

Committee of the Whole Agenda
Thursday, January 25th, 2024
2:00 p.m.

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

It will also be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel accessible by clicking https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

Purpose:

To provide a forum for Council and Senior Staff to discuss ongoing projects, review progress reports and identify issues which will assist in monitoring the current budget status and in the development of a long-term financial strategy.

To ensure continuous improvement.

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Pecuniary Interest and the general nature thereof
4. Draft Motions for Consideration
5. Delegations
6. Discussion Items
 - a) Updating Flag Policy 'pre-approval' of some organizations or annual flag days (no need to annually approve of such events as TRC Day, Franco-ontarien Day, etc. and amend the policy to include a schedule of proposed pre-approved flags.
 - b) Giving mandates to Advisory Committees
 - c) Counter-top composter program
 - d) By-law Review/Dog Control, Noise, ...
 - e) Budget Meeting Schedule
7. Staff Updates:
Interim CAO/Clerk
 - a) Priority Setting Exercise Document (financial estimates)
 - b) Human Resources Consultant
 - c) Council Remuneration

Treasurer Rahm

- d) Budget Status/Project carry forward from 2023.
- e) Website Redesign (verbal)
- f) Laptops for Council (verbal)

Public Works Manager Cole

- g) Expanded route Curbside Pick Up (verbal)
- h) Flower Basket/Post Project (verbal)
- i) Community Flagpole (verbal)
- j) Time Tracker Document (draft)

Planning (*as discussed in Priority Setting Exercise*)

- k) *Zoning By-law*
- l) *Drainage Review JP2G*
- m) *Sewage Treatment Capacity Camera Work*

8. Information Items

- a) Community Grant Submissions to date
 - i) Snowflake Festival (in kind waive fees/assistance from Public Works)
 - ii) Play Group (in kind waive fees/use of community facilities)
- b) IESO Webinar (verbal update Deputy Mayor Barr)
- c) Events By-law/Community Inquiries
- d) Ontario Trillium Grant - information about a joint application between Lions, TNIM, and the Fair. (verbal update Deputy Mayor Barr)

9. Public Question Period to Council

10. Adjournment

Next meeting of Council:

Regular Council, Monday, February 12, 2024, 7:00 p.m.

1.	Call to Order

2.	THAT the Agenda for the Committee of the Whole Meeting held on January 25, 2024 be approved.

3.	Disclosure of a Declaration of Pecuniary Interest and the General Nature Thereof declaration.

4.	That Draft Motions for Consideration document be received for information.

5.	Delegations: none scheduled
6.	Discussion Items
a)	THAT Staff be directed to amend the Flag Policy to authorize 'pre-approval' of some organizations or annual flag days (no need to annually approve of such events; AND FURTHER THAT the policy to include a schedule of proposed pre-approved flags. AND FURTHER THAT the amendment be brought forward to the March 11, Meeting of Council.

b)	THAT Staff be directed to develop a template which will provide mandates and direction to Advisory Committees outlining the role and responsibilities. AND FURTHER THAT the template be brought forward to the April 25, Committee of the Whole Meeting.

c)	THAT Staff be directed to investigate options available to encourage composting alternatives for residents and ratepayers. AND FURTHER THAT the report be brought forward to the April 25, Committee of the Whole Meeting.

d)	THAT Staff be directed to undertake a review of the Municipal By-laws relating to Dog Control, Noise, Permit Fees AND FURTHER THAT an update be brought forward to the April 25, Committee of the Whole Meeting.

e)	That budget meetings be scheduled for February ?? and February ?? with the intent to adopt the Village of Merrickville-Wolford 2024 Budget at the March 11, Meeting of Regular Council.

7.	Staff Updates:
	That the following Staff Updates be received for information purposes; <ul style="list-style-type: none"> a) Priority Setting Exercise Document (financial estimates) b) Human Resources Consultant c) Council Remuneration d) Budget Status/Project carry forward from 2023. e) Website Redesign

	<ul style="list-style-type: none"> f) Laptops for Council g) Expanded route Curbside Pick Up h) Flower Basket/Post Project i) Community Flagpole j) Time Tracker Document k) Zoning By-law l) Drainage Review JP2G m) Sewage Treatment Capacity Camera Work

8.	Information Items
	<ul style="list-style-type: none"> a) Community Grant Submissions to date <ul style="list-style-type: none"> i) Snowflake Festival (in kind waive fees/assistance from Public Works) ii) Play Group (in kind waive fees/use of community facilities) b) IESO Webinar (verbal update Deputy Mayor Barr) c) Events By-law/Community Inquiries d) Ontario Trillium Grant - information about a joint application between Lions, TNIM, and the Fair. (verbal update Deputy Mayor Barr)

9.	THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at ?? pm.

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MERRICKVILLE-WOLFORD
Jewel of the Rideau

Flag Protocol Policy

1. SCOPE

This Policy applies to all flags mounted on flagpoles in the care and control of the Village of Merrickville-Wolford.

2. PURPOSE

The Flag Protocol Policy establishes a consistent protocol for the flying of flags at municipal buildings, properties and facilities and the framework to govern requests for flag raisings received from the community.

3. DEFINITIONS

For the purpose of this policy:

"Clerk" means the Clerk appointed by the Council of the Corporation of the Village of Merrickville-Wolford or his or her designate.

"Community Flagpole" means the flagpole that regularly flies the Village's flag outside of the Village Office at 317 Brock Street West in Merrickville.

"Flagpole" means a pole used for flying a flag.

"Halyard" means a rope used for raising and lowering a flag.

"Half-mast" means the action of flying flags at a position that is equal distance from the top and bottom of a flagpole meant to mark periods of mourning or to commemorate solemn occasions.

"Other" means national or provincial official.

"Tattered Flag" or "Worn Flag" means a flag that has developed a hole, where the colour has faded, or where the flag has become frayed.

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4. FLYING FLAGS AT HALF-MAST

- 4.1 Only flags secured to flagpoles with halyards and pulleys will be flown at half-mast only when appropriate as outlined in this policy.
- 4.2 To place a flag at half-mast, the flag shall be raised to the masthead and then slowly lowered until the flag's center is mid-way between the masthead and the base of the flagpole.
- 4.3 Flags will be flown at half-mast at all Village facilities to mark periods of mourning upon the death of:
- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister);
 - The Governor General or former governor General;
 - The Prime Minister or former Prime Minister;
 - Premier of Ontario or a former Premier of Ontario;
 - Member or former Member of the House of Commons for this riding;
 - Member or former Member of Provincial Parliament for this riding;
 - Special Events recognized by the Canadian Government that recognize the death of a universal figure(s);
 - The Mayor or former Mayor;
 - Councillor or past Councillor;
 - Current staff member and retired staff member, including volunteer firefighters;
 - A police officer in the line of duty, anywhere in Canada;
 - A firefighter in the line of duty, anywhere in Canada; and
 - A current board or committee member.
- 4.4 In the case of a national or provincial official, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol officers.
- 4.5 In the case of other persons listed in Section 4.4, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for the individual.
- 4.6 The Manager, Operations or his or her designate will be responsible for the implementation of this policy.
- 4.7 When flags will be flown at half-mast, a message to explain why the flags have been lowered will be posted on the Village's website.

5. DISPOSAL OF FLAGS

- 5.1 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
- 5.2 The following applies to the disposal of tattered flags:
- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner.
 - Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal. The pieces of fabric are not to be reused for any purpose.

6. COMMUNITY REQUESTS FOR FLAG RAISINGS

- 6.1 All requests for flag raising must be made, in writing, to Council.
- 6.2 Requests must be received by the Village's Clerk thirty (30) days in advance of the date of the flag raising.
- 6.3 Community flags will be flown on the pole at the Village Office that has been allocated for the Village's flag.
- 6.4 The following flags will not be permitted on Village flagpoles:
- Flags representing political parties;
 - Flags representing religious groups;
 - Flags in support of fundraising drives that are political or religious in nature; or
 - Flags in support of groups, organizations, or events that promote beliefs contrary to any other municipal policy.
- 6.5 The following flags will be permitted, subject to Council's approval:
- Flags in support of non-profit, community-based fundraising drives important to the residents of the Village;
 - Flags in support of organizational awareness campaigns that are important to the residents of the Village; or
 - Flags in celebration of multi-cultural and civic events important to the residents of the Village.
- 6.6 The community organization will be responsible for providing and retrieving their flag from the Village Office.

Schedule "A" to By-law 15-2021

6.7 Should there be two requests for flag raising that conflict due to timing, the request received first will receive priority.

6.8 The request must include the duration the community organization is requesting the flag flown for, for Council's consideration.

7. DIGNITARY VISITS

7.1 In the event of a visit by a dignitary to the Village, the Village may fly a flag representing that dignitary. Flying of a flag to mark a dignitary's visit will be approved by way of Council resolution.

7 a) Priority Setting Exercise Document with budgetary impact estimates

Priorities Identified		Reserves
Gravel Road improvement plan/Implementation based on Road Needs Study Prepare for shovel ready projects based on the asset management plan		Gravel roads study \$200,000
Core Infrastructure review/Evaluate roads/water/sewer		Camera St. Lawrence St. \$70,000
Long term financial planning/Strategy to fund and build reserves for construction and replacement costs		Consultant
Drainage improvement throughout the Municipality/Develop Drainage Plan		JP2G \$40,000
Improve and Upgrade Municipal Website		\$26,000
Zoning By-law Update		JP2G
Fleet and Vehicle Replacement/Phase 2 of Asset Management Plan Strategy to fund and build reserves		
Human Resources Policy Development e.g., Building Official Junior Planner Public Works Superintendent Council Compensation		HR Consultant \$24,000
Introduce Development Charges/Impost Fees		\$15,000
Revitalize Strategic Plan		Consultant \$10,000

Anticipated expenditures

HF McLean \$435,000 Road Needs Study funded through Gas Tax and Reserves

Laptops for Council \$7,500

7. b Draft Motion for presentation at the February 12, 2024 Council Meeting

Report to Council

Date: February 12, 2024
From: (Interim) CAO/Clerk Plumley
Re: Human Resources Consultant Request for Quotes

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report presented regarding the Human Resources Consultant Request for Quotes;

AND FURTHER THAT the quote obtained from ML Consulting with the amount ranging from \$20,400 to \$24,000 plus H.S.T. is deemed to be the successful bid.

AND FURTHER THAT Interim CAO Plumley be authorized to enter into the agreement with ML Consulting to complete the 2024 Compensation Review based on the workplan provided.

AND FURTHER THAT this cost be included in the 2024 operating budget for the Village of Merrickville-Wolford.

Background:

Based on the direction provided in the Organizational Review undertaken by Shaping Organizational Solutions and E. Dean and Associates which recommended the engagement of a third-party Human Resources consultant to:

- Update and develop new job descriptions, HR Policies, implement effective recruitment and retention strategies and workplans.
- Undertake a job evaluation and pay equity review and/or update a Pay Equity Plan
- Develop a CAO Performance Evaluation Program

Several municipalities were approached to determine if we could share assistance. There was no interest shown in proceeding. A scope of work was developed and circulated to two qualified consultants.

	ML Consulting	Christine Nadeau.
Timeframe	End of March	End of April
Experience	Provided similar expertise to similar size and circumstance Municipalities	Experience with all size government and Not for Profit and Woodbine Entertainment
Cost	\$20,400 to \$24,000	\$60,000

Financial Impact: \$20,400 to \$24,000

Attachments:

Scope of Work requested. Scoring of Quotes received Individual quotes available upon request.

Prepared and signed by Interim CAO Plumley _____

[Type here]

7. c)

Report to Committee of the Whole

Date: January 25, 2024
From: (Interim) CAO/Clerk Plumley
Re: Draft Remuneration Options for Council

Background:

At the Priority Setting Exercise that took place on December 18, 2023 it was identified that the Council Remuneration rate needed to be revised to reflect an increase comparable to other Municipalities of like size and circumstance.

Information has been gathered from neighbouring municipalities however it is difficult to compare.

In Merrickville-Wolford, Council receives the same annual percentage as staff. This works well providing your base rate is at an acceptable level.

Some municipalities pay a standard annual remuneration and enhance the amount with some or a combination of the following.

- Pay on a per meeting attendance rate
- Pay for additional meetings
- Pay insurance and benefits.
- Provide Ipads
- Pay an electronics allowance
- Pay a monthly phone allowance
- Conference attendance/Training and Workshop attendance

The proposal put forward is a hybrid that allows for;

- Committee Meeting attendance at \$40 per meeting with a maximum pay out of \$600.
- An electronics allocation of \$50 per month, this could be adjusted to a slightly lower rate with the purchase of ipads.
- A budget amount of \$2,000 per member for conference attendance or workshop/training opportunities.

This does not address the base level Honorarium rate, I would recommend a phased in ten percent increase over the next two years.

Financial Impact:

2024 budget \$15,400 2025 budget \$3,237 2026 budget \$3,399

Attachments:

7. c i) Draft proposal for Council Compensation.

Prepared and signed by Interim CAO Plumley



7. c Draft Council Remuneration options for consideration
 REMUNERATION REPORT

Increase as per COLA

	2023	Honourarium Council Meetings 3%
MAYOR	\$ 14,192.00	\$ 14,618.00
COUNCILLOR	\$ 43,252.00	\$ 50,117.00
	\$ 57,444.00	\$ 64,735.00

Per Committee Meeting Maximum per member \$40 per meeting	Electronics Allocation Annual	Conference/Training Annual	Refuse
\$ 600.00	\$ 600.00	\$ 2,000.00	\$ 3,200.00
\$ 1,800.00	\$ 2,400.00	\$ 8,000.00	\$ 12,200.00
\$ 2,400.00	\$ 3,000.00	\$ 10,000.00	\$ 15,400.00

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	Capital Projects	2023 Budget	Taxation	Cash in lieu	Reserves	Grants	OCIF	Gas Tax
27-1230	Digitization of records	\$30,082			\$30,082			
27-1270	DC or Impost Study	\$30,000			\$30,000			
27-1300	Asset Management Plan facility assessments	\$20,000			\$20,000			
27-1300	Asset Management Plan software	\$15,000			\$15,000			
27-1300	Asset Management Plan phase 2	\$50,000			\$50,000			
27-2102	Cascade air system	\$80,000			\$80,000			
27-2113	Fire shower	\$3,000			\$3,000			
27-3108	Reid Street widening and pedestrian walking lane	\$71,000						\$71,000
27-3108	Reid st	\$300,000					\$91,510	\$194,978
27-3109	Culvert rehabilitation Weedmark Rd	\$105,000			\$13,512		\$105,000	
27-3111	operations	\$5,000						
27-3111	5500 Plow and sand truck	\$115,900			\$5,000			
27-3111	Back up cameras for PW trucks	\$4,500			\$115,900			
27-4505	Landfill Accessibility ramp & building skirting	\$11,000			\$4,500			
27-7200	Community Centre upgrades (includes doors for 15,000)	\$118,000			\$11,000			
27-7205	Accessible Doors for CC, EC and Rink House	\$34,000		\$34,000	\$18,000	\$100,000		
		\$992,482	\$0	\$34,000	\$395,994	\$100,000	\$196,510	\$265,978

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VILLAGE OF MERRICKVILLE-WOLFORD															
PUBLIC WORKS															
PROJECT TIME TRACKER															
	In house	contracted	location	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
plowing															
gravel application															
roadside mowing															
brushing															
ditching															
tree cutting															
grading															
vehicle maintenance															
COMMUNITY PROJECTS															
Poles/Flower Basket															
CAPITAL PROJECTS															
HF MCLEAN RD.															X



Community Grants Program Policy

Schedule "A" to By-law 23-2019

Purpose:

The Village of Merrickville-Wolford Community Grants Program provides limited financial support, in the form of a grant, user fee reduction or in-kind services (i.e., a "grant"), to not-for-profit community associations and organizations for projects or events that benefit and contribute toward the quality of life of local residents.

General Terms:

- Community grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be the primary source of funding. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).
- It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.
- The Community Grant Program also includes in-kind requests that consist of the use of municipal property at a reduced or no cost, and/or use of municipal equipment (e.g. barricades, operational staff support, etc). Organizations requesting in-kind services must meet the eligibility requirements and submit the application as set out in this policy.
- Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged to ensure all costs are covered, including facility usage rates.
- Funding requests may be reduced in value at the sole discretion of Council to support a wider range of projects.
- Repeat grants will only be considered if the policy and reporting requirements of previous grants has been met.
- Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
- Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the sole right to cancel or alter the Community Grant Program Policy at any time.

Eligible Applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency.

- Organizations incorporated as a not-for-profit (proof of non-profit status may be requested).
- Sports groups and associations.
- Volunteer groups, Service Clubs and Community groups providing services to the municipality.
- Eligible applicants must be based in Merrickville-Wolford and/or must serve the residents of Merrickville-Wolford.
- Grants and in-kind services will be project/event based and must provide a benefit to the community.
- Applicants must keep accurate member, participant and volunteer records, and carry out screening and other risk management measures to ensure volunteer and public safety, and the responsible management of funds.

Ineligible applicants:

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

The grant program is not intended to provide funding for:

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

Application Process:

- Applications must be submitted on the prescribed form.
- Applications must include a project budget (proposed expenses and other revenues).
- Late or incomplete applications will not be considered.
- Within two months following the completion of the project/event, approved applicants must submit a post-project report which explains all costs and revenues related to the project and outcomes of the project/event which clearly outlines how municipal funds were spent.
- Applications must be received by January 31st for all events/projects in the calendar year during which the funds will be spent.

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- Notification and acceptance will take place after the Village of Merrickville-Wolford budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits the event or particular needs.

Administration:

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

Incomplete or Cancellation of a project or event:

Where Council has approved grant monies that were not used due to the applicant not completing the proposed project or event in the fiscal year provided, the monies shall be returned to the municipality within 60 days of the event, planned date of project completion, or date on which the event is canceled, whichever occurs first. Failure to do so will result in interest charges being applied and will disqualify the applicant from applying for future grants.

Municipal Review of Application:

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

Other Conditions:

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

- The applicant organization or group shall spend grant funding solely for the purpose for which it was granted.
- The municipality assumes no liability for the activities of the organization or group and takes no responsibility for dealing directly with vendors on behalf of the organization.
- Failure to provide the post-project/event report will disqualify the organization from applying for funding in the future.
- Any contributions made by the municipality through funding or in-kind services shall be acknowledged publicly by the organization.
- All information and documents collected from applicants is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine qualification for the Community Grants Program.

Liability Insurance Coverage:

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

Appendix A – Project Evaluation:

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

Scoring Matrix:

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

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	Answers
<p>Questions Submitted on behalf of the Board of the Merrickville-Wolford and District Chamber of Commerce. Re: Draft Event By-law Merrickville-Wolford</p> <p>1) Item 1.5</p> <p>The definition provided would include events such as lunches by the schools or other entity, the Christmas Hampers, etc.?</p> <p>How is the 250 persons calculated? Is it a number at one time or the total number of expected attendees over the course of the event?</p>	<p>These events would be considered as exempt.</p> <p>It would depend on the nature of the event, what sections of the by-law would apply. If additional washroom facilities would be necessary, water supply etc.</p>
<p>Item 2.2</p> <p>Would this indicate that the approval of any and all events stays with Council?</p> <p>Given that Council meets once a month, this schedule may negatively impact the event organiser's ability to pull everything together, what would be the process in these cases where the event timeline is shorter?</p>	<p>Once the by-law is in place.</p> <p>Authority may be delegated to the Municipal Clerk where this delegation is deemed expedient.</p>

<p>3) Item 2.4 a)</p>	<p>To confirm, events such as Trivia Night or the Snowflake Festival would require a letter from the OPP? What specific areas should the letter address?</p>	<p>OPP letter would only be requested if it was expected traffic may be impeded, anticipation of crowds which would exceed the capacity identified or the occurrence of a possible public nuisance</p>
<p>4) 2.5 a)</p>	<p>What are the determining factors requiring a letter to be issued?</p> <p>Item In those instances where multiple food providers may be present, say Christmas in Merrickville, or when the Lions do a fund-raising BBQ, is a letter expected from each vendor? In situations such as treats being sold during TNM play nights, would this also require a health dept letter?</p>	<p>The authority provided by this By-law shall not apply to an event that is held by one or more of the following:</p> <p>A sports or school association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents of the Municipality.</p> <p>A service club, church, or religious association where the primary place of worship is located in the Municipality.</p> <p>An association whose mandate is to provide for educational opportunities or benefits or to assist an educational facility in the provision of educational opportunities or benefits for the youth of the Municipality.</p> <p>An association whose mandate is to promote</p>

		and foster public awareness or the conservation of cultural and/or heritage resources specific to the Municipality;
5) Item 2.5 c)	What are the requirements for when security services are required? Last year there were two almost identical events planned, one required security, the other did not. No delimiting factor given for when security was required.	That is what this By-law will hopefully address. If you have suggestions that will assist those would be welcomed.
6) Item 2.6	Some events require months in planning. In addition, ticket sales may occur well before the 60-day time frame. Why the 60-day maximum time frame?	The maximum time frame can be adjusted, the earlier an application is received the better. There can be an understanding that if letters from the Health Unit and OPP are required, they must reflect the date of the event.
7) Item 2.7	Will structures require approval from the CBO or other body such as an engineering firm where a stage or large tents may be present? Should a definition of "structures" be provided? What about specific activities such as the truck and tractor pull during the	Structure as defined in the building code act. I will check this out with the CBO.

	AGFair, will some type of safety inspection be required?	
8)	The Event Application form lists Municipal sites for which the organisers are seeking approval. The gazebo at Eastons Corners is not listed. Events have occurred outside of these sites such as movie filming, festivals on Municipal roads etc. What would the process be for these?	Yes, I am new here I am not aware yet of all the great venues available, so I am relying on others to help me fill in the blanks.
9)	Would the process be the same for recurring events? An example would be scheduled baseball games where the majority of players are not residents of M-W?	If there were to be a tournament that were scheduled bringing additional parking concerns and sanitary facilities it would apply but not to regularly scheduled activity.
10)	Waste collection. When done by the Municipality the fees should be specified. How would this work for say Christmas in Merrickville?	I will have to review the specific process used for that event, if tags are required on the bags being disposed of then there would not be an additional cost.
11)	As signage plays an important role in many of these events, should the policy refer to the signage bylaw for more information?	Good suggestion, I will work that in.

BY-LAW 30-17

Appendix “C”

Committee of the Whole Mandate and Procedures

- Composition: Mayor
Deputy Mayor
Councillors (3)
- Chair: Deputy Mayor to act as Chair
(Council may wishes to appoint an alternate)
- Administrative Support: Clerk or designate
- Meeting Schedule: fourth Monday 2:00 pm. January
April
July
October

Mandate:

- To provide a forum for Council and Senior Staff to discuss ongoing projects, review progress reports and identify issues which will assist in monitoring the current budget status and in the development of a long-term financial strategy.
- To ensure continuous improvement.

With the exception of the Modified Rules of Debate identified below, the provisions in the Procedure By-law for the Village of Merrickville-Wolford will be adhered to.

Decisions affecting the business of the municipality will not be made, however direction may be provided to Staff to undertake research and report back.

Recommendations from this Committee will be forwarded to Council when required.

Modified Rues of Debate:

Open debate shall be allowed between members at any time; however, each member shall extend the courtesy to each other member to ensure that all members are provided the opportunity to participate in the debate, raise questions and to offer solutions to the matter being debated.

- Members are not limited to the number of times that a member may speak to any matter being considered.

- The Chair shall control the debate when the debate is being expanded to include matters not subject to the debate or when no new information is being provided as a result of the debate.
- The Chair shall encourage the identification of new or different suggestions to address the matter being debated.
- Questions may be raised directly by any member to another member of staff or any other representative of the Village.
- Open discussion shall be encouraged between members respecting the intent and the words used in any motion to address the matter being discussed.
- When a motion has been initiated any member wishing to support the motion may request a rewording of that motion and were accepted by the mover, the motion may be put to a vote.
- The Clerk may at any time during the development of a motion ask the mover or seconder for a verification of the words used in respect to a motion.
- Visitors not recognized as a delegation or a presentation at a meeting may be recognized by the chair to provide comment or suggestions on the matter being considered for a single time only and any further requests for comments or suggestions shall require recognition by the chair.
- The Chair may declare the meeting adjourned at the completion of business without a motion from the members.