



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 7:00 p.m.

Tuesday, April 23, 2019

1. **Call to Order**
 2. **Disclosure of Pecuniary Interest and the general nature thereof**
 3. **Approval of the Agenda**
 4. **Mayor:** Proclamation – April as Parkinson’s Awareness Month
 5. **Delegations:**
 1. Merrickville-Wolford in Bloom, Christopher Scullino and Anne Barr; and
 2. Merrickville Public Library 2018 Annual Report, Mary Kate Laphen
 6. **Minutes:** Approval of the Minutes of special Council meeting of March 5, 2019; Approval of the Minutes of special Council meeting of March 18, 2019; and Approval of the Minutes of regular Council meeting of March 25, 2019
 7. **Public Question Period to Council**
 8. **Correspondence:** Letter from the Minister of Infrastructure and Communities, March 27, 2019; Letter from Cheryl Gallant re: Bill C-68, April 4, 2019; Letter from Merrickville Soccer Club, April 5, 2019; and Letter from A Chance Animal Rescue Inc. dated April 3, 2019
 9. **Library:** Merrickville Public Library Board Minutes of March 14, 2019
 10. **Building Dept:** Resolution re: Consent Application B-4-19; Resolution re: Official Plan Open House; By-law 24-2019 re: Establish Property Standards Committee; and By-law 26-2019 re: Establish Committee of Adjustment
 11. **Public Works:** Ontario Clean Water Agency 2018 Annual Water Report; Ontario Clean Water Agency 2018 Annual Wastewater Report; Resolution re: Approve Brush Amnesty Days 2019; and Resolution re: Approve Pitch-In Event 2019.
 12. **Finance Dept.:** FIN-13-2019 re: Ontario Regulation 284/09; FIN-14-2019 and By-law 23-2019 re: Community Grants Program FIN-15-2019 re: Municipal Staff Positions By-law 25-2019 re: Appointment of Deputy Treasurer
 13. **CAO:** CAO-04-2019 re: Advisory Committees (cover report to be provided at table) Tender Award PW-2019-01 re: Drummond, Lewis and St. Patrick Street
 14. **Public Question Period to Council**
 15. **Next meeting of Council:** May 13, 2019 at 7:00 p.m.
 16. **Confirming By-Law:** 22-2019 re: Confirm Proceedings of Council meeting of April 23, 2019
- Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

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

Resolution Number: R - - 19

Date: April 23, 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 April 23, 2019 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD Proclamation

WHEREAS Parkinson's is a disease of the brain that touches almost every aspect of daily living including movement, mood, speech, eating, drinking and sleep and cognitive changes;

AND WHEREAS it worsens over time, robbing a person of independence through increasing complications, sometimes resulting in premature death as there is no known cure;

AND WHEREAS Parkinson's affects 40,000 adults in the Province of Ontario and this number is expected to double by 2031;

AND WHEREAS Parkinson Canada provides information, consultation, support services and educational seminars for people with Parkinson's and their families and is promoting a better understanding of this disease;

AND WHEREAS it takes a community to educate and support people affected by Parkinson's Disease and April is Parkinson's Awareness Month;

Therefore, be it resolved that I, J. Douglas Struthers, Mayor of the Village of Merrickville-Wolford, do hereby declare the month of April as Parkinson's Awareness Month.

Date of Proclamation: April 23, 2019

Signature: _____
J. Douglas Struthers, Mayor

April 8, 2013

Mayor Doug Struthers and Members of Council
Village of Merrickville-Wolford
317 Brock St., P.O. Box340,
Merrickville, Ontario
K0G1N0

Dear Mayor Struthers and Members of Council,

April is internationally recognized as Parkinson's Awareness Month. I am writing to ask the Village of Merrickville to become one of the many communities across Canada to issue a proclamation declaring April 2019, Parkinson's Awareness Month. This would assist us with one of our major goals - to increase public awareness of this devastating neurological disorder.

Parkinson's Disease (PD) is the second most common degenerative neurological disorder after Alzheimer's Disease but it receives significantly less attention. It is an unforgiving disease, causing tremors, rigidity, instability, speech difficulties and in many cases, depression, anxiety and dementia. Contrary to popular belief, although the average age of onset is 60, PD is not exclusively found in the senior population. It can affect individuals of all ages and genders; men are slightly more likely to have Parkinson's. Although Lanark Leeds and Grenville has the highest percentage of seniors in Ontario, the number of people being diagnosed does not reflect this. This may be related to the stigma associated with having Parkinson's and an unfounded fear that nothing can be done.

It is estimated that there are approximately 40,000 people in Ontario, 100,000 in Canada and 4 million around the world living with PD. **Those numbers are expected to almost double by 2031.**

I have included a sample proclamation and I thank you in advance for your consideration of this request.

Sincerely,



Pat Evans
Person With Parkinson's
Advocate- Lanark North Leeds
(613) 272-3383



Charitable business number 10809 1786 RR0001

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| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 19

Date: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

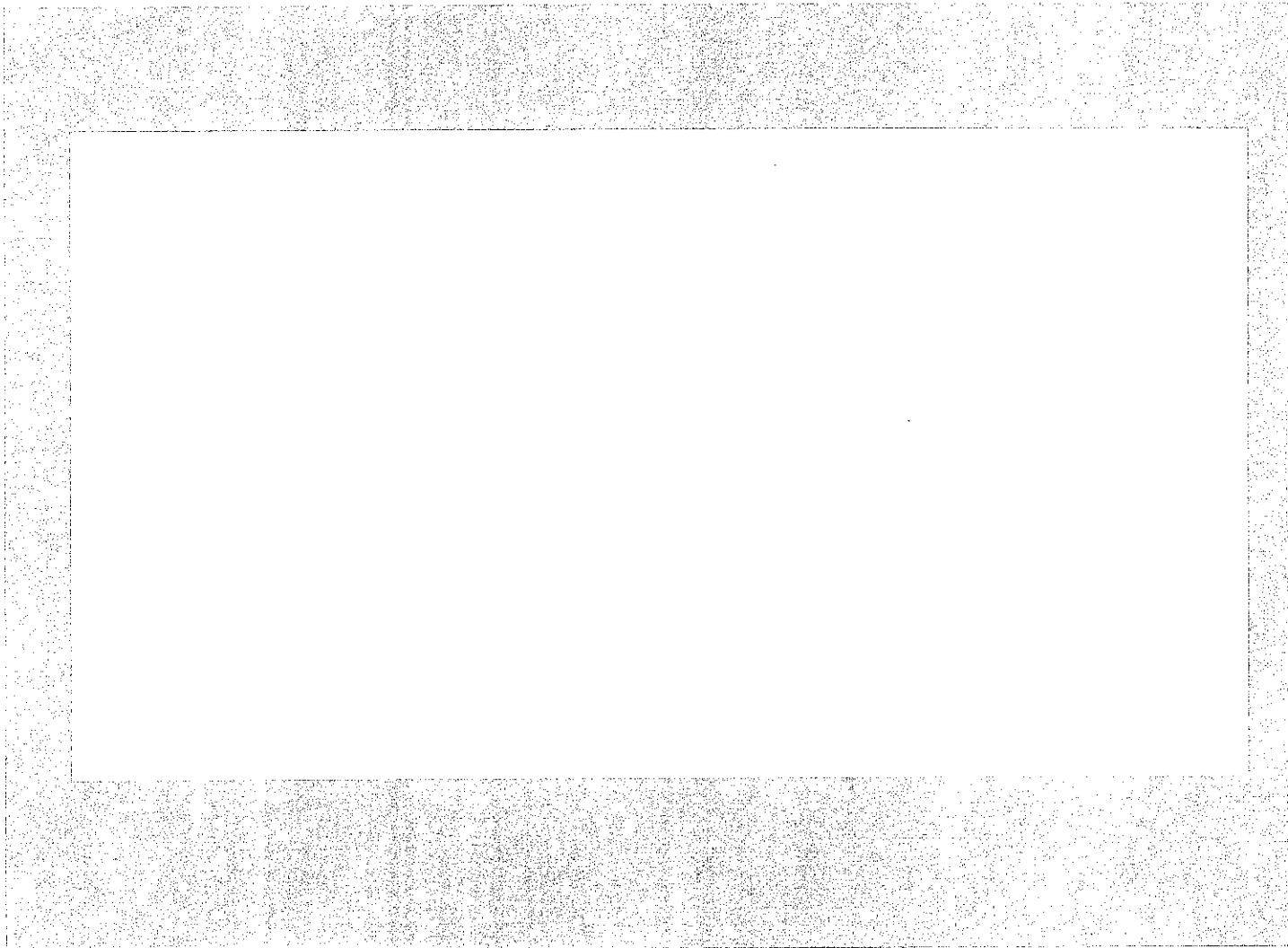
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Merrickville-Wolford in Bloom, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

Merrickville-Wolford
IN BLOOM

NATIONAL
FINALIST
2019



Promotional Video

Produced by Clayton
MacKinnon

- Merrickville

- Toured the Blockhouse/Presentation from Historical Society
- Rideau Valley Landscape Project
- Community Garden
- Ruins
- Locks
- Gray Art Glass

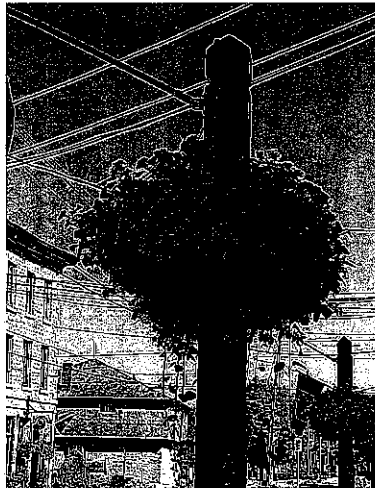
Judges Tour

- Wolford

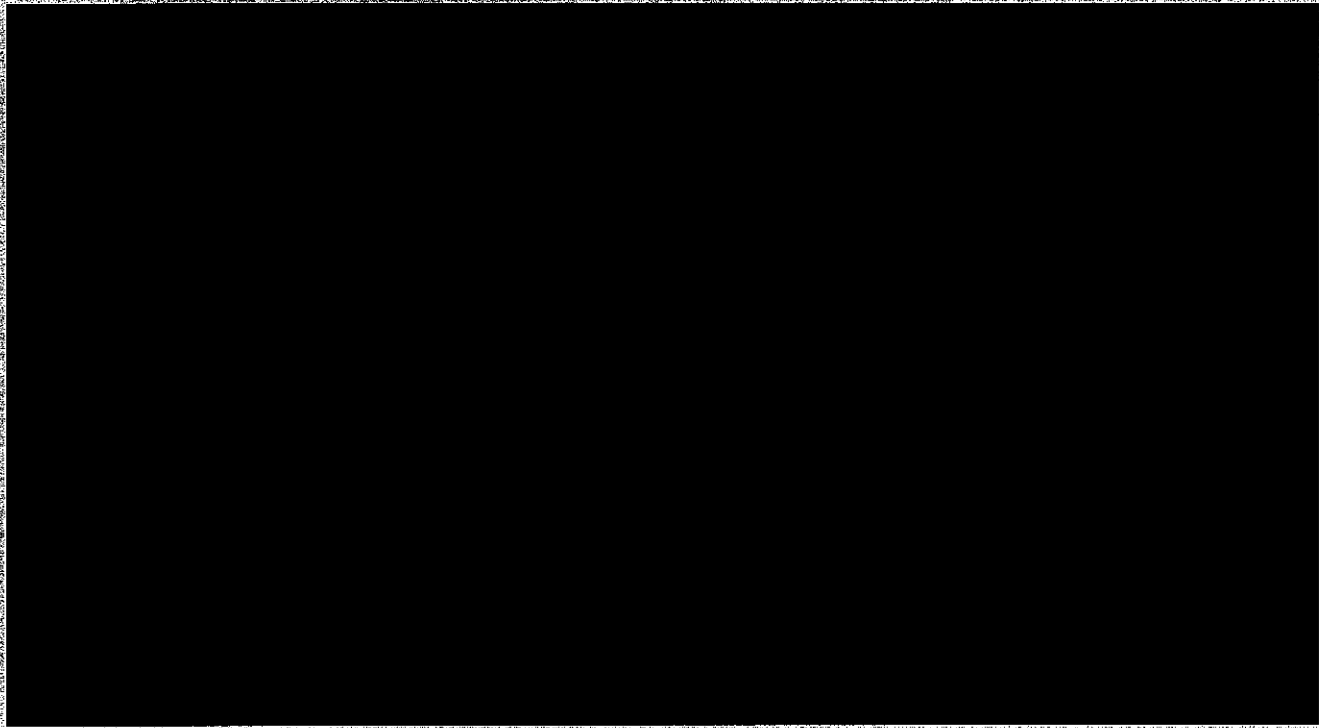
- Chaterfield Farms
- Maintland Farms
- Diana Berisford Krueger
- LeBoat ride from Kilmarnock to Merrickville
- Migratory Bird Sanctuary



Judges Tour
Cont'd



Our Flowers



A Few
Photos

Symposium Classes (Snapshot)

- *Cannabis in our Communities – Insights from Public Health*
**Michelle Kilborn PhD, Alberta Health Services Cannabis,
Project Coordinator**
- **Twelve Practical Tips for Engaging & Recruiting Volunteers**
Information Volunteer Centre
- **Growing Opportunities for Urban Agriculture**
- **Effective Volunteer Management with Keynote Speaker**
Brenda Robinson, Founder and President, The Robcan Group

Evaluation Scores

2017 Nationals Population Category up to 3,500

| | | | |
|-----------------------|--------------------------|---|------------------|
| Tidiness | 127.50 | / | 150.00 |
| Environmental Action | 127.00 | / | 150.00 |
| Heritage Conservation | 131.00 | / | 150.00 |
| Urban Forestry | 135.00 | / | 175.00 |
| Landscape | 169.00 | / | 200.00 |
| Floral Displays | 155.00 | / | 175.00 |
| | Total | | 844.50 / 1000.00 |
| Percentage : | <u>84.45%</u> | | |
| Bloom rating: | <u>5 Blooms - Bronze</u> | | |

2018 Nationals Population Category 1,501-5,00

| | | | |
|-----------------------|--------------------------|---|------------------|
| Tidiness | 129.00 | / | 150.00 |
| Environmental Action | 126.25 | / | 150.00 |
| Heritage Conservation | 130.00 | / | 150.00 |
| Urban Forestry | 141.50 | / | 175.00 |
| Landscape | 170.00 | / | 200.00 |
| Floral Displays | 154.50 | / | 175.00 |
| | Total | | 851.25 / 1000.00 |
| Percentage : | <u>85.13%</u> | | |
| Bloom rating: | <u>5 Blooms - Bronze</u> | | |

Funding

- Hybrid model (Municipal Grant and Fundraising)
- Approaching Chamber of Commerce for donation
- Work with Staff to accomplish beautification plans for the Municipality
- 2018 was the last year for the Guaranteed Funding from the Municipality

- Fundraisers 2018
 - Village Chef
 - Night Market
 - Merrickville Garage Sale

Our Expenses Snapshot

| CIB Participation | Judging Tour | Printing and Admin | Operations & Materials |
|--------------------------|----------------|--------------------|------------------------|
| Registration | Transportation | Brag Book | Flowers |
| Symposium Attendance Fee | Accommodation | Postage | Mulch |
| Travel | Meet & Greet | Misc/IT | Watering |
| \$4000 | \$1500 | \$500 | \$650 |

This is in addition to the current planting & watering budget for the Municipality.

The Merrickville-Wolford in Bloom team provided 650 Volunteer Hours in 2018 (**\$9100 saved in staff cost**) Also provides Expertise via Horticulturalist, Licensed Arborist and Landscape Professor

Projects

- Beautification Plan for Merrickville-Wolford
- Training Course for OMAFRA Downtown Revitalization Grant
- Volunteer Management and Retention knowledge exchange open to all Committees
- Volunteer Appreciation and Awards for ALL Volunteer Committees

Our Partnerships

- The Village of Merrickville-Wolford
- Merrickville & District Chamber of Commerce
- Christmas in Merrickville – Best Decorated Business/Residence
- EcDev Committee
- Environmental Committee
- Merrickville & District Historical Society
- Legion
- Scotts Miracle Grow
- Home Hardware
- Merrickville United Arts Centre
- MAD Gardeners
- Businesses in Merrickville-Wolford (Tour, Gift Baskets etc)
- Merrickville PS – Sunflower Plantings
- Merrickville & District Health Centre
- Communities in Bloom Symposium (Co Sponsor a Networking Event)



The Team

"The Committee of Grey
Shirts" – Lorna McIlroy

650 Volunteer Hours



PLANS FOR 2019

COMING SOON!!!!

Plans for 2019

- Work with Staff & Council to develop an Urban Forestry Program
- Beautification Plan
- Mainstreet Revitalization Grant (input)
- Promotional videos (to be available for general use for small fee)
- Brag Book
- Judges Tour
- Meet & Greet/Networking Event for M-W Groups and Committees
- Garden of the Month
- Miracle Grow Featured Garden

Plans for 2019 Cont'd

- Cenotaph Plantings
- Parkette Plantings
- Centennial Hall bed revitalization and plantings
- Community Center & Library (Mad Gardeners partnership)
- Municipal Office bed revitalization/plantings
- Provide input and expertise towards hanging baskets and barrels
- Rinkhouse
- Waste Management Centre
- Landscaping Classes by Janice Ife
- Continue to develop partnerships with other organizations

Asks to Council

- Applying for a grant from the Community Grants Program; \$3400 (50% of 2019 budget)
- That we work with staff to identify areas of partnership
- In Kind contribution of Brush Truck for watering areas not covered by existing contract

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Resolution Number: R - - 19

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| Cameron | Y | N |
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| Molloy | Y | N |
| Struthers | Y | N |

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Merrickville Public Library regarding the 2018 Annual Report, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Annual Report 2018

Celebrating 10 Years in New Library!

In 2018, the Library celebrated 10 years in our current building—thanks to the generous donation of the Lions Club! Positive public feedback indicates that the Library remains a valued resource and an attractive gathering place for our communities.

The Library Board is pleased to report that the Library continued to be busy in 2018, with **over 16,000 visits** and **nearly 31,000 items** checked out. Although this is down somewhat from 2017, it marks a **13% increase** in visits from 5 years ago. Members also appreciate the convenience of using the library online. Use of our eBook & eAudio-book collection continues to grow in popularity, now making up **13%** of our circulation.

The Library enhances life in both our communities by offering programs that give children and adults an opportunity to explore new ideas and activities. In addition to continuing our popular programs, the Library began a new series of youth workshops with local artists in partnership with MAG (Merrickville Artists Guild) [see p.4], introduced Tech Club for kids



New chalkboard wall

to play and experiment with a variety of building and programming toys [see p.3] and added a magnetic Chalkboard Wall and Green Screen (sponsored by the Friends of the Library).

The Board is pleased to see that it is achieving its goal of providing excellent library service—and supporting the municipal goals of providing effective and efficient services to our residents and contributing to the well-being of Merrickville-Wolford and Montague.

Thank You Lions!

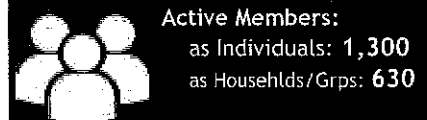
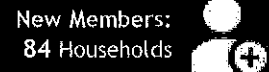
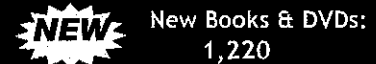
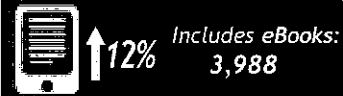
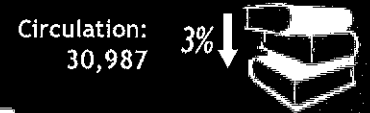


At our Open House, the Library Board celebrated 10 years since the **Lions Club** donated the "old Canoe Club" as the Library's beloved new home!



The Library Board would like to thank Merrickville-Wolford Council and Montague Council for their support.

2018 Library Use



Adult Programs


Support Community Well-being

The Library works with community members and groups to provide programs for adults that **support life-long learning, enhance well-being and encourage them to pursue their passions.**

Our Programs include...

- *Off the Shelf* - Readings for Adults
- "Library Readers" Book Club
- Art Workshops
- Tech Workshops—Photoshop & more
- Friday Afternoon Movies
- Author Visits & Book Launches

*Christmas readings and live music delighted a full house at our December **Off the Shelf***



Adult Programs
Programs: 44
Attendance: 540



Thank you to our *Off the Shelf* musicians: Sue Lines, Marcia Phillips, Michael Phillips, Elsie Baatnes, Jasmine Friedrich-Yap, Freddy Simonyi, The Giocoso Strings, and all our readers.



The Giocoso Strings

Off The Shelf [above and below]

This popular 'reader's theatre' program, organized by Martin Green and Lesley Strutt, features short stories, poetry and other literary gems read by community members, and occasional live music.

Local author Claire Smith [below L] reads from her book at *Off the Shelf*.



Book Clubs [above]

The "Library Readers" discuss books monthly in the meeting room. The Library also supplies books to 4 other local Book Clubs.



The Library makes a difference

Convenient Services:

"You have really fantastic hours. They are very convenient." - M.Z.

"Thanks for all the help with the computer. I was just thinking, not only is the help tremendous, it's so convenient to come here." - D.E.

The Library is here to Help!

"Thanks for helping me contact MPAC about my property assessment. Everything worked out and I saved \$1000! I appreciate your help with the forms." - D.R.

"Thank you for helping me field my concerns regarding bylaws, etc. Your information and actions on my behalf were effective and have had a good response." - C.M. [email]

"My computer is down. This is a great resource to be able to come in and do my printing." - D.H.

"This makes our whole trip worthwhile" - Visitors finding info in the Alice Hughes genealogy collection.

The Library provides Internet access for the community—and staff frequently assist people who are less familiar with computers or run into problems. Personal assistance close to home is one more way the Library **supports the well-being of our residents.**

And There's More...

The library also offers:

- printing & copying
- fax service
- scanning
- exam proctoring & tutoring space



Children's Programs Support Families

The Library **supports young families** in our community by offering children's programs. These greatly increase library visits and use of library materials by families and children. They promote literacy skills and a lifelong love of reading and learning, and encourage kids to discover and **pursue their passions**.

Our programs include:

- **StoryTime**
- **BabyTime**
- **LEGO Club**
- **Art Workshops for Youth**
- **Tech Club NEW**
- **Coding**
- **French Club**
- **March Break programs**
- **Juice Jam (music programs)**
- **Leeds & Grenville Read to Every Kid**



StoryTime, the library's most used program, develops pre-literacy and motor skills through stories, music, rhythm instruments and a craft.



Summer Reading Club Maker Space Marble Run

Many of the activities included in the Summer Reading Club and March Break foster STEAM skills in kids.



Learning is fun at the Library's new Tech Club



Green Screen Superheroes



Summer Movie-Making with green screen



Youth Programs
(In Library)

Programs: 134

Attendance: 959

The Library makes a difference

[Taking a pile of kids books] "Having this many books makes parenting easy" - L.P.

"I like the [StoryTime] crafts. [My daughter] shows it to Dad when he gets home and tells him about everything she did at StoryTime" - M.A.

"She asks every day when we're coming back to the library. [The Summer Reading Club] has been great for her." - M.J.M.

"It's a sign of a good program and a good library that when I ask the kids if they want to go to the library they're "YEAH". They feel very at home here" - K.M.

Summer Reading Club:

The Library runs the **TD Summer Reading Club** (sponsored by the TD Bank) to keep up reading skills over the summer. The Club includes crafts and other activities, plus an independent reading program and very popular prize draw for school-aged kids. In 2018, the municipal 'Sizzling Summer' Camps also participated in the Library's summer program.

Over 100 children, in total, participated in the Summer Reading Club. Circulation of children's material more than doubled during July and August.



STEAM Power @ the Library:

Science! Technology! Engineering! Arts! Math!

STEAM programming is trending in libraries and Merrickville Library is on board - offering technology and maker programs that help kids build these important skills.

The Library introduced **Tech Club** featuring programming and building toys - purchased thanks to an ILDS grant from the Ontario government - as well as offering coding and maker space programs.

Thank You to Drew Avis, Darcy Gibbons, Kenna McCall, Colleen Perkins, Marie-Josée Pinel, Gloria Stowell, and our other Volunteers who donated their time to make our children's programs so special...

And to the Friends of the Library for funding these programs!



Mom & Me Art Workshop led by Gloria Stowell

The "Sketchy Artists" created this colourful "River of Creativity" wall hanging for the library. This adult art group meets monthly to experiment with different art techniques



Art in the Library!

Don't forget the Arts! Thanks to the initiative of local artist Gloria Stowell, the library offers free art workshops for youth (*Brenda Carter Memorial Art Workshops for Kids*) and for adults (*"The Sketchy Artists"*). In 2018, Gloria collaborated with MAG (**Merrickville Artists Guild**) to run a series of Hero-themed art workshops for youth, each featuring a different MAG artist. **Mary Loos** and **Larry Thompson** led workshops in the fall. These workshops continue in 2019.

The Library makes a difference

Valued Service:

"We appreciate all the things your library is doing, and are proud to support it" - Bill Dobson (Montague Reeve)

"We [Merrickville-Wolford] have the best library!" -A.B. (to visiting Liberal MP candidate)

"It's a lovely display, and this is a beautiful library". —Visitor commenting on Laurie Carter's "Art in the Library" exhibit.

"I'm reading a lot of books these days. And I'm loving this library." - A.H. [new member]

"The library is one of my favourite places to go on the weekend." - L.S. (10 years old)

"This library rocks. You do things the big boys don't" - D.M.

"Thank you for all the pleasure I get from the library" - S.M. [after being thanked for donation]

"I'm visiting your town. I've come here because my wife says this is such a lovely library." [After looking around] "This is a lovely library!" - Tourist

"This is such a fun library. It's a place for everyone" - Tourist

Community Partnership!

In addition to collaborating on workshops, MAG Artists have embraced **Art in the Library** - exhibits in the Library featuring the work of a local artist.

During 2018, the Library displayed the works of MAG artists Laurie Carter, David Dunn, Ivy Sinkunas, and Jim Weller.



Painting Workshop for youth led by Mary Loos



Jewelry-making workshop for teens led by MAG artist/jeweler Kenna McCall



"Art in the Library"

Most of these exhibits feature a MAG artist, but these masks were from the Merrickville Maker's Market

Reaching out to the Community!

In 2018, the Library continued to offer outreach services to community groups & schools. Outreach included librarian visits and library materials to:

- Merrickville Play Group
- Merrickville Day Nursery School
- Merrickville, Wolford and Montague public schools
- books to Rosebridge Manor and Hilltop Seniors Home

And welcoming visits to the library from:

- Ste Marguerite Bourgeoys school
- municipal "Sizzling Summer" day camps

| Librarian Visits | |
|----------------------------|--------------|
| To Community Groups: | 42 |
| To School Classes: | 27 |
| Group Visits to Library: | 23 |
| Total Participants: | 1,450 |



The Library brought green screen magic to special photo shoots at the Merrickville Firefighters' Halloween Party and Christmas in Merrickville

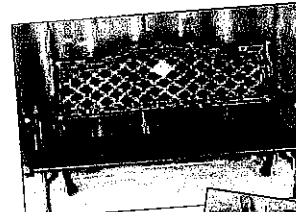


Have Books, Will Travell
Bringing stories to PlayGroup

Community Partnerships

The Library partners with local groups to promote shared goals and provide the community with easier access to their information and special collections. Partners include:

- **MAG (Merrickville Artists Guild)** to encourage artistic talents in youth through workshops and to showcase local artists by exhibiting Art in the Library
- the **Merrickville & District Historical Society** to provide public access to their **Digital Archives** database and exhibits of their collection (currently, "Music in Merrickville")
- **Merrickville Goes Green** who sponsored the **Sustainability Collection** of books to promote **healthy and environmentally-friendly lifestyles**
- **Merrickville Public School Advisory Council** who donated a **Parenting Collection**
- **Theatre Night in Merrickville** to house their collection of plays.
- The **Merrickville & District (MaD) Gardeners** who have taken on gardening duties.



Local resident Philip Barber donated a memorial bench for the Library porch



The local Cubs maintain their Butterfly Garden behind the Library.



The Library partners with local authors to host Book Launches. In 2018: **Victor Suthren** (above centre) and the **Merrickville Rogue Poets**

A Place To Meet...

The Library offers a meeting room to support community groups in need of space.

The meeting room was used **over 80 times** in 2018 for Library programs and for meetings by community groups, such as the **Merrickville 225 Committee**, the **Agricultural Fair Board** and **Knitting Club**.

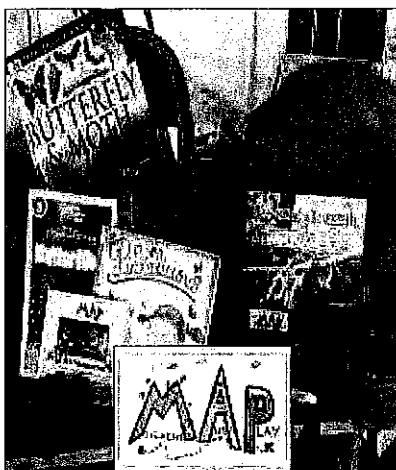
| Meeting Room Use (by Community Groups) | |
|---|-----|
| Meetings: | 40 |
| Attendance: | 273 |

Library Partnerships Promote Well-Being!

The Library works with agencies in the broader community to provide our residents with enhanced collections and **special services for families.**

MAPsacks!

The Library offers **MAPsacks**, an award-winning initiative of the Lanark, Leeds & Grenville Healthy Community Partnership. MAPsacks (Movement And Play) are backpacks with stories, nature guides and more—including a free family park pass—to encourage families to get outside, explore and move! MAPsacks **promote healthy living.**



Community Favourite!



Museum Passes

The Library partners with these area museums to lend free family passes to the community.

- Aquatarium (Brockville)
- Agriculture Museum
- Canadian Museum of History
- Museum of Nature
- Ottawa Museum Network
- National Gallery of Canada
- Science & Technology Museum
- Space & Aviation Museum
- War Museum



Library Services

- Books - for all ages!
- Magazines
- AudioBooks
- DVDs
- eBooks & eAudiobooks
- eResources
- Large Print Books
- CELA Talking Books
- Teen Space
- Genealogy
- Local History
- Historical Society Digital Archives
- InterLibrary Loan
- Meeting Room
- Museum Passes
- MAPsacks
- Energy Meter
- Computer Use
- Internet Access
- Wireless access
- WordProcessing & more
- Scanner
- Printing, Copying, Fax
- Children's Programs
- Adult Programs
 - Book Club & more

Working Together

The Library stretches a limited budget by working with other libraries and the Southern Ontario Library Service (SOLS) to provide the community with enhanced collections.

DVD & Large Print Pools

The Library keeps collections fresh at a lower cost with rotating pooled collections of DVDs and Large Print books through SOLS.

InterLibrary Loan

Members can borrow items not available in our library from others across Ontario, through the Interlibrary Loan (ILL) network provided by SOLS.



Accessible Materials



The Library partners with the Centre for Equitable Library Access (CELA) to provide books in alternate formats for members with print disabilities of all types.

Convenient Services

The Board strives to make the Library more **convenient** for the community through:

- **Online services**—available on our website: www.merrickvillelibrary.ca
- **Wireless access** - available 24/7 inside and outside the Library
- **Accessible services to support community members with disabilities.** See the 'Accessible Services' page on our website for more information.

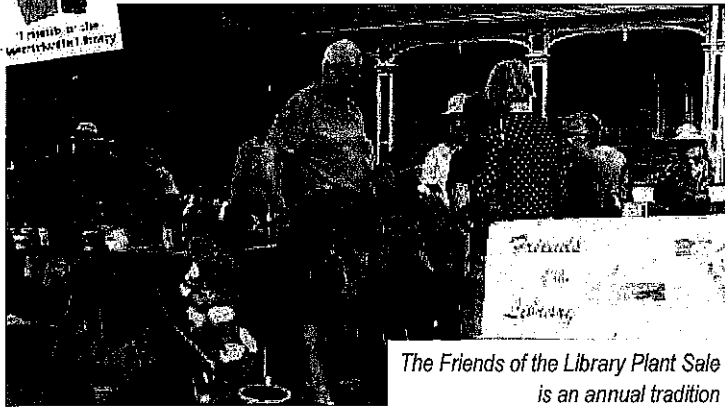


Ontario Invests in Libraries

The Library received funding for our Internet connection from the Ministry of Tourism, Culture and Sport.



A Little Help from Our Friends!

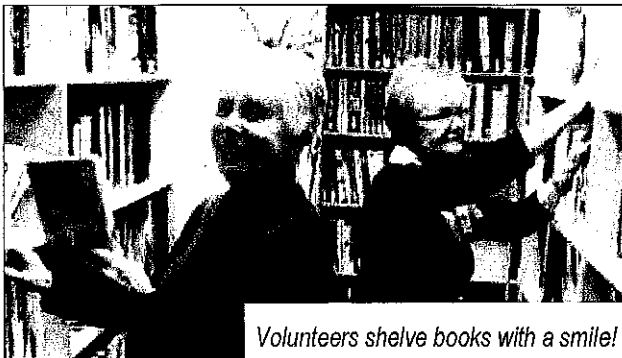


The Friends of the Library Plant Sale is an annual tradition

The Friends of the Library volunteer their time to fundraise for the Library. Their activities in 2018 included a Garage Sale, a Spring Plant Sale, a Fall bulb sale, and used book sales. The Friends have been fundraising for the Library since 1992!

These funds were used to sponsor: the Library's OverDrive eBook collection subscription, children's programs including Art Workshops, DVD pool membership, a public performance film license, a new DVD stand, conference fees for staff professional development—and our new Chalkboard Wall. The Friends contributed nearly **\$3,000** to the Library in 2018.

Volunteers Make It Happen



Volunteers shelve books with a smile!

The Library Board would like to thank our many dedicated volunteers who donate hours of their time every week to a variety of essential library tasks - such as processing, repairing and shelving books, packaging interlibrary loans, running or assisting with programs, scanning genealogy records, and more.

The contribution of our volunteers allows the Library to provide our current high level of service without additional staff.

The Board wishes to thank the Friends of the Library and our Volunteers for all of their efforts on behalf of the Library.

Thank You To Our Volunteers

Kathy Brown
Nancy Cain
Maureen Gross
Dianne Hyndman
Diana McCavera
Alice Mills
Brenda Reid
Liz Sinclair
Mary Small
Gyn Wylie



Library Board Wraps Up Term – and Strategic Plan

In 2018, the Library Board wrapped up a very successful term and the library's 5-year strategic plan. The Board addressed all the objectives of their plan and were pleased by their progress towards these strategic goals—to provide Convenient and Skilled Client Service; to be valued as an essential Community Service and Gathering Place; and to be an Attractive and Welcoming Public Space.

A highlight of the term was the Board's successful efforts to add part-time staff, allowing for an expansion of the library's hours with a resulting substantial increase in library use. The Board also addressed community engagement and partnerships, encouraged community-led programming, ensured that library technology remained current, was active in maintaining and upgrading the library's physical

space, and began work on planned giving.

In addition, the Board oversaw library operations and conducted regular CEO performance reviews, ensuring staff continued to upgrade their skills to **enhance services** and provide **excellent customer service** to **support the well-being of the community**. The Board also oversaw the library's finances and facilities to ensure **fiscal sustainability**.

In these ways the Board contributed to the Merrickville-Wolford Strategic Plan's goal of **Efficient, Effective Services and Civic Engagement**.

The new Board looks forward to continuing this work and moving towards a new strategic plan.



Library Board Members for 2019

Brian Reid, Board Chair
John Harris
Carole Roberts
Victor Suthren
Timothy Molloy
Council Representative
Wendy Simpson-Lewis
Montague Representative

And Your Staff ...

Mary Kate Laphen, CEO
Linda Purvis-Carriveau



**Merrickville
Public
Library
2018 Financial Summary**

Note: Financial data not final. Figures may be subject to revision.

Operating Budget

Revenue

| | | |
|--|----------|--------------------|
| Provincial Grant | \$5,096 | |
| Municipal Grant (Merrickville-Wolford) | \$84,500 | |
| Montague Grant | \$7,790 | |
| Special Grants (Annual) | \$84 | |
| Special Grants (One-Time - carried over from 2017) | \$3,000 | |
| In-Library Revenue | \$3,297 | |
| Donations (includes Friends of Library) | \$16,766 | (includes bequest) |
| Transfer from Reserves (Bequest) | | |
| Total Operating Revenues | | \$120,533 |

Expenditures

| | | |
|---|----------|------------------|
| Staffing | \$76,427 | |
| Collections (books, etc.) | \$10,743 | |
| Computer/Internet (incl. new equipment) | \$4,719 | |
| Administration, etc. | \$7,206 | |
| Utilities/Building/Cleaning | \$12,535 | |
| Transfer to Reserves (Bequest) | \$5,097 | |
| Total Operating Expenses | | \$116,727 |
| <i>surplus/shortfall</i> | | <i>\$3,806</i> |

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: April 23, 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 March 5, 2019 as:

___circulated.

___amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Tuesday, March 5, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 2:00 p.m. on Tuesday, March 5, 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

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

Approval of Agenda

R-094-19 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 special Council meeting of March 5, 2019, as circulated.

Carried

In Camera:

R-095-19 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 move to an "In Camera" session at 2:05 p.m. under the following sections of the *Municipal Act, 2001*, as amended:

1. Section 239 (3.1) for the purpose of educating or training the members; and
2. Section 239 (2) regarding personal matters about an identifiable individual.

Carried

R-096-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session with staff being given direction, at 5:25 p.m. and the regular Council session resume.

Carried

Confirming By-Law

R-097-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: By-law 14-2019, being a by-law to confirm the proceedings of the Council meeting of March 5, 2019, be read a first and second time, and that By-law 14-2019 be read a third and final time and passed.

Carried.

Adjournment

R-098-19 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 5:28 p.m. until the next special meeting of Council on Thursday, March 7, 2019 at 1:00 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
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: April 23, 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 March 18, 2019 as:

_____circulated.

_____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Monday, March 18, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 1:30 p.m. on Monday, March 18, 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
Kirsten Rahm, Treasurer

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

Approval of Agenda

R-105A-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the special Council meeting of March 18, 2019, as circulated.

Carried

In Camera:

R-105B-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford moves to "In Camera" at 1:35 p.m. in order to address matters pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees; and
2. A proposed or pending possible acquisition of land for municipal or local board purposes.

Carried

R-105C-19 Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: the "In Camera" session rise and report, with staff being given direction, at 2:50 p.m.

Carried

Confirming By-Law

R-105D-19 Moved by Councillor Foster, Seconded by Councillor Halpenny

Be it hereby resolved that: By-law 19-2019, being a by-law to confirm the proceedings of the Council meeting of March 18, 2019, be read a first and second time, and that By-law 19-2019 be read a third and final time and passed.

Carried.

Adjournment

R-105E-19 Moved by Councillor Molloy, Seconded by Councillor Halpenny

Be it hereby resolved that: This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 2:55 p.m. until the next meeting of Council on Monday, March 25, 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
Merrickville 1860
Amalgamated 1998



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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: April 23, 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 March 25, 2019 as:

___circulated.

___amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Monday, March 25, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, March 25, 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
Kirsten Rahm, Treasurer
Randy Wilkinson, Chief Building Official
Brad Cole, Acting Public Works Manager and Fire Chief

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

Approval of Agenda

R-106-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of March 25, 2019, as amended.

Carried

Note: The agenda was amended to include replacement of Denis Gagnon's correspondence with an amended submission.

Delegations:

R-107-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Jacques Pelletier of the Strategic Planning Committee regarding an Advisory Committee Structure, for information purposes.

Carried

Public Question Period:

T. Gilhen inquired as to whether the Strategic Planning Advisory Committee would be part of the staff report regarding advisory committees.

P. Watson wished to the clarify her question as reflected in the Minutes of February 11, 2019 was incorrect and that her was request was for that she listing of # of salary positions the municipality currently has with salary grid for each position, information on the pension program and group benefits program and also the municipality's contribution to these benefits for these employees.

Minutes:

R-108-19 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 February 25, 2019, as circulated.

Carried

R-109-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of March 4, 2019, as circulated.

Carried

R-110-19 Moved by Councillor Halpenny, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of March 7, 2019, as circulated.

Carried

R-111-19 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of March 18, 2019, as circulated.

Carried

R-112-19 Moved by Councillor Molloy, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Public Library Board dated February 14, 2019, for information purposes.

Carried

Correspondence:

R-113-19 Moved by Councillor Molloy, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Doug Grant, Village Planner, dated February 26, 2019, regarding the potential changes to the Provincial Policy Statement and *Planning Act*, for information purposes.

Carried

R-114-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Vic Fedeli, the Minister of Finance, regarding the 2019 Ontario Municipal Partnership Fund (OMPF) dated March 14, 2019, for information purposes.

Carried

R-115-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

WHEREAS the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs;

AND WHEREAS Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount;

AND WHEREAS if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions;

AND WHEREAS the 2018 allocation to the Village of Merrickville-Wolford was \$282,400, which is equivalent to 10% of the Village's municipal property tax revenue;

AND WHEREAS a 10% increase in the municipal property tax rate would increase the municipal component of property taxes paid for an average household by \$207 per year;

AND WHEREAS the Village of Merrickville-Wolford prides itself on efficient value for money practices every day;

NOW THEREFORE BE IT RESOLVED THAT although an interim payment has been received, the Council of the Corporation of the Village of Merrickville-Wolford expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;

AND FURTHER THAT Council hereby petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;

AND FURTHER THAT this resolution be circulated to the Premier, Minister of Finance, Minister of Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.

Carried

R-116-19 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 correspondence from Run Merrickville dated March 12, 2019; and

That Council does hereby waive the rental fees associated with the Merrickville Community Centre for April 17, 26 and 27th for the purpose of the Merrickville Heritage Classic Run.

Carried.

R-117-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from St. Michael Catholic High School dated March 11, 2018; and

Council does hereby offer a bursary to a deserving student from the Village of Merrickville-Wolford in the amount of \$100.00.

Carried.

R-118-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Denis Gagnon, for information purposes, regarding his intention to apply to the Cannabis Tracking and Licensing System to seek a Micro Cultivation license to cultivate and produce cannabis on a portion of their property, dated March 18, 2019.

Carried.

R-119-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Grenville County Plowmen's Association, regarding the 100th Annual Plowing Match, dated March 13, 2019, for information purposes; and

That Council purchase an advertisement in the Grenville Plowmen's Association booklet in support of the event, in the amount of \$200.00.

Carried.

R-120-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Lions Club of Merrickville, regarding the Merrickville Tulip Festival, dated March 13, 2019, for information purposes; and

That Council grants their requests at no cost to the Village of Merrickville-Wolford.

Carried.

R-121-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Steve Clark, the Minister of Municipal Affairs and Housing, regarding the one-time payment to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth, dated March 20, 2019, for information purposes.

Carried.

R-122-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Doug Robertson, regarding the Workplace Harassment Investigation Costs, for information purposes.
Carried.

R-123-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Doug Robertson, regarding the municipal Cannabis Policy Statement, for information purposes.
Carried.

Building:

R-124-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-03-2019 regarding the request of the developer for the property known locally as Eagleview Barn, as presented to Council at their regular meeting of January 30, 2019; and

That Council allow the developer to upgrade and use certain unmaintained portions of Alice and St. John Streets at their own risk and expense subject to the approval of all planning requirements and subject to the developer entering into a road agreement with the Village.

Carried.

R-125-19 Moved by Councillor Halpenny, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-04-2019, being the 2018 fourth quarter results of the Building and Planning Department, for information purposes.
Carried.

R-126-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Planning Advisory Committee; and

That Council recommends that the Village's new Official Plan be completed and then adopted by Council.

Carried.

R-127-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Planning Advisory Committee; and

That Council does approve Consent Application B-3-19.

Carried.

CAO:

R-128-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-03-2019, for information purposes.

Carried.

Finance:

R-129-19 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 direct staff to create a Municipal Modernization Reserve for the Modernization Grant funding received by the Province of Ontario.

Carried.

R-130-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: \$59,000 from the grant received from the provincial government be allocated to the 2019 Budget.

Carried.

R-131-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: By-law 20-2019, being a by-law to adopt the 2019 Municipal Operating, Capital, Water and Wastewater Budgets and 2019 Salary Grid be read a first and second time, and that By-law 20-2019 be read a third and final time and passed.

Carried.

R-132-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: By-law 21-2019, being a by-law to set the 2019 tax rate, be read a first and second time, and that By-law 21-2019 be read a third and final time and passed.

Carried.

R-133-19 Moved by Councillor Molloy, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive that Statement of 2018 Remuneration and Expenses for Council, Committee and Board Members.

Carried.

Public Question Period to Council

B. Fitzpatrick inquired as to why the infrastructure reserve was so low as money was put into it for the past two years.

J. Spencer wished for clarification regarding streetscaping and whether Merrickville-Wolford in Bloom was in charge of the streetscaping and were given a budget for barrels and hanging baskets et cetera, and whether the barrels were handed over to Merrickville-Wolford in Bloom. J. Spencer advised that the Chamber of Commerce replaced seven flower barrels that were damaged. J. Spencer inquired as to whether Merrickville-Wolford in Bloom or Village Staff was looking after

what flowers are being used in 2019. J. Spencer further inquired as to when the Community Grants Program would be accepting applications and whether reporting requirements for successful applicants would still apply with the new policy. J. Spencer also inquired as to whether Council would pay for the registration fee for Merrickville-Wolford in Bloom.

M. Zaversenuke inquired as to whether there was a policy in place that forces developers to connect to the water and sewer system.

Y. Grandmaitre inquired as to who would be submitting grant applications previously submitted by the Industry, Economic Development and Tourism Advisory Committee. Y. Grandmaitre further inquired as to which changes were made to the budget based on the feedback provided at the two public meetings.

J. Spencer inquired as to which material would be used in the infrastructure project regarding water and sewer and recommended PVC pipes be used.

C. Willemson inquired as to whether there are any standards to maintain the character of the Village regarding subdivisions in the Village. C. Willemson also inquired as to whether there were any time limits regarding the completion a proposed development.

C. Hanna inquired as to whether there was a document that corresponds with the salary grid regarding level of experience, technical qualifications or certifications that would correspond with the steps on the salary grid.

Confirming By-Law

R-134-19 Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: By-law 17-2019, being a by-law to confirm the proceedings of the Council meeting of March 25, 2019, be read a first and second time, and that By-law 17-2019 be read a third and final time and passed.

Carried.

Adjournment

R-135-19 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 now adjourn at 9:25 p.m. until the next regular meeting of Council on Monday, April 8, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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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: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

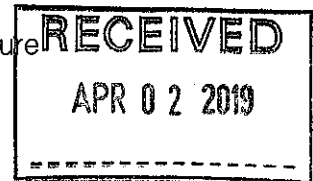
Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Minister of Infrastructure and Communities regarding the 2019 Gas Tax Fund dated March 27, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



March 27, 2019

His Worship Doug Struthers
Mayor
Village of Merrickville-Wolford
Box 340, 317 Brock St. W.
Merrickville, Ontario K0G 1N0

Dear Mr. Mayor:

I am pleased to inform you that, in accordance with the commitment in Budget 2019, the Government of Canada will provide an additional \$2.2 billion to the Gas Tax Fund. This one-time top-up will provide additional support to municipalities that face infrastructure deficits to support improved productivity, economic growth, a clean environment, and help to build strong cities and communities.

This special funding will be provided to Ontario recipients under the Canada–Ontario–Association of Municipalities of Ontario–Toronto Gas Tax Fund Administrative Agreement. An amount of \$819,443,895 will be provided to Ontario as well as individual signatories, and will then be distributed to ultimate recipients in accordance with the allocation formula used for gas tax payments made in 2018, as follows:

- | | |
|---|---------------|
| • Ontario: | \$819,443,895 |
| ○ Association Municipalities of Ontario | \$649,940,923 |
| ○ City of Toronto | \$167,421,424 |
| ○ Province of Ontario | \$2,081,548 |

Funds must be used in accordance with all the terms of the current Gas Tax Fund Administrative Agreement. Information on Ontario's federal Gas Tax Fund allocations per community prior to Budget 2019 can be found on Infrastructure Canada's website¹.

The gas tax top-up funding is expected to be transferred following royal assent of Budget 2019.

March 14, 2019 marked one year since the Canada–Ontario Integrated Bilateral Agreement was signed.

¹ <https://www.canada.ca/en/office-infrastructure/news/2018/backgrounder-ontarios-2018-19-federal-gas-tax-fund-allocations.html>

As I know you appreciate, under the Investing in Canada Infrastructure Program, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

As a reminder, through the Integrated Bilateral Agreement with Ontario, \$11.9 billion is available to the province and is broken down as follows:

- \$8.3 billion for public transit;
- \$2.8 billion for green infrastructure;
- \$407 million for community, culture, and recreation infrastructure; and
- \$250 million for infrastructure in rural and northern communities.

The one-time top-up to the Gas Tax Fund adds substantial dollars to this Agreement. More importantly, those dollars flow to you.

We believe this is an important step to take to ensure your local priorities have the resources needed so projects can get moving and, crucially, the summer construction season is not missed. We all know how important that season is to make real progress on projects, not to mention job creation locally.

In the meantime, we continue to press the Ontario government to open intakes for all four streams so as to maximize the number of projects we can build together for Ontarians in 2019 and the years ahead.

We know you have proposals ready, and last week's announcement in Budget 2019 is a clear signal that we are there to support you.

Spring is already (at last) in the air. It is time to get projects moving so we do not lose a historic opportunity to build our communities and create good-paying jobs now.

I look forward to continuing to work with you on our shared infrastructure interests.

Yours sincerely,



The Honourable François-Philippe Champagne, P.C., M.P.
Minister of Infrastructure and Communities

c.c. City Clerk and Council

Enclosure – Gas Tax Fund fact sheet

THE FEDERAL GAS TAX FUND IN ONTARIO

The federal Gas Tax Fund delivers over \$2 billion every year to over 3600 communities across the country. For the 2018-19 fiscal year, this represents an investment of more than \$819 million from the Government of Canada to Ontario municipalities.

The federal Gas Tax Fund (GTF) is a permanent source of annual funding to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities.

Every year, municipalities benefit from the support and flexibility of the federal Gas Tax Fund. They can pool, bank, and borrow against this funding — providing significant financial flexibility to plan infrastructure projects over the long term. Projects are chosen locally and prioritized according to the infrastructure needs of each community.

Communities select how best to direct the funds and have the flexibility to make strategic investments across 18 different project categories.

Because many municipalities across Canada continue to face serious infrastructure deficits, **Budget 2019** proposes a **one-time transfer of \$2.2 billion** through the federal Gas Tax Fund to address short-term priorities in municipalities and First Nations communities. This will double the Government of Canada's commitment to municipalities in 2018-19, with **Ontario municipalities of all sizes sharing an additional federal investment in local infrastructure of over \$819 million, for a total of approximately \$1.64 billion.**

QUICK FACTS:

- The federal Gas Tax Fund is allocated on a per capita basis for provinces, and provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.
- On-reserve First Nations communities in provinces also receive an allocation on a per capita basis.
- The federal Gas Tax Fund has been indexed at two percent per year, meaning that it will continue to grow to provide additional support to municipalities.
- To date, more than \$23 billion has been invested in municipalities through the federal Gas Tax Fund.

THE FEDERAL GAS TAX FUND

Eligible projects include investments in infrastructure for construction, renewal or material enhancement in each of the following categories:



1. **Local roads and bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. **Highways** – highway infrastructure.
3. **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways.
4. **Short-line rail** – railway-related infrastructure for carriage of passengers or freight.
5. **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
6. **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. **Public transit** – infrastructure that supports a shared passenger transport system which is available for public use.
8. **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. **Community energy systems** – infrastructure that generates or increases the efficient usage of energy, including energy retrofits of municipal buildings.
12. **Brownfield redevelopment** – remediation or decontamination and redevelopment of a brownfield site.
13. **Sport infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams, e.g. Junior A).
14. **Recreational infrastructure** – recreational facilities or networks.
15. **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
16. **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
17. **Disaster mitigation** – infrastructure that reduces or eliminates the long-term impacts and risks associated with natural disasters.
18. **Capacity building** – investments related to strengthening the ability of municipalities to develop long-term planning practices (e.g., including local asset management planning, public transit network planning, etc.)

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

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: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Cheryl Gallant, Member of Parliament, regarding Bill C-68 potential changes to the *Fisheries Act*, dated April 4, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

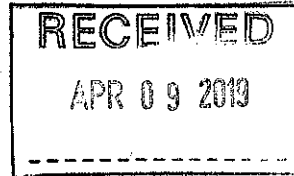
For Clerk's use only, if required:
Recorded Vote Requested By:

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



Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



April 4th, 2019

Merrickville-Wolford Township
Po Box 340 317 Brock St. West
Merrickville, Ontario
K0G 1N0

Dear Merrickville-Wolford Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Gallant". The signature is written in black ink and is positioned below the word "Sincerely,".

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm

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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: April 23, 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 Nancy Watkins, President of the Merrickville Soccer Club, dated April 5, 2019; and

_____ That Council does hereby approve that the fees associated with the use of the soccer fields for the Merrickville Soccer Club be waived in 2019, 2020, 2021 and 2022.

Carried / Defeated

J. Douglas Struthers, Mayor

From: Doug Robertson
Sent: Monday, April 8, 2019 4:23 PM
To: Nancy Watkins
Cc: Michael Boomhouwer; Doug Struthers (mayor@merrickville-wolford.ca); Michael Cameron <cameron@merrickville-wolford.ca>; Timothy Molloy <molloy@merrickville-wolford.ca>; Bob Foster <foster@merrickville-wolford.ca>; Kirsten Rahm (finance@merrickville-wolford.ca) <finance@merrickville-wolford.ca>; Christina Conklin <deputyclerk@merrickville-wolford.ca>
Subject: RE: MSC council request

Thank you for your email, Nancy. I appreciate you bringing this issue to our attention.

Please accept our apology for any confusion and rest assured that the fee structure has not changed. It does not apply on a "per team" basis. It is \$500/season + HST for the larger field and \$250/season + HST for secondary fields, regardless of the number of teams playing in the league. This is the same amount paid by the soccer league for several years prior to 2018 and I've confirmed that the fees were waived by Council for the 2018 season.

While staff do not have the authority to waive fees, I will include your email below on the next regular meeting agenda for Council's consideration of your request. It is scheduled for April 23rd but I hope that the above information will allow you to proceed confidently in planning your season until Council has an opportunity to consider your request.

Thanks again, Nancy.

Doug Robertson, MBA
CAO/Clerk/Director, Economic Development
Village of Merrickville-Wolford
613-269-4791 ext. 229

From: Nancy Watkins
Sent: Friday, April 5, 2019 3:17 PM
To: Doug Robertson <cao@merrickville-wolford.ca>
Subject: MSC council request

Hello,

I am writing to you on behalf of Merrickville Soccer Club.

I visited the Village office on Thursday, April 4, 2019. During this visit I was told that MSC would have to pay for our twice use of the Merrickville Community Centre this year and was told of a fee structure for our use of the soccer fields. We use the Community Centre in May for our kick off barbecue and again in September for our end-of-season barbecue.

In the past MSC has not been required to pay for the use of the Community Centre because we are a non-profit organization. I was told that didn't matter.

The fee structure that I was told would add up to approximately \$5000 for this season. I asked for full clarification. 4 U5 teams at \$250 each using the small field, 4 U7 teams at \$250 each using the small

field, 4 U10 teams at \$500 each using the bigger field and 2 U13/15 at \$500 each using the large field. And I'd like to add that the U5 and U7 teams share the corralled area. This is not even a soccer field.

MSC is a non-profit organization that was founded and is run by volunteers only. One our of own Council members Timothy Molloy was one of our founders. He was also on our Exucutive and coached for many years. Our coaches and assistant coaches are all volunteers. Our current Executive consists of myself, Mike Boomhouwer, Gus Stringel, Marc Bergeron, Melissa Smith, Jocelyn Lavoie, Jessica Grol and Lisa McShane. Countless high school students have earned their volunteer hours through MSC. We are insured and governed by EODSA. Our fee structure is kept to a minimum to allow all kids a chance to participate., despite income and skill level. We even waive a registration fee when a parent coaches. We also have several players with exceptionalities that love playing in our club. Our core values are based on player development and community. A user fee of \$5000 would make us insolvent.

Last year we had 110 registrants. That makes us the largest youth physical activity group in Merrickville. Everyone in the area has heard of or participated in Merrickville Soccer.

We also have two teams of teenagers who play twice a week. That's twice a week they are laughing, running, playing soccer out of the house with no technology.

We line the fields each year and replace the netting as required at our own expense. Lots of groups and individuals use these nets and fields when we are not using them.

Everyone that we speak to about MSC says it's such a great program and is shocked that we even have to pay to use the fields. They figure it should be well covered with the taxes already paid.

I'm not just requesting that our fees be waived for the 2019 season. I'm asking that they be waived for the duration that this council is in seat. Our volunteers and Executive should not have to go hat-in-hand every year to request our fees be waived. Our time is better spent developing a soccer program that benefits our local youth.

I invite each and every one of you to come out an see what MSC means to our community. We are there Tuesday, Wednesday and Thursday from the end of May until the end of July. Or come out to our barbecues and see who this program is benefiting.

This issue is time sensitive due to equipment and uniforms already having been ordered and the orders are now sitting in limbo.

Thank you for your time and consideration in this matter. We will await your decision.

Thank you

Nancy Watkins

President

Merrickville Soccer Club

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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: April 23, 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 grant an exemption from By-Law 26-07 to "A Chance Animal Rescue" to allow it to operate an itinerant canteen on the grounds of the Merrickville LCBO between 9:00 a.m. and 4:00 p.m. on May 4, 2019, June 15, 2019, July 13, 2019 and August 10, 2019 for the purposes of a "Dogs for Dogs" barbecue event.

Carried / Defeated

J. Douglas Struthers, Mayor

A CHANCE ANIMAL RESCUE INC.

An All-Breed Rescue
of Abused and Abandoned Animals

April 3, 2019

RECEIVED

APR 04 2019

Clerk of the Village of Merrickville - Wolford

Hello:

We would like to apply for the necessary permits to hold our Dogs for Dogs Barbecue once again at the Liquor Control Board store in Merrickville.

The dates are:

May 4, 2019

June 15, 2019

July 13, 2019

August 10, 2019

Thank you once again.



Martha Russell
Director

Oxford Mills, Ontario KOG 1S0

Canada Revenue Agency www.cra.gc.ca/charities

Revenue Canada: BN 87465-2704 Ontario Registration 1575341



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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: April 23, 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 March 14, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Mar. 14, 2019 at 12:30 p.m. at the library.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Victor Suthren

Meeting called to order at 12:36 pm.

1. Declaration of Pecuniary Interest: None.

2. Adoption of Agenda: Moved by John, Seconded by Carole. ADOPTED.

3. Approval of Minutes:

- Feb 14/19 meeting minutes – Moved by John, Seconded by Carole. APPROVED.

6. Correspondence: None

7. Questions/ Presentations from Public: None

8. Friends of the Library Report: Gyn Wylie, president of the Friends of the Library, was present to report on the Friends' activities, including a year end financial report and membership update. The group will be having a meeting this month to plan for 2019 fundraisers.

9. Librarian's Report: see below.

10. Other Business:

i. **Updates:**

- **Budget 2019:** The library budget was forwarded to and reviewed with the Treasurer prior to the municipal budget review meetings. Mary Kate attended the budget meetings for operating and capital. Although the actual library budget was not included in the package reviewed by Council, the requested municipal operating grant/levy for the library did not raise any questions. See next item regarding capital budget. There is optimism that the budget will be approved by the end of March.

Montague: Mary Kate sent a letter with our grant increase request to Montague Council; however, they had already passed their budget.

- **Building Work (Exterior):** The municipality seems to have taken this project off the board's hands. At the capital budget meeting, they proposed, in consultation with the CBO, to budget \$5,000 to do the roof work (considered more urgent) in 2019 and defer the walls (budgeted at \$20,000) until the following year. Timothy urged that part of the 2019 work include protecting the east wall to prevent the damage from getting worse and penetrating into the library.
- **Requested meeting with CAO:** Timothy reported back that the CAO says he will be unable to meet with the board, as requested, until sometime in late spring.

ii. **Board Orientation:** Discussion of what, if any, board orientation was desired, given that all of the members have experience on the board. It was decided that rather than use meeting time to cover this, Mary Kate would forward some relevant orientation materials from SOLS to the board to review at home.

iii. **Annual Report:** Reviewed the written Annual Report for 2018 and the revised video.

Motion to approve the report – moved by Brian, seconded by Wendy – APPROVED.

Mary Kate will contact the municipal offices to set up a time to present the report to the respective Councils.

iv. **Library Reserve:** John continues to examine the library financial information re: the reserve and has proposed some administrative changes. Mary Kate will discuss some minor changes with the Treasurer; larger changes may be deferred until the meeting with the CAO.

v. **Policy Review - Board By-laws:** The board began reviewing this policy, but as there were several points of discussion and limited time, it was deferred to next meeting.

vi. **Community Needs Assessment/ Strategic Planning:** This was also deferred due to lack of time. However, it was suggested that the board will be unlikely to be able to really address this until at least the fall.

11. Next meeting: Thurs, Apr. 11, 2019 at 12:30 at the Library.

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Feb-Mar /19

Statistics:

| Feb | 2019 | 2018 | 2017 | 2016 |
|----------------------------------|---|---|--|--|
| Patrons | 993 w/mtgs 1035 - 9% | 1114 w/mtgs 1142 - 8% | 1225 +1% w/mtgs 1243 | 1211 +17% w/mtgs 1234 |
| (Kids/Youth) | 248 (70 / 178) | 296 (95 / 201) | 321 (120 / 201) | 299 (125 / 174) |
| (Progs) | 107-in (12 prgs, 1 CV in) 50-out of Lib, (5 progs) | 108-in (10 prgs in) 44-out of Lib (4-prgs) | 194-in (19 prgs, 1 CV in,) 18-out of Lib (2-prgs, 0 CVs out) | 104-in (13 prgs, 1 CV-in) 54- out of Lib (3 prgs+ 2 CV- out) |
| Mtg Rm users | 42 (6 mtgs) | 28 (5 mtgs) | 18 (3 mtgs) | 23 (4 mtgs) |
| Circulation | 2107 +6% OverDrive: 362 (circ) TOTAL 2469 +9% | 1980 -3% OverDrive: 285(circ) TOTAL: 2265 -2% | 2037 -16% OverDrive: 275 (circ) TOTAL: 2312 | 2492 -3.5% OverDrive: 234 (circ) TOTAL: 2726 |
| (Adult/Child) | (A-1505, J-592 T-10) | (A-1429, J-520, T-31) | (A-1366, J-621, T-50) | (A-1683, J-759, T-50) |
| Internet use (+wireless): | 192 -26% (158 / 28w / 6 Tab) | 260 -13% (217 / 25w / 18 Tab) | 298 +8% (255 / 39w / 4 EL) | 275 -20% (223 / 46w / 6 EL) |
| ILLs borrowed/lent: | 89 / 76 | 97 / 91 | 111 / 66 | 94 / 104 |

February was a combination of very slow and quite busy. Visits were down, but circulation (including ebooks) was up. While internet use was down, program attendance has picked up from January and there have been new users of the meeting room.

Programs & Services:

Children's Programs:

StoryTime: Attendance has picked up. It is going well.

Lego Club/Tech Club: This continues to be off and on.

Art Workshops – Going well. The Feb one was at capacity.

March Break: This has been doing well. It has been time-consuming for prep, publicity, clean-up, etc. Kids seem to prefer the craft activities to the more tech ones.

PlayGroup: Continue to do story visits most weeks.

Daycare: Continuing monthly visits to the toddlers and preschoolers & loan of books on request.

Schools: One of the classes from the French school continues to visit for English books.

Groups (Cubs, Brownies, etc): Nothing new.

Adult Programs:

Library Book Club: Our book club continues to go well.

Off The Shelf: This continues to go well and have good attendance. Currently Martin Green and Michael Phillips are splitting host duties.

Friday Movies: This is continuing to do relatively well. Will continue into April.

Museum Passes: The passes were in demand over March Break.

Internet: This was low in February; may pick up as the weather improves.

InterLibrary Loans: This service continues to be popular and busy.

Seniors Home: Rosebridge Manor still getting books (month loan).

Pools: We received new rotations of DVDs and LP books in Feb.

Meeting Room: In addition to programs, the room was used by the Fair Board and the Chamber of Commerce. The Knitting Club is no longer meeting.

Collection: Am starting to roll out Kanopy access and do publicity. Will have more after March Break. Am

about to send in the spring-summer bestseller orders.

Volunteers: The volunteer situation is fine. They continue to process books, shelve, package ILLs, work on the genealogy collection, etc..

Donations: Have received a couple of donations.

Facilities: No further leaks or mice since last meeting ☺.

Publicity/Outreach: Usual publicity in the Phoenix, website, Facebook updates, signs, and flyers, and asking the schools to share March Break info.

Partnerships/Outreach: We've been asked to be involved with the upcoming Merrickville Tulip Festival as a place for kids crafts.

Professional Development, Meetings, etc: Participated in the Small Libraries tele-meeting this month, plus some online webinars.

Grants, etc: Will be compiling and submitting the data for the Annual Library Use Survey (required for the provincial operating grant), once March Break is out of the way.

Plans for month: Finish the Annual Survey, publicize Kanopy, present the Annual Report to Councils. Look at board materials and policies. Do some planning re programs, outreach, marketing, plus the usual library business.

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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: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive resolution R-06-19 of the Planning Advisory Committee; and

_____ That Council does hereby recommend approval of Consent Application B-4-19.

Carried / Defeated

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...*06*.....-19

Date;...*April 15*...2019

Moved by; Ian Kirk Stewart Hamill *Rod Fournier* Kim Weedmark

Seconded by; *Ian Kirk* Stewart Hamill Rod Fournier Kim Weedmark

Be it hereby resolved that;

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

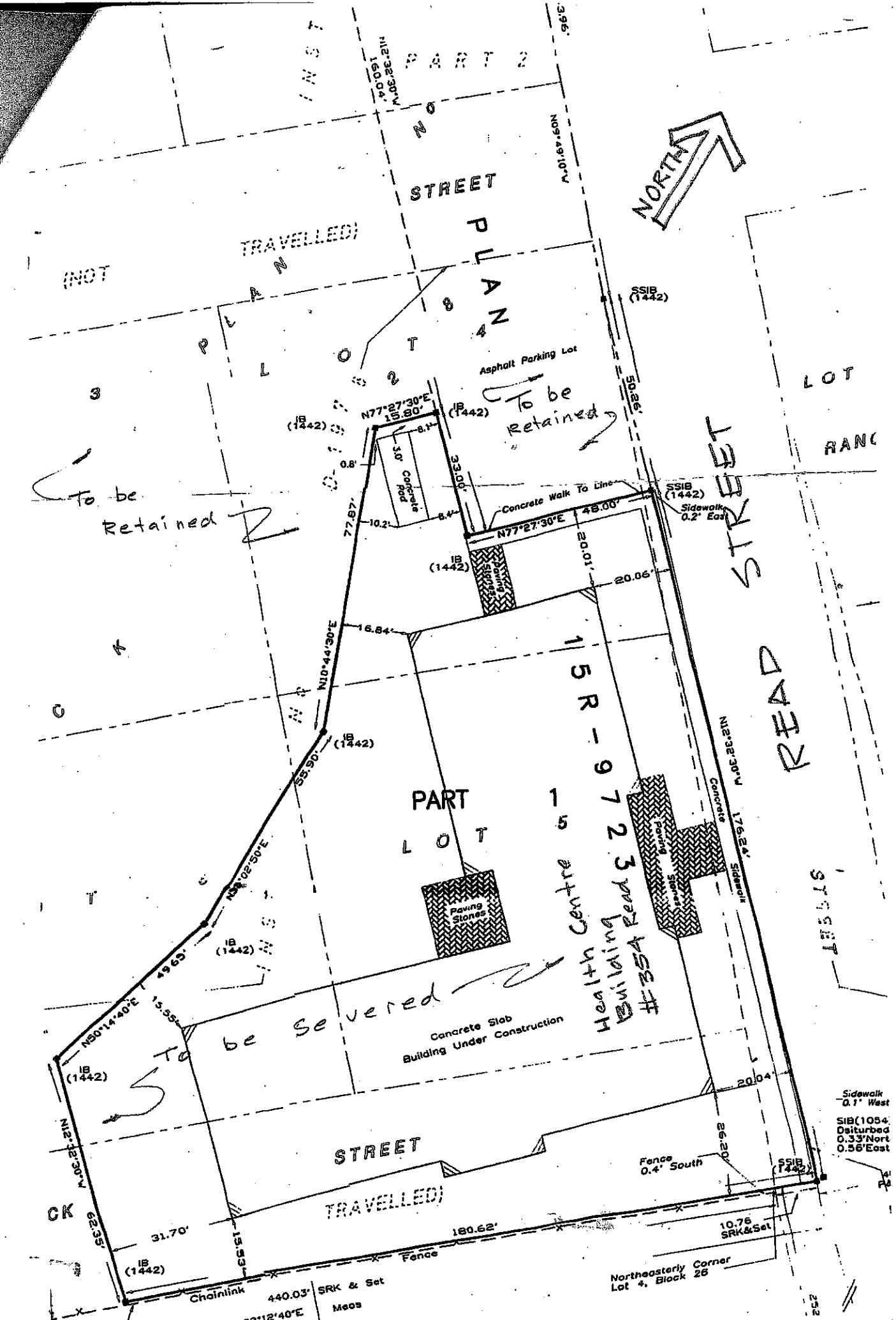
...*recommend approval of consent application*...

...*B-4-19*...

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

Carried/Defeated

[Signature]
.....
John Ireland, Chair



(NOT

TRAVELLED)

STREET

P
L
A
N



Asphalt Parking Lot

To be Retained

To be Retained

N77°27'30"E
15.80'

IB (1442)

IB (1442)

SSIB (1442)

SSIB (1442)

LOT

RANC

Concrete Walk To Line

Sidewalk 0.2' East

PART

LOT



Health Centre Building #35A
15 R - 972

Concrete Slab Building Under Construction

To be Severed

STREET

TRAVELLED)

Sidewalk 0.1' West

SIB (1054) Disturbed 0.33' North 0.56' East

Fence 0.4' South

SSIB (1442)

Northeasterly Corner Lot 4, Block 28

Chainlink 440.03' SRK & Set Meos N82°12'40"E

10.76 SRK&Set

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**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive resolution R-07-19 of the Planning Advisory Committee; and

_____ That Council does hereby direct the Chief Administrative Officer to contact the Village Planner to arrange a date to hold an open house for the new Official Plan in the month of July, 2019.

Carried / Defeated

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...07....-19

Date; April 15 2019

Moved by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Seconded by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Be it hereby resolved that;

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

recommend that Council direct the Chief Administrative Officer to contact the Village Planner to indicate written dates to hold an open house for the new Official Plan for the month of July 2019

Carried/Defeated

John Ireland, Chair

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

Resolution Number: R - - 19

Date: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 24-2019, being a by-law to establish a Property Standards Committee, be read a first and second time, and that By-law 24-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 24-2019

BEING A BY-LAW TO ESTABLISH A PROPERTY STANDARDS COMMITTEE

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 Section 15.1(3) of the *Building Code Act*, S.O. 1992, as amended, provides that the council of a municipality may pass a by-law to prescribe standards for the maintenance and occupancy of property within the municipality and require property that does not conform with the standards to be repaired and maintained to conform with the standards;

AND WHEREAS the Council of the Corporation did pass By-law 22-03, as amended, and known as the "Property Standards By-law" for the Village of Merrickville-Wolford;

AND WHEREAS Section 15.6 of the *Building Code Act*, S.O. 1992, as amended, requires that, where a by-law is passed under Section 15.1, a property standards committee shall be established;

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

1. A Property Standards Committee is hereby established as per the Terms of Reference as attached and which forms part of this by-law as Schedule "A".
2. Any by-laws that do not conform with this by-law are hereby repealed.
3. 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 23rd day of April, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Property Standards Committee
Schedule "A" to By-law 24-2019**

Definition:

"Property Standards Committee" as defined in the Property Standards By-law 22-03, as amended, shall have the same meaning as a Committee established under Section 15.6 of the Building Code Act S.O. 1992, as amended.

Mission:

The mission of the Village of Merrickville-Wolford Property Standards Committee is to hear a lawful appeal from an Order issued by the Village Property Standards Officer. The Committee may determine if the order shall be upheld, modified or rescinded, or extend the time for complying with the order.

Objectives/Powers of Committee:

- The objective of the Committee is to afford the owner or occupant of a property the opportunity to appeal from an order issued by the Officer and to facilitate, as needed, compliance with the order, in accordance to the Village's Property Standards By-law 22-03, as amended.
- When considering appeals from an order issued by the Officer, the Committee shall have all the same powers and functions as the Officer and, as such, shall confirm an order to demolish or repair, or may modify or quash or extend the time for compliance.

Composition:

Council shall appoint at large, by resolution or by by-law, not fewer than three (3) persons from the municipality to the Property Standards Committee for a term of office concurrent with the term of Council:

- a. The selection of the members shall be through a public application process;
- b. The members will be regarded as private citizens and do not represent their employers or any advocacy group in their capacity as a member;
- c. One (1) Council Liaison shall be appointed by Council;
- d. Head of Council (Mayor – ex officio);
- e. The Council shall forthwith fill any vacancy; and
- f. The Village's Chief Building Official shall be the Secretary to the Committee.

Quorum:

A majority of the members constitutes a quorum for transacting the Committee's business. No meeting shall proceed without a quorum.

Motions:

Decisions made during Property Standards Committee meetings will follow the process of making a motion, having it seconded and then having it voted on by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Village's Procedural By-law 30-17, any applicable legislation, and Robert's Rules of Order.

The Committee shall meet at the call of the secretary or when an appeal has been received.

All meetings are open to the public and subject to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M 56, as amended.

Chair and Deputy Chair:

The Committee shall, at the first meeting of a new term, elect a chair and a deputy chair from amongst themselves.

Role of Members:

The roles of the members of the Property Standards Committee include, but are not limited to:

- Attending appeals as scheduled and additional meetings as necessary;
- Participating actively in discussions and planning and sharing the workload of the Committee;
- Hearing an appeal and determining if an order should be confirmed, modified or rescinded, or if more time is necessary to comply with order;
- Providing expertise in their professional area of responsibility;
- Providing timely regrets to the chair if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the Municipal Conflict of Interest Act R.S.O. 1990, c.M50, as amended, and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Technical Advice:

The Committee may request advice from the Secretary and/or the Officer

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act R.S.O. c.M50 and shall disclose the pecuniary interest to the chair in the public agenda and excuse himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through the direction of Council.

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Merrickville 1860
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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: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 26-2019, being a by-law to establish a Committee of Adjustment, be read a first and second time, and that By-law 26-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 26-2019

BEING A BY-LAW TO ESTABLISH A COMMITTEE OF ADJUSTMENT

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 Section 34 of the *Planning Act*, R.S.O. 1990, as amended, provides that zoning by-laws may be passed by the councils of local municipalities and the Council of the Corporation of the Village of Merrickville-Wolford did pass such a by-law;

AND WHEREAS Section 44 of the *Planning Act*, R.S.O. 1990, as amended, provides that the council of a municipality that has passed a by-law under section 34 or a predecessor of such section, the council of the municipality may, by by-law, constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable;

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

1. A Committee of Adjustment is hereby established as per the Terms of Reference as attached and which forms part of this by-law as Schedule "A".
2. Any by-laws that do not conform with this by-law are hereby repealed.
3. 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 23rd day of April, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD

Jewel of the Rideau

**Terms of Reference
Committee of Adjustment
Schedule "A" to By-law 26-2019**

Definition:

"Committee of Adjustment" shall have the same meaning as a Committee established under Section 44 of the Planning Act R.S.O. 1990 c. P.13, as amended.

Mission:

The mission of the Village of Merrickville-Wolford Committee of Adjustment is to consider the authorization of a minor variance from a provision in any bylaw that implements an official plan or to grant a permission with respect to the use of a structure or property in accordance to the requirements of the Planning Act R.S.O. 1990 c. P.13

Objectives/Powers of Committee:

One objective of the Committee is to authorize a minor variance where in the opinion of the Committee the variance meets the four tests set out as follows:

1. It is desirable for the appropriate development or use of the land, building or structure
2. It meets the general intent and purpose of the bylaw
3. It meets the general intent and purpose of the official plan
4. The variance is minor

A second objective of the Committee is to authorize a permission for a use that is prohibited by the implementing bylaw for the enlargement or extension of a legal non-complying building or structure, or to clarify the use of a building, structure or property with respect to the implementing bylaw in accordance to Section 45(2) of the Act.

Composition:

Council may appoint, by resolution or by bylaw, not fewer than three (3) persons from the municipality to the Committee of Adjustment for a term of office concurrent with the term of Council:

- a. The selection of the members shall be through a public application process.
- b. The members will be regarded as private citizens and do not represent their employers or any advocacy group in their capacity as a member;
- c. At least one (1) Council Liaison shall be appointed annually by Council
- d. The Head of Council is a member (Mayor – ex officio).
- e. When a member ceases to be able to carry out his or her duties before the expiration of his or her term, the Council shall forthwith fill any vacancy for the unexpired portion of the term
- f. The Village's Chief Building Official may be the secretary-treasurer to the Committee

Quorum:

Where the Committee is composed of three members, two members shall constitute a quorum and where the Committee is composed of more than three members, three members shall constitute a quorum. No meeting shall proceed without a quorum.

Chair and Acting Chair:

As a first order of business, the members of the Committee shall elect one of themselves as chair and in the absence of the chair, the Committee may elect an acting chair.

The committee shall appoint a secretary-treasurer, who may be a member of the Committee or the Village's Chief Building Official.

Motions:

Decisions made during Committee of Adjustment meetings will follow the process of making a motion, having it seconded and then having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Village's Procedural By-law 30-17, as amended, any applicable legislation, and Robert's Rules of Order.

The Committee shall meet at the call of the secretary-treasurer or when an application for minor variance or permission has been received.

All meetings are open to the public and subject to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M 56, as amended.

Role of Members:

The roles of the members of the Committee of Adjustment include, but are not limited to:

- Attending meetings as scheduled and additional meetings as necessary;
- Participating actively in discussions and planning and sharing the workload of the Committee;
- Hearing an application for minor variance and determining if an application meets the four tests as set out under the Objectives/Powers of the Committee
- Hearing an application for permission and determining if an enlargement or extension of a legal non-complying building or structure may be granted or clarifying the use of a building, structure or property.
- Providing expertise in their professional area of responsibility;
- Providing timely regrets to the chair if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the Municipal Conflict of Interest Act R.S.O. 1990, c.M50, as amended, and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Technical Advice:

The Committee may request advice from the secretary-treasurer and/or any such person as the Committee deems necessary.

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act R.S.O. c.M50 and shall disclose the pecuniary interest to the chair in the public agenda and excuse himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through the direction of Council.

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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: April 23, 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 and adopt the 2018 Annual Water Report as prepared by the Ontario Clean Water Agency (OCWA) dated February 28, 2019.

Carried / Defeated

J. Douglas Struthers, Mayor

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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: April 23, 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 and adopt the 2018 Annual Wastewater Report as prepared by the Ontario Clean Water Agency (OCWA) dated March 20, 2019.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: April 23, 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 April 27th, May 1st and May 4th as brush amnesty days at the landfill to allow each property a maximum of one half-ton truck or 4x8 utility trailer free of charge.

Carried / Defeated

J. Douglas Struthers, Mayor

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: April 23, 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 support and approve a Pitch-In event from April 29th to May 10th; and

That Council authorize issuing Pitch-In bags from the municipal office; and

That Council authorize the acceptance of Pitch-In bags at the landfill site during regular landfill hours from April 29th to May 11th.

Carried / Defeated

J. Douglas Struthers, Mayor

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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: April 23, 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 and adopt report FIN-13-2019 regarding Ontario Regulation 284/09 for 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-13-2019
Finance Department
Information Report to Council

RE: Ontario Regulation 284/09

OBJECTIVE: That Council adopt the report reflecting the 2019 PSAB expenses as per Ontario Regulation 284/09.

RECOMMENDATION:

THAT: Council adopt the report reflecting the 2019 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

BACKGROUND:

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being the requirement to report on Tangible Capital Assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis.

Ontario Regulation 284/09 requires municipalities that have excluded expenses in their budgets to prepare a report about those excluded expenses and adopt the report by resolution. The Regulation allows a municipality to exclude from its annual budget estimated expenses related to:

- Amortization
- Post-employment benefits; and
- Solid waste landfill closure and post-closure expenses.

The Regulation requires that a municipality provide a report containing the following information:

- An estimate of the change in accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- An analysis of the estimated impact of the exclusion of any of those expenses on the future TCA funding of the municipality.

ANALYSIS:

The Village of Merrickville-Wolford, like many municipalities, continues to prepare budgets on the traditional cash basis.

The municipal budget excluded the following expenses:

1. The estimates for closure and post-closure costs for the landfill site are \$2,810,000 with \$948,045 accrued at the end of 2018. The solid waste landfill closure and post closure expense is estimated at \$44,000 for 2019.
2. The amortization of capital expenses is estimated at \$800,000 for 2019.

The net result of the exclusion of amortization and solid waste and landfill closure and post-closure costs is a forecasted decrease to the accumulated surplus of \$844,000. These are changes to accounting and reporting requirements under PSAB and are a financial accounting treatment only and do not affect operating surpluses. The difference is one of financial presentation only.

The Village does not provide post-employment benefits, so this has no impact on the accumulated surplus and is excluded from this report.

Amortization expenses should not be used to determine the impairment of an asset; rather, it should be used to attribute the capital cost over the life of the asset and is one method of predicting the future annual financial commitment required to maintain the Municipality's assets.

Conversion from Fund to Accrual Accounting:

| | |
|--|-------------|
| Operating Budget Surplus/Shortfall | \$0 |
| Less Amortization Expense | \$800,000 |
| Add Budgeted TCA Acquisitions | \$2,757,744 |
| Less Proceeds of new Debentures | N/A |
| Add Debt Principal Payments | \$329,441 |
| Add Transfers to Reserves | \$178,393 |
| Less Transfers from Reserves | \$243,451 |
| Post-Employment Benefits | N/A |
| Less Changes in Unfunded Landfill Closure and Post Closure Liability | \$44,000 |
| Estimated Impact on the Ending Accumulated Surplus | \$2,178,127 |

BUDGET/LEGAL IMPLICATIONS:

None.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement

Being compliant with Ontario Regulations is a requirement of the Village and staff are providing effective services by ensuring these requirements are met.

CONCLUSION:

For information purposes.

ATTACHMENTS:

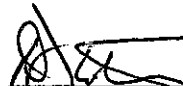
None

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: April 23, 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 and adopt report FIN-14-2019; and

That Council does hereby give favourable consideration to By-law 23-2019 to adopt the Community Grant Program Policy.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report FIN-14-2018

Finance Department

Date of Council Meeting: April 23, 2019

Information/Action Report to Council

RE: Community Grant Program Policy

OBJECTIVE: To provide Council with a comprehensive Community Grants Program Policy for review and implementation.

RECOMMENDATION:

That Council does hereby receive report FIN-14-2018; and

_____ THAT: Council does hereby give favourable consideration to By-law 23-2019 to adopt the Community Grant Program Policy.

BACKGROUND:

The Village of Merrickville-Wolford Community Grants Program provides limited financial support to not-for-profit community groups and organizations for projects or events that benefit and contribute toward the quality of life of local residents.

ANALYSIS

The Village's existing community grant guidelines are general in nature and do not effectively address the many diverse requests for funds and to waive fees that Council receives throughout the year. A robust Community Grant Program Policy is required to ensure that all applications are evaluated using the same criteria. Furthermore, it is important that all requests are received at the same time each year so that consideration is given to the amount allocated to the grant program to prevent overspending and so that all requests receive equitable consideration.

The attached draft Community Grants Program Policy sets out clear eligibility criteria, addresses in-kind requests such as for the waiving of fees, and sets out evaluation standards. The policy includes the grant application form and a final report requirement for successful applicants.

Council also regularly receives on-going annual requests from the same organizations. As the grant program is not intended to be a source of ongoing funding, staff recommend establishing separate budget line items for organizations which Council wishes to support on a continuing basis.

BUDGET/LEGAL IMPLICATIONS:

There is \$17,000 set aside in the 2019 municipal budget for Community Grants and in-kind requests.

LINKS TO STRATEGIC PLANS:

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

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

Building a progressive, growing economy

Supporting local groups and events that draw tourism to the Village is a way to attract businesses to the area and create a supportive business-friendly environment that retains, grows and diversifies our economy.

CONCLUSION:

It is recommended that Council approve the Community Grant Program Policy outlined in Attachment "A" to this report.

ATTACHMENTS:

Attachment "A": Community Grant Program Policy

Submitted by:

Approved by:

Christina Cendler
per: Kirsten Rahm,
Manager of Finance - Treasurer

Doug Robertson
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: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 23-2019, being a by-law to adopt a Community Grants Program Policy, be read a first and second time, and that By-law 23-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 23-2019

BEING A BY-LAW TO ADOPT COMMUNITY GRANT PROGRAM POLICY

WHEREAS section 5(1) of the Municipal Act, 2001, provides that the powers of a municipal corporation are to be exercised by its council;

AND 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 the Council of the Corporation of the Village of Merrickville-Wolford does deem it expedient to pass a policy related to a Community Grants Program;

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

1. That the Council of the Corporation of the Village of Merrickville-Wolford adopt the Community Grant Program Policy attached hereto as "Schedule A" to this by-law;
2. That all by-laws or parts thereof and all or any resolutions of Council contrary to or inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the passing thereof.

Read a first, second and third time and passed on the 23rd day of April, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



Community Grants Program Policy

Schedule "A" to By-law 23-2019

Purpose:

The Village of Merrickville-Wolford Community Grants Program provides limited financial support, in the form of a grant, user fee reduction or in-kind services (i.e., a "grant"), to not-for-profit community associations and organizations for projects or events that benefit and contribute toward the quality of life of local residents.

General Terms:

- Community grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be the primary source of funding. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).
- It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.
- The Community Grant Program also includes in-kind requests that consist of the use of municipal property at a reduced or no cost, and/or use of municipal equipment (e.g. barricades, operational staff support, etc). Organizations requesting in-kind services must meet the eligibility requirements and submit the application as set out in this policy.
- Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged to ensure all costs are covered, including facility usage rates.
- Funding requests may be reduced in value at the sole discretion of Council to support a wider range of projects.
- Repeat grants will only be considered if the policy and reporting requirements of previous grants has been met.
- Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
- Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the sole right to cancel or alter the Community Grant Program Policy at any time.

Eligible Applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency.

- Organizations incorporated as a not-for-profit (proof of non-profit status may be requested).
- Sports groups and associations.
- Volunteer groups, Service Clubs and Community groups providing services to the municipality.
- Eligible applicants must be based in Merrickville-Wolford and/or must serve the residents of Merrickville-Wolford.
- Grants and in-kind services will be project/event based and must provide a benefit to the community.
- Applicants must keep accurate member, participant and volunteer records, and carry out screening and other risk management measures to ensure volunteer and public safety, and the responsible management of funds.

Ineligible applicants:

- Political parties
- Government agencies
- For profit organizations or ventures

The grant program is not intended to provide funding for:

- Operating costs including, but not limited to, travel or conference costs, staff wages or honoraria
- Debt retirement or depreciation costs
- Non-project specific funding including, but not limited to, annual funding drives, deficit funding, endowments or bursaries
- Flow through funding (where the intent is to re-distribute the funds to others)
- Donations to charitable causes
- Grants for religious activities, partisan political purposes, for-profit organizations, or organizations with closed memberships
- Activities or projects that are discriminatory in any way

Application Process:

- Applications must be submitted on the prescribed form.
- Applications must include a project budget (proposed expenses and other revenues).
- Late or incomplete applications will not be considered.
- Within two months following the completion of the project/event, approved applicants must submit a post-project report which explains all costs and revenues related to the project and outcomes of the project/event which clearly outlines how municipal funds were spent.
- Applications must be received by January 31st for all events/projects in the calendar year during which the funds will be spent.

- Notification and acceptance will take place after the Village of Merrickville-Wolford budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits the event or particular needs.

Administration:

- Annually, through the budget process, Council will determine an amount they deem appropriate to be given to not-for-profit groups or organizations for initiatives that support Council's strategic priorities.
- User fees are intended to offset the operating costs of each municipal facility, service or department. All approved in-kind services and grants are funded by the taxpayers. As such, the municipality tracks revenues and expenses associated with all approved requests. When Council approves a fee reduction, an equivalent amount for that reduction will be charged against the Community Grant budget and the revenue will continue to show in the Operating budget account as revenue for that facility. Where an in-kind service involving municipal staff and/or equipment is approved, the equivalent operating cost will be funded by the Community Grants budget.
- Where Council deems it appropriate to financially support a group or organization on an on-going basis, this will be addressed through the annual budget process and included as a line item in the budget.
- Staff will prepare a summary report including all applications which will be provided to Council.
- Council is responsible for reviewing and approving Community Grant applications.

Incomplete or Cancellation of a project or event:

Where Council has approved grant monies that were not used due to the applicant not completing the proposed project or event in the fiscal year provided, the monies shall be returned to the municipality within 60 days of the event, planned date of project completion, or date on which the event is canceled, whichever occurs first. Failure to do so will result in interest charges being applied and will disqualify the applicant from applying for future grants.

Municipal Review of Application:

Grants will be assessed in terms of the benefits to the community, other sources of funding, financial viability, and community involvement. Preference may be given to new projects/events.

Other Conditions:

Only one application for municipal funds will be permitted per organization or group.

- The applicant organization or group shall spend grant funding solely for the purpose for which it was granted.
- The municipality assumes no liability for the activities of the organization or group and takes no responsibility for dealing directly with vendors on behalf of the organization.
- Failure to provide the post-project/event report will disqualify the organization from applying for funding in the future.
- Any contributions made by the municipality through funding or in-kind services shall be acknowledged publicly by the organization.
- All information and documents collected from applicants is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine qualification for the Community Grants Program.

Liability Insurance Coverage:

All grantees are required to ensure adequate levels of property and general liability insurance naming the Village of Merrickville-Wolford as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Village of Merrickville-Wolford, either through the CAO's office or by Council resolution.

Appendix A – Project Evaluation:

| Criteria | Weight | Score |
|--|--------|-------|
| Number of people reached, benefit to the community, significance of event/activity | 5 | |
| Fundraising efforts | 5 | |
| Contributions of the Organization (volunteer, financial) | 5 | |
| Evidence of Community Support | 5 | |

Scoring Matrix:

| Score | Definition |
|-------|----------------------------|
| 1 | Does not meet expectations |
| 2 | Meets expectations |
| 3 | Good request |
| 4 | Very good request |
| 5 | Exceeds expectations |

Appendix B – Application

COMMUNITY GRANTS PROGRAM APPLICATION



Please complete this form, enclose all required information and return to:

Kirsten Rahm, Manager of Finance/Treasurer, Village of Merrickville-Wolford

317 Brock St W, PO Box 340, Merrickville, ON K0G 1N0

Email: finance@merrickville-wolford.ca

| | |
|--|-------------------------|
| NAME OF ORGANIZATION OR GROUP: | |
| MAILING ADDRESS: | |
| PHONE NUMBER: | |
| CONTACT PERSON: | PHONE NUMBER: |
| EMAIL ADDRESS: | |
| TYPE OF REQUEST | |
| <input type="checkbox"/> CASH GRANT | Amount requested: _____ |
| <input type="checkbox"/> IN-KIND WAIVE FEES (provide details below) | |
| <input type="checkbox"/> IN-KIND OTHER (provide details below) | |

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES:

DESCRIBE THE PURPOSE OF YOUR PROPOSED PROJECT/EVENT, INDICATING WHAT THE MUNICIPAL FUNDING WILL BE USED FOR, IF APPROVED (attach detailed budget):

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?:

WHO IS YOUR TARGET GROUP?:

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?:

PROVIDE A LIST OF OTHER FUNDING SOURCES FOR YOUR ORGANIZATION OR GROUP:

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

ENCLOSE THE FOLLOWING INFORMATION:

- Budget for Project/Event
- Financial Statements
- Confirmation of Not-for-Profit or Charitable status (if applicable)

ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION (PLEASE LIMIT VOLUME OF INFORMATION):

!We have read the eligibility criteria and confirm that the organization or group will comply with all requirements.

!We understand if the Village of Merrickville-Wolford approves funding, the Village of Merrickville-Wolford makes no commitment to provide ongoing financial support to the organization or group.

!We understand that should the project or event not proceed and occur, or should any grant money received from the Municipality not conform with this policy and/or application, that the money will be refunded to the municipality as stipulated in the Village of Merrickville-Wolford Community Grants Policy.

Applicant Name (Please print)

Signature

Date

Appendix C – Final Report

Village of Merrickville-Wolford
COMMUNITY GRANTS PROGRAM - POST PROJECT REPORT

(To be completed and returned within sixty (60) days after your event. Failure to return this form will result in the refusal of future grants to your organization)

Applicant:

Amount Received: \$ _____

Purpose of Grant:

Describe Project Results/Outcomes:

If your financial report indicates a profit, please describe how these funds will be used:

Financial Report

| Expenditures | | Revenue (sources of) | |
|---------------|--------|----------------------|--------|
| Itemize: | Amount | Itemize: | Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total: | | Total: | |

I certify that this report is a true statement of our project.

Name (Please Print): _____

Signature: _____

Date: _____

PLEASE RETURN THIS FORM TO:

Kirsten Rahm
 Manager of Finance/Treasurer
 Village of Merrickville-Wolford
 317 Brock St W, P.O. Box 340
 Merrickville ON K0G 1N0
 Phone: (613) 269-4791 ext. 228
 finance@merrickville-wolford.ca

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

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

Resolution Number: R - - 19

Date: April 23, 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-15-2019 regarding a list of municipal staff positions, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-15-2019
Finance Department
Information Report to Council

Request for Information on staff benefits and pension plan

OBJECTIVE: To provide Council with answers to questions asked at the March 25th Council meeting.

RECOMMENDATION:

_____ **THAT: Council receive report FIN-15-2019 for information purposes;**

BACKGROUND:

On March 25th, 2019, staff was asked about the cost of staff benefits and pension plan.

ANALYSIS:

The 2019 budget includes \$88,990 for benefits and \$71,464 for pension.

The employer portion is 100% of the cost of group benefits. The benefits plan covers vision, dental, long-term disability, extended health care, life insurance, accidental death and dismemberment, and employee assistance program. Our benefits policy is consistent with other municipalities in Leeds and Grenville and with other like-sized municipalities across Ontario. Every few years, a full marketing of the benefits policy is completed to ensure the best price possible is obtained. The specific details of the benefits policy are proprietary and, as such, are only released to clients.

The employer portion of pension contributions is 50%.

BUDGET/LEGAL IMPLICATIONS:

These items are reflected in the 2019 budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement:


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.

ATTACHMENTS:

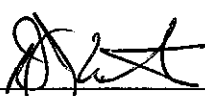
Attachment "A" – List of Positions

Submitted by:

Approved by:



Kirsten Rahm,
Manager of Finance - Treasurer



Doug Robertson, CAO/Clerk

| Position | Full-Time | Part-Time |
|---|------------------|------------------|
| CAO/Clerk/Director of Economic Develop. | 1 | |
| Manager of Finance/Treasurer | 1 | |
| Deputy Treasurer | 1 | |
| Deputy Clerk | 1 | |
| Accounting Clerk | 1 | |
| Receptionist | 1 | |
| Equipment Operator | 4 | |
| Acting Public Works Manager | 1 | |
| Lead Hand | 0 | |
| Chief Building Official | | 1 |
| By-law Enforcement Officer/Labourer | 1 | |
| Fire Chief | | 0 |
| Landfill Supervisor | | 1 |
| Landfill Attendant | | 1 |
| Crossing Guard | | 1 |



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Agricultural Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Agricultural Advisory Committee's mission is to advise Council regarding agricultural issues including the protection, enhancement, preservation and conservation of the Village's agricultural and rural environments.

Objectives:

To assist Council as follows:

- To identify proactive projects and initiatives and to advise Council regarding improvement of the agricultural and rural areas of the Village;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or reviews;
- To increase general public awareness and promotion of agricultural issues;
- To provide advice surrounding issues faced by rural and agricultural residents;
- To promote strategic initiatives regarding the protection of rural environments; and
- To prepare an annual report to Council regarding progress, initiatives, recommendations, and considerations surrounding the Village's agricultural and rural environments.

Composition:

The Agricultural Advisory Committee shall include, but not be limited to:

- a. Three (3) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council Liaison to be appointed by Council; and
- c. Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council by way of resolution.

Terms of Office:

Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during Agricultural Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet no less than six (6) times per year.

All meetings are open to the public.

Chair:

The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of all Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the Agricultural Advisory Committee roles include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The Agricultural Advisory Committee shall report to Council:

- 1) Through the minutes of the meetings;
- 2) As deemed necessary by the Committee for submission through the Council Liaison; and
- 3) As requested by Council.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the chairperson in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Environmental Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Environmental Advisory Committee's mission is to advise Council regarding the protection, enhancement, preservation, conservation and restoration of the Village's natural environment for its valuable ecological functions and features and for the enjoyment of the Village's residents and visitors.

Objectives:

To assist Council as follows:

- To identify projects and initiatives and to advise Council regarding new alternatives of an ecological nature which may improve the management of the urban and rural landscape and thereby contribute to the well-being of the entire ecosystem;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or reviews;
- To increase general public awareness and promotion of environmental issues;
- To provide advice surrounding environmental impacts of development, as requested by Council;
- To promote strategic initiatives as directed by Council regarding the protection of natural environments; and
- To prepare an annual report to Council regarding progress, initiatives, recommendations, and considerations surrounding the Village's natural environment.

Composition:

The Environmental Advisory Committee shall include, but not be limited to:

- a. Five (5) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council Liaison to be appointed by Council; and
- c. Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council by way of resolution.

Terms of Office:

Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during Environmental Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet no less than six (6) times per year.

All meetings are open to the public.

Chair:

The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of all Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the Environmental Advisory Committee roles include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The Environmental Advisory Committee shall report to Council:

- 1) Through the minutes of the meetings; and

- 2) As deemed necessary by the Committee for submission through the Council Liaison.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the chairperson in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Economic Development Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Economic Development Advisory Committee's (EDAC) mission is to advise Council regarding economic development initiatives, policies and programs and the marketing and promotion of the Village to potential new businesses, investors and visitors related to tourism, arts and culture, commerce, etc.

Objectives:

To assist Council as follows:

- To identify projects and initiatives and to provide recommendations to Council regarding economic development matters;
- To maintain and improve the economic development opportunities in Merrickville-Wolford;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or initiatives;
- To participate in marketing programs to outside investors and developers and conduct research as may be directed by Council;
- To provide input and advice as directed by Council regarding strategies to enhance Merrickville-Wolford's economic viability; and
- To promote strategic initiatives as directed by Council regarding economic development.

Composition:

The EDAC shall include:

- Five (5) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
 - One (1) Council Liaison to be appointed by Council; and
 - Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council by way of resolution.

Terms of Office:

Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during EDAC meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Procedural By-law 30-17, as amended, applicable legislation, and Robert's Rules of Order.

The Committee shall meet no less than six (6) times per year.

All meetings are open to the public.

Chair:

The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of all Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the EDAC roles include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The EDAC shall report to Council:

- 1) Through the minutes of the meetings;
- 2) As deemed necessary by the Committee for submission through the Council Liaison; and
- 3) As requested by Council.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the chairperson in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Recreation Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Recreation Advisory Committee's mission is to advise Council on matters associated with recreational activities and initiatives within the Village regarding the protection, enhancement, and restoration of the Village's recreational facilities and services for the enjoyment of the Village's residents and visitors.

Objectives:

To assist Council as follows:

- To identify projects, initiatives and opportunities and to advise Council regarding the enhancement of quality of life for all residents through recreation-based activities and services;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or reviews;
- To increase general public awareness, communications and promotion of healthy lifestyles and recreational programs;
- To provide advice surrounding impacts of development on recreational programs and facilities as requested by Council;
- To encourage strategic initiatives regarding promoting healthy living; and
- To prepare an annual report to Council regarding progress, initiatives, recommendations, and considerations surrounding the Village's recreational programs, services and facilities.

Composition:

The Recreation Advisory Committee shall include, but not be limited to:

- a. Five (5) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council Liaison to be appointed by Council; and
- c. Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council.

Terms of Office:

Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during Recreation Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet no less than six (6) times per year.

All meetings are open to the public.

Chair:

The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of all Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the Recreation Advisory Committee roles include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting; and
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The Recreation Advisory Committee shall report to Council:

- 1) Through the minutes of the meetings;
- 2) As deemed necessary by the Committee for submission through the Council Liaison; and
- 3) As requested by Council.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the chairperson in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Heritage Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Heritage Advisory Committee's mission is to advise Council regarding heritage issues including the protection, enhancement, preservation and conservation of the Village's heritage and historically significant environments while adhering to the *Ontario Heritage Act* (i.e., "the Act") and all other applicable legislation and policies.

Objectives:

To assist Council as follows:

- To advise and assist Council on all matters relating to Conservation of Properties of Cultural Heritage Value or Interest (s. 28 of the Act);
- To advise and assist Council on all matters relating to the identification of a potential Heritage Conservation District (s. 28 of the Act);
- To identify proactive projects and initiatives and to advise Council regarding improvement of historic, heritage and culturally significant areas of the Village;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or reviews;
- To respond to Council's legislated consultation of the Committee regarding the heritage designation process for individual properties and districts, applications to alter the designated properties, applications to demolish or remove designated properties and applications to repeal designation by-laws;
- To increase general public awareness and promotion of heritage-related conservation and preservation;
- To promote strategic initiatives as directed by Council regarding the protection of heritage; and
- To prepare an annual report to Council regarding progress, initiatives, recommendations, and considerations surrounding the Village's heritage environments and designated properties.

Composition:

The Heritage Advisory Committee shall include, but not be limited to:

- a. Five (5) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council Liaison to be appointed by Council; and
- c. Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council by way of resolution.

Terms of Office:

Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during Heritage Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet no less than six (6) times per year.

All meetings are open to the public.

Chair:

The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of all Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the Agricultural Advisory Committee roles include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The Heritage Advisory Committee shall report to Council:

- 1) Through the minutes of the meetings; and
- 2) As deemed necessary by the Committee for submission through the Council Liaison; and
- 3) As requested by Council.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the chairperson in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.

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: April 23, 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 Barbra Kimmerle, Project Engineer of Jp2g Consultants Inc., dated April 15, 2019; and

That Council does hereby award Tender PW-2019-01 to Clarence McDonald Excavation Ltd.

Carried / Defeated

J. Douglas Struthers, Mayor



Jp2g Consultants Inc.

ENGINEERS • PLANNERS • PROJECT MANAGERS
12 International Drive, Pembroke, Ontario K8A 6W5
P: 613-735-2507, F: 613-735-4513, www.jp2g.com

Jp2g No. 18-5026A

April 15th, 2019

Village of Merrickville-Wolford
317 Brock St. West
Merrickville, ON K0G 1N0

Attention Mr. Brad Cole
Public Works

**RE: Tender Review of Drummond, Lewis and St. Patrick Streets Road Reconstruction
Village Contract No. PW-2019-01**

Dear Sir:

The closing time and date for receipt of tenders for Drummond, Lewis and St. Patrick Streets Road Reconstruction – was 1:00 pm, local time, Tuesday April 2nd, 2019 for the construction works described in the Tender Documents. Four (4) tenders were received. The respective bids are summarized below:

| | <u>Tendered Price</u> |
|--|-----------------------|
| • Clarence McDonald Excavation Ltd. | \$ 2,305,336.79 |
| • George W. Drummond Ltd. | \$ 2,545,331.79 |
| • Crains' Construction Ltd. | \$ 3,491,196.25 |
| • Ottawa Greenbelt Construction Company Ltd. | \$ 3,805,501.00 |

One addendum was issued during the tendering period and was included in all tender packages. Alternate pricing for 460m of 200mm watermain and seven (7) 200mm gate valves rather than a 150mm watermain and valves was to be provided and was received from all bidders except Crains' Construction Ltd.

No mathematical errors or missing information, aside from Crains' Construction Ltd.'s alternate watermain pricing, were found in the bids.

As noted above, Clarence McDonald Excavation Ltd. was the low bidder. The total tendered price submitted by Clarence McDonald Excavation Ltd. of \$2,305,336.79 (HST included) is approximately 12% lower than the Engineer's Estimate of \$2,613,152.12 (HST included). Based on the review of the tender submission and subsequent discussions with Clarence McDonald, we see no reason not to award the project to Clarence McDonald Excavation Ltd.

Further to discussions with municipal staff, a 200mm watermain is to be installed on Lewis Street and St. Patrick Street per addendum #1. Therefore, the total adjusted amount of the Clarence McDonald Excavation Ltd. bid is revised to \$2,330,253.32 (HST Included). See attached post tender addendum #2.

Please do not hesitate to contact the undersigned for further assistance.

Yours truly,

Jp2g Consultants Inc.
Engineers • Planners • Project Managers

Barbra Kimmerle, P. Eng.
Project Engineer

Attachment: Post Tender Addendum #2 (Signed)

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW NO. 25-2019

BEING A BY-LAW TO APPOINT A DEPUTY TREASURER

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 the Municipal Act, 2001, Section 286 (2) gives a municipality the authority to appoint a deputy treasurer who has all the powers and duties of the treasurer under the *Municipal Act, 2001*, as amended, and any other Act;

AND WHEREAS Council deems it expedient that the Corporation of the Village of Merrickville-Wolford does appoint a deputy treasurer;

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

1. Suzanne Jackman is hereby appointed Deputy Treasurer of the Village of Merrickville-Wolford.
2. Any and all by-laws that do not conform with this by-law are hereby repealed.
3. This By-Law shall come into full force and effect as of the date of passing.

READ a first and second time this 23rd day of April, 2019.

READ a third and final time and passed this 23rd day of April, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

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

Resolution Number: R - - 19

Date: April 23, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 22-2019, being a by-law to confirm the proceedings of the Council meeting of April 23, 2019, be read a first and second time, and that By-law 22-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 22-2019

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 APRIL 23, 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 April 23, 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 April 23, 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 23rd day of April, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: April 23, 2019

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next regular meeting of Council on Monday, May 13, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor