



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 5:00 p.m.

Monday, August 26, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **In Camera:**
 1. Litigation or potential litigation; and
 2. Personal matters about an identifiable individual

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

5. **Minutes:** Approval of Minutes of the regular Council meeting of July 22, 2019; Approval of Minutes of the special Council meeting of August 1, 2019; and Approval of Minutes of the special Council meeting of August 14, 2019
6. **Public Question Period to Council**
7. **Correspondence:** Constituents of Merrickville (North Side) re: Enbridge Motion; and James Skelding re: Signage Along Highway 401 dated July 30, 2019
8. **Building/Planning:** CBO-10-2019 re: 2nd Quarter Report; Planning Advisory Committee Minutes of July 15, 2019; and R-10-2019 of Planning Advisory Committee dated August 19, 2019
9. **By-law Dept.:** Merrickville Artist's Guild request for Signage By-law Exemption
10. **Public Works:** 2019 Fall Brush Amnesty Days
11. **Finance:** FIN-26-2019 re: Response to Audit Management Letter
12. **Main Street Ad Hoc:** Committee Minutes of July 23 and 29th and August 7, 2019
13. **Notices of Motion:**
14. **Public Question Period to Council**
15. **Next meeting of Council:** September 9, 2019 at 7:00 p.m.
16. **Confirming By-Law:** 48-2019 re: Confirm Proceedings of Council meeting of August 26, 2019
17. **Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of August 26, 2019 as:

___ circulated.

___ amended.

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

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby 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. Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board; and
2. Personal matters about an identifiable individual, including municipal or local board employees.

Carried / Defeated

J. Douglas Struthers, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session, with staff being given direction, at _____ p.m., with the regular Council session to resume at 7:00 p.m.

Carried / Defeated

J. Douglas Struthers, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of July 22, 2019 as:

____circulated.

____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Monday, July 22, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 5:00 p.m. on Monday, July 22, 2019.

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

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

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

Approval of Agenda

R-243-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of July 22, 2019, as circulated.

Carried.

In Camera:

R-244-19 Moved by Councillor Halpenny, Seconded by Deputy Mayor Cameron
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 5:04 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;
2. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
3. A proposed or pending acquisition or disposition of land by the municipality or local board; and
4. 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.

R-245-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
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, with staff being given direction, at 6:55 p.m., with the regular Council session to resume at 7:00 p.m.

Carried.

Note: The regular session resumed at 7:05 p.m.

Delegations: Marika Livingston of Drinking Water Source Protection

R-246-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford endorses the proposed amendment under Section 34 of the *Clean Water Act* to revise the Mississippi-Rideau Source Protection Plan chemical policies for future threats and add a new municipal well system for the Municipality of North Grenville into the Mississippi-Rideau Source Protection Plan and Assessment Reports.

Carried.

Minutes:

R-247-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of June 24, 2019, as circulated.

Carried.

Public Question Period:

C. Dawson inquired about the large rocks at the landfill site and whether the rocks were taking up waste capacity.

Appointments to Committees:

R-248-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint Councillor Timothy Molloy as the Council Liaison to the Merrickville Public Library Board.

Carried.

R-249-19 Moved by Councillor Halpenny, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Property Standards Committee: Cynthia Waldie, Patricia Watson and Yves Grandmaitre.

Carried.

R-250-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Heritage Advisory Committee: Cynthia Waldie, Peter Szmids, Anne Barr, Donna Daw and Ann Martin.

Carried.

R-251-19 Moved by Councillor Halpenny, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Committee of Adjustment: Lorne Walker, Denis Scryburt and Colin Hurman.

Carried.

R-252-19 Moved by Councillor Halpenny, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Recreation, Health and Wellness Advisory Committee: Scott Thompson, Kathleen Burnette-Dickie, Janet Fitzpatrick, Angie Cameron and Sarah Lavalee.

Carried.

R-253-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Community Development Advisory Committee: Tom Belanger, Helen Canjar, Gillian Gray, Mike Zaversenuke, Donna Daw and Colin Hurman.

Carried.

R-254-19 Moved by Councillor Halpenny, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Environment Advisory Committee: Janice Ife, Gary Brown, Paul Marriott, Claire Sexton and Anney de Gobeo.

Carried.

R-255-19 Moved by Councillor Halpenny, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following individuals to the Agriculture Advisory Committee: Helen Canjar, Gary Brown and Donna Daw.

Carried.

Correspondence:

R-256-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Denis Gagnon, President of Euphorium IV:XX, dated June 20, 2019 regarding the application for a Cannabis Micro-cultivation Licence, for information purposes.

Carried.

R-257-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Francine Lapointe Côté and Emil Côté regarding Parkland – Merrickville Estates Phase 1 dated June 30, 2019, for information purposes.

Carried.

R-258-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Perth and Smiths Falls District Hospital dated June 28, 2019, for information purposes.

Carried.

R-259-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Ann Martin, President of the Merrickville District Historical Society, dated June 28, 2019, for information purposes.
Carried.

By-law Enforcement:

R-260-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-03-2019, being the 2nd quarter report of the By-law Enforcement Department, for information purposes.
Carried.

Building/Planning:

R-261-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-09-2019, being an update regarding the new Official Plan, for information purposes.
Carried.

R-262-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Planning Advisory Committee dated June 17, 2019, for information purposes.
Carried.

Public Works:

R-263-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-04-2019, being the 2nd quarter report of the Public Works Department, for information purposes.
Carried.

R-264-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-05-2019 regarding the plan to move forward with a landfill review, for information purposes; and

That Council does hereby direct staff to include this item as part of the 2020 budget deliberations.

Carried.

Fire:

R-265-19 Moved by Councillor , Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-03-2019, being the 2nd quarter report of the Merrickville Fire Department, for information purposes.
Carried.

Finance:

R-266-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-25-2019, being the financial budget variance report from January 1, 2019 to June 30, 2019, for information purposes.

Carried.

R-267-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-24-2019 regarding the requirement for an updated Energy Conservation Demand Management Plan; and

That Council gives favourable consideration to By-law 45-2019, being a by-law to adopt Energy Conservation Demand Management Plan 2019-2023.

Carried.

R-268-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: By-law 45-2019, being a by-law to adopt the Energy Conservation Demand Management Plan 2019-2023, be read a first and second time, and that By-law 45-2019 be read a third and final time and passed.

Carried.

