOPT A FIVE-YEAR FINANCIAL PLAN FOR THE PERIOD 2019-2023

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**WHEREAS** pursuant to Section 165 of the *Community Charter*, the Council for the City of Merritt must adopt a five-year financial plan;

**AND WHEREAS** the five-year financial plan must set out the proposed expenditures and proposed revenues for each year of the plan;

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

1. That this bylaw shall be cited as “**CITY OF MERRITT FIVE-YEAR FINANCIAL PLAN BYLAW NO. 2261, 2019**”.
2. That Schedule “A”, attached hereto and forming part of this bylaw is hereby declared to be the Financial Plan of the City of Merritt for the years 2019 - 2023.
3. That Schedule “B”, attached hereto and forming part of this bylaw is hereby declared to be the Capital Plan of the City of Merritt for the years 2019 – 2023.
4. That Schedule “C”, attached hereto and forming part of this bylaw is hereby declared to be the 2019 - 2023 Financial Plan Revenue Policy.
5. That “City of Merritt Five-Year Financial Plan Bylaw No. 2232, 2018” is hereby repealed.

**READ A FIRST TIME THIS**

**07<sup>th</sup> day of May, 2019**

**READ A SECOND TIME THIS**

**07<sup>th</sup> day of May, 2019**

**READ A THIRD TIME THIS**

**07<sup>th</sup> day of May, 2019**

**ADOPTED THIS**

**14<sup>th</sup> day of May, 2019**

Original signed by  
Linda A. Brown,  
MAYOR

Original signed by  
Sean Smith,  
CORPORATE OFFICER

**CITY OF MERRITT**  
**2019 to 2023 Financial Plan**  
**Schedule "A"**  
**Bylaw 2261, 2019**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>REVENUE</b>					
Taxation, net	7,571,549	7,904,878	8,241,114	8,580,315	8,922,540
Parcel taxes	1,231,395	1,231,395	1,231,395	1,231,395	1,231,395
1% Utility Tax	154,138	154,138	154,138	154,138	154,138
Grants in lieu of taxes	136,500	136,500	136,500	136,500	136,500
Federal government grants	1,500	1,500	1,500	1,500	1,500
Provincial government grants	1,443,440	715,000	615,000	615,000	615,000
Regional grants	309,866	315,732	321,714	327,817	334,041
Sales of services and rentals	4,352,526	4,352,526	4,352,526	4,352,526	4,352,526
Licenses, permits and fines	220,800	220,800	220,800	220,800	220,800
Penalties and interest on taxes	155,000	155,000	155,000	155,000	155,000
Return on investments	225,000	225,000	225,000	225,000	225,000
Other revenue	280,500	280,500	280,500	280,500	280,500
Transfer from Utilities	520,000	520,000	520,000	520,000	520,000
Gas Tax Funds	726,149	356,730	356,730	356,730	356,730
	<b>17,328,363</b>	<b>16,569,699</b>	<b>16,811,917</b>	<b>17,157,221</b>	<b>17,505,670</b>
<b>EXPENDITURE</b>					
Departmental expenditure					
General government	2,333,360	2,359,963	2,387,099	2,414,777	2,443,009
Protective services	4,154,794	4,244,245	4,336,135	4,430,533	4,527,509
Transportation services	2,605,538	2,620,663	2,636,090	2,651,825	2,667,875
Environmental health services	718,465	722,278	726,168	730,135	734,182
Development services	699,540	581,528	488,655	495,925	503,341
Public health and welfare services	102,185	102,628	103,080	103,541	104,012
Recreational and cultural services	3,133,321	3,164,851	3,197,012	3,229,816	3,263,276
Water utility	1,204,669	1,212,833	1,221,161	1,229,655	1,238,318
Sewer utility	1,180,320	1,188,335	1,196,511	1,204,850	1,213,356
Debt servicing costs	308,414	308,414	308,414	305,700	305,700
Bank charges	15,000	15,000	15,000	15,000	15,000
	<b>16,455,606</b>	<b>16,520,738</b>	<b>16,615,325</b>	<b>16,811,757</b>	<b>17,015,578</b>
<b>Surplus (Deficit for the year)</b>	<b>872,757</b>	<b>48,961</b>	<b>196,592</b>	<b>345,464</b>	<b>490,092</b>
<b>Adjust for Cash Items</b>					
MFA debt principal payments	(360,399)	(360,399)	(360,399)	(311,301)	(311,301)
Short term debt principal payments	(39,709)	(39,709)	(39,709)	(39,709)	(39,709)
Capital expenditures	(8,146,502)	(2,097,400)	(1,685,000)	(1,685,000)	(1,685,000)
Transfer from (to) reserve for future	760,865	300,000			
Transfer (to) from reserve funds	1,157,881	(401,730)	(401,730)	(401,730)	(401,730)
Transfer from prior years surplus	1,196,857	801,527	541,496	343,526	198,898
Proceeds from debt	2,809,500				
Amortization	1,748,750	1,748,750	1,748,750	1,748,750	1,748,750
	<b>(872,757)</b>	<b>(48,961)</b>	<b>(196,592)</b>	<b>(345,464)</b>	<b>(490,092)</b>
<b>Financial Plan Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF MERRITT**  
**2019 - 2023 CAPITAL PLAN**  
**Schedule "B"**  
**Bylaw 2261, 2019**

**GENERAL FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
ADMINISTRATION	460,500	260,500	50,000	50,000	50,000
PROTECTIVE SERVICES	3,268,625	2,816,225	422,400	10,000	10,000
PUBLIC WORKS	4,576,945	2,456,945	530,000	530,000	530,000
RECREATION AND FACILITIES	645,560	605,560	10,000	10,000	10,000
<b>8,951,630</b>	<b>6,139,230</b>	<b>1,012,400</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
General Revenue	4,909,649	2,497,249	612,400	600,000	600,000
Non-statutory Reserves	826,011	526,011	300,000	0	0
Grant	406,470	306,470	100,000	0	0
Proceeds from Debt	2,809,500	2,809,500	0	0	0
<b>8,951,630</b>	<b>6,139,230</b>	<b>1,012,400</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>

**WATER FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>3,515,000</b>	<b>1,255,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
Water Revenue	2,825,000	565,000	565,000	565,000	565,000
Statutory Reserves	690,000	690,000	0	0	0
<b>3,515,000</b>	<b>1,255,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>

**SEWER FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>2,732,272</b>	<b>732,272</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
Sewer Revenue	2,732,272	732,272	500,000	500,000	500,000
<b>2,732,272</b>	<b>732,272</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**TRANSIT FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
Transit Revenue	100,000	20,000	20,000	20,000	20,000
<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**GRAND TOTAL CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>15,298,902</b>	<b>8,146,502</b>	<b>2,097,400</b>	<b>1,685,000</b>	<b>1,685,000</b>	<b>1,685,000</b>

