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Amalgamated 1990



Telephone (613) 269-4791
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VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 7:00 p.m.

Monday, December 9, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Public Question Period to Council**
5. **Minutes:** Approval of Minutes of regular Council meeting of November 25, 2019
6. **Correspondence:** Gillian Gray re: Community Development Advisory Committee Resignation
7. **Building/Planning:** Update on Official Plan Timeline (verbal);
CBO-12-2019 re: TNIM's Proposed Production Booth Construction
8. **By-law Enforcement:** CBO-14-2019 and By-law 69-2019 re: Yards/Lot Maintenance
9. **Finance:** FIN-34-2019 and By-law 70-2019 re: Community Grant Program Policy
10. **Clerk's Dept.:** DEPC-05-2019 re: 2020 Council Meeting Schedule; and
CAO-09-2019 and By-law 66-2019 re: Emergency Management Compliance
11. **Public Question Period to Council**
12. **Next meeting of Council:** January 13, 2020 at 7:00 p.m.
13. **Confirming By-Law:** 68-2019 re: Confirm Proceedings of Council meeting of December 9, 2019
14. **Adjournment.**

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of December 9, 2019 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of November 25, 2019 as:

___circulated.

___amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Monday, November 25, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, November 25, 2019.

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

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

Note: Mayor Struthers held a moment of silence for Mr. Art Wilson and family. Mr. Wilson was a member of the Merrickville Fire Department for over 20 years.

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

Approval of Agenda

R-373-19 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of November 25, 2019, as circulated.

Carried.

Public Question Period: None.

Delegation:

R-374-19 Moved by Councillor Halpenny, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Park View Homes regarding the Merrickville Grove Development, for information purposes.

Carried.

Minutes:

R-375-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of November 12, 2019 as circulated.

Carried.

Correspondence:

R-376-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Rod Fournier,

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

Carried.

Library Board:

R-377-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Public Library Board dated October 10, 2019, for information purposes.

Carried.

Committees:

R-378-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Community Development Advisory Committee Minutes of November 5, 2019, for information purposes.

Carried.

Planning:

R-379-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Resolution R-12-19 of the Planning Advisory Committee; and

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

Carried.

R-380-19 Moved by Councillor Molloy, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Resolution R-13-19 of the Planning Advisory Committee, for information purposes.

Carried.

Finance:

R-381-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-33-2019 regarding the Community Grant Program Policy, for information purposes.

Carried.

By-laws:

R-382-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: By-law 65-2019, being a by-law to appoint an Emergency Management Program Committee, Emergency Management Control Group, Emergency Management Program Co-ordinator and Alternate, and Emergency Information Officer, be read a first and second time, and that By-law 65-2019 be read a third and final time and passed.

Carried.

CAO:

R-383-19 Moved by Councillor Halpenny, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence sent to the Merrickville & District Historical Society Executive Committee by CAO/Clerk/Director, Economic Development, Doug Robertson dated November 11, 2019, for information purposes.
Carried.

Public Question Period to Council:

I. Wood inquired as to the status of amenities that were to be provided through the Merrickville Estates development agreement.

B. Phillips inquired whether additional homes in the Village would assist in reducing water and sewer bills.

C. Willemsen inquired as to the difference between a "not-for-profit community group" and a "non-profit community group" and requested clarity between the two terms.

D. Dawson inquired as to whether the water treatment plant was at capacity and, if so, how could the Park View Homes proposed development proceed.

P. Watson inquired as to whether the water and sewer rates would need to be raised by 10 percent each year if the new proposed development shared these services.

Confirming By-Law

R-384-19 Moved by Councillor Halpenny, Seconded by Councillor Foster

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

Carried.

Adjournment

R-385-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:20 p.m. until the next regular meeting of Council on Monday, December 9, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Gillian Gray regarding resignation from the Community Development Advisory Committee dated December 3, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

From: Gillian Gray

Sent: Tuesday, December 3, 2019 2:58:50 PM

To: Mayor <mayor@Merrickville-wolford.ca>; Doug Robertson <cao@Merrickville-wolford.ca>

Cc: Bob Foster <foster@Merrickville-wolford.ca>

Subject: Community Development Committee

Hello --

In view of the fact that my work on other committees has become more pressing, I feel that I am unable to give the Community Development Committee the full attention that it requires. To that end, I am tendering my resignation.

I'm sure that good work will be done through this new format, and I wish members all the best in the future.

Gillian Gray

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-12-2019, regarding Theatre Night in Merrickville's proposed alterations to the Merrickville Community Centre, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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



Village of Merrickville-Wolford

Report CBO-12-2019
Planning and Building Department
Information Report to Council
Date of Council Meeting: December 9th, 2019

**RE: Proposed Production Booth Construction,
Merrickville Community Centre, 106 Read Street**

OBJECTIVE: To inform Council of the Building Code requirements for the alterations to the Community Centre proposed by Theatre Night in Merrickville (TNIM).

RECOMMENDATION:

That Council receive report CBO-12-2019, regarding Theatre Night in Merrickville's proposed alterations to the Merrickville Community Centre, for information purposes.

BACKGROUND:

At their regular meeting of November 25, 2019, Council received correspondence from Rod Fournier, Treasurer of Theatre Night in Merrickville, dated November 5, 2019 which outlined proposed changes to the Merrickville Community Centre in the form of a production booth to be constructed in the northwest corner of the main hall on the second level, together with a preliminary sketch of the work plan. Council directed to staff to provide a report at the December 9th Council meeting which would outline the appropriate process in order for the work to take place.

ANALYSIS:

The subject building may be considered as one storey in height with a partial second floor or mezzanine. It is an assembly-type occupancy, whose occupant load has been previously calculated to be up to 284 persons, depending on the event being hosted. The building hosts a fully monitored fire alarm system.

The TNIM proposal is to structurally alter the second floor to accommodate a new floor area with a small booth that would oversee the sound and lighting of plays performed for the public. It is the request of TNIM that the permit fees associated with the construction of the production booth be waived for this project.

Staff are generally in support of the concept of adding a production booth or sound booth to the community centre and believe that community theatre, and TNIM's productions in particular, support economic development, general community

development and quality of life enhancements within the Village. Staff are concerned, however, regarding the approach and timelines proposed.

The renovations as proposed shall require a construction permit. At the time of writing this report, an application for permit had not yet been received. In order to initiate the construction permit review process, a completed and signed application must be submitted along with all necessary plans, specifications and payment of fees. For a building of this type of occupancy, the Building Code provides a maximum timeline for the Chief Building Official to review the application and accompanying plans of up to 20 business days for the purposes of either issuing the construction permit or to send a letter of refusal citing all the reasons that the permit cannot be issued.

The Merrickville Community Centre is owned and operated by the Village of Merrickville-Wolford (i.e., the Village). In order to consider an application for a construction permit as being completed, it is required that, among other things, a person or persons with authority to bind the Corporation sign and date the application form. In addition, the Village's Building By-law 28-98, as amended, requires that a fee for service be charged that is commensurate to the value of construction. These fees are calculated as \$12 per \$1000 of estimated cost of construction with values exceeding \$200,000 being assessed at \$6 per \$1000. The TNIM is requesting that the permit fees be waived, however the By-law contains no mechanism to waive the fees in this circumstance. This permission will require a resolution of Council to grant a special exemption to the By-law. Council should consider the provisions of the Community Grants Policy when considering this request.

TNIM is also requesting that the conceptual plans as submitted should be satisfactory for the issuance of a construction permit and that any structural engineering concerns could be addressed by the submission of the specifications for the beam being provided by the beam manufacturer. The Building Code sets out the legal requirement for the design of an assembly building (such as the Community Centre). It indicates that the design *shall* be carried out by both an architect and an engineer where structural and architectural components of the building are altered. Further, the engineer and architect *shall* be required to sign a Certificate of Design and Review that commits them to full responsibility as allowed for in applicable legislation. Professional design is required due to the complexity of the systems involved in this case and because public safety is greatly impacted in this high occupancy building.

It is an accepted fact in the design industry that specifications of an engineered product such as a beam does not include any other structural aspect beyond the loads imposed upon the beam only and not the point loads induced by that beam, its column designs and founding requirements. A structural engineer will be required to review all the affected aspects of the existing and proposed structure.

It is likely that the scope of the construction will require that the fire alarm system be altered. Any renovation that changes the fire alarm system or its devices will require an engineer design and fire alarm re-verification.

The sound booth, as well as any additional new floor area, may require that the lighting, emergency lighting, exit signs, heating, ventilation and air conditioning systems be reviewed by a mechanical/electrical engineer.

The existing electrical system may have to be altered due to this work. An electrician and hydro permit/electrical inspector approvals are likely required. An architect will be required to design the fire separations where affected by the proposed work.

The TNIM has indicated that much of the construction and electrical work may be carried out by volunteers and has requested insurance protection under the umbrella of the Village's insurance policy through the Village's underwriter. However, the construction as described above is required to be completed by skilled tradespersons certified in all aspects of this specialized construction with the appropriate Workers' Compensation coverage as well as their own contractor's liability insurance.

The Ontario Building Code Act stipulates as follows;

The Role of Various Persons

1.1(1) It is the role of every person who causes a building to be constructed...

(c) to ensure that construction is carried out only by persons with the qualifications and insurance, if any, required by this Act and the building code. 2002 c. 9, s.3.

During consultations with the Village's lawyer regarding the pending draft agreement between TNIM and the Village for use of the community centres, the lawyer expressed concern about the proposed use of volunteers given the increased complexity of the proposed alterations relative to those conducted in 2018. Further exploration with the lawyer regarding the proposed approach to conduct the work will be required. Examples include:

- What risks/implications are there related to Workplace Safety and Insurance Board (WSIB) coverage and liabilities?
- If the Village's Chief Building Official (CBO) is to perform his typical inspection and enforcement role, who would be deemed to be the Project Manager and Site Superintendent of the construction project? Can representatives of TNIM perform these roles given that they are not employees of the Village and may not have a fiduciary duty to the Corporation of the Village of Merrickville-Wolford?
- Would some form of legal agreement be required?
- Would the production booth and equipment therein be intended for exclusive use by TNIM? If not, how would other users be trained on the use of the equipment and who would be responsible for any damage or misuse of the equipment?

Staff have also conducted preliminary consultation with the Village's Engineering Consultant who indicated that:

- A rough estimate for budgeting purposes for the project would be around \$12,000-\$15,000 with volunteer labour or \$20,000-\$25,000 if tendered, plus around \$5,000-\$7,500 for design, contracts, and contract administration.

- The Village could explore having volunteers complete the work under some form of day labour project. This approach would need to be confirmed by the Village's insurer and lawyer given the potential impacts related to WSIB and general liability. A licensed electrician would be required.
- Concerns regarding the use of volunteers include: What happens if someone gets hurt before, during, or after the installation regardless of fault? What happens if there is a fire? This approach would likely put the municipality in the role of the constructor and, as such, the municipality may have to appoint a Foreman who would be responsible for safety, etc.
- As for use of the truss supplier's engineered stamp, this would be acceptable for the LVL beam only, however not for the floor joist and load-bearing point to satisfy the building official. The recommendation would be to have the responsibility for the design rest in the hands of a qualified engineer, licensed to practice in Ontario, so that the liability and responsibility for the whole design is clearly established should some deficiency or issue arise during or after construction. There are code issues that would also fall under the engineer noted above. Ideally this same engineer has involvement in the construction process.
- Regarding the proposed preliminary design, the proposed booth at a second-floor level should not be exiting the booth into the exit stair lobby as it could interfere with emergency exit traffic flow (looking at the stair configuration, it looks like the booth door is at the top of the stairs and exits into traffic flow). Can the booth door go into the Green Room first? (*Staff comment in this regard: An architect and an engineer are required to satisfy the Building Code requirements*)
- The drawing does not address the load-bearing points for the LVL beam. Do they rest on a foundation wall or some sort of bearing wall?
- As for engineered drawings for the alarm system, the existing fire alarm system installer would have a good handle on this and what modifications might be required.
- A hydro permit would also be required.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are not known at this time. A municipal project of this nature will have to follow the provisions of the Procurement By-law. No funds have been allocated for this project in 2019.

The legal implications are that the proposed work must be completed in accordance with the Building Code or the Village could be held liable for injuries or fatalities where the appropriate permits and inspections have not been obtained.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan By-law 10-17, as adopted by Council on January 23, 2017 provides on Page 7 of the document, a specific basis for providing trust in government/good governance.

The proper design, review and approval of an alteration to such an important municipal building underscores the Strategic Plan's initiative.

CONCLUSION

The conceptual plans and sketches submitted by TNIM are not acceptable for the issuance of a construction permit.

The use of volunteer labour to complete the proposed work is not acceptable because specialized skilled trades shall be required due to the complexity of the work in accordance with the Building Code Act.

Contractor's insurance coverage that is separate from the Village's will be required.

It is within Council's authority to waive part or all of the permit fees as outlined in the Community Grant Program Policy.

It must be emphasized that the opinions expressed in this report have been provided for Council's information only and that no completed application or professionally drawn and stamped plans have been submitted at the time of writing this report. Therefore, when a completed application has been received along with the appropriate, professionally drawn plans, reports and specifications and a full plans examination has been carried out by this department, it should be noted that there may be additional deficiencies not described in this report.

Substantial additional staff coordination is required before the project could proceed and it is not possible to initiate construction within the timelines proposed by TNIM.

Staff would like to reiterate staff's general agreement that a production booth in the community centre would be beneficial and staff appreciate the tremendous value that TNIM brings to the community. In order to allow the proposed project to proceed in 2020, Council should be aware that other important projects previously identified by staff as high priorities in the Village's workplan will likely need to be deferred. In order to prepare this report within the timeframe as directed by Council, completion of the Village's revised Procurement Policy has been deferred.

ATTACHMENTS:

Attachment "A" – Correspondence from TNIM dated November 5, 2019; and
Attachment "B" – Correspondence from TNIM dated December 4, 2019

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

Jointly submitted by:



Randy Wilkinson
Chief Building Official

Jointly submitted & approved by:



Doug Robertson
CAO/Clerk/Director of Economic
Development



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

2019-11-05

To the Mayor and Council
Village of Merrickville Wolford

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

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

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

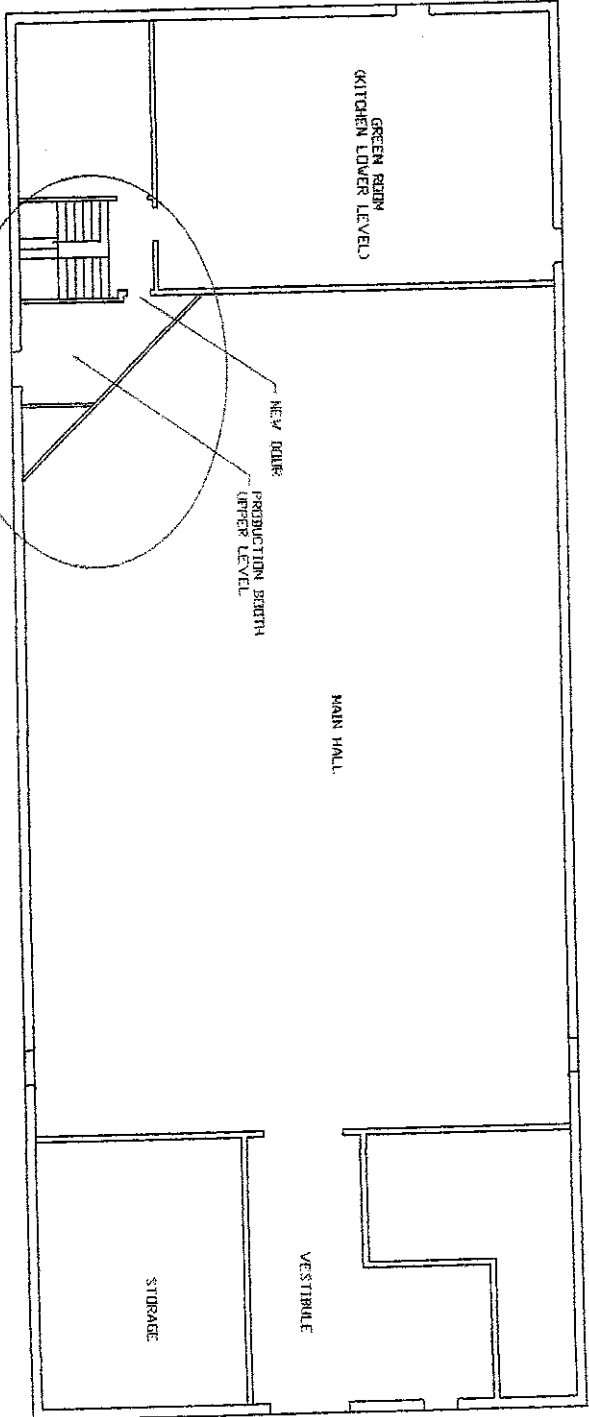
The work has been reviewed with the Village CBO; he sees no problem. It will be reviewed with the fire department to make sure all concerns are met. We intend to do the work over the Christmas holidays and will schedule it so as to not interfere with other Community Centre events.

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

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

Thank you,

Rod Fournier
Treasurer
Theatre Night In Merrickville



NORTH

COMMUNITY CENTRE
THEATRE NIGHT IN MERRICKVILLE
2019 PROJECT
PROPOSED PRODUCTION BOOTH
IN THE COMMUNITY CENTRE
2019-10-31
SKETCH 1 OF 7



Theatre Night in Merrickville

P.O. Box 177

Merrickville, ON

K0G 1N0

merrickvilletheatre.org

2019-12-04

To the Mayor and Council
Village of Merrickville Woford

This is a letter providing additional information with respect to TNIM's request concerning building a production booth in the Merrickville Community Centre. It is a follow-up from our letter of 2019-11-05.

Our specific request is for the Village Council to waive the building permit fee and the include the work in the Village's insurance policy (exactly as was done for TNIM's work in the Community Centre last year).

TNIM intends to provide a finished production booth with the same high quality appearance, finishes and materials as in the upstairs renovations completed last year.

TNIM intends meet all the requirements of the Ontario Building Code with respect to all parts of the design and execution. This includes professional engineer approval of the structural portion. Electrical work will be done by a contractor licensed to do the work. The work will include all necessary fire detection and alarm provisions.

Once a go-ahead has been received from the Council, TNIM will apply for a building permit.

The work will be carried out under the supervision of myself, a retired professional engineer using volunteer labour for the most part. I am well experienced in this type of work as many of you know.

The basic documentation for the construction has been in the hands of Merrickville's CBO for some 5 weeks now. Last week further discussions occurred with the CBO to outline is concerns and it will be stated here that all those concerns will be satisfied.

The window of opportunity to complete the work is over the upcoming Christmas season. Work will be coordinated so that there will be no interference with any other Community Centre activities

The work will be entirely paid for by TNIM

The project has been discussed with the TNIM Executive and the completed project will be able to be used by other groups on application.

Thank you,

A handwritten signature in black ink, appearing to read "Rod Fournier". The signature is written in a cursive, flowing style.

Rod Fournier
Treasurer
Theatre Night In Merrickville

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-14-2019; and

_____ That Council adopt the updated Yards By-law 69-2019 and repeal the previous Yards By-law 21-98.

OR

_____ 2. That Council not adopt the proposed By-law and maintain status quo by maintaining the existing Yards By-law 21-98.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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



Village of Merrickville - Wolford

Report No. CBO-14-2019
of the Chief Building Official
Council Meeting Date: December 9th, 2019

Information/Action Report to Council
RE: Updated Village of Merrickville-Wolford
Yards By-law

OBJECTIVE: To provide an updated Yards By-law for the review and approval of Council.

RECOMMENDATIONS and OPTIONS:

That Council receive report CBO-14-2019; and

___ 1. That Council adopt the updated Yards By-law and repeal the previous Yards By-law 21-98. (**Recommended**)

OR

___ 2. That Council not adopt the proposed By-law and maintain status quo by maintaining the existing Yards By-law 21-98. (**Not recommended**).

BACKGROUND:

The existing Yards By-law has been utilized by Village By-law Enforcement staff since it was enacted in 1998. It provides an enforcement mechanism that allows for a fairly quick resolution of complaints received by the Village pertaining to private lands that may be unsightly or contain deleterious amounts of waste such as inoperative junked vehicles or scrap metal.

Unlike the Village's Property Standards By-law, the Yards By-law does not apply to the interior of buildings and it contains no appeal provisions. Thus, the By-law has the advantage of being somewhat expeditious in gaining compliance.

ANALYSIS:

Upon receipt of a valid complaint, the existing By-law permits enforcement staff to issue Notices of Violation to property owners and then, if necessary, allows staff to hire private contractors to clean up lands to gain compliance. The By-law provides that enforcement staff have the options of either contracting out the cleaning up of a property and/or carrying out a legal prosecution.

Costs associated with a clean-up may then be assigned to the property rolls and collected in a like manner as taxes.

However, the existing By-law has become somewhat obsolete. The Municipal Act which empowers the By-law, was substantially overhauled in 2001 in such a way that sections in the Act that existed when the original By-law was passed have been relocated or even repealed.

This may cause confusion and, subsequently, part or all of the existing By-law might be struck down by the Courts.

Improvements in New Yards By-law:

Some of the wording and the definitions in the existing By-law required better clarification. The new By-law incorporates this as well as removes the current 30-day minimum time required for an individual to obtain compliance with the By-law.

Heavy undergrowth, brush and clippings would now have to be removed from a property between May 1st and October 15th of any given year.

Notices of Violation are deemed to have been served after 6 days.

Also, the proposed by-law provides a By-law Enforcement Officer with the ability to enlist assistance from any person in the performance of his work.

Section 5 of the proposed by-law provides that fines would now increase to \$10,000 to match the new fine amounts in the Provincial Offences Act. This should increase the likelihood of gaining compliance.

The new By-law will have some of the same features of the existing By-law in that there are still to be no appeal provisions and it shall not apply to the interior of buildings. The existing method of receiving and investigating valid complaints shall remain unchanged.

Again, costs incurred by the Village in cleaning up properties would be assigned to the property's rolls and collected in a like manner as taxes.

BUDGET/LEGAL IMPLICATIONS:

There are no budget concerns.

The legal implications of not updating the existing Yards By-law are such that there might be challenges to yard clean ups and/or enforcement through the Court system.

INTERDEPARTMENTAL IMPACTS:

There are no additional interdepartmental impacts from the passage of the new By-law.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan By-law 10-17, as adopted by Council on January 23, 2017, indicates in the "Trust in Good Governance" section on page 7, that maintaining "the public's trust and establish better accountability for the tax dollars spent on their behalf".

The passage of the new By-law reinforces the notion of good governance and accountability called for in the Strategic Plan.

CONCLUSION:

The existing Yards By-law is becoming obsolete with the recent amendments to the Municipal Act and Provincial Offences Act. There is a risk that the existing By-law may be legally challenged in the Courts.

It is the recommendation of staff that Council adopt the new Yards By-law and repeal the existing By-law 21-98.

ATTACHMENTS:

Attachment "A" – By-law 69-2019 – Proposed Yards By-law

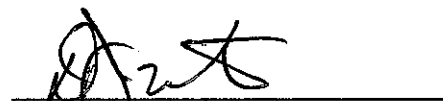
CAO	Yes
Clerk	Yes
Finance	Yes
Building & MLEO Department	Yes
Public Works Department	Yes
Parks, Recreation & Facilities Department	Yes
Planning Department	Yes
Economic Development Department	Yes
Fire Department	Yes
Other:	N/A

Submitted by:



Randy Wilkinson,
Chief Building Official

Approved by:



Doug Robertson CAO/Clerk
Director of Economic Development

**THE CORPORATION OF THE VILLAGE OF
MERRICKVILLE - WOLFORD**

BY-LAW No. 69-2019

BEING a by-law concerning waste and debris and the filling, draining, cleaning and clearing of grounds and vacant lots as authorized by the Municipal Act, 2001, S.O. 2001, c.25 as amended specifically in the sections as follows;

WHEREAS Section 8 of the Municipal Act, 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person, for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 127 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits a municipality to pass by-laws requiring an owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings, and for regulating when and how such matters shall be done, for prohibiting the depositing of refuse or debris on land without the consent of the owner or occupant of land and for defining "refuse";

AND WHEREAS Section 128 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits a municipality to pass by-laws prohibiting and regulating with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances; and the opinion of Council under this section, if arrived at in good faith, is not subject to review by any court;

AND WHEREAS Section 11 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may regulate matters not specifically provided for in this Act, or any other Act for purposes related to the health, safety and wellbeing of the inhabitants of the municipality;

AND WHEREAS Section 131 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits a municipality to prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

AND WHEREAS Section 425 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits municipalities to pass by-laws providing that any person who contravenes any by-law of the municipality is guilty of an offence;

AND WHEREAS Section 446 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended provides that if a municipality has the authority under this or any other Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as taxes;

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

1. DEFINITIONS:

For the purposes of this by-law:

- a) "Council" means the Council of the Corporation of the Village of Merrickville-Wolford;
- b) "Village" means the Corporation of the Village of Merrickville-Wolford;
- c) "Chief Building Official" means a Municipal Chief Building Official appointed by the Council of the Corporation;
- d) "Municipal Law Enforcement Officer" means a Municipal By-Law Enforcement Officer appointed by the Corporation, and includes the Chief Building Official;
- e) "Corporation" means the Corporation of the Village of Merrickville-Wolford;
- f) "Owner" means the owner, occupant or person in charge of the premises;
- g) "Premises" means the building, any grounds, yard or vacant lot;
- h) "Domestic Waste" means any article, thing, matter or any effluent belonging to or associated with a house or household or concerning or relating to the home or family that appears to be waste material; and for greater certainty, but not so as to restrict the generality of the foregoing terms of this clause, it is hereby declared that domestic waste extends to the following classes of waste material:
 - i Accumulations, deposits, leavings, litter, remains, rubbish, trash;
 - ii Refrigerators, freezers or other appliances with attached hinges or latching, locking or other closing mechanism or device;
 - iii Furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
 - iv Inoperative motor vehicles, vehicle parts and accessories;
 - v Boats, parts of boats that are abandoned but not including any under repair or appearing to be under repair;
 - vi Felled trees (by any means), limbs being left but not as firewood or in the process of being sawn into firewood , or brush piles;
 - vii Paper, cartons, containers, bottles, jars;
 - viii Furniture;
 - ix Crockery;

x Sanitary sewage.

- i) "His or Her" for the purposes of enforcing this by-law have the same meaning.
- j) "Industrial Waste" means any article, thing, matter or any effluent belonging to or associated with industry or commerce or concerning or relating to manufacture or concerning or relating to any trade, business, calling or occupation that appears to be waste material; and for greater certainty, but not so as to restrict the generality of the foregoing terms of this clause, it is hereby declared that industrial waste extends to the following classes of waste materials:
 - (1) Articles, things, matter, effluent which in whole or in part or fragments thereof, are derived from or are constituted from or consist of;
 - i Agricultural, animal, vegetable, paper, lumber, or wood products, or
 - ii Mineral, metal, or chemical products, whether or not the products are manufactured or otherwise processed
 - (2) Automotive parts, inoperative vehicles, vehicles parts, mechanical equipment, mechanical parts, accessories or adjuncts to the vehicles and mechanical equipment;
 - (3) Piping, tubing, conduits, cable and fittings or other accessories, or adjuncts to the piping, tubing, conduits or cable;
 - (4) Containers of any size, type or composition;
 - (5) Material resulting from, or as part of, construction or demolition projects;
 - (6) Rubble, inert fill;
 - (7) Bones, feathers, hides;
 - (8) Sewage from any source
- k) "Inoperative Motor Vehicle" means a vehicle having missing parts, including tires or damaged or missing glass or deteriorated or removed metal adjunction, which may prevent its mechanical function as an operating vehicle on a public highway;
- l) "Lands" means grounds, yards or vacant lots;
- m) "Last Known Address" means the address shown on the latest revised

assessment roll or change of ownership as advised by the Land Registry Office;

- n) "Legally Operating Business" means a business that is on the assessment roll, licensed by the Province or other lawful agency;
- o) "Refuse" has the same meaning as domestic waste, industrial waste and/or inoperative motor vehicle.

2. APPLICATIONS:

- 2.1 The Corporation of the Village of Merrickville-Wolford is exempt from the provisions of this by-law.
- 2.2 Nothing in this by-law shall be deemed to interfere with the filling, grading or raising of land with earth or rock fill done under legal permit from the Village, or any other governing agency, or done as an adjunct to building operations covered by building permits issued by the Village, or the disposal of waste on any lands which have been lawfully designated for that purpose by the Village.
- 2.3 Where any lands, buildings or structures are not maintained pursuant to the requirements of this by-law, a Municipal Law Enforcement Officer of the Village may either deliver personally upon the owner or send or cause to be sent a notice by registered mail to the owner/occupant at their last known address requiring them to make the lands conform to the requirements of this by-law and the notice shall specify the time permitted for compliance. This notice is deemed to have been served six (6) days after being sent by registered mail.

3. REGULATIONS:

- 3.1 No person shall, within the boundaries of the Village, permit any lands under their control to become unhealthy, unsanitary, or keep lands or buildings the condition of which could create a fire or accident hazard or any risk to public safety.
- 3.2 No person shall grade, fill up or drain land so as to cause recurrent pondage of water.
- 3.3 No person being the owner of land shall permit heavy undergrowth and/or long grass in excess of 150 mm in length on any such lands as are in the urban centre or the hamlet centres as indicated in the Village's Zoning By-Law, as amended from time to time
- 3.4 No owner of private property zoned for residential, industrial, commercial or institutional use in the Village shall fail to remove any heavy undergrowth or long grass on the premises or fail to remove the cuttings between May 1st and October 15th in each calendar year

3.5 a) No person shall use any lands, vehicle, trailer or structures for dumping or disposing, or keeping of garbage, refuse or domestic or industrial waste of any kind.

b) Notwithstanding the provisions of subsection (a), this by-law shall not be deemed to prohibit the orderly storing of material which is required for business purposes as part of a legally operating business or properly maintained compost in bins.

4 ENFORCEMENT:

4.1 a) Where a notice has been sent pursuant to Section 2.3 of this by-law and the requirements of the notice have not been complied with, the Municipal Law Enforcement Officer may take the necessary actions to:

- i fill up, drain, clean or clear up the ground(s), yard(s) or vacant land;
- ii repair the private drain or alter or relay the private drain:
- iii remove refuse or debris;
- iv provide for the sanitary disposal of sewage and drainage;
- v. remove garbage refuse or domestic or industrial waste;
- vi cover over, screen, shield or enclose domestic or industrial waste;
- vii remove inoperable motor vehicles stored for the purpose of wrecking or dismantling them or salvaging parts thereof for sale or other disposal;
- viii repair, demolish or board-up a building or structure
- ix remove, repair any unhealthy, unsanitary and/or unsafe condition
- x and/or elect to carry out legal prosecution pursuant to the requirements of the Provincial Offences Act.

NOTE: A Municipal Law Enforcement Officer may enlist the assistance of any person in the performance of his or her duties

b) The Village may recover the expenses or costs associated with doing a matter or thing referred to in subsection a) by action, or in like manner as municipal taxes.

c) The notice shall specify the time allowed to bring the property into conformity.

4.2 The enforcement of this by-law in the Wolford Ward shall always be with clear and distinct recognition of the rural nature of the Ward.

5. OFFENCE AND PENALTIES PROVISIONS:

5.1 Any person who contravenes any of the provisions of this by-law, or who obstructs or attempts to obstruct a Municipal Law Enforcement Officer or an employee or agent of the Corporation in carrying out his or her duties under this by-law is guilty of an offence and on conviction is liable to a fine pursuant to the Provincial Offences Act of not more than ten thousand dollars (\$10,000.00), exclusive of costs.

6. VALIDITY:

6.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, then the remainder of this by-law will not be affected and remains in full force and effect

7. COMMENCEMENT:

7.1 This by-law shall come into force on the day it receives third reading and is passed.

7.2 This by-law may be referred to as the "Yards By-law".

8. By-Law No. 21-98 is hereby rescinded and repealed

READ a first and second time this 9th day of December, 2019

READ a third and final time and passed this 9th day of December, 2019

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-34-2019, regarding the Community Grant Program Policy, for information purposes; and

That Council does hereby give favourable consideration to By-law 70-2019, being a by-law to amend the Community Grant Program Policy.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report FIN-34-2019
Finance Department

Date of Council Meeting: December 9, 2019
Information Report to Council

RE: Community Grant Program Policy

OBJECTIVE: To amend the Community Grants Program Policy to provide clarification of wording used therein.

RECOMMENDATION:

That Council does hereby receive report FIN-34-2019, regarding the Community Grant Program Policy, for information purposes; and

That Council does hereby give favourable consideration to By-law 70-2019, being a by-law to amend the Community Grant Program Policy.

BACKGROUND:

At the Council meeting of November 25th, 2019, a question was asked about the definition of "non-profit" versus "not for profit", in terms of the Community Grant Policy and, as such, staff have updated the Policy to provide for greater clarity in the terminology used as explained below.

ANALYSIS

The Village of Merrickville-Wolford Community Grants Program Policy provides limited financial support to not-for-profit community groups and organizations for projects or events that benefit and contribute toward the quality of life of local residents. The Community Grants Program Policy outlines eligibility criteria, including eligible applicants. These include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency.
- Organizations incorporated as a not-for-profit (proof of non-profit status may be requested).
- Sports groups and associations.
- Volunteer groups, Service Clubs and Community groups providing services to the municipality.
- Eligible applicants must be based in Merrickville-Wolford and/or must serve the residents of Merrickville-Wolford.

- Grants and in-kind services will be project/event based and must provide a benefit to the community.
- Applicants must keep accurate member, participant and volunteer records, and carry out screening and other risk management measures to ensure volunteer and public safety, and the responsible management of funds.

The Community Grant Program Policy provides parameters for Council to follow when allocating funds. In this policy, the term “not-for-profit organization” is used interchangeably with a “non-profit organization”. While there are subtle differences between the two, both terms relate to organizations that carry out activities for the benefit of the community and are not profit-oriented. The key aspect is that they are not operating for profit-making purposes and any surplus revenue is used for charitable activities. As such, the amended policy defines “organizations” to encompass the spirit of the policy and to provide greater clarification. This policy focuses on the intent of these organizations, which is to benefit their community, and not on the legal interpretation or definition of the two organizations, and the policy is designed to allow sufficient flexibility in interpretation for Council to apply it in accordance with the strategic objectives of the municipality.

Additional definitions have been added to the Policy which may further clarify terms. Wording in the proposed amended policy surrounding public communications recognizing the contribution of the Village Community Grant Program has also been amended to ensure that the Village is recognized for public funds allocated by Council.

BUDGET/LEGAL IMPLICATIONS:

Council sets the community grants budget during the budget deliberation process and, subsequently, allocates those funds to applicants upon review of eligibility and completed applications as per the approved Policy.

LINKS TO STRATEGIC PLANS:

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

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

Building a progressive, growing economy

Supporting local groups and events that draw tourism to the Village is a way to attract businesses to the area and create a supportive business-friendly environment that retains, grows and diversifies our economy.

CONCLUSION:

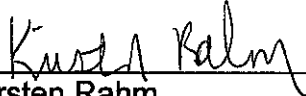
This report is for information purposes.

ATTACHMENTS:

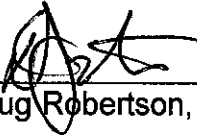
Attachment "A" – By-law 70-2019 Amend Community Grants Program Policy

Submitted by:

Approved by:



Kirsten Rahm,
Manager of Finance - Treasurer



Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 70-2019, being a By-law to amend Schedule "A" of the By-law 23-2019, the Community Grant Program Policy By-law, be read a first and second time, and that By-law 70-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW NO. 70-2019

**BEING A BY-LAW TO AMEND SCHEDULE "A" OF BY-LAW 23-2019,
BEING A BY-LAW TO ADOPT THE COMMUNITY GRANT PROGRAM POLICY**

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 Village of Merrickville-Wolford has passed By-law 23-2019, being a by-law to adopt a Community Grant Program Policy;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient to amend the aforementioned Policy;

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

1. THAT Schedule "A" of By-law 23-2019 be hereby repealed and replaced with the Schedule "A" attached hereto.
2. THAT this by-law be consolidated with By-law 23-2019 for ease of reference.
4. THAT this by-law shall come into full force and effect upon its final passage.

READ a first and second time this 9th day of December, 2019

READ a third and final time and passed this 9th day of December, 2019

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



Community Grants Program Policy

Schedule "A" to By-law 23-2019

Purpose:

The Village of Merrickville-Wolford Community Grants Program provides limited financial support, in the form of a grant, user fee reduction or in-kind services (i.e., a "grant"), to community organizations for projects or events that benefit and contribute toward the quality of life of local residents.

Definitions, for the purpose of this Policy:

"Community Grant" means an amount allocated by Council to a certain organization from the annual operating budget, which includes expenses associated with "in-kind" services and fee waivers.

"In-kind" means any use of municipal property or service at a reduced or waived cost, including any operational staff support.

"Organizations" means any association, organization, community group, volunteer group, service club, sports association or any other group of individuals who provide a service, project, or event within the Village of Merrickville-Wolford who do not perform any activities that make a profit for that group.

General Terms:

- Community grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be the primary source of funding. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).
- It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.
- The Community Grant Program also includes in-kind requests that consist of the use of municipal property at a reduced or no cost, and/or use of municipal services (e.g. barricades, operational staff support, etc). Organizations requesting in-kind services must meet the eligibility requirements and submit the application as set out in this policy.
- Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged to ensure all costs are covered, including facility usage rates.
- Funding requests may be reduced in value at the sole discretion of Council to support a wider range of projects.

- Repeat grants will only be considered if the policy and reporting requirements of previous grants has been met.
- Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
- Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the sole right to cancel or alter the Community Grant Program Policy at any time.

Eligible Applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency;
- Organizations incorporated as not-for-profit or as defined in this Policy.
- Sports groups and associations;
- Volunteer groups, service clubs and community groups providing services to the municipality.
- Eligible applicants must be based in Merrickville-Wolford and/or must serve the residents of Merrickville-Wolford.
- Grants and in-kind services will be project/event based and must provide a benefit to the community.
- Applicants must keep accurate member, participant and volunteer records, and carry out screening and other risk management measures to ensure volunteer and public safety, and the responsible management of funds.

Ineligible applicants:

- Political parties
- Government agencies
- For profit organizations or ventures

The grant program is not intended to provide funding for:

- Operating costs including, but not limited to, travel or conference costs, staff wages or honoraria
- Debt retirement or depreciation costs
- Non-project specific funding including, but not limited to, annual funding drives, deficit funding, endowments or bursaries
- Flow through funding (where the intent is to re-distribute the funds to others)
- Donations to charitable causes
- Grants for religious activities, partisan political purposes, for-profit organizations, or organizations with closed memberships
- Activities or projects that are discriminatory in any way

Application Process:

- Applications must be submitted on the prescribed form.
- Applications must include a project budget (proposed expenses and other revenues).
- Late or incomplete applications will not be considered.
- Upon request of the Treasurer, approved applicants must submit a post-project report which explains all costs and revenues related to the project and outcomes of the project/event which clearly outlines how municipal funds were spent, within two months following the completion of the project/event, and prior to any new application being received.
- Applications must be received by January 31st for all events/projects in the calendar year during which the funds will be spent.
- Notification and acceptance will take place after the Village of Merrickville-Wolford budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits the event or particular needs.

Administration:

- Annually, through the budget process, Council will determine an amount they deem appropriate to be given to not-for-profit groups or organizations for initiatives that support Council's strategic priorities.
- User fees are intended to offset the operating costs of each municipal facility, service or department. All approved in-kind services and grants are funded by the taxpayers. As such, the municipality tracks revenues and expenses associated with all approved requests. When Council approves a fee reduction, an equivalent amount for that reduction will be charged against the Community Grant budget and the revenue will continue to show in the Operating budget account as revenue for that facility. Where an in-kind service involving municipal staff and/or equipment is approved, the equivalent operating cost will be funded by the Community Grants budget.
- Where Council deems it appropriate to financially support a group or organization on an on-going basis, this will be addressed through the annual budget process and included as a line item in the budget.
- Staff will prepare a summary report including all applications which will be provided to Council.
- Council is responsible for reviewing and approving Community Grant applications.

Incomplete or Cancellation of a project or event:

Where Council has approved grant monies that were not used due to the applicant not completing the proposed project or event in the fiscal year provided, the monies shall be returned to the municipality within 60 days of the event, planned date of project completion, or date on which the event is canceled, whichever occurs first. Failure to do

so will result in interest charges being applied and will disqualify the applicant from applying for future grants.

Municipal Review of Application:

Grants will be assessed in terms of the benefits to the community, other sources of funding, financial viability, and community involvement. Preference may be given to new projects/events.

Other Conditions:

Only one application for municipal funds will be permitted per organization or group.

- The applicant organization or group shall spend grant funding solely for the purpose for which it was granted.
- The municipality assumes no liability for the activities of the organization or group and takes no responsibility for dealing directly with vendors on behalf of the organization.
- Failure to provide the post-project/event report will disqualify the organization from applying for funding in the future.
- Any contributions made by the municipality through funding or in-kind services shall be acknowledged publicly in all communications that relate to the event, without limitation, and in all brochures, website, social media and advertisements related to the event.
- All information and documents collected from applicants is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine qualification for the Community Grants Program.

Liability Insurance Coverage:

All grantees are required to ensure adequate levels of property and general liability insurance naming the Village of Merrickville-Wolford as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Village of Merrickville-Wolford, either through the CAO's office or by Council resolution.

Appendix A – Project Evaluation:

Criteria	Weight	Score
Number of people reached, benefit to the community, significance of event/activity	5	
Fundraising efforts	5	
Contributions of the Organization (volunteer, financial)	5	
Evidence of Community Support	5	

Scoring Matrix:

Score	Definition
1	Does not meet expectations
2	Meets expectations
3	Good request
4	Very good request
5	Exceeds expectations

Appendix B – Application

COMMUNITY GRANTS PROGRAM APPLICATION



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

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

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

Email: finance@merrickville-wolford.ca

NAME OF ORGANIZATION OR GROUP:	
MAILING ADDRESS:	
PHONE NUMBER:	
CONTACT PERSON:	PHONE NUMBER:
EMAIL ADDRESS:	
TYPE OF REQUEST	
<input type="checkbox"/> CASH GRANT	Amount requested: _____
<input type="checkbox"/> IN-KIND WAIVE FEES (provide details below)	
<input type="checkbox"/> IN-KIND OTHER (provide details below)	

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES:

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

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?:

WHO IS YOUR TARGET GROUP?:

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?:

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

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

ENCLOSE THE FOLLOWING INFORMATION:

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

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

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

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

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

Applicant Name (Please print)

Signature

Date

Appendix C – Final Report

Village of Merrickville-Wolford
COMMUNITY GRANTS PROGRAM - POST PROJECT REPORT

(To be completed and returned within sixty (60) days after your event. Failure to return this form will result in the refusal of future grants to your organization)

Applicant:

Amount Received: \$ _____

Purpose of Grant:

Describe Project Results/Outcomes:

If your financial report indicates a profit, please describe how these funds will be used:

Financial Report

Expenditures		Revenue (sources of)	
Itemize:	Amount	Itemize:	Amount
Total:		Total:	

I certify that this report is a true statement of our project.

Name (Please Print): _____ Signature: _____

Date: _____

PLEASE RETURN THIS FORM TO:

Kirsten Rahm
 Manager of Finance/Treasurer
 Village of Merrickville-Wolford
 317 Brock St W, P.O. Box 340
 Merrickville ON K0G 1N0
 Phone: (613) 269-4791 ext. 228
 finance@merrickville-wolford.ca

Established 1793
 Incorporated
 Wolford 1850
 Merrickville 1860
 Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation does hereby receive report DEPC-05-2019 regarding the 2020 Council Meeting Schedule; and

THAT Council does hereby approve the 2020 Council Meeting Schedule, as follows:

- | | |
|---------------------------|----------------------------|
| January 13 th | July 27 th |
| January 27 th | August 24 th |
| February 10 th | September 14 th |
| February 24 th | September 28 th |
| March 9 th | October 13 th |
| March 23 rd | October 26 th |
| April 14 th | November 9 th |
| April 27 th | November 23 rd |
| May 11 th | December 14 th |
| May 25 th | |
| June 8 th | |
| June 22 nd | |

Carried / Defeated

 J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

**Report DEPC-05-2019
of the Clerk's Department
Information/Action Report to Council
Date: December 9, 2019**

RE: 2020 Council Meeting Schedule

OBJECTIVE: To provide Council with a proposed Council Meeting Schedule for 2020.

RECOMMENDATION:

THAT Council receive report DEPC-05-2019 regarding the 2020 Council Meeting Schedule; and

THAT Council does hereby approve the 2020 Council Meeting Schedule, as follows:

January 13 th	July 27 th
January 27 th	August 24 th
February 10 th	September 14 th
February 24 th	September 28 th
March 9 th	October 13 th
March 23 rd	October 26 th
April 14 th	November 9 th
April 27 th	November 23 rd
May 11 th	December 14 th
May 25 th	
June 8 th	
June 22 nd	

BACKGROUND:

As per Section 3.6 of By-Law 30-17, the Procedure By-Law for the Village of Merrickville-Wolford, regular Council meetings are to be held at 7:00 p.m. on the second and fourth Mondays of each month, except as altered by way of Council resolution.

ANALYSIS:

Setting a schedule of regular Council meetings prior to a new year is beneficial as it is a proactive way of addressing potential scheduling issues and can allow for greater public notice well in advance of a change in the date of a meeting.

In 2020, potential conflicts with the regularly scheduled second and fourth Mondays of each month have been identified and are outlined as follows:

Easter Monday in 2020 is the 13th of April and, as such, the proposed schedule above reflects a regular Council meeting on Tuesday, April 14th.

It has been the practice of Council to hold one meeting in the summer months of July and August. Therefore, the regularly scheduled meetings for the second Mondays of July and August have been omitted in the proposed schedule above.

Thanksgiving falls on Monday, October 12th and, as such, the proposed schedule above reflects a regular Council meeting on Tuesday, October 13th.

As the fourth Monday of December falls on December 28th, it is staff's suggestion that this meeting be cancelled and, as such, this meeting has been left off of the proposed schedule above.

It is important to note that the schedule may be changed at any time through a resolution of Council. Also, the Mayor reserves the right to call a special meeting of Council, subject to need.

BUDGET/LEGAL IMPLICATIONS:

Not applicable.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

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:

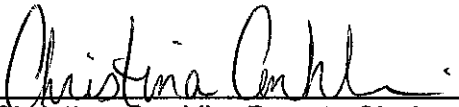
- Ensuring efficient, effective services and civic engagement.

By adopting a Council Meeting Schedule in advance of potential scheduling conflicts, efficient and effective services are being ensured in that Staff and Council are better able to plan for attendance. Also, by providing this information to the public in advance, Council is ensuring citizens have notice of Council meetings which can increase civic engagement.

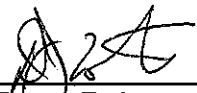
ATTACHMENTS:

Not applicable.

Submitted by:


Christina Conklin, Deputy Clerk

Approved by:


Doug Robertson, CAO/Clerk/
Director, Economic Development

Established 1793
 Incorporated
 Wolford 1850
 Merrickville 1860
 Amalgamated 1998

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



VILLAGE OF MERRICKVILLE-WOLFORD

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-09-2019, being the 2019 Emergency Management Program Annual Review report, for information purposes; and

THAT Council give favourable consideration to By-law 66-2019, being a by-law to adopt a new Emergency Response Plan for the Village.

Carried / Defeated

 J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Information Report to Council
Emergency Management Program Committee
Report CAO-09-2019

Date to Council: December 9, 2019

RE: 2019 Emergency Management Program Annual Review

OBJECTIVE: To provide Council and the public with an update regarding the Emergency Management Program in 2019 and to provide a new Emergency Response Plan, for Council's consideration.

RECOMMENDATION:

THAT Council receive report CAO-09-2019, being the 2019 Emergency Management Program Annual Review report, for information purposes; and

THAT Council give favourable consideration to By-law 66-2019, being a by-law to adopt a new Emergency Response Plan for the Village.

BACKGROUND:

The *Emergency Management and Civil Protection Act*, Section 2.1(1), states that "Every municipality shall develop and implement an emergency management program". Further, O. Reg. 380/04, paragraph 11(6), states that the Emergency Management Program Committee (EMPC) shall conduct an annual review of the municipality's Emergency Management Program and shall make recommendations to Council for its revision, if necessary. Council passed By-law 65-2019 at their meeting of November 25, 2019 which was a by-law to appoint an Emergency Management Program Committee, a Municipal Emergency Control Group, an Emergency Management Program Co-ordinator and Alternate, and an Emergency Information Officer. On December 4, 2019, the Municipal Emergency Control Group and Emergency Management Program Committee met to conduct an annual review of the Emergency Management Program in order to be compliant with the above-referenced legislation.

ANALYSIS

The Village of Merrickville-Wolford covers an area of 213.8 square kilometers and has a population of approximately 3,067 (2016 census). The Village of Merrickville-Wolford is mostly comprised of a rural area (200 km/sq.). The remaining area is residential and commercial. There are no major 400 series highways in the municipality, however, two rail lines pass to the north and west of the Village. While conducting a review of the Hazard Information and Risk Assessment (HIRA) for the Village, natural, human and transportation are the areas that have been identified as key areas of potential hazards.

Emergency Response Plan Review

The Municipal Emergency Control Group (MECG) met on December 4, 2019 in order to review a draft Emergency Response Plan that is intended to replace the current Plan. The major change to the proposed plan is the incorporation of the changes made to the composition of the MECG and the Emergency Management Program Committee through the passing of By-law 65-2019. In the current Emergency Response Plan, the MECG includes the Director of Social Services, Police and Emergency Medical Services. In the proposed plan, the above have been removed from the MECG and added as "Additional Resources" which aligns the MECG with By-law 65-2019 and Section 12 (1) of Ontario Regulation 380/04 which states:

"The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by council; and (b) such members of council as may be appointed by the council."

Additionally, the Manager of Finance/Treasurer has been added to the MECG which has been reflected in the plan as well as the change in terminology of "Public Information Officer" to "Emergency Information Officer" which reflects the current legislation.

Further changes to the Plan include updates to the appendices of the Plan. These appendices are deemed to be confidential and are only for the use of the MECG and which meet the requirements of the *Municipal Freedom of Information and Protection of Privacy Act* R. S. O. 1990, Chapter M. 56 Section 8 (1) and 10 (1).

Emergency Management Notification Process

The MECG, which includes the full membership of the Emergency Management Program Committee, reviewed the notification process that would be used in order to call the MECG together in case of an emergency or potential emergency situation. The Committee is happy to report that the "Who's Responding" program currently utilized by the Merrickville Fire Department to respond to emergency calls has now been established for use by the MECG. The implementation of "Who's Responding" as the first means of contacting the MECG in a situation where they must be called together will be a valuable, time-saving practice as one message may be sent to all members of the Group and provides an easy way for members to confirm their attendance and keep the Group updated as to an estimated time of arrival. Should members of the MECG not respond using this method, secondary methods of contact are provided for and all members are aware of the correct process.

MECG Member Roles and Responsibilities

The members of the MECG thoroughly reviewed their specific roles and responsibilities in the case of an emergency or situation where the MECG is called together. Following a comprehensive review, a training exercise regarding identification of respective roles was conducted. The roles and responsibilities of the MECG as a whole are listed, as well as separate lists for each member, by title, in the proposed Plan. It should be noted, however, that in a smaller municipality like the Village of Merrickville-Wolford,

additional assistance from outside organizations and agencies will most likely be utilized but will be assessed on an “as needed” basis depending on the nature of the situation.

Emergency Operations Centre (EOC)

The Primary Emergency Operations Centre for the Village is the Fire Hall, with the Secondary Emergency Operations Centre being the Eastons Corners Centennial Hall. During review of the EOCs, some logistical challenges were identified, mostly pertaining to the Secondary EOC. In 2020, a legacy phone line will be connected and duplicate EOC supplies will be kept at Centennial Hall in order for the MECG to be fully prepared to respond to an emergency situation where the Secondary EOC is to be utilized. With respect to the Primary EOC, the process has been initiated in order to allow for power from the Fire Hall generator to allow for back-up power to the municipal server in order to mitigate adverse effects to the continuity of municipal operations in the case of a power outage. Additionally, ports to connect to the server will be installed in the Fire Hall which will further enhance the functionality of the Primary EOC.

Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure Review

The MECG conducted a review of local hazards and potential emergencies, as well as a review of the critical infrastructure specific to the Village and surrounding area. No new hazards were identified by the MECG at this time.

TRAINING

With a commitment to continuing education, in 2019 the CAO, Emergency Management Program Co-ordinator and Alternate attended the Incident Management System 200 Course offered by the Office of the Fire Marshal and Emergency Management (OFMEM). The Alternate Emergency Management Program Co-ordinator also attended OFMEM's EM 300 Community Emergency Management Co-ordinator Course, which is a compliance requirement. The Emergency Management Program Co-ordinator and Alternate attended the Spring Loyalist Sector meeting in Belleville as well as the Fall Loyalist Sector meeting in Prescott where they were joined by the CAO.

With a view to 2020, training opportunities have been identified for MECG members which include EM 200 – Basic Emergency Management Courts, Incident Management System 100 and 200 Courses, as well as internal training with the MECG.

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 meeting legislative requirements, ensuring an effective Emergency Management Program and training for MECG and Committee Members is in place, the Village is ensuring safety precautions and measures are in place to protect citizens and visitors. 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

In 2019, the Emergency Management Program for Merrickville-Wolford has evolved and continues to move forward with personal and corporate preparedness, staff training and logistics.

The attached Emergency Response Plan has been reviewed by the MECG, the Emergency Management Program Committee, and the Village's Field Officer from the OFMEM. It is the Committee's recommendation through EMPC-001-19 (attached hereto as Schedule "A" to this report) that Council gives favourable consideration to By-law 66-2019 in order to adopt the new Emergency Response Plan.

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

Submitted by:



Doug Robertson
CAO/Clerk/Director, Economic Development
Chair, Emergency Management Program Committee



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Emergency Management Program Committee (EMPC)

Resolution Number: EMPC - 001 - 19

Date:

Moved by: CHRISTINA CONKLIN

Seconded by: KIRSTEN RAHM.

Be it hereby resolved that:

The Emergency Management Program Committee does hereby recommend that Council passes By-law 66-2019, being a by-law to adopt a new Emergency Response Plan.

Carried / Defeated

Doug Robertson, Chair

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Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: December 9, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 66-2019, being a By-law to adopt an Emergency Response Plan, be read a first and second time, and that By-law 66-2019 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 66-2019

BEING A BY-LAW TO ADOPT EMERGENCY RESPONSE PLAN

WHEREAS section 5 (1) of the Municipal Act, 2001, provides that the powers of a municipal corporation are to be exercised by its council;

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

AND WHEREAS section 3 (1) of the Emergency Management and Civil Protection Act states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

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

1. That the Council of the Corporation of the Village of Merrickville-Wolford adopt the Emergency Response Plan attached hereto as "Schedule A" to this by-law;
2. That all by-laws or parts thereof and all or any resolutions of Council contrary to or inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the passing thereof.

Read a first, second and third time and passed on the 9th day of December, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



**Emergency Response Plan
Schedule "A" to By-law 66-2019**

Quick Reference Guide

- ⇒ Schedule "A" contains all contact information for the Municipal Emergency Control Group (MECG) and other integral parties.
- ⇒ Upon the arrival of three or more members, the MECG may initiate its function.
- ⇒ Ensure that all departments have been notified and either activated or placed on standby. Each ECG member is responsible for their own department.
- ⇒ "Emergency" can be defined as "a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property that is caused by the forces of nature, a disease or other health risk, an accident, or an act, whether intentional or otherwise".
- ⇒ If the Village of Merrickville-Wolford has declared an emergency, the Mayor must inform the Province of Ontario that the Village has declared an emergency and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario. The number to use for this purpose is **(416) 314-0472**.
- ⇒ Individual responsibilities within the plan should be initiated.
- ⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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1. INTRODUCTION AND ADMINISTRATION

1.1 The Emergency Response Plan (ERP)

In order to protect residents, businesses, visitors and property, the Village of Merrickville-Wolford requires a coordinated emergency response by a number of agencies under the direction of a Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

This Emergency Response Plan (ERP) has been prepared to provide key officials, agencies, and departments of the Village of Merrickville-Wolford with important emergency response information related to arrangements, services and equipment, and roles and responsibilities during an emergency and is required under legislation as outlined in Section 2.

In addition, it is important that residents, businesses, visitors and other stakeholders be aware of its provisions. Copies of the Village of the Merrickville-Wolford Emergency Response Plan may be viewed at the Municipal Office (317 Brock Street West, Merrickville), the Merrickville Public Library (446 Main Street West, Merrickville) and on the municipal website at www.merrickville-wolford.ca. Should a hard copy be requested, a member of the public may attend at the Municipal Office during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.) and a copy shall be made for them, excluding the Schedules which have been deemed to be confidential.

1.2 Purpose

This Emergency Response Plan has been developed to make provisions for extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Village of Merrickville-Wolford through the efficient deployment of the Village's services, agencies and personnel when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies in the Village of Merrickville-Wolford and meets the legislated requirements of the *Emergency Management and Civil Protection Act* (EMCPA).

1.3 Definition of an Emergency

"Emergency" is defined in the EMCPA as "a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise".

1.4 Executive Summary

This ERP has been prepared in order to provide key officials, departments, and department personnel within the Village of Merrickville-Wolford with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Each department within the Village of Merrickville-Wolford has the responsibility of supplying an initial response in any emergency to the best of their ability. The head of the affected department may request assistance from other departments within the Village.

However, when the resources of the affected department are deemed insufficient to control the emergency, the responding department is authorized to activate the Village's Emergency Notification System. This will be carried out by the Community Emergency Management Coordinator (CEMC) or Alternate CEMC.

The Emergency Notification System will also be activated and a Village Emergency may be declared by the Mayor when:

- The emergency affects a large portion of the inhabitants of the Village of Merrickville-Wolford; and/or
- The emergency requires extraordinary action or expenditures of monies by one or more departments for the protection of life and property.

Once the Village of Merrickville-Wolford's Emergency Response Plan is implemented, overall co-ordination and deployment of resources required to mitigate the impact of the emergency will be the responsibility of the Municipal Emergency Control Group in accordance with the *Emergency Management and Civil Protection Act, RSO 1990*, as amended.

However, it should be stressed that in any emergency or threat of emergency, members of the MECG or their designates may be called together to make decisions or to be on standby without having to declare that an emergency exists.

Should the resources of the Village of Merrickville-Wolford be deemed insufficient to deal with the emergency, the Mayor may request of the Warden of the United Counties of Leeds and Grenville that the Counties' Emergency Response Plan be activated.

1.5 Emergency Response Plan Distribution

It is understood that MEECG members are not expected to carry a copy of the Merrickville-Wolford Emergency Response Plan with them at all times. Complete copies of the Village's Emergency Response Plan, including appendices, will be used primarily for training or emergency response. Since the nature of an emergency notification normally requires an immediate response to the Village EOC, complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency. Every member of the primary MEECG, along with Council, will be issued a copy of the main body of the Emergency Plan.

1.6 Plan Maintenance

It is essential that this plan be kept current and viable by adherence to a maintenance schedule. It is the responsibility of the Community Emergency Management Coordinator (CEMC) or alternate to keep the plan up to date. The emergency telephone numbers will be reviewed on an annual basis. The notification system will be tested annually. The plan will be exercised once every year as a minimum requirement. The Municipal Emergency Control Group and Support Staff shall receive training and participate in an exercise once every year as a minimum requirement. The Vital Services and/or Local Services Directory should be updated annually. The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed. The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices with the approval of the Emergency Management Program Committee.

2. Authority

2.1 Legislation/By-law

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

1. Emergency Management and Civil Protection Act

Section 3 (1) states: "Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the

municipality shall by by-law adopt the emergency plan”.

Declaration of emergency:

Section 4 (1) states: “The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Declaration as to termination of emergency:

Section 4 (2) states: “The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

2. Ontario Regulation 380/04

Regulation 380/04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10: Emergency Management Program Coordinator (CEMC) Section 11: Emergency Management Program Committee (EMPC) Section 12: Municipal Emergency Control Group (MECG) Section 13: Emergency Operations Centre (EOC) Section 14: Emergency Information Officer (EIO) Section 15: Emergency Response Plan (details provided below)

Section 15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

Section 15 (2): An emergency response plan shall, (a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and (b) set out the procedures for notifying the members of the municipal emergency control group of the emergency.

3. Accessibility for Ontarians with Disabilities Act/Ontario Regulation 429/11 and 191/11

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible

Standards for Customer Service and Providing Documents in an Accessible Format

The Village of Merrickville-Wolford shall provide Emergency Plan information in an accessible format, upon request, in accordance with the Integrated Accessibility Standards Regulation (IASR).

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

4. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56

The Municipal Emergency Plan is a public document, **excluding the appendices, which are deemed confidential.**

As stated in the *Municipal Freedom of Information and Protection of Privacy Act*,
R.S.O. 1990:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required.

Section 10 (1) (a); A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to, (b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.

5. Municipal By-law

This Emergency Plan and its elements have been adopted under the authority of the Village of Merrickville-Wolford By-law No. 66-2019. A copy of the By-law is available for inspection at the Municipal Office and on the Village website at www.merrickville-wolford.ca.

3. DECLARATION/TERMINATION OF EMERGENCY

3.1 Actions Prior to Declaration

1. Initial Response

When an emergency exists but has not yet been declared to exist, community employees may, during an initial response, take such action(s) as may be required to protect the property, the health, the safety and welfare of the citizens and property of the Village of Merrickville-Wolford.

Nothing in the Municipal Emergency Plan of the Village is intended to hinder the initiatives of First Responders acting in accordance with the laws, policies, procedures or mandates that govern their work unit.

Requests for Outside Assistance can be made with or without declaration of an emergency.

3.2 Requests for Outside Assistance

Requests for assistance can be made with or without declaration of emergency.

Assistance may be requested from an adjacent municipality and/or the United Counties of Leeds and Grenville by contacting either the Head of Council or the CAO. The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency.

Technical or material assistance may be requested from the Province of Ontario at any time. Any request for assistance from the Province should be made with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Operations Center. The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency. Similarly, Federal Government assistance must be requested with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Operations Center.

The Municipality may request assistance from Private Enterprise with due regard for the cost of such a request and the availability of funding to pay for the assistance.

Compensation from upper-tier governments may not be automatically available. The OFMEM Field Officer assigned to the emergency should be consulted regarding provincial funding availability. Contact names/numbers of relevant contractors can be found in Appendix "A" of this plan.

3.3 Declaration of an Emergency

The Mayor (HOC), is responsible for declaring a state of local emergency. This decision should be made in consultation with the other members of the MECG and is based on the following general criteria:

- The situation or event poses danger of major proportions to the health and/or property of the residents of the municipality or the environment;
- The use of emergency resources creates an unacceptable risk to the balance of the municipality;
- The response exceeds the available resources and expertise and necessitates a multi-organizational and multi-jurisdictional response; and/or
- Additional legal powers are required.

Appendix "B" of this plan contains a checklist to assist in the decision-making process. It also contains the prescribed form for the Declaration of an Emergency.

3.4 Termination of an Emergency

The MECG will make a recommendation to the Mayor or his/her designate, to officially declare the termination of an emergency. A municipal emergency may be terminated at any time by the Mayor, his/her designate, Council or the Premier of Ontario.

When terminating a municipal emergency, the Mayor or designate will ensure that the OFMEM, Council, the County Warden, the general public, the local MP and MPP and all involved agencies, personnel and neighbouring communities are notified, as required.

4. EMERGENCY OPERATIONS AND PROCEDURES

4.1 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group (MECG) is the group responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Municipal Emergency Control Group is made up of the following members:

- Mayor;
- CAO;
- Fire Chief;
- Manager, Operations;
- CEMC;
- Manager of Finance/Treasurer;
- Chief Building Official; and
- Emergency Information Officer.

4.2 Activation of Plan by MCEG

Any member of the Municipal Emergency Control Group may request, through the CAO (and in his or her absence, the Fire Chief), that the MCEG be activated. It is the responsibility of the MCEG to decide whether the emergency plan should be activated. If the size or seriousness of the emergency is beyond the capability or responsibility of the municipality and/or if enhanced interagency communication would assist with the management of the incident, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation. Notification lists and procedures are located in Appendix "C" of this plan.

4.3 Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MCEG will report to will be given. The primary and secondary EOC locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation, the other should be safe and operational. The EOC locations for the Village are as follows:

Primary EOC Location: Merrickville Fire Hall
317 Brock Street West, Merrickville

Secondary EOC Location: Eastons Corners Centennial Hall
43 Park Street, Eastons Corners

The EOC will be set up and operational within one hour of activation of the MCEG. The CEMC or alternate will supervise the set up and ensure operational viability. Upon arrival at the EOC, each Municipal Emergency Control Group member/designate will:

- a. Sign in using the sign-in sheet;
- b. Check telephone/communications devices;
- c. Open personal log;

- d. Contact their own agency/department and obtain a status report;
- e. Participate in the initial briefing;
- f. Participate in planning initial response/decision making process;
- g. Pass MCEG decisions on to member's agencies/areas of responsibility;
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each Municipal Emergency Control Group member will:

- a. Conduct a hand over and briefing with the person relieving them; and
- b. Sign out and indicate where they can be reached on the sign-in sheet.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only MCEG members and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the CAO, CEMC or Alternate CEMC.

Once the initial response is established, routines are put into place by the CAO. The Municipal Emergency Control Group functions most efficiently on a system known as an Operations Cycle.

4.4 Operations Cycle

An operations cycle is how the MCEG manages overall emergency operations. MCEG members will come together usually around a planning board or map at which time they will report their respective department or agency's status to the MCEG. It is essential that every member, covering each area of responsibility, be heard from during this process. The MCEG is a team and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resource requests and any other relevant information so that timely, informed decisions can be made as a group. Once the meeting is completed, the members should contact their respective subgroups and pass on any relevant information or directives that come out of the MCEG meeting. The frequency of the meetings will be determined by the CAO, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MCEG members use this time to follow up and ensure MCEG decisions are being implemented. Each member is responsible for informing their respective agency or departments of the schedule for MCEG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MCEG, unless a member of the MCEG must attend the meeting by phone.

4.5 Evacuation of Persons in an Emergency Area

The Fire Chief will be responsible for the co-ordination of the evacuation of persons in an emergency area. The Village has identified the Merrickville Community Centre at 106 Read Street in Merrickville as the primary evacuation site.

5 ROLES AND RESPONSIBILITIES

5.1 Municipal Emergency Control Group (MECG)

The MECG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordinating and directing of resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests for assistance to the United Counties of Leeds and Grenville, Province of Ontario, or the Federal Government.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordinating services provided by outside agencies.
7. Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
8. Appealing for volunteer assistance.
9. Establishing of advisory subcommittees to work on specific problem areas related to the emergency, as required.
10. Authorizing expenditures during the emergency, providing for cost accounting and facilitating cost recovery.
11. Maintaining of an operational log detailing the group's decisions and activities.
12. Deactivating the plan, and notifying all of those who had been notified of its activation.

13. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

5.2 Mayor

The Mayor is responsible for:

- a. Declaring and terminating an Emergency.
- b. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*) and the Declaration of Emergency Form is found attached hereto as Appendix "B".
- c. Attending and participating in meetings of the MCEG.
- d. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- e. Ensuring that the local MPP, MP, neighbouring municipalities and the United Counties of Leeds and Grenville are advised of the declaration and termination, and kept informed of the emergency situation.
- f. Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO and MCEG.
- g. Maintaining a personal log.

Another member of Council has been designated to perform the duties of the Mayor in the Mayor's absence or inability to act as attached hereto as Appendix "D".

5.3 Chief Administrative Officer (CAO)

The CAO is responsible for:

- a. Activating the emergency plan/emergency notification system.
- b. In conjunction with the Mayor, coordinating all operations within the Emergency Operations Centre, with the assistance of the CEMC, including set up of Emergency Operations Centre and the scheduling of regular meetings.

- c. Chairing the meetings of the MEEG.
- d. Advising the Mayor or alternate on policies and procedures, as appropriate.
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer.
- f. Ensuring that a communication link is established between the MEEG and the Emergency Site Manager.
- g. Ensuring a master record of all events and actions taken is maintained.
- h. Calling for additional staff as required.
- i. Maintaining a personal log.

5.4 Fire Chief

The Fire Chief is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing the MEEG with information and advice on fire or rescue related matters.
- c. Providing information to others in his or her department/appropriate agencies as discussed in a meeting of MEEG.
- d. Initiating Mutual Aid, as required.
- e. Determining if additional or specialized equipment is required (i.e. protective suits, Chemical, Biological, Radiological & Nuclear Team (Haz-Mat), etc.
- f. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
- g. Appointing an Emergency Site Manager as required.
- h. Maintaining a personal log.

5.5 Community Emergency Management Coordinator

The Community Emergency Management Coordinator is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing information, advice and assistance to members of the MECG on emergency management programs and principles.
- c. Providing direction to Emergency Operation Centre support staff as required in support of the MECG, and ensuring proper set-up and operation of the EOC.
- d. Ensuring security measures are in place at the Emergency Operations Centre, so that only authorized MECG members or individuals approved by the CAO are allowed access to the Emergency Operations Centre.
- e. Maintaining the Emergency Response Plan in accordance with requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
- f. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- g. Maintaining a personal log.

5.6 Manager, Operations

The Manager, Operations or alternate is responsible for;

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing the MECG with information and advice on engineering or environmental service matters.
- c. Liaising with the senior public works officers from the neighbouring communities to ensure a coordinated response.
- d. Providing of engineering-related assistance.
- e. Constructing, maintaining and repairing of public roads.
- f. Assisting with road closures and/or roadblocks.
- g. Maintaining a sanitary and safe supply of potable water, as required.
- h. Providing equipment for emergency pumping operations.
- i. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.

- j. Liaising with utility providers, as required.
- k. Providing public works vehicles and resources to any other emergency service, as required.
- l. Liaising with flood control, conservation and environmental agencies and being prepared to take preventative action.
- m. Appointing an Emergency Site Manager, if required.
- n. Maintaining a personal log.

5.7 Manager of Finance/Treasurer

The Manager of Finance/Treasurer, or alternate, is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Maintaining a record of all extraordinary expenditures during the emergency and assigning an account through which to code or track all emergency expenditures.
- c. Assisting with cost recovery efforts.
- d. Maintaining a personal log.

5.8 Chief Building Official

The Chief Building Official is responsible for:

- e. Requesting activation of the emergency plan and/or notification system.
- f. Providing advice to the MECG on building and structural integrity issues.
- g. Maintaining a personal log.

5.9 Emergency Information Officer

The Emergency Information Officer is responsible for:

- a. Notifying Information Centre staff of decisions made by the MECG.
- b. Ensuring that the Information Centre is set up and operational.

- c. Drafting and disseminating initial and subsequent media releases, subject to approval by the Mayor and CAO.
- d. Establishing and maintaining linkages with provincial, county, local or industry media officials, as appropriate.
- e. Coordinating interviews and media conferences.
- f. Establishing helplines or information hotlines, as required.
- g. Communicating to the public ways in which to stay informed of updates regarding an emergency.
- h. Designating a site media spokesperson as appropriate, in consultation with the Mayor and CAO.
- i. Ensuring set up and staffing of public inquiry lines, if necessary.
- j. Coordinating of public inquiries and ensuring the inquiries are directed to the appropriate department.
- k. Monitoring news coverage.
- l. Maintaining copies of all media releases.
- m. Maintaining a personal log.

6. ADDITIONAL RESOURCES – ROLES AND RESPONSIBILITIES

6.1 Ontario Provincial Police

The Ontario Provincial Police representative is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Establishing and maintaining ongoing communications with the senior police at the emergency site.
- c. Providing resources for traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordinating evacuation routes.
- e. Liaising with Social Services regarding security of reception/evacuation centres.

- f. The protection of life and property and the provision of law and order.
- g. The provision of police services in evacuation centres and other facilities as required.
- h. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation, etc.
- i. Notifying the coroner of fatalities.
- j. Liaising with external police agencies, as required.
- k. Providing an Emergency Site Manager if requested to by the MECG.
- l. Maintaining a personal log.

6.2 EMS/Ambulance Services

The EMS/Ambulance Services representative is responsible for:

- a. Requesting activation of the emergency plan/ emergency notification system.
- b. Providing the MECG with information and advice on treatment and transport of casualties.
- c. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alerting all staff using the Provincial Health Emergency Alert System.
- e. Providing resources required to respond to casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log.

6.3 Medical Officer of Health

The Medical Officer of Health representative is responsible for:

- a. Acting as a coordinating link for all emergency health services and the MECG.
- b. Liaising with the Ontario Ministry of Health, Public Health Branch.

- c. Liaising with local and regional hospital representatives.
- d. Liaising with EMS/ambulance service representatives.
- e. Liaising with Community Care Access representatives.
- f. Providing advice on any matters that may adversely affect public health.
- g. Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.
- h. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- i. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- j. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- k. Ensuring the safety of drinking water in conjunction with Public Works representative.
- l. Liaison with the senior social services representative regarding health services in evacuee centres.
- m. Maintaining a personal log.

6.4 Director of Social Services

The Director of Social Services representative is responsible for;

- a. Ensuring for the care, feeding and shelter of evacuees.
- b. Managing reception and evacuation centres.
- c. Liaising with the OPP regarding the pre-designation of evacuee centres which can be opened on short notice.
- d. Liaising with the Medical Officer of Health representative in areas regarding public health in evacuation centres.
- e. Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.

- f. Liaising with nursing homes and homes for the aged.
- g. Maintaining a personal log.

6.5 Administrative Assistant(s)

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the Mayor and CAO and other members of the MEEG, as required.
- b. Ensuring all important decisions made and actions taken by the MEEG are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Notifying any additional support staff required to assist.
- e. Arranging for printing of material, as required.
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g. Ensuring identification cards are issued to authorized MEEG members and support staff or other individuals as approved by the CAO for access to Emergency Operations Centre.
- h. Other duties as assigned by the Mayor and/or CAO.

6.6 Canadian Red Cross

The Canadian Red Cross representative is responsible for:

- a. Activating the local Red Cross Emergency Response Plan, if notification to do so is provided.
- b. Providing support to the emergency response team.
- c. Providing registration and inquiry services, if required.
- d. Liaising with Regional Red Cross to access additional resources.
i.e. Emergency Response Team.
- e. Establishing and maintaining contact with the Director, Social Services in the

Emergency Operations Centre to co-ordinate activities.

6.7 Boards of Education

The representative(s) of the Boards of Education are responsible for:

- a. Providing schools for reception centres as required and/or applicable.
- b. Providing schools for evacuation centres as required and/or applicable.
- c. Liaising with the Director of Social Services representative and the MCEG.

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 68-2019

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON DECEMBER 9, 2019

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

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on December 9, 2019 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on December 9, 2019 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 9th day of December, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: December 9, 2019

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next regular meeting of Council on Monday, January 13, 2020 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor