



VILLAGE OF MERRICKVILLE-WOLFORD
Agenda for Council
Council Chambers

Council Meeting 5:30 p.m.

Wednesday, January 30, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **In Camera:**
 1. Personal matters about identifiable individuals.

NOTE: The regular meeting of Council will resume at 7:00 p.m.

5. **Delegations:**
 1. Ron and Robyn Eagle re: Eagleview Barn; and
 2. Hunter McGill of Friends of the Rideau
6. **Appointments**
7. **Public Question Period to Council**
8. **Minutes:** Approval of the Minutes of the special meeting of January 7, 2019; and Approval of the Minutes of the regular meeting of January 14, 2019
9. **Correspondence:** 2018 Year-End Assessment Report from MPAC, December 14, 2018
10. **By-law Dept.:** BLEO-01-2019 re: 2018 4th Quarter Report
11. **Building/Planning:** Resolution re: Severance Application B-129-18;
Resolution re: Severance Application B-130-18;
Resolution re: Extension of Term of Planning Advisory Committee; and
CBO-02-2019 re: Merrickville Estates and H F McLean Road
12. **Fire Dept.:** FD-01-2019 re: 2018 4th Quarter Report
13. **Public Works Dept.:** PW-01-2019 re: 2018 4th Quarter Report
14. **Finance Dept.:** FIN-05-2019 and By-law 07-2019 re: 2019 Water and Wastewater Rates
FIN-06-2019 re: 2018 Christmas in Merrickville
15. **Public Question Period to Council**
16. **Next meeting of Council:** February 11, 2019 at 7:00 p.m.
17. **Confirming By-Law:** 06-2019 re: Confirm Proceedings of Council meeting of January 30, 2019
18. **Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of January 30, 2019 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy
 Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford moves to "In Camera" at _____ in order to address a matter pertaining to:

- _____ security of the property of the municipality or local board,
- personal matters about an identifiable individual, including municipal or local board employees,
- _____ a proposed or pending acquisition of land for municipal or local board purposes,
- _____ a proposed or pending possible disposal of municipal or local board land,
- _____ labour relations or employee negotiations
- _____ litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board,
- _____ receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose,
- _____ A matter in respect of which a Council, board or local committee or other body may hold a closed meeting under another Act. 2001 c.25, s.239 (2)
- _____ the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board or commission or other body is the head of an institution for the purposes of that Act. 2001 c. 25,s. 239(3)
- _____ The meeting is held for the purpose of educating or training the members and is generally regarding _____ .2001 c.25 s. 239(4); 2006 c. 32, Sched. A, s. 103(2) and where no member discusses or deals with any matter in a way that materially advances the business or decision making of the council, local board or committee. 2006 c. 32, Sched A, s. 103(1)

Carried / Defeated

 J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

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Recorded Vote Requested

By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

the "In Camera" session rise and report, with staff being given direction, and the regular Council session resume at 7:00 p.m.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

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Recorded Vote Requested By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Ron and Robyn Eagle regarding Eagleview Barn and their request to open up a portion of the unmaintained road allowances known as Alice Street and St. John Street; and

That Council does hereby direct staff to provide a report with respect to the requirements to bring the roads up to an acceptable engineering standard.

Carried / Defeated

J. Douglas Struthers, Mayor

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| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Hunter McGill, on behalf of the Friends of the Rideau;

AND

_____ Council does hereby exempt the Friends of the Rideau from payment of water and sewage charges incurred at The Depot Visitor Centre from 2019 to 2022.

Carried / Defeated

J. Douglas Struthers, Mayor

FRIENDS OF THE RIDEAU

PO Box 1232 Stn Main
Smiths Falls, ON K7A 5C7

Email: info@rideaufriends.com
Website: <http://www.rideaufriends.com>

January 2019

THE PARTNERSHIP BETWEEN MERRICKVILLE-WOLFORD AND FRIENDS OF THE RIDEAU

The Village of Merrickville and Friends of the Rideau have, over the last ten years, built a mutually beneficial partnership focussed on the Friends' operation of The Depot Visitor and Interpretation Centre in Blockhouse Park. The Friends of the Rideau, as a not-for-profit volunteer-run organization, operates The Depot for three months every summer, providing information on Merrickville and the Rideau Canal to visitors to the village. In 2018, from June through Labour Day weekend, The Depot received approximately 8,400 visitors.

With in-kind support from the Merrickville Chamber of Commerce and Parks Canada (which allows use of The Depot building free of charge) Friends provides visitors with information on the services and attractions in the village, as well as information on the history and heritage of the Rideau Canal, with emphasis on the role of the Canal in the establishment and growth of Merrickville. Among the materials available to visitors are guides to accommodation, restaurants, retail establishments and schedules of events throughout the year. The Depot is also the site of public washrooms (one of which is handicap accessible) for all visitors. When The Depot is closed, information about the Rideau Canal and Merrickville is available via the Friends' website.

The Friends of the Rideau is able to operate The Depot thanks to Canada Summer Jobs program grants to employ students, and volunteers donating their time. For several years Friends has been able to enhance the hours of operation and length of season with the help of a community organization grant from the Village of Merrickville, which is gratefully acknowledged. Friends is also grateful for the use of storage space at the former Wolford community facility in Easton's Corners for materials and inventory.

Request:

During the term of the previous Council, Merrickville agreed to exempt Friends of the Rideau from the payment of water and sewerage charges for The Depot, which operates from June until Labour Day. These services are essential for the operation of the publicly-accessible washrooms, and represent an important aspect of the support Merrickville has provided.

Friends of the Rideau requests renewal of this exemption for the term of the current Council, ie for the seasons of 2019 to 2022.

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**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby
approve the Minutes of the special Council meeting of January 7, 2019 as:

___circulated.

___amended.

Carried / Defeated

J. Douglas Struthers, Mayor

**The Corporation of the
Village of Merrickville-Wolford**

Monday, January 7, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, January 7, 2019.

Chaired by: Mayor J. Douglas Struthers
Members of Council: Councillor Michael Cameron
Councillor Bob Foster
Councillor Don Halpenny
Councillor Timothy Molloy

Staff in Attendance: Doug Robertson, CAO/Clerk
Christina Conklin, Deputy Clerk
Randy Wilkinson, Chief Building Official
Kirsten Rahm, Treasurer
Jeff McNamee, Economic Development Officer

Disclosure of Pecuniary Interest and the general nature thereof: None

Approval of Agenda

R-001-19 Moved by Councillor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the special Council meeting of January 7, 2019, as circulated.

Carried

CAO:

R-002-19 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-01-2019 regarding Cannabis Retail Sales Option to Opt Out, for information purposes.

Carried

Public Question Period:

T. Shaw inquired as to how existing businesses would be assisted for loss of potential revenue if Merrickville-Wolford opted out of permitting cannabis retail sales.

K. Sheppard requested the answer to T. Shaw's question be repeated.

C. Willemsen inquired as to what tools would be used to measure the Village's response to opt in or opt out.

E. Dickie inquired as to whether the opt-out was for the first phase only and requested clarity on whether funding would be received if the Village chose to opt-out.

M. Zaversenuke inquired as to if Council would be willing to consider the legality, morality, ethics and economic benefits to the Village while making the decision whether or not to opt-out.

T. Iannazzo commented regarding the lack of negativity surrounding a decision to not opt-out and the potential benefit of residual business that the decision to remain in could bring to the Village.

D. Gagnon commented that he would like to see Merrickville-Wolford remain an open-minded business community.

Confirming By-Law

R-003-19 Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: By-law 04-2019, being a by-law to confirm the proceedings of the Council meeting of January 7, 2019, be read a first and second time, and that By-law 04-2019 be read a third and final time and passed.

Carried.

Adjournment

R-004-19 Moved by Councillor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:00 p.m. until the next regular meeting of Council on Monday, January 14, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby
approve the Minutes of the regular Council meeting of January 14, 2019 as:

____circulated.

____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

**The Corporation of the
Village of Merrickville-Wolford**

Monday, January 14, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 6:00 p.m. on Monday, January 14, 2019.

Chaired by: Mayor J. Douglas Struthers
Members of Council: Councillor Michael Cameron
Councillor Bob Foster
Councillor Don Halpenny
Councillor Timothy Molloy

Staff in Attendance: Doug Robertson, CAO/Clerk
Christina Conklin, Deputy Clerk

Disclosure of Pecuniary Interest and the general nature thereof: None

Approval of Agenda

R-005-19 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of January 14, 2019, as circulated.

Carried

In Camera:

R-006-19 Moved by Councillor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford moves to "In Camera" at 6:10 p.m. in order to address a matter pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees.

Carried

R-007-19 Moved by Councillor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: the "In Camera" session rise and report, with staff being given direction, and the regular Council session resume at 7:06 p.m.

Carried

Note: There was a brief recess to allow for the public to enter the gallery. Additional staff in attendance now include Randy Wilkinson, Chief Building Official, Jeff McNamee, Economic Development Officer, and Kirsten Rahm, Treasurer.

Delegations:

R-008-19 Moved by Councillor Foster, Seconded by Councillor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Chuck Fournier of Merrickville Estates.

Carried

R-009-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Mark Scullino of Christmas in Merrickville.

Carried

Public Question Period: No questions.

Appointments:

R-010-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint Mike Cameron as the Deputy Mayor for the 2018 to 2022 term of Council.

Carried

R-011-19 Moved by Councillor Molloy, Seconded by Councillor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the Deputy Mayor as an Alternate to represent the Village at County Council meetings, if necessary.

Carried

R-012-19 Moved by Councillor Halpenny, Seconded by Councillor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence of Susan Millar, the Secretary for the Rideau Corridor Landscape Strategy Steering Committee; and

That Council does hereby appoint Bob Foster as a delegate to represent the Village of Merrickville-Wolford as a representative on the Rideau Corridor Landscape Strategy Steering Committee; and

That Council does hereby appoint Tim Molloy as an alternate delegate to represent the Village of Merrickville-Wolford as a representative on the Rideau Corridor Landscape Strategy Steering Committee.

Carried

Minutes:

R-013-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the Minutes of the regular Council meeting of November 26, 2018, as circulated.

Carried

R-014-19 Moved by Councillor Molloy, Seconded by Councillor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of December 10, 2018, as circulated.

Carried

R-015-19 Moved by Councillor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of December 13, 2018, as circulated.

Carried

Correspondence:

R-016-19 Moved by Councillor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Vic Fedeli, the Minister of Finance, dated December 21, 2018 regarding the Ontario Municipal Partnership Fund, for information purposes.

Carried

R-017-19 Moved by Councillor Cameron, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Eleanor Beelich regarding recycling at the landfill dated January 4, 2019, for information purposes.

Carried

Library Board:

R-018-19 Moved by Councillor Foster, Seconded by Councillor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Public Library Board dated November 13, 2018 and December 11, 2018, for information purposes.

Carried

Economic Development:

R-019-19 Moved by Councillor Halpenny, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Industry, Economic Development and Tourism Advisory Committee dated December 17, 2018, for information purposes.

Carried

Finance:

R-020-19 Moved by Councillor Molloy, Seconded by Councillor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-01-2019; and

That Council authorize the borrowing of money to meet the 2018 expenditures of the Corporation of the Village of Merrickville-Wolford.

Carried

R-021-19 Moved by Councillor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: By-law 03-2019, being a by-law to authorize the Municipality to borrow up to \$2,000,000 during the January 1, 2019 to September 30, 2019 period and up to \$1,000,000 during the October 1, 2019 to December 31, 2019 period in order to finance the Village's Current Operating Expenditures on an interim basis, be read a first and second time, and that By-law 03-2019 be read a third and final time and passed.

Carried.

R-022-19 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-02-2019; and

That Council authorize the 2019 interim tax levy and due dates.

Carried

R-023-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: By-law 05-2019, being a by-law to impose an interim tax levy for the year 2019 on properties within all tax classes in the Village of Merrickville-Wolford, be read a first and second time, and that By-law 05-2019 be read a third and final time and passed.

Carried

R-024-19 Moved by Councillor Foster, Seconded by Councillor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-03-2019 regarding the elimination of the one-third tax exemption for Council remuneration, for information purposes.

Carried

R-025-19 Moved by Councillor Foster, Seconded by Councillor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-04-2019 regarding Ontario Regulation 284/09 relating to the 2018 PSAB expenses, for information purposes.

Carried

Clerk's Department:

R-026-19 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report DEPC-01-2019 regarding the 2019 Council Meeting Schedule; and

That Council does hereby approve the 2019 Council Meeting Schedule as follows:

| | |
|---------------------------|----------------------------|
| January 14 th | July 22 nd |
| January 30 th | August 26 th |
| February 11 th | September 9 th |
| February 25 th | September 23 rd |
| March 11 th | October 15 th |

March 25th
April 8th
April 23rd
May 13th
May 27th
June 10th
June 24th

October 28th
November 12th
November 25th
December 9th

Carried

R-027-19 Moved by Councillor Cameron, Seconded by Councillor Halpenny
WHEREAS every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meeting, pursuant to Section 238 (2) of the *Municipal Act, 2001*;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford has the power to amend the procedure by-law as they feel appropriate;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford has pressing upcoming issues for discussion and/or decision making, including but not limited to, the Lewis street project, selection of committees, new legislation passed by the Ford government, upcoming review of the official plan, affordable housing, how to manage the high tax rate, staff shortages, hiring of a public works supervisor, upcoming decisions with management contracts and how to deal with the high cost of water and sewage, road, ditch and flooding issues in the Wolford ward;

AND WHEREAS the procedure by-law 30-2017 only provides for regular meetings of Council to be held on the second and fourth Mondays of each month, unless as altered by way of a resolution of Council;

AND WHEREAS the public expects a speedy resolution to these matters;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Merrickville-Wolford does hereby direct staff to bring forth an amendment to By-law 30-2017 at the next Council meeting that would allow for an additional two meetings per month on first and third Mondays to be held at 2:00 p.m.

Defeated.

R-028-19 Moved by Councillor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report DEPC-02-2019 regarding a Pregnancy and Parental Leave of Members of Council Policy; and

That Council gives favourable consideration to By-law 02-2019.

Carried.

R-029-19 Moved by Councillor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: By-law 02-2019, being a by-law to adopt Pregnancy and Parental Leave of Members of Council Policy, be read a first and second time, and that By-law 02-2019 be read a third and final time and passed.

Carried

CAO:

R-030-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby opt out of allowing cannabis retail stores within the Village of Merrickville-Wolford; and

That Council does hereby direct staff to forward a copy of this resolution to the Alcohol and Gaming Commission of Ontario within three days of the date of its passing.

Defeated.

Public Question Period to Council

I. Wood inquired as to whether there were any plans in the Merrickville Estates Development that would require a parking area to be put in along Scotch Line Road.

I. Wood suggested pressuring higher levels of government to impose rules upon manufacturers to ensure that packaging is recyclable.

T. Shaw requested that Council let the public know if there are any developments regarding the possibility of train whistle cessation in the Village.

J. Spencer advised that train cessation would require the Village to build an 800 meter fence around the train crossing and that was why this was not done in the past.

C. Willemssen inquired if there was any identified future parkland that could be used for parking in the Merrickville Estates Development area.

Confirming By-Law

R-031-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: By-law 01-2019, being a by-law to confirm the proceedings of the Council meeting of January 14, 2019, be read a first and second time, and that By-law 01-2019 be read a third and final time and passed.

Carried.

Adjournment

R-032-19 Moved by Councillor Halpenny, Seconded by Councillor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:40 p.m. until the next regular meeting of Council on Wednesday, January 30, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the 2018 Year-End Assessment Report from the Municipal Property Assessment Corporation under cover of correspondence dated December 14, 2018, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

Subject: **2018 Year-End Assessment Report**

As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in black ink, appearing to be "C. Nell", written in a cursive style.

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

Attachments

Copy Regional and Account Managers



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

APPENDIX 1 Assessment Change Summary by Property Class Village of Merrickville-Wolford

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

| Property Class/Realty Tax Class | 2016 Full CVA | 2018 Phased-in CVA | 2019 Phased-in CVA | Percent Change 2018 to 2019 |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------------------|
| R Residential | 337,755,945 | 324,198,827 | 330,977,388 | 2.1% |
| M Multi-Residential | 2,372,000 | 2,247,000 | 2,309,500 | 2.8% |
| C Commercial | 19,491,300 | 19,105,887 | 19,298,593 | 1.0% |
| X Commercial (New Construction) | 501,500 | 483,000 | 492,250 | 1.9% |
| I Industrial | 590,200 | 562,501 | 576,350 | 2.5% |
| J Industrial (New Construction) | 269,000 | 269,000 | 269,000 | 0.0% |
| P Pipeline | 845,000 | 813,237 | 829,119 | 2.0% |
| F Farm | 28,160,855 | 21,740,120 | 24,950,486 | 14.8% |
| T Managed Forests | 915,900 | 728,301 | 822,101 | 12.9% |
| (PIL) R Residential | 1,034,400 | 911,300 | 972,850 | 6.8% |
| (PIL) C Commercial | 2,217,300 | 2,054,797 | 2,136,049 | 4.0% |
| (PIL) X Commercial (New Construction) | 361,000 | 353,500 | 357,250 | 1.1% |
| (PIL) H Landfill | 164,400 | 164,400 | 164,400 | 0.0% |
| E Exempt | 16,703,900 | 15,859,618 | 16,281,761 | 2.7% |
| TOTAL | 411,382,700 | 389,491,488 | 400,437,097 | 2.8% |



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

APPENDIX 2

Assessment Base Distribution Summary by Property Class Village of Merrickville-Wolford

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

| Property Class/Realty Tax Class | 2016 Full CVA | Percentage of Total 2016 CVA | 2018 Phased-in CVA | Percentage of Total 2018 CVA | 2019 Phased-in CVA | Percentage of Total 2019 CVA |
|---------------------------------------|--------------------|------------------------------|--------------------|------------------------------|--------------------|------------------------------|
| R Residential | 337,755,945 | 82.1% | 324,198,827 | 83.2% | 330,977,388 | 82.7% |
| M Multi-Residential | 2,372,000 | 0.6% | 2,247,000 | 0.6% | 2,309,500 | 0.6% |
| C Commercial | 19,491,300 | 4.7% | 19,105,887 | 4.9% | 19,298,593 | 4.8% |
| X Commercial (New Construction) | 501,500 | 0.1% | 483,000 | 0.1% | 492,250 | 0.1% |
| I Industrial | 590,200 | 0.1% | 562,501 | 0.1% | 576,350 | 0.1% |
| J Industrial (New Construction) | 269,000 | 0.1% | 269,000 | 0.1% | 269,000 | 0.1% |
| P Pipeline | 845,000 | 0.2% | 813,237 | 0.2% | 829,119 | 0.2% |
| F Farm | 28,160,855 | 6.8% | 21,740,120 | 5.6% | 24,950,486 | 6.2% |
| T Managed Forests | 915,900 | 0.2% | 728,301 | 0.2% | 822,101 | 0.2% |
| (PIL) R Residential | 1,034,400 | 0.3% | 911,300 | 0.2% | 972,850 | 0.2% |
| (PIL) C Commercial | 2,217,300 | 0.5% | 2,054,797 | 0.5% | 2,136,049 | 0.5% |
| (PIL) X Commercial (New Construction) | 361,000 | 0.1% | 353,500 | 0.1% | 357,250 | 0.1% |
| (PIL) H Landfill | 164,400 | 0.0% | 164,400 | 0.0% | 164,400 | 0.0% |
| E Exempt | 16,703,900 | 4.1% | 15,859,618 | 4.1% | 16,281,761 | 4.1% |
| TOTAL | 411,382,700 | 100% | 389,491,488 | 100% | 400,437,097 | 100% |

**2018
YEAR-END
ASSESSMENT
REPORT
FOR THE 2019
TAX YEAR**

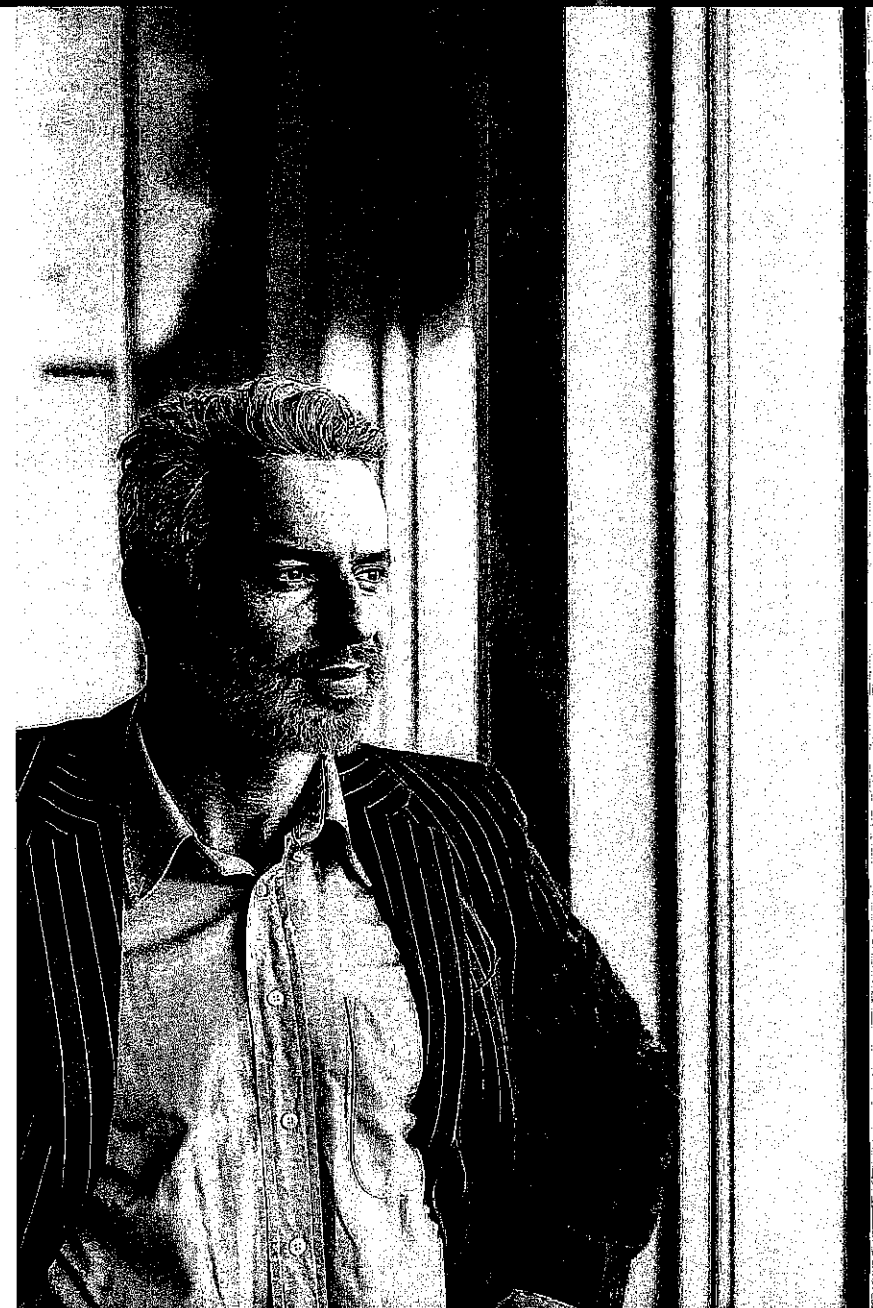
AS OF DECEMBER 2018



**MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION**

Table of Contents

| | |
|---|---|
| About MPAC | 3 |
| The Property Assessment Cycle in Ontario | 4 |
| Purpose of this Report | 4 |
| 2018 Highlights | 5 |
| Maintaining Your Annual Assessment Roll | 5 |
| New Assessment | 5 |
| Requests for Reconsideration and Appeals | 6 |
| Service Level Agreement (SLA) | 7 |
| Looking Ahead to the Next Assessment Update | 8 |
| Conclusion | 9 |



About MPAC

MPAC stands for Municipal Property Assessment Corporation, and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

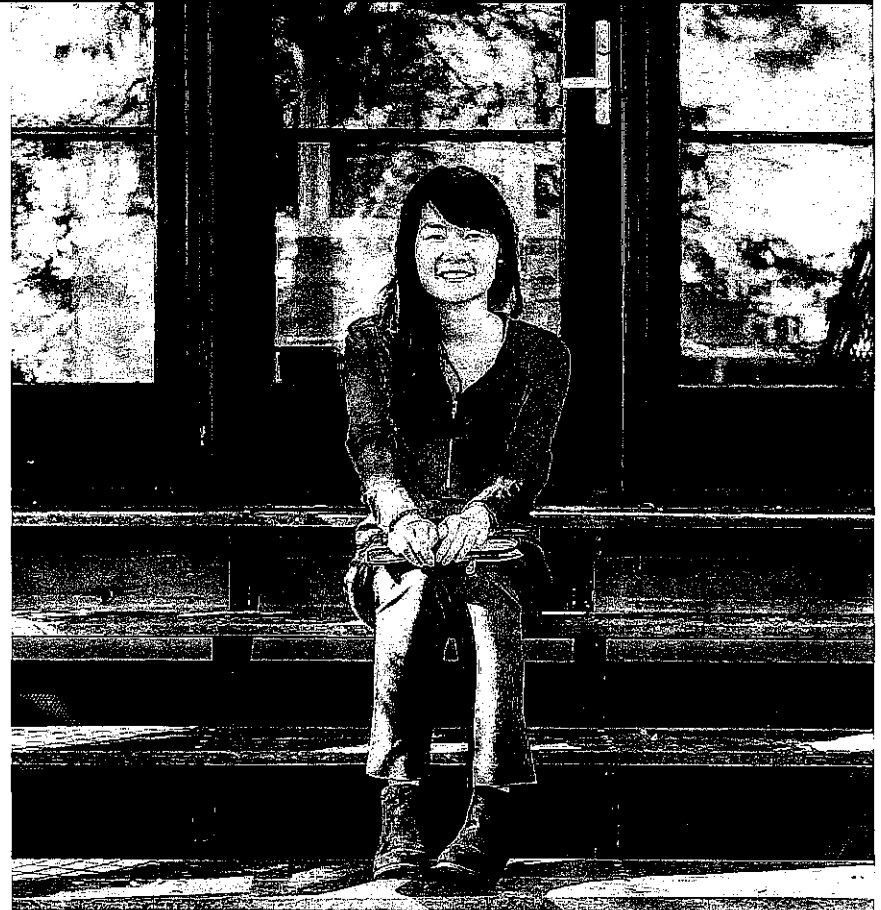
As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

Learn more at:



mpac.ca



Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
 - New construction, demolitions and consolidations
 - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for
assessing and
classifying more than

5 MILLION
properties in Ontario

Representing

\$2.78T
in property value

We delivered
more than

800,000
Property
Assessment
Notices

2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

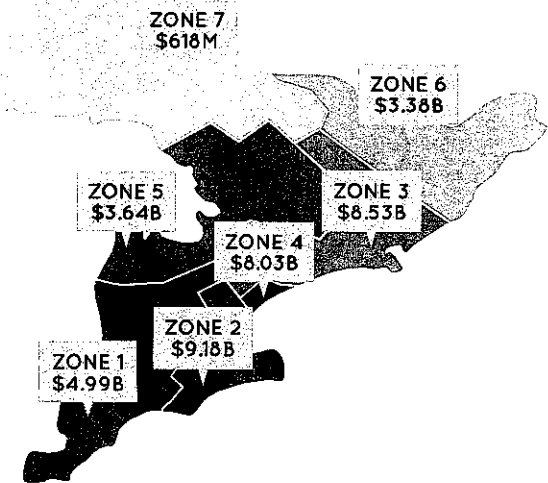
New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018,
MPAC completed a total of 27,917
Requests for Reconsideration

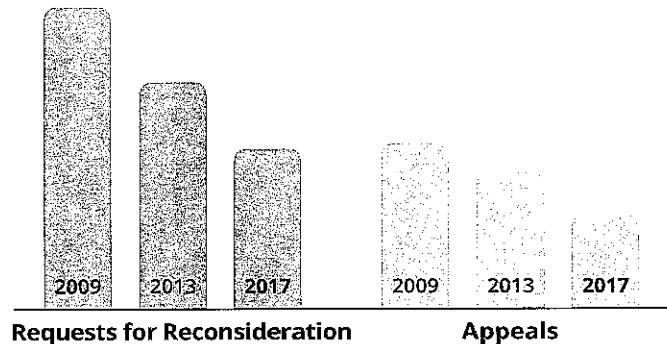
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

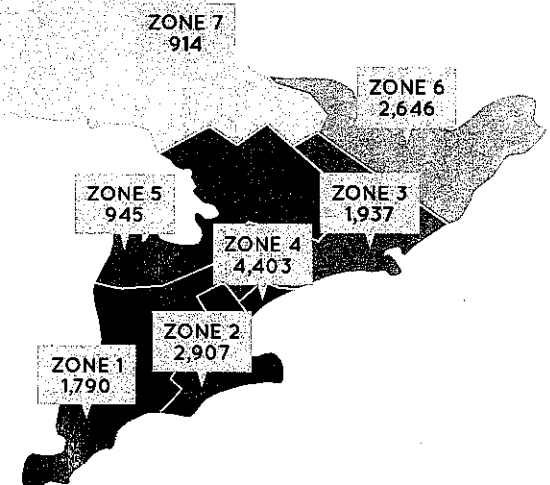
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met
96%
of all service levels



Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.

2012

**2013-2016
Tax Years**

January 1, 2012
(Valuation date)

2016

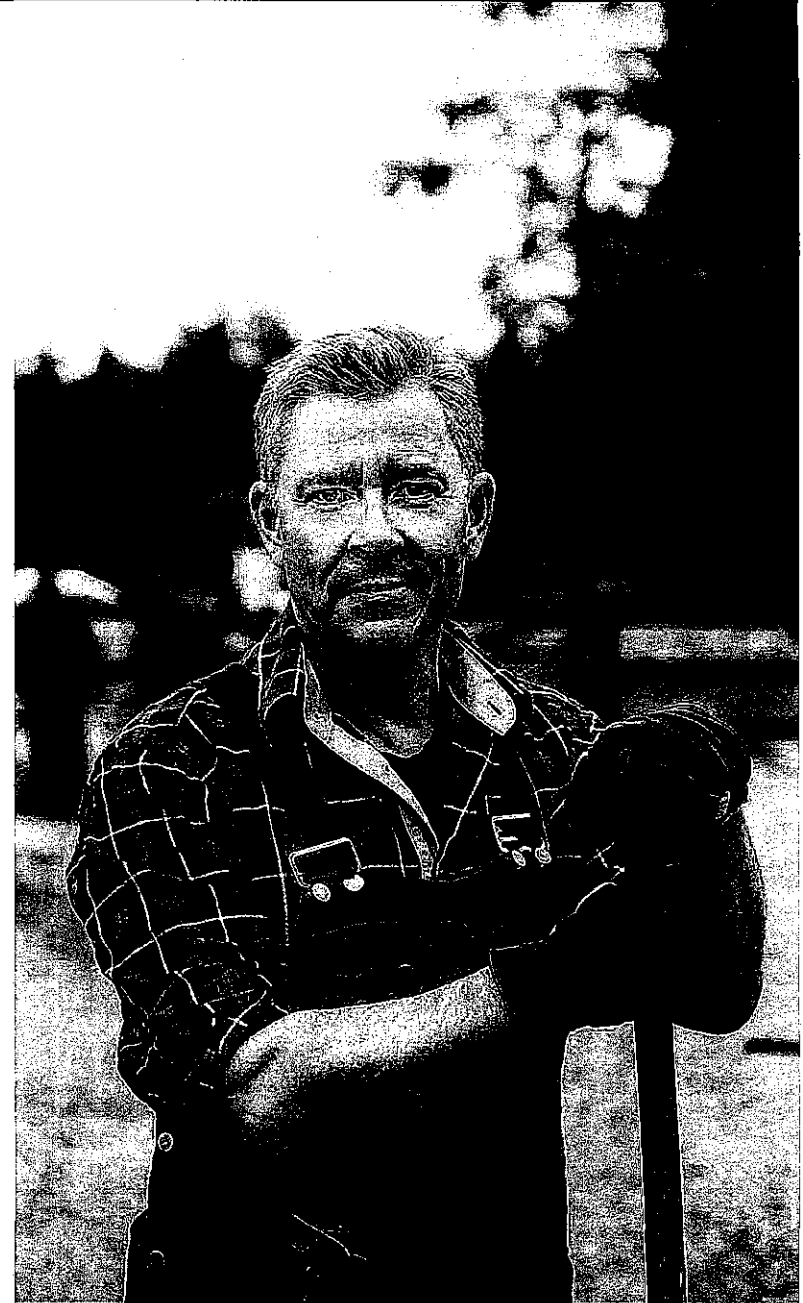
**2017-2020
Tax Years**

January 1, 2016
(Valuation date)

2020

**2021-2024
Tax Years**

January 1, 2019
(Valuation date)



Conclusion

At the core of our new **2017-2020 Strategic Plan** is the theme "Valuing What Matters Most." For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **Municipal and Stakeholder Relations team** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-01-2019, being the 2018 fourth quarter report of the By-Law Enforcement Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report BLEO-01-2019
By-Law Enforcement Department
Information Report to Council
Date of Council Meeting: January 30, 2019

RE: 4th Quarter Report (October 1st to December 31st)

OBJECTIVE: To provide Council with an update regarding the fourth quarter results of the By-Law Enforcement Department, for information purposes.

RECOMMENDATION:

THAT: Council receive report BLEO-01-2019 for information purposes.

BACKGROUND:

In order to keep Council fully apprised of the operations of the By-Law Enforcement department, a quarterly report outlining departmental progress is provided to Council.

ANALYSIS:

Please see Schedule "A" to this report for an illustrative graph comparing the fourth quarter results and year end results from 2017 and 2018.

During the period from October 1st, 2018 to December 31st, 2018, of significant note are the following:

1. There were no property clean ups in the 4th quarter;
2. Illegal signs removed are down by 5 from the 4th quarter of last year;
3. Parking tickets issued are lower in the 4th quarter this year than 2017; and
4. There was an increase of 8 parking warnings issued from the amount issued in the 4th quarter of last year.

Please note that the decrease in parking tickets is the result of the continuing effort of communicating with the public to educate them on the Parking By-Laws and the importance of parking correctly in the reverse angle parking on Main Street West to avoid potential accidents from occurring due to the lack of visibility when reversing out of the spaces.

Over the last quarter the electronic speed control/driver feedback sign was placed at 1 location within the municipality as follows:

1. Collar Hill Road

Between October 1, 2018 to November 8, 2018, it has recorded the speed of 6,590 vehicles, of which 2,265 were going at speeds greater than 50 km/h, however 823 of those vehicles were not going at speeds greater than 55 km/h, leaving 1,442 vehicles going excess of the speed limit. The highest speed recorded in a 50-km zone was 86 kilometres per hour, recorded on both October 12, 2018 and October 25, 2018 on Collar Hill Road.

The sign was also placed on the outskirts of Jasper off County Road 16, however it was knocked over, causing the numbers to become inaccurate and therefore have not been added to this report. After retrieving the sign, the sign had been put back into storage due to the changing weather conditions.

On November 20, 2018, three charges had been served regarding infractions against the Dog By-Law 22-00, and ultimately were not resolved until January 17, 2019 of this year. This has been an issue for several months prior to the date the charges were served. More information on this topic is included as Schedule "C" to this report.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2018 municipal budget.

LINKS TO STRATEGIC PLANS:

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

This report is for information purposes only.

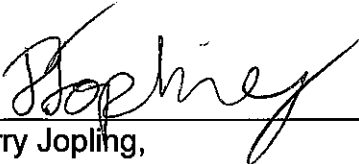
ATTACHMENTS:

Schedule "A" - Graphs comparing 4th quarter results as well as year-end results of 2017 and 2018.
Schedule "B" - Custom report from electronic speed control/driver feedback sign.
Schedule "C" - January 17, 2019 Court Case Results

| REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable | |
|---|-----|
| CAO | Yes |
| Clerk | Yes |
| Finance | Yes |
| Building Control & MLEO Department | NA |
| Public Works & Environmental Department | NA |
| Parks, Recreation & Facilities Department | NA |
| Planning Department | NA |
| Economic Development Department | NA |
| Fire Department | NA |
| Other: | NA |

Submitted by:

Approved by:



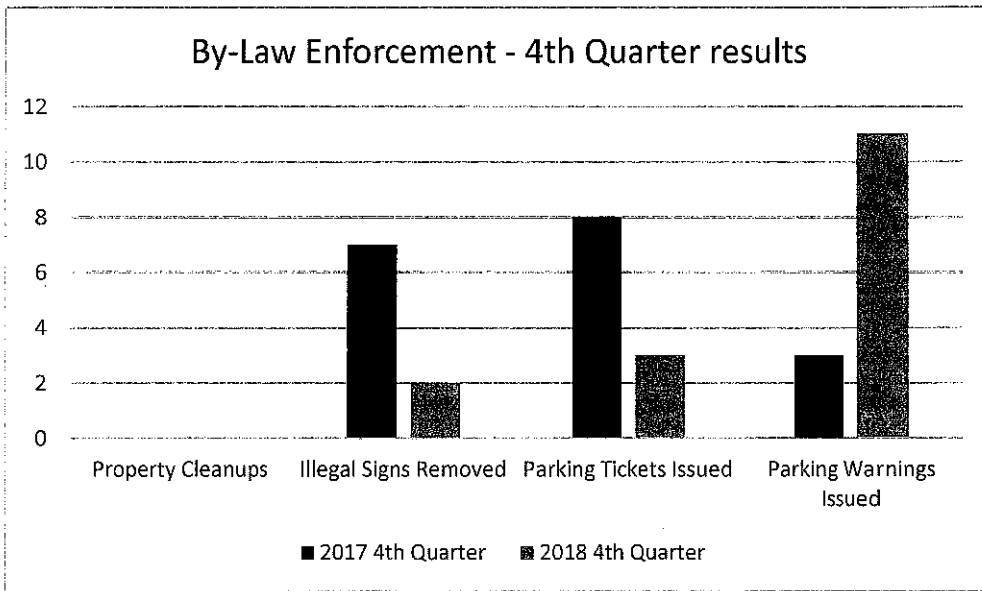
Jerry Jopling,
By-Law Enforcement Officer



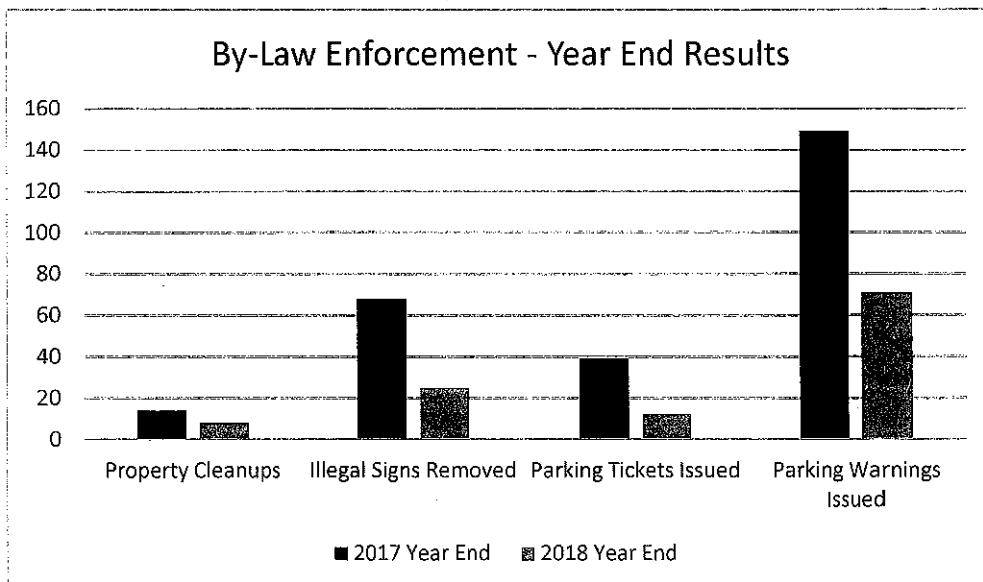
Doug Robertson, CAO/Clerk

Schedule "A" To BLEO-01-2019

| | 2017 4th Quarter | 2018 4th Quarter | Oct. 1 to Dec. 31 |
|-------------------------|------------------|------------------|-------------------|
| Property Cleanups | 0 | 0 | |
| Illegal Signs Removed | 7 | 2 | |
| Parking Tickets Issued | 8 | 3 | |
| Parking Warnings Issued | 3 | 11 | |



| | 2017 Year End | 2018 Year End |
|-------------------------|---------------|---------------|
| Property Cleanups | 14 | 8 |
| Illegal Signs Removed | 68 | 25 |
| Parking Tickets Issued | 39 | 12 |
| Parking Warnings Issued | 149 | 71 |



Custom Report

Schedule "B"

Technician Name: administrator

Location: Collar Hill Rd

State/Province: Ontario

Address:

Postal Code/ZIP: K0G 1N0

City: Merrickville



Report Period: 2018-10-01 to 2018-11-09

| | | Total Vehicle Count | Number of Speed Limit Violations | Number of Vehicles Respecting Limit | Number of Vehicles Inside Tolerated Range | Maximum Speed | 85% Speeds |
|------------|----------|---------------------|----------------------------------|-------------------------------------|---|---------------|------------|
| 2018-10-01 | 00:00:00 | 214 | 61 | 153 | 28 | 71 | 55 |
| 2018-10-02 | 00:00:00 | 178 | 57 | 121 | 25 | 70 | 56 |
| 2018-10-03 | 00:00:00 | 202 | 58 | 144 | 22 | 75 | 56 |
| 2018-10-04 | 00:00:00 | 207 | 68 | 139 | 32 | 78 | 56 |
| 2018-10-05 | 00:00:00 | 207 | 63 | 144 | 26 | 72 | 56 |
| 2018-10-06 | 00:00:00 | 128 | 43 | 85 | 13 | 78 | 56 |
| 2018-10-07 | 00:00:00 | 115 | 39 | 76 | 14 | 74 | 56 |
| 2018-10-08 | 00:00:00 | 93 | 23 | 70 | 9 | 64 | 54 |
| 2018-10-09 | 00:00:00 | 230 | 67 | ^H 163 | 21 | 76 | 56 |
| 2018-10-10 | 00:00:00 | ^H 231 | 74 | 157 | 32 | 75 | 55 |
| 2018-10-11 | 00:00:00 | 188 | 56 | 132 | 24 | 72 | 56 |
| 2018-10-12 | 00:00:00 | 196 | 56 | 140 | 14 | 86 | 57 |
| 2018-10-13 | 00:00:00 | 157 | 46 | 111 | 16 | 70 | 56 |
| 2018-10-14 | 00:00:00 | 122 | 52 | 70 | 18 | 81 | 58 |
| 2018-10-15 | 00:00:00 | 175 | 55 | 120 | 17 | 69 | 57 |
| 2018-10-16 | 00:00:00 | 193 | 62 | 131 | 25 | 65 | 56 |
| 2018-10-17 | 00:00:00 | 167 | 47 | 120 | 10 | 67 | 56 |
| 2018-10-18 | 00:00:00 | 198 | 66 | 132 | 27 | 70 | 56 |
| 2018-10-19 | 00:00:00 | 179 | 64 | 115 | 28 | 79 | 57 |
| 2018-10-20 | 00:00:00 | 144 | 44 | 100 | 12 | 72 | 58 |
| 2018-10-21 | 00:00:00 | 96 | 40 | 56 | 11 | 72 | 58 |
| 2018-10-22 | 00:00:00 | 164 | 61 | 103 | 23 | 81 | 58 |
| 2018-10-23 | 00:00:00 | 176 | 59 | 117 | 17 | 80 | 57 |
| 2018-10-24 | 00:00:00 | 191 | 69 | 122 | 19 | 69 | 58 |
| 2018-10-25 | 00:00:00 | 171 | ^H 76 | 95 | 24 | 86 | 59 |
| 2018-10-26 | 00:00:00 | 172 | 61 | 111 | 24 | 69 | 56 |
| 2018-10-27 | 00:00:00 | 129 | 54 | 75 | 15 | 70 | 58 |
| 2018-10-28 | 00:00:00 | 88 | 38 | 50 | 10 | 72 | 59 |
| 2018-10-29 | 00:00:00 | 158 | 70 | 88 | 23 | 78 | 58 |
| 2018-10-30 | 00:00:00 | 181 | 64 | 117 | 20 | 79 | 58 |
| 2018-10-31 | 00:00:00 | 202 | 72 | 130 | 34 | 72 | 57 |
| 2018-11-01 | 00:00:00 | 195 | 73 | 122 | 34 | 62 | 57 |
| 2018-11-02 | 00:00:00 | 166 | 65 | 101 | 24 | 77 | 58 |

| | | <i>Total Vehicle Count</i> | <i>Number of Speed Limit Violations</i> | <i>Number of Vehicles Respecting Limit</i> | <i>Number of Vehicles Inside Tolerated Range</i> | <i>Maximum Speed</i> | <i>85% Speeds</i> |
|-------------------|-----------------|----------------------------|---|--|--|----------------------|-------------------|
| 2018-11-03 | 00:00:00 | 131 | 60 | 71 | 19 | 71 | 60 |
| 2018-11-04 | 00:00:00 | 117 | 35 | 82 | 12 | 80 | 57 |
| 2018-11-05 | 00:00:00 | 183 | 74 | 109 | H 35 | 80 | 57 |
| 2018-11-06 | 00:00:00 | 173 | 67 | 106 | 22 | 69 | 58 |
| 2018-11-07 | 00:00:00 | 196 | 56 | 140 | 19 | 75 | 56 |
| 2018-11-08 | 00:00:00 | 177 | 70 | 107 | 25 | 85 | 58 |
| | | SUM: 6,590 | SUM: 2,265 | SUM: 4,325 | SUM: 823 | | AVG: 57 |

Schedule "C"

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

Memorandum

To: Council
For Information Purposes

From: J. Jopling, By-Law Enforcement Officer

Date: January 30, 2019
Date of Council Meeting

Subject: January 17, 2019 Court Case Results

The following information is the end results of the recent court case in Kemptville relating to the Dog By-Law 22-00 that was initiated on November 20, 2018.

On January 17, 2019 at 9:00 am, Randy Wilkinson and Jerry Jopling attended the Courthouse in Kemptville located on 15 Water Street regarding violations of the Dog By-Law 22-00. It was agreed upon by the Municipality and the representative of the defendants that two of the three charges brought against the property owners, they would plead guilty on, leaving the remaining charge to be withdrawn by the Municipality.

The fines were \$100.00 for failing to register and license the dogs at the Municipal Office and \$150.00 for the dogs persistently barking and causing a nuisance, respectively. The third charge that was withdrawn was in relation to dogs persistently chasing pedestrians using public or private property adjacent to the property where dogs are kept. This charge was withdrawn under the advisement of the Municipal Solicitor. This also resulted in the property owners receiving convictions on the aforementioned two charges.

Respectfully Submitted,

Jerry Jopling
By-Law Enforcement Officer

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Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Resolution No. R-01-19 of the Planning Advisory Committee; and

That Council does hereby recommend approval of severance application B-129-18 to the Consent Granting Authority.

Carried / Defeated

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...01.....-19

Date;...Jan 21.....2019

Moved by; Ian Kirk Stewart Hamill Tim Molloy Rod Fournier

Seconded by; Ian Kirk Stewart Hamill Tim Molloy Rod Fournier

Be it hereby resolved that;

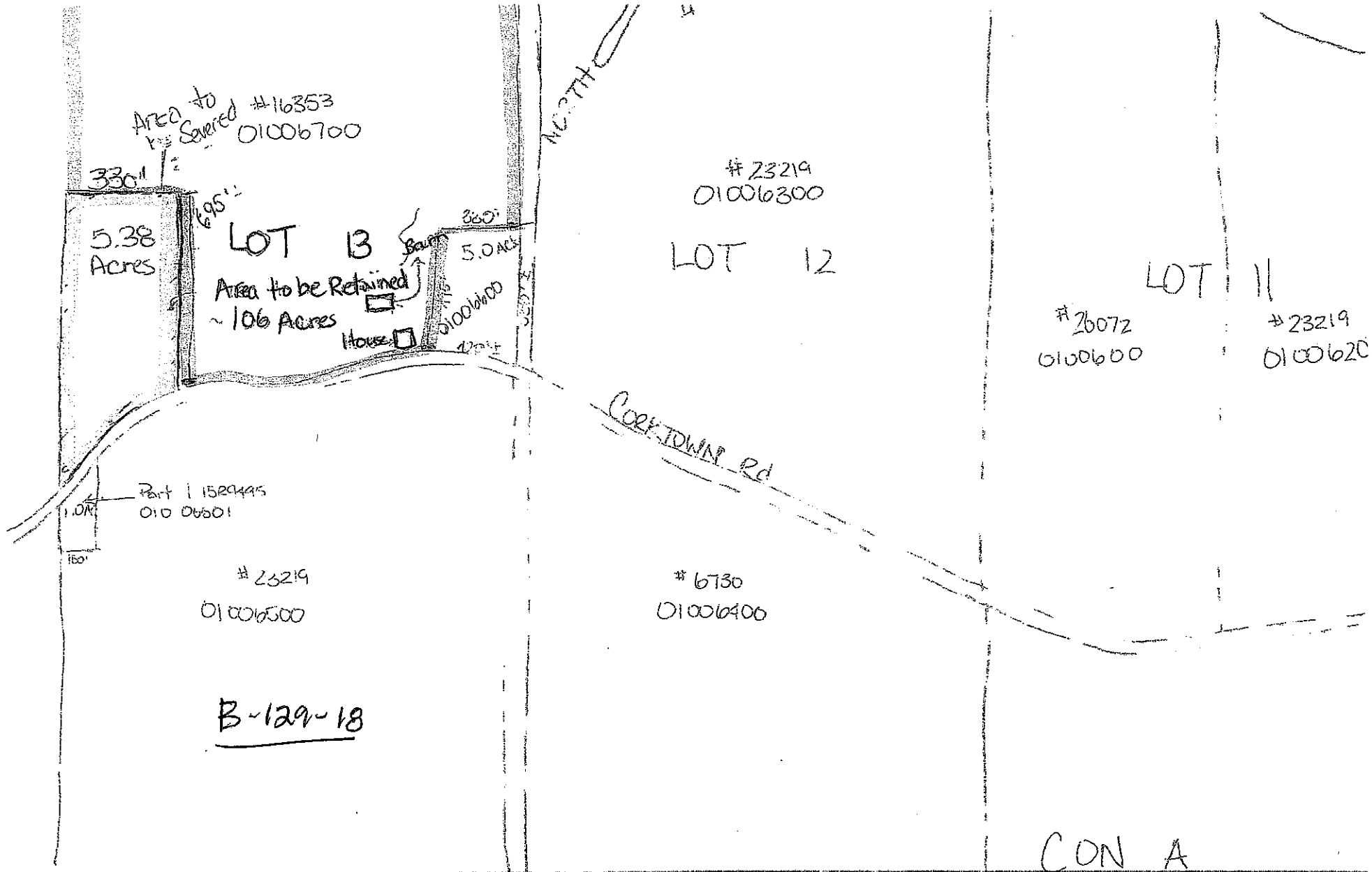
The Planning Advisory Committee of the Village of Merrickville-Wolford does hereby;

...recommend that Council approve severance application B-129-18 as submitted

.....
.....
.....

Carried/Defeated

[Signature]
John Ireland, Chair



B-129-18

CON A

CON I

Severed
Retained

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Resolution No. R-02-19 of the Planning Advisory Committee; and

That Council does hereby recommend approval of severance application B-130-18 to the Consent Granting Authority.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:
Recorded Vote Requested By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...02.....-19

Date; Jan. 21.....2019

Moved by; Ian Kirk Stewart Hamill Tim Molloy Rod Fournier Kim Weedmark

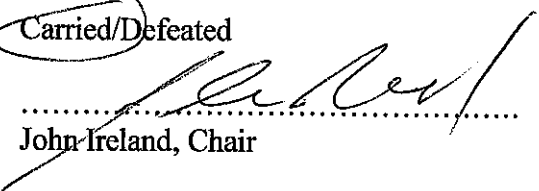
Seconded by; Ian Kirk Stewart Hamill Tim Molloy Rod Fournier

Be it hereby resolved that;

The Planning Advisory Committee of the Village of Merrickville-Wolford does hereby;

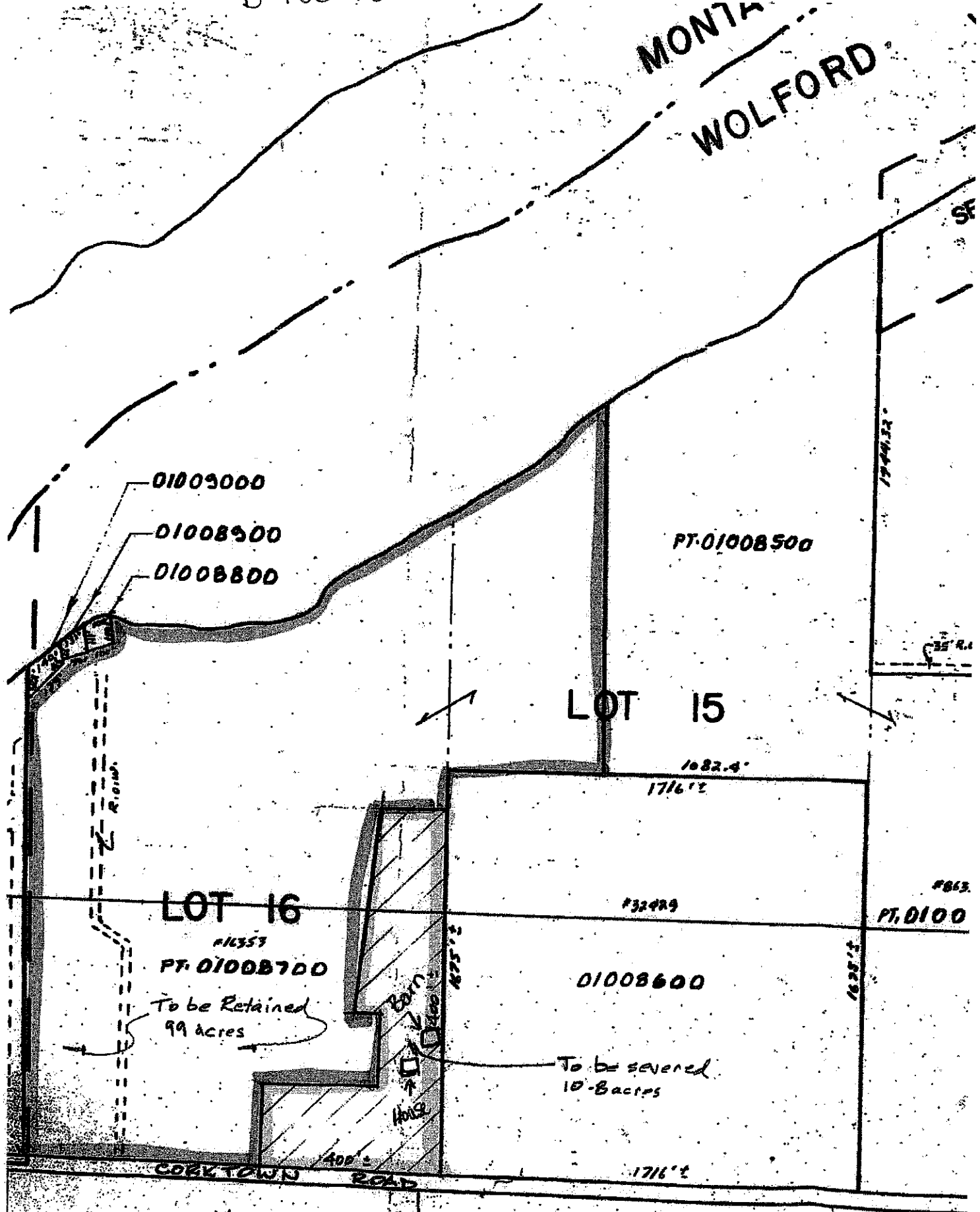
recommend that Council approve severance application B-130-18, as submitted.

.....
.....
.....
.....

Carried/Defeated

John Ireland, Chair

B-130-18

MONTA
WOLFORD



01009000
01008900
01008800

PT. 01008500

LOT 15

1682.4'
1716'

LOT 16
#1655
PT. 01008700

To be Retained
99 acres

01008600

To be severed
10.8 acres

COBLETOWN ROAD

Severed
Retained

SEE MAP OF 02 00

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Resolution No. R-03-19 of the Planning Advisory Committee;

AND

___ Council does hereby extend the term of the existing Planning Advisory Committee for an appropriate period of time to allow for the completion of the new Official Plan;

AND

___ Council does hereby extend the term of the existing Planning Advisory Committee for an appropriate period of time to allow for the completion of the new Zoning By-law.

Carried / Defeated

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...03...-19

Date;...Jan 21...2019

Moved by; Ian Kirk Stewart Hamill Tim Molloy Rod Fournier *K. WEDMARK*

Seconded by; Ian Kirk Stewart Hamill Tim Molloy Rod Fournier

Be it hereby resolved that;

The Planning Advisory Committee of the Village of Merrickville-Wolford does hereby;
...recommends...that...Council...extend...the...term...of...the...
...existing...Planning...Advisory...Committee...for...an...
...appropriate...period...of...time...to...allow...for...the...
...completion...of...the...new...Official...Plan...

Carried/Defeated
[Signature]
John Ireland, Chair

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Wolford 1850
Merrickville 1860
Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-02-2019 regarding the request of the Developer of Merrickville Estates as presented to Council at the meeting of January 14, 2019; and

_____ That Council does hereby direct staff to maintain status quo with respect to the snow clearing services of Phase 3 of Merrickville Estates and the paving or surface treatment of HF McLean Road.

OR

_____ That Council does hereby direct staff to include these requests with respect to the snow clearing services of Phase 3 of Merrickville Estates and the paving or surface treatment of HF McLean Road to be considered as part of the 2019 budget process.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |



Village of Merrickville - Wolford

Report CBO-02-2019
Of the Chief Building Official
Date of Council Meeting: January 30th, 2019
Information Report to Council

RE: Developer's Request for the Village to;

1. Provide Snow Clearing to Phase 3 of Merrickville Estates Subdivision
2. Pave or apply surface Treatment to H F McLean Road

OBJECTIVE: To provide Council with the information necessary to consider the above-referenced requests.

RECOMENDATION:

THAT Council receives report CBO-02-2019 regarding the request of the Developer of Merrickville Estates as presented to Council at the meeting of January 14, 2019; and

____ **That Council does hereby direct staff to maintain status quo with respect to the snow clearing services of Phase 3 of Merrickville Estates and the paving or surface treatment of HF McLean Road.**

OR

____ **That Council does hereby direct staff to include these requests with respect to the snow clearing services of Phase 3 of Merrickville Estates and the paving or surface treatment of HF McLean Road to be considered as part of the 2019 budget process.**

BACKGROUND:

The process for approving residential developments in Ontario is designed to protect taxpayers from liability and costs associated with inadequately designed, constructed and maintained infrastructure. Before beginning to construct new homes, developers must acquire preliminary approval from the municipality. Achieving this involves having the municipality's engineer sign off that any new roads have been constructed in accordance with design specifications included in the subdivision agreement.

Once preliminary approval has been achieved, there is a one-year waiting period before full, final approval is granted. This allows an opportunity for any defects in the roads and appurtenances thereof to become evident. During this period, developers are typically responsible to maintain the roads and are liable for any injuries or accidents that may occur on them and they are fully responsible to make any modifications or repairs to the

infrastructure, which can be quite expensive. Development agreements typically include this provision regardless of whether the road is constructed on land owned by the municipality, such as an unopened road allowance, or on private property. It is only after final approval is granted that the municipality assumes responsibility for maintenance of the road.

The Merrickville Estates subdivision agreement is a legal and binding contractual document which was registered in October 2006. The subdivision consists of 3 separate phases for a total of 69 lots. With respect to the construction of new houses, phase 1 has been built out and phase 2 is approaching capacity. Both phases have been assumed by the Village for road and boulevard maintenance.

Phase 3 of the subdivision was paved in approximately September 2018 with the ditches installed and light standards energized by the developer. No new homes have been constructed yet, however preliminary approval has been granted, giving the developer permission to commence building new homes at any time.

There are two roads within this phase: Scotch Line Road and Tyndale Court. The Village's consultant engineer has approved the constructed road works thus far. However, neither of the roads may be assumed by the Village until approximately September 2019. Until that time, the developer is fully responsible for maintaining the roads in accordance with the subdivision agreement and any associated liability. The exposure to liability to the municipality is minimized. The responsibility to maintain the roads is explicitly described in the agreement and includes, but is not limited to, snow clearing, sanding, salting, etc. during the winter months.

Scotch Line Road and Tyndale Court incorporate a 20m wide (66ft) road allowance which allows for on-street parking on both sides in accordance to the Village Parking By-law. There is no provision for off-street parking for the hiking or snowmobiling public in the subdivision agreement.

Recently, the developer of the Merrickville Estates subdivision has requested that Council direct the Village Public Works Department to provide snow clearing services to the Phase 3 roads.

The developer has also requested that the Village-owned and maintained H F McLean Road be paved or have surface treatment applied over its entire length

ANALYSIS:

Scotch Line Road Winter Maintenance

In reviewing the developer's request for the Village Public Works to carry out the snow clearing of the Phase 3 Roads, please see below:

1. The developer is fully responsible for the four-season maintenance of these roads.
Schedule "L", Section 4 of the subdivision agreement stipulates:

Upon completion of construction, including paving, the Owner shall maintain the said roads in good repair including snow ploughing, salting, sanding, sweeping and ditch maintenance to the satisfaction of the Municipal Engineer.

2. The developer (Owner) is fully responsible to provide that the recently installed pavement be guaranteed against defects for one year after completion. Section 4 stipulates:

A one-year guarantee period shall have elapsed after the date of paving.

3. The developer completed paving the Phase 3 roads around September 2018. In the event that the Public Works Department carries out the snow clearing, monitoring, sanding and salting of the roads and if the developer should make a claim against the municipality for any damages to the roadworks, then the Village would find itself in the unfavourable position of possibly accepting responsibility and jeopardizing the one-year pavement guarantee.

If the Village agrees to conduct winter maintenance of the road, it could become unclear whether defects in the road were caused by the municipality activities or a design/construction defect, thereby exposing the municipality to increased risk.

Section 4 also states:

Damage done to the roads by machinery employed by the Owner whether within the subdivision or outside, will be repaired at the owner's expense to the satisfaction of the Municipal Engineer.

4. The Village in clearing the snow from the said roads prior to legal assumption, would increase its exposure to liability claims from all users of the roads. The developer has offered to add the Village as a party to his insurance and/or having a liability waiver for the Village. However, the Village in any potential civil suit cannot simply sign away its responsibilities if it has agreed to take on any part of the responsibility to maintain the roads. In having the "deepest pockets" the Village could still potentially be held by the Courts as having some or all responsibilities. Regardless of final court decisions that might occur, the Village would also have to pay potentially large legal fees.
5. A position could be taken that Scotch Line Road, even though captured as a part of phase 3 of the subdivision, is the Village's road allowance and thus, the Village "must maintain its own road". However, Scotch Line Road like all unmaintained municipal road allowances in the Village cannot be deemed a maintained municipal road just because a private entity paves it. The subdivision agreement provides that road improvements must be approved by the Village Engineer and then the road may then be assumed by the municipality.

In fact, Section 44(8) of the Municipal Act, explicitly exempts a municipality from the responsibility for maintaining its unopened roads within its boundaries.

6. Further, a position could be taken that the Village Public Works Department carried out snow clearing on behalf of the developer over a multi-year period to the other phases in this subdivision. This practice was ceased due to many of the concerns raised in this report, including the recognition that the practice is unsustainable. The municipality simply cannot provide the same benefit to all developers and other stakeholders equitably.

As the developer proceeds with the construction of phases 4 and 5, it is highly likely that the same request will be made for the Village's snow clearing for those future phases. If the Village agrees to provide winter maintenance on the roads even with a disclaimer, it introduces greater complexity and ambiguity into the issue of respective legal responsibilities and introduces potential for the courts to view the municipality as being jointly liable beyond just the issue of winter maintenance.

Given the above, it is staff's advice that the Village should preserve the integrity of the respective obligations of the parties clearly described in the existing subdivision agreement.

Paving of H F McLean Road

The developer has also requested that the full expanse of H F McLean Road be paved or have surface treatment applied. H F McLean Road is constructed of a gravel surface at this time with unknown rates of compaction or full knowledge of its sub base.

Engineering investigation is likely required prior to any paving or surface treatment. Again, the municipal budget is not yet approved and paving the road is expected to be a high cost endeavor. Estimates for the paving of H F McLean Road provided from the Public Works Department staff are as follows:

- The total surface area of H F McLean Road is approximately 57,600 sq. ft.
- The cost of surface treatment at about \$0.55/ sq. ft. with a 5/8" thick layer of granular "A" (granular applied by Public Works staff) would be approximately \$31,680.00 plus applicable taxes.
- The cost of HL3 paving at about \$2.10/sq. ft. with a 5/8" thick layer of granular "A" (granular applied by Public Works staff) would be approximately \$121,000.00 plus applicable taxes.

These cost estimates do not take into account engineering investigation and any potential remedial compaction and materials.

Phase 3 house construction of the subdivision will be just commencing this Spring and there is the potential for even more heavy equipment traffic in the construction of the phase 4 and 5 roadworks, and in the subsequent house construction that will follow.

In light of the potentially damaging heavy traffic as noted above, the concern would be the service life of the newly paved road. It would be difficult to justify the costs to the public for the reconstruction and repaving/resurfacing of H F McLean in only a few short years from now after enduring increasing amounts of heavy equipment traffic for construction in Merrickville Estates.

BUDGET/LEGAL IMPLICATIONS:

The cost implications of the proposed winter maintenance of Scotch Line Road are unknown at this time and will vary depending upon the weather experienced. Other significant costs may occur should the municipality be found partly or fully liable in relation to any claims.

In the event that the Village undertakes snow clearing of phase 3, the increased liability may be significant given the wide variety of users of the road. This exposure would not impact the Village should Council require the developer to meet the subdivision responsibilities and obligations for maintaining the roads in phase 3.

Regarding the proposed paving or surface treatment of H F McLean Road, the cost implications would require a proper engineering investigation and detailed estimates. The legal implications to paving H F McLean would be similar to the rebuilding of other municipal roads.

Again, the 2019 budget has not yet been approved by Council.

INTERDEPARTMENTAL IMPACTS:

The Treasury and Public Works Department will be affected by the approval of the developer's request.

LINKS TO STRATEGIC PLAN:

The Village of Merrickville-Wolford Strategic Plan By-law 10-17 as adopted by Council on January 23, 2017, indicates in the "Trust in Government/Good Government" section on Page 7;

Governments today face ongoing challenges to maintain the public's trust and establish better accountability for the tax dollars collected and spent on their behalf.

Transparency and accountability will be central to achieving the desired outcomes of the Strategic Plan.

CONCLUSION:

The provision of snow clearing by the Village Public Works Department is time consuming and creates unnecessary risk to the Village. The lawful and binding subdivision agreement provides that the developer fulfil the agreement responsibilities and obligations by carrying out snow clearing duties at no risk to the Village.

The request by the developer to have the Village immediately apply paving or surface treatment to H F McLean Road in 2019 is premature. Eventually the road will be paved or surfaced but should only be done after the heavy construction equipment usage has passed.

The Village budget has not yet been approved by Council and agreeing with the requests of the developer prior to setting the municipal budget is premature, eliminating the possibility for Council to consider competing priorities.

It is the recommendation of staff that Council maintain status quo with respect to the clearing of snow from the roads in Phase 3 of Merrickville Estates, as well as the paving or surface treatment of H F McLean Road at this time.

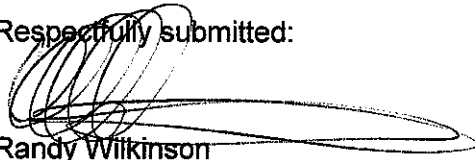
Should Council decline the advice of staff, it is recommended that Council then direct staff to include these requests in the 2019 budget deliberations.

ATTACHMENTS:

1. Correspondence from Chuck Fournier of Merrickville Estates dated August 23, 2018

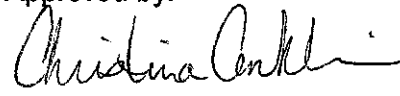
| | |
|---|-----|
| CAO | Yes |
| Clerk | Yes |
| Finance | Yes |
| Building & MLEO Department | Yes |
| Public Works & Environmental Department | Yes |
| Parks, Recreation & Facilities Department | N/A |
| Planning Department | Yes |
| Economic Development Department | N/A |
| Fire Department | N/A |
| Other: | N/A |

Respectfully submitted:



Randy Wilkinson
 Chief Building Official
 Building and Planning Department

Approved by:



per/ Douglas Robertson
 Chief Administrative Officer

Tuesday, August 23, 2018

Mr. Doug Robertson, CAO
Village of Merrickville Woford
P.O. Box 340
Merrickville, ON
K0G 1N0



5663 Scobie Cres.
Manotick, ON, K4M 1B7

Re: Merrickville Estates, (**LE-053-ME-Village**)
Request to have HF McLean Paved

Dear Mr. Robertson:

By means of this letter, Merrickville Estates (ME) formally request that surface treatment of H.F. McLean be included in the Public Works 2019 budget.

Figure 1 shows the location of this road in relation to the subdivision. The length of road to be paved is approximately 950 m.

Background:

- Merrickville Estates is a 69 Lot subdivision, comprised of three (3) phases, which allows for planned community growth, the first major subdivision of its kind in the municipality.
- As part of the subdivision agreement, the Village required the developer (ME) to financially contribute to the opening and construction of construction grade roads on the entire length of HF McLean. This was completed as part of Phase 1 works in 2006.
- As part of the 2010 Federal Government Infrastructure Program, The Village secured funds to further upgrade HF McLean to municipal road status, ready for pavement.
- At the Monday August 22, 2016 Council meeting, ME requested Council to pave the primary access route to the Merrickville Estates subdivision; HF McLean. Since this meeting, H.F. McLean has not received any surface treatment, despite the fact that surface treatment of H.F. McLean has been a public works request over many years.

Justification:

- It was always the spirit of the works associated with HF McLean that this road would become the primary access to the ME Subdivision and would be paved, thus alleviating traffic through the high-density urban areas of Brock Street, Charlotte Street and Collar Hill Road.
- To date, the ME Subdivision has 45 homes either built, or in construction. Phase 3 roads have recently been built generating 15 new vacant Lots. There remains 24 homes to be built in the subdivision. This community has made a very significant contribution to the municipal tax base.

- Today, HF McLean is the access that all residents and construction equipment use when driving into the Village, Smith Falls or Brockville. Maintenance of this unpaved road has become significant due to the high-volume usage of the road. Surface treatment of H.F. McLean will reduce Village maintenance costs of same.
- Paving of H.F. McLean will unquestionably increase absorption rates and sales, of new homes in ME and thus will accelerate the increase the municipal tax base. This accelerated tax base could in fact justify a “break-even” scenario by the Village planners.
- Paving of H.F. McLean will increase the property values of those residents that live on and in the vicinity of H.F. McLean.

Village Developer Historic Collaboration:

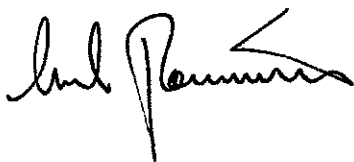
- The Village and Developer have a history of collaboration of mutual benefit, as such, we see surface treatment of H.F. McLean part of this long-term collaboration. Examples are:
 - In 2007 ME constructed the Collar Hill Road extension sub-base from Aaron Merrick Drive to Scotch Line Road (a 500 m road segment). These works comprised supply and installation of approximately 12,000 tonnes of shot rock, valued at approximately \$150,000. Prior to these works, this segment of Collar Hill Road was a trail.
 - In 2010 when the Government of Canada announced the Infrastructure program, ME supported the Village Collar Hill Rd. upgrade construction by developing the Plans and Technical Construction Specification which expedited the road construction tender call.

Request: Considering the above, we formally request the Village Council to approve paving of HF McLean in the 2019 Public Works budget.

It remains a pleasure working with the Village and contributing to the economic development of Merrickville-Wolford.

Sincerely,

Merrickville Estates



Charles P. Fournier, M.Sc., MBA, P.Eng.
Managing Director

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Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-01-2019, being the 2018 fourth quarter report of the Merrickville Fire Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report FD-01-2019
Merrickville Fire Department
Information Report to Council
Date to Council: January 30, 2019

RE: Quarterly & Year End Report October 1, 2018 to December 31, 2018

OBJECTIVE: To provide Council with an update regarding the fourth quarter and year end results of the Merrickville Fire Department, for information purposes.

RECOMMENDATION:

THAT: Council receives report FD-01-2019 for information purposes.

BACKGROUND:

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics in order to keep Council and the public informed of the progress of the Merrickville Fire Department (MFD).

ANALYSIS:

The fourth quarter has seen a slight decrease in calls, but our overall call volume has remained the same over this past year. The Department has responded to 65 calls for service in 2017 and the same for 2018 (65 calls). Seasonal and tourist activity traditionally sees an increase in call volume over the 2nd and 3rd quarters. The calls are primarily responses to medical assists (due to paramedics having to respond from Smiths Falls or Kemptville), motor vehicle collisions and fire/carbon monoxide alarms. This has been consistent throughout this fourth quarter. **(Reference: Appendix A for call statistics).**

The focus of the Merrickville Fire Department is the protection of all firefighters and citizens in Merrickville-Wolford. This is accomplished by the dedication and time committed to training and equipment maintenance/inspection by all members. Ensuring that the training program(s) for the firefighters is attainable, accessible and to a recognized provincial standard is critical to the level of service expected from the citizens we serve. The MFD has adopted the National Fire Protection Association (NFPA) Firefighter 1 & 2, 1001 Training Program and has been following this for the past 5 years. Training occurs every second Tuesday evening with vehicle/equipment checks and drill nights occurring on the opposite Tuesday nights for each of the four platoons over a two-month period.

Firefighter Hours:

Total training hours:

1st Quarter = 406 hours
2nd Quarter = 192 hours
3rd Quarter = 296 hours
4th Quarter = 324 hours

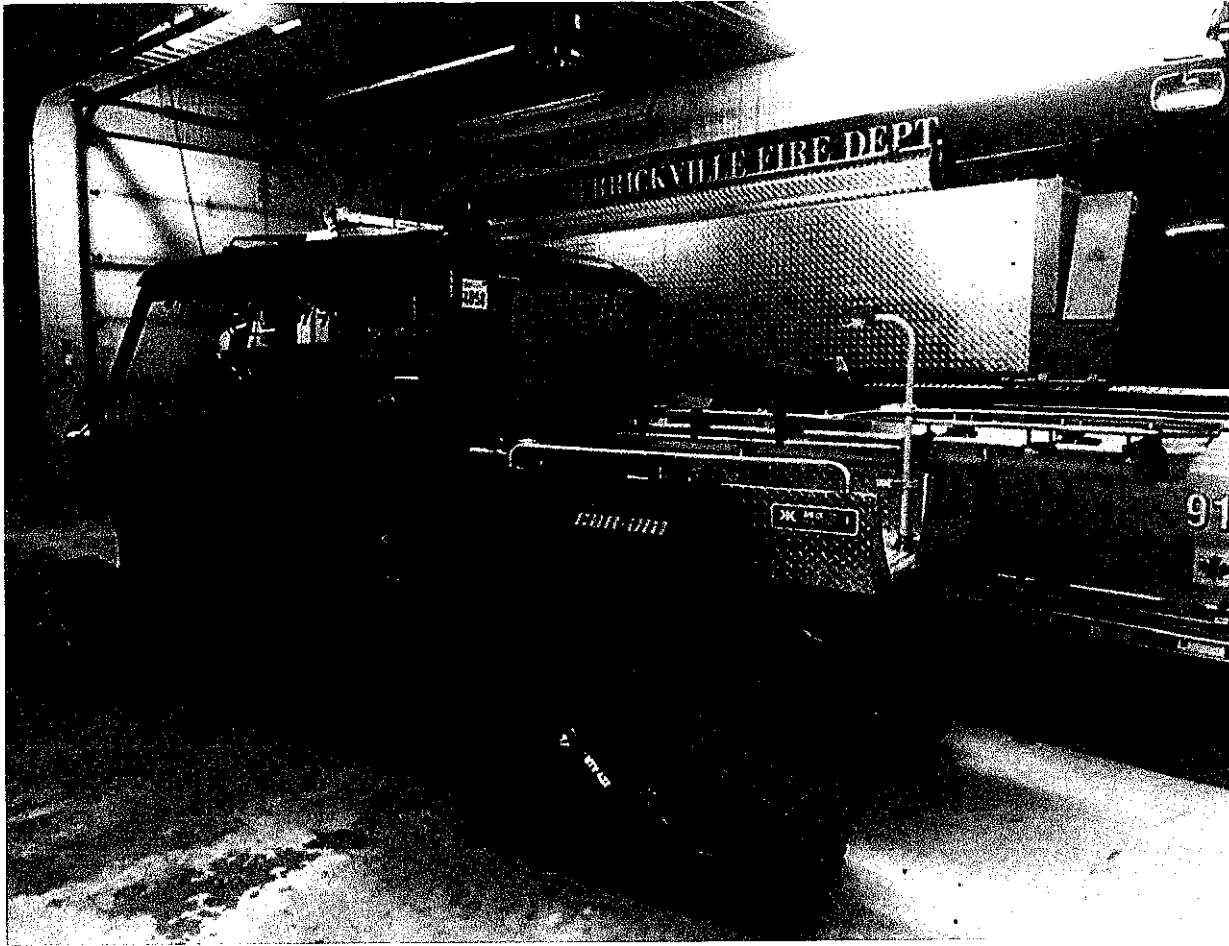
Total 2018 - 1218 hours

Total 2017 - 1084

(Note: 4th Quarter had an increase in training hours due to all Officers (7) attending a 16-hour Incident Safety Officer (ISO) program.



The ISO program provides the Officer with an understanding to the hazards facing the firefighter while responding to and working at the incidents they are called to for service. The MFD is proud to say that we are the only department in Leeds & Grenville to have all Officers trained as ISO's and have their Pro Board Certification.



Burning Permits

The Village of Merrickville-Wolford, in recognizing and abiding by Ontario Regulation 388/97 made under the *Fire Protection and Prevention Act, 1997*, has implemented a by-law to prescribe the precautions and conditions under which fires may be set in open air.

After public consultation and review of comments forwarded by a number of residents, we have implemented an Open-Air Burning Permit that is permissive, user-friendly and aligned with current legislation and local by-laws. The permits are free and available online or at the municipal office or library if residents are unable to access the electronic version. The permit is effective for one year and allows for ease of notifying the Fire Department when burning as well as informing the individual of the current fire risk and immediately notifying them if there is a burning ban in effect. It is the responsibility of the individual burning to notify the Fire Department by calling 613-706-2330 when they plan on burning. Exemptions to the burning permit are a small contained fire supervised at all times and used to cook food in a grill or barbeque.

352 Burn Permits were issued for 2018. Up from 343 issued in 2017.

This program is still funded through the current fire prevention budget at an annual cost of approximately \$1,500.00. This amount can vary with the number of permits issued and burning ban announcements to all permit holders.

2018 was a busy year for the department with training, fire prevention, public education and community engagement. As Chief, it is critical to recognize the commitment and dedication of our volunteers. The citizens and visitors are well served with our members, the equipment provided as well as the equipment donated by our Association to improve our level of service to our Municipality.

BUDGET/LEGAL IMPLICATIONS:

To date, the financial expenditures for the fourth quarter have aligned with the approved 2018 budget. A small surplus is expected and recommended to be forwarded to capital reserves for vehicle replacement.

LINKS TO STRATEGIC PLANS:

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be dealt with. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

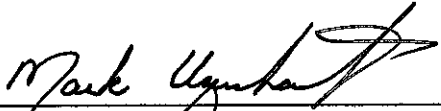
This report is for information purposes only.

ATTACHMENTS:

Schedule "A" - Graph comparing 2018 yearend and 2017 call statistics.


| REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable | |
|---|-----|
| CAO | Yes |
| Clerk | Yes |
| Finance | NA |
| Building Control & BLEO Department | NA |
| Public Works & Environmental Department | NA |
| Parks, Recreation & Facilities Department | NA |
| Planning Department | NA |
| Economic Development Department | NA |
| Fire Department | NA |
| Other: | NA |
| | |

Submitted by:



 Mark Urquhart AEMCA
 Fire Chief/Alt. CEMC

Approved by:

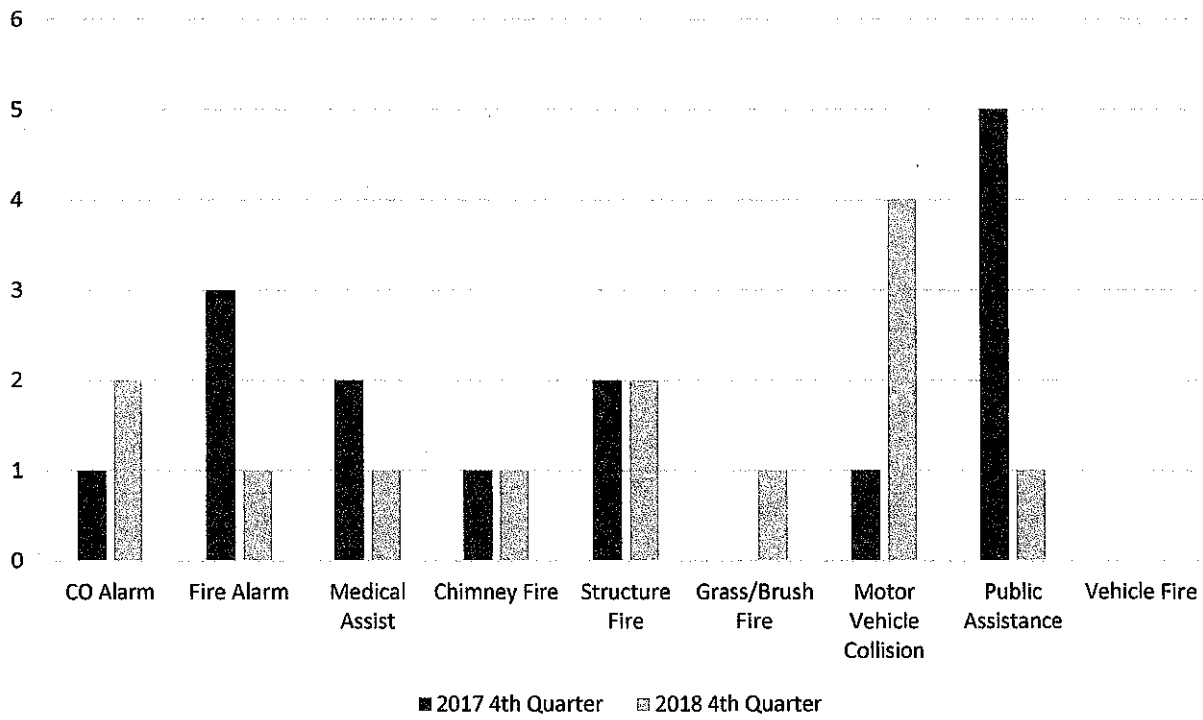


 per/ Doug Robertson, CAO/Clerk

Schedule "A" to FD-01-2019

| | 2017 4th Quarter | 2018 4th Quarter |
|-------------------------|------------------|------------------|
| CO Alarm | 1 | 2 |
| Fire Alarm | 3 | 1 |
| Medical Assist | 2 | 1 |
| Chimney Fire | 1 | 1 |
| Structure Fire | 2 | 2 |
| Grass/Brush Fire | 0 | 1 |
| Motor Vehicle Collision | 1 | 4 |
| Public Assistance | 5 | 1 |
| Vehicle Fire | 0 | 0 |

Call Breakdown - 4th Quarter



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Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-01-2019, being the 2018 fourth quarter report of the Public Works Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report PW-01-2019
Public Works Department
Information Report to Council
Date to Council: January 30, 2019

RE: Quarterly Report from September 1, 2018 to December 31, 2018 and year end report.

OBJECTIVE: To provide Council with an update regarding the fourth quarter and year end results of the Public Works Department, for information purposes.

RECOMMENDATION:

THAT: Council receive report PW-01-2019, being the fourth quarter and year-end report of the Public Works Department, for information purposes.

BACKGROUND:

The focus of the public works staff is to deliver efficient service to the residents of the Village of Merrickville-Wolford in a timely and safe manner. This is accomplished by the dedication of staff through their daily duties to make sure the residents and tourists are safe as they go about enjoying our beautiful Municipality daily. In showing transparency and providing quarterly statistics and year-end reports to Council and the public, we can keep you informed of Public Works operations and progress.

ANALYSIS:

The fourth quarter was very productive for public works staff with a strong emphasis on the completion of seasonal maintenance projects. The year has been very trying for staff and I would like to commemorate the public works employees on staying professional and not wavering from their duties and always keeping a positive attitude within the work environment. All staff have completed their WHMIS training and Occupational Health and Safety Training, and we are looking to put all staff through a first aid course in the near future.

Vehicles and Equipment

The highway plows have gone in for service and to have their annual inspections done. All small equipment and mowers have been cleaned and winterized and put in storage for the winter season. With the addition of the 2013 John Deere Loader to the fleet this year, it has made many public works projects move along more smoothly and has been great for snow removal within the Municipality. The Public Works Department has also taken ownership of the 1988 Kodiak Water Tanker that was retired from the Fire Department to be used for wetting the roads for grading and calcium activation. Thank you to the Fire Department.

The capital budget item for the snow pusher blade for the John Deere SJ 310 backhoe has been cancelled at a savings to the municipality of \$8,000 as the backhoe would not be able to handle the size of the pusher blade and would furthermore cause damage to the equipment and not speed up any snow removal that is done in the Municipality. We continue to complete ice blading on gravel with the grader throughout the municipality as weather and temperatures permit. With the extreme variation in conditions this season, the grader has not been able to be utilized as much to ensure a smooth and safe road for residents to travel on daily. We have had to apply sand and salt to gravel also to ensure the ice melts off for traffic safety.

The Eastons Corners Centennial Hall roof repairs have been moved to early spring 2019 because of a staffing shortage within the contracted roofing company, JJ Construction. The project will remain the same with the removal of all shingles and the application of a new membrane and black steel sheeting to provide the building with a solid roof structure that will last for years.

Rink Update

The Tender was put out for the maintenance and care of the Merrickville and Eastons Corners' rinks for the 2018-2019 season. Galloway Landscaping was awarded the contract as no other companies submitted a quote. There was a slow start to the season this year with fluctuating temperatures and the lack of cold nights to flood. The contractor has since been able to provide good ice surfaces for both rink areas for all residents of the Municipality to enjoy and the 2019 skating schedule has been posted on our website and at both rinks with family day posted for family skating only.

Landfill

For an update on the landfill, please refer to Schedule "A".

There were 5,022 vehicles that passed through the landfill in the fourth quarter. The recycling of fibers (23.54 ton) continues to outweigh the amount of plastic and glass containers (9.53 ton) being recycled. There were 419 tires recycled this quarter. In the fourth quarter of 2017, landfill revenue was \$8,461 and has increased in 2018 to \$7,179, a difference of \$1,282. We continue to maintain the landfill weekly with cover

material and compaction to stay in compliance with Ministry of Environment and to maintain a high standard of quality for our residents. We recycled 33.32 tons of containers, 76.74 tons of fibers and 1260 tires for the year. There was a total of 22,695 vehicles passing through the landfill for the year. Revenues were \$41,700 from the fee structure in place.

There will be a Tender going out for curbside garbage and recycling pickup and the pickup of recycling materials from the landfill very shortly as the current contract has expired with Limerick Environmental. There has been much concern from residents as to the types of materials that can be accepted and sent away for recycling from the Municipality. We currently recycle plastics, glass and cardboard. Staff are looking into being able to recycle more product to make sure Merrickville-Wolford stays environmentally sound. The Ontario Tire Stewardship Program has been renewed this year and will continue the same as it has in the past with residents able to bring tires to the site at no charge to be picked up by a recycling contractor to be reused for other purposes. The annual operations report will be completed early in the spring 2019 by JP2G Consultants as part of our ongoing landfill monitoring program to stay in compliance with the Ministry. The water wells continue to be closely monitored and are in compliance with Ministry of Environment regulations. We will be hiring a new landfill attendant as the recent attendant that was hired has since resigned.

Year in review 2018

The year 2018 has been a busy year for the Public Works Department with JP2G Consultants being awarded the contract for the infrastructure project on Lewis and Wellington street.

We only had one summer student this year, Kelly, who did a great job for us.

The repair and paving of Wellington Street East and the padding of sections of Armstrong Road were completed.

The replacement of the motor in the Volvo Grader after it spun a bearing on the crank shaft was installed under warranty by Strongco. All the highway plows have had new rubber put on the drive tires.

Staff have assisted with Merrickville-Wolford in Bloom initiatives through landscaping throughout the Municipality and making sure all streets are swept and clean.

The Merrickville Agricultural Fair also came and went with the help of staff to prepare the grounds and track by working closely with the Fair Board.

The replacement of the shingles on the north elevation roof at the Municipal Office was completed by JJ Construction.

Preparation of the Village for Christmas in Merrickville by decorating the trees along St. Lawrence and Main Streets as well as putting up Christmas banners was also completed.

The contract for winter sand was awarded to Tackaberry Construction to supply 2000 tons of coarse sand. The contract for 300 tons of coarse road salt was awarded to Compass Minerals to be delivered to the Wolford garage on Roses Bridge Road.

BUDGET/LEGAL IMPLICATIONS:

To date the financial expenditures for the fourth quarter are aligned with the approved budget.

LINKS TO STRATEGIC PLANS:

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS

Schedule "A" Graph comparing the 4th quarter results for landfill from 2017 and 2018

| REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable | |
|---|-----|
| CAO | Yes |
| Clerk | Yes |
| Finance | Yes |
| Building Control & BLEO Department | NA |
| Public Works & Environmental Department | NA |
| Parks, Recreation & Facilities Department | Yes |
| Planning Department | NA |
| Economic Development Department | NA |
| Fire Department | NA |
| Other | NA |

Submitted by:



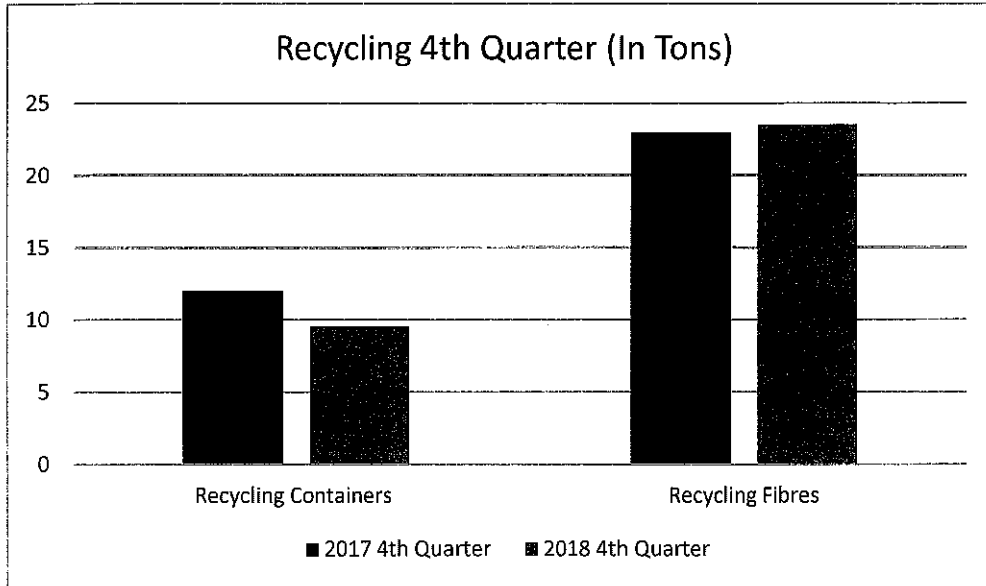
Brad Cole
Acting Manager Public Works

Approved by:

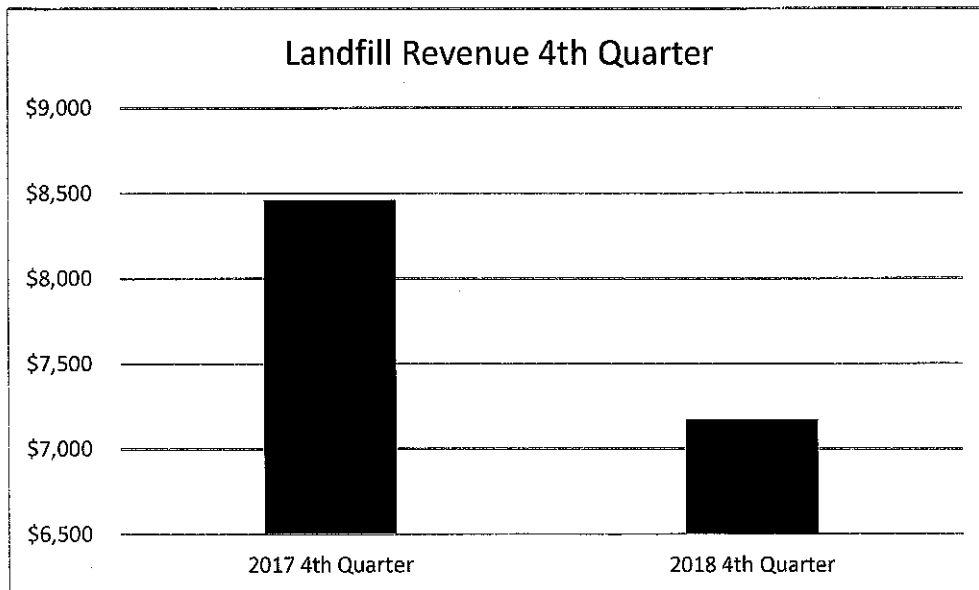

per / Doug Robertson, CAO/Clerk

Schedule "A" to PW-01-2019

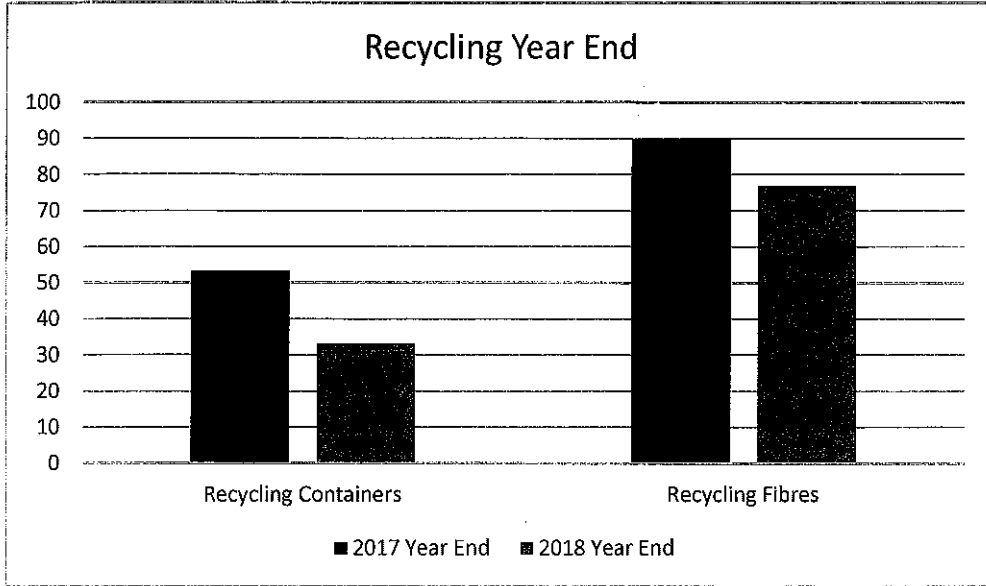
| | 2017 4th Quarter | 2018 4th Quarter |
|----------------------|------------------|------------------|
| Recycling Containers | 12 | 9.53 (In Tons) |
| Recycling Fibres | 22.98 | 23.54 (In Tons) |



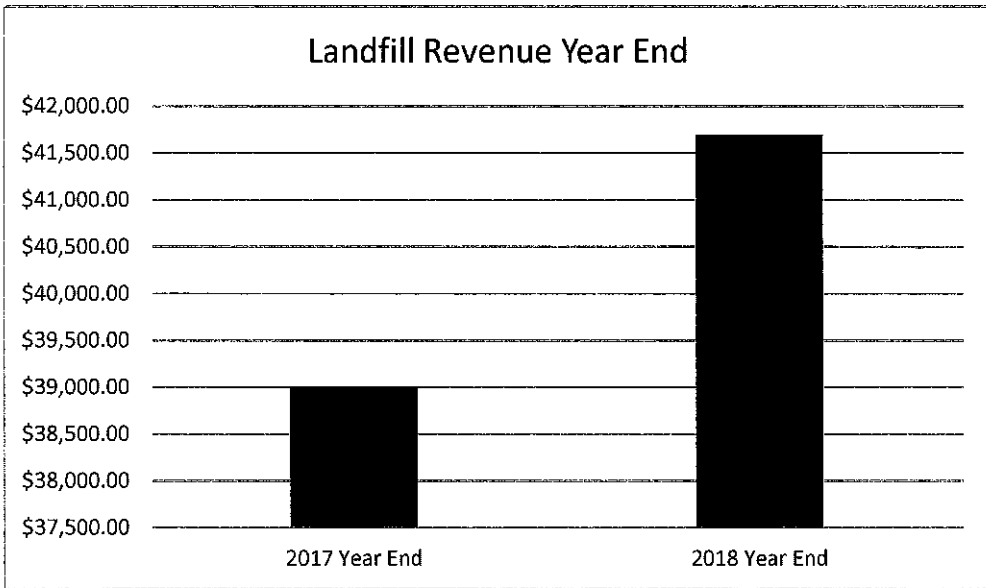
| | 2017 4th Quarter | 2018 4th Quarter |
|------------------|------------------|------------------|
| Landfill Revenue | \$8,461 | \$7,169 |



| | 2017 Year End | 2018 Year End |
|----------------------|---------------|-----------------|
| Recycling Containers | 53.29 | 33.32 (In Tons) |
| Recycling Fibres | 89.74 | 76.74 (In Tons) |



| Landfill Revenue | 2017 Year End | 2018 Year End |
|------------------|---------------|---------------|
| | \$38,997.02 | \$41,700 |



Established 1793
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Wolford 1850
Merrickville 1860
Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-05-2019 regarding the 2019 Water and Wastewater Rates.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |



Village of Merrickville - Wolford

Report FIN-05-2019
Finance Department
Information Report to Council

RE: 2019 Water Wastewater Rates

OBJECTIVE: To obtain Council approval of the 2019 water and wastewater rates.

RECOMMENDATION:

THAT: Council approve the 2019 water and wastewater rates.

BACKGROUND:

In 2016, Council adopted the Water and Wastewater Financial Plan for the years 2016 to 2021. The financial plan provided the municipality with a six year financial forecast of the operating system. Council adopted Resolution #R-062-16 to move towards full cost recovery of its water and wastewater costs on a user pay basis, and to establish a minimum 10% increase each year until this is achieved.

ANALYSIS:

The Sustainable Water and Sewage Systems Act, 2002, requires municipalities to assess the costs of water and to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems. The province passed the Sustainable Water and Sewage Systems Act, which requires municipalities to institute full-cost accounting and recovery for water and wastewater services.

Applying a 10% increase to the water and wastewater rates, the base user rates for residential and multi-residential water and wastewater combined will increase from \$115.10 to 126.60 per unit per month. The Industrial, Commercial and Institutional units will see a base user rate increase from \$176.40 to \$194.04 per unit monthly. The base rate for properties on water only will increase from \$38.36 to \$42.20. The base rate includes up to 7.5 cubic meters per unit. The rates for metered water/wastewater, after 7.5 cubic meters per unit, will increase from \$6.13 to \$6.74 per cubic meter, and for water only users from \$2.03 to \$2.23.

As per By-law 24-03, the cost of supplying and installing meters will be charged to the property owner. As such, the cost for meters (new or replacement) and for meter reader repairs will now be based on the actual costs of materials and labour.

BUDGET/LEGAL IMPLICATIONS:

The 2019 draft budget will include the estimated revenue due to the increase in user rates. The user fees for water are estimated to be \$378,608 and for wastewater \$677,631.

LINKS TO STRATEGIC PLANS:

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

Ensuring efficient, effective services and civic engagement:

Fiscal sustainability is an important part of providing efficient services to ratepayers.

Conclusion:

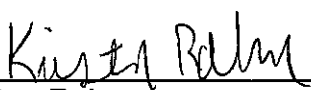
Staff recommend adopting the new water and wastewater rates for 2019.

ATTACHMENTS:

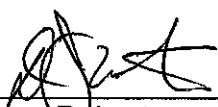
Water and Wastewater By-law.

Submitted by:

Approved by:



Kirsten Rahm,
Manager of Finance - Treasurer



Doug Robertson, CAO/Clerk

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW NO. 07-2019

BEING a By-law to amend By-Law 24-03, the By-law to enact Rules and Regulations for the Installation, Repair, Maintenance and Access to Water Meters, Sewer Services and Related Appurtenances; the Billing and Collection of Charges for Water and Sewer Usage; and the Penalties for Offences

WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 24-03 to enact the installation of water meters and collection of charges for water and sewer;

AND WHEREAS section H. 1 of By-law 24-03 allows for the changing of rates from time to time by municipal by-law;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford does deem it necessary to increase the water and sewer service rates;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact as follows that:

1. Schedule "A" of By-law No. 24-03 shall be amended as attached
2. The amended rates of Schedule "A" shall come into force and take effect the 1st day of January, 2019.
3. Schedule "B" of By-law No. 24-03 shall be amended as attached.
4. The amended rates of Schedule "B" shall come into force and take effect on the passing of this By-Law.

READ a first and second time this 30th day of January, 2019.

READ a third and final time and passed this 30^h day of January, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Village of Merrickville-Wolford

Schedule "A" to By-Law No. 07-2019

Water/Sewer Service Rates

Water/Sewer Service Rate Calculation

| WATER SERVICE TYPE | BASE RATE (per month) | METERED WATER/ SEWER SERVICE RATE (per cubic meter of water) |
|--|---|---|
| A) Independent Residential Unit | \$126.60 per unit monthly on water and sewer for the first 7.5 M3 | \$6.74 per cubic meter after 7.5 cubic meters (c.m.) per unit |
| | \$42.20 per unit monthly for water only for the first 7.5 M3 | \$2.23 per cubic meter after 7.5 cubic meters (c.m.) per unit |
| B) Multiple Residential Unit | \$126.60 per unit monthly on water and sewer for the first 7.5 M3 | \$6.74 per cubic meter after 7.5 cubic meters (c.m.) per unit |
| C) Industrial/Commercial/Institutional Units | \$194.04 per unit monthly for the first 15 M3 | \$6.74 per cubic meter after 15.0 cubic meters (c.m.) per unit |

This schedule amends Schedule "A" to By-law 24-03.

Village of Merrickville-Wolford

SCHEDULE "B" to By-Law No. 07-2019

ADDITIONAL CHARGES

- Rates for Water from Hydrants
 - Corporation Fire Department Emergency use No Charge
 - Other Users \$3.63/m³

Larger meters and non-standard meter installations shall be billed to the owner. Definition of non-standard installation and associated costs shall be at the sole discretion of the Manager of Environmental Services.

- Owner-requested municipal meter accuracy testing deposit will be \$55.00 for each test.
- Notice of Disconnection Charge will be \$100.00 and will be applied to the outstanding account.
- Disconnection and Reconnection Charge.
When it has been necessary to reconnect a service as a result of non-payment, a reconnection charge of \$100.00 shall be levied against the delinquent account.
- Owner requested disconnection shall have a disconnection charge of \$110.00
Owner requested reconnection shall have a reconnection charge of \$110.00.
- Service charge for inspection of water or sewer connections shall be \$55.00
- Water Statements or history of account over one year:
 - Computer records: \$15.00
 - Manual records: \$25.00 per hour, minimum one hour

During office hours (7:00 a.m. to 3:00 p.m.)

- Thawing frozen service \$55.00 per hour, minimum one hour plus disbursements
- Meter replacement 100% of cost of materials and labour
- Meter reader repair 100% of cost of materials and labour
- Water/Sewer Connection \$5,000.00 deposit refundable of net actual cost.
- Duplicate Water Bill \$5.00

After office hours (3:01 p.m. to 6:59 a.m.)

- Thawing frozen service \$55.00 per hour, minimum one hour plus disbursements
- Meter replacement 100% of cost of materials and labour
- Meter reader repair 100% of cost of materials and labour

- **Water/Sewer Connection** **\$5,000.00 deposit refundable of net actual cost.**

This schedule amends the fees and service charges of Schedule "B" of By - Law 24 – 03.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-06-2019; and

That Council direct staff to charge the Merrickville Community Centre fee to Christmas in Merrickville.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-06-2019
Finance Department
Information Report to Council

RE: 2018 Christmas in Merrickville

OBJECTIVE: To provide Council with information about the grant dollars and in-kind contributions that were provided by the Village of Merrickville-Wolford in 2018 to Christmas in Merrickville.

RECOMMENDATION:

_____ **THAT: Council receive report FIN-06-2019 for information purposes;**

_____ **AND THAT: Council direct staff to charge the Merrickville Community Centre rental fee to Christmas in Merrickville.**

BACKGROUND:

On January 14th, 2019, Mark Scullino appeared as a delegation before Council, requesting the following:

- That Council waive the rental fees associated with the Merrickville Community Centre for the purposes of the 2019 Christmas in Merrickville event.
- That Council waive the rental fees associated with the Merrickville Community Centre for the purposes of Christmas in Merrickville in perpetuity.
- That staff automatically reserve the Merrickville Community Centre for Christmas in Merrickville on the first Saturday of December into perpetuity.

ANALYSIS:

The 2018 budget allocated \$13,650 for Community Grants. Christmas in Merrickville (CIM) applied for one of the 2018 community grants, for the purpose of providing an atmosphere of fun and gathering for family and visitors to our Community. They requested \$4500 and were granted \$2000. They also requested the following in-kind services, which were provided:

- Assistance from the Public Works department for street closures, no parking signs, and road closure barricades
- Extra garbage bins and garbage pickup services
- Flashing lights
- Insurance coverage
- By-law Officer
- Waiver of fees for Community Centre rental for November 30th and December 1st

There was no staff overtime incurred – the public works department spent Friday November 30th, 2018 setting up for the event, and our By-law officer adjusted his schedule so that he could work on the Saturday. The cost of garbage services was absorbed by the Village. The cost of the user group insurance fees was \$270, which was also absorbed by the Village. The rental fees that were waived were \$400.

The CIM funding application stated that they had some external funding through donations, but very little. They also stated that if grants are not provided, that the event might have to be significantly reduced or cancelled. The 2018 financial statements from CIM are attached to this report. The revenue raised by CIM was \$13,817.35, and their expenses were \$9208.44, leaving a surplus of \$4608.91, of which they donated \$3550 to various entities.

BUDGET/LEGAL IMPLICATIONS:

The budget implications for 2018 was a cost of \$2270 and a loss of revenue of \$400.

LINKS TO STRATEGIC PLANS:

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

Ensuring efficient, effective services and civic engagement:

Fiscal sustainability is an important part of providing efficient services to ratepayers.

CONCLUSION:

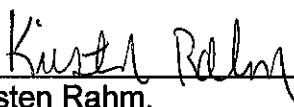
Staff do not recommend waiving the fees for the rental of the Community Centre for Christmas in Merrickville for 2019 or into perpetuity. The Community Centre can be reserved for Christmas in Merrickville for the first Saturday of December providing they submit the rental application with the required 50% deposit, prior to other bookings on that day.

ATTACHMENTS:

- Attachment A - Christmas in Merrickville 2018 grant application.
- Attachment B - Christmas in Merrickville 2018 financial statements.

Submitted by:

Approved by:



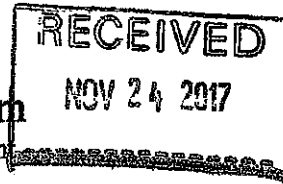
Kirsten Rahm,
Manager of Finance - Treasurer



Doug Robertson, CAO/Clerk



Grant Application Form
Special Event / Community Event



Application deadline: **November 30, 2017**

Please ensure that you provide full, completed and clear answers to the questions on this form; failure to provide the required information may result in your group being ineligible. Missing or unclear information may result in the application being delayed or rejected.

Use a combination of this form and support sheets/documents as needed. Please label your attachments according to the section on this form.

PART A - GENERAL INFORMATION

SECTION 1 - Community Agency / Organization Name and Contact Information.

Name of agency/organization: Christmas in Merrickville (CiM)

Mailing address: [REDACTED]

Contact person and title: Mark Scullino-2017 Event Coordinator

Tel # [REDACTED] Email [REDACTED]

Cell # [REDACTED] Website www.christmasinmerrickville.ca

SECTION 2 - General Information

Number of members 8 Membership fee, if applicable: Yes No

Type of organization: Registered charity Non-profit organization No Status

Incorporated as Non-profit organization? Yes No

In operation since: 1992

SECTION 3 - Objectives of your Organization.

Describe the Mission, Purpose and Objectives of your Organization:

Providing an atmosphere of fun and gathering for family and visitors to our Community

What is the main sector of your organization services (check one?)

- Arts and culture
- Beautification/horticulture
- Environment
- Heritage/History
- Sports/Recreation

PART B – FUNDING INFORMATION

SECTION 1 – Grant Request

Amount of grant request: \$ 4,500.00

Are you asking for in-kind services, such as but not limited to: municipal facilities, material (ie: photocopies), resources (ie: barricades), other? Yes No
If "yes", please provide information.

See attached proposal

Is this your first time asking for a grant and/or in-kind services? Yes No
If "no", last request was:

Year: 2016

Amount and in-kind services requested:

10 Barricades, 8 picnic tables, various "no parking" signs, burn barrels

Amount and in-kind services received:

All of the above

What is the purpose of the grant? Provide an overview of the service-event your agency/organization provides to the community of Merrickville-Wolford and how this supports Council's strategic priorities. Please include the benefits the community would receive as a result of this grant. Also include who within the community would benefit.

See attached proposal
Christmas in Merrickville promotes the local community and supports multiple priorities. The two main pillars are Building a Progressive, growing economy and Ensuring Efficient, Effective Services and Civic Engagement

When and where is the event to be held?

Events occur throughout the entire village. The main attractions occur on St. Lawrence St. as the centre of the village is closed to vehicle traffic after the Christmas parade.

Approximately how large an attendance/audience is expected? Approximately 5,000 visitors attend CiM

Is there an entrance fee? Yes No

SECTION 2 – Project Funding

Will the Village of Merrickville-Wolford be the primary funding source of this event? Yes No

If “no”, indicate what other sources funding has been received or applied for, such as other levels of government, fundraising, donations, other. (Use a separate page if necessary)

CIM does have some external funding through donations but very little. Each year the Event gets larger and larger. CIM is also working at building partnerships with Corporate Funding. One of our new corporate sponsors is the Royal Bank

What will be the implication if the grant and/or in-kind services are not approved?

If grants are not provided, Christmas in Merrickville may be significantly reduced or cancelled

SECTION 3 – Volunteers

How many volunteers are expected to be actively involved during the event? _____

Are you planning to use your current roster of volunteers? Yes No

Will you recruit and train new volunteers? Yes No

How will you track volunteer contributions?

We track all of our volunteer’s year over year. Volunteers are scheduled for the day typically in 2 hour periods. Most volunteers return each year as this event is so popular

SECTION 4 -- Proposed Workplan (Please use the table below)

Keep in mind the simplicity or complexity of your event to guide you about the level of information you provide. This information is important during the application review. List all approvals, licenses, permits that may be needed for your project-event. Also, describe how you will address any insurance or liability issues.

| Activities that need to be completed | Date activities need to be completed | How activities will be completed |
|--|--------------------------------------|--|
| Community Centre | September 2018 | CIM completes request form to reserve location for the full day event. |
| Letter to Village to request street closures, assistance of public works to provide no parking signs, road closure barricades , extra garbage bins and garbage pickup services, flashing lights, By Law Officer and insurance coverage | September 2018 | CIM submits request letter to Village |
| Complete Special Events Request with Parks Canada | October 2018 | CIM submits request to Parks Canada |
| Separate Event Insurance | October 2018 | In addition to Village insurance, CIM carries additional insurance for Event |
| | | |

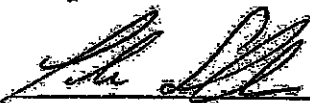
NOTE: The approval process is contingent upon a copy of your financial statement for the previous year being attached to this application form. If you received grant and/or in-kind services last year, your financial statement shall clearly identify "Village of Merrickville-Wolford" grant and/or in-kind services.

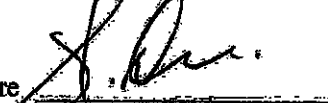
PART 1 - CHECK BOXES

- Last year's budget
 This year's budget
 List of officers and titles
 Constitution
 Last year's financial statement, signed by two officers

PART 2 - SIGNATURES OF TWO OFFICERS IS REQUIRED

We, the undersigned, declare that we have been authorized to file this application form and that to the best of our knowledge, all answers provided in the application form contained in the document and materials attached, are true and complete.

Signature 

Signature 

Position Co-ordinator

Position Treasurer

Date 11/24/17

Date 23/11/17

| Christmas in Merrickville 2018 | | | |
|---|--------------------|---------------------|--------------------|
| | | Revenue | Expenses |
| Lion's Club Donation(Pd Wagon Rides \$2,260.00) | | \$ 2,260.00 | |
| Tackaberry Donation | | \$ 375.00 | |
| Village Donation | | \$ 2,000.00 | |
| Chill tent | | \$ 1,115.00 | |
| Silent Auction | | \$ 2,947.50 | |
| Brochures-2018 | | \$ 600.00 | |
| Photos with Santa | | \$ 250.25 | |
| Brochure Advertising (\$125/business) | | \$ 2,000.00 | |
| Funds Raised (Decorations) | | \$ 500.00 | |
| Donation Jars | | \$ 956.60 | |
| Donation-Chalya | | \$ 500.00 | |
| Donation-Gray's Art Gallery | | \$ 200.00 | |
| Vendor Fair/United Church | | | |
| Laurie | | \$ 113.00 | |
| Total \$ IN | | \$ 13,817.35 | |
| Website Renewal | | | \$ 134.49 |
| Diego the Magician | | | \$ 706.25 |
| Spirit Buttons | | | \$ - |
| Tractor Shuttle | | | \$ 734.50 |
| Wagon Rides | | | \$ 2,260.00 |
| Carollers | | | \$ 350.00 |
| Petting Zoo | | | \$ 904.00 |
| Mark Scullino Advance Expenses | | | \$ 1,043.85 |
| Printing (Brochures, posters, ballots) | | | \$ - |
| Dr. Four Face -Patrick Atwell (fee + gifts) | | | \$ 400.00 |
| Christmas Trees | | | \$ - |
| Face Painting/Clowns | | | \$ 200.00 |
| Church Rental | | | \$ 100.00 |
| Event Liability Insurance | | | \$ 604.80 |
| Marc Bergeron - light show | | | \$ 675.00 |
| Armstrong Plumbing (2 Porta Potties) | | | \$ 339.00 |
| Bank fees | | | \$ 88.32 |
| Margo Heighton-Decorations | | | \$ 572.18 |
| Dry Cleaning of Santa Suit | | | \$ - |
| Phoenix | | | \$ 96.05 |
| Food Hot dogs, marshmallows, etc | | | \$ - |
| Subtotal \$ Out | | | \$ 9,208.44 |
| DONATIONS | | | |
| A Chance Animal Rescue | \$ 700.00 | | |
| Merrickville Food Bank | \$ 1,000.00 | | |
| Beth Donovan Hospice | \$ 350.00 | | |
| Leeds Grenville Interval House | \$ 900.00 | | |
| Rosebridge Manor-Jasper | \$ 300.00 | | |
| Legion Branch 245-Merrickville | \$ 300.00 | | |
| Total Donations for 2018 CIM | \$ 3,550.00 | | |
| Total Remaining | | | \$ 4,608.91 |
| Less: Donations | | | \$ 3,550.00 |
| Closing Balance-2019 Start Up | | | \$ 1,058.91 |

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 06-2019, being a by-law to confirm the proceedings of the Council meeting of January 30, 2019, be read a first and second time, and that By-law 06-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 06-2019

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON JANUARY 30, 2019

WHEREAS section 5(3) of the Municipal Act, 2001 states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on January 30, 2019 be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. The proceedings and actions of Council at its meeting held on January 30, 2019 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 30th day of January, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: January 30, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next regular meeting of Council on Monday, February 11, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

For Clerk's use only, if required:
Recorded Vote Requested By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Carried / Defeated

J. Douglas Struthers, Mayor