



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 7:00 p.m.

Tuesday, August 8, 2017

1. **Disclosure of Pecuniary Interest and the general nature thereof**
2. **Approval of Agenda:** Approval of the Agenda of August 8, 2017
3. **Minutes:** Approval of the Minutes of the regular meeting of July 10, 2017
4. **Delegations:** Doug Struthers re: 2017 Car Show Overview; and
Chuck Fournier re: Merrickville Estates Proposal
5. **Public Question Period to Council**
6. **Correspondence:** Letter from Elaine Warren dated July 10, 2017; and
Letter from Communities in Bloom
7. **Public Works:** PW-07-2017 re: 2nd Quarter Report
8. **By-Law Enforcement:** BLEO-03-2017 re: 2nd Quarter Report; and
By-Law 28-17 re: Parking By-Law
9. **Building:** CBO-10-2017 re: 2nd Quarter Report
10. **Clerk's Department:** DEPC-04-2017 re: Electronic Voting Services
11. **Finance:** FIN-14-2017 re: 2016 Auditor Management Report
FIN-15-2017 re: Sewage Treatment Plant Lawsuit Summary
FIN-16-2017 re: Finance Department 2nd Quarter Report
FIN-17-2017 re: 2nd Quarter Financials
FIN-18-2017 and By-Law 27-17 re: Transfer Payment Agreement
12. **Economic Devel.:** Minutes of July 10, 2017 and July 24, 2017
13. **Recreation:** Minutes of June 13, 2017
14. **CAO:** Resolution re: Christmas Office Closure;
Resolution re: Reallocation of Training Funds;
Resolution re: Committee Restructuring;
CAO-10-2017 re: Customer Service Survey Results; and
Action Items as of August 4, 2017
15. **Notices of Motion:**
16. **Unfinished Business:**
17. **Public/Media Question Period**
18. **In Camera:** 1. Litigation or potential litigation.
19. **Next meeting of Council:** To be discussed at the table. It is staff's recommendation to cancel September 11th meeting.
20. **Adjournment.**

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Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

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

Carried / Defeated

David Nash, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The minutes of the regular council meeting on July 10, 2017 be approved as circulated / amended.

Carried / Defeated

David Nash, Mayor

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

Monday, July 10, 2017

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, July 10, 2017.

Chaired by: Mayor David Nash

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

Staff in Attendance: John Regan, CAO/Clerk
Christina Conklin, Deputy Clerk
Mark Urquhart, Fire Chief
Randy Wilkinson, Chief Building Official
Sheila Kehoe, Manager of Finance

Press in Attendance: None

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

Approval of Agenda

R-196-17 Moved by Councillor Suthren, Seconded by Councillor Weedmark
Be it hereby resolved that: the agenda of the regular Council meeting of July 10, 2017
be adopted as amended.

Carried

Approval of Minutes

R-197-17 Moved by Councillor Ireland, Seconded by Deputy Mayor Barr
Be it hereby resolved that: the minutes of the regular Council meeting of June 26, 2017
be approved as circulated.

Carried

Public Question Period to Council: None

Fire Department:

R-198-17 Moved by Councillor Suthren, Seconded by Councillor MacInnis
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-
Wolford does hereby receive report FD-06-2017, the second quarter report of the fire
department, for information purposes.

Carried

Building:

R-199-17 Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-03-2017; and

That Council give approval for the application for a Tile Drainage Loan pertaining to the property located at Part Lot 19, Concession 1, west side of O'Brien Road; and

That Council pass a borrowing by-law to facilitate the applicants' request.

Carried

R-200-17 Moved by Councillor Snowdon, Seconded by Councillor Weedmark

Be it hereby resolved that: By-Law 26-17, being a rating by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*, be read a first and second time, and that By-Law 26-17 be read a third and final time and passed.

Carried

R-201-17 Moved by Councillor Snowdon, Seconded by Deputy Mayor Barr

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-09-2017; and

That Council deems it expedient to have a revised Official Plan to replace or modify the existing Official Plan as adopted by By-Law on January 22, 2007; and

That Council put into place sufficient funds in the 2018 budget necessary (up to \$35,000, plus HST) to have the Village Planner completed the necessary studies and community/background reports to allow the adoption of a revised Official Plan.

Carried

Environment:

Minutes of the Environmental Advisory Committee of June 22, 2017 were discussed.

Library: Minutes of the Merrickville Public Library Board of May 9, 2017 were discussed.

CAO: Action Items as of July 6, 2017 were reviewed.

Public or Media Question Period: None

In Camera:

R-202-17 Moved by Councillor Suthren, Seconded by Councillor Snowdon

Be it hereby resolved that: This Council moved to "In Camera" at 8:05 p.m. in order to address a matter pertaining to:

1. Security of the property of the municipality or local board; and
2. Personal matters about an identifiable individual, including municipal or local board employees.

Carried

R-203-17 Moved by Councillor Suthren, Seconded by Councillor Snowdon

Be it hereby resolved that: the "In Camera" session rise and report, with staff being given direction, and the regular Council session resume at 9:02 p.m.

Carried

CAO:

R-204-17 Moved by Deputy Mayor Barr, Seconded by Councillor Snowdon

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-09-2017 regarding IT upgrades; and

That Council approves the reallocation of funds up to \$25,844 from the operating reserve to fund the "Year 1" recommendation as outlined in the IT Assessment Report of IDS Systems; and

That Council direct staff to locate further funds within the 2017 budget that could be reallocated.

Carried.

Deputy Clerk:

R-205-17 Moved by Deputy Mayor Barr, Seconded by Councillor Suthren

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the nomination of Susan Maconnachie for the Ontario Medal for Good Citizenship.

Carried.

R-206-17 Moved by Councillor Ireland, Seconded by Councillor MacInnis

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report DEPC-03-2017; and

Council approve the reallocation of operating reserve in the amount of \$40,000.00.

Carried.

Adjournment:

R-207-17 Moved by Councillor Weedmark, Seconded by Councillor Snowdon

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 9:08 p.m. until the next regular meeting of Council on Monday, August 14, 2017 at 7:00 p.m., or until the call of the Mayor subject to need

Carried

David Nash, Mayor

John Regan, CAO

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

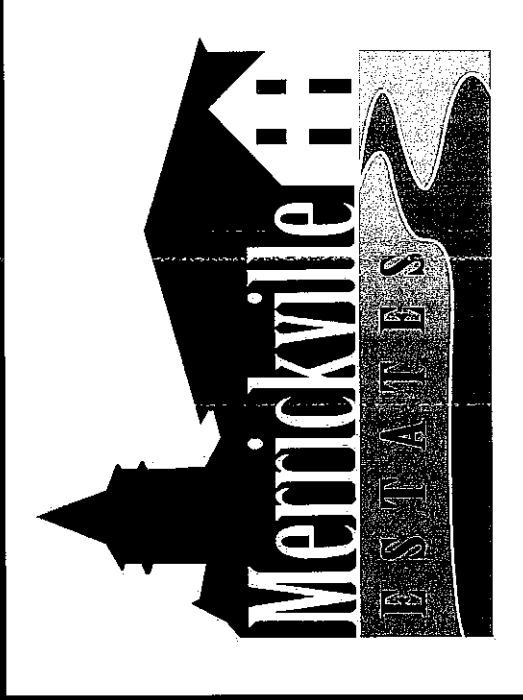
Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Chuck Fournier regarding Merrickville Estates.

Carried / Defeated

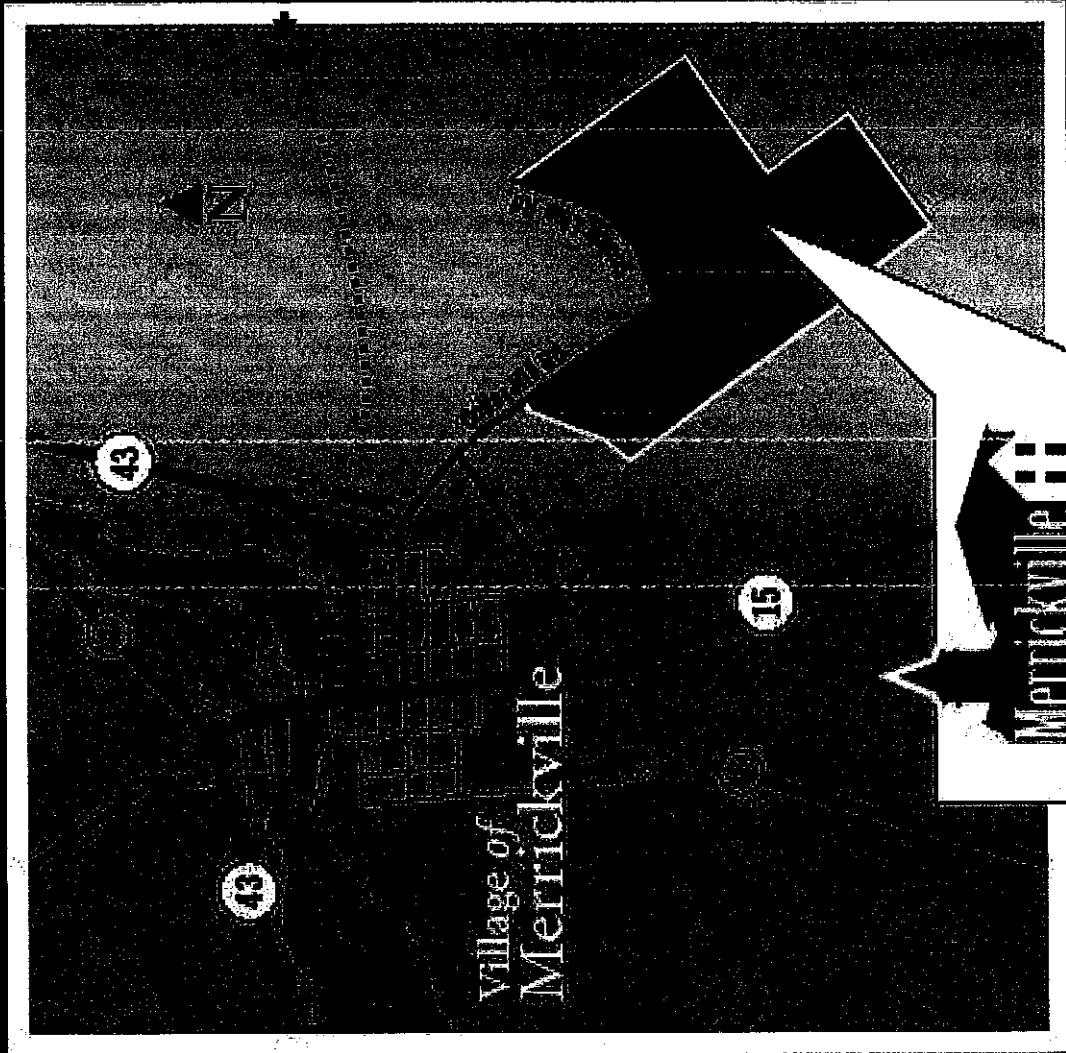
David Nash, Mayor



A Planned Quality Country Living Community

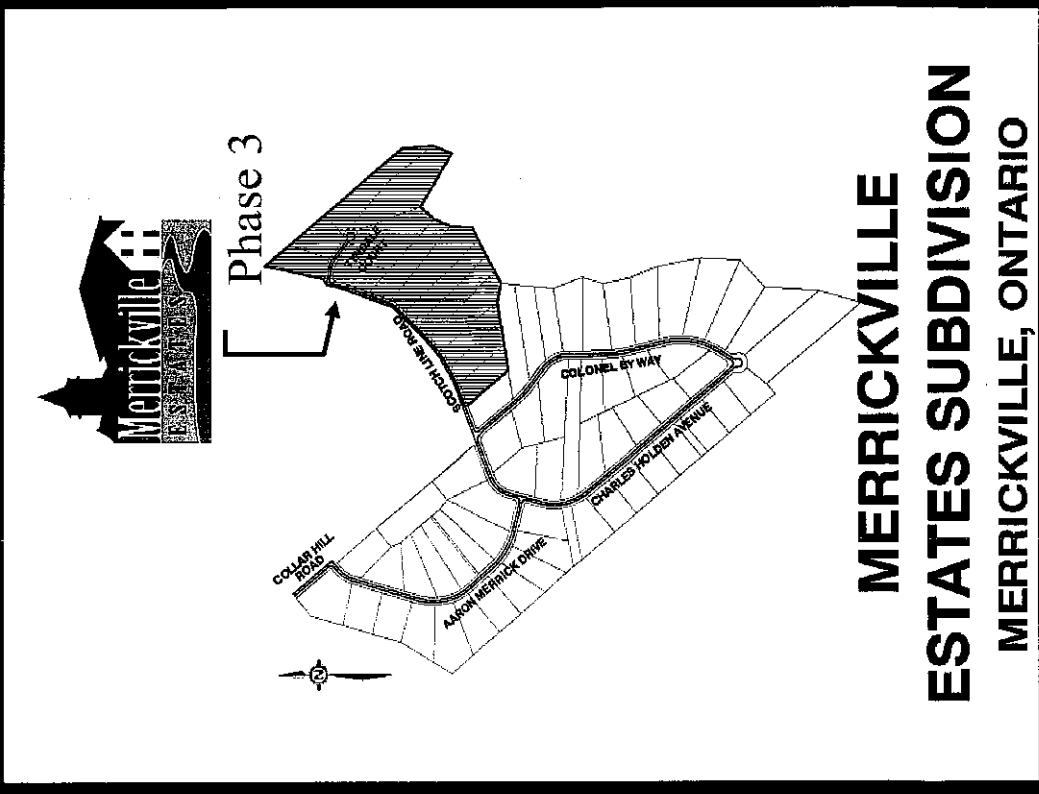
A Proposal to Council

August 8, 2017



Merrickville Estates Construction History

- Phase 1
 - Started in 2006
 - Paved in 2007
- Phase 2
 - Started in 2011
 - Paved in 2015
- Phase 3
 - Final Subdivision Phase
 - Construction start in 2017
 - 15 Lots



Phase 3 Surface Treatment Specifications

- 2006 Subdivision Agreement (Schedule I, Clause 6) specifies:

”For Collar Hill and Scotch Line Roads, a ~~tar and chip~~ treatment shall be used as the surface finish for a minimum of 6.1 metre width”

- 2009 Amending Agreement (Paragraph 5) states:

” The Subdivision Agreement provides for improvement of Scotch Line Road including surfacing by tar and chip treatment. The Owner agrees to surface Scotch Line Road with ~~asphalt or tar and chip~~ to the subdivision standard.”

Phase 3 Surface Treatment

- Tar and Chip is a low quality surface treatment that will require significant short and long term maintenance expenses by the Municipality

Phase 3 Surface Treatment Upgrade

- Merrickville Estates (ME) is prepared to upgrade Phase 3 surface treatment from Tar and Chip to Asphalt.
- Upgrading to Asphalt will:
 - Cost the developer ~ \$60k extra cost
 - Save the Municipality costs in short and long term maintenance
- In exchange for this upgrade, ME requests a waiver of the Phase 3 construction performance guarantee (LC).

Phase 3 Letter of Credit (LC) Specifications

- 2006 Subdivision Agreement (Schedule E, Clause 3)
 - ” *Cash or letter of credit for 75% of the estimated cost of works to be completed for any subsequent phase of work, said estimate to be an updating of the estimate shown in Schedule D and approved by the Municipal Engineer, prior to commencement of construction of the subsequent phase*”
- *Phase 3 Cost estimate = \$341,300 (2006)*
- *75% = \$255,975 Letter of Credit Requirement*

Phase 3 Real Costs to Complete Works

- Campbell Trucking Quote 2017 to Complete Phase 3
- 75% = \$213,750
- Note: Phase 3 Service Trenching already completed

<p>Campbell's Trucking Ltd. 12464 Highway 15 N., RR #6 Smiths Falls, ON K7A 4S7 Phone: 613-283-1693 Fax: 613-283-8223</p>		<p>QUOTE</p> <table border="1"> <tr> <td>Date</td> <td>Quote #</td> </tr> <tr> <td>31/07/2017</td> <td>261</td> </tr> </table>		Date	Quote #	31/07/2017	261		
Date	Quote #								
31/07/2017	261								
<p>Name / Address</p> <p>Merrickville Estates 5663 Scobie Cres Manotick, ON K4M1B7</p>		<p>RE: Road Construction Phase 3</p>							
<p>campbellstrucking@ripe.net www.campbellstrucking.com</p>		<table border="1"> <thead> <tr> <th>Description</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>Road Construction for Merrickville Estates Phase 3 -Grubbing, Excavating, Gran A & B</td> <td>285,000.00</td> </tr> <tr> <td>HST (ON) on sales</td> <td>13.00%</td> </tr> </tbody> </table>		Description	Unit Price	Road Construction for Merrickville Estates Phase 3 -Grubbing, Excavating, Gran A & B	285,000.00	HST (ON) on sales	13.00%
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Road Construction for Merrickville Estates Phase 3 -Grubbing, Excavating, Gran A & B	285,000.00								
HST (ON) on sales	13.00%								

Proposal to Council



- ME to upgrade Phase 3 surface treatment from:
Tar and Chip → Asphalt
- Council to Waive Letter of Credit Requirement
- Why?
 - Significant Short and Long Term Financial Savings to Village
 - Track Record of Chuck Fournier (Phase 1, Phase 2) who is a reliable professional and a known person who will be around for many years to come.

July 10/2017

Mayor Ash & Council

My letter is regarding my property at 123 Colborne Street
Newickville, and the flooding on Bruce's Edge St on the evening
of May 1/2017. Due to the blocked drains on the streets
mentioned the water backed up & flooded my basement as the
sewage pump could not keep up. There was considerable damage
done, drywall, carpeting, wallpapering, built in bookshelf had to be removed
immediately to avoid mold & mildew, my hot water tank had to be
replaced. The replacement cost is \$4,656.95 which my insurance
is covering, my deductible is \$2,000.00. I am asking the mayor
& council to consider compensation for this expense and the
situation I now find myself in.

Thank-You
Ernie Warren



Dear Mayor David Nash and Council;

We are writing to thank you for taking the time to meet with the Communities in Bloom Committee back in May and approving our funding increase.

The Committee worked very hard this year to make the Village beautiful, but we couldn't have done it without the help of Council, and more specifically the Village staff whom worked very hard to make this Village shine! The judges arrived on July 5th and were welcomed by our villages overwhelming hospitality to a dinner and Meet and Greet at the Goose. The next day they toured the Village of Merrickville Woford, and experienced what our Community has to offer with a walking tour of the downtown core, a visit of our Historical buildings, a visit to our trails, a tour around Woford, a stop at Diana Beresford-Kroeger's amazing property, lunch at Middleshire B&B, and a stop at Maitland Farms.

This years Communities in Bloom couldn't have been such a success without the support of Merrickville-Woford Council & Staff. We look forward to coming back from the Symposium as Award Winners.

Thank You

The Merrickville-Woford Communities in Bloom Committee

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Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-07-2017, the second quarter report of the Public Works Department, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report PW-07-2017
Public Works Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Second quarter report up to June 30th

OBJECTIVE: For information purposes.

RECOMMENDATION:

THAT: Council receive report PW-07-2017 for information purposes.

BACKGROUND:

In order to keep Council fully apprised of the operations of the Public Works Department, a quarterly report outlining departmental progress is provided to Council.

ANALYSIS:

Since April 1st, the Public Works Department have been working on various projects including:

RFQ Kubota - **Complete- Kubota received in May**

RFQ Pulverizing Putnam Road - **Completed in June**

RFT Surface Treatment Putnam Road - **Joint Tender with UCLG 2017-05**

RFQ Grass cutting -Centennial Hall - **Ongoing**

RFQ Roadside mowing - **First Cut Has been completed in June**

RFT Loader - **Received from Nortrax Equipment in June**

RFT Maintenance & Construction Gravel - **Completed**

RFQ Dust Suppressants - **Calcium Application. Completed**

Roadside brushing is ongoing. Weedmark and Putnam Road have been completed to date.

Flower baskets completed in Merrickville.

Banners completed for Merrickville, Eastons Corners and Jasper.

Beach Maintenance is ongoing. Raft, Buoys and 30 Tonne of beach sand added.

Municipal boundary, hamlet and village signage are complete

New Village benches are installed.

For an update on the landfill, please refer to Schedule "A" (to be provided at the table).

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2017 municipal budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be identified. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

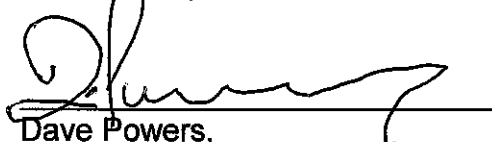
This report is for information purposes only.

ATTACHMENTS:

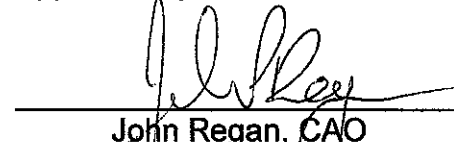
Schedule "A" - Graph comparing 2nd quarter results from 2016 and 2017 (to be provided at the table).

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

Submitted by:


Dave Powers,
Manager Public Works

Approved by:


John Regan, CAO

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Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-03-2017, the second quarter report of 2017, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report BLEO-03-2017
By-Law Enforcement Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: 2nd Quarter Report (April 1st to June 30th)

OBJECTIVE: For information purposes.

RECOMMENDATION:

THAT: Council receive this report for information purposes.

BACKGROUND:

In order to keep Council fully apprised of the operations of the By-Law Enforcement department, a quarterly report outlining departmental progress is provided to Council.

ANALYSIS:

Please see Schedule "A" to this report for an illustrative graph comparing the second quarter results from 2016 and 2017.

During the period from April 1st, 2017 to June 30th, 2017, of significant note are the following:

1. There were 2 less property clean ups than in the 2nd quarter of last year;
2. Illegal signs removed are up by 9 from the 2nd quarter of last year;
3. Parking tickets issued are significantly lower in the 2nd quarter this year than 2016; and
4. There was an increase of 79 parking warnings of issued from the amount issued in the 2nd quarter of last year.

Please note that the decrease in parking tickets was due to the weather conditions at this year's yard sale and increase in parking warnings is due to the new reverse angle parking that has been implemented on the north side of Main Street in order to allow people to become familiar with the new system.

This will confirm that on May 9th an electronic speed control/driver feedback sign was implemented in 5 locations as follows:

1. Main Street in Eastons Corners;
2. Charles Holden and Colonel By;
3. Read Street at Corktown Road;
4. St. Lawrence Street (northbound); and
5. Main Street East.

To date, it has recorded the speed of 42,717 vehicles of which 31,830 (75%) were in excess of the speed limit. The highest speed recorded in a 40 km limit site was 101 kph and 139 kph in a 50 km limit zone.

The total hours spent on by-law enforcement in the 2nd quarter was 131.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2017 municipal budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be identified. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

Schedule "A" - Graphs comparing 2nd quarter results from 2016 and 2017 and 2016 and 2017 results up to June 30th.

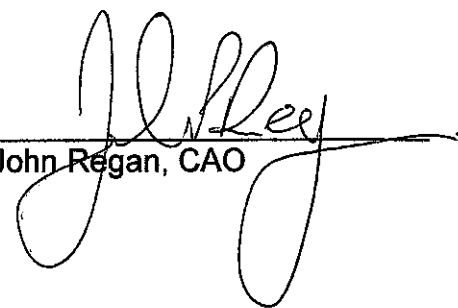
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & MLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Submitted by:



Andy Boffee,
By-Law Enforcement Officer

Approved by:



John Regan, CAO

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 28-17, being a by-law to regulate parking in the Village of Merrickville-Wolford, be read a first and second time, and that By-Law 28-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
PARKING BY-LAW NO. 28-17**

BEING a by-law to regulate parking in the Village of Merrickville-Wolford

WHEREAS pursuant to the *Municipal Act, 2001*, as amended, Councils of local municipalities may pass by-laws to regulate and control the parking of vehicles within their jurisdiction;

AND WHEREAS various provisions of the *Highway Traffic Act, 1990*, as amended, apply to by-laws passed by Councils of local municipalities respecting the prohibition, regulating and controlling of the parking, standing and stopping of vehicles on highways;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient to regulate and control the parking of vehicles in the municipality of Merrickville-Wolford;

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

1. Definitions:
 - i) Unless specifically modified or changed herein, words or expressions used in this by-law have the same meaning as given or used in the *Highway Traffic Act, 1990*, as amended.
 - ii) "Corporation" means the Corporation of the Village of Merrickville-Wolford.
2.
 - i) No person shall park any vehicle, bicycle or motorized snow vehicle upon any highway or portion thereof as designated in 'Schedule A' to this By-Law when so posted by sign.
 - ii) No person shall stop any vehicle or any other motorized appliance upon any highway or portion thereof as designated in section 10 of Schedule 'A' to this by-law when so posted by sign.
 - iii) No person shall park any vehicle, bicycle or motorized snow vehicle upon any highway or any portion thereof for a longer period of time than indicated on any traffic sign governing that portion of highway.
3. No person shall park any vehicle, bicycle or motorized snow vehicle on any highway within three meters (10 feet) of a point in the edge of the roadway and nearest a fire hydrant.
4. No person shall park any vehicle, bicycle or motorized snow vehicle in such a manner as to obstruct:
 - i) a sidewalk;

- ii) a driveway of any kind;
 - iii) an intersection;
 - iv) the movement of traffic upon any highway; or
 - v) in a position or place that prevents or is likely to prevent the removal of any vehicle already on the highway.
5. No person shall park any vehicle, bicycle or motorized snow vehicle on or within 100 meters (325 feet) of any bridge.
6. No person shall park any vehicle, bicycle or motorized snow vehicle on any highway other than on the right-hand side of the highway having regard to the normal direction of travel, where not prohibited by this by-law or any other law.
7. No person shall park or leave parked any vehicle, bicycle or motorized snow vehicle on a highway that is:
- i) inoperable for a period in excess of eight hours; or
 - ii) derelict for any period of time whatsoever.
8. No person shall park a vehicle, bicycle or motorized snow vehicle on any boulevard, median, park or property owned or controlled by the Corporation except in areas designated by the Corporation.
9. No person shall park any vehicle, bicycle or motorized snow vehicle:
- i) in any area signed and designated as angle parking or reversed angle parking at an angle not less than 40 degrees and not greater than 50 degrees;
 - ii) in the case of an area clearly marked into parking spaces, within a parking space so that any part of the vehicle encroaches on a contiguous parking space; or
 - iii) In a reversed angle parking area with the vehicle facing toward the curb.
10. No person shall park any vehicle, bicycle or motorized snow vehicle on any portion of any highway signed as 'No Parking Police Only' at any time except a vehicle of the Ontario Provincial Police.
11. No person shall park any vehicle, bicycle or motorized snow vehicle on any highway between the hours of 2 o'clock and 6 o'clock a.m. during the months from the 15th day of November of any year until the 15th day of April in the following year.
12. Section No. 11 shall take precedence over all other sections of this by-law.
13. Any vehicle, bicycle or motorized snow vehicle once having been issued a parking infraction notice under any section of this by-law by an officer so appointed may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the

manner provided by section 52 of the Mechanics Lien Act R.S.O. 1980, Chapter 261, or any replacement legislation.

14. No person shall park any vehicle, bicycle or motorized snow vehicle on any highway at any time when:
 - i) temporary street cleaning signs are posted; or
 - ii) temporary snow removal signs are posted
15. All sections of this by-law do not apply to any emergency vehicle in the lawful performance of duty or to any vehicle of the Corporation or its officers, servants or agents.
16. Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act* R.S.O. 1990, c. P. 33.
17. There shall be fines as set in Schedule 'B'.
18. There shall be a voluntary payment for each parking infraction notice issued as set out in 'Schedule B' to this by-law.
19. Nothing as set out in section 17 and 18 above shall prevent the Corporation from applying to the Court for higher fines for repeat offences.
20. Section 17 may be amended by resolution of Council from time to time.

This by-law shall come into force and effect on the day of passing

By-Law Nos. 17-89, 10-89, 6-87, 11-81, 27-89, 16-17 and any preceding by-law regulating parking or any other section of any by-law inconsistent with this by-law shall be and are hereby repealed on the date that this by-law comes into force.

READ a first and second time this 8th day August, 2017

READ a third and final time and passed this 8th day of August, 2017

Signed by:

David Nash, Mayor

John Regan, CAO Clerk

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
'SCHEDULE A' TO BY-LAW NO. 28-17**

COLUMN I	COLUMN II	COLUMN III	COLUMN IV
Street	Side	Between	Prohibitions
1. Brock Street West	North	St. Lawrence St. and Read St.	Anytime
2. Brock Street West	South	Read St. and a point 100 meters (325 feet) east of Read St.	Anytime
3. Main Street West	North	Read St. and the pillars to the Fair Grounds	Anytime
4. Read Street	West	Main St. West, for approximately 146.3metres (480 ft.) south to the southerly side of closed intersection at Brock St. West, being the 100 and 200 block of Read St.	Anytime
5. Drummond Street East	North and South	Contiguous to the Merrickville Public School lands a) on the north side of Drummond Street from the corner of Julia Street westward the distance of the bus loading zone on the south side and from the easterly edge of the crosswalk on Drummond Street at the school to the intersection of Julia Street b) on the west side of Julia Street from the intersection with Drummond Street East to the intersection of Brock St. East	During School Hours
6. All Intersections	North, East, South, West	Any intersection or intersecting highway and a point up to nine metres (29 feet) at the edge of the roadway	Anytime

7. Highway #43 Connecting Link also known as Mill Street and Broadway West	Both	Swing Bridge to westerly Village Limits	Anytime
8. Highway #43 Connecting Link also known as Main Street East and Rideau Avenue	Both	From a point 125 meters (400 feet) east of the Church Street intersection to the easterly Village Limits	Anytime
9. St. John Street	Both	Intersection with Main St. West north to Rideau Canal	Anytime
10. Wellington Street East	North	Between a point 39 metres (128ft.) east of the intersection with St. Lawrence Street easterly a further 46 metres (149ft.) east of the intersection	Anytime
11. Wellington Street East	North	Intersection with St. Lawrence St. easterly to a point 39 metres (128ft.) east of the intersection	Anytime
12. Read Street	West	Contiguous to Ste. Marguerite-Bourgeoys Separate School between intersection of Brock Street West southerly to intersection with unopened portion of Drummond Street West	During School Hours

SCHEDULE 'B' TO BY-LAW NO. 28-17
Corporation of the Village of Merrickville-Wolford

Part II Provincial Offences Act

<u>ITEM</u>	<u>COLUMN 1</u> Short form wording	<u>COLUMN 2</u> Provision creating or defining offence	<u>COLUMN 3</u> Voluntary payment within 15 days	<u>COLUMN 4</u> Set Fine
1.	Park, No Parking Zone, Signs	2(i)	\$35.00	\$45.00
2.	Stopped, No Stopping Zone Signs	2(ii)	\$35.00	\$45.00
3.	Park, Limited Time Zone Signs	2(iii)	\$35.00	\$45.00
4.	Park, Police Parking Only, Signs	10	\$35.00	\$45.00
5.	Parked within 3 metres of Fire Hydrant	3	\$45.00	\$60.00
6.	Park, obstruct sidewalk	4 (i)	\$40.00	\$52.50
7.	Park obstruct driveway/ intersection/traffic/other vehicle	4 (ii)	\$40.00	\$52.50
8.	Park with 100 metres of bridge	5	\$40.00	\$52.50
9.	Two-way street – parked facing wrong direction	6	\$25.00	\$30.00
10.	Park, inoperable vehicle,	7 (i)	\$25.00	\$30.00
11.	Park, derelict vehicle	7 (ii)	\$25.00	\$30.00
12.	Park in non-designated parking area	8	\$25.00	\$30.00
13.	Fail to park entirely in a single parking space	9(ii)	\$25.00	\$30.00

14.	Parked on street during Winter Parking restriction	11	\$40.00	\$52.50
15.	Parked where temporary signs displayed for street cleaning	14(i)	\$40.00	\$52.50
16.	Parked where temporary signs displayed for snow removal	14(ii)	\$50.00	\$65.50
17.	Fail to park at reverse angle in designated area	9(iii)	\$30.00	\$45.00

The general penalty provision for the offences listed above is section 16 of By-Law 28-17, a certified copy of which has been filed.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-10-2017, the second quarter report of the Building Department, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report CBO-10-2017
Planning and Building Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Quarterly Report April 1st to June 30th, 2017 (Inclusive)

OBJECTIVE: To update Council with respect to the functions of the Building and Planning Department for the second quarter of 2017 compared to the second quarter results of 2016.

RECOMMENDATION:

That Council review the report of this department for information purposes only.

BACKGROUND:

The Building and Planning Department regularly receives and reviews various applications for construction permits as well as those for planning.

The review of permit applications plus the issuance (or refusal of the issuance) of construction permits typically requires site inspections and approvals as mandated under the Building Code. These results are attached in Schedules "A" and "B"

Similarly, Schedule "A" includes the review of planning applications including Minor Variances, Zoning/Official Plans and consents which can require site inspections to facilitate compliance with Village planning documents and processing as applicable under the *Planning Act*.

ANALYSIS:

In considering the graphs appended to this report, it appears that the second quarter of 2017 had has seen a much higher number of zoning and minor variance applications compared to the second quarter of 2016.

Applications for consents and site plan control are much higher than that recorded in the second quarter 2016.

All of the above may be considered as a positive sign to be interpreted as a vector towards efficient and orderly development.

With respect to the construction permits issued, there was very little difference in numbers. However, a significant variance was noted in the greater number of

inspections carried out in 2016 compared to 2017. This may be a function of the unusually wet Spring that clearly slowed down construction activity.

However, this variation was offset by the higher value of construction value for 2017 as well as the slightly higher value of permit fees collected thus far for this year.

It must be noted that the year 2016 was a busy year for overall construction and a standout from previous years. It is anticipated that 2017 will also be positive for construction and development for the Village.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2017 municipal budget.

The legal implications are non-applicable.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan Bylaw 10-17, as adopted by Council on January 23, 2017 provides on Page 26 of the document a specific basis for Performance Monitoring with Macro Indicators such as population growth being directly tied to Housing Starts.

One theme consistently mentioned throughout the Plan is that of "Growing the Economy" and, by association, that there is a need for orderly growth of the residential and commercial aspects of the Village "to ensure its financial viability" This orderly growth is accomplished in many ways through well thought out approvals of consents, site plan agreements as well as zoning and official plan amendments.

CONCLUSION:

The remainder of this year indicates increasing construction permit activity.

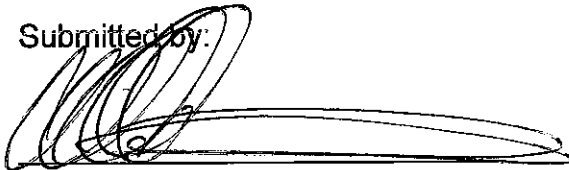
Further, there are several pending Zoning and Official Plan Amendments as well as at least 2 additional applications for Minor Variances that are anticipated to be commenced in this year's third quarter.

ATTACHMENTS:

Schedules "A" and "B"- comparisons of 2nd quarter results from 2016 and 2017

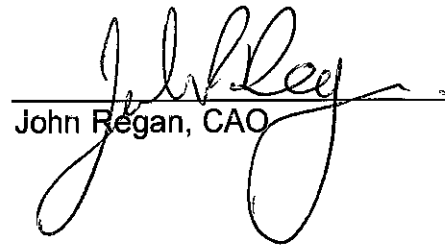
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	N/A
Building Control & BLEO Department	Yes
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other: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

Submitted by:



Randy Wilkinson
Chief Building Official

Approved by:

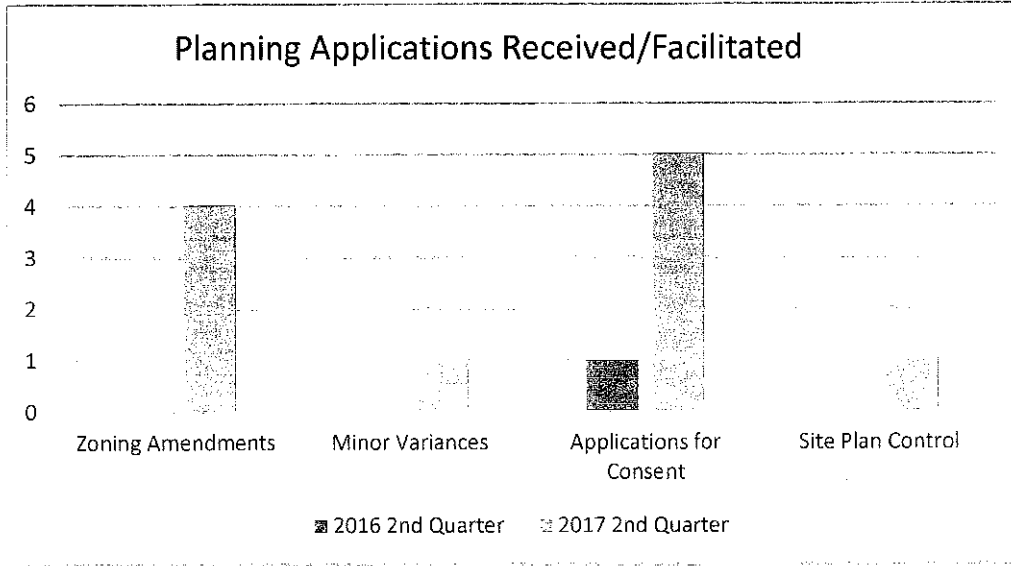


John Regan, CAO

Schedule "A" to CBO-10-2017

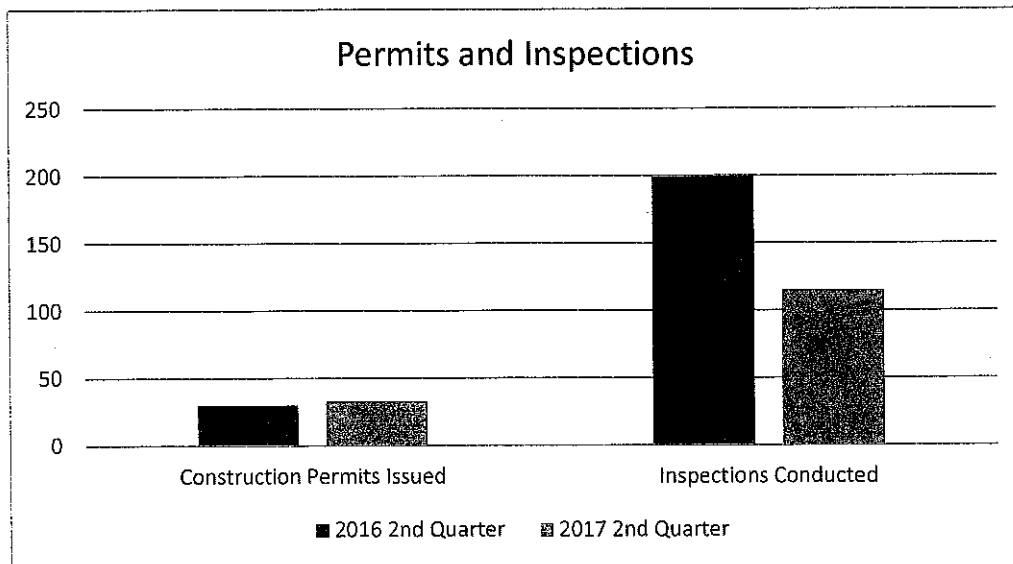
2016 2nd Quarter 2017 2nd Quarter

Zoning Amendments	0	4
Minor Variances	0	1
Applications for Consent	1	5
Site Plan Control	0	1



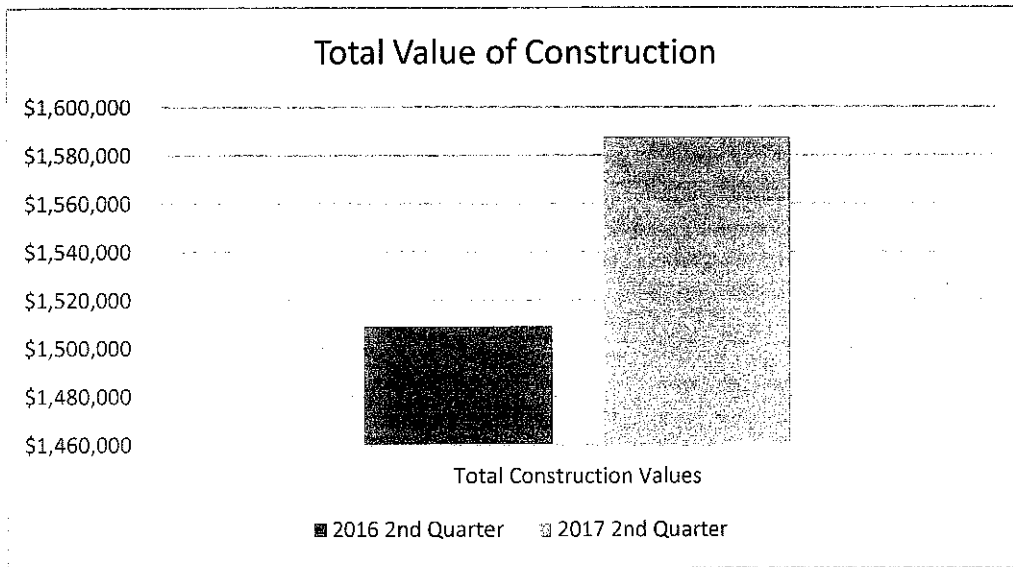
2016 2nd Quarter 2017 2nd Quarter

Construction Permits Issued	30	33
Inspections Conducted	199	115

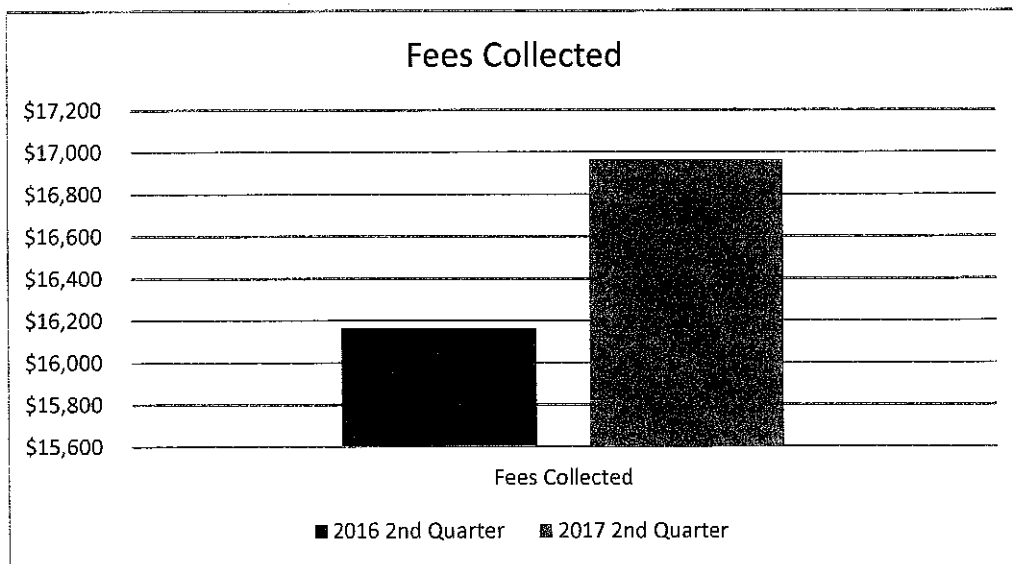


Schedule "B" to CBO-10-2017

	2016 2nd Quarter	2017 2nd Quarter
Total Construction Values	\$1,509,200	\$1,587,520



	2016 2nd Quarter	2017 2nd Quarter
Fees Collected	\$16,164	\$16,962



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby
Council receive report DEPC-04-2017;

AND THAT: Council authorize staff to enter into an agreement with Intelivote Systems
Inc. for the provision of electronic voting services for the 2018 municipal election.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report DEPC-04-2017
of the Clerk's Department
Information / Action Report to Council
Date of Council Meeting: August 8, 2017

RE: Electronic Voting Services, 2018 Municipal Election

OBJECTIVE: To provide Council with a comprehensive report and request approval to sole source Intelivote Systems Inc.

RECOMMENDATION:

THAT: Council receive report DEPC-04-2017;

AND THAT: Council authorize staff to enter into an agreement with Intelivote Systems Inc. for the provision of electronic voting services for the 2018 municipal election.

BACKGROUND:

For the 2010 municipal election, six municipalities within Leeds & Grenville opted to use internet and/or telephone voting: Augusta, Brockville, Edwardsburgh/Cardinal, Elizabethtown-Kitley, Leeds & the Thousand Islands and North Grenville. The provider of the electronic voting services was Intelivote Systems Inc. (ISI) as they were the only vendor supporting the chosen type of election at that time.

For the 2014 municipal election, three additional Leeds & Grenville municipalities authorized alternative voting methods – Gananoque, Prescott and Merrickville-Wolford. As there were new providers in market, a joint Request for Proposal (RFP) was issued and ultimately awarded to ISI.

For the 2018 municipal election, all the previous municipalities are continuing with electronic voting and Rideau Lakes has opted to use alternative voting as well. This means that all the municipalities within Leeds & Grenville will be using this method, with the exception of Athens, Front of Yonge & Westport.

On April 10, 2017, Council passed By-Law 20-17 to authorize the use of alternative voting methods for the 2018 municipal election. The next step in the process is to enter into an agreement with a vendor to provide these services.

ANALYSIS:

The *Municipal Elections Act* provides that the clerk is responsible for conducting elections within a municipality and that includes the responsibility to prepare for the election (Section 11(2)(a) of the *Municipal Elections Act*). As in recent elections, clerks are working together to develop best practices, policies and procedures to ensure the election is conducted in accordance with the *Municipal Elections Act*, as amended.

In the fall of 2016, North Grenville was the site of an election vendor fair organized by the Association of Municipal Managers, Clerks & Treasures of Ontario (AMCTO) Zone 6. The fair provided an opportunity for vendors of a variety of alternative voting processes to present their products to municipal clerks and highlight any improvements or changes they had made since the last election. After receiving information at the fair, the clerks of Leeds & Grenville discussed the options at a meeting and were unanimous that ISI has the best product on the market as well as an excellent price.

In 2014, Merrickville-Wolford paid \$2.65 per elector by using ISI and partnering with other municipalities within Leeds and Grenville. Without taking advantage of this group rate, the cost per voter would have totaled \$3.10. Based on estimates provided by ISI, the cost per elector for the 2018 election would be in the range of \$2.25 to \$2.35 should municipalities partner together as in the previous election. Without this partnership, the cost to Merrickville-Wolford is an estimated \$3.25 per voter (Please see Schedule "A" for a pricing chart from ISI).

In addition to the cost savings, using the same vendor also offers the benefit of simplifying the voting process for electors who own properties in multiple municipalities because they are able to follow the same process regardless of where they are eligible to vote.

The clerks are also recommending that the vendor be chosen by single source procurement and that the vendor be ISI. There are many reasons for this recommendation including:

1. ISI has the most experience in Ontario municipal elections of any alternative voting vendor and they have a very thorough understanding of the governing legislation. This is not the case for vendors who have entered the market more recently or who have more experience in the United States or Europe.
2. ISI has a proven track record of having the capacity to handle the size and scale of the Ontario municipal elections. Through their experience, they have learned what to expect during elections and are able to plan and develop their technical infrastructure to meet the demands.
3. ISI also has a proven track record when it comes to issues of security and protecting the secrecy of the vote.
4. ISI offers group training sessions and a full training program including a Policies & Procedures Manual which is a requirement of the *Municipal Elections Act*.

5. ISI offers a Candidate Module which allows candidates to plan and track their campaign as well as follow voter turnout in real time.
6. A number of other Counties' lower tier municipalities are similarly working together and, in cases where they have chosen to issue an RFP, the contract was awarded to ISI because of cost and experience. This includes municipalities from the United Counties of Prescott & Russell, the County of Lanark and the County of Renfrew.

BUDGET/LEGAL IMPLICATIONS:

The Village has an elections reserve which currently holds \$18,000. Based on previous years, it is estimated to increase to \$21,000 in 2018 which will cover this particular service.

ALTERNATIVES:

Council could choose not to partner with the other municipalities and to procure an election vendor through our own Request for Proposal process. This is highly discouraged by staff as Merrickville-Wolford is a fairly small municipality in terms of eligible voters and the cost per voter would increase significantly. Also, from a staff perspective, working with fellow clerks using the ISI method would ease the administrative workload substantially.

LINKS TO STRATEGIC PLANS:

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


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

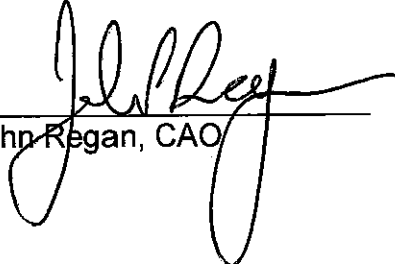
Ensuring efficient, effective services and civic engagement: By providing electronic voting options to residents, the Village is proving to be an accessible and democratically engaging municipality. The efficiency and cost effectiveness of partnering with other municipalities to sole source ISI is directly related to D.2.3. regarding the intermunicipal sharing of regional assets and expert resources.

ATTACHMENTS:

Attachment "A" – Pricing grid from ISI for 2018 municipal elections

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


Christina Conklin, Deputy Clerk


John Regan, CAO

2018 Municipal Elections Pricing

Range		eVote Per elector	Voter Letter and Postage	Total
From	To			
	< 1,500	min \$3,000	1.25	Varies
1,501	3,000	2.00	1.25	3.25
3,001	5,000	1.70	1.25	2.95
5,001	10,000	1.50	1.25	2.75
10,001	30,000	1.35	1.25	2.60
30,001	50,000	1.25	1.25	2.50
50,001	80,000	1.10	1.25	2.35
80,001	250,000	1.00	1.25	2.25

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-14-2017 regarding the 2016 auditor management report.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report FIN-14-2017
Finance Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Auditor 2016 Management Report

OBJECTIVE: That Council receive the report from the municipal auditor CKDM Chartered Professional Accountants regarding the 2016 municipal audit.

RECOMMENDATION:

THAT Council receive the report FIN-14-2017 regarding the auditor 2016 management report.

BACKGROUND:

At the Council meeting of May 8th, 2017, the municipal audit firm, CKDM Chartered Professional Accountants, presented Council with the 2016 financial statements for the Village of Merrickville-Wolford for the fiscal year 2016. Council adopted the statements as presented.

ANALYSIS:

During the course of the 2016 financial audit, the auditors reviewed the financial records of the municipality. With the conclusion of the audit, the attached management letter has been forwarded with recommendations for the municipality to act on. Below staff have prepared the actions and/or updates for Council.

RECOMMENDATIONS:

The first recommendation is with respect to the receipting process that staff would issue manual receipts. This process was implemented by the previous Treasurer. As stated in the audit letter, this process was changed immediately that staff use the computerized receipting process.

The next audit recommendation is with respect to the high level of tax arrears. Staff continue to be more aggressive with those properties with outstanding tax arrears. The following actions continue to reduce the tax arrears: a tax sale property was redeemed

in March 2017, more payment plans are in place for more accounts, 16 additional properties have now begun the tax sale process. The tax sale process is a lengthy process that could take up to eighteen months to see properties paid in full.

The third point identifies a potential internal control weakness with a supply of pre-signed cheques for the Library Board. This practise from previous administration was stopped as staff are now informed of additional municipal signing officers. It should be noted that data entry, cheque printing, signing and bank reconciliation are segregated duties for internal control purposes.

The auditor identified one invoice that was not approved by the department manager. It was a progress payment that was part of a Council approved project. This is an isolated occurrence and staff will ensure future compliance.

The two items dealing with the tangible capital assets and policy are items that were identified on the 2015 audit report that have not been completed due to time limitations. Work has begun to itemize the water/wastewater/storm assets by operations staff. Also, an RFQ is being developed to begin the GIS mapping of the infrastructure assets. This project is part of the 2017 capital budget approved by Council.

The final item the auditor identified was the dated status of the personnel files. In January 2017, Council approved a municipal salary grid that identified all positions in the municipality. In early 2017, all performance reviews have been conducted for all staff. Files are currently being updated with training certificates and required personal information.

BUDGET/LEGAL IMPLICATIONS:

There are no financial or legal implications.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

ALTERNATIVES:

There are no alternatives.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement.

CONCLUSION:

That Council receive the report.

ATTACHMENTS:

CKDM Chartered Professional Accountants, 2016 Audit Management Letter

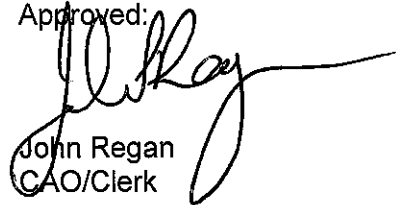
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	NA
Finance	Yes
Building Control & MLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Respectfully submitted:



Sheila Kehoe
Manager of Finance-Treasurer

Approved:



John Regan
CAO/Clerk



CHARTERED PROFESSIONAL ACCOUNTANTS

709 COTTON MILL ST. · CORNWALL, ONTARIO, K6H 7K7
TEL: 613-932-3610 · FAX: 613-938-3215 · WWW.CKDM.CA

June 6, 2017

Corporation of the Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, Ontario
K0G 1N0

Dear Members of Council:

Re: Audit of December 31, 2016 Financial Statements

During the course of our audit of the financial statements for the year ended December 31, 2016, we identified some matters which may be of interest to administration and Council. As a result of our observations, we have outlined below some suggestions for your consideration. This letter deals with the important matters that came to our attention during the audit. Minor matters were discussed verbally with your staff.

Receipting Process

The Village currently does not use the computerized receipting process. The process that administration was using would be to issue a manual receipt if a property owner did not bring a copy of their tax bill. If an owner had their tax bill, the property owner's copy would be stamped as paid, and a stub would be kept by the Village. This process does not ensure that all payments are processed to the proper tax account and deposited in the Village's records. Due to this lack of controls, we sent confirmation letters to all property owners with balances in arrears. This process is on-going, however we have not received any responses that would indicate that the balances were incorrect.

Response from Administration: This process was changed immediately upon notification to use the computerized receipting process.

Tax Arrears

The amount of tax arrears at December 31, 2016 rose 4% from the previous year. As well, the total tax arrears outstanding represent 35% of the total levy for the Village. Administration must ensure the collection of tax arrears is followed up on a timely basis to maintain sufficient cash flow for the Village through various options available such as the tax registration process. As well, tax arrears reminder notices should be sent out on a regular basis.

Response from Administration: A tax sale property was paid in March 2017. Significant payments have been received in 2017 and a large number of accounts have begun the tax sale process..

BRIAN D. KEEN, CPA, CA (RET.)
MICHAEL D. DESPATIE, CPA, CA, LPA
ROSS M. MARKELL, CPA, CA, TEP, LPA
H. JAMES POLLOCK, CPA, CA, LPA

PAUL DESNOYERS, CPA, CGA, LPA
ERIN LALONDE, CPA, CA, LPA
IAN MURPHY, CPA, CA, LPA



Library Cheques

There is a significant weakness in the internal controls for the library purchasing and payment processes. Cheques used for the payment of library expenses are currently pre-signed by the authorized persons and these cheques are also kept in a locked safe, which several employees have access to. We recommend that the cheques are not pre-signed in order to ensure proper internal controls are in place.

Response from Administration: This was due to long absences of the Library Board chair and that staff were unaware that multiple municipal signing officers were applicable for the library cheques.

Approval for Invoices

As part of our audit process, we discovered an invoice that was not approved by a department manager. This invoice was a progress payment that was part of a larger approved contract. The village should ensure all invoices are properly approved before payments are made. In addition, through discussions with staff, it was noted that the purchasing policy may not always be followed, depending on the circumstances. Administration should ensure that the policy is maintained at all times.

Response from Administration: Administration feels that this is an isolated occurrence as they have reviewed the approval process and ensures that all invoices are approved before payments are made.

Tangible Capital Assets Policy

There is no formal policy for tangible capital assets for the Village. The policy should indicate the asset threshold required for capitalization and the estimated useful lives of the specific asset categories.

Tangible Capital Assets

The Village currently does not have a detailed tangible capital asset listing. Administration should undertake a study to determine the assets controlled by the Village and the cost and amortization balances for each asset. While the Village does have an asset management plan, this does not include the original cost or the accumulated amortization balances for the assets as required for statement reporting purposes. The plan is also missing some key assets which should be accounted for.

Personnel Files

The personnel files are not updated with annual reviews and rates of pay. We recommend that the Village ensure all personnel files are kept up to date.

Response from Administration: During 2017 we adopted a salary grid and performance reviews were completed for all employees with files updated and documented.





CHARTERED PROFESSIONAL ACCOUNTANTS

709 COTTON MILL ST. · CORNWALL, ONTARIO, K6H 7K7
TEL: 613-932-3610 · FAX: 613-938-3215 · WWW.CKDM.CA

We have discussed the matters in this report with your staff and received comments thereon. We now bring them to your attention. We would like to express our appreciation for the co-operation and assistance which we received from your Administration during the course of the audit.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

This communication is prepared solely for the information of Council and administration and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,
CKDM LLP

Ian P. Murphy, CPA, CA, LPA



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-15-2017 attaching a report from the solicitor regarding the sewage treatment plant lawsuit factual summary.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report FIN-15-2017
Finance Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Sewage Treatment Plant Lawsuit Summary Report

OBJECTIVE: That Council receive the summary report from the solicitor regarding the sewage treatment plant lawsuit.

RECOMMENDATION:

THAT Council receive the report FIN-15-2017 attaching a report from the solicitor regarding the sewage treatment plant lawsuit factual summary.

BACKGROUND:

At the Council meeting of May 8th, 2017, staff presented report FIN-10-2017 regarding the water/sewer funding and, on May 23rd, 2017, report CAO-08-2017 informed of the settlement of the lawsuit for the sewage treatment plant. At this time, Council requested a summary of events which is attached.

BUDGET/LEGAL IMPLICATIONS:

There are no financial or legal implications.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

ALTERNATIVES:

There are no alternatives.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement.

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

Ensuring efficient, effective services and civic engagement.

CONCLUSION:

That Council receive the report for information.

ATTACHMENTS:

Factual Overview Sewage Treatment Plant Lawsuit

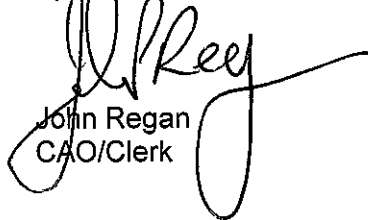
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	NA
Finance	Yes
Building Control & MLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Respectfully submitted:



Sheila Kehoe
Manager of Finance-Treasurer

Approved:



John Regan
CAO/Clerk

FACTUAL OVERVIEW

This dispute arose from outstanding amounts that Black & McDonald ("B&M") and Thomas Fuller Construction Co. Limited ("Fuller") claimed to be owed in relation to the construction of a new sewage treatment plant (the "Project") in the Village of Merrickville-Wolford ("Village").

The Village, who was the owner of the Project, hired AECOM Canada Ltd. ("AECOM"). AECOM was the project consultant and responsible for the Project design, contract tendering, contract administration and construction inspection services.

Fuller was the Project General Contractor. The total contract price was \$5,800,000 (excl. HST).

B&M was the subcontractor engaged by Fuller to complete the mechanical and electrical work, as well as work related to process equipment and piping and plant operations. The subcontract price was \$2,524,000 (excl. HST).

Fuller's contract, dated April 13, 2010, required substantial performance to be achieved by June 20, 2011. Substantial performance was not achieved until December 23, 2011. Fuller and B&M sought compensation for the additional costs they incurred as a result of delays.

Initially, there were a total of three separate lawsuits commenced in relation to this Project. They were consolidated into one action so that all claims could proceed at trial either together, or one after the other.

B&M claimed that it was owed payment of \$1,137,060.12 plus HST for breach of contract, or in the alternative, damages in the same amount for unjust enrichment and *quantum meruit* for Fuller's failure to pay the additional costs incurred by B&M related to project delay.

Fuller claimed that it was owed \$307,658.64 plus HST and interest.

The claims advanced by Fuller and B&M can generally be summarized and described as follows:

- (a) the design related to B&M's scope of work was not constructible;
- (b) delays were experienced as a result of:
 - i. late transformer and pole connection delivery by Hydro One which delayed permanent power connection;
 - ii. slow shop drawing review;
 - iii. slow responses to Requests for Information ("RFI's");
 - iv. delayed authorization to proceed with additional required backfill;
 - v. failure to issue Contemplated Change Notices ("CCN's"); and
- (c) several other issues, including delays associated with negotiations between Fuller and AECOM

PARTICULARS OF EACH ISSUE

i. The AECOM Design was not Constructible

B&M asserted that there were issues with co-ordination of the AECOM piping and instrumentation diagram (PI&D) and the AECOM drawings, and that the design was not constructible.

AECOM's position was that B&M ought to have done a constructability review before it bid the job, and should have elected not to submit a bid if it thought these issues would impact its work.

ii. Project Delays and Changes

B&M asserted that Fuller failed to fulfill its various obligations to B&M under the express or implied terms and conditions and, over the course of the Project, these failures negatively impacted and interfered with B&M's ability to perform its work.

a. Hydro One Delay

Power was to have supplied to the site by March 2011. Power was not provided to the site until July 20, 2011, a delay of 79 days.

b. Shop Drawing Delays

AECOM was required to review and endeavor to return shop drawings within 10 working days. Fuller's Schedule of Shop Drawings shows numerous delays in the responses to shop drawings submitted by B&M.

c. Slow RFI Responses

When Fuller received an RFI from B&M, it submitted the RFI to AECOM. Fuller forwarded AECOM's responses to B&M when they were received. AECOM's site representatives were not on site full time, and did not have the technical knowledge to respond to many questions about the design that arose during the course of the work. RFI's were generally sent to the designers in AECOM's Whitby office for response. The responses were often slow to arrive and, in many cases, took the form of a vague one line answer which simply led to further RFI's seeking clarification. Those related to heat tracing, pumps and a missing pipe in the duct bank had to be resubmitted.

d. Engineered Fill Delay

AECOM has acknowledged that during the excavation phase of the work, seams with loose rock were discovered at the footing elevation. The rock had to be removed and engineered fill had to be placed and compacted. A 12 day delay was acknowledged to have occurred as a result. The acknowledged delay does not take into account the fact that Fuller's sub-contractor had to re-mobilize to the site, which added a further 5 day delay.

e. *Change Directive 1 - Heat Tracing/Insulation*

A debate began in February of 2011 about whether certain heat tracing and insulation were part of B&M's scope of work. B&M took the position that the drawings were conflicting, and this was extra work. AECOM took the position that the work was within B&M's scope.

Ultimately, AECOM issued Contemplated Change Order 10 identifying "proposed changes" to the Contract, and requesting that a quotation for the changes be submitted. A quotation for \$149,599 was submitted, with a request for further clarifications from AECOM.

AECOM issued Change Directive 1 on August 8, 2011 pursuant to GC 6.3 of the contract.

PRE-LITIGATION CHRONOLOGY

On April 12, 2011, Fuller wrote to AECOM requesting a 41 working day extension to the schedule for weather delays, slow responses to RFI's, a delay in authorizing engineered fill to the underside of the foundations, and delays related to the permanent power supply. The revised completion date with the extension would have been July 28, 2011.

On May 10, 2011, B&M submitted a request for an extension of time due to slow RFI responses, lack of issuance of CCN's, slow shop drawing reviews, design coordination issues, and Hydro and weather delays. The total delay B&M claimed to have sustained was in excess of 62 weeks. The additional costs claimed were \$607,582.20 plus HST to March 24, 2011, plus additional weekly costs of \$14,707.72 plus HST after March 24, 2011.

On June 13, 2011, Fuller submitted its own time and cost impacts of \$41,477.05 per month.

A meeting was held on June 29, 2011 to discuss the delay claims that had been submitted. It was attended by representatives of Fuller, B&M and AECOM. At that meeting, AECOM accepted Fuller's claim in principle for the delay in getting permanent power to the site. Fuller advised that it was unable to confirm the impact it had suffered as a result of the Hydro issue, as the full impact could not yet be ascertained.

At the meeting, AECOM committed to providing a response to the claims within two weeks. No response was forthcoming until October 27, 2011. In its response, AECOM requested clarification as to how the RFI's and shop drawings impacted the schedule.

On November 22, 2011, Fuller advised that it did not accept AECOM's position and would be submitting further information. The parties agreed that they should attempt to resolve the issue through discussions and, if necessary, mediation pursuant to the dispute resolution provisions of the contract.

AECOM provided a deficiency list dated January 9, 2012 containing 25 items.

The Certificate of Substantial Performance was issued on January 12, 2012.

The final payment certificate covering the period to April 30, 2012 was issued on May 4, 2012. On that certificate, AECOM indicated that only \$2,500 of work was outstanding.

A site meeting took place on August 16, 2012. Fuller requested information from AECOM in order to address the 22 deficiencies on the deficiency list that were said to require action by Fuller.

On September 11, 2012, counsel for Fuller provided AECOM with examples of the lack of responses to RFI's that were significant, as well as other issues that affected progress on site.

AECOM responded on October 22, 2012. AECOM indicated that it was prepared to recommend an extension of time to December 23, 2011 but was not prepared to recommend approval for extra costs.

AECOM further indicated that it was aware of Fuller's offer to settle the claim for \$650,000 plus interest (\$400,000 to B&M and \$250,000 to Fuller) but it did not believe justification had been provided for compensation in that amount.

Fuller sought a formal extension of the contract time to December 23, 2011. On September 12, 2013, the Village sent a Default Notice to Fuller, alleging that it had failed to complete several components of work, several deficiencies and some warranty issues. The total amount of work alleged to be outstanding was \$75,700.

On September 24, 2013, Bill Fuller agreed to attend at a site meeting to review the Village's concerns.

On September 25, 2013, Fuller wrote to the Village setting out the results of the September 24, 2013 meeting. Fuller advised that it would attempt to complete all outstanding work by October 18, 2013. Fuller also offered a credit of \$26,876 for three unresolved issues.

On October 16, 2013, Fuller advised that it had addressed all items it had agreed to rectify and requested that the Village advise if any work was not completed to its satisfaction. Fuller also indicated that it had not received any response to its proposal for a credit for the three unresolved issues.

B&M ultimately commenced its action against Fuller (Court File No. 13-59110) on October 18, 2013. Fuller subsequently initiated two separate legal actions against the Village. The Village defended both legal actions and initiated its own legal action (Court File No. 14-61586) against AECOM for contribution and indemnity.

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: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-16-2017, the second quarter report from the finance department, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report FIN-16-2017
Finance Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Quarterly Report to June 30th

OBJECTIVE: For information purposes.

RECOMMENDATION:

THAT: Council receive report FIN-16-2017 for information purposes.

BACKGROUND:

In order to keep Council fully apprised of the operations of the Finance Department, a quarterly report outlining departmental progress is provided to Council.

ANALYSIS:

During the second quarter of 2017, the Finance Department have prepared reports for Council and enacted the 2017 Tax Rate By-law. The following projects occurred during the second quarter of 2017:

- Developed staff training agreement
- First quarter financial reports presented to Council,
- 2016 Year End audit completed including statistics for the Financial Information Reports (FIR),
- Water/sewer billing,
- First Quarter HST rebate reports filed for Village and Library
- Three tax accounts begin final tax sale collection process, two accounts paid in full and nineteen collection letters sent,
- Final tax billing completed including supplementary new billings,
- Completed Energy Audit for municipal facilities as per Ont Reg 397/11,
- All staff participated in the municipal open house,
- Community Grants public meeting held with grants approved by Council,
- Council report regarding 2017 PSAB expenses as per Ont Reg 284/09,
- Council report regarding recreation surcharge subsidy,
- Completed 2016 Gas Tax Year End reporting, and
- Grant applications submitted for Community Foundation and Trillium

BUDGET/LEGAL IMPLICATIONS:

There are no budget implications 2017 municipal budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement: By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be identified. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

Schedule "A" - Graph comparing 2nd quarterly results from 2016 and 2017

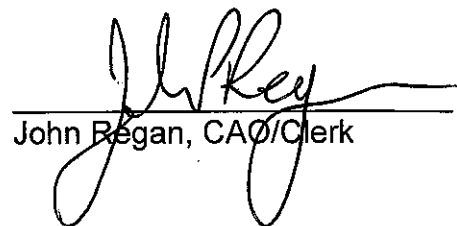
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Submitted by:



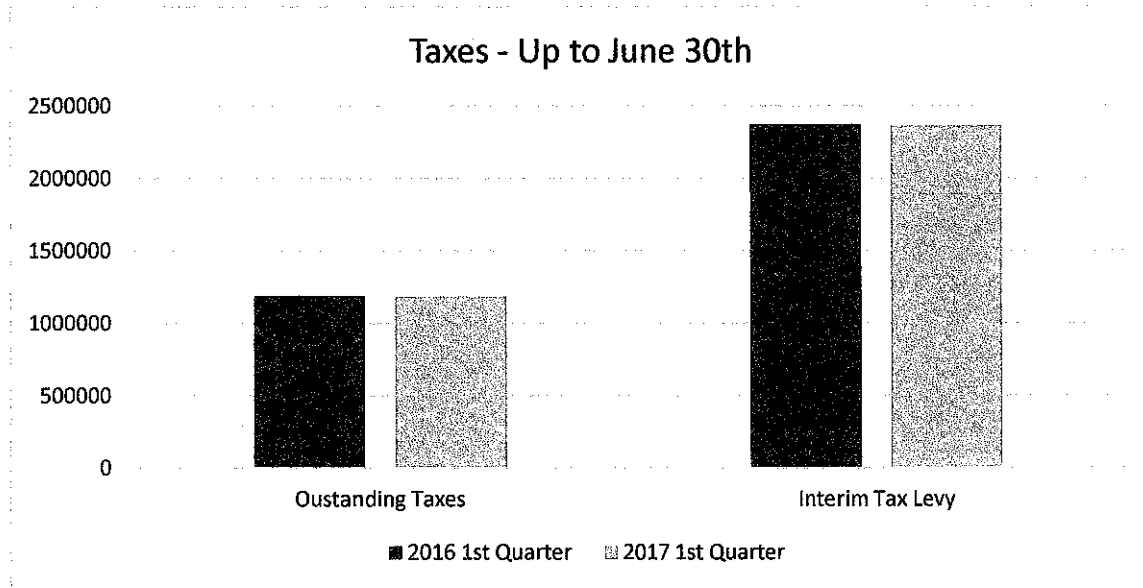
Sheila Kehoe,
Manager of Finance - Treasurer

Approved by:

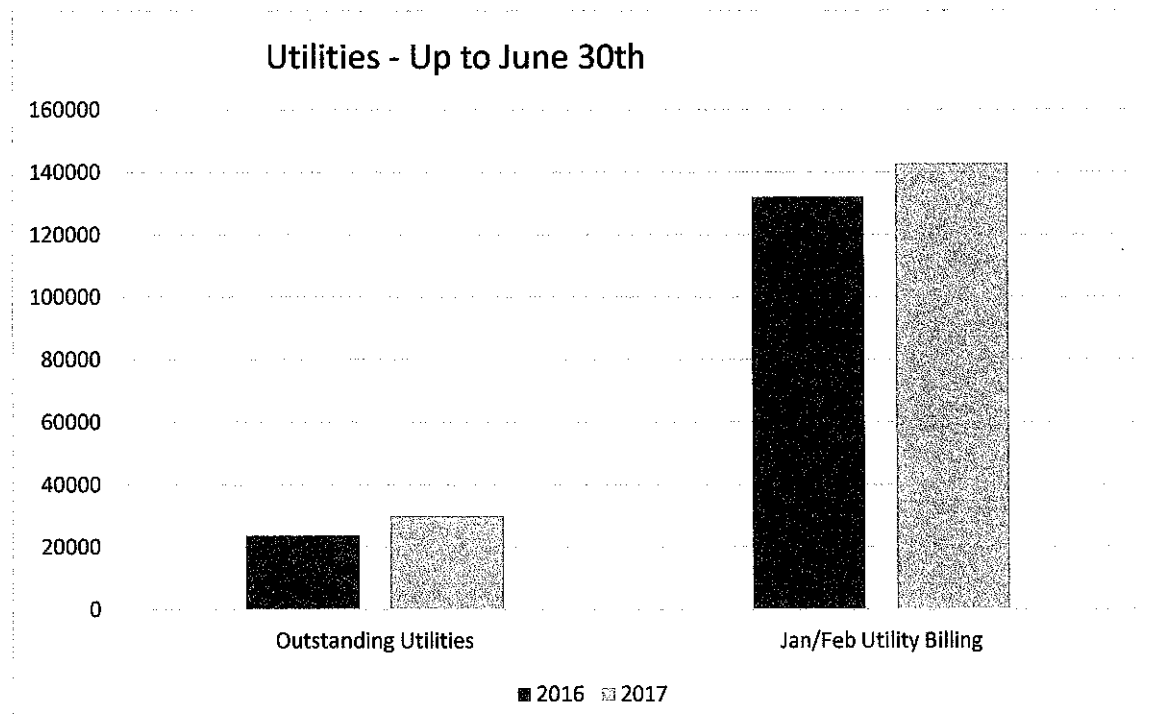

John Regan, CAO/Clerk

Schedule "A" to FIN-16-2017

	2016 2nd Quarter	2017 2nd Quarter
Outstanding Taxes	\$ 3,455,041.00	\$ 3,487,097.00
Final Tax Levy	\$ 2,494,851.00	\$ 2,601,526.00



	2016	2017
Outstanding Utilities	\$ 1,802.00	\$ 3,920.00
March/April Utility Billing	\$ 132,999.00	\$ 141,303.00



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-17-2017, the second quarter financial report, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report FIN-17-2017
Finance Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Second Quarter Financial Report

OBJECTIVE: For information purposes.

RECOMMENDATION:

THAT: Council receive report FIN-17-2017, the 2nd quarter financial report, for information purposes.

BACKGROUND:

In order to keep Council fully apprised of the financial operations of the municipality, a quarterly report outlining departmental progress is provided to Council.

ANALYSIS:

The Village of Merrickville-Wolford adopted the 2017 operating and capital budget for the general operations and the water/sewer operations, By-law #9-17 on January 23rd, 2017.

Attached is Second Quarter Variance Report, Schedule "A", that provides a summary of the year to date compared to the total budget with the percentage variances. The detailed accounts were distributed and reviewed by all Department Heads and no areas of concern were identified as we are early in the budget year. The by-law and planning revenue categories exceed budget as they include those costs that are recoverable (contra) due to either property standards or planning application costs recoverable. The economic development revenue includes the contributions from partner agencies for the Teeny Tiny Summit held in late June. The summer fun recreation program has been well attended.

The Ontario Clean Water Agency (OCWA) second quarter variance report is attached, Schedule "B", and the operations for water and wastewater are indicating positive balances to date. At this time, there are no items of concern.

Finally, attached as Schedule "C" is the second quarter capital summary for the period ending June 30, 2017. Many of the capital projects are well under way for the 2017

construction season. The following are status updates (in addition to past Council updates/approvals):

- Office construction is progressing on schedule and within budget,
- Putnam Road construction began mid May and surface treatment will be delayed until mid August due to delays with the County contractor,
- Crack sealing for various municipal roads has started,
- The salt storage coverall will be completed in the fall with quotes for concrete blocks currently requested,
- The post office retaining wall base will be replaced with sono tubes,
- The budget allotment for the generlink will enable Library and Town Hall but Community Center and Eastons Corners will now be 2018 budget,
- Quotes are being requested for the Landfill asphalt paving,
- Landfill sample wells monitoring are underway,
- Benches have been purchased and 3 benches will be refurbished.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are identified in the 2017 municipal budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement: By being able to review budget to actuals, provides all with the ongoing financial actuals and will enable Council to determine if there are issues that may need to be identified. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

Schedule "A" – Second Quarter Operating Variance Report 2017

Schedule "B" – Second Quarter Ontario Clean Water Agency Variance Report 2017

Schedule "C" – Second Quarter Capital Budget to Actuals Report 2017

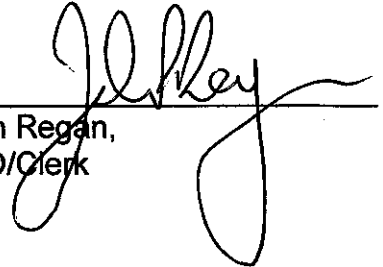
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	Yes
Public Works & Environmental Department	Yes
Parks, Recreation & Facilities Department	Yes
Planning Department	Yes
Economic Development Department	Yes
Fire Department	Yes
Other: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

Submitted by:



Sheila Kehoe,
Manager of Finance – Treasurer

Approved by:



John Regan,
CAO/Clerk

**Village of Merrickville Wolford Second Quarter Operating Financials
2017**

		<u>2017 FINAL OPERATING BUDGET</u>	<u>2017 JUNE YTD OPERATING ACTUALS</u>	<u>Variance (% YTD)</u>
Tax Levy	Revenue	2,593,998	2,359,830	91%
Fees/Grants/PIL	Revenue	691,320	226,567	33%
Misc & Grants/Levies	Revenue	0	0	
	Expenditure			
Council	Revenue	0	0	
	Expenditure	87,472	40,064	46%
Administration	Expenditure	800,812	530,707	66%
Fire	Revenue	6,500	8,880	137%
	Expenditure	277,112	115,749	42%
Police	Revenue	18,155	5,113	28%
	Expenditure	467,779	189,575	41%
Building	Revenue	63,050	19,774	31%
	Expenditure	53,627	30,638	57%
By Law	Revenue	6,800	11,051	163%
	Expenditure	58,527	20,553	35%
Public Works	Revenue	10,500	2,059	20%
	Expenditure	1,217,580	640,934	53%
Crossing Guard	Expenditure	5,063	2,867	57%
Waste Management	Revenue	113,050	64,217	57%
	Expenditure	204,187	80,133	39%
Recreation	Revenue	25,370	21,794	86%
	Expenditure	163,422	62,470	38%
Planning	Revenue	8,900	19,645	221%
	Expenditure	22,000	15,847	72%
Tile Drainage	Revenue	6,332	1,128	18%
	Expenditure	6,332	1,311	21%
Economic Development - Tourism	Revenue	1,000	5,500	550%
	Expenditure	85,650	35,780	42%
Museum	Revenue	16,000	0	0%
	Expenditure	28,312	7,952	28%
Library Grant	Expenditure	83,100	34,625	42%

**Village of Merrickville Wolford Second Quarter Operating Financials
2017**

Capital Infrastructure Reserve		55,000	55,000	100%
Capital funded from Tax Levy		214,250	214,250	100%
	Totals	-3,830,225	-3,014,808	79%
		<u>3,830,225</u>	<u>2,078,455</u>	54%
Surplus/Deficit - (unaudited)		0	-936,353	
Water/Sewer Operations	Revenue	-1,103,549	-428,790	39%
	Expenditure	<u>1,103,549</u>	<u>474,269</u>	43%
Surplus/Deficit - (unaudited)		0	45,479	
	Totals	-4,933,774	-3,443,598	70%
		<u>4,933,774</u>	<u>2,552,724</u>	52%
Surplus/Deficit - (unaudited)		0	-890,874	

Quarterly Cost Plus

Facility: 1161 Merrickville-Wolford WT
Project: MERWOM1161W-001 Cost Plus Client Report
Date: 7/21/2017 For the Period of January 1, 2017 to June 30, 2017

Operating Charges	2017 Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Budget	YTD Actuals	Variance
Salaries & Benefits	129,434.77	21,582.67	32,347.24	0.00	0.00	69,077.58	53,929.91	15,147.67
Chemicals	3,699.96	510.81	510.83	0.00	0.00	1,849.98	1,021.64	828.34
Electricity	46,999.92	9,447.64	11,275.92	0.00	0.00	23,499.96	20,723.56	2,776.40
Services	41,349.68	5,083.98	7,776.29	0.00	0.00	20,664.84	12,860.27	7,804.57
Supplies & Equipment	26,632.92	2,437.05	4,305.68	0.00	0.00	13,313.46	6,742.73	6,570.73
Total Operating Costs	248,117.25	39,062.15	56,215.96	0.00	0.00	128,405.82	95,278.11	33,127.71
Management Fee	39,646.43	9,911.60	9,911.61	0.00	0.00	19,823.21	19,823.21	0.00
Total Operating Charges	287,763.68	48,973.75	66,127.57	0.00	0.00	148,229.03	115,101.32	33,127.71

Quarterly Cost Plus

Facility: 1162 Merrickville-Wolford WWT
Project: MERWOM1162S-001 Cost Plus Client Report
Date: 7/21/2017 For the Period of January 1, 2017 to June 30, 2017

Operating Charges	2017 Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Budget	YTD Actuals	Variance
Salaries & Benefits	148,837.16	28,447.95	42,698.50	0.00	0.00	79,513.20	71,146.45	8,366.75
Chemicals	18,000.00	4,717.57	4,510.21	0.00	0.00	9,000.00	9,227.78	(227.78)
Sludge Haulage	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	55,000.08	19,499.62	12,349.38	0.00	0.00	27,500.04	31,849.00	(4,348.96)
Services	50,335.44	9,660.88	8,767.55	0.00	0.00	25,355.12	18,428.43	6,926.69
Supplies & Equipment	18,770.08	2,457.31	8,400.43	0.00	0.00	9,362.04	10,857.74	(1,495.70)
Total Operating Costs	300,942.76	64,783.33	76,726.07	0.00	0.00	150,730.40	141,509.40	9,221.00
Management Fee	41,911.91	10,477.97	10,477.98	0.00	0.00	20,955.95	20,955.95	0.00
Total Operating Charges	342,854.67	75,261.30	87,204.05	0.00	0.00	171,686.35	162,465.35	9,221.00

2017 Capital Budget to Actuals as at June 30, 2017

	2017 Budget & Approved changes	2017 Actual
ADMINISTRATION:		
1 IT system Consultant Review, VOIP, Phone system, new server & Outlook	50,844	
2 Canada 150 grant program matching contribution if successful	25,000	5,325
3 Municipal Offices office reconstruction	35,000	13,713
Municipal Offices office reconstruction - computer system		3,836
4 Records Management System	40,000	
PUBLIC WORKS:		
5 OCIF Infrastructure project Drummond/Lewis/Brock Reconst (PW share) \$1.9 M grant if successful	120,000	
6 Putnam Road double surface treatment rebuild	205,000	15,526
7 PW Storage Building Collar Hill Salt Storage coverall 24 X 40 precast foundation 2017 foundation (6 ft high rather than 4 ft)	13,000	
8 Crack Sealing - Kilmarnock, Main St, Roses Bridge) over 2 years	6,000	
9 Replace 2008 Kubota (sidewalk & bushhog) net of trade-in	37,000	28,978
10 Replace 1996 Public Works/Landfill Loader & warranty	133,421	133,421
11 Retaining wall upgrades @ Post Office	12,500	
12 Speed Control sign	4,000	3,773
13 Grader tires and chains 2013 Volvo grader	12,000	7,811
14 GPS mapping of Merrickville underground utilities (update 1973 MOE drawings) reduce to 2 year program	8,000	
15 Village & Hamlet signage replacement (3 boundary & 8 hamlet signs) & 1 bulletin board	10,000	6,307
FIRE:		
16 Firefighter Assoc Equipment		5,379
17 HVAC - Bldg & Fire	20,000	
18 Dry Hydrant (Pioneer Rd)	4,000	

19	Emergency Power Generlink - Town Hall, Library, Eastons Corners & Community Centre	11,000	
LANDFILL:			
20	Asphalt paving at bin drop off area	19,000	
21	Bomag wheel rotation & cleats (2) replacement for 1996 Bomag	10,000	
22	Purchase used garbage compactor (non licensed vehicle)	35,000	39,686
23	New Sample wells & MOE mandatory Water Monitoring	28,000	
RECREATION:			
24	Community Centre Building Design Consultant	5,000	
25	Streetscaping (4 benches)	6,000	5,144
Totals:		849,765	268,899

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-18-2017 regarding the Clean Water and Wastewater Funding Agreement; and

That Council adopt By-Law 27-17 authorizing the Mayor and CAO/Clerk to sign the Transfer Payment Agreement.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report FIN-18-2017
Finance Department
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: Clean Water and Wastewater Funding Agreement Report

OBJECTIVE: To obtain authorization to sign the agreement.

RECOMMENDATION:

THAT: Council receive report FIN-18-2017, the Clean Water and Wastewater Funding Agreement report; and

THAT: Council adopt By-Law 27-17 authorizing the Mayor and CAO/Clerk sign the Transfer Payment Agreement.

BACKGROUND:

As part of the 2016 Federal Budget. A funding program was announced for the Clean Water and Wastewater Fund (CWWF) to fund infrastructure funding for the drinking water, wastewater and storm water infrastructure systems.

ANALYSIS:

In November 2016, staff submitted an application under the CWWF program to fund a project to replace the water plant Programmable Logic Controller (PLC). This replacement will enable improved data communications for the water system by adding improved interlocks and alarming along with data reporting for the drinking water system.

BUDGET/LEGAL IMPLICATIONS:

The 2017 water/wastewater portion of the budget provided the municipal share of \$25,000 of the total estimated project of \$100,000.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement: Through the allocation in the 2017 budget of \$25,000 being made available to fund the Village's portion of the project, the Village has adhered to section D.2.1. of the Operational Workplan – "Increased capacity to obtain funding through government grants and partnerships".

OPTIONS:

An option would be to not sign the Transfer Payment Agreement. This is not recommended as the project is vital to replace the existing reporting module for the water system.

CONCLUSION:

Staff are recommending Council adopt the By-Law 27-17 and authorize the signing of the funding agreement.

ATTACHMENTS:

Schedule "A" – Ministry of Infrastructure funding letter July 26, 2017

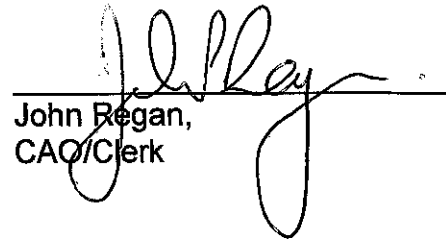
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	No
Public Works & Environmental Department	Yes
Parks, Recreation & Facilities Department	No
Planning Department	No
Economic Development Department	No
Fire Department	No
Other:	No

Submitted by:



Sheila Kehoe,
Manager of Finance – Treasurer

Approved by:



John Regan,
CAO/Clerk

8th Floor, Hearst Block
900 Bay Street
Toronto, Ontario M7A 2E1
Tel: 1-800-268-7095

8^e étage, édifice Hearst
900 rue Bay
Toronto (Ontario) M7A 2E1
Tél. : 1-800-268-7095



26-Jul-17

File Number: MW-V 7050

Village of Merrickville-Wolford

P.O. Box 340
Merrickville, Ontario
K0G 1N0
cao@merrickville-wolford.ca

Dear Chief Administrative Officer, Clerk or Treasurer:

Re: Clean Water and Wastewater Fund (CWWF)

Thank you for your application under the Clean Water and Wastewater Fund. I am pleased to inform you that your Project(s) has/have been approved for funding and Projects may begin immediately.

The 2016 Federal Budget announced the establishment of the CWWF that proposes to invest up to \$570 million in federal funding and up to \$270 million in provincial funding in the province of Ontario. The CWWF will provide Ontario communities with vital infrastructure funding to help accelerate short term investments to support the rehabilitation and modernization of drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

Your Project(s) was/were nominated by the Province to the federal government and has/have since been approved for funding under the Clean Water and Wastewater Fund. Provided that the Recipient enters into a Transfer Payment Agreement (TPA), and subject to the terms and conditions of the TPA, the federal and provincial governments will each provide up to a maximum of 50% and 25% respectively toward the total eligible costs of the Project. Project details are as follows:

Sub-Project ID	Sub-Project Title	Total Eligible Cost	Federal Program Contribution (Inc. Federal)	Provincial Contribution
Mer-001	Integrate and upgrade the communication and data management systems at the water and wastewater plants.	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00

Note: In the Transfer Payment Agreement, each individual project will be referred to as a Sub-project and the term Project will refer to the aggregate of all Sub-projects.

Please note that the program guidelines have been revised to permit up to 40% of eligible project costs to extend into 2018-19. Should your project require an extension into 2018-19, please contact Infrastructure Ontario and the Province will pursue approval of this extension on your behalf. Once federal approval is received, the Province will provide you with written confirmation of your project extension.

Eligible Project costs are allowable as of April 1, 2016 and can occur until the Project completion date that will be outlined in your agreement. As well, the Province will require that the acquisition of goods and services with respect to your Project are done using a process that is transparent, fair, and promotes the best value for the money expended, and at competitive prices that are no greater than fair market value. The TPA included with this letter outlines all of the terms and conditions of the funding, including requirements regarding procurement and liability insurance.

Aboriginal consultations may be required on the Project and must be done prior to the start of construction. The Province will provide a Duty to Consult Form where the Province has identified a duty to consult may exist.

Please complete the attached forms, including

- i) Transfer Payment Agreement and Schedules (Project Specific Information, Sub-Project Cost Breakdown),
- ii) Federal Project Information Form,
- iii) Pre-authorized Account for Deposit Form,
- iv) Duty to Consult Form (if provided by the Province), and
- v) Progress Report.

Once completed, please have the Transfer Payment Agreement signed by the authorized officers of the Recipient and email along with the other Forms to (CWWF@infrastructureontario.ca). **Two 'hard copies', originals, must also be forwarded to Infrastructure Ontario at:**

**Clean Water and Wastewater Fund
Infrastructure Ontario
1 Dundas Street West, Suite 2000
Toronto, Ontario, M5G 1Z3**

Please note that formal communication of project approvals (e.g. news release and events) must be made jointly with the federal and provincial governments. This does not preclude you from proceeding with necessary local approvals, tendering or project construction.

Should you have any questions, please contact Infrastructure Ontario at 1-844-803-8856 or email CWWF@infrastructureontario.ca.

Congratulations on your successful application, and we look forward to working with you as you implement this Project.

Sincerely,



Elizabeth Doherty
Director, Intergovernmental Policy Branch
Infrastructure Policy Division

Disponible en français

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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 27-17, being a by-law to authorize the signing of the Clean Water and Wastewater Fund Transfer Payment Agreement, be read a first and second time, and that By-Law 27-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW NO. 27 - 17

BEING a By-Law to authorize the execution of a transfer payment agreement between Her Majesty the Queen in right of Ontario (as represented by the Minister of Infrastructure) and the Corporation of the Village of Merrickville - Wolford

WHEREAS section 9(3) of the *Municipal Act, 2001*, as amended, does authorize that the council of a local municipality may pass by-laws as part of its general municipal powers

AND WHEREAS the Council of the Corporation of the Village of Merrickville - Wolford does deem it beneficial for the municipality to receive funds from the Province of Ontario to assist with water and wastewater infrastructure needs

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

- 1) the Mayor and the Clerk and/or their designates on behalf of the Corporation of the Village of Merrickville - Wolford are hereby authorized to sign and execute the Clean Water and Wastewater Fund Transfer Payment Agreement as received from the Province of Ontario.

READ a first and second time this 8th day of August, 2017

READ a third and final time and passed this 8th day of August, 2017

David Nash
MAYOR

John Regan
CAO/CLERK

FINAL MINUTES

Industry, Tourism and Economic Development Committee meeting

Council Chambers Village Office, Brock St. Merrickville

7:00 pm, Monday, July 24th, 2017

Present: Jane Graham (Chair), John Regan (CAO), Councilor Snowdon, Terry Gilhen, Ian Donald, Yves Grandmaitre, Councilor Anne Barr, Cheri Kemp-Long, Gary Brown (AG)

Working Group: Mark Scullino

1. Welcome and additions/approval of agenda

Addition 4 IV) CTV

Cheri moved to approve

Ian seconds

Motion carried

2. Declaration of pecuniary interest

None

3. Old Business :

- i) Committee member representation – fusion of Ag/Ec Dev
 - Councilor Barr suggests that for the time being this becomes a loosely formed Committee (2 councilors attend only)
 - They would be referred to as joint meetings
 - John mentions that a new procedural bylaw will soon be tabled at Council which may have a bearing on the above
 - John believes a long term view should be taken and a matrix developed that would adopt a multi stakeholders representation on the EcDev. Committee. The idea was well supported by the group.
 - TOR should be established by the Strategic Planning Committee (SPC)

- ii) Chamber of Commerce/business representation
 - Question were raised re BIA VS Chamber representation
 - At this time Ec Dev is encouraging any interested parties to join and contribute as part of the working groups
 - As the SPC is proposing changes to Committee structures so that they line up with the adopted Strat plan, it was decided that for the time being the Ec

Dev committee will keep its existing structure, hold joint meetings with Agriculture and encourage all interested parties to attend meetings and join working groups as the need arises.

- iii) Review of Strategic Plan with new members
 - Ian will be going to the next Ag meeting and present the SPC plan and discuss projects
 - Ec Dev needs to review/discuss the EC Dev strategies in the SPC plan and start to prioritize these and action them
 - There was much discussion on the individual priorities VS the big picture and how best to communicate to residents the action plan
 - after much debate a decision was made to pursue the development of an Ec Dev plan as the first priority, that the following 3 items on the chart are equally weighted priorities to be actioned and that the last item be taken on last.

4. New Business:

- i) Request for \$600 – BIA speaker July 27/17
 - This meeting is on hold for now to due availability of the speaker. Will be revisited at a later date
 - Notwithstanding the above, a motion was tabled that Ec Dev contributes up to \$800 towards a speaker for an informational BIA meeting. The time, location and purpose of the meeting must be communicated throughout Merrickville-Wolford. Funds would come from unspent monies budgeted for the Teeny Tiny Summit.
 - Motion: Carried unanimously
- ii) Feasibility study on need for Ec Dev Officer
 - John and Ian advised that the Governance and Infrastructure Committee has assumed lead responsibility and is incorporating this initiative in its Strategic Plan.
- iii) L&G Leadership Nominations
 - Any names be can be forwarded to John for submittal

iv) CTV

- CTV morning live crew with host Sarah Freemark will be interviewing three of Merrickville women run businesses during Wednesday's morning show. There will also be a brief opportunity to have John speak.

5. Date and time next meeting

- Aug 21st 7:00pm, location TBD

6. Adjourn

- At 8:50pm

FINAL MINUTES

Industry, Tourism and Economic Development Committee meeting

Council Chambers Village Office, Read St. Merrickville

5:00 pm, Monday, July 10, 2017

Present: Jane Graham (Chair), John Regan (CAO), Councilor Snowdon, Terry Gilhen, Ian Donald, Yves Grandmaitre, Councilor Anne Barr

Regrets: Cheri Kemp-Long

- 1. Welcome and additions/approval of agenda**
 - Nominations for Leadership awards added to New Business**
 - Council resolution for Ec Dev position investigation by Ec Dev Committee**
 - approved with changes**

- 2. Declaration of pecuniary interest**
 - None**

- 3. Delegation – Chamber of Commerce**
 - Karl Feige and David Simpson presented proposed designs for a washroom building on Wellington Street**
 - A review of the history behind the washroom project was done**
 - Chamber indicates that they expected previous proposals to Council would open doors to dialogue around the project.**
 - Chambers plan would be to, once built, give the building to the Village and make some arrangement for first year or two maintenance on the building**
 - Chamber also sees tourist information center as a key element to the building**
 - Councilor Barr inquired regarding how the needs were determined for size and number of stalls. Response was these were solely based on building size.**
 - Ian re-iterated the Council mandate given to the Committee which was to perform a feasibility study and review all options.**
 - Yves asked of the delegation if the perceived washroom need was driven by identified tourism needs or by businesses given the cost of providing facilities within their buildings. Karl indicated that mostly lack of accessible washrooms is affecting tourist traffic but no specific needs analysis or other data (other than the survey) have been collected.**

- Karl requested a quick decision on a financial commitment as the Chamber was looking to apply for funding to execute their project and believed that some contribution from the Village would be required. The Economic Development Committee is in no position to provide such a commitment.

- ensuing discussion occurred regarding previous attempts to obtain Council assistance to which Councilor Barr indicated that lack of data/needs analysis as specified/requested during early discussions between Council and Chamber was needed and that this is now part of the mandate given to Ec Dev.

RESOLUTION: That the Economic development Committee accepts the delegation and the documents provided. Motion to accept by Ian, seconded by Terry, carried.

4. Old Business :

i) Strategic Planning Committee – update (ID)

- Ian covers the schedule updates and progress made over the past few months

- A few wrinkles re the respective Committee mandates and structures which the working group has been addressing

- the new proposed Governance Structure would result in a much enhanced Strategic Planning Committee as potentially size and composition would change including addition of the four committee chairs.

- Next steps are to present revised structure to the various Committees, to re-engage them within the process and address any questions. A few Committees have already been approached and so far feedback is very positive.

ii) Trillium grant application update (JG)

- Grant application has been sent. Was a last minute scramble but was done.

- The application is a long shot but the information collected will be useful for possible future applications including the Capital Grants Application coming up this autumn.

- Was proposed that proposal writers be available to all committees and get vetted for their strengths and weaknesses so that complementary team members can be found and included.

- iii) Committee member representation update (ID)
 - Mainly targeting new combined Ec Dev and AG Committee
 - To be discussed further at July meeting with AG rep present
 - Review of size and constitution of Committee to be reviewed

5. New Business:

- i) Washroom feasibility study – working group plan
 - John would like to see if funds could be budgeted in 2018 to hire external consultant to do an in-depth feasibility study if the need arises
 - Committee aware that Parks is planning foundation work on the Depot building and that communications are open to discuss plans.
 - Discussion occurred re that the washrooms are not a direct goal within the Strat plan and that none of the data collected to assemble the plan highlighted the washroom issue. Further supports a detailed analysis.
 - Councilor Barr suggests that the Committee indicate to Council that due to present Strat Plan workload and identified primary goals within plan, that an external consultant be hired.
 - There is a possibility of grants for this type of effort. Possibly through RED
 - Topic moved to old business to be further discussed at next meeting

Following items have been moved to next meeting

- ii) Info – Le Boat (ID/YG)
- iii) Nominations for Leadership awards
- iv) Council Resolution for Ec Dev position investigation

6. Date and time of next meeting – July 24th, 7:00pm, pending availability of Ag Rep.

7. Meeting adjourned at 6:40

Merrickville-Wolford Recreation Advisory Committee

Meeting Minutes

June 13, 2017

7:00 p.m.

Members Present: Mike Cameron, Terry Gilhen, Jan Fitzpatrick, Councilor Ireland, Councilor MacInnis, Staff: Manger of Public Works, Dave Powers

1. Call to Order
2. Disclosure of Pecuniary Interest: None
3. Approval of Agenda: Moved by Mike Cameron, Seconded by Terry Gilhen -
Carried
4. Delegations:
 - i) Merrickville District Community Health Centre – Peter McKenna
 - ii) Merrickville Heritage Classic – Sally MacInnis

Merrickville District Community Health Centre:

- Introduction to the Canadian Index of Wellbeing (1999) – a tool to determine the health and wellness of a population
- 8 domains are involved: Community Vitality; Demographic Engagement; Education; Environment; Heathy Population; Leisure & Culture; Living Standards and Time use
- the domain of Leisure and Culture is the domain that the Recreation Advisory Committee would respond to
- Sets out a picture of how well the community is, then in response to that determine action to take
- City of Guelph is currently using this index
- **Action:** to determine ways to implement this within the Strategic Plan

Merrickville Heritage Classic:

- Second annual April 29, 2017
- 308 registered participants, up from last year (by approx. 100)
- 76 (2K); 105 (5K); 77 (10K)
- 150 volunteers; business; attended by local and provincial politicians
- 1 noise complaint
- Positive economic impact
- Will continue to work to improve traffic flow
- Date of the 3rd Annual: April 28, 2018

5. Approval of Previous Minutes: May 9, 2017 – approval done-on line and submitted

6. Business Arising: Terry has been in touch with Tim Allen and will follow up regarding the Action Items listed for RAC and report at September's regular meeting
7. Strategic Plan: update
 - All committee's as well as staff/Council information has been inputted
 - Currently being consolidated (Should be ready in the near future)
 - Once complete the possible intent is to have 4 advisory committees that link to the pillars of the Strategic Plan along with the mandated boards
8. Trails Sub- Committee – see Item 6 – business arising
9. Action Items: no new additions
10. Round Table Discussion:
 - a. Question to Manager of Public Works regarding the status of Lot 72 in Merrickville Estates – will bring information to next meeting regarding development fees
 - b. Discussion of putting stop signs **on** the sidewalks to alert many that walk while texting to alert them to a roadway and potential traffic
 - c. Discussed summer recess or not – will recess until September 2017
 - i. Or the call of the chair to an earlier meeting

Adjournment:

Motioned by Terry Gilhen, Seconded by Mike Cameron @ 8:05 p.m.

Carried

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the closure of the office on December 27th, 28th, and 29th, 2017 in addition to the statutory days with the office reopening on Tuesday, January 2, 2018.

Carried / Defeated

David Nash, Mayor

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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the reallocation of any residual funds from the Council training budget to staff training.

Carried / Defeated

David Nash, Mayor



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby authorize staff to include the attached committee structure as part of the forthcoming procedural by-law; and

That Council authorizes all Committees of Council to adjust their composition including their size, any subcommittees or working groups as they see fit in order to achieve their respective mandates; and

That Council authorizes all committees to operate in a hybrid model until such time as the new procedural by-law is adopted; and

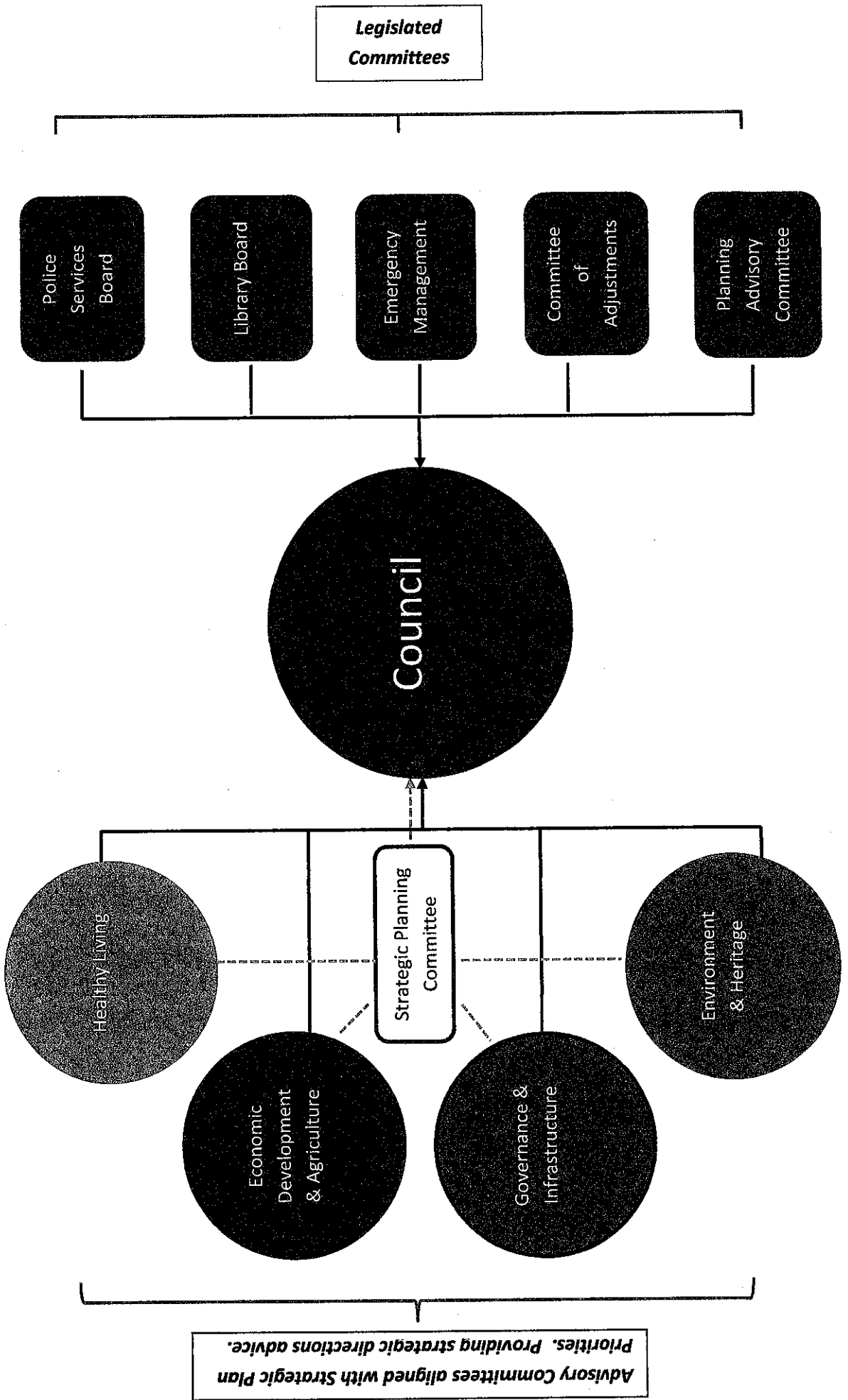
That any new names submitted for new regular members be brought to Council to be approved by by-law.

Carried / Defeated

David Nash, Mayor

Proposed Merrickville-Wolford Governance Structure

Annex III



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-10-2017 regarding the 2017 Customer Service Survey, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report CAO-10-2017
Information Report to Council
Date of Council Meeting: August 8, 2017

RE: 2017 Customer Survey Results

OBJECTIVE: To provide Council with an overview of the results obtained from the 2017 Customer Service Survey.

RECOMMENDATION:

THAT Council receive report CAO-10-2017 regarding the 2017 Customer Service Survey for information purposes.

BACKGROUND:

At the Council meeting of June 12th, 2017, Council directed staff to send out a customer service survey. On July 4, 2017, the survey became active on Survey Monkey (an online platform for surveys). Notice of the survey was sent to residents by way of a drop mailing, posters on bulletin boards, our website, and through social media. The survey closed on July 28 2017.

ANALYSIS:

Please see attached as Schedule "A" to this report, the survey results, a summary of which will follow below.

There were 75 responses collected with 37 respondents being from the Merrickville Ward and 38 from the Wolford Ward.

Most residents (54 of 63 respondents) indicate that they have attended the office in person over the past 6 months. The second most common method of contact was by phone (37 of 63 respondents). 87% of 62 respondents indicated that their inquiry was answered in a reasonable time and 78% of 60 respondents indicated their inquiry was resolved to their satisfaction.

With respect to office hours, 78% of respondents indicated that the current hours are convenient for them. The comments indicate this is due to residents commuting to work out of town for 9:00 a.m. to 5:00 p.m. work days.

The level of staff courtesy, knowledge, ability to handle inquiries, and overall level of customer service was rated on a scale of 1 to 5, with 5 being the most satisfactory. In

all of the above areas, the highest rating of 5 was the most popular answer. 94% of 70 respondents scored staff courtesy at 4 or 5.

54 of 75 respondents visit our website either monthly or every few months. Most respondents rated it 3 when asked about presentation, user friendliness, information and helpful links. The comments given regarding the website were quite negative and included phrasing such as "pathetic", "awful" and "time consuming".

Regarding awareness of Council meeting agendas, 84% of 74 respondents answered yes to being aware of the agendas posted on the website and public bulletin boards.

When asked to rate the importance of services, 63% of respondents rated fire and police protection at the highest rating of 5. Waste management and recycling services also received a high 5 rating at 56%. 51% of respondents rated water and sewage services at the lowest level of 1, likely a result of half of the respondents residing in the Wolford Ward. Roads received a rating of 4 or 5 from 80% of 72 respondents.

The comments received haven't been included in the attached results, however the majority were quite positive and indicated residents are seeing improvements. Most of the remaining comments were of a more specific nature but helpful in identifying areas for improvement.

BUDGET/LEGAL IMPLICATIONS:

There are no implications.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

ALTERNATIVES:

There are no alternatives as this report is for information purposes.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement:

By performing and analyzing the results of a customer service survey, the Village has engaged citizens by requesting their input to ensure efficient, effective services. Being able to compare results from the previous year is helpful in identifying trends.

CONCLUSION:

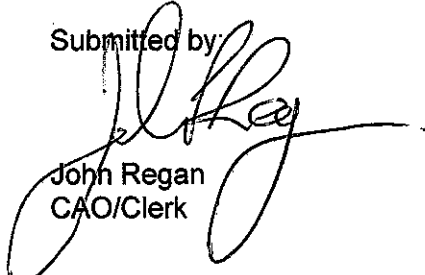
That Council receive the report for information purposes.

ATTACHMENTS:

Schedule "A" – 2017 Customer Service Survey Results

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

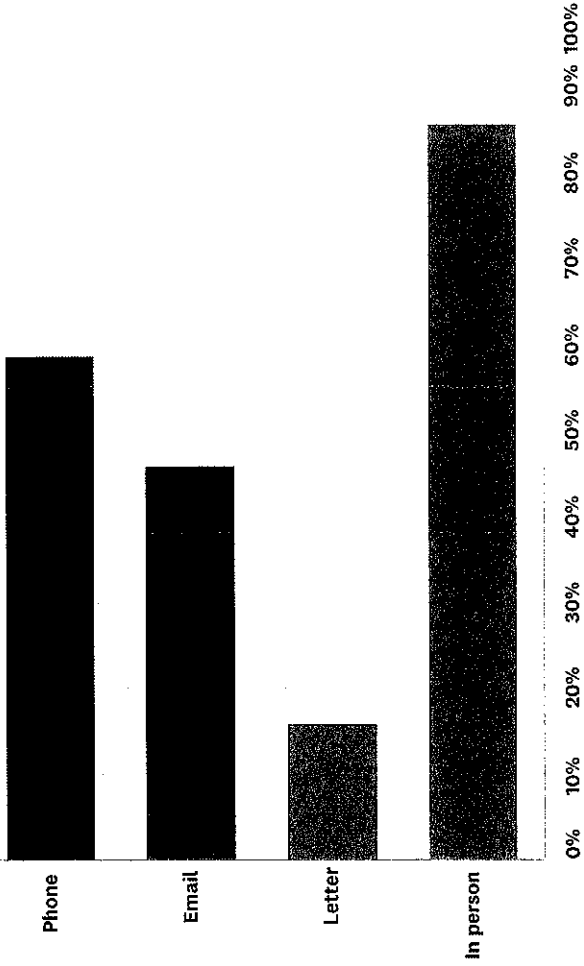
Submitted by:



John Regan
CAO/Clerk

Q1 In the past 6 months, have you contacted our office in any of the following ways? (Check all that apply)

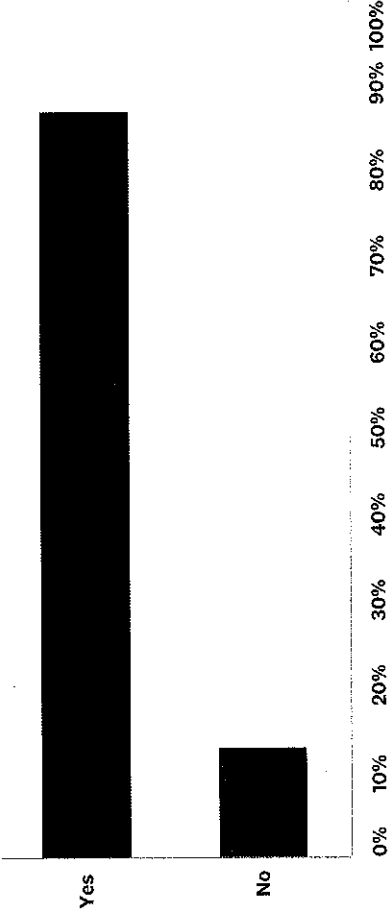
Answered: 63 Skipped: 12



Answer Choices	Responses
Phone	37
Email	29
Letter	10
In person	54
Total Respondents: 63	

Q2 Was your inquiry answered in a reasonable time?

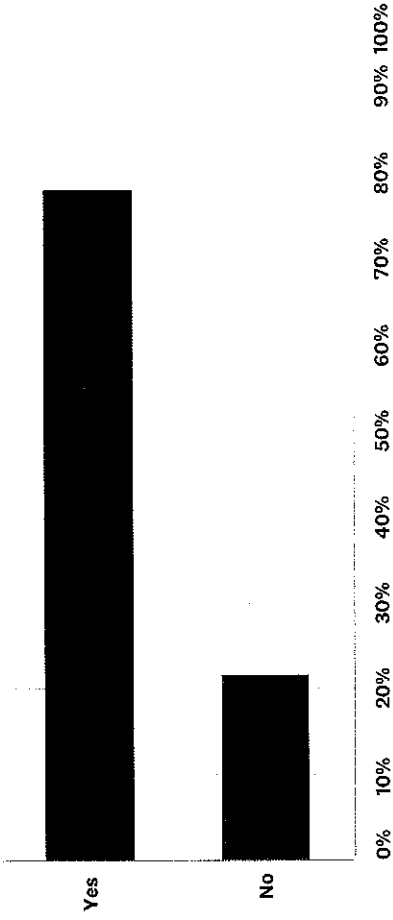
Answered: 62 Skipped: 13



Answer Choices	Responses
Yes	54
No	8
TOTAL	62

Q3 Was your inquiry resolved to your satisfaction?

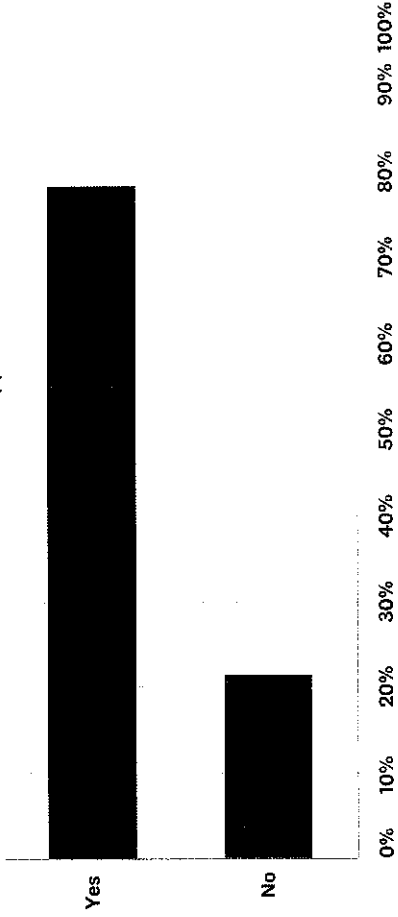
Answered: 60 Skipped: 15



Answer Choices	Responses
Yes	47
No	13
TOTAL	60

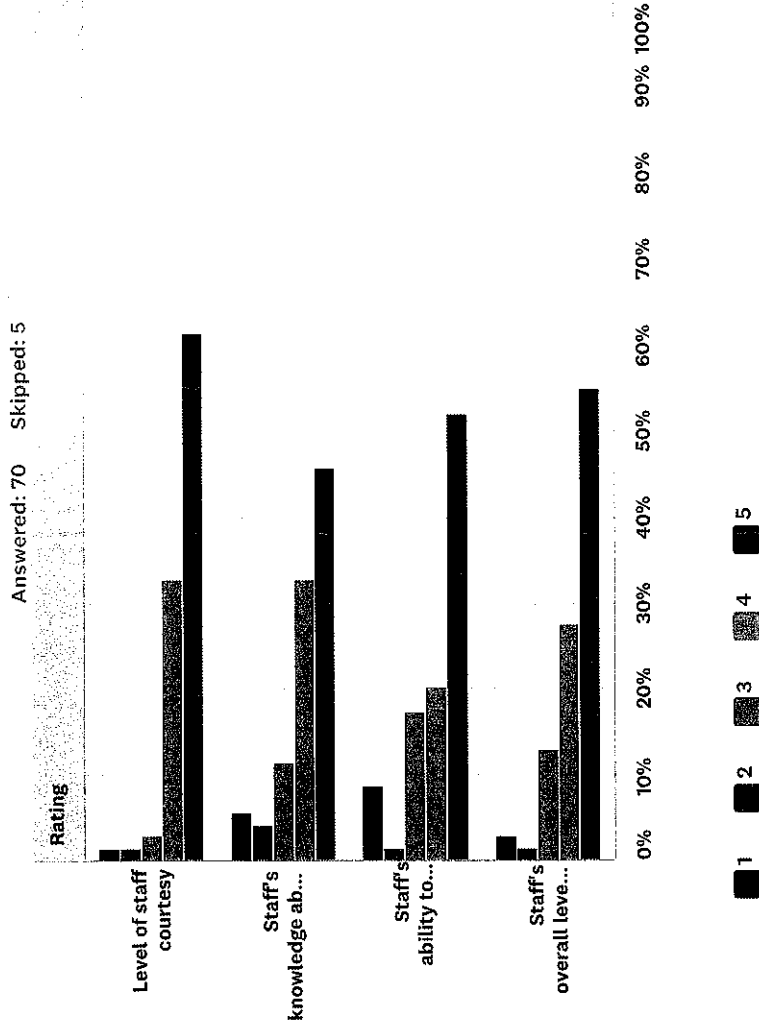
Q5 Our office hours are 8:30 a.m. to 4:30 p.m. and we are open over the lunch hour, unless short-staffed. Are these hours convenient for you?

Answered: 74 Skipped: 1



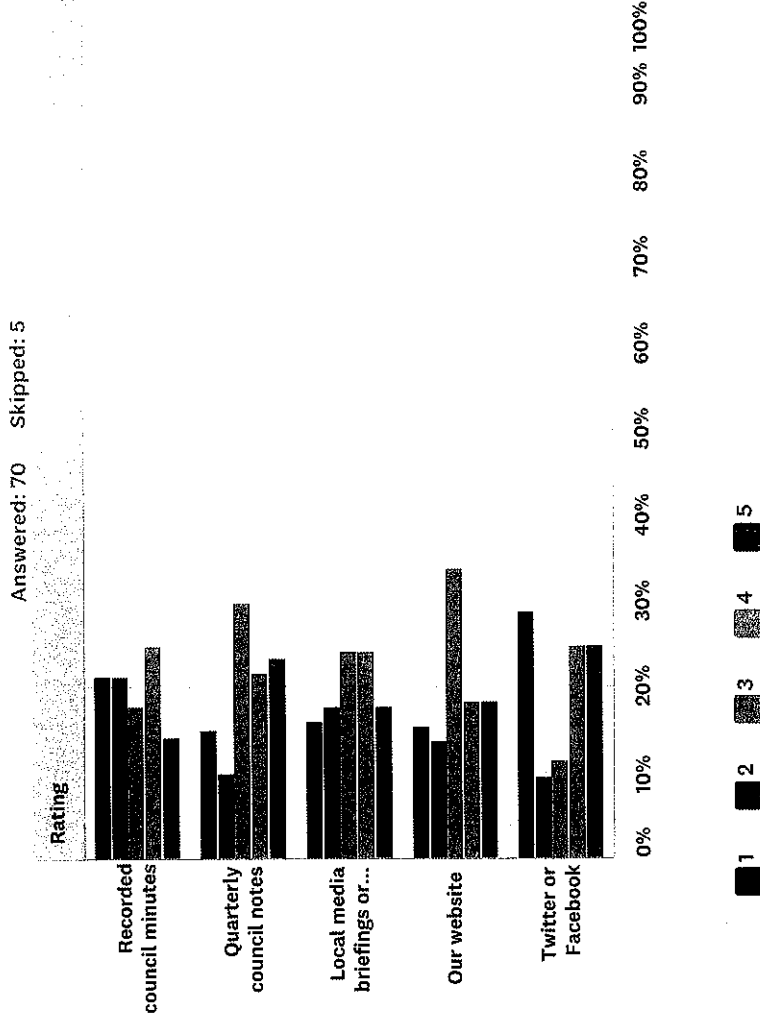
Answer Choices	Responses
Yes	58
No	16
TOTAL	74

Q7 On a scale of 1-5, with 5 being the highest, how would you rate the following:



Rating	1	2	3	4	5	Total
Level of staff courtesy	1.43%	1.43%	2.86%	32.86%	61.43%	70
Staff's knowledge about your inquiry	5.71%	4.29%	11.43%	32.86%	45.71%	70
Staff's ability to handle your inquiry	8.70%	1.45%	17.39%	20.29%	52.17%	69
Staff's overall level of customer service	2.90%	1.45%	13.04%	27.54%	55.07%	69

Q9 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 meetings?



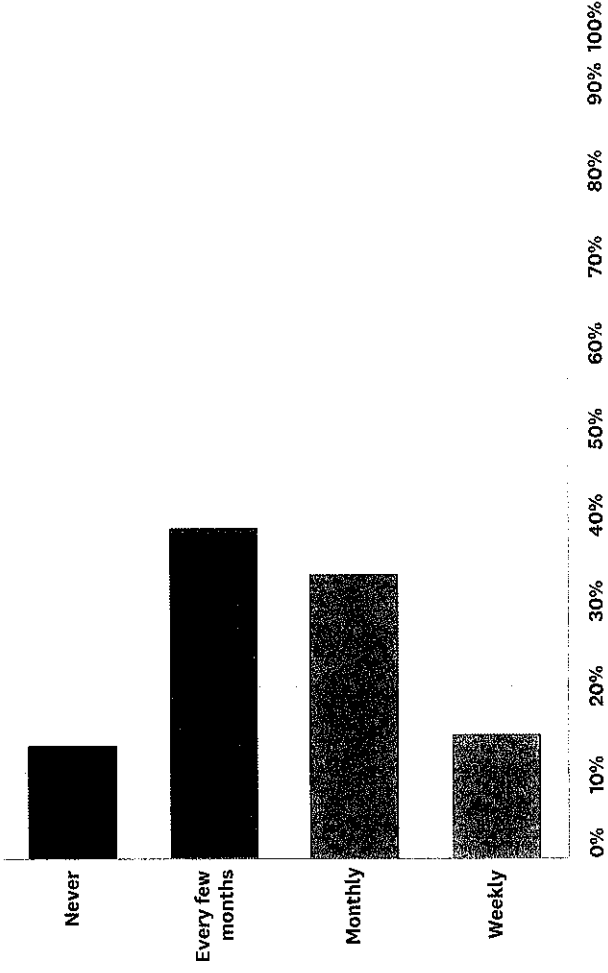
Rating	1	2	3	4	5	Total
Recorded council minutes	21.43% 12	21.43% 12	21.43% 12	17.86% 10	25.00% 14	14.29% 8
Quarterly council notes	15.00% 9	10.00% 6	30.00% 18	21.67% 13	23.33% 14	60
Local media briefings or interviews	16.13% 10	17.74% 11	24.19% 15	24.19% 15	17.74% 11	62

Customer Service

Our website	15.38%	10	13.85%	9	33.85%	22	18.46%	12	18.46%	12	65
Twitter or Facebook	28.85%	15	9.62%	5	11.54%	6	25.00%	13	25.00%	13	52

Q10 How often do you access our website?

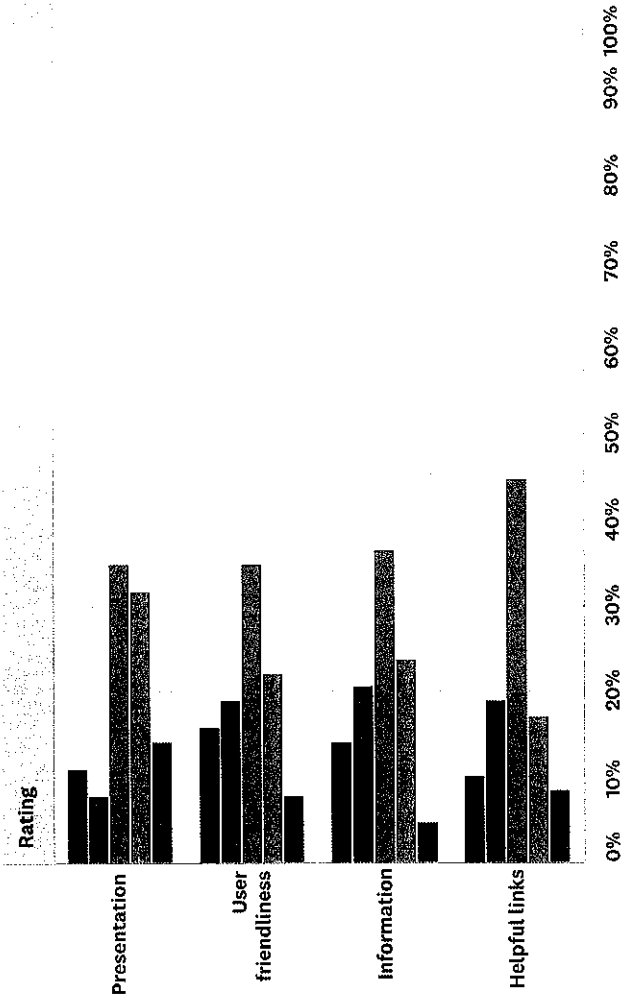
Answered: 75 Skipped: 0



Answer Choices	Responses
Never	10
Every few months	29
Monthly	25
Weekly	11
TOTAL	75

Q11 On a scale of 1-5, with 5 being the highest, how would you rate our website for the following;

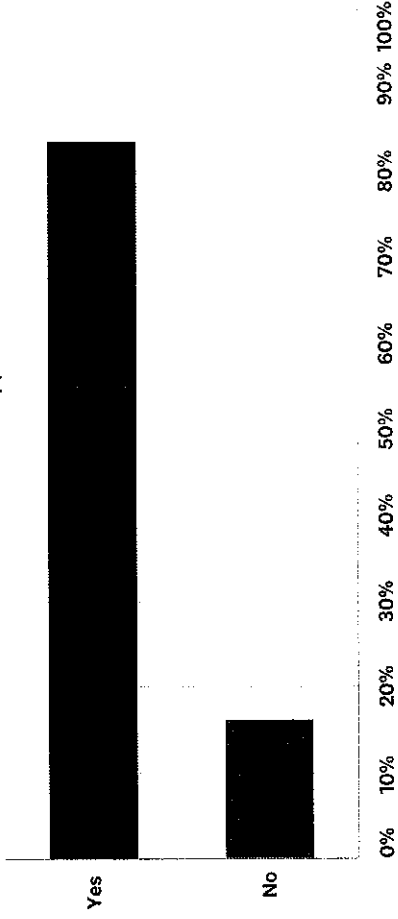
Answered: 63 Skipped: 12



Rating	1	2	3	4	5	Total
Presentation	7	22	20	9	63	
User friendliness	10	22	14	5	63	
Information	9	23	15	3	63	
Helpful links	6	26	10	5	58	

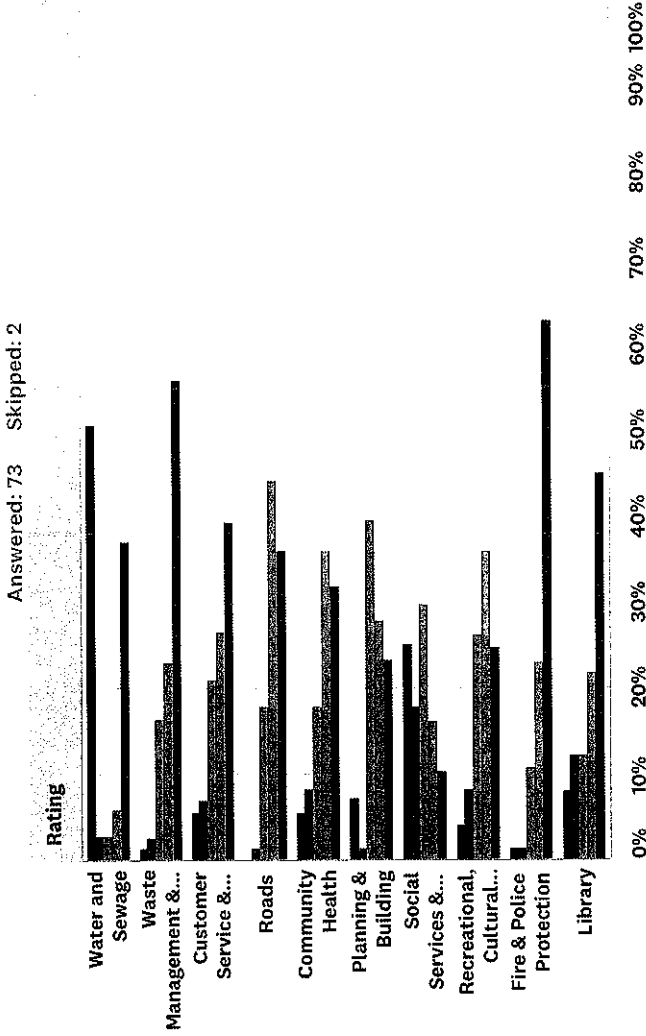
Q12 Are you aware that the agendas for our council meetings are available on our website and public bulletin boards?

Answered: 74 Skipped: 1



Answer Choices	Responses
Yes	62
No	12
TOTAL	74

Q14 On a scale of 1-5, with 5 being the highest please rate the importance of the following services to you:



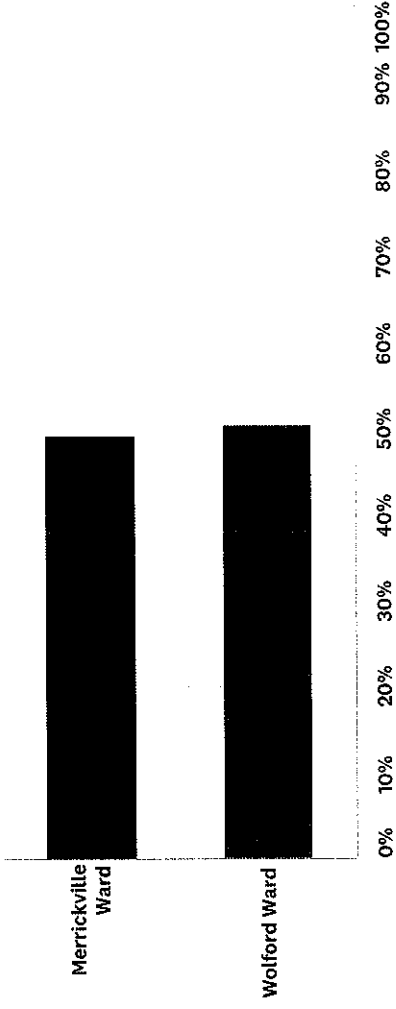
Rating	1	2	3	4	5	Total
Water and Sewage	50.75%	34	2.99%	2	2	67
Waste Management & Recycling	1.37%	1	2.74%	2	2	73
Customer Service & Council Communications	5.63%	4	7.04%	5	5	71
Roads	0.00%	0	1.39%	1	1	72

Customer Service

Community Health	5.56%	8.33%	18.06%	36.11%	31.94%	72
	4	6	13	26	23	
Planning & Building	7.35%	1.47%	39.71%	27.94%	23.53%	68
	5	1	27	19	16	
Social Services & Housing	25.37%	17.91%	29.85%	16.42%	10.45%	67
	17	12	20	11	7	
Recreational, Cultural Programs and Facilities, Trails	4.17%	8.33%	26.39%	36.11%	25.00%	72
	3	6	19	26	18	
Fire & Police Protection	1.37%	1.37%	10.96%	23.29%	63.01%	73
	1	1	8	17	46	
Library	8.22%	12.33%	12.33%	21.92%	45.21%	73
	6	9	9	16	33	

Q16 Are you a resident in the:

Answered: 75 Skipped: 0



Answer Choices	Responses
Merrickville Ward	37
Wolford Ward	38
TOTAL	75

DEPARTMENT	ACTION	STATUS	DUE DATE
BUILDING	A. Report & By-Law re: water/wastewater	Report coming to Council	Sept 25th
FINANCE	B. Review Asset Management Plan	CAO, Treasurer, Public Works, Fire Dept. and OCWA working together	Fall 2017
	C. Risk Management and invitation to Cowan for presentation		Winter 2017
BY-LAW ENFORCEMENT	D. Report & By-law re: signage	Waiting for response from signage committee	
	E. By-Law amendment re: parking fees	By-Law coming to Council	Aug 8th
	F. Report re: complaint driven vs. proactive enforcement	Report coming to Council	Sept 25th
DEPUTY CLERK			
	G. Amend procedural by-law	By-Law coming to Council	Sept 25th
	H. Report re: Heritage Committee	Report coming to Council	Sept 25th

PUBLIC WORKS	I.	Risk Assessment with OCWA			Sept 25th
FIRE	J.	Map of Dry Hydrants	Has begun drafting		Sept 25th



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: **Barr Ireland MacInnis Snowdon Suthren Weedmark**

Seconded by: **Barr Ireland MacInnis Snowdon Suthren Weedmark**

Be it hereby resolved that:

this Council moves to "In Camera" at _____ in order to address a matter pertaining to:

- _____ security of the property of the municipality or local board,
- _____ personal matters about an identifiable individual, including municipal or local board employees,
- _____ a proposed or pending acquisition of land for municipal or local board purposes,
- _____ a proposed or pending possible disposal of municipal or local board land,
- _____ labour relations or employee negotiations
- _____ litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board,
- _____ receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose,
- _____ A matter in respect of which a Council, board or local committee or other body may hold a closed meeting under another Act. 2001 c.25, s.239 (2)
- _____ the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board or commission or other body is the head of an institution for the purposes of that Act. 2001 c. 25,s. 239(3)
- _____ The meeting is held for the purpose of educating or training the members and is generally regarding _____ .2001 c.25 s. 239(4); 2006 c. 32, Sched. A, s. 103(2) and where no member discusses or deals with any matter in a way that materially advances the business or decision making of the council, local board or committee. 2006 c. 32, Sched A, s. 103(1)

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: August 8, 2017

Moved by: **Barr Ireland MacInnis Snowdon Suthren Weedmark**

Seconded by: **Barr Ireland MacInnis Snowdon Suthren Weedmark**

Be it hereby resolved that:

the "In Camera" session rise and report, with staff being given direction, and the regular council session resume at _____ a.m. / p.m.

Carried / Defeated

David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: August 8, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford

does now adjourn at p.m. until the next regular meeting of council on Monday,

September 11, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

David Nash, Mayor