



PLEASE READ THE PROGRAM GUIDE before completing this Application Supplementary Form. An application for each project must be completed using the Local Government Information System (LGIS) and the supplementary form and all other relevant documentation must be uploaded to the attachment tab of the online application form in LGIS.

Applicants should be aware that information collected is subject to Provincial Freedom of Information and Protection of Privacy Act legislation (FOIPPA).

This Application Supplementary Form is designed to be filled in electronically using word processing software. If you have any questions, please contact Local Government Infrastructure and Finance Branch by Phone: 250 387-4060 or Email: Infra@gov.bc.ca

For Administrative Use Only

A. Applicant Information

Legal Name of Local Government: City of Merritt

Project Title: Long-Term Capital Master Plan

B. Project Information

1. What are the main objectives of the project?

The City of Merritt intends to complete a review of their master plans and asset management reports in order to inform the development of their 10-Yr Capital Plan for Roads and Utilities. In the past several years, the City has completed various studies to inform their 10-Yr Capital Plan:

- Road Corridor Assessment, 2018
- Source Water Protection Plan, 2017
- Asset Management Investment Report, 2016
- Integrated Stormwater Master Plan, 2014
- Sanitary Sewer Utility Master Plan, 2012
- Water Utility Master Plan, 2012
- Other plans found at <https://www.merritt.ca/downloads/#master-plans>

These reports and master plans present evaluations of the conditions of the existing municipal infrastructure and recommendations for various improvements. In particular, the Asset Management Investment Report recommends the average annual investment needed to sustainably maintain municipal roads, water, sewer, and drainage infrastructure, which must be allocated according to a maintenance and capital improvement plan that has yet to be developed.

By conducting a review of the Master Plan studies and the Asset Management Investment Report, alongside consultation with public works and engineering/planning departments, the City will be able to identify and prioritize important capital improvements for various infrastructure components in an efficient and effective manner to maximize resources and allow for the sustainable maintenance of each municipal infrastructure asset. This will allow the City to identify and move forward important projects for public health and safety, enhancing environmental protection while improving services and reducing operating costs, resulting in long-term cost savings and reduced tax burden for residents.



2. What is the deliverable that will result from this project?	
The deliverable for this project will be a summary and recommendations report prepared by a consultant that will form the basis of the City's 10-Yr Roads & Utilities Capital Plan; the work also includes allowance for the consultant to work with the City in preparing the 10-Yr Capital Plan	
3. If multiple applications are being submitted, this project is ranked as priority 1 out of 1 applications.	
4. The project will be completed by: <input type="checkbox"/> Local government staff <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Other (please specify):	
5. a) Will the project enhance environmental protection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: There are anticipated capital projects that will enhance flood protection, minimize erosion and sedimentation, and allow for an efficient and minimal use of materials and resources through optimization of the maintenance and improvement plans.	
6. a) Will the project improve public health and safety? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: There are anticipated capital projects for public roadways that will improve accessibility and safety along transportation corridors for a variety of users and modes.	
7. a) Does the project support any community sustainability goals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: The project will allow for the incorporation of well-researched recommendations for sustainable asset management practices into the budgeted capital plan for various utilities, in particular for water conservation and wastewater management.	
8. a) Does the project support the development or implementation of any long-term plans? e.g. Regional Growth Strategy, Liquid Waste Management Plan <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: Yes, the intention of this project is to identify and prioritize the recommendations contained in the attached plans (i.e., Road Corridor Assessment, Asset Management Investment Report, Integrated Stormwater Master Plan, Sanitary Sewer Utility Master Plan, and Water Utility Master Plan).	
9. a) Does the project use any innovative technologies or new approaches ¹ ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, describe: In undertaking a systematic review and ranking of capital infrastructure projects based on engineering master plan reports, the City is expanding their asset management process beyond their current practices.	
10. a) Will the project be developed in partnership with any organizations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, list the partners and describe their role in this project: The City of Merritt will be retaining a consulting engineering firm to complete the review of the master plan reports and consultation with City public works, planning, and engineering departments, as well as to assist in the preparation of the 10-Yr	

¹ Innovation: an approach, idea, process or methodology that has rarely, or never been done before, is considered to be new and perhaps un-tested.



Capital Plan	
11. a) Will (has) this project receive(d) any funding or in-kind contributions from a third party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) If yes, list the parties and describe the contributions:	
12. a) Will there be any public consultation and/or participation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, describe: The presentation of the plan and municipal budgets are given during open council meetings where members of the public are free to ask questions and voice concerns. Any input received for the Plan will be forwarded to City staff at the discretion of Council.	
13. a) What is the population of the community? 7,139 (2016)	
b) What is the estimated population that will be served by this project? 7,139	
14. If applicable, please list any supporting documents that may help with the assessment process (e.g. terms of reference, consultant's proposal, letters of support).	
<ul style="list-style-type: none">- Council Resolution in Support of Project (pending)- Consultant Proposal- Summary of Master Plan Reference documents (see project description)	

The application form must be completed and submitted online using the [Local Government Information System](#) (LGIS). You must have a BCeID account to access the online application form. To set up your BCeID account, assistance with completing the application form and program details, please refer to the [Program Website](#).

Please ensure to upload the completed supplementary form and any supporting documents under the Attachment tab of the online Application form in LGIS prior to submission as the form (including the attachment section) will be locked by the system post submission. Applications will not be assessed until the Supplementary Form is received by the Ministry of Municipal Affairs and Housing.

If you have any questions, please contact Local Government Infrastructure and Finance Branch by Phone: 250 387-4060 or Email: Infra@gov.bc.ca