ALL YEARS	2019	2020	2021	2022	2023
General Revenue	10,566,921	3,814,521	1,697,400	1,685,000	1,685,000
Non-Statutory Reserves	826,011	526,011	300,000	0	0
Statutory Reserves	690,000	690,000	0	0	0
Grants	406,470	306,470	100,000	0	0
Proceeds from Debt	2,809,500	2,809,500	0	0	0
<b>15,298,902</b>	<b>8,146,502</b>	<b>2,097,400</b>	<b>1,685,000</b>	<b>1,685,000</b>	<b>1,685,000</b>

**GRAND TOTAL FUNDING SOURCES**

**City of Merritt**  
**2019 – 2023 Financial Revenue Policy**  
**Schedule “C”**  
**Bylaw No. 2261, 2019**

Under the requirements of the *Community Charter* Section 165 (3.1) the Financial Plan must set out the objectives and policies of the municipality.

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### **Property Taxes**

Property taxation revenue will be determined by Council each year according to the operating and capital needs of the community, as part of the annual budget process. Taxation will be based on the service level delivery priorities of Council, in balance with preserving and enhancing the financial health and sustainability of the City.

Taxes will be allocated to the various classes of property as follows, to preserve and maintain the existing equity between assessment classes:

- a) The utility class will be taxed at the maximum combined rate per thousand dollars of assessed value permitted by legislation.
- b) All remaining assessment classes of property will receive an equal allocation of the percentage change in the annual tax levy.

Property Class	% of Tax Revenue
Residential	54%
Utilities	2%
Major Industry	10%
Light Industry	2%
Business	32%
Recreation	0%
Farm	0%
<b>Total</b>	<b>100.00%</b>

The proportion of revenues to be raised from property taxation in 2019 is 39% of total revenue.

### **Parcel Taxes**

The City of Merritt also utilizes parcel taxes for the collection of costs associated with local service areas. Parcel taxes are collected for a specific period of time during which the costs are incurred. Once all costs for which the parcel taxes are being collected have been paid, the parcel taxes are no longer collected.

The proportion of revenues to be raised from parcel taxes in 2019 is 6%

## **Municipal Fees and Charges**

Service fee recovery should reflect the full costs of the program delivery unless the program is directed towards children or where Council has determined that the cost of delivery should be subsidized.

The proportion of revenues to be raised from fees and charges in 2019 is 22%.

## **Other Revenues**

Investment income will be based on prudent investments of taxpayer funds.

Other revenues and fees and charges should be developed and enhanced to maximize the value derived for the benefit of the residents of the City of Merritt.

## **Proceeds from Borrowing**

The City of Merritt accesses funds by borrowing through long term (>5 years) and short-term debt. Long term debt is used for major capital projects with elector approval. Short term debt and leasing is used for purchases of equipment and vehicles.

The proportion of proceeds from borrowing in 2019 is 14% of funding.

## **Development Cost Charges**

The City of Merritt collects development cost charges (DCC's), per Bylaw No. 1964, 2007, "City of Merritt Development Cost Charge Bylaw". These funds are held in deferred revenue until projects identified in the bylaw are planned. At this point in time, the funding from DCC's will be identified in the Financial Plan. Currently, there are no DCC eligible projects in the 2019 – 2023 Financial Plan.

## **Permissive Tax Exemptions**

The City of Merritt recognizes the benefits accruing to the community through the efforts and activities of volunteer organizations and community groups. Permissive Tax Exemptions extend a financial benefit to such groups. The exemptions must be reviewed each year and new applications will be reviewed each year under a process and committee, as defined by existing City policy.

## **Revitalization Tax Exemptions**

The City of Merritt recognizes the benefit of a healthy economy and a vibrant community and has adopted a revitalization tax exemption bylaw that provides for a property tax incentive for improvements made to existing buildings and for certain new construction undertaken by property owners. Qualifying property owners can apply to receive a property tax exemption as provided by the revitalization tax exemption bylaw which is reviewed by committee for approval.

# CITY OF MERRITT

## BYLAW NO. 2279, 2019

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### A BYLAW TO AMEND CITY OF MERRITT FIVE-YEAR FINANCIAL PLAN (2019-2023) BYLAW NO. 2279, 2019

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The Municipal Council of the City of Merritt, in open meeting assembled, enacts as follows:

1. This bylaw shall be cited as "**City of Merritt Five-Year Financial Plan ( 2019-2023) Amendment Bylaw No. 2279, 2019**".
2. THAT Schedule "A" of City of Merritt Five Year Financial Plan (2019-2023) Bylaw 2261, 2019 be replaced in its entirety with Schedule "A" attached.
3. THAT Schedule "B" of City of Merritt Five Year Financial Plan (2019 -2023) Bylaw 2279, 2019 be replaced in its entirety with Schedule "B" attached.

**READ A FIRST TIME THIS** day of

**READ A SECOND TIME THIS** day of

**READ A THIRD TIME THIS** day of

**ADOPTED THIS** day of

---

**Linda A. Brown,**  
**MAYOR**

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**Sean Smith,**  
**CORPORATE OFFICER**

**CITY OF MERRITT**  
**2019 to 2023 Financial Plan**  
**Schedule "A"**  
**Bylaw 2261, 2019 as amended by Bylaw 2279, 2019**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>REVENUE</b>					
Taxation, net	7,571,549	7,904,878	8,241,114	8,580,315	8,922,540
Parcel taxes	1,231,395	1,231,395	1,231,395	1,231,395	1,231,395
1% Utility Tax	154,138	154,138	154,138	154,138	154,138
Grants in lieu of taxes	136,500	136,500	136,500	136,500	136,500
Federal government grants	1,500	1,500	1,500	1,500	1,500
Provincial government grants	1,301,690	715,000	615,000	615,000	615,000
Regional grants	309,866	315,732	321,714	327,817	334,041
Sales of services and rentals	4,148,526	4,352,526	4,352,526	4,352,526	4,352,526
Licenses, permits and fines	220,800	220,800	220,800	220,800	220,800
Penalties and interest on taxes	155,000	155,000	155,000	155,000	155,000
Return on investments	225,000	225,000	225,000	225,000	225,000
Other revenue	280,500	280,500	280,500	280,500	280,500
Transfer from Utilities	520,000	520,000	520,000	520,000	520,000
Gas Tax Funds	726,149	356,730	356,730	356,730	356,730
	<b>16,982,613</b>	<b>16,569,699</b>	<b>16,811,917</b>	<b>17,157,221</b>	<b>17,505,670</b>
<b>EXPENDITURE</b>					
Departmental expenditure					
General government	2,271,360	2,359,963	2,387,099	2,414,777	2,443,009
Protective services	4,129,794	4,244,245	4,336,135	4,430,533	4,527,509
Transportation services	2,605,538	2,620,663	2,636,090	2,651,825	2,667,875
Environmental health services	718,465	722,278	726,168	730,135	734,182
Development services	699,540	581,528	488,655	495,925	503,341
Public health and welfare services	102,185	102,628	103,080	103,541	104,012
Recreational and cultural services	3,118,621	3,164,851	3,197,012	3,229,816	3,263,276
Water utility	1,204,669	1,212,833	1,221,161	1,229,655	1,238,318
Sewer utility	1,180,320	1,188,335	1,196,511	1,204,850	1,213,356
Debt servicing costs	308,414	308,414	308,414	305,700	305,700
Bank charges	15,000	15,000	15,000	15,000	15,000
	<b>16,353,906</b>	<b>16,520,738</b>	<b>16,615,325</b>	<b>16,811,757</b>	<b>17,015,578</b>
<b>Surplus (Deficit for the year)</b>	<b>628,707</b>	<b>48,961</b>	<b>196,592</b>	<b>345,464</b>	<b>490,092</b>
<b>Adjust for Cash Items</b>					
MFA debt principal payments	(360,399)	(360,399)	(360,399)	(311,301)	(311,301)
Short term debt principal payments	(39,709)	(39,709)	(39,709)	(39,709)	(39,709)
Capital expenditures	(8,160,752)	(2,097,400)	(1,685,000)	(1,685,000)	(1,685,000)
Transfer from (to) reserve for future	675,865	300,000			
Transfer (to) from reserve funds	536,732	(401,730)	(401,730)	(401,730)	(401,730)
Transfer from prior years surplus	2,161,306	801,527	541,496	343,526	198,898
Proceeds from debt	2,809,500				
Amortization	1,748,750	1,748,750	1,748,750	1,748,750	1,748,750
	<b>(628,707)</b>	<b>(48,961)</b>	<b>(196,592)</b>	<b>(345,464)</b>	<b>(490,092)</b>

Financial Plan Balance

0	0	0	0	0
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**CITY OF MERRITT  
2019 - 2023 CAPITAL PLAN**

**Schedule "B"**

**Bylaw 2261, 2019 as amended by Bylaw 2279, 2019**

**GENERAL FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
ADMINISTRATION	460,500	260,500	50,000	50,000	50,000
PROTECTIVE SERVICES	3,268,625	2,816,225	422,400	10,000	10,000
PUBLIC WORKS	4,576,945	2,456,945	530,000	530,000	530,000
RECREATION AND FACILITIES	659,810	619,810	10,000	10,000	10,000
<b>8,965,880</b>	<b>6,153,480</b>	<b>1,012,400</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
General Revenue	4,915,649	2,503,249	612,400	600,000	600,000
Non-statutory Reserves	826,011	526,011	300,000	0	0
Grant	414,720	314,720	100,000	0	0
Proceeds from Debt	2,809,500	2,809,500	0	0	0
<b>8,965,880</b>	<b>6,153,480</b>	<b>1,012,400</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>

**WATER FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>3,515,000</b>	<b>1,255,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
Water Revenue	2,825,000	565,000	565,000	565,000	565,000
Statutory Reserves	690,000	690,000	0	0	0
<b>3,515,000</b>	<b>1,255,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>

**SEWER FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>2,732,272</b>	<b>732,272</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
Sewer Revenue	2,732,272	732,272	500,000	500,000	500,000
<b>2,732,272</b>	<b>732,272</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**TRANSIT FUND CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**FUNDING SOURCES**

ALL YEARS	2019	2020	2021	2022	2023
Transit Revenue	100,000	20,000	20,000	20,000	20,000
<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**GRAND TOTAL CAPITAL PROJECTS**

ALL YEARS	2019	2020	2021	2022	2023
<b>15,313,152</b>	<b>8,160,752</b>	<b>2,097,400</b>	<b>1,685,000</b>	<b>1,685,000</b>	<b>1,685,000</b>

ALL YEARS	2019	2020	2021	2022	2023
General Revenue	10,572,921	3,820,521	1,697,400	1,685,000	1,685,000
Non-Statutory Reserves	826,011	526,011	300,000	0	0
Statutory Reserves	690,000	690,000	0	0	0

Grants	414,720	314,720	100,000	0	0	0
Proceeds from Debt	2,809,500	2,809,500	0	0	0	0
<b>GRAND TOTAL FUNDING SOURCES</b>	<b>15,313,152</b>	<b>8,160,752</b>	<b>2,097,400</b>	<b>1,685,000</b>	<b>1,685,000</b>	<b>1,685,000</b>



## CITY OF MERRITT

### Youth Advisory Committee

Type: Select Committee

Purpose:

1. To inform Council about important matters affecting youth;
2. To act as a positive advocate for youth and youth initiatives;
3. To proactively consider policies, strategies, and proposals which the Committee believes could improve the lives of youth in Merritt;
4. To actively seek input from youth on matters delegated to the Committee by Council;
5. To provide leadership experience for youth.

Composition: As voting members, seven residents of the Nicola Valley, age 14-24 (or turning 14 in the year of application), as follows:

- Two students from Merritt Secondary School ("MSS")
- One student from Nicola Valley Institute of Technology ("NVIT")
- Four members appointed 'At Large'.

In the event that the City is unable to secure sufficient representation from students at MSS or NVIT, these positions may be advertised and filled 'At Large'.

In a non-voting advisory capacity:

- One member of City Council
- One School District #58 Trustee
- Committee Clerk
- City Staff, as directed by Council

Term:

1. The term of membership for all voting members will be for the 12-month period from October 1<sup>st</sup> to September 30<sup>th</sup>.

Meetings:

1. The first Committee meeting will be chaired by the appointed member of City Council, and at that meeting the Committee must elect a chair for the remainder of the year from among the voting members.
2. The number of meetings of the Youth Advisory Committee will be determined by the Committee.
3. Agendas will be set by the Chair and prepared by the Committee Clerk.
4. Minutes of Youth Advisory Committee meetings will be recorded by the Committee Clerk.
5. Persons who are not members of the Youth Advisory Committee may attend any open meetings of the Committee.
6. Where applicable, the Committee will operate in accordance with the "Council Committee Policy" and the "Code of Conduct for Council & Committee Members".



## CITY OF MERRITT

### Airport Advisory Committee Terms of Reference

**Type:**

Standing Committee

**Purpose:**

The Airport Advisory Committee will advise and make recommendations to Council on matters related to the Merritt airport. The committee will facilitate participation from local government, city staff, business and community interests in matters associated with the development of the Merritt Community Airport and the areas surrounding the airport.

**Composition:**

**5-6 voting members, comprised of:**

- Three (3) members of Council appointed by the Mayor
- Commercial users at the airport
- Recreational and commercial pilots
- Members at large with an interest in advancing the airport and surrounding

**In a non-voting advisory capacity:**

- Chief Administrative Officer
- Tourism and Economic Development Manager
- Superintendent of Public Works

**The Committee will encourage the participation of:**

- Emergency services that are stationed at or use the airport: Air Ambulance, Forestry and BC Wildfire Service
- A representative of owners of lands surrounding the airport

**Duties:**

- To inform Council on matters concerning the short and long-term of the Merritt Community Airport and surrounding areas.
- To report directly to Council as per the Council's vision for the airport
- To develop opportunities to support the financial self-sufficiency of the airport including researching ways to increase revenue and decrease expenses.
- To advise Council on issues related to the Airport as they arise.
- To set out clear goals for the Committee for the term.
- To liaise with other committees or organizations with overlapping roles and responsibilities.

- To encourage and support events that promotes the community and commercial involvement in the airport.
- To act as airport ambassadors.
- To advise and work with Council to ensure timely maintenance of existing facilities.
- To advise Council on an annual plan to prioritize capital and maintenance issues at the airport.

**Term:**

As per Council Committee Policy or at the pleasure of Council

**Meetings and Administration:**

- At the first Airport Advisory Committee meeting, members will appoint a Chair by vote.
- The Airport Advisory Committee will meet a minimum of four times per year or more frequently at the call of the Chair.

Merritt Airport Advisory Committee  
Saunders Field  
Terms of References  
December 02, 2019

**Mandate:**

The Airport Advisory Committee will advise and make recommendations to Council on matters related to the Merritt airport. The committee will facilitate participation from local government, city staff, business and community interests in matters associated with the development of the Merritt Community Airport and the areas surrounding the airport.

**1. Role of the Merritt Airport Advisory Committee**

- 1.0 To inform Council on matters concerning the short- and long-term of the Merritt Community Airport and surrounding areas.
- 1.1 To report directly to Council as per the Council's vision for the airport
- 1.2 To develop opportunities to support the financial self-sufficiency of the airport including researching ways to increase revenue and decrease expenses.
- 1.3 To advise Council on issues related to the Airport as they arise.
- 1.4 To set out clear goals for the Committee for the term.
- 1.5 To liaise with other committees or organizations with overlapping roles and responsibilities.
- 1.6 To encourage and support events that promotes the community and commercial involvement in the airport.
- 1.7 To act as airport ambassadors.
- 1.8 To advise and work with the CAO to provide timely maintenance of existing facilities.
- 1.9 To advise Council on an annual plan to prioritize capital and maintenance issues at the airport.

**2. Membership**

2.0 The Airport Advisory Committee will include a minimum of 5 members and a maximum of 7 members representing a range of interests in aviation and the Merritt Community Airport including, but not limited to the following:

- 2.0.1 A city councillor
- 2.0.2 Commercial users at the airport
- 2.0.3 Recreational and commercial pilots
- 2.0.4 Members at large with an interest in advancing the airport and the surrounding areas
- 2.1 The Committee should have a staff liaison:
  - 2.1.1 Chief Administration Officer
  - 2.1.2 Tourism and economic development
  - 2.1.3 Public Works
- 2.2 The Committee will encourage participation of:
  - 2.2.1 Emergency services that are stationed at or use the airport: Air Ambulance, Forestry, BC wildfires
  - 2.2.2 A representative of owners of lands surrounding the airport

**3 Appointment and Term**

- 3.0 Members shall be appointed by Council for a four-year term. Additional members may be appointed throughout the term.
- 3.1 The Chairperson will be appointed by vote or by Council.
- 3.2 Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- 3.3 Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

#### **4 Meetings and Administration**

- 4.0 The Airport Advisory Committee will meet as required at a minimum of four times a year or at the call of the Chair.
- 4.1 Meetings will have a formal agenda.
- 4.2 A majority of Council appointed Committee members will constitute quorum for the transaction of business.

#### **5 Role of Members**

- 5.0 Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of References.
- 5.1 Committee members are required to:
  - 5.1.1 Attend all regularly scheduled meetings. Members shall notify the Chair if unable to attend a meeting.
  - 5.1.2 Review all information supplied to them.
  - 5.1.3 Prepare and research information for use in the development of materials for the Committee.
  - 5.1.4 Promote the role of the Committee and its decisions made.
  - 5.1.5 Offer their best input to committee reports.
  - 5.1.6 Attend training as required to effectively perform their role as a committee member.

#### **6 Reporting to Council**

- 6.0 Recommendations of the Committee must be adopted by committee motion prior to presentation to Council.
- 6.1 The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work and funds raised.
- 6.2 The designated appointee of the Committee will report to Council on behalf of the Committee.

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**December 17, 2019**

**File Number: 2360.19**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Sean Smith, Director of Corporate Services  
**Date:** December 12, 2019  
**Subject:** North Bench Lands – Crown Land Tenure Application

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**RECOMMENDATION:**

**THAT Council direct staff to consult with the Ministry of Forests, Lands and Natural Resource Operations, as well as First Nations, regarding potential Crown Land Tenure applications for the Crown lands north of Mountain Drive in the Bench area (the “North Bench Lands”).**

**And**

**THAT Council direct staff to prepare budgetary information regarding the creation of a North Bench Lands Neighbourhood Development Plan, as indicated in the Official Community Plan.**

**Background:**

The North Bench Lands, as shown on the Bench Sector Map attached as Schedule “A”, are comprised of approximately 358 acres of Crown land, split between three parcels. The official community plan indicates that the lower 100 acres of the North Bench Lands are suitable for residential development or technical park development.

Between the years of 1996-2000, the Province had an initiative whereby it actively looked to develop Crown land for industrial, commercial or residential purposes. The North Bench Lands were a target of interest for the Province, but before development could commence, the Province shut down this initiative in 2002.

In 2011, the City of Merritt commenced a Crown Land Tenure Application process for an ~78 acre parcel of the North Bench Lands, to use the property for a technical park (call centre) use. However, the application was never considered by the Province, as the City of Merritt did not submit the development plan necessary to support the application, nor did it undergo sufficient First Nations consultation. This application was formally closed by the Province in 2019.

In recent months, City staff have had preliminary discussions with the Ministry of Forests, Lands and Natural Resource Operations – Crown Land Tenure division about the feasibility of making a new Crown Land Tenure application for the North Bench Lands, to utilize those lands for residential, public trail and recreation purposes, which could include a Disc Golf course. From these discussions, staff understands that the City is in a good position to make an application for some or all of these lands, dependent on the plan proposed.

The purpose of this report is to determine Council's interest in pursuing a potential Crown Land Tenure application for the North Bench Lands, or whether Council would like to prioritize other projects and revisit this opportunity in future years.

#### Official Community Plan Support

The Official Community Plan offers significant support for a Crown Land Tenure application for the North Bench Lands. A list of relevant excerpts is attached to this report as Schedule "B".

Notably, the OCP discusses the creation of a North Bench Lands Neighbourhood Development Plan (5.4.1.2.10, Page 44) or a comprehensive development plan for the area. Staff recommends that Council direct staff to prepare budgetary information that would allow Council to consider the inclusion the of a North Bench Neighbourhood Development Plan as part of the 2020 Budget.

The only potential obstacle from the OCP is that it encourages the development of existing vacant parcels within the serviced areas of the Bench before expanding into areas that are not currently serviced. This issue could likely be addressed by phasing land tenure applications and the development generally, to ensure that those lands best suited for residential development are reserved for the future, while allowing the City to proceed with development of the portions that would best be used for trail and park purposes. This approach would be fully evaluated in the proposed Neighbourhood Development Plan.

#### North Bench Lands Neighbourhood Development Plan

The North Bench Lands Neighbourhood Development Plan would cover the entire 358 acres of land and set out a master plan that would establish densities, infrastructure requirements, optimal land uses, transportation, and potential form and character requirements, all with an emphasis of creating a trail network linking open spaces and parks that highlight the existing habitat and vegetation in the area.

In the creation of this plan, the City would engage in meaningful consultation with First Nations communities, to listen to and implement their ideas and vision for the lands wherever possible. We will also explore potential partnerships that could be formed with First Nations to ensure direct involvement and input into the development of these lands.

We would also seek Council's feedback, along with that of the public, School District No. 58 and staff from Crown Lands in the creation of this plan.

### Application Process

From discussions with the Crown Land Section Head, the City maximizes its chance of success in the Crown Land Tenure application process by making separate, distinct crown land tenure applications in phases.

The first phase of application, if consistent with the findings of the Neighbourhood Development Plan, would likely be for approximately 30 acres of land required to develop a disc golf course and trailhead markers to support hiking and mountain biking (located approximately in the area identified on Schedule "A" as Phase 1). For this application, the City would go through a modified Community and Institutional Crown Land Tenure process, where the City would be required to seek "Ministry Sponsorship" in order to acquire the tenure over the Phase 1 lands for no cost or below market value, or alternatively, the Crown may choose to grant the lands in fee simple. The City anticipates that from the date of application for Phase one, the process to acquire the lands will take between 12-18 months if all parties are aligned with the proposed plan.

Latter phases would include residential development to the South, and expansion of the trail network to the North. Any portions of the land needed for residential development would go through a different land tenure application process and lands would need to be acquired at fair market value.

### Options / discussion

1. THAT Council direct staff to consult with the Ministry of Forests, Lands and Natural Resource Operations, as well as First Nations, regarding potential Crown Land Tenure applications for the Crown lands north of Mountain Drive in the Bench area (the "North Bench Lands").

AND THAT Council direct staff to bring budgetary information regarding the creation of a North Bench Lands Neighbourhood Development Plan, as indicated in the Official Community Plan.

2. THAT Council defer decision on this report until a later date, to allow staff to advance other priorities.

3. THAT Council receive this report for information.

**Financial / Risk Implications:**

The City has received \$20,000 in grant funding to be used in 2020 towards a recreation project. At the December 10, 2019 Committee of the Whole meeting, the Recreation and Facilities department recommended using these funds towards planning work and purchase of equipment necessary to facilitate a Disc Golf Course in the North Bench area.

**Others Consulted:**

Ministry of Forests, Lands and Natural Resource Operations – Crown Land Tenures

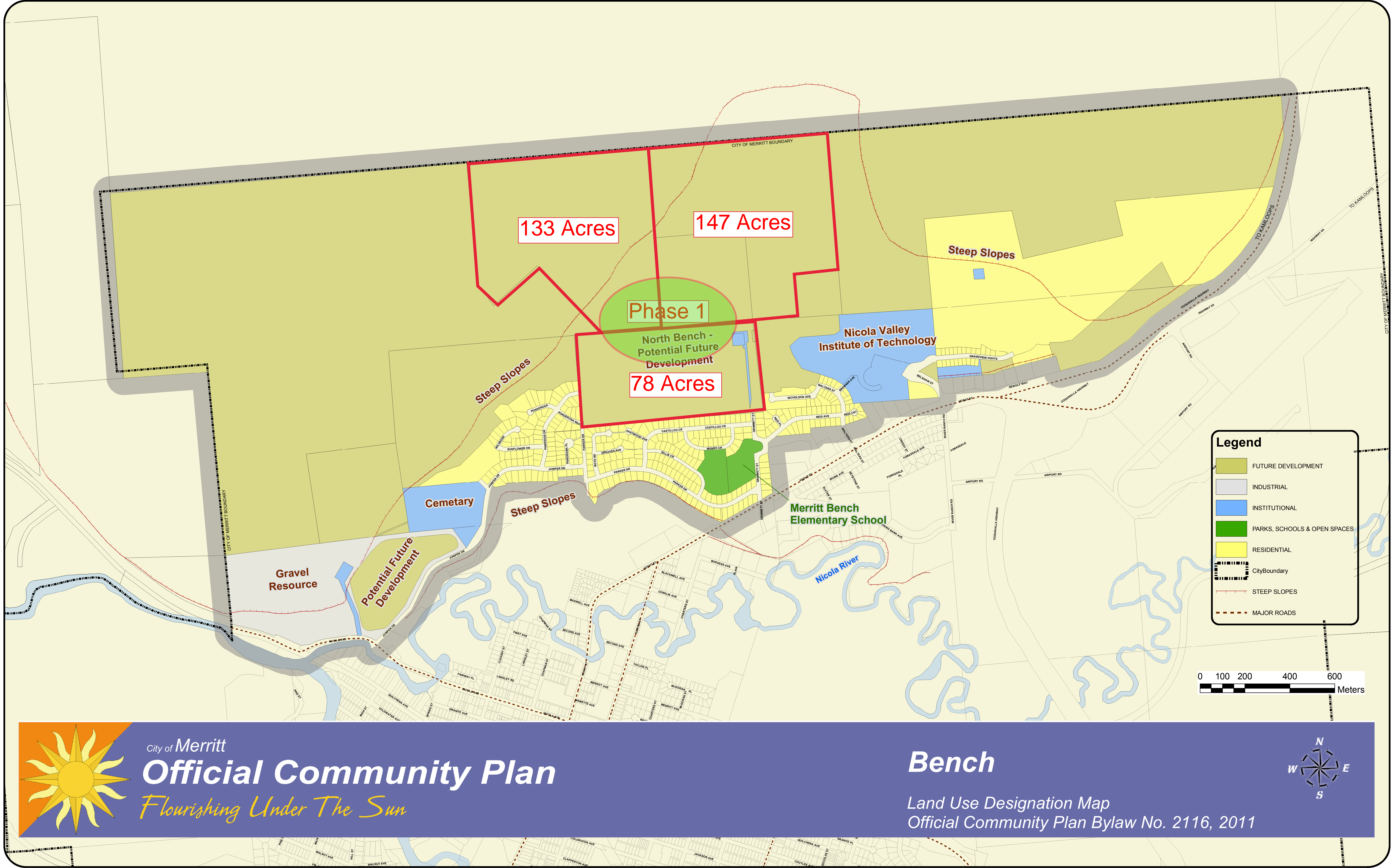
**Attachments:**

Schedule “A” - Bench Sector Map  
Schedule “B” – OCP Excerpts

**Respectfully submitted,**

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

# Schedule "A" - Sector Map



- .9 Promote the conservation of fish habitat along streams within the municipal boundary as defined under the Riparian Areas Regulations as part of the Fish Protection Act.
- .10 Exercise its powers to implement the Riparian Areas Regulation of the Fish Protection Act.
- .11 Conserve lands, structures and artifacts where possible that have cultural and heritage values.
- .12 Continue to recognize ranching, mining, forestry and the former railroad as an important part of the cultural heritage of the City and the surrounding Nicola Valley.
- .13 Protect open space amenities (including grasslands) where possible for passive and recreation use and enjoyment.
- .14 Recognize where lands that are subject to flooding, the construction and siting of buildings and mobile homes to be used for habitation, business or the storage of goods damageable by floodwaters shall be proofed to standards specified by the appropriate Ministry.
- .15 Minimize land use conflicts between sand and gravel operations and neighbouring properties by ensuring operations are conducted in an appropriate manner.

### **3.4 Working with Other Agencies**

One of Council's stated principles in pursuing the vision of "making the economic pie bigger" is to partner with others to increase the City's leverage. The City prefers not to do it alone. These partnerships must be strong in order to establish a foundation for an enduring partnering relationship of mutual benefit.

It is Council policy to:

1. Undertake partnering, where practical, purposeful and useful, with the following:
  - Thompson Nicola Regional District (TNRD); First Nations; neighbouring municipalities; private development, business and industry; provincial and federal government ministries and agencies; Land and Water BC Inc.; Provincial Members of the Legislative Assembly (MLAs); and Federal Members of Parliament (MPs)

### **3.5 Handling New Development in Merritt**

Council's guiding philosophy for handling new development in Merritt is based on a blending of two key objectives:

- By taking full advantage of opportunities to expand the economy and encourage tourist-oriented developments as outlined in Section 3.1.
- By committing to undertaking a partnering approach with other agencies and stakeholders in the community as outlined in Section 3.4.
- By creating a Development Facilitation Board / Technical Planning Committee to ensure timely and consistent regulatory and permitting processes as outlined in Section 7.3.

#### **4.1.4 Environmental Protection**

The City of Merritt supports environmental protection as outlined in the Regional Growth Strategy. The City recognizes and supports the TNRD's goals to protect and enhance the environment through the adoption and co-operative use of stewardship principles. The OCP supports the environmental protection goals of the Regional Growth Strategy as follows:

- By "working with nature" to permit uses that do not degrade the natural environment, as well as to conserve and to protect the region's natural resources, amenities and attributes as outlined in Section 3.3 and Section 5.0.
- By designating environmentally sensitive areas and preventing development that would negatively impact environmentally sensitive areas as outlined in Section 5.0 and 6.0.
- By recognizing the importance of protection of ground water resources which provide water to residents as outlined in Section 3.2.
- By providing policies for business attraction, retention and expansion.

#### **4.1.5 Open Space and Cultural Heritage**

The City of Merritt supports the TNRD's commitment to protect the open space, rural character and unique heritage features of the region. The OCP supports the open space and cultural heritage goals of the Regional Growth Strategy as follows:

- By partnering and working with Crown land agencies with respect to future development of Crown-owned lands to address open spaces and parks issues as outlined in Section 3.4 and 5.0.
- By encouraging conservation of areas and structures that have cultural and heritage value as outlined in Section 3.3.
- By continuing to recognize ranching, mining, forestry and the former railroad as part of the cultural heritage of the City and the surrounding Nicola Valley as outlined in Section 3.3.

- By identifying and preserving areas within the City that have open space and natural amenities as outlined in Sections 3.3 and 5.0.
- By continuing to partner and work with our First Nations neighbours to celebrate this culture and history in the Nicola Valley as outlined in Section 3.4.

#### **4.1.6 Co-Operation and Process**

The City of Merritt will continue to implement the Regional Growth Strategy through the establishment of ongoing co-operative processes. The OCP supports this co-operative process as follows:

- By working with the TNRD in a partnering relationship to achieve the goals and policies of the Regional Growth Strategy as outlined in Section 3.4.
- By working with the First Nations, the Crown and private landholders to develop Sector Gateway 286 as outlined in sections 3.0, 5.0 and 6.0.

#### **4.2 Fringe Area Policies**

Since the Collettsville boundary extension when most existing fringe area development was incorporated within City boundaries, there has been very little development activity in the fringe areas outside current City boundaries. There are two areas, however, where there is potential for significant development which would have a direct bearing on the City because of their location and size.

The first is the Active Mountain events and development proposals in South Merritt. While portions of this development lie within existing boundaries; a significant portion, about 121 ha (300 acres), lies south of the City boundary.

The second is the Joeyaska Indian Reserve #2 (Lower Nicola Indian Band), located adjacent to the south entry into the City. While there are no definite plans for development, this area's size, prominent location, exposure to the Coquihalla Highway and favourable topography indicate a significant potential for major development.

Even though these areas lie outside the current boundaries, the City has a major interest in their development. Both could have significant implications for the City's infrastructure (e.g. water, sewer, roads) and delivery of services (e.g. fire protection, police protection, recreation amenities). Also, they could contribute significantly to the City's strategy for making the

from the moment they enter the City and as they move throughout the community. As such, signage has the potential to communicate information, and to create a positive image of Merritt. It is Council policy to:

- .1 Ensure signage is not visually intrusive and yet interesting, attractive and a vital part of the design of the building and business it represents and is at a scale complementary to adjacent land uses and surrounding buildings.
- .2 Ensure consistency of appearance and quality of materials and craftsmanship.
- .3 Encourage signage that reflects the heritage and character of the community.
- .4 Promote communication that is clear and presented in a simple and straightforward manner.
- .5 Ensure that signage is maintained to the highest standard throughout the year as supported by a maintenance schedule.

#### **5.4 Sector Specific Policies**

The intent of this section is to provide policies that reinforce the qualities that make each sector unique. For each sector, the following is provided: description of the existing situation; direction for future development; policies specific to each area; and sector map outlining land use designations.

By undertaking a sector approach, land use designations are defined according to the particular features of each sector within the City. The direction for future development for each land use designation is indicated as per the vision defined for each sector. This means that the intent of land use designations may differ from sector to sector. For example, the vision for residential development in one sector may differ from another sector of the City, yet both sectors indicate a “residential” land use designation.

##### **5.4.1 Bench**

###### **5.4.1.1 Description of Existing Situation**

The Bench sector encompasses the area north of Voght Street on the benchlands above the City. It is primarily a quiet, residential neighbourhood surrounded by grasslands and forest. Due to the ecology of the surrounding Douglas Fir and Ponderosa Pines, this sector is considered to be within an urban wildfire interface area.

This neighbourhood is situated at the highest elevation in Merritt and is primarily comprised of low density single family dwellings with large, landscaped lots, curving streets and spectacular views of the Nicola Valley. One exception is a multiple density apartment complex located at the eastern end of this sector. The Nicola Valley Institute of Technology (NVIT) campus is located in this area and provides a central venue for post secondary education programs. In addition, affordable housing units are located on Belshaw Street south of the NVIT campus. A significant amount of undeveloped Crown land, known as the "North Bench", exists directly north of this neighbourhood. Lower portions of this area are serviceable by the existing water system, but a large proportion is too high in elevation to receive service without upgrades to existing pressure.

#### **5.4.1.2 Direction for Future Development**

Where possible, the City will encourage the development of existing vacant parcels within the serviced areas of the Bench before expanding onto steeper slopes or areas outside existing development. Future expansion of residential development is anticipated to the north, but new development will need to be carefully considered since this area will require extensive infrastructure expansion. It is expected that new development will consist primarily of single family homes compatible with existing development. The City has identified 40 ha (100 acres) of this area as suitable for residential development or technical park development and the expansion of the Bench neighborhood. The City will work with the Crown to make this land available for development.

Some expansion of the Nicola Valley Institute of Technology (NVIT) has been completed. More expansion will be encouraged on the site of the existing campus for expanded facilities and student housing. The area surrounding the campus has the potential to accommodate multiple family residential housing.

It is Council policy to:

- .1 Maintain the primarily single family residential character of the neighbourhood and support compatible and complementary medium density residential, institutional, parks and recreational land uses and secure more park dedication within the neighbourhood.
- .2 Retain the institutional uses in the area including the NVIT campus, schools and the cemetery and consult with them on new programming ideas.
- .3 Encourage new residential development primarily within existing serviced areas. Once development is exhausted in areas already serviced, the next phase of development could occur within the existing water pressure zone where servicing can be extended.

- .4 Ensure new residential developments are sited and designed so as to take advantage of, preserve and integrate special site features such as mature vegetation, landscaping, topography, adjacent development and scenic views where possible.
- .5 Encourage multiple family residential development and student housing in areas adjacent to the NVIT campus.
- .6 Prevent development within areas designated as hazardous slopes or unstable soils where hazards cannot be mitigated. These include areas adjacent to steep slopes with grades of 30% or greater, areas of soil subsidence, rock fall, land slip or erosion hazards which are known or suspected.
- .7 Ensure geotechnical evaluations are conducted for development in areas greater than 20% slope.
- .8 Ensure consultation with appropriate ministries prior to advancement of new development within or adjacent to potential wildfire interface areas.
- .9 Include wildfire standards in subdivision design where appropriate to safeguard proposed and existing developments.
- .10 Work cooperatively with Crown land agencies with respect to future expansion of areas in the northern area of the Bench. This may include the preparation of a neighbourhood development plan or a comprehensive development plan that would address the following: land use and density, infrastructure requirements, wildfire interface issues, transportation (including an east-west link between Belshaw and Juniper Avenue to provide support and access to Voght Street), open spaces and parks, existing habitat and vegetation, and design guidelines for form and character of development

#### **5.4.2 River Ranch and Grassland**

##### **5.4.2.1 Description of Existing Situation**

Much of the natural vegetation of the Nicola Valley includes semi-arid grasslands with varying agricultural capabilities. The River Ranch and Grassland sector is an extension of this natural landscape and lies to the east of the City. It is bisected by the Coquihalla Highway which runs north and south and the Nicola River which runs east and west. This area is largely flat and undeveloped, with wide, open, natural spaces and some agricultural related activities that contribute significantly to the natural setting of the community. Much of the area is flat and lies within the Nicola River floodplain and may be subject to periodic flooding.

Agricultural operations currently are actively conducted in this sector especially on the River Ranch lands. River Ranch has a long history as an integral component of the agricultural

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**December 17, 2019**

**File Number: 1760**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Sheila Thiessen, Director of Finance & IT  
**Date:** December 12, 2019  
**Subject:** MFA Equipment Financing for Loader Purchase

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**RECOMMENDATION:**

**THAT Council of the City of Merritt authorize \$205,665 to be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing a 2019 Hyundai HL940 Wheel Loader, with attached 3.0 cubic yard bucket; and**

**THAT the loan be repaid within 5 years, with no rights of renewal.**

**Background:**

In the 2019-2023 Financial Plan the purchase of a new loader to replace the CAT 930 loader was approved to be funded through borrowing. The amount budgeted was \$230,000. The old CAT 930 was used as a trade-in to reduce the cost of the new loader. The net cost after the trade-in was \$205,665. The loader was purchased and is currently in service.

**Options / discussion**

1. Council authorizes the borrowing of \$205,665 through MFA Equipment Financing for the Commercial Garbage Truck as budgeted.
2. Council may choose not to approve the financing which would require the funding to come from other sources, most likely surpluses and would require an amendment to the Financial Plan.

### **Financial Implications:**

Borrowing the purchase price distributes the cost of acquiring the asset over several years and allows the costs to be included in the annual operating costs of public works. It also allows surplus and reserve funds to be available for other projects that require funds. Often with grant funding the City must provide a portion of the costs, for many projects it is better to use reserves or surpluses to make up that portion than borrowing.

The cost of borrowing will be included in the 2020 – 2024 Financial Plan. The recommended length of the term for borrowing is five years, which is the maximum term for borrowing without receiving electoral approval. A shorter term would result in a lower overall interest cost.

The table below depicts the annual estimated interest cost for different terms of the loan.

<b>Term</b>	<b>3 years</b>	<b>4 years</b>	<b>5 years</b>
<b>Total Interest</b>	\$8,400	\$11,034	\$13,692

The interest rate is currently set at 2.48875% for MFA Equipment Financing, and payments would be made on a monthly basis. The interest rate is a floating rate and therefore, will be adjusted as rates go up or down. The monthly payment costs would stay the same, with an adjustment to the final principal payment at the end of the term.

As the City can pay off the loan at any time, staff is recommending a 5-year term to be reconsidered on an annual basis.

**Respectfully submitted,**

**Sheila Thiessen, CPA, CMA**  
**Director of Finance & IT**



*The Region of BC's Best*

## Community Services BOARD REPORT

**TO:** Chair and Board of Directors      **DATE:** December 4, 2019  
**FROM:** Director of Community Services  
**SUBJECT:** Fire Protection Agreement Renewals

---

### RECOMMENDATIONS:

**THAT staff be authorized to enter into the following fire protection agreements:**

- Village of Clinton for 5 years totaling \$145,000
- District of Logan Lake for 5 years totaling \$19,741
- City of Merritt for 5 years totaling \$397,000
- Resort Municipality of Sun Peaks for 5 years totaling \$132,703
- Lower Nicola Indian Band for 1 year totaling \$68,634

**AND THAT the Chair and Corporate Officer be authorized to execute these agreements.**

---

RON STORIE  
Director of Community Services

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Approved for  
Board Consideration  
CAO

### SUMMARY:

Fire protection in rural BC is often provided by 5 jurisdictional fire department types (municipal, first nation, improvement district, society and TNRD). As is often the case, the TNRD has a number of fire protection areas that are serviced through contracts that renew in what is usually a 1-5 year period. This report will address rural fire protection agreements serviced by Clinton, Logan Lake, Merritt, Sun Peaks, and Lower Nicola Fire Departments.

**BACKGROUND:**

All five of the rural fire protection agreements have services that expire at the end of December 2019 (as indicated in Table 1).

Table 1 shows the department, location, impacted electoral area, renewal term and approximate cost for the service over the term of the agreement.

Local Government Department	General Location of Service Area	Electoral Area	Renewal Term (yrs)	Cost
Village of Clinton	Clinton Rural	EA E	5	\$145,000
District of Logan Lake	Mamit	EA J / EA M	5	\$19,741
City of Merritt	Merritt Rural	EA M	5	\$397,000
Resort Municipality of Sun Peaks	Whitcroft	EA P	5	\$132,703
Lower Nicola Indian Band	Lower Nicola / Sunshine Valley	EA M	1	\$68,634

**DISCUSSION:**

All of the rural fire protection agreements that this report discusses are services conducted by either municipal or first nation fire department. In all cases it is unlikely there is any existing fire department that could take on the entire adjacent fire protection service area (which is technically, a sole source agreement). Contracts with Clinton, Logan Lake, Merritt, and Sun Peaks are for a 5 year timeframe. We are currently in discussion with the LNIB and at this time. Staff are recommending a one year contract with the Lower Nicola Indian Band because of a fire department transition.

Ashcroft, Barriere and Chase are not in this table because the renewal window was outside this year's expiry date.

Staff recommend the Board renew rural fire protection agreements with Clinton, Logan Lake, Merritt, Sun Peaks, and Lower Nicola Fire Departments as the service providers to the TNRD.

**ALIGNMENT TO THE STRATEGIC PLAN:**

Focus on and Public Safety

**COMMUNICATION TO THE PUBLIC:**

The decision of the Board of Directors regarding this item will be communicated to the public:

- In the minutes of the meeting at which this item will be considered by the Board of Directors; said minutes to be included in the next regular Board of Directors' meeting agenda on the TNRD's website.

**Attachments**

None

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**December 17, 2019**

**File Number: 0570**

**To:** Scott Hildebrand, Chief Administrative Officer

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

**Date:** December 11, 2019

**Subject:** City of Merritt B.C. Provincial Nominee Program Entrepreneur Immigration Pilot Committee Quarterly Report

---

**RECOMMENDATION:**

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

**Background:**

In January 2019, the Province launched the two-year BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot (BC PNP), to assist in attracting foreign entrepreneurs to establish new businesses in BC.

At the April 9, 2019 Regular Council Meeting, Council approved the creation of a City of Merritt B.C. PNP Entrepreneur Immigration Pilot Committee. The purpose of the BC PNP Committee is to review and make referrals to the Province regarding the applications of entrepreneurs seeking to immigrate to Canada and establish businesses in Merritt as part of the BC PNP, Entrepreneur Immigration Pilot. This committee consists of: one member of Council, one member from Nicola Valley Community Futures, and one member from the Merritt and District Chamber of Commerce.

The BC PNP Committee Terms of Reference state “The Committee shall report the following information to Council, once quarterly:

- The number of applications received.
- The number of applications for which referrals were provided.
- A summary of the businesses proposed by applicants for which referrals were provided.”

As of December 11, 2019, the City of Merritt has received 250 inquiries from foreign entrepreneurs/immigration consulting companies looking to open a business in Merritt since the program opened on March 14<sup>th</sup>, 2019. The City of Merritt, along with community partners, have hosted 18 community exploratory visits. Furthermore, there are 19 foreign entrepreneurs who have submitted the required documents and have their exploratory trips planned during 2019.

During the monthly call in meetings with the Province of BC and other communities participating in the BC PNP Program, the City of Merritt is within the top 10% of communities for the overall number of inquiries and BC PNP letter of referrals provided. This increased interest in Merritt from foreign entrepreneurs has also led to increased interest from Canadian residents looking to open a business.

To-date the City of Merritt, via the BC PNP Committee, has provided 8 letters of referral to foreign entrepreneurs as outlined below:

- Miscellaneous Retail (5)
  - Gift Shop
  - Office Supplies and Stationery Store
  - Retail - Sewing Machine Business
  - Retail – Specialized Products
  - Retail - Specialized Products
- Trucking (3)
- Warehousing and Storage - 0

### **Options / discussion**

N/A

### **Financial / Risk Implications:**

N/A

**Respectfully submitted,**

**Will George**  
**Economic Development, Communication and Tourism Manager**

# 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