



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Monday, November 26, 2018

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Delegation:** 1. Chuck Fournier of Merrickville Estates
5. **Minutes:** Approval of the Minutes of the regular meeting of November 13, 2018; and  
Approval of the Minutes of the special meeting of November 15, 2018
6. **Public Question Period to Council**
7. **Library:** Minutes of October 9<sup>th</sup> and 23<sup>rd</sup>, 2018
8. **Public Works:** PW-08-2018 re: 3<sup>rd</sup> Quarter Report
9. **Fire Dept.:** FD-07-2018 re: 3<sup>rd</sup> Quarter Report
10. **Finance Dept:** FIN-10-2018 re: 3<sup>rd</sup> Quarter Report; and  
Resolution re: Merrickville Community Centre Hourly Rate Request
11. **Clerk's Dept.:** DEPC-03-2018 re: 2018 Elections Accessibility Report
12. **Public Question Period to Council**
13. **In-Camera:** 1. Personal matters about an identifiable individual
14. **Next meeting of Council:** Inaugural Meeting, December 3, 2018 at 7:00 p.m.
15. **Confirming By-Law:** 55-2018 re: Confirm Proceedings of Council meeting of November 26, 2018
16. **Adjournment.**

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of November 26, 2018 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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**VILLAGE OF MERRICKVILLE-WOLFORD**

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**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Chuck Fournier of Merrickville Estates; and

\_\_\_\_\_ That Council does hereby direct staff to plow the snow on Scotch Line Road.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

Friday, Nov 23, 2018

Mr. Doug Robertson, CAO  
Village of Merrickville Wolford  
P.O. Box 340  
Merrickville, ON  
K0G 1N0



5663 Scobie Cres.  
Manotick, ON, K4M 1B7

Re: Merrickville Estates, (LE-055-ME-Village)  
Request for Village to Plow ME Phase 3

Dear Mr. Robertson:

Merrickville Estates (ME) hereby requests to be a delegate to the Village Council Meeting on Monday Nov 26, 2018.

ME intends to request Council to authorize the Village Public Works to plow ME Phase 3 over the winter 2018/19.

We draw to your attention the long track record of collaboration between The Village and ME. In all previous years, except 2017/18, the Village plowed previous phases of ME prior to assuming formal road maintenance. Additionally, you will recall that under a request by Village staff and the Village engineer, ME was requested and agreed to upgrade the Phase 3 road surface treatment from Tar and Chip (as specified in the subdivision agreement) to asphalt, at considerably greater cost to the developer and which will reduce long term maintenance costs to the Village.

Finally, we note that Scotch Line Road is already a legal road assumed by the Village which carried its own requirements.

Sincerely,

**Merrickville Estates**

A handwritten signature in black ink, appearing to read "Charles P. Fournier". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Charles P. Fournier, M.Sc., MBA, P.Eng.

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote  
Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**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 November 13, 2018 as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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

Tuesday, November 13, 2018

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Tuesday, November 13, 2018.

**Chaired by:** Mayor David Nash  
**Members of Council:** Councillor Chuck MacInnis  
Councillor Kim Weedmark  
Deputy Mayor Anne Barr  
Councillor Vic Suthren  
**Regrets:** Councillor David Snowdon  
Councillor Stephen Ireland  
**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Randy Wilkinson, Chief Building Official  
Brad Cole, Acting Lead Hand – Public Works

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

**Approval of Agenda**

**R-346-18** Moved by Councillor Suthren, Seconded by Councillor Weedmark  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of November 13, 2018, as amended.

Carried

**Note:** The agenda was amended to include report PW-05-2018 regarding the expansion of the Merrickville Baseball Diamond and a Resolution regarding Zoning By-law Amendment 50-2018. The agenda was also amended to remove the In-Camera session.

**Minutes**

**R-347-18** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr  
**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 9, 2018, as circulated.

Carried

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

**Unfinished business:**

**R-348-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the presentation of the Merrickville-Wolford in Bloom Committee, for information purposes.

Carried

**Correspondence:**

**Note:** Mayor Nash declared a conflict of interest in the below motion as he attends the church and did not participate in the discussion or vote.

**R-349-18** Moved by Councillor Weedmark, Seconded by Councillor Suthren

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Vicky Daniels, Deputy Warden of Holy Trinity Merrickville, dated October 31, 2018; and

That Council does hereby waive the fees associated with the Merrickville Community Centre for the purposes of the Beef Dinner fundraising event that was held on October 27, 2018.

Carried.

**R-350-18** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Sara Devlin dated November 9, 2018; and

That Council does hereby waive the fees associated with the Merrickville Community Centre for the purposes of a Christmas Dinner for the Merrickville Public School on December 19, 2018.

Carried.

**R-351-18** Moved by Councillor Suthren, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from the Ministry of Community Safety and Correctional Services dated August 29, 2018 regarding the Village's 2017 compliance with the Emergency Management and Civil Protection Act, for information purposes.

Carried.

**Note:** Councillor MacInnis declared a conflict of interest in the below motion as he is a member of the Heritage Classic Committee and did not participate in the discussion or vote.

**R-352-18** Moved by Councillor Suthren, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from Nicole Hawken, Member of the Heritage Classic Committee dated October 5, 2018; and

That Council does hereby waive the fees associated with the Merrickville Community Centre on February 23, 2019 for the purposes of a Trivia Night fundraising event.

Carried.

**R-353-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive By-law 2018-41 of the Corporation of the County of Lanark as well as Report PW-24-2018 of the Director of Public Works for the County of Lanark regarding the Andrewsville Bridge, for information purposes.

Carried.

**Library Board:**

**R-354-18** Moved by Councillor Suthren, Seconded by Councillor MacInnis

**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 11, 2018, for information purposes.

Carried.

**Public Works:**

**R-355-18** Moved by Councillor MacInnis, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-05-2018 regarding the expansion of the Merrickville Baseball Diamond, for information purposes.

Carried.

**Building and Planning:**

**R-356-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-08-2018, the 2018 3<sup>rd</sup> Quarter Results of the Building and Planning Department, for information purposes.

Carried.

**R-357-18** Moved by Councillor MacInnis, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive and consider report CBO-09-2018; and

That Council does hereby receive Resolution R-027-18 of the Planning Advisory Committee.

Carried.

**R-358-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**WHEREAS** The Council of the Corporation of the Village of Merrickville-Wolford has given written notice and has held a Public Meeting to consider a proposed Zoning By-law Amendment through By-law 50-2018;

**AND WHEREAS** Council deems it advisable to revise the proposed Zoning By-law 50-2018 before it is passed to allow a reduced setback from 30 m to 15 m;

**NOW THEREFORE** be it resolved that, pursuant to Section 34 (17) of the Planning Act R.S.O. 1990, as amended, no further notice is required.

Carried.



**R-359-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**Be it hereby resolved that:** By-law 50-2018, being a by-law to amend Zoning By-law 23-08, be read a first and second time, and that By-law 50-2018 be read a third and final time and passed.

Carried.

**R-360-18** Moved by Councillor MacInnis, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby recommend approval of the severance as it pertains to file number B-80-18.

Carried.

**R-361-18** Moved by Councillor Weedmark, Seconded by Councillor Suthren

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby recommend approval of the severance as it pertains to file number B-81-18.

Carried.

**R-362-18** Moved by Councillor Suthren, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from Rogers dated October 1, 2018; and

That Council does hereby direct the Chief Building Official to issue a Letter of Concurrence regarding the Wireless Communication Site C6508 Jasper.

Carried.

**By-law Enforcement:**

**R-363-18** Moved by Councillor Suthren, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-04-2018, the 2018 3<sup>rd</sup> Quarter Results of the By-law Enforcement Department, for information purposes.

Carried.

**Economic Development:**

**R-364-18** Moved by Deputy Mayor Barr, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Resolution R-043-18 of the Industry, Economic Development and Tourism Advisory Committee dated September 11, 2018; and

That Council does hereby approve the amount of \$50 for the promotional table at the Communities in Bloom Symposium to be reimbursed to the Merrickville-Wolford in Bloom Committee; and

That Council hereby waives the rental fee for the hall in Eastons Corners for a meeting of the Merrickville-Wolford in Bloom Committee.

Carried.

**Public Question Period:**

D. Bower inquired as to the status of the Lead Hand position in the Public Works Department.

**Confirming By-Law**

**R-365-18** Moved by Councillor Suthren, Seconded by Councillor Weedmark

**Be it hereby resolved that:** By-law 53-2018, being a by-law to confirm the proceedings of the Council meeting of November 13, 2018, be read a first and second time, and that By-law 53-2018 be read a third and final time and passed.

Carried.

**Adjournment**

**R-366-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 7:53 p.m. until the next regular meeting of Council on Monday, November 26, 2018 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

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David Nash, Mayor

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Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: November 26, 2018

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**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 November 15, 2018 as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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

Thursday, November 15, 2018

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 6:00 p.m. on Thursday, November 15, 2018.

**Chaired by:** Mayor David Nash  
**Members of Council:** Councillor Chuck MacInnis  
Councillor Kim Weedmark  
Deputy Mayor Anne Barr

**Regrets:** Councillor David Snowdon  
Councillor Stephen Ireland  
Councillor Vic Suthren

**Staff in Attendance:** Doug Robertson, CAO/Clerk

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

**Approval of Agenda**

**R-367-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the special Council meeting of November 15, 2018, as circulated.

Carried

**In-Camera:**

**R-368-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford moves to "In-Camera" at 6:07 p.m. in order to address a matter pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees; and
2. Receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

Carried

**R-369-18** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The "In-Camera" session rise and report with staff being given direction and the regular Council session resume at 6:56 p.m.

Carried

**Confirming By-Law**

**R-370-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** By-law 54-2018, being a by-law to confirm the proceedings of the Council meeting of November 15, 2018, be read a first and second time, and that By-law 54-2018 be read a third and final time and passed.

Carried.

**Adjournment**

**R-371-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 6:59 p.m. until the next regular meeting of Council on Monday, November 26, 2018 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

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David Nash, 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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following Minutes of the Merrickville Public Library Board, for information purposes:

1. Minutes of the regular meeting of October 9, 2018; and
2. Minutes of the special meeting of October 23, 2018.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Oct. 9, 2018 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, John Harris, Victor Suthren.

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

Regrets: Sue Birta, Carole Roberts

Meeting called to order at 12:40 pm.

**1. Declaration of Pecuniary Interest:** John Harris declared a conflict re: the review of quotes for the building repairs.

**2. Adoption of Agenda:** ADOPTED.

**3. Approval of Minutes:** Minutes from Sept. 11/18 meeting – APPROVED.

**4. Correspondence:** None

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

**6. Friends of the Library Report:** The Friends' AGM is coming up this month.

**7. Financial Report:**

- **2018 Financial Update:** deferred to next meeting (municipal office is short-staffed).

**8. Librarian's Report:** see below.

**9. Other Business:**

i. Updates:

- **Workplace Health & Safety:** This has been delayed, but should be happen sometime this fall.
- **Planned Giving:** The wording that we wish to use has been approved by the municipal lawyer.

•

ii. Building:

- **Chalkboard Wall:** This has been completed and is being used. It is generally considered "cool". Mary Kate has asked the Friends to sponsor this.
- **Building Repairs:** *[John Harris excused himself from this item, due to a pecuniary interest]*
  - Reviewed quotes for the work on the building porch, etc and made a selection.
  - We are still waiting for additional quotes for the roof work.

iii. Open House/ 10<sup>th</sup> Anniversary of Building:

- Scheduled for Oct. 13. Open House will be 10:30 – 3:30, but will have do the official 10<sup>th</sup> anniversary/thank you to Lions at 2:00.
- The Lions, Council, and the press have been invited. There was some advance publicity in the NG Times. Will look into other publicity. Will send a picture to the Phoenix afterwards.
- The cake has been ordered and refreshments are planned
- John will pick up the Lion's plaque and have it on display
- Brian will say a few words to go with the cake. Will also invite Lions to say something.
- All board will come for 2:00. Brian & John will come in the morning as well.

**11. Next meeting:**

- Tues, Nov. 13, 2017 at 12:30 at the Library. Will send out last time's End of Term Report in preparation
- Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Librarian's Report for Sept-Oct/18

### Statistics:

Sept	2018	2017	2016	2015
<b>Patrons</b>	<b>1160 -8.5 %</b> w/mtgs 1169	<b>1269 +2 %</b> w/mtgs 1281	<b>1245 -6.5%</b> w/mtgs 1270	<b>1332 -14%</b> w/mtgs 1360
<b>(Kids/Youth)</b>	<b>269 (79 / 190)</b>	<b>345 (111 / 234)</b>	<b>359 (117 / 242)</b>	<b>356 (194 / 162)</b>
<b>(Progs)</b>	72-in (10 prgs, 1 CV- in) 13-out of Lib, (2-prgs, 0 CV)	87-in (13 prgs in) 20-out of Lib, (3-prgs, 0 CV)	99-in (14 prgs in) 35-out of Lib, (2-prgs, 1 CV)	97-in (14 prgs in) 14-out of Lib, (3-prgs out)
<b>Mtg Rm users</b>	<b>9 (1 mtgs)</b>	<b>12 (2 mtgs)</b>	<b>25 (4 mtgs)</b>	<b>28 (5 mtgs)</b>
<b>Circulation</b>	<b>1981 +1.5%</b> OverDrive: 334(circ) <b>TOTAL 2315 +3%</b>	<b>1952 -18%</b> OverDrive: 296(circ) <b>TOTAL 2248 -14.5%</b>	<b>2379 -0.8%</b> OverDrive: 256(circ) <b>TOTAL 2635 +2%</b>	<b>2398 -21.5%</b> OverDrive: 196(circ) <b>TOTAL 2594</b>
<b>(Adult/Child)</b>	<b>(A-1328, J-637, T-16)</b>	<b>(A-1249, J-658, T-45)</b>	<b>(A-1544, J-795, T-40)</b>	<b>(A-1542, J-789, T-67)</b>
<b>Internet use (+wireless):</b>	<b>243 -17%</b> (210 / 25w / 8 Tab)	<b>293 -14%</b> (244 / 36w / 13 Tab)	<b>341 -4.5%</b> (296 / 37w / 8 EL)	<b>357 -18.5%</b> (284 / 56w / 17 EL)
<b>ILLs borrowed/lent:</b>	<b>84 / 108</b>	<b>101 / 91</b>	<b>125 / 78</b>	<b>76 / 78</b>

Overall, September was slower than last year. Afterschool visits and participation in kids' programs were down. Internet use was also down (partly related to fewer kids' visits), but circulation was up slightly.

### Programs & Services:

#### Children's Programs:

**StoryTime:** Attendance has been low this month, but we have some new faces.

**Lego Club:** Continues as a Sat. morning drop-in. Attendance is very irregular.

**Tech Club:** Am trying this as a once a month activity on Sat mornings, but this may not be the best time slot for it.

**Read To Every Kid:** Has just started. The books have started circulating, but need to work on promotion

**Afterschool Youth Group:** We are getting very few afterschool kids, at the moment. Will see what we can do to boost this.

**Halloween Activities:** I will be doing a Saturday Halloween StoryTime program, partly to gauge interest in weekend programs for younger kids. We will also have a Halloween Costume Photo Shoot using the green screen at the library and I will be doing one at the Firefighters' Halloween Party for Kids again.

**PlayGroup:** PlayGroup has started up again, I am continuing my weekly story visits. They seem to have a larger group this year.

**Daycare:** Continuing monthly visits to the toddlers and preschoolers & loan of books on request. I will be doing a visiting StoryTime for their booksale (Nov. 3)

**Schools:** Halloween visits to primary grades are scheduled for Merrickville and Montague schools.

**Groups (Cubs, Brownies, etc):** Will look into connecting with the leaders.

#### Adult Programs:

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

**Off The Shelf:** has starting up again. Attendance is good.

**Museum Passes:** Use is slower now that summer is over, but they are still popular.

**Internet:** Was slower in Sept, but is still getting a lot of extended use. Some of our very regular users are no longer in the communitu.

**InterLibrary Loans:** Incoming were down a bit, but our lending to other libraries was up.

**Seniors Home:** Rosebridge Manor still getting books (month loan). Hilltop seems to have put this on hiatus.

**Pools:** The new DVD pool came in Sept. The LP pool will rotate this month.

**Meeting Room:** The meeting room was used by library programs, the Fair Board, the Knitting Club.

**Collection:** The fall bestsellers are coming in. I'm currently weeding the adult non-fiction.

**Volunteers:** The volunteer situation is fine, although some are away.

**Donations:** We were the recipients of a grant from Kathleen Brown Fund again this year. We had several



donations from the public in Sept

**Facilities:** see Building Update (item #9ii).

**Publicity/Outreach:** Had an article on the Art Workshops and the 10<sup>th</sup> Anniversary in the NG Times. Am doing the usual Phoenix column, the webpage, Facebook updates, signs, and flyers – and the Open House.

**Partnerships/Outreach:** Visits to the schools & daycare for Halloween. Continuing to do the municipal facebook page. Need to contact the Trails Society for an update on the StoryTrail.

**Professional Development, Meetings, etc:** Attended the Small Libraries Committee meeting and the mini-symposium in Brockville last week.

**Grants, etc:** Have submitted the data for the Provincial Operating Grant; this should be received fairly soon.

**Plans for month:** I will be: preparing for the Open House; doing Halloween programs/visits; deciding about eResources for 2019; continuing with weeding and reorganizing; doing a bit of outreach; and getting things ready for the extended November meeting; plus the usual library business.

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board Special meeting was held Oct. 23, 2018 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, Sue Birta, Carole Roberts, Victor Suthren,

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Absent: John Harris,

Meeting called to order at 12:40 pm.

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

2. **Adoption of Agenda:** ADOPTED.

### 3. **Building:**

- **Roof Repairs:** After having contacted several roofers looking for quotes on the roof repair job, Brian has only received one. In the interests of getting the repairs done before winter arrives, it is suggested that the board approve an exemption to the purchasing policy to allow us to accept the single quote that we did receive.

**Motion:** To declare an exemption to the Purchasing Policy to allow the board to accept the current quote on the library roof repairs. Moved by V. Suthren; seconded by W. Simpson-Lewis. **APPROVED.** Brian will contact the roofer and make arrangements.

- **Future Repairs:** In the course of doing repair work on the porch (etc), it was brought to our attention that some of the exterior boards are rotting badly and need to be replaced, and that the entire exterior needs to be restrained to prevent further deterioration. Mary Kate has contacted the municipal building inspector to arrange for him to take a look.  
This will be discussed further at the November meeting.

5. **Next meeting:** Tues, Nov. 13/18 at 12:30 at the Library.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

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Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
Maclnnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland Maclnnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland Maclnnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-08-2018, the 2018 3<sup>rd</sup> quarter results of the Public Works Department, for information purposes.

Carried / Defeated

---

David Nash, Mayor



## Village of Merrickville-Wolford

Report PW-08-2018  
Public Works Department  
Information Report to Council  
Date to Council: November 26, 2018

**RE: Quarterly Report from July 1, 2018 to September 30, 2018**

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

### **RECOMMENDATION:**

**THAT: Council receive third quarter report PW-08-2018, for information purposes.**

### **BACKGROUND:**

The focus of the public works staff is to deliver efficient services to the residents of the Village of Merrickville-Wolford in a timely and safe manner. This is accomplished by the dedication of staff through their daily duties to make sure the citizens and tourists are safe as they go about their daily activities.

### **ANALYSIS:**

The third quarter has been very productive for public works staff with a strong emphasis on the completion of seasonal maintenance projects, including regular work on grass cutting and trimming throughout the Village, with ongoing sidewalk, curb maintenance and sweeping of the streets weekly. The preparation and asphalt padding of sections of Armstrong Road Joint Tender 2018-18 with UCLG was completed. The paving of the block of Wellington Street east between Elgin and Church Streets Joint Tender 2018-18 with UCLG has also been completed.

We continue to do maintenance road grading throughout the Municipality to ensure a smooth and safe road for residents to travel on daily.

The north elevation roof on the municipal building has had new shingles completed. The Eastons Corners Hall will also receive new steel sheeting for the roof structure later this month to replace aging shingles.

The public works staff worked closely with the fair board to prepare the fairgrounds and track area to be used for the Merrickville Agricultural Fair and Steam Show. Staff has made sure to keep the beach area and shore line clean and accessible for all residents

and visitors to the area to enjoy a nice relaxing day at our beautiful beach and picnic area.

We have issued a Request for Tender (RFT18-100) for 200 tons of winter coarse road salt and a Request for Tender (RFT18-101) for 2,000 tons of winter sand and stacker to be supplied to our Wolford sand/salt dome on Roses Bridge Road for the season of 2018-2019. All winter maintenance equipment has been prepared for the upcoming season with both of our tandem plow trucks having new tires installed by Hanks Tire Supply after being awarded RFQ 18-100. The repair and revitalization of our sidewalk sander/salter was completed by Craig's Custom Machine Shop.

We had 8,183 vehicles pass through the landfill in the third quarter. The recycling of fibers at 13,880 kg continues to outweigh the amount of plastic and glass containers at 9,010 kg that are being recycled. There were 299 tires recycled in the third quarter. In the third quarter of 2017, landfill revenue was \$7,833.00 and has increased in 2018 to \$18,861.10, a difference of \$11,028.10. This is a continued result of the new fee structure and weigh scale that has been implemented. We continue to maintain the landfill weekly with cover material and compaction to stay in compliance with the Ministry of the Environment and to maintain a high standard of quality for our residents. Please see attached at Schedule "A" the 3<sup>rd</sup> quarter landfill data.

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

To date the financial expenditures for the third quarter are aligned with the approved 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" – 3<sup>rd</sup> Quarter Landfill Data

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

Submitted by:

  
\_\_\_\_\_  
Brad Cole  
Acting Lead Hand

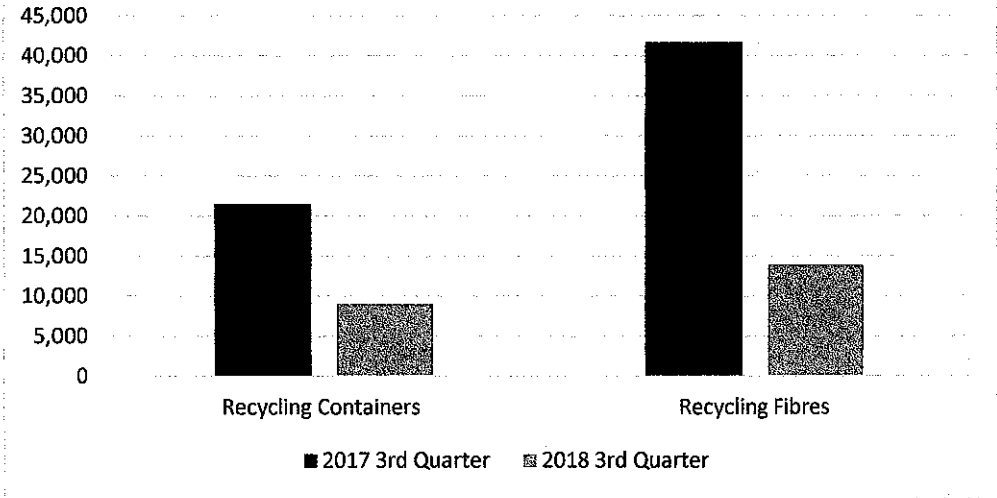
Approved by:

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

### Schedule "A" to PW-08-2018

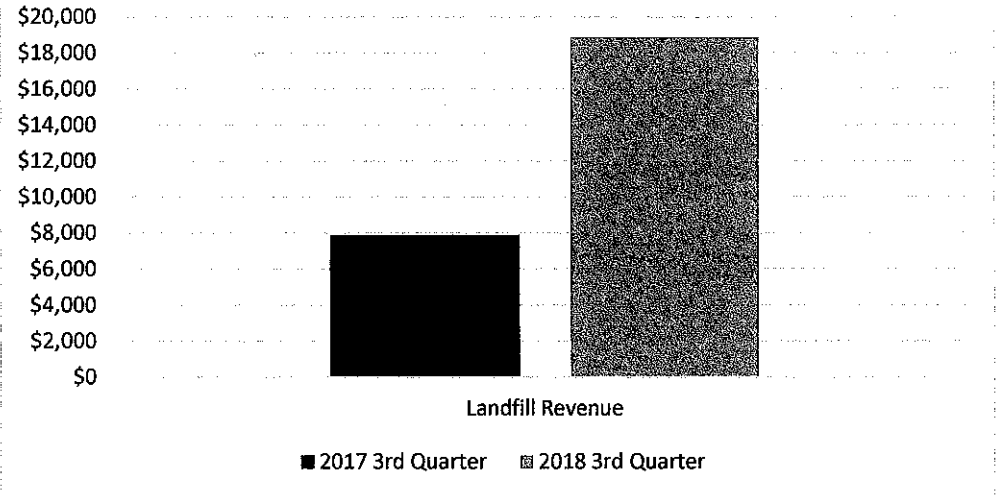
	2017 3rd Quarter	2018 3rd Quarter
Recycling Containers	21,500	9,010 (In Kg)
Recycling Fibres	41,640	13,880 (In Kg)

Recycling 3rd Quarter (In Kilograms)



Landfill Revenue	2017 3rd Quarter	2018 3rd Quarter
	\$7,883	\$18,861

Landfill Revenue 3rd Quarter



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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-07-2018, the 2018 3<sup>rd</sup> quarter results of the Merrickville Fire Department, for information purposes.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor





## Village of Merrickville-Wolford

Report FD-07-2018  
Merrickville Fire Department  
Information Report to Council  
Date to Council: November 26, 2018

**RE: 3rd Quarter Report (July 1st to Sept 30th)**

**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-07-2018, 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 decrease in emergency calls from 2017 due to fewer medical assist calls and motor vehicle incidents. We have also seen reductions in false alarm and CO alarm calls as well.

The MFD responds to approximately 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 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.

Recently the Provincial Government *rescinded* the amendments to the Fire Protection and Prevention Act (FPPA), in regards to Mandatory Firefighter Certification.

The MFD is still working towards certification to the NFPA Standards, as well as the Grandfathering of members with 5 or more years of experience. As of the end of September, **18 members** are Grandfathered to NFPA 1001, Firefighter 1 and **17 members** are Grandfathered to NFPA 1001, Firefighter 2.

### **FIREFIGHTER HOURS:**

**Total Training hours:** 3rd Quarter = **270 hours**

**Total Part-Time (paid) Chief hours:** 3rd Quarter = **286 hours**

**Total Emergency Call hours:** 3rd Quarter = **162 hours**

### **VEHICLES AND EQUIPMENT:**

The third quarter completed the Hydrostatic testing on our SCBA cylinders and air sample test on our Cascade System. All were noted and inspected to be in compliance. Regular inspection and annual testing of individual Personal Protective Equipment (PPE) is on-going and the 10-year life span of this equipment is monitored and replaced as required under the NFPA Standards.

The training and showcasing of our UTV is ongoing. It was fitted with a skid unit that will allow for the safe transport of firefighters, allied agencies and an injured patient or equipment into/out of rural areas. We are confident that the addition of this resource will only assist our members with allowing for improved responses to meet the needs of our rural citizens and visitors to Merrickville-Wolford. The 4<sup>th</sup> quarter will see the UTV outfitted with "All Terrain Tracks" that will allow this unit to operate in snow conditions.

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. Our UTV is the first vehicle in our fleet to display "blue" emergency lighting. To date, we have added Blue Emergency lights to our Aerial Ladder, Pumper and Tanker 2. This was completed very economically with our current vehicle approved budget for 2018. The lights have drastically increased their visibility and firefighter safety.

## **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.

Our Open-Air Burning Permit system is permissive, user-friendly and is aligned with current legislation and local by-laws. The permits are still 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. Depending on the season and possible need of other fire bans, we may need to consider a fee system in 2019 to offset the expense to our fire prevention budget. The fire prevention budget was not adjusted (increased) to accommodate this new program. To date, **324** permits have been issued.

## **ASSOCIATION AND DEPARTMENT INITIATIVES**

As recognized in the past, our 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 our members have contributed another **119 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 their annual Halloween hotdogs and treats at the Community Center.

A special activity this fall truly reflects the compassion, commitment and dedication of our members. Five members, led by Lt. Jay Needham provided and special wish for a young boy. The young boy's wish was to spend a day in as a Firefighter. Lt. Needham, Lt. Crate, Lt. Burnette, Firefighter Rodger and Firefighter Barr made the young boy's dream come true.

*Good evening Chief,*

*Here are some more pictures of our day with the young boy. It was an absolutely incredible opportunity for us to spend a few hours with him. He smiled and laughed the whole time he was in Ladder 1 and the UTV.*

*The disease the young boy suffers from is called Dravet syndrome.*

*Here is a description of the disease that I found online:*

*“Dravet syndrome (DS) is a severe form of epilepsy characterized by frequent, prolonged seizures often triggered by high body temperature (hyperthermia), developmental delay, speech impairment, ataxia, hypotonia, sleep disturbances, and other health problems. DS is thought to be at the severe end of a spectrum of disorders associated with changes (mutations) in genes for the sodium ion channel.”*

*Warren, Brent, Casey, Matt and I were all in attendance as well as Isabel and Élise (Jay’s wife and daughter).*

*The young boy’s parents and grandparents were also there.*

*I think the young boy’s Grandpa had as much fun as the young boy did!*

*It was an honour to represent the MFD and give this little guy something to smile about.*

*Lt. Jay Needham*

It is a privilege to be part of the MFD and be the Chief to the members serving the citizens and visitors to Merrickville-Wolford. Their dedication, passion and commitment is clearly recognized and appreciated. Well done Gentlemen.



**BUDGET/LEGAL IMPLICATIONS:**

To date, the financial expenditures for the third quarter have aligned with the approved 2018 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:**

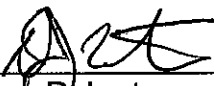
Schedule "A" - Graph 3rd Quarter Calls

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:

  
Mark Urquhart, AEMCA  
Fire Chief/Alt. CEMC

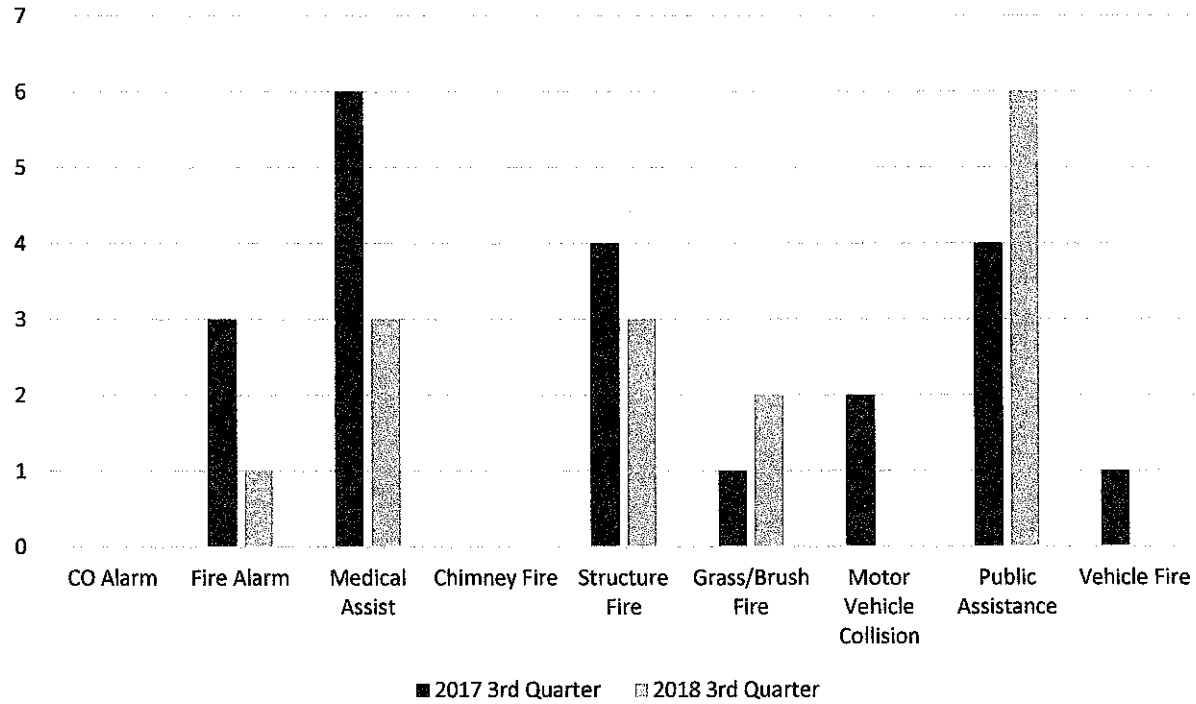
Approved by:

  
Doug Robertson,  
CAO/Clerk/Director of Economic  
Development

### Schedule "A" to FD-07-2018

	2017 3rd Quarter	2018 3rd Quarter
CO Alarm	0	0
Fire Alarm	3	1
Medical Assist	6	3
Chimney Fire	0	0
Structure Fire	4	3
Grass/Brush Fire	1	2
Motor Vehicle Collision	2	0
Public Assistance	4	6
Vehicle Fire	1	0

### Call Breakdown - 3rd Quarter



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote  
Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-10-2018, the 2018 3<sup>rd</sup> quarter results of the Finance Department, for information purposes.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



## Village of Merrickville-Wolford

Report FIN-10-2018  
Finance Department  
Information Report to Council  
Date of Council Meeting: November 26, 2018

**RE: Quarterly Report to September 30<sup>th</sup> 2018**

**OBJECTIVE:** For information purposes.

### **RECOMMENDATION:**

**THAT: Council receive report FIN-10-2018 for information purposes.**

### **BACKGROUND:**

In order to keep Council fully apprised of the financial state of the corporation, a quarterly 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 revenues and operating expenses are at 77% and 71% respectively. Water and sewer are at 53% and 65%. The following are highlights from the review of revenue, expense and capital accounts:

#### **General Government:**

- The overall percentage for taxation and grants is within reason.
- Revenue for general government is under budget, as year-end transfers have yet to be done. Additionally, some of the revenue sources were over-estimated.
- The expenses for general government are at 80% of budgeted expenses. This cost centre is higher due to the costs of the investigations during the year. The legal costs incurred to date are \$139,818 with a budget of \$75,000, and the administrative salary costs are \$362,091 with a budget of \$427,825.

#### **Emergency & Protective Services:**

- The revenue for Fire is at 181%, which represents donations from the Firefighters Association that will be used to pay for the cost of the UTV that was purchased.
- The revenue for Police is under the budgeted amount, mainly due to the fact that the budgeted revenue transfer has not been done yet, which typically occurs at year end.
- Bylaw revenue is under budget, as parking fine revenues have declined. They are at 35% of the budgeted amount.



- Fire expenses are at 53% of the budgeted amount, because the second honorarium amount is typically paid in November.
- Animal Control expenses are also under budget, as there have been fewer livestock claims to date.

#### Public Works:

- The overall cost center percentages are within reason.

#### Building and Planning:

- Both revenues and expenses from planning are greater than the budgeted amounts. The increased revenue offsets the increased expenses.
- The overage in building revenue is due to increased building permit revenue.

#### Economic Development:

- Economic Development expenses are at 30% of the budgeted amount. This is due to the late start of the Economic Development Officer position that is partially funded at 47% through the RED grant.
- The fact that the EDO position is not fully funded will put pressure in the 2019 budget. The amount the Village must contribute next year is approximately \$40,000.

#### Parks, Recreation and Culture:

- Within the summer camp budget, the overall percentages are within reason. Of mention is that the expenses were greater than the revenues, and this is a cost center which should be revenue neutral, as the user fees should fully cover the cost of the service.
- Ball diamond rental fees are only at 30% of the budgeted amount. Expenses for ball diamond maintenance are at three times the revenue amount.
- Rental revenue for both community centres are at 79% of the budgeted amount. However, it should be noted that rental fee revenue for the community centre on Read Street has been steadily declining since 2015.

#### Capital Expenses:

- Capital expenses are only at 2% of budgeted amounts. A large part of why this is so low is that the construction on Drummond/Lewis/Brock/St Patrick has been deferred to 2019, which makes up 87% of the capital expenditures. There are also several projects that were not completed this year. They are listed as follows:
  - Collar Hill Salt Storage Coverall
  - Generator
  - Landfill Fencing
  - Community Centre Siding – our grant funding was declined
  - Community Centre Outdoor Washrooms
  - Lions Club Gazebo
  - Painting Easton Corners Rink Building
  - Bell Tower
  - Baseball Fencing

- Centennial Flag Pole
- There are some projects that have been completed but invoices remain outstanding. They are as follows:
  - Wellington St E overlay & Armstrong Rd surface treatment
  - Loader Snow Blade
  - Carbide Blades
  - The replacement of the Easton Corners roof with a steel roof will begin in a couple of weeks.

During the 2019 budget deliberations, Council and staff will decide if the 2018 capital projects that were not done will be carried forward to do in 2019.

Water and Sewer:

- There are significant concerns in this cost centre. Water revenues are at 53% of the budgeted amount, and expenses are at 65%. Water and sewer revenue was over estimated, and we will be under budget at the end of the year. Additionally, the budgeted revenue from the Transfer from Reserves cannot be made, as there are not enough funds in the Water and Sewer reserve to do so. Furthermore, capital sewer expenses and capital water and sewer maintenance costs were excluded from the budget. More capital costs may be forthcoming. There is a good chance the Village will have a deficit in this cost centre at year end.

**BUDGET/LEGAL IMPLICATIONS:**

The budget implications are identified in the 2018 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 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:**

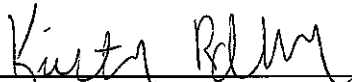
This report is for information purposes only.

**ATTACHMENTS:**

Schedule "A" – Budget to Actual data for the period ending September 30<sup>th</sup>, 2018

Submitted by:

Approved by:

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

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

Schedule "A" - Budget to Actual

Revenues and Expenditures as of Sept 30, 2018

<u>Revenues</u>		<u>Actuals</u>	<u>Budget</u>	<u>% earned to date</u>
Taxation & PIL	\$	2,899,842	\$ 3,041,978	95
Grants	\$	365,772	\$ 530,782	69
General Government	\$	144,991	\$ 263,710	55
Fire	\$	13,591	\$ 7,500	181
Police	\$	2,420	\$ 12,100	20
Bylaw	\$	2,275	\$ 3,800	60
Public Works	\$	119,256	\$ 164,550	72
Planning	\$	19,395	\$ 8,800	220
Building	\$	99,744	\$ 77,200	129
Museum	\$	18,574	\$ 16,000	116
Community Centre	\$	8,508	\$ 10,600	80
Ball Diamond Rentals	\$	500	\$ 1,700	29
Recreation	\$	19,766	\$ 19,000	104
Capital	\$	1,045,000	\$ 2,034,800	51
<b>Total</b>	<b>\$</b>	<b>4,759,634</b>	<b>\$ 6,192,520</b>	<b>77</b>

<u>Operating Expenditures</u>		<u>Actuals</u>	<u>Budget</u>	<u>% spent to date</u>
Council	\$	58,631	\$ 77,707	75
Admin	\$	787,259	\$ 985,294	80
Police	\$	307,343	\$ 471,185	65
Fire	\$	156,795	\$ 293,159	53
Crossing Guard	\$	3,386	\$ 5,147	66
Animal Control	\$	4,415	\$ 8,900	50
Bylaw	\$	31,430	\$ 43,563	72
Public Works	\$	973,057	\$ 1,405,526	69
Building	\$	54,730	\$ 66,471	82
Planning	\$	30,024	\$ 21,900	137
Economic Development	\$	34,445	\$ 116,250	30
Parks and Recreation	\$	207,326	\$ 255,718	81
<b>Total</b>	<b>\$</b>	<b>2,648,841</b>	<b>\$ 3,750,820</b>	<b>71</b>

<u>Capital Expenditures</u>		<u>Actuals</u>	<u>Budget</u>	<u>% spent to date</u>
2018 capital projects	\$	57,269.00	\$ 2,441,700.00	2

<u>Water and Sewer</u>		<u>Actuals</u>	<u>Budget</u>	<u>% earned/spent to date</u>
Revenues	\$	701,600.00	\$ 1,312,558.00	53
Expenses	\$	662,884.00	\$ 1,012,238.00	65
Capital Expenses	\$	-	\$ 300,320.00	0

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the fee of \$40 per hour for use of the Merrickville Community Centre for the purpose of Just for Kicks, a line dancing event, to be held for approximately 2 hours per week in 2019.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: November 26, 2018

For Clerk's use only, if  
required:

**Recorded Vote  
Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report DEPC-03-2018, the 2018 Municipal and School Board Elections Accessibility Report, for information purposes.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



**Village of Merrickville-Wolford**

**Report DEPC-03-2018  
of the Clerk's Department  
Report to Council  
Date: November 26, 2018**

**RE: 2018 Municipal and School Board Election Accessibility Report**

**OBJECTIVE:** To provide Council and the public a report on accessibility measures taken for the provision of the 2018 elections, in accordance with the *Municipal Elections Act*.

**RECOMMENDATION:**

**THAT** Council receive report DEPC-03-2018, being the Municipal and School Board Election Accessibility Report, for information purposes.

**BACKGROUND:**

On December 17, 2009, the Municipal Elections Act was amended to include the following clauses as they relate to candidates and voters with disabilities:

12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12.1 (2) Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

**ANALYSIS:**

Staff endeavoured to make the 2018 Municipal and School Board Elections accessible and inclusive through the implementation of the following initiatives, as they relate to the identification, removal and prevention of barriers to candidates and voters with disabilities.

Site inspections and/or reviews were conducted in order to choose the most accessible location to host a paper ballot polling station on voting day. It was decided that the Merrickville Community Centre provided the most barrier-free location due to its large size and wheelchair accessibility. In order to improve accessibility at this location, an accessible parking spot was added near the entrance, complete with painted pavement and parking signage.

Further signage was provided on voting day to identify the voting place. Directional signs were placed at the intersections of St. Lawrence Street and Main Street, County Road 16 and County Road 15, and County Road 16 and Read Street. In addition, there were two large signs located at both the North and South ends of the Community Centre which identified it as the voting place. The size, colour and font of these signs were taken into account at the time of design to ensure accessibility was considered.

The size, colour and font of the paper ballots themselves were also taken into consideration with a view to maximize accessibility. It was decided to use a colour-coded ballot system with a mostly black face to assist with sight disabilities. Additionally, the paper ballot polls were equipped with magnifying sheets.

Further to providing paper ballots on voting day, an advanced voting period was held from October 15<sup>th</sup> at 10:00 a.m. until the close of voting at 8:00 p.m. on October 22<sup>nd</sup> through online and telephone voting methods. Through the implementation of these methods, eligible electors with limited mobility were provided with options which allowed them to vote from the comfort of their own residence. In the event an elector did not have access to a phone or computer during the advanced voting period, an internet kiosk was provided at the Municipal Office in an accessible location. Also, electors were reminded of their access to the computers at the Merrickville Public Library.

To ensure further accessibility, advanced electronic polls were held on Wednesday, October 17<sup>th</sup> and Friday, October 19<sup>th</sup> at Rosebridge Manor and Hilltop Manor, respectively. This ensured that residents at both accessible facilities had the opportunity to vote, should they so choose. Staff would like to extend their appreciation to the staff at both facilities for their efforts and assistance in arranging for these advanced electronic polls to take place.

Elections Officials were equipped with Oral Oaths of Friends of Electors and Oral Oaths of Interpreters should the need to assist an elector with casting their vote arise. The oaths included a declaration of secrecy and honesty in correctly marking a ballot in compliance with the wishes of the elector.

All required information was placed on the Village's website under the "Elections" tab and circulated through written publications in local newspapers.

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

Measures to promote accessibility were financed through the Elections Reserve.

#### **INTERDEPARTMENTAL IMPACTS:**

Not applicable.

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

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




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

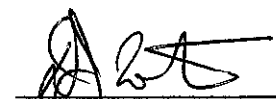
- Ensuring efficient, effective services and civic engagement.

By complying with the *Municipal Elections Act* and taking the measures outlined above, accessibility to all eligible electors promoted civic engagement and provided options and resources to allow the promotion of democracy in the 2018 Municipal and School Board Elections.

Submitted by:

  
Christina Conklin, Deputy Clerk

Approved by:

  
Doug Robertson, CAO/Clerk

Established 1793  
 Incorporated  
 Wolford 1850  
 Merrickville 1860  
 Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:		
<b>Recorded Vote Requested By:</b>		
Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford moves to "In Camera" at \_\_\_\_\_ in order to address a matter pertaining to:

\_\_\_\_\_ security of the property of the municipality or local board,

personal matters about an identifiable individual, including municipal or local board employees,

\_\_\_\_\_ a proposed or pending acquisition of land for municipal or local board purposes,

\_\_\_\_\_ a proposed or pending possible disposal of municipal or local board land,

\_\_\_\_\_ labour relations or employee negotiations

\_\_\_\_\_ litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board,

\_\_\_\_\_ receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose,

\_\_\_\_\_ A matter in respect of which a Council, board or local committee or other body may hold a closed meeting under another Act. 2001 c.25, s.239 (2)

\_\_\_\_\_ the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board or commission or other body is the head of an institution for the purposes of that Act. 2001 c. 25, s. 239(3)

\_\_\_\_\_ The meeting is held for the purpose of educating or training the members and is generally regarding \_\_\_\_\_ .2001 c.25 s. 239(4); 2006 c. 32, Sched. A, s. 103(2) and where no member discusses or deals with any matter in a way that materially advances the business or decision making of the council, local board or committee. 2006 c. 32, Sched A, s. 103(1)

Carried / Defeated

\_\_\_\_\_  
 David Nash, Mayor

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

the "In Camera" session rise and report, with staff being given direction, and the regular Council session resume at \_\_\_\_\_ p.m.

Carried / Defeated

David Nash, Mayor

For Clerk's use only, if required:

**Recorded Vote**

**Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:** By-law 55-2018, being a by-law to confirm the proceedings of the Council meeting of November 26, 2018, be read a first and second time, and that By-law 55-2018 be read a third and final time and passed.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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

**BY-LAW 55-2018**

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 26, 2018

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 26, 2018 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 26, 2018 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 26th day of November, 2018.

\_\_\_\_\_  
David Nash, Mayor

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

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: November 26, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**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 inaugural meeting of Council on Monday, December 3, 2018 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor