

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1880  
Amalgamated 1988



Telephone (613) 269-4751  
Facsimile (613) 269-3095

**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 2:00 p.m.

Monday, January 25, 2021

**\*\*\*IMPORTANT NOTICE: This meeting will be held in person at the Council Chambers. However, due to the Provincial Emergency Orders still in effect, we are unable to safely accommodate the public at this meeting. In order to ensure transparency, an audio recording of this meeting will be posted on the website immediately following adjournment.\*\*\***

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **In Camera:** 1. Advice subject to solicitor-client privilege
5. **Minutes:** Approval of Minutes of regular Council meeting of January 11, 2021
6. **Correspondence:** Statistics Canada correspondence re: 2021 Census dated January 13, 2021
7. **Library Board:** Minutes of November 12<sup>th</sup> and December 10<sup>th</sup>, 2020, and Resolution
8. **Public Works:** PW-01-2021 re: 2020 Year-End Report  
By-law 03-2021 re: Agreement with Electronic Products Recycling Assoc.
9. **Finance:** FIN-03-2021 re: 2021 Budget Schedule
10. **CAO:** CAO-01-2021 re: Chamber of Commerce Request for Council Liaison; and  
CAO-02-2021 re: Committees Update
11. **Next meeting of Council:** Monday, February 8, 2021 at 2:00 p.m.
12. **Confirming By-Law:** 05-2021 re: Confirm Proceedings of Council meeting of January 25, 2021
13. **Adjournment.**

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny 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 January 25, 2021 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 |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### 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 \_\_\_\_\_ p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required

Recorded Vote Requested By:

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny 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 \_\_\_\_\_ p.m.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny 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 Council meeting of January 11, 2021 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 |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

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

Monday, January 11, 2021

**Chaired by:** Mayor J. Douglas Struthers  
**Members of Council:** Councillor Don Halpenny  
Deputy Mayor Michael Cameron  
Councillor Bob Foster  
Councillor Timothy Molloy

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Kirsten Rahm, Treasurer  
Brad Cole, Manager, Operations/Fire Chief  
**Guest:** Forbes Symon, Jp2g Consultants Inc.

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

**Approval of Agenda**

**R-001-21** 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 approve the agenda of the regular Council meeting of January 11, 2021, as amended.

Carried.

Note: The agenda was amended to reflect a change in date in paragraph 5 of By-law 02-2021.

**Planning:**

**R-002-21** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report of Forbes Symon of Jp2g Consultants Inc. with respect to Consent Applications B-128-20 and B-129-20, for information purposes; and

That Council does hereby recommend deferral of Consent Applications B-128-20 and B-129-20 to the Consent Granting Authority until a satisfactory Archeological Study and a Noise Impact Study are submitted and reviewed.

Carried.

Note: Forbes Symon left the Council meeting at 7:12 p.m.

**Minutes:**

**R-003-21** 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 special Council meeting of December 9, 2020, as circulated.

Carried.

**R-004-21** Moved by Councillor Halpenny, 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 Council meeting of December 14, 2020, as circulated.

Carried.

**Correspondence:**

**R-005-21** 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 Kelvin McGreavy, President of the Lions Club of Merrickville, received November 23, 2020, for information purposes; and

That Council does hereby approve the installation of Lions Club signage as described in the aforementioned correspondence to the Village entrance signs, at the discretion of the Manager, Operations in consultation with the CAO/Clerk, to ensure safety and sufficient space.

Carried.

**Police Services Board:**

**R-006-21** 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 receive correspondence from Dell Bower, Chair of the Merrickville-Wolford Police Services Board, dated December 28, 2020, for information purposes.

Carried.

**Finance:**

**R-007-21** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-01-2021 regarding the Interim Borrowing By-law for 2021; and

That Council does hereby give favourable consideration to By-law 01-2021, being a by-law to authorize the borrowing of money to meet the 2021 expenditures of the Corporation of the Village of Merrickville-Wolford.

Carried.

**R-008-21** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy  
**Be it hereby resolved that:** By-law 01-2021, being a by-law to authorize the municipality to borrow up to \$2,000,000 during the January 1, 2021 to September 30, 2021 period, and up to \$1,000,000 during the October 1, 2021 to December 31, 2021 period in order to finance the Village's Current Operating Expenditures on an interim basis, be read a first and second time, and that By-law 01-2021 be read a third and final time and passed.

Carried.

**R-009-21** 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 report FIN-02-2021 regarding the Interim Tax Levy for 2021; and

That Council does hereby give favourable consideration to By-law 02-2021, being a by-law to authorize the 2021 interim tax levy.

Carried.

**R-010-21** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** By-law 02-2021, being a by-law to impose an interim tax levy for the year 2021 on properties within all tax classes in the Village of Merrickville-Wolford, be read a first and second time, and that By-law 02-2021 be read a third and final time and passed.

Carried.

**Fire Department:**

**R-011-21** 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 FD-01-2021, being the 2020 year-end report of the Merrickville Fire Department, for information purposes.

Carried.

**CAO:**

**R-012-21** Moved by Councillor Halpenny, Seconded by Councillor Foster  
WHEREAS Section 3.6 a) of the Village of Merrickville-Wolford's Procedure By-law 30-17 indicates that regular meetings of Council shall be held on the second and fourth Mondays of each month at 7:00 p.m., except as altered by way of Council resolution;

AND WHEREAS Section 3.3 a) of the Village of Merrickville-Wolford's Procedure By-law 30-17 states that Council, by resolution, may cancel or reschedule any meeting at a preceding meeting;

AND WHEREAS the Province of Ontario declared a State of Emergency on March 17, 2020 due to the global pandemic known as COVID-19, followed by subsequent Emergency Orders and Ontario Regulations which set out restrictions and guidelines regarding social distancing in order to protect the safety of all Ontarians;

AND WHEREAS social distancing restrictions pose health and safety challenges to the Village of Merrickville-Wolford in permitting the public to physically attend regular Council meetings;

AND WHEREAS all Council meetings that are open to the public are recorded and audio recordings of Council's meetings are available on the Village's website in order that Council meetings remain transparent and open to the public;



AND WHEREAS Councillor Halpenny, at the Council meeting of July 27, 2020, requested an alteration to the start time of 7:00 p.m. for Council meetings as outlined in Section 3.6 a) of the Villages Procedure By-law 30-17;

BE IT HEREBY RESOLVED THAT Council does hereby direct that regular meetings of Council beginning January 25, 2021 and continuing until such a time as the requirements set out by the Province of Ontario be lifted so that the Village may, once again, safely accommodate the public's physical attendance at regular Council meetings, be held at 2:00 p.m.

**Recorded vote requested by Councillor Molloy:**

|                              |                  |
|------------------------------|------------------|
| <b>Deputy Mayor Cameron:</b> | <b>In favour</b> |
| <b>Councillor Foster:</b>    | <b>In favour</b> |
| <b>Councillor Halpenny:</b>  | <b>In favour</b> |
| <b>Councillor Molloy:</b>    | <b>Opposed</b>   |
| <b>Mayor Struthers:</b>      | <b>In favour</b> |

Carried.

**In Camera:**

**R-013-21** 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 move to an "In-Camera" session at 7:45 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-014-21** Moved by Councillor Halpenny, Seconded by Councillor Foster

**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 8:25 p.m.

Carried.

**Confirming By-Law:**

**R-015-21** Moved by Councillor Foster, Seconded by Councillor Molloy

**Be it hereby resolved that:** By-law 04-2021, being a by-law to confirm the proceedings of the regular Council meeting of January 11, 2021, be read a first and second time, and that By-law 04-2021 be read a third and final time and passed.

Carried.

**Adjournment**

**R-016-21** Moved by Councillor Halpenny, 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 8:27 p.m. until the next regular meeting of Council on Monday, January 25, 2021 at 2:00 p.m. or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: January 25, 2021

| For Clerk's use only, if required |   |   |
|-----------------------------------|---|---|
| Recorded Vote Requested By:       |   |   |
| Cameron                           | Y | N |
| Foster                            | Y | N |
| Halpenny                          | Y | N |
| Molloy                            | Y | N |
| Struthers                         | Y | N |

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS accurate and complete census data support programs and services that benefit the community of the Village of Merrickville-Wolford;

BE IT HEREBY RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Geoff Bowlby of Statistics Canada dated January 13, 2021, for information purposes; and

That the Council of the Corporation of the Village of Merrickville-Wolford supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca).

Carried / Defeated

---

J. Douglas Struthers, Mayor

**Sent:** Wednesday, January 13, 2021 10:10:43 AM

**To:** Mayor <[mayor@Merrickville-wolford.ca](mailto:mayor@Merrickville-wolford.ca)>

**Subject:** 2021 Census of Population / Recensement de la population de 2021

*(La version française suit.)*

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be hiring approximately 32,000 people across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca](mailto:statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby

Director General, Census Management Office

Statistics Canada / Government of Canada

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required

**Recorded Vote Requested  
By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following, for information purposes:

1. Merrickville Public Library Board Minutes of November 12, 2020;
2. Merrickville Public Library Board Minutes of December 10, 2020; and
3. Merrickville Public Library Board Resolution dated December 10, 2020.

Carried / Defeated

---

J. Douglas Struthers, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on November 12, 2020 at 10:00 pm via Zoom.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Victor Suthren,

Meeting called to order at 10:10 pm.

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

**2. Adoption of Agenda:**

- Moved by John; seconded by Timothy. ADOPTED.

**3. Approval of Minutes:**

- Oct 8/20 board meeting – Moved by Timothy; seconded by Wendy. APPROVED.

**4. Correspondence:**

- Forwarded article on COVID risks re: surfaces that discusses libraries, for information.  
[https://www.wired.com/story/its-time-to-talk-about-covid-19-and-surfaces-again/?utm\\_source=onsite-share&utm\\_medium=email&utm\\_campaign=onsite-share&utm\\_brand=wired](https://www.wired.com/story/its-time-to-talk-about-covid-19-and-surfaces-again/?utm_source=onsite-share&utm_medium=email&utm_campaign=onsite-share&utm_brand=wired)

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

**6. Friends of the Library Report:** No report; however, the Friends currently have a display of Christmas book bundles and notecards available for sale in the Library.

**7. Report from Council:** Nothing to report. Council does not yet have a schedule for 2021 budget deliberations.

**8. Librarian's Report:** see Librarian's Report (below)

- Winter Hours: Open hours have been shifted for the winter to give more daytime hours and fewer evening hours, based on use patterns.
- Holiday Closing: This year the library will be closed from Dec 24 - Jan 1.

**9. Other Business:**

**i. Building Exterior Work:**

- a. Roof:** Spoke with Brad Cole, Head of Public Works. He notes that it is difficult to get building work done currently, but thinks that the roof will not suffer excessively if the work must be postponed until next year. Brian has since found a roofer who seems willing to quote on the job.
- b. East Wall:** Brad also looked over the covering that Public Works installed on the east wall last fall. It is holding up, and the wall should be all right for the winter.
- c. Septic Tank:** At the same time, it was determined that the septic tank needed some attention and pumping. Locating the holding tank proved unexpectedly difficult, given that the tank had been pumped previously, and required Public Works to contact the Ministry of the Environment for the site plans. The tank has been pumped, but required digging an access hole to the tank. The Board should look at putting in a permanent access shaft next year.

**ii. Accessibility Plan:** Have gathered some sample plans to look at; however, am currently focused on having the website reviewed re: the new accessibility standards. Have contacted the company that designed our website about this. They should be able to work on this later this month.

**iii. New ILS (Circulation/Cataloguing software):** Mary Kate has been further investigating the 2 ILS systems under consideration. Although we are still awaiting some information, JASI seems to be the better choice for our library. Unless there is a contraindication in the information to be received, the Board supports the decision to proceed with JASI.

**iv. Financial**

- a. Audited Financial Statement:** John has spoken with the auditor regarding amortization periods, with an eye to getting this adjusted in future audited statements. John will give the board an estimate of the effect these changes will have.
- b. Library Reserve – Update:** Mary Kate has contacted the Municipal Treasurer trying to clarify what funds the Board has available in the Reserve, and has received more financial information that has been available to us for some time. In addition to the Reserve, there is also a balance in the Surplus account, although some of that is donations from last year that are still awaiting transfer to the Reserve (as per Board resolution). We are awaiting some additional information and some questions remain, but Mary Kate will review with John.

- c. **Budget:** Reviewed first draft of budget. Since there is not yet a deadline for submitting our budget, approval is deferred to next meeting. The board agreed that a presentation to Council is advisable; Mary Kate included a draft of some related background information for review. Timothy will move forward on this on the municipal side.

Note: If the budget is due prior to our December meeting, the board will hold a special meeting.

10. **Next meeting:** Thurs, Dec. 10, 2020 at 10:00 am via Zoom. Meeting time has been changed due to our winter hours

11. Meeting Adjourned

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

### Statistics

| October                          | Oct 2020  | Sept 2020   | Oct 2019  | Oct 2018   | Oct 2017   |
|----------------------------------|---|---|---|--|--|
| <b>Patrons</b>                   | <b>803</b><br>and 96 OverDrive users:   | 774<br>+ 93 OverDrive users   | 1265<br>w/mtgs 1281 -4.5%   | 1322 -2 %<br>w/mtgs 1344                                     | 1346 +10%<br>w/mtgs 1371<br>+12%                           |
| <b>(Kids/Youth)</b>              | 157 (43k / 114y)  | 157 (50k / 107y)  | 406 (74 / 332)  | 342 (105 / 237)  | 370 (154 / 216)  |
| <b>(Progs)</b>                   | In Library<br>54- (5 prgs+Halloween activities)<br>Virtual Programs<br>17 (1 program)<br>31 views (YouTube) | In Library<br>31 (4 prgs)<br>Virtual Programs<br>23 views (YouTube)           | 113-in (13 prgs, 1 CV-in)<br>316-out of Lib,<br>(7-prgs +8 CVs-out;<br>incl grn scrn photos)<br>51 -Story Trail (3 CVs) | 124-in (12 prgs, 1 CV- in)<br>190-out of Lib, (5-prgs, 9 CV) | 162-in (17 prgs in)<br>302-out of Lib<br>(7-prgs, 12 CV)   |
| <b>Mtg Rm users</b>              | 30 virtual<br>(3 Zoom mtgs)   | 15 virtual<br>(2 Zoom mtgs)   | 16 (2 mtgs)   | 22 (3 mtgs)  | 25 (3 mtgs)  |
| <b>Circulation</b>               | <b>TOTAL: 2411</b><br>Lib: 1685<br>OverDrive: 675 (circ)<br>Kanopy 51 (plays)                               | <b>TOTAL: 2436</b><br>Lib: 1789<br>OverDrive: 598 (circ)<br>Kanopy 49 (plays) | TOTAL 2399 -7.5%<br>Lib: 1963 -11%<br>OverDrive: 436  | TOTAL 2598 -6%<br>Lib: 2208 -11%<br>OverDrive: 390           | TOTAL: 2768<br>+7%<br>Lib: 2492<br>+7.5%<br>OverDrive: 276 |
| <b>(Adult/Child)</b>             | (A-1049, J-617, T-22)   | (A-947, J-825, T-12)  | (A-1189, J-756, T-18)   | (A-1555, J-627, T-26)  | (A-1739, J-708, T-45)                                      |
| <b>Internet use (+wireless):</b> | <b>171</b><br>(81 / 90 wifi)  | 188<br>(75 / 113 wifi)  | 345 +23.5%<br>(278 / 60w / 7 Tab)   | 279 -17%<br>(238 / 34w / 7 Tab)                              | 303 0%<br>(233 / 45w / 25 Tab)                             |
| <b>ILL borrowed/lent:</b>        | 68 in / 46 out  | 57 in / 50 out  | 57 / 55   | 86 / 104   | 79 / 86  |

Although visits continue to be down significantly from previous years, they are up somewhat from last month. Mostly the drop is due to fewer kids and youth in the library (especially after school), fewer programs, and less computer use. Overall circulation is about the same as last year. There is a drop in physical items, but an increase in use of our ecollections.

We introduced our winter hours on Nov. 1. Word of this is spreading slowly, but opening at 1:00 is going over well, and there have been no complaints about the earlier closing.

### Programs & Services:

Virtual programming and meeting space for groups is being well-received. There is also some interest in using our space for small in-person meetings and in in-person activities for kids. We are approaching these cautiously.

### Children's Programs:

**StoryTime:** Being held upstairs. We have a couple of regulars and a few occasional families, so numbers have not been a problem so far (will hold additional sessions if necessary). Also continue to post a story

online each week.

**Halloween:** This went well. It ran all week, but people mostly came on Halloween day. It was well-attended, but not too well-attended. Several quick activity stations were set up around the library, so there was enough to do to make it a worthwhile visit, but families were spaced out and kept moving along. The green screen photos were a draw and got a lot of positive feedback from the parents. I'm hoping to do something similar for Christmas.

**Book Clubs:** We are hosting Zoom meetings for 3 book clubs now. The Library Book Club wanted to combine meeting in-library and on Zoom, but that didn't work well. In future, some will meet (if permissible) and some will Zoom. There hasn't been interest in a new online book club, but will offer that again in the new year.

**Adult Art Group (Zoom):** This is off to a good start. They'll be meeting monthly via Library Zoom. Gloria Stowell is leading.

**Off the Shelf (Zoom):** Our Halloween evening was well-received and people seem to be glad it's back.

Michael Phillips organizes the content and acts as host, I take care of the technical end. Am still experimenting to find the best technical set-up. We are planning a Christmas program for Dec.

**Virtual Meeting Room:** In addition to library programs and book clubs, we are getting some interest from the community for hosting small Zoom meetings/events. We are also continuing to provide technical support to Diana Beresford-Kroeger with her online presentations.

**Internet:** Continues to be slower than pre-pandemic, but is much the same as last month.

**InterLibrary Loans:** There is still steady demand for this. More libraries are participating again, but some of the larger libraries are still not.

**Seniors Home:** Rosebridge Manor does not want loans at this time.

**Pools:** The DVD pool will rotate this month.

**Meeting Room:** The meeting room is still being used to house quarantined returns, and extra chairs, etc.

People are starting to ask about using it, but so far we are only doing meetings upstairs, where it is more open and there's more space for distancing.

**Collection:** Have ordered eresources for 2021. About to order winter bestsellers. Haven't yet heard about the December Scholastic Sale.

**Volunteers:** Many of the volunteers are back at least occasionally. Appreciation gift certificates are planned for this month.

**Donations:** We received a donation from the Merrickville-Wolford Community Fund to sponsor our ebook subscription for next year. There has been some press coverage of this and we have sent a letter of thanks.

Note: This is usually covered by the Friends of the Library, but much of their fundraising has been curtailed by the pandemic. We have received enough in donations this year for the operating expenses and special projects that we had hoped to cover.

**Facilities:** See report on Building Exterior (#9i). Still awaiting the new barrier.

**Publicity/Outreach:** No Phoenix for November, but will do article for Dec. thanking our many contributors.

There were 2 articles in the NG Times about the library. We also continue to use the webpage and Facebook to publicize services, etc. Am working on publicizing our winter hours.

**Partnerships/Outreach:** The new Story Trail story is up. Seeds are starting to come in for the new Seed Library. The MaD Gardeners are wrapping up their work for the season. I am continuing to do social media for the Chamber of Commerce and act as community rep on Merrickville Public School's Parent Council – these are outside of work, but keep up a connection with the Library.

**Professional Development, Meetings, etc:** Attended the Small Libraries Committee meeting (online) and some SOLS webinars.

**Grants, etc:** As mentioned, we received the donation from the Merrickville-Wolford Community Fund. We have received the annual Provincial Library Operating Grant (PLOG) for 2020..

**Plans for month:** Finalize the budget, follow-up re: roof, move forward on the new ILS and website accessibility, look at kids' Christmas activities, work on the accessibility plan (time permitting) and the usual library business.



## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on December 10, 2020 at 10:00 pm via Zoom.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Timothy Molloy,

Meeting called to order at 10:13 pm.

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

**2. Adoption of Agenda:**

- With one addition under Financial/ Budget 2021. Moved by Victor; seconded by Wendy. ADOPTED.

**3. Approval of Minutes:**

- Nov 12/20 board meeting – Moved by Carole; seconded by John. APPROVED.

**4. Correspondence:**

- Forwarded a report by the Federation of Ontario Public Libraries re: COVID risk management in libraries.

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

**6. Friends of the Library Report:** No report; however, the Friends continue to have Christmas book bundles, notecards (donated by Carole Roberts), and masks (made and donated by Kirsten Finstad, now sold out) available for sale in the Library.

**7. Report from Council:** Brian reports that he has met with Mayor Struthers to discuss the Library building and finances. John and Mary Kate will be meeting with the municipal Treasurer to clarify the reserve situation and sort things out going forward. The Board is pleased that this is being addressed. It was suggested that the Board pass a resolution each term, to be forwarded to Council, that confirms the Library CEO, and that the CEO is acting as Secretary and Treasurer for the Board. Motion to confirm Mary Kate as CEO and Board Secretary/Treasurer for the 2019-2022 term. Moved by Victor, seconded by Wendy. APPROVED. Mary Kate to forward a copy to the municipality.

**8. Librarian's Report:** see Librarian's Report (below)

**9. Other Business:**

i. **Updates:**

- a. Roof:** We did not get the anticipated quote for the roof work. We will send out RFQs for this again early in the new year.
- b. JASI:** Mary Kate has signed the contract with JASI as discussed last meeting, and the switch to the new software will proceed over the next few months. Mary Kate will write up a report on the selection process.

ii. **Performance Review:** It is time for the annual CEO performance review. Mary Kate has distributed the review template. The Board will discuss and schedule a time for the review immediately after this meeting.

iii. **Accessibility Plan:**

- a. Draft Plan:** The Board reviewed and accepted the draft plan as distributed by Mary Kate without any amendments at this time. Will continue with the website review now, and will continue to develop the plan more fully in the new year.
- b. Website Report:** Received a report from Foil Media (who originally set up our website). There are no major accessibility issues with the website, but as it is 5 years old and the template is no longer supported by Wordpress, updating the site on a new template is suggested for the near future. This would also correct the minor accessibility issues. The board supports redoing the website in 2021, but this will need to wait until after the new ILS is in place. According to the report, any pressing accessibility problems could be corrected now at a modest cost. Mary Kate will follow up on this.

iv. **Financial/ Budget 2021**

- a. Library Reserve – Update:** See above (item #7).
- b. Salary Resolution 2020:** Resolution retroactively authorizing the salary changes for 2020. Moved by John, Seconded by Carole. APPROVED
- c. Salary Grid 2021:** Reviewed the salary grid for 2021. The board uses the same Cost of Living increase as the municipality, so final numbers are tentative until that is approved by Council.

Motion to approve the salary grid with an increase equal to that approved for municipal staff. Moved by Carole, seconded by Victor. APPROVED.

d. **Budget 2021:** Reviewed draft budget. Motion to approve 2021 budget. Moved by Victor, seconded by John. APPROVED.

10. **Next meeting:** Thurs, Jan 14, 2020 at 10:00 am via Zoom.

11. Meeting Adjourned.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

### Statistics

| November                         | Nov 2020  | Oct 2020  | Nov 2019   | Nov 2018  | Nov 2017  |
|----------------------------------|---|---|--|---|---|
| <b>Patrons</b>                   | <b>671</b><br>and 86 OverDrive users  | <b>803</b><br>96 OverDrive users  | 1134<br>w/mtgs 1171<br>+4.5%                           | 1102 -9.5%<br>w/mtgs 1119                           | 1218 -15%<br>w/mtgs 1227 -16.5%                     |
| <b>(Kids/Youth)</b>              | <b>85 (30k / 55y)</b>   | <b>157 (43k / 114y)</b>   | <b>342 (77 / 265)</b>                                  | <b>270 (84 / 186)</b>                               | <b>360 (114 / 246)</b>                              |
| <b>(Progs)</b>                   | In Library<br>28- (5 prgs)<br>Virtual Programs<br>8 (1 program)<br>34 views (YouTube) | In Library<br>54- (5 prgs+Halloween activities)<br>Virtual Programs<br>17 (1 program)<br>31 views (YouTube) | 123-in (1 prgs, 1 CV- in)<br>36-out of Lib, (5- prgs)  | 78-in (10 prgs, )<br>31-out of Lib, (5- prgs, 0 CV) | 139-in (19 prgs in)<br>42-out of Lib (6-prgs, 0 CV) |
| <b>Mtg Rm users</b>              | 12 in liby ( 3 mtgs)<br>20 Zoom (3 mtgs)  | 30 virtual<br>(3 Zoom mtgs)   | 37 (6 mtgs)  | 17 (3 mtgs)   | 9 (2 mtgs)  |
| <b>Circulation</b>               | <b>TOTAL: 2032</b><br>Lib: 1320<br>OverDrive: 622 (circ)<br>Kanopy 90 (plays)         | <b>TOTAL: 2411</b><br>Lib: 1685<br>OverDrive: 675 (circ)<br>Kanopy 51 (plays)                               | TOTAL 2369<br>+0.5%<br>Lib: 1972 -3%<br>OverDrive: 397 | TOTAL 2358 -3%<br>Lib: 203 -5.5%<br>OverDrive: 319  | TOTAL: 2433 -7%<br>Lib: 2158 -10%<br>OverDrive: 275 |
| <b>(Adult/Child)</b>             | (A-913, J-384, T-23)  | (A-1049, J-617, T-22)   | (A-1239, J-754, T-9)                                   | (A-1440, J-554, T-45)                               | (A-1502, J-623 T-33)                                |
| <b>Internet use (+wireless):</b> | <b>183</b><br>(79 / 104 wifi)   | <b>171</b><br>(81 / 90 wifi)  | 286 +28%<br>(237 / 36w / 13 Tab)                       | 223 -28%<br>(191 / 20w / 12 Tab)                    | 311 -20.5<br>(238 / 55w / 18 Tab)                   |
| <b>ILL borrowed/lent:</b>        | 42 in / 47 out  | 68 in / 46 out  | 57 / 55  | 93 / 62   | 89 / 95   |

Visits continue to be down significantly from previous years, and this is the slow time of year. Visits from kids and circulation are quite low. Ebook/audiobook use continues strong and Kanopy use was up this month. Computer and wifi use also rose slightly.

### Programs & Services:

Virtual meeting space continues to be well-received being well-received. We are allowing small group meetings upstairs, but keeping a close eye on numbers and spacing.

### Children's Programs:

**StoryTime:** Being held upstairs. We have a couple of regulars and a few occasional families, so numbers have not been a problem so far (will hold additional sessions if necessary). Also continue to post a story online each week until the end of the year.

**Christmas activities:** Since these were popular for Halloween, we are doing much the same for Christmas (but with Santas not skeletons). There are green screen photos, some simple Christmas crafts spaced throughout the library, and a take home craft. This is just getting started but will run through the month.

**Book Clubs:** We are still hosting Zoom meetings for 3 book clubs. The Library Book Club is running 2 meetings -one in-library and the other on Zoom.

**Adult Art Group (Zoom):** This is continuing to meet monthly via Library Zoom and seems to be going very well. Gloria Stowell is leading.

**Off the Shelf (Zoom):** Will be doing our Christmas Off the Shelf by Zoom this evening.

**Virtual Meeting Room:** In addition to library programs and book clubs, we hosted meetings for the Trails society, Ahimsa Naturopathic, and assisted Diana Beresford-Kroeger with her online presentations.

**Internet:** Continues to be slower than pre-pandemic, but was up slightly from last month last month.

**InterLibrary Loans:** This was slower in November, but there is still demand.

**Seniors Home:** Rosebridge Manor does not want loans at this time.

**Pools:** Nothing new.

**Meeting Room:** The meeting room is still being used to house quarantined returns, and extra chairs, etc.

**Collection:** Have ordered eresources for 2021. About to order winter bestsellers. The December Scholastic Sale was not available, so I have reallocated some of the money earmarked for that into DVD TV series. I am continuing to buy some high demand titles and graphic novels for youth, as these are still in demand.

**Volunteers:** Most volunteers continuing to work with us. Have distributed appreciation gift certificates.

**Donations:** There have been a few donations and books sponsored.

**Facilities:** The new front desk barrier is here and is very nice, although it does make it hard to hear people. I found another mouse in one of the traps.

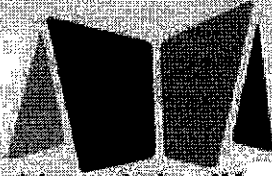
**Publicity/Outreach:** Have an article in the December Phoenix. It includes thanks to the Community Fund and our other donors and volunteers. Continue to publicize on our website and facebook, and with signs and flyers, particularly for our winter and Christmas hours and Christmas activities. There was also an article in the NG Times about the CAO's report to Council re: the Library and ensuing discussion.

**Partnerships/Outreach:** Am talking with the Trails about their new project – a Riverwalk trail down near the beach and the bird sanctuary. The Library may have some involvement. Nothing new with the Story Trail this month, but it continues to get good feedback from people. Have set up mouse-proof storage for the seed library – will connect with Sustainable Merrickville-Wolford about that in the new year. I gave a thank you letter to the MaD Gardeners in appreciation for all their gardening work here. I am continuing to do social media for the Chamber of Commerce and act as community rep on Merrickville Public School's Parent Council – these are outside of work, but facilitate networking.

**Professional Development, Meetings, etc:** I attended some webinars in November, but there is not much going on this time of year.

**Grants, etc:** Have collected the sample week data for next year's provincial Annual Survey (done in Oct-Nov).

**Plans for month:** I will be off for the end of the month, but will be doing the Christmas activities and hope to get moving forward with JASI, submit the budget and follow up re finances, follow up on the website, participate in the performance review, and the usual library business.



**Merrickville**  
PUBLIC LIBRARY

446 Main St. W, P.O. Box 460

Merrickville, ON K0G 1N0

Phone/Fax: 613 - 269 - 3326

E-mail: [merrickville\\_library@bellnet.ca](mailto:merrickville_library@bellnet.ca)

URL: [www.merrickvillelibrary.ca](http://www.merrickvillelibrary.ca)

**Library Board Resolution**

**Date: December 10, 2020**

The Library Board hereby confirms that Mary Kate Laphen is the Chief Executive Officer (CEO) for the Merrickville Public Library, and also acts as Secretary and Treasurer for the Merrickville-Wolford Public Library Board for the 2019-2022 Board term.

- So Moved by

Victor Suthren

- Seconded by

Wendy Simpson-Hewes

Motion

**APPROVED**

DEFEATED

by the Merrickville-Wolford Public Library Board

  
Brian Reid

Board Chair

Merrickville-Wolford Public Library Board

  
Mary Kate Laphen

CEO

Merrickville Public Library

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required

**Recorded Vote Requested  
By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-01-2021, being the 2020 year-end report of the Operations Department, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



## Village of Merrickville-Wolford

Report PW-01-2021  
Public Works Department  
Date to Council: January 25, 2021  
Information Report to Council

**RE: Year-end Report for 2020**

**OBJECTIVE:** To provide Council with an update regarding the 2020 year-end of the Operations Department, for information purposes.

### **RECOMMENDATION:**

**THAT: Council receive report PW-01-2021, being the 2020 year-end report of the Operations Department, for information purposes.**

### **BACKGROUND:**

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics in order to keep Council and the public informed of the progress of the Operations Department.

### **ANALYSIS:**

The Operations Department looks after 214 square kilometers of area and an extensive road network comprised of asphalt, tar and chip, and gravel. Staff experienced a very different approach to operations this year with the pandemic. There were many adjustments that were required to be made as staff worked through the year to secure resources and materials as there were shortages of materials seen worldwide. The Department was able to complete many projects this year with the limited resources we had. Subsequent to the passing of the 2020 Budget, many Request for Quotes (RFQs) were issued for the provision of work on roads and buildings within the municipality. Maintenance gravel has been applied and grading of the roads completed, with calcium applied to all municipal gravel roads for dust suppression throughout the summer. The ditches have all been mowed and the Village partnered with the United Counties of Leeds and Grenville on a noxious weed spraying program to manage the spread of poison parsnip on municipal property. The Operations Department have increased the ditching program in 2020 to better manage water shedding from the roadways and to help prevent flooding from backed up ditches.

Staff continue to work towards the completion of the asset management plan that will be implemented by 2023. The Operations Department has had a road needs study, as well as a sidewalk needs study completed this year and are waiting for the compiled data to be provided. This data will all feed into the asset management plan so staff can make

sound decisions and recommendations to Council regarding road and sidewalk repairs and upgrades.

The Operations Department did not have any summer students this year due to COVID-19 restrictions which heavily increased the workload for regular staff this year to ensure that all the jobs summer students would normally perform were completed.

Staff safety, as always, has been a very high priority and plans and procedures have been put in place to ensure staff can deliver the essential services the municipality needs while abiding by Provincial Emergency Orders and guidelines established by the Leeds, Grenville and Lanark District Health Unit. Training for current staff was provided virtually for staff safety throughout the year by using the latest and safest practices while staying in compliance with Ministry of Labour (MOL). The Manager, Operations would like to express appreciation to the Operations Team for their hard work and dedication to the residents and visitors of this beautiful municipality throughout a very difficult year.

### **Buildings:**

Staff were able to make repairs and upgrades to some municipally-owned buildings during the pandemic as all facilities were closed. These repairs and upgrades generally pose challenges as the facilities are normally rented out during the year and we only have a narrow window of time to work in.

### **Equipment:**

All Village-owned equipment and tools are kept in good working order with a regular maintenance schedule and daily vehicle and equipment inspections before use. In addition, staff keep a daily log when using any of the large equipment, including the time it was used and how many hours are put on the machinery. The small engine equipment is sent off site to a licensed dealer for professional repair and maintenance. All winter maintenance equipment was inspected, repaired, cleaned and have had a rust inhibitor applied before placed into storage for the summer season. A laptop has been installed in the Manager's vehicle which allows for effective time management while on site at projects and for asset management data input.

### **Landfill:**

This year has seen the end of the current government tire recycling program and electronics waste recycling program as of December 31, 2020. Both programs have been replaced with producer-based models that look much like the past practice. The tire program had no change to the contract as it was with the tire hauler and was overseen by the Province. The electronics recycling has changed as it is now run by producers. There will no longer be a large bin but now several smaller bins to better sort the type of electronics. The new electronics program will now include household batteries and small tool batteries, keeping even more out of our landfill. This service will require a new contract to be executed for the new program to begin operation. Attached to this report is By-law 03-2021, being a by-law to authorize the execution of an Agreement with Electronic Products Recycling Association, which staff recommend Council give favourable consideration to.

The landfill had over 25,000 vehicles pass through in 2020, which is an increase over past years primarily due to more residents being home during the pandemic. There were over 2,000 tires recycled this year. The landfill staff have also been very diligent in requiring residents to show their entry card to yield of any potential violators from neighbouring municipalities. The continued maintenance of the landfill is performed daily and the Manager, Operations would like to express his thanks for the dedication of the landfill staff. The Department utilizes clean cover material and compaction practices to stay in compliance with the Ministry of Environment (MOE) standards and to maintain a high standard of quality for our residents while promoting the longevity of the landfill site.

**BUDGET/LEGAL IMPLICATIONS:**

The budget implications are identified in the 2020 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:** By being able to compare data from previous years, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

**CONCLUSION:**

This report is for information purposes only.

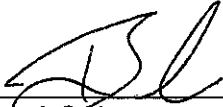
**ATTACHMENTS:**

Schedule "A" – By-law 03-2021 to Authorize the Execution of an Agreement with the Electronic Products Recycling Association



| REQUIRED AND RECEIVED COMMENTS FROM:<br>Yes, or Not applicable |     |
|--|-----|
| CAO  | Yes |
| Clerk  | Yes |
| Finance  | Yes |
| Building Control & BLEO Department                             | NA  |
| Public Works & Environmental Department                        | NA  |
| Parks, Recreation & Facilities Department                      | Yes |
| Planning Department  | NA  |
| Economic Development Department                                | NA  |
| Fire Department  | NA  |
| Other:   | NA  |

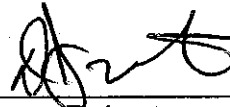
Submitted by:




---

Brad Cole,  
Manager, Operations

Approved by:




---

Doug Robertson,  
CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required

**Recorded Vote Requested By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 03-2021, being a By-law to authorize the execution of an agreement with Electronic Products Recycling Association, be read a first and second time, and that By-law 03-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW NO. 03-2021**

**BEING** a By-Law to authorize the execution of an Agreement with the Electronic Products Recycling Association

**WHEREAS** section 5(3) of the Municipal Act, 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville - Wolford does deem it to be in the best interests of the Village to authorize the execution of an agreement with the Electronic Products Recycling Association to provide for the safe management of electronic waste in an environmentally sustainable manner;

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

- 1) The CAO/Clerk is hereby authorized to execute the Agreement with the Electronic Products Recycling Association (ERPA), attached hereto and forming part of this by-law as Schedule 'A'.
- 2) This By-law will be deemed to take force and effect on January 19, 2021.

**READ** a first and second time this 25<sup>th</sup> day of January, 2021.

**READ** a third and final time and passed this 25<sup>th</sup> day of January, 2021.

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

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



January 19, 2021

**Attn: Brad Cole**

Merrickville-Wolford

317 Brock Street West, PO Box 340

Merrickville, Ontario

K0G 1N0

Tel: 613-269-4791 Ext. 236

Email: [publicworks@merrickville-wolford.ca](mailto:publicworks@merrickville-wolford.ca)

Re: Electronic Waste Collection and Recycling

Thank you for your partnership with Electronic Products Recycling Association, ("EPRA"), to safely manage your electronic waste in an environmentally sustainable manner.

EPRA is pleased to support you by providing the following at your collection sites as listed in Schedule A:

- Collection containers (Super Sacks) for use at your sites at no charge
- An online tracking system, for reporting and tracking shipments
- Timely and reliable pick up service
- Promotion of the Collection Location on the EPRA website
- Payment to you at \$0.00 per tonne (if applicable)
- Represent you as your Producer Responsibility Organization (PRO) Post Dec 31, 2020

In consideration for EPRA providing support as described above, Merrickville-Wolford will perform the following:

1. Collection and provision of e-waste to EPRA, including agreeing to not modify, disassemble, deconstruct or remove any waste electrical and electronic equipment or parts collected.
2. Use equipment and supplies provided by EPRA only for EPRA e-waste intended purposes and in an efficient manner.
3. EPRA adheres to provincial laws on privacy for electronic devices, however, we encourage businesses and individuals to secure their own privacy and wipe the data drives clean prior to drop off.
4. Provide safe and timely access to EPRA transporters for pick-up of materials
5. Maintain and provide to EPRA documentation that may be required under Ontario regulations governing electronics recycling.



- 6. Ensure that all acceptable WEEE material collected at this site or any site operated by the Collector is provided to EPRA
- 7. Work exclusively with EPRA for the safe secure recycling of the materials outlined while the contract is in effect.

This agreement will begin effective January 19 2021 and will continue until either party provides 45 days notice of termination. The terms of this contract are Confidential and not to be disclosed with members outside of the signing organizations.

To indicate your agreement, please sign below and return a scanned copy of this letter to EPRA.

Please be aware that this collection program is based on the Resource Recovery and Circular Economy Act 2016, associated Regulations and RPRA Procedures. As RPRA Procedures or Regulations are updated or modified, EPRA will provide notice to affected parties under contract. Sites must remain in compliance with regulations to be eligible for incentive payments.

We look forward to working with you to successfully manage and recycle Waste Electronics and other materials as outlined on Schedule B.

Signature  
**Pierre Prim**  
Director of Operations  
Electronic Products Recycling Association (EPRA)

---

**I hereby confirm that Merrickville-Wolford agrees to the terms set out in this letter:**

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Dated: \_\_\_\_\_



Schedule A  
Collection Sites under this Agreement:

Merrickville-Wolford Landfill:

3512 County Road #16, Merrickville, Ontario, K0G 1N0



Schedule B  
Materials Covered by this Contract:

## 1. Waste Electronics and Electrical Equipment

### 2. Batteries

|                        |                                |
|------------------------|--------------------------------|
| Rechargeable Batteries | SSLA/PB Small Sealed Lead Acid |
|                        | Ni-MH Nickel Metal Hydride     |
|                        | Ni-ZN Nickel Zinc              |
|                        | Li Ion Lithium Ion             |
|                        | Ni-Cd Nickel Cadmium           |

|                      |                 |
|----------------------|-----------------|
| Single Use Batteries | Alkaline        |
|                      | Lithium Primary |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

### Recorded Vote Requested By:

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-03-2021 regarding a schedule for the 2021 budget process; and

That Council does hereby approve the 2021 Budget Schedule.

Carried / Defeated

---

J. Douglas Struthers, Mayor





MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report FIN-03-2021  
Finance Department  
Information Report to Council  
Date of Council Meeting: January 25, 2021

**RE: 2021 Budget Schedule**

**OBJECTIVE:** To provide Council with a target schedule for the 2021 budget process.

### **RECOMMENDATION:**

**THAT: Council receive the report FIN-03-2021 regarding a schedule for the 2021 budget process; and**

**THAT: Council does hereby approve the 2021 Budget Schedule.**

### **BACKGROUND:**

Annually, the municipality sets a draft budget schedule. Staff has commenced the process of reviewing past budgets with actuals to determine the 2021 budget estimates.

### **ANALYSIS:**

Staff are currently working on the 2021 budget, and have provided Council with a tentative budget schedule, for Council's consideration.

Due to COVID-19, the budget process will look different this year. On January 12, 2021, Ontario declared a second provincial emergency under s 7.0.1 (1) of the *Emergency Management and Civil Protection Act* (EMPCA). The provincial Stay-at-Home order is in effect and requires everyone in Ontario to remain at home and limit trips for essential purposes only (groceries or pharmacy, health care, exercise, or essential work).

Given the provincial orders, members of the public will not be permitted to attend budget meetings in person, nor will the Village be able to hold public presentations. In order to accommodate the budget process, a copy of the budget presentation will be posted to our website to allow for transparency and feedback. Staff recommend doing this after the operating and capital budget meetings, but prior to the final budget meeting.

**BUDGET/LEGAL IMPLICATIONS:**

By targeting final budget approval in the first quarter of 2021, the Village will be able to issue tenders and requests for proposals which may assist in securing cost savings, as well as plan for other tasks and projects to be undertaken throughout the year.

**LINKS TO STRATEGIC PLANS:**

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

**Ensuring efficient, effective services and civic engagement:** The development of the annual budget sets the priorities for the municipality. By adopting the budget schedule, the Village will be on track to issue tenders and requests for proposals that will assist in providing efficient and effective services within the Village.

**CONCLUSION:**

Staff are recommending Council receive and approve the 2021 budget schedule.

**ATTACHMENTS:**

Schedule "A": 2021 Budget Schedule

Submitted by:



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

Approved by:



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



## 2021 Budget Timetable

| Activity   | Target date       |
|--|-------------------|
| <ul style="list-style-type: none"> <li>Year-to-date variance reports distributed to SMT by Treasurer</li> </ul>                  | Complete          |
| <ul style="list-style-type: none"> <li>Department Head submission of draft operating and capital budgets to Treasurer</li> </ul> | In Progress       |
| <ul style="list-style-type: none"> <li>Finance review and compilation of draft budget</li> </ul>                                 | In Progress       |
| <ul style="list-style-type: none"> <li>SMT review of budget</li> </ul>   | Early February    |
| <ul style="list-style-type: none"> <li>Working Meeting: Operating draft budget presented to Council.</li> </ul>                  | Mid-late February |
| <ul style="list-style-type: none"> <li>Working Meeting: Capital draft budget presented to Council.</li> </ul>                    | Mid-late February |
| <ul style="list-style-type: none"> <li>Final draft budget working meeting</li> </ul>   | Early March       |
| <ul style="list-style-type: none"> <li>Final budget approval – at regular council meeting.</li> </ul>                            | Early March       |
|  |                   |

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

### VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required

#### Recorded Vote Requested By:

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-01-2021, being a report regarding the Chamber of Commerce request for a Council Liaison, for information purposes; and

\_\_\_\_ That Council does hereby request that all members of Council be provided with a standing invitation to attend the Chamber of Commerce Board Meetings, in order that each member of Council may attend as they please.

OR

\_\_\_\_ That Council does hereby appoint from amongst themselves \_\_\_\_\_ as the designated Council Liaison to the Chamber of Commerce.

OR

\_\_\_\_ That Council does hereby remain status quo and receive information from the Chamber of Commerce as it is provided to Council.

Carried / Defeated

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



MERRICKVILLE-WOLFORD

*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report CAO-01-2021

Date of Council Meeting: January 25, 2021  
Information/Action Report to Council

**RE: Chamber of Commerce Request for Council Liaison**

**OBJECTIVE:** To provide Council with options for consideration regarding the Chamber of Commerce Request for a Council Liaison.

### **RECOMMENDATION:**

**THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-01-2021, being a report regarding the Chamber of Commerce request for a Council Liaison, for information purposes; and**

\_\_\_\_ That Council does hereby request that all members of Council be provided with a standing invitation to attend the Chamber of Commerce Board Meetings, in order that each member of Council may attend as they please.

**OR**

\_\_\_\_ That Council does hereby appoint from amongst themselves \_\_\_\_\_ as the designated Council Liaison to the Chamber of Commerce.

**OR**

\_\_\_\_ That Council does hereby remain status quo and receive information from the Chamber of Commerce as it is provided to Council.

### **BACKGROUND:**

Correspondence from the former President of the Merrickville and District Chamber of Commerce (i.e., "the Chamber") dated October 19, 2020 was received by Council at their regular meeting of November 9, 2020 and is attached to this report as Attachment "A", for Council's ease of reference.

In the attached correspondence, the Chamber indicates that a closer relationship between Council and the Chamber would allow for better communication and increased synergy in addressing stakeholder initiatives. The correspondence encourages Council to assign a liaison to attend Chamber Board Meetings.

In keeping with the very valuable contribution that the Chamber makes to our local economy, supporting our businesses and also enriching the overall fabric of the community, staff have ensured uninterrupted Village membership with the Chamber. Chambers of commerce work at the local level to bring the business community together to develop strong local networks, which can result in a business-to-business exchange. Chambers also typically work with their local government, such as the mayor, their municipal council and staff to develop pro-business initiatives. A strong chamber of commerce helps businesses band together and come up with ways to better market their products and services, generating collective benefits and addressing important concerns and issues for the business community.

At the Chamber Annual General Meeting on December 8, 2020 the Chamber membership elected a new President and Board of Directors. Communications from the new President, Robyn Eagle, are extremely encouraging and anticipated to result a every positive, collaborative relationship between the Chamber and external organizations such as the Village (see NG Times' Jan 20, 2021 article attached as Attachment "B").

Following Council's discussion with respect to the above letter from the Chamber, staff were directed to prepare a report that outlines some options for Council to consider regarding the best direction forward that may strengthen open communication between Council and the Chamber of Commerce.

## **ANALYSIS**

The Chamber Board meetings are currently held virtually. Typically, organizations that hold meetings virtually request invitees to register their interest in attending in advance. By then circulating the login/password details only to these specific invited invitees, meeting organizers are able to minimize the ability for external hackers to interrupt and disrupt meetings. This technological problem received significant media attention at the outset of the current pandemic until organizations adopted this security protocol.

As often quoted, "communication is a two-way street". As a matter of policy and practise, the Village regularly posts agendas/minutes and audio recordings of all Council meetings.

### **Option 1:**

This option encourages the Chamber of Commerce to provide each member of Council with an open invitation to attend their Board Meetings. In other words, every time that the Chamber releases their meeting agenda, they could automatically communicate this to the individual Council Members when sending out the login information for the virtual meetings currently being held due to COVID-19. This may be the most equitable communications option as it would maximize communications and give all members of Council an equitable opportunity to attend the Chamber's meetings when they are available. Also, by all of Council having the option to attend the Chamber's meetings, members would all have the opportunity to hear the same information and discussions first hand, rather than having one member report back to Council their understanding of

the information and discussions. This option also allows for each member of Council to choose any issues that are of importance to them that may arise from the Chamber meetings and put forth a notice of motion to discuss the issue at a regular meeting of Council. Further, it would eliminate the related delay in all of Council receiving information from the Chamber until such time that the individual liaison is able to communicate it, presumably at the next scheduled regular meeting of Council.

Council should also take into consideration Section 238 (1) of the *Municipal Act, 2001*, as amended, which defines "meeting" as follows:

*"meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,*

*(a) a quorum of members is present, and*

*(b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee."*

Should three or more members of Council attend the same Chamber meeting and discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, it could be deemed an "illegal meeting" as the rules set out in the *Municipal Act, 2001*, as amended, and the Village's Procedure By-law will not have been followed.

Given the above, Council is advised that any Council members who attend Chamber Board meetings must not engage in two-way discussions on behalf of Council at Chamber Board meetings that commit Council or the municipality to any particular course of action. Instead, to comply with the Municipal Act, Council members must rely upon existing Village procedures outlined in the Procedure By-law to raise any issues for which they would like further Council discussion at the next Council meeting. This limitation applies regardless of whether there is a single Council liaison or a quorum of Council in attendance but is particularly important for avoiding the potential for Council to be deemed to have engaged in an illegal meeting when there is a quorum of Council members present. Please consider that, when a quorum of Council members are deemed to have made a decision, this may legally bind the Corporation of the Village of Merrickville-Wolford.

### Option 2:

This option is for Council to appoint one member of Council to be the Council Liaison to the Chamber of Commerce. Council would first have to decide which member they wish to appoint. The purpose of the Council Liaison would not be to make decisions or commit Council or the Village to any undertakings or actions since one member of Council does not have the authority to do so. Instead, the role of a Council Liaison would be to gather information from Chamber meetings and to report back to Council with respect to any actionable items that the liaison would raise through the notice of motion process. Through this option, having one member appointed may negate the opportunity for other members to attend and to hear the Chamber Board discussion

personally as one of the benefits of appointing a Council Liaison would be to streamline communications through one point of contact.

The Village's current Procedure By-law includes provisions for appointing members of Committees of Council but no specific provisions regarding appointing a Council liaison to an external private sector organization such as the Chamber. Also, the Chamber's October 19, 2020 letter did not specify details of the role of the proposed Council Liaison during Chamber meetings, such as whether the Council liaison would be a voting member of the Chamber Board of Directors. Thus, if selecting Option 2, Council may wish to consider first engaging the Chamber Board to develop mutually agreed upon terms of engagement or guidelines under which the relationship would be governed. Staff advise that this would reduce potential confusion and/or the appearance that the Council liaison has committed Council or the Village inappropriately, exposing themselves and/or the Village to potential liability or perceived conflict.

### Option 3:

Council could choose not to make any changes at this time to involvement and communications with the Chamber of Commerce. The Chamber has always been active in providing input through written correspondence to Council as evidenced by the correspondence attached.

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

There are no budgetary or legal impacts identified at this time.

### **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:

**Building a progressive, growing economy:** The Chamber of Commerce has been an important resource for a significant portion of local businesses for years. Through considering options that will allow for open communications to occur in the most efficient and effective way will ensure that the Village and the Chamber continue to have a strong relationship that will benefit local businesses, our economy, and the community as a whole.

### **CONCLUSION:**

Staff have prepared this report based on direction received by Council arising from receipt of the attached correspondence. Staff have fulfilled Council's direction and have provided Council with options for consideration in response to the Chamber's request.

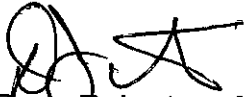


**ATTACHMENTS:**

Attachment "A" – Correspondence received from the former President of the Chamber of Commerce dated October 19, 2020

Attachment "B" – NG Times article "New Executive for the Merrickville and District Chamber of Commerce" dated January 20, 2021

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Doug Robertson". The signature is stylized with a large initial "D" and a long horizontal stroke extending to the right.

Doug Robertson MBA  
CAO / Clerk / Director, Economic Development



2020-10-19

Village of Merrickville-Wolford  
Brock Street  
Merrickville Ontario  
K0G1N0

Re Council Liaison and Chamber map at parquette

Mayor Struthers, Councillors and CAO Robertson

As CoVid continues to impact our businesses, the Merrickville-Wolford Chamber of Commerce Board believes that a closer relationship between the Municipal Council and the Chamber would be of benefit to all. It would allow for more timely sharing of information and better synergies on stakeholder initiatives. For these reasons we would like to encourage Council to assign a liaison to attend Chamber meetings (virtual at this time) and share in our discussions and planning.

We are also pleased to see the progress on the corner park and are excited to have a refreshed gathering space for visitors and locals. A couple of questions have arisen on this project. Could we get dimensions on the new map display? Also, is it one sided or double sided as the previous display was? Could you confirm that the map holders will be installed, or should we be taking care of this? Last, the report prepared by the Downtown Revitalization Committee recommended that the old map holder be installed at the corner of St Lawrence and Drummond, at the cenotaph park, to display information on, and increasing awareness of businesses further down St Lawrence. Permission from the Legion to do so has been previously obtained and provided to the Municipality. If you could advise of the intent for the existing map holder, as the design report has no mention for this, it would be much appreciated.

Best Regards

**Yves Grandmaitre**

[president@merrickvillechamber.ca](mailto:president@merrickvillechamber.ca) |

Merrickville & District Chamber of Commerce | [www.merrickvillechamber.ca](http://www.merrickvillechamber.ca)

PO Box 571, Merrickville ON K0G1N0

# NEW EXECUTIVE FOR THE MERRICKVILLE AND DISTRICT CHAMBER OF COMMERCE

By Hilary Thomson, Local Journalism Initiative Reporter - January 20, 2021

The Merrickville and District Chamber of Commerce has a completely new executive who are excited to see what they can do to support the business community in the municipality. The Chamber held their annual AGM in December, when the new slate of directors was elected. Robyn Eagle, of RW Eagle Carpentry and SawnYah's Signs & Stuff, is taking over from Yves Grandmaitre as Chamber President, Robyn Fredrickson, who owns The Village Bean, is Vice President, Janet Gaskell of Nelly's Room is the Secretary, and their Treasurer is Jennifer Ritskes, a local real estate agent with Royal LePage. Yves is still on the Chamber board as a director at large, along with Nick Previsich of Merrickville Antiques and Alessandro Guiliani who owns Stella Luna.

Robyn is excited about the new executive and the possibilities for the Chamber in the coming year. "I am really excited, because we don't really have anything in place to say we have to do this, that, or the next thing," she says. "We basically inherited a clean slate."

The Chamber has identified membership, marketing and promotion, partnerships, networking, and communications as the four areas on which they will be focusing for the next year. With one of the executive members leading each of the committees, they hope to connect with members of the community who have the specific skills they need to be successful in their efforts. "We're going to reach out to people who really know what they're doing when it comes to pushing marketing and promotion of their products," Robyn says. "Let's get some help for everybody."

Throughout her term as president, Robyn hopes to get a strategy in place for the Chamber and seek out new ways of bringing value to their members. "Nothing really happened last year, and the year previous. I was looking at the AGM notes and there seems to be some common threads and one is basically making the Chamber relevant to Chamber members."

Robyn believes the best way of doing that is through communication and including residents in their discussions. She notes that there were a lot of visitors in the Village this past year, which was great for business, but worried residents, as some people weren't wearing masks or social distancing. The marketing and promotions committee has their work cut out for them when it comes to promoting the municipality's businesses within the context of COVID-19. "I'm all about collaborating and networking and partnering, and with this COVID-19 pandemic thing we have to do it in a new way."

According to Robyn, the Chamber will also be focused on supporting the service-based businesses that don't necessarily always benefit from the tourism traffic in the village. "We have to find ways of focusing on our businesses and services and to make them relevant." For example, she would love to see a service-based business, like a psychotherapist, teaming up with another store in the Village to cross promote each other. "Wouldn't it be great if, before or after a client comes, they get a coupon to go and have an ice cream cone, or a coffee, or something like that? That marketing and promotion is going to be our big focus."

The Chamber will also be looking at working with store owners to have more consistent business hours in the Village, as well as creating a "made in Merrickville" trademark that they will be able to use for marketing and promotion. "Maybe a postcard, or maybe a shopping bag, or something like that, that has a consistent byline so you know it's Merrickville," Robyn says. "It also speaks to collegiality and cohesiveness among the store owners and services."

Finally, Robyn is hoping to forge a more productive relationship with the municipality and council, which she believes is even more important right now, with communicating the requirements and protocols associated with the pandemic. "There's always been bit of a challenge having open communication, and I really want to forge forward and build that partnership."

With so much potential development in the Village, Robyn hopes that the Chamber will be a one-stop shop for newcomers, introducing them to the municipality's urban and rural roots. They have a completely redesigned website, which they hope will help guide residents and visitors to the great businesses that are available in both Merrickville and Wolford. "We want to make sure we can make a difference for everybody in our community, because if our community is healthy, and everybody's kind of working together, then that's good for business."

---

---

**Hilary Thomson, Local Journalism Initiative Reporter**

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required.

### Recorded Vote Requested By:

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - - 21

Date: January 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-02-2021, being a report to provide an update with respect to the Village's Committees and challenges arising due to COVID-19, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report CAO-02-2021

Date of Council Meeting: January 25, 2021  
Information Report to Council

**RE: Committees Update**

**OBJECTIVE:** To provide Council with an update on the current status of Committees, as well as challenges faced with respect to Committees resuming meetings.

### **RECOMMENDATION:**

**THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-02-2021, being a report to provide an update with respect to the Village's Committees and challenges arising due to COVID-19, for information purposes.**

### **BACKGROUND:**

On March 13<sup>th</sup> and March 16<sup>th</sup>, 2020, the Municipal Emergency Control Group (MECG) met in order to address the global pandemic of COVID-19. On March 16<sup>th</sup>, a special emergency meeting of Council was called in order to discuss the closure of all municipal facilities to the public, including the Village Office. Council was further informed that the MECG has called for all committee meetings to be cancelled under the authority delegated to MECG by Council in the Emergency Response Plan, which is a provincially mandated document. Council passed Resolution No. R-105-20 to cancel the Merrickville Public Library Board and Police Services Board meetings until further notice. Subsequently, the Province of Ontario declared a State of Emergency on March 17, 2020.

On August 5, 2020, Council passed Resolution No. R-200-20, which allowed for the Merrickville Public Library Board and Police Services Board to resume meetings as permitted by Provincial legislation.

On July 27, 2020, Council directed staff to prepare a report to Council regarding an update with respect to the committees and what guidelines and changes to the Procedure By-law would be required to allow for committees to resume meetings.

For context, on July 27, 2020, COVID-19 cases per day in Ontario had decreased to 151.4 and remained steady until September 1<sup>st</sup>, where daily cases were at 116.3. Experts had forewarned of a second wave of COVID-19 cases, which proved to be correct as daily case numbers continued to rise. On October 1<sup>st</sup>, daily cases of COVID-

19 were reported at 536, on November 1<sup>st</sup>, 904.9, on December 1<sup>st</sup>, 1,669.9, and on January 1, 2021 cases reached 2,217. As recently as January 8<sup>th</sup>, daily cases in Ontario were reported at 3,747.9. (<https://www.ctvnews.ca/health/coronavirus/tracking-every-case-of-covid-19-in-canada-1.4852102> )

On December 14, 2020, the Leeds, Grenville and Lanark District Health Unit, which includes the Village of Merrickville-Wolford, was moved to the “Yellow – Protect” level by the Province. On December 26, 2020, the Premier of Ontario, out of concern for the dramatically increased case numbers and forecast modelling which has recently suggested up to 40,000 new daily cases were possible, implemented a province-wide lockdown. On January 12, 2021, the Premier declared a second State of Emergency for Ontario, and on January 14, 2021, a province wide “Stay at Home” Order was implemented.

The rapid, sweeping nature of changes in legislation revealed above, places municipalities in a constant state of adaptation and confusion as information is released in waves and delays are encountered as various interpretations of the legislation are clarified and confirmed with regional health authorities and other agencies such as the Ontario of Ministry of Health and Long-term Care and the Provincial Emergency Operations Centre. Each announcement generates a cascade of communications amongst agencies, agency meetings and public enquiries, all of which consumes organizational resources while staff work to maintain service levels and operate within the additional restrictions imposed upon municipalities.

Currently, the Village Office remains closed to the public and municipal staff are working from home, wherever the nature of their work permits it.

## **ANALYSIS**

Below, each committee is summarized and an update on the status of the committee is provided for Council’s information.

### **Committee of Adjustment**

The Committee of Adjustment is established in order to hear applications for minor variances and to authorize or deny a permission for a use that is prohibited by the zoning by-law for the enlargement or extension of a legal non-complying building or structure, or to clarify the use of a building, structure or property with respect to the implementing bylaw in accordance to Section 45(2) of the *Planning Act*. Section 44(1) of the *Planning Act* provides “If a municipality has passed a by-law under section 34 or a predecessor of such section, the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable”. Council has recently appointed two new members to the Committee in order to bring the membership to three, in accordance with the legislation.

As this Committee has legislated responsibilities and there are timelines under the *Planning Act* that must be followed, this Committee has been holding its meetings at the Merrickville Community Centre in order to adhere to the social distancing guidelines.

The Committee has only had 3 meetings in 2020. Under the current legislation, this Committee would not be able to continue to hold its meetings at the Community Centre. Staff will require legal advice on how to proceed if it becomes necessary. However, there are no active applications to be heard at this time.

#### Property Standards Committee

Section 15.1(3) of the *Building Code Act*, S.O. 1992, as amended, provides that the council of a municipality may pass a by-law to prescribe standards for the maintenance and occupancy of property within the municipality and require property that does not conform with the standards to be repaired and maintained to conform with the standards. The Village has in effect By-law 22-03 and therefore is required to have a Property Standards Committee with a minimum of three members under Section 15.6(1) of the *Building Code Act*. The mission of the Village of Merrickville-Wolford Property Standards Committee is to hear a lawful appeal from an Order issued by the Village Property Standards Officer. Section 15.6 (2) requires "The council of the municipality shall forthwith fill any vacancy that occurs in the membership of the committee." Currently, there are two members on the Committee and Council should direct staff to issue a call for volunteers to bring this Committee up to the minimum required three members in accordance with the legislation. There are no appeals to be heard by the Property Standards Committee at this time. The specific means by which the Committee could meet are yet to be determined should it become necessary while under the current Provincial legislation.

#### Planning Advisory Committee

Section 8(2) of the *Planning Act* provides that "The council of a lower-tier municipality, the council of a single-tier municipality that is in a territorial district or the council of the Township of Pelee may appoint a planning advisory committee in accordance with this section". Council has chosen to extend the term of the previous council's Planning Advisory Committee as a result of the ongoing Official Plan review. Section 8(4) of the *Planning Act* provides that "The members of a planning advisory committee shall be chosen by the council and shall include at least one resident of the municipality who is neither a member of a municipal council nor an employee of the municipality". In the past, there were 6 members on the Planning Advisory Committee, however, a recent resignation has depleted this Committee to five members. Council may wish to direct staff to issue a call for volunteers to replenish the membership or to maintain the Committee with the current membership. As above, the specific means by which the Committee could meet are yet to be determined while under the current Provincial legislation. It should be noted that planning matters requiring action since the beginning of the pandemic have been escalated to Council in order to ensure these matters are moved along within the time periods specified in the Planning Act.



### Heritage Advisory Committee

Section 28(1) of the *Ontario Heritage Act* provides that “The council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by by-law”. Section 28(2) of the *Ontario Heritage Act* provides that “The committee shall be composed of not fewer than five members appointed by the council”. On April 28, 2020, Council defeated a motion to dissolve of the Heritage Advisory Committee. On the same day, Council also defeated a motion to direct staff to issue a call for volunteers to replenish the membership of the Heritage Advisory Committee. There are currently only four members on the Heritage Advisory Committee. Therefore Council should consider either dissolving the Committee, which would require a motion to reconsider the previous decision of Council, or direct staff to issue a call for volunteers in order to maintain the Committee, which would also require a motion to reconsider. Legislation allows for Council to be the decision-making authority with respect to heritage matters so this is an option that Council may also wish to consider.

### Advisory Committees (non-legislated)

On June 10, 2019, Council passed by-laws to establish the following advisory committees:

- Recreation, Health and Wellness Advisory Committee;
- Agricultural Advisory Committee;
- Environmental Advisory Committee; and
- Community Development Advisory Committee.

Advisory committees are non-mandatory committees, non-essential groups, appointed by Council to enhance Council’s understanding and awareness regarding community issues. Some samples of Council’s objectives for having non-legislated advisory committees generally include:

- To identify projects, initiatives and opportunities and to advise Council regarding specific activities and services;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or reviews;
- To increase general public awareness, communications and promotion of certain programs; and,
- To provide input and advice as directed by Council regarding certain strategic initiatives.

Section 1.2 of the Village’s Procedure By-law defines advisory committees as follows:

*“Advisory Committee” means a committee established by Council which is advisory or consultative in nature with jurisdiction for providing advice and recommendations to Council regarding a specific subject.”*

All of the above-referenced advisory committees are governed by the Procedure By-law. It is staff's interpretation (subject to confirmation through legal advice) the Procedure By-law does not include provisions to allow non-legislated advisory committees to meet through electronic means. Thus, the Procedure By-law would have to be amended to permit advisory committees to meet electronically. A critical component in meeting protocols is equitable access to information and participation of committee members when engaging in discussion and voting on committee decisions. Further, it is important that Council liaisons for each advisory committee have full access to meetings and materials for their committee.

To comply with Provincial legislations, preserve public safety, prevent the spread of COVID-19 and to facilitate providing financial relief to ratepayers through budget restraint, several municipal projects have been deferred and the majority of public community events have been cancelled. The need to minimize the financial burden on the community caused by the pandemic is also expected to lead to additional restraint being demonstrated with municipal spending on projects and program changes during the development of the 2021 municipal budget.

#### Provincial Emergency Orders

The requirements from the Province of Ontario to continue to physically distance creates a barrier in having meetings where the public can attend in person. Further, allowing committee members to enter the Village Office presents potential risks to the members, Village Staff and Council. The Village Office has been closed to the public in order to maintain sanitary conditions and mitigate risks associated with COVID-19. With the Provincial Emergency Orders still in effect, the new Provincial Declaration of Emergency, and the current Stay at Home Order, allowing committees to resume meetings in the Village Office would be in contravention of Provincial legislation.

While some municipalities have permitted advisory committees to resume meeting virtually, it can be difficult for some committee members and council liaisons to meet electronically as not all have the internet, email accounts, or the necessary equipment such as a laptop or tablet. This creates a disadvantage for them in being able to participate in virtual meetings and could lead to difficulty in establishing quorum. Not all members of Council currently have equal access to a computer and/or broadband.

Council's advisory committees perform a valuable service to the community and it is important to maintain and re-establish normal governance and administrative practices as early as possible. However, the Village's main priority at this time remains limiting the spread of COVID-19 and keeping residents, volunteers, staff, Council Members and the general public safe. In

addition to the increased administrative burden caused by COVID-19, there has been a dramatic upswing in local development activity and requests for information from residents to Village staff to a degree not experienced in all municipalities.

The Provincial Emergency Orders are constantly changing and staff daily commit significant efforts to stay in compliance with the legislation and to interpret the significant changes while maintaining the delivery of essential services to Village residents. The Province has recently launched a communication strategy to strongly emphasize the message to residents to “Stay Home. Stay Safe. Save Lives.” in a desperate attempt to reduce human in-person interactions and unavoidable travel. The resumption of advisory committee meetings, even virtually, will require increased in-person interaction between staff and those committee members that require assistance with virtual meetings and would force staff to increase their attendance at the Village office in contradiction to the Provincial Stay at Home Order and Health Unit guidelines.

While the reactivation of advisory committee meetings exclusively via virtual means poses limited direct likelihood of increasing the risk of virus transmission, Village resources are strained as staff endeavour to fulfill the spirit of the Provincial legislation and prioritize this critical need while maintaining service levels. Council may wish to consider that the resumption of advisory committee meetings will further strain resources which are vitally needed at this time to preserve public safety. The Village has been extremely fortunate until this point not to have experienced any outbreaks of the virus but the data, combined with the arrival of new strains of the virus, means that the threat to life remains very real. The resumption of advisory committee meetings under these circumstances, even by virtual means, could have unintended negative outcomes with respect to maintaining service levels and public safety.

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

Should the municipality contravene Provincial Emergency Orders, the Village could be subject to liability and fines, which are not accounted for in the Village’s 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:** It is of the utmost importance to ensure that the residents and community are engaged in committee meetings so that openness and transparency is accomplished. Council feels strongly

that transparency is the forefront of all of their decisions and, with restrictions put in place due to COVID-19, Council invites all feedback through written correspondence at this time.

**CONCLUSION:**

Staff have prepared this report based on direction received by Council as an update on the status of the committees and restrictions due to COVID-19. While the contributions made by advisory committees is very valuable, it should be noted that there are no pressing issues at this time that would require advisory committees to meet and Council has not directed an advisory committee to perform any tasks or make any reports or recommendations at this time. Staff continue to monitor on-going legislation, Provincial Emergency Orders and progress of the pandemic. Staff will continue to explore avenues to enable the advisory committees to resume meeting while preserving public safety, recognizing that the case numbers are expected to drop to less extreme levels in the coming months.

**ATTACHMENTS:**

Respectfully submitted by:



Doug Robertson, CAO/Clerk/Director, Economic Development



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

**BY-LAW 05-2021**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON JANUARY 25, 2021

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on January 25, 2021 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on January 25, 2021 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 25<sup>th</sup> day of January, 2021.

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

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

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: January 25, 2021

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny 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 \_\_\_\_\_ p.m. until the next regular meeting of Council on Monday, February 8, 2021 at 2:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

---

J. Douglas Struthers, Mayor