

Regular Council Meeting

May 13, 2024

7:00 pm

Council Chambers

IMPORTANT NOTICE: This meeting will be held in person and will be open to the public in the Council Chambers.

It will also be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel accessible by clicking

https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

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15.	Proclamations/Statements from Members	
16.	Closed Session	
16.1	Review of Committee & Board Application Submissions	
	Closed Session introduced as per Municipal Act, 2001, Section 239 (2):	
	b) Personal matters about an identifiable individual, including municipal or local board employees.	
17.	Rise and Report	
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	Next meetings of Council:	
	Special Council Meeting - May 14, 2024 at 6:00 p.m.	
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	Special Council Meeting - May 27, 2024 at 3:00 p.m.	
	Regular Council Meeting - June 10, 2024 at 7:00 p.m.	

1.	Call to Order
2.	Adoption of the Agenda
	THAT the Agenda for the Regular Council Meeting held on May 13, 2024, be approved as presented.

3.	Disclosure of Pecuniary Interest and the General Nature Thereof

4.	Draft Motions for Consideration Document
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented.

5.	Council Meeting Minutes
5.1	THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the
5.2	minutes of the;
5.3	Regular Council Meeting – April 8, 2024
5.4	Committee of the Whole Meeting – April 22, 2024
	Special Council Meeting – April 25, 2024
	Special Council Meeting - April 29, 2024

6.	Planning
6.1	Consent Application B-33-24 (Nye)
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Planning Report from Forbes Symon with respect to Consent Applications B-33-24 (Nye) and Municipal Questionnaire Form; AND FURTHER THAT Council does hereby recommend support of Consent Application B-33-24 to the Consent Granting Authority with the following conditions: <ul style="list-style-type: none"> 1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan. 2. That the applicant provide road widening at their expense, 10 m from the centreline of Bolton Road. 3. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any. 4. That the applicant provide payment of cash-in-lieu of parkland.
6.2	Request to Close Drummond Street between Read Street & St. Patrick Street (Moderna Homes) Report
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report from the Village’s Planning Consultant, Forbes Symon, regarding the request to close Drummond Street between Read Street and St. Patrick Street (Moderna Homes); AND FURTHER THAT Council direct staff to proceed with the recommended process as included in the report, including the passing of a by-law declaring the Drummond Street Road Allowance between Read Street and St. Lawrence Street to be deemed surplus and for sale, to be brought back to the June 10 th regular meeting of Council.

7.	Delegations
7.1	Hilda Siegel & Karen Cunningham – Amateur World Powerlifting Championships
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the written correspondence and delegation from Hilda Siegel and Karen Cunningham regarding the Amateur World Powerlifting Championships.

8.	By-laws
8.1	By-law 24-2024: Ball Diamond User Group Rental Agreement
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 24-2024, being a By-law to establish a Baseball Diamond User Group Agreement for the Village of Merrickville-Wolford baseball diamonds; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 24-2024.
8.2	By-law 25-2024: Hall Rental Agreement Policy
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 25-2024, being a By-law to adopt a Hall Rental Agreement and Fee Policy; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 25-2024.
8.3	By-law 26-2024: Council Remuneration & Expense Policy
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 26-2024, being a By-law to adopt a Council Remuneration & Expense Policy; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 26-2024.
8.4	By-law 27-2024: Appropriate Care and Use of Electronic Devices Policy
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 27-2024, being a By-law to adopt an appropriate use, care and security of electronic resources policy; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 27-2024.
8.5	By-law 28-2024: Regulation of Outdoor Solid Fuel Combustion Appliances
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 28-2024, being a By-law to regulate the installation, use and maintenance of outdoor solid fuel combustion appliances within the Village of Merrickville-Wolford; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 28-2024.
8.6	By-law 29-2024: Closed Meeting Procedures Policy

	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 29-2024, being a By-law to adopt a Closed Meeting Procedures Policy; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 29-2024.</p>
8.7	<p>By-law 30-2024: Emergency Management</p>
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 30-2024, being a By-law to Appoint an Emergency Management Committee, A Municipal Emergency Control Group and Adopt Terms of Reference and a Plan for Emergency Management; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 30-2024.</p>
	<p>-----</p>
9.	<p>Staff Reports</p>
9.1	<p>Departmental Activity Update</p>
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update prepared for the May 13, 2024 Council meeting.</p>
9.2	<p>Public Works</p>
9.2.1	<p>Tender Award 2024 Freightliner Highway Plow</p>
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information report concerning the Request for Tender for one 2024 highway plow; AND FURTHER THAT the bid submitted by Globocam Cornwall in the sum of \$363,739.00 plus HST for the supply of one 2024 Freightliner highway plow be approved; AND FURTHER THAT funding of the vehicle be accommodated with;</p> <ul style="list-style-type: none"> a) <u>\$330,000 from the Public Works Vehicle Reserve with the balance from the Working Funds Reserve</u>; or b) Borrowing for 50% of the cost of the plow, with the balance funded through Public Works Vehicle Reserve
9.2.2	<p>HF McLean and Collar Hill Roads Capital Project Bid</p>
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report concerning HF McLean Road and Collar Hill Roads Capital Project Bid; AND FURTHER THAT the bid submitted by Cavanagh Construction of \$372,730.00 plus HST to prepare, ditch and pave HF McLean Road in conjunction with the Read Street improvements be approved; AND FURTHER THAT repair by milling and repaving of the first 230 m. of Collar Hill Road be undertaken at a cost of \$83,163.00.</p>
9.2.3	<p>Speed Study Proposal</p>
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Civil Engineering Services Speed Study Proposal prepared by Michael Fadock Civil Team Lead / Senior Project Manager JP2G;</p>

	AND FURTHER THAT the proposal presented in the amount of \$25,000 plus H.S.T. be approved, with the expectation that the project would commence as soon as possible. AND FURTHER THAT funds for the project be allocated from the Working Funds Reserve.
9.2.4	United Counties Consideration of Safety Concerns Report
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the United Counties Consideration of Safety Concerns Report; AND FURTHER THAT Council direct staff to submit the recommended requests and concerns from residents and accompanying petitions to the United Counties.
9.2.5	Flower Pole RFP Proposal
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the results of the Flower Pole RFP issued by the Operations Department; AND FURTHER THAT the proposal submitted by Full Speed Builders in the amount of \$13,400 plus H.S.T. per pole for potential 12 pole installation of \$163,630 installed be approved, with the expectation that the project would commence in the fall; AND FURTHER THAT funds for the poles at a cost of \$2,275 per pole for a potential 12 poles of \$27,780.48 be allocated from the Working Funds Reserve as well as the grant that was secured.

9.3	CAO/Administration
9.3.1	Draft Events By-law
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Event By-law for review and comment.
9.3.2	Community Flagpole Report
	THAT the Council of the Corporation of the Village of Merrickville-Wolford proceed with the installation of a more prominent location for the Community Flagpole being the Mill Street Parkette as discussed in the 2024 budget; AND FURTHER THAT the flag flown at 317 Brock Street West, Merrickville be dedicated to the Province of Ontario.
9.3.3	Priority Setting Exercise/ Five Month Report Card
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Priority Setting Exercise Report Card as presented; AND FURTHER THAT a ten-month review be provided to the October 15, 2024, Council Meeting to assist with budget discussions for 2025 and the implementation of a long-term financial strategy.
9.3.4	Complaint Policy Report
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and endorse the Complaint Policy as presented.

9.4	Fire Department
9.4.1	Firehouse Subs Public Safety Foundation of Canada Grant

	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the media release regarding the recent grant received by Firehouse Subs Public Safety Foundation of Canada.

10.	Committee Reports/Minutes
10.1	CWEAC Report 2024-02
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information report CWEAC-2024-02 from the Community Wellness & Environmental Advisory Committee; AND FURTHER THAT Council does hereby approve the recommendations as presented in the report.
10.2	CWEAC Minutes – February 6, 2024
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Community Wellness & Environmental Advisory Committee Minutes of February 6, 2024.
10.3	Public Library Minutes – March 26, 2024
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Public Library Board Minutes of March 26, 2024.

11.	Action Items
11.1	Gravel Roads Petition
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the petition submitted by Maki Hilferink pertaining to rebuilding and upgrading gravel roads in Wolford Ward 2.
11.2	Town of Cobourg Resolution: Amend Blue Box Regulations
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the resolution from the Town of Cobourg regarding a request to the Province to amend the Blue Box Regulation; AND FURTHER THAT Council does hereby support the Town of Cobourg resolution and directs staff to send the resolution of support to the Premier of Ontario, AMO and the Town of Cobourg.

11.3	Municipality of Huron Shores Resolution – Resume Assessment Cycle
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the resolution from the Municipality of Huron Shores regarding the urging of the government to promptly resume the assessment cycle;</p> <p>AND FURTHER THAT Council does hereby support the Municipality of Huron Shores resolution and directs staff to send the resolution of support to the Premier of Ontario, the relevant provincial authorities, MPAC, and the Municipality of Huron Shores.</p>
11.4	Backyard Hens Correspondence – By-law Amendment Proposal
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the letter from Lisa McShane, resident, regarding backyard hens and a by-law amendment proposal;</p> <p>AND FURTHER THAT Council provide direction to staff to bring back a report and draft by-law for consideration at a future regular Council meeting.</p>
11.5	Property Tax Interest Fee Waiver Request
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the written correspondence regarding property tax interest and the request for the interest charge to be reversed;</p> <p>AND FURTHER THAT Council does hereby direct staff to proceed with the following Option regarding the request at the property Roll No. 711 020 02700:</p> <p>Option A – Reverse the interest charge on the account as requested.</p> <p>Option B – Do not reverse the interest charge as requested.</p>
11.6	Property Tax Interest Fee Waiver Request
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the written correspondence regarding property tax interest and the request for the interest charge to be reversed;</p> <p>AND FURTHER THAT Council does hereby direct staff to proceed with the following Option regarding the request at the property Roll No. 711 030 12600</p> <p>Option A – Reverse the interest charge on the account as requested.</p> <p>Option B – Do not reverse the interest charge as requested.</p>
11.7	Town of Smiths Falls Resolution – High Frequency Rail Project
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the resolution from the Town of Smiths Falls regarding the High Frequency Rail</p>

	Project; AND FURTHER THAT Council does hereby support the Town of Smiths Falls resolution and directs staff to send the resolution of support to Federal Transport Minister Pablo Rodriguez, MP Scott Reid, HFR CEO Martin Imbleau, MPP John Jordan, and the Town of Smiths Falls.
	Water Account Bill Letter
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the written correspondence regarding water account charges for the property Roll No. 714 010 03400.
11.9	Elizabethtown-Kitley Letter – Proposed Phase-Out of Private Well Water Testing
	THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the letter from Elizabethtown-Kitley regarding the proposed phase-out of private well water testing; AND FURTHER THAT Council does hereby support the letter from Elizabethtown-Kitley and directs staff to send a resolution of support to MPP Steve Clark, the Leeds, Grenville and Lanark District Board of Health and all local municipalities in UCLG.

12.	Information Items
12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8 12.9 12.10	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following items: <ul style="list-style-type: none"> • UCLG Media Release – Agricultural Area Review • OCWA Correspondence – Water Quality Test Results • Letter from the Honourable Lisa Thompson, Minister of Agriculture, Food & Rural Affairs • Merrickville Agricultural Society Letter – Replacement of Announcer’s Booth at the Fairgrounds • Ontario News Release – Strengthening Protections for Firefighters • Wolford School Proposal Letter from the Halpenny family • LLGAMH Board of Director Recruitment Poster • 2024 Communications Website Survey Results • Speecah & Hearing Month Media Release • Tick Season News Release – Information Sheet

13.	Notices of Motion
13.1	Mayor Cameron: Investigation of Costs of Infrastructure Expansion to the North Side

	<p>WHEREAS Investment in infrastructure such as our drinking water, wastewater, and stormwater systems can spark a new era of job creation and economic growth, and that treating our waste properly not only protects the public health it increases quality of life, other benefits are increased property value, protection of wildlife and fish and allow many recreational activities to be enjoyed on the water or in the surrounding environment; and</p> <p>WHEREAS Proper wastewater treatment not only has a variety of economic benefits for communities, Waste management is important as it saves the environment from the toxic effects of inorganic and biodegradable elements present in waste. Mismanagement of waste can cause water contamination, soil erosion and air contamination. Waste can be recycled if collected and managed efficiently. Treated wastewater is an effective fertilizer yielding healthier crops and can even be used to generate electricity; and</p> <p>WHEREAS By being proactive in advancing our infrastructure, we better position our Municipality for success and move toward a brighter financial future; and</p> <p>WHEREAS There are some properties on the North Side utilizing Municipal Water, septic systems are the only means of waste management and this infrastructure is coming to an end-of-life scenario;</p> <p>NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to work with JP2G to provide options on water and wastewater expansion to the North Side, include cost for each option along with the cost to rebuild the road infrastructure, to be presented to Council in October of 2024, in time for the 2025 budget discussions.</p>
13.2	<p>Mayor Cameron: Development of a Long-Term Financial Plan</p>
	<p>WHEREAS Municipalities are limited in the ways that they can collect revenue, and as municipal costs have increased, revenue tools have not kept up. Revenue streams have limitations, if municipalities rely on raising property tax rates to offset increased costs, a substantial burden is placed on local ratepayers which can be especially difficult for residents during heighten interest in growth and periods of hard economic times.</p> <p>WHEREAS Municipal operating and capital budgets are rising with new and increasing expenses, which include infrastructure costs, municipal insurance, and other services. Municipalities in Ontario own more infrastructure than the Provincial and Federal governments combined, totaling \$484 billion. Municipalities need to think about managing financial impacts resulting from increased pressures.</p> <p>WHEREAS Financial Planning and Resilience advocate on behalf of taxpayers, long-term financial strategic planning allows elected officials and municipal management to develop a shared vision of a municipality’s priorities and issues, to get a clear picture of operating</p>

	<p>costs, required investments, impact on the municipalities debt and how its residents should be taxed. This shared vision helps the municipality to be proactive in developing the best tax strategies for its citizens, it encourages efficient use of tax dollars.</p> <p>NOWTHEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby directs staff to work with our Asset Management Developer Watson and Associates to establish a long-term financial strategy, to meet growing budget pressures, and deliver that report to Council.</p>

14	Public Question Period Pertaining to Items on the Agenda

15.	Proclamations/Statements from Members

16.	Closed Session
16.1	Review of Committee & Board Application Submissions
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at XX p.m. to discuss matters pertaining to:</p> <p>16.1 The Review of Committee Application Submissions</p> <ul style="list-style-type: none"> • Under Section 239 (2) of the Municipal Act: <ul style="list-style-type: none"> b) personal matters about an identifiable individual, including municipal of local board employees.

17.	Rise and Report
17.1	Committee & Board Appointments
17.1.1	Police Services Board
	<p>WHEREAS on October 10, 2023 the Council of the Corporation of the Village of Merrickville-Wolford appointed Jacques Pelletier to the Police Services Board; AND WHEREAS the Police Services Board is now a joint detachment board with North Grenville; NOW THEREFORE Council does hereby affirm its appointment of Jacques Pelletier to the joint municipal detachment board with North Grenville; AND FURTHER THAT Council does hereby appoint _____ as the second municipal representative to the joint municipal detachment board with North Grenville.</p>
17.1.2	Heritage & Planning Advisory Committee
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint _____ to the vacant position on the Heritage & Planning Advisory Committee for the remainder of the 2022-2026 Council term.</p>
17.1.3	Community Wellness & Environmental Advisory Committee
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint _____ and _____ to the vacant positions</p>

	on the Community Wellness & Environmental Advisory Committee for the remainder of the 2022-2026 Council term.

18.	Confirmation of Proceedings
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 31-2024 Being a By-law to Confirm the Proceedings of Council for the Meeting of May 13, 2024; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 31-2024.

19.	Adjournment
	THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn @ XX:XX pm.

Village of Merrickville-Wolford Regular Council Minutes

Date: April 8, 2024
Time: 7:00 pm
Location: Council Chambers

Members Present Mayor Cameron
Deputy Mayor Barr
Councillor Gural
Councillor Ireland
Councillor Maitland

Staff Present Kirsten Rahm, Treasurer/Manager, Finance
Julia McCaugherty-Jansman, Clerk
Brad Cole, Fire Chief/ Manager, Operations
Darlene Plumley, Interim CAO

Others Present Forbes Symon, Senior Planning Consultant
Ann Weir, Economic Development Manager, UCLG
Mary Kate Laphen, Librarian, Merrickville Public Library
Stephen Tunks, Chairman, Teska Development
Sabbi Kalsi, Premium Construction

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Approval of the Agenda

Councillor Gural moved a motion to amend the agenda to remove Item 12.6 from the agenda due to the request being received after the submission deadline. The motion was not seconded and therefore was not voted on.

Moved By Councillor Maitland

Seconded By Councillor Ireland

THAT the Agenda for the Regular Council Meeting held on April 8, 2024, be approved.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

Moved By Deputy Mayor Barr

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented.

Carried

5. Minutes

Moved By Councillor Gural

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the minutes of the;

Special Meeting - February 29, 2024

Special Meeting - March 11, 2024

Special Public Meeting - March 11, 2024

Regular Meeting - March 11, 2024

Special Meeting - March 15, 2024

Carried

5.1 Special Council Meeting - February 29, 2024

5.2 Special Council Meeting - March 11, 2024

5.3 Special Public Meeting - March 11, 2024

5.4 Regular Council Meeting - March 11, 2024

5.5 Special Council Meeting - March 15, 2024

6. Public Meeting

Moved By Councillor Ireland

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford enter into a Public Meeting to consider the Application to amend Zoning By-law 23-08, as amended, of the Village of Merrickville-Wolford, File No. ZBA-02-2024.

Carried

6.1 ZBA-02-2024 (Turgeon)

This Public Meeting was to discuss a Zoning By-law amendment under Section 34 of the Planning Act. The Clerk stated that the notice of Public Meeting was advertised on March 15th, with a public meeting sign posted on the property on March 18th, 2024. All other notification requirements were met. Forbes Symon, Senior Planning Consultant, provided an overview of the Planning report and the proposed zoning by-law amendment.

The zoning by-law amendment would serve to amend By-law 23-08, as amended, by rezoning the subject lands of 2876 County Road 16 to fulfill the conditions of consent application B60-23 (lot creation). Consent application B-60-23 included a condition that a rezoning of the severed parcel be obtained to recognize a reduced minimum lot size of 0.7 ha (1.72 ac) in the Rural (RU) zone, whereas Zoning By-law No. 23-08 requires a minimum lot size of 1 ha (2.5 ac) for residential development in the RU zone.

No comments were received from Ministries or Public Bodies. There were no written comments submitted from the public.

No verbal comments were received from the applicant or members of the public.

Council had no comments pertaining to the file.

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford close the Public Meeting component and re-enter into the Regular Meeting of Council.

Carried

7. Planning

7.1 By-law 16-2024: By-law to Amend Zoning By-law 23-08

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 16-2024, being a By-law to amend Zoning By-law 23-08, as amended;
AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 16-2024.

Carried

7.2 Consent Application B-22-24 (Martel)

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Planning Report from Forbes Symon with respect to Consent Application B-22-24 (Martel) and Municipal Questionnaire Form;
AND FURTHER THAT Council does hereby recommend support of Consent Application B-22-24 to the Consent Granting Authority with the following conditions:

1. That the applicant obtain a zoning by-law amendment to recognize the reduced lot area in the Rural (RU) zone.
2. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
3. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
4. That the applicant provide payment of cash-in-lieu of parkland.

Carried

7.3 Consent Application B-15-24 & B-16-24 (Poirier/Hall)

Moved By Councillor Ireland

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Planning Report from Forbes Symon with respect to Consent Applications B-15-24 & B-16-24 (Poirier/Hall) and Municipal Questionnaire Form;

AND FURTHER THAT Council does hereby recommend support of Consent Applications B-15-24 & B-16-24 to the Consent Granting Authority with the following conditions:

1. That the applicant obtain a zoning by-law amendment for the lands locally known as 379 Pioneer Road in order to prohibit the use of the existing barn for the housing of livestock.
2. That the applicant provide road widening, if deemed necessary by the Village Manager of Operations.
3. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
4. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
5. That the applicant provide payment of cash-in-lieu of parkland.

Carried

7.4 Written Request for Road Closure - Moderna Homes (Drummond St)

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the letter from Tracy Zander on behalf of Moderna Homes, dated March 6, 2024, regarding the request to close and convey a portion of Drummond Street to facilitate future development of the abutting lands;

AND FURTHER THAT Council does hereby direct staff to bring back a report to the May 13th regular Council meeting to identify the details and possibility of this request.

Carried

7.5 Part Lot Control Application & By-laws - Park View Homes

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Planning Report from Forbes Symon with respect to the Part Lot Control applications from Parkview Homes for the recently constructed townhouse units on Wallace Street, part of the Merrickville Grove Subdivision Plan 15M-41;
AND FURTHER THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-laws 17-2024, 18-2024 and 19-2024, being By-laws to designate Blocks 14, 15 and 18 as being exempt from Part Lot Control
AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Numbers 17-2024, 18-2024 and 19-2024;
AND FURTHER THAT the approved By-laws be sent to the United Counties of Leeds and Grenville for final approval.

Carried

7.6 Project Presentation for former Wolford School Grounds - Stephen Tunks/Teska Development Corporation

Moved by Deputy Mayor Barr, seconded by Councillor Gural that the motion be amended to replace the wording in the second paragraph from "AND FURTHER THAT a request for a Ministerial Zoning Order concerning the property located at 2159 County Rd 16 in the Hamlet of Easton's Corners be brought forward to the Minister of Municipal Affairs for consideration" to:

"AND FURTHER THAT background information be provided on the process of obtaining a Ministerial Zoning Order;
AND FURTHER THAT a consultation process similar to that required for a Zoning Amendment be conducted;
AND FURTHER THAT the Ontario Federation of Agriculture be invited to comment on the project."

Carried.

Moved By Councillor Ireland
Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the project documents from Stephen Tunks,

Chairman of Teska Development Corporation, regarding the former Wolford school grounds;
AND FURTHER THAT background information be provided on the process of obtaining a Ministerial Zoning Order;
AND FURTHER THAT a consultation process similar to that required for a Zoning Amendment be conducted;
AND FURTHER THAT the Ontario Federation of Agriculture be invited to comment on the project.

8. Delegations

8.1 Ann Weir, Economic Development Manager, UCLG

Moved By Councillor Gural

Seconded By Deputy Mayor Barr

THAT The Council of the Corporation of the Village of Merrickville-Wolford receives for information the delegation presentation from Ann Weir, Economic Development Manager, United Counties of Leeds & Grenville.

Carried

8.2 Mary Kate Laphen - 2023 Public Library Annual Report

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the delegation presentation from Mary Kate Laphen, Librarian, Merrickville Public Library;
AND FURTHER THAT Council does hereby receive for information the 2023 Annual Report for the Merrickville Public Library.

Carried

9. By-laws

9.1 By-law 15-2021 - Amend Flag/ Acknowledgments Policy

Moved By Deputy Mayor Barr

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final reading to the Amendment of By-law 15-2021 from “Flag Policy” to “Acknowledgements Policy”;

AND FURTHER THAT the following schedules be incorporated, with the understanding that the additions or deletions may be taken into account based on recommendations from Council.

Carried

10. Staff Reports

10.1 Departmental Activity Update

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Departmental Activity Update prepared for the April 8, 2024 Council meeting.

Carried

10.2 Public Works

10.2.1 PW Report: RFP for Water and Wastewater

Moved By Councillor Maitland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report prepared by Public Works Manager Cole concerning the results of the Requests for Proposal for Water and Wastewater;

AND FURTHER THAT Council awards the tender to Ontario Clean Water Agency (OCWA) effective January 1, 2025, and shall continue in effect for an initial term of five (5) years, ending on December 31, 2029.

Carried

10.2.2 By-law 20-2024: Services Agreement Contract with OCWA

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 20-

2024, being a By-law to authorize the execution of a Services Agreement Contract with the Ontario Clean Water Agency; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 20-2024.

Carried

10.3 Finance

10.3.1 Finance Report: O. Reg 284/09

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and adopt the report reflecting the 2024 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

Carried

10.3.2 Finance Report: Beth Donovan Hospice Allocation of Funds

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford authorize funding in the amount of \$5000 to be provided to the Beth Donovan Hospice;
AND FURTHER THAT the amount be accommodated through the Hospital Reserve Fund.

Carried

10.3.3 Finance Report: 2023 Council Remuneration

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the 2023 Statement of Remuneration and Expenses for information purposes.

Carried

10.4 CAO/Administration

10.4.1 Clerk Report: Committee Terms of Reference Amendments

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford does receive and approve the amended Terms of Reference for the Community Wellness & Environmental Advisory Committee and the Heritage & Planning Advisory Committee.

Carried

11. Committee Updates/Minutes

11.1 Library Board Minutes - January 23, February 8 and March 5

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Public Library Board Minutes of January 23, 2024, February 8, 2024, and March 5, 2024.

Carried

11.2 CWEAC Minutes - October 17 and December 5

Moved By Councillor Maitland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Community Wellness & Environmental Advisory Committee Minutes of October 17, 2023 and December 5, 2023.

Carried

11.3 Report CWEAC-2024-01

Moved By Councillor Maitland
Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information report CWEAC-2024-01 from the Community Wellness & Environmental Advisory Committee;
AND FURTHER THAT Council does hereby approve the recommendations as presented in the report.

Carried

11.4 HPAC Minutes - December 5, February 20 and March 14

Moved By Deputy Mayor Barr
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Heritage & Planning Advisory Committee Minutes of December 5, 2023, February 20 and March 14, 2024.

Carried

12. Action Items

12.1 Extension of Interim CAO Contract

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby acknowledge that the current contract for the interim CAO has an expiration date of the end of April and deems it expedient to extend the interim CAO contract until the position has been filled permanently;
AND FURTHER THAT Council does hereby direct the Mayor and the Clerk to provide the extension of contract letter as drafted by the Village's solicitor to the interim CAO prior to the expiration date at the end of April for extension of employment until the position of CAO is filled permanently.

Carried

12.2 Code of Conduct Complaint - Final Report

The Chair was passed to Deputy Mayor Barr for Item 12.2. The motion was amended to add the last clause with the direction for staff to post the

Integrity Commissioner report publicly on the Village website as a reprimand.

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Code of Conduct Complaint – Final Report, provided by Tony Fleming on March 26, 2024;

AND FURTHER THAT the report be made public on the Village website with the apology from Mayor Cameron as a sufficient reprimand.

Carried

12.3 Town of Amaranth Resolution - Operational Budget Funding

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the resolution from the Town of Amaranth regarding Operational Budget Funding;

AND FURTHER THAT Council does hereby support the Town of Amaranth resolution and direct staff to send the resolution of support to the Minister of Municipal Affairs, AMO and all Ontario Municipalities.

Carried

12.4 Municipality of Huron Shores Resolution - Potential Equipment Operator Course

Moved By Councillor Ireland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the resolution from the Municipality of Huron Shores regarding a Potential Equipment Operator Course;

AND FURTHER THAT Council does hereby support the Municipality of Huron Shores resolution and direct staff to send the resolution of support to the Minister of Labour, Training, Immigration and Skilled Trades, AMO, the Association of Ontario Road Supervisors, and all Ontario Municipalities.

Carried

12.5 St. Michael CHS Bursary Request Letter

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the Bursary Request Letter from St. Michael Catholic High School;
AND FURTHER THAT Council does hereby approve the sponsorship of a bursary for the 2024 graduation in the amount of \$175 for a student that is a resident of the Village of Merrickville-Wolford.

Carried

12.6 RCMP Musical Ride Request

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the request and prospectus documents from Jacob Drummond, Event Organizer for the RCMP Musical Ride;
AND FURTHER THAT Council approves the request for the partnership level of Elite, including a \$1000 towards advertising and an in-kind request of having the Merrickville Fire Department on site for approximately five hours to provide medical and fire-related services.

Defeated

13. Information Items

Moved By Councillor Maitland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following items:

- EP Week 2024: Theme and Material Information Sheet
- Provincial Day of Action on Litter Information Sheet
- MMAH 2024 Annual Repayment Letter & Limit Information

- Building a Better Ontario News Release – Ministry of Finance
- United Counties of Leeds & Grenville GIS GeoHub Media Release
- Merrickville-Wolford Pitch-in Campaign Poster

Carried

13.1 EP Week 2024: Theme and Material Information Sheet

13.2 Provincial Day of Action on Litter Information Sheet

13.3 MMAH 2024 Annual Repayment Letter & Limit Information

13.4 Building a Better Ontario News Release - Ministry of Finance

13.5 United Counties of Leeds and Grenville GIS GeoHub Media Release

13.6 Merrickville-Wolford Pitch-in Campaign Poster

14. Notices of Motion

None.

15. Public Question Period/Items on the Agenda

Sharon Halpenny sought clarification that the current zoning for the Wolford school property is Agricultural (Ag). She commented on the 99-year mandatory timeline that the school board put in place to not allow the grounds to be utilized for a school. She stated that if this avenue of a Ministerial Zoning Order was utilized when the school was under threat then perhaps Wolford would still have a school which is an integral part of the community. She stated that if it cannot return to a school then it should be returned to Agriculture.

16. Proclamations/Statements from Members

16.1 Parkinson's Awareness Proclamation

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Proclamation for Parkinson's Awareness Month for the month of April and World Parkinson's Day on April 11th;

AND FURTHER THAT Council does hereby approve lighting up the Municipal Office blue on the evening of April 11th in support of World Parkinson's Day.

Carried

17. Confirming By-law

Moved By Councillor Maitland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 21-2024 Being a By-law to Confirm the Proceedings of Council for the Meeting of April 8, 2024;
AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 21-2024.

Carried

18. Adjournment

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 9:42 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman

Village of Merrickville-Wolford Committee of the Whole Minutes

Date: April 22, 2024
Time: 2:00 pm
Location: Council Chambers

Members Present Deputy Mayor Barr
Councillor Gural
Councillor Maitland

Members Absent Mayor Cameron
Councillor Ireland

Staff Present Kirsten Rahm, Treasurer/Manager, Finance
Julia McCaugherty-Jansman, Clerk
Brad Cole, Fire Chief/ Manager, Operations
Dan Halladay, Chief Building Official
Darlene Plumley, Interim CAO

1. Call to Order

The meeting was called to order at 2:00 p.m.

2. Approval of the Agenda

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Agenda for the Committee of the Whole Meeting held on April 22, 2024, be approved.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

Moved By Councillor Maitland
Seconded By Deputy Mayor Barr

THAT the Draft Motions for Consideration document be received for information.

Carried

5. Delegations

None.

6. Discussion Items

None.

7. Staff Updates

7.1 CAO

7.1.1 Draft Ball Diamond Rental Agreement

Councillor Ireland submitted the following written comments for Item 7.1.1:

Section 7 - Why does the proposed fee schedule not have seasonal rate options like the current one? Assuming a league will true-up their fee owing at the end of the year based on actual usage over the season, won't the hourly rates indicated amount to much more than they have historically paid? Will this be affordable for them?

Section 15 - Do we currently ask for insurance of this type? Do leagues typically already carry this insurance?

Staff submitted the following written response:

Most of the concerns raised with the ball diamonds are focused on the Merrickville field. Further detailed usage can be determined with Public Works.

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Ball Diamond Rental Agreement;

AND FURTHER THAT staff be directed to develop a By-law to establish a baseball diamond user group agreement for the Village of Merrickville-Wolford ball diamonds for the May 13, 2024 meeting of Regular Council.

Carried

7.1.2 Draft Hall Rental Agreement

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the report concerning the Draft Village of Merrickville-Wolford Hall Rental Agreement;

AND FURTHER THAT staff be directed to develop a By-law to establish a Village of Merrickville-Wolford Hall Rental Agreement for the Village of Merrickville-Wolford for the May 13, 2024 meeting of Regular Council.

Carried

7.1.3 Draft Council Remuneration Policy

Councillor Ireland submitted the following written comments for Item 7.1.3:

Table 3.1.1. - Please clarify that these items are budgeted and not automatically paid, with the exception of the honorarium.

It's not clear why sec. 3.4 and 3.5 are separate.

The full \$200 per diem should not apply to partial days.

Staff noted these comments and will incorporate them into the final version to bring to Council.

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Council Remuneration Policy;

AND FURTHER THAT staff be directed to develop a By-law to establish a Council Remuneration Policy for the May 13, 2024 meeting of Regular Council.

Carried

7.1.4 Draft Electronics Use Policy

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Appropriate Use, Care and Security of Electronic Resources Policy;

AND FURTHER THAT staff be directed to develop a By-law to establish an Appropriate Use, Care and Security of Electronic Resources Policy for the May 13, 2024 meeting of Regular Council.

Carried

7.1.5 HR Review Update (Verbal)

CAO Darlene Plumley provided an update on the ongoing HR Review.

7.1.6 Draft Event By-law (Verbal)

CAO Darlene Plumley provided an update on the Draft Events By-law process and timeline.

7.2 Clerk

7.2.1 Municipal By-law Review Progress Report

Councillor Ireland submitted the following written comments for Item 7.2.1:

Retention By-Law - I seem to recall that we created a records retention by-law during the 2014-2018 council term.

Staff submitted the following written response:

The retention by-law proposed was never actually approved. When the Auditors make their presentation, they have some suggestions to include.

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the By-law Update Summary report.

Carried

7.2.2 Draft Closed Meeting Procedures Policy

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the Closed Meeting Procedures Policy;

AND FURTHER THAT Staff be directed to develop a By-law to Adopt a Closed Meeting Procedures Policy for the May 13, 2024, Regular meeting of Council.

Carried

7.2.3 Draft Building By-law Review Report

Councillor Ireland submitted the following written comments for Item 7.2.3:

It is difficult to comment on the draft building by-law without the current one to compare. I could not find it on the VMW website.

3.1 - A building permit is typically not required for repairs. If there are specific types of repairs that require a permit they should be listed. Suggest to change the word repair to "renovation".

3.6 d) Check the word "owning" which doesn't look correct.

5.1 A small non-permanent storage shed that sits on blocks (for example) is not required to have a building permit. However, this section could be interpreted otherwise.

Proposed Fee Schedule - What is the reason for removing the Lot Fees section?

Staff submitted the following written response:

The Clerk will be circulating the current by-law to Council Members.

The ability to charge what was historically referred to as Lot Fees/levies has been discontinued by the Province.

There is now an Impost Fee process or development charges fee, we are scheduled to undertake the study for these in 2024.

The CBO will be able to provide comments on the Building By-law.

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the draft by-law, being a Bylaw to establish a Municipal Building Bylaw and Regulate Construction, Demolition and Change of Use Permits for Buildings, Structures, and All Other Related Services within the Village of Merrickville-Wolford, for information purposes;
AND FURTHER THAT staff be directed to put out a Notice of Public Meeting for the Building Fees;
AND FURTHER THAT staff be directed to bring the draft Building By-law to the June 13, 2024 meeting of Regular Council.

Carried

7.3 Treasurer

7.3.1 Budget Development Status (Verbal)

Treasurer Kirsten Rahm confirmed that the Auditors will be providing a presentation at a Special Meeting in late May with an overview of the taxation process/reserves/funding.

7.4 PWM

7.4.1 Speed Concerns Report

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the recommendation of the Manager of Operations with regard to Speed Concerns:
AND FURTHER THAT a cost analysis and implementation plan be provided at the May 13, 2024 Council Meeting with direction to approve the funds required to undertake a traffic and speed study for the purpose of ensuring the speed zones being considered will meet the needs of the Municipality and give consideration to the

type of base, the traffic count and the physical characteristics of the roadway.

Carried

7.4.2 United Counties Consideration of Safety Concerns Report

The motion was amended to remove the last paragraph stating "AND FURTHER THAT the petitions received from concerned residents be forwarded to the United Counties as accompanying documents" to "AND FURTHER THAT the request and the accompanying petitions be brought forward to the May 13, regular meeting of Council for adoption".

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the report prepared by Public Works Manager Cole concerning a request to the United Counties for consideration of Safety Concerns;

AND FURTHER THAT the request be as follows;

- A four way stop to be placed at the intersection of Mill St. Broadway and Grenville Way, with a pedestrian crossing;
- The placement of flashing electronic speed signs entering the Village East and West on Broadway and North and South on Mill St.
- A crosswalk in front of 106 Mill St. where the sidewalk on the east ends and changes to the west.
- A flashing yellow light at the intersection of Main St. and Mill St./St. Lawrence St.
- A four way stop sign at the corner of County Roads 15 and 16

AND FURTHER THAT the request and the accompanying petitions be brought forward to the May 13 Regular meeting of Council for adoption.

Carried

7.4.3 Restricted Parking Zone - Merrickville Public School (Verbal)

Fire Chief Brad Cole provided an update on the concerns of cars and busses parking in or blocking fire lanes. He indicated that letters may have to be sent to the bus companies and schools to inform them of these concerns.

7.5 Landfill Site

7.5.1 Extended Hours of Operation (Verbal)

Public Works Manager Brad Cole provided an update on the staffing concerns surrounding the extended hours at the Landfill.

7.5.2 Request - Merrickville Lions Club Recycling/Repurposing Centre

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receives for information the letter from Yves Grandmaitre on behalf of the Merrickville Lions Club regarding the recycling/repurposing centre at the Municipal Landfill Site.

Carried

7.6 Fire

7.6.1 Prevention/ Safety Checks (Verbal)

Fire Chief Brad Cole provided an update on the work that has been completed so far this year for fire prevention.

8. Quarterly Reports

8.1 Finance

Moved By Councillor Maitland
Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive the 2024 1st Quarter report for information purposes.

Carried

8.2 Public Works

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the first quarter Report prepared by the Manager of Operations.

Carried

8.3 Fire/Emergency Services

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receives for information the Fire Department First Quarter Report as presented.

Carried

8.4 Building

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CBO-02-2024, being the quarterly report from the Building Department for the first quarter of 2024, for information purposes.

Carried

9. Information Items

None.

10. Public Question Period

Ian Fraser noted that he liked the idea of a traffic light as a possibility before the bridge to slow people down coming into the intersection.

Brian Fitzpatrick encouraged the idea for the repurposing centre at the Landfill and suggested that perhaps it could be staffed by volunteers to be an asset for

the community. He encouraged Council to look at having an end date requirement for building permit projects. He inquired if Councillor Ireland's written comments would be made public. He noted the speeding limit issue and requested Council to consider County Roads being 80 km/hour, rural roads at 60 km/hour, and Merrickville as a community safety zone at 30-40 km/hour.

Louise Fraser suggested the use of a camera to monitor use of the ball diamonds.

11. Topics for Future Consideration

11.1 Next Chair

Councillor Maitland will be the Chair of the July 22nd Committee of the Whole meeting.

12. Adjournment

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Committee of the Whole of the Village of Merrickville-Wolford adjourn at 3:53 p.m.

Carried

Councillor Margaret Gural

Clerk Julia McCaugherty-Jansman

Village of Merrickville-Wolford Special Council Minutes

Date: April 25, 2024
Time: 3:00 pm
Location: Council Chambers

Members Present Mayor Cameron
Councillor Gural
Councillor Ireland

Members Absent Deputy Mayor Barr
Councillor Maitland

Staff Present Julia McCaugherty-Jansman, Clerk
Dan Halladay, Chief Building Official
Darlene Plumley, Interim CAO

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Approval of the Agenda

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Agenda for the Special Council Meeting held on April 25, 2024, be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration document as presented.

Carried

5. Closed Session

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at 3:02 p.m. to discuss matters pertaining to:

5.1 By-law Infraction – Fencing Dispute

Under Section 239 (2) of the Municipal Act:

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

5.1 By-law Infraction - Fencing Dispute

6. Rise and Report

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford rise and report from Closed Session at 3:18 p.m. and direct staff to notify the Village's Solicitor to proceed with the Option 2 as identified in Closed Session.

Carried

7. Confirming By-law: 22-2024

Moved By Councillor Ireland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 22-2024 Being a By-law to Confirm the Proceedings of Council for the Special Meeting of April 25, 2024;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 22-2024.

Carried

8. Adjournment

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 3:20 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman

Village of Merrickville-Wolford Special Council Minutes

Date: April 29, 2024
Time: 4:00 pm
Location: Council Chambers

Members Present Mayor Cameron
Deputy Mayor Barr
Councillor Gural
Councillor Ireland
Councillor Maitland

Staff Present Julia McCaugherty-Jansman, Clerk

Others Present Susan Shannon, Shaping Organizational Solutions
Evelyn Dean, E. Dean & Associates

1. Call to Order

The meeting was called to order at 4:00 p.m.

2. Approval of the Agenda

Moved By Councillor Maitland
Seconded By Deputy Mayor Barr

THAT the Agenda for the Special Council Meeting held on April 29, 2024 be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

Moved By Deputy Mayor Barr
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration document as presented.

Carried

5. Closed Session

5.1 CAO Recruitment Process - Selection of Interview Candidates

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at 4:02 p.m. to discuss matters pertaining to:

5.1 CAO Recruitment Process – Selection of Interview Candidates

- Under Section 239 (2) of the Municipal Act:

b) personal matters about an identifiable individual, including municipal of local board employees

d) labour relations or employee negotiations.

Carried

6. Rise and Report

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford rise and report from Closed Session at 6:07 p.m. and provide direction pertaining to the selection of interview candidates for the CAO recruitment process as directed in Closed Session.

Carried

7. Confirming By-law 23-2024

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 23-2024 Being a By-law to Confirm the Proceedings of Council for the Special Meeting of April 29, 2024;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 23-2024.

Carried

8. Adjournment

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 6:14 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman



UNITED COUNTIES OF LEEDS AND GRENVILLE

Consent Granting Authority

25 Central Avenue West, Suite 100
Brockville, Ontario
K6V 4N6

Tel: (613) 342-3840, ext. 2414
Fax: (613) 342-2101
Krista Weidenaar, Secretary-Treasurer
krista.weidenaar@uclg.on.ca

NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT

B-33-24

For the severance of land in Lot(s) 2

Concession 6

Registered Plan No. _____

Municipality Merrickville-Wolford

for the purpose of creation of a new lot

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$943.00**. The Committee would appreciate the completion and return of the questionnaire within **30 days** of the mailing of this notice. If additional information or material is required, please contact the Consent Granting Authority Office at 25 Central Avenue West, Brockville, Ontario.

If you wish to be notified of the decision of the Leeds and Grenville Consent Granting Authority in respect to the proposed consent, you must make a written request to the committee at **25 Central Avenue West, Suite 100, Brockville, ON, K6V 4N6**.

Only the applicant, the Minister, a specified person (i.e. utilities) or any public body (i.e. Municipality) may appeal a consent application to the Ontario Land Tribunal.

The subject land is not the subject of any other known application under the Planning Act for a minor variance or for an amendment to an Official Plan, a zoning by-law or a Minister's Order.

This notice was mailed on April 4, 2024



**APPLICATION FOR CONSENT
Under Section 53 of the Planning Act
UNITED COUNTIES OF LEEDS AND GRENVILLE**

File No. B- 33-24

PLEASE NOTE: FEES ARE NON-REFUNDABLE ONCE APPLICATION HAS BEEN CIRCULATED

Roll Number 071471101504101 (Mandatory 15 digits)

March 25, 2024

Date consulted with Municipality: 24/08/2023

Date Accepted: 31/08/2023

1. **NAME OR OWNER(S):** Joel and Jennifer Nye
ADDRESS, CITY/TOWN: 1006 Bolton Rd. Merrickville
POSTAL CODE: K0G 1N0 **TELEPHONE: (Home)** [REDACTED] **(Work)** [REDACTED]
EMAIL ADDRESS: [REDACTED]

2. **AGENT/APPLICANT:** Name of the person who is to be contacted about the application, if different than owner. Please include your email address. (This may be a person or firm acting on behalf of the owner – An owner’s authorization is required if the applicant is not the owner)
Matthew Gallinger

ADDRESS, CITY/TOWN: 1006 Bolton Rd. Merrickville
POSTAL CODE: K0G 1N0 **TELEPHONE: (Home)** [REDACTED] **(Work)** [REDACTED]

3. **LOCATION OF THE SUBJECT LAND:** **MUNICIPALITY** Merrickville-Wolford
Former Municipality: _____ Concession No. 6 Lot No. 2
Registered Plan No.: _____ Lot(s) _____ Block(s) _____ Reference Plan No. _____
Civic Address: 1006 Bolton Rd. Merrickville. ON
Are there any easements or restrictive covenants affecting the subject land? Yes No

4. **PURPOSE OF THIS APPLICATION:** (Check appropriate box)
 Creation of New Lot Addition to a Lot An easement/right-of-way
 Other - Correction of Title, Or Lease
Name of person(s), if known, to who this land or interest in land is to be transferred, leased or charged
Matthew and Jessica Gallinger

* If a lot addition, identify on the required sketch the lands to which the parcel will be added

5. **DESCRIPTION OF LAND INTENDED TO BE SEVERED:**
Frontage 100 (roughly) (metres) Depth 175 (roughly) (metres) Area (hectares) 1.35 (roughly)
Existing Use vacant land Proposed Use single family home
Number and use of buildings and structures:
Existing _____ Proposed single family home with detached garage/shop, sheds.

6. **DESCRIPTION OF LAND INTENDED TO BE RETAINED:**
Frontage 310 (roughly) (metres) Depth 425 (roughly) (metres) Area (hectares) 16.9 (roughly)
Existing Use single family home Proposed Use no change
Number and use of buildings and structures: single family home and old barn

7. **WHAT TYPE OF WATER SUPPLY IS PROPOSED?** (Check appropriate space)

	Severed Lot	Retained Lot
Municipally owned and operated water supply	<input type="checkbox"/>	<input type="checkbox"/>
Well (circle – dug or <u>drilled</u>)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communal Well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

8. WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED? (Check appropriate space)

Municipally owned and operated sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>
Septic Tank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

9. TYPE OF ACCESS: (Check appropriate space)

Provincial Highway _____	<input type="checkbox"/>	<input type="checkbox"/>
County Road _____	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal road, seasonally maintained _____	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way owned by _____	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (Specify docking and parking facilities and distance of these facilities from the subject land and the nearest public road.) _____	<input type="checkbox"/>	<input type="checkbox"/>

10. OTHER SERVICES: (Check if the service is Available)

Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Bussing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>

11. LAND USE:

What is the existing UCLG Official Plan designation of the subject land? Rural Lands

What is the existing Municipal Official Plan designation of the subject land? Rural

What is the Zoning of the subject land? Rural (RU)

12. Please check YES or NO to the following:

USE OR FEATURE	YES	NO
Is there an agricultural operation including livestock facility or stockyard located on or within 1500 metres of the severed or retained land? (if yes, MDS calculations will be required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
** Are there any tile drains on the land to be severed; if present, show them on the application sketch.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a landfill within 500 metres of severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a Provincially Significant Wetland (Class 1, 2 or 3 Wetland) on the severed or retained lands or within 120 metres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is any portion of the land to be severed or retained located within a Flood Plain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there an industrial or commercial use, including propane distributors, located within 500 metres of the severed or retained land? (If yes, specify the use)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there an active railway line within 300 metres of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a municipal or federal airport within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there any Utility corridor(s) (i.e. towers, etc.) located on the severed or retained lands or within 500 metres?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

13. History of the Subject Land:

Has the subject land ever been the subject of an application for approval of consent or a plan of subdivision under the Planning Act? **No** **Yes** **Unknown** If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use:

Has any land been severed from the parcel originally acquired by the owner of the subject land? **No** **Yes**
 If yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

14. Current Applications:

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?

No **Yes** **Unknown** If yes, and if known, specify the appropriate file number and status of application(s).

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?

No **Yes** **Unknown** If yes, and if known, specify the appropriate file number and status of application.

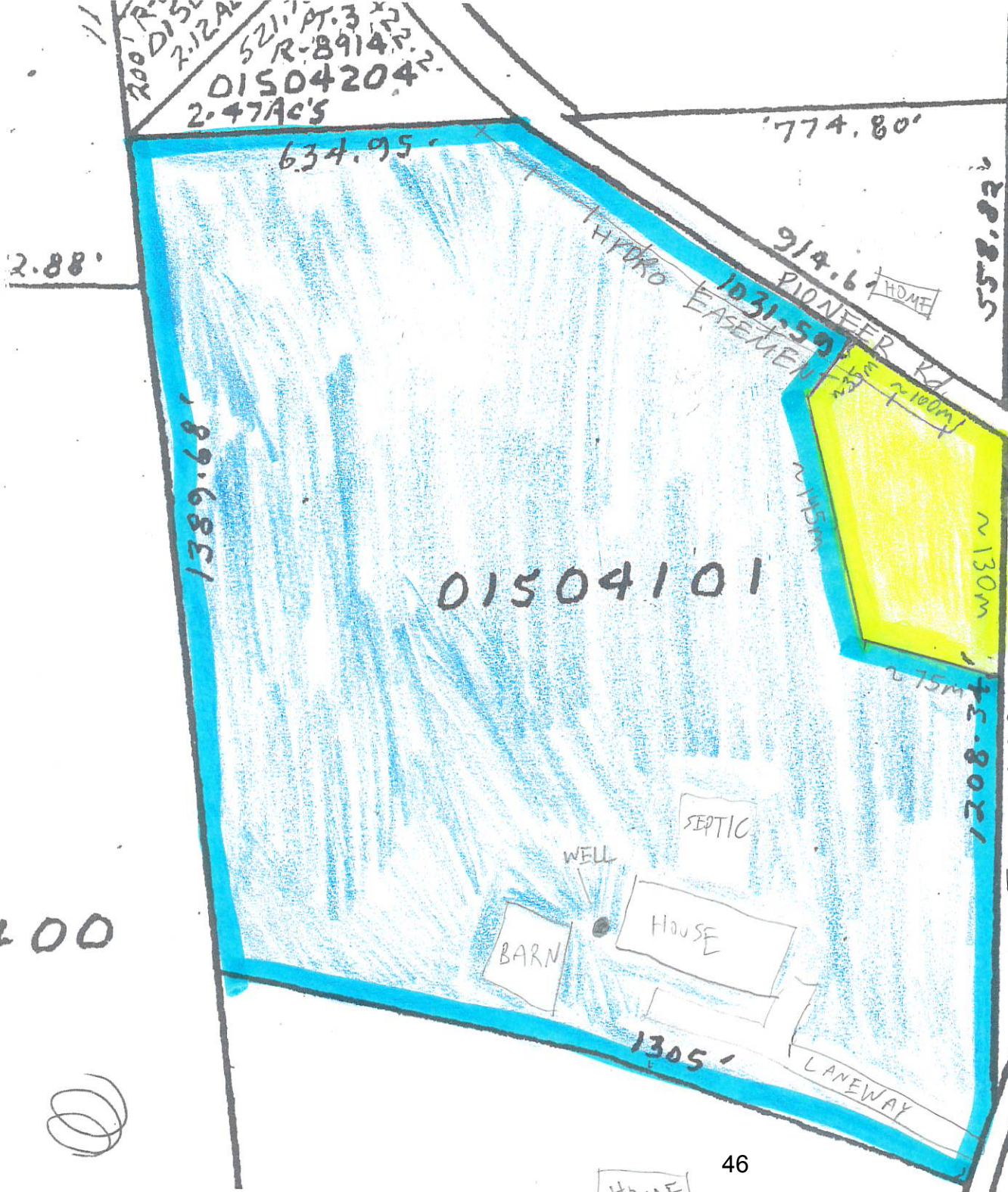
15. SKETCH: The application shall be accompanied by a sketch **no larger than 8.5" by 14"** showing the following:
Please refer to the sample sketch on page 6 of this form.

- The dimensions of the subject land, outline the part that is to be severed in yellow and the part that is to be retained in blue.
- The dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing or bridge.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use(s) on adjacent lands.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or right-of-way.
- If access to the subject land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement affecting the subject land.

16. OTHER INFORMATION: Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

200' R-1
D15
7.12A
521' PT. 3
R-8914
D1504204
2.47Ac's

Severed Lands
Retained Lands

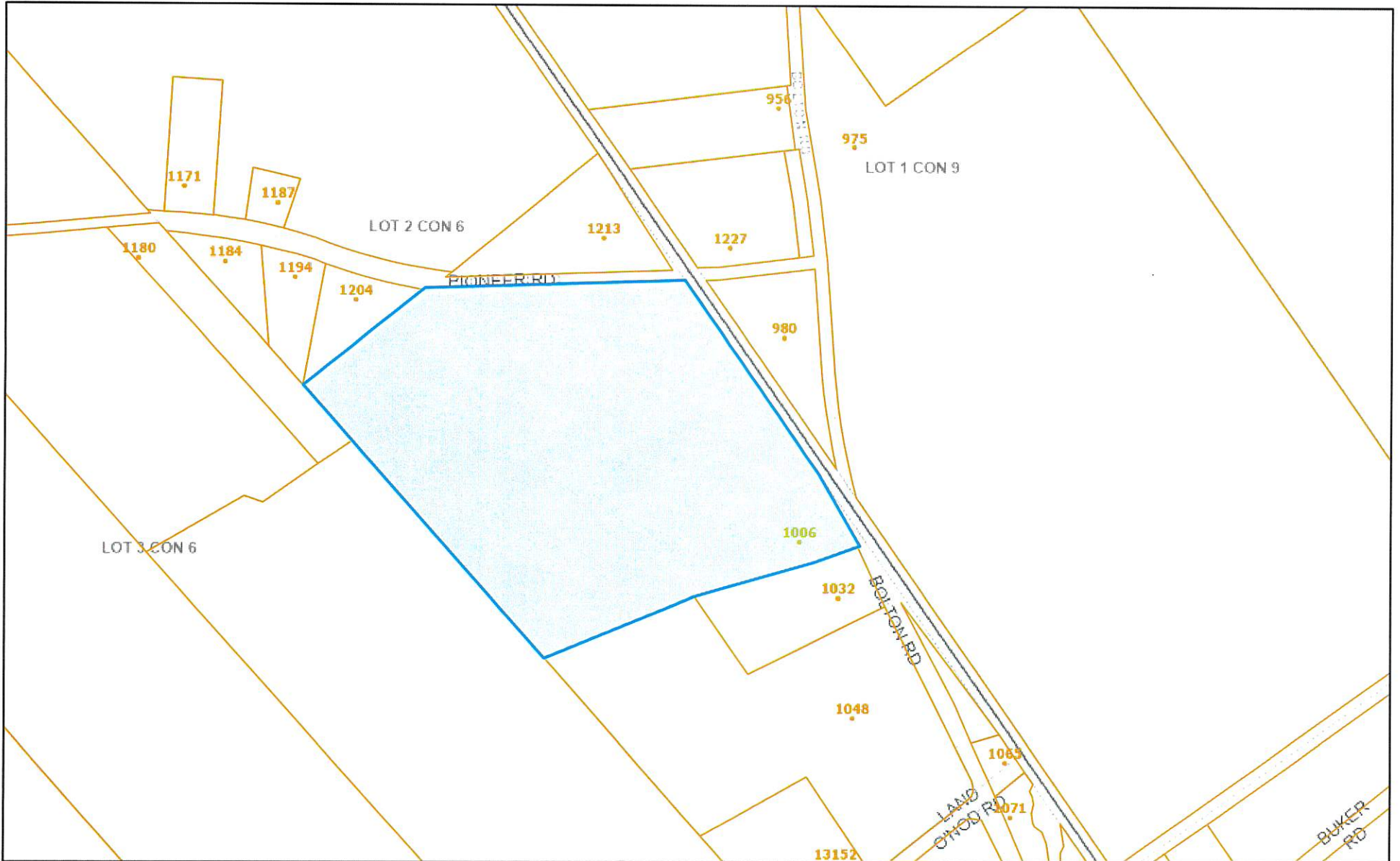


TOWNSHIP LINE

GRASS
GRASS
BOLTON RD

HOME

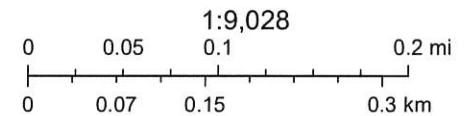
B-33-24 Nye Severance



4/3/2024, 9:24:30 AM

- Subject Lands
- Parcel

- Severance Activity
- Road Network
- Municipal Road



Esri, HERE, Esri, HERE, Garmin, GeoTechnologies, Inc., Intermap, USGS, EPA, NRCan, Natural Resources and Forestry, United Counties of Leeds and

Leeds Grenville GIS

April 9th, 2024

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

Attention: Darlene Plumley, CAO/Clerk

Dear Ms. Plumley:

**Re: Planning Report – Consent Application B-33-24 (Nye)
Part Lot 2, Con. 6, Wolford, Village of Merrickville-Wolford
1006 Bolton Road**

I have now had an opportunity to review Consent Application B-33-24 as it relates to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of one (1) lot from land located at Part Lot 2, Concession 6, former township of Wolford, locally known as 1006 Bolton Rd with the following characteristics:

B33-24 Severed Parcel = Approximately 1.35 ha (3.33 ac) lot area and approximately 100 m (328 ft) lot frontage – vacant but intended as future single detached dwelling site on private services

Retained Parcel = Approximately 16.9 ha (41.7 ac) lot area and approximately 310 m (1,017 ft) lot frontage – is occupied by a dwelling, barn and outbuildings

The proposed severed lot is currently vacant and intended to be a single detached dwelling building lot on private well and septic system with access onto Pioneer Road. The retained lot is occupied by a single detached dwelling on private well and septic systems, plus a barn and outbuildings. The barn on the retained land has been subject to an MDS calculation (along with other barns in the area) which supports the consent applications. (Attachment #1 – Location Map & Proposed Consent).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” in the Merrickville-Wolford Zoning By-law 23-08. The south west extent of the retained lands (rear of the property) is characterized by an Aggregate Resource Influence area. The proposed new lot would be located outside the 300 m of the identified natural feature.

The surrounding land uses consist primarily of a mix of rural residential, agricultural land uses, wetlands and forested lands. The subject property is approximately 6.5 km east of the Hamlet of Carley’s Corners.

Local Official Plan Policies

There are a number of policies of the Village Official Plan which are relevant to this application. Section 6.4.2.3, Rural Residential Development states that:



“Residential Development on flat, open land will be discouraged. Such development shall be encouraged to locate in areas having natural tree cover, scenic views and/or rolling terrain, subject to the natural heritage policies of Section 4.1 of this Plan, including the requirements for an Environmental Impact Statement. In designing residential subdivisions, attention should be given to the natural features, such as mature forests, to ensure that the existing vegetation and terrain is disturbed as little as possible. In addition, the housing should be screened from view.”

It is the opinion that the proposed severed lot will generally comply with the policies. Both the retained and severed lands appear to be well vegetated throughout and therefore additional screening is not recommended.

Section 9.3.1 includes the general land division policies of the Village’s Official Plan. Specifically, the policies require a minimum lot area of 0.4 ha (1 ac) for lot on private services, safe access, avoid natural hazards, meet MDS, and not landlock parcels.

There were two (2) MDS calculations prepared for the consent applications. It is recognized that the severed lot will meet both required MDS calculations. Furthermore, the proposed lot will meet the minimum lot area required. The proposed development will not landlock other lands and safe access is anticipated based on existing conditions. The proposed lot satisfies the policies of 9.3.1 of the Village’s Official Plan.

Section 9.3.2 includes the consent policies of the Village’s Official Plan. These policies direct severances to lands of low agricultural potential, require compliance with MDS, not resulting in strip development, and be located in treed areas. The proposed lot generally satisfies the policies of 9.3.2 of the Village’s Official Plan. The proposed consent appears to be in conformity with the Village’s Official Plan.

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property as Rural Land.

Section 3.1 of the United Counties Official Plan contains the policies related to Rural Lands. The policies are intended to protect natural amenities and rural character. Specifically, Section 3.3 (e) states that the policies are intended to “promote limited development that is compatible with the rural landscape and character and can be sustained by rural services levels” which is generally private well and septic systems.

Section 3.3.2 states that term “limited residential development” will be defined in local Official Plans and requires “local municipalities will establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of the lands.”

Section 7.6.3.2 contains the United Counties consent policies and specifically states that the local Official Plans will contain consent policies directing development. The proposed consent appears to conform to the Official Plan for the United Counties of Leeds and Grenville.

Local Zoning By-law Regulations

The proposed severed lot is zoned “Rural (RU)”. The RU zone provisions establishes a minimum lot size for residential development at 1 ha (2.5 ac) and a minimum lot frontage of 40 m (131 ft). The



proposed severed lot meets the minimum lot frontage and minimum lot area requirements and are deemed to comply with the RU zone provisions.

Village Comments

The consent application has been circulated internally to Village staff. There were no other comments or concerns expressed by the CBO or the Fire Chief.

Summary & Recommendations

The proposal involves the creation of one 1.0 ha residential building lot. The proposed consent conforms to the Village's Official Plan and the United Counties of Leeds and Grenville Official Plan.

It is recommended that Council support consent application B-33-24 with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide road widening at their expense, 10 m from the centreline of Bolton road.
3. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
4. That the applicant provide payment of cash-in-lieu of parkland.

All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', written over a horizontal line.

Forbes Symon, MCIP, RPP
Senior Planner

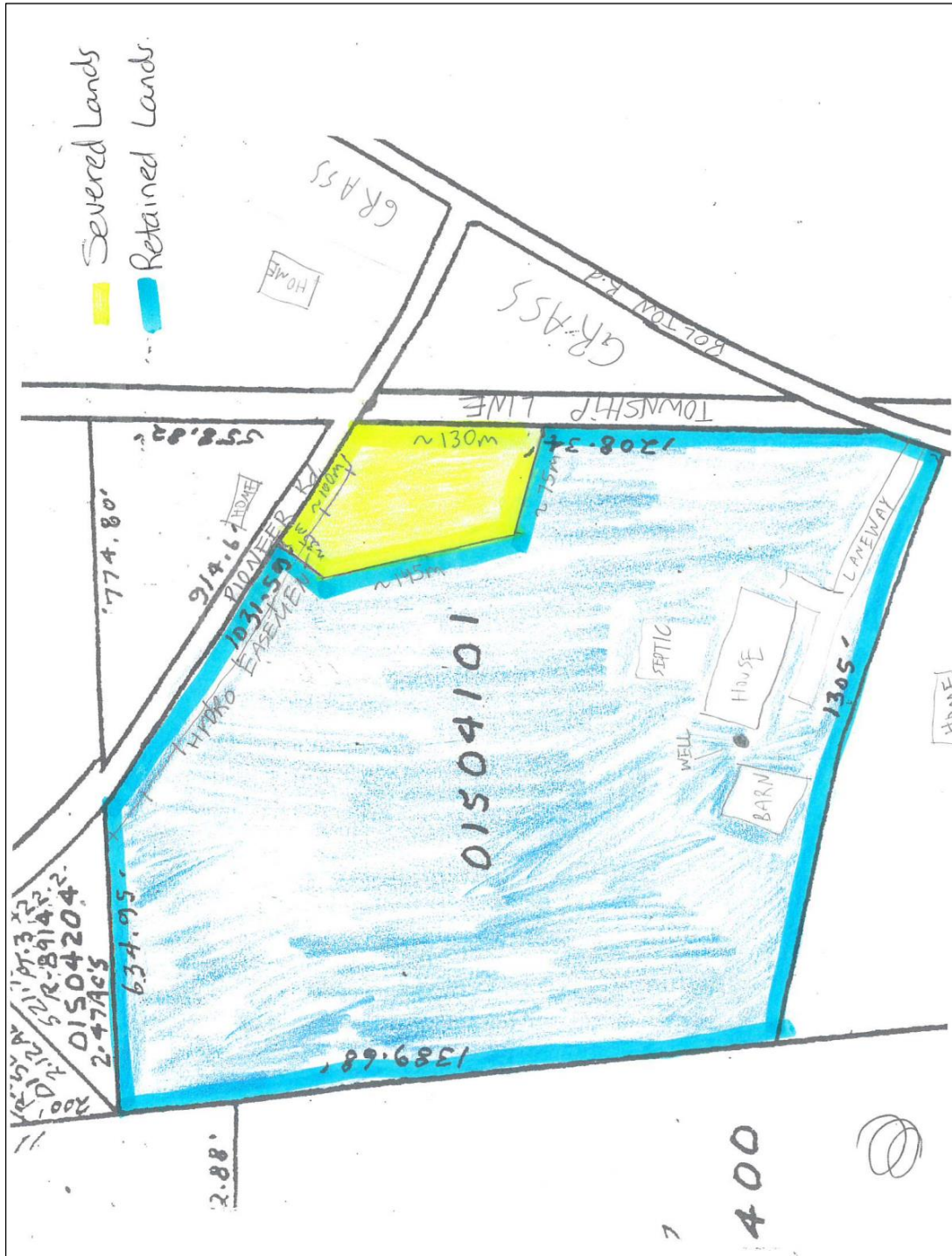


Attachment #1 – Location Map





Attachment #2 - & Proposed Consent



Municipal Consent Application Form

Please complete and send to the Secretary-Treasurer (via email) within 30-days of receipt of an application to Krista.Weidenaar@uclg.on.ca

File:	B-33-24
Municipality:	Village of Merrickville Wolford
Owner:	Nye
Location:	Part Lot 2, Con 6, 1006 Bolton Rd

Municipal Responses	Yes or No?
---------------------	------------

What is the local Official Plan designation of the land?
Rural

Does the application conform to the local Official Plan?

If not, please give relevant sections of the plan.

What is the land currently zoned in the Zoning By-Law?
Rural (RU)

Does the application comply with the municipal Zoning By-Law?

If not, please give relevant sections of the By-Law.

Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?

Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?

Additional Information

Please check which of these municipal services are available for the subject lands?

Water Sanitary Sewers Access to a public and maintained road

Electricity Garbage Collection Name of public road Pioneer Rd

Municipal Consent Application Form

Recommendations	Yes or No?	
Does the Planning Committee, or Council, recommend approval be given to this application, and why? Yes, consistent with OP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If provisional approval is granted, what Conditions would the municipality wish to see attached? (Please attach Council's resolution, a Planning Report, list of conditions, or check below). Please see planning report		
Does the municipality require their own copy of the reference plan for the subject lands?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the municipality require that the balance of any outstanding taxes, including penalties and interest, be paid to the municipality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the municipality require an Environmental Impact Study or other supporting studies? If yes, please describe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the municipality require a road widening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$500 cash in lieu of parkland	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Date: <u>04-10-2024</u> Signed: <u>Forbes Symon</u> Position: <u>Contract Planner</u> Municipality of <u>Village of Merrickville Wolford</u>		



Gallinger Severance

General information

Application date
Aug 27, 2023

Municipal file number

Proposed application
Lot creation for a maximum of three non-agricultural use lots

Applicant contact information
Matthew Gallinger
1006 Bolton Rd
Merrickville, ON
K0G 1N0

Location of subject lands
United Counties of Leeds and Grenville
Village of Merrickville-Wolford
WOLFORD
Concession 6, Lot 2
Roll number: 071471101504101

Calculations

Joyce Cook

Farm contact information
Joyce Cook
13078 Land O'Nod
Merrickville, ON
K0G1N0

Location of existing livestock facility or anaerobic digester
United Counties of Leeds and Grenville
Village of Merrickville-Wolford
WOLFORD
Concession 6, Lot 3

Total lot size
85 ac

Notes
Barn size 36x60
No Livestock for many years
Historic max. 3 horses, 2 plgs

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Unoccupied Livestock Barn	2160 ft ²	10 NU	2160 ft ²

▲ Unoccupied Barn or Unused Storage (Joyce Cook)
The calculated setback is based on assumptions for an unoccupied barn or unused storage that may not reflect the actual design capacity.

Setback summary

Existing manure storage	- Not Specified -	
Design capacity	10 NU	
Potential design capacity	20.1 NU	
Factor A (odour potential)	1	Factor B (design capacity) 200.12
Factor D (manure type)	0.7	Factor E (encroaching land use) 1.1
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)		155 m (509 ft)
Actual distance from livestock barn		732 m (2400 ft)
Storage base distance 'S' (minimum distance from manure storage)		No existing manure storage

Actual distance from manure storage

NA

Paul and Vicky

Farm contact information
 Paul and Vicky Fuller
 1048 Bolton Rd.
 Merrickville, ON
 K0G1N0

Location of existing livestock facility or anaerobic digester ⓘ
 United Counties of Leeds and Grenville
 Village of Merrickville-Wolford
 WOLFORD
 Concession 6

Total lot size
 25 ac

Notes
 Barn size 30x60
 Historic max. livestock - 5 horses

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Horses, Medium-framed, mature; 227 - 680 kg (including unweaned offspring)	3	3 NU	750 ft²

Setback summary

Existing manure storage	V3. Solid, outside, no cover, >= 30% DM			
Design capacity	3 NU			
Potential design capacity	3 NU			
Factor A (odour potential)	0.7	Factor B (design capacity)	150	
Factor D (manure type)	0.7	Factor E (encroaching land use)	1.1	
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)				81 m (266 ft)
Actual distance from livestock barn				381 m (1250 ft)
Storage base distance 'S' (minimum distance from manure storage)				81 m (266 ft)
Actual distance from manure storage				381 m (1250 ft)

Tony

Farm contact information
 Tony Huycke
 975 Bolton Rd.
 Merrickville, ON
 K0G1N0

Location of existing livestock facility or anaerobic digester
 United Counties of Leeds and Grenville
 Municipality of North Grenville
 OXFORD ON RIDEAU
 Concession 9 , Lot 1

Total lot size ⓘ

Notes
 Barn size 24x35
 No Livestock
 50 cattle 40 years ago

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Unoccupied Livestock Barn	850 ft ²	3.9 NU	850 ft ²

▲ Unoccupied Barn or Unused Storage (Tony)

The calculated setback is based on assumptions for an unoccupied barn or unused storage that may not reflect the actual design capacity.

Setback summary

Existing manure storage	- Not Specified -			
Design capacity	4 NU			
Potential design capacity	4 NU			
Factor A (odour potential)	1	Factor B (design capacity)	150	
Factor D (manure type)	0.7	Factor E (encroaching land use)	1.1	
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)				NA
Actual distance from livestock barn				259 m (850 ft)
Storage base distance 'S' (minimum distance from manure storage)				No existing manure storage
Actual distance from manure storage				NA

Preparer signoff & disclaimer

Preparer contact information

Matthew Gallinger
1006 Bolton Rd
Merrickville, ON
K0G 1N0

Signature of preparer


Matthew Gallinger

Aug. 27, 2023

Matthew Gallinger

Date (mmm-dd-yyyy)

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

May 7, 2024

Darlene Plumley, CAO
Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, ON K0G 1N0

Dear Ms. Plumley:

**Re: Request to Close Drummond Street between Read Street and St. Patrick Street
(Moderna Homes)**

Staff have had a series of discussions with Gerry Constantineau of Moderna Homes regarding the proposed residential apartment development on lands north of Lewis Street and east of Read Street in the Village of Merrickville. One of the features of the property which has been acknowledged by staff is the existence of an unopened section of Drummond Street between Read Street and St. Patrick Street, directly abutting the norther limits of the Moderna Homes property.

It has been acknowledged by staff that the apartment development could benefit from the unopened Drummond Street lands being added to the Moderna property. Staff have now received a formal request from Moderna Homes to stop up, close and sell the section of Drummond Street unopened road allowance, identified as Part 1 on the attached draft Reference Plan (Attachment #1).

Proposal Review

Part 1 on the attached draft Reference Plan is approximately 1,400 m² (15,075 ft²) in size, being 12.19 m wide and 114.89 m long. The lands run along the entire norther limit of the Moderna Homes property, plus an additional 39.56 m along the abutting lands to the east. The Drummond Street road allowance in question runs from Read Street on the west to St. Lawrence Street to the east.

The Senior Planner and the Manager of Operations/Fire Chief have reviewed the request and find that there is no need for the Village to retain ownership of the unopened road allowance. There does not appear to be any likelihood that the Village would ever open up the road allowance as a public street. There does not appear to be any existing infrastructure within the unopened road allowance (drainage, sewer, water, hydro) and there does not appear to be any need in the future for the land to be used as a utility corridor.

It is the position of staff that the unopened Drummond Street road allowance would be best served being developed as part of the residential apartment development as presented in the preliminary proposal by Moderna Homes.

Road Closing Process

The Village of Merrickville-Wolford By-law 08-10 establishes the municipal policy with regards to the sale of municipal lands and is intended to be consistent with Section 270 of the Municipal Act.

The following are the steps outlined in By-law 08-10 to dispose of surplus municipal lands:



1. Municipal Lands slated for sale must be declared surplus by municipal by-law.
2. Public Notice of the intent to sell land shall be given following the passing of the by-law declaring the lands surplus – notice in newspaper, municipal website and social media. Council also has the option to send direct mail to municipal residents.
3. An authorizing by-law to allow the Mayor and Clerk to sign and process all legal documents required for the sale of the land needs to be passed.
4. A by-law selling the property upon receipt of an acceptable offer needs to be passed.
5. The deed for the property to contain clauses related to the declaration of the surplus lands, public notice of the sale of the lands and that an appraisal was obtained.

It is understood that the applicant is required to cover all costs associated with the sale of the property including the survey of the lands, appraisal of the lands, legal transfer of the lands (both his and Village's lawyer costs).

The appraisal of the lands should be undertaken by a licensed real estate appraiser.

Recommendation

It is recommended that Council proceed with the passing of a by-law declaring the Drummond Street Road Allowance between Read Street and St. Lawrence Street to be deemed surplus and for sale. That Moderna Homes provide a \$3,000 deposit to cover the costs of the land appraisal and pending legal fees. Further, upon receipt of the deposit, staff be directed to proceed with retaining the services of a licensed real estate appraiser to undertake the appraisal. Upon receipt of the appraisal, that staff proceed with the public notice of intent to sell the subject lands and bring forward a by-law for Council's consideration authorizing the Mayor and Clerk to sign and process all necessary legal documents. Once Moderna Homes provides the Village with an acceptable offer for the sale of the property, that staff bring forward the by-law selling the property at the agreed upon terms.

All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', with a long horizontal flourish extending to the right.

Forbes Symon, MCIP, RPP
Senior Planner



Amateur World Powerlifting Championships
LIMERICK, IRELAND
August 26TH TO 30TH 2024



Dear: Mayor Cameron, Councillors Gural, Olfield, Ireland, Maitland, and CAO

We are thrilled to announce that the vibrant community of Merrickville is sending six of its own athletes to compete and coach at the Amateur World Powerlifting Championships in Limerick, Ireland, this August 2024.

What makes this endeavor even more remarkable is that these exceptional athletes are all women, ranging from the ages of 20 to 51. Not only will they proudly represent Canada on the global stage, but they will also carry the spirit and pride of their hometown, Merrickville. This unique composition of an all-female team is a rarity in any sport, and particularly so in powerlifting.

We take immense pride in these athletes and the unwavering dedication they continue to demonstrate in their pursuit of excellence. Beyond their athletic achievements, they serve as inspirational role models, embodying strength, resilience, and determination. Their dedication not only honors the integrity of their sport but also reflects the heart and spirit of our community.

These remarkable women inspire women of all ages and young girls to embrace sports, explore new challenges, and overcome obstacles with courage. They exemplify the power of perseverance and the importance of breaking barriers.

We humbly request your support to help these athletes fulfill their dreams and proudly represent Merrickville and Canada on the world stage. We are seeking to raise \$15,000.00 to cover the costs of flights and accommodations for the duration of the World Championships.

Your contribution will not only support these athletes but will also contribute to the promotion of gender equality in sports and the empowerment of women in our community and beyond.

Thank you for considering our request and for your ongoing support.

We look forward to hearing from you k [REDACTED] ([REDACTED])

Sincerely,

Hilda Siegel – Athlete/ Coach

Adia Siegel – Athlete

Ava Cunningham – Athlete

Bethany Hossick – Athlete

Karen Cunningham – Athlete

Anna Belot – Athlete

**Lots of way to support.
Sponsorship Opportunities**

Bronze Sponsorship - \$250.00

Recognition and Acknowledgment: Public recognition and acknowledgment of the village's support through announcements and mentions in press releases or media interviews, and inclusion in team communications.

Silver Sponsorship - \$500.00

Digital Promotion: Digital promotion through the athlete's and Power Pole Performance social media channels, including mentions, sponsored posts, or content featuring the village of Merrickville.(Facebook, LinkedIN, Instagram).

Recognition and Acknowledgment: Public recognition and acknowledgment of the village's support through announcements and mentions in press releases or media interviews, and inclusion in team communications.

Gold Sponsorship - \$1000.00

Logo Placement: Offer prominent placement of the sponsor's logo on team uniforms, and promotional materials.

The events are live streamed across the globe. The village's logo will be prominently displayed on the powerlifting singlet within the rules of the event

Village Promotion: The Merrickville banner will be displayed at the athlete preparation on days the athletes will be competing.

Digital Promotion: Digital promotion through the athlete's and Power Pole Performance social media channels, including mentions, sponsored posts, or content featuring the village of Merrickville.(Facebook, LinkedIN, Instagram).

Recognition and Acknowledgment: Public recognition and acknowledgment of the village's support through announcements and mentions in press releases or media interviews, and inclusion in team communications.

Report to Council

Date: May 13, 2024
From: (Interim) CAO/Deputy Clerk Plumley
Re: Ball Diamond Rental Agreement

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Ball Diamond Rental Agreement;
AND FURTHER THAT, By-law 24-2024 be read a first, second and third time and shall come into force and effect as of May 13, 2024.

Background:

During 2024 budget discussion it was identified that activities, staff time and usage were to be tracked to determine a more realistic cost recovery of our recreation facilities. Based on previous years, there has not been a specific agreement for repeat users of the grounds. There were no guidelines for use or notification of when the diamonds were being utilized. This often led to miscommunication and frustration from ratepayers and residents.

Financial Impact:

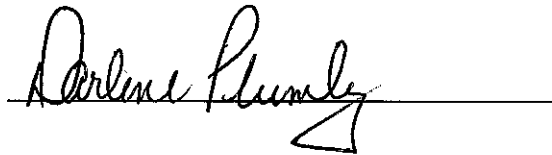
Given the timing of the agreement, it is more realistic to introduce the fees associated for the 2025 baseball season, however the Agreement as it related to notification and usage policies can be adopted in 2024.

This will also provide us with an opportunity to track usage and ensure the diamonds are being used in a manner that benefits the community.

Attachments:

- a) Current fee schedule
- b) Proposed rental fee policy and 2025 fee schedule.

CAO/Deputy Clerk Plumley



THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 24-2024

BEING A BYLAW TO ESTABLISH A BASEBALL DIAMOND USER GROUP AGREEMENT FOR THE VILLAGE OF MERRICKVILLE-WOLFORD BASEBALL DIAMONDS

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient and in the public interest to adopt a Baseball Diamond User Group Agreement pertaining to the rental and cancellation of field bookings at the Merrickville-Wolford Baseball Diamonds;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford enacts as follows:

- 1.1 THAT the attached Schedule "A" is hereby adopted.
- 1.2 THAT Schedule "A" hereto shall be made part of this By-law as fully recited herein.
- 1.3 THAT this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
- 1.4 THAT The CAO, Public Works Manager, Treasurer, and Clerk are hereby delegated authority to execute the attached user agreement on behalf of the Village.
- 1.5 THAT this by-law shall come into force and take effect upon the final passing thereof.

Read a first, second and third time and passed on the 13th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
SCHEDULE "A" TO BY-LAW NO. 24- 2024

Ball Diamond Rental Agreement

BETWEEN: The Corporation of the Village of
Merrickville-Wolford (Hereinafter referred to
as "the Village")
OF THE FIRST PART

AND: *User Group*
OF THE SECOND PART

Both Parties agree to the following terms:

1. This agreement is to cover all pre-season try-outs, exhibition games, practices, camps, regular games, and tournaments for the season.
2. Booking requests are to be submitted in writing during regular business hours or emailed to reception@merrickville-wolford.ca. They will be granted on a first come first served basis.
3. The terms of payment for all charges are to be as follows:
A deposit to confirm the booking will be required and be deducted from the final invoice. The invoice is due at the end of the baseball season each year. The invoice must be paid in full or no future agreements will be considered going forward.
4. The Public Works Manager or designated Municipal Staff must be informed of all schedule changes, user groups will be charged for cancellations made 7 days after the rental date (excludes rain outs).
5. Booking confirmations will be sent out in writing by the Public Works Department no later than May 1st. Earlier confirmations will be sent out as required.
6. All user groups will be given a key to the building (*deposit of \$50.00 is required*) at the beginning of each season. The key must be returned at the end of each season prior to the return of the deposit.
7. The User group does not have the right to sublease diamond time unless given written authorization from the Public Works Department.

8. Rates as per By-law 24-2024 (as amended annually based on COLA):

Village of Merrickville-Wolford 2025 Baseball Diamond Rates	
Adult (lights 7:00pm-11:00pm) - Hourly	\$25.00+ \$3.25 = \$28.25
Youth (lights 7:00pm-11:00pm) - Hourly	\$20.00 + \$2.60 = \$22.60
Adult (no-lights) - Hourly	\$18.00 + \$2.34 = \$20.34
Youth (no-lights) - Hourly	\$15.00 + \$1.95 = \$16.95
Adult Tournament Rate	\$200.00 + \$26.00 = \$226.00
Youth Tournament Rate	\$125.00 + 16.25 = \$141.25

9. User groups will be responsible for any purposeful damage caused to the baseball fields by any player, coach, manager, trainer, or member of the Executive, to an equivalent standard / condition as existed prior to the damages, as agreed to by the Public Works Department.
10. All user groups are expected to have qualified first aid providers in attendance at every event.
11. Alcoholic beverages are NOT permitted in any sports field or park.
12. As of January 15th, 2015, it is illegal to smoke on and around children's playgrounds and publicly owned sports fields. By law, you cannot smoke or hold lighted tobacco in a place where it has been prohibited.
13. Municipal service vehicles or contract vehicles are the only vehicles permitted on sports fields/parks.
14. All field lights will be turned on as required and turned off at 11:00pm.
15. The Village reserves the right to cancel any and all bookings or field activities due to rain outs or for any other circumstances that has or may result in damage to the turf and playing field. User groups will be responsible for contacting the Public Works Manager or designated Municipal Staff if a booking needs to be cancelled due to weather (rain out). The user groups will not be charged for rain outs. Public Works contact information: publicworks@merrickville-wolford.ca.
16. User groups shall carry Comprehensive General Liability in the amount of not less than \$2,000,000 and shall add the Corporation of the Village of Merrickville-Wolford, the elected officials, agents, officers, and employees as Additional Insured with respect to the Agreement.
This insurance shall be non-contributing with and apply as primary and not as

excess of any insurance available and shall contain a waiver of subrogation in favour of The Corporation of the Village of Merrickville-Wolford.

User groups shall indemnify and hold the Corporation of the Village of Merrickville-Wolford; their elected officials, agents, officers and employees harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Association, its agents, officers, employees or other persons for whom the Association, is legally responsible. User groups shall supply the designated Municipal Staff with a certificate of insurance evidencing coverage.

16. All terms and conditions of this agreement are binding from May 1, to September 30, I/We, the undersigned, have read the Agreement and understand the terms and conditions of this facility rental agreement. I/We also agree to abide by this agreement and take full responsibility for the rental and/or use of this facility. I/We and the organization I/We represent will indemnify and save harmless the Corporation of the Village of Merrickville-Wolford and its officers and/or employees from and against all claims, demands, loss, costs, damages, actions and suits or other proceedings by whomever made, sustained, brought or prosecuted in any manner, based upon, occasioned by, or attributable to any injury or damage arising or resulting from any act, omissions or due to circumstances beyond the control or myself/our organization, its officers, employees or agents in using the said premises.

User Group

Date

Municipal Authorization

Dat

Report to Council

Date: May 13, 2024
From: (Interim) CAO/Deputy Clerk Plumley
Re: Village of Merrickville-Wolford Hall Rental Agreement

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report concerning the Village of Merrickville-Wolford Hall Rental Agreement;
AND FURTHER THAT AND FURTHER THAT, By-law 25-2024 be read a first, second and third time and shall come into force and effect as of May the 13, 2024.

Background:

As identified at the April 22, 2024, Committee of the Whole Meeting Community Groups will have a reduced rate;

THREE HOUR RENTAL FEE*	
\$100.00 + HST \$13.00 = \$113.00	\$150.00 + \$19.50 = \$169.50
Community Groups \$50.00 + \$6.50 = \$56.50	\$50.00 Security Deposit

In addition to this, cleaning costs have been identified in the fee structure.

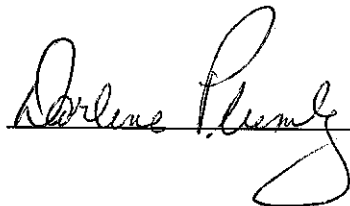
Financial Impact:

There is no negative impact on the Municipal Budget, revenues may be increased however it will provide a more detailed basis for the 2025 budget estimated.

Attachments:

Current rental policy
Proposed rental policy schedule "A"

Prepared and signed by Interim CAO Plumley



THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 25-2024

BEING A BYLAW TO ADOPT
A HALL RENTAL AGREEMENT AND FEE POLICY

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

AND WHEREAS Section 391 of the *Municipal Act, 2001*, S. O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient and in the public interest to adopt a Hall Rental Agreement and Fee Policy.

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

A Policy to Implement a Hall Rental Agreement Schedule "A" and Fee Schedule "B"

1. **THAT** Schedule 'A' hereto shall be made part of this By-law as fully as if recited herein.
2. **THAT** Schedule 'B' hereto shall be made part of this By-law as fully as if recited herein.
3. **THAT** this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
4. **THAT** this By-law shall come into force and effect immediately upon the passage thereof.

Read a first, second and third time and passed on the 13th day of May 2024.

Mayor Cameron

Clerk McCaugherty-Jansman

The Merrickville Memorial Community Centre at 106 Read Street and the Eastons Corners Centennial Hall at 43 Park Street are the property of the Corporation of the Village of Merrickville-Wolford (henceforth the "Municipality").

Rental of the Memorial Community Centre and of the Centennial Hall (henceforth the facilities) are for the building and equipment as defined in the contract. Regulations and conditions for renting municipal facilities form part of the contract, and are as follows:

General principles:

Facility allocations shall be based on the philosophy that Merrickville-Wolford groups (and neighbouring municipalities with cost-sharing agreements) and groups that serve the best interests of the entire community of Merrickville-Wolford shall have priority over limited access groups or groups from outside the Village.

Priority will be given on a "first come, first served, first paid basis" unless otherwise indicated in a specific section of the rental agreement. Conflicts will be dealt with on an "as required" basis.

The Municipality assumes no responsibility, either directly or indirectly, for any actions arising out of use of the area by any person attending the Renter's event, nor for the loss of any belongings, item, exhibit, or artifacts of the renter (or people attending the event) in the building or on the grounds. The Renter agrees to save the Municipality, its officers, servants, and employees from any liability for bodily injury or property damage howsoever caused. The Renter accepts full responsibility for any and all damage incurred during the occupancy of the facility from any claim arising out of the use thereof.

Smoking:

Smoking is prohibited inside municipal facilities.

Pyrotechnics:

Pyrotechnics, fire, and candles are prohibited inside the facilities, except for canned candle/heat for chafing-dishes. Only a licensed operator is authorized to set up and ignite pyrotechnics outside the facilities.

Motorized vehicles inside facilities:

The running of motor engines is prohibited inside the facilities, unless operating to place on display. The Renter shall place a protective cloth/pad/sheet underneath motorized vehicles (cars, trucks, motorcycles, ATV, etc).

Alcohol:

The presence and consumption of liquor is not allowed inside the facilities nor on the premises, unless authorized by the Liquor Control Board of Ontario (LCBO).

If alcohol/liquor is present during the event, the Renter shall: obtain appropriate permits and licences from the LCBO; use the bar area; post LCBO permit and licence in the bar, and make them visible; provide beer cups, wine and liquor glasses; remove all evidence of service and consumption of liquor within one half (1/2) hour after the expiry of such permit and licence; and, ensure that all the people attending the event comply with the Liquor License Act and Regulations of the Province of Ontario.

Village of Merrickville-Wolford By-law 25-2024 Schedule "A" Rental regulations - conditions
Revised May 13, 2024

The person(s) named on the permit and license must be on premises at all times. Alcohol consumption is to be in accordance with the LCBO permit or licence. Liquor must be served under the authority of an LCBO permit and licence, and only during the hours specified.

Security:

The Renter shall provide such security as may be considered adequate to cover the event.

Insurance:

The Renter has two options: provide their own insurance; or request to be covered under the Municipality's "Commercial General Liability Coverage" insurance. Insurance is a rental condition.

Own insurance:

The Renter shall provide their own General Liability Coverage insurance. The Renter shall include the "Village of Merrickville-Wolford" as additional insured. Before the event, the Renter shall provide the Municipal Office with a copy of the insurance certificate.

Municipality's "Commercial General Liability Coverage" insurance:

The Renter shall request to be covered under the Municipality's "Commercial General Liability Coverage" insurance policy. The Renter shall familiarize themselves with the Municipality's insurance policy; a copy of the municipal insurance policy is available at the Municipal Office upon request. The Renter shall provide to the Municipal Office before the event a written list of names of the organizers to be covered under the Municipality's insurance if there are more names than the Applicant(s)/Person(s) listed on the rental application/contract.

Absence of Renter:

In the event that the facilities are not being used or occupied by the Renter within sixty (60) minutes of the given start time and date, the facilities shall be surrendered to the Municipality. The deposit and payment will not be returned.

Inappropriate actions:

The Municipality, its duly appointed representative, including the Ontario Provincial Police (OPP), has the authority: to enter the facilities at anytime to ensure conformity and/or compliance with the rental agreement and various legislations (i.e. Fire Code); and, to cancel or abort any event if deemed in non-conformity and/or non-compliance.

The Renter is liable for the activities he/she allows during the event. If the Renter allows unsafe activities during the event, the Renter may be liable for any unfortunate outcome.

Alter/Cancel:

The Municipality reserves the right to alter or cancel the rental. The deposit fee will be returned to the Renter. The Municipality assumes no responsibility for any damage or loss due to the cancellation.

The Renter shall provide the Municipality with seven (7) days advance notice of cancellation in order to have the deposit returned. Failure to notify will result in full rental fee being charged; and the deposit and any other payment not being returned.

Damages:

The Renter shall pay for all damage to the premises or furnishings arising out of the use of the facility by the Renter. The Renter will not paint in part or in whole any equipment and property (including facilities) of the Municipality. A deposit is required prior to the rental.

Inspections:

Prior to all events, except those held on a weekly basis during the week (i.e.: scouts, playgroup), municipal staff will inspect the facility with the renter to note any inadequacies. Municipal staff will inspect the facility following the rental with the inspection form and will note any damage or inadequacies. The Renter must make an appointment at least one week prior to the rental with municipal staff to set a date and time for the inspection.

Cleaning supplies or replacement:

Sufficient supplies and equipment are on hand in the kitchen, entrance hall or the washrooms. All washroom supplies will be provided for the event, and adequate replacements will be made available. If it is necessary to fill the soap in the washrooms, they should only be filled $\frac{3}{4}$ full.

Custodian staff:

There is no full-time custodian at the facilities. The Renter should provide their own personnel to deal with all minor maintenance events. Use of staff for an event should be discussed prior to rental, at a rate of pay to be determined.

Outside use of grounds:

At the Merrickville Memorial Community Centre, the soccer fields, baseball diamond, exhibition fairgrounds, play structure, rink house and ice rink are not included in the rental of the facilities.

At the Eastons Corners Centennial Hall, the softball diamond, tennis courts, ice rink and rink house, and the play structure are not included in the rental of the facilities.

The Renter shall make separate arrangements with the Municipality for renting these facilities.

Service providers, e.g.: catering, musicians, etc:

All service providers are the responsibility of the Renter. All equipment, articles, and belongings of the service providers are the responsibility of the renter and shall be removed from the facility at the end of the event.

Access prior to the event:

Renters may be granted access to the building up to 12 hours before their event if this does not conflict with another user. Arrangements shall be made prior to rental.

Deliveries and Loading/Unloading:

All merchandise/goods/equipment supplied or delivered by or for the Renter to the facility shall be and shall remain solely at the Renter's risk. The Municipality assumes no responsibility for loss or damage thereto by any cause whatsoever. Municipal representatives will not sign for goods. The Renter shall use the double doors at the south parking lot for loading/unloading.

Storage:

No merchandise/goods/equipment may be stored prior to or following an event.

Craft Fairs, Markets, Auctions:

Craft Fairs, Markets, Auctions, or any group that displays goods and/or materials for sale will not bring or move any item into the Community Centre until the night or day preceding the sale at a time being one (1) hour following the last scheduled event preceding their sale.

Sublet:

The Renter shall not exchange, assign, broker or sublet the facility to any other group or person. Any attempt to undertake such will result in the immediate cancellation of the contract, without any refund of any deposit. This section does not apply to events organized by the Renter where the Renter rents space, such as a craft fair, trade show, art show, auctions, etc.

Keys:

The Renter shall obtain a key prior to the event from the Municipal Office and shall return the key on the day following the event or in the drop box at the Municipal Office. Keys are available from 8:30 am to 4:30 pm during the week at the Municipal Office. The Renter shall lock all outside doors when vacating the facilities.

Repeat yearly event:

If a Renter wishes to hold its event at the same time the following year, the Renter shall complete an application form, submit it to the Municipality, and include a deposit. Overdue accounts must be paid before re-booking facilities. There are no guarantees of availability.

Booking of facilities:

The Municipality reserves the unrestricted right to refuse booking facilities.

Deposit:

A deposit of 50% of the total rental fee is required with the application for the Merrickville Memorial Community Centre at 106 Read Street. As for the Eastons Corners Centennial Hall at 43 Park Street, payment in full is required with the application.

Overdue account:

Overdue accounts penalty of 1.25% of unpaid balance will be added on the first day of every calendar month after due date (rental date).

Kitchen:

At the end of the event, the Renter shall:

- wash, dry, and put away all dishes, pots and pans, coffee makers, etc. that were used during the rental;
- clean the inside of the fridges, and the stove top and front, if there are spills;
- wash and dry the counter tops;
- mop up spills on the floor;
- ensure stoves are off and fridge doors are closed.

A broom and mop/bucket are available for spot cleaning. The drawers are very heavy. Care should be taken when opening them. Do not pull them out all the way. Hot water is set at 130°C to meet Health Unit Requirements. It is not recommended that you run water directly on hands.

MAIN HALL:

1. Decorations:

Doors and walls may be used for decorations. Confetti is not allowed. The Renter shall not use tacks, nails and screws that will make holes. The Renter shall use removable tape. The Renter shall remove decorations immediately after the event.

2. Floors:

A strong effort is made to keep the floors in good condition. The Renter shall not use tape or adhesive that will remove the finish on the floor. The Renter is responsible for excessive scuffing caused by dragging and moving furniture or other items; the Municipality will invoice the Renter for the cost of reinstatement of the floor finish.

3. Stage:

When indicated on the rental application, the Municipality will provide a stage. Once set up, the Renter shall not move or dismantle the stage, nor alter its appearance. The stage is only available at the Community Centre in Merrickville.

4. Tables:

When indicated on the rental application, the Municipality will bring tables into the Main Hall. The Renter shall set up the tables. The Renter shall not remove tables from the building nor use them for outside events. At the end of the event, the Renter shall wash and clean the table surfaces. Tables are to remain in the main hall at the conclusion of the event. In the Merrickville Community Centre, the tables are eight (8) feet long with a hard plastic grey surface. In Eastons Corners, the tables are of two types of wooden surface; and square and six (6) feet long. Table coverings and place mats are the responsibility of the Renter.

5. Chairs:

When indicated on the rental application, the Municipality will bring chairs into the Main Hall. The Renter shall set up the chairs. The Renter will not remove chairs from the building nor use them for outside events. Chairs are to remain in the main hall at the conclusion of the event.

6. Exit signs and fire doors:

Obstruction of exit signs, stairways and exit doors is against the law. All fire doors (so marked) shall be kept closed at all times.

Fire Department Officials, O.P.P. or a Municipal designate may inspect the premises at any time and may order the removal of any materials where the presence, nature or quantity of such materials may create a hazard.

7. Garbage:

At the end of the event, the Renter shall:

- collect garbage in and around the facilities;
- place the tied/secured garbage bag(s) in the east hallway next to the kitchen;
- remove boxes, crates and cartons that were brought in for the event;
- remove event food from the premises.

The Municipality will charge the Renter a fee for clean-up, if required.

**Village of Merrickville-Wolford Hall Rental Agreement
By-law 25- 2024 Schedule "B"**

Organization: _____

Contact Person: _____

Contact Information: _____

Date of Rental Agreement: _____ Hours: _____

Event Type: _____

Bar: YES / NO Hours: _____

MERRICKVILLE COMMUNITY CENTRE

Option 1 – Basis Hall Rental Fee **without bar (estimated fee for cleaning included \$150.00)**

RESIDENT	NON-RESIDENT
\$200.00 + HST \$26.00 = \$226.00	\$300.00 + HST \$39.00 = \$339.00
+ \$200.00 Security Deposit	
AUCTION	
\$400.00 + HST = \$52.00 = \$452.00	\$500.00 + HST \$65.00 = \$565.00
SERVICE ORGANIZATION	
\$200.00 + HST \$26.00 = \$226.00	\$200.00 + HST \$26.00 = \$226.00
UPSTAIRS ROOM /Lease agreement with TNIM until September 30, 2029	
\$75.00 + HST \$9.75 = \$84.75	\$100.00 + HST \$13.00 = \$113.00
COMMUNITY CENTRE & GROUNDS WEEKEND EVENT	
\$1,750.00 + HST \$227.50 = \$1,977.50	\$1,900.00 + HST \$247.00 = \$2,147.00
GROUNDS ONLY WEEKEND EVENT	
\$750.00 + HST \$97.50 = \$847.50	\$900.00 + HST \$117.00 = \$1,017.00
BLOOD DONOR CLINIC	
NO CHARGE	
FUNERAL SERVICE	
NO CHARGE	
THREE HOUR RENTAL FEE*	
\$100.00 + HST \$13.00 = \$113.00	\$150.00 + \$19.50 = \$169.50
Community Group \$50.00 + \$6.50 = \$56.50	\$50.00 Security Deposit

Option 2 –Hall Rental Fee **with bar (estimated fee for cleaning included \$200.00)**

RESIDENT*	NON-RESIDENT*
400.00 + HST = \$52.00 = \$452.00	\$500.00 + HST \$65.00 = \$565.00
+ \$300.00 Security Deposit	

**Village of Merrickville-Wolford Hall Rental Agreement
By-law 25- 2024 Schedule “B”**

WOLFORD HALL RENTAL (estimated fee for cleaning included \$50.00)

RESIDENT	NON-RESIDENT
\$75.00 + HST \$9.75 = \$84.75	\$100.00 + HST \$13.00 = \$113.00
THREE HOUR RENTAL FEE	
\$40.00 + HST \$5.20 = \$45.20	\$60.00 + HST \$7.80 = \$67.80
FUNERAL SERVICE	
NO CHARGE	

*Renter shall: obtain appropriate permits and licenses from the LCBO; use the bar area; post LCBO permit and license in the bar, and make them visible; provide beer cups, wine and liquor glasses; remove all evidence of service and consumption of liquor within one half (1/2) hour after the expiry of such permit and license; and, ensure that all the people attending the event comply with the Liquor License Act and Regulations of the Province of Ontario.

Proof of residency must be provided at the time of booking.

Upon signing, the Renter acknowledges that he/she has read and understands the terms of the agreement.

Village of Merrickville-Wolford

Renter

Report to Council

Date: May 13, 2024
From: (Interim) CAO/Deputy Clerk Plumley
Re: Council Remuneration Policy

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Council Remuneration Policy;
AND FURTHER THAT By-law 26-2024 be read a first, second and third time and shall come into force and effect as of May the 13, 2024.

Background:

Amendments requested at the April 22, 2024 Committee of the Whole Meeting have been incorporated into the document.

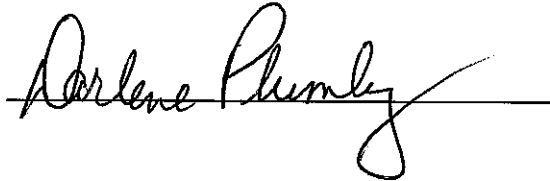
Financial Impact:

There will be no impact on the 2024 Budget.

Attachments:

Council Remuneration Policy
Historical Summary

CAO/Deputy Clerk Plumley

A handwritten signature in black ink, reading "Darlene Plumley", is written over a horizontal line. The signature is cursive and includes a long horizontal stroke at the end.

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 26-2024

BEING A BYLAW TO ADOPT A COUNCIL REMUNERATION & EXPENSE POLICY

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient and in the public interest to adopt a Policy to recognize the efforts made by members of Council in serving their constituency and acknowledges that there are costs / expenses associated with fulfilling these duties.

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

1. THAT the Council Remuneration & Expense Policy attached hereto as Schedule 'A' be and is hereby adopted.
2. THAT Schedule 'A' hereto shall be made part of this By-law as fully as if recited herein.
3. THAT this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
4. THAT this By-law shall come into force and effect immediately upon the passage thereof.

Read a first, second and third time and passed on the 13th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

Council Remuneration & Expense Policy

SCHEDULE “A” to By-law 26-2024

1.0 POLICY STATEMENT

The Village of Merrickville-Wolford recognizes the efforts made by members of Council in serving their constituency and acknowledges that there are costs / expenses associated with fulfilling these duties.

The purpose of this policy is to consolidate remuneration amounts and formalize expense reimbursement and reporting procedures for members of Council.

2.0 SCOPE

This policy applies to all members of Council.

3.0 PROCEDURE

3.1 Annual Remuneration

The remuneration for members of Council for the Corporation of the Village of Merrickville-Wolford shall be, estimated January 1st, 2024, and has been budgeted for as follows, however the amount will be adjusted based on submissions by members, i.e. Committee meeting attendance is capped at \$600 and based on ten meetings per year.

	Cell	Mileage	Honorarium	Committee Meetings	Conference Training
Mayor	\$700.00	\$300.00	\$15,612	\$600.00	\$2,000.00
Deputy Mayor			\$11,894	\$600.00	\$2,000.00
Councillor			\$11,894	\$600.00	\$2,000.00

3.1.1 The annual remuneration shall be all inclusive of attendance at all Regular and Special Council, meetings as required.

3.1.2 The Council remuneration will automatically change (on an annual basis) in accordance with the previous year’s Cost of Living (COLA)

3.2 Travel Expenses

3.2.1 Members of Council shall receive an allowance for travel expenses incurred while on Village business. Said rate is to be set in accordance with the rate set annually by the United Counties of Leeds and Grenville.

3.3 Computer Allowance

The Village recognizes that members of Council require the aid of a computer and associated resources in order to fulfill their municipal duties. Laptops will be provided to Councillor’s with the expectation they adhere to the “Appropriate Use, Care and Security of Electronic Resources Policy”.

3.4.1 Convention / Seminar Expense /Attendance

3.4.2 Members of Council shall receive a daily expense allowance for meals and out of pocket expenses of \$200.00 per full or \$100.00 part day attendance while engaging in Village business or participating in a conference or other training session outside the United Counties of Leeds and Grenville.

3.4.3 Spouses or others shall not be reimbursed for any expenses associated with attendance at any event with a member of Council.

3.4.4 Council members shall, prior to attending any conference, seminar, or training session, advise Council of their intentions accordingly. Notice of attendance shall be given by the member attending the conference / seminar or training session at a regular or special meeting of Council or the Committee of the Whole.

3.4.5 In addition to the expense allowance, the following expenses shall be eligible for reimbursement:

- Travel, either by commercial carrier or by the member's personal vehicle, reimbursed at the rate set annually by the United Counties of Leeds and Grenville.
- Taxi transportation while at the location;
- Reasonable accommodation costs, comparable to the conference / seminar hotel rates;
- Conference, seminar, or other training fees;
- Any expenses related to text and course materials;
- Necessary sundry items;

Receipts shall be required to support the Council Members claim for reimbursement of any of the above expenses, other than the daily expense allowance and any claim for mileage.

4.0 Monthly Expense Claims

Regular expense claims shall be submitted monthly, within 10 working days of the end of the previous month, to the Accounts Payable / Payroll / Benefits Clerk.

Expense claims shall be submitted using the template provided by the Village or an approved alternative.

5.0 RESPONSIBILITY

The Council and Chief Administrative Officer are responsible for ensuring compliance with this policy.

Report to Council

Date: May 13, 2024
From: (Interim) CAO/Deputy Clerk Plumley
Re: Appropriate Use, Care and Security of Electronic Resources Policy

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Appropriate Use, Care and Security of Electronic Resources Policy; AND FURTHER THAT By-law 27-2024 be read a first, second and third time and shall come into force and effect as of May the 13, 2024.

Background:

With the understanding that Council has been issued Laptops for the remainder of their Council term, it was suggested that a policy be developed to determine the nature of their use, how they would be cared for and the security of the resources. Confirmation concerning cyber protection has been received and instructions have been provided to Council on the process to be used.

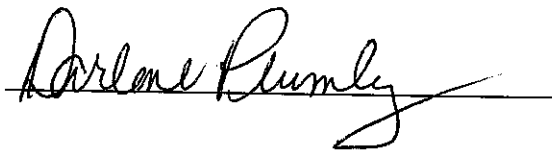
Financial Impact:

If the policy is adopted, there will be no impact on the 2024 Budget.

Attachments:

Appropriate Use, Care and Security of Electronic Resources Policy

CAO/Deputy Clerk Plumley

A handwritten signature in black ink, appearing to read "Darlene Plumley", is written over a horizontal line.

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 27-2024

BEING A BYLAW TO ADOPT AN APPROPRIATE USE, CARE AND SECURITY OF ELECTRONIC RESOURCES POLICY

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient and in the public interest to adopt a Policy to Implement the Appropriate Use, Care and Security of Electronic Resources;

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

1. THAT the Policy to Implement an Appropriate Use, Care and Security of Electronic Resources as attached hereto as Schedule 'A' be and is hereby adopted.
2. THAT Schedule 'A' hereto shall be made part of this By-law as fully as if recited herein.
3. THAT this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
4. THAT this By-law shall come into force and effect immediately upon the passage thereof.

Read a first, second and third time and passed on the 13th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

Village of Merrickville-Wolford Appropriate Use, Care and Security of Electronic Resources Policy Schedule “A” to By-law 27-2024

The Village of Merrickville-Wolford electronic resources have been acquired and are allocated/provided/made accessible to individuals and groups, for specific purposes necessary to conduct the business of the Municipality. All users must ensure that the Village’s electronic resources are used in an appropriate, ethical, and lawful manner. The Village of Merrickville-Wolford expects all users to conduct themselves according to the highest standards of professional ethics and behaviour appropriate for a government agency.

Electronic resources shall be understood to include servers, desktop computers, laptop computers, tablets, telephones, cellular phones, personal digital assistant devices, smart phones, software, corporate data, all electronic storage devices, etc.

Objective

To ensure the appropriate use and security of electronic resources.

Procedure

Users will agree to use all electronic resources solely for appropriate purposes as a condition of access.

The inappropriate use of any electronic resources will not be tolerated. Some examples of inappropriate use are found in Appendix A. This is not to be taken as an exhaustive list. Users found to have breached this Policy are subject to the full range of disciplinary procedures up to and including dismissal.

All users receive instruction on what constitutes appropriate and inappropriate use of the electronic resources, and on what to do if notified or become aware of any inappropriate usage. The acknowledgement form, found in Appendix B, will normally be presented for signature before granting access to the equipment, and will be signed by the employee on an annual basis.

Users assigned specific electronic resources shall make every effort to ensure the security of the hardware, software, and all file information.

System Monitoring

Users expressly waive any right of privacy in anything they create, store, send, or receive on the Village of Merrickville-Wolford’s computer systems. The Village of Merrickville-Wolford can monitor emails without notice.

Communication of Confidential Information

Unless expressly authorized to do so, Users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to the Village of Merrickville-Wolford. Unauthorized dissemination of such material may result in disciplinary action as well as substantial civil and criminal penalties under Provincial and Federal Economic Espionage laws.

Email Disclaimer

All Users will include the following disclaimer on all emails:

Disclaimer: This e-mail and any attachments may contain personal information or information that is otherwise confidential and is intended for the exclusive use of the intended recipient. The contents hereof are protected under the rights and privileges of the Municipal Freedom of Information and Protection of Privacy legislation. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Village of Merrickville-Wolford accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply advising of the error, and delete or destroy any copies of it. The transmission of e-mails between an employee or agent of the Village of Merrickville-Wolford and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Village of Merrickville-Wolford.

Appendix “A”

INAPPROPRIATE USE OF ELECTRONIC RESOURCES

All users of the Village’s electronic resources are responsible for ensuring the integrity of the resources being used and the uses to which these resources are put are for the advancement of Village business.

During non-work periods, users may make limited and reasonable personal use of the Village’s electronic resources. Reasonable is defined at the sole discretion of the Employer and is not negotiable. Should a user incur any financial cost to the Village as a result of personal use of electronic resources, including but not limited to telephones, computers, etc., the user shall promptly acknowledge such costs and reimburse the Village immediately.

All other uses of the Village’s electronic resources are deemed inappropriate. Specific examples include but are not limited to:

1. Using electronic resources for purposes other than those for which they were allocated.
2. Engaging in illegal activities.
3. Failing to maintain the confidentiality of passwords.
4. Saving or transferring files onto non-Village owned devices without express consent to do so.

5. Using a computer account without authorization or providing computing resources to individuals or groups without the specific authorization of the relevant Department Head or designate.
6. Unauthorized sharing, inspecting, altering, deleting, obtaining copies of, publishing, or otherwise tampering with files, programs, or passwords that the individual is both authorized and not authorized to access.
7. Using electronic resources, particularly electronic mail, web servers and bulletin boards, to send fraudulent, harassing, or obscene messages.
8. Developing or using programs that harass other users or that damage the software or hardware components of the electronic resources and/or placing any destructive or nuisance programs, such as viruses, in the electronic resources.
9. Attempting to circumvent security systems on any electronic resource.
10. Compromising or attempting to compromise the integrity of the electronic resources by accessing or attempting access or alteration of system control programs or files.
11. Using unlicensed or unauthorized copies of computer software or unauthorized file storage devices.
12. Breaching the terms and conditions of a software licensing agreement to which the Village is a party.
13. Theft or misappropriation of electronic resources, such as equipment, data, and programs. The loss of work time during the inappropriate use of the Village's electronic resources may also be deemed to be theft.
14. Engaging in any action which unfairly denies or restricts the use of electronic resources to authorized users.
15. Unlawfully accessing, destroying, or altering electronic records not approved for access by the user.
16. Defaming other people (e.g., spreading false allegations or rumours about others).
17. Disclosing electronic records containing personal information, business trade secrets, or classified government information to unauthorized persons.
18. Unlawfully exporting encryption software (e.g., putting it on the Internet without an export permit).
19. Misusing passwords, encryption keys, or computer service accounts (e.g., obtaining money, goods, or services through false representation made on a computer system; using another

person's password or encryption keys; gaining access to computer services where the person has no right of access; any acts of fraudulent behaviour).

20. Electronic gambling.
21. Making, possessing, or distributing computer programs that are designed to assist in obtaining unlawful access to computer systems (hacking and trafficking).
22. Harassing other persons electronically (e.g., making threats to a person's safety or property).
23. Willfully promoting hatred against any identifiable group or individual by communicating such statements outside of private conversations.
24. Infringing intellectual property rights.
25. Collecting, transmitting, storing, or exchanging information in violation of any applicable law or regulation
26. Damaging, interfering, or disrupting others' lawful use of data and computers/cell phones (e.g. – spreading viruses with intent to cause harm, encrypting, altering, or destroying data with intent to make it inaccessible to others with a lawful need to access it)
27. Fraudulent or negligent misrepresentation.
28. Possessing or distributing pornography; disseminating obscene materials.
29. Intercepting private communications and unlawfully obtaining access to personal information.
30. If any user becomes aware of another person using the Village's electronic resources inappropriately, that user is obliged to disclose such knowledge to the CAO without delay. Any user failing to report such inappropriate use will be deemed to have personally used the Village's electronic resources inappropriately.

Electronic Resources Acknowledgement Form

By signing below, I _____ agree to the following terms:

I have received, read, and understood the Appropriate Use, Care and Security of Electronic Resources Policy, including Appendix A;

I understand that all electronic resources made available or accessible to me by the Village of Merrickville-Wolford must be used appropriately by me at all times.

I understand that all electronic resources made available or accessible to me are owned by the Village of Merrickville-Wolford and may be monitored without prior notice.

I understand and agree that the electronic resources provided to me by or to which I have access from the Village of Merrickville-Wolford may contain confidential information related to the Village, and that this is and remains the property of the Village at all times;

I understand that all passwords assigned or chosen by me must be kept confidential from all others. I further understand that it is my responsibility to immediately report to Administration if I believe any of my passwords or the passwords of any others have been compromised;

I agree that, if I am no longer employed by the Village of Merrickville-Wolford for any reason, I shall immediately return to the Village all electronic resources that have been assigned to me or are in my possession including any file storage media;

I understand that should any electronic resources assigned to me or in my possession become lost or stolen, I must provide a copy of the police report to the Village, as appropriate. Otherwise, I may be held responsible for the full cost of replacement; and,

I understand that failure to follow the Appropriate Use, Care and Security or Electronic Resources Policy at any time may result in disciplinary action up to and including dismissal.

Signed on: _____(Date)

Print Name: _____ Signature: _____.

Print (Witness): _____ Signature: _____.

Report to Council

From: Dan Halladay, CBO

Date: May 13, 2024

Re: Regulation of Outdoor Solid Fuel Combustion Appliances By-law

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the draft by-law for regulating outdoor solid fuel combustion appliances; AND FURTHER THAT Council give First, Second, Third and Final Reading to By-law 28-2024, being a By-law to regulate the installation, use and maintenance of outdoor solid fuel combustion appliances within the Village of Merrickville-Wolford; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 28-2024.

BACKGROUND

Throughout the ongoing review and updating of municipal by-laws, staff have determined that there is no by-law that could be found on file for regulating outdoor solid fuel combustion appliances.

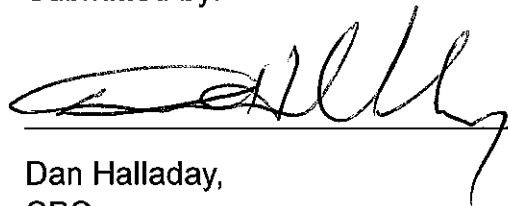
ANALYSIS

In an effort to be proactive, staff have researched other municipal by-laws and have developed a draft by-law for this purpose. It has been previously reviewed by the Village's Planning Consultant. The by-law to regulate the installation, use and maintenance of outdoor solid fuel combustion appliances within the Village of Merrickville-Wolford is attached as Schedule A for Council consideration.

ATTACHMENTS


Schedule "A" – By-law 28-2024, By-law to Regulate the Installation, Use and Maintenance of Outdoor Solid Fuel Combustion Appliances within the Village of Merrickville-Wolford.

Submitted by:



Dan Halladay,
CBO

Approved by:



Darlene Plumley,
CAO/Deputy Clerk

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 28-2024

Being a By-law to regulate the installation, use and maintenance of outdoor solid fuel combustion appliances within the Village of Merrickville-Wolford.

WHEREAS the Council of the Village of Merrickville-Wolford is empowered by Section 125 of the *Municipal Act, 2001, S.O. 2001, c. 25*, to regulate the use and installation of heating and cooking appliances;

AND WHEREAS Section 436 of the *Municipal Act, 2001, S.O. 2001, c. 25*, authorizes a municipality to enter upon land and into structures at any reasonable time for inspection purposes in order to determine compliance with any By-law passed under subsection 125(1);

AND WHEREAS Section 128 of the *Municipal Act, 2001, S.O. 2001, c. 25*, authorizes a municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

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

1.0 SHORT TITLE

- 1.1 This By-law may be referred to as the "Outdoor Wood Burning Appliances By-law."

2.0 DEFINITIONS

- 2.1 For the purposes of this By-law, the following definitions shall apply:

"Building Inspector" means an inspector appointed pursuant to subsection 3(2) of the *Ontario Building Code Act, 1992* and by By-law of the *Village* for the purpose of enforcement of the Act.

"Certified" means an appliance, its components and accessories which has been investigated and tested and suitably marked with a label by a recognized testing agency as conforming to recognized standards, requirements, or accepted test reports. Certified equipment shall be installed in accordance with the manufacturer's installation instructions.

"Chief Building Official" means the Chief Building Official appointed pursuant to subsection 3(2) of the *Ontario Building Code Act* and by By-law of *Village* for the purpose of enforcement of the Act.

"Council" means the Council of The Corporation of the Village of Merrickville-Wolford.

"Municipal Law Enforcement Officer" means a person appointed by the Village under Section 15 of the *Police Services Act, R.S.O. 1990, c. P.15*.

"Officer" means the *Chief Building Official*, a *Building Inspector* or a *Municipal Law Enforcement Officer*.

"Outdoor Solid Fuel Combustion Appliance" means a solid fuel burning appliance which is used for the space heating of buildings, the heating of water, or other such purpose, and which is located in a separate building or on the exterior of the building or pool to which it serves.

"Permit" means written permission or written authorization from the *Chief Building Official*.

"Village" means The Corporation of the Village of Merrickville-Wolford.

"Unacceptable Fuel" means, but is not limited to, wet or unseasoned wood, garbage, animal waste or byproducts, treated wood, plastic products, rubber products, waste oil, paints, paint solvents, coal, glossy or colored papers, or particle board.

"Waste" means any material defined as waste in section 25 of the *Environmental Protection Act, R.S.O, c. E.19*, as amended.

3.0 GENERAL REQUIREMENTS

- 3.1 This By-law applies to all lands within the geographic limits of the *Village*.
- 3.2 No person shall install, use, or maintain an *Outdoor Solid Fuel Combustion Appliance* within the *Village* which is:
 - 3.2.1 Not *Certified* by the Canadian Standards Association or any other accredited test laboratory;
 - 3.2.2 Less than 30 metres (98 ft.) from any property line;
 - 3.2.3 Less than 100 metres (328 ft.) from any residential dwelling on an adjacent lot;
 - 3.2.4 On any lot or block within a registered plan of subdivision; and/or
 - 3.2.5 On any lot zoned Residential, as defined in the Zoning By-law, and/or is designated a "Settlement Area" in the Official Plan.
- 3.3 No person shall burn *Waste* or any other *Unacceptable Fuel* in an *Outdoor Solid Fuel Combustion Appliance*.
- 3.4 No person shall use any fuel in an *Outdoor Solid Fuel Combustion Appliance* other than what is approved in the manufacturers' operating instructions.
- 3.5 **No** person shall use an *Outdoor Solid Fuel Combustion Appliance* located upon one lot or property to heat a building situated upon another lot or property.
- 3.6 **No** person shall install an *Outdoor Solid Fuel Combustion Appliance* within the *Village* other than in accordance with the provisions of this By-law.

- 3.7 No person shall use or maintain an *Outdoor Solid Fuel Combustion Appliance* unless it is in accordance with the provisions of this By-law.
- 3.8 This By-law does not apply to barbecues or open-air fires.

4.0 INSTALLATION REQUIREMENTS

- 4.1 An *Outdoor Solid Fuel Combustion Appliance* shall be located and installed as follows:
- 4.1.1 At a minimum of 9 metres (30 ft.) from any building on the property, or other distance by an approved testing agency as detailed in the manufacturer's installation instructions;
 - 4.1.2 Such that the perimeter ground area around the unit to a distance of 3 metres minimum from the unit shall be of non-combustible surface;
 - 4.1.3 The unit's chimney cap shall be fitted/equipped with a rain cap/spark arrester, or as per the manufacturer's specifications;
 - 4.1.4 The height of the chimney must meet the manufacturer's specifications; and
 - 4.1.5 In accordance with a site location/installation plan as approved by the *Chief Building Official* or designate.
- 4.2 The installation of an *Outdoor Solid Fuel Combustion Appliance* must be in compliance with the Ontario Building Code, the Ontario Fire Code, the *Fire Prevention and Protection Act, 1997, S.O. 1997, c. 4*, the manufacturer's installation instructions and all applicable law.
- 4.3 There shall not be more than one (1) *Outdoor Solid Fuel Combustion Appliance* permitted on a lot except where it serves a permitted accessory dwelling or an agricultural building on lands used primarily for agricultural purposes.
- 4.4 An *Officer* may at any reasonable time enter onto land to conduct an inspection to determine compliance with this By-law.

5.0 PERMIT & FEES

- 5.1 No person shall install an *Outdoor Solid Fuel Combustion Appliance* without a *Permit* issued by the *Chief Building Official*.
- 5.2 The applicable fees shall be in accordance with the *Village Fees & Charges By-law*.
- 5.3 The applicable fees shall be paid at the application stage.

6.0 PLANS AND SPECIFICATIONS

- 6.1 Every applicant shall furnish sufficient information with each application for a *Permit* to enable the *Chief Building Official* to determine whether the proposed installation will conform to this By-law or any other applicable law.
- 6.2 The application for *Permit* shall include the following documents and specifications:

- 6.2.1 Completed application;
- 6.2.2 Site plan;
- 6.2.3 Specifications of the *Outdoor Solid Fuel Combustion Appliance*,
- 6.2.4 Information related to the location and installation, per Section 4 of this By-law; and
- 6.2.5 Be accompanied by the prescribed fee.

8.0 OFFENCE

- 8.1 Any person who contravenes any provisions of this By-law is guilty of an offence recoverable under the *Provincial Offences Act., R.S.O. 1990, c. P.33*, as amended.
- 8.2 Where a person is convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 8.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced *Council* to pass the remainder of the By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.
- 8.4 Where a provision of this By-law conflicts with the provision of another By-law in force within the Municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.
- 8.5 No person shall hinder or obstruct, or attempt to hinder or obstruct, an *Officer* in the exercise of a power or the performance of a duty under this By-law.

9.0 TRANSITION

- 9.1 Notwithstanding Sections 3.3 and 3.4, any *Outdoor Solid Fuel Combustion Appliance* that was lawfully installed prior to the passing of this By-law, shall be deemed to be in compliance.
- 9.2 The onus will lie with the owner to demonstrate that such unit was installed prior to the passage of this By-law.

10.0 EFFECTIVE

- 10.1 This By-law shall come into force and effect upon the date of its passing.

Read a first, second and third time and passed on the 13th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

Report to Council
From: Julia McCaugherty-Jansman, Clerk
Date: May 13, 2024
Re: Closed Meeting Procedures Policy By-law

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Closed Meeting Procedures Policy;
AND FURTHER THAT Council give First, Second, Third and Final Reading to By-law 29-2024, being a By-law to adopt a Closed Meeting Procedures Policy;
AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 29-2024.

BACKGROUND

With the goal of maintaining transparency and accountability, staff have worked on drafting a Closed Meeting Procedures Policy for Council meetings.

On April 22, 2024, a draft Closed Meeting Procedures Policy was brought to the Committee of the Whole for review and consideration. The following motion was passed at Committee of the Whole:

Moved by Deputy Mayor Barr
Seconded by Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the Closed Meeting Procedures Policy;
AND FURTHER THAT Staff be directed to develop a By-law to Adopt a Closed Meeting Procedures Policy for the May 13, 2024, Regular meeting of Council.
Carried.

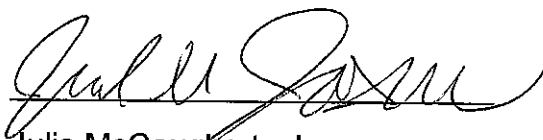
ANALYSIS

The by-law to adopt the Closed Meeting Procedures Policy has been drafted and is attached as Schedule A for Council consideration.

ATTACHMENTS

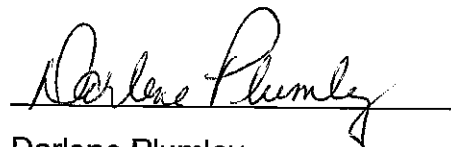
Schedule "A" – By-law 292024, By-law to Adopt a Closed Procedures Policy

Submitted by:



Julia McCaugherty-Jansman,
Clerk

Approved by:



Darlene Plumley,
CAO/Deputy Clerk

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 29-2024

BEING A BY-LAW TO ADOPT A CLOSED MEETING PROCEDURES POLICY

WHEREAS the *Municipal Act, 2001*, c.25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, 2001* states that with exceptions, all meetings shall be open to the public;

AND WHEREAS the Village of Merrickville-Wolford is committed to accountability and transparency in local government, and acknowledges that the municipality is responsible to adhere to closed meeting requirements as set out in the *Municipal Act, 2001*;

AND WHEREAS it is deemed desirable that the Council of the Corporation of the Village of Merrickville-Wolford adopts a Closed Meeting Protocol to provide clarity on processes to be followed before, during and after a closed meeting;

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

1. That the Closed Meeting Procedures Policy attached hereto as Schedule "A" and forming part of this by-law is hereby adopted.
2. This by-law will come into force and take effect on the date of its passing.

Read a first and second time in open Council this 13th day of May, 2024.

Read a third time and final time and passed, signed and sealed in open Council this 13th day of May, 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman. Clerk



Corporation of the Village of Merrickville-Wolford

Title	Closed Meeting Procedures Policy
By-law Number	29-2024
Date Approved	XX
Effective Date	XX

1. Policy Statement

The Corporation of the Village of Merrickville-Wolford acknowledges that all meetings of Council/ Committee shall be open to the public except as related to the exceptions included in Section 239 of the *Municipal Act*.

2. Purpose

The purpose of this policy is to ensure compliance with Section 239 (2) and (3) of the *Municipal Act* as well as to provide guidance to Council and staff as it relates to closed meetings.

3. Should the Meeting be Closed?

In the interest of accountability and transparency, Council endeavors to conduct its decision making in public. It is recognized, however, that there are items which should be considered by Council in a Closed Meeting in accordance with the *Municipal Act*. When determining whether a matter should be considered in a Closed Meeting, staff should consider the following:

- Does the matter meet one or more of the open meeting exceptions noted in Section 239 of the *Municipal Act*?
- If so, and recognizing that the matter can be discussed in a Closed Meeting, is there a compelling reason that it should be?

The determination of whether a matter should be dealt with in a closed meeting is the responsibility of the Manager of the Department in consultation with the Clerk and the CAO.

4. Municipal Act Rules for Closed Meetings

As per Section 239 (2) of the *Municipal Act*, it states that "a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigations, including matters before administrative tribunals, affecting the municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board."

As per Section 239 (3), it states that "a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under

the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1)."

As per Section 239 (3.1) it states "a meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee."

5. Statutory Requirements for Closed Meetings

Pursuant to Section 239 of the *Municipal Act*:

- Public notice of a Closed Meeting must be given.
- Before holding a Closed Meeting, Council must state, by resolution, the fact of the holding of the Closed Meeting and the general nature of the matter to be considered at the Closed Meeting.
- All resolutions, decisions, and other proceedings at closed meetings are to be recorded by the Clerk or designate.
- Any person can request an investigation of whether the Village has complied with the *Municipal Act* regarding Closed Meetings.

6. Access Requests for Closed Meeting Reports and Materials

Reports and materials prepared for consideration at closed meetings are records that may be subject to Freedom of Information requests under the MFIPPA. While it would be desirable to protect the confidentiality of records that are considered at closed meetings, in the event of an appeal, the Village could be ordered to release such records.

The Village cannot refuse to disclose information provided in a closed meeting report simply on the basis that it was considered at a closed meeting. To qualify for exemption from disclosure, the information in the records has to reveal the actual substance of Council's deliberations. Content that would not reveal the substance of the deliberations may be subject to disclosure. Examples of records that may be subject to disclosure are:

- Background or historical information;

- Copies of correspondence and cover letters;
- Scope, definition and purpose of report;
- Recommendations;
- Presentations; and
- Statistical data.

Written material included in a closed meeting report should be limited to only information which would qualify for discussion at a closed meeting. If general context is required to frame the closed meeting discussion, it is recommended that it also be disclosed publicly by way of one of the recommended approaches identified in Section 7 below.

In accordance with Section 239 of the Municipal Act, members of the public, including corporations, may request that an investigation of whether a municipality or local board has complied with Section 239 or a municipal procedural by-law in respect of a meeting or part of a meeting that was closed to the public be undertaken by the Ombudsman appointed under the Ombudsman Act.

7. Process

Part One: Before the Closed Meeting

1. Meetings Must Begin and End in Public

It is the policy of the Municipality that a body shall only move into a closed meeting after first convening an open meeting. At a minimum, meetings shall first be convened openly and members provided an opportunity to disclose any pecuniary interest, followed by the passing of a resolution or motion to move into closed meeting. The body shall adjourn the closed meeting by motion and return to open meeting, at which time the Chair, in accordance with this policy, will then report out and then the open meeting may adjourn.

2. Notice

As noted in Section 5, all meetings must begin and end in public. Notice of closed meetings is therefore incorporated into the municipality's practice for providing notice of open meetings. The closed meeting and nature thereof is listed on the agenda of the open meeting.

3. Agendas

Closed meetings are to be included on the open session agendas, in an order decided at the discretion of the Clerk. In the event it is necessary to change the order of proceedings to move the closed meeting earlier in the agenda, consent of Council is required.

Closed meetings are to be listed on the agenda in such a way as to provide the most information possible without compromising confidentiality. For example:

1. Closed Session

- a) Litigation Matter – Litigation Regarding a Property Located at 123 Example Street

4. Multiple Closed Meeting Discussions in One Meeting

Should it become necessary to address more than one closed meeting matter on one agenda, the agenda shall list each closed meeting matter separately. Following the closed meeting and once the open meeting has resumed, the Chair will then report out on each of the closed meeting matters in the open meeting.

5. Closed Meeting Minutes/Reports/Documents

Closed meeting reports shall use the standard report format and shall include a topic/title that will appear on the open meeting agenda. Report authors should consider using titles for closed meeting reports that provide as much information to the public as possible without releasing information that must remain confidential.

Closed meeting materials, including closed meeting reports, supplemental materials and draft closed meeting minutes will be circulated by the Clerk or CAO.

Closed meeting materials circulated in hard copy at the Council table will be printed on blue paper and marked "Confidential". Closed meeting materials circulated to Council electronically will be provided separately from open meeting material and will be marked "Confidential". It will be provided to Council in advance of the scheduled meeting.

Part Two: During the Meeting

6. Resolution to Move into a Closed Meeting

A resolution to move into a closed meeting must be in writing and must identify the time the body moved into the closed meeting, as well as the section of the *Municipal Act* that authorizes the closed meeting. In accordance with Section 239 (4) of the *Municipal Act*, the resolution must also state the general nature of the matter to be discussed in the closed meeting.

7. Discussion and Voting in Closed Meeting

It is the responsibility of the Chair to prohibit discussion of any matter that was not disclosed in the resolution authorizing the closed meeting.

Voting during a closed meeting is restricted to procedural matters, such as referring, tabling or deferring a matter, and providing instruction to staff.

Resolution wording must be given to the Clerk or their designate during the closed meeting for direction or instruction to staff, so that it is in writing to be included within the minutes and for reporting out in open.

8. Resolution to Adjourn Closed Meeting and Return to Open Meeting

At the conclusion of the discussion, the body must pass a written procedural resolution to adjourn the closed meeting and return to the open meeting.

Part Three: After the Meeting

9. Chair Reporting Out in Open Meeting

After the closed meeting ends and the open meeting resumes, the Chair shall publicly report that the matters discussed were those authorized by the resolution to move into closed meeting. The Chair shall report any votes that were taken in accordance with the procedural votes taken during the closed meeting. For example, the Chair would restate the general nature of the matter discussed and report that a resolution was passed providing instruction to staff.

10. Closed Meeting Minutes

Minutes are required for all closed meetings. In accordance with Section 239 (7) of the Municipal Act: "A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not".

The recording secretary for a closed meeting shall be the Clerk or an individual designated by the Clerk. The CAO shall determine which members of staff shall be present during a closed meeting.

At a minimum, the minutes of a closed meeting shall contain the following:

- a) The date, time, and place at which the meeting took place

- b) Those in attendance at the meeting
- c) The time the closed meeting was called to order
- d) Any disclosure of pecuniary interest
- e) The resolution to move into the closed meeting, including the time it took place, the section of the Municipal Act authorizing the closed meeting, and the general nature of the matter
- f) All resolutions passed while in the closed meeting
- g) The closed meeting adjournment resolution, including the time the open meeting resumed.
- h) The report out by the Chair
- i) The signature of the Chair and the Clerk or their designate.

11. Approval of Closed Meeting Minutes

Closed meeting minutes containing resolutions, decisions or directions will be approved by Council at a subsequent closed meeting. The closed meeting minutes will be approved in a closed meeting.

12. Confidential Documents Kept by the Clerk

All confidential documents, including closed meeting minutes, closed meeting resolutions, closed meeting reports, and confidential supplemental materials shall be kept in a secure location by the Clerk of the municipality.

8. Recording of Closed Meetings

1. Procedure

- a) The Village Clerk, or assigned Village Office staff, shall commence the audio & video or audio only recording of all Council In-Camera meetings, with details regarding the date, time, location, and type of meeting.
- b) At the conclusion of each Council In-Camera meeting, the Village Clerk, or assigned Village Office staff, shall end the audio & video or audio only recording of all Council In-Camera meetings with details regarding the time of the passing of a motion to resume in public session and shall immediately thereafter stop the recording device.
- c) In those circumstances, where Council convenes in closed session multiple times, throughout one meeting, a separate recording will be made each time the Council resumes in closed session, following steps 1 and 2, above.

- d) All audio & video or audio only recording will be stored in a secure location or on a stand-alone encrypted server in a secure location, to the satisfaction of the Village Clerk.
- e) All audio & video or audio only recordings of closed meetings will be retained for a period of one year from the date of the meetings. The written Closed Council Minutes shall constitute the permanent official meeting record, in accordance with the Municipal Act, 2001, as amended, and any retention periods. If there is a discrepancy in the minutes, the recording will be used to only verify its accuracy by the meeting Clerk.
- f) The Village Clerk shall be authorized to release an audio & video or audio only recording of a closed meeting only to:
 - The Closed Meeting Investigator, only in those instances where they are relevant to a closed meeting investigation; and
 - The Village solicitor, or designate, for the purposes of litigation.

2. Exemption

Should the majority of Council wish to not record a closed session meeting, either video and audio or audio only, they may vote on a procedural motion at the beginning of a closed meeting to waive the policy and not record the meeting.

9. Public Disclosure

Council shall not disclose or release information considered in a closed meeting. This is a standard practice established to protect the interests of both Council and the municipality. However, if Council deems it desirable and appropriate that such information is released, Council may vote on a motion in a closed meeting to direct staff to make public all or part of a closed staff report. The following direction can be voted on in a closed meeting in order to disclose a closed meeting item:

That staff be directed to manage and coordinate the appropriate disclosure of information as it pertains to the <date of report> closed report entitled <title of the report>.

10. Attendance at a Closed Meeting

Unless otherwise directed by Council, staff attendance at closed meetings is limited to the CAO and Clerk or their designates, and other staff at the discretion of the CAO. Staff should vacate the meeting once the relevant matter has been dealt with by Council.

Relevant professionals (ie. Village solicitor) are permitted to attend when invited.

11. Monitoring and Compliance

The Clerk is responsible for monitoring matters pertaining to closed meetings and this policy.

This policy shall be reviewed each term of Council to ensure relevancy and appropriateness.

12. Authority and Related Policies

- Municipal Act, 2001, S.O. 2001, c. 25
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 30-2024

BEING A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT COMMITTEE, A MUNICIPAL EMERGENCY CONTROL GROUP AND ADOPT TERMS OF REFERENCE AND A PLAN FOR EMERGENCY MANAGEMENT

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

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. The Emergency Management Program Committee Terms of Reference form part of this by-law as Schedule "A" and are hereby adopted.
2. The Emergency Management Plan forms part of this by-law as Schedule "B" and is hereby adopted.
3. The persons holding the following positions in the Village are appointed as members of the Municipal Emergency Control Group (MECG):
 - a. Head of Council (Mayor);
 - b. Chief Administrative Officer (CAO);
 - c. Emergency Management Program Co-ordinator;
 - d. Fire Chief;
 - e. Manager of Operations;
 - f. Manager of Finance/Treasurer;
 - g. Chief Building Official;
 - h. Clerk; and
 - i. Emergency Information Officer.
4. The Fire Chief is appointed as the Emergency Management Program Coordinator.

5. The CAO is appointed as the Alternate Emergency Management Program Coordinator.
6. The Administrative Assistant, Fire and Operations is appointed as the Emergency Information Officer.
7. By-laws 65-2019, 66-2019, and 38-2021 and any other by-law that is not in conformance with this by-law are hereby repealed.
8. 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 13th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

**Terms of Reference
Emergency Management Program Committee
Schedule "A" to By-law 30-2024**

Mission:

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

Objectives:

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

Composition:

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

- a. Head of Council (Mayor);
- b. Chief Administrative Officer (CAO);
- c. Emergency Management Program Co-ordinator (CEMC);
- d. Manager of Operations;
- e. Manager of Finance/Treasurer;
- f. Clerk; and
- g. Fire Chief.

Term of Office:

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

Quorum:

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

Motions:

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

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

Chair:

The Mayor is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the Mayor at a given meeting their alternate will be the chairperson for that meeting.

The Committee chairperson shall be responsible for:

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

Role of Members:

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

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

Reporting to the Municipal Council:

The Emergency Management Program Committee shall report to Council:

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

Frequency of Meetings:

The meetings of the Committee shall consist of four (4) meetings per year to be held quarterly, or at the call of the Chair.

Closed Sessions:

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

Conflicts of Interest:

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

Budget:

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



**Emergency Response Plan
Schedule "B" to By-law 30-2024**

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 MECG 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 MECG, 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:

- Head of Council (Mayor);
- Chief Administrative Officer (CAO);
- Emergency Management Program Coordinator;
- Fire Chief;
- Manager of Operations;
- Manager of Finance/Treasurer;
- Chief Building Official;
- Clerk; 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 MCECG 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 MCECG 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 MCECG manages overall emergency operations. MCECG 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 MCECG. It is essential that every member, covering each area of responsibility, be heard from during this process. The MCECG 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 MCECG 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. MCECG members use this time to follow up and ensure MCECG decisions are being implemented. Each member is responsible for informing their respective agency or departments of the schedule for MCECG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MCECG, unless a member of the MCECG 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. Chairing the meetings of the MECG.
- d. Attending and participating in meetings of the MECG.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. 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.
- g. Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO and MECG.
- h. 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. Attending and participating in meetings of the MECG.
- d. Advising the Mayor or alternate on policies and procedures, as required.
- 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 MECG and the Emergency Site Manager.
- g. Calling for additional staff as required.
- h. 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 MECG 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 MECG.
- 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 MEEG on emergency management programs and principles.
- c. Providing direction to Emergency Operation Centre support staff as required in support of the MEEG, 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 MEEG 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 MEEG 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, working in conjunction with water, wastewater provider, 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:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing advice to the MECG on building and structural integrity issues.
- c. Maintaining a personal log.
- d. Consult with Engineers as needed.

5.9 Clerk

The Clerk is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Ensuring a master record of all events and actions taken is maintained.
- c. Advising the Mayor or alternate on policies and procedures, as required.
- d. Maintain a personal log.

5.10 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 by the MCEG.
- l. Establishing communication with the Emergency and Critical Response team, made up of one OPP officer and one Public Health Nurse.
- m. 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 MCEG 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 MECG, as required.
- b. Ensuring all important decisions made and actions taken by the MECG 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 MECG 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 MECG.

Report to Council

Date: May 13, 2024
 From: (Interim) CAO Plumley
 Re: Departmental Activity Update

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update as presented.

Draft Event By-law	attached	May 13, 2024	CAO
Increased communication options	Ongoing	Website	CAO Clerk Admin.
Website Survey results		May 13, 2024	
Petition to request CP Rail to cease the use of the train horns between 11 p.m. and 6 a.m.	Process of notifying relevant organizations	ongoing	CAO
Petitions speed, stop signs, pedestrian safety, traffic calming,	Resolution to United Counties	May 13, 2024 Agenda item	CAO PWM
Draft Building Permits By-law Adjust Permit fees to increase annually based on cola index	Notice of Public Meeting	May 13, 2024 May 22, 2024	Clerk CBO
Municipal By-law Review/Updates	ongoing		Clerk CAO
Forward to the Community Wellness Advisory Committee Research/options for Composting investigate options available to encourage composting alternatives for residents and ratepayers.	ongoing		CAO Clerk
Speeding & traffic calming concerns	Traffic Study recommendation	May 13, 2024	CAO PWM
Ride for Veterans May 11, 1024	No road closure	Temporary disruption	CAO PWM
CAO recruitment process SOS/E. Dean	pending	Short List April 29, 2024	Consultants Council
Status of JP2G engineering related to asset management	ongoing		CAO PW
Downtown Revitalization Poles	Tenders close	April 30, 2024	PWM
Budget Structure going forward observations and improvements	Auditor Update	May 27, 2024	Treasurer CAO
Tender award for Trucks	Recommendation	May 13, 2024	PWM
Community Flagpole	Staff Report	May 13, 2024	CAO

OCWA Water/Wastewater Report and presentation to Council	Pending		CAO Treasurer
Water Rate Study	Tenders circulated	Set to close May 31, 2024	Treasurer
Server	ordered	2 months	Treasurer
Bank Representatives re. additional services provided	pending	Proposed presentation to Council	Treasurer CAO Tax Clerk
Asset Management Watson & Associates Facilities/Fleet	Presentation	June 10, 2024	Treasurer PWM/CAO
Ball Diamond Rental Agreement	Draft By-law	May 13, 2024	CAO
Hall Rental Agreement	Draft By-law	May 13, 2024	CAO
Council Remuneration	Draft By-law	May 13, 2024	CAO
Electronics Care and Use	Draft By-law	May 13, 2024	CAO
Open Air Furnace	Draft By-law	May 13, 2024	Clerk CBO/CAO
Emergency Management	Draft By-law	May 13, 2024	EMC
Complaint Process	Policy	May 13, 2024	CAO
Closed Meeting Procedures	Policy	May 13, 2024	Clerk
Expanded waste pickup radius Extended hours for summer	Survey Associated costs	June 10, 2024	PWM
ReUse Centre at Wastesite Size/Type of Building Lighting/Electrical	Lion's Club Role Policy for use	June 10, 2024	PWM CAO
Org Review Tasks Update			
Confirm date Facilities and Roads Tour	pending	Late May	
Additional Training Opportunities	ongoing		
HR Policy Development	ongoing		
Consultant Pay Equity Compensation Review	ongoing complete		CAO
HR Staffing Update			
Front Line Office Assistant	Sandra deCatanzaro	Start date April 22, 2024	Finance

Report to Council

Date: May 13, 2024

From: Brad Cole, Manager of Operations

Re: Tender Award 2024 Freightliner Highway Plow

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information report concerning the Request for Tender for one 2024 highway plow. AND FURTHER THAT the bid submitted by Globocam Cornwall in the sum of \$363,739.00 plus HST for the supply of one 2024 Freightliner highway plow be approved;

AND FURTHER THAT funding of the vehicle be accommodated with;

- a) \$330,000 from the Public Works Vehicle Reserve with the balance from the Working Funds Reserve; or
- b) Borrowing for 50% of the cost of the plow, with the balance funded through Public Works Vehicle Reserve

Background:

As per the 2024 budget discussion a tender was issued in March, at the tender closing date one bid was received to supply the requested vehicle. The bid was submitted by Globocam Cornwall, with the option to deliver a 2024 Freightliner 114SD Plus with all the required implements as tendered in the RFT.

The bid price is \$363,739.00 plus HST.

This tender issued was to replace the 2009 International tandem plow truck which was declared surplus after failing its annual inspection. It has been sold on Gov Deals.

In the 2024 budget \$420,000 was allocated for the purchase of a highway plow.

Discussion took place as to funding options;

Funded through \$330,000 Public Works Vehicle Reserve with the balance from the Working Funds Reserve; or

Borrow 50% of the cost of the plow, with the balance funded through Public Works Vehicle Reserve.

Staff obtained the cost to borrow approximately \$185,000 with either a 5-year or 10-year loan. The current interest rate for a 5-year loan is 5.67%, and the rate for a 10-year loan is 5.61%. The cost of borrowing (interest) on a 5-year loan is approximately \$5,586 a year, or \$27,930 over the 5 years. The cost of borrowing for a 10-year loan is approximately \$5722 a year, or \$57,216 over 10 years.

We are currently earning 5.35% interest on our funds in the bank, which translates into an approximate loss of interest of \$10,000 a year on \$185,000. However, the interest rate fluctuates with our bank balance, which will decrease as capital projects are finished. Limited budget funds, COVID-19, supply chain issues and difficulty securing contractors has resulted in a backlog of capital projects. It is unlikely that the Municipality will continue earning 5.35% interest. For example, if rates decrease to 3%, then the interest earned on \$185,000 would only be \$5,550, and the cost of borrowing would then be higher than interest lost on this amount.

Budget/Legal Implications:


Reserve Funds were set aside in the 2024 capital budget for the completion of the purchase. It is the recommendation of Staff that there are adequate reserves in place to accommodate the full purchase price of the vehicle.

Conclusion:

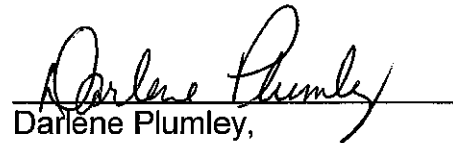
It is the recommendation that Council proceed with the award of the tender to ensure an adequate level of service. The vehicle would be delivered at the start of this year's plow season. The cost of the tendered vehicle did not increase significantly over last year's bid of just over \$353,000.00 dollars. This is the best option for the municipality as it has been difficult to obtain a vehicle within a reasonable period of time.

The vehicle purchased from the Counties of Leeds and Grenville in 2023 was a temporary solution and was not considered a viable long-term replacement.

Jointly Submitted by:


Brad Cole,
Manager Operations/Fire Chief
Kirsten Rahm,
Manager of Finance

Approved by:


Darlene Plumley,
CAO/Deputy Clerk

Report to Council
Date: May 13, 2024
From: Brad Cole, Manager of Operations
Re: HF McLean and Collar Hill Roads Capital Project Bid

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report concerning HF McLean Road and Collar Hill Roads Capital Project Bid;

AND FURTHER THAT the bid submitted by Cavanagh Construction of \$372,730.00 plus HST to prepare, ditch and pave HF McLean Road in conjunction with the Read Street improvements be approved;

AND FURTHER THAT repair by milling and repaving of the first 230 m. of Collar Hill Road be undertaken at a cost of \$83,163.00.

Background:

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report that a quote was provided by Cavanagh Construction to complete HF McLean Road this year while they are currently working on the project for Read Street.

They have also provided a quote to repair the first 230m of Collar Hill Road from HF McLean Road South. This would include milling down 50mm of asphalt and making the repairs to the road and then repaving the road and bringing all joints together.

Analysis:

HF McLean Road was identified within the 2024 draft budget as a proposed capital project. The proposal showed the road would be ditched and raised in preparation for the 2 lifts of asphalt to be placed down.

The traffic counts for the road show that the daily average traffic volume is 166 vehicles daily for a total of 1327 vehicles over the 7-day reporting cycle. This road was also named in the gravel study as one of the roads in the best condition to accept asphalt.

Staff have reached out to all the companies that are close enough to provide the service and that have an asphalt plant within a proximal area to our Municipality.

Budget/Legal Implications:

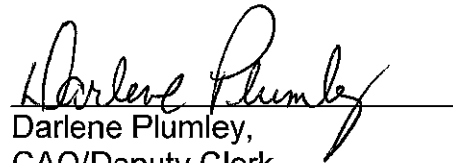
The funds have been set aside in the 2024 capital budget for the completion of these projects if Council approved. The total cost for both projects is \$455,893 plus HST.

Submitted by:



Brad Cole,
Manager Operations/Fire Chief

Approved by:



Darlene Plumley,
CAO/Deputy Clerk

Report to Council
From: Brad Cole, Manager of Operations
Date: May 13, 2024
Re: Speed Study Proposal

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Civil Engineering Services Speed Study Proposal prepared by Michael Fadock Civil Team Lead / Senior Project Manager JP2G;
AND FURTHER THAT the proposal presented in the amount of \$25,000 plus H.S.T. be approved, with the expectation that the project would commence as soon as possible.
AND FURTHER THAT funds for the project be allocated from the Working Funds Reserve.

BACKGROUND

A report regarding Speed Concerns was received at the April 22, 2024, Committee of the Whole. The following resolution was passed;

Moved by Deputy Mayor Barr

Seconded by Councillor Maitland

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the recommendation of the Manager of Operations with regard to Speed Concerns:

AND FURTHER THAT a cost analysis and implementation plan be provided at the May 13, 2024 Council Meeting with direction to approve the funds required to undertake a traffic and speed study for the purpose of ensuring the speed zones being considered will meet the needs of the Municipality and give consideration to the type of base, the traffic count and the physical characteristics of the roadway.


Carried.

The recommendations generated would be the responsibility of the Engineering firm. Municipal Staff will assist with the gathering of historical information as needed to provide the meaningful data necessary when considering future projects related to traffic flow, traffic calming and signage.

ATTACHMENTS

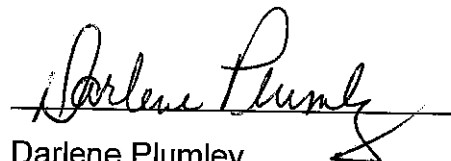
Schedule "A" – Road Speed Study Civil Engineering Services Proposal.

Submitted by:



Brad Cole,
Manager of Operations

Approved by:



Darlene Plumley,
Interim CAO/Deputy Clerk

Jp2g No. 19-5031AB

May 2, 2024

Village of Merrickville-Wolford
317 Brock Street West
Merrickville, ON K0G 1N0

Attn Brad Cole, Manager, Operations
publicworks@merrickville-wolford.ca

**Re Road Speed Study
Civil Engineering Services**

Dear Brad:

1 Introduction

Jp2g is pleased to provide a proposal for a Road Speed Study. It is understood that the municipality is interested in reviewing existing posted speed limits, setting criteria for posted road speeds, and is considering revising posted speed limits. Not all roads in the municipality have signed posted speed limits, and there are questions about the criteria regarding setting speed limits.

This work would consist of 4 main phases including:

- A data gathering phase to collect existing municipal information regarding assigned road speeds, road geometrics, traffic volumes and speeds of travel, accident statistics (OPP), roadside environment, and other speed reported issues.
- Assessment and analysis of the gathered information using guides and applicable legislation, including but not limited to:
 - Canadian Guidelines for Establishing Posted Speed Limits, 2009
 - Speed Management Guide, 2016
 - Geometric Design Guide for Canadian Roads, 2020
 - Ontario Highway Traffic Act
- Develop posted speed recommendations that align with road user expectations, guidelines, and legislation.
- Report preparation and presentation of recommendations to council.

2 Schedule

Based on information provided, we understand the following schedule is applicable:

- Start up: immediately after contract award.
- Information Gathering: 2-3 months to permit correspondence with municipality and agencies
- Assessment and Analysis: 1 month
- Prepare Recommendations, submit draft report: 6 weeks
- Present to Council: After staff are satisfied with report.



Ottawa
1150 Morrison Dr., Suite 410
Ottawa, ON, K2H 8S9
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Ottawa@jp2g.com

Pembroke
12 International Dr.
Pembroke, ON, K8A 6W5
T: 613-735-2507
Pembroke@jp2g.com

Arnprior
16 Edward St. S., Suite 211
Arnprior, ON, K7S 3W4
T: 613-626-0780
Arnprior@jp2g.com



3 Fees and Disbursements

3.1 Fee Breakdown

ID	Work Plan	Civil Fee
1	Information Gathering	\$5,000.00
2	Analysis and Recommendations	\$10,000.00
3	Report and Council Presentation	\$10,000.00
	Total Proposed Fee (excl. HST)	\$25,000.00

3.2 Notes for Fees

- 3.2.1 Fees noted in Section 3.1 Fee Breakdown are valid for a period of 30 calendar days from the date of this letter. Jp2g reserves the right to adjust the fees should the Client accept the offer after this period.
- 3.2.2 Attendance for all required virtual meetings is included.
- 3.2.3 Disbursements: All disbursements are included in the above fees.

4 Scope of Work

Jp2g’s engineering services will be performed in accordance with applicable codes, by-laws, standards and good engineering practice for the following scope of services identified in Section 1. The Terms and Conditions as appended at the end of this fee letter shall apply to this assignment.

5 Assumptions

We have made the following assumptions in preparing our fee:

5.1 Civil Assumptions

- 5.1.1 Existing record municipal engineering drawings are available for our use
 - 5.1.1.1 For roads with super elevation or other significant curves, they will be evaluated as budget permits. These roads (or sections of road) may need to be topographically surveyed to confirm TAC compliance for the desired speed if the existing condition drawings are not complete.
- 5.1.2 Transportation counts, if required, to be provided by others.
- 5.1.3 Geotechnical investigation, if required, to be provided by others.

6 Conclusion

If the terms and conditions of this proposal, including the attached *Conditions of Assignment*, are acceptable, please provide written confirmation via email for our records.

We thank you for the opportunity to submit a fee on this work. Should you require any further clarification, please contact the undersigned.

Yours truly,

Jp2g Consultants Inc.

Michael Fadock, MAsc. P.Eng.
Civil Team Lead / Senior Project Manager

Enclosures: Client Approval
Conditions of Assignment

Client Initials



CLIENT APPROVAL

The Client accepts the terms of this Proposal including the Conditions of Assignment, and hereby authorizes Jp2g Consultants Inc. to proceed with the work as described herein. The undersigned is authorized to sign on behalf of the Client.

Project: Road Speed Study	Jp2g Project Number: 19-5031AB
Jp2g Fee: As per Section 3	Retainer: n/a
Company: Merrickville	Date:
Name, title:	Signature:

We request Client initials as shown in the left footer of this document and a signed copy returned to michaelf@jp2g.com or alternatively a copy of the resolution or by-law authorizing the works.

Client Initials



Conditions of Assignment

The following **CONDITIONS OF ASSIGNMENT** apply to this Agreement

CONSULTANT'S SERVICES

- 1.1. The Consultant will provide professional services in accordance with the terms of our proposal and applicable codes, for the scope of services described.
- 1.2. The Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf and as agent on behalf of its employees and principals.
- 1.3. Standard of Care: In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.
- 1.4. Certification, Guarantees and Warranties: The word certify shall mean an expression of the Consultant's professional opinion to the best of its information, knowledge and belief, and does not constitute a warranty or guarantee by the Consultant.
- 1.5. The Consultant will:
 - 1.5.1. Not be responsible for the performance by the Contractor, subcontractors, suppliers or any other contractors of the work or for the failure of any of them to carry out the work in accordance with the Construction Contract;
 - 1.5.2. Not be responsible for, nor control, direct or supervise, the construction methods, means, techniques, sequences or procedures of the Contractor, subcontractors, suppliers or any other contractors;
 - 1.5.3. Not be responsible for safety precautions and programs required in connection with the work or for general site safety at the place of work under applicable health and construction safety legislation at the place of work.
- 1.5. If specified in the scope of services, the Consultant will provide an estimate of the probable construction cost and/or construction contract time for the project work. The Client acknowledges that such estimates are subject to change and are contingent upon factors, including market forces, over which the Consultant has no control. The Consultant does not guarantee the accuracy of such estimates nor does the Consultant represent that bids, negotiated prices or the time for performance will not vary from such estimates. More definitive estimates regarding costs and time for performance may be assessed only when bids and negotiated prices are received for the work.

CLIENT'S RESPONSIBILITIES

- 2.1. The Client will make available all relevant information or data pertinent to the Project which is required by the Consultant. The Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client. The Consultant shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
- 2.2. The Client will give prompt consideration to all requests or documents relating to the Project submitted by the Consultant and whenever prompt action is necessary, inform the Consultant of its decisions in such reasonable time so as not to delay the Services of the Consultant. The Client shall arrange and make provision for the Consultant's entry and ready access to the Project site as necessary to enable the Consultant to perform its Services.
- 2.3. The Client will give prompt written notice to the Consultant whenever the Client or its representative becomes aware of any defects or deficiencies in Consultant's work.

CONTRACTOR'S RESPONSIBILITIES

- 3.1. Jobsite Safety: Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and sub-consultants at a construction/project site, shall impose any duty on the Consultant, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor shall defend and indemnify the Client, the Consultant and the Consultant's sub-consultants. The Client also agrees that the Client, the Consultant and the Consultant's sub-consultants shall be made additional insureds under the General Contractor's policies of general liability insurance.

OWNERSHIP AND USE OF DOCUMENTS

- 4.1. The Consultant's Documents produced as part of the scope of services for the project are the property of the Consultant.
- 4.2. Provided the Fees and Reimbursable Expenses of the Consultant are paid, the Client will have a non-exclusive license to use any proprietary concept, product or process of the Consultant which relates to or results from the services for the life of the project and solely for purposes of its maintenance and repair.
- 4.3. The Consultant will retain the original of the Engineering Documents and of those parts of the Construction Contract Documents which are generated by the Consultant, including computer-generated designs relating thereto, but excluding any models or graphic presentations specifically commissioned and paid for by the Client.
- 4.4. Should the Client alter the Engineering Documents without notifying the Consultant and without the Consultant's prior written consent, the Client will indemnify the Consultant against claims and costs (including legal costs) associated with such improper alteration. In no event will the Consultant be responsible for the consequences of any such improper alteration.
- 4.5. The Client may not use the Engineering Documents without having paid the Fees and Reimbursable Expenses of the Consultant. The Consultant is entitled to injunctive relief should the Engineering Documents be used without payment of the Fees and Reimbursable Expenses provided for in this Agreement.
- 4.6. The Engineering Documents are not to be used on any other project without the prior written consent and compensation of the Consultant.

LIABILITY

- 5.1. Limitation of Liability: To the maximum extent permitted by law, the Client agrees to limit the Consultant's liability for the Client's damages to the sum of **\$25,000** or the Consultant's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or

Client Initials



asserted. If Limitation of Liability is unclear, the Client understands that they are responsible for seeking clarification or legal advice prior to accepting this Agreement.

- 5.2 Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- 5.3 No party other than the Client shall rely on the Consultant's work without the express written consent of the Consultant.
- 5.4 The Client expressly agrees that the individuals engaged by the Consultant shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.
- 5.5 The Consultant is not responsible for the identification, reporting, analysis, evaluation, presence, handling, removal or disposal of Hazardous Substances at or adjacent to the Place of Work, unless specified in the Consultant's Scope of Services, or for the exposure of persons, property or the environment to Hazardous Substances at or adjacent to the Place of Work.
- 5.6 Subject to the limitations of liability set out in this Agreement, each party will indemnify the other party, to the extent of the fault or negligence of the indemnifying party, for damages and costs (including reasonable legal fees) resulting from:
 - 5.6.1 Claims of third parties; or
 - 5.6.2 A breach of contractual obligations under this Agreement by the indemnifying party or anyone for whom that party is responsible; or
 - 5.6.3 Negligent or faulty acts or omissions of the indemnifying party or anyone for whom that party is responsible.

DISPUTE RESOLUTION

- 6.1 In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.
- 6.2 The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.
- 6.3 Should mediation not resolve the dispute, a party may refer the unresolved dispute to the courts or, upon mutual agreement, to any other form of dispute resolution, including binding arbitration.
- 6.4 The applicable laws of the jurisdiction in which the work is carried out will govern the interpretation of this Agreement.

TERMINATION AND SUSPENSION

- 7.1 This Agreement is terminated on the earliest of:
 - 7.1.1 The date when the Consultant has performed all of the Services; or
 - 7.1.2 The date of termination if termination occurs in accordance with this Section - TERMINATION AND SUSPENSION.
- 7.2 If the Consultant is in material default in the performance of any of the Consultant's obligations under this Agreement, the Client will notify the Consultant that the default must be corrected. If the Consultant does not correct the default within 30 days after receipt of such Notice or if the Consultant does not take reasonable steps to correct the default if the default is not susceptible of immediate correction, the Client may terminate this Agreement upon further Notice to the Consultant, without prejudice to any other rights or recourses of the Client.
- 7.3 If the Client is in material default in the performance of any of the Client's obligations set forth in this Agreement, including but not limited to the non-payment of Fees and Reimbursable Expenses of the Consultant in the manner specified in this Agreement, the Consultant will notify the Client that the default must be corrected. If the Client does not correct the default within 30 days after receipt of such Notice, the Consultant may terminate this Agreement upon further Notice to the Client.
- 7.4 If the Client suspends performance of the Services at any time for more than 30 consecutive or non-consecutive days through no fault of the Consultant, then the Consultant may choose to terminate this Agreement upon Notice to the Client.

FEES AND PAYMENT

- 8.1 Contracts and invoices are to be in the name of Jp2g Consultants Inc.
- 8.2 Services in this agreement will be performed for the agreed fee. Additional service agreed to by the Client shall be provided for at a lump sum fee or at a fee agreed to in accordance with Jp2g's hourly fee schedule in effect at that time. Fees indicated do not include the Harmonized Sales Tax (HST). HST will be added.
- 8.3 Invoices will be issued for work completed and are due upon presentation. Overdue accounts are subject to interest charges after 30 days from invoice date in the amount of 1% monthly or 12% annually calculated on the outstanding balance. The Consultant reserves the right, without penalty, to discontinue services in the event of non-payment.
- 8.4 If the project is terminated or suspended for reasons described in Section 6, TERMINATION AND SUSPENSION the Client shall pay for services rendered to that date on a percent complete basis.
- 8.5 If the Consultant must make any changes in completed work for any part of the Project for reasons which he does not control, or if the Consultant is put to extra work, cost or expense by reason of any act or matter which he does not control, the Client shall pay to the Consultant a fee for such changes or extra work. The fee for the extra work shall be calculated on a time basis; provided that prior to the commencement of such changes or extra work the Consultant shall notify the Client in writing of its intentions to make such changes or to carry out such extra work and that the Consultant shall keep separate cost records in respect to such changes or extra work.
- 8.6 Retainer: The Client shall make an initial payment as indicated in the CLIENT APPROVAL authorization, upon execution of this Agreement. This retainer shall be held by the Consultant and applied against the final invoice.
- 8.7 Set-Offs, Back charges, Discounts: Payment of invoices shall not be subject to any discounts or set-offs by the Client unless agreed to in writing by the Consultant. Payment to the Consultant for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

Report to Council
From: Brad Cole, Manager of Operations
Date: May 13, 2024
Re: United Counties Consideration of Safety Concerns Report

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the United Counties Consideration of Safety Concerns Report;
AND FURTHER THAT Council direct staff to submit the recommended requests and concerns from residents and accompanying petitions to the United Counties.

BACKGROUND

Based on the consensus of Council, direction was given for staff to compile all the issues which have been brought forward relating to traffic control, calming and speed limits into one report.

On April 22, 2024, a report regarding the United Counties Consideration of Safety Concerns was brought to the Committee of the Whole for review and consideration. The following resolution was passed at Committee of the Whole:

Moved by Councillor Maitland

Seconded by Deputy Mayor Barr

THAT the Committee of the Whole of the Corporation of the Village of Merrickville-Wolford receive for information the report prepared by Public Works Manager Cole concerning a request to the United Counties for consideration of Safety Concerns;
AND FURTHER THAT the request be as follows;

- A four way stop to be placed at the intersection of Mill St. Broadway and Grenville Way, with a pedestrian crossing;
- The placement of flashing electronic speed signs entering the Village East and West on Broadway and North and South on Mill St.
- A crosswalk in front of 106 Mill St. where the sidewalk on the east ends and changes to the west.
- A flashing yellow light at the intersection of Main St. and Mill St./St. Lawrence St. (a stop light would be preferred.)
- A four way stop sign at the corner of County Roads 15 and 16

AND FURTHER THAT the request and the accompanying petitions be brought forward to the May 13 Regular meeting of Council for adoption.
Carried.

Submitted by:



Brad Cole,
Manager of Operations

Approved by:



Darlene Plumley,
Interim CAO/Deputy Clerk

Report to Council

From: Brad Cole, Manager of Operations

Date: May 13, 2024

Re: Flower pole RFP proposal

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the results of the Flower Pole RFP issued by the Operations Department. AND FURTHER THAT the proposal submitted by Full Speed Builders in the amount of \$13,400 plus H.S.T. per pole for potential 12 pole installation of \$163,630 installed be approved, with the expectation that the project would commence in the fall. AND FURTHER THAT funds for the poles at a cost of \$2,275 per pole for a potential 12 poles of \$27,780.48 be allocated from the Working Funds Reserve as well as the grant that was secured.

Background:

This has been a long-standing project that was started back in 2021 by a street scaping committee with a vision to see lamp poles installed throughout the Village. There was a grant secured by the Committee from the FedDev Tourism Relief Fund for \$100,000 dollars to be used for this project and Council committed \$100,000 from the working reserves to help fund the project within this year's budget. Since then, the scope has had to be reduced to flower and banner poles due to the cost of installing underground infrastructure to facilitate the lights on the poles.

The Operations department was asked to issue a request for proposals (RFP) for the installation of poles to be purchased through Nova Pole in Renfrew. The poles would be ordered by staff and provided to the tendering company to install on the prepared base they would be engineering and constructing.

The scope of work would include the underground preparation and installation of the flower and banner pole.

This project would be best completed in the early fall after the bulk of the tourist season has subsided, so it does not impact the merchants of the Village. It is the consensus of the tendering company and staff that the construction being on the sidewalk area would impact the pedestrian traffic to the stores.

Cost breakdown:

12 poles at \$2,275 = \$27,300 + HST 12 base preparations at \$13,400 = \$160,800 + HST total = \$3,310.56 @1.76%

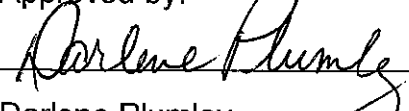
Overall total for 12 poles installed is \$191,410.56.

Submitted by:



Brad Cole,
Manager of Operations

Approved by:



Darlene Plumley,
Interim CAO/Deputy Clerk

Report to Council

Date: May 13, 2024
From: Interim CAO
Re: Draft Regulation of Events By-law

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Event By-law for review and comment.

Background:

At the January 8th, 2024, meeting of Council a draft by-law to regulate events was introduced, the initial document was not intended for adoption but to be proactive in determining what would be most effective and best suited for the Village of Merrickville-Wolford.

Developing a common sense, practical approach that will help provide guidelines for future events and assist the Event Organizers, the Community and the Municipality was the intention.

To gain insight a number of Community Organizations were consulted and asked to comment, the comments have been incorporated in the draft document attached.

Comments from the Health Unit have also been included.

Budget:

There are no budget implementation of the by-law.


Interim CAO Darlene Plunkley

**Municipality Of The
Village of Merrickville-Wolford
By-Law XX - 24**

Being A By-Law To Regulate Public Events.

WHEREAS Section 10 (2) of the Municipal Act, 2001 further authorizes single tier municipalities to pass by-laws for the economic, social, and environmental well-being of the municipality, including respecting climate change, the health, safety and well being of persons, and the protection of persons and property, including consumer protection; and

WHEREAS the Municipality of the Village of Merrickville-Wolford works to ensure the continued cooperation among the various agencies involved in and affected by special events in the Municipality in order to enhance the quality of life for local residents and to further tourism and economic development as well as ensure that affected agencies are provided with timely information for proper advance planning to ensure public safety and so that unnecessary disruptions to communities and vehicular and pedestrian traffic are avoided, and to ensure that those individuals and organizations seeking to organize special events receive timely assistance and services; and

WHEREAS Section 126 of the Municipal Act, R.S.O. 2001 as amended provides that, "Without limiting sections 9, 10 and 11, a local municipality may, regulate cultural, recreational and educational events including public fairs; and prohibit the activities described in clause (a) unless an event form is obtained from the municipality for those activities and may impose conditions for obtaining, continuing to hold and renewing the event form, including requiring the submission of plans; and

WHEREAS Section 128 of the Municipal Act, R.S.O. 2001 as amended provides that without limiting sections 9, 10 and 11, a local municipality may prohibit and regulate 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.

WHEREAS Section 429 of the Municipal Act, R.S.O. 2001 as amended provides in part that a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act; and

WHEREAS the Council of the Village of Merrickville-Wolford deems it appropriate at this time to regulate events in the Municipality.

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

1.0 Definitions:

- 1.1 "Applicant" includes any person who on his own or on behalf of an association, a club, a corporation, or any other group of persons who applies to conduct an event regulated by this By-law and who shall be responsible for the event.
- 1.2 "Clerk" shall mean the Clerk as appointed by Council of the Corporation of the Village of Merrickville-Wolford.

- 1.3 "Council" shall mean the Council of the Corporation of the Village of Merrickville-Wolford.
- 1.4 "Emergency Plan" means a written plan intended to mitigate damages that may occur to persons and/or property arising from an emergency or risk before, during or after an event and which outlines the procedures or safeguards to react to those situations together with a plan to advise and train anyone who is assisting with the event in those procedures.
- 1.5 "Event" shall include but not limited to a festival, concert, parade, sporting event, entertainment or production held out-of-doors and to which the general public is admitted and/or where persons are invited to attend and where the expected attendance is greater than 250 persons inclusive of those persons that are holding the event.
- 1.6 "Municipality" means The Corporation of the Village of Merrickville-Wolford.
- 1.7 "Sanitary Facilities" shall mean on-site facilities intended for the washing of hands and toilets, of sufficient number to accommodate the number of persons intended to attend or participate at an event.
- 1.8 "Structure" as defined by Ontario Building Code Act.
- 2.0 Event Form: (Schedule 1)**
- 2.1 No person shall hold an event within the limits of the Municipality without an event form being issued by the Municipality pursuant to this By-Law.
- 2.2 The authority respecting the issuance of an event form pursuant to this By-law rests with the Council, however this authority may be delegated to the Municipal Clerk where this delegation is deemed expedient.
- 2.3 A complete application for the purpose of obtaining an event form shall be submitted to the office of the Clerk of the Municipality not less than thirty (30) days prior to the proposed date of the event.
- 2.4 For the purposes of this By-law a complete application is deemed to include the approved application form with all required information together with the following mandatory information:
- a a written letter of approval from the Ontario Provincial Police;
 - b an emergency plan;
 - c a certificate of insurance identifying general liability insurance in the name of the applicant in an amount of not less than Two Million Dollars (\$2,000,000.) per occurrence that will be in effect for the entire duration of the event;
 - d The rental fee allocated based on the nature of the function.
 - e a Transportation Plan
 - f a Site Plan
- 2.5 In addition to the mandatory information to be supplied, the following information may be required when certain situations exist with respect to the event:
- a Confirmation that the event organizer has notified the Medical Officer of Health for the Leeds, Grenville and Lanark District Health Unit, or an authorized representative, in writing with respect to the Ontario Food Premises Regulation
 - b a letter from the Electrical Safety Authority (ESA) when electrical fixtures or outlets will be installed

Commented [AB1]: Could this be underlined to make it clear?

Commented [AB2]: Repeat the 'out of doors' from the definition to reinforce? Does this include events that are NOT on Municipal property?

Commented [AB3]: Move this to 2.5 since not all events will impact traffic or policing? Also, could this be written in a similar manner to 2.5(a)?

Commented [AB4]: Move this to 2.5, too?

- c an accepted written proposal for the supply of security services to ensure the safe and orderly conduct of the event;
- d a copy of a license issued in the name of the applicant for any license issued for the event by the Liquor License Board of Ontario;

2.6 The date affixed to all letters of approval or certificates submitted with the application for the purposes of the event shall not be more than 60 days prior to the date of the event.

2.7 The Municipality shall be held harmless of all matters including the erection of all structures and the certificate of insurance to be submitted with the application shall recognize the Municipality as insured in the amount as stated.

3.0 Event form Refusal:

3.1 The Municipality may refuse to issue a license when in the opinion of the Municipality:

- a Adjacent land uses would conflict or otherwise create an unsafe or undesirable condition for persons attending the event.
- b The nature of the event is undesirable due to a history of previous similar events.
- c The applicant or organization holding the event has a history of non-compliance with a previous event.
- d The event would cause a conflict with a Municipal By-law

4.0 Site Restoration:

4.1 Following the conclusion of the event, the event site including all lands, buildings and/or structures associated therewith shall be restored to a state similar to that prior to the holding of the event unless otherwise authorized by the Municipality.

Commented [AB5]: How is a 'similar state' established/defined?

5.0 Event Form Authority:

5.1 The issuance of an event form pursuant to this by-law authorizes the applicant to hold the event in accordance with the location, dates, times, and other information contained in the event form unless otherwise specified, and in compliance with all restrictions and conditions imposed with respect to the event form and in compliance with any provincial or federal statutes, regulations, and guidelines. **Including but not limited to, the Human Rights Code, the Federal and Provincial Cannabis Acts, the Smoke Free Ontario Act, and the Village of Merrickville-Wolford By-law Number 10-03 to Regulate Smoking.**

6.0 Event Form Fee:

6.1 The Council may at any meeting open to the public, establish or amend a fee relating to the issuance of a fee pursuant to this by-law.

7.0 Exemptions:

- 7.1 The authority provided by this By-law shall not apply to an event that is held by one or more of the following:
- a A sports association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents of the Municipality;
 - b A church or religious association where the primary place of worship is located in the Municipality;
 - c An association whose mandate is to provide for educational opportunities or benefits or to assist an educational facility in the provision of educational opportunities or benefits for the youth of the Municipality;
 - d An association whose mandate is to promote and foster public awareness or the conservation of cultural and/or heritage resources specific to the Municipality;

8.0 Enforcement:

- 8.1 Every person found to be holding an event when no event form has been issued to authorize the event, shall cause the event to be discontinued immediately.
- 8.2 The Municipality may at any time prior to the completion of the event, revoke any event form issued for the holding of the event if the applicant fails to hold the event in strict compliance with the restrictions and/or conditions imposed with the issuance of the event form or fails to provide any service of thing as provided for in the application.
- 8.3 The Event Organizer will permit access to the event grounds for purposes of a Health Unit Inspection under the Health Promotion Protection Act and the Smoke Free Ontario Act.

9.0 Effective Date:

- 9.1 This By-law shall be deemed to have come into effect following third reading and adoption by the Council of the Corporation of the Village of Merrickville-Wolford.

This By-law, having been read a first, second and third time is hereby adopted this XXth day of XXXXXX 2024.

Mayor

Clerk

DRAFT

Village of Merrickville-Wolford

Event Application Form By-law 2024 - Schedule (1)

Date/s of Event _____

Time of Event _____

Applicant

This is the person who is responsible for the organization and management of the event and to whom all inquiries, correspondence, notices, and any other matter respecting this application will be directed.

Applicants are advised to visit the Event Organizers Section of the Leeds, Grenville and Lanark District Health unit website (<https://healthunit.org/for-professionals/event-organizers>) to access the Special Events Guideline Package for Event Organizers, the Special Event Coordinator Notification Form and Food Vendor Application (as applicable), and resources on healthy eating, extreme weather and climate change, compliance with Smoke Free Ontario Act, substance use prevention and harm reduction strategies, strategies for planning inclusive and welcoming events and more.

Name	
Civic Address	Mailing Address
City/Town	Province
Postal Code	Email
Home Phone	Business Phone
Cell Phone	Fax

Event Site

Community Rink #	
Community Rink # MW	
Ball Diamond #	
Ball Diamond #	
Fair Grounds	

Nature of Function

	Yes	No
Not For Profit Group/Organization		

A Sports Association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents from Merrickville-Wolford		
A church or religious association where the primary place of worship is located on Merrickville-Wolford		
An association whose mandate is to provide for educational opportunities or benefits for the youth or seniors from Merrickville-Wolford		
An association whose mandate is to promote and foster public awareness or the conservation of culture and or/heritage. resources specific to Merrickville-Wolford		

Attendance

Please provide the best estimate of the number of persons attending the event including participants and spectators.

Participants	Spectators	Total Attendance
--------------	------------	------------------

Type of Event

Identify in this section the type of the event. Check all that apply.

Village of Merrickville-Wolford

Theatrical/Musical		Cycling Race/Tour	
Music and Dance		Pedestrian/Walk/Run	
Automobile/Motorcycle/Tour		Sports Game/Tournament	
Sailing		Fair/Exhibition/Festival	
Liquor Licensed Event		Banquet	

Commented [AB6]: Suggest that this be changed to 'water sports' or something similar in order to capture canoe races, paddle board events, motorboat shows, etc

If the type of event is different from that listed above, please provide a brief description of the event.

Water Supply

Identify how potable water is now or proposed to be provided on the event site during the event.

Bottled Water supply or sales		Public access fountains		None	
-------------------------------	--	-------------------------	--	------	--

Sewage Disposal

On site use of facilities (Pump out fee required)

Portable Toilets (to be supplied by applicant)

Waste/Recycling Disposal

Collection/disposal of waste and recycling by applicant	All waste must be bagged and recyclables gathered in a container	Collection/disposal of waste and recycling by municipality (additional fee required)
---	--	--

Electrical Services. Check all that apply.

On site permanent electrical supply	Portable electrical generators	No electrical proposed
-------------------------------------	--------------------------------	------------------------

Known Risk

Please provide a brief description of any known condition, building or structure that may exist on or adjacent to the event site that could impose a risk to persons attending the event or could potentially be the subject of some harm arising from the event.

Description	On site	On adjacent lands

Mediation Proposed

Village of Merrickville-Wolford

Mandatory Information

The following is a list of information that must be included with each event application.

- A letter of approval from the Ontario Provincial Police
- An emergency plans.
- A certificate of insurance identifying general liability insurance in the name of the applicant in an amount of not less than Two Million (\$2,000,000) per occurrence that will be in effect for the entire duration of the event.
- The rental fee allocated based on the nature of the function.

Commented [AB7]: See comments in section 2.4 of the proposed bylaw

Declaration of Applicant

The applicant upon signing this application is declaring that;

- All statements contained in the application are accurate and true; and
- Authorizes representatives from the Village of Merrickville-Wolford as well as representatives from other agencies who have deemed to have interest in matters arising from the application to enter upon the lands and conduct any inspection necessary.

.....

Signature of Applicant

Date

Summer Rental Rates	Hourly base rate	Hourly With lights	Per day	Total
Sole Use of Grounds				
Community Centre				
Diamond				
Diamond				
Septic Pump out				
Waste Recycling Disposal				

.....

C.A.O./Clerk Signature of Authorization

Date

Report to Council

Date: May 13, 2024
From: Interim CAO
Re: Community Flagpole

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford proceed with the installation of a more prominent location for the Community Flagpole being the Mill Street Parkette as discussed in the 2024 budget;
AND FURTHER THAT the flag flown at 317 Brock Street West, Merrickville be dedicated to the Province of Ontario.

Background:

The Mill Street Parkette is in a high-profile position, visible from those who use the Rideau Canal, visit the Block House Museum and many of the local business establishments and eateries.

It will provide opportunity for increased exposure, not only for the community but for the many tourists who travel to and through Merrickville.

Parks Canada has been advised of the project and no negative comments were received.

The current location of the Community Flagpole, at the Municipal Building has much less traffic and very few visitors. Based on the training sessions received by Council earlier this year, the Province of Ontario regulates and dictates the majority of decisions made by Council.

Flying the Provincial flag outside the municipal building would show a sign of respect and acknowledgement that the Village of Merrickville-Wolford is in support and supported by the Province of Ontario.

Budget:

The 2024 Budget contained an amount of \$4,000.00 for Flags/Flagpole.
Installation can be scheduled prior to the long weekend in May.


Interim CAO Darlene Plumley

Report to Council

Date: May 13, 2024

From: Interim CAO

Re: Priority Setting Exercise/Five Month Report Card

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Priority Setting Exercise Report Card as presented;
AND FURTHER THAT a ten-month review be provided to the October 15, 2024, Council Meeting to assist with budget discussions for 2025 and the implementation of a long-term financial strategy.

Background:

In December of 2023 the Council of Merrickville-Wolford undertook their first Priority Setting Exercise. The purpose of the Exercise was to seek consensus on the priorities to be considered during the 2024 budget process and to set goals for the remainder of this term of council.

Council and Municipal Staff were tasked with assessing the project or initiative based on;

- the value to the Community as a whole
- ability to realistically undertake and complete the identified priority
- financial viability and long-range benefits

The Exercise was designed to assist in determining what projects to include in budget deliberations and to work towards the creation of a long-term capital plan to use as a guideline for our future budgets.

Worksheets were submitted to the Interim CAO/Clerk prior to the Exercise and a summary sheet is developed and circulated. At the meeting Council and Staff reviewed the summary sheets and ranked the priorities.

Once the list of priorities was identified, it was narrowed down to an achievable number, the submissions which didn't rank as high in priority were still considered for implementation and many have and will be completed as the year progresses.

Attachment:

Five Month Report Card Priority Setting Exercise
Ranking Sheet from December 18th, 2023, Exercise.

Interim CAO Darlene Plumley

FIVE MONTH REPORT CARD	
Priority Session Projects & Initiatives: December 18, 2023	Status: May 13, 2024
Gravel Road improvement plan/Implementation based on Road Needs Study Prepare for shovel ready projects based on the asset management plan	Expectation of Completion July 1, 2024 Pending
Core Infrastructure review/Evaluate roads/water/sewer	Ongoing: Explanation of Completion July 2024
Long term financial planning/Strategy to fund and build reserves for construction and replacement costs	Expectation of Completion September 2024
Drainage improvement throughout the Municipality Develop Drainage Plan	Pending
Improve and Upgrade Municipal Website	Ongoing expectation of Completion July 1, 2024
Zoning By-law Update	Underway expectation for Completion December 2024
Fleet and Vehicle Replacement/Phase 2 of Asset Management Plan Strategy to fund and build reserves	Presentation scheduled for June 10, 2024 Expectation of Completion September 2024
Human Resources Policy Development Building Official Junior Planner Public Works Superintendent Council Compensation	Expectation of Completion July 1, 2024 Pending Pending Training for lead hand/Road School Courses 1 complete 2 scheduled for September Complete
Introduce Development Charges/Impost Fees	Process will commence late fall of 2024
Revitalize Strategic Plan	Phase 1 complete
Roads Needs Study	Traffic Study will commence upon approval May 13, 2024
Water Meter Replacement	400 meters have been ordered/RFP to be prepared/anticipated replacement to commence late fall
Budget for Electronics/escribe	Completed
Revise User Fee Strategy	Ongoing: Completed Building Permit Fees/Planning Fees/Ball Diamond Rental/Community Hall Rental
Policy Development for Road Clearing	In progress expectation of Completion September 2024
Communication Strategy	Completed
Committee/Board/Library Support & Mandate	Completed
Rural Waste Pick Up/Survey	In progress: Expectation of roll out July 2024

Score	Priorities Received from Council and Staff in no particular order	Year
	Please do your homework and rank the top ten.	

3	Update of the Zoning By-law to bring into compliance with the new official plan and get Additional Residential Unit regulations in the ZB	
	Growth through housing and population	
	Hire a Building Inspector	
	Job creation, Green Energy, Tourism and other opportunities within the municipality	
2	Increase/enhance washroom capacity at recreation fields	
	Grow our sports and recreation assets	
	Water meter replacement program	
2	Core Infrastructure, Roads, Water, Wastewater develop shovel ready projects to enable staff to apply for grants and possible funding opportunities.	
2	Complete Phase 2 of asset management plan	
2	Council Compensation Increase	
3	Long term financial plan	
2	Upgraded Municipal Website	
3	Improve Drainage and ditch maintenance (South end of Elgin St.)	
1	William St. Upgrade proposal with timeline	
2	Implementation of Impost Fees	
	Increase Library Grant	
3	Start gravel road improvement plan as recommended by the roads study	
	Consider Roads Supervisor, planner and other needed staff	
	Affordable traffic mitigation methods, such as moveable speed bumps and recorders	
2	Fleet and Vehicle Replacement Plan	
	Landfill Study	
	Asphalt and surface treatment upgrades and replacement	
	Accessibility upgrades	
	Security system cameras	
2	Completion of Asset management plan	
	Building upgrades	
2	Revise user fee/by-law policies	

Score	Priorities Received from Council and Staff in no particular order	Year
	Please do your homework and rank the top ten.	

	Bring tax rate into line with neighbours	
	Asset Renewal Planning	
	Infrastructure improvements	
	Rural MSW Pickup	
	Jasper Bridge Sidewalk Snow Clearing	
	Public Works and Facilities Tour	
	Implement Decorative Post project	
2	Revitalize Strategic Plan	
2	Create and implement HR Policies	
	Review Community Grant Process	
	Study impact of anticipated growth in population on Landfill, EMS, Roads	
	Freecycle facility at Landfill	
	Community Storage	
	Kitchen Compost Program	
	Community Flags	
	Health Care Engagement	
	Partnering for Rural Transit through IC	
	Mandate letters for advisory committees	
	Tree Protection By-law	
	Dog park	
	STP Expansion	
	Implement Plans for growth to pay for growth	

Report to Council

Date: May 13, 2024
From: Interim CAO
Re: Complaint Policy

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and endorse the Complaint Policy as presented.

Background:

The policy presented will provide a transparent guideline with regard to how complaints are managed. Staff has reviewed the attached policy and feels that it will be of assistance.

Currently there are no specific protocols in place, once approved the documents will be available on the Village of Merrickville-Wolford Website.

Personal details or details of their complaint will not be divulged to third parties unless written consent is obtained.


It will also be a benefit to Council when they receive complaints or concerns from the Public they can refer to the policy depending on whether written or oral with the assurance that they will be acted upon in the manner outlined.

Budget:

There are no financial implications by adopting the policy.

Attachments:

- Complaint Handling Policy
- Complaint Form
- Process


Interim CAO Darlene Plumley

Village of Merrickville-Wolford Complaint Handling Policy

Goals of the policy

This policy has been designed to assist both the public and staff. The Village of Merrickville-Wolford is committed to consistent, fair, and confidential complaint handling and to resolving complaints as quickly as possible. The aim is to ensure the public will be treated consistently and in a timely manner.

Definition of a complaint

Complaints are defined as any expression of dissatisfaction or notice concerning lack of service by a member of the public in relation to municipal business.

Keeping record of complaints

Verbal complaints should be transcribed to the “Complaint Form” and verified by the Complainant to ensure accuracy prior to being placed on record in the Complaint Policy Folder. The Staff member who takes the details will initiate the process and keep record of the complaint on file.

When taking a complaint, staff will record the name and contact details of the complainant, as well as full details of the complaint including the date. Details of all communication with the complainant and any actions to resolve the complaint will be recorded in the same place.

Complaints on record will also be monitored for any ongoing trends by management and efforts made to resolve any ongoing issues.

Personal details or details of their complaint will not be divulged to third parties unless written consent is obtained.

Informing complainant of progress

Every attempt will be made to resolve complaints within 5 business workdays. Written complaints will be acknowledged promptly.

Complainants will be given an approximate timeframe at the time they make their complaint and will be informed of the progress of their complaint regularly, especially if there are any delays or changes to what has been agreed.

Complaints Procedure

All those making a complaint will be treated with courtesy. Where possible, complaints will be resolved at the first point of contact. Complaints will still be noted and placed on file.

Oral Complaints

- Council members receiving an oral complaint should direct the complaint to the CAO.

Village of Merrickville-Wolford Complaint Handling Policy

- Front line staff receiving an oral complaint should seek the assistance of the appropriate department to ensure a timely follow up to the issue.
- All contact with the complainant should be polite, courteous, and sympathetic.
- It is the expectation that Municipal Employees will be treated in a respectful manner, should this be otherwise, the complaint will not be brought forward.

Written Complaints

- When a written complaint is received it should be provided on the specified “Complaint Form” signed by the Complainant and recorded in the complaints folder then passed as soon as possible, to the appropriate department. Either the CAO, Finance, Building, Fire Chief or Public Works Manager will deal with the complaint through the process. The Department Head will contact the complainant via telephone or through email, for further details and follow up. These actions will be recorded in the Complaints Policy Folder.
- An acknowledgement to the complainant will be issued within five (5) working days.
- The CAO will be provided with all complaints on record.

What the CAO, Clerk or the Department Head will do

Wherever practical:

- Get an accurate report of the complaint.
- Make no judgements.
- Explain the complaint procedure.
- Find out how you would like it handled.
- Determine who is the appropriate person to handle the complaint or appoint someone to investigate.
- Find whether the complaint has substance.
- Monitor the situation.

Escalation of complaints

If the complaint cannot be resolved immediately, the complainant will be given a timeframe, a contact person, and details of our complaint handling process.

Where possible, the Department Head assigned the complaint details will be the contact person.

Documentation

Records, notes, or reports will:

- Be kept confidential.
- Be filed in a confidential system with limited access.

Village of Merrickville-Wolford Complaint Form

cao@merrickville-wolford.ca clerk@merrickville-wolford.ca cbo@merrickville-wolford.ca
finance@merrickville-wolford.ca firechief@merrickville-wolford.ca
publicworks@merrickville-wolford.ca

REPORTED BY: _____ DATE: _____

ADDRESS: _____ Contact information: _____

LOCATION OF COMPLAINT: _____

PARTICULARS OF COMPLAINT: _____

RECEIVED BY: _____

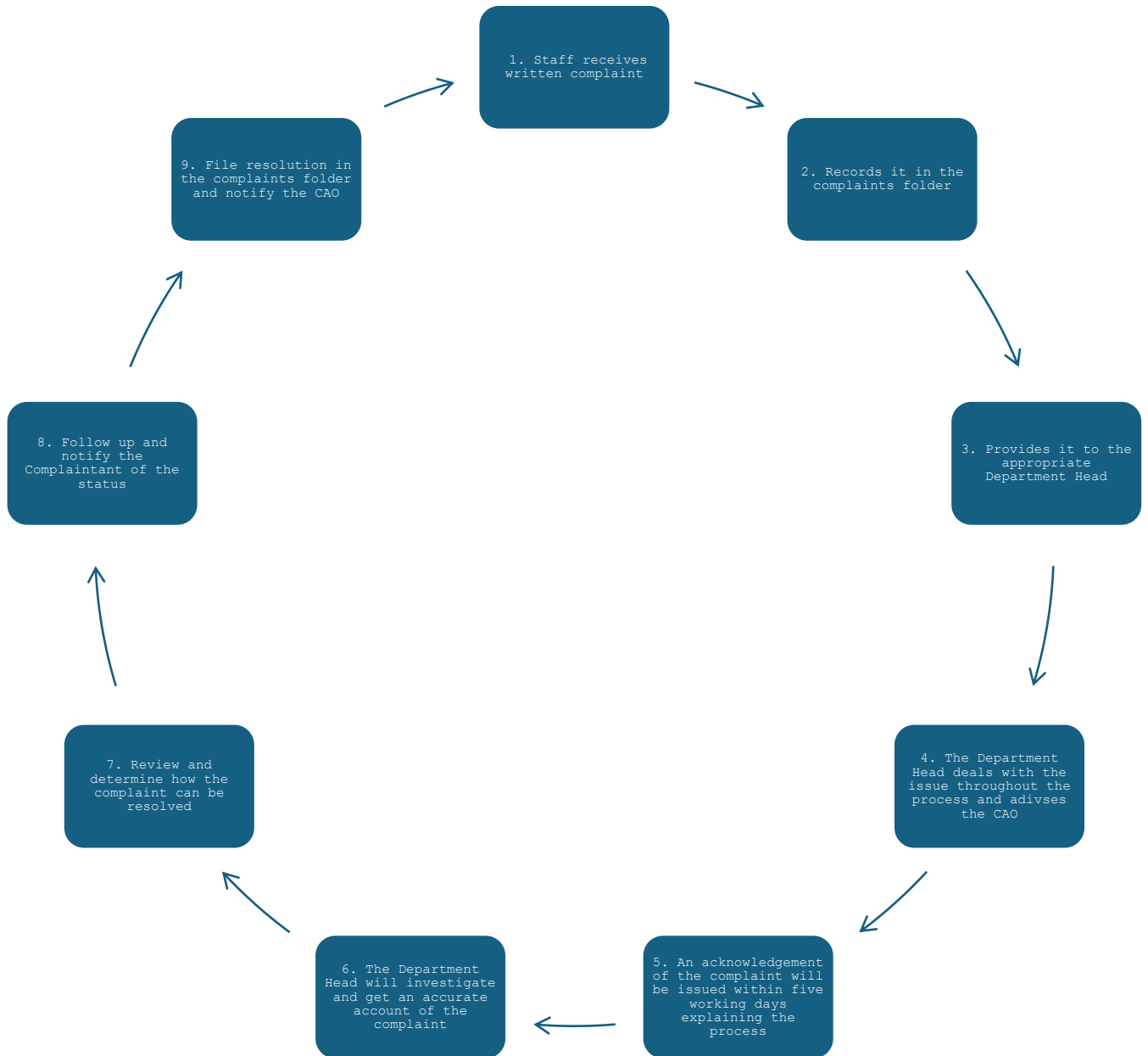
ACTION:

PERSON CONTACTED: _____ DATE: _____

PERSONAL INFORMATION COLLECTED ON THIS FORM IS INTENDED TO BE USED FOR INVESTIGATION AND RELATED ACTIVITIES AND FOR CONTACTING YOU REGARDING YOUR CONCERN IF NECESSARY.

ALL INFORMATION ON THIS FORM IS SUBJECT TO *THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

Complaint Policy May 13, 2024
Process for receipt of written complaint.





For Immediate Release

CONTACT:
Chief Brad Cole
firechief@merrickville-wolford.ca
613-316-4287

Merrickville First Responders Receive Equipment Grant from Firehouse Subs Public Safety Foundation of Canada

Grant is part of more than \$3.7 million given by Firehouse Subs Public Safety Foundation of Canada to public safety organizations across Canada

Merrickville, Ontario – Merrickville Fire Department recently received a \$25,413 grant from Firehouse Subs Public Safety Foundation of Canada to ensure our first responders have the necessary equipment to keep community members and themselves safe. The grant will be used to purchase new Hurst combi tool, door opener tip set and accessories, allowing our department to breach windows and doors in burning houses and cars in order to rescue people.

“We are grateful to the Foundation and our local Firehouse Subs in Kanata for awarding us this grant,” said Fire Chief Brad Cole of Merrickville Fire Department. “The new Hurst combi tool, door opener tip set and accessories will fulfill a critical need within our department and allow our first responders to better help the people of Merrickville-Wolford during emergency situations.”

The Firehouse Subs Public Safety Foundation of Canada has awarded 351 grants to public safety organizations since 2015. This grant is one of 19 Firehouse Subs Public Safety Foundation of Canada awarded to public safety organizations during the most recent grant cycle. The 19 grants will provide critical lifesaving equipment valued at more than \$530,000 across Canada.

To donate and learn more, visit any Firehouse Subs restaurant or donate online at CanadaHelps.org.

###

ABOUT FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION OF CANADA

In 2005, the Firehouse Subs Founders established the Firehouse Subs Public Safety Foundation in the U.S. with the mission of providing funding, lifesaving equipment and educational opportunities for first responders and public safety organizations. Ten years later, with the opening of the first Canadian Firehouse Subs restaurant in 2015, the Firehouse Subs Public Safety Foundation of Canada was born. Today, the Canadian Foundation continues the mission of impacting the lifesaving capabilities of local heroes and their communities and has awarded more than \$3.7 million throughout Canada.



Advisory Committee Report to Council

Report Received from the Community Wellness & Environmental Advisory Committee

Report Number: CWEAC-02-2024

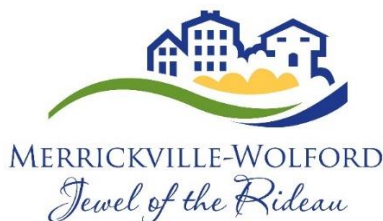
All items listed on this Committee Report shall be the subject of one motion. Any Council member may ask for any item(s) included in the Committee Report to be separated from that motion and voted on separately. The Report of the Committee without the separated item(s) shall be voted on, and the separated item(s) shall be considered immediately after.

To the Mayor and Members of Council:

The Community Wellness and Environmental Advisory Committee reports and recommends as follows from their meeting of February 6, 2024:

1. The Village publicizes the information of Leeds Grenville Pesticide Program (Roadside Spraying) to ensure that Merrickville-Wolford's residents are aware of the program and prior to the actual spraying when it will be done.

And if residents want to do something other than having their area sprayed communicate what options they have.



Community Wellness & Environmental Advisory Committee

Minutes

February 6, 2024

Council Chambers

Members Present: Amanda Bellefeuille, Deanna Perry, Donna Daw, Jan Fitzpatrick, Janice Ife, Mary Kate Laphen, Paul Marriott, Councillor Ronnie Maitland

Members Absent: Maureen O'Halloran

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Disclosure of Pecuniary Interest and Nature Thereof

None Declared.

3. Election of Chair – Deanna Perry

Moved by: Donna Daw

Seconded by: Janice Ife

Carried

4. Approval of the Agenda

Moved by: Paul Marriott

Seconded by: Janice Ife

That the Community Wellness & Environmental Advisory Committee does hereby approve the agenda, as circulated.

Carried

5. Approval of Minutes – December 5, 2023

Moved by: Paul Marriott Seconded by Amanda Bellefeuille

That the Community Wellness & Environmental Advisory Committee does hereby approve the Minutes of: December 5, 2023.

Carried

6. Update from Municipal Councillor

- Staff to review Terms of Reference and bring back to Council to clarify purpose of the committees
- Council would like the committees to initiate ideas for our community
- CAO suggested that Clerk comes to our meetings
- ROMA – CAO made contact with Foodcycler representative – perhaps look for alternative ways for green waste
- Council's interest is to increase the working shifts at the landfill and is also looking at increasing garbage pick up within the municipality – will be discussed during meetings for the strategic plan

7. Business Items

- a) Food cycler – seemingly not the best fit for our municipality – as an alternative use education for compost and recycling
 - create a garbage survey – to include pick up, recycling and composting.
- b) Reuse it – divert objects from landfill by reusing and recycling things
 - need to know the “truths” about reclaiming things from the landfill;
 - create a conduit for recycling through organizations like Habitat for Humanity etc.

Note: Following 3 Action items included **Advisory Committee Report To Council CWEAC -01-2024** and submitted to Clerk for Council

ACTION: CWEAC recommends to Council that reuse-it capabilities be returned to the landfill site (facility/container to leave good, gently used products in)

Moved by: Paul Marriott

Seconded by: Donna Daw

Carried

ACTION: CWEAC recommends to Council that 2 weekends/year be dedicated for” free cycle” whereas items that are in good and useful condition may be left at the bottom of the owner’s driveway for others to pick up free of charge. Example of timing: Spring and Fall

Moved by: Mary Kate Laphen

Seconded by: Janice Ife

Carried

ACTION: Pitch IN

CWEAC recommends that the municipality allows the acceptance of the “pitch in bags” the week of the official Pitch in Week as well as the following week.

Moved by: Paul Marriott

Seconded by: Janice Ife

Carried

8. **New Business-** Roadside spray: the amount of chemicals used in environment through United Counties, Rideau township
- Terms of Reference – what should we be doing?

9. **Next Meeting Date**

The next meeting of the Community Wellness & Environmental Advisory Committee is scheduled for April 2, 2024, at 7:00 Council Chambers

10. **Adjournment**

Moved by: Donna Daw

Seconded by: Deanna Perry

That the Community Wellness & Environmental Advisory Committee does hereby adjourn the meeting at 8:18 p.m.

Carried

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on March 26, 2024 at 6:30 pm at the Merrickville Public Library.

Present: M-W: Chris Eyton, Kait Brady, Jane Coghlan, Amelia Wilding, Margaret Gural (Council Rep),

Montague: Olivia Enns

and Mary Kate Laphen (CEO)

Regrets:

Other:

1. Meeting called to order at 6:37 pm.

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

3. **Adoption of Agenda:** Moved by Jane; seconded by Kait. **ADOPTED.**

4. **Approval of Minutes:**

- Mar 5/24 board meeting (postponed Feb meeting). Moved by Olivia; seconded by Margaret. **APPROVED.**

5. **Delegations from Public:** None.

6. **Friends of the Library Report:** Chris reported that the Louise Penny dinner fundraiser on Mar 23 was extremely successful. Tickets sold out quickly and the business community was very generous in donating items for the silent auction, as were the people bidding on those items. The Lions Club also offered to match the silent auction total (up to \$1000). The dinner & decorations received rave reviews. The total amount raised is not yet final – will report next month. The Board would like to express their appreciation to the Friends for all that they have done to benefit the Library and for all of the hard work they put in to make this fundraiser such a success.

7. **Report from Council:**

- The 2024 Budget passed. There were no changes to our grant request and the COLA is as proposed by municipal staff
- The municipality is working on updating their strategic plan
- Asset Management plan in process. Mary Kate to check what Library information will be needed.

8. **Librarian's Report:** see notes below. Motion to accept this report: Moved by Jane, seconded by Amelia. **ACCEPTED.**

9. **Correspondence:** None

10. **Other Business:**

a) **Updates**

i. **Budget (MW):** Approved at the Mar 11 Council meeting. COLA of 3% was approved.

- **Montague Funding:** the 2024 funding has been received.

ii. **Annual Report 2023:**

- Presentations to Council have been scheduled. Montague is at their Apr 2 meeting, MW is at the Apr 8 meeting.
- Distributed print copies of the Annual Report to the Board.

iii. **Sponsorship Opportunity:** Nothing new on this. Have contacted Park View.

b) **Financial:**

i. **Salary Grid 2024:**

Motion to approve Salary Grid as previously discussed, now that COLA for 2024 is confirmed.

Moved by: Kait; seconded by Margaret. **APPROVED.**

- Mary Kate will request 1st quarter financial report for next meeting.

c) **Lease/Building:** Mary Kate met with the municipal CAO to discuss areas of concern in the proposed lease, as per the March 5 board meeting. The meeting went well and the CAO also expressed interest in seeing a sample municipal-library MOU (Mary Kate has forwarded this). CAO said she would follow up on this on her end.

d) **Policy Review:**

i. **Board Bylaws - addition re: public delegations**

Motion to approve amendment to policy as discussed. Moved by Amelia; seconded by Jane.

APPROVED.

ii. **Collection Development Policy:** Reviewed updated policy. **Motion** to approve policy as amended: Moved by Margaret; seconded by Kait. **ACCEPTED.**

e) **Municipal Strategic Planning:** reviewed Mary Kate's notes from the public meeting re: the municipal strategic plan and discussed points of interest for the Library's strategic planning process.

11. **Questions from the Public:** None.
12. **Next meeting:** Tues, April 23 at 6:30 pm at the Library.
13. Meeting adjourned at 8:00 pm.

Librarian _____

Chairperson _____

Librarian's Report:

Statistics – see March 5, 2024 meeting minutes.

Programs & Services:

March overview: the month has been going well. There were fewer adult programs, since the phone course is over, but there were extra children's programs for March Break.

Adult Programs: **Off the Shelf, Library Book Club, Meditation group, Art Group,** and the **Knitting Group** met this month. The new knitting group has ended for the season.

Brain Fitness: This has been going well, this session will be ending the first week in April. Will be looking into future sessions.

Fraud Prevention/Cybersecurity Talk: There was a request for information on this topic from members of the phone course, so an OPP officer will be coming on April 16 to give a talk on this.

Seedy Saturday: is planned for April 20. The steering committee is taking the lead on organizing this.

Children's Programs:

StoryTime: attendance continues to be good.

Play Days: This has slowed down with the spring-like weather, but seems to be considered a tradition. A dollhouse has been donated and this is proving to be a popular addition to our line-up.

French StoryTime: This didn't run in March because of March Break and Easter, but is coming back in April.

Art4Youth Workshop: A local artist (and former teacher) will be leading a painting workshop for teens & tweens in April.

March Break: Our daily drop-in activities with a STEAM (Science, Technology, Engineering, Art, Math) theme was fairly well attended (it varied during the week). The Science and Art days had the biggest turn-out. Although I had volunteers to help prep and oversee this, it was more time-consuming than I anticipated, although otherwise fairly inexpensive. It has also given me a leg up for summer program planning.

Class Visits: Two classes from Ste Marg are visiting. I was requested to do an Easter visit to the K class at Merrickville Public School, and may also do a narrated walk on the Story Trail with them.

Daycare: I do story visits once a month to 2 of the groups. There classes have been quite big lately.

Playgroup: I do story visits most weeks, although it was cancelled a couple of times in March. It is a fairly small group at the moment.

Seed Library: The Seed Library has been popular this month (March is one of the busier months).

Museum Passes: These continue to be popular and were in demand during March Break.

Internet/Computers: Use was moderate in March. A couple of the older computers are underperforming, so that needs some thought. Printing services continue to be a valued service.

InterLibrary Loans: are holding steady.

Meeting Room: The meeting room continued to be in demand for programs and meetings in March, although less busy than in Jan & Feb. The Chamber, Fair Board, TNIM, Friends of the Library, ECO-Champions, Seed Library Committee, and the Knitting groups used our meeting room, in addition the Brain Fitness, and Meditation programs. The Art Group also meets here, but uses the upstairs.

Collection: The Spring-Summer best-seller order is done. The Scholastic Warehouse sale is coming up in April. I am looking to beef up our inclusiveness/diversity of our collection. I will be meeting with the NGPL CEO about the tiny pools in April. I also plan to do some more weeding in April

Volunteers: All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection. I have a student who is helping regularly for volunteer hours.

Facilities: No issues (or mice) this month.

Accessibility Plan: Our ramp (etc?) will be looked at as part of the upcoming municipal accessibility assessment – no firm date on this but likely spring. We do the stair painting on the Easter weekend.

Publicity/Outreach: Promoted March Break through the schools, now working on Seedy Saturday. Will look into getting something in the new Smiths Falls Journal or possibly the NG Times. Chris will forward contact information for Moose FM.

Partnerships/Outreach: Have been approached by Montague Twp to collaborate with their summer student on some kids programs for Montague – this looks very promising. The Rideau Roundtable was not successful in getting a Trillium grant, so is reworking their plans, but still moving forward on partnering with libraries on this. This is the busy season for Eco-Champions and the Seed Library, so am working with the steering committees on these projects. Continue to communicate with our other program partners – have been approached about doing a narrated Story Trail walk on Trails Day (June 1). Have been approached by the school about putting a story written by the students up on the Story Trail.

Professional Development, Meetings, etc: Several meetings with partners (see above). There will be a Small Library CEO meeting in April. Reviewing the recorded webinar on VOLT (Valuing Ontario Libraries Tool) is still pending.

Donations: Have received several direct donations related to the Friends dinner fundraiser. Have been invited to make a pitch for a donation from “100 Men Who Care” – I am planning to ask for funding to continue offering the Brain Fitness class.

Grants, etc: N/A

Plans for the month: Present Annual Report to Councils, Seedy Saturday!, follow up on lease & sponsorship, VOLT, review policies for next meeting, weeding, program planning. And the usual Library business.

Merrickville Woford Town Council meeting

Submitted by Maki Hilferink for consideration:

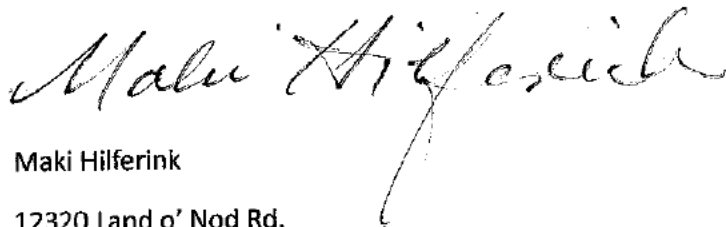
Attached: Petition signed by at least 64 residents pertaining to rebuilding and upgrading "gravel" roads in Woford Ward 2.

During the process of collecting signatures, I heard many different opinions on various subjects:

- To pave or not to pave: because the speed limit on our dirt roads is 80 (the same as Cty. Rd 15) drivers already speed along, endangering pedestrians with prams and horse back riders, would they not just go faster if the road was paved? (Who sets the speed limits?)
- Beaver dams contribute to the deterioration of the roads.
- Land o' Nod Rd. begins at the 15 and is relatively drivable until one gets to the dividing line between N. Augusta and Woford. There one could begin to walk faster than drive it to avoid the potholes.
- We pay more than \$3,000.00 in taxes each year to Merrickville, but don't feel there is much to show for that amount of money in Woford.
- If Council is responsible for the maintenance of the "gravel" roads, are you also responsible for the expense/damage inflicted upon our vehicles, as we have no choice but to negotiate them?
- Could you dispatch a truck with gravel, a couple of employees with a couple of shovels and someone to waltz the gravel into these vast potholes? Temporary, but something...
- Actually, there has been no meaningful work done, at least in the 18 years we've lived here.
- I use quotation marks around the word gravel because frankly, there isn't any left on the roads. It's all in the gullies now, after so many years of neglect, which brings me to mention how the gullies are now rendered incapable of collecting runoff, since in many places they are level with the road. The shoulders of the road have been eroded and run over so many times, the deterioration can be dangerous in and of itself.

I am pretty sure I have at least 80% of the drivers on Land o' Nod Rd. signed up and there is a palpable level of frustration and anger to be felt as I knocked on peoples' doors throughout the neighbourhood introducing myself and this petition.

Submitted as a supporting document with the signers of this petition by



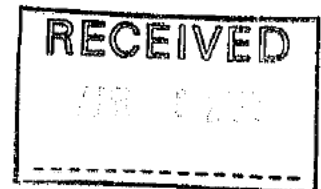
Maki Hilferink

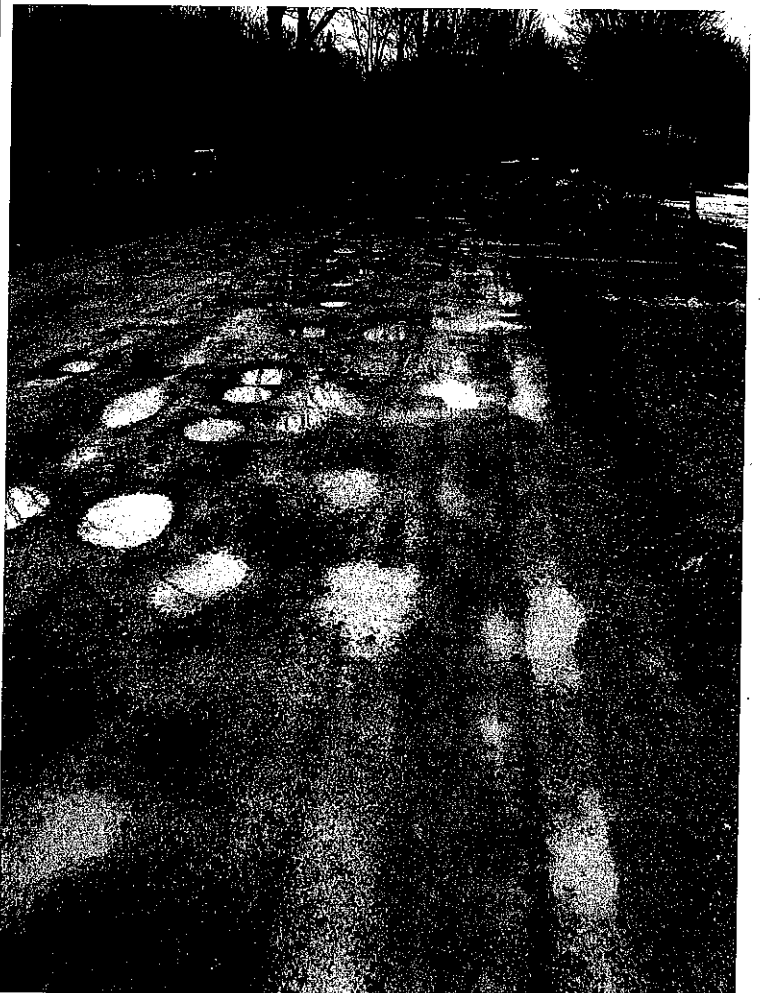
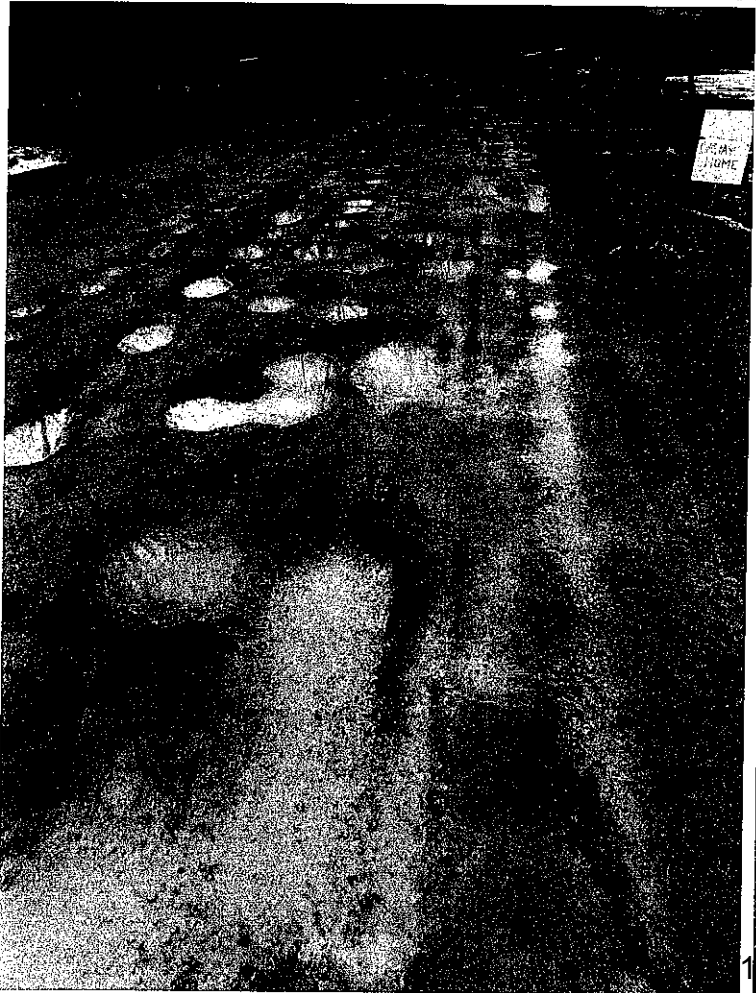
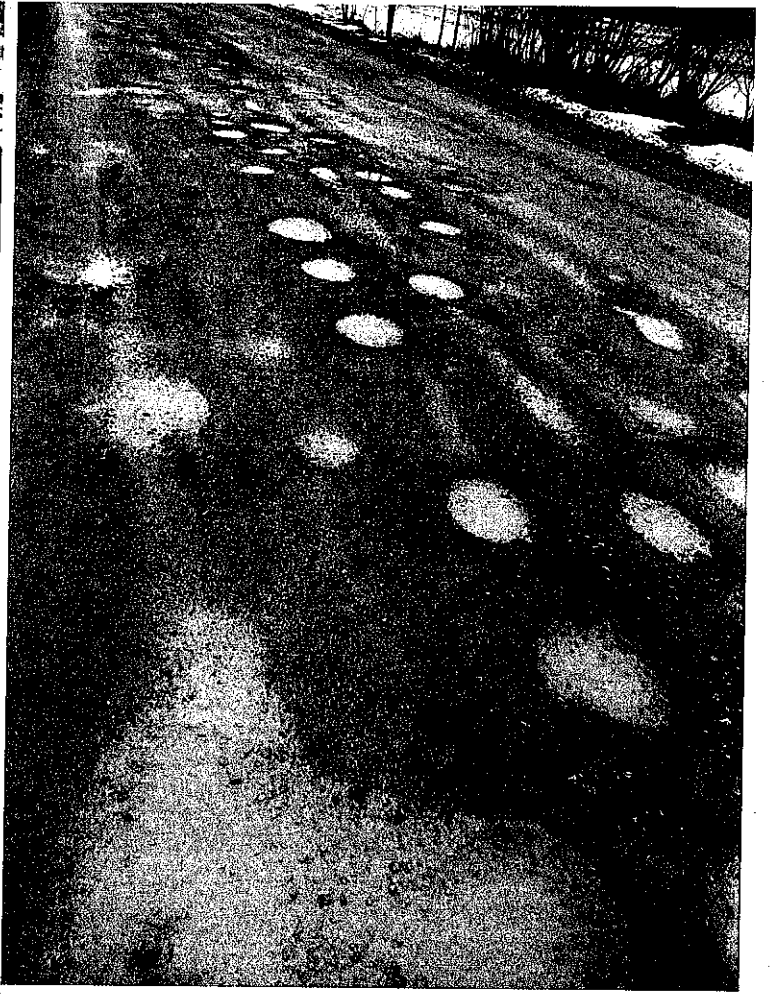
12320 Land o' Nod Rd.

N. Augusta, ON K0G 1R0



April 9, 2024





12187

We, the undersigned, are requesting that the Council of Merrickville-Wolford prioritize the rebuilding and upgrading of the gravel road network in Wolford Ward 2. They have become undriveable the majority of the time, Council recently received a report supporting this, these roadways are our lifeline in order to provide for our families, they transport Mom and Dad's to work, our children to school, groceries, garbage, after school activities, supporting other family members etc. There has been an increase in traffic over the years and as growth continues to happen this will further wear down an already compromised transportation asset.

This petition is a collection of residence signatures that live along the following Roads, Pioneer, Land O' Nod, Snowdon Dr E, Bolton Road, Harvey Road, Carley's Corners Road. Thank you.

Kensford Rd

Print Name	Print Address	Signature
N. HILFERINK	12320 LAND O'NOD RD	N. Hilferink
Maki Hilferink	12320 Land o' Nod rd. N. Augusta K061R0.	M. Hilferink
Jane Woodfine	378 Snowdon Dr E Merrickville K061N0	J. Woodfine
JOHN WOODFINE	378 SNOWDON DR. E. MERRICKVILLE	John Woodfine
Lynn Rutherford	12139 Land O'Nod	Lynn Rutherford
Justin Norman	12122 Land O'Nod	J. Norman
Gerne Normoyle	12077 LAND O'NOD	G. Normoyle
Rick NORMOYLE	12077 LAND O'NOD	R. Normoyle
FAT GILLESPIE	12020 LAND O'NOD	F. Gillespie
Kathi Gillespie	12020 Land O'Nod	K. Gillespie
MARK ZIEGLER	12087 LAND O'NOD	M. Ziegler
BRIDGET ZIEGLER	12087 LAND O'NOD	B. Ziegler
Kevin Vander Velde	12057 Land o' nod	K. Vander Velde
LES DAVIS	12075 Land o' nod	L. Davis

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Kerford Rd

Print Name	Print Address	Signature
Elisabeth Ostiguy	12931 LAND O'NOD RD	<i>[Signature]</i>
Melodie Burns <i>don't pave.</i>	12319 Land O'nod Road	<i>[Signature]</i>
Tim Burns	12319 Land O'nod Road	<i>[Signature]</i>
Joel JoAnne Chih	12443 Land O'nod Rd	<i>[Signature]</i>
✓ CHIH	" " "	<i>[Signature]</i>
Cono Carrie	12531 Lando Nod.	<i>[Signature]</i>
Cono Eddie	12531 Land o Nod	<i>[Signature]</i>
Denise Mayhew	12687 Land O'Nod	<i>[Signature]</i>
Leah Laprade	12687 Land O'Nod	<i>[Signature]</i>
Hugh Farelly	12687 Land O'Nod	<i>[Signature]</i>
John B Kenny	12752 Land O'Nod	<i>[Signature]</i>
ANNE CALORDE	12752 LAND O'NOD	<i>[Signature]</i>
SUZANNE KENNY	12752 LAND O'NOD	<i>[Signature]</i>
WADLE KENNY	" " "	<i>[Signature]</i>

12513

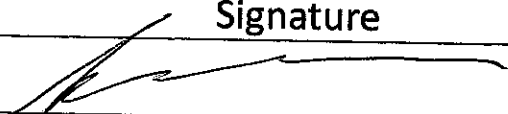
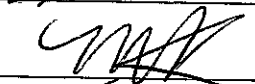
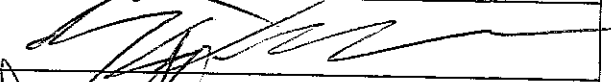

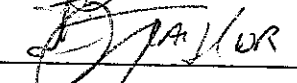


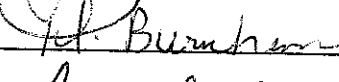
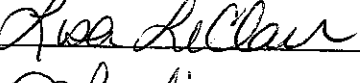

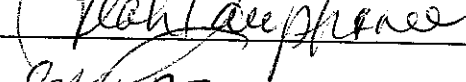
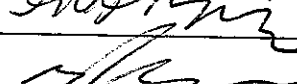
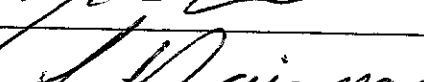

13117

12493

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Kensford Rd.

Print Name	Print Address	Signature
Nicholas Kenny	12752 LAND O NOD	
Michelle Kenny	" "	
Matthew Wilson BEAVERS	12866 Land O'nod	
Sharon Wilkerson DON'T PAVE	12906 Land O'nod Rd.	
John Taylor	12994 Land O'nod	
Lonney Burnham	13127 Land o'nod	
JOYCE COOK	13078 Land O'Nod Rd.	
Deborah Burnham	13127 Land o'nod Rd.	
Lisa LeClair don't pave	13152 Land O'Nod Rd	
CHARLIE GUAY	1130 Bolton rd.	
LEAH DAUPHINEE	908 PIONEER RD.	
Greg MESS	435 Pioneer rd	
Tyler Cameron	427 Pioneer rd	
Christian Daigneault	1213 Pioneer rd	

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Kerford Rd

Print Name	Print Address	Signature
Robert Billings	445 Kerford Rd.	<i>R Billings</i>
DAN WILK	387 KERFORD RD	<i>Dan Wilk</i>
Judy Bellefeuille	210 Kerford Rd.	<i>Judy Bellefeuille</i>
Rick Bellefeuille	210 Kerford Rd.	<i>Rick Bellefeuille</i>
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	
Keith Innes	164 Kerford RD	<i>Keith Innes</i>
MARC POIRIER	379 Pioneer RD	<i>Marc Poirier</i>
James Hell	379 Pioneer Rd	<i>J Hell</i>
Mavis Billings	499 Kerford Rd.	<i>Mavis Billings</i>

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Kenford Rd

Print Name	Print Address	Signature
Stuart Abbott	1171 Pioneer Road	<i>[Signature]</i>
Grayben Nightingale	8013 Pioneer Road	<i>[Signature]</i>
JENNIFER WILLIAMS	407 PIONEER Rd.	<i>[Signature]</i>
Jean Charles Miran	1227 Pioneer Road	<i>[Signature]</i>
DAVID ROBERT KELLAR	1138 Bolton Rd.	<i>[Signature]</i>
Eric Marcotte	1248 Bolton Rd.	<i>[Signature]</i>
Tracy Morin	1338 Bolton Rd.	<i>[Signature]</i>
Andrew Morin	1338 Bolton Rd	<i>[Signature]</i>
PAUL GONNEAU	10102 Harvey Road	<i>[Signature]</i>
Allen Beattie	10168 Harvey Rd	<i>[Signature]</i>
Georgia Angel	10142 HARVEY RD	<i>[Signature]</i>
Chantal Langlois	10212 Harvey Rd.	<i>[Signature]</i>
DAVID DODD	10326 HARVEY	<i>[Signature]</i>
Chantal Chantre	10236 Harvey Rd	<i>[Signature]</i>

would come to meeting



The Corporation of the Town of Cobourg

Resolution

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca
Town of Cobourg

Delivered via email
doug.fordco@pc.ola.org
premier@ontario.ca

April 8, 2024

RE: Correspondence from the Township of Perry regarding a Request to the Province to
Amend the Blue Box Regulation

Please be advised that the Town of Cobourg Council, at its meeting held on March 27, 2024, passed the following resolution:

THAT Council receive the correspondence from the Township of Perry regarding a Request to the Province to Amend the Blue Box Regulation for information purposes; and

FURTHER THAT Council support the recommendation of the Township of Perry and send a copy of the support letter to the Premier of Ontario, AMO and member municipalities.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

Enclosure.

cc. AMO
All Ontario Municipalities



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

www.townshipofperry.ca

February 26, 2024

Via Email

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

**RE: Request to the Province to Amend Blue Box Regulation for
'Ineligible' Sources**

At their last regular meeting on Wednesday February 21, 2024, the Council of the Corporation of the Township of Perry supported the following:

"Resolution #2024-52
Moved by: Paul Sowrey
Seconded by: Jim Cushman

Whereas under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

And Whereas 'ineligible' sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

And Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Be it resolved that the Council of the Corporation of the Township of Perry hereby request that the province amend Ontario Regulation 391/21: Blue

...2

Box so that producers are responsible for the end-of-life management of recycling products from all sources;

And further that Council hereby request the support of all Ontario Municipalities;

And further that this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable Graydon Smith, MPP Parry Sound-Muskoka, and to all Ontario Municipalities.

Carried.”

Your attention to this matter is greatly appreciated.

Sincerely,



Beth Morton
Clerk-Administrator

BM/ec

c.c. Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks
Honourable Graydon Smith, MPP Parry Sound-Muskoka
All Ontario Municipalities



Municipality of Huron Shores
7 Bridge Street, PO Box 460
Iron Bridge, ON P0R 1H0
Tel: (705) 843-2033 Fax: (705) 843-2035

April 12, 2024

Resolution #24-12-02 – Urging the Government to Promptly Resume Assessment Cycle

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #24-12-02 at the Regular Meeting held Wednesday, April 10th, 2024, as follows:

“WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario’s municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned

Yours truly,



Natashia Roberts

CAO/Clerk
NR/KN

Cc: Premier of Ontario, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario

From: lisa mcshane [REDACTED]

Sent: Tuesday, April 9, 2024 12:45 PM

To: Reception <reception@Merrickville-wolford.ca>; Michael Cameron <mayor@Merrickville-wolford.ca>; Stephen Ireland <ireland@Merrickville-wolford.ca>; Margaret Gural <gural@Merrickville-wolford.ca>; Ronnie Maitland <maitland@Merrickville-wolford.ca>; Anne Barr <barr@Merrickville-wolford.ca>

Subject: Backyard Hens - Bylaw Amendment Proposal

Dear Mayor Cameron and Council,

I am writing you to discuss the topic of backyard hens in Merrickville. I brought this up in 2022 but I was not given much consideration by the past Mayor and Council. My kids and I would still like to raise hens in our village backyard as pets and as a food source (eggs). Before purchasing a coop and hens I decided it would be best to make sure there was no bylaw prohibiting this. To my surprise this small rural community apparently does have a bylaw in place that will not allow backyard hens!! I believe it's time that we change this. Please see below for a long list of benefits and information that will alleviate all your concerns about keeping hens in an urban environment. I will also propose regulations that can be put in place once the bylaw is amended to ensure that there is no issue.

I have also started a petition to show you that there is community support and so far have nearly 100 signatures.

As you will see as you read below, I have done quite a bit of research and see no reason why the village should not amend this bylaw to allow residents of the village to keep hens in their backyards. Larger cities like Kingston, Trenton, Brampton, Guelph and Toronto are already allowing this and it's time our community got back to its roots in self sufficient agriculture and did the same.

Reasons why backyard hens make sense

Food security

Canada's rate of inflation has hit 7.7%. 72% of families with kids are worried about putting food on the table (Global News Ipsos poll). Canadians paid 9.7% more in April for food purchased from stores compared with April 2021. This increase, which exceeded 5% for the fifth month in a row, was the largest increase since September 1981. Allowing backyard hens is one small way that the village can help support its residents as the future looks even more dire.

5 A's of food security

1. Availability: Sufficient food for all people at all times. **If you grow your own food and keep your own chickens, you have a food source available!**
2. Accessibility: Physical and economic access to food for all at all times. **Backyard eggs are accessible!**
3. Adequacy: Access to food that is nutritious and safe, and produced in environmentally sustainable ways. **Backyard eggs are incredibly nutritious and are environmentally friendly!**
4. Acceptability: Access to culturally acceptable food, which is produced and obtained in ways that do not compromise people's dignity, self-respect or human rights. **Eggs are food consumed by all cultures and with more and more families raising hens there is no stigma!**
5. Agency: The policies and processes that enable the achievement of food security. **We just need a modern by-law that will allow village residents to raise some hens!**

Waste Diversion

As our municipality does not have a compost collection program food scraps are largely thrown in the garbage and sent to the landfill. These scraps can be fed to hens diverting this waste from the landfill. They're omnivores and will eat just about anything that comes out of the kitchen, including meat. The hens then transform the waste to fertilizer (below).

Pest management

Chickens eat many yard pests including earthworms, insects, slugs, and even ticks! Yes, the same ones that cause Lyme disease! In Merrickville we are in an area where Lyme disease is endemic and tick populations are increasing, so anything that can help manage the tick population is a bonus!

Eat local/buy local

You can't get much more local than your own backyard! Raising hens is an alternative to supporting industrial farms that produce the majority of eggs sold in stores. Egg-producing hens on factory farms are often kept in such close, inhumane quarters that they

cannot stretch their legs or wings, walk around, or participate in normal social behaviors. The waste from these farms is an environmental hazard at the scale it's produced. It also cuts down on emissions for transporting factory eggs.

Fertilizer

Chicken waste is excellent fertilizer and will increase the value of soils in any backyard they are in. The waste can be composted with other scraps in backyard composters OR if the village had a green bin program for waste mgmt that would be a huge resource for valuable compost!

Family friendly - understanding the ecology of the natural world, growing your own food and caring for others are amazing lessons to teach children! We need more connection to the world around us and backyard chickens are a key to children learning these values.

Addressing concerns you might have

In terms of animal pollution, hens are more sanitary than most pets. Unlike dog and cat waste, hen waste can be transformed into rich garden fertilizer that is high in nitrogen -- eliminating the need for expensive and potentially harmful commercial fertilizers. Four hens might weigh nine kilograms, compared to a Labrador Retriever's 30 kilograms, so the waste that hens produce is easily managed. Coops need to be cleaned on a regular basis (every other week), and the manure needs to be put into a closed composter to mature and to limit odours.

Health concerns over the spread of animal diseases such as avian flu are also largely unfounded. In small numbers, hens are clean creatures, unlikely to generate disease. A few hens with a good home and a bit of yard space can be expected to live happy, healthy and productive lives.

As is the case with any domestic animal, the success of backyard hens largely depends on the quality and dedication of their owners. A bad pet is usually the result of a bad owner. But research shows the vast majority of hen owners are responsible: pro-hen Canadian cities report very low rates of nuisance complaints.

Chickens are quiet, well-behaved pets that not only provide social benefits to their owners/families, but also provide a food source! What isn't to love!

I encourage you all to consider my request to amend the by-law that prohibits 'livestock' within the village residential zone and allow laying hens as an exception.

Here are the proposed rules for the new by law once amended

1. Maximum of 6 hens per property
2. Roosters prohibited
3. Home slaughter prohibited
4. Feed must be stored securely
5. Manure must be composted in enclosed bin
6. Chicken run must be kept clean
7. Other animal control bylaws (for noise, odour, animal cruelty, animals-at-large) will apply
8. Sale of eggs or manure prohibited

Thank you for your time and I look forward to an invitation to present this proposal to the council in person. I am still collecting signatures from village residents who are in support of this proposal and I think you will find there is significant support. I have yet to speak to someone who DOESN'T support this!

Thank you kindly,

Lisa McShane

Village resident

From: [REDACTED]
Sent: Wednesday, April 10, 2024 1:05 PM
To: Julia McCaugherty-Jansman <clerk@Merrickville-wolford.ca>
Subject: Property tax interest - [REDACTED]

To whom it may concern,

I am writing in regards to the property tax bill that was lost in the mail and was not delivered to our community mailbox. We did not receive the bill hence why we were late with payment.

Our address is [REDACTED]

We have never missed a payment or have been late paying our property taxes in the past. I believe this was not our fault for being late on payment as we did not receive the first bill. As soon as I received the late notification with an interest charge I paid this bill in full, except for the interest charge as I believe it was not our fault for not receiving the first bill to our community mailbox. I am requesting this interest charge be reversed on our behalf .

Sincerely,

[REDACTED]

Background Information payment of taxes

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW No. 02-2024

BEING a By-Law to impose an interim tax levy for the year 2024 on properties within all tax classes in the Village of Merrickville-Wolford.

The said interim tax levy shall become due and payable on the 29th day of February 2024. Any unpaid balance outstanding on the 1st day of March, 2024 shall constitute default.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 13 – 2024

BEING a By-Law to levy and assess on the rateable property in the Village of Merrickville-Wolford a sufficient sum of money to meet all valid debts of the said Corporation within the year 2024,

The taxes levied on all classes for the year 2024 shall be installments payable on the 31st day of July, 2024 and the 30th day of September, 2024 and shall be reduced by the amount of the interim levy for 2024.

Penalty shall be imposed at a rate of 1.25% per month on any amount of taxes outstanding on the first day of the month following the due date of each installment and thereafter interest shall be imposed at a rate of 1.25% per month on any amount of taxes outstanding on the first day of each calendar month.

<https://www.merrickville-wolford.ca/office-and-council/departments-services/finance-department>

Payment Options:

Payments can be made at the municipal office by cash, cheque or debit.

Payments can also be made by registering for our **Pre-Authorized Payment Program**. This program allows us to withdraw payments from your bank account for your taxes either monthly or by payment installment. To register, please return the completed registration form along with a copy of a VOID cheque to our office, three weeks prior to the start date. Click [here](#) for the registration form.

Payments can also be made online through your banking institution, **using your entire 19 digit roll number to identify your account**. This number begins with '07 14'. Simply set us up as a Payee by searching for Merrickville-Wolford (Village of) – Taxes.

Payments can also be made in person at your branch.

TERMS AND CONDITIONS

Property owners are eligible if their account is paid up to their chosen date of enrolment.

I/We will notify the Village of Merrickville-Wolford in writing of any changes in the account information or termination of this authorization at least twenty (20) days prior to the next payment date.

I/We understand that termination of this authorization does not affect my/our obligation to pay for goods or service contracted for/with the Village of Merrickville-Wolford.

My/Our financial institution will treat each debit as if I/we had personally issued a written direction authorizing the Village of Merrickville-Wolford to debit the amount(s) specified to my/our account and need not verify that payments are drawn in accordance with this authorization.

I/We understand that any debits charged to my/our account will be reimbursed if:

- (a) the debit was not drawn in accordance with this authorization;
- (b) this authorization has been terminated; or
- (c) the debit was posted to the wrong account due to invalid/incorrect account information supplied by the Village of Merrickville-Wolford,

By giving notice in writing to my/our branch of account within ninety (90) days of the debit to my/our account;

I/We acknowledge that delivery of this authorization to the Village of Merrickville-Wolford constitutes delivery to my financial institution.

I/We warrant that all persons whose signatures are required to sign up on this account have signed this authorization.

Merrickville-Wolford Mayor and Council
c/o Julia McCaugherty-Jansman
Clerk, Village of Merrickville-Wolford
317 Brock St W, Box 340, Merrickville ON K0G 1N0

Tax Penalty – Account number 4281

My wife and I are new residents in Jasper ON as of 3 October 2023.

On 29 February 2024, the Due Date identified on my Tax Bill, I paid my taxes for the first time per Roll Number 07 14 711 030 12600 0000 and to Account 4281.

My payment was made online through BMO and left my account that day.

On 12 March 2024, I received a Tax Arrears letter from the Manager of Finance/Treasurer, claiming that my taxes were not paid and still owed. In addition, I was charged the Maximum Penalty for unpaid taxes of 1.35 percent or 29.39\$ as of 1 March.

An email query to the Manager of Finance/Treasurer prompted the receipt from that office of a National Bill Tracing from BMO indicating that my payment was made on 1 March 2024 at 01:00:44:00.

I am disputing the township's claim that I was late in paying my taxes. My own BMO account shows the money leaving my account and essentially disappearing overnight until credited to the tax account.

I would point out that as a new resident, I paid my taxes as directed per the mailed Tax Bill. It makes clear that online payments are acceptable and makes no mention of online payments being late when the bank delays posting the tax amounts to the Village's accounts.

Note that when I went through past years notices, there have indeed been warnings that online payments can take up to three days to post to the Village accounts. And such warnings were, in past years, issued as Public Notices from the Village. This was not the case for 2024.

Yours for consideration,



Account number 4281

Roll number 07 14 711 030 12600 0000

[Found under Finance Department...does not come up on site when searching for taxes]

Property Taxes - 2023 Due Dates: February 28, July 31, and September 29.

Property Tax Notices are issued twice per year and are due in three payment installments. Our Interim Tax Notices are issued early in the year and are due at the end of February. Our Final Tax Notices are issued at the beginning of July, with two payment installments, one at the end of July and the other at the end of September.

PLEASE NOTE: SEPTEMBER 30th is a federal holiday. Some banks may not process any payments on this date. If paying online, please ensure your payment is made PRIOR to Sept 30th to avoid any penalties.

[Issued as a PUBLIC NOTICE]

REMINDER: Final Tax Instalment #2 and Utility Bills due Friday September 29, 2023

Final Tax Notices were sent at the beginning of July. Please note that the final instalment is due on Friday September 29, 2023.

The Utility Notices were sent on September 8th and are also due on Friday September 29, 2023.

Payments can be made in person at the Village office, located at 317 Brock St. West, Merrickville, by cash, cheque or debit. The office is open Monday - Friday 8:30 a.m. until 4:30 p.m.

You can also make payments through your bank, either in person or online.

If you would like to register for our Pre-Authorized Payment program, please contact the office at (613)269-4791.

Late penalties will be applied to outstanding balances on the first of October.

[Issued as a PUBLIC NOTICE]

REMINDER: Tax (Installment 1) and Utility bills are due July 29, 2022

Final Tax Notices have been issued. Installment 1 is due July 29, 2022. If you have not received your bill, please contact the office to confirm your mailing address.

July Utility notices have also been issued and are due July 29, 2022.

Payments can be made at the office located at 317 Brock Street West, Merrickville, by cash, cheque or debit. You may also pay at your banking institution, or online through your bank.

Please note that online payments can take up to three business days to reach us. Please plan accordingly. Penalty charges are applied on the first day of the new month.

[Issued as a PUBLIC NOTICE]

Reminder: Tax and Utility Bills due September 30, 2021

REMINDER:

Installment 2 for property taxes is due September 30, 2021.

September utility bills are also due September 30, 2021.

Please note that the office is open to the public and will be open on September 30. Payments can be made in person by cash, cheque or debit.

Online payments can take up to three days to reach us.

Check with your local bank for their hours on the National Day for Truth & Reconciliation September 30, 2021.

[← Account details](#)

Transaction details

 [PRINT](#)

MERR-WOL MISC
- \$2,322.76

Transaction date Feb 29, 2024

Transaction type An online, mobile or telephone banking transaction

BANK OF MONTREAL
BILL PAYMENT SERVICE
 100 King Street West, 22nd floor
 Toronto, ON M5X 1H3

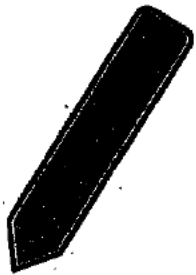
Audit No: 4
 Last Audit No: 3

March 01, 2024

NATIONAL BILL TRACING

TELEPHONE: (416) 598-6524 ENGLISH or (514) 877-1480 FRENCH
 FAX: (800) 596-5675 OR (416) 598-6088

Attn: MERRICKVILLE-WOLFORD, VILLAGE OF - MISC
 Deposit to: 0003 04702 / 1038736
 Contact: SUZANNE JACKMAN/KIRSTEN R
 Phone: 6132694791
 Fax: 6132693095



Biller ID :22182448

ACCOUNT NUMBER	PAYMENT AMOUNT	CUSTOMER NAME	EFFECTIVE DATE	REFERENCE NUMBER	PAY DATE TIME
4281	2322.76	[REDACTED]	2024-03-01	590895	2024-03-01 01:00:44.00

Total Payment(s) 1
 Total Amount \$2322.76



SMITHS FALLS

RISE AT THE FALLS

April 26th, 2024

To Whom it May Concern:

Re: High Frequency Rail Project

Please be advised that the Council of the Corporation of the Town of Smiths Falls passed the following resolution at their April 15th, 2024 meeting of Council.

WHEREAS the Government of Canada has endorsed a procurement process for the development of a High Frequency Passenger Rail service connecting communities from Toronto to Quebec City;

WHEREAS this project aims to make rail travel in Ontario and Quebec faster, more frequent and more reliable to attract more customers while stimulating economic growth;

WHEREAS the HFR project allows more options for connections with other modes of transportation;

WHEREAS the VIA Rail project increases connections with smaller communities and increases intercity transit, and increases services on existing rail lines;

WHEREAS this HFR project enables an increase in intercity passenger services, which will lead to a significant reduction in greenhouse gas emissions from the transportation sector, thereby effectively supporting the Government of Canada's environmental objectives of greenhouse gas reductions;

WHEREAS the HFR project is consistent with the Government of Canada's priorities for public transit infrastructure;

WHEREAS the Town of Smiths Falls Strategic Plan identifies high frequency rail service in our community as a priority;

WHEREAS the Town of Smiths Falls is centrally located between Lanark and Leeds & Grenville Counties representing a commuter shed of 180,000 people;

WHEREAS Smiths Falls is geographically situated along the proposed HFR corridor and represents a natural and logical access point for the new high frequency passenger rail service;

WHEREAS Smiths Falls is geographically situated along the existing dedicated passenger rail corridor operated by VIA Rail it represents a natural and logical access point to interconnect the existing and new high frequency passenger rail services for optimum accessibility;

NOW THEREFORE BE IT RESOLVED that the Town of Smiths Falls requests that the Government of Canada and the High Frequency Rail Project Office locate a passenger rail station in the Town of Smiths Falls to provide convenient regional access to the new service;



SMITHS FALLS

RISE AT THE FALLS

*AND THAT the Town of Smiths Falls requests support from all upper, lower and single tier municipalities in Lanark and Leeds & Grenville Counties representing the catchment area for the proposed HFR rail station;
AND FURTHER THAT this resolution be circulated to Federal Transport Minister Pablo Rodriguez, MP Scott Reid, HFR CEO Martin Imbleau, MPP John Jordan, and all upper, lower and single tier municipalities in Lanark and Leeds & Grenville Counties.*

Please do not hesitate to contact me with any questions and/or concerns.

Yours truly,

Kerry Costello
Town Clerk

Village of Merrickville, with all due respect..

No, I will not be paying more than what I've used in water... I've called the office at least three times trying to be clear and polite about this. We are one of the few houses in town who are told to leave our taps running all winter. Even though you've replaced all the mains on my closest perpendicular streets, Lewis and Drummond.. not mine. It's interesting that I never needed to run my water before the water mains on Mainstreet were replaced with plastic ones. I had to replace the kitchen faucet again last spring, as the hard water is hard on them and the plumbing when the tap is on all winter. Last winter of 23, I was advised to run my water for the winter. But, I stopped running it by the end of January, because it wasn't a cold winter. And the same w this winter, I ran my water for no more than a couple weeks. So.. I saved the town lots of water. Why exactly has my minimum bill gone up to \$325 from 316. Can you please answer this? And what is this new expense on my bill for about \$10 called Residential Capital? Is that just for me? Because of my supposed owed balance.

I was surprised with my May-June bill of 2022. I believe it was those Months. The bill was for \$385. I knew that my daughter and I didn't use that much water.. I checked the basement, and sure enough the pipes had been leaking I think for some weeks. I noticed when I finally opened the bill. I was very busy. That's the time of the year for my contractor work. I was worried about my next bill. I literally didn't use my hose all summer. I paid without complaining to the town. I do not wish to call and waste my time and yours as this is something I quickly fixed and hoped for the best. I was surprised that my next bill was near the same amount, and realized how long the pipe must have been leaking into my basement. I believe I was shocked and busy, ended up paying the bill slightly late but only the minimum payment, and there was already \$20 interest. My house is very old, there are many issues. I'm trying hard and have greatly improved the living conditions here. I would think for the amount I have to pay in taxes on this property that the water rates would be lower. It's outrageous. I will be only paying for the water I've used since that first bill that was \$385.

Maybe an environmental assessment should be prepared and an inspection of just how the town is handling our water. I have a certification in permaculture ecological design. It's my understanding that the water comes to the town before pumping and treating for free. Clearly with my tap running for 2-3 months most winters it should be considered a criminal act to charge me for this water that leaked into my basement and further degraded my house. I don't drink a drop of that town water. It's too treated. What perfectly healthy water we have just to be ruined by some strangers in work boots, in charge of our water. Why exactly don't we have a town fountain or tap area we can go to on Main St. where the interested few of us can go fill up w untreated wonderful aquifer water before it is treated and goes into the system? This needs to change.

I think this is a valuable situation to pursue, we should change these bylaws that insist that I stay connected to your water systems.

Well looking at the way the world is going.. more of us will need to refinish those old cisterns. I have the skills. With all the water that is wasted here at mine at [REDACTED] during the winter, I could fill a few blocks worth of people's cisterns. I think I'll start a group. Maybe I'll have to send this letter far and wide. I have also designed and built a lined grey water system with plants and subsurface water filtration for a friends cottage for their kitchen sink. This creates more ecology compared to your conventional systems. I'm a sovereign individual. I never agreed to the way this town deals w my children's water. I never agreed to this god awful development down my street that will take years to develop and probably go bankrupt. Is that why my water is so expensive? Who agreed to that? Hopefully this town doesn't wreck it's natural water with crummy developments like other communities. Like Wakefield.

Well, at this point the best thing for me would be for you to shut off my water.. I started using a compost toilet twenty some years ago.. My yard may be the ecological centre of this village. I don't even need your sewer. So, Please give me a decent amount of notice. If you wish to not waste any more water on me.

Whatever happened to the interest free loans from the village, given decades ago to homeowners to fix up these dilapidated houses? I remember enthusiastically attending a village meeting some twenty years ago at the community centre called something like; "Merrickville Sustainability Action plan". And, I was disgusted that it was a natural gas pipeline industry meeting. I thought maybe the meeting may be on actual ecology and sustainability. Along the lines of the once local author Mike Nickerson would be the best way forward for our modern communities. "Planning for the Next Seven Generations."

You might want to get ready for the big crash just around the corner. Take a look around. You think humans will handle deflation or the next looming war cycle? It's pretty soon now. Peak everything is upon us. Will humans survive capitalism in the digital age? The cost of sustaining a healthy water system shouldn't skyrocket along w food and energy, while everything we own will be worthless or worse. Bring back proper stewardship over our water and land cycles.

Bring my bill back to the minimum or turn off my water.. \$100 is a \$100.





Township of Elizabethtown-Kitley
6544 New Dublin Road
RR #2 Addison, ON
K0E 1A0
(613) 345-7480

May 1, 2024

Minister of Health
Honourable Sylvia Jones
College Park 5th Floor
777 Bay St., Toronto ON M7A 2J3

sylvia.jones@ontario.ca

Public Health Ontario
Michael Sherar, President and Chief Executive Officer
661 University Avenue, Suite 1701
Toronto, ON M5G 1M1

president@oahpp.ca

Dear Minister Jones and Mr. Sherar,

RE: Proposed Phase-Out of Private Well Water Testing

The Township of Elizabethtown-Kitley, located in Eastern Ontario, in the United Counties of Leeds and Grenville is a flourishing rural community with a close by urban setting. We are a beautiful, safe and diverse community of 10,000 residents, the majority of whom are on private drinking water systems. Access to safe drinking water and sanitation are internationally recognized human rights and are fundamental to everyone's health, dignity and prosperity. We firmly believe that residents, whether on a municipal water system or private system ought to have equal access to clean and safe drinking water.

Of concern to us, is the 2023 Auditor General Report "Value-for-Money Audit: Public Health Ontario" dated December 2023, which provides a recommendation that Public Health Ontario in conjunction with the Ministry of Health, update and implement a plan to streamline public health laboratory operations, including the gradual discontinuation of private drinking water testing and the closure of various laboratories.

For our residents, and many others in the province who rely on private wells as their water sources, phasing out the testing program through a transition to privatization and reduction of lab capacity could potentially mean the end of access and free testing for private well water.

With the Ontario Government having set an ambitious goal of adding 1.5 million homes to the province's housing stock by 2031, through streamlined approvals, cutting red tape and updating various provincial planning policies (PPS, etc.), this continues to encourage development in settlement areas. In many cases, these settlement areas do not have municipal water/wastewater services available. This ultimately encourages a higher concentration of potential ground contamination, as the density of private septic systems increases, highlighting the necessity for access to private well water testing now, more than ever.

We appreciate that the ministry has not made any decisions about changes to the provincial well water testing program, however the Township felt that it was important to proactively express our views, as such, at the regular meeting held on April 29, 2024, the Council of the Corporation of the Township of Elizabethtown-Kitley received Report No. A-24-31 Proposed Phase-Out of Private Well Water Testing, attached hereto, and subsequently adopted the following resolution.

RES. NO. 109-24

Moved by: R. Smith

Seconded by: E. Renaud

THAT, the Council of the Township of Elizabethtown-Kitley support a proactive approach to Public Health Ontario's (POH) Joint Modernization Plan with the Ministry of Health (MOH) by providing the province with feedback regarding the importance of the current private well water testing program and the potential numerous negative consequences of a program phase-out for our rural community;

AND THAT, the Township respectfully request that if there is any further consideration of implementing the Auditor General's recommendations, that community and public health unit engagement be considered a top priority in the process;

AND THAT, a copy of this report and feedback correspondence be forwarded to MPP Steve Clark, Leeds, Grenville and Lanark District Board of Health and all local municipalities in UCLG.

While we commend the ministry for continually seeking program and financial efficiencies, we find it difficult to comprehend how a value could ever be put to a human life through the potential discontinuation of access to free private well water testing. We respectfully urge the province to not proceed with the recommendation to implement a plan to streamline public health laboratory operations, including the gradual discontinuation of private drinking water testing and the closure of various laboratories.

Respectfully,



Leslie Drynan
Administrator (CAO)/Clerk

Encl. Report No. A-24-31 Proposed Phase-Out of Private Well Water Testing

cc: Honourable Minister Andrea Khanjin, Ministry of the Environment, Conservation and Parks
Shelley Spence, Auditor General of Ontario
Leeds-Grenville-Thousand Islands and Rideau Lakes MPP, Steve Clark
Leeds, Grenville and Lanark District Board of Health
All municipalities in United Counties of Leeds and Grenville



To: Mayor Burrow and Members of Council
From: Leslie Drynan, Administrator

Subject: Proposed Phase-Out of Private Well Water Testing

RECOMMENDATION

THAT, Report A-24-31 Proposed Phase-Out of Private Well Water Testing be received.

AND THAT, the Council of the Township of Elizabethtown-Kitley support a proactive approach to Public Health Ontario's (POH) Joint Modernization Plan with the Ministry of Health (MOH) by providing the province with feedback regarding the importance of the current private well water testing program and the potential numerous negative consequences of a program phase-out for our rural community;

AND THAT, the Township respectfully request that if there is any further consideration of implementing the Auditor General's recommendations, that community and public health unit engagement be considered a top priority in the process;

AND THAT, a copy of this report and feedback correspondence be forwarded to MPP Steve Clark, Leeds, Grenville and Lanark District Board of Health and all local municipalities in UCLG.

BACKGROUND

The Mississippi-Rideau Source Water Protection Committee, at their meeting held in early April, received correspondence from the Ausable Bayfield Maitland Valley Source Protection Committee, attached hereto regarding the province's proposal to end free private well testing.

DISCUSSION/OPTIONS

Public Health Ontario (PHO) is planning to phase out free provincial testing for private drinking water. PHO originally proposed a joint "modernization plan" in conjunction with the provincial Ministry of Health (MHO) in 2017 to reduce public health labs' services.

They proposed shuttering six out of 11 provincial health labs and to scale down the types of tests publicly offered, including gradually phasing out private well water testing.

The most recent mention of the above noted plan was in the Ontario auditor general's annual report on public health from December 2023. The report recommended that the PHO and MHO move to implement a similar modernization plan within the next year.

The PHO tests for coliforms—bacteria that are often found in animal waste and sewage—as well as *E. coli*. Currently, the PHO provides free test kits for Ontarians to test their well water themselves, they can then drop off their sample at their local public health unit.

For Ontarians who rely on private wells as their water sources, phasing out the PHO program through a transition to privatization of this service could potentially mean the end of free testing for private well water, which will ultimately discourage people from getting their water tested.

Of particular concern is the fact that various provincial planning policies (PPS, etc.) continue to encourage development in settlement areas. In many cases, these settlement areas do not have municipal water/wastewater services available. This ultimately encourages a higher concentration of potential ground contamination, as the density of private septic systems increases. Counterintuitively, instead of promoting mitigation of the increased health risks resulting from these planning policies, the Auditor General's report does the opposite - encouraging the removal of free testing of well water and the reduction of lab capacity to do so across the Province.

A potential lack of free testing, alongside the consolidation of several Ontario labs, could make access to water testing even more difficult. In addition, it could impact those who may be unaware that they should be testing their water—such as newcomers to Canada or ex-city-dwellers who are used to municipal water being tested by the city—as well as individuals who may not be able to afford private testing.

During Question Period at Queen's Park on April 16, 2024, the Ontario Minister of Health confirmed that the Province of Ontario will continue to provide free well water testing for rural households. The ministry has not made any decisions about changes to the provincial well water testing program, including which laboratories conduct testing of water samples.

OPTION ONE (Recommended)

THAT the Council of the Township of Elizabethtown-Kitley support a proactive approach to Public Health Ontario's (POH) Joint Modernization Plan with the Ministry of Health (MOH) by providing the province with feedback regarding the importance of the current private well water testing program and the potential numerous negative consequences of a program phase-out for our rural community;

AND THAT the Township respectfully request that if there is any further consideration of implementing the Auditor General's recommendations, that community and public health unit engagement be considered a top priority in the process;

AND THAT a copy of this report and feedback correspondence be forwarded to MPP Steve Clark, Leeds, Grenville and Lanark District Board of Health and all local municipalities in UCLG.

OPTION TWO

Receive as information; take no action at this time.

FINANCIAL IMPLICATIONS

None currently.

LINK TO STRATEGIC PLAN

This initiative aligns with the Mission, to provide excellent services fostering a safe, inclusive and resilient community through responsible government. It also speaks to positive, forward-thinking leadership and our continual strive for excellence and accountability.

ATTACHMENTS

Ausable Bayfield Maitland Valley Source Protection Committee Resolution

February 26th, 2023

Honourable Lisa Thompson, Ontario Minister of Agriculture, Food and Rural Affairs

Re: Recommended Phase Out of Free Well Water Testing in the 2023 Auditor General's Report

Dear Minister Thompson,

In the 2023 Auditor General's Value-for-Money Audit of Public Health Ontario (PHO) released in December 2023, recommendation number 5 states that PHO, in conjunction with the Ministry of Health (MOH), are to update and implement a laboratory modernization plan within 12 months to streamline the laboratory's operations.

This stemmed from a 2017 proposal by PHO, collaboratively with the MOH at the request of the Deputy Minister to close six of the 11 public health laboratory sites (Hamilton, Kingston, Orillia, Peterborough, Sault Ste. Marie and Timmins) and gradually discontinue private drinking water testing. The justification:

- Mitigating rising costs of maintaining facilities
- Establishing a more efficient operating model that reduces the rerouting of samples to other PHO laboratory sites

About 50% of the Ausable Bayfield Maitland Valley Region population is serviced by private wells. The proposed removal of PHO's free private drinking water testing is of concern to our Ausable Bayfield Source Protection Committee, particularly when Source Protection Regions have been directed by the Ministry of Environment, Conservation and Parks, Source Protection Branch, to deliver education and outreach to private well owners under the new Best Practices initiative.

In our region, we have been working with service and community organizations such as the Lions, Optimists and Lakeshore Residents Associations to co-host very successful Best Practices 'Water Wise' events that encourage private well owners to sample their drinking water using the free microbial testing provided by the province. By distributing water sample bottles ahead of the event and delivering the samples to Huron Perth Public Health for lab analysis, most of the barriers to water sampling are removed. At these events 25% to 50% of a community well water will be sampled in one day or night.

Well owners understand the importance of testing their well water; it is the inconvenience of doing so that is the barrier. One of the goals of the 'Water Wise' events is to encourage well owners to get in the habit of testing their water regularly as part of Best Practices for protecting their drinking water. The hope is that the community groups and service clubs that Source Protection staff work with will make Water Wise water sampling events part of their regular activities.

Private drinking water systems in Ontario do not have the legislated safeguards that are required for municipal/communal/public systems under the Safe Drinking Water Act, 2002. Only municipal water supply systems fall under the Clean Water Act, 2006 and the Source Water Protection program. Health Canada's guidance on waterborne pathogens references three studies that determine that private systems are vulnerable and there is evidence that demonstrates they are more likely to contribute to gastrointestinal illness than public drinking water systems.

If the free water testing phase out recommendation is approved, well owners would have to use a commercial lab for a fee, which disincentivizes testing. When water is not monitored regularly, there is no way to know the true quality of the water, which puts people at increased risk of becoming ill. With private systems being stand-alone systems, any associated illnesses are isolated sporadic events and do not come to public attention like those seen during the Walkerton outbreak.

The private drinking water test data maintained by PHO has been used by researchers to publish evidence that helps support public health policy. Source Protection Committees can access data associated with their area, as was presented at our March 2023 meeting. The data can be used to inform well owners of regional water quality concerns and associated health risks. If PHO stops testing, this data and affiliated research will no longer be available.

In the Walkerton Inquiry Report Part 2, Justice O'Connor concluded the privatization of laboratory testing of drinking water samples connected directly to the E. coli O157:H7 outbreak in Walkerton Ontario in May 2000. Twenty-four years later, there is a proposal to privatize water testing once again.

At the January 31st meeting of the Ausable Bayfield Maitland Valley Source Protection Committee the following resolution was unanimously approved:

MOTION #SPC: 2024-02-04 Moved by Philip Keightley

Seconded by Mary Ellen Foran

“THAT the Source Protection Committee direct a letter to Minister Thompson requesting that the province not proceed with the recommended phase out of free private well testing in Ontario, and

“FURTHER, THAT area municipalities, the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support. “

Carried.

Thank you for your consideration of this request.

Sincerely

Matthew Pearson, Chair
Ausable Bayfield Maitland Valley Source Protection Committee

Cc Honourable Sylvia Jones, Minister of Health and Long-Term Care

Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks



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800-770-2170
F 613-342-2101
www.leedsgrenville.com

MEDIA RELEASE

FOR IMMEDIATE RELEASE
April 10, 2024

Additional Public Comments Welcome as Agricultural Area Review Continues

The Agricultural Area Review (AAR) has not been completed, and there have been no final decisions made as part of this process.

The public engagement phase of the process remains ongoing, and feedback from the landowners and the community is still welcome as we continue to work with the study.

Public engagement is key to this process, and we are looking to build on the communications we had sent to over 2,000 landowners who may be impacted by the process and were invited to provide feedback.

As this process remains ongoing, the United Counties of Leeds and Grenville will continue to receive feedback, update its analysis and inform the community of any and all related items as they relate to the AAR process.

For more information regarding the ongoing AAR, contact Elaine Mallory, Planner II, at 613-342-3840 ext. 2422, or email Elaine.Mallory@uclg.on.ca or Geoff Clarke, County Clerk – Interim at 613 342 3840 ext. 2456, or email Geoff.Clarke@uclg.on.ca.

-30-

Media inquiries:

John Kalivas, Communications Coordinator
United Counties of Leeds and Grenville
25 Central Avenue W., Suite 100, Brockville, ON, K6V 4N6
613-802-1687 or John.Kalivas@uclg.on.ca



Follow us on Facebook!

To: *Darlene Plumbley, Brad Cole, Kirsten Rahm*

From: Mark Lauzon, Ontario Clean Water Agency

Subject: Water Quality – Test Results for Town of Merrickville-Wolford

No adverse water quality test results were reported in March 2024 for treated & distribution water samples taken at:

- Merrickville Well House #1.
- Merrickville Waste Water Treatment Plant, 108 Collar Hill Road.
- 317 Brock Street, W
- 223 Lewis St
- 124 Grenville Way
- 305 St Lawrence St
- Merrickville Public Library
- Easton's Corners

Copies of all test results are available upon request from OCWA.

The Treated water flows for the month were 8985 Cubic Meters.

Date: April 12, 2024

Signature:



Mark Lauzon
Senior Operations Manager
Ontario Clean Water Agency

Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



April 16, 2024

His Worship Michael Cameron
Village of Merrickville-Wolford
mayor@merrickville-wolford.ca

Dear Mayor Cameron:

It has been brought to my attention that some municipalities in the province have implemented new stormwater fee structures, and others are exploring doing so.

As Minister of Agriculture, Food and Rural Affairs, I am writing to ask that your municipality considers the needs and potential impacts on agriculture in your community when evaluating proposed changes to stormwater or other fees and to offer any support that my ministry can provide as you fully consider the impacts.

As you know, Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

To ensure that our food supply system continues to be responsible, trusted, and competitive on the world stage as well as a driver for economic growth in Ontario, it is important that all levels of government work closely with the agricultural community when evaluating new policies.

There is a need for special consideration for agricultural properties to ensure there are no unintended consequences that disproportionately impact farmers or greenhouse operators, as demonstrated in several of the new stormwater utility programs, including Brant County's proposed Stormwater Utility Program, which will exempt agricultural properties from the new proposed fee.

.../2

It is also worth noting that many farmers have already invested in water management measures and may not utilize municipal waterways in the same manner as other businesses.

Staff at my ministry are available to provide guidance on supporting the growth of the agricultural community while balancing broader municipal needs. Please feel free to contact Scott Duff with any questions you may have at (519) 820-3331 or by email at scott.duff@ontario.ca.

I hope that your municipality will consider engaging more directly with farmers and greenhouse operators to mitigate any unintended impacts new charges may have. It is imperative that municipalities and the agricultural industry work together to ensure the economic prosperity of our rural communities now and well into the future.

Sincerely,



Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

c: Scott Duff, Director, Policy Division

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



Merrickville Agricultural Society
P.O. Box 595
Merrickville, ON K0G 1N0

To: The Village of Merrickville-Wolford, Attention CAO Plumley

Subject: Replacement of Announcers' Booth on the Merrickville Fairgrounds

On behalf of the Merrickville Agricultural Society, I am writing to inform you of our ongoing efforts to enhance the fairgrounds here in Merrickville. This year, the Merrickville Agricultural Society is replacing the aged announcers' booth with a new, 10' x 16' (160 sq ft) pre-fabricated shed and it is our intention to complete the work before the upcoming 2024 Fair.

The current booth has served us for many years, but due to time & wear and tear, it is no longer suitable for our needs, nor safe for the general public who can access it throughout the year. The new booth will provide improved functionality, better visibility, and security features. We believe this upgrade will enhance the Fair experience for participants, judges, announcers, and organizers.

Here are some key details about the replacement:



Figure 1 Existing Booth

- **Old Booth:** The existing announcers' booth has been in use for more than 30 years. It is located on the north side of the paddock where equine events are held during the annual Agricultural Fair. Note the condition of exterior walls, floor, and sub-floor



Figure 2 Examples of pre-fabs from Wilson's Sheds

- **New Booth:** The new booth will be pre-fabricated by Wilson's Sheds to our specifications, ensuring an easy installation process. It will be installed at the same location as the existing booth; will be equipped with lockable doors; will provide window-like openings for good visibility of the paddock and area; and will have the same electrical requirements as the existing booth. A fresh layer of gravel will be installed first, in order to create a stable base for the booth.
- **Timeline:** We aim to complete the replacement before the 2024 Fair, allowing ample time for testing and adjustments.
- **Costs:** The costs of purchase, delivery, installation; and connection to existing electrical services will be covered by the Merrickville Agricultural Society.

If you have any questions, please let us know and we will promptly address them. Thank you for your attention to this matter.

Sincerely,

Gary Brown

Gary Brown,
President, Merrickville Agricultural Society

NEWS RELEASE

Ontario Strengthening Protections for Firefighters

Province expanding coverage for occupational cancer, heart injuries, and PTSD to help safeguard the health and safety of frontline heroes

April 29, 2024

[Ministry of Labour, Immigration, Training and Skills Development](#)

BRANTFORD – The Ontario government will soon introduce legislation that, if passed, will ensure wildland firefighters and investigators have the same presumptive WSIB coverage for cancers, heart injuries, and post-traumatic stress disorder (PTSD) that municipal firefighters do. The province is also proposing to expand presumptive coverage to firefighters and fire investigators for skin cancer and lower the service time required for firefighters to receive compensation from 15 to 10 years, bringing Ontario to the lowest required duration of service in the country. With presumptive coverage, certain cancers, heart injuries, and PTSD diagnoses are presumed to be work-related, helping ensure quicker and easier access to WSIB benefits.

“In every corner of our province, firefighters, fire investigators, and volunteers put their lives on the line to keep our families and communities safe. These frontline heroes deserve a government that values their service and sacrifice – they have earned stronger, more expansive coverage,” said David Piccini, Minister of Labour, Immigration, Training and Skills Development. “Our government is serving those who serve by expanding cancer coverage and ensuring wildland firefighters have the same health coverages that municipal firefighters do. This builds on the progress we’ve made in our previous Working for Workers legislation, and we will continue to work with the firefighting community as part of our long-term plan to safeguard the health and safety of our frontline heroes.”

The government is proposing changes to the [Workplace Safety and Insurance Act](#) (WSIA), which would reduce the duration of employment requirement for entitlement to presumptive coverage for primary-site skin cancer from 15 years to 10, making it faster and easier for firefighters to access benefits. Growing scientific evidence shows that firefighters, including wildland firefighters, are at an increased risk of developing skin cancer because of their exposure to carcinogens and polycyclic aromatic hydrocarbons (PAHs) found in fireground dust.

The new proposals build on the government’s progress from four previous Working for Workers acts. In June 2023, Ontario [expanded presumptive](#) occupational cancer

coverage for firefighters and fire investigators to include primary site thyroid and pancreatic cancers, making it faster and easier for them to access WSIB compensation and services. [Working for Workers Four Act, 2024](#) lowered the required employment period for primary-site esophageal cancer from 25 to 15 years, as well as “super indexing” WSIB benefits above the annual rate of inflation so sick heroes can focus on their health – not struggling with the cost of living.

These changes are part of a larger package that will expand on the ground-breaking actions introduced in the Working for Workers Acts, 2021, 2022, 2023, which will be unveiled in the coming weeks to protect workers, help them earn bigger paycheques, and help newcomers contribute to building Ontario. By continuing to put workers first, the province is building a brighter future for all Ontarians and ensuring our province remains the best place to live, work and raise a family.

Quick Facts

- Approximately five million workers and 325,000 employers are covered by the Ontario Workplace Safety and Insurance Board (WSIB).
- Over 1,000 people worked as wildland fire and wildland fire investigators during the 2023 wildland fire season.
- There were 741 Ontario wildland fires during the 2023 season that burned 440,000 hectares.
- In March 2024, Ontario announced an investment of over [\\$5 million](#) to attract, retain and recognize wildland firefighting staff.
- Historically the scientific community had not identified a causal link between forest firefighting and occupational cancers, until a ground-breaking [July 2022 publication](#) by the International Agency for Research on Cancer (IARC) which established that wildland firefighting is carcinogenic.

Quotes

"Studies have shown that firefighters have a 21 per cent higher risk of melanoma, the deadliest form of skin cancer, even though it represents only one per cent of all skin cancers. They also have a higher risk of other types of skin cancers. The current latency period is 15 years. In Ontario, firefighters are developing serious melanomas earlier, making them ineligible for compensation under the current system. We thank Ontario's government for recognizing that the legislation requires updating and amending the latency period to 10 years thus ensuring fairer treatment for firefighters and their families who face health issues due to their service. We applaud the government for expanding the coverage to include wildland firefighters who also are at risk due to their occupation."

- Greg Horton
President, Ontario Professional Firefighters Association

"Wildland firefighting is a respected and challenging career in our natural resources sector. Our changes would support these frontline workers who work tirelessly to keep us safe, by improving their access to benefit entitlements and making them eligible for the same presumptive benefits as all other firefighters and fire investigators. Our government will continue to make investments that support fire rangers and protect northern communities."

- Graydon Smith
Minister of Natural Resources and Forestry

"Supporting the brave and dedicated heroes that protect our communities is another way the government is ensuring that Ontario is safe, practiced and prepared for emergencies. The province continues to make substantial investments to ensure that our partners across Ontario have the resources and tools necessary to prepare for, and respond to, emergencies, now and in the future."

- Caroline Mulroney
President of the Treasury Board and Minister responsible for Emergency Management

"All firefighters are a priority for our government. The additional coverage and support that this legislation will enable, if passed, is further evidence of our government's dedication to supporting the fire service. We are cutting red tape to ensure those who need coverage can receive it when they need it while bringing increased awareness to selfless dedication and risk that all firefighters experience daily while keeping our province safe."

- Michael Kerzner
Solicitor General

"The changes announced today are an important step to allow the WSIB to be there to help firefighters when they need us. We are ready to support firefighters if they suffer from occupational illness."

- Jeffery Lang
President and CEO of the Workplace Safety and Insurance Board (WSIB)

"We value the contribution of all our firefighters. As the science continues to evolve, we need to continue to identify practices, procedures and technologies that can help protect them against heart injuries and cancers, including of the skin. Many of the pollutants emitted by wildfires are known human carcinogens, and last summer the International Agency for Research on Cancer (IARC) classified occupational exposure as a firefighter as carcinogenic to humans, without making a distinction between municipal and wildland firefighters."

- Dr. Joel Moody
Ontario Chief Prevention Officer

"The cornerstone of Ontario's efforts to combat wildfires is a dedicated corps of hundreds of wildland firefighters/rangers, who risk their lives to protect and defend 90 million hectares of Crown land. Whether speaking with municipal or wildland firefighters, the concerns that keep these protectors of our communities up at night, are consistent. What we have learned over the last few decades, including from my own experiences as a volunteer firefighter and member of a crew, is that there are profound physical and mental health consequences for these first responders who serve to protect people and property. Despite over 15 years of appealing to the former government for recognition of the very real dangers our wildland firefighters face each time they defend our forests and our people, nothing was done. Now, I am so proud and honoured to say that through the genuine dedication of The Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, and our government in hearing directly from our firefighters and the medical community, this latest version of the Working for Workers legislation provides recognition of our wildland firefighters/rangers as first responders entrusted with public safety just as their municipal counterparts."

- Kevin Holland
MPP Thunder Bay-Atikokan

"I am pleased to be part of a government that prioritizes and listens to the unique needs of Ontario's frontline emergency workers. As an active-duty volunteer firefighter with the County of Brant Fire Service, I know first-hand the supports that have been announced today will improve the lives of many workers and their families alike."

- Will Bouma
MPP for Brantford-Brant

"On behalf of the City of Brantford, I want to express my sincere gratitude to our provincial partners for their consistent support to our Emergency Services and first responders. These measures will provide security and support to those who serve our community with courage and dedication on a daily basis."

- Kevin Davis
Mayor, City of Brantford

Additional Resources

- [The Workplace Safety and Insurance Act](#)
- Information on [Workplace Exposure and Illnesses](#)
- [Prevention Works – Ontario's 2021-2025 Occupational Health and Safety Strategy](#)

- [WSIB Scientific Advisory Table on Occupational Disease](#)

Media Contacts

Zoe Knowles

Minister's Office

Zoe.Knowles@ontario.ca

Communications Branch

mlitsdmedialine@ontario.ca

From: Sharon Halpenny [REDACTED]
Date: April 18, 2024 at 10:19:01 AM EDT
To: Michael Cameron <mayor@merrickville-wolford.ca>, Stephen Ireland <ireland@merrickville-wolford.ca>, Ronnie Maitland <maitland@merrickville-wolford.ca>, Margaret Gural <gural@merrickville-wolford.ca>, Anne Barr <barr@merrickville-wolford.ca>
Subject: Wolford School Proposal

Dear Mayor and Councilors:

We are writing today to clearly express our opposition to the proposed development for the Wolford School Property as well as towards the precedent setting request by the developer to utilize an MZO regarding the agricultural land that is part of the property.

We have been speaking with our neighbours to understand the correct history of this property. The original piece of property was carved out of the farm of Ray McDougall for the purpose of providing our rural community with its own school back in the days of the old Wolford Township. Other properties at that time were suggested by members of the community for the site of the school including a piece of property we own, but these options were ignored by the school board as they would have required land clearing before building and the school board did not want to incur these additional costs. The McDougall family, our neighbours, did NOT want to give up their land but ultimately were backed into a corner of agree or have the land expropriated. The further expansion of the land surrounding the school was again carved out of the same farm, which at that time was now owned by Colin Greenop. Again, the surrendering of this land was done against the wishes of the landowner. At no time was any of this property “donated” by the landowners as has been falsely reported over the years. We are very frustrated by the possibility that an MZO would potentially be supported by council for this type of development, when perhaps had previous councils asked for ministerial assistance with the 99 year moratorium when the school was first closed, perhaps we would have had a school in operation over these past years to keep our children within their home community rather than bussing them to Kemptville, Toledo and Smiths Falls.

The classification of agricultural land on this property should mean that it is protected land. It is surrounded by the best agricultural land in Merrickville-Wolford that is actively farmed by our family and our neighbours. As you are aware, Class 1, 2 and 3 agricultural lands have been disappearing at an astounding rate across Ontario over the years, with over 319 acres of Ontario agricultural land lost **daily** according to Statistics Canada data from 2021. One can only imagine that this number has increased exponentially with the number of MZO’s being granted across the province. Farms are dying by a thousand cuts when prime agricultural land is chipped away through re-zoning to satisfy developers. I am sure you are also aware that once a Ministerial Zoning Order allows for these changes, it sets a precedent that opens the door to further erosion of agricultural lands. We cannot continue to allow prime agricultural land to disappear from our communities. A country that cannot feed itself cannot survive. There are viable alternative properties that are not suitable for agriculture that should be used for development projects. The all too common catch phrase of “shovel ready” needs to be eliminated from our vocabulary when

speaking of development projects. The land that is “shovel ready” is only at that stage due to the backbreaking hard work that farm families spent over many decades clearing land by hand saw, oxen, pick ax and shovel historically. It is ironic that developers, with access to all kinds of heavy machinery are given the break on the cost of clearing land that farm families never received.

Also, if you listen to specialists in the field of geriatrics, seniors benefit from living in walkable, multi-generational communities where they have easy access to stores, churches, amenities and opportunities for social interaction. This property requires that every resident must drive at least 15 minutes to access even the most basic services. Property on the edge of Merrickville that is NOT agricultural land, where walking would be possible would be a far better location. We realize that there is a need for housing development, however it should not come at the expense of prime agricultural land. The blood, sweat and hard work that farm families expended to clear this land should be recognized. We make our living and feed the Province of Ontario from these lands. Our ties to the land are deep and we take pride in our stewardship of the land.

We are actively requesting your support in the protection of the agricultural land classification for this property. The area of land zoned agricultural has been laid to lawn since the school was built and is therefore land that can easily be recouped for agricultural use.

Prime agricultural land is a finite resource and needs to be protected at all costs.

Sincerely,

Hal, Sharon, Cameron & Connor Halpenny
2068 County Rd 16
Merrickville, ON
K0G 1N0



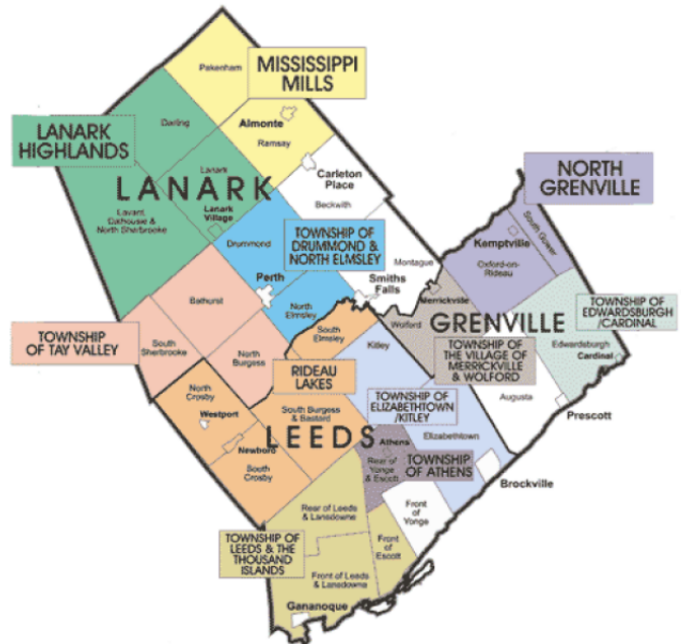


LANARK, LEEDS AND GRENVILLE

ADDICTIONS AND MENTAL HEALTH

Together, we are here for you, today and tomorrow.

Do you want to make
a *real* difference
in your community?
Do you want to
help shape mental health
and addictions care?
*This opportunity may be
for you!*



Lanark, Leeds and Grenville Addictions and Mental Health (LLGAMH) supports people living with addictions and mental health issues. It is a publicly-funded Agency. Each year, LLGAMH cares for more than 5,000 clients.

BOARD OF DIRECTORS AND COMMUNITY REPRESENTATIVE RECRUITMENT

We are looking for volunteers who live or work in Lanark, Leeds or Grenville to serve on our Board of Directors and its Standing Committees. This Board fosters diversity and broad community representation. Board members and Community Representatives bring a variety of skills to the table. More importantly, they bring a passion for improving the quality of mental health and addictions care in our region.

As a governance Board, these committed volunteers are responsible for key areas such as strategic planning, quality, CEO oversight, and financial stewardship.

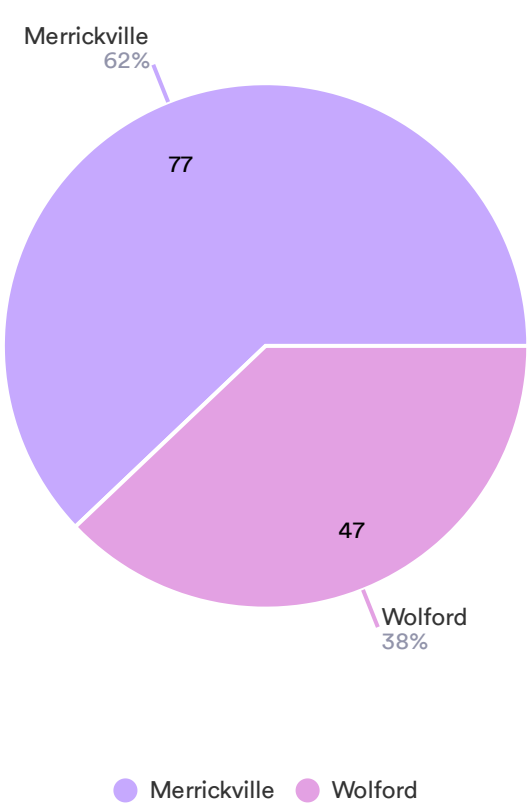
To learn more about LLGAMH please visit llgamh.ca

To apply online, visit llgamh.ca/board-of-directors.php before **May 17, 2024**.

Community Engagement Survey

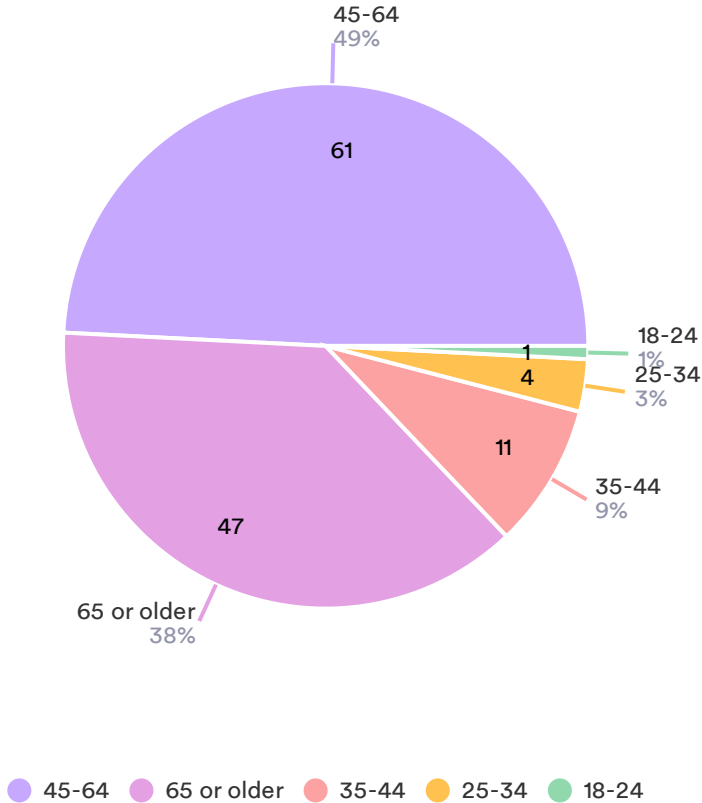
Which ward do you live in?

124 Responses



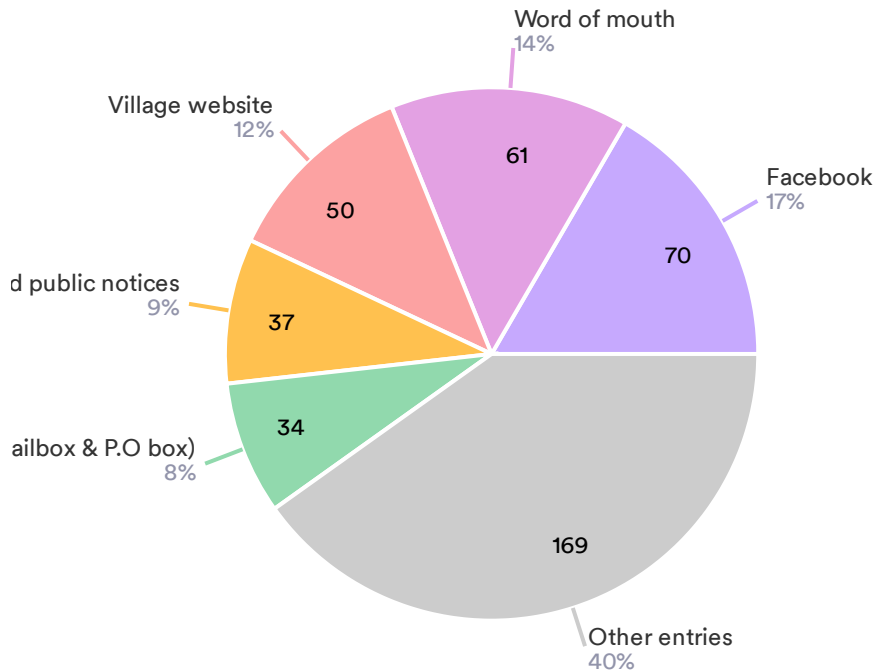
What is your age?

124 Responses



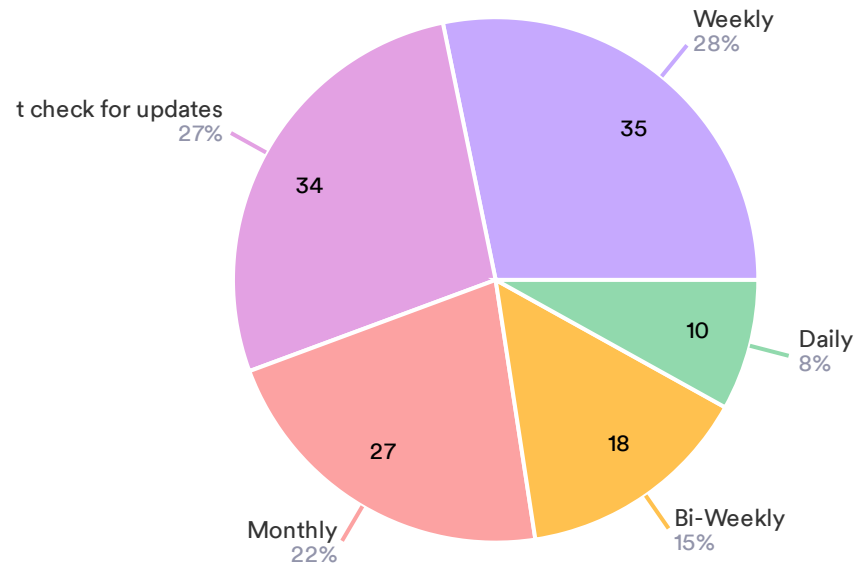
How do you get information about the Village of Merrickville-Wolford?

421 Responses



How often do you check for news and updates about the Village?

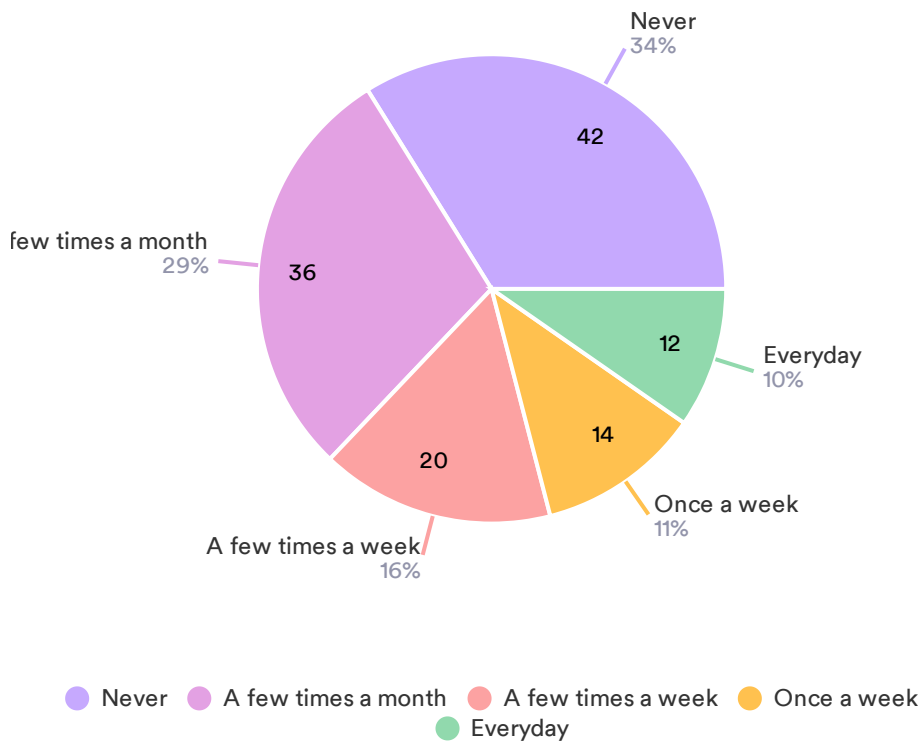
124 Responses



● Weekly ● I do not check for updates ● Monthly ● Bi-Weekly ● Daily

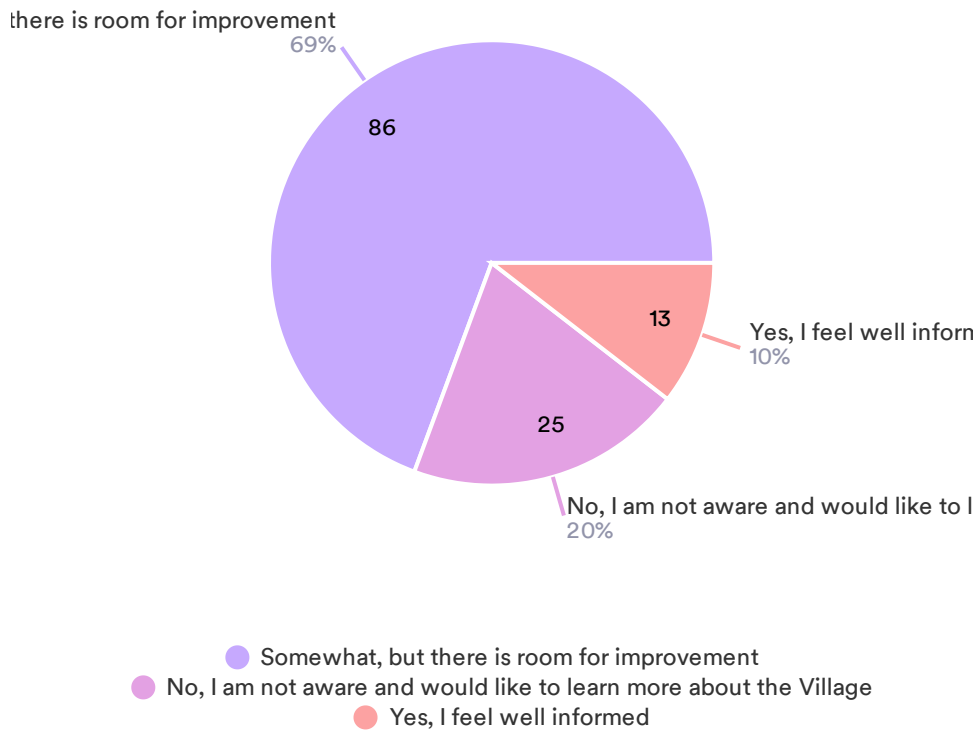
How often do you check the Village's Facebook page and/or any other related community Facebook pages?

124 Responses



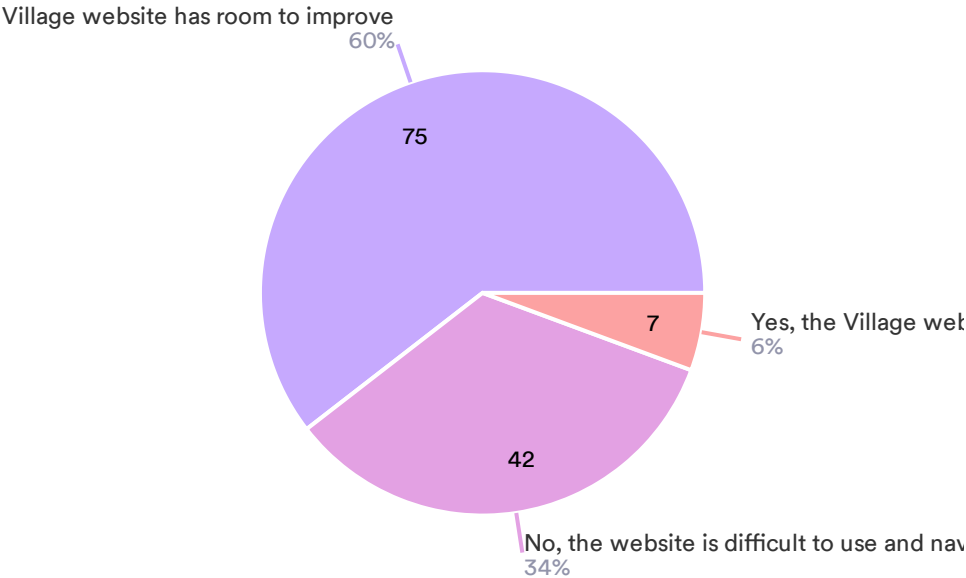
Do you feel well-informed about what is happening in Merrickville-Wolford?

124 Responses



In your opinion, are you able to easily navigate and find the information you are looking for when using the website?

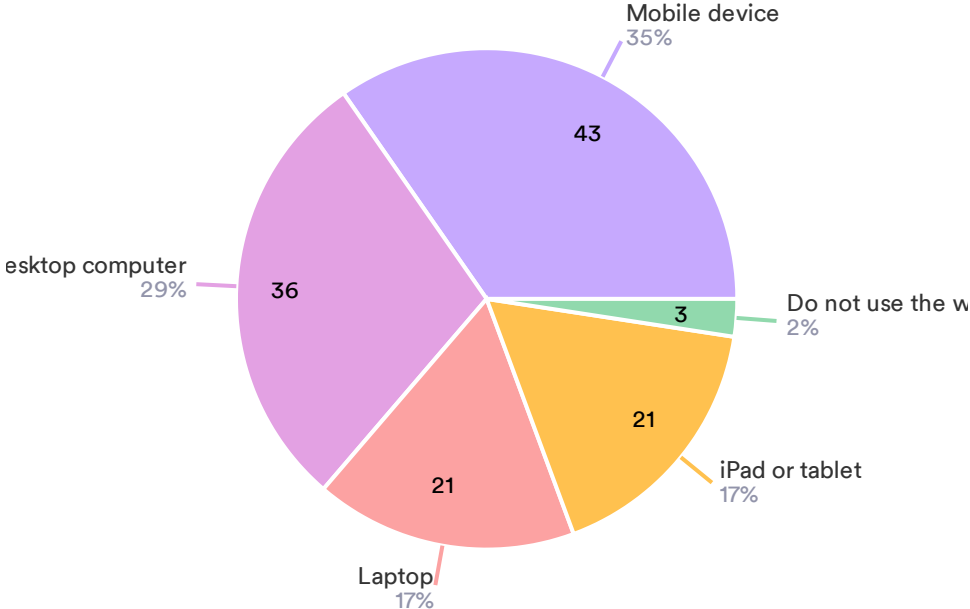
124 Responses



- Yes, but the Village website has room to improve
- No, the website is difficult to use and navigate
- Yes, the Village website is easy to use and navigate

How do you access the current website?

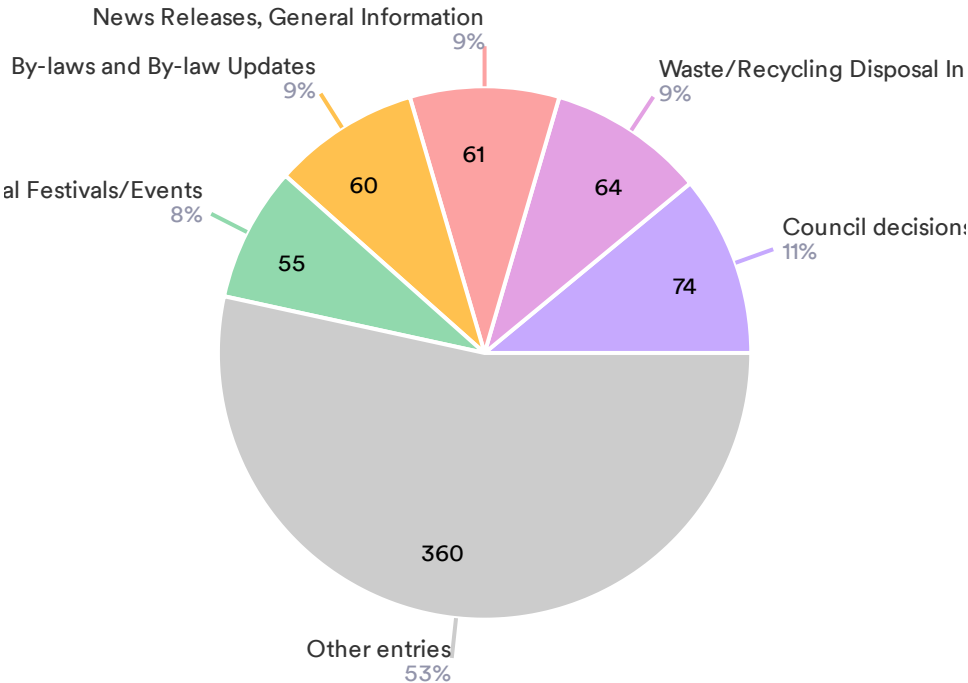
124 Responses



- Mobile device
- Desktop computer
- Laptop
- iPad or tablet
- Do not use the website

What information do you generally look for on the website? (Select all that apply)

674 Responses



Please provide any additional suggestions that would be beneficial for the new Village website:

46 Responses- 78 Empty

Data	Responses
Online payments plus more fiscal and information about public decisions. Most notes are cryptic with procedural and bylaw numbers and bureaucratic terminology. Information should be clearer for the public to be able to read and understand!	1
Menu listings should be more intuitive Ensure it is mobile friendly	1
Residents should not have to go digging for info re council decisions. Website is a good tool but needs to be utilized in a better way for the benefit of all residents. Relying on the Merrickville Phoenix is not enough. This proposed "update" had better be fiscally responsible. Don't get ripped off.	1
More children activités	1
I feel that often it is the village of Merrickville and the other hamlets are forgotten. More attention to the other areas in the municipalities would be appreciated not just Merrickville.	1
THERE IS GREAT NEED OF A PUBLIC MODERATED WEBSITE	

Thank You!

Community Engagement Survey

MEDIA RELEASE

May 2, 2024



May is Speech and Hearing Month in Canada

Children start learning to talk long before they say their first words. Learning to talk is all about brain development and when parents play, talk, read, and sing they are helping their babies to develop the brain connections they need for language and literacy. If you have concerns, it is important to get help early so we do not miss this crucial developmental stage.

At the Language Express Preschool Speech and Language Program we encourage you to take the time this May to check that the babies, toddlers, and preschoolers in your life are on track for communication success. Complete the online Language Express Communication Checkup on our website at www.language-express.ca. The Communication Checkup screens for speech, language, and global development every 6 months from birth to 4 years of age. Parents can make a referral to Language Express online after completing the Checkup, or can call our office to make a referral or ask questions at 1-888-503-8885.

Language Express provides speech and language assessment and therapy services for young children in Lanark, Leeds, and Grenville counties. Services are free and are available from birth until school entry. **The deadline for referrals is September 1st of year the child is eligible to start Junior Kindergarten.** This means that children born in 2020 must be referred by September 1st, 2024.

Families with concerns about hearing should talk to their family doctor or contact the Southeast Infant Hearing Program at **1-855 544-3400, ext. 3175 and press 5** for more information about hearing testing.

Earlier referrals lead to better outcomes. Children's brains are developing incredibly rapidly in the infant, toddler and preschool years and studies have shown that early intervention has more impact on a child's future well-being and success in school than the same amount of intervention provided when the child is older.

-30-

To arrange media interviews, contact media@healthunit.org.

NEWS RELEASE

Protect Yourself from Tick Bites This Summer

Reduce your risk of Lyme disease and other tick-borne illnesses

May 02, 2024

[Ministry of Health](#)

TORONTO — As temperatures start to climb this time of year, the Ontario government is encouraging people across the province to take precautions to prevent tick bites and reduce the risk of contracting Lyme disease and other tick-borne diseases, when enjoying the outdoors.

Lyme disease and other tick-borne diseases can cause potentially serious infections if you're bitten by an infected blacklegged tick, commonly called a deer tick. If you have [any symptoms](#) such as fever, headache, chills, muscle and joint pain, fatigue and an expanding circular rash that resembles a bulls-eye, consult a health care provider as soon as possible.

“As we start enjoying the warmer weather again, it is important that we all take steps to protect ourselves and loved ones from tick bites and tick-borne diseases,” said Sylvia Jones, Deputy Premier and Minister of Health. “Blacklegged ticks are continuing to spread to new areas of the province, but by being proactive, we can combat the risk they pose and safely enjoy the beauty of Ontario over the coming months.”

If you are living, working, visiting, or enjoying outdoor activities in a wooded area, or an area with tall grass and bushes (including city gardens and parks) you are at greater risk of being bitten by a tick. You can [protect yourself from tick bites by](#):

- Wearing light-coloured clothing, so it's easier to spot ticks.
- Wearing long-sleeved shirts, long pants tucked into your socks, closed-toed shoes, or any special clothing designed to repel ticks.
- Applying insect repellent containing DEET or icaridin on your exposed skin and your clothes.
- Checking yourself, your children, and your pets for ticks after being outdoors. Any ticks found should be [removed promptly](#).
- Putting your clothes on high heat in a dryer for at least 10 minutes before washing them, after spending time outdoors.

[Ticks](#) are very small and hard to see. When found, it should be [removed immediately](#) using fine-tipped tweezers to grasp the tick as close to your skin as possible without crushing it. Once you have removed a tick, wash your skin with soap and water and then disinfect your skin and your hands with rubbing alcohol or an iodine swab. Before disposing of the tick, call or check the website of your [local public health unit](#) to get advice on how to identify the tick. You can also submit a photo of the tick to [etick.ca](#) for identification.

“As areas where ticks can be found continue to grow, so to do the risks of tick bites and tick-borne diseases,” said Dr. Kieran Moore, Chief Medical Officer of Health. “By being vigilant, wearing appropriate clothing and doing routine tick checks, we can avoid tick bites and ensure our trips outside are safe and healthy, in the months ahead.”

If you have any health concerns after a tick bite, consult a health care provider as soon as possible. Most cases of Lyme disease can be treated successfully with antibiotics, and pharmacists have been able to prescribe medication to treat tick bites to prevent Lyme disease since January 1, 2023.

Quick Facts

- To make it more convenient for people to connect to care closer to home, Ontario pharmacists are able to treat and prescribe medications for [19 common medical ailments](#), including tick bites.
- Infected blacklegged ticks can be found almost anywhere in the province. Since 2021, there have been almost 5,000 cases of Lyme disease, 17 cases of anaplasmosis, and 10 cases of babesiosis in Ontario.
- While ticks are most active in spring and summer, they can be found during any time of the year when the temperature is above freezing (0°C).
- Tick testing is only done with ticks collected by your [local public health unit](#) using a method called tick dragging. These test results are used to monitor [where infected and uninfected ticks live](#).
- Removing a tick is done the same way for humans and animals.

Additional Resources

- For more information on ticks and tick-borne diseases visit [Ontario.ca/ticks](#)

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 31-2024

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 MAY 13, 2024

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 prudent 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 May 13, 2024 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 May 13, 2024 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 13th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk