

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

That the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following, for information purposes:

1. Merrickville Public Library Board Minutes of April 14, 2021; and
2. Merrickville Public Library Board Minutes of April 21, 2021.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on April 14, 2021 at 7:00 pm via Zoom.

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

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Regrets: Timothy Molloy,

Other:

Meeting called to order at 7:21 pm.

1. Declaration of Pecuniary Interest: None.

2. Adoption of Agenda: Moved by Carole; seconded by Colleen. ADOPTED.

3. Welcome: Welcomed Colleen Perkins as our new Montague representative. Note that official notice of this from Montague is still pending.

4. Approval of Minutes:

- Mar 10/21 board meeting – Moved by Carole; seconded by Victor. APPROVED.

5. Correspondence:

- Request from OLS (Ontario Library Service) for a Board representative to participate in their Board Assemblies. Brian has volunteered. Mary Kate will inform OLS.

6. Questions/ Presentations from Public: None

7. Friends of the Library Report: None. Their next meeting is later this week.

8. Report from Council: deferred.

9. Librarian's Report: see Librarian's Report (below)

10. Other Business:

i. Updates:

- **Budget 2021:** Mary Kate has presented this to Council. (See also 'Librarian's Report, Publicity/Outreach' below).
- **April Shutdown:** Review of information regarding library operations under the extended shutdown conditions.
- **Trails Society Display:** The Trails Society has been working on mock-ups of their proposed display case. Photos to follow.
- **JASI:** Our catalogue data should be ready in early May; we are in the process of ordering cards and then will be able to enter patrons.
- **Staff Performance Review:** Mary Kate has completed the staff performance review. John and Carole had suggested some revisions to the performance review for next year – will discuss next meeting.

ii. Financial

- **Signing Authority:** Carole Roberts is now our alternate signing authority for cheques.
- **Transfer of Funds:** According to an email from the municipal Treasurer (having consulted with the auditor), the Board's resolution 2021-MAR-01 [to transfer a portion of the surplus funds from 2019 and 2020 (from donations) to the Library Reserve Fund] could not go through because 2019's books are closed. The email suggests transferring the entire amount of the 2020 surplus (equivalent to the amount in the previous resolution) to the Library Reserve as an alternative. Resolution to transfer the full amount of the 2020 surplus to the Library Reserve Fund - Moved by: John, seconded by: Victor. APPROVED.
- **Requests to Council:**
 - **To reassign building on financial statements** – Follow-up to the Board's letter re: moving the building from the Library's financial statements to the municipality's. According to an email from the municipal Treasurer, the Board needs to pass a resolution requesting that Council approve this transfer.
Resolution: The Library Board requests that Council transfer the value of the library building from the Library's assets to municipal assets, as the municipality is the owner of the building – Moved by John, seconded by Carole. APPROVED.
 - **For meeting with Treasurer re: reserve, accounts, etc** Brian corresponded with the municipal CAO about our proposed meeting between John, Mary Kate and the municipal

Treasurer and was advised that this request has to be authorized by the Board. It also seems as though it might be better to approach this more formally through Council. Due to time considerations, finalizing this request is deferred to a Special Meeting on Apr 21.

John would also like to contact the auditor for some additional information regarding audited financial statements. Motion to authorize John Harris to contact the auditor re: the library's audited financial reports. Moved by Colleen, seconded by Carole. APPROVED

iii. **Library Exterior Repairs:**

- **Roof:** This is scheduled for spring, but no firm date as yet. Brian will follow up.
- **Next Steps:** Planning for additional work in 2021 should be covered next meeting.

iv. **Community Outreach:** Mary Kate has recently been approached about collaboration by Montague's Recreation Committee (re: programming at Rosedale Hall), by Ste-Marguerite School (re: French collections and programming for students), and by Kemptville Youth Centre (KYC) (re: publicizing their programs).

11. **In Camera Item:**

- **Personal matters about an identifiable individual, including employees**

The Board went into an in camera session.

Staff having been given direction, the Board concluded the in camera session and returned to the open meeting.

12. **Next meeting:** Wed, May 12 at 7:00 pm via Zoom.

13. Meeting Adjourned.

Librarian _____

Chairperson _____

Statistics

March	Mar 2021	Feb 2021	2020	2019	2018
Patrons	735 98 OverDrive users (unique)	405 111 OverDrive users (unique)	571 (621 w/mtgs) +OverDrive unique users: 71	1257 w/mtgs 1295 -9%	1399 -6% w/mtgs 1419 -5.5%
(Kids/Youth)	98 (24k / 74y)	38 (12k / 26y)	119 (17k / 102y)	351 (119 / 232)	399 (131 / 268)
(Progs)	In Library – 19 (3prg + 1 take home) Virtual Programs 36 (3 progs) 52 views (YouTube)	In Library – 22 (4prg + 1 take home) Virtual Programs 40 (3 progs) 33 views (YouTube)	47-in (5 prgs in) 12-out of Lib (2 prg out)	164-in (19 prgs in) 48-out of Lib, (5 progs)	172-in (20 prgs in) 34-out of Lib (5- prgs)
Mtg Rm users	3 in liby (1 mtgs) 31 Zoom (5 mtgs)	0 in liby (0 mtgs) 17 Zoom (2 mtgs)	50 (7 mtgs)	38 (4 mtgs)	20 (3 mtgs)
Circulation	TOTAL: 2192 Lib: 1424 OverDrive: 635 (circ) Kanopy 133 (plays)	TOTAL: 1863 Lib: 1120 OverDrive: 660 (circ) Kanopy 83 (plays)	TOTAL: 1810 Lib: 1280 OverDrive: 478 (circ) Kanopy 52 (plays)	2532 +5% OverDrive: 505 (circ) TOTAL 3037 +10%	2407 -8% OverDrive: 355 (circ) TOTAL: 2762 -2%
(Adult/Child)	(A-1036, J&T-388)	(A-761, J&T-359)	(A-889, J-372, T-19)	(A-1626, J-886 T- 20)	(A-1597, J-746, T- 64)
Internet use (+wireless):	157 (68 / 89 wifi)	64 (23 / 41 wifi)	224 (97 / 123w / 4 Tab)	282 -14.5% (224 / 38w / 20 Tab)	328 -5% (271 / 34w / 23 Tab)
ILL borrowed/lent:	93 in / 42 out	63 in / 47 out	37 in / 32 out	97 / 88	107 / 84

The Library was open for all of March (although we went into the red zone towards the end), so even though use is still down from "normal", visits were up significantly from Feb. and from last March, which was half in lockdown. Pretty much all other use is also up, although kids' visits and circulation is still down.

Programs & Services:

Seed Library: This launched on Mar 20 and was doing well until lockdown, although they are still available for pick up. Lots of positive feedback on this, so it is well worth continuing.

StoryTime: Stopped in-library StoryTime when we went into the red zone, and it continues on hiatus during the lockdown. I am planning to switch to Outdoor StoryTime when restrictions relax. I continue to post a weekly story on YouTube; permissions have been extended so this can continue.

Take Home Crafts/ Spring Break: Did a take home craft for Easter, and offering 3 over Spring Break, as well as the "Good in Every Grain" kits (from the Grain Farmers association). This has been modestly successful.

Book Clubs: We are still getting in books (for 6 groups) and hosting Zoom meetings (for 4 groups)

Adult Art Group (Zoom): This is continuing to meet monthly via Library Zoom and is going very well. Gloria Stowell is leading.

Off the Shelf (Zoom): This continues once a month. Michael Phillips hosts.

Virtual Meeting Room: We hosted a few Zoom meetings for community groups, as well for library programs and book clubs. There was one small meeting (3 people) upstairs during March.

Internet: Once we reopened, people have resumed using library computers/internet, but use is still rather low. External use of our wireless was continued to be lower.

InterLibrary Loans: This service is continuing through lockdown.

Pools: The new Large Print pool is in.

Seniors Home: Rosebridge Manor does not want loans at this time.

Meeting Room: The meeting room is still being used to house quarantined returns, and extra chairs, etc.

Collection: Nothing new here. The spring/summer order will go in this week. The Better World Books issue is on hold during lockdown.

Volunteers: Are on hiatus for the lockdown.

Donations: Nothing new.

Facilities: Generally fine. We will likely need to replace the admin laptop this year.

Pandemic response: As per provincial regulations, we are back to curbside service, but can offer in library computer access (one person at a time, by appointment).

Publicity/Outreach: There was no April Phoenix, and the May issue may also be cancelled because of the lockdown. The NG Times requested an interview for an article about our building grant request. I am using our website and Facebook to publicize our lockdown services (also through the municipalities), take home crafts (also through the school), and other services.

Partnerships/Outreach: Continuing our partnerships with Sustainable Merrickville-Wolford re: seed library, and Trails Society re Story Trail and Riverwalk display although the lockdown is affecting this. Have been approached by some other groups [see Item 10 iv].

Professional Development, Meetings, etc: Have attended webinars on virtual programming, municipal relations, and have an upcoming one on "culture of innovation". Small Library Committee virtual meetings re coming up soon.

Grants, etc: Nothing new.

Plans for month: It is difficult to plan, however, the JASI changeover and roof work should be progressing. Will also work on outreach and programming, including the summer program,. Hope to return to regular service in May.

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board Special meeting was held Apr. 21, 2021 at 6:30 pm via Zoom.

Present: M-W: Brian Reid, Carole Roberts, Victor Suthren, Timothy Molloy, John Harris (late)

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Absent:

1. **Meeting Called to Order:** at 6:30 pm

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

3. **Adoption of Agenda:** Modification to Item Agenda adopted as modified. Moved by Victor, seconded by Carole. **APPROVED.**

4. Continuing Business:

- i. **Request for meeting re: financial matters:** We have been advised that requesting this meeting through Council is not the best route. Due to time restrictions, further discussion of this deferred to the next Board meeting. In order to follow up on this with the municipality, Brian requested authorization from the Board for he and Mary Kate to represent the Board in this matter. Also requested a motion to authorize John and Mary Kate to represent the Board in these financial matters, as previously discussed.

Motion: that the Board authorizes:

- a) The Board Chair and CEO to represent the Board with Mayor and Council and with senior municipal staff, reporting back to the Board regularly.
- b) A selected Board member and the CEO/Board Treasurer to represent and work on behalf of the Board with municipal staff regarding financial matters, reporting back to the Board regularly.

Moved by Victor seconded by Carole. **APPROVED.**

4. **Meeting adjourned.** Next meeting: Wed, May 12/21 at 7:00 pm via Zoom.

Librarian _____

Chairperson _____

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 21

Date: May 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-10-2021 regarding Planning Fees; and

That Council gives favourable consideration to passing By-law 33-2021, being a by-law to amend By-laws 19-12 and 98-28 to increase planning fees in the Village.

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville - Wolford

Report FIN-10-2021
Finance Department
Information/Action Report to Council
Date to Council: May 10, 2021

RE: Planning Fees

OBJECTIVE: To obtain Council's approval to increase planning fees.

RECOMMENDATION:

THAT: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-10-2021 regarding Planning Fees; and

THAT: Council gives favourable consideration to passing By-law 33-2021, being a by-law to amend By-laws 19-12 and 98-28 to increase planning fees in the Village.

BACKGROUND:

Municipalities in Ontario are responsible for ensuring that the delivery of local services is undertaken in accordance with Provincial legislation. To offset the cost of providing services, municipalities are permitted to charge fees. Section 69 of the *Planning Act* authorizes municipalities to charge fees for the processing of planning applications, which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff. The Village of Merrickville-Wolford's current fee structure is contained within By-Law Number 19-12, "Village of Merrickville-Wolford Statement of Fees and Service Charges".

ANALYSIS:

Planning fees for the Village of Merrickville-Wolford have not increased since 2012. Financial pressures, in particular the pressure to shift some funding of municipal services toward user fees and away from property taxes, means that regular fee reviews are prudent. For some planning applications, the Village also retains legal services or external consultants to assist with review, which also increases costs.

Village staff have conducted a review of the Village's planning services fees, and compared them with fees from other municipalities in Leeds and Grenville (Attachment A). In addition, a sample of planning files have been analyzed for cost versus application fee, and the incremental difference suggests the need for an increase in application fee in order to recover costs. The recommended fee increases are intended

to align application fees with like-sized municipalities and to ensure the maintenance of appropriate levels of cost recovery.

To work towards an increase in cost recovery for processing planning applications, staff recommend that the following fees be increased as follows:

- Increase Zoning Amendment application fees from \$1100 to \$1500
- Increase Minor Variance fees from \$500 to \$750
- Increase Zoning compliance report fees from \$50 to \$80 (for first 2 questions then \$15 per each additional question)
- Increase Severance Application fees from \$250 to \$500
- Increase Official Plan Amendment fees from \$1500 to \$2000
- Increase range of Site Plan Agreement fees to include major developments, with a fee range of \$750 for minor developments to \$1500 for major developments
- Add a fee for Site Plan Amendments at \$250
- Increase Subdivision Agreement fees from \$1500 to \$2,500

In addition to the fees charged, all applicants continue to be responsible for disbursement fees.

BUDGET/LEGAL IMPLICATIONS:

None. The increased fees were anticipated in drafting the 2021 budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement:

Fiscal sustainability is an important part of providing efficient services to ratepayers.

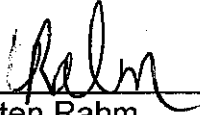
Conclusion:

That Council gives favourable consideration to By-law 33-2021, being a by-law to amend By-laws 19-12 and 98-28, to reflect the increases to planning fees as outlined in this report.

ATTACHMENTS:

Attachment A: Comparison of Planning Fees

Submitted by:



Kirsten Rahm,
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

	Merrickville-Wolford	Westport	Rideau Lakes	Augusta	Leeds Thousand Islands	Edwardsburgh Cardinal
Severance application	\$250		\$687	\$500	\$355	\$500
OP Amendment	\$1,500	\$1000 +	\$2,496	\$3,000	\$1,525	\$3,000
Zoning amendment	\$1,100	\$1000 +	\$1,497	\$2,000	\$1,250	\$2,000
Site Plan agreement	\$750	\$900 +	\$819 - \$1051	\$750 - \$1500	\$510-\$1775	\$750-\$1500
plan of subdivision/subdivision agreement	\$1,500	\$3700 +	\$3843 +	\$2000 +	\$1270 +	\$500 +
minor variance	\$500	\$900	\$911	\$1,000	\$760	\$650
zoning compliance report	\$50		\$136	\$50	N/A	\$100
	North Grenville	Elizabethto wn-Kitley	Front of Yonge	Athens		
Severance application	\$350	\$400 +	\$200	\$0		
OP Amendment	\$2,500	N/A	\$1,500	\$500 +		
Zoning amendment	\$1000-\$2000	N/A	\$1,100	\$500 +		
site plan agreement	\$900-\$2000	N/A	\$1,000	N/A		
plan of subdivision/subdivision agreement	\$3500 +	\$5,000	\$1,500	N/A		
minor variance	\$650	\$600	\$500	\$300 +		
zoning compliance report	\$100	N/A	N/A	N/A		

"+" means they also collect a deposit and/or charge for disbursements beyond fee collected

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VILLAGE OF MERRICKVILLE-WOLFORD

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Recorded Vote Requested By:

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

Resolution Number: R - - 21

Date: May 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 33-2021, being a By-Law to amend By-laws 19-12 and 98-28, be read a first and second time, and that By-law 33-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW NO. 33-2021

BEING a By-law to amend By-Laws 19-12 and 98-28, regarding the Village's planning fees

WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 19-12, referred to as the "Village of Merrickville-Wolford Statement of Fees and Service Charges" which outlines fees associated with Planning-related matters;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 98-28, referred to as the "Village of Merrickville-Wolford Municipal Building By-law" which also outlines fees associated with Planning-related matters;

AND WHEREAS on the Council of the Corporation of the Village of Merrickville-Wolford does deem it financially prudent to amend the aforementioned by-law in order to update fees and charges as they pertain to planning related matters;

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

1. Schedule "A" of By-law No. 19-12 shall be replaced with the attached "Schedule "A", and this By-law shall be consolidated with By-law 24-03.
2. By-law 98-28 shall be amended to reflect the planning-related fees and charges contained in Schedule "A" to this By-law.
3. This by-law shall come into force and take effect on the date of passing.

READ a first and second time this 25th day of May, 2021.

READ a third and final time and passed this 25th day of May, 2021.

Douglas Struthers, MAYOR

Doug Robertson, CAO/Clerk/Director of Economic Development

**Schedule "A" to By-Law 33-2021
To be consolidated with By-law 19-12
Village of Merrickville - Wolford
Statement of Fees and Service Charges**

Compliance Certificates.

Tax Certificate and related documents: \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

Fire Compliance Certificate and related documents: \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

Zoning Compliance Certificate: issuance of a Zoning Compliance Certificate and related documents \$80.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

Water Arrears Certificate : issuance of a Water arrears or Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

Building Compliance Certificate : issuance of a Building Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$ 15.00 for each additional question.

Property Standards Compliance Certificate : issuance of a Property Standards Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

Taxation.

Accounts going into three years and over:

\$ Initial notice of intent to register :	\$ 100.00 plus disbursements
\$ Tax Registration : No Tax Sale	\$ 250.00 plus disbursements
\$ Tax Registration : Tax Sale	\$ 500.00 plus disbursements
\$ Issuance of Cancellation Certificate:	\$ 50.00 plus disbursements
\$ Extension Agreement:	\$ 100.00 plus disbursements

Tax Statements or history of account over one year:

\$ Computer records:	\$ 15.00
\$ Manual Records:	\$ 25.00 per hour - Minimum one Hour
\$ Manual Records:	\$ 25.00 per hour - Minimum one Hour

Duplicate Tax Bill: \$ 5.00

Administrative Services.

Copies of Loan or L.I.P. repayment schedule:

\$ First request	n/c
\$ Subsequent requests	\$ 5.00
Copies of Official Plan:	\$ 25.00
Copies of Zoning By - Law:	\$ 20.00

Photocopies:

\$ municipal documents under 5 pages:	no charge.
\$ municipal documents over 5 pages:	25¢ per page.
\$ private documents under 2 pages:	no charge.
\$ private documents over 2 pages :	25¢ per page.

Search of records: \$ 25.00 per hour - Minimum one Hour

Municipal Freedom of Information Request \$ 5.00
(Additional charges as per provincial legislation)

Returned cheque \$ 40.00

Facility Rentals.

	Resident	Non-Resident
Ball Diamonds Both Wards (Per Season):		
\$ Lighted Diamond, per team:	\$ 250.00	\$ 250.00
\$ Unlighted diamond, per team:	\$ 100.00	\$ 100.00
\$ Private event, per event:	\$ 50.00	\$ 50.00
Soccer Fields (Per season):		
\$ Larger field:	\$ 500.00	\$ 500.00
\$ Secondary fields:	\$ 250.00	\$ 250.00
\$ Wolford soccer field:	\$ 250.00	\$ 250.00
Merrickville Community Center:		
\$ Auction:	\$ 250.00	\$ 300.00
\$ No bar:	\$ 200.00	\$ 250.00
\$ Bar:	\$ 400.00	\$ 500.00
\$ Upstairs Room:	\$ 50.00	\$ 75.00
\$ Service Organizations: (Churches, Lions Club, Legion Etc.)	\$ 200.00	\$ 200.00
\$ Blood donor clinic:	No Fee	No Fee
Merrickville Community Center Grounds:		
\$ Per weekend event:	\$ 500.00	\$ 600.00
Merrickville Community Center and Grounds:		

\$ Per weekend event:	\$1,500.00	\$1,600.00
Theater Night in Merrickville:	25 % of Gross receipts.	
Centennial Hall, Easton's Corners	\$ 50.00	\$ 50.00
<u>Fees Per Person, Per Event (Not for Profit) :</u>		
Seniors Exercise Group	\$ 1.00	\$ 1.00
Mothers and Children Play Group	\$ 1.00	\$ 1.00
Community Youth Groups (Scouts etc)	\$ 1.00	\$ 1.00
Centennial Hall – Easton's Corners	\$ 50.00	\$ 50.00
Community Group Meetings (Merrickville Recreation Association, Wolford Play Structure Group)	no charge	no charge

Streets and Roads.

Entrance Culverts:	\$ 900.00
New Entrance (no culvert):	\$ 500.00
Calcium Flake:	\$ 20.00 per 40 Kg Bag
	\$ 100.00 spread
Property Number Signs:	\$ 75.00
Road Cut Permits:	\$ 50.00

Fire Department.

Reports	\$ 50.00
Inspections	\$ 50.00
Failure to Install a Smoke Detector	\$ 125.00

Extraordinary Expenses

If Fire and Emergency Services respond to a motor vehicle incident, or other emergency at any property in the Village of Merrickville-Wolford and determine or the Fire Chief or designate determine that it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus, use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property or prevent a fire from spreading or otherwise control and eliminate an emergency the owner shall be charged for those expenses incurred plus applicable taxes.

False Alarms

False alarms occurring as a result of a malfunction or failure to maintain a fire alarm system or emergency system:

a) first false alarm in any twelve month period	NIL
b) second false alarm in any twelve month period	\$200.00
c) each subsequent false alarm in any consecutive twelve month period	\$600.00
Failure to perform work on fire alarm system or emergency system when ordered by the Fire Chief.	\$600.00
False alarm resulting from malicious or mischievous acts	\$600.00

Environmental Spills

Environmental spills or other emergency requiring response:

\$350.00 for first hour or part thereof per vehicle and \$175.00 for every additional ½ hour or part thereof per vehicle after 1st hour.

Hazardous materials spills and cleanup.

\$350.00 for first hour or part thereof per vehicle and \$175.00 for every additional ½ hour or part thereof per vehicle after 1st hour.

Total replacement costs of any contaminated or damaged equipment or materials used in the cleanup of hazardous materials and the approved disposal of equipment or materials in accordance with Federal and Provincial Acts.

Water and Sewer.

Water Statements or history of account over one year:-

\$ Computer records:	\$ 15.00
\$ Manual records:	\$ 25.00 per hour - minimum one hour
\$ Duplicate Water Bill:	\$ 5.00

Rates for Water from Hydrants

Corporation Fire Department Emergency use No Charge

Other Users \$ \$3.00/m³

Larger meters and non-standard meter installations shall be billed to the owner. Definition of non-standard installation and associated costs shall be at the sole discretion of the Manager of Environmental Services.

Owner Requested Municipal Meter Accuracy Testing Deposit will be \$50.00 for each test.

Notice of Disconnection Charge will be \$100.00 and will be applied to the outstanding account.

Disconnection and Reconnection Charge.

When it has been necessary to reconnect a service as a result of non-payment, a reconnection charge of \$100.00 shall be levied against the delinquent account.

Owner requested disconnection shall have a disconnection charge of \$100.00
Owner requested disconnection requiring shut off for under 1 hour shall have a disconnection charge of \$ 50.00

Owner requested reconnection shall have a reconnection charge of \$100.00.
Owner requested reconnection requiring shut off for under 1 hour shall have a reconnection charge of \$ 50.00

Service charge for inspection of water or sewer connections shall be \$50.00

During office hours (7am – 3pm)

Thawing frozen service :	\$ 50.00 per hour, minimum one hour plus disbursements
Meter replacement:	\$ 200.00 (meter and labor)
Meter reader repair:	\$ 50.00 plus disbursements
Water/Sewer Connection:	\$5,000.00 deposit refundable of net actual cost.

After office hours (3:01 pm – 6:59 am)

Thawing frozen service:	\$ 100.00 per hour, minimum one hour plus disbursements
Meter replacement:	\$ 300.00 (meter and labor)
Meter reader repair:	\$ 150.00 plus disbursements
Water/Sewer Connection:	\$5,000.00 deposit refundable of net actual cost at overtime rates.

Building Inspection and By - Law Enforcement.

Building Permits:

- \$ \$ 12.00 per \$1,000 of Construction Cost.
- \$ Minimum \$ 50.00

Lot fees:

- \$ \$ 2,200.00 for general purposes.
- \$ 5% of assessed value of land for recreation.

Wood Stove Inspection for Insurance purposes	No charge
W.E.T.T. certificate inspection	\$ 30.00

Planning Department

Severance applications :	\$ 500.00 plus disbursements
OP Amendment:	\$ 2,000.00 plus disbursements
Zoning By-Law Amendment	\$ 1,500.00 plus disbursements
Road Closing Application:	\$ 100.00 plus disbursements
Non-Maintenance for Roads Agreements:	\$ 100.00 plus disbursements
Right of Way and easements agreements on municipal property:	\$ 100.00 plus disbursements
Site Plan Agreements:	\$ 750.00 plus disbursements for minor developments and \$1,500 plus disbursements for major developments
Site Plan Amendments:	\$ 250.00 plus disbursements
Subdivision Agreements:	\$ 2,500.00 plus disbursements
Minor Variance Applications	\$ 750.00 plus disbursements

Clerk's Department

Commissioner of Oaths:	\$ 10.00
Certified True Copies:	\$ 10.00
Marriage Licence:	\$ 150.00
Marriage Ceremony	\$ 250.00
Merrickville Village Pin	\$ 3.50 (no tax)
Spoons	\$ 4.75 (no tax)
Flags	\$ 125.00 (no tax)
Blue recycle bin	\$ 6.50 (no tax)
Lottery license	\$ 5.00
Blanket Raffle	3% of the prize value
Nevada Tickets	6% of total prizes

License fees for dogs shall be:

- a) If only one dog is kept \$ 15.00
- b) For each additional dog up to five \$ 25.00
- c) For a spayed female dog or neutered male dog if only one is kept \$10.00
- d) For each additional spayed female or neutered male dog \$15.00

Payments are due prior to April 30th of the year. After the April 30th Date the fee shall be 1.5 times the base fee.

Replacement Tag	\$ 2.00
Guide or Lead dog	N/C
Kennel (Hobby & purebred)	\$ 50.00
Kennel (commercial) – per year for 20 runs	\$100.00
For each additional run over 20	\$ 5.00

The license fee listed in this schedule are not to be interpreted as part of pound fee as listed herein, in part Section 4, Paragraph 4.

Pound release fees shall be payable to the Village of Merrickville- Wolford plus disbursements.

And are payable as to the owner(s) not upon any specific dog

Release Fee (First Time)	\$25.00
Release Fee (Second Time)	\$50.00
Release Fee (Third Time)	\$100.00
Subsequent release Fee	\$200.00

Landfill Fees.

Garbage Bag Tags (Wolford ward)	\$0.75 per tag
(Merrickville Ward)	\$1.50 per tag

Non Bagged and untagged waste

Automobiles	\$5.00
Automobile with utility trailer	\$10.00
Pick-up, ½ ton (no rack)	\$15.00
Pick-up ½ ton with rack	\$25.00
Pick-up truck ½ ton with utility trailer	\$40.00
Truck with flat bed trailer	\$200.00
Truck with racks and trailer	\$250.00
Truck(s) 1 ton to 5 ton	\$50.00

(based on Gross vehicle weight)

Trucks with containers 1 ton to 5 ton.....	\$50.00 per ton
(based on Gross vehicle weight)	
*Trucks with containers 3 ton to 5 ton.....	\$300.00
Trucks with containers over 5 ton.....	\$500.00
Compactor / compacted loads.....	\$600.00
Furniture except mattress.....	\$5.00
Mattresses.....	\$15.00
Oil tanks.....	\$15.00
Clean brush (nothing mixed in).....	N/C
Brush / wood mixed loads.....	\$5.00
Compostable material (garden wasted).....	N/C
Siding eaves trough.....	\$15.00
White goods (stoves,dryers,propane tanks etc.).....	\$10.00
White goods (fridge,freezer,dehumidifier, air conditioners.....	\$10.00
with Freon removal certificate)	
Shingles (load of).....	\$100.00

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

 THAT: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-11-2021, being a report regarding the 2021 Community Grant Program, for information purposes; and

 THAT: Council allocates the funds from the Community Grant Line Item to be distributed as follows:

- | | | |
|---|----------------|-------------------|
| 1. Merrickville Organization for Culture & the Arts | Cash: \$ _____ | In-Kind: \$ _____ |
| 2. Merrickville District Trails Society | Cash: \$ _____ | In-Kind: \$ _____ |
| 3. Friends of the Rideau | Cash: \$ _____ | In-Kind: \$ _____ |

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville-Wolford

Report FIN-11-2021

Finance Department

Date of Council Meeting: May 25, 2021

Information Report to Council

RE: 2021 Community Grant Program

OBJECTIVE: To provide Council with information on the 2021 grant applications, and to seek Council direction regarding allocation of 2021 Community Grants.

RECOMMENDATION:

_____ THAT: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-11-2021, being a report regarding the 2021 Community Grant Program, for information purposes; and

_____ THAT: Council allocates the funds from the Community Grant Line Item to be distributed as follows:

- | | | |
|---|----------|-------------|
| 1. Merrickville Organization for Culture & the Arts | Cash: \$ | In-Kind: \$ |
| 2. Merrickville District Trails Society | Cash: \$ | In-Kind: \$ |
| 3. Friends of the Rideau | Cash: \$ | In-Kind: \$ |

BACKGROUND:

On April 23, 2019, Council passed By-law 23-2019, being a by-law to adopt a Community Grant Program Policy in order to set rules and eligibility requirements for applicants and to guide the decision-making process with respect to the allocation of the community grants each year. The Village of Merrickville-Wolford Community Grants Program provides limited financial support to community groups and organizations for projects or events that benefit and contribute toward the quality of life of local residents.

ANALYSIS

The Village of Merrickville-Wolford Community Grants Program Policy sets out clear eligibility criteria, incorporates in-kind requests such as fee waivers and sets out evaluation standards. The policy includes the grant application form and a final report requirement for successful applicants.

Some key elements of the policy are highlighted below, for Council's ease of reference:

- Approval of Community Grant applications and allocation of funds rests with Council.
- Grant funding or assistance is not guaranteed and Council may reduce funding requests to support a wider range of projects.
- Eligible applicants must be based in Merrickville-Wolford and/or serve the residents of Merrickville-Wolford.
- Organizations that make a profit are not eligible to apply.
- The program is not intended to provide funds for "flow through funding" (where recipients redistribute funds to other organizations or groups), nor for donations to charitable causes.
- Community grants are intended to be supplementary to an organization's main funding sources and are not meant to be the primary source of funding.
- Grant funding must be used for the purpose stated in the grant application.
- If requested, a final report must be submitted within 60 days of the event and must be submitted prior to a new application for funding.

A summary table of the 2021 Community Grant Requests is provided for Council's consideration (Attachment A), and staff have indicated which organizations are compliant with the grant policy criteria, and those that were not. To maintain fairness, consistency, and to adhere to the policy, staff recommend automatically rejecting any 2021 grant applications that do not meet the policy requirements.

The Village of Merrickville-Wolford received 4 grant applications for 2021, which are outlined in Attachment A. The total value of the *eligible* grant applications is \$9780. The 2021 budget allocated \$8000 for community grants. Below is a summary of the applications:

- Merrickville-Wolford & District Chamber of Commerce is requesting funding for the purchase of paper bags, which would have the Chamber branding. The Chamber would then sell the bags to local businesses. However, as this activity will generate a profit and the Chamber is a closed membership organization, the application is not eligible.
- MOCA – Merrickville Organization for Culture & the Arts, is requesting \$5000 as well as fee waivers of \$300 for event signage. They are planning to hold a two-day Festival of the Arts in Merrickville-Wolford.
- Merrickville District Trails Society is requesting \$1980, to update and maintain the Woodland Toboggan Hill Loops trail, and to develop a new trail by the riverside in the Fairgrounds area and install trailhead signs.
- Friends of the Rideau is requesting \$2500, to allow for a longer operating season at the visitor centre.

Staff recommend approving the 2021 community grant applications that meet the eligibility requirements, but also recommend reducing the cash grant amount to MOCA by \$1780, bringing their combined cash grant and In-Kind fee waiver request to \$3520, to be closer in line with the amounts requested by other groups. This will ensure all eligible recipients receive funding for their events, and will remain within the approved budget.

BUDGET/LEGAL IMPLICATIONS:

The 2021 budget allocation for community grants is \$8,000.

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:

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.

CONCLUSION:

Staff are asking Council to provide direction on the allocation of the 2021 community grant funding.

ATTACHMENTS:

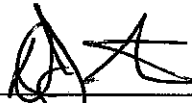
Attachment "A": 2021 Community Grant Requests

Submitted by:



Kirsten Rahm,
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

Attachment A - 2021 Community Grant Applications

2021 Grant Recipient	Eligible to apply for 2021 Grant	Cash grant requested	Fee Waivers requested	Date of Event	Request
Merrickville-Wolford & District Chamber of Commerce	No	\$ 2,500	No	N/A	Request is for funds to purchase 5000 paper bags with Chamber branding; bags would be sold to local businesses. However, applicants who perform any activities that make a profit for that group and closed membership organizations are not eligible to apply for a community grant.
Merrickville Organization for Culture & the Arts	Yes	\$ 5,000	\$300	August 28/29 or September 4/5	Request for funds to hold a two-day Festival of the Arts in Merrickville-Wolford; fee waiver request for 12 signs x \$25 each.
Merrickville District Trails Society	Yes	\$ 1,980	No	N/A	Request for funds to maintain & develop 2 Village trails including signage.
Friends of the Rideau	Yes	\$ 2,500	No	June-August	Request for funds to allow for a longer operating season at the visitor centre.

Total amount of eligible cash grants requested: \$ 9,480
 Total amount of eligible In Kind requests: \$ 300
 Grand total: \$ 9,780

2021 Budget for community grants: \$ 8,000

Appendix B – Application

COMMUNITY GRANTS PROGRAM APPLICATION



**Please complete this form, enclose all required information and return
to: Kirsten Rahm, Manager of Finance/Treasurer, Village of
Merrickville-Wolford 317 Brock St W, PO Box 340, Merrickville, ON K0G 1N0
Email: finance@merrickville-wolford.ca**

NAME OF ORGANIZATION OR GROUP: Merrickville-Wolford & District Chamber of Commerce	
MAILING ADDRESS: Address: BOX 571, Merrickville-Wolford, ON K0G 1N0	
PHONE NUMBER:	
CONTACT PERSON: Robyn Eagle	PHONE NUMBER: _____ _____
EMAIL ADDRESS: president@merrickvillechamber.ca	

TYPE OF REQUEST

\$2,500.00

CASH GRANT Amount requested: _____



IN-KIND WAIVE FEES
(provide details below)

IN-KIND OTHER
(provide details below)

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES:

N/A

DESCRIBE THE PURPOSE OF YOUR PROPOSED PROJECT/EVENT, INDICATING WHAT THE MUNICIPAL FUNDING WILL BE USED FOR, IF APPROVED (attach detailed budget):

The purpose of the project is to demonstrate cohesiveness amongst Merrickville-Wolford Chamber Members by offering paper bags (rather than plastic ones) for customer purchases. The bags would have Chamber branding. Bags would be sold to businesses to create the revenue required to purchase more paper bags making this a self funded initiative for future years.

The funding will be used to pay for the initial purchase of 5000 printed brown kraft paper bags and the creation of an ink stamp for the branding.

We have already secured interest from several stores and anticipate a majority of stores would participate.

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?:

The goals/objectives of the project are to demonstrate that Merrickville-Wolford is proactively protecting the environment by providing paper, rather than plastic bags for visitors.

This proposed project is consistent with the Municipality's commitment to the environment and to reduce the carbon footprint. By promoting use of the branded bags, this project also supports Communities in Bloom's strategic direction of fostering environmental responsibility.

Further, a promotional campaign would be undertaken showing the environmental effort taken by the Chamber with support from the Municipality.

WHO IS YOUR TARGET GROUP?:

The target group is primarily visitors to the Village of Merrickville-Wolford. These are people who visit the Village to shop, view its historic architecture, picnic along the banks of the canal, dine in the local restaurants and participate in events such as Canal Days, car shows, art and craft expositions, antique shows, musical concerts, historic reenactments and Christmas in Merrickville. In addition, with the increased interest in local boating and the influx of international visitors through Le Boat, the Village and surrounding areas can expect a significant increase in day and weekend visitors. We know that the Blockhouse museum typically sees close to 10K visitors in a given year.

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?:

Having a vital and sustainable business sector is an essential component of any successful community. The majority of business owners are also residents of Merrickville-Wolford. Non business owner residents rely on local businesses to service their needs as well as those of visitors. In order to succeed financially, local businesses rely on an influx of tourists from May to September and also require patronage from the local population year round.

PROVIDE A LIST OF OTHER FUNDING SOURCES FOR YOUR ORGANIZATION OR GROUP:

The primary funding source for the Chamber are annual membership fees, from approximately 70 members, paid by local businesses who see a benefit to having an organization represent their interests. Chamber has obtained grants for specific projects (Digital Mainstreet) but due to pandemic restrictions we have no means to raise funds outside of memberships.

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

The Chamber made the decision not to solicit renewal of annual membership fees for 2021 because of the financial hardship experienced by local businesses due to COVID-19. This has caused a considerable financial impact to the Chamber and has reduced or curtailed a number of projects that were intended to help promote local businesses.

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

- Chamber partnered with the Merrickville Artists Guild to raise money through an auction to support the arrival of a second Syrian refugee family to Merrickville (see attached). A cheque for \$3500 was presented to Rideau Bridge to Canada.
- Christmas in Merrickville - installing Christmas lights
- Provided support for Phase Two of Digital Mainstreet
- Have created multiple business videos and promoted through Social Media
- Support to Makers' Market in Merrickville

ENCLOSE THE FOLLOWING INFORMATION:

- Budget for Project/Event
- Financial Statements
- Confirmation of Not-for-Profit or Charitable status (if applicable)

ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION (PLEASE LIMIT VOLUME OF INFORMATION):

I/We have read the eligibility criteria and confirm that the organization or group will comply with all requirements.

I/We understand if the Village of Merrickville-Wolford approves funding, the Village of Merrickville-Wolford makes no commitment to provide ongoing financial support to the organization or group.

I/We understand that should the project or event not proceed and occur, or should any grant money received from the Municipality not conform with this policy and/or application, that the money will be refunded to the municipality as stipulated in the Village of Merrickville-Wolford Community Grants Policy.

Robyn Eagle

Applicant Name (Please print)

Signature Date

Appendix B – Application

COMMUNITY GRANTS PROGRAM APPLICATION



Please complete this form, enclose all required information and return to:

Kirsten Rahm, Manager of Finance/Treasurer, Village of Merrickville-Wolford

317 Brock St W, PO Box 340, Merrickville, ON K0G 1N0

Email: finance@merrickville-wolford.ca

NAME OF ORGANIZATION OR GROUP: Merrickville District Trails Society	
MAILING ADDRESS: c/o	
PHONE NUMBER:	
CONTACT PERSON: Tim Allen	PHONE NUMBER:
EMAIL ADDRESS:	
TYPE OF REQUEST	
<input checked="" type="checkbox"/> CASH GRANT	Amount requested: \$1980.00
<input type="checkbox"/> IN-KIND WAIVE FEES (provide details below)	
<input type="checkbox"/> IN-KIND OTHER (provide details below)	

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES:

NA

DESCRIBE THE PURPOSE OF YOUR PROPOSED PROJECT/EVENT, INDICATING WHAT THE MUNICIPAL FUNDING WILL BE USED FOR, IF APPROVED (attach detailed budget):

Purpose:

Merrickville Trails is an ongoing project to provide accessible easy walking trails for general public use, by residents and visitors. Walking is an activity with both physical and social effects that promote health and well-being. This has been particularly useful during the current pandemic. The Society is concentrating its efforts on two in-village trails that are immediately accessible on foot by village residents: The Woodland Toboggan Hill Loops trail is now almost fully developed and requires only updating and maintenance; the Merrickville Riverwalk project is a new trail and project in its full development phase that will bring the public to the riverside in the Fairgrounds area, and promote exploration of the riverain environment and the migratory bird sanctuary, and the river itself, as well as the other local natural features and the Library. We plan to have a self-guided "opening" of the new Riverwalk trail in conjunction with National Trails Day on June 5th, 2021.

As a volunteer organisation we provide both man-power and donated materials for trail development. There are, however, some services and materials necessary for trail improvement that we cannot obtain on this basis; it is for these that we are seeking a monetary grant, as detailed in the attached budget.

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?:

To promote the health and well-being of residents of Merrickville of all ages by providing accessible walking trails within the village, with interpretive material and guides. Some activities will be guided or narrated once again after the current pandemic restrictions have been lifted. The trails and activities are also open to visitors.

WHO IS YOUR TARGET GROUP?:

The public, of all ages, both residents and visitors. Facilities are designed to be accessible (wheelchairs, strollers, limited mobility)

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?:

The Trails and activities encourage our residents to get out and walk under safe conditions, while enriching their lives and improving social interaction (once Covid restrictions lifted). These effects are known to positively affect health and well being, as well as contributing to a degree of pride in our community and a sense of belonging.

PROVIDE A LIST OF OTHER FUNDING SOURCES FOR YOUR ORGANIZATION OR GROUP:

There is no regular source of funding, though the Health Centre has provided in-kind support by providing accounting services for the last 15 years. We have just learned (12th April, 2021) that the RCHS can no longer offer this service, so we will be seeking an alternative support.

1. Small personal donations: \$100- 200 per year (when holding regular group activities)

2. 2018-2019

\$1000.00 from Heritage Classic Run

\$1000.00 from Merrickville Lions Club

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

1. 2020-21: we are in discussion with the Lions Club to provide major support and funding for the proposed viewing platform on the Riverwalk Trail. Although there is an agreement in principle to work together, more detailed discussions and decisions are awaiting response from Parks Canada concerning conditions and permission to proceed

2. Personal donations are acceptable at all times. A donation mechanism has been set up with Rideau Community Health Services which will generate charitable donation receipts for amounts over \$20.

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

We have an email list of approximately 115 persons, who receive regular communications (about 6 times per year), and who have indicated an interest in staying on the list.

Regular input by email from users, both directly and the Library, to signal their appreciation of the trails, particularly the Story Trail Users communicate with us re problems on the Trails; e.g Bears on the trails; vehicular traffic on trails; missing garbage pails. We pass these on th Public Works,who rapidly intervene as possible.

There is a group of about 15 persons who regularly contribute to volunteer work parties (trail clearing, stone dust spreading , sign and bench placement).

We have an executive with about 8 regularly active members, meeting every 1-2 months to plan activities and projects. Small working group are developing the various sub-projects of the Merrickville Riverwalk project.

Funding and in-kind support over the years from community groups (the volunteers, the Health Centre, the Lions, the Classic Heritage run,) as well,as from the municipality

ENCLOSE THE FOLLOWING INFORMATION:

- Budget for Project/Event
- Financial Statements
- Confirmation of Not-for-Profit or Charitable status (if applicable)

ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION (PLEASE LIMIT VOLUME OF INFORMATION):

I/We have read the eligibility criteria and confirm that the organization or group will comply with all requirements.

I/We understand if the Village of Merrickville-Wolford approves funding, the Village of Merrickville-Wolford makes no commitment to provide ongoing financial support to the organization or group.

I/We understand that should the project or event not proceed and occur, or should any grant money received from the Municipality not conform with this policy and/or application, that the money will be refunded to the municipality as stipulated in the Village of Merrickville-Wolford Community Grants Policy.

Tim Allen

Applicant Name (Please print)

Tim Allen

Signature

12 April 2021

Date

Budget 2021-22 Merrickville District Trails Society (MDTS): for project materials expenses

1. Riverwalk project

Additional temporary Trailhead sign near Beach/boat launch (Coba)	80.00
Enclosed bulletin board outside library (hardware and glass)	200.00
Permanent large Trailhead signs (2 at \$300 each)	600.00

2. Woodland Toboggan Hill Loops

Story Trail

2 new books, laminate pages (2 copies of each @ \$125 each)	500.00
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Main Trail

2 large updated permanent Trailhead signs (Coba) @ \$300 each	<u>600.00</u>
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Total \$1980.00

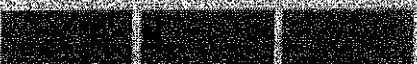
Signed

Tim Allen for the MDTS, April 2021

**Appendix B – Application
COMMUNITY GRANTS PROGRAM APPLICATION**

**Please complete this form, enclose all required information
and return to:**

*Kirsten Rahm, Manager of Finance/Treasurer, Village of
Merrickville-Wolford 317 Brock St W, PO Box 340, Merrickville,
ON K0G 1N0
Email: finance@merrickville-wolford.ca*

NAME OF ORGANIZATION OR GROUP: MOCA	
Merrickville Organization for Culture & the Arts	
MAILING ADDRESS: PO Box 167	
PHONE NUMBER:	
CONTACT PERSON:	PHONE NUMBER:
Nick Previsich	
EMAIL ADDRESS:	
TYPE OF REQUEST CASH GRANT XXXX	
IN-KIND WAIVE FEES (provide details below) XXXX	
IN-KIND OTHER (provide details below)	
Amount requested: \$5000.00	
	

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES

We are requesting the waiving of any fees associated with signage advertising for the proposed Festival of the Arts and directional signage. We anticipate that there will be several signs at the entrance points to the Village and at key intersections (eg. Main St. and St. Lawrence). In addition, flags may be mounted at the location(s) of display tents (on private property) within which artists will be exhibiting and selling their art. We anticipate that the location of tents will also be on private properties. MOCA will submit an application as per Bylaw #24-2010 Section 3 prior to the events taking place. MOCA is a non-profit organization and as such requests that fees identified in Schedule A for the signage be waived.

DESCRIBE THE PURPOSE OF YOUR PROPOSED PROJECT/EVENT INDICATING WHAT THE MUNICIPAL FUNDING WILL BE USED FOR, IF APPROVED (attach detailed budget).

The purpose of the event is to hold a two-day Festival of the Arts in Merrickville-Wolford.

The funds will be used for the rental of tents, tables, display grids, printing of signs, props, advertising, portable toilets and possibly overnight security. See attached budget.

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?

The Merrickville Organization for Culture & the Arts (MOCA) is an incorporated (2018), non-profit organization dedicated to the promotion and development of local arts and culture in its many forms (Incorporation business #: 740031117RC0001).

The goal of this event is to help fill a creative and experiential void that people are desperately seeking to fill. Given the repeated lockdowns and social dislocation due to the pandemic, a Festival of the Arts will help lift spirits, showcase local creative talent and offer a venue for artists (who have been financially disadvantaged) to sell their beautiful art. In addition, the event will help bolster local businesses and promote tourism to Merrickville-Wolford.

We have confirmed with the Lions Club that they are not organizing Canal Fest in 2021 as they have done in the past. Other past events are still up in the air - including the popular antique and European car shows. Plans are underway for the annual Antique Show to be held on the Fairgrounds and this may be a complimentary event should the dates coincide with the Festival of the Arts.

The Festival will take place out of doors in large all-weather tents. We will be consulting with Public Health authorities to ensure that we are compliant and are prepared to monitor crowds, provide masks and sanitizing stations. Funding permitting, we may be able to have portable toilets on or near the site. We are currently canvassing local groups who hold annual events and have determined that either August 28/29, 2021 or September 4/5, 2021 might be the best dates to hold the Festival of the Arts.

We will be inviting various arts groups to participate in the Festival. Confirmation has been received from the Merrickville Artists' Guild and Theatre Night in Merrickville. We are also exploring the possible participation of musicians. There will be no charge for admission to the Festival activities - it will be open to residents and visitors alike.

WHO IS YOUR TARGET GROUP?

Target groups include local residents living in Merrickville-Wolford, day visitors to the Village, tourists who are aware of the beauty and proximity to the Rideau Canal system and people who will be informed (through extensive advertising) and are lovers of the arts.

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?

This project will provide residents, visitors and tourists to Merrickville-Wolford with a unique opportunity to view and possibly purchase unique artworks, watch theatrical performances and listen to beautiful music. Local merchants will benefit by an increase in people visiting shops. Most importantly, this event will help offset the devastating mental health repercussions brought about by the frequent lockdowns and social dislocation related to the pandemic.

PROVIDE A LIST OF OTHER FUNDING SOURCES FOR YOUR ORGANIZATION OR GROUP:

MOCA will be seeking financial or in-kind assistance from:

- Chamber of Commerce
- Lions Club
- Merrickville Artists' Guild and Friends of MAG
- Provincial tourism grants if eligible

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

Fundraising efforts to date have been provided through two mechanisms:

- Celebrity Chefs dinner "A Night in the Caribbean" prepared by MOCA volunteers

- A 15% percentage of ticket sales from Small Halls Concerts with 50% of these proceeds going to the United Church/MUAC

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

MOCA has been instrumental in bringing the very popular Blues Fest - Small Halls Concerts to Merrickville. To date there have been five concerts held at the United Church facility with app. 200 people attending each concert. MOCA volunteers helped set up the event, prepare a meal for the musicians and crew and assisted with clean up. Local businesses benefitted from people traveling from Ottawa and other nearby communities to attend the concert.

MOCA was also a significant contributor to the fundraising efforts by Rideau Bridge to Canada to support the first Syrian family by organizing a horseshoe tournament. It also contributed \$1000 from savings to support the second Syrian family that arrived in 2020.

ENCLOSE THE FOLLOWING INFORMATION:

- Budget for Project/Event

MOCA Budget for Festival of the Arts

Expenses

Tent Rental: \$3,500.00

Table Rental: \$500.00

Display Grid Rental: \$300.00

Printing of Program: \$250.00

Printing of Directional Signs: \$350.00

Printing of Festival Signs: \$400.00

Theatrical Props: \$500.00

Advertising: \$1200.00

Portable Toilets: \$500.00

Overnight Security: \$450.00

Total: \$7,950.00

Revenues

Community Grant: \$5000.00

MOCA: \$1000.00

Other sources: \$1950.00

Financial Statements

Bank Accounts

Total:

\$2,199.06 CAD

1 RBC Current Account

\$2,199.06^{OAD}

Confirmation of Not-for-Profit or Charitable status (if applicable)

ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION (PLEASE LIMIT VOLUME OF INFORMATION):

I/We have read the eligibility criteria and confirm that the organization or group will comply with all requirements.

I/We understand if the Village of Merrickville-Wolford approves funding, the Village of Merrickville-Wolford makes no commitment to provide ongoing financial support to the organization or group.

I/We understand that should the project or event not proceed and occur, or should any grant money received from the Municipality not conform with this policy and/or application, that the money will be refunded to the municipality as stipulated in the Village of Merrickville-Wolford Community Grants Policy.

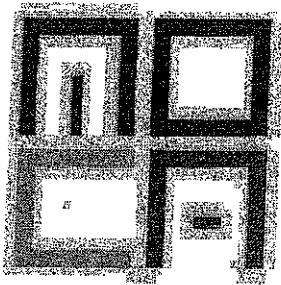
Nick Previsich

Applicant Name (Please print)

Nick Previsich

April 12/2021

Signature Date



Merrickville Organization
for Culture and the Arts

MOCA MISSION STATEMENT

The Mission of the Merrickville Organization for Culture and the Arts (MOCA) is to promote the expression of and appreciation for cultural and artistic activities in the community of Merrickville-Wolford. MOCA will seek to collaborate with other like-minded organizations and individuals to maximize programming, avoid duplication and create synergies that can be enjoyed by residents and visitors to the municipality.

Operational Goals of MOCA

1. Work with cultural and artistic organizations and individuals to host events in the following areas:
 - music
 - dance
 - painting/drawing, sculpture
 - drama/theatre
 - photography
 - author readings and lectures
 - films
 - electronic/digital arts
 - culinary arts
 - agricultural/rural areas of interest
2. Research and initiate grant applications to federal, provincial and municipal governments and seek funding from foundations and businesses to help sponsor events.
3. Facilitate educational opportunities for young and emerging artists by recruiting experienced artists/educators to provide their considerable knowledge. If funding permits, provide annual scholarships to assist artists in their educational pursuits.

4. Identify resources that can be shared amongst cultural and artistic groups to help reduce individual costs. This could include equipment needed for musical, auditory and visual presentations as well as human resources need for planning and managing performances

5. Create an annual calendar and/or a newsletter of cultural and artistic events which will be available on-line, through social media and in print form for distribution to residents and visitors to Merrickville-Wolford.

Appendix B – Application

COMMUNITY GRANTS PROGRAM APPLICATION



Please complete this form, enclose all required information and return to:
Kirsten Rahm, Manager of Finance/Treasurer, Village of Merrickville-Wolford
317 Brock St W, PO Box 340, Merrickville, ON K0G 1N0
Email: finance@merrickville-wolford.ca

NAME OF ORGANIZATION OR GROUP: Friends of the Rideau	
MAILING ADDRESS: Box 1232 Stn Main, Smiths Falls ON, K7A 5C7	
PHONE NUMBER: /	
CONTACT PERSON: Hunter McGill	PHONE NUMBER:
EMAIL ADDRESS: info@rideaufriends.com	
TYPE OF REQUEST	
<input checked="" type="checkbox"/> CASH GRANT	Amount requested: \$2500.00
<input type="checkbox"/> IN-KIND WAIVE FEES (provide details below)	
<input type="checkbox"/> IN-KIND OTHER (provide details below)	

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES:

N.A.

DESCRIBE THE PURPOSE OF YOUR PROPOSED PROJECT/EVENT, INDICATING WHAT THE MUNICIPAL FUNDING WILL BE USED FOR, IF APPROVED (attach detailed budget)

Friends of the Rideau operates The Depot visitor and information centre in Blockhouse Park, seven days a week in June, July and August. The Depot provides information to visitors on events, services, businesses and attractions in Merrickville. The Depot offers two public washrooms for visitors, one of which is handicap accessible.

The funding requested will allow a longer operating season at the visitor centre.

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?

The objective of the activity is to enhance the experience of visitors to Merrickville, to help them find the businesses, services and attractions they are looking for, and to have visitors extend their stay in the village.

WHO IS YOUR TARGET GROUP?

Visitors to Merrickville.

In 2019 The Depot welcomed 9440 visitors

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?

Operation of the The Depot visitor and information centre is aimed at informing visitors of the full range of attractions and services available in the village. As a result, visitors will spend more time in Merrickville and purchase more goods and services, supporting local businesses and jobs.

In effect, Friends' operation of The Depot serves as a tourism bureau for the Village of Merrickville in the peak visitor months of June through August.

PROVIDE A LIST OF OTHER FUNDING SOURCES FOR YOUR ORGANIZATION OR GROUP:

Federal government - Ministry of Employment and Social Development

Provincial government - Ministry of Heritage, Sport, Tourism and Culture

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

We receive grants from the federal and provincial governments for i) student job creation, and ii) outreach and communications.

Our members pay an annual supporting fee.

We receive donations from the public.

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

Friends of the Rideau has a partnership with the Merrickville Chamber of Commerce.

We work with the Merrickville Lions Club on staging events.

In the summer months we benefit from the support/contributions of 8-10 volunteers.

ENCLOSE THE FOLLOWING INFORMATION:

- Budget for Project/Event
- Financial Statements
- Confirmation of Not-for-Profit or Charitable status (if applicable)

ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION (PLEASE LIMIT VOLUME OF INFORMATION):

I/We have read the eligibility criteria and confirm that the organization or group will comply with all requirements.

I/We understand if the Village of Merrickville-Wolford approves funding, the Village of Merrickville-Wolford makes no commitment to provide ongoing financial support to the organization or group.

I/We understand that should the project or event not proceed and occur, or should any grant money received from the Municipality not conform with this policy and/or application, that the money will be refunded to the municipality as stipulated in the Village of Merrickville-Wolford Community Grants Policy.

Hunter McGill

Applicant Name (Please print)



Signature

27.3.2021

Date

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Merrickville 1860
Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 108 - 21

Date: April 26, 2021

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Robyn Eagle, President of the Merrickville-Wolford Chamber of Commerce, regarding the Chamber's use of the street side portion of the Display Board located in front of the Post Office, dated April 15, 2021; and

That Council does hereby approve that the Merrickville-Wolford Chamber of Commerce will be responsible for determining the postings for the street side portion of the Display Board; and

That Council does hereby confirm that maintenance of the Display Board will remain the responsibility of the Village of Merrickville-Wolford.

Carried / Defeated

J. Douglas Struthers, Mayor

*Moved by
1st Mr Molloy
2nd Mr Cameron
before next
May 10th
2021*

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

For Clerk's use only, if required.

Recorded Vote Requested By:

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Merrickville-Wolford & District Chamber of Commerce represents a significant number of local businesses in the Village and promotes and encourages the Village's commercial sector;

AND WHEREAS the Chamber of Commerce has requested priority use of two thirds of the street side portion of the Display Board outside of the Canada Post Office located at 223 St. Lawrence Street in order to display the Chamber's map of local businesses as well as the Chamber's business listing;

AND WHEREAS approval of this request would allow space for community groups and other local organizations to post approved notices on the remaining street side portion of the Display Board;

BE IT HEREBY RESOLVED THAT The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Robyn Eagle, President of the Merrickville-Wolford & District Chamber of Commerce, regarding the Chamber's use of the street side portion of the Display Board located in front of the Post Office, dated April 15, 2021; and

That Council does hereby approve the Merrickville-Wolford & District Chamber of Commerce's Map and Business Listing to be placed on the street side portion of the Display Board in priority over other organizations, when space allows; and

That Council directs that the Village retain the key and right to remove any and all postings from the Display Board including, but not limited to, the map or business listing and to use the Display Board for other purposes at the Village's sole discretion; and

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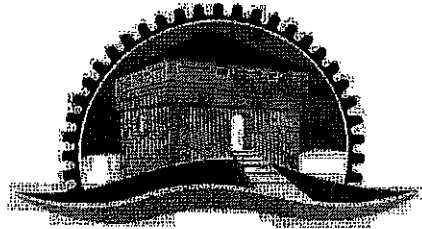
VILLAGE OF MERRICKVILLE-WOLFORD

That requests from other community organizations to have items displayed in the Display Board will continue to be entertained; and

That Council directs staff to request the Chamber provide an appropriately sized map and business listing that fits two thirds or less of the street side of the Display Board.

Carried / Defeated

J. Douglas Struthers, Mayor



**MERRICKVILLE-WOLFORD
& DISTRICT CHAMBER OF COMMERCE**

2021-04-15

Village of Merrickville-Wolford
Brock Street
Merrickville Ontario
K0G1N0

Re Display board located on St Lawrence Street

Mayor Struthers, Councillors and CAO Robertson,

During our most recent Board Meeting April 13, Councillor Foster indicated that after discussion with the CAO, that the Municipality would be willing to provide The Chamber access and use of the street side portion of the display board in front of the Post Office. The use of this board would be as an alternative to having a map display installed in Cenotaph park.

We would like to extend our appreciation for this kind and generous offer and gladly accept. For purposes of clarity, record keeping and to address any queries from Community Groups that may occur, could we confirm that postings to the board be determined by Chamber and any maintenance still be the responsibility of the Municipality. ?

Again, many thanks for this proposal and we look forward to its use for promoting businesses throughout the Municipality.

Best Regards

Robyn Eagle

PO Box 571, Merrickville ON K0G1N0

president@merrickvillechamber.ca |

Merrickville & District Chamber of Commerce | www.merrickvillechamber.ca

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive email correspondence from Anney de Gobeo, the Chair of the Environmental Advisory Committee, dated May 17th and May 19th, 2021, and the Environmental Advisory Committee's draft Agenda for a meeting on May 26, 2021; and

That Council does hereby direct the Environmental Advisory Committee to abide by Council's approved Electronic Meeting Protocol; and

That Council does hereby direct the Environmental Advisory Committee not to proceed with their meeting of May 26, 2021.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Christina Conklin

From: Anney de Gobeo <adegobeo@gmail.com>
Sent: Monday, May 17, 2021 9:52 AM
To: Christina Conklin
Subject: Waste Management Plan Update

Good morning Christina!

In preparation for our meeting on May 26, is it possible to get an update from staff on the Waste Management Plan?

Thank you!
Anney

Christina Conklin

From: Anney de Gobeo <adegobeo@gmail.com>
Sent: Wednesday, May 19, 2021 7:14 PM
To: Christina Conklin
Subject: Agenda for EAC on May 26, 2021
Attachments: EAC Agenda - May 26, 2021.docx

Christina, would you please ensure that Don gets a copy of the agenda.

Thanks!
Anney



EAC Agenda

May 26, 2020 at 5 – 6 PM

Video call link: <https://meet.google.com/cin-feqh-vvp>

- Call to Order
- Disclosure of Pecuniary
- Approval of Agenda
- Approval / Additions to Minutes (from January 2020)
- Review of electronic protocol
- Review & discussion of EAC Strategic Plan with revised Budget
- Review & discussion of document sent to the Village November 2018 (EAC Update to Council)
- Waste Management Plan 2011
 - Update from Village (requested on May 17, 2021)
- New Business
 - Role of Secretary

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an "In-Camera" session at _____ p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required

Recorded Vote Requested By:

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

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

For Clerk's use only, if
required

**Recorded Vote Requested
By:**

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session of the regular Council meeting, with staff being given direction, at _____ p.m.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

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

Resolution Number: R - - 21

Date: May 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 30-2021, being a by-law to confirm the proceedings of the regular Council meeting of May 25, 2021, be read a first and second time, and that By-law 30-2021 be read a third and final time and passed.

Carried / Defeated

 J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 30-2021

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON MAY 25, 2021

WHEREAS section 5(3) of the Municipal Act, 2001 states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on May 25, 2021 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on May 25, 2021 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 25th day of May, 2021.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 25, 2021

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next regular meeting of Council on Monday, June 14, 2021 at 2:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor