

Special Council Meeting Monday the 18<sup>th</sup> of December at 3:00 pm.

**IMPORTANT NOTICE:** This meeting will be held in person and will be open to the public in the Council Chambers.

It will also be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel accessible by clicking [https://www.youtube.com/channel/UC\\_OEkw3yIMarGSHGeNecrQg](https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg)

- 1 Call to Order:  
The purpose of the meeting is to seek consensus on the priorities to be considered during the 2024 budget process and to set goals for the remainder of this term of council.
- 2 Approval of the Agenda  
**THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the agenda as presented.**
- 3 Disclosure of Pecuniary Interest and the general nature thereof
- 4 Introduction  
Why did you run for Council? *Two minutes of time allocated for each Member.*
5. Background Documents
  - a) Memo to Council and Staff
  - b) Process to be used
  - c) Works Sheets**THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the background documents provided.**
6. Review of the Work Sheet Summary submitted by Council and Department Heads
7. Worksheet Assessment Ranking of the Priorities based on;
  - the value to the Community as a whole
  - ability to realistically undertake and complete the identified priority
  - financial viability and long-range benefits
8. Direction to Staff:  
**THAT the Council of the Corporation of the Village of Merrickville-Wolford direct staff to provide a summary document identifying the priorities at the January 8, 2023 meeting of Council.**

9. Confirming By-Law:

By-law 61-2023

**THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 61-2023 Being a By-law to Confirm the Proceedings of the Priority Setting Session of December 18, 2023;**

**AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 61-2023.**

10. Adjournment

**THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn.**

From: Interim CAO/Clerk Plumley  
Concerning: Priority Setting Exercise  
Proposed Date: December 18<sup>th</sup>, 2023  
Time: 3:00 pm  
Place: Council Chambers

MEMO: For circulation to Circulation to Council and Staff

I think it would be helpful to consider the issues we would like to see discussed in advance of the meeting, so that we are prepared with specific topics and expected outcomes.

This is an excellent exercise to get to know your fellow council members and a great time to share your thoughts and ideas for the future. It also serves as a scorecard as to how well we are keeping on track with our priorities.

The meeting will also assist us in determining what projects to include in our budget deliberations and hopefully create a long-term capital plan to use as a guideline for our future budgets.

I have attached a worksheet to help organize your thoughts prior to the meeting, please take the time to review it and list any thoughts you might have. It is interesting to compare notes and is helpful to reach a common goal.

I would like to have the worksheets completed no later than December 13<sup>th</sup>, 2023. That gives me a chance to compile them and post them publicly with the agenda package.

There will be no reference to who submitted the priorities just ideas put forward. The list of priorities will be examined and ranked by Council based not on who submitted them but on the merit they provide.

If anyone wished to endorse their individual submissions at the meeting, that is purely up to them.

ATTACHED:  
Worksheet for Council/Staff consideration and completion.

Process:

- Worksheets are submitted to the Interim CAO/Clerk no later than December 13, 2023.
- A summary sheet is developed and circulated in the Agenda Package for the meeting.
- At the meeting Council and Staff review the summary sheets and rank the priorities.

Once the list of priorities has been identified, we narrow the list to an achievable number, sort them by department and determine the scope and time frame for implementation.

Score	Priorities Received from Council and Staff in no particular order	Year
	Please do your homework and rank the top ten.	

3	Update of the Zoning By-law to bring into compliance with the new official plan and get Additional Residential Unit regulations in the ZB	
	Growth through housing and population	
	Hire a Building Inspector	
	Job creation, Green Energy, Tourism and other opportunities within the municipality	
2	Increase/enhance washroom capacity at recreation fields	
	Grow our sports and recreation assets	
	Water meter replacement program	
2	Core Infrastructure, Roads, Water, Wastewater develop shovel ready projects to enable staff to apply for grants and possible funding opportunities.	
2	Complete Phase 2 of asset management plan	
2	Council Compensation Increase	
3	Long term financial plan	
2	Upgraded Municipal Website	
3	Improve Drainage and ditch maintenance	
1	(South end of Elgin St.)	
	William St. Upgrade proposal with timeline	
2	Implementation of Impost Fees	
	Increase Library Grant	
3	Start gravel road improvement plan as recommended by the roads study	
	Consider Roads Supervisor, planner and other needed staff	
	Affordable traffic mitigation methods, such as moveable speed bumps and recorders	
2	Fleet and Vehicle Replacement Plan	
	Landfill Study	
	Asphalt and surface treatment upgrades and replacement	
	Accessibility upgrades	
	Security system cameras	
2	Completion of Asset management plan	
	Building upgrades	
2	Revise user fee/by-law policies	

<b>Score</b>	<b>Priorities Received from Council and Staff in no particular order</b>	<b>Year</b>
	<b>Please do your homework and rank the top ten.</b>	

	Bring tax rate into line with neighbours	
	Asset Renewal Planning	
	Infrastructure improvements	
	Rural MSW Pickup	
	Jasper Bridge Sidewalk Snow Clearing	
	Public Works and Facilities Tour	
	Implement Decorative Post project	
2	Revitalize Strategic Plan	
2	Create and implement HR Policies	
	Review Community Grant Process	
	Study impact of anticipated growth in population on Landfill, EMS, Roads	
	Freecycle facility at Landfill	
	Community Storage	
	Kitchen Compost Program	
	Community Flags	
	Health Care Engagement	
	Partnering for Rural Transit through IC	
	Mandate letters for advisory committees	
	Tree Protection By-law	
	Dog park	
	STP Expansion	
	Implement Plans for growth to pay for growth	