



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday September 26, 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](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 September 12, 2022
  - Receipt of Minutes of Environment Advisory Committee (EAC) meeting from August 24, 2022
  - Receipt of Minutes of Public Library Board meeting from June 8, 2022
5. **Correspondence**
  - Community Development Advisory Committee EV Charging Station recommendation
  - Lynda Loignon re: Community Centre fee waiver request
6. **Finance**
  - Report FIN-10-2022: Fee and Interest Waivers
7. **CBO**
  - Report CBO-03-2022: Building Fee Amendments and By-Law 44-2022
8. **CAO**
  - Report CAO-06-2022: Electronic Monitoring of Employees Policy
  - Resolution: Wastewater Treatment Capacity Allocation draft policy
9. **Notices of Motion**
  - Mayor Struthers re: Curbside Waste Collection
10. **Deferred Items**
  - None
11. **Public Question Period:** Questions may be emailed to: [mayor@merrickville-wolford.ca](mailto:mayor@merrickville-wolford.ca)
12. **Next meeting of Council:** Tuesday, October 11, 2022 at 7:00 p.m.
13. **Confirming By-Law:** 43-2022 re: Confirm Proceedings of Council meeting of September 26, 2022
14. **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 26, 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 26, 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 26, 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 September 12, 2022, as

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

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

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

## The Corporation of the Village of Merrickville-Wolford

Monday September 12, 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

**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](https://www.youtube.com/channel/UC_OEkw3ylMarGSHGeNecrQg).

Mayor Struthers asked for a moment of silence in respect of the passing of Queen Elizabeth II. He stated that the Legion will be hosting a service on Monday, September 19, the day of Queen Elizabeth’s funeral, at 11:00 a.m. at the Cenotaph. He informed Council and the public that there is a book of condolences for the Queen’s passing located at the Municipal Office to sign and will be forwarded to the Governor General.

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

### Approval of Agenda

**R-239-22** 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 agenda of the regular Council meeting of September 12, 2022, as amended.

Carried as amended.

**NOTE:** Mayor Struthers informed Council that he was raising a Notice of Motion regarding waste collection. The resolution of Planning item Consent Application B-96-22 was corrected to reflect the wording found in paragraph four (see R-249-22 below).

### Minutes

**R-240-22** 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 approve the Minutes of the regular meeting of August 22, 2022, as circulated.

Carried.

### Correspondence

**R-241-22** 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 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.

**R-242-22** Moved by Councillor Molloy, Seconded by Councillor Ireland  
**Be it hereby resolved that:**  
The Council of the Corporation of the Village of Merrickville-Wolford 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.

**R-243-22** 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 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.

Council directed staff to provide the heritage tax relief by-law at a future meeting for further understanding of how it reads and how the application process works.

**R-244-22** 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 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.

**R-245-22** 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 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 20<sup>th</sup>, 2022 until September 22<sup>nd</sup>; and

**That** Council does hereby approve the request.

Carried.

**R-246-22** Moved by Councillor Ireland, Seconded by Deputy Mayor Cameron

**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.

**R-247-22** 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 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 6:30 p.m. and 9:30 p.m.; and

**That** Council does hereby approve the request.

Carried.

**Planning  
R-248-22**

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 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 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.
4. That the applicant provide proof that the severed lot is consistent with MDS.

Carried.

**R-249-22**

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 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.
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.

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.

**CAO  
R-250-22**

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 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.

Carried.

**R-251-22**

Moved by Councillor Ireland, Seconded by Councillor Molloy

**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.

Moved by Councillor Foster, Seconded by Councillor 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 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 extend 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.

Moved by Councillor Foster, Seconded by Councillor Ireland

**Be it hereby resolved that:**

**Whereas** Village of Merrickville-Wolford staff, after several attempts, have successfully acquired significant external funding 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 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 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 community outdoor structure;

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

*“Effectiveness refers to the extend 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 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.

## Notices of Motion

Mayor Struthers provided the following Notice of Motion to be discussed at Council’s regular meeting on September 26, 2022:

**Whereas** the Village receives waste materials from our rural area at our Landfill site;

**And Whereas** residential curbside collection in our rural area has historically been provided by the private sector, but with increasing service interruptions/unreliability in the last few years;

**And Whereas** the Province is on the cusp of implementing sweeping changes in Province-wide recycling collection involving Full Producer Responsibility regulation(s) in the near future which could have direct or indirect implications for waste production;

**And Whereas** waste collection is an increasingly complex industry and a highly valued municipal service by all Merrickville-Wolford residents;

**And Whereas** several potential alternative service delivery models for waste collection exist, some of which would involve a significant change in service program offerings;

**And Whereas** some of the alternative service delivery options may involve major costs for ratepayers, the issue warrants a comprehensive, expert review that is not funded in the 2022 budget;

**And Whereas** a decision to make a significant change in service delivery less than 7 weeks before the 2022 Municipal Election would bind the incoming Council;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Village of Merrickville-Wolford does hereby recommend that the Council in place in 2023 include sufficient funds in the 2023 Budget to conduct a comprehensive review of curbside waste collection for the whole municipality.

## Public Question Period

No questions were received.

## Confirming By-Law

**R-254-22** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy

**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.

## Adjournment

**R-255-22** Moved by Deputy Mayor Cameron, Seconded by Councillor 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 7:55 p.m. until the next meeting of Council on Monday, September 26, 2022 or until the call of the Mayor subject to need.

Carried.

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J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

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 26, 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 the Minutes of the Environmental Advisory Committee (EAC) meeting of August 24, 2022 for information purposes.

Carried / Defeated

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J. Douglas Struthers, Mayor



## Environmental Advisory Committee (EAC)

### Minutes of the Meeting of August 24, 2022

**Members present:** Gary Brown, Anney de Gobeo, Janice Ife, Claire Sexton, Doug Struthers sitting in for Bob Foster.

**1. Call to order:** 5:04 p.m.

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

**3. Approval of agenda:** Moved by Janice, Seconded by Gary. Motion passed.

**4. Approval of minutes for June 22, 2022**

Moved by Claire, Seconded by Gary. Motion passed.

### **5. New Business: Recommendations for priorities for the incoming Village Council:**

1. Water Systems: a major focus should be River Shoreline Protection and StormWater Management, recognizing the 'urban' areas (Merrickville, Easton's Corners and Jasper) will have different conditions to deal with compared to the rural and agricultural portions of the municipality. Explore opportunities with RVCA.
2. Developing a more detailed Tree Canopy Program such as that in Smiths Falls. Removal of dead ash trees should continue with replacement of native species. The Rideau Valley Conservation Authority is a resource for this.
3. Continue to focus on Composting and the unmet goals of the Waste Management Plan (2011), especially educating the residents as to the proper way to recycle and compost. Grants are available from (for example) the Federation of Canadian Municipalities.
4. We recommend that Council utilize its EAC to bring in a climate focus lens to decision-making at the municipal level.

**There will be a brief meeting Wednesday August 31 at 5 p.m. to approve minutes so they may go before the next Village Council meeting.**

**Motion to adjourn: moved by Gary, seconded by Claire. Motion passed. Meeting adjourned at 5:30 p.m.**

Resolution Number: R - - 22

Date: September 26, 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 the Minutes of the Merrickville Public Library Board meeting of June 8, 2022 for information purposes.

Carried / Defeated

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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 PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on June 8, 2022 at 7:30 pm via Zoom.

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

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Absent: Timothy Molloy,

1. Meeting called to order at 7:35 pm.

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

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

4. **Approval of Minutes:**

- May 11/22 board meeting – Moved by Carole; seconded by Brian. **APPROVED.**

- June 1/22 special meeting – Moved by Brian, seconded by Colleen. **APPROVED.**

5. **Correspondence:** see item #10a, iv).

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

7. **Friends of the Library Report:** Both the Plant Sale and the Garage Sale were very successful.  
Approximately \$2,900 was raised.

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

9. **Librarian's Report:** see notes (below).

10. **Other Business:**

a) **Updates:**

i. **Website Refresh:** This is pretty much ready to go live (hosting has been set up), just needs to find time to do the training for maintaining it. The goal is to get it live by the end of the month, if that can be scheduled with the developer.

ii. **Roof/Pest Control:** The Library has raccoons (a mother and babies nesting in the crawl space above the ceiling). Discussed options for dealing with this and closing up the access point.

iii. **Financial:**

- **Audited Financial Statment:** Reviewed the draft statement (going to Council June 13).

**Motion to Accept:** moved by Brian, seconded by Carole. **APPROVED.**

- **Resolutions:** These are still pending until Mary Kate consults further with the municipal treasurer (it's been a busy time for both).

iv. **Proposed Building Lease:** Reply has been sent to municipal lawyer. We are awaiting a response. As this is the last board meeting until September, Victor and Mary Kate will do the preliminary handling of this, and will call a special meeting as required.

b) **Policies:**

i. **Workplace Health & Safety Policy & Procedures:** Annual review of this policy and the associated procedures. No changes were suggested.

**Motion to approve:** moved by Brian, seconded by Colleen. **APPROVED.**

ii. **Workplace Violence & Harassment Policy & Procedures:** Annual review of this policy and the associated procedures. Updated the Workplace Risk Assessment, No changes were suggested.

**Motion to approve:** moved by John, seconded by Carole. **APPROVED.**

iii. **Partnership & Sponsorship Policy:** Reviewed draft policy.

**Motion to approve as amended:** moved by Brian, seconded by Colleen. **APPROVED.**

Mary Kate to follow-up with Partnership Agreements as deemed advisable.

11. **Next meeting:** Regular Board meeting – Wed, September 14, 2022 at **7:30** pm.

Over the summer the Board is encouraged to give some thought to the end of this board term and the legacy for the next board.

12. Meeting Adjourned.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Statistics

	May 2022	April 2022	May 2021	May 2020	May 2019
<b>Patrons</b>	<b>987</b> <b>+48</b> (ECO-Champs) <b>+ 6</b> Zoom  <b>94</b> OverDrive users (unique)	<b>914</b> <b>+100</b> (Seedy Sat) <b>+14</b> Zoom  <b>103</b> OverDrive users (unique)	328 + 67 Zoom 93 OverDrive users (unique)	101 ( <i>porch pick up &amp; phone/requests</i> ) (101 w/mtgs) +OverDrive unique users: 83	1195 w/mtgs 1225 - 13%
<b>(Kids/Youth)</b>	266 (88 k, 178 y)	178 (53 k, 125 y)	7 (1k / 6y)	0 (0k / 0y)	358 (96 / 262)
<b>(Progs)</b>	In Liby 124 + 48 (17 progs + ECO-Champs) Zoom 0  Seed Liby - 33 usrs / 95 pks  Class Visits (in) – 64 (5 cv)	In Liby 114 + 100 (11 progs + Seedy Sat) Zoom 0  Seed Liy - 32 usrs /131 pks Seedy Sat - 88 pks + Seed Exchange	Take & Make – 8 (1) Seed Library – 12 Virtual Programs 35 (6 progs) 40 views (4 stories - YouTube)	0 (0 Programs in or out) Facebook video - Storytime 173 – 1+ min views 136 – engagement	91-in (13 prgs, 1 CV - in) 67-out of Lib, (5 progs, 1 CV out)
<b>Mtg Rm users</b>	In Lib – 68 (13 mtgs) Zoom – 6 (1 mtg)	In Lib – 38 (8 mtgs) Zoom – 14 (2 mtg)	0 in liby ( 0 mtgs) 32 Zoom (5 mtgs)	0 (0 mtgs)	30 (4 mtg)
<b>Circulation</b>	<b>Total: 2364</b> Lib: 1607 (A -927, J/T – 680) OverDrive: 637 (circ) Kanopy: 120 plays	<b>Total: 2341</b> Lib: 1611 (A -945, J/T – 666) OverDrive: 662 (circ) Kanopy: 68 plays	TOTAL: 1653 Lib: 928 (A-611, J&T-313) OverDrive: 633 (circ) Kanopy 92 (plays)	TOTAL: 1232 Lib: 421 (A-242, J-161, T-18) OverDrive: 719 (circ) Kanopy 92 (plays)	TOTAL 2276 Lib: 1812 -10% (A-1186, J-597 T-29) OverDrive: 464 (circ)
<b>Internet use (+wireless):</b>	126 (48 / 77 wifi /18 tablet)	124 (60 / 56 wifi / 8 tablet)	71 (16 / 55 wifi)	295 -25% (234 / 59w / 16 Tab)	393 -7.5% (320 / 52w / 21 Tab)
<b>ILL borrowed/lent:</b>	46 in / 28 out	58 in / 53 out	69 in / 42 out	9 / 1	116 / 73

May usage stats were similar to April. There was somewhat less recreational reading due to gardening, but more visits for programs and meetings, and use of Kanopy. Also more youth visits.

### Programs & Services:

#### Children's Programs:

**StoryTime:** attendance was down in May, but there are a number of families who are coming occasionally.

**French StoryTime:** running through May until mid-June. This is going pretty well and is also encouraging some class visits from Ste M-B. Have not heard anything more from the French school re: donating French books, etc. ; so I expect that's on hold til the fall.

**Saturday Play Days:** Continuing to do this.

**Summer Reading Program:** Planning is underway. Am starting to publicize through the schools. Have been setting up the prizes for the Prize Draw this past week.

**ECO Champions** – Awards ceremony went very well. 48 people (entrants and families) attended. The entries are on display in the Library for the summer.

**Class Visits:** Visited all the Montague school classes to talk about the Summer Reading Club (and read a story). Have spoken with the teachers at Merrickville school and should make/receive some visits before the end of June. A class from Ste Marguerite Bourgeoys continues to visit regularly, and some other classes have visited in connection with the French StoryTime. We may see more class visits in the fall.

**Workshops:** The Journaling workshops will continue through June. The Health Centre is running a weekly meditation group this month.

**Off the Shelf & Book Club** – continuing to meet in person.

**Seed Library** – Continues to be available

**Internet/Computers:** Use continues to be lower than pre-pandemic.

**InterLibrary Loans:** Not as many requests from other libraries this month.

**Meeting Room/Zoom Meetings:** Between programs and meetings, the meeting room has been well-used in the past month. Meetings continue to be predominantly in person. Meeting space was used by the ESL group, Fair Board, Chamber of Commerce, Trails Society, Soccer Club and TNIM.

**Collection:** New books are coming in regularly. Am working on the kids collection.

**Volunteers:** Our volunteers continue to shelve, process new books, package ILLs, work on the genealogy collection, help with discards, and setting up displays. One of our volunteers is moving away this month.

**Donations:** We continue to get occasional donations of money and materials, some is specifically for the seed library (for next year's seeds).

**Facilities:** Raccoons!!! See Other Business (#10,a, iii) above re: roof and animal invaders.

**Pandemic:** Still some use of masks, but it is declining.

**Publicity/Outreach:** ECO-Champions had the front cover of the Phoenix, and there was a photo and blurb re: the plant sale in the NG Times. Continuing to put a monthly column in the Phoenix. Usual online publicity (website, social media). Am trying to share posts with other groups to extend our reach.

**Partnerships/Outreach:** This continues to be quite active. In addition to ones previously mentioned, we have been asked to support the Community ParticipACTION initiative by helping to enter participation data for community members.

Others: Ste-Marguerite Bourgeoys school (French StoryTime), ESL group, Beth Donovan Hospice (Journaling workshops), Historical Society (Blockhouse as well as local history database), Sustainable Merrickville-Wolford (Seed Library), the Trails Society (Story Trail, etc), the ECO Champions group, the Health Centre (Meditation group), the Chamber of Commerce, the schools/Parent Council, and the daycare.

**Professional Development, Meetings, etc:** OLS' L&G Small Libraries meetings is June 15.

**Grants, etc:** Will receive a mini-grant for decodeable children's books from IDA (International Dyslexia Association). These are good for kids with dyslexia and other reading difficulties.

**Plans for month/summer:** School visits, prepare for summer reading program and run over the summer, get the new website up, continue re: building lease and roof, Blockhouse staff supervising, work on accessibility plan, and other community outreach, and, of course, the usual library business.

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 26, 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 the Electric Vehicle Charging Station recommendation from the Community Development Advisory Committee; and

That Council does hereby direct staff to prepare a submission to Council on the cost and implementation schedule for a Level 2, 240 Volt dual EV Charging Station for the Village of Merrickville-Wolford such that the Village could proceed with an EV Charging Station installation with or without any future government financial support.

Carried / Defeated

J. Douglas Struthers, Mayor

**Community Development Advisory Committee Recommendation to Council:**

The Community Development Advisory Committee (CDAC) recommends that Council install an Electric Vehicle (EV) Level 2, dual, 240 Volt Charging Station in Merrickville-Wolford.

**Supporting Comments:**

Presently, there is no EV Charging Station availability in Merrickville-Wolford and the nearest publicly available EV chargers are only in neighbouring communities of Smiths Falls and Kemptville.

The lack of EV charging capacity in Merrickville creates a “dead spot” or gap in access to chargers for EV owners and dissuades EV owners from visiting Merrickville.

Accessible local public EV charging infrastructure is critically needed in Merrickville to accommodate the demand for present and future EV owners.

**Benefits:**

The availability of EV chargers in Merrickville would create synergistic environmental and economic benefits of reduced emissions and support local economic expansion.

Expanding the availability of EV chargers will fill the gap and encourage electric vehicle use while simultaneously reinforcing tourism, attracting visitors for repeat visits and extended stays.

There is also a financial benefit for the Municipality as EV charging station purchases will generate financial revenues.

**EV Charging Station Requirements:**

The EV Charging Station equipment required is a Level 2 dual (2 unit) EV charging station with two safety barrier bollards, signage, a 240 Volt AC power source and a Global Management service that would be contracted to operate the EV chargers, enable payment transactions by end users and to provide 24/7 system monitoring and emergency repair service.

**Implementation Recommendation:**

We recommend that the Council instruct the Village Administration to prepare a submission to Council on the cost and implementation schedule for a Level 2, 240 Volt dual EV Charging Station for Merrickville-Wolford such that the Village could proceed with an EV Charging Station installation with or without any future government financial support.

Motion by: Helen Canjar, CDAC Chairperson

Seconded By: Mike Zaversenuke

Carried:

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 26, 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 Lynda Loignon, École Sainte-Marguerite Bourgeoys, requesting that the fees for the rental of the Community Centre be waived for the Thanksgiving luncheon scheduled on Friday, October 7, 2022; and

That Council does hereby approve the request.

Carried / Defeated

---

J. Douglas Struthers, Mayor



École catholique Sainte Marguerite Bourgeoys  
306 Rue Read  
Merrickville, ON K0G 1N0

September 20, 2022

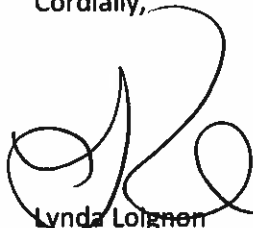
**Subject: Fee waiver request**

To whom it may concern,

This letter is to request that our fees for the rental of the community centre on Friday, October 7, 2022 be waived. Our school would like to host a free Thanksgiving luncheon for our school families on Friday, October 7. This event is free to our children and their families and will provide our school community to join and give thanks to the many blessings we have here at Sainte Marguerite Bourgeoys.

We thank you in advance for your considerations.

Cordially,



Lynda Loignon  
Directrice

Resolution Number: R - - 22

Date: September 26, 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 FIN-10-2022 regarding fee and interest waivers for information purposes.

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



## Village of Merrickville-Wolford

Report FIN-10-2022

Finance Department

Information Report to Council

Date of Council Meeting: September 26, 2022

**RE: Fee and Interest Waivers**

**OBJECTIVE:** To apprise Council of the value of fee and interest waivers during the current term of Council.

### **RECOMMENDATION:**

**THAT: Council receive report FIN-10-2022 regarding fee and interest waivers for information purposes.**

### **BACKGROUND:**

Property taxes are levied by the Village and provide the main source of revenue to deliver services supplied by the Village. Property tax is a levy based on the assessed value of property.

User fees are also an efficient revenue source since they allow municipalities to pay for a service by directly charging those who use it. User fees are one of the principal funding mechanisms for a range of municipal services, from water and waste management to recreation.

### **ANALYSIS:**

Residents and users of our facilities often request to have fees waived for facility rentals. Requests for In Kind services/fee waivers should be applied for through the Community Grant Program, as per the policy. Council frequently receives requests for fee waivers during the year, which impact the budget as the expenses were not budgeted and result in a decrease in revenue of our user fees.

Additionally, the Village receives requests from residents to have interest charges and costs removed from their property taxes and utility bills. Again, this results in a loss of revenue for the Village.

The table below summarizes the fee waivers and requests to have interest removed from overdue bills. The In Kind fee waiver requests were allocated in the budget through

the Community Grant Program. The other fee waivers and interest waivers were not budgeted for.

	2019	2020	2021	2022
In Kind requests through grant program	\$1410	\$800	\$300	\$780
Other fee waiver requests not budgeted	\$4067	\$1788	\$2824	\$5380
Requests for interest to be waived	\$2247	\$53	\$726	\$397
Totals	\$7724	\$2641	\$3850	\$6557

**BUDGET/LEGAL IMPLICATIONS:**

The budget implications are identified in the 2022 municipal budget.

**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:**

Making financial information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

**CONCLUSION:**

This report is for information purposes only.

**ATTACHMENTS:**

None

Submitted by:



Kirsten Rahm,  
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

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 26, 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 CBO-03-2022, being the Chief Building Official's (CBO) report on Building Fee Amendments; and

That Council hereby approves the Building fee adjustments and Sewage System fees for the Building Department; and

That By-Law 19-12 be amended to reflect the fee changes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



## Village of Merrickville-Wolford

Report CBO-03-2022

Of the Building Department

Date of Council Meeting: September 26, 2022

### RE: Building Fee Amendments

#### **OBJECTIVE:**

To provide Council with proposed Building and Administrative and Sewage System Fees, with the inclusion of public comments and concerns from the mandated public meeting held on September 22, 2022.

#### **RECOMMENDATION:**

\_\_\_\_\_ **THAT: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CBO-03-2022, being the Chief Building Official's (CBO) report on Building Fee Amendments; and**

\_\_\_\_\_ **THAT: Council hereby approves the Building fee adjustments and Sewage System fees for the Building Department; and**

\_\_\_\_\_ **THAT: By-Law 19-12 be amended to reflect the fee changes.**

#### **BACKGROUND:**

On June 27, 2022, Report CBO-01-2022: Building Fee Amendment was approved by Council. By approving the report, Council directed staff to proceed with the Building Fee Amendment process in accordance with the Building Code Act. The report indicated that the Village of Merrickville-Wolford Building Department fees were last updated by Council at the Regular Meeting on June 11, 2012, when Council passed By-law 19-12. New proposed changes to the building fees were brought to Council on June 13, 2022, and a mandatory public meeting was held virtually on September 22, 2022. No written submissions were received, and no public questions or comments were received within the public meeting.

The building fees are found in the Fees and Services By-law 19-12, and this was last amended in 2012 with one fee base being applied to all construction at \$12/\$1000 construction cost. This pricing structure/practice is a fair way to calculate fees, but the amount charged is out of date with current rates. Staff are proposing to increase this fee to \$15/\$1000 construction cost.

Currently, the Village of Merrickville-Wolford does not have a penalty for construction taking place without a permit. Staff are recommending that a penalty of double the permit fee to a maximum of \$5000 with a minimum charge of \$300 shall be added. The creation of this penalty will encourage property owners to obtain permits prior to constructing.

At the same time, staff is suggesting creating a \$100 base minimum fee for permits. This is acknowledging that \$100 does not recover cost, but it should be more effective than chasing offenders.

With the transfer of responsibility for Septic System permit administration and inspection over to the Municipalities from the Health Unit, staff is proposing to adopt the fees that were in place at the Health Unit, as attached in Schedule A to this report. A yearly review of these fees will be conducted.

### **Comments:**

All Village fees charged should be based on the cost to provide the actual service/activity. Provincial legislation requires that the cost of providing Building Inspection services should be based on a cost recovery system to remain revenue neutral. Amending the Building permit fees to the recommended numbers will assist in bringing the Building Department costs to a revenue-neutral state.

### **Financial Implications:**

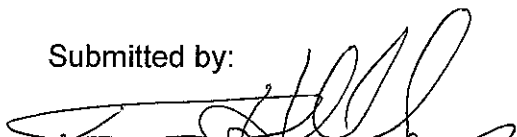
After reviewing permits from the last couple years and scrutinizing the building values forecasted, the proposed changes in fees are expected to increase revenue between \$5000 to \$20,000 per year based on the fluctuation, value, and different types of projects.

### **CONCLUSION:**

The Building Department requests Council to amend By-law 19-12 to reflect the proposed fee addition for Sewage Systems and proposed Building fee changes.

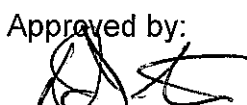
### **ATTACHMENTS:**

Submitted by:



Dan Halladay, Chief Building Official

Approved by:



Doug Robertson, CAO/Clerk

## Schedule A to Report CBO-03-2022

APPLICATION	FEE	HST	TOTAL FEE
<b>SEWAGE SYSTEM PERMIT</b> – For private sewage systems with flows up to 10,000 litres/day (See Note #1)	\$721.00	N/A	\$721.00
<b>TERTIARY SEWAGE SYSTEM PERMIT</b> (See Note #2)	\$798.00	N/A	\$798.00
<b>Permit Renewal/Revision with no inspection</b>	\$62.00	N/A	\$62.00
<b>Permit Renewal/Revision with site inspection</b>	\$206.00	N/A	\$206.00
<b>Third Party Certificates</b>	\$62.00	N/A	\$62.00
<b>SITE INSPECTIONS</b> – Including: Septic Tank Replacement Only, Alterations, Class 2 & 3 Sewage Systems	\$360.00	N/A	\$360.00
<b>MAINTENANCE INSPECTIONS</b> – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections	\$206.00	N/A	\$206.00
<b>SEVERANCE APPLICATIONS</b> – If an inspection is required	\$443.00	N/A	\$443.00
<b>Multiple Severances</b> When more than one application is submitted pertaining to a particular land holding, the fee is \$180.00 for each <b>additional</b> application if submitted at the same time	+\$180.00	N/A	+\$180.00
<b>SUBDIVISION PLAN REVIEW</b>	\$200.00 per lot up to a max. fee of \$5,000.00	+13% HST	
<b>FILE SEARCHES</b>	\$103.00	N/A	\$103.00

These fees include the cost of legal services, reviews of studies, consultant services, administration, education, and promotion activities.

- ☐ **Note #1:** The Ministry of Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day under the Ontario Water Resources Act.
- ☐ **Note #2:** Tertiary Treatment Systems (**Level 4 Treatment**) are Ecflo, Eljen, Waterloo Biofilter, ATL, EnviroSeptic, Norweco, and Biomicrobics and require Maintenance Agreements upon installation completion.

Resolution Number: R - - 22

Date: September 26, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

**Be it hereby resolved that:**

By-law 44-2022, being a by-law to amend By-Law 19-12, be read a first and second time, and that By-law 44-2022 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 44-2022**

**A BY-LAW TO AMEND BY-LAW 19-12, being a by-law to amend By-law 07-04, BEING** a by-law to amend and implement user fees and charges administered by the Corporation of the Village of Merrickville-Wolford

**WHEREAS** this Council did pass By-Law 20-02, re-affirming fees and charges in effect as of January 1, 2002 as prescribed by the new Municipal Act and in preparation for a complete review of fees and charges at a later date with said By-Law expiring on December 31, 2004;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford on January 22, 2007 passed By-Law 07-04 to amend and implement user fees and charges administered by the Corporation of the Village of Merrickville-Wolford;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford on June 11, 2012 passed By-Law 19-12 to delete and replace Schedule “A” of By-Law 07-04;

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

1. That Schedule “A” of By-Law 19-12 is hereby deleted and replaced with the amended Schedule “A” attached hereto.

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 26<sup>th</sup> day of September 2022.

\_\_\_\_\_  
J. Douglas Struthers, Mayor

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

**Schedule “ A “ to By-Law 44-2022  
Village of Merrickville - Wolford  
Statement of Fees and Service Charges**

**Compliance Certificates.**

**Tax Certificate** and related documents: \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

**Fire Compliance Certificate** and related documents: \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

**Zoning Compliance Certificate:** issuance of a Zoning Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

**Water Arrears Certificate :** issuance of a Water arrears or Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

**Building Compliance Certificate :** issuance of a Building Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$ 15.00 for each additional question.

**Property Standards Compliance Certificate :** issuance of a Property Standards Compliance Certificate and related documents \$50.00 for first two questions asked on the request for the Certificate and \$15.00 for each additional question.

**Taxation.**

Accounts going into three years and over:

\$ Initial notice of intent to register :	\$ 100.00 plus disbursements
\$ Tax Registration : No Tax Sale	\$ 250.00 plus disbursements
\$ Tax Registration : Tax Sale	\$ 500.00 plus disbursements
\$ Issuance of Cancellation Certificate:	\$ 50.00 plus disbursements
\$ Extension Agreement:	\$ 100.00 plus disbursements

Tax Statements or history of account over one year:

\$ Computer records:	\$ 15.00
\$ Manual Records:	\$ 25.00 per hour - Minimum one Hour
\$ Manual Records:	\$ 25.00 per hour - Minimum one Hour

Duplicate Tax Bill:	\$ 5.00
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**Administrative Services.**

Copies of Loan or L.I.P. repayment schedule:

\$ First request	n/c
\$ Subsequent requests	\$ 5.00
Copies of Official Plan:	\$ 25.00
Copies of Zoning By - Law:	\$ 20.00

Photocopies:

\$ municipal documents under 5 pages:	no charge.
\$ municipal documents over 5 pages:	25¢ per page.
\$ private documents under 2 pages:	no charge.
\$ private documents over 2 pages :	25¢ per page.

Search of records: \$ 25.00 per hour - Minimum one Hour

Municipal Freedom of Information Request \$ 5.00  
(Additional charges as per provincial legislation)

Returned cheque \$ 40.00

**Facility Rentals.****Resident****Non-Resident**

Ball Diamonds Both Wards (Per Season):

\$ Lighted Diamond, per team:	\$ 250.00	\$ 250.00
\$ Unlighted diamond, per team:	\$ 100.00	\$ 100.00
\$ Private event, per event:	\$ 50.00	\$ 50.00

Soccer Fields (Per season):

\$ Larger field:	\$ 500.00	\$ 500.00
\$ Secondary fields:	\$ 250.00	\$ 250.00
\$ Wolford soccer field:	\$ 250.00	\$ 250.00

Merrickville Community Center:

\$ Auction:	\$ 250.00	\$ 300.00
\$ No bar:	\$ 200.00	\$ 250.00
\$ Bar:	\$ 400.00	\$ 500.00
\$ Upstairs Room:	\$ 50.00	\$ 75.00
\$ Service Organizations: (Churches, Lions Club, Legion Etc.)	\$ 200.00	\$ 200.00
\$ Blood donor clinic:	No Fee	No Fee

Merrickville Community Center Grounds:

\$ Per weekend event:	\$ 500.00	\$ 600.00
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Merrickville Community Center and Grounds:

\$ Per weekend event:	\$1,500.00	\$1,600.00
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Theater Night in Merrickville:	25 % of Gross receipts.	
Centennial Hall, Easton's Corners	\$ 50.00	\$ 50.00

**Fees Per Person, Per Event (Not for Profit) :**

Seniors Exercise Group	\$ 1.00	\$ 1.00
Mothers and Children Play Group	\$ 1.00	\$ 1.00
Community Youth Groups (Scouts etc)	\$ 1.00	\$ 1.00
Centennial Hall – Easton's Corners	\$ 50.00	\$ 50.00
Community Group Meetings (Merrickville Recreation Association, Wolford Play Structure Group)	no charge	no charge

**Streets and Roads.**

Entrance Culverts:	\$ 900.00
New Entrance (no culvert):	\$ 500.00
Calcium Flake:	\$ 20.00 per 40 Kg Bag
	\$ 100.00 spread
Property Number Signs:	\$ 75.00
Road Cut Permits:	\$ 50.00

**Fire Department.**

Reports	\$ 50.00
Inspections	\$ 50.00
Failure to Install a Smoke Detector	\$ 125.00

**Extraordinary Expenses**

If Fire and Emergency Services respond to a motor vehicle incident, or other emergency at any property in the Village of Merrickville-Wolford and determine or the Fire Chief or designate determine that it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus, use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property or prevent a fire from spreading or otherwise control and eliminate an emergency the owner shall be charged for those expenses incurred plus applicable taxes.

### False Alarms

False alarms occurring as a result of a malfunction or failure to maintain a fire alarm system or emergency system:

a) first false alarm in any twelve month period	NIL
b) second false alarm in any twelve month period	\$200.00
c) each subsequent false alarm in any consecutive twelve month period	\$600.00
Failure to perform work on fire alarm system or emergency system when ordered by the Fire Chief.	\$600.00
False alarm resulting from malicious or mischievous acts	\$600.00

### Environmental Spills

Environmental spills or other emergency requiring response:

\$350.00 for first hour or part thereof per vehicle and \$175.00 for every additional ½ hour or part thereof per vehicle after 1st hour.

Hazardous materials spills and cleanup.

\$350.00 for first hour or part thereof per vehicle and \$175.00 for every additional ½ hour or part thereof per vehicle after 1st hour.

Total replacement costs of any contaminated or damaged equipment or materials used in the cleanup of hazardous materials and the approved disposal of equipment or materials in accordance with Federal and Provincial Acts.

### Water and Sewer.

Water Statements or history of account over one year:-

\$ Computer records:	\$ 15.00
\$ Manual records:	\$ 25.00 per hour - minimum one hour
\$ Duplicate Water Bill:	\$ 5.00

Rates for Water from Hydrants

Corporation Fire Department Emergency use	No Charge
Other Users	\$ \$3.00/m <sup>3</sup>

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

Owner Requested Municipal Meter Accuracy Testing Deposit will be \$50.00 for each test.

Notice of Disconnection Charge will be \$100.00 and will be applied to the outstanding account.

Disconnection and Reconnection Charge.

When it has been necessary to reconnect a service as a result of non-payment, a reconnection charge of \$100.00 shall be levied against the delinquent account.

Owner requested disconnection shall have a disconnection charge of \$100.00  
Owner requested disconnection requiring shut off for under 1 hour shall have a disconnection charge of \$ 50.00

Owner requested reconnection shall have a reconnection charge of \$100.00.  
Owner requested reconnection requiring shut off for under 1 hour shall have a reconnection charge of \$ 50.00

Service charge for inspection of water or sewer connections shall be \$50.00

***During office hours (7am – 3pm)***

Thawing frozen service :	\$ 50.00 per hour, minimum one hour plus disbursements
Meter replacement:	\$ 200.00 (meter and labor)
Meter reader repair:	\$ 50.00 plus disbursements
Water/Sewer Connection:	\$5,000.00 deposit refundable of net actual cost.

***After office hours (3:01 pm – 6:59 am)***

Thawing frozen service :	\$ 100.00 per hour, minimum one hour plus disbursements
Meter replacement:	\$ 300.00 (meter and labor)
Meter reader repair:	\$ 150.00 plus disbursements
Water/Sewer Connection:	\$5,000.00 deposit refundable of net actual cost at overtime rates.

**Building Inspection and By - Law Enforcement.**

**Permit Fees**

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

**Permit Fee Schedule**

<b>Class of Permit</b>	<b>Permit Fee</b>
Non-refundable Deposit (Application/Plan Review)	\$100
Building Permit (All Structures) Groups A, B,C,D,E or F	\$15/\$1,000 Construction Value Note: There is a minimum fee of \$100 for all structures
Other: - Change of Use, Renewal, Moving - Wood stoves/ fuel burning appliances - Pool - Retaining Wall - All signs (per sign basis) - Change of ownership/Transfer of permit	\$100

**Building without a Permit Penalty**

The Chief Building Official is authorized to act on behalf of the Village of Merrickville-Wolford to charge a Building Without a Permit Fee. This fee will be payable by person starting a construction project, which require a Building Permit, without first obtaining a Building Permit.

100% Building Permit Fee with a maximum charge of \$5,000 with a minimum of \$300.

Group "C" Residential Demolitions – All or Part of a building	\$100
Group 'A,B,D,E,F' Non-Residential Demolitions – All or Part of a building	\$100
Additional inspection Fee per the Building By-Law	\$100/inspection

### Occupancy Classes

Group A Occupancy— Assembly Occupancy  
 Group B Occupancy — Care or Detention Occupancy  
 Group C Occupancy — Residential Occupancy  
 Group D Occupancy — Business and Personal Services Occupancy  
 Group E Occupancy — Mercantile Occupancy  
 Group F Occupancy— Industrial Occupancy

### Clerk's Department.

Severance applications :	\$ 250.00 plus disbursements
OP Amendment:	\$ 1,500.00 plus disbursements
Zoning By Law Amendment	\$ 1,100.00 plus disbursements
Road Closing Application :	\$ 100.00 plus disbursements
Non Maintenance for Roads Agreements:	\$ 100.00 plus disbursements
Right of Way and easements agreements on municipal property:	\$ 100.00 plus disbursements
Site Plans:	\$ 750.00 plus disbursements
Subdivision Agreements:	\$ 1,500.00 plus disbursements
Commissioner of Oaths:	\$ 10.00
Certified True Copies:	\$ 10.00
Marriage Licence:	\$ 150.00
Marriage Ceremony	\$ 250.00
Merrickville Village Pin	\$ 3.50 (no tax)
Spoons	\$ 4.75 (no tax)
Flags	\$ 125.00 (no tax)
Blue recycle bin	\$ 6.50 (no tax)
Lottery license	\$ 5.00
Blanket Raffle	3% of the prize value

Nevada Tickets

6% of total prizes

**License fees for dogs shall be:**

- |   |    |       |         |
|---|----|-------|---------|
| a) If only one dog is kept  | \$ | 15.00 |         |
| b) For each additional dog up to five                               | \$ | 25.00 |         |
| c) For a spayed female dog or neutered male dog if only one is kept |    |       | \$10.00 |
| d) For each additional spayed female or neutered male dog           |    |       | \$15.00 |

Payments are due prior to April 30<sup>th</sup> of the year. After the April 30<sup>th</sup>  
Date the fee shall be 1.5 times the base fee.

Replacement Tag	\$ 2.00
Guide or Lead dog	N/C
Kennel (Hobby & purebred)	\$ 50.00
Kennel (commercial) – per year for 20 runs	\$100.00
For each additional run over 20	\$ 5.00

The license fee listed in this schedule are not to be interpreted as part  
of pound fee as listed herein, in part Section 4, Paragraph 4.

Pound release fees shall be payable to the Village of Merrickville- Wolford  
plus disbursements.

And are payable as to the owner(s) not upon any specific dog

Release Fee (First Time) .....	\$25.00
Release Fee (Second Time) .....	\$50.00
Release Fee (Third Time) .....	\$100.00
Subsequent release Fee .....	\$200.00

**Landfill Fees.**

Garbage Bag Tags (Wolford ward) .....	\$0.75 per tag
(Merrickville Ward) .....	\$1.50 per tag

Non Bagged and untagged waste

Automobiles .....	\$5.00
Automobile with utility trailer .....	\$10.00
Pick-up, ½ ton (no rack) .....	\$15.00
Pick-up ½ ton with rack .....	\$25.00
Pick-up truck ½ ton with utility trailer .....	\$40.00
Truck with flat bed trailer .....	\$200.00
Truck with racks and trailer .....	\$250.00

Truck(s) 1 ton to 5 ton.....	\$50.00
(based on Gross vehicle weight)	
Trucks with containers 1 ton to 5 ton .....	\$50.00 per ton
(based on Gross vehicle weight)	
*Trucks with containers 3 ton to 5 ton .....	\$300.00
Trucks with containers over 5 ton .....	\$500.00
Compactor / compacted loads .....	\$600.00
Furniture except mattress .....	\$5.00
Mattresses .....	\$15.00
Oil tanks .....	\$15.00
Clean brush (nothing mixed in) .....	N/C
Brush / wood mixed loads .....	\$5.00
Compostable material (garden wasted) .....	N/C
Siding eaves trough .....	\$15.00
White goods (stoves,dryers,propane tanks etc.) .....	\$10.00
White goods (fridge,freezer,dehumidifier, air conditioners .....	\$10.00
with Freon removal certificate)	
Shingles (load of) .....	\$100.00

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 26, 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 receives Report CAO-06-2022, regarding the implementation of an Electronic Monitoring Policy; and

That Council does hereby approve the Electronic Monitoring of Employees Policy attached as Schedule A.

Carried / Defeated

---

J. Douglas Struthers, Mayor



## Village of Merrickville - Wolford

Report CAO-06-2022  
of the CAO/Clerk's Department  
Report to Council  
Date of Meeting: September 26, 2022

### RE: Electronic Monitoring of Employees Policy

**OBJECTIVE:** To seek Council approval of the Electronic Monitoring of Employees Policy as mandated by the province to be in place by October 11, 2022.

### **RECOMMENDATION:**

**THAT: The Council of the Corporation of the Village of Merrickville-Wolford receives Report CAO-06-2022, regarding the implementation of an Electronic Monitoring Policy; and**

**THAT: Council does hereby approve the Electronic Monitoring of Employees Policy attached as Schedule A.**

### **BACKGROUND:**

In accordance with Bill 88 – the Working for Workers Act, 2022, all Ontario businesses with 25 or more Ontario employees are required to have a written employee electronic monitoring policy for their workplace. This policy must be in place by October 11, 2022, with a risk of a fine if not in place within this timeline. The requirement was added to the *Employment Standards Act, 2000*, and an employer must provide a copy of the written policy to all of its employees. The proposed electronic monitoring policy is attached as Schedule A to this report for Council consideration.

### **ANALYSIS:**

Each employer must count the number of employees it employs as of January 1, 2022. This includes the individual number of employees, not the number of 'full-time equivalents'. Part-time employees and casual employees each count as one employee, regardless of the number of hours worked and the policy will apply to all employees.

The term "electronic monitoring" includes all forms of employee monitoring that occurs electronically during working hours, regardless of whether the monitoring is recorded or only occurs only in real time. The Policy must include:

- a statement that the business electronically monitors employees;
- a description of how and in what circumstances your business may electronically monitor employees;

- the purposes for which the information obtained through electronic monitoring may be used for your business;
- the date the policy was prepared; and
- the date any changes were made to the policy.

### **COMMENTS:**

The proposed policy has been reviewed by the Village's lawyer and the policy addresses all related electronic devices currently in use. The policy will be reviewed and updated as devices are removed or added within the municipality. As of January 1<sup>st</sup> each year, the municipality will confirm if the Village has maintained over 25 employees, and if so, the updated policy must be in place by March 1 of that same year. A copy of the approved policy will be provided to all Village employees within 30 calendar days of the day it is required to be in place.

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

There are no financial implications with the implementation of this policy.

### **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**

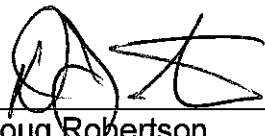
### **CONCLUSION:**

The requirement for an electronic monitoring policy is mandated. Staff recommends that the proposed policy be approved, implemented and provided to all staff as required.

### **ATTACHMENTS:**

Schedule "A" – Electronic Monitoring Policy

Submitted by:

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



# Electronic Monitoring of Employees Policy

September 26, 2022

## **PURPOSE:**

This policy has been established to provide transparency on the use and purpose of electronic monitoring of employees and assets by the Village of Merrickville-Wolford (the “Village”).

This policy will comply with all applicable laws and is based on the requirements of the Employment Standards Act, 2000 and its regulations, and guidance from the Ontario Ministry of Labour.

## **SCOPE:**

This policy applies to all Village employees.

## **DEFINITIONS:**

“Electronic monitoring” means using all forms of employee and asset monitoring that is done electronically such as technological, electronic, or digital means to track, observe, or monitor actions.

## **ELECTRONIC MONITORING PRACTICES**

The Village may electronically monitor the following activities and procedures, at any time, in the following manners:

- Reviewing Global Positioning Systems (GPS) history in Village vehicles, as well as electronic vehicle telematics information regarding such things as speed and distance.
- Reviewing visual footage and audio recordings captured on dashboard cameras installed on Village vehicles.
- Reviewing access history for building security systems on Village premises.

- Reviewing employee usage of Village computers, cellular and desktop phones, and two-way radios issued by the Village.
- Reviewing employee usage of Village internet and WIFI.
- Reviewing employees' email correspondence.
- Reviewing employees' internet usage and search engine history.
- Reviewing employee usage of the 'Who's Responding' application.
- Reviewing visual and audio recordings of meetings captured using the Owl 360-degree camera and other Village computer system cameras.
- Reviewing security camera footage on Village premises.
- Reviewing employee usage of work-related software, whether using Village or personal hardware, and whether working on Village premises or conducting work at home.

Such electronic monitoring may occur in the following circumstances:

- under reasonable grounds of any misuse or abuse of policies or procedures;
- to monitor, inspect or examine any portion of the Village's computer systems; and
- any other legitimate employment-related purpose.

The Village reserves the right to use information obtained through the electronic monitoring noted above for any legitimate business-related purposes, including, but not limited to, the following:

- performance/productivity monitoring;
- workplace investigations; to ensure efficiency of Village resources;
- to address any concerns about worker safety; and
- any other human resources matters.

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 26, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

**Be it hereby resolved that:**

Whereas, on June 27, 2022, the Council of the Corporation of the Village of Merrickville-Wolford received the following documents from Neil Caldwell, the Village's Professional Engineer with Jp2g Consultants dated June 24, 2022: Service Assessment and Capacity Next Steps; Uncommitted Capacity Calculation Impacts; Merrickville STP Uncommitted Reserve Capacity Update Combined; and, Merrickville Infiltration and Inflow Report; and,

Whereas Council acknowledges that the Village must manage development on municipal servicing within parameters set by the Ministry of Environment, Conservation and Parks (MECP) and that MECP Guideline D-5-1, Calculation of Uncommitted Reserve Capacity, is a tool to allow the Village and MECP to calculate the available capacity of the Merrickville Wastewater Treatment Plant (STP) to reduce the potential for plant flow exceedances and to plan for future expansions and/or optimization and extraneous flow reduction; and,

Whereas Forbes Symon, the Village's Registered Professional Planner with Jp2g Consultants recommends that the proposed Wastewater Treatment Capacity Allocation Policy be approved and implemented effective immediately to also track and manage wastewater servicing capacity in a manner that provides for continued growth in all land use categories; and,

Whereas the proposed Wastewater Treatment Capacity Allocation Policy has been reviewed by the Village's Lawyer;

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

direct staff to conduct appropriate public consultation regarding the proposed Wastewater Treatment Capacity Allocation Policy and to report back to Council on October 11, 2022 for Council to consider approving the proposed Policy.

Carried / Defeated

---

J. Douglas Struthers, Mayor

## **VILLAGE OF MERRICKVILLE-WOLFORD**

### **WASTEWATER TREATMENT CAPACITY ALLOCATION POLICY**

#### **1. POLICY PURPOSE**

The purpose of this Wastewater Treatment Allocation Policy (Policy) is to track and manage wastewater servicing capacity in a manner that provides for continued growth in all land use categories. It is intended to establish an element of equity and fairness to the process of capacity allocation. It clarifies for the development community and public at large how this important, finite public resource will be monitored and managed to ensure maximum benefits to the Village and to ensure that development approvals do not exceed capacity.

Allocation of wastewater servicing capacity will be at the sole and absolute discretion of Village Council. All allocation of wastewater capacity will be evidenced by an agreement between the developer and the Village of Merrickville-Wolford, approved by by-law of the Council of the Corporation of the Village of Merrickville-Wolford.

#### **2. TERMINOLOGY**

In this Policy, capacity is referred to in terms of “equivalent residential units” (ERUs), which is a calculation of the capacity that is required for a single detached residential unit. The Village shall use the Ministry of Environment, Conservation and Parks (MECP) D-5-1 Guidelines for Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants to determine the capacity of its WWTP.

#### **3. DEVELOPMENT REQUIRING WASTEWATER SERVICING CAPACITY ALLOCATION**

This Policy shall apply to the lands within the Merrickville Urban Area south of the Canal, as identified in Village Official Plan. This policy shall apply to Planning Act applications for:

- Plans of Subdivision
- Plans of Condominium for new development or a condominium conversion where an expansion of existing development is required
- Consents for the creation of new lots
- Site Plan Applications for existing lots of record
- Rezoning

#### **4. TIMING OF ALLOCATION – New Lot Creation**

Wastewater Treatment Capacity Allocation will be in the form of a two-step process. For Plans of Subdivision, Plans of Condominium, Consents or creation of lots through part lot control by-laws the first step, “Reserved Capacity Allocation” shall be considered by the Village as part of the draft plan approval process for a plan of subdivision or plan of condominium, and as a condition of granting a consent. Such approvals shall be subject to conditions relating to phasing of development, duration of “reserved capacity allocation” provided by the Village, necessary improvements to capital works or any other condition deemed appropriate by the Village. Part Lot Control By-laws shall only be passed where capacity exists for the lot(s) to be created in that manner.

Such approvals shall contain a condition indicating that the Village is not obligated to provide wastewater servicing capacity allocation within the term of the draft approval or provisional consent and that the final allocation of water and wastewater servicing capacity will only occur following confirmation of such capacity by the Village and the entering into of an agreement between the owner and Village.

The second step is “Final Capacity Allocation” which shall be considered by the Village once the applicant has demonstrated that the conditions established for reserving allocation in the draft approval have been met. Final Capacity Allocation will be in the form of a resolution of Council and upon confirmation of the:

- i) execution and registration of a subdivision or condominium agreement, including all financial requirements; or
- ii) execution of a consent agreement (if necessary) for the creation of a new lot, including all financial requirements.

Generally, the Village shall not assign more than 20 equivalent residential units (ERUs) per phase of a subdivision proposal. Subsequent phase(s) will not be considered for “final capacity allocation” until the preceding phase has been registered, it has been serviced by municipal water and sewer, and the proponent has satisfactorily demonstrated to the Village that construction is proceeding and building permits have been/are being issued.

## **5. TIMING OF ALLOCATION – Site Plan Applications**

For site plan applications the first step, “Reserved Capacity Allocation”, shall be considered by the Village as part of the approval of the site plan application. Such approval shall be subject to conditions relating to red line revisions, duration of “reserved capacity allocation” provided by the Village, necessary improvements to capital works or any other condition deemed appropriate by the Village.

The second step is “Final Capacity Allocation” which shall be considered by the Village once the applicant has demonstrated that the conditions established for reserving allocation have been met. Final Capacity Allocation will be in the form of a resolution of Council and upon confirmation of the execution and registration of a site plan agreement, including all financial requirements. The Village reserves the right to issue site plan approval which combines both approval steps for capacity allocation. In appropriate circumstances, the Village may impose conditions on a site plan approval related to duration of the allocation and a time within which building permits must be issued, failing which the capacity allocation will lapse and the approval will be revoked.

## **6. COMPETING APPLICATIONS FOR ALLOCATION**

Where there are multiple requests for “reserved allocation capacity” before Council, and there is insufficient Capacity to grant all such requests, Council shall assess the competing requests and approve, deny or defer each of the competing requests, either in whole or in part. Council may, at its sole discretion, consider any criteria it deems appropriate when assessing competing requests. Such criteria may include but shall not be limited to the following:

- a. the stage of the proposed development in the approval process;

- b. whether the development assists in achieving specific objectives of the Official Plan, Strategic Plan, or other similar policy expressions of Council (e.g. residential intensification/infilling targets);
- c. whether the development provides public facilities beyond those facilities which are required to be provided by the developer, including development of a public park, trails, recreational facility or other key elements of public infrastructure;
- d. whether the development contributes towards diversification or variety of residential unit types, tenures, lot sizes;
- e. prior investment in public infrastructure improvements or a commitment to make financial contributions towards infrastructure improvements;
- f. developments that can be serviced immediately with minimal or no investment in infrastructure;
- g. whether the development provides positive financial impact for the Village;
- h. whether the development achieves advanced environmental sustainability, with a priority on development which incorporates advanced efficiencies in water and wastewater use;
- i. whether the development provides affordable housing or addressing special housing needs;
- j. whether the development provides employment and economic development opportunities other than construction or "spin off" jobs; and,
- k. any other public benefits or factors as determined by Council.

## **7. ALLOCATION TIED TO LAND**

For the purpose of this Policy, any allocation granted shall be tied to the land itself, and any timing of allocation contemplated shall not be affected by ownership changes, assignments of obligations by an owner, or agreements of purchase and sale.

## **8. EXEMPTIONS**

This policy shall not apply to the following:

- a. New or expanded accessory building where new wastewater servicing capacity is not required;
- b. Any change of use, addition, renovation or alteration to a building provided that there is no increase in demand for wastewater servicing capacity based on current use; and,
- c. Where the property is serviced by private well and/or a septic system and will not be connected to municipal services..

## **9. RESCINDING AND REALLOCATION OF SERVICING**

Where "reserved allocation capacity" has been allocated to a draft plan of subdivision or condominium and the applicant has not entered into the required subdivision/condominium agreement within **3 years** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s). Where a subdivision or condominium agreement is entered, the agreement may establish a further lapsing date for completing the development, failing which the allocation shall be deemed to be rescinded, the final approval revoked and the Village may re-allocate such capacity to other development(s).

Where “reserved allocation capacity” has been allocated to a conditional consent and the applicant has not fulfilled the conditions or consent within **2 years** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s).

Where “reserved allocation capacity” has been allocated to an approved site plan and the applicant has not entered into the required site plan agreement within **1 year** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s). Where a site plan agreement is entered, the agreement may establish a further lapsing date for completing the development, failing which the allocation shall be deemed to be rescinded, the site plan approval revoked and the Village may re-allocate such capacity to other development(s).

Where “final allocation capacity” has been granted for a development in accordance with this policy, Council may consider withdrawal of allocated capacity only if the developer is in default of the terms and conditions of the registered agreement or it is determined by Council that no additional capacity exists.

#### **10. EXTENSION OF ALLOCATED SERVICING**

An owner of land to which “reserved allocation capacity” has been approved by Council and who wishes to retain its reserved allocation shall make application to the Village at least 90 days prior to expiry, for an extension request. Such requests shall indicate reasons for the development not proceeding in a timely manner, commitments to proceed expeditiously if the extension is granted or other relevant matters.

Consideration of extending the time for the reserved allocation capacity will be at the sole and absolute discretion of Council and will be evidenced by a resolution of the Council.

Resolution Number: R - - 22

Date: September 26, 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

### **Notice of Motion: Curbside Waste Collection**

**Be it hereby resolved that:**

**Whereas** the Village receives waste materials from our rural area at our Landfill site;

**And Whereas** residential curbside collection in our rural area has historically been provided by the private sector, but with increasing service interruptions/unreliability in the last few years;

**And Whereas** the Province is on the cusp of implementing sweeping changes in Province-wide recycling collection involving Full Producer Responsibility regulation(s) in the near future which could have direct or indirect implications for waste production;

**And Whereas** waste collection is an increasingly complex industry and a highly valued municipal service by all Merrickville-Wolford residents;

**And Whereas** several potential alternative service delivery models for waste collection exist, some of which would involve a significant change in service program offerings;

**And Whereas** some of the alternative service delivery options may involve major costs for ratepayers, the issue warrants a comprehensive, expert review that is not funded in the 2022 budget;

**And Whereas** a decision to make a significant change in service delivery less than 7 weeks before the 2022 Municipal Election would bind the incoming Council;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Village of Merrickville-Wolford does hereby recommend that the Council in place in 2023 include sufficient funds in the 2023 Budget to conduct a comprehensive review of curbside waste collection for the whole municipality.

Carried / Defeated

---

J. Douglas Struthers, Mayor

Resolution Number: R - - 22

Date: September 26, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

**Be it hereby resolved that:**

By-law 43-2022, being a by-law to confirm the proceedings of the Council meeting of September 26, 2022, be read a first and second time, and that By-law 43-2022 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 43-2022**

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 26, 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 26, 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 26, 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 26<sup>th</sup> day of September 2022.

\_\_\_\_\_  
J. Douglas Struthers, Mayor

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

Resolution Number: R - - 22

Date: September 26, 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 Tuesday, October 11, 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