

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

February 8, 2016

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 pm on Monday, February 8, 2016.

**Chaired by:** Mayor David Nash

**Members of Council:** Deputy Mayor Anne Barr  
Councillor Stephen A. Ireland  
Councillor David Snowdon  
Councillor Kim Weedmark  
Councillor Victor Suthren

**Regrets:** Councillor Chuck MacInnis

**Staff in Attendance:** Shawn Mason, Treasurer, and  
Suzanne Jackman, Acting Deputy Clerk

**Public in Attendance:** +/- 13

**Press in Attendance:** None.

**Clerk's Note:** Councillor Suthren rose on a point of privilege where he apologized for his comment at the last Council meeting and hoped it did not cause anyone undo discomfort.

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

**Additions to the Agenda:**

Mayor Nash added two items under Business arising from the minutes: Contractor Meeting re-~~Leaving~~ and Correction to Newspaper Article. He noted that the auditor would not be making a presentation this evening re: 2014 audited financial statement.

Councillor Weedmark added Review of Complaint Policy and Review of By-Law 1-98, Question and comment periods, under Notice of Motion.

**Resolutions:**

**R-019-16** Moved by K. Weedmark, Seconded by D. Snowdon

**Be it hereby resolved that:** The agenda of the regular council meeting of February 8, 2016 be adopted as amended.

Carried.

**R-020-16**

Moved by A. Barr, Seconded by S. Ireland

**Be it hereby resolved that:** The minutes of the regular council meeting of January 25, 2016 be adopted as circulated.

Carried.

**Delegation:** Daniel Brunette, Ottawa Community Foundation.

**Open Question Period:**

Gord Weber, 136 William Street.

Regarding the closing of Water Street, he asked: has By-Law 29-15 been registered; are we still following the original offer to purchase. Mayor Nash indicated that S. Mason does not know where the matter was left, and would be contacting the municipal lawyer. Deputy Mayor Barr indicated that, to the best of her recollection, the offer is to the property owners to the North, and that Council has not received any new briefing on the matter; recent staffing challenges have prevented a meeting to discuss raised concerns.

**Clerk's Note:** By show of hands, Mayor Nash was directed to contact the municipal lawyer to ascertain the status of By-Law 29-15 being registered, and the offer having been made to the property owners.

Dell Bower, 305 St Patrick Street.

He asked if private residence, institutions, commercial properties, charities, receive municipal water at no-cost or reduced rates. S. Mason indicated that he would provide a list of those entities who receive water at no-cost or a reduce rate, including those who offer a service in return. D. Bower asked for a status update on the technical problems with the website. S. Mason answered that a company has been hired.

**R-021-16**

Moved by K. Weedmark, Seconded by V. Suthren

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the terms of reference for the Ad hoc Committee on the Strategic Plan, as attached.

Carried.

**R-022-16**

Moved by A. Barr, Seconded by S. Ireland

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby establish an Ad Hoc Committee on Parking for the term 2014-2018.

Carried.

**R-023-16**

Moved by D. Snowdon, Seconded by S. Ireland

**Be it hereby resolved that:** The list of accounts of February 2, 2016 for the month of January 2016 be approved as circulated, in the amount of \$177,926.55.

Carried.

**Open Question Period:**

None.

R-024-16

Moved by K. Weedmark, Seconded by S. Ireland  
**Be it hereby resolved that:** this Council moves to "In Camera" in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees.  
Carried.

R-025-16

Moved by D. Snowdon, Seconded by K. Weedmark  
**Be it hereby resolved that:** the "In Camera" session rise and report, with staff being given direction, and the regular council session resume.  
Carried.

R-026-16

Moved by V. Suthren, Seconded by K. 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 11:00pm until the regular meeting of council on Monday, February 22, 2016 at 7:00 pm, or until the call of the Mayor subject to need.  
Carried.



David Nash, Mayor

Suzanne Jackman Acting Deputy Clerk

**Terms of Reference  
for  
Merrickville-Wolford Strategic Planning Ad hoc Committee**

**1. Purpose**

The purpose of this document is to establish a framework for the development of a Strategic Plan for Merrickville-Wolford for the period 2016 through to 2025.

When completed, this Strategic Plan will provide Council with a long-term vision and a results-based implementation plan to guide its decisions and budgets over the next decade.

**2. Organizational Structure**

**2.1 Strategic Planning “Entity”**

This initiative will be led by a Strategic Planning “Entity” with members to be appointed by Council. Membership will include key community stakeholders including representatives from Council, committees of council, and related community organizations and interest groups.<sup>1</sup>

Project management responsibilities will include inter alia: coordination; research; consultations; Strategic Plan preparation; communications; scheduling; resource management & budgeting; liaison with CAO as Council representative; and reporting to Council.

**2.2 Council**

The Strategic Planning “Entity” will be directly responsible to Council which will, inter alia: establish its Final Terms of Reference; appoint its members; allocate resources; approve the project plan and timelines; receive reports; and provide direction on an ongoing basis as required.

**3. Strategic Plan Components**

The Strategic Plan will include the following primary components:

**3.1 Executive Summary**

Summary of the primary philosophies, inputs, outcomes and implications of the plan

**3.2 Development Process**

Review of the development principles, research, communication and consultation processes utilized.

**3.3 Community Values**

Review of the primary community values identified during the consultative process.

**3.4 Community Vision**

Presentation of Vision Statement summarizing the ideas, goals, and objectives gathered from public consultations, and outlining how the Strategic Plan will support and facilitate implementation of that vision.

**3.5 Strategic Issue Areas**

Discussion of the primary strategic issue areas based on the research and consultation process. (Examples could include heritage preservation, community development, economic development, environmental sustainability, etc).

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<sup>1</sup> Suggest approximately twelve members

### **3.6 Strategic Responses**

Documentation of the proposed initiatives for each primary strategic issue area including target timeframes for completion.

### **3.7 Implementation and Monitoring Framework**

Presentation and discussion of recommendations related to:

- organizational and resourcing approach for implementation of strategic responses; and
- performance monitoring/management framework

## **4. Development Approach**

The development approach will comprise basic principles and numerous activities as shown below.

### **4.1 Development Principles**

- The development process will review previous strategic planning initiatives documents and incorporate appropriate concepts in this Plan.
- The development process will be based on the broadest possible community communications and consultations with respect to community vision, values, strategic themes and key areas for action.
- The Plan will be structured to assist Council and staff in developing operational plans and making budget decisions.

### **4.2 Development Methodology**

The methodology for the development of this Strategic Plan will include, but not necessarily be confined to the following Strategic Planning “Entity” activities:

- 4.2.1 Confirming Terms of Reference, resourcing, oversight and reporting parameters with Council
  - 4.2.2 Establishing “Entity” Membership
  - 4.2.3 Securing required human and financial resources, including grant funding
  - 4.2.4 Reviewing prior community planning documentation
  - 4.2.5 Identifying and reviewing best practices in selected other communities
  - 4.2.6 Undertaking relevant data analysis
  - 4.2.7 Identifying key stakeholders
  - 4.2.8 Developing an appropriate communications strategy
  - 4.2.9 Developing a consultation strategy & feedback processes
  - 4.2.10 Establishing the project plan and timeframes
  - 4.2.11 Coordinating consultation processes & logistics for community and other stakeholders
  - 4.2.12 Preparing draft documentation
  - 4.2.13 Making presentations to Council
  - 4.2.14 Preparing final documentation
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