Notices of Motion:

R-269-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
WHEREAS the Federal and Provincial Governments, or any other source of grants, are forwarded to the municipality for the consideration of all members of Council;

AND WHEREAS grants help manage a municipality and meet the demands and needs of its constituents;

AND WHEREAS grants help manage infrastructure and create economic development;

AND WHEREAS grants are an important tool that Council needs to improve the daily operation and financial wellbeing of a municipality;

AND WHEREAS grants for a small population are a means for Council to control its taxes;

BE IT HEREBY RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff or any one member of Council to forward any and all information pertaining to grants that are made available to the municipality.

NOTE: Deputy Mayor Cameron requested a recorded vote.

Deputy Mayor Cameron:	In favour
Councillor Foster:	Opposed

Councillor Halpenny: Opposed
Councillor Molloy: Opposed
Mayor Struthers: Opposed

Defeated.

Public Question Period to Council:

D. Bower inquired as to whether the twenty dollars per person referred to in the letter from the Perth and Smiths Falls Hospital was referencing the total population or only the taxpayers. Mr. Bower further inquired as to whether the Perth and Smiths Falls Hospital would keep track of whether patients were from our municipality.

D. Dawson inquired as to whether a report will come forward from the Economic Development Officer regarding accomplishments.

D. Dawson inquired as to whether a report will come forward from the O.P.P. regarding the results of the investigation.

P. Watson inquired about the economic development budget and what the \$96,000 in Rural Economic Development Expenses were for.

P. Watson inquired when and if an announcement surrounding Mr. Robertson's contract extension would be forthcoming.

Confirming By-Law

R-270-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: By-law 44-2019, being a by-law to confirm the proceedings of the Council meeting of July 22, 2019, be read a first and second time, and that By-law 44-2019 be read a third and final time and passed.

Carried.

Adjournment

R-271-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:35 p.m. until the next regular meeting of Council on Monday, August 26, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of August 1, 2019 as:

_____circulated.

_____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Thursday, August 1, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 11:00 a.m. on Thursday, August 1, 2019.

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

Regrets: Councillor Timothy Molloy

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

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

Approval of Agenda

R-272-19 Moved by Councillor Foster, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the special Council meeting of August 1, 2019, as circulated.

Carried

Public Question Period: No questions.

In Camera:

R-273-19 Moved by Councillor Halpenny, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an "In-Camera" session at 11:05 a.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Labour relations or employee negotiations; and
2. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

R-274-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

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, with staff being given direction, at 12:33 p.m. and the regular Council session resume.

Carried

R-275-19 Moved by Councillor Halpenny, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby waive the provisions of the personnel policy regarding the recruitment process for the Economic Development Officer and Lead Hand positions.

Carried

Confirming By-Law

R-276-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: By-law 47-2019, being a by-law to confirm the proceedings of the Council meeting of August 1, 2019, be read a first and second time, and that By-law 47-2019 be read a third and final time and passed.

Carried.

Adjournment

R-277-19 Moved by Councillor Foster, 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 12:35 p.m. until the next regular meeting of Council on Monday, August 26, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

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

_____circulated.

_____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Wednesday, August 14, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 11:00 a.m. on Thursday, August 14, 2019.

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

Staff in Attendance: Christina Conklin, Deputy Clerk
Brad Cole, Acting Manager of Public Works

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

Approval of Agenda

R-278-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the special Council meeting of August 14, 2019, as circulated.

Carried

Public Question Period: No questions.

In Camera:

R-279-19 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 move to an "In-Camera" session at 11:01 a.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

R-280-19 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session, with staff being given direction, at 11:20 a.m.

Carried

Confirming By-Law

R-281-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: By-law 49-2019, being a by-law to confirm the proceedings of the Council meeting of August 14, 2019, be read a first and second time, and that By-law 49-2019 be read a third and final time and passed.

Carried.

Adjournment

R-282-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 11:25 a.m. until the next regular meeting of Council on Monday, August 26, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

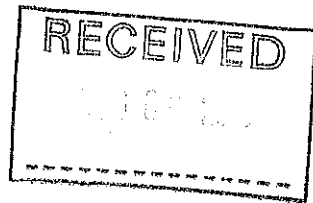
Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Constituents of Merrickville (North Side) received August 6, 2019 regarding approaching Steve Clark and Michael Barrett to lobby Enbridge to invest in providing natural gas serves to the north side of the Rideau Canal in Merrickville, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Letter to Mayor and Council

It was with great disappointment that we read a recent account in the NG Times that Merrickville-Wolford council voted 3 to 2 against approaching MPP Steve Clark, and possibly MP Michael Barrett about lobbying Enbridge to invest in providing natural gas services to the north side of the Rideau Canal in Merrickville. This was a major issue raised at the all candidates meeting last Fall and much support was expressed by the candidates for this initiative. Aside from the residential and business development benefits to Merrickville it would substantially reduce the excessive cost and reliance on oil and propane to the area residents. It appears that those who voted against Councillor Molloy's motion were more concerned about Enbridge's bottom line than the concerns of their constituents. Given that there exists various government initiatives that fund basic services to under serviced areas we would like this council to use every avenue possible to obtain any assistance and support of this issue to our provincial and federal representatives. Please reconsider approaching Mr. Clark and/ or Mr. Barrett regarding this matter.

Constituents of Merrickville (North Side)

Kim Hinton	106 BY ST	
Donna Foley	165 Rideau St.	
William Foley	105 Rideau ST	
PAULA MURTEAN	305 MILL ST.	
Kevin McClaery	118 Rideau	
Bene Cornean	112 Rideau	
ROSALIND KINBAR	112 ROSAUST	
Katrina Alvarez	206 East Broadway	
Michael Walsh	206 East Broadway	
LORRAINE POOLE	736 BROADWAY EAST	
William Dodson	106 Rideau ST	
DONNA DODGSON	106 Rideau ST	
PETER MURTEAN	305 MILL ST	
Terry Gilber	172 Rideau St.	
John Mundy	791 HERITAGE DR	
TIM CHRISTMAKENS	136 RIDEAU ST.	
Chakras	205 mill st.	
Tonaki	205 mill st.	
Horden Meeber	136 William St.	

MIKE & LAURIE LAFLOR	312 MILL ST	Michael Poffen
BRIAN MP	106 BROADWAY	Ben unclafester
Nathan Swartz	117 Rideau	St...
Dennis Osher-Gilbert	123 Rideau	D. Osher
Robin Melly	142 Rideau St	Robin R. Melly
Robert J Melly	u	Robert J Melly
Graham Law	130 Rideau St.	St...
Doug Monahan	306 Mill St	Doug Monahan
April Hughes	306 Mill St	April Hughes
Arthur MacTavish	206 Brook St	St...
Andrew Lawson	211 Broadway W	St...
Sally MacInnis	206 Brook St	MacInnis
IRVING CZEMPIEL	211 Broadway East	Irving Czempel
George Barnhill	305 Broadway East	St...
Mark Jorgensen	311 Mill St.	St...
Epin Russell	405 railroad st.	St...
Betty Lou Barr	129 William St.	Betty Lou Barr
Neather Collier	136 William St	St...
Marvin Ben Green	117 William St	St...
CLAUDE BONDREAU	112 WATER ST	C. Bondreau
FRED MOHLMAN	118 WATER ST	Fred M...
And Davidson	118 WATER ST	And Davidson
STEVE FEWITT	220 FORCED RD.	Steve Fewitt
Fredrick Martin	306 Broadway E	St...
SHIRLEY MOLLOY	105 WATER ST.	Shirley
PEGGY HOLLOWAY	224 BROADWAY W.	Peggy Holloway
TED DINSMORE	230 BROADWAY W.	Ted Dinsmore
Evelyn Laey	206 Mill St.	E. Laey
CHRISTIAN LOREY	208 MILL STREET	Christian Lorey

B. P. 736 BROADWAY ST E HERRICKVILLE
S. McLean 724 BROADWAY ST E MERRICKVILLE

Handwriting practice lines consisting of multiple sets of three horizontal lines (top, middle, bottom) for letter formation.

From the North Grenville Times – May 2019

Councillor Timothy Molloy brought a motion forward at the council meeting of May 13 to increase efforts to get natural gas to the north side of the Rideau Canal in Merrickville. This has been on Councillor Molloy's radar for a long time, even before he sat around the council table for this term. He sees the expansion of natural gas to the north side as an important part of Merrickville-Wolford's economic future.

"We need to bring industry [to the Village] to bring taxes down," he said at the meeting. "Nothing is going to happen without natural gas."

His suggestion is that council take a more proactive approach by talking to MPP Steve Clark, and maybe even MP Michael Barrett, about lobbying Enbridge to invest in the north side of the Rideau Canal in Merrickville, something that they have not been keen on in the past. Councillor Molloy believes that Minister Clark has been helping other municipalities in Ontario attract Enbridge, and Merrickville-Wolford should be no different.

"They are leaving us out in the cold," he says, adding that those in higher levels of government are not going to help if council doesn't ask.

Councillor Bob Foster agreed with Councillor Molloy that having natural gas on the north side of the Canal is key to attracting development. However, he was unsure about whether Minister Clark would be of any assistance. "I am in no disagreement at all, but can Steve Clark do us any good?" he asked.

Deputy Mayor Michael Cameron spoke up at the meeting, saying that he doesn't feel that any further action is currently needed for this initiative. Staff are already in active communication with Enbridge about the possibility of them investing in the area, and are in the process of getting them more information about a pipe that already runs under the Canal and that could be used to bring natural gas to the north side.

Mayor Doug Struthers also mentioned at a previous meeting that he had talked to Minister Clark at the AMO conference at the beginning of the year about the issue. "It's been addressed, and all the ducks have been lined up," Deputy Mayor Cameron said at the meeting. "Enbridge is a private business and, if they saw good business, they would be knocking at our door."

Councillor Molloy believes that it is Minister Clark's job to plead the case for his constituent municipalities with Enbridge. However, Mayor Struthers disagrees. "He is not going to pressure the private sector to move forward," he said at the meeting.

"That's not the way the system works."

Mayor Struthers said that he believes Councillor Molloy's motion is premature, and that the municipality is currently doing all they can to attract Enbridge to invest across the Canal. When it came down to a vote, the motion was defeated, with Councillor Foster and Councillor Molloy supporting the motion and Mayor Struthers, Deputy Mayor Cameron and Councillor Don Halpenny voting against it.

Staff will maintain the status quo and continue to liaise with Enbridge in the hopes of getting them to expand services across the Canal. Even though the motion for increased pressure was defeated, it seems as though all councillors agree that getting natural gas to the north side of the Canal would be a positive for Merrickville's economy and something they all support. "We will continue to engage with Enbridge and give them all the information they need," says Mayor Struthers.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

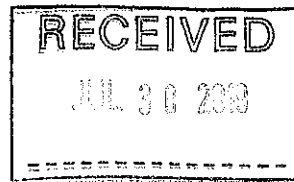
Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from James Skelding received on July 30, 2019 regarding signage along Highway 401, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

Box 722
Merrickville, ON
KOGINO



30 July, 2019

Mayor & Council,
Merrickville-Wolford, ON

Dear Gentlemen,

Re: Signage Along Hwy 401

I am hoping you might have some influence with the Govt of Ontario to have a change made to the big green signs at the North Augusta Road exit along Hwy 401.

Currently the signs notify drivers of "North Augusta Road" and "North Augusta". My question is, is it necessary to duplicate the words "North Augusta"? Could council persuade the Province to replace "North Augusta" with "Merrickville" as the destination? After all, Merrickville and The Rideau surely have a higher profile than North Augusta. "North Augusta" on the sign twice seems like overkill.

Hoping you might be able to follow up on my suggestion to see if it's viable.

Yours truly,

A handwritten signature in cursive script.

James Skelding

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-10-2019, being the 2019 second quarter report of the Building and Planning Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report CBO-10-2019
Planning and Building Department
Information Report to Council
Date of Council Meeting: August 26th, 2019

**RE: 2nd Quarter Report (April 1st to June 30th, 2019)
Construction/Demolition Permit and Planning Statistics Reports**

OBJECTIVE: To update Council with respect to the functions of the Building and Planning Department for the second quarter of 2019 compared to the second quarter results of 2018.

RECOMMENDATION:

That Council receive report CBO-10-2019, being the 2019 second quarter results of the Building and Planning Department, for information purposes.

BACKGROUND:

The Building and Planning Department regularly receives and reviews various applications for construction and demolition permits as well as those for planning development.

The review of permit applications plus the issuance (or refusal of the issuance) of construction and demolition permits typically requires site inspections and approvals as mandated under the Building Code. These results are linked to the data as provided in Schedules "A" and "B" attached.

Similarly, Schedule "A" includes the review of planning development applications including Minor Variances, Zoning/Official Plans, Site Plan Control Agreements and consents which often require site inspections to facilitate compliance with Village planning documents and processing as applicable under the Planning Act.

ANALYSIS:

In considering the graphs appended to this report, the second quarter of 2018 had seen 4 applications for zoning amendments where the same period in 2019 had seen no applications for zoning. There were no official plan amendments or minor variances requested for the second quarters of either year. Four applications for consent had been received or facilitated during the second quarter of 2019 compared to 10 in the second quarter of the previous year.

One application for site plan control was received in each of the second quarters of this year and last. However, it is anticipated that there could be as many as 2 more site plan control agreements this year.

Growth of the municipality is increasing, yet it is managed and orderly.

With respect to the number of construction permits issued. The second quarter of 2019 witnessed a total of 27 construction permits issued which was identical to the 27 issued in the second quarter of 2018. Included among the numbers was only one demolition permit that had been issued this year during the second quarter.

The 2019 second quarter number of inspections carried out by this department totaled 137 down from the 192 inspections carried out in the 2018 second quarter. Despite the lingering winter construction conditions and the poor spring weather, it has nonetheless been an active year for construction thus far.

Correspondingly, the value of construction activity dropped substantially in the second quarter of 2019. The total value of construction activity fell to \$2,975,550.00 in the second quarter of 2019 from \$4,572,200.00 during the second of 2018. There were 6 new house permits issued during the 2019 second quarter.

The fees generated from the issuance of construction permits totaled \$27,657 in the second quarter of 2019 indicated a drop from the \$39,182 collected in the same time in 2018.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2019 municipal budget.

The legal implications are non-applicable.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan By-law 10-17, as adopted by Council on January 23, 2017 provides on Page 26 of the document a specific basis for Performance Monitoring with Macro Indicators such as population growth being directly tied to Housing Starts.

One theme consistently mentioned throughout the Plan is that of "Growing the Economy" and, by association, that there is a need for orderly growth of the residential and commercial aspects of the Village "to ensure its financial viability". This orderly growth is accomplished in many ways through well thought out approvals of consents, site plan agreements as well as zoning and official plan amendments.

CONCLUSION

The second quarter of this year showed a high value of construction activity and a steady inflow of planning development activity. The 2019 second quarter overall saw a steady number of building inspections requested and carried out.

All indications for the remainder of the year point to steady construction and development, although this is always dependent upon local and national economic factors, as well as weather conditions.

The Village of Merrickville-Wolford is presently completing the review and updating of its current Official Plan. It is anticipated that the new Official Plan should be approved this year. This document shall implement the most recent Provincial Policy Statements as required under the Planning Act and, in so doing, shall ensure that the increasing construction and planning development is managed in a financially viable and environmentally sustainable manner.

ATTACHMENTS:

1. Schedules "A" and "B"- comparisons of 1st and 2nd quarter results in 2019

REQUIRED AND RECEIVED COMMENTS FROM: Yes or N/A (Not applicable)	
CAO	Yes
Clerk	Yes
Finance	N/A
Building & BLEO Department	Yes
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other:	NA

Submitted by:



Randy Wilkinson
Chief Building Official

Approved by:

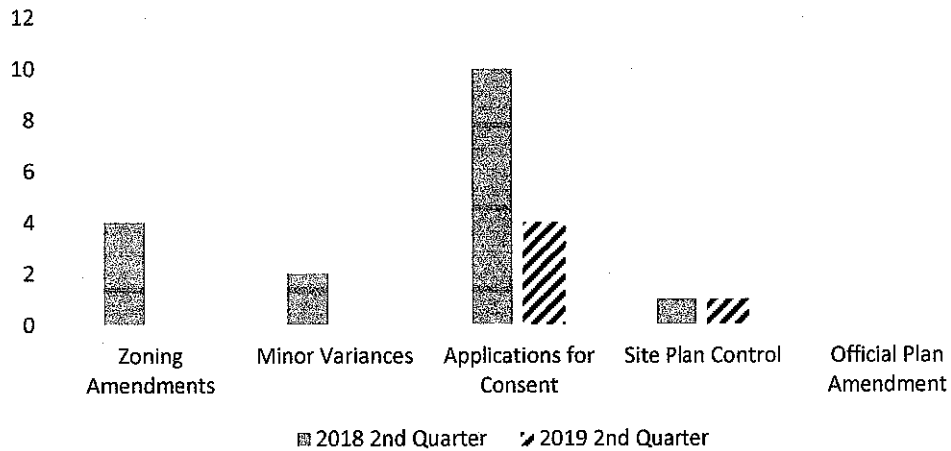


per: Doug Robertson
CAO/Clerk/Director of Economic
Development

Schedule "A" to CBO-10-2019

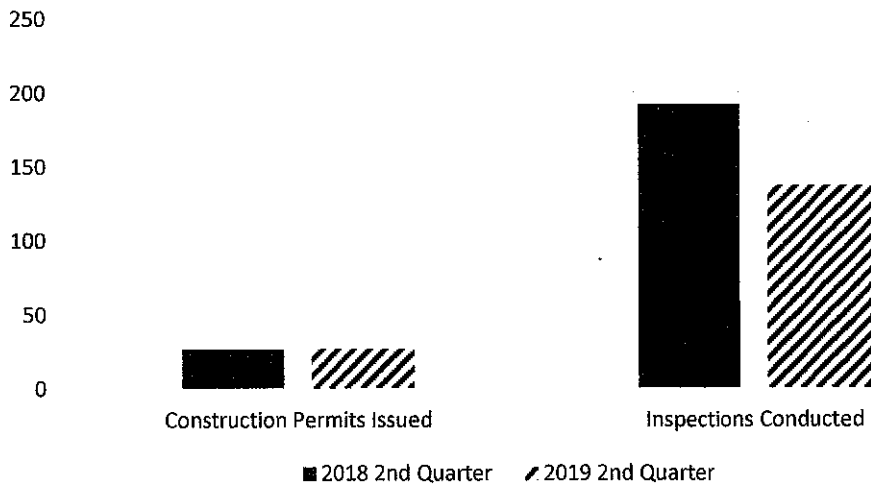
	2018 2nd Quarter	2019 2nd Quarter
Zoning Amendments	4	0
Minor Variances	2	0
Applications for Consent	10	4
Site Plan Control	1	1
Official Plan Amendment	0	0

Planning Applications Received/Facilitated



	2018 2nd Quarter	2019 2nd Quarter
Construction Permits Issued	27	27
Inspections Conducted	192	137

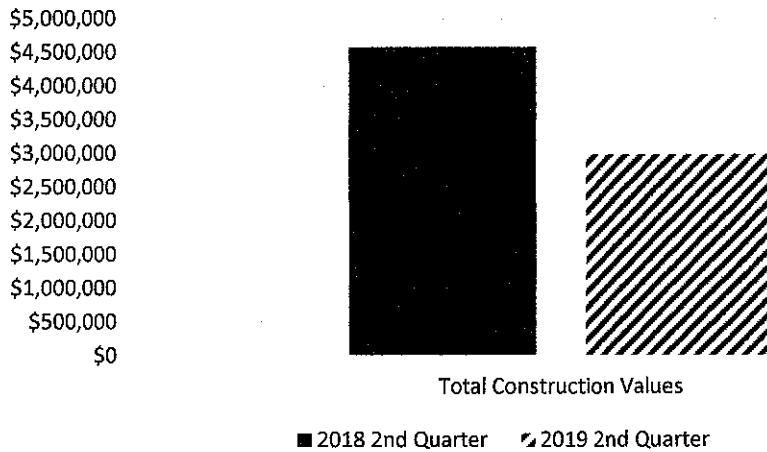
Permits and Inspections



Schedule "B" to CBO-10-2019

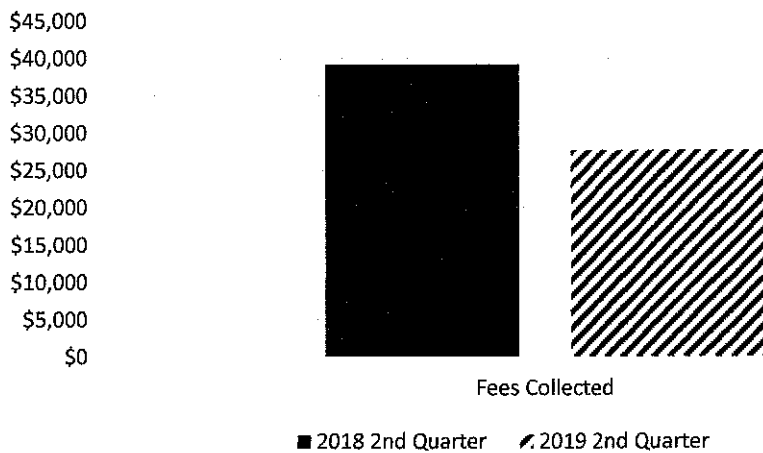
	2018 2nd Quarter	2019 2nd Quarter
Total Construction Values	\$4,572,200	\$2,975,550

Total Value of Construction



	2018 2nd Quarter	2019 2nd Quarter
Fees Collected	\$39,182	\$27,657

Fees Collected



Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Planning Advisory Committee dated July 15, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE MEETING MINUTES

Village of Merrickville-Wolford Council Chambers

317 Brock Street West

Date of Meeting; July 15th, 2019 at 7:00pm

Present; (Committee Members) Chairman John Ireland, Rod Fournier, Ian Kirk, Tim Molloy
Secretary to Committee, Randy Wilkinson (Staff),

Regrets; Kim Weedmark, Stewart Hamill

Members of the Public; Pat Watson, Bronwen McKight, Dale Purvis,

1. Call to Order:

Call to order by Chairman John Ireland at 7:02pm.

2. Agenda:

Moved by Rod Fournier and seconded by Ian Kirk to approve the date agenda, as presented.
Carried.

3. Declaration of Pecuniary Interest:

There was no declaration of pecuniary interest.

4. Old Business:

There was no old business before the Committee

5. Review of Previous Minutes;

The previous minutes of the meeting of June 17th, 2019 were reviewed by the Committee. Randy Wilkinson was directed to amend the minutes by removing the second "pm" from time of the motion for adjournment. Moved by Ian Kirk and seconded by Rod Fournier to approve the previous minutes, as presented. Carried.

Some discussion on the subject matter discussed in the Round Table was not recorded in the minutes, but the Committee agreed that typically this discussion would not be recorded.

6. New Business/Delegations;

- a) Bronwen McKnight appeared before the Committee to discuss a proposed consent application at 109-111 Brock Street West. The application was commenced in 2014 and was approved in principle by the Committee but did not proceed. The Committee suggested that Bronwen apply formally to the Consent Granting Authority and the formal application would be brought before the Committee for recommendation to Council.
- b) Robin Chinkiwsky failed to appear.

7. Correspondence;

- a) The "Disconnect and Protect" flyer was discussed by the Committee. Tim Molloy suggested that the wording be more direct as to the legal consequences of failing to comply with the requirements and also the flyer should proceed to Council for

information purposes.

- b) Notices of Hearing Dates re; Applications for consents before the Consent Granting Authority were reviewed by the Committee
- c) The County Planner's comments on the 3rd draft of the new Official Plan were reviewed and in particular, lot sizes in rural areas. John Ireland and Rod Fournier suggested strongly that the Village Planner maintain the Committee's ongoing request that lot sizes be allowed to be reduced to a minimum ½ acre in area.

8. Ongoing Business;

There was no ongoing business before the Committee

9. Round Table;

10. Date of Next Meeting;

The date of the next regular Planning Advisory Committee meeting shall be August 19th, 2019 at 7:00pm

11. Adjournment;

A motion for adjournment was put forward by Ian Kirk at 8:12pm.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive resolution R-10-2019 of the Planning Advisory Committee, 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

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...10.....-19

Date; Aug. 19.....2019

Moved by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Seconded by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Be it hereby resolved that;

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

...recommend in principle, subject to the applicant
Kim Sheppard meeting all application requirements
that Council approve the Zoning Bylaw Amendment
for 109 Brock Street West

Carried/Defeated

John Ireland, Chair

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

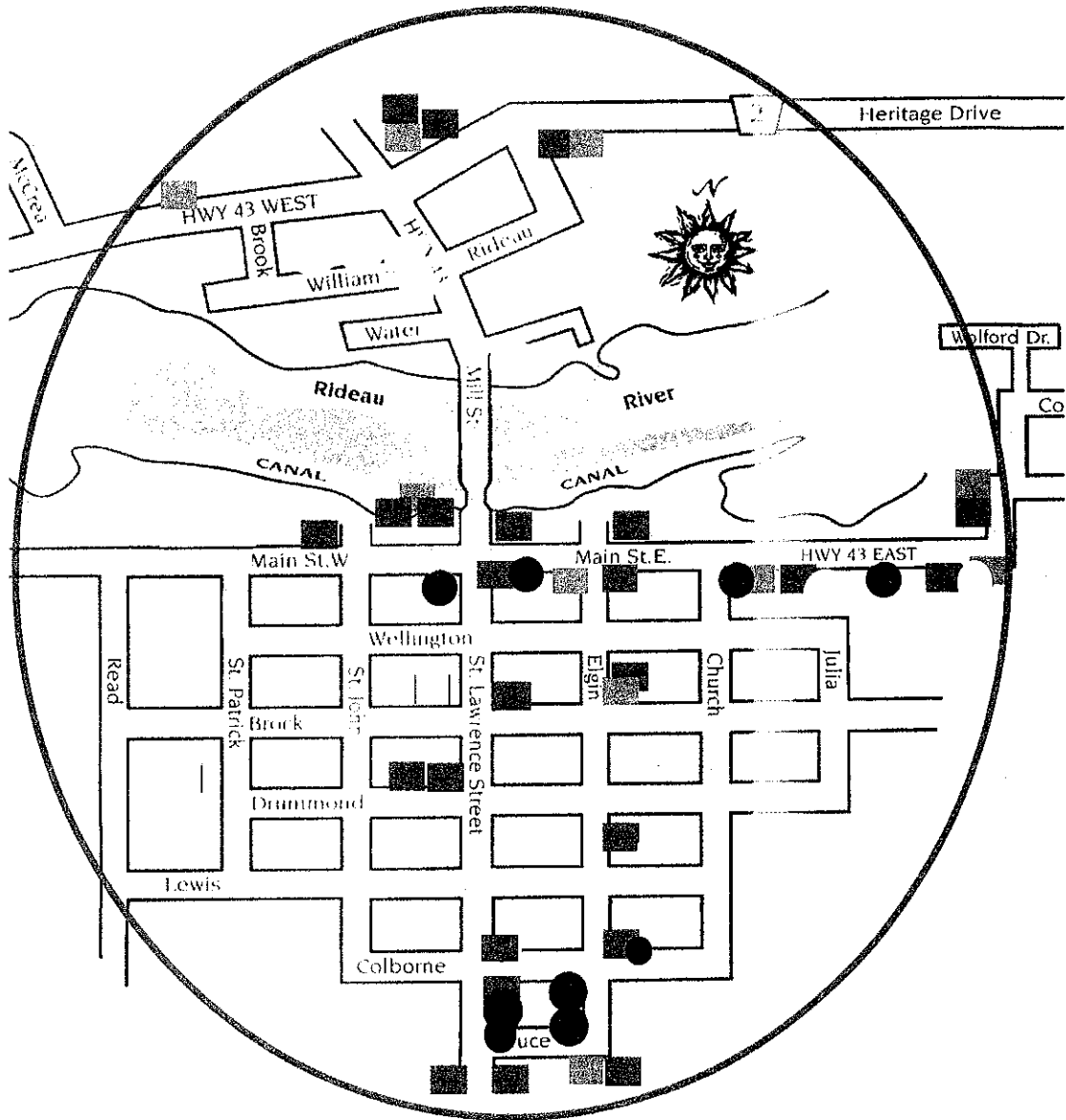
Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby exempt the Merrickville Artists' Guild (MAG) from Sign By-law 24-2010 for the purpose of the 2019 MAG Tour as outlined on the map provided from September 28th to October 6th, and does hereby waive the fees associated with the sign permit application.

Carried / Defeated

J. Douglas Struthers, Mayor

2019 MAG TOUR SIGN PLACEMENT - VILLAGE



- 24 directional coroplast signs w/arrows
- ▨ 10 directional MAG FLAGS (THIS WAY)
- 10 studio MAG FLAGS

Signs and flags must be 3 METRES back from any intersection.

Coroplast signs and directional (THIS WAY) flags go up ^{Sept 28} / down ²⁹ & up ^{Oct 5} / down ⁶

When put on private property, verbal permission must be obtained within village limits.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve October 12th, 16th and 19th, 2019 as brush amnesty days at the landfill to allow each property a maximum of one half-ton truck or 4x8 utility trailer free of charge.

Carried / Defeated

J. Douglas Struthers, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

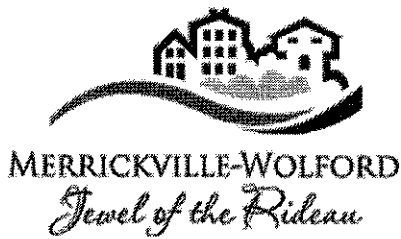
Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-26-2019, regarding a Response to the Audit Management Letter of July 10, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

**Report FIN-26-2019
Finance Department
Information Report to Council
Date of Council Meeting: August 26, 2019**

RE: Response to Audit Management Letter

OBJECTIVE: For information purposes.

RECOMMENDATION:

THAT: Council receive report FIN-26-2019 for information purposes.

BACKGROUND:

At the Council meeting of June 10, 2019, our municipal auditor, Ian Murphy (MNP LLP) presented Council with the 2018 financial statements for the Village of Merrickville-Wolford, which Council adopted. With the conclusion of the audit, a management letter (Attachment A) was forwarded to staff with audit recommendations. Staff have reviewed the letter and feedback on the recommendations is provided to Council below.

ANALYSIS:

Tax Arrears

Staff acknowledge that tax arrears are high, and this has been the case since 2013. There has been high staff turnover in the finance department in critical positions over the past few years, leading to lapses in process. The department is now fully staffed, there is a formal tax policy in place which conforms to the *Municipal Act, Section 373* and staff are following the tax sale process.

Reserves and Reserve Funds

Establishing a reserve policy was one of the projects listed in the "Overview of 2019 Municipal Projects" report to Council on May 13th 2019 (CAO-05-2019), and is a management priority. Staff will be seeking Council direction on appropriate reserve balances once the Asset Management Plan and Long-Term Capital Budget are approved.

Long-Term Capital Budget

Implementing long-term capital budgeting is also one of the projects staff have identified in report CAO-05-2019, and it is anticipated that this will be implemented for the 2022 budget. It is a component of the 5 Year Financial Plan. An Asset Management Plan needs to be developed prior to implementing a multi-year budget.

Asset Management Plan

The requirement to have a Strategic Asset Management Policy by July 1st 2019 and an Asset Management Plan by July 1st 2021 was included in the *Infrastructure for Jobs and Prosperity Act, 2015*. The policy outlines how a municipality will develop and implement their asset management plans where as an asset management plan sets out how a municipality will manage their infrastructure and other assets to deliver services. The Village of Merrickville-Wolford approved an Asset Management Plan in 2014, which no longer adequately meets the new requirements. Council approved our Strategic Asset Management policy on May 27th, 2019, and has approved the allocation of funds from the Municipal Modernization Fund for development of the Asset Management Plan.

Five Year Financial Plan

Creating a Long-Term Financial plan was one of the projects listed in the "Overview of 2019 Municipal Projects" report CAO-05-2019 to Council on May 13th 2019, which can be implemented once the Village completes their Asset Management Plan.

Approval of Tax Write-offs

No tax write-offs have been approved by current staff without Council approval. Staff will continue to ensure that any requests to write-off tax and utility accounts are brought to Council for their consideration.

Approval of Journal Entries

Staff have already implemented this recommendation. The Treasurer signs off on all journal entries.

Segregation of Duties

This matter was addressed after the 2018 Interim Audit. A process was put in place ensuring a separation of duties between staff who receive cash and staff who balance the cash and prepare the bank deposit.

Expense Reports

Ensuring that expense claims and invoices have the proper approval was implemented in April 2018 after the current Treasurer was hired, and this practise will continue.

Salary Grid

The CAO and Treasurer informed library staff in 2018 that both the library's salary grid and annual budget must be brought to Council for approval. Staff will reiterate this to the library board. Council annually approves the salary grid for Village departments.

Recommendations from Previous Years:

Tangible Capital Assets

Staff are making progress on updating the asset listing and creating a detailed tangible capital asset list, to assist with accurate cost and amortization balances. Again, staff will be updating and creating a comprehensive Asset Management Plan over the next two years.

Cash Count Procedures

Staff have implemented a process whereby the counting of petty cash is witnessed and verified by another staff member.

Tax Certificates

The Treasurer is reviewing and approving all tax certificates.

Landfill Receipts

The current Manager of Public Works is ensuring that all weight tickets are recorded, kept and reconciled.

BUDGET/LEGAL IMPLICATIONS:

None

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:

Making information available to Council ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

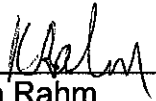
This report is for information purposes only.

ATTACHMENTS:

Schedule "A" – Draft Management Letter

Submitted by:

Approved by:



Kirsten Rahm,
Manager of Finance - Treasurer



per. Doug Robertson, CAO/Clerk

July 10, 2019

Corporation of the Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, Ontario
K0G 1N0

Dear Members of Council:

Re: Audit of December 31, 2018 Financial Statements

During the course of our audit of the financial statements for the year ended December 31, 2018, we identified some matters which may be of interest to administration and Council. As a result of our observations, we have outlined below some suggestions for your consideration. This letter deals with the important matters that came to our attention during the audit. Minor matters were discussed verbally with your staff.

Tax Arrears

The amount of tax arrears at December 31, 2018 represented 36% of the total levy for the Village. Administration must ensure the collection of tax arrears is followed up on a timely basis to maintain sufficient cash flow for the Village through various options available such as the tax registration process. As well, tax arrears reminder notices should be sent out on a regular basis.

There is no formal policy in place indicating the process to follow for registering a property for tax sale in the Village. This process is currently left to the discretion of Administration. The policy should indicate a firm timeline for starting this process and any exceptions should be reported and discussed with Council.

Administration Response

Part of the issue with rising property tax arrears is the result of transferring unpaid water bills to the tax rolls.

Reserves and Reserve Funds

Currently, there is no rationalization for the amounts held in reserves and reserve funds. Each reserve and reserve fund is established and held for designated purposes, and therefore, each should have a target balance that Council feels is appropriate for that purpose.

We recommend that Council undertake a rationalization exercise to determine what the appropriate balances should be for each reserve and reserve fund in order to assist in long-term planning for the Village.

Long-Term Capital Budget

To enhance the budget process, a long-term capital budget should be completed. This budget should cover, at minimum, a five year period. As part of this process, a determination of the capital needs must be reviewed and updated annually. Capital needs include road construction, bridge replacement, fleet replacement, fire vehicle and equipment upgrades, major building renovations, landfill closure and other major expenditures.

We recommend that a five year capital budget be completed in order to assist Council in its decision making process, and ensure proper resources are allocated through the budgeting process

Asset Management Plan

The Village had developed an Asset Management plan in 2014. While this outlines some of the capital requirements of the Village over the lifespan of the assets, it does not provide a comprehensive listing and realistic timelines for costs that will be required. We recommend that a comprehensive review of the asset management plan be completed.

Five Year Financial Plan

We suggest the Village develop a five year financial plan. This financial plan would utilize the financial information from each of the aforementioned plans and consolidate the impact into a single document. This document would ultimately provide information on the tax rate impact and debt requirements for the next five years, as well as determining if the plans and policies indicated above can be afforded and be fully implemented.

Approval of tax write-offs

Some adjustments to the tax and utility accounts were made with a prior CAO's approval but without Council approval. All write offs should have final approval by Council to improve internal controls.

Approval of journal entries

All finance department staff have the ability to make journal entries in the accounting system. In order to improve internal controls, all journal entries made should be approved by the Treasurer.

Segregation of duties

There are specific areas that have poor segregation of duties. This results in a weakness in internal control. We appreciate that it may not be practical to alleviate the control concerns due to the limited staff resources. The present system of internal control related to counting cash and preparing the bank deposits should be reviewed. We would be pleased to discuss our areas of concern with Administration or Council.

Expense reports

Expense reports do not always have the appropriate approvals prior to the reimbursement of the expenses. Administration should ensure claims are properly approved before payments are made.

Salary grid

There were some inconsistencies noted in the application of the salary grid for library staff. Council should approve a formal salary grid for the library. In addition, Council should approve formal grids for the departments in the Village.

RECOMMENDATIONS FROM PREVIOUS YEARS**Tangible Capital Assets**

The Village currently does not have a detailed tangible capital asset listing. Administration should undertake a study to determine the assets controlled by the Village and the cost and amortization balances for each asset. While the Village does have an asset management plan, this does not include the original cost or the accumulated amortization balances for the assets as required for statement reporting purposes. The plan is also missing some key assets which should be accounted for.

Cash count procedures

As part of improving internal controls, there was a new process implemented during the year for the handling of petty cash. This process involves employees counting the entire cash on hand, with a reconciliation sheet documenting the process. The treasurer then signs off on the process. Through discussions with staff, the treasurer, while signing off on the report, does not verify or witness the count procedures taking place. As a result, the approval from the treasurer has limited value from an internal control perspective.

Tax certificates

The tax certificates are currently being completed and processed by Administration with no review or approval process in place. We would recommend that the Treasurer review and approve all tax certificates prior to them being issued.

Landfill Receipts

The landfill has pre-numbered weight tickets which are used at the site. These tickets are collected and recorded at the township office. If a ticket is voided, these are not kept or included in the package that is delivered to the office. In order to track the sequences in the ticketing process and ensure all tickets are recorded, tickets which have been voided should be kept and reconciled as part of the reporting process.



We have discussed the matters in this report with your staff and received comments thereon. We now bring them to your attention. We would like to express our appreciation for the co-operation and assistance which we received from your Administration during the course of the audit.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

This communication is prepared solely for the information of Council and administration and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,
MNP LLP

A handwritten signature in black ink, appearing to read "I. P. Murphy", written over a light background.

Ian P. Murphy, CPA, CA



Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Main Street Revitalization Ad Hoc Committee dated July 23, July 29, and August 7, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



MAIN STREET REVITALIZATION AD HOC COMMITTEE

Minutes

JULY 23, 2019 at 6:00 p.m.

