



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Tuesday, November 12, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Public Question Period to Council**
5. **Minutes:** Approval of Minutes of special Council meeting of October 15, 2019; and Approval of Minutes of regular Council meeting of October 28, 2019
6. **Correspondence:** Kim Ducharme re: Seniors' Fitness Class Christmas Lunch
7. **Public Works:** PW-08-2019 re: 3<sup>rd</sup> Quarter Report  
PW-07-2019 and By-law 60-2019 re: Snow Removal and Parking By-law;
8. **Fire Department:** FD-04-2019 re: 3<sup>rd</sup> Quarter Report
9. **By-law Enforcement:** BLEO-04-2019 re: 3<sup>rd</sup> Quarter Report
10. **Building/Planning** CBO-11-2019 re: 3<sup>rd</sup> Quarter Report;  
Delivery of Ontario's Building Code Services Discussion Paper; and  
By-law 63-2019 re: Declare Land Surplus to Municipal Needs
11. **Finance:** FIN-22-2019 re: Community Hall Rentals;  
FIN-31-2019 re: 3<sup>rd</sup> Quarter Report; and  
2019 Sizzling Summer Camp Report
12. **By-laws:** 64-2019 re: Amend Heavy Motor Vehicle By-law; and
13. **Public Question Period to Council**
14. **Next meeting of Council:** Monday, November 25, 2019 at 7:00 p.m.
15. **Confirming By-Law:** 62-2019 re: Confirm Proceedings of Council meeting of November 12, 2019
16. **Adjournment.**

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested**

**By:**

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

Resolution Number: R - - 19

Date: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of November 12, 2019 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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## VILLAGE OF MERRICKVILLE-WOLFORD

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**Recorded Vote Requested By:**

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

Resolution Number: R - 19

Date: November 12, 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 Public Meeting of Council regarding the Official Plan of October 15, 2019 as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

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

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

Tuesday, October 15, 2019

A Public Meeting regarding the Official Plan of the Council of the Corporation of the Village of Merrickville-Wolford was held at 6:00 p.m. on Tuesday, October 15, 2019.

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

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Randy Wilkinson, Chief Building Official

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

**Approval of Agenda**

**R-330-19** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the Public Meeting of Council regarding the Official Plan of October 15, 2019, as circulated.

Carried.

**Mayor's Opening Address:**

Mayor Struthers reminded the gallery of the sign-in sheets should anyone wish to receive information regarding Council's adoption of the new Official Plan. Mayor Struthers indicated that the *Planning Act* requires at least one open house be held not sooner than seven days before Council considers the adoption of a new Official Plan. The Village held two open houses, one on October 7<sup>th</sup>, 2019 in Merrickville and one in Eastons Corners on October 8<sup>th</sup>, 2019, both of which were well attended with over 100 attendees at the Merrickville Open House and over 25 attendees at the Eastons Corners Open House. The open houses were informal sessions where people could view the new Official Plan, ask questions of our Planner, and make written and oral submissions with respect to changes to the new Official Plan. The Village's Planning Consultant, Doug Grant, made notes of oral submissions and received written submissions. Additional written submissions were also received by the Village in the days following the open houses. The Village has also received additional written comments from public agencies since the proposed Official Plan was posted on the Village website. Mayor Struthers then asked the Planning Consultant to present his findings and any recommendations based on the oral and written submissions that have been received.

## **Planning:**

Doug Grant, Planning Consultant, confirmed that the Village had received, just prior to the open houses, written submissions from public agencies. Additionally, Mr. Grant has notes from his discussions with people at the open houses if the questions or comments were specifically related to the Official Plan. Mr. Grant has reviewed the written submissions and stated that he has a good understanding of the general content contained in the submissions. There are a lot of suggestions but not all are related to the Official Plan as some are related to zoning and land development. Mr. Grant indicated the Village will be addressing all of the submissions that directly relate to the Official Plan, however, recommends at this time that the submissions be reviewed by the Planning Advisory Committee. Following this review, a final draft of the Official Plan would come to Council for approval.

**Questions and Comments from Council:** No questions or comments.

## **Questions and Comments from Public:**

Jesse McPhail on behalf of Re: Public Urbanism, Tara Shields and Patricia Shields of 906 St. Lawrence Street clarified of item 3 of their written submission to recommend that Council and the Planner to possibly implement further guidelines for architectural design or standards for higher density residential development that may be outside of special policy heritage areas such as semi-detached, townhouses or apartment walk-ups.

Mike Zaversenuke of 223 Main Street West indicated that he feels Appendix A of the Official Plan is very restrictive. Mr. Zaversenuke suggested changing the title of Appendix A to remove "and designated hamlets" as he feels this may discourage developers to invest in or around the hamlets. Mr. Zaversenuke commented with respect to "street trees along road allowances to provide a full canopy at maturity" that this would be impractical and the addition of trees should be encouraged but not mandatory. Mr. Zaversenuke commented with respect to "building parking should be on side or rear of homes" that most new homes in the urban area and hamlets typically have front garage parking for ease of access and to reduce the home footprint and that home design should not be restricted. With respect to the text "buildings should be reflective of pre WWII designs, Mr. Zaversenuke commented that this restriction should not be included as WWII designs are not definable or enforceable. With respect to the text "modern building designs and bungalows and split level homes should be avoided in favour of two storey buildings" Mr. Zaversenuke commented that new home development, especially for seniors and single level homes without stairs should be encouraged. Mr. Zaversenuke submitted his comments in writing.

Anne Barr of 322 Main Street West commented that special a heritage policy area is crucial to the continued preservation of the characteristics of downtown Merrickville and the hamlets and voiced her support for keeping that Annex and would like to see a more rigid definition as opposed to recommendations and suggestions.

Chuck Fournier of 7 Ash Lane inquired as to whether the Official Plan should address the concept of connectivity. Mr. Fournier commented that he has received feedback that broadband access is very important to attracting new residents and commented that there should be a policy in place

for Council to make a concerted effort to get all of Merrickville connected to high speed broadband.

Ron Eagle of 912 St. Lawrence Street commented that new builds should not have to comply with heritage guidelines and that there should not be too much restriction on new developments.

Rod Fournier of 112 Aaron Merrick Drive commented that the new Official Plan does not look at the big picture for Merrickville and reflects Provincial and County requirements but does not reflect what the people of Merrickville would like their Village to be in 10 years.

Rod Fournier indicated he would like to hear a summary of the questions that have been asked, written or otherwise.

Jesse McPhail on behalf of Re: Public Urbanism, Tara Shields and Patricia Shields of 906 St. Lawrence Street inquired as to whether there are any site plan guidelines and whether there would be an option for an Official Plan to pursue architectural guidelines.

Mike Zaversenuke commented that the idea of modern development and historical development are not necessarily conflicting items and that the Village should look at what our Heritage 2 area really is and if there are streets that do not have heritage buildings should be removed as part of the Heritage 2 area.

Stu Hamill of 369 Woford Centre Road inquired as to where the Official Plan directs development, how much land is available for urban development and what does the Official Plan do to protect the rural areas?

**Motion to Direct the Planning Advisory Committee:**

**R-331-19** Moved by Councillor Foster, Seconded by Councillor Halpenny

**WHEREAS** the Council of the Village of Merrickville-Wolford has advertised and held Open Houses to receive input into the proposed new Official Plan, as required under the *Planning Act*;

**AND WHEREAS** Council has advertised a Public Meeting to consider the proposed new Official Plan, as required under the *Planning Act*;

**AND WHEREAS** Council has received written and oral submissions with respect to the proposed new Official Plan;

**AND WHEREAS** Council deems it advisable that the written and oral submissions be referred to the Planning Advisory Committee, in consultation with the planning consultant, for review;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct the Planning Advisory Committee to consider the written and oral submissions with respect to the proposed new Official Plan for adoption by Council.

Carried.

**Confirming By-Law**

**R-332-19** Moved by Councillor Foster, Seconded by Councillor Molloy

**Be it hereby resolved that:** By-law 56-2019, being a by-law to confirm the proceedings of the Public Meeting of Council regarding the Official Plan of October 15, 2019, be read a first and second time, and that By-law 56-2019 be read a third and final time and passed.

Carried.

**Adjournment**

**R-333-19** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** This meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 6:40 p.m. until the next regular meeting of Council on Monday, October 28, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

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J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

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**VILLAGE OF MERRICKVILLE-WOLFORD**

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**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: November 12, 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 October 28, 2019 as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

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



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

Monday, October 28, 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, October 28, 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  
Brad Cole, Acting Manager of Public Works/Fire Chief  
Stacie Lloyd, Economic Development Officer

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

**Approval of Agenda**

**R-334-19** 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 approve the agenda of the regular Council meeting of October 28, 2019, as amended.

Carried.

**NOTE:** The agenda was amended to include a presentation from Communities in Bloom, to remove PW-07-2019 and By-law 60-2019 regarding snow removal and the parking by-law, and to remove item 3 from the "In Camera" session being advice that is subject to solicitor-client privilege.

**Presentation of Communities in Bloom:**

Hope Gray presented the 2019 Communities in Bloom award to Mayor Struthers. The award will be displayed at the Municipal Office.

**Public Question Period:** No questions.

**CAO:**

**R-335-19** 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 Business Retention and Expansion Report dated October 15, 2019 as presented by Ann Weir of the United Counties of Leeds and Grenville Economic Development Office, for information purposes.

Carried.

**R-336-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Economic Development Officer Memo regarding the Rural Economic Development (RED) Grant Areas of Focus dated October 25, 2019, for information purposes.

Carried.

**R-337-19** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** By-law 61-2019, being a by-law to appoint a Fire Chief for the Village of Merrickville-Wolford, be read a first and second time, and that By-law 61-2019 be read a third and final time and passed.

Carried.

**Note:** Mayor Struthers presented Chief Cole with Fire Chief epaulets.

**Minutes:**

**R-338-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of September 10, 2019 regarding the Official Plan as circulated.

Carried.

**R-339-19** 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 approve the Minutes of the regular Council meeting of September 23, 2019 as circulated.

Carried.

**R-340-19** 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 approve the Minutes of the special Council meeting of October 10, 2019 as circulated.

Carried.

**Correspondence:**

**R-341-19** Moved by Councillor Halpenny, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Ken Shelley, Vice President of Asset Management for Park View Homes; and

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

**NOTE:** Deputy Mayor Cameron requested a recorded vote.

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

Carried.

**R-342-19** Moved by Councillor Halpenny, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Judy Carroll, Treasurer for the Merrickville Agricultural Society, dated October 7, 2019, for information purposes.

Carried.

**R-343-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Perth and Smiths Falls District Hospital, dated October 16, 2019, for information purposes.

Carried.

**Library Board:**

**R-344-19** 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 the Minutes of the Merrickville Public Library Board dated September 12, 2019, for information purposes.

Carried.

**Finance:**

**R-345-19** 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 FIN-28-2019, regarding the results of the HST Audit, for information purposes.

Carried.

**R-346-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-29-2019 regarding the 2020 Budget Schedule; and

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

Carried.

**R-347-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-30-2019 for information purposes; and

That Council direct staff not to complete the grant application.

**NOTE:** Deputy Mayor Cameron requested a recorded vote.

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

Carried.

**By-laws:**

**R-348-19** Moved by Councillor Halpenny, Seconded by Councillor Molloy  
**Be it hereby resolved that:** By-law 58-2019, being a by-law to regulate Heavy Motor Vehicles within the Village of Merrickville-Wolford, be read a first and second time, and that By-law 58-2019 be read a third and final time and passed.

Carried.

**Public Question Period to Council:**

C. Willemsen inquired whether Park View Homes has positively identified that there are no butternut trees in the area that they will be clearing.

P. Watson inquired (with respect to a project outlined in FIN-30-2019 regarding the Investing in Canada Infrastructure Program) how much, in dollars, would the municipality be required to put forward for a project that is estimated at a cost of \$800,000 and \$1,000,000 and whether that would result in a significant tax increase.

P. Watson inquired as to whether the "No Trucks" sign on Charlotte Street has ever been enforced.

**In Camera:**

**R-349-19** 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 move to an "In-Camera" session at 8:40 p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. The security of the property of the municipality or local board; and
2. Personal matters about an identifiable individual, including municipal or local board employees.

Carried.

**R-350-19** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In-Camera" session, with staff being given direction, at 9:10 p.m.

Carried.

**R-351-19** Moved by Councillor Halpenny, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the reallocation of \$20,918.00 from the Working Fund Reserve to the Capital Budget line item for the Server.

**Confirming By-Law**

**R-352-19** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** By-law 59-2019, being a by-law to confirm the proceedings of the Council meeting of October 28, 2019, be read a first and second time, and that By-law 59-2019 be read a third and final time and passed.

Carried.

**Adjournment**

**R-353-19** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 9:15 p.m. until the next regular meeting of Council on Tuesday, November 12, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

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J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

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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: November 12, 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 email correspondence from Kim Ducharme, Exercise and Falls Prevention Program Supervisor dated October 29, 2019; and

That Council does hereby approve that the fees associated with the use of the Merrickville Community Centre for the Seniors' Fitness Class 2019 Christmas Lunch be waived.

Carried / Defeated

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J. Douglas Struthers, Mayor

## Kirsten Rahm

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**From:** Kirsten Rahm  
**Sent:** November-08-19 11:52 AM  
**To:** Kirsten Rahm  
**Subject:** FW: Seniors Fitness Classes - Christmas Lunch

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**From:** Karina Johnson  
**Sent:** October-29-19 3:53 PM  
**To:** Kirsten Rahm <[finance@Merrickville-wolford.ca](mailto:finance@Merrickville-wolford.ca)>  
**Subject:** FW: Seniors Fitness Classes - Christmas Lunch

Please see below communication with Kim Ducharme (organizer for the Senior Fitness Class) regarding the Christmas luncheon the Senior Fitness Class is wishing to host at the Merrickville Community Centre.

Karina

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**From:** Kim Ducharme <[kducharme@cphcare.ca](mailto:kducharme@cphcare.ca)>  
**Sent:** October-29-19 3:41 PM  
**To:** Karina Johnson <[reception@Merrickville-wolford.ca](mailto:reception@Merrickville-wolford.ca)>  
**Subject:** RE: Seniors Fitness Classes - Christmas Lunch

Hi Karina;

I have spoken with the instructor to understand more about the request for the Christmas luncheon. This luncheon is organized by the people who attend the exercise class as a celebration and a thank you to the instructors who volunteer their time. Apparently this has been going on for years and has never been a problem nor has there ever been a cost associated with it. The party was always just after the actual exercise class. I know there is talk from the residents of Merrickville/Wolford who are upset with the new request. Is there any way we can continue with this tradition other than charging money. Is there someone we should be discussing this matter with further. We are offering a free service to the residents of Merrickville/Wolford, and unfortunately this is the only one out of our 24 sites that wants to charge for this type of thing.

I look forward to hearing back from you.

Thank you,



**Kim Ducharme**  
**Exercise & Falls Prevention Program**  
**Supervisor**

Toll Free: 1.800.465.7646  
Phone: 613.342.3693 || Ext: 2303  
|| Fax: 613.342.6788  
2235 Parkedale Ave, Brockville ON, K6V 6B2  
[kducharme@cphcare.ca](mailto:kducharme@cphcare.ca) || [www.cphcare.ca](http://www.cphcare.ca)



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**Recorded Vote Requested By:**

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

Resolution Number: R - - 19

Date: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-08-2019, being the 2019 third quarter report of the Public Works Department, for information purposes.

Carried / Defeated

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J. Douglas Struthers, Mayor





MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report PW-08-2019  
Public Works Department  
Date to Council: November 12, 2019  
Information Report to Council

**RE: Quarterly Report from (July 1<sup>st</sup> to September 30<sup>th</sup>)**

**OBJECTIVE:** To provide Council with an update regarding the third quarter activity of the Public Works Department, for information purposes.

### **RECOMMENDATION:**

**THAT: Council receive report PW-08-2019, being the 2019 third quarter report of the Public Works Department, for information purposes.**

### **BACKGROUND:**

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics in order to keep Council and the public informed of the progress of the Public Works Department.

### **ANALYSIS:**

The third quarter has proven to be a very busy time with staff undertaking many projects. The Drummond, Lewis and St. Patrick Street project has been running smoothly throughout this quarter with positive feedback from residents seeing the improvements and updates to the Village. There have been many tenders completed for the provision of work on roads and buildings within the Village. The Department has completed the tree planting program for this season with 14 young trees having been planted throughout the Village to help enhance the natural environment. Ditching maintenance for the year is now complete and some new, high-volume culverts to help prevent road flooding have been installed. The Department has reestablished the beaver program this year that will continue annually to help minimize flooding of private and public property and roads.

The Public Works Department had two summer students this year, Jack and Chloe. The Department has also taken on the grass maintenance at the water and wastewater facilities to save costs and can confirm that it went very well. Staff were delighted to be part of the Communities in Bloom preparation again this year.

Employee safety continues to be the focus of the Department and, as such, training for current staff and students throughout the year will continue to be a focus in order to maintain the high level of service provided to the residents of Merrickville-Wolford using

the latest and safest practices while staying in compliance with Ministry of Labour (MOL). The Manager, Operations would like to express appreciation to the Public Works Team for their hard work and dedication over the summer months.

### **Facilities**

The Centennial Hall in Eastons Corners had a new steel roof installed to extend the longevity of the structure. The bell tower was also rebuilt and painted during this quarter. The rink building in Eastons Corners was repaired and covered with a colour-matching epoxy for rust protection. Staff are looking into the potential replacement of doors on the Merrickville Community Centre as the current doors are warped and starting to cause air to leak at the seals. Staff have also been working on building the roadway at the sewage treatment plant so septage trucks can enter and exit more safely and have been able to utilize the materials that were taken out of the roadways during the construction project for a minimum impact on the budget.

### **Recreation**

All municipal ball diamonds and fields as well as parks have been rolled, aerated and fertilized to maintain these recreational areas for the enjoyment of residents and visitors. The beach was well maintained and was open for a long season this year for many to enjoy during the hot, dry weather experienced this summer. Staff have been able to work with the trails committee this year to help open the new story book trail and other new trails for residents and visitors of the municipality to enjoy year-round.

### **Equipment**

All Village-owned equipment and tools are kept in good working order with a regular maintenance schedule and daily vehicle and equipment inspections before use. In addition, staff keep a daily log when using any of the large equipment including the time it was used and how many hours are put on the machinery. The small engine equipment is sent off site to a licensed dealer for professional repair and maintenance. Winter maintenance equipment has been inspected and repaired, if needed, and is ready for winter operations. The laptop that was installed in the Manager's vehicle has proven very efficient and allows for better time management while on site at projects, including asset management data input, as the Village is now required to be working towards a completed asset management plan to better serve the community.

### **Landfill:**

**For an update on the landfill, please refer to Schedule "A".**

The landfill had 6,085 vehicles pass through in the third quarter. The recycling of fibers (36.38 ton) continues to outweigh the amount of plastic and glass containers (25.32 ton) being recycled. There were 469 tires recycled this quarter. In the third quarter of 2018, landfill revenue was \$18,861 and has decreased in 2019 to \$9,862.35, a difference of \$8,998.86. This large decrease in the amount from the previous year is due to a house that was demolished coming into the site last year.

The weigh scale is calibrated annually so residents are provided with exact weights, with no rounding of numbers. The landfill staff have also been very diligent in ensuring that residents show their entry card to yield off any potential violators from neighbouring municipalities. Continued maintenance and cleaning of the landfill is performed weekly. Staff have been able to utilize some of the rock from the Drummond, Lewis and St. Patrick Street infrastructure project at the landfill site to build up the road as the elevation of the site increases. The Department also utilizes clean cover material and good compaction practices to stay in compliance with the Ministry of Environment regulations and to maintain a high standard of quality for our residents while promoting the longevity of the landfill site.

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

The budget implications are identified in 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:

**Ensuring efficient, effective services and civic engagement:** By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

### **CONCLUSION:**

This report is for information purposes only.

**ATTACHMENTS:**

Schedule "A" - Graph comparing 3rd quarter results from 2018 and 2019

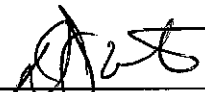
REQUIRED AND RECEIVED COMMENTS FROM: Yes, or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	Yes
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other: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

Submitted by:



Brad Cole,  
Manager, Operations

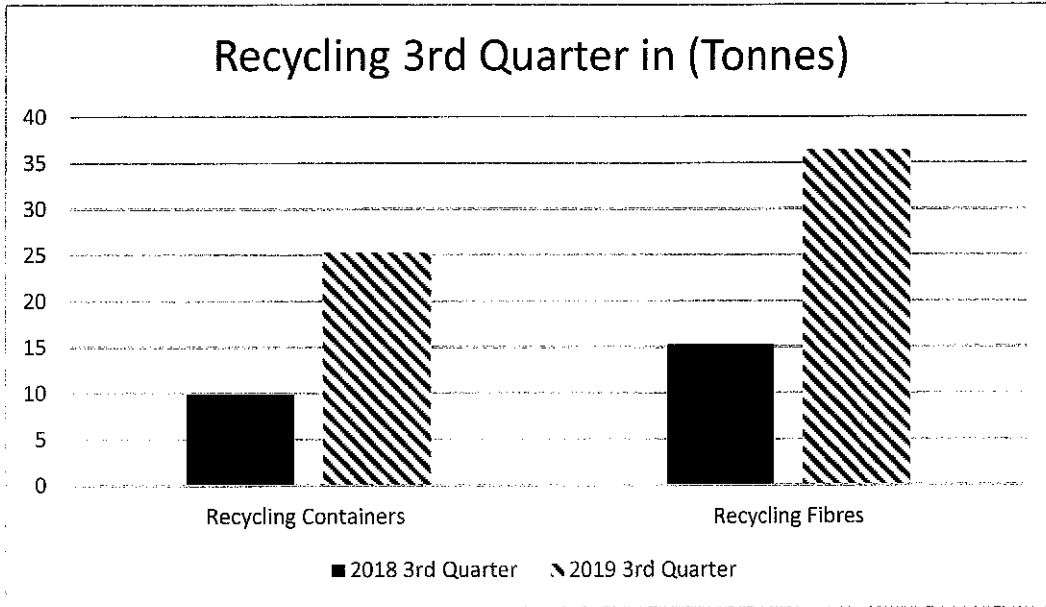
Approved by:



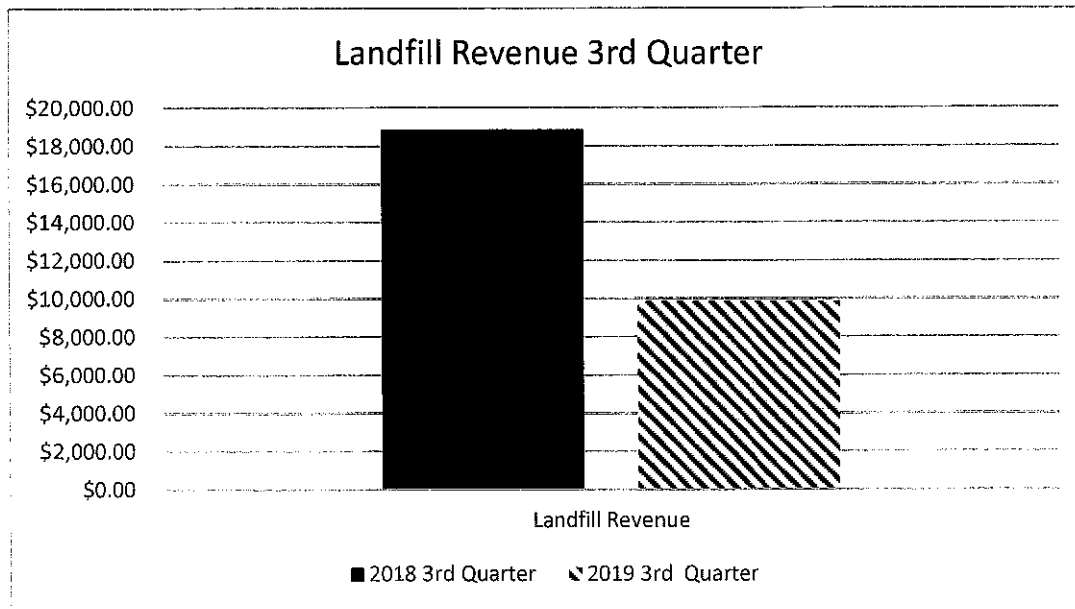
Doug Robertson,  
CAO/Clerk/Director of Economic  
Development

### Schedule "A" to PW-08-2019

	2018 3rd Quarter	2019 3rd Quarter
Recycling Containers	9.9	25.32
Recycling Fibres	15.3	36.38



	2018 3rd Quarter	2019 3rd Quarter
Landfill Revenue	\$18,861.00	\$9,862.00



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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: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-07-2019, regarding the Winter Parking Regulations and Enforcement; and

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

Carried / Defeated

---

J. Douglas Struthers, Mayor



# Village of Merrickville-Wolford

Report PW-07-2019

Public Works Department

Date to Council: November 12<sup>th</sup>, 2019

Information/Action Report to Council

**RE: Winter Parking Regulations and Enforcement**

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

## **RECOMMENDATION:**

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

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

## **BACKGROUND:**

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

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

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

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

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

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

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

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

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

### **ANALYSIS:**

#### **Snow Clearing:**

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

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

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



recommended that the hours surrounding prohibited parking during the winter months be increased from the current hours of 2:00 a.m. until 6:00 a.m. to a longer period from 1:00 a.m. to 8:00 a.m.

### **Snow Removal:**

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

### **Enforcement:**

Public notices will be communicated with respect to winter parking and snow removal in advance of the upcoming winter season. Staff have the authority to use discretion in enforcing the time limits and the focus of the parking restriction is to mitigate overnight on-street parking that prohibits the safe clearing of snow for residents. Thus, the By Law officer will use discretion to only ticket vehicles that have parked overnight or are otherwise obstructing the snow plow. This is to ensure staff are able to effectively clear snow in an efficient and safe manner. Proactive patrols in advance of snow events will be conducted to ensure compliance. Should residents or tourists violate the by-law, tickets will be issued and, in extreme or repeat circumstances, vehicle will be towed.

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

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

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

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

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

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

### **CONCLUSION:**

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

**Attachments:**

N/A

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

Submitted by:



Brad Cole,  
Manager, Operations / Fire Chief

Approved by:



Doug Robertson, CAO/Clerk/  
Director of Economic  
Development

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**VILLAGE OF MERRICKVILLE-WOLFORD**

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

Resolution Number: R - - 19

Date: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

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

Carried / Defeated

J. Douglas Struthers, Mayor

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

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

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

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

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

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

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

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

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

"11. No person shall park any vehicle, bicycle or motorized snow vehicle on any highway between the hours of 1 o'clock a.m. and 8 o'clock a.m. during the period from the 15th day of November of any year until the 15th day of April in the following year."

2. This by-law shall be consolidated with By-law 28-17, for ease of reference.

3. This by-law shall be deemed to come into force and effect upon passing.

**READ** a first and second time this 12<sup>th</sup> day of October, 2019

**READ** a third and final time and passed this 12<sup>th</sup> day of October, 2019

---

J. Douglas Struthers  
MAYOR

---

Doug Robertson  
CAO/CLERK/Director of Economic  
Development

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**VILLAGE OF MERRICKVILLE-WOLFORD**

Resolution Number: R - - 19

Date: November 12, 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 FD-04-2019, being the 3<sup>rd</sup> quarter report of the Merrickville Fire 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



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report FD-04-2019  
Merrickville Fire Department  
Information Report to Council  
Date to Council: November 12, 2019

**RE: 3rd Quarter Report (July 1<sup>st</sup> to September 30<sup>th</sup>)**

**OBJECTIVE:** To provide Council with an update regarding the third quarter activity of the Merrickville Fire Department, for information purposes.

### **RECOMMENDATION:**

**THAT: Council receives report FD-04-2019, being the third quarter report of the Merrickville Fire Department, for information purposes.**

### **BACKGROUND:**

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics to keep Council and the public informed of the progress of the Merrickville Fire Department (MFD).

### **ANALYSIS:**

The third quarter has seen a slight increase in emergency calls from 2018 due to more medical assist calls and motor vehicle incidents. There has also been an increase in false alarm and CO alarm calls.

The MFD responds to approximately 65- 80 calls for service each year. Seasonal and tourist activity traditionally provides an increase in call volume over the 2<sup>nd</sup> & 3<sup>rd</sup> quarters. The calls are primarily responses to medical assists (due to paramedics having to respond from Smiths Falls or Kemptville), motor vehicle collisions and fire/carbon monoxide alarms. (**Reference: Appendix A for 3rd quarter call statistics**).

The focus of the Merrickville Fire Department is the protection of all firefighters and citizens and visitors in Merrickville-Wolford. This is accomplished by the dedication and time committed to training and equipment maintenance/inspection by all members. Ensuring that the training program(s) for the firefighters is attainable, accessible and to a recognized provincial standard is critical to the level of service expected from the citizens we serve. The MFD has adopted the National Fire Protection Association (NFPA) Firefighter 1 & 2, 1001 Training Program and has been following this for the past 5 years. Training occurs every second Tuesday evening and vehicle/equipment checks, and drill nights occur on the opposite Tuesday nights for each of the four

platoons over a two-month period. The Department has interviewed and hired five new recruits during this quarter, and they are currently going through a recruit program that will be completed in January 2020 when they write the final exam.

### **FIREFIGHTER HOURS:**

**Total Training hours:** 3rd Quarter = **260 hours**

**Total Emergency Call hours:** 3rd Quarter = **188 hours**

### **VEHICLES AND EQUIPMENT:**

The vehicle used by the Manager, Operations/Fire Chief has been outfitted with a full red and blue light and siren system. The truck can now be utilized to respond to emergencies and vehicle is known as Unit 1. It carries medical equipment and a defibrillator for first response. The Manager, Operations/Fire Chief has been able to improve the response time for emergency calls by 5 minutes in most cases allowing time to assess the scene and stage incoming apparatus as they arrive.

The third quarter saw the completion of performance testing for all of the auto extrication tools and equipment which were found to be in very good order. The cascade system and air quality also passed testing this quarter. Regular inspection and annual testing of individual Personal Protective Equipment (PPE) is ongoing and the 10-year life span of this equipment is monitored and replaced as required under the NFPA Standards.

The training and showcasing of the Department's UTV is ongoing. It was fitted with a skid unit and set of tracks that will allow for the safe transport of firefighters, allied agencies and an injured patient or equipment into/out of rural areas. The addition of this resource will assist members by allowing for improved responses to meet the needs of rural citizens and visitors to Merrickville-Wolford.

As of July 1, 2018, all emergency services in Ontario are permitted to cast a "blue" light to warn individuals of first responders working in an area. Prior to this change in the Highway Traffic Act (HTA), only police vehicles and snow plows were permitted to display blue emergency lights. The UTV is the first vehicle in our fleet to display "blue" emergency lighting. To date, blue emergency lights have been added to the Aerial Ladder, Pumper, both Tankers and Medical Van. This was completed very economically with the current vehicle approved budget for 2019. The lights have drastically increased visibility and firefighter safety while working on or around roadways as the blue lights cut through fog and snow to provide better visibility to oncoming traffic.

## **BURNING PERMITS**

The Village of Merrickville-Wolford, in recognizing and abiding by Ontario Regulation 388/97 made under the *Fire Protection and Prevention Act, 1997*, has implemented a by-law to prescribe the precautions and conditions under which fires may be set in open air.

The Open-Air Burning Permit system is permissive, user-friendly and is aligned with current legislation and local by-laws. The permits are free and available online, at the municipal office or library if residents are unable to access the electronic version. The permit is effective for one year and allows for ease of notifying the MFD when burning as well as informing the individual of the current fire risk and immediately notifying them if there is a burning ban in effect. It is the responsibility of the individual burning to notify the Fire Department by calling **613-706-2330** when they plan on burning. Exemptions to the burning permit are a small contained fire supervised always and used to cook food in a grill or barbeque.

This system has been reflected in an added cost to the Fire Prevention budget line by \$1,500.00, annually. The fire prevention budget was not adjusted (increased) to accommodate this new program. As of September 30<sup>th</sup>, **348** permits have been issued.

## **ASSOCIATION AND DEPARTMENT INITIATIVES**

As recognized in the past, the MFD members are dedicated to the service of their community and their support goes well beyond answering the call for emergencies. Over the past quarter, members have contributed another **125 hours** of voluntary service for events such as the Merrickville Fair, Neon Night (Run for Canadian Cancer Society) by providing our UTV and firefighters for medical first responder coverage, and the annual Halloween hotdogs and treats at the Community Centre.

The Association, through their dedication to the Municipality, has once again fundraised money through various events. The Association has purchased a 15-foot, double-axel aluminum utility trailer that will transport the UTV to any emergency calls it might be needed for. This trailer now completes the Rural Response Program that was started over 4 years ago.

## **BUDGET/LEGAL IMPLICATIONS:**

To date, the financial expenditures for the third quarter have aligned with the approved 2019 budget.

## **LINKS TO STRATEGIC PLANS:**

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



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

**Ensuring efficient, effective services and civic engagement:** By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be dealt with. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

**CONCLUSION:**

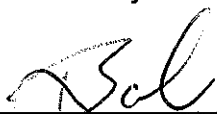
This report is for information purposes only.

**ATTACHMENTS:**

Schedule "A" - Graph 3rd Quarter Calls

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

Submitted by:



Brad Cole  
Manager, Operations/Fire Chief/Alt. CEMC

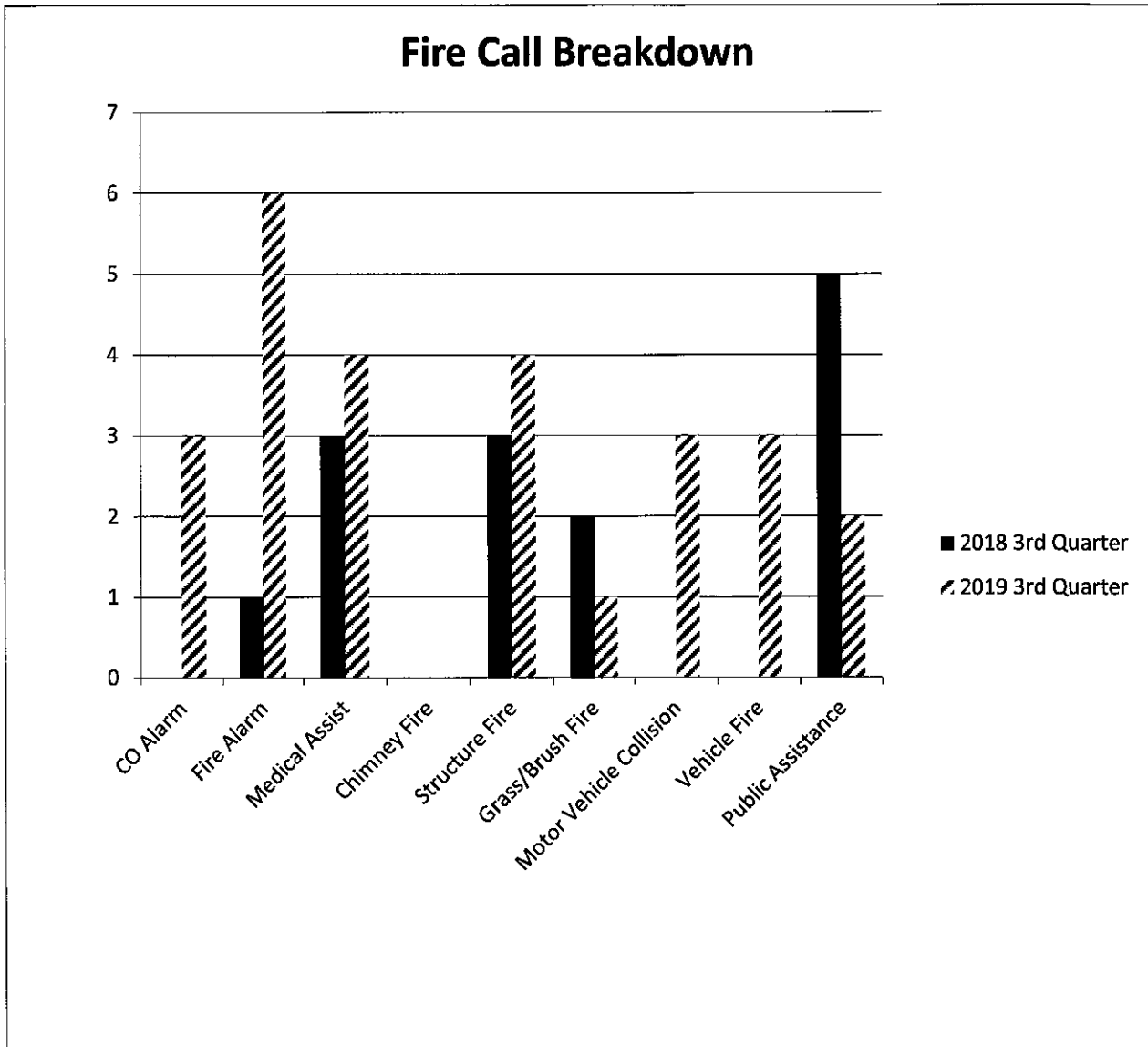
Approved by:



Doug Robertson,  
CAO/Clerk/Director of Economic  
Development

### Schedule "A" to FD -04-2019

	2018 3rd Quarter	2019 3rd Quarter
CO Alarm	0	3
Fire Alarm	1	6
Medical Assist	3	4
Chimney Fire	0	0
Structure Fire	3	4
Grass/Brush Fire	2	1
Motor Vehicle Collision	0	3
Vehicle Fire	0	3
Public Assistance	5	2



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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: November 12, 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 BLEO-04-2019, being the 3<sup>rd</sup> Quarter Report of the By-Law Enforcement Department, for information purposes.

Carried / Defeated

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



## Village of Merrickville-Wolford

Report BLEO-04-2019  
By-Law Enforcement Department  
Information Report to Council  
Date of Council Meeting: November 12, 2019

**RE: 3rd Quarter Report (July 1<sup>st</sup> to September 30<sup>th</sup>)**

**OBJECTIVE:** To provide Council with an update regarding the third quarter results of the By-Law Enforcement Department, for information purposes.

### **RECOMMENDATION:**

**THAT: Council receive report BLEO-04-2019 for information purposes.**

### **BACKGROUND:**

In order to keep Council fully apprised of the operations of the By-Law Enforcement department, a quarterly report outlining departmental progress is provided to Council.

### **ANALYSIS:**

Please see Schedule "A" to this report for an illustrative graph comparing the third quarter results from 2018 and 2019.

During the period from July 1<sup>st</sup>, 2019 to September 30<sup>th</sup>, 2019, of significant note are the following:

1. There were three property clean ups in 2019 compared to the four in the 3rd quarter of last year;
2. Illegal signs removed are down by 6 from the 3rd quarter of last year;
3. Parking tickets issued are lower in the 3rd quarter this year than 2018; and
4. There was a decrease of parking warnings issued from the amount issued in the 3rd quarter of last year.

There have been multiple complaints from residents over the 3<sup>rd</sup> quarter period. The nature of the complaints are as follows:

1. Property Standards By-Law – 5 Complaints
2. Noise By-Law – 3 Complaints
3. Yard By-Law – 7 Complaints
4. Parking By-Law – 4 Complaints
5. Fence By-Law – 2 Complaints
6. Zoning By-Law – 1 Complaint
7. Dog By-Law – 4 Complaints

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

The budget implications are identified in 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:

**Ensuring efficient, effective services and civic engagement:** By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

### **CONCLUSION:**

This report is for information purposes only.

**ATTACHMENTS:**

Schedule "A" - Graphs comparing 3<sup>rd</sup> quarter results of 2018 and 2019.

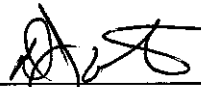
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & MLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Submitted by:



Jerry Jopling,  
By-Law Enforcement Officer

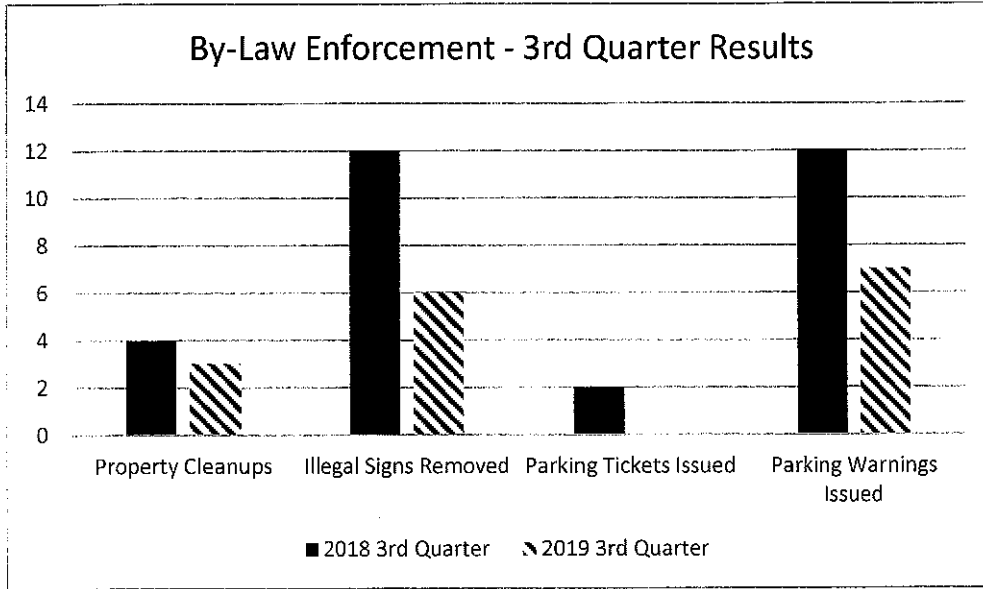
Approved by:



Doug Robertson, CAO/Clerk

# Schedule "A" to BLEO-04-2019

	2018 3rd Quarter	2019 3rd Quarter	July 1 to September 30
Property Cleanups	4	3	
Illegal Signs Removed	12	6	
Parking Tickets Issued	2	0	
Parking Warnings Issued	12	7	



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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: November 12, 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-11-2019, being the 2019 third quarter report of the Building and Planning Department, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor





MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report CBO-11-2019  
Planning and Building Department  
Information Report to Council  
Date of Council Meeting: November 12<sup>th</sup>, 2019

**RE: 3<sup>rd</sup> Quarter Report (July 1<sup>st</sup> to September 30<sup>th</sup>, 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 third quarter of 2019 compared to the third quarter results of 2018.

### **RECOMMENDATION:**

**That Council receive report CBO-11-2019, being the 2019 third quarter results of the Building and Planning Department, for information purposes.**

### **BACKGROUND:**

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

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

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

### **ANALYSIS:**

In considering the graphs appended to this report, the third quarter of 2018 had seen 4 applications for zoning amendments where the same period in 2019 had seen only 1 application for zoning. There were no official plan amendments or minor variances requested for the third quarters of either year. Four applications for consent had been received or facilitated during the third quarter of 2019 compared to just 3 in the third quarter of the previous year.

There were no applications for site plan control in either of the third quarters of this year and last. However, it is anticipated that there could be as many as 2 more site plan control agreements this year or early in 2020.

With respect to the number of construction permits issued. The third quarter of 2019 witnessed a total of 28 construction permits issued, down from the 32 issued in the third quarter of 2018. There were no demolition permits issued in the third quarter of 2019 however, there was a single demolition permit issued during the same time period in 2018.

The 2019 third quarter number of inspections carried out by this department totalled 138, down from the 170 inspections carried out in the prior third quarter.

Notwithstanding the slightly lower number of issued permits, the value of construction activity increased substantially in the third quarter of 2019. The total value of construction rose to \$2,849,400 in the third quarter of 2019 up from \$2,034,275 during the third quarter of 2018. There were 9 new dwelling permits issued during the 2019 third quarter up significantly from 5 new dwelling permits issued in the same quarter for 2018.

Growth of the municipality is increasing in a steady and orderly manner.

The fees generated from the issuance of construction permits totaled \$29,079 in the third quarter of 2019, a sharp increase over the \$17,946 collected during the same time in 2018.

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

The budget implications are identified in the 2019 municipal budget.

The legal implications are non-applicable.

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

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

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

## CONCLUSION

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

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

The Village of Merrickville-Wolford is presently completing the review and updating of its current Official Plan. It is anticipated that the new Official Plan should be submitted for approval 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 3<sup>rd</sup> quarter results of 2018 to 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	Yes
Fire Department	NA
Other:	NA

Submitted by:



Randy Wilkinson  
Chief Building Official

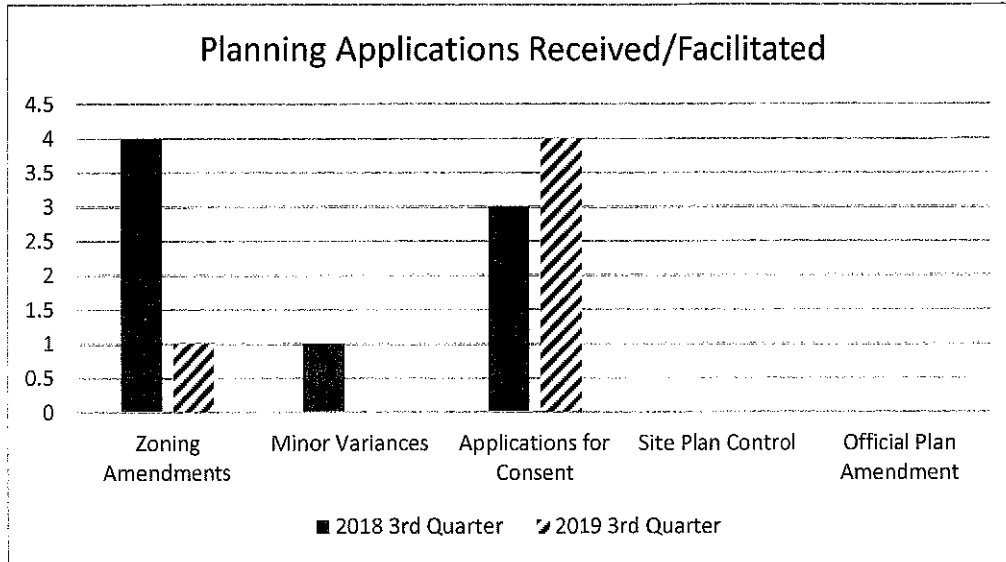
Approved by:



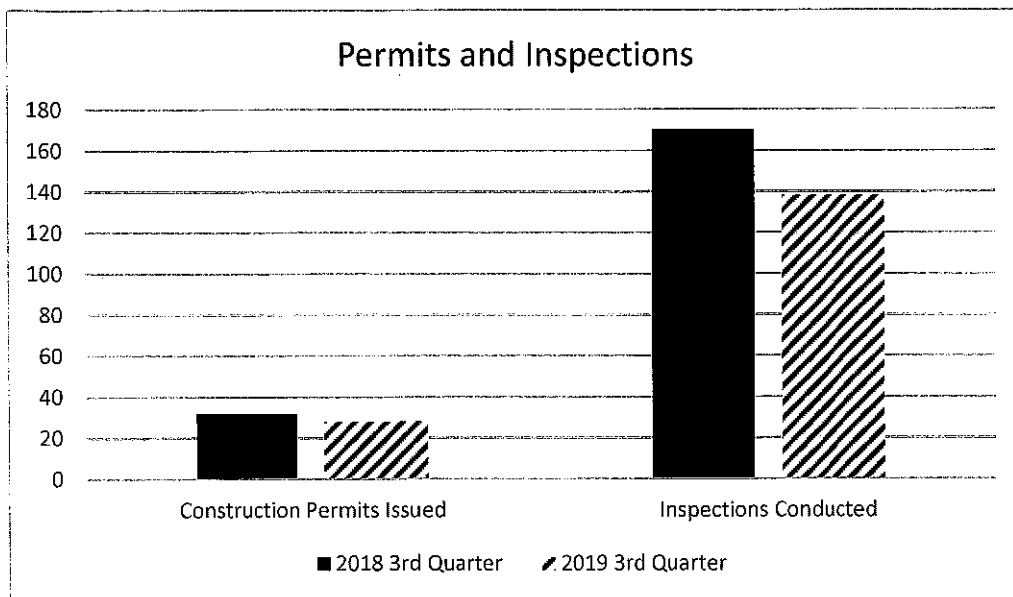
Doug Robertson  
CAO/Clerk/Director of Economic  
Development

### Schedule "A" to CBO-11-2019

	2018 3rd Quarter	2019 3rd Quarter
Zoning Amendments	4	1
Minor Variances	1	0
Applications for Consent	3	4
Site Plan Control	0	0
Official Plan Amendment	0	0

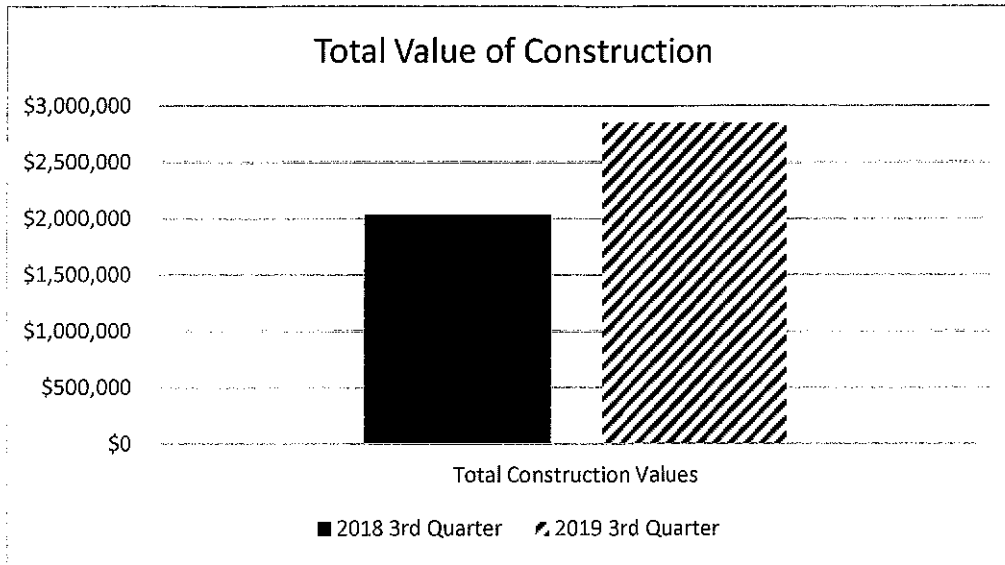


	2018 3rd Quarter	2019 3rd Quarter
Construction Permits Issued	32	28
Inspections Conducted	170	138

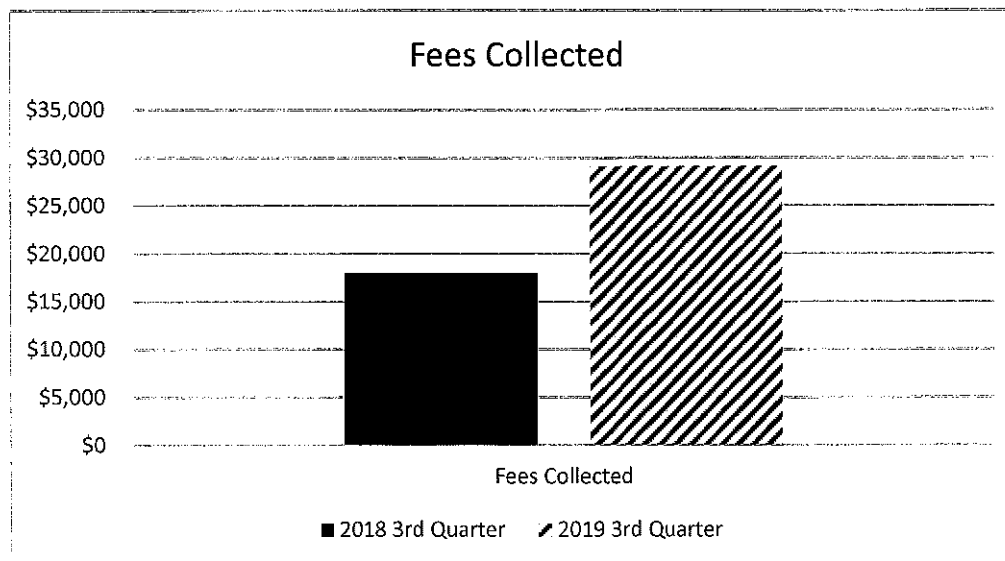


## Schedule "B" to CBO-11-2019

	2018 3rd Quarter	2019 3rd Quarter
Total Construction Values	\$2,034,275	\$2,849,400



	2018 3rd Quarter	2019 3rd Quarter
Fees Collected	\$17,946	\$29,079



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: November 12, 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 "Transforming and Modernizing the Delivery of Ontario's Building Code Services", a Discussion Paper from the Ministry of Municipal Affairs and Housing, Fall 2019 Consultation, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



# **Transforming and Modernizing the Delivery of Ontario's Building Code Services**

**Discussion Paper**

Ministry of Municipal Affairs  
and Housing

Fall 2019 Consultation

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# A New Path Forward for Building Code Services

The building sector is a \$38 billion industry and a key driver of Ontario's economy. It is essential that the people working in this sector have the support they need to keep Ontario's economy growing. Building sector stakeholders have been asking for better, more modern and timely services and resources to support their ability to understand and apply the highly technical and complex building code requirements.

Historically, the Ministry of Municipal Affairs and Housing (the ministry) has provided a suite of building code services. However, over time, the delivery of these services has not kept pace with the needs of the sector, making this model unsustainable. The ministry needs to implement a model that will enable the delivery of improved services to promote consistency and better support the sector.

To do this, the ministry is proposing to establish a new administrative authority to deliver a suite of enhanced and new user-driven services.

## What is an Administrative Authority?

Administrative authorities are private, non-profit corporations, that deliver regulatory programs on a cost-recovery basis.

Transferring service delivery to an administrative authority would enable new, modern, user-driven services to be delivered to the building sector. An administrative authority can scale and deliver services more nimbly and would also be tasked with providing streamlined customer service to all Ontarians. It would also promote a consistent approach to building code interpretation and application, while still protecting public health and safety. To achieve this the administrative authority would operate on a full cost recovery basis, funded by the sector.

## What is the Building Code Act, 1992?

The Building Code Act, 1992 (BCA) and Ontario's Building Code govern the construction of new buildings and the renovation of existing buildings, by promoting the safety of buildings with reference to public health, fire protection, accessibility, and structural sufficiency.

The building code first came into effect in 1975 and since then its scope and policy intent have continued to expand to address the ongoing and growing needs of the building sector.

The ministry is responsible for:

- Setting policy direction and establishing regulatory building standards;
- Overseeing the qualification and registration of building practitioners; and
- Providing support to consumers (e.g., publishing guides and resources and explaining policy intent of code requirements)

Enforcement of the Building Code is the responsibility of principal authorities, primarily municipalities, which issue building permits and conduct inspections during construction.

## About this Consultation

The transformation and modernization of building code services would:

- strengthen public safety
- streamline customer service and approval processes
- deliver sector-driven services
- provide timely and modern tools and products
- promote consistency across the province
- enhance integrity in the system

The ministry wants to hear from people across Ontario about their experiences with building code services and the proposed changes that are being considered.

This discussion paper outlines existing building code services, identifies concerns that have been raised regarding their delivery, asks questions about how they might be improved or enhanced, and proposes potential changes. In addition, the discussion paper outlines areas where there might be a need for new services to be delivered.

Your feedback will help inform enhancements to current building code services and the development of new services.

There are several ways that you can provide feedback. For additional details on how to provide your feedback, please see page 25 of this document, or visit the Environmental Registry of Ontario.

## 1. Getting People Working in the Building Sector

In 2006, the ministry implemented the building code qualification and registration program to promote public safety by ensuring that building code professionals have the required legal and technical knowledge for their area of practice. To become a qualified building code professional in Ontario, generally, individuals are required to pass a building code examination on the legal requirements of the Building Code Act, 1992 (BCA), as well as in every area of the Building Code they wish to practice (e. g., House, Small Buildings, Large Buildings, Plumbing, Structural, Septic Systems, etc.).

The ministry is responsible for developing 16 technical and legal examinations, which are delivered through Humber College. Each examination consists of 75 questions. Individuals are allowed three hours to complete each examination, and a minimum mark of 70% must be achieved.

Examination outlines are posted publicly through Ontario.ca, detailing the content areas that each examination covers. Although building code professionals are not required to take formal training, the ministry, through an agreement with George Brown College of Applied Arts and Technology, offers building code training courses to help people prepare for building code examination. George Brown College offers self-study manuals, as well as online training courses and in-class training courses.

## What is a Qualified Building Code Professional?

**The Building Code Act, 1992 requires the following practitioners be qualified and registered:**

- Chief Building Officials (CBO)
- Inspectors
- Designers (other than engineers and architects)
- Registered Code Agencies (RCA)
- Persons engaged in the business of constructing, installing, repairing, servicing, cleaning or emptying on-site sewage systems

# Overview of Building Code Exams

- General Legal/Process
- Powers and Duties of CBO
- Powers and Duties of RCA
- Designer Legal/Process
- House
- Small Buildings
- Large Buildings
- Complex Buildings
- HVAC-House
- Detection, Lighting and Power
- Building Services
- Building Structural
- Plumbing-House
- Plumbing-All Buildings
- Fire Protection
- On-site Sewage Systems

Building sector associations also offer training that building code professionals may opt to take to either support them with their examinations or to keep their building code knowledge current. For example, the Ontario Building Officials Association (OBOA) provides extensive training to support people who wish to take building code examinations, but also in a variety of other areas to help people get a better understanding of what is required in their areas of practice.

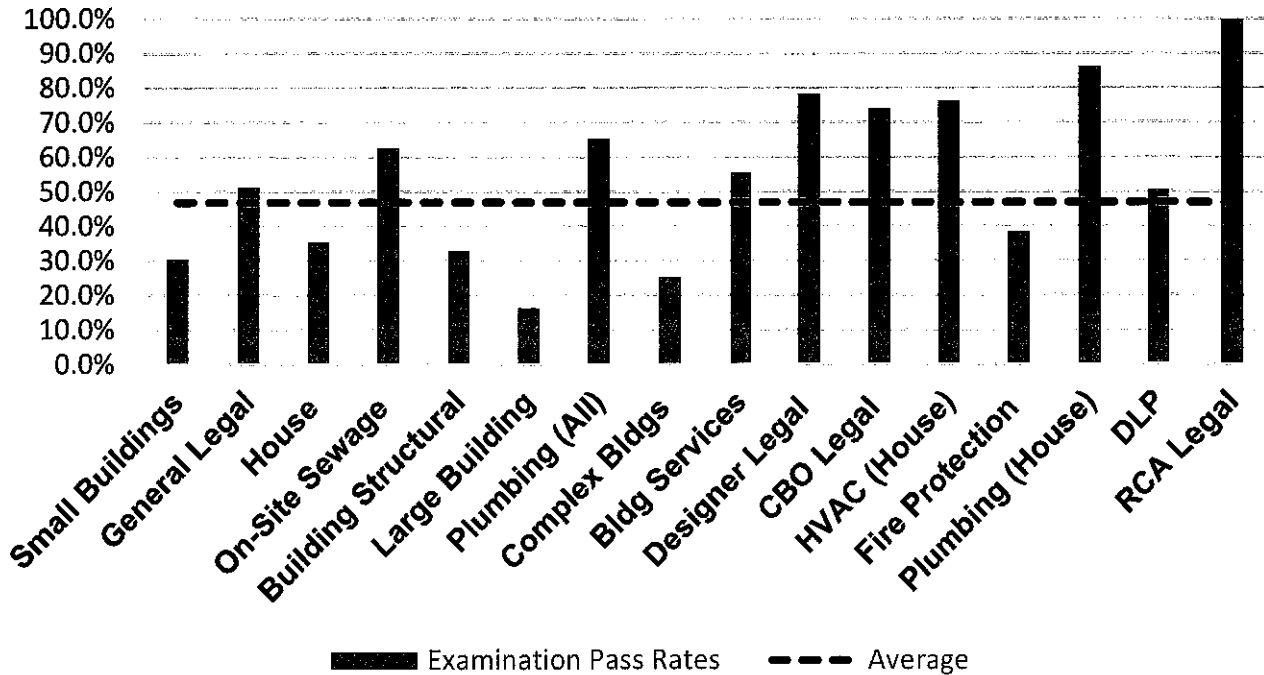
## 1.1 Examination Development & Delivery

Stakeholders have raised concerns about the clarity of questions and the lack of sufficient time provided to complete the examinations, given the complexity of the questions. Overall, examination statistics have demonstrated a relatively low pass rate across the 16 examination categories.

Factors that may be contributing to the low pass rates, could include:

- The varying amount of materials covered across the 16 examination categories (e.g., some examinations cover as few as 280 pages of content, while others cover as many as 1,255 pages - yet all examinations contain 75 questions to be completed within 3 hours)
- The current structure of examinations may be inefficient. Current examinations that have "nesting" may contribute to confusion for stakeholders on what classes of buildings they can perform work on.
- The suitability of current examination questions for areas of practice given the wide range of professionals that take the exam.

## Examination Pass Rates



## What is Nesting Qualification?

Nesting is when you can qualify for two classes by writing one examination. For example, the "House" Examination is nested under the "Small Buildings" examination. Therefore, if an individual passes the "Small Buildings" examination they are qualified for both small buildings and houses. However, if a person passes the "House" examination they are not qualified under "Small Buildings."

## What Do You Think?

1. How could the current examination design, content and/or delivery be improved?

## 1.2 Pre-Qualification Training

In 2014, the ministry entered into an agreement with George Brown College to develop and deliver building code training courses to assist individuals preparing to write building code examinations. The training courses can be taken either online or in-class (2-week courses). Sector associations representing various building code professions also deliver training to support their membership. For example, the Ontario Building Officials Association and the Ontario Onsite Wastewater Association both develop and deliver training to support their respective members in taking building code examinations. Other jurisdictions, such as Alberta and some U.S. states, require building professionals to complete some form of mandatory training prior to or as a requirement of qualification.

The ministry is considering ways to improve building code training programs that are currently administered through George Brown College, support sector associations to better meet individuals' needs, and help maintain confidence in the safety of Ontario's buildings.

### What Do You Think?

1. Are the current training offerings meeting your needs? If not, how could they be improved?
2. Do you see a role for the administrative authority in the delivery of training for building code professionals?

## 1.3 Recruiting Experienced Building Code Professionals

Municipalities, Boards of Health and Conservation Authorities have indicated that there are not enough building code professionals employed or entering the sector with the necessary technical knowledge and/or experience to enforce the building code as a building official. This is particularly evident in rural and northern Ontario.

Currently, there is no educational program offered to specifically support becoming a building official, rather, post-secondary institutions across the province offer educational programs that complement the career path, such as Construction Engineering Technician/Technologist, Architectural Technician/Technologist, Engineering and Architecture. It is unclear if people moving through the education system would be aware of a building official as a viable career, given there is no direct educational pathway.

To support challenges with building sector recruitment, the ministry has entered into agreements with the Ontario Building Officials Association and the City of Ottawa to implement internship programs for building officials, including training and development. Those enrolled in an internship program may be exempt from examination requirements if they conduct the work of building inspectors in municipalities under the supervision of an appropriately qualified inspector or Chief Building Official. Generally, enrolment in these internship programs has declined since their implementation.

Other jurisdictions that have also experienced similar recruitment issues have taken steps to address the problem. For example, Florida offers provisional licences for new municipal employees entering the building sector as an opportunity to conduct plans review and other duties associated with a building official.

Ontario municipalities have generally indicated a desire to modernize, promote, and/or increase internship programs and opportunities.

## What are provisional licences?

A provisional licence is a temporary licence that allows practitioners to gain on-the-job experience before attempting the ministry exams and becoming fully qualified.

## What Do You Think?

- 1a. What factors could contribute to the low take-up of the current internship programs?
- 1b. What role could an administrative authority play in internship programs?
2. Would implementing a provisional licence framework help with municipal recruitment challenges and what should be considered?
3. Are there other ways to help building code enforcement bodies attract and retain experienced building professionals?

## 1.4 Using Coordinating Professionals

Stakeholders have indicated that lengthy approval processes delay the construction of buildings, costing significant time and money. For example, there may be disputes about building code interpretations, or permit applications may be incomplete or may not comply with building code requirements. The government is committed to streamlining the development approval process, including building permit approvals. Over the years, stakeholders have asked the government to consider leveraging professional expertise to support building code enforcement.

The Elliot Lake Commission of Inquiry Report, released in 2014, recommended that owners designate a Professional Engineer or Architect to the role of "Prime Consultant" who would coordinate designs and field work (e.g., coordinate inspections) of professionals involved in a project. Prime consultants could be contracted to ensure designs are complete, ensure designs are in compliance with the technical requirements of the building code, and act as a one-window contact for development projects, thereby supporting quicker approvals.

The use of professional expertise has been cited in industry-led reports as an opportunity to improve approval processes in the province, including the use of professional design coordination, like British Columbia's Certified Professional program.

In British Columbia, engineers and architects who have taken additional building code training and examination(s) can review building plans and perform site inspections for large buildings to support the building permit process. Municipalities in British Columbia may voluntarily choose to run their own programs where Certified Professionals take on some of the traditional functions of the Chief building official, but with enhanced documentation through "letters of assurance". Letters of assurance are required before building permits or occupancy permits are granted by the Chief building official for buildings using Certified Professionals, to confirm code compliance. Municipalities with such programs are still involved in the approval process. They coordinate with Certified Professionals to determine what permits and inspections are needed, confirm all letters of attestation have been signed, and are responsible for issuing permits. Certified Professionals could help to promote building innovation(s) and the streamlining of permit approval processes, which, in turn, may reduce permit delays and help protect public health and safety.



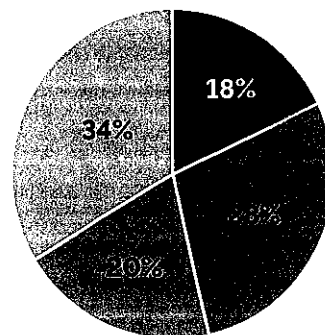
## What Do You Think?

1. Do you think the use of a Prime Consultant, under certain circumstances, would support a more streamlined building permit application process?
2. Do you think the use of Certified Professionals, under certain circumstances, would support a more streamlined building permit application process?
3. If the ministry decides to move forward and allow the use of such professionals, what do you think needs to be considered in implementing this change?

## 2. Promoting Sustainability and Transparency in the Building Code Profession

Once qualified, building code professionals must register in the Qualification and Registration Tracking System (QuARTS) Registry. The QuARTS Public Search Registry manages the registration of over 7,000 individuals and firms and serves as a consumer information tool to verify the qualification information and registration status of building code professionals in Ontario. Individuals, municipalities and design firms can be searched using information such as unique Building Code Identification Numbers (BCIN), organization name, or categories individuals are qualified to practice in.

The ministry takes a self-reporting and individual-based approach to regulating building code professionals. This means that individuals are required to ensure that the information they enter into the public registry is accurate and that their annual registration fees are paid.



- Independent Designers
- Municipal Officials
- Design Firms
- Sewage System Installers

## What is a BCIN?

The Building Code Identification Number (BCIN) identifier allows individuals and firms to register and renew their qualifications, receive registration renewal and expiry notices, upload insurance forms to the registry and receive notification of applications and transitions. It is the unique identifier by which the ministry keeps track of all building code professionals in the province.

A registration will remain active and searchable on the public registry for a 12-month period, at which time all individuals must re-register and pay an annual registration fee. While registrations and payments are individually-based, municipalities that have multiple registered individuals employed by their organization can submit registration fees for all their registered employees in one-time bulk payment as a means of streamlining the registration process.

Currently, building code professionals that are qualified and registered through QuARTS are not required to undertake any additional education or professional development activities once they have completed their mandatory pre-qualification examinations. However, the building code provides for the ability to require knowledge maintenance in the form of an examination. Rather than ordering knowledge maintenance examinations, the ministry has taken an educational approach by providing resource material to help the sector understand amendments to the building code.

In 2012, a rooftop parking garage collapsed in Elliot Lake resulting in the deaths of two people and injuries to several others. In response, the Elliot Lake Commission of Inquiry made a series of recommendations to government and other bodies. The Commission's recommendations directed to the ministry, included implementing a continuing professional development program for building officials and greater oversight and enforcement abilities related to qualification and registration of building code professionals. The Building Code Act, 1992 was amended in December 2017 to partially address these recommendations.

The Building Code Act, 1992 permits enforcement actions to be taken in certain circumstances, including where conditions of an individual's registration have not been met. If registration compliance or enforcement actions need to be taken, the available options are limited to either refusing, suspending, or revoking a building code professional's registration, or prosecution through the courts. The ministry has no formal process to receive and investigate complaints about bodies that enforce the building code

(i.e., municipality, Conservation Authorities, Boards of Health) and no ability to intervene in local administration and enforcement of the building code. Additionally, only building officials are subject to a code of conduct, while other registered building code professionals are not.

## 2.1 Public Registry and Registration Process

Stakeholders have identified concerns with the user-interface of the public registry, indicating that the system is not intuitive and can be confusing when inputting information. Since information is self-reported, the technical difficulties associated with navigating the registration software can result in incomplete or inaccurate information being displayed on the public registry.

In addition, some building code professionals have had trouble determining which registration class to select as there is little clear guidance available to individuals during the registration process. For example, building code professionals self-register online once they are qualified, and designers often encounter challenges in determining their particular designer category (e.g., "Independent Designer" vs. "Other Designer") which can lead them to improperly registering, potentially risking their professional reputation and public safety. Streamlining the registration process can make it easier for building code professionals to navigate the registration system and provide better consumer protection and awareness.

The individual-based approach allows the ministry to keep track of the individual qualification and registration status of building code professionals and protects the security and privacy of their personal and financial information. Only ministry staff or individual registrants have the ability to update their information on QuARTS, which can result in a delay in having current information in the system. Inaccurate or out-of-date information on the registry creates a gap in consumer awareness.

Service transformation offers an opportunity to modernize the current registry to make it more user- focused and easy to navigate, without adding burden to existing processes. The ministry is proposing to transform the user interface of the public registry to help simplify and modernize the registration system. Changes to the public registry and registration process can also offer additional functionalities, such as storing and displaying information on continuing professional development and disciplinary action.

## What Do You Think?

- 1a. If you are a registered building code professional, what are the key issues you face with the current QuARTS system?
- 1b. What registration functionality would you find helpful that is not currently available in QuARTS?
2. As a member of the public, what information would you like to see made publicly available on the registry to help you make an informed decision on hiring a qualified building code professional?

## 2.2 Continuing Professional Development

Continuing professional development (CPD) is a common mandatory requirement for a number of professions (e.g., architects, lawyers, etc.) to ensure an individual's knowledge is up-to-date with new developments in their respective fields and to support maintaining licences to practise. In other professions, CPD is required to maintain professional accreditation with a governing association and the use of a title (e.g., Construction Engineering Technologist, Registered Interior Designer, etc.). However, it is not mandatory for qualified and registered building code professionals to take CPD courses or join these associations.

Generally, CPD requires a mix of formal and informal learning, training or other types of educational activities (e.g., in-class courses, online training, reading professional journals, attending work conferences or meetings) related to the respective field. Some CPD programs in other jurisdictions require minimal activity (6-8 hours) while others require 30 to 60 hours over a 3 to 5-year period. Fulfillment of these CPD requirements is then monitored by the regulating body or association to ensure they are being met.

Some building officials in Ontario choose to be part of the Ontario Building Officials Association (OBOA) Certification Program, which requires completion of a mix of informal and formal activities over a 3-year cycle to receive the professional designation of Certified Building Code Official (CBCO) or the professional designation of Building Code Qualified (BCQ). The program requires members every 3 years to complete 60 credits, based on the type of activity. For example, OBOA courses are worth 1 credit per hour and mentoring is worth 1 credit per hour, with a maximum of 15 per cycle. Members are required to track their total credits earned and compliance is monitored through random audits on 1-3% the membership by asking for proof of total credits earned.

Similarly, some designers are members of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT), which has a certification program requiring one formal activity and three additional activities to be completed every 3 years. Formal activities consist of prescriptive self-directed or in-class courses concerning technical knowledge or leadership/management training. Other activities include contributions to informal learning and development that contribute to the profession or connect professionals within and across multiple jurisdictions.

To further support the Elliot Lake Commission recommendation and building code knowledge maintenance, the ministry is considering CPD requirements for all types of qualified building code professionals. For example, having qualified building code designers maintain knowledge through CPD requirements could help improve the quality of designs submitted to municipal building department counters, potentially speeding up review and approval timelines.

Designing a CPD program for a wide variety of building practitioners can be challenging and needs to be fair. There are numerous categories of practice that building practitioners can be qualified in (up to 12 categories). For example, a septic system installer may be required to complete fewer CPD activities than a Chief Building Official who may be qualified in multiple technical qualification categories. Additionally, the CPD program would need ensure there is no undue burden or duplication with knowledge maintenance requirements that a building code professional may be required to meet as part of their membership or accreditation in a professional association.

## Other Regulated Professionals That Require CPD

- Lawyers
- Chartered Professional Accountants
- Architects
- Teachers

## What Do You Think?

1. How many activities or hours of CPD do you feel is reasonable to require of building code professionals?
2. What is the right mix of formal and informal CPD activities that building code professionals should be required to complete (e.g., courses, training, examinations, reading professional/technical journals or documents, volunteering in the sector, attending relevant conferences, etc.)?
3. What is a reasonable timeframe for completing CPD requirements to ensure knowledge is maintained (e.g., annually, at every new Building Code cycle which is usually 5-7 years, other)?
4. Are there already mechanisms, materials, or offerings that would give building code professionals options on how they could meet their CPD requirements?

## 2.3 Registration Compliance and Enforcement

Registration requirements are only effective if they are actively monitored. Ensuring that building code professionals are meeting their qualification and registration requirements and are operating appropriately in the sector is essential to promoting public safety.

Some of the issues the ministry has heard and experienced include individuals practising as a building code professional without being qualified, poor-quality and non-compliant building designs delaying permit issuance and processing, and the improper use of Building Code Identification Numbers (BCIN) by unregistered individuals.

The Building Code does not define expectations for building code professionals' behaviour and quality of work, which can limit certain enforcement actions that can be taken. Expected behaviour and standards for professionals are instead generally laid out in professional codes of conduct. The Building Code Act requires municipalities to have codes of conduct in place for their building officials. While municipal building officials are subject to a code of conduct, the absence of clear conduct standards for other building code professionals may contribute to poor quality building permit applications, resulting in additional costs, delays and frustration for building permit applicants.

In addition, the ministry currently has limited powers to promote and enforce registration compliance and these powers are not consistent across all building code professional categories and are not always proportionate to the severity and frequency of non-compliance.

The ministry is proposing a comprehensive, escalation-based, compliance enforcement framework that would define disciplinary actions in proportion to the severity and/or frequency of non-compliance as well as the level of risk to public safety that the infraction poses. This would allow for a more measured, responsive and cost-effective enforcement process that promotes compliance, while also allowing for appropriate corrective actions to be taken. This framework could include:

- Increasing compliance through the delivery of tools and resources, such as education and awareness campaigns, training seminars, online educational tools and videos to promote practitioner awareness of their registration requirements.
- A mandatory code of conduct and annual attestations for all building code professionals. Attestations could be used for confirmation of completion of CPD requirements, acknowledgement of responsibilities and expected behaviour under the qualification and registration program, and their understanding of the consequences of non-compliance actions.
- A formal, documented complaints process that would give the public a way to raise concerns regarding the work of certain building code professionals.
- The use of remedial training, re-taking examinations, or financial penalties, as potential corrective actions.
- The publication of offences and the resulting disciplinary actions to inform the public of an individual's history of non-compliance and to help ensure transparency.

## Potential Risk-Based Enforcement Actions

- Education and awareness campaigns
- Warning letters
- Orders to comply
- Re-education (through training or re-examinations)
- Mediation and/or conciliation
- Compliance agreements
- Administrative penalties and/or fines
- Supervision of work
- Conditions/limitations on a licence
- Suspension or revocation of a licence

## What Do You Think?

1. What types of compliance measures should be put in place to ensure building code professionals are meeting the requirements of their registration?
2. What types of accountability mechanisms do you think might be appropriate if a body enforcing the building code (i.e., municipality, Conservation Authorities, Boards of Health) is found not to be meeting its responsibilities under the Building Code Act, 1992?
3. Do you see any challenges with requiring all building code professionals to adhere to a code of conduct?
4. What should be considered when increasing the number of available enforcement tools and using an escalating enforcement model?
- 5a. Under what circumstances do you think it would be appropriate for financial penalties to be used as a means of encouraging compliance with registration requirements?
- 5b. How could these penalties be set so that they are fair?

## 3. Building Code Administration and Enforcement

Principal authorities, which include municipalities, Conservation Authorities and Boards of Health, are responsible for enforcing the building code. Enforcement includes reviewing building permit applications, issuing permits and conducting on-site inspections of construction. Principal authorities can take enforcement action where they find contraventions of the Act or the building code, and where buildings are found to be in an unsafe condition or pose an immediate danger to health and safety. For example, a stop work order or order to not cover can be issued to prevent the construction of buildings that do not meet building code requirements.

Principal authorities are generally required to appoint a qualified Chief Building Official (CBO) and as many inspectors as needed to carry out enforcement of the Building Code Act, 1992 and the building code within their jurisdiction. CBOs have prescribed roles and responsibilities under the Building Code Act, 1992 and the building code, are required to be appropriately qualified and registered and are regulated by the ministry. It is the role of the CBO and inspectors to exercise their powers and perform all their duties under the Act in an



independent manner. Principal authorities are also required to have a Code of Conduct in place for its CBOs and inspectors.

The Building Code Act, 1992 allows principal authorities to set fees (e.g., building permit application fees and inspection fees) at a rate that does not exceed the cost of administration and enforcement. The Act provides principal authorities with the flexibility to enter into alternative agreements for the provision of enforcement, such as with another municipality, an upper tier municipality, a health unit or conservation authority, or with a private-sector provider (certain conditions).

Unincorporated areas in Ontario are geographic regions in Northern Ontario not governed by a formal local municipality. Currently, the ministry is responsible for building code enforcement in these areas. Recognizing the low building activity in these areas, the ministry has taken a relatively reactive approach to enforcement. However, all buildings must still comply with the building code, even in the absence of active enforcement.

### 3.1 Enhanced Municipal Enforcement

Where orders are not complied with, the only recourse currently available to principal authorities is to apply to the Superior Court of Justice for a court order directing compliance or conduct a prosecution for failing to comply with the order. Court processes are costly and often do not reflect the severity of risk to public safety. Principal authorities that have gone to the courts have found that the court fines that are administered do not recover the cost the principal authorities have spent enforcing the matter.

Recent changes to the Building Code Act, 1992 allowed the ministry to establish an administrative penalty framework that would serve as an additional enforcement tool for principal authorities, to help ensure the technical requirements of the building code are being complied with. Administrative penalties are already used by many municipalities in Ontario for by-law violations like parking and property standards.

## What is a Principal Authority?

- a. the Crown (e.g., ministry)
- b. the council of a municipality
- c. an upper-tier municipality that has entered into an agreement under subsection 3(5), 6.1 (1) or a board of health that has been prescribed for the purposes of subsection 3.1(1) or has entered into an agreement under subsection 6.1(2) or (3) or 6.2(2)
- d. a planning board that has been prescribed for the purposes of subsection 3.1(1), or
- e. a conservation authority that has been prescribed for the purposes of subsection 3.1 (1) or has entered into an agreement under subsection 6.2 (2)

The ministry is proposing to develop an administrative penalty framework that would enhance principal authorities' powers to address non-compliance and address contraventions of the Building Code Act, 1992 and the building code to promote public safety.

## What is an administrative penalty?

An administrative penalty is a penalty, often monetary, the regulator can impose for certain contraventions under the Building Code Act, 1992 and regulations.

Unlike charges laid under law, there is no criminal element when administrative penalties are imposed. Administrative penalties are intended to promote compliance rather than be a punishment for wrongful activity.

## What Do You Think?

1. What types of orders do you think administrative penalties could be used for? What do you think the province should consider in developing an administrative penalty framework?
2. Are there enforcement tools that would help principal authorities ensure compliance with technical requirements of the building code?

## 3.2 Supporting Local Building Service Delivery

Municipalities with limited construction and development activity often do not generate the revenue through building permit and inspection fees needed to cover the cost of a CBO and any necessary enforcement activity. This can result in either the CBO taking on many roles and responsibilities within a municipality to ensure cost-efficiency, or the municipality subsidizing the cost of building enforcement from the general municipal tax base.

Smaller municipalities generally don't receive many applications for large and complex building construction. Municipalities may choose to hire building officials qualified in the house and small building categories to ensure they have expertise for the type of applications they are in fact receiving. However, this can lead to a qualification gap should large or complex building permit applications be made in those areas. The ministry

wants to find ways to help these municipalities close the qualification gaps they may be experiencing.

Several municipalities have entered into sharing agreements for building code enforcement to mitigate these challenges. Other jurisdictions in Canada, the U.S. and Australia have allowed local jurisdictions to defer the delivery of building services to the higher order government (i.e. province/state) to ensure that there are no public safety or regulatory gaps when a local jurisdiction is unable to administer their respective building codes.

The ministry is considering providing the option for smaller, rural, and/or northern municipalities to enter into an agreement with the administrative authority to deliver full or partial building services on their behalf.

## Did You Know?

In 2017, Statistics Canada estimates that of the 414 municipalities in Ontario, over 18% reported no new residential or non-residential construction value for building permits.

Of the 414 municipalities in Ontario, 237 or 57% of these municipalities have some sort of sharing arrangement with either a conservation authority, health unit, or Upper-Tier municipality for Part 8 Building Code Coverage.

## What Do You Think?

1. Would it be beneficial for municipalities to have the ability to transfer some or all of their building service delivery to the administrative authority?
2. If you live in a smaller, rural and/or northern municipality, how would you feel more supported at your municipal building counter?

### 3.3 Unincorporated Areas

Buildings that are not constructed to meet building code requirements may result in unsafe and unhealthy living conditions (e.g., as buildings become more airtight, incorrect construction could result in black mould which has impacts on air quality and health). Unincorporated areas are not subject to permitting and inspection requirements, but the building code has become increasingly complex over time.

The ministry is considering a more active enforcement approach in unincorporated areas, which is proposed to be delivered by the administrative authority. Active enforcement could take the form of full permitting and inspection, equivalent to what is currently delivered by municipalities. Alternatively, a risk-based approach could be taken, that could for example, require full permitting and inspection to be applied to large, public assembly buildings.

#### What Do You Think?

1. What kind of framework should the province consider for dealing with building code compliance and enforcement in unincorporated areas?
2. If you live or work in an unincorporated area, what guidance, resources and/or support do you need for your building projects?

## 4. Improving Building Sector Supports

The building code has historically been updated on a five to seven-year cycle. As part of the government's commitment to national construction code harmonization in support of the Canada Free Trade Agreement, the province will update its code in line with the five-year national code development cycle. Through this process, the degree of variation between Ontario's building code and the national constructions codes will be reduced. The province will work with the national system to promote changes that reflect technological advancements and new construction practices which would open new markets for manufacturers and bring building costs down.

When changes are made to the building code, there may be accompanying guides, resources and/or technical bulletins issued to the building sector that assist with the interpretation and application of those new requirements. Currently, the ministry publishes

the Building Code Compendium and the Code and Construction Guide for Houses in hardcopy format.

The ministry also offers informal code advisory services administered by technical experts within the ministry. Through telephone and e-mail correspondence, these advisors provide building code guidance, and provide helpful code-related information to the public or building code professionals.

Product manufacturers who develop innovative building materials currently have the option of bringing their product to the Building Materials Evaluation Commission (BMEC) to be examined and authorized for use in Ontario. BMEC, which is currently supported by the ministry, is an agency of the province that has the authority under the BCA to conduct research on, examine, and authorize the use of innovative construction materials, construction systems, and building designs, which are not currently included in the building code. The average length of time for a decision to be made on an application is 90-120 days and the cost of an application is \$11,000. The ministry is proposing that the administrative authority assume responsibility for product authorization functions.

## 4.1 Promoting a Consistent Application of Code Requirements

Despite the supports provided, there are still many difficulties faced by the building sector when interpreting and applying building code requirements.

While an objective-based code allows for flexibility and innovation, it can also lead to inconsistent interpretation of requirements across the province. Due to the evolving technical requirements of the building code, it may also be confusing for the public to understand what requirements they need to follow for their construction projects.

Key guides and resources (e.g., secondary suites or tall wood construction guides) are released to help people understand major changes to the code. Building code professionals have been requesting more comprehensive tools and services in a timely manner that provide clear, standardized technical advice and interpretations.

The ministry is considering providing a variety of supports which could include:

- Developing and distributing additional guidance materials on a regular basis
- Increasing the use of technical bulletins and establishing formal processes for code interpretation requests
- Enhancing code advisory services to include the ability to provide technical opinions and/ or interpretations

- Working with the building sector to develop specific checklists, resources and tools to assist with the application of code requirements
- Enabling 24-hour front-line web service access to building code information and guidance

## What Do You Think?

1. Would you support the issuance of technical bulletins and/or code interpretations? Please explain.
- 2a. If additional resources and guides to help with code interpretation were created, what types of resources (e.g., type of content, format, etc.) would be most useful?
- 2b. Would the addition of more visual guidance materials for specific building code issues be helpful?
3. As a member of the public, what resources and tools would you need to assist you with understanding code requirements for your small or personal construction projects (e.g., minor renovations, decks, sheds etc.)?

## 4.2 Digital Service Transformation

The province has committed to a digital-first strategy to modernize and improve the services it provides to Ontarians. As part of this strategy, the ministry has begun refreshing the Ontario Building Code's web page to increase usability, functionality and access to digital resources that will help the building sector and all Ontarians. Building code professionals have identified additional service needs, including a digital version of the building code with increased functionalities such as:

- Compatibility with mobile devices
- Enhanced search functionality
- Compatibility with municipal electronic permitting and mobile inspection systems

The goal in implementing a strong, modernized digitally-based suite of building code resources would be to issue guides and resources quickly for use after code updates. This would improve front-line service delivery by supporting municipal efforts to reduce building permit approval timelines.

## What Do You Think?

1. If you would use an electronic version of the Code, on what type of electronic device would you most frequently view/use it on? (e.g., laptop/desktop, mobile device)
2. In addition to digital versions of the Ontario Building Code Compendium, what other digital guides, resources or tools would you find most useful?

### 4.3 Building Sector Data and Research

Reliable building industry data and research play an important role in evidence-based policy development and providing effective support to the building sector. The ministry currently uses a range of data and research from the building industry. This allows the ministry to use real-time data and identify key trends and patterns within Ontario's municipal and building sectors.

Currently, data is used from a variety of sources including the model National Building Code, the National Research Council, Statistics Canada, procurements for research and data related to a specific issue(s), online research, code change proposals, and stakeholder input and feedback.

The ministry is considering opportunities for broadening the scope of its data collection efforts and improving the quality and quantity of data that is collected by allowing the administrative authority to identify gaps, coordinate data collection, and make the data available to the building sector. Access to more robust sector data could support the activities and data needs of industry professionals. While enhanced data collection would provide the ministry and the sector with valuable evidence-based data, it may also add to the municipal reporting burden.

## What Do You Think?

1. Does your organization collect building sector data? Do you have any policies in place for data collection, management, and/or transparency?
2. How could the potential increase in municipal reporting burden be mitigated?
3. Do you think it would be beneficial if the administrative authority conducted research on behalf of the sector?

## 5. Funding Better Service Delivery

To ensure the efficient, streamlined, and sector-driven delivery of building regulatory services, the administrative authority would be financially self-sustaining and would operate on a full cost-recovery basis. The ministry is proposing to fund service delivery through a blended revenue model that includes allowing the administrative authority to charge fees for directly delivered services (e.g., registration fees, product authorization fees, etc.) and collect a small levy on top of municipal building permits fees.

### Example of a Levy Calculation

For a building project that has an estimated construction cost of \$500,000, the levy would be approximately \$80 on top of building permit fees already charged by municipalities.

The Building Code Act, 1992 provides the ability to recover costs of delivering services through fees. The ministry already collects fees for services such as building code professional registrations, product authorization (e.g., Building Materials Evaluation Commission) applications, and examination fees. It is anticipated that the administrative authority would continue to collect these fees for similar services it would deliver.

To achieve full cost-recovery, the administrative authority would charge an additional, nominal fee on municipal building permit applications. The levy would be calculated as a small percentage of the estimated construction value, which is self-reported on every building permit application. Based on the estimated total program cost for service delivery, the levy amount is anticipated to be 0.016% of the construction cost estimate noted on a building permit application.

The levy would be collected by principal authorities (e.g., municipalities) and then remitted to the administrative authority. Construction value is a transparent, reliable, and fair way to measure the amount of services a project would require since larger, more complex projects would generally require more services. The levy would be reviewed on a regular basis to ensure that the revenue being collected does not exceed the actual cost of delivering services to the sector.

Services offered by the administrative authority will be available to all Ontarians, regardless of the number of building permits or amount of building permit revenue collected. This



model would not impact existing building permit revenue that principal authorities collect as they would be separate revenue streams.

## What Do You Think?

1. Is the proposed funding model a reasonable approach to delivering improved services to the sector?
2. Are there impacts in implementing such a fee model that the government should consider?

## 6. Seeking Your Input

Public consultation is an important part of developing legislation, regulations and policy in Ontario. By providing your feedback on this consultation paper, you can help the Ministry of Municipal Affairs and Housing develop and transform service delivery to the building sector into a responsive, efficient, and modern model.

We look forward to your feedback. Your involvement helps to ensure that potential building code changes are fully informed to best meet the needs of Ontarians and the building sector, and that they are technically and economically feasible and enforceable. Your input is valued and will be seriously considered before the government makes final decisions on changes to the current regulatory building service delivery model and the associated suite of existing or proposed building code services.

### **You can send comments in writing to:**

Ministry of Municipal Affairs and Housing Building Services Transformation Branch  
16th Floor – 777 Bay St.  
Toronto, Ontario M5G 2E5

Or by email to:

[buildingtransformation@ontario.ca](mailto:buildingtransformation@ontario.ca)

**The ministry requires your feedback by November 25, 2019.**



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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: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 63-2019, being a by-law to declare the property legally described as Part Lots 4, 5 and 6, Block 28, Plan 6, being Part 1 on Registered Plan 15R-9723 formerly of the Village of Merrickville, now in the Village of Merrickville-Wolford, be read a first and second time, and that By-law 63-2019 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 No. 63-2019**

**BEING** a By-law to declare property surplus to municipal needs

**WHEREAS** pursuant to section 270 of the Municipal Act, S.O. 2001, c. 25 as amended the council of a local municipality shall adopt and maintain policies with respect to the sale and other disposition of land;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 08-10, being a by-law to establish said policy for the sale land surplus to municipal needs;

**AND WHEREAS** the Council Corporation of the Village of Merrickville-Wolford has, after due consideration, deemed it in the best interest of the Corporation to declare certain property within the municipality as being surplus to municipal needs and to sell said property;

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

1. The property legally described as Part Lots 4, 5 and 6, Block 28, Plan 6, being Part 1 on Registered Plan 15R-9723, formerly in the Village of Merrickville, now in the Village of Merrickville-Wolford is hereby declared to be surplus to municipal needs and shall be sold.
2. Public notice of the intent to sell the property shall be made pursuant to By-law 08-10.
3. This By-law shall take effect immediately upon the passage thereof.

**READ** a first and second time this 12<sup>th</sup> day of November, 2019.

**READ** a third and final time and passed this 12<sup>th</sup> day of November, 2019.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk/  
Director of Economic Development

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: November 12, 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-22-2019 regarding Community Hall Rentals, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report FIN-22-2019  
Date to Council: November 12, 2019  
Finance Department  
Information Report to Council

**RE: Community Hall Rentals**

**OBJECTIVE:** To respond to Council's request for information re: Community Centre and Centennial Hall rentals.

### **RECOMMENDATION:**

**THAT Council receive report FIN-22-2019 regarding Community Hall rentals, for information purposes.**

### **BACKGROUND:**

Currently, staff are responsible for the administration and maintenance of the Merrickville Community Centre and Centennial Hall in Eastons Corners. A motion was brought forth at the June 10<sup>th</sup> Council meeting calling for volunteers to manage the administration of these facilities. Staff were directed to bring forward a report outlining the current processes with respect to the above.

### **ANALYSIS:**

The current process for booking either facility is as follows:

- The Village Receptionist handles all requests for rentals, and the first step is to see if the requested date is available. If the facility is already booked, an alternative date is often selected.
- The interested party will then fill out the rental agreement. A rental deposit of 50% is required to book the Merrickville Community Centre, and payment in full is required for Centennial Hall. Upon payment of the deposit, the date for the space is reserved.
- The Village requires proof of insurance naming the Village as an additional insured for all facility rentals. If the renter does not have insurance, they are able to purchase it at the time of booking.
- Proof of insurance and payment in full is required prior to the Village releasing the key for the facility.
- Note that where Council has waived facility rental fees, proof of insurance is still required and applicants still need to complete a rental form to reserve a facility.

- Keys can be picked up the day prior to the event. If the event is on the weekend, keys can be picked up on Friday. Keys must be dropped off the day following the event or on Monday for weekend events. There is a drop box at the Municipal Office where keys can be left if the return is being made after hours.
- Renters are responsible for the set up and tear down of tables and chairs, and for cleaning up after their event. If staff are required to do this, additional fees apply.

Staff are not aware of any process-related reservation conflicts. During the last two years, Village staff have increased efforts to ensure compliance with Council's approved rental fees and to implement consistency amongst facility users. Staff are aware of only one conflict. It occurred in 2018 regarding the rental of the Merrickville Community Centre when one regular user group assumed that the facility was reserved for them based solely upon past regular use but another registrant had properly reserved the facility. The issue was quickly resolved by the two applicants.

**BUDGET/LEGAL IMPLICATIONS:** None.

**LINKS TO STRATEGIC PLANS:**

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

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

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

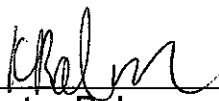
Through ensuring services are streamlined to be as simple, consistent and customer-service oriented is in keeping with the priority to ensure efficient and effective services are being delivered to the residents and visitors of Merrickville-Wolford.

**CONCLUSION:**

Given that the current process is working well and reservations require handling of public funds at the time of booking, staff do not recommend a change in the administration of facility rentals. Staff recommend that the Merrickville Community Centre and Centennial Hall continue to be maintained and operated by Village staff.

**ATTACHMENTS:** None

Submitted by:



Kirsten Rahm,  
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

### Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

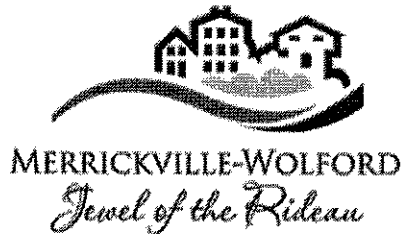
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-31-2019, being the financial budget variance report from January 1, 2019 to September 30, 2019 and third quarter report of the Finance Department, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor





Village of Merrickville - Wolford

Report FIN-31-2019  
Finance Department  
Information Report to Council  
Date of Council Meeting: November 12, 2019

RE: 3rd Quarter Report to September 30, 2019

**OBJECTIVE:** For information purposes.

**RECOMMENDATION:**

**THAT: Council receive report FIN-31-2019 for information purposes.**

**BACKGROUND:**

In order to keep Council fully apprised of the financial state of the corporation, a financial budget variance report outlining departmental progress is provided to Council.

**ANALYSIS:**

Schedule A provides the operating expenses, revenues and capital expenditures for the third quarter for general operations and for water and sewer services. The overall completion percentages for operating revenues and operating expenses are at 94% and 67% respectively. Water and sewer are at 65% and 69%. The following are highlights from the review of revenue, expense and capital accounts:

**General Government:**

- Taxation and Payments-in-Lieu is at 98%, as final tax bills have gone out. The percentage is the percentage billed to date, not collected
- The expenses for general government are at 76% of budgeted expenses, and are within reason

**Emergency & Protective Services:**

- The revenues for Fire, Police and By-Law are at 68%, 70% and 110% respectively
- Emergency & Protective Services expenses are within reason at 62%

**Public Works:**

- Revenue for public works is at 158%, and is attributed to the sale of culverts; revenue for landfill is at 79%

- Operating expenses for public works and landfill combined are within reason, at 65%

#### Building and Planning:

- Building revenues are at 129%, due to building permits and applications
- Building and Planning expenses are within reason, at 69%

#### Economic Development:

- Economic Development revenues are at 16% of the budgeted amount, and reflect the RED grant expenses claimed to the end of March 2019; we are currently waiting payment of the most recent claim submitted at the end of August
- Economic development expenses are at 68%; these expenses are not part of the RED program, and are comprised of payment for economic development activities throughout Merrickville-Wolford, such as Canada Day, advertising, flags and flower baskets
- RED grant program expenses are at 43%

#### Parks, Recreation and Culture:

- Recreation revenues are 64% and expenses are 73%. Both percentages are within reason

#### Capital Expenses:

- Capital expenses are at 47% of budgeted amounts, and reflect the capital projects that are completed or underway.
- Some projects will be completed during the 4<sup>th</sup> quarter of the year, and include: roof repairs on the Village office; computer upgrades; fire shower and office floor repairs
- Other capital projects will need to be carried forward to 2020, and will need additional funds, including: generator for Merrickville Community Centre and Library repairs; other projects will need to be carried forward due to time constraints, and include: slurry seal on Read Street and the building repairs at the Landfill site.

#### Water and Sewer:

- Operating revenues are at 65%, and operating expenses are within reason at 69%
- Capital expenses are at 58%, and reflect the capital projects completed to date; work on the Lewis, St. Patrick, and Drummond Street project is ongoing, and close to completion

**BUDGET/LEGAL IMPLICATIONS:**

Revenues and expenses are within approved budget amounts.

**LINKS TO STRATEGIC PLANS:**

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

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

**Ensuring efficient, effective services and civic engagement:** By being able to provide budget to actual data, trends may be identified which may be further analyzed to conclude if there are issues that may need to be identified. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

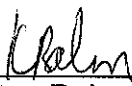
**CONCLUSION:**

This report is for information purposes only. There are no concerns at this time.

**ATTACHMENTS:**

Schedule "A" – Budget to Actual data for the period ending September 30<sup>th</sup>, 2019

Submitted by:

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

Approved by:

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

Attachment A - Budget to Actual Report

Village of Merrickville-Wolford  
Statement of Revenues and Expenses  
For the Period Ending September-30-19

**General Budget**

<b>REVENUES</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Taxation and Payments-In-Lieu	\$ 3,093,626	\$ 3,168,917	98
Provincial Grants	\$ 279,633	\$ 354,700	79
Federal Grants	\$ 4,275	\$ 6,700	64
General Government	\$ 245,294	\$ 263,634	93
Fire	\$ 4,412	\$ 6,469	68
Police	\$ 6,018	\$ 8,582	70
By-Law	\$ 3,025	\$ 2,750	110
Landfill	\$ 123,630	\$ 156,542	79
Public works	\$ 19,405	\$ 12,300	158
Planning	\$ 11,862	\$ 18,700	63
Building	\$ 130,266	\$ 100,700	129
Economic Development	\$ 6,544	\$ 40,892	16
Parks and Recreation	\$ 36,400	\$ 56,901	64
<b>Total revenues</b>	<b>\$ 3,964,390</b>	<b>\$ 4,197,787</b>	<b>94</b>

<b>EXPENSES</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
<b>General government</b>			
Council	\$ 41,716	\$ 60,630	69
Admin	\$ 783,583	\$ 1,026,114	76
<b>Total General Government:</b>	<b>\$ 825,299</b>	<b>\$ 1,086,744</b>	<b>76</b>
<b>Emergency &amp; Protective Services</b>			
Police	\$ 304,901	\$ 460,021	66
Fire & Emergency Mgmt	\$ 159,872	\$ 298,895	53
ByLaw	\$ 40,924	\$ 58,112	70
<b>Total Emergency &amp; Protective</b>	<b>\$ 505,697</b>	<b>\$ 817,028</b>	<b>62</b>
<b>Public Works</b>			
Public Works	\$ 849,077	\$ 1,272,415	67
Landfill	\$ 121,208	\$ 231,348	52
<b>Total Public Works</b>	<b>\$ 970,285</b>	<b>\$ 1,503,763</b>	<b>65</b>
<b>Building &amp; Planning</b>			
Building	\$ 71,306	\$ 100,684	71
Planning	\$ 6,898	\$ 12,300	56
<b>Total Building &amp; Planning:</b>	<b>\$ 78,204</b>	<b>\$ 112,984</b>	<b>69</b>

	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Economic Development			
Economic Development	\$ 25,551	\$ 37,460	68
RED grant expenses	\$ 40,938	\$ 96,018	43
<b>Total Economic Development:</b>	<b>\$ 66,489</b>	<b>\$ 133,478</b>	<b>50</b>
Parks and Recreation	\$ 118,116	\$ 161,034	73
<b>Total Operating Expenses</b>	<b>\$ 2,564,090</b>	<b>\$ 3,815,031</b>	<b>67</b>
<b>Total Capital Expenses</b>	<b>\$ 738,204</b>	<b>\$ 1,573,092</b>	<b>47</b>

**Water and Wastewater Budget**

	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Operating Revenues	\$ 764,351	\$ 1,181,624	65
Operating Expenses	\$ 688,681	\$ 1,003,883	69
Capital Expenses	\$ 837,847	\$ 1,454,533	58

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: November 12, 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 2019 End of Summer Report of the Sizzling Summer Camp, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



# **Sizzling Summer Camp**

2019 End of Summer report  
Prepared by Charlotte Hitsman (Camp Director)

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### **Mission Statement**

Merrickville – Wolford’s Sizzling Summer Camp aims to provide high quality and affordable care for children ages 6 – 12. The program strives to offer daily activities which are safe, engaging and entertaining.

### **Weekly Programming:**

This year Sizzling Summer Camp ran for 9 weeks, from July 2<sup>nd</sup> to August 30<sup>th</sup>, 2019. The camp started at 8:30 every day from Monday to Friday and ended at 4:30 each day. There was an exception for week 1 and week 6 which were only 4-day weeks due to the holidays.

### **The Weekly Themes:**

**Summer Adventures Begin! (July 2<sup>nd</sup> to 5<sup>th</sup>)** – The counsellors and Sizzling Summer Camp want to welcome all campers to our 2019 summer season! This week we will be exploring new activities and participating in some scavenger hunts and many other adventures. We will have a blast searching for exciting adventures around the town and our summer camp and hope you will join us! There will be a field trip to the Diefenbunker, extra field trip fee - \$20.

**Hollywood Magic Week (July 8<sup>th</sup> to 12<sup>th</sup>)** – This week at Sizzling Summer Camp is all about the magic of Hollywood! We will be dressing up as our favorite characters, making costumes and playing movie themed games! We are super excited to explore the world of movies and characters and hope you will join us as well!

**Music Makers (July 15<sup>th</sup> to 19<sup>th</sup>)** – Music Maker week is all about the different ways we can make music. We will be making our own instruments out of everyday supplies and learning new music activities! Campers will have a chance at the end of the week to perform some of the music they have made throughout the week. Join us for making and enjoying all music! We will be having a Ukulele workshop during this week with an extra workshop fee of \$10\*

**Sizzling Sportz Week (July 22<sup>nd</sup> to 26<sup>th</sup>)** – We are hoping for a warm summer and are ready to play some sports! We are going to try all kinds of different sports and even put new twists on them. Come prepared to play lots of games and enjoy the summer heat with Sizzling Summer Camp sportz week!

**Wacky Water Week (July 29<sup>th</sup> to August 2<sup>nd</sup>)** – At Sizzling Summer Camp we love to play at the beach and enjoy the summer fun of playing with water. We have water themed activities, water games and lots of water toys to play with! Come and join us for a week of fun and escaping the heat with lots of wacky water activities! There will be a field trip to the Kemptville pool this week, extra field trip fee - \$10.

**Science Lab Rats (August 6<sup>th</sup> to 9<sup>th</sup>)** – This week we will be learning about different science experiments and activities from many different fields of science! We will be making cool experiments out of simple ingredients and testing what components work best for each experiment we try! We hope you join us in making these interesting experiments during our fun science week.

**Our Great Planet (August 12<sup>th</sup> to 16<sup>th</sup>)** – Sizzling Summer camp is exploring our plants and animals on our one great planet. We will be learning about many different animals from all around the world! There will be games and activities on theme with animals throughout this week as well. Come and join us for a week of fun animals and cool creatures! There will be a field trip to Saunders Country Critters, extra field trip fee - \$15.

**Tomorrowland Week (August 19<sup>th</sup> to 23<sup>rd</sup>)** – In this week of our summer camp we are going to be focusing on the cool aspects of the future. This will be looking at space travel, robots and anything else that we think the future holds. We will be challenging ourselves to think outside of the box and come up with inventions we think can help humans or that could be a part of everyday life in the future.

**Sizzling Summer Camp Chefs (August 26<sup>th</sup> to 30<sup>th</sup>)** – This final week of camp will be all cooking themed! We want to cook and try new things and we will be doing that together! We will be learning the important aspects of cooking and safety while making some exciting things with the group!

**Daily Schedule of Activities:**

This following schedule was the template that was followed throughout the entire summer. It gave us a good routine which made it easier for campers and staff to transition into the next activity.

<b>8:30 – 9:00</b>	Arrival and Free Play
<b>9:00 – 9:30</b>	Attendance, Ice Breakers and Circle Games
<b>9:30 – 10:10</b>	Indoor Running Games/Circle Games
<b>10:10 – 10:30</b>	Snack
<b>10:30 – 12:00</b>	Outdoor Games/Activities
<b>12:00 – 12:30</b>	Lunch
<b>12:30 – 2:00</b>	Beach/Water Play/Running Games
<b>2:00 – 2:15</b>	Snack
<b>2:15 – 4:00</b>	Craft/Games
<b>4:00 – 4:30</b>	Indoor Games/Play Structure

This template was still subject to change as time and resources changed.

**Staff Hiring:**

This summer the staff consisted of the Camp Director, and two Camp Assistants. Charlotte, camp director, was hired on April 26th, 2019, after working as camp director last summer. Kirsten Rahm was in charge of hiring this year and hired Emily Tym and Kaelyn Bastian. All staff members received training on Worker Health and Safety awareness, the Code and AODA.

The camp director worked from 8:15-4:45 with a 30-minute break throughout the day, and the two camp assistants worked 8:30-4:30 with a 30-minute lunch break throughout the day. We coordinated it so that one camp assistant would go for lunch at 11:30 and get back for 12:00 and then the second camp assistant would get theirs at 12:00, so we always had two counsellors there during the lunch break cycle.

### **Volunteers:**

We were lucky enough to have plenty of volunteers interested in helping out the summer camp for the summer! Brooklyn Moore, Emma Code, Amy Latourell, Justin Callaghan, Cooper Fleet, Callum Laverance, and Sebastian Friedrich Yap were all of our volunteers this year meaning we went almost every week with at least one volunteer, one week without any volunteers but most weeks with one or more. The volunteers this summer were here to help us have an extra person to watch the campers, bring them to the bathroom, and play games with them as well. I would recommend trying to get volunteers each summer to help with things around the camp.

The campers loved having the volunteers there and the volunteers have expressed interest in working for the camp in the upcoming summer seasons.

### **Facilities and Services:**

- **Community Centre:** The location for Sizzling Summer camp.
- **Merrickville Public Library:** The summer camp was able to visit the library every week twice a week. We would go on Tuesday and Friday afternoons where the campers could take out books on Tuesday and read them throughout the week. They could also spend time on computers which was a big hit. We were able to use the back room of the library as our home base on August 23<sup>rd</sup> while the community centre was used for the Antique Show.
- **Easton Corner's Centennial Hall:** We were able to use this hall during the two weeks that the Community Centre was booked for the Merrickville Fair. It was a good location as the campers loved the park and it was a quiet area for games to play outside. It was a smaller hall which made it hard to play inside but we were able to spend lots of time outside. It made it tough to do water play games and activities as we don't have the beach there and there was an issue at the time with the hook up for the hose, but the campers did have lots of fun at this hall for the two weeks.
- **The Diefenbunker:** This was a very fun destination for our first week of camp! Our theme was Summer Adventures, so this was a fun adventure for the campers! They had some restrictions on chaperones' ages and ratio numbers but other than it was a great time. I had someone I know working there so she was able to set up our tour for us and then do a scavenger hunt all around the bunker as well which made it very fun for our campers!
- **Ukulele Kids:** We had the Ukulele Kids come to teach us some basic ukulele lessons that the kids really enjoyed! They loved the classic tunes and learning something new. The Ukulele Kids spent three days with us, an hour each day. They brought along their Ukuleles for the campers to use and we were able to have a lot of fun with it!
- **Kemptville Pool:** We took a trip to the Kemptville Pool this year during our water week. It was something that the campers said they would like to do again in the future even though it was a short swim they really enjoyed the swim and the time at the nearby park as well.

- **Saunder's Country Critters:** Our field trip to Saunder's was a fun trip to see so many exotic animals. We did a self-guided tour along with a show and share to learn more about specific animals. It was a fun day and the campers really enjoyed seeing so many cute animals!
- **Mainstreet Restaurant:** On Fridays we order pizza for \$2 a slice for any camper that brought money in, we had the same plan with Mainstreet last year and in the past as well, so it worked well for everyone.
- **Downtown Ice Cream Shoppe:** During week 8 we went for a trip to the Ice Cream Shoppe in Merrickville where each camper could get one scoop of ice cream of whatever flavor they wanted.
- **Valley Bus lines:** We decided to use Valley Bus lines this year as they charged on distance instead of Healey doing a flat rate and splitting it up for each trip. We decided this would be a better deal since two of our trips were shorter so it would be cheaper for the bus.

### **Registration and Enrollment:**

The registration forms were finished by May 17<sup>th</sup> and posted by May 20<sup>th</sup>, 2019. The forms were handed out at the end of May to St. Marguerite Bourgeoys, Merrickville Public School, along with South Branch Public School and Kemptville Public school.

The graph below shows that numbers we had for each week this summer for enrollment in our program.

Week1	Week2	Week3	Week4	Week5	Week6	Week7	Week8	Week9
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30

## Summer Budget and Expenses:

This summer's budget started off at \$3300. The running budget is as follows.

2019 Running Budget					
Date	In	Out	Balance	Reason	
Start May 2019			\$2500 - Services, \$800 - Supplies		
Buses - 981.74					
May 30th		19.27		Dollarama supplies	
			780.73		
June 13th		21.23		Dollar Tree Supplies	
		42.29		Giant tiger supplies	
		6.78		Dollarama supplies	
June 18th		22.78		Walmart supplies	
june 18th		121.99		Camp Counsellor t-shirts	
			579.22		
09-Jul		12.72		Walmart Supplies	
02-Jul		5.97		Walmart Supplies	
05-Jul		47.44		Pizza- goose and gridiron-paid by cash from campers	
04-Jul		218.5		Diefenbunker	
	\$320			Field trip cost	
16-Jul		\$400		Cost for Ukulele kids	
16-Jul	\$180			Fee from campers	
			\$560.53 - supplies		
			\$1399.76 - services		
25-Jul		5.65	\$554.88	Food basic-watermelon	
01-Aug		\$48		Cost for Kemptville pool	
01-Aug	\$200			Field trip fee- from campers	
06-Aug		\$8.20		Walmart supplies (watermelon, markers)	
08-Aug		\$10.10		Walmart supplies (watermelon, popsicles)	
14-Aug		209.24		Fee for Saunders Country Critters	
14-Aug	\$195.00			Field trip fee from campers	
			\$536.58 - SUPPLIES		
			\$1536.76 - SERVICES		
26-Aug		\$16.63		Merrickville Food Market	
26-Aug		\$27.00		Healthily Ever After	
			\$492.95 - Supplies		
			\$1536.76 - Services		
27-Aug		\$28.86		Merrickville Food Market	
30-Aug		\$41.51		Merrickville Food Market	
			\$422.58 - Supplies		
			\$1536.76 - Services		
			\$1959.34 - overall budget leftover		

We ended the summer with \$1959.34 left in the budget. There may be some fluctuations due to pizza money as all invoices were sent to the town.

## **Program Successes:**

- **Extra week of camp:** This year we added an extra week of camp at the end of the summer. It ended up having a good number of registrants and gave the camp assistants and extra week of work before ending the summer with the camp! It meant less time to do the report but meant extra time for campers to have fun with the camp before school starts so it was a beneficial addition for the camp.
- **Volunteers:** We had so many amazing volunteers help us all summer long. This made everything go along very smoothly as they helped to cover lunches so staff could take breaks, take campers to the bathroom while at the beach, etc. It also helped with our field trips to have extra eyes to keep track of the campers. They were all so eager to get lots of volunteer hours for high school and were an amazing help!
- **The village:** using all the nearby parks and play structures were great, such as the Merrickville Public School park, the St. Marguerite Bourgeoy's park and the community park near the Community Centre. We were able to use the locks as well as a fun lunch spot to get out of routine and change it up! The village in general was great as we did set up some fun scavenger hunts for the campers and being able to use the town was awesome for that!
- **Camp Staff:** The summer camp staff all got along really well with each other along with all of the volunteers as well. It made it so fun for all campers to see that we could all have fun and get along with each other.
- **Library:** As in past summers all the campers absolutely loved the library! They loved the computers, the tablets and the books! Mary Kate also set up some fun interactive science board games for the campers to use which was an awesome part of the summer!
- **Pizza Friday:** All the campers and parents were big fans of the option to buy pizza every Friday for lunch. It was a nice change and an easy lunch option for those who bought it!
- **Watermelon Wednesday:** This was also always fun for the campers as they loved having a slice of watermelon on Wednesday Afternoons.

## **Program Incidents:**

- **The beach:** This was only a small issue in the summer this year as it was only closed for less than two weeks which made it an amazing destination almost every day for the campers to swim and play. Since I am a certified lifeguard it was great to let the kids swim in the afternoons as often as we liked!

## **Recommendations:**

This is a list of recommendations to ensure that success is to be had in the years to come.

- **Budget:** After having money left over in the budget, it shows that we could have either gone on another field trip, or had another entertainer come to us. A different suggestion could also be to charge less for the field trips from parents since we did have so much leftover.
- **Volunteers:** It is a big recommendation to have volunteers at camp always as it is a fun way for them to obtain their volunteer hours but is also great for us to have them around helping us with games, giving suggestions and supervising the campers!
- **Advertisements:** we were able to have an advertisement again this year in the North Grenville Times which helped spread our name to more communities than just Merrickville. I highly recommend doing the same again next year. This is the second year in a row we were able to have it, but it is always a good idea to get the word out this way about our camp!
- **Planning time:** As director this year I felt that I had enough time to plan everything and get supplies with the amount of time. I had a 14-week contract and I was able to get all planning done for the summer this season. I did not have as much time to write the report this year as we added an extra week of camp, so I spent some time during the camp hours to step aside to work on it and revise it from last year. I used down time during the camp when the kids were busy with the camp assistants and volunteers so I could add to this report and give insight on how the summer went here at the camp!
- **Feedback survey:** This is something that was suggested last year as well but would still be something to think of in the future as we did not get around to doing it this year. Something that would be a good idea to have is a feedback survey at the end of each week or at the end of the summer to see how the camp went or if they have any recommendations for us to make it more fun or appealing to their children or others as well! This could be done at the beginning of the summer by the director once planning is all finished and could be on online survey or a paper survey handed out to parents.
-



**Summary:**

I believe that the summer camp was a great success this year as we all had a fun, safe summer! We heard from plenty of parents that they were very thankful for all the hard work we put into the camp and how much fun their kids/kid had! Our program and hard-working staff made this summer as great as it was! The staff was amazing, without the help of the assistants it would not have run as smoothly as it did!

I was very happy to come back to the summer camp this year as director and really enjoyed my time here this summer. The director position is a very rewarding position to see all the planning put into the camp come into place and thoroughly enjoyed it all summer.

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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: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 64-2019, being a By-law to amend By-law 58-2019, being a by-law to regulate and prohibit Heavy Motor Vehicles within the Village of Merrickville-Wolford, be read a first and second time, and that By-law 64-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW NO. 64-2019**

**BEING A BY-LAW TO AMEND SCHEDULES "A" and "B" OF BY-LAW 58-2019, THE HEAVY MOTOR VEHICLES BY-LAW**

WHEREAS section 9(3) of the *Municipal Act, 2001*, as amended, does authorize that the council of a local municipality may pass by-laws as part of its general municipal powers;

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

AND WHEREAS the Village of Merrickville-Wolford has passed By-law 58-2019, being a by-law to regulate and prohibit the use of "Heavy Motor Vehicles" on certain Municipal Streets or Highways within the Village of Merrickville-Wolford

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

1. THAT Schedule "A" of By-law 58-2019 be hereby repealed and replaced with the Schedule "A" attached hereto.
2. THAT Schedule "B" of By-law 58-2019 be hereby repealed and replaced with the Schedule "B" attached hereto.
3. THAT this by-law be consolidated with By-law 58-2019 for ease of reference.
4. THAT this by-law shall come into full force and effect upon its final passage.

**READ** a first and second time this 12<sup>th</sup> day of November, 2019

**READ** a third and final time and passed this 12<sup>th</sup> day of November, 2019

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J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

**The Corporation of the Village of Merrickville-Wolford  
SCHEDULE 'A' to By-Law 58-2019: Heavy Motor Vehicles**

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

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

**The Corporation of the Village of Merrickville-Wolford**  
**SCHEDULE "B" to By-Law 58-2019: Heavy Motor Vehicles**  
Set fines for the use under Part 1 of the Provincial Offences Act

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

Note: The general penalty provision for the offences listed above is Section 8 of By-law 58-2019, a certified copy of which has been filed.

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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: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 62-2019, being a by-law to confirm the proceedings of the Council meeting of November 12, 2019, be read a first and second time, and that By-law 62-2019 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 62-2019**

**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 NOVEMBER 12, 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 November 12, 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 November 12, 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 12<sup>th</sup> day of November, 2019.

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

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

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested**

**By:**

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

Resolution Number: R - - 19

Date: November 12, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at p.m. until the next regular meeting of Council on Monday, November 25, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

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J. Douglas Struthers, Mayor