



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Monday, October 28, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Staff Appointment**
5. **Public Question Period**
6. **CAO:** Ann Weir, Business Retention and Expansion Project Presentation; Economic Development Officer Memo re: RED Grant Areas of Focus; and Staff Appointment
7. **Minutes:** Approval of Minutes or special Council meeting of September 10, 2019; Approval of Minutes of regular Council meeting of September 23, 2019; and Approval of Minutes of special Council meeting of October 10, 2019
8. **Correspondence:** Park View Homes re: Brush Clearing on Unmaintained Road Allowance; Merrickville Agricultural Society dated October 7, 2019; and Perth & Smiths Falls District Hospital dated October 16, 2019.
9. **Library Board:** Minutes of Merrickville Public Library Board meeting of September 12, 2019
10. **Public Works:** PW-07-2019 and By-law 60-2019 re: Snow Removal and Parking By-law
11. **Finance:** FIN-28-2019 re: HST Audit; FIN-29-2019 re: 2020 Budget Schedule; and FIN-30-2019 re: ICIP Community Culture and Recreation Grant
12. **By-laws:** 58-2019 re: Heavy Motor Vehicle By-law
13. **Public Question Period**
14. **In Camera:**
  1. Security of municipal property;
  2. Personal matters about an identifiable individual; and
  3. Advice that is subject to solicitor-client privilege
15. **Next meeting of Council:** Tuesday, November 12, 2019 at 7:00 p.m.
16. **Confirming By-Law:** 59-2019 re: Confirm Proceedings of Council meeting of October 28, 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: October 28, 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 October 28, 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



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested**

**By:**

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

Resolution Number: R - - 19

Date: October 28, 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 Business Retention and Expansion Report dated October 15, 2019 as presented by Ann Weir of the United Counties of Leeds and Grenville Economic Development Office, for information purposes.

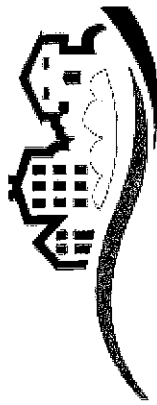
Carried / Defeated

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J. Douglas Struthers, Mayor

Leeds  
Grenville

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*Jewel of the Rideau*

# Village of Merrickville-Wolford

## Business Retention + Expansion

October 15, 2019

Presented by:

United Counties of Leeds and Grenville  
Economic Development Office

where **lifestyle**  
grows **good business**

# Agenda

1. Introductions
2. BR& E Overview
3. Merrickville-Wolford BR&E Report
  - Business Profile
  - Key Areas of Focus and Related Survey Results
  - Draft Action Plan
4. Next Steps
5. Questions

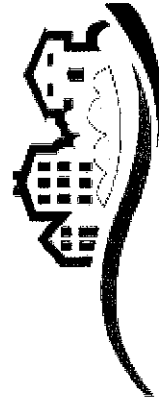
# BR+E Team

## Merrickville – Wolford Volunteers

- Gary Brown
- David Cherry
- Wendy Cherry
- Anney deGobee
- Ian Donald
- Terry Gilhen
- Jane Graham
- Yves Grandmaitre
- Cheri Kemp-Long
- Nick Previsich

## Leeds Grenville

- Ann Weir, Economic Development Manager
- Jim Hutton, Business Development Officer
- Shelbi McFarlane, Business Development Officer
- Samantha Kinsella, BR+E Administrative Assistant
- Deanna Clark, Economic Development Officer
- Joanne Poll, Administrator & Communications Support



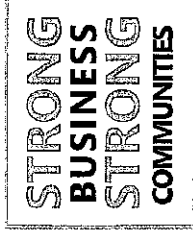
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# BR&E Overview

- Ontario Ministry of Agriculture, Food and Rural Affairs



- Why undertake a BR+E
  - Existing businesses create more jobs
  - Existing businesses are already invested in the community
  - Existing businesses can be ambassadors for the community
  - Provides an early warning system
  - Improves the community's self-awareness

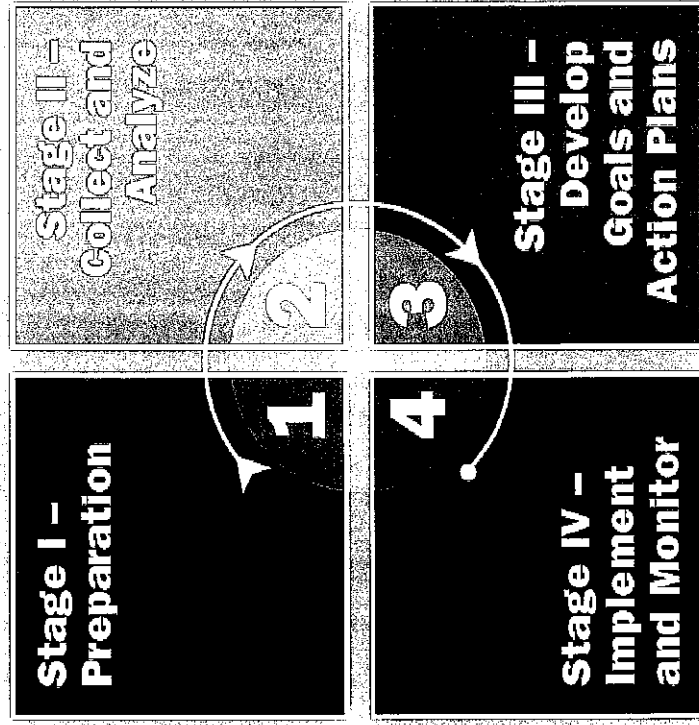


- Leadership



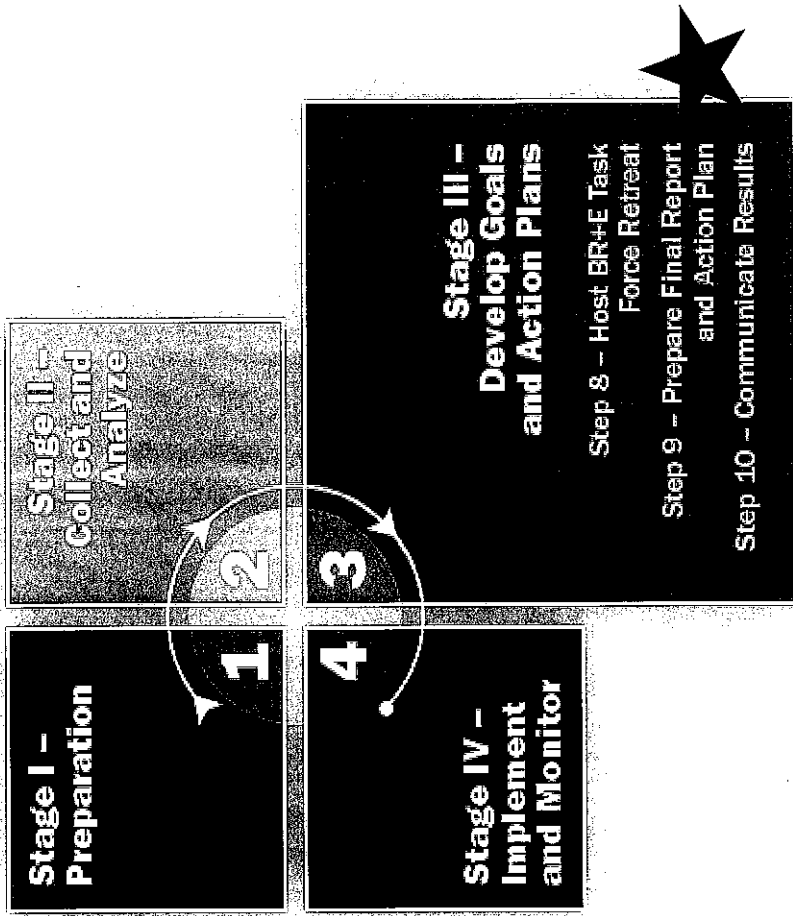
# BR&E - Four Stage Process

- Ontario Ministry of Agriculture, Food and Rural Affairs

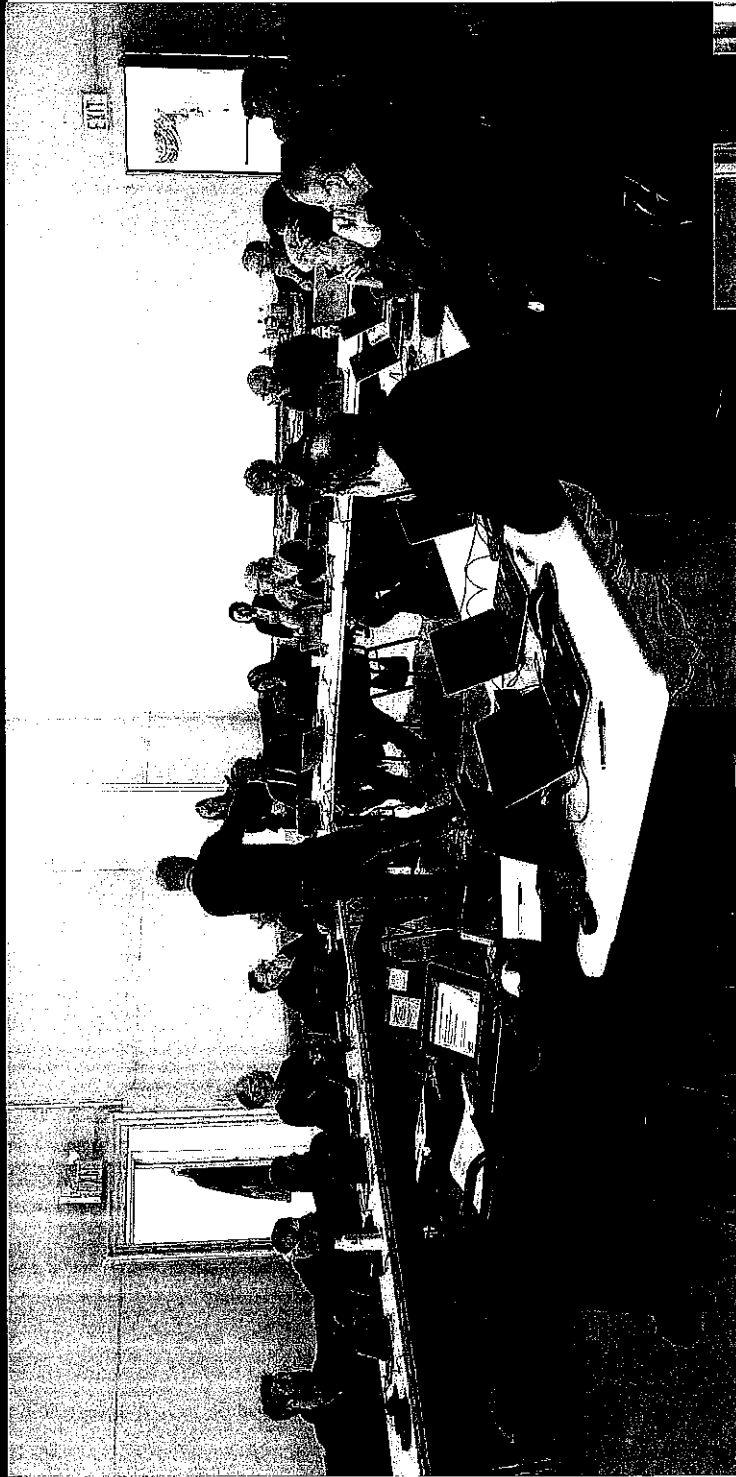




# BR&E - Four Stage Process



# BR+E Task Force Session



# Survey Results: Business Profile

NAICS Code	Percent
44 - Retail Trade, (motor vehicle, furniture, etc.)	22%
45 - Retail Trade, (sporting goods, book, music, etc.)	17%
72 - Accommodation and Food Services	12%
71 - Arts, Entertainment, and Recreation	9%
11 - Agriculture, Forestry, Fishing and Hunting	8%
81 - Other Services (except Public Administration)	8%
33 - Manufacturing, (primary and fabricated metal, etc.)	4%
31 - Manufacturing, (food, beverage, etc.)	3%
53 - Real Estate and Rental and Leasing	3%
32 - Manufacturing, (wood, paper, etc.)	2%
54 - Professional, Scientific, and Technical Services	2%
61 - Educational Services	2%
62 - Health Care and Social Assistance	2%
23 - Construction	1%
41 - (CAN) Wholesale trade	1%
48 - Transportation and Warehousing, (air, rail, truck, etc.)	1%
51 - Information	1%
52 - Finance and Insurance	1%
56 - Administrative and Support and Waste Management and Remediat	1%



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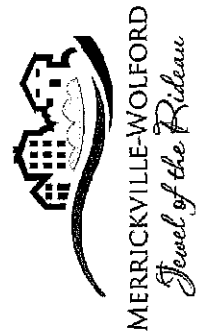
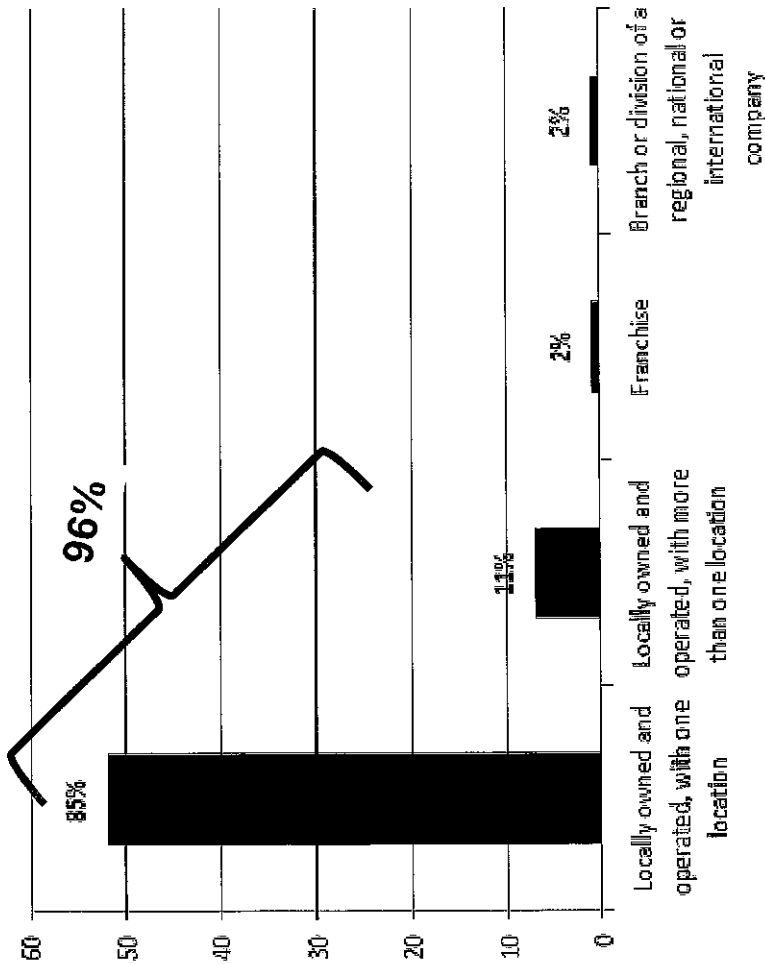


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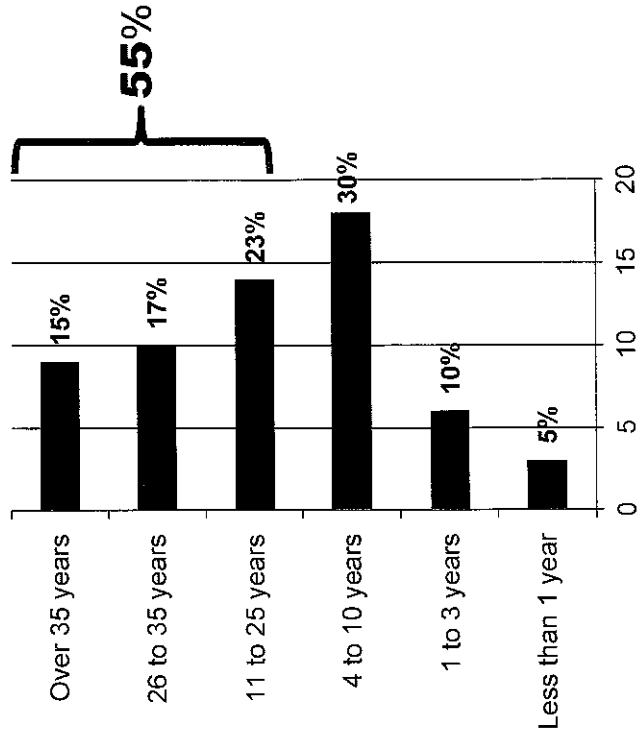
# Survey Results - Business Profile

**BI1. Which of the following best describes your business?**

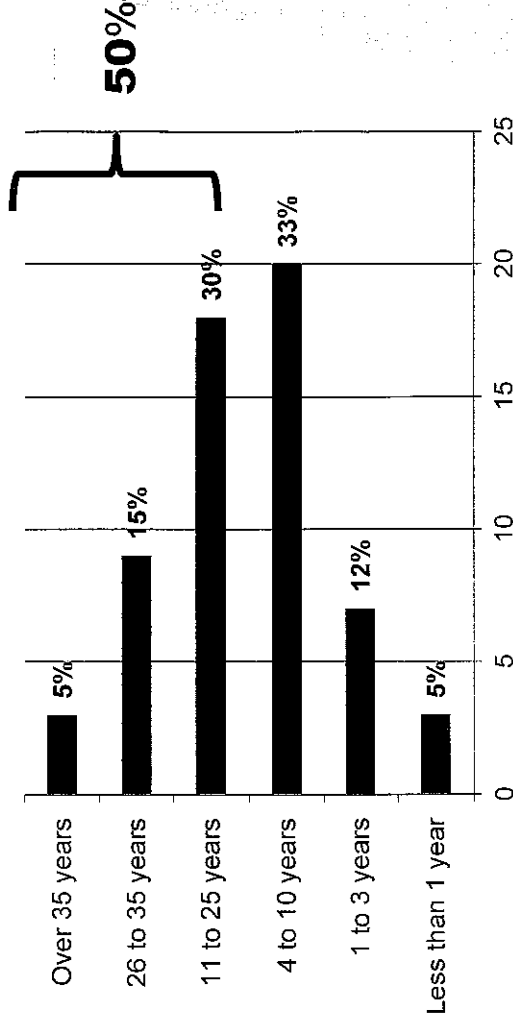


# Survey Results - Business Profile

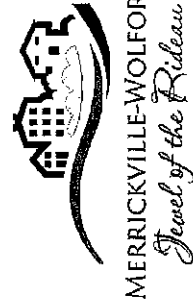
**B15. How many years has your business been in operation in this community?  
Out of 60 responses:**



**B16. How many years have the current owner/owners been operating this business?  
Out of 60 responses:**



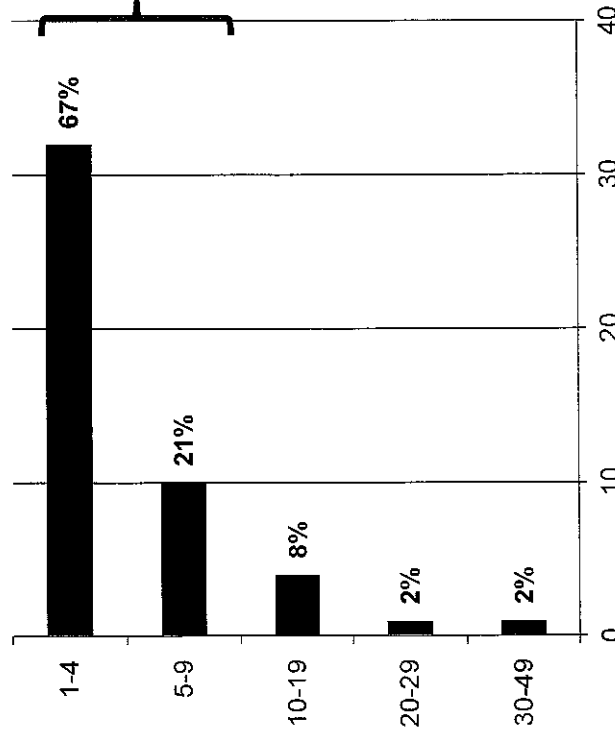
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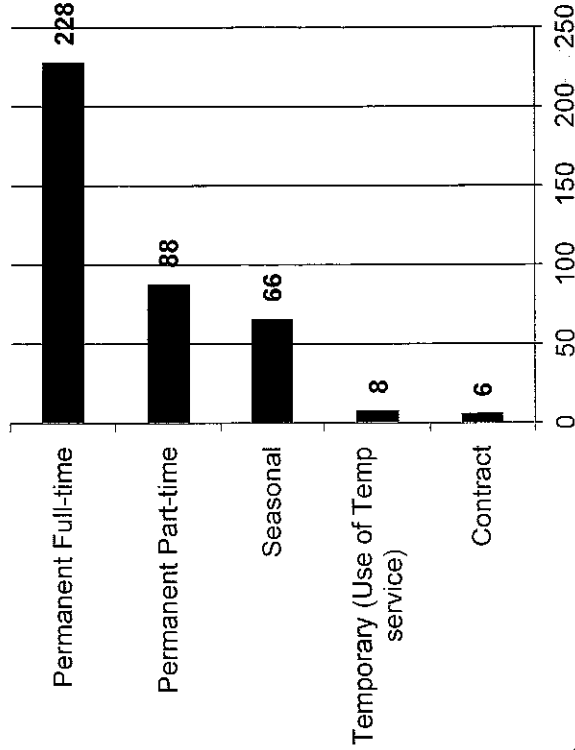
# Survey Results - Business Profile

**B17. Including owner/owners, how many employees work at this location?**  
**Out of 48 responses:**



**B17a. Including owner/owners, please confirm your total number of employees operating at this location?**

**Out of 53 responses:**



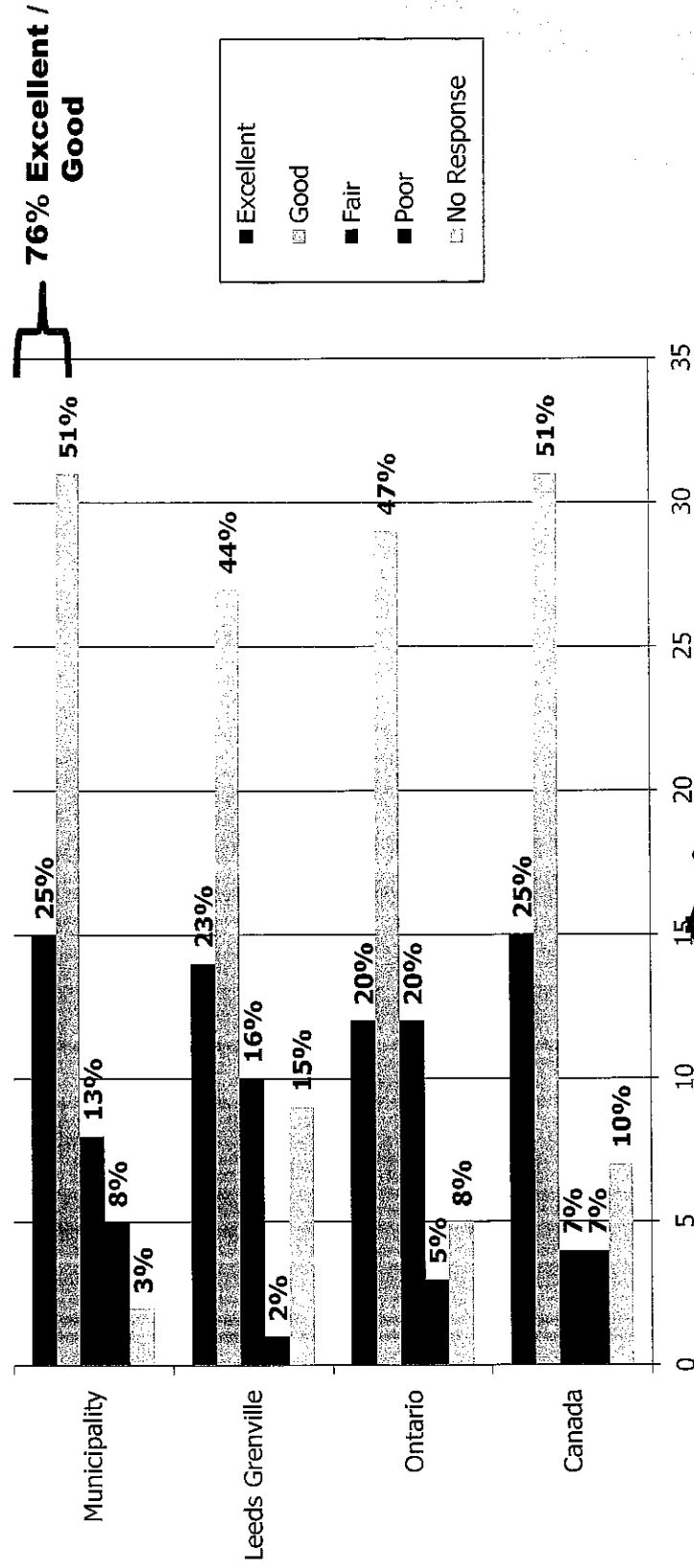
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# Survey Results - Business Climate

**BC1. What is your general impression, as a place to do business with respect to:**

**Out of 61 Responses**



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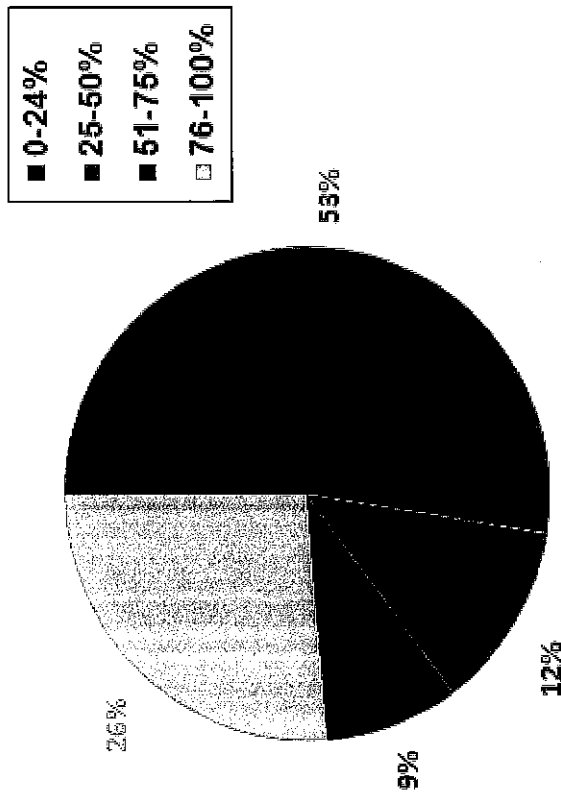
# Areas of Focus

1. **Business Engagement & Collaboration**
  - Business to Business
  - Organizations to Business
  - Municipality to Business
2. **Workforce Recruitment**
  - Skilled workers
3. **Downtown Business Retention & Development**
4. **Amenities & Infrastructure**

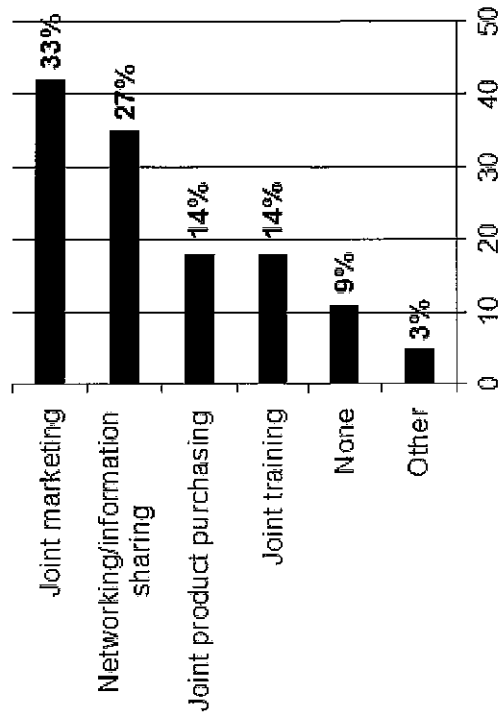


# Survey Results Business Engagement and Collaboration - Business to Business

**BD6a. What percentage of your supply chain is locally sourced?**



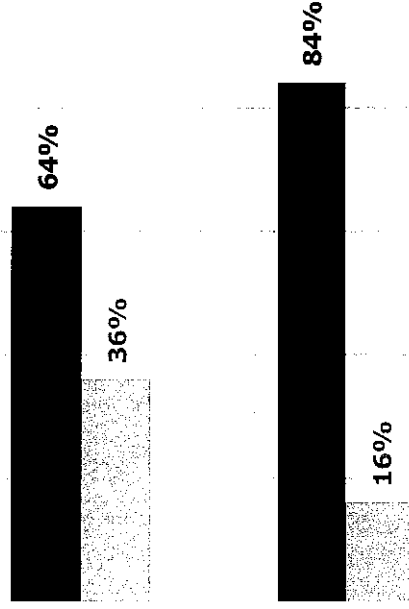
**BD9. Are you interested in working co-operatively with other businesses in the community to pursue any of the following?**



# Survey Results Business Engagement and Collaboration - Business to Business

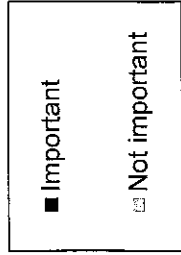
**BC3. Which of the following factors are important to your business?**

**Out of 61 responses**



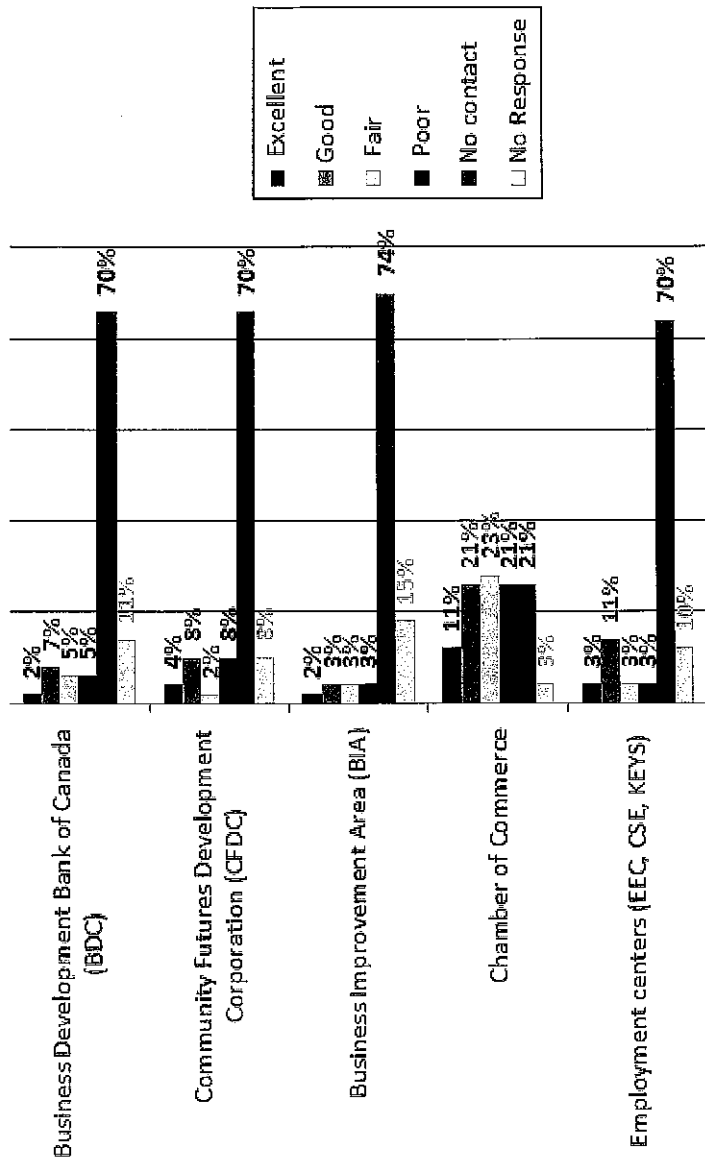
Bank (physical branch in your community)

Support from other businesses



# Survey Results Business Engagement and Collaboration - Organization to Business

**BC4a). From the perspective of your business, rate your level of satisfaction with each of the following community and business services:**



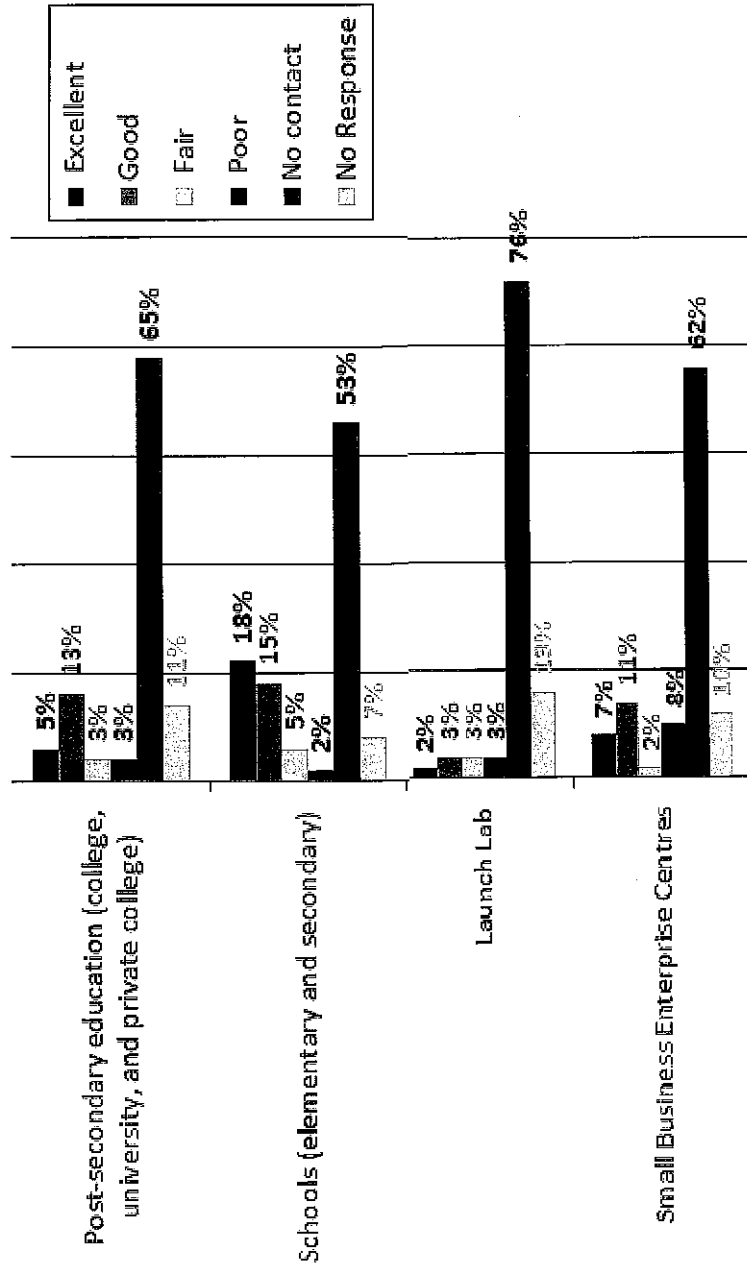
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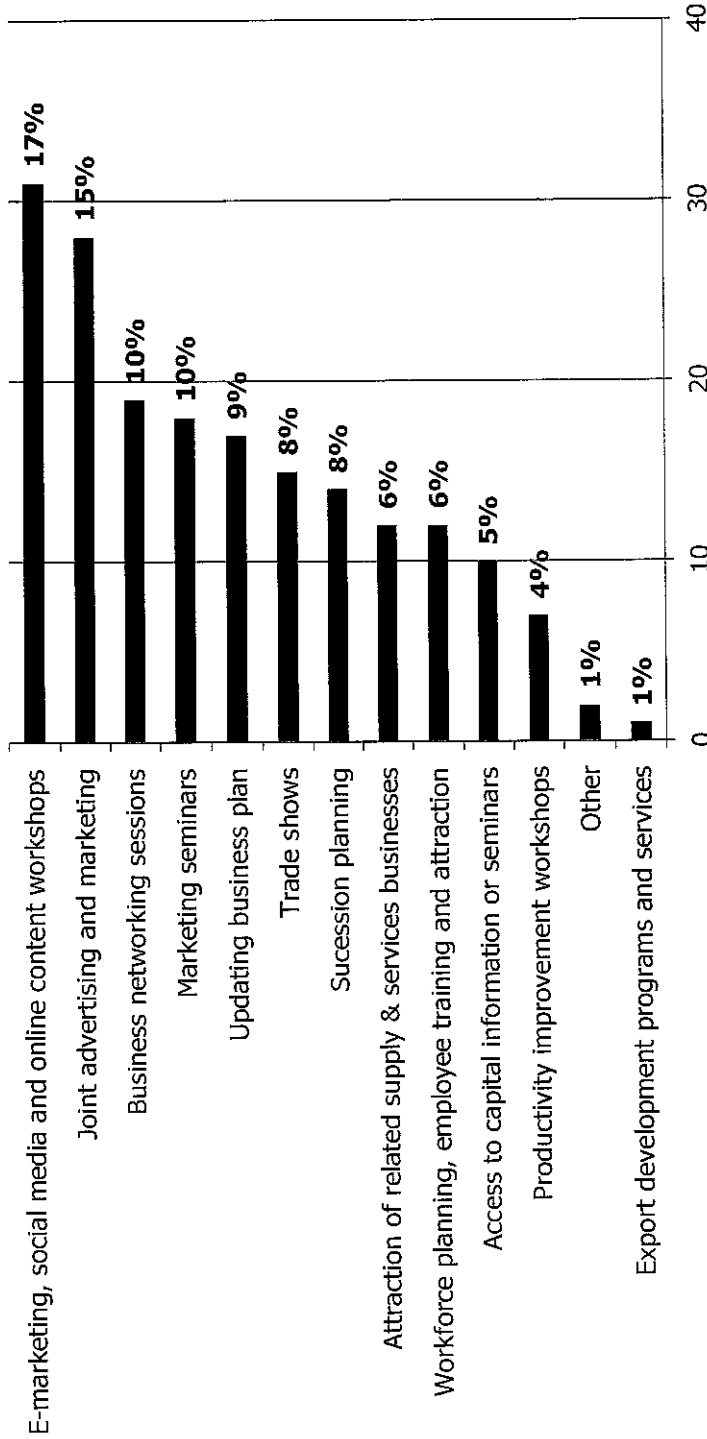
# Survey Results Business Engagement and Collaboration - Organization to Business

BC4a). From the perspective of your business, rate your level of satisfaction with each of the following community and business services:



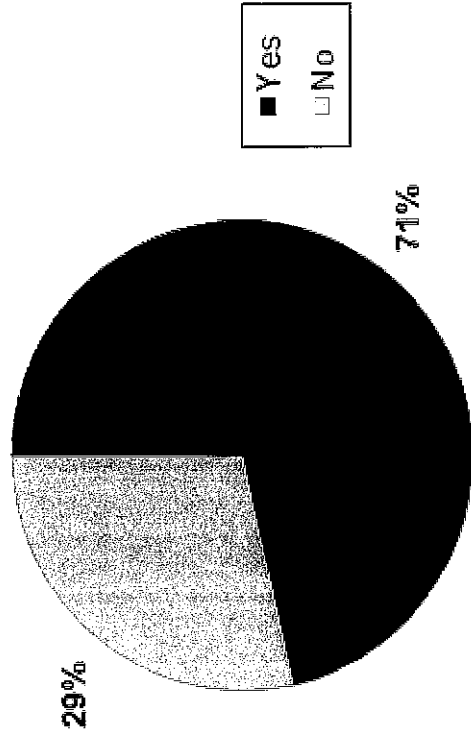
# Survey Results Business Engagement and Collaboration - Organization to Business

**BD8b, What assistance or opportunities would be beneficial to support your business?**



# Survey Results Business Engagement and Collaboration - Organization to Business

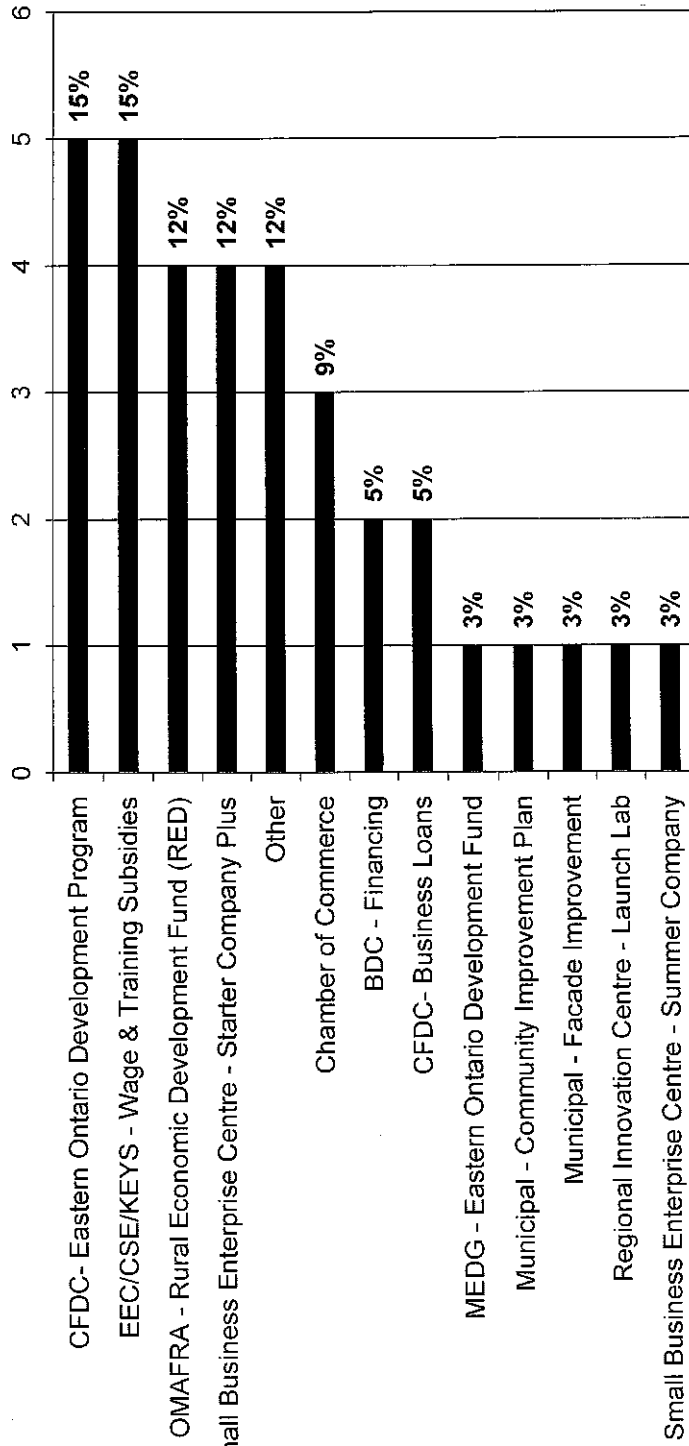
**FP14. Would you like to receive information on potential Federal or Provincial programs/services that might assist with your expansion?**



# Survey Results Business Engagement and Collaboration Organization to Business

BD8a. What public sector / not-for-profit funding or support do you use?

Out of 19 responses



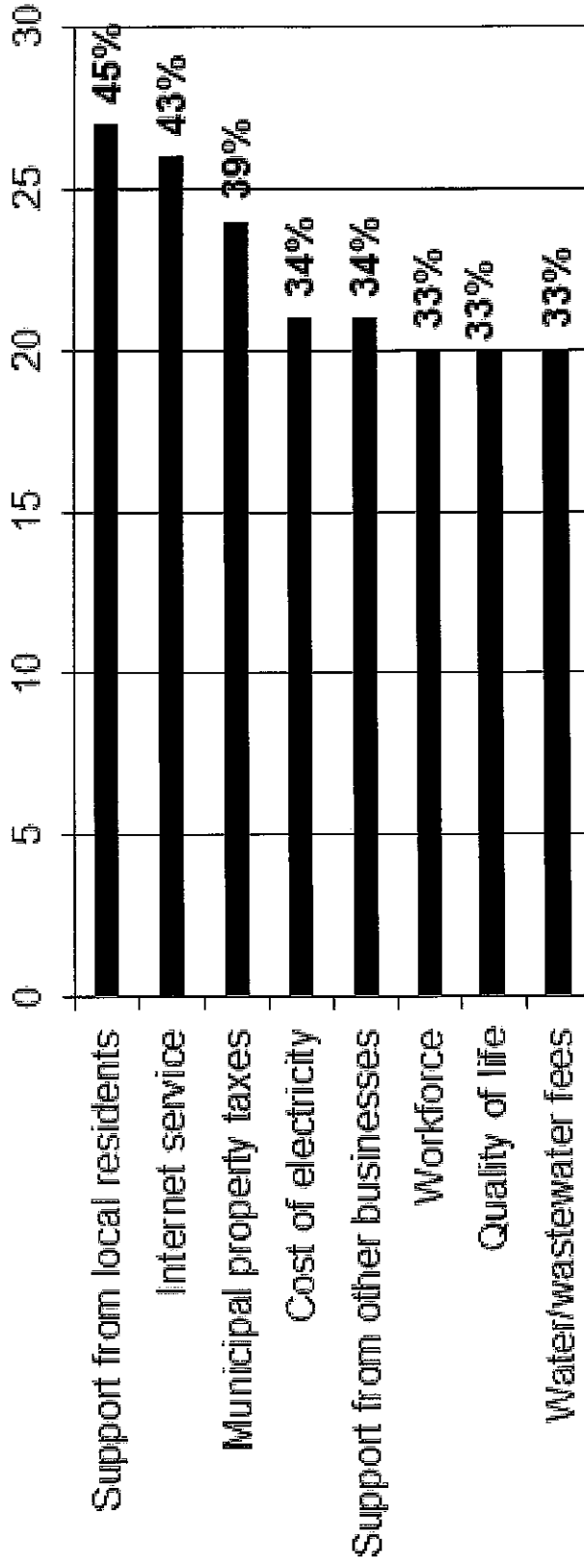
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# Survey Results Business Engagement & Collaboration - Municipality to Business

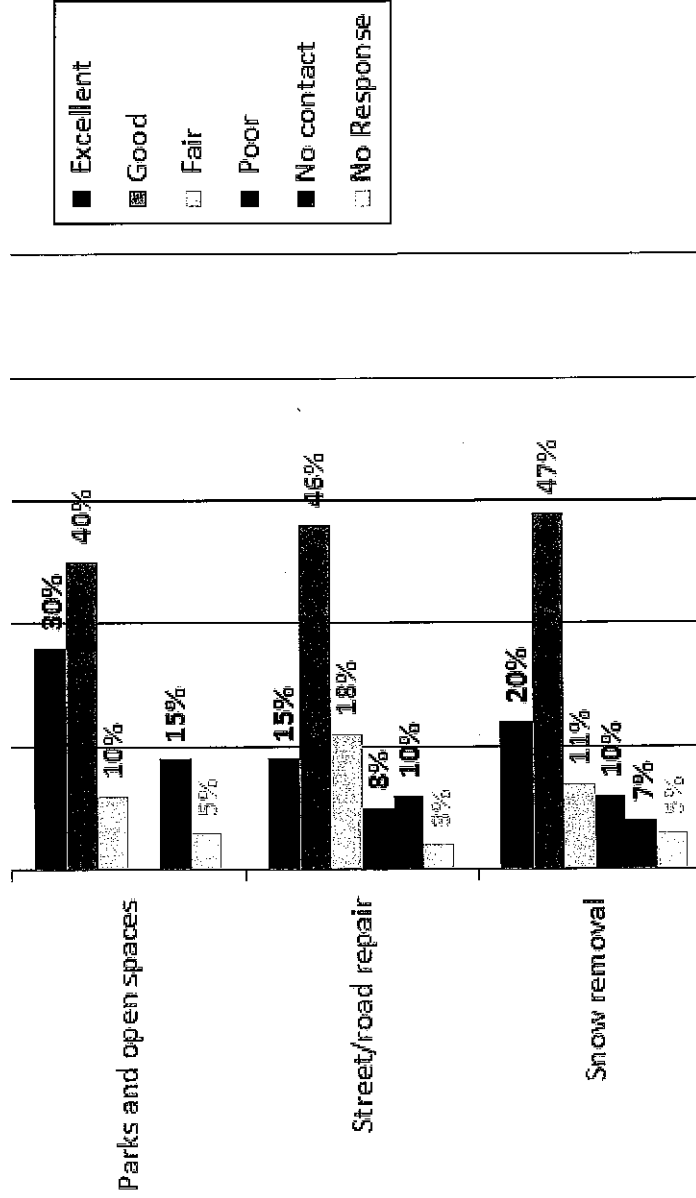
BC3. Then, select five (5) of the most important factors affecting your business:





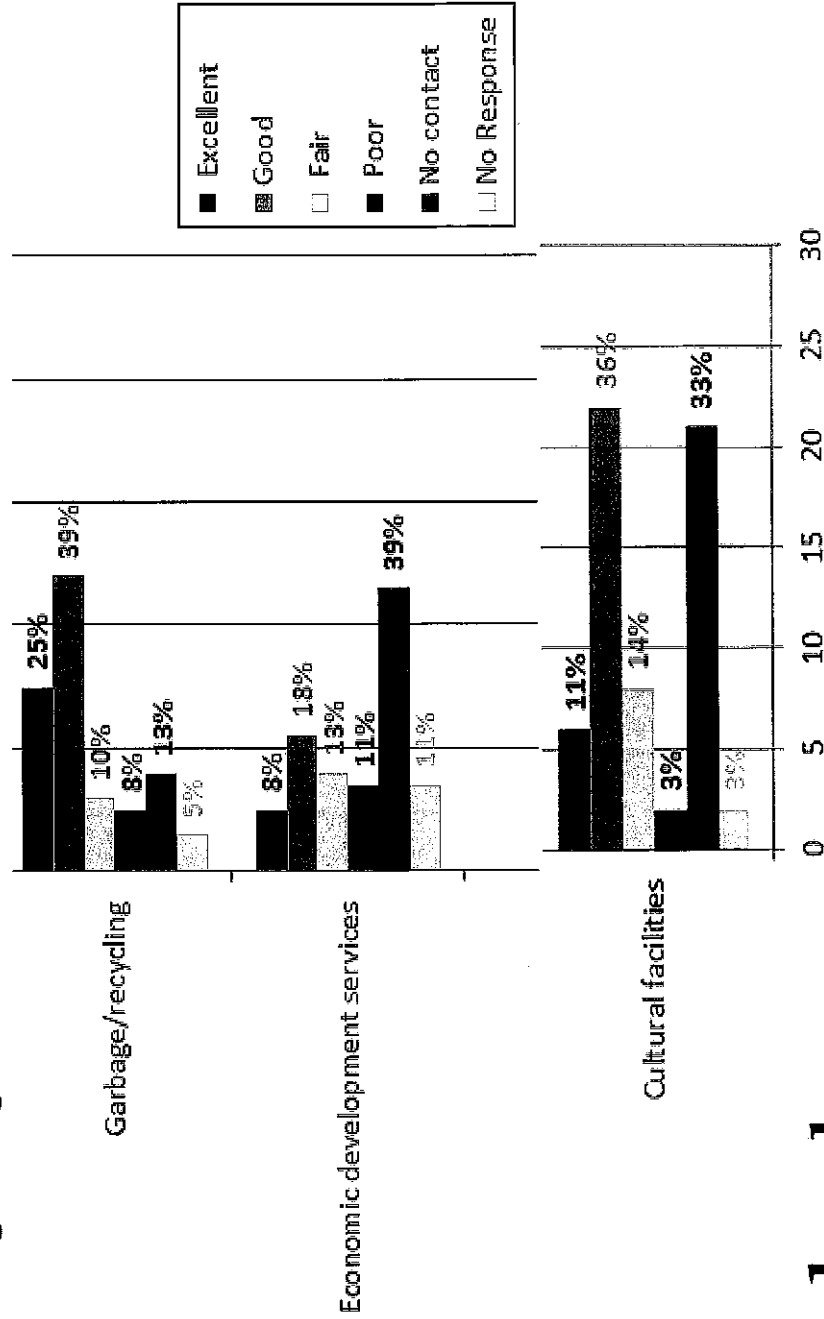
# Survey Results Business Engagement & Collaboration - Municipality to Business

BC4d. From the perspective of your business, rate your level of satisfaction with each of the following local government services:



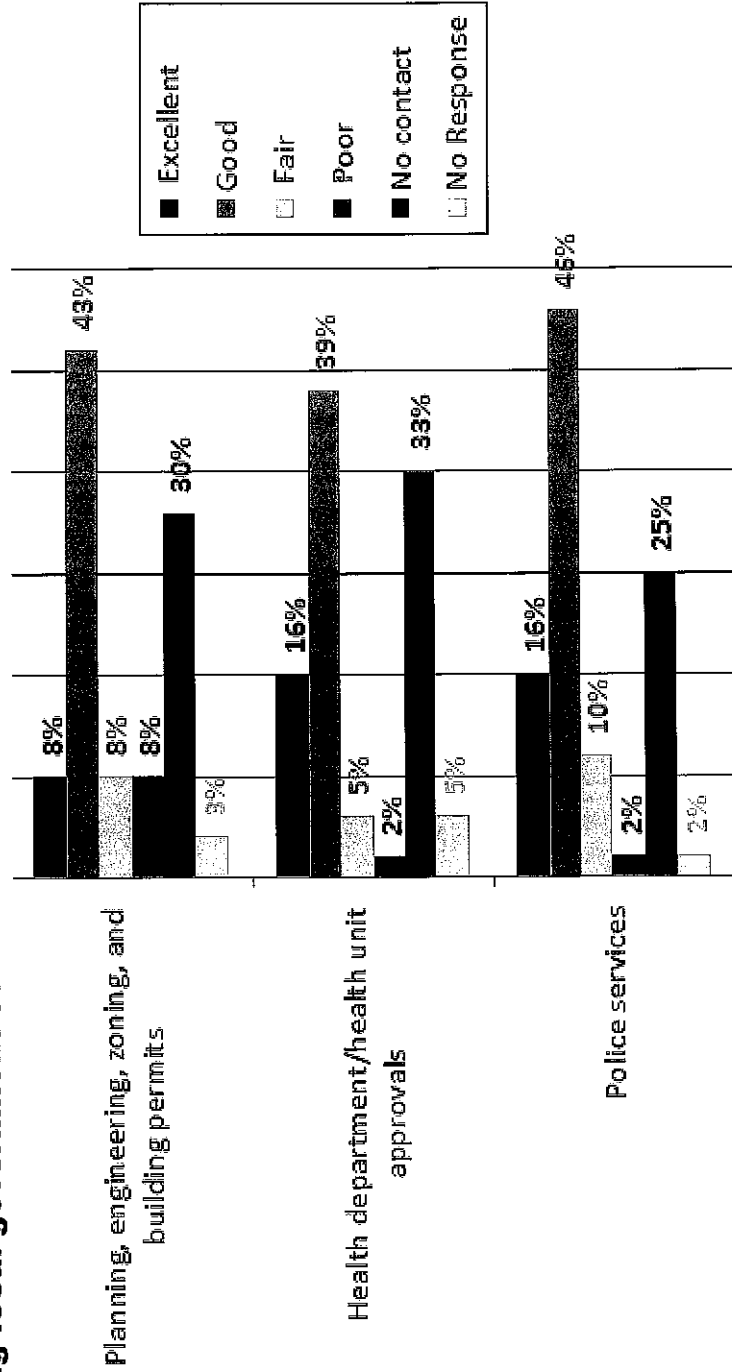
# Survey Results Business Engagement & Collaboration - Municipality to Business

BC4d. From the perspective of your business, rate your level of satisfaction with each of the following local government services:



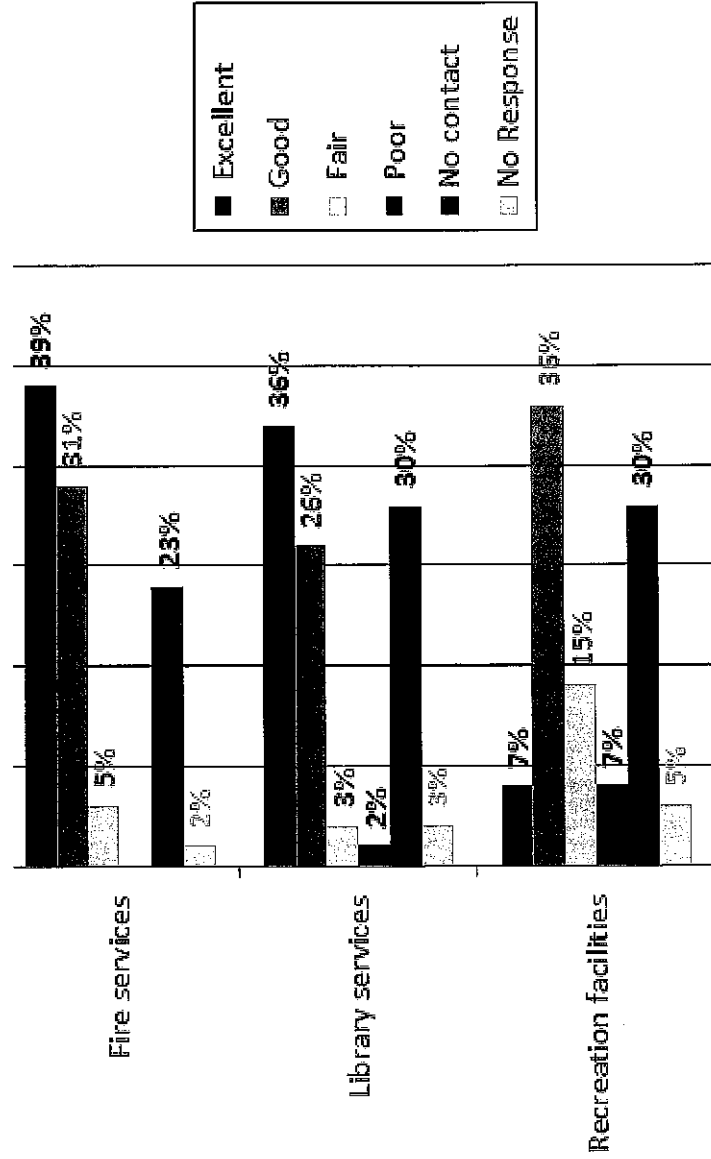
# Survey Results Business Engagement & Collaboration - Municipality to Business

**BC4d. From the perspective of your business, rate your level of satisfaction with each of the following local government services:**



# Survey Results Business Engagement & Collaboration - Municipality to Business

BC4d. From the perspective of your business, rate your level of satisfaction with each of the following local government services:



# Workforce Recruitment

**Merrickville-Wolford businesses are looking to grow, and the workforce is an important factor to that growth...**

67% say the workforce is important to their business. (BC3)

In the last 3 years, 28% of businesses have increased the number of employees, totaling 8 new jobs in the community. (WF1a)

83% indicate they have the capacity and the interest to increase business activity. (FPA)

Workforce was #6 in a pick of the top 5 most important factors to business. (BC3)

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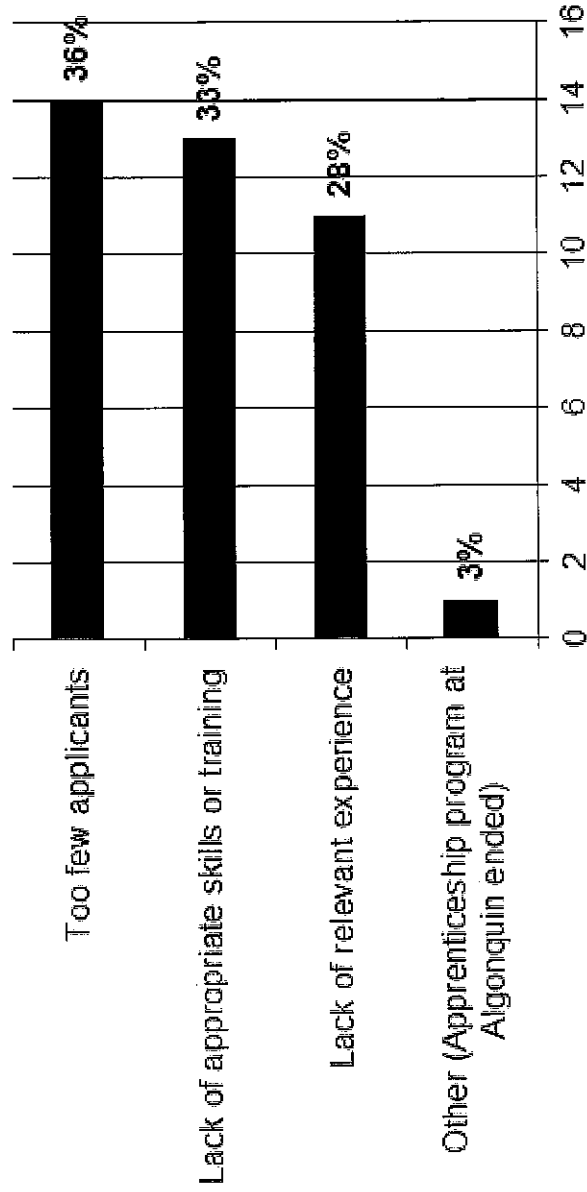


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# Survey Results Workforce Recruitment

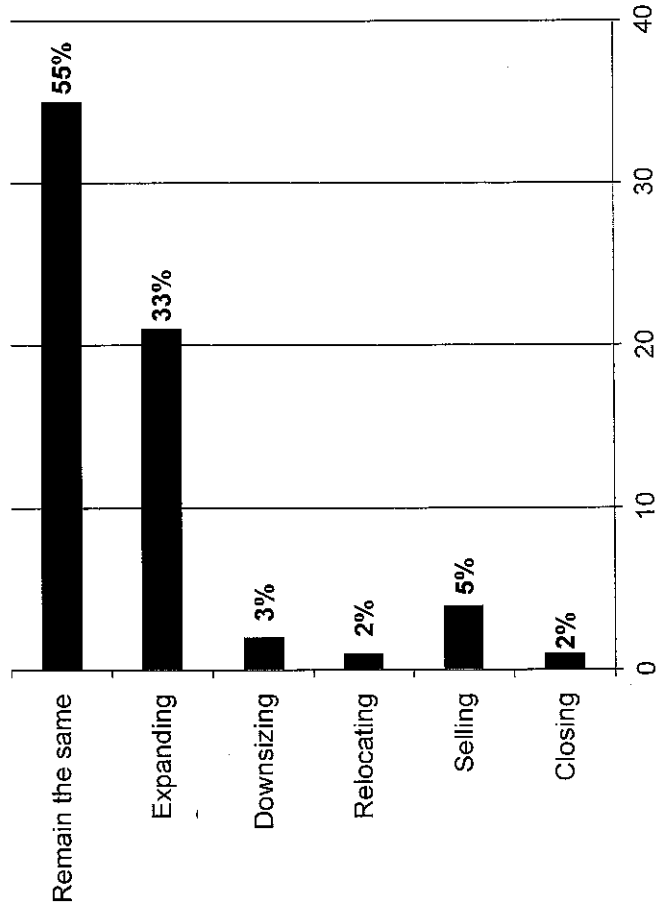
**WF3.b) How would you describe your company's hiring challenges?**



# Survey Results Workforce Recruitment

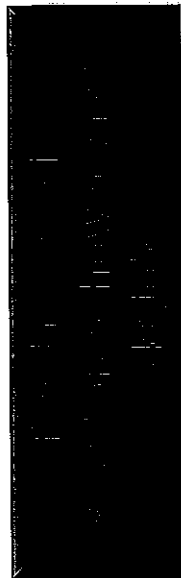
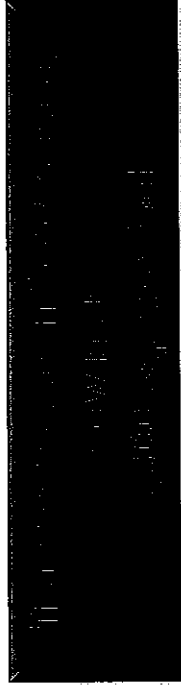
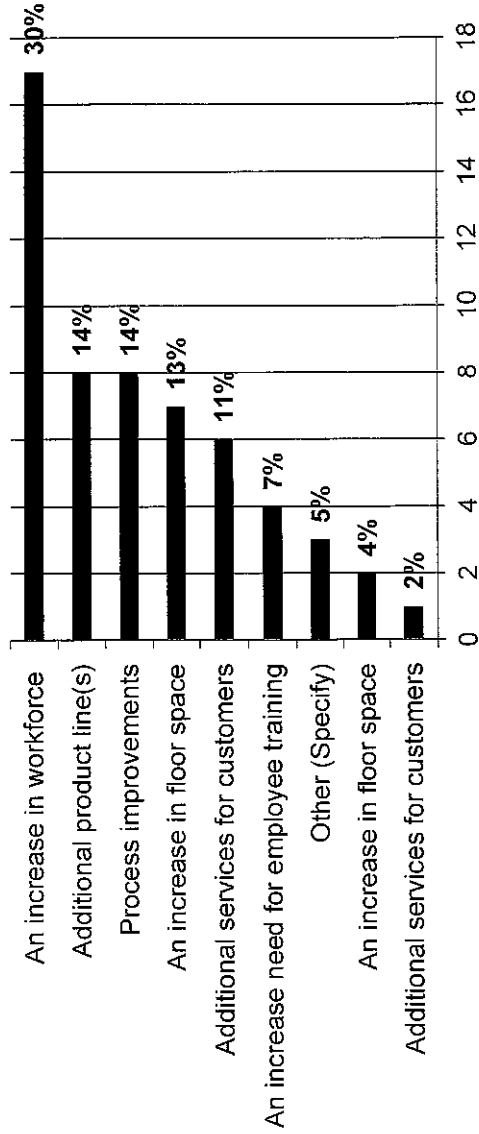
**FP1a. Within the next 18 months, do you plan on:**

**Out of 44 responses**



# Survey Results Workforce Recruitment

**FP12. Will your expansion require or lead to :**





# Survey Results Workforce Recruitment - Skilled Workers

**WF3d. What occupations do you have difficulty in recruiting for your business?**

Graphic Designer                      Sales associate                      Esthetician

Cook

Nutritional Care Provider                      Educators                      Finishing Technician

CAP Software/Builder Code

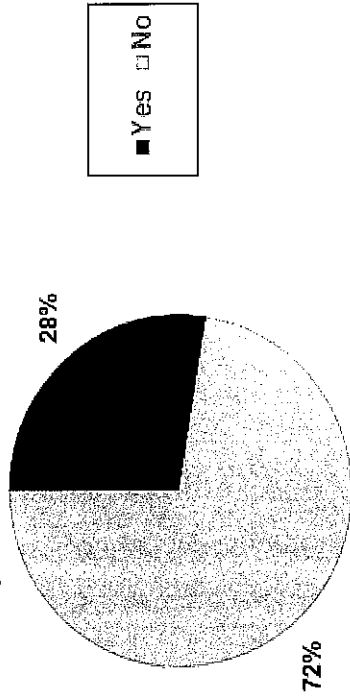
Vet Technicians                      Servers                      Horse Groomer



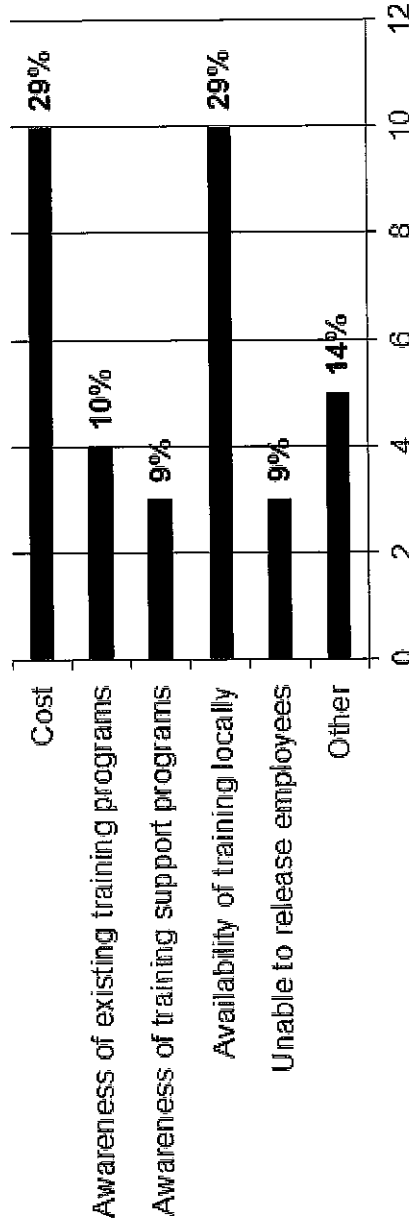
# Survey Results Workforce Recruitment - Skilled Workers

**WF8a. Are there currently any barriers for you and/or your employees receiving the necessary training?**

From 58 Responses:

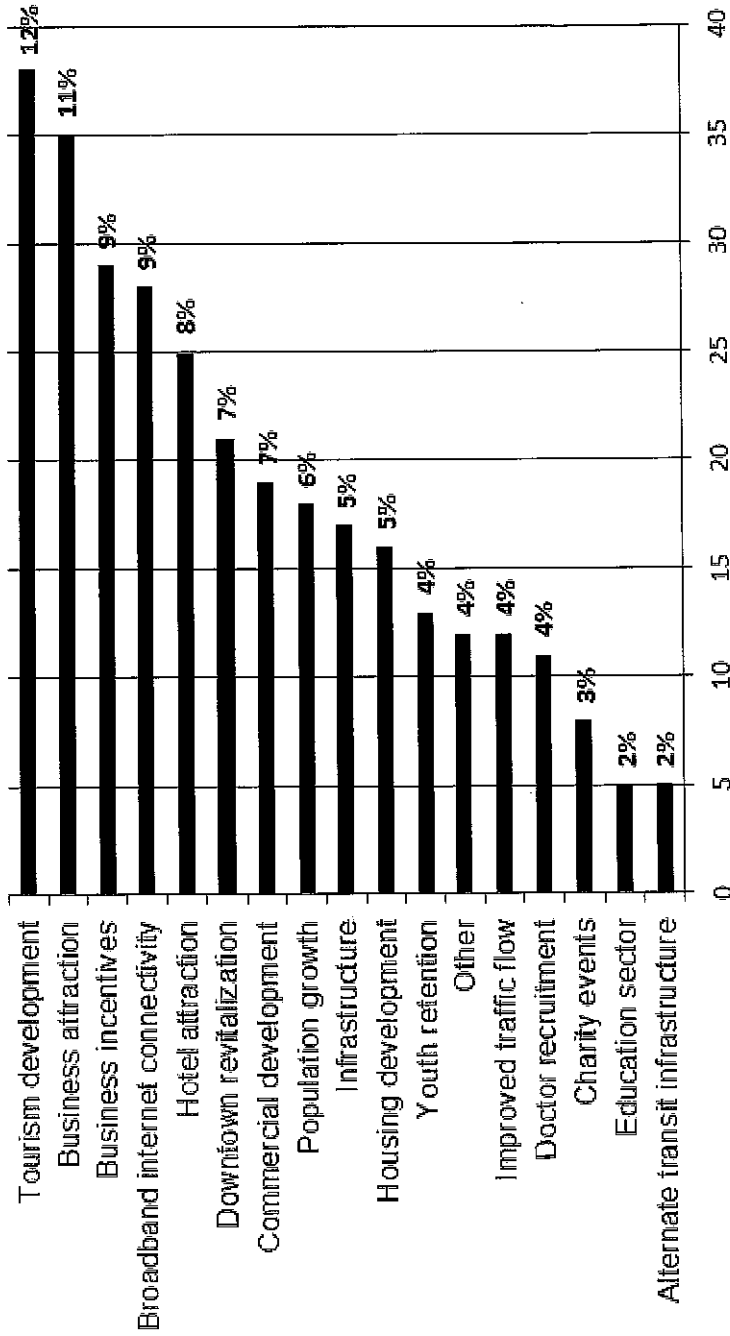


**WF8b. If yes, please specify:**



# Survey Results Downtown Business Retention & Development

**Q3. What should the municipality be focusing on over the next 5 – 10 years?**



# Survey Results Downtown Business Retention & Development

DR18. How strongly do you agree or disagree with the following statements?:

I always direct customers to other downtown businesses.	
Responses	Percentage
No Response	5%
Strongly disagree	0%
Somewhat disagree	0%
Somewhat agree	5%
Strongly agree	90%

Downtown is an excellent place to have a business.	
Responses	Percentage
No Response	10%
Strongly disagree	5%
Somewhat disagree	0%
Somewhat agree	20%
Strongly agree	65%

Downtown advertising campaigns benefit my business	
Responses	Percentage
No Response	15%
Strongly disagree	5%
Somewhat disagree	15%
Somewhat agree	20%
Strongly agree	45%

The look and feel of downtown helps this business	
Responses	Percentage
No Response	5%
Strongly disagree	5%
Somewhat disagree	0%
Somewhat agree	30%
Strongly agree	60%

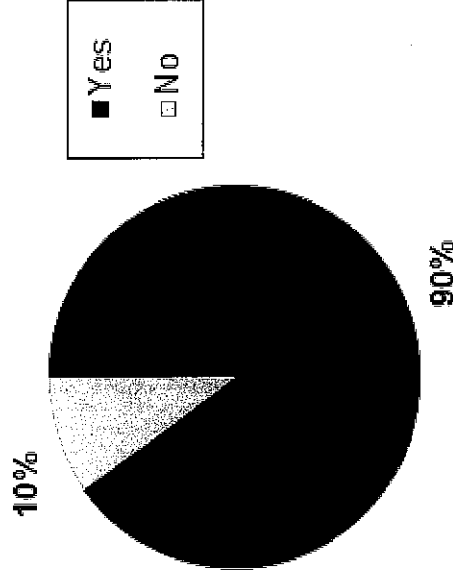
# Survey Results Downtown Business Retention & Development

**DR2. Please rate the condition of your downtown for each of the following:**

Way finding/tourism directional signage	
Responses	Percentage
No Response	5%
Poor	20%
Fair	25%
Good	30%
Excellent	20%

Accessibility for people with disabilities	
Responses	Percentage
No Response	10%
Poor	40%
Fair	45%
Good	5%
Excellent	0%

**DR6a. Do community events / festivals increase sales in your business?**



# Survey Results Amenities & Infrastructure

DR2. Please rate the condition of your downtown for each of the following:

Highway Signage	
Responses	Percentage
No Response	10%
Poor	10%
Fair	20%
Good	45%
Excellent	15%

Public Amenities	
Responses	Percentage
No Response	10%
Poor	55%
Fair	10%
Good	20%
Excellent	5%

... ..

# Survey Results Amenities & Infrastructure

93% say cost of electricity is important to their business. (BC3)

Cost of electricity was #4 in a pick of the 'top 5 most important factors to business.' (BC3)

95% say internet service is important to their business. (BC3)

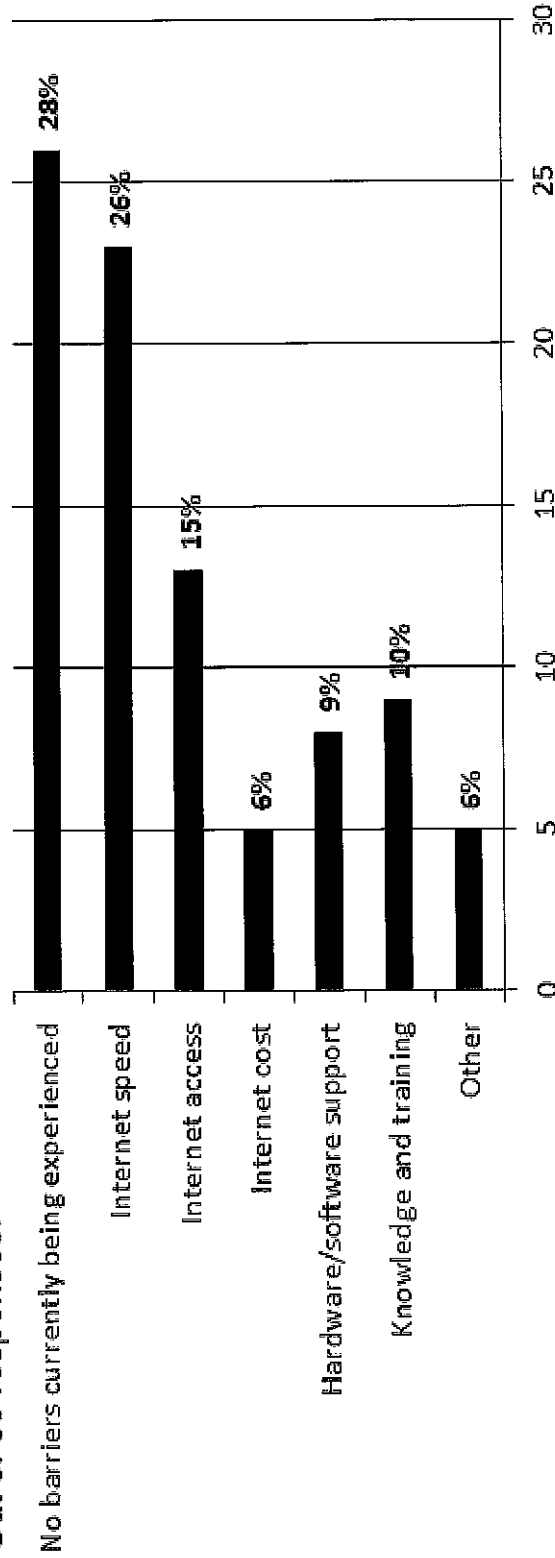
Internet service was #2 in a pick of the 'top 5 most important factors to business.' (BC3)



# Survey Results Amenities & Infrastructure

**BD5. Is your business currently experiencing any barriers related to your information technology requirements?**

Out of 60 responses:





# Draft Action Plan – Summary of Top Actions

## Business Engagement & Collaboration

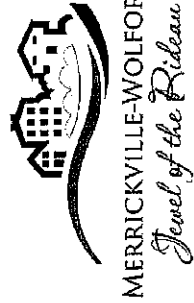
- Host regular business networking events and / or industry specific round tables.
- Develop more food-based experiences or tours (culinary tours, cycling tours, etc.) featuring local producers.
- Establish a new Business Outreach Program and Welcome Package.

## Workforce Recruitment

- Develop opportunities to engage high school, university and college students from surrounding area to consider employment and careers in the area.
- Create a central database to allow businesses to advertise vacancies and to allow job/career seekers to know what is available locally.

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# Draft Action Plan – Summary of Top Actions

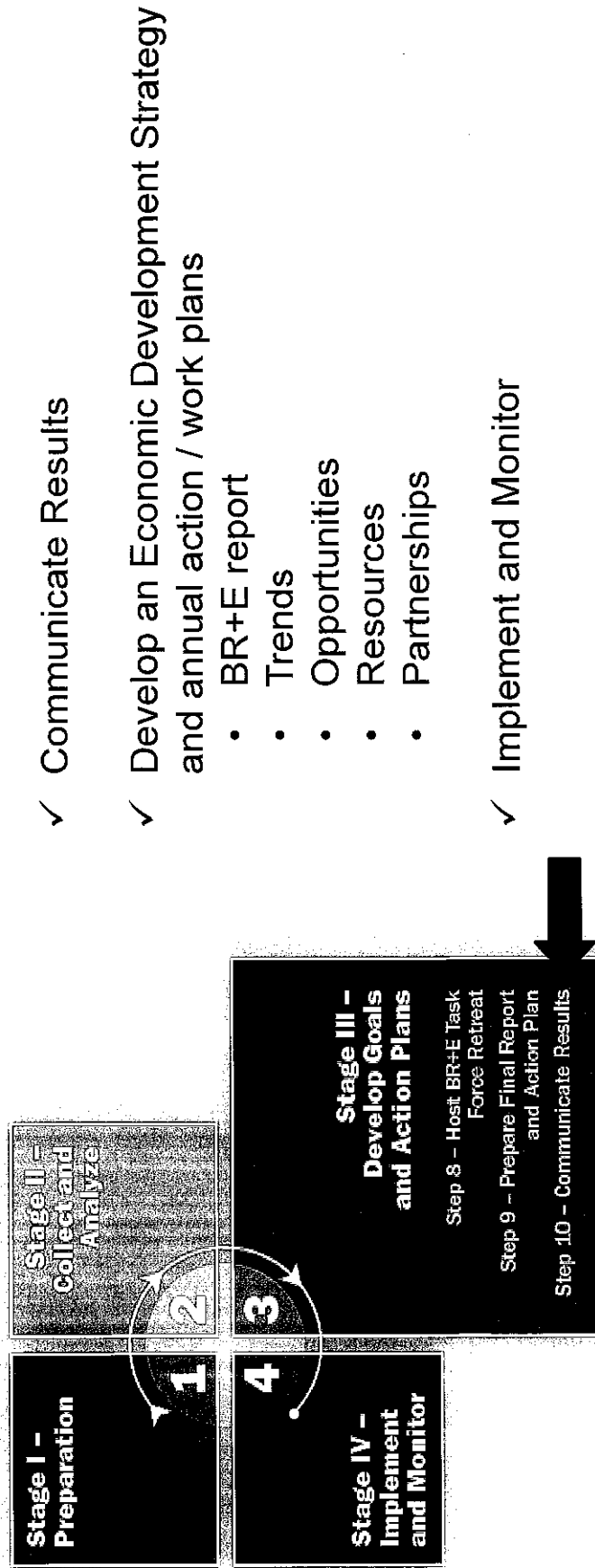
## Downtown Business Retention & Development

- Establish database and promote to enhance accommodation capacity.
- Develop an economic development community profile that can be distributed to potential investors / businesses.


## Amenities & Infrastructure

- Improve broadband and fibre internet access.
- Explore options for a centrally located tourist information centre / public washroom facility.
- Improved signage for public amenities.

# Next Steps




# Thank-you / Questions



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*Jewel of the Rideau*

**Business Retention and Expansion  
Report**

October 15, 2018



**Prepared by:**  
**Leeds  
Greenville**  
*where life starts  
growth begins*

**Funding provided by:**  
Government of Ontario  
United Counties of Leeds and Grenville  
The Village of Merrickville-Wolford



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:		
<b>Recorded Vote Requested By:</b>		
Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 19

Date: October 28, 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 Economic Development Officer Memo regarding the Rural Economic Development (RED) Grant Areas of Focus dated October 25, 2019, for information purposes.

Carried / Defeated

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

# Memo

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

**From:** Stacie Lloyd, EDO

**Date:** October 25, 2019

**Re:** Community Economic Development Update – Week 2

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It has been an exciting few days since October 15/19, when I began working with the Village of Merrickville-Wolford in the contract position of Economic Development Officer (EDO) in fulfillment of the Rural Economic Development (RED) agreement and grant funding awarded to the Village by OMAFRA in 2018. Deliverables under the RED contract align with the priorities identified in the Merrickville-Wolford Strategic Plan 2017 – 2025, as approved by Council in 2017, and which provides a strong foundation to build upon with the extensive public consultation and analysis conducted as part of the strategic planning process. The RED deliverables focus on community economic development and reflect the values and priorities of M-W residents as identified in the strategic plan. The following priority areas were identified in the RED contract for completion by the end of June 2020:

1. Economic Development Strategic Plan
2. Tourism Strategy
3. Business Retention + Expansion
4. Website Communications

My initial research and information gathering has included a review of the Merrickville-Wolford Strategic Plan 2017 – 2025, Emsi Analyst reports including Statistics Canada Census data, National Household Survey, Canada Business Patterns and Commuter Patterns, and the UCLG Business Retention + Expansion (BR+E) Final Report of October 2019. This research has helped me to learn much about the beautiful urban/rural Village of Merrickville-Wolford and its local economy, in addition to my lunchtime walks through the Village core with its lovely shops and people, confirming that M-W is truly the “Jewel of the Rideau”. I look forward to discovering more in the coming months, and to incorporating this information into the RED deliverables under the priority areas.

Attached are a few highlights from my initial review of the stats. Please note that these figures will need to be further verified with latest data sources and reports, and validated through local knowledge, as part of the information gathering and community profiling.

Thank you,

Stacie Lloyd

# Highlights of Merrickville-Wolford Economy Overview

October 2019

## Population & Demographics:

### **Strong growth in population in M-W from 2011 to 2016 Census:**

- M-W population grew 7.6%, from 2,850 in 2011 to 3,067 in 2016.
- Compare to City of Ottawa, which grew by 5.8 % in that time period.
- Compare Ontario: 4.6% from 2011 to 2016 (Ref: Stats Can 2016 Census)

### **Average age of our population = 46.9 yrs, which can be broken down as:**

- 13.7 % between ages of 0 – 14 years
- 61.2% between 15 and 64 years
- 24.9% age 65 years and over
- 3.6% age 85 years and over (Ref: Stats Can 2016 Census)

**Average number of people per household = 2.4** (Ref: OMAFRA Ag Census 2016)

**Average income per household = \$89,216** (Ref: OMAFRA Ag Census 2016)

## **Commuter Patterns:**

Considering the population that call M-W home:

- 375 M-W residents commute to Ottawa, 230 M-W residents commute within M-W, 160 to North Grenville, 140 to Smiths Falls, 95 to Brockville, 20 to Elizabethtown-Kitley, and 20 to Perth

Considering the population that comes to work in M-W:

- 230 M-W residents commute to M-W for work, 70 commute from North Grenville to M-W, 65 commute from Smiths Falls, 60 commute from Montague, 55 commute from Elizabethtown-Kitley, 45 commute from Rideau Lakes, 35 commute from Ottawa, 20 commute from Augusta, and 20 commute from Brockville (Ref: Stats Can Commuting flow 2016 Census)

## Business and Economy:

The Top Five Industries by number of jobs in M-W:

1. **Healthcare & Social Services** is our largest employer, with 294 jobs by industry in M-W.
2. Second is **Accommodation & Food Services** with 113 jobs
3. Third largest is **Retail Trade** with 86 jobs
4. Then **Professional, scientific and technical services** (human capital inputs) with 67 jobs
5. **Educational services** is fifth largest with 58 jobs

Following the top 5 comes **Other Services (except public administration)**(52 jobs), **Manufacturing** (47 jobs), **Real Estate and Rental & Leasing** (35 jobs) and **Public Administration** (35 jobs), and **Transportation & Warehousing** (33 jobs), **Agriculture, forestry, fishing & hunting** (27 jobs), and **Construction** (20 jobs). (Ref: Jobs by Industry, Emsi Analyst, Dec 2018)

**Small Businesses are the backbone of our local economy, having significant impact on employment in M-W:**

- Small Businesses that employ less than 5 people contribute 90% to employment in M-W.
- When we factor in the Small Businesses that employ less than 10 people, then this larger group contributes 97% to our employment in M-W.

Very small businesses of indeterminate size (i.e., those that do not maintain a payroll) are included in these figures and represent 72% of employment in MW. (Ref: Business Location Size Distribution, Emsi Analyst Dec 2018).

**Agriculture:**

Total number of farms (2016) = 63

By industry group:

- Beef cattle (7)
- Dairy cattle & milk production (8)
- Hog & pig farming (1)
- Poultry & egg production (1)
- Sheep & goat farming (1)
- Other animal production (12)
- Oilseed & grain farming (9)
- Vegetable farming (2)
- Fruit & tree nut farming (2)
- Greenhouses, nursery (2)
- Other crop farming (18) (Ref: OMAFRA Ag Census 2016)



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: October 28, 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 September 10, 2019 regarding the Official Plan as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

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

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

Tuesday, September 10, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 6:00 p.m. on Tuesday, September 10, 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  
Randy Wilkinson, Chief Building Official

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

**Approval of Agenda**

**R-305-19** 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 approve the agenda of the special Council meeting of September 10, 2019, as circulated.

Carried.

**Mayor's Opening Address:**

Mayor Struthers indicated that this special meeting regarding an Official Plan update was being held pursuant to Section 26 of the *Planning Act* and that the purpose of the meeting to consider whether the Village's Official Plan required an update. Mayor Struthers indicated that the notice of this special meeting was advertised in the EMC newspaper and met the 30-day notice requirement. Mayor Struthers then turned the meeting over to the Village's Planning Consultant, Doug Grant.

**Planning:**

Doug Grant explained the reasons that an updated or new Official Plan was required, including the requirement that the Official Plan must conform with the current Provincial Policy Statement and the United Counties of Leeds and Grenville Official Plan. Mr. Grant provided a status update regarding the revision to the Official Plan. Mr. Grant explained the public consultation process including the Open House dates of October 7<sup>th</sup> and 8<sup>th</sup>, 2019 from 6:00 p.m. to 8:00 p.m. at the Merrickville Community Centre and Eastons Corners Centennial Hall, respectively. Mr. Grant also confirmed that the public meeting associated with the Official Plan update would be held on October 15, 2019 at 6:00 p.m., prior to the regular meeting of Council on that date. Mr. Grant encouraged anyone who had questions or comments to provide them to the Village in writing.

**Questions and Comments from Council:**

Deputy Mayor Cameron inquired as to whether recent changes to legislation would have an effect on the Village of Merrickville-Wolford's Official Plan update.

**Questions and Comments from Public:**

N. Previsich commented that it would be helpful to have a breakdown of the changes from the old document to the new document. Mr. Previsich inquired as to whether the new Official Plan was currently accessible to the public. Mr. Previsich commented that it is a very large document and will be difficult for the public to review it in a week without the breakdown of changes.

T. Shields commented that a list of changes to zoning would be of interest to a lot of people. Ms. Shields inquired as to the process to be approved as a delegation for the public meeting of October 15, 2019.

Robyn Eagle inquired as to how the Official Plan is linked with the Strategic Plan. Ms. Eagle further inquired as to whether the process and dates for public feedback would be outlined once the new draft Official Plan is released and what type of feedback will be requested from the public at each stage.

M. Zaversenuke commented that a previous version of the Official Plan that he had reviewed lacked a vision statement and what the purpose of the document was. Mr. Zaversenuke commented that one of the goals of the document should be to improve the Village to expand the tax base and the water and sewer base. Mr. Zaversenuke commented that the new Official Plan should be a tool that we can use to develop the Village.

B. McMullen inquired as to whether the official Village map will show a land use schedule for each lot and what time the Open Houses will be held.

N. Previsich commented that he has a different perspective to Mr. Zaversenuke's point in that Section 1.3.2 of the current plan describes the scope which states that the Official Plan is a legal document which does not by itself regulate development but should be used as a guide for Council to interpret while making decisions related to planning matters.

K. McMullen inquired as to when the zoning map would be made available and whether her property would be zoned commercial.

T. Shields inquired regarding if she wanted to start a business whether that would have to come as an amendment to the Official Plan.

M. Andrews inquired as to what degree will the new Official Plan speak to climate change.

Ron Eagle inquired as to when the public meeting would be held if the date of October 15<sup>th</sup> cannot be met.

**Confirming By-Law**

**R-307-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

**Be it hereby resolved that:** By-law 51-2019, being a by-law to confirm the proceedings of the Council meeting of September 10, 2019, be read a first and second time, and that By-law 51-2019 be read a third and final time and passed.

Carried.

**Adjournment**

**R-308-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

**Be it hereby resolved that:** This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 7:10 p.m. until the next regular meeting of Council on Monday, September 23, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

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Incorporated  
Wolford 1850  
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Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: October 28, 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 September 23, 2019 as:

\_\_\_circulated.

\_\_\_amended.

Carried / Defeated

---

J. Douglas Struthers, Mayor

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

Monday, September 23, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 6:00 p.m. on Monday, September 23, 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  
Randy Wilkinson, Chief Building Official

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

**Approval of Agenda**

**R-309-19** 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 adopt the agenda of the regular Council meeting of September 23, 2019, as circulated.

Carried.

**In Camera:**

**R-310-19** 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 move to an "In-Camera" session at 6:01 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;
2. Personal matters about an identifiable individual, including municipal or local board employees; and
3. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by or on behalf of the municipality or local board.

Carried.

**R-311-19** 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 rise and report from the "In-Camera" session, with staff being given direction, at 7:05 p.m., with the regular Council session to resume at 7:10 p.m.

Carried.

**Minutes:**

**R-312-19** 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 September 23, 2019, as circulated.

Carried.

**Public Question Period:**

D. Bower inquired as to the status of the development on Drummond Street and the nature thereof.

**Library Board:**

**R-313-19** 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 Merrickville Public Library Board dated June 13, 2019, for information purposes.

Carried.

**By-law Enforcement:**

**R-314-19** 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 exempt the Merrickville Jazz Fest from Sign By-law 24-2010 as outlined on the list of locations provided for the purpose of the 2019 Merrickville Jazz Fest in October, 2019.

Carried.

**Building/Planning:**

**R-315-19** 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 the Minutes of the Planning Advisory Committee dated August 19, 2019, for information purposes.

Carried.

**R-316-19** 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 Resolution R-11-19 of the Planning Advisory Committee; and

That Council does hereby recommend that application for consent B-72-19 be approved by the approval authority with a condition that a 3-foot right of way easement be applied to the east side of 109 Brock Street West for the sole purpose of building maintenance.

Carried.

**Finance:**

**R-317-19** 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 receive report FIN-27-2019 regarding unsuccessful tax sales; and

That Council authorize the following property described as Roll # 07 14 711 025 07901 0000, PT LT 15 CON 7 Wolford be vested in the name of the municipality; and

That the Treasurer or delegate be authorized to remove from the tax roll outstanding property taxes (including penalties, interest and other charges) in the amount of \$11, 324.63 and any additional levies, penalties or charges that may be incurred from the date of this report until the date of actual write-off, for Roll # 07 14 711 025 07901 0000.

Carried.

**R-318-19** 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 receive report FIN-27-2019 regarding unsuccessful tax sales; and

That Council authorize the Treasurer not to vest the property described as Roll # 07 14 711 025 10801 0000 PT LT 27 CON 8 Wolford; and

That property taxes (including penalties, interest and other charges) for the following property totalling \$11,335.77, and any additional levies, penalties or charges that may be added from the date of this report be approved for a write-off as uncollectable due to a failed tax sale for Roll # 07 14 711 025 10801 0000.

Carried.

**Main Street Revitalization Ad Hoc Committee:**

**R-319-19** 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 Final Report of the Main Street Revitalization Initiative Ad Hoc Committee, for information purposes.

**R-320-19** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

**Be it hereby resolved that:** By-law 53-2019, being a by-law to repeal By-law 43-2019, the establishing by-law for the Main Street Revitalization Ad Hoc Committee, be read a first and second time, and that By-law 53-2019 be read a third and final time and passed.

Carried.

**Public Question Period to Council:** No questions.



**Confirming By-Law**

**R-321-19** Moved by Councillor Foster, Seconded by Councillor Molloy

**Be it hereby resolved that:** By-law 52-2019, being a by-law to confirm the proceedings of the Council meeting of September 23, 2019, be read a first and second time, and that By-law 52-2019 be read a third and final time and passed.

Carried.

**Adjournment**

**R-322-19** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 7:35 p.m. until the next regular meeting of Council on Tuesday, October 15, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

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Merrickville 1860  
Amalgamated 1998



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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: October 28, 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 October 10, 2019 as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

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

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

Thursday, October 10, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 2:00 p.m. on Thursday, October 10, 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

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

**Approval of Agenda**

**R-323-19** 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 special Council meeting of October 10, 2019, as amended.

Carried.

**NOTE:** The Agenda was amended to defer items 5, 6, 8, and By-law 58-2019 under item 9.

**In Camera:**

**R-324-19** 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 move to an "In-Camera" session at 2:20 p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Advices that is subject to solicitor-client privilege, including communications necessary for that purpose;
2. Personal matters about an identifiable individual, including municipal or local board employees;
3. Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board; and
4. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by or on behalf of the municipality or local board.

Carried.

**R-325-19** 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 5:30 p.m., and resume the regular Council session.

Carried.

**NOTE:** Councillor Molloy had excused himself from the meeting at 3:35 p.m.

**Public Works:**

**R-326-19** 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 receive report PW-06-2019 regarding the potential purchase of a 1995 Ford Garbage Compactor for use at the Landfill; and

That Council does hereby approve the transfer of \$5,000 from the Equipment Reserve for the purchase of the Compactor.

Carried.

**By-laws:**

**R-327-19** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** By-law 55-2019, being a by-law to amend Section 3.3 a) of the Procedure By-law 30-17, be read a first and second time, and that By-law 55-2019 be read a third and final time and passed.

Carried.

**Confirming By-Law**

**R-328-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster  
**Be it hereby resolved that:** By-law 54-2019, being a by-law to confirm the proceedings of the Council meeting of October 10, 2019, be read a first and second time, and that By-law 54-2019 be read a third and final time and passed.

Carried.

**Adjournment**

**R-329-19** Moved by Councillor Halpenny, Seconded by Councillor Foster  
**Be it hereby resolved that:** This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 5:40 p.m. until the next meeting of Council on Tuesday, October 15, 2019 at 6:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: October 28, 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 Ken Shelley, Vice President of Asset Management for Park View Homes; and

That Council does hereby authorize brush clearing to be permitted on the Village's unmaintained road allowances as indicated on the attached site plan upon Park View Homes providing satisfactory written proof of insurance which names the Corporation of the Village of Merrickville-Wolford as an additional insured party.

Carried / Defeated

---

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

To Honorable Mayor and members of council:

We submit this letter as both as information and request , and trust the format provides clarity:

- Pview is progressing on the various requirements for our draft plan approval submission of the purchased lands .site plan attached
- We had commissioned an Environmental Impact Statement of these lands, so we had knowledge that at full buildout , would not negatively impact or compromise any potential natural heritage features which may be present . This study concluded there are no negative impacts, as no significant woodland , wetland or habitat areas.
- The engineering study is very dependant on accurate topographical information, as storm water management, storm and sanitary sewers , along with specific drainage plans are based on the topography of lands
- The majority of the lands are covered in buckthorn brush, and mixed thicket vegetation
- We need to clear the land, and wish to proceed so the extensive topographical work is accomplished prior to winter setting in.
- Realize ownership of these lands provides the means to remove this brush
- Because of the nature of the development, unopened road allowances would be part of the brush clearing, and would request Towns permission to access these areas as part of the clearing exercise

We need to organize this endeavour, which anticipate would begin sometime this month . Trust that this communication clarifies our intentions.

With kind regards

**Ken Shelley**

*VP of Asset Management*

Park View Homes, 6750 Fourth Line Rd, North Gower, Ontario K0A 2T0

C 1-613-709-4271 | T 1-613-489-3838 | Web: [parkviewhomes.info](http://parkviewhomes.info)

Phone: 613-489-3838 | Fax: 613-489-3169 | 6750 Fourth Line Road, North Gower, ON, K0A2T0  
[parkviewhomes.info](http://parkviewhomes.info)

I HEREBY DECLARE THAT THIS PLAN IS BEING SUBMITTED UNDER THE LAND TITLE ACT.

DATE: \_\_\_\_\_

GEORGE H. BRACKEN  
CHARTERED LAND SURVEYOR

PLAN 1GR  
RETURNED AND DEPOSITED.

DATE: \_\_\_\_\_

UNDEVELOPED FOR  
LAND RESERVATION FOR THE  
TOWN OF GOSWELL (No. 15)

LAND TITLES SCHEDULE			
PLAN	LOT	DESCRIPTION	AREA
1	PART OF LOT 10	A	PART OF 1000-SQ-METER
2			

PART 2 IS SUBJECT TO A RIGHT OF WAY FOR RAIL, IN RESERVE

SCALE: 1:500

10 20 30 40 50 60 70 80 90 100

NOTES: DIMENSIONS AS SHOWN ON THIS PLAN ARE TO BE TAKEN AS SHOWN AND ARE TO BE CORRECTED TO FIT TO CURVES BY A SINE

GENERAL REFERENCE:

PLAN 1GR OF 1950 AND PLAN 1GR OF 1951, THE TITLES

WHEREBY THE TOWN OF GOSWELL WAS ESTABLISHED AND THE

LANDS THEREON WERE DIVIDED INTO LOTS AND ALIENS

- OWNER:
- LOT 100
  - LOT 101
  - LOT 102
  - LOT 103
  - LOT 104
  - LOT 105
  - LOT 106
  - LOT 107
  - LOT 108
  - LOT 109
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  - LOT 200

GENERAL REMARKS:

1. THE TOWN OF GOSWELL WAS ESTABLISHED BY PLAN 1GR OF 1950 AND PLAN 1GR OF 1951, THE TITLES WHEREBY THE TOWN OF GOSWELL WAS ESTABLISHED AND THE LANDS THEREON WERE DIVIDED INTO LOTS AND ALIENS.

2. THE SPACES ARE DIVIDED AS SHOWN ON THIS PLAN.

DATE: \_\_\_\_\_

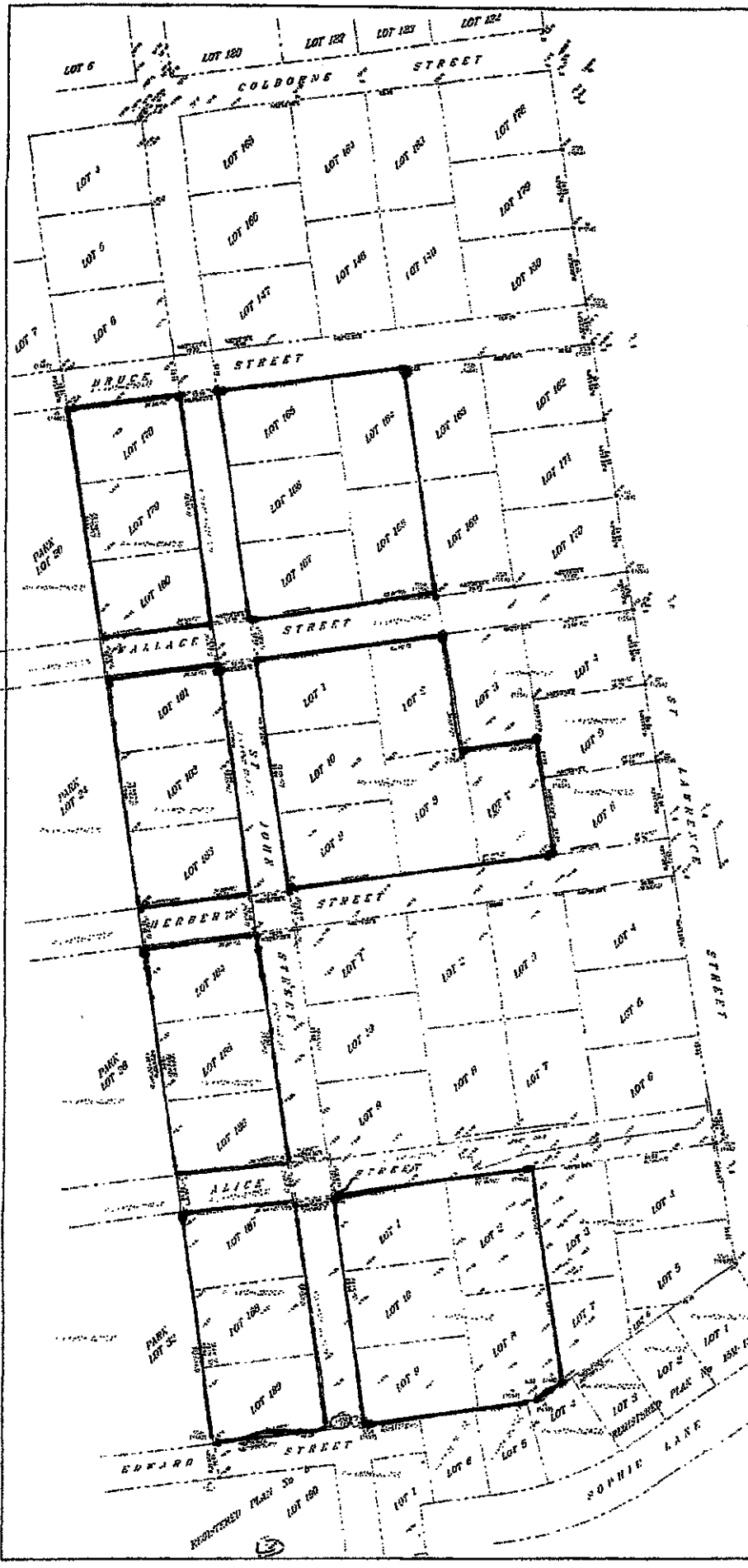
STATE OF ONTARIO

George Bracken Limited  
CHARTERED LAND SURVEYOR  
40 West Street, Galt  
Sarnia, Ontario

PLAN 1GR OF 1950 AND PLAN 1GR OF 1951, THE TITLES WHEREBY THE TOWN OF GOSWELL WAS ESTABLISHED AND THE LANDS THEREON WERE DIVIDED INTO LOTS AND ALIENS.

DATE: \_\_\_\_\_

STATE OF ONTARIO



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: October 28, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

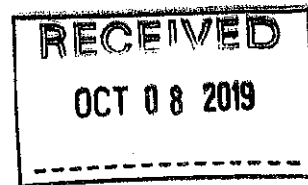
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Judy Carroll, Treasurer for the Merrickville Agricultural Society, dated October 7, 2019, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor





**Merrickville Agricultural Society**  
Box 595, Merrickville, ON K0G 1N0  
treasurer.mas2019@gmail.com

October 7, 2019

Mayor Doug Struthers and  
Members of Council  
Village of Merrickville-Wolford  
317 Brock St  
PO Box 340  
Merrickville, ON K0G 1N0

Dear Mayor Struthers and Members of Council:

We would like to take this opportunity to thank you for your contribution of \$6,500.00 in Community Grant Funding this year. With the extra funds we were able to purchase tents for shelter in our livestock tie up area and the Kid's Zone which we had to rent in the past. This investment will save that expense in future years. Your ongoing support and presence at the fair and our fundraising events this year was very much appreciated.

Our Annual General Meeting was held in January this year and it was a somber gathering. We had \$6,000.00 in our bank and we owed a private loan of \$10,000.00. We questioned ourselves if it would even be possible to have a 181<sup>st</sup> Merrickville Agricultural Fair this year when we were starting in the negative. It was very evident that we had to ramp up our fundraising and apply for grant money through sources we hadn't tapped in previous years.

After our Spring Fling dinner and dance, which is our main fundraising event, we were able to pay off the outstanding loan. We still questioned the possibility of running the fair this year but we forged ahead running several smaller fundraising events and ended up raising just over \$17,000.00 and we were able to secure \$13,000.00 in grant funds.

We were very fortunate to partner with the Merrickville United Arts Centre (MUAC) to bring two wonderful bands for the concert Friday night. Unfortunately the weather was not in our favor and attendance was not what we had hoped. We were able to shake that disappointment off as the weather was wonderful for the rest of the weekend and MUAC's motorcycle show was a wonderful addition to the events for Saturday.

Although we were not able to bring a midway to the fair this year due to the cost, we had a wonderful kids zone set up with a few inflatables and all sorts of activities for the children all at no extra cost. We had an Adventure Pass for the children to complete for the chance to win two

bicycles. Sunday was our dairy day and the Grenville Dairy Producers brought Maple the Cow for display and interactive fun for the children as well as provided cartons of milk for all to enjoy.

We are very proud of what we accomplished this year. We were able to provide a venue for members of the 4-H clubs to show their sheep, poultry, beef and dairy as well as open beef and dairy livestock shows. Friday we had our children's horse show, Saturday the Canadian Pony Club held their Prince Philip Games with teams from the United States attending. Sunday the heavy horses, hackneys and Canadian horses competed. Our truck and tractor pull on Saturday and the horse pull on Sunday were all well attended. We hope to increase the number of exhibitors for the car show on Sunday, unfortunately this year there were other competing events, we are very appreciative to those who brought their cars out.

Our hall exhibitors are very important to us as well, this is a place to showcase crafts, baking and gardening expertise in friendly competition. Our hope is to fill the hall next year.

We were very fortunate that our wonderful sponsors knew we needed help this year, as we do every year, to be able to keep our agricultural roots alive and well. Sponsorship money enables us to provide prize money, ribbons, banners and trophies to our exhibitors. The smiles we see during the various shows is really what this is all about. To see the list of our 2019 sponsors please visit our website [www.merrickvillefair.ca](http://www.merrickvillefair.ca).

Thank you again for your contribution this year and we hope that you will consider an annual commitment to the fair as part of your budget deliberations.

Sincerely yours



Judy Carroll  
Treasurer

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: October 28, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

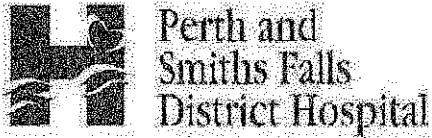
**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Perth and Smiths Falls District Hospital dated October 16, 2019, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



VIA ELECTRONIC MAIL: [mayor@merrickville-wolford.ca](mailto:mayor@merrickville-wolford.ca)

October 16, 2019

Village of Merrickville-Wolford  
317 Brock Street  
P.O. Box 340  
Merrickville, ON  
K0G 1N0

**Re: Core Capital Program – Support from the Village of Merrickville-Wolford**

Dear Mayor Struthers:

On behalf of Perth and Smiths Falls District Hospital (PSFDH), we would once again like to thank the Village of Merrickville-Wolford for receiving our delegation and presentation provided for 2019 for the Core Capital Program.

Our purpose for writing is to request a meeting to further discuss the Core Capital Program with leadership from the Village of Merrickville-Wolford.

As you know, PSFDH has prepared a 10 year capital plan that includes the purchase of a Regional Hospital Information System (HIS) and the purchase of major medical equipment such as MRI, CT, operating room tables, anaesthesia machines and many other essential items. The Regional HIS is the single highest cost item in the PSFDH's 10 year capital plan. It is also an item that is historically challenging for all hospital Foundations to raise funds. In addition to being critical infrastructure to the operation of the hospital, it is also an essential technology and will link all six hospitals in the South East region and will enable secure digital movement of patient information, improve the quality and standardization of patient care and support patient access to their own records among other advanced functions. For PSFDH, the Regional HIS will replace a DOS based system that is almost 30 years old.

The total cost of the above capital items is over \$31M which is significantly greater than the \$15M in fundraising from the local community expected from our Foundations and from funds generated from the hospital's operating budget. It is for this reason that PSFDH initiated the multi-year Core Capital Program to address this significant shortfall in capital funding.

The consequences of not obtaining the necessary funding are significant. The hospital would have insufficient equipment to provide high quality patient care to our local community (including residents of the Village of Merrickville-Wolford). In addition, there will be a decrease in local access to services, the

need for our residents to travel to other centres resulting in an increase in wait times for services. This would negatively impact the patient and family experience and would also adversely affect the recruitment and retention of physicians and other health care professionals should they not have needed equipment.

PSFDH would appreciate an opportunity of meeting with political and administrative leadership to discuss the Core Capital Program in the next few weeks and how partnership with the Village of Merrickville-Wolford will benefit and advance health care for the entire community we serve.

Sincerely,

A handwritten signature in cursive script that reads "D. Howard".

Donna Howard  
Chair, Board of Directors  
Perth and Smiths Falls District Hospital

c. Dr. Barry Guppy, President and CEO, Perth and Smiths Falls District Hospital

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Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: October 28, 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 Merrickville Public Library Board dated September 12, 2019, 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

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on Sept 12, 2019 at 12:30 pm at the library.

Present: M-W: Brian Reid, John Harris, Carole Roberts, Timothy Molloy,

Montague: Wendy Simpson-Lewis  
and Mary Kate Laphen (Librarian)

Regrets: Victor Suthren

Meeting called to order at 12:40 pm.

**1. Declaration of Pecuniary Interest:** None.

**2. Adoption of Agenda:** Moved by Carole; seconded by Wendy. ADOPTED.

**3. Approval of Minutes:**

- June 13/19 meeting minutes – Moved by John; seconded by Wendy. APPROVED.

**4. Correspondence:**

- FOPL – “Library Day in Your Riding”: FOPL is encouraging Leeds & Grenville libraries to invite their MPP to the library for any events that are part of Ontario Public Library Week. Mary Kate has contacted other libraries to inquire about their plans; however, nothing much seems to be in the works. It was decided that we would invite MPPs (Steve Clark and Randy Hillier, because of Montague membership) to our Open House which coincides with OPLW.
- Donation & Letter: The library received a donation from a man who had interacted with the library during a visit 2 years ago. It was accompanied by a letter which said very favourable things about the library and the businesses he visited in Merrickville. The board would like Mary Kate to request permission to share/publish excerpts from the letter.

**5. Questions/ Presentations from Public:** None

**6. Friends of the Library Report:**

- The Friends' Sept. bulb sale raised approx.. \$800.
- A representative of the Friends will be attending a networking event for Friends of the Library groups.
- The Friends' AGM is scheduled for October.

**7. Report from Council:** Timothy updated the Board on what's happening on the municipal scene.

**8. Librarian's Report:** see **2019 Summer-y: Summer Highlights** (attached) .

- Reviewed programming planned for fall
- Discussed the new Little Branches Rural Roots Library Conference coming up in Arnprior in October. Motion that Mary Kate attend this conference: Moved by John, seconded by Carole. APPROVED.

**9. Other Business:**

**i. Updates:**

- **Follow-up re: AODA:** Confirmed that online training modules have been completed.
- **Library Exterior Repairs:** Neither Timothy nor Mary Kate have heard anything re: the exterior repairs, however Timothy anticipates that these will be addressed through the fall. He will follow up with Public Works.
- **ILL update:** Update on the InterLibrary Loan situation. Activity has ramped up, but is still below pre-cuts levels. Chief issues: added costs for libraries (some of the postage costs are not expected to be reimbursed), additional workload on staff, more restrictions on materials available for loan (esp. DVDs).

**ii. Financial Report.**

- **Year to Date:** Reviewed year-to-date financial statement (attached).
- **Kanopy subscription:** our new Kanopy service (pay-per-view film streaming) is so popular that it is likely to run through our proposed budget before the end of the year (probably in October). Since it has proved popular, Mary Kate is discussing with the Friends whether they are able to provide additional funding for this service. Alternatively, we could allocate some of our 2019 donations to cover the rest of the year.
- **Library Reserve Bank Account – Update:** Mary Kate has talked to the bank. All of the municipal signing officers, as well as the library signing officers have signing authority for this account.  
Proposed a resolution that all withdrawals and transfers of funds out of the account require at least one signator from the library. Moved by John, seconded by Timothy. APPROVED. Mary

Kate to forward this resolution (19-05) to the municipal Treasurer, and the bank.

- **Follow-up re: auditor's letter:** Discussion of an item about the library in the Treasurer's report on the auditor's letter in the Aug. 26 Council agenda package. Several points of concern were raised. After discussion, it was decided that Mary Kate should approach the municipal treasurer for clarification/more information, and to encourage more effective channels of municipal-library communication.

iii. **Policy Review –**

- a. Purchasing Policy - deferred until the updated municipal policy is available to consult.
- b. Interlibrary Loan Policy – Reviewed amendments. Approved as amended – moved by John, seconded by Wendy. APPROVED.

iv. **Board Planning –**

- **Open House:** Open House will be Sat, Oct. 26. Discussion of the arrangements for this.
- **Strategic Planning?:** The Board has decided to proceed with strategic planning, as its next project. Next meeting, we will discuss and plan for doing a community needs assessment.

**11. Next meeting:** Thurs, Oct. 10, 2019 at 12:30 at the Library.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_



### Librarian's "Summer"y: Highlights of Summer 2019

**Overall:** The summer continues to be the library's busiest season; however, use statistics were down from last summer. Library use by children and youth – both visits and circulation - was high over the summer, although participation in the library summer programs was lower than last year. Changes in the municipal summer camp also had a negative impact on our use statistics. Internet use was up in July and August – mostly by youth. Circulation was generally down in most categories, as were Interlibrary Loans, but ebooks & eaudio circulation was up. Our Kanopy film streaming collection is proving popular. Museum passes continue to be in high demand over the summer.

**Statistics:**

June	2019	2018	2017	2016
<b>Patrons</b>	1241 (1275 w/mtgs) <b>-13%</b>	1446 -12% (1471 w/mtgs)	1656 +10.5% (1676 w/mtgs)	1497 -2% (1517 w/mtgs)
<b>(Kids/Youth)</b>	467 (96/ 371)	473 (138/ 335)	623 (171/ 452)	470 (148/ 322)
<b>(Progs)</b>	87-in (4 prgs + 2 CVs in). 110-out of Lib, (2-prgs + 5 CVs out )	104-in (15 prgs + 1CV in). 176-out of Lib, (2-prgs + 8 CVs out )	215-in (24 prgs + 2CVs in). 175-out of Lib, (3-prgs + 9 CVs out )	82-in (10 prgs + 4CVs in). 239-out of Lib, (4-prgs + 11 CVs out )
<b>Mtg Rm users</b>	34 (5 mtgs)	25 (4 mtgs)	20 (3 mtgs)	20 (4 mtgs)
<b>Circulation</b>	1855 <b>-10%</b> OverDrive: 396(circ) TOTAL 2251 <b>-5%</b>	2072 -6% OverDrive: 292(circ) TOTAL 2364 -6%	2213 -4% OverDrive: 307(circ) TOTAL 2520 -1%	2301 -8% OverDrive: 242 TOTAL 2543
<b>(Adult/Child)</b>	(A-1115, J-705, T-35)	(A-1429, J-584, T-59)	(A-1353, J-806, T-54)	(A-1574, J-689, T-38)
<b>Internet use (+wireless):</b>	<b>384 -5.5%</b> (289 / 71w / 24 Tab)	407 +5% (318 / 62w / 27 Tab)	386 0% (293 / 71w / 22 Tab)	387 -7% (314 / 68w / 5 EL)
<b>ILL borrowed/lent:</b>	31 in / 24 out	87 in / 66 out	89 in / 78 out	74 in / 61 out

July	2019	2018	2017	2016
<b>Patrons</b>	<b>1874</b> (1933 w/mtgs) <b>-5%</b>	1993 +2% (2029 w/mtgs)	1959 -6% (1986 w/mtgs)	2087 +13% (2110 w/mtgs)
<b>(Kids/Youth)</b>	831 (132k / 699y)	882 (161k / 721y)	796 (279k / 517y)	882 (403k / 479y)
<b>(Progs)</b>	121-in (14 prgs in) 187-in (12 group/camp visits in). 13-out of Lib (2 prg out)	162-in (20 prgs in) 262-in (10 group/camp visits in). 16-out of Lib (2 prg out)	183-in (26 prgs in) 176-in (6 group visits). 20-out of Lib (2 prg out)	319-in (35 prgs in) 159-in (9 group visits). 4-out of Lib (1 prg out)
<b>Mtg Rm users</b>	59 (4 mtgs)	36 (5 mtgs)	27 (4 mtgs)	23 (4 mtgs)
<b>Circulation</b>	2784 <b>-12.5%</b> OverDrive: 502 (circ) TOTAL 3286 <b>-7%</b>	3186 +4.5% OverDrive: 359 (circ) TOTAL 3545 +5.5%	3047 -15% OverDrive: 312 (circ) TOTAL 3359 -13%	3603 +4% OverDrive: 239 (circ) TOTAL 3842 +4%
<b>(Adult/Child)</b>	(A-1347, J-1376, T-60)	(A-1579, J-1523, T-84)	(A-1584, J-1344, T-115)	(A-1831, J-1622, T-150)
<b>Internet use (+wireless):</b>	<b>511 +10%</b> (393 / 73w / 45 Tab)	464 +14% (368 / 59w / 37 Tab)	408 -21% (332 / 40w / 36 EL)	516 +18.5% (404 / 94w / 18 EL)
<b>ILL borrowed/lent:</b>	28 in / 42 out	80 in / 70 out	65 in / 76 out	107 in / 88 out

August	2019	2018	2017	2016
<b>Patrons</b>	<b>1482</b> (1495 w/mtgs) <b>-16%</b>	1772 <b>-14.5%</b> (1783 w/mtgs)	2075 <b>-0%</b> (2084 w/mtgs)	2080 <b>+12%</b> (2094 w/mtgs) Doesn't include play attendance (80)
<b>(Kids/Youth)</b>	532 (148k / 384y)	694 (304k / 524y)	828 (304k / 524y)	740 (315k / 425y)
<b>(Progs)</b>	86-in (11 prgs in) 27 -group/camp visits in (3 visits) 17-out of Lib (1 prg out) StoryTrail 45 (5 wks)	160-in (18 prgs in) 175 - group/camp visits in (9 visits) 19-out of Lib (2 prg out)	128-in (16 prgs in) 159 -CVs in (8 CVs) 23-out of Lib (2 prg out)	244-in (26 prgs in) 127 -CVs in (10 CVs) 22-out of Lib (3 prg out)
<b>Mtg Rm users</b>	13 (1 mtgs)	11 (1 mtgs)	9 (1 mtgs)	14 (2 mtgs)
<b>Circulation</b>	2730 <b>-3%</b> OverDrive: 502 (circ) TOTAL 3232 <b>+2.5%</b>	2824 <b>-14%</b> OverDrive: 322 (circ) TOTAL 3146 <b>-12%</b>	3284 <b>+7%</b> OverDrive: 308 (circ) TOTAL 3592 <b>+5%</b>	3164 <b>-2.5%</b> OverDrive: 268 TOTAL 3432 <b>+0%</b>
<b>(Adult/Child)</b>	(A-1275, J-912, T-44)	(A-1560, J-1203, T-61)	(A-1764, J-1386, T-134)	(A-1812, J-1220, T-132)
<b>Internet use (+wireless):</b>	<b>405 +4.5%</b> (312 / 64w / 29 Tabs)	387 <b>-20%</b> (301 / 51w / 35 EL)	483 <b>-17%</b> (369 / 67w / 47 EL)	582 <b>+44%</b> (476 / 88w / 18 EL)
<b>ILL borrowed/lent:</b>	57 in / 43 out	88 in / 85 out	86 in / 88 out	108 in / 80 out

### Summer Hours/Vacation

The library's only vacation closing was a 4-day Labour Day weekend, although we did have reduced hours on the 4 previous days to accommodate my vacation. This seems to be working well, and all 4 days were busy.

### Summer Programs:

**StoryTime:** StoryTime was moderately attended over the summer. StoryTime helps keep parents/younger kids in the habit of coming to the library over the summer. This summer we also did a Saturday Thomas the Tank Engine Play Day, which we will be doing again this fall.

### TD Summer Reading Club (Theme: "The Natural World"):

Participation in the summer reading club (prize draw and/or activities) was down from last summer with a total of 86 registered kids (plus the kids from the municipal summer camp). Many of the older kids who have been long-time participants, did not join in this year, and we generally did not have many in the 13+ age group joining the program. However, we did have enthusiastic participation from our target 6-12 age group, many of whom were very dedicated readers over the summer.

The prize draw continues to be the main incentive for summer reading. [Note: the Prize Draw is a "Chinese auction" - kids get a ticket for every book they read (or for doing one of the library's activity sheets) that they are able to put in the draw for the prize(s) of their choice (we had 70 prizes). This is extremely popular, and attracts older kids, and those who can't come to the Thursday program - which is one of its goals. The prizes are collected through donations, purchases (mostly from Scholastic) funded by the Friends of the Library, etc.]

Activities went very well; although attendance was a bit soft some weeks, it was enthusiastic. We ran our usual Thursday afternoon "ExplorerSpace" (ie crafts) program. This year we included some science activities related to the theme (water experiments, circuits, and a presentation on animal skulls by Andrea "The Bug Lady" Howard), and some nature-themed NFB shorts (distributed to libraries by the NFB). As has been the case for the last few years, most of the kids participating in the Thursday craft/activity program were from the primary grades. The weekly activity program is important for encouraging kids to keep reading and visiting the library through the summer, and is of particular value for the primary-age kids, who are more likely to lose literacy skills over the summer break. Evaluations of the program were positive and noted that the program was encouraging kids to read more over the summer. Almost all the kids said

that they would like to join again next summer. From a staff perspective, the major difficulty with the program is the unpredictable attendance from week to week.

In addition to this Thurs afternoon program, we offered a video-making activity for ages 10+. We ran one session, but while we had a number of kids in that age group visiting the library over the summer and participating in the reading contest, they generally preferred the computers to our activities. French Club did not run this summer, as the 2 people who have been leading it were unavailable; however, we are optimistic about bringing it back next summer.

**Story Trail:** This year we partnered with the Trails Society to create a Story Trail along the start of the Woodland-Toboggan Hill Loop Trail. This year we posted 2 stories: "The Gruffalo" and "The Secret Shortcut" – each running for just about 6 weeks. I led "narrated walks" for the stories, approximately once a week. Attendance varied, but has been growing, and we have had a lot of positive feedback from parents and other adult trail users, who also seem charmed by the stories. I led a walk for the daycare kids over the summer and will be approaching the school about doing walks with the primary classes. The Story Trail also got a very positive response from the Communities in Bloom judges, and it has generated media and social media coverage for the library. The Trails Society is also very pleased with the success of this project and is looking into funding to continue it.

#### **Adult Programs:**

Our adult programs tend to go on hiatus for the summer. On the whole, there doesn't seem to be a lot of interest in summer programs for adults, although the library book club continues to meet. As an experiment, we ran two MakerSpace for Adults sessions (3D printing, card-making). Results were mixed, but we will compare with the response when we run them in the fall.

For the summer, the library has had a display of work by the "Sketchy Art Group" (the adult art group that runs in the library organized by Gloria Stowell). They had a lovely, and well-attended, Vernissage at the end of June to launch the display.

**Internet/Computers:** Internet use was up in July and August. Use by older kids was particularly heavy. The tablets continues to be popular, particularly the Osmo games, which are popular with older kids as well. We added 2 new Osmo packages in late spring. Users tend to stay on the computers for a long time – user numbers don't reflect the amount of time the internet is in use.

**Collection:** Although we did not have our usual new books from the Scholastic sale, circulation of kids' books was much higher over the summer. Physical circulation for adult materials was down from last year, but ebook use was up significantly. Our summer processing volunteers were able to keep us caught up with new materials over the summer. I have weeded the Adult Fiction section to provide some much-needed shelf space.

**Kanopy:** Our subscription to Kanopy (pay per use film streaming) has been getting a lot of positive feedback from users, and is so well used that we are likely to run out of our planned budget for the year later this fall. The Friends of the Library are currently sponsoring this service and I am talking to them about whether they would like to increase their donation, since the service is clearly popular.

**InterLibrary Loans:** ILLs (both borrowing and lending requests) continue to be lower than before the loss of the delivery system; however, they picked up somewhat as the summer went on. Adjusting to the new procedures has taken additional staff/volunteer time, but we are developing best practices. There are now more restrictions on what libraries will lend (particularly re: DVDs), but this varies from library to library. It is not clear how much reimbursement we will be getting from SOLS (depends on the total number of ILLs), but it will not be the full mailing cost.

**Volunteers:** Fewer volunteers are available over the summer, but we had enough available to keep up with the priority items (processing, ILLs, shelving). A high school student helped with the Thursday reading club activities to get her community volunteer hours.

**Community Partners:**

**Museum Passes:** The museum passes were very busy again this summer. This service is very appreciated by the community.

**Trails Society:** I have been working with Tim Allen from the Trails Society through the spring and summer to get the Story Trail up and running. This has been a very positive partnership, and we are looking into the potential future of the Story Trail.

**Agricultural Fair Board:** As was the case in previous years, the Fair Board used the library's meeting room more frequently in June and July, but not weekly as in past years.

**Communities in Bloom:** The library was included in the Communities in Bloom judges' tour. They were particularly interested in the Story Trail. There was also a ceremonial tree planting by the parking lot as part of the judges' visit.

**Sizzling Summer Programs (municipal recreation program for kids):**

The day camp used the library frequently this summer and participated in our Summer Reading Club (prize draw). As in previous years, the camp came twice a week while the library was closed, to pick out/return books and use the library (esp. the computers). They also watched the occasional movie in the meeting room (prompted by weather and beach closures). But their enrollment was down this summer, so our use numbers are also lower. Also, this year they relocated to Eastons Corners for 2 weeks in August, and so did not use the library. In previous years they have used the library as a base when the Community Centre was busy during the Fair, so this change had a big impact on our August statistics.

**Daycare visits:** My monthly story visits continue. In August, we did a narrated walk on the Story Trail instead of my usual visit.

**PlayGroup:** PlayGroup is on summer hiatus. I will continue to visit when they start up in the fall.

**Outreach:**

**Local Media:** There was an article about the Story Trail in the North Grenville Times, which mentioned the Library.

**Website & Facebook:** I continue to keep these updated for the library. Posts about the Story Trail have had a larger than usual 'reach'.

**Administration:**

Summer is the library's busy season, so more time is needed for circulation/ customer service and preparing & running children's programs. This leaves less time for administrative projects during the summer. As mentioned, admin time has been spent

- launching the Story Trail
- weeding the adult fiction collection
- adjusting our ILL procedures
- reorganizing and consolidating the office/storage area

**Registered Charities Education Program:** The Registered Charities department has started a new education program to help ensure registered charities are meeting their CRA requirements. One of their representatives came to meet with me. There were no major issues to address, but he offered some tips and clarifications that should make filing the returns more straight-forward in the future. Our biggest problem is that the audited financial statement has not been available before the June filing deadline; however, we discussed how to manage this.

**Upcoming:** There are proposed changes to AODA standards for websites, which will have an impact on libraries. I will be monitoring developments in this.

**Facilities:** The repair work on the library exterior did not happen over the summer. It is likely planned for the fall, but I have not received any information about that.

We may need to replace the ballasts on more of our florescent lights.

**Computers:** The internet was very busy this summer, particularly with youth. It is good that we were able to get the 2 replacement computers up and running before the summer started. The internet connection drops occasionally, but usually only briefly. The cause is not clear, but may be related to heavy usage.

**MERRICKVILLE LIBRARY**

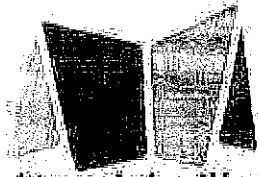
**2019**

	<b>Budget 19</b>	<b>To date</b>		
<b>RECEIPTS</b>		<b>*Summer</b>		
Surplus previous year (grants)	0		0	
Provincial grant --M-W	5,096			
Municipal Grant -- M-W	<b>89,177</b>	37,157		
Grants -- Montague Twp	8,000	7,790 *		
Spec Grants (SOLS)	690			
[Spec Grant - Connectivity]	[616]	628 *		see Spec Grants (SOLS)
[Spec Grants - ILL postage]	[74]	52		see Spec Grants (SOLS)
Spec Grants - Capacity-Building				
Fines	600	259		
Sales : Copies/Printouts	900	489		
Faxes/phone				see Misc Rev
Book Offsets		73		
Donations	4,500	11,620		see Transfer to Reserve below
Friends of the Library	3,000	3,034		ebks, eres, progs, DVD pl, Kanopy, vac, blinds
Sponsored books/Adopt-a-Book	500	140		see Special Book Purchases
Bank Interest	549	1,034		
Miscellaneous Revenue	500	125		105= Rm Rev
<b>Money from reserves</b>	<b>4,000</b>			bequest for special projects
<b>TOTAL</b>	<b>117,512</b>	<b>62,400</b>	<b>0</b>	
<b>EXPENDITURES</b>				
Payroll - CEO	52,010	30,246		
Burden/MERC	10,580	5,944		
Benefits	5,376	\$3,584		
Payroll - Part time staff	<b>12,547</b>	6,479		
Cleaning	2,300	1,370.00		
Book (etc.) purchases	9,050	3,723		
[Spec bk purchs (AdoptaBk etc)]	[500]			see Book Ps above
[eCollectn-eRes19, OverDr 19]	[1750]	1,770 *		
Supplies (non-print)	817	304		
Computer sftwr/expenses	2,605			
[Automation support (Mandarin)]	[1000]			see Computer sftwr/exp
[Internet Connectivity]	[620]			see Computer sftwr/exp
Utilities	6,000	3,048		
Communications	1,350	1,119		includes ILL postage
Programs	500	525		includes storytrail, Osmo games
Grp memberships/Licences/Pools	925	426		
[Movie license]	[500]	500		FofL - Kanopy2019
Prof Development/Education	125			
Miscellaneous	500	81		
Audit [& Insurance?]	1,350			note this is just for the audit
Bank Charges/Visa	550	349		
General maintenance	3,500	1,933		
<b>Well sampling NEW!</b>	<b>3,427</b>			now being costed back to Library
Comp Repair/Replace		1,975		

IT Support			
Capital comp & other equip		1,220	
<b>Special Purchases (from donations/reserve/FofL)</b>			
Bldg/Equip	<u>2,000</u>	[915]	computers,
Collections/Other	<u>2,000</u>	[102]	Osmo games (see Programs)
Genealogy project			
Transfer to Reserves		5,000	
<b>TOTAL</b>	<u>117,512</u>	<u>69,593</u>	<u>0</u>
Remaining	<u>0</u>	<u>-7,193</u>	<u>0</u>

**CAPITAL PROJECTS**

Exterior Repair (2019)	5,000		see CBO report
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**Merrickville**  
PUBLIC LIBRARY

446 Main St. W, P.O. Box 460

Merrickville, ON K0G 1N0

Phone/Fax: 613 - 269 - 3326

E-mail: [merrickville\\_library@bellnet.ca](mailto:merrickville_library@bellnet.ca)

URL: [www.merrickvillibrary.ca](http://www.merrickvillibrary.ca)

Library Board Resolution 19-05

Date: Sept 12, 2019

The Library Board hereby resolves that all withdrawals and transfers from the Library Reserve account require the authorization of at least one signing authority from the Merrickville Public Library (i.e. CEO, Board chair, or other library board member).

- So Moved by John Harris

- Seconded by Timothy Molloy

- SO CARRIED by the Merrickville-Wolford Public Library Board

Brian Reid  
Board Chair  
Merrickville-Wolford Public Library Board

Mary Kate Laphen  
CEO  
Merrickville Public Library

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: October 28, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-07-2019, regarding winter parking regulations and enforcement; and

\_\_\_\_\_ That Council give favourable consideration to By-law 60-2019, being a by-law to amend Section 11 of By-law 28-17 to increase the prohibited winter parking hours.

Carried / Defeated

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





## Village of Merrickville-Wolford

Report PW-07-2019  
Public Works Department  
Date to Council: October 28<sup>th</sup>, 2019  
Information/Action Report to Council

### RE: Winter Parking Regulations and Enforcement

**OBJECTIVE:** To provide Council with information surrounding winter parking regulations and enforcement and to provide a proposed amendment to the Parking By-law, for Council's consideration

### RECOMMENDATION:

**THAT Council receive report PW-07-2019, regarding the Winter Parking Regulations and Enforcement; and**

**\_\_\_\_\_ THAT Council give favourable consideration to By-law 60-2019, being a by-law to amend Section 11 of By-law 28-17 to increase the prohibited winter parking hours.**

### BACKGROUND:

The Village of Merrickville-Wolford has currently adopted By-law 28-17, being the by-law that regulates parking in the Village. Section 11 of this by-law reads as follows:

*"No person shall park any vehicle, bicycle or motorized snow vehicle on any highway between the hours of 2 o'clock and 6 o'clock a.m. during the months from the 15th day of November of any year until the 15th day of April in the following year."*

The snow clearing policy for the Village of Merrickville-Wolford currently meets or exceeds the Minimum Maintenance Standards (MMS) specified in Ontario Regulation 239/02, under the *Municipal Act, 2001*, as amended, for snow accumulation and icy roads. The Provincial standards for snow clearing and response time is as follows:

Class of Highway	Depth	Time
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

During the winter season, snow plowing may vary depending on the storm severity. The regular staff hours are between 7:00 a.m. to 3:30 p.m. at a full crew. Roads are classified as critical, primary, or secondary and plowed in decreasing order of priority. Through the extensive efforts of Village staff, the Village regularly exceeds the Provincial standards as outlined above.

The Provincial standards for icy roadways response time is as follows:

Class of Highway	Time
3	8 hours
4	12 hours
5	16 hours

Depending on the time, the temperature and the snow accumulation, the Village's procedure for icy road conditions may vary. Sanding operations usually occur at 5:00 a.m. which allows for the main arteries to be sanded prior to the increase in traffic volume. Following the critical and primary roads, concentration is on school zones followed by subdivision areas and secondary roads.

Due to the severity of the ice conditions, special attention is scheduled for stop sign areas, intersections, hills, shaded sections of roadways and primary residential areas. Again, through the diligence of Public Works staff, the Village regularly exceeds the Provincial standards as outlined above.

## **ANALYSIS:**

### **Snow Clearing:**

Each winter, Public Works Staff make extensive effort to clear snow in a timely and cost-effective manner to protect public safety and ensure convenient transportation within the Village. To facilitate this, the Manager of Public Works does a daily road patrol and uses a truck-mounted infrared thermometer for pavement and air temperature monitoring, internet weather forecasting, and the Environment Canada weather channel on the municipality's two-way radio system to determine the need for service in accordance with the *Ontario Highway Traffic Act*. Roadways also need to be properly cleared to allow emergency vehicles to properly respond to all residents and visitors of the Village. In order to achieve this, it is critical that roadways are free of illegally parked vehicles that hinder snow plows and residents' cooperation is required in this regard.

During the 2018-2019 winter season, staff encountered, on average per each snow event, over 30 vehicles parked on roadways and across driveways which caused the plow to have to swerve around them resulting in a windrow of snow on the roadways and increasing the cost to residents for extra staff time to go back and try to clear the snow on another attempt. This causes a workflow backlog, significantly deteriorated efficiency, and leaves other residents waiting longer to have their streets cleared. There have also been occasions when residents stand on the roadways in an attempt to stop the plow from passing their driveway, causing great personal risk to the individual and others.

The current by-law time limits also make it difficult for staff to clear the streets before parked vehicles appear. The existing four-hour window allowed to clear the roads after a major snow event, severely hinders operational effectiveness and increases costs to all residents to satisfy the convenience a relatively few drivers who wish to park outside of the existing hours. Broadening the prohibited hours slightly will significantly improve operational effectiveness with minimal negative inconvenience to residents. Thus, it is

recommended that the hours surrounding prohibited parking during the winter months be increased from the current hours of 2:00 a.m. until 6:00 a.m. to a longer period from 1:00 a.m. to 8:00 a.m. to ensure staff are able to effectively clear snow in an efficient and safe manner.

### **Snow Removal:**

Snow removal operations begin after snow plowing has been completed and shall only be done on roadways that are of high traffic to vehicles and pedestrians and deemed to need snow removal by the Manager of Public Works, as per Village's Snowplowing and Removal Policy.

### **Enforcement:**

Public notices will be communicated with respect to winter parking and snow removal in advance of the upcoming winter season. In regard to the prohibited overnight parking hours, staff have the authority to use discretion in enforcing the time limits. Proactive patrols in advance of snow events will be conducted to ensure compliance. Should residents or tourists violate the by-law, tickets will be issued and, in extreme or repeat circumstances, vehicle will be towed.

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

The implications to the budget are the increased staff time needed to deal with the vehicles on the roadway and the need to return to a street a second time.

### **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 offering a great customer service experience and instilling confidence in Municipal spending by being able to make this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

### **CONCLUSION:**

It is the recommendation of the Manager of Public Works that Council approves the proposed By-law 60-2019, being a by-law to amend Section 11 of By-law 28-17.

**Attachments:**

N/A

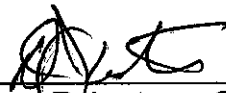
REQUIRED AND RECEIVED COMMENTS FROM: Yes, or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	Yes
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other: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

Submitted by:



Brad Cole,  
Acting Manager of Public Works

Approved by:



Doug Robertson, CAO/Clerk/  
Director of Economic  
Development

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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: October 28, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 60-2019, being a By-law to amend Section 11 of the Parking By-law 28-17, be read a first and second time, and that By-law 60-2019 be read a third and final time and passed.

Carried / Defeated

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

**CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD**

**BY-LAW NO. 60-2019**

**BEING** a By-law to amend By-law 28-17 of the Corporation of the Village of Merrickville-Wolford, commonly referred to as the "Parking By-law"

**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a Council shall exercise its powers by by-law;

**AND WHEREAS** Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a lower-tier municipality may pass by-laws respecting matters including parking;

**AND WHEREAS** the Council of the Village of Merrickville - Wolford did pass By-law 28-17, a by-law to regulate parking within the Village;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford does deem it in the best interest of the municipality to amend Section 11 of By-law 28-17 to increase the hours of prohibited parking during the period of November 15<sup>th</sup> of any year until April 15<sup>th</sup> of the following year;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford enacts as follows:

1. Section 11 of By-law 28-17 is hereby amended as follows:  

"11. No person shall park any vehicle, bicycle or motorized snow vehicle on any highway between the hours of 1 o'clock a.m. and 8 o'clock a.m. during the period from the 15th day of November of any year until the 15th day of April in the following year."
2. This by-law shall be consolidated with By-law 28-17, for ease of reference.
3. This by-law shall be deemed to come into force and effect upon passing.

**READ** a first and second time this 28<sup>th</sup> day of October, 2019

**READ** a third and final time and passed this 28<sup>th</sup> day of October, 2019

---

J. Douglas Struthers  
MAYOR

---

Doug Robertson  
CAO/CLERK/Director of Economic  
Development

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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: October 28, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

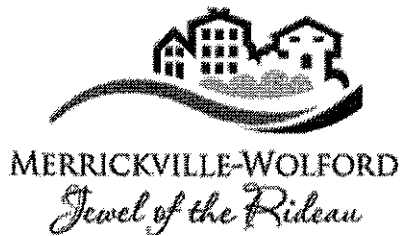
**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-28-2019, regarding the results of the HST Audit, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



**Village of Merrickville - Wolford**

**Report FIN-28-2019  
Finance Department  
Information Report to Council  
Date of Council Meeting: October 28, 2019**

RE: HST Audit

**OBJECTIVE:** For information purposes.

**RECOMMENDATION:**

\_\_\_ **THAT: Council receive report FIN-28-2019 for information purposes.**

**BACKGROUND:**

On March 13, 2019, staff were notified that the Village of Merrickville-Wolford would be subject to an HST audit for the period from October 1, 2016 to December 31, 2018. The audit was conducted by the Canada Revenue Agency (CRA) HST audit division, which concluded on September 10, 2019. The amount owing is \$51,189.65.

**ANALYSIS:**

Municipalities can recover 86.469% of the HST paid. Rebates are filed quarterly. The amount municipalities collect in HST is subtracted from the amounts paid, resulting in quarterly rebates.

During the HST audit, staff provided the requested documents to the HST audit division. The audit focused on HST rebates claimed from 2016-2018. Upon reviewing the documents, the CRA made adjustments to our HST rebates, resulting in the Village owing \$51,189.65 in HST and rebate adjustments.

**BUDGET/LEGAL IMPLICATIONS:**

The amount of \$51,189.65 is an unbudgeted expense. Staff recommend using the working fund reserve to cover the amount owing, if the Village does not have a sufficient operating surplus for 2019 to absorb the expense.



**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.

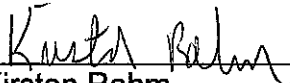
**CONCLUSION:**

This report is provided for information purposes. If funds are needed to cover the expense, staff will bring forward a resolution at year-end, requesting a transfer from the working fund reserve.

**ATTACHMENTS:**

None

Submitted by:

  
\_\_\_\_\_  
Kirsten Rahm,  
Manager of Finance - Treasurer

Approved by:

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

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: October 28, 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-29-2019 regarding the 2020 Budget Schedule; and

That Council does hereby approve the 2020 Budget Schedule as provided in the report.

Carried / Defeated

---

J. Douglas Struthers, Mayor



## Village of Merrickville-Wolford

Report FIN-29-2019  
Finance Department  
Information Report to Council  
Date of Council Meeting: October 28, 2019

**RE: 2020 Budget Schedule**

**OBJECTIVE:** To set the schedule for the 2020 budget.

### **RECOMMENDATION:**

**THAT:** Council receive the report FIN-29-2019 and approve the 2020 Budget Schedule.

### **BACKGROUND:**

Annually, the municipality sets a draft budget schedule. Staff has begun the process of reviewing past budgets with actuals to determine the 2020 budget estimates.

### **ANALYSIS:**

Staff are working to have the 2020 budget passed in mid January. Attached is a schedule with budget dates and actions for Council's consideration.

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

Not applicable.

### **LINKS TO STRATEGIC PLANS:**

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

**Ensuring efficient, effective services and civic engagement:** The development of the annual budget sets the priorities for the municipality.

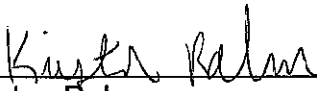
### **CONCLUSION:**

Staff are recommending Council receive and approve the 2020 budget schedule.

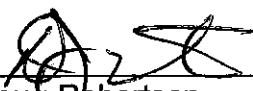
**ATTACHMENTS:**

2020 Budget Timetable

Submitted by:

  
\_\_\_\_\_  
Kirsten Rahm,  
Manager of Finance – Treasurer

Approved by:

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

## 2020 Budget Timetable

<ul style="list-style-type: none"> <li>Year-to-date variance reports distributed to SMT by Treasurer</li> </ul>	October 7, 2019
<ul style="list-style-type: none"> <li>Submission of draft operating and capital budgets to Treasurer</li> </ul>	October 25
<ul style="list-style-type: none"> <li>Finance review and compilation of draft budget</li> </ul>	November 8
<ul style="list-style-type: none"> <li>CAO and Treasurer review of budget</li> </ul>	Mid November
<ul style="list-style-type: none"> <li>Working Meeting: Operating draft budget presented to Council.             <ul style="list-style-type: none"> <li>Public is welcome to observe, and they will have an opportunity to ask questions at the Draft Budget Presentation Session.</li> </ul> </li> </ul>	Late November
<ul style="list-style-type: none"> <li>Working Meeting: Capital draft budget presented to Council.             <ul style="list-style-type: none"> <li>Public is welcome to observe, and they will have an opportunity to ask questions at the Draft Budget Presentation Session.</li> </ul> </li> </ul>	Late November
<ul style="list-style-type: none"> <li>Draft Budget Presentation Sessions. The draft budget will be presented and individuals in the Municipality will have the opportunity to ask questions.</li> </ul>	Mid December
<ul style="list-style-type: none"> <li>Final draft budget working meeting</li> </ul>	Early January
<ul style="list-style-type: none"> <li>Final budget approval – at regular council meeting.</li> </ul>	Mid January

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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: October 28, 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-30-2019 for information purposes; and

\_\_\_ That Council direct staff to complete the grant application.

OR

\_\_\_ That Council direct staff not to complete the grant application.

Carried / Defeated

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



MERRICKVILLE-WOLFORD

*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report FIN-30-2019

Finance Department

Information Report to Council

Date of Council Meeting: October 28, 2019

**RE: Investing in Canada Infrastructure Program: Community Culture & Recreation**

**OBJECTIVE:** To provide Council with information on the Community, Culture and Recreation Funding stream of the Investing in Canada Infrastructure Program.

### **RECOMMENDATION:**

\_\_\_ **THAT: Council receive report FIN-30-2019 for information purposes; and**

\_\_\_ **THAT: Council direct staff to complete the grant application; or**

\_\_\_ **THAT: Council direct staff not to complete the grant application.**

### **BACKGROUND:**

The investing in Canada Infrastructure Program (ICIP) is a federal program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy. The Ontario government is a cost sharing partner in these programs. The current intake under this program is the Community, Culture and Recreation Funding stream. The deadline for applications is November 12<sup>th</sup>, 2019, and the municipal contribution amount is 26.67% of total eligible costs.

### **ANALYSIS:**

Recreation facilities, cultural facilities and community centres are eligible asset types for the Community, Culture and Recreation stream. Projects must be completed prior to 2027. There are two project types:

- **Multi-purpose category:** This category is for new construction projects, large scale renovations and expansion of existing facilities. The individual project cap is \$50 million.
- **Rehabilitation and Renovation Category:** This category focuses on maximizing the funding impact of small-scale projects to improve the condition of existing facilities, and the project cap is \$5 million.

Projects will be assessed based on their alignment with the Ontario government's objectives: The projects must meet community and user needs – applicants must demonstrate there is a service level gap the project will fulfill; the project should promote good asset management planning; it must represent good value for money; and it should foster greater accessibility. Additionally, projects that focus on vulnerable populations (e.g. low income persons) and Indigenous people will be given additional consideration as part of the assessment process.

While grant opportunities can provide necessary funding for municipal projects, there is a cost attached to grants. Aside from the staff resources needed to write the application and manage the reporting requirements, there is a tendency to look at grants as “free money”, which is not the case. Most grants are cost shared between municipalities and other levels of government, and the larger the project, the greater the cost. Grants are often not aligned with a municipality's strategic priorities and needs, and instead are focused on provincial and federal priorities. Municipalities should seek out grants for existing projects and infrastructure needs, and not focus on creating a project to fit a grant.

A large scale recreation project will create a financial strain on the municipality. There are no funds left in the Infrastructure Reserve for a recreation project, after having addressed the need to rehabilitate critical infrastructure. Staff are working on asset management, and still need to build out the asset management plan, which will inform staff and Council on where municipal dollars should be allocated over the next ten years.

However, if Council directs staff to pursue this grant, here are some possible projects to consider, along with order of magnitude numbers:

Project	Description	Cost
Option A – Covered Rink	This project would consist of a new rink surface, lighting, a cover over the rink, as well as accessibility enhancements to the rink house	\$800,000 - \$1,000,000
Option B - Municipal Recreation Facilities Accessibility Enhancements	This project would focus on accessibility enhancements to existing facilities, and includes LED lighting in our parks and tennis court, accessible doors for all municipal facilities and paving the parking lot adjacent to the rink house	\$100,000 - \$200,000
Option C - Eastons Corners Pavilion	This project would see the construction of an accessible, multi-use facility	\$100,000 - \$200,000



The grant will require Council to commit to significant future spending. The Village of Merrickville-Wolford is a small municipality and therefore has a limited tax base, and a project of this magnitude will necessitate a tax increase, and other capital projects to repair critical infrastructure will have to be deferred.

For Council's awareness, a RED grant application has been submitted to hire a Community Development Officer (CDO), essentially as an extension of the current RED grant for an Economic Development Officer (EDO) position. This is in alignment with Council's new advisory committee structure and will create continuity in implementing the Strategic Plan. Approval of the application is pending. If approved, this project will require a commitment of \$65,700, spread over two years (i.e. \$32,850 per year).

**BUDGET/LEGAL IMPLICATIONS:**

Not applicable.

**LINKS TO STRATEGIC PLANS:**

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

**Ensuring efficient, effective services and civic engagement:**

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

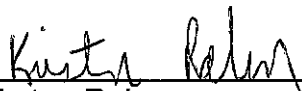
**CONCLUSION:**

Recognizing the Village's financial circumstances, and priority needs for infrastructure reserve funds, staff advise that the Village cannot afford to apply for the ICIP grant. Staff will continue to seek out grants to help cover the cost of replacing or upgrading existing infrastructure that is in need to repair.

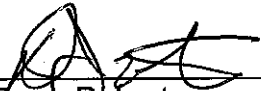
**ATTACHMENTS:**

None

Jointly Submitted by:

  
\_\_\_\_\_  
Kirsten Rahm,  
Manager of Finance – Treasurer

Jointly submitted & approved by:

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

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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: October 28, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 58-2019, being a By-law to regulate Heavy Motor Vehicles within the Village of Merrickville-Wolford, be read a first and second time, and that By-law 58-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD**

**BY-LAW No. 58-2019**

This By-Law may be cited as the Heavy Motor Vehicle By-Law

**BEING** a By-Law to regulate and prohibit the use of "Heavy Motor Vehicles" on certain Municipal Streets or Highways within the Village of Merrickville-Wolford

**WHEREAS** the Village of Merrickville - Wolford has determined that specific streets or highways should not be used by heavy motor vehicles

**AND WHEREAS** Section 27 (1) of the *Municipal Act, 2001*, as amended, provides for a Municipal Council to control traffic on highways over which it has jurisdiction

**NOW THEREFOR** the Council of the Corporation of the Village of Merrickville - Wolford does enact as follows that:

1. For the purposes of this By-Law:
  - a) "By-Law Enforcement Officer" shall mean a By-Law Enforcement Officer as appointed by the Council of the Village of Merrickville-Wolford;
  - b) "Defined Street" means those streets within the Village of Merrickville-Wolford or parts thereof as set out in Schedule 'A' hereto;
  - c) "Heavy Motor Vehicle" means any motor vehicle, having a Gross Vehicle Weight Rating (GVWR) inclusive of any trailer drawn in excess of 5,000 kilograms;
  - d) "Recognized Authority" shall mean a Police Officer, Fire Official, Provincially or Federally authorized Officer or By-Law Enforcement Officer; and,
  - e) "Trailer" means a vehicle that is at any time drawn upon a street or highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle or any device not designated to transport property.
2. As attached herein, Schedule 'A' and Schedule 'B' shall form part of this By-Law.
3.
  - a) No person shall operate a Heavy Motor Vehicle upon a Defined Street as set out in schedule 'A'.
  - b) No person who is an owner of a Heavy Motor Vehicle shall allow the operation of a Heavy Motor Vehicle on a Defined Street.

4. Notwithstanding the foregoing, this By-Law does not prohibit the following Heavy Motor Vehicles from operating upon a Defined Street:
  - a) Vehicles owned, operated, or contracted by the Village of Merrickville-Wolford, any school board or any agents thereof;
  - b) Emergency vehicles;
  - c) Vehicles necessary for the installation or maintenance of public utilities including telephone, natural gas, water, hydro and cable television or satellite services; and,
  - d) Vehicles whose destination for delivery or pick-up of goods and/or the provision of services is located on a Defined Street as per Schedule 'A'.
5. There shall be fines as set in Schedule 'B'.
6. There shall be a voluntary payment for each Heavy Motor Vehicle infraction notice issued as set out in 'Schedule B' to this By-Law.
7. Nothing as set out in section 5 and 6 above shall prevent the Corporation of the Village of Merrickville-Wolford from applying to the Court for higher fines for repeat offences.
8. Any person who contravenes any provision of this by-law shall be guilty of an offence and shall be liable, upon conviction, to such fine or penalty as is provided in Schedule 'B' and/or the provisions of the Provincial Offences Act, as amended, as well as any other applicable law, exclusive of costs, for each offence.
9. Upon registering a conviction for a contravention of any provision of this by-law, the Superior Court of Justice, may in addition to any other remedy and to any penalty imposed by this by-law, make an order prohibiting the continuation or repetition of the offence by the person convicted, pursuant to Section 444 of the Ontario Municipal Act, R.S.O., 2001, as amended.
10. This By-Law shall not apply during the activation by a Recognized Authority of a designated Emergency Detour Route (EDR) impacting a Defined Street.
11. By-Law 19-14 is hereby repealed.
12. This By-Law shall come into force and effect upon passage thereof.
13. Where a court of competent jurisdiction should determine that a section of this By-Law is invalid, the remainder of the By-Law shall remain in force and effect.

14. This By-Law may be cited as the "Heavy Motor Vehicle By-Law".

**READ** a first and second time this \_\_\_\_ day of \_\_\_\_\_

**READ** a third and final time and passed this \_\_\_\_ day of \_\_\_\_\_

---

J. Douglas Struthers  
MAYOR

---

Doug Robertson  
CAO/CLERK

## **SCHEDULE 'A' to By-Law 58-2019**

The use of Heavy Motor Vehicles, including a trailer, are prohibited on the following defined streets;

1. Charlotte Street
2. Collar Hill Road, extending south from Brock Street East to the north limit of HF McLean Road
3. Julia Street
4. Church Street
5. Elgin Street, extending south from the south limit of Main Street East
6. Wellington Street East
7. Brock Street East
8. Drummond Street East
9. Lewis Street East
10. Colbourne Street East
11. Bruce Street East

**SCHEDULE "B" to By-Law 58-2019**  
**Set fines for the use under Part 1 of the Provincial Offences Act**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Operating a heavy motor vehicle on restricted street	3. a)	\$100.00
2	Owning a heavy motor vehicle that is operating on a restricted street	3. b)	\$150.00

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: October 28, 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. The security of the property of the municipality or local board;
2. Personal matters about an identifiable individual, including municipal or local board employees; and
3. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: October 28, 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.

Carried / Defeated

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



**THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD**

**BY-LAW 59-2019**

**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 OCTOBER 28, 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 October 28, 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 October 28, 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 28<sup>th</sup> day of October, 2019.

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

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

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: October 28, 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 Tuesday, November 12, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

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