



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 3:00 p.m.

Tuesday, April 28, 2020

**\*\*\*IMPORTANT NOTICE: This meeting will be held electronically via teleconference. In order to ensure transparency, an audio recording of this meeting will be posted on the website immediately following adjournment.\*\*\***

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 an identifiable individual; and
  2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
5. **Rise and Report**
6. **Minutes:** Approval of Minutes of special Council meeting of April 9, 2020
7. **Public Works:** PW-02-2020 re: Additional Brush Amnesty Days in May 2020
8. **CAO:**  
CAO-03-2020 re: Heritage Advisory Committee/Application to Alter a Heritage Building (106 Brock Street East);  
CAO-04-2020 re: Financial Relief during COVID-19; and  
CAO-05-2020 re: Business Survey re: Impacts of COVID-19
9. **Next meeting of Council:** To be determined at the call of the Mayor
10. **Confirming By-Law:** 33-2020 re: Confirm Proceedings of Council meeting of April 28, 2020
11. **Adjournment.**

Resolution Number: R - - 20

Date: April 28, 2020

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 agenda of the special Council meeting of April 28, 2020 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:		
<b>Recorded Vote Requested By:</b>		
Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 20

Date: April 28, 2020

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 move to an "In-Camera" session at \_\_\_\_\_ p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees; and
2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

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 - - 20

Date: April 28, 2020

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 rise and report from the "In Camera" session of the special Council meeting, with staff being given direction, at \_\_\_\_\_ p.m.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

Resolution Number: R - - 20

Date: April 28, 2020

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

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 April 9, 2020 as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

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

Thursday, April 9, 2020

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 3:00 p.m. on Thursday, April 9, 2020.

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

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Kirsten Rahm, Treasurer

**Note:** Mayor Struthers indicated that the audio recording of this meeting will be posted on the Village's website for the public. As per By-law 26-2020, all votes were recorded for each motion.

**Disclosure of Pecuniary Interest and the general nature thereof:** None.

**Approval of Agenda**

**R-123-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the special Council meeting of April 9, 2020, as circulated.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**Minutes:**

**R-124-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**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/Public Meeting regarding the Park View Homes Application for Plan of Subdivision and Zoning By-law Amendment of March 10, 2020, as amended.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**R-125-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special/emergency Council meeting of March 16, 2020, as circulated.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**R-126-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**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 March 23, 2020, as circulated.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**Planning:**

**R-127-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** By-law 27-2020, being a by-law to declare the property legally described as Part of Lots 4, 5 and 6, Block 28, Part of Brock Street and Part of Read Street on Plan No. 6, being Parts 1, 2 and 3 on Registered Plan 15R-12063, formerly of the Village of Merrickville, now in the Village of Merrickville-Wolford, be read a first and second time, and that By-law 27-2020 be read a third and final time and passed.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**Finance:**

**R-128-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the sole-sourcing or single-sourcing of the following, subject to the project being permitted under provincial legislation and orders:

1. Main Street Revitalization Committee Parkette landscaping project procurement for the design/construction of the parkette and associated components such as signage; and
2. Professional Services Consulting for the Water and Wastewater Service Delivery Review.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**Note:** Mayor Struthers called a recess due to technical difficulties at 3:55 p.m. The meeting was reconvened at 4:05 p.m.

**R-129-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** By-law 29-2020, being a by-law to authorize the execution of the Ontario Transfer Payment Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing and the Corporation of the Village of Merrickville-Wolford for the purpose of a Water and Wastewater Service Delivery Review, be read a first and second time, and that By-law 29-2020 be read a third and final time and passed.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**CAO:**

**R-130-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-02-2020, being a report to provide Council with options for the financial relief of the ratepayers of the Village due to COVID-19, for information purposes; and

That Council does hereby approve Scenario C with respect to the 2020 tax rates as outlined in this report.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**R-131-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** By-law 31-2020, being a by-law to amend By-law 23-2020 being the by-law to set the 2020 tax rates, be read a first and second time, and that By-law 31-2020 be read a third and final time and passed.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**R-132-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** By-law 30-2020, being a by-law to amend By-law 20-2020, being the by-law to adopt the 2020 Operating, Capital and Water and Wastewater Budgets and 2020 Salary Grid, be read a first and second time, and that By-law 30-2020 be read a third and final time and passed.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**Confirming By-Law**

**R-133-20** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** By-law 28-2020, being a by-law to confirm the proceedings of the special Council meeting of April 9, 2020, be read a first and second time, and that By-law 28-2020 be read a third and final time and passed.

Councillor Molloy:	In favour
Councillor Foster:	In favour
Deputy Mayor Cameron:	In favour
Councillor Halpenny:	In favour
Mayor Struthers:	In favour

Carried.

**Adjournment**

**R-134-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 5:25 p.m. until the call of the Mayor subject to need.

Councillor Molloy:	In favour
Councillor Foster:	In favour



Deputy Mayor Cameron: In favour  
Councillor Halpenny: In favour  
Mayor Struthers: In favour

Carried.

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J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

Resolution Number: R - - 20

Date: April 28, 2020

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

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-02-2020, being a report to provide Council with information required to consider the approval of two additional brush amnesty days for 2020; and

\_\_\_\_\_ THAT Council does hereby approve May 16<sup>th</sup> and May 23<sup>rd</sup>, 2020 as additional brush amnesty days at the landfill to allow each property a maximum of one half-ton truck or 4x8 utility trailer of brush free of charge. (Recommended)

OR

\_\_\_\_\_ THAT: Council does hereby not approve May 16<sup>th</sup> and May 23, 2020 as additional brush amnesty days at the landfill. (Not recommended)

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor



## Village of Merrickville-Wolford

Report PW-02-2020  
Public Works Department  
Date to Council: April 28, 2020  
Information/Action Report to Council

**RE: Additional Brush Amnesty Days – May 2020**

**OBJECTIVE:** To give Council sufficient information to be able to make an informed decision on the option to provide residents with two additional brush amnesty days in May.

### **RECOMMENDATION:**

**THAT:** Council receive report PW-02-2020, being a report to provide Council with information required to consider the approval of two additional brush amnesty days for 2020; and

\_\_\_\_ **THAT** Council does hereby approve May 16<sup>th</sup> and May 23<sup>rd</sup>, 2020 as additional brush amnesty days at the landfill to allow each property a maximum of one half-ton truck or 4x8 utility trailer of brush free of charge. (Recommended)

**OR**

\_\_\_\_ **THAT:** Council does hereby not approve May 16<sup>th</sup> and May 23, 2020 as additional brush amnesty days at the landfill. (Not recommended)

### **BACKGROUND:**

On February 24, 2020, Council approved Resolution No. R-061-20 which read as follows:

*“The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve March 7<sup>th</sup>, March 14<sup>th</sup>, June 6<sup>th</sup>, June 13<sup>th</sup>, September 12<sup>th</sup> and September 19<sup>th</sup>, 2020 as brush amnesty days at the landfill to allow each property a maximum of one half-ton truck or 4x8 utility trailer of brush free of charge.”*

As a result of COVID-19, many residents are staying at home, doing their part to mitigate the spread of this deadly virus. As such, many residents have been performing outdoor activities, including brush clearing, and would appreciate the opportunity to dispose of their brush in advance of the upcoming brush amnesty dates in June and September.

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to provide Council with relevant information they need to make informed decisions.

### **ANALYSIS:**

During this very difficult pandemic that is affecting residents of Merrickville-Wolford, Operations staff feel that this is a good time for residents to be able to get outside and enjoy the spring air. Springtime is when most residents would be outside cleaning up their yard after a tough winter season. This past winter has proven no different than any other and produced many windstorms that has caused damage to trees and left branches down. In keeping with the Premier's Emergency Orders, people are asked to stay home and social distance. Staff feel that two additional brush amnesty days in May would assist residents who wish to get their yards cleaned up safely. The current, county-wide burn ban that has been put in place to help keep Firefighters safe during this time has made it difficult for residents to safely get rid of their yard refuse. The proposed addition of two brush amnesty days in May would allow residents the opportunity to get outside and enjoy the weather and provide a way to discard brush while residents maintain self-isolation and social distancing.

The brush cannot be burnt at this time at the landfill, and staff have found a cost-effective way during this burn ban to have the brush ground down, and then used on the landfill site for cover material in keeping with Ministry of Environment (MOE) regulations. The additional two proposed amnesty days are May 16<sup>th</sup> and May 23<sup>rd</sup>, 2020, and would fall under the same guidelines as the normal brush amnesty days that are currently in place for the 2020 season. It should also be known that the landfill does accept grass clippings, weeds and leaves at no charge to residents as these are composted and reused on site for cover material.

### **BUDGET/LEGAL IMPLICATIONS:**

The cost to have the brush ground down is approximately \$115 per hour. As it is unknown at this time how much brush will be received, it is difficult to estimate the number of hours this service will be required for.

### **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 adapting to unusual circumstances as a result of COVID-19 and providing additional brush amnesty days for residents of Merrickville-Wolford, the Village continues to provide efficient and effective services to residents considering evolving needs and environmental factors.

**CONCLUSION:**

It is the recommendation of staff that the additional proposed brush amnesty dates be given favourable consideration by Council.

<b>REQUIRED AND RECEIVED COMMENTS FROM:</b> 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:

Approved by:

ORIGINAL REPORT HAS BEEN SIGNED

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Brad Cole,  
Manager, Operations

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Doug Robertson,  
CAO/Clerk

Resolution Number: R - - 20

Date: April 28, 2020

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

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 CAO-03-2020, being a report regarding next steps with respect to the Heritage Advisory Committee and current Application to Alter the Heritage Designated Property at 106 Brock Street East; and

\_\_\_\_\_ That Council does hereby direct staff to draft a by-law to repeal By-law 41-2020, the by-law to establish the Heritage Advisory Committee.

OR

\_\_\_\_\_ That Council does hereby direct staff to issue a public call for volunteers to fill the vacant position on the Heritage Advisory Committee.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor





## Village of Merrickville - Wolford

Report No. CAO-03-2020  
of the Clerk's Department  
Council Meeting Date: April 28, 2020

Information/Action Report to Council

**RE: Heritage Advisory Committee/Application to Alter a  
Heritage Building – 106 Brock Street East**

**OBJECTIVE:** To provide Council with sufficient information to determine how best to proceed regarding the Heritage Advisory Committee and an Application to Alter the heritage-designated property at 106 Brock Street East.

### **RECOMMENDATIONS and OPTIONS:**

That Council does hereby receive report CAO-03-2020, being a report regarding next steps with respect to the Heritage Advisory Committee and current Application to Alter the Heritage Designated Property at 106 Brock Street East; and

\_\_\_\_\_ That Council does hereby direct staff to draft a by-law to repeal By-law 41-2020, the by-law to establish the Heritage Advisory Committee.

