



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Monday, November 25, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Public Question Period to Council**
5. **Delegation:** Park View Homes re: Merrickville Grove Development
6. **Minutes:** Approval of Minutes of regular Council meeting of November 12, 2019
7. **Correspondence:** Theatre Night in Merrickville re: Renovations to Community Centre
8. **Library Board:** Minutes of the Merrickville Public Library Board of October 10, 2019
9. **Committees:** Community Development Advisory Committee Minutes of November 5, 2019
10. **Planning:** Planning Advisory Committee Resolution R-12-19 re: B-98-19; and  
Planning Advisory Committee Resolution R-13-2019 re: Official Plan
11. **Finance:** FIN-33-2019 re: Community Grant Program Policy
12. **By-laws:** 65-2019 re: Appointments for Emergency Management Program
13. **CAO:** Letter to Merrickville & District Historical Society dated November 11, 2019
14. **Public Question Period to Council**
15. **Next meeting of Council:** Monday, December 9, 2019 at 7:00 p.m.
16. **Confirming By-Law:** 67-2019 re: Confirm Proceedings of Council meeting of November 25, 2019
17. **Adjournment.**

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Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: November 25, 2019

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 approve the agenda of the regular Council meeting of November 25, 2019 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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Moved by: ~~Cameron~~ ~~Foster~~ ~~Halpenny~~ ~~Molloy~~

Seconded by: Cameron Foster Halpenny Molloy

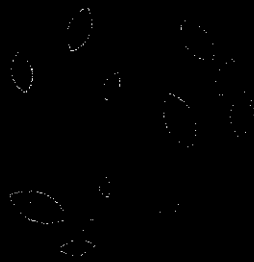
**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Park View Homes regarding the Merrickville Grove Development, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



**MERRICKVILLE**

GROVE

*A community by*

 **park view homes**



Good evening and greetings Mayor Struthers, Council, Staff and Public

Thanks for the opportunity to present our new community Merrickville Grove in beautiful downtown Merrickville Village

I want to start by sharing with you a short video clip we made approx 5 years ago we made for the community in order to market our Merrickville Estates subdivision.

We have learned that one of the most important aspects of marketing to home buyers is to first promote the community to them.

Start with video.



Merrickville is a unique and vibrant village on the Rideau Canal, famous for its downtown streets, sought after schools and the world heritage Rideau Locks

It is well positioned being less than one hour from Ottawa and the USA

I want to commend the community for being a strong promoter of a healthy and active lifestyle with activities such as

Boating

Canoeing

Swimming

Hiking

Walking and more, with plenty of space to do so.



We are excited to be a part of this community and congratulations and thank you to the residents who work so Diligently to make this such an attractive community.

Merrickville has won the 2019 spring communities in bloom for Canada's most beautiful village

Also winning the outstanding achievement award for Christmas in Merrickville

When I think of Merrickville, I think of flowers, decore, lighting, and beautiful heritage structures which have been preserved.

Well done community!!



MERRICKVILLE  
ESTATES

Park View Homes has been a part of the community for the past 8 years, we have sponsored car shows and the christmas decor committee in town

We have promoted the community through social media and have brought over 40 families to the community, building them homes in the range of \$450k to \$850k

We have sold out both phase 1 and 2 in Merrickville Estates



MERRICKVILLE  
GROVE

COMMUNITY

Park View Homes presents the new proposed community in downtown Merrickville, Merrickville Grove

Appealing designs and layout to suit the market needs

Many years of experience in creating new and good communities

The application for plan of subdivision will be submitted to the United County of Leeds and Grenville in a few days.

We have completed a traffic study that will be included.

The new proposal includes a street connection to Sophie Lane and the opening of St. John street(section of unopened road allowance) from Sophie Lane all the way to Bruce Street West, and a portion Wallace Street(section of unopened road allowance)

connecting from St. John to St. Lawrence St.

The subject property is designated residential in the municipal official plan which permits a full range of residential uses.

The application for road closures will be submitted to the township soon as well

The plan is to extend municipal services from Colborne Street to provide full municipal services to each of the proposed dwelling units.

### Homes that are affordable

A pressing concern in many communities is the subject of affordable homes

In many communities, homeownership has become completely unaffordable

Some towns have assembled committees and task forces working to solve this affordable homes issue

However they continue to raise fees and development charges

Merrickville has been proactive because they have not burdened the new homes with development charges in order to promote growth

Park View Homes is planning to bring new homes to the market that are affordable.

### Transitional Community

This is an interesting description, it describes a community that can accommodate young families, middle age, and seniors

Merrickville Grove will fill the segment of the market catering to young families wanting to purchase a new home and make use of the community and highly rated school system.

Merrickville Grove also provides housing units for both young and old.

Apartments and Bungalows provide a place for seniors who need a smaller and more manageable option on one level, which allows them to remain in the community longer

## Economic Benefits

The downtown core has grown very little in the past 100 years

Merrickville Grove will increase the stable population base which will help with the tax base and sharing of the costs of both sewer and water expenses

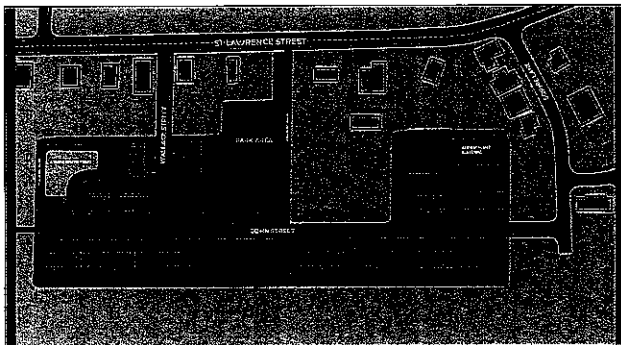
This increase will also bring more local customers to the businesses in the core

The marketing and the new home owners will create a even greater awareness of the town of Merrickville and its amenities



MERRICKVILLE  
GROVE

## LAYOUT



67 2-Storey Townhomes - In Blue  
16 Bungalow Towns - In Purple  
15 Apartment units - In Blue

Opening of John and Wallace Street  
Connection to Sophie Lane in McLeans Landing

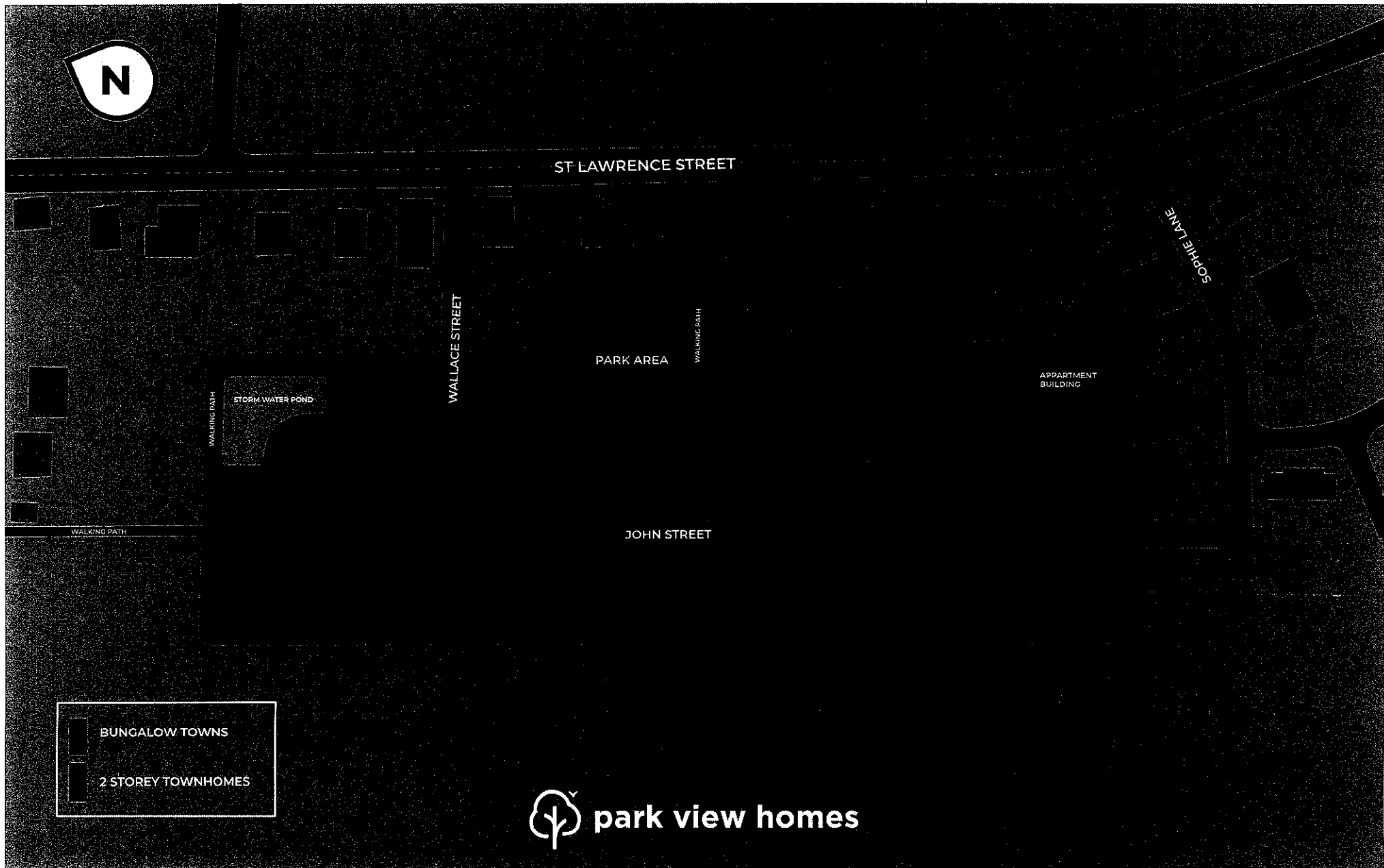
BTW Park View has purchased the 8 remaining lots in McLeans landing and plans to start soon with the construction of a model home



# MERRICKVILLE GROVE MERRICKVILLE, ON



MERRICKVILLE  
GROVE



BUNGALOW TOWNS  
2 STOREY TOWNHOMES

 park view homes



A 3/4 acre parcel of land has been reserved to create a park area for the community

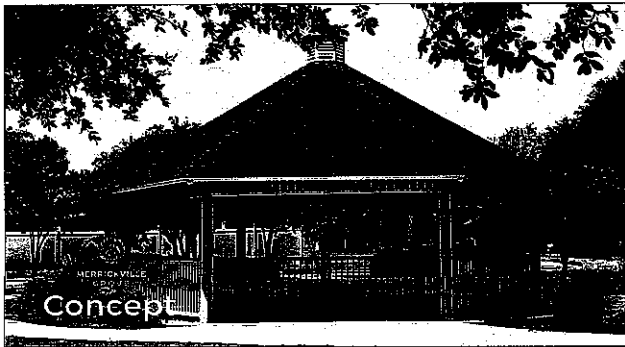
This will be an attraction for both young and old to enjoy

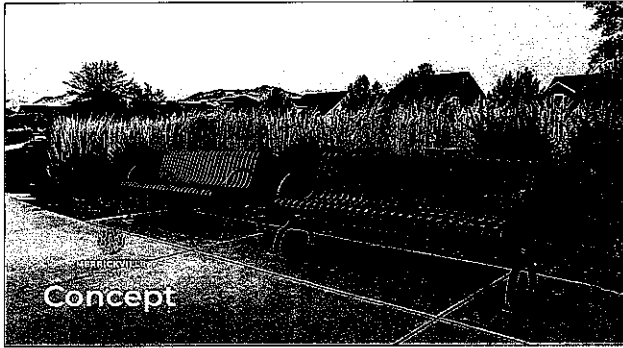
We would like to build this at the early stages of the development in order to promote an active and healthy lifestyle, as is the standard in Merrickville.

Typically developers do not build the parks, this is usually done by the town, however PVH will seek permission from the town to take on this responsibility.

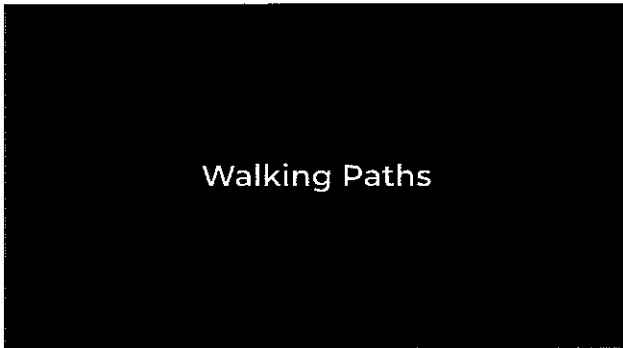


Concept images of the park area

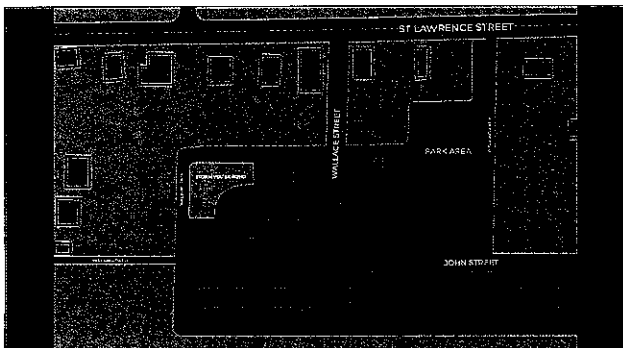




Note the transitional features appealing to young and old



In a continued effort to promote a healthy and active lifestyle

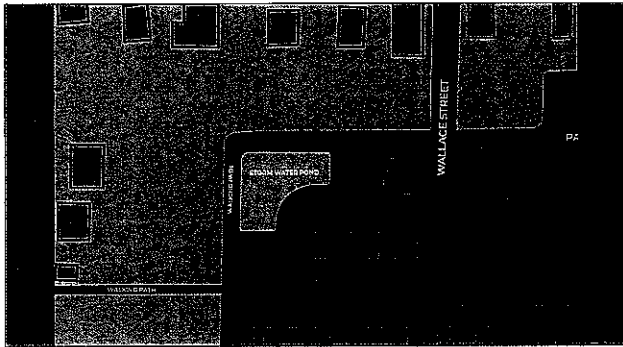


Walking paths are proposed on Herbert Street, St John Street Extension and around the dry pond

The new paths and roads will open a whole new section of the town

## Stormwater Management Pond

The stormwater management pond will manage all the water, controlling quantity and quality of the water run off for the proposed MG development



Pond will help reducing flooding to neighbours down hill

Some of the existing homes have been flooding for many years, this pond will help improve the situation

## Traffic and Parking

The new roads will be built to a high standard with a greater width than the current streets in Merrickville

Park View will be giving the additional land to the town to make this possible

The new road allowances will be 4m wider than current roads, allowing more space for parking and side walks

Each home will have a single car garage and a driveway to provide space for 2 cars to park

The new streets will provide some additional space for much needed parking, especially on weekends



Our design objective is to respect the existing heritage features of Merrickville Village

Introduce Dawn



Our design team studied the design of the homes/buildings in the town with the intent of capturing some key heritage features in order to include them in the design of the new homes

All the following references are captured directly from the village of Merrickville



Grey Stone



Red Brick



Quoined Corners



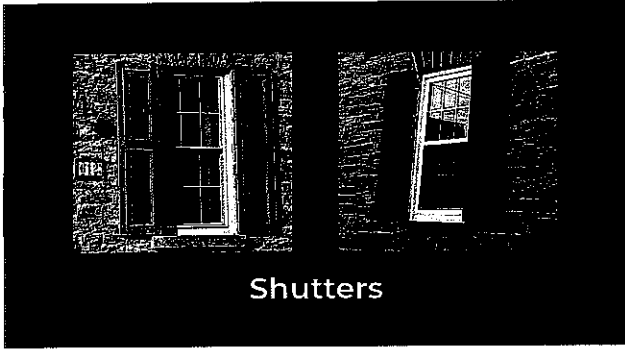
Metal Roofs



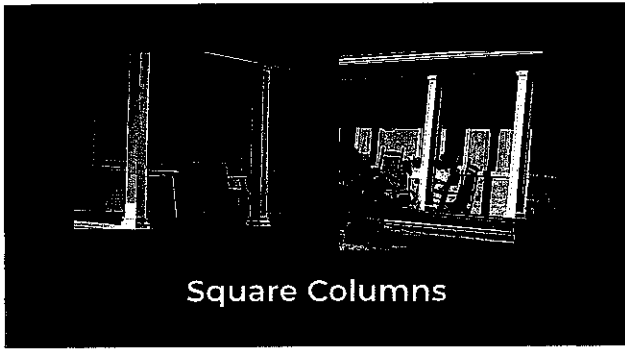
Half Round Windows



Dark Colored Front Doors



Shutters



Square Columns



Merrickville Grove townhomes.

Here is how we plan to incorporate the heritage design elements into the homes.





This townhome features the red brick with  
Metal roofs  
Half round windows  
Shutters  
Dark color front doors  
Square front columns  
Quoined corners



This townhome features the grey stone



MERRICKVILLE  
GROVE  
BUNGALOW TOWNHOMES





Park View Homes is proud to present Merrickville Grove.

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**Recorded Vote Requested By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
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Resolution Number: R - - 19

Date: November 25, 2019

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 approve the Minutes of the regular Council meeting of November 12, 2019 as:

\_\_\_\_\_circulated.

\_\_\_\_\_amended.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

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

Tuesday, November 12, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Tuesday, November 12, 2019.

**Chaired by:** Mayor J. Douglas Struthers  
**Members of Council:** Deputy Mayor Michael Cameron  
Councillor Bob Foster  
Councillor Don Halpenny  
Councillor Timothy Molloy

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Kirsten Rahm, Treasurer  
Brad Cole, Manager, Operations/Fire Chief  
Randy Wilkinson, Chief Building Official

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

**Approval of Agenda**

**R-354-19** Moved by Councillor Foster, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of November 12, 2019, as circulated.

Carried.

**Public Question Period:**

Y. Grandmaitre inquired, on behalf of the Chamber of Commerce, whether consideration would be given to downtown businesses while discussing extending the hours of prohibited on-street winter parking.

**Minutes:**

**R-355-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council Public Meeting of October 15, 2019 regarding the Official Plan as circulated.

Carried.

**R-356-19** Moved by Councillor Halpenny, Seconded by Councillor Foster

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of October 28, 2019 as circulated.

Carried.

**Correspondence:**

- R-357-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Kim Ducharme, Exercise and Falls Prevention Program Supervisor dated October 29, 2019; and

That Council does hereby approve that the fees associated with the use of the Merrickville Community Centre for the Seniors' Fitness Class 2019 Christmas Lunch be waived.

Carried.

**Public Works:**

- R-358-19** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-08-2019, being the 2019 third quarter report of the Public Works Department, for information purposes.

Carried.

- R-359-19** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-07-2019, regarding the Winter Parking Regulations and Enforcement; and

That Council give favourable consideration to By-law 60-2019, being a by-law to amend Section 11 of By-law 28-17 to increase the prohibited winter parking hours.

Carried.

- R-360-19** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** By-law 60-2019, being a by-law to amend Section 11 of the Parking By-law 28-17, be read a first and second time, and that By-law 60-2019 be read a third and final time and passed.

Carried.

**Fire Department:**

- R-361-19** Moved by Councillor Halpenny, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-04-2019, being the third quarter report of the Merrickville Fire Department, for information purposes.

Carried.

**By-law Enforcement:**

- R-362-19** Moved by Councillor Halpenny, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-04-2019, being the third quarter report of the By-law Enforcement Department, for information purposes.

Carried.

**Building/Planning:**

**R-363-19** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-11-2019, being the 2019 third quarter report of the Building and Planning Department, for information purposes.

Carried.

**R-364-19** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive "Transforming and Modernizing the Delivery of Ontario's Building Code Services", a Discussion Paper from the Ministry of Municipal Affairs and Housing, Fall 2019 Consultation, for information purposes.

Carried.

**R-365-19** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

WHEREAS the Province of Ontario has legislated in the Building Code Act that "the council of each municipality is responsible for the enforcement of this Act in the municipality" and "the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction";

AND WHEREAS "the council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act";

AND WHEREAS the Province that has asked local municipal governments to find efficient and cost-effective ways to deliver municipal services is now asking these same municipalities to collect a tax on their behalf to create a new "Delegated Administrative Authority" to deliver services that have historically been the responsibility of the Ontario Government;

AND WHEREAS Premier Ford stated in his keynote address at the Association of Municipalities of Ontario 2019 Conference that "We can't continue throwing money at the problem (broken systems) as our predecessors did, into top-down, big government schemes. That is neither compassionate nor sustainable.";

AND WHEREAS alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability;

NOW THEREFORE LET IT BE RESOLVED that the Council of the Village of Merrickville-Wolford requests that the Province of Ontario research their own efficient and cost effective means to deliver their own services, work with current building sector groups that, for the past fifteen years, have been filling the voids as the Ministry of Municipal Affairs and Housing has severely reduced its service delivery role, and provide documented, evidence-based justification to all Ontario municipalities that the creation of a new "Delegated Administrative Authority" is necessary prior to any legislative

changes to the Building Code Act, with regard to building service delivery, are introduced in the Legislature; and

FURTHER BE IT RESOLVED THAT a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Carried.

- R-366-19** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** By-law 63-2019, being a by-law to declare the property legally described as Part Lots 4, 5 and 6, Block 28, Plan 6, being Part 1 on Registered Plan 15R-9723 formerly of the Village of Merrickville, now in the Village of Merrickville-Wolford, be read a first and second time, and that By-law 63-2019 be read a third and final time and passed.

Carried.

**Building/Planning:**

- R-367-19** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-22-2019 regarding Community Hall Rentals, for information purposes.

Carried.

- R-368-19** Moved by Councillor Molloy, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-31-2019, being the financial budget variance report from January 1, 2019 to September 30, 2019 and third quarter report of the Finance Department, for information purposes.

Carried.

- R-369-19** Moved by Councillor Halpenny, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the 2019 End of Summer Report of the Sizzling Summer Camp, for information purposes.

Carried.

**By-laws:**

- R-370-19** Moved by Councillor Halpenny, Seconded by Councillor Molloy  
**Be it hereby resolved that:** By-law 64-2019, being a by-law to amend By-law 58-2019, being a by-law to regulate and prohibit Heavy Motor Vehicles within the Village of Merrickville-Wolford, be read a first and second time, and that By-law 64-2019 be read a third and final time and passed.

Carried.



**Public Question Period to Council:**

P. Watson inquired as to why the Fire Chief and Manager of Public Works positions were combined.

R. Fournier inquired as to whether the Village had a policy regarding email response time.

**Confirming By-Law**

**R-371-19** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** By-law 62-2019, being a by-law to confirm the proceedings of the Council meeting of November 12, 2019, be read a first and second time, and that By-law 62-2019 be read a third and final time and passed.

Carried.

**Adjournment**

**R-372-19** Moved by Councillor Halpenny, Seconded by Councillor Foster

**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:20 p.m. until the next regular meeting of Council on Monday, November 25, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

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J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

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Date: November 25, 2019

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 Rod Fournier, Treasurer for Theatre Night in Merrickville, dated November 5, 2019, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



**Theatre Night in Merrickville**  
**P.O. Box 177**  
**Merrickville, ON**  
**K0G 1N0**  
*merrickvilletheatre.org*

2019-11-05

To the Mayor and Council  
Village of Merrickville Woford

Perhaps you have heard that Theatre Night In Merrickville wishes to continue on the project of upgrading spaces in the Merrickville Community Centre. As discussed in its 2016 agreement with the village we now want to create an “production booth”, a place where we can monitor an ongoing play and control stage lighting, sounds, music, etc.

In 2016 this work was part of a Trillium application by TNIM with the support of the Village. This application was not successful. A year ago TNIM proceeded to carry out the first part of the work at TNIM’s cost – soundproofing the wall and creating a storage space. This dramatically improved the upstairs in the Community Centre.

The production booth would be in the northwest corner of the main hall and at the level of the upstairs room and accessed from the top of the stairs. It will be above the main floor and will not impact the functionality of the big hall. A location sketch is attached. Complete construction details are available.

The work has been reviewed with the Village CBO; he sees no problem. It will be reviewed with the fire department to make sure all concerns are met. We intend to do the work over the Christmas holidays and will schedule it so as to not interfere with other Community Centre events.

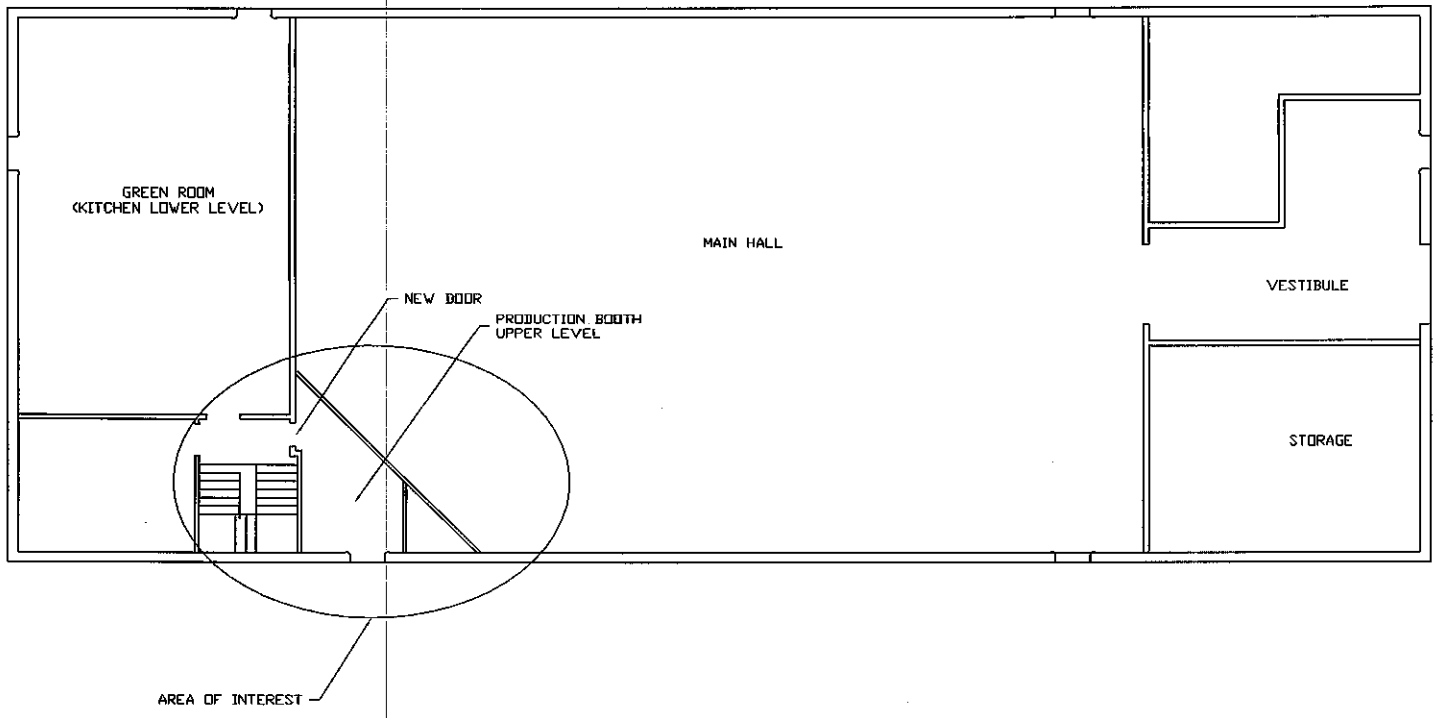
It is TNIM’s wish to proceed with and pay for this work on the same basis as last year’s work, i.e. that the work be carried out with TNIM’s volunteers and that all direct costs will be paid for by TNIM.

It is requested that the Village waives the building permit fee and the Village includes the work in the Villages insurance policy. This letter is a formal request for these two items.

Thank you,

Rod Fournier  
Treasurer  
Theatre Night In Merrickville  
613-269-1212

NORTH ←



COMMUNITY CENTRE  
THEATRE NIGHT IN MERRICKVILLE  
2019 PROJECT  
PROPOSED PRODUCTION BOOTH  
IN THE COMMUNITY CENTRE  
2019-10-31

SKETCH 1 OF 7

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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 the Minutes of the Merrickville Public Library Board dated October 10, 2019, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on Oct 10, 2019 at 12:30 pm at the library.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Timothy Molloy

Meeting called to order at 12:40 pm.

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

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

**3. Approval of Minutes:**

- Sept 12/19 meeting minutes as corrected – Moved by Victor; seconded by Carole. APPROVED.

**4. Correspondence:**

- FOPL – “Library Day in Your Riding”: Neither of the local MPPs are able to attend our Open House.
- Letter: we received permission to share/publish excerpts from the donation letter we received last month.

**5. Questions/ Presentations from Public:** None

**6. Friends of the Library Report:**

- The Friends' Sept. bulb sale final total was \$811.
- The Friends' AGM is scheduled for October 18. Gyn Wylie is stepping down as Chair.
- The networking event for Friends of the Library groups is Oct. 19.
- Mayor Struthers has picked the Friends to be his charity for the Village Chef dinner in the new year.

**7. Report from Council:** Deferred, but Timothy says there is nothing directly related to the library at the moment.

**8. Librarian's Report:** see below

- Discussion of lighting problems. Mary Kate will seek quotes for the work.

**9. Other Business:**

i. Updates:

- **Story Trail:** The Story Trail received special mention from the Communities in Bloom judges and contributed to Merrickville-Wolford's win this year!
- **Resolution re: Library Reserve Account:** The resolution passed last month has been forwarded to the municipal Treasurer
- **Follow-up re: auditor's letter:** Met with municipal Treasurer regarding this. This concern seems to be coming from the auditors. The Treasurer will contact me, so I can clarify this with auditors when they are next here; but says that there isn't anything municipal staff wants from us at this time. Also talked a bit about the communication issue.
- **Open House:** Finalized plans for this on Oct. 26.

ii. **Wireless Network IT:** One of the area libraries has contracted with an IT guy who has found a relatively low cost solution to some library network issues, that the library is very satisfied with. Mary Kate would like us to hire him to do the same thing for our network, and has requested that the board authorize sole sourcing for this project, since it would be more efficient to take advantage of this recommended solution.

**Motion:** The Board authorizes Mary Kate to sole source for this IT work on the library's wireless network, not to exceed \$1000. Moved by Brian, seconded by John – APPROVED.

iii. **Strategic Planning/ Community Needs Assessment:** The Board would like to proceed with the strategic planning process beginning with a Community Needs Assessment. The Board will use the same format as the 2012 CNA, and will begin gathering data to update. Mary Kate will draft a survey for next meeting and check on sample CNA's from other libraries.

iv. **Upcoming:** CEO performance review (December) and Budget (will check on municipal timeline).

**11. Next meeting:** Thurs, Nov. 14, 2019 at 12:30 at the Library.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

**Librarian's Report for Sept-Oct/19**

**Statistics:**

Sept	2019	2018	2017	2016
<b>Patrons</b>	<b>1316</b> w/mtgs 1326 <b>+13%</b>	<b>1160 -8.5 %</b> w/mtgs 1169	<b>1269 +2 %</b> w/mtgs 1281	<b>1245 -6.5%</b> w/mtgs 1270
<b>(Kids/Youth)</b>	434 (87 / 347)	269 (79 / 190)	345 (111 / 234)	359 (117 / 242)
<b>(Progs)</b>	109-in (11 prgs, 2 CVs- in) 36-out of Lib, (4-prgs) 62 - Story Trail (6 + 1 CV)	72-in (10 prgs, 1 CV- in) 13-out of Lib, (2-prgs, 0 CV)	87-in (13 prgs in) 20-out of Lib, (3-prgs, 0 CV)	99-in (14 prgs in) 35-out of Lib, (2-prgs, 1 CV)
<b>Mtg Rm users</b>	10 (1 mtgs)	9 (1 mtgs)	12 (2 mtgs)	25 (4 mtgs)
<b>Circulation</b>	2057 <b>+4%</b> OverDrive: 440(circ) TOTAL 2497 <b>+8%</b>	1981 <b>+1.5%</b> OverDrive: 334(circ) TOTAL 2315 <b>+3%</b>	1952 <b>-18%</b> OverDrive: 296(circ) TOTAL 2248 <b>-14.5%</b>	2379 <b>-0.8%</b> OverDrive: 256(circ) TOTAL 2635 <b>+2%</b>
<b>(Adult/Child)</b>	(A-1298, J-722, T-37)	(A-1328, J-637, T-16)	(A-1249, J-658, T-45)	(A-1544, J-795, T-40)
<b>Internet use (+wireless):</b>	<b>341 +40%</b> (300 / 28w / 13 Tab)	<b>243 -17%</b> (210 / 25w / 8 Tab)	<b>293 -14%</b> (244 / 36w / 13 Tab)	<b>341 -4.5%</b> (296 / 37w / 8 EL)
<b>ILLs borrowed/lent:</b>	50 / 48	84 / 108	101 / 91	125 / 78

September was up from last year, pretty much across the board (except for ILLs), although evenings have slowed down. There have been a lot of afterschool visits and related computer use.

**Programs & Services:**

**Children's Programs:**

**StoryTime:** Attendance has generally been pretty good; we have some new faces.

**Halloween Activities:** I will be doing a Saturday Halloween StoryTime program, (some years this does well, some not). I will be doing another Halloween Costume Photo Shoot using the green screen at the Firefighters' Halloween Party for Kids.

**PlayGroup:** PlayGroup has started up again, I am continuing my weekly story visits. They seem to have a larger group this year.

**Daycare:** Continuing monthly visits to the toddlers and preschoolers & loan of books on request.

**Schools:** Halloween visits to primary grades are scheduled for Merrickville and Montague schools.

**Adult Programs:**

**Library Book Club:** Our book club continues to go well. They are organizing a visit by Charlotte Gray (at the Legion) for November.

**Off The Shelf:** has starting up again. Attendance is good.

**MakerSpace:** We have started up a maker program for adults. So far we have done paper crafts (card-making techniques) and will be doing needle crafts (sewing) this month. The idea is that we will have the tools in the library and people can come in and use them independently for their projects. The sessions have gone well, and there has been some follow-up.

**Friday Movies:** Have brought back Friday afternoon movies for October.

**Museum Passes:** Use is slower now that summer is over, but they are still popular.

**Internet:** Was busy during September. There is a lot of afterschool use by kids.

**InterLibrary Loans:** Continues to be fewer loans under the new system. Fewer locations are lending DVDs and mail from western Ontario seems quite slow.

**Seniors Home:** Rosebridge Manor still getting books (month loan).

**Pools:** The DVD pool and LP pool will rotate mid-October.

**Meeting Room:** The meeting room was used by library programs and the Fair Board.

**Collection:** The fall bestsellers are coming in. I weeded the adult fiction during the summer, but would like to look at other parts of the collection over the winter.

**Volunteers:** The volunteer situation is fine; they are doing the usual: processing books, shelving, packaging ILLs, working on the scanned genealogy collection, etc. I have also enlisted some of the volunteers/Friends to lead the new MakerSpace sessions.

**Donations:** We were the recipients of a grant from Kathleen Brown Fund again this year. We had several donations from the public recently. We have been very fortunate in donations this year, which we can use for ILL costs, additional Kanopy funding, our new computers and educational tablet games, the network IT work, etc.

**Facilities:**

- There has been no word on the exterior work
- We are having problems with the florescent tube lights (ballasts need to be replaced). Discussion of changing the light fixtures to take LED lights. Mary Kate will solicit additional information and quotes.
- Have had to spend a lot of time on computers. Problems with the security software (using tech support to fix this), and replacing our very old circulation computer, with a less old computer.

**Publicity/Outreach:** The usual Phoenix column, the webpage, Facebook updates, signs, and flyers, plus some additional press for the Story Trail – and the Open House.

**Partnerships/Outreach:** Visits to the schools & daycare for Halloween. Continuing to partner with the Trails Society on the StoryTrail; they are looking at continuing it into the winter. I have talked to the new community engagement person at the Health Centre – we may be able to collaborate. Will also be talking with the Historical Society about a project inspired by the Library Conference I attended.

**Professional Development, Meetings, etc:** Attended Library Conference in Arnprior. The Small Libraries Committee meeting is coming up next week. Linda is being trained as a Health & Safety rep at her other job. She is willing to take this on this for us once she has finished.

**Grants, etc:** Have submitted the data for the Provincial Operating Grant; this should be received fairly soon.

**Plans for month:** I will be: preparing for the Open House; doing Halloween programs/visits; deciding about eResources for 2019; working on the CNA survey, asking about/starting the budget process; reviewing the job descriptions/performance evaluation forms; plus the usual library business.



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### VILLAGE OF MERRICKVILLE-WOLFORD

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

Resolution Number: R - - 19

Date: November 25, 2019

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 the Community Development Advisory Committee Minutes of November 5, 2019, for information purposes.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor



## Community Development Advisory Committee (CDAC)

### MINUTES

November 5, 2019 at 7:00 p.m.

**Council Chambers, 317 Brock Street West, Merrickville**

1. Call to Order – By Council Liaison
2. Disclosure of Pecuniary Interest and Nature Thereof—Non-Declared
3. Approval of the Agenda  
Moved by Gillian Gray and seconded by Donna Daw  
Be it hereby resolved that the Community Development Advisory Committee does hereby approve the Agenda as circulated.

#### CARRIED/DEFEATED

4. Appointment of Chairperson  
Moved by: Tom Belanger, Seconded by: Mike Zaversnuke  
Be it hereby resolved that the Community Development Advisory Committee does hereby appoint Helen Canjar as the Chairperson for the Committee.

#### CARRIED/DEFEATED

5. Appointment of Secretary  
Moved by: Helen Canjar, Seconded by: Gillian Gray  
Be it hereby resolved that the Community Development Advisory Committee does hereby appoint Tom Belanger as the Secretary for the Committee.

#### CARRIED/DEFEATED

6. Review of Terms of Reference  
Terms of Reference were reviewed without any concerns. Bob Foster will distribute the Strategic Plan and the newly hired EDO—Stacy Lloyd would be invited to the December 3rd Committee meeting.  
Moved by: Mike Zaversnuke, Seconded by: Gillian Gray

Be it hereby resolved that the Community Development Advisory Committee invite Stacy Lloyd to attend the December 3<sup>rd</sup>, 2019 Committee Meeting for an introductory session and discussion around developing a list of items/issues/priorities to be included in a work plan.

**CARRIED/DEFEATED**

7. Discussion re: Committee Meeting Schedule

It was agreed that for the next little while, the committee would meet more frequently to get a good understanding of the work it will recommend to undertake.

8. Next Meeting Date: Monday November 18, 2019 @ 8:00 pm.

9. Adjournment

Moved by: Donna Daw, Seconded by: Tom Belanger

Be it hereby resolved that the Community Development Advisory Committee does hereby adjourn at 8:40 pm.

**CARRIED/DEFEATED**

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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 - - 19

Date: November 25, 2019

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 Resolution No. R-12-19 of the Planning Advisory Committee; and

That Council does hereby recommend approval of severance application B-98-19 to the Consent Granting Authority.

Carried / Defeated

---

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE

Resolution Number; R-...12...-19

Date; Nov 18 2019

Moved by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

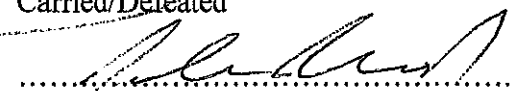
Seconded by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Be it hereby resolved that;

The Planning Advisory Committee of the Village of Merrickville-Wolford does hereby;

recommend that Council recommend the  
Consent Granting Authority approve severance  
application B-98-19

Carried/Defeated

  
John Ireland, Chair



WILE ROAD

PRO 2510/00



TO BE SEVERED  
2.5 ACRES

Severed

Retained

Parcel #1721  
02509600

Retained  
LOT 10.3 ACRES

30 LOT 29 LOT 28 LOT

RURAL ZONE

#18795  
02509900

Parcel #20600  
02509600

340.00 AC's (enc)

MS  
0000

#22780  
02509700

80 CIW

38 CIW

29 CIW

WETLANDS ZONE

CIW

20 CIW

LOT 30

Parcel #1721  
511000

LOT 29

Parcel #5552  
02510300

43 CIW

28 CIW

LOT 28

Parcel #26927  
02510800

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: November 25, 2019

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 resolution R-13-19 of the Planning Advisory Committee, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

PLANNING ADVISORY COMMITTEE

Resolution Number; R-13-19

Date; Nov 21 2019

Moved by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Seconded by; Ian Kirk Stewart Hamill Rod Fournier Kim Weedmark

Be it hereby resolved that;

The Planning Advisory Committee of the Village of Merrickville-Wolford ~~does hereby~~ has recieved and reviewed the Village Consultant & Planner's recommendations with respect to the written and oral comments from the public. In addition, the Planning Advisory Committee does hereby instruct the Village Consultant Planner to revise the Official Plan and submit it to Council.

Carried/Defeated

John Ireland, Chair



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required:

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 19

Date: November 25, 2019

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-33-2019, regarding the Community Grant Program Policy, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



## Village of Merrickville-Wolford

Report FIN-33-2019  
Finance Department

Date of Council Meeting: November 25, 2019  
Information Report to Council

**RE: Community Grant Program Policy**

**OBJECTIVE:** To provide Council with information regarding our Community Grants Program Policy and the timeline for the 2020 intake process.

### **RECOMMENDATION:**

That Council does hereby receive report FIN-33-2019, regarding the Community Grant Program Policy, for information purposes.

### **BACKGROUND:**

At the Council meeting of November 12<sup>th</sup>, Council directed staff to bring forth a report outlining the eligibility requirements for fee waivers. These guidelines are provided in the Community Grants Program Policy that Council adopted on April 23<sup>rd</sup>, 2019 through passing By-law 23-2019, available on the municipal website.

### **ANALYSIS**

The Village of Merrickville-Wolford Community Grants Program Policy provides limited financial support to not-for-profit community groups and organizations for projects or events that benefit and contribute toward the quality of life of local residents. The Community Grants Program Policy sets out clear eligibility criteria, which incorporates in-kind requests such as fee waivers, and sets out evaluation standards.

The call for applications for 2020 will open January 6<sup>th</sup>, 2020. Both the application form and the Policy will be posted to the municipal website. The deadline for applications will be January 31<sup>st</sup>, 2020.

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

Council will set the community grants budget amount during the 2020 budget deliberation process and, subsequently, allocate those funds to applicants upon review of eligibility and completed applications as per the approved Policy.

**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.

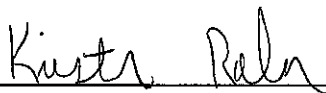
**CONCLUSION:**

This report is for information purposes.

**ATTACHMENTS:**

None

Submitted by:

  
\_\_\_\_\_  
Kirsten Rahm,  
Manager of Finance - Treasurer

Approved by:

  
\_\_\_\_\_  
Doug Robertson, CAO/Clerk

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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 - - 19

Date: November 25, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 65-2019, being a by-law to appoint an Emergency Management Program Committee, Emergency Management Control Group, Emergency Management Program Co-ordinator and Alternate, and Emergency Information Officer, be read a first and second time, and that By-law 65-2019 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 65-2019**

**BEING A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT PROGRAM COMMITTEE, MUNICIPAL EMERGENCY CONTROL GROUP, EMERGENCY MANAGEMENT PROGRAM CO-ORDINATOR AND ALTERNATE, AND EMERGENCY INFORMATION OFFICER**

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to appoint an Emergency Management Program Committee, an Emergency Management Control Group, an Emergency Management Program Co-ordinator, and an Emergency Information Officer;

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

1. The Emergency Management Program Committee Terms of Reference form part of this by-law as Schedule "A" and are hereby adopted.
2. The persons holding the following positions in the Village are appointed as members of the Municipal Emergency Control Group (MECG):
  - a. Head of Council (Mayor);
  - b. Chief Administrative Officer (CAO);
  - c. Emergency Management Program Co-ordinator;
  - d. Fire Chief;
  - e. Manager, Operations;
  - f. Manager of Finance/Treasurer;
  - g. Chief Building Official; and
  - h. Emergency Information Officer.
2. The Deputy Clerk is appointed as the Emergency Management Program Co-ordinator.
3. The Fire Chief is appointed as the Alternate Emergency Management Program Co-ordinator.
4. The Receptionist is appointed as the Emergency Information Officer.
5. By-law 03-2018 and any other by-law that is not in conformance with this by-law is hereby repealed.

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 25<sup>th</sup> day of November, 2019.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

**Terms of Reference  
Emergency Management Program Committee  
Schedule "A" to By-law 65-2019**

**Mission:**

The Village of Merrickville-Wolford's Emergency Management Program Committee is a Committee established by Council whose mission is to oversee the development, implementation, maintenance and continuous improvement of the Village's Emergency Management Program (EMP) including the municipal emergency response plan, public education programs, training, and exercises. The Committee is also accountable for the annual review of the Village's Emergency Management Program.

**Objectives:**

- To create and maintain an Emergency Management Program which conforms to the *Emergency Management and Civil Protection Act (EMCPA)* and includes the five core components namely: mitigation, prevention, preparedness, response, and recovery;
- To open and maintain appropriate lines of communication between the Municipal Emergency Control Group (MECG) and all Support Agencies;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Village of Merrickville-Wolford that may occur as the result of an emergency;
- To advise Council on the development and implementation of the Village's Emergency Management Program; and
- To serve as an advocate for the larger population and provide public education on risks to public safety and on public preparedness for emergencies.

**Composition:**

The Emergency Management Program Committee shall be comprised of the following:

- a. Head of Council (Mayor)
- b. Chief Administrative Officer (CAO);
- c. Emergency Management Program Co-ordinator (also known as Community Management Program Co-ordinator or CEMC);
- d. Manager of Finance/Treasurer; and
- e. Fire Chief.

**Term of Office:**

As a provincially legislated Committee, the Committee will not expire at the end of a term of Council in order to maintain compliance.

**Quorum:**

A quorum shall consist of 50 percent of the voting members who are listed above.

**Motions:**

Decisions made during Emergency Management Program Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the Committee.

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

**Chair:**

The CAO is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the CAO at a given meeting, the Emergency Management Program Co-ordinator will be the chairperson for that meeting.

The Committee chairperson shall be responsible for:

- Facilitating meetings; and
- Ensuring completion of tasks by Committee Members.

**Role of Members:**

The members of the Emergency Management Program Committee roles include, but are not limited to:

- Attending meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

**Reporting to the Municipal Council:**

The Emergency Management Program Committee shall report to Council:

- 1) Through the minutes of their meetings; and/or
- 2) As deemed necessary by the Committee for submission.

**Frequency of Meetings:**

The meetings of the Committee shall consist of a minimum of one (1) meeting per year or at the call of the Chair.

**Closed Sessions:**

Due to the nature of activity, portions of a meeting may be closed from time to time.



**Conflicts of Interest:**

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**Budget:**

Funds for the Emergency Management Program are included in the budget for Emergency Planning.

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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 - - 19

Date: November 25, 2019

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 sent to the Merrickville & District Historical Society Executive Committee by CAO/Clerk/Director, Economic Development Doug Robertson, dated November 11, 2019, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

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## VILLAGE OF MERRICKVILLE-WOLFORD

Merrickville & District Historical Society Executive Committee  
PO Box 294  
Merrickville, ON K0G 1N0  
Attention: President, Ann Martin

November 11, 2019

Dear Ms. Martin (Ann):

RE: Blockhouse Museum Concerns

Thank you for initiating the recent dialogue with the Village of Merrickville-Wolford regarding the Blockhouse Museum and the business relationship between the Village and the Merrickville & District Historical Society (MDHS). As the MDHS Executive Committee knows so very well, the Village has a rich heritage and the Blockhouse Museum is a highly valued institution in the community. In addition to the preservation of the Village's heritage, the Blockhouse is an extremely high-profile corner stone for much of our tourism activity and so the MDHS' dedication and service in operating the Museum for so many years is tremendously appreciated.

I understand that, since our September 16, 2019 meeting between you, Andrew McKay, myself, our Treasurer Kirsten Rahm, and our Deputy Treasurer Suzanne Jackman, you have also exchanged several e-mails and/or met with Mayor Struthers, Councillor Foster, our Treasurer Kirsten Rahm, myself and perhaps other Village staff. Given the many discussions that have occurred in a relatively short period of time, I'd like to clarify any confusion which may be occurring, to refocus our combined efforts at resolving the specific issues that you've raised, and to reiterate the outcomes and commitments made at our September meeting. For ease of reference, I've attached your August 26, 2019 letter listing your concerns and questions.

As I committed at our September 16<sup>th</sup> meeting, please be assured that any issues within the Village's control will be addressed as soon as possible. We recognize that many of them are long-standing and have become very concerning so we share your sense of urgency in wanting to resolve them quickly. However, also as we agreed at the meeting (and as subsequently indicated by Mayor Struthers and Councillor Foster), we are a small municipality with limited resources and the list of issues is extensive with several interrelated, complex issues that have accumulated over several decades. In fact, many of the them appear to even predate the period in which there was an active Board of Management. Please

also recognize that the Village has three license agreements with Parks Canada (i.e., for the Blockhouse, Blockhouse Park / Depot, and the campgrounds) which Parks Canada may require to be aligned with each other and, as a federal government agency, they may require time to consider and approve any requested changes.

As you have illustrated clearly in your letter, I agree that the root causes of the issues seem to relate to the adequacy of the core legal agreements/business relationships between the three key parties (i.e., MDHS, the Village, and Parks Canada) and how the relationships must be governed or managed. In addition to all three parties agreeing on what the best governance model is and the appropriate types of legal agreements (e.g., license, lease, memorandum of understanding, etc), the specific terms of each agreement must be reviewed and align with the others to be sure that they function well and effectively address the concerns that you have raised. This will require legal assistance with an associated expense that the Village has not budgeted for in 2019.

As I believe we all agreed, addressing the more foundational issues will not be a quick task and staff may need to request funding from Council in the 2020 budget development process. Some other aspects which may add to the complexity are that:

- The situation involves three different types of organizations (i.e., a local municipal government, a federal government agency, and a registered charity);
- All parties are regulated by multiple sources of legislation related to a National Historic Site, municipal governance, museums, etc;
- The Village has had significant turnover in staff and a completely new Council with the ensuing loss of legacy knowledge or consistent information about what decisions were made, the rationale for the decisions, and where related documents may be stored, or if they even exist; and,
- Current Village staff became aware of the situation after our 2019 budget had already been approved.

As our current situation reveals, it is important to all parties that we fully address the issues in an organized, systematic way. It is not in anyone's interest to end up back where we started but just with a different version of non-functional business relationship. As I committed at our meeting, we greatly appreciate the work of the Historical Society and that you personally have been carrying a heavy burden so Village staff will provide immediate support on as many of the most pressing operational concerns as possible and we anticipate attacking the much more complex governance and legal issues with you in 2020 as guided by Council approval and direction.

In keeping with this:

- I have initiated communications with Parks Canada regarding the facility maintenance and operational issues and notified them that we will be seeking to initiate a discussion about the larger governance and legal agreement concerns in the near future;
- Treasurer, Kirsten Rahm, has been working with you to incorporate your Canada Summer Jobs (CSJ) 2020 summer student grant application into our application and acquired a copy of your 2019 application from you to facilitate that;
- Deputy Treasurer, Suzanne Jackman, is continuing to provide payroll processing support;

- **Manager, Operations / Fire Chief, Brad Cole, is happy to provide Health & Safety training to Museum staff;**
- **Deputy Clerk, Christina Conklin, and other staff are continuing to research municipal records to help bring clarity to the current governance status / model and identify options;**
- **and,**
- **The Village is happy to provide support with the staff recruitment process including developing job postings, posting them on our website and Facebook page, and participating in interviews if that would be helpful but please appreciate that we would require your guidance and involvement in this regard and, due to the legal implications, we cannot immediately agree to assume responsibility for supervising museum staff until we have a better understanding regarding our governance and legal agreement.**

**Thank you again, Ann, to you and the other Executive Committee members for making us aware of the issues. We look forward to working with you to resolve all of the Executive Committee's concerns. I have addressed this letter to the full Committee and ask that you provide it to them for their awareness at your November 12, 2019 meeting.**

Sincere regards,



**Doug Robertson  
CAO / Clerk / Director, Economic Development**

Established 1793  
 Incorporated  
 WOLFORD 1850  
 Merrickville 1860  
 Amalgamated 1998

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



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 - - 19

Date: November 25, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 67-2019, being a by-law to confirm the proceedings of the Council meeting of November 25, 2019, be read a first and second time, and that By-law 67-2019 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 67-2019**

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 NOVEMBER 25, 2019

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 expedient 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 November 25, 2019 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 November 25, 2019 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 25<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
J. Douglas Struthers, Mayor

\_\_\_\_\_  
Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: November 25, 2019

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, December 9, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

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J. Douglas Struthers, Mayor