



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 2:00 p.m.

Monday, May 10, 2021

*****IMPORTANT NOTICE:** This meeting will be held electronically. In order to ensure transparency, an audio recording of this meeting will be livestreamed on YouTube on the "Village of Merrickville-Wolford" YouTube channel (https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg) and 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. **Auditor Presentation:** 2020 Year End Financial Statements
5. **Planning:** Planning Report re: Consent Application B-12-21, May 5, 2021
6. **Minutes:** Approval of Minutes of regular Council meeting of April 26, 2021
7. **Correspondence:** Parks Canada Management Plan Submission dated April 22, 2021; and EORN Gig Project Letter of Support, undated
8. **Finance:** FIN-06-2021 re: O. Reg 284/09
9. **Fire Department:** By-law 27-2021 re: Transfer Payment Agreement for Fire Safety Grant
10. **CAO/Clerk:** CAO-05-2021 re: Electronic Meeting Protocol for Advisory Committees
11. **Unfinished Business:** Deferred motion re: Chamber of Commerce/Display Board
Motion re: By-law 15-2021 Flag Policy
12. **In Camera:**
 1. A position, plan, procedure, criteria or instruction to be applied to Negotiations;
 2. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
 3. Personal matters about identifiable individuals, including municipal or local board employees.
13. **Next meeting of Council:** Tuesday, May 25, 2021 at 2:00 p.m.
14. **Confirming By-Law:** 25-2021 re: Confirm Proceedings of Council meeting of May 10, 2021
15. **Adjournment**

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: May 10, 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 May 10, 2021 as:

circulated.

amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 10, 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 delegation of Ian Murphy of MNP LLP; and

That Council does hereby receive the draft Consolidated Financial Statements for 2020 year-end.

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
CONSOLIDATED FINANCIAL STATEMENTS

December 31, 2020

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

December 31, 2020

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CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

To the Members of Council, Inhabitants and Ratepayer of
the Corporation of the Village of Merrickville-Wolford

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of consolidated financial statements.

The Corporation of the Village of Merrickville-Wolford's Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

CAO

Manager of Finance/Treasurer

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2020

	2020	2019
NET FINANCIAL DEBT		
ASSETS		
Cash	\$ 3,956,030	\$ 2,616,101
Taxes receivable	896,847	967,694
Accounts receivable	423,231	948,605
	5,276,108	4,532,400
LIABILITIES		
Accounts payable	810,209	1,024,466
Deferred revenue	70,056	41,420
Deferred revenue - obligatory reserve funds (Note 2)	372,990	255,670
Municipal debt (Note 3)	4,050,211	4,314,423
Capital leases (Note 4)	-	32,405
Accrued landfill closure and post-closure costs (Note 5)	1,031,174	985,973
	6,334,640	6,654,357
NET FINANCIAL DEBT	(1,058,532)	(2,121,957)
NON-FINANCIAL ASSETS		
Tangible capital assets	16,427,665	16,804,869
Inventory	52,690	49,045
Prepaid expenses	2,442	24,161
	16,482,797	16,878,075
ACCUMULATED SURPLUS	\$ 15,424,265	\$ 14,756,118

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2020

	BUDGET 2020	ACTUAL 2020	ACTUAL 2019
REVENUES			
Taxation	\$ 3,277,495	\$ 3,325,285	\$ 3,152,101
Fees and service charges	1,721,861	1,788,350	1,720,444
Grants	413,224	480,962	805,975
Investment income	163,725	170,204	194,206
Other	8,012	24,952	28,310
	5,584,317	5,789,753	5,901,036
EXPENSES			
General government	929,503	981,070	923,639
Protection services	953,369	844,166	845,629
Transportation services	1,336,051	1,164,405	1,160,978
Environmental services	1,524,594	1,530,837	1,541,598
Recreation and cultural services	352,382	231,780	293,555
Planning and development	348,089	410,768	249,603
	5,443,988	5,163,026	5,015,002
OTHER REVENUE RELATED TO CAPITAL			
Deferred revenue - obligatory reserve funds earned (Note 2)	93,041	-	197,130
Grants	69,742	-	1,918,895
Deferred revenue earned	40,628	41,420	-
	203,411	41,420	2,116,025
SURPLUS FOR THE YEAR	343,740	668,147	3,002,059
ACCUMULATED SURPLUS, beginning of year	14,756,118	14,756,118	11,754,059
ACCUMULATED SURPLUS, end of year	\$ 15,099,858	\$ 15,424,265	\$ 14,756,118

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF CHANGES IN
NET FINANCIAL DEBT

For the year ended December 31, 2020

	BUDGET 2020	ACTUAL 2020	ACTUAL 2019
Surplus for the year	\$ 343,740	\$ 668,147	\$ 3,002,059
Amortization of tangible assets	800,000	754,352	740,420
Acquisition of tangible capital assets	(940,680)	(377,148)	(2,368,642)
Change in inventory	-	(3,645)	(7,683)
Change in prepaid expenses	-	21,719	(13,264)
Decrease in net financial debt	203,060	1,063,425	1,352,890
Net financial debt, beginning of year	(2,121,957)	(2,121,957)	(3,474,847)
Net financial debt, end of year	\$ (1,918,897)	\$ (1,058,532)	\$ (2,121,957)

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2020

	2020	2019
CASH FROM OPERATING ACTIVITIES		
Surplus for the year	\$ 668,147	\$ 3,002,059
Item not affecting cash		
Amortization expense	754,352	740,420
Changes in non-cash working capital balances		
Taxes receivable	70,847	121,121
Accounts receivable	525,374	(453,027)
Inventory	(3,645)	(7,683)
Prepaid expenses	21,719	(13,264)
Accounts payable	(214,257)	(37,881)
Deferred revenue	28,636	(989,019)
Deferred revenue - obligatory reserve funds	117,320	(2,878)
Accrued landfill closure and post-closure costs	45,201	40,534
	2,013,694	2,400,382
CASH USED IN FINANCING ACTIVITIES		
Repayment of municipal debt	(264,212)	(256,363)
CASH USED IN CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(377,148)	(1,951,587)
Decrease in capital leases	(32,405)	(84,320)
	(409,553)	(2,035,907)
INCREASE IN CASH	1,339,929	108,112
CASH, beginning of year	2,616,101	2,507,989
CASH, end of year	\$ 3,956,030	\$ 2,616,101

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2020

Cost	Land and Improvements	Buildings	Vehicles	Machinery and equipment	Water and waste water plants and networks	Roads	Bridges	2020	2019
Balance, beginning of year	\$ 459,759	\$ 2,694,220	\$ 2,119,123	\$ 1,888,225	\$ 13,075,579	\$ 4,396,197	\$ 1,017,907	\$ 25,651,010	\$ 23,282,368
Additions during the year	-	25,628	-	342,870	8,650	-	-	377,148	2,368,642
Balance, end of year	459,759	2,719,848	2,119,123	2,231,095	13,084,229	4,396,197	1,017,907	26,028,158	25,651,010
Accumulated Amortization									
Balance, beginning of year	30,715	790,049	1,471,212	1,477,942	3,410,634	902,961	762,628	8,846,141	8,105,721
Amortization during the year	4,388	74,962	99,885	76,981	328,993	146,363	22,780	754,352	740,420
Balance, end of year	35,103	865,011	1,571,097	1,554,923	3,739,627	1,049,324	785,408	9,600,493	8,846,141
Net book value 2020	\$ 424,656	\$ 1,854,837	\$ 548,026	\$ 676,172	\$ 9,344,602	\$ 3,346,873	\$ 232,499	\$ 16,427,665	\$ 16,804,869
Net book value 2019	\$ 429,044	\$ 1,904,171	\$ 647,911	\$ 410,283	\$ 9,564,945	\$ 3,493,236	\$ 255,279	\$ 16,804,869	\$ 16,804,869

Included in additions is an amount of \$Nil that was not paid as at December 31, 2020 (2019 - \$417,055), this amount was treated as a non-cash transaction for the purposes of the consolidated statement of cash flows.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS

For the year ended December 31, 2020

	2020	2019
Deficits		
Operating surplus (Note 8)	\$ -	\$ -
Library surplus	40,831	37,249
Capital surplus - water and sewer	63,455	63,455
Unfunded liabilities to be recovered from future revenues		
Accrued landfill closure and post-closure	(1,031,174)	(985,973)
Total deficits	(926,888)	(885,269)
Reserves		
Reserves set aside for specific purposes by Council:		
Working capital	1,364,605	1,151,459
Vehicle replacement	598,623	490,123
Modernization	271,123	312,843
Capital	206,668	182,267
Capital contingency	393,583	220,637
Landfill	230,000	215,000
Self insurance	155,000	130,000
Library	99,051	84,051
Water and sewer	422,498	164,794
Building department	71,741	71,741
Hospital	45,000	45,000
Recreation	26,019	26,019
Election	17,780	13,780
IT	5,000	-
Museum	2,884	2,884
Total reserves	3,909,575	3,110,598
Equity in tangible capital assets		
Invested in tangible capital assets	16,427,665	16,804,869
Less: related debt	3,986,087	4,274,080
Total equity in tangible capital assets	12,441,578	12,530,789
ACCUMULATED SURPLUS	\$ 15,424,265	\$ 14,756,118

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS

For the year ended December 31, 2020

	Deficits	Reserves	Equity in Tangible Capital Assets	2020	2019
Balance, beginning of year	\$ (885,269)	\$ 3,110,598	\$ 12,530,789	\$ 14,756,118	\$ 11,754,059
Surplus for the year	668,147	-	-	668,147	3,002,059
Reserve funds used for operations	69,317	(69,317)	-	-	-
Funds transferred to reserves	(868,294)	868,294	-	-	-
Current year funds used for tangible capital assets	(377,148)	-	377,148	-	-
Annual amortization expense	754,352	-	(754,352)	-	-
Municipal debt repaid	(287,993)	-	287,993	-	-
Change in accumulated surplus (deficit)	(41,619)	798,977	(89,211)	668,147	3,002,059
Balance, end of year	\$ (926,888)	\$ 3,909,575	\$ 12,441,578	\$ 15,424,265	\$ 14,756,118

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE

For the year ended December 31, 2020

	General Government	Protection Services	Transportation Services	Environmental Water and Sewer Services	Recreation and Cultural Services	Planning and Development	2020	2019
REVENUE								
Taxation	\$ 1,140,338	\$ 970,400	\$ 355,997	\$ 423,756	\$ 233,315	\$ 201,479	\$ 3,325,285	\$ 3,152,101
Fees and service charges	97,819	13,176	11,000	155,092	11,686	179,678	1,788,350	1,720,444
Grants	424,234	5,671	2,786	34,798	13,473	-	480,962	805,975
Investment income	169,409	114	-	-	681	-	170,204	194,206
Other	-	-	-	-	24,952	-	24,952	28,310
	1,831,800	989,361	369,783	613,646	284,107	381,157	5,789,753	5,901,036
EXPENSES								
Wages and benefits	631,337	141,997	426,738	44,383	87,310	247,295	1,579,060	1,468,799
Interest on municipal debt	-	11,905	15,153	-	-	4,204	168,840	172,124
Materials and services	199,068	119,178	397,788	88,999	86,788	159,269	1,555,596	1,489,530
Contracted services	-	475,774	-	69,220	-	-	860,590	911,022
Insurance and financial costs	113,355	18,657	50,500	-	19,217	-	215,729	194,638
Third party transfers	6,735	22,125	-	-	-	-	28,860	38,469
Amortization	30,575	54,530	274,226	-	38,465	-	754,351	740,420
	981,070	844,166	1,164,405	202,602	231,780	410,768	5,163,026	5,015,002
OTHER REVENUE RELATED TO CAPITAL								
Deferred revenue - obligatory reserve funds earned	-	-	-	-	-	-	-	197,130
Grants	-	-	-	-	-	-	-	1,918,895
Deferred revenue earned	-	-	41,420	-	-	-	41,420	-
	\$ 850,730	\$ 145,195	\$ (794,622)	\$ 411,044	\$ (8,336)	\$ (29,611)	\$ 668,147	\$ 3,002,059
SURPLUS (DEFICIT) FOR THE YEAR								
							41,420	2,116,025

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Basis of consolidation

(i) Consolidated entities

These consolidated financial statements reflect the assets, liabilities, sources of financing and expenses and include the activities of all committees of Council and the following local board:

The Corporation of the Village of Merrickville - Wolford Library Board

(ii) Non-consolidated entities

There are no non-consolidated entities.

(iii) Accounting for United Counties and school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards, and the United Counties of Leeds and Grenville are not reflected in the municipal fund balances of these consolidated financial statements.

(b) Accrual basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) Taxation and related revenue

Property tax billings are issued by the Municipality based on assessment rolls prepared by the Municipal Property Assessment Corporation ("MPAC") and collects property tax revenue for municipal purposes, county taxes on behalf of the United Counties of Leeds and Grenville, provincial education taxes on behalf of the Province of Ontario, payments in lieu of taxation, local improvements and other charges. The authority to levy and collect property taxes is established under the *Municipal Act 2001*, the *Assessment Act*, the *Education Act* and other legislation.

Taxation revenue consists of non-exchange transactions and is recognized in the period to which the assessment relates and a reasonable estimate of the amounts can be made. Annual taxation revenue also includes adjustments related to reassessments and appeals to prior years' assessments. The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Government grants and transfers

Government grants transfers are the transfer of assets from other levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. The Municipality recognizes a government grant or transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government grant or transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Municipality recognizes revenue as the liability is settled.

(e) Fees and service charges

Fees and service charges are recognized when the activity is performed or when the services are rendered. Examples include, but are not limited to, water and waste water charges, solid waste tipping fees, licensing fees, permits, and other fees from various recreation programs and facilities.

(f) Investment income

Investment income earned on surplus funds is reported as revenue in the period earned. Investment income earned on obligatory funds such as parkland allowances and gas tax funds is added to the associated funds and forms part of the respective deferred revenue, obligatory reserve fund balances.

(g) Cash

Cash is defined as cash on hand and cash on deposit.

(h) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and from reserves and reserve funds are an adjustment to the respective fund when approved.

(i) Deferred revenue

Deferred revenue represents government transfers that have been received for specific purposes, but the respective expenses has not been incurred to date. These amounts will be recognized as revenues in the year the expenses are incurred.

(j) Landfill closure costs

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

(k) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Municipality's policy. The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), as a defined contribution plan.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 to 40 years
Buildings	20 to 50 years
Vehicles	5 to 20 years
Machinery and equipment	3 to 20 years
Water and waste plants and networks	
underground networks	40 to 100 years
sewage treatment plants	40 to 75 years
water pumping stations and reservoirs	40 to 75 years
flood stations and other infrastructure	40 to 75 years
Transportation	
roads	7 to 50 years
bridges and structures	25 to 75 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Active landfills are amortized annually based on the remaining estimated useful life. The estimated costs to close and maintain currently active landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill sites capacity is used.

The Municipality has a capitalization threshold of \$25,000 so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons. Examples of pooled assets are desktop computer systems, vehicles, utility poles and defibrillators.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Non-financial assets (Continued)

(iv) Inventory

Inventory held for consumption is recorded at the lower of cost or replacement cost.

(m) Liability for contaminated sites

A liability for contaminated sites arises when contamination is being introduced into the air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Municipality is directly responsible, or accepts responsibility to remediate the site;
- (iv) The Municipality expects that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

Liabilities are accrued to record the estimated costs related to the management and remediation of contaminated sites. The liability estimate includes costs that are directly attributable to the remediation activities and includes integral post-remediation operation, maintenance and monitoring costs that are a part of the remediation strategy for the contaminated site. The costs that would be included in a liability are:

- Costs directly attributable to remediation activities (for example, payroll and benefits, equipment and facilities, materials, and legal and other professional services); and
- Costs of tangible capital assets acquired as part of remediation activities to the extent they have no other alternative use.

The measurement of a liability is based on estimates and professional judgment. The liability is recorded net of any expected recoveries. The carrying amount of a liability is reviewed at each financial reporting date with any revisions to the amount previously recognized accounted for in the period in which revisions are made.

A contingency is disclosed if all of the above criteria are not met.

(n) Measurement uncertainty (use of estimates)

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires administration to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Significant items subject to such estimates and assumptions include the estimated useful life of tangible capital assets, the valuation of allowances for doubtful taxes and accounts receivable, the valuation of inventories, and the estimated landfill closure and post-closure costs. Actual results could differ from these estimates.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Future accounting pronouncements

Standards effective beginning on or after April 1, 2022

Financial instruments

PS 3450 established recognition, measurement, and disclosure requirements for derivative and non-derivative financial instruments. The standard required fair value measurement of derivatives and equity instruments that are quoted in an active market; all other financial instruments can be measured at const/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of remeasurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

Asset Retirement Obligations

PS 3280 establishes standards on how to account for and report a liability for asset retirement obligations (ARO). As asset retirement obligations associated with landfills are included in the scope of PS 3280, PS 3270 Solid Waste Landfill Closure and Post-Closure Liability will be withdrawn. The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

2. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds are summarized as follows:

	Federal Gas Tax	Parkland	COVID-19 Grant	2020	2019
Balance, beginning of year	\$ 190,849	\$ 64,821	\$ -	\$ 255,670	\$ 258,548
Grants received	93,041	-	20,000	113,041	185,507
Interest and other	1,955	2,324	-	4,279	8,745
Deferred revenue earned	-	-	-	-	(197,130)
Balance, end of year	\$ 285,845	\$ 67,145	\$ 20,000	\$ 372,990	\$ 255,670

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

3. MUNICIPAL DEBT

(a) The balance of municipal debt reported on the consolidated statement of financial position is comprised of the following:

	2020	2019
Bank term loan, interest of 3.85%, repayable in blended monthly payments of \$2,458, due August 2021	\$ 346,764	\$ 362,540
Bank term loan, interest of 3.98%, repayable in blended semi-annual payments of \$100,627, due June 2044	3,053,762	3,131,159
Bank term loan, interest of 2.25%, repayable in blended monthly payments of \$10,115, due November 2021	110,009	227,464
Term loan, interest of 2.88%, repayable in blended semi-annual payments of \$6,542, due October 2024	49,105	60,528
Term loan, interest of 3.33%, repayable in blended semi-annual payments of \$12,055, due December 2036	297,179	311,046
Term loan, interest of 2.59%, repayable in blended semi-annual payments of \$11,700, due December 2026	129,268	148,938
Tile drain loans, interest of 6%, repayable over a ten year period in blended payments ranging between \$1,127 and \$6,793, maturity dates ranging from 2024 to 2028	64,124	72,748
	\$ 4,050,211	\$ 4,314,423

Principal payments assuming the loans are renewed under the same terms and conditions are as follows:

2021	\$ 262,364
2022	158,132
2023	164,137
2024	170,179
2025	158,486
2026 - 2030	770,095
Thereafter	2,366,818
	\$ 4,050,211

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

3. MUNICIPAL DEBT (Continued)

(b) Of the municipal debt reported in (a) of this note, all principal payments are payable from the following sources as follows:

	2021 - 2025	2026 - thereafter
General municipal revenues	\$ 430,942	\$ 501,383
Benefiting landowners - tile drains	46,328	17,796
Benefiting landowners	436,028	2,617,734
	\$ 913,298	\$ 3,136,913

4. CAPITAL LEASES

	2020	2019
Capital lease of equipment, interest of 3.75%, was repaid in the year	\$ -	\$ 32,405

5. ACCRUED LANDFILL CLOSURE AND POST-CLOSURE COSTS

The Municipality operates a solid waste landfill site. The site has an estimated remaining life of 45 years, as a result of an amended provisional certificate of approval from the Ministry of the Environment dated March 2016, which represents 49% of total estimated remaining capacity. The estimate associated with closure and post-closure include costs such as clay, topsoil, hydro seed, site preparation, equipment, ditching, drainage, fencing and post-closure monitoring estimated for 25 years.

The liability for closure of the open site and post-closure care has been recognized based on the usage of the site's capacity during the year. Total closure and post-closure costs are estimated to be \$3,020,000 with \$1,031,174 (2019 - \$985,973) being accrued at the end of the current fiscal year based upon an average inflation rate of 2.9% and a discount rate of 3.98% being the Municipalities' borrowing rate.

These costs are to be recovered from future taxation revenue and reserves.

6. OPERATING EXPENSES BY OBJECT

	BUDGET 2020	ACTUAL 2020	ACTUAL 2019
Wages and benefits	\$ 1,665,230	\$ 1,579,060	\$ 1,468,799
Interest on municipal debt	169,514	168,840	172,124
Materials and services	1,688,705	1,555,596	1,489,530
Contracted services	878,780	860,590	911,022
Insurance and other financial costs	206,364	215,729	194,638
Third party transfers	35,395	28,860	38,469
Amortization	800,000	754,351	740,420
	\$ 5,443,988	\$ 5,163,026	\$ 5,015,002

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

7. PENSION AGREEMENTS

The Municipality is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employee contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS pension deficit of \$3.2 billion (2019 - \$3.4 billion) in these consolidated financial statements.

The employer amount contributed to OMERS for 2020 was \$79,318 (2019 - \$70,782) for current service and is included as an expense on the consolidated statement of financial activities.

8. OPERATING SURPLUS

The operating surplus for the year ending December 31, 2020 was \$213,145 which was transferred to the working capital reserve. The water and sewer surplus was \$124,557 which was transferred to the water and sewer reserve. The library board surplus of \$3,582 was allocated to the library surplus.

	BUDGET 2020	ACTUAL 2020	ACTUAL 2019
Surplus for the year	\$ 343,740	\$ 668,147	\$ 3,002,059
Funds transferred to reserves	(592,403)	(530,592)	(689,265)
Reserve funds used for operations	636,782	69,317	41,802
Principal payment on long-term debt and capital leases	(287,973)	(287,993)	(332,547)
Change in accrued landfill costs	40,534	45,201	40,534
Acquisition of tangible capital assets	(940,680)	(377,148)	(2,368,642)
Annual amortization expense	800,000	754,352	740,420
Operating surplus for the year	-	341,284	434,361
Transfer to water and sewer reserve	-	(124,557)	(90,915)
Transfer to library surplus	-	(3,582)	(13,548)
Transfer to working capital reserves	-	(213,145)	(329,898)
	\$ -	\$ -	\$ -

9. SEGMENTED INFORMATION

The Municipality is responsible for providing a range of services to its citizens. For management reporting purposes the Municipality's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the consolidated financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the Village of Merrickville - Wolford and expended disclosure by object has been reflected in the schedule of segmented disclosure.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

9. SEGMENTED INFORMATION (Continued)

A brief description of each segment follows:

(a) General government

General government includes corporate services and governance of the Municipality. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development, by-law development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting, monitoring and overall budget status as well as frontline reception and customer service.

(b) Protection services

Protection services includes fire protection, conservation authority, protective inspection and control and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency medical first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

(c) Transportation services

Transportation services includes administration and operation of traffic and parking services for the Municipality. In addition, services are provided for winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Municipality.

(d) Environmental services

Environmental services includes waste collection, disposal and recycling services.

(e) Water and sewer services

Water and sewer services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services within the Municipality.

(f) Recreation and cultural services

Recreation and cultural services provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, and arenas.

(g) Planning and development

Planning and development manages development for business interests, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

10. BUDGET FIGURES

The 2020 budget amounts that were approved on March 23, 2020 were established for Capital, Reserves and Reserve Funds and are based on a project-oriented basis, the costs of which may be carried out over one or more years.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2020

11. SIGNIFICANT EVENT

During the year, there was a global outbreak of COVID-19, which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Municipality received a provincial grant of \$87,080 that was used to cover additional operating costs resulting from the pandemic as well as \$20,000 for the year 2021 that has been included in deferred revenues - obligatory reserve funds (Note 2).

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Municipality as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause reduced customer demand, supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Municipality's financial condition.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2020

FINANCIAL ACTIVITIES (000's)

	2020	2019	2018	2017	2016
Revenues					
Taxation	\$ 3,325	\$ 3,152	\$ 3,032	\$ 3,055	\$ 2,907
Fees and service charges	1,788	1,720	1,522	1,434	1,269
Grants	481	806	529	353	33
Investment income	170	194	200	183	173
Other	25	28	16	12	21
	5,789	5,900	5,299	5,037	4,403
Expenses					
General government	981	924	1,096	927	915
Protection to persons and property	844	846	877	815	1,038
Transportation services	1,164	1,161	1,248	1,257	1,237
Environmental	1,531	1,542	1,441	1,437	1,845
Recreation and cultural services	232	294	345	308	355
Planning and development	411	250	213	217	161
	5,163	5,017	5,220	4,961	5,551
Other revenue related to capital					
Deferred revenue earned	-	197	-	139	292
Grants	-	1,919	50	-	399
Gain on disposal of tangible capital assets	-	-	-	16	-
	-	2,116	50	155	691
Surplus (deficit) for the year	\$ 626	\$ 2,999	\$ 129	\$ 231	\$ (457)

TAXABLE ASSESSMENT (000's)

	2020	2019	2018	2017	2016
Residential and farm	\$ 378,407	\$ 360,032	\$ 344,111	\$ 327,594	\$ 323,099
Commercial and industrial	24,338	24,123	23,658	23,425	24,837
	\$ 402,745	\$ 384,155	\$ 367,769	\$ 351,019	\$ 347,936
Exempt	17,148	16,282	15,702	14,516	14,869
	\$ 419,893	\$ 400,437	\$ 383,471	\$ 365,535	\$ 362,805
Commercial and industrial	6.04%	6.28%	6.43%	6.67%	7.14%

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2020

FINANCIAL INDICATORS

	2020	2019	2018	2017	2016
Tax arrears					
Percentage of own levy	27 %	31 %	36 %	34 %	37 %
Percentage of total levy	16 %	18 %	21 %	19 %	20 %
Municipal debt	\$ 3,986,086	\$ 4,241,674	\$ 4,489,902	\$ 4,730,912	\$ 4,964,829
Municipal debt charges	\$ 456,832	\$ 504,671	\$ 502,643	\$ 500,874	\$ 515,085
Sustainability					
Financial assets to liabilities	0.83	0.68	0.54	0.41	0.41
Financial assets to liabilities excluding municipal debt	2.15	1.89	1.39	1.45	1.40
Municipal debt to tangible capital assets	24.26 %	25.24 %	29.58 %	30.20 %	31.52 %
Flexibility					
Debt charges to total operating revenue	7.89 %	8.55 %	9.49 %	9.95 %	11.70 %
Total operating revenue to taxable assessment	13.79 %	14.74 %	13.82 %	14.20 %	14.04 %
Vulnerability					
Operating grants to operating revenue	8.31 %	13.66 %	9.98 %	7.01 %	0.75 %
Total grants to total revenues	8.31 %	33.99 %	10.82 %	6.80 %	8.48 %
Reserve coverage					
Reserves	\$ 3,909,575	\$ 3,110,598	\$ 2,042,323	\$ 1,863,194	\$ 1,538,458
Reserves to operating expenses	76 %	62 %	39 %	38 %	28 %
Reserves to working capital	0.97	0.97	0.95	1.05	0.89

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 - - 20

Date: May 10, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS on March 8, 2021, the Council of the Corporation of the Village of Merrickville-Wolford received Planning Report of Forbes Symon of Jp2g Consultants Inc. regarding Consent Application B-12-21, dated February 22, 2021, for information purposes;

AND WHEREAS Council deferred consideration of Consent Application B-12-21 to allow for the matters as outlined in the aforementioned report be addressed;

BE IT HEREBY RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Supplementary Planning Report of Forbes Symon of Jp2g Consultants Inc. regarding Consent Application B-12-21, dated May 5, 2021, together with the Municipal Consent Questionnaire and Aggregate Resource Impact Assessment prepared by Graeme Bonham-Carter which satisfies; and

THAT Council has considered both the Aggregate Resource Impact Assessment and the issue of strip development; and

THAT Council does hereby recommend approval of Consent Application B-12-21 to the Consent Granting Authority.

Carried / Defeated

J. Douglas Struthers, Mayor

May 5, 2021

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Supplemental Planning Report – Consent Application B12-21 (Quarry)
710 Corktown Road, Pt Lot 15, Con A, Wolford
Village of Merrickville-Wolford**

This report is a follow-up to the February 22, 2021 report presented to Council regarding Consent Application B12-21. The earlier report recommended that Council defer its decision on the proposed development to provide the applicant with the opportunity to submit an aggregate resource impact assessment to address the policies of the United Counties Official Plan and the new local Official Plan to determine if the aggregate deposit is feasible, the proposed lot serves a greater long term public interest and that public health and safety impacts are addressed.

Staff have now had an opportunity to review Aggregate Assessment Study for Severing a Lot on Corktown Rd (April 16, 2021) prepared by Graeme Bonham-Carter (PhD), Consulting Geologist. This report has been assessed against the policies of the Official Plan which suggest that new lots within close proximity to identified aggregate resources should only be considered when it is demonstrated that: the resource use would not be feasible; the proposed land use or development serves a greater long term public interest; and, issues of public health, public safety and environmental impact are addressed.”

The Aggregate Assessment has also be reviewed against the Draft Terms of Reference for Aggregate Studies. Prepared by MNRF.

Aggregate Assessment Review

It is found that the Aggregate Assessment presented for B12-21 has merit. It noted that “Any future commercial development of the sand deposit (particularly shown as polygon B and possibly E in Fig 5) would almost certainly not be done on the Quarry property, because 1) this would be too close to the 1840 stone house to receive approval under current guidelines in the Terms of Reference and 2) much of the most (potentially) commercial sand is covered by the house and buildings, and disturbed by a leachfield and a large area with pipes for a ground source heat pump. The sand polygon E is also covered further S on the lot by a White Pine plantation. If the sand resource were to be commercially exploited in the future on the neighboring property to the W, the proposed severance and associated building would be more than 300 m from such a development.”

Based on this assessment it can be stated that the proposed lot serves a greater long term public interest than the limited amount of deposit in the vicinity of the lot. Public Health issues are dealt with through the Aggregate



Resources Act approval process. It is the position of this Report that the proposed severance application has demonstrated compliance with the Official Plan Policies related to aggregate deposits.

The only remaining issue for Council to determine relates to the question of strip development. Based on previous discussions, Council could agree to accept the position presented by the applicant and apply site plan control to the future development of the lot to ensure it is visually screened from view.

All of which is respectfully submitted.

Sincerely,

Jp2g Consultants Inc.

ENGINEERS • PLANNERS • PROJECT MANAGERS

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

Forbes Symon, MCIP, RPP
Senior Planner



Municipal Consent Application Form

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

File:	B12-21
Municipality:	Village of Merrickville Wolford
Owner:	Wendy Quarry
Location:	Pt Lot 15, Con A Wolford

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

Municipal Consent Application Form

Recommendations	Yes or No?	
Does the Planning Committee, or Council, recommend approval be given to this application, and why? _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)? _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If provisional approval is granted, what Conditions would the municipality wish to see attached? (Please attach Council's resolution, a Planning Report, list of conditions, or check below). _____ _____ _____		
Does the municipality require their own copy of the reference plan for the subject lands?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the municipality require that the balance of any outstanding taxes, including penalties and interest, be paid to the municipality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the municipality require an Environmental Impact Study or other supporting studies? If yes, please describe. _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the municipality require a road widening?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Date: <u>5-5-2021</u> Signed: <u>Forbes Symon</u>		
Position: <u>Consultant Planner</u> Municipality of <u>Village of Merrickville Wolford</u>		

Aggregate Assessment Study for Severing a Lot on Corktown Rd

1. Introduction

An Aggregate Resource Impact Assessment (ARIA) has been requested in connection with an application to sever part of a 45 hectare (112 acre) Property on the S side of Corktown Rd (west of Merrickville) belonging to Wendy Quarry. She and her husband (Paul Reynolds) live on this property in a stone house built in 1840. This property is partly underlain by sand and gravel deposits. An e-mail to Wendy Quarry from the Economic Development Officer for Merrickville-Wolford (March 18, 2021) requires “supporting studies – an Aggregate Resource Impact Assessment to address policies of the relevant Official Plans to determine if the aggregate deposit is feasible, the proposed lot serves a greater long term public interest and that public health and safety impacts are addressed’ as part of the planning application”.

The Quarry’s property is at 710 Corktown Rd. The house and buildings lie on an area mapped as sand by previous studies. A sand body has also been identified on the west side of the property. More than half the property (the E side) is underlain by less than 3 feet of drift (unconsolidated material on bedrock). The proposed severance is on Corktown Rd on the E side of the property.

1.1 Background

Aggregate resources for the construction industry are derived partly from crushed bedrock and partly from unconsolidated materials overlying bedrock as sand and gravel. In S Ontario, there are extensive deposits of glacial outwash material of various thicknesses ideal for excavation where they are thick enough, sufficiently extensive and where open pit excavation will not adversely affect sensitive ecologic areas or existing populated areas.

In the United County of Leeds and Grenville (UCLG) the distribution and mapping of aggregate resources are described in an Aggregate Resource Inventory publication of the Ontario Geological Survey. Paper 183 of the Aggregate Resource Inventory was published in 2009 (<http://www.geologyontario.mndmf.gov.on.ca/mndmfiles/pub/data/imaging/arip183//arip183.pdf>).

Furthermore, UCLG is currently undertaking an Aggregate Resources Master Plan (<https://www.leedsgrenville.com/en/government/aggregate-resources-master-plan.aspx>). Work started in January 2021 with a goal of completing the Master Plan before the end of 2021.

Environmental impact of aggregate development is now required by many levels of Ontario government, for example a recent study done for the City of Ottawa http://webcast.ottawa.ca/plan/All_Image%20Referencing_Zoning%20Bylaw%20Amendment%20Application_Image%20Reference_2019-01-24%20-%20Mineral%20Resource%20Impact%20Assessment%20-%20D02-02-18-0110.PDF. These studies are concerned with the impact of quarry and pit development on the local ecology and on local population, amongst other things.

Assessment impact studies include estimating the areal extent, quantity and quality of aggregate materials (for example the inventory work illustrated in ARIP 183, mentioned above), as well as estimating the local impacts of particular excavation projects. In this case, some estimate has been made of the presence of aggregate materials—sand in this instance. This study reviews the local work seen in ARIP 183 from a local on-site inspection, followed by some considerations of the likely impact should development ever be undertaken.

1.2 Topography and Drainage

The property lies on gently undulating relatively flat ground. There are no streams on the property. A drainage ditch (gently sloping E) occurs along the S side of Corktown Rd. The sandy areas are well drained, whereas the areas with thin drift are less well drained and can be marshy in spots.

1.3 Geological Setting

The bedrock is the Middle Ordovician Oxford Formation comprising sedimentary dolomite, with shaly partings. This formation underlies much of UCLG. Unconsolidated drift lying on top of the bedrock has been mapped in the Ontario Geological Survey ARIM 183, and a digital version of this map is available for download. The report shows sand and gravel areas for the whole of UCLG.

2. Aggregate Resource Mapping

2.1 Location and type of aggregates

Focusing on the small area W of Merrickville village (Fig 1), notice that a narrow tan-coloured pattern (labelled as secondary aggregate resources) runs N-S through the area marked with a red circle (location of Quarry property). This comprises sand (little or no gravel) interpreted as a beach deposit from a post-glacial seashore (Champlain Sea).

This narrow band of material crosses the Quarry property with an orientation SSW-NNE. A second tan coloured area of sand runs parallel to Corktown Rd on the Quarry property, and the adjacent property to the W. The areal extent of the sand is shown in Fig 1.

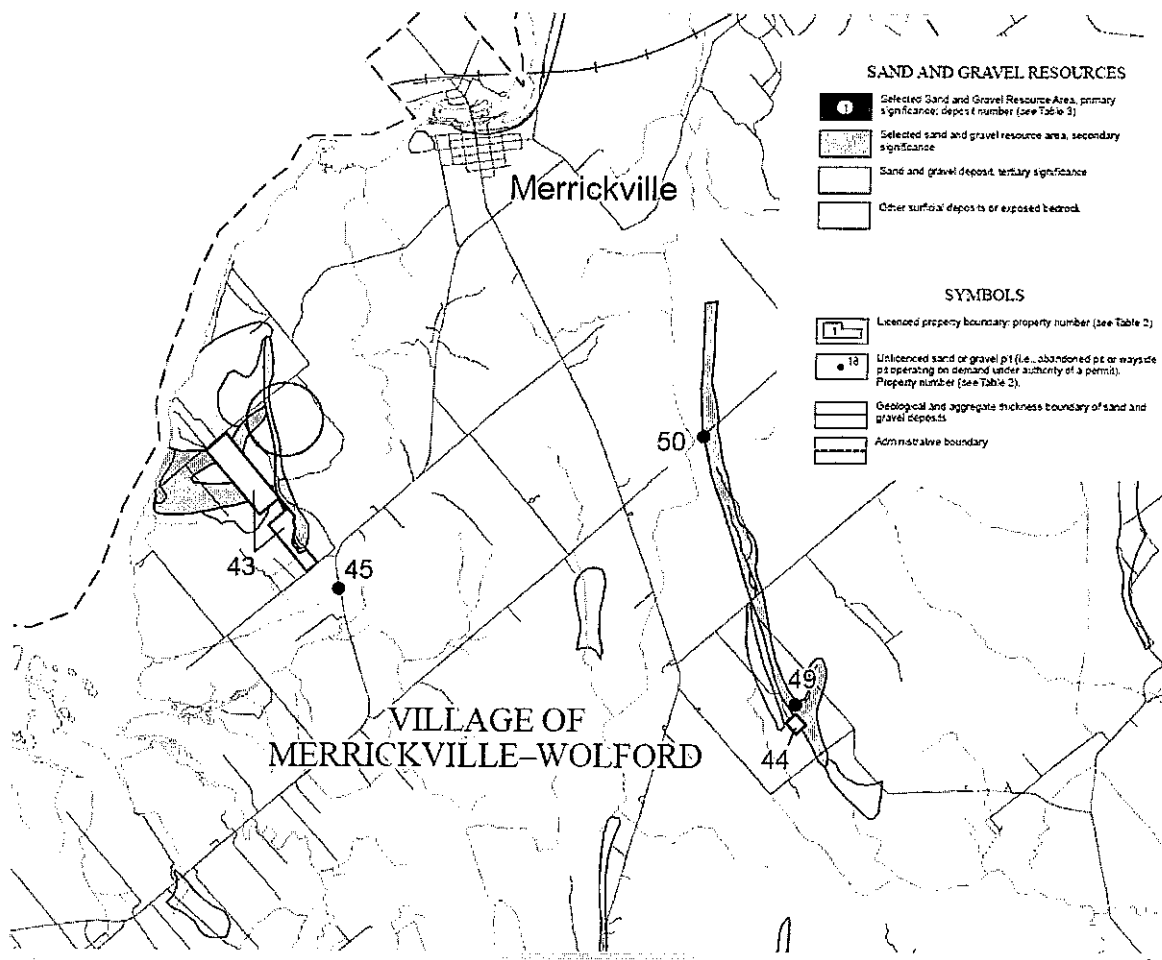


Fig 1. Selection from Map 1 of Aggregate Resource Inventory Paper (2009) for UCLG showing area of interest (red circle) W of the village. The rectangles labelled 43 are licenced pits owned by P. McGraw Excavation (Smiths Falls). Tan areas are secondary and yellow areas are of tertiary interest and importance for sand/gravel aggregate resources.

To investigate this further, a satellite image of the site (from Google Earth) (Fig 2) was compared with a site plan (Fig 3) received from the UCLG County Planner I in Brockville.

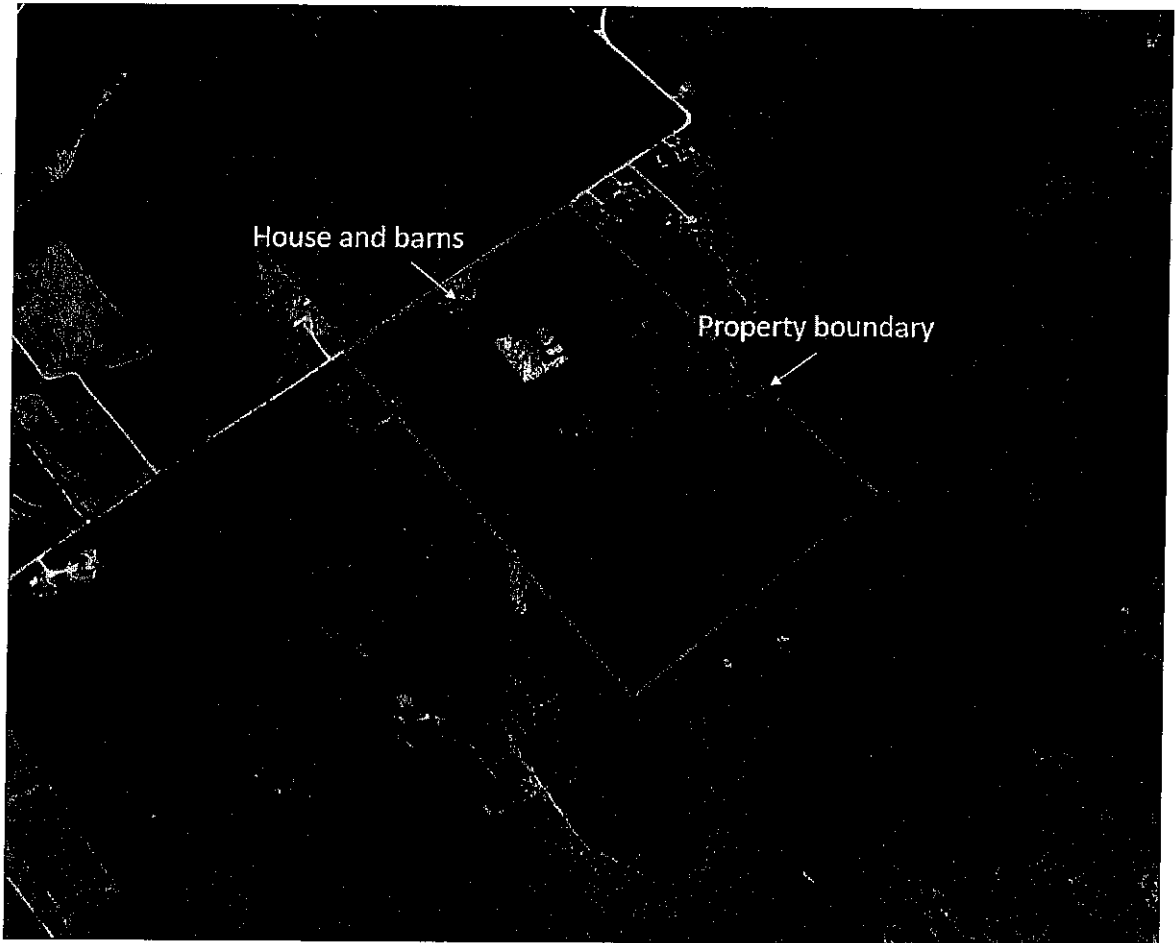


Fig 2. Landsat image showing outline (blue) of property and location of house on Corktown Rd. The frontage is approx. 1,750 ft and the lot is 2,700 ft deep. The proposed severance is in the NE corner of the property.

3. Site Inspection

A site inspection confirmed that the house and buildings (plus leach field and a field with buried pipes for a ground source heat pump) lies on a slightly elevated area with sandy soil. On the W side of the property, at and beyond the W property line) a small area has been excavated for sand (fine sand, no gravel). Walking back on the W property line, one encounters a large plantation of Red Pine planted in 1985. Digging small holes here show that the soil is mostly fine sand (potentially useful for construction). Further back at the SW corner of the lot reveals a large excavation (on the neighboring property) where sand (perhaps with minor gravel) has been removed. This aligns with the band marked in yellow as sand on Fig 3 and Fig 4. Walking back towards the house on a path E of the Red Pine plantation, the White Pine plantation (on the right of the path) shown on Fig 4 overlies the area mapped as sand in Fig 3.

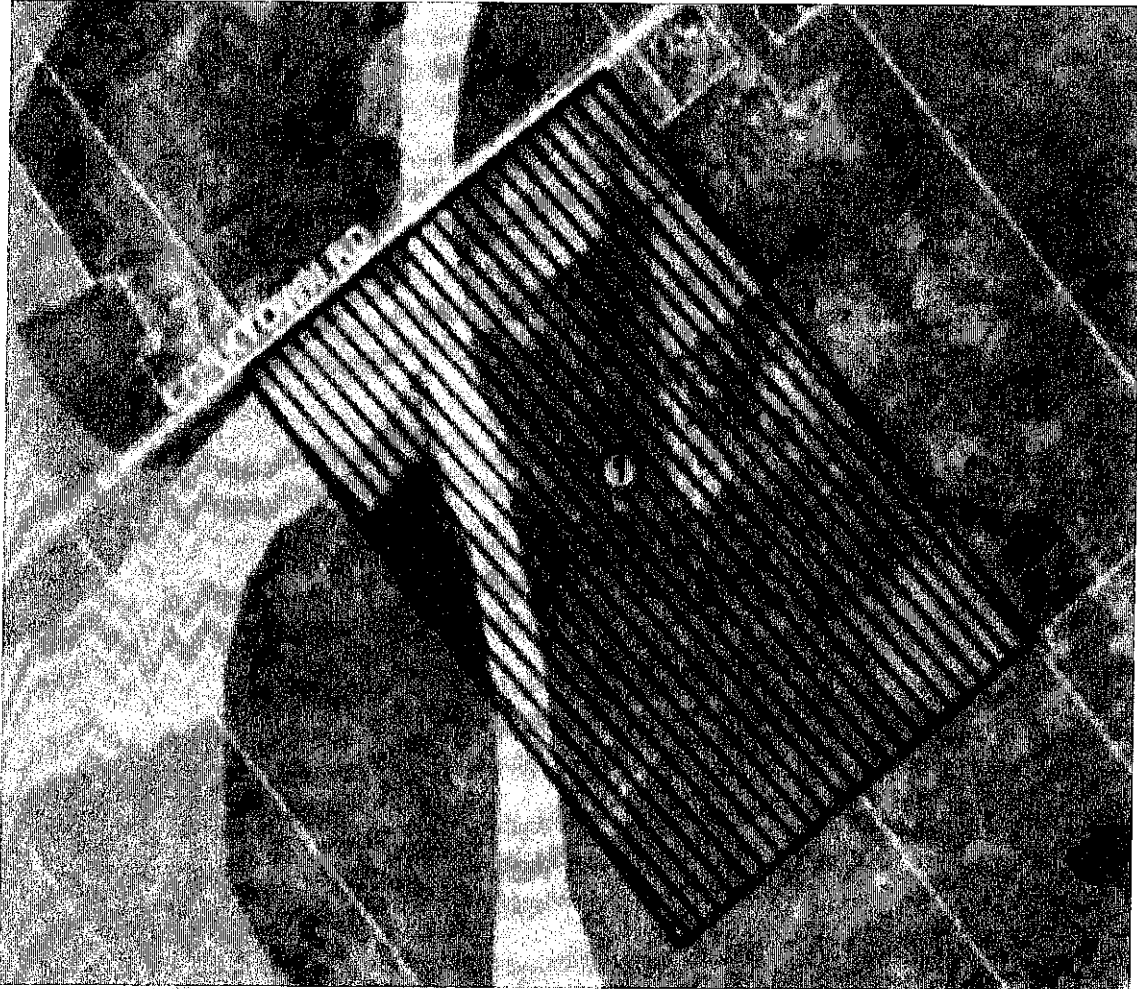


Fig 3. Planning map from UCLG County Planner. Yellow is mapped as sand of secondary importance.

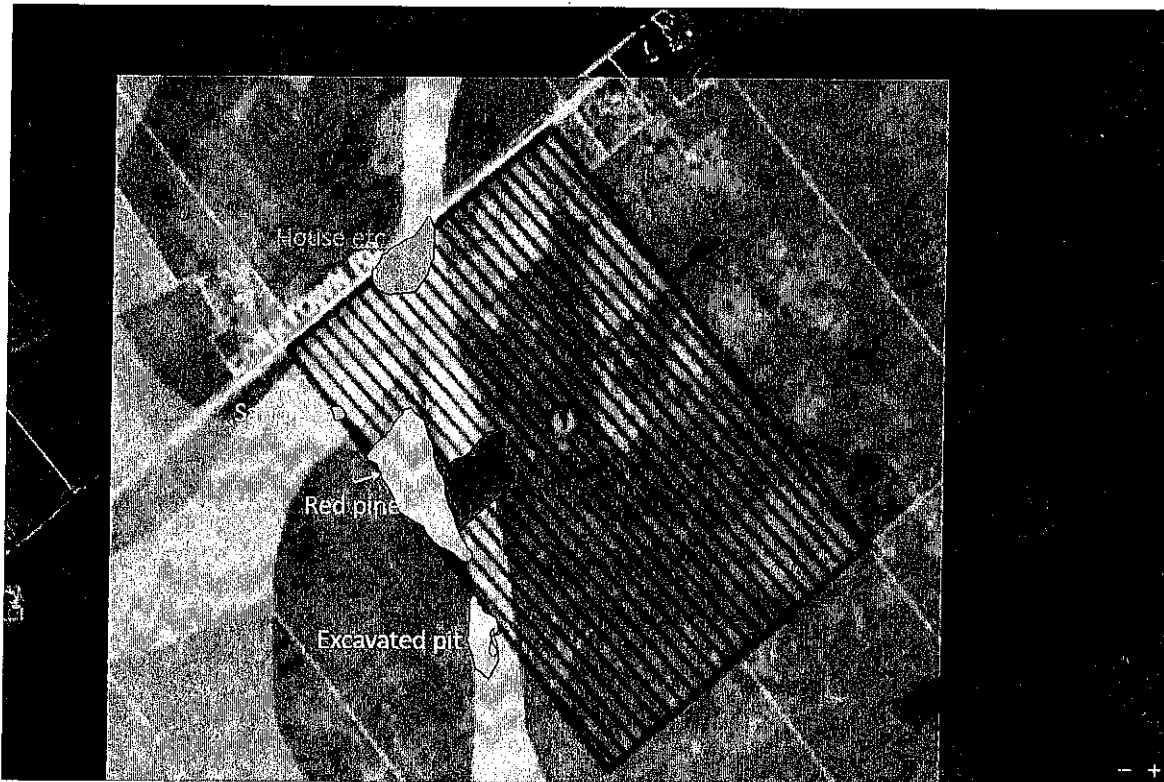


Fig 4. Overlay of planning map on Landsat image, Orange patch is the area around the homestead. The light green (Red Pine) and dark green (Eastern White Pine) are trees planted in 1985. Notice that the White Pine directly overlies the area marked as sand. The excavated pit lies off the property to the SW. The small sand pit is just at W edge of the property. The proposed severance is in the NE corner of the lot, with frontage on Corktown Rd.

3.1 Aggregate assessment.

It is assumed that the mapped areas of sand shown on the planning map (Fig 4) were derived from the online database Aggregate Resources of Ontario—2020. An extract from this GIS database is shown for the area of interest in Fig 5, with the sand polygons labelled by potential commercial interest.

In the current evaluation, no thickness measurements (that would require drilling test holes) have been undertaken. If the thickness estimates made by Jagger Hims Ltd in their 2009 study are accepted, it is possible that the portions of polygons B and E that occur within the property boundary (red line on Fig 4) could be underlain by up to 6m of sand.

However, it must be noted that some of this area is overlain by the house and building area, and also by the Eastern White Pine plantation (Fig.4).

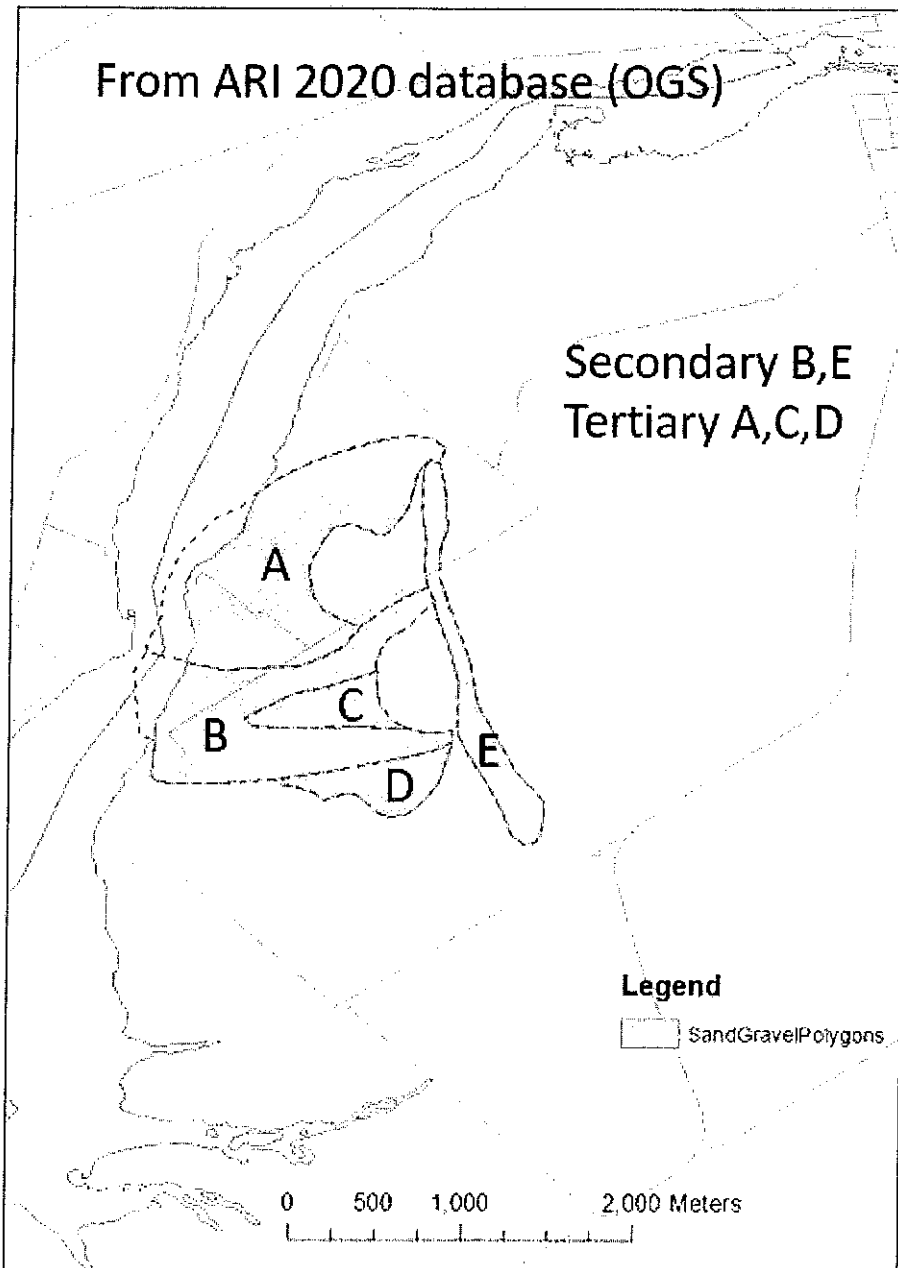


Fig 5. GIS layer for the area of interest showing sand polygons labelled by significance. Although these are all described as 'glaciomarine beach' deposits 3-6m thick, some are labelled as having tertiary significance (A,C,D) whereas polygons B and E (that occur in part on the property) are also 3-6m thick, same origin, but are labelled secondary and therefore of more potential commercial interest. The NE part of B and the centre part of E occur on the Quarry property.

Location: -75.865058 44.888305 Decimal Degrees

Field	Value
OBJECTID	10371
Shape	Polygon
AREA	639111.63784
PERIMETER	5528.654634
SG17UPD_	13599
SG17UPD_ID	7542
SOURCE	zone18
REPORT	ARIP183
YEAR	2009
AUTHOR	Jagger Hims Limited, Gao, C., Rowell, D.J.
MATERIAL	Sand
DEP_THICK	3 m to 6 m
DEP_ORIGIN	Glaciomarine Beach
LIMITATION	
LABEL	S / 2 / MB
SIGNIF	Secondary
SEL_AREA	
TABLE_REF	
MUNICIPALITY	United Counties of Leeds and Grenville
Shape_Length	0.063654

Fig 6. Description of sand polygon E from ArcGIS layer. Note that the sand thickness is estimated to be 3-6 m thick. Inspection of polygon E indicates that the sand thickness is also 3-6m thick.

4. MOE Well Record Data Review

The current version of the Ministry of Environment (MOE) well records database shows a well close to the house (Fig 7) that was cleaned in 2009, then abandoned. A new well was drilled near the barns (MOE Tag # A066433), but no record in the database exists at present, even though the records were updated in 2020.



Fig 7. Well location from the MOE well records database. This record has no details of depth, material encountered or depth to water table, because the well has been abandoned. A new well drilled closer to the barn has not been entered in the database as of the time of this report.

5. Compatibility Analysis

If a house and outbuildings are constructed on the proposed severance, they will be on an area mapped as having less than 3 feet of drift over bedrock, as shown on Fig 8.

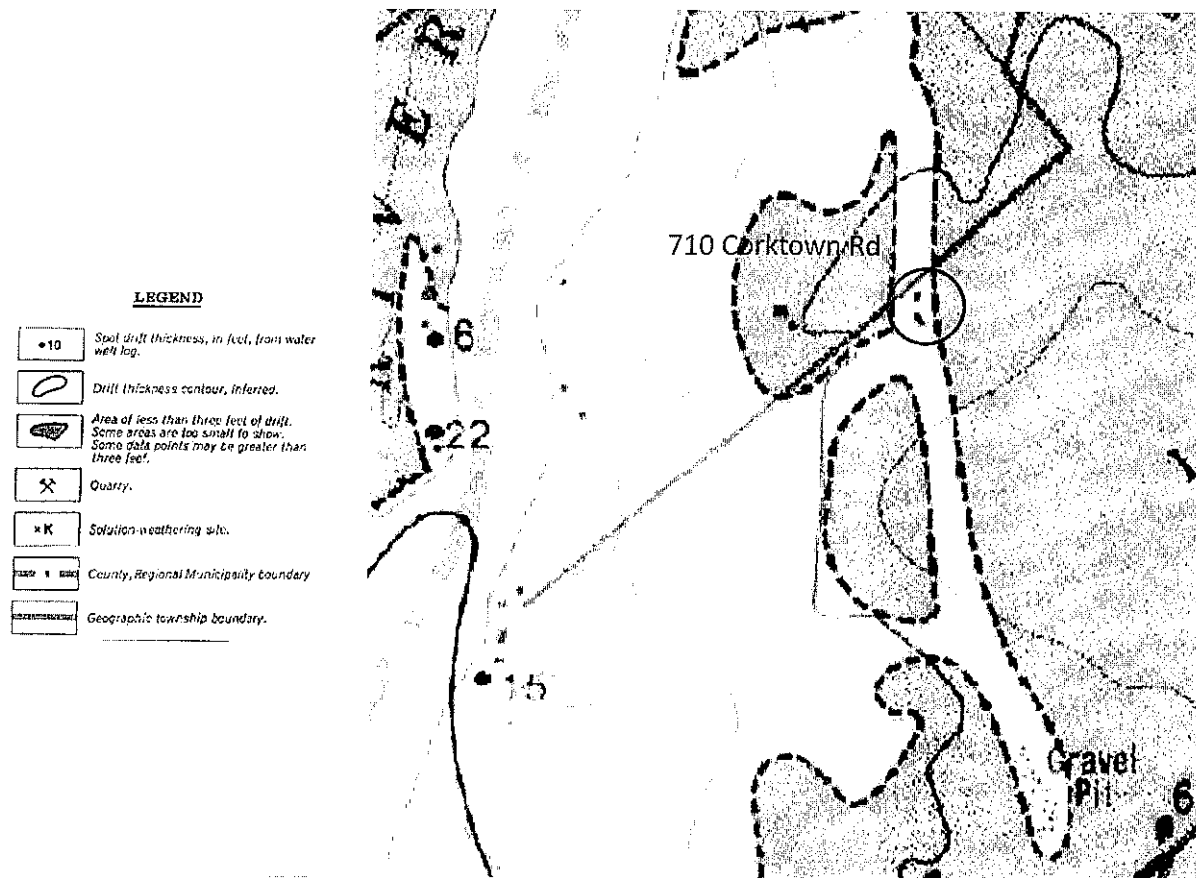


Fig 8. Extract from the Merrickville sheet of a drift thickness map published by OGS and mapped by D.R. Sharpe in 1977. The red areas have less than 3 ft of drift overlying bedrock. The white areas have more than 3 ft of drift. The blue circle is the location of the buildings at 710 Corktown Rd. Notice that the area E of the house (including the proposed severance) is red and there NOT on the sand.

Any future commercial development of the sand deposit (particularly shown as polygon B and possibly E in Fig 5) would almost certainly not be done on the Quarry property, because 1) this would be too close to the 1840 stone house to receive approval under current guidelines in the Terms of Reference and 2) much of the most (potentially) commercial sand is covered by the house and buildings, and disturbed by a leachfield and a large area with pipes for a ground source heat pump. The sand polygon E is also covered further S on the lot by a White Pine plantation (Fig 4).

If the sand resource were to be commercially exploited in the future on the neighboring property to the W, the proposed severance and associated building would be more than 300 m from such a development.

6. Additional Comments

The present version of the Merrickville-Wolford Official Plan (downloaded from the village website, and undated) contains a section (p. 52-53) on Aggregate Resources that conflicts with a Terms of Reference document supplied by the Village planner. The official plan states that indicated in section 6.3.4.3.6 "No pit or quarry shall be extracted so that its edge is at a point less than 15 m (50 ft.) from the limit of any road right-of-way or from any adjoining property line", whereas the Terms of Reference document states "A study is triggered when an application for development occurs within: 300 metres of a known unconsolidated deposit (e.g., sand gravel, clay) or a mineral aggregate pit operation".

In the present instance, the W lot line of the severance would be about 400 m from the W edge of the full Quarry property—well beyond the required distance from the Terms of Reference distance of 300m, should a sand pit be developed on the neighboring property to the W. In the unlikely scenario that a commercial pit be developed on the W side of the Quarry property itself and even if the house and buildings were to be demolished, the severed property could still be approved under the Official Plan rules (15m), as they now stand, but not under the new Terms of Reference (300m).

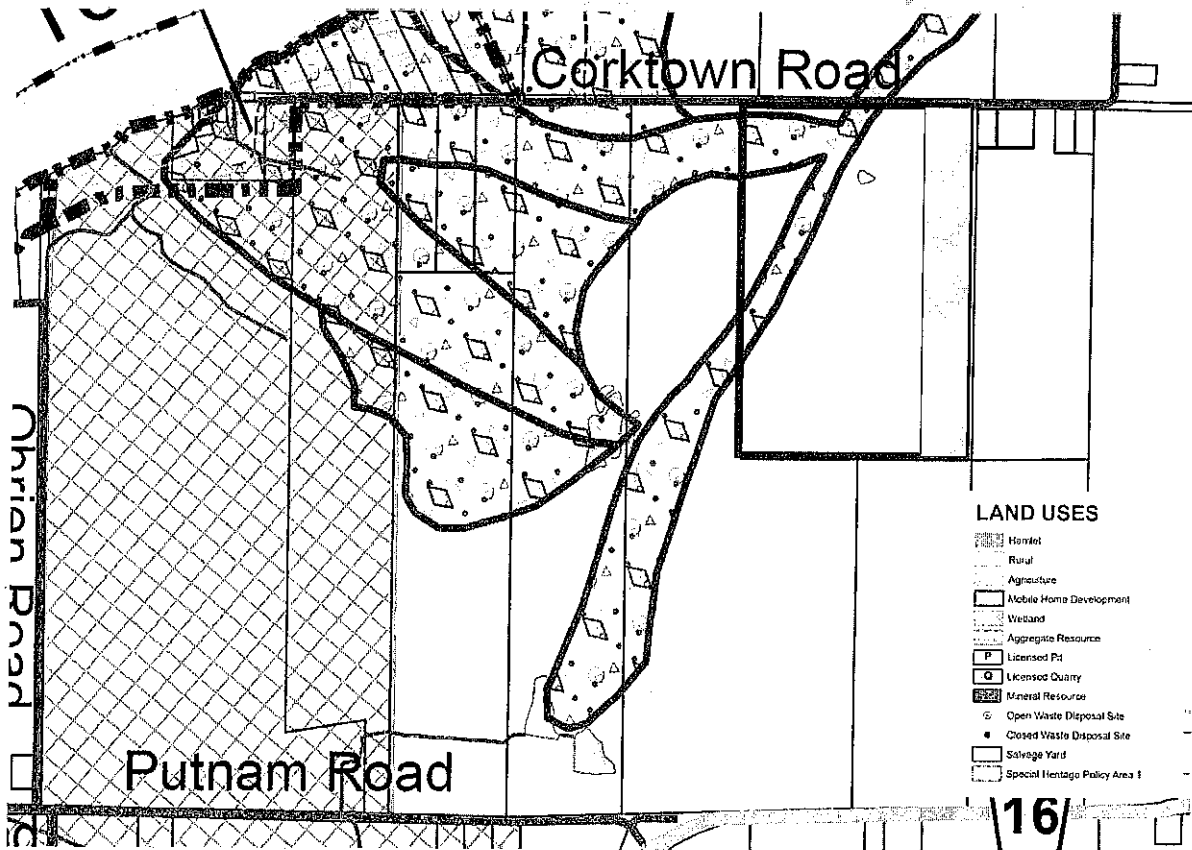


Fig 9. Area of interest from Merrickville-Wolford Official Plan Schedule A-1 Land Use Plan. Note the Aggregate Resource Designation area crossing and adjacent to Corktown Road. These are the same areas shown in green in Fig 5, derived from the Ontario Geological Survey Aggregate Resource Inventory database ARI 2020. Quarry property blue outline, severed section in light green.

References

Cowan, W.R. 1977. Toward the inventory of Ontario's mineral aggregates; Ontario Geological Survey, Miscellaneous Paper 73, 19p.

Jagger Hims Limited, C. Gao and D.J. Rowell, 2009. Aggregate Resources Inventory of the United Counties of Leeds–Grenville, Southern Ontario, Ontario Geological Survey Aggregate Resources Inventory, Paper 183, 51 p. and maps. ISBN 978--1--4249--9863--0 [PDF].

NOVATECH. Engineers, Planners & Landscape Architects, Official Plan, Village of Merrickville-Wolford, 121 p plus schedules and maps.

Sharpe, D.R., 1977, Drift thickness map, Merrickville, NTS 31/B, Ontario Geological Survey, Map 2388.

7. List of Figures

- Fig 1. Selection from Map 1 of Aggregate Resource Inventory Paper
- Fig 2. Landsat image showing outline (blue) of property and location of house
- Fig 3. Planning map from UCLG County Planner
- Fig 4. Overlay of planning map on Landsat image
- Fig 5. GIS layer for the area of interest showing sand polygons labelled by significance
- Fig 6. Description of sand polygon E from ArcGIS layer
- Fig 7. Well location from the MOE well records database
- Fig 8. Extract from the Merrickville sheet of a drift thickness map
- Fig 9. Area of interest from Merrickville-Wolford Official Plan Schedule A-1

Graeme Bonham-Carter (PhD)
Consulting geologist
April 16, 2021

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: May 10, 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 April 26, 2021 as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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

Monday, April 26, 2021

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

Staff in Attendance: Doug Robertson, CAO/Clerk
Christina Conklin, Deputy Clerk
Kirsten Rahm, Treasurer
Brad Cole, Manager, Operations/Fire Chief

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

Approval of Agenda

R-105-21 Moved by Councillor Foster, Seconded by Councillor Halpenny
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 April 26, 2021, as circulated.

Carried.

Minutes:

R-106-21 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of April 26, 2021, as circulated.

Carried.

R-107-21 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 approve the Minutes of the special Council meeting of April 20, 2021, as circulated.

Carried.

Correspondence:

R-108-21 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 correspondence from Robyn Eagle, President of the Merrickville-Wolford Chamber of Commerce, regarding the Chamber's use of the street side portion of the Display Board located in front of the Post Office, dated April 15, 2021; and

That Council does hereby approve that the Merrickville-Wolford Chamber of Commerce will be responsible for determining the postings for the street side portion of the Display Board; and

That Council does hereby confirm that maintenance of the Display Board will remain the responsibility of the Village of Merrickville-Wolford.

Deferred.

Library Board:

R-109-21 Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Merrickville Public Library Board Minutes of March 10, 2021, for information purposes.

Carried.

Finance:

R-110-21 Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-08-2021 regarding Water Meter Replacements, for information purposes; and

That Council does hereby direct staff to bring back a revised water and wastewater by-law in which the Village absorbs the lifecycle replacement cost of water meters; and

That Council does hereby approve the refund of the costs associated with the residents who have paid for water meter replacement from January 2020 to date.

Carried.

R-111-21 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 FIN-09-2021 regarding the request to report the Library Building as an asset on the Village's Financial Statements, for information purposes; and

That Council hereby directs that the Library Building asset be moved from the Merrickville Public Library's Financial Statements to the Village of Merrickville-Wolford's Financial Statements.

Carried.

R-112-21 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: By-law 23-2021, being a by-law to adopt the 2021 Operating, Capital, Water and Wastewater, and Library Budgets and the 2021 Salary Grid, be read a first and second time, and that By-law 23-2021 be read a third and final time and passed.

Carried.

R-113-21 Moved by Councillor Foster, Seconded by Councillor Halpenny

Be it hereby resolved that: By-law 24-2021, being a by-law to set the 2021 tax rates, be read a first and second time, and that By-law 24-2021 be read a third and final time and passed.

Carried.

CAO:

R-114-21 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 authorize the CAO/Clerk/Director, Economic Development to execute the contract for Municipal Planning Services with IBI Group dated April 16, 2021.

Carried.

By-laws:

R-115-21 Moved by None, Seconded by None

Be it hereby resolved that: By-law 15-2021, being a by-law to adopt a Flag Protocol Policy, be read a first and second time, and that By-law 15-2021 be read a third and final time and passed.

NOTE: The motion was voted on, however, it is invalid as there was no mover or seconder.

R-116-21 Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

Be it hereby resolved that: By-law 22-2021, being a by-law to authorize the execution of an agreement with the Ontario Society for the Prevention of Cruelty to Animals, be read a first and second time, and that By-law 22-2021 be read a third and final time and passed.

Carried.

Confirming By-Law:

R-117-21 Moved by Councillor Foster, Seconded by Councillor Halpenny

Be it hereby resolved that: By-law 21-2021, being a by-law to confirm the proceedings of the regular Council meeting of April 26, 2021, be read a first and second time, and that By-law 21-2021 be read a third and final time and passed.

Carried.

Adjournment

R-118-21 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 3:34 p.m. until the next regular meeting of Council on Monday, May 10, 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



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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: May 10, 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 Draft Management Plan Submission of the United Counties of Leeds and Grenville regarding the Rideau Canal National Historic Site of Canada and UNESCO World Heritage Site, including the Merrickville Blockhouse National Historic Site of Canada, dated April 22, 2021, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Draft Management Plan Submission
United Counties of Leeds and Grenville

Rideau Canal National Historic Site of Canada
and UNESCO World Heritage Site
(including Merrickville Blockhouse National Historic Site of Canada)

Prepared for:

David Britton, Director Ontario Waterways
Parks Canada
E: david.britton@canada.ca

Prepared on behalf of:

Corinna Smith-Gatcke, Mayor, Township of Leeds and the Thousand Islands
Doug Struthers, Mayor, Village of Merrickville-Wolford
Nancy Peckford, Mayor, Municipality of North Grenville
Arie Hoogenboom, Mayor, Township of Rideau Lakes
Robin Jones, Mayor Village of Westport

April 22, 2021

Prepared by:

Ann Weir, Economic Development Manager
United Counties of Leeds and Grenville
E: ann.weir@uclg.on.ca

Background

In 2012, Mayors along with the entire Rideau Corridor came together in response to the changes impacting the Rideau Canal by the Harper government cuts. This group worked with MP Gord Brown to address the concerns and identified five Rideau Canal Pillars of Concern / Interest

- Maintaining Critical Infrastructure
- Length of the Season
- On-Water Opportunities
- Hours of Operation
- Fees

The United Counties of Leeds and Grenville consists of 10-member municipalities with five of those located on the Rideau Canal Waterways – Township of Leeds and the Thousand Islands, Village of Merrickville-Wolford, Municipality of North Grenville, Township of Rideau Lakes and Village of Westport. Together these communities have an estimated tourism industry contribution of approximately \$135-million to their municipal GDPs in 2016. The tourism industry is a significant contributor to their local economies and in 2016 represented 1,700 tourism jobs. It should be recognized by Parks Canada the decisions you make highly effect the economic impact to local communities, businesses and residents that they employ.

The Leeds Grenville - Rideau Mayors have been leaders and instrumental in collaborating, supporting and lobbying to ensure the federal government recognizes the importance and impact the Rideau Canal Waterway has on their communities, and the significance of maintaining the UNESCO World Heritage Site requirements.

Doug Struthers, Mayor of the Village of Merrickville-Wolford, chairs the Rideau Corridor Landscape Strategy Steering Committee that has previously moved the World Heritage Committee's recommendations forward with its Planning Group.

The Leeds Grenville – Rideau Mayors recognize the importance of the Rideau Canal waterway to its communities. Together with the Counties Economic Development Office, they have reviewed the Parks Canada Draft Management Plan and also shared submissions already made by members of their communities and associations - the Big Rideau Lakes Association, Upper Rideau Lake Association, Merrickville and District Historical Society and Ken Watson. Parks Canada should consider these comments and concerns as these residents and organizations are key stakeholders to the Rideau Canal and their communities.

Together the Leeds Grenville – Rideau Mayors and the United Counties of Leeds and Grenville Economic Development Office appreciate the opportunity to provide feedback on the Rideau Canal Draft Management Plan prepared by Parks Canada.

Recommendations and Comments

(number correlate to the Parks Canada draft document)

Vision (4.0)

The vision should be impactful and inclusive of the World Heritage UNESCO designation and the critical elements of its authenticity related to the Outstanding Universal Value.

It should inspire meaningful engagement with Indigenous partners and stakeholders (residents, businesses and previous guests) that will continue to protect its legacy and celebrate future opportunities for generations near and far to enjoy.

Key Strategies (5.0)

Critical Infrastructure - Top Priority

Demonstrating Excellence in Sustainability, Protection and Presentation

(Key Strategy #2)

The distinction of Rideau Canal as a National Historic Site, Canadian Heritage River and a UNESCO World Heritage Site continues to be the top priority for the municipalities. The UNESCO designation should be protected and resourced appropriately to meet the requirements for its sustainability of its Outstanding Universal Values as shared on the UNESCO World Heritage Centre website and noted below.

Outstanding Universal Value

The Rideau Canal is a large strategic canal constructed for military purposes which played a crucial contributory role in allowing British forces to defend the colony of Canada against the United States of America, leading to the development of two distinct political and cultural entities in the north of the American continent, which can be seen as a significant stage in human history.

Criterion (i): The Rideau Canal remains the best preserved example of a slackwater canal in North America demonstrating the use of European slackwater technology in North America on a large scale. It is the only canal dating from the great North American canal-building era of the early 19th century that remains operational along its original line with most of its original structures intact.

Criterion (iv): The Rideau Canal is an extensive, well preserved and significant example of a canal which was used for a military purpose linked to a significant stage in human history - that of the fight to control the north of the American continent.

