

Established 1799  
Incorporated  
Wolfe 1850  
Merrickville 1860  
Amalgamated 1989



Telephone: (613) 269-4759  
Facsimile: (613) 269-2008

**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Monday, March 23, 2020

**\*\*\*IMPORTANT NOTICE: As required by provincial legislation, this meeting is open to the public. However, due to the unprecedented situation in Ontario related to the COVID-19 pandemic and current state of emergency declared by the Province, for the purposes of public safety, we are requesting that the public not attend this meeting.**

**We remind people of the importance of practicing social distancing and self-isolation, and abiding by guidelines that can be found through the following:**

**Leeds, Grenville and Lanark District Health Unit**

**<https://healthunit.org/coronavirus/>;**

**Ontario Ministry of Health**

**<https://www.ontario.ca/page/2019-novel-coronavirus>; and**

**Health Canada**

**<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>;**

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes:**
  - Approval of Minutes of special Council meeting of March 9, 2020
  - Approval of Minutes of regular Council meeting of March 9, 2020
5. **Building:**
  - CBO-03-2020 re: Request to Alter Heritage Property (at the table)
6. **Planning:**
  - Supporting Resolutions re: PSW designations
  - By-law 25-2020 re: Repeal Site Plan for Burvill/McKnight
7. **Finance:**
  - By-law 20-2020 re: Adopt 2020 Budget
  - By-law 23-2020 re: 2020 Tax Rates
  - FIN-06-2020 and By-law 24-2020 re: Procurement Policy
  - FIN-07-2020 re: Water and Wastewater Late Charges/COVID-19
  - FIN-08-2020 re: 2019 Council and Board Statement of Remuneration
8. **CAO:**
  - Enbridge correspondence dated March 11, 2020 and draft response
9. **Next meeting of Council:** To be determined at the call of the Mayor
10. **Confirming By-Law:** 22-2020 re: Confirm Proceedings of Council meeting of March 23, 2020
11. **Adjournment.**

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of March 23, 2020 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required.

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

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

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the following:

1. Minutes of the regular Council meeting of March 9, 2020 as \_\_\_\_\_ circulated. \_\_\_\_\_ amended.
2. Minutes of the special Council meeting of March 9, 2020 as \_\_\_\_\_ circulated. \_\_\_\_\_ amended.

Carried / Defeated

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

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

Monday, March 9, 2020

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, March 9, 2020.

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

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Kirsten Rahm, Treasurer

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

**Approval of Agenda**

**R-083-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of March 9, 2020, as circulated.

Carried.

**Public Question Period to Council:**

R. Giles inquired whether the Community Development Advisory Committee could be tasked with reviewing the timing of Council's meetings.

R. Giles inquired whether Pitch-In bags would be distributed from the Landfill as well as from the Village Office.

Y. Grandmaitre inquired about the Village's purchase of a compactor for the Landfill.

Y. Grandmaitre inquired as to why he cannot locate the procurement policy on the Village's website.

**Minutes:**

**R-084-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of February 19, 2020, as circulated.

Carried.

**R-085-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of February 24, 2020, as circulated.

Carried.

**R-086-20** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of February 26, 2020, as circulated.

Carried.

**R-087-20** Moved by Councillor Halpenny, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of February 27, 2020, as circulated.

Carried.

**R-088-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of March 3, 2020, as amended.

Carried.

**Correspondence:**

**R-089-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, regarding Provincial Policy Statement 2020, dated February 28, 2020, for information purposes.

Carried.

**By-Law Enforcement:**

**R-090-20** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby exempt the Merrickville Artists' Guild (MAG) from Sign By-law 24-2010 from April 16<sup>th</sup> to April 19<sup>th</sup> for the purpose of placing signs at the locations indicated on the attached map.

Carried.

**Finance:**

**R-091-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following, for information purposes:

1. MNP 2019 Audit Service Plan Report to Council dated December 31, 2019; and
2. MNP Engagement Letter to Kirsten Rahm, Treasurer, dated December 15, 2019.

Carried.

**Planning:**

**R-092-20** Moved by Councillor Foster, Seconded by Councillor Molloy

**Be it hereby resolved that:** By-law 16-2020, being a by-law to establish a Planning Advisory Committee, be read a first and second time, and that By-law 16-2020 be read a third and final time and passed.

Carried.

**R-093-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following, with respect to Council's Resolution No. R-029-20 regarding Provincially Significant Wetlands designations, for information purposes:

1. Township of Ryerson's Resolution No. 6 dated February 18, 2020;
2. Township of Malahide's Resolution dated February 20, 2020;
3. Township of Armour's Resolution No. 4 dated February 25, 2020;
4. Municipality of Dutton-Dunwich's Resolution No. 2020.03.12 dated February 12, 2020;
5. Wollaston Township's Resolution No. 25 dated February 10, 2020;
6. Municipality of West Nipissing Resolution No. 2020/080 dated February 25, 2020;
7. Township of Laird's Resolution No. 21-20 dated February 20, 2020;
8. City of St. Catharine's correspondence dated March 4, 2020;
9. Township of Addington Highlands correspondence dated February 20, 2020;
10. Township of Howick's Resolution No. 68-20 dated February 18, 2020;
11. Township of Rideau Lakes Recommendation No. 46-2020 dated February 10, 2020; and
12. Email correspondence from the Honourable Doug Ford, Premier of Ontario, dated February 24, 2020.

Carried.

**CAO:**

**R-094-20** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-01-2020 regarding Council's request for information regarding the Heritage Advisory Committee, for information purposes.

Carried.

**Building:**

**R-095-20** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Bill and Gail Ellison

dated February 20, 2020 with respect to a request for approval of an addition to a designated heritage property for information purposes; and

That Council does hereby refer the request to the Heritage Advisory Committee and direct the Heritage Advisory Committee to provide a recommendation to Council with respect to same.

Carried.

**Notice of Motion:**

**R-096-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Southwest Middlesex dated February 13, 2020 and correspondence from the Township of Madoc dated February 11, 2020 regarding support for Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*, for information purposes; and

That Council does hereby support the intent of Bill 156 and endorses the resolution of Southwest Middlesex.

Carried.

**Public Question Period to Council:**

Y. Grandmaitre inquired whether the open position on the Planning Advisory Committee would be filled.

Y. Grandmaitre inquired whether the Economic Development Officer would be engaging with community service groups while developing an Economic Development Strategic Plan

C. Willemsen inquired as to the status of the new Village website and whether stale-dated information would be removed.

I. Wood inquired as to whether any thought has been given to reaching out to other municipalities to lobby for the regulation of non-recyclable packaging.

A. Barr inquired as to why Council was not provided with more information regarding the application to alter a heritage property.

P. Watson inquired regarding the total cost of the compactor for the landfill and where the rest of the funds were being sourced from.

**Confirming By-Law**

**R-097-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

**Be it hereby resolved that:** By-law 19-2020, being a by-law to confirm the proceedings of the Council meeting of March 9, 2020, be read a first and second time, and that By-law 19-2020 be read a third and final time and passed.

Carried.

**Adjournment**

**R-098-20 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron**

**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:00 p.m. until the next special meeting of Council on Tuesday, March 10, 2020 at 6:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk



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

Monday, March 9, 2020

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 11:00 a.m. on Monday, March 9, 2020.

**Chaired by:** Mayor J. Douglas Struthers  
**Members of Council:** Deputy Mayor Michael Cameron  
Councillor Don Halpenny  
Councillor Bob Foster  
Councillor Timothy Molloy  
**Staff In Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Kirsten Rahm, Treasurer  
Brad Cole, Fire Chief/Manager, Operations

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

**Approval of Agenda**

**R-080-20** Moved by Councillor Halpenny, Seconded by Councillor Foster

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the special Council meeting of March 9, 2020, as circulated.

Carried.

**Finance:** A review of the draft 2020 Operating and Capital Budget took place, and next steps were discussed.

**Confirming By-Law**

**R-081-20** Moved by Councillor Foster, Seconded by Councillor Halpenny

**Be it hereby resolved that:** By-law 18-2020, being a by-law to confirm the proceedings of the Council meeting of March 9, 2020, be read a first and second time, and that By-law 18-2020 be read a third and final time and passed.

Carried.

**Adjournment**

**R-082-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 11:35 a.m. until the next regular meeting of Council on Monday, March 9, 2020 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: March 23, 2020

For Clerk's use only, if required

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following with respect to Council's Resolution No. R-029-2020 regarding Provincially Significant Wetlands designations, for information purposes:

1. Township of Hudson's correspondence dated March 9, 2020;
2. City of Belleville's correspondence dated March 10, 2020;
3. Township of McKellar's correspondence dated March 10, 2020;
4. Municipality of Northern Bruce Peninsula's correspondence dated March 5, 2020;
5. Township of Pelee's correspondence dated February 28, 2020;
6. Township of La Vallee's correspondence dated March 12, 2020;
7. Township of Harley's correspondence dated March 13, 2020; and
8. Township of Casey's correspondence dated March 13, 2020.

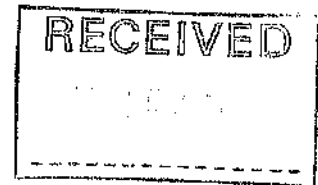
Carried / Defeated

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



CORPORATION OF THE  
**TOWNSHIP OF HUDSON**

903303 Hanbury Rd.  
New Liskeard, ON P0J 1P0  
Tel: 705-647-5439 Fax: 705-647-6373  
Email: admin@hudson.ca



March 9, 2020

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

Fax: 613-269-3095

Gentlemen:

Your letter dated February 5, 2020 was received by Hudson Township Council at their meeting of March 4<sup>th</sup>, 2020 and the following resolution was passed:

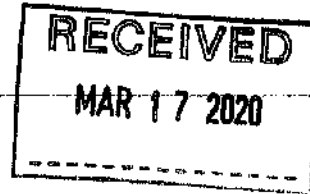
**Resolution No. 2020-035**

That we, the Council of the Township of Hudson do hereby, support the Village of Merrickville-Wolford's resolution R-029-20 requesting that the Ministry of Natural Resources and Forestry provide municipalities with supporting evidence with respect to the expansion of existing wetland areas as well as newly designated Provincially Significant Wetlands.  
"CARRIED"

Yours truly,

Jordan Kemp  
Clerk-Treasurer

JK/II



OFFICE OF CITY CLERK

## City of Belleville

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8V 2Y8

March 10, 2020

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Village of Merrickville-Wolford, Provincially Significant Wetlands Designation**  
**8.a.3.a., Belleville City Council Meeting, March 9, 2020**

This is to advise you that at the Council Meeting of March 9, 2020, the following resolution was approved.

"THAT Belleville City Council supports the following resolution of The Village of Merrickville-Wolford:

'WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

~~AND WHEREAS~~ the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

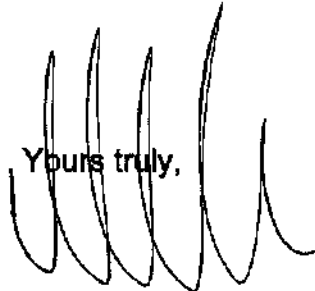
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of the Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities."

I trust this is sufficient.

Yours truly,



**Matt MacDonald**  
Director of Corporate Services/City Clerk

MMacD/nh

Pc: Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Andy Brown, CAO of the United Counties of Leeds and Grenville  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
Honourable Todd Smith, MPP, Prince Edward - Hastings  
Honourable Daryl Kramp, MPP, Hastings-Lennox & Addington  
Doug Robertson, CAO/Clerk/Director, Economic Development, Merrickville-Wolford

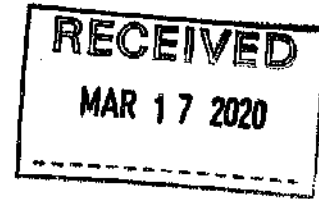


# Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244



March 10, 2020

Hon. John Yakabuski  
Minister of Natural Resources and Forestry  
Whitney Block 6th Flr Rm 6630,  
99 Wellesley St W,  
Toronto, ON  
M7A 1W3

Dear Minister

**Re: Provincially Significant Wetlands Designation**

Please be advised that at its regular meeting held February 18, 2020, the Council of the Township of McKellar reviewed the correspondence from the Village of Merrickville-Wolford and passed the following resolution:

Moved by: Morley Haskim  
Seconded by: Mike Kekkonen

20-79 Be It Resolved That the Council of the Township of McKellar endorse the Village of Merrickville-Wolford's resolution to request the Ministry of Natural Resource and Forestry to provide municipalities with supporting evidence with respect to new and expanded provincially significant wetlands designations;

And further that this resolution be forwarded to Doug Ford, Premier of Ontario; the Minister of Natural Resources and Forestry; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; The Rural Ontario Municipal Association and the Village of Merrickville-Wolford.

Carried

Sincerely,

Tammy Wylie, AMCT  
Clerk-Administrator

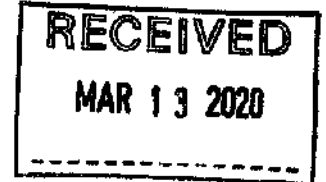
TW/kg



# Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0  
Telephone: (519) 793-3522 • Fax: (519) 793-3823  
www.northbrucepeninsula.ca

March 5, 2020



Doug Robertson, CAO/Clerk/Economic Development  
317 Brock Street West  
PO Box 340  
Merrickville, ON  
K0G 1N0

Dear Mr. Robertson,

Re: Requesting Supporting Evidence with Respect to the Expansion of  
Provincially Significant Wetlands

The letter received from Doug Robertson, CAO/Clerk/Economic Development, a copy of which is enclosed, was reviewed by the Council of the Municipality of Northern Bruce Peninsula on March 2, 2020, relating to the above noted item. At this meeting the following, Resolution #08-26-2020, was carried and adopted by Council:

"THAT Council supports a resolution from the Village of Merrickville-Wolford regarding requesting supporting evidence with respect to the expansion of Provincially Significant Wetlands."

The above is being provided for your information.

Yours truly,

*Mary Lynn Standen*  
*per Address*

Mary Lynn Standen  
Clerk

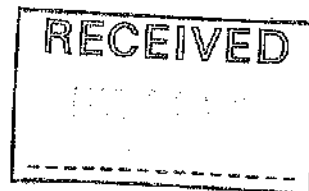
Encl.

cc. Honourable Doug Ford, Minister of Natural Resources and Forestry, Minister of Municipal Affairs, AMO, ROMA



THE CORPORATION OF THE  
*Township Of Pelee*

1045 West Shore Road Pelee Island, ON N0R 1M0 website: www.pelee.org  
Tel: 519-724-2931 Fax: 519-724-2470



February 28, 2020

The Corporation of the Village of Merrickville-Wolford  
317 Brock Street West  
PO Box 340  
Merrickville, Ontario  
K0G 1N0

**Attention: Doug Robertson – CAO Clerk/Director, Economic Development**

Dear Mr. Robertson:

On Thursday, February 27, 2020 the Council of the Corporation of the Township of Pelee passed Resolution No. 2020 - 23.

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby supports the Resolution from the Village of Merrickville-Wolford mandating the Ministry of Natural Resources and Forestry be required to provide evidence to municipalities prior to expanding wetland designations.”

AND FURTHER THAT a letter of support be sent to the Village of Merrickville-Wolford.

Sincerely,

Janice Hensel  
Chief Administrative Officer/Clerk  
Township of Pelee



The Corporation of the Township of Pelee  
COUNCIL RESOLUTION

Date: February 27, 2020

|                             |                               |
|-----------------------------|-------------------------------|
| Resolution 2020- 23         |                               |
| Moved by:<br>DAVID DELELLIS | Seconded by:<br>DAYNE MALLOCH |

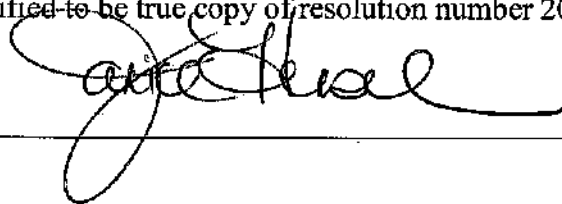
“Be it resolved that the Council of the Corporation of the Township of Pelee hereby supports the Resolution from the Village of Merrickville-Wolford mandating the Ministry of Natural Resources and Forestry be required to provide evidence to municipalities prior to expanding wetland designations.”

AND FURTHER THAT a letter of support be sent to the Village of Merrickville-Wolford.

| RESOLUTION RESULT           | RECORDED VOTE |                   |    |
|-----------------------------|---------------|-------------------|----|
| CARRIED                     |               | YES               | NO |
| DEFEATED                    |               |                   |    |
| DEFERRED                    |               |                   |    |
| REFERRED                    |               |                   |    |
| PECUNIARY INTEREST DECLARED |               |                   |    |
| RECORDED VOTE (SEE RIGHT)   |               |                   |    |
| WITHDRAWN                   |               |                   |    |
| MAYOR – Raymond Durocher    |               | CAO-Janice Hensel |    |
|                             |               |                   |    |

The above is a certified-to-be true copy of resolution number 2020 – 23

Janice Hensel  
CAO/Clerk

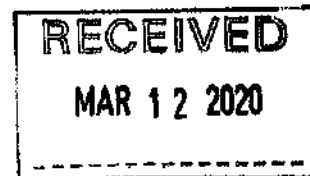




# Township of La Vallee

OFFICE OF  
CLERK AND TREASURER  
P.O. BOX 99, DEVLIN, ONTARIO POW 1C0  
TELEPHONE 807-486-3452 FAX 807-486-3863

email: lavalley@nwonet.net



March 12, 2020

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

Dear Council:

At the open regular Council Meeting of the Township of La Vallee held on Wednesday, March 11, 2020 the following resolution was passed:

"BE IT RESOLVED that the Township of La Vallee hereby supports the Village of Merrickville-Wolford's resolution respectfully requesting that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of the wetlands designations and that the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay."

If you should have any further questions or concerns please feel free to contact me at the above number.

Yours truly,

A handwritten signature in cursive script that reads "Patti McDowall".

Patti McDowall  
Clerk/Treasurer

CORPORATION OF THE  
**TOWNSHIP OF HARLEY**  
903303 Hanbury Rd.  
New Liskeard, ON POJ 1P0  
tel: 705-647-5439 fax: 705-647-6373

**RECEIVED**  
**MAR 13 2020**

March 13, 2020

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

Fax: 613-269-3095

Gentlemen:

Your letter dated February 5, 2020 was received by Harley Township Council at their meeting of March 10<sup>th</sup>, 2020 and the following resolution was passed:

**Resolution No. 2020-052**

That we, the Council of the Township of Harley do hereby support the Village of Merrickville-Wolford's resolution R-029-20 requesting that the Ministry of Natural Resources and Forestry provide municipalities with supporting evidence with respect to the expansion of existing wetland areas as well as newly designated Provincially Significant Wetlands.  
"CARRIED"

Yours truly,



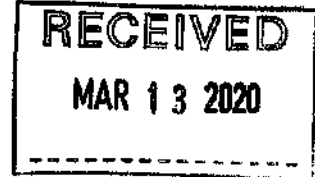
Jordan Kemp  
Clerk-Treasurer

JK/III



Office of the Clerk-Treasurer  
**Township of Casey**  
903303 Hanbury Rd  
New Liskeard ON P0J 1A0  
Tel: 705-647-5439 Fax: 705-647-6373  
Email: admin@casey.ca

March 13, 2020



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

Fax: 613-269-3095



Gentlemen:

Your letter dated February 5, 2020 was received by Casey Township Council at their meeting of March 11<sup>th</sup>, 2020 and the following resolution was passed:

**Resolution No. 2020-036**

That we, the Council of the Township of Casey do hereby, support the Village of Merrickville-Wolford's resolution R-029-20 requesting that the Ministry of Natural Resources and Forestry provide municipalities with supporting evidence with respect to the expansion of existing wetland areas as well as newly designated Provincially Significant Wetlands.  
"CARRIED"

Yours truly,

  
  
Jordan Kemp  
Clerk-Treasurer

JK/lll

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 25-2020, being a by-law to repeal By-law 31-00, be read a first and second time, and that By-law 25-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

---

**BY-LAW NO. 25-2020**

**A BY-LAW TO REPEAL BY-LAW NO. 31-00  
BEING A BY-LAW TO EXECUTE A SITE PLAN AGREEMENT  
(Burvill/McKnight)**

---

**WHEREAS** Council adopted By-law No. 31-00 to execute a site plan agreement between Bronwen Elizabeth McKnight and John Patrick Burvill (the Owners) and the Corporation of the Village of Merrickville-Wolford (the Municipality).

**AND WHEREAS** the aforementioned site plan agreement was duly executed and registered in accordance with By-law No. 22-98, being a Site Plan Control Area By-law.

**AND WHEREAS** the use for which the site plan agreement was required has ceased and the land is to be used for single detached dwellings, which uses are not subject to site plan control under By-law No. 22-98.

**NOW THEREFORE** the Council of the Corporation of the Township of Lanark Highlands enacts as follows:

1. That By-law No. 31-00 is hereby repealed.
2. That the CAO/Clerk is hereby directed to lodge a copy of this by-law with By-law No. 31-00.
3. That this by-law shall take effect with the passage hereof.

This By-law given its first and second readings on March 23, 2020.

This By-law given its third and final reading on March 23, 2020.

\_\_\_\_\_  
J. Douglas Struthers, MAYOR

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

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

|   |
|---|
| For the Village of<br>Merrickville-Wolford<br><b>Recorded Vote Requested</b><br>By: |
|   |
|   |
|   |
|   |
|   |

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 20-2020, being a by-law to adopt the 2020 Operating, Capital and Water and Wastewater Budgets and the 2020 Salary Grid, be read a first and second time, and that By-law 20-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW No. 20- 2020**

**BEING** a By-Law to adopt the 2020 Operating, Capital & Water & Wastewater Budgets, and the 2020 Salary Grid.

**WHEREAS** pursuant to section 290 of the Municipal Act, S.O. 2001, a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

- 1 The Municipality-managed General Municipal Operating and Capital Budgets are attached hereto marked as Schedule "A" and forming part of this by-law is hereby adopted as the General Municipal Operating & Capital Budget for the Corporation of the Village of Merrickville-Wolford for the year 2020.
- 2 The Municipality-managed Water and Wastewater Operating and Capital Budget is attached hereto marked as Schedule "B" and forming part of this by-law is hereby adopted as the Water and Wastewater Operating Budget for the Corporation of the Village of Merrickville-Wolford for the year 2020.
- 3 Any surplus at the end of the fiscal year shall be transferred to working fund reserves and should there be a deficit, it shall be funded through working fund reserves.
- 4 The 2020 Salary Grid is attached hereto marked as Schedule "C" and forming part of this by-law is hereby adopted;
- 5 This By-Law shall be deemed to have been passed and in effect as of the 1<sup>st</sup> day of January, 2020.

**READ** a first and second time this 23<sup>rd</sup> day of March, 2020.

**READ** a third and final time and passed this 23<sup>rd</sup> day of March, 2020.

---

J. Douglas Struthers, Mayor

---

Doug Robertson,  
CAO/Clerk



Village of Merrickville-Wolford  
2020 BUDGET

SCHEDULE A

| 2020 BUDGET                             |                   |                   |                 |
|---|-------------------|-------------------|-----------------|
|   | OPERATING REVENUE | OPERATING EXPENSE | CAPITAL EXPENSE |
| <b>TAXATION &amp; OTHER REVENUE</b>     |                   |                   |                 |
| Tax Levy - Operating Portion            | 2,960,804         |                   |                 |
| Tax Levy - Capital Portion              |                   |                   | 235,000         |
| Fees/Grants/PIL                         | 213,061           |                   |                 |
| <b>General Government</b>               |                   |                   |                 |
| Council                                 |                   | 59,865            | 3,700           |
| Administration                          | 241,096           | 873,356           | 171,082         |
| <b>Protection Services</b>              |                   |                   |                 |
| Fire                                    | 10,881            | 297,838           | 43,500          |
| Emergency Measures                      |                   | 5,800             |                 |
| Police                                  | 8,799             | 476,712           |                 |
| By Law                                  | 2,950             | 57,856            |                 |
| Conservation Authority                  |                   | 22,125            |                 |
| <b>Transportation Services</b>          |                   |                   |                 |
| Public Works                            | 14,400            | 1,238,430         | 105,750         |
| <b>Environmental Services</b>           |                   |                   |                 |
| Waste Management                        | 150,800           | 208,836           | 360,000         |
| <b>Donations and Grants</b>             | 440,816           | 13,270            | 81,628          |
| <b>Capital Reserves</b>                 |                   | 506,369           | 523,032         |
| <b>Recreation and Cultural Services</b> |                   |                   |                 |
| Recreation                              | 34,600            | 176,205           | 70,000          |
| Museum                                  | 12,500            | 28,707            |                 |
| Library                                 |                   | 94,225            |                 |
| <b>Planning and Development</b>         |                   |                   |                 |
| Building                                | 169,300           | 138,999           |                 |
| Planning                                | 45,600            | 36,500            | 45,000          |
| Economic Development & Tourism          | 65,655            | 136,170           | 40,628          |
| <b>TOTALS</b>                           | <b>4,371,262</b>  | <b>4,371,262</b>  | <b>839,660</b>  |

|                       |                  |
|-----------------------|------------------|
| OPERATING EXPENSES    | 4,371,262        |
| CAPITAL EXPENSES      | 839,660          |
| <b>TOTAL EXPENSES</b> | <b>5,210,922</b> |

|                              |                  |
|------------------------------|------------------|
| TAX LEVY - OPERATING PORTION | 2,960,804        |
| TAX LEVY - CAPITAL PORTION   | 235,000          |
| <b>TOTAL 2020 TAX LEVY</b>   | <b>3,195,804</b> |

**Village of Merrickville-Wolford**  
**Water-Wastewater 2020 Budget**

**SCHEDULE B**

**2020**

**Revenue**

|                         |                  |
|-------------------------|------------------|
| User Fees               | 1,239,524        |
| Grants                  | 50,000           |
| Transfers From Reserves | 85,000           |
| <b>Total Revenues</b>   | <b>1,374,524</b> |

**Expenditures**

|                           |                |
|---------------------------|----------------|
| Village Administration    | 10,000         |
| Insurance                 | 14,000         |
| OCWA Operation            |                |
| Debt Charges              | 230,751        |
| Line Breaks               | 15,000         |
| Department Operations     | 137,418        |
| Transfer to Reserves      | 133,147        |
| Capital                   | 185,000        |
| <b>Total Expenditures</b> | <b>725,316</b> |

Schedule C

Village of Merrickville-Wolford  
 Salary Grids  
 For the Fiscal Year 2020

**Full Time 35 Hours per week**

|   | Steps                                      | A      | B       | C       | D       | E       | F       |
|---|--|--------|---------|---------|---------|---------|---------|
| 1 | CAO/Clerk/Director of Economic Development | 97,170 | 101,056 | 105,099 | 109,303 | 113,675 | 118,222 |
|   | Hourly                                     | 53.39  | 55.53   | 57.75   | 60.06   | 62.46   | 64.96   |
| 2 | Treasurer/Manager of Finance               | 88,336 | 91,870  | 95,545  | 99,367  | 103,341 | 107,475 |
|   | Hourly                                     | 48.54  | 50.48   | 52.50   | 54.60   | 56.78   | 59.05   |
| 3 | Deputy Clerk & Deputy Treasurer            | 52,903 | 55,019  | 57,220  | 59,509  | 61,889  | 64,365  |
|   | Hourly                                     | 29.07  | 30.23   | 31.44   | 32.70   | 34.01   | 35.37   |
| 4 | Accounting Clerk                           | 42,783 | 44,494  | 46,274  | 48,125  | 50,050  | 52,052  |
|   | Hourly                                     | 23.51  | 24.45   | 25.43   | 26.44   | 27.50   | 28.60   |
| 5 | Receptionist                               | 36,642 | 38,107  | 39,632  | 41,217  | 42,866  | 44,580  |
|   | Hourly                                     | 20.13  | 20.94   | 21.78   | 22.65   | 23.55   | 24.49   |

**Full Time 40 Hours per week**

|   | Steps                            | A      | B      | C      | D      | E      | F      |
|---|----------------------------------|--------|--------|--------|--------|--------|--------|
| 1 | Manager of Operations/Fire Chief | 77,463 | 80,561 | 83,784 | 87,135 | 90,621 | 94,245 |
|   | Hourly                           | 37.24  | 38.73  | 40.28  | 41.89  | 43.57  | 45.31  |
| 2 | Operations Lead Hand             | 55,785 | 58,017 | 60,337 | 62,751 | 65,261 | 67,871 |
|   | Hourly                           | 26.82  | 27.89  | 29.01  | 30.17  | 31.38  | 32.63  |
| 3 | Operations Equipment Operator    | 50,465 | 52,484 | 54,583 | 56,767 | 59,037 | 61,399 |
|   | Hourly                           | 24.26  | 25.23  | 26.24  | 27.29  | 28.38  | 29.52  |

**Part-Time positions**

|   | Steps                      | A     | B     | C     | D     | E     | F     |
|---|----------------------------|-------|-------|-------|-------|-------|-------|
| 1 | Chief Building Official    | 27,66 | 28,76 | 29,91 | 31,11 | 32,36 | 33,65 |
|   | Hourly                     |       |       |       |       |       |       |
| 2 | By-law Enforcement Officer | 22,64 | 23,55 | 24,49 | 25,47 | 26,49 | 27,55 |
|   | Hourly                     |       |       |       |       |       |       |
| 3 | Landfill Supervisor        | 19,90 | 20,70 | 21,53 | 22,39 | 23,28 | 24,21 |
|   | Hourly                     |       |       |       |       |       |       |
| 4 | Labourer                   | 18,58 | 19,32 | 20,10 | 20,90 | 21,74 | 22,60 |
|   | Hourly                     |       |       |       |       |       |       |
| 5 | Landfill Attendant         | 16,37 | 17,02 | 17,70 | 18,41 | 19,15 | 19,91 |
|   | Hourly                     |       |       |       |       |       |       |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required.

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 23-2020, being a by-law to set the 2020 tax rates, be read a first and second time, and that By-law 23-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
BY-LAW NO. 23- 2020**

**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 2020,

**WHEREAS** the Municipal Act 2001, Section 290, as amended, provides that the council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality;

**AND WHEREAS** the estimate of all sums which may be required for the lawful purpose of the Corporation of the Village of Merrickville-Wolford and the amounts to be raised by taxation in accordance with the last revised assessment roll for the year 2020 have been made and presented to the Municipal Council of the said Village and are hereby adopted by the said Council;

**AND WHEREAS** the Municipal Act 2001, Section 312 (2), as amended, provides that for the purposes of raising the general local municipal levy, the council of the municipality shall each year, pass a by-law levying a separate tax rate as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipal purposes;

**AND WHEREAS** the Corporation of the United Counties of Leeds and Grenville has passed a by-law to set tax ratios and to set tax rate reductions for prescribed property subclasses for the county and local municipal purposes for the year 2020;

**AND WHEREAS** the Corporation of the United Counties of Leeds and Grenville has passed a by-law to adopt estimates and sums required for the purposes of the upper tier municipality and to provide a levy on area municipalities;

**AND WHEREAS** the Province of Ontario has passed or will pass Regulations establishing education tax rates for 2020;

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

1. For the year 2020 the Corporation of the Village of Merrickville-Wolford shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Shopping Centre Assessment, Industrial Assessment, Pipeline Assessment, Farmland Assessment, New Construction and Managed Forest Assessment the rates of taxation per current value assessment for general purposes as set out in Schedule "A".
2. The taxes levied on all classes for the year 2020 shall be installments payable on the 31<sup>st</sup> day of July, 2020 and the 30<sup>th</sup> day of September, 2020 and shall be reduced by the amount of the interim levy for 2020.

3. 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.

**THIS BY-LAW** shall be deemed to come into force on the 1<sup>st</sup> day of January, 2020.

**READ** a first and second time this 23<sup>rd</sup> day of March, 2020.

**READ** a third and final time and passed this 23<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
J. Douglas Struthers, MAYOR

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

Municipality of Merrickville-Wolford

Schedule A

2020 BUDGET

|    |                             | 2019 CVA    | TAX RATIO  | WEIGHTED ASSESSMENT | TAX RATE    | TAXES LEVIED |
|----|-----------------------------|-------------|------------|---------------------|-------------|--------------|
| RT | Residential                 | 344,485,997 | 1.00000000 | 344,485,997         | 0.008326324 | 2,868,302    |
| MT | Multi-Residential           | 2,372,000   | 1.00000000 | 2,372,000           | 0.008326324 | 19,750       |
| CT | Commercial Occupied         | 18,656,000  | 1.34640000 | 25,118,438          | 0.011210563 | 209,144      |
| CU | Commercial Excess           | 59,700      | 0.94250000 | 56,267              | 0.007847561 | 468          |
| CX | Commercial Vacant Land      | 636,000     | 0.94250000 | 599,430             | 0.007847561 | 4,991        |
| XT | Commercial New Construction | 501,500     | 1.34640000 | 675,220             | 0.011210563 | 5,622        |
| XU | New Commercial Excess Land  |             | 0.94250000 | 0                   | 0.007847561 | 0            |
| DT | Office Building TX          |             | 1.34640000 | 0                   | 0.011210563 | 0            |
| ST | Shopping                    |             | 1.34640000 | 0                   | 0.011210563 | 0            |
| SU | Shopping Excess             |             | 0.94250000 | 0                   | 0.007847561 | 0            |
| ZT | Shopping New Construction   |             | 1.34640000 | 0                   | 0.011210563 | 0            |
| IT | Industrial Occupied         | 500,100     | 1.81140000 | 905,881             | 0.015082304 | 7,543        |
| IU | Industrial Excess           |             | 1.17740000 | 0                   | 0.009803414 | 0            |
| IX | Industrial Vacant Land      | 51,000      | 1.17740000 | 60,047              | 0.009803414 | 500          |
| JT | Industrial New Construction | 269,000     | 1.81140000 | 487,267             | 0.015082304 | 4,057        |
| PT | Pipelines                   | 875,000     | 1.65510000 | 1,448,213           | 0.013780899 | 12,058       |
| FT | Farmlands                   | 29,455,203  | 0.25000000 | 7,363,801           | 0.002081581 | 61,313       |
| TT | Managed Forest              | 987,100     | 0.25000000 | 246,775             | 0.002081581 | 2,055        |
|    | TOTAL                       | 398,848,600 |            | 383,819,336         |             | 3,195,804    |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-06-2020, regarding a new proposed Procurement Policy; and

That Council gives favourable consideration to By-law 24-2020.

Carried / Defeated

---

J. Douglas Struthers, Mayor

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





## Village of Merrickville-Wolford

Report FIN-06-2020  
Finance Department  
Information Report to Council  
Date of Council Meeting: March 23, 2020

**RE: Procurement Policy**

**OBJECTIVE:** To provide Council with a new proposed Procurement Policy, for consideration.

### **RECOMMENDATION:**

\_\_\_\_\_ **THAT: Council does hereby receive report FIN-06-2020, regarding a new proposed Procurement Policy; and**

\_\_\_\_\_ **THAT: Council gives favourable consideration to By-law 24-2020.**

### **BACKGROUND:**

Section 270 (1) of the *Municipal Act, 2001*, as amended, provides that municipalities "shall adopt and maintain policies with respect to the following matters: ... 3. Its procurement of goods and services". Policies and procedures establish how records and accounts will be maintained and many of Merrickville-Wolford's financial policies and procedures are being updated. In compliance with the legislation, staff are undertaking a review of the municipality's financial policies and procedures, including but not limited to, the procurement policy.

### **ANALYSIS:**

In 2004, Council approved the Procurement Policy regarding the acquisition of goods and services for the municipality. Staff have reviewed and updated this policy for Council's consideration (please see Attachment "A"). The proposed policy has been extensively reviewed with the Village's lawyer and better reflects the municipality's current practices. It provides more clearly defined guidelines with respect to the various purchasing options and includes changes to limits for direct and lower value purchases to reflect price increases over the past fifteen years.

The key highlights of the policy are summarized as follows:

1. All purchases and services must comply with the regulations contained in the Policy and any other Municipal policies as well as applicable Provincial and Federal laws.

2. All purchases and procurement must be within the approved budget, except in emergencies. Expenditures are authorized by Council through the adoption of the annual budget.
3. The procedures, responsibilities and authorities for purchases are outlined, including direct purchases, lower value and mid-range purchases, tenders and Requests for Proposals.
4. Explains the situations when single and sole source procurement is permitted.
5. Purchasing and procurement decisions are to be made based on the best value to the Municipality.
6. New sections were added to the policy, including accessibility requirements, single source procurement, the advertising of purchasing opportunities, the use of corporate credit cards, and a more comprehensive section on the disposal of surplus goods.

**BUDGET/LEGAL IMPLICATIONS:**

The budget implications are identified in the 2019 municipal budget.

**LINKS TO STRATEGIC PLANS:**

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

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

**Ensuring efficient, effective services and civic engagement:** The regular review and maintenance of the Village's policies ensures compliance with legislation and maximizes efficiencies for the benefit of the residents of Merrickville-Wolford.

**CONCLUSION:**

It is staff's recommendation that Council pass by-law 24-2020 in order to adopt the new Procurement Policy, as attached.

**ATTACHMENTS:**

"A" – By-law 24-2020 – Adopt Procurement Policy

Submitted by:

Approved by:

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

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

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 24-2020, being a by-law to adopt a Procurement Policy for the Village of Merrickville-Wolford, be read a first and second time, and that By-law 24-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW NO. 24-2020**

**BEING** a By-law to adopt a Procurement Policy for the Village of Merrickville-Wolford

**WHEREAS** Section 270 (1) of the *Municipal Act, 2001*, as amended, provides that a municipality shall adopt and maintain policies with respect to its procurement of goods and services;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford does hereby deem it expedient to review its policies and procedures to ensure that they remain relevant and most effective in nature;

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

1. Attached hereto and forming Schedule "A" to this by-law is adopted as the "Procurement Policy" for the Village of Merrickville-Wolford.
2. Any and all by-laws that do not confirm with this by-law are hereby repealed.
3. This by-law shall come into full force and effect upon the date of its passing.

**READ** a first and second time this 23<sup>rd</sup> day of March, 2020.

**READ** a third and final time and passed this 23<sup>rd</sup> day of March, 2020.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD

*Jewel of the Rideau*

# Purchasing and Procurement Policy

## Table of Contents

|      |  |    |
|------|--|----|
| 1.   | PURPOSES, GOALS & OBJECTIVES .....   | 4  |
| 2.   | DEFINITIONS.....   | 4  |
| 3.   | SCOPE .....  | 8  |
| 4.   | PROCUREMENT PRINCIPLES.....  | 8  |
| 4.1  | TRANSPARENCY .....   | 8  |
| 4.2  | EFFICIENCY.....  | 9  |
| 4.3  | EFFECTIVENESS .....  | 9  |
| 4.4  | FAIRNESS AND CONSISTENCY.....  | 9  |
| 4.5  | OBJECTIVITY .....  | 9  |
| 4.6  | VALUE.....   | 9  |
| 4.7  | LEGAL COMPLIANCE .....   | 9  |
| 5.   | COMPLAINTS .....   | 9  |
| 6.   | INTERPRETATION .....   | 9  |
| 7.   | RESPONSIBILITY AND AUTHORITY.....  | 10 |
| 8.   | ACCESSIBILITY.....   | 11 |
| 9.   | ADVERTISING OF PURCHASING OPPORTUNITIES .....  | 11 |
| 10.  | CANCELLATION OF REQUEST FOR QUOTATION, PROPOSAL OR TENDER .....  | 11 |
| 11.  | REQUEST FOR PRE-QUALIFICATION OF ACCEPTABLE SUPPLIERS .....  | 11 |
| 12.  | DIRECT PURCHASES - (NON-COMPETITIVE) PURCHASES OF \$0 TO .....   | 12 |
| 13.  | LOWER VALUE PURCHASES – PURCHASES OF \$2,501.00 - \$5,000.00 (EXCLUDING HST) .....   | 13 |
| 14.  | MID-RANGE PURCHASES BETWEEN \$5,001.00 AND \$15,000.00 (EXCLUDING HST) ..  | 13 |
| 15.  | HIGH VALUE PURCHASES BETWEEN \$15,001.00 AND \$50,000.00 (EXCLUDING HST) ..  | 13 |
| 16.  | HIGH VALUE REQUEST FOR TENDER – PURCHASES \$50,001.00 AND OVER (EXCLUDING HST) .....   | 14 |
| 17.  | REQUEST FOR PROPOSAL – (MAY INCLUDE THE ENGAGEMENT OF PROFESSIONAL & CONSULTING SERVICES & MAY BE OF ANY DOLLAR VALUE) ..... | 16 |
| 18.  | SPECIAL CIRCUMSTANCE PURCHASES .....   | 16 |
| 19.  | SINGLE SOURCE PURCHASES .....  | 17 |
| 19.2 | SOLE SOURCE PROCUREMENT .....  | 18 |
| 19.3 | EXCEPTIONAL ALTERNATIVE/NEGOTIATION METHOD.....  | 18 |
| 20.  | PETTY CASH.....  | 19 |
| 21.  | CO-OPERATIVE PURCHASING.....   | 19 |
| 22.  | CORPORATE CREDIT CARDS.....  | 19 |
| 23.  | TENDER AND CONTRACT ADMINISTRATION.....  | 20 |
| 23.1 | FINANCIAL SECURITIES AND INSURANCE.....  | 20 |
| 23.2 | BID IRREGULARITIES .....   | 20 |
| 23.3 | FORM OF CONTRACT .....   | 20 |
| 23.4 | SUPPLIER PERFORMANCE.....  | 21 |
| 23.5 | SUBMISSION OF TENDERS AND PROPOSALS.....   | 21 |
| 23.6 | ENVIRONMENTALLY SOUND ACQUISITIONS.....  | 22 |
| 23.7 | CONTRACT EXECUTION .....   | 22 |
| 23.8 | EXERCISE OF CONTRACT RENEWAL OPTIONS .....   | 22 |

|   |    |
|---|----|
| 23.9. CONTRACT AMENDMENTS AND REVISIONS .....                   | 23 |
| 24. LEASE CONTRACTS .....                                       | 23 |
| 25. TERM OF COUNCIL.....  | 24 |
| 26. ACCESS TO INFORMATION .....                                 | 24 |
| 27. PROVIDING ASSISTANCE.....                                   | 24 |
| 28. CONFLICT OF INTEREST.....                                   | 24 |
| 29. DISPOSAL OF SURPLUS AND OBSOLETE GOODS.....                 | 25 |
| 29.1. AUTHORITY FOR DISPOSAL OF SURPLUS GOODS.....              | 25 |
| 29.2. MEANS OF DISPOSAL OF SURPLUS GOODS:.....                  | 26 |
| 30. MISCELLANEOUS TERMS/PROVISIONS .....                        | 26 |
| 30.1 ELECTED OFFICIAL ROLE .....                                | 26 |
| 30.2 NO EMPLOYER - EMPLOYEE RELATIONSHIP .....                  | 26 |
| 30.3 CONSULTANTS' CONFLICTS OF INTEREST - DISCLOSURE.....       | 26 |
| 30.4 NO SPLITTING .....   | 27 |
| 30.5 UNSOLICITED PROPOSALS .....                                | 27 |
| 30.6 GIFTS .....  | 27 |
| 30.7 NO DISCRIMINATION.....                                     | 27 |
| 30.8 COMPLIANCE .....   | 27 |
| 30.9 DISCIPLINARY ACTION .....                                  | 27 |
| 30.10 ACCOUNTABILITY .....                                      | 27 |
| SCHEDULE "A" - Purchasing Exemptions .....                      | 28 |
| SCHEDULE "B" - Chart of Bid Irregularities.....                 | 30 |
| SCHEDULE "C" – Purchasing and Execution Authority .....         | 32 |
| SCHEDULE "D" – RFP Completion and Submission Requirements ..... | 32 |



## 1. PURPOSES, GOALS & OBJECTIVES

The purposes, goals and objectives of this Policy are:

- a) To protect the interests of the Village, the public and persons participating in the procurement process and to establish purchasing policies to ensure the most cost-effective methods are used to purchase goods and services by the Village. This will be accomplished by reinforcing fairness, openness, transparency and integrity, and by adopting consistent and standard approaches for all stages of the Village's procurement processes;
- b) To promote where applicable in purchasing activities of the Village, the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005, SO 2005, c 11*;
- c) To monitor all purchases within current control resources and to maximize savings to the taxpayers; and
- d) To standardize the procurement of goods and services wherever possible, to meet the following objectives:
  - To allow for reduced number of goods and services required;
  - To maximize volume buying opportunities;
  - To provide economies of scale;
  - To reduce handling, training and storage costs;
  - To minimizing maintenance costs;
  - To reduce overall cost; and
  - To leverage value.

## 2. DEFINITIONS

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended.

- a) **"Appropriated"** means the provision of funds in the annual budget. Where Council has not yet adopted a budget for the current year, an expenditure shall be deemed to be appropriate if the expenditure is for daily operations and routine maintenance, and does not exceed the budget from the previous year.
- b) **"Award", "Awarded" and "Awarding"** means authorization to proceed with the purchase of goods, services or construction from one or more selected suppliers or contractors.
- c) **"Best Value"** means the optimal balance of performance and cost as determined by the decision-maker and in accordance with any pre-determined evaluation plan.

- d) **"Bid"** means an offer or submission from a bidder in response to a Request for Quotation, Request for Tender, or Request for Proposal in accordance with the terms and conditions of the Village's bid documents.
- e) **"Bidder"** means one who submits a response to a call for a bid.
- f) **"Bid Deposit"** means the form of security required by the terms and conditions of Bid Solicitations to guarantee that the successful supplier enters into a Contract with the Village.
- g) **"Bid Irregularity"** means a deviation between the requirements of a bid request and the information provided in a bid response (see Appendix B).
- h) **"Bid Solicitation"** means a formal request for Bids including a Request for Quotation, Request for Tender, or Request for Proposal.
- i) **"Budget"** means the budget or portion of the budget approved by Council.
- j) **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer of the Corporation of the Village of Merrickville-Wolford, who also has the discretion and authority to act as a Department Head.
- k) **"Compliant Bid"** means a Bid that meets the terms and conditions of the Bid Solicitation and this Policy.
- l) **"Conflict of Interest"** means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Village is, or can be reasonably perceived to be, in conflict with the interests of the Village, and includes, but is not limited to:
  - i) the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers goods and/or services to the Village;
  - ii) a direct or indirect interest in any business that provides goods and/ or services to the Village; and
  - iii) a situation in which private interests or personal considerations may affect an elected or appointed official, officer or employee's judgment in acting in the best interest of the Village.
- m) **"Construction"** means the process of utilizing labour to build, alter, repair, improve or demolish any structure, building or public improvement, and generally does not apply to routine maintenance, repair or operations of existing real property.
- n) **"Contract"** shall mean a legally binding agreement, enforceable by the courts, between two or more parties that creates an obligation to provide defined goods and/or perform defined services in exchange for some consideration.

- o) **"Council"** means the Council for the Corporation of the Village of Merrickville-Wolford.
- p) **"Department Head"** means an employee who holds operational responsibility for a municipal function or service identified as a department in the Village's organization chart. Where responsibility for a function or service cannot be ascribed to a Department Head, this definition shall be deemed to mean the CAO.
- q) **"Designate"** means a person authorized in writing by the Department Head or CAO, or as described in staff job description(s), employment contracts or Village human resources Policy, to act on their behalf, for the purpose of this Policy.
- r) **"Disability" or "Disabilities"** shall have the same meaning as set out in the *Accessibility for Ontarians with Disabilities Act, 2005, SO 2005, c 11*, or any successor legislation thereto.
- s) **"Emergency"** shall mean a situation where, in the opinion of the CAO, the purchase of goods and services requires immediate action to prevent or correct dangerous or potentially dangerous safety conditions, to protect the Village against heightened liability, or ensure the safety of the public as a result of a sudden unexpected event.
- t) **"Expression of Interest"** shall mean a situation where vendors are solicited by the Village to advise the Village of their ability or desire to undertake municipal requirements.
- u) **"Goods"** means, in relation to procurement, moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property), including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.
- v) **"Lowest Compliant Bid"** means the Compliant Bid that would provide the Village with the desired goods and/or services at the lowest cost. The lowest or any compliant bid may not necessarily be accepted.
- w) **"Normal Operating Expenditure"** means an expenditure of an operational, recurring nature and does not include one-time special or capital expenditures.
- x) **"Professional Services"** means those services requiring the skills of professionals for a designated service requirement including:
  - i) architects, engineers, designers, surveyors, geoscientists, project managers, financial consultants, auditors, accountants, doctors, dentists and lawyers;

- ii) firms or individuals having specialized competence in environmental, planning, human resources or similar disciplines; and
- iii) software consultants and any other persons providing IT and similar services.
- y) **"Promotional Material"** are products branded with a logo or slogan and distributed at no cost to promote the brand. These products include note pads, mugs, pens, key chains and other small items valued at under \$20.00.
- z) **"Proponent"** means one who submits a response to a Request for Proposal, Request for Tender or Request for Quote. This term can be used interchangeably with **"Bidder"**.
- aa) **"Proposal"** means the submission received or the response to a Request for Proposal, acceptance of which may be subject to further negotiation.
- bb) **"Purchase"** means to acquire goods and/or services by purchase, rental, lease or trade.
- cc) **"Quote"** means a submission to the Village in response to a request for the cost of providing goods, services or construction to the Village, for purchases under \$15,001.
- dd) **"Request for Expression of Interest" or "RFEOI"** means a public request made by the Village seeking responses from potential suppliers for the purpose of compiling a roster of suppliers who may be interested in providing goods and/or services to the Village from time to time. Receipt of an expression of interest by the Village does not create any obligation between the potential supplier and the Village, but may be a precondition to qualifying for subsequent Bid Solicitations issued by the Village.
- ee) **"Request for Pre-Qualification" or "RFPQ"** means a public request by the Village seeking submissions outlining the experience, financial strength, education, background and significant personnel of potential suppliers, to create a roster of suppliers who may, from time to time, qualify to supply goods and/or services to the Village.
- ff) **"Request for Proposal" or "RFP"** means a request for proposals from Proponents for goods, services or construction and is generally based on providing a solution to objectives stated within applicable terms of reference. The request document must clearly state the evaluation criteria; price may not be the primary evaluation factor when making a recommendation to award the contract.
- gg) **"Request for Quotation" or "RFQ"** means a public request for quotation for the provision of goods, services or construction to the Village based on defined requirements and where a clear solution exists.
- hh) **"Request for Tender" or "RFT"** means a public request for tenders for the provision of goods, services or construction to the Village based on defined

requirements and where a clear solution exists.

- ii) **"Services"** means intangible products that do not have a physical presence and includes professional services. No transfer of possession or ownership takes place when services are sold and they: 1) cannot be stored or transported; 2) are instantly perishable; and 3) come into existence at the time they are bought and consumed.
- jj) **"Single Source"** means the non-competitive procurement process to acquire goods and/or services from a specific supplier even though there may be more than one supplier capable of delivery of the same goods and/or services.
- kk) **"Sole Source"** means there is only one source of the goods and/or services that meets the requirements of the Village.
- ll) **"Special Circumstance"** means:
  - i) An event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public;
  - ii) An event that, unless immediately addressed is likely to cause significant loss or damage to property;
  - iii) An event that has disrupted any essential service that needs to be re-established without delay; or
  - iv) An Emergency.
- mm) **"Tender"** means an offer submitted to the Village in response to a formal request for the cost of providing goods, services or construction to the Village.
- nn) **"Tenderers"** means a person, agent, company or other entity that formally responds to a call for tenders by submitting a price to do the work or provide the product.
- oo) **"Village"** means the Village of Merrickville-Wolford.

### 3. SCOPE

This Policy will be applicable to all departments of the Village.

### 4. PROCUREMENT PRINCIPLES

The following principles are intended to protect the integrity of the procurement process, to prevent unauthorized spending and to minimize risks to the procurement activities of the Village.

#### 4.1 TRANSPARENCY

The procurement process must be transparent. Openness and transparency refer to clarity and disclosure about the process for arriving at

procurement decisions. Policies that promote openness and transparency are to be governed by legal considerations with respect to confidentiality and protection of privacy.

**4.2. EFFICIENCY**

Efficiency measures the quality, cost and amount of goods and services procured as compared to the time, money and effort used to procure them.

**4.3. EFFECTIVENESS**

Effectiveness refers to the extent to which the procurement process is achieving its desired results in terms of meeting the needs of the Village.

**4.4. FAIRNESS AND CONSISTENCY**

Fairness and consistency will be promoted in the treatment of prospective suppliers to avoid discriminatory practices.

**4.5. OBJECTIVITY**

The procurement of goods and services will be approached in an objective and unbiased way that is not influenced by personal or private interests.

**4.6. VALUE**

All purchasing decisions must consider the Best Value in terms of price, quality, risk, service and contribution to the operations of the Village. Value means the advantage or gain that the Village derives from the item or service.

**4.7. LEGAL COMPLIANCE**

Purchasing and procurement activities must comply with all Federal and Provincial laws and regulations.

**5. COMPLAINTS**

Any complaints from a supplier or potential supplier concerning any aspect of the procurement process shall be submitted in writing to the appropriate Department Head, with a copy to the CAO and the Treasurer. The Treasurer shall investigate and resolve the matter and may refer the matter to Council, at his/her discretion.

**6. INTERPRETATION**

- 6.1. Wherever this Policy refers to a person or thing with reference to gender or the gender neutral, the intention is to read the Policy with the gender applicable to the circumstances.
- 6.2. Schedule "A" – Purchasing Exemptions is incorporated into this Policy.
- 6.3. Schedule "B" - Chart of Bid Irregularities is incorporated into this Policy.
- 6.4. Schedule "C" - Purchasing and Execution Authority is incorporated into this Policy.
- 6.5. Schedule "D" – RFP Completion and Submission Requirements

## **7. RESPONSIBILITY AND AUTHORITY**

- 7.1. Every person who purchases goods and services shall exercise that authority in a responsible manner consistent with public purchasing practices and procedures and in accordance with the applicable laws of the Province of Ontario, the Government of Canada and the regulations made pursuant to this Policy. All purchases must be approved by the Department Head or their Designate, and CAO where required by this Policy.
- 7.2. Committees and individual members of Council have no spending authority, and cannot enter into purchase or service agreements. Any expenses incurred must be pre-approved by the Treasurer.
- 7.3. The methods of purchasing outlined in this Policy shall not apply to the purchase of those goods and services outlined in Schedule "A". Authority for the purchases of goods and services outlined in Schedule "A" is not required to be governed by this Policy as long as the funding is available in the Budget.
- 7.4. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within Council's approved Budget.
- 7.5. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
  - a) The identification and availability of sufficient funds in appropriate accounts for the current year within Council approved Budgets; and
  - b) Confirmation by the Treasurer that the required funding can be reasonably expected to be made available in future years.
- 7.6. Expenditures are authorized by Council through adoption of the annual budget. Prior to budget adoption, departments are authorized to expend funds at the previous years' service levels.
- 7.7. The Department Head has the authority to award contracts in the circumstances specified in this Policy provided that delegated authority is exercised within the limits prescribed.
- 7.8. The Department Head and/or CAO is responsible for ensuring that all purchasing commitments represent good value for the Village and comply with all policies of the Village.
- 7.9. The Treasurer shall monitor compliance with these policies and shall inform the Chief Administrative Officer when non-compliance has occurred.
- 7.10. For purchases not included in the approved budget, or for items that are expected to exceed the approved budgeted amount by \$5000.00 or more, the following procedures are required:

- a) The Department Head must notify the Treasurer and receive the approval of the CAO before proceeding; and
- b) The Department Head will take a report to Council, outlining the proposed purchase or overage, the reason for it, along with how the purchase or overage will be funded.

## **8. ACCESSIBILITY**

- 8.1. Pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005, SO 2005, c 11*, as amended, in deciding to purchase goods or services, the Village will have regard for persons with disability. The Village is committed to accessibility principles and is taking steps to improve accessibility in accordance with the *Ontarians with Disabilities Act, 2005, SO 2005, c 11*.
- 8.2. Suppliers and contractors providing service to the Village may, as required by the *Accessibility for Ontarians with Disabilities Act, 2005* or subsequent legislation, be required to sign a "Third Party Declaration" related to their training in accessibility requirements.

## **9. ADVERTISING OF PURCHASING OPPORTUNITIES**

- 9.1. Purchases requiring an RFP, RFQ or RFT shall, at a minimum, be advertised:
  - a) On the Village's website from the date that the Bid Solicitation is issued up to and including the date on which the Bid Solicitation closes; and/or
  - b) One time, at least seven (7) calendar days before the Bid Solicitation closes, in a local newspaper that has circulation within the Village.

## **10. CANCELLATION OF REQUEST FOR QUOTATION, PROPOSAL OR TENDER**

A Department Head, with the concurrence of the CAO, or the CAO individually, may cancel a Request for Quotation, Proposal or Tender at any time up to contract award, and shall ensure that the confidentiality of any bid submitted is maintained in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act RSO 1990 c. M.56*, as amended ("**MFIPPA**").

## **11. REQUEST FOR PRE-QUALIFICATION OF ACCEPTABLE SUPPLIERS**

- 11.1. The Village may conduct a Request for Pre-Qualification (RFPQ) to develop a list of suppliers that may be eligible to submit a Bid on subsequent Bid Solicitations or to develop a roster of suppliers for professional services.
- 11.2. Pre-Qualification may be considered in the following circumstances:
  - a) The work will require substantial project management by the Village and could result in substantial cost to the Village if the supplier is not



appropriately experienced;

- b) The goods and/or services to be purchased must meet national safety standards;
- c) The work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials or financial requirements;
- d) Miscellaneous repairs and services as are required by the Village such as plumbers, electricians, locksmiths and drywall contractors;
- e) There could be substantial impact on the Village 's operations if the work is not satisfactorily performed the first time; or
- f) Any other circumstances deemed appropriate by the CAO or Department Head.

11.3. An RFPQ shall be provided to potential suppliers identified by the Department Head, which sets out the criteria for prequalification which may include, but are not limited to:

- a) Experience on similar work (firm and staff assigned);
- b) References provided from other customers for similar work;
- c) Verification of applicable licences and certificates;
- d) Health and safety policies and staff training; and
- e) Financial capability.

11.4. Supplier submissions will be evaluated and ranked and a short list of pre-qualified suppliers will be invited to participate in the second step of the two-step purchasing process being a Request for Proposal or a Request for Tender.

11.5. An RFPQ is not a legal offer but only an invitation for suppliers to make offers to the Village.

## **12. DIRECT PURCHASES - (NON-COMPETITIVE) PURCHASES OF \$0 TO \$2500.00 (EXCLUDING HST)**

12.1. A non-competitive procurement process shall be permitted where the valuation of the purchase is \$2,500.00 or less, excluding HST, so as to allow for procurement of lower value goods and services in an efficient and timely manner without seeking competitive pricing.

12.2. The CAO, Department Head and/or Designate shall have authority to make purchases where the required goods or service can be specified, and are of a value of \$2,500.00 (excluding HST) or less as stated above and may be

acquired by direct purchase without formally seeking comparative bids, although informal comparative pricing is encouraged.

12.3. All disbursements shall be evidenced by invoices approved by the CAO, Department Head or Designate.

Only purchases that can be demonstrated to have been made at or below fair market value shall be made.

**13. LOWER VALUE PURCHASES – PURCHASES OF \$2,501.00 - \$5,000.00 (EXCLUDING HST)**

13.1. The CAO, Department Head and/or Designate shall have authority to make purchases to meet the requirements of the Village for the acquisition of goods, services or construction having a value of \$2501.00 - \$5,000.00.

13.2. The user department shall obtain 3 Quotes for the required item through vendor advertising, telephone, fax, catalogue, internet, or other means, where possible and practicable. The Department shall keep a record of such Quotes.

13.3. Only purchases that can be demonstrated to have been made at fair market value shall be made.

13.4. All disbursements shall be evidenced by invoices approved by the CAO, Department Head or Designate.

**14. MID-RANGE PURCHASES BETWEEN \$5,001.00 AND \$15,000.00 (EXCLUDING HST)**

14.1. Purchases estimated between \$5,001.00 and \$15,000.00 shall be handled by the CAO, Department Head, or Designate, obtaining a minimum of 3 written Quotes where possible and practicable, which shall be evaluated on overall cost, Best Value, and the criteria outlined in the quote request. The Department Head shall keep a record of such quotations.

14.2. Quotes need not be obtained if the purchase qualifies for Single Source or Sole Source purchases.

14.3. All disbursements shall be evidenced by invoices approved by the CAO, Department Head or Designate.

**15. HIGH VALUE PURCHASES BETWEEN \$15,001.00 AND \$50,000.00 (EXCLUDING HST)**

15.1. The CAO, Department Head or Designate shall issue a Request for Quotation (RFQ) which shall include the following information:

a) The specifications for the goods and services required;

- b) The name and address of the Village and person to whom the Bids should be directed;
  - c) The date and time of closing for the receiving of sealed Bids; and
  - d) Required delivery date, if applicable.
- 15.2. Bids received by the Village must be submitted and received in the manner as specified in the bid document, and include specifications of products/services, supplier's company name, name of individual receiving RFQ, date, amount and delivery date.
- 15.3. The winning Bid shall be selected based on the Best Value to the Village. The Bidder acknowledges that the Village shall have the right to reject any, or all, RFQ for any reason, or to accept any RFQ which the Village in its sole unfettered discretion deems most advantageous to itself. The lowest bid will not necessarily be accepted.
- 15.4. In the instance a Bid provides for a deviation between the requirements of an RFQ and a Bid, the Bid Irregularities listed at Schedule "B" shall be applied.
- 15.5. If only one Bid is received, the Village may exercise its right to cancel the RFQ or may accept the bid, at its discretion.
- 15.6. Bids may be opened in public by representatives from the department. Prices are disclosed unless protected under legislation. Members of the public attending the opening will record their name on a sign in sheet.
- 15.7. No report to Council is necessary provided that the expenditure is within budget, unless otherwise determined by the CAO.
- 15.8. Bids shall remain confidential until after the date and time of closing.
- 15.9. All disbursements shall be evidenced by invoices approved by the CAO, Department Head or Designate.
- 16. HIGH VALUE REQUEST FOR TENDER – PURCHASES \$50,001.00 AND OVER (EXCLUDING HST)**
- 16.1. A Request for Tender shall be used for purchases exceeding \$50,001.00 (excluding HST) where all the following criteria apply:
- a) Two or more sources are considered capable of supplying the requirement;
  - b) The requirement is adequately defined to permit the evaluation of tenders against clearly stated criteria;
  - c) The market conditions are such that tenders can be submitted on a

common pricing basis;

- d) Sufficient funds are available and identified in appropriate accounts within Council approved budgets, except in an emergency situation;
  - e) Any Bid irregularities shall be dealt with in accordance with Schedule "B"; and
  - f) The provisions of this Policy are complied with.
- 16.2. The CAO or Department shall prepare and publish the advertisement as outlined at section 9 of this Policy.
- 16.3. Tenders received by the Village must be submitted and received in the manner as specified in the bid document, and include specifications of products/services, supplier's company name, name of individual receiving tender, date, amount and delivery date.
- 16.4. If only one tender is received, the Village has the option of not opening the bid and closing the call for tender.
- 16.5. Tenders received are opened in the presence of the Department Head or Designate, Treasurer or Designate as well as anyone from the general public. Members of the public attending the opening will record their name on a sign in sheet.
- 16.6. The winning bid shall be selected based on the Best Value to the Village. The Bidder acknowledges that the Village shall have the right to reject any, or all, tenders for any reason, or to accept any tender which the Village in its sole unfettered discretion deems most advantageous to itself. The lowest tender will not necessarily be accepted.
- 16.7. Tenders are reviewed by the applicable staff/consultant and a written report prepared and presented to Council recommending the award of the contract to the supplier meeting all mandatory requirements and providing Best Value as stipulated in the Request for Tender.
- 16.8. The contract will then be awarded by Council.
- 16.9. The Department Head is responsible for obtaining current insurance certificates, WSIB certificates, and performance bonds, as called for in the bid documents.
- 16.10. The original agreement shall be sent to the Clerk for filing with the minutes and bylaws of the Village.
- 16.11. The original performance bond and a copy of the agreement shall be sent to Treasury.
- 16.12. All disbursements shall be evidenced by invoices approved by the CAO, Department Head or Designate.

**17. REQUEST FOR PROPOSAL – (MAY INCLUDE THE ENGAGEMENT OF PROFESSIONAL & CONSULTING SERVICES & MAY BE OF ANY DOLLAR VALUE)**

In certain instances, when the requirements for goods and/or services cannot be definitively specified, a Request for Proposal is used. An RFP is an invitation to enter into negotiations. The process involves solicitation of proposals from interested and qualified vendors or consultants, by invitation or advertisement. If and when the successful party is chosen, they have been granted the opportunity to negotiate with the Village for the work, but they have not yet been awarded the contract. An RFP is used in conjunction with strong evaluation criteria that includes but is not limited to price. Schedule D outlines the RFP requirements.

- 17.1. A request for proposals shall be issued where the goods, services or construction cannot be specifically defined and it is anticipated that bidders may propose a variety of alternatives to fulfill the Village's requirements.
- 17.2. All RFPs shall clearly set out evaluation criteria and weightings on a pre-determined point system upon which an award of the RFP may be made.
- 17.3. The RFP shall clearly indicate those needs which have been determined and which will have to be fulfilled by the successful proponent. For example, the proposal shall clearly state mandatory criteria that are project related and weighted criteria such as qualifications and the approach. The CAO, Department Head or Designate shall be responsible for establishing such criteria.
- 17.4. The RFP shall not be construed as a contract to purchase goods and services and the Village is not bound to accept the lowest price submitted. Price may not be the primary evaluation factor and subsequent award recommendation.
- 17.5. RFPs are not formally opened in public.
- 17.6. The advertisement and approval processes, will be subject to the limits and guidelines established in sections 14, 15 and 16, depending on the value of the RFP.

**18. SPECIAL CIRCUMSTANCE PURCHASES**

- 18.1. Purchases that are required to respond to a Special Circumstance, as defined in this Policy, shall be authorized in accordance with Schedule "C".
- 18.2. All such purchases must be reported to the Treasurer and the CAO the following business day and all purchases must have written evidence of approval from the CAO.

- 18.3. Contracts required to effect Special Circumstance purchases shall be signed in accordance with the Document Execution Authorities set out in Schedule "C".
- 18.4. The CAO may enter into a contract for the provision of services under a qualifying special circumstance. Any contractual agreements must then be approved by Council at its next Council meeting.
- 18.5. Where an emergency exists requiring the immediate procurement of goods, services and construction and time does not permit the Department Head and/or CAO to follow normal purchasing activities to acquire such goods and services, the CAO may authorize the purchase required by the most expedient and economical means, without following the purchasing by-law.
- 18.6. When such action is taken as outlined above, the Department Head or Designate and/or CAO shall report such action to Council forthwith, if the amount is outside the budget allotment.

## **19. SINGLE SOURCE PURCHASES**

### **19.1. SINGLE SOURCE PROCUREMENT**

Purchase of goods or services and direct appointment of a consulting professional by negotiation with a single vendor or consultant may be permitted, if it is deemed in the best interest of the Village, it has the written approval of the CAO and Treasurer before proceeding, and in the judgment of the Department Head any of the following conditions apply:

- a) The goods and services are in short supply due to market conditions;
- b) In the case of professional and consulting services, specialized expertise is required which is not available from more than one professional/consultant, or the issue is a continuation or recurrence of a previous issue;
- c) The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
  - i. Components or replacement parts for which there is no substitute;
  - ii. Compatibility with an existing product, facility or service is required;  
or
  - iii. Specific standards are adopted by Council;
- d) There is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial;

- e) Work is required at a location where a contractor or professional has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Village;
- f) The project is a multi-year contract;
- g) Only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals. After the process has closed, it may be necessary for discussion to occur to clarify and/or make revisions to the initially defined requirements of the call for quotations/ proposals; or
- h) The nature of the requirement is such that it would not be in the public interest to solicit competitive Bids, as in the case of security or confidential matters.

#### **19.2. SOLE SOURCE PROCUREMENT**

Sole source procurement may be permitted if a specialized item/ service is required which is only available from one vendor. The requisitioning department will require the written approval of the CAO and Treasurer before proceeding. All purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule "C" based on the dollar value of the sole source procurement and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule "C" (again, based on the dollar value of the sole source procurement).

#### **19.3. EXCEPTIONAL ALTERNATIVE/NEGOTIATION METHOD**

A formal Bid Solicitation process may be waived and the CAO, a Department Head or Designate may purchase by negotiation with one (1) or more suppliers under the following conditions:

- a) The required goods and/or services are in short supply;
- b) Competition is precluded due to the existence of any patent right, copyright, technical secret or control of raw material;
- c) A Sole Source is being recommended;
- d) Two (2) or more identical Bids are received;
- e) The Lowest Compliant Bid received meeting all specifications exceeds the Budget amount;
- f) The extension of an existing Contract would be more effective;

- g) Only one (1) Bid is received in response to a Bid Solicitation;
- h) The Bid Solicitation process has been cancelled without Award;
- i) A roster for professional services has been developed; or
- j) There is Council authorization to do so.

All purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule "C" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule "C".

## **20. PETTY CASH**

- 20.1. Cash purchases (petty cash) may be used by staff in accordance with established procedures and where the value is less than \$50.00.
- 20.2. Cash purchases are not to be split to bypass the transaction dollar limit.

## **21. CO-OPERATIVE PURCHASING**

The Village may enter into arrangements with any government body, ministry, agency, board, corporation or authority on a co-operative or joint basis for purchases of goods and/or services where there are economic advantages in doing so and such purchases comply with this Policy.

## **22. CORPORATE CREDIT CARDS**

- 22.1 Corporate credit cards may be issued to Department Heads upon CAO approval. Credit cards are to be used in compliance with the Procurement Policy and the issuing creditor's terms and conditions. The credit card is the property of the Village.
- 22.2 Corporate credits cards can only be used to conduct official municipal business and only where the normal procurement process is impractical, or in the case of emergencies. Credit cards may be used to arrange registration, accommodations and travel for municipal training and conferences, but only if attendance at the training and conference has been approved in advance by the CAO.
- 22.3 Elected Officials are not permitted to have a corporate credit card.
- 22.4 The cardholder will be subject to a card limit of \$3000 or less.
- 22.5 Monthly statements will be provided to card holders by Finance staff and all credit card transactions must be reconciled with original receipts and returned to the Finance Department as soon as possible.
- 22.6 The cardholder is responsible for immediately reporting a lost or stolen credit card first to the credit card company, and secondly to the Treasurer.



- 22.7 Under no circumstances may the corporate credit card be used for personal purchases or cash advances.
- 22.8 Failure of the cardholder to adhere to the provisions and regulations of the corporate credit card may result in the loss of privileges and/or disciplinary action up to and including termination for cause in accordance with the Village's human resources Policy.

## **23. TENDER AND CONTRACT ADMINISTRATION**

### **23.1. FINANCIAL SECURITIES AND INSURANCE**

- i. The Village may require that a Bid be accompanied by a Bid Deposit or other similar security to guarantee that the successful supplier enters into a Contract with the Village.
- ii. In addition to the security referred to above, the successful supplier may also be required to provide:
  - a) A performance bond to guarantee the performance of the Contract;
  - b) A labour and materials bond to guarantee the payment for labour and materials to be supplied in connection with a Contract; and/or
  - c) Such further security as the CAO or Department Head deems appropriate in the circumstances.
- iii. Prior to the commencement of work, the supplier shall provide to the Village, proof of insurance in accordance with the Bid Solicitation, satisfactory to the Department Head.
- iv. Failure to comply with all terms and conditions of a Bid Solicitation, including, but not limited to, failure to provide proof of insurance as required, shall be just cause for cancellation of the Award.
- v. Prior to the Village issuing payment to a supplier and before any work commences, the supplier shall provide a Certificate of Clearance from the Workplace Safety and Insurance Board confirming all premiums or levies have been paid to the Board to date.

### **23.2. BID IRREGULARITIES**

The process for administering irregularities contained in Bids pertaining to all Bid Solicitations shall be as set out in Schedule "B".

### **23.3. FORM OF CONTRACT**

- i. A formal written agreement satisfactory to the CAO or Treasurer shall be used when the resulting Contract is of significant value, exceeding \$50,001. This requirement may be waived at the discretion of the CAO or Treasurer.

- ii. It shall be the responsibility of the Department Head, in consultation with the CAO or Treasurer, to determine if it is in the best interest of the Village to establish a formal written agreement with the supplier.
- iii. Where it is recommended that a written agreement be executed, it will be authorized by:
  - a) the Head of Council and CAO after being approved by Council for contracts over \$50,000; and
  - b) the Department Head and/or CAO for contracts under \$50,000.

#### **23.4. SUPPLIER PERFORMANCE**

- i. The Department Head, or Designate, shall monitor and document the performance of suppliers providing goods and/or services to that department. The Department Head, Treasurer and CAO shall be notified in writing when the performance of a supplier has been unsatisfactory.
- ii. The Village may, at the discretion of the CAO, disqualify a supplier from bidding on any Bid Solicitation or reject a Bid if a supplier:
  - a) Has, at any time, threatened, commenced or engaged in legal claims or litigation against the Village;
  - b) Is involved in a claim or litigation initiated by the Village;
  - c) Previously provided goods and/or services to the Village in an unsatisfactory manner;
  - d) Has failed to satisfy an outstanding debt to the Village;
  - e) Has a history of illegitimate, frivolous, unreasonable or invalid claims;
  - f) Provides incomplete, unrepresentative references or receives unsatisfactory external and/or internal references in a reference check undertaken by the Village.
  - g) Has engaged in conduct that leads the Village to determine that it would not be in the Village's best interests to accept the Bid.

#### **23.5. SUBMISSION OF TENDERS AND PROPOSALS**

Sealed tenders or proposals, clearly marked as to contents, shall be accepted. Tenders or proposals by facsimile or in electronic form will not be accepted, unless specified in the tender or proposal bid solicitation.

## **23.6. ENVIRONMENTALLY SOUND ACQUISITIONS**

Departments will, when possible, endeavor to include specifications in Bid Solicitations that provide for energy efficient products, reusable products and products that contain the minimum level of post-consumer waste and/or maximum amount of recyclable content, without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are competitively priced.

## **23.7. CONTRACT EXECUTION**

Successful bidder(s)/proponent(s) who are required to execute a contract agreement with the Village shall provide the following items for performance of a contract:

- a) Contract security;
- b) Proof of insurance;
- c) Certificate of Workplace Safety and Insurance Board (WSIB) compliance;
- d) Policy and Procedures related to Health & Safety;
- e) Signed Third Party Declaration of and supporting documentation that the supplier received AODA training;
- f) Project schedule;
- g) Accrediting credentials; and
- h) Any other relevant documentation as may be warranted and requested at the discretion of Council, the CAO or the Department Head.

The Department Head shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks.

## **23.8. EXERCISE OF CONTRACT RENEWAL OPTIONS**

- i. Where a contract contains an option for renewal, the CAO may authorize the Department Head to exercise such option provided that:
  - a) The supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract;
  - b) The exercise of this option is in the best interest of the Village; and

- c) Funds are available in appropriate accounts within Council approved budget including authorized revisions to meet the proposed expenditure.
- ii. Where it is recommended that a contract be renewed, it will be authorized by:
  - a) the Head of Council and CAO after being approved by Council For contracts over \$50,000; and
  - b) the Department Head and/or CAO for contracts under \$50,000.

### **23.9. CONTRACT AMENDMENTS AND REVISIONS**

- i. No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Village.
- ii. No amendment that changes the overall cost to the Village or value of the contract shall be agreed to without a corresponding change in requirement or scope of work.
- iii. Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within Council's approved Budget including authorized revisions, approved by resolution of Council.

### **24. LEASE CONTRACTS**

In general, rental or leasing arrangements will be considered when the one-time cost of purchase of the goods or service cannot be reasonably justified and the goods or services are legitimately required to meet an operational need.

- 24.1. Lease/rental contracts will be negotiated by the Department Head, in consultation with the CAO and Treasurer.
- 24.2. The lease/rental contract will require the written approval of the CAO and Treasurer.
- 24.3. All financing leases must comply with the *Municipal Act 2001, S.O. 2001, c.25*, as amended.
- 24.4. A report to Council will be required, unless the lease value is less than \$50,000. The report shall include a description of the product or service, the value of the product or service, term of lease, monthly and annual lease payments, residual amount, interest costs and a comparison of lease/purchase options and shall include a recommendation by the Department Head, Treasurer and CAO.

24.5. Any analysis of lease/rental or buy options, whether prepared at the time of proposed procurement or during any review of operational needs or long term planning exercise, must be submitted to the Treasurer and CAO for review and recommendation prior to going forward to Council or any committee of Council.

24.6. A copy of all rental and lease documents must be forwarded to the Treasurer after finalization and the original documents must be sent to the Clerk.

## **25. TERM OF COUNCIL**

Where a contract may extend beyond the term of the Council, the contract may contain provisions to minimize the financial liability of the Village should the subsequent Council not approve sufficient funds to complete the contract and the contract must be terminated by the Village.

## **26. ACCESS TO INFORMATION**

26.1. The disclosure of information received relevant to the issue of bid solicitations or the award of contracts shall be made by the appropriate officers in accordance with the provisions of MFIPPA.

26.2. All suppliers who contract with the Village shall adhere to or exceed the standards set in the MFIPPA and other relevant Ontario or federal privacy legislation or common law as may be passed or amended from time to time, as if they are agents of the Village as related to the confidential and secure treatment, including collection, use, disclosure or retention of personal information, other confidential information of the Village, and all records thereof which they come into contact with in the course of performing services or providing goods to the Village.

## **27. PROVIDING ASSISTANCE**

The CAO has the authority, provided there is no adverse impact upon the operations of the Village, to lend, lease, rent or otherwise provide any vehicle, equipment, facility or other goods owned by the Village to any federal, provincial, or municipal body, ministry, agency, board, corporation or other public authority when such action is reasonably justified due to unforeseen conditions and shall report such action to Council forthwith.

## **28. CONFLICT OF INTEREST**

28.1. The submission of all bids must include a declaration by the Bidder that there is no actual, potential, or reasonably perceived conflict of interest in that Bidder submitting a Bid in respect of that Bid Solicitation, or where there

is an actual, potential, or reasonably perceived conflict of interest, the Bidder must provide details of the conflict of interest. Where a Bidder submits details in respect of an actual, potential, or reasonably perceived conflict of interest, the Department Head shall review the details and, in consultation with the Village's legal counsel, determine if the actual, potential, or reasonably perceived conflict of interest serves to disqualify that Bidder from further participation in the Bid Solicitation.

- 28.2. Personal purchases shall not be made for any elected or appointed officials, members of a board or commission, or for Village officers, employees or their families.
- 28.3. Every elected official, appointed officer, past or present employee of the Village or member of an employee's family is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation and to which any Contract is, has or might be awarded, any rebate, gift or money, except:
  - a) Moderate hospitality during normal course of business that would not significantly exceed what the Village, through its Budget would likely provide in return and would not be perceived by others as influencing the making of a business decision.
- 28.4. All elected officials, officers or employees of the Village shall declare any Conflicts of Interest to the Treasurer and CAO and shall have no involvement in a purchasing process where a real or perceived Conflict of Interest has been found or deemed to exist, including but not limited to:
  - a) Requesting the goods and/or services, setting the parameters of the Purchase, evaluating Bids or recommending, deciding, approving or making Awards; and
  - b) Direct contact with those making those purchasing decisions.
- 28.5. Any employee who has a conflict of interest, meaning a situation where the employee's personal interests may affect or may reasonably be perceived to affect the employee's judgement in acting in the best interest of the Village, shall disclose the conflict of interest to the Chief Administrative Officer (CAO) and shall withdraw from the procurement process. Members of Council, committees and local boards shall comply with the Municipal Conflict of Interest Act.

## **29. DISPOSAL OF SURPLUS AND OBSOLETE GOODS**

### **29.1. AUTHORITY FOR DISPOSAL OF SURPLUS GOODS**

The disposal of surplus and obsolete goods shall be evaluated on a case-by-case basis. Surplus and obsolete goods includes, but is not limited to, equipment, furniture, and vehicles. The Department Head, in conjunction

with the Treasurer and CAO, have the authority to sell, exchange, or otherwise dispose of goods declared as surplus to the needs of the Village, where it is cost effective and in the best interest of the Village to do so.

## **29.2. MEANS OF DISPOSAL OF SURPLUS GOODS:**

Surplus and obsolete goods may:

- a) Be offered to other departments or Public Bodies;
- b) Be sold by external advertisement, formal request, auction or public sale (where it is deemed appropriate, a reserve price may be established);
- c) Be sold or traded to the original Supplier or others in that line of business where it is determined that a higher net return will be obtained than by following other procedures;
- d) Be donated to a registered charity;
- e) Be recycled; or
- f) Be scrapped, in the event that all efforts to dispose of goods are unsuccessful.

The sale or offer of such goods to employees, Municipal Councillors, or their family members, is prohibited.

## **30. MISCELLANEOUS TERMS/PROVISIONS**

### **30.1 ELECTED OFFICIAL ROLE**

Elected officials shall be involved in the procurement process only as voting members of Council. Elected officials shall not make purchasing commitments or acquire goods and services on behalf of the Village and shall not interfere with or attempt to influence staffs' adherence to this Policy.

### **30.2 NO EMPLOYER - EMPLOYEE RELATIONSHIP**

The CAO and/or Department Head shall reject any purchase requisition or proposal for services where the services could result in the establishment of an employer-employee relationship.

### **30.3 CONSULTANTS' CONFLICTS OF INTEREST - DISCLOSURE**

All consultants (engineers, architects, legal and other advisors) retained by the Village shall disclose any real or potential conflict of interest prior to accepting a contract or as soon as the conflict is evident to the consultant. The Village may then withhold the assignment from the consultant until the matter is resolved or may terminate the contract without penalty, at the

Village's sole discretion.

**30.4 NO SPLITTING**

Splitting of orders (dividing of large orders into two or more smaller requisitions) to stay within expenditures thresholds is not permitted.

**30.5 UNSOLICITED PROPOSALS**

Unsolicited proposals will not be accepted by the Village. Unsolicited proposals should not be considered where they would circumvent any planned procurement process, including but not limited to any potential RFEOI process.

**30.6 GIFTS**

No employee shall accept any gifts or favors from any vendor, contractor or others who may do business with the Village that could tend to influence the employee in the performance of his/her duties. "Gifts" do not include promotional materials with a value of less than \$20.00.

**30.7 NO DISCRIMINATION**

In accordance with best practices, the Village shall attempt to achieve the best value in the procurement of goods and services. Therefore, no preference will be given for the purchase of goods and/or services based on local content, nor will the Village practice local or geographic preference in awarding contracts.

**30.8 COMPLIANCE**

A Department Head shall not award a contract where this Policy has not been complied with or when the Department Head has been advised not to do so by the Treasurer or CAO.

**30.9 DISCIPLINARY ACTION**

Any employee who knowingly acts in contravention of this Policy, as amended from time to time, shall be subject to disciplinary action in accordance with the Human Resources Policies of the Village.

**30.10 ACCOUNTABILITY**

Accountability refers to the obligation to justify decisions made in terms of prudent spending of public funds, and provides clear delegation of authority and a means of ensuring implementation of plans authorized in the annual budget.



## **SCHEDULE "A" - Purchasing Exemptions**

The purchasing methods described in this Policy do not apply to the following goods and services:

1. Petty Cash items
2. Training and Education
  - a) registration and tuition fees for conferences, conventions, courses and seminars
  - b) magazines, books and periodical unless the purchase of such items are subject to value-added services
  - c) memberships
3. Refundable employee/Councillor expenses
  - a) meal allowances
  - b) travel and entertainment
  - c) miscellaneous – non travel
4. Employer's general expenses
  - a) payroll deductions remittances
  - b) medical
  - c) licenses, (vehicles, etc.)
  - d) debenture payments
  - e) grants
  - f) tax remittances
  - g) damage claims
  - h) payments for employment
  - i) charges to/from other Government or Crown corporations
5. Professional Services
  - a) Committee fees
  - b) Medical and laboratory services
  - c) Fees for professional services, including but not limited to, Human Resources, Legal, Engineering and Planning
  - d) Funeral and Burial expenses
  - e) Appraiser fees
  - f) Witness fees
  - g) Honorariums
  - h) Advertising
  - i) Legal settlements
  - j) Insurance
6. Ongoing maintenance and software licensing agreements for equipment such as computer hardware and software, telecommunications equipment, elevators, and HVAC equipment.
7. Banking Services and Charges
8. Utilities (monthly charges)
  - a) Water and Sewer

- b) Electricity
- c) Gas
- d) Postage
- e) Communication infrastructure services (Bell, Cogeco, etc.)
- f) Utility relocations
- g) Construction work completed by Railways on property of the Village and billed to the Village.

**SCHEDULE "B" - Chart of Bid Irregularities**

| <b>Irregularity</b>  | <b>Response</b>   |
|--|---|
| <b>Late Bids</b>   | Automatic rejection   |
| <b>Unsealed Envelope</b>   | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>No bid deposit, uncertified cheque, or financial security not an original</b>                         | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Amount of Financial Security is insufficient</b>  | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Name, or signature of supplier, or bonding company is missing or incomplete</b>                       | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Failure to provide a letter of agreement to bond (if applicable)</b>                                  | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Bids completed in erasable medium</b>   | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Signature of representative authorized to bind the supplier missing or incomplete on the document</b> | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Form of Proposal or Quotation missing or incomplete</b>   | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection                          |
| <b>Signature of witness, if required, missing or incomplete</b>  | Two (2) working days to correct otherwise automatic rejection   |
| <b>Date of Bid missing or incomplete</b>   | Two (2) working days to correct, otherwise automatic rejection (or automatic rejection if stated in the Bid Solicitation) |

| <b>Irregularity</b>   | <b>Response</b>  |
|---|--|
| <b>Bids received on documents other than those provided or specified by the Village</b>   | Two (2) working days to correct to the satisfaction of department, otherwise automatic rejection   |
| <b>Bids containing minor obvious clerical errors or mathematical errors</b>   | Two (2) working days to initial the correction as made by the Village. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Village reserves the right to waive initialing and accept Bid as corrected. |
| <b>Incomplete, illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed)</b> | Two (2) working days to correct to the satisfaction of the Village, otherwise automatic rejection.   |
| <b>Bids, in which all necessary Addenda have not been acknowledged</b>  | Two (2) working days to confirm Bid to the satisfaction of the Village, or if stated in the Bid Solicitation automatic rejection.  |
| <b>Failure to attend mandatory site visit (if required)</b>   | Automatic rejection.   |

Working days start from the hour the Bidder is notified by Village staff of the irregularity.

**SCHEDULE "C" – Purchasing and Execution Authority**

| <b>Method of Purchasing</b>  | <b>Dollar Value</b>  | <b>Purchasing Authority</b>                           | <b>Document Execution Authority</b> | <b>Type of Agreement with Supplier</b> |
|--|----------------------|---|-------------------------------------|--|
| <b>Direct Purchases (non-competitive) Purchases of \$0 to \$2500</b>                         | 0- \$2500            | Any employee authorized by the CAO or Department Head | CAO, Department Head or Designate   | Direct acquisition                     |
| <b>Low Value Purchases (3 verbal quotations for goods and services)</b>                      | \$2501 to \$5000     | CAO, Department Head or Designate                     | CAO, Department Head or Designate   | Direct acquisition                     |
| <b>Mid-range Purchases (obtaining a minimum 3 written quotations for goods and services)</b> | \$5001 to \$15,000   | CAO, Department Head or Designate                     | CAO, Department Head or Designate   | Direct acquisition                     |
| <b>High Value Purchases (formal bid solicitation to obtain quotations)</b>                   | \$15,001 to \$50,000 | CAO, Department Head or Designate                     | Department Head and/or CAO          | Direct acquisition or Agreement        |
| <b>High Value Tenders or RFP's</b>   | \$50,001 and over    | CAO, Department Head or Designate                     | Head of Council and CAO             | Direct acquisition or Agreement        |
| <b>Special Circumstances</b>   | N/A                  | Department Head and/or CAO                            | Department Head and/or CAO          | Direct acquisition or Agreement        |

## **SCHEDULE "D" - RFP Completion and Submission Requirements**

- a) The entire work is to be awarded to one (1) Contractor and therefore ALL ITEMS must be bid on the RFP Form.
- b) When so required by the Village, the Contractor shall produce evidence as to his qualifications and previous experience in the types of work contemplated by this Contract.
- c) All unit prices must be clearly indicated. The person signing on behalf of the Contractor must initial erasures, overwriting, or strike-outs.
- d) In the event of a discrepancy between the unit price submitted and the extension utilized in the calculation of the total for any item, then the unit price shall govern.
- e) The total bid must not be restricted by a statement added to the RFP Form or a covering letter, or alterations to the RFP Form provided by the Village. Adjustments by fax, telegram or letter to an RFP already submitted will not be considered. A bidder desiring to make adjustments to an RFP must withdraw the RFP and/or supersede it with a later submission prior to the closing time of the RFP call.
- f) For an interpretation of the tendering requirements, the Village of Merrickville-Wolford Procurement Policy shall govern.
- g) The RFP Envelope must be clearly marked as to the fact it is an RFP.
- h) Each amount in the RFP shall be a reasonable price for each item. The CAO, Treasurer or Department Head or Designate, as defined herein, shall be the sole judge of such matters and should any RFP be considered to be unbalanced or unclear it may be rejected, or additional clarification may be requested prior to acceptance or rejection.

### RFP Deposit

- a) A certified cheque or bid bond made payable to the Village in the amount of 5% of the total tender must be submitted with the RFP if requested. The cheques of the two lowest bidders will be retained until acceptance of the tender by the Village and execution of a contract. The cheques of all other bidders will be returned within 7 days of tender opening.
- b) The Village shall not pay interest on RFP deposits.

### Bonding Requirements

- a) The successful Bidder will file with the Village a 50% performance bond, and a 50% labour and materials bond signed and sealed by a recognized bonding company, in the amount of 100% of the total RFP value, upon request.
- b) Upon receipt of such bonds, the RFP deposit will be returned to the contractor.

- c) The surety of the successful Bidder and the bonds referred to shall be to the satisfaction of the Treasurer.

### Collusion

The Bidder shall not engage in collusion of any sort and, in particular, shall:

- (a) ensure that no person or other legal entity, other than the Bidder has any undisclosed interest in the RFP;
- (b) prepare its RFP without any knowledge of, comparison of figures with, or arrangement with, any other person or firm preparing an RFP for the same work.

### Right to Accept or Reject Tenders

Notwithstanding any other provision in this Contract, The Village of Merrickville-Wolford reserves the right in its sole, absolute and unfettered discretion to:

- a) make public the names of any or all bidders and their quoted price;
- b) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate such response to that request for clarification into the bid;
- c) consider during the evaluation of the RFP and/or adjust a bidder's scoring and/or reject a Bid on the basis of:
  - i) a financial analysis;
  - ii) information provided by references;
  - iii) the bidder's past performance on previous contracts awarded by the Village of Merrickville-Wolford;
  - iv) the information provided by a Bidder pursuant to the Village of Merrickville-Wolford exercising its clarification rights under this RFP process;
  - or
  - v) Any other information deemed relevant by the Village of Merrickville-Wolford that arises during the Bid process;
- d) verify with any Bidder or with a third party any information set out in an RFP;
- e) check references other than those provided by any bidder;
- f) disqualify any bidder whose RFP contains misrepresentations or any other inaccurate or misleading information, or any qualifications;

- g) disqualify any bidder or the RFP of any bidder who has engaged in conduct prohibited by this RFP process;
- h) make changes, including substantial changes, to this call for RFP provided that those changes are issued by way of addenda in the manner set out in this Bid;
- i) select the bidder other than the bidder whose bid reflects the lowest cost to the Village of Merrickville-Wolford or the highest overall score;
- j) cancel this RFP process at any stage;
- k) cancel this RFP process at any stage and issue a new RFP call or RFP for the same or similar deliverables;
- l) accept or reject any or all RFPs in whole or in part;
- m) accept any irregular or non-compliant bid;
- n) discuss with any bidder different or additional terms to those contemplated in this RFP call; or
- o) if a single bid is received, reject the bid of the sole bidder and cancel this RFP call or enter into direct negotiations with the sole bidder.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances. The bidders acknowledge that the Village of Merrickville-Wolford may rely upon the criteria it deems relevant, even though such criteria may not have been disclosed to the bidders. By submitting an RFP, the bidder acknowledges the Village of Merrickville-Wolford's rights under this Section and absolutely waives any right or cause of action against the Village of Merrickville-Wolford or its agents arising in any way from or relating to this RFP process, whether such right arises at law, equity, in contract, negligence or otherwise.

Acceptance of the RFP shall occur at the time the Village awards the RFP and not necessarily at the time the award is communicated to the successful Bidder.



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-07-2020 regarding late charges and penalties for businesses during the COVID-19/Coronavirus pandemic for information purposes; and,

\_\_\_\_\_ THAT: Council does hereby approve waiving late fees for businesses regarding water and wastewater bill payments for two billing periods.

OR

\_\_\_\_\_ THAT: Council does hereby decline waiving late fees for businesses regarding water and wastewater bill payments for two billing periods.

Carried / Defeated

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

| For Clerk's Use and Signature  |   |
|--------------------------------|---|
| <b>Recorded Vote Requested</b> |   |
| <b>By:</b>                     |   |
| Cameron                        | N |
| Foster                         | N |
| Halpenny                       | N |
| Molloy                         | N |
| Struthers                      | N |



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report FIN-07-2020

Finance Department

Date of Council Meeting: March 23, 2020

Information Report to Council

**RE: Impact of COVID-19 on local businesses**

**OBJECTIVE:** To advise Council regarding the March 13, 2020 letter from the Merrickville & District Chamber of Commerce re: COVID-19

### **RECOMMENDATION:**

**THAT: Council does hereby receive report FIN-07-2020 regarding late charges and penalties for businesses during the COVID-19/Coronavirus pandemic for information purposes; and,**

\_\_\_\_\_ **THAT: Council does hereby approve waiving late fees for businesses regarding water and wastewater bill payments for two billing periods.**

**OR**

\_\_\_\_\_ **THAT: Council does hereby decline waiving late fees for businesses regarding water and wastewater bill payments for two billing periods.**

### **BACKGROUND:**

The Village of Merrickville-Wolford received a letter from the Merrickville & District Chamber of Commerce, dated March 13<sup>th</sup> 2020, outlining business concerns about COVID-19. The Chamber is asking Council to hold off on charging late fees on utility bills for a minimum of two billing periods to support the businesses of Merrickville-Wolford.

### **ANALYSIS**

Staff appreciate the added financial pressures that our local businesses are facing during the COVID-19/Coronavirus pandemic. The Village of Merrickville-Wolford sends out water and sewer bills bi-monthly. The current billing is due on March 31, 2020. The next bills will be sent out before May 10<sup>th</sup>, 2020 and will be due on May 29<sup>th</sup>, 2020. The revenue for the last billing period was \$189,330. Expenses for the same period were \$110,154. Staff would like to inform Council regarding several issues to take into consideration when debating this request:

- The cost for operating the water and wastewater system is attributed to system users within the parameters established in provincial legislation. This requires that the fees offset the costs and not create an on-going deficit or surplus. Accordingly, municipalities assign fee amounts based upon the strategic objectives established by Council to ensure equitable allocation of costs amongst the various categories of users.
- The request asked Council to consider holding off on charging late fees for businesses for a minimum of two billing periods, subject to review. The restrictions surrounding COVID-19 may last for the better part of this year. Council may wish to consider that relieving interest charges for a lengthy period would have a financial impact on the water and wastewater system's long-term financial sustainability.
- Interest is charged if the account is not paid in full by the due date. Charging interest is the only method municipalities have at their disposal to ensure that customers pay their bills on time.
- Approximately 5% of our customers do not pay their utility bills. By waiving interest charges, staff expect this number to increase significantly given that it also eliminates the incentive for all businesses to pay their bill, even those that are able to pay.
- Approximately 16% of water and sewer customers are combined residential and commercial. Our financial software system cannot separate out interest charges to charge only the residential portion interest.
- Relief for any individual category of water and wastewater system users places an increased, potentially inequitable, burden on the remaining ratepayers to carry the cost of the water and wastewater system. Many residential users of the system are also experiencing job loss or reduced incomes during the pandemic.
- An increase in the number of residents not paying their utility bills may lead to cash flow issues for the Village. Each billing period generates approximately \$189,000 in revenue, which is needed to pay for water and sewer costs. Should this number decrease, the Village could find themselves in the position of not being able to pay for the utility services.
- The Village of Merrickville-Wolford is a small municipality, with limited financial resources and significant effort was made in developing the 2020 draft Budget to ensure that we start rebuilding our reserve funds. Staff are concerned about the financial impact COVID-19 may have on the Village's ability to maintain service levels and, to ensure that the Village remains financially viable, staff recommend caution when discussing potential relief measures.

The Village has different payment options available for our customers. Customers can make payments at any time. If a customer is not able to pay the entire billing amount, they can make a partial payment and interest will only be charged on the outstanding amount, not the entire amount. Furthermore, residents may enrol in our pre-authorized debit program. One option under this program is for a set amount to be paid to the Village each month. Customers can choose the amount, and interest is not incurred unless an amount remains outstanding at the end of the year.

**BUDGET/LEGAL IMPLICATIONS:**

The waiving of interest charges could negatively impact our budgeted revenue.

**LINKS TO STRATEGIC PLANS:**

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

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

**Ensuring Effective and Efficient Services and Good Governance**

**CONCLUSION:**

Municipalities are limited in their ability to raise revenue, compared to the Provincial and Federal Governments. Staff recommend that customers explore the provincial and federal COVID-19 relief measures.

**ATTACHMENTS:**

Letter from the Merrickville & District Chamber of Commerce dated March 13, 2020

Submitted by:

Approved by:

---

Kirsten Rahm,  
Manager of Finance - Treasurer



---

Doug Robertson, CAO/Clerk



2020-03-13

Village of Merrickville-Wolford  
Mayor and Councillors  
317 Brock Street West  
Merrickville Ontario  
K0G1N0

**RE: Impact of Covid19 on local businesses and restaurants**

Mayor Struthers and members of Council,

The concerns around the spread of Covid 19 are now being felt by our retail stores and restaurants. They are noticing a definite decrease in regular traffic in an already slow time of year. Already, the Chef's Dinner, the Residents Association meeting and several other gatherings have been cancelled or are on the cusp of being cancelled. These events help businesses get through the lean periods and lack of these has a substantial impact on revenue. As we are still in early stages, the fear is that things will get much worse before they start to improve.

While higher levels of government are providing some monetary relief to families and business, we are asking if Council would consider holding off on charging late fees for a water/sewer charges for a minimum of two billing periods, subject to review, giving these businesses an opportunity to recoup their lost sales once things settle down and are back to normal. Several businesses have indicated that unless some relief is provided, they may have no choice but to close their doors permanently.

The businesses of Merrickville look forward to positive consideration by Council to this request.

Truly,



Yves Grandmaitre

President

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-08-2020, regarding the 2019 Council and Board Statement of Remuneration and Expenses, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville - Wolford

Report FIN-08-2020  
Finance Department  
Information Report to Council

**RE: 2019 Council & Board Remuneration and Expenses**

**OBJECTIVE:** That Council receive the 2019 Statement of Remuneration and Expenses.

### **RECOMMENDATION:**

**THAT: Council receive the 2019 Statement of Remuneration and Expenses.**

### **BACKGROUND:**

Section 284 of the Municipal Act, 2001, as amended, requires that the Treasurer provide Council with a statement of remuneration and expenses on or before March 31<sup>st</sup> for payments made in the previous year, to each member of Council and to persons appointed by the municipality to serve as a member of any local board.

### **ANALYSIS:**

In accordance with the Act, the honorariums, expenses and benefits for Mayor and Council were authorized under By-Law 20-2019 (Municipal Budget). The benefits include mandatory statutory payroll deductions of Employer Health Tax and Canada Pension Plan.

The expenses include reimbursement of expenses for municipal business, such as mileage, meetings and conferences, and attendance at community events. The Mayor's conference expenses are reimbursed by the United Counties of Leeds and Grenville.

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

All expenses were within budget.

### **LINKS TO STRATEGIC PLANS:**

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

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

Ensuring efficient, effective services and civic engagement.

**CONCLUSION:**

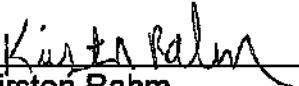
For information purposes.

**ATTACHMENTS:**

Attachment A - Statement of 2019 Remuneration and Expenses

Submitted by:

Approved by:

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

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



Attachment A - 2019 Statement on Council Remuneration and Expenses

| Name           | Honorarium   | Benefits    | Mileage & Travel | Conferences & Meetings & Events | Total        |
|----------------|--------------|-------------|------------------|---------------------------------|--------------|
| Doug Struthers | \$ 12,888.35 | \$ 478.79   | \$ 436.50        | \$ 70.00                        | \$ 13,873.64 |
| Mike Cameron   | \$ 9,819.60  | \$ 322.31   |                  |                                 | \$ 10,141.91 |
| Don Halpenny   | \$ 9,819.60  | \$ -        |                  |                                 | \$ 9,819.60  |
| Bob Foster     | \$ 9,819.60  | \$ 322.31   |                  |                                 | \$ 10,141.91 |
| Tim Molloy     | \$ 9,819.60  | \$ 322.31   |                  |                                 | \$ 10,141.91 |
| Totals         | \$ 52,166.75 | \$ 1,445.72 |                  |                                 | \$ 54,118.97 |

Please Note:

- Mayors, in their capacity as a member of the County Council, are reported separately by the United Counties of Leeds and Grenville.
- Travel, conferences and accommodations for Mayors are paid for by the United Counties of Leeds and Grenville.

Conservation Authorities & Local Boards

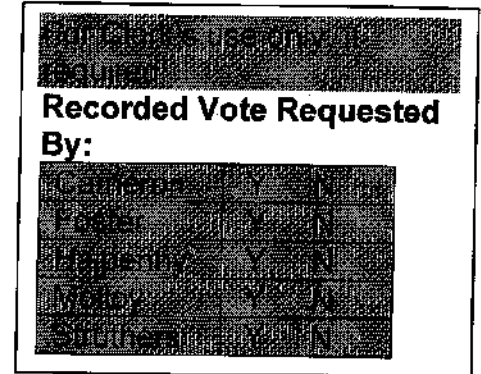
| Name   | Remuneration | Mileage & Travel | Conferences | Totals    |
|--|--------------|------------------|-------------|-----------|
| Dell Bower, Representative to Police Services Board                            | \$ 585.00    | \$ 31.86         |             | \$ 616.86 |
| Jacques Pelletier, Representative to Police Services Board                     | \$ 325.00    | \$ 111.95        | \$ -        | \$ 436.95 |
| Mayor Doug Struthers, Municipal Representative to Police Services Board        | \$ 455.00    | \$ 146.02        | \$ 17.14    | \$ 618.16 |
| Don Halpenny, Municipal Representative to Rideau Valley Conservation Authority | \$ 350.00    | \$ 300.00        | \$ -        | \$ 650.00 |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 289-3095

## VILLAGE OF MERRICKVILLE-WOLFORD



Resolution Number: R - -20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Ian Ross of Enbridge Gas Inc. dated March 11, 2020; and

That Council does hereby express support for natural gas expansion to the Village of Merrickville-Wolford; and

That Council does hereby authorize CAO/Clerk/Director, Economic Development to execute the attached letter to Enbridge Gas Inc.

Carried / Defeated

---

J. Douglas Struthers, Mayor



Enbridge Gas Inc.  
400 Coventry Road  
Ottawa, ON  
K1K 2C7

March 11, 2020

Mayor Doug Struthers  
Village of Merrickville-Wolford  
317 Brock Street West, Box 340  
Merrickville, ON  
K0G 1N0

Dear Mayor Struthers and Members of Council,

**Re: Natural Gas Expansion Program Update**

In December 2019, the Government of Ontario announced its plans to further increase access to natural gas by making financial support available for new expansion projects. The Government's Natural Gas Expansion Program offers an opportunity to drive economic development and enhance the quality of life and prosperity of families and businesses across Ontario. As your Regional Director for Enbridge Gas Inc., I'm writing to provide an update on next steps, and how we can work together to bring natural gas to unserved communities in Ontario.

Enbridge Gas will submit project proposals to the Ontario Energy Board (OEB) based on Guidelines that are currently under development. The OEB will review project submissions and provide a report to the Ministry of Energy, Northern Development and Mines later this year recommending potential natural gas expansion projects that the Ontario government could consider as candidates for financial support. The Ministry of Energy, Northern Development and Mines will review the recommendations of the OEB along with other considerations and issue a decision on future natural gas expansion projects eligible to receive financial support.

Your municipality may have a project that you would like to submit for funding consideration. Based on Guidelines expected to be issued by the OEB, submissions will require certain information in order to be considered for funding. A summary of the expected filing requirements is included with this letter. If you would like to move a project within your community forward for consideration by the OEB, we ask that you provide a letter of support returned to us within 10-15 business days of receiving this letter. A sample letter of support is also included for your consideration.

For more than 170 years, Enbridge Gas has been delivering the energy that Ontarians need and want. With our long history, anchored in our commitment to operational excellence and strong safety performance, Enbridge Gas is in the best position to bring natural gas to currently unserved areas. We have a number of expansion projects underway, and we are committed to building on this success. If you have any questions, please do not hesitate to contact me or your Municipal Advisor, Sonia Fazari, at [Sonia.fazari@enbridge.com](mailto:Sonia.fazari@enbridge.com).

Sincerely,

Ian Ross  
Director, Eastern Region Operations  
Enbridge Gas Inc.  
613-748-6810



## **Natural Gas Expansion Program – Anticipated Submission Requirements**

The province is helping expand natural gas access to more communities in Ontario through its Natural Gas Expansion Program. The Ontario Energy Board (OEB) has been directed to examine and report back to the Ministry of Energy, Northern Development and Mines on potential natural gas expansion projects to assist the provincial government in determining which future expansion projects will receive government funding.

Enbridge Gas Inc. will submit project proposals to the OEB based on the OEB's Guidelines, which are currently under development. Based on the draft Guidelines issued by the OEB (EB-209-0255), Enbridge Gas Inc. anticipates it will be required to include letters from the Band Council(s) and/or local government, as applicable, stating support for proposed projects and providing details of any commitment to financial support.

Although Enbridge Gas Inc. is not currently aware of any requirement for municipal financial contributions to qualify for grant funding under the Natural Gas Expansion Program, the Company believes that a municipality's contribution toward project costs (e.g., equivalent to the municipal portion of property taxes recovered on the new infrastructure being built for a period of 10 years) would demonstrate the community's support for the proposed project. How this contribution is made is up to the discretion of the municipality or First Nation in consultation with Enbridge Gas Inc.

Note: To support project economics, councils should understand that Enbridge Gas Inc. will apply a 23 cent/m<sup>3</sup> System Expansion Surcharge to all customers connected through the proposed project for a defined period of time of up to 40 years as a contribution toward recovery of the cost of the proposed project.

**For Enbridge Gas Inc. to complete its submission to the OEB, we will be looking to gather the following information for proposed projects and may be seeking the municipality's assistance:**

**1) Map of desired service area, including:**

- a. Residential dwellings within the potential service area
- b. Commercial dwellings within the potential service area
- c. Industrial properties (excluding farms) within the potential service area
- d. Farms and agri-businesses (grain elevators, feed manufacturing, etc.) within the potential service area
- e. Institutional buildings (municipal facilities, schools, hospitals, etc.) within the potential service area

**2) Information regarding the primary heating source in your community, including:**

- a. Number of properties currently heated using electric baseboard
- b. Number of properties currently heated using electric forced air
- c. Number of properties currently heated with propane
- d. Number of properties currently heated with oil
- e. Number of properties currently heated with wood

Project submission requirements have not yet been finalized by the OEB. We will notify municipalities if additional information is required for purposes of our submission to the OEB.

Please send your information to your municipal advisor or [savewithgas@enbridge.com](mailto:savewithgas@enbridge.com).

March 23, 2020

Enbridge Gas Inc.  
400 Coventry Road  
Ottawa, ON, K1K 2C7

Attention: Ian Ross, Director, Eastern Region Operations

Dear Mr. Ross:

**Re: Expression of Support for Natural Gas Expansion to the Village of Merrickville-Wolford**

In December 2019, the Government of Ontario announced plans to further increase access to natural gas by making financial support available for new service expansion projects. This Natural Gas Expansion Program will unlock financial support needed to expand natural gas service to new areas across Ontario that are not economically feasible without support. Our municipality is one such area, and we are eager to bring this affordable, reliable fuel source to our residents and businesses.

Further to direction received from the Council of the Corporation of the Village of Merrickville-Wolford, I would like to formally express our interest to have the North Side of the Rideau River in the urban Village of Merrickville included on Enbridge Gas' list of projects being proposed to the Ontario Energy Board (OEB) for consideration for financial support through the Natural Gas Expansion Program.

Based on the draft Guidelines issued by the OEB (EB-2019-0255), we are aware that Enbridge Gas Inc. may be required to include support for the proposed project from Band Council(s) and/or local government, as applicable, demonstrated through a written expression of support and/or a commitment to financial support in its project submissions. In addition to this letter, I have also attached our January 8, 2020 letter to Mr. Al Monaco, President & CEO of Enbridge Gas Inc. which reinforces our support and interest.

Further, the Corporation of the Village of Merrickville-Wolford, in the event that OEB funding is not approved for full project costs, would like to contribute to the project costs by waiving our municipal portion of property taxes which would otherwise normally be recovered on the new infrastructure being built for a period of 10 years from the date that the new infrastructure comes into service. We hope that this demonstrate the level of community support for this project.

Natural gas is the most common, affordable heating fuel in Ontario. We fully support the efforts of Enbridge Gas Inc., the OEB and the Ministry of Energy, Northern Development and Mines. We look forward to working together to expand natural gas access in our community to attract new opportunities, help create jobs and lower monthly costs for our residents.

Sincerely,

Doug Robertson  
CAO/Clerk/Director, Economic Development

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: March 23, 2020

**Recorded Vote Requested  
By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby suspend the regularly scheduled Council meetings until the call of the Mayor.

Carried / Defeated

---

J. Douglas Struthers, Mayor

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 22-2020, being a by-law to confirm the proceedings of the regular Council meeting of March 23, 2020, be read a first and second time, and that By-law 22-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor



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

**BY-LAW 22-2020**

**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 MARCH 23, 2020**

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

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on March 23, 2020 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 March 23, 2020 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 23<sup>rd</sup> day of March, 2020.

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

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

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

|  |   |   |
|--|---|---|
| For use only if<br>required            |   |   |
| <b>Recorded Vote Requested<br/>By:</b> |   |   |
| Mayor                                  | Y | N |
| Ward 1                                 | Y | N |
| Ward 2                                 | Y | N |
| Ward 3                                 | Y | N |
| Ward 4                                 | Y | N |
| Ward 5                                 | Y | N |

Resolution Number: R - - 20

Date: March 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

This special/emergency meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at p.m. until the call of the Mayor subject to need.

Carried / Defeated

---

J. Douglas Struthers, Mayor