



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 7:00 p.m.

Monday, May 13, 2019

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Unfinished Business:** Resolution re: Merrickville Soccer Club Fee Waiver
5. **Delegations:** 1. Ontario Clean Water Agency
6. **Minutes:** Approval of the Minutes of regular Council meeting of April 23, 2019
7. **Public Question Period to Council**
8. **By-law Enforcement:** BLEO-02-2019 re: 2019 1st Quarter Report
9. **Fire Dept.:** FD-02-2019 re: 2019 1st Quarter Report
10. **Public Works:** PW-02-2019 re: 2019 1st Quarter Report
11. **Finance Dept.:** FIN-18-2019 re: Transfers to and from Reserves (to be provided at table)
12. **CAO:** CAO-05-2019 re: Overview of 2019 Municipal Projects;
CAO-06-2019 re: Main Street Revitalization Initiative; and
CAO-07-2019 re: Natural Gas Expansion
13. **Notices of Motion:** Resolution re: Integrated Waste Management Plan;
Resolution re: Expansion of Natural Gas; and
Resolution re: Provincial Funding to Library Services
14. **Public Question Period to Council**
15. **Next meeting of Council:** May 27, 2019 at 7:00 p.m.
16. **Confirming By-Law:** 29-2019 re: Confirm Proceedings of Council meeting of May 13, 2019
17. **Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of May 13, 2019 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve that the fees associated with the use of the Merrickville Community Centre for two Merrickville Soccer Club events per year, one in May and one in September, be waived in 2019, 2020, 2021 and 2022.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:
Recorded Vote Requested By:

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

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VILLAGE OF MERRICKVILLE-WOLFORD

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required:
**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Ontario Clean Water Agency regarding the 2018 Annual Water and Wastewater Report Summary, for information purposes; and

That Council does hereby receive the Ontario Clean Water Agency Operational Plan for the Merrickville Drinking Water System dated August 28, 2018, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



**Your Total
Water Solutions
Provider**

Township of Merrickville-Wolford

Council Presentation

March 25 2019

O Reg 170-03 Drinking Water Report

Presentation Outline

- Regulation & Reporting
- O Reg 170-03 Annual Report
- Waste Water Annual Report
- Questions
- DWQMS 2.0
- Questions

Regulation & Reporting

- O Reg 170-03
- Reporting Requirements
- Owners Responsibility (Council)
 - Informed
- Operating Authority Responsibility (OCWA)
 - Operate within Regulatory Compliance
 - Report



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

OCWMA

**Your Total
Water Solutions
Provider**

STAIN



OCWA

Your Total
Water Solutions
Provider

Merrickville Drinking Water System

Compliance Card

Compliance Event

Details

Ministry of Environment Inspections

Report received on June 29th, 2018. Inspection on May 15th, 2018.
Inspection Rating: 100%

Ministry of Labour Inspections

There were no inspections during the reporting period.

QEMS External Audit

One (1) External On-Site Audit:
2 OPI (Opportunity for Improvement) Element 3 – Commitment and Endorsement and Element 15 – Essential Supplies/Services

AWQI's/BWA

There were no AWQI's during the reporting period.

Non-Compliance

There was no non-compliance reported during the reporting period.

Community Complaints

Two (2) related to coloured water.

Spills

There were no reportable spills during the reporting period.

Watermain Breaks

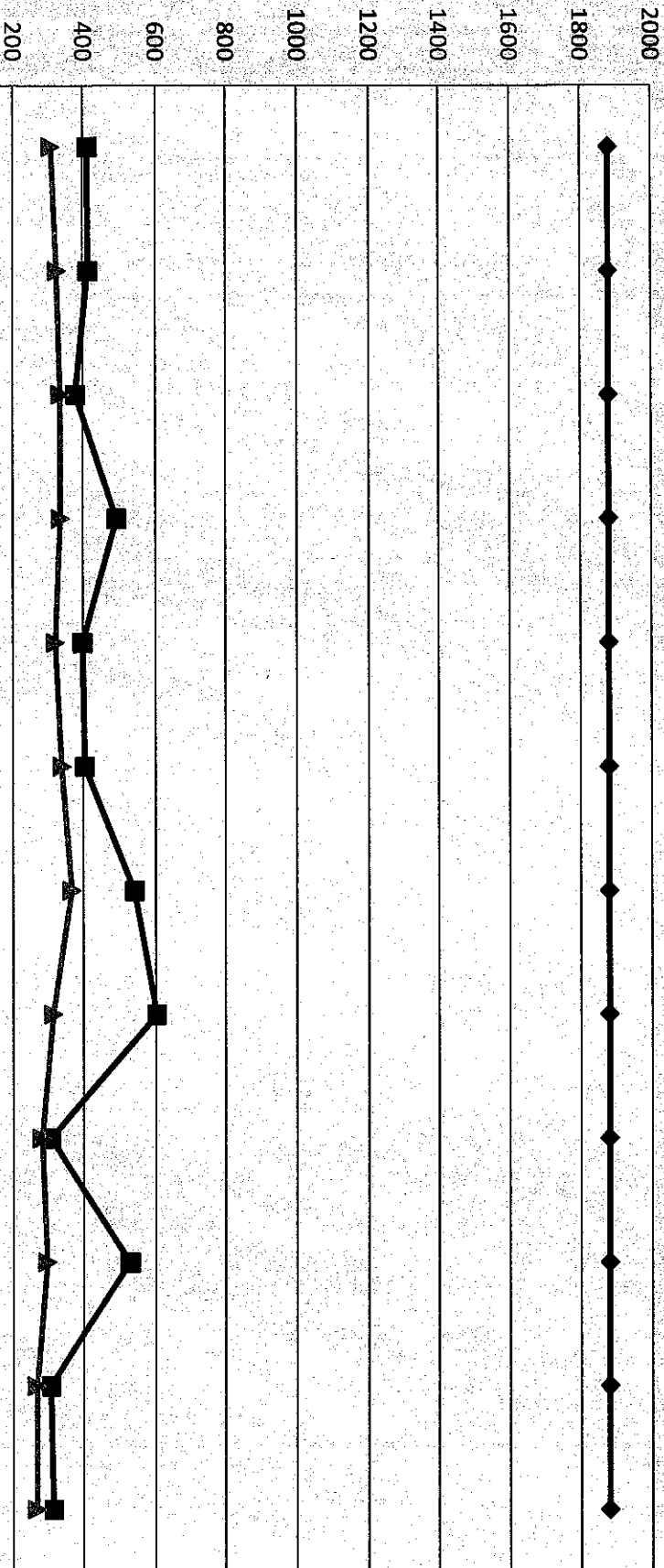
1 – 300 Block Drummond St. E



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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System Water Flows



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max Allowable (m³/d)	1880	1880	1880	1880	1880	1880	1880	1880	1880	1880	1880	1880
Max Flow (m³/day)	412	413	379	492	398	404	541	603	308	528	306	314
Avg Flow (m³/d)	309	326	336	336	321	339	367	314	281	296	267	266

System Water flows are regulated under the Municipal Licence - maximum 1900m³/d

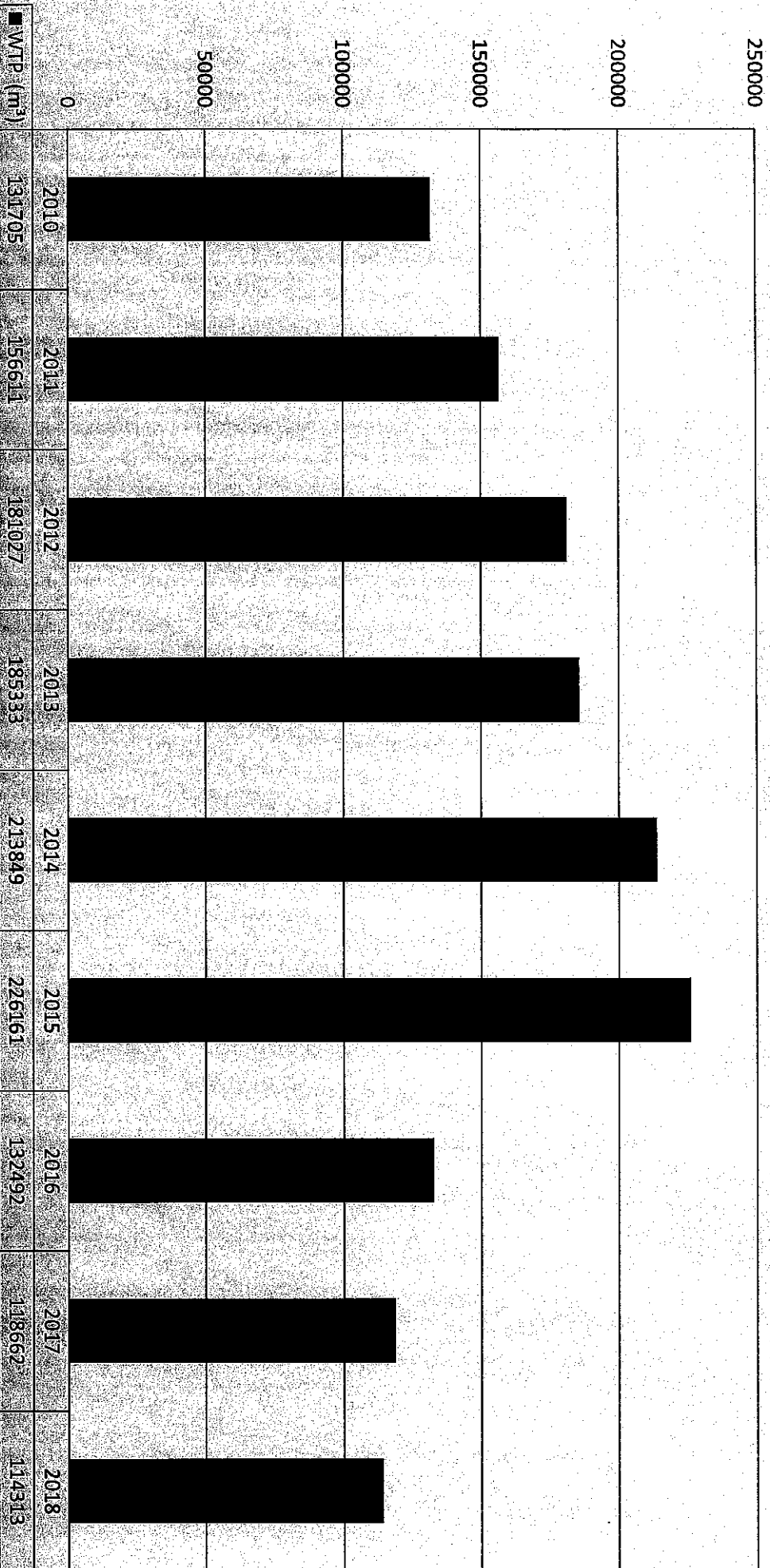


ONTARIO CLEAN WATER AGENCY
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Annual Total Water Flow Yearly Comparison

Total Annual m³





ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

OCWA

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Merrickville Drinking Water System

Highlights

- No non-compliances
- 100% Inspection Rating
- Zero Adverse Water Quality Incidents (AWQI)
- 83% Reserve Capacity



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

OCWMA

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OCWMA



OCWA

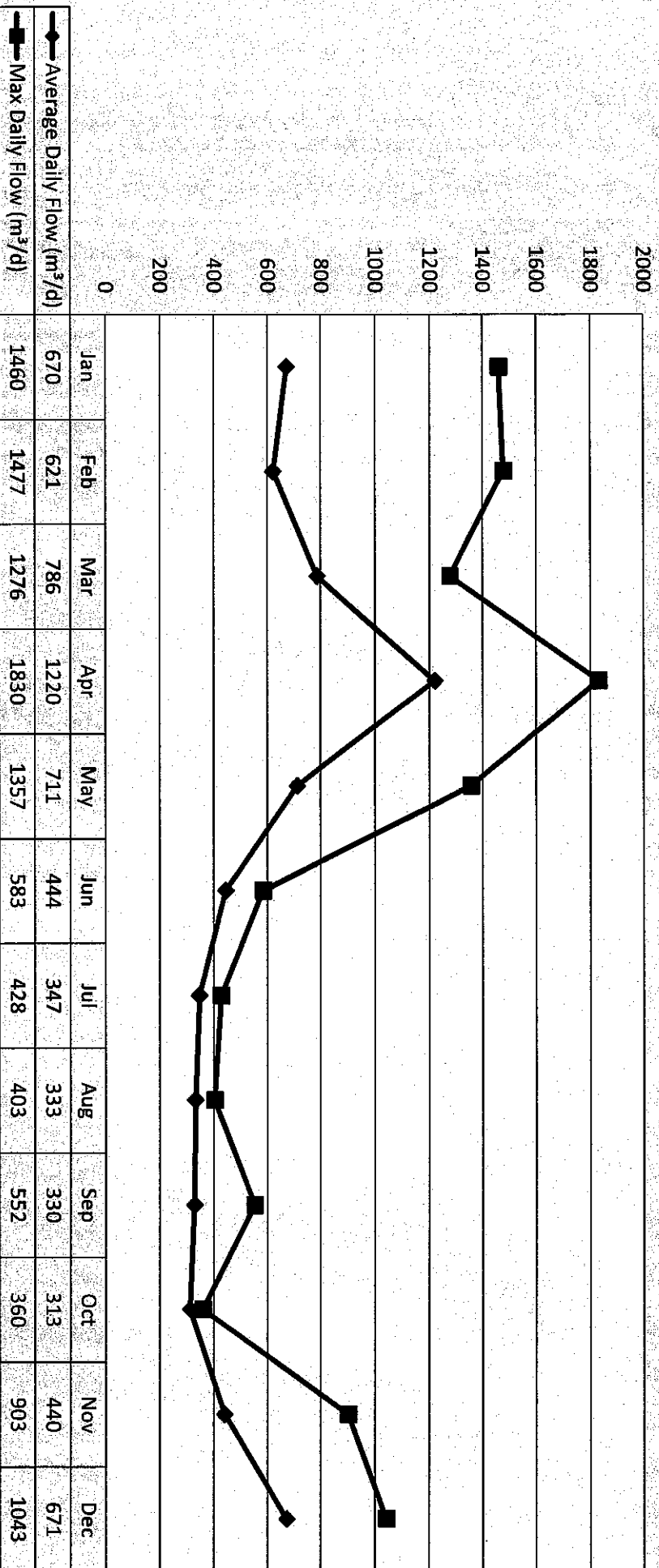
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Merrickville Waste Water System

Report

Compliance Event	# of Events	Details
Ministry of Environment Inspections	1	
Ministry of Labour Inspections	0	No inspection's during the reporting period
Effluent Parameter Exceedances	2	Total Suspended Solids effluent limit and loadings for the months of March and April
Bypass/Overflows	0	No Bypass or Overflows to report for this reporting period
Community Complaints	5	See Summary of Complaints section of the Annual Waste Water Report (attached) for further details
Spills	1	See Spills section of the Annual Waste Water report (attached) for further details

Treatment Raw Sewage Flows (m³/d)



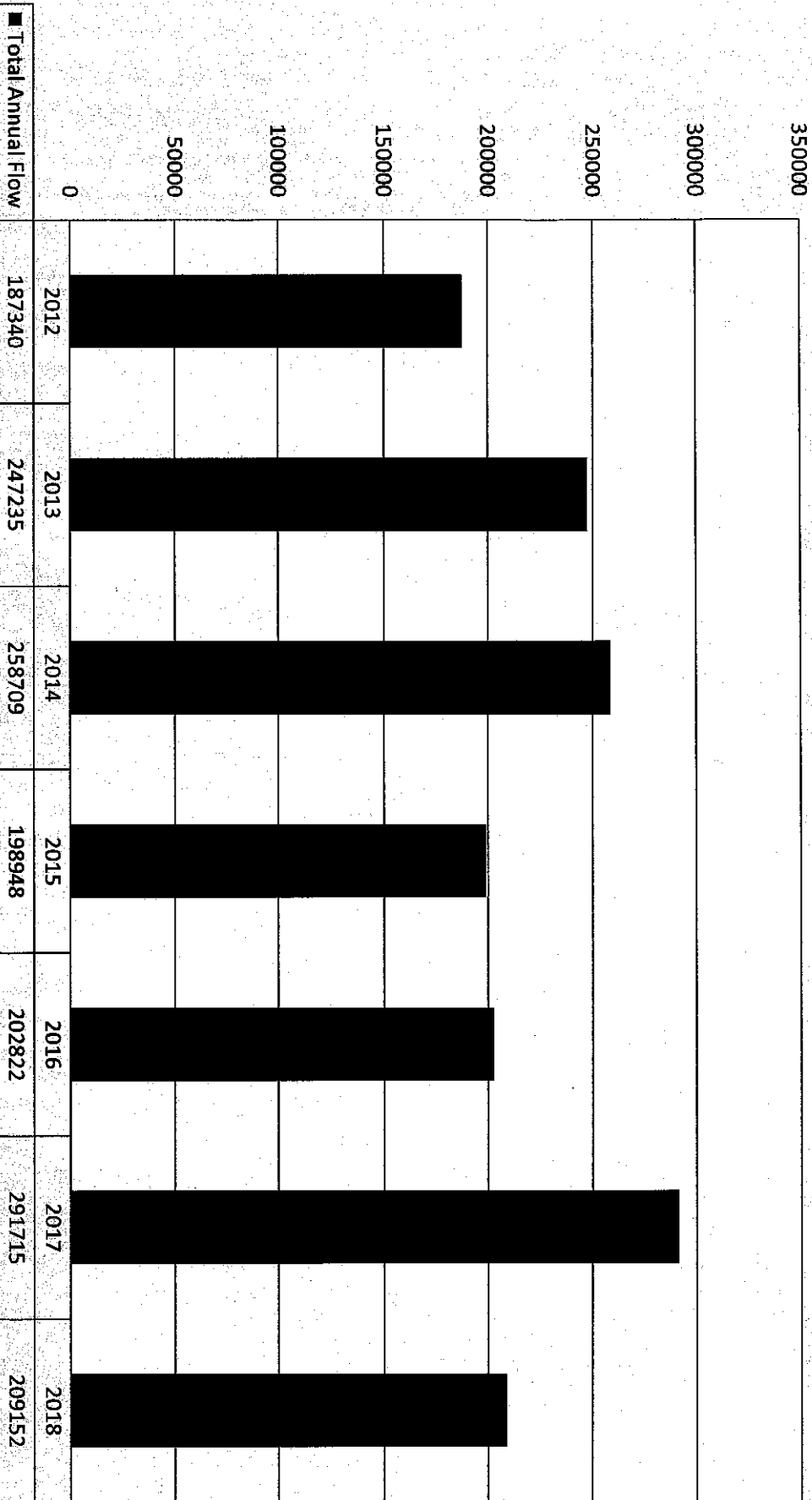
- Annual Average daily flow rated capacity 800 m³/d
- 2018 Annual average flow 590.44m³/d
- A flow reduction plan established
- Primary target - Collection system infiltration



ONTARIO CLEAN WATER AGENCY
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Provider

Annual Total Sewage Flows (m³)



• Annual Maximum Rated Capacity 292,000 m³



ONTARIO CLEAN WATER AGENCY
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Your Total
Water Solutions
Provider

Effluent Limit Exceedance Summary

Sample	Date	Parameter	Exceedance of	Limit	Value	Corrective Action
Final Effluent	March 2018	Total Suspended Solids	ECA	15.0 mg/L	22.5 mg/L	Heavy rainfall cause the total suspended solids to increase
Final Effluent	March 2018	Total Suspended Solids	Loadings in ECA	12.0 mg/L	17.5 mg/L	Heavy rainfall cause the total suspended solids to increase
Final Effluent	April 2018	Total Suspended Solids	ECA	15.0 mg/L	19.4 mg/L	Heavy rainfall cause the total suspended solids to increase
Final Effluent	April 2018	Total Suspended Solids	Loadings in ECA	12.0 mg/L	24.1 mg/L	Heavy rainfall cause the total suspended solids to increase

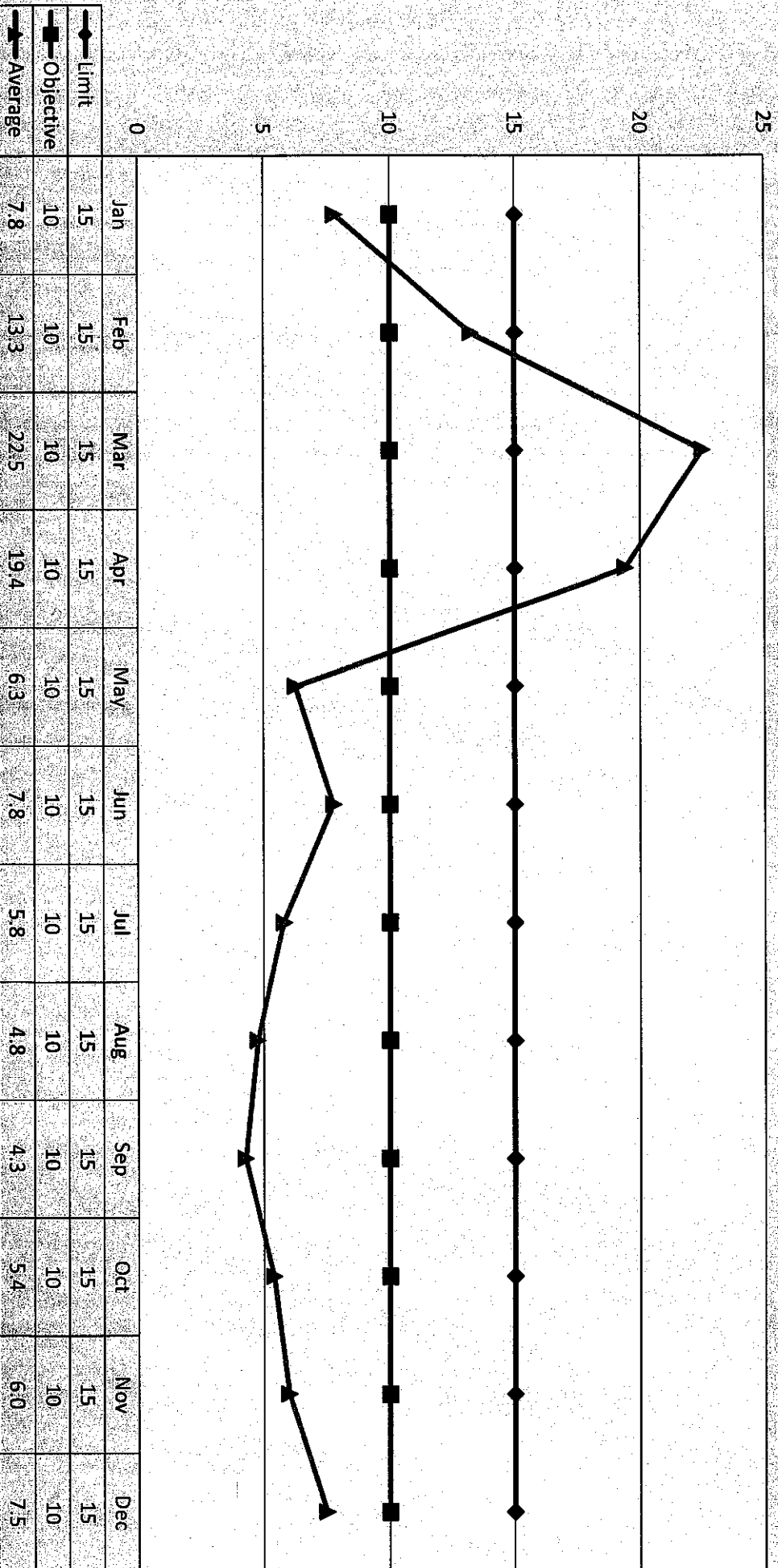
- Reduced limit exceedances anticipated with infiltration reduction strategy

OCCWA

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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Total Suspended Solids Concentration (mg/L)



• Seasonal exceedance due to high infiltration flows



OCWA

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Provider

Merrickville Wastewater Treatment Plant

Highlights

- Flow reduction of 27% 2018 vs 2017
- Seasonal exceedance of Total Suspended Solids
- Infiltration reduction strategy continues
- Odour reduction focus continues
- Chemical application optimization
- Sludge hauling schedule
- Process enhancement options

OCWA



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AGENCE ONTARIENNE DES EAUX

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 ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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Drinking Water Quality Management Standard and the Municipal License

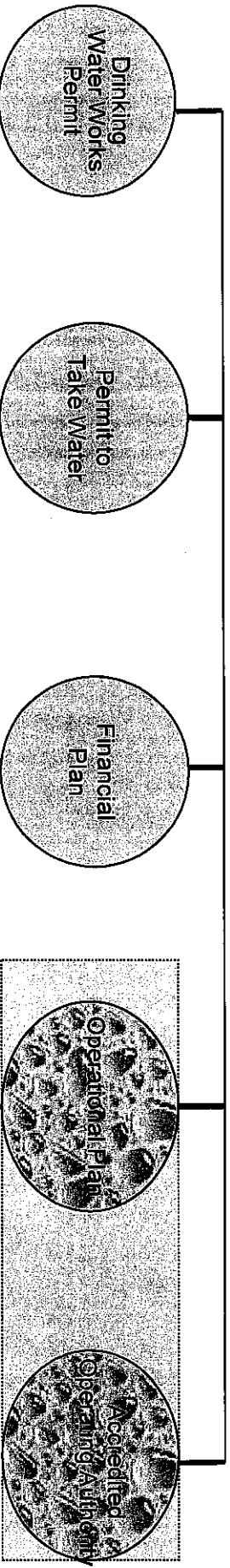
By: Eastern Regional Compliance Team

Municipal License

- Required to operate a municipal water system.
- Outlines additional sampling or limits such as:
 - Treated water flows
 - Flow meter calibration frequencies
- Provides exemptions from regulatory requirements if necessary.
- Requires renewal by dates established in issued license.
- 5 year renewal frequency
 - Renewal Application Date - September 21, 2020

The Municipal License includes five elements:

Municipal Drinking Water Licence



Drinking Water Works Permit

- Outlines all installed equipment at the facility.
- Updated as required.
 - Allows for equipment modifications through a series of forms that are kept on site and submitted to the ministry.
- No scheduled renewal required.

Permit to Take Water

- Provides limits on raw water flows from the source.
- Raw flows are uploaded annually to the Ministry.

	Source Name / Description:	Source Type:	Taking Specific Purpose:	Taking Major Category:	Max Taken per Minute (litres)	Max Num. of Hrs Taken per Day:	Max Taken per Day (litres)	Max Num. of Days Taken per Year:	Zone/Easting/Northing:
1	Well #1	Well Drilled	Municipal	Water Supply	910	24	1,312,885	365	18 433940 4973750
2	Well #2	Well Drilled	Municipal	Water Supply	1,387	24	2,000,240	365	18 433950 4973800
3	Well #4	Well Drilled	Municipal	Water Supply	682	24	981,936	365	18 434000 4973825
						Total Taking:	4,295,061		

Financial Plan

- Completed by the municipality.
- Must meet the requirements of O. Reg. 453/07.
- Also required to be submitted to the Ministry of Municipal Affairs.
- OCWA does prepare these plans as an extra service.

Operational Plan

- The Operational Plan details the facility specific requirements of the Ministry's established Drinking Water Quality Management Standard (DWQMS).
- 21 Elements that describe how the facility is operated.
- Uses Plan, Do, Check, Improve cycle approach.

21 Elements of the DWQMS

ELEMENTS	
1	Quality Management System
2	Quality Management System Policy
3	Commitment & Endorsement
4	QMS Representative
5	Document & Records Control
6	Drinking Water System
7	Risk Assessment
8	Risk Assessment Outcomes
9	Structure, Roles & Responsibilities
10	Competencies
11	Personnel Coverage
12	Communications
13	Essential supplies and services
14	Review & Provision of Infrastructure
15	Infrastructure Maintenance, Rehabilitation & Renewal
16	Sampling, Testing & Monitoring
17	Measurement & Recording Equipment Calibration & Maintenance
18	Emergency Management
19	Internal Audits
20	Management Review
21	Continual Improvement

Plan & Do
 Check
 Improve
 Key elements

Re-Endorsement

- The Operational Plan is considered a living document but does have a requirement for OCWA Top Management and facility Owner to endorse the plan.
- There is no legislated frequency for endorsement.
- How it stands now, when there are significant updates or a change with the Owner (new council) re-endorsement is completed.
- The last endorsement was in 2015.

Main Changes

- The Operational Plan has changed format to each element being a procedure and to incorporate changes included in the updated in 2.0
- Element 2 QMS Policy
 - Removed “is appropriate for the size and type of the subject system”
- Element 6 Drinking Water System
 - Re-structured element to clarify requirements for different types of drinking water systems
- Element 7 Risk Assessment
 - Updated to include reference to the Ministry’s “Potential Hazardous Events for Municipal Drinking Water Systems”; these mandatory hazards will need to be considered during the next scheduled 36-month risk assessment
 - Many of the listed hazards are likely already addressed in your current risk assessment (e.g., chemical spill impacting source water, failure of primary or secondary disinfection equipment, algal blooms, etc.); however, you will need to ensure that the remaining hazards are assessed and documented
- Element 12 Communications
 - Clarified that “suppliers” are those that are identified as essential under element 13
- Element 14 Review and Provision of Infrastructure
 - Changed annual frequency to “at least once every calendar year”
 - Added new requirement to consider the outcomes of the risk assessment in the review
- Element 15 – Infrastructure Maintenance, Rehabilitation and Renewal
 - Added requirement to document a long term forecast of major infrastructure maintenance, rehabilitation and renewal activities and that the forecast must be reviewed at least once every calendar year

Accredited Operating Authority

- OCWA is currently the Accredited Operating Authority for Merrickville.
- The Operational Plan is audited annually by a 3rd party auditor.
 - SAI Global is our auditing body.
- The audit cycle is:
 - Year one – Surveillance
 - Year two – Surveillance
 - Year three – Re-Accreditation audit (On-Site)
 - This audit will take place May 2019

This is to certify that the following operating authority:

The Ontario Clean Water Agency (OCWA)

920 East Avenue, Mississauga, Ontario, L5E 1W6

operates a Drinking Water System on behalf of

Corporation of the Village of Merrickville-Wolford

317 Brock St. W, P.O. Box 340 Merrickville, Ontario K0G 1N0 Canada

Which includes the Drinking Water System:
Merrickville WTP

complies with the requirements of

Drinking Water Quality Management Standard (DWQMS)-2006

for the following scope of accreditation

Full Scope - Entire DWQMS

Certificate No.: CEERT-0096090
File No.: 1634138
Issue Date: May 5, 2016

Original Certification Date: March 13, 2013
Current Certification Date: May 9, 2016
Certificate Expiry Date: May 8, 2019

Thank you for your time

Questions??

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**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby
approve the Minutes of the regular Council meeting of April 23, 2019 as:

_____circulated.

_____amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Tuesday, April 23, 2019

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Tuesday, April 23, 2019.

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

Staff in Attendance: Doug Robertson, CAO/Clerk
Christina Conklin, Deputy Clerk
Kirsten Rahm, Treasurer
Randy Wilkinson, Chief Building Official
Brad Cole, Acting Public Works Manager and Fire Chief

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

Approval of Agenda

R-136-19 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of April 23, 2019, as amended.

Carried

Note: The agenda was amended to include two Notices of Motion from Councillor Molloy.

Proclamation: Mayor Struthers made the following Proclamation:

WHEREAS Parkinson's is a disease of the brain that touches almost every aspect of daily living including movement, mood, speech, eating, drinking and sleep and cognitive changes. It worsens over time, robbing a person of independence through increasing complications, sometimes resulting in premature death as there is no known cure;

AND WHEREAS Parkinson's affects 40,000 adults in the Province of Ontario and this number is expected to double by 2031;

AND WHEREAS Parkinson Canada provides information, consultation, support services and educational seminars for people with Parkinson's and their families and is promoting a better understanding of this disease;

AND WHEREAS, it takes a community to educate and support people affected by Parkinson's Disease and April is Parkinson's Awareness Month;

Therefore, be it resolved that I, J. Douglas Struthers, Mayor of the Village of Merrickville-Wolford, do hereby declare the month of April as Parkinson's Awareness Month.

Delegations:

R-137-19 Moved by Councillor Foster, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Merrickville-Wolford in Bloom, for information purposes.

Carried.

R-138-19 Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Merrickville Public Library regarding the 2018 Annual Report, for information purposes.

Carried.

Public Question Period: No questions.

Minutes:

R-139-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of March 5, 2019, as circulated.

Carried

R-140-19 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 special Council meeting of March 18, 2019, as circulated.

Carried

R-141-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of March 25, 2019, as circulated.

Carried

Correspondence:

R-142-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Minister of Infrastructure and Communities regarding the 2019 Gas Tax Fund dated March 27, 2019, for information purposes.

Carried

R-143-19 Moved by Councillor Foster, 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 Cheryl Gallant, Member of Parliament, regarding Bill C-68 potential changes to the *Fisheries Act*, dated April 4, 2019, for information purposes.

Carried

R-144-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Nancy Watkins, President of the Merrickville Soccer Club, dated April 5, 2019; and

That Council does hereby approve that the fees associated with the use of the soccer fields for the Merrickville Soccer Club be waived in 2019, 2020, 2021 and 2022.

Carried.

R-145-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby grant an exemption from By-law 26-07 to "A Chance Animal Rescue" to allow it to operate an itinerant canteen on the grounds of the Merrickville LCBO between 9:00 a.m. and 4:00 p.m. on May 4, 2019, June 15, 2019, July 13, 2019 and August 10, 2019 for the purposes of a "Dogs for Dogs" barbecue event.

Carried.

Library:

R-146-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Public Library Board dated March 14, 2019, for information purposes.

Carried.

Building Department:

R-147-19 Moved by Councillor Halpenny, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive resolution R-06-2019 of the Planning Advisory Committee; and

That Council does hereby recommend approval of Consent Application B-4-19.

Deferred.

R-148-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive resolution R-07-19 of the Planning Advisory Committee; and

That Council does hereby direct the Chief Administrative Officer to contact the Village Planner to arrange a date to hold an open house for the new Official Plan in the month of July, 2019.

Carried.

R-149-19 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: By-law 24-2019, being a by-law to establish a Property Standards Committee, be read a first and second time, and that By-law 24-2019 be read a third and final time and passed.

Carried.

R-150-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: By-law 26-2019, being a by-law to establish a Committee of Adjustment, be read a first and second time, and that By-law 26-2019 be read a third and final time and passed.

Carried.

Public Works:

R-151-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive and adopt the 2018 Annual Water Report as prepared by the Ontario Clean Water Agency (OCWA) dated February 28, 2019.

Carried.

R-152-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive and adopt the 2018 Annual Wastewater Report as prepared by the Ontario Clean Water Agency (OCWA) dated March 20, 2019.

Carried.

R-153-19 Moved by Councillor Halpenny, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve April 27th, May 1st and May 4th as brush amnesty days at the landfill to allow each property a maximum of one half-ton truck or 4x8 utility trailer free of charge.

Carried.

R-154-19 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby support and approve a Pitch-In event from April 29th to May 10th; and

That Council authorize issuing Pitch-In bags from the municipal office; and

That Council authorize the acceptance of Pitch-In bags at the landfill site during regular landfill hours from April 29th to May 11th.

Carried.

Finance Department:

R-155-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-13-2019 regarding Ontario Regulation 284/09 for 2019, for information purposes.

Carried.

R-156-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-14-2019; and

That Council does hereby give favourable consideration to By-law 23-2019 to adopt the Community Grant Program Policy.

Carried.

R-157-19 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that: By-law 23-2019, being a by-law to adopt a Community Grants Program Policy, be read a first and second time, and that By-law 23-2019 be read a third and final time and passed.

Carried.

R-158-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-15-2019 regarding a list of municipal staff positions, for information purposes.

Carried.

R-159-19 Moved by Councillor Halpenny, Seconded by Councillor Molloy
Be it hereby resolved that: By-law 25-2019, being a by-law to appoint a deputy treasurer, be read a first and second time, and that By-law 25-2019 be read a third and final time and passed.

Carried.

CAO:

R-160-19 Moved by Councillor Foster, Seconded by Councillor Halpenny
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-04-2019 regarding Advisory Committee Terms of Reference, for information purposes.

Carried.

R-161-19 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Barbra Kimmerle, Project Engineer of Jp2g Consultants Inc., dated April 15, 2019; and

That Council does hereby award Tender PW-2019-01 to Clarence McDonald Excavation Ltd.

Carried.

Public Question Period to Council

I. Wood inquired as to whether the Village had policies and procedures in place with respect to the purchasing of equipment.

D. Bower inquired as to whether there was a start date for the Drummond, Lewis and St. Patrick Street project.

J. Fitzpatrick inquired as to how the brush amnesty days would be advertised.

Notice of Motions:

Councillor Molloy gave notice of a motion regarding the Waste Management Study from 2011.

Councillor Molloy gave notice of a motion regarding increased access to natural gas on the North Side of the River and into rural Wolford through Enbridge.

Confirming By-Law

R-162-19 Moved by Councillor Halpenny, Seconded by Councillor Foster

Be it hereby resolved that: By-law 22-2019, being a by-law to confirm the proceedings of the Council meeting of April 23, 2019, be read a first and second time, and that By-law 22-2019 be read a third and final time and passed.

Carried.

Adjournment

R-163-19 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 9:15 p.m. until the next regular meeting of Council on Monday, May 13, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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Incorporated
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Merrickville 1860
Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-02-2019, being the 2019 first quarter report of the By-law Enforcement Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report BLEO-02-2019
By-Law Enforcement Department
Information Report to Council
Date of Council Meeting: May 13, 2019

RE: 1st Quarter Report (January 1st to March 31st)

OBJECTIVE: To provide Council with an update regarding the first quarter results of the By-Law Enforcement Department, for information purposes.

RECOMMENDATION:

THAT: Council receive report BLEO-02-2019 for information purposes.

BACKGROUND:

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

ANALYSIS:

Please see Schedule "A" to this report for an illustrative graph comparing the first quarter results from 2018 and 2019.

During the period from January 1st, 2019 to March 31st, 2019, of significant note are the following:

1. There were no property clean ups compared to the one in the 1st quarter of last year;
2. Illegal signs removed are down by 4 from the 1st quarter of last year;
3. Parking tickets issued are higher in the 1st quarter this year than 2018; and
4. There was an increase of parking warnings issued from the amount issued in the 1st quarter of last year.

Please note that the increase in parking tickets was due to the winter parking restrictions that were in effect to assist with snow plowing operations.

Due to the weather conditions, the electronic speed control/driver feedback sign was not active therefore there are currently no statistics to give for the first quarter.

BUDGET/LEGAL IMPLICATIONS:

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

CONCLUSION:

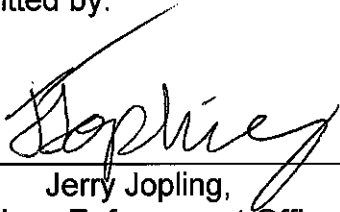
This report is for information purposes only.

ATTACHMENTS:

Schedule "A" - Graph comparing 1st quarter results of 2018 and 2019.

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

Submitted by:



Jerry Jopling,
By-Law Enforcement Officer

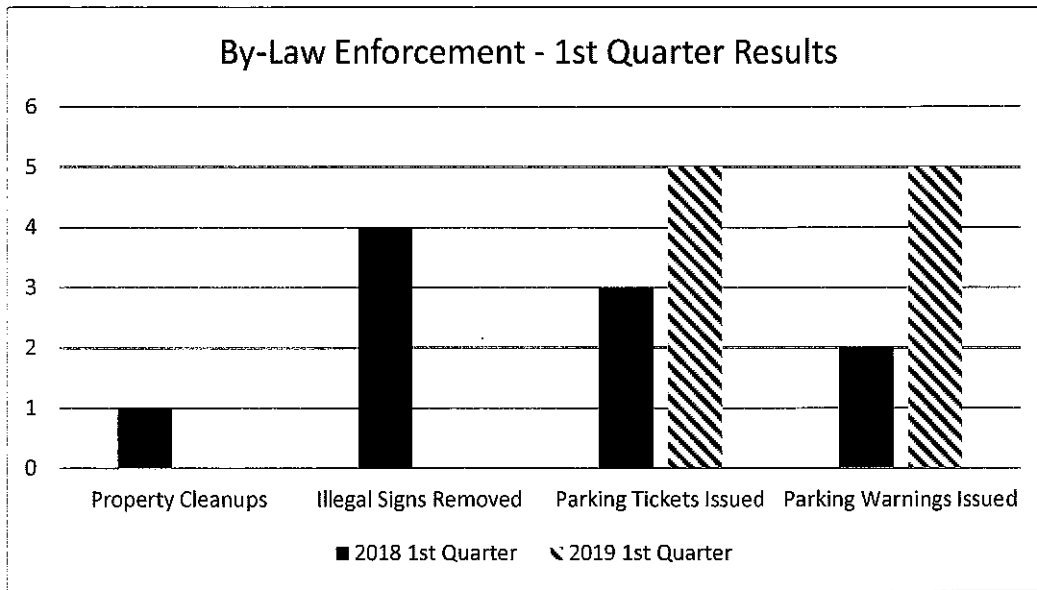
Approved by:



Doug Robertson,
CAO/Clerk

Schedule "A" to BLEO-02-2019

	2018 1st Quarter	2019 1st Quarter	Jan. 1 to March 31
Property Cleanups	1	0	
Illegal Signs Removed	4	0	
Parking Tickets Issued	3	5	
Parking Warnings Issued	2	5	



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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-02-2019, being the 2019 first quarter report of the Merrickville Fire Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report FD-02-2019
Merrickville Fire Department
Information Report to Council
Date to Council: May 13, 2019

RE: 1st Quarter Report (January 1st to March 31st)

OBJECTIVE: To provide Council with an update regarding the first quarter of activity for the Merrickville Fire Department, for information purposes.

RECOMMENDATION:

THAT: Council receives report FD-02-2019, being the 2019 first quarter report of the Merrickville Fire Department, for information purposes.

BACKGROUND:

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics in order to keep Council and the public informed of the progress of the Merrickville Fire Department (MFD).

ANALYSIS:

The first quarter has seen a slight decrease in emergency calls from 2018 due to the new location of the Smiths Falls Paramedic base and faster response times by EMS. The late spring and large snow pack has kept the grass fires at a standstill.

The Department responds to approximately 65 calls for service each year. Seasonal and tourist activity traditionally provides an increase in call volume over the 2nd & 3rd quarters. The calls are primarily responses to medical assists, motor vehicle collisions and fire/carbon monoxide alarms. (**Reference: Appendix A for 1st quarter call statistics**).

The focus of the Merrickville Fire Department is the protection of all firefighters and citizens in Merrickville-Wolford. This is accomplished by the dedication and time committed to training and equipment maintenance/inspection by all members. Ensuring that the training program(s) for the firefighters is attainable, accessible and to a recognized provincial standard is critical to the level of service expected from the citizens we serve. The MFD has adopted the National Fire Protection Association (NFPA) Firefighter 1 & 2, 1001 Training Program and has been following this for the past 3 years. Training occurs every second Tuesday evening and vehicle/equipment checks and drill nights occur on the opposite Tuesday nights for each of the four platoons over a two-month period.

The recent proposed amendments to the Fire Protection and Prevention Act (FPPA), were recently released by the Ministry of Community Safety and Correctional Services (MCSCS) and include:

1. Firefighter Mandatory Certification, starting January 1, 2019;
2. Community Risk Assessment; and
3. Public response time reporting.

The Office of the Fire Marshal and Emergency Management is announcing the re-opening of the grandfathering program that was initially started in 2013/14 to recognize current firefighters and officers that had acquired the equivalencies based upon their prior experience, knowledge and certifications. The MFD did submit some of our members at that time, but not all members had the experience or knowledge for the certification. This process was reviewed by the past Chief as the Authority Having Jurisdiction (AHJ) and all members that have the appropriate qualifications were submitted for the grandfather program by September 30, 2018. I am pleased to announce that all Firefighters that were submitted for grandfathering have been accepted and given their accreditation.

FIREFIGHTER HOURS:

Total Training hours: 1st Quarter = **300 hours**

Total Part-Time (paid) Chief hours: 1st Quarter = **286 hours**

Total Emergency Call hours: 1st Quarter = **226 hours**

VEHICLES AND EQUIPMENT:

The first quarter has been very busy with the completion of annual vehicle safety certifications as required by the Ministry of Transportation, cascade system upgrade and testing of air quality for self-contained breathing apparatus (SCBA) cylinders. There was a compressor failure during the inspection process but was fixed at no cost under warranty. There have been battery issues with two of the trucks but have been rectified with a new charging system as the old charger was overcharging the batteries and causing dry cells. The annual pump testing is scheduled for June this year.

BURNING PERMITS

The Village of Merrickville-Wolford, in recognizing and abiding by Ontario Regulation 388/97 made under the *Fire Protection and Prevention Act, 1997*, has implemented a by-law to prescribe the precautions and conditions under which fires may be set in open air.

The Village's Open-Air Burning Permit system is permissive, user-friendly and is aligned with current legislation and local by-laws. The permits are still free and available online, at the municipal office or library if residents are unable to access the electronic version. The permit is effective for one year and allows for ease of notifying the Fire Department when burning as well as informing the individual of the current fire risk and immediately notifying them if there is a burning ban in effect. It is the responsibility of the individual burning to notify the Fire Department by calling 613-706-2330 when they plan on burning. Exemptions to the burning permit are a small contained fire supervised at all times and used to cook food in a grill or barbeque.

The Municipality has issued 109 burning permits in the first quarter of 2019. All permits expire on December 31st at midnight. This is a reminder to all residents who have not yet reapplied for a burning permit to do so at their earliest opportunity and, of course, in advance of burning. This system has been reflected in an increase to the Fire Prevention budget line by \$1,500.00, annually.

ASSOCIATION AND DEPARTMENT INITIATIVES

There was a good turnout for the Pancake Breakfast that was held on April 6th at the Fire Station and was completely organized by the Firefighters' Association. This was a fundraising initiative with the goal of purchasing an aluminum trailer to haul the UTV to emergencies. The Rural Response Program already includes the Brush Truck and Wildfire Skid Unit (Pump and 200-gallon water tank), which are currently in service. The aluminum trailer will complete the Rural Response Program. This will allow us to better serve our residents, visitors and neighbors in our rural area. With increased development in the suburban and rural areas, as well as increased use of the Limerick Trail and forest area, we will be better prepared to respond more appropriately, if required. As Acting Chief, I wish to commend the work of our Association and express appreciation of the support of our community in these activities to improve the safety and response capacity of our First Responders.

BUDGET/LEGAL IMPLICATIONS:

To date, the financial expenditures for the first quarter have aligned with the approved 2019 budget.

LINKS TO STRATEGIC PLANS:

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

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

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

with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

Schedule "A" - Graph 1st Quarter Calls

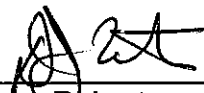
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	NA
Building Control & BLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Submitted by:



Brad Cole, Acting
Fire Chief/Alt. CEMC

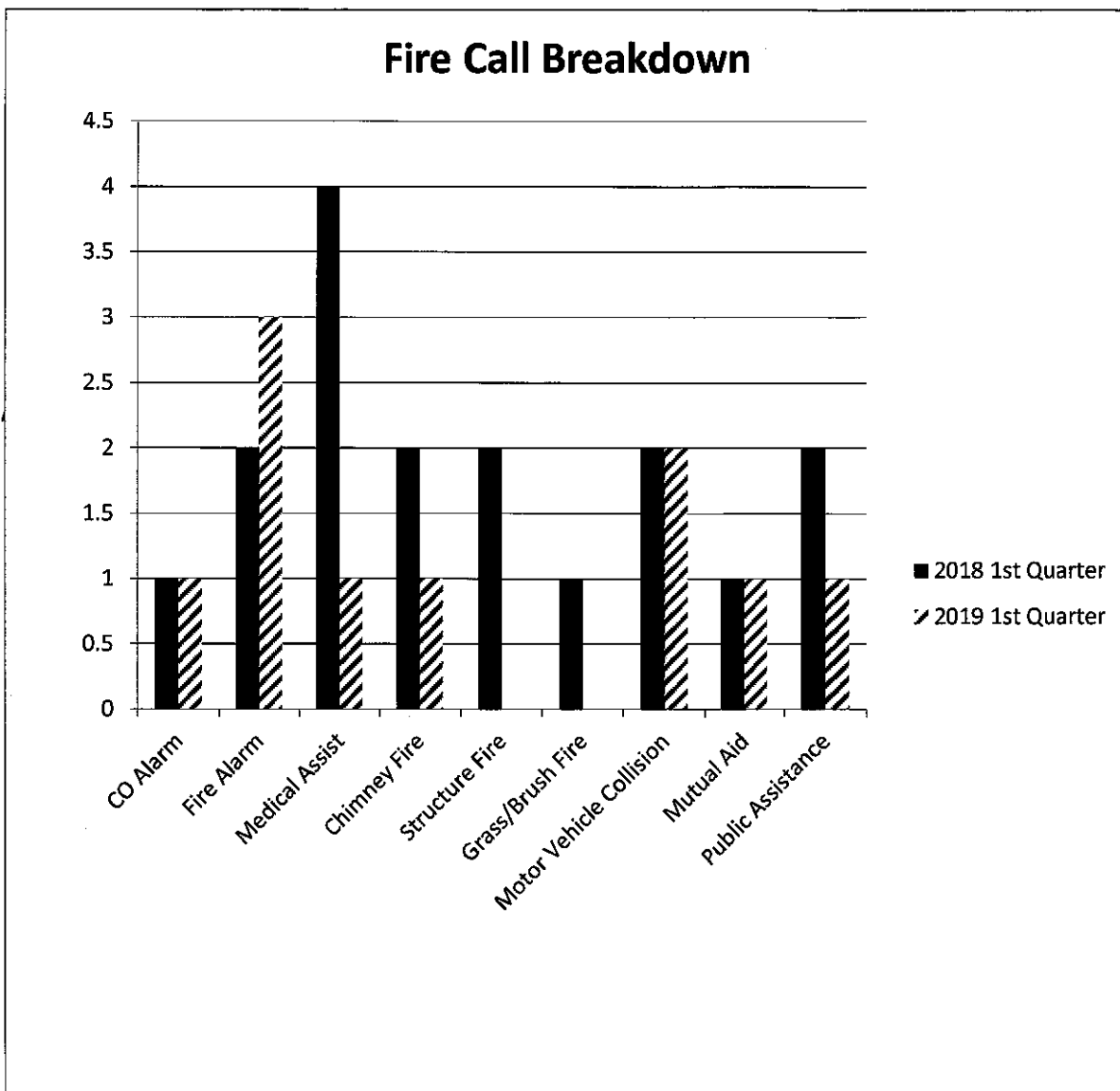
Approved by:



Doug Robertson,
CAO/Clerk

Schedule "A" to FD -02-2019

	2018 1st Quarter	2019 1st Quarter
CO Alarm	1	1
Fire Alarm	2	3
Medical Assist	4	1
Chimney Fire	2	1
Structure Fire	2	0
Grass/Brush Fire	1	0
Motor Vehicle Collision	2	2
Mutual Aid	1	1
Public Assistance	2	1



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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-02-2019, being the 2019 first quarter report of the Public Works Department, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville-Wolford

Report PW-02-2019
Public Works Department
Date to Council: May 13, 2019
Information Report to Council

RE: Quarterly Report from January 1st to March 31st

OBJECTIVE: To provide Council with an update regarding the first quarter results of the Public Works Department, for information purposes.

RECOMMENDATION:

THAT: Council receive report PW-02-2019, being the 2019 first quarter report of the Public Works Department, for information purposes.

BACKGROUND:

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics in order to keep Council and the public informed of the progress of the Public Works Department.

ANALYSIS:

The first quarter was very busy for staff with the preparation of the 2019 Draft Operating and Capital Budgets. Subsequent to the passing of the 2019 Budget, there have been many Request for Quotes (RFQs) issued for the provision of maintenance gravel (RFQ PW 2019-04), for road side sweeping (RFQ 2019-05), for road side mowing (RFQ 2019-02) and for dust suppressants (RFQ 2019-03).

With the unpredictable weather, the Village experienced 26 snow events in the first quarter that required plowing in addition to ice events that required sanding only. Employees spent many hours working to keep the roads and sidewalks clean and safe for residents throughout this long winter season. The Acting Publics Works Manager would like to express appreciation to the Public Works Team for their hard work this winter.

The department has started to make repairs to landscaping, as needed, and has been able to get a good start on spring maintenance grading of the roads throughout the municipality. All municipal buildings are in good shape and have been regularly maintained over this quarter, as usual.

The Public Works Department has applied for two summer students this year with the grant application process for Canada summer jobs through Service Canada. Employee

safety continues to be the focus of the Department, as such, training for current staff throughout the year will continue to be able to maintain the high level of service Merrickville -Wolford residents are used to by using the latest and safest practices while staying in compliance with Ministry of Labor (MOL).

The Centennial Hall roof is scheduled to be replaced in Eastons Corners in the coming months. The shingles will be stripped off and a rubber membrane will be added followed by steel roofing being applied for longevity of the roof structure.

Equipment:

The Department has purchased a new Ferris Zero-turn Mower that was one of our capital asks to add to the current fleet of lawn maintenance equipment. The Department has also taken on the grass maintenance at the water and wastewater facilities in an effort to save costs. The plowing equipment is currently undergoing salt elimination and will soon be ready to have the blades removed so they can be used for summer maintenance projects throughout the Municipality.

Landfill:

For an update on the landfill, please refer to Schedule "A".

The engineering firm has provided the 2018 landfill report which finds the Municipality to be in compliance with Ministry of Environment (MOE) requirements as well as meeting all the mandated requirements that are set out in the environmental plan. The landfill had 4,171 vehicles pass through in the first quarter. The recycling of fibres (24.9 ton) continues to outweigh the amount of plastic and glass containers (13.98 ton) being recycled. There were 240 tires recycled this quarter. In the first quarter of 2018, landfill revenue was \$3,796.92 and has decreased in 2019 to \$2,873.50 a difference of \$923.42. This is a continued result of the new fee structure and weigh scale that has been implemented for accurate weight measurements. Continued maintenance of the landfill is performed weekly through regular maintenance and cleaning. The Department utilizes clean cover material and good compaction practices to stay in compliance with the MOE and to maintain a high standard of quality for our residents while promoting the longevity of the landfill site.

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

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

Schedule "A" - Graph comparing 1st quarter results from 2018 and 2019


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

Submitted by:



Brad Cole,
Acting Manager of Public Works

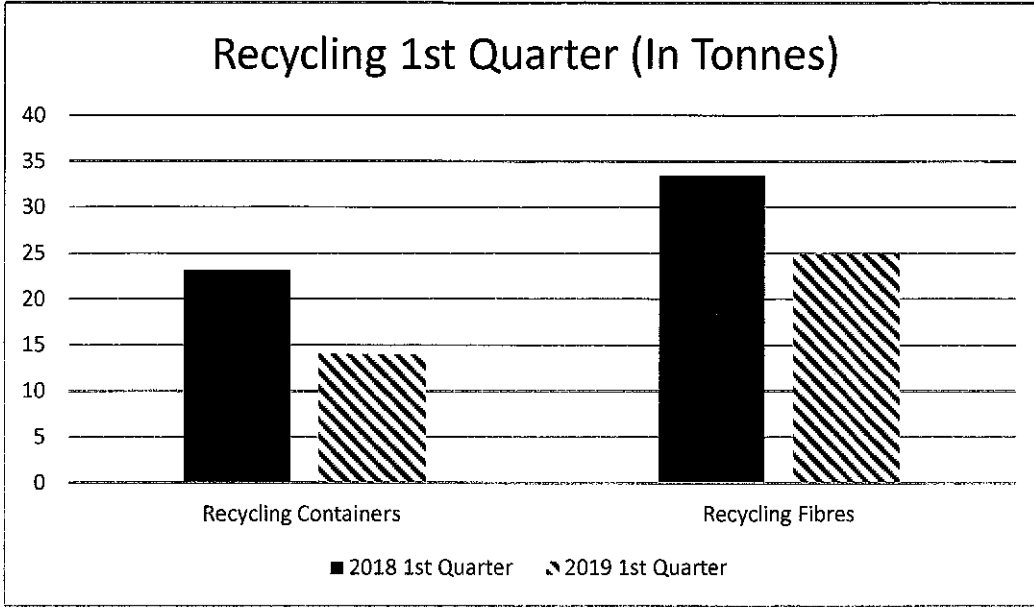
Approved by:



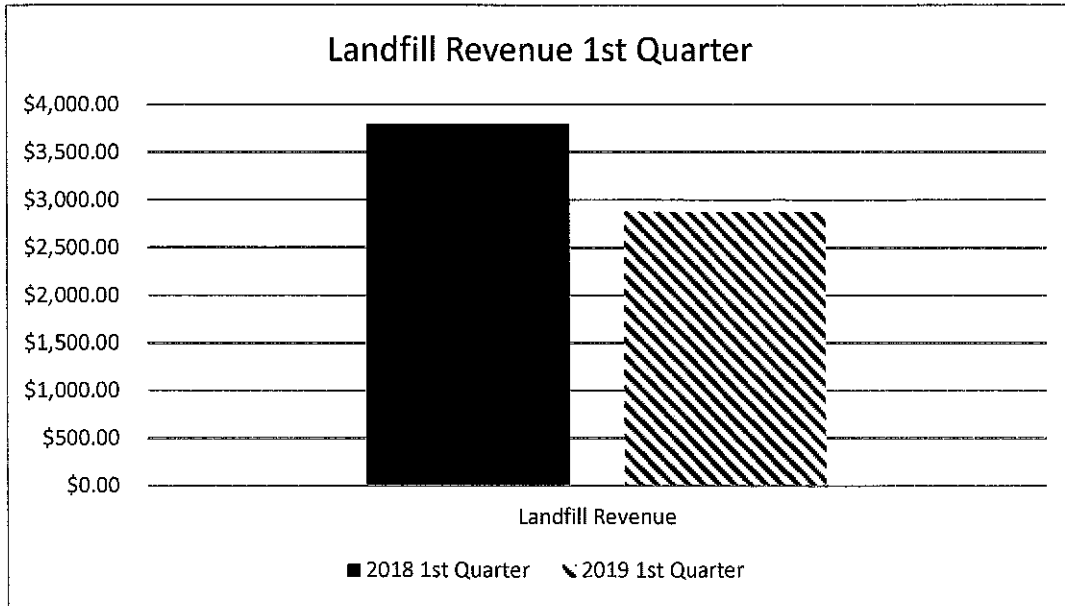
Doug Robertson,
CAO/Clerk

Schedule "A" to PW-02-2019

	2018 1st Quarter	2019 1st Quarter
Recycling Containers	23.13	13.98
Recycling Fibres	33.46	24.9



	2018 1st Quarter	2019 1st Quarter
Landfill Revenue	\$3,796.92	\$2,873.50



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VILLAGE OF MERRICKVILLE-WOLFORD

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required:
**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-05-2019 regarding an Overview of 2019 Municipal Projects, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville - Wolford

**Report CAO-05-2019
Information Report to Council
Date: May 13, 2019**

RE: Overview of 2019 Municipal Projects

OBJECTIVE: To provide Council with an overview of 2019 Projects and Action Items.

RECOMMENDATION:

THAT Council receives report CAO-05-2019 regarding 2019 Municipal Projects, for information purposes.

BACKGROUND:

On March 25, 2019, Council approved the 2019 Operating and Capital Budgets which established the financial resources available for operational services and capital projects provided throughout the year. However, as staff and Council have recognized on various occasions, numerous major projects must be undertaken during 2019 and into 2020 without additional staff resources.

Many of the projects are due to provincial regulatory changes, downloading, and other environmental factors beyond the municipality's control. As such, staff felt it prudent to provide Council with an overview list of the primary projects. Some of the projects are a result of legislation or are otherwise mandatory, others have become necessary due to aging equipment, buildings or technology, etc. All are in alignment with the Merrickville-Wolford Strategic Plan 2017-2015.

Please note that the list is not comprehensive, nor have the projects listed been provided in order of priority or categorization. This is simply an overview intended to demonstrate to Council the degree of demand facing the organization in the next 1-2 years. It's also important to recognize that staff will not be able to complete many of the projects recognizing that the period between approval of the 2019 budget and development of the 2020 budget has been compressed due to the 2018 municipal election.

ANALYSIS:

The following is a list of high priority and/or mandatory projects to be completed during 2019 and 2020 in addition to staff's daily operational and administrative functions:

1. Strategic Asset Management Policy;
2. Asset Management Plan;
3. Emergency Management Compliance;
4. Health and Safety Committee Compliance;
5. Official Plan and Zoning By-law update;
6. Procurement Policy Review;
7. Personnel Policy Review;
8. Long-term Financial Plan;
9. Harmonized Sales Tax Audit;
10. Gas Tax Audit;
11. Drummond, Lewis, St. Patrick Street Infrastructure Rehabilitation Project;
12. Fee Schedule By-law Review;
13. Water/Wastewater Regulatory By-law Review;
14. Implementation of Electronic Records Management System;
15. Request for Proposal – Dedicated Server;
16. Request for Proposal – Water/Wastewater Management Contract;
17. Request for Proposal – Ongoing Technological Support Services;
18. Request for Proposal – Water/Wastewater Rates Study;
19. Eastons Corners Rink Revitalization;
20. Eastons Corners Bell Tower Revitalization;
21. Eastons Corners Centennial Hall Roof Replacement;
22. Public Works Storage Facility Roof Replacement;
23. Library building repairs;
24. Maintenance Lift on Read Street;
25. Purchase of Generator for Merrickville Community Centre;
26. Repair of the Fire Hall Roof;
27. Purchase of Steel Wheels for Compactor;
28. Implementation of a new Landfill Office Building;
29. Creation and Implementation of a new Municipal Website;
30. Investment Policy;
31. Reserve Policy;
32. Fire Hall Kitchen Floor upgrade;
33. Purchase of Multi-gas Detector;
34. Purchase of 500 feet of high-volume Fire Hose;
35. Grant applications and reporting; and,
36. Fire Hall Shower Installation.

BUDGET/LEGAL IMPLICATIONS:

The budget implications are outlined in the 2019 Budget.

INTERDEPARTMENTAL IMPACTS:

Every department is impacted by the projects outlined in this report.

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.

Keeping Council and the public apprised of large projects being undertaken by the Village, transparency and openness regarding delivery of efficient and effective services is recognized in an open and transparent manner.

ATTACHMENTS:

None.

Submitted by:



Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

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required:

**Recorded Vote Requested
By:**

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-06-2019 regarding the Main Street Revitalization Initiative, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville – Wolford

**Report CAO-06-2019
of the CAO/Clerk's Department
Report to Council: May 13, 2019**

RE: Main Street Revitalization Initiative

OBJECTIVE: To inform Council regarding a potential approach for determining how to allocate the Main Street Revitalization Initiative funding.

RECOMMENDATION:

THAT Council receive report CAO-06-2019 regarding the Main Street Revitalization Initiative for information.

BACKGROUND:

On May 14, 2018, Council received report FIN-01-2018 (attached) informing Council that the Village of Merrickville-Wolford has been allocated \$40,358.75 from the Province for this initiative. The report indicated that municipalities have until March 31, 2020 to spend the funds.

ANALYSIS:

Given the critical potential benefit of this initiative for the community, Council may wish to consider alternatives for engaging the community directly in the process of determining how these funds will be allocated.

One such option available to Council, as outlined in the Procedure By-law Definitions, Section 1.2, which reads:

“Ad hoc Committee” means a special purpose committee with a limited duration, appointed by Council to carry out a specific task and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

Procedure By-law Part 9 – Committees of Council, reads:

- a) *Council may, from time to time, establish Committees in response to specific issues requiring immediate or long-term attention. No Committee shall have departmental jurisdiction.*

Council may wish to consider creating an ad hoc committee, potentially referred to as the "Main Street Revitalization Initiative Ad Hoc Committee", to advise Council regarding optimal use of these funds. In keeping with Part 9 of the Procedure By-law, the committee's purpose is to provide advice and input to Council, it would have no decision-making authority, and Council shall adopt a Terms of Reference.

The ad hoc committee would also be governed by the Association of Municipalities of Ontario (AMO) Guide to the Municipal Funding Agreement. Schedule B of this document (attached) provides specific information regarding the potential uses for the funds. This document should be provided to the committee who, in turn, could incorporate it in drafting a Terms of Reference for Council's approval.

BUDGET/LEGAL IMPLICATIONS:

There are no implications for 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 & Civic Engagement.

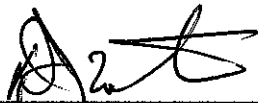
CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

FIN-01-2018 – Main St Initiative
AMO Guide to the Municipal Funding Agreement - Schedule B

Submitted by:



Doug Robertson MBA
CAO / Clerk / Director, Economic Development



Village of Merrickville - Wolford

Report FIN-01-2018
Finance Department

Date to Council: May 14, 2018
Action/Information Report to Council

RE: 2018 Ontario Main Street Initiative

OBJECTIVE: To provide Council with an overview of the 2018 Ontario Main Street Revitalization Initiative and a By-Law to enter into a funding agreement for this program.

RECOMMENDATION:

THAT Council receive report FIN-01-2018 regarding 2018 Main Street Revitalization Initiative; and

THAT Council authorize the By-Law to enter into a Municipal Funding Agreement with the Association of Municipalities of Ontario for Ontario's Main Street Revitalization Initiative.

BACKGROUND:

The province of Ontario is making \$26 million available for allocation for the purposes of supporting municipal Main Street Revitalization Initiatives in Ontario. The idea behind the fund is that investment in revitalization activities will support small businesses.

ANALYSIS:

The Village of Merrickville-Wolford has been allocated \$40,358.75 from the province for this project. Municipalities have until March 31, 2020 to spend the funds, so eligible projects could be included in next year's budget. The funds may be used to pay for up to one hundred percent of eligible expenditures of an eligible project.

The criteria for the funding is very specific. The project must support main street areas as defined by a Community Improvement Plan or any other municipal land use planning policy such as an official plan or an economic development strategy. The listing of eligible projects is included in the attached agreement, but includes projects such as:

Signage – wayfinding/directional, and gateway.

Streetscaping and landscape improvements – lighting, street furniture, interpretive elements, active transportation infrastructure etc.

Marketing plan implementation – business attraction and promotion activities, special events.

BUDGET/LEGAL IMPLICATIONS:

There are no impacts to the 2018 Budget.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

LINKS TO STRATEGIC PLANS:

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

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

Building a progressive, growing economy

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

CONCLUSION:

It is recommended that Council approve the By-Law to enter into a funding agreement with AMO for Main Street Revitalization as outlined in Attachment "B" to this report.

ATTACHMENTS:

- Attachment "A": By-Law
- Attachment "B": Municipal Funding Agreement

Submitted by:

COPY

Reviewed by:

Kirsten Rahm, Treasurer/Manager of Finance

Arie Hoogenboom, Interim CAO/Clerk

SCHEDULE B ELIGIBLE PROJECTS

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

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

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

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Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-07-2019 regarding the Natural Gas Expansion, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville – Wolford

Report CAO-07-2019
of the CAO/Clerk's Department
Report to Council: May 13, 2019

RE: Natural Gas Expansion

OBJECTIVE:

To inform Council regarding recent efforts to explore the possibility of expanded natural gas service within the Municipality.

RECOMMENDATION:

That Council receive report CAO-07-2019 regarding Natural Gas Expansion Efforts, for information purposes.

BACKGROUND:

The introduction of *The Access to Natural Gas Act, 2018* (Bill 32) in October of 2018 has recently renewed interest in the subject of natural gas expansion amongst Ontario municipalities, particularly as it relates to it's potential for cultivating increased economic activity.

Bill 32 would, if passed, amend the *Ontario Energy Board Act, 1998* (OEBA) to authorize the creation of a ratepayer-funded cross-subsidization Natural Gas Expansion Support Program to make distribution system expansion more economically viable for distributors.

The purpose of the proposed program would be to mitigate or reduce the costs of expansion paid by newly-connected natural gas customers and subsidize these costs across the natural gas rate base. The proposed program would be designed to ensure that it recovers as closely as possible only the minimum costs necessary to make expansion projects economically viable.

ANALYSIS:

At the Rural Ontario Municipal Association (ROMA) conference in Toronto in January 2019, Mayor Doug Struthers and the CAO/Clerk had an opportunity to enter a dialogue with representatives of Enbridge Pipelines Inc. about the potential for expanded services in the Village of Merrickville-Wolford.

The CAO/Clerk has subsequently continued to engage Enbridge representatives to explore the potential for expansion within the municipality. Given the improved possible

economic viability related to higher property densities and existing infrastructure, the interest with Enbridge has tended to relate mostly to the area north of the canal. Enbridge has been made aware of municipal records indicating the installation of sanitary pipes across the canal in the early 1970s and is seeking further information from the municipality in that regard.

Staff will continue to engage with representatives of Enbridge Pipelines Inc. with respect to the above and to update Council as relevant information becomes available.

BUDGET/LEGAL IMPLICATIONS:

There are no implications for 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:

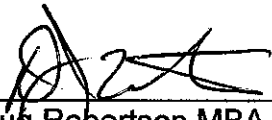
Building a Progressive, Growing Economy.

CONCLUSION:

This report is for information purposes only.

ATTACHMENTS:

Submitted by:



Doug Robertson MBA
CAO / Clerk / Director, Economic Development

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Integrated Waste Management Plan and Waste Recycling Strategy as prepared by Aecom dated October 2011; and

That Council does hereby direct staff to research the waste diversion statistics from 2016 to 2018 and to place this item on the June 10th, 2019 Council Agenda for review and discussion.

Carried / Defeated

J. Douglas Struthers, Mayor

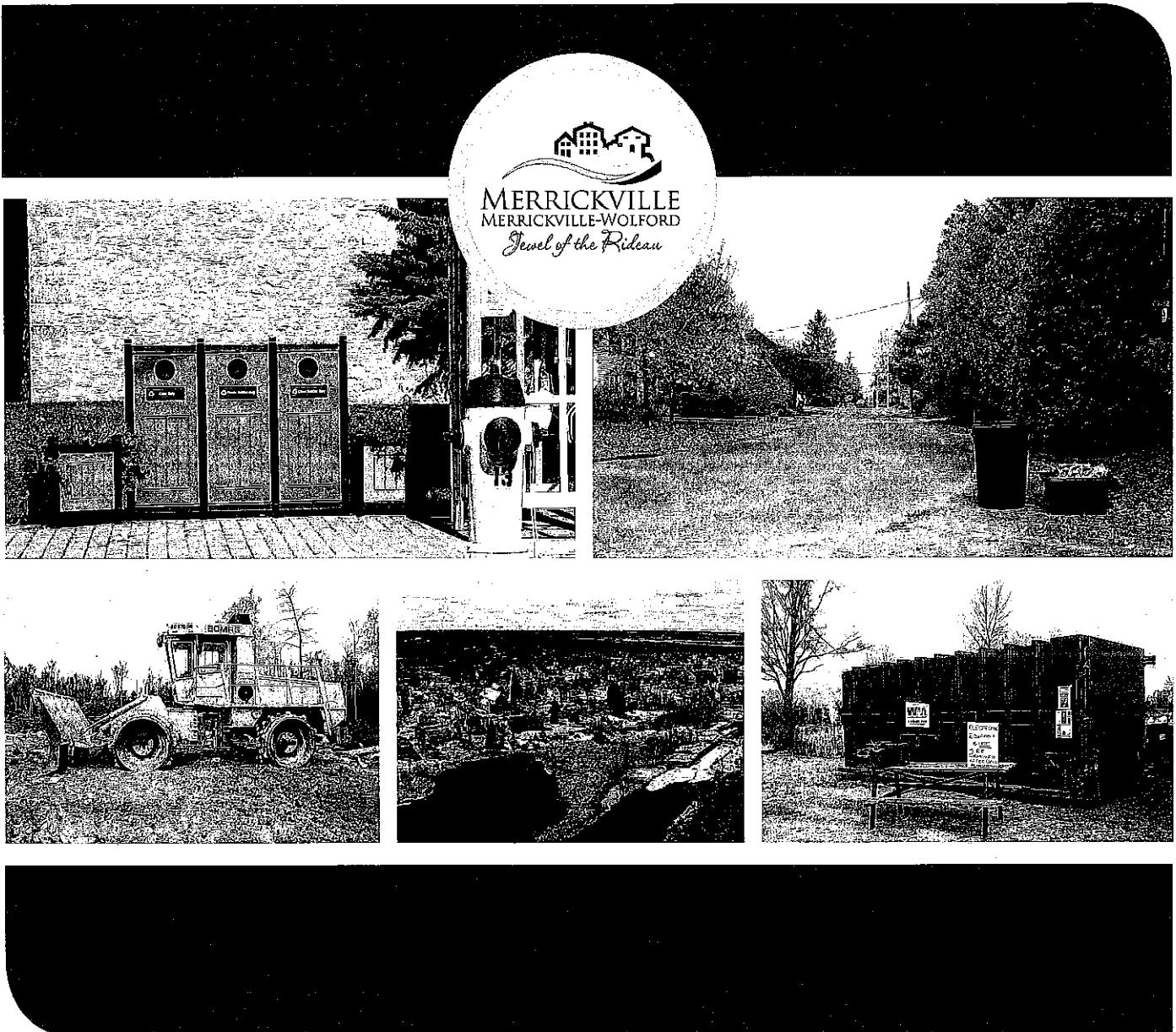
Prepared by:
AECOM
654 Norris Court
Kingston, ON K7P 2R9
T 613 389 3703
F 613 389 6729
www.aecom.com

Date: October 2011
Project No.: 60194058



VILLAGE OF MERRICKVILLE-WOLFORD

INTEGRATED WASTE MANAGEMENT PLAN AND WASTE RECYCLING STRATEGY





Village of Merrickville-Wolford

Integrated Waste Management Plan and Waste Recycling Strategy

Prepared by:

AECOM

654 Norris Court

Kingston, ON, Canada K7P 2R9

www.aecom.com

613 389 3703 tel

613 389 6729 fax

Project Number: 60194058

Date: November, 2011

Statement of Qualifications and Limitations

The attached Report (the "Report") has been prepared by AECOM Canada Ltd. ("Consultant") for the benefit of the client ("Client") in accordance with the agreement between Consultant and Client, including the scope of work detailed therein (the "Agreement").

The information, data, recommendations, and conclusions contained in the Report (collectively, the "Information"):

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- represents Consultant's professional judgement in light of the Limitations and industry standards for the preparation of similar reports
- may be based on information provided to Consultant which has not been independently verified
- has not been updated since the date of issuance of the Report and its accuracy is limited to the time period and circumstances in which it was collected, processed, made, or issued
- must be read as a whole and sections thereof should not be read out of such context
- was prepared for the specific purposes described in the Report and the Agreement
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- as required by law
- for use by governmental reviewing agencies

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This Statement of Qualifications and Limitations is attached to and forms part of the Report and any use of the Report is subject to the terms hereof.

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1. Introduction

This Integrated Waste Management Plan (IWMP) and Waste Recycling Strategy (WRS) is a comprehensive assessment of the existing waste management programs in the Village of Merrickville-Wolford and a guide for changes and improvements. While many practices will remain unchanged, proposed initiatives will result in increased levels of service, efficiency, and stewardship. While some recommendations are immediate, others will guide the Municipality's decision making process over the next five to twenty years. This strategy is intended to be reviewed annually with formal updates every five years.

2. Overview of Planning Process

This Integrated Waste Management Plan and Waste Recycling Strategy was initiated by Municipal staff in June, 2011. The creative process has been guided by members of staff, with assistance from consultants from AECOM Canada Ltd. Targeted public consultation and stakeholder feedback has been incorporated in the strategy preparation.

This project has been delivered with the assistance of the Continuous Improvement Fund (CIF), a fund financed by Ontario municipalities and stewards of blue box waste in Ontario, as well as through the Municipality's general capital budget. Notwithstanding this support, the views expressed are the views of the project team, and Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.

3. Study Objectives

The objective of the Integrated Waste Management Plan and Waste Recycling Strategy is to guide the Village of Merrickville-Wolford on how to optimize its waste management program, increase waste diversion rates, optimize operation of the waste disposal site, and to provide flexibility to take advantage of future opportunities to further reduce the municipality's total waste output.

Recommendations of the IWMP and WRS are to be:

- Environmentally sound
- Compliant with regulations
- Feasible and easy to implement
- Cost effective and affordable

This study process will evaluate current practices, establish feasible goals, and identify improvements to the efficiency and effectiveness of the Municipality's waste management program.

The recommendations made in the IWMP and WRS are intended to inform Municipal Council and staff, and to assist with future decision making processes, which will include planning, budgeting, and public participation.

4. Study Area

4.1 General

The primary focus of this study is the Village of Merrickville-Wolford and its waste management program. There are numerous components to this program, from curbside collection to landfill management to public education. All components are interrelated and need to be examined as such.

The Municipality does not receive service from other municipalities and is engaged in only one regional program - HHW collection is provided by the United Counties of Leeds and Grenville. This study will briefly investigate the possibility of entering into other partnerships with neighbouring municipalities.

Within the Village of Merrickville-Wolford there are two sectors, each with its own requirements for waste and recycling management. The two sectors are:

- urban area (Merrickville)
- rural area (Wolford)

4.2 Community Characteristics

The Village of Merrickville-Wolford's location on the Rideau Canal – a UNESCO World Heritage Site – attracts tourists and residents alike to the picturesque historic village and surrounding rural area. The village offers a wide variety of unique shops and businesses, while the rural ward of Wolford is experiencing exciting growth in the food sector as local producers introduce organic alternatives.

Population for the Village of Merrickville-Wolford is listed at 2,867 as of the 2006 Statistics Canada Census. The number of private dwellings is listed as 1,195. Historical data has shown steady growth for the past 15 years in the order of 0.4% to 1.7% per year. Recent rapid growth can be attributed to the Municipality's proximity to the City of Ottawa and recent construction of Highway 416; factors which could allow it to become a 'bedroom' community. For purposes of this report we have assumed an annual growth rate of 1.2% - i.e. continuation of the growth that occurred over the 15 years up to 2006.

5. Problem Statement

Management of municipal solid waste, including the diversion of blue box materials, is a key responsibility of municipal governments in Ontario. The factors that facilitate or hinder effective municipal waste management can vary greatly and depending on the size of the municipality, geographic location, and industrial or commercial activity.

The key drivers that led to the development of this Integrated Waste Management Plan and Waste Recycling Strategy include:

- Waste Diversion Ontario (WDO) Requirements – Municipalities are required to report information pertaining to their recycling program to WDO each year, including qualitative questions regarding the development and implementation of an up to date blue box recycling strategy. In future years, the portion of funding allotted to a given municipality will be increasingly dependent on the implementation of a waste recycling strategy.
- Regulatory Requirements – waste management is subject to a lengthy and complex list of statutes, regulations,
- Increasing Population and Demand – The Village of Merrickville-Wolford has seen steady population growth over the past decade and anticipates further growth in the future. A larger population will produce more waste and recyclables, waste management practices will need to keep pace with demands.
- Improved Efficiencies – The Village of Merrickville-Wolford has established various components of their waste management program allowing different services to operate independently of each other or possibly in conflict. This strategy will thoroughly review all of the components and their relationship to each other, and will lead to improved cost and service efficiencies.

Historically, waste management professionals have estimated municipal waste generation rates at 1.5 Kg/capita/day. (The definition of waste, used in this context, includes recyclables, compostables, re-usable material and garbage). Current waste generation rates are typically lower than historical rates – reduction being the first of the 3R's. However, allowing 1.5 Kg/capita/day establishes an upper limit for planning purposes.

Allowing that there were 2,867 residents in Merrickville-Wolford as of 2006, and allowing 1.2% growth, the Municipality will need to deal with 38,000 tonne of waste over the next 20 years. 38,000 tonne is the equivalent of one acre of waste piled eight stories high.

The problem statement can be summarized as follows:

“The Village of Merrickville-Wolford requires a strategy to effectively manage up to 38,000 tonne of waste over the next twenty years.”

6. Public Consultation Process

Public consultation and involvement are crucial to the success of any service strategy. This Integrated Waste Management Plan is meant to guide the Municipality's recycling and waste management policy over the next 20 years and will directly affect how waste management services are offered to residents. Ongoing consultation will help to establish which issues are most critical to residents and will ensure that these issues are addressed and that new ideas are considered.

Preparation of this report has included targeted consultation with specific individuals or groups with a high level of involvement with waste services in the Municipality, such as contract managers and potential service providers. This approach has provided valuable information while maintaining the scope of this exercise.

Public consultation has included direct communication with residents in the following manner:

- Newspaper advertisements advising of the ongoing planning; the availability of material on the Municipality's website; and notice of the public information session.
- Summary reports (brochures) were available on line, at the municipal office and at the information session.
- A draft report was available on line and for viewing at the municipal office and at the public library.
- A public information session was held at the Merrickville Community Center on October 27, 2011.

At every opportunity residents were invited to request information and to make comment. Eight written submissions were received. Based on comments received the issues of greatest concern for residents of Merrickville-Wolford are:

1. Curbside collection in Wolford – residents spoke both in favour and against this option.
2. Recycling of plastics – residents asked for a longer list of accepted materials.
3. Household Hazardous Waste – five respondents made observations on the adequacy of the current service. Collection of batteries was mentioned.
4. Three participants supported municipal sale of rear yard composters.
5. Installation of weigh scales and roll off bins at the waste site was generally supported, two respondents felt the money could be spent better elsewhere.
6. Participants were generally opposed to higher user fees and elimination of the free dump passes, although some would support a reduction in the number of free passes.
7. Enhanced public education/communication was mentioned several times.

Proposed initiatives contained in this report have been re-evaluated in light of the input received. In general, the comments were supportive of the initiatives contained in the draft report. Two additional initiatives have been added to this report:

- **Waste Bins at entrance to waste disposal site** – the provision of covered bins at the entrance to the waste disposal site would provide a better alternative, for small loads of waste, as compared to directing all traffic over the weigh scale and down to the active waste face. It would permit more accurate measurement of waste tonnages (weigh scales used at waste disposal sites are generally only accurate to within 80Kg); better safety for site users; and on slow days might eliminate the need to cover the waste face. Installation of waste bins at the entrance to Merrickville-Wolford Waste Disposal Site is an initiative that should be considered if weigh scales are installed.

- **Collection of recyclable batteries** – at one time the Village of Merrickville-Wolford collected expired batteries at the waste disposal site for proper disposal. This practice was discontinued when it was pointed out by Ministry of the Environment staff that the site was not licensed for the transfer of hazardous wastes. However a number of municipalities have found a way to collect rechargeable batteries for reuse. Merrickville-Wolford could establish a drop off point for rechargeable batteries at municipal facilities away from the waste site.
- **Sale of rear yard composters** – the municipality has offered rear yard composters for sale in the past, but the practice was discontinued. A number of respondents have recommended that composters be made available again. An initiative to stock a small number of composters (say 12) to gauge current demand could be considered.

As the Municipality moves forward; public consultation, education, and ongoing involvement will be critical to a successful waste management program. Communication with the public can be achieved through a variety of means, such as flyers, tax bill inserts, calendars, newspaper advertisements, and internet.

7. Definitions

While waste management is not a highly technical field, there are some industry-specific terms. As many of these terms are used throughout this report, a brief list of definitions is included in this section.

- **ICI Waste** is short form for industrial, commercial, and institutional waste. The total waste stream for most municipalities is a combination of ICI waste and residential waste.
- **Diversion** includes all waste which is not disposed of at a landfill, and results from practices such as backyard composting, material reuse, recycling, special processing, and reductions in personal waste generation.
- **E-waste** is discarded electrical and electronic materials such as televisions and computer parts that require special processing for removal of recyclable materials and disposal.
- **Household Hazardous Waste (HHW)** is material which would be toxic or damaging if it were to enter the environment. HHW is typically leftover cleaning supplies, paint, motor oil, batteries, and pharmaceuticals. HHW requires special processing for disposal.
- **Pay-As-You-Throw (PAYT)** is a specific type of user fee program where a fee is charged for every bag of garbage that is to be disposed of. PAYT programs are very effective in reducing waste generation rates and encouraging recycling.
- **Recyclables** are items which, after disposal, are processed and marketed for their raw material, such as aluminum, steel, and various types of plastic. Recyclables do not include reusable materials, such as reusable shopping bags, or hazardous materials which require special processing, such as paint or oil.
- **Blue Box Recyclables** are materials that are typically collected by blue box programs, but may also be collected by other means, such as in bins at the waste disposal site.
- **Source Separated Organics (SSO)** are household-generated waste organics, such as kitchen scraps and yard wastes, which are collected curbside, separate from regular garbage and recyclables. SSO typically include all organic matter, including meat, dairy, and bones, which would be inappropriate for composting in a back-yard composter. Industrial-scale SSO processing facilities use accelerated techniques to process this material.
- **Waste** includes all materials that an individual discards in day-to-day life. This is a broad term which includes, but is not limited to recyclables, compostables, re-usable material, and garbage.
- **Waste Disposal Site** is a municipal facility where garbage is permanently disposed of, usually buried. The term is often used interchangeably with landfill, although Waste Disposal Sites often include other facilities such as separate collection areas for recyclables.
- **Waste Generation Rate** is the total quantity of waste generated per capita per year.
- **Waste to Waste Disposal Site (Landfill)** is the portion of the waste stream that is permanently disposed of.

8. Relevant Legislation

Provincial legislation – laws, regulations, and guidelines, are the original driving force behind most waste management programs. Municipalities are required to provide certain services to their residents and are required to do so in a manner which protects the natural and social environment. That is not to say that municipalities would not provide these services in the absence of legislation from higher authorities, but it does provide a standard framework and support for a wide variety of initiatives and policies.

Environmental Protection Act

The Environmental Protection Act (EPA) provides the legislative framework for the establishment of waste management facilities. The establishment, operation, management, alteration, enlargement, and/or extension of waste management facilities in the Province of Ontario requires a Certificate of Approval under Part 5, Section 27 of the EPA.

Ontario Regulation 347

Ontario Regulation 347 (formerly Regulation 309) under the EPA is the primary regulation for controlling the handling, disposal, and management of hazardous and non-hazardous wastes in the Province. Under the regulation, wastes are classified into categories that stipulate handling requirements. The Regulations specify control measures for disposal facilities.

Ontario Regulation 232/98

Ontario Regulation 232/98 (O. Reg. 232/98) and its accompanying Guideline specify a comprehensive standard for landfill design, operation, monitoring, and closure. O. Reg. 232/98 came into effect on August 1, 1998 and applies to all new or expanding Waste Disposal Sites, or any site of greater than 40,000 m². Ministry staff relies heavily on the Guidelines associated with this regulation when reviewing Certificate of Approval applications. New Certificates issued since 1998 have generally enforced compliance with this standard.

Ontario Regulation 101/94

Ontario Regulation 101/94 (O. Reg. 101/94) is also known as the 3Rs Regulation. It, and accompanying regulations, became law on March 3, 1994. The regulations are an integral part of Ontario's Waste Reduction Action Plan. The plan was aimed at reducing the amount of waste going to disposal by at least 50 per cent by the year 2000 compared to the base year of 1987. The objective was achieved through a strategy based on the 3Rs — reduction, reuse, and recycling.

The 3Rs Regulations were designed to ensure that industrial, commercial, and institutional (ICI) sectors, as well as municipalities, developed programs to reduce the amount of valuable resources going to disposal.

O. Reg. 101/94 requires specified municipalities to implement recycling programs, including collection of Blue Box wastes, home composting of organic wastes, and composting of leaf and yard waste. Municipalities with populations greater than 5,000 are required to establish blue box collection systems. These municipalities must also provide rear yard composters at cost or less, along with educational material. Municipalities of greater than 50,000 people must provide a central leaf and yard waste composting facility.

Bill 90, Waste Diversion Act

Bill 90, an Act to promote the reduction, reuse, and recycling of waste, was given Royal Assent on June 27, 2002. The Act created Waste Diversion Ontario (WDO), a non-crown corporation. WDO was established to develop, implement, and operate waste diversion programs for a wide range of materials. The Act empowers the Minister of the Environment to designate a material for which a waste diversion program is to be established.

Once the Minister has designated a material through a regulation under the Waste Diversion Act (WDA), the Minister asks Waste Diversion Ontario, working co-operatively with stewards, to develop a diversion program. The Minister has designated Blue Box Waste, Used Tires, Used Oil Material, Waste Electronic and Electrical Equipment, and Municipal Hazardous or Special Waste under the WDA.

Ontario Regulation 101/07

Ontario Regulation 101/07, the Waste Management Project Regulation made under the Environmental Assessment Act (EAA), makes it easier for municipalities to find viable solutions for managing waste. The regulation sets out the EAA requirements for waste diversion facilities. Expansion of small rural landfills by up to 100,000 cubic metres would require only an environmental screening process. Accompanying regulations under the Environmental Protection Act are intended to streamline the approval process for recycling certain materials.

Provincial Policy Statement, 2005

Section 1.6.8 of the Provincial Policy Statement on land-use planning, issued under the authority of Section 3 of the Planning Act, states that:

“Waste management systems need to be provided that are of an appropriate size and type to accommodate present and future requirements, and facilitate, encourage, and promote reduction, reuse, and recycling objectives. Waste management systems shall be located and designed in accordance with provincial legislation and standards.”

Bill 146

Bill 146, Organic Waste Diversion Act, was brought to the provincial legislature in December of 2010 and proposed that organic material be banned from landfills in Ontario. The bill received enough support to proceed to Committee for review.

Bill 146 does not provide any specifics or guidance on how municipalities are to comply. Currently, source separated organics (SSO) programs exist only in a handful of municipalities – mostly large cities – and the development of industrial-scale composting has been slow due to nuisance issues such as odour. If Bill 146 were to pass, it would likely require municipalities to provide curbside collection and processing of SSO.

Fisheries Act

The Fish Habitat Protection provisions of the federal Fisheries Act provide for the protection of fish habitat. The principle provision (section 35) states that no one may carry on any work or undertaking that results in the harmful alteration, disruption or destruction (HADD) of fish habitat, unless authorized to do so by the Minister of Fisheries and Oceans Canada.

Other provisions related to Fish Habitat Protection and Pollution Prevention are also worth noting, including those related to the prohibition of deleterious substances into fish-bearing waters (section 36). Municipalities have been charged under this provision for allowing landfill leachate to discharge into a watercourse.

Violations under the Fisheries Act can result in substantial fines and the risk of imprisonment. A violator may also be required to cover the costs of restoring the habitat and may be required to perform other court ordered remedies.

Environmental Assessment Act and Ontario Water Resources Act

Waste management facilities are subject to approval under the Environmental Assessment Act and the Ontario Water Resources Act. These Acts apply to proposals for new or expanded sites and do not typically apply to ongoing operations.

9. Current Practice and Future Needs

Preparation of an Integrated Waste Management Plan (IWMP) and Waste Recycling Strategy (WRS) begins with a thorough understanding of current practices. It is intended that this plan build on the strengths of current programs, which is different than starting from scratch. In this chapter we briefly document the Village of Merrickville-Wolford's current practice. A more detailed assessment of current practices is provided in Chapter 11.

9.1 Existing Programs and Services

9.1.1 Waste

The Village of Merrickville-Wolford provides curbside garbage collection to households and small commercial properties within Merrickville Ward. This service is contracted to a private firm. Only bagged waste is collected (with few exceptions), all bags must have an orange tag (\$1 per bag). Residents of Wolford Ward must make arrangements to deliver their wastes to the waste disposal site – bags disposed of by Wolford users must have a yellow tag (50 cents per bag). Residents of Merrickville Ward may also take their wastes to the disposal site, but they still need an orange tag.

Larger items must be delivered to the waste disposal site. The Municipality charges tipping fees based on the type of item disposed of or volume of load. The Municipality provides each household with two "clean up passes" per year, each of which permit three free loads of garbage to the waste site.

9.1.2 Diversion Programs

9.1.2.1 Blue Box

The Municipality provides curb side collection of blue box recyclables to residents of Merrickville Ward. Fibers are collected one week and containers the next. Recycling bins are provided at the waste disposal site, primarily for residents of Wolford Ward but all residents may use them. The Municipality contracts with a private firm for curb side collection of recyclables and for emptying the bins at the waste disposal site. The recyclables are hauled to Brockville for processing, the Municipality is not charged for processing of recyclables nor does it receive any revenue.

9.1.2.2 Electronic Waste

Electronic wastes (e-waste) are accepted at Merrickville-Wolford Waste Disposal Site for transfer and processing by a private firm. The Municipality has entered into an agreement with Ontario Electronic Stewardship who assist the Municipality with provision of this service.

9.1.2.3 Household Hazardous Waste

The Village of Merrickville-Wolford participates in a County wide initiative to collect and dispose of Household Hazardous Wastes. Household Hazardous waste days are scheduled for various locations throughout the Counties typically two times per year. Residents may drop off their wastes free of charge.

9.1.2.4 Organics

The Village of Merrickville-Wolford has no current programs for disposal of organic material – disposal of yard wastes at the waste disposal site was discontinued with the Ministry of Environment inspector pointed out that the site is not licensed for this program.

9.1.2.5 Tires

Tires are accepted at the Waste Disposal Site for free and are hauled by a registered contractor for processing. The Village of Merrickville-Wolford is registered with Ontario Tire Stewardship (OTS), an agency which funds municipal tire programs across the province.

9.1.2.6 Scrap Metal

Scrap metal, such as old furniture or bath tubs, is accepted at the Waste Disposal Site and is hauled by a private contractor for recycling. In 2010, Merrickville-Wolford diverted 46 tons of scrap metal at the Waste Disposal Site.

9.1.2.7 White Goods

White goods, such as stoves and washing machines, and refrigerators that have had the Freon removed, are accepted at the Waste Disposal Site and collected by a private contractor for processing.

The white goods diverted from the Waste Disposal Site are included in the 2010 diverted tons of scrap metal.

9.1.2.8 Reuse Center

The Municipality maintains a trailer at the waste disposal site where residents can put reusable materials that others can pick up free of charge. This has proven to be a very popular service.

9.1.3 Waste Disposal Site

The Village of Merrickville-Wolford operates a waste disposal site in Wolford Ward, just south of Merrickville, under license with the Ontario Ministry of the Environment. The Municipality recently updated the site's Certificate of Approval which has confirmed total site capacity of 650,000 cubic meters (of which 437,000 remains). The site can only receive wastes generated within the Municipality, the remaining capacity is sufficient to serve the Municipality's needs for over 50 years. It has to be noted, however, that available capacity is only one criterion for operation of a site – the site's environmental impacts must also remain within acceptable criteria.

The operation of the Merrickville-Wolford Waste Disposal Site is contracted to a private firm that is responsible for site works, including grading, compaction and covering. The site attendant is a municipal employee. Ministry of the Environment guidelines for Waste Disposal Site operations include that

- All waste must be covered at the end of each working day
- Cover material – typically a sandy, inert soil – should be placed in 6 inch layers
- Waste should be compacted regularly to discourage rainwater infiltration
- A site attendant must be present at all times when the site is open
- Accurate records of the quantity and type of waste and cover material received on site must be kept
- Groundwater and surface water monitoring on and adjacent to the landfill property is required
- An Annual Report, documenting all activities and monitoring results, must be submitted to the Ministry

The Municipality has retained BGC Engineering to carry out groundwater and surface water monitoring programs and to prepare the annual monitoring report. The Municipality has retained AECOM to co-ordinate consultant activities and to prepare the annual operating report.

9.1.4 Closed Waste Disposal Sites

The Municipality's Official Plan identifies two closed waste disposal sites in Wolford Ward, in addition to the single active site. The Municipality has appropriate controls in place to prevent inappropriate development adjacent to identified waste disposal sites.

9.1.5 Administration

Merrickville-Wolford's waste management programs are supervised by the Municipality's Public Works Manager under the direction of the CAO/Clerk. Significant changes to waste management practices must be approved by Municipal Council.

9.1.6 Joint Initiatives

Joint initiatives are promoted by Waste Diversion Ontario as an efficient means to improve waste management services. The Village of Merrickville-Wolford participates in one joint initiative – the Counties wide Household Hazardous Waste collection program.

9.1.7 Promotion and Education

The Village of Merrickville-Wolford uses numerous opportunities to inform residents of the availability of and rules associated with waste management services, including:

- brochures available at the municipal office and at the waste disposal site
- newspaper advertisements, and
- occasional flyers such as "Council Notes"

9.2 Current Waste Generation and Diversion

Waste Diversion Ontario (WDO) has included the Village of Merrickville-Wolford with the municipal group “rural collection – south.” (A better fit, for two thirds of the Municipality, would be “rural depot – south,” however for this analysis the difference between the two categories is not significant.) According to WDO data, a municipality in the category “rural collection - south” would generate approximately 352 kilograms of waste per person per year from the residential sector. This equates to a total waste generation of 1,060 metric tons in 2010. This quantity includes all types of waste, whether diverted or not.

Merrickville-Wolford is not a good fit for “standardized” WDO numbers. While the Municipality keeps detailed site traffic records for their landfill, weigh scale tonnages are not available. Waste originating from the residential sector is not distinguishable from industrial, commercial, or institutional (ICI) waste. Since the total quantity of landfilled residential waste cannot be determined, a total waste diversion rate cannot be calculated. Based on the waste diversion practices that are in place, the rate can be expected to be between 30% and 40%.

Recycling records from 2010 indicate that a total of 209 metric tons of blue box recyclables were collected and transferred for processing, which equates to 20% of WDO’s estimated waste generation. Again, this diversion rate cannot be confirmed because the Municipality does not account for residential and commercial recycling separately.

9.3 Cost of Existing Service

The following table is compiled from financial data provided by the Municipality for 2010. Capital costs, reserve contributions and withdrawals have not been included.

Table 9.1 - Garbage and Recycling Operational Costs, 2010

	Garbage	Recycling
Expenses	\$ 239,363.72	\$ 23,146.20
Revenue	\$ (72,989.76)	\$ (7,384.52)
Net Cost	\$ 166,373.96	\$ 15,761.68
Tonnage	2830	209
Expenses / tonne	\$ 84.58	\$ 110.75
Revenue / tonne	\$ 25.79	\$ 35.33
Net Cost / tonne	\$ 58.79	\$ 75.41

A quick review of the above might indicate that garbage, at \$58.79 per tonne, is much less costly than recycling, at \$75.41 per tonne. However, it should be noted that garbage revenue is derived from residents through bag tag sales and tipping fees, whereas recycling revenues come from outside sources – Waste Diversion Ontario obtains this revenue from manufactures and distributes it to municipalities to help fund blue box services. A better comparison, for taxpayers in the Municipality, is the total cost of garbage vs. the net cost of recycling - \$84.58 vs. \$75.41.

9.4 Anticipated Future Needs

The population of Merrickville-Wolford is expected to grow at an above-average rate as the City of Ottawa continues to expand. With increased population there will be increased waste production. However, it is expected that the gradual nature of the population increase will enable the Municipality to accommodate the increased demand on its waste management programs with only minor adjustments such as additional collection routes or larger bins.

Landfill capacity at the Municipality's Waste Disposal Site is expected to last at least another 50 years, longer if recycling practices improve and the diversion rate increases. In the event that the site becomes unavailable, the Municipality will need to make alternative disposal arrangements, likely with a private waste management firm. A switch away from the Municipality owned waste disposal site would make residential waste management more costly, making recycling or composting more advantageous now and in the future.

Increased interest in diversion, both from the general public and from oversight agencies such as WDO, will be a driving force for ongoing assessment and improvement of the Municipality's waste management program. As recycling and composting gain prominence in the public sphere and funding is increasingly allocated based on best management practices, waste diversion programs will gain a higher priority. This will affect the approach to new opportunities and services, as well as attitudes towards costs versus benefits. The public desire for more diversion initiatives, for example, has been the driving force behind Source Separated Organics programs that have been implemented in larger municipalities, and in some smaller municipalities such as the Town of Perth.

10. Goals and Objectives

10.1 Diversion Goals

10.1.1 Blue Box Diversion Rate

Waste Diversion Ontario (WDO) encourages municipalities to set goals for waste diversion through recycling programs. According to WDO, the average residential blue box diversion rate for municipalities of the size and location of the Village of Merrickville-Wolford is 21%, which is slightly better than the Municipality's recycling diversion rate in 2010.

A recycling diversion rate of 25% is proposed as a reasonable and attainable goal for the Municipality to achieve within 5 years. This is an increase of 5% over the current rate, and equates to an increase from 209 metric tonnes in 2010 to 260 metric tonnes in 2016. This goal equates to less than an additional half kilogram of recycling per household per week.

10.1.2 Total Waste Diversion Rate

The Province of Ontario has set a total waste diversion goal of 60%, although achieving this rate almost always requires a three-stream collection of waste, recycling, and source separated organics.

It is difficult to set a total diversion goal for the Village of Merrickville-Wolford since the current diversion rate is unknown. The Municipality's first priority should be to establish a system of measurement and accounting that will allow accurate diversion rates to be calculated for residential waste and ICI wastes (later in this report we will propose weigh scales at the waste disposal site and separate accounting for residential and commercial bag tags).

Considering the extent of diversion programs already in place in Merrickville-Wolford, and our experience with other municipalities, it is likely that the Village of Merrickville-Wolford is currently diverting between 30% and 40% of its residential waste stream. A total waste diversion goal of 50% is proposed as feasible and affordable.

10.2 Service Objective

The Village of Merrickville-Wolford provides waste management services to all its residents and is committed to maintaining the high level of service that its residents have come to expect.

Notwithstanding the above, this plan will propose changes to program delivery that may prove difficult for local residents. Implementation of higher user fees, for example, would be seen by some as a necessary step to encourage recycling, while others would see it as a tax grab. When implementing changes, the Municipality has to balance the interests of the Municipality, current and future residents, businesses, provincial policy, and the environment.

11. Proposed Initiatives

In this chapter the Municipality’s current waste management practices are further broken down and viable alternatives are assessed against the stated objectives of this Integrated Waste Management Plan and Waste Recycling Strategy – i.e. to optimize the waste management program, increase waste diversion rates, optimize operation of the waste disposal site, and to provide flexibility to take advantage of future opportunities to further reduce the municipality’s total waste output. Initiatives that will help the Village of Merrickville-Wolford meet achieve these objectives are proposed for the consideration of Merrickville-Wolford Council.

11.1 Curb Side Collection of Garbage and Recyclables

The Municipality currently offers curbside collection of garbage and recyclables in Merrickville Ward only. The service is contracted to a private firm, the cost of collection is offset through higher bag tag fees.

Residents of Wolford Ward must make arrangements for delivery of their waste to the waste disposal site. Many residents take on this chore themselves, others retain the services of a private firm to pick up and haul their wastes (the Municipality is aware of at least one firm that offers this service). Many residents of Wolford would be satisfied with the arrangements that they have made, and wary of any increased costs that they might incur for a municipally operated service.

Estimating the cost of curb side collection is difficult – costs are typically determined through competitive tenders. AECOM has observed a wide range in tendered rates based on the size of the municipality and the number of competitors available to take on the contract. An estimated cost has been developed based on fees that are paid by the Village of Merrickville-Wolford for curb side pickup in Merrickville.

To facilitate collection in rural areas, the Municipality would establish common collection points at the head of private lanes which are not suitable for travel by large trucks. Each collection point would be equipped with lidded bins to discourage animal scavenging. The capital cost of these bins might be shared between the Municipality and the residents served, and maintenance of the bins would be the responsibility of the residents. The cost to the Municipality (assumed at 50%) would be between \$400 and \$650, depending on the size of bin. Approximately 15 bins are required across the rural area of the Municipality.

The Municipality would also need to supply rural residents with blue boxes. The cost of blue boxes and lidded bins is shown below as Total Capital Cost.

Table 11.1 – Estimated Costs for Curb Side Pick Up in Wolford

Item	Cost
Curbside Collection Contract	\$153,000
Bag Tag Revenue	(\$46,000)
Net Cost	\$107,000
Capital Cost	\$12,500

For purposes of this analysis it is assumed that bag tag revenues in Wolford would increase to \$1 per bag. The net cost per household is estimated at \$146.

In addition to providing the residents of Wolford with a higher level of service, there are other advantages to curb side pickup. Most important, traffic at the waste disposal site would be reduced. This might facilitate reduced hours and less frequent covering of the site.

As an alternative curbside pickup throughout Wolford Ward, the Municipality could consider pickup in built up areas only. A policy that would permit residents to petition for curbside pickup could be established.

11.2 Recycling Processing

The Village of Merrickville-Wolford currently contracts with a private firm for pick up and haulage of blue box recyclables. The recyclables are hauled to Waste Management's facility in Brockville were they are accepted without cost. The Municipality receives no revenue for this material.

This current situation in Eastern Ontario appears to be as follows:

- If you are a large enough municipality, such as the Cities of Ottawa or Kingston, you can justify development of your own recyclables processing facility. With your own facility you have the ability to market your materials for maximum revenue, which helps to offset the cost of running the processing facility.
- Operation of a municipal recycling facility is not cost effective for smaller municipalities. Almost all small municipalities are dependent on privately run facilities to process their recyclables. These facilities do not pay for the material.

The current situation creates additional constraints in that small municipalities have limited control over what materials can be accepted in the blue box. Residents have expressed concern regarding limits to the types of plastics that will be picked up. The Village of Merrickville-Wolford might consider calling for proposals the next time they contract for curb side pickup services, and offer incentives to firms that provide a longer list of recyclables.

11.3 Composting

The Ontario Ministry of the Environment has significant requirements for licensing of composting facilities. The requirements to operate a leaf and yard waste composting facility are extensive, and include:

- monthly turning of windrows
- daily temperature monitoring during active composting phase
- minimum internal temperature requirements
- minimum 6 month curing process
- testing of completed compost for heavy metals
- record keeping including name and contact information of all recipients of the compost. Records must be kept for ten years.
- submission of an annual report detailing all composting activities, including quantities in and out of the site.

The Ministry's requirements are intended to ensure safe and environmentally sound procedures, particularly for commercial composting operations. Many municipalities (including Merrickville-Wolford) have found it cost effective to compost material at the waste disposal site for subsequent use as cover material. By keeping the material on site, the municipality avoids many of the ministry's requirements that are intended to safeguard the end user.

Merrickville-Wolford did compost yard waste for mixing with cover material in the past, but stopped when they were advised by Ministry staff that the waste site is not licensed for this operation. The Municipality should explore opportunities to restart this procedure.

Rear yard composters can help to reduce the volume of compostable materials that require disposal. Merrickville-Wolford has offered composters for sale to residents in the past, but not recently. The municipality might consider a pilot program to gauge the interest of residents in purchasing a new composter.

A number of larger municipalities in Eastern Ontario – Ottawa and Kingston for example – have initiated programs to collect compostable material at the curbside. This is referred to as source separated organics. Both the cities have contracted with private firms for processing of organic materials.

Diversion of organics from the waste stream is believed to be the only way for a municipality to achieve Ontario's target diversion rate of 60%. However, this industry is still in its infancy and costs are quite high. In the City of Kingston, for example, the source separated organics program costs approximately three times as much as the recycling or waste disposal program. The Village of Merrickville-Wolford may wish to consider implementation of a source separated organics programs in the future, however, at this time source separated organics is not considered affordable or easily implemented.

11.4 Household Hazardous Wastes

Public consultation undertaken as part of this review has identified disposal of household hazardous waste as an area where residents would like to see improvements. Collection of household hazardous waste is currently offered to Merrickville-Wolford residents by the United Counties of Leeds & Grenville, however, several participants have stated that this service is lacking.

Provision of household hazardous waste collection and transfer services is considered beyond the means of the Village of Merrickville-Wolford. In light of comments received, municipal staff should encourage the Counties to offer a more convenient service for residents of Merrickville-Wolford.

At one time the Municipality collected batteries at the waste disposal site for proper disposal elsewhere. This service was discontinued when Ministry of the Environment staff noted that it contravened the site's Certificate of Approval. The Municipality still collects rechargeable batteries and cell phones at the Municipal Office for pick up by a private firm.

The Village of Merrickville-Wolford could consider an initiative to make the collection of rechargeable batteries and cell phones at the municipal office available to all residents – this could be as simple as providing a bin for this purpose in the waiting area.

11.5 E-Waste

The Village of Merrickville-Wolford provides opportunities for residents to recycle e-waste at its waste disposal site. Residents can also take advantage of return services provided by large retailers such as Future Shop or Staples. The Municipality can do a better job of promoting this option to its residents.

The Municipality has recently registered with Ontario Electronic Stewardship – OES provides funding assistance for e-waste recycling services.

11.6 Freecycle

The Municipality operates a reuse center at the waste disposal site. This has become a popular destination for waste site users.

Reuse centers have been implemented in several municipalities, some have failed. The most common cause of failure is due to a lack of maintenance – the reuse center has to be cleared of unwanted material on a regular basis or it will become over-full and inaccessible. The Municipality's current practice of clearing out the reuse center on a regular basis should continue.

Several municipalities are encouraging residents to put reusable materials at the curb on a specific "give away days". This is an effort to reestablish the scavenging that occurred in the past when municipalities offered spring clean up days. This is another freecycle initiative that could be considered by Merrickville-Wolford.

11.7 Municipal Operations

The Village of Merrickville-Wolford should be seen as a leader in encouraging waste diversion. The Municipality currently recycles paper products from municipal operations. Old rechargeable batteries and cell phones are collected in the municipal office. Waste oil is collected for recycling from the works garage. The Municipality provides recycling bins next to waste bins at parks and playgrounds and decorative recycling bins are located in the downtown.

The Municipality should continue to seek opportunities to lead through example.

11.8 Management of Active Waste Disposal Site

The waste disposal site should be seen as an asset worthy of ongoing management and control.

The Village of Merrickville-Wolford was issued an updated Certificate of Approval for its waste disposal site on July 27, 2009. The new certificate confirms ample capacity to serve Municipality needs for the next fifty years. The Municipality should ensure that operation of the site, and monitoring of environmental impacts, is carried out in conformance with the new Certificate. Remedial action, when indicated by environmental monitoring results, should be expeditiously implemented so as not to give the Ministry reason to shut down the site.

11.9 Waste Disposal Site Operations

Merrickville-Wolford Waste Disposal Site has evolved to become more than just waste disposal. The Site is a transfer station for blue box recyclables, e-wastes, scrap metals and tires. The site includes a reuse center and may provide a yard waste compost facility in the future.

Further development of the site to provide opportunities for reuse and recycling of waste materials should be encouraged. The Municipality might consider renaming the site to Merrickville-Wolford Environmental Center to better reflect its current use.

Merrickville-Wolford should make every effort to get maximum benefit from its available waste disposal capacity. Two ongoing practices require particular attention;

1. Compaction of wastes is very important – municipalities with light compaction equipment can dispose of 500Kg of waste in a cubic meter, where as municipalities with heavy landfill compaction equipment routinely achieve greater than 750Kg per cubic meters. With good equipment the life a landfill can be extended by 50%.
2. Covering operations – current approvals require covering of wastes at the end of each operating day. Supplying and placing covering material is one of the largest expenses for an operating a landfill. Use of too much cover material is costly and consumes landfill capacity. The use of cover material should be carefully controlled. Reductions in the number of days a site is open can help to minimize the use of cover material.

Installation of weigh scales will be proposed, in the next chapter, as an option to assist in control of compaction and use of cover materials.

Eventually, the waste disposal site will be full and will require final grading and capping. Landfill site closure has been estimated as follows:

Table 11.2 – Estimated Costs for Waste Disposal Site Closure

Item	Quantity	Unit Price	Total
Litter Clean-up	10 hectare	\$2,000	\$20,000
Grading and Shaping	10 hectare	\$25,000	\$250,000
Cover Material	58,000 m ³	\$16	\$928,000
Top Soil and Seed	97,000 m ²	\$7	\$679,000
Subtotal			\$1,877,000
Engineering and Contingency			\$280,000
Total			\$2,157,000

The Village of Merrickville-Wolford maintains a reserve fund for this future liability. However, there is no need to defer this work until after the site is closed. It is a good environmental practice to cap portions of the site as final elevations are reached. There is currently a large area on the south slope that is ready for capping – capping and seeding this area would improve the appearance of the site, cut back on rainwater infiltrating the site and reduce the future liability at closure. A program to cap existing finished areas of the site and to schedule periodic cappings (say once every five to ten years) is proposed.

11.10 Waste Disposal Site Operations – Weigh Scales

The Village of Merrickville-Wolford is encouraged to install and operate weigh scales at their Waste Disposal Site. Weigh scales would provide the following benefits:

- **Staff and contractors would be able to better manage the ratio of cover material to waste.** Typically, the volume of cover material should not exceed 25% of the volume of waste, but without measurement there is no control to ensure that the site is not filling with cover material.
- **Staff and contractors would be better able to manage site compaction.** Compaction is a key component of site operations. The only way to accurately monitor compaction is to measure both the weight and volume of material being placed.
- **Staff would be better able to manage tipping fees.** The Municipality collected a total of \$20,899.00 in tipping fees over the 2010 calendar year. Fees are based on the size of vehicle that delivers the waste or the type of item being disposed of. Weigh scale measurements are a more fair method of assigning costs. Partial loads, for example, are not penalized. Weigh scale measurements would allow the Municipality to set rates that are competitive with rates charged by private operators.
- **Staff would be better able to monitor diversion programs.** Currently, the Municipality receives weight data for diversion programs such as blue box recycling and scrap metal removal. With accurate waste measurements the Town would be better able to monitor the effectiveness of diversion programs.
- **Staff would be better able to monitor residential and ICI wastes.** Accurate quantities are critical for reporting to funding authorities such as WDO. Currently, Merrickville-Wolford is unable to report an accurate waste diversion rate because there is no distinction between residential and commercial wastes.

Estimated costs for establishing and operating weigh scales at Merrickville-Wolford Waste Disposal Site are tabulated on the following page. Costs assume a modest installation (15m scales) with a small, heated operating booth. It is assumed that operation of the scales would require one additional full-time attendant – costs assume hours of operation that are currently in effect.

Table 11.3 – Estimated Cost for Weigh Scale Installation

Item	One-time Cost	Annually
Facility Construction	\$100,000	
Staff		\$50,000
Maintenance/Supplies		\$10,000
Total	\$100,000	\$60,000

11.11 Waste Bins at Entrance to Site

Currently, all users of the waste disposal site are required to convey wastes from the front of the site to the active waste face at the back. This has disadvantages in that residents risk damage to their vehicles - cutting tires on sharp rocks or metals for example. There could also be issues with resident safety.

If weigh scales are installed there will be issues with weighing small volumes of waste. Weigh scales of this size proposed are only accurate to within 80Kg - most small loads would weigh less than this.

The installation of waste bins at the entrance to Merrickville-Wolford Waste Disposal Site offers advantages over the current situation, but at a cost. Waste bins cost in the order of \$2,000 to \$4,000 and require heavy equipment to haul and dump at the waste face. The installation of waste bins is an initiative that should be considered if weigh scales are installed.

11.12 Waste Disposal Site Expansion

Merrickville-Wolford Waste Disposal Site has capacity to serve the Municipality for the next fifty years. No site expansions, or new sites, are envisioned as part of this plan.

11.13 Emerging Technologies

Municipal staff should continue to monitor emerging technologies in the region and the opportunities that may result. Staff should continue to work with organizations committed to improved waste management practices, such as Waste Diversion Ontario, Ontario Waste Management Organization, Municipal Engineering Association, Association of Ontario Municipalities, and the Solid Waste Association of North America (SWANA).

New technologies which could potentially be very beneficial to the Village of Merrickville-Wolford, such as bio-reactors or plasma-arc, are still in developmental stages and not yet financially, or practically, feasible. The status of new technologies should be re-evaluated annually as part of the Municipality's ongoing monitoring program.

11.14 User Fees / Funding

User fees have been identified as fair method for proportioning costs for municipal services to those residents who make the most use of them. User fees for waste collection and disposal services have the added benefit of promoting waste diversion.

The Village of Merrickville-Wolford currently requires user fees for most waste disposed of at its waste disposal site. User fees are charged as bag tag fees or tipping fees based on size of load. Bag tag revenue in 2010 amounted to approximately \$40,000 of which approximately \$20,000 was contributed by Merrickville residents (at \$1 per bag) and \$20,000 was contributed by Wolford residents (at 50 cents per bag). Tipping fee revenues generated another \$36,000. In total, user fees funded about 30% of waste collection and disposal services.

In general, municipalities are advised to maintain user fees similar to or higher than neighboring municipalities. This is to discourage residents of neighboring municipalities from disposing of their waste in your facilities. A review of municipalities in close proximity to Merrickville-Wolford indicates user fees of between \$1 and \$2 per bag.

Council should consider an increase in user fees to encourage diversion and to stay current with neighboring municipalities. There appears to be room to double the current bag tag fee.

The one exception to user fees is the issuance of "clean up passes." Residents of Merrickville-Wolford are allowed to dispose of six free loads of garbage per year at the waste disposal site. This program is open to abuse – there is no means to confirm that all of the waste on a given load is from the residence that the pass was issued to. Municipal staff is aware of site users who have accumulated passes for more than six free loads.

Council should consider cutting back on the number of free loads allotted to each household. The typical allotment for neighboring municipalities is between zero and two.

11.15 Diversion Initiatives

In preparation of this plan the Village of Merrickville-Wolford has investigated a broad array of diversion initiatives. However, three initiatives that have been identified by Waste Diversion Ontario deserve particular attention. Research by Waste Diversion Ontario has concluded that the following diversion initiatives are most effective:

- pay-as-you-throw user fee program
- reduced frequency of garbage collection, and
- mandatory use of clear garbage bags

Merrickville-Wolford already has a pay-as-you-throw program in place. Increased fees are discussed in Section 11.12.

The frequency of garbage collection in Merrickville Ward is once per week. Once a week is considered the minimum requirement for summer collection, to avoid pest issues. Consideration could be given to bi-weekly collection in the winter. The concept of a lower level of service can apply to other waste policies as well – for example, the current practice of allowing six free loads of waste per household at the waste disposal site is counterproductive in terms of reducing waste and encouraging recycling. Reductions to the number of free passes is also discussed in Section 11.12.

The use of clear garbage bags has been successfully implemented by several municipalities in Eastern Ontario, but not without resistance. Residents will be concerned about privacy. The use of clear bags in Merrickville-Wolford is suggested as an initiative to be considered if diversion targets are not met by other means.

11.16 Joint Initiatives

The Village of Merrickville-Wolford currently participates in only one joint initiative - Household Hazardous Waste Days with the Counties. The Municipality should stay current with planning by neighbouring municipalities as there may be future opportunities to take advantage of economies of scale. For example, AECOM is aware of current efforts to make processing of recyclables more efficient. Source separated organics will be more affordable if a group of municipalities can band together to assure a processing facility an adequate quantity of material.

11.17 Public Involvement / Education

Promotion and education (P&E) is the single most important initiative a municipality can take to improve diversion and waste management program efficiency. The Village of Merrickville-Wolford should continue to make information on waste management programs readily available to its residents through advertising, brochures and mailings. The Municipality should consider enhancements to its web site to make this information available on line.

All promotional material – in print or on line – should be regularly reviewed for currency and clarity.

The Village of Merrickville-Wolford should consider a wide spread promotion and education campaign relating to the implementation of this Integrated Waste Management Plan and Waste Recycling Strategy. This campaign can begin with the public consultation program. A full P&E campaign can commence once Council has received this report and decided on a course of action.

In developing their P&E campaign, the Town should take advantage of additional resources from the Continuous Improvement Fund and Waste Diversion Ontario. CIF provides tools to create a customized P&E strategy, geared towards smaller municipalities. A campaign of this nature is expected to last for 6 months, depending on the chosen strategy. With a strategy in place, additional funding of up to \$5,000 is available for print materials and certain upgrades to recycling programs.

11.18 Waste Management Program Review

This Integrated Waste Management Plan and Waste Recycling Strategy will be presented to Council for information. It will also be submitted to the Continuous Improvement Fund for review and funding approval.

Municipal staff should review the status of implemented initiatives and recommendations on an annual basis, concurrent with regular annual reporting practices for the Merrickville-Wolford Waste Disposal Site and completion of the WDO Datacall. As part of this annual review, staff should prepare a brief report which would include information such as:

- Waste and recycling statistics from the previous year, including blue box and total diversion rate
- Comparison to the previous year and identification of any trends over several years
- Status of all proposed initiatives and progress toward implementation
- Obstacles encountered
- Identification of new opportunities
- Recommended changes

The Integrated Waste Management Plan and Waste Recycling Strategy should be thoroughly reviewed and updated every five years. The entire report need not be completely re-written, but the same research and review process undertaken in the development of this report should be followed. This review would consider changes to the Municipality's population and service demands, local and regional opportunities, effectiveness of initiatives, and the status of diversion activities across the province. All of these topics can change substantially in five years and it is important to ensure that these documents continue to be current, accurate, and relevant.

12. Conclusion

This Integrated Waste Management Plan and Waste Recycling Strategy has included a thorough review of the Village of Merrickville-Wolford's existing practices, opportunities, and constraints. For the most part, this plan has observed that the Municipality's current waste management practices are environmentally sound, compliant with regulations, and financially responsible. The number of suggested initiatives reflects the fact that the Municipality's current practices have evolved over time in response to changes to the waste management landscape.

Proposed initiatives that involve change to the Municipality's current waste management practices are summarized below. Initiatives are proposed to help the Municipality meet the following goals:

1. To increase diversion of blue box recyclables from 209 to 260 metric tonnes per year by 2016.
2. To increase diversion from waste disposal at landfill to 50%.

12.1 Proposed Initiatives

Initiatives that are proposed for Council Consideration are listed below:

1. **Curbside Collection of Garbage and Recyclables** – Council may wish to consider expanding curbside collection of garbage and recyclables to residents of Wolford Ward. The estimated cost of this service is \$1 per bag plus \$146 per household per year. As an alternative, Council may wish to implement a policy that would allow residents of built up areas in Wolford to petition for curbside pickup.
2. **Recycling Processing** – the Village of Merrickville-Wolford does not have the resources to operate its own municipal recycling facility and is therefore dependent on the private sector for this service. The current contractor does not accept all plastics. The Municipality should consider an incentive in future contracts to benefit firms that accept a longer list of recyclable materials.
3. **Composting** – the Village of Merrickville-Wolford should initiate discussions with the Ontario Ministry of the Environment towards re-establishing the yard waste composting facility at the waste disposal site. The Municipality should consider reinitiating the sale of rear yard composters. A pilot program of, say, 12 units to start would be a good way to gauge public interest.
4. **Household Hazardous Wastes** – Municipal staff should lobby the United Counties for a more convenient service for residents of Merrickville. The municipality could consider expansion of the current practice of collecting rechargeable batteries and cell phones at the municipal office to allow the general public to use this service as well.
5. **Freecycle** – the Municipality could consider promotion of a "give away day" – a day when residents to put useful objects at the curb for pick up by others.
6. **Municipal Operations** – the Village of Merrickville-Wolford has implemented many internal practices to encourage waste diversion, such as recycling of bond paper from the municipal office and recycling of used oil at the works garage. The Municipality should be seen to be a leader in waste diversion practices. The Municipality should seek opportunities to lead through example.

7. **Management of Waste Disposal Site** – the Municipality should adhere to all of the conditions listed on its recently issued Certificate of Approval. The Municipality should react promptly to issues arising from its environmental monitoring programs.
8. **Waste Disposal Site Operations** – the Municipality should consider renaming Merrickville-Wolford Waste Disposal Site to the Merrickville-Wolford Environmental Center to better reflect its current use as a transfer station for recyclables (blue box, e-waste, scrap metals and tires), a reuse center, and (potentially) a yard waste composting facility.

Waste disposal site operators should pay careful attention to compaction and covering operations to conserve waste disposal site capacity.

An immediate program to cap portions of the site (i.e. the south slope) that have reached final elevations is proposed, in conjunction with a program to cap finished areas once every five to ten years.

9. **Installation of Weigh Scales** – weigh scales at the waste disposal site would offer many benefits, including the ability to better monitor site usage, diversion, compaction and covering efforts; and to more fairly assess tipping fees. In conjunction with the installation of weigh scales the municipality should consider installing waste bins at the front of the site for small loads.
10. **User Fees** – increases in user fees are proposed to offset waste management costs and to encourage waste diversion. Doubling of bag tag fees is proposed as well as a review of tipping fees.
11. **Diversion Initiatives** – a reduction to the number of free passes at the landfill is proposed as a waste diversion initiative.
12. **Joint Initiatives** – Merrickville has successfully implemented a joint initiative with the United Counties to provide Household Hazardous Waste collection days. Staff should continue to seek joint initiatives that offer additional or higher levels of service at lower cost.
13. **Public Involvement/Education** – promotion and education (P&E) programs are essential, particularly for the introduction of new programs. The Municipality will need to undertake a P&E program as part of implementation of changes arising from this plan. The Municipality should consider enhancements to its web site as part of this program.
14. **Waste Management Program Review** – concurrent with its current practice of annual reporting for waste disposal site operations and reporting of recycling activities through the WDO data call, staff should prepare an annual status report on the implementation and success of diversion activities identified in this report. The Municipality should undertake a thorough review of waste management practices (i.e. an update of this report) once every five years.

12.2 Initiatives Considered but not Recommended

This plan has considered numerous waste management initiatives. The following is a partial list of initiatives considered but not currently recommended:

1. **Source Separated Organics (SSO)** – source separated organics programs have been implemented by larger centers (Ottawa, Kingston) in Eastern Ontario and by one smaller municipality (Perth). Implementation of a SSO program in Merrickville-Wolford is considered cost prohibitive at this time, but may be considered in the future if changes to collection and processing technologies result in lower costs.
2. **Clear Plastic Garbage Bags** – mandatory use of clear plastic garbage bags, and prohibitions on disposal of recyclables at the waste disposal site, have been successfully implemented by a number of municipalities in Eastern Ontario. The mandatory use of clear plastic bags in Merrickville-Wolford may be considered if diversion targets cannot be met through other means.
3. **Emerging Technologies** – numerous technologies, including plasma-arc and bio-reactor technologies, have been considered as part of this review but are not considered feasible or cost effective for Merrickville-Wolford at this time. Municipal staff should continue to stay abreast of new technologies for future consideration if conditions warrant.
4. **New or Expanded Waste Disposal Site** – Merrickville-Wolford's waste disposal site has sufficient approved capacity to serve the Municipality for the next fifty years. No expansion or development of new sites is envisioned as part of this plan.

Though not recommended at this time, the above initiatives could be implemented in the future if costs permit, or in response to changes to legislation, or if the Village of Merrickville-Wolford is unable to achieve acceptable waste diversion rates with current initiatives. Reconsideration of the above initiatives should be part of staff's annual review of this plan.

12.3 Summary

A listing of initiatives are proposed for consideration of Merrickville-Wolford Council that reflect the stated objectives of this Integrated Waste Management Plan and Waste Recycling Strategy – i.e. to optimize its waste management program, increase waste diversion rates, optimize operation of the waste disposal site, and to provide flexibility to take advantage of future opportunities to further reduce the municipality's total waste output.

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Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby recognize the importance of natural gas to the economic development of Merrickville-Wolford; and

That Council does hereby enter into the development of a proactive plan for the extension of natural gas to the North side of the Rideau River and to the agricultural lands in the Wolford Ward; and

That Council does hereby request a meeting with Steve Clark, Minister of Municipal Affairs and Housing, to secure his assistance in encouraging Enbridge to expand natural gas infrastructure in the Village of Merrickville-Wolford.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:
Recorded Vote Requested By:

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

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

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

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby express support for the Town of Prescott's Resolution 102-2019 regarding the call for the Premier of Ontario, the Minister of Tourism, Culture and Sport, and the Ontario government to reconsider and rescind funding cuts to Southern Ontario Library Services (SOLS); and

That Council does hereby direct staff to forward a copy of this resolution to the Premier of Ontario, the Minister of Tourism, Culture and Sport, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO) and all municipalities within the United Counties of Leeds and Grenville.

Carried / Defeated

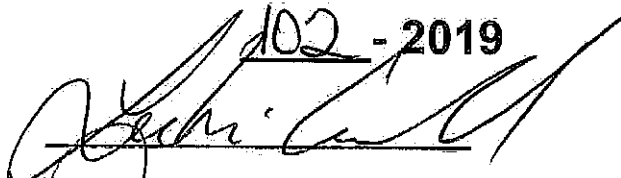
 J. Douglas Struthers, Mayor

PRESCOTT
EST 1784
THE FORT TOWN

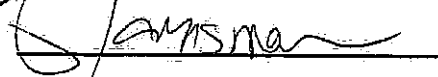
Regular Council

April 23, 2019

Moved by:

102 - 2019


Seconded by:



Whereas the Southern Ontario Library Services (SOLS) has announced that it is facing Provincial funding cuts to its budget of 50 percent or more; and

Whereas the SOLS has informed public libraries that SOLS delivery services will permanently cease to operate, effective April 26, 2019, due to these funding cuts; and

Whereas the SOLS currently provides a number of services that are critical to the function of Ontario libraries, including courier service that moves materials between public libraries allowing the public to get free, easy, and timely access to a broader range of material; and

Whereas the SOLS interlibrary loan service allows libraries to provide information, cultural, and recreational needs to its citizens, using the resources of public libraries across the province and beyond; and

Whereas in order to continue interlibrary loan services, Ontario libraries will now have to use Canada Post Library Book Rate between all libraries and incur all postage costs, which will be detrimental to small public libraries with limited budgets; and

Whereas these funding cuts represent a clear threat to library service in Ontario – particularly for rural, remote, and Indigenous libraries.

Now therefore, the Council of the Corporation of the Town of Prescott calls on the Premier of Ontario, the Minister of Tourism, Culture and Sport, and the Ontario government to reconsider and rescind these cuts; and

That a copy of this resolution be sent to the Premier of Ontario, the Minister of Tourism, Culture and Sport, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

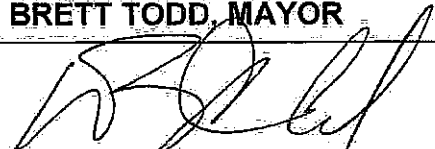
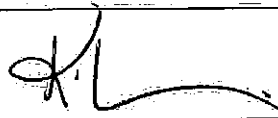


PRESCOTT

EST 1784

THE FORT TOWN

		REQUESTED BY:		
		RECORDED VOTE	YES	NO
		Councillor Leanne Burton		
		Councillor Teresa Jansman		
		Councillor Lee McConnell		
CARRIED:	✓	Councillor Mike Ostrander		
TABLED:		Councillor Gauri Shankar		
DEFEATED:		Mayor Brett Todd		
RECORDED VOTE:		Councillor Ray Young		

BRETT TODD, MAYOR	KIMBERLEY CASSELMAN, CLERK
	

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 29-2019

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON MAY 13, 2019

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

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on May 13, 2019 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on May 13, 2019 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 13th day of May, 2019.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 19

Date: May 13, 2019

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next regular meeting of Council on Monday, May 27, 2019 at 7:00 p.m., or until the call of the Mayor subject to need.

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