

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW 43-2019

**BEING A BY-LAW TO ESTABLISH A MAIN STREET REVITALIZATION AD HOC
COMMITTEE**

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, 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 Section 11(1) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Village of Merrickville-Wolford was allocated funds for the purposes of the Main Street Revitalization Initiative;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it appropriate to establish an ad hoc committee in order to receive recommendations regarding the most beneficial use of these funds for the Village;

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

1. A Main Street Revitalization Ad Hoc Committee is hereby established and the attached Terms of Reference are hereby adopted and form part of this by-law as Schedule "A" with the Eligible Projects as Schedule "B" and Eligible and Ineligible Costs as Schedule "C"; and
2. 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 24th day of June, 2019.



J. Douglas Strathers, Mayor



Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Main Street Revitalization Ad Hoc Committee
Schedule "A" to By-law 43-2019**

Mission:

To provide Council with options regarding the allocation of the Main Street Revitalization Grant in the amount of \$40,358.75 to ensure the funds will be utilized to the maximum benefit for the Village of Merrickville-Wolford.

Objectives:

To assist Council as follows:

- To identify projects and initiatives that fall within the parameters of the grant as outlined in Schedule "B" and Schedule "C" attached hereto and that can be implemented within the timelines specified in the grant agreement; and
- To prepare a report to Council in advance of the regular Council meeting of July 22, 2019 which outlines specific options and projects the Committee feels will best make use of the granted funds and provides recommendations to Council, including benefits and concerns associated with the recommendations.

Composition:

Five (5) interested members of the community were appointed by Council resolution on June 10, 2019 following a public "Request for Volunteers" process.

Length of Term:

Once satisfied with the work and report of the Committee, Council will repeal By-law 43-2019 which will dissolve of the Committee.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during Main Street Revitalization Ad Hoc Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee should be called on a regular basis by the Chair, once one is chosen from amongst the Committee. All meetings are open to the public and notice of the meetings will be provided through the posting of an agenda on the Village's website and on the bulleting board in the municipal office.

Chair:

The Committee shall, at the first meeting, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Facilitating meetings;
- Appointing a Secretary of the Committee at the first meeting to take Minutes of the Committee meetings;
- Ensuring completion of tasks and the adherence to timelines.

Role of Members:

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

- Attending meetings as required;
- Participating in discussions;
- 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; and
- 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 Main Street Revitalization Ad Hoc Committee shall report to Council:

- 1) Through minutes of the meetings to be received by Council;
- 2) Through the provision of reports to Council; and
- 3) As otherwise requested by Council.

Conflicts of Interest:

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

Budget:

The Village was granted \$40,358.75 to assist with this initiative. All items shall be administered by the Village, through direction of Council.

SCHEDULE B ELIGIBLE PROJECTS

Funding is to be directed to Eligible Projects to support revitalization activities within main street areas, as defined through an existing Community Improvement Plan or any other municipal land use planning policy. Funding can be used in one or both of the following categories:

1. **Community Improvement Plan** – construction, renewal, renovation or redevelopment or material enhancement activities that implement priority financial incentives in existing Community Improvement Plans such as:
 - a. Commercial building façade improvements
 - b. Preservation and adaptive reuse of heritage and industrial buildings
 - c. Provision of affordable housing
 - d. Space conversion for residential and commercial uses
 - e. Structural improvements to buildings (e.g. Building Code upgrades)
 - f. Improvement of community energy efficiency
 - g. Accessibility enhancements

2. **Other Municipal Land Use Planning Policy** – construction, renewal or material enhancement activities to fund strategic Municipal Physical Infrastructure and promotional projects such as:
 - a. Signage – wayfinding/directional, and gateway.
 - b. Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility, telecommunications/broadband equipment, parking, active transportation infrastructure (e.g. bike racks/storage, cycling lanes and paths) and pedestrian walkways/trails.
 - c. Marketing plan implementation – business attraction and promotion activities, special events.

**SCHEDULE C
ELIGIBLE AND INELIGIBLE COSTS**

1. Eligible Costs include:

- a. Costs directly and reasonably incurred on or after April 1, 2018 up to and including the Project Completion Date by the Recipient for construction, renewal, renovation or redevelopment or material enhancement activities funded under existing Community Improvement Plan financial incentive programs.
- b. Costs directly and reasonably incurred on or after April 1, 2018 up to and including the Project Completion Date by the Recipient for construction, renewal or material enhancement activities funded under the Municipal Physical Infrastructure category including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the success of small businesses in main street areas.

2. Ineligible Costs include:

- a. Costs incurred prior to Effective Date or after the Project Completion Date;
- b. Any costs associated with providing the Annual and Results Reports to AMO;
- c. Any costs associated with lobbying Ontario, including other Ministries, agencies and organizations of the Government of Ontario;
- d. Costs associated with construction, renewal, renovation or redevelopment or material enhancement of all things in the following categories: highways, short-sea shipping, short-line rail, regional or local airports, and brownfield redevelopment;
- e. Costs of infrastructure construction, renewal, renovation or redevelopment or material enhancement that do not improve energy efficiency, accessibility, aesthetics of marketability of small businesses within an Recipient's main street areas; or that do not encourage strategic public investments in municipal and other public infrastructure within main street areas that will benefit small businesses; or that otherwise will likely fail to contribute to the success of main street businesses;
- f. Costs of infrastructure construction, renewal, renovation or redevelopment or material enhancement outside of the Recipient's main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy;
- g. The cost of leasing of equipment by the Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Recipient, its direct or indirect operating or administrative costs of Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Costs above;
- h. Taxes, to which the Recipient is eligible for a tax rebate;
- i. Purchase of land or any interest therein, and related costs; and,
- j. Routine repair and maintenance Municipal Physical Infrastructure.