

Established 1793
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Wolferg 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
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VILLAGE OF MERRICKVILLE-WOLFORD
Agenda for Council
Council Chambers

Council Meeting 7:00 p.m.

Monday, May 27, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes:** Approval of Minutes of the special Council meeting of May 1, 2019;
Approval of Minutes of the regular Council meeting of May 13, 2019; and
Approval of Minutes of the special Council meeting of May 14, 2019
5. **Public Question Period to Council**
6. **Building Dept.:** CBO-06-2019 re: 2019 1st Quarter Report
7. **Planning:** Advisory Committee Minutes of January 21st, March 18th and April 15th, 2019
8. **Library Board:** Public Library Board Minutes of April 11, 2019
9. **Finance Dept.:** FIN-16-2019 re: Modernization Grant; and
FIN-20-2019 re: 2019 Community Grant Applications
FIN-18-2019 and By-law 34-2019 re: Strategic Asset Management Policy
10. **CAO:** CAO-09-2019 re: Committee Structure and Terms of Reference
11. **Notices of Motion:**
12. **Public Question Period to Council**
13. **Next meeting of Council:** June 10, 2019 at 7:00 p.m.
14. **Confirming By-Law:** 33-2019 re: Confirm Proceedings of Council meeting of May 27, 2019
15. **Adjournment.**

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 27, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

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

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 May 27, 2019 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 27, 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 May 1, 2019 as:

_____circulated.

_____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

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

Wednesday, May 1, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 2:00 p.m. on Wednesday, May 1, 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-164-19 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 agenda of the special Council meeting of May 1, 2019, as circulated.

Carried.

Council Discussion: A review of potential committee structures and draft terms of reference for potential advisory committees was conducted.

Confirming By-Law

R-165-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: By-law 28-2019, being a by-law to confirm the proceedings of the Council meeting of May 1, 2019, be read a first and second time, and that By-law 28-2019 be read a third and final time and passed.

Carried.

Adjournment

R-166-19 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 3:20 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.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 27, 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 May 13, 2019 as:

____circulated.

____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

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

Monday, May 13, 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, May 13, 2019.

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

Staff in Attendance: Doug Robertson, CAO/Clerk
Christina Conklin, Deputy Clerk
Kirsten Rahm, Treasurer
Jerry Jopling, By-law Enforcement Officer
Brad Cole, Acting Public Works Manager and Fire Chief

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

Approval of Agenda

R-167-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of May 13, 2019, as circulated.

Carried

Unfinished Business:

R-168-19 Moved by Councillor Halpenny, Seconded by Councillor Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve that the fees associated with the use of the Merrickville Community Centre for two Merrickville Soccer Club events per year, one in May and one in September, be waived in 2019, 2020, 2021 and 2022.

Carried.

Delegations:

R-169-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Ontario Clean Water Agency regarding the 2018 Annual Water and Wastewater Report Summary, for information purposes; and

That Council does hereby receive and approve the endorsement of the Ontario Clean Water Agency Operational Plan for the Merrickville Drinking Water System dated August 28, 2018, for information purposes.

Carried.

Minutes:

R-170-19 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of April 23, 2019, as circulated.

Carried.

Public Question Period:

P. Watson inquired as whether there will be changes to the status of the Acting Public Works Manager, vacant Public Works Lead Hand and Acting Fire Chief positions and whether the Village would be advertising for the positions.

By-law Enforcement Department:

R-171-19 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 report BLEO-02-2019, being the 2019 first quarter report of the By-law Enforcement Department, for information purposes.

Carried.

Fire Department:

R-172-19 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 report FD-02-2019, being the 2019 first quarter report of the Merrickville Fire Department, for information purposes.

Carried.

Public Works Department:

R-173-19 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-02-2019, being the 2019 first quarter report of the Public Works Department, for information purposes.

Carried.

Finance Department:

R-174-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-18-2019 regarding transfers to and from reserves; and

That Council does hereby approve the transfer of \$56,500.00 from the 2018 Capital Budget to the Carry Forward Reserve to be used for 2019 Capital Projects; and

That Council does hereby approve the transfer of \$41,889.09 from Accrued Liabilities to the Water and Sewer Reserve; and

That Council does hereby approve the transfer of \$5,000.00 from the Legal/Self Insurance Reserve to the Legal Expenses General Ledger Account.

Carried.

CAO:

R-175-19 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 report CAO-05-2019 regarding an Overview of 2019 Municipal Projects, for information purposes.

Carried.

R-176-19 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 report CAO-06-2019 regarding the Main Street Revitalization Initiative, for information purposes.

Carried.

R-177-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-07-2019 regarding the Natural Gas Expansion, for information purposes.

Carried.

Notices of Motion:

R-178-19 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 Integrated Waste Management Plan and Waste Recycling Strategy as prepared by Aecom dated October 2011; and

That Council does hereby direct staff to research the waste diversion statistics from 2016 and 2018 and to place this item on the June 10th, 2019 Council Agenda for review and discussion.

Carried.

R-179-19 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 recognize the importance of natural gas to the economic development of Merrickville-Wolford; and

That Council does hereby enter into the development of a proactive plan for the extension of natural gas to the North side of the Rideau River and to the agricultural lands in the Wolford Ward; and

That Council does hereby request a meeting with Steve Clark, Minister of Municipal Affairs and Housing, to secure his assistance in encouraging Enbridge to expand natural gas infrastructure in the Village of Merrickville-Wolford.

Defeated.

R-180-19 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 express support for the Town of Prescott's Resolution 102-2019 regarding the call for the Premier of Ontario, the Minister of Tourism, Culture and Sport and the Ontario government to reconsider and rescind funding cuts to Southern Ontario Library Services (SOLS); and

That Council does hereby direct staff to forward a copy of this resolution to the Premier of Ontario, the Minister of Tourism, Culture and Sport, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO) and all municipalities within the United Counties of Leeds and Grenville.

Carried.

Public Question Period to Council

C. Dawson inquired as to who is responsible for repairing the step in front of the post office.

Y. Grandmaitre inquired as to whether there was a policy in place for announcing road closures to the business community.

Y. Grandmaitre inquired as to the status of the Merry Christmas banners.

Y. Grandmaitre inquired as to when a report would be coming forward from the Economic Development Department.

Y. Grandmaitre inquired as to when the Minutes of the Council Meeting of May 1, 2019 will be made available.

Y. Grandmaitre inquired as to whether there have been decisions made regarding committees.

Y. Grandmaitre inquired as to whether any grants have been applied for with respect to any infrastructure projects.

Y. Grandmaitre inquired as to whether any consideration has been given to applying for a federal infrastructure grant for rural municipalities with respect to natural gas expansion.

P. Watson inquired as to whether our small community has the expertise, resources to handle the amount of proposed development over the next four to five years.

P. Watson inquired as to when a report will come forward from the Economic Development Officer.

P. Watson inquired as to why is a lot of this information or plans about what we are thinking or where we are moving is not being made public or why is the public not aware.

Confirming By-Law

R-181-19 Moved by Councillor Foster, Seconded by Councillor Halpenny

Be it hereby resolved that: By-law 29-2019, being a by-law to confirm the proceedings of the Council meeting of May 13, 2019, be read a first and second time, and that By-law 29-2019 be read a third and final time and passed.

Carried.

Adjournment

R-182-19 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 now adjourn at 8:50 p.m. until the next special meeting of Council on Tuesday, May 14, 2019 at 3:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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

Tuesday, May 14, 2019

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 3:00 p.m. on Tuesday, May 14, 2019.

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

Staff in Attendance: Doug Robertson, CAO/Clerk
Christina Conklin, Deputy Clerk
Brad Cole, Acting Public Works Manager and Fire Chief
Randy Wilkinson, Chief Building Official

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

Approval of Agenda

R-183-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the special Council meeting of May 14, 2019, as circulated.

Carried

In Camera:

R-184-19 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 move to an "In Camera" session at 3:05 p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

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

Carried

R-185-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session, with staff being given direction and the regular Council session resume at 5:00 p.m.

Carried

By-Law:

R-186-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy

Be it hereby resolved that: By-law 31-2019, being a by-law to authorize the Contract Agreement between the Corporation of the Village of Merrickville-Wolford and Clarence McDonald Excavation Ltd. regarding the Drummond, Lewis and St. Patrick Streets Reconstruction Project, be read a first and second time, and that By-law 31-2019 be read a third and final time and passed.

Carried.

Confirming By-Law

R-187-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: By-law 32-2019, being a by-law to confirm the proceedings of the Council meeting of May 14, 2019, be read a first and second time, and that By-law 32-2019 be read a third and final time and passed.

Carried.

Adjournment

R-189-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 5:05 p.m. until the next regular meeting of Council on Monday, May 27, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 27, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-06-2019, being the 2019 first quarter report of the Building and Planning Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

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

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



Village of Merrickville-Wolford

Report CBO-06-2019
Planning and Building Department
Information Report to Council
Date of Council Meeting: May 27th, 2019

**RE: 1st Quarter Report (January 1st to March 31st, 2019)
Construction/Demolition Permit and Planning Statistics Reports**

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

RECOMMENDATION:

That Council receive report CBO-06-2019, being the 2019 first quarter results of the Building and Planning Department, for information purposes.

