



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Special Council Meeting 7:00 p.m.

Monday January 30, 2023

**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 [here](#).

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes**
  - Approval of Minutes of the special Council meeting of January 9, 2023
  - Approval of Minutes of the regular Council meeting of January 9, 2023
  - Receipt of Minutes of Merrickville Public Library Board meeting of December 14, 2022
5. **Correspondence**
  - Ministry of the Solicitor General re: RIDE Grant Agreement
6. **Finance**
  - Report FIN-04-2023: 2023 Water and Wastewater Rates and By-law 07-2023
7. **CAO**
  - Draft Terms of References: Non-Legislated Advisory Committees
  - Declaration of Vacant Seat – Councillor - Merrickville Ward
8. **Deferred Items**
  - By-law 51-2022: Amend By-law 21-96 – Fence By-law
9. **Next meeting of Council:** Monday, February 13, 2023 at 7:00 p.m.
10. **Confirming By-Law:** 06-2023 re: Confirm Proceedings of Council meeting of January 30, 2023
11. **Adjournment**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the special Council meeting of January 30, 2023 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of January 9, 2023, as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
Michael Cameron, Mayor

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

Monday January 9, 2023, 6:00 p.m.

**Chaired by:** Mayor Michael Cameron  
**Members of Council:** Councillor Margaret Gural  
Councillor Stephen Ireland  
Councillor Ronnie Maitland  
Councillor Mark Oldfield

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Julia McCaugherty-Jansman, Deputy Clerk  
Stacie Lloyd, Manager, Community Development  
Nicklaus Gibson, Planner 1/Special Projects Coordinator

**Guests:** Forbes Symon, Senior Planner, Jp2g Consultants Inc.  
Mike and Vickie Ogilvie, Agents for the applicant, Earl McGrath, and owners at 714 Kilmarnock Rd.

**IMPORTANT NOTICE:** This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube Channel accessible by clicking [here](#).

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

**Approval of Agenda**

**R-001-23** Moved by Councillor Maitland, Seconded by Councillor Gural

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the special Council meeting of January 9, 2023, as circulated.

Carried.

**Move to Public Meeting to consider ZBA-06-2022**

**R-002-23** Moved by Councillor Ireland, Seconded by Deputy Mayor Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to a Public Meeting under Section 34 of the *Planning Act*, as amended.

Carried.

**Return to Special Meeting of Council**

**R-003-23** Moved by Councillor Gural, Seconded by Councillor Ireland

**Be it hereby resolved that:**

**Whereas** the Council of the Corporation of the Village of Merrickville-Wolford now closes the statutory public meeting held this 9<sup>th</sup> day of January, 2023, under Section 34 of the Planning Act to consider zoning by-law amendment applications for lands described as:

761 Roses Bridge Road, described as Wolford Concession A, Pt Lot 24 to ;26 Pt Rd Allowance RP 15R-12249;PART 1, Village of Merrickville-Wolford; and

714 Kilmarnock Road, described as Wolford Concession A, Pt Lot 26 and: RP 15R-11094 PART 2, Village of Merrickville-Wolford;

and now returns to the special meeting of Council.

Carried.

**R-004-23** Moved by Councillor Maitland, Seconded by Deputy Mayor Oldfield

**Be it hereby resolved that:**

By-Law 01-2023, being a by-law to rezone:

The remaining agricultural lands at 761 Roses Bridge Road, described as Wolford Concession A, Pt Lot 24 to ;26 Pt Rd Allowance RP 15R-12249; PART 1, Village of Merrickville-Wolford; and

The lands to be added to 714 Kilmarnock Road, described as Wolford Concession A, Pt Lot 26 and: RP 15R-11094 PART 2, Village of Merrickville-Wolford.

be read a first and second time, and that By-law 01-2023 be read a third and final time and passed.

Carried.

**Confirming By-Law**

**R-005-23**

Moved by Councillor Ireland, Seconded by Councillor Gural

**Be it hereby resolved that:**

By-law 02-2023, being a by-law to confirm the proceedings of the special Council meeting of January 9, 2023, be read a first and second time, and that By-law 02-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-006-23**

Moved by Councillor Gural, Seconded by Councillor Maitland

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 6:25 p.m. until the call of the Mayor subject to need.

Carried.

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Michael Cameron, Mayor

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Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**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 January 9, 2023, as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
Michael Cameron, Mayor

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

Monday, January 9, 2023, 7:00 p.m.

**Chaired by:** Mayor Michael Cameron  
**Members of Council:** Councillor Margaret Gural  
Councillor Stephen Ireland  
Councillor Ronnie Maitland  
Councillor Mark Oldfield

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Julia McCaugherty-Jansman, Deputy Clerk  
Kirsten Rahm, Treasurer/ Manager, Finance

**IMPORTANT NOTICE:** This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube Channel accessible by clicking [here](#).

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

**Approval of Agenda**

**R-007-23** Moved by Councillor Gural, Seconded by Councillor Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of January 9, 2023, as amended.

Carried.

**Note:** The agenda was amended to include correspondence and a request from the Merrickville-Wolford & District Chamber of Commerce directly following the Finance items.

**Minutes**

**R-008-23** Moved by Deputy Mayor Oldfield, Seconded by Councillor Gural

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of December 20, 2022, as circulated.

Carried.

**R-009-23** Moved by Councillor Maitland, Seconded by Councillor Ireland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Library Board meeting of November 23, 2022 for information purposes.

Carried.

**Finance**

**R-010-23** Moved by Councillor Gural, Seconded by Deputy Mayor Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report FIN-01-2023 regarding the Interim Borrowing By-law for 2023; and

**That** Council does hereby give favourable consideration to By-law 03-2023, being a by-law to authorize the borrowing of money to meet the 2023 expenditures of the Corporation of the Village of Merrickville-Wolford.

Carried.

**R-011-23** Moved by Deputy Mayor Oldfield, Seconded by Councillor Maitland

**Be it hereby resolved that:**

By-Law 03-2023, being a by-law to authorize the Municipality to borrow up to \$2,000,000 during January 1, 2023 to September 30, 2023 period and up to \$1,000,000 during October 1, 2023 to December 31, 2023 period in order to finance the Village's

Current Operating Expenditures on an interim basis, be read a first and second time, and that By-law 03-2023 be read a third and final time and passed.

Carried.

**R-012-23** Moved by Councillor Gural, Seconded by Councillor Ireland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-02-2023 regarding the Interim Tax Levy for 2023; and

**That** Council does hereby give favourable consideration to By-law 04-2023, being a by-law to authorize the 2023 interim tax levy and due dates.

Carried.

**R-013-23** Moved by Councillor Maitland, Seconded by Councillor Gural

**Be it hereby resolved that:**

By-law 04-2023, being a by-law to impose an interim tax levy for the year 2023 on properties within all tax classes in the Village of Merrickville-Wolford, be read a first and second time, and that By-law 04-2023 be read a third and final time and passed.

Carried.

**R-014-23** Moved by Deputy Mayor Oldfield, Seconded by Councillor Gural

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-03-2023 regarding 2023 budget pressures for information purposes.

Carried.

**R-015-23** Moved by Deputy Mayor Oldfield, Seconded by Councillor Gural

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Administration budget and the Water & Wastewater budget presentation for information purposes.

Carried.

#### **Correspondence**

**R-016-23** Moved by Deputy Mayor Oldfield, Seconded by Councillor Maitland

**Be it hereby resolved that:**

**Whereas** on December 24, 2022 staff received correspondence from Robyn Eagle, President, Merrickville-Wolford & District Chamber of Commerce, regarding the plan to coordinate the Snowflake Festival in Merrickville on Family Day on Monday, February 20<sup>th</sup>;

**And Whereas** in 2022 there was a positive turnout for this event, with the support of both the business community and the municipality making it a successful day-long event;

**And Whereas** the Merrickville-Wolford & District Chamber of Commerce requests that the fees for the use of the Fairgrounds, rink and shack, and the Community Centre be waived for the 2023 Snowflake Festival, as well as the use of additional picnic tables, garbage/recycling receptacles, and that the public washrooms be open and functional;

**And Whereas** the total cost of this request would amount to the following: \$847.50 (including HST) for the cost of the rental of the Community Centre and the grounds for one day, \$162 for the cost of insurance fees, and \$330.06 for staff wages, for a total of \$1339.56 requesting to be waived for the event;

**Now Therefore Be it Resolved** that Council does hereby receive the request from the Merrickville-Wolford & District Chamber of Commerce;



**And Now Therefore Be It Resolved** that Council does hereby approve the Chamber's requests and waiving of fees for the Snowflake Festival to be held on Monday, February 20<sup>th</sup>, or an alternate rain date should it be necessary.

Carried.

**Notices of Motion**

None.

**Public Question Period**

Robbies Giles submitted questions about the Rideau Valley Conservation Authority allotment in the proposed budget and the increase in the Fire Department training budget.

Yves Grandmaitre, 119 Cedar Gate Lane, submitted questions about budget comparisons to pre-Covid years, truck prices included in the budget for 2023, the format of budget discussions provided to Council and the public, and the status on the upgrades to the Community Centre.

**Confirming By-Law**

**R-017-23** Moved by Councillor Maitland, Seconded by Councillor Ireland

**Be it hereby resolved that:**

By-law 05-2023, being a by-law to confirm the proceedings of the Council meeting of January 9, 2023, be read a first and second time, and that By-law 05-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-018-23** Moved by Deputy Mayor Oldfield, Seconded by Councillor Gural

**Be it hereby resolved that:**

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:55 p.m. until the next meeting of Council on Monday, January 23, 2023 or until the call of the Mayor subject to need.

Carried.

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Michael Cameron, Mayor

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Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Public Library Board meeting of December 14, 2022 for information purposes.

Carried / Defeated

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Michael Cameron, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on December 14, 2022 at 7:30 pm via Zoom.

Present: M-W: John Harris, Brian Reid, Carole Roberts,

Montague: Olivia Enns

and Mary Kate Laphen (Librarian)

Absent: Timothy Molloy,

Additional presenters: Chris Eyton (Friends of the Library)

1. Meeting called to order at 7:30 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Moved by Brian; seconded by Olivia. **ADOPTED.**

4. **Approval of Minutes:**

- Nov 23/22 board meeting – Moved by Brian; seconded by John. **APPROVED.**

5. **Correspondence:**

- New Montague representative: Received notification from Montague Township that Olivia Enns has been appointed as the new Montague representative to the Board. Welcome to Olivia. Mary Kate to send letter of thanks to Colleen.
- Re: Accessibility query from last meeting: There has been no further contact related to this.

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

7. **Friends of the Library Report:** Friends President Chris Eyton gave an update on the quilt raffle. Over \$1500 was raised to fund the Kanopy subscription in 2023. Also doing Christmas Book Bundle sale.

8. **Report from Council:** deferred.

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

10. **Other Business:**

a) **Updates:**

i. **Board Appointments & Board Recruitment:** The call for board applications in Merrickville-Wolford is still pending, possibly until January (Dec. Council meeting postponed). Mary Kate is watching for notification and will let people know when it is open.

ii. **Building:**

- **Exterior Work – Roof, etc:** The estimate for the additional repairs and insulation from the raccoons is still pending.

**Motion:** That, in the interests of completing this necessary work as soon as possible, Mary Kate be authorized to accept the estimate if it is within our expected range and arrange for the work to proceed without requiring further board approval. Mary Kate will keep the board chair informed of developments. Moved by: Brian, Seconded by: Olivia. **APPROVED.**

- **Mice:** Mice seem to be getting in at one spot in the library. Have trapped 3 this week. We are trying a deterrent and have set out more traps.

iii. **Board End-of-Term Report:** This has been forwarded to Council. Mary Kate is also making it available to people who express interest in applying for the board.

iv. **Staff Performance Reviews:** The CEO performance review is completed. The staff review is scheduled for January.

v. **RBC Donation:** The paperwork for this has been completed. The funding is still pending.

b) **Financial:**

i. **Resolution:** 22-DEC-01 To transfer reserved special funds earmarked for projects in 2022 (seed library, art workshops) into the operating account. Moved by: Brian, seconded by: Olivia. **APPROVED.** Mary Kate will forward the resolution to the municipal Treasurer.

ii. **Budget 2023:** Discussed a preliminary draft of the budget. Salary information is not yet available from the municipal Treasurer, however, other expenses and projected revenue were reviewed.

- **Letter to Montague:** Mary Kate to send a letter to Montague Council requesting an increase in their municipal grant for 2023.

c) **Public Question Period:** none.

11. **Next meeting:** Wed, January 11, 2022 at 7:30 pm on Zoom (tentative).

12. Meeting adjourned..

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Librarian's Report:

### Statistics

November	Nov 2022	Oct 2022	Nov 2021	Nov 2020	Nov 2019
<b>Patrons</b>	<b>1101</b> ( <i>incl. mtgs</i> ) +104 OverDrive users:	<b>1123</b> ( <i>incl. mtgs</i> ) + 94 OverDrive users:	<b>783</b> + <b>113</b> OverDrive users	671 and 86 OverDrive users	1134 w/mtgs 1171 +4.5%
<b>(Kids/Youth)</b>	271 (73k / 198y)	305 (92k / 213y)	153 (45 k / 108 y)	85 (30k / 55y)	342 (77 / 265)
<b>(Progs)</b>	112- at lib (16 prgs) 33 – out of lib (3 prgs) Class Visits: 60 (4 CVs @ lib)	152- at lib (14 prgs) 103 – out of lib (6 prgs) Class Visits: 227 (5 CVs @ lib, 10 CVs @ school)	<b>35</b> – in liby (8 prgs) <b>0</b> - Zoom prg (0 prgs)	In Library 28- (5 prgs) Virtual Programs 8 (1 program) 34 views (YouTube)	123-in (1 prgs, 1 CV-in) 36-out of Lib, (5-prgs)
<b>Mtg Rm users</b>	90 – in lib (13 mtg) 6 – Zoom (1 mtg)	66 – in lib (10 mtg) 7 – Zoom (1 mtg)	16 – in liby (4 mtg) 7 – Zoom (1 mtg)	12 in liby ( 3 mtgs) 20 Zoom (3 mtgs)	37 (6 mtgs)
<b>Circulation</b>	<b>TOTAL: 2829</b> Lib: 1841 (A-1061, J/T – 780)  OverDrive: 849 (circ) Kanopy 139 (plays)	<b>TOTAL: 2816</b> Lib: 1919 (A-1039, J/T – 819)  OverDrive: 785 (circ) Kanopy 112 (plays)	<b>Total: 2235</b> Lib: 1573 (A-954, J/T-628) OverDrive: 556 (circ) Kanopy 106 (plays)	TOTAL: 2032 Lib: 1320 (A-913, J-384, T-23) OverDrive: 622 (circ) Kanopy 90 (plays)	TOTAL 2369 +0.5% Lib: 1972 -3% (A-1239, J-754, T-9) OverDrive: 397
<b>Computer / Internet use (+wireless):</b>	<b>174</b> (66 / 107 wifi / 1 tablet)	<b>177</b> (62 / 115 wifi)	169 52 / 117 wifi)	183 (79 / 104 wifi)	223 -28% (191 / 20w / 12 Tab)
<b>ILL borrowed/lent:</b>	58 in / 55 out	51 in / 39 out	60 in / 47 out	42 in / 47 out	93 / 62

Our overall stats for November were quite similar to October, but without the Halloween visits. Walk-in traffic was lower (as is usual), but there were a lot of class visits to the library and use of the meeting room.

### Programs & Services:

#### Children's Programs:

**StoryTime:** continues to go well. Attendance is up and down (often affected by illness).

**French StoryTime:** attendance is inconsistent.

**Saturday PlayDays:** these are modestly successful. Will put out the toys, etc every day during the first week of January (before school goes back).

**Christmas visits:** Visited classes at Montague school. Have some Merrickville visits scheduled for later in the month. Did green screen photos at Christmas in Merrickville (at Breakfast with Santa).

**Class Visits to Library:** Three classes from Ste Marguerite continue to make regular visits.

**Playgroup:** Still doing visits most Wednesdays.

**Daycare:** Continuing with monthly visits to the preschoolers and toddlers. Also lending books.

#### Adult Programs:

**Fitness for Your Aging Brain:** this session is ending, but there will be a new session coming out in January. Have also discussed some other program ideas for seniors.

**Book Clubs & Off the Shelf:** Continuing to go well.

**Internet/Computers:** use levels remain consistent.

**InterLibrary Loans:** Requests from other libraries are up from October's lull.

**Meeting Room:** There have been a lot of requests for the meeting room. Apart from programs, it is being used up the Fair Board, the Health Centre (meditation group), the Chamber of Commerce, the Trails Society, Run Merrickville, TNIM, Eco-Champions, and the Girl Guides. We are still offering virtual meetings through Zoom, but only one group is making use of it.

**Collection:** Weeding continues. Have ordered some new decodable books thanks to the Lions Club

donation. Have done the winter bestseller order.

**Volunteers:** All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection. Have given appreciation gift certificates.

**Donations:** Have received some end of year donations.

**Accessibility Plan:** Have spoken with Public Works, and awaiting more feedback.

**Publicity/Outreach:** Continuing with the usual publicity outlets: Phoenix, webpage, social media. There was some nice coverage of the raffle in the Phoenix.

**Partnerships/Outreach:** have been approached by the Hospice re: using the meeting room as a satellite office once a month. We are continuing to work with our usual partners/community groups: Trails Society, Health Centre, Sustainable Merrickville-Wolford, Eco-Champions, Chamber of Commerce, Fair Board, schools, daycare, Playgroup. Eco-Champions and the Seed Library will start ramping up in January. The Chamber is planning another Snowflake Festival for Family Day and the Library will participate in that again.

**Professional Development, Meetings, etc:** Nothing until the new year.

**Grants, etc:** Nothing at this time.

**Plans for month:** Christmas visits, more weeding, write Seed Library report, technology shopping, install the grab rail, work more on budget, and the usual library business. The Library will be closed between Christmas and New Years – I will be taking some vacation time and Linda is not available.

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Ministry of the Solicitor General regarding the Reduce Impaired Driving Everywhere (R.I.D.E.) Grant Allocation dated December 21, 2022; and

That Council does hereby direct the Mayor and the CAO to execute the Ontario Transfer Payment Agreement associated with same.

Carried / Defeated

\_\_\_\_\_  
Michael Cameron, Mayor

**From:** Iwasaki, Yoko (SOLGEN) <Yoko.Iwasaki@ontario.ca>  
**Sent:** Wednesday, December 21, 2022 2:16 PM  
**To:** Graves, Nancy (OPP) <Nancy.Graves@opp.ca>; Michael Cameron <mayor@Merrickville-wolford.ca>; Julia McCaugherty-Jansman <deputyclerk@Merrickville-wolford.ca>  
**Cc:** Iwasaki, Yoko (SOLGEN) <Yoko.Iwasaki@ontario.ca>  
**Subject:** 2022-2024 RIDE Grant TPA - OPP Grenville County (Merrickville Wolford)

Good afternoon,

I am pleased to inform you that your application for the 2022-23 – 2023-24 Reduce Impaired Driving Everywhere (R.I.D.E.) Grant has been approved, with an allocation of \$8,800 for fiscal year 2022-23 and \$8,700 for fiscal year 2023-24.

This grant is intended to enhance the regular R.I.D.E. program currently being conducted by OPP Grenville County (Merrickville Wolford) to offset the costs for sworn officers' overtime and paid duty.

Please see the attached Transfer Payment Agreement (TPA) including Schedules A-E for your police services board's review and sign-off. Please complete the following steps below:

\* Complete, sign and submit the attached Transfer Payment Agreement:

- Please review the Agreement in its entirety (including all the Schedules) and pay particular attention to confirm and/or add details to the following sections:

- Agreement (p. 4): Once you have reviewed the agreement, please have the authorized signatory for the grantee sign, where noted.

- Schedule B (p. 19): Please add contact information in the bottom two sections of the chart.

\* Submit a Certificate of Insurance:

- Per Article 10 of Schedule A, submit an electronic copy of the Certificate of Insurance (\$5 million), indemnifying "His Majesty the King in Right of Ontario, his Ministers, Agents, Appointees and Employees".

Please submit the scanned signed copy of the Agreement and the Certificate of Insurance to [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca) by **January 31, 2023**. A fully executed copy of the agreement will be returned for your files.

Thank you,

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Yoko Iwasaki | Community Safety Analyst  
Program Development Section  
External Relations Branch, Public Safety Division  
Ministry of the Solicitor General  
T: 647-532-8149 E: [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca)

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-04-2023 regarding the 2023 water and wastewater rates; and

That Council does hereby give favourable consideration to By-law 07-2023, being a by-law to amend By-law 24-03, to adopt the 2023 Water and Wastewater Rates at an increase of 3%.

Carried / Defeated

Michael Cameron, Mayor





## Village of Merrickville - Wolford

Report FIN-04-2023  
Finance Department  
Information/Action Report to Council  
Date to Council: January 30, 2023

### RE: 2023 Water and Wastewater Rates

**OBJECTIVE:** To obtain Council's approval of the 2023 water and wastewater rates.

### **RECOMMENDATION:**

**THAT:** Council does hereby receive report FIN-04-2023 regarding the 2023 water and wastewater rates; and

**THAT:** Council gives favourable consideration to By-law 07-2023, being a by-law to amend By-law 24-03, to adopt the 2023 Water and Wastewater Rates.

### **BACKGROUND:**

The *Sustainable Water and Sewage Systems Act, 2002*, requires municipalities to assess the costs of water and to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems. The *Sustainable Water and Sewage Systems Act*, requires municipalities to institute full cost accounting and recovery for water and wastewater services. They cannot be financed through property taxes.

### **ANALYSIS:**

Staff are recommending a 3% increase for 2023. Applying a 3% increase to the water and wastewater rates, the base user rates for residential and multi-residential water and wastewater classes combined will increase from \$153.53 to \$158.14, per unit, per month. The Industrial, Commercial and Institutional classes will see a base user rate increase from \$235.53 to \$242.60, per unit, monthly. The base rate for properties on water only will increase from \$51.18 to \$52.72. The base rate includes up to 7.5 cubic metres per unit, per month. The rates for metered water/wastewater, after 7.5 cubic metres per unit, per month, will increase from \$8.17 to \$8.42 per cubic metre, and for water only users from \$2.71 to \$2.79.

Our water and wastewater services are now considered financially sustainable. However, in order to remain financially sustainable, the Village will need to continue to increase rates by approximately 3% annually in order to keep pace with inflationary

pressures. Our underground infrastructure is aging, and many of the Village sanitary and water pipes were installed around 1950's – 1970's, and are increasingly in need of repair. Without an annual increase, the Village risks not having enough finances to replace and repair aging infrastructure.

**BUDGET/LEGAL IMPLICATIONS:**

The 2023 draft budget will include the estimated revenue due to the increase in user rates. The user fees for water are estimated to be \$463,382 and for wastewater \$823,610

**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:**

Fiscal sustainability is an important part of providing efficient services to ratepayers.

**Conclusion:**

Staff recommend that Council adopt By-law 07-2023, as attached, being a by-law to implement the new water and wastewater rates for 2023.

**ATTACHMENTS:**

By-law 07-2023 – Amend By-law 24-03 with 2023 Water and Wastewater Rates

Submitted by:

Approved by:



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



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

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

By-law 07-2023, being a By-law to amend By-law 24-03 to adopt the 2023 Water and Wastewater Rates, be read a first and second time, and that By-law 07-2023 be read a third and final time and passed.

Carried / Defeated

\_\_\_\_\_  
Michael Cameron, Mayor

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

**BY-LAW NO. 07-2023**

**BEING** a By-law to amend By-Law 24-03, the By-law to enact Rules and Regulations for the Installation, Repair, Maintenance and Access to Water Meters, Sewer Services and Related Appurtenances; the Billing and Collection of Charges for Water and Sewer Usage; and the Penalties for Offences

**WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 24-03 to enact the installation of water meters and collection of charges for water and sewer;

**AND WHEREAS** section H. 1 of By-law 24-03 allows for the changing of rates from time to time by municipal by-law;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford does deem it necessary to increase the water and sewer service rates;

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

1. Schedule "A" of By-law No. 24-03 shall be amended as attached.
2. The amended rates of Schedule "A" shall come into force and take effect the 1<sup>st</sup> day of January, 2023.
3. Schedule "B" of By-law No. 24-03 shall be amended as attached.
4. The amended rates of Schedule "B" shall come into force and take effect on the passing of this By-Law.

**READ** a first and second time this 30<sup>th</sup> day of January, 2023.

**READ** a third and final time and passed this 30<sup>th</sup> day of January, 2023.

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Michael Cameron, Mayor

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Doug Robertson, CAO/Clerk

**Village of Merrickville-Wolford**

**Schedule "A" to By-Law No. 07-2023**

**Water/Sewer Service Rates**

**Water/Sewer Service Rate Calculation**

<b>WATER SERVICE TYPE</b>	<b>BASE RATE (per month)</b>	<b>METERED WATER/ SEWER SERVICE RATE (per cubic meter of water)</b>
A) Independent Residential Unit	\$158.14 per unit monthly on water and sewer for the first 7.5 M3	\$8.42 per cubic meter after 7.5 cubic meters (c.m.) per unit
	\$52.72 per unit monthly for water only for the first 7.5 M3	\$2.79 per cubic meter after 7.5 cubic meters (c.m.) per unit
B) Multiple Residential Unit	\$158.14 per unit monthly on water and sewer for the first 7.5 M3	\$8.42 per cubic meter after 7.5 cubic meters (c.m.) per unit
C) Industrial/Commercial/Institutional Units	\$242.60 per unit monthly for the first 15 M3	\$8.42 per cubic meter after 15.0 cubic meters (c.m.) per unit

**Village of Merrickville-Wolford**  
**SCHEDULE “B” to By-Law No. 07-2023**

**ADDITIONAL CHARGES**

- Rates for Water from Hydrants
  - Corporation Fire Department Emergency use No Charge
  - Other Users \$3.63/m3

Larger meters and non-standard meter installations shall be billed to the owner. Definition of non-standard installation and associated costs shall be at the sole discretion of the Manager of Environmental Services.

- Owner-requested municipal meter accuracy testing deposit will be \$55.00 for each test.
- Notice of Disconnection Charge will be \$110.00 and will be applied to the outstanding account.
- Disconnection and Reconnection Charge.  
When it has been necessary to reconnect a service as a result of non-payment, a reconnection charge of \$110.00 shall be levied against the delinquent account.
- Owner requested disconnection shall have a disconnection charge of \$110.00  
Owner requested reconnection shall have a reconnection charge of \$110.00.
- Service charge for inspection of water or sewer connections shall be \$55.00
- Water Statements or history of account over one year:
  - Computer records: \$15.00
  - Manual records: \$25.00 per hour, minimum one hour

During office hours (7:00 a.m. to 3:00 p.m.)

- Thawing frozen service \$55.00 per hour, minimum one hour plus disbursements
- New Meter 100% of cost of materials and labour
- Water/Sewer Connection \$5,000.00 deposit refundable of net actual cost.
- Duplicate Water Bill \$5.00

After office hours (3:01 p.m. to 6:59 a.m.)

- Thawing frozen service \$55.00 per hour, minimum one hour plus disbursements
- Water/Sewer Connection \$5,000.00 deposit refundable of net actual cost.

This schedule amends the fees and service charges of Schedule “B” of By - Law 24 – 03.



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

**Terms of Reference**

**Community Wellness & Environmental Advisory Committee (CWEAC)**

**Schedule "A" to By-law XX-2023**

**Mission**

The Village of Merrickville-Wolford's Community Wellness & Environmental Advisory Committee mission is to provide advice and recommendation to Council on matters associated with recreational activities within the Village regarding the protection, enhancement, and restoration of the Village's recreational facilities and services. The Committee will also advise Council regarding the protection, enhancement, preservation and conservation of the Village's natural environment, while also working towards community improvement with a focus on economic development initiatives for the improvement of quality of life for all residents and the Village as a whole.

**Objectives**

The Committee will assist Council as follows:

- Identify projects and initiatives and to provide recommendations to Council regarding community development matters;
- Promote strategic initiatives as directed by Council regarding community development;
- Increase general public awareness and promotion of environmental issues;
- Provide advice surrounding environmental impacts of development, as requested by Council;
- Identify projects and initiatives and to advise Council regarding new alternatives of an ecological nature which may improve the management of the urban and rural landscape and thereby contribute to the well-being of the entire ecosystem;
- Identify projects, initiatives and opportunities and to advise Council regarding the enhancement of quality of life for all residents through recreation-based activities and services;
- Increase general public awareness, communications and promotion of healthy lifestyles and recreational programs;
- Encourage strategic initiatives regarding promoting healthy living; and

- Advise on any special projects or initiatives as directed by Council at any time.

### **Composition**

The Community Wellness & Environmental Advisory Committee shall be appointed by Council and shall include, but not be limited to:

- a. Nine (9) Voting Members selected at large by resolution or by-law through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council liaison to be appointed by Council for the term of the Committee, who has the authority to delegate a designate in their absence; and
- c. Head of Council (Mayor – ex officio)

### **Terms of Office**

Membership of the Committee shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

### **Quorum**

A quorum will consist of a minimum of four (4) or more of the voting members. No meeting shall proceed without quorum present. If the Committee cannot achieve quorum for a meeting, then no business shall be conducted, and the meeting shall be cancelled.

### **Motions**

All decisions made during Community Wellness & Environmental Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee Members present. All motions and decisions shall be captured in the meeting minutes by the Secretary.

### **Meetings**

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

The Committee shall meet on a bi-monthly basis, for a total of six (6) meetings per year, with the authority to call a special meeting at the call of the chairperson if necessary to conduct business.

All meetings are mandated to be open to the public.

All meetings may be conducted either virtually via Zoom, or in-person.

### **Role of Chairperson**

The Committee shall, at the first meeting of a new term, appoint a Chairperson from among its Members. The Committee then shall, at the first meeting of each calendar year, appoint a Chairperson for the duration of the calendar year.



The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Ensuring that procedure is followed during meetings;
- Appointing a Secretary of the Committee at the first meeting of a new term to take minutes of all Committee meetings;
- Sending all Committee agendas to the Clerk for circulation on the Village website;
- Providing all necessary documentation and/or requests to Council through the Committee's Council liaison in conjunction with the Clerk; and
- Ensuring completion of tasks and objectives by Committee members.

### **Role of Members**

The roles of the members of the Community Wellness & Environmental Advisory Committee include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Participate respectfully with other Committee members, and follow the procedural conduct as included in the Procedural By-law 30-17;
- Providing expertise advice and solutions in their professional area of expertise;
- Providing regrets to the chairperson as soon as possible if unable to attend a scheduled meeting; and
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such conflict exists or may exist.

### **Conflicts of Interest**

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

### **Reporting to Council**

The Community Wellness & Environmental Advisory Committee shall report to Council:

- a. Through the minutes of the meetings;
- b. Via Committee reports with the recommendation template as provided by the Village Clerk;
- c. As deemed necessary by the Committee for submission through the Council Liaison;
- d. As requested by Council.

**Budget**

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15<sup>th</sup> of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

**WHEREAS** at the special meeting of Council on December 20, 2022, Council deferred By-law 51-2022, being a by-law to amend By-law No. 21-96, a By-law to prescribe regulations governing the construction, height and description of fences of any type;

**NOW THEREFORE** By-law 51-2022, being a by-law to amend By-law No. 21-96, a By-law to prescribe regulations governing the construction, height and description of fences of any type, be read a first and second time, and that By-law 51-2022 be read a third and final time and passed.

Carried / Defeated

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Michael Cameron, Mayor

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

### **BY-LAW 51-2022**

**BEING** a By-Law to amend By-law No. 21-96, a By-law to prescribe regulations governing the construction, height and description of fences of any type

**WHEREAS** The Corporation of the Village of Merrickville-Wolford passed By-law 21-96;

**AND WHEREAS** the Village of Merrickville amalgamated with the Township of Wolford to become the Corporation of the Village of Merrickville-Wolford;

**AND WHEREAS** the Village of Merrickville-Wolford passed By-law No. 03-05 to amend By-law No. 21-96 on January 10, 2005;

**AND WHEREAS** the Village of Merrickville-Wolford wishes to further amend By-law 21-96;

**NOW THEREFORE** the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact the following:

1. By-law No. 21-96, as amended by By-law No. 03-05, is hereby further amended as follows:
  - a. By deleting section 1 in its entirety and replacing it with the following:

“1. This By-law shall only apply to the following lands:  
(a) all lands within Settlement Areas of the Village of Merrickville-Wolford identified in the Village of Merrickville-Wolford Official Plan Schedule A-1 as having a “Hamlet” designation, including but not limited to the Settlement Areas of Jasper, Eastons Corners, and Carleys Corners; and  
(b) all lands identified in the Village of Merrickville-Wolford Official Plan Schedule B-1 as being within the “Urban Area Boundary” of Merrickville.  
1.1. Notwithstanding section 1, this By-law shall not apply to any lands legally being used for Agricultural Uses or Agriculture-Related Uses, in accordance with the By-law 23-08, as amended from time to time.”
  - b. By adding a section after section 1 as follows:

“2. For purposes of this By-law the definitions contained in By-law 23-08, as amended from time to time, shall apply and are hereby incorporated by reference.
  - c. By deleting sections 2, 3 and 4 of By-law 21-96 in their entirety and replacing those sections with the following:

“3. No person shall construct a fence on any Lot except in accordance with this By-law.  
4. All fences shall be constructed in accordance with the following requirements:  
(a) a fence on a Rear Lot Line shall not exceed a height of 1.81 metres and may be opaque;  
(b) a fence on a Side Lot Line that does not face a municipally maintained road shall not exceed a height of 1.81 metres and may be opaque;  
(c) a fence on a Side Lot Line that faces a municipally maintained road shall not exceed a height of 1.81 metres for that portion of the fence that is outside of the Front Yard and may be opaque for any portion of the fence that does not intrude into the Front Yard;  
(d) any fence that is constructed within the Front Yard shall not exceed a height of 1.22 metres and may be opaque;  
( e) fences on a Rear Lot Line or Side Lot Line that do not face a municipally maintained road and which do not extend into the Front Yard may have additional height over 1.81 metres provided that the height over

1.81 metres is constructed of an open weave material with a minimum opening size of the weave of 2.5 square centimeteres, and provided that the total height of the fence does not exceed 2 metres.

- d. By deleting section 5 in its entirety.
  - e. By amending section 7 to state the following:  
“No fence shall use or incorporate ‘barbed wire’ or ‘electrification’ in any manner whatsoever.” And deleting the reference to “sec 201(28) c.M.45 R.S.O.1990).”.
  - f. By amending section 8 to state the following:  
“This by-law supersedes any other By-law respecting fences save and except for By-law No. 19-07 being the By-Law respecting the enclosures for privately-owned outdoor swimming pools.”
  - g. By deleting section 11 in its entirety and replacing it with the following:  
“The provisions of section 1, 2 and 4 do not apply to a person who erects a private outdoor tennis court.”
  - h. By amending section 12 to state the following:  
“an owner, or occupant, of land containing a fence shall have the right to enter upon adjoining land for the purpose of maintaining the fence. However, the owner, or occupant, shall inform the owner or occupant of the adjoining land of the intention to maintain. The adjoining land shall be left in the same condition as it was prior to such entry.”
2. This amendment shall come into force and take effect as of the date of passing.

Read a first and second time this 30<sup>th</sup> day of January, 2023.

Read a third time and passed on this 30<sup>th</sup> day of January, 2023.

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Michael Cameron, Mayor

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Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

By-law 06-2023, being a by-law to confirm the proceedings of the special Council meeting of January 30, 2023, be read a first and second time, and that By-law 06-2023 be read a third and final time and passed.

Carried / Defeated

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Michael Cameron, Mayor

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

**BY-LAW 06-2023**

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 January 30, 2023

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on January 30, 2023 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 January 30, 2023 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 30<sup>th</sup> day of January 2023.

\_\_\_\_\_  
Michael Cameron, Mayor

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

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: January 30, 2023

Moved by: Gural Ireland Maitland

Seconded by: Gural Ireland Maitland

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at \_\_\_\_\_ p.m. until the next meeting of Council on Monday, February 13, 2023 or until the call of the Mayor subject to need.

Carried / Defeated

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Michael Cameron, Mayor