



## VILLAGE OF MERRICKVILLE-WOLFORD

### Agenda for Council Council Chambers

Council Meeting 7:00 p.m.

**Monday, May 8, 2017**

1. **Disclosure of Pecuniary Interest and the general nature thereof**
2. **Approval of Agenda:** Approval of the Agenda of May 8, 2017
3. **Minutes:** Approval of the Minutes of the regular meeting of April 24, 2017
4. **Auditors' Report:** Presentation of 2016 Independent Auditor's Report
5. **Delegations:**
  1. Stacie Lloyd, Valley Heartland CFDC; and
  2. Communities in Bloom, Chris Scullino and Hope Wiggins-Gray
6. **Public Question Period to Council**
7. **Correspondence:**
  - Letter from Lion's Club re: gazebo;
  - Letter from Ministry of Citizenship and Immigration re: Champion of Diversity Award;
  - Letter from Michael Whittaker re: public washrooms;
  - Letter from Mike Neelin re: public washrooms;
  - Letter from Mike Zaversenuke enclosing public washroom petition;
  - Letter from James Skelding re: Charlotte Street Development; and
  - Letter from Brad Fleming re: Charlotte Street Development
8. **Fire:** FD-05-2017 report re: PTSD Policy
9. **Finance:** FIN-09-2017 re: 2017 Community Grant, Canalfest; and  
FIN-10-2017 re: water/sewer funding (at the table)
10. **CAO:** CAO-07-2017 re: public washrooms
11. **Notices of Motion:**
12. **Public/Media Question Period**
13. **Announcement to/from Council**
14. **In Camera:**
  1. Litigation or potential litigation; and
  2. Personal matters about an identifiable individual .
15. **Next meeting of Council:** **Tuesday, May 23, 2017 at 7:00 p.m.**
16. **Adjournment**



## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The agenda of the regular Council meeting of May 8, 2017 be adopted as circulated / amended.

Carried / Defeated

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David Nash, Mayor



## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The minutes of the regular council meeting on April 24, 2017 be approved as circulated / amended.

Carried / Defeated

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David Nash, Mayor

**Village of Merrickville-Wolford**

Monday, April 24, 2017

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, April 24, 2017.

**Chaired by:** Mayor David Nash

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

**Staff in Attendance:** John Regan, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Sheila Kehoe, Treasurer  
Mark Urquhart, Acting Fire Chief

**Press in Attendance:** None.

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

**Approval of Agenda**

**R-121-17** Moved by Councillor Weedmark, Seconded by Councillor Suthren  
**Be it hereby resolved that:** the agenda of the regular council meeting of April 24, 2017 be adopted as circulated.

Carried.

**Approval of Minutes**

**R-122-17** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The minutes of the regular Council meeting of April 10, 2017 and the special Council meeting of April 18, 2017 be approved as circulated.

Carried.

**Delegations:** None.

**Public Question Period to Council:** None.

**Building:**

**R-123-17** 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 CBO-06-2017, the first quarter report of the building department, for information purposes.

Carried.

**Fire:**

**R-124-17** Moved by Councillor Ireland, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-04-2017, the first quarter report of the fire department, for information purposes.

**R-125-17** Moved by Deputy Mayor Barr, Seconded by Councillor Snowdon  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-05-2017 regarding the 2017 tax rates.

Carried.

**R-126-17** Moved by Councillor MacInnis, Seconded by Councillor Suthren  
**Be it hereby resolved that:** By-Law 23-17, being a By-Law to set the 2017 tax rate, be read a first and second time, and that By-Law 23-17 be read a third and final time and passed.

Carried.

**R-127-17** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-06-2017 reflecting the 2017 PSAB expenses as required under Ontario Regulation 284/09.

Carried.

#### **MOVE TO PUBLIC MEETING:**

**R-128-17** Moved by Councillor Suthren, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The regular meeting of Council will recess at 7:30 p.m. to hold a Public Meeting regarding an amendment to the Zoning By-Law for developing a plan of subdivision by extending Wellington Street East through the property to create 9 semi-detached lots (18 dwelling units) and potentially 1 single detached lot.

Carried.

#### **RESUME COUNCIL MEETING:**

**R-129-17** Moved by Councillor Ireland, Seconded by Councillor Weedmark  
**Be it hereby resolved that:** The Public Meeting regarding the amendment to the Zoning By-law will now adjourn at 8:25 p.m. and the regular Council meeting will resume.

Carried.

#### **Planning:**

**R-130-17** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** By-Law 24-17, being a By-Law to amend Zoning By-Law 23-08, as amended, be read a first and second time.

Carried.

#### **Finance (cont'd):**

**R-131-17** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-07-2017 regarding Community Grants; and

Approves the allocation of grants as attached under the Community Grants and Donations Policy as approved during the 2017 budget deliberations; and

Allocate monies from the Canada 150 budget to top up the Christmas in Merrickville grant request.

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-08-2017 regarding the Lions Club Campground; and

Council authorizes the annual write-off effective 2016 for the following:

1. The annual total municipal taxes for the Lions Club Campground; and
2. The water/sewer user fees applicable for the winter/spring utility billings.

Carried.

**Recreation:**

**R-133-17** Moved by Councillor Ireland, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the report of the Recreation Advisory Committee regarding the Smiths Falls Recreation Agreement.

Carried.

**R-134-17** Moved by Councillor Snowdon, Seconded by Councillor Ireland  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby authorize staff to enter into the Smiths Falls Recreation Agreement.

Defeated.

**By-Laws:**

**R-135-17** Moved by Councillor Suthren, Seconded by Deputy Mayor Barr  
**Be it hereby resolved that:** By-Law 25-17, being a by-law to change the size and composition of Council, be read a first and second time, and that By-Law 25-17 be read a third and final time and passed.

Carried.

**Notices of Motion:**

**R-136-17** Moved by Deputy Mayor Barr, Seconded by Councillor Suthren  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve that the Municipality establish a Committee of Council for the purpose of managing/developing a network of trails within the boundaries of the Municipality and that the current members of the Trails Recreation Advisory Subcommittee be named to the new Committee for the duration of this Council.

Defeated.

**R-137-17** 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 direct staff to provide a report on the history of and current permissions for holding a Farmer's Market on properties within Merrickville-Wolford in order to provide clarity to Council when discussions arise regarding the formation of any future Farmer's Markets.

Carried.

**R-138-17** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

Carried.

**Public Question Period to Council:**

A resident spoke in support of a scoring matrix and criteria for the granting process.

A resident requested clarity regarding Council's decision with respect to the Smiths Falls Recreation Agreement.

**Announcements from Council:** None.

**In Camera:**

**R-139-17** Moved by Councillor Suthren, Seconded by Councillor Snowdon  
**Be it hereby resolved that:** this Council moves to "In Camera" at 9:40 p.m. in order to address matters pertaining to:

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

Carried.

**R-140-17** Moved by Councillor Weedmark, Seconded by Councillor Snowdon  
**Be it hereby resolved that:** the "In-Camera" session rise and report, with staff being given direction, and the regular council session resume at 9:50 p.m.

Carried.

**Nomination:**

**R-141-17** Moved by Councillor MacInnis, Seconded by Councillor Suthren  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the nomination of Martin Green for the 2017 Senior of the Year Award.

Carried.

**Adjournment:**

**R-142-17** Moved by Councillor Ireland, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** this regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 9:53 p.m. until the next regular meeting of Council on Monday, May 8, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.



## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

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 2016 Independent Auditor's report as prepared by CKDM Chartered Professional Accountants.

Carried / Defeated

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David Nash, Mayor



**DRAFT FOR REVIEW PURPOSES**

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

**FINANCIAL STATEMENTS**

**December 31, 2016**

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**DRAFT FOR REVIEW PURPOSES**

## INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of  
the Corporation of the Village of Merrickville-Wolford

We have audited the financial statements of the Corporation of the Village of Merrickville-Wolford, which comprise the statement of financial position as at December 31, 2016, and the statements of financial activities, change in net financial liabilities and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Administration's Responsibility for the Financial Statements*

Administration is responsible for the preparation and fair presentation of these financial statements in accordance with public sector accounting standards and for such internal control as administration determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Corporation of the Village of Merrickville-Wolford as at December 31, 2016 and the results of its operations, changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

May 8, 2017  
Cornwall, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

STATEMENT OF FINANCIAL POSITION

As at December 31, 2016

2016 2015

NET FINANCIAL LIABILITIES

Assets

Cash

Taxes receivable

Accounts receivable

\$ 1,479,237 \$ 1,377,789  
1,020,254 981,157  
561,103 773,457

3,060,594 3,132,403

Liabilities

Accounts payable

Deferred revenue - obligatory reserve funds (Note 2)

Municipal debt (Note 3)

Capital leases (Note 4)

Accrued landfill closure and post closure costs (Note 5)

1,111,639 758,549  
212,506 402,409  
5,004,813 4,600,735  
276,181 351,542  
863,509 822,957

7,468,648 6,936,192

Net Financial Liabilities

(4,408,054) (3,803,789)

NON-FINANCIAL ASSETS

Tangible capital assets

Inventory

Prepaid expenses

15,750,614 15,604,782  
47,670 47,443  
6,610 6,345

15,804,894 15,658,570

Accumulated Surplus

\$ 11,396,840 \$ 11,854,781

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# STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2016

	BUDGET 2016 (Unaudited)	ACTUAL 2016	ACTUAL 2015
<b>REVENUES</b>			
Taxation (Note 1(a)(ii))	\$ 2,895,525	\$ 2,906,526	\$ 2,799,838
Fees and service charges	1,162,250	1,284,825	1,169,018
Grants	319,299	324,951	363,402
Investment income	138,500	172,506	161,799
Other	1,000	5,062	80,863
	4,516,574	4,693,870	4,574,920
<b>EXPENSES</b>			
General government	750,855	914,513	724,396
Protection to persons and property	822,777	1,037,925	798,039
Transportation services	1,179,747	1,236,917	1,134,343
Environmental services	1,402,831	1,845,080	1,371,577
Recreation and cultural services	414,959	355,496	402,133
Planning and development	127,737	161,151	116,084
	4,698,906	5,551,082	4,546,572
<b>OTHER REVENUE RELATED TO CAPITAL</b>			
Deferred revenue earned (Note 2)	325,000	292,125	-
Grants	-	107,146	-
	325,000	399,271	-
<b>(DEFICIT) SURPLUS FOR THE YEAR</b>	142,668	(457,941)	28,348
<b>ACCUMULATED SURPLUS, beginning of year</b>	11,854,781	11,854,781	11,826,433
<b>ACCUMULATED SURPLUS, end of year</b>	\$ 11,997,449	\$ 11,396,840	\$ 11,854,781

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# STATEMENT OF CHANGE IN NET FINANCIAL LIABILITIES

For the year ended December 31, 2016

	BUDGET 2016 (Unaudited)	ACTUAL 2016	ACTUAL 2015
(Deficit) surplus for the year	\$ 142,668	\$ (457,941)	\$ 28,348
Amortization of tangible assets	617,232	750,972	617,234
Acquisition of tangible capital assets	(1,137,066)	(896,802)	(375,829)
Change in inventory	-	(227)	(47,443)
Change in prepaid expenses	-	(267)	108,943
(Increase) decrease in net financial liabilities	(377,166)	(604,265)	331,253
Net financial liabilities, beginning of year	(3,803,789)	(3,803,789)	(4,135,042)
Net financial liabilities, end of year	\$ (4,180,955)	\$ (4,408,054)	\$ (3,803,789)

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# STATEMENT OF CASH FLOWS

For the year ended December 31, 2016

	2016	2015
<b>CASH FROM OPERATING ACTIVITIES</b>		
(Deficit) surplus for the year	\$ (457,941)	\$ 28,348
Item not affecting cash		
Amortization expense	750,972	617,234
Changes in non-cash working capital balances		
Taxes receivable	(39,097)	(141,331)
Accounts receivable	212,354	(200,031)
Prepaid expenses	(265)	108,942
Accounts payable	353,088	152,101
Inventory	(227)	(47,443)
Deferred revenue - obligatory reserve funds	(189,903)	86,509
Landfill closure and post closure costs	40,552	40,552
	669,533	644,881
<b>CASH FROM (USED IN) FINANCING ACTIVITIES</b>		
Repayment of municipal debt	(254,013)	(256,931)
Proceeds from the issue of municipal debt	658,091	-
	404,078	(256,931)
<b>CASH USED IN CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(896,802)	(375,829)
Decrease in capital leases	(75,361)	(72,591)
	(972,163)	(448,420)
<b>INCREASE (DECREASE) IN CASH AND EQUIVALENT</b>	<b>101,448</b>	<b>(60,470)</b>
<b>CASH AND EQUIVALENT, beginning of year</b>	<b>1,377,789</b>	<b>1,438,259</b>
<b>CASH AND EQUIVALENT, end of year</b>	<b>\$ 1,479,237</b>	<b>\$ 1,377,789</b>
<b>REPRESENTED BY :</b>		
Cash	\$ 1,479,237	\$ 1,377,789

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFO  
SCHEDULE OF TANGIBLE CAPITAL ASSETS**

For the year ended December 31,

	Land and Improvements	Buildings	Vehicles	Equipment	Plants and Facilities	Roads	Bridges	2016	2015
beginning of year	459,759	\$ 2,584,064	\$ 1,761,226	\$ 1,538,921	\$ 11,905,812	\$ 2,366,270	\$ 975,206	\$ 21,591,258	\$ 21,211,577
additions during the year	-	-	205,739	195,828	152,249	342,986	-	896,802	57,357
deposits during the year	-	-	-	97,184	-	-	-	97,184	-
end of year	459,759	2,584,064	1,966,965	1,637,565	12,058,061	2,709,256	975,206	22,390,876	21,559,234
<b>Accumulated Amortization</b>									
beginning of year	13,163	502,672	1,050,740	1,105,519	2,179,391	463,541	671,508	5,986,474	5,300,750
addition during the year	4,388	68,992	118,938	143,197	301,452	91,225	22,780	750,972	61,184
decrease on disposals	-	-	-	97,184	-	-	-	97,184	-
end of year	17,551	571,604	1,169,678	1,151,532	2,480,843	554,766	694,288	6,640,262	5,989,014
<b>Net book value</b>	\$ 442,208	\$ 2,012,460	\$ 797,287	\$ 486,033	\$ 9,577,218	\$ 2,154,490	\$ 280,918	\$ 15,750,614	\$ 15,600,220

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See Accompanying Notes





# SCHEDULE OF ACCUMULATED SURPLUS

For the year ended December 31, 2016

	2016	2015
<b>Surpluses (deficits)</b>		
Operating surplus (note 9)	\$ -	\$ 115,241
Water and sewer deficit	-	(578,020)
Library surplus	8,144	107,544
Capital surplus - fire	140,689	-
Capital surplus - water and sewer	63,455	1,255,876
Unfunded liabilities to be recovered from future revenues		
Accrued landfill closure and post closure	(863,509)	(822,957)
<b>Total deficits (surpluses)</b>	<b>(651,221)</b>	<b>77,684</b>
<b>Reserves</b>		
<b>Reserves set aside for specific purposes by Council:</b>		
Working capital	638,722	443,883
Self insurance	85,000	60,000
Capital	132,642	50,564
Capital contingency	85,179	85,179
Museum	2,884	2,884
Landfill	170,000	155,000
Vehicle replacement	275,489	210,489
Environment	8,690	8,690
Hospital	45,000	45,000
Election	15,000	12,000
Recreation	800	800
Library	79,051	-
<b>Total reserves</b>	<b>1,538,457</b>	<b>1,074,489</b>
<b>Equity in tangible capital assets</b>		
Invested in tangible capital assets	15,750,614	15,604,782
Less: related debt	5,241,010	4,902,174
<b>Total equity in tangible capital assets</b>	<b>10,509,604</b>	<b>10,702,608</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 11,396,840</b>	<b>\$ 11,854,781</b>

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFE**  
**SCHEDULE OF CHANGE IN ACCUMULATED SURPLUS**

For the year ended December 31, 2016

	Surpluses (Deficits)	Reserves	Equity in Tangible Capital Assets	2016
<b>Balance, beginning of year</b>	<b>\$ 77,684</b>	<b>\$ 1,074,489</b>	<b>\$ 10,702,608</b>	<b>\$ 11,854,781</b>
Net (deficit) surplus for the year	293,031	-	(750,972)	(457,941)
Funds transferred to reserves	(463,968)	463,968	-	-
Current year funds used for tangible capital assets	(896,802)	-	896,802	-
Municipal debt repaid	338,834	-	(338,834)	-
<b>Balance, in accumulated surplus</b>	<b>(728,905)</b>	<b>463,968</b>	<b>(193,004)</b>	<b>(457,941)</b>
<b>Balance, end of year</b>	<b>\$ (651,221)</b>	<b>\$ 1,538,457</b>	<b>\$ 10,509,604</b>	<b>\$ 11,805,840</b>

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See Accompanying Notes



**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLF  
SCHEDULE OF SEGMENTED DISCLOS**

For the year ended December 31, 2016

UE	General Government	Protection Services	Transportation Services	Environmental Services	Water and Sewer Services	Recreation and Cultural Services	Planning and Development	2016
Contribution	\$ 343,219	\$ 800,530	\$ 1,323,177	\$ 167,706	\$ -	\$ 221,853	\$ 50,041	\$ 2,906,526
and service charges	(10,014)	32,296	14,601	98,666	854,303	57,345	118,600	1,284,825
IS	305,778	6,155	455	-	-	12,391	218	324,951
Investment income	172,220	12	-	-	-	274	-	172,506
						5,062	-	5,062
<b>ES</b>	930,185	838,993	1,338,233	266,372	854,303	296,925	168,859	4,693,870
and benefits	579,168	140,131	409,929	46,296	-	115,133	54,358	1,345,015
Cost on municipal debt	-	2,896	28,803	-	151,125	-	3,006	195,830
Materials and services	140,337	309,681	81,226	81,529	805,654	128,772	103,787	2,050,986
Contracted services	-	458,019	63,200	98,455	338,749	-	-	895,223
Insurance and financial costs	102,739	13,033	-	-	16,600	31,057	-	226,637
Party transfers	32,017	19,293	-	-	-	19,343	-	70,653
Capitalization	60,252	94,872	243,751	-	306,672	61,191	-	766,738
	914,513	1,037,925	1,236,917	222,220	1,618,800	355,496	161,151	5,551,082

**REVENUE RELATED TO CAPITAL**

Revenue earned	-	-	292,125	-	167,146	-	-	292,125
	-	-	-	-	107,146	-	-	107,146

<b>SURPLUS FOR THE YEAR</b>	\$ 15,672	\$ (198,932)	\$ 393,441	\$ 40,092	\$ (657,351)	\$ (58,771)	\$ 7,708	\$ (457,941)
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**DRAFT FOR REVIEW PURPOSES**

See Accompanying Notes



For the year ended December 31, 2016

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

### (a) Basis of consolidation

#### (i) Consolidated entities

These financial statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, capital fund and reserves and include the activities of all committees of Council and the following local board:

The Corporation of the Village of Merrickville - Wolford Library Board

All interfund assets and liabilities and sources of financing and expenditures have been eliminated.

These financial statements reflect the investment in any government business enterprises and are consolidated using the modified equity method. Under the modified equity basis, the enterprises accounting principles are not adjusted to conform with those of the Village and intergovernmental transactions and balances are not eliminated.

There are no government business enterprises.

#### (ii) Non-consolidated entities

There are no non-consolidated entities.

#### (iii) Accounting for United Counties and school board transactions

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards, and the United Counties of Leeds and Grenville are not reflected in the municipal fund balances of these financial statements.

### (b) Fund accounting

Funds within the financial statements consists of the operating fund, capital fund and reserve funds. Transfers between funds are recorded as adjustments to the appropriate fund balance.

### (c) Taxation and related revenue

Property tax billings are issued by the Village based on assessment rolls prepared by the Municipal Property Assessment Corporation ("MPAC") and collects property tax revenue for municipal purposes, county taxes on behalf of the United Counties of Leeds and Grenville, provincial education taxes on behalf of the Province of Ontario, payment in lieu of taxation, local improvements and other charges. The authority to levy and collect property taxes is established under the *Municipal Act 2001*, the *Assessment Act*, the *Education Act* and other legislation.

Taxation revenue consists of non-exchange transactions and is recognized in the period to which the assessment relates and a reasonable estimate of the amounts can be made. Annual taxation revenue also includes adjustments related to reassessments and appeals to prior years' assessments. The Village is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### (d) Government grants

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable. Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

### (e) Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

### (f) Fees and service charges

Fees and service charges are recognized when the activity is performed or when the services are rendered. Examples include, but are not limited to, water and waste water charges, solid waste tipping fees, licensing fees, permits, and other fees from various recreation programs and facilities.

### (g) Investment income

Investment income earned on surplus funds is reported as revenue in the period earned. Investment income earned on obligatory funds such as parkland allowances and gas tax funds is added to the associated funds and forms part of the respective deferred revenue, obligatory reserve fund balances.

### (h) Cash

Cash is defined as cash on hand and cash on deposit.

### (i) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and from reserves and reserve funds are an adjustment to the respective fund when approved.

### (j) Deferred revenue

Deferred revenue represents government transfers that have been received for specific purposes, but the respective expenditure has not been incurred to date. These amounts will be recognized as revenue in the year the expenditures are incurred.

### (k) Landfill closure costs

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### (l) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Village's policy. The Village accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), as a defined contribution plan.

### (m) Amounts to be recovered from future revenues

Amounts to be recovered from future revenues represents the outstanding principal portion of unmatured long-term liabilities for expenditures, accrued interest on long-term liabilities and future employment benefits payable that will be financed through future revenues of the Village and is reported on the Statement of Financial Position.

### (n) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 to 40 years
Buildings	20 to 50 years
Vehicles	5 to 20 years
Machinery and equipment	3 to 10 years
Water and waste plants and networks	
underground networks	30 to 100 years
sewage treatment plants	50 to 75 years
water pumping stations and reservoirs	50 to 75 years
flood stations and other infrastructure	50 to 75 years
Transportation	
roads	7 to 50 years
bridges and structures	25 to 75 years

One half of the annual amortization is charged in the year of acquisition and the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### (n) Non-financial assets (Continued)

Active landfills are amortized annually based on the remaining estimated useful life. The estimated costs to close and maintain currently active landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill sites capacity is used.

The Village has a capitalization threshold of \$25,000 so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons. Examples of pooled assets are desktop computer systems, vehicles, utility poles and defibrillators.

### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

### (iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

### (iv) Inventory

Inventory held for consumption are recorded at the lower of cost or replacement cost.

### (o) Liability for contaminated sites

A liability for contaminated sites arises when contamination is being introduced into the air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Village is directly responsible, or accepts responsibility to remediate the site;
- (iv) The Village expects that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### (o) Liability for contaminated sites (Continued)

Liabilities are accrued to record the estimated costs related to the management and remediation of contaminated sites. The liability estimate includes costs that are directly attributable to the remediation activities and includes integral post-remediation operation, maintenance and monitoring costs that are a part of the remediation strategy for the contaminated site. The costs that would be included in a liability are:

- Costs directly attributable to remediation activities (for example, payroll and benefits, equipment and facilities, materials, and legal and other professional services); and
- Costs of tangible capital assets acquired as part of remediation activities to the extent they have no other alternative use.

The measurement of a liability is based on estimates and professional judgment. The liability is recorded net of any expected recoveries. The carrying amount of a liability is reviewed at each financial reporting date with any revisions to the amount previously recognized accounted for in the period in which revisions are made.

A contingency is disclosed if all of the above criteria are not met.

### (p) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires administration to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Significant items subject to such estimates and assumptions include the estimated useful life of tangible capital assets, the valuation of allowances for doubtful taxes and accounts receivable, the valuation of inventories, and the estimated landfill closure and post closure costs. Actual results could differ from these estimates.

## 2. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds are summarized as follows:

	Federal Gas		2016		2015	
	Tax	Parkland				
Balance, beginning of year	\$ 357,753	\$ 44,656	\$ 402,409	\$	314,525	
Grants received	86,649	-	86,649	\$	84,873	
Interest and other	1,633	13,940	15,573	\$	3,011	
Deferred revenue earned	(292,125)	-	(292,125)	\$	-	
<b>Balance, end of year</b>	<b>\$ 153,910</b>	<b>\$ 58,596</b>	<b>\$ 212,506</b>	<b>\$</b>	<b>402,409</b>	



# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

### 3. MUNICIPAL DEBT

(a) The balance of municipal debt reported on the Statement of Financial Position is comprised of the following:

	2016	2015
Bank term loan, 3.88%, repayable in blended monthly payments of \$2,458, due August 2021	\$ 406,494	\$ 420,010
Bank term loan, 3.98%, repayable in blended semi-annual payments of \$100,627, due June 2044	3,345,862	3,411,972
Bank term loan, 2.25%, repayable in blended monthly payments of \$10,115, due November 2021	564,571	666,103
Term loan, 2.88%, repayable in blended semi-annual payments of \$6,542, due October 2024	92,902	-
Bank term loan, 2.42%, repayable in blended monthly payments of \$6,625, due August 2016	-	52,547
Term loan, 3.33%, repayable in blended semi-annual payments of \$12,055, due December 2036	350,000	-
Term loan, 2.59%, repayable in blended semi-annual payments of \$11,700, due December 2026	205,000	-
Tile drain loans, 6%, repayable over a ten year period in blended payments ranging between \$1,127 and \$5,204, maturity dates ranging from 2025 to 2026	39,984	50,103
	<b>\$ 5,004,813</b>	<b>\$ 4,600,735</b>

Principal payments assuming the loans are renewed under the same terms and conditions are as follows:

2017	\$ 234,221
2018	244,018
2019	253,563
2020	264,896
2021	587,887
2022 - 2026	696,024
Thereafter	2,724,204
	<b>\$ 5,004,813</b>

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

### 3. MUNICIPAL DEBT (Continued)

(b) Of the municipal debt reported in (a) of this note, all principal payments are payable from the following sources as follows:

	2017 - 2021	2022 - 2026
General municipal revenues	\$ 1,190,685	\$ 428,282
Benefiting landowners - tile drains	17,202	22,782
Benefiting landowners	372,608	2,973,254
	<b>\$ 1,580,495</b>	<b>\$ 3,424,318</b>

### 4. CAPITAL LEASES

	2016	2015
Capital lease obligation, equipment, 3.75% (secured by asset, monthly payments of \$3,657, matures September 2020)	\$ 153,301	\$ 190,675
Capital lease obligation, equipment, 3.75%, secured by asset, monthly payments of \$3,614, matures December 2019	122,880	160,867
	<b>\$ 276,181</b>	<b>\$ 351,542</b>

Lease payments due in the next four years are as follows:

2017	\$ 78,236
2018	81,221
2019	84,319
2020	32,405
	<b>\$ 276,181</b>

### 5. ACCRUED LANDFILL CLOSURE AND POST-CLOSURE

The Village operates a solid waste landfill site. The site has an estimated remaining life of 50 years as the result of an amended provisional certificate of approval from the Ministry of the Environment dated March 2016. The estimate associated with closure and post-closure include costs such as clay, topsoil, hydro seed, site preparation, equipment, ditching, drainage, fencing and post closure monitoring estimated for 10 years. Total closure and post-closure costs are estimated to be \$2,810,000 with \$863,509 (2015 - \$822,957) being accrued at the end of the current fiscal year. These costs are to be recovered from future taxation revenue and reserves.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 6. AMOUNTS TO BE RECOVERED FROM FUTURE REVENUES

Amounts to be recovered from future taxation, benefiting landowners and reserves are as follows:

	2016	2015
Municipal debt	\$ 5,004,813	\$ 4,600,735
Accrued landfill closure and post-closure	863,509	822,957
	\$ 5,868,322	\$ 5,423,692

Amounts are to be recovered from the following sources:

General municipal revenues	\$ 5,828,338	\$ 5,373,589
Benefiting landowners	39,984	50,103
	\$ 5,868,322	\$ 5,423,692

## 7. OPERATING EXPENDITURES BY OBJECT

	BUDGET 2016	ACTUAL 2016	ACTUAL 2015
Wages and benefits	\$ 1,264,579	\$ 1,345,015	\$ 1,268,053
Interest on municipal debt	217,141	195,830	214,705
Materials and services	1,438,002	2,050,986	1,716,065
Contracted services	921,767	895,223	499,710
Insurance and other financial costs	183,792	226,637	194,330
Third party transfers	56,393	70,653	36,475
Amortization	617,232	766,738	617,234
	\$ 4,698,906	\$ 5,551,082	\$ 4,546,572

## 8. PENSION AGREEMENTS

The Village is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates pay. Employers and employees contribute to the plan. The Village has adopted defined contribution plan accounting principles for this plan as there is insufficient information available to apply defined benefit plan accounting principles. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Village does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The employer amount contributed to OMERS for 2016 was \$59,371 (2015 - \$62,926) for current service and is included as an expenditure on the statement of financial activities.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 9. OPERATING SURPLUS

	BUDGET 2016	ACTUAL 2016	ACTUAL 2015
(Deficit) surplus for the year	\$ 142,668	\$ (457,941)	\$ 28,348
Funds transferred to reserves	(108,000)	(269,128)	(119,562)
Reserve funds used for operations	208,869	-	32,500
Principal payment on long-term debt and capital leases	(319,255)	(319,255)	(323,180)
Proceeds from the issue of long-term debt	555,000	658,091	-
Change in accrued landfill costs	40,552	40,552	40,552
Acquisition of tangible capital assets	(1,137,066)	(896,802)	(375,829)
Annual amortization expense	617,232	750,972	617,234
Change in unfunded capital projects	-	1,051,732	(17,000)
Operating surplus (deficit) for the year	-	558,221	(116,937)
Transfer from (to) library surplus	-	99,398	(65,944)
Transfer (to) from water and sewer deficit	-	(578,020)	265,841
Transfer to working capital reserves	-	(194,840)	-
	\$ -	\$ (115,241)	\$ 82,960

## 10. SEGMENTED INFORMATION

The Village is responsible for providing a range of services to its citizens. For management reporting purposes the Village's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the Village of Merrickville - Wolford and expended disclosure by object has been reflected in the schedule of segmented disclosure.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

A brief description of each segment follows:

### (a) General government

General government includes corporate services and governance of the Village. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development, by-law development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting, monitoring and overall budget status as well as frontline reception and customer service.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2016

## 10. SEGMENTED INFORMATION (Continued)

### (b) Protection services

Protection services includes fire protection, conservation authority, protective inspection and control and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency medical first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

### (c) Transportation services

Transportation services includes administration and operation of traffic and parking services for the Village. In addition, services are provided for the winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Village.

### (d) Environmental services

Environmental services includes waste collection, disposal and recycling services.

### (e) Water and sewer services

Water and sewer services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services within the Village.

### (f) Recreation and cultural services

Recreation and cultural services provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, and arenas.

### (g) Planning and development

Planning and development manages development for business interests, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

## 11. BUDGET FIGURES

Budgets established for Capital, Reserves and Reserve Funds are based on a project-oriented basis, the costs of which may be carried out over one or more years.

**FINANCIAL ACTIVITIES (000's)**

	2016	2015	2014	2013	2012
<b>Revenues</b>					
Taxation	\$ 2,907	\$ 2,800	\$ 2,733	\$ 2,658	\$ 2,498
Fees and service charges	1,285	1,169	1,032	1,014	893
Grants	325	363	500	979	548
Investment income	173	162	150	119	103
Other	5	81	4	-	-
	4,695	4,575	4,419	4,770	4,042
<b>Expenses</b>					
General government	915	724	734	791	719
Protection to persons and property	1,038	798	794	783	801
Transportation services	1,237	1,134	1,205	1,161	1,094
Environmental	1,345	1,372	1,239	1,127	1,177
Recreation and cultural services	325	402	376	400	346
Planning and development	361	116	74	121	111
	5,551	4,546	4,422	4,383	4,248
<b>Other revenue related to capital</b>					
Deferred revenue earned	292	-	-	-	-
Grants	107	-	-	-	-
	399	-	-	-	-
<b>(Deficit) surplus for the year</b>	\$ (457)	\$ 29	\$ (3)	\$ 387	\$ (206)

**TAXABLE ASSESSMENT (000's)**

	2016	2015	2014	2013	2012
Residential and farm	\$ 323,099	\$ 311,949	\$ 298,280	\$ 283,216	\$ 271,585
Commercial and industrial	24,837	24,255	24,179	23,072	22,580
	347,936	336,204	323,159	306,288	294,165
<b>Commercial and industrial</b>	7.14%	7.21%	7.48%	7.53%	7.68%

## FINANCIAL INDICATORS

	2016	2015	2014	2013	2012
<b>Tax arrears</b>					
Percentage of own levy	35 %	37 %	33 %	25 %	19 %
Percentage of total levy	20 %	20 %	31 %	23 %	18 %
<b>Municipal debt</b>					
	\$ 4,964,829	\$ 4,550,631	\$ 4,801,220	\$ 1,506,002	\$ 1,686,114
<b>Municipal debt charges</b>					
	\$ 515,085	\$ 537,885	\$ 406,991	\$ 367,606	\$ 252,022
<b>Sustainability</b>					
Financial assets to liabilities	0.41	0.45	0.43	(0.36)	(0.56)
Financial assets to liabilities excluding municipal debt	1.37	1.55	1.64	(0.74)	(1.34)
Municipal debt to tangible capital assets	11.52 %	29.16 %	30.30 %	9.56 %	10.60 %
<b>Flexibility</b>					
Debt charges to total operating revenue	10.97 %	11.76 %	9.22 %	7.71 %	6.23 %
Total operating revenue to taxable assessment	12.94 %	12.05 %	13.66 %	15.57 %	13.74 %
<b>Vulnerability</b>					
Operating grants to operating revenue	6.92 %	7.54 %	11.31 %	20.52 %	13.56 %
Total grants to total revenues	8.48 %	7.93 %	11.31 %	20.52 %	13.56 %
<b>Reserve coverage</b>					
Reserves	\$ 1,538,457	\$ 1,074,489	\$ 917,427	\$ 855,197	\$ 946,150
Reserves to operating expenses	28 %	24 %	22 %	20 %	22 %
Reserves to working capital	0.89	0.55	0.51	(0.51)	(0.45)



## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

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 Valley Heartland Community Futures Development Corporation.

Carried / Defeated

---

David Nash, Mayor





# VALLEY HEARTLAND

Presentation to Council  
Merrickville-Wolford  
May 8, 2017

**Stacie Lloyd**  
Regional Economic Development Officer  
Tel: 613-283-7002, ext. 106  
Email: EcDev@Valleycfdc.com

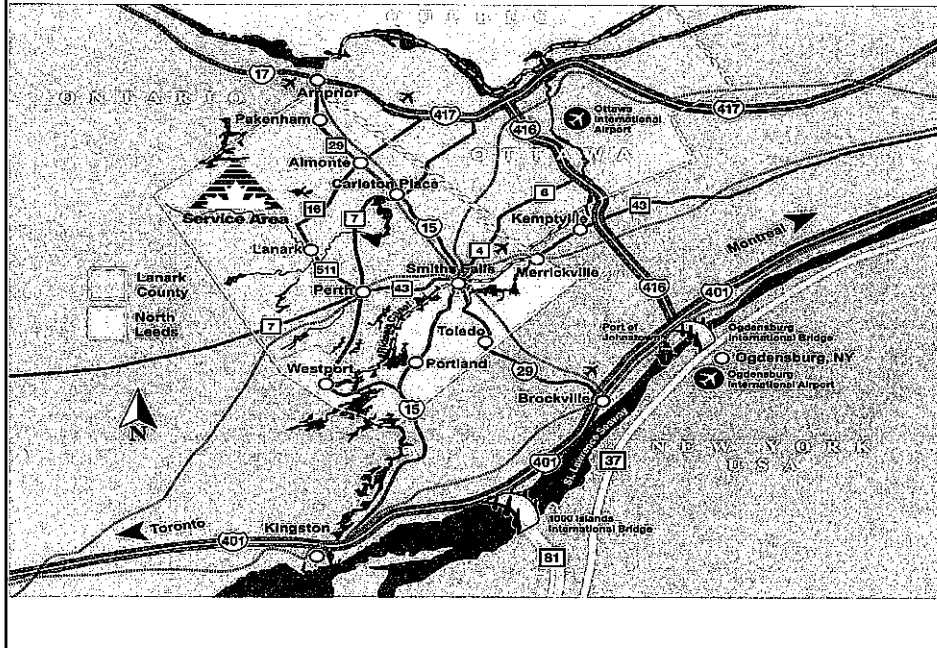
## Agenda

- ▶ Overview of Valley Heartland Community Futures Development Corporation - Programs and Services
- ▶ Investment Impact of Valley Heartland Loan Portfolio and Eastern Ontario Development Program (EODP)
- ▶ Summary of Valley Heartland Economic Development Partnership Projects
- ▶ Success Stories

## Valley Heartland Community Futures...

- ▶ Offers business support services and programs to new and existing entrepreneurs & businesses, and community not-for-profits, throughout Lanark County and north Leeds....
  - ▶ Business loans
  - ▶ Business counselling, mentoring, workshops
  - ▶ Funding programs: Eastern Ontario Development Program (EODP)
  - ▶ Referrals to other government programs and services
  - ▶ Community Economic Development
- ▶ Strategically co-located in the Regional Centre for Business Development & Innovation in Smiths Falls

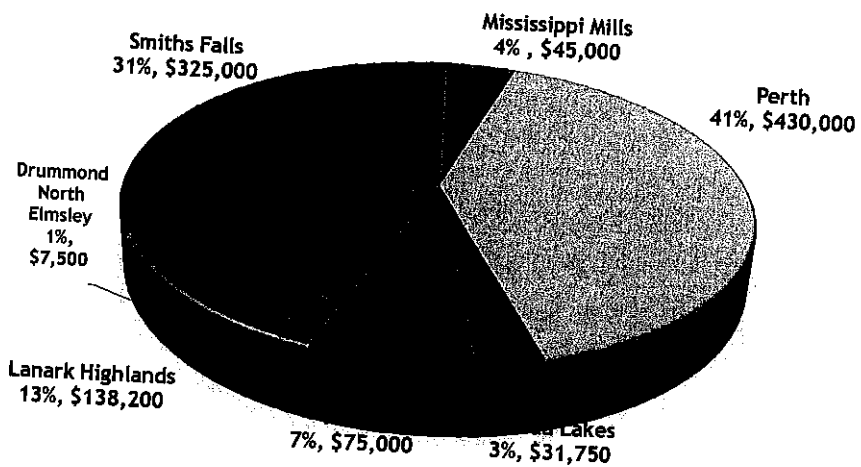
## Valley Heartland Service Region



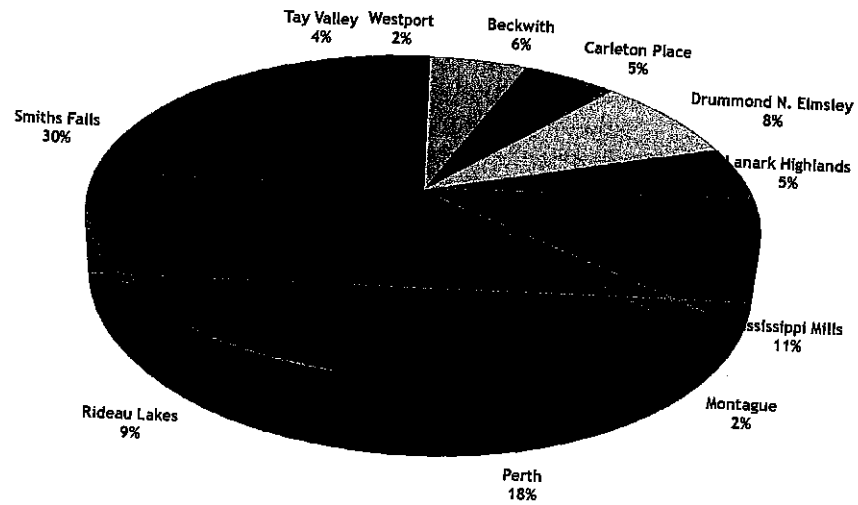
# Valley Heartland Investment Impact 2016/2017

- ▶ Business Loans:
  - ▶ \$ 2,904,948 requested in 32 Applications
  - ▶ \$ 1,064,948 dispersed in Loans
  - ▶ 43 Jobs Created from loan clients
  
- ▶ Current Loan Portfolio (To date):
  - ▶ 100 Loans
  - ▶ \$4,610,323 funds being managed

## Valley Heartland Loans Disbursed in 2016/2017 = \$1,064,948



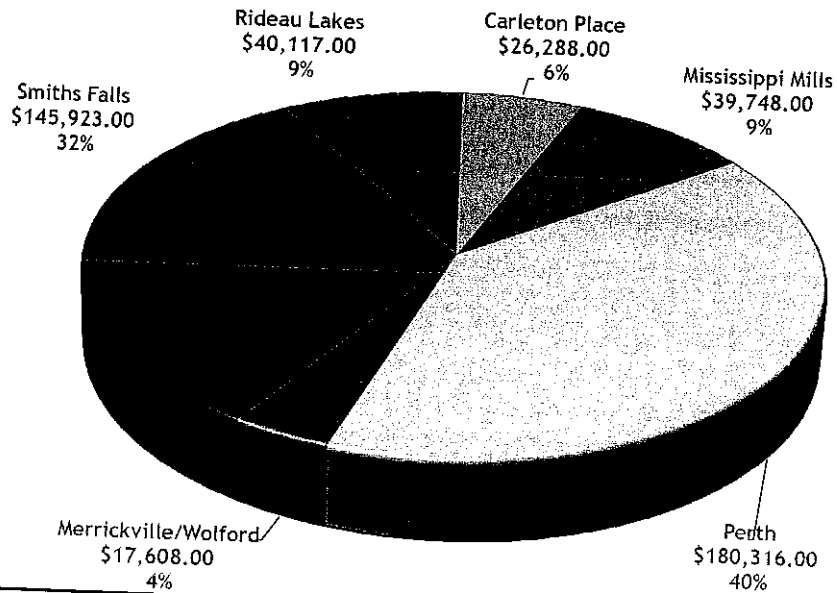
## Valley Heartland Loan Portfolio at Mar 31, 2017= \$4,610,323



## Valley Heartland Investment Impact 2016/2017

- ▶ Eastern Ontario Development Program (EODP):
  - ▶ \$1,708,615 in Applications
  - ▶ \$450,000 EODP funding dispersed (maximum amt)
  - ▶ Call for Applications began February 2017
  - ▶ Disbursements begin April 1, 2017
  - ▶ Jobs created: 45

## 2016/2017 EODP ALLOCATION \$450,000



## Economic Development Projects and Partnerships

### Regional Economic Development Alliance -

Representation from all municipalities, Collaborative EcDev Projects underway, Sharing of Best Practices in EcDev, Focus on Efficiencies and Strategic Partnerships.

### Agri-Food Asset Mapping

In partnership with Valley Heartland, Lanark County, Smiths Falls, UCL&G, Ontario East Economic Development Commission and OMAFRA.

## Current Economic Development Projects cont'd...

### County-wide Economic Development Strategic Planning

In partnership with Valley Heartland, Lanark County & OMAFRA - Driven by municipal Leadership Team, with input from Stakeholder Advisory Groups throughout Lanark County and north Leeds.

### Investment Readiness

A Valley Heartland initiative involving regional partners (Lanark County and north Leeds) and in partnership with Ministry of Economic Development & Growth

### Teeny Tiny Summit

Merrickville-Wolford/OMAFRA Economic Development initiative

## Success Stories - Two Rivers Food Hub

"Valley Heartland has supported us from our earliest efforts with a grant to finance our feasibility study, and has continued to be a valuable partner by supporting us on a successful CEDP application as well as with a loan for bridge financing to help complete those projects on time. We are very grateful to our partners at Valley Heartland.

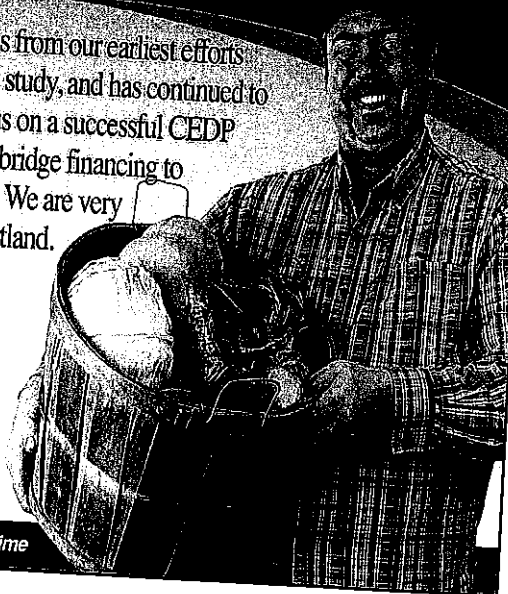
### **Bruce Enloe**

Two Rivers Food Hub

**Loan Financing: \$50,000**



*Building Communities One Small Business at a Time*



## Success Stories - Perth Dairy Queen

"Valley Heartland partnered with the Dairy Queen in Perth to perform an extensive exterior renovation. The results of the renovation were positive from the outset. As a result the Dairy Queen in Perth enjoyed a 12.5% increase in sales in our 2015 year"

**Ian Wallace**

Dairy Queen - Perth

**Loan Financing: \$71,000**



**VALLEY HEARTLAND**

Community Futures Development Corporation  
Serving Lanark & North Leeds

*Building Communities One Small Business at a Time*



## Success Stories - Bluegrass Farm

"Our first EODP grant helped us to build 4 greenhouses and a radiant ground heating system. This allowed us to grow food almost year-round from our first season."

**Bradley Wright  
& Leela Ramachandran**

Bluegrass Farm

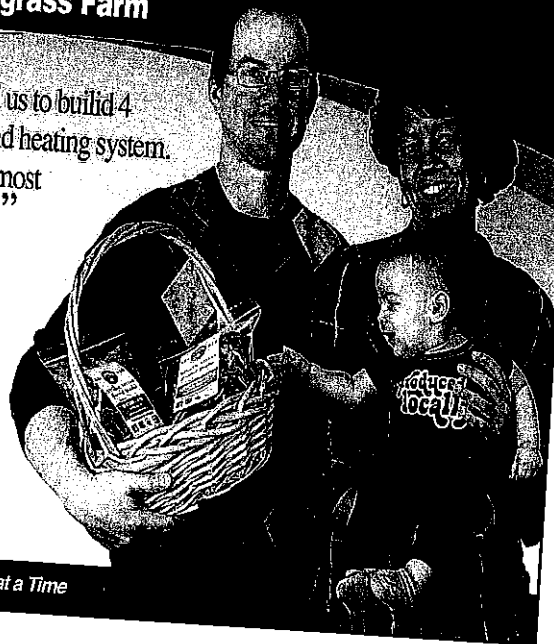
**EODP: \$26,925.00**



**VALLEY HEARTLAND**

Community Futures Development Corporation  
Serving Lanark & North Leeds

*Building Communities One Small Business at a Time*



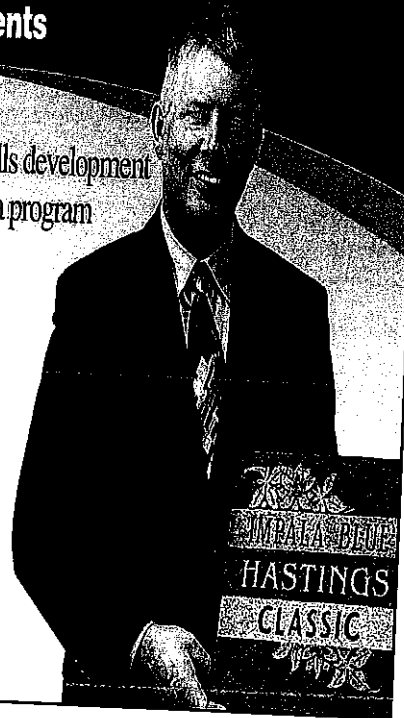
## Success Stories - Costello Monuments

“Valley Heartland provided assistance with skills development & building retrofit project. Valley Heartland put a program together that considered our unique business environment & took an interest in understanding our needs.”

### Kevin Costello

Costello & Company Monument

Loan Financing: **\$250,000**



## Success Stories - Cartwright Springs Brewery

“As a new business we didn’t even know how dependent we could be on the help that Valley Heartland offers. From information on how to hire help to how to fund starting and ongoing investment expenses. We are very lucky to have this invaluable resource.”

### Andre Rieux

Cartwright Springs Brewery

EODP: **\$40,000**



Building Communities One Small Business at a Time





## Success Stories - Jeff's Window & Door / K & S Supply

"Working with Valley Heartland has enabled us to expand our business in ways that before seemed impossible. With their help, we are able to make improvements/renovations that were long overdue."

**Jeff Fitzgerald**

Jeff's Window & Door / K & S Supply

**EODP: \$4,900.00**

**Loan Financing: \$75,000.00**



*Building Communities One Small Business at a Time*



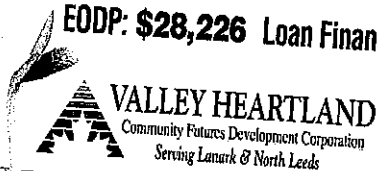
## Success Stories - Hummingbird Chocolate

"It's only with Valley Heartland that we could realize our potential. Yes, the team provided access to capital and grants - which is critical support - but more importantly they provide expertise, perspective and a sounding board. They are always patient, but extremely practical. They are problem solvers and great allies."

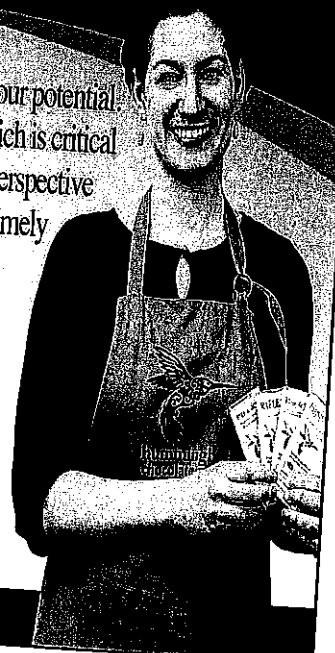
**Drew & Erica Gilmour**

Hummingbird Chocolate Maker

**EODP: \$28,226 Loan Financing: \$180,000**



*Building Communities One Small Business at a Time*



## Success Stories - The Hydraulic Company

"It was a pleasure working with Valley Heartland. The programs have proven to be very beneficial to my business as well as my employees."

**Gord Costello**

The Hydraulic Company

Loan Financing: **\$100,000**



**VALLEY HEARTLAND**

Community Futures Development Corporation

Serving Lanark & North Leeds

*Building Communities One Small Business at a Time*



## Success Stories - KW Outdoor Power Sales

"Valley Heartland is staffed with excellent individuals who are courteous, polite, attentive and professional. It has been a privilege to partner with them and tap into their services. Valley Heartland gets to know you and your business. When they assist you to succeed, they succeed as well. It's a win-win combination!"

**Kevin Wall**

KW Outdoor Power Sales Ltd.

Loan Financing: **\$30,000**

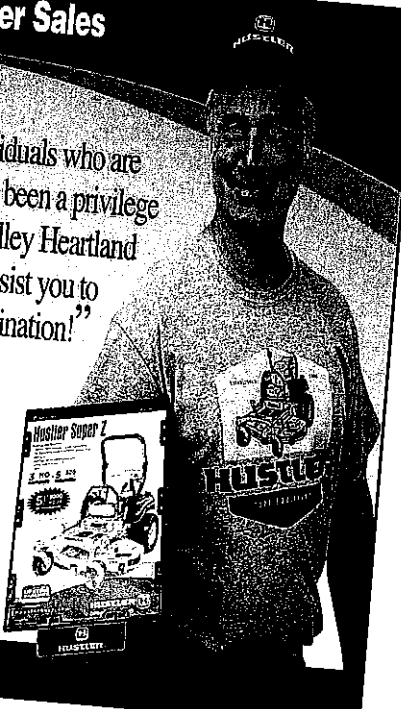


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## Success Stories - Perth Physiotherapy

"Acquiring the funds enabled me to purchase the latest technology in physiotherapy laser treatment and leading fitness equipment. These assets will greatly assist in placing the Perth Physiotherapy Wellness Centre and Fitness Studio at the top of the health and fitness industry. The staff at Valley Heartland were always helpful and friendly."

### Catherine Ball

Perth Physiotherapy Wellness Centre and Fitness Studio.

**EODP: \$71,233.00**



*Building Communities One Small Business at a Time*



## Success Stories - McAdoo Construction

"I had been wanting to purchase the Brown Shoe Building on Rogers Road for some time. Valley Heartland provided me the funding to purchase the building. The vision is not complete yet, but with the help of Valley Heartland this previously functional building is once again being put to its highest and best use."

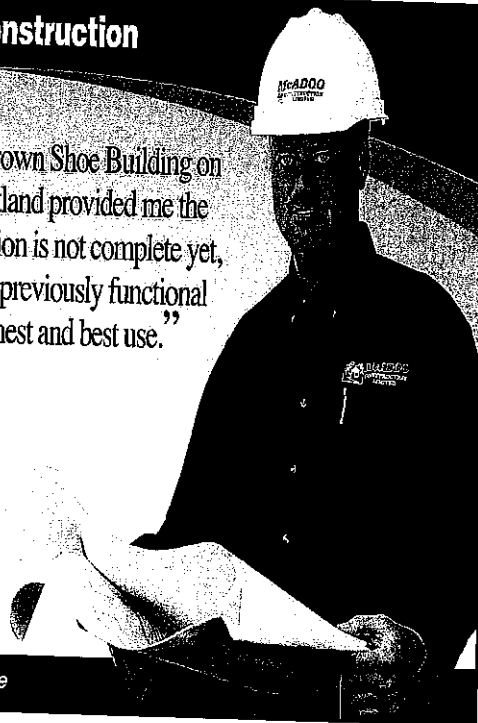
### Sean McAdoo

McAdoo Construction Limited

**Loan Financing: \$75,000**



*Building Communities One Small Business at a Time*



## Success Stories - Perth Outfitters

"Being an entrepreneur, although rewarding and fun can be a challenge. It's great when Valley Heartland steps up to the plate and offers to help. Nice to know someone has our back and really wants us to be successful."

**Jeanie Brummitt & Ian Pearson**

Perth Outfitters

**EODP: \$50,000**

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## Success Stories - Stonefields Heritage Farm

"The Stonefields Loft would not have been possible without the help of our incredible partners, including Valley Heartland. We are so blessed to have worked with Valley Heartland and will be forever grateful to their incredible team for helping us make our dreams come true!"

**Stephanie Brown**

Stonefields Heritage Farm

**EODP: \$66,493**

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## Success Stories - Blueberry Creek Veterinary Hospital

"With the help of Valley Heartland our veterinary hospital has been able to acquire advanced veterinary diagnostic and anesthetic equipment that would otherwise been financially unattainable for a small startup clinic. We have found the application process clear, the staff helpful and the overall experience very positive."

**Greg Stevenson, DVM**

Blueberry Creek Veterinary Hospital

**EODP: \$13,500**



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Community Futures Development Corporation

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*Building Communities One Small Business at a Time*



Thank you and Questions?

Stacie Lloyd  
Regional Economic Development Officer  
EcDev@valleycfdc.com  
613-283-7002, ext 106



# VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

Moved by: Barr Ireland Maclnnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland Maclnnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

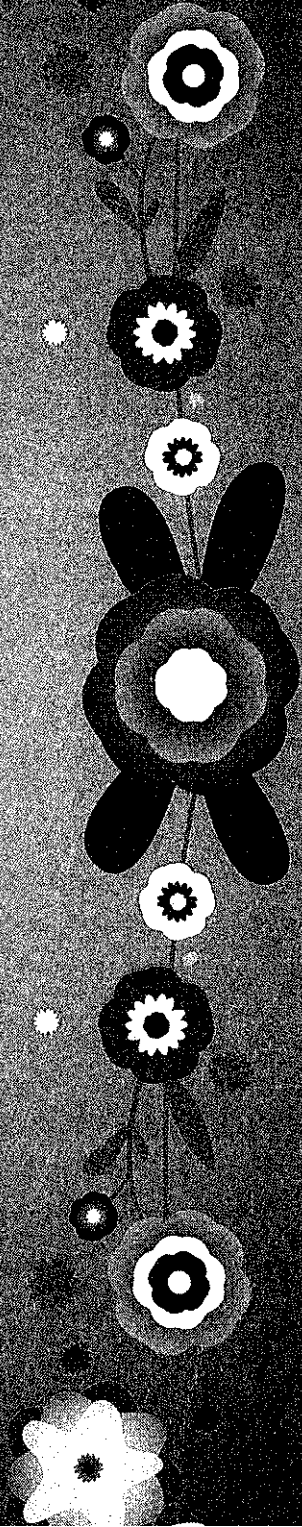
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Communities in Bloom.

Carried / Defeated

Mayor: \_\_\_\_\_

# Merrickville-Wolford Communities in Bloom

NATIONAL FINALIST 2017



# Committee

- 12 Members
- Organized into Sub Committees with Leads
- New Social Media and Website
- Meet twice a month
- Driving Economic Development through tourism and beautification
- Winner of 5 Blooms at Provincials in 2016
- Community Group Involvement
  - Lions
  - Legion
  - Madd Gardners
  - Environmental Committee
  - Merrickville Goes Green
  - Parks Canada

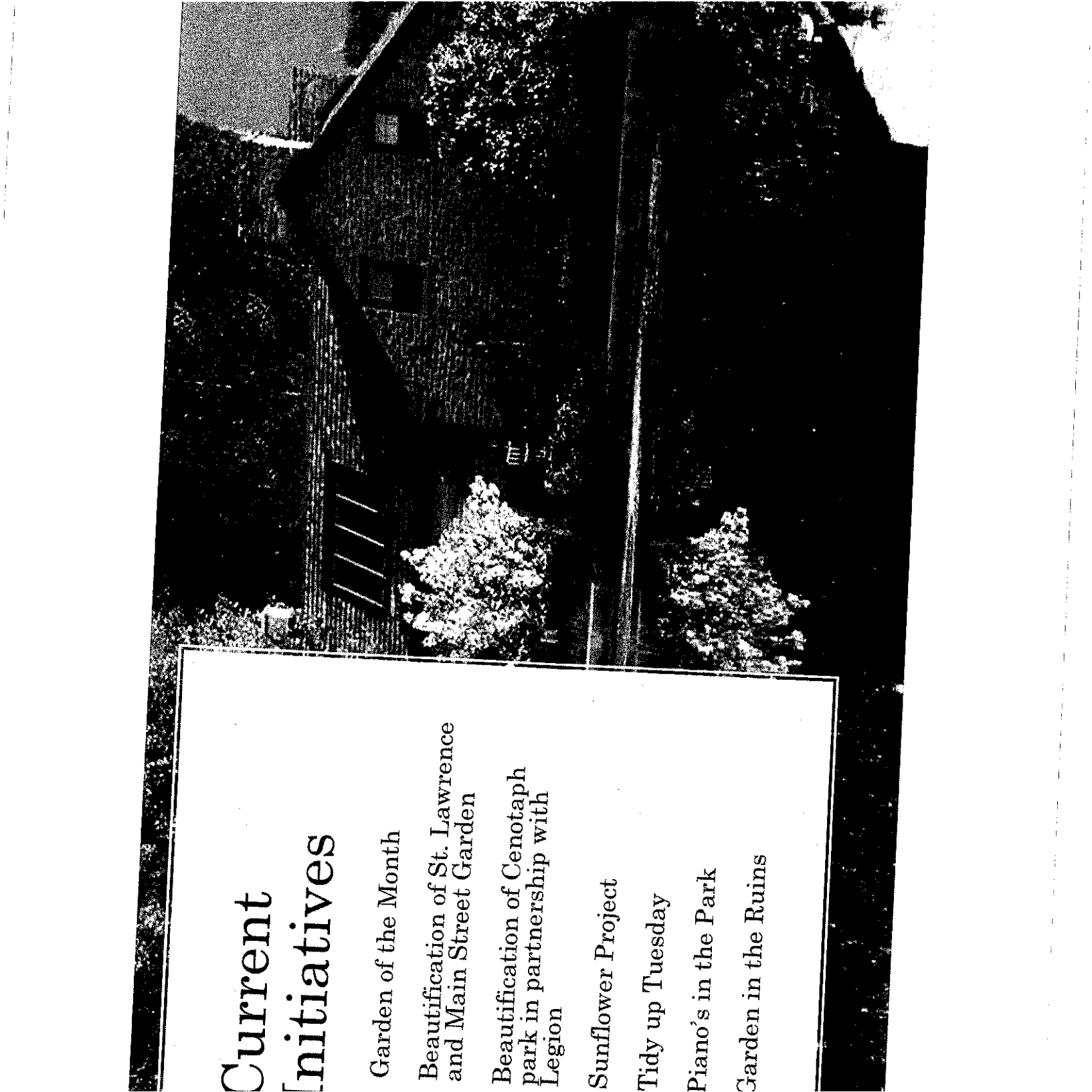


## How We're Judged

- TIDINESS
- ENVIRONMENTAL ACTION
- HERITAGE CONSERVATION
- URBAN FORESTRY
- LANDSCAPE
- FLORAL DISPLAYS

## **Our Competition**

- Bruderheim, AB
- Hanna, AB
- Maple Creek, SK
- Valhalla Centre, AB
- Windsor, N.S



# Current Initiatives

## Garden of the Month

Beautification of St. Lawrence  
and Main Street Garden

Beautification of Cenotaph  
park in partnership with  
Legion

Sunflower Project

Tidy up Tuesday

Piano's in the Park

Garden in the Ruins



# Budget

Income

Village

\$3500

Expenses

Entrance Fee

\$605.16

Garden Signs

\$67.20

Gardens/Floral  
Beautification

\$1200

Judges

Donated

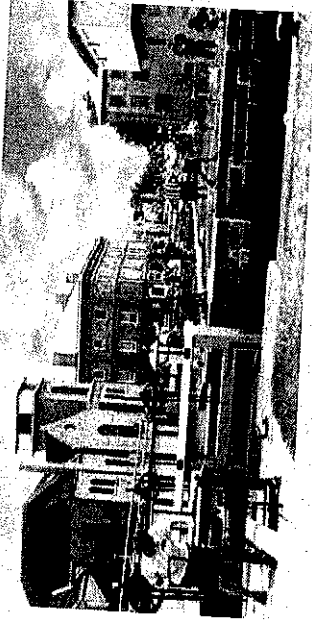
Accommodation

Food (Judges)

Donated

Sunflower Project

\$500



## Our "Bucket List"

- Hire an Tree Company with bucket truck to shape municipal trees Blockhouse Park and Evergreen Tree in font of Blockhouse (\$1800)
- Bragg Book printing ( \$1200)
- Increased funds for floral projects
- Street Cleaning
- Resolution for renewal of Urban Forestation Program at previous cost (\$1500)

# Urban forestry

- Urban forestry plan and design, including integration with overall green infrastructure landscape plan, and measures to preserve, protect, manage and expand overall tree inventory, including woodlots.
- Public participation in tree planting and conservation programs such as Green Streets Canada, Arbor Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.)
- Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees, on properties owned by business and institutions
- Maintenance programs, best practices with proven results: watering, pruning, IPM

## Budgets in other municipalities

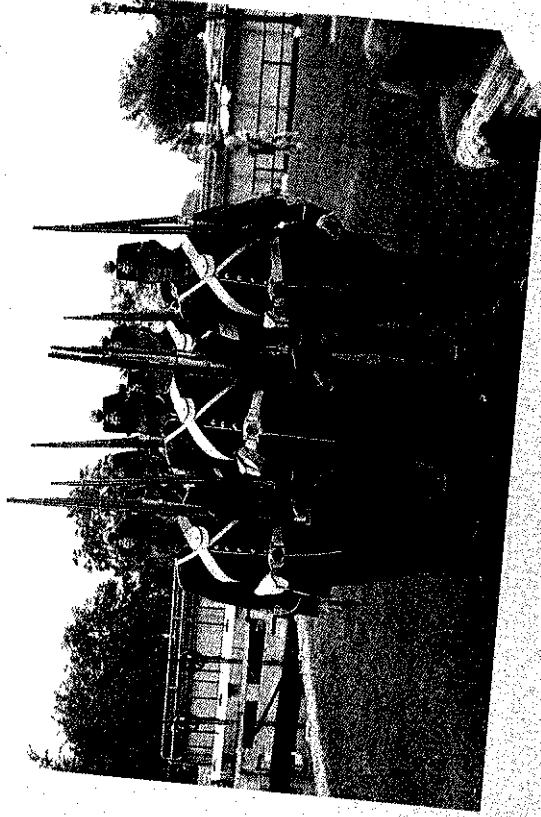
- Between \$10,000-\$15,000





## Our Ask

- For an increase of \$5000 for total of \$8500 for our 2017 budget



# Evaluation Form

# 2017







**Community:**

**Province:**

**Category:**

The evaluation is based on 8 criteria, divided into the 6 following sections, assessing 4 sectors of the community:

<b>Tidiness</b>	0.00	/	150.00
<b>Environmental Action</b>	0.00	/	150.00
<b>Heritage Conservation</b>	0.00	/	150.00
<b>Urban Forestry</b>	0.00	/	175.00
<b>Landscape</b>	0.00	/	200.00
<b>Floral Displays</b>	0.00	/	175.00
<b>Percentage :</b>	<u>0.00%</u>		
	<b>Total</b>	0.00	/ 1000.00

**Bloom rating:** \_\_\_\_\_

**Bloom rating:** Up to 55%: 1 bloom. 56% to 63%: 2 blooms. 64% to 72%: 3 blooms 73% to 81%: 4 blooms. >82%: 5 blooms.

National and International Edition, for evaluated communities only.  
 82 to 83.9%: 5 Blooms. 84 to 86.9%: 5 Blooms (Bronze). 87 to 89.9%: 5 Blooms (Silver). 90% and over: 5 Blooms (Gold).  
 - A community does not have to be entered in a competitive category, but will need to be evaluated.

**Mention:** \_\_\_\_\_

**Representative (s) of Community**

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
 Name: \_\_\_\_\_ Function: \_\_\_\_\_  
 Name: \_\_\_\_\_ Function: \_\_\_\_\_

**Judges**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Evaluation date:** \_\_\_\_\_

Evaluation is adjusted to the climate and environmental conditions of the community.

Some aspects of the evaluation might not be applicable: scoring will be prorated.

The score will vary from the previous year based on the facts that the evaluation form is subject to modifications each year and that the evaluation is based on the perception of the current judges.

## SECTORS OF EVALUATION

### **Municipal:**

- Municipal properties, parks and green spaces, streets, streetscapes
- Properties owned and run by municipality such as museums, historical sites

### **Business and Institutions:**

Properties owned and managed by

- **Business:** commercial sector, shopping centres, commercial streets, industrial parks, manufacturing plants
- **Institutions:** schools, universities, churches, hospitals, service and community organization buildings (such as YMCA, Legion), private museums, government and Crown corporations buildings (such as Canada Post)
- **Tourism bureaus and Chamber of Commerce offices**
- **Farms:** in rural communities, farms can be considered in this section

### **Residential:**

- Citizens and citizen groups acting within their own properties
- Residential property owners, rate payer groups

### **Community Involvement:**

The principle of community involvement is so fundamental to the program that it is considered in each segment of the evaluation.

- Individuals, community organizations and citizen groups – all contributing to various aspects of community improvement, including municipal spaces maintained through the efforts of volunteers and community
- Organized clubs such as horticultural societies, garden clubs, community associations
- Service clubs such as Rotary, Lions, Optimist
- Participation (financial and/or in-kind or employee participation) by the municipality, businesses and institutions.

**GENERAL COMMENTS AND SUGGESTIONS**

**TIDINESS**

Tidiness includes an overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community. Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti prevention/removal and vandalism deterrent programs.

	Max	Actual
<b>Municipal</b>		
Tidiness, order, cleanliness and first impressions	10	
Community anti-litter awareness programs	10	
Effective bylaws, programs and policies and enforcement; litter control, unsightly private property maintenance by-laws, graffiti prevention and eradication, graffiti removal kits to residents	10	
Cleanliness of public green infrastructure: parks, streetscapes (sidewalks, planters, urban signage and furniture such as benches, litter and recycling containers etc.)	15	
Visual appeal, and condition of municipal buildings and properties (including City Hall grounds),	15	
<b>Business &amp; Institutions</b>		
Tidiness, order and cleanliness and first impressions	15	
Condition of buildings (exterior maintenance), grounds, sidewalks and parking lots	15	
Condition of urban furniture: benches, litter and recycling containers	5	
<b>Residential</b>		
Tidiness, order and cleanliness	20	
Condition of buildings, grounds and yards	15	
<b>Community Involvement</b>		
Public participation in community, neighbourhood or individual street tidiness, clean-up programs, activities and annual maintenance (including promotion, organization, innovations involving youth and seniors, etc.)	10	
Support – financial and/or in-kind or participation by the municipality, businesses and institutions for community clean-up programs	10	
<b>Tidiness Total</b>	<b>150.00</b>	<b>0.00</b>

TIDINESS

**Observations:**

**Recommendations:**



# ENVIRONMENTAL ACTION

Environmental action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.

	Max	Actual
<b>Municipal</b>		
Sustainable development strategy: policies, programs, guidelines, long-term planning/vision; effective bylaws/policies and their enforcement; and public education programs and activities	20	
Waste reduction to landfill and results (3-R: reduce, reuse and recycle), municipal composting programs, including activities such as composting sites, yard waste collections, mulching of wood debris (Christmas trees, hedge trimmings, etc.), reclamation of cut trees, and handling of hazardous waste including e-waste collection and reuse of compost material	20	
Water conservation and use-reduction programs such as promotions, efficient irrigation, use of non-potable water, water restriction policies	15	
Energy conservation programs such as alternate forms of energy (ex. geothermal, biomass, wind, solar) and initiatives such as: efficient appliances initiatives, shielding for night skies issues, efficient street lighting	15	
Environmental initiatives, innovations and actions such as: - Development and expansion of sustainable mobility and active transportation network such as bike lanes and multi-used pathways; - Horticultural practices such as green roofs, green walls, green lanes, living fences, buffer zones; reuse of sites; engineered wetlands, bio-swales, permeable surfaces and rain water management - Brownfield redevelopment, remediation, land reclamation - Air quality programs such as anti-idling, reduction of greenhouse gas emission (carbon reduction).	10	
<b>Business &amp; Institutions</b>		
Participation in the environmental effort: such as waste management (reduce, reuse and recycle), water conservation, energy conservation, brownfield management	10	
Corporate environmental innovation/stewardship, initiatives, activities (ex. environmental clean-up activities)	10	
<b>Residential</b>		
Participation in the 3-R (reduce, reuse and recycle) initiatives and composting	10	
Adoption of water conservation practices such as rainwater collection and rain gardens	15	
<b>Community Involvement</b>		
Public participation in public forums and policy development on environmental issues	5	
Public participation in community, neighbourhood or individual street environmental activities and programs (including promotion, organization and evidence of taking ownership, etc.)	10	
Support – financial and/or in-kind or participation by the municipality, businesses and institutions in public environmental activities and programs	10	
<b>Environmental Action Total</b>	<b>150.00</b>	<b>0.00</b>

# ENVIRONMENTAL ACTION

**Observations:**

**Recommendations:**

# HERITAGE CONSERVATION

Heritage conservation includes efforts to preserve natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations. The participation of groups such as historical societies and conservation groups is considered.

	Max	Actual
<b>Municipal</b>		
Natural heritage policies, by-laws and their enforcement and effective programs	10	
Natural heritage management plans and preservation initiatives: including eco systems, eco parks, protection of sensitive habitats, species at risk, support for at risk pollinators, grasslands, naturalization, wetlands, urban agriculture/farming, and wildlife	15	
Management and promotion of natural heritage (through communications, information and support programs, economic development/tourism) including activities and programs (year-round) for education and use of natural heritage sites for and by the public	15	
Cultural heritage polices, by-laws and plans and preservation initiatives for heritage buildings, cemeteries, artefacts, museums, monuments, heritage trees and gardens; including their integration with streetscapes and landscape	15	
Cultural heritage initiatives throughout the year including festivals and celebrations along with preservation of traditions and customs	10	
<b>Business &amp; Institutions</b>		
Conservation, restoration and integration of natural heritage, including eco parks, conservation areas, heritage gardens, trees and landscapes.	15	
Conservation, restoration and reuse of heritage buildings and artefacts including their integration with the built/hard, streetscapes and green landscapes	10	
<b>Residential</b>		
Conservation/restoration and reuse of heritage buildings, artefacts on residential lands	10	
<b>Community Involvement</b>		
Public participation in community, neighbourhood or individual natural heritage programs including developing policies and plans, site improvements and management, conservation and education initiatives	15	
Support – financial and/or in-kind or participation by the municipality, businesses and institutions (including environmental groups) in community-initiated natural heritage activities and programs	15	
Public participation in community, neighbourhood or individual cultural heritage programs including year-round heritage community events/activities, festivals and celebrations along with preservation of traditions and customs	10	
Support – financial and/or in-kind or participation by the municipality, businesses and institutions (including historical societies) in community initiated cultural heritage activities and programs.	10	
<b>Heritage Conservation Total</b>	<b>150.00</b>	<b>0.00</b>

# HERITAGE CONSERVATION

**Observations:**

**Recommendations:**

**URBAN FORESTRY**

Urban forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator friendly tree selection, tree inventory, and Integrated Pest Management (IPM), heritage, memorial and commemorative trees.

	Max	Actual
<b>Municipal</b>		
Overall impact, benefit and first impression of the urban forest	10	
Policies, regulations and tree by-laws, tree protection and planting on public and private lands	15	
Urban forestry plan and design, including integration with overall green infrastructure landscape plan, and measures to preserve, protect, manage and expand overall tree inventory, including woodlots.	20	
Plan of action: procurement, species diversity (including native trees), selection of hardy and pollinator habitat tree species, recommended tree list and tree planting standards.	10	
Integrated Pest Management (IPM) / Plant HealthCare (PHC): plan of action for invasive pest detection and control, information on current infestations and diseases	10	
Public information programs: good planting techniques, best practices and maintenance programs	15	
Maintenance best practices with proven results	10	
Qualified personnel (including seasonal staff) and/or in place training programs	5	
<b>Business &amp; Institutions</b>		
Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees, on properties owned by business and institutions.	15	
Maintenance programs, best practices with proven results: watering, pruning, IPM	10	
<b>Residential</b>		
Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees on residential properties	15	
Maintenance best practices with proven results	10	
<b>Community Involvement</b>		
Public participation in tree planting and conservation programs such as Green Streets Canada, Arbor Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.)	20	
Support – financial and/or in-kind or participation or promotion by the municipality, businesses and institutions for community tree planting and conservation programs on public lands	10	
<b>Urban Forestry Total</b>	<b>175.00</b>	<b>0.00</b>

**Observations:**

**Recommendations:**

**LANDSCAPE**

Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.

	Max	Actual
<b>Municipal</b>		
First impressions of the community including gateway/entrance treatments	10	
Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, suitable plant varieties (including pollinator friendly) , traffic calming, bank stabilisation	10	
Urban and civic design standards for streetscape and public places: flags, banners, public art, fountains, site furnishings, signage, seasonal design and décor, walkways and paving materials	10	
Landscape Plan: integrated and implemented throughout the municipality	10	
Turf management programs, Integrated Pest Management (IPM), Plant Health Care (PHC), alternative solutions to diseases and infestations when appropriate, increased naturalization and adapted maintenance programs	10	
Landscape maintenance policies, standards, best practices and programs	10	
Landscape maintained to appropriate standards, specifications and best practices.	5	
Qualified personnel (including seasonal staff) and/or in place training programs	10	
Demonstrated year-round opportunities and programs for education and use of parks and green spaces (urban agriculture, community gardens, parks and recreation programs)	10	
<b>Business &amp; Institutions</b>		
Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, alternate groundcovers, urban agriculture	10	
Contribution to urban and civic design and public green spaces above requirements: such as public art, streetscape, site furniture, fountains & innovation in concept & design	15	
Adequate ongoing life cycle management (ongoing maintenance, ground & asset management, rehabilitation & replacement ) of all landscape elements	10	
<b>Residential</b>		
Streetscape appeal of landscapes (year-round, seasonal, themed)	15	
Maintenance of properties: lawn care, trees and shrub maintenance (with proven results)	15	
Selection of plant material (native, local, innovative, edible and pollinator friendly plants)	10	
<b>Community Involvement</b>		
Public participation in community programs such as: urban agriculture, community gardens, "yard of the week", volunteer park maintenance, holiday illumination & decoration (promotion, organization, etc.)	20	
Recognition (by municipality and/or by volunteer groups) of volunteer efforts in all aspects of the Communities in Bloom Program including activities in all evaluated criteria	20	
<b>Landscape Total</b>	<b>200.00</b>	<b>0.00</b>

**Observations:**

**Recommendations:**



**FLORAL DISPLAYS**

Floral displays evaluates efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

	Max	Actual
<b>Municipal</b>		
Integration into overall landscape plan and distribution through community. Concept and design including sustainable design	15	
Diversity of displays: flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics	20	
Diversity of plants: annuals, perennials, bulbs, grasses, woody plants, natural flora, pollinator friendly plants	10	
Quality, maintenance to appropriate specifications and standards, best practices: watering, weeding, edging, dead heading, etc.	20	
Qualified personnel (including seasonal staff) and/or in place training programs	10	
<b>Business &amp; Institutions</b>		
Concept and design (including arrangement, diversity, colour of display and plants) on grounds	15	
Contribution to, and integration with, overall community floral program	10	
Quality of planting and maintenance: watering, weeding, edging, dead heading, etc.	10	
<b>Residential</b>		
Concept and design (including arrangement, diversity, colour of display and plants) on residential properties Pollinator gardens and/or inclusion of pollinator plants in gardens	20	
Quality of planting and maintenance with proven results.	15	
<b>Community Involvement</b>		
Public participation in community projects, volunteer initiatives, outreach programs in floral displays (including promotion, organization, etc.)	15	
Support – financial and/or in-kind or participation by the municipality, businesses and institutions for community floral displays activities	15	
<b>Floral Displays Total</b>	<b>175.00</b>	<b>0.00</b>

# FLORAL DISPLAYS

## Observations:

## Recommendations:



## THANK YOU FOR YOUR INVOLVEMENT

“Within the context of climate change and environmental concerns, communities involved in the Communities in Bloom program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society.”

## COMMUNITIES IN BLOOM IS MADE POSSIBLE BY

The commitment of local, provincial and national volunteers

The support of elected officials and of staff in municipalities

The dedication of our judges, staff and organizations

The contributions of our sponsors and partners



Lions District A 4  
Chartered 07/29/1954

Meetings First and Third Tuesdays Monthly  
7:00 PM  
Spitfire Room - Goose & Gridiron Restaurant  
317 St. Lawrence St. Merrickville ON

May 2, 2017

Mayor and Council  
Municipality of Merrickville-Wolford

Dear Mayor and Council:

I write on behalf of the Lions Club of Merrickville to bring to your attention the Club's newest Merrickville initiative.

As you know, the Lions Club of Merrickville is very much involved with projects that strengthen and enhance our community. With this in mind, the Lions Club has approached Parks Canada with an offer for the Lions to build a gazebo/band shell in the Blockhouse Park. The proposed location of the structure is in very close proximity to Merrickville's original band shell that was located at the corner of St. Lawrence and Main Streets.

You will see from the enclosed package we presented to Parks Canada that we have made some initial progress in the planning of the project. This structure will become a central part of the Village of Merrickville and we respectfully request that the Mayor and Council of the Village of Merrickville-Wolford give the Lions Club of Merrickville approval in principle of the concept of a gazebo/band shell. Your support will aid in our request to Parks Canada so the project may move forward and the Lions Club can continue with the planning.

Timothy Molloy  
on behalf of  
The Lions Club of Merrickville

Enc.



## **LIONS CLUB OF MERRICKVILLE GAZEBO FOR BLOCKHOUSE PARK PROPOSAL**

**The Lions Club of Merrickville is proposing to build a gazebo in the Blockhouse Park. The specific location is open for discussion but we are suggesting the site just southeast of the freight shed. We believe that a structure such as a gazebo would enhance this picnic area and be of great use to all visitors to the Blockhouse Park.**

**The Lions also believe that this gazebo project would be of great benefit to the Blockhouse Park. Gazebo's have a historical function in many villages, like Merrickville, across Canada. They have served traditionally as a space of community focus. They function as a location for local and national celebrations, such as Canada Day and Canalfest and our Christmas event, The Road to Bethlehem. They provide the opportunity for school, community and guest bands to perform for residents and visitors alike.**

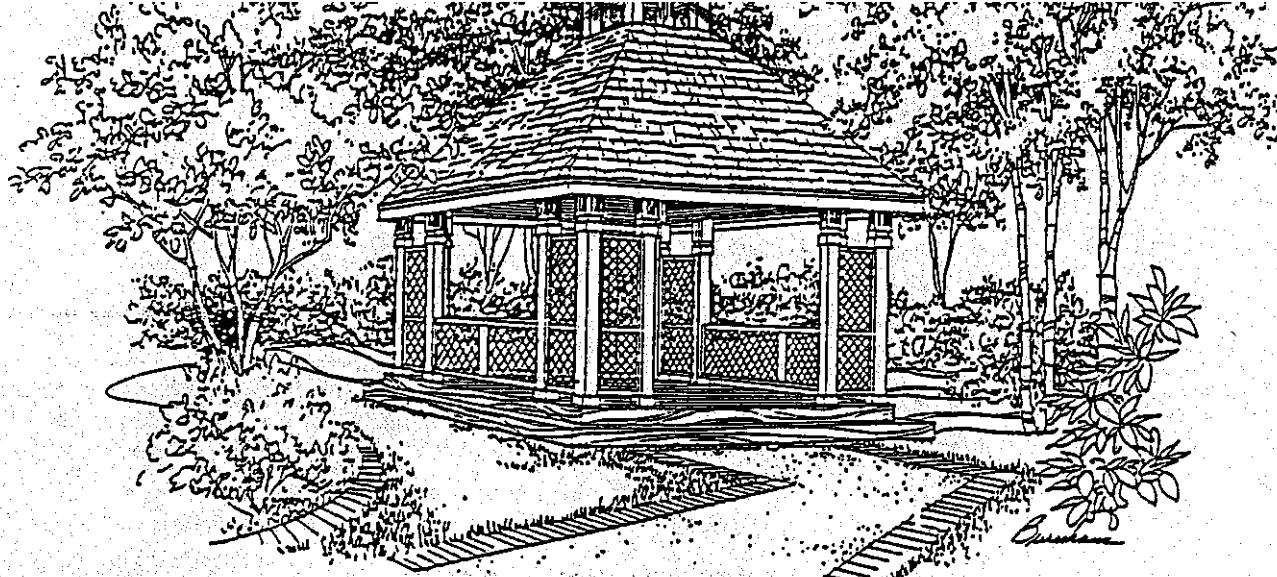
**In addition to these special occasions, gazebos also provide a daily place of respite for the thousands of tourists, boaters, cyclists and pedestrians who come to enjoy the Canal and the many historical sites in Merrickville.**

**In addition to the potential economic development that would accrue from having such a structure, the benefit to the community as a whole would be considerable. The community focus on a gazebo/band shell would continue to strengthen an already strong relationship between Park G... and...**

and enhance our community, believe that this gazebo project would go a long way in achieving this goal.

Working together, Parks Canada and the Lions Club of Merrickville can help to foster the appreciation and future growth of the Rideau Canal and the Village of Merrickville.

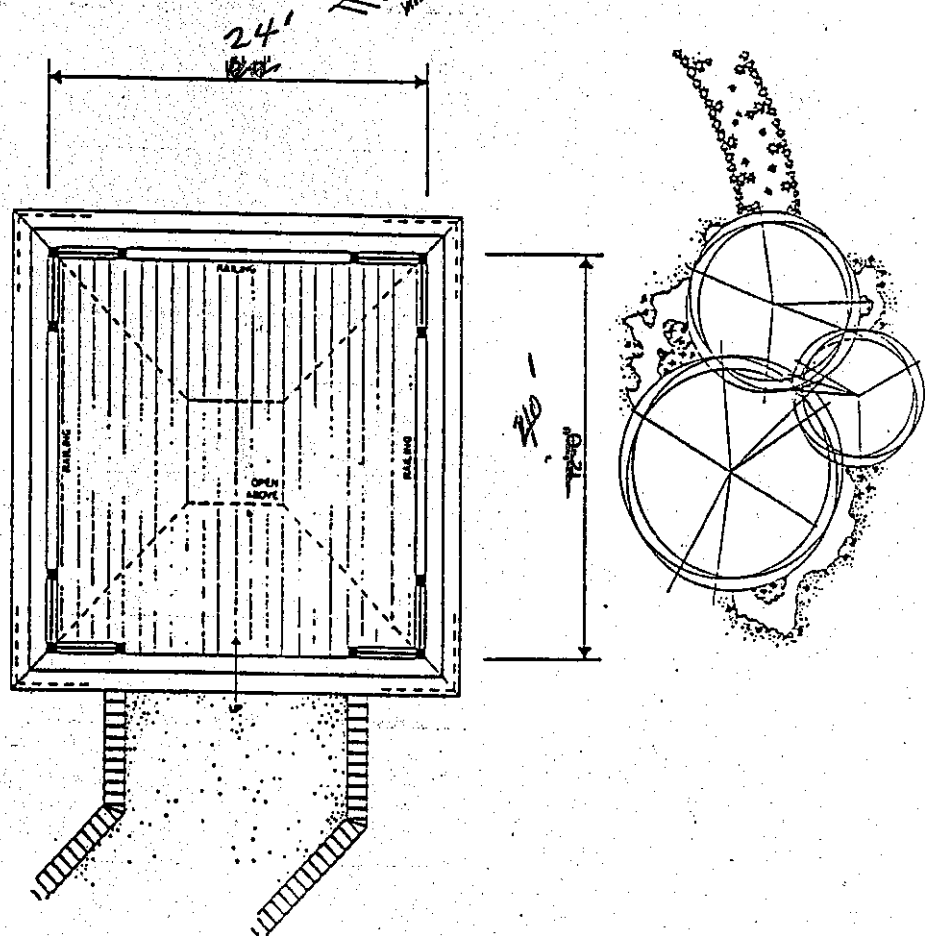
**Lions Club of Merrickville**  
**April 2017**

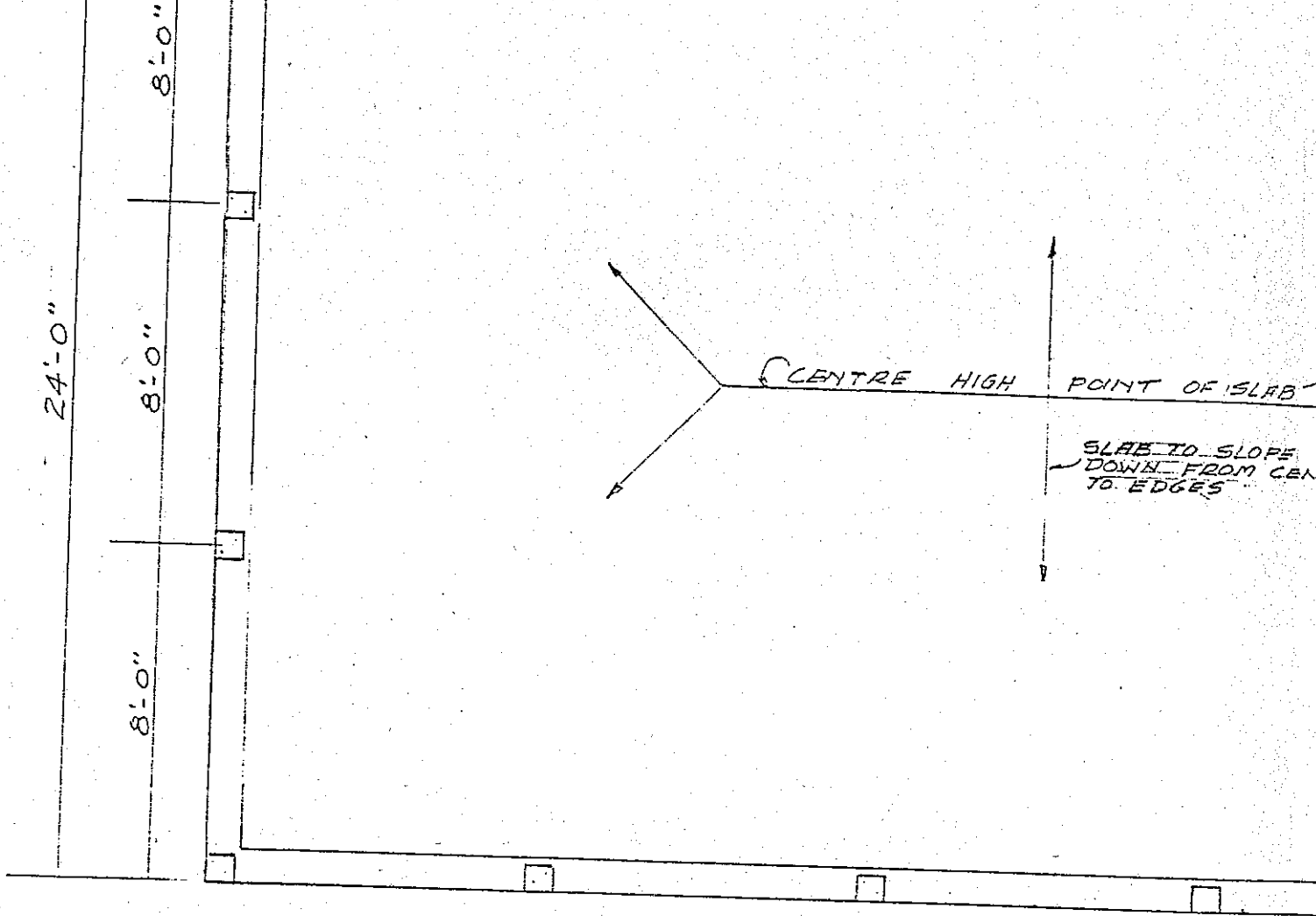


**Plan G-108**  
**Neo-Classical Gazebo**

Our gazebo is a prime spot for entertaining. At 200-plus square feet of decking, it has as much surface space as the average family room. Plus, it's just under 17-1/2 feet tall, which makes it the size of a typical one-story house. As a result, it's best suited for larger lots - at least a half acre.

*[Handwritten scribbles]*





PLAN  
SCALE 1/2"

7 1/2" x 8" x 4" HIGH  
CONCRETE  
PEDESTAL AT  
EACH POST  
LOCATION

1/2" ASPHALT IMPREGNATED  
FELT EXPANSION JOINT  
AT SLAB EDGE

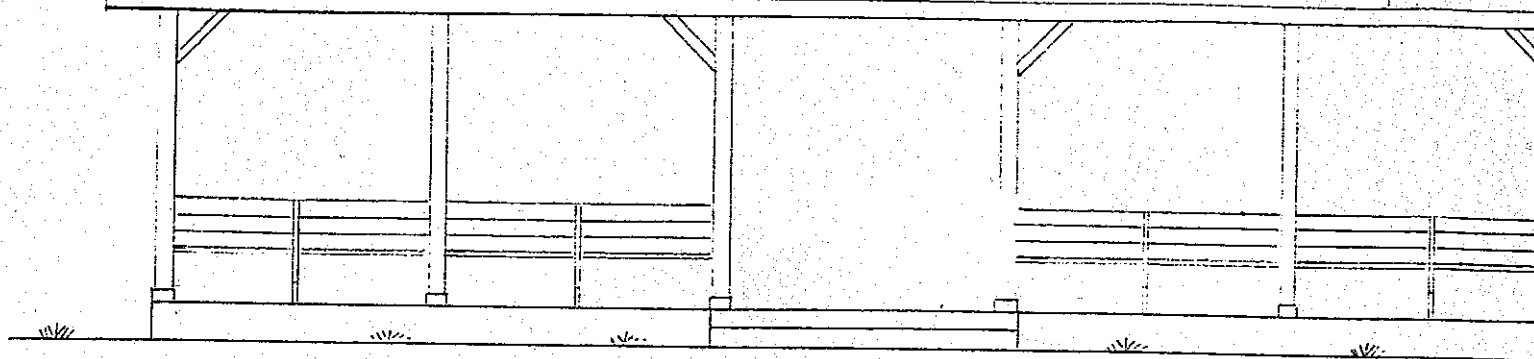
4'-0" (MAX)  
(ASSUMED)

REI  
50  
53  
62  
68  
W1



12

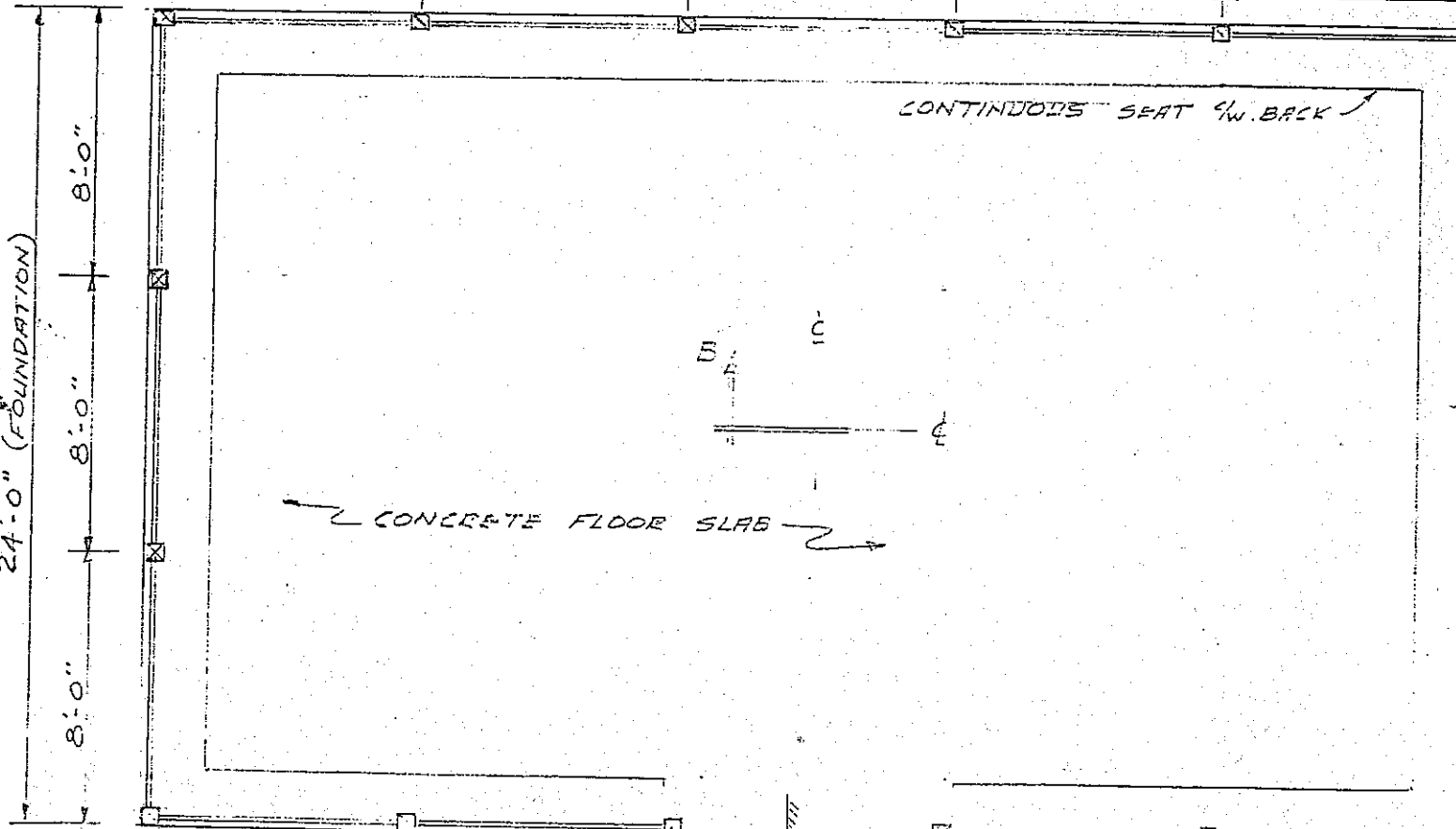
← CEDAR SHAKES →



FRONT ELEVATION

40'-0" (FOUNDATION) SCALE 3/16"

8'-0" 8'-0" 8'-0" 8'-0" 8'-0"



CONTINUOUS SEAT W. BACK

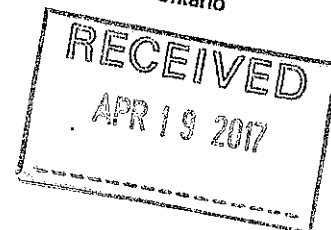
← CONCRETE FLOOR SLAB →

24'-0" (FOUNDATION)

8'-0"  
8'-0"  
8'-0"

April 2017

Toronto ON M7A 2R9  
Tél.: (416) 325-6200  
Télééc.: (416) 325-6195



Dear Friends,

It is my pleasure to send you this call for nominations for the inaugural **Champion of Diversity Award**.

This award will recognize outstanding individuals, groups and employers who play a crucial role in promoting immigrant success, economic growth, cultural diversity and inclusion in Ontario. Nominations can be submitted in one of the three (3) award categories:

- Inclusion and Diversity
- Cross-Cultural Understanding
- Business Leadership in Immigrant Employment

**To submit a nomination for this award:**

- a) Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards).
- b) Select the category based on award type.
- c) Click on the **Champion of Diversity Award**.
- d) Download the PDF form.
- e) Read the eligibility criteria and instructions carefully.
- f) Fill out the form, then submit it **no later than May 15, 2017**. Instructions for submitting your nomination package can be found on the website.

If you have any questions please call 416-314-7526, toll free 1-877-832-8622 or TTY 416-327-2391, or email [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca).

I hope you will take this opportunity to recognize the essential role that individuals, groups or employers play in championing the immigration experience in Ontario.

Thank you for your attention to this important recognition program.

Sincerely,

A handwritten signature in cursive script that reads "Laura Albanese".

Laura Albanese  
Minister

Dear Mayor and Council:

The most common question asked of Blockhouse Museum staff by the more than annual 10,000 visitors, "Do you have a washroom?" They are directed to the Parks Canada lock office, or the Depot, which has a short season.

This is not a Blockhouse Museum issue; this is a community issue.

Not surprisingly, visitors expect to find accessible, clean, hygienic facilities in attractive and welcoming surroundings. Without the essential convenience when they shop, eat, drink or enjoy the attractions, they will find somewhere else to spend their time and money.

Merrickville-Wolford cannot expect the community's idyllic caché to continue flourishing as visitors with babies and young children or those with disabilities are regularly unable to find a toilet and change table.

Eventually, once regular visitors may not return and could advise their friends to find somewhere else that provides for their needs. Merrickville-Wolford should not risk its reputation as a heritage destination and a shopper's delight.

A well-maintained public washroom combined with an adjacent tourist-information office would contribute to the community's positive reputation, and potentially draw and hold new visitors.

Although I am Vice President of the Merrickville and District Historical Society, consider this a personal observation by the Town Crier.

Sincerely,

Michael Whittaker  
613-258-0477

*Merrickville*  
Restaurant and Patio

112 Main Steet, West,  
Merrickville, ON, K0G 1N0  
(613) 269 - 7976

Mayor Nash and Council

02 May 2017

RE: Public Washrooms in Merrickville


As an owner of a restaurant in Merrickville I recognize the absolute requirement for outdoor Public washroom facilities and would like to lend my support to any effort to advance that Concept.

Merrickville is a destination resort village. We encourage and solicit visitors. Our vibrant commercial sector, which provides such amenities as a Pharmacy, a bank, a grocery store, a liquor store, several quality restaurants, a marina and many other businesses to a village of 1000 residents depends upon it.

The Parks Canada land along the canal hosts huge crowds all summer long. Public washroom facilities are all but nonexistent. Neighbouring restaurants and businesses are inundated with requests to provide this service at a cost to themselves.

The Mainstreet Family Restaurant is in full support of the creation of these facilities where they are desperately required. Where the crowds are. In the park on Parks Canada land.

Sincerely,



Mike Neelin  
Owner  
Mainstreet Family Restaurant



# VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

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 petition regarding public washrooms; and

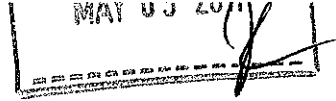
That Council directs staff to forward the petition to the Industry, Tourism and Economic Development Committee.

Carried / Defeated

---

David Nash, Mayor

To: Merrickville – Wolford Mayor Nash and Council



From: Mike Zaversenuke  
223 Main Street West, Merrickville, Ontario, K0G 1N0

Date: May 2, 2017

Reference: Merrickville – Wolford Public Washroom Petition

This letter is in support of public and handicapped/wheelchair accessible washrooms in the Village of Merrickville-Wolford.

The Merrickville Chamber of Commerce circulated a petition in support of a Merrickville – Wolford Public Washroom that obtained 814 signatures (52% of which were from area residents).

The Chamber would like to submit this Public Washroom petition to the Mayor and Council as part of the public record and ask that the petition be forwarded to the Economic Development Committee for their review and consideration.

Regards, Mike Zaversenuke

<b>Merrickville K0G 1N0 Area Code .....</b>	<b>320 (41 %)</b>
K0X XXX Area Code.....	83 (11 %)
<b>Total Local Area .....</b>	<b>403 (52%)</b>
Non KXX XXX Area Code.....	25 (3 %)
Number of Unknown Area Codes.....	38 (5 %)

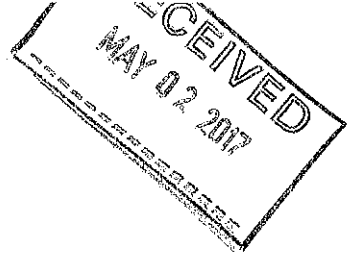
**Petitioners Comments Summary:**

- (1) Wheel chair accessible would be great!
- (2) Enjoy Merrickville even more – husband has health issues (bladder cancer)
- (3) Tired of searching for open public washrooms.
- (4) Much needed, you are hurting tourist shops.
- (5) Makes sense for seniors and people with handicaps.
- (6) Nothing more frustrating when you can't find one.
- (7) Desperately yes.
- (8) Essential for customers and visitor alike.
- (9) I travel 1 ½ hours here, I need one.
- (10) Needed
- (11) Critical
- (12) Town needs this.
- (13) No Porta-potties.
- (14) There is always someone who needs a restroom.
- (15) No place to pee- great idea.
- (16) We visit a lot , really needed
- (17) and more...

Due to the size of the petition, it has not been included in the agenda package but is available for viewing at the Municipal Office, 317 Brock Street West, Monday to Friday between 8:30 a.m. and 4:30 p.m.



Mayor, Council & Planning Committee  
Village of Merrickville  
K0G 1N0



Dear Ladies & Gentlemen:

I attended the council meeting of 24 April to listen to the discussion regarding the proposed housing development off Charlotte Street. I didn't speak at the meeting, nor did I sign the book at the back of the room. However, I will add my voice belatedly in case the ongoing process requires further public input.

Initially I would have opposed any uncontrolled development of the vacant land in question. The woods provided shelter and protected space for a variety of birds and animals. There were many mature elm trees whose shredded trunks remind us that a healthy stand of an endangered tree was thriving there. Now that the space has been laid barren it is up to the developer to turn it into a pleasant environment for people to dwell in.

I listened to the various residents who live on Wellington East who are concerned about increased traffic on a street which has no sidewalks for their children to walk on. I heard that the RVCA has no particular concern about the creek (ditch as some call it) that winds it's way through the property. I didn't hear of any offer to set aside public space in this subdivision.

I will hope that when the Planning Committee looks at the proposal before them that they carefully consider the residents who currently live in the area and those who will move in to occupy the new homes. I would suggest making the subdivision a cul-de-sac off Charlotte and NOT extending Wellington through it. I would, however, like to see a walking/biking path that would link Wellington to Charlotte. I would also like to see as much green space as possible set aside by the developer. Perhaps giving up the street link if Wellington was to be extended would allow for, say, a mini-park..

This subdivision development could be a template for further construction enterprises in and around the Village. Let's make sure we do it right and set a good precedent.

Yours truly,

A handwritten signature in black ink, appearing to read "James Skelding". The signature is fluid and somewhat stylized.

James Skelding  
(a resident whose property borders on this development)

... intended the Council meeting on April 24, 2017 where the application for a zoning change from R1 to R2 was on the agenda. While I don't argue with development in our village and understand the needs to move forward in economic growth I must express my concern with the planning. This letter is not intended to argue for or against the zoning application as I believe both zonings will affect the area equally as the land intended to be used is developed. There was comment from Council at the meeting that there was a need for more community input from local residents affected before any future movement forward in the development. Please accept this letter as my voice of concern regarding this matter.

I currently live at 406 Main St. East. and my property directly abuts the land intended to be developed. I have lived there for 23 years, witnessed firsthand the results of ill planned development, and the situation I am faced with regarding this future development causes me great concern. The land to be developed is an important natural waterway which facilitates significant spring ground water thaw, snow, and ice melt between the top of Collar hill through to the Rideau River. Failure to protect this water route will undoubtedly have devastating consequences on the surrounding areas. My property (and my neighbors') will be directly affected by any changes to flow or even a slight variation to the gradient of the areas.

The issues actually started long ago and I'm concerned that the same mistakes that happened then will happen again... Prior to the construction of the single dwelling homes at the end of Wellington Street, there was a significant water route leading to the Rideau from the areas mentioned above. All ground water was able to move freely to the river in the spring without any excessive water buildup on neighbouring properties. The properties in essence remained basically dry and the plant life flourished. I am unaware of what surveys or steps were taken at that time to gauge the possible impact that building on Wellington Street would have; however, over the years it has proven to have had a significant impact on some properties when construction on Wellington St. was completed. The lack of foresight regarding the importance of the water route allowed the construction of the homes on Wellington to have a direct impact on the ability to drain water out of the areas. It has in essence caused a "bottleneck" effect. Spring water now regularly sits on me and my neighbours' property without a proper means to drain, well into June at times. It has effectively killed many of the trees in the area, (however the clearcutting has ripped nearly everything out... Shame). Where once I had beautiful lush grass, which I paid a significant price for as a responsible landowner, (in dollars and labour), moss and mud are all that is present there now. The ground has become far too wet to walk on in the spring let alone grow the grasses I once had. As a property owner I find it quite distressing that this was allowed to happen in the first place and the proposed development threatens my property even further.

The intent is to build a street between Wellington and Charlotte streets. That would incur a bridge; water routing and significant gradient changes to the area. While I understand there are studies going on for all these concerns and the developing company would be responsible for the changes, I'm afraid they do not appreciate the drastic amount of dollars that will be needed to off

representative at the meeting), they feel are unimportant, or don't feel they're responsible for! Putting in drainage is a requirement they'll need to accommodate, however as the studies are being carried out, I think the studies will NOT encompass the spring runoff requirements. The major water flow, which will need to be accounted for, will have passed as the season moves on.

I invite anyone from council to attend my property to witness the impact the buildings on Wellington Street has created on my property. As well as to attend the end of Wellington Street where the road is intended to go through and see firsthand the gradient difference there is between the two areas. Picture the changes that will need to incur if a road is allowed to go through to Charlotte St. My property is sure to be impacted by the future gradients the land will need to achieve to be built on as I am the lowest of all the properties adjacent to the development.

This is a very real threat to my property and its value that I am facing. I implore the council to not think of just the future development and the economic growth it brings to the village, but to back its existing residents in their concerns regarding any development in that area. Again, I am not against future development. It should happen, albeit slow and concise, and take in all aspects of growth while maintaining the small village mentality. It should NEVER happen at the expense of current residents and it should have benefits for ALL; not just a developer and the promise of a few more dollars in the village coffer.

Thank you for your time, the hard work you do, and your consideration in this serious matter. I openly welcome any correspondence and look forward to addressing these issues with you at any time.

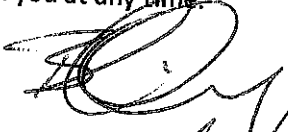
Brad Fleming

406 Main St E.

Merrickville, ON

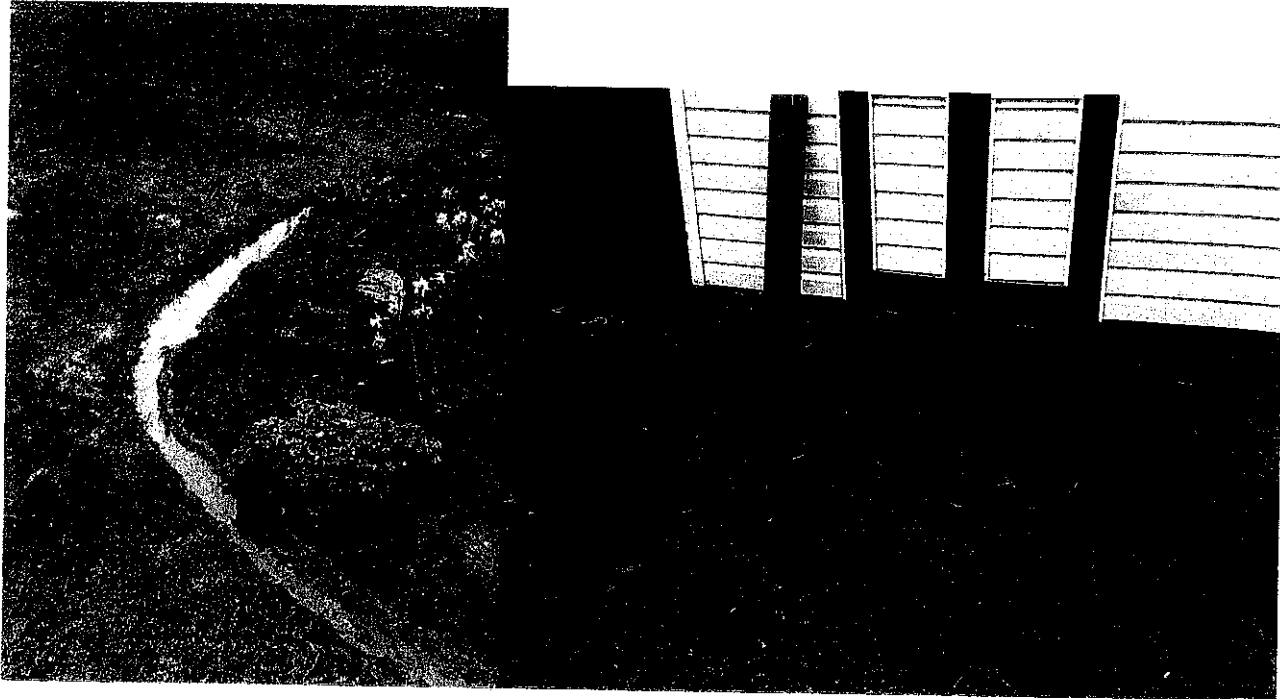
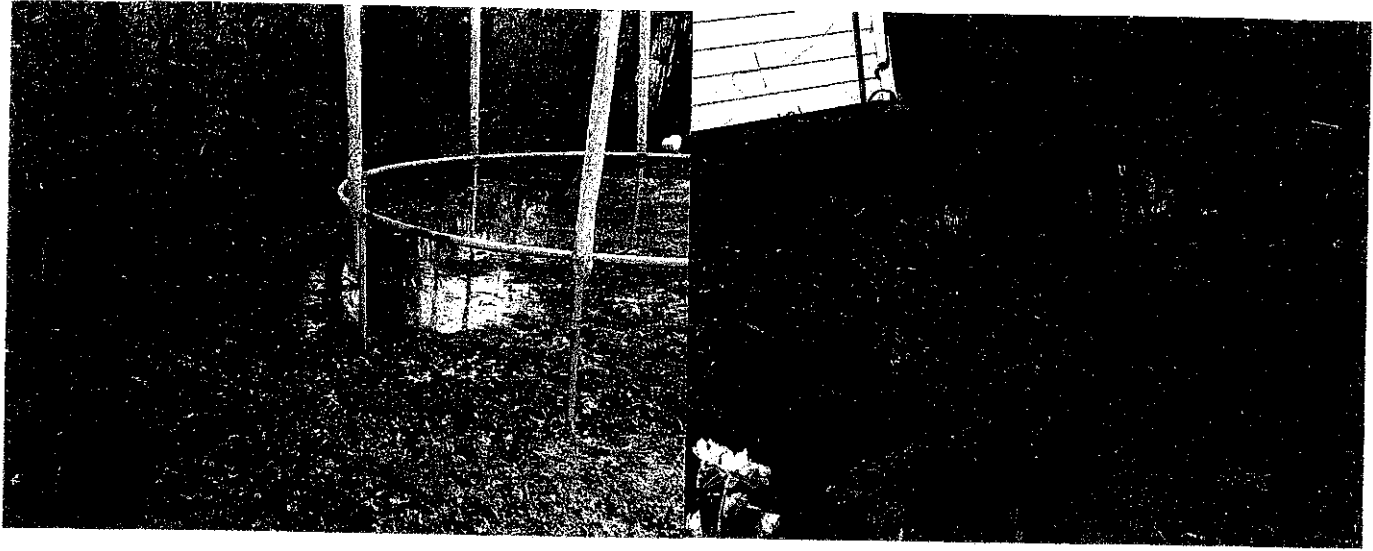
613-269-2685

turnkey406@gmail.com



01 May / 2017

development onto my property as well... It's bad enough now!!





## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

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-05-2017; and

That Council support the PTSD Prevention Program for the staff and volunteer firefighters working for the municipality of Merrickville-Wolford.

Carried / Defeated

---

David Nash, Mayor

**RE: PTSD Prevention Program**

**OBJECTIVE:** To inform Council in regards to the Mandatory PTSD Prevention Program for the Municipal Staff and Volunteers

**RECOMMENDATION:**

**THAT:** Council receives report FD-05-2017 and supports the PTSD Prevention Program for the Staff and Volunteer Firefighters working for the Municipality of Merrickville-Wolford.

**BACKGROUND:**

It is recognized that Post Traumatic Stress Disorder is impacting thousands of first responders across Canada and these numbers are increasing with better understanding and recognition of signs and symptoms, which can therefore lead to treatment and reducing the physical, mental and financial impacts facing these individuals, families and employers.

**LEGISLATION:**

First Responders Act (Post Traumatic Stress Disorder) 2016.

**ANALYSIS:**

The Village of Merrickville-Wolford and the Merrickville Fire Department have developed a PTSD Prevention Program – Wellness Strategy with a focus on psychological health and overall wellness in the workplace through adopting an Anti-Stigma approach. Part of this is to work at a County and Mutual Aid level. This allows for similarities to build strength and assist each other, while allowing for the differences in municipal and fire department structure and their individual health and safety programs and benefit programs.

First responders will be able to recognize CIS (Critical Incident Stress) and PTSD through an awareness program that outlines the basic elements required for occupational health and safety management (such as legal responsibilities, recognizing, assessing and controlling the hazard, developing policies and procedures, outlining roles and responsibilities and incident reporting procedures in an organization). The goal is to establish and implement PTSD prevention practices for the promotion of a healthy and safe workplace that actively works to support the mental wellness and protect a firefighter's and worker's mental health, as well as supporting their families in regards to mental wellness. This includes ensuring that employees know how to report psychological injuries if and when they occur, and ensuring that employees feel they have the support they need without stigma.

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

Depending on training and education models, an average presentation for understanding anxiety, depression and stresses that lead to PTSD is approx. 4 hours. (\$17.50 x 30 Firefighters x 4 hr = \$2,100.00 – Materials/Handouts \$150.00 – Approx. Total: \$2,250.00) The Fire Department will request this to be considered during the 2018 budget deliberations.

### **INTERDEPARTMENTAL IMPACTS:**

This program can be linked to administrative May 4, 2017 staff as well.

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

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

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

#### **Promoting healthy living**

By ensuring the physical and mental wellness of our staff and volunteer firefighters, we are promoting healthy living and sustaining functional abilities to service the citizens and visitors to Merrickville-Wolford.

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

Compliance with provincial legislation and reducing Lost Time Injuries/Illnesses (LTI) and illnesses will assist in reducing additional costs (such as WSIB) ensures efficient and effective services are maintained

needs of our citizens and visitors to Merrickville-Wolford for years to come.

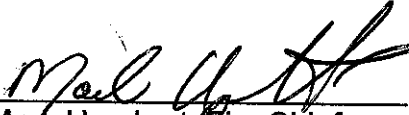
**ATTACHMENTS:**


See Attached PTSD Prevention Program – Wellness Strategy

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	Submitted
Other:	NA

Respectfully submitted by:

Approved by:

  
\_\_\_\_\_  
Mark Urquhart, Fire Chief

  
\_\_\_\_\_  
John Regan, CAO



## **PTSD Prevention Program – Wellness Strategy**

### **VISION/MISSION**

It is the goal to enable a culture where Firefighters and their families are acknowledged and recognized for their unique role in the community and needs as an individual and employee. This will be achieved through the training of municipal and fire leadership, crew and family members in awareness and crisis intervention with a proactive health-care focus on resistance and resilience. The aim is to provide a program that sees staff receive the support before or at the Critical Incident Stage for the best outcome. If their situation proceeds to the PTS (Post Traumatic Stress) stage, the program seeks to ensure the components are in place to quickly activate the process to assist them to rapid recovery.

The Village of Merrickville-Wolford will take a proactive approach to PTSD (Post-Traumatic Stress Disorder) prevention as opposed to a reactive response. The Merrickville Fire Department has already implemented awareness training as well as crisis intervention. To strengthen the program, the fire department, as well as the Municipality will come together and provide municipal support in awareness, training, and crisis intervention.

Further to that, the Municipality will participate in this ongoing process at the County level through the Mutual Aid system, both providing and receiving assistance, as required.

Our PTSD Prevention Program focuses on the volunteer fire service, however it can apply to any Village of Merrickville-Wolford employee who may encounter a traumatic event in the course of their work.

### **FOCUS AREAS**

#### **Prevention**

The Village of Merrickville-Wolford and the Merrickville Fire Department have developed a PTSD Prevention Program – Wellness Strategy with a focus on psychological health and overall wellness in the workplace through adopting an Anti-Stigma approach. Part of this is to work at a County and Mutual Aid level. This allows for similarities to build strength and assist each other, while allowing for the differences in municipal and fire department structure and their individual health and safety programs and benefit programs.

First Responders will be able to recognize CIS (Critical Incident Stress) and PTS through an awareness program that outlines the basic elements required for occupational health and safety management (such as legal responsibilities, recognizing, assessing and controlling the hazard, developing policies and procedures, outlining roles and responsibilities and incident reporting procedures in an organization). The goal is to establish and implement PTSD prevention practices for the promotion of a healthy and safe workplace that actively works to support the mental wellness and protect a firefighter's and worker's mental health, as well as supporting

## **Intervention**

Intervention focuses on outlining actions that can be taken to intercede when a situation or critical events arise. This includes employees knowing what are normal signs, signals and symptoms post a critical incident, and how to intentionally activate their support network. Also how to report psychological injuries if and when they occur, ensuring that employees feel they have the support they need. Furthermore, intervention options that are evidence based are highlighted and can easily be mobilized.

## **Civility and Respect = Anti-Stigma Approach**

Civility and Respect as present in a work environment is where employees are respectful and considerate in their interaction with each another. Civility and respect are based on showing esteem, care and consideration for others, and acknowledging their dignity.

## **Recovery and Return to Work**

The Municipality's Early and Safe Return to Work policy and program will assist Company Officers and Chief Officers to understand how to accommodate a Firefighter who is suffering from any work-related injury, including PTSD. It also explains the roles and responsibilities in supporting employees through this Return to Work process. Recovery and Return to their Work is an important aspect of preventing future injury. The availability of modified duties in a volunteer service are limited, but accommodations can be implemented for a period of time, followed by re-assessment of the Firefighter's ability to return to full duties.

## **Goals and Objectives:**

The goal of this program is to provide a clear process as to how the Village of Merrickville-Wolford is addressing PTSD Prevention, Intervention, Recovery and Return to Duty or Work.

### ***The objectives are:***

- Outline the Municipality's current status
- Define legal requirements
- Explain what PTSD is and what it is not, and how to respond to PTSD injuries
- Establish roles and responsibilities within the Municipality
- Develop policies and procedures to support PTSD prevention for adoption in the Village of Merrickville-Wolford and Merrickville Fire Department
- State crisis intervention expectations and screening protocols
- Outline the intervention practices and procedures to ensure an understanding of the intervention options available in our system
- Define, teach and communicate legal requirements (PTSD Prevention plan, reporting injuries, documenting traumatic events, etc.)

- Train and educate about resilience, factors of resilience and supports
- Pre-incident prevention and intervention consisting of the education, training and the coaching of resilience based crisis intervention practices, integrating relational supports and networks
- Culture Education and Awareness – Increase awareness about mental health issues and create an open dialogue between Firefighters and Officers.
- Culture Education and Awareness – Increase awareness about mental health issues and create an open dialogue between the Fire Chief, the CAO and Council Members
- Support Officers to help address mental health, wellbeing and psychological safety of Firefighters
- Evaluate the success of the program at planned intervals based upon predefined criteria

## **Definitions:**

### *GM@W defines Psychological Support:*

Psychological Support as present in a work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed. Equally important are the employees' perception and awareness of organizational support. When employees perceive organizational support, it means they believe their organization values, their contributions, is committed to ensuring their psychological well-being and provides meaningful supports if this well-being is compromised.

### *GM@W defines Organizational Culture:*

Organizational Culture is the degree to which a work environment is characterized by trust, honesty, and fairness. In general, organizational culture has been described as "a pattern of basic assumptions invented, discovered, or developed by a given group." These assumptions are a mix of values, beliefs, meanings and expectations that group members hold in common and that they use as behavioural and problem-solving cues.

### *GM@W defines Psychological Protection:*

Psychological Protection as present in a work environment where employees' psychological safety is ensured. Workplace psychological safety is demonstrated when workers feel able to put themselves on the line, ask questions, seek feedback, report mistakes and problems, or propose a new idea without fearing negative consequences to themselves, their job or their career. A psychologically healthy and safe workplace is one that promotes employees' psychological well-being and actively works to prevent harm to employee's psychological health due to negligent, reckless or intentional acts.

## **ORGANIZATIONAL BACKGROUND AND CURRENT STATE**

Forged in the crucible of the great ice storm of 1998, the Corporation of the Township of Wolford and of the Corporation of the Village of Merrickville came into being on January 1, 1998 as an amalgamation of the former Townships to form The Corporation of the Village of Merrickville-Wolford. Merrickville-Wolford is located along the Rideau Canal (Jewel of the Rideau) and like any municipality, the Municipality provides services and programs for its residents, including a volunteer fire service.

potential for Post-Traumatic Stress Disorder is recognized and preventative strategies are a priority for the Village of Merrickville-Wolford.

## **INTEGRATION WITH OTHER SERVICES**

The Municipal Fire Chief meets regularly with the Fire Chiefs from all services across Leeds and Grenville. This cooperative approach and the building of a county wide CISM Team allows for the planning of a joint PTSD prevention strategy and plan. The Leeds and Grenville County CISM Team further allows the exchange of services with municipalities within its boundaries that do not have people trained in CISM and/or PTSD prevention. The joint team approach to keep its members updated in training and train new people, will allow for more peer support across the region, thus providing enhanced peer support for mental health first aid, resilience, suicide prevention and other programs.

At this point the possibility to share information and resources across County and Mutual Aid group boundaries is being explored.

## **OVERVIEW OF PTSD, RISK FACTORS, SIGNS AND SYMPTOMS**

It is believed that PTSD is caused by a complex mix of events, as per DSM - 5 of The American Psychiatric Association definition thereof.

At the Municipality, and particularly the Fire Department, we understand that we have a legal requirement under the Occupational Health and Safety Act to take every reasonable precaution (25 2 (h), 27 2 (c) ) to protect our Volunteer Firefighters from harm. This includes ensuring that all Volunteer Firefighter are informed about psychological hazards on their job and are provided with training on how to prevent these hazards and protect themselves. Volunteer Firefighters will also follow policies and procedures set out by the Municipality, and particularly the Fire Department.

### **Causes**

It is believed that PTS or PTSD is caused by a complex mix of:

- Life experiences, including the amount and severity of trauma you have experienced since early childhood.
- The way your brain regulates the chemicals and hormones your body releases in response to stress.
- Inherited mental health risks such as an increased risk of anxiety or depression and inherited aspects of your personality or temperament.

- Having a job that increases your risk of being exposed to traumatic events, such as first responders, corrections and military personnel
- Experiencing intense or long-lasting trauma
  - Feeling horror, helplessness or extreme fear
  - Seeing people get killed or hurt
  - Having experienced other trauma, earlier in life (including childhood abuse or neglect)
  - Having other mental health problems such as anxiety or depression
  - Lacking a good support system of family and friends
  - Dealing with extra stress after the event, such as loss of a loved one, pain and injury, or loss of a job or home
  - Having biological (blood) relatives with mental health problems including PTSD or depression

## **Signs and Symptoms**

PTSD usually appears within three months of the event, but sometimes symptoms may not appear for years. Common symptoms include reliving the event, avoiding reminders of the event, inability to feel emotions and always feeling that something bad is going to happen. Specific symptoms include:

### **Intrusive Memories**

- Re-experiencing the traumatic event over and over
- Having recurring nightmares
- Experiencing unwanted, disturbing memories of the event
- Acting or feeling as if the event is happening again
- Feeling upset when reminded of the event

### **Avoidance**

- Staying away from activities, places or people that are reminder of the traumatic experience
- Avoiding friends and family
- Losing interest in activities one used to enjoy

### **Hyper-arousal Symptoms**

- Experiencing difficulty having loving feelings
- Being unable to feel pleasure
- Constantly worrying
- Having a hard time concentrating
- Getting angry easily
- Having trouble falling asleep or staying asleep
- Fearing harm from others

## **NOTIFICATION OF INJURY/ILLNESS**

Reporting a Post-Traumatic Stress Disorder incident is handled in the same manner as other injuries or illnesses. There are no special requirements set out by WSIB at this time. When an injury or illness occurs, the employer must submit a Form 7 report of Injury/Illness within the prescribed number of days.

In many cases, a Firefighter with PTSD will require time off from work, but in some instances it may be possible to accommodate them with modified duties while they are receiving treatment. It is challenging to provide long term modified or alternate duties due to the nature of the volunteer fire service but the Municipality will do everything possible to accommodate the Firefighter. The same WSIB Form 7 is used regardless of whether the ill/injured employee loses time from work (Lost Time Injury), or only seeks medical attention (Not Lost Time Injury). The Firefighters will be sent a Form 6 as per the Village of Merrickville-Wolford procedure for completion and submission of claim.

## **PTSD Prevention Policy**

The Village of Merrickville-Wolford recognizes the importance of a creative productive, effective and healthy workplace. This can be achieved by developing policies and a program that supports the mental health, wellbeing and psychological safety of all employees and Volunteer Firefighters. The Village of Merrickville-Wolford has established an organization-wide program for a safe and secure workplace which also addresses stigma which may be associated with mental illnesses.

The management team of the Municipality is actively involved in the mental health, wellbeing and psychological safety policy and program, and is committed to building psychological health and safety into all aspects of our operations, processes and procedures, particularly as it relates to incidents of traumatic mental stress and post-traumatic stress disorder.

To achieve our goals the Village of Merrickville-Wolford will:

- Increase awareness about mental health issues and create an open dialogue between employees including Supervisors and Managers, as well as Volunteer Firefighters including Company Officers and Chief Officers;
- Develop policies, programs and provide services to benefit all members of the Village of Merrickville-Wolford;
- Be consistent with the principles of mutual respect, confidentiality and cooperation across the Village of Merrickville-Wolford;
- Support the Fire Service County CISM/PTSD team, its members and its ability to assist across municipal boundaries to help provide a resource that will aid in the mental health and wellbeing of all Fire Services in the County, as well as potential assistance to all Municipal Staff; and
- Support Managers/Supervisors and Company Officers and Chief Officers to help address mental health, wellbeing and psychological safety and provide the resources and tools to address demands, conflict, emotional distress or trauma that may be

## Anti-Stigma Policy

Merrickville Fire Department believes, and is committed to, fostering a workplace environment where our Employees and Firefighters are protected from stigma associated with mental illness. The Village of Merrickville-Wolford will ensure that all employees are treated with respect and dignity, including the ones suffering from mental illness and those who support those workers. Stigma can create fear and consequently can result in discrimination which discourages individuals and their families from getting the help they may need.

Harassment and acts of discrimination will not be tolerated. Anyone who is found to be stigmatizing another Firefighter or one of their family members, may be subject to disciplinary action. Types of behaviour and acts that contribute to stigma include:

- Prejudicial attitudes and discriminating behaviour directed towards individuals
- Trivializing or belittling people suffering from CIS, PTS, or PTSD itself
- Insulting people who are suffering from CIS or PTSD
- Patronizing people who are suffering from CIS or PTSD by treating them as if they are not as good as other people
- Ostracizing people who are suffering with CIS or PTSD, or their friends and supports

This policy applies to all current Firefighters and employees and all behaviours that are in some way connected to work including meetings, training and day to day operations.

Department Managers, Supervisors and Officers of Merrickville Fire Department are responsible for providing all Employees and Firefighters with a psychologically healthy and safe workplace, free of stigma, discrimination or harassment. The Managers and Senior Officers of Merrickville Fire Department will ensure that this policy is applied in a timely, consistent and confidential manner, determining whether or not allegations are substantiated and determining what corrective action is appropriate if required. To support a stigma-free workplace, the Village of Merrickville-Wolford will ensure that they:

- Provide resilience, intervention, CIS and PTSD awareness training and education
- Regularly monitor organizational practices and systems for barriers to achieving a stigma-free workplace
- Provide an effective and fair complaints process
- Lead by example

Department Managers, Supervisors and Fire Officers are responsible for fostering a stigma-free workplace and setting an example of appropriate behaviour. This includes communicating the policy and procedures for bringing forward a complaint, addressing situations which they become aware of in a timely fashion, and taking appropriate action in a sensitive and confidential manner for all Firefighters and Employees.

Municipal Employees and Firefighters are responsible for treating co-workers with respect in the workplace, bringing forward complaints and co-operating with investigations into complaints. Firefighters are also responsible for treating all parties and situations in a sensitive and confidential manner.

## **Hazard Reporting**

The Municipality, and particularly the Fire Department, recognizes that it is inevitable that any Firefighter or Municipal Employee can/will experience psychological hazards. These are reported in the same manner as any other hazard type and any Firefighter or Municipal Employee can use the Stigma or CISM Hazard Report Form.

## **Incident Reporting**

The Village of Merrickville-Wolford, and particularly the Fire Department, have created an Incident Report Form and process which should be used and followed for any incident, including those related to psychological wellness and PTSD. All incidents will be treated seriously and without stigma, confidentially when possible and will be investigated as needed to a scope and extent which is suited to the specific situation.

## **Intervention, Recovery and Return to Work**

The Village of Merrickville-Wolford will make every reasonable effort to provide temporary modified duties or a schedule for a Firefighter who is recovering from the impact of PTSD.

## **RECOGNIZING AND RESPONDING TO SIGNS AND SYMPTOMS OF PTSD**

The Fire Chief and Officers are expected to know how to recognize and respond to signs and symptoms of PTSD in a fellow Firefighter. If these are noticed, it is expected that the Fire Chief and Officers will:

- Keep the lines of communication open with the Firefighter and ask how they or other team members can provide support. If the Firefighter is not ready to talk, wait for them to open up. If they do start to share, do not interrupt, it is often difficult for people with PTSD to ask for help, particularly if there is a concern about stigmatization.
- Deal with signs and symptoms directly and immediately. If signs and symptoms are recognized it is best to open the dialogue and provide support so that the Firefighters know that they are supported in the workplace.
- Provide information about the options the Firefighter has to address PTSD.
- Help access support and help resources, if they request or need assistance.
- Encourage the individual to talk to someone they trust about what has happened, this could be team members identified in the workplace to provide peer support, or a family member, friends, or another Firefighter.
- Encourage contact with the Employee Assistance Program (EAP) or any other professional to get the support and services that they may need.
- Share with the individual that what they are experiencing is a normal reaction. Provide information about signs and symptoms and when they should speak to a professional or seek additional help.



## **Officers Roles**

- Understand the impact that critical events and other occupational stress injuries have on persons and the organization. Emphasizing that post-traumatic stress is normal while PTSD is different.
- Participate in training to be aware and ready to address the day to day aspects of mental health, psychological health and safety in the workplace, PTSD prevention and management which includes understanding the causes, risk factors and how to support Firefighters suffering from PTSD
- Communicate this PTSD Prevention / Wellness Plan giving consideration to:
  - Recruit orientation with support network members
  - Firefighter Training
  - Management Training
  - Employee engagement
  - Anti-stigma awareness, civility and response
  - Critical incident response and management
  - Employee Assistance Program (EAP), community resources, or other benefits that support a mental health and wellness program
  - Training Firefighters in strategies for resiliency and healthy behaviour
- Determine how the Municipal Team and the County of Leeds and Grenville Fire Services Team will monitor trauma exposures, record interventions and identify follow up supports
  - Implement process to report concerns and provide support to workers in need
- Train, encourage, and support Firefighter personnel towards lifestyles of mental health, resilience, therefore incorporating PTSD Prevention Strategies
  - Enforce this program, evaluate it and look for opportunities to improve this program
  - Set the tone and lead by example, reducing stigma and encouraging conversations and take every reasonable precaution to protect the Firefighters
- Work with the municipalities, WSIB and other insurers if applicable, to invest in a coordinated Return to Duty program that supports recovery and stay-at-work practices (this is paramount for one returning to their self-employment or other work outside of the Village of Merrickville-Wolford employment)
  - Identify individuals who are escalating towards signs/symptoms of PTSD
  - Understand how to accommodate an employee suffering from PTSD
  - Make an early and understanding connection with an injured/ill worker to discuss psychological health and safety which can foster encourage to a positive discussion.

## **Joint Health and Safety Committee**

The Joint Health and Safety Committees will be kept apprised of the development of this plan and execution thereof.

- Understand the factors of the job that impact psychological health and safety, in particular PTSD. They should develop an awareness about what PTSD is, as well as the symptoms, causes and risk factors

## **Firefighters**

- Comply with this Prevention Plan and Program
- Participate in training and education about PTSD
- Report concerns, incidents so that they can be investigated and addressed
- Listen to fellow firefighters and encourage engagement in the program if needed
- Reduce stigma by participating in positive conversations

## **Human Resource Coordinator**

- Assist the injured/ill Firefighter to ensure employment is addressed, including whether to remain or return to work while they recover, while also ensuring that the Firefighter's or Municipal Employee return to work date is sensible, flexible and safe for the Individual
- Help the Firefighter or Municipal Employee return to their workplace post-injury/illness
- Connect and consult with the injured/ill Firefighter or Municipal Employee, treating health professional and WSIB representative and make sure that everyone understands what to expect and what is expected of them
- Monitor the Firefighter's or Municipal Employee's progress towards returning to work
- Take steps to prevent further injury/illness
- Help resolve issues or disputes related to the return to work

## **TRAINING**

### **PTSD & Resiliency Awareness, and Anti-Stigma Training and Coaching for Personnel, Families and Leadership**

- The Municipality is committed to providing PTSD and Anti-Stigma awareness training, as well as education on how to use the self-assessment tool, to the Firefighters and Municipal Employees, Officers and Families. The Municipality has developed and implemented the awareness training and will maintain the program, so that everyone is familiar with the signs and symptoms of PTSD, the policies and procedures related to prevention, intervention and early and safe return to work.
- Training to promote a proactive approach to mitigate stress through education, understanding and support network.
- Education, training, coaching on the core areas.
- To ensure leadership has tools and strategies for personnel and personal support. All of those in a supervising role will receive training on how to recognize the signs and symptoms of PTSD and learn the Municipality's expectations on how to respond to and address these.
- An offer will be made for Family Education and Training nights on stress education and Information on how to recognize signs and symptoms of CIS or PTS, and where to source support.

- The Family Education and Training night offered to Families will include the Signs and Symptoms of CIS/PTS, what type of information they might be getting from their significant other, and how to access the support team as well as the EAP, if needed.

### **The Resiliency and PTSD Education to be provided to all Firefighters and Municipal Employees will include**

- Training targeting supporting individuals, families and/or their support network through trauma and crisis (Family Awareness events, etc.)
- Critical Incident Stress Management expectation and understanding – 1 on 1, families, defusing; Critical Incident Debriefing and other elements of the continuum of intervention
- PTSD Awareness and Anti-Stigma  
The training will be facilitated by individuals who have an understanding of CISM/PTSD concerns and issues and municipal policies, such as Anti-Stigma policy etc.
- Recognizing Signs and Symptoms and Responding to Signs of PTSD
- Education on how to use the Self-assessment form, provided by First Responders First
- PTSD Prevention Strategies

### **Additional Training for Officers**

- Training for leaders which targets supporting individuals, families, and/or their support network through trauma and crisis (Family Awareness events, etc.)
  - This includes culture discussion for stigma
  - And specifics on supporting themselves and/or other leadership through crisis
- Critical Incident Stress Management – 1 on 1, families, defusing, critical incident debriefing and other elements of the continuum of intervention
- Screening protocols and early intervention
- Providing accommodation if it is applicable
- Build the peer program for education and intervention
  - In association with the broader community developing a sustainable peer model so frontlines are supported and intervened by peers and colleagues not just leadership and mental health personnel

### **Peer Support Group Training**

- Crisis Intervention and Trauma Responses
- Suicide Intervention Training
- Yearly Refresher Training

### **Orientation**

The PTSD awareness and Anti-Stigma training and an introduction to the policies and procedures related to PTSD has been incorporated into the new employee and the new recruit orientation program.

Education and awareness will be offered to those who have experienced a traumatic event. This education will focus on providing information about signs and symptoms, how to access care if needed and provision of contact information if they require assistance and/or resources.

## **TRAINING ROLL-OUT PLAN AND DOCUMENTATION**

Merrickville Fire Department has developed a training plan in conjunction with the other fire services within the Mutual Aid Group. The training plan is to cover the following:

- Prevention
- Intervention
- Further on-going development
- This process can be modified and adopted for other Municipal Employees

### **Documentation**

The Merrickville Fire Department is maintaining training records according to the requirement of the Occupational Health & Safety Act and other applicable guidelines.

## **SCREENING PROTOCOLS AND EARLY INTERVENTION**

### **Screening Protocol / Accident Investigation**

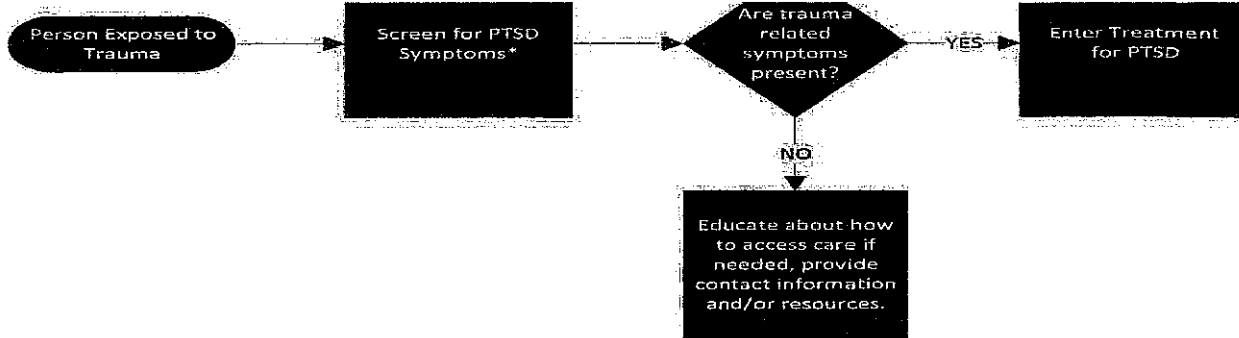
To train, implement and ensure adherence to the appropriate incident investigation procedures is the responsibility of all Department Heads and/or designates in compliance with the Occupational Health and Safety Act.

To Implement a thorough incident investigation procedure involving the Department Heads and Joint Health and Safety Committee (Certified Members) to ensure a complete, objective and co-operative investigation to identify risks, causes and consequences and submit recommendations or provide assistance to those in need.

### **Early Intervention**

In case of a CISM / PTSD incident, that involves a Municipal Employee, they could either access the Fire Departments CISM team, the County's CISM team or the Municipality's EAP.

The severity of the trauma should be considered, and where severe early intervention should start. In the first 30 days, CISM assistance will be provided to the Firefighter / Municipal Employee and if it is observed that signs and symptoms of PTSD will continue beyond that time frame, PTSD protocol as per SOG #112 will be initiated, including PTSD EAP availability.



\*this includes observation of work related or intrusive memories, avoidance, or hyper-arousal signs and symptoms and/or self screening methodology

## RESPONDING TO A CRISIS AND ACCESSING TREATMENT

The Municipality and in particular its Fire Department, together with the County-wide CISM team, have a peer support program in place, Critical Incident Stress Management and Post-Traumatic Stress Disorder. Furthermore, the Municipality has an EAP which allows any employee to access professional help, if needed.

An important part of managing the crisis is helping the Firefighter or Municipal Employee minimize their stress when they return to work. If required, allowing time off in order to assist workers who have been involved in the traumatic event.

The Municipality and particularly its Fire Department commits to:

- Transitioning Firefighters / Municipal Employees back into the workplace by initially assigning them to less-demanding jobs
- Has developed protocols which have been put into place to provide Firefighters / Municipal Employees with stigma free counselling as well as stigma free work environment, so that Firefighters / Municipal Employees can address the emotional aspects of what they have experienced
- Instituting debriefing sessions that focus on helping Firefighters / Municipal Employees put their experiences in perspective and validate what they have seen, done, thought and felt
- Providing ongoing education or workshops that provide information on PTSD, stress management and actions Firefighters / Municipal Employees can take to take care of themselves
- Offering group peer support

The forms "Potential Critical Stress Incident Hazard Report" and "Critical Incident Stress Intervention Form" guide the procedure for any Firefighter or Municipal Employee wishing to access the peer support program, as well as any Officer wanting to start an evaluation on behalf of any Firefighter.

Fire Department's SOGs # 111 & 112, as well as SOG # 104, 113 and 114 as well as the Village of Merrickville-Wolford EFAP program. Furthermore, the forms "Potential Critical Stress Incident Hazard Report" and "Critical Incident Stress Intervention Form" guide the procedure for any Firefighter or Municipal Employee, wishing to access the peer support program as well as any Officer wanting to start an evaluation on behalf of any Firefighter in order to have the support needed.

## **COMMUNITY SUPPORT**

Community support is provided through either the County CISM team or TEMA organization for any first responder.

## **RETURN TO DUTY**

Every effort will be made to provide a modified duties "Early and safe back to duty" plan for the Firefighter. It has to be understood that due to the nature of a fire service (especially a part-time/volunteer service), this is a temporary action and the Firefighter must eventually return to full duty or take other actions to modify duties, if he/she can handle that level of exposure as well as depending on availability.

The Municipality has their own "Return to Work" policy and process for Municipal employees.

## **REPORTING AN INJURY**

### **Internal Reporting and WSIB Procedures**

The Fire Department has established SOGs and Forms to report any physical or mental injury. Furthermore, Form 7 in case of employer, and Form 6 in case of an employee, are used to report to WSIB as per requirements.

## **YEARLY REVIEW AND AMENDMENTS OF THIS PTSD PREVENTION PROGRAM**

The Merrickville Fire Department in collaboration with the County CISM Team will conduct an annual review of the PTSD Prevention Program to ensure that the program is being delivered in a timely and professional manner to all members of the Merrickville and Leeds Grenville Fire Services and their families. The review will also ensure that a participant's personal information is safeguarded and that confidentiality is strictly maintained at all times.

Further, the annual review will include changes to legislative requirements and sector best practices which will be considered and added as appropriate.

The performance of the PTSD Prevention Program will be measured based upon a full evaluation and analysis of the information received from all participants that have been involved in a Critical Incident Intervention (CII) session (i.e. defusing, debriefing, and/or follow-up

- how many Firefighters had to be referred to the EAP program – went beyond the 30 days of CISM, into PTSD
- were the forms used and useful
- have family members requested support for their spouses or themselves and how often
- including, but not limited to confidential participant surveys and periodic confidential follow-up interviews (if required and agreed to by the participant)

In addition, 3 different confidential surveys may be used to collect additional data for the Annual Review:

- Survey for the Firefighter
- Survey for a family member of the Firefighter
- Survey for the CISM Team interviewer(s) that conducted the CII

The goal of the PTSD Prevention Program Annual Review is to provide the Municipality with a mechanism to consistently monitor and evaluate the effectiveness of the PTSD Prevention Program and identify possible areas within the program that may need to be modified to achieve improved outcomes for the Firefighter and their family.

This plan will be reviewed and amendments will be made when necessary on an annual basis, by March 1.

**#FIRSTRESPONDERSFIRST**

[firstrespondersfirst.ca](http://firstrespondersfirst.ca)

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# VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

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-09-2017 regarding 2017 Canalfest Community Grant; and

That Council approves the allocation of a grant of \$3,000.00 to Canalfest, under the Community Grants and Donations Policy to be funded from the Canada 150 budget as approved during the 2017 budget deliberations.

Carried / Defeated

---

David Nash, Mayor



Report FIN-09-2017  
Finance Department  
Information Report to Council

**RE: 2017 Community Grant - Canalfest**

**OBJECTIVE:**

That Council adopt the report recommending the 2017 allocation to the Canalfest for Community Groups.

**RECOMMENDATION:**

**THAT Council receive report FIN-09-2017 regarding 2017 Canalfest Community Grant; and**

**THAT Council approves the allocation of a grant of \$3,000 to Canalfest, under the Community Grants and Donations Policy to be funded from the Canada 150 budget as approved during the 2017 budget deliberations.**

**BACKGROUND:**

On April 24, 2017, Council approved the allocation of Community Grants to the various groups and organizations. In February, the Lions Club had submitted their request for a grant for the Canalfest, however the request was not included in the discussion regarding community grants.

**ANALYSIS:**

Staff are recommending the allocation of funds to support the festival as it is a well attended festival that promote the historic roots of the canal with many activities for all ages. There has not been a request for funding since 2014.

**BUDGET/LEGAL IMPLICATIONS:**

The 2017 budget included an allocation of \$25,000 for Canada 150 events. This budget item can accommodate this grant

**INTERDEPARTMENTAL IMPACTS:**

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

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

**Promoting healthy living**

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

**Building a progressive, growing economy**

Supporting local groups and events that draw tourism to the Village is a way to attract businesses to the area and create a supportive business-friendly environment that retains, grows and diversifies our economy.

**Protecting heritage, rural and natural environments**

Supporting groups such as the ones approved at the April 24, 2017 Council meeting will, by extension, assist them in achieving their goals. For example, by assisting a group such as Merrickville Goes Green, the Village is keeping to its priority of enhancing and protecting the natural environment.

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

By implementing a new grant application system, the Village has enhanced municipal communications practices and improved connectivity with the community (D.3.1.). From a time management aspect, the new system saves interruptions throughout the year as the process is streamlined at the beginning of the year.

**CONCLUSION:**

It is recommended that Council adopt the report recommending the 2017 grant to the Lions Club for Canalfest.

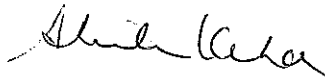
**ATTACHMENTS:**

Attachment A letter from Lions Club

Not applicable

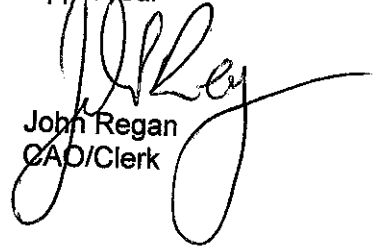
CAO	Yes
Clerk	NA
Finance	Yes
Building Control & MLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Respectfully submitted:



Sheila Kehoe  
Manager of Finance-Treasurer

Approved:



John Regan  
CAO/Clerk



(14644)

P. O. Box 173 Merrickville, Ontario K0G1N0  
Lions District A4 Chartered 1954  
Meetings first and third Tuesdays monthly 7:00PM  
Spitfire Room - Goose & Gridiron Restaurant  
317 St. Lawrence St. Merrickville ON

2011-02-07

Mayor and Councillors  
Village of Merrickville-Wolford  
Merrickville, ON  
K0G 1N0

Dear Mayor Nash and Councillors:

I am writing about Merrickville's annual Canalfest celebration. As I think you know, several years ago, the Lions Club of Merrickville took over operating Canalfest whereas previously it had been put on by the Merrickville Chamber of Commerce.

The Lions each year, excluding the last two years, had requested and received funding from the Village of Merrickville-Wolford to put on Canalfest.

We are making a request for the 2017 Canalfest.

At this time, we are unaware of a Village call for funding for events and from groups as has happened in previous years. We are therefore making such a request at this time.

Canalfest in 2016 incurred the following expenses:

	Musical groups	\$5,050
	<u>Miscellaneous</u>	<u>\$1,359</u>
	Costs	\$6,409
Income	Vendors, etc,	\$1,396
	<u>Donations</u>	<u>\$101</u>
	<u>Total</u>	<u>\$1,497</u>
	Lions contribution for 2016	\$4,912

As it looks right now we expect the Canalfest event for 2017 to be the financially similar to 2016 and the Lions Club of Merrickville are therefore requesting that the sum of Three thousand Dollars (\$3,000.00) be awarded to the Lions to put on Canalfest for 2017.

If further information or explanation is required, we will be pleased to provide it. I can be reached to 613-258-2344.

Sincerely

(ORIGINAL SIGNED BY PATRICK)

Patrick Attwell  
Chair Canalfest Committee  
Lions Club of Merrickville



**RE: Public Washrooms – Expression of Interest Negotiations**

**OBJECTIVE:** To provide Council a summary of negotiations between staff and business owners regarding existing infrastructure for public washrooms in the downtown area of Merrickville and request further direction from Council.

**RECOMMENDATION(s):**

**THAT: Council receives and considers report CAO-07-2017; and**

**Directs CAO to negotiate and enter into an agreement with Site A for public washrooms, based on the recommendations from the Economic Development Committee; and**

**That this agreement be considered a pilot project for one year; and**

**That Council allocate up to \$1,200.00 from the Canada 150 budget for this one year pilot project; and**

**That a report be brought back to Council on the effectiveness of this pilot project during the 2018 budget deliberation for future consideration.**

**OR**

**Directs CAO to negotiate and enter into an agreement with Site A for public washrooms, based on the recommendations from the Economic Development Committee; and**

**That this agreement be considered a pilot project for two/three years; and**

**That Council allocate up to \$5,000.00 from the Canada 150 budget for the renovations of Site A to be completed in 2017; and**

**That the \$1,200.00 per year operating cost be drawn from the Canada 150 budget for year one; and**

**OR**

**Directs staff to not take any further action.**

**BACKGROUND:**

On January 9, 2017, Council directed staff to investigate existing infrastructure locations for the use of public washrooms. Upon the direction from Council, staff conducted a review of existing Village assets and also met with some business owners in the central downtown area to seek expressions of interest.

On April 10, 2017, Council directed staff to proceed with negotiations with the business owners who had expressed interest. Negotiations have commenced and have been summarized below.

**ANALYSIS:**

Council should consider factors such as: the needs of the community, barrier-free accessibility, location of the assets, insurance/risk management, security, maintenance and property standards, necessity of instigating a complaint process, increased staff workloads, fairness, financial implications to the budget, as well as any competitive advantages.

In general, those businesses who expressed verbal interest were seeking reimbursement of any usage above minimum usage. Based on the three confirmed Expressions of Interest, the following would be an estimation of costs. A flat fee of \$500.00 per year, per site has been added to cover additional costs of supplies and maintenance.

**Site A: Downtown Core**

This site used \$467.36 over the minimum billing in 2016. This site is somewhat accessible and would require some upgrades to become fully accessible. Based on last year's numbers, it is estimated that the cost for this site would be \$967.36. If we factor in an increase of use due to advertising and Canada 150 events, this site may see an approximate 25% increase in traffic. In total, this site would require an operating budget of \$1,200.00.

In addition, this site is the preferred site of the Economic Development Committee due to its current, nearly accessible features. It is also the recommendation of the Economic Development Committee to invest in this property as a leasehold improvement to make

Should Council decide to make any investment in this private property, staff would recommend a longer-term lease/pilot on the facility.

This site also has the potential of the addition of a fully accessible public washroom. This, of course, would increase capacity and accessibility. Staff have not costed this option out at this time.

There may also be potential for the addition of a tourism information kiosk at this site in the future, pending space availability.

#### Site B: St. Lawrence and Main Street area

This site used \$381.00 over the minimum billing in 2016. This site is not accessible. Based on last year's numbers, it is estimated that the cost for this site would be \$881.00. If we factor in an increase of use due to advertising and Canada 150 events, this site may see an approximate 25% increase in traffic. In total, this site would require a budget of \$1,100.00.

#### Site C: Main Street – non-core area

This site used \$0.00 over the minimum billing in 2016. This site is not fully accessible. Based on last year's numbers it is estimated that the cost for this site would be \$500.00. If we factor in an increase of use due to advertising and Canada 150 events, this site may see a 25% increase in traffic. In total this site would require a budget of \$700.00. This also allows for an estimated increase of consumption above the minimum usage.

There are other sites considering the proposal, however, at this time no further discussions have occurred.

#### BUDGET/LEGAL IMPLICATIONS:

Should Council approve the use of private property as public washrooms, there will be an increase in expenditures to the Village relevant to the water and wastewater accounts and supplies. The expenditures are to accommodate and offset the needs of the business owners due to their higher water use, maintenance and supplies.

Should the Village enter into agreements with other parties regarding the provision of the public washrooms on private properties, there would be legal costs associated with the Village solicitor scrutinizing possible contract documents.

Additional liability risk may be involved because of increased exposure to civil action.

#### INTERDEPARTMENTAL IMPACTS:

1. Treasury Department

**LINKS TO STRATEGIC PLANS:**

The proposed initiative can be linked back to “**Building a progressive, growing economy**” and “**Ensuring efficient, effective services and civic engagement**” in the new Strategic Plan.

There is also reference in the 2010 Economic Development plan where it was suggested that public washrooms and a visitor centre be created within 5 years (by 2015).

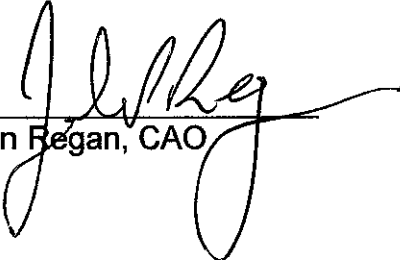
**CONCLUSION:**

Council has certainly been inundated with washroom facts and figures and the subject has certainly been exhausted, from the CAO’s perspective anyways. The Economic Development Committee has been asked by Council to look into a feasibility study for a public washroom and visitor centre. The CAO would recommend that, if Council sees this as a serious issue, the Economic Development Committee be given some funds in the 2018 budget to perform this study and, for once and for all, deal with the issue whether warranted or not.

**ATTACHMENTS: NONE**

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

Respectfully submitted by:

  
John Regan, CAO



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

this Council 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)



## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: May 8, 2017

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 \_\_\_\_\_ a.m. / p.m.

Carried / Defeated

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David Nash, Mayor



## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - -17

Date: May 8, 2017

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 next regular meeting of council on Tuesday, May 23, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

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David Nash, Mayor