BACKGROUND:

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

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

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

ANALYSIS:

In considering the graphs appended to this report, it appears that the first quarter of 2019 has seen no applications for zoning and official plan amendments compared to 2 and 1 applications received respectively during the first quarter of 2018. There was a single application for Minor Variance in 2018 compared to no applications received this year. Five applications for consent had been received or facilitated during the first quarter of 2019 compared to 7 in 2018.

No applications for site plan control were received in this quarter or during the same period in 2018, however it is anticipated that there could be as many as 2 site plan control agreements this year.

One Official Plan Amendment was approved in the first quarter of 2018 compared to none approved or applied for in 2019.

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

With respect to the number of construction permits issued. The first quarter of 2018 witnessed a total of 13 construction permits issued compared to 12 issued in the same period in 2019. No demolition permits have been issued in the first quarter of 2019.

The 2018 first quarter number of inspections carried out by this department totaled 122 compared to just 87 inspections carried out in the 2019 first quarter. Despite the very cold winter construction conditions, it has clearly been an extremely active year for construction thus far.

The value of construction activity jumped substantially in the first quarter of 2019. The total value of construction activity increased over two and a half times to \$2,575,000.00 in the first quarter of 2019 from \$1,001,200.00 in 2018. This was due in most part to 7 new house permits issued during this time.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2019 municipal budget.

The legal implications are non-applicable.

LINKS TO STRATEGIC PLANS:

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

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

CONCLUSION

The first quarter of this year showed a large increase in the value of construction activity but an overall decrease in planning development activity. The 2019 first quarter overall saw a decline in the number of building inspections carried out.

All indications for the coming year point to steady construction and development, though this is always dependent upon local and national economic factors.

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

ATTACHMENTS:

1. Schedules "A" and "B"- comparisons of 1st quarter results from 2018 and 2019

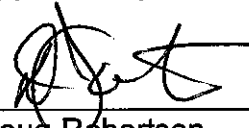
REQUIRED AND RECEIVED COMMENTS FROM: Yes or N/A (Not applicable)	
CAO	Yes
Clerk	Yes
Finance	N/A
Building & BLEO Department	Yes
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other: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

Submitted by:



Randy Wilkinson
Chief Building Official

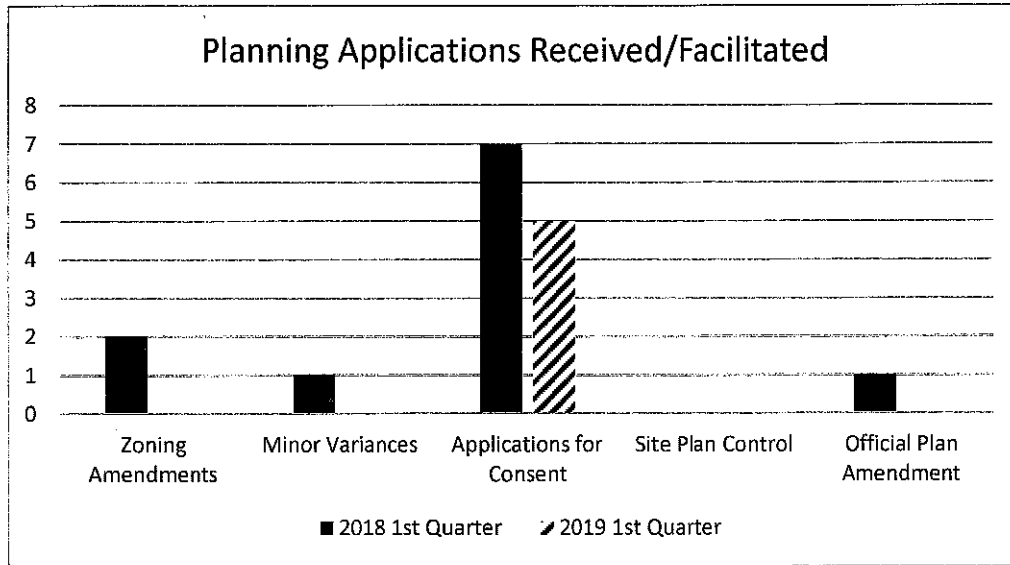
Approved by:



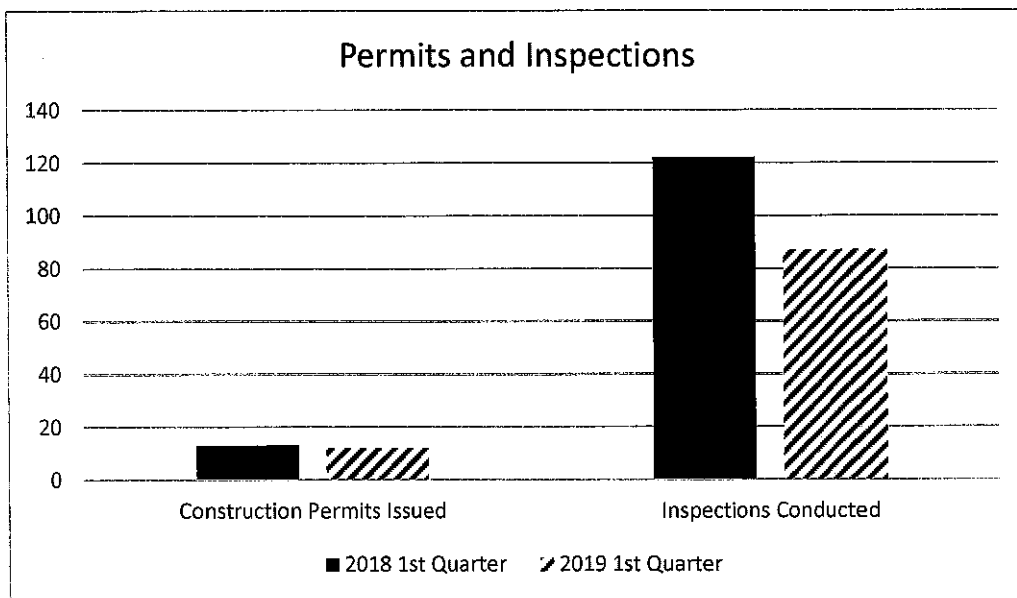
Doug Robertson
CAO/Clerk/Director of Economic
Development

Schedule "A" to Report CBO-06-2019

	2018 1st Quarter	2019 1st Quarter
Zoning Amendments	2	0
Minor Variances	1	0
Applications for Consent	7	5
Site Plan Control	0	0
Official Plan Amendment	1	0

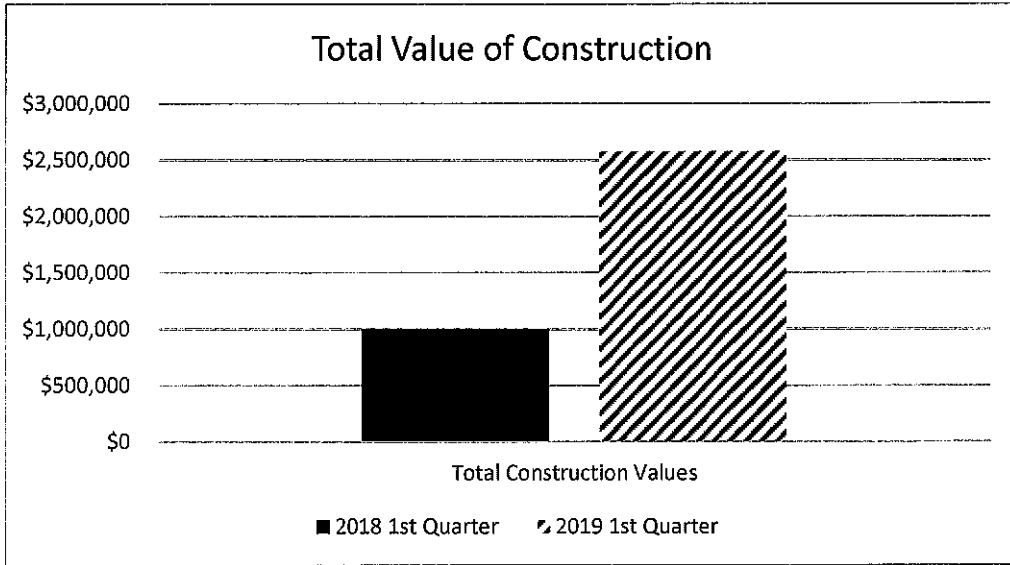


	2018 1st Quarter	2019 1st Quarter
Construction Permits Issued	13	12
Inspections Conducted	122	87

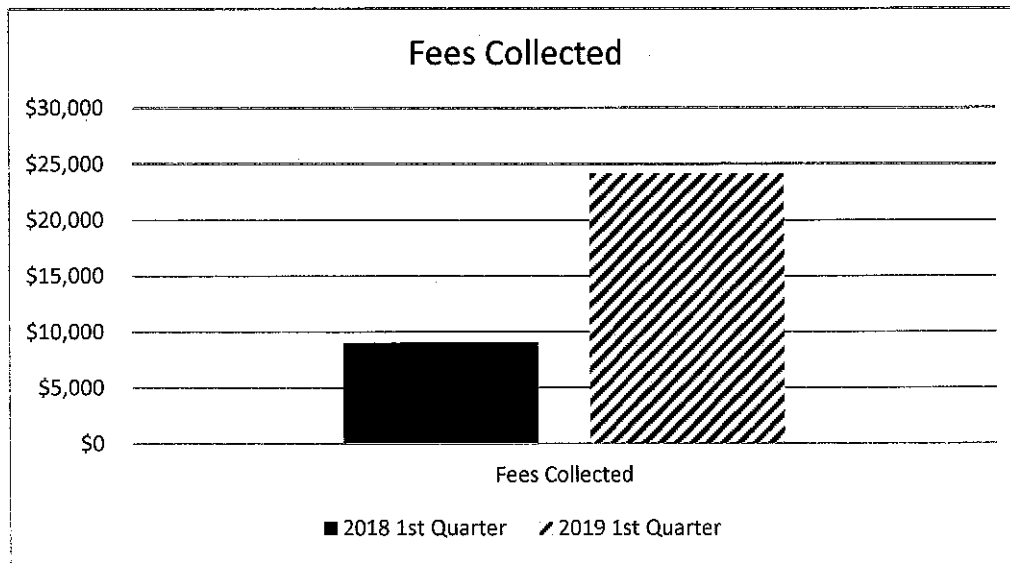


Schedule "B" to CBO-06-2019

	2018 1st Quarter	2019 1st Quarter
Total Construction Values	\$1,001,200	\$2,575,000



	2018 1st Quarter	2019 1st Quarter
Fees Collected	\$9,010	\$24,120



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 27, 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 following, for information purposes:

1. Planning Advisory Committee Minutes dated January 21, 2019;
2. Planning Advisory Committee Minutes dated March 18, 2019; and
3. Planning Advisory Committee Minutes dated April 15, 2019.

Carried / Defeated

J. Douglas Struthers, Mayor

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

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

PLANNING ADVISORY COMMITTEE MEETING MINUTES
Village of Merrickville-Wolford Council Chambers
317 Brock Street West

Date of Meeting; January 21st, 2019 at 7:00pm

Present; (Committee Members) Chairman John Ireland, Tim Molloy, Stewart Hamill, Kim Weedmark, Rod Fournier, Ian Kirk

Secretary to Committee, Randy Wilkinson (Staff),

Regrets; None

Members of the Public; Eric Monkman, Robyn and Ron Eagle, Cindy Hanna, Carolyn Dey and Larry Feenstra

1. Call to Order:

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

2. Agenda:

A motion was put forward by Rod Fournier and seconded by Kim Weedmark to approve the agenda as presented. Carried.

3. Declaration of Pecuniary Interest:

There was no declaration of pecuniary interest, except that the Chairman indicated his involvement with one of the neighbouring properties of one the consent applications before the Committee this evening.

4. Review of Previous Minutes;

Moved by Ian Kirk and seconded by Rod Fournier to approve the minutes of the meeting of October 15th, 2018 as presented. Carried.

5. Old Business;

There was no old business before the Committee.

6. New Business/Delegations;

- a) Robyn and Ron Eagle appeared to discuss their plans to develop a property behind their residence at 912 St. Lawrence Street. The legal description is Block 10, Lots 1, 2, 3, 8, 9,10 on Plan 6. The property is made up of six 80ft x 120ft lots under one title. They presented very preliminary drawings of a proposed demolished and then re-assembled barn approximately 36ft x 102ft and modified into commercial type uses. It would be located on the un-maintained Alice Street road allowance. It is proposed to be ready in 2020 for occupancy. They have spoken with some neighbours in advance of the project. The property is proposed to be serviced by its own septic and well. The Village's Official Plan appears to require municipal water and sewer. Randy Wilkinson stated that the opening of road allowances and their being brought up to municipal standards must be approved by Council. The Village's Zoning Bylaw will be required to be site specifically

amended. The Committee indicated support in principle and Randy Wilkinson cautioned the Committee and the delegation that ultimately, any amendment to the Village's Official Plan must be approved by the United Counties' Planner.

- b) Carolyn Dey and Larry Feenstra appeared before the Committee to discuss a draft consent application at the west side of their property at 330 Broadway Street West. The Committee indicated that the application and plans must be amended to indicate a minimum ½ acre lot with at least 100ft of road frontage. They informed the Committee that they would return with an amended application and site plan in the near future.
- c) Cindy Hanna appeared before the Committee to discuss a draft consent application. The proposed lot is located at Part Lot 25, Concession 2 on the north side of Ireland Road. The new 2.5 acre residential lot would be severed from an existing 48 acre lot. There was some discussion about an existing wayside pit near the lot, but the pit is not indicated in the Village's Official Plan. The Committee discussed the MDS requirements for the existing livestock facility of the Chairman's property across the road from this new lot. The Committee recommended that the Chairman's barn should be measured for area because there may be a potential for significantly more livestock in the future. It was noted that there is no existing manure pit on those farm lands. The MDS calculation indicated a maximum of 48 beef cattle. The Committee was satisfied with the draft application as presented. The Committee suggested that the applicant formally apply to the Consent Granting Authority and discuss with them the various MDS scenarios.
- d) The Committee reviewed a formal application for consent B-129-18, Arthur Wilson on Part Lot 13, Concession A. Moved by Rod Fournier and seconded by Stewart Hamill that the Committee recommend approval of the application. Carried.
- e) The Committee reviewed formal application for consent B-130-18, Arthur Wilson on Part Lot 16, Concession A. Moved by Kim Weedmark and seconded by Rod Fournier that the Committee recommend approval of the application. Carried. The Committee directed Secretary Randy Wilkinson to contact the Consent Granting Authority to confirm that the mapping was the same as what had been reviewed by the Committee in a previous meeting and if so, the Secretary would email the mapping to each Committee member.

7. Correspondence /Information Items;

- a) The correspondence from Wind Concerns Ontario was reviewed.
- b) Provincial Cannabis correspondence updates was reviewed.
- c) Correspondence from the Rideau Valley Conservation Authority pertaining to consent applications B-80-18 and B-81-18 for Lesley Marten was reviewed.

8. Ongoing Business;

The next Committee Official Plan draft review dates were discussed by the Committee likely for early March.

9. Round Table Discussions;

The Committee discussed recommending to the new Council that the terms of the existing Committee members be extended to allow for completion of the new Official Plan and Zoning Bylaw. Moved by Kim Weedmark and seconded by Rod Fournier to recommend that Council extend the term of the existing Committee. Carried.

10. Date of Next Meeting;

The date of the next regular meeting by the Planning Advisory Committee shall be at the call of the Secretary.

11. Adjournment;

A motion was put forward by Stewart Hamill to adjourn the meeting at 9:20pm

PLANNING ADVISORY COMMITTEE MEETING MINUTES

Village of Merrickville-Wolford Council Chambers

317 Brock Street West

Date of Meeting; March 18th, 2019 at 7:00pm

Present; (Committee Members) Chairman John Ireland, Tim Molloy, Stewart Hamill, Kim Weedmark, Rod Fournier, Ian Kirk

Secretary to Committee, Randy Wilkinson (Staff),

Regrets; None

Members of the Public; Doug Robertson CAO, Cindy Hanna, Bill Holzman, Ken Shelley, Carolyn Dey and Larry Feenstra

1. Call to Order:

Call to order by Chairman John Ireland at 7:01pm.

2. Agenda:

It was noted that the agenda as presented, required that the date be corrected to indicate March 18th, 2019 under the Additions and Deletions section. The revised agenda will be provided at the Committee's next regular meeting. A motion was put forward by Rod Fournier and seconded by Ian Kirk to approve the agenda, as amended. Carried.

3. Declaration of Pecuniary Interest:

There was no declaration of pecuniary interest.

4. Review of Previous Minutes;

The previous minutes of the meetings of both November 8th, 2018 and January 21st, 2019 were reviewed by the Committee. Moved by Stewart Hamill and seconded by Kim Weedmark to approve the minutes of the meetings of November 8th, 2018 and January 21st, 2019, as presented. Carried.

5. Old Business;

There was no old business before the Committee.

6. New Business/Delegations;

- a) Carolyn Dey and Larry Feenstra appeared before the Committee and discussed their revised draft application and site plan. The Committee noted that the application should proceed to the Consent Granting Authority.
- b) Cindy Hanna appeared before the Committee in respect to Consent Application B-3-19 and there was some discussion as to the proposed lot configuration. Cindy indicated that the nearby farm would house approximately 30 cattle. Randy Wilkinson inquired as to how the Minimum Distance Separations would be met to which Cindy stated that the Consent Granting Authority has all the necessary calculations.

- c) Doug Robertson CAO, appeared before the Committee to briefly discuss the proposed Park View subdivision on Herbert Street and how the Village could be positively affected by this development.
- d) Bill Holzman and Ken Shelley appeared before the Committee to present an information booklet with a preliminary concept plan and to discuss the proposed Herbert Street development by Park View Homes. The Village' Official Plan allows for residential uses. An Official Plan amendment should not be required. A Zoning Bylaw amendment may be required to change the density to R-2 to allow for freehold town houses in blocks of about 6 units each for a total of approximately 75 units. Each dwelling would be 2 storeys and approximately 1500-1700 sq ft in area. There may be a requirement to ask Council to stop up and close certain portions of road allowances. The developer has approached various neighbours including those on the west end of Alice Street and the owners of the Eagle View proposed site. There were questions as to why the Village would require a 16m road allowance and Randy Wilkinson was directed to consult with the Village Planner. There was some concern expressed that the development should be in character with the heritage aspect of Merrickville and not appear to resemble a suburb of Ottawa. The developer would like to have shovels in the ground in about 12-18 months.
The committee is supportive of this proposal in principle and will offer assistance where possible.

7. Correspondence /Information Items;

- a) The letter dated December 12th, 2018 from the County Planner's comments on the first draft of the new Official Plan was reviewed by the Committee.
- b) The correspondence dated January 25th, 2019 from Bill Holzman to the Rideau Valley Conservation Authority was reviewed by the Committee. The Committee directed Randy Wilkinson to inform the Conservation Authority that no shrubbery or plantings will be permitted upon the un-maintained Wellington Street road allowance.
- c) Correspondence from Minister Clark of the Ministry of Municipal Affairs and Housing regarding that ministry's suggestion to "pump the brakes" on major municipal planning documents was reviewed by the Committee.

Note; A motion was put forward by Kim Weedmark and seconded by Rod Fournier that the Committee recommends that Council continue with the implementation of the new Official Plan. Carried. Randy Wilkinson will bring this recommendation to the next Council meeting.

- d) There were four Notices of Decision from the Consent Granting Authority that were reviewed by the Committee.

8. Round Table;

9. Date of Next Meeting;

The date of the next regular Planning Advisory Committee meeting shall be April 15th, 2019 at 7:00pm

10. Adjournment;

A motion for adjournment was put forward by Stewart Hamill at 9:15pm.

PLANNING ADVISORY COMMITTEE MEETING MINUTES

Village of Merrickville-Wolford Council Chambers

317 Brock Street West

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

Present; (Committee Members) Chairman John Ireland, Stewart Hamill, Rod Fournier, Ian Kirk, Kim Weedmark, Tim Molloy

Secretary to Committee, Randy Wilkinson (Staff),

Regrets; None

Members of the Public; Wilson Basille, Ken Shelley (Park View Homes), Robbie Giles, Pat Watson, Geoff Watson, Lee Sheets, Pat McBane

1. Call to Order:

Call to order by Chairman John Ireland at 7:00pm.

2. Agenda:

A motion was put forward by Stewart Hamill and seconded by Rod Fournier to approve the agenda. Carried.

3. Declaration of Pecuniary Interest:

There was no declaration of pecuniary interest.

4. Review of Previous Minutes;

The previous minutes of the meeting and the amended agenda of March 18th, 2019 were reviewed by the Committee. Moved by Rod Fournier and seconded by Ian Kirk to approve the amended agenda and previous minutes, as presented. Carried.

5. Old Business;

There was no old business before the Committee.

6. New Business/Delegations;

- a) Wilson Basille appeared before the Committee to discuss Blocks 44, 71, 74 and 75, Plan 6 on the east side of Collar Hill Road. The purpose of this discussion is obtain a recommendation in principle from the Committee to develop the lands as a new subdivision. He would like to connect to the municipal water and sewer systems for around 38 lots for a mix of single and double dwellings with a possible sewage pump station. Randy Wilkinson strongly suggested that Wilson retain the services of a professional planner. It was suggested that Wilson return on another day with his proposal in writing with more information including which streets would have be opened or closed and indicate the number of proposed entrances from Collar Hill.
- b) Robbie Giles appeared before the Committee to discuss the potential expansion of Merrickville Estates subdivision. Specifically, would the public have input on the proposed Phases 4 and 5 of the subdivision. Robbie produced a coloured hand out and

referred to his email correspondence to the Village's Chief Administrative Officer. The Committee stated that the prescribed process provided in the Planning Act would be followed. Robbie said that he was not objecting to the subdivision expansion. Tim Molloy indicated that there has been no application received to date for the expansion. Randy Wilkinson suggested that Robbie attend the Village Building and Planning department to review the subdivision approval process in the Act.

- c) Consent application B-4-19 Rideau Committee Health Centre. Jacques Pelletier appeared before the Committee to discuss aspects of the consent application. The existing parking agreement may require some modifications to reflect the severance. The Committee directed Randy Wilkinson to attend the hearing before the Consent Granting Authority. A motion was put forward by Rod Fournier and seconded by Ian Kirk to recommend approval of the consent application. Carried.
- d) Lee Sheets and Pat McBane appeared before the Committee to discuss a modification to the existing McLean's Landing subdivision. Phase 2 is to be expanded to 43 lots from about 36 lots. The new lots would have 50ft frontages and this project may have to be phased in. A Zoning Bylaw amendment may be required for the reduced frontage from 59ft. The west lots are proposed to be basement walk outs. There may be more hoe ramming required for the new development. John Ireland asked about the next step after this discussion and Lee Sheets stated that he will be in contact with the County approval authority and he will copy the Committee Secretary on further correspondence.

7. Correspondence /Information Items;

- a) The Committee reviewed email correspondence from David Nanton re; the County approval authority's requirements for the proposed Park View subdivision for information purposes.
- b) The Committee reviewed a letter dated march 21st, 2019 from the Rideau Valley Conservation Authority re; Consent application B-3-19 for Hanna for information purposes.
- c) The Committee reviewed email correspondence re; Consent application B-41-18 for the revised tree planting plan along un-maintained Wellington Street East for information purposes.
- d) The Committee noted that the new Village Official Plan has been taking excessive time for completion. The Committee directs Randy Wilkinson and Tim Molloy to meet with the Chief Administrative Officer to firm up a date for an open house with the Planner.

8. Round Table;

9. Date of Next Meeting;

The date of the next regular Planning Advisory Committee meeting shall be May 21st, 2019 at 7:00pm

10. Adjournment;

A motion for adjournment was put forward by Kim Weedmark at 8:38pm.

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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: May 27, 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 April 11, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Apr. 11, 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 12:33 pm.

1. Declaration of Pecuniary Interest: None.

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

3. Approval of Minutes:

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

6. Correspondence:

- Thank you card from Sue Birta (former board member)

7. Questions/ Presentations from Public: None

8. Friends of the Library Report: Kirsten Finstad, member of the Friends of the Library, was present to report on the Friends' activities. As of their last meeting, the Friends have contributed \$2,465 to fund the OverDrive ebook collection annual fees, eresources for 2019, Kanopy film streaming subscription, children's programs (Valentine's Day, March Break, art workshop), etc. They are also currently planning to sponsor the DVD pool, additional children's programs, a new vacuum cleaner, and curtains for the meeting room. There are 2 fundraisers coming up in May – the big garage sale (May 4), and the plant sale (May 25). They are debating whether to do a bulb sale in the fall.

9. Librarian's Report: see below.

10. Other Business:

i. Updates:

- **Budget 2019:** Our 2019 funding from Merrickville-Wolford has been approved.
- **Building Work (Exterior):** The 2019 funding for this work has been approved (will include the roof work and protecting the east wall). Mary Kate will ask the CBO about timelines, etc.
- **Annual Report Presentations:** Montague has been rescheduled to Apr. 16, and Merrickville-Wolford may be April 23 (unconfirmed). Distributed hard copies of the report to the Board. Will put on the library website after the presentations or before the end of April, whichever comes first.
- **Library Reserve:** (see attached letter) After discussion to clarify, it was decided that Mary Kate should arrange a meeting with the municipal Treasurer and John to discuss setting up a separate reserve bank account and name changes to the reserve ledger account. Mary Kate to keep Timothy apprised on this.
- **Board Orientation:** Distributed link to SOLS board orientation video and other material for board to review at home.

ii. Policy Review –

- **Board By-laws:** Reviewed and amended. Moved by John, seconded by Wendy. APPROVED.
- Due to time restrictions, additional policy review was deferred to next meeting.

iii. Planning – deferred, possibly until fall.

iv.

11. Next meeting: Thurs, May 9, 2019 at 12:30 at the Library.

Note: this meeting will focus exclusively on policy review

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Mar-Apr /19

Statistics:

March	2019	2018	2017	2016
Patrons	1257 w/mtgs 1295 -9%	1399 -6% w/mtgs 1419 -5.5%	1486 +2% w/mtgs 1502	1452 -2.5% w/mtgs 1501
(Kids/Youth)	351 (119 / 232)	399 (131 / 268)	503 (183 / 320)	435 (163 / 272)
(Progs)	164-in (19 prgs in) 48-out of Lib, (5 prgs)	172-in (20 prgs in) 34-out of Lib (5-prgs)	261-in (26 prgs, 2 CV / grps in,) 15-out of Lib (2-prgs, 0 CVs out)	171-in (18 prgs- in) 28- out of Lib (5 prgs- out)
Mtg Rm users	38 (4 mtgs)	20 (3 mtgs)	16 (3 mtgs)	29 (5 mtgs)
Circulation	2532 +5% OverDrive: 505 (circ) TOTAL 3037 +10%	2407 -8% OverDrive: 355 (circ) TOTAL: 2762 -2%	2628 +4.5% Overdrive: 328 TOTAL: 2956	2511 -14% Overdrive: 237 TOTAL: 2748
(Adult/Child)	(A-1626, J-886 T-20)	(A-1597, J-746, T-64)	(A-1615, J-947, T-66)	(A-1676, J-757, T-78)
Internet use (+wireless):	282 -14.5% (224 / 38w / 20 Tab)	328 -5% (271 / 34w / 23 Tab)	388 +13% (311 / 61w / 16 EL)	344 -19% (282 / 59w / 3 EL)
ILLs borrowed/lent:	97 / 88	107 / 84	147 / 114	92 / 93

March visits were down from last year, however circulation was up, particularly the OverDrive collection. March Break went well. More kids are coming regularly after school, so computer use has picked up. Evenings have picked up since Daylight Savings Time started.

Programs & Services:

Children's Programs:

StoryTime: Continues to do well. Attendance is improving with the nicer weather.

Lego Club/Tech Club: Still sporadic. However the Osmo (educational computer games) is proving popular.

March Break: Ran 4 programs that went well. Attendance was good overall.

PlayGroup: Continue to do story visits most weeks.

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

Schools: Nothing new.

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

Adult Programs:

Library Book Club: Our book club continues to thrive. We are also supplying books to 4 other book clubs.

Off The Shelf: This continues to go well and have good attendance.

Friday Movies: Attendance has dropped a bit, and we've had a few internet problems. Will continue for now, but expect audience may drop off later in the spring.

Maker programming: Looking into this for the fall.

Museum Passes: Demand has dropped since March Break, but they still move regularly.

Internet: Has picked up with the nicer weather and the return of the after school kids.

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

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

Pools: Continue popular.

Meeting Room: In addition to programs, the room was used by the Fair Board, the Chamber of Commerce, and the Friends of the Library.

Collection: Have ordered the spring-summer bestsellers. Am publicizing Kanopy. Missed the big spring Scholastic sale (unusually early and poorly advertised).

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

Donations: Received \$1000 donation.

Facilities: The chair lift required a new battery (installed by the maintenance company). Currently looking into a new vacuum and new curtains for the meeting room. We will need to replace 1 or 2 of the older public computers this year.

Publicity/Outreach: Usual publicity in the Phoenix, website, Facebook updates, signs, and flyers.

Partnerships/Outreach: The Tulip Festival is coming up – the library will be hosting craft workshops.

Professional Development, Meetings, etc: The Small Libraries meeting and the Community Outreach group meeting are coming up in May.

Grants, etc: Data for the Annual Survey (required to get the Public Library Operating Grant) has been submitted. Did a webinar on the Grant Advance service. It is very good, but not a good fit for our library.

Plans for month: present the Annual Report to Councils, continue to publicize Kanopy, shop for vacuum/curtains/computer, etc. Continue to review policies. Complete the Charitable Tax Return (once audited financial statement is available). Prepare for the Tulip Festival. Follow up re: programming, outreach, marketing. Plus the usual library business.

April 11, 2019

Merrickville, ON K0G 1N0

The Board of Directors
Merrickville Public Library
446 Main St W,
Merrickville, ON K0G 1N0

RE: The Library's Reserve Fund

I am a Certified Management Consultant who has worked for many Libraries, Municipalities and School Boards over the past 30 years.

My understanding is that the Library's Reserve Fund is kept in an Account managed by the Municipality. This contradicts the duties of the Treasurer as noted in the Ontario Public Libraries Act:

"Treasurer

(4) A board shall appoint a treasurer who shall,

(a) receive and account for all the board's money;

(b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;

(c) deposit all money received on the board's behalf to the credit of that account or accounts; and

(d) disburse the money as the board directs. R.S.O. 1990, c. P.44, s. 15 (4).

Idem

(5) The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (5)."

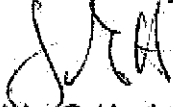
I recommend that the funds be placed into a separate Bank Account where the Board and CEO have signing authority.

This will become a more significant issue in the future for two reasons:

1. The Library receives donations and bequest for specific purposes
2. The Library is launching a Planned Giving Campaign which is intended to increase the number of bequests it receives.

I recommend, subject to the agreement of the Board that this be treated as an administrative matter that may be dealt with by the CEO and the Village Treasurer.

Yours sincerely,



John G. Harris, CMC

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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: May 27, 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-16-2019 regarding Proposed Modernization Grant Allocation, for information purposes; and

That Council does hereby approve the allocation of funds from the Modernization Grant Reserve in the amount of \$312,843 to the projects as outlined in this report.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-16-2019
Finance Department
Information/Action Report to Council
Date to Council: May 27, 2019

Re: Proposed Modernization Grant Allocation

OBJECTIVE: To provide Council with potential projects that the Modernization Grant Funding may be used for, for Council's consideration.

RECOMMENDATION:

_____ **THAT: Council does hereby receive report FIN-16-2019 regarding Proposed Modernization Grant Allocation, for information purposes; and**

_____ **THAT: Council does hereby approve the allocation of funds from the Modernization Grant Reserve in the amount of \$312,843 to the projects as outlined in this report.**

BACKGROUND:

In March of 2019, MPP Steve Clark announced that the Village of Merrickville-Wolford will receive \$371,843 in funding from the province. While the funding is unconditional, it is intended to help modernize service delivery and reduce future costs through investments in projects such as service delivery reviews, development of shared service agreements and so forth. Council allocated \$59,000 of this funding to the Infrastructure Reserve Fund, leaving a remaining balance of \$312,843 which have been transferred to the Modernization Grant Reserve.

ANALYSIS:

Staff have identified several projects, and have estimated costs for the projects, that meet the intended goals of the funding, and would create efficiencies and save money in the long-term. Some of the projects have been mandated by the province. Staff recommend using funds from the Modernization Grant Reserve for the following projects:

- Asset Management:
 - Road & Facility Conditional Assessments \$50,000
 - Development of an Asset Management Plan \$90,000
 - Asset Management Software \$25,000;
- Development of a Long-term Financial Plan \$30,000;
- Sanitary Sewer Infiltration & Sewage Treatment Plan Inflow Study \$35,000;

- Sanitary Sewer Camera & Grouting work to reduce infiltration \$20,000;
- Core Service Delivery Review \$30,000;
- Balance of costs for Merrickville Community Centre Emergency Generator \$27,000;
- and,
- Infrastructure Reserve Contribution \$5,843.

BUDGET/LEGAL IMPLICATIONS:

These items have not been included in the 2019 budget, but funding through the Modernization Grant Reserve is available.

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.

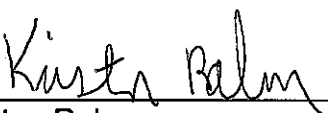
CONCLUSION:

That Council approve the allocation of funds in the Modernization Grant Reserve as outlined in the report. The timing of the projects will vary - some will be completed this year and others will take a few years to complete. Setting aside the funds in the Modernization Grant Reserve for these projects supports modern and efficient service delivery, and ensures that the Village will be in compliance with provincial regulations.

ATTACHMENTS:

None

Submitted by:



Kirsten Rahm,
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

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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: May 27, 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-20-2019 regarding 2019 Community Grants; and

That Council review the summary of grant applications under the Community Grants Program Policy in order to facilitate the selection process; and

That Council direct staff to arrange a Special Council Working Meeting to review the grant applications.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-20-2019
May 27, 2019
Finance Department
Information Report to Council

RE: 2019 Community Grants

OBJECTIVE: To provide Council with direction on the Community Grant Application selection process.

RECOMMENDATION:

THAT Council receive report FIN-20-2019 regarding 2019 Community Grants; and

THAT Council review the summary of grant applications under the Community Grants Policy in order to facilitate the selection process; and

THAT Council direct staff to arrange a Special Council Working Meeting to review the grant applications.

BACKGROUND:

The Village of Merrickville-Wolford adopted the 2019 Budget, By-Law 20-2019, on March 25th, 2019, which set aside \$17,000 for the Community Grant Program. Staff updated the policy for this program and, on April 23rd, 2019, Council adopted the revised Community Grants Program Policy.

ANALYSIS:

The Community Grants Program Policy sets out clear eligibility criteria and now incorporates in-kind requests such as fee waivers. It also sets out evaluation standards to ensure all applications are evaluated using consistent criteria.

To facilitate the grant application selection and approval process, a grant package will be provided to each Council member including copies of each grant application, a copy of the Community Grants Program Policy, and the scoring key. Council members will be allowed a period of time to review the packages and score each grant application using the project evaluation rubric. Staff recommend that Council hold a Special Council Working Meeting to discuss the applications, approve allocation of the grant funds and give directions to staff.

Although the budget allocated \$17,000 for community grants, there have been some fee waiver requests that were approved earlier in the year:

- Christmas in Merrickville, Merrickville Community Centre - \$200
- Heritage Classic, Merrickville Community Centre - \$200
- Soccer Club – Soccer field rental - \$750
- Soccer Club – Merrickville Community Centre - \$400

This leaves \$15,450 remaining in the Community Grant budget. Fourteen applications were received, including four specifically for In-Kind Fee Waiver requests, and the total cash grants and In-kind requests is \$62,256.

Staff would like to highlight some key elements of the policy:

- Approving various Community Grant applications and amounts rests with Council.
- Grant funding or assistance is not guaranteed and Council may reduce funding requests in order to support a wider range of projects.
- Eligible applicants must be based in Merrickville-Wolford and/or serve the residents of Merrickville-Wolford.
- The program is not intended to provide funds for “flow through funding” (where recipients in turn re-distribute funds to other organizations or groups), nor for donations to charitable causes.
- Community grants are intended to be supplementary to an organization’s main funding sources and are not meant to be the primary source of funding.

BUDGET/LEGAL IMPLICATIONS:

The 2019 budget approved \$17,000 toward community grants.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

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:

Promoting healthy living

By granting monies to support community events, the Village is promoting healthy living by assisting to bring something for everyone to the Village which promotes aging in place as well as attracting and retaining a younger demographic to encourage diversity and sustainability in the community.

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.

Ensuring efficient, effective services and civic engagement

By implementing a new grant application system, the Village has enhanced municipal communications practices and improved connectivity with the community. From a time management aspect, the new system saves interruptions throughout the year as the process is streamlined at the beginning of the year.

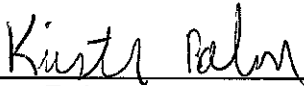
CONCLUSION:

It is recommended that Council adopt the report summarizing the 2019 grants, both monetary and in-kind, and that Council hold a working meeting to finalize their selections.

ATTACHMENTS:

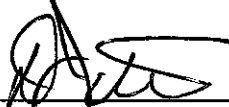
Attachment "A": Community Grants Program Policy
Attachment "B": Community Grants Summary

Submitted by:



Kirsten Rahm,
Manager of Finance - Treasurer

Approved by:



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

Attachment B - Community Grant Program Applicants - 2019

Cash Grant Applicants

Applicant	Amount requested		Amounts Received in Prior Years			For Previous Grant recipients		Comments
	Cash Grant	In-Kind requests	2016	2017	2018	Did Village receive 2018 financial statements	Has flow through funding occurred	
Merrickville Agricultural Society	\$6,500	Waiver of Signage Permits; \$100	\$4,000	\$4,000	\$4,000	Y	N	
Friends of the Rideau	\$1,500		\$1,500	\$1,500	\$1,000	Y	N	
Run Merrickville	\$1,000	Road barriers, garbage cans; pylons		\$500	\$500	Y	Y	Donated money to other organizations
Merrickville Tulip Festival (Lions Club)	\$500	Hydro at Blockhouse				N/A	N/A	
Merrickville Wolford in Bloom	\$3,800	Fee waivers for Community Centre and Eastons Corners Hall as needed; \$500		\$8,650	\$3,650	Y	N	In Kind request for staff to join committee as a liason, public works staff to dig municipal beds and for Brush Truck cannot be accommodated.
Christmas in Merrickville	\$4,500	Barricades; garbage pick up	\$700	\$875	\$2,000	Y	Y	Donated money to other organizations
Merrickville Day Nursery School	\$37,802					N/A	N/A	
Rideau Community Health Services	\$1,913					N/A	N/A	
Merrickville's Jazz Fest	\$1,000	Waiver of Signage Permits; \$100			\$750	Y	Y	Donated money to other organizations
CanalFest (Lions Club)	\$2,000	Wooden Chairs; road barriers; pylons; Blockhouse hydro		\$3,000	\$1,000	Y	N	Request for road closure will need to be approved by staff

Grant applications for In-Kind Services only:		
Applicant	Value of In-Kind request	Comments
Merrickville Cooperative Playgroup	\$360 for rental fee waiver & \$81 for insurance	The In-Kind Service request for insurance coverage is not supported by the Community Grant policy, as grantees are required to ensure adequate levels of insurance.
Ecole Ste-Marguerite-Bourgeoys	\$200 for rental fee	Rental fee has been waived in past
Merrickville Public School	\$200 for rental fee	Rental fee has been waived in past
Paramedic Ride	\$200 for rental fee	Rental fee has been waived in past; As per Community Grant policy, applicants must be based in Merrickville-Wolford or must serve the residents of Merrickville-Wolford

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

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

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

Resolution Number: R - - 19

Date: May 27, 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-19-2019 regarding the requirement for a Strategic Asset Management Policy for information purposes; and

That Council gives favourable consideration to By-law 34-2019 with respect to the adoption of the Strategic Asset Management Policy.

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville - Wolford

**Report FIN-19-2019
Finance Department
Information/Action Report to Council
Date of Council Meeting: May 27, 2019**

RE: Strategic Asset Management Policy

OBJECTIVE: To provide Council with a Strategic Asset Management Policy as required by O. Reg. 588/17 under the *Infrastructure for Jobs and Prosperity Act, 2015*

RECOMMENDATION:

_____ THAT: Council does hereby receive report FIN-19-2019 regarding the requirement for a Strategic Asset Management Policy for information purposes; and

_____ THAT: Council gives favourable consideration to By-law 34-2019 with respect to the adoption of the Strategic Asset Management Policy.

BACKGROUND:

On December 13, 2017, the Province of Ontario approved O.Reg. 588/17 – Asset Management Planning for Municipal Infrastructure under the *Infrastructure for Jobs and Prosperity Act, 2015*. Municipalities are required to have an asset management policy and plan. The policy outlines how a municipality will develop and implement their asset management plans, where as an asset management plan sets out how a municipality will manage their infrastructure and other assets to deliver services. The following is an outline of some of the key requirements and their effective dates:

July 1, 2019 – All municipalities are to have a strategic asset management policy in place, which must be published on their website. This policy is to be reviewed every five years and updated, if necessary. The approval of By-law 34-2019 will ensure compliance with this requirement.

July 1, 2021 – All municipal governments are to have an approved asset management plan for core assets (roads, bridges and culverts, water and wastewater and storm water) that discuss current levels of service and the cost of maintaining those services.

July 1, 2023 – All municipalities are to have an approved asset management plan for all other infrastructure assets that discuss current levels of service and the cost of maintaining those services.

July 1, 2024 – The asset management plans are to include a discussion of proposed levels of service, the assumptions related to the proposed levels of service, what activities will be required to meet these proposed levels, and a strategy to fund the activities.

ANALYSIS:

The Village of Merrickville-Wolford approved an Asset Management Plan in 2014 that was developed based on the legislation that existed at the time. However, the plan would not meet the requirements as outlined in the new legislation. The goal of the legislation is that Asset Management becomes an ongoing process within a municipality that ensures the effective and efficient management of all its assets.

The first step of this process is to develop and adopt a Strategic Asset Management Policy by July 1, 2019. The Policy, attached as Schedule "A" to By-law 34-2019, meets all the requirements of the provincial regulation.

Next steps include building a comprehensive database of Village assets, including condition assessments and replacements costs, in order to develop an asset management plan which is compliant with provincial regulations.

BUDGET/LEGAL IMPLICATIONS:

These items are reflected in the 2019 budget, however, as staff continue to work on our Asset Management Plans, it will become clear where gaps exist in our Asset Management development and requests for additional resources may be necessary.

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:

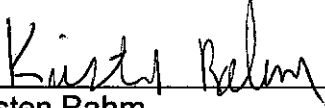
Making financial information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

ATTACHMENTS:

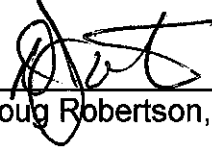
Attachment "A" – By-law 34-2019 - Strategic Asset Management Policy

Submitted by:

Approved by:



Kirsten Rahm,
Manager of Finance - Treasurer



Doug Robertson, CAO/Clerk

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW NO. 34-2019

BEING a By-law to adopt a Strategic Asset Management Policy for the Village of Merrickville-Wolford

WHEREAS Section 5 (3) of the *Municipal Act, 2001*, as amended, provides that a municipality shall exercise its powers by by-law;

AND WHEREAS Section 11 (2) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality has the authority to pass by-laws respecting matters including financial management of the municipality and public assets of the municipality acquired for the purpose of exercising its authority under the *Municipal Act, 2001*, or any other act;

AND WHEREAS Sections 3 and 4 of Ontario Regulation 558/17, made under the *Infrastructure for Jobs and Prosperity Act, 2015*, requires municipalities to prepare a Strategic Asset Management Policy by no later than July 1, 2019;

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

1. Attached hereto and forming Schedule "A" to this by-law is adopted as the "Strategic Asset Management Policy" for the Village of Merrickville-Wolford.
2. This by-law shall come into full force and effect upon the date of its passing.

READ a first and second time this 27th day of May, 2019.

READ a third and final time and passed this 27th day of May, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Schedule "A" to By-law 34-2019



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Strategic Asset Management Policy

1.0 Purpose:

Public infrastructure is the foundation for a healthy and vibrant community. Infrastructure assets exist to provide services to our communities. Managing our assets to deliver those services is the definition of asset management. The intent is to maximize benefits, reduce risks and provide satisfactory levels of service to the community in a sustainable manner – providing an optimum balance. This policy outlines the fundamental asset management principles that will be developed and implemented across the corporation.

2.0 Background:

The Village is responsible for providing a range of essential services to the community including water treatment, road networks, storm water management, recreational opportunities, and administrative functions. To deliver these services, the Village owns and manages an infrastructure asset portfolio of roads, bridges and culverts, facilities, vehicles, equipment and machinery. As the social, economic, and environmental wellbeing of the community depends on the reliable performance of these assets, it is critical to implement a systematic, sustainable approach to their management. Asset management is such an approach, and refers to the set of policies, practices and procedures that allow an organization to realize maximum value from its municipal infrastructure assets. This approach allows municipalities to make informed decisions regarding the planning, building, operating, maintaining, renewing, replacing and disposing of infrastructure assets through a wide range of life-cycle activities. It is a corporation-wide process involving the coordination of activities across multiple departments and service areas such as Finance & Administration, Public Works, Planning & Building and Fire & Emergency Services.

Successful asset management requires the support and understanding of many disciplines and involves participation at all levels of the corporation. Asset management planning will not occur in isolation from other municipal goals, plans, and policies. An integrated approach will be used that aligns asset management plans with other municipal documents, such as the Official Plan.

3.0 Vision:

The Village of Merrickville-Wolford will manage the Village's assets in a way that promotes:

- Fiscal sustainability;
- Effective service delivery;
- Economic growth; and
- Healthy living.

4.0 Objectives:

The objectives of the strategic asset management policy are to:

- Provide a framework for implementing Asset Management that aligns with our vision;
- To provide guidance to staff and Council when determining priorities, budgeting and decision making; and

- To provide transparency and demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels and risks.

5.0 Scope:

This Policy applies to all tangible assets owned and/or managed by the Village that are currently supporting the provision of Municipal Services. The table below provides examples of the assets owned by the Village.

Service	Asset Types
Water	Distribution System, Pumping Stations
Sewage	Treatment Plant, Collection System
Storm Water	Catch basins, Underground Piping
Transportation	Roads, Bridges, Sidewalks, Equipment, Vehicles
Solid Waste	Landfill Site
Parks & Recreation	Playfields, Playgrounds, Rinks, Recreation Facilities
Facilities	Buildings
Emergency & Protective Services	Fire hall, Vehicles, Equipment

6.0 Principles:

The Village shall adopt the following guiding principles for managing its infrastructure assets:

- **Risk-based:** The Village will manage the risk associated with attaining the agreed levels of service by focusing on resources, expenditures, and priorities based upon risk assessments and the corresponding cost/benefit, recognizing that public safety is the priority.
- **Value-based Affordability:** The Village will choose practices, interventions, and operations that aim at reducing the life-cycle cost of asset ownership, while satisfying agreed levels of service. Decisions are based on balancing service levels, risks, and costs.
- **Service-Focused:** The Village will consider the assets in a service context and take into account their interrelationships as opposed to optimizing individual assets in isolation
- **Forward-Looking:** The Village shall take a long-term view while considering demographic and economic trends in the region.

- **Budgeting and Planning:** The Village shall take into account any applicable budgets or financial plans released under the following:
 - *Fiscal Transparency and Accountability Act, 2004*; and/or
 - Financial plans related to municipal water assets prepared under the *Safe Drinking Water Act, 2002*.
- **Prioritizing:** The Village shall clearly identify infrastructure priorities which will drive investment decisions.
- **Economic Development:** The Village shall promote economic competitiveness, productivity, job creation and training opportunities.
- **Transparency:** The Village shall be evidence-based and transparent. Additionally, subject to any prohibitions under an Act or otherwise by law, on the collection, use or disclosure of information, the Village shall:
 - Make decisions with respect to infrastructure based on information that is publically available or made available to the public; and
 - Share information with respect to implications on infrastructure and investment decisions with the Government and broader public sector entities.
- **Consistency:** The Village shall ensure the continued provision of core public services.
- **Environmentally Conscious:** The Village shall minimize the impact of infrastructure on the environment by:
 - a. Respecting and helping maintain ecological and biological diversity;
 - b. Augmenting resilience to the effects of climate change; and
 - c. Endeavoring to make use of acceptable recycled aggregates.
- **Health and Safety:** The Village shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- **Community-Focused:** The Village shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project, such as:
 - a. Local job creation and training opportunities for apprentices, within the meaning of Section 9 of the *Infrastructure for Jobs and Prosperity Act, 2015*;
 - b. Improvement of public space within the community; and
 - c. Promoting accessibility for persons with disabilities.
- **Innovation:** The Village shall create opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
- **Integration:** The Village shall, where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act, or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

7.0 Capitalization Threshold:

The Strategic Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Village. The service-focused intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by asset management planning processes.

8.0 Governance and Continuous Improvement:

The Policy requires the commitment of key stakeholders within the Village's corporate structure. The following details the responsibilities of the key stakeholders within the Village:

Council

- Approve, by by-law, the strategic asset management plan and its updates every five years;
- Conduct annual reviews of the asset management progress on or before July 1st of every year. The annual review must address:
 - a. The progress of ongoing efforts to implement the strategic asset management plan;
 - b. The identification of any factors impeding the Village's ability to implement its asset management plans;
 - c. A strategy to address the factors identified in clause (b); and
- Support ongoing efforts to continuously improve and implement the asset management plans.

Executive Lead – Chief Administrative Officer:

Is ultimately responsible for asset management planning across the organization and maintaining compliance with the strategic asset management policy and provincial asset management regulation.

Department Heads: Are responsible for asset management planning activities that fall within their service area and in support of others.

9.0 Budgeting:

The asset management plans and progress made on the plans will be considered annually in the creation of the capital budget, operating budget, and long-term financial plans.

The asset management plan will be referenced by the department heads in the preparation of their budget submissions to assist them with:

- a. Identifying all potential revenues and costs (including operating, maintenance, replacement and decommission) associated with forthcoming infrastructure asset decisions;
- b. Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and
- c. Incorporate new revenue tools and alternative funding strategies where possible.

The budgets prepared by each department will then be processed in accordance with the broader municipal budgeting process. Finance staff will be involved in strategic asset management planning in order to facilitate the bridge between:

- a. The financial strategy developed in the strategic asset management plans;
- b. The budget submissions of each department; and
- c. The overall budgeting process that is consolidated and presented to Council.

10.0 Community Planning:

Asset management will be aligned with the goals and objectives of the Village's Official Plan and applicable Provincial Plans. An asset management plan which considers the Village's Official Plan will ensure that land uses, growth and development occur in a comprehensive manner which reflects current and future asset needs. This integrated approach also considers the Village's infrastructure and fiscal sustainability. The Village will coordinate with relevant stakeholders, government agencies and the public to facilitate better, more informed decisions regarding land use policies and growth in order to provide benefits to the general population, the economy and the environment, and improve the overall resiliency of the community.

11.0 Climate Change:

Climate change will be considered as part of the risk management approach embedded in asset management planning. This approach will balance the potential cost of vulnerabilities to climate change impacts and other risks with the cost of reducing these vulnerabilities. When weather is a factor in the design and operational planning of municipal services, the potential risks and vulnerabilities caused by climate change will be considered. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Municipal contribution to climate change through greenhouse gas emissions will be mitigated in accordance with its local reduction targets, financial capacity, and stakeholder support.

12.0 Stakeholder Engagement:

The ultimate goal of the Village is to efficiently provide its various stakeholders with the municipal services they need within the bounds of regulatory requirements, the built environment and the natural environment. In order to achieve this goal, it is necessary that the Village understand the needs of current stakeholders, consider the needs of future generations, and incorporate these perspectives into asset management plans. The Village recognizes them as an integral part of the asset management approach. Accordingly, the Village will:

- Be open to input from residents and other stakeholders served by the Village to provide feedback in asset management planning; and
- Coordinate asset management planning with other infrastructure asset-owning agencies such as municipal bodies and regulated utilities.



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: May 27, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

That Council receive report CAO-08-2019 regarding Committee Structure and Terms of Reference; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for a Recreation Advisory Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for an Environment Advisory Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for a Community Development Advisory Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for an Agricultural Ad hoc Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for a Heritage Advisory Committee.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville – Wolford

**Report CAO-08-2019
of the CAO/Clerk's Department
Information/Action Report to Council
Report to Council: May 27, 2019**

RE: Committee Structure and Terms of Reference

OBJECTIVE: To receive final direction from Council regarding the attached Terms of Reference and Advisory Committee Structure.

RECOMMENDATION:

That Council receive report CAO-08-2019 regarding Committee Structure and Terms of Reference; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for a Recreation Advisory Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for an Environment Advisory Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for a Community Development Advisory Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for an Agricultural Ad hoc Committee; and

_____ That Council does hereby approve the attached Terms of Reference and directs staff to issue a Call for Volunteers for a Heritage Advisory Committee.

BACKGROUND:

On April 23, 2019, Council received report CAO-04-2019 regarding Advisory Committee Terms of Reference and chose to hold a working meeting of Council to further discuss the issue. The working meeting of Council was held on May 1, 2019 at 2:00 p.m. at Centennial Hall in Eastons Corners where the report, Terms of Reference and Committee Structure were discussed and direction was provided to staff as outlined below.

ANALYSIS:

Recreation Advisory Committee (RAC)

The draft Terms of Reference for the Recreation Advisory Committee are attached to this report as Attachment "A".

Discussion regarding the RAC resulted in a direction to staff to provide alternate names for the Committee for Council's consideration. Please see below suggested names for the Committee that align with the objectives as outlined in the draft Terms of Reference:

- Recreation Advisory Committee (status quo)
- Recreation, Health and Wellness Advisory Committee
- Health and Wellness Committee
- Community Wellness Advisory Committee
- Healthy Living Advisory Committee

Should Council choose to rename the RAC to one of the other options listed above, or choose a different name, Council could approve the Terms of Reference subject to staff making the changes and direct staff to issue a call for volunteers in advance of the final adoption of the Terms of Reference through an establishing by-law at the next Council meeting.

Environment Advisory Committee (EAC)

The draft Terms of Reference for the Environment Advisory Committee are attached to this report as Attachment "B".

Council discussed the possibility of merging an Environment Advisory Committee with an Agriculture Advisory Committee as it was noted that some of the issues may overlap, however, Council had generally agreed to establish a separate EAC. Council could approve the draft Terms of Reference subject to staff making any changes as directed by Council and direct staff to issue a call for volunteers in advance of the final adoption of the Terms of Reference through an establishing by-law at the next Council meeting.

Community Development Advisory Committee (CDAC)

The draft Terms of Reference for the Community Development Advisory Committee are attached to this report as Attachment "C".

Formerly presented as the Industry, Economic Development and Tourism Advisory Committee, Council discussed the potential to establish a CDAC and the attached Terms of Reference reflect this change. The discussion surrounding this potential committee included the recognition that economic development matters are a large part of community development but a broader scope would encompass a more inclusive approach that would focus on development from not only a business-focused view, but also residents, seniors' groups and the arts community, to name a few. It was also discussed that more than five members should be appointed to a CDAC in order to ensure representation from all interested parties and the Terms of Reference attached

now calls for a minimum of five members. Council could approve the draft Terms of Reference subject to staff making any changes as directed by Council and direct staff to issue a call for volunteers in advance of the final adoption of the Terms of Reference through an establishing by-law at the next Council meeting.

Agriculture Advisory Committee (AAC)

The draft Terms of Reference for the Agriculture Advisory Committee are attached to this report as Attachment "D".

Council discussed the possibility of establishing an AAC but recognized that potential direction to an AAC would be very task specific and related directly to agricultural matters. Council discussed establishing the AAC but amending the Terms of Reference to call the Committee together only on an "as needed" basis, which is reflected in the attached. Council could approve the draft Terms of Reference subject to staff making any changes as directed by Council and direct staff to issue a call for volunteers in advance of the final adoption of the Terms of Reference through an establishing by-law at the next Council meeting.

Heritage Advisory Committee (HAC)

The draft Terms of Reference for the Heritage Advisory Committee are attached to this report as Attachment "E".

Council requested more clarification regarding the legislation outlining the responsibilities and requirements surrounding the duties of a HAC and whether an advisory committee that would meet regularly or on an ad hoc basis would be the best option.

The *Ontario Heritage Act*, R.S.O. 1990, Section 28 (1) provides "The council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by by-law" and Section 28 (2) provides that the committee must have at least five members appointed by council.

The first Part referred to in subsection (1) refers to the designation of properties by municipalities which are to be recognized as having cultural heritage value or interest. Should the municipality intend to designate such a property and have established a HAC, Council must consult with the HAC prior to the municipality giving formal notice of such intention (Section 29(2)). Should Council designate a heritage property and wish to amend or repeal the designating by-law, consultation with the HAC is also required under the legislation (Section 30.1 (5)). Also, should an application to alter a designated property be received, Council must consult with the HAC prior to consenting or refusing the application (Section 33 (4)). Council does have the option under Section 33 (15) to delegate their power to consent to alterations of a designated property to an employee or official of the municipality, however, the delegation may only be made after consultation with the HAC. Under Section 37 (1), Council "may pass a by-law providing for the entering into of easements or covenants with owners of real property or interests in real property for the conservation of property of cultural value or interest". Should a

HAC be established, Council must consult with the Committee proper to passing such a by-law.

Part V refers to Heritage Conservation Districts. Although the Village does not currently have a designated district as prescribed in the *Ontario Heritage Act*, should the process and studies be undertaken and a plan adopted, consultation with the HAC is also a requirement of the legislation (Section 40 (3)).

Taking the above into consideration, staff have amended the draft HAC Terms of Reference to reflect that an HAC would be called on an "as required" basis, for Council's consideration. Council could approve the draft Terms of Reference subject to staff making any changes as directed by Council and direct staff to issue a call for volunteers in advance of the final adoption of the Terms of Reference through an establishing by-law at the next Council meeting.

Should Council choose not to establish an HAC, Council would be solely responsible for the duties outlined in the legislation.

BUDGET/LEGAL IMPLICATIONS:

There are no implications for the 2019 municipal budget.

LINKS TO STRATEGIC PLANS:

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

The priorities of the strategic plan that can be linked to this report are as follows: Through the establishment of advisory committees, Council is able to gather advice and recommendations from experienced and engaged members of the community, thereby aligning with the priority to ensure efficient, effective services and civic engagement.

CONCLUSION:

Staff recommend that, should Council choose to establish any of the above-referenced committees, Council approve the attached Terms of Reference for each separate proposed committee and direct staff regarding any changes Council wishes to incorporate. Should Council choose to approve any Terms of Reference (subject to edits as directed), a call for volunteers would be issued for the committees. Once Council chooses which committees they would like to establish, staff will bring back an establishing by-law to formally establish the committee and adopt the Terms of Reference for same at a subsequent Council meeting. Once applications are received, they will be submitted to Council and members will be appointed to the committees by way of Council resolution.

ATTACHMENTS:

- Attachment "A" – Recreation Advisory Committee draft Terms of Reference
- Attachment "B" – Environment Advisory Committee draft Terms of Reference
- Attachment "C" – Community Development Advisory Committee draft Terms of Reference
- Attachment "D" – Agriculture Advisory Committee draft Terms of Reference
- Attachment "E" – Heritage Advisory Committee draft Terms of Reference

Submitted by:



Doug Robertson MBA
CAO/Clerk/Director, Economic Development



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 any pecuniary interest to the chairperson 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 any pecuniary interest to the chairperson 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
Community Development Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Community Development Advisory Committee's (CDAC) mission is to advise Council regarding community improvement and economic development initiatives, improvement of quality of life for all residents, and the marketing and promotion of the Village to potential new businesses, residents, investors and visitors related to and including tourism, arts and culture, commerce, etc.

Objectives:

To assist Council as follows:

- To identify projects and initiatives and to provide recommendations to Council regarding community development matters;
- To maintain and improve the community 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 potential residents, businesses, 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 community development.

Composition:

The CDAC shall include:

- A minimum of 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 CDAC 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 CDAC 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 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 CDAC 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 any pecuniary interest to the chairperson 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
Agricultural Advisory Committee
Schedule "A" to By-law *******

Mission:

The Village of Merrickville-Wolford's Agricultural Advisory Committee's mission is to, at the request of Council, provide advice and recommendations to Council regarding agricultural issues including the protection, enhancement, preservation and conservation of the Village's agricultural and rural environments or other information that Council may request.

Objectives:

When requested, to assist Council as follows:

- To identify projects and initiatives and to advise Council regarding improvement of the agricultural and rural areas of the Village;
- To report to and advise Council regarding any direction received from Council pertaining to certain projects, reviews or requests for recommendations;
- To increase general public awareness and promotion of agricultural issues;
- To provide advice surrounding issues faced by rural and agricultural residents; and
- To promote strategic initiatives regarding the protection of 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 only when called upon by Council for a specific project or purpose.

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:

- Facilitating meetings at the request of Council;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of the 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 meetings as required;
- Participating in discussions;
- 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 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 any pecuniary interest to the chairperson 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. If the Committee is requesting funds for projects in the following year, 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 as required in the *Ontario Heritage Act*, R.S.O. 1990;
- 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; and
- To promote strategic initiatives as directed by Council regarding the protection of heritage.

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 only as required by Council in accordance with the legislation.

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:

- 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 Heritage 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 any pecuniary interest to the chairperson 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: May 27, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 33-2019, being a by-law to confirm the proceedings of the Council meeting of May 27, 2019, be read a first and second time, and that By-law 33-2019 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 33-2019

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 MAY 27, 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 May 27, 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 May 27, 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 27th day of May, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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Merrickville 1860
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Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 27, 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, June 10, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor