

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3096

VILLAGE OF MERRICKVILLE-WOLFORD

Agenda for Council Council Chambers

Council Meeting 7:00 p.m.

Monday, June 12, 2017

1. **Disclosure of Pecuniary Interest and the general nature thereof**
2. **Approval of Agenda:** Approval of the Agenda of June 12, 2017
3. **Minutes:** Approval of the Minutes of the regular meeting of May 23, 2017 and the special meeting of June 5, 2017
4. **Delegations:**
 1. Rideau Valley Conservation Authority, Sommer Casgrain-Robertson, General Manager; and
 2. Merrickville and District Historical Society, Michael Whittaker.
5. **Public Question Period to Council**
6. **Correspondence:** United Counties of Leeds & Grenville Media Release, May 25, 2017; Merrickville Agricultural Society requesting noise exemption, June 1, 2017; Merrickville Agricultural Society requesting signage exemption, June 1, 2017; and Letter from Robyn Griff, May 29, 2017.
7. **Building:** CBO-07-2017 re: Farmer's Market; and CBO-08-2017 re: Rink House Updates to Washrooms
8. **Canada Day:** Canada Day Committee Minutes, May 4, 2017
9. **Environment:** Environmental Advisory Committee Minutes, May 25, 2017
10. **CAO:** Upcoming 2017 Conferences
2016 Customer Service Survey
11. **Notices of Motion:**
12. **Unfinished Business:**
13. **Public/Media Question Period**
14. **Announcement to/from Council**
15. **In Camera:**
 1. Litigation of potential litigation; and
 2. Proposed or pending possible acquisition of land for municipal or local board purposes.
16. **Next meeting of Council:** **Monday, June 26, 2017 at 7:00 p.m.**
17. **Adjournment.**

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - -17

Date: June 12, 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 June 12, 2017 be adopted as circulated / amended.

Carried / Defeated

David Nash, Mayor

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Resolution Number: R - - 17

Date: June 12, 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 of May 23, 2017 and the special Council meeting of June 5, 2017 be approved as circulated / amended.

Carried / Defeated

David Nash, Mayor

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

Tuesday, May 23, 2017

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Tuesday, May 23, 2017.

Note: The Council meeting was originally scheduled to begin at 5:30 p.m. and go directly to an "In Camera" session, however, quorum was not present and therefore the regular meeting began at 7:00 p.m.

Chaired by: Mayor David Nash

Members of Council: Deputy Mayor Anne Barr
Councillor Chuck MacInnis
Councillor Stephen Ireland
Councillor Kim Weedmark

Regrets: Councillor David Snowdon
Councillor Victor Suthren

Staff in Attendance: John Regan, CAO/Clerk
Christina Conklin, Deputy Clerk
Sheila Kehoe, Manager of Finance – Treasurer
Dave Powers, Public Works Manager

Press in Attendance: None.

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

Approval of Agenda

R-159-17 Moved by Councillor MacInnis, Seconded by Councillor Ireland
Be it hereby resolved that: the agenda of the regular council meeting of May 23, 2017 be adopted as amended.

Carried.

Approval of Minutes

R-160-17 Moved by Councillor Weedmark, Seconded by Councillor Ireland
Be it hereby resolved that: The minutes of the regular Council meeting of May 8, 2017 be approved as circulated.

Carried.

Delegations:

R-161-17 Moved by Councillor MacInnis, Seconded by Councillor Weedmark
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Ontario Clean Water Agency (OCWA).

Carried.

Public Question Period to Council:

A resident inquired about the Heritage Committee.

A resident inquired regarding a County-wide tree retention/forest conservation by-law.

Public Works:

R-162-17 Moved by Councillor Weedmark, Seconded by Councillor Ireland
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-05-2017; and

That Council approve the purchase of a second-hand 2013 John Deere 524K Loader from Nortrax of Ottawa for \$129,900.00, tax included; and

That Council approve the additional purchase of a 12-month, Powertrain warranty at a cost of \$3,760.00, plus tax.

Carried.

R-163-17 Moved by Councillor Weedmark, Seconded by Councillor MacInnis
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-06-2017; and

That Council approve McConnell Construction proceed with the supply and placement of maintenance gravel for various gravel roads throughout the municipality, including construction gravel for Putnam Road.

Carried.

Economic Development:

R-164-17 Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby support the application to Trillium for a grant to be used for a communication strategy that may include the website, phone application and Wi-Fi.

Carried.

R-165-17 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 delegate authority to the Industry, Tourism and Economic Development Committee to adjust their composition including their size, any subcommittees or working groups; and

That any new names submitted for new regular members be brought to Council to be approved by by-law.

Carried.

Finance:

R-166-17 Moved by Councillor Ireland, Seconded by Councillor Weedmark
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-11-2017, for information purposes.
Carried.

R-167-17 Moved by Councillor Ireland, Seconded by Councillor Weedmark
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-12-2017, for information purposes.
Carried.

CAO:

R-168-17 Moved by Councillor Weedmark, Seconded by Councillor MacInnis
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-08-2017 regarding the funding of the Sewage Treatment Plant lawsuit settlement; and

That Council authorizes the water/sewer funding transfer for the lawsuit settlement of \$382,726 to be funded from the balance of the debt debenture.

Carried.

R-169-17 Moved by Councillor Weedmark, Seconded by Councillor MacInnis
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby cancel the regularly scheduled Council meetings of July 24th and August 28th, 2017, except for at the call of the Mayor or Clerk.

Carried.

R-170-17 Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby authorize the Canada Day Committee to disburse the remaining \$6,475 from the Canada 150 monies.

Carried.

Notices of Motion:

Public Question Period to Council:

A resident inquired with respect to wood chip or compost sales at the landfill.

Announcements from Council: None.

Adjournment:

R-171-17

Moved by Councillor Weedmark, 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 9:16 p.m. until the next regular meeting of Council on Monday, June 12, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

David Nash, Mayor

John Regan, Clerk

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

Monday, June 5, 2017

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, June 5, 2017.

Chaired by: Mayor David Nash
Members of Council: Councillor Stephen Ireland
Councillor David Snowdon
Councillor Victor Suthren

Regrets: Deputy Mayor Anne Barr
Councillor Kim Weedmark
Councillor Chuck MacInnis

Staff in Attendance: John Regan, CAO/Clerk
Christina Conklin, Deputy Clerk

Press in Attendance: None.

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

Approval of Agenda

R-172-17 Moved by Councillor Suthren, Seconded by Councillor Snowdon
Be it hereby resolved that: the agenda of the special council meeting of June 5, 2017
be adopted as circulated.

Carried.

The Strategic Plan 2017-2025 Operational Workplan was discussed. John Regan, CAO facilitated this portion of the meeting.

Adjournment:

R-173-17 Moved by Councillor Ireland, Seconded by Councillor Suthren
Be it hereby resolved that: this special meeting of the Council of the Corporation
of the Village of Merrickville-Wolford does now adjourn at 9:12 p.m. until the next
regular meeting of Council on Monday, June 12, 2017 at 7:00 p.m., or until the call
of the Mayor subject to need.

Carried.

David Nash, Mayor

John Regan, Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 2017

Moved by: Barr Ireland MaInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MaInnis 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 the Rideau Valley Conservation Authority (RVCA) regarding 2016 accomplishments.

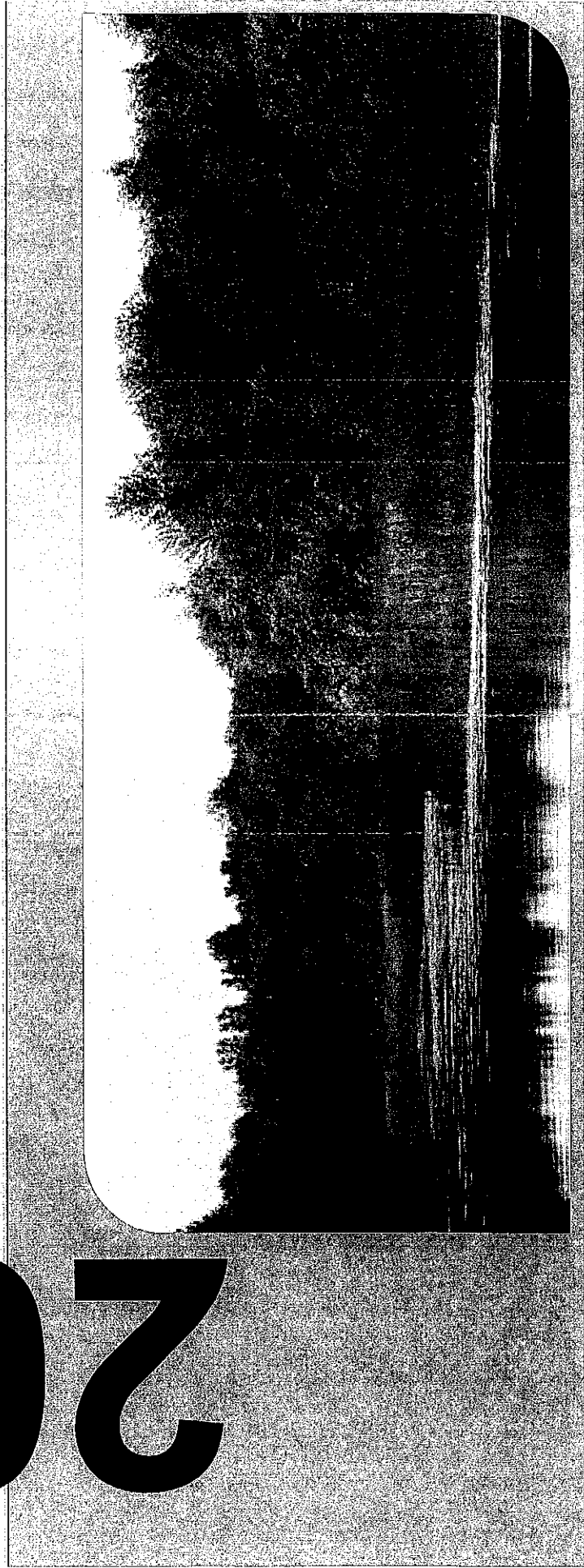
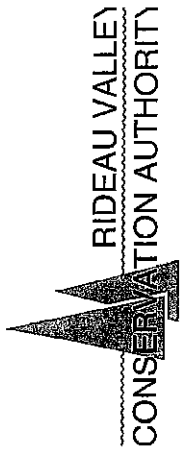
Carried / Defeated

David Nash, Mayor

2017

RVCA Presentation

Windsor Village Westford Council - June 12, 2017



Highlights from 2016

- **Watershed Monitoring & Reporting**
- **Protecting People & Property from Natural Hazards**
- **Sustainable Development**
- **Watershed Restoration & Enhancement**
- **Conservation Lands & Education**



Looking Ahead to 2017

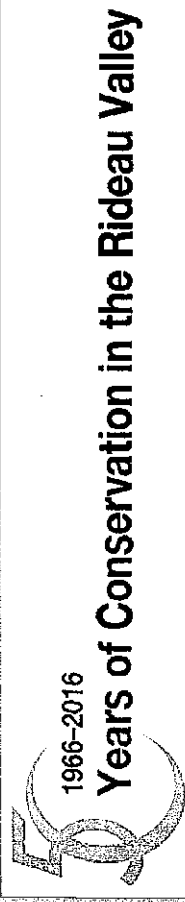
New Strategic Plan:

1. **Develop and share watershed knowledge that advances decision making and leads to on-the-ground action**
2. **Protect, restore and enhance watershed health and safeguard people and property from natural hazards**
3. **Increase watershed awareness and appreciation and inspire action in others**
4. **Operate a sustainable, well-managed, service-driven organization fueled by engaged employees**



Thank You!

**Thank you for 50 years of
conservation partnership.
We look forward to another 50!**



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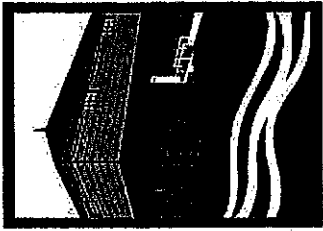
Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Merrickville District Historical Society and approve, for the purposes of the Blockhouse Festival to take place on June 17 and June 18, 2017, the following:

1. Participant parking in the fairgrounds; and
2. A parking ban on the east side of St. John Street (north side of Main Street) along the Blockhouse Green.

Carried / Defeated

David Nash, Mayor



MERRICKVILLE ~~DISTRICT~~ DISTRICT
HISTORICAL SOCIETY

Merrickville Blockhouse Festival

Canada 150 in the Rear View Mirror

The Merrickville and District Historical Society Appreciates the Support of the Village of Merrickville-Wolford

Administering the students' paychecks and T4s

Covering the rental for our Archive space in Burritt's Rapids

Providing for the telephone in the Blockhouse Museum

The support makes possible the continuance of the Blockhouse Museum, and Merrickville and District Historical Society

Thus the society can proceed with ventures, such as the Blockhouse Festival

The Blockhouse Festival is a facet of the **Jewel on the Rideau**

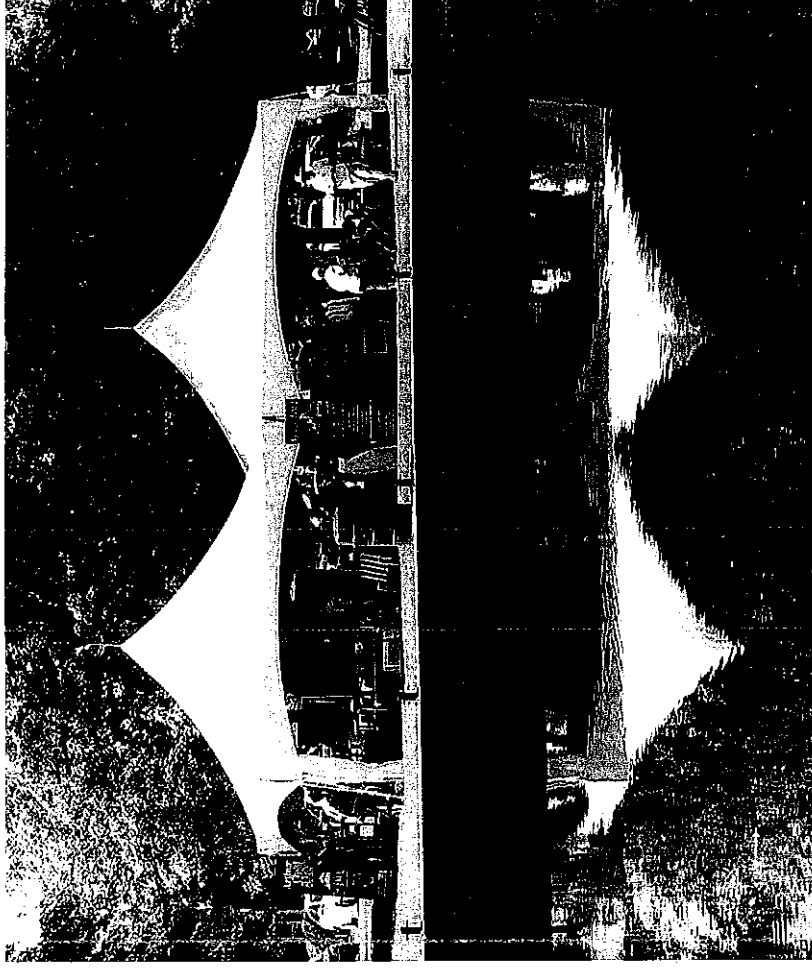
The event is sticky

An added bonus for visitors

Holds visitors in the village

Satisfied visitors tell their friends

Satisfied visitors return



Visitors Return

**The museum greets than 10,000 visitors in a three-month season
About half are Francophones from West Quebec
We know visitors make return trips**



**The Merrickville Blockhouse Museum
is the Number Two destination in the village.
Mrs. McGarrigle's Fine Food Shop is Number One.**

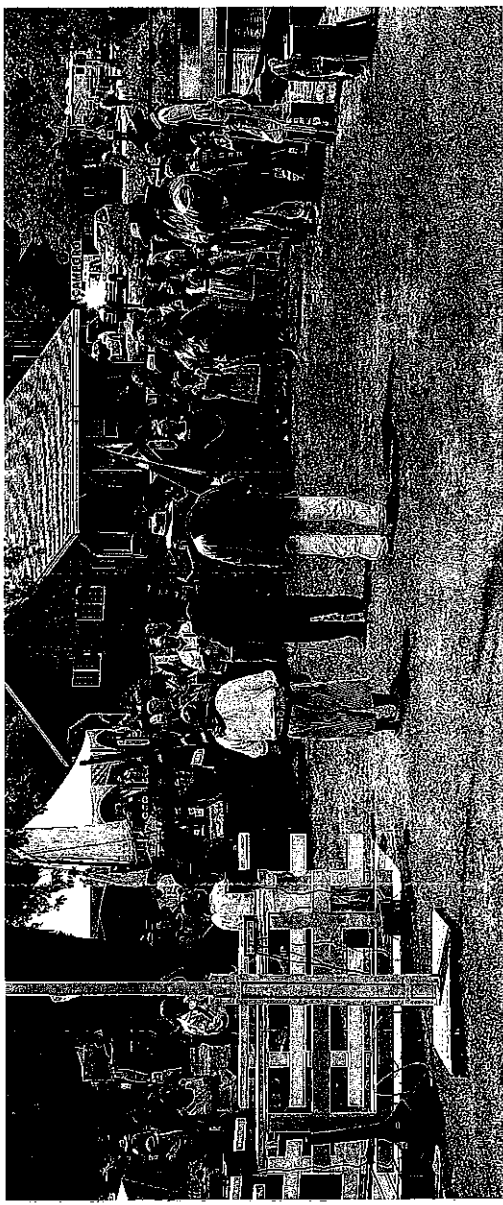
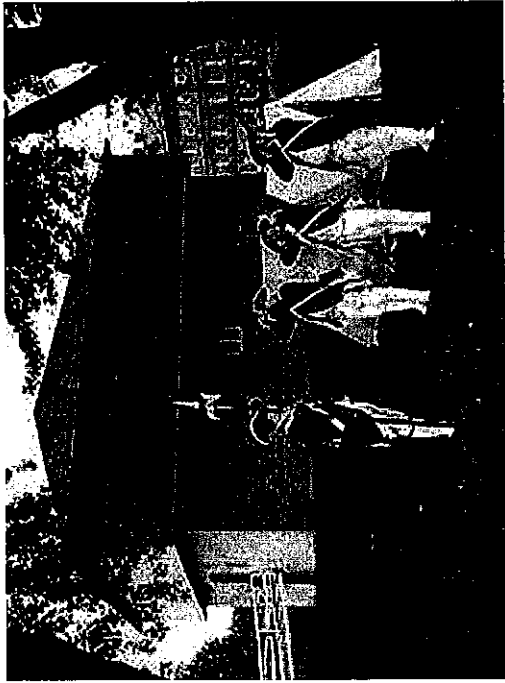
According to www.tripadvisor.ca

“The historical society that looks after this museum is doing a brilliant job. The staff I met were very friendly, professional, and very knowledgeable.”

“A pleasant drive from Ottawa, is the little historic town of Merrickville, Ontario...The Blockhouse Museum located at the lock side is also a pleasant diversion.”

“Merrickville; a great place for history buffs. Plenty of historical buildings but more, so residents who are keen to share their love of the place as they meet you on the street.”

The Merrickville and District Historical Society has grown the Blockhouse Festival



Canada 150 Blockhouse Festival will be the largest to date

Military

Milice du Fort de la Présentation, French & Indian War; 84th Reg. of Foot, American Revolution; British Indian Dept. 1750-1812; Grenville Militia War of 1812; Loydstown Guard; 1837 Rebellion; Société de reconstitution du Bas-Canada, 1837; Royal Canadian Rifle Regiment ca. 1845, Brockville Infantry Company ca.1862

Navy

Gaffer Red Wing Crew ca.1800, McCaw's Privateers ca. 1812, HMS Early of Moira, Provincial Marine Ships
Carpenter War of 1812, Navy Below Decks ca.1800

Exhibits

Chrysler's Farm Relics and Arms, Friends of Chrysler's Farm Battle Field, Colonial Lighting, Fenian Raids-Eccles Hill,
Life of US Rifleman War of 1812, Wampum Belts, Kingston Branch UELAC, Bishop's Mills Woman's Institute,
A-head of the Times Silhouettes, A la Pierre Jolie – period jewelry, Two Bears' Native Jewelry, Mistress Miller –
Seamstress

Music

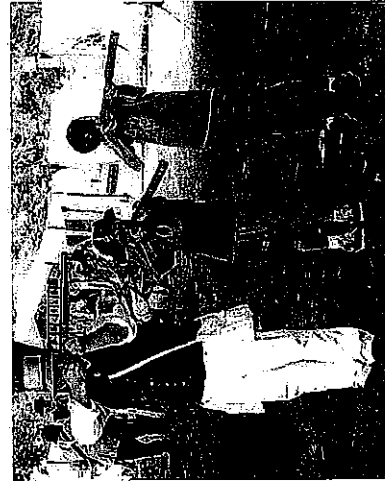
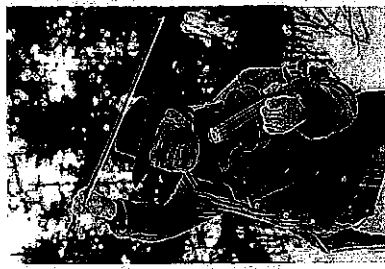
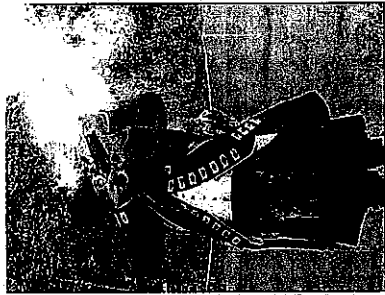
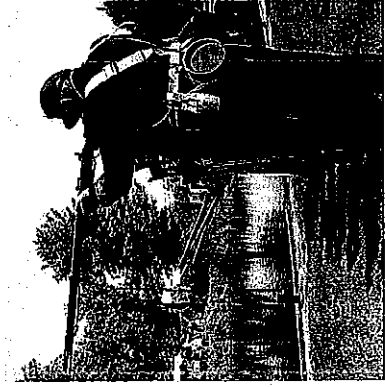
Omar & Freddie Symoni – Recorders

Entertainment Saturday 7pm

Ottawa Valley Fiddler Ken Ramsden, Akhwatshire Dance Troupe

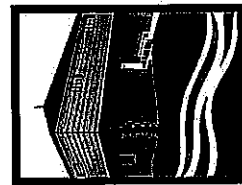
The Canada 150 Blockhouse Festival has received local support

- **COBA Studios and Design** • **1840 Guest House**
- **The Baldachin** • **Cha Tea House**
- **Nana B's** • **The Lions Club**
- **Fulford Preparatory School** • **The Royal Canadian Legion**



COMMEMORATING 150 YEARS
LEADING TO CONFEDERATION

MERRICKVILLE DISTRICT
HISTORICAL SOCIETY



There is more to the Merrickville and District Historical Society than the seasonal operation of the Blockhouse Museum and the annual Blockhouse Festival

- **Before and after the season, the museum opens to school groups, Kawartha Queen passengers, and special bookings**
- **Our outreach to the community included exhibits at the Agricultural Fair, the Library, and Woman's Day**
- **Responds to requests for archival and genealogy information**
- **Participation in Communities in Bloom**

We intend to make ourselves an active community resource

- **Update and add to the walking tour**
- **Expand the identification and commemoration historic persons and heritage architecture throughout Merrickville-Wolford**
- **Encourage the maintenance and registration of our inactive cemeteries**
- **Respond, according to our resources, to request for assistance**



United Counties of
Leeds and Grenville
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MEDIA RELEASE

FOR IMMEDIATE RELEASE

May 25, 2017

The highlights of the regular United Counties of Leeds and Grenville Council Meeting held on Thursday, May 25th, and Committee of the Whole and Joint Services Committee (JSC) meetings held earlier in the month, are listed below.

Counties reporting a year-end surplus: A 2016 year-end audit of the Counties operating budget shows a surplus of \$459,808.

The Budget Variance Report from Counties Treasurer Pat Huffman and Deputy Treasurer Nancy McMahon compares the 2016 approved budget with the 2016 actuals. The report, filed each year in May and presented at the Committee of the Whole meeting, provides a breakdown of departments with a surplus or deficit.

Surplus funds were realized in several departments, including Corporate Services, Property Assessment, Provincial Offences, Emergency Measures, Weed Inspection, Transportation Services, Waste Management, Community and Social Services, Planning, Geographical Information Systems, Economic Development, Forest Management, and at Maple View Lodge and St. Lawrence Lodge.

The year-end surplus was transferred to the operating surplus reserve. For more information, contact Counties Treasurer Pat Huffman at 613-342-3840, ext. 2468.

Advanced Care Paramedic level implementation: An Advanced Care Paramedic (ACP) training program will begin implementation in June following approval from the Leeds and Grenville Joint Services Committee (JSC).

Advanced Care Paramedics (ACPs) complete further education and clinical rotations to enhance their skill levels. Following this training, the paramedics can provide Advanced Life Support to patients, including pre-hospital treatment of a wide range of life-threatening medical conditions.

The United Counties of Leeds and Grenville Paramedic Service Division completed a Service Delivery Review last fall where both Primary Care and the benefits of Advanced Care training levels were examined. Advanced Life Support training for paramedics has been implemented in

May 25, 2017

most Southern Ontario municipalities. The Leeds Grenville Paramedic Service has a multi-year plan to implement the ACP level of care. For more information, contact Chief Chris Lloyd at 613-342-3840, ext. 2406.

Ambulance Service at special events: The Joint Services Committee has approved a policy for the Leeds Grenville Paramedic Service to provide Paramedic Resources for community-sponsored events where a licensed ambulance is required.

Staff will monitor requests and provide an annual report to the committee for information and policy review purposes. For more information, contact Chief Chris Lloyd at 613-342-3840, ext. 2406.

Task force to look at waste management strategy: Counties Council has passed a resolution to form a Waste Management Task Force to develop a long-term waste management strategy for Leeds Grenville. The resolution passed with a 5-4 vote. Counties CAO Andy Brown will be developing the terms of reference for the Task Force.

Council also passed a resolution to engage Dillon Consulting "to review with a view to confirming that the environmental conditions of the (ED-19) site and project have not changed significantly." The resolution also states the proposed mitigation measures and enhancements are still appropriate as per the letter received from the Ministry of the Environment and Climate Change. For more information, contact Counties CAO Andy Brown at 613-342-3840, ext. 2301.

Road and bridge improvement projects: Counties Council has approved 24 road, culvert, and bridge improvements for this construction season in Leeds Grenville.

The Counties is investing more than \$6-million in road improvements and approximately \$1.7-million in bridges repairs. Some of the larger projects include rehabilitation of the O'Hagen Bridge in Augusta Township and improvements to Lyn storm sewers in Elizabethtown-Kitley.

Major County Road work includes rehabilitation of 5.8-kilometres of County Road 2, between Johnstown west to Blair Road, and 1.4-kilometres of County Road 6 from the Elizabethtown-Kitley border to the west limit of North Augusta. There will be reconstruction along 6-kilometres of County Road 36 from north of Westport to the Lanark County border.

May 25, 2017

A full list of road and bridge projects is located on the Counties website under [Construction Projects](#). It includes a Glossary of Pavement Maintenance. For more information, contact Counties Director of Public Works Arup Mukherjee at 613-342-3840, ext. 2412.

Boaters asked to leave no wake along shorelines: Counties Council member Joe Baptista, Mayor of Leeds and the 1000 Islands, offered a reminder for boaters on the St. Lawrence River and area inland lakes to leave no wake along shorelines already damaged by flooding.

Mayor Baptista noted any wake could cause further damage and shoreline erosion. Additional information is available on the [Cataraqui Region Conservation Authority](#) website.

Upcoming meetings: Committee of the Whole Tuesday, June 6, Joint Services Committee Wednesday, June 7, and regular Counties Council on Thursday, June 22. All regular meetings begin at 9 a.m. in the Council Chambers at 25 Central Avenue, Brockville. For more information, contact County Clerk Lesley Todd at 613-342-3840, ext. 2454.

-30-

Media inquiries:

Deanna Clark, Economic Development Officer/media releases,
United Counties of Leeds Grenville
32 Wall Street, Suite 300, Brockville, ON, K6V 4R9
613-342-3840, ext. 5360 or deanna.clark@uclg.on.ca
Cell: 613-803-0249

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 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 exempt the Merrickville Agricultural Fair from By-Law 23-03, being a by-law to regulate noise, during the following times:

1. Friday, August 11, 2017 from 5:00 p.m. to 2:00 a.m.;
2. Saturday, August 12, 2017 from 12:00 p.m. to 2:00 a.m.; and
3. Sunday, August 13, 2017 from 12:00 p.m. to 6:00 p.m.

Carried / Defeated

David Nash, Mayor

June 1, 2017

Dear Mayor Nash and Councillors of Merrickville- Wolford Council,

The Merrickville Agricultural Society is requesting an exemption from the Noise By-Law during the Merrickville Fair weekend on August 11,12,13 /17.

Please be advised that we will be hosting a Bavarian Garden outdoors under a tent on the Fairgrounds.

Dates and times are as follows:

Friday Aug. 11/17 from 5pm to 2am

Saturday Aug. 12/17 from 12 noon to 2am

Sunday Aug. 13/17 from 12 noon to 6pm

Thank -you for your consideration in this manner from the Directors of the Merrickville Agricultural Society.

Sincerely,

A handwritten signature in cursive script that reads "Rose Lamingman".

Rose Lamingman Secretary / Treasurer MAS

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Resolution Number: R - - 17

Date: June 12, 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 exempt the Merrickville Agricultural Fair from By-Law 24-10, being a by-law to regulate the use of signs, for five 4' by 8' signs from August 11th to 13th, inclusive, at the following locations:

1. 106 Read Street;
2. Highway 43 on Boundry;
3. Broadway Street East on Boundry;
4. County Road 16, north side, west of 2068; and
5. County Road 15, opposite 13392.

Carried / Defeated

David Nash, Mayor

June 1, 2017

Dear Mayor Nash and Councillors of Merrickville- Wolford Council,

The Merrickville Agricultural Society is requesting an exemption from the Sign By-Law 24-10. We have submitted all the necessary applications for the 6 signs that we wish to put up. We are a registered non-profit with Revenue Canada and our number is 891431397RR0001.

All of the signs are the same as the ones we put up last year just with the dates changed.

Thank-you for your consideration in this matter from the Directors of the Merrickville Agricultural Society.

Sincerely,

A handwritten signature in cursive script that reads "Rose Lamingman".

Rose Lamingman Secretary/ Treasurer MAS

May 29th, 2017

Dear Mayor and Council,

I have been a resident of Merrickville-Wolford for over 30 years and have come to know the residents and businesses quite well as a result of having volunteered with many of the events over the past 15 years. I was very involved in Christmas in Merrickville for the last 10 years, where for two of those years I was the Coordinator. More recently, I took part in the stakeholder session held last fall to provide input into the development of the 2017-2025 Merrickville-Wolford Strategic Plan. It is a result of the combined longstanding involvement in volunteering, living in the Village and participating in the Strategic Planning session that I write.

The Strategic Plan speaks to the many strengths of the community, noting the many natural resources, artisans, heritage and geographic location that combine to make Merrickville a tourist destination. In my volunteer work, I have come to find that what also serves as a significant draw to our community are the variety of events and activities, primarily driven by volunteers. I need not list the many groups that work in isolation of each other and at times, in unintended competition of each other, that have worked very hard to put Merrickville-Wolford on the map. I have seen the types and varieties of activities and events grow significantly over the past 10 years. I have also seen a lot of missed opportunities and bad blood resulting from lack of consistent coordination between community and Council. As a case in point, a colleague of mine has identified at least \$200,000 available in grant monies for events/activities, but no one in a position to submit the application.

As a UNESCO site, does the Village have the necessary human resources to continue to do more with less and continue to miss opportunities that are detrimental to the improved health and well-being of the community?

I have reviewed the Merrickville-Wolford Operational Plan (Draft 2017) wherein a number of activities are identified that are intended to fulfill the priorities of the Strategic Plan, such as: B.2.5 Explore promotional program with Parks Canada as well as other potential partners, C.2.3 Heritage walk/drive (electronic); D.1.2 Develop a stronger customer service approach between municipal staff and public; D.1.5 Marketing capacity; D.2.3 Inter-municipal sharing of regional assets and expert resources; D.3.1. Enhance Municipal communications practices and systems to improve connectivity with community; D.3.3 Council interaction with community should be improved; and, D.3.4 Improved information sharing between all stakeholders so residents are aware of what services are available, to name but a few. Is Merrickville-Wolford currently in a position to effectively operationalize these activities with its current staffing complement within the next eight years?

If not, I say to Council it is high time to dedicate a fulltime staff member to assist with the effective operationalization of the Strategic Plan (yes, be the "party planner"). If we want to continue to be seen as a tourist town, to build a progressive growing economy that is welcoming to residents, businesses and community, then Council needs to seriously consider a dedicated fulltime staff member to facilitate and coordinate tourism activities, assist to develop business and economy, promote, market and provide information, liaise with partners and build relationships.

By way of this letter, I am requesting that Council consider directing staff to prepare a report that looks at the feasibility of hiring either a full time Economic Development Officer or Tourism Coordinator.

Regards,

Robyn Griff.
(613) 803-0162

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 2017

Moved by: Barr Ireland MaInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MaInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-07-2017, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report CBO-07-2017
Planning and Building Department
Information Report to Council

RE: In accordance to Resolution No. R-137-17 (copy attached), a Report on the History and Permissions of a Farmer's Market on Certain Properties within the Village of Merrickville-Wolford.

OBJECTIVE: To provide clarity to Council as to the use of a Farmer's style Market within the Core Area of the former Village of Merrickville

RECOMMENDATION:

That Council receive report CBO-07-2017 for information purposes.

BACKGROUND:

Recently, a request was received by the Village Offices to install a farmer's market at the vacant lot adjacent to 136 St. Lawrence Street for this summer and fall season.

The subject lands are currently located within the C-1 General Commercial Zone in the Village Zoning By-law 23-08, as amended. The designation in the Village Official Plan is Core Area. The County Official Plan designation is Urban Settlement Area.

The owner of the property has provided a "Merrickville Mid-Week Market Rules and Regulations" brochure (copy attached) outlining the nature of the proposed farmer's market. It shall operate every Wednesday from 3:00pm to 7:00pm, between June 14th and October 4th, 2017 inclusive.

Items to be retailed would include baked goods and similar food stuffs as well as hand crafted products, paintings, wood works, etc. Those items not grown, prepared or handmade are not permitted. Vendors from a 50 km radius of Merrickville are given first priority to occupy the various kiosks.

The present County and Village Official Plans and Zoning By-law permit the use of a farmer's market as of right in the Commercial Zones in the Core Area and a detailed explanation will be discussed later in this report.

However, Council may recall that previous to the adoption of the current Zoning By-law in 2009, that Zoning By-law 23-94 was in force and effect. Said by-law would not permit the use of a farmer's market.

As a result, on March 24th, 2005, the then owner of the property appeared before the Village's Committee of Adjustment to obtain a Minor Variance to allow the use of a farmer's market. The application was turned down by the Committee and an appeal was then launched by the owner to the Ontario Municipal Board (OMB).

On August 15th, 2005, the OMB granted the appeal subject to an agreement of settlement between the Village and the appellant entering into a Site Plan Control Agreement.

A search of the Village by-laws from the years 2004-2008 revealed no record of a Site Plan Control Agreement ever having been implemented for the subject property.

On January 12th, 2009, Council adopted the current Zoning By-law 23-08. The passing of this new Zoning By-law required a Core Area within the downtown sector. The Commercial Zones within the Core Area are C-1, C1-2 and C1-3 and each will permit a "retail store" as a primary use.

The definitions section of the Zoning By-law highlights the significance of a retail store as a permitted use in those commercial zones as follows:

"RETAIL STORE means a building or part of a building in which goods, wares merchandise, substances, articles or things are kept and offered for sale directly to the general public, but does not include any establishment otherwise defined herein. A retail store shall also include minor fabricating, processing, assembling and/or manufacturing operations where customers and/or employees produce a finished product from the goods, wares, merchandise, substances or things which are sold on the premises and, without limiting the generality of the foregoing, includes such uses as picture framing, wine and beer making and arts and crafts. A retail store also includes the sale of used goods, wares, merchandise, substances, articles or things and without limiting the generality of the foregoing includes such uses as an antique store and **market.**"

A market is also defined in the Zoning By-law, as follows:

"MARKET means the sale of new or used goods, wares, merchandise, substances, articles or things to the general public including, but not limited to: arts, crafts and other homemade articles, fresh and prepared food products; nursery products, used furniture and other household items, by one or more independent vendors, but not include the sale of vehicles or livestock. A market may be located in a permanent or temporary building or structure, or **may be located partially or entirely in the open.** For the purposes of this By-law, **a market is considered to be a retail store.**"

When reviewing the above definitions as provided in the current Zoning By-law, it can be seen that a retail store and a market are essentially the same use. In addition, the proposed farmer's market meets the definition of a market in the Zoning By-law.

It should be noted that a retail store/market are also permitted primary uses in the Commercial Zones in the Core Area as well as within the C-2, C-3, C-4 and Hamlet Zones.

The farmer's market as proposed by the property owner at the subject location encompasses the uses described in the above Zoning By-law definitions either within a building, or in an open or partially open setting.

ANALYSIS:

A review of the Village and County Official Plans revealed that the urban core areas provide for a range of commercial uses such as retail stores.

When the new Zoning By-law 23-08 received third and final readings on January 12th, 2009, it's passing effectively repealed the previous Zoning By-law as well as the OMB ruling of August 2005.

In so doing, the present Zoning By-law now allows this farmer's market, without further amendments or variances.

BUDGET/LEGAL IMPLICATIONS:

There are no applicable budget or legal implications.

All enforcement of the farmer's market policies shall be carried out by the proponent's own "Market Committee" and not by Village Staff. Therefore, there is no extra cost to the Village for staff time.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan, By-law 10-17, as adopted by Council on January 23, 2017, provides on page 9 under "Growing the Economy" that there is a community recognition of the need for ongoing commercial growth to maintain the Village's economic sustainability.

Page 13 of the Plan brings this point home by acknowledging an "active, large Artist/Artisan community including artists, glassblowers, woodworkers, musicians and food specialists, amongst others" which make up a significant portion of the farmer's market proposed by the property owner.

CONCLUSION:

The use of a retail store/market meets the scope and intent of the Village Zoning By-Law and Official Plan and also that of the new County Official Plan.

The farmer's market, as envisioned and detailed in the attachment provided by the property owner, is permitted under the provisions of the Zoning By-law.

Further, the hours and dates of the operation are strictly set out, there will be fees charged to all vendors and any items that have not been grown, prepared or handmade shall not be permitted without prior approval.

Enforcement of the rules and regulations will be carried out by the proponent's "Market Committee" and not by the Village's By Law Enforcement staff.

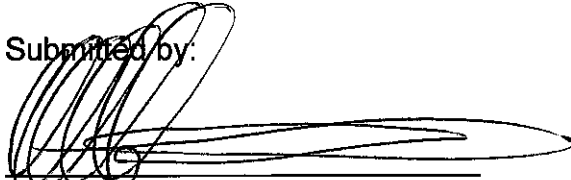
In conclusion, the Merrickville Mid-Week Farmer's Market is in accordance to the applicable Village By-laws, compliments the Strategic Plan and is a desirable asset to the community.

ATTACHMENTS:

1. Resolution R-137-17
2. Merrickville Mid-Week Market Rules and Regulations 2017

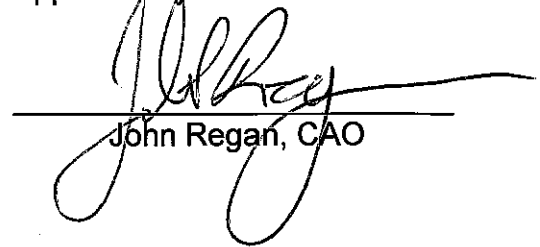
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	N/A
Building Control & BLEO Department	Yes
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other: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

Submitted by:



Randy Wilkinson
Chief Building Official

Approved by:



John Regan, CAO

Established 1793
Incorporated
Wolford 1850
Merrickville 1880
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 137 - 17

Date: April 24, 2017

Moved by: Barr Ireland MaInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MaInnis Snowdon Suthren Weedmark

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 / Defeated

David Nash, Mayor

ebo - 02 - 2017

MERRICKVILLE MID-WEEK MARKET
RULES AND REGULATIONS 2017

1. Location

The Merrickville Mid-week Market (MMM) will be located on the lot adjacent to The Merry Christmas Shoppe, 136 St. Lawrence Street, Merrickville ON. ~~(subject to discussion and agreement with Heather)~~

2. Hours of Operation

The MMM will operate from 3:00 pm to 7:00 pm every Wednesday, rain or shine, from June 14 to October 4, 2017.

3. Local Producers' Market

The MMM features local growers, crafters and micro-processors who produce, in addition to fresh goods, value-added items through hands-on processing: baked goods, home-made candies, pies, jams, relishes, etc. Local artisans who create original hand-crafted products: sewing, knitting, weaving, painting, woodwork, pottery, soaps, etc. Products which have not been grown, prepared or hand-made by members of the MMM would not be permitted, unless otherwise approved by the Market Committee. Priority will be given to Vendors within a 50 km radius of Merrickville. In the case of food products (e.g. bread, crepes, etc), the Vendor(s) must make the product, but does not have to grow the ingredients themselves. All arts and crafts must be hand-made. The use of local ingredients/materials, where practical, is strongly encouraged.

4. Full-season & Weekly Vendors

All Vendors must apply to the Market Committee for approval to participate in the Market. Priority will be given to Vendors committed to the full season. The Market, however, welcomes and encourages Weekly Vendors as space permits.

5. Community Groups and Musicians

The MMM will offer one stall per week for the use of community groups. These groups may provide information on their organizations or raise funds but are not permitted to sell food or other items that are normally available at the Market unless otherwise approved by the Market Committee. Musicians will also be encouraged to attend the Market. Arrangements for these groups will be made through the Market Manager.

6. Vendor Fees for 2017 ~~(tentative)~~

Full-season Vendor	\$200 (One Market apron will be provided with paid fee.)
Weekly Vendor	\$20 per week
Community Groups	No charge
Musicians	No charge

Credit for up to two weeks' fees will be given if a Vendor signs on as a Weekly Vendor then decides to switch to a Full-season Vendor.

Full-season Vendor fees are due prior to June 7, 2017 and are non-refundable. Weekly Vendors fees are to be paid to the Market Manager or their designate prior to set-up at the beginning of each Market.

7. Multiple Vendors

There may be more than one Vendor per market stall provided that each Vendor is involved in production of the items for sale. Each Vendor must complete the Vendor Application Form agreeing to abide by the rules

of the market and attesting that they are involved in production. At least one of these Vendors must be present at all times during the market.

8. Vendor Responsibilities

Each Vendor is responsible for supplying his/her own equipment: table, chair, awning, etc. Awnings, if used, must be sufficiently and safely anchored to the ground.

*** Check w/Heather if power available*** Vendors may request a location with electricity access. These locations and the amount of power are limited and may only be granted by the Market Manager in situations where a genuine need exists. Vendors who are granted access to electricity are responsible for supplying their own extension cords.

Vendors are required to wear their Market aprons to identify themselves as Vendors as well as to give the Market some uniformity. Additional aprons will be available to purchase.

Full-season Vendors are strongly encouraged to attend every Wednesday in order to maintain a cohesive Market. Vendors must advise the Vendor Liaison **by 9 pm the Sunday before** the Market if they know they will be unable to attend. If a vendor fails to provide this notification, the Market Committee reserves the right to charge the vendor a \$20 no show fee. The fee is to ensure the market footprint is as full as possible and that weekly vendors are able to have a chance to vend in unused spaces. A Vendor who neglects to notify the Vendor Liaison of their absence on two separate occasions will forfeit their designated spot in the Market and may be reassigned to a different location on a weekly basis.

Vendors are required to display the pricing of all products for sale.

9. Proper Food Packaging, Handling and Labelling

Vendors are responsible for ensuring product transport, storage, packaging, labelling and handling meet all applicable federal, provincial and municipal Health Unit requirements.

10. Licensing and Taxation

Vendors are responsible for obtaining all relevant licenses, permits, inspections and certificates for the sale of their products. Compliance with both Provincial and Federal Sales Tax Regulations is also the responsibility of the individual Vendor.

11. Organic Products

The sale of organic produce and products is encouraged at the Market. Vendors claiming to be "certified organic" producers must provide a copy of their current organic certification to the Market Committee and should have a copy of their certificate with them at the Market.

12. Space allocation

Outdoor Vendors will be allocated a uniform stall space of 12' X 12'. Vendors may only occupy a single stall. Full-season Vendors will be assigned a general location in the Market footprint. Weekly Vendors will be fit in where there is space available. The Market Committee may move a Vendor for reasons of safety, health, product compatibility or other valid reasons.

Vendors may not place anything, including signs, outside of their designated areas. Vendors are also not permitted to place market-related signage on public property within the town of Merrickville.

13. Smoking

Smoking is not permitted on the Market site.

14. Insurance

All Vendors are responsible for their own liability coverage, where appropriate. The Market will not be held responsible for losses, theft or accident or for the products or conduct of Vendors.

15. Complaints & Quality Issues

Vendors are expected to adhere to the highest standards of quality, service and business. The Market Committee will have final say regarding standards. They may request inappropriate or poor quality items be withdrawn from sale and/or displays cleaned up.

Vendors who fail to abide by the Market Rules and Regulations, cause disturbance, make false declarations about their goods, fail to meet Health Department standards or fail to deal with customer complaints will receive a verbal warning, either in person or by telephone. Continued lack of adherence will result in the issuance of up to two written warnings at which time the Vendor will be disqualified from the Market.

Vendors are encouraged to approach the Market Executive if they encounter a problem. Complaints from Vendors must be submitted in writing to the Market Manager.

16. Vendor Conduct

Vendors are expected to adhere to the highest standards of personal conduct, demonstrating behaviour that is respectful of customers as well as to other Vendors. Vendors who fail to conduct themselves in accordance with the Market Rules and Regulations may be disqualified from the Market as described under 15. *Complaints & Quality Issues*, above. Serious acts of misconduct, such as theft or physical violence, are cause for immediate disqualification from the Market. Please note that fees are non-refundable.

17. Market Agreement

All Vendors must complete and sign a Market Application Form stating that they have read, understood and agree to abide by the Market Rules and Regulations with no exceptions. Unsigned applications will be rejected.

These are the Rules and Regulations of the Merrickville Mid-week Market. Changes and additions may be made at any time at the discretion of the Market Committee.



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 2017, 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 CBO-08-2017; and

_____ That Council directs staff to procure the services of Jonah Robinson to complete the renovations to the rink house in an expeditious manner; and

That Council approves up to \$12,000.00, plus H.S.T. for these renovations to be funded from recreation reserves.

OR

_____ That Council defer this matter to the 2018 budget process.

OR

_____ That Council defer this matter to the Industry, Tourism and Economic Development Committee.

OR

_____ That Council directs staff to take no further action regarding this matter.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report CBO-08-2017
Planning and Building Department
Report to Council

RE: Proposed Renovations to the Village Rink House Washroom Building

OBJECTIVE: To renovate and upgrade the existing rink house washroom for continued year round usage and allow for increased barrier free access capability.

RECOMMENDATION:

That Council receive Report CBO-08-2017; and

_____ That Council directs staff to procure the services of Jonah Robinson to complete the renovations to the rink house in an expeditious manner; and

That Council approves up to \$12,000.00, plus H.S.T. for these renovations to be funded from recreation reserves.

OR

_____ That Council defer this matter to the 2018 budget process.

OR

_____ That Council defer this matter to the Industry, Tourism and Economic Development Committee.

OR

_____ That Council directs staff to take no further action regarding this matter.

BACKGROUND:

Council is familiar with the search for the provision of public washrooms for year round use within the Core Area of the geographic Village of Merrickville.

On March 17th, 2017, staff toured several local area business properties and also the existing Village facilities in hopes of acquiring washroom facilities for year round public use.

It has been deemed advisable that any proposed public washrooms meet certain requirements with respect to the Village Property Standards Bylaw and also to comply as much as practical, with the regulations prescribed within the most recent Ontario Building Code for barrier free accessibility.

A site inspection of the rink house building revealed that the existing public washroom appeared to be, with certain repairs and upgrades, a suitable candidate for this purpose.

At present, the rink house washroom is available for public use but typically only when the ice rink is in use.

The rink house building is located within an "Institutional Zone" in The Village of Merrickville-Wolford Zoning Bylaw 23-08, as amended. It is located within the designated Core Area.

The use of the building is defined in the Bylaw as a "public use". It is a permitted primary use for the Institutional Zone and is similarly recognized in the Village Official Plan and County Official Plan.

Therefore, no Amendments or Variances to the Zoning Bylaw would be required to carry out the proposed repairs and upgrades that are the subject of this report.

ANALYSIS:

With respect to barrier free access, it must be noted that this report shall deal only with the requirements of the Ontario Building Code O/Reg. 332/12, as amended, and for the purposes of clarity, will not address other legislation in this matter.

Also, it is recognized that this an existing building and not all of the current Code requirements will be met.

The rink house building was constructed in the late 1980's. The exterior slab on grade in front of the washroom door as well as the grading around the front (north side) of the building appears to have settled. A new barrier free ramp or a pathway meeting the width and slope requirements would be required. The existing exterior and interior doorway openings meet the minimum width, height and threshold requirements.

However, the doors have shown wear and tear. There is an indication of some rust and the doors should be repainted and the threshold replaced. The interior and exterior door hardware is obsolete and damaged. It must be replaced with suitable paddle type door hardware.

The exterior lighting also shows some damage and should be replaced.

If the washroom is deemed to be a universal type washroom for the purposes of barrier free use in the Code, the room dimensions will allow a 1.7m turning radius required for a wheel chair. It will also comply with the minimum stall width of 1.7m. There is adequate space in front of the existing basin and transfer space beside the toilet for a wheel chair.

The existing toilet should be replaced with a water saving 6 litre type with an open front seat meeting the height requirements of the Code. New grab bars should be installed.

The missing exhaust fan should be replaced. Emergency lighting is to be installed.

The drywall ceiling and wall surfaces should be patched and repainted.

For more requirements, please refer to the attached copy of the renovation specifications.

Staff contacted some local contractors for the purpose of renovating the rink house and received one written estimate by the time this report was produced.

Estimate No. 190 from Jonah Robinson has been appended to this report for Council's review.

BUDGET/LEGAL IMPLICATIONS:

The construction cost estimate of the renovations proposed by the contractor including HST will total \$13,306.30

The legal implications to either undertaking or not undertaking the renovations are minimal.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan, By-law 10-17, as adopted by Council on January 23, 2017, provides on page 9 under "Growing the Economy" that there is a community recognition of the need for ongoing commercial growth to maintain the Village's economic sustainability.

The provision of more available washrooms including barrier free accessible washrooms for the public in the largely tourist driven local economy clearly compliments this aspect of the Strategic Plan.

On page 24 of the Plan, the "Enhanced Municipal Services" section recommends "Improved building regulations". The increase in the availability of year round public washrooms as well as the upgrading/repair of the rink house facilities supports this recommendation.

CONCLUSION:

At the present time, the use of the rink house washroom is seasonal in nature, i.e. only for when the ice rink is operating.

The proposal is, when certain repairs and upgrades are completed, to make the rink house washroom basically a year round barrier free facility.

The Zoning Bylaw and Official Plans allow the use of the building as of right without any amendments or variances.

The estimated cost of the repairs appears reasonable. The legal risk is minimal.

The work complies with the objectives of the Village Strategic Plan.

It is the recommendation of staff that Council accept the estimate from the contractor and that Council should direct staff to move forward with the construction.

ATTACHMENTS:

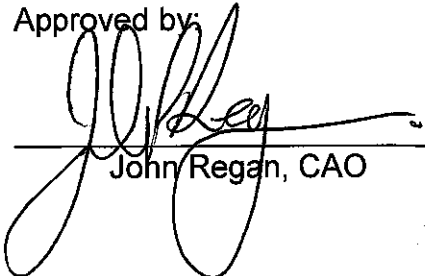
- 1. Specifications for the Renovations to the Rink House Building.
- 2. Estimate No. 190 form Jonah Robinson

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

Submitted by:

per/ 
Randy Wilkinson
Chief Building Official

Approved by:


John Regan, CAO

Proposed Renovations to the Village of Merrickville- Wolford Rink House Building

332 Main Street West

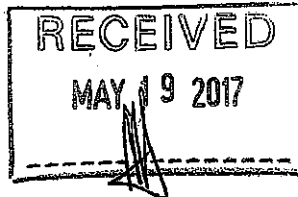
Provide an estimate of all costs including all labour and materials plus HST to carry out the following;

1. Install barrier free ramp to exterior door on north side of building
2. Renovate interior washroom to include new 6 litre dual flush barrier free toilet and open style seat, grab bars, toilet paper dispenser, paper towel dispenser, wash basin with insulated hot water and waste piping, replace all damaged doors interior and exterior, install/replace exterior lighting, provide barrier free washroom sign, provide a shelf not more than 1.2m from washroom floor, replace washroom and exterior door hardware with barrier free hardware, replace wash basin hardware with barrier free hardware, install emergency lighting to washroom and change room
3. Repair drywall surfaces and paint interior of washroom and change room walls and ceilings

Note; A construction permit shall be required for this work.

All work shall comply to the Ontario Building Code O/Reg. 332/12

Jonah Robinson
104 Charles Holden Ave
Merrickville ON K0G 1N0
(613)485-3535
jorobconstruction@hotmail.com
GST Registration No.: 855942629RT0001



ESTIMATE

ADDRESS

Randy Wilkinson
Corporation of village of Merrickville/
Wolford
317 Brock Street West
Merrickville

ESTIMATE # 190
DATE 18-05-2017
EXPIRATION DATE 18-06-2017

DESCRIPTION	TAX	AMOUNT
Supply labour & materials to: Excavate for new disabled access ramp & dispose of material. Prepare base with compacted layers of crushed stone. Install forms & pour concrete ramp to include 2x 5'x5' landings & a gradient no steeper than 1 in 12. Construct new steps from landing mid way up ramp up on to existing path at west end of building. Re-grade & repair area around ramp with topsoil & grass seed. Install new aluminum threshold to exterior door & new hardware. Install new light fixtures inside & outside, including 2x emergency lights. Repair any holes in interior walls & ceiling & paint. Install signs to exterior. Construct corner shelf using pine supports & white shelf material. Install new 6L toilet with open front seat, paper towel dispenser, toilet paper dispenser, grab bars & paddle style faucet. Install new exhaust fan.	HST ON	11,775.49

SUBTOTAL 11,775.49
HST (ON) @ 13% 1,530.81
TOTAL **\$13,306.30**

Accepted By

Accepted Date

Canada Day Advisory Committee Meeting
Minutes
May 4, 2017 at 5:30pm
Council Chambers

Present: Mark, Miles, Don, Mayor Nash, Mary Kate (Staff liaison)	Other: Jacques Pelletier (Vimy Oak)	Regrets: Shelley, Robyn
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Agenda Item	Discussion	Action
1. Disclosure of Pecuniary Interest:	None declared	
2. Approval of Apr. 6 Minutes		DEFERRED
3. Introductions	Introduced committee to new staff liaison	
4. Presentations	<p>Jacques Pelletier (Health Centre) re: Vimy Oak</p> <ul style="list-style-type: none"> • Jacques reviewed the origin of the Vimy Oaks • Health Centre has obtained one of the oaks to plant locally, and is working in partnership with the Legion • There will be a ceremony to plant the oak at the Cenotaph Park on Sat, May 13, and then unveil a commemorative plaque/pedestal (from Village Metalsmiths) there on Canada Day • Discussion of timing of the plaque unveiling, re: parade and other events. Jacques would prefer earlier in the morning, possibly 9:30 or 10:00 am. He does not anticipate this event involving huge crowds, but will have a better sense of potential audience after May 13 	<p>Mark will get back to Jacques on the timeslot, as the schedule is finalized</p> <p>Mayor Nash authorized the costs of the plaque and the installation to be covered by the municipality from the Canada 150 budget</p>
5. Adoption of Terms of Reference:	<ul style="list-style-type: none"> • Reviewed final draft of Terms of Reference, as previously discussed • Terms are now ready to be submitted to Council for approval 	Mark will forward to CAO to be put on the agenda for the next Council meeting
6. Review:		

<p>Canada Day Schedule of Events</p>	<p>Reviewed schedule; Made adjustments re: Company of Fools show</p>	<p>Mary Kate will take over as liaison with Fools, and will contact for end time of show and other details; Mayor will pass on contact info</p> <p>Mark to ask CAO to include Canada Day activities in his next Phoenix column;</p> <p>Suggestion of a separate Phoenix item re: Canada Day activities and/or the Company of Fools (get copy from Fools)</p>
<p>Assigned Duties & Responsibilities:</p>	<p>Reviewed list of duties, and current status of each</p> <p>Pending items:</p> <ul style="list-style-type: none"> • Parks Canada - Still awaiting reply for permit • Pins & Flags – Mayor will check if they are here yet • Posters – Mark & Mayor are working on finalizing this and will arrange for laminating as needed • Barricades, etc: Mark is working with Andy Boffee (Public Works) on this • Dignitaries – Invitations have been issued; Mayor is awaiting responses • Video – pending. The intention of the video is to promote M-W, and be used for Communities in Bloom. Joy Cox has put out a request for someone good at videos. Mike Venables may also be able to recruit someone for this. • Free Lunch: Confirmed that the Legion will offer a free chicken BBQ & drinks to the public. Lions Club will offer free hot dogs, but not cover the cost of drinks. Mayor Nash authorized paying for the drinks from the Canada 150 funds (Lions to submit invoice). • Welcome Sign (Legion): Cost will be \$85. Mayor authorized paying for this from the Canada 150 budget. • Pipe Band: Confirmed; however cost is \$700, rather than projected \$500 • Parade: Reminder to contact OPP, to confirm that they know when we need them • Choir: still unconfirmed. Phil Konopka is awaiting confirmation. Mark will also contact the churches. 	<p>Mayor to check on pins & flags</p> <p>Mark & Mayor finalize poster</p> <p>Mark to consult with Andy</p> <p>Mark to follow-up re: video</p> <p>Myles will coordinate with Lions</p> <p>Robyn to proceed with sign</p> <p>Mayor to confirm with OPP, etc</p> <p>Mark will follow up re: choir</p>

	<ul style="list-style-type: none"> Company of Fools: Mary Kate will liaison with the group on Canada Day, as needed 	Mary Kate to contact Fools
Strategic Plan:	Not clear whether the committee belongs in Healthy Living or Progressive Economy, so have included in both areas for now.	Mark will update the budget info, and send the committee's input re: the operational plan for the strategic plan to the CAO
Poster:	Changes to the poster: include Company of Fools under Evening at the Fairgrounds; include free hot dogs & chicken BBQ on poster	Mark will update poster
Operational Equipment:	Discussion of options for road closures, no parking zones & alternate routing for traffic during the parade, and what barricades, detour signs are needed to support this	Mark will work with Public Works on this
Budget:	<p>Reviewed budget</p> <p>New items added:</p> <ul style="list-style-type: none"> Welcome sign (Legion) : \$85 drinks (Lions) : TBD plaque & installation (Virmy Oak) : TBD cost of the Pipe Band is higher than budgeted : +\$200 <p>This puts the committee over budget.</p>	Mayor confirmed that the overage would be covered from the Canada 150 funds.
New Business:	None	
Date of Next Meeting:		<p>Thurs, May 25 at 5:30</p> <p>Wed, June 14 at 5:30</p>
Adjournment	Moved by Miles	

Environmental Advisory Committee Meeting Minutes

Thursday May 25, 2017

Present: Stephen Ireland, Andy Boffee, Carol Williams, Anney deGobeo, Shelley Innes Claire Sexton, Gary Brown, John Regan

Regrets: Chuck MacInnis, Martin Cathrae

Call To Order: 5:37 pm

Approval/Additions to Agenda: Pitch-In - Carol moves to accept, Claire seconded. All agree.

Approval of Minutes: done by email

Old Business:

1. Styrofoam Usage – Shelley continues to discuss with a distributor of paper products. Proposes that he meet with individual restaurant owners to discuss current usage and possible alternatives and costs associated with switching.
2. Strategic Plan C Section - Updates - Staff held a meeting today to review the entire Plan and have asked for a meeting with Council for their input (June 5th). A further meeting is planned for late June to review all input and will include the Chairs from each Committee. Overall, it is moving forward and it is recognized that budgeting is key to the success of the process.
3. Communities in Bloom – Claire reminded all of the “planting day” this Saturday at the Community Centre. Andy will have barricades in place for safety purposes. Agreed to include a small space by the rink house as it can be used for perennials (edibles). Snow removal was identified as an issue beside the Community Centre, so it was felt that annuals would be a better fit there. MaD Gardeners and others have donated flowers and herbs. CIB have given us a \$300 budget to purchase plants and mulch. Red Dwarf sunflowers are one of the themes and will be available to plant by

the Community Centre. Easton's Corners can be planted with a variety of annual and perennials as there are no concerns (ie: snow removal). Claire will purchase plants for the Saturday planting.

Claire pointed out that judging for CIP looks at very specific items. Discussion centered around the landfill site. A visit by the judges will take place on July 6th, and Dave Powers should be on hand to represent and pinpoint the efforts and changes that have been implemented, as well as future plans. Agreed Claire will circulate the specific requests from CIB and all will input as soon as possible.

4. The Re-use Centre needs repairs to the roof before the new design can be completed on the outside. This should be done by July 6th for the judging.
5. Composting Workshop: Merrickville Goes Green is prepared to host on a Saturday in July. Carol has someone to recommend to run the workshop, and Shelley will co-ordinate with Andy for the selling of composters at the event.
6. Resolution R17 – Once again it was asked that committees be informed about items that Council is considering before they are passed. John pointed out that it is not always possible due to time sensitivity, but whenever possible it will be brought to the appropriate committee first.
7. Pitch-In – Anney reported that 120 bags were given out. Feedback was that much of what was collected went as garbage and was not separated for re-cycling. It would be helpful moving forward to : a) know the number of people participating each year. Perhaps the office could track this with the number of bags going out; b) let people know about separating the garbage. A notice could go out in the Phoenix and a handout at the time of picking up bags. Andy will ensure that Pitch-In is included in the Strategic Plan moving forward.

Next Meeting: June 22, 2017

Meeting Adjourned: 6:37pm

List of Conferences - 2017

AMO, August 13-16, Ottawa

<https://www.amo.on.ca/Events/AMOCongress>

Ontario East Municipal Conference (OEMC), Sept 13-15, Kingston.

<http://www.oemc.ca/>

Rural Ontario Active Recreation (ROAR) Conference, Sept 18-21, Calabogie Peaks Resort.

<http://www.physicalactivitynetwork.ca/event/2017-roar-conference>

Ontario Association of Police Services Board, June 21-24, Blue Mountain. (Dell Bower is attending.)

<https://oapsb.ca/events/2017-spring-conference/>

SURVEY

Monday, March 21, 2016

The purpose of this survey is to determine your satisfaction with the services we are providing the community, which ones are most important to you and any suggestions you may have to better serve you.

Upon completion this survey may be mailed back to the municipality at PO Box 340, Merrickville, Ontario, K0G 1N0. Alternatively it may be dropped off at the Library or at the Village Office.

In the past 6 months, have you contacted our office by:

Phone Email Letter In person

Was your inquiry answered in a reasonable time? Yes No

Was your inquiry resolved to your satisfaction? Yes No

Comments regarding communication:

Our office hours are 8:30 to 4:30 and we are open over the lunch hour, unless short staffed.

Are these hours convenient to you? Yes No

Comments regarding office hours:

On a level of 1-5 with 5 being the highest, how would you rate the following:

Level of staff courtesy	1	2	3	4	5
Staff knowledge about your inquiry	1	2	3	4	5
Our ability to handle your inquiry	1	2	3	4	5
Our overall level of customer service	1	2	3	4	5

Comments regarding customer service:

We are continually striving to improve our communications with you.

On a 1-5 scale how effective are the following methods of letting you know what's happening at council?

Recorded council meetings	1	2	3	4	5
Quarterly council notes	1	2	3	4	5
Local media briefings or interviews	1	2	3	4	5
Our web page	1	2	3	4	5
Twitter or Facebook	1	2	3	4	5

How often do you access our website?

Never Every few months Monthly Weekly

On a 1-5 scale with 5 being the highest, how would you rate our website for:

Presentation	1	2	3	4	5
User friendly	1	2	3	4	5
Informative	1	2	3	4	5
Helpful links	1	2	3	4	5

Are you aware that the agendas for our council meetings are available on our website and public bulletin boards?

Yes No

Comments regarding our website

On a 1-5 scale with 5 being the highest please rate the importance of the following services to you.

Water and sewage	1	2	3	4	5
Waste management & recycling	1	2	3	4	5
Customer Service & Council communications	1	2	3	4	5
Roads	1	2	3	4	5
Community health	1	2	3	4	5
Planning & building services	1	2	3	4	5
Social services & housing	1	2	3	4	5
Recreational, cultural programs and facilities, trails	1	2	3	4	5
Fire & police protection	1	2	3	4	5
Library services	1	2	3	4	5

Comments regarding services:

Are you a resident in the:

Merrickville Ward Wolford Ward

Thank you for taking time to evaluate us. We are accountable to you and your input will help us better serve you.

Are there any other suggestions or comments you want your council to be aware of?

Additional Comments:

Please return by Friday, April 15, 2016



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 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)

Carried / Defeated

David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 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

David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: June 12, 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 Monday, June 26, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

David Nash, Mayor