

# **City of Merritt Annual Report - 2019**



Dear friends,

It seems strange to be introducing this 2019 annual report, knowing what we know now. In the final days of the year, a virus began to spread around the world, that would come to totally disrupt our way of life. We would move from doing everything in person to seeing each other behind panes of glass, or on computer screens. Countless people who had done nothing wrong would find themselves out of work. Most tragically, hundreds of thousands of people would die, including hundreds here in British Columbia.



Yet none of those immense impacts on our life had taken place in 2019, which this report covers. As we set our objectives for the year, we had no idea how far off course they would be blown as we transitioned first to providing essential, then core services, before re-opening as fully as we could.

This report covers what the City of Merritt did in 2019 - the current Council's first full year in office. We took some exciting steps forward towards labelling Merritt "Open for Business", like completely rewriting our business licencing process, and signing up to three inter-community schemes, expanding choice for Merritt residents, and opportunities for Merritt employers. We reduced the cost, bulk, and environmental impact of our meetings by implementing new software and hosting the paperwork online. We begun a total rewrite of the Zoning Bylaw, and implemented a new Strategic Plan.

On the day-to-day level, our departments continued to provide services to the residents, and we worked to improve the experience. The services we provide have an enormous impact on making Merritt an excellent place to live; we can and we will seek to do ever-better.

Our new CAO Scott Hildebrand arrived after a time without permanent senior leadership, and immediately provided staff with direction and drive. We thank Scott for his work, and everyone on staff for the way they responded to his arrival.

This report covers a snapshot in time right before everything changed. I am so proud of the work that was done - and I know there is much more to do. I encourage you to read this report at your leisure, and to come to us with your questions and comments. Merritt is your city, and everything we do answers to you. It remains a privilege to serve as your Mayor, and to seek to move Merritt forward.

Respectfully yours,

Linda Brown  
Mayor, City of Merritt

Reflecting on the many initiatives, projects and accomplishments that were completed in 2019, I am extremely proud of our team. 2019 was a year of change and setting a new standard for the organization. Creating and laying the foundation for our strategic plan was a critical launch point that took place early in the year.



We worked hard to build relationships, at multiple levels – particularly with the First Nations of the Nicola Valley, residents of the City, and with the Thompson-Nicola Regional District and Government Stakeholders. This included a successful visit to the Union of British Columbia Municipalities conference, where we communicated Merritt's needs to Ministers, including directly to Premier Horgan.

At City Hall, we worked well as a team, including reorganizing the City's staff structures. We were able to bring on new planning staff, and the City's first dedicated Human Resources professional, and we created a new Communications Department. These changes will ensure that City Hall is responsive to the residents' needs, and that we get our message out better. The Communication and Marketing Strategy is a crucial part of this goal, and we begun work to completely re-design the City's website, a key touchpoint for communication and information.

Our Planning and Development staff were extremely busy throughout the year, both managing busy development opportunities, and laying the groundwork for future policy development. We began to prepare for complete re-writes of both our Official Community Plan, and the Zoning Bylaw, and made plans to ensure extensive community consultation took place. Mindful of the City's finances, we worked to improve our Economic Development and executed an aggressive Capital Plan.

City Hall has to be responsive to the wants and needs of the people who live and work in Merritt, and we work hard to ensure there is good engagement, and information sharing. This report is a part of that. I hope you will find this annual report both interesting and informative, as you learn more about the work done by the City throughout 2019, and the goals we set for the future.

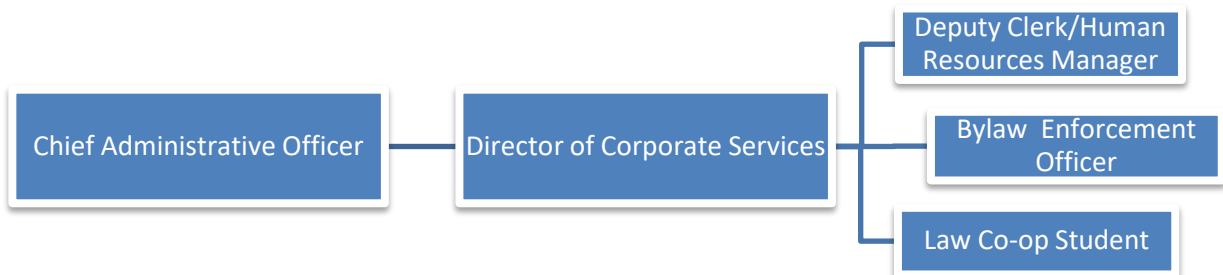
Yours sincerely,

Scott Hildebrand  
Chief Administrative Officer, City of Merritt



**The Team:**

Through 2019, the Corporate Services Department consisted of four positions, the Director of Corporate Services, the Deputy Clerk/Human Resources Manager, the Bylaw Enforcement Officer, and a Law Co-op Student (May-August):



**Key Responsibilities:**

The Corporate Services department is responsible meeting the corporate administration responsibilities set out in section 148 of the *Community Charter*, including:

- preparing accurate minutes of Council and Committee meetings;
- administering oaths and taking affidavits;
- certifying copies of bylaws and other documents;
- accepting legal documents served on the municipality.

Though the *Community Charter* prescribes these basic functions, they represent only a small portion of the day-to-day business of the Corporate Services department. Corporate Services is also responsible for the following functions:

- legislative research and preparation of bylaws and policies;
- preparation of legal and public documents related to corporate business, such as leases, agreements, land transactions, and public notices;
- public education and bylaw enforcement;
- human resources;
- processing freedom of information requests;
- document management;
- conducting local elections, alternative approval processes and referenda.

**Review of 2019 Goals:**

In the 2018 Annual Report, Corporate Services set the following goals for 2019 (*Italicized writing indicates work undertaken during 2019 to achieve a goal*):

1. Propose an updated Business Licence Bylaw and three new Inter-Community Business Licence Bylaws, with an aim to simplify our business licencing process, provide more choice to businesses and reduce processing times.

*The City of Merritt successfully introduced a new Business Licence Bylaw and Inter-Community Business Licence Bylaws for the Okanagan-Similkameen, Fraser Valley, and Thompson Nicola Regions. In addition to reducing costs for businesses, the City has also*



*overhauled its internal procedure for reviewing applications and where necessary, inspecting businesses, which has resulted in significantly shorter licence processing times.*

2. Amend the Zoning Bylaw to remove inconsistencies, clarify definitions and to provide greater certainty for planning staff, developers and the public. This amendment will serve as a stopgap until a new Zoning Bylaw is proposed following the adoption of a new Official Community Plan.

*This process was commenced in 2019, but staff turnover in Planning and Development Services put the project on hold. When Don McArthur arrived as the new Planning and Development Services Manager in late 2019, the decision was made to re-write the bylaw instead of merely introducing a stopgap amendment bylaw. The new introduction of the bylaw became a 2020 project, led by Planning and Development Services.*

3. Fully implement a meeting management program, to reduce the time required to prepare meeting minutes and agendas, offer Council a paperless meeting option, and make it easier for the public to easily access and reference staff reports from the agenda.

*Since August of 2019, all agendas and minutes for Council meetings have been prepared and distributed using meeting management software. If the August – December data holds for a full year, this switch will result in approximately 25,000 less pages printed and 180 less staff hours allocated to agenda and minute preparation. In addition to the environmental benefits, the net result has been a reduction in overall cost, and savings for the taxpayer.*

4. Continue implementation of a records management system, onboarding the Corporate Services and Finance departments in 2019, adding all other departments at City Hall in 2020 and off-site departments (Public Works, Fire, Recreation) in 2021.

*This project was delayed for the majority of 2019, as we worked to resolve an issue in the move towards cloud based as opposed to local server storage. The result is that timelines for this project will be delayed a year.*

5. Improve public communication by strengthening relationships and providing greater access to local media and by increasing the number of information releases originating directly from the City.

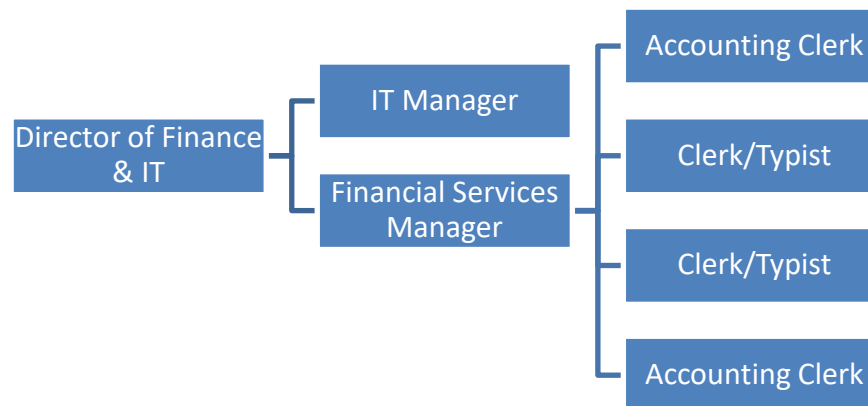
### **Corporate Services Goals for 2020**

1. Meet all legislative requirements for filing reports, including annual reports.
2. Roll out electronic records management in Corporate Services and Financial Services, aiming to add other City Hall departments in 2021, and the rest of the City in 2022.
3. Aim for paperless meetings wherever possible alongside the 2019 rollout of electronic meeting management software.

4. Improve transparency by creating new publicly accessible databases of bylaws and policies, and historic decisions and reports.
5. Update Council procedures to align with Council's requested changes to Committees.
6. Ensure bylaw currency by proposing updates to Council both for internal consistency, and to meet legislative changes.
7. Improve public communication by providing informal records of meetings and decisions prior to the later adoption of Minutes by Council .

The Financial Services department is responsible for the City's financial records and reporting, annual budget, information technology, property taxes, cash receipts, payroll, accounts payable and receivable, utility billings and collections. It is the mandate of the Financial Services department to provide Council, City departments, government agencies and the public with advice, leadership and resources regarding the financial management of the City.

Providing Council and staff with accurate, relevant, and timely financial information ensures that the infrastructure and service needs of the community are met while maintaining taxation and fee levels that are reasonable and sustainable.



The department consists of 7 members and uses casual support when needed. In addition to the finance related functions of the department, the department provides clerical and other support to all City departments.

The IT Manager ensures that all the departments have a reliable and consistent IT equipment and functions.

## **Progress on our 2019 Goals**

1. Implemented new electronic timesheet software.
2. Implemented online credit card payment option for property tax, utility billing, accounts receivable, business licences and municipal tickets.
3. Assisted with implementation of new GIS system, including the integration with property tax and assessment data.
4. Updated wireless networks for city buildings.
5. Completed cross training of department members, including documentation, to provide coverage and continuity.
6. Documentation of IT information is in process.
7. Work began on developing a long term (5+ years) financial plan, incorporating all the completed master plans.



8. Development Cost Charge bylaw review did not proceed in 2019.

### **Goals for 2020**

1. Development Cost Charges update and review to be done in late 2020 or early 2021 to include items identified in the respective infrastructure master plans.
2. Ongoing review and documentation of department processes and procedures, with an emphasis on streamlining workflows and reducing amount of paperwork generated.
3. Documentation of IT infrastructure and processes will be ongoing with an emphasis on business continuity.
4. Completion of Reserve and Surplus Policy.
5. Continued work towards incorporating master plans into the long-term financial plans with the goal of being able to provide information on financial requirements over periods of 10+ years.
6. The review of all services and fees and charges.



*“On behalf of the members of the Merritt Fire Rescue Department, I am pleased to submit the annual report for 2019. The report offers insight into the efforts and achievements that the department has accomplished in the past year. The report allows its readers to gain an understanding of the services we offer to our citizens.*

*I am extremely proud of the men and women who comprise our department. They are a dedicated, efficient, highly skilled, specially trained and educated group of individuals. They consistently strive to offer a service that our community can be proud of.*

*I would like to thank Council for their continued support of our efforts and achievements. We appreciate that Council recognizes the important role we play in making this a safe city in which to live.”*

*David Tomkinson, Fire Chief*

## **Our Family, Helping Your Family**

The Merritt Fire Rescue Department (MFRD) is responsible for community safety in many ways. Responding to and mitigating emergency situations to protect life and property, minimizing damage, injury or loss, and doing so as quickly and effectively as possible is the primary focus of our service. In non-emergency times, the MFRD focuses on fire and life safety public education, legislative and bylaw compliance and firefighter training. More specifically the MFRD provides:

- Fire Suppression Services
- First Responder Medical Services
- Fire Safety Inspections and Fire Cause Investigations
- Road Rescue, Motor Vehicle Incident Response
- Public Education and Community Relations
- Limited Hazardous Materials Response
- Fire Service Work Experience Program

In 2019, the MFRD responded to 791 calls for service resulting in fire losses in excess of 1.7 million dollars; the effect of ten separate structure fires. Fire and Rescue Services are provided to an estimated 12,000 people within Merritt and the Nicola Valley in a geographic area covering over 8,000 square kilometers.

The MFRD operates out of a single fire station on a single alarm basis. The City has mutual aid agreements with several neighbouring communities such as the Lower Nicola Indian Band, District of Logan Lake and the City of Kamloops who respond when assistance is requested; the reverse is also true.

The Department provides contracted fire suppression services to the Thompson Nicola Regional District, Cooks Ferry and Lower Nicola Indian Bands on their Lands located adjacent to City boundaries. The department routinely works with local authorities such as the BC Ambulance Service, BC Hydro, Fortis BC, BC Wildfire Service and the RCMP.



**Merritt Firefighters**

The City of Merritt's firefighting force carries untold benefits to the city. These include but are not limited to community pride, community service, public education, public safety, and emergency incident response and fund raising events. The Merritt Fire Rescue Department consists of forty highly skilled and motivated personnel. Every firefighter can be described as a progressive, innovative, and mechanically inclined individual who is dedicated to providing a superior level of emergency service through the experience, knowledge, and training each has attained.



**DON'T LIMIT YOUR CHALLENGES.  
CHALLENGE YOUR LIMITS.**

**RECRUITING PAID-ON-CALL FIREFIGHTERS NOW!**

Our firefighters respond to a variety of emergency situations, including all fire related incidents, various types of rescue calls, hazardous materials incidents, motor vehicle extrications, public assistance, as well as public education, public relation activities and an increasing number of medical incidents. These broadening demands on the fire service have made it necessary for firefighters to continually upgrade their skills through professional development programs, to ensure that we continue to provide, and the citizens continue to receive, the courteous and professional service that they have been accustomed to, as well as a level of service supported by Council.

To be a Merritt Firefighter, one must have the instinct to help others. Through education, training and many hours of practice, firefighters become mentally and physically strong to respond to emergency situations, while still having the caring, sensitive side that is required when dealing with citizens when performing public relations and public education duties.



| RESPONSE BY INCIDENT TYPE                                   | 2019       |        | 2018       |        | 2017       |        |
|---|------------|--------|------------|--------|------------|--------|
| Carbon Monoxide Detector Alarm                              | 4          | 0.51%  | 7          | 0.89%  | 1          | 0.13%  |
| False Alarm - Alarm System Pull Station Intentional         | 0          | 0.00%  | 6          | 0.76%  | 3          | 0.38%  |
| False Alarm - Alarm System - Pull Station Accidental        | 2          | 0.25%  | 1          | 0.13%  | 2          | 0.25%  |
| False Alarm - Alarm System - Other Intentional              | 3          | 0.38%  | 0          | 0.00%  | 1          | 0.13%  |
| False Alarm - Alarm System - Other Accidental               | 49         | 6.19%  | 30         | 3.82%  | 39         | 4.90%  |
| False Alarm Report of fire/smoke-nothing found Intentional  | 4          | 0.51%  | 3          | 0.38%  | 2          | 0.25%  |
| False Alarm report of fire/smoke-nothing found - Accidental | 12         | 1.52%  | 11         | 1.40%  | 6          | 0.75%  |
| False Alarm – Controlled Burn / Campfire                    | 3          | 0.38%  | 0          | 0.00%  | 5          | 0.63%  |
| False Alarm - Accidental Other - Describe                   | 8          | 1.01%  | 9          | 1.15%  | 8          | 1.01%  |
| False Alarm – Intentional Other - Describe                  | 10         | 1.26%  | 0          | 0.00%  | 0          | 0.00%  |
| Fire - Structural   | 10         | 1.26%  | 10         | 1.27%  | 14         | 1.76%  |
| Fire Structure - Minor (Pot left on the stove...)           | 4          | 0.51%  | 9          | 1.15%  | 0          | 0.00%  |
| Chimney Fire  | 4          | 0.51%  | 2          | 0.25%  | 2          | 0.25%  |
| Dumpster Fire   | 1          | 0.13%  | 1          | 0.13%  | 0          | 0.00%  |
| Fire Grass/Forest MOF Request                               | 0          | 0.00%  | 0          | 0.00%  | 1          | 0.13%  |
| Fire Grass/Bush/Shrub/Trees/Forest                          | 11         | 1.39%  | 14         | 1.78%  | 5          | 0.63%  |
| Fire - Camp Fire Contrary to Bylaw or MOF Regulations       | 6          | 0.76%  | 8          | 1.02%  | 4          | 0.50%  |
| Fire - Controlled Burn Contrary to Bylaw or MOF Regulations | 0          | 0.00%  | 3          | 0.38%  | 1          | 0.13%  |
| Fire - Camp Fire or Controlled Burn - Got Away              | 0          | 0.00%  | 1          | 0.13%  | 0          | 0.00%  |
| Fire Rubbish  | 6          | 0.76%  | 8          | 1.02%  | 1          | 0.13%  |
| Fire Unclassified   | 9          | 1.14%  | 8          | 1.02%  | 2          | 0.25%  |
| Fire Vehicle  | 10         | 1.26%  | 11         | 1.40%  | 12         | 1.51%  |
| Gas Spill   | 3          | 0.38%  | 8          | 1.02%  | 11         | 1.38%  |
| Hazardous Material  | 4          | 0.51%  | 4          | 0.51%  | 0          | 0.00%  |
| Mutual Aid  | 3          | 0.38%  | 1          | 0.13%  | 0          | 0.00%  |
| MVI - Local Canceled in Route                               | 11         | 1.39%  | 5          | 0.64%  | 4          | 0.50%  |
| MVI - Local, Extrication Required                           | 3          | 0.38%  | 6          | 0.76%  | 5          | 0.63%  |
| MVI - Local, No Extrication Required                        | 25         | 3.16%  | 29         | 3.69%  | 35         | 4.40%  |
| MVI - Local/PEP Cancelled in Route                          | 1          | 0.13%  | 3          | 0.38%  | 2          | 0.25%  |
| MVI – Local/PEP No extrication Required                     | 3          | 0.38%  | 1          | 0.13%  | 5          | 0.63%  |
| MVI - Local/ PEP Extrication Required                       | 2          | 0.25%  | 1          | 0.13%  | 1          | 0.13%  |
| MVI – PEP Cancelled in Route                                | 33         | 4.17%  | 44         | 5.61%  | 63         | 7.91%  |
| MVI - PEP No Extrication Required                           | 30         | 3.79%  | 35         | 4.46%  | 77         | 9.67%  |
| MVI - PEP Extrication Required                              | 15         | 1.90%  | 16         | 2.04%  | 11         | 1.38%  |
| Power Lines Down  | 4          | 0.51%  | 6          | 0.76%  | 7          | 0.88%  |
| Public Service  | 11         | 1.39%  | 20         | 2.55%  | 10         | 1.26%  |
| Rescue & Safety   | 3          | 0.38%  | 4          | 0.51%  | 6          | 0.75%  |
| Rope Rescue   | 0          | 0.00%  | 0          | 0.00%  | 1          | 0.13%  |
| Water Leak/Flood  | 4          | 0.51%  | 3          | 0.38%  | 1          | 0.13%  |
| Ambulance Assist  | 75         | 9.48%  | 54         | 6.88%  | 51         | 6.41%  |
| First Responder - Medical                                   | 414        | 52.34% | 403        | 51.34% | 397        | 49.87% |
| <b>TOTALS</b>   | <b>791</b> |        | <b>785</b> |        | <b>796</b> |        |

### **Fire Fleet**

The MFRD maintains a fleet of three Fire Engines, one 75-foot Quint Ladder Truck, one Rescue Truck, plus a utilitarian vehicle equipped to respond to both wildland and first responder medical emergencies. These assets are housed in a single fire station. The MFRD maintains two administrative vehicles to carry out fire prevention, training, inspection and response duties. The City has a capital reserve which it funds annually to ensure that the fire fleet is not rendered obsolete over time.



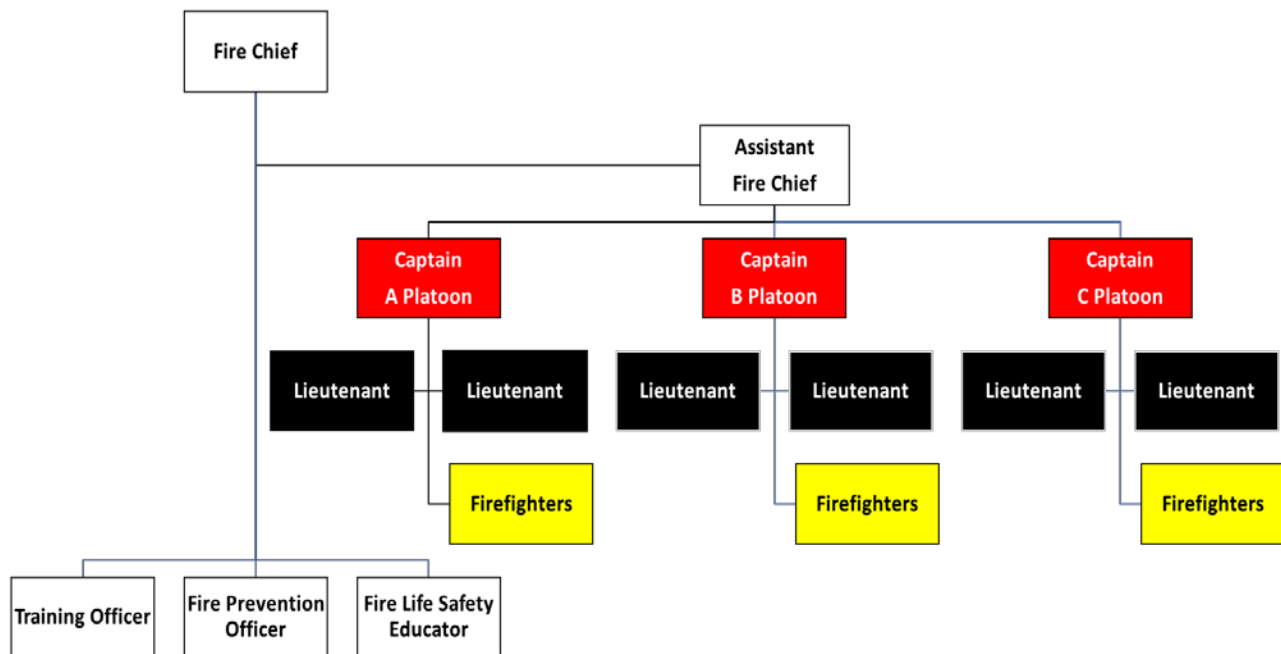
Daily equipment checks and pre-trips are conducted by firefighters.

### **Initial Fire Engine Response Time – 2019**

|                       |               |
|-----------------------|---------------|
| Average Assembly Time | 03:30 Minutes |
| Average Response Time | 08:38 Minutes |

In 2019, the MFRD arrived on scene to fire-related incidents with ten firefighters within ten minutes 80% of the time.

## Fire Department Organization



### ***Our Mantra: Service Before Self***

#### **PHILOSOPHY**

- ***Encourage innovative ideas and learning through firefighter involvement and TEAMWORK.***
- ***Proudly different, believing in our I.M.P.R.E.S.S. Core Values.***
- ***Duty-bound through perseverance and commitment to EXCELLENCE.***
- ***Provide Citizens what they need, when they need it... ALWAYS.***
- ***Our TRADEMARK... Caring about people with dignity and respect.***



## Firefighter Training

MFRD Firefighters train to the National Fire Protection Association Standard. The program is administered in-house through the College of the Rockies. Additional training, including specialized and technical instruction, is routinely provided by the Justice Institute of British Columbia Fire Academy.

The focus of 2019 was compliance with the British Columbia Fire Service Minimum Training Standard for Fire Officers. In addition, the MFRD Training Division was busy with the on-going maintenance of firefighter skills along with the development of new disciplines totaling 9116 staff hours of training conducted on Monday evenings, weekday afternoons and weekends. This system ensures that all training disciplines are scheduled and completed regularly to meet operational needs and increase the continuity and standardization of training.

The Department's Training Division organized many specialized training events in addition to the regular training program for individual firefighters. Additional training events included, but not limited to:

- Emergency Scene Management
- Company Level Inspections
- Incident Command 200 and 300
- Structural Triage, Fire Entrapment Avoidance & Safety, Wildland Fire Behavior
- Elevator Rescue
- Hazardous Materials – Operations Level
- First Responder Level 3 with Spinal, AED, Imminent Childbirth and Naloxone Endorsements
- Scott SCBA Specialist Course



Ground ladder Training.

### **Local and Children's Charities**

Merritt Firefighters actively support local and children's charities, plus other community events. In 2019, firefighters proudly supported Muscular Dystrophy Canada, Tim Horton's Camp Day, McDonald's McHappy Day, BC Professional Firefighters Burn Fund and the Ska-Lu-La Workshop. Firefighters also awarded a bursary to a local secondary school student and conducted an Annual Toy Drive at Christmas.



Filling the Boot for Muscular Dystrophy

### **Community Events**

During the year our firefighters, fire prevention office and 'Sparky'® the Fire Safety Dog, who is our fire safety mascot, attended many community, organization and social events, including the Country Christmas parade, Canada Day festivities, children's day camps and voluntarily providing fire standby at community firework displays. All these types of events allow us unique and informal opportunities to answer any questions our citizens may have about the fire department, fire safety, or simply give the public a closer at the fire trucks, equipment and learn about their uses.



## **Fire Prevention and Inspection**

The MFRD completed 425 fire safety inspections of public buildings within the community in 2019, as required by the Provincial Fire Services Act. MFRD reviews new development and building plans from a fire safety perspective.

The MFRD is responsible to enforce regulations and legislation including the BC Fire Code, Municipal Bylaws and parts of the BC Building Code.

## **Public Education**

It is estimated that the MFRD was able to connect with nearly 2,000 persons: pre-school, K to grade 7, teens, adult learners, and seniors, in fire prevention and life safety activities and events in 2019. New initiatives brought fire life safety education deeper into classrooms, and for intermediate students, an introduction into fire science. The department offered education and prevention programs related to fire extinguisher training, juvenile fire setter intervention, fire station tours, FireSmart Program and other seasonal fire safety and injury prevention initiatives.



Fire Life Safety Educator, Krista Minar, introduces Nicola Canford Elementary School's grade 1 class to the Firefact Fun Program.



## **Fire Prevention Week**

Fire Prevention Week is celebrated with much fanfare by the MFRD and includes the set-up of fire prevention and safety information displays at local businesses staffed by firefighters for the entire week. Public service announcements are broadcast by local radio. In addition, fire safety articles and ads are published in the local newspaper.

During the week, firefighters teamed up with grade 9 drama students from Merritt Senior Secondary School to visit local elementary schools and perform interactive skits for audiences of school children in grades 2 and 3. This partnership offers a unique way to teach children the importance of working smoke alarms, plus helping them to develop and practice an escape plan with their family if ever there was a fire in their home. These performances have received the accolades of both children and teachers and offers the MFRD a unique opportunity to present our fire safety message.

## **Burn Awareness Week**

The focus of the MFRD during Burn Awareness Week is to engage pre-school and kindergarten aged children and their parents, delivering a message of “burn prevention”. Children are taught the difference between what is a tool and what is a toy, while parents are reminded how to reduce the risk of burn injuries in their homes.



Burn Awareness with the awesome kids at White Bear Daycare!

### **FireSmart Program**

With our Fire Life Safety Educator assuming the role of Community FireSmart Coordinator, a FireSmart presence has been developed within the community. FireSmart activities are coordinated through outreach and corresponding with homeowners during site visits, workshops, and public events. The Program's aim is to reduce the impact of wildfires on properties by following proven FireSmart principles ([www.firesmartcanada.ca](http://www.firesmartcanada.ca)).

Wildfire mitigation activities in 2019 included an update to the Community Wildfire Protection Plan to encompass the City's Southeast Sector and maintenance of previously treated areas above Mountain Drive using prescribed fire. The City of Merritt was successful in obtaining \$71,500 in grant funding through Community Resiliency Investment (CRI) Program to assist with future operational treatments in high hazard areas.





*Merritt Firefighters conducting fuel mitigation by prescribed fire.*

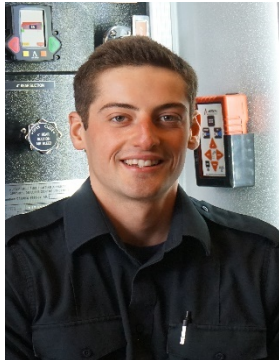
### **Fire Service Work Experience Program**

2019 saw the completion of the MFRD's 13th Fire Service Work Experience Program (WEP) with six firefighters achieving career firefighting positions. The Program was developed in response to the department's decreasing ability to provide service as the demand for service increases, with the most notable demand being the ability to provide response during daytime working hours.

WEP attracts candidates from the many Fire Academies / Pre-Service Programs from across Canada and the United States. Successful candidates arrive certified to the National Fire Protection Association's 1001 Standard. Many bring previous firefighting experience from their volunteer firefighting backgrounds.

WEP firefighters live at the fire station, supplementing the response of the City's paid-on-call firefighting force. During working hours WEP firefighters assist career staff by conducting public fire safety education, perform company level fire inspections and conduct station and equipment maintenance. The Work Experience Program bridges the gap between the career and volunteer fire services, offering the citizens of Merritt an enhanced level of service.

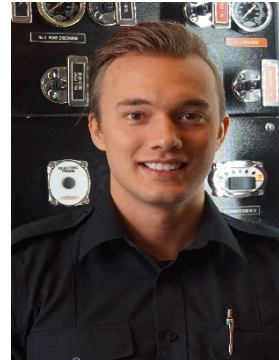
## Firefighters Gone Career – 2019



Dylan Gallant  
Whitby Fire and  
Emergency Services



Ryan Verhoog  
Nanaimo Fire Rescue  
Department



Brett Nordstrand  
Port Coquitlam Fire and  
Emergency Services



Brett Roulston  
West Kelowna  
Fire Rescue



Mosab Ajina  
Vancouver Fire  
Rescue Services



Tyler Steele  
Richmond Fire Rescue

## Paid-on-Call Firefighter Recruitment

In 2019, the department was fortunate to have four individuals step forward to serve their community as paid-on-call firefighters.

After the Candidate Physical Ability Test, successful recruits complete 80 hours of initial in-house training and an additional 16 hours of live fire training. At the completion of this training each candidate is enrolled in an NFPA 1001 Firefighter I and II Program, requiring further training and testing to ensure basic competencies are achieved.

During probation, new firefighter recruits actively respond to emergencies as members of their platoon and are mentored by experienced fire officers.



## New Appointments



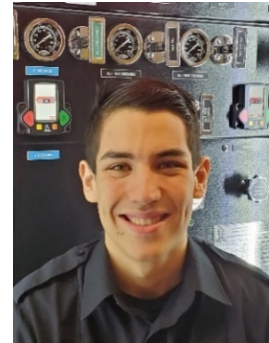
Raghu Kaushal  
Firefighter



Amanda Forman  
Firefighter



Christine McDonald  
Firefighter



Isaac Jackson  
Firefighter

## Firefighter On-call Hours – Non-Remunerated

Firefighters are assigned to one of three rotating platoons, requiring each firefighter to be scheduled a minimum of 2,214 hours on-call per year – these hours are not remunerated. Additionally, firefighters voluntarily schedule themselves to manage highway rescue incidents and first responder medical calls during their free time. In 2019, Merritt Firefighters collectively volunteered 135,152 scheduled on-call hours.

- 88,560 standby hours volunteered to Fire Response
- 33,280 standby hours volunteered to Road Rescue Response
- 13,312 standby hours volunteered to First Responder Medical Response

## Long-Service Recognition



Meagan Preston, Firefighter  
5-year Service Award



Steve Hill, Captain  
20-year Exemplary  
Service Medal



Steve Rempel, Firefighter  
5-year Service Award

## Personnel

### Career Personnel

|   |          |
|---|----------|
| Fire Chief  | 1        |
| Fire Prevention Officer                               | 1        |
| Training Officer/ Work Experience Program Coordinator | 1        |
| Fire Life Safety Educator                             | 1        |
| <b>TOTAL</b>  | <b>4</b> |

### **Paid-On-Call Personnel**

|                      |           |
|----------------------|-----------|
| Assistant Fire Chief | 1         |
| Captains             | 3         |
| Lieutenants          | 6         |
| Firefighters         | 22        |
| <b>TOTAL</b>         | <b>31</b> |

### **Work Experience Personnel**

|              |          |
|--------------|----------|
| Firefighters | 5        |
| <b>TOTAL</b> | <b>5</b> |

### **Key Figures**

|   |             |
|---|-------------|
| • Actual Operating Costs                | \$1,283,673 |
| • Revenues and Cost Recovery**          | \$172,298   |
| • Population Estimate*                  | 7,722       |
| • Per Capita Cost                       | \$144       |
| • Paid-on-Call Firefighter Remuneration | \$215,083   |

### **2019 Capital Expenditures**

|   |           |
|---|-----------|
| • Pumper/Tender                             | \$300,000 |
| • Self-contained Breathing Apparatus (SCBA) | \$242,290 |
| • SCBA Cylinders                            | \$56,319  |
| • Mobile Computer-Aided Dispatching         | \$22,593  |
| • Portable High-pressure Pumps              | \$15,500  |

\* Source: BC Stats - British Columbia Municipal Population Estimates

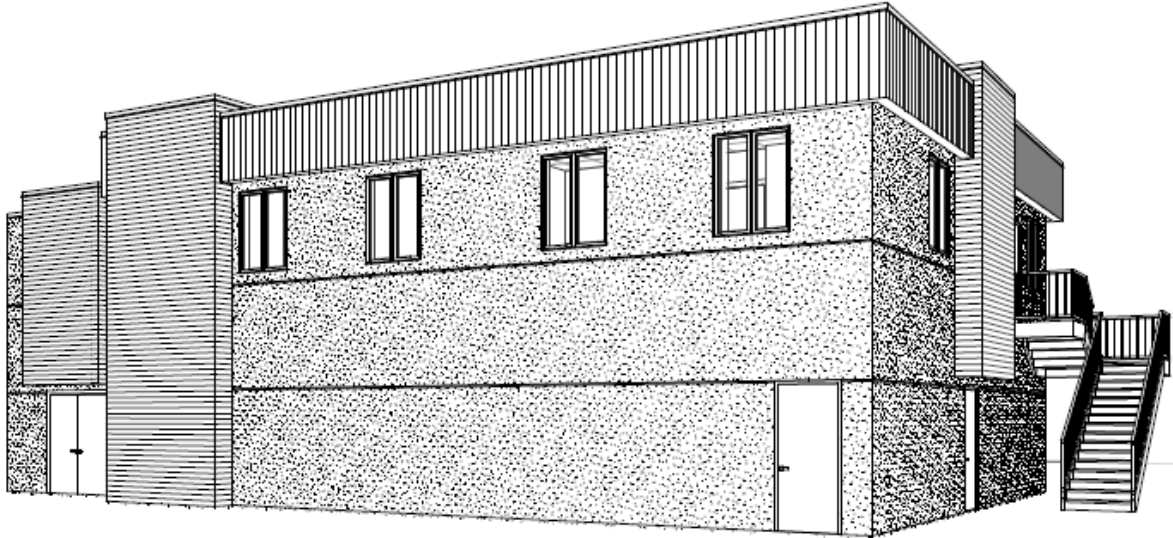
\*\* Includes Inter-Agency Reimbursement, Fees and Grant Funding

### **Looking Towards 2020**

The provision of fire services in our community has become increasingly more complex as the community's needs evolve. This illustrates the need to focus on enhancing customer service, communication, firefighter health and wellness, and fire prevention and education initiatives that are targeted to various groups whether they are different in ethnicity, age or certain groups at risk.

A major capital project which will be carried over from 2019 is the construction of an addition to the existing fire station. This addition will address long-identified health and safety issues complicated by a lack of facilities and space by adding a designated decontamination area, plus sanitary turnout gear

storage room. The addition will house the Work Experience Program Firefighters and address inadequate facilities for female firefighters by providing separate toilet, shower facilities, change room and sleeping areas. Once complete, the addition is expected to extend the useful life of the existing fire station indefinitely and will support a single fire station model for an expected 10-20 years or until matched by growth in the community.



Fire Station Addition

The FireSmart presence in our community will be further enhanced by having the Fire Life Safety Educator, a Certified Wildfire Mitigation Specialist, continue to create neighbourhood champions. A new “wildfire” curriculum will be implemented within local schools. This program, aimed towards students at both the elementary and high school levels will introduce students to fire ecology, FireSmart principles and emergency preparedness. The City of Merritt has applied for grant funding through the CRI Program to complete an additional 17.6 hectares of operational treatments in an area above Allen Road in the City’s Northwest Sector. The objective is to reduce the fuel loading and fire hazard through stand modification, thinning and pruning, surface fuel reduction and removal of woody debris.

From a response perspective, the MFRD fleet of fire apparatus will be bolstered with the addition of a new Pumper/Tender, replacing Engine 2, now 27 years old and beyond its serviceable lifespan. The Pumper/Tender is partially funded by the Thompson Nicola Regional District as it will play a valuable role in the MFRD’s response to rural properties.

Another long-awaited project is to work-space the department’s records management system from Kamloops Fire and Rescue. Mobile Computer-Aided Dispatching was initiated in 2019 and the migration to a *property module* in 2020 will serve as a repository for the MFRD’s pre-incident plans. This software puts critical building information at the fingertips of responding firefighters, increasing efficiency and safety. The integration of fire inspection and training modules is slated for future years.



The Community Policing Office (“CPO”) is a crime prevention office located in downtown Merritt. The CPO works with community partners to identify the root causes of crime and through education and awareness, strives to prevent and reduce crime in the community.

## **Mandate**

**Prevention** - To support or liaise with existing crime prevention programs through E Division Crime prevention services, ICBC the BC Crime Prevention Association and Provincial programs such as Crime Stoppers and Block Watch to help bring awareness and prevent crime in our community.

**Education** - Responding to community requests and providing presentations. Building community partnerships such as School District 58, CYC, Literacy Merritt and other agencies.

**Intervention** - Establishing or working with community agencies to intervene in recognized community crime issues via programs such as restorative justice, School threat risk assessments, First Nations Court committee and Violence against Women in Relationships.

**Reduction** - To identify community issues based on strategic priorities and partner with or create programs to help reduce crime in identified areas. Programs such as Nicola Valley Shelter and Support Society, Violence against Women in Relationships, foot and bike patrols and targeted programs based on priorities identified by the RCMP or community.

**Volunteer Management** - To recruit, maintain and supervise RCMP volunteers as per RCMP policy.

Programs are based on detachment and RCMP priorities such as Youth, First Nations, Public intoxication, Domestic violence and upon request from community members or agencies.

## **Strategic Priorities**

- Public Intoxication
- Drug and Alcohol Awareness
- Improve the image of Spirit Square
- Bike and motor vehicle act education
- Youth engagement
- Community engagement / Collaboration
- Domestic Violence



## **Programs:**

### **CPO Office Volunteer Program:**

The Community Policing Office volunteer program provides an opportunity for community individuals to be actively involved in helping with crime reduction and prevention in the community. Their involvement also allows the Coordinator additional freedom to attend



meetings and presentations or be out in the community, without having to close the office. This group of dedicated volunteers provides staffing coverage for the office during the week primarily from 10am – 2pm but may be in longer depending on the daily activities. While providing office support, volunteers' duties include fielding inquiries at the front counter, directing citizens towards in-house or community resources, answering telephone inquiries, and working on special projects. During 2019, 767 volunteer hours were done by this team allowing for more consistent office hours and better service levels to those attending the CPO.

## **Speed Watch:**

In 2019 this program underwent a significant change with the addition of an upgrade in available technology. The purchase and use of the Evolution 11 speed sign accompanied by a subscription to cloud monitoring and GPS support allows this team to have the program operate year around. In the past, volunteers sat roadside with the equipment but now team members can deploy the unit and monitor it remotely for longer periods of time. In 2019 the sign was deployed 43 times and monitored the speed of approx. 281,975 vehicles between June and December. All data collected by this team is reported to the Detachment and ICBC in Kamloops on a monthly basis. Because of the cloud monitoring, several additional departments within the City of Merritt have continual access to the information as well.



## **Foot Patrols & Bike Patrols:**



The Community Policing Office coordinates and trains volunteers to be out on civilian patrols in the City to observe and report any concerns that they may witness. This is done to promote safety and to keep an eye on our community. In 2019 this program had volunteer patrols out for 235 hours. Patrolled areas include along riverbanks, parks, alleys, walking paths, and additional areas identified by the Detachment or our Liaison Officer.

During the colder weather these patrollers join the Citizens on Patrol and provide this service during the day via their personal vehicles.

**Citizens on Patrol:**

The Citizens Patrol has been active for over 20 years in Merritt. Fifteen members fill patrol shifts primarily during the evenings throughout the year. This year the COP logged 1075.5 patrol hours. Citizens on Patrol use their personal vehicles with magnetic door signs for easy identification. Along with doing their patrols this group also supports other programs in the community including the Kops for Kids charity. Anyone interested in volunteering is encouraged to speak with a current member or pick up a volunteer application at the CPO.

**Block Watch:**

Block Watch is a participant driven crime prevention program and has been in Merritt for many years. In 2019 there were several active Block Watch groups, but many have experienced changes involving community members who moved in the past couple of years. There is now an office volunteer dedicated to this program and Gayle can be contacted on Thursdays at the CPO.

This program encourages members of the community to get to know their neighbors, watch out for each other and reach out to either the Community Policing Office or the Detachment for assistance depending on their concerns. This program fits nicely with the Crime Stoppers program because it allows community concerns to be addressed either anonymously or as a group, so individuals don't have to fear about personal risks for speaking up.

**Crime Stoppers Merritt and Nicola Valley:**

BC Crime Stoppers provides many communities with several messaging mediums allowing the public to forward information anonymously to Crime Stoppers, who in turn, deliver that information or intelligence to the appropriate enforcement agency.

The Merritt and Nicola Valley Crime Stoppers Society was registered in 2010 and since that time has work tirelessly on increasing public awareness of the program. This society was able to assist the local Chamber of Commerce by attending all the Friday night markets which ensured that a group of Crime Prevention volunteers were in attendance much like a community patrol.

Our local society began its social media presence in 2018 with a Facebook page. Presently there are over 1000 followers. The account is being used to promote crime prevention initiatives as well as draw attention to cases that the police need assistance with. Many other Crime Stoppers groups are using their social media pages to increase the quality information coming in through the anonymous tip line and we hope to build on that success.

**Literacy Merritt and Nicola Valley Society**

Literacy Merritt is a non-profit Society with members from School District 58, Community Policing, NVIT, First Nations agencies and the TNRD that work toward promoting literacy in the community. Currently the Society is responsible for the Bright Red Bookshelf which is also housed in the CPO. Books are donated to the program and then sorted and packaged by volunteers to be spread around the community to over 30 red bookshelves. All books on the shelves are free to everyone. Literacy Merritt also oversees the One to One tutoring program that is a school-based mentor program where volunteers attend the school and work one on one with students identified by staff as needing a little extra assistance with reading. This program supports developmental assets through mentorship and is promoted by the RCMP. Other programs are in partnership with the TNRD library to provide technology to seniors and assistance with learning to use various technological tools. In 2019 the society increased their outdoor bookshelf program as well. These have been placed within parks and outside some local businesses.

**Nicola Valley Shelter and Support Society:**

The CPO supports this society with board governance assistance and safety training as part of our crime reduction mandate.

The Nicola Valley Shelter and Support Society has employees and volunteers who work within the community to provide Housing First supports and shelter to individuals who are homeless or at risk of becoming homeless. This support can be in the form of connecting individuals and families with services, teaching skills connected with maintaining a residence, working with landlords to locate housing, as well as helping citizens identify solutions to the barriers they face regarding housing and shelter. Additionally, the Society manages and operates a Cold Weather Shelter in partnership with BC Housing.

In 2019 the society built on the services offered through a drop-in program for community members during the summer months in order to provide a safe place for people to connect and do activities. This began as a trial in 2018 and continued because of the success achieved by some of the participants. Funding for these programs is provided by local partners including but not limited to, Teck – Highland Valley Copper, N'laka'pamux Health Services and Government through BC Housing and the Government of Canada's Reaching Home: Canada's Homelessness Strategy.

**Community Collaboration – MAST Community Collaboration Table**

In mid-2019 the Community Policing Office began chairing community collaboration meetings to offer wrap around services for vulnerable citizens who are at an elevated risk. The current group includes six agencies but through efforts to establish a Situation Table in the community we are hoping to increase that to all front-line support agencies within the area. We look forward to expanding this initiative in 2020.

## Smart Step Youth Association

Smart Step has been operating in Merritt since 2010. The Smart Step Youth Association is an organization that provides youth programming, training, and employment for high school students in Merritt. The association's mission is to "Inspire and motivate today's youth to engage in the greater community through peer support, service, and leadership development" and it lives out this mission through its peer-to-peer leadership training. Every summer, Smart Step provides three programs that each mentor a group of 10-20 teenagers (13-18 years old) through a nine-week curriculum of leadership training, community service opportunities and the planning of a city-wide community event.



## Community Outreach:

Community Garden – located beside the CPO continued in 2019. Many in the community continue to use the space and CPO volunteers maintain it during their office duties.

Kidz Tri It!! Triathlon: An annual event put on in partnership with the Smart Step Youth Association, Interior Savings Credit Union, the City, Community Policing and the Fire Department to provide an opportunity for youth in the community to participate in a level entry non-competitive triathlon.

## Nicola Valley Search and Rescue

Cst Dunsmore is the RCMP liaison as well as the training officer and on the executive with the local Search and Rescue Society.

**Nicola Valley Women in Action Victim Services Program** – Violence in relationships - Cst Dunsmore is the Victims Services liaison officer with the RCMP detachment and sits on the Nicola Valley Women in Action board. She also acts as a supervisor for Victims Services staff and is responsible for security clearances of staff and volunteers as well as other duties identified.

## School Liaison

The Detachment provides several members to serve as a school liaison with all the public schools in the Merritt area. Cst Dunsmore is responsible for the SAFE Schools data for the detachment and is Violence Threat Risk Assessment level 3 trained at the detachment to aid with high risk threats identified within the schools.



### Restorative Justice:

Cst Dunsmore and Marlene Jones are trained as Restorative Justice Facilitators. Cst Dunsmore is often asked to sit in on Restorative Justice Circles for students in the schools and for community offenders.

### Media Liaison

Cst Dunsmore is a trained Media Relations officer within the RCMP. For most of 2019 because of staffing shortages media has been handled by other supervisory personnel.

### School & Community Presentations and Events:

|  |  |
|--|--|
| Career Planning Classes at MSS   | Threat Risk Assessments for School Dist 58                                 |
| RCMP Detachment Tours  | Cyber Safety Presentations   |
| Daycare Presentations  | Seniors Safety Presentations   |
| Bike safety / Medical scooter safety   | DARE Training Sessions   |
| NVIT Law Enforcement Preparation Presentations   | Peer to Peer Student presentations   |
| Restorative Justice Training   | Special event information booth  |
| Monthly radio safety messages  | 529 Garage / Bike Theft App registrations                                  |
| Weekly media releases  | Fraud Awareness and Presentations  |
| CPTED (Crime Prevention Through Environmental Design)  | Consult for the Chamber of Commerce and for Summer Student Safety Protocol |
| Presentations for community organizations regarding illegal drug use and associated concerns |  |

### Key Statistics:

Our front counter remained steady again this year including the following types of events

|  |     |
|--|-----|
| Reporting of Crime or Suspicious Activities                  | 81  |
| Lost and Found   | 37  |
| Volunteer inquiries and check-ins                            | 201 |
| 529 Garage – Theft Prevention App inquiries or registrations | 72  |
| Community Partner Inquiry                                    | 254 |
| Walk-ins / Assistance to the public                          | 825 |

**Total 2019 Front Counter Occurrences: 1470**

**Total 2019 Volunteer Hours: 2568.75**

## Key Responsibilities

The primary function of the Recreation and Facilities Department is to provide recreational related opportunities to the citizens of Merritt and surrounding area. The Department's mission statement is: "To provide programs, services, educational opportunities, information to the public, and to provide a safe, clean, healthy, and friendly environment". Our goal is to ensure our citizens and all other users receive high quality services and programs at our facilities, while considering our subsidization costs to ensure responsible value to all our taxpaying citizens and businesses.

The Recreation and Facilities Department consists of eleven full-time staff and over forty other part-time staff, casual staff, and contracted instructors. The Department provides a variety of programs based out of City owned facilities, parks, and local schools. Programs are geared towards all age groups and consist of both physically active programs and more passive pursuits.

The City participates in a variety of special events in the community. While some of these events are coordinated and delivered exclusively by the City's Recreation and Facilities Department, many are a collaborative effort with local community groups and organizations. We wish to thank all of our community groups and organizations who assist us, as many of our programs could not be run without your help!



The hard work and dedication of our employees coupled with support from City management and local community organizations, provide a high quality experience for our community members and tourists

The Recreation and Facilities Department is also responsible for many of the physical assets of the City, particularly its public facilities. These include:

- Merritt Civic Centre
- Nicola Valley Aquatic Centre
- Nicola Valley Memorial Arena
- Merritt City Hall
- Claybanks RV Park
- Spirit Square, Stage & Building
- Community Policing Office
- Airport Terminal Building
- Nicola Valley Museum and Seniors Centre
- ESS Office Coldwater Building



- Ty Pozzobon Memorial structure
- Merritt Cadet Hall
- Merritt Lawn Bowling Clubhouse
- Merritt Provincial Courthouse
- Park Washroom Facilities & Band-shell
- Outdoor Sports Box (Partnering with Public Works)

In addition, the department is responsible for the administration and negotiation of most of the City's public contracted activities that take place on City owned property or lands. These include: the Merritt Golf and Country Club, Merritt Curling Rink, Merritt Tennis Courts, and the office rentals located in the Merritt City Hall building.

## **2019 Highlights**

It was another successful year as several different programs and services were made available during 2019. Program offerings are advertised through our Leisure Guide which is available at all City facilities, the City website, and several public facilities in the community.

Pickleball continued to be played a few days a week in the auditorium of the Civic Center. This recreation user group were avid users of the multisport outdoor box throughout the summer months of 2019. They also booked and played weekday mornings a few days a week at the Coquihalla Middle School gym.

Gymnastic classes continue to be an extremely popular recreation activity for younger kids. Enrolment has continued to be at the top of our booked recreation activities.

Hiking programs, summer camps were also a great hit last year.







During the annual September shutdown projects that were completed at the Nicola Valley Aquatic Center were:

- Main pool (slope and deep end) tile and grout replacement project
- Main pool boiler replacement
- Entire building boiler heating system replacement
- Complete LED lighting replacement
- An Interior renovation of the sauna was also completed.



The Nicola Valley Memorial Arena also had some updates including a new sound system and full replacement of new LED lights over the ice surface.



Several of these contracted projects were supplemented by our City's fulltime and casual maintenance staff. Fortis and BC Hydro rebates were applied for and resulted in over \$18,000.00 in approved cash back rebates.



Attendance at indoor special events continued to increase – particularly the Halloween Spooktacular that drew over 1,000 attendees over the course of the event.

More positive feedback was received from multiple citizens who

attended some of the Easter Extravaganza, Family Day, Canada Day, and Music in the Square outdoor events.



## Progress on 2019 Goals

- Our Recreation Operations Maintenance Manager, Dave Zakall has continued to take on more assigned responsibilities and gain valuable experience in areas that are new to him. Under Dave's supervision the structure of the Maintenance Department has started to get streamlined and find new efficient ways of completing smaller projects.
- Dialogue continued with School District #58 regarding establishing a formal joint-use agreement that ensures equitable sharing for community use of the two partners' facilities. Small changes were made in 2019 with further changes planned for 2020.



- Continued discussion with the Economic Development department to develop a listing of all sport and cultural tourism events and conducted research towards determining estimates of the individual and overall economic impact to the City of Merritt of these events. This project has continued into 2020.

### **Recreation and Facilities Goals for 2020**

In keeping with our mission statement and Council's Strategic Plan, 2020 goals for the Recreation and Facilities Department include:

1. Continue to build a solid foundation of management leadership by providing consistent employee mentorship.
2. Ensure all the Capital Works projects are completed on time and on budget
3. Ensure 3<sup>rd</sup> party project management of the NVFF bathroom and the Curling Club roof project is completed efficiently and within budget expectations.
4. Review the 2020 City Asset Condition Assessment for the MVMA and MVAC facilities and create asset maintenance & replacement needs, timelines, and costs for both facilities.
5. Establish a review of all facilities and create a financial maintenance schedule.
6. Review and make necessary changes to all current contracted facility service agreements with the City.
7. Continue to make it better!



## Year in Review

The City of Merritt, along with funding partners BC Transit, Thompson-Nicola Regional District and the Lower Nicola Indian Band contract with the Nicola Valley Transit Society. This provides our residents with an expanded transit system.

The service has been operating since 2007 and is one of the most heavily used transit systems in the Province. Similar systems average approximately 5.1 passengers per hour, while Merritt serves approximately 13.3 passengers per hour, compared with 14.7 passengers per hour in 2018.

In 2019, the following objectives were considered:

1. Investigated expansion of service to Coldwater in future years. Not completed – the Coldwater Indian Band purchased their own bus.
2. Request for a service review, in anticipation of municipal and regional growth. Not completed – the last review was done in 2016 and reviews are normally completed every 5 to 7 years. Potential review in 2021.

## **Looking to 2020:**

Continue to look for opportunities to expand and improve the service.





### **Key Responsibilities**

The City of Merritt Economic Development, Communications, and Tourism Department (EDCT) is responsible for: tourism and marketing; business attraction, retention and expansion programs; economic sector development; city centre revitalization; City communications; and long-term economic development strategies.

City strategic plans act as the guiding documents for the ongoing EDCT Department operations. These plans include: The Official Community Plan, Economic Development Action Plan, Airport Development Plan, Age-Friendly Action Plan, Parks, Recreation and Culture Master Plan, City Centre Improvement Plan, Tourism Asset Inventory Report and the Merritt and Nicola Valley Tourism Plan.

To achieve success, the EDCT Department works in partnership with businesses, sector associations, non-profit organizations, and other City Departments to provide quality information and enhance the economic growth of Merritt. The Nicola Valley Heritage Society, which operates the Merritt Visitor Centre at the Baillie House, receives annual funding through the City EDCT Department to provide face-to-face local visitor services. Online and other City Tourism services are provided through the EDCT Department. The Department is supported by contractors and students to increase overall capacity and complete projects within a timely manner.

A priority for the EDCT Department is answering time-sensitive questions from the public. These include questions from local business owners and residents regarding City services and economic statistics. In 2019, the EDCT Department continued to communicate local business advantages, relocation information and Nicola Valley land opportunities.

## A Year in Review: 2019

### **Business Retention, Expansion and Attraction**

The EDCT Department continued to increase overall communications with the local business community. This included an inventory of vacant land and building in Merritt to assist with new business development and business expansion opportunities.

In 2019, the department continued to promote Merritt as an ideal option for residential and business relocation. Target areas of City marketing included Kamloops, Kelowna, the Lower Mainland (with a focus on Chilliwack and Abbotsford), Calgary and Edmonton. Throughout the year, Merritt was featured in numerous Trade and Investment materials.

The City of Merritt Community Profile and current Merritt statistics were updated on websites such as the City of Merritt, the BC Economic Development Association (BCEDA) and the Province of BC. In 2019, the EDCT Department revamped new investment information brochures to help showcase the investment attraction information presented to clients. These included customized sector profiles on agricultural, retail and transportation.

The Merritt Youth Entrepreneur Program (MYEP) continued in 2019 from the original 2018 pilot program. With support from the BC Rural Dividend Fund and Community Futures Nicola Valley, 100+ students in Merritt and the Nicola Valley received business startup training. The MYEP provided seed funded to youth in the community to start their own businesses and learn entrepreneurship skills.

The BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot (BC PNP) was launched in 2019 to attract foreign entrepreneurs to establish new businesses in BC. EDCT Department staff sat on the City of Merritt B.C. PNP Entrepreneur Immigration Pilot Committee to support entrepreneurs seeking to immigrate to Canada and establish businesses in Merritt.

The regular partnership between the City of Merritt and the Nicola Valley Institute of Technology (NVIT) provided the City of Merritt EDCT Department with another NVIT Office Administration Assistant student at City Hall for their Practicum Placement. The 2019 NVIT student assisted the EDCT Department with business retention support and data analysis.





## Tourism

In 2019, the EDCT Department continued as the tourism arm for the City of Merritt, utilizing tourism materials to promote the community and increase visitation to the Nicola Valley. The Tourism Merritt website and hashtag of #ExploreMerritt continued to gain traction with visitor feedback from across the world.

The Merritt Community Events Calendar was updated regularly with over twelve community organizations connected to the same calendar. These community events continued to be printed out for tourists and promoted through social media. In 2019, approximately 520 events were posted and promoted through the Merritt Community Events Calendar.

In 2019, the EDCT staff continued to sit as a Gold Country Communities Society Committee Member and attended quarterly meetings to assist with projects related to regional tourism industry growth. In 2019 the mobile visitor information kiosk was used for the Summer Tourism Ambassador Program and community events.

This Merritt branded tourism kiosk increased to number of visitors interacting with the summer students and the range of tourism services the City of Merritt could provide. In 2019, additional funding was available which allowed for 1 of the 3 Summer Tourism Ambassadors to continue to work from City Hall until December 2019.

The EDCT Department promoted and attended numerous community events throughout the year including the Loggers Sports Show, Canada Day Celebrations, and the Country Christmas Week celebrations. In addition, the EDCT Department assisted to organize the Mayor's Gala and the Merritt Airport Anniversary event. EDCT Department staff, tourism ambassadors and volunteers maintained an onsite booth at both Bass Coast and Rockin' River Music Festivals to offer local information and local Merritt products. During Rockin' River Music Festival, the Department ran a photo contest in downtown Merritt with Rockin' River 2019 tickets as a prize.

In 2019, the Nicola Valley Trail Guides Brochure was produced. This waterproof and tear resistant guide was made available online and for pick up at locations throughout the community. In addition, in 2019 Downtown Merritt Maps were produced as a local resource.



## Communications

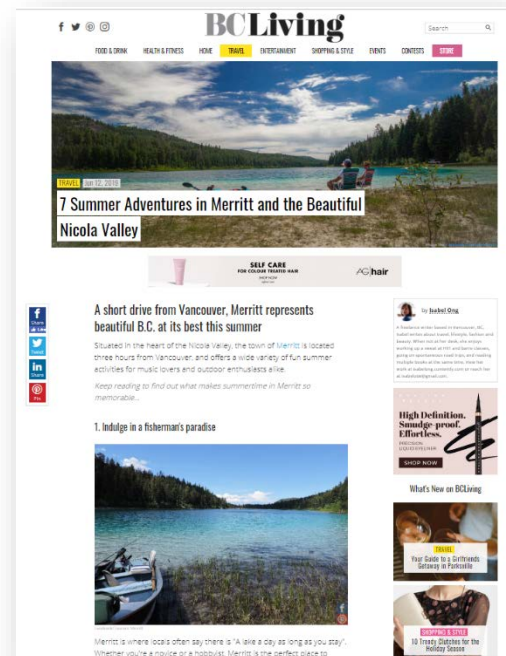
The EDCT Department is responsible for creating and distributing all City communications content. To accomplish this task, the City of Merritt Communications Department was created in 2019 under the EDCT Department. City communications content was made available in a variety of formats including infographics, press releases and videos. City material included: Bylaw Reminders, Council Meeting Notices, Open House Event Promotions, Utility Bill Deadlines, and notifications on City Services.

Marketing for business and resident attraction, and tourism promotions in 2019 were placed in the following outlets:

- Right Sizing Magazine
- BC Guide to Arts & Culture
- BC Fishing Regulations
- Backroad Mapbooks
- STAR FM 98.3 / Country 107.1
- Invest in BC Magazine
- BC Living Magazine
- BC & Yukon Command of the Royal Canadian Legion
- BC Guide to Art and Culture
- Canadian Cowboy Country Magazine
- Gold Country Communities Society 2019 Visitor Guide
- Merritt Herald Connector Phone Directory
- Merritt and Nicola Valley 2019 Visitor Guide
- Merritt Herald weekly newspaper
- Q101 Radio

The EDCT Department managed the nine City of Merritt and Tourism Merritt social media accounts through the Hootsuite social media dashboard. These include: 2 Facebook pages, 2 Twitter pages, 2 Instagram pages, 1 LinkedIn page and 2 YouTube pages. The EDCT Department provides support to other City departments online such as the Merritt Fire Department and the Merritt Recreation Department through their separate social media channels.

The EDCT Department created six videos in 2019 to promote business opportunities in Merritt and tourist attraction. These videos have been scheduled for a 2020 release date as part of the City content calendar.



### Conferences, Workshops and Training

Conferences and training courses attended by the EDCT Department included:

- Economic Developers Association of Canada Conference - Edmonton
- BCEDA Summit and Tech-Led Economic Development Course – Richmond
- Keeping it Rural Conference - Kelowna
- BC Provincial Nominee Program Training – Williams Lake
- International Indigenous Tourism Conference – Kelowna
- Kamloops Linkup– Kamloops
- Export Navigator Training – Kamloops

### Grants

A large part of the EDCT Department is ensuring operational funding is available and utilizing those funds to apply for grant opportunities. In 2019, the City of Merritt hired a Community Grant Writer, on a 1-year contract, to provide grant writing support for the municipality and the local non-profits in the Nicola Valley. The grant funding below was applied for and received through the EDCT Department:

- Destination BC Visitor Services Network Program - \$25,000
- Destination BC Co-Op Marketing Fund - \$10,000
- Canada Summer Jobs (*Partnership with Community Futures Nicola Valley*)- \$11,000
- BC Active Transportation Grant - \$25,000
- Community Wellness and Harm Reduction Grant - \$50,000

**Total: \$121,000**





### Looking Ahead to 2020

For 2020, a primary goal of the EDCT department is to work to encourage business growth and showcase Merritt as tourist friendly. Projects set for competition during 2020 will include: the new City of Merritt Geographic Information System, a new City of Merritt Website and Communications Plan, reviewing Nicola Valley Industrial Park opportunities, plan a downtown washroom facility, and develop the Merritt Active Transportation Master Plan. The goal for the EDCT Department in 2020 is to continue to promote Merritt, create a business-friendly environment and provide tourism attraction resources.

**Looking to do business?**  
**We've got you covered**

Transportation Agriculture Restaurants Retail

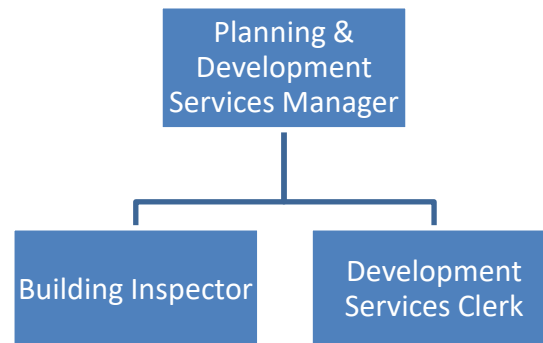
With easy access to the Thompson, Okanagan and Lower Mainland markets, Merritt offers affordable living, a high quality of life and easy access to large customer bases.

**Merritt**  
FLOURISH UNDER THE SUN

***"The City of Merritt is a progressive, attractive, economically viable city that is socially responsible and environmentally sustainable."***

The Team:

The Planning and Development Services Department consists of three full time staff: Planning and Development Services Manager, Building Inspector, and Development Services Clerk.



In 2019, consultants were retained to assist with processing development applications, as the Manager position was vacant during a transition period. Mark Broderick departed the position in August and Don McArthur entered the role in December.

Key Responsibilities:

The department addresses current and long-range planning, building permitting and inspections, and related administration.

Review of 2019 Goals:

The Airport Master Plan was completed and presented to Council in November. The City began working with MuniSight to implement a new GIS system.

2019 Development Statistics

551 building inspections were conducted, and 156 plan reviews were completed by the Building Inspector, including 143 permits issued.

Table 1 summarizes the number of development applications in 2019 compared to 2018.

**Table 1: Number of Development Applications 2019 / 2018**

| Development Application Type  | Number of Applications |      |
|-------------------------------|------------------------|------|
|                               | 2019                   | 2018 |
| Comfort Letters               | 2                      | 1    |
| Development Permits           | 10                     | 10   |
| Development Variance Permits  | 4                      | 1    |
| Sign Permits                  | 15                     | 20   |
| Subdivision                   | 8                      | 5    |
| Zoning Amendments             | 6                      | 8    |
| Official Community Amendments | 0                      | 0    |
| Temporary Use Permits         | 0                      | 0    |

Table 2 provides a comparison of construction values over a five-year time period.

**Table 2: Five Years of Construction Values**

| Year | Construction Values |
|------|---------------------|
| 2019 | \$12.9 million      |
| 2018 | \$16.7 million      |
| 2017 | \$24.7 million      |
| 2016 | \$11 million        |
| 2015 | \$27 million        |

The following page provides the Building Permit statistics and construction values for 2019 as compared with 2018. There was a decrease in single family residential construction compared to the year prior. More commercial permits were processed than 2018, but there was a decline in construction value. Industrial construction value saw a significant increase over 2018.

Despite economic uncertainty due to COVID-19, development pressure is anticipated to continue through 2020, especially following adoption of the new Zoning Bylaw. Planning and Development Services Department staff continue to strive to give taxpayers and developers exceptional value and service.

#### 2019 Highlights:

In 2019, the Truck Travel Centre, Hospital renovation and NVIT theatre renovations were completed. The Sundial development began with preliminary site work and servicing completed. The Airport Master Plan was completed.

#### 2020 Goals

- Official Community Plan (first two phases)
- Zoning Bylaw
- Active Transportation Plan
- North Bench Neighbourhood Development Plan
- GIS implementation
- Firehall expansion
- Walters Street apartment building
- ASK Wellness Phase 2
- Gateway 286
- Voght Street modular and townhome development
- Phillips Street townhome development



### City of Merritt Building Permits By Classification for the Month Ending December 2019

| Type                                      | December 2019 |                  |              | 2019 Year-to-Date |                     |                 | 2018 Year-to-Date |                     |                 |
|---|---------------|------------------|--------------|-------------------|---------------------|-----------------|-------------------|---------------------|-----------------|
|   | Total Permits | Value            | Fee          | Total Permits     | Value               | Fee             | Total Permits     | Value               | Fee             |
| <b>1. Residential</b>                     |               |                  |              |                   |                     |                 |                   |                     |                 |
| Addition                                  | 1             | \$8,000          | \$102        | 15                | \$199,884           | \$2,041         | 20                | \$808,079           | \$4,326         |
| Mobile Home                               | 0             | \$0              | \$0          | 2                 | \$33,540            | \$1,320         | 1                 | \$1,000             | \$60            |
| Multiple Family Dwelling                  | 0             | \$0              | \$0          | 3                 | \$600,000           | \$5,182         | 3                 | \$726,735           | \$4,602         |
| Renovation                                | 1             | \$10,000         | \$100        | 28                | \$770,392           | \$4,274         | 29                | \$705,100           | \$5,863         |
| Secondary Suite                           | 0             | \$0              | \$0          | 2                 | \$2,000             | \$60            | 0                 | \$0                 | \$0             |
| Single Family Dwelling / Secondary Suites | 0             | \$0              | \$0          | 13                | \$4,457,983         | \$25,943        | 26                | \$8,674,691         | \$50,371        |
| Two Family Dwelling                       | 0             | \$0              | \$0          | 1                 | \$423,000           | \$2,269         | 0                 | \$0                 | \$0             |
| <b>Total Residential</b>                  | <b>2</b>      | <b>\$18,000</b>  | <b>\$202</b> | <b>64</b>         | <b>\$6,486,799</b>  | <b>\$41,089</b> | <b>79</b>         | <b>\$10,915,605</b> | <b>\$65,222</b> |
| <b>2. Commercial</b>                      |               |                  |              |                   |                     |                 |                   |                     |                 |
| Addition                                  | 0             | \$0              | \$0          | 0                 | \$0                 | \$0             | 0                 | \$0                 | \$0             |
| New Construction                          | 0             | \$0              | \$0          | 0                 | \$0                 | \$0             | 0                 | \$0                 | \$0             |
| Renovation                                | 3             | \$39,900         | \$358        | 20                | \$988,400           | \$6,780         | 18                | \$1,972,600         | \$11,775        |
| <b>Total Commercial</b>                   | <b>3</b>      | <b>\$39,900</b>  | <b>\$358</b> | <b>20</b>         | <b>\$988,400</b>    | <b>\$6,780</b>  | <b>18</b>         | <b>\$1,972,600</b>  | <b>\$11,775</b> |
| <b>3. Institutional</b>                   |               |                  |              |                   |                     |                 |                   |                     |                 |
| Addition                                  | 0             | \$0              | \$0          | 1                 | \$15,000            | \$0             | 1                 | \$170,000           | \$1,004         |
| New Construction                          | 0             | \$0              | \$0          | 2                 | \$510,000           | \$2,818         | 1                 | \$1,852,000         | \$0             |
| Renovation                                | 1             | \$50,000         | \$0          | 6                 | \$251,307           | \$1,193         | 10                | \$988,736           | \$4,953         |
| <b>Total Institutional</b>                | <b>1</b>      | <b>\$50,000</b>  | <b>\$0</b>   | <b>9</b>          | <b>\$776,307</b>    | <b>\$4,011</b>  | <b>12</b>         | <b>\$3,010,736</b>  | <b>\$5,957</b>  |
| <b>4. Industrial</b>                      |               |                  |              |                   |                     |                 |                   |                     |                 |
| Addition                                  | 0             | \$0              | \$0          | 0                 | \$0                 | \$0             | 1                 | \$200,000           | \$564           |
| New Construction                          | 0             | \$0              | \$0          | 1                 | \$2,000,000         | \$10,154        | 0                 | \$0                 | \$0             |
| Renovation                                | 0             | \$0              | \$0          | 2                 | \$290,000           | \$1,629         | 1                 | \$20,000            | \$174           |
| <b>Total Industrial</b>                   | <b>0</b>      | <b>\$0</b>       | <b>\$0</b>   | <b>3</b>          | <b>\$2,290,000</b>  | <b>\$11,783</b> | <b>2</b>          | <b>\$220,000</b>    | <b>\$738</b>    |
| <b>5. Others</b>                          |               |                  |              |                   |                     |                 |                   |                     |                 |
| Demolitions                               | 0             | \$0              | \$0          | 4                 | \$41,000            | \$360           | 11                | \$380,686           | \$1,404         |
| Solid Fuel Burning Misc                   | 1             | \$6,600          | \$80         | 4                 | \$25,600            | \$560           | 3                 | \$6,000             | \$555           |
| Plumbing                                  | 0             | \$0              | \$0          | 35                | \$2,319,000         | \$16,436        | 49                | \$112,559           | \$7,568         |
| Renewal / Temporary                       | 0             | \$0              | \$0          | 4                 | \$12,000            | \$200           | 5                 | \$5,000             | \$300           |
| Occupancy                                 | 0             | \$0              | \$0          | 0                 | \$0                 | \$0             | 3                 | \$3,000             | \$210           |
|   | 0             | \$0              | \$0          | 0                 | \$0                 | \$0             | 18                | \$95,260            | \$1,306         |
| <b>Total Permits</b>                      | <b>7</b>      | <b>\$114,500</b> | <b>\$640</b> | <b>143</b>        | <b>\$12,939,106</b> | <b>\$81,219</b> | <b>200</b>        | <b>\$16,721,446</b> | <b>\$95,035</b> |

## **The Team:**

The Public Works team is proud to help the City of Merritt build a reputation as a great place to live, work and raise a family, and strives to continually improve and support the community.

This 2019 Annual Public Works Operations Report highlights and presents some of our critical services and successes. Public Works delivers water, sewer, road maintenance, parks maintenance and Airport maintenance and many other vital services to the citizens of the City of Merritt.

The continual challenge for the Public Works Department is to maintain consistent levels of service within available funding, along with increased customer service requests, inventory increases and keeping up with the growth of the City. Public Works employees have reliably risen to meet these on-going challenges and are committed to delivering efficient and effective services for the City of Merritt and its citizens.

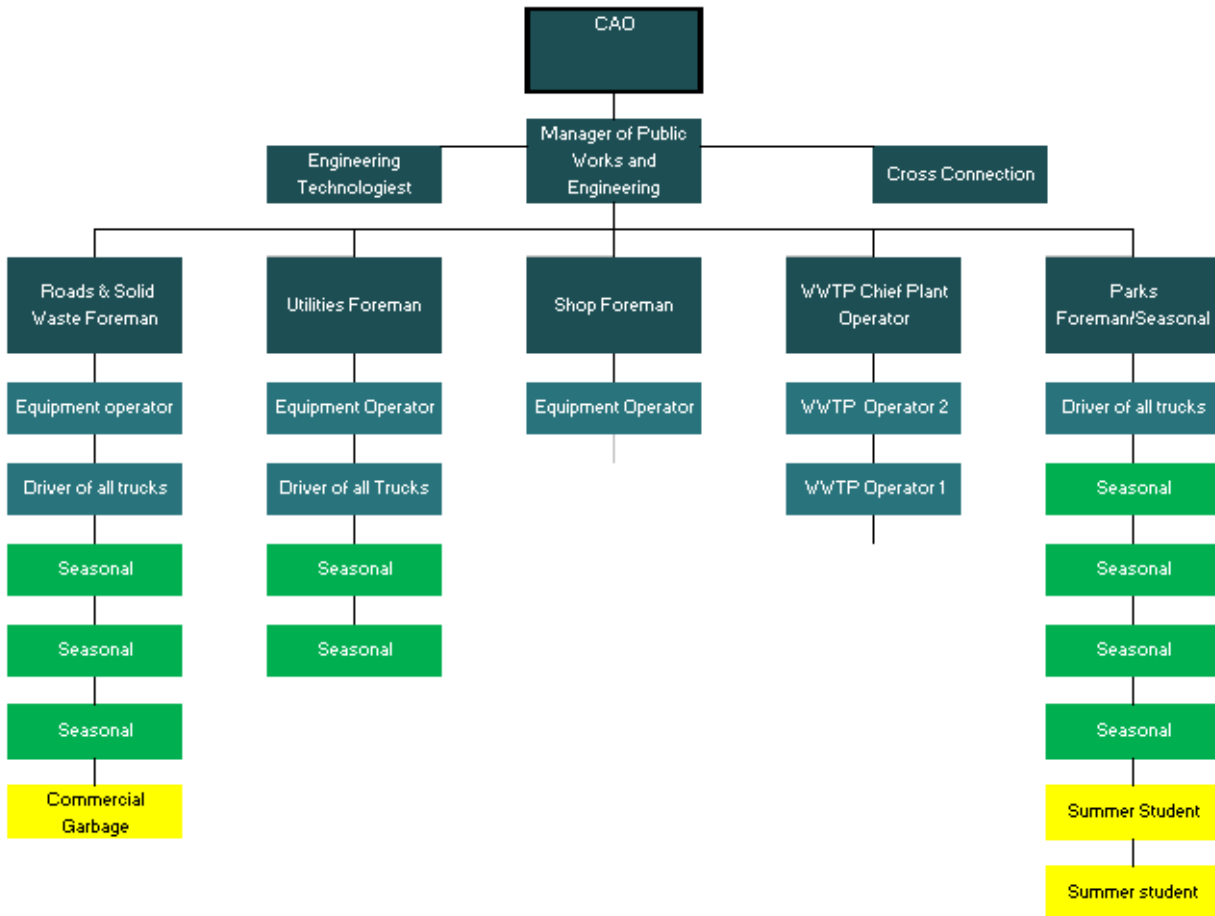
The Public Works Department consists of the Manager/Superintendent of Public Works and Engineering Services, Engineering Technologist, Cross Connection Control Coordinator, 13 full time employees, 1 part time employee, 9 seasonal employees and 2 summer students. –

With such a small group, all employees must be able to function in most capacities of the department; therefore cross-training is very much encouraged. The Public Works employees are continually upgrading themselves in all aspects of the Public Works field to ensure they are current with new policies and procedures of the municipality and municipal, provincial, and federal regulations.



## Public Works 2019

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### **Legend**

|  |                      |
|--|----------------------|
| <span style="background-color: #2c4e64; color: white; padding: 2px;">Supervision</span>              | Supervision          |
| <span style="background-color: #2c4e64; color: white; padding: 2px;">Full time</span>                | Full time            |
| <span style="background-color: #00b050; color: white; padding: 2px;">Seasonal</span>                 | Seasonal             |
| <span style="background-color: #ffff00; color: black; padding: 2px;">Part Time &amp; Students</span> | Part Time & Students |



## Public Works Divisions

The Public Works Department serves a population base of approximately 7,600 residents and is comprised of a workforce of 25 employees (currently 13 full time 9 seasonal and 1 permanent PT). The department contains nine different divisional areas of responsibility that are organized as follows:

1. Fleet Maintenance
2. Solid Waste
3. Underground Utilities/Cross Connection Control
4. Roads
5. Parks
6. Water Distribution & Wastewater Treatment
7. Compost Facility
8. Airport
9. Engineering & Environmental Services



## Fleet Maintenance

Fleet Maintenance is a division of the Public Works Department responsible for the maintenance, acquisition and management of the City's fleet. In addition to the City fleet, this Division also maintains vehicles and equipment for the Fire Department.

This division is maintained by the Shop Foreman. The Shop Foreman is also involved with repairs and maintenance in the Wastewater Treatment Plant and high lift pump stations, as well as numerous projects in all other divisions.



### Labour hours

| Labour Type                         | Hours |
|-------------------------------------|-------|
| Labour for repairs                  | 1493  |
| Labour for preventative maintenance | 610   |



| CITY FLEET                               | 2015 | 2016 | 2017 | 2018 | 2019 |
|--|------|------|------|------|------|
| City Hall, and Leisure Services Vehicles | 5    | 5    | 5    | 5    | 5    |
| P.W. Vehicles                            | 8    | 8    | 9    | 9    | 9    |
| P.W. Medium Duty Trucks                  | 2    | 2    | 2    | 2    | 2    |
| P.W. Mobile Equip. and Heavy Trucks      | 22   | 29   | 29   | 28   | 29   |
| Public Works Misc. Equipment             | 95   | 110  | 112  | 113  | 115  |
| Compost Facility Mobile Equipment        | 4    | 3    | 3    | 3    | 3    |
| Compost Facility Stationary Equipment    | 2    | 2    | 2    | 2    | 2    |
| Fire Department Vehicles                 | 8    | 8    | 8    | 8    | 8    |
| Fire Department Mobile Equipment         | 2    | 2    | 2    | 2    | 2    |
| Fire Department Misc. Equipment          | 20   | 21   | 21   | 21   | 21   |
| P.W Stationary Equipment                 | 3    | 3    | 3    | 3    | 3    |
| Total Units                              | 168  | 193  | 196  | 196  | 199  |

|                                       | 2015    | 2016    | 2017    | 2018    | 2019      |
|---------------------------------------|---------|---------|---------|---------|-----------|
| Total Vehicle and Equipment Hrs.      | 8,962   | 9,878   | 10,779  | 10,369  | 70,881.4  |
| Total Vehicle and Equipment Km.       | 187,472 | 187,492 | 189,752 | 215,600 | 1,534,618 |
| Total Gasoline (Litres)               | 26,604  | 37,595  | 36,848  | 222,000 |           |
| Total Diesel (Litres)                 | 58,917  | 63,949  | 81,114  | 77,364  |           |
| Total Gasoline, Diesel & Oil (Litres) |         |         |         |         | 136,231   |
| Compost Fuel and Oil (Litres)         |         |         |         |         | 16,333.18 |





## Solid Waste

The Solid Waste Division includes residential, commercial, public receptacles and collection of litter around the City. The Division's primary responsibility is to coordinate and manage an integrated Solid Waste Management Program that comprises refuse and recycling.

In 2018, Solid Waste:

- *Collected 850 – 950 residential cans per day*
- *Collected on average, two tons of recycling per day*
- *Exchanged 86 damaged receptacles*
- *Collected 112 commercial bins per day, three times a week,*
- *Maintained 72 public waste receptacles/bins*
- *Collected litter, on average, twice a week*
- *Installed and maintained six recycling receptacles in City Parks.*



The residential garbage truck operates four days a week – Tuesday to Friday. On Mondays, the operator performs maintenance on the residential truck or works in any other Public Works Division, depending on workloads.

In 2019 we added 50 new residential garbage and 50 new residential recycling bins to our schedule.

The commercial garbage truck driver is a part time employee that works three days a week – Monday, Wednesday, and Friday. Garbage bin maintenance and customer requests on the other two days are accomplished by moving someone from the roads department, when required.

Commercial bin maintenance is performed regularly when required and when operations allow. As the bins age they rust out along the bottoms. Maintenance involves cutting out rusted out bottoms and welding in patches and repainting. We are also converting the bins' lids from metal to plastic.



## Underground Utilities/Cross Connection Control

The Underground Utilities Division maintains the water, storm and sanitary sewer infrastructure and performs the water meter reading and water meter maintenance functions for the City. There are approximately 72 kilometers of water mains and 60 kilometers of sewer mains within the City. The Utilities Division is also responsible for 3000 water connections, 385 hydrants, 127 commercial water meters and 2950 sanitary sewer connections.

In 2019, the Underground Utilities had:

- Water leaks
  - 6 – Main Water line breaks
  - 10– Service line repairs
  - 3 – New service line installations
  - 1 – Blow offs replaced
  - 2 – Deleted service
- Fire hydrants
  - 11 – Fire hydrants replaced
  - 200 – Fire hydrants serviced
- Water system maintenance
  - 98 – Dead end blow offs completed spring and fall
  - 186 Water service on/offers or metre repairs
  - 6 – Commercial water meters replaced
  - 67 – City of Merritt Backflow preventers tested and maintained (updated to 2019 already)
  - 396 – Backflow preventers in the municipality tracked through Cross Connection Control (updated already)
  - 244 – Water samples analyzed
- Sewer repairs
  - 6 – Sewer clean outs repaired
  - 4 - Repairs due to roots
  - 1 – New service
  - 1 – Deleted service
- Backflow Preventers
 

Contractors and private customers had backflow preventers on fire hydrants for bulk water use for 167 days. This resulted \$11,162.28.



For the 1<sup>st</sup> time in 10 years we ran a Leak Detection Program in Sector 1 (attach Sector 1 map). There were no leak deficiencies detected. This is a new annual program. We also ran our annual Sewer Flushing program which lasted 2 weeks.

## Roads

The Roads Division maintains and repairs approximately 61 kilometers of roadways. In 2019, the Roads Department undertook the activities below.

1. Patched potholes using:
  - 4.14 tonnes of bagged asphalt (used for the winter months)
  - 25.0 tonnes of cold mix asphalt (for summer pothole repair and some larger patching)
  - 0.6 tonnes of bagged QPR (patch mix)
2. Contracted out 113 tonnes of hot mix asphalt patch repair (larger repairs), and
3. Applied 0.6 tonnes of rubberized crack sealant.

The Roads Division maintains a high standard of our road's infrastructure. This includes:

- Patching potholes and sealing cracks when needed on our roadways
- Maintaining and repairing all sidewalks and wheelchair ramps
- Ploughing, shovelling, sanding and salting roads and sidewalks in the winter
- Repairing and maintaining all streetlights and signalized intersections within the city
- Installing, repairing, and maintaining all street signs within the city
- Installing and maintaining banners and flags
- Grading, cleaning, and maintaining gravel roads and parking lots
- Overseeing solid waste operations
- Street sweeping
- Roadway shouldering
- Bridge maintenance
- Boulevard and median cleaning and maintenance
- Alley maintenance
- Maintaining and repairing all litter receptacles around the town

The Roads Division has an ongoing plan to pave a small number of alleys with used asphalt grindings every year. The grindings are sealed with reclinite to harden the surface and increase their longevity. The grindings eliminate dust and lower maintenance costs in the alleys.



Winter maintenance involves plowing and sanding the roadways as needed, clearing and salting sidewalks and entranceways around city infrastructure, bridge walkways, and walking pathways around the city.

In 2019 the Roads Department used:

- 325 cubic metres of sand on our roadways;
- 122000 litres of liquid salt brine and beet juice;
- 4480 kg of calcium chloride on our sidewalks and pathways
- 2.24 tonnes of bagged ice Melter on our sidewalks and pathways –



## Parks

The City of Merritt Parks Division is operated with all seasonal employees that are employed from April to October. The Division is comprised of one Parks Foremen, three seasonal employees and two summer students.

The Parks Division is responsible for maintaining all parks, trails, boulevards and managing the landscaping of all City Facilities, which include City Hall, Civic Centre, Spirit Square, Fire Hall, Museum, the North East Entrance to the City and the Airport.



The Parks Division maintains:

- 50 Acres of turf that includes mowing, aerating, over seeding, topdressing, line trimming and the use of a healthy fertilization program and irrigation practices.
- 20 Annual Flower Beds
- 46 Raised Planters
- 20 Perennial Beds
- 5 km of Walking Trails
- 150 Trees that are in the downtown core and are on City property that require ongoing care. This requires planting of new trees, watering, fertilizing, pruning, health monitoring, hazard assessment and removal, when necessary.

All City Parks are irrigated with the Toro Sentinel Program which controls the irrigation system. The program controls the sprinklers based on weather conditions such as rain, wind, and drying trends. The system is continually monitored, inspected and repaired as required.

The Parks Division is responsible for litter removal and clean-up of unsightly areas – this is an environmental protection and conservation practice initiative of the City. Recycling containers have been added to the parks, as well as, bio-degradable doggie clean- up bags. These bags are now available throughout the parks free for public use.

Maintenance at the recreational facilities includes the Volleyball Courts, Tennis Courts, Ball Diamonds, the Rugby Field, Aquatic Centre, Arena and the Lawn Bowling Facility. Monthly safety checks on our playgrounds and trails are performed by trained staff that inspect and correct any problems, damages or hazards.

The general maintenance and operations at Pine Ridge Cemetery is also the responsibility of the Parks Division. This includes the digging, preparation, opening and closing of graves, internments, installation of memorial tablets, headstones and monuments on the graves, mowing, and line trimming.

## Compost Facility

The City of Merritt's Compost Facility receives, on average, 214 dry metric tons of bio-solids per year from the City of Merritt's Wastewater Treatment Plant. These solids are mixed with wood fiber to help create voids within the bio-solids. An aeration system uses fans to push and/or pull air through the composting mass. Rigid perforated piping runs through the floor of the bins delivering air throughout the piles. Aerated static piles offer process control for rapid biodegradation.

The advantage of this composting method includes the ability to maintain the proper moisture and oxygen levels for the microbial populations to operate at peak efficiency to reduce pathogens, while preventing excess heat. The end product is a Grade A compost that can be used in many land covering, yard and flower bed applications.





## Public Service Requests and Emergency Work

Public Works plays an important role in many different emergencies within the City. During high water, Public Works' role is to assist with the installation of barriers and sand bags along the Nicola and Coldwater River banks. Public Works also assists the RCMP with placement of barricades and road closures during emergencies and works closely with the Fire Department to discuss the addition of new fire hydrants and water levels in reservoirs during any fire events.

The Public Works Department attends to many other calls and requests that are over and above its everyday planned duties. Every time one of these requests is forwarded to Public Works, it takes the employee or employees away from their regularly scheduled work. The time taken to help the citizens of the City of Merritt outside the regular work schedule equates to 1997.5 hours or 0.9 of a full time employee per year. These requests comprise of the following:

- **252 Customer Requests** – There are forms that are filled out generally by City Hall staff that have taken the request from a citizen that has either a complaint, a concern or a job that they are requesting that is beyond the normal scheduled daily duties. Some of these requests/complaints are snow removal from in front of driveways, slippery streets and/or crosswalks, garbage, new street signs, removal of dead animals, dusty streets.

The 299 requests on average of the past 4 years, require two hours per request and a second employee for larger requests, 50% of the time. It would take 448.5 working hours or just over 11 weeks for a full-time employee to assess and complete the requests/complaints.

- **186 Water on/off or Meter Repair Requests** – Water on and off requests are generally requested by local plumbers or, in many cases, the homeowners themselves. The requests come in at all hours requiring Public Works employees to respond as required. The average time it takes for an employee to respond, find the shut off and turn the water off or on is one hour. On average, it has taken City employees a total of 128 hours.
- **264 BC One Calls** – The City of Merritt is enrolled in the BC One Call system. The system is a valuable resource for all utilities to be located to make each and every excavation a safe work site. Being enrolled in this system, we are required to locate our own utilities for other companies and/or homeowners. On average, it takes 15 minutes to complete each request or a total of 68 working hours.
- **35 Commercial Garbage Requests** – These requests are as simple as extra pick-up, moving a bin to a different location on a customer's lot or as time consuming as removing the bin to change sizes, bring it in for repairs or welding, or install chains to make the bin lockable. On average, each one of these requests takes one hour to complete. **67 Request Change Utility Dates.**

- **70 Emergency Water/Sewer Leaks** – These emergency leaks are unpredictable and are beyond the daily scheduled duties within the water and sewer systems. The 70 emergency leaks ranged from ¾ inch service line repairs to 10-inch main line repairs. On average, it has taken four employees six hours for each emergency or 1680 working hours total to make these repairs.
- **28 Cemetery Internments** – The City performs all cemetery functions which include cremations and burials. The City interned 17 cremations and 11 full burials. There were also 6 headstones placed as well as annual plot maintenance. On average, each cremation takes two employees three hours and full burials take five hours and two employees to complete.
- **127 After Hours Call Outs** – These callouts can range from a stop sign down to an emergency water leak. Public Works responded to emergency water/sewer calls, WWTP/Water System alarms and other emergency callouts. These callouts can take anywhere from one hour to multiple hours depending on the nature and/or severity of the callout. Additional employees are brought in, in the case of a water or sewer leak.



## Capital Projects

In 2019 we successfully completed different Capital Projects.

- Paved 41.1 lane kilometres of roads in town with asphalt overlay;
- Replaced 15 downtown garbage receptacles. Now all downtown bins are the same
- Installed Rapid Flashing Beacons at 3 crosswalk locations on Voght Street
- Wire Feeder Welder
- Sea Can Storage
- Yard Power
- One Ton Vehicle Replacement
- Loader Replacement
- Hook Truck Conversion – Vehicle Accessories

- GPS Fleet Tracking
- Asphalt Replacement Program
- Alley Grindings
- Voght / Nicola Turn Lanes
- Downtown Tree Replacement
- Bridge Repairs
- Sidewalk Projects
- Garbage Truck Replacement
- New Garbage and Recycling Cans
- Columbarium
- Playground Replacement at Rotary Park
- Water Main Replacements
- Backup Power Generator
- Main Valve Replacements Chlorine Analyzer
- WWTP Water Service
- WWTP Decontamination Room
- WWTP PLC Upgrade
- Sewer Main Replacement
- New Bus Shelters and Benches







## 2020 Public Works Goals and Objectives

- *TO MAKE THE CITY THE BEST THAT IT CAN BE, THROUGH THE DEDICATION OF EVERY EMPLOYEE IN ALL DAY-TO-DAY OPERATIONS WITHIN THE CITY.*

### Provide Excellent Customer Service

- Provide fast and efficient service
- Seek customer feedback
- Follow-up on every customer complaint

### Develop and Maintain a First-Rate Workforce

- Undertake on-site training for employee development, as well as encourage employee professional development
- Provide opportunity for internal advancement – succession planning and cross-training
- Increase crew awareness and level of professionalism

### Workplace Safety

- Weekly “look ahead” safety meeting
- Monthly general safety meetings
- Tailgate Meetings
- Ongoing education on workplace safety
- Instilling a workplace where people are happy, healthy, safe and want to come to a quality place of employment



## Introduction

The City of Merritt is the purveyor of drinking water to users connected to the City of Merritt Community Water System. This report is provided to City Council and Interior Health for their information, and in fulfillment of the City's obligations under the Provincial Drinking Water Act and associated regulations, as well as the terms and conditions of the City's Water System Operating Permit. Enforcement of the regulations and issuance of water system permits is the responsibility of the Interior Health Authority's Drinking Water Officer.

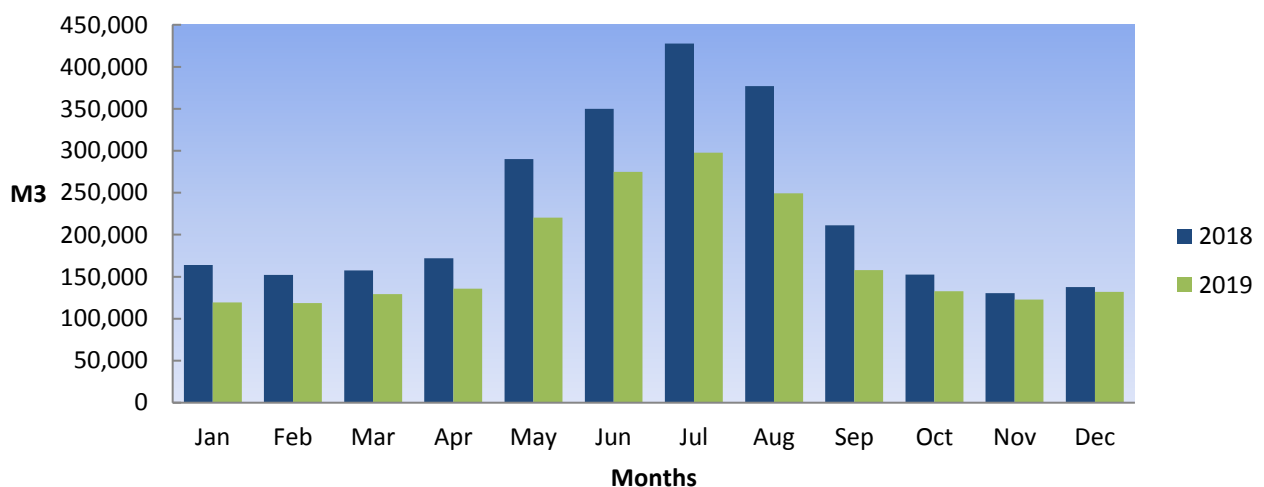
## Water Consumption

Raw water for the City of Merritt water system is extracted from an aquifer through five pump stations. The aquifer provided the 2,091,196,000 litres of water consumed within the Merritt system in 2019. This represents a 23.2% decrease in overall water consumption from 2018. Maximum daily water demand peaked at 14,141,000 litres on August 6, 2019 while minimum daily demand occurred on April 14, 2019 at 1,685,000 litres.

The water consumption for Merritt in 2019 averaged 5,729,304 litres per day. The maximum day (Aug 6th) water consumption was 2020 litres per person, while the minimum day (Apr 14th) consumption was 241 litres per person. The average was 819 litres per person in Merritt every day of the year (based on a population of 7000); average daily consumption in British Columbia is only 296 litres per person (2013 Stats Canada).

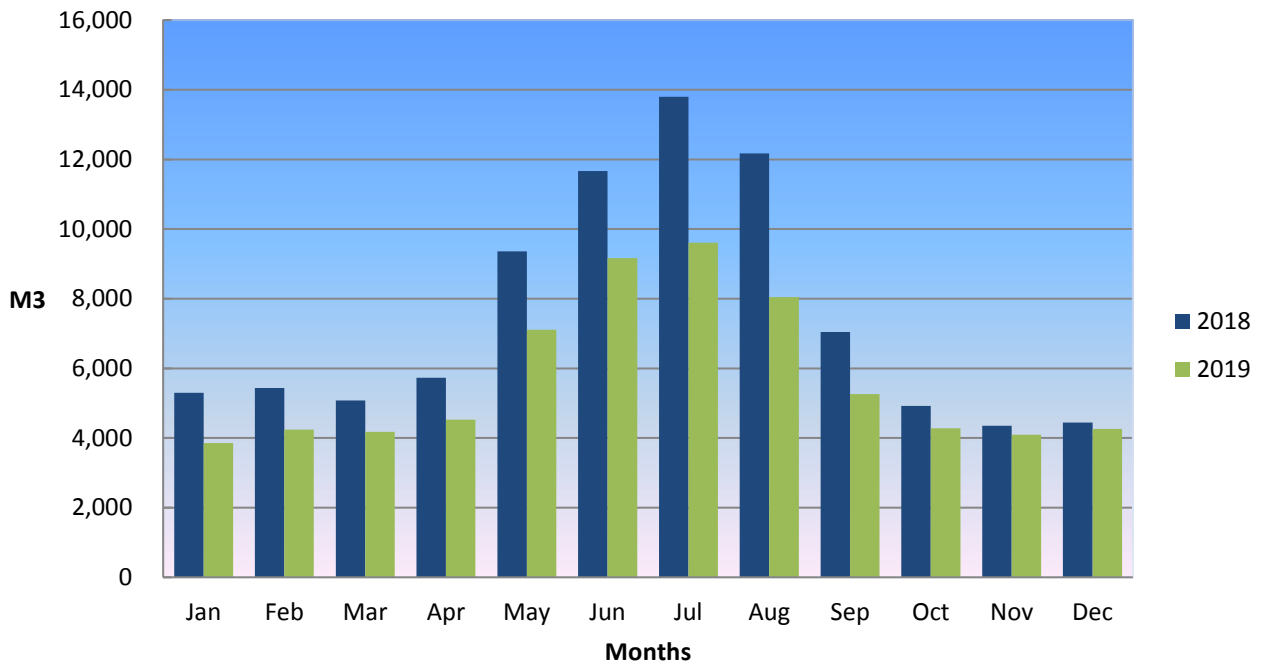
The City of Merritt has been tracking water consumption since 1977. The year 2019 had the lowest water consumption in the last 43 years. Due to the level 4 drought the City of Merritt enforced watering restrictions which we believe contributed to this reduced water consumption. To continue a reduction in water usage the enforcement of sprinkling and excess water usage must be a high priority.

### Total Water Use 2018-2019

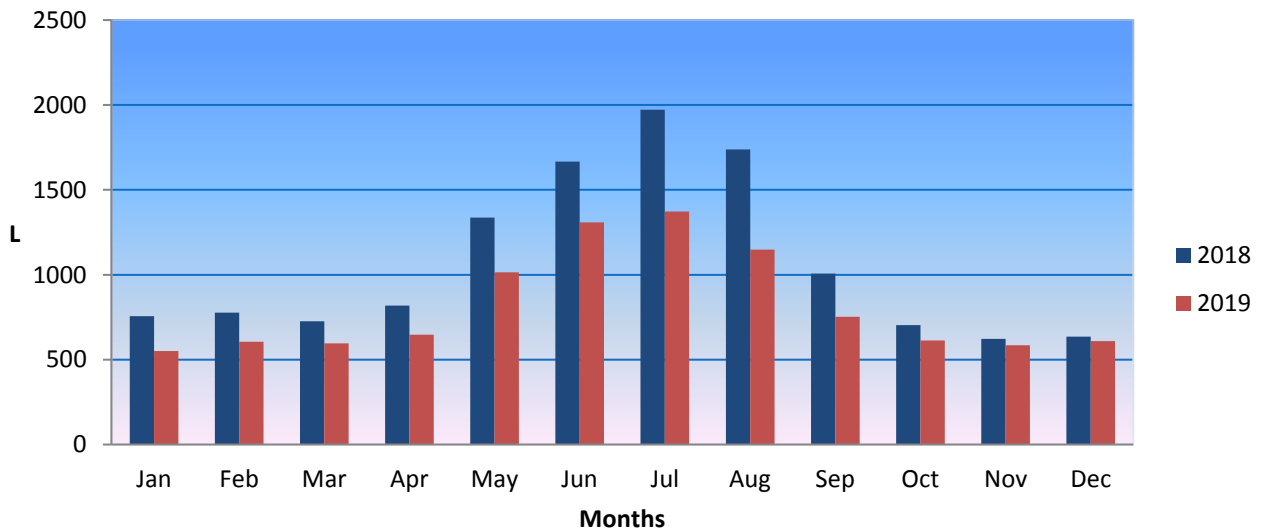




### Average Daily Water Use



### Water Consumption Per Person Per Day



## Water Storage

Water storage capacity is just over 7.7 million litres between four reservoirs named, Nicola, Grimmer, Grandview and South East Balancing Reservoir. Merritt's distribution system accounts for another approximate 1.5 million litres. Distribution piping sizes range from 100mm to 350mm – approx. 72 Km in total length.

*South East Balancing Reservoir*



## Water Production

All four production water wells are located within the deepest part of the aquifer. Kengard was drilled into a different aquifer.

- **Voght Park #1** - 250hp – rated at 125 L/sec.
- **Voght Park #2** 200hp – rated 112 L/sec.
- **Fairley Park** - 100hp – rated at 60L/sec.
- **Collettville** - 125hp – rated at 60 L/sec.
- **Kengard** – 100hp – rated at 50 L/sec.

In the event of a power outage the Voght Park pumps and Disinfection building are powered by a new diesel generator. Well depths range from 29.8m at Fairley Park to 135m below ground surface at Kengard.

*Kengard Pump House*



## Source Water Quality

The coarse composition of the Aquifer suggests the Aquifer is unconfined - (the Aquifer is not pressurized or capped), and therefore is very vulnerable to contamination. The BC Ministry of Environment Aquifer Classification system categorizes the Merritt Aquifer as type "IA", identifying it as one of the most highly developed and vulnerable Aquifers in the Province. Less than 5% of Aquifers identified in BC currently have this rating. The City has enjoyed a high-quality source of water for many years from this Aquifer. Our water source is also rated as Groundwater at Risk of Pathogens (GARP) therefore we have ongoing plans to protect the Aquifer and the area around it. We have placed signage over the Aquifer to let the public know where it

is to help protect the aquifer. We have also developed a Source Water Protection Plan to help protect our Aquifer.

Source water is tested several times a year for a variety of characteristics from the presence of metals or chemicals to its clarity (turbidity), acidity, base (pH) and temperature. A complete list of the test elements is included as Appendix 'A' to this report and the 2019 Caro lab report is in Appendix "B".

## Water Treatment Systems

In June 2019, the City's Water Treatment system was commissioned and fully functional to treat the City's water. The City now has ETS-UV Spectra II SX635 and SX225 reactors followed by Chlorination with complete mix chlorine contact piping installed at each pumphouse.

The City follows Interior Health's 4-3-2-1-0 Drinking Water Objectives.

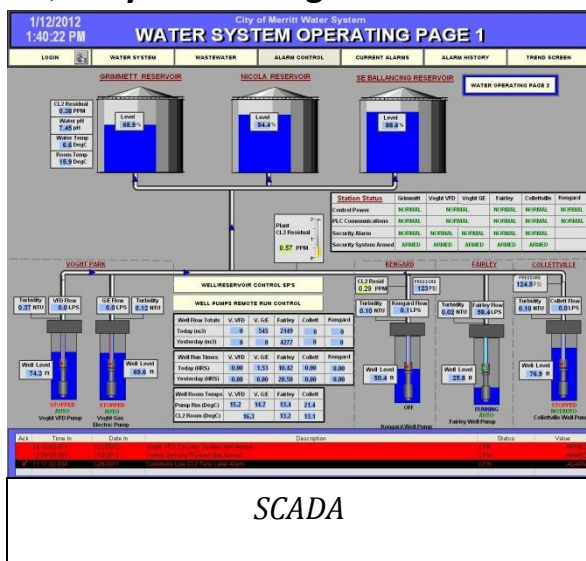
- 4 log inactivation of Viruses (99.99%)
- 3 log removal or inactivation of Giardia Lamblia and Cryptosporidium (99.9%)
- 2 refers to two treatment processes
- 1 for less than 1 NTU of Turbidity
- 0 total and fecal coliforms and E. coli

Interior Health mandated our water supply be treated due to the GARP (Groundwater at Risk of Pathogens) rating of the shallow and unconfined (not pressurized or capped) aquifer the City uses.

### Voght Park Disinfection



## Quality Monitoring

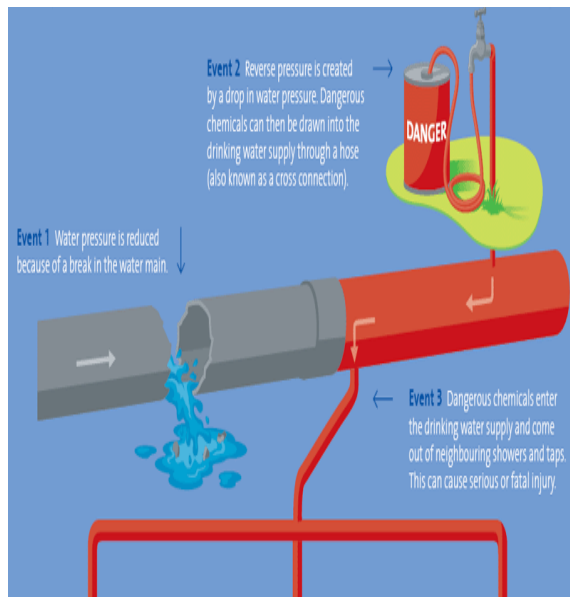


Drinking water delivered to users of the city system is subject to a comprehensive and rigorous testing program that ensures quality drinking water. Water samples from up to eleven (11) separate locations within the system were sent in 2019, on a weekly basis, to the *Caro Analytical Services* laboratories to be tested for the presence/absence of E.coli and Total Coliform Bacteria. City staff also perform Chlorine residual testing to ensure proper levels of Chlorine are maintained. Lab results are downloaded by *Caro* directly onto the City's WaterTrax© system as well as emailed to the Chief Operator and Cross Connection Control Officer for review.

The standard protocol when a water sample is found to contain the presence of Coliform (an early indicator that we could have a problem arising), however minute, is to flush and resample the water immediately at the same location and resubmit for testing. The Regional Drinking Water Officer will determine if any further action by the purveyor is necessary.



All five wells, pumps and reservoirs are monitored 24/7 with our water quality monitoring devices. These devices will monitor in real time Flow, Temperature, Turbidity, PH and Chlorine residual. The quality control and accuracy of monitoring greatly increases with these devices online. All information from the different stations is sent back to the central computer system (SCADA) at the Wastewater Treatment Plant for monitoring and review. With this real time monitoring the Operators will be able to instantly check the water quality and tell if a problem is arising. In many cases, before the lab results are finished each week. With the SCADA alarm system Operators will also be made aware of any problems 24/7, if any one system falls outside of the control parameters.



Merritt has a Cross Connection Control Coordinator (CCCC) and he has developed a Cross-connection Control Program for the City of Merritt. This program is designed to inspect and eliminate any possible connections between our potable water system and any other connections that are not potable. For example, a connection to potable water and a sprinkler system that injects fertilizer could possibly contaminate the whole water system without the proper back flow device in place and maintained. Our Cross-Connection Control Coordinator inspects all commercial and industrial connections to our system. Our CCCC also makes sure consumers regularly have their back-flow assemblies inspected, tested and maintained. This is vitally important to ensure safe clean drinking water supply for the City of Merritt.

## Records

The City employs an automated and continuously operating system to monitor, Flow, Ph., Turbidity, Water temperature, Well room temperature, Chlorine residual and Reservoir storage. This system is called SCADA, *Supervisory Control and Data Acquisition*, and it assists City staff with maintaining a safe drinking water supply by advising of any monitored change within our water system. The SCADA system will alert staff by way of a portable 2-way radio and/or cell phone to ensure that corrections can be made before water levels or quality can be adversely affected.

Test records are stored on the City's WaterTrax® database. Information from this database can be retrieved in many formats for presentation, analysis or public information. This data is also used to provide information to the provincial Drinking Water Officer, including the completion of this annual report.

The public is able to log in and view information about our water system at: <http://www.watertrax.com> using the name "Merritt Guest" and password of "MerrittGuest1".

## Operation

The City of Merritt's Community Water System and Water Treatment facilities are operated and maintained by highly trained and certified operators. The SCADA system continuously monitors the water quality which in turn assists the operators to make necessary adjustments to meet or exceed the provincial drinking water quality objectives established by Interior Health as well as federal Canadian Drinking Water Quality objectives. Water distribution work is also carried out by staff certified for their tasks: water main replacement, water service installation, fire hydrant maintenance, valve maintenance and leak detection. Special tasks such as reservoir cleaning and leak detection are undertaken by qualified contractors with the proper equipment and experience to complete the work.



## Operations Staff

- Kevin Vilac
  - - EOCB Wastewater Treatment III
  - - EOCB Water Distribution MU II
  - - EOCB Water Treatment MU I
  - - EOCB Wastewater Collections MU II
  - - BCWWA Chlorine Handling Certificate
  - - ABC Class II Wastewater Treatment Professional Operator
- Jessica Sulz
  - - EOCB Wastewater Treatment MU I
  - - EOCB Water Distribution MU I
  - - EOCB Water Treatment MU I
  - - EOCB Wastewater Collection MU I
  - - BCWWA Chlorine Handling Certificate
- Jeremy Long
  - - EOCB Water Treatment MU I
  - - EOCB Water Distribution MU I
  - - EOCB Small Water System
  - - EOCB Small Wastewater System
  - - BCWWA Chlorine Handling Certificate
- Tom Harrington – EOCB Water Distribution MU II
  - - EOCB Wastewater Collection MU II
- Tim Strayer
  - - EOCB Water Distribution MU I
  - - EOCB Wastewater Treatment MU I
  - - BCWWA Chlorine Handling Certificate

## Emergency Callouts – 2019

There was a total of 43 emergency callouts in 2019. UV Reactor alarms made up most calls – totaling 12. The other callouts were ten (10) chlorine pump faults, nine (9) communications alarms, six (6) reservoir alarms, five (5) well alarms and one (1) power outage alarm.



*Water Leak*

## Maintenance / Capital Projects – 2019

- Completed and commissioned UV disinfection
- Installed 7 new Chlorine analyzers
- Replaced 5 Hydrants
- Replaced 5 Water main Valves
- Installed Backup Generator at Voght Park
- 271 Weekly water samples





## **Initiatives – 2020**

In 2020 the City will be building a new chlorine storage building. Replace the outdated PLC at Grimmett Reservoir and install UVT meters in all pump houses. The Cross-Connection Control Coordinator will continue to perform facility hazard assessments throughout the City to identify and work closely with owners to install the proper backflow assemblies. With these devices in place, it is a positive step forward in protecting the City's drinking water system.

## **Future Water Quality**

Council has committed to an on-going program to improve quality and fire flow throughout the City through the reduction of dead-end mains and installation of blow off assemblies where they presently do not exist. The City of Merritt has been advised by the Drinking Water Officer to include compliance with the new Drinking Water Regulation standards in any future capital works plans. Replacement or expansion of major parts of the City's water system will have to include provisions to ensure that standards of treatment required by current regulations are achieved.



## **Conclusion**

The City of Merritt Employees work hard in the effort to maintain, ensure proper water usage, monitoring water quantity, monitoring water quality, and educating the public whenever possible. With these goals the City of Merritt should be able to maintain a quality water source and distribution system for many years to come.

*This 2019 City of Merritt Water System Report is presented to the public, by way of posting on the City of Merritt website, as required by the British Columbia Drinking Water Protection Act and Regulations, as well as to meet the terms and conditions of the City's Water System Operating Permit (0210617) issued by the Interior Health Drinking Water Officer.*

## Weekly Tests

- E. Coli & Total Coliforms
- Free Chlorine Residual
- Temperature, Turbidity & Ph

## Appendix "A"



### APPENDIX 1: SUPPORTING INFORMATION

REPORTED TO PROJECT Merritt, City of Comprehensive

WORK ORDER REPORTED 9050072 2019-05-09 17:09

| Analysis Description                | Method Ref.            | Technique  | Location |
|-------------------------------------|------------------------|--|----------|
| Alkalinity in Water                 | SM 2320 B* (2011)      | Titration with H2SO4   | Kelowna  |
| Anions in Water                     | SM 4110 B (2011)       | Ion Chromatography   | Kelowna  |
| Coliforms, Total in Water           | SM 9222* (2006)        | Membrane Filtration / Chromocult Agar  | Kelowna  |
| Colour, True in Water               | SM 2120 C (2011)       | Spectrophotometry (456 nm)   | Kelowna  |
| Conductivity in Water               | SM 2510 B (2011)       | Conductivity Meter   | Kelowna  |
| Cyanide, SAD in Water               | ASTM D7511-12          | Flow Injection with In-Line UV Digestion and Amperometry                             | Kelowna  |
| E. coli in Water                    | SM 9222* (2006)        | Membrane Filtration / Chromocult Agar  | Kelowna  |
| Halocacetic Acids in Water          | EPA 552.3*             | Liquid-Liquid Microextraction, Derivatization and GC-ECD                             | Richmond |
| Hardness in Water                   | SM 2340 B* (2011)      | Calculation: 2.497 [total Ca] + 4.118 [total Mg] (Est)                               | N/A      |
| Langgeller Index in Water           | SM 2330 B (2010)       | Calculation  | N/A      |
| Mercury, total in Water             | EPA 245.7*             | BrCl2 Oxidation / Cold Vapor Atomic Fluorescence Spectrometry (CVAFS)                | Richmond |
| pH in Water                         | SM 4500-H+ B (2011)    | Electrometry   | Kelowna  |
| Solids, Total Dissolved in Water    | SM 1030 E (2011)       | Calculation: 100 x ([Cations]-[Anions])/([Cations]+[Anions])                         | N/A      |
| Total Metals in Water               | EPA 200.2* / EPA 6020B | HNO3+HCl Hot Block Digestion / Inductively Coupled Plasma-Mass Spectroscopy (ICP-MS) | Richmond |
| Tributylmethanes in Water           | EPA 5030B / EPA 8260D  | Purge&Trap / GC-MSD (SIM)  | Richmond |
| Turbidity in Water                  | SM 2130 B (2011)       | Nephelometry   | Kelowna  |
| Volatile Organic Compounds in Water | EPA 5030B / EPA 8260D  | Purge&Trap / GC-MSD (SIM)  | Richmond |

*Note: An asterisk in the Method Reference indicates that the CARO method has been modified from the reference method*

#### Glossary of Terms:

|            |   |
|------------|---|
| RL         | Reporting Limit (default)   |
| <          | Less than the specified Reporting Limit (RL) - the actual RL may be higher than the default RL due to various factors |
| °C         | Degrees Celsius   |
| AO         | Aesthetic Objective   |
| CFU/100 mL | Colony Forming Units per 100 millilitres  |
| CU         | Colour Units (referenced against a platinum cobalt standard)  |
| MAC        | Maximum Acceptable Concentration (health based)   |
| mg/L       | Milligrams per litre  |
| NTU        | Nephelometric Turbidity Units   |
| OG         | Operational Guideline (treated water)   |
| pH units   | pH < 7 = acidic, pH > 7 = basic   |
| µg/L       | Micrograms per litre  |
| µS/cm      | Microsiemens per centimetre   |
| ASTM       | ASTM International Test Methods   |
| EPA        | United States Environmental Protection Agency Test Methods  |
| SM         | Standard Methods for the Examination of Water and Wastewater, American Public Health Association                      |

## Appendix "B"



## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte  | Result    | Guideline     | RL      | Units      | Analyzed   | Qualifier |
|--|-----------|---------------|---------|------------|------------|-----------|
| WT# 1FE5C Grimmet Reservoir (9050072-01)   Matrix: Water   Sampled: 2019-04-30 11:25 |           |               |         |            |            |           |
| <b>Anions</b>  |           |               |         |            |            |           |
| Chloride   | 30.7      | AO ≤ 250      | 0.10    | mg/L       | 2019-05-01 |           |
| Fluoride   | < 0.10    | MAC = 1.5     | 0.10    | mg/L       | 2019-05-01 |           |
| Nitrate (as N)   | 0.617     | MAC = 10      | 0.010   | mg/L       | 2019-05-01 |           |
| Nitrite (as N)   | < 0.010   | MAC = 1       | 0.010   | mg/L       | 2019-05-01 |           |
| Sulfate  | 164       | AO ≤ 500      | 1.0     | mg/L       | 2019-05-01 |           |
| <b>Calculated Parameters</b>   |           |               |         |            |            |           |
| Total Trihalomethanes  | 0.00963   | MAC = 0.1     | 0.00400 | mg/L       | N/A        |           |
| Hardness Total (as CaCO <sub>3</sub> )   | 297       | None Required | 0.500   | mg/L       | N/A        |           |
| Langlier Index   | 0.8       | N/A           | -5.0    |            | 2019-05-08 |           |
| Solids Total Dissolved   | 439       | AO ≤ 500      | 10.0    | mg/L       | N/A        |           |
| <b>General Parameters</b>  |           |               |         |            |            |           |
| Alkalinity Total (as CaCO <sub>3</sub> )   | 184       | N/A           | 1.0     | mg/L       | 2019-05-04 |           |
| Alkalinity Phenolphthalein (as CaCO <sub>3</sub> )                                   | < 1.0     | N/A           | 1.0     | mg/L       | 2019-05-04 |           |
| Alkalinity Bicarbonate (as CaCO <sub>3</sub> )                                       | 184       | N/A           | 1.0     | mg/L       | 2019-05-04 |           |
| Alkalinity Carbonate (as CaCO <sub>3</sub> )   | < 1.0     | N/A           | 1.0     | mg/L       | 2019-05-04 |           |
| Alkalinity Hydroxide (as CaCO <sub>3</sub> )   | < 1.0     | N/A           | 1.0     | mg/L       | 2019-05-04 |           |
| Colour, True   | < 5.0     | AO ≤ 15       | 5.0     | CU         | 2019-05-01 |           |
| Conductivity (EC)  | 700       | N/A           | 2.0     | µS/cm      | 2019-05-04 |           |
| Cyanide Total  | < 0.0020  | MAC = 0.2     | 0.0020  | mg/L       | 2019-05-02 |           |
| pH   | 8.09      | 7.0-10.5      | 0.10    | pH units   | 2019-05-04 | HT2       |
| Temperature, at pH   | 22.5      | N/A           |         | °C         | 2019-05-04 | HT2       |
| Turbidity  | 0.16      | OG < 1        | 0.10    | NTU        | 2019-05-02 |           |
| <b>Haloacetic Acids</b>  |           |               |         |            |            |           |
| Monochloroacetic Acid  | < 0.0020  | N/A           | 0.0020  | mg/L       | 2019-05-09 |           |
| Monobromoacetic Acid   | < 0.0020  | N/A           | 0.0020  | mg/L       | 2019-05-09 |           |
| Dichloroacetic Acid  | < 0.0020  | N/A           | 0.0020  | mg/L       | 2019-05-09 |           |
| Trichloroacetic Acid   | < 0.0020  | N/A           | 0.0020  | mg/L       | 2019-05-09 |           |
| Dibromoacetic Acid   | < 0.0020  | N/A           | 0.0020  | mg/L       | 2019-05-09 |           |
| Total Haloacetic Acids (HAA5)  | < 0.00200 | MAC = 0.08    | 0.00200 | mg/L       | N/A        |           |
| Surrogate: 2-Bromopropionic Acid   | 105       |               | 70-130  | %          | 2019-05-09 |           |
| <b>Microbiological Parameters</b>  |           |               |         |            |            |           |
| Coliforms, Total   | < 1       | MAC = 0       | 1       | CFU/100 mL | 2019-05-01 |           |
| E. coli  | < 1       | MAC = 0       | 1       | CFU/100 mL | 2019-05-01 |           |
| <b>Total Metals</b>  |           |               |         |            |            |           |
| Aluminum, total  | 0.0125    | OG < 0.1      | 0.0050  | mg/L       | 2019-05-07 |           |
| Antimony, total  | < 0.00020 | MAC = 0.006   | 0.00020 | mg/L       | 2019-05-07 |           |
| Arsenic, total   | 0.00112   | MAC = 0.01    | 0.00050 | mg/L       | 2019-05-07 |           |
| Barium, total  | 0.0941    | MAC = 1       | 0.0050  | mg/L       | 2019-05-07 |           |
| Boron, total   | 0.0337    | MAC = 5       | 0.0050  | mg/L       | 2019-05-07 |           |

Generate Report Results Objectively





## TEST RESULTS

REPORTED TO  
PROJECT Merritt, City of  
ComprehensiveWORK ORDER  
REPORTED 9050072  
2019-05-09 17:09

| Analyte | Result | Guideline | RL Units | Analyzed | Qualifier |
|---------|--------|-----------|----------|----------|-----------|
|---------|--------|-----------|----------|----------|-----------|

WTR# 1FE5C Grimmer Reservoir (9050072-01) | Matrix: Water | Sampled: 2019-04-30 11:25, Continued

## Total Metals, Continued

|                   |            |               |               |            |  |
|-------------------|------------|---------------|---------------|------------|--|
| Cadmium, total    | < 0.000010 | MAC = 0.005   | 0.000010 mg/L | 2019-05-07 |  |
| Calcium, total    | 70.5       | None Required | 0.20 mg/L     | 2019-05-07 |  |
| Chromium, total   | 0.00091    | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |  |
| Cobalt, total     | < 0.00010  | N/A           | 0.00010 mg/L  | 2019-05-07 |  |
| Copper, total     | 0.00130    | AO ≤ 1        | 0.00040 mg/L  | 2019-05-07 |  |
| Iron, total       | 0.028      | AO ≤ 0.3      | 0.010 mg/L    | 2019-05-07 |  |
| Lead, total       | < 0.00020  | MAC = 0.005   | 0.00020 mg/L  | 2019-05-07 |  |
| Magnesium, total  | 29.3       | None Required | 0.010 mg/L    | 2019-05-07 |  |
| Manganese, total  | 0.0238     | AO ≤ 0.05     | 0.00020 mg/L  | 2019-05-07 |  |
| Mercury, total    | < 0.000010 | MAC = 0.001   | 0.000010 mg/L | 2019-05-07 |  |
| Molybdenum, total | 0.00268    | N/A           | 0.00010 mg/L  | 2019-05-07 |  |
| Nickel, total     | < 0.00040  | N/A           | 0.00040 mg/L  | 2019-05-07 |  |
| Potassium, total  | 3.61       | N/A           | 0.10 mg/L     | 2019-05-07 |  |
| Selenium, total   | < 0.00050  | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |  |
| Sodium, total     | 25.9       | AO ≤ 200      | 0.10 mg/L     | 2019-05-07 |  |
| Silicon, total    | 0.581      | N/A           | 0.0010 mg/L   | 2019-05-07 |  |
| Titanium, total   | 0.00244    | MAC = 0.02    | 0.000020 mg/L | 2019-05-07 |  |
| Zinc, total       | < 0.0040   | AO ≤ 5        | 0.0040 mg/L   | 2019-05-07 |  |

## Volatile Organic Compounds (VOC)

|                            |        |          |             |            |     |
|----------------------------|--------|----------|-------------|------------|-----|
| Benzene                    | < 0.5  | MAC = 5  | 0.5 µg/L    | 2019-05-04 | CT8 |
| Bromodichloromethane       | 3.5    | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| Bromodichloromethane       | 0.0030 | N/A      | 0.0010 mg/L | 2019-05-06 |     |
| Chloroform                 | 2.2    | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| Chloroform                 | 0.0012 | N/A      | 0.0010 mg/L | 2019-05-06 |     |
| Carbon tetrachloride       | < 0.5  | MAC = 2  | 0.5 µg/L    | 2019-05-04 |     |
| Chlorobenzene              | < 1.0  | AO ≤ 30  | 1.0 µg/L    | 2019-05-04 |     |
| Chloroethane               | < 2.0  | N/A      | 2.0 µg/L    | 2019-05-04 |     |
| Chloroform                 | 1.5    | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| Chloroform                 | 0.0022 | N/A      | 0.0010 mg/L | 2019-05-06 |     |
| Dibromochloromethane       | 0.0032 | N/A      | 0.0010 mg/L | 2019-05-06 |     |
| Dibromochloromethane       | 4.6    | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| 1,2-Dibromoethane          | < 0.3  | N/A      | 0.3 µg/L    | 2019-05-04 |     |
| Bromomethane               | < 1.0  | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| 1,2-Dichlorobenzene        | < 0.5  | AO ≤ 3   | 0.5 µg/L    | 2019-05-04 |     |
| 1,3-Dichlorobenzene        | < 1.0  | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| 1,4-Dichlorobenzene        | < 1.0  | AO ≤ 1   | 1.0 µg/L    | 2019-05-04 |     |
| 1,1-Dichloroethane         | < 1.0  | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| 1,2-Dichloroethane         | < 1.0  | MAC = 5  | 1.0 µg/L    | 2019-05-04 |     |
| 1,1-Dichloroethylene       | < 1.0  | MAC = 14 | 1.0 µg/L    | 2019-05-04 |     |
| cis-1,2-Dichloroethylene   | < 1.0  | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| trans-1,2-Dichloroethylene | < 1.0  | N/A      | 1.0 µg/L    | 2019-05-04 |     |
| Dichloromethane            | < 3.0  | MAC = 50 | 3.0 µg/L    | 2019-05-04 |     |

Continued on Results Appendix



## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte  | Result   | Guideline     | RL     | Units    | Analyzed   | Qualifier |
|--|----------|---------------|--------|----------|------------|-----------|
| WT# 1FE5C Grimmert Reservoir (9050072-01)   Matrix: Water   Sampled: 2019-04-30 11:25, Continued |          |               |        |          |            |           |
| Volatile Organic Compounds (VOC), Continued  |          |               |        |          |            | CT8       |
| 1,2-Dichloropropane  | < 1.0    | N/A           | 1.0    | µg/L     | 2019-05-04 |           |
| 1,3-Dichloropropene (cis + trans)  | < 1.0    | N/A           | 1.0    | µg/L     | 2019-05-04 |           |
| Benzene  | < 1.0    | AO ≤ 1.6      | 1.0    | µg/L     | 2019-05-04 |           |
| Ethyl tert-butyl ether   | < 1.0    | AO ≤ 15       | 1.0    | µg/L     | 2019-05-04 |           |
| Styrene  | < 1.0    | N/A           | 1.0    | µg/L     | 2019-05-04 |           |
| 1,1,1,2-Tetrachloroethane  | < 0.5    | N/A           | 0.5    | µg/L     | 2019-05-04 |           |
| Tetrachloroethylene  | < 1.0    | MAC = 10      | 1.0    | µg/L     | 2019-05-04 |           |
| Trichloroethene  | < 1.0    | AO ≤ 24       | 1.0    | µg/L     | 2019-05-04 |           |
| 1,1,1-Trichloroethane  | < 1.0    | N/A           | 1.0    | µg/L     | 2019-05-04 |           |
| 1,1,2-Trichloroethane  | < 1.0    | N/A           | 1.0    | µg/L     | 2019-05-04 |           |
| Trichloroethylene  | < 1.0    | MAC = 5       | 1.0    | µg/L     | 2019-05-04 |           |
| Trichlorofluoromethane   | < 1.0    | N/A           | 1.0    | µg/L     | 2019-05-04 |           |
| Perchloroethylene  | < 1.0    | MAC = 2       | 1.0    | µg/L     | 2019-05-04 |           |
| Alkylates (total)  | < 2.0    | AO ≤ 20       | 2.0    | µg/L     | 2019-05-04 |           |
| Isopropyl Toluene-d8   | 78       |               | 70-130 | %        | 2019-05-04 |           |
| Isopropyl 4-Bromofluorobenzene   | 94       |               | 70-130 | %        | 2019-05-04 |           |
| Isopropyl 1,4-Dichlorobenzene-d4   | 101      |               | 70-130 | %        | 2019-05-04 |           |
| WT# 11D30 Voght Park VFD (9050072-02)   Matrix: Water   Sampled: 2019-04-30 10:40                |          |               |        |          |            |           |
| Anions   |          |               |        |          |            |           |
| Calcium  | 14.0     | AO ≤ 250      | 0.10   | mg/L     | 2019-05-01 |           |
| Fluoride   | < 0.10   | MAC = 1.5     | 0.10   | mg/L     | 2019-05-01 |           |
| Nitrate (as N)   | 0.291    | MAC = 10      | 0.010  | mg/L     | 2019-05-01 |           |
| Nitrite (as N)   | < 0.010  | MAC = 1       | 0.010  | mg/L     | 2019-05-01 |           |
| Sulfate  | 31.5     | AO ≤ 500      | 1.0    | mg/L     | 2019-05-01 |           |
| Chlorinated Parameters   |          |               |        |          |            |           |
| Hardness, Total (as CaCO3)   | 133      | None Required | 0.500  | mg/L     | N/A        |           |
| Langelier Index  | 0.1      | N/A           | -5.0   |          | 2019-05-08 |           |
| Total Dissolved  | 176      | AO ≤ 500      | 1.00   | mg/L     | N/A        |           |
| General Parameters   |          |               |        |          |            |           |
| Alkalinity, Total (as CaCO3)   | 118      | N/A           | 1.0    | mg/L     | 2019-05-04 |           |
| Alkalinity, Phenolphthalein (as CaCO3)   | < 1.0    | N/A           | 1.0    | mg/L     | 2019-05-04 |           |
| Alkalinity, Bicarbonate (as CaCO3)   | 118      | N/A           | 1.0    | mg/L     | 2019-05-04 |           |
| Alkalinity, Carbonate (as CaCO3)   | < 1.0    | N/A           | 1.0    | mg/L     | 2019-05-04 |           |
| Alkalinity, Hydroxide (as CaCO3)   | < 1.0    | N/A           | 1.0    | mg/L     | 2019-05-04 |           |
| Alkalinity, True   | < 5.0    | AO ≤ 15       | 5.0    | CU       | 2019-05-01 |           |
| Conductivity (EC)  | 309      | N/A           | 2.0    | µS/cm    | 2019-05-04 |           |
| Specificity, Total   | < 0.0020 | MAC = 0.2     | 0.0020 | mg/L     | 2019-05-02 |           |
| pH   | 7.94     | 7.0-10.5      | 0.10   | pH units | 2019-05-04 | HT2       |
| Temperature, at pH   | 22.4     | N/A           |        | °C       | 2019-05-04 | HT2       |

Carbonyl Sulfide, Observed



## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte | Result | Guideline | RL | Units | Analyzed | Qualifier |
|---------|--------|-----------|----|-------|----------|-----------|
|---------|--------|-----------|----|-------|----------|-----------|

WT# 11D30 Voght Park VFD (9050072-02) | Matrix: Water | Sampled: 2019-04-30 10:40, Continued

## General Parameters, Continued

|           |      |        |      |     |            |  |
|-----------|------|--------|------|-----|------------|--|
| Turbidity | 0.14 | OG < 1 | 0.10 | NTU | 2019-05-02 |  |
|-----------|------|--------|------|-----|------------|--|

## Microbiological Parameters

|                  |     |         |   |            |            |  |
|------------------|-----|---------|---|------------|------------|--|
| Coliforms, Total | < 1 | MAC = 0 | 1 | CFU/100 mL | 2019-05-01 |  |
| E. coli          | < 1 | MAC = 0 | 1 | CFU/100 mL | 2019-05-01 |  |

## Total Metals

|                   |            |               |          |      |            |  |
|-------------------|------------|---------------|----------|------|------------|--|
| Aluminum, total   | < 0.0050   | OG < 0.1      | 0.0050   | mg/L | 2019-05-07 |  |
| Antimony, total   | < 0.00020  | MAC = 0.006   | 0.00020  | mg/L | 2019-05-07 |  |
| Arsenic, total    | < 0.00050  | MAC = 0.01    | 0.00050  | mg/L | 2019-05-07 |  |
| Barium, total     | 0.0603     | MAC = 1       | 0.0050   | mg/L | 2019-05-07 |  |
| Boron, total      | 0.0149     | MAC = 5       | 0.0050   | mg/L | 2019-05-07 |  |
| Cadmium, total    | < 0.000010 | MAC = 0.005   | 0.000010 | mg/L | 2019-05-07 |  |
| Calcium, total    | 37.2       | None Required | 0.20     | mg/L | 2019-05-07 |  |
| Chromium, total   | 0.00295    | MAC = 0.05    | 0.00050  | mg/L | 2019-05-07 |  |
| Cobalt, total     | < 0.00010  | N/A           | 0.00010  | mg/L | 2019-05-07 |  |
| Copper, total     | 0.00323    | AO ≤ 1        | 0.00040  | mg/L | 2019-05-07 |  |
| Cron, total       | 0.029      | AO ≤ 0.3      | 0.010    | mg/L | 2019-05-07 |  |
| Ceand, total      | 0.00024    | MAC = 0.005   | 0.00020  | mg/L | 2019-05-07 |  |
| Magnesium, total  | 9.66       | None Required | 0.010    | mg/L | 2019-05-07 |  |
| Manganese, total  | 0.00030    | AO ≤ 0.05     | 0.00020  | mg/L | 2019-05-07 |  |
| Mercury, total    | < 0.000010 | MAC = 0.001   | 0.000010 | mg/L | 2019-05-07 |  |
| Molybdenum, total | 0.00072    | N/A           | 0.00010  | mg/L | 2019-05-07 |  |
| Nickel, total     | 0.00119    | N/A           | 0.00040  | mg/L | 2019-05-07 |  |
| Potassium, total  | 1.27       | N/A           | 0.10     | mg/L | 2019-05-07 |  |
| Selenium, total   | < 0.00050  | MAC = 0.05    | 0.00050  | mg/L | 2019-05-07 |  |
| Sodium, total     | 8.41       | AO ≤ 200      | 0.10     | mg/L | 2019-05-07 |  |
| Strontium, total  | 0.243      | N/A           | 0.0010   | mg/L | 2019-05-07 |  |
| Titanium, total   | 0.000551   | MAC = 0.02    | 0.000020 | mg/L | 2019-05-07 |  |
| Zinc, total       | 0.0043     | AO ≤ 5        | 0.0040   | mg/L | 2019-05-07 |  |

WT# 11D2B Voght Park G/E (9050072-03) | Matrix: Water | Sampled: 2019-04-30 10:28

## Anions

|                |         |           |       |      |            |  |
|----------------|---------|-----------|-------|------|------------|--|
| Chloride       | 18.8    | AO ≤ 250  | 0.10  | mg/L | 2019-05-01 |  |
| Fluoride       | < 0.10  | MAC = 1.5 | 0.10  | mg/L | 2019-05-01 |  |
| Nitrate (as N) | 0.561   | MAC = 10  | 0.010 | mg/L | 2019-05-01 |  |
| Nitrite (as N) | < 0.010 | MAC = 1   | 0.010 | mg/L | 2019-05-01 |  |
| Sulfate        | 28.0    | AO ≤ 500  | 1.0   | mg/L | 2019-05-01 |  |

## Inculated Parameters

|   |      |               |       |      |            |  |
|---|------|---------------|-------|------|------------|--|
| Hardness, Total (as CaCO <sub>3</sub> ) | 137  | None Required | 0.500 | mg/L | N/A        |  |
| angelier Index                          | 0.07 | N/A           | -5.0  |      | 2019-05-08 |  |

Continued on Next Page





## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER  
REPORTED 9050072  
2019-05-09 17:09

| Analyte  | Result     | Guideline     | RL       | Units      | Analyzed   | Qualifier |
|--|------------|---------------|----------|------------|------------|-----------|
| WT# 11D2B Voght Park G/E (9050072-03)   Matrix: Water   Sampled: 2019-04-30 10:28, Continued |            |               |          |            |            |           |
| <b>Calculated Parameters, Continued</b>  |            |               |          |            |            |           |
| Solids, Total Dissolved  | 176        | AO ≤ 500      | 1.00     | mg/L       | N/A        |           |
| <b>General Parameters</b>  |            |               |          |            |            |           |
| Alkalinity, Total (as CaCO <sub>3</sub> )  | 112        | N/A           | 1.0      | mg/L       | 2019-05-04 |           |
| Alkalinity, Phenolphthalein (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0      | mg/L       | 2019-05-04 |           |
| Alkalinity, Bicarbonate (as CaCO <sub>3</sub> )  | 112        | N/A           | 1.0      | mg/L       | 2019-05-04 |           |
| Alkalinity, Carbonate (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0      | mg/L       | 2019-05-04 |           |
| Alkalinity, Hydroxide (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0      | mg/L       | 2019-05-04 |           |
| Colour, True   | < 5.0      | AO ≤ 15       | 5.0      | CU         | 2019-05-01 |           |
| Conductivity (EC)  | 313        | N/A           | 2.0      | µS/cm      | 2019-05-04 |           |
| Cyanide, Total   | < 0.0020   | MAC = 0.2     | 0.0020   | mg/L       | 2019-05-02 |           |
| pH   | 7.87       | 7.0-10.5      | 0.10     | pH units   | 2019-05-04 | HT2       |
| Temperature, at pH   | 22.3       | N/A           |          | °C         | 2019-05-04 | HT2       |
| Turbidity  | 0.16       | OG < 1        | 0.10     | NTU        | 2019-05-02 |           |
| <b>Microbiological Parameters</b>  |            |               |          |            |            |           |
| Coliforms, Total   | < 1        | MAC = 0       | 1        | CFU/100 mL | 2019-05-01 |           |
| E. coli  | < 1        | MAC = 0       | 1        | CFU/100 mL | 2019-05-01 |           |
| <b>Total Metals</b>  |            |               |          |            |            |           |
| Aluminum, total  | < 0.0050   | OG < 0.1      | 0.0050   | mg/L       | 2019-05-07 |           |
| Antimony, total  | < 0.00020  | MAC = 0.006   | 0.00020  | mg/L       | 2019-05-07 |           |
| Arsenic, total   | < 0.00050  | MAC = 0.01    | 0.00050  | mg/L       | 2019-05-07 |           |
| Barium, total  | 0.0661     | MAC = 1       | 0.0050   | mg/L       | 2019-05-07 |           |
| Boron, total   | 0.0149     | MAC = 5       | 0.0050   | mg/L       | 2019-05-07 |           |
| Cadmium, total   | < 0.000010 | MAC = 0.005   | 0.000010 | mg/L       | 2019-05-07 |           |
| Calcium, total   | 38.9       | None Required | 0.20     | mg/L       | 2019-05-07 |           |
| Chromium, total  | 0.0153     | MAC = 0.05    | 0.00050  | mg/L       | 2019-05-07 |           |
| Cobalt, total  | 0.00022    | N/A           | 0.00010  | mg/L       | 2019-05-07 |           |
| Copper, total  | 0.00271    | AO ≤ 1        | 0.00040  | mg/L       | 2019-05-07 |           |
| Iron, total  | 0.117      | AO ≤ 0.3      | 0.010    | mg/L       | 2019-05-07 |           |
| Lead, total  | 0.00021    | MAC = 0.005   | 0.00020  | mg/L       | 2019-05-07 |           |
| Magnesium, total   | 9.61       | None Required | 0.010    | mg/L       | 2019-05-07 |           |
| Manganese, total   | 0.00084    | AO ≤ 0.05     | 0.00020  | mg/L       | 2019-05-07 |           |
| Mercury, total   | < 0.000010 | MAC = 0.001   | 0.000010 | mg/L       | 2019-05-07 |           |
| Molybdenum, total  | 0.00055    | N/A           | 0.00010  | mg/L       | 2019-05-07 |           |
| Nickel, total  | 0.0108     | N/A           | 0.00040  | mg/L       | 2019-05-07 |           |
| Potassium, total   | 1.18       | N/A           | 0.10     | mg/L       | 2019-05-07 |           |
| Selenium, total  | < 0.00050  | MAC = 0.05    | 0.00050  | mg/L       | 2019-05-07 |           |
| Sodium, total  | 8.43       | AO ≤ 200      | 0.10     | mg/L       | 2019-05-07 |           |
| Strontium, total   | 0.261      | N/A           | 0.0010   | mg/L       | 2019-05-07 |           |
| Uranium, total   | 0.000439   | MAC = 0.02    | 0.000020 | mg/L       | 2019-05-07 |           |
| Zinc, total  | 0.0042     | AO ≤ 5        | 0.0040   | mg/L       | 2019-05-07 |           |

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## TEST RESULTS

REPORTED TO  
PROJECT Merritt, City of  
ComprehensiveWORK ORDER  
REPORTED 9050072  
2019-05-09 17:09

| Analyte  | Result     | Guideline     | RL Units      | Analyzed   | Qualifier |
|--|------------|---------------|---------------|------------|-----------|
| WT# 11D2B Voght Park G/E (9050072-03)   Matrix: Water   Sampled: 2019-04-30 10:28, Continued |            |               |               |            |           |
| <b>Calculated Parameters, Continued</b>  |            |               |               |            |           |
| Solids, Total Dissolved  | 176        | AO ≤ 500      | 1.00 mg/L     | N/A        |           |
| <b>General Parameters</b>  |            |               |               |            |           |
| Alkalinity, Total (as CaCO <sub>3</sub> )  | 112        | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Phenolphthalein (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Bicarbonate (as CaCO <sub>3</sub> )  | 112        | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Carbonate (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Hydroxide (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Colour, True   | < 5.0      | AO ≤ 15       | 5.0 CU        | 2019-05-01 |           |
| Conductivity (EC)  | 313        | N/A           | 2.0 µS/cm     | 2019-05-04 |           |
| Cyanide, Total   | < 0.0020   | MAC = 0.2     | 0.0020 mg/L   | 2019-05-02 |           |
| pH   | 7.87       | 7.0-10.5      | 0.10 pH units | 2019-05-04 | HT2       |
| Temperature, at pH   | 22.3       | N/A           | °C            | 2019-05-04 | HT2       |
| Turbidity  | 0.16       | OG < 1        | 0.10 NTU      | 2019-05-02 |           |
| <b>Microbiological Parameters</b>  |            |               |               |            |           |
| Coliforms, Total   | < 1        | MAC = 0       | 1 CFU/100 mL  | 2019-05-01 |           |
| E. coli  | < 1        | MAC = 0       | 1 CFU/100 mL  | 2019-05-01 |           |
| <b>Total Metals</b>  |            |               |               |            |           |
| Aluminum, total  | < 0.0050   | OG < 0.1      | 0.0050 mg/L   | 2019-05-07 |           |
| Antimony, total  | < 0.00020  | MAC = 0.006   | 0.00020 mg/L  | 2019-05-07 |           |
| Arsenic, total   | < 0.00050  | MAC = 0.01    | 0.00050 mg/L  | 2019-05-07 |           |
| Barium, total  | 0.0661     | MAC = 1       | 0.0050 mg/L   | 2019-05-07 |           |
| Boron, total   | 0.0149     | MAC = 5       | 0.0050 mg/L   | 2019-05-07 |           |
| Cadmium, total   | < 0.000010 | MAC = 0.005   | 0.000010 mg/L | 2019-05-07 |           |
| Calcium, total   | 38.9       | None Required | 0.20 mg/L     | 2019-05-07 |           |
| Chromium, total  | 0.0153     | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |           |
| Cobalt, total  | 0.00022    | N/A           | 0.00010 mg/L  | 2019-05-07 |           |
| Copper, total  | 0.00271    | AO ≤ 1        | 0.00040 mg/L  | 2019-05-07 |           |
| Iron, total  | 0.117      | AO ≤ 0.3      | 0.010 mg/L    | 2019-05-07 |           |
| Lead, total  | 0.00021    | MAC = 0.005   | 0.00020 mg/L  | 2019-05-07 |           |
| Magnesium, total   | 9.61       | None Required | 0.010 mg/L    | 2019-05-07 |           |
| Manganese, total   | 0.00084    | AO ≤ 0.05     | 0.00020 mg/L  | 2019-05-07 |           |
| Mercury, total   | < 0.000010 | MAC = 0.001   | 0.000010 mg/L | 2019-05-07 |           |
| Molybdenum, total  | 0.00055    | N/A           | 0.00010 mg/L  | 2019-05-07 |           |
| Nickel, total  | 0.0108     | N/A           | 0.00040 mg/L  | 2019-05-07 |           |
| Potassium, total   | 1.18       | N/A           | 0.10 mg/L     | 2019-05-07 |           |
| Selenium, total  | < 0.00050  | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |           |
| Sodium, total  | 8.43       | AO ≤ 200      | 0.10 mg/L     | 2019-05-07 |           |
| Strontium, total   | 0.261      | N/A           | 0.0010 mg/L   | 2019-05-07 |           |
| Uranium, total   | 0.000439   | MAC = 0.02    | 0.000020 mg/L | 2019-05-07 |           |
| Zinc, total  | 0.0042     | AO ≤ 5        | 0.0040 mg/L   | 2019-05-07 |           |

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## TEST RESULTS

REPORTED TO  
PROJECT

Merritt, City of  
Comprehensive

WORK ORDER  
REPORTED

9050072  
2019-05-09 17:09

| Analyte  | Result     | Guideline     | RL Units      | Analyzed   | Qualifier |
|--|------------|---------------|---------------|------------|-----------|
| V/T# 11D29 Colletteville Pump House (9050072-04)   Matrix: Water   Sampled: 2019-04-30 09:56 |            |               |               |            |           |
| <b>Anions</b>  |            |               |               |            |           |
| Chloride   | 15.8       | AO ≤ 250      | 0.10 mg/L     | 2019-05-01 |           |
| Fluoride   | < 0.10     | MAC = 1.5     | 0.10 mg/L     | 2019-05-01 |           |
| Nitrate (as N)   | 0.189      | MAC = 10      | 0.010 mg/L    | 2019-05-01 |           |
| Nitrite (as N)   | < 0.010    | MAC = 1       | 0.010 mg/L    | 2019-05-01 |           |
| Sulfate  | 57.9       | AO ≤ 500      | 1.0 mg/L      | 2019-05-01 |           |
| <b>Calculated Parameters</b>   |            |               |               |            |           |
| Hardness, Total (as CaCO <sub>3</sub> )  | 190        | None Required | 0.500 mg/L    | N/A        |           |
| Langelier Index  | 0.5        | N/A           | -5.0          | 2019-05-08 |           |
| Solids, Total Dissolved  | 250        | AO ≤ 500      | 1.00 mg/L     | N/A        |           |
| <b>General Parameters</b>  |            |               |               |            |           |
| Alkalinity, Total (as CaCO <sub>3</sub> )  | 155        | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Phenolphthalein (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Bicarbonate (as CaCO <sub>3</sub> )  | 155        | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Carbonate (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Alkalinity, Hydroxide (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0 mg/L      | 2019-05-04 |           |
| Colour, True   | < 5.0      | AO ≤ 15       | 5.0 CU        | 2019-05-01 |           |
| Conductivity (EC)  | 405        | N/A           | 2.0 µS/cm     | 2019-05-04 |           |
| Cyanide, Total   | < 0.0020   | MAC = 0.2     | 0.0020 mg/L   | 2019-05-02 |           |
| pH   | 8.03       | 7.0-10.5      | 0.10 pH units | 2019-05-04 | HT2       |
| Temperature, at pH   | 20.9       | N/A           | °C            | 2019-05-04 | HT2       |
| Turbidity  | 4.60       | OG < 1        | 0.10 NTU      | 2019-05-02 |           |
| <b>Microbiological Parameters</b>  |            |               |               |            |           |
| Coliforms, Total   | < 1        | MAC = 0       | 1 CFU/100 mL  | 2019-05-01 |           |
| E. coli  | < 1        | MAC = 0       | 1 CFU/100 mL  | 2019-05-01 |           |
| <b>Total Metals</b>  |            |               |               |            |           |
| Aluminum, total  | < 0.0050   | OG < 0.1      | 0.0050 mg/L   | 2019-05-07 |           |
| Antimony, total  | < 0.00020  | MAC = 0.006   | 0.00020 mg/L  | 2019-05-07 |           |
| Arsenic, total   | < 0.00050  | MAC = 0.01    | 0.00050 mg/L  | 2019-05-07 |           |
| Barium, total  | 0.0591     | MAC = 1       | 0.0050 mg/L   | 2019-05-07 |           |
| Boron, total   | 0.0196     | MAC = 5       | 0.0050 mg/L   | 2019-05-07 |           |
| Cadmium, total   | < 0.000010 | MAC = 0.005   | 0.000010 mg/L | 2019-05-07 |           |
| Calcium, total   | 49.8       | None Required | 0.20 mg/L     | 2019-05-07 |           |
| Chromium, total  | 0.00089    | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |           |
| Cobalt, total  | < 0.00010  | N/A           | 0.00010 mg/L  | 2019-05-07 |           |
| Copper, total  | 0.00079    | AO ≤ 1        | 0.00040 mg/L  | 2019-05-07 |           |
| Iron, total  | 0.233      | AO ≤ 0.3      | 0.010 mg/L    | 2019-05-07 |           |
| Lead, total  | < 0.00020  | MAC = 0.005   | 0.00020 mg/L  | 2019-05-07 |           |
| Magnesium, total   | 15.8       | None Required | 0.010 mg/L    | 2019-05-07 |           |
| Manganese, total   | 0.00329    | AO ≤ 0.05     | 0.00020 mg/L  | 2019-05-07 |           |
| Mercury, total   | < 0.000010 | MAC = 0.001   | 0.000010 mg/L | 2019-05-07 |           |

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## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte  | Result    | Guideline  | RL       | Units | Analyzed   | Qualifier |
|--|-----------|------------|----------|-------|------------|-----------|
| WT# 11D29 Colletteville Pump House (9050072-04)   Matrix: Water   Sampled: 2019-04-30 09:56, Continued |           |            |          |       |            |           |
| <b>Total Metals, Continued</b>   |           |            |          |       |            |           |
| Molybdenum, total  | 0.00174   | N/A        | 0.00010  | mg/L  | 2019-05-07 |           |
| Nickel, total  | < 0.00040 | N/A        | 0.00040  | mg/L  | 2019-05-07 |           |
| Potassium, total   | 2.05      | N/A        | 0.10     | mg/L  | 2019-05-07 |           |
| Selenium, total  | < 0.00050 | MAC = 0.05 | 0.00050  | mg/L  | 2019-05-07 |           |
| Sodium, total  | 13.4      | AO ≤ 200   | 0.10     | mg/L  | 2019-05-07 |           |
| Strontium, total   | 0.323     | N/A        | 0.0010   | mg/L  | 2019-05-07 |           |
| Uranium, total   | 0.00134   | MAC = 0.02 | 0.000020 | mg/L  | 2019-05-07 |           |
| Zinc, total  | < 0.0040  | AO ≤ 5     | 0.0040   | mg/L  | 2019-05-07 |           |

WT# 11D2A Fairley Pump House (9050072-05) | Matrix: Water | Sampled: 2019-04-30 09:38

|   |           |               |         |            |            |     |
|---|-----------|---------------|---------|------------|------------|-----|
| <b>Anions</b>                                       |           |               |         |            |            |     |
| Chloride  | 70.5      | AO ≤ 250      | 0.10    | mg/L       | 2019-05-01 |     |
| Fluoride  | < 0.10    | MAC = 1.5     | 0.10    | mg/L       | 2019-05-01 |     |
| Nitrate (as N)                                      | 2.07      | MAC = 10      | 0.010   | mg/L       | 2019-05-01 |     |
| Nitrite (as N)                                      | < 0.010   | MAC = 1       | 0.010   | mg/L       | 2019-05-01 |     |
| Sulfate   | 45.9      | AO ≤ 500      | 1.0     | mg/L       | 2019-05-01 |     |
| <b>Calculated Parameters</b>                        |           |               |         |            |            |     |
| Hardness, Total (as CaCO <sub>3</sub> )             | 245       | None Required | 0.500   | mg/L       | N/A        |     |
| Langelier Index                                     | 0.5       | N/A           | -5.0    |            | 2019-05-08 |     |
| Solids, Total Dissolved                             | 342       | AO ≤ 500      | 1.00    | mg/L       | N/A        |     |
| <b>General Parameters</b>                           |           |               |         |            |            |     |
| Alkalinity, Total (as CaCO <sub>3</sub> )           | 171       | N/A           | 1.0     | mg/L       | 2019-05-04 |     |
| Alkalinity, Phenolphthalein (as CaCO <sub>3</sub> ) | < 1.0     | N/A           | 1.0     | mg/L       | 2019-05-04 |     |
| Alkalinity, Bicarbonate (as CaCO <sub>3</sub> )     | 171       | N/A           | 1.0     | mg/L       | 2019-05-04 |     |
| Alkalinity, Carbonate (as CaCO <sub>3</sub> )       | < 1.0     | N/A           | 1.0     | mg/L       | 2019-05-04 |     |
| Alkalinity, Hydroxide (as CaCO <sub>3</sub> )       | < 1.0     | N/A           | 1.0     | mg/L       | 2019-05-04 |     |
| Colour, True  | < 5.0     | AO ≤ 15       | 5.0     | CU         | 2019-05-01 |     |
| Conductivity (EC)                                   | 606       | N/A           | 2.0     | µS/cm      | 2019-05-04 |     |
| Cyanide, Total                                      | < 0.0020  | MAC = 0.2     | 0.0020  | mg/L       | 2019-05-02 |     |
| pH  | 7.89      | 7.0-10.5      | 0.10    | pH units   | 2019-05-04 | HT2 |
| Temperature, at pH                                  | 21.0      | N/A           |         | °C         | 2019-05-04 | HT2 |
| Turbidity   | < 0.10    | OG < 1        | 0.10    | NTU        | 2019-05-02 |     |
| <b>Microbiological Parameters</b>                   |           |               |         |            |            |     |
| Coliforms, Total                                    | < 1       | MAC = 0       | 1       | CFU/100 mL | 2019-05-01 |     |
| E. coli   | < 1       | MAC = 0       | 1       | CFU/100 mL | 2019-05-01 |     |
| <b>Total Metals</b>                                 |           |               |         |            |            |     |
| Aluminum, total                                     | < 0.0050  | OG < 0.1      | 0.0050  | mg/L       | 2019-05-07 |     |
| Antimony, total                                     | < 0.00020 | MAC = 0.006   | 0.00020 | mg/L       | 2019-05-07 |     |

Carbo-Scan Results Obviously



## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte | Result | Guideline | RL Units | Analyzed | Qualifier |
|---------|--------|-----------|----------|----------|-----------|
|---------|--------|-----------|----------|----------|-----------|

WT# 11D2A Fairley Pump House (9050072-05) | Matrix: Water | Sampled: 2019-04-30 09:38, Continued

## Total Metals, Continued

|                   |            |               |               |            |  |
|-------------------|------------|---------------|---------------|------------|--|
| Arsenic, total    | < 0.00050  | MAC = 0.01    | 0.00050 mg/L  | 2019-05-07 |  |
| Barium, total     | 0.145      | MAC = 1       | 0.0050 mg/L   | 2019-05-07 |  |
| Boron, total      | 0.0209     | MAC = 5       | 0.0050 mg/L   | 2019-05-07 |  |
| Cadmium, total    | 0.000015   | MAC = 0.005   | 0.000010 mg/L | 2019-05-07 |  |
| Calcium, total    | 67.3       | None Required | 0.20 mg/L     | 2019-05-07 |  |
| Chromium, total   | 0.00098    | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |  |
| Cobalt, total     | < 0.00010  | N/A           | 0.00010 mg/L  | 2019-05-07 |  |
| Copper, total     | 0.00455    | AO ≤ 1        | 0.00040 mg/L  | 2019-05-07 |  |
| Iron, total       | < 0.010    | AO ≤ 0.3      | 0.010 mg/L    | 2019-05-07 |  |
| Lead, total       | < 0.00020  | MAC = 0.005   | 0.00020 mg/L  | 2019-05-07 |  |
| Magnesium, total  | 18.7       | None Required | 0.010 mg/L    | 2019-05-07 |  |
| Manganese, total  | < 0.00020  | AO ≤ 0.05     | 0.00020 mg/L  | 2019-05-07 |  |
| Mercury, total    | < 0.000010 | MAC = 0.001   | 0.000010 mg/L | 2019-05-07 |  |
| Molybdenum, total | 0.00037    | N/A           | 0.00010 mg/L  | 2019-05-07 |  |
| Nickel, total     | < 0.00040  | N/A           | 0.00040 mg/L  | 2019-05-07 |  |
| Potassium, total  | 1.87       | N/A           | 0.10 mg/L     | 2019-05-07 |  |
| Selenium, total   | < 0.00050  | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |  |
| Sodium, total     | 24.3       | AO ≤ 200      | 0.10 mg/L     | 2019-05-07 |  |
| Strontium, total  | 0.561      | N/A           | 0.0010 mg/L   | 2019-05-07 |  |
| Zinc, total       | 0.000996   | MAC = 0.02    | 0.000020 mg/L | 2019-05-07 |  |
|                   | 0.0040     | AO ≤ 5        | 0.0040 mg/L   | 2019-05-07 |  |

WT# 272CD Kengard Pump House (9050072-06) | Matrix: Water | Sampled: 2019-04-30 11:05

## Anions

|                |         |           |            |            |  |
|----------------|---------|-----------|------------|------------|--|
| Chloride       | 6.55    | AO ≤ 250  | 0.10 mg/L  | 2019-05-01 |  |
| Fluoride       | 0.12    | MAC = 1.5 | 0.10 mg/L  | 2019-05-01 |  |
| Nitrate (as N) | < 0.010 | MAC = 10  | 0.010 mg/L | 2019-05-01 |  |
| Nitrite (as N) | < 0.010 | MAC = 1   | 0.010 mg/L | 2019-05-01 |  |
| Sulfate        | 294     | AO ≤ 500  | 1.0 mg/L   | 2019-05-01 |  |

## Calculated Parameters

|   |     |               |            |            |  |
|---|-----|---------------|------------|------------|--|
| Hardness, Total (as CaCO <sub>3</sub> ) | 431 | None Required | 0.500 mg/L | N/A        |  |
| Hardness Index                          | 1.1 | N/A           | -5.0       | 2019-05-08 |  |
| Solids, Total Dissolved                 | 620 | AO ≤ 500      | 10.0 mg/L  | N/A        |  |

## General Parameters

|   |       |         |          |            |  |
|---|-------|---------|----------|------------|--|
| Alkalinity, Total (as CaCO <sub>3</sub> )           | 222   | N/A     | 1.0 mg/L | 2019-05-04 |  |
| Alkalinity, Phenolphthalein (as CaCO <sub>3</sub> ) | < 1.0 | N/A     | 1.0 mg/L | 2019-05-04 |  |
| Alkalinity, Bicarbonate (as CaCO <sub>3</sub> )     | 222   | N/A     | 1.0 mg/L | 2019-05-04 |  |
| Alkalinity, Carbonate (as CaCO <sub>3</sub> )       | < 1.0 | N/A     | 1.0 mg/L | 2019-05-04 |  |
| Alkalinity, Hydroxide (as CaCO <sub>3</sub> )       | < 1.0 | N/A     | 1.0 mg/L | 2019-05-04 |  |
| Colour, True  | < 5.0 | AO ≤ 15 | 5.0 CU   | 2019-05-01 |  |

Caping About Results, Obviously.



## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT ComprehensiveWORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte  | Result     | Guideline     | RL Units      | Analyzed   | Qualifier |
|--|------------|---------------|---------------|------------|-----------|
| WT# 272CD Kengard Pump House (9050072-06)   Matrix: Water   Sampled: 2019-04-30 11:05, Continued |            |               |               |            |           |
| <b>General Parameters, Continued</b>   |            |               |               |            |           |
| Conductivity (EC)  | 913        | N/A           | 2.0 µS/cm     | 2019-05-04 |           |
| Cyanide, Total   | < 0.0020   | MAC = 0.2     | 0.0020 mg/L   | 2019-05-02 |           |
| pH   | 8.20       | 7.0-10.5      | 0.10 pH units | 2019-05-04 | HT2       |
| Temperature, at pH   | 21.2       | N/A           | °C            | 2019-05-04 | HT2       |
| Turbidity  | 0.18       | OG < 1        | 0.10 NTU      | 2019-05-02 |           |
| <b>Microbiological Parameters</b>  |            |               |               |            |           |
| Coliforms, Total   | < 1        | MAC = 0       | 1 CFU/100 mL  | 2019-05-01 |           |
| E. coli  | < 1        | MAC = 0       | 1 CFU/100 mL  | 2019-05-01 |           |
| <b>Total Metals</b>  |            |               |               |            |           |
| Aluminum, total  | < 0.0050   | OG < 0.1      | 0.0050 mg/L   | 2019-05-07 |           |
| Antimony, total  | < 0.00020  | MAC = 0.006   | 0.00020 mg/L  | 2019-05-07 |           |
| Arsenic, total   | 0.00295    | MAC = 0.01    | 0.00050 mg/L  | 2019-05-07 |           |
| Barium, total  | 0.0746     | MAC = 1       | 0.0050 mg/L   | 2019-05-07 |           |
| Boron, total   | 0.0550     | MAC = 5       | 0.0050 mg/L   | 2019-05-07 |           |
| Cadmium, total   | < 0.000010 | MAC = 0.005   | 0.000010 mg/L | 2019-05-07 |           |
| Calcium, total   | 92.1       | None Required | 0.20 mg/L     | 2019-05-07 |           |
| Chromium, total  | 0.00075    | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |           |
| Cobalt, total  | < 0.00010  | N/A           | 0.00010 mg/L  | 2019-05-07 |           |
| Copper, total  | 0.00168    | AO ≤ 1        | 0.00040 mg/L  | 2019-05-07 |           |
| Cron, total  | 0.046      | AO ≤ 0.3      | 0.010 mg/L    | 2019-05-07 |           |
| Lead, total  | < 0.00020  | MAC = 0.005   | 0.00020 mg/L  | 2019-05-07 |           |
| Magnesium, total   | 48.8       | None Required | 0.010 mg/L    | 2019-05-07 |           |
| Manganese, total   | 0.116      | AO ≤ 0.05     | 0.00020 mg/L  | 2019-05-07 |           |
| Mercury, total   | < 0.000010 | MAC = 0.001   | 0.000010 mg/L | 2019-05-07 |           |
| Molybdenum, total  | 0.00562    | N/A           | 0.00010 mg/L  | 2019-05-07 |           |
| Nickel, total  | < 0.00040  | N/A           | 0.00040 mg/L  | 2019-05-07 |           |
| Potassium, total   | 5.98       | N/A           | 0.10 mg/L     | 2019-05-07 |           |
| Selenium, total  | < 0.00050  | MAC = 0.05    | 0.00050 mg/L  | 2019-05-07 |           |
| Sodium, total  | 37.6       | AO ≤ 200      | 0.10 mg/L     | 2019-05-07 |           |
| Sroutium, total  | 0.787      | N/A           | 0.0010 mg/L   | 2019-05-07 |           |
| Uranium, total   | 0.00453    | MAC = 0.02    | 0.000020 mg/L | 2019-05-07 |           |
| Zinc, total  | < 0.0040   | AO ≤ 5        | 0.0040 mg/L   | 2019-05-07 |           |

## Sample Qualifiers:

- 8 Headspace in sample container is greater than 5% volume - VOC results may be compromised
- 72 The 15 minute recommended holding time (from sampling to analysis) has been exceeded - field analysis is recommended.





## TEST RESULTS

REPORTED TO Merritt, City of  
PROJECT Comprehensive

WORK ORDER 9050072  
REPORTED 2019-05-09 17:09

| Analyte  | Result     | Guideline     | RL       | Units | Analyzed   | Qualifier |
|--|------------|---------------|----------|-------|------------|-----------|
| WT# 11D2A Fairley Pump House (9050072-05)   Matrix: Water   Sampled: 2019-04-30 09:38, Continued |            |               |          |       |            |           |
| <i>Total Metals, Continued</i>   |            |               |          |       |            |           |
| Arsenic, total   | < 0.00050  | MAC = 0.01    | 0.00050  | mg/L  | 2019-05-07 |           |
| Barium, total  | 0.145      | MAC = 1       | 0.0050   | mg/L  | 2019-05-07 |           |
| Boron, total   | 0.0209     | MAC = 5       | 0.0050   | mg/L  | 2019-05-07 |           |
| Cadmium, total   | 0.000015   | MAC = 0.005   | 0.000010 | mg/L  | 2019-05-07 |           |
| Calcium, total   | 67.3       | None Required | 0.20     | mg/L  | 2019-05-07 |           |
| Chromium, total  | 0.00098    | MAC = 0.05    | 0.00050  | mg/L  | 2019-05-07 |           |
| Cobalt, total  | < 0.00010  | N/A           | 0.00010  | mg/L  | 2019-05-07 |           |
| Copper, total  | 0.00455    | AO ≤ 1        | 0.00040  | mg/L  | 2019-05-07 |           |
| Iron, total  | < 0.010    | AO ≤ 0.3      | 0.010    | mg/L  | 2019-05-07 |           |
| Lead, total  | < 0.00020  | MAC = 0.005   | 0.00020  | mg/L  | 2019-05-07 |           |
| Magnesium, total   | 18.7       | None Required | 0.010    | mg/L  | 2019-05-07 |           |
| Manganese, total   | < 0.00020  | AO ≤ 0.05     | 0.00020  | mg/L  | 2019-05-07 |           |
| Mercury, total   | < 0.000010 | MAC = 0.001   | 0.000010 | mg/L  | 2019-05-07 |           |
| Molybdenum, total  | 0.00037    | N/A           | 0.00010  | mg/L  | 2019-05-07 |           |
| Nickel, total  | < 0.00040  | N/A           | 0.00040  | mg/L  | 2019-05-07 |           |
| Potassium, total   | 1.87       | N/A           | 0.10     | mg/L  | 2019-05-07 |           |
| Selenium, total  | < 0.00050  | MAC = 0.05    | 0.00050  | mg/L  | 2019-05-07 |           |
| Sodium, total  | 24.3       | AO ≤ 200      | 0.10     | mg/L  | 2019-05-07 |           |
| Strontium, total   | 0.561      | N/A           | 0.0010   | mg/L  | 2019-05-07 |           |
| Thallium, total  | 0.000996   | MAC = 0.02    | 0.000020 | mg/L  | 2019-05-07 |           |
| Zinc, total  | 0.0040     | AO ≤ 5        | 0.0040   | mg/L  | 2019-05-07 |           |
| WT# 272CD Kengard Pump House (9050072-06)   Matrix: Water   Sampled: 2019-04-30 11:05            |            |               |          |       |            |           |
| <i>Anions</i>  |            |               |          |       |            |           |
| Chloride   | 6.55       | AO ≤ 250      | 0.10     | mg/L  | 2019-05-01 |           |
| Fluoride   | 0.12       | MAC = 1.5     | 0.10     | mg/L  | 2019-05-01 |           |
| Nitrate (as N)   | < 0.010    | MAC = 10      | 0.010    | mg/L  | 2019-05-01 |           |
| Nitrite (as N)   | < 0.010    | MAC = 1       | 0.010    | mg/L  | 2019-05-01 |           |
| Sulfate  | 294        | AO ≤ 500      | 1.0      | mg/L  | 2019-05-01 |           |
| <i>Calculated Parameters</i>   |            |               |          |       |            |           |
| Hardness, Total (as CaCO <sub>3</sub> )  | 431        | None Required | 0.500    | mg/L  | N/A        |           |
| Langelier Index  | 1.1        | N/A           | -5.0     |       | 2019-05-08 |           |
| Total Dissolved Solids   | 620        | AO ≤ 500      | 10.0     | mg/L  | N/A        |           |
| <i>General Parameters</i>  |            |               |          |       |            |           |
| Alkalinity, Total (as CaCO <sub>3</sub> )  | 222        | N/A           | 1.0      | mg/L  | 2019-05-04 |           |
| Alkalinity, Phenolphthalein (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0      | mg/L  | 2019-05-04 |           |
| Alkalinity, Bicarbonate (as CaCO <sub>3</sub> )  | 222        | N/A           | 1.0      | mg/L  | 2019-05-04 |           |
| Alkalinity, Carbonate (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0      | mg/L  | 2019-05-04 |           |
| Alkalinity, Hydroxide (as CaCO <sub>3</sub> )  | < 1.0      | N/A           | 1.0      | mg/L  | 2019-05-04 |           |
| Colour, True   | < 5.0      | AO ≤ 15       | 5.0      | CU    | 2019-05-01 |           |

Carbocation Results: Obviously

## **Overview**

The Wastewater Treatment Plant Monitoring Program was performed in accordance with Permit PE #115. Monthly and weekly laboratory results were sent to the Ministry of Environment, as well as used for this yearly report. Additional monitoring and testing of the Wastewater Treatment Plant was carried out for operational and maintenance purposes.

## **Introduction**

The City of Merritt's Wastewater Treatment Plant (WWTP) is located at 1298 Coldwater Avenue in the City of Merritt Public Works Yard. The City of Merritt's WWTP only treats Wastewater from the City of Merritt. No other influent is accepted into the system unless authorized by the Public Works Manager. Merritt's WWTP was officially opened in August 1963 with a discharge permit of 1364 cubic meters per day. Since that time the plant has undergone two major upgrades and many smaller upgrades. The first major upgrade was in May 1985 which consisted of a new building and dewatering equipment. The second upgrade in 2007-2008 which consisted of a building with a grit removal system, a second story was added to the existing motor control room (MCC) and new motor control equipment. Other upgrades to note are the addition of two rectangular clarifiers in 1992 that replaced the old smaller ones, rapid infiltration basins were added in 1988 for final effluent disposal, stopping the year round discharge into the Coldwater River and a belt filter press installed in 1996 that now allows us to send our bio-solids for composting. The Bio-solids composting was started in 2008. The City of Merritt has strived to keep the WWTP operating with modern control systems and equipment that keeps its discharge levels well below the permitted levels set out by the Ministry of Environment. Also, with the newer equipment, we are able to run motors and pumps more efficiently which in turn is a large energy and cost savings to the City.

## **Collection System**

The gravity Sanitary Sewer System is maintained by the Public Works Utilities Department. The Wastewater Treatment Division looks after two (2) Syphons and two (2) Lift Stations. Due to changes in regulation, the Wastewater Collection System was required to be classified in 2013. The City of Merritt's Wastewater Collection System is now regulated and classified as a Level II system. This system is maintained and monitored by Certified Operators.

**Nicola Lift Station** is a small station with a 2.4 horse power Flygt pump. In 2019, down from 2018, the Nicola pump, ran an average of 27.5 minutes a day and up to a maximum of 54.1 minutes on Mar 10, 2019. The station is monitored by the WWTP's SCADA system 24/7 and will alarm the on-call operator if there is a high level in the station. A backup pump is stored at the WWTP for the Nicola Lift Station in case of a pump failure. In 2019 there were no failures or major repairs at the Nicola Lift Station.

**Collettsville Lift Station** is a larger station that takes the wastewater flow from all the Collettsville area. The station is made up of 2, 10 horse power Flygt pumps, a flow meter, a Programmable Logic Controller (PLC), wireless communications and a diesel powered backup generator for power outages. In 2019 Collettsville ran an average of 60 minutes a day and up to a maximum of 292 minutes, on Aug 8, 2019. Collettsville is monitored and will send out alarms 24/7 for high level, loss of communication, loss of power and pump failure by the WWTP's SCADA system. Each year, both pump stations are cleaned with a vacuum truck and the pumps pulled for inspection and/or repairs.

**Lift Station Maintenance and Capital Projects completed in 2019 include:**

- Nicola lift station was cleaned four times by the City's own Vactor truck.
- Nicola lift station pump was removed and inspected four times throughout 2019.
- Replaced float switch at Nicola.
- Collettsville lift station's pumps were pulled and inspected in July 2019.
- Replaced Collettsville Pump 1 Nov 15, 2019
- Collettsville lift station was cleaned four times by the City's own Vactor truck.
- Physically inspected each lift station every week for operation and vandalism.

**Lift Station Goals & Objectives planned for 2020 include:**

- Weekly inspection of pumps and level bulbs.
- Clean both force mains and inspect.
- Annual pump inspection.
- Replace Pump 2 at Collettsville.

**Influent (Raw Wastewater)**

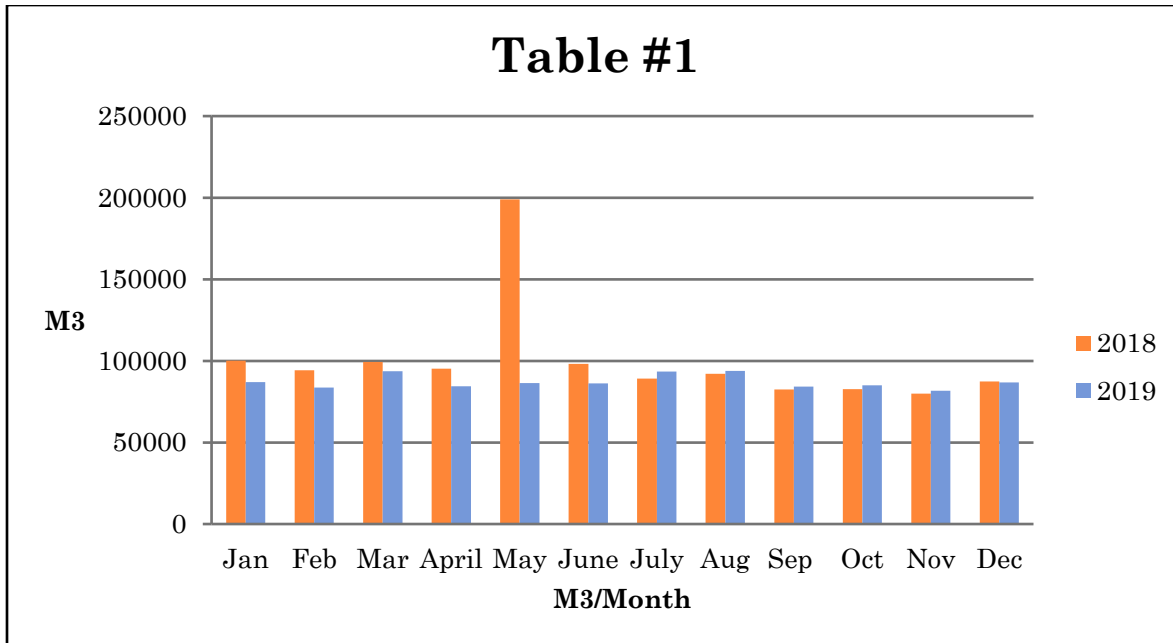
In 2019 the City of Merritt Wastewater Treatment Plant received 1 046 135 m<sup>3</sup> of influent from the sanitary sewer system. The 2019 average daily influent flow rate was 2867 m<sup>3</sup>/day. The average influent flow rate per person was 409.4 liters/day/person based on a population of 7000 for the city of Merritt, this is a 13% decrease from the 2018 influent flow average.

Peak flow day was observed on Dec 18 at 3278 m<sup>3</sup>.

Minimum flow day was observed on Sep 25 at 1790 m<sup>3</sup>.

Table #1 shows the monthly flow comparison from 2018 to 2019.





### Wastewater Treatment Plant

The City of Merritt operates a Class IV Conventional Activated Sludge Wastewater Treatment Plant. The WWTP is a 24/7 operation with the operators working 8 hours a day five days a week. A few hours a day are worked on weekends for process testing and operational checks. The Wastewater Treatment Plant is operated and maintained by Certified Operators.

The Wastewater Treatment Plant treats the wastewater influent received from the City by creating an environment in the basins ideal for micro-organisms to grow and break down organic solids. The influent is directed through a series of different equipment and tanks to produce a high quality effluent that is then directed to Rapid Infiltration (RI) Basins. Also from this process thickened sludge is stored and run through a belt filter press to create a substance called bio-solids.



*Wastewater Treatment Plant*

These bio-solids are hauled to the City of Merritt Composting Facility to be converted into a useable end product that is used as a soil supplement.

In 2019 the WWTP removed a total of 93.4% Biological Oxygen Demand (BOD5), 95.0% of the Total Suspended Solids, 97.8% Total Dissolved Phosphorous and 95.7% Total Phosphorus from the Influent.



*Motor Control Centre*

The WWTP uses a *Supervisory Control and Data Acquisition (SCADA)* and *Programmable Logic Controllers (PLC)* to help control and operate many different parameters within the WWTP. These controllers control equipment at rates that are exactly as required. This results in a large power savings for the City of Merritt. In 2008 the latest WWTP upgrades were officially completed. The new lift station that replaced the aging screw pumps and the new degrit building are proving to produce a quality effluent. The new motor controls are also proving to be more efficient and have been considerably more reliable than the older equipment that was

replaced.

## Summary of WWTP/Lift Station emergency call outs for 2019:

- WWTP – 13
- Lift Stations – 10
- Hydro related (bumps, outages) – 3

In 2019 there was decrease of callouts related to the plant by 68%. The call outs related to Lift Stations decreased by 50%.

## Wastewater Treatment Plant Maintenance and Capital Projects completed in 2019 include:

- Rebuilt Moyno solids pump
- Major service and belt replacement on the Belt Filter Press
- New Scum pump
- Main PLC upgrade
- New VFD for Eq pump 5
- New Decontamination room
- Replaced RAS discharge pipes in both Clarifiers

## WWTP Goals & Objectives planned for 2020 include:

- Daily/Weekly inspection and cleaning of equipment.
- Replace distribution troughs in Clarifiers
- Replace Blower pipes
- Replace Biosolids loading conveyor
- Continue to train and promote operator education.
- Continue to explore ways that conserve water and power usage.

## Quality Monitoring

As outlined in our discharge permit, the City monitors daily influent flow and weekly phosphorus levels. Also as part of the operating permit, monthly samples are taken for a 5 day biological oxygen demand (BOD5), Total Suspended Solids (TSS), total phosphorus (TP) and total dissolved phosphorus (TDP).

Table #2 shows the parameters monitored for our permit and the WWTP's 2019 average monthly lab results. You will notice we have maintained a yearly average of over 62.2% lower BOD5, 73.3% lower TSS, 64% lower TP and 88% lower for TDP then the maximum allowable permit levels.

**Table #2**

| Parameter's for R.I Basin Inflow | PE #115 Requirements | 2019 WWTP Average   |
|----------------------------------|----------------------|---------------------|
| Daily Flow                       | 4615 m <sup>3</sup>  | 2687 m <sup>3</sup> |
| BOD5                             | < 45 mg/l            | 17 mg/l             |
| TSS                              | < 45 mg/l            | 12 mg/l             |
| TDP                              | < 1.0 mg/l           | 0.12 mg/l           |
| TP                               | <1.0 mg/l            | 0.36 mg/l           |

Table #3 shows the requirements of our permit if effluent is directed to the Coldwater River. In 2019 no final effluent was directed to the Coldwater River. Final effluent had not been directed to the Coldwater River since 2018.



**Table #3**

| Parameter's for River Discharge | PE #115 Requirements | 2019 WWTP Average |
|---------------------------------|----------------------|-------------------|
| Daily Flow                      | 4615 m <sup>3</sup>  | 0 m <sup>3</sup>  |
| BOD5                            | < 30 mg/l            | 0                 |
| TSS                             | < 40 mg/l            | 0                 |
| TDP                             | < 1.0 mg/l           | 0                 |
| Chlorine Residual               | Non-detectable       | Non-detectable    |

Table #4 shows the average monthly lab results for influent, effluent, phosphorus levels and total suspended solids. These results are sent to the Ministry of Environment monthly.

**Table #4**

| 2019  | Final Effluent |      |        |       | R.I Basin #2 |       | Raw Wastewater |      |       |       |
|-------|----------------|------|--------|-------|--------------|-------|----------------|------|-------|-------|
|       | B O D          | TSS  | T.D.P. | T.P.  | T.D.P        | T.P.  | BOD            | TSS  | TDP   | TP    |
| Month | mg/l           | mg/l | plant  | plant | basin        | basin | mg/l           | mg/l | plant | plant |
| Jan   | 8.4            | 8.4  | 0.08   | 0.26  | 0.05         | 0.28  | 168            | 284  | 4.99  | 8.9   |
| Feb   | 20.9           | 16.6 | 0.08   | 0.39  | 0.04         | 0.47  | 340            | 276  | 4.80  | 7.9   |
| Mar   | 20.2           | 18   | 0.14   | 0.37  | 0.04         | 0.15  | 130            | 144  | 4.28  | 6.6   |
| Apr   | 14.2           | 11.6 | 0.14   | 0.32  | 0.09         | 1.19  | 20             | 29   | 5.72  | 8.3   |
| May   | 8              | 8    | 0.08   | 0.25  | 0.09         | 0.26  | 190            | 260  | 6.39  | 9.3   |
| Jun   | 24             | 9.3  | 0.13   | 0.31  | 0.09         | 0.27  | 199            | 248  | 4.61  | 7.7   |
| Jul   | 18.9           | 10.6 | 0.15   | 0.38  | 0.19         | 0.31  | 338            | 286  | 5.57  | 8.5   |
| Aug   | 24.3           | 13.6 | 0.16   | 0.52  | 0.12         | 0.32  | 374            | 276  | 6.43  | 8.9   |
| Sep   | 19.4           | 16.3 | 0.15   | 0.49  | 0.12         | 0.28  | 246            | 182  | 4.81  | 6.3   |
| Oct   | 13.7           | 16.3 | 0.13   | 0.47  | 0.13         | 0.29  | 500            | 276  | 6.38  | 9.4   |
| Nov   | 22.2           | 7    | 0.10   | 0.25  | 0.10         | 0.22  | 405            | 334  | 6.15  | 9.3   |
| Dec   | 11.3           | 7.7  | 0.11   | 0.26  | 0.09         | 0.28  | 198            | 296  | 5.68  | 8.8   |
| Av.   | 17             | 12   | 0.12   | 0.36  | 0.10         | 0.36  | 259            | 241  | 5.48  | 8.3   |
| Max   | 24.3           | 18   | 0.16   | 0.52  | 0.19         | 1.19  | 500            | 334  | 6.43  | 9.4   |
| Min   | 8              | 7    | 0.08   | 0.25  | 0.04         | 0.15  | 20             | 29   | 4.28  | 6.3   |

Wastewater treatment plant operators also test, sample, monitor, and record 40+ other parameters each day to keep the plant operating at a high level of efficiency. Table #5 & #6 show some of these parameters that are monitored.

**Table #5**

| <b>2019</b> | <b>Waste</b> | <b>Rate</b> | <b>Digester</b> | <b>Press</b> | <b>Feed</b> | <b>Solids</b> | <b>Cake</b> | <b>D.M.T.</b> | <b>Capture</b> |
|-------------|--------------|-------------|-----------------|--------------|-------------|---------------|-------------|---------------|----------------|
| Month       | m3/day       | %           | %               | hours        | m3          | m3            | %           | tons          | %              |
| Jan         | 39.4         | 1.6         | 1.06            | 64.1         | 1889        | 135           | 13.1        | 17.8          | 96.6           |
| Feb         | 37.3         | 1.4         | 0.99            | 59.4         | 1759        | 172.5         | 12.3        | 21.2          | 96.9           |
| Mar         | 43.1         | 1.6         | 0.80            | 85.2         | 2518        | 210           | 13.1        | 27.4          | 94.8           |
| Apr         | 32.3         | 1.2         | 0.64            | 59.5         | 1748        | 127.5         | 12.3        | 15.8          | 94             |
| May         | 32.9         | 1.3         | 0.77            | 78.1         | 2300        | 157.5         | 12          | 18.9          | 95.7           |
| June        | 31.2         | 1.2         | 0.89            | 76.1         | 2197        | 165           | 11.5        | 19.0          | 95.5           |
| July        | 34           | 1.3         | 0.83            | 77.6         | 2300        | 135           | 12.6        | 17.0          | 95             |
| Aug         | 43.3         | 1.6         | 0.87            | 69.2         | 2056        | 135           | 13.5        | 18.2          | 95.1           |
| Sept        | 37           | 1.5         | 0.83            | 61.4         | 1849        | 120           | 13.2        | 15.8          | 96.4           |
| Oct         | 30           | 1.2         | 1.05            | 61.4         | 1867        | 127.5         | 13.2        | 16.9          | 95.3           |
| Nov         | 46.6         | 1.9         | 0.95            | 74.7         | 2215        | 127.5         | 13.6        | 17.2          | 95.3           |
| Dec         | 46.1         | 1.8         | 0.77            | 87.6         | 2618        | 157.5         | 13          | 20.6          | 96.2           |
| <b>Avg.</b> | <b>37.8</b>  | <b>1.47</b> | <b>0.87</b>     | <b>71.2</b>  | <b>2110</b> | <b>148</b>    | <b>12.8</b> | <b>18.8</b>   | <b>95.6</b>    |

**Table #6**

| <b>2019</b> | <b>Flows</b> | <b>Raw SS</b> | <b>MLSS</b> | <b>MLVSS</b> | <b>RAS</b>   | <b>SVI</b>   | <b>Settling</b> |
|-------------|--------------|---------------|-------------|--------------|--------------|--------------|-----------------|
| Month       | m3/day       | mg/L          | mg/L        | mg/L         | mg/L         | ml/L         | %               |
| Jan         | 2804         | 310           | 3256        | 2329         | 11,086       | 94           | 31              |
| Feb         | 2986         | 279           | 2823        | 2047         | 10,762       | 178          | 50              |
| Mar         | 3023         | 309           | 2725        | 1884         | 7,767        | 164          | 45              |
| Apr         | 2811         | 320           | 2306        | 1669         | 6,622        | 279          | 64              |
| May         | 2787         | 328           | 2634        | 1886         | 9,262        | 164          | 43              |
| June        | 2875         | 268           | 2838        | 2098         | 9,621        | 163          | 36              |
| July        | 3014         | 313           | 2911        | 2114         | 9,272        | 141          | 41              |
| Aug         | 3028         | 295           | 2906        | 2078         | 9,870        | 126          | 36              |
| Sept        | 2811         | 324           | 2861        | 2063         | 8,919        | 108          | 31              |
| Oct         | 2740         | 407           | 3192        | 2251         | 10,854       | 92           | 29              |
| Nov         | 2722         | 356           | 2913        | 2099         | 8,496        | 91           | 26              |
| Dec         | 2797         | 260           | 3315        | 2416         | 8,794        | 127          | 42              |
| <b>Avg.</b> | <b>2867</b>  | <b>314</b>    | <b>2890</b> | <b>2078</b>  | <b>9,277</b> | <b>143.9</b> | <b>40</b>       |

## **Rapid Infiltration Basins (RI)**

The RI basins are located 0.7km west of the WWTP across the Coldwater River. The basins are a very simple system that receives the final effluent which is gravity fed from the WWTP then piped under the Coldwater River to a lined containment basin. The containment basin remains full at all times, from this basin the overflow is directed to feed the rapid infiltration basins. When the flow is directed to one of three rapid infiltration basins it allows the final effluent to seep naturally back into the ground. Each of the three rapid infiltration basins is rotated on a two week cycle.



*Rapid Infiltration basin*

## **Rapid Infiltration Maintenance and Capital Projects completed in 2019 include:**

- Disked each basin.
- Weeded around each basin.

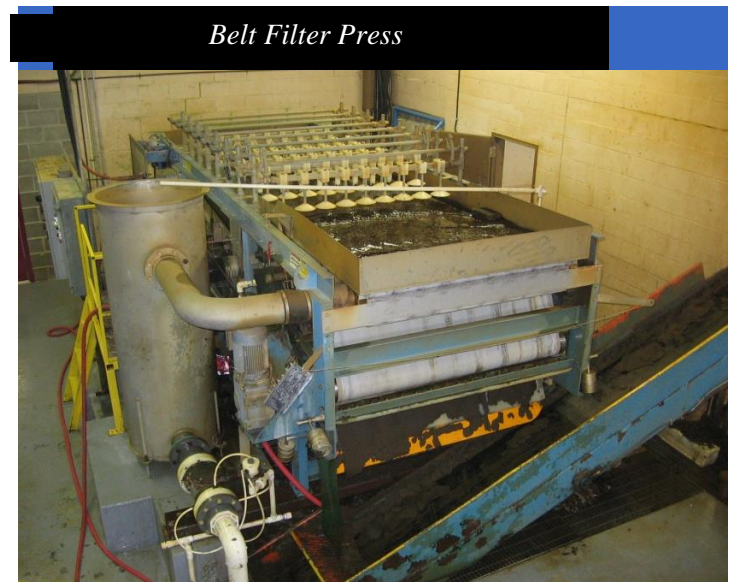
## **Rapid Infiltration Basin Goals & Objectives planned for 2019 include:**

- Weekly inspection and cleaning of valves and pipes.
- Repair roads
- Disk each basin.

## **Bio-Solids Dewatering**

Solids that are settled out of the wastewater treatment process from the clarifiers are stored in an aerated digester. The solids are then pumped to a belt filter press. The belt filter press separates the water from the solids. In 2019 the solids were pumped to the press at an average concentration of 0.87% solids with the rest being 99.13% water. The 0.87% is pressed to an average of 12.8% cake solids and the separated water is returned to the influent of the plant. The Bio-solids are then trucked to the composting site near the airport.

In 2019, we averaged taking 4 dump truck loads or 30 m<sup>3</sup> a week to the composting site. As shown in table #5 the press operated 854.3 hours and pressed 25,316 m<sup>3</sup> of digested solids in 2019.



*Belt Filter Press*

**Belt Filter Press Goals & Objectives planned for 2019 include:**

- Daily/weekly inspection and cleaning of equipment.
- Replace filter belts on press.
- Replacement of biosolids conveyor.
- Paint the floor in press room.
- Paint the walls in the press room.

**Bio-Solids**

*City of Merritt Composting Site*

In November of 2015 the City of Merritt purchased the composting operation from the Good Earth Company.

The composting is now performed by City Staff on City owned property. The site has been developed to use the method of aerated static piles. With this method of composting the City of Merritt Composting Facility has successfully created a composted material that can be reused as a soil supplement.

The City of Merritt has used this compost in many different applications around the City.



**City of Merritt**  
**Financial Statements**  
**For the year ended December 31, 2019**

**City of Merritt**  
**Financial Statements**  
For the year ended December 31, 2019

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## Management's Responsibility for Financial Reporting

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The accompanying financial statements of the City of Merritt (the "City") are the responsibility of management and have been approved by the Mayor and Council of the City.

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The City of Merritt maintains systems of internal accounting and administrative controls of reasonable quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the City's assets are appropriately accounted for and adequately safeguarded.

The City of Merritt is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements. Council carries out this responsibility principally through its Finance Committee.

The Mayor and Council review the City's financial statements and recommend their approval. The Mayor and Council meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external auditor's report. The Mayor and Council takes this information into consideration when approving the financial statements for issuance to the taxpayers. The Mayor and Council also appoint the engagement of the external auditors.

The financial statements have been audited by BDO Canada LLP in accordance with Canadian generally accepted auditing standards on behalf of the taxpayers. BDO Canada LLP has full access to the Council and management.



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Director of Finance & IT



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Toll-free: 1-800-482-4531  
www.bdo.ca

BDO Canada LLP  
300 - 275 Lansdowne Street  
Kamloops, BC V2C 6J3

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## Independent Auditor's Report

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To the Members of Council, Inhabitants and Taxpayers of the  
City of Merritt

### Opinion

We have audited the financial statements of the City of Merritt (the "City"), which comprise the statement of financial position as at December 31, 2019, and the statement of changes in net assets, statement of operations, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.





### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

**Chartered Professional Accountants**

**Kamloops, British Columbia  
May 26, 2020**

**City of Merritt**  
**Statement of Financial Position**

**As at December 31**

**2019**

**2018**

**Financial assets**

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| Cash                            | \$12,173,078      | \$ 6,145,629      |
| Short-term investments (Note 2) | 7,055,786         | 11,585,257        |
| Taxes and utilities receivable  | 1,205,203         | 1,346,857         |
| Accounts receivable             | 2,153,601         | 3,802,729         |
| Inventories for resale          | 55,689            | 48,381            |
| Property subject to redemption  | 3,699             | 3,699             |
|                                 | <u>22,647,056</u> | <u>22,932,552</u> |

**Liabilities**

|  |                   |                   |
|--|-------------------|-------------------|
| Accounts payable and accrued liabilities | 1,644,416         | 1,717,313         |
| Employee payables (Note 3)               | 389,655           | 487,153           |
| Refundable deposits                      | 362,625           | 520,336           |
| Deferred revenue (Note 4)                | 5,821,367         | 5,261,534         |
| Long-term debt (Note 5)                  | 6,541,900         | 6,797,550         |
|  | <u>14,759,963</u> | <u>14,783,886</u> |

**Net financial assets**

7,887,093      8,148,666

**Non-financial assets**

|                                  |                   |                   |
|----------------------------------|-------------------|-------------------|
| Tangible capital assets (Note 6) | 65,719,894        | 64,810,753        |
| Prepaid expenses and deposits    | 3,669             | 11,041            |
|                                  | <u>65,723,563</u> | <u>64,821,794</u> |

**Accumulated surplus (Note 7)**      **\$73,610,656**      **\$ 72,970,460**

**Contingent liabilities (Note 10)**



Director of  
Finance & IT



Mayor

**City of Merritt**  
**Statement of Operations**

| <b>For the year ended December 31</b>                 | <b>Fiscal Plan</b>  | <b>2019</b>         | <b>2018</b>          |
|---|---------------------|---------------------|----------------------|
| <b>Revenue</b>  |                     |                     |                      |
| Taxation - net (Note 8)                               | \$ 9,093,582        | \$ 9,166,141        | \$ 10,078,143        |
| User fees, sales and rentals                          | 4,664,576           | 4,624,267           | 4,824,167            |
| Government grants and transfers (Note 9)              | 2,480,955           | 1,819,401           | 3,117,121            |
| Investment income                                     | 227,500             | 256,880             | 278,656              |
| Penalties and interest                                | 155,000             | 153,456             | 278,484              |
| Surety bond income                                    | -                   | 33,928              | 704,310              |
| Other income  | 106,750             | 177,788             | 337,343              |
| Actuarial adjustment of debt                          | 80,000              | 111,655             | 95,388               |
| (Loss) gain on sale of tangible capital assets        | -                   | (247,211)           | 30,000               |
|   | <b>16,808,363</b>   | <b>16,096,305</b>   | <b>19,743,612</b>    |
| <b>Expenses</b>                                       |                     |                     |                      |
| General government                                    | 2,534,041           | 2,584,005           | 2,411,754            |
| Protective services                                   | 4,154,794           | 3,488,440           | 3,833,320            |
| Transportation services                               | 2,607,228           | 2,675,078           | 2,457,453            |
| Community environmental<br>and public health services | 1,520,246           | 1,408,494           | 1,333,845            |
| Leisure, parks and cultural development               | 3,133,321           | 3,150,398           | 2,914,463            |
| Water utility   | 1,062,942           | 1,292,341           | 1,164,844            |
| Sewer utility   | 923,034             | 857,353             | 782,554              |
|   | <b>15,935,606</b>   | <b>15,456,109</b>   | <b>14,898,233</b>    |
| <b>Annual surplus</b>                                 | <b>872,757</b>      | <b>640,196</b>      | <b>4,845,379</b>     |
| <b>Accumulated surplus, beginning of year</b>         | <b>68,125,081</b>   | <b>72,970,460</b>   | <b>68,125,081</b>    |
| <b>Accumulated surplus, end of year</b>               | <b>\$68,997,838</b> | <b>\$73,610,656</b> | <b>\$ 72,970,460</b> |

**City of Merritt**  
**Statement of Change in Net Financial Assets**

| <b>For the year ended December 31</b>           | <b>Fiscal Plan</b>  | <b>2019</b>         | <b>2018</b>         |
|---|---------------------|---------------------|---------------------|
| <b>Annual surplus</b>                           | <b>\$ 872,757</b>   | <b>\$ 640,196</b>   | <b>\$ 4,845,379</b> |
| Acquisition of tangible capital assets          | (8,146,502)         | (3,708,912)         | (7,311,006)         |
| Amortization of tangible capital assets         | 1,748,750           | 2,352,072           | 2,038,800           |
| Loss (gain) on sale of tangible capital assets  | -                   | 247,211             | (30,000)            |
| Proceeds on sale of tangible capital assets     | -                   | 156,500             | 30,000              |
| Write-downs of tangible capital assets          | -                   | 43,988              | 22,283              |
|   | <b>(5,524,995)</b>  | <b>(268,945)</b>    | <b>(404,544)</b>    |
| Acquisition of prepaid expenses<br>and deposits | -                   | 7,372               | 33,319              |
| <b>Net change in net financial assets</b>       | <b>(5,524,995)</b>  | <b>(261,573)</b>    | <b>(371,225)</b>    |
| <b>Net financial assets, beginning of year</b>  | <b>8,148,666</b>    | <b>8,148,666</b>    | <b>8,519,891</b>    |
| <b>Net financial assets, end of year</b>        | <b>\$ 2,623,671</b> | <b>\$ 7,887,093</b> | <b>\$ 8,148,666</b> |



**City of Merritt**  
**Statement of Cash Flows**

**For the year ended December 31**

**2019**

**2018**

**Operating transactions**

|  |                  |                  |
|--|------------------|------------------|
| Annual surplus                                     | \$ 640,196       | \$ 4,845,379     |
| Items not involving cash                           |                  |                  |
| Amortization                                       | 2,352,072        | 2,038,800        |
| Loss (gain) on disposal of tangible capital assets | 247,211          | (30,000)         |
| Write down of tangible capital asset               | 43,988           | 22,283           |
| Actuarial adjustment on debt                       | (111,655)        | (95,388)         |
| Changes in non-cash operating balances             |                  |                  |
| Taxes and utilities receivable                     | 141,653          | 117,590          |
| Accounts receivable                                | 1,649,127        | (1,542,552)      |
| Inventories for resale                             | (7,308)          | 10,458           |
| Property subject to redemption                     | -                | 3,223            |
| Accounts payable and accrued liabilities           | (72,897)         | 475,571          |
| Employee benefits plan liability                   | (97,498)         | 196,018          |
| Refundable deposits                                | (157,711)        | (601,424)        |
| Deferred revenue                                   | 559,833          | 557,205          |
| Prepaid expenses and deposits                      | 7,372            | 33,319           |
|  | <u>5,194,383</u> | <u>6,030,482</u> |

**Capital transactions**

|   |                    |                    |
|---|--------------------|--------------------|
| Acquisition of tangible capital assets      | (3,708,912)        | (7,311,006)        |
| Proceeds on sale of tangible capital assets | <u>156,500</u>     | <u>30,000</u>      |
|   | <u>(3,552,412)</u> | <u>(7,281,006)</u> |

**Investing transaction**

|   |                  |                  |
|---|------------------|------------------|
| Redemption (purchase) of short-term investments | <u>4,529,472</u> | <u>2,739,575</u> |
|---|------------------|------------------|

**Financing transactions**

|                                     |                  |                  |
|-------------------------------------|------------------|------------------|
| Acquisition of long-term debt       | 300,000          | -                |
| Principal payment on long-term debt | <u>(156,006)</u> | <u>(527,574)</u> |
|                                     | <u>(143,994)</u> | <u>(527,574)</u> |

**Net increase in cash**

**6,027,449      961,477**

**Cash, beginning of year**

**6,145,629      5,184,152**

**Cash, end of year**

**\$12,173,078      \$ 6,145,629**

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**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

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**1. Significant Accounting Policies**

**Government Reporting Entity**

The City of Merritt (the "City") was incorporated on April 1, 1911 under the statute of the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. Its principal activities include the provision of local government services to the residents of the Merritt area. These include general government, protective services, transportation services, community, environmental and public health services, leisure, parks and cultural development, and water and sewer utilities.

**Basis of Presentation**

The financial statements of the City have been prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

**Cash and Cash Equivalents**

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

**Short-term Investments**

Short-term investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature, in which case the investments are written down to market value.

**Inventories for Resale**

Inventories held for resale are recorded at cost which does not exceed net realizable value. Cost is determined on a first in, first out basis.

**Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs.

Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue.

Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

|                                     |                |
|-------------------------------------|----------------|
| Land improvements                   | 25 to 35 years |
| Buildings and building improvements | 45 years       |
| Vehicles, machinery and equipment   | 5 to 15 years  |
| Roads and linear assets             | 15 to 75 years |
| Water and sewer infrastructure      | 40 to 75 years |

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**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

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**1. Significant Accounting Policies (continued)**

**Collection of Taxes on  
Behalf of Other Taxation  
Authorities**

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the Thompson-Nicola Regional District, Hospital District and any other government entities with which the City interacts are not reflected in these financial statements.

**Trust Funds**

Funds held in trust by the City, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately.

**Reserve Funds**

Reserves represent amounts set aside for specific or future expenditures. Statutory reserves require the passing of a by-law before funds can be expended. Reserve accounts require an approved council budget and resolution.

**Retirement Benefits and  
Other Employee  
Benefit Plans**

The City's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. The costs of other pensions and other retirement benefits that accumulate over the period of service provided by employees are actuarially determined using the projected benefit method prorated on services based on management's best estimate of retirement ages, inflation rates, investment returns, wage and salary escalation, insurance and health care costs trends, employee turnover and discount rates. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the employee group.

**Deferred Revenue**

Funds received for specific purposes, which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes, are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

**Government Grants  
and Transfers**

Government grants and transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

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**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

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**1. Significant Accounting Policies (continued)**

|                                       |  |
|---------------------------------------|--|
| <b>Contaminated Sites</b>             | Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.   |
| <b>Revenue Recognition</b>            | <p>Property taxes are recognized as revenue in the year they are levied.</p> <p>Water and sewer user rates, connection fees, sale of services and interest and penalties assessed on taxes are recognized as revenue in the year the related service is provided and if and when the amount to be received can be reasonably estimated and collection is reasonably assured.</p> <p>Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.</p> <p>Other revenue is recognized on an accrual basis.</p> |
| <b>Long-term Debt</b>                 | Term debt acquired through the Municipal Finance Authority ("MFA") is recorded net of related sinking fund balances. Earnings on sinking funds investments are allocated to the City as an actuarial adjustment, which is recorded as a revenue and a reduction in the related debt.   |
| <b>Property Subject to Redemption</b> | Property subject to redemption is recorded at the lower of cost and net realizable value. Cost is defined as the cost deemed paid to acquire the property at tax sale, plus amounts for improvements to prepare the property for sale or servicing. Net realizable value is defined as the outstanding taxes receivable by the City on that property, plus land title registry and other fees payable at the time of the tax sale.   |



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**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

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**1. Significant Accounting Policies (continued)**

**Use of Estimates**      The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

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**2. Short-term Investments**

|  | <u>2019</u>         | <u>2018</u>          |
|--|---------------------|----------------------|
| MFA money market fund                                | \$ 7,055,786        | \$ 6,926,870         |
| Canadian Western Bank GIC, redeemed during the year. | -                   | 3,337,600            |
| Royal Bank of Canada GIC, redeemed during the year.  | -                   | 1,320,787            |
|  | <u>\$ 7,055,786</u> | <u>\$ 11,585,257</u> |

The income from short-term investments for the year was \$256,880 (2018 - \$278,656).

**December 31, 2019**

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### **3. Employee Future Benefits**

#### Municipal Employees Retirement System

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustees pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$312,079 (2018 - \$300,455) for employer contributions to the Plan in fiscal 2019, while employees contributed \$275,236 (2018 - \$265,296) to the Plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

#### Sick Leave Benefits

The City provides benefits for sick leave to all its unionized employees. All employees accumulate sick leave entitlement on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Under the terms of the current collective agreement, employees earn sick leave benefits at a rate of 1.5 days for every month of service, which accumulate and carry forward year-to-year, up to a maximum of 180 days per employee. Upon retirement, employees are entitled to a payout of the accumulated sick leave benefits based on the number of sick days in their entitlement, as follows:

- 0 - 89 days nil
- 90 - 179 days 2 weeks
- 180 days 4 weeks

The total liability for these retirement benefits recorded on the statement of financial position in respect of obligation under this plan amounts to \$11,032 (2018 - \$9,843).

The total sick leave entitlement accumulated to date that is available to employees amounts to 12,926 hours (2018 - 12,097) or approximately \$346,839 (2018 - \$407,951).

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**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

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**4. Deferred Revenue**

Included in deferred revenue are amounts relating to grant funding for the coming year:

|                          | <u>2019</u>         | <u>2018</u>         |
|--------------------------|---------------------|---------------------|
| Taxes paid in advance    | \$ 108,082          | \$ 115,223          |
| Development cost charges | 5,038,990           | 4,521,550           |
| Other                    | 674,295             | 624,761             |
|                          | <u>\$ 5,821,367</u> | <u>\$ 5,261,534</u> |

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**5. Long-term Debt**

Long-term debt reported on the statement of financial position is comprised of the following:

|  | <u>2019</u>         | <u>2018</u>         |
|--|---------------------|---------------------|
| Municipal Finance Authority, short term debt instruments, repayable in blended annual repayments ranging from \$653 to \$5,318, bearing interest from 1.42% to 2.46% per annum maturing July 2024.   | \$ 486,283          | \$ 318,976          |
| Municipal Finance Authority, debt instruments, repayable in blended annual repayments ranging from \$19,975 to \$89,858, bearing interest at rates ranging from 3.00% to 4.90% per annum, maturities ranging from December 2027 to October 2034. | <u>6,055,617</u>    | <u>6,478,574</u>    |
|  | <u>\$ 6,541,900</u> | <u>\$ 6,797,550</u> |

During the year, the City authorized a borrowing bylaw in respect of borrowing approximately \$250,000 for the purposes acquiring machinery and equipment. The debt was funded subsequent to year end by the Municipal Finance Authority.

**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

**5. Long-term Debt (continued)**

Principal payments relating to long-term debt of \$6,541,900 outstanding are due as follows:

|                      |                     |
|----------------------|---------------------|
| 2020                 | \$ 311,301          |
| 2021                 | 311,301             |
| 2022                 | 311,301             |
| 2023                 | 311,301             |
| 2024                 | 311,301             |
| Thereafter           | 2,038,592           |
| Actuarial adjustment | <u>2,946,803</u>    |
|                      | <u>\$ 6,541,900</u> |

Total interest on long-term liabilities reported in the statement of operations amounts to \$291,292 (2018 - \$321,659). The long-term liabilities above have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit described by the Ministry of Municipal Affairs.

Sinking fund assets, managed by the Municipal Finance Authority (the "MFA"), are used to reduce long-term debt and have a market value of \$368,983 (2018 - \$366,238).

As a condition of the MFA borrowings made by the City, and as required by legislation, a debt reserve fund is maintained in the amount of one-half the average annual instalment of principal and interest as set out in the agreements entered into. The reserve is funded in part by cash, being the withholding of 1% of the total issue proceeds, and the remainder being funded by a demand note whereby the City may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in these financial statements. Details of the cash deposits and demand notes on hand at year end are as follows:

|               | <u>2019</u>       | <u>2018</u>       |
|---------------|-------------------|-------------------|
| Demand notes  | \$ 248,384        | \$ 248,384        |
| Cash deposits | <u>120,600</u>    | <u>154,921</u>    |
|               | <u>\$ 368,984</u> | <u>\$ 403,305</u> |



**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

**6. Tangible Capital Assets**

**2019**

|   | Land                | Land improvements   | Buildings and building improvements | Vehicles, machinery and equipment | Roads and linear assets | Water and sewer infrastructure | Assets under construction | Total                |
|---|---------------------|---------------------|-------------------------------------|-----------------------------------|-------------------------|--------------------------------|---------------------------|----------------------|
| Cost, beginning of year                     | \$ 7,072,725        | \$ 4,304,390        | \$ 18,467,103                       | \$ 12,383,487                     | \$ 30,227,203           | \$ 24,610,316                  | \$ 3,408,071              | \$ 100,473,295       |
| Additions                                   | -                   | 382,272             | 564,769                             | 1,800,867                         | 507,408                 | 93,537                         | 360,059                   | 3,708,912            |
| Disposals                                   | -                   | -                   | -                                   | (1,015,362)                       | -                       | -                              | -                         | (1,015,362)          |
| Transfers                                   | 11,187              | -                   | -                                   | 3,170,608                         | -                       | -                              | (3,225,783)               | (43,988)             |
| Cost, end of year                           | <u>7,083,912</u>    | <u>4,686,662</u>    | <u>19,031,872</u>                   | <u>16,339,600</u>                 | <u>30,734,611</u>       | <u>24,703,853</u>              | <u>542,347</u>            | <u>103,122,857</u>   |
| Accumulated amortization, beginning of year | -                   | 1,653,547           | 8,385,136                           | 7,414,016                         | 11,749,847              | 6,459,996                      | -                         | 35,662,542           |
| Amortization                                | -                   | 134,271             | 384,477                             | 896,060                           | 541,330                 | 395,934                        | -                         | 2,352,072            |
| Disposals                                   | -                   | -                   | -                                   | (611,651)                         | -                       | -                              | -                         | (611,651)            |
| Accumulated amortization, end of year       | -                   | <u>1,787,818</u>    | <u>8,769,613</u>                    | <u>7,698,425</u>                  | <u>12,291,177</u>       | <u>6,855,930</u>               | -                         | <u>37,402,963</u>    |
| Net carrying amount, end of year            | <u>\$ 7,083,912</u> | <u>\$ 2,898,844</u> | <u>\$ 10,262,259</u>                | <u>\$ 8,641,175</u>               | <u>\$ 18,443,434</u>    | <u>\$ 17,847,923</u>           | <u>\$ 542,347</u>         | <u>\$ 65,719,894</u> |

The City manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located in City sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

City of Merritt  
Notes to the Financial Statements

December 31, 2019

6. Tangible Capital Assets (continued)

2018

|   | Land         | Land improvements | Buildings and building improvements | Vehicles, machinery and equipment | Roads and linear assets | Water and sewer infrastructure | Assets under construction | Total         |
|---|--------------|-------------------|-------------------------------------|-----------------------------------|-------------------------|--------------------------------|---------------------------|---------------|
| Cost, beginning of year                     | \$ 6,995,310 | \$ 4,035,460      | \$ 18,165,112                       | \$ 12,095,326                     | \$ 27,961,917           | \$ 22,644,244                  | \$ 1,465,445              | \$ 93,362,814 |
| Additions                                   | 77,415       | 268,930           | 301,991                             | 461,209                           | 2,265,286               | 1,966,072                      | 1,970,103                 | 7,311,006     |
| Disposals                                   | -            | -                 | -                                   | (178,242)                         | -                       | -                              | -                         | (178,242)     |
| Transfers                                   | -            | -                 | -                                   | 5,194                             | -                       | -                              | (27,477)                  | (22,283)      |
| Cost, end of year                           | 7,072,725    | 4,304,390         | 18,467,103                          | 12,383,487                        | 30,227,203              | 24,610,316                     | 3,408,071                 | 100,473,295   |
| Accumulated amortization, beginning of year | -            | 1,528,780         | 8,005,722                           | 6,952,740                         | 11,236,295              | 6,078,447                      | -                         | 33,801,984    |
| Amortization                                | -            | 124,767           | 379,414                             | 639,518                           | 513,552                 | 381,549                        | -                         | 2,038,800     |
| Disposals                                   | -            | -                 | -                                   | (178,242)                         | -                       | -                              | -                         | (178,242)     |
| Accumulated amortization, end of year       | -            | 1,653,547         | 8,385,136                           | 7,414,016                         | 11,749,847              | 6,459,996                      | -                         | 35,662,542    |
| Net carrying amount, end of year            | \$ 7,072,725 | \$ 2,650,843      | \$ 10,081,967                       | \$ 4,969,471                      | \$ 18,477,356           | \$ 18,150,320                  | \$ 3,408,071              | \$ 64,810,753 |

**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

**7. Accumulated Surplus**

The City segregates its accumulated surplus in the following categories:

|   | <u>2019</u>         | <u>2018</u>          |
|---|---------------------|----------------------|
| Investment in tangible capital assets     | <b>\$59,178,195</b> | \$ 58,013,404        |
| Unrestricted                              | <u>7,601,426</u>    | <u>8,142,273</u>     |
|   | <b>66,779,621</b>   | <b>66,155,677</b>    |
| Statutory reserves:                       |                     |                      |
| Capital works and machinery               | 716,906             | 658,151              |
| Sale of City owned lands                  | 13,148              | 12,879               |
| Parking                                   | <u>75,914</u>       | <u>74,360</u>        |
|   | <b>805,968</b>      | <b>745,390</b>       |
| Non-statutory reserves:                   |                     |                      |
| Reserve for future expenditures - general | 643,456             | 831,590              |
| Reserve for future expenditures - water   | 439,070             | 439,070              |
| Reserve for future expenditures - sewer   | 1,273,522           | 1,273,522            |
| Reserve for future capital expenditures   | 871,670             | 871,670              |
| Lease residual payout reserve             | 165,611             | 165,611              |
| Computer equipment replacement reserve    | 44,686              | 59,686               |
| Gas tax reserve                           | <u>2,587,052</u>    | <u>2,428,244</u>     |
|   | <b>6,025,067</b>    | <b>6,069,393</b>     |
|   | <b>\$73,610,656</b> | <b>\$ 72,970,460</b> |

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

**8. Municipal Taxation and Grants-in-Lieu of Taxes**

|   | <u>2019</u>         | <u>2018</u>          |
|---|---------------------|----------------------|
| Municipal and school property tax levied    | \$12,551,036        | \$ 13,424,762        |
| Grant in lieu                               | 136,173             | 137,904              |
| Water/ Sewer parcel taxes levied            | <u>1,233,675</u>    | <u>1,372,425</u>     |
|   | <u>13,920,884</u>   | <u>14,935,091</u>    |
| Transfers                                   |                     |                      |
| Thompson-Nicola Regional District           | 1,194,933           | 1,317,684            |
| Thompson Regional Hospital District         | 598,723             | 587,015              |
| Province of British Columbia - school taxes | 2,894,597           | 2,884,067            |
| British Columbia Assessment Authority       | 66,225              | 67,935               |
| Municipal Finance Authority                 | <u>265</u>          | <u>247</u>           |
|   | <u>4,754,743</u>    | <u>4,856,948</u>     |
| Available for municipal purposes            | <u>\$ 9,166,141</u> | <u>\$ 10,078,143</u> |



**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

**9. Government Grants and Transfers**

|  | 2019                | 2018                |
|--|---------------------|---------------------|
| Provincial transfers                     |                     |                     |
| Small Community Protection               | \$ 505,363          | \$ 496,345          |
| Traffic Fine Revenue Sharing             | 100,286             | 96,246              |
| Climate Action Revenue Incentive Program | 32,705              | 25,349              |
| Clean Water Grant Funding                | 133,843             | 1,742,861           |
| Other contributions                      | 12,292              | 82,785              |
|  | <u>784,489</u>      | <u>2,443,586</u>    |
| Federal transfers                        |                     |                     |
| Federal Gas Tax funding                  | <u>725,046</u>      | <u>369,419</u>      |
| Regional transfers                       |                     |                     |
| Fire Protection                          | 74,836              | 73,369              |
| Recreation                               | 65,317              | 64,036              |
| Aquatic Centre                           | 153,113             | 150,111             |
| Transit                                  | 16,600              | 16,600              |
|  | <u>309,866</u>      | <u>304,116</u>      |
|  | <u>\$ 1,819,401</u> | <u>\$ 3,117,121</u> |

**December 31, 2019**

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**10. Contingent Liabilities**

Debts of the Thompson-Nicola Regional District (the "TNRD") are, under the provisions of the British Columbia Community Charter, a direct, joint and several liability of the TNRD and each member municipality within the TNRD, including the City of Merritt.

From time to time the City is brought forth as a defendant in various lawsuits. The City reviews its exposure to any potential litigation for which it would not be covered by insurance and assesses whether a successful claim would materially affect the financial statements of the City. The City is currently not aware of any claims brought against it that if not defended successfully would result in a material change to the financial statements.

The City is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible the City, along with other participants, would be required to contribute towards the deficit.

The City, as a member of the Thompson-Nicola Regional District, is liable for its proportion of any operating deficits or long-term debt related to functions in which it participates.

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**11. Contaminated Sites**

Management has assessed its potential liabilities under the standard including sites that are no longer in productive use and sites which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability is recognized at December 31, 2019.

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**12. Funds Held in Trust**

The City operates the Pine Ridge cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Interment and Funeral Services Act of British Columbia. Trust fund assets, the related reserve balance and the operations of the fund have been excluded from the financial statements as the assets are beneficially held only, in trust for unrelated third parties. At December 31, 2019 the City held \$166,520 (2018 - \$160,479) in trust.

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**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

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**13. Budget**

The Financial Plan (Budget) By-Law adopted by Council on May 14, 2019 was not prepared on a basis consistent with that used to report actual results (public sector accounting standards). The budget was prepared on a modified accrual basis, while public sector accounting standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$872,757. The budget expensed all tangible capital expenditures. As a result, the budget figures presented in the statements of financial activities and change in net financial assets represent the Financial Plan adopted by Council on May 14, 2019 with adjustments as follows:

|   | <u>2019</u>        |
|---|--------------------|
| Financial Plan (Budget) Bylaw surplus for the year                    | \$ -               |
| Add:  |                    |
| Capital expenditures  | 8,146,502          |
| Long-term debt principal payments                                     | 400,108            |
| Less:   |                    |
| Transfers from surpluses and reserves                                 | (3,115,603)        |
| Long-term debt proceeds   | (2,809,500)        |
| Transfer from equity in tangible capital assets for amortization      | <u>(1,748,750)</u> |
| Financial Plan (budget) surplus per statement of financial activities | <u>\$ 872,757</u>  |

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**14. Contractual Rights**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The City's contractual rights arise because of contracts entered into for long-term land leases that grant rights to the City, upon termination of the lease (if the lease is not renewed), to any Building(s) the Tenant has constructed on the land. The current market value of the buildings under these leases are \$240,000 and \$596,000 with the leases set to expire in 2020 and 2032 respectively.

**December 31, 2019**

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**15. Subsequent Events**

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City's ability to continue delivering non-essential services and employ related staff, will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

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**16. Segmented Information**

The City is a diversified municipal government institution that provides a wide range of services to its citizens such as transit, public housing, police, fire and water. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

**General government**

General government operations provide the functions of corporate administration, finance, human resources, legislative services, building services and maintenance, and any other functions not categorized to a specific department.

**Protective services**

Protective services is comprised of police services, bylaw enforcement, and the fire department. The mandate of the police department is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. The mandate of the fire department is to provide fire suppression services, fire prevention programs, training and education related to prevention and detection or extinguishing of fires.

**Transportation services**

Transportation services includes the municipal public works services related to the planning, development, and maintenance of roadway systems, street lighting and transit services.

**Community, environmental and public health services**

Community, environmental and public health services comprises of planning, economic development, cemetery, environmental sustainability services and the collection, disposal and recycling of solid waste.



**December 31, 2019**

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**15. Segmented Information (continued)**

**Leisure, parks and cultural development**

Leisure, parks and cultural development provides for the delivery of municipal recreation programs and the services related to the planning, development and maintenance of parklands and park infrastructure, and the maintenance of open space and other recreation space and facilities.

**Water and sewer utilities**

The City is responsible for environmental programs including the engineering and operation of the potable water and wastewater systems.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budget net expenditure. The various user charges and other revenues have been allocated to the segments based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer is made. Development charges earned and developer contributions received are allocated to the segment for which the charge was collected.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

**City of Merritt**  
**Notes to the Financial Statements**

**December 31, 2019**

**15. Segment Disclosure (continued)**

**2019**

|                                 | General<br>Government | Protective<br>Services | Transportation<br>Services | Community,<br>Environmental,<br>Public Health<br>Services | Leisure, Parks<br>and Cultural<br>Development | Water Utility     | Sewer Utility     | Total             |
|---------------------------------|-----------------------|------------------------|----------------------------|---|---|-------------------|-------------------|-------------------|
| <b>Revenue</b>                  |                       |                        |                            |   |   |                   |                   |                   |
| Taxation - net                  | \$ 770,242            | \$ 3,591,821           | \$ 1,624,569               | \$ 131,679  | \$ 1,814,155                                  | \$ 613,675        | \$ 620,000        | \$ 9,166,141      |
| User fees, sales and rentals    | 9,761                 | 338,029                | 176,708                    | 1,246,512   | 849,764                                       | 1,266,638         | 736,855           | 4,624,267         |
| Government transfers            | 1,497,243             | 83,353                 | 16,600                     | -   | 222,205                                       | -                 | -                 | 1,819,401         |
| Investment income               | 256,880               | -                      | -                          | -   | -   | -                 | -                 | 256,880           |
| Penalties and interest          | 153,456               | -                      | -                          | -   | -   | -                 | -                 | 153,456           |
| Other income                    | 211,716               | -                      | (247,211)                  | -   | -   | -                 | -                 | (35,495)          |
| Actuarial adjustment of<br>debt | 45,393                | -                      | 66,262                     | -   | -   | -                 | -                 | 111,655           |
|                                 | <u>2,944,691</u>      | <u>4,013,203</u>       | <u>1,636,928</u>           | <u>1,378,191</u>  | <u>2,886,124</u>                              | <u>1,880,313</u>  | <u>1,356,855</u>  | <u>16,096,305</u> |
| <b>Expenditures</b>             |                       |                        |                            |   |   |                   |                   |                   |
| Salaries, wages and benefits    | 1,332,598             | 1,145,437              | 694,146                    | 458,323   | 1,636,087                                     | 327,633           | 301,985           | 5,896,209         |
| Operating                       | 910,070               | 2,165,421              | 1,051,233                  | 817,767   | 1,144,736                                     | 425,264           | 402,046           | 6,916,537         |
| Debt services                   | 176,138               | (167)                  | (1,122)                    | 6,104   | (1,913)                                       | 108,947           | 3,305             | 291,292           |
| Amortization                    | 165,199               | 177,749                | 930,821                    | 126,300   | 371,488                                       | 430,497           | 150,017           | 2,352,071         |
|                                 | <u>2,584,005</u>      | <u>3,488,440</u>       | <u>2,675,078</u>           | <u>1,408,494</u>  | <u>3,150,398</u>                              | <u>1,292,341</u>  | <u>857,353</u>    | <u>15,456,109</u> |
| <b>Surplus (deficit)</b>        | <u>\$ 360,686</u>     | <u>\$ 524,763</u>      | <u>\$ (1,038,150)</u>      | <u>\$ (30,303)</u>  | <u>\$ (264,274)</u>                           | <u>\$ 587,972</u> | <u>\$ 499,502</u> | <u>\$ 640,196</u> |

**City of Merritt**  
**Notes to the Financial Statements**

December 31, 2019

**15. Segment Disclosure (continued)**

2018

|                                 | General<br>Government | Protective<br>Services | Transportation<br>Services | Community,<br>Environmental,<br>Public Health<br>Services | Leisure, Parks<br>and Cultural<br>Development | Water Utility       | Sewer Utility       | Total               |
|---------------------------------|-----------------------|------------------------|----------------------------|---|---|---------------------|---------------------|---------------------|
| <b>Revenue</b>                  |                       |                        |                            |   |   |                     |                     |                     |
| Taxation - net                  | \$ 1,105,626          | \$ 3,473,581           | \$ 2,367,956               | \$ 191,526  | \$ 1,567,029                                  | \$ 426,315          | \$ 946,110          | \$ 10,078,143       |
| User fees, sales and rentals    | 15,191                | 517,202                | 187,341                    | 1,171,078   | 824,612                                       | 1,317,467           | 791,276             | 4,824,167           |
| Government transfers            | 1,256,313             | 73,369                 | 16,600                     | -   | 220,935                                       | 1,220,248           | 329,656             | 3,117,121           |
| Investment income               | 278,656               | -                      | -                          | -   | -   | -                   | -                   | 278,656             |
| Penalties and interest          | 278,484               | -                      | -                          | -   | -   | -                   | -                   | 278,484             |
| Other income                    | 1,041,653             | -                      | 30,000                     | -   | -   | -                   | -                   | 1,071,653           |
| Actuarial adjustment of<br>debt | -                     | -                      | 95,388                     | -   | -   | -                   | -                   | 95,388              |
|                                 | <u>3,975,923</u>      | <u>4,064,152</u>       | <u>2,697,285</u>           | <u>1,362,604</u>  | <u>2,612,576</u>                              | <u>2,964,030</u>    | <u>2,067,042</u>    | <u>19,743,612</u>   |
| <b>Expenditures</b>             |                       |                        |                            |   |   |                     |                     |                     |
| Salaries, wages and benefits    | 1,223,489             | 1,120,368              | 602,772                    | 419,061   | 1,416,657                                     | 282,450             | 274,788             | 5,339,585           |
| Operating                       | 845,434               | 2,493,494              | 1,077,997                  | 821,263   | 1,137,895                                     | 450,551             | 366,442             | 7,193,076           |
| Debt services                   | 187,019               | -                      | 2,920                      | 855   | 1,883   | 130,023             | 4,072               | 326,772             |
| Amortization                    | 155,812               | 219,458                | 773,764                    | 92,666  | 358,028                                       | 301,820             | 137,252             | 2,038,800           |
|                                 | <u>2,411,754</u>      | <u>3,833,320</u>       | <u>2,457,453</u>           | <u>1,333,845</u>  | <u>2,914,463</u>                              | <u>1,164,844</u>    | <u>782,554</u>      | <u>14,898,233</u>   |
| <b>Surplus (deficit)</b>        | <u>\$ 1,564,169</u>   | <u>\$ 230,832</u>      | <u>\$ 239,832</u>          | <u>\$ 28,759</u>  | <u>\$ (301,887)</u>                           | <u>\$ 1,799,186</u> | <u>\$ 1,284,488</u> | <u>\$ 4,845,379</u> |

Through the adoption of an annual bylaw, the Municipal Council provides a permissive exemption from municipal taxation to certain groups and organizations, which are evaluated and chosen at the discretion of Council. The legal capacity to provide these permissive tax exemptions is granted to Council pursuant to the *Community Charter*. Exemptions must not last for over ten years without being reconsidered.

The *Community Charter* legislation took effect on January 1, 2004 and as a requirement of this legislation the Municipality must include, in its Annual Report, a listing of each permissive tax exemption granted under the annual bylaw and the amount of taxes that would have been imposed on the property if it were not exempt for that year.

The purpose of granting permissive tax exemptions is to support organizations that provide services considered to be an extension of municipal services, and programs that are deemed to contribute to the well-being of the community. For an organization to be considered for a permissive tax exemption, they must submit an application requesting an exemption, operate on a not-for-profit basis, be in good standing with the Registrar of Companies, and be apolitical and non-restrictive in their membership, executive, and event participation.

Permissive tax exemptions for religious organizations and schools are handled differently. Religious organizations and schools are granted a statutory exemption under the *Community Charter*, which provides for a general exemption from taxation. The exemptions granted under this legislation automatically provide tax exemption for the main building and the land on which the building stands, leaving the remainder of the property as taxable. By application, Council may further exempt land used for parking in accordance with the City of Merritt Permissive Tax Exemption Policy.

The City has established additional guidelines that work alongside the *Community Charter* to determine what types of organizations will and will not be considered for permissive tax exemptions.

The guidelines are in place to:

- Prevent the downloading/offloading of services that are the responsibility of senior governments.
- Ensure that local residents are not subsidizing residents from other municipalities.
- Confirm that where a permissive tax exemption is granted that all residents of Merritt have access to the service provided.
- Guarantee that property tax exemption does not provide for an unfair competitive advantage.
- Ascertain that the services fall under the responsibility of local government.

The Permissive Tax Exemptions granted for the 2019 taxation year are exempted under *Bylaw No. 2215, 2016* adopted on October 25, 2016 and *Bylaw 2224, 2017*, *Bylaw 2225, 2017* and *Bylaw 2226, 2017* adopted on October 24, 2017.

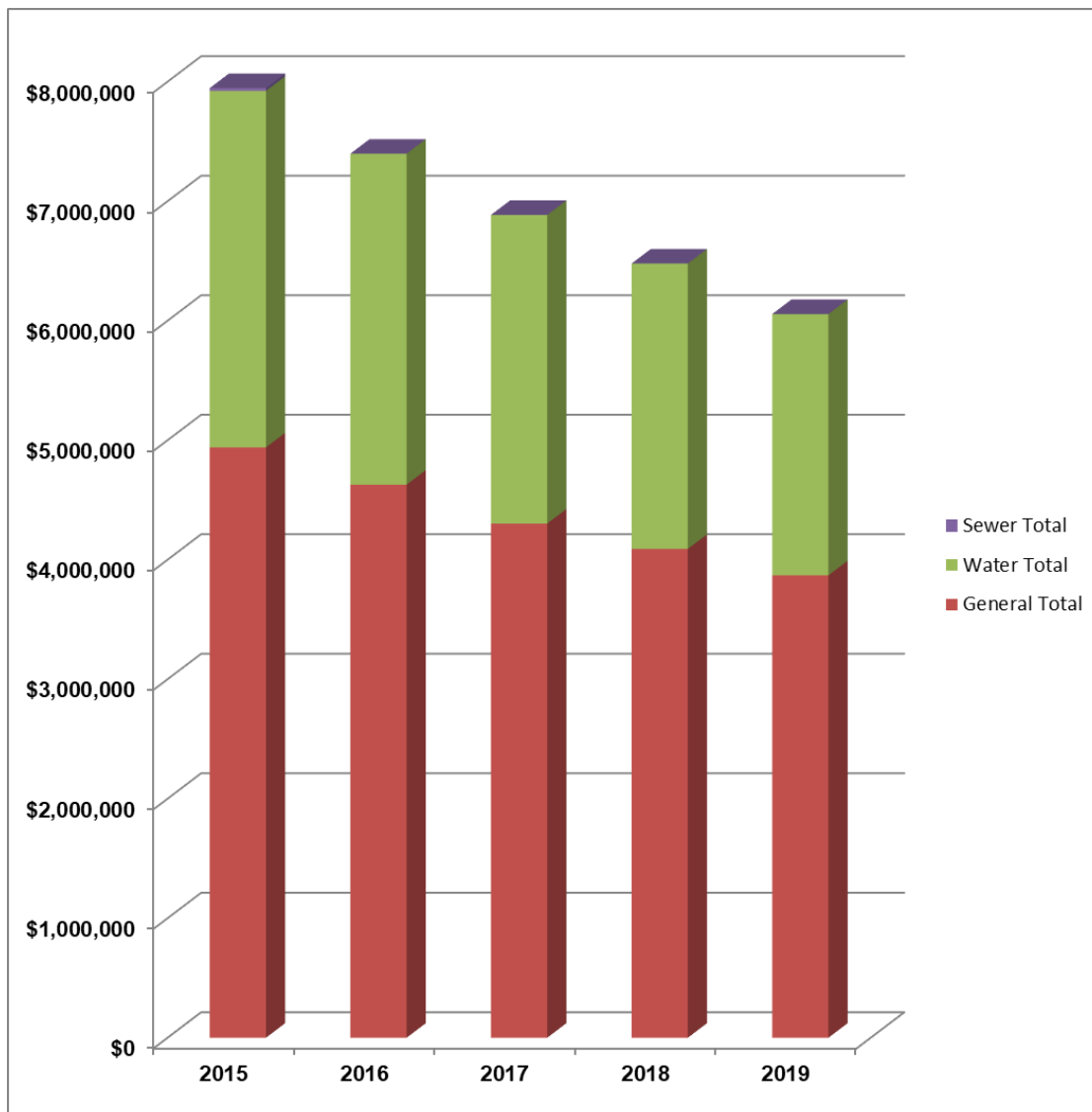


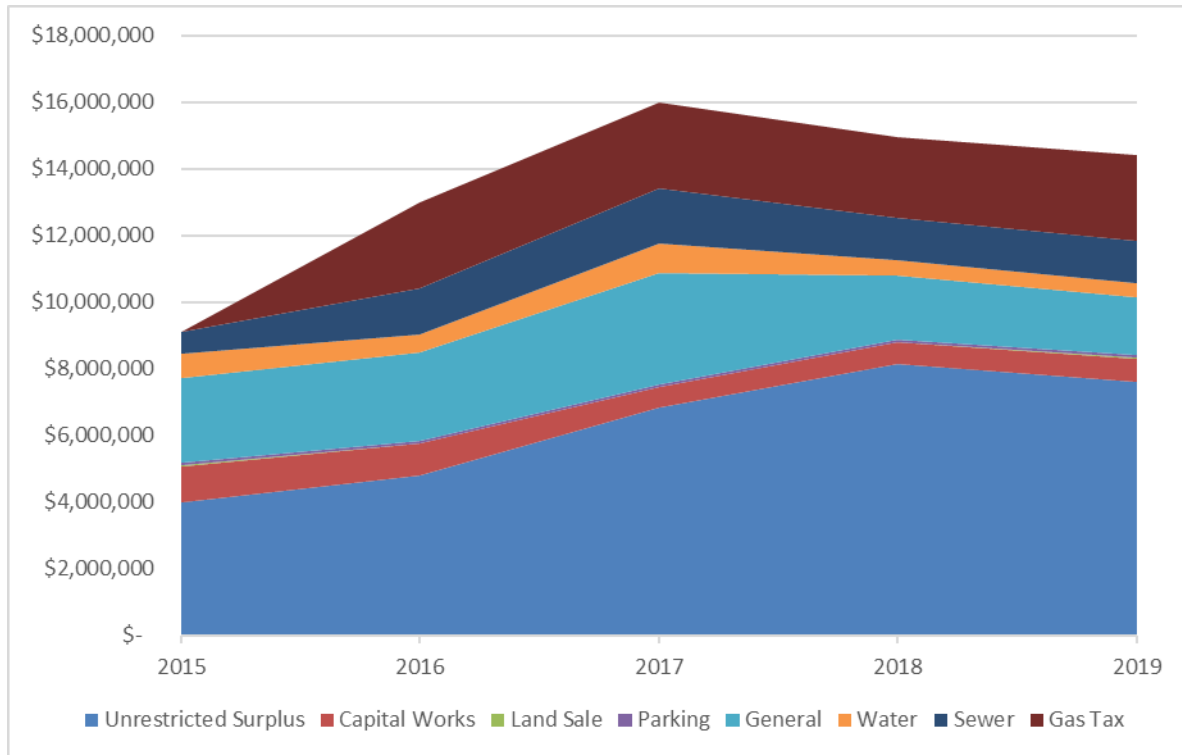
| Roll #  | Owner/Occupier  | Civic Address        | Municipal General Property Taxes Forgone |
|---|---|----------------------|--|
| <b>Place of Worship</b>                                       |   |                      |  |
| 0002-555  | CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS IN CANADA               | 2451 SPRING BANK AVE | \$ 1,901.88                              |
| 0138-000  | BC CORP OF THE SEVENTH-DAY ADVENTIST CHURCH                         | 2190 GRANITE AVE     | \$ 193.94                                |
| 0276-000  | MERRITT BAPTIST CHURCH  | 2499 COUTLEE AVE     | \$ 317.81                                |
| 0416-005  | ROMAN CATHOLIC BISHOP OF KAMLOOPS                                   | 2302 JACKSON AVE     | \$ 466.09                                |
| 0830-015  | MERRITT SIKH SOCIETY  | 2399 CHAPMAN ST      | \$ 497.99                                |
| 0912-005  | MERRITT CROSSROADS COMMUNITY CHURCH                                 | 2990 VOGHT ST        | \$ 1,088.58                              |
| 0963-000  | NICOLA VALLEY EVANGELICAL FREE CHURCH                               | 1950 MAXWELL AVE     | \$ 700.69                                |
| 1094-002  | FRASER BASIN PROPERTY SOCIETY                                       | 1990 CHAPMAN ST      | \$ 370.99                                |
| 1241-000  | UNITED CHURCH TRUSTEES  | 1899 QUILCHENA AVE   | \$ 203.95                                |
| 6327-500  | TRUSTEES MERRITT JEHOVAHS WITNESS                                   | 1505 SUNSET ST       | \$ 451.70                                |
| <b>Community Services</b>                                     |   |                      |  |
| 0151-000  | CONAYT FRIENDSHIP SOCIETY   | 2164 QUILCHENA AVE   | \$ 7,679.48                              |
| 0189-005  | NICOLA VALLEY COMMUNITY THEATRE SOCIETY                             | 2102 COUTLEE AVE     | \$ 2,665.94                              |
| 0002-500  | NICOLA NATIVE LODGE SOCIETY   | 2640 SPRING BANK AVE | \$ 927.04                                |
| 1344-000  | NICOLA VALLEY ASSOCIATION FOR COMMUNITY LIVING                      | 1775 COLDWATER AVE   | \$ 3,631.95                              |
| 1000-000  | BEULAH HILL HOLDINGS LTD (MERRITT ARTS COUNCIL)                     | 1840 NICOLA AVE      | \$ 4,516.42                              |
| 1120-010  | NICOLA VALLEY HEALTH CARE AUXILIARY                                 | 1849 VOGHT ST        | \$ 1,624.66                              |
| 1122-000  | NICOLA VALLEY HEALTH CARE AUXILIARY                                 | 1987 COUTLEE AVE     | \$ 682.17                                |
| 1777-275  | NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY              | VOGHT ST             | \$ 6,335.53                              |
| 1777-280  | NICOLA VALLEY HEALTH CARE ENDOWMENT FOUNDATION SOCIETY              | 3457 VOGHT ST        | \$ 6,006.21                              |
| 1163-000  | NICOLA VALLEY SENIOR HOUSING SOC                                    | 1938 COUTLEE AVE     | \$ 4,604.13                              |
| 1112-000  | MERRITT YOUTH & FAMILY RESOURCES SOCIETY                            | 1914 QUILCHENA AVE   | \$ 1,058.54                              |
| 1057-000  | XLR8 ENTERPRISES LTD (COLD WEATHER SHELTER)                         | 2038 NICOLA AVE      | \$ 734.38                                |
| <b>Recreation Facilities and Service Club or Associations</b> |   |                      |  |
| 1092-000  | CRTL LAND CO LTD/MERRITT WALK OF STARS                              | 2029 QUILCHENA AVE   | \$ 2,846.28                              |
| 1087-000  | MERRITT MASONIC TEMPLE ASSOC  | 2067 QUILCHENA AVE   | \$ 328.45                                |
| 1114-500  | ROYAL CANADIAN LEGION MERRIT BRANCH NO. 096                         | 1940 QUILCHENA AVE   | \$ 1,792.35                              |
| 1341-010  | NICOLA VALLEY HOLDING ASSN (MERRITT ELKS)                           | 1701 COLDWATER AVE   | \$ 322.13                                |
| 1364-000  | NICOLA VALLEY HOLDING ASSN (MERRITT ELKS)                           | 1702 COLDWATER AVE   | \$ 3,413.30                              |
| 6355-100  | NICOLA VALLEY RODEO ASSOCIATION/NICOLA VALLEY FALL FAIR ASSOCIATION | 319 LINDLEY CREEK RD | \$ 11,759.82                             |
| <b>Municipal Property</b>                                     |   |                      |  |
| 0807-250  | NICOLA VALLEY COMMUNITY HUMAN SERVICES ASSN                         | A-2185 VOGHT ST      | \$ 1,798.73                              |
| 0807-500  | COMMUNITY FUTURES NICOLA VALLEY                                     | B-2185 VOGHT ST      | \$ 1,378.45                              |
| 0744-100  | MERRITT CURLING CLUB  | 2025 MAMETTE AVE     | \$ 5,082.54                              |
| 1553-070  | MERRITT GOLF & COUNTRY CLUB   | 1450 JUNIPER DR      | \$ 1,955.37                              |
| 1801-190  | MERRITT GOLF & COUNTRY CLUB   | 1990 MAXWELL AVE     | \$ 17,597.50                             |
| 0976-000  | MERRITT GOLF & COUNTRY CLUB   | 1450 JUNIPER DR      | \$ 1,620.36                              |
| 1554-100  | MERRITT GOLF & COUNTRY CLUB   | 1450 JUNIPER DR      | \$ 966.01                                |
| 1553-050  | MERRITT GOLF & COUNTRY CLUB   | 1450 JUNIPER DR      | \$ 3,904.82                              |
|   |   |                      | <b>\$ 101,426.17</b>                     |

The following table provides a summary of the City's debenture debt by fund and purpose for the past five years:

| Debt Source and Purpose                | 2015                | 2016                | 2017                | 2018                | 2019                |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| General - Airport Lands Servicing      | \$ 785,026          | \$ 751,899          | \$ 717,447          | \$ 681,617          | \$ 644,353          |
| General - Central Park Improvements    | 674,560             | 650,182             | 624,829             | 598,463             | 571,041             |
| General - Fire Equipment               | 466,352             | 440,857             | 414,342             | 386,767             | 358,088             |
| General - Fire Hall Addition and Truck | 966,418             | 931,493             | 895,171             | 857,396             | 818,110             |
| General - Public Works Building        | 289,925             | 279,448             | 268,551             | 257,219             | 245,433             |
| General - Road Improvements            | 1,757,671           | 1,574,154           | 1,382,140           | 1,308,658           | 1,232,236           |
| Water - Reservoirs                     | 1,153,252           | 1,076,501           | 996,679             | 913,664             | 827,330             |
| Water - Waterline Improvements         | 33,839              | -                   | -                   | -                   | -                   |
| Water - Well Improvements              | 1,796,048           | 1,693,134           | 1,586,102           | 1,474,790           | 1,359,025           |
| Sewer - System Construction            | 23,683              | -                   | -                   | -                   | -                   |
|  | <b>\$ 7,946,774</b> | <b>\$ 7,397,668</b> | <b>\$ 6,885,261</b> | <b>\$ 6,478,574</b> | <b>\$ 6,055,617</b> |

### Debenture Debt by Fund





| Reserves and Surplus | 2015                | 2016                 | 2017                 | 2018                 | 2019                 |
|----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Unrestricted Surplus | \$ 4,006,494        | \$ 4,812,098         | \$ 6,841,131         | \$ 8,142,273         | \$ 7,601,426         |
| Capital Works        | 1,081,466           | 938,070              | 603,495              | 658,151              | 716,906              |
| Land Sale            | 12,456              | 12,556               | 12,686               | 12,879               | 13,148               |
| Parking              | 71,789              | 72,494               | 73,183               | 74,360               | 75,914               |
| General              | 2,534,456           | 2,661,858            | 3,346,305            | 1,928,557            | 1,725,423            |
| Water                | 759,527             | 540,312              | 867,832              | 439,070              | 439,070              |
| Sewer                | 655,001             | 1,388,119            | 1,682,233            | 1,273,522            | 1,273,522            |
| Gas Tax              | -                   | 2,546,834            | 2,557,898            | 2,428,244            | 2,587,052            |
|                      | <b>\$ 9,121,189</b> | <b>\$ 12,972,341</b> | <b>\$ 15,984,763</b> | <b>\$ 14,957,056</b> | <b>\$ 14,432,461</b> |

The following table provides a summary of the City's revenues by source for the past five years:

| Revenue                         | 2019          | 2018          | 2017          | 2016          | 2015          |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|
| Property taxes (net)            | \$ 9,166,141  | \$ 10,078,143 | \$ 9,994,600  | \$ 9,176,552  | \$ 8,689,968  |
| User fees, sales and rentals    | 4,624,267     | 4,824,167     | 5,002,262     | 4,695,858     | 4,318,324     |
| Government transfers            | 1,819,401     | 3,117,121     | 3,312,893     | 2,387,158     | 1,452,535     |
| Investment income               | 256,880       | 278,656       | 251,455       | 228,859       | 192,589       |
| Penalties and interest on taxes | 153,456       | 278,484       | 292,096       | 161,126       | 234,623       |
| Contribution from developers    | -             | -             | -             | -             | 3,589         |
| Other income                    | (35,495)      | 1,071,653     | 160,416       | 28,841        | 162,721       |
| Actuarial adjustment of debt    | 111,655       | 95,388        | 153,078       | 167,017       | 144,313       |
|                                 | \$ 16,096,305 | \$ 19,743,612 | \$ 19,166,800 | \$ 16,845,411 | \$ 15,198,662 |

## 2019 Municipal Revenue Sources

