



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday September 12, 2022

IMPORTANT NOTICE: This meeting will be held in person by Council with staff, and to ensure transparency, it will be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel at https://www.youtube.com/channel/UC_OEkw3ylMarGSHGeNecrQg

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 August 22, 2022
5. **Correspondence**
 - Mariana Aitken re: fee waiver for Merrickville Cooperative Playgroup
 - Robbie Giles re: request for use of municipal logo
 - Allan Robinson & Joan Ellis re: reinstatement of a heritage program
 - MP Michael Barrett re: Electoral District Changes
 - Spencer Tym re: request for use of municipal tables and chairs for the International Plowing Match
 - Kim Ducharme re: fee waiver request for seniors' exercise classes
 - Robyn Eagle re: fee waiver request for All Candidates Meeting
6. **Planning**
 - Consent Application B-71-22 (DeBernardi, Snowdons Corners Road)
 - Consent Application B-96-22 (Hilliard, Armstrong Road)
7. **CAO**
 - Report CAO-05-2022: Establishment of the Joint Leeds and Grenville Compliance Audit Committee & By-Law 42-2022
 - Resolution: Municipal Lighting Infrastructure Project
 - Resolution: Community Outdoor Structure Project
8. **Notices of Motion** None
9. **Deferred Items** None
10. **Public Question Period:** Questions may be emailed to: mayor@merrickville-wolford.ca
11. **Next meeting of Council:** Monday, September 26, 2022 at 7:00 p.m.
12. **Confirming By-Law:** 41-2022 re: Confirm Proceedings of Council meeting of September 12, 2022
13. **Adjournment**

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

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 September 12, 2022 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular meeting of August 22, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

The Corporation of the Village of Merrickville-Wolford

Monday August 22, 2022, 7:00 p.m.

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

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

Guests: Forbes Symon, Jp2g Consultants

IMPORTANT NOTICE: This meeting was held in person by Council with staff, and to ensure transparency, it was recorded and livestreamed on the “Village of Merrickville-Wolford” YouTube Channel at https://www.youtube.com/channel/UC_OEkw3ylMarGSHGeNecrQg.

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

Approval of Agenda

R-223-22 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of August 22, 2022, as amended.

Carried as amended.

NOTE: The agenda was amended to include a discussion pertaining to the closure of the Royal Bank of Canada branch in Merrickville and the potential use of the building, following the Planning section of the agenda.

Minutes

R-224-22 Moved by Councillor Ireland, Seconded by Councillor Molloy
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular meeting of July 25, 2022, as circulated.

Carried.

R-225-22 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special meeting of July 25, 2022, as circulated.

Carried.

R-226-22 Moved by Councillor Foster, 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 from the Police Services Board meeting of July 6, 2022.

Carried.

R-227-22 Moved by Councillor Molloy, Seconded by Councillor Ireland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford directs staff to examine temporary traffic calming measures that can be applied to Charlotte Street.

Carried.

R-228-22

Moved by Councillor Foster, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford directs staff to approach the United Counties of Leeds and Grenville regarding the implementation for some or all recommendations made by the OPP detachment for County Road 15, including:

- Grooved pavement around the S curve;
- Center median pylons to reduce the drivers “cutting” the curve and entering the opposing lane of traffic; and
- A safety rail by the house in question to provide a barrier to the homeowner.

Carried.

Correspondence**R-229-22**

Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Cassidy Reaney, International Plowing Match Marketing Director and Advertising Chair, requesting that 15 lamp post banners be put up in the town of Merrickville from August until September 25th to promote the beautification project for the International Plowing Match and Rural Expo coming on September 20th-24th; and

That Council does hereby approve the request.

Carried.

Planning**R-230-22**

Moved by Councillor Ireland, Seconded by Councillor Foster

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated August 11, 2022 with respect to Consent Application B-97-21 and Municipal Consent Application Questionnaire Form, for information purposes; and

That the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the draft Development Agreement regarding Consent Application B-97-21 naming Donald Allan Hughes and Julia Leona Hughes as party of the first part and the Corporation of the Village of Merrickville-Wolford as party of the second part; and

And Whereas Council passed resolution R-199-21 on July 26, 2021 recommending deferral of consent application B-97-21 to the Consent Granting Authority until satisfactory completion of an Environmental Impact Statement (EIS), a hydrogeological and terrain analysis, and a zoning by-law amendment, all of which have been completed satisfactorily; and

Now Therefore Council does hereby recommend support of Consent Application B-97-21 to the Consent Granting Authority with the following standard conditions:

1. That the applicant deposit a digital and paper copy of the registered reference plan with the Village Clerk; and
2. That the applicant pay all outstanding taxes and fees owing, if any, to the Village; and
3. That the applicant pay the necessary cash in lieu of parkland fee to the Village.

In addition to the following condition:

1. That the applicant enter into a Development Agreement with the Village, implementing the recommendations of the scoped EIS as received by RVCA on November 15, 2021 and the Technical Review mem from RVCA as relates to the hydrogeological and terrain analysis and dated August 9, 2022, and to be registered on title of the subject lands per Schedule A of the

Development Agreement, at the Land Registry Office at the sole expense of the Owner;

And Whereby Council does direct the Mayor and CAO to execute the Development Agreement, as may be amended upon final review by Village staff and/or Village lawyer, with respect to consent application B-97-21.

Carried.

R-231-22 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the report from Forbes Symon of Jp2g Consultants Inc., being a Planning Opinion – Bill 109 and Site Plan Approval report, for information purposes.

Carried.

R-232-22 Moved by Councillor Ireland, Seconded by Councillor Molloy
Be it hereby resolved that:
By-Law 40-2022, being a by-law to delegate authority under Section 41(4.0.1) of the Planning Act, be read a first and second time, and that By-Law 40-2022 be read a third and final time and passed.

Carried.

Mayor Struthers provided an update on discussions had with RBC on the potential use of the building following the closure of the branch in January 2023. He proposed the potential for community use of the building as a senior's centre. Council discussed the use of current community centres, the possibility of looking around for other banks or credit unions to take over the building and keeping the lines of communication open. Council agreed to have Mayor Struthers continue these conversations.

In-Camera

R-233-22 Moved by Councillor Ireland, Seconded by Councillor Foster
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 8:00 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.

Rise and Report

R-234-22 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
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 regular Council meeting, with staff being given direction, at 8:30 p.m.

Carried.

R-235-22 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the property located at Roll No. 714 015 09400, requesting that the interest fees be waived on their taxes for the month of August; and
That Council does hereby waive the property tax interest charges in the amount of \$10.28 due to the unforeseeable procedural anomalies that resulted in the charge.

Carried.

R-236-22 Moved by Councillor Foster, Seconded by Councillor Ireland
Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve making the organizational structure changes as specified in Report FIN-IC-01-2022 to enhance service levels in the Operations Department.

Carried.

Public Question Period

Mayor Struthers highlighted an email received from Chuck MacInnis, resident, inquiring about the delegation of authority by-law within the lame-duck period. Mayor Struthers noted that this authority is not hiring a position, and noted that Council must delegate this authority under the Planning Act and that the lame-duck restrictions under the Municipal Act do not apply to the Planning Act.

Confirming By-Law

R-237-22 Moved by Councillor Ireland, Seconded by Councillor Molloy

Be it hereby resolved that:

By-law 39-2022, being a by-law to confirm the proceedings of the Council meeting of August 22, 2022, be read a first and second time, and that By-law 39-2022 be read a third and final time and passed.

Carried.

Adjournment

R-238-22 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:35 p.m. until the next meeting of Council on Monday, September 12, 2022 or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Mariana Aitken, Merrickville Cooperative Playgroup, requesting that the insurance coverage and the rental fees of the Community Centre be waived for the 2022-2023 playgroup season; and

That Council does hereby approve the request.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Merrickville Cooperative Playgroup

106 Read Street Merrickville, Ontario
merrickvilleplaygroup@gmail.com

August 2022

Mayor and Council
Village of Merrickville-Wolford
317 Brock Street West
Merrickville, ON K0G1N0

Dear Mayor and Council Members,

I am writing to request insurance coverage and to ask for rental fees to be waived at the Community Centre for our 2022-2023 playgroup season.

The Merrickville Cooperative Playgroup has been using the Community Centre on Wednesday mornings from 10am-12pm during the school year (September to June) for many consecutive years. The historic gathering of this playgroup well-exceeds 35 years.

We ask that insurance coverage is granted to our group, and that rental fees be waived, in exchange for the service and recreation that the playgroup provides to young families in the Merrickville-Wolford area.

Thank you for your consideration.

Sincerely,

Mariana Aitken
Playgroup Coordinator
Merrickville Cooperative Playgroup
merrickvilleplaygroup@gmail.com
(204)803-7689

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Robbie Giles, Merrickville-Wolford ECO Champions, requesting Council's support for the 2022/2023 ECO Champions and to request permission to continue using the municipal logo on their materials as an indication of Council support; and

That Council does hereby approve the request.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N



August 30, 2022

Mayor Struthers and members of Council
The Municipality of Merrickville Wolford
cc: CAO, Doug Robertson

I would like to request Council's support of the 2022/2023 Champions ECO Champions contest.

You will recall that the contest targeted grade 4,5 and 6 students but was open to all. The focus was on preserving and protecting Merrickville-Wolford's species-at-risk as identified by Wildlife Biologist Stew Hamill.

Council kindly offered us the use of the Community Centre for our 2022 awards event and Mayor Struthers graciously presented awards to some of our 26 contest participants along with Lions President Susan Wilkes. Council also showed support for our venture by allowing us to display the municipal logo on our promotional materials.

The ECO Champions Steering Group would like to begin informing schools, Scouts, Guides, and residents of Merrickville of our intent to run a 2022/2023 contest.

At this time, I would ask this Council for permission to continue using the municipal logo on our materials as an indication of your support.

I will work with CAO, Doug Robertson to ensure that a request for our 2023 awards ceremony is made of the new Council.

The attached DRAFT document provides a bit of an overview of changes we've adopted for this year.

We sincerely appreciate your past support and look forward to your response to this request.

Yours truly,
Robbie

Robbie Giles
120 Aaron Merrick Drive
Merrickville K0G 1N0

DRAFT



ECO Champions Contest 2022/

We're Back!

Thanks to the Merrickville Lions Club, the Merrickville Public Library and all our sponsors we are ready to start this year's contest.

We're excited about two changes to the contest for this year.

1. We've added the Chorus Frog to our list.

Western chorus frogs breed very early in the spring, often while ice is still present, and may begin calling as early as mid-March. Typically, most calling occurs in April. These frogs may call day or night, usually in tandem with spring peepers.

The Great Lakes–St. Lawrence population (east and north of Toronto) is listed as Threatened under the federal Species at Risk Act

See this year's species-at-risk list and a map of possible locations in Merrickville-Wolford on the ECO Champions website.

2. We're looking for "build and planting projects."

Contestants can submit reports on individual or group projects that involve the preservation or protection of their favourite species-at-risk. For example: videos or pictures of them planting butternut trees, creating a butterfly garden, or building a turtle box can be submitted along with the contest's required elements.

Tell us:

- Why you've chosen the species that you have
- Why it is at risk
- What needs to be done to help it survive here in Merrickville-Wolford

Check out the website for a list of possible build activities.

Finally

- We were delighted with the submissions that we received in 2022.
- We look forward to receiving presentations and posters with pictures, songs, and poems again this year.
- We will have certificates and awards for different categories again this year.

Contact:

- www.ecochampions.ca
- email at mwecochamps@gmail.com
- phone at 613:269-3326

Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested

By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

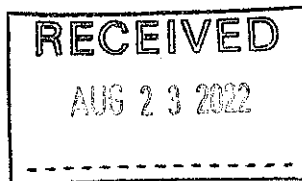
Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Allan Robinson and Joan Ellis, residents, requesting that the CAO and Council consider reinstating a heritage program (ie. a grant) that recognizes the work put into architectural heritage within the Village; and

That Council does hereby provide direction to staff to report back to Council regarding the Village's heritage programs for architectural restoration and maintenance.

Carried / Defeated

J. Douglas Struthers, Mayor



306 Elgin St.
Merrickville, ON
K0G 1N0

August 22, 2022

The Council & Chief Administration Officer of Merrickville-Wolford
317 Brock St. W.
Merrickville, ON K0G 1N0

Dear Council Members and Chief Administration Officer,

We are writing to urge the Village council to instate a meaningful way of encouraging heritage property owners in Merrickville-Wolford to restore and maintain their building's architectural history.

Longstanding council members may recall that some years ago, owners of designated heritage properties could apply for a grant in the form of a \$500 reduction in property taxes, every two years. We think Allan benefited three times (i.e., \$1500) from this grant over a 6-year period. While we may be mistaken, we cannot find evidence of an active program at this time unlike some other municipalities in Ontario.

We are deeply committed to restoring/preserving the home built by Samuel Langford in 1863 for his daughter who was married in the front bay of the home. Mr. Langford, a carpenter and home builder, was prominent in beautifying both the interior and exterior of many Merrickville homes. If you pass by our home, you'll get a sense of his craftsmanship, a reflection, we feel, of a father's love for his daughter. Attached to this letter is an outline of the exterior work to date and that to come.

Even in its rough state, visitors to Merrickville looking at the house would comment that "houses aren't built like this anymore". That observation would apply to many other buildings/homes too. So many people appreciate old-time craftsmanship. So, let's preserve it! Celebrate it! Make it a living part of being the "Jewel of the Rideau". Various publications have recognized the unique aspects of our village architecture. Our own Victorian Gothic Cottage has been featured in:

- *Canadian Geographic Journal*, June 1972, page 197 (to exemplify gingerbread architecture in Ontario)
- *Old Ontario Houses*, by Kim Ondaatje and Lois Mackenzie, page W26-27
- *Renew* magazine (no longer published) in an article on "Merrickville, Jewel of the Rideau".

If we, as a community, want to celebrate, promote, preserve and maintain aspects of Canadian architectural heritage that mark our difference, then we ask that the Council and CAO seriously consider reinstating a heritage program (e.g., a grant) that recognizes such painstaking, patient work. We, like so many heritage home owners, have put in thousands of hours of sweat equity and thousands of dollars in capital, into making a heritage building a living home. Let's balance the new construction we welcome in the village with the heritage construction that put Merrickville on the map in the first place.

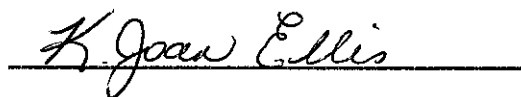
Allan and I (and likely others) would sincerely appreciate hearing your thoughts on this topic during the upcoming election campaign and would welcome any opportunity to discuss or respond to any questions you might have.

Thank you for your time and ideas.

Sincerely,

A handwritten signature in cursive script that reads "Allan Robinson". The signature is written in dark ink and is positioned above a horizontal line.

Allan Robinson & Joan Ellis
306 Elgin St.

A handwritten signature in cursive script that reads "K. Joan Ellis". The signature is written in dark ink and is positioned above a horizontal line.

Appendix to Letter to Village Council and CAO

Focus of Current Exterior Heritage Work at 306 Elgin St., Merrickville As of August 21, 2022

Note: We have done extensive interior work but the "heritage" designation in our case applies only to the exterior front face and side gables. We hope the use of paint colours subtly highlight the many decorative elements Langford applied to this house.

Gingerbread over the front bay:

- was delicately disassembled; each piece numbered. Weak elements were strengthen; missing elements made; broken pieces fixed. Restoration painting techniques were applied. The gingerbread was carefully reinstalled, piece by piece.

Front Bay Window

- like other exterior areas, paint (5 layers typically) as removed by hand; areas sanded. In some cases, this work revealed detail (e.g., dentals) covered by previous paint work. Dentals recreated. These will be installed soon.
- wooden storm windows restored
- restoration painting techniques applied
- missing skirting board replaced; existing skirting board, repaired where needed.
- metal roof over the bay to be scraped and painted

Wall on South Side of Bay Window

- decorative elements and wall hand-scraped to bare wood, primed and painted
- gingerbread over bedroom window carefully dismantled; restored, repaired, painted then reinstalled.
- metal roof sanded; washed and repainted

South Porch (currently 90% complete)

- needed extensive work – from paint stripping, to restoring, replacing the detailed gingerbread and trim that highlight and celebrate Langford's carpentry skills.
- removing paint revealed evidence of dental work. Dentals of same dimensions were made, painted and installed.
- stone wall of house under porch repointed and stone pillar supporting the porch rebuilt.
- new porch floor installed
- cast iron work that will sit between upper and lower porch railings sanded and painted. Ready for installation. Those for the north porch are ready too.)
- pickets that skirted the front and side of both front porches were made, replicating the original design; will be stained then installed.
- new metal roof (ready to be installed)

North Porch

- existing porch floor removed; stone house wall repointed and the stone support pillar rebuilt.
- some support members replaced; others repaired and/or strengthened using restoration techniques
- extensive work required to rebuild/restore this porch to mirror the south porch

Wall on North Side of the Bay Window – as per "Wall on South Side of Bay Window" above

- work has yet to be started. This will include repairs and replacing worn elements.

Upcoming Projects

Our current focus is to complete the restoration of the front face of the house. When complete, our focus will shift to:

The North and South Side Gables. Work on these will require:

- removing (by hand) old paint to bare wood
- delicately removing, restoring, replacing missing pieces, treating, painting and reinstalling the extensive gingerbread
- making any needed repairs to the wall (replacing rotted timber siding) etc.
- restoring/replacing and installing skirting board
- preparing then repainting the metal roof

Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Michael Barrett, M.P., regarding the proposal of the Federal Electoral Boundaries Commission for Ontario on the boundaries of the Leeds-Grenville-Thousand Islands and Rideau Lakes electoral district, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



August 26, 2022

His Worship Doug Struthers
Mayor of the Village of Merrickville-Wolford

Dear Mayor Struthers,

I'm writing today to advise you of the proposal of the Federal Electoral Boundaries Commission for Ontario on the boundaries of our electoral district, Leeds-Grenville-Thousand Islands and Rideau Lakes.

As you know, the Constitution of Canada requires that federal electoral districts be reviewed every ten years to reflect changes in Canada's population. Following a timeline set out in the *Boundaries Readjustment Act*, on the first dissolution of Parliament that occurs at least seven months after the day the new Representation order for the provinces that include Ontario, is proclaimed, these changes will be in effect. It is expected that this will occur as early as April of 2024.

The proposal is for an electoral district named Gananoque – Brockville – Prescott. It consists of:

- A. the City of Brockville;
- B. that part of the City of Kingston lying northerly of Highway 401 (Macdonald-Cartier Freeway);
- C. the towns of Gananoque and Prescott;
- D. the Municipality of North Grenville;
- E. the townships of Athens, Augusta, Edwardsburgh/Cardinal, Front of Yonge, and Leeds and the Thousand Islands;
- F. that part of the Township of Elizabethtown-Kitley lying southeasterly of a line described as follows: commencing at the intersection of the southwesterly limit of said township and Kitley-Elizabethtown Townline Road; thence northeasterly along said road and its northeasterly production to the northeasterly limit of said township; and
- G. that part of the Township of South Frontenac lying southerly of the southerly limit of Bedford Geographic Township.

For further clarity, the proposal for an electoral district named Lanark – Frontenac includes the following current parts of Leeds-Grenville-Thousand Islands and Rideau Lakes:

- A. that part of the Township of Elizabethtown-Kitley lying northwesterly of a line described as follows: commencing at the intersection of the southwesterly limit of said township and Kitley-Elizabethtown Townline Road; thence northeasterly along said road and its northeasterly production to the northeasterly limit of said township;
- B. the villages of Merrickville-Wolford and Westport.

It is important to note that while these are proposed federal boundaries, the Province of Ontario enacted electoral districts whose names and boundaries are identical to those of the federal electoral districts following the 2012 Federal Electoral District Boundaries Commission for Ontario. With the exception of 13 districts in the north of the province, this was provided for in the *Representation Act 2015*.

I am seeking your feedback on the proposed changes, and an indication if your municipality will be providing either a written submission to the Commission or registering to participate in a public hearing.

All expressions of interest in participating in a public hearing must be received by the Commission no later than September 25, 2022. Written submissions may be made also.

Our municipalities that make up the United Counties of Leeds and Grenville, as well as the towns of Gananoque, Prescott, and the City of Brockville collectively form a community of interest that is bound by many ties, including formal economic cooperation, historical significance, geographical features, and interconnected economic drivers such as tourism.

The Rideau Canal, Rideau Lakes, Thousand Islands, and St. Lawrence Seaway create a connected geographic boundary wherein our storied history, agricultural and rural identity, and abundance of natural beauty unites us and drives people to our community supported by the two ports of entry to the United States.

Acknowledging the difficult work the Commission has to create voter parity across Ontario, I will respectfully propose to the Commission that our communities ought to remain united by the county boundary. Our community and province are best served by only modest adjustments to the current boundaries of our electoral district, which would allow for objective population equality to be achieved by the Commission.

Thank you for your continued service to your community.

Sincerely,

A handwritten signature in black ink, reading "Michael Barrett". The signature is stylized with a large, sweeping "M" and a long, horizontal stroke at the end.

Michael Barrett, M.P.
Leeds-Grenville-Thousand Islands and Rideau Lakes

From: Mayor

Sent: Tuesday, August 30, 2022 3:48 PM

To: Michael Barrett <michael.barrett@parl.gc.ca>

Cc: Bob Foster <foster@Merrickville-wolford.ca>; Timothy Molloy <molloy@Merrickville-wolford.ca>; Stephen Ireland <ireland@Merrickville-wolford.ca>; Michael Cameron <cameron@Merrickville-wolford.ca>; Nancy Peckford <nancypeckford@gmail.com>; Pat Sayeau <psayeau@b2b2c.ca>; Malanka, Doug <doug.malanka@outlook.com>; Brant Burrow <mayor@ektwp.ca>; Roger Haley [REDACTED]; Jones, Robin <rjones@villageofwestport.ca>; Scott, Herb [REDACTED]; Arie Hoogenboom <mayor@twprideaulakes.on.ca>; Smith-Gatcke, Corinna <csg@townshipleeds.on.ca>

Subject: FW: Electoral District Changes

Michael Barrett, MP

Leeds-Grenville-Thousand Islands and Rideau Lakes

Dear MP Barrett

Thank you very much for your letter advising of the proposed changes to the boundaries of our electoral district.

Having looked at the proposed changes closely I am perplexed trying to understand the thinking behind the proposal.

There does not appear to be any sense in splitting the Township of Elizabethtown-Kitley into another area, nor the addition of a portion of South Frontenac into our riding.

I support your summary in the last three paragraphs of your letter and would make these identical comments at any Commission Hearing. As a twice past Warden of the United Counties of Leeds & Grenville I have a significant appreciation of the strong "community of interest" shared by our ten municipalities and the separated partners of Prescott, Brockville and Gananoque.

Assistance in the process to be used to register and present at a Commission Hearing would be appreciated – and please feel free to pass this letter to the Commission.

There certainly appears to be a disregard and lack of knowledge and appreciation for the strong municipal relations within our existing electoral district.

Mayor Doug Struthers

Village of Merrickville-Wolford

From: Barrett, Michael - M.P. <Michael.Barrett@parl.gc.ca>

Sent: Friday, August 26, 2022 4:22 PM

To: Mayor <mayor@Merrickville-wolford.ca>

Subject: Electoral District Changes

Dear Mayor Struthers,

Please find a letter from Member of Parliament Michael Barrett attached, regarding proposed changes to our electoral district.

Sincerely,

Jordan Johnston
Office of Michael Barrett, M.P.

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Spencer Tym, International Plowing Match Committee, requesting the use of 32 tables and 200 chairs for the charity plowman's barbeque at the International Plowing Match from September 20th, 2022 until September 22nd; and

That Council does hereby approve the request.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

From: spencer tym [REDACTED]
Sent: Monday, August 29, 2022 4:39 PM
To: Brad Cole - Public Works Department <publicworks@Merrickville-wolford.ca>
Subject: Tables and chairs

Good afternoon Brad. I would like on the behalf of the international plowing match committee, request the use of the 32 tables and 200 chairs for a charity plowmans bbq at the IPM. We would pick them up on the Tuesday morning of September 20 and return them Thursday September 22. They would be used on the ice surface at the kempville curling club. I thank you for your consideration and look forward to hearing from you.

Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Kim Ducharme, Exercise & Fall Prevention Program Supervisor, requesting that the fees for the rental of the Merrickville Community Centre be waived for the Senior Support Services -CPHC exercise classes; and

That Council does hereby approve the request.

Carried / Defeated

J. Douglas Struthers, Mayor

From: Kim Ducharme [REDACTED]
Sent: Tuesday, August 30, 2022, 7:32 a.m.
To: Doug Robertson <cao@Merrickville-wolford.ca>; Julia McCaugherty-Jansman <deputyclerk@Merrickville-wolford.ca>; Kirsten Rahm <finance@Merrickville-wolford.ca>; Mayor <mayer@Merrickville-wolford.ca>; Timothy Molloy <molloy@Merrickville-wolford.ca>; Bob Foster <foster@Merrickville-wolford.ca>; Deb DeCairos-Grandmaitre [REDACTED]
Subject: FW: Outside Email - RE: Merrickville Community Centre Agreement

Good Morning:

I am writing to you as requested, to ask for a fee waiver for the use of the Merrickville Community Hall. Unfortunately this is a time sensitive matter as our classes resume on September 13th.

The initial request for use of the Hall was made after our classes were done in early July. A agreement was sent in early August and returned August 11th. As you can see in this string of emails, the requirement to get the fees waiver was made more than 2 weeks later, leaving us not much time.

Senior Support Services-CPHC has been offering these free seniors exercise classes for many years to your Merrickville Community members free of charge. We have also been asked to request your community members for a donation to offset some charges. We would like to continue to offer your residents these classes. Keep in mind we are not for profit organization.

Please advise of the next steps going forward. I look forward to hearing from you.

Thank you,

Kim Ducharme
Exercise & Fall Prevention Program Supervisor

Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Robyn Eagle, Merrickville-Wolford & District Chamber of Commerce President, requesting that the fees for the rental of the Merrickville Community Centre be waived for the "Meet the Candidates" meeting scheduled on Wednesday, October 12, 2022 between 6:30 p.m. and 9:30 p.m.; and

That Council receive correspondence from Robyn Eagle requesting that the fees for the rental of Centennial Hall be waived for the "Meet the Candidates" meeting on Thursday, October 13, 2022 between 6:30p.m. and 9:30 p.m.; and

That Council does hereby approve the request.

Carried / Defeated

J. Douglas Struthers, Mayor

Doug Robertson

From: Robyn Eagle <president@merrickvillechamber.ca>
Sent: Wednesday, August 31, 2022 2:57 PM
To: Doug Robertson
Cc: Cheri Kemp-Long; Anney de Gobeo; Michèle Andrews; Karina Theriault
Subject: Rental of Centennial Hall - October 13 - Waiving of Fee

Good afternoon Doug,

The Planning Group coordinating the Meet the Candidates Meeting would like to also rent Centennial Hall in Eastons Corners October 13th between 6:30 and 9:30pm.

We believe holding two sessions would ensure that each Ward would have an opportunity to host a meeting to hear from their respective Councillor candidates, as well as ensuring sufficient space for attendees and time for candidates to speak/respond to questions.

I am requesting the rental fee for Centennial Hall be waived.

Please advise.

Regards,



2022-09-01 10:00:00 AM

Robyn Eagle

president@merrickvillechamber.ca |

Merrickville-Wolford & District Chamber of Commerce | www.merrickvillechamber.ca

PO Box 571, Merrickville ON K0G1N0



Doug Robertson

From: Robyn Eagle <president@merrickvillechamber.ca>
Sent: Tuesday, August 30, 2022 12:35 PM
To: Doug Robertson
Cc: Anney de Gobeo; Cheri Kemp-Long; Michèle Andrews
Subject: Meet the Candidate Meeting - October 12th, 2022

Good afternoon Doug,

By way of this email, I wish to advise that a "Meet the Candidates" meeting is scheduled for October 12th between 6:30-9:30pm. We are requesting that Council waive the fee for use of the Community Centre.

Please confirm.

Regards,
Robyn

Robyn Eagle

president@merrickvillechamber.ca |

Merrickville-Wolford & District Chamber of Commerce | www.merrickvillechamber.ca

PO Box 571, Merrickville ON K0G1N0



Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated September 1, 2022 with respect to Consent Application B-71-22 and Municipal Consent Application Questionnaire Form, for information purposes;

Now Therefore Council does hereby recommend support of Consent Application B-71-22 to the Consent Granting Authority with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant pay the necessary cash in lieu of parkland fee to the Village.
4. That the applicant provide proof that the severed lot is consistent with MDS.

Carried / Defeated

J. Douglas Struthers, Mayor

September 1, 2022

Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, ON K0G 1N0

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Application B71-22 (DeBernardi)
Part Lot 9 & 10, Con. 5, 777 Snowden Corners Road, Wolford
Village of Merrickville-Wolford**

I have now had an opportunity to review the Consent Application B71-22 as it relates to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of 3.5 ha (8.6 ac) rural residential lot, resulting in a retained lot of approximately 16.28 ha (40.2 ac) in size. The severed lot is to have 530 m (1740 ft) of frontage on Snowdons Corners Road. The retained parcel is to have 192 m (630 ft) of frontage on Snowdons Corners Road (Attachment #1 – Map).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan, with the northwesterly portion being designated Wetlands along with Significant Wildlife, Area of Natural & Scientific Interest and Unstable Soils overlays. The subject lands are zoned “Rural (RU)” in the Merrickville-Wolford Zoning By-law 23-08. The retained lands are impacted by the provincially significant wetland referred to as the Wolford Bog and noted overlays. The severed parcel appears to be located entirely outside of the PSW regulated area, however this needs to be confirmed by the RVCA.

The property is characterized as being flat open pasture on the eastern portion of the property and land with existing tree cover associated with the wetland feature on the western and northern portions of the property.

The surrounding land use consists of existing rural residential and agricultural operations. There appears to be a barn located on the property directly to the south of the proposed severed lots.

The subject property appears to have no severance history and is a lot that existed in 1988 as a stand along parcel.



Local Official Plan Policies

There are a number of policies of the Village Official Plan which are relevant to this application.

Section 3.3.1, Agricultural Uses, states that all new non-farm development must comply with the Minimum Distance Separation from agricultural livestock facilities. The applicant has provided MDS calculations for the following addresses: 935, 875 and 778 Snowdons Corners Rd, and 378, 456 and 285 Snowdons Drive West.

Section 6.4.2.3, Rural Residential Development states that:

“Residential Development on flat, open land will be discouraged. Such development shall be encouraged to locate in areas having natural tree cover, scenic views and/or rolling terrain.”

The subject property is flat and open and is not consistent with Section 6.4.2.3 of the OP. Council may wish to impose conditions to encourage the establishment of a vegetative buffer along Snowdons Corners Road.

The consent policies of Section 9.3.1 and 9.3.2 have been reviewed and the proposed development appears to be in conformity with the Village’s consent policies.

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property Rural Lands.

Local Zoning By-law Regulations

The proposed severances are zoned “Rural (RU)”. The proposed severed and retained lots will comply with the RU zone provisions of a minimum lot size of 1 ha and minimum lot frontage of 40 metres.

Summary & Recommendations

The proposal is to create a 3.5 ha severed lot and a 16.28 ha retained lot to be located within the Rural area of the Village. The proposed lots will have frontage on Snowdons Corners Road in an area of relatively flat, open rural landscape. The location of the proposed lot is not consistent with 6.4.2.3 which encourages rural residential development in areas having natural tree cover. The Village may wish to impose a condition that requires the establishment of a vegetative buffer along Snowdons Corners Road for the severed lands.

It should be noted that the severed lot has a non-traditional shape, with approximately 530 m of road frontage and a depth ranging from 42 m to 76 m. The configuration of the lot appears to be intended to avoid the wetland feature located on the retained parcel. Although consistent with the OP and Zoning, such a configuration may result in requests for additional severances in the future.



There appears to be a Polly-tunnel livestock facility located on the lands directly across the road from the proposed severed lot at 778 Snowdons Corners Road. There has been MDS calculation done for this facility. The facility is small, and it appears that the severed property will likely have room outside of the MDS to place a dwelling. It will be a condition of consent to submit an MDS and to confirm a building envelope for the severed parcel outside of the MDS Arc. MDS may also trigger the need for a Zoning By-law Amendment to confirm the building location outside of the MDS Arc.

Council should also be aware of the PSW feature which impacts the subject lands. The RVCA has indicated they have no objection to the severance.

It is recommended that Council support consent application B71-22 with the following conditions:

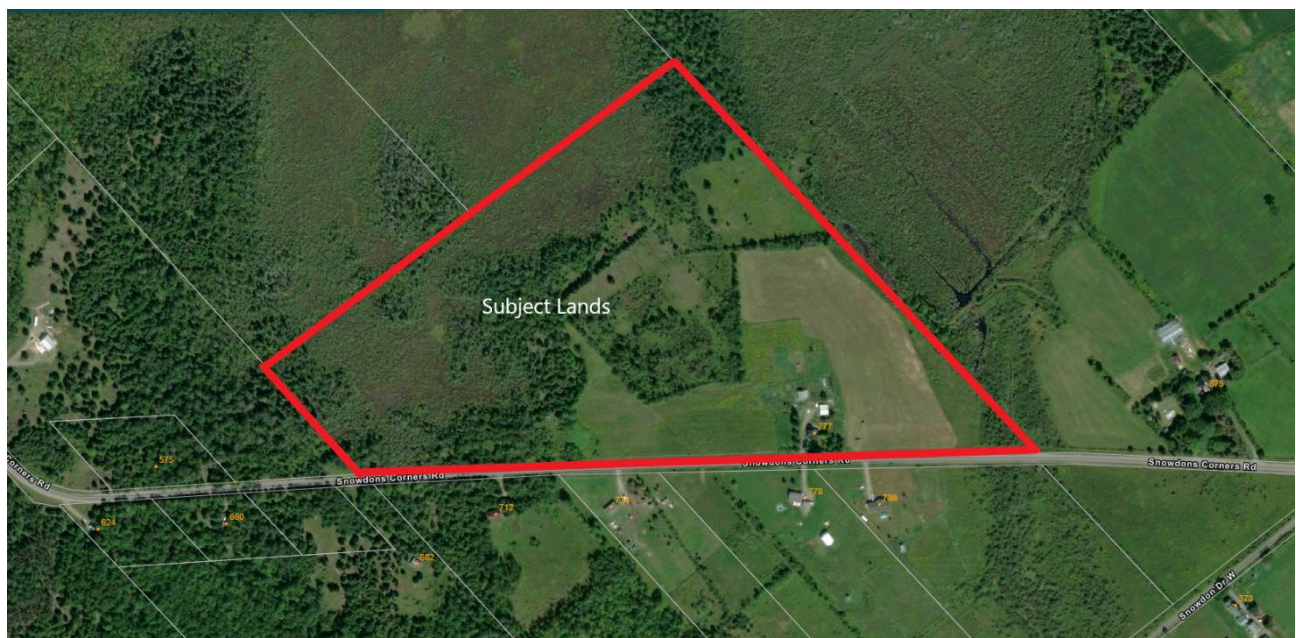
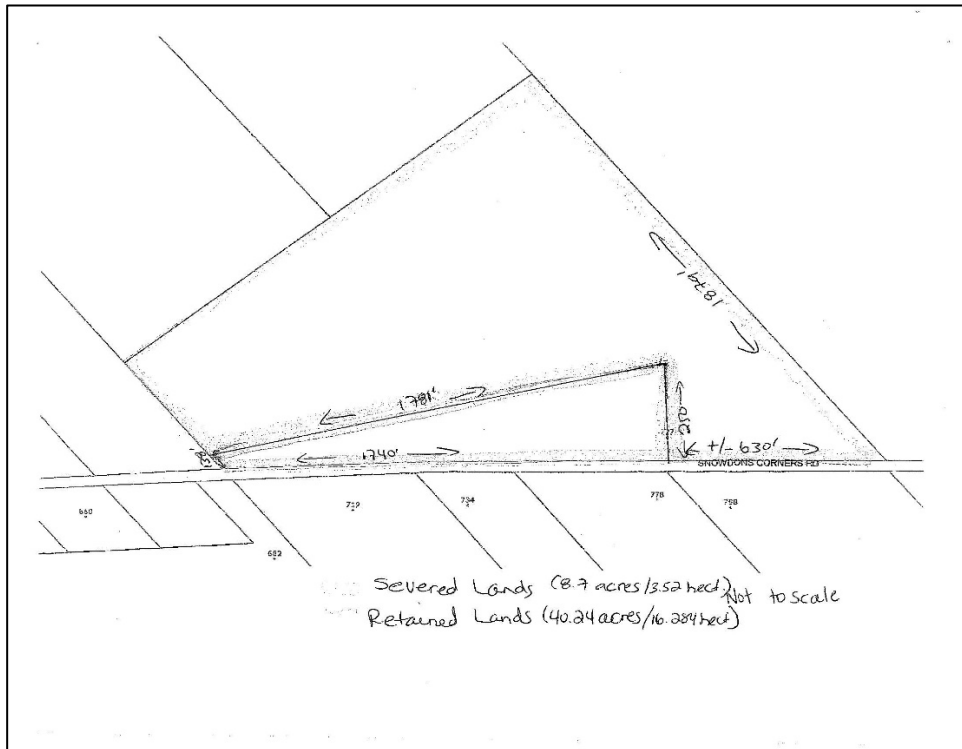
1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village.
3. That the applicant provide proof that the severed lot is consistent with MDS (provided, to be verified).

All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', with a long horizontal flourish extending to the right.

Forbes Symon, MCIP, RPP
Senior Planner





Municipal Consent Application Form

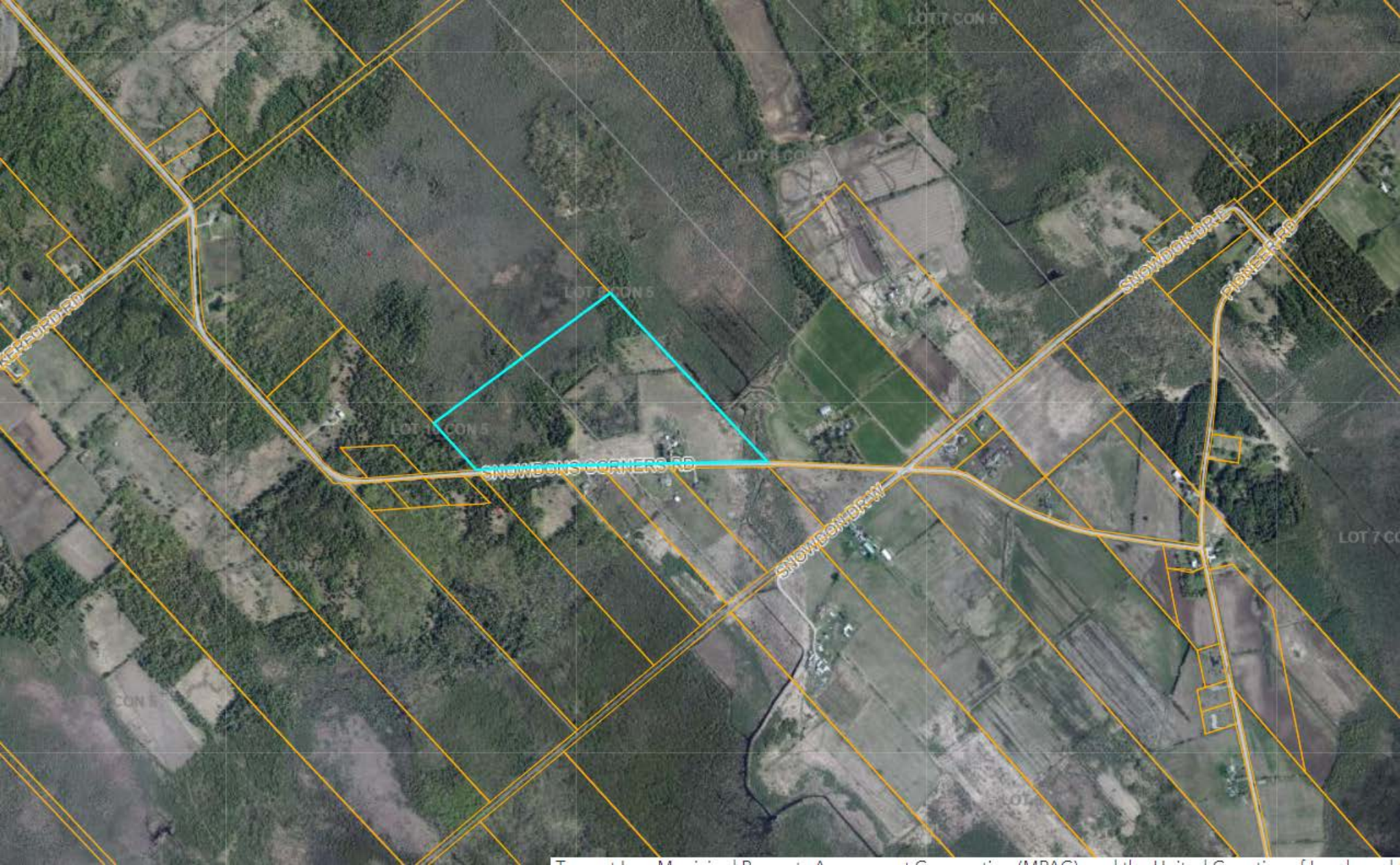
Please complete and send to the Secretary-Treasurer (via email) within 30-days of receipt of an application to Krista.Weidenaar@uclg.on.ca

File:	B-71-22
Municipality:	Village of Merrickville-Wolford
Owner:	Susanne & Jay Debernardi
Location:	Pt Lot 9 & 10, Con 5 Wolford

Municipal Responses	Yes or No?
What is the local Official Plan designation of the land? Rural	
Does the application conform to the local Official Plan?	<input checked="" type="checkbox"/> <input type="checkbox"/>
If not, please give relevant sections of the plan.	
What is the land currently zoned in the Zoning By-Law? Rural (RU)	
Does the application comply with the municipal Zoning By-Law?	<input checked="" type="checkbox"/> <input type="checkbox"/>
If not, please give relevant sections of the By-Law.	
Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?	<input type="checkbox"/> <input checked="" type="checkbox"/>
Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?	<input type="checkbox"/> <input checked="" type="checkbox"/>
Additional Information	
Please check which of these municipal services are available for the subject lands?	
Water <input type="checkbox"/>	Sanitary Sewers <input type="checkbox"/> Access to a public and maintained road <input checked="" type="checkbox"/>
Electricity <input type="checkbox"/>	Garbage Collection <input type="checkbox"/> Name of public road <u>Snowdon Corners Road</u>

Municipal Consent Application Form

Recommendations	Yes or No?
Does the Planning Committee, or Council, recommend approval be given to this application, and why? <u>see planning report</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)? <u>MDS calculations done and consent is in compliance with MDS setbacks</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
If provisional approval is granted, what Conditions would the municipality wish to see attached? (Please attach Council's resolution, a Planning Report, list of conditions, or check below). <u>see planning report</u>	
Does the municipality require their own copy of the reference plan for the subject lands?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the municipality require that the balance of any outstanding taxes, including penalties and interest, be paid to the municipality?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the municipality require an Environmental Impact Study or other supporting studies? If yes, please describe. _____	<input type="checkbox"/> <input checked="" type="checkbox"/>
Does the municipality require a road widening?	<input type="checkbox"/> <input checked="" type="checkbox"/>
Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below.	
<u>\$500 for cash in lieu of parkland</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Date: <u>September 1, 2022</u>	Signed: <u>Forbes Symon</u>
Position: <u>Contract Planner</u>	Municipality of <u>Village of Merrickville-Wolford</u>



For Clerk's use only, if required:

Recorded Vote Requested

By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated September 2, 2022 with respect to Consent Application B-96-22 and Municipal Consent Application Questionnaire Form, for information purposes;

Now Therefore Council does hereby recommend support of Consent Application B-96-22 to the Consent Granting Authority with the following standard conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant pay the necessary cash in lieu of parkland fee to the Village.

In addition to the following condition:

4. That the applicant enter into a development agreement, naming SUSANNE RUTH DEBERNARDI AND JAY MAXWELL DEBERNARDI as party of the first part and the Corporation of the Village of Merrickville-Wolford as part of the second part, to be registered on title at the sole expense of the applicant, detailing the maintenance and enhancement of the existing vegetation along Armstrong Road.

And Whereby Council does hereby direct the Mayor and CAO to execute the Development Agreement, as drafted and as may be amended upon final review by Village staff and/or Village lawyer, with respect to consent application B-96-22.

Carried / Defeated

J. Douglas Struthers, Mayor

Ref No: 10968

July 27, 2022

Stacie Lloyd
Village of Merrickville-Wolford
317 Brock St. West
P.O. Box 340
Merrickville, ON K0G 1N0

Dear Stacie,

Re: Application For Consent – B-96-22
Hilliard – 482 Armstrong Road

Thank you for your email dated July 19, 2022, to Layna Dunning of our company. Your email mentioned the following two areas of concern that require further information:

1. Strip development – It appears that the proposed lot is the fifth lot in a row and sections 6.4.2.3 and 9.3.2.4 need to be addressed; and
2. Minimum Distance Separation (MDS) – It appears there are barn(s) on the retained parcel within 60-70 metres of the proposed lot and an MDS calculation has not been submitted with the application.

Strip Development – Sections 6.4.2.3 and 9.3.2.4 of the Official Plan read as follows:

“6.4.2.3 Residential Development

Residential Development is defined as having frontage on and direct access to an opened public road which is maintained year-round. Residential Development in the Rural designation is intended to be limited and shall be in accordance with the following policies.

- 1. New Residential Development shall take place in accordance with the lot creation policies of Section 9.3. In order to maximize the efficiency of servicing new Residential Development, Council shall encourage Residential Development to locate in close proximity to existing built-up areas within the Village. Notwithstanding the foregoing, however, Council shall not permit the creation or extension of strip development pursuant to the policies of Sections 9.3.2.4 and 9.3.2.5.*

2. Residential Development on flat, open land will be discouraged. Such development shall be encouraged to locate in areas having natural tree cover, scenic views and/or rolling terrain, subject to the natural heritage policies of Section 4.1 of this Plan, including the requirements for an Environmental Impact Statement. In designing residential subdivisions, attention should be given to the natural features, such as mature forests, to ensure that the existing vegetation and terrain is disturbed as little as possible. In addition, the housing should be screened from view.

9.3.2.4 Outside the designated Hamlets and the Merrickville urban area, consents should have the effect of infilling in existing developed areas and not of extending existing strip development. In determining whether a consent will result in the creation or extension of strip development, the visual impact of the proposed development shall be assessed. Specifically, consents should not be granted on flat, open land, but rather in areas having natural tree cover, scenic views and/or rolling terrain where natural landscape features prevent extensive views of development, especially along straight stretches of road, subject to the natural heritage policies of Section 4.1 of this Plan, including the requirements for an Environmental Impact Statement. Further, the existing vegetation and terrain should be disturbed as little as possible.”

Discussion of Policies Related to Strip Development

Item 1. of Section 6.4.2.3 states that Council shall not permit the creation or extension of strip development pursuant to the policies of sections 9.3.2.4.

Section 9.3.2.4 discourages the extension of strip development and directs Council to consider the visual impact of the proposed consent, including the natural tree cover and scenic views or rolling terrain. For application B-96-22, the Property Look Up feature of the Counties GIS and Google Earth demonstrate that the proposed application for consent does not represent an extension of strip development in the area and that the specific area of Armstrong Road has been generally developed with the maintenance of a healthy tree cover, larger lots and dwellings with ample setback from Armstrong Road and do not constitute residential development on flat, open lands. The result has been development that is very much in keeping with the rural character of the area and has a favourable visual impact.

Figure 1. shows that there are 5 existing lots along the north side of Armstrong Road and 4 existing lots along the south side of Armstrong Road. The proposed severed lot is located across from lot No. 483 and will not represent the extension of strip development. In fact, the proposed lot could be

considered the completion of a development cluster in the area, as no further lots could be created to the west of the proposed severed lot due to the location of the Provincially Significant Wetland to the west. As noted above, Figure 1. also depicts the larger lots, ample tree cover and larger setbacks from Armstrong Road.



Figure 1. GIS - Property Look Up – United Counties of Leeds and Grenville – Approximate location of proposed severed lot south of Armstrong Road.



Figure 2. Google Earth – Existing development in the immediate area along Armstrong Road. Approximate development area on retained lands.

Figure 2. shows the approximate area of the retained lands to be developed. The development will not be visible from the road and development in this area will require the minimal removal of existing tree cover.

Discussion of Minimum Distance Separation Requirement (MDS)

The owner of the property, Mr. Hilliard, has indicated that the buildings on the retained lands are utilized for storage purposes and to his knowledge have never housed livestock. Mr. Hilliard does not

intend to modify or improve them to allow the housing of livestock. Further, Mr. Hilliard was informed by the Municipality that a demolition permit had been issued for one of the structures prior to his purchase of the property in 2004 and he plans on removing them at some time in the future.

Mr. Hilliard provided the pictures below of the structures that he has used for storage for many years.







Recommendation

The proposed severed lot per application B-96-22 conforms with sections 6.4.2.3 and 9.3.2.4 of the Official Plan of the Village of Merrickville-Wolford for the following reasons:

- The proposed severed lot does not represent the extension of strip development and is adjacent to 4 lots south of Armstrong Road created from at least two holdings. The proposed lot represents the completion of development south of Armstrong Road as there is a Provincially Significant Wetland to the west of the proposed lot.
- The proposed severed lot is immediately south of lot No. 483 on the north side of Armstrong Road and lot No. 467 on the north side of Armstrong Road is further west of the proposed lot

(see Figure 1.). Therefore, the proposed lot does not extend the development in the area and is within the existing cluster of lots.

- The residential development in the area has occurred on larger lots with ample tree cover, greater setbacks from Armstrong Road and does not represent development on open flat lands that is discouraged by the Official Plan. The development is very much in keeping with the rural character of the area and has resulted in a positive visual impact.
- The owner has indicated that the accessory structures on the retained lands have always been used for storage and to his knowledge, are not capable of housing livestock. The owner has no intention of modifying or improving the structures to house livestock, an activity that would require the issuance of a building permit by the Municipality. Therefore, the Minimum Distance Separation (MDS) formulae does not apply and an MDS calculation is not necessary.

Thank you for the opportunity to provide further information on these matters and if you have any questions please do not hesitate to contact me.

Sincerely,



Jim Hutton, RPP, Dipl. M.M.
Senior Planning Professional

Natural Heritage Screening Report - Property Owner (Scoped Environmental Impact Assessment)

Introduction:

The Province of Ontario has identified natural heritage features and systems as being a critical part of the Province's long term sustainability. Natural heritage features and systems are resource just like any other and need to be identified, protected and managed in a way that promotes their long-term health and/or recovery.

Natural heritage features and areas are defined as significant wetlands, significant coastal wetlands, other coastal wetlands in Ecoregions 5E and 6E, fish habitat, significant woodlands and significant valleylands in Ecoregions 6E, habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area. (Source: Adapted from PPS, 2014).

For further details please see the

- Provincial Policy Statement (PPS 2014):
<http://www.mah.gov.on.ca/Page10679.aspx>
- The Natural Heritage Reference Manual (a supporting technical and practice-focused document that assists in the implementation of Provincial policy):
<https://dr6j45jk9xcmk.cloudfront.net/documents/3270/natural-heritage-reference-manual-for-natural.pdf>

The Township's Official Plan and the United Counties of Leeds and Grenville's Official Plan recognize the importance of natural heritage. Review may be required when new development is proposed to gauge potential impacts it may have on natural heritage systems or features. Township staff have supplied you with this screening report as your proposed development is located within a screening buffer of an identified natural heritage feature. To effectively evaluate your proposal, an assessment of potential local and system wide impacts is required. In working through this screening report you will document potential natural heritage impacts, the potential need for a more thorough review or measures that can be taken to mitigate potential impacts of your proposed development.

The Township believes that engaging a property owner as an active and knowledgeable stakeholder in environmental and ecological protection will best serve to support natural heritage protection policies. The Township's policy of accepting property owner completed screening reports in particular circumstances supports this goal.

Who/What this is for:

This Natural Heritage Screening Checklist is to be used when:

Rideau Lakes Development Services Department

Version 2.0; 2016

- The development is located within the screening buffer of a natural heritage feature
- The property is already subject to development (an existing primary structure conforming to permitted uses)
- The proposal is for a minor residential addition or a small structure accessory to a residential use
- The proposal is for a minor non-residential addition or a small structure accessory to a non-residential use; (April 2013)
- The proposed development complies with the minimum 30m Natural Heritage setback Zoning By-law #2005-06 provision; (April 2013)
- In limited circumstances the Report may be used for a minor addition or accessory structure (<500sqft) where compliance is not achieved related to the minimum 30m Natural Heritage setback Zoning By-law #2005-06 provision but development review includes a minor variance including Conservation Authority review (April 2013)
- The redevelopment of an existing non-conforming or non-complying structure (April 2013)
- The property is not already subject to development however, the identified natural heritage feature is 'woodlands' or 'fish habitat' (June 2016)

PART 1 - ATTACHMENTS

Items to attach (required to be deemed a complete report):

- Colour photographs detailing the site, existing development and the area of the proposed development. (digital photos can also be emailed directly to staff)
- A complete site plan which accurately details the following:
 - lot shape and dimensions
 - access and parking
 - location, dimensions and setbacks of all existing structures (including decks and accessory structures)
 - location, dimensions and setbacks of all proposed structures
 - labels for each structure
 - location of septic field and tank
 - location of major areas of vegetation (tree lines, major trees, undisturbed areas)
 - direction of overland flow of water
 - areas of slope
- Additional pages as required for further details/information

PART 2 – SCREENING REPORT

Inspection Performed By: _____

Date of Site Inspection: April 12, 2022 with Mike Yee, RVCA

Proposal: Proposed development in adjacent lands to PSW & Signif Woodlands

Please describe the proposed development (location, size, type of construction, use, features).

A gravel driveway (red dashed line) and a building envelope for a dwelling, septic system and accessory buildings in a field (red circle). Refer to attached diagram. The driveway will be approximately 83 metres from the Wolford Bog Provincially Significant Wetland (PSW) and approximately 15-20 metres from the locally significant wetland. The southern third of the driveway will be outside the 120 metre adjacent lands to the PSW. It will be a gravel driveway in an open field that has thin sandy gravelly soils. There is no anticipated significant impacts to the PSW or the locally significant wetland with the installation of a gravel driveway. The building envelope will be outside 120 m adjacent lands to PSW in a field area that is a mix of open field and sparse trees. The proposed driveway and the building envelope for the dwelling will be within the 120 metre adjacent lands to the significant woodlands, however as there will be no direct impact to the significant woodlands, there will be no negative impact.

Site Description (property overview):

Please describe the subject property:

Predominantly cultural meadows (agricultural fields) with some tree growth and old hedgerow. There significant woodlands along the western and eastern lot lines. PSW and locally significant wetland along the western lot line and in the southern half of the property.

Vegetation (type, species, density, level of disturbance):

Old agricultural field with trees and open field where the development features are to be located.

Rideau Lakes Development Services Department

Version 2.0; 2016

Topography/Slope: (steep slope, gradual slope, rolling, rock outcrop, depressions)
Flat

Soil Type: (dig a test pit) (clay, sand, loam, muck/saturated, mixed)
sandy gravelly thin soils

Soil Depth: (dig a test pit, or use a steel rod and hammer to locate bedrock)
6 inches to a foot

Shoreline Area if applicable: (vegetation and species present along shoreline and in water)
N/A

Project Site Details (development site overview):

Local site description (current state):
See above

Vegetation (type, species, density, level of disturbance):
see above

Rideau Lakes Development Services Department

Version 2.0; 2016

Direction of flow of overland runoff (local slope, areas of pooling, outlet):
Towards the wetlands to the west and south

Species at Risk:

Please review the Ministry of Natural Resources online Species at Risk database here:

<http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/276503.html>

After reviewing the Ministry of Natural Resources Species at Risk listing online please identify if there are any listed species, if there have been sightings of a listed species, or there is the potential habitat for a listed species in the area of proposed development or within 30m (100ft) of the site.

If yes please detail, the species and last date seen (if present, note 'present'; if habitat, note 'habitat').

None Anticipated	

General Questions:

Please consider all alternative locations for the development? Why has this location been selected?

These are in least disruptive areas and in areas that will not significantly impact the wetlands and the significant woodlands.

Rideau Lakes Development Services Department

Version 2.0; 2016

*How similar is the area of proposed development to the surrounding landscape?
(very similar; somewhat similar; somewhat different; very different).*
very similar

Mitigation Measures:

Please circle the mitigation measures you are willing to undertake to reduce the potential impacts of your proposed development.

- ☐ Retain all existing vegetation between the proposed site of development and the natural heritage feature
- ☐ Use eaves troughs on the structure with a gravel settlement area at the outlets (slows overland runoff)
- ☒ Silt fencing between the site of development and the feature
- ☐ Establish a no disturbance zone between the site of development and the feature (all natural regeneration)

Other Proposed measure(s)
vegetation along between the proposed driveway and the wetlands will left as a no touch area.
Minimal trees will be removed in the dwelling building envelope.

Affidavit:

I affirm that the assessment outlined above is true and correct and I have exercised due diligence in completing a natural heritage review.

Further, I consent to Township staff attending my property to review the site and confirm the details contained in this report.

Further, I will dutifully implement all proposed and staff suggested mitigation measures.

Print Name: Michel Hilliard

Signed: 

Date: 05/01/2022

PART 3 – STAFF REVIEW

Staff Review:

Completeness

Additional/specific mitigation measures:

Recommendation:

September 2, 2022

Village of Merrickville-Wolford
317 Brock Street West
P.O. Box 340
Merrickville, ON K0G 1N0

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Application B96-22 (Hilliard)
Part Lot 3, Con. 14, 482 Armstrong Road, Wolford
Village of Merrickville-Wolford**

I have now had an opportunity to review the Consent Application B96-22 as it relates to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of 1.26 ha (3.1 ac) rural residential lot, resulting in a retained lot of approximately 21.16 ha (52.3 ac) in size. The severed lot is to have 61 m (200 ft) of frontage on Armstrong Road, which is a municipality-maintained road. The retained parcel is to have 60 m (197 ft) of frontage on Armstrong Road (Attachment #1 – Map).

The subject lands are designated “Rural” and “Wetland” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” and “Wetland (W)” in the Merrickville-Wolford Zoning By-law 23-08. The retained lands are impacted by the provincially significant wetland. The severed parcel appears to be located entirely outside of the PSW regulated area.

The property is characterized as being flat open pasture on the north/central portion of the property, with an established vegetative cover abutting Armstrong Road. The lands located in the southern portion of the retained lands are treed wetlands. The property is occupied by an existing residential dwelling, garage and two storage buildings.

The surrounding land use consists of existing rural residential, natural lands and agricultural operations. The lands directly to the west of the subject property are crown lands. There appears to be two barns located in the general vicinity of the subject property and the proposed severed lots. MDS calculations have been submitted to the Village for review.

The subject property appears to have had two previous severances from the northeast corner of the property.

As part of the justification of the consent application the proponent has submitted a scoped Environmental Impact Study. Comments from RVCA on the EIS are anticipated.



As well the proponent has submitted a planning justification report which addressed the issues of strip development. As well MDS calculations have been prepared for surrounding barns and have confirmed that the barns on the neighbouring property meet MDS. It has also confirmed that one of the outbuildings is not a livestock buildings but rather storage buildings. The planning justification report has been reviewed and is found to have merit and is accepted as submitted.

Local Official Plan Policies

There are a number of policies of the Village Official Plan which are relevant to this application.

Section 6.4.2.3, Rural Residential Development states that:

“Residential Development on flat, open land will be discouraged. Such development shall be encouraged to locate in areas having natural tree cover, scenic views and/or rolling terrain.”

The subject property is flat and open but has an established tree line which runs along the Township road and is generally screened from view and is deemed consistent with Section 6.4.2.3 of the OP. Council may wish to impose conditions to encourage the retention and enhancement of the existing vegetative buffer along Armstrong Road.

The consent policies of Section 9.3.1 and 9.3.2 have been reviewed and the proposed development appears to be in conformity with the Village’s consent policies.

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property Rural Land.

Local Zoning By-law Regulations

The proposed severances are zoned “Rural (RU)” and “Wetland (W)”. The proposed severed and retained lots will comply with the RU zone provisions of a minimum lot size of 1 ha and minimum lot frontage of 40 metres.

Summary & Recommendations

The proposal is to create a 1.26 ha severed lot and a 21.16 ha retained lot to be located within the Rural area of the Village. The proposed lots will have frontage on Armstrong Road in an area which is generally screened from view. The location of the proposed lot is consistent with 6.4.2.3 which encourages rural residential development in areas having natural tree cover. The Village may wish to impose a condition that requires the maintenance/enhancement of the vegetative buffer along Armstrong Road for the severed lands.



It is unlikely that the PSW feature on the retained lands will impact the proposed consent, however this will be dependent upon supportive comments from the RVCA.

It is recommended that Council support consent application B96-22 with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant provide payment of cash-in-lieu of parkland.
4. That the applicant enter into a development agreement, to be registered on title, detailing the maintenance and enhancement of the existing vegetation along Armstrong Road.

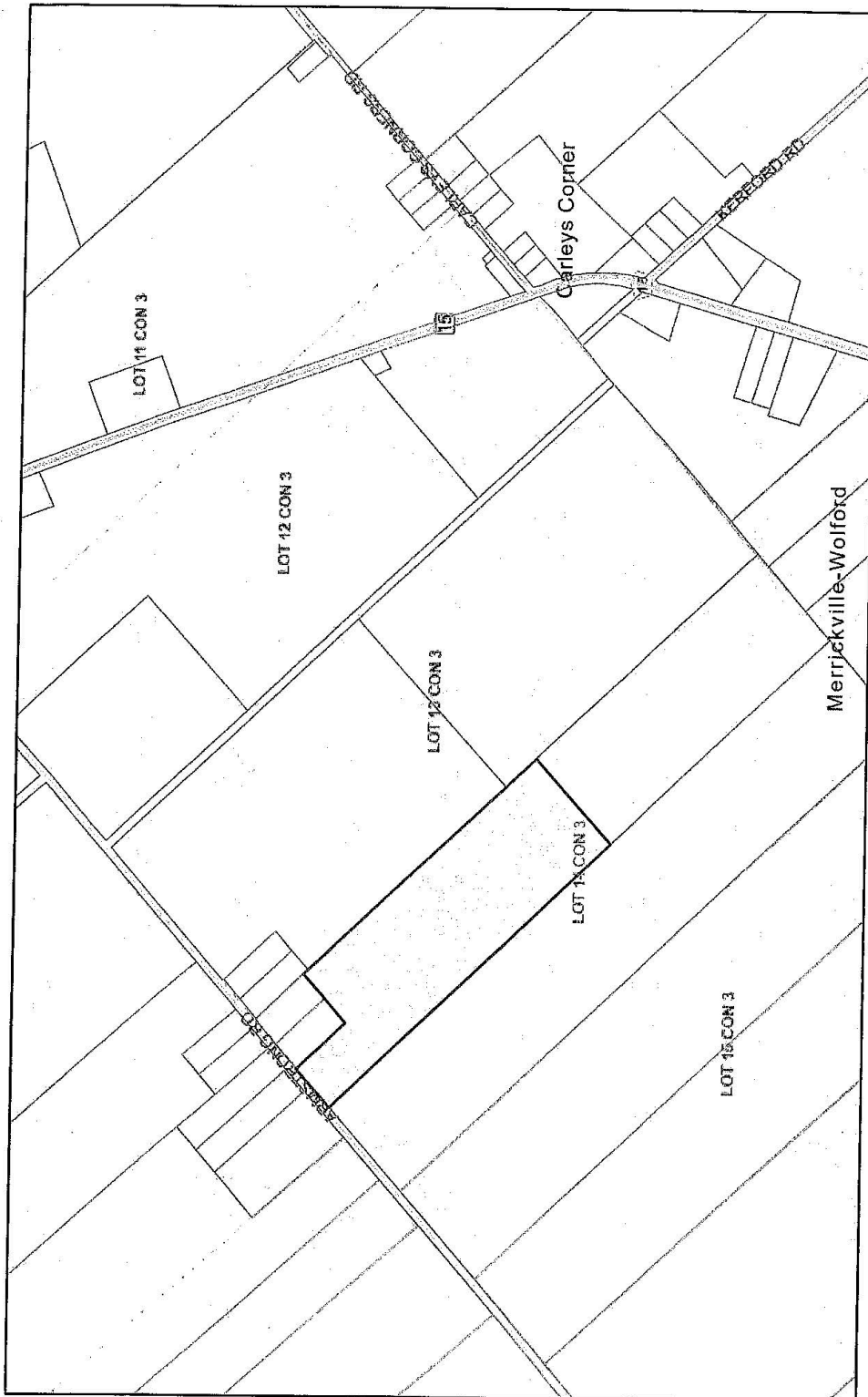
All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', with a long horizontal flourish extending to the right.

Forbes Symon, MCIP, RPP
Senior Planner

B-96-22 Hilliard Severance



6/30/2022, 10:57:53 AM

Subject Lands

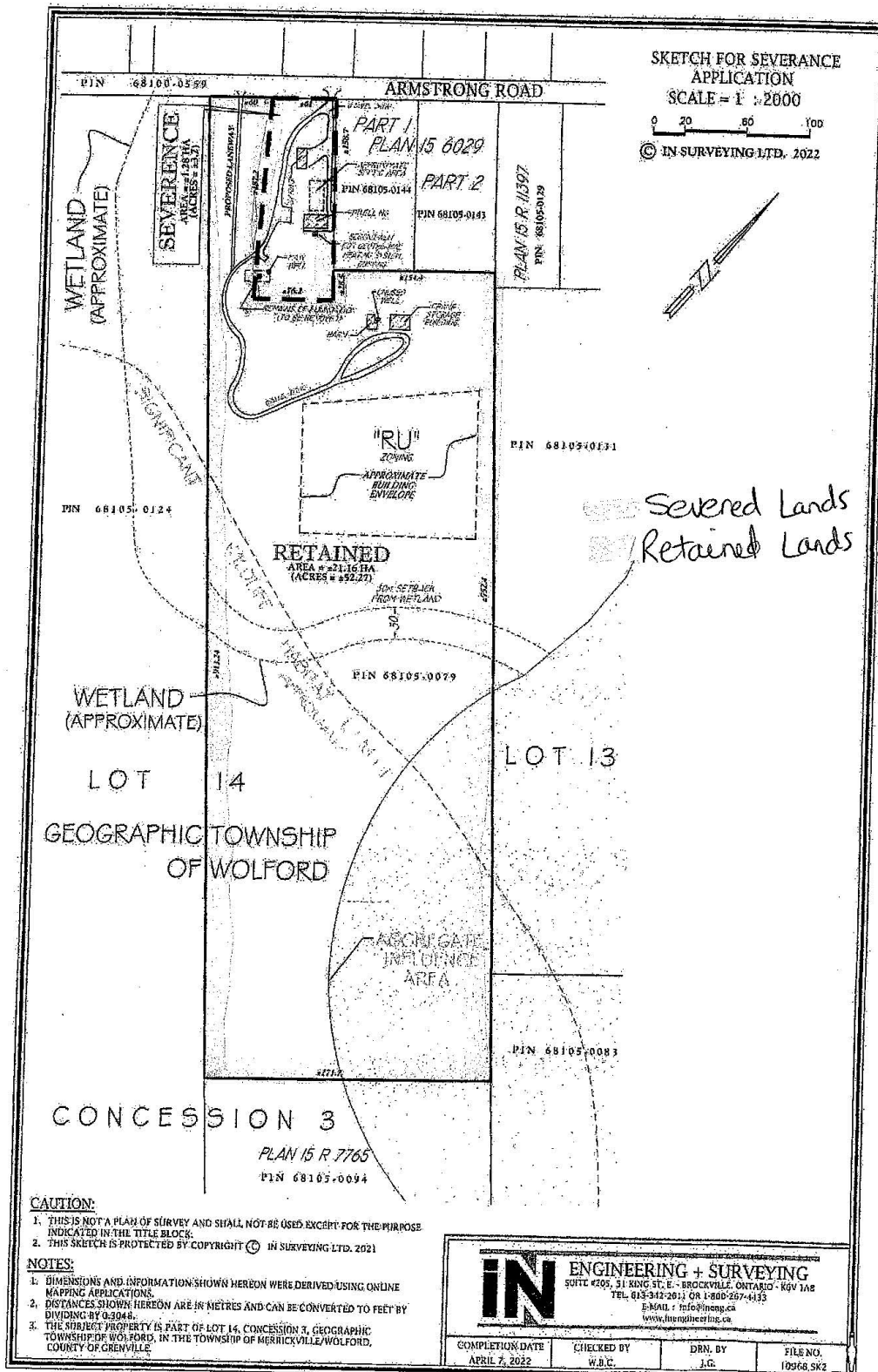
Road Network

Municipal Road

County Road

Parcel

1:18,056
0 0.1 0.2 0.35 0.4 mi
0 0.17 0.35 0.7 km
East Community Maps Contributors, Province of Ontario, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METINASA, USGS, EPA, Leeds Grenville GIS
Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.



Municipal Consent Application Form

Please complete and send to the Secretary-Treasurer (via email) within 30-days of receipt of an application to Krista.Weidenaar@uclg.on.ca

File:	
Municipality:	
Owner:	
Location:	

Municipal Responses	Yes or No?	
What is the local Official Plan designation of the land?		
Does the application conform to the local Official Plan?		
If not, please give relevant sections of the plan.		
What is the land currently zoned in the Zoning By-Law?		
Does the application comply with the municipal Zoning By-Law?		
If not, please give relevant sections of the By-Law.		
Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?		
Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?		
Additional Information		
Please check which of these municipal services are available for the subject lands?		
Water	Sanitary Sewers	Access to a public and maintained road
Electricity	Garbage Collection	Name of public road _____

Municipal Consent Application Form

Recommendations	Yes or No?
<p>Does the Planning Committee, or Council, recommend approval be given to this application, and why?</p> <hr/> <hr/> <hr/>	
<p>Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)?</p> <hr/> <hr/> <hr/>	
<p>If provisional approval is granted, what Conditions would the municipality wish to see attached? (Please attach Council's resolution, a Planning Report, list of conditions, or check below).</p> <hr/> <hr/> <hr/>	
<p>Does the municipality require their own copy of the reference plan for the subject lands?</p>	
<p>Does the municipality require that the balance of any outstanding taxes, including penalties and interest, be paid to the municipality?</p>	
<p>Does the municipality require an Environmental Impact Study or other supporting studies? If yes, please describe. _____</p> <hr/>	
<p>Does the municipality require a road widening?</p>	
<p>Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below.</p> <hr/>	
<p>Date: _____</p>	<p>Signed: <u>Forbes Symon</u></p>
<p>Position: _____</p>	<p>Municipality of _____</p>



Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-05-2022, being a report regarding the establishment of the Joint Leeds and Grenville Compliance Audit Committee; and

That Council considers By-Law No. 42-2022, being a by-law to establish the Joint Leeds and Grenville Compliance Audit Committee for the 2022-2026 Term.

For Clerk's use only, if required:

Recorded Vote Requested

By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report CAO-05-2022
of the CAO/Clerk's Department
Report to Council
Date of Meeting: September 12, 2022

**RE: Establishment of the Joint Leeds and Grenville Compliance Audit
Committee**

OBJECTIVE: To provide Council with the required information to establish the Joint Leeds and Grenville Compliance Audit Committee in accordance with the *Municipal Elections Act, 1996*, as amended.

RECOMMENDATION:

THAT: The Council of the Corporation of the Village of Merrickville-Wolford receives Report CAO-05-2022, regarding the establishment of the Joint Leeds and Grenville Compliance Audit Committee; and

THAT: Council considers By-Law 41-2022, being a by-law to establish the Joint Leeds and Grenville Compliance Audit Committee for the 2022-2026 Term.

BACKGROUND:

The establishment of a compliance audit committee is mandatory under the *Municipal Elections Act, 1996*, as amended. The Committee is responsible for reviewing and making decisions on applications for municipal election campaign finance compliance audits by electors and on reports from the participating clerks with respect to apparent contraventions of contribution limits.

Members of the Committee shall serve the same term of office as the Council that takes office following a regular municipal election. Each new Committee shall be appointed before October 1st of an election year.

ANALYSIS:

The *Municipal Elections Act, 1996*, as amended (MEA), requires municipalities to establish a compliance audit committee to consider applications requesting audits of election campaign finances. The Committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;

- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

The clerks of Leeds and Grenville and the partner municipalities support a continued collaborative approach to pool resources for the Joint Leeds and Grenville Compliance Audit Committee. A joint advertisement requesting application from qualified individuals who wish to be appointed to the Committee was released to various media groups, placed on the participating municipalities' websites, including the Village of Merrickville-Wolford, placed on the Counties' website, and shared on social media. Five applications were received and reviewed, and it is recommended that all applicants be appointed to the Committee.

It is recommended that Council pass a by-law establishing the Joint Leeds and Grenville Compliance Audit Committee for the 2022-2026 term to be compliant with the *Municipal Elections Act, 1996*, as amended. It is also recommended that the Terms of Reference attached as Schedule "A" to this report be adopted and that the following applicants be appointed as members to the Committee: Andy Brown, Mel Campbell, John Dickson, Dianne Merkley, Anthony Vachon, and Nigel White.

BUDGET/LEGAL IMPLICATIONS:

Successful applicants, in good standing, will receive a \$100 retainer at the end of each year during the term, and may receive additional compensation depending on compensation by-laws of the local municipalities.

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 working together with neighbouring municipalities, complying with the *Municipal Elections Act, 1996*, as amended, in respect of the Compliance Audit Committee has and will continue to save considerable staff time as well as monetary resources as the costs associated with the advertising, honorariums, etc. will be shared amongst municipalities involved.

ATTACHMENTS:

Schedule "A" – Joint Compliance Audit Committee Terms of Reference

Schedule "B" – Advertisement for Compliance Audit Committee Members

Submitted by:

Doug Robertson
CAO/Clerk

Joint Leeds & Grenville Election Compliance Audit Committee

Terms of Reference

Participating Municipalities

The name of the Committee is the "Joint Leeds & Grenville Election Compliance Audit Committee". The participating municipalities are as follows:

Township of Athens
Township of Augusta
City of Brockville
Township of Edwardsburgh Cardinal
Township of Elizabethtown-Kitley
Township of Front of Yonge
Town of Gananoque
Township of Leeds and the Thousand Islands
Village of Merrickville-Wolford
Municipality of North Grenville
Town of Prescott
Township of Rideau Lakes
Village of Westport

The Clerk of the United Counties of Leeds and Grenville will provide administrative support and act as Secretary to the Compliance Audit Committee. The clerks of the participating municipalities have delegated the authority of administering the duties related to the Compliance Audit Committee to the County Clerk.

Duration

The term of office is from November 15, 2022 to November 14, 2026 to deal with compliance audit applications and participating clerk's reports arising from the 2022 Municipal Election and any by-election during this term.

Mandate

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the Municipal Elections Act, 1996, as amended (included as Appendix "A"). The Committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;
- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

Membership

The Committee shall be composed of not less than three (3) and not more than seven (7) members. Upon receipt of a compliance audit application or participating clerk's report, the County Clerk, at their discretion, will select three (3) members who will be voting members to consider the complaint. The remaining members will be alternate members. The County Clerk will confirm the committee membership for each compliance audit application or clerk's report received. An alternate member may be used in the following circumstances at the discretion of the County Clerk:

- 1. A committee member is an eligible elector in the municipality requiring the audit; and/or
- 2. A committee member is unavailable.

Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the *Municipal Elections Act*, 1996, as amended, and regulations made thereunder.

Pursuant to subsection 88.37(2) of the *Municipal Elections Act*, 1996, as amended, Committee members shall not include:

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

Any person who has committed to providing professional accounting advice to any person running for office in any of the participating municipalities shall not be eligible to be appointed to the Committee.

Members will be required to take training, including Accessible Customer Service training, by the Counties as a condition of appointment.

Membership Selection

Notice of recruitment of individuals for the Committee will be posted on the participating municipalities' websites and on the Counties' website. Notice will also be provided in local newspapers. Clerks of the participating municipalities and the County Clerk may also contact and solicit individuals with experience. Applications received after the specified deadline will not be considered.

All applicants will be required to complete an application form outlining their qualifications and experience. The County Clerk and clerks of the participating municipalities may interview eligible applicants who meet the selection criteria. A list of recommended candidates will be submitted to the council of each participating municipality for consideration.

The selection process will be based upon the following criteria:

- eligibility under the Municipal Elections Act, 1996, as amended;
- demonstrated knowledge and understanding of municipal election campaign financing rules;
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings; and
- possession of excellent oral and written communication skills.

Conflict of Interest

The principles of the *Municipal Conflict of Interest Act* apply to this Committee. Should a member of the Committee discover a real or potential conflict of interest exists at any time during the Committee's term of office, the member shall disclose the interest to the County Clerk immediately and shall not proceed to carry out duties related to the Committee where a conflict exists. Failure to adhere to this requirement will result in the individual being removed from the Committee.

Compensation

Voting and Alternate Members will be provided with an annual retainer of \$100.00 at the end of each year of the term. The County Clerk will issue payment to each member in good standing on behalf of participating municipalities. Costs will be divided evenly amongst the participating municipalities.

Members may receive additional compensation (ex. per diem, mileage) depending on compensation by-laws of the participating municipalities.

Chairperson

The Committee will select a chairperson from amongst its members at its first meeting upon receipt of each compliance audit application or Clerk's report.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and those present at all meetings.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

Funding

The participating municipality requiring the services of the Committee shall be responsible for all associated expenses, in addition to a portion of the annual retainer fee.

Meetings Open to the Public

While meetings of the Committee will be open to the public, Sections 88.33 (5.1), 88.34 (9.1) and 88.36 (6.1) of the *Municipal Elections Act*, 1996, as amended, state the Committee may choose to deliberate in private.

Timing of Meetings

The Clerk of the municipality where the audit is being requested shall forward the application to the County Clerk immediately upon receipt, noting the date and time the

application was received. The application shall be provided to the Committee within ten (10) days of its receipt at the local municipality in accordance with Section 88.33 (4) of the *Municipal Elections Act*, 1996, as amended. Upon receipt of an application, the County Clerk will determine the date and time of the first meeting in consultation with the members. Subsequent meetings will be held at the call of the Chair in consultation with the County Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits received. The frequency and duration of meetings will be determined by the Committee in consultation with the County Clerk.

Meeting Location

The Committee shall meet at the location determined by the County Clerk.

Meeting Notices, Agendas & Minutes

Reasonable notice of Committee meetings shall be given to the candidate, applicant, contributor and/or registered third party, the Clerk of the municipality where the application was requested, and the public.

The County Clerk shall cause notice of the meeting(s) to be provided a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of Committee meetings shall be posted on the municipal website of the United Counties of Leeds and Grenville and on the website of the municipality requesting the services of the Compliance Audit Committee.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations.

The Committee must provide brief written reasons for decisions made regarding acceptance or rejection of the application, and whether legal proceedings will be commenced following receipt of an auditor's report.

These written reasons must be provided to the candidate, County Clerk, Clerk for the municipality where the candidate filed their nomination, applicant, and contributor and/or registered third party.

Quorum

Quorum for meetings shall consist of a simple majority of the members of the Committee selected by the County Clerk upon receipt of the compliance audit application or participating clerk's report.

If no quorum is present thirty (30) minutes after the meeting is scheduled to commence, the County Clerk shall record the names of members present and the meeting shall stand adjourned until the date of the next meeting, as determined by the County Clerk or the Chair, if appointed.

Meeting Attendance

Any member of the Committee who is absent from two (2) consecutive meetings without excusal by the Committee may be removed from the Committee at the discretion of the County Clerk in consultation with the clerks of the participating municipalities.

Motions & Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been defeated.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act*, 1996, as amended.

Appendix "A" – Sections 88.33 to 88.37 of the Municipal Elections Act, 1996, as amended Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,
(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out

the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)**Compliance audit of registered third parties****Application by elector**

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

(a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)**Compliance audit committee**

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

**APPOINTMENTS
TO THE JOINT LEEDS AND GRENVILLE
2022 ELECTION
COMPLIANCE AUDIT COMMITTEE**

The municipalities of Athens, Augusta, Brockville, Edwardsburgh Cardinal, Elizabethtown-Kitley, Front of Yonge, Gananoque, Leeds & the Thousand Islands, Merrickville-Wolford, North Grenville, Prescott, Rideau Lakes and Westport are recruiting experienced professionals for appointment to the **Joint Leeds and Grenville 2022 Election Compliance Audit Committee**.

The *Municipal Elections Act, 1996*, as amended (MEA), requires municipalities to establish a Compliance Audit Committee to consider applications requesting audits of election campaign finances. The Committee may be required to appoint auditors and determine if legal proceedings are required as a result of the auditors' reports.

Applicants with a background in law, election administration, public administration, auditing and accounting, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules are preferred.

Applicants should have:

- Demonstrated knowledge and understanding of municipal elections, including campaign financing rules;
- Proven analytical and decision-making skills;
- Experience working on committees, task forces or similar settings;
- Availability and willingness to attend meetings during daytime and evening hours over a four-year term, as required; and
- Excellent oral and written communication skills.

Pursuant to subsection 88.37 (2) of the *MEA*, applicants cannot be candidates or registered third party advertisers in the 2022 Municipal Election, or any by-election during the 2022-2026 Council term, nor can they have committed to providing professional advice to any person running for office in any of the participating municipalities. Municipal employees and members of Council are also ineligible.

The Committee's term of office is four years, beginning in November 2022. Successful applicants, in good standing, will receive a \$100 retainer at the end of each year during the term, and may receive additional compensation depending on compensation by-laws of the local municipalities.

Applicants may be required to participate in an interview process.

For further information or to obtain an application form please visit the participating municipal websites or contact the Clerk of any of the participating municipalities, or the Clerk of the United Counties of Leeds and Grenville.

Deadline for applications is 4:00 p.m. on Friday, July 22, 2022

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

By-law 42-2022, being a by-law to establish the Joint Leeds and Grenville Compliance Audit Committee for the 2022-2026 Term, beginning November 15, 2022 until November 14, 2026, be read a first and second time, and that By-law 42-2022 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 42-2022

BEING A BY-LAW TO ESTABLISH THE JOINT LEEDS AND GRENVILLE COMPLIANCE AUDIT COMMITTEE FOR THE 2022-2026 TERM

WHEREAS subsection 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising authority under this or any other Act; and

WHEREAS subsection 11(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS section 88.37 of the *Municipal Elections Act, 1996*, as amended, requires council to establish a compliance audit committee; and

WHEREAS it is deemed desirable to establish a Joint Leeds and Grenville Compliance Audit Committee to carry out duties specified in section 88.33 to 88.37 of the *Municipal Elections Act, 1996*, as amended, regarding the 2022 Municipal Election and any by-elections from November 15, 2022 to November 14, 2026;

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

1. **That** the Joint Leeds and Grenville Compliance Audit Committee for the 2022 to 2026 terms is hereby established and the Terms of Reference attached hereto and forming Schedule "A" to this by-law are hereby adopted.
2. **That** the following individuals are hereby appointed as members to the Joint Leeds and Grenville Compliance Audit Committee for the term beginning November 15, 2022 and ending November 14, 2026: Andy Brown, Mel Campbell, John Dickson, Dianne Merkley, Anthony Vachon, and Nigel White.
3. **That** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.
4. **That** this by-law shall come into force and take effect on the date of its passing.

By-Law 42-2022 read a first, second and third time and passed on the 12th day of September 2022.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

Whereas Village of Merrickville-Wolford staff have successfully partnered with the Merrickville and District Chamber of Commerce to secure significant external funding for the procurement and installation of the municipal lighting infrastructure project to further support our local businesses and beautify the municipality for our residents and visitors;

And whereas the funding agency for the municipal lighting infrastructure project has put in place restrictions which prevent the public disclosure of full details regarding the funding source for the project, the Council of the Corporation of the Village of Merrickville-Wolford was advised by the CAO/Clerk via Confidential correspondence on Fri Sept 9, 2022 that material supply chain delays caused by the pandemic, combined with the limited availability of external construction contractors in 2022, are putting the Village at risk of losing significant external funding for the purchase and installation of the municipal lighting infrastructure;

And whereas the Village *Purchasing and Procurement Policy* in *Procurement Principles*, S. 4.3, defines Effectiveness as:

"Effectiveness refers to the extent to which the procurement process is achieving its desired results in terms of meeting the needs of the Village";

And whereas the Village *Purchasing and Procurement Policy* in *Purposes, Goals and Objectives*, S. 1, reads:

"The purposes, goals and objectives of this Policy are:

a) To protect the interests of the Village, the public and persons participating in the procurement process and to establish purchasing policies to ensure the

most cost-effective methods are used to purchase goods and services by the Village.”

And whereas the loss of external funding would contradict these stated *Purposes, Goals and Objectives* of the *Purchasing and Procurement Policy* in that it would not result in the most cost-effective outcomes for the municipality;

And whereas the funding agency has confirmed that it is acceptable for the Village to take the necessary Single Source procurement steps to expedite the purchase of services and materials to implement the project within the stipulated time restrictions;

And whereas the Village *Purchasing and Procurement Policy* in *Single Source Procurement*, S. 19.1, reads:

“Purchase of goods or services and direct appointment of a consulting professional by negotiation with a single vendor or consultant may be permitted, if it is deemed in the best interest of the Village, it has the written approval of the CAO and Treasurer before proceeding, and in the judgment of the Department Head any of the following conditions apply:

- a) The goods and services are in short supply due to market conditions;*
- c) The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:*
 - i. Components or replacement parts for which there is no substitute;*
 - ii. Compatibility with an existing product, facility or service is required; or*
 - iii. Specific standards are adopted by Council;*
- h) The nature of the requirement is such that it would not be in the public interest to solicit competitive Bids, as in the case of security or confidential matters.”*

The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct the CAO/Clerk and Treasurer to Single Source the procurement of materials and services needed to expedite the implementation of the municipal lighting infrastructure project within the timelines required to preserve the external funding.

Carried / Defeated

J. Douglas Struthers, Mayor

Resolution Number: R - - 22

Date: September 12, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

Whereas Village of Merrickville-Wolford staff, after several attempts, have successfully acquired significant external funding approval for the purchase and construction of a community outdoor structure for the use and enjoyment of our local businesses, residents and visitors in Wolford Ward;

And whereas the funding agency for the community outdoor structure project has put in place restrictions which prevent the public disclosure of full details regarding the funding for the project, the Council of the Corporation of the Village of Merrickville-Wolford was advised by the CAO/Clerk via Confidential correspondence on Fri Sept 9, 2022 that material supply chain delays caused by the pandemic, combined with the limited availability of construction contractors in 2022, are putting the Village at risk of losing significant external funding for the purchase and installation of the community outdoor structure;

And whereas the Village *Purchasing and Procurement Policy* in *Procurement Principles*, S. 4.3, defines Effectiveness as:

"Effectiveness refers to the extent to which the procurement process is achieving its desired results in terms of meeting the needs of the Village";

And whereas the Village *Purchasing and Procurement Policy* in *Purposes, Goals and Objectives*, S. 1, reads:

"The purposes, goals and objectives of this Policy are:

a) To protect the interests of the Village, the public and persons participating in the procurement process and to establish purchasing policies to ensure the

most cost-effective methods are used to purchase goods and services by the Village.”

And whereas the loss of external funding would contradict these stated *Purposes, Goals and Objectives* of the *Purchasing and Procurement Policy* in that it would not result in the most cost-effective outcomes for the municipality;

And whereas the funding agency has confirmed that it is acceptable for the Village to take the necessary steps to expedite the purchase of services and materials to implement the project within the stipulated time restrictions in Wolford Ward;

And whereas the Village *Purchasing and Procurement Policy* in *Single Source Procurement*, S. 19.1, reads:

“Purchase of goods or services and direct appointment of a consulting professional by negotiation with a single vendor or consultant may be permitted, if it is deemed in the best interest of the Village, it has the written approval of the CAO and Treasurer before proceeding, and in the judgment of the Department Head any of the following conditions apply:

- a) The goods and services are in short supply due to market conditions;*
- c) The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:*
 - i. Components or replacement parts for which there is no substitute;*
 - ii. Compatibility with an existing product, facility or service is required; or*
 - iii. Specific standards are adopted by Council;*
- h) The nature of the requirement is such that it would not be in the public interest to solicit competitive Bids, as in the case of security or confidential matters.”*

The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct the CAO/Clerk and Treasurer to Single Source the procurement of materials and services needed to expedite the implementation of the community outdoor structure project in Wolford Ward within the timelines required to preserve the external funding.

Carried / Defeated

J. Douglas Struthers, Mayor

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

By-law 41-2022, being a by-law to confirm the proceedings of the Council meeting of September 12, 2022, be read a first and second time, and that By-law 41-2022 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested

By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 41-2022

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 September 12, 2022

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 September 12, 2022 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 September 12, 2022 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 12th day of September 2022.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Resolution Number: R - - 22

Date: September 12, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

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 Monday, September 26, 2022 or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N