OR

\_\_\_\_\_ That Council does hereby direct staff to issue a public call for volunteers to fill the vacant position on the Heritage Advisory Committee.

### **BACKGROUND:**

On June 10, 2019, Council passed By-law 41-2019, being a by-law to Establish a Heritage Advisory Committee (HAC) for the Village of Merrickville-Wolford under Section 28 (1) of the *Ontario Heritage Act*. Section 28 (2) of the *Ontario Heritage Act* provides that: "*The committee shall be composed of not fewer than five members appointed by the council.*" On July 22, 2019, Council passed Resolution No. R-250-19 and appointed five members to the Heritage Advisory Committee. On March 24, 2020, a member submitted their letter of resignation from the HAC, leaving the Committee with four members.

An application for permit to construct a rear addition/alter a heritage-designated property has been received by the Village with respect to the property located at 106 Brock Street East, Merrickville. Correspondence from the property owners was brought before Council at their regular meeting of March 9, 2020, and Council passed Resolution No. R-095-20, directing the HAC, in accordance with the legislation, to



provide Council with a recommendation regarding the application. The HAC was scheduled to meet on March 18, 2020, however, due to the COVID-19 pandemic, all meetings of local boards and advisory committees have been cancelled.

The Act specifies that once a council appoints a Heritage Advisory Committee, the council, upon receipt of an application to alter a heritage designated property where the alterations will have an effect on the heritage-significant portions of the property as outlined in the designating by-law, shall consult with the HAC for their review and advice, before rendering a decision.

### **ANALYSIS:**

Section 33 (1) of the *Ontario Heritage Act* provides that *“No owner of property designated under section 29 shall alter the property or permit the alteration of the property if the alteration is likely to affect the property’s heritage attributes, as set out in the description of the property’s heritage attributes that was required to be served and registered under subsection 29 (6) or (14), as the case may be, unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the alteration.”*

The Village’s Planning Consultant has advised staff that where an application for permit for proposed construction or alteration demonstrates that the proposed work would not impact the heritage by-law features of a designated property, then the Chief Building Official (CBO) may issue the construction permit under the Building Code standard process and without formal consideration under the *Ontario Heritage Act*. However, through review of the designation and application by our CBO, the wording of the designation of the property in question reads as follows: *“The Stephen Mirick House is unique amongst the **stone houses** in Merrickville”* and *“This fact combined with its **unique stonework**, renders it worthy of designation”* (emphasis added). Due to the nature of the application to alter the aforementioned property, the CBO has deemed the proposed changes to affect the heritage-significant attributes of the property. The application for permit and the plans provide for the construction of a new one-storey rear addition. The stonework feature of the existing house will be impacted by the installation of the new addition. A portion of the stonework walls would be permanently covered by the physical attachment of this proposed building. The stonework would be structurally altered/damaged by the anchorage of the new construction into the existing stone.

Section 33 (4) of the *Ontario Heritage Act* provides that: *“Within 90 days after the notice of receipt is served on the applicant under subsection (3), the council, **after consultation with its municipal heritage committee, if one is established**, (a) shall, (i) consent to the application, (ii) consent to the application on terms and conditions, or (iii) refuse the application; and (b) shall give notice of its decision to the owner of the property and to the Trust”* (Ontario Heritage Trust) (emphasis added).

As discussed above, Council has established a Heritage Advisory Committee, however, the Committee currently does not meet the minimum membership requirements as set out in the *Ontario Heritage Act*. Further, due to the pandemic situation, all advisory committee meetings have been cancelled and the Village Office has been closed to the

public. It is therefore impossible for the HAC to meet in order to consider heritage applications.

For Council's additional consideration, on February 10, 2020 Council directed staff to explore potential training opportunities for members of the HAC given the important heritage, technical nature and legal implications of the issues that they would be required to provide advice and recommendations on for Council's consideration. Staff have conducted online research but been unable to identify the existence of any suitable training available other than multi-course university and college programs that would not be suitable for this purpose.

As such, it is the opinion of staff that there are two courses of action for Council to choose from at this time:

1. Direct staff to draft a by-law to repeal By-law 41-2019, the establishing by-law for the HAC, thereby terminating the Committee and allowing for Council to comply with Section 33 (4) of the *Ontario Heritage Act* without being required to consult with the HAC; or
2. Direct staff to issue a call for volunteers immediately to fill the vacant position on the HAC, bringing the Committee back into compliance with the *Ontario Heritage Act* membership requirements, in order to have the HAC provide a recommendation to Council with respect to the aforementioned heritage application once Provincial Emergency Orders are terminated regarding gatherings of more than five people.

If Council chooses the first course of action, option #1 above, Council would no longer be legally required to consult HAC regarding applications and would regain direct control of all heritage related applications received. In this case, staff will proceed to provide a report regarding the application at a future meeting of Council as previously directed by Council. This eliminates the need to wait until the end of the pandemic before addressing the application.

If Council chooses the second course of action, option #2 above, the HAC will be expected to provide a recommendation to Council regarding this and any other applications deemed to require heritage review.

Irrespective of following either course of action, independent consulting expertise may still be required to advise Council on heritage-related matters.

Should Council decide, in effect, to do nothing, such inaction may be deemed that Council have consented to the application.

### **BUDGET/LEGAL IMPLICATIONS:**

There are no budget concerns. The only legal implications are those which are germane to the application processes.

## **INTERDEPARTMENTAL IMPACTS:**

There are no additional interdepartmental impacts.

## **LINKS TO STRATEGIC PLANS:**

The Village of Merrickville-Wolford Strategic Plan By-law 10-17, as adopted by Council on January 23, 2017, indicates on Page 11 as follows;

### **Strengths**

*The community also has many important and unique assets which will provide a sound foundation for its future development. These include its **heritage structures**, natural resources, artists and artisans, etc.*

The desire of Council to encourage the careful stewardship of the Village's heritage structures is fully in line with the Strategic Plan.

## **CONCLUSION:**

Due to COVID-19, Provincial Emergency Orders, and the minimum membership requirements under the *Ontario Heritage Act*, the current Heritage Advisory Committee cannot meet in order to provide Council with a recommendation with respect to the attached application to alter the heritage-designated property at 106 Brock Street East. As the duration of the pandemic is currently unknown and the property owners are eager for a response, it would seem that the only viable course of action at this time is for Council to disband the Heritage Advisory Committee, which would thereby allow Council to make a decision regarding the application without consultation from with the HAC.

## **ATTACHMENTS:**

1. Correspondence from Bill and Gail Ellison dated February 20, 2020

Report has been circulated to the following;

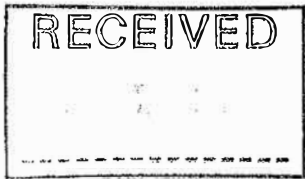
CAO	Yes
Clerk	Yes
Finance	N/A
Building & BLEO Department	Yes
Public Works Department	N/A
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	Yes
Fire Department	N/A
Other:	N/A

Respectfully Submitted by:

ORIGINAL DOCUMENT HAS BEEN SIGNED

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Doug Robertson, CAO/Clerk/  
Director of Economic Development



Bill and Gail Ellison,  
106 Brock Street East,  
Merrickville, Ontario,  
K0G1N0

February 20, 2020

Council Members,  
The Village of Merrickville-Wolford,  
317 Brock Street, West,  
Merrickville, Ontario

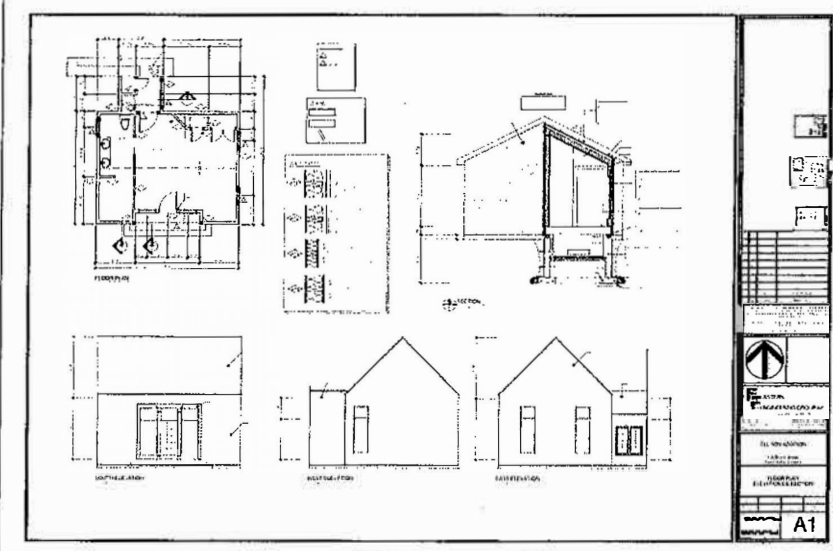
**Request for approval of an addition at the back of a designated heritage home as per Section 33 of the Ontario Heritage Act.**

Dear Council Members,

We are the owners of the designated heritage home at 106 Brock Street East, also known as the Stephen Merrick House. This Greek Revival house was built about 1850. One of the special features of this house is its interior, which has largely been unaltered over the 170 years of the house's history. We are currently repairing and restoring the original features of the house's interior. We hope to avoid significantly altering the original Greek Revival floor plan of the house.

The house's floor plan does not have a main floor bathroom or bedroom and to add these features would mean chopping up the original floor plan and we do not want to do that. We asked Eastern Engineering Group to design a 600 square foot addition at the back of the house with a bedroom and bathroom. This addition will be tucked behind the main house and connected by a six foot breezeway.

The materials used would be wood siding with a metal roof. The windows and door are similar in design to the windows and doors of the existing house.



A copy of the engineered plans along with a request for a building permit have been submitted to Randy Wilkinson.

Sincerely,

Bill and Gail Ellison



Resolution Number: R - - 20

Date: April 28, 2020

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 CAO-04-2020, being a report to provide Council with options for financial relief to Commercial water and wastewater ratepayers of the Village due to COVID-19, for information purposes; and

\_\_\_\_\_ That Council does hereby approve Scenario \_\_\_\_\_ with respect to water and wastewater rates as outlined in this report.

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 CAO-04-2020  
Administration Report  
Information Report to Council  
Date of Meeting: Monday April 28, 2020

**RE: COVID-19 Commercial Water and Wastewater Billing Relief**

**OBJECTIVE:** To provide Council with further information and options regarding temporary financial relief for Commercial Water & Wastewater System customers due to COVID-19.

### **RECOMMENDATION:**

**THAT:** Council receive report CAO-04-2020, being a report to provide Council with options for financial relief to Commercial water and wastewater ratepayers of the Village due to COVID-19, for information purposes; and

\_\_\_\_\_ That Council does hereby approve Scenario \_\_\_\_\_ with respect to water and wastewater rates as outlined in this report.

### **BACKGROUND:**

On February 10, 2020, Council approved the 2020 Water and Wastewater rates which increased 10% from the 2019 rates. Since this date, Council provided relief from financial pressures caused by the COVID-19/Coronavirus for all residential and commercial ratepayers by waiving late fees regarding Water and Wastewater System bill payments until the end of April 2020.

On April 9, 2020, Council received report CAO-02-2020 regarding Financial Relief Options due to COVID-19 (Appendix 1). The report provided Council with three (3) alternative scenarios (A – Aggressive; B – Moderate; and, C – Conservative) for deferring capital projects to reduce 2020 property taxes and Water and Wastewater System fees for residential and commercial customers. Council approved Scenario C regarding property taxes thereby reducing the 2020 property tax increase from 3.13%, to 0.44%. This will result in a marginal 2020 property tax increase in comparison with 2019 of just \$3.55 per \$100,000 of assessed residential property value for 2020.

Regarding Water and Wastewater System rate changes, Council deferred the decision and directed staff to provide further information regarding the revenue and Water and Wastewater Reserve impacts from potentially converting commercial water and wastewater ratepayers to the residential fee structure for the purposes of providing businesses with temporary financial relief during the pandemic. This report provides Council with the requested information.



## **ANALYSIS:**

### ***Methodology and Data Interpretation***

During Council discussions on April 9, 2020, concern was expressed by Council members that many businesses are paying for significant water usage during the pandemic even though their businesses are closed completely or scaled back significantly, and this is placing businesses under additional financial strain during an extremely difficult period.

Therefore, for the purposes of this report, it was necessary to identify a “Base Period” and an “Impact Period” for comparison. The Base Period is representative of a period of relatively normal Commercial water consumption, and the Impact Period is representative of the period during which the pandemic is negatively impacting local businesses, resulting in reduced water consumption.

To identify a start date for the Impact and Base Periods, staff considered the following:

- March 11, 2020 – The date that the World Health Organization (WHO) communicated that COVID-19 is a global pandemic;
- March 13, 2020 – The date that the Village of Merrickville-Wolford CAO/Clerk called the first Municipal Emergency Control Group (MECG) meeting, activating Emergency Operations Centre (EOC); and,
- March 17, 2020 – The date that the Ontario Premier declared a Provincial Emergency.

Regarding an end date, staff have assumed that the pandemic will continue to negatively impact the local economy until at least the end of 2020, and that Council will have another opportunity to re-evaluate the appropriateness of the Water and Wastewater System fee structure and rates again during approval of the 2021 budget and/or through the Water Rate Study currently funded for 2020.

Given the above, for analysis purposes, this report assumes:

- An “Impact Period” of March 1, 2020 to December 31, 2020; and,
- A “Base Period” of March 1, 2019 to December 31, 2019.

These periods represent the last five (5) of six (6) billing periods in each year.

Institutional and government agency-owned properties such as schools, crown corporations, public utilities, etc. were excluded from the analysis given that they are not impacted. Other than these, the number of Water and Wastewater System accounts is broken down as follows:

- 375 Residential
- 41 Commercial
- 19 Mixed Use Commercial / Residential

**System Limitations**

While generating financial reports to compile data for this report, staff were hindered significantly by software limitations. Staff consulted with the software supplier of our utility billing module and confirmed that it does not generate automated reports that:

- Separate out geographical areas within the billing area (i.e., between the north and south sides of the Rideau River);
- Separate out Commercial from Residential customers;
- To divide a billing period into two separate months; and,
- Separate out the base amount of water consumption from the additional consumption above the base allowance.

Also, the software only produces two types of automated reports:

1. A Consumption Report; and,
2. A Billing Batch Listing.

Any billing adjustments to utility accounts required to implement Council’s direction must be entered manually.

**Commercial Water and Wastewater Rate Structure**

The Village’s current rate structure differs between Residential customers and Commercial customers. To illustrate, using the 2019 approved rates:

- Residential customers pay a base amount of \$253.20 per two-month billing period which includes a base allowance of 15 cubic metres of water (i.e. \$16.88 per cubic metre up to 15 cubic metres per billing period).
- Commercial customers pay a base amount of \$388.08 per billing period which includes a base allowance of 30 cubic meters (i.e., \$12.94 per cubic metre).

Thus, Commercial customers currently benefit from a savings of \$3.94 per cubic metre in the base allowance (i.e. approximately 23.5% lower). All customers, regardless of whether they are Residential or Commercial, pay \$6.74 per cubic metre for all water consumed above the stipulated base allowance of 15 or 30 cubic metres respectively.

Tables 1 and 2 examine fiscal periods March – December 2019. Based on the billing amounts, Commercial ratepayers represent 22% of total water/wastewater user fees, with Residential ratepayers accounting for 78% of water/wastewater revenue.

**Table 1 – 2019 Utility Billings by Sector**

	March-April 2019	May-June 2019	July-Aug 2019	Sep-Oct 2019	Nov-Dec 2019
	Billing	Billing	Billing	Billing	Billing
Commercial	\$ 34,199.02	\$ 37,662.05	\$ 40,650.73	\$ 39,833.78	\$ 41,099.12
Residential	\$ 129,230.90	\$ 140,347.92	\$ 139,014.06	\$ 143,377.88	\$ 141,160.42
Totals	\$ 163,429.92	\$ 178,009.97	\$ 179,664.79	\$ 183,211.66	\$ 182,259.54

**Table 2 – 2019 Utility Billings (Sector Totals by Water & Sewer)**

Totals	Sewer	Water	Total Amount	% of Total
Commercial	\$ 126,266.61	\$ 67,178.09	\$193,444.70	22%
Residential	\$ 441,244.76	\$ 251,886.42	\$693,131.18	78%
			\$886,575.88	

Table 3 (below) outlines the estimated impact of several scenarios on Water and Wastewater System revenue.

As indicated above, on February 10, 2020, Council passed Bylaw 09-2020 to set the Water and Wastewater rates which increased 10% from the 2019 rate. This was based in part upon recommendations from the Village’s Auditor. Also as noted above, on April 9, 2020 Report CAO-02-2020 (Appendix 1) described three scenarios: A – Aggressive; B – Moderate; and, C – Conservative. All three scenarios relied upon deferring Capital projects to reduce 2020 Water and Wastewater System fees for both Residential and Commercial customers and, therefore, would have no impact on 2020 System revenue. Since these scenarios would apply to both Residential and Commercial ratepayers, they are not summarized in Table 3.

As additional options to those provided in Scenario D noted in Report CAO-02-2020, Table 3 lists Scenarios D and E, both of which focus on financial relief for Commercial customers exclusively. These are specifically being provided to address Council’s direction to staff on April 9, 2020.

Scenario D estimates the impact of converting all (i.e., 100%) of Commercial Water and Wastewater System users to the Residential rate structure, regardless of consumption levels for the Impact Period. In other words, even if a business continues to experience normal commercial activity during the pandemic and maintains high water consumption, they would still receive financial relief on their utility bills.

Scenario E estimates the potential impact of converting only those Commercial Water and Wastewater System users that typically consume modest amounts of additional consumption beyond the base allowance, and whose consumption levels are most likely to drop below the 30 cubic metre base allowance per billing period during the Impact Period. While it is very difficult to estimate the exact impact on each business’ consumption, staff anticipate that perhaps about 80% of Commercial customers will experience sufficient reduced business activity and water consumption to drop below 30 cubic metres, in which case they would be invoiced at the Residential rates by staff.

By relying upon *actual* consumption levels rather than a system-wide blanket rate adjustment, Scenario E is the option most likely to provide relief specifically only to those businesses that experience an impact from the pandemic during the Impact Period and that are most in need of financial assistance.

Scenario E is also the most adaptable option by linking the billing structure to actual usage. If a business experiences a slow billing period with low business activity and low

water consumption, but then business activity increases and water usage climbs above 30 cubic metres in a subsequent billing period, staff would automatically apply Commercial rates in the subsequent period and they would again receive the lower per-cubic metre rate for water consumed below 30 cubic metres.

With mixed-use properties (residential and commercial), all base allowances for consumption are added together to calculate the total base allowance for the property owner regardless of the number of residential and commercial services on the property. Only upon exceeding the total base consumption allowance would the user be charged for any additional consumption over and above the base allowance.

As noted in Table 3, the total lost revenue impact on the municipal Water and Wastewater System is estimated to be virtually the same with only an estimated \$1,800 difference between the two Scenarios. Please note, however, that particularly with Scenario E, actual usage will determine the exact amount of lost revenue and the estimates are based upon broad assumptions by staff.

As noted above, both Scenario D or E exclude institutional, government and crown agencies and public utilities from receiving financial relief on the basis that they are not expected to experience reduced consumption.

**Table 3 – Scenario Impact on Water & Wastewater System Revenue**

	Base Period: Mar - Dec 2019	Impact Period: Mar - Dec 2020	
Scenarios	Commercial revenue	Commercial revenue (Estimated)	Lost revenue (Estimated)
Scenario D - Convert all Commercial accounts to Residential structure (100%)	\$193,445	\$168,225	\$25,220
Scenario E - Convert low use Commercial accounts to Residential structure based on actual use (80%)	\$193,445	\$170,025	\$23,420

***Water & Wastewater Reserve Impacts***

Table 4 below summarizes the Water & Wastewater Reserve balance including the estimated balance as at December 31, 2019. Due to delays caused by COVID-19, the 2019 year-end audit has been delayed, so the Reserve ending balance is forecasted and is subject to change.

**Table 4 – Water/Wastewater Reserve**

	Opening balance	Transfer to Reserve	Closing balance	Notes
Jan 1, 2018	nil	73,878.11	73,878.11	2018 surplus
Jan 1, 2019	73,878.11	92,000.00	165,878.11	2019 surplus (estimated)

The impact on the Water & Wastewater Reserve balance of the various alternative scenarios provided to Council, including the three scenarios (e.g., A, B and C) outlined for Council on April 9, 2020 in report CAO-02-2020 regarding Financial Relief Options due to COVID-19 (Appendix 1), as well as Scenarios D and E, are summarized in Table 5 below.

Please note that, as currently approved by Council on February 10, 2020, the 10% increase in rates would result in a contribution to the reserve of \$133,147 and a forecasted year end fund balance of \$299,025.

The Village Auditor's letter dated February 10, 2020 is attached as Appendix 2 for Council's reference. The Auditor describes his recommendations regarding the Water and Wastewater Reserve balance targets in the last paragraph of the letter. The Village was able to establish a Reserve as of December 31, 2018. Depleting the Water and Wastewater Reserve may undermine the municipality's ability to address its infrastructure needs, because water and wastewater capital projects must be paid by the users of the system and cannot be paid for by tax dollars.

**Table 5 – Impact to Water and Wastewater Reserve**

Scenarios	Opening Balance January 1, 2020 (Estimated)	Transfer to Reserve (Estimated 2020 budget contribution)	Ending Balance December 31, 2020 (Estimated)
Current Approved Budget (10% increase over 2019 rate)	\$165,878	\$133,147	\$299,025
Scenario A – Aggressive (0% increase over 2019 rate)	\$165,878	\$79,073	\$244,951
Scenario B – Moderate (3% increase over 2019 rate)	\$165,878	\$110,296	\$276,174
Scenario C – Conservative (5% increase over 2019 rate)	\$165,878	\$131,110	\$296,988
Scenario D - Convert all Commercial accounts to residential structure (100% of Commercial Accounts)	\$165,878	\$105,347	\$271,225
Scenario E - Convert all low use Commercial accounts to Residential (80% of Commercial Accounts)	\$165,878	\$107,147	\$273,025

Since the tragic events occurring with Walkerton Ontario's water supply in 2000, the Province of Ontario has implemented a number of stringent regulations for all

municipalities. The Village of Merrickville-Wolford must comply with Provincial legislation and ensure their respective systems, pipes and equipment are properly maintained and tested in accordance with these new regulations. The cost for these enhancements has necessitated significant water and sewer rate increases by all Ontario municipalities in the last number of years. Increased fiscal pressure is faced in municipalities with a small number of users on the system such as in Merrickville, meaning that the cost per user is higher than in many other municipalities.

The *Ontario Municipal Act, Part XII* provides for a municipality to pass by-laws imposing fees or charges on any class of person for service or activities provided or done by or on behalf of it. 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.

Regardless of which option Council chooses, under the Provincial Emergency Orders, all non-essential businesses have been closed or are operating at a reduced level. To the degree that this creates a reduction in consumption beyond the base allowance, the Water and Wastewater Reserve will have to offset a 2020 Water and Wastewater deficit, further depleting the reserve balance. This would also mean that we are no longer operating at full cost recovery as required by the *Sustainable Water and Sewage Systems Act, 2002*.

#### **BUDGET/LEGAL IMPLICATIONS:**

The estimated financial impacts are as outlined in this report.

#### **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:

#### **Building a progressive, growing economy**

By adapting to the unprecedented pandemic of COVID-19, the Village is taking steps to ease the financial burden faced by residents and businesses recognizing that the financial health of residents and businesses are fundamental to the community's economy.

**CONCLUSION:**

Staff have provided the information Council requested on options to provide financial relief to the water and wastewater Commercial ratepayers of Merrickville-Wolford due to COVID-19. Staff caution that any decisions made carefully consider the fiscal sustainability of the water and wastewater system.

**ATTACHMENTS:**

Appendix 1 – CAO-02-2020 re: Financial Relief Options due to COVID-19

Appendix 2 – Correspondence from Ian Murphy of MNP LLP dated February 10, 2020

Respectfully submitted by:

ORIGINAL DOCUMENT HAS BEEN SIGNED

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Doug Robertson MBA  
CAO/Clerk  
Director, Economic Development



## Village of Merrickville - Wolford

Report CAO-02-2020  
Administration Report  
Information Report to Council  
Date of Meeting: April 9, 2020

**RE: Financial Relief Options due to COVID-19**

**OBJECTIVE:** To provide Council with an overview of options to provide financial relief to the ratepayers of Merrickville-Wolford due to COVID-19.

### **RECOMMENDATION:**

**THAT: Council receive report CAO-02-2020, being a report to provide Council with options for the financial relief of the ratepayers of the Village due to COVID-19, for information purposes; and**

**\_\_\_\_\_ That Council does hereby approve Scenario \_\_\_\_\_ with respect to water and wastewater rates as outlined in this report; and**

**\_\_\_\_\_ That Council does hereby approve Scenario \_\_\_\_\_ with respect to the 2020 tax rates.**

### **BACKGROUND:**

Earlier this year, Council approved the 2020 Water and Wastewater rates which increased 10% from the 2019 rate and set the 2020 property tax rate which resulted in a 3.13% increase over 2019. Since this time, however, COVID-19/Coronavirus has progressed significantly in Canada and caused an unprecedented amount of uncertainty and volatility in financial markets, households and businesses. This has changed the fiscal outlook greatly for all three levels of government. Both the federal and provincial governments have responded with extensive economic initiatives designed to help businesses and citizens alike, and further relief programs are anticipated. To provide initial relief from financial pressures for all residential and commercial ratepayers, Council responded by waiving late fees regarding water and wastewater bill payments until the end of April 2020.

While it is widely expected that the economic impact of the pandemic will be significant, there has been much speculation regarding the length of time that it will continue, the specific severity of impact, and how long that it may take for the economy to recover. The situation is also particularly dynamic, making it difficult for municipalities to confidently predict and respond appropriately in balance with the need to maintain the financial sustainability of municipal programs for the community. This is particularly the case for smaller municipalities such as the Village.



While the Provincial and Federal governments have significantly greater capacity to influence the economy and provide financial relief to employees and employers than do municipalities, Village staff continue to closely monitor the progress of COVID-19 with a view to updating Council as the impact and duration becomes clearer.

On April 3<sup>rd</sup>, Premier Doug Ford provided quantitative modeling data which offered more reliable clarity about the duration and severity of the economic impact. A resulting discussion between the Mayor and CAO led to a request from the Mayor that staff provide further information for Council's consideration regarding potential additional financial relief for Merrickville-Wolford businesses and residents. This report is a result of the CAO's further review of the 2020 Budget with the Treasurer and other members of the Senior Management Team.

This report provides Council with options for reducing both property taxes and utility bills. Council may wish to consider that small business owners are most likely to require financial assistance to survive during the current crisis. These businesses are also more likely to lease commercial building space, rather than own it. Given this, reducing property taxes is more likely to provide financial benefit for landlords and the municipality has no legal mechanism to force landlords to pass on the property tax savings to their tenants. This may also be the case regarding utility bills.

Regarding residential properties, many front-line workers are also most likely to rent, rather than own their home. Front-line employees are also those who are most likely to need financial relief during a time of unemployment. However, again, the municipality has no legal mechanism to force landlords to pass on property tax savings to residential tenants. Similar to commercial properties, this may also be the case for utility bills, subject to the terms included in each individual resident's lease.

Given the above, Council may wish to emphasize the importance in all communications that landlords are expected to pass on the savings to leaseholders and tenants. Staff also caution Council that care must be taken not to place the fiscal sustainability of the Village at undue risk and that any relief measures must be considered with this in mind.

## **ANALYSIS:**

### **Water and Wastewater Financial Relief**

On February 10, 2020, Council passed Bylaw 09-2020 to set the Water and Wastewater rates which increased 10% from the 2019 rate. Below, staff have provided 3 alternative scenarios for Council to consider should Council wish to reduce the Water and Wastewater rate increase. In all cases, a change would require Council to repeal the rates enacted in Bylaw 09-2020.

In summary, Scenario A would result in an alternative 0% increase from 2019 rates; Scenario B would result in an alternative 3% increase from 2019; and Scenario C would see an alternative 5% increase from 2019 rates.

<b>Scenario A - Aggressive</b>		
<b>Reduction</b>	<b>Project Name</b>	<b>Comments</b>
\$ 20,000	Water Rate Study	Defer to 2021. Public consultation conflicts with physical distancing orders. 2020 will not capture pandemic impact.
\$ 50,000	Sanitary Sewer Grouting	Defer until 2021. Residential development rate likely slow.
\$ 53,125	Transfer to Reserve	Reduce transfer to Reserve.
<b>\$ 123,125</b>	<b>Total Budget Reduction</b>	<b>Result: 0% rate increase over 2019</b>
<b>Scenario B - Moderate</b>		
\$ 20,000	Water Rate Study	Defer to 2021. Public consultation conflicts with physical distancing orders. 2020 will not capture pandemic impact.
\$ 50,000	Sanitary Sewer Grouting	Defer until 2021. Residential development rate likely slow.
<b>\$ 70,000</b>	<b>Total Budget Reduction</b>	<b>Result: 3% rate increase over 2019</b>
<b>Scenario C - Conservative</b>		
\$ 20,000	Water Rate Study	Defer to 2021. Public consultation conflicts with physical distancing orders. 2020 will not capture pandemic impact.
\$ 30,000	Sanitary Sewer Grouting	Defer a portion to 2021.
<b>\$ 50,000</b>	<b>Total Budget Reduction</b>	<b>Result: 5% rate increase over 2019</b>

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 municipality's Auditor also recommended a 10% increase in Water and Wastewater rates for 2020 to replenish the depleted Water and Wastewater Reserve Fund.

Given the above, staff recommend Scenario C. Scenario C offers relief to ratepayers while balancing the important need to continue replenishing the Water and Wastewater Reserve Fund, albeit at a slower pace.

### **Property Tax Rate Financial Relief**

On March 23, 2020, Council approved Bylaw 23-2020 to set the 2020 property tax rate which resulted in a 3.13% increase over 2019. The CAO has reviewed the general budget in detail with the Treasurer and department heads and has identified capital projects that could be deferred.

In summary, Scenario A would result in an alternative 1.01% decrease from 2019 rates; Scenario B would result in an alternative 0.21% decrease from 2019; and Scenario C would see an alternative 0.44% increase from 2019 rates.

Scenario A would see a decrease in the approved 2020 residential tax rate by 4.13%, which represents an alternative 1.01% tax reduction from the 2019 rate.

<b>Scenario A - Aggressive</b>		
<b>Reduction</b>	<b>Project Name</b>	<b>Comments</b>
\$ 22,000	Read St Slurry Seal	Staff will conduct repairs to damaged road sections internally. Slurry seal less critical due to forecasted reductions in heavy truck traffic due to pandemic.
\$ 35,000	Zoning By-law Review	Defer whole project until 2021, possibly 2022. Planning Act allows up to 2 years following final approval of Official Plan to revise the Zoning Bylaw. Final approval of OP by UCLG Consents Authority is still pending.
\$ 30,000	Long-Term Financial Plan	Defer this until after developing the Asset Management Plan which won't be completed until July 2021.
\$ 1,950	Savings on Fire Dept Washing Machine	Staff were able to acquire the machine at a reduced cost.
\$ 9,280	Savings on Landfill Compactor	Staff were able to negotiate a lower purchase price from the vendor.
\$ 30,000	User Fee Administrative Review	Defer whole project to future year to ensure reliable, representative data and input from public consultation.
<b>\$ 128,230</b>	<b>Total Budget Reduction</b>	<b>Result: 1.01% tax reduction over 2019</b>

Scenario B would see a decrease in the approved 2020 residential tax rate by 3.34%, which represents an alternative 0.21% tax reduction from the 2019 rate.

<b>Scenario B - Moderate</b>		
<b>Reduction</b>	<b>Project Name</b>	<b>Comments</b>
\$ 22,000	Read St Slurry Seal	Staff will conduct repairs to damaged road sections internally. Slurry seal less critical due to forecasted reductions in heavy truck traffic due to pandemic.
\$ 20,000	Zoning By-law Review	Defer public consultation & final report to 2021 but conduct technical review in 2020. Planning Act allows up to 2 years following final approval of Official Plan to revise the Zoning Bylaw. Final approval of OP by UCLG Consents Authority is still pending.
\$ 30,000	Long-Term Financial Plan	Defer this until after developing the Asset Management Plan which won't be completed until July 2021.
\$ 1,950	Savings on Fire Dept Washing Machine	Staff were able to acquire the machine at a reduced cost.
\$ 9,280	Savings on Landfill Compactor	Staff were able to negotiate a lower purchase price from the vendor.
\$ 20,000	User Fee Administrative Review	Reduce Professional Consultant's involvement to include only facility rental rates and rely upon Treasurer to review all remaining fees.
<b>\$ 103,230</b>	<b>Total Budget Reduction</b>	<b>Result: 0.21% tax reduction over 2019</b>

Scenario C would see a decrease in the approved 2020 residential tax rate by 2.69%, which represents an alternative 0.44% tax increase from the 2019 rate.

<b>Scenario C - Conservative</b>		
<b>Reduction</b>	<b>Project Name</b>	<b>Comments</b>
\$ 22,000	Read St Slurry Seal	Staff will conduct repairs to damaged road sections internally. Slurry seal less critical due to forecasted reductions in heavy truck traffic due to pandemic.
\$ 20,000	Zoning By-law Review	Defer public consultation & final report to 2021 but conduct technical review in 2020. Planning Act allows up to 2 years following final approval of Official Plan to revise the Zoning Bylaw. Final approval of OP by UCLG Consents Authority is still pending.
\$ 30,000	Long-Term Financial Plan	Defer this until after developing the Asset Management Plan which won't be completed until July 2021.
\$ 1,950	Savings on Fire Dept Washing Machine	Staff were able to acquire the machine at a reduced cost.
\$ 9,280	Savings on Landfill Compactor	Staff were able to negotiate a lower purchase price from the vendor.
<b>\$ 83,230</b>	<b>Total Budget Reduction</b>	<b>Result: 0.44% tax increase over 2019</b>

The municipality's Auditor has cautioned that the Village has not been spending sufficiently on capital infrastructure and that the Infrastructure Reserve Fund has been depleted. This, in turn, undermines the municipality's ability to address its infrastructure needs. Given the financial burdens that COVID-19 is causing, staff recommend Scenario C. Scenario C, combined with the above proposed reduction in utility rates, presents significant relief to the ratepayers of Merrickville-Wolford while maintaining a balanced approach to infrastructure spending.

Council may wish to consider extend the waiving of late fees for all ratepayers regarding water and wastewater bill payments beyond the end of April 2020, to the end of May, 2020.

The province has also deferred school board payments for municipalities so that they may consider deferring taxation due dates. However, since the next tax due date is not until July 31<sup>st</sup>, which is still 4 months away, and the COVID-19 situation is constantly changing, staff recommend Council postpone making that decision until a future date.

Please note that the continuation of all projects may be subject to confirming compliance with changes in Provincial statutes and Emergency Orders.

**BUDGET/LEGAL IMPLICATIONS:**

Undetermined.

## **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:

### **Building a progressive, growing economy**

By adapting to the unprecedented pandemic of COVID-19, the Village is taking steps to ease the financial burden faced by residents and businesses recognizing that the financial health of residents and businesses are fundamental to the community's economy.

## **CONCLUSION:**

Staff recommend Council give favourable consideration to Scenario C for both Utility rates and tax rates.

## **ATTACHMENTS:**

NOTE: Original document has been signed.

Respectfully submitted by:

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Doug Robertson, CAO/Clerk/Director, Economic Development

February 10, 2020

Village of Merrickville – Wolford  
317 Brock Street West  
Merrickville ON  
K0G 1N0

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**Re: Water and Wastewater Operations**

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At the request of administration, we would like to bring to your attention a couple of matters that should be considered as you process the current year budget for water and wastewater operations.

2018 operations ended with an overall surplus of \$68,000. While the Village was able to maintain a surplus position, this was only as a result of two main items.

- The budgeted administration charge that was allocated to the water/wastewater operations for overhead was budgeted at \$40,000. The actual expense charged at year end was only \$10,000.
- Capital projects was budgeted in the amount of \$300,320, however only \$98,362 was spent.

If the Village had completed all budgeted projects and transfers, the water and wastewater operations would have had an unfinanced deficit of \$225,444 (including an unbudgeted capital expense of \$23,000).

During the budgeting process, when determining the budgeted revenues for the year, for both 2017 and 2018, the budgeted revenues were significantly higher than the actuals billed. We would recommend that a detailed review of the revenue calculation be made to determine an accurate estimate of actual revenues that may be received by the Village. In both years, the budgeted amount of approximately 15% higher than the final billings for the year.

In order to achieve a balanced 2018 budget, there was a transfer from reserve in the amount of \$140,918 included in the 2018 budget. The total reserves allocated to the water/wastewater operations as at December 31, 2018 consist of \$73,878.

Based on current operations, the recommended reserve level for the water/wastewater operations would typically range from \$330,000 - \$656,000, based on a level of 25%-50% of budgeted expenditures. Due to the current financial position of the Village, and its borrowing capacity, we would recommend a targeted level of reserves closer to 40%-75% of budgeted revenues (\$525,000 - \$980,000) depending on the age of the system and the capital requirements over the next 2-5 years.

Should you have any questions regarding the above, please do not hesitate to contact us at (613) 932-3610 ([ian.murphy@mnp.ca](mailto:ian.murphy@mnp.ca)).

Yours very truly,

The image shows a handwritten signature in black ink that reads "MNP LLP". The letters are written in a cursive, slightly slanted style.

Ian Murphy, CPA, CA  
Partner  
Phone: 613-932-3610

Resolution Number: R - - 20

Date: April 28, 2020

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 CAO-05-2020, being a report to provide Council with a summary of the Business Survey Results regarding the economic impact of COVID-19 on local businesses, for information purposes.

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

Information Report to Council  
Business Survey Results re: COVID-19  
Report CAO-05-2020

Date to Council: April 28, 2020

**RE: Business Survey Results of the Impact of COVID-19**

**OBJECTIVE:** To provide Council with results of the Leeds-Grenville–Thousand Islands and Rideau Lakes Business Survey on Impacts of COVID-19, for information.

### **RECOMMENDATION:**

**THAT Council receive report CAO-05-2020, being a report to provide Council with a summary of the Business Survey Results regarding the economic impact of COVID-19 on local businesses, for information purposes.**

### **BACKGROUND:**

On March 17<sup>th</sup>, the Province of Ontario declared an emergency due to the COVID-19 pandemic. Emergency Orders from the Province have been made for the protection of Ontario residents and the prevention of the spread of this deadly virus. However, these Emergency Orders have had an adverse effect on many businesses across the Province, as well as locally in the Village of Merrickville-Wolford.

### **ANALYSIS**

A business survey was released and information was collected between March 30<sup>th</sup> and April 3<sup>rd</sup>, 2020, from local businesses in an effort to collect data surrounding the impact that COVID-19 has had on local businesses and the economy.

Attached as Schedule “A” to this report is a Memo prepared by Stacie Lloyd, our Economic Development Officer, to the Director of Economic Development dated April 27, 2020. This memo includes a summary of the data collected as it relates to the businesses in the Village and also outlines some of the economic relief efforts available to local businesses from the Village and Provincial and Federal Governments.

Attached as Schedule “B” to this report are the results of the Village of Merrickville-Wolford portion of the Leeds-Grenville-Thousand Islands and Rideau Lakes Business Survey COVID-19 Report as prepared by the Economic Development Office of the United Counties of Leeds and Grenville.

## **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:

**Building a progressive, growing economy:** By providing data gathered from local businesses as to the impact COVID-19 has had on the local economy, Council are able to make informed decisions with respect to the issues faced by the business community and are kept apprised as to challenges being faced by local businesses.

## **CONCLUSION**

This report has been provided to Council for information purposes and it is recommended that Council formally receive it as such.

## **ATTACHMENTS**

Schedule "A" – Memo from Stacie Lloyd, Economic Development Officer to Doug Robertson, CAO/Clerk/Director, Economic Development dated April 27, 2020

Schedule "B" – Leeds-Grenville-Thousand Islands and Rideau Lakes Business Survey COVID-19 Report relating to the Village of Merrickville-Wolford

<b>REQUIRED AND RECEIVED COMMENTS FROM:</b> Yes or Not applicable	
CAO	Yes
Deputy Clerk / CEMC	Yes
Finance	Yes
Building Control & MLEO Department	NA
Public Works & Environmental	NA
Parks, Recreation & Facilities	NA
Planning Department	NA
Economic Development Department	Yes
Fire Department	NA
Other:	NA

Submitted by:

ORIGINAL DOCUMENT HAS BEEN SIGNED

\_\_\_\_\_  
Doug Robertson  
CAO/Clerk/Director, Economic Development

# Memo

**To:** Doug Robertson, CAO/Clerk/Director of Economic Development

**From:** Stacie Lloyd, Economic Development Officer (EDO)

**Date:** April 27, 2020

**Re:** **RESULTS, HIGHLIGHTS AND ACTIONS**  
**from Merrickville-Wolford Businesses that completed the**  
Leeds-Grenville–Thousand Islands and Rideau Lakes  
**Business Survey on Impacts of COVID-19**

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The Village of Merrickville-Wolford has been working in partnership with the United Counties of Leeds Grenville Economic Development Department and many local and regional business support organizations, to identify how the impact of Covid-19 is being felt by our business community in order to assist local businesses during this challenging time. Businesses were asked to take a short survey to help identify issues and enable us to direct businesses to applicable relief programs.

Many thanks to all businesses that completed the survey. Please see the Survey Results Report attached. Following is a summary of survey responses and highlights of business participation, key common issues, follow-up communications, actions taken, relief programs, and resources available to businesses in Merrickville-Wolford.

**Timeframe:** Information was collected between March 30 and April 3, 2020

**Focus:** Economic Impact of Covid-19 on Businesses and the Local Economy

**Highlights from survey responses:**

- Surveys were distributed through United Counties of Leeds Grenville Business Directory by email, across all sectors of our local economy. In addition, notices and links to the survey were posted on the Village website and Facebook.
- 32 M-W businesses completed the survey.
- Nearly 44% of respondents identified as being in the Retail Trade sector, nearly 16 % in Food Services, 9% in Accommodations, 9% in Other (including landlord, rental, personal beauty), 6% in Arts/Entertainment/Recreation, 3% in Business Services, 3% in Construction, 3% in Education, 3% in Healthcare & Social Services and 3% in Tourism Attraction.

- When we combine all Tourism-related sectors (e.g., Retail, Food, Accommodations, Arts/Entertainment/Recreation, Tourism Attraction), then 78% of respondents had tourism-related businesses. Most were deemed non-essential by the provincial government.
- Nearly 41% of respondents were self-employed, nearly 47% had 1 – 4 employees, over 9% had 5 – 19 employees and 3% had between 20 – 49 employees. Therefore approximately 88% of respondents employed less than 5 people.
- 87% of respondent said business was struggling, and 16% of these were not sure their business would make it through the Covid-19 pandemic. Nearly 13% said the pandemic has not really affected business yet.
- When asked what businesses were doing to address the impact, nearly 63% said they were closing short term, 34% were laying off staff, 31% were seeking short term financing. Others were reducing hours, trying alternate methods of doing business, moving to online sales, shifting to new products & services, and more. One respondent said they would be closing permanently.
- Nearly 66% of businesses said they were not aware of what government supports were available, and nearly 21% were accessing government business supports. This is a significant opportunity for the Village to assist by understanding and directing local businesses to government resources and relief programs. 10% of respondents said supports were not necessary and 3% were accessing supports for employees.
- When asked what businesses were looking for:
  - from federal and provincial governments, local businesses were looking for mainly financial assistance, along with rental assistance, wage subsidies, loans and income tax deferrals.
  - from local government, businesses were looking for financial assistance, property tax and utilities relief by way of reductions and deferrals. Some said they were looking for nothing, and municipality should concentrate efforts on people who need help with the basics, food, and housing.
  - from community organizations such as Chamber of Commerce, Small Business Advisory Centre, and Employment Services, businesses said they were looking for financial assistance, communications, promotion of local businesses, assistance with online set-up, recovery plans, and some said they were looking for nothing from these organizations.
- Federal and Provincial Government programs and relief efforts are continuously being announced, with details on eligibility following the announcements. Additional relief programs and new details have been announced since the surveys were completed on April 3/20.

## Actions Following Survey Completion

**Follow-up Contacts:** Out of the 33 businesses in M-W that completed the survey, 11 businesses requested follow-up contact and information regarding business support available during the Covid-19 pandemic.

**Contacts completed:** All 11 businesses have been contacted (phone & email) during the period April 17 to April 24 by our economic development officer and provided with information on relief programs and local resources for businesses.

### Highlights from follow-up communications with businesses:

- Businesses were very open and willing to communicate and share their immediate concerns, and their outlook for the future. Common concerns included lost revenue, cash flow, payment obligations, adapting business models, digital technologies and alternate delivery methods, seasonality of business, how to help others, timing of lifting restrictions for re-opening and recovery, short term financing, government relief programs for small business and uncertainty for the future.
- Most businesses owners have applied to and are receiving benefits from the Canadian Emergency Response Benefit (CERB) program.
- Many businesses have applied or are considering applying for short term financing, through their bank, BDC, the Community Futures Development Corp or other lenders.
- Some businesses are adapting their business model, focusing on online sales, adding new revenue streams, communicating with customers, promoting business and arranging alternate methods of pick-up and delivery. All are affected and experiencing challenges directly and indirectly.
- EDO shared details of federal, provincial, regional and local resources and relief programs available to businesses, and shared what local Council is doing to relieve financial pressures (taxes & water/wastewater)
- Federal and Provincial Government programs and relief efforts are continuously being announced and updated. Good discussions were had about relief specific to small businesses, self-employed and commercial property owners, such as:
  - Deferral of sales tax remittance
  - Extension for income tax filing and payment dates
  - Income support for full time, contract or self-employed workers (CERB provides a payment of \$2,000 for a 4-week period for up to 16 weeks for eligible self-employed)
  - Support for small businesses and tourism operators (Regional Development Agencies programs, including Valley Heartland for loans, see below)

- Funding and financing options, including Canadian Emergency Business Account loans at 0% interest, Community Futures Development Corporation low interest loans, Rent Assistance Program for property owners who reduce rent costs of small business tenants from April to June.
  - Various programs for improving and expanding business' online presence, including Digital Main Street Program, Canadian Agriculture Partnership Agri-Food Open for E-Business initiative, Shopify E-Commerce Website Free Trial, online workshops, free webinars and templates available through the Small Business Advisory Centre on topics such as Managing Cash Flow through Covid, How to Market your business through Covid, and How to operate remotely through Covid-19.
  - A general Stop the Spread Business Information Line is Open at 1-888-444-3659 and website: <https://www.ontario.ca/page/covid-19-support-businesses>
- 12 referrals were made to 6 businesses as a result of the communications from the survey, including referrals to CERB for emergency income support, Valley Heartland for loans, CSE Consulting for employer services, Chamber of Commerce for Digital Main Street resources, Small Business Advisory Centre for online workshops and financial templates.

**At the local level, what is being done to help businesses and to relieve some financial pressures from the pandemic:**

- On March 23/20, Council waived late payment fees for residents and businesses connected to the water/wastewater system until the end of April and will re-evaluate the situation at that time.
- On April 9/20, Council revisited the 2020 budget, reducing the previously approved tax increase of 3.13% down to just 0.44% for all ratepayers.
- Staff continue to work closely with our partners at the United Counties of Leeds Grenville Economic Development Department to support business initiatives and share updates through the Counties Covid-19 webpage (link below).
- Small business resources and government support and relief programs are being updated regularly on the United Counties of Leeds & Grenville Economic Development Covid-19 page: <https://invest.leedsgrenville.com/en/contacts-news-events/covid-19.aspx>
- A list of local and regional business support organizations has been provided to all businesses that completed the business survey, requested follow-up and provided their contact details. This list resources will be made available for all businesses.

**Resources for All Businesses**

There are many government organizations and programs available to help businesses.

The following local and regional organizations are always available to our businesses – they are valuable resources, which are funded by federal and provincial governments, with a mandate to support small businesses, drive innovation and growth, improve competitive advantage and strengthen our local rural economy. During this challenging time, when businesses are adapting to help stop the spread of Covid-19, these business support organizations have developed relief programs and resources to help:

- Small Business Advisory Centre <https://smallbizcentre.ca/>
- Valley Heartland Community Futures Development Corporation <https://www.valleycfdc.com/loans>
- CSE Consulting for Employment Services <https://www.cseconsulting.com/>
- For a summary of Covid related government supports, business owners can answer a few questions about their business and results will be provided through this tool: <https://innovation.ised-isde.canada.ca/s/?language=en>
- And more...

If you are aware of a business that could benefit from these business resources and support or would like more information, please advise the EDO or put the business in touch with the EDO at [edo@merrickville-wolford.ca](mailto:edo@merrickville-wolford.ca).

The Village is part of the United Counties of Leeds Grenville Economic Development Department Working Group, which is comprised of business support organizations across the region. By pulling together the business support organizations, the Counties has highlighted programs and services available to our local businesses and is looking at future strategies and opportunities for development throughout the region.

Note: This memo to be accompanied by .pdf document called “Village of Merrickville-Wolford, Business Survey Results, public report, Apr 2020”

Respectfully submitted by Stacie Lloyd

# Village of Merrickville-Wolford

## Leeds-Grenville-Thousand Islands and Rideau Lakes

### Business Survey: COVID-19 Report



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

**Survey Timeframe: March 30 – April 3, 2020**

#### Prepared by:

**United Counties of Leeds and Grenville  
Economic Development Office  
32 Wall Street, Suite 300, Brockville, ON**



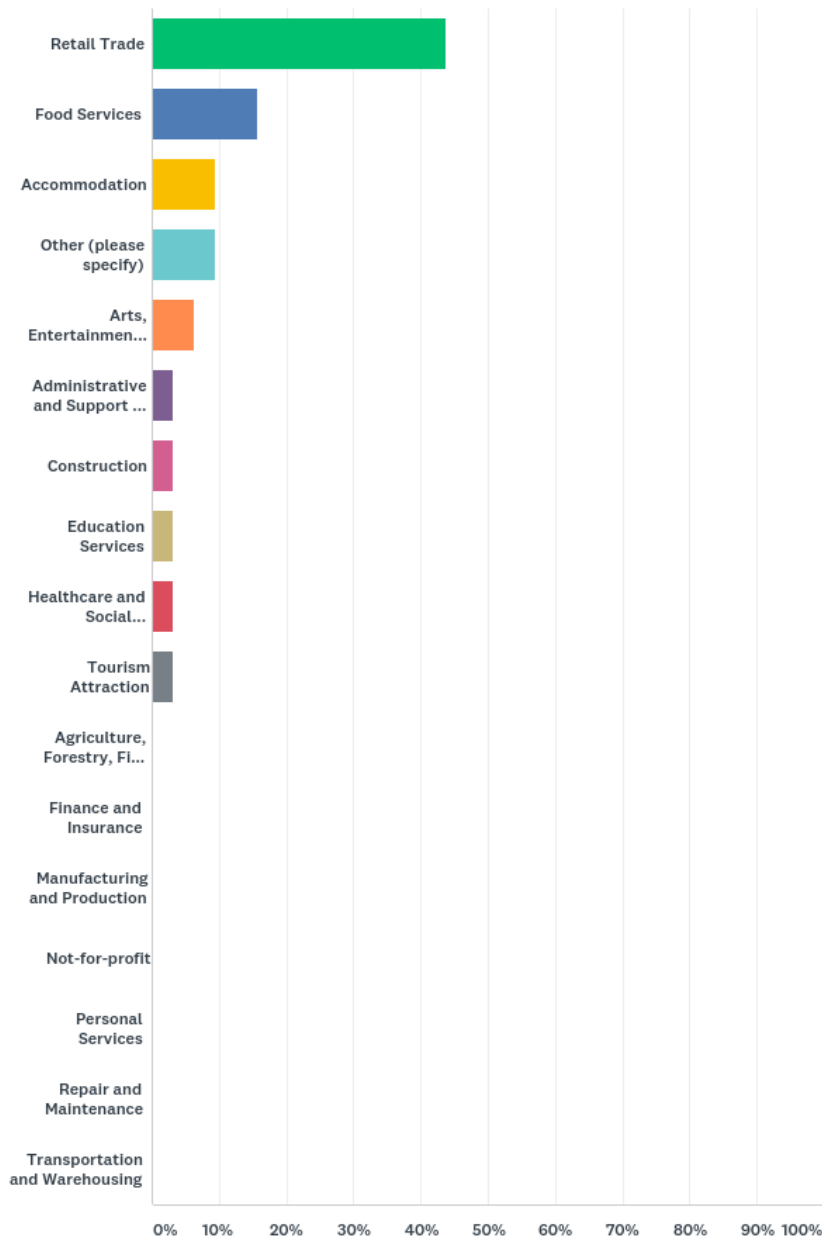
[www.investleedsgrenville.com/covid19](http://www.investleedsgrenville.com/covid19)



## #2 What sector is your business primarily operating in?

Answered: 32

Skipped: 0



## #2 continued...

ANSWER CHOICES	RESPONSES	
Retail Trade	43.75%	14
Food Services	15.63%	5
Accommodation	9.38%	3
Other (please specify)	9.38%	3
Arts, Entertainment and Recreation	6.25%	2
Administrative and Support - Business Services	3.13%	1
Construction	3.13%	1
Education Services	3.13%	1
Healthcare and Social Assistance	3.13%	1
Tourism Attraction	3.13%	1
Agriculture, Forestry, Fish and Hunting	0.00%	0
Finance and Insurance	0.00%	0
Manufacturing and Production	0.00%	0
Not-for-profit	0.00%	0
Personal Services	0.00%	0
Repair and Maintenance	0.00%	0
Transportation and Warehousing	0.00%	0
TOTAL		32

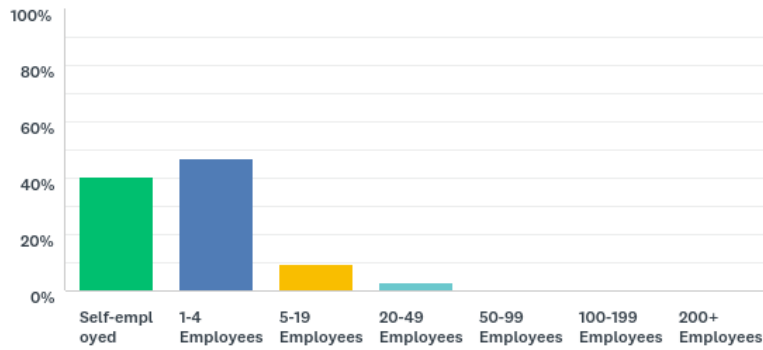
### Other (please specify)

- Provider of retail space, landlord for multiple stores
- Wedding decor rentals and cakes
- Stylist

### #3 Typically, how many employees does your company have?

Answered: 32

Skipped: 0

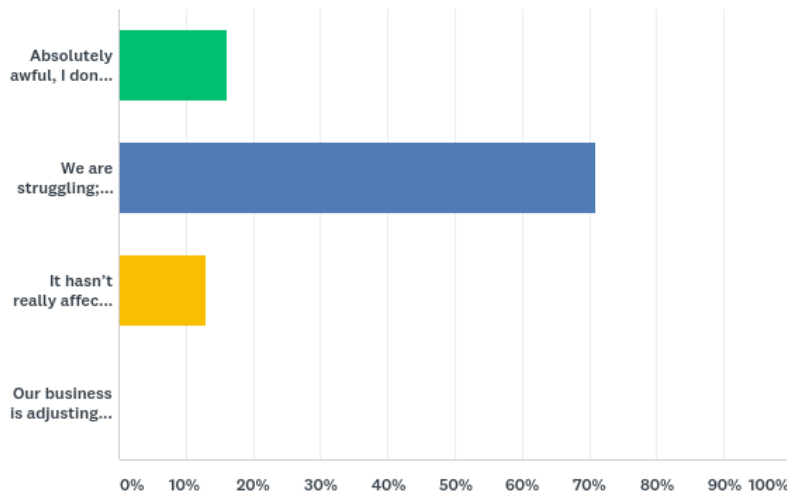


ANSWER CHOICES	RESPONSES	
Self-employed	40.63%	13
1-4 Employees	46.88%	15
5-19 Employees	9.38%	3
20-49 Employees	3.13%	1
50-99 Employees	0.00%	0
100-199 Employees	0.00%	0
200+ Employees	0.00%	0
<b>TOTAL</b>		<b>32</b>

## #4 How would you describe the impacts of COVID-19 on your business?

Answered: 31

Skipped: 1



ANSWER CHOICES	RESPONSES	
Absolutely awful, I don't think our business will make it through (PROCEED TO QUESTION 6)	16.13%	5
We are struggling; recovering for this could take some time (PROCEED TO QUESTION 6)	70.97%	22
It hasn't really affected us yet (PROCEED TO QUESTION 7)	12.90%	4
Our business is adjusting and growing (PROCEED TO QUESTION 5)	0.00%	0
<b>TOTAL</b>		<b>31</b>

## #5 If your business is growing due to COVID-19, what will you or are you doing to address this? (Choose all that apply)

Answered: 0 Skipped: 32

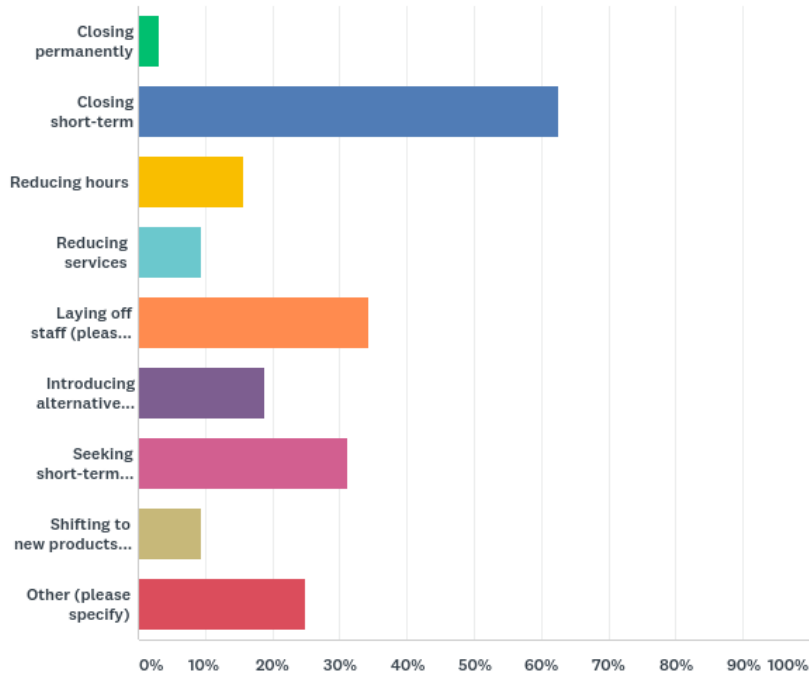
ANSWER CHOICES	RESPONSES	
Increasing employment	0.00%	0
Increasing orders from suppliers	0.00%	0
Looking for new suppliers	0.00%	0
Shifting to new products or services	0.00%	0
Introducing alternative ways of working (working from home, working remotely)	0.00%	0
Other (please specify)	0.00%	0
<b>Total Respondents: 0</b>		

No responses.

## #6 If your business is affected negatively by COVID-19, what will you or are you doing to address this? (Choose all that apply)

Answered: 32

Skipped: 0



ANSWER CHOICES	RESPONSES	
Closing permanently	3.13%	1
Closing short-term	62.50%	20
Reducing hours	15.63%	5
Reducing services	9.38%	3
Laying off staff (please specify number) _____	34.38%	11
Introducing alternative ways of working (working from home, working remotely)	18.75%	6
Seeking short-term financing	31.25%	10
Shifting to new products or services	9.38%	3
Other (please specify)	25.00%	8
Total Respondents: 32		

## #6 continued...

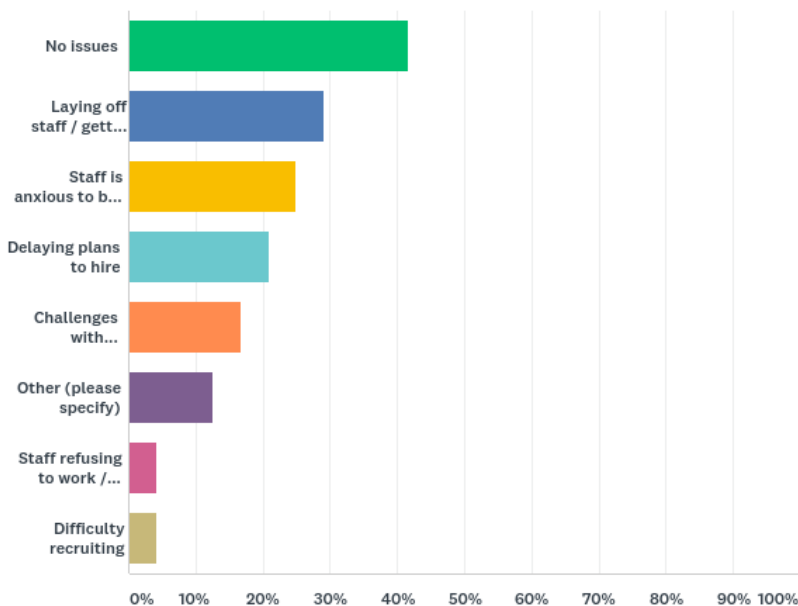
### Other (please specify)

- Laid off 4 staff
- As a landlord I face the task of monitoring and responding to the financial difficulties of 6 to 8 businesses; how do I assist my tenants so as to ensure their continued success in business, given the lock down and lack of customers as I cannot forgive rents and meet my financial obligations for taxes and utilities at the local level; municipal government has little flexibility
- Had to postpone booked events so all income for April, May and June is gone
- Offering some products to be delivered to porches
- I was closed one week before the mandate since I work so close to the client, it was recommended but not forced at that point
- Launched new website hoping for online sales
- Creating online offers

## #7 What issues or challenges are you experiencing with your employees/workforce due to COVID-19? (Choose all that apply)

Answered: 24

Skipped: 8



## #7 continued...

ANSWER CHOICES	RESPONSES
No issues	41.67% 10
Laying off staff / getting them onto EI	29.17% 7
Staff is anxious to be working	25.00% 6
Delaying plans to hire	20.83% 5
Challenges with alternative ways of working (ie. working from home, working remotely)	16.67% 4
Other (please specify)	12.50% 3
Staff refusing to work / absenteeism	4.17% 1
Difficulty recruiting	4.17% 1
Total Respondents: 24	

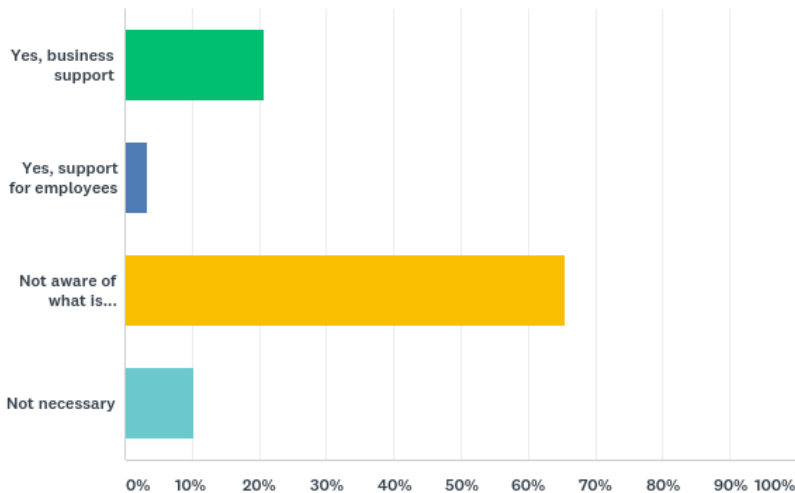
### Other (please specify)

- Unable to open
- All work postponed with no new dates set, income for April, May and June is gone

## #8 Have you accessed any government support programs currently available?

Answered: 29

Skipped: 3



ANSWER CHOICES	RESPONSES
Yes, business support	20.69% 6
Yes, support for employees	3.45% 1
Not aware of what is available	65.52% 19
Not necessary	10.34% 3
TOTAL	29

## #9 What support are you looking for from the federal and provincial governments right now?

Answered: 27

Skipped: 5

- Income replacement / financial assistance (grants) x18
- Relief from bills x2
- Any assistance would be helpful x2
- Wage subsidies x2
- Rental assistance x2
- Loans
- Interest free loans
- Income tax deferral
- Financial support for self-employed small businesses

## #10 What support are you looking for from your local municipal government right now?

Answered: 26

Skipped: 6

- Income replacement / financial assistance (grants) x11
- Property tax relief x5
- Utility bill deferral x4
- Property tax deferral x3
- Reduced water bills and taxes x2
- Nothing x2
- Nothing right now
- Freeze taxes at current levels
- Any assistance would be helpful
- Remove / reduce non-payment fees / charges
- No water and tax bills while shut down
- Nothing from the municipal government, they should concentrate their efforts on people who need help with the basics, food, and housing
- Government assistance is a joke, I needed it during the ice storm and got nothing, expect the same this time as well



## #11 What support are you looking for from your local community organizations right now? (ie. Chambers, Employment Services, BIAs, Small Business Centres)

Answered: 21

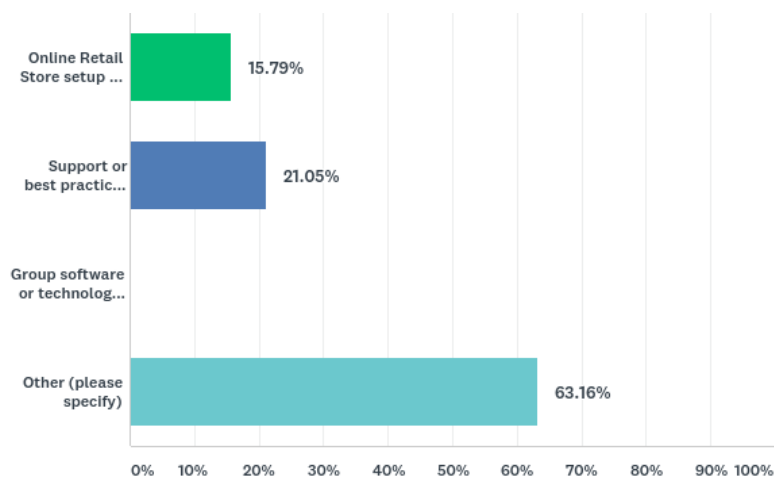
Skipped: 11

- Nothing x3
- Not sure what they do x3
- Income replacement / financial assistance (grants) x2
- Clear and concise information and communication x2
- Coordinate a buy local initiative x2
- Promote online businesses x2
- Nothing right now
- In the future, bigger and better events to draw tourists
- Any support would be helpful
- Need Chamber to get word out about the plight of small business to survive without revenue
- Work on a recovery plan
- Assistance setting up online
- Offer help without paying fees this year

## #12 What would be helpful right now to assist your business with transition and recovery?

Answered: 19

Skipped: 13



ANSWER CHOICES	RESPONSES	
Online Retail Store setup and training	15.79%	3
Support or best practices on deliveries	21.05%	4
Group software or technology purchases to allow workers to work remotely	0.00%	0
Other (please specify)	63.16%	12
<b>TOTAL</b>		<b>19</b>

## #12 continued...

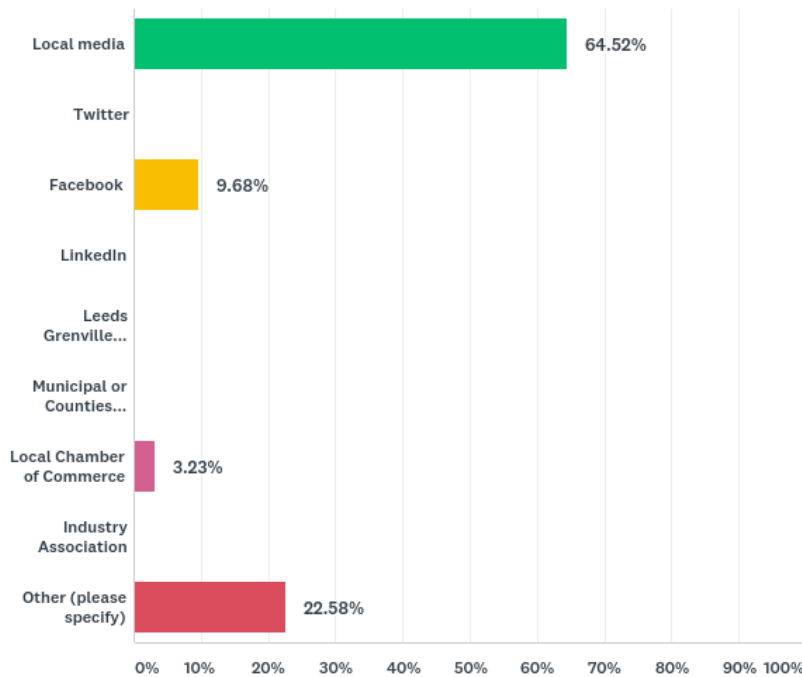
### Other (please specify)

- Income replacement / financial assistance (grants) x4
- Deferral of property taxes
- Deferral of water bill and elimination of two tier water bills (residential and higher commercial)
- Help with advertising - online and other
- Marketing
- Adjustments to websites making the public aware of cancellations
- There is no other way to do my job but to be close to the client, so no help available
- Some way for the government to allow some sort of open hours under tight controls
- Software development
- Reduction in hydro and Enbridge gas rates

## #13 What is your primary source of information on COVID-19 and business support programs?

Answered: 31

Skipped: 1



## #13 continued...

ANSWER CHOICES	RESPONSES	
Local media	64.52%	20
Twitter	0.00%	0
Facebook	9.68%	3
LinkedIn	0.00%	0
Leeds Grenville Lanark District Health Unit	0.00%	0
Municipal or Counties website	0.00%	0
Local Chamber of Commerce	3.23%	1
Industry Association	0.00%	0
Other (please specify)	22.58%	7
<b>TOTAL</b>		<b>31</b>

### Other (please specify)

- Canadian Broadcasting Corporation (CBC) x4
- Canadian Television Network (CTV) x2
- Television x2
- Radio
- International news (BBC, CNN)
- Federal and provincial government websites

## #14 If you would like to speak to someone regarding support available to businesses during the COVID-19 pandemic, please provide your contact information:

Answered: 12      Skipped: 20

ANSWER CHOICES	RESPONSES	
Contact Name	100.00%	12
Business Name	100.00%	12
Contact Number	83.33%	10
Email	100.00%	12

## Additional Notes:

- Survey Timeframe: March 30 – April 3, 2020
- Survey Distribution: Businesses that were part the Counties Economic Development business directory, with active email addresses, received the Covid-19 survey directly. In addition, some members of Business Support Working Group distributed the survey through their membership lists.
- Government of Ontario modified Essential Workplace list on April 3, 2020 with additional business closures on April 4, 2020 at 11:59 p.m.

## Business Support Working Group:

### Municipalities

Athens | Augusta | Brockville | Edwardsburgh Cardinal | Elizabethtown-Kitley | Front of Yonge | Gananoque | Leeds and the Thousand Islands | Merrickville-Wolford | North Grenville | Prescott | Rideau Lakes | Westport

### MP / MPP

MP Office of Leeds-Grenville-Thousand Islands and Rideau Lakes  
MPP Office of Leeds-Grenville-Thousand Islands and Rideau Lakes

### Community Futures Development Corporations

1000 Islands CDC | Grenville CFDC | Valley Heartland CFDC

### Small Business Enterprise Centres

Leeds & Grenville Small Business Enterprise Centre  
Small Business Advisory Centre – Smiths Falls | Lanark

### Chambers of Commerce

1000 Islands Gananoque | Brockville and District | Lyndhurst, Seeley's Bay & District | Merrickville and District | North Grenville | South Grenville

### BIAs

Downtown Brockville | Downtown Gananoque | Downtown Prescott | Old Town Kemptville

### Employment Services

CSE Consulting | Employment and Education Centre | KEYS Job Centre

### Other Business & Education Agencies

Regional Tourism Organization 9 | St. Lawrence Corridor Economic Development Commission | Eastern Ontario Workforce Innovation Board | Rideau Lakes Business Network | St. Lawrence College | Kemptville Campus Education and Community Hub

## THANK-YOU!

On behalf of the Business Support Working Group, we would like to thank each business who took the time to complete the survey. Members of the Working Group will be reaching out to assist businesses who indicated they would like assistance. The Working Group contact is available on the webpage, along with any new programs and resources as they become available.

Ann Weir, Economic Development Manager, United Counties of Leeds and Grenville

W: [investleedsgrenville.com/covid19](https://investleedsgrenville.com/covid19) | E: [ann.weir@uclg.on.ca](mailto:ann.weir@uclg.on.ca)

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 - - 20

Date: April 28, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 33-2020, being a by-law to confirm the proceedings of the special Council meeting of April 28, 2020, be read a first and second time, and that By-law 33-2020 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 33-2020**

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 APRIL 28, 2020

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 April 28, 2020 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 April 28, 2020 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 28<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
J. Douglas Struthers, Mayor

\_\_\_\_\_  
Doug Robertson, CAO/Clerk

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 - - 20

Date: April 28, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at \_\_\_\_\_ p.m. until the call of the Mayor subject to need.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor