



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 6:00 p.m.

Monday, December 11, 2017

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes:** Approval of the Minutes of the regular meeting of November 27, 2017
5. **Public Question Period to Council**
6. **Correspondence:** Resolution and letter from MPPs dated December 7, 2017
7. **Recreation:** Recreation Advisory Committee Minutes of November 7, 2017
8. **Environment:** Environmental Advisory Committee Minutes of November 23, 2017
9. **Economic Develop.:** Industry, Economic Development and Tourism Advisory Committee Minutes of October 30 and November 20, 2017
10. **Library:** Merrickville Public Library Board Minutes of November 14, 2017
11. **Canada Day:** Resolution re: Resignation of Mark and Shelley Scullino
12. **Clerk's Department:** DEPC-05-2017 re: Police Services Board;
DEPC-07-2017 re: 2018 Council Remuneration;
By-Law 40-17 re: Emergency Management
Discussion re: Question on the ballot for elections; and
Resolution re: 2018 Council Meeting Schedule.
13. **Finance:** 2018 Draft Operational Budget Review
14. **Notices of Motion:**
15. **Public Question Period to Council**
16. **In Camera:** 1. Litigation or potential litigation
17. **Next meeting of Council:** December 18, 2017 at 6:00 p.m.
18. **Confirming By-Law:** 41-17 re: Confirm Proceedings of Council meeting of December 11, 2017
19. **Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of December 11, 2017 as:

___ circulated.

___ amended.

Carried / Defeated

David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of November 27, 2017 as:

___circulated

___amended.

Carried / Defeated

David Nash, Mayor

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

Monday, November 27, 2017

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:07 p.m. on Monday, November 27, 2017.

Chaired by: Mayor David Nash
Members of Council: Deputy Mayor Anne Barr (arrived at 8:47 p.m.)
Councillor Chuck MacInnis
Councillor Stephen Ireland
Councillor Kim Weedmark
Councillor Victor Suthren
Regrets: Councillor David Snowdon
Staff in Attendance: John Regan, CAO/Clerk
Christina Conklin, Deputy Clerk
Sheila Kehoe, Manager of Finance/Treasurer
Dave Powers, Manager of Public Works
Mark Urquhart, Fire Chief
Media: Hilary Thomson, North Grenville Times

Disclosure of Pecuniary Interest and the general nature thereof: None

Approval of Agenda

Staff added a motion regarding Consent Application B-75-17 after Section 5 of the Agenda.

R-300-17 Moved by Councillor Weedmark, Seconded by Councillor Ireland
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 November 27, 2017, as amended.

Carried

Approval of Minutes

R-301-17 Moved by Councillor Suthren, Seconded by Councillor MacInnis
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the minutes of the regular Council meeting of November 14, 2017 as circulated.

Carried

Delegations: None

Planning:

R-302-17 Moved by Councillor Weedmark, Seconded by Councillor MacInnis

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve consent application no B-75-17 of Suzanne and John Kenney, with no conditions.

Carried.

Public Question Period to Council: None.

Correspondence:

Letter from Merrickville-Wolford in Bloom regarding Merrickville 225th Anniversary was reviewed.

Thank-you card from the Lions Club was reviewed.

Letter from National Eating Disorder Information Centre requesting proclamation was reviewed.

Proclamation:

Mayor Nash proclaimed February 1st to February 7th, 2018 will be recognized as Eating Disorder Awareness Week.

Finance:

R-303-17 Moved by Councillor Suthren, Seconded by Councillor MacInnis

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-25-2017; and

That Council approve the renewal of the 2018 insurance policy with Desjardins Financial for the fiscal year 2018 in the amount of \$58, 543; and

That Council approve the additional coverage for an employee assistance program.

Carried

The 2018 Draft Capital Budget was reviewed.

Library:

R-304-17 Moved by Councillor Weedmark, Seconded by Councillor Suthren

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the October 10, 2017 meeting of the Merrickville Public Library Board.

Carried

Clerk's Note: Deputy Mayor Barr arrived at 8:47 p.m.

Economic Development:

R-305-17 Moved by Councillor Suthren, Seconded by Councillor MacInnis

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby agree to reconsider the allocation of up to \$600 in sponsorship of the Korea Day event.

Carried

R-306-17 Moved by Councillor Ireland, Seconded by Councillor MacInnis

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the allocation of up to \$600.00 in sponsorship of the Korea Day Event.

Councillor Weedmark requested a recorded vote:

Deputy Mayor Barr: Nay
Councillor Ireland: Yay
Councillor MacInnis: Yay
Councillor Suthren: Yay
Councillor Weedmark: Nay
Mayor Nash: Yay

Carried

Notice of Motion

R-307-17 Moved by Councillor Weedmark, Seconded by Councillor Suthren

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby support forming an ad hoc committee regarding the 225th Anniversary of the Village of Merrickville-Wolford.

Withdrawn

In Camera

R-308-17 Moved by Councillor Suthren, Seconded by Councillor Weedmark

Be it hereby resolved that: this Council moves to "In Camera" at 9:22 p.m. in order to address matters pertaining to:

1. Security of the property of the municipality or local board;
2. Personal matters about an identifiable individual, including municipal or local board employees; and
3. A proposed or pending acquisition of land for municipal or local board purposes.

Carried.

R-309-17 Moved by Councillor Weedmark, Seconded by Councillor MacInnis

Be it hereby resolved that: the "In Camera" session rise and report, with staff being given direction, and the regular Council session resume at 10:14 p.m.

Carried.

Confirming By-Law

R-310-17 Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis

Be it hereby resolved that: By-Law 39-17, being a by-law to confirm the proceedings of the Council meeting of November 27, 2017, be read a first and second time, and that By-Law 39-17 be read a third and final time and passed.

Carried.

Adjournment:

R-311-17 Moved by Councillor Suthren, Seconded by Councillor Weedmark

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 10:15 p.m. until the next regular meeting of Council on Monday, December 11, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

David Nash, Mayor

John Regan, CAO

Established 1793
 Incorporated
 Wolford 1850
 Merrickville 1860
 Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:		
Recorded Vote Requested By:		
Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

WHEREAS the volume of traffic along Highway 401 through Eastern Ontario is at the point where the current four-lane design is inadequate;

AND WHEREAS the congestion due to the rising number of commercial and regular vehicles is putting the safety of motorists and first responders at risk;

AND WHEREAS since May 2017 there have been 12 fatal crashes on Highway 401 between Trenton and Cornwall that have claimed the lives of 16 people and injured 18 others;

AND WHEREAS these collisions result in prolonged closures of the highway that put a strain on emergency resources and create dangerous conditions on secondary roads not designed for heavy traffic volumes;

AND WHEREAS expanding Highway 401 to six lanes through Eastern Ontario is essential to public safety and supporting the region's economy;

AND WHEREAS in response to the dangerous situation on the highway through Eastern Ontario, the Minister of Transportation stated: "At this time, the ministry does not have plans to widen Highway 401 through this area."

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford supports expanding Highway 401 through Eastern Ontario to six lanes and that the Ministry of Transportation add the expansion plans to its Southern Highways Program;

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

AND FURTHER THAT copies of this resolution be sent to the Minister of Transportation, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and the Members of Provincial Parliament representing Eastern Ontario.

Carried / Defeated

David Nash, Mayor



December 7, 2017

Mayor David Nash
Township of Merrickville-Wolford

BY EMAIL ONLY

Dear Mayor Nash:

Recently on Highway 401 near Prescott, a collision involving two tractor-trailers and three other vehicles tragically claimed the lives of two people. Since May alone, there have now been a dozen fatal crashes along the stretch of 401 between Trenton and Cornwall that have claimed the lives of 16 people and injured 18 others.

The carnage on this increasingly busy stretch of highway makes it clear the current four-lane infrastructure is inadequate. The safety of motorists and first responders is being put at risk as a result.

We were shocked last week that rather than detail his ministry's plans to widen the highway through Eastern Ontario to six lanes, Transportation Minister Steven Del Duca stated: *"At this time, the ministry does not have plans to widen Highway 401 through this area."*

As MPPs representing municipalities in Eastern Ontario along the Highway 401 corridor, we find it unacceptable that instead of action the minister's response to this dangerous situation is to say he'll get back to us later. We think our region deserves better.

That's why we're writing to request your municipality pass a resolution to support expanding Highway 401 through Eastern Ontario to six lanes and that the Ministry of Transportation immediately add the expansion plans to its Southern Highways Program. Please find a draft resolution enclosed with this correspondence.

We know congestion on Highway 401 through our region is only going to get worse as the number of commercial and regular vehicles increases. This means more serious accidents, loss of life and prolonged closures of the highway that hurt our economy, strain the resources of emergency responders while creating dangerous conditions when traffic is forced onto secondary roads.

Any response to address this situation must include immediate plans for an expansion of the highway to six lanes. Our communities and the residents we represent can't afford further delays.

Sincerely,



Steve Clark, MPP
Leeds-Grenville



Randy Hillier, MPP
Lanark-Frontenac-
Lennox and Addington



Todd Smith, MPP
Prince Edward-Hastings



Jim McDonnell, MPP
Stormont-Dundas-
South Glengarry

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Recreation Advisory Committee dated November 7, 2017, for information purposes.

Carried / Defeated

David Nash, Mayor

Merrickville-Wolford Recreation Advisory Committee

Meeting Minutes

November 7, 2017

Council Chambers

7:00 p.m.

Members Present: Terry Gilhen (Acting Chair), Mike Cameron Jan Fitzpatrick, Councilor Ireland, Councilor MacInnis

Regrets: Don Halpenny, Dave Powers

1. Call to Order at 7:00 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approval/Additions to Agenda –
Moved by Mike Cameron, Seconded by Jan Fitzpatrick **Carried**
4. Delegations: none
5. Approval of Previous Minutes: September 12, 2017
 - a. Approved on-line – forwarded to Staff
6. Business Arising – at the October Council Meeting there was a discussion of the Healthy Living component of the Strategic Plan for budget purposes – Discussion was accepted and moved to go to budget discussion
7. Strategic Plan: Implementation Plan presented to Council October 10, 2017 and was approved in principle.
8. Trails Sub Committee – Councilor MacInnis shared an email from Tim Allen asking for volunteers to sit on the executive on the Merrickville District Trails Society – Councilor MacInnis to forward email to Committee Members
9. Action Items – creation of Master plan – will discuss in detail at December Meeting (will look at developing an overall recreation plan to feed into the strategic plan supporting disabilities, recreation facilities and programs, residential needs for seniors and families)
10. Round Table – New Business
 - Councilor MacInnis received a letter from Mayor Pankow regarding the Smiths Falls agreement and a payment in lieu of not adopting the agreement
 - This letter is going to be on the agenda at the November 20th Council Meeting.
 - Terry attended the Recreation Summit in Smiths Falls November 2, 2017
 - o Focus was on technology and recreation
11. Next Meeting: December 12, 2017
Adjournment: moved by Mike Cameron at 8:10 p.m., Seconded by Jan Fitzpatrick **Carried**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: December 11, 2017

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Environmental Advisory Committee dated November 23, 2017, for information purposes.

Carried / Defeated

David Nash, Mayor

Environmental Advisory Committee (EAC)

November 23, 2017 at 5:30 PM

Present: Anney de Gobeo, Claire Sexton, Carol Williams, Steve Ireland, Chuck MacInnis & Gary Brown

Absent: Shelley Innes until further notice.

Regrets: Andy Boffee

Call to Order

The meeting was called to order by Gary Brown at 5:40 PM.

Approval/Additions to Agenda

The agenda was approved with suggested change of Chuck updating the group about a process change for resolutions. Moved by Claire and seconded by Anney.

Approval of Minutes: Done by email.

Agenda change: Chuck notified the group about the addition of a Resolution Form that can be submitted prior to meeting minutes for more prompt action by Council.

Old Business

- **Communities in Bloom Update:** Claire provided the group with "Communities in Bloom Results Recommendation Summary for the EAC" (see attached). The information includes key recommendations most of which align with proposed EAC strategies for the Strategic Plan. **NOTE:** EAC is very supportive of the Communities in Bloom committee's recommendations and the hard work they are doing.
- One of the priorities identified is native tree planting - Communities in Bloom recommended working with local expert Diana Beresford-Kroeger.
- Chuck to send committee a map of municipality-owned properties in order for EAC to identify areas for tree planting.

ACTION ITEM: EAC to meet twice in January 2017(11 and 25) in order to develop a work plan based on action items in the Strategic Plan.

- **ED-19 Update:** There have been rumors but no there is no official update at this time.
- **Operational Plan Update:** No details at this point; however, there are two public budget presentations and a Council meeting in January 2017.

Adjournment: Meeting adjourned by Gary at 6:40 PM.

Next Meeting: January 11, 2018 at 5:30 PM.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Industry, Tourism and Economic Development Advisory Committee dated October 30, 2017 and November 20, 2017, for information purposes.

Carried / Defeated

David Nash, Mayor

FINAL MINUTES

Industry, Tourism and Economic Development Committee

Monday, Oct 30, 2017

Present: Jane Graham, John Regan, Dave Snowdon, Ian Donald, Terry Gilhen, Yves Grandmaitre, Anne Barr

Regrets: Cheri Kemp-Long

Working Group members: Mike Zaversenuke, Mark Scullino

1. Welcome and additions/approval of agenda

- Approved with the addition of Korea Day

2. Declaration of pecuniary interest

- None

3. Single topic: 2018 Budget for 4 projects identified in Strategic Plan

- In preparation for the special Council review meeting of the Strategic Plan budget, specifics for the Ec Dev portion of the plan need to be supplied
- As a precursor to tonight's meeting, Jane, Terry and Yves met informally for a preliminary discussion to possibly narrow the choices. Results of this discussion lead to a proposed focus into two priorities: Tourism strategy and Business Development Strategy
- Jane indicates a further need to coordinate with the Chamber on common items such as potential funding applications.
- John informs the group that the County has received conditional approval for the funding to perform a BR&E study, in which Merrickville-Wolford is a partner since it offered to contribute \$10K to the study, if successful in receiving funding. County is waiting for ministerial approval.
- Anne mentions that the BR&E will require volunteers and as such in kind value should be identified for Council
- Terry inquired about opportunities to piggy back on the BR&E to complement some of the other efforts to be undertaken. If possible this will be considered when the details for the study are worked out.
- Concerns about the size of the total ask (\$120K) for all projects are discussed.
- Agreement among the group that to respect budget constraints and taking into account the likelihood of a successful approval for the BR&E, focus should be on

the Business Strategy first, including providing in-kind resources for the BR&E and investigate the potential of performing a tourist/visitor survey in parallel.

- Note that the funds asked for from Council at this time are not to perform specific tourist initiatives but to acquire data, through surveys and other tools, to assist in prioritizing and determining relevancy of identified initiatives.

MOTION: Motion is passed to ask Council to approve \$5K for the Business Development Initiative. Yves seconds, all in favor. Motion carried

- In regards to the Tourism Strategy, the requested budget is for the following:

- hire 2 summer students to do in depth survey in areas not covered by the BR&E. **Budget \$16K** (does not include federal Student Employment grants)
- Printed material. **Budget \$5K**
- 2 community forums where stakeholders (Health center, the various festivals, Lions, etc.) beyond the businesses have an opportunity to voice their opinions. **Budget \$5K**
- marketing **Budget \$4K**

- Chair asked for input from the working groups:

1) Mike offers a few suggestions:

- incorporate the existing groups such as the Historical Society/Blockhouse and Friends of The Rideau / Depot staff in performing survey
- see if certain activities can be done in parallel. I.e. since the students will be speaking with guests/tourists, this may be an opportunity to speak about Merrickville-Wolford
- identify funding opportunities and apply now
- prepare a list of shovel ready projects

2) Mark suggestions:

- involve event groups earlier and consider them same as "businesses"
- consider that events organized by volunteer groups reduce costs to the municipality if it were to organize same events
- There is a lack of data re when an event occurs, size of group, make-up, origin of visitor, money spent within the Village etc.

MOTION: Motion is to ask Council to approve a total of \$30K for the purpose of collecting tourism/guest data from all stakeholders, which would be utilized to further the Tourism Initiatives. Yves seconds, all in favor. Motion carried.

4. Information – Nov 17 NG Summit

- John, Anne and Jane will be attending the NG Economic Summit taking place on Nov 27th.
- There is also a Tourism summit coming up organized by Leeds Grenville and Thousand Islands.

5. Korea invite

- Anne circulated a memo from the Chamber as well as emails regarding a Korea day invitation from the Korean Embassy to take place in Merrickville
- This is a Village to Village program started by Korea
- Anne requested input from Ec Dev in regards to participating in this request from the Embassy. Unanimously the group felt that this would be a good undertaking to pursue
- Anne will take back to council

Next Meeting Nov 20th 5:00pm Council Chambers

Meeting adjourned at 7:21pm

Final Minutes

Industry, Tourism and Economic Development Committee

5:00 pm, Monday, Nov 20, 2017, Council Chambers, Read St. Merrickville

Present: Jane Graham, John Regan (CAO), Ian Donald, Terry Gilhen, Cheri Kemp-Long, Anne Barr (Councilor, Council Liaison), Mike Zavernuske (working group, Chamber liaison)

Regrets: Dave Snowdon

Note: CAO provided step by step insight as to new and required meeting procedures in light of the new and recently adopted procedural bylaw.

1. Welcome and additions/approval of agenda

Addition: Korea day recap and request by the Chamber

2. Declaration of pecuniary interest

None

3. Topics:

i) Korea Day

- Very well received by the Korean delegation and very well attended
- Round table economic discussions attended by a handful of notable businesses (McGarrigle's, Gray Art Glass, 1840 Guesthouse, The Foundry among others). Main take away is the interest in experiential visits by Korean tourists and that experiential videos are the best promotional tools.

- There was inquiry (originated by Chamber Liaison) as to why the motion passed at the last EcDev meeting in support of the Chamber's financial ask for Korea day was not brought forward during the Council deliberations. Council liaison admitted that in the heat of the discussions this fact was not mentioned by her. She proceeded to apologize for this error. CAO did mention that he believes hearing the mayor mentioning the support from EcDev during same Council meeting. After some discussion motion was passed asking Council to reconsider the earlier decision not to financially support the monetary request from the Chamber.

- ii) RED application for EDO due Nov 30
 - John indicates having spent considerable time over weekend and during the day including phone conversation with Katie Nolan regarding the application
 - Katie indicated a high level of satisfaction with the text and content and was highly supportive of the application.
 - Note that start date for all activities would be late Q2/2018 as results of the application would not be received until early Q2.
 - Confirmed that this would be a contract position
 - John took group through the application, looking for suggestions and comments, including all financials
 - Chamber liaison was given opportunity and commented as well
 - Letters of support from various organizations will be sought
 - Some members of EcDev will provide further text revisions in the next day or two with an anticipated completion of a final draft Wednesday.

4. Date and time next meeting

- Monday Dec 11th, 5pm, Council Chambers

5. Adjourn

- Motion to adjourn passed 6:42pm

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford receive the Minutes of the Merrickville Public Library Board dated November 14, 2017, for information purposes.

Carried / Defeated

David Nash, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Nov. 14, 2017 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, Sue Birta, John Harris, Carole Roberts, Victor Suthren.

Montague: Wendy Simpson-Lewis
and Mary Kate Laphen (Librarian)

Regrets:

Meeting called to order at 12:35 pm.

1. **Conflict of Interest:** None.

2. **Adoption of Agenda:** ADOPTED.

3. **Approval of Minutes:** Minutes from Oct 10/17 meeting – APPROVED.

4. **Correspondence:**

5. **Questions/ Presentations from Public:** None

6. **Friends of the Library Report:** The Friends' had their AGM on Oct. 27. Gyn Wylie is the new president.

The plaque was presented and there was a nice photo in the NG Times. The Friends decided to pay for both the new tables and the new chairs for the meeting room as their big 25th anniversary project.

7. **Librarian's Report:** see below.

8. **Other Business:**

a) **Updates:**

i. **Building:**

- **Painting:** Have talked to Public Works and showed what we want done. Brad hopes to get to this before the busy snow season. Need to figure out what paint and supplies are needed.

- **Server:** We will go ahead with plans to replace our firewall server, due to its advanced age.

ii. **Resolution to Transfer Funds:** Resolution to transfer the donation received from the Kathleen Brown Fund to reserves - APPROVED.

iii. **ILDS Grant:** Continuing to consider options for this

iv. **Planned Giving:** John is continuing to pursue additional information through his contacts, in spite of an initial setback.

v. **Lions' Plaque:** Repainting this is in the works.

vi. **Library Statistics:** John is looking at the provincial library statistics and hopes to have some comparative statistic information for the Dec. or Jan. meeting

vii. **Book Launch:** Vic would like to hold the launch for his new book at the Library (next August). This was met with enthusiasm and congratulations all around.

b) **December Hours:**

i. **Thursday Evening Closing:** As Dec. evenings have a history of being very slow, Mary Kate would like to experiment with closing the library on Thursday evenings in December.

ii. **Holiday Hours:** Mary Kate will be on vacation between Christmas and New Year's. Open days during this period will be determined based on Linda's availability.

c) **Open House - Review:** Reviewed Wendy's notes from discussion with the public during the Open House.

d) **Performance Reviews:** The board will meet after the December board meeting to do the CEO performance review. Mary Kate will forward the review template. Three board members will then set a meeting date to go over the review with Mary Kate. After this is completed, Mary Kate will do the staff performance review in December or early January.

e) **Budget 2018:** Reviewed and discussed the draft budget. Motion to approve the budget by Vic Suthren; seconded by Carole Roberts – APPROVED. Mary Kate will forward the board's proposed budget to the Treasurer for the upcoming budget meetings.

9. **Next meeting:**

- The date of the next board meeting has been changed to **Tues, Dec. 5, 2017** at 12:30 at the Library. To be followed by the CEO performance review.

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Oct-Nov/17

Statistics:

Oct	2017	2016	2015	2014
Patrons	1346 +10% w/mtgs 1371 +12%	1221 -19% w/mtgs 1230	1512 +9% w/mtgs 1530	1388 +2%
(Kids/Youth)	370 (154 / 216)	383 (101 / 282)	436 (190 / 246)	444
(Progs)	162-in (17 prgs in) 302-out of Lib (7-prgs, 12 CV)	143-in (18 prgs in) 325-out of Lib (6-prgs, 11 CV)	142-in (20 prgs + 3 CVs- in) 299- out of Lib (4-prgs + 14 CV - out)	121-in (16 prgs in) 253-out of Lib, (4 prgs + 12 CVs out)
Mtg Rm users	25 (3 mtgs)	9 (2 mtgs)	18 (2 mtgs)	14 (2 mtgs)
Circulation	2492 +7.5% OverDrive: 276(circ) TOTAL: 2768 +7%	2312 -12% OverDrive: 267(circ) TOTAL: 2579 -7%	2623 -8% OverDrive: 162(circ) TOTAL: 2785	2846 +0.5% OverDrive: 180(circ) TOTAL: 3026
(Adult/Child)	(A-1739, J-708, T-45)	(A-1444, J-814, T-54)	(A-1701, J-860, T-62)	(A-1550, J-1229, T-67)
Internet use (+wireless):	303 0% (233 / 45w / 25 Tab)	303 -22% (297 / 29w / 7 EL)	387 -11% (298 / 74w / 15 EL)	434 +26% (367 / 48w / 19 EL)
ILLs borrowed/lent:	79 / 86	96 / 87	121 / 125	86 / 87

October visits and circulation are up from last year. Library use was unpredictable with some very busy and some very slow days. Afterschool visits are down from last year, but still continuing.

Programs & Services:

Children's Programs:

StoryTime: Attendance has been up this month. Some new families are coming, but it is still unpredictable.

Lego Club: Continues as a Sat. morning drop-in. Attendance is very irregular.

Read To Every Kid: The books have been circulating well this month.

Afterschool Youth Group: We are getting fewer kids afterschool on Wednesdays. But some of these kids are also coming other days. Will try some activities on Wednesday afternoons in the new year.

Coding for Kids: This is going well, and there is enthusiasm for another session in the new year.

Art Workshops: Gloria has started these up again. They are going well, but could use a few more kids,

Halloween Activities: Did a Halloween storytime for the Daycare's book sale, but there weren't a lot of people at it. The green screen photo shoot at the Firefighters' Halloween Party was a hit. With the help of CAO John Regan, we took photos of 55 kids. There was a lot of positive feedback from the parents when they got the pictures.

PlayGroup: Continuing to do my weekly story visits. Their numbers have picked up recently.

Daycare: Continuing monthly visits to the toddlers and preschoolers & loan of books.

Schools: Did Halloween visits to Merrickville, Wolford, and Montague schools, which went were very popular, and publicized the library.

Groups (Cubs, Brownies, etc): n/a.

Adult Programs:

Library Book Club: Our book club continues to be enthusiastic and well attended.

Off The Shelf: Continues to have an enthusiastic audience.

Friday Movies: still very low attendance. Won't run in Dec., and will reconsider for the new year.

Mac Workshop: Bob Gray has offered to run another Mac computer help workshops

Photoshop Workshop: We have someone to run a workshop, and a potential audience, but am having difficulty moving this forward. At this point will revisit in January.

Museum Passes: Continuing to get use. The Science and Tech museum will reopen soon, which is spurring new interest.

Internet: Use continues to be fairly steady.

InterLibrary Loans: Were lower than expected in October; but there is still lots of demand for book clubs.

Seniors Home: Rosebridge Manor still getting books (month loan). Hilltop is getting books rather irregularly

Pools: The LP pool has just rotated; the DVD pool will switch next week.

Meeting Room: The meeting room was used by library programs, the Fair Board, the Knitting Club, and the ESL teachers, and the Friends of the Library. Diana Beresford-Kroeger did another presentation using the library's Skype

eResources: OverDrive use is holding steady. eResources will be more expensive in future, due to a change in how the fees are calculated. We will be using ILDS grant money for these. Will be dropping a few, and trying a couple of new ones.

Collection: Spending is on track. Am about to put in the winter bestseller order. Am considering some updating of the kids' nonfiction collection, and will be looking at DVDs. Have weeded the adult fiction.

Volunteers: The volunteer situation is good. Am about to distribute our appreciation gift certificates.

Donations: Have received a couple of end of year donations.

Facilities: see Building Update (item #8a).

Publicity/Outreach: Am doing the usual Phoenix column, the webpage, Facebook updates, signs, and flyers. Other publicity this month was our annual Open House, and the NG Times article about the Friends.

Partnerships/Outreach: Worked with the schools, daycare, and firefighters re: Halloween activities. Have set up a meeting with the Trails Society re: creating a permanent Story Trail in Merrickville. Re: municipality – am continuing to do the municipal Facebook page and Twitter. Am acting as liaison between the village and the theatre group, and working with the CAO on accessibility requirements, etc, as time permits.

Professional Development, Meetings, etc: Went to the mini-symposium in Perth in Oct. Will be participating in a day of municipal Emergency Management Training in Nov. Continue to attend municipal Senior Management Team meetings regularly; budget meetings are upcoming. Hope to attend the OLA Superconference early next year.

Grants, etc: Have received the grant from Montague. Still working on the ILDS grant.

Plans for month: Need to do end of year collection shopping (DVDs, Scholastic sale in Dec); and set up Christmas visits to schools. Hoping to move forward on ILDS planning and replacing server, and painting. Re: municipality: need to work on accessibility report, attend budget meetings, and emergency management training. Plus the usual library business.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote
Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby accept the resignation of Mark and Shelley Scullino from the Canada Day Committee.

Carried / Defeated

David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby
receive report DEPC-05-2017;

_____ AND THAT: Council direct the Merrickville-Wolford Police Services Board to
reduce the frequency of their meetings from monthly to quarterly (recommended).

OR

_____ AND THAT: Council direct the Merrickville-Wolford Police Services Board to
continue to meet monthly and remain status quo.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report DEPC-05-2017

of the Clerk's Department

Information/Action Report to Council

Date of Council Meeting: December 11, 2017

RE: Police Services Board Review

OBJECTIVE: To provide Council with a comprehensive report of municipal practices concerning Police Services Boards and options as to how to ensure effective and efficient practices regarding same.

RECOMMENDATION:

THAT: Council receive report DEPC-05-2017;

1. **AND THAT:** Council direct the Merrickville-Wolford Police Services Board to reduce the frequency of their meetings from monthly to quarterly (recommended).

OR

2. **AND THAT:** Council direct the Merrickville-Wolford Police Services Board to continue to meet monthly and remain status quo.

BACKGROUND:

The Village of Merrickville-Wolford currently has a Police Services Board (PSB) as established by By-Law 25-99.

A Police Services Board is not a legislated requirement under the *Police Services Act*, unless a municipality maintains its own police force or has an OPP contract, which Merrickville-Wolford does. The contract will expire in December 2018.

Currently, the Police Services Board meets monthly and is comprised of Dell Bower, Chair, and Mayor Nash.

ANALYSIS:

Option 1:

The *Police Services Act* provides that a PSB is only required to meet on a quarterly basis. By amending the PSB meeting schedule to provide for 4 meetings per year as opposed to the current 12 meetings per year, there would be a cost savings to the municipality as outlined in the "budget" portion of this report below.

Research was also undertaken in order to gather information from the O.P.P. and it was found that the O.P.P. representatives were in favour of a reduction of the number of PSB meetings in order to ensure effective and efficient meetings.

Option 2:

Option 2 is that the Police Services Board would continue to meet monthly and remain status quo.

Research has been conducted regarding the best practices of surrounding municipalities in order to review whether the Police Services Board is the most efficient, transparent, and cost-effective way of monitoring police services provided by the O.P.P.

The following municipalities have opted not to establish a Police Services Board:

Township of Edwardsburgh-Cardinal (population: approximately 7,000): The Township does not have a Police Services Board and the O.P.P. does not make any presentations to Council.

Township of Elizabethtown-Kitley (population: approximately 9,700): The Township does not have a Police Services Board.

Township of Rideau Lakes (population: approximately 18,000 – including seasonal): The Township used to have a Police Services Board but opted to dissolve of the Board. They have opted to have an inspector attend at their Committee of the Whole meetings on a quarterly basis, if available.

Township of Leeds and the Thousand Islands (population: approximately 9,300): The Township does not have a Police Services Board and utilize the O.P.P. for police services.

Township of Front of Yonge (population: approximately 3,710): The Township does not have a Police Services Board and the police do not present at Council meetings.

Augusta Township (population: approximately 7,430): Augusta Township currently has a contract with the O.P.P., similar to Merrickville-Wolford's current position. As such, Augusta Township is required to maintain a PSB. Augusta's PSB meets on a quarterly basis, in accordance with the legislation.

As can be seen from the above, many municipalities have opted either not to establish or dissolve of PSBs. It is staff's recommendation that this issue is revisited in Fall 2018 to decide whether to enter into a new contract with the O.P.P. and remain in an agreement under Section 10 of the *Police Services Act* or to not enter into a contract and become a municipality who provides policing services through the O.P.P. under Section 5(1) of the *Act* which would allow for the PSB to be dissolved.

Should the PSB be dissolved in the future, it is staff's recommendation to request the O.P.P. report directly to Council on a biannual basis to ensure openness and transparency to both Council and the public.

BUDGET/LEGAL IMPLICATIONS:

Staff are constantly looking for ways to improve efficiency and effectiveness. Currently, the Deputy Clerk dedicates approximately one working day per month to the preparation of the agenda, minutes, action items, emails and attendance at the Police Services Board meetings. Should the PSB meeting schedule change to quarterly meetings, instead of approximately 12 days of staff time per year, the time spent with respect to the PSB would be approximately 4 days per year.

Currently, each member is receiving \$65.00 per meeting they attend. Should both current members attend at 12 meetings, this would result in a cost of \$1,560 per year. Additionally, should a third member be appointed by the Province, it is legislated that they will need to receive "not less than \$100 a year" (O.Reg 268/10, s. 5), however, the previous Provincial appointee was also receiving \$65.00 per meeting attended.

Should the meeting schedule be quarterly with the same rate of \$65.00 maintained, the cost per member of \$780 per year would be reduced to \$260 per year.

Should Council choose to let the contract with the O.P.P. expire at the end of 2018 and dissolve of the Police Services Board, there would be a cost savings of approximately \$9,900.00, per year.

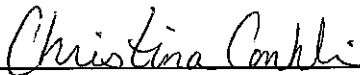
LINKS TO STRATEGIC PLANS:

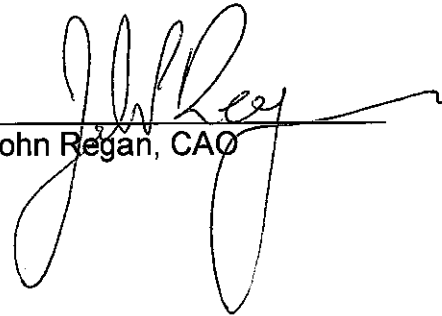
On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

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

Ensuring efficient, effective services and civic engagement: By looking at our current practices and identifying ways to cut costs and maximize efficiencies, it is clear that this report is well-aligned with the Strategic Plan 2017-2025.

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


 Christina Conklin, Deputy Clerk


 John Regan, CAO

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford receive report DEPC-07-2017 regarding the Village's elected official's remuneration; and

___ **THAT** Council change the base rate of pay to Councillors to \$8,327.25 per year, plus an additional \$50.00 per council meeting attended which is approximately \$1,300.00 per year (up to 26 meetings) and change the Mayor's base rate of pay to \$11,335.84, with the additional \$50.00 per Council meeting attended. (recommended)

OR

___ **THAT** Council reduces their rate of pay per year to \$_____.

OR

___ **THAT** Council continue the same remuneration and provide a 2% increase for cost of living in 2018.

OR

___ **THAT** Council remains status quo regarding their remuneration.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

**Report DEPC-07-2017
of the Clerk's Department
Information/Action Report to Council
Date: December 11, 2017**

RE: Elected Officials Remuneration, 2018

OBJECTIVE: To provide Council with options regarding future remuneration.

RECOMMENDATION:

THAT Council receive report DEPC-07-2017 regarding the Village's elected official's remuneration; and

THAT Council change the base rate of pay to Councillors to \$8,327.25 per year, plus an additional \$50.00 per council meeting attended which is approximately \$1,300.00 per year (up to 26 meetings) and change the Mayor's base rate of pay to \$11,335.84, with the additional \$50.00 per Council meeting attended. (recommended)

OR

THAT Council reduces their rate of pay per year to \$_____.

OR

THAT Council continue the same remuneration and provide a 2% increase for cost of living in 2018.

OR

THAT Council remains status quo regarding their remuneration.

BACKGROUND:

In an effort to find efficiencies in the Municipality, a survey was undertaken of surrounding municipalities and what the best practices are for council remuneration to take into consideration for the 2018 budget process.

ANALYSIS:

Please see the table below which outlines the results of the survey.

Municipality	Population		2015	2016	2017
Merrickville-Wolford	3,067	Mayor		\$12,228.00	\$12,388.08
		Council		\$9,317.00	\$9,438.48
North Grenville	16,451	Mayor	\$30,564.00		\$31,394.00
		Council	\$18,334.00		\$18,836.00
Front of Yonge	3,710	Mayor		\$6,906.00	\$7,440.00
		Council		\$5,176.00	\$5,575.00
Edwardsburgh-Cardinal	6,959	Mayor		\$15,000.00	\$15,000.00
		Deputy Mayor		\$12,000.00	\$12,000.00
		Council		\$10,000.00	\$10,000.00
Augusta	7,430	Mayor	\$15,992.00	\$18,151.88	Unknown
		Council	\$10,272.00	\$11,384.00*	Unknown
Elizabethtown-Kitley	9,724	Mayor		\$15,000.00	
		Council		\$10,000.00	
Rideau Lakes	10,207	Mayor			\$13,312.44
		Council			\$10,384.08
Athens	3,118	Mayor		\$5,346.00	\$5,646.00
		Council		\$3,641.00	\$3,941.00

**This is an average of Councillor's honorariums as Augusta includes per diem remuneration for conference attendance.*

When surveying neighbouring municipalities for 2017, it was noted that the Mayor is paid the highest in North Grenville at \$31,394 and the lowest in Athens at \$5,646.00. It was also found that the Councillors are paid highest in North Grenville at \$18,836.00 and the lowest in Athens at \$3,941.

Population needs to be considered when determining how much Council is being compensated as it is important to compare "apples to apples", so to speak. The population of Merrickville-Wolford is 3,067. There are two municipalities that are comparable in population: Athens at 3,118 and Front of Yonge at 3,710. Athens' Mayor and Council receives the lowest honorarium with their Mayor receiving \$5,646.00 and their Councillors receiving \$3,941.00. Merrickville-Wolford's Mayor is paid \$12,388.08 and Councillors receive \$9,438.48 per year.

Rideau Lakes has adopted the per meeting method. They pay a base rate of \$13,312.44 for the Mayor and \$10,384.08 for councillors, with an additional \$50 per

Council meeting attended. Adopting the per meeting option would ensure remuneration is fair and equitable for all members of Council. Once a 2% cost of living increase is added to the 2017 honorarium for Merrickville-Wolford Council, the Mayor's honorarium for 2018 would be \$12, 635.84 and Councillors would receive \$9,627.24. It is suggested that \$1,300.00 be deducted from each and that amount could be used as the "per attendance at Council meeting" fund based on a maximum of 26 Council meetings per year.

BUDGET/LEGAL IMPLICATIONS:

This could potentially increase or decrease the Council Remuneration portion of the 2018 budget based on which option Council chooses.

INTERDEPARTMENTAL IMPACTS:

The Finance Department would be affected if the \$50.00 per meeting option is chosen as additional payments would need to be issued based on attendance. It is staff's recommendation, in order to minimize the impact to the Department, that the payments based on attendance are issued biannually.

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.

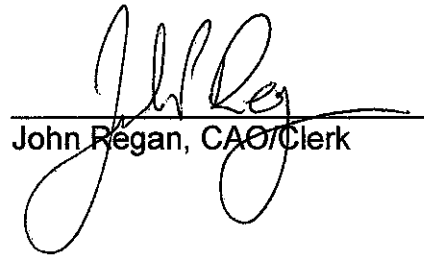
By reviewing honorariums paid to the Village's elected officials, openness and transparency to the public is achieved. By comparing figures to surrounding municipalities, Merrickville-Wolford can ensure that it is proactive in providing efficient and effective services.

Submitted by:

Approved by:



Christina Conklin, Deputy Clerk



John Regan, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: December 11, 2017

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 40-17, being a by-law to appoint the members and chair of the Emergency Management Program Committee, be read a first and second time, and that By-Law 40-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 40-17

**BEING A BY-LAW TO APPOINT THE MEMBERS AND CHAIR OF THE EMERGENCY
MANAGEMENT PROGRAM COMMITTEE**

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to appoint, by by-law, an Emergency Management Program Committee and the Chairperson for the Committee;

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

1. The persons from time to time holding the following positions in the Municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO);
 - b. CEMC and Alternates CEMCs;
 - c. Manager of Public Works;
 - d. Manager of Finance/Treasurer;
 - e. Fire Chief;
 - f. Emergency Information Officer;
 - g. Recording Clerk; and
 - h. Head of Council (Mayor)
2. The CAO is hereby appointed as Chair of the Emergency Management Program Committee.
3. The Emergency Management Program Committee Terms of References are Schedule "A" to this by-law.

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 11th day of December, 2017.

David Nash, Mayor

John Regan, CAO/Clerk

**THE CORPORATION OF THE
VILLAGE OF MERRICKVILLE-WOLFORD
Terms of Reference
Emergency Management Program Committee
Schedule "A" to By-law 40-17**

Mission:

To oversee the development, implementation and continuous improvement of the Village's Emergency Management (EM) Program.

Background:

Every municipality must establish an Emergency Management Program Committee in order to achieve compliance with the *Emergency Management and Civil Protection Act*.

This Terms of Reference reflects the efforts of the committee to keep the Village of Merrickville-Wolford in line with these changes while striving to continuously improve the EM program in line with best practices.

Objectives:

- Develop and continuously improve an emergency management program which conforms to legislation;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Village of Merrickville-Wolford that may occur as the result of an emergency;
- To facilitate communication between the Municipal Emergency Control Group and all support agencies; and
- To advise Council on the development and implementation of the EM Program

Composition:

Committee members shall include but not be limited to:

- a. Chief Administrative Officer (CAO);
- b. CEMC and Alternates CEMCs;
- c. Manager of Public Works;
- d. Manager of Finance/Treasurer;
- e. Fire Chief;
- f. Emergency Information Officer;
- g. Recording Clerk; and
- h. Head of Council (Mayor).

Term of Committee:

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

Quorum:

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

Terms of Reference

Merrickville-Wolford Emergency Management Program Committee

Motions:

Decisions made during Emergency Management Program Committee meetings are by making a motion, having it seconded and having it voted on and passed by the committee.

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

Chair:

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

The Committee Chair shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitate meetings; and
- Ensure completion of tasks by Committee members

Role of Members

The members of the Emergency Management Program Committee shall:

- Attend regular meetings as scheduled and additional meetings as time permits;
- Participate in discussion and planning and share in the workload of the Committee;
- Provide expertise in their professional area of responsibility;
- Provide regrets to the Chairperson if unable to attend; and
- Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist.

Sub-Committee:

The Emergency Management Program Committee may from time to time appoint a sub-committee from the Emergency Management Program Committee members for specific purposes. The sub-committee will report back to the Emergency Management Program Committee by a spokesperson or written summary

Reporting to the Municipal Council:

The Emergency Management Program Committee shall report to Council:

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

Frequency of Meetings:

The meetings of the Committee shall consist of two (2) per year or at the call of the Chair.

Closed Sessions:

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

Terms of Reference

Merrickville-Wolford Emergency Management Program Committee

Conflicts of Interest:

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

Budget:

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

Activities and Responsibilities:

1. Develop, implement and maintain an emergency plan as required by section 3 (1) of The *Emergency Management and Civil Protection Act*.
2. Provide training programs and exercises for employees of the Municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. Training of at least four hours and a risk-based exercise shall be delivered annually to the Municipal Emergency Control Group.
3. Provide public education on risks to public safety and on public preparedness for emergencies.
4. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes
5. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the municipality, and make recommendations for any changes.
6. Address any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.
7. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the 2018 Council Meeting Schedule as follows:

January 8 th	July 23 rd
January 29 th	August 27 th
February 12 th	September 10 th
February 26 th	September 24 th
March 12 th	October 9 th
March 26 th	October 22 nd
April 9 th	November 13 th
April 23 rd	November 26 th
May 14 th	December 10 th
May 28 th	
June 4 th	
June 25 th	

Carried / Defeated

David Nash, Mayor

**Village of Merrickville-Wolford
2018 DRAFT Operating Budget Summary**

		2017 FINAL OPERATING BUDGET	2018 DRAFT OPERATING BUDGET
Tax Levy	Revenue	2,863,248	3,129,416
Fees/Grants/PIL	Revenue	458,830	474,454
Misc & Grants/Levies (incl Crossing Guard)	Revenue	0	0
	Expenditure	55,103	48,784
Council	Revenue	0	0
	Expenditure	87,472	81,068
Administration	Revenue	237,650	262,550
	Expenditure	765,372	842,307
Fire	Revenue	6,500	6,500
	Expenditure	277,112	305,705
Emergency Measures	Revenue	0	0
	Expenditure	0	9,200
Police	Revenue	18,155	18,807
	Expenditure	461,779	469,185
By Law	Revenue	4,000	3,800
	Expenditure	58,527	52,573
Public Works	Revenue	9,000	9,000
	Expenditure	1,217,580	1,240,322
Waste Management	Revenue	113,050	131,050
	Expenditure	204,187	200,641
Recreation	Revenue	25,370	27,370
	Expenditure	154,822	141,055
Building	Revenue	69,382	79,039
	Expenditure	59,959	82,055
Planning	Revenue	8,900	8,900
	Expenditure	22,000	22,000
Economic Development - Tourism	Revenue	140	140
	Expenditure	60,650	46,200
Strategic Plan Initiatives	Revenue		50,000
	Expenditure	25,000	127,550

*

**Village of Merrickville-Wolford
2018 DRAFT Operating Budget Summary**

Museum	Revenue	16,000	16,000
	Expenditure	28,312	36,881
Library	Expenditure	83,100	88,000
Capital Infrastructure Reserve		55,000	55,000
Capital funded from Tax Levy		214,250	423,900
	Totals	-3,830,225	-4,217,026
		3,830,225	4,217,026
Surplus/Deficit - (unaudited)		<u>0</u>	<u>-0</u>

NOTE: Tax levy based on MPAC estimated assessment growth as at Dec 7, 2017 and subject to change.



VILLAGE OF MERRICKVILLE-WOLFORD

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

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford moves to "In Camera" at _____ in order to address a matter pertaining to:

_____ security of the property of the municipality or local board,

_____ personal matters about an identifiable individual, including municipal or local board employees,

_____ a proposed or pending acquisition of land for municipal or local board purposes,

_____ a proposed or pending possible disposal of municipal or local board land,

_____ labour relations or employee negotiations

_____ litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board,

_____ receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose,

_____ A matter in respect of which a Council, board or local committee or other body may hold a closed meeting under another Act. 2001 c.25, s.239 (2)

_____ the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board or commission or other body is the head of an institution for the purposes of that Act. 2001 c. 25,s. 239(3)

_____ The meeting is held for the purpose of educating or training the members and is generally regarding _____ .2001 c.25 s. 239(4); 2006 c. 32, Sched. A, s. 103(2) and where no member discusses or deals with any matter in a way that materially advances the business or decision making of the council, local board or committee. 2006 c. 32, Sched A, s. 103(1)

Carried / Defeated

 David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: December 11, 2017

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

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

Carried / Defeated

David Nash, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:

**Recorded Vote
Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 17.

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 41-17, being a by-law to confirm the proceedings of the Council meeting of December 11, 2017, be read a first and second time, and that By-Law 41-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 41-17

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON DECEMBER 11, 2017

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

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on December 11, 2017 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on December 11, 2017 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 11th day of December, 2017.

David Nash, Mayor

John Regan, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: December 11, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next regular meeting of Council on Monday, December 18, 2017 at 6:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

David Nash, Mayor

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N