

0713

AGENDA FOR THE SPECIAL COUNCIL MEETING OF THE CITY OF MERRITT COUNCIL,
TUESDAY, OCTOBER 3, 2000, AT 7:00 P.M., CITY HALL COUNCIL CHAMBERS, 2185
VOGHT STREET, MERRITT, B.C.

AGENDA

1. PRESENT:

2. CALL TO ORDER:

3. ADOPTION OF THE AGENDA:

A. Agenda, for the Special Meeting of Council, October 3, 2000.

4. REPORTS: Nil.

UBCM CONVENTION INVITATIONS - ADDITION TO AGENDA

5. ADJOURNMENT:

Adjournment to In-Camera Motion.

Sept 28/2000



OFFICE OF THE LEADER OF THE OFFICIAL OPPOSITION

Suite 520, 475 West Georgia Street, Vancouver, B.C. V6B 4M9
Telephone: (604) 775-1000 Fax: (604) 775-1015

ADDITION to AGENDA
SPECIAL MTG OF COUNCIL

September 25th, 2000

Mayor Bob Baird
City of Merritt
Box 189
Merritt, BC V0K 2B0

Dear Mayor and Councillors:

The time is fast approaching for the 2000 U.B.C.M. Convention in Victoria and the BC Liberal Caucus is looking forward to it.

We recognize that the most open, accountable, and accessible decisions are made at the local level. As we move to open up government and bring the public back into the decision making process at the provincial level, there are many important lessons that we can learn from your municipal experience.

The BC Liberal Caucus looks forward to hearing your perspective and learning about your solutions to the problems we face.

If you would like to meet with me, Ted Nebbeling, Critic for Municipal Affairs or any of our critics on specific issues, please contact my Executive Assistant Lara Dauphinee at (604)775-1000 to arrange a time during the afternoon of October 25th.

We would also like to extend an invitation to you to attend our reception to be held on **Wednesday, October 25th from 5:00 pm to 7:00 pm in Salon A of the Victoria Conference Centre.**

We wish you a very successful convention and look forward to seeing you in Victoria.

Sincerely,

GORDON CAMPBELL, MLA
Leader of the Official Opposition

Council ✓

INVITATIONS/MEETINGS AT UBCM CONVENTION

October 25, 2000 Confirmed All of Council	3 p.m. – Empress Hotel – 2 nd Floor (next to the lounge) Entrée Gold Boardroom.	Mr. Brent Parfitt, Deputy Ombudsman & Marisol Sepulveda Ombudsman Officer
October 26, 2000 Confirmed All of Council	1:55 – 2:10 p.m. in View Royal Room in the Victoria Conference Centre.	Cathy McGregor Minister of Municipal Affairs.
October ? All of Council	Will respond with a date by October 13	Honourable Andrew Petter
October 24, 2000 (copy of letter attached)	4:30 – 6:30 pm. Salon B – Chateau Victoria Hotel – 740 Burdett Ave.	Association of Trade Dependent Forest Communities/ Invitation to a Panel Workshop: “Restoring unrestricted trade in softwood lumber.”
October 25, 2000 (copy of letter attached)	5:00 – 7:00 pm in Salon A – Victoria Conference Centre	Letter from BC Liberal Caucus – Gordon Campbell, MLA, Leader of the Official Opposition - Meeting with Ted Nebbeling, Critic for Municipal Affairs or any other critics on specific issues.

	Wednesday. October 25 12 Noon	Thursday October 26 12 Noon	Thursday October 26 10:30 – 12 noon	Thursday October 26 3:00 – 5:00 pm
Councillor Cavaliere	Area Association Luncheon OMMA	Delegates Lunch	Downtown Neighbourhood Revitalization	Smart Growth
Councillor Gage	As above	As above	Guide to New Local Government Act	Community & Resources
Councillor Sherwood	As above	As above	Streamside Directive	Youth in Decision Making
Councillor Barr	As above	As above	Guide to New Local Government Act	Green Economy
Councillor Kroeker	As above	As above	Downtown Neighbourhood Revitalization	Arts, Culture, Tourism & Heritage
Councillor Reimer	As above	As above	Guaranteed Assessment Roll	Smart Growth
Mayor Baird	As above	As above	Streamside Directive	Downtown Neighbourhood Revitalization



CITY OF MERRITT

2185 VOGHT STREET, P.O. BOX 189

MERRITT, B.C. V1K1B8

PHONE: (250) 378-4224 / TOLL FREE: 1-888-446-3377 / FAX: (250) 378-2600

EMAIL: info@city.merritt.bc.ca / WEBSITE: www.city.merritt.bc.ca

ADJOURNMENT TO IN-CAMERA MOTION

OCTOBER 3, 2000

THAT Council deems it necessary to close this meeting to the public in order to deal with the following items In-Camera:

- A) Litigation affecting the City; (2) items.
- B) Potential litigation affecting the City; (2) item.
- C) Employee Negotiations: various personnel topics.



Carla Bacon,
Deputy Clerk

CITY OF MERRITT

AGENDA - FINANCE COMMITTEE

October 3, 2000 - 6:00 p.m. Council Chambers

1. Purchasing Policy:
2. Tax exemption Bylaw for 2001:
3. Secondary Suites in Residences:
4. Grant-in-aid Policy:
5. Other Business:
6. Adjournment:

CITY OF MERRITT

AGENDA - FINANCE COMMITTEE

October 3, 2000 - 6:00 p.m. Council Chambers

This Meeting is just before the Special In Camera Meeting therefore we need to be finished by 7:00 p.m.

COMMITTEE PRESENT:

- | | Page |
|---|-------|
| 1. Purchasing Policy: | |
| - Review new draft policy (current one attached) | 1 |
| - Revise as required | 2-6 |
| - Recommend to City Council | |
| 2. Tax exemption Bylaw for 2001: | |
| - Review draft bylaw prepared same as last year except new addition item 2(i) Trustees Merritt Jehovah's Witness | 7-8 |
| - Review schedule showing financial impact of exemption policy | 9 |
| - Recommend criteria for final preparation of bylaw | |
| - Request from Nicola Valley Association for Community Living for exemption | 10 |
| 3. Secondary Suites in Residences: | |
| - During tax time we have been apprised of a couple of situations where there are secondary residences (legal suites) in houses and are not being utilized as actual suites.
For example, 1690 Armstrong St. total house rented to one family (2 elderly people paying \$500/mo. - more like caretakers).
Second example - 2026 Coldwater Avenue - father lives with son (mother deceased) father occasionally cooks in suite for himself, father doesn't pay any rent. | |
| - District of Mission - Policy | 11-13 |
| - Request for Secondary Suite Utility exemption | 14 |
| 4. Grant-in-aid Policy: | |
| - Policy attached, dates need to be changed to October 15 th of each year because of budget preparation. | 15-16 |
| 5. Other Business: | |
| 6. Adjournment: | |

CITY OF MERRITT POLICY AND PROCEDURE MANUAL

Title: Finance - Purchasing
Date of Issue: April 28/92 - #428/92
Dates of Revisions: June 9/92

April 28, 1992 - #428/92

1. Budget

All purchases must be provided for in the Provisional, Annual or Amended Budgets.

2. Purchase Orders

All purchases shall be made through a pre-numbered purchase order.

3. Authorization

Department Heads shall sign all purchase orders.

Department Heads shall obtain the signature of the Treasurer or Administrator for a purchase order over \$5,000.00.

4. Multiple Quotations

The Public Works Department shall obtain multiple quotations for any purchase exceeding \$2,500.00.

All other Departments shall obtain multiple quotations for any purchase exceeding \$1,000.00.

This requirement may be waived by the Administrator or Treasurer, if there is only one qualified supplier available.

5. Local Suppliers

Those supplies situated within the boundaries of the City of Merritt will be awarded the purchase, if their quotation is within 5%, to a maximum difference of \$5,000.00 of the lowest quotation, and provided they meet all other requirements, including quality of performance, of the City. All City employees seeking quotations will advise or advertise this aspect of the City of Merritt's purchasing policy.

June 9, 1992 - #598/92

That Council approve of the following item being placed as an addendum to the City of Merritt's Purchasing Policy: All purchases greater than \$10,000.00 should be approved by Council. All Department Heads should obtain the appropriate quotes and recommend where the item being considered should be purchased from.

CITY OF MERRITT

CITY PURCHASING AND TENDERING POLICY AND ADMINISTRATION Administration Procedures No.

PURCHASING POLICY AND ADMINISTRATION PROCEDURES

POLICY STATEMENT

It is the policy of City Council and Administration that the City receives the best available price for services, products and materials by providing an open and competitive process for meeting the City's needs.

It is the policy of City Council and Administration that it will maintain good working relationships with the Suppliers of Goods and/or Services and that it will avoid payment of service charges and interest by prompt payment of Accounts when due. That Administration will endeavour to fairly and equitably distribute the purchasing where local suppliers are used. Where possible and cost effective the City will engage in bulk purchasing.

The Council may exclude any supplier whose interests may, in the opinion of Council, give rise to a conflict of interest. Examples of this include, but are not limited to:

- An association or family relationship of the supplier with an employee or official of the City which could place the employee in a conflict;
- Involvement by the supplier in requirements definition or in preparation of the bid solicitation document;
- Involvement by the supplier in the evaluation of bids; or
- Actions by the supplier which would have the effect of constraining or limiting the ability of others to prepare and submit a bid.

POLICY BACKGROUND

The City is obligated to its taxpayers to ensure that the lowest and best price is achieved in purchasing products and services, conditional that performance and value conditions are met. The City is obligated to ensure that business and industry is provided an open and equitable opportunity to compete for the City's business. Those suppliers situated within the boundaries of the City of Merritt may be awarded the purchase, if their quotation is within 5% to a maximum difference of \$5,000 of the lowest quotation, and provided they meet all other requirements, including quality of performance.

POLICY GOAL

It is the goal of this policy to establish the criteria and procedure under which the City personnel will procure goods and services. The policy establishes procedures that will be most effective and efficient for operational purposes. The procurement of goods or services under a lease, rental agreement, or contract extending beyond the current fiscal year is not an eligible purchase under this policy.

POLICY OBJECTIVES

1. The City will advertise public tenders for operational and capital works and services that are estimated to exceed \$5,000.00 in value.
2. Professional, consulting, and contractual services may be selected after proposal calls for one or more years. Obligations and commitments or terms greater than one year must be approved by City Council Resolution.
3. The City will select successful tenders based on the lowest submitted price from a fully qualified tender which demonstrates they can fulfil all conditions and performance requirements of the contract to the satisfaction of the City.
4. The City will obtain written quotations for goods and services estimated to be valued between \$2,000.00 and \$5,000.00 and will obtain telephone quotations for goods or services with an estimated value of \$500.00 to \$2,000.00.
5. The City Council will consider all tenders by resolution:
 - ◆ Where the value of the tender exceeds \$10,000.00;

- ◆ Where the recommendation is not to award the tender;
 - ◆ Where the recommendation is not to award to the lowest tender.
6. In other cases where the value of the Tender is over \$5,000.00 and under \$ 10,000.00 and the recommendation is to award to the low tender, the City Chief Administrative Officer or the City Financial Administrator is authorized to award same.
 7. That all purchases whether of operating or capital nature have been included and approved in the City's adopted annual budget.
 8. Issuance of a purchase order is required for purchases of \$50 and over except where there are contractual agreements or regular on going costs whether fixed or variable, such as utilities (telephone, hydro, natural gas, etc.) or where payment is made at time of purchase, such as postage for the postage machine, or other prepaid purchases.
 9. All sealed bids, tenders, and requests for proposals must be opened in public by two authorized persons, one of whom should be the Treasurer or designate.
 10. The attached schedule lists by position description persons authorized to make purchases and the limits authorized within this policy and procedure. The listed purchasing authorizations may be amended from time to time by the City's Chief Administrative Officer and Financial Administrator.
 11. The Financial Administrator is authorized to approve for payment all invoices of reoccurring nature for services and contractual obligations.

ACTION PLAN

1. Purchase orders are issued at the time the commitment is made to the supplier.
2. Purchase orders are not required if the Invoice is received exactly at the same time as the goods or services. Invoices must be approved and forwarded to accounts payable immediately.
3. Copies of purchase orders are distributed as required immediately.
4. Purchase orders when issued are encumbered on the Municipal Accounting and Information System using Part 2 of the Purchase Order.
5. Part 3 of the purchase order is submitted to Accounts Payable when goods and/or services are received. This is the authority for Accounts Payable to process the invoice when received from the supplier.
6. All invoices for payment require proper authorizations before cheques are issued. Where there is a requirement to use a cheque requisition the same authorizations are required as if it was an invoice.
7. Cheques will be issued every two weeks.
8. Purchase orders must clearly specify supplier name, account codes, unit prices, and product or service description.
9. Where telephone or written quotations are required they are to be documented on the last copy of the purchase order or as an attachment. Tenders for approval by the City Council are to be submitted as Administration reports.
10. The objective is to obtain at least three (3) telephone quotations and as many as possible written quotations within the guidelines of the policy.

ACCOUNTABILITY

1. Each Administrative Department Head is accountable for purchases charged against his/her area of responsibility.
2. Each Administrative Department Head has the authority to delegate their staff for purchasing and will provide an updated list to the City Financial Administrator as may be required from time to time. There must be sufficient current budget allocation within the function before a purchase commitment is made.
3. Purchases of goods into inventory and prepaid expenses must receive approval from the City Financial Administrator.

Council Resolution Number:	Effective
Supersedes Council Resolution Number:	

CITY OF MERRITT

**CITY PURCHASING AND TENDERING
Administration Policy No.**

PURCHASE ORDER ISSUING AUTHORITIES SCHEDULE

\$10,000	Chief Administrative Officer	
	Financial Administrator	
\$5,000	City Clerk	
	City Engineer	
	City Planner	
	Fire Chief	
	Public Works Foreman	
	Recreation Facilities Manager	
	Recreation Manager	
	Manager Building Inspection and Safety Services	
\$1,000	Sr. Accounting Clerk 3	
	Working Foreman	
	Trades-Certified	
	WWTPO 3	
	Development Services Officer 3	
\$200	Clerk Typist	
	Gardener	
	Accounting Clerk	
	Bylaw Services Officer	
	Trades (not Licenced)	
	Accounts payable/payroll	
	Building Inspector	
	Senior Accounting Clerk	
	Development Services Officer	
	WWTPO	
	Pool Supervisor	

CITY OF MERRITT

**CITY PURCHASING AND TENDERING INFORMATION
CITY PURCHASING AND TENDERING
Administration Policy No.**

Records Management Number:
Equipment and Supplies

In Writing & Attached
(\$2,000 - \$5,000)

By Telephone
(\$500-\$2,000)

ITEM:

TO BE USED FOR:

REQUESTED BY:

SUPPLIER #1:	Phone Number:
_____	\$(Tax Included) :

SUPPLIER #2:	Phone Number:
_____	\$(Tax Included) :

SUPPLIER #3:	Phone Number:
_____	\$(Tax Included) :

SUPPLIER #4:	Phone Number:
_____	\$(Tax Included) :

SUPPLIER #5:	Phone Number:
_____	\$(Tax Included) :

If low quote not accepted detail reasons below. Approval required by City Administrator, or Department Head, Manager, Superintendent, for award to other than low bidder.

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6

**CITY OF MERRITT
BYLAW NO. _____**

**A BYLAW TO EXEMPT CERTAIN PROPERTIES FROM
TAXATION FOR THE CALENDAR YEAR 2001**

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

1. That this bylaw may be cited as “**CITY OF MERRITT TAX EXEMPTION BYLAW NO. _____, 2000**”.

2. That pursuant to Section 339.(1)(G) of the *Municipal Act (RSBC 1996, Chp.323)* the following properties are exempt from taxation for the calendar year 2001, properly described as:
 - a) **Lot 35, Plan 747, D.L.124, K.D.Y.D., except KAP47649** and the buildings and structures thereon (Nicola Valley Evangelical Church);

 - b) **Lot 1, Plan 18665, D.L.124, L.D.25, K.D.Y.D.,** and the buildings and structures thereon (Merritt Sikh Society);

 - c) **Lot A, Plan 33171, D.L.124, L.D.25, K.D.Y.D., except Plan M16802,** and the buildings and structures thereon (Merritt Gospei Tabernacle Society);

 - d) **Parcel B of Lots 1 and 2 (See KJ48015) Block 16, Plan 1, D.L.124, K.D.Y.D.,** and the buildings and structures thereon (Synod of Diocese of Cariboo);

 - e) **Lot 13, Plan 448, Block 28, D.L.125, L.D. 25,K.D.Y.D.,** and the buildings and structures thereon (United Church of Canada);

 - f) **Lot 10, Plan 717, Block 30, D.L.123, L.D. 25, K.D.Y.D., and East 25 feet of Lot 11,** and the buildings and structures thereon (Merritt Baptist Church);

 - g) **Lot A, Plan 34228, D.L. 123, L.D. 25, K.D.Y.D.,** and the buildings and structures thereon (Roman Catholic Church) (Exclude Residential Class 1);

....2/

①

2.
 - h) **Lot 10, Plan 1, Block 14, D.L.123, L.D. 25, K.D.Y.D,** and the buildings and structures thereon (B.C. Seventh Day Adventist).
 - i) **Lot 7, Plan 15455, D.L. 167, K.D.Y.D.,** and the buildings and structures thereon (Trustees Merritt Jehovah's Witness)
3. That pursuant to Section 341.(2)(b),(c), and (g) of the *Municipal Act (RSBC 1996, Chp.323)* the following properties are exempt from taxation for the calendar year 2001, land described as;
 - a) **Parcel A of Lots 4 & 5 (see DDX98236) Plan 538, Block 1, D.L.125, L.D.25, K.D.Y.D, of Lots 4 and 5,** and the buildings and structures thereon (Nicola Valley Association for Community Living (Ska-Lu-La Workshop));
 - b) **Lot 2, Plan 22544, D.L.124, K.D.Y.D,** and the buildings and structures thereon (Merritt Curling Club);
 - c) **Lot 1, Plan 33186, D.L.123, K.D.Y.D,** and the buildings and structures thereon (Nicola Valley Health Care Society);
 - d) **Parcel A, Plan E11377, D.L.124, L.D.25, K.D.Y.D, except Plan 33125** and the buildings and structures thereon (Nicola Golf and Country Club);
 - e) **Lot 2, Plan 29664, D.L.174, K.D.Y.D.,** and the buildings and structures thereon (Nicola Golf and Country Club);
 - f) **Lot A, Plan 34260, D.L. 176,L.D.25, K.D.Y.D (except Mobile Home)** and the buildings and structures thereon (Nicola Valley Rodeo Association Property and Nicola Valley Fall Fair Association - Rodeo Grounds).

READ A FIRST TIME this	day of	2000.
READ A SECOND TIME this	day of	2000.
READ A THIRD TIME this	day of	2000.
ADOPTED this	day of	2000.

ROBERT H. BAIRD, MAYOR

JOE BARRY, Clerk



TAX EXEMPTION BYLAW PROPERTIES ANALYSIS

ROLL #	PROPERTY NAME		CIVIC	SHORT		ASSESSMENT			City Tax Rate	Other Tax Rate	City Taxes	Other Taxes
	CLASS	ADDRESS		LEGAL	LAND	IMPROVEMENTS						
Section 339.(1)(g) of the Municipal Act (RSBC 1996, Chp. 323)												
138-000	08	B. C. Seventh Day Adventist	2190 Granite	Lot 10, Plan 1, Block 14, DL 123, KDYD	34,100	29,400	6.0649	6.0443	385.12	383.81		
278-000	08	Merritt Baptist Church	2469 Couflee	Lot 10, Plan 717, Block 30, DL 123, KDYD	47,200	84,400	6.0649	6.0443	798.14	795.43		
416-005	08	Roman Catholic Church	2302 Jackson	Lot A, Plan 34228, DL 123, KDYD	57,300	455,000	6.0649	6.0443	3107.05	3096.49		
830-015	08	Merritt Sikh Society	2399 Chapman	Lot a, Plan KAP65331, DL 124, KDYD	94,100	502,000	6.0649	6.0443	3615.29	3603.01		
912-005	08	Merritt Gospel Tabernacle Society	2990 Voght	Lot A, Plan 33171, DL 124, KDYD	228,000	768,000	6.0649	6.0443	6040.64	6020.12		
963-000	08	Nicola Valley Evangelical Church	2601 Voght	Lot 35, Plan 747, DL 124, KDYD	173,000	484,000	6.0649	6.0443	3964.64	3971.11		
1094-002	08	Synod of Diocese of Cariboo	1990 Chapman	Parcel B, Block 16, Plan 1, DL124, KDYD	42,600	45,300	6.0649	6.0443	533.10	531.29		
1241-000	08	United Church of Canada	1899 Quilchena	Lot 13, Plan 448, Block 28, KDYD	34,100	29,300	6.0649	6.0443	384.51	383.21		
6327-500	08	Trustees Merritt Jehovah's Witness	1505 Sunset	Lot 7, Plan 15455, DL 167, KDYD	114,000	223,000	6.0649	6.0443	2043.87	2036.93		
Section 341.(2)(b), (c), and (g) of the Municipal Act RSBC 1996, Chp. 323												
399-030	01	Thompson Health Region	2201 Jackson	Lot 1, Plan 33186, DL 123, KDYD	104,000	1,722,000	5.2283	6.9836	9546.88	12752.05		
744-100	06	Merritt Curling Club	2075 Marnette	Lot 2, Plan 22544, DL 124, KDYD	93,900	226,000	13.6982	13.6908	4382.05	4379.69		
976-000	08	Nicola Golf and Country Club	Juniper Drive	Parcel A, Plan E11377, DL 124, KDYD	207,000		6.0649	6.0443	1255.43	1251.17		
1342-000	01	Nicola Valley Association for Community Living (Ska-Lu-La Workshop)	1755-1799 Coldwater	Parcel A, Plan 5338, Block 1, DL 125, KDYD	46,500	149,000	5.2283	6.9836	1022.13	1365.29		
1553-070	08	Nicola Golf and Country Club	Juniper Drive	Lot 2, Plan 29684, DL 174, KDYD	69,300	32,600	6.0649	6.0443	420.30	418.87		
6355-100	08	Nicola Valley Rodeo Association and Nicola Valley Fall Fair Association	Lindley Creek Road	Lot A, Plan 342260, DL 176, KDYD (except Mobile Home)	222,000	174,000	6.0649	6.0443	1346.41	1341.83		
	06						13.6982	13.6908	2393.49	2392.20		
									41310.50	44775.02		
NOTE:												
Roll # 399-010 (part of Coquihalla Gillis House?) is exempt on our Assessment Roll but not included in the Bylaw												
Roll 1777-100 (Hospital) is exempt on our Assessment Roll but not included in the Bylaw												

Handwritten mark

may 1/2000

NICOLA VALLEY ASSOCIATION FOR
COMMUNITY LIVING

P. O. Box 997 - MERRITT, BC V1K 1B8

April 27, 2000

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

Dear Sir,

Once again, on behalf of the Directors, Staff and Clients of Ska-Lu-La Workshop, I would like to request that our facilities be exempt from the Municipal Tax.


Being describes as:

PARCEL A (DDX98236F) BLK 1 PL 838

DL 125 LD 25 KDYD

Re: City of Merritt Tax Exemption Bylaw No. 869

Yours truly,

for 
Henry Norgaard
President
NVACL

*yes they
are
man/00*

Laura

Please advise if
this property is currently
exempt. *Harry* (10)
man/2000

LAND USE**SECONDARY SUITES - UNLAWFUL**

LAN.15

POLICY

Date Policy Adopted: July 20, 1992
Date Policy Amended: March 20, 1995

Council Resolution Number: 92/191
Council Resolution Number: 95/281

To provide for the enforcement of Municipal bylaws as they pertain to unlawful secondary suites within the limited financial resources of the Municipality, the following procedures will be carried out with respect to those suites:

1. POST JUNE 20, 1987 SUITES OR SUITES IN THE PROCESS OF BEING CONSTRUCTED

- i) Upon receipt of a complaint the Bylaw Enforcement Officer is to investigate.
- ii) If a suite is found to exist or be under construction the owner is to be given the option to remove the suite or to, within 30 days, rectify any social issues that may have initiated the complaint (ie. parking, condition of property, etc) and to make application for rezoning. If compliance is not achieved:
 - a) An Information is to be laid with Crown Counsel for approval of charges respecting bylaw violations.
 - b) Depending on budgetary constraints a recommendation may be forwarded to Council to seek a civil action in order to obtain compliance.
 - c) A recommendation is to be forwarded to Council pursuant to Section 750.1 of the Municipal Act.
 - d) Notice is given to the Finance Department to bill for additional utilities, with a disclaimer. The Owner is to be advised. Once access is obtained and compliance exists, the Finance Department is to be notified to cease additional billing.



Secondary Suites - Unlawful
LAN.15

iii) If unsuccessful in obtaining access

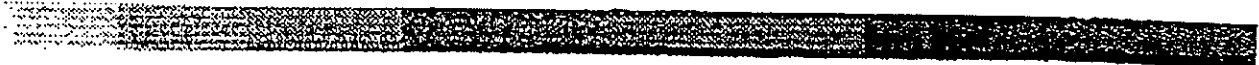
- a) Depending on budgetary constraints a recommendation may be forwarded to Council to seek a court order to obtain access.
- b) A notice is given to the Finance Department, as outlined in (ii) (d) above.

2. PRE-JUNE 20, 1987 SUITES THAT EXIST

- i) Upon receipt of a complaint the Bylaw Enforcement Officer is to investigate. This includes referrals made by the Community Development Department concerning rejections or cancellations under the Secondary Suite Legitimization Policy 4.6.22.
- ii) If Municipal records are determined by the Bylaw Enforcement Officer to be sufficient and a suite exists the owner is to be given the option to remove the suite or to, within 30 days, rectify any social issues that may have initiated the complaint (ie. parking, condition of property, etc.) and to make application for rezoning. If compliance is not achieved:
 - a) An Information is to be laid with Crown Counsel for approval of charges respecting bylaw violations.
 - b) Depending on budgetary constraints a recommendation may be forwarded to Council to seek civil action in order to obtain compliance.
 - c) A recommendation may be forwarded to Council pursuant to Section 750.1 of the Municipal Act.
 - d) A notice is to be given to the Finance Department to bill for additional utilities, with a disclaimer. The Owner is to be advised.
- iii) If the Bylaw Enforcement Officer determines that the Municipal records are incomplete or is unsuccessful in obtaining cooperation to perform an inspection, notice is given to the Finance Department to bill for additional utilities, with a disclaimer. The Owner is to be advised. Upon the Bylaw Enforcement Officer being satisfied that a suite does not exist, the Finance Department is to be notified to cease the additional billing.

3. ENFORCEMENT PRIORITY

The priority of enforcement is to be directed towards those suites referred to in Clause 1 of this policy.



LAND USE SECONDARY SUITES - UTILITY BILLING NON-CONFORMING AND UNAUTHORIZED

LAN.20



Date Policy Adopted: July 20, 1992
Date Policy Amended: September 5, 1995

Council Resolution Number: 92/192
Council Resolution Number: 95/839

1. Non-Conforming Suites

An owner of property where a dwelling unit contains a lawful non-conforming use consisting of a secondary suite (dwelling unit) shall be billed for utilities based on two dwelling units.

2. Unauthorized Suites

Where a dwelling unit that is for sale or rent is being advertised that it contains a secondary suite, whether the use is lawful or not, and it is not currently being billed in accordance to the provisions contained in Policy LAN.15, a notice is to be given to the Finance Department to bill for additional utilities, with a disclaimer. The Bylaw Enforcement Officer is to advise the owner accordingly.

The disclaimer shall read "This billing reflects the use of these lands from a utility consumption standpoint only. It may be that the use of the land breaches other bylaws of the District of Mission (e.g. Building Bylaw or Zoning Bylaw). The District reserves the right to enforce those bylaws.

13

City of Merritt
Request for Secondary Suite Utility Exemption

To: Property Tax Collector
City of Merritt

I/we the undersigned hereby certify that the property located at _____
_____ and being assessed and taxed under Property Roll No. _____
is a single-family residence with a secondary suite. The secondary suite is not rented
nor permanently occupied by related or non-related persons to the property owner.

We request that the subject property be exempt from additional user charges for water,
sewer and garbage utilities for the following reasons:

I/we undertake to immediately notify the City of Merritt should the occupancy status
change.

Signed:

_____ Name: _____

_____ Name: _____

CITY OF MERRITT POLICY AND PROCEDURE MANUAL

Title: Finance - Grants-In-Aid
Date of Issue: November 26/91 - #885/91
Dates of Revisions: February 26/91

November 26, 1991 - #885/91

That Council adopt a Grant-in-Aid Policy, as contained in the City of Merritt Application form and summarizes as follows: Requests for Grant-in-Aid must be received at City Hall by November 30 of each year, inclusive of financial information. Council will consider applications to assist cultural, non-profit community, volunteer and athletic groups who provide a service or conduct promotional activities beneficial to Merritt.

February 26, 1991 - #131/91

Requests for Grant-in-Aid for the waiver of rental fees of the Civic Centre shall be granted for a one-time special occasion only. "Special Occasion" shall mean non-revenue generating functions of a unique nature that will benefit the community or as otherwise deemed at the discretion of Council.

F.2.1

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