Council Chambers, 317 Brock Street West, Merrickville, Ontario, K0G 1N0

Attendees:

Mayor Struthers, CAO Doug Robertson, Connie Adams, Kevin Bridge, Yves Grandmaitre, Paula Hurtubise, Bruce Perron

1. Call to Order

Mayor Struthers called the meeting to order at 6:05pm

2. Approval of the Agenda

Approved by consensus

3. Review of CAO-06-2019 re: Main Street Revitalization Initiative

The CAO provided an overview off the report highlights, and the CAO and Mayor answered questions. Committee members were advised to review the documents provided.

4. Overview of the Establishing By-law, Terms of Reference and Timeline

5. The CAO provided an overview off the By-law, Terms of Reference and Timeline. It was acknowledged that the delivery date of July 22, 2019 specified in the Terms of Reference for a Committee Report to Council is no longer viable. The CAO proposed a new date of Sept 13, 2019.

6. Overview of Procedure By-law 30-17

The CAO provided an overview of key requirements of the Procedure By-law as they relate to meeting protocol and administrative process for posting meeting agendas, approving minutes, etc.

7. Overview of Role and Appointment of Chairperson

Paula Hurtubise was appointed to be Chair.

8. Overview of Role and Appointment of Secretary

Yves Grandmaitre was appointed to be Secretary.

9. Next meeting date

July 29, 2019, 6:00pm

10. Adjournment

Mayor Struthers adjourned the meeting at approximately 7:15pm.

Village of Merrickville-Wolford
Main Street Revitalization Initiative Ad Hoc Committee
Minutes

Monday July 29, 2019
6:00 - 7:30

Present: Kevin Bridge, Paula Hurtubise, Connie Adams, Bruce Perron,
Yves Grandmaitre, Mayor Doug Struthers

- 1) Call to order @ 6:00pm
- 2) Welcome and regrets
- 3) Approval of Agenda as amended:
Moved Bruce Perron/Seconded Connie Adams Carried
Addition: Approval of minutes
- 4) Approval of minutes from July 23rd, 2019
Approved as submitted.
Moved Connie Adams/Seconded Bruce Perron Carried
- 5) Declaration of conflict of interest: None declared
- 6) Update on project:
 - Discussion on single VS multiple projects.
 - Preference towards multiple.
 - Initial discussion on potential projects.
 - Yves went over specific sections of Schedule C regarding ineligible costs, to bring clarity to some of the discussions, specifically: "...that do not encourage strategic public investments in municipal and other public infrastructure within main street areas that will benefit business; or that otherwise will likely fail to contribute to the success of main street businesses;" and "routine repair and maintenance Municipal Physical Infrastructure"
 - The Chamber of Commerce will be sending out a survey to its members, asking specifically what initiatives would benefit their businesses.
 - Paula noted Schedule A to Bylaw 43-2019 directs we ensure the funds be utilized to the maximum benefit of Merrickville-Wolford.
- 7) Establish procedures
 - Clarity will be sought from CAO re impact of not having a CIP in place as applied to private businesses improvements/investment.
- 8) Establish timeline:
 - Confirmation of deadline for final report, Friday Sept 13th
- 9) Establish sources of relevant and supporting documents:
The following information, relevant as suggested by Committee members, will be sought:
 - Signage committee report to Council
 - Parking committee report to Council
 - 2018 Tourism Survey results/synopsis
 - Strategic Plan relevant sections
 - Merrickville-Wolford Communities in Bloom judge feedback and 2018 report
 - Chamber member survey (to be completed prior to next meeting)
 - Zoning map showing applicable downtown core area

10) Establish roles and responsibilities

Pursuant to discussions and sharing of ideas, the following preliminary information will be collected by members:

Bruce Perron: EV charging station source of supply

Paula Hurtubise: Cost for mature trees

Connie Adams: Park benches

Yves Grandmaitre: Reports and information listed in #9

11) Pursuant to Schedule B the committee discussed possible improvements to energy efficiency (EV charging stations), improvements to signage and wayfinding (better parking signs, devoted resident parking and updated wayfinding signs), street furniture (clusters of seating at Canon park) with interpretive elements (relating to the Legion presence at the park), urban forestation (trees), streetscaping (plus repair and improvement of existing) and active transportation (water bottle refill station)

12) Next Steps

Collected information to be shared prior to next meeting

13) Next meeting date and time

August 7th, 5:30pm

14) Adjourned 7:30pm

Moved Kevin Bridge/Seconded Bruce Perron

Carried

Village of Merrickville-Wolford
Main Street Revitalization Initiative Ad Hoc Committee
Final Minutes

Wednesday August 7, 2019
5:30

Present: Kevin Bridge, Paula Hurtubise, Connie Adams, Bruce Perron,
Yves Grandmaitre, Mayor Doug Struthers

- 1) Call to order @ 5:30pm
- 2) Welcome and regrets
- 3) Approval of Agenda as amended:
Moved Bruce Perron/Seconded Kevin Bridge Carried
Change: Abbreviated meeting given the amount of documents to review
- 4) Approval of minutes from July 29th, 2019
Approved as amended.
Moved Bruce Perron/Seconded Kevin Bridge Carried
- 5) Declaration of conflict of interest: None declared
- 6) Update on project:
 - Bruce awaiting reply on his inquiry re EV charging station
 - Paula shared pricing obtained on a variety of trees suitable for downtown planting
 - No reply from CAO re need for CIP in place to apply funding to private business
- 7) Individual reports and discussion
 - Package of reports/studies and survey results handed out to members
 - Connie raised question re identifying applicable area. Yves referred to map included as part of doc package, identifying downtown core as a reference.
 - Connie mentions that last year's Communities In Bloom judges mentioned the lack of visibility of the Depot building given the low tree branches and that they need to be trimmed.
 - Paula presented an idea of painted murals on specific buildings. See examples below. The question of the CIP needs to be resolved first.
- 8) Next Steps
 - Mayor Struthers offered to look into the applicability of the funding to private sector given the possible need for an existing CIP.
- 9) Next meeting date and time
 - August 13th, 6:00pm Council Chambers
- 10) Adjourned 6:15pm
 - Seconded Connie Adams Carried



Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 48-2019, being a by-law to confirm the proceedings of the Council meeting of August 26, 2019, be read a first and second time, and that By-law 48-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 48-2019

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON AUGUST 26, 2019

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

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on August 26, 2019 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on August 26, 2019 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 26th day of August, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: August 26, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at p.m. until the next regular meeting of Council on Monday, September 9, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor