



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday March 27, 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 regular Council meeting of March 13, 2023  
   Approval of Minutes of the special Council meeting of March 22, 2023
5. **Declaration of Office** Anne Barr, Councillor – Merrickville Ward
6. **Finance**                        2023 Draft Budget – Final Review Process
7. **CAO**                             Ethan Driedger – eScribe Demonstration  
   Resolution: Appointment of a Deputy Mayor  
   By-law 20-2023: UCLG Counties Alternate Appointee
8. **Correspondence**            St. Michael Catholic High School – Burse Request Letter
9. **Public Works**                Report PW-02-2023: Replacement of Stolen Backhoe  
   Kolo Productions Inc. – Film Requests
10. **Notices of Motion**           None
11. **Deferred Items**             None
12. **Public Question Period to Council**
13. **Next meeting of Council:** Tuesday, April 11, 2023 at 7:00 p.m.
14. **Confirming By-Law:**    19-2023 re: Confirm Proceedings of Council meeting of March 27, 2023
15. **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: March 27, 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 regular Council meeting of March 27, 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: March 27, 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 March 13, 2023, as

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

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

Carried / Defeated

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

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

Monday, March 13, 2023, 7:00 p.m.

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

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

**Guests:** Robyn Eagle, President, Merrickville-Wolford & District Chamber of  
Commerce  
Trevor Johnson, Vice President, Merrickville-Wolford & District Chamber  
of Commerce  
Jon-Erik Dillon, CEO, StreetLogix and StreetScan

**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-081-23** 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 March 13, 2023, as amended.

Carried as amended.

**NOTE:** The agenda was amended to include Report PW-01-2023, being an information report for the current tender closing for the 5500 Plow Truck for the Operations Department, directly following the CAO section.

**Minutes**

**R-082-23** Moved by Councillor Ireland, 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 regular Council meeting of February 27, 2023, as circulated.

Carried.

**R-083-23** 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 Minutes of the special Council meeting of March 6, 2023, as circulated.

Carried.

**R-084-23** 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 the Minutes of the Merrickville Public Library Board meeting of February 9, 2023 for information purposes.

Carried.

**Delegations**

**R-085-23** Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby

receive the delegation of Robyn Eagle, President, Merrickville-Wolford & District Chamber of Commerce, regarding an overview of the Chamber of Commerce objectives for 2023, for information purposes.

Carried.

#### CAO

##### R-086-23

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 receive the Roads Needs Study demonstration by Jon-Erik Dillon, CEO of StreetLogix & StreetScan, for information purposes.

Carried.

##### R-087-23

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 receive Report CAO-02-2023, being a report to describe the voting process for filling the current vacant seat on Council; and

**That** Council does hereby approve the voting process described in report CAO-02-2023 to appoint a person who has consented to accept the office to fill the current vacant seat on Council for Merrickville Ward.

Carried.

##### R-088-23

Moved by Councillor Gural, Seconded by Councillor Ireland

**Be it hereby resolved that:**

**WHEREAS** at their special meeting on January 30, 2023, Council declared the Council seat of Councillor – Merrickville Ward as vacant effective immediately, per Section 262(1) of the Municipal Act, 2001;

**AND WHEREAS** on March 2, 2023, per Council's direction, the CAO/Clerk contacted the four eligible candidates from Merrickville Ward and Mayor from the 2022 Municipal Election to seek their consent to being appointed to fill the vacant seat;

**AND WHEREAS** Anne Barr and Yves Grandmaitre were the two candidates who sent in a response granting consent to being appointed with written expressions of interest;

**AND WHEREAS** Council does hereby receive the written expressions of interest from Anne Barr and Yves Grandmaitre for consideration;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint Anne Barr to fill the vacant seat of Councillor – Merrickville Ward.

Carried.

#### Public Works

##### R-089-23

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 report PW-01-2023, being an information report for the current tender closing for the 5500 Plow Truck for the Operations Department; and

**That** Council award the tender to Southbank Dodge Chrysler Ltd for the sum of \$111,579 plus HST.

Carried.

#### Notices of Motion

None.

#### Deferred Items

None.

**Public Question Period to Council**

None.

**Confirming By-Law**

**R-090-23** Moved by Councillor Maitland, Seconded by Councillor Ireland

**Be it hereby resolved that:**

By-law 17-2023, being a by-law to confirm the proceedings of the regular Council meeting of March 13, 2023, be read a first and second time, and that By-law 17-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-091-23** Moved by Councillor Gural, Seconded by Councillor Maitland

**Be it hereby resolved that:**

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:31 p.m. until the next meeting of Council on Wednesday, March 22, 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: March 27, 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 March 22, 2023, as

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

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

Carried / Defeated

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

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

Wednesday, March 22, 2023, 6:00 p.m.

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

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

**IMPORTANT NOTICE:** This meeting was a special working meeting of Council and was held in person in Council Chambers. The public was welcome to observe, and they will have the opportunity to submit questions after the Draft Budget Presentation. It was also 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-092-23** Moved by Councillor Ireland, 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 March 22, 2023, as amended.

Carried.

**Note:** The agenda was amended to include an In-Camera session following the discussion of the 2023 Draft Budget.

**Finance**

Council reviewed the 2023 Draft Budget.

**In-Camera**

**R-093-23** Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an “In-Camera” session at 10:10 p.m. under Section 239(2) of the Municipal Act, 2001, as amended, to address matters pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees.

Carried.

Kirsten Rahm, Brad Cole, and Julia McCaugherty-Jansman left the meeting prior to the In-Camera session at approximately 10:10 p.m.

**Rise and Report**

**R-094-23** 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 rise and report from the “In-Camera” session of the special Council meeting, with staff being given direction at 11:40 p.m.

Carried.



**Confirming By-Law**

**R-095-23** Moved by Councillor Gural, Seconded by Councillor Ireland

**Be it hereby resolved that:**

By-law 18-2023, being a by-law to confirm the proceedings of the special Council meeting of March 22, 2023, be read a first and second time, and that By-law 18-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-096-23** 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 11:42 p.m. until the next meeting of Council on Monday, March 27, 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

**DECLARATION OF OFFICE**  
(Section 232 of the *Municipal Act, 2001*)

I, Anne Barr, having been elected to the office of Councillor – Merrickville Ward in the municipality of the Corporation of the Village of Merrickville-Wolford, do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive payment of reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to His Majesty King Charles the Third.
5. I have read and will abide by the attached Council Code of Conduct.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me  
at the Village of Merrickville-Wolford  
in the United Counties of Leeds and Grenville  
on this 27<sup>th</sup> day of March, 2023

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Doug Robertson, CAO/Clerk

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Anne Barr

**APPENDIX “B”**  
**to Procedure By-law 30-17**  
**Council Code of Conduct**

**Preamble**

The Council of the Village of Merrickville-Wolford considers it desirable to augment the Oath of Office sworn by each member of Council, with a Council Code of Conduct. A written Code of Conduct helps to ensure that the Members of Council share a common basis for acceptable conduct. The Code is intended to provide guidance to individual Members of Council in acting at all times in a manner that will enhance public trust and confidence in their Municipal Council. ("**Member**" means a Member of the Council of the Village of Merrickville-Wolford, elected in accordance with *The Municipal Elections Act*.)

**General**

The Member must discharge with integrity all duties owed to Council, the Village of Merrickville-Wolford, and the public.

The Member shall serve her/his constituents in a conscientious and diligent manner.

**Confidentiality**

It is every Council Member's responsibility to ensure that all information collected, produced or obtained in the course of his/her duties, whether in reports, memos, oral communication, or electronic format, is as accurate as possible. No Council Member shall willfully mislead other Council Members, municipal employees, or the public about any issue of municipal concern.

It is the responsibility of each member of Council to ensure that confidential information, provided through administration, other Council Members, developers, investors, the public or through any other party, is kept strictly confidential and not released without the approval of Council.

The following information must not be disclosed, except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- Information which is personal;
- Information that constitutes the proprietary information of a third party, individual or group;

- Information that might reasonably be regarded as having been disclosed to an employee or member of Council in confidence;
- Is sensitive in nature, or
- Imparts to the person in possession of such information an advantage not available to the public generally.

The Member has a duty to hold in strict confidence all information concerning matters dealt with *in camera* by Council. The Member shall not release, make public or in any way divulge any such information or any aspect of the *in-camera* deliberations, unless expressly authorized or required by law to do so.

Information acquired through the Council member's position with the Municipality may not be used or disclosed in any personal external activity.

No Council member shall benefit, either directly or indirectly, from the use of information acquired during the course of official duties, which is not generally available to the public.

### **Business Relations**

- The Member must not borrow money from any person who regularly does business with the Village of Merrickville-Wolford unless such person is a bank or trust company, or is a company whose shares are publicly traded and is regularly in the money-lending business.
- No member of Council shall act as a paid agent before Council or a committee of Council, or any agency, board, or committee of the Municipality.

### **Conduct At Council**

- In Committee and Council meetings, the Member shall treat the Chair, other Members, staff and delegates from the public with courtesy and respect and good faith.
- The Member shall not criticize or blame staff or any other member in public. Criticism will be dealt with in private through the CAO. Should the criticism be of the CAO, it will be dealt with by the Mayor or his or her designate.
- The Member shall make every effort to participate in the Boards and Committees of Council to which he/she is appointed, and shall always be forthright with Council regarding the affairs of the Board or Committee.
- Where the Member is involved in an issue outside the Member's own ward, the Member shall inform the Ward Councillor(s) of such involvement and shall make reasonable efforts to invite the Ward Councillor to any meetings in conjunction therewith unless:

- The issue is clearly of Municipality-wide significance, or:
- The Member is the Chair of the Committee handling the matter or the Mayor, and the involvement does not go to the merits of the issue but rather involves only procedural aspects.

### **Municipal By-laws & Policies**

- The Member shall encourage public respect for, and try to improve the administration of the by-laws and policies of the Municipality.

### **Harassment**

- Harassment of another Member, staff, or any member of the public is misconduct.
- It is the policy of The Village of Merrickville-Wolford that all persons be treated fairly in the workplace, in an environment free of discrimination and of personal and sexual harassment.

### **Influence on Staff**

The Member shall be respectful of the tradition that staff are expected to make recommendations to Committee and Council that reflect professional and corporate management, judgment, and opinions and which are not unduly influenced by any single member of Council.

It is expected that Members of Council will discuss Municipality business with staff and the CAO. These discussions, however, should never involve any comments or action that would in any way threaten or intimidate staff in the conduct of their duties.

### **Gifts and Benefits**

Members should make responsible efforts to maintain a favour for a favour insofar as expenses associated with meetings with persons doing business with the Municipality are concerned.

It is acknowledged that, on occasion, discussions with persons doing business with the Village of Merrickville-Wolford may take place outside the Municipal Office where there is some form of hospitality. The Member may, from time to time, meet persons involved in doing business with the Municipality to discuss such business in such manner although this should not become a regular practice with the same person. The Member should make efforts to split the costs associated with such meetings or where it is reasonably anticipated that subsequent meetings may be held with the same person, the Member may choose to host the next meeting. In no event should a Member attend a meeting where the setting is so extravagant that the Member could not reciprocate or

such that it is clear that the principal function of the meeting is to enjoy the social setting as opposed to discussing business in a related atmosphere.

Members should not solicit or accept gifts or other benefits whether it be money, services, loan, travel entertainment, hospitality, promise or any other gift/benefit from persons or companies who are or may be doing business with the Municipality or who are clients of the Municipality if:

- It could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or
- The gift was intended to serve as a reward for any official action on their part.

There are some limited circumstances where the acceptance of a gift or benefit is acceptable. Low value gifts may be accepted where it would be poor business practice or would cause offence not to accept it, for example, ball-point pen, coffee mug, cap or the like, commemorating an official opening, or a gift or benefit given as part of the formal and public protocol of the Member performing his/her duties as a Member of Council, such as a gift from a twin municipality given as part of a formal exchange visit. There are also receptions, open houses, charitable events and the like to which Members are invited and expected to attend as public figures by virtue of their being Members of Council. Members should avoid participation in events where the location or setting is unduly extravagant.

### **Use of Municipal Property**

Where a member of Council makes use of any Village of Merrickville-Wolford property, equipment, supplies, or services of consequence, other than for the purpose connected with the discharge of Council duties, it is incumbent upon the member to make restitution for any additional expenses which are incurred by the Municipality for the use of said equipment, supplies or service.

No member shall use information gained in the execution of his or her duties, which is not available to the general public, for any purposes other than his or her official duties.

No member of Council shall use Municipal facilities, services, or property for his or her re-election campaign. No member of Council shall use the services of municipal employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Municipality.

No member shall seek or obtain, by reason of his or her office, any personal privilege or advantage with respect to the Municipality's services not otherwise available to the general public and not consequent to his or her official duties.

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to schedule a special meeting to finalize the review of the 2023 Operating and Capital Budget.

Carried / Defeated

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Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the eScribe demonstration and proposal from Ethan Driedger, eScribe, for information purposes; and

**That** Council does hereby direct staff to purchase the eScribe software as outlined in the proposal and authorizes the CAO/Clerk to execute the corresponding agreement subject to satisfactory legal review and any changes required by the Village's lawyer.

Carried / Defeated

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Michael Cameron, Mayor





# Meeting Management Solution

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## Proposal

**Client:** The Village of Merrickville-Wolford

**By:** Ethan Driedger, Account Executive

**Date:** March 8, 2023

**Valid Until:** March 31, 2023



# Situational Analysis

## Project Goals

Based on our discussions to date, it is understood that the Village of Merrickville-Wolford is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Improve citizen transparency with Web-streaming and ADA compliant documents
- Efficiently create and distribute paperless agendas to meeting attendees
- Vote and request to speak electronically during meetings

## High Level Timeline

The eScribe implementation plan is formulated with consultation between the Customer Project Team and the eScribe Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines.

Stage	Description	Target Date
PHASE 1		
1	Project Kick off - Agreement signed	Week 1
2	Pre-Configuration – Meeting, user and process information	Week 2
3	Configure eScribe settings for Customer	Weeks 3&4
4	User Adoption – Train and transition users to eScribe	Weeks 5-9
5	Live Meeting – First fully live meeting conducted using eScribe	Week 10
PHASE 2		
6	eScribe assists Customer with roll out plan for other areas of the organization	Week 11+
7	Roll Out Complete – transitioned to Account Management	

This proposal outlines how eScribe can assist the Village of Merrickville-Wolford improve the efficiency and transparency of your existing public meeting processes for elected officials, staff and citizens.



## Our Recommendation

### Village of Merrickville-Wolford's General Objective:

eScribe is a highly modular and scalable solution. You can mix and match features (modules) to build your own custom meeting management solution or save money and reduce onboarding times by taking advantage of one of our pre-configured meeting management bundles designed to solve common pain points. Here are our recommended bundles to get you up and running quickly:

### Transparency Bundle – YouTube

To tackle the Village of Merrickville-Wolford's challenge of manual meetings:



Modules included in the Transparency bundle:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, and conducting meetings
- **Participant Portal** – Secure access for board and elected officials
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings
- **Video Manager & YouTube Streaming** – Leverage YouTube's no-cost video storage and global content distribution with minimal configuration

Optional Add-Ons:

- **Vote Manager & Request to Speak** – Rules-based electronic voting
- **Board Manage Life or Plus** – Easily manage your boards and member details online
- **Closed Captioning** – Make your videos even more accessible
- **Public Comments** – Receive and publish comments from citizens
- **Delegation Request Management (DRM)** – Manage citizen requests to speak during public meetings

*For more information on each of the recommended module(s) features and details, please refer to Appendix A.*



## Onboarding

While a few vendors have solutions with features to address some of the pain points associated with meetings, features on their own don't necessarily drive benefits. While features are an important consideration at eScribe, we've learned that the ultimate success of a meeting management solution implementation is driven more by end user buy in to the improved way of doing things. That is why more projects fail from lack of user adoption than virtually any other reason.

While training end users on proper system use is an important component, there are additional critical factors to consider. To ensure a successful implementation we assign a dedicated team and follow a repeatable framework that has been developed over hundreds of successful implementations spanning customers both large and small.

**NOTE:** The eScribe system does have minimum requirements to ensure it can run properly with a positive experience, please refer to appendix C of this proposal.

### Your eScribe Team

Customer experience is very important to us. We understand it can be daunting to migrate to new software. That is why you will have access to a dedicated team of experienced eScribe professionals supporting you every step of the way, reducing the impact on your internal staff and IT department and ensuring a successful roll-out, including:

- ✓ *Corporate Project Sponsor*
- ✓ *Project Management*
- ✓ *Training & Process Workshops*
- ✓ *Technical Systems Analyst*
- ✓ *Realtime Technical Support*
- ✓ *Account Management*

## Project Management

eScribe is a flexible cloud-based platform that can be personalized with the look and feel of an organization while still aligning with “best-practices” and automated processes to assist users before, during and after meetings.

Your Project Lead will guide you through the process of setting up your project for success and long-term satisfaction through the whole organization. Throughout a series of project meetings you will be led through a tried and true process to take your organization from configuration, training, initial go live, and subsequent roll out to the rest of the organization.

### Configuration



Your Project Lead will work with you to communicate with staff and coordinate the gathering of user, meeting and process information and configuring eScribe for first use, including:

- Project Planning and ongoing Coordination
- User and Permissions Configuration
- Meeting Types Configuration
- Agenda & Minute Templates & Workflow Configuration
- Report & Legislative Templates & Workflow Configuration
- Webcasting Configuration
- Internet Publishing Configuration
- End User Training
  - Meeting Administrators
  - Site Administrators
  - Staff Contributors
  - Meeting Participants
- Maintaining project documentation and resolving open items

## Training & Process Workshops

### Training

eScribe is built to be user-friendly and with just a few training sessions, users will be quickly on their way to run their first live meeting independently and with confidence.

#### Available Courses

- MM1 – Pre-Meeting Activities
- MM2 – Conduct the Meeting
- MM3 – Post Meeting Activities
- MM4 – Portal Administration
- Report Manager Administrator
- Report Manager Contributor
- Participant
- Webcasting
- Internet Publishing
- Closed Session
- Vote Manager
- Workflows
- Board Manager Lite or Plus for Administrator



## **eScribe Academy – Self Lead Learning Management System**

Leveraging the eScribe Academy, an online, self-lead Learning Management System, allows end users to learn the proper use of eScribe in targeted sessions that can be taken by each individual end-user that requires training, at their own pace and on their own schedule. We have found this method to be extremely helpful as users can go back to a course or a particular lesson to freshen up on key concepts.

With eScribe's Unlimited Annual Training Subscription, any number of designated users will have the flexibility to register as many times as required to provide ongoing training for new or existing staff as the need arises.

### **Train the Trainer**

For larger groups, a “Train the Trainer” style is the recommended approach to your eScribe implementation, where a small number of Customers end users will be trained by eScribe, who then become the power user in the organization to train and answer questions internally. Additionally, eScribe Academy Licenses can be purchased to train other Administrators as needed.

This method ensures there are always competent in-house power users available to help your team out with the new processes until the new skills become a habit. The other benefit to in-house power users who train other users is that they understand the organizational culture and needs, allowing them to share information and new knowledge in a way that will resonate with their staff.

### **Unlimited Workshop Sessions**

In addition to end user training, you will participate in optional one on one workshop sessions following your training sessions. Workshops are usually scheduled in 30-60 minutes increments, with the majority of Customers taking advantage of 4-5 hours of workshop time throughout the onboarding process.

These workshop sessions will focus on any specific processes that require further discussion, as well as any questions that have risen from practice following the training session.

These sessions are designed to compliment the training sessions to ensure that each Customer can use their eScribe system to it's fullest potential. It is recommended that to make best use of these workshop sessions, they are scheduled once users have had a chance to practice after training in order to have a basic understanding of the flow of information throughout the eScribe system.

### **Dedicated Go Live Support**

In order to ensure that your first meeting gets off to a strong start, your eScribe Project Lead and Trainer will support you through agenda prep, conducting and recording your first live eScribe meeting to ensure administrative users are comfortable with all aspects of the meeting lifecycle.



## Online Resources and User Forums

### Educational Webinars

The eScribe Training team also leads educational webinars on topics as requested and voted on by customers offering how-to instructions and time saving tips to help users get the most from eScribe. There is no additional cost for these webinars. Sign up for one or as many as you like.

### Customer Community Portal (CCP)

To further empower our customers, the CCP can be used to submit and track support tickets. There is also a Feature Request forum within it to share product ideas directly with the eScribe product management team and vote on ideas from other organizations. A General Discussion forum is also used for collaborating on meeting “best-practices” with other eScribe customers.

Some key features of CCP include:

- **Knowledge Base** – A library of user reference, and help articles
- **FAQ section** – “How-to” guides and technical trouble shooting assistance
- **Customer forum** – Chat with other eScribe customers and learn from each other
- **Feature requests** – Submit ideas to eScribe and vote/comment on proposed features from other users
- **Announcements** – Including product release notes, promotions, company updates

## Realtime Technical Support

We are very proud of our solution, but even prouder of our post sale relationship with our customers.

Our support team is just a few clicks or call away and prides itself on their responsiveness and knowledge of both eScribe and the meeting processes we support.

eScribe customers can access our support in three ways:

- Customer Community Portal
- support@eScribemeetings.com
- 1-855-299-0023

Standard support hours are from Monday to Friday, 8:30am to 8pm EST with extended phone support available until 11pm EST (Webcasting phone support is provided 24/7) excluding statutory holidays. Emergency and extended support are available by request. Key features of Technical Support include:



- Online access to eScribe's trouble ticketing portal to log and update service requests, communicate directly with support personnel and access eScribe's online technical repository
- Live answering and monitoring of customer tickets during regular support hours.
- Unlimited technical assistance by telephone or electronic mail for designated individuals
- Provide any updates to eScribe software and its documentation automatically at no additional charge.

## Account Management

As your implementation of eScribe comes to an end, Customers will be transitioned to the Account Management team. Your Account Manager is your champion and single point of contact throughout your relationship with eScribe. Through proactively scheduled Account Management calls throughout the year you will always feel kept up to speed with any pertinent information and always have a friendly voice checking in to see how everything is going, and if there is anything that eScribe can do to further support you.





## Optional Services

In addition to our core services, Customers may require additional services to assist with implementation and user adoption, which are available for additional fee.

### Change Management Support

We understand that for many, change can be scary, and there many questions that need to be answered in order to effectively manage changing the way an organization manages its public meetings as we move to digital, including:

*“How will we communicate this to our stakeholders?”*

*“Will our processes need to change?”*

*“How will we smoothly transition to the new system?”*

The transition away from traditional paper is changing the way we create, consume and share information, requiring us to move away from established processes and adopt a more integrated workflow, that once in place will benefit internal and external stakeholders alike.

With many years of real-world public sector experience, our third-party change management consultants can help you identify any process, training or skills variances and develop a plan to help your users smoothly transition to eScribe.

### One-on-One Training

For larger end user groups or in cases where the Customer would like to incorporate customized business process training into the curriculum, we offer one-on-one training sessions with a dedicated trainer. One-on-one training can be delivered remotely, or on site as required. These sessions are exactly the same content that is received using the eScribe Academy.

### Legacy Data Migration

In many cases eScribe's robust platform can import legacy meeting information from internal or competitive systems to provide users with a seamless experience. We would be happy to provide a custom statement of work and quotation based on a review of available data and structure.

### Document/Records Management Integration

At eScribe we realize that your public meetings are part of an overall content management strategy across your organization (ECM). That's why eScribe provides off the shelf “connectors” to many of the industry's leading ECM systems, including, Laserfiche, FileHold and SharePoint.



## Chamber/Meeting Room Integration

Whether it's support for multiple screens or integrating with microphone and physical voting terminals, eScribe provides off the shelf "connectors" to several leading manufacturers, and in many cases can customize a solution to meet individual requirements.



## Why eScribe?

With over a decade of experience in meeting management, spanning hundreds of person years, eScribe has become the go-to-choice for public sector boards, committees and councils looking to go digital. A Microsoft partner since day one, eScribe also partners with other best-of-breed technology companies to offer Customers trusted and reliable end-to-end solutions.



## Key Differentiators

- **Modular and Scalable:** End-to-end solution that you can add to over time to support the entire meeting lifecycle
- **Efficiency:** Process automation and workflow support before, during and after meetings
- **Accessibility:** Industry leading ADA and WCAG 2.0 compliance reduces compliance risk and user workload
- **Transparency:** Improved citizen communication and real-time access to meeting information through your organizations existing website with no programming
- **Security:** Built on the Microsoft Azure cloud, offering advanced security access and data protection services and guarantees.
- **Best of Breed Partnerships:** Relationships with complimentary industry leaders extending eScribe functionality before, during and after the meeting.
- **100% Public Meeting Focus:** At eScribe managing public meetings is all we do; That's why 100% of our resources and R&D budgets are dedicated to helping our Customers improve the efficiency and transparency of their public meetings



## Comprehensive Digital Strategy

eScribe has established strategic partnerships with leading solution providers who share our vision, and complement one another to deliver additional benefits before, during and after meetings.

<b>Data Centre</b>	<b>Digital Signatures</b>	<b>Accessibility</b>	
<b>Change Management</b>	<b>Audio Visual</b>		<b>Associations</b>
<b>Documents &amp; Records Management</b>			

### The Microsoft Azure Cloud Platform

Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.



Azure meets a broad set of international and industry-specific compliance standards, such as General Data Protection Regulation (GDPR), ISO 27001, HIPAA, FedRAMP, SOC 1 and SOC 2, as well as country-specific standards, including Australia IRAP, UK G-Cloud, and Singapore MTCS.



Rigorous third-party audits, such as those done by the British Standards Institute, verify Azure's adherence to the strict security controls these standards mandate.

### Strengthen Your Security Posture with Azure

Organizations like yours continue to face challenges that increase your risk of significant financial loss, damage to reputation, and stakeholder satisfaction. Azure protects assets while reducing security costs and complexity. Built-in security controls and intelligence help you easily identify and respond to threats and security gaps, allowing your organization to rapidly improve your security posture.



Learn more about Azure security [here](#).

## **Own and Control Your Data**

Our time-tested approach to privacy and data protection is grounded in our commitment to organizations' ownership of and control over the collection, use, and distribution of their information. We strive to be transparent in our privacy practices, offer you meaningful privacy choices, and responsibly manage the data we store and process. One measure of our commitment to the privacy of Customer data is our adoption of the world's first code of practice for cloud privacy, ISO/IEC 27018.

Learn more about privacy [here](#).



## Pricing

The following outlines the eScribe software, installation/configuration and training costs based on the requirements as they have been outlined.

### Transparency YouTube Bundle

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Transparency Bundle	Annual	\$ [REDACTED]	1	\$ [REDACTED]
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
eScribe YouTube Integration		INCL		
Forms Authentication		INCL		
<b>Subtotal - Annual Software and Support Fees</b>				\$ [REDACTED]
<b>MARCH 2023 PROMOTION - 23% OFF ANNUAL SUBSCRIPTION</b>				\$ [REDACTED]
<b>Total - Annual Software and Support Fees</b>				\$ [REDACTED]
Implementation Fees		Service Fee	Quantity	Cost
eScribe Transparency Setup/Training	One time	\$ [REDACTED]	1	\$ [REDACTED]
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
eScribe Academy Licence	One Time	INCL	2	
<b>Subtotal - One-Time Implementation Fees</b>				\$ [REDACTED]
<b>MARCH 2023 PROMOTION - 65% OFF ONE TIME FEES</b>				-\$ [REDACTED]
<b>Total - One-time Implementation Fees</b>				\$ [REDACTED]
<b>Total - Year One Fees</b>				\$ 9,920

**\*\*\*SPECIAL OFFER – TOTAL SAVINGS OF \$5,191 EXPIRES MARCH 31, 2023\*\*\***

Optional Modules	License Type	License Fee	One Time Setup
eScribe Meetings Pro App Licenses (\$100/user x5)	Annual	\$ [REDACTED]	\$ [REDACTED]
eScribe Vote Manager	Annual	\$ [REDACTED]	\$ [REDACTED]
eSCRIBE Public Comments	Annual	\$ [REDACTED]	\$ -
eSCRIBE Public Speaker/Delegation Request	Annual	\$ [REDACTED]	\$ -
eSCRIBE Board Manager Plus	Annual	\$ [REDACTED]	\$ [REDACTED]

## Contact

We look forward to working with you on this important project. Should you have any questions about this proposal, please do not hesitate to reach out.

Ethan Driedger  
Account Executive  
463-217-0933  
edriedger@eScribeMeetings.com  
<https://eScribemeetings.com>



## Appendix A – Module Details

### Module Description



#### Meeting Manager

**Agendas, minutes,  
and more**

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eScribe functionality.

Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eScribe Meetings for the iPad or Windows 10, your board can go totally paperless.

#### Key Features

- Create & manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Fast Conduct Meeting mode to keep up with the flow of meetings
- Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and minute capture
- Integrated action log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics



## Participant Portal

**Secure access for board and elected officials**

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eScribe mobile apps for iOS and Windows 10.

### Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings



## Internet Publishing Plus

**Engage with your stakeholders and drive greater transparency**

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

### Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency





## Public Comments

**Receive and publish comments from citizens**

An add-on to the Internet Publishing Plus module, Public Comments allows organizations to receive and publish comments from citizens before, during and/or after meetings.

### Key Features

- Meeting administrators can track and post citizen comments by agenda item
- Configurable rules by meeting type
- Optional review and approval
- Comments can be retained as part of the public record or alternatively deleted after the meeting
- Fully integrated with the meetings agenda, minutes and video through your existing website



## Delegation Request Management (DRM)

**Manage citizen requests to speak during public meetings**

An add-on to the Internet Publishing Plus module, Delegation Request Management (DRM) allows organizations to efficiently manage citizens to speak during meetings through an online form on their existing website.

### Key Features

- Manage delegations' deadlines by individual meeting type
- Automated delegation request and approval
- Customizable web form fields



## Report Manager

***Manage templates,  
automated  
approvals and  
submission of reports  
and items***

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

### **Key Features**

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options
- Draft agenda allows staff documents to automatically be added into the selected agenda when created



## Webcasting Plus

***Unlimited live and archival web streaming and content distribution***

An end-to-end storage and streaming solution with an integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Fully automated Closed Captioning service is available as an option. Cameras and installation sold separately.

### **Key Features**

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service



## Vote Manager & Request to Speak

### ***Rules-based electronic voting***

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet. Leveraging the enhanced Request to Speak add-on helps manage member debates in real-time during meetings.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

#### **Key Features**

- Supports multiple vote types: simple majority, majority present, weighted, two-thirds (present/members),  $\frac{3}{4}$  majority, unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas
- Easily manage member debates with Request to Speak
- Graphical public display with configurable voting results

## Add-On or Standalone Module Description



**Board Manager -**  
*available in Life or Plus*

**Easily manage boards, members, vacancies and appointments online**

Available as a stand-alone solution or integrated with eScribe's comprehensive meeting management suite, Board Manager lets municipalities, school districts and all public sector entities easily manage and publish their boards' and members' details – in addition to managing vacancies, applications and appointments – through an intuitive, responsive interface.

### **Key Features**

- Easily track, manage and publish board and member data
- Review, search and action items through a fully-responsive interface
- Configurable email alerts and notifications sent automatically
- Fully-responsive publishing screens integrate seamlessly with your existing website
- Associates boards with eScribe to fully manage meeting agendas, minutes and attendees

### **Upgrade to Board Manager Plus**

In addition to all the features of Board Manager Lite, upgrading to Board Manager Plus takes it a step further and allows administrators to manage the vacancy process. Create, post, receive and manage applications for vacancies all through your existing website.

### **Key Features**

- Post vacancies online with just a few mouse clicks, and present them through pages on your existing website
- Review, search and action submitted applications for vacancies
- Customize applicant statuses to match your organization's process
- Easily export selected applicant information to include in meetings as part of the decision-making process



## Appendix B – Mobile Applications



### Meetings for Tablets

**Secure Access to  
Meetings On-the-  
Go (for meeting  
participants)**

With digital content exploding, tablets and smartphones have evolved the way we live and work. eScribe Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings. Users can securely access and sync with any authorized eScribe meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline
- Access related reports and supporting information easily
- Annotate comprehensively, with private and group comments support
- Use integrated e-voting and request-to-speak management for members (*\*If Vote Manager & Request to Speak module is enabled*)
- Search online resources library for non-meeting specific information; and more
- eScribe Meetings is available globally for Apple iPad's running iOS 11 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store
- Available in Standard or Pro



eScribe  
Approval  
Manager  
*for Smartphones*

Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

eScribe Meetings is available globally for Apple iPad's running iOS 9.0 or higher, through the Apple App Store, as well as for Android 4.4 or later through Google Play Store.

**App Features**

- Approval Management — Secure access to your workflow approval tasks from Report Manager
- Secure Access — No separate usernames and passwords are required
- Document Viewer — Built-in online viewer supports all major file formats, including Microsoft Office and PDF



## Appendix C – IT Environment Checklist

In effort to facilitate an eScribe roll out to staff and meeting participants that thoughtful and proactive to ensure that all eScribe users will be working with equipment that is suitable to support their use of the system.

In a world of remote working and meeting participation, there has been a significant increase in the number of variables that need to be considered when running a remote or hybrid meeting.

The following is intended to be used as a check list for considerations to review prior to launching eScribe, or as a troubleshooting guide in the event where issues have arisen in it's use.

**NOTE:** for the purposes of this document, the following terms are defined below:

- A *hybrid meeting* – where some participants join the meeting remotely, while others are in the meeting room
- A *remote meeting* – where all participants join the meeting remotely
- *eScribe Meetings Pro* – Pro applications are provided on a per licenses basis for both iPad and Windows 10 devices

### Network Connectivity

1. Webcasting services requires the following required dedicated bandwidth
  - a. minimum level of available bandwidth- 3 Mbps upload speed
  - b. ideal recommendation of available bandwidth - 5 Mbps upload speed
2. Investigate what bandwidth requirements are required from the chosen video conference tools being used.
3. Conduct evaluation of the internet connection available at each participant's location to ensure ample bandwidth is available to support a real time connection with the meeting.
4. Roll out standard procedures for reducing consumption of internet bandwidth at the time of the meeting, especially for those working from home. This would include procedures like reduce other people in the home on video conference meeting or using streaming services.
5. In effort to ensure optimal quality for the webcasting feed, implementing Quality of Service (QOS) rules within your network you can ensure that the feed from the encoder and the eScribe website is prioritized within your available network bandwidth is STRONGLY recommended.
6. For an outline of internet bandwidth is required for eScribe users, please see chart in appendix A.

### Hardware Devices





1. It is strongly recommended that participants who are attending a hybrid (or remote meeting remotely have dual monitors (one to participate in the meeting via video conference, and the other to use eScribe).
  - a. If the participant is using an iPad, or other device that doesn't support a dual monitor, it is recommended that a secondary device be provided.
2. The meeting administrator functions will likely need to be divided into multiple administrators in effort to not overburden a single computer or administrator given the increased responsibilities to support a video conference.
  - a. One administrator can conduct the meeting (take minutes, request to speak, open & close votes), while the other administrator can login to the video conference and manage the public display screens.
3. Meeting participants are required to have a quality peripheral headset and microphone.
4. See below for an outline of recommended device specifications.

Application	OS Supported	Minimum Dedicated Bandwidth	Minimum		Recommended	
			CPU	RAM	CPU	RAM
eSCRIBE	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	i3 gen7, or comparable	4 GB	i5 - Latest 2 generations	8 GB
eSCRIBE + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8GB	i7 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for Windows 10	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	Dual Core	4 GB	Dual Core	4 GB
eSCRIBE Meetings Pro for Windows 10 + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8 GB	i5 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for the iPad	iOS 12 to iOS 14	10 Mbits/s	n/a	n/a	n/a	n/a
Approval Manager app - iOS	iOS 12 to iOS 14	n/a	n/a	n/a	n/a	n/a
Approval Manager app - Android	Android 4.4 - Android 10	n/a	n/a	n/a	n/a	n/a

## Browsers

1. Ensure that users are running the latest 2 version to any one of the following browsers:
  - a. Google Chrome
  - b. Microsoft Edge
  - c. Apple Safari
  - d. FireFox
2. Browser Configurations:
  - a. JavaScript must be enabled
  - b. Cookies must be enabled
  - c. Local storage must be enabled
  - d. TLS v1.2 or above
  - e. eScribe must be setup as a trusted site
  - f. eScribe site URL must be white listed in any pop-up blockers & ad blockers
  - g. Enable the setting to "Automatic logon with current user name and password"
  - h. For more details on the recommended browser settings please see [this article](#) in eScribe's Customer Community Portal



3. [Microsoft Upload Center](#) – enable setting in Upload Center cache to “Delete files from the Office Document Cache when they are closed”

### Other Applications

1. What other applications will be running on the device at the time of the meeting? It is recommended where possible that applications that are not in use are shut down to avoid resource conflicts.
  - a. Example of this would be a VPN connection.
2. Ensure that there are no computer or network scans being done at one time (ex: virus scans, monitoring tools).
3. Windows 10 or greater is required.
4. Microsoft Office of 2010 or greater is required.

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

**WHEREAS** Section 2.3 (a) of the Procedure By-Law 30-17 states: "In the absence of the Mayor, the Deputy Mayor shall preside at meetings.", and Section 2.3 (b) states: "The Clerk shall prepare a resolution for the first regular meeting of Council following a regular election to appoint a Deputy Mayor from the Members of Council, not including the Mayor, who reside/own property in the ward that the Mayor does not reside in, to act in the absence of the Mayor for the duration of the term";

**AND WHEREAS** at the regular meeting on November 28, 2022, Council approved the appointment of Councillor Mark Oldfield to Deputy Mayor via Resolution R-305-22;

**AND WHEREAS** Mark Oldfield resigned from his seat on Council on January 25, 2023;

**AND WHEREAS** the position of Deputy Mayor is currently vacant;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint as the Deputy Mayor for the remainder of the 2022-2026 term of Council.

Carried / Defeated

---

Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

By-law 20-2023, being a by-law to repeal and replace By-law 49-2022, being a by-law to appoint an alternate member to the Council of the United Counties of Leeds and Grenville during the absence of the Mayor, be read a first and second time, and that By-law 20-2023 be read a third and final time and passed.

Carried / Defeated

---

Michael Cameron, Mayor

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

**BY-LAW 20-2023**

BEING A BY-LAW TO REPEAL AND REPLACE BY-LAW 49-2022, BEING A BY-LAW TO APPOINT AN ALTERNATE MEMBER TO THE COUNCIL OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE DURING THE ABSENCE OF THE MAYOR

**WHEREAS** Bill 68, Modernizing Ontario’s Municipal Legislation Act 2017 received Royal Assent on May 30, 2017, and amends the Municipal Act, 2001 S.O. 2001, c. 25, herein referred to as the “Act”;

**AND WHEREAS** section 268(1) of the Act provides that the council of a local municipality may appoint one of its members as an Alternate Member to the upper-tier council to act in place of a person who is a member of the council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason;

**AND WHEREAS** Council appointed Mark Oldfield as Alternate Appointee on November 28, 2022;

**AND WHEREAS** Councillor Mark Oldfield has resigned from the Office of Councillor – Merrickville Ward in the Village of Merrickville-Wolford;

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

1. THAT \_\_\_\_\_ is hereby appointed as the Alternate Member to Counties Council for the term of the council that appointed them, or until their appointment by-law is rescinded, or November 14<sup>th</sup> in the year of a Regular Election, or until such time as the Alternate Member’s seat is declared vacant in accordance with section 259 of the Act.
2. THAT the Alternate Member will sit on Counties Council in accordance with the provision as outlined in the United Counties of Leeds and Grenville By-law No. 18-42 as attached, but as may be amended from time to time.
3. THAT this by-law shall come into force on the day it is passed, and take effect on the day the Alternate Member takes the oath of office as administered by the County Clerk.
4. THAT By-law 49-2022 and any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.

Read a first, second and third time and passed on the 27<sup>th</sup> day of March, 2023.

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

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

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr 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 St. Michael High School Graduation Committee; and

That Council does hereby approve the Village of Merrickville-Wolford graduation bursary in the amount of \$ \_\_\_\_\_.

Carried / Defeated

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



**ST. MICHAEL CATHOLIC HIGH SCHOOL**  
2755 Highway #43, P.O. Box 4000, Kemptville, Ontario K0G 1J0  
Mr. D. Palumbo, Principal  
Ms. N. Giesbrecht, Vice-Principal  
Phone: 613-258-7232 Fax: 613-258-3527



St. Michael Catholic High School is preparing for its 2023 high school graduation ceremony, scheduled to take place on June 27<sup>th</sup>. With the support of staff, friends, family, and community members, we hope that we can make this year's graduation a memorable one for our students.

St. Michael CHS has always been able to count on the generosity of local businesses, and organizations to help recognize the achievements of our graduating students. We are extremely grateful for your interest and support in past years and hope that you will choose to sponsor an award again this year.

The sponsorship of awards allows us to celebrate as a community the achievements of our students in academics, as well as their commitment to school and community involvement. You can elect to define specific criteria for the award you sponsor. Should you wish to do so, please complete the criteria form included below. A charitable donation tax receipt will be issued for all contributions in excess of \$25.00. **Cheques must be made payable to the Catholic District School Board of Eastern Ontario in order to be issued a tax receipt.**

Thank you again for your continued support of Catholic Education at St. Michael Catholic High School. Please do not hesitate to contact our Guidance Department at 613-285-7232, extension 280, should you have any questions or require additional information.

Sincerely,

The St. Michael CHS Graduation Committee



**22<sup>nd</sup> Annual Graduation Ceremonies  
June 2023**

**Bursary Information:**

Bursary/Award Name: \_\_\_\_\_

Bursary Amount: \$ \_\_\_\_\_

Bursary/Award Criteria: \_\_\_\_\_

- I would like to provide the above bursary/award this year.
- I wish to withdraw my support this year.

**Donor Information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Payment Options:**

1. etransfer to [accountsreceivable@cdsbeo.on.ca](mailto:accountsreceivable@cdsbeo.on.ca). In the description, please indicate **SMCHS Grad 2023 Bursary**. Please include company name and address above for **tax receipt**.
2. Cheque to CDSBEO (Catholic District School Board of Eastern Ontario), including company name and address above for **tax receipt**.
3. Cheque to St. Michael Catholic High School – no tax receipt issued.

Cheques can be mailed to, or dropped off at:  
St. Michael Catholic High School  
P.O. Box 4000  
2755 Hwy 43  
Kemptville, ON K0G 1J0

We would greatly appreciate receipt of cheques no later than Friday, May 23, 2023.



For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

Council receive report PW-02-2023, being an information report for the replacement of the 2011 John Deere 310 SJ backhoe that was stolen on March 8, 2023; and

**That** Council direct staff to work with the insurance company to replace the stolen backhoe with the purchase of the 2023 John Deere 310 SL backhoe from Brant Tractor for the sum of \$216,000 plus tax.

Carried / Defeated

---

Michael Cameron, Mayor



## Village of Merrickville-Wolford

Report PW-02-2023  
Public Works Department  
Date to Council: March 27, 2023  
Information Report to Council

**RE: Replacement of stolen backhoe**

**OBJECTIVE:** To provide Council with a report to explain the insurance process and receive direction on the replacement of the stolen backhoe.

### **RECOMMENDATION:**

**THAT: Council receive report PW-02-2023, being an information report for the replacement of the 2011 John Deere 310 SJ backhoe that was stolen on March 8, 2023; and**

**THAT: Council direct staff to work with the insurance company to replace the stolen backhoe with the purchase of the 2023 John Deere 310SL backhoe from Brant Tractor for the sum of \$216,000 plus tax.**

### **BACKGROUND:**

On March 8, 2023 in the early morning, the Village's 2011 310 SJ John Deere backhoe was stolen from the Merrickville yard. The Police were notified of the theft and investigated the incident that morning. It appears that the backhoe was taken from the yard and loaded on a trailer to be hauled away. This was the opinion of Police after investigating and finding tire marks in the parking lot. The Municipal insurance broker was contacted and given a copy of the OPP report number so they could review the report from Police. Staff was given an insurance adjuster to work with for the replacement of the machine.

### **ANALYSIS:**

The Municipality has a full replacement value policy with our insurance company that allows Council to purchase a new 2023 John Deere backhoe to replace the stolen machine. The Municipality would pay the deductible (\$2500) and the insurance company would cover the rest with the explanation for that process to follow.

It is the recommendation of the insurance company to replace the stolen machine with a brand-new machine as our policy allows for full replacement value with the only change in the policy being the additional coverage of the new machine.

The Property Underwriter has advised as follows:

-To delete the 2011 John Deere Backhoe, \$85,000 REP valuation, would result in an annual return of \$364

-To add a new backhoe valued at \$216,000 would result in \$925 Additional Annual Premium.

This is giving an idea of the rate increase as the additional annual premium of \$561 is based on additional value of \$131,000.

The rate is based on valuation and the replacement value must include all taxes.

Through research and investigation, staff has found a 2023 John Deere 310 SL backhoe that was ordered for another customer and not picked up, so it has been offered to the Municipality for \$216,000 plus taxes with all the same attachments we had on the stolen machine. The unit is being held until March 28<sup>th</sup> at Brant Tractor to give Council an opportunity to discuss the current situation. Staff have been advised by John Deere that this is the only new 2023 310SL backhoe available in Canada at this current time. There is an extreme shortage of new machines this year for purchase.

The backhoe is utilized daily for the operations department from snow removal to ditch and culvert work. This is a vital piece of equipment that is critical to the department to carry out daily operations. This machine is also used for emergency road washouts and culvert changes in the event there is a failure in the infrastructure.

### **Conclusion**

Staff recommend that Council move forward with the purchase of the new John Deere 310SL backhoe from Brant tractor also considering that this the recommendation of the Municipal insurance provider.

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

The budget implication to the 2023 budget would be the change in the insurance policy of \$561 annually to insure the higher value machine.

**LINKS TO STRATEGIC PLANS:**

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

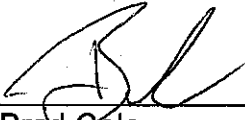
The priorities of the strategic plan that can be linked to this report are as follows:

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

**ATTACHMENTS:**

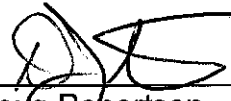
None

Submitted by:



Brad Cole,  
Manager, Operations

Approved by:



Doug Robertson,  
CAO/Clerk

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

**WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Danny Crossman, Producer, Kolo Productions Inc., regarding the plans to film scenes for a World War 2 film in Merrickville on the weekend of May 27-28, 2023;

**AND WHEREAS** the request requires approval to waive the Village of Merrickville-Wolford Noise By-law 23-03 for night filming on May 27 and May 28;

**AND WHEREAS** the request requires approval to allow for specific road closures as indicated in the provided correspondence to allow for filming scenes;

**AND WHEREAS** the request requires the approval of restriction of on-street parking between 8:00 p.m. and 8:00 a.m. on May 27 and May 28 at the following locations:

- Main Street W between Mill Street and St. Patrick Street;
- Elgin Street between Main Street E and Wellington Street E; and
- Church Street between Main Street E and Wellington Street E;

**NOW THEREFORE BE IT RESOLVED THAT** Council does hereby approve the Manager, Operations/ Fire Chief to work with Kolo Productions Inc. to ensure compliance with all municipal regulations and policies as requested for film the proposed World War II film in Merrickville on the weekend of May 27-28;

**AND BE IT ALSO RESOLVED THAT** Council does hereby approve the request to waive the Noise By-law 23-03 for the requested dates of May 27 and 28;

**AND BE IT ALSO RESOLVED THAT** Council does hereby approve staff to work with Kolo Productions Inc. to get the required information and mapping for the allowance of road closures for the purposes of filming at the specified locations as included in the request;

**AND BE IT ALSO RESOLVED THAT** Council does hereby approve the restriction of on-street parking between 8:00 p.m. and 8:00 a.m. on May 27 and May 28 at the specified locations as included in the request.

Carried / Defeated

---

Michael Cameron, Mayor

5 Dec 2022

## **WW2 FILM – MERRICKVILLE LOCATION PLAN (DRAFT REQUEST)**

Kolo productions Inc. will be filming a WW2 drama film about Canadian soldiers liberating a town in Holland in 1945. Merrickville was chosen as a location with suitable buildings and proximity to Ottawa. Other filming will be conducted around the Ottawa area.

### **Dates**

May 2023:

- Weekend 27-28 May 2023

### **Cast & Crew**

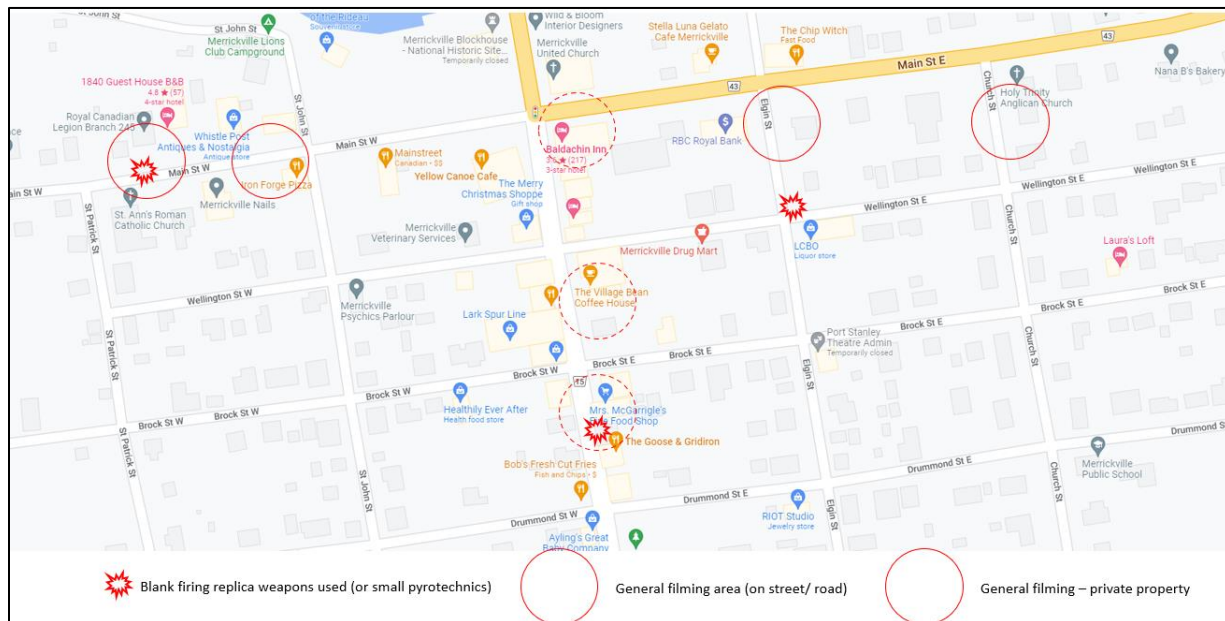
Crew will be minimal and limited to 5-6 staff on all days. Cast members will normally be 2 actors and 2-6 extras for night filming scenes. Additional cast and extras will be present only during a daylight scene on Main St. W.

### **Crew Vehicles**

No heavy vehicles will be used and only personally owned crew vehicles which will be always parked in designated parking spots. The Merrickville Legion President has agreed to let the production use the Legion building and rear parking lot as a base during filming.

### **Location Summary**

Detailed location plans are at Annex A.



### **Weapons, Pyrotechnics and Blank Ammunition**

Certain locations will use limited blank firing replica weapons, overseen by an OPP Duty Officer. The production will endeavour to complete these scenes before the 11pm noise bylaw but an exemption is requested as a backup. The production will make all attempts to notify residents and limit any late-night noise. The production will be using a Special effects Pyrotechnician (Supervisor) licenced by National Resources Canada (NRC) for all pyrotechnics. Note that all pyrotechnics will be very small in nature (akin to small firecrackers).

### **Private Property**

Any filming conducted on private property will be done through a separate agreement with the property owner and in compliance with any local bylaws (noise etc).

### **Insurance**

Insurance will provided by Front Row Insurance (Ottawa) with a \$2-5M Liability coverage. Merrickville-Wolford Town/ Council will be added to the insurance coverage as a named entity. Individual private properties used will also be covered under separate arrangement with owners.

### **On Street Parking**

Due to the 1945 period nature of the theme, we are requesting that the town consider temporarily restricting overnight on-street parking, just in the areas where filming takes place (listed at Annex A), specifically between 8pm and 8am:

- Main St. W between Mill St and St. Patrick St.
- Elgin St. between Main St. E and Wellington St. E.
- Church St. between Main St. E and Wellington St. E.

### **Contact Details**

Danny Crossman  
Producer

Kolo Productions Inc.  
kolomediproductions@gmail.com  
613-698-8752  
www.koloproductions.ca



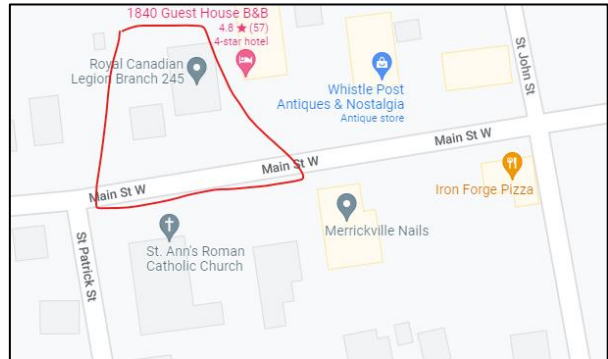


## Locations & Activities

### 1. Main Street W. & St. Patrick St. (outside Legion Building)

#### a. Night filming (Saturday 27<sup>th</sup> May)

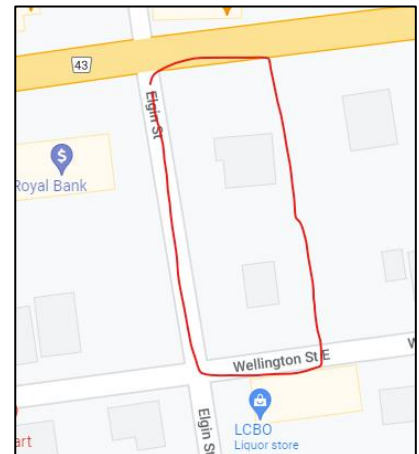
- i. Filming between approx. 21:00-23:00h
- ii. Scene of four Canadian troops attacking a building at night in a Dutch town
- iii. Blank firing weapons and a small amount of pyrotechnics will be used.
- iv. Filming and crew to be confined to Main St. W Street
- v. Notices of filming to be given to all residents prior to filming
- vi. OPP duty officer will be requested due to presence of replica firearms in public view.
- vii. Local permission from Merrickville Legion has been obtained
- viii. Local traffic on Main St. W to be stop/ held only when cameras are rolling.



### 2. Elgin Street (between Main St and Wellington Street E)

#### a. Night filming (Saturday 27<sup>th</sup> May)

- i. Scene of two Canadian troops patrolling at night in a Dutch town
- ii. Notices of filming to be given to all residents prior to filming
- iii. Local traffic on Elgin St. to be stop/ held only when cameras are rolling.
- iv. Blank firing replica weapons will be used at the corner of Elgin/ Wellington Streets (rear of LCBO building).
- v. OPP Paid Duty officer will be onsite.
- vi. All residents and businesses will be notified ahead of time.



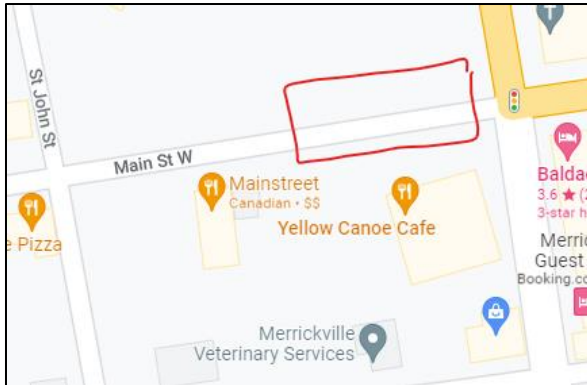
### 3. Private Property Locations

#### a. Night filming (Saturday 27<sup>th</sup> May)

- i. Alleyway between Mrs. McGarrigle's Store and Goose & Gridiron (permission granted from Janet Campbell, owner)

- ii. Alleyway between Baldachin Inn and Pickle & Myyrh store (permission granted from Dave Ellis, owner)
- iii. Side of Building at Wags, Whiskers & Wings Pet store (permission granted from Katie Cook, owner)
- iv. Alleyway between Village Bean Café and Wags, Whiskers & Wing Pet Store (permission pending)

#### 4. Main Street W (Between Mill Street and St. John St)



- a. Daytime filming (Sunday 28<sup>th</sup> May afternoon).
  - i. Estimated timings:
    1. Setup – 09:00h - 12:00h (no road disruptions)
    2. Filming – 12:00h - 17:00h (road and traffic halted only when camera rolling)
  - ii. One scene of Canadian troops entering a Dutch town
  - iii. Filming and crew to be confined to the area in red (Mill Street to St John St) on the road.
  - iv. Background is the Merrickville United Church and side of Mirick’s Landing store.
  - v. Expected to have 2 (two) antique military vehicles and 10-15 cast/ extras in period costumes.

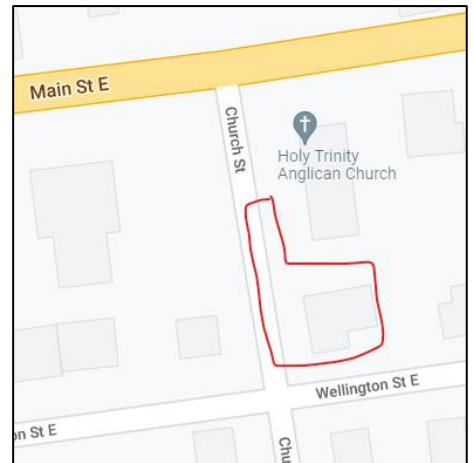


- vi.
- vii. Traffic would need to be temporarily stopped/ held on Main St W. for a few minutes while camera is rolling (to avoid cars in the background).
- viii. Notices to residents will be given ahead of filming and to pedestrians through use of temporary signs.

- b. Night Filming (same location)
  - i. Night filming
  - ii. Scene of two Canadian troops patrolling at night in a Dutch town
  - iii. Filming and crew to be confined to Main Street (in red box)
  - iv. Notices of filming to be given to all residents prior to filming
  - v. Local traffic on Main St. W to be temporarily stopped/ held only when cameras are rolling.

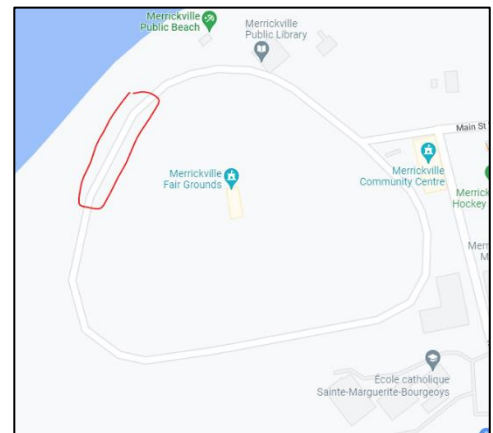
**5. Church Street (between Main St and Wellington Street E**

- a. Night filming (Sunday 28<sup>th</sup> May)
  - i. Scene of two Canadian troops patrolling at night in a Dutch town
  - ii. Filming and crew to be confined to Church Street
  - iii. Notices of filming to be given to all residents prior to filming
  - iv. Local traffic on Church St. to be stop/ held only when cameras are rolling.
  - v. Owner permission has been granted at 198 Church St,



**6. Fairground (perimeter path/track)**

- b. Night filming (Sunday 28<sup>th</sup> May)
  - i. Scene of two Canadian troops patrolling at night
  - ii. No special activity (1 short scene).
  - iii. 5-6 crew and 2 actors
  - iv. Portable lights used to illuminate scene



## Other Locations

1. Andrewsville Road Nicholson Lock #19
  - a. On the road in front of lock bridge approx. location 121 Andrewsville Road Parks Canada lock bridge will be used as a backdrop, but the property will not be accessed by crew)
  - b. 5-6 crew and 4 actors in attendance.
  - c. Filming and use of blank firing replica weapons and small pyrotechnics
  - d. Filming will be at night.
  - e. OPP Police duty officer will be requested due to presence of replica firearms in public view.
  - f. Residents around the location will be informed of activities by distributed leaflets ahead of filming dates.



For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

By-law 19-2023, being a by-law to confirm the proceedings of the Council meeting of March 27, 2023, be read a first and second time, and that By-law 19-2023 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 19-2023**

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 March 27, 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 March 27, 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 March 27, 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 27<sup>th</sup> day of March 2023.

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

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

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 23

Date: March 27, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**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 meeting of Council on Tuesday, April 11, 2023 or until the call of the Mayor subject to need.

Carried / Defeated

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Michael Cameron, Mayor