

Report

City of Merritt
REGULAR Council Meeting
February 25, 2020

File Number: 6480

To: Scott Hildebrand, Chief Administrative Officer
From: Don McArthur, Planning Manager
Date: February 20, 2020
Subject: OCP Update and Poverty Reduction Planning and Action Program Grant

RECOMMENDATION:

THAT Council direct staff to prepare a Request for Proposals to contract a consultant or consultant team to conduct the Official Community Plan Update and develop a Terms of Reference for the project, in advance of finalization of the 2020-2024 Financial Plan Bylaw.

And

THAT Council direct staff to apply for the Union of British Columbia Municipality's Poverty Reduction Planning & Action Program grant, and that Council support the proposed grant activities as outlined in this staff report to Council of February 25, and provide overall grant management.

Executive Summary:

The Official Community Plan (OCP) and North Bench Neighbourhood Development Plan (NDP) are two of the City's priority projects for 2020.

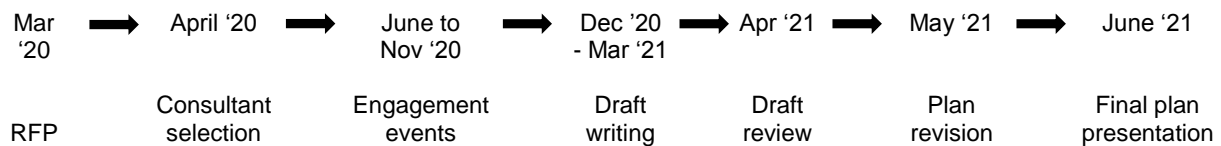
The OCP is the City's overarching policy document, and along with Council's strategic plan and the financial plan, is one of the City's guiding documents. The OCP outlines the community's vision for the future and provides direction to City staff on land use, infrastructure, parks, recreation and facilities, emergency services and economic development. The current OCP was adopted in 2011 and is in need of a refresh. The OCP Update project would begin in March 2020 with an anticipated 1st & 2nd Reading of

the bylaw in June 2021. To assist with the funding of the project, City staff have identified two grants, one of which would require a Council resolution of support.

Background:

Official Community Plan

An OCP is a bylaw that outlines objectives and policies to guide decisions on how the community will develop over the coming 20 years. The bylaw is a requirement of the Local Government Act, must conform to Provincial and Federal regulation and should be aligned with the regional growth strategy. The anticipated timeline for the project is as follows:



A Request for Proposals would outline the requirements for the consultant or consultant team to ensure development and adoption of the revised OCP. It is anticipated the RFP would be released in March 2020, with selection of a consultant in April.

The Terms of Reference would outline the process for the OCP Update project. It is anticipated that the project will be managed by the Planning & Development Services Manager, include a Steering Committee comprised of City staff from each department, and a majority of the engagement and plan writing activities would be conducted by the selected consultant team. Staff and consultants would provide regular Council updates and solicit feedback from Council during the project's term of completion.

The total project funding for the OCP would be \$180,000, split between the 2020 and 2021 budgets, in accordance with the following:

Planning & Development operating funds, including 15% contingency	\$149,000
Community Food Action Initiative grant funds	6,000
Poverty Reduction Planning & Action Program grant funds	25,000
Total potential funding	<u>\$180,000</u>
Estimated 2020 expenditure	\$100,000
Estimated 2021 expenditure	80,000

City staff would apply for two grants: Community Food Action Initiative and the Poverty Reduction Planning & Action Planning Program. If the City is unsuccessful in obtaining grant funding, the City would be required to draw the corresponding funds from the Planning operating budget. A detailed budget would be developed by the selected consultant or consultant team in conjunction with City staff.

Poverty Reduction Planning & Action Program Grant

The Union of British Columbia Municipalities (UBCM) is inviting applications for grant funding for projects that assist with the Province's poverty reduction goals. The Province's *TogetherBC: British Columbia's Poverty Reduction Strategy* set targets to reduce the overall poverty rate in BC by at least 25%, and the child poverty rate by at least 50%, by 2024. The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy.

The City of Merritt would qualify for funding under *Stream 1 Poverty Reduction Plans & Assessments*, which includes adding a poverty reduction lens to existing plans or policies, such as an Official Community Plan. The maximum funding under Stream 1 is \$25,000.

Proposed OCP activities related to poverty reduction would potentially include:

<u>Activity</u>	<u>Anticipated Timeframe</u>	<u>Budget</u>
Poverty reduction lens for Communications Plan	Spring 2020	\$ 500
Poverty reduction lens for Engagement Plan	Spring 2020	500
Poverty reductions lens for communication materials	Spring 2020	1,500
Poverty reduction lens for summer engagement planning	Spring 2020	2,000
Poverty reductions lens for fall engagement planning	Summer 2020	2,500
Poverty reduction workshops (2)	Fall 2020	4,000
Poverty reduction lens for engagement summary report	Fall 2020	1,500
Poverty reduction lens for draft document	Winter 2020-21	10,500
Poverty reduction lens for final document	Spring 2021	2,000
		<u>\$ 25,000</u>

The OCP Update plan will be developed by the selected consultant or consultant team in conjunction with City staff. As such, the above proposed activities may be revised.

Options / discussion

Official Community Plan

1. THAT Council direct staff to prepare a Request for Proposals to contract a consultant or consultant team to conduct the Official Community Plan Update and develop a Terms of Reference for the project, in advance of finalization of the 2020 Financial Plan.

2. That Council request additional information before proceeding further.

Poverty Reduction Planning & Action Grant

1. THAT Council direct staff to apply for the Union of British Columbia Municipality's Poverty Reduction Planning & Action Program grant, which will include the current proposed activities as outlined in this report and Council's willingness to provide overall grant management.
2. That Council not resolve to support the grant application.

Attachments:

Attachment A – Poverty Reduction Planning & Action Plan Guide

Respectfully submitted,

Don McArthur
Planning and Development Services Manager