The nominated property includes all the main elements of the original canal together with relevant later changes in the shape of watercourses, dams, bridges, fortifications, lock stations and related archaeological resources. The original plan of the canal, as well as the form of the channels, has remained intact. The Rideau Canal has fulfilled its original dynamic function as an operating waterway without interruption since its construction. Most of its lock gates and sluice valves are still operated by hand-powered winches.

All the elements of the nominated area (canal, associated buildings and forts) are protected as national historic sites under the Historic Sites and Monuments Act 1952-3. A buffer zone has been established. Repairs and conservation of the locks, dams, canal walls and banks are carried out directly under the control of Parks Canada. Each year one third of the canal's assets are thoroughly inspected by engineers. A complete inventory thus exists of the state of conservation of all parts of the property. A Management Plan exists for the canal (completed in 1996 and updated in 2005), and plans are nearing completion for Fort Henry and the Kingston fortifications. The Canal Plan is underpinned by the Historic Canals Regulations which provide an enforcement mechanism for any activities that might impact on the cultural values of the monument.

The updated completed Management Plan should meet, if not exceed, the requirements of the governing body to ensure the UNESCO World Heritage Site designation is retained and the infrastructure is maintained accordingly. Critical Infrastructure should be recognized as the top strategy within the Management Plan as without it, the other strategies can not be fulfilled.

Throughout the document there are terms that are lacking significant definitions – i.e. Master Plan.

The Rideau Canal's Engineering Marvels, Heritage Landscapes, and Natural Beauty are Projected (Objective 2.1)

Objective 2.1 notes, "By 2029, at least 70% of engineering works of national significance are maintained in fair or good condition." Clarity needs to be given on current status and what fair or good condition is viewed as. Furthermore, the additional concern is

what is happening to the other 30% of the engineering works, are we losing them and if so, this would be unacceptable! As seen in 2015, an investment of \$75-million incurred for rehabilitation with an additional \$52-million being invested in 2022 for asset improvements.

An asset management plan for the entire Canal should outline the required investment needed going forward for future sustainability and budgetary planning, to ensure critical infrastructure elements are not sacrificed due implied finite resources.

The Cultural Landscapes at each lock station are key to developing further interpretative programming. Based on the 10-year plan timeline, and 5 lock stations as per the Management Plan this process could take nearly 50 years to complete. Further review of the timeline should be considered and identification of which lock stations within this Management Plan should be identified.

Indigenous Peoples Have Meaningful Opportunities to Connect with traditionally used lands and waters, and Share Their Cultures (Objective 2.2)

The Rideau Waterway connection with Indigenous Peoples is an important part of our Canadian heritage. Parks Canada should have a *strong emphasis on Indigenous outreach* and could further facilitate collaboration with municipalities with a focused lens on the Rideau Canal waterway.

Ecological and Cultural Aspects of the Rideau Canal are presented to visitors and integrated in Tourism (Objective 2.3)

This objective should align with the land-based visitation objective. While ecological and cultural aspects of the Canal can be presented in tourism, it could also be an opportunity to develop a strategy to engage young people through course curriculum. Consideration should be given to working with educators on how the Rideau Canal World Heritage Site ecologically, heritage and culture could be incorporated in programs and delivery formats into the classroom, virtual and site visits.

Sustainable Development Principles Are Better Integrated into Rideau Canal Operations (Objective 2.4)

This objective speaks specific to Parks Canada operations but could be further expanded to explore opportunities in the public and private sectors. The 2012 Rideau Corridor Landscape Strategy is noted in the Planning Context with no periods of review noted. Continued municipal and public outreach on sustainable development for private use is encouraged.

Realizing the Waterway's Full Potential as a Great Canadian Outdoor

Destination (Key Strategy #1)

The Leeds Grenville - Rideau communities recognize the delicate balance required when maintaining culture, heritage, and ecology along with the pure enjoyment of the waterway by its residents, businesses and visitors. Together these play a role in the authenticity and sustainability of this waterway that will be the foundational base for it to become a Great Canadian Outdoor Destination that is accredited and known as a signature experience - provincially, nationally and globally.

As part of Destination Development, Parks Canada should note the desire for key partnerships with the Ontario Ministry of Heritage, Sport, Tourism and Culture, Destination Ontario and Destination Canada.

Recreational Boating

Under this strategy, Parks Canada notes that recreational boating remains a key focus and therefore should be identified as a strategic objective as there is still an opportunity for growth. The 2013 Visitor Experience Opportunity Concept (VEOC) Report felt the most important opportunity that could be afforded to guests was getting out on the water. It recognized in that report the need for an expanded network of access facilities, equipment and boat rentals, and associated guiding and outfitting services that would assist land-based travellers to explore. This recommendation led to the Ontario Ministry of Tourism working with Parks Canada to bring the \$16-million investment of Le Boat into the region. Continued emphasis should be made on recreational boating opportunities as this can be a revenue generator at multiple levels for Parks Canada.

Further investment needs to be considered in the areas of docking, mooring balls, shore power and navigational markers and signage. Colonel By Island has development opportunities on land and water with additional docking and mooring balls. Shore power is required when travelling north from Smiths Falls. Big Rideau Lake and Upper Rideau Lake require additional navigational markers and signage.

Hours of Operation and Length of the Season

Operational decisions such as Lock Station hours can dramatically effect travel decisions on the Canal and the impact on local businesses. In 2012, these were the two of five concerns for communities along the Waterway and their importance should remain in the forefront of Parks Canada Management Plan.

It is greatly encouraged that longer operating hours be established during peak season to maximize on-water experience opportunities. Further consideration should be given to public / private partner relations at key lock stations to allow further flexibility.

We see a reduction in the lock-station hours in the shoulder seasons. As tourism product offerings grow, further consideration should be given to lock-station hours. The current limitations can be viewed as a disadvantage for business investment in the region.

Visitation Is Diversified through more opportunities for Authentic Canadian Experiences like Paddling, Camping, Cycling and Hiking (Objective 1.1)

This objective is supported and encouraged to get more residents and visitors active, and on or near the water. The 2017 Economic Impact and Product Feasibility Study supports the Rideau Canal as world-class destination for the leisure paddling market. In addition, as noted above, the 2013 VEOC report the importance of getting on the water and the need outfitting services. Overnight in historic settings was also mentioned within that report. The Leeds Grenville - Rideau Mayors cited the heavy subscription to trails in 2020 due the pandemic and they recognize the importance they could become for the destination. Examples include – Tip to Tip Trail, Rock Dunder, Cataraqui Trail and Foley Mountain. The Rideau Canal and its lock stations can be a starting point for many of these land trails.

Land-based Visitation to Lock Stations is Increased and Visitors are More Engaged with the Canal (Objective 1.2)

It is recognized land-based visitation has significant growth potential. The special interconnection with the lock stations and recreational boating movement should be noted as boats provide the full animation when the locks are in operation.

Further clarity is needed on the intended scope of the mentioned Master Plans and Visitor Experience Strategy. Once the scope is clarified, then a better appreciation on the number that can be accomplished within the period of time.

There is a multitude of opportunities that can be undertaken at various lock stations. Some can start in 2021 and others need further development time. These opportunities should be built on a strong foundation of knowledge and understanding the heritage, cultural landscapes and commemorative integrity of the waterway, including its original footprint and Indigenous roots.

Starting in 2021, Parks Canada lock station staff should have a land-based visitor friendly educational focus that can share a basic Rideau Canal history and how the locks work. It is recognized the importance of lock station staff when the locks are in operation but too often there is no public engagement with land-based viewers.

Going forward the strategy should include additional investment in the interpreted stories and innovative delivery programs at each lock station that would assist in creating a strong connection between lock stations. These stories and programs could be used for the development of itineraries for independent travellers and group tours. The current assets of the Blacksmith's Shop and Sweeney House at Jones Fall should be high on the list of critical infrastructures to maintain and build upon as these are true representation of the Canal's history. These sites are current stops of Canal boat tours and a favourite for many visitors.

There is opportunity to develop four-season programming for the lock stations and the Canal waterway. The COVID-19 pandemic has given us a great appreciation of the outdoors year-round.

Relationships with Strategic Partners are Developed and Strengthened to Manage the Rideau Canal in a Collaborative Way (Objective 1.3)

The Parks Canada management structure has been a challenge for Municipalities and its businesses to work with since the Ontario and Waterways Executive Director's position moved to Peterborough and the Ontario Waterways Director position went through periods of being unfilled and it is still unclear if the Ontario Waterway Associate Director position has ever been filled. There was some outstanding collaboration that occurred 2015-17 that addressed previous poor relations. Significant headway was made during that period of time in establishing a collaboration with municipalities and amongst private marina operators and key businesses along the Rideau. Unfortunately, that has gone silent since 2017 with next to no outreach until this draft management plan. A much stronger strategy should be developed in re-establishing these relationships with strategic partners again and it should be considered a high priority. Meeting annually would be appropriate if strong relationships were in place but these will need to be rebuilt once again to regain a collaborative region and additional efforts will be required. The lack of communication and strong relations has hampered opportunities for sustainability and growth.

Marketing

A marketing plan should be developed by Parks Canada specific to the Rideau Canal and be presented as its own objective. The lack of investment in marketing has

impeded the Rideau Canal realizing its world-class potential. Developing strong relationships with Destination Ontario and Destination Canada in collaboration with the Regional Tourism Organizations and the municipalities is extremely important.

Travelling the Rideau Canal should be a signature experience with both Destination Ontario and Destination Canada, and goal to be achieved by Parks Canada.

Meetings with key regional and municipal tourism organizations should be quarterly to allow appropriate time for development and implementation of collaborative programs.

Current marketing is not engaging enough for people to have reasons to return.

Signage

Road and gateway signage throughout the Rideau Canal corridor and its lock stations should be reviewed and a strategy established. There is a significant lack directional road signage to find the various lock stations along the corridor. Parks Canada should develop a strategy and lead a collaborative effort between the Ministry of Transportation, TODS and the municipalities to establish strong and consistent signage that officially recognizes the route and the lock stations and the World Heritage Site status.

Managing a 19th Century Canal in the 21st Century (Key Strategy #3)

Leeds Grenville - Rideau municipalities are here to work with Parks Canada and recognize the challenges of operating a 19th Century Canal and are looking to collaborate on innovative solutions. Municipal lobbying for infrastructure investment has been effective in the past. The Rideau Canal waterway is a priority for us and working with our businesses and citizens to ensure its sustainability is key. An open dialogue on studies and new policies can be fruitful to support adoption. This dialogue can identify issues and concerns Parks Canada may not be aware of, thereby saving time to ensure collective intelligence is gathered prior to decisions and implementation.

Sustainable Sources of Revenues Are Developed and Enhanced (Objective 3.2)

Further clarity is required on implementation of business licencing on commercial operators and the economic impact this may have on businesses in the region. The tourism industry has been the hardest hit sector during the pandemic. Communication with municipalities and Economic Development staff will be critical.

Parks Canada properties located along the Rideau Canal are utilized by for-profit and not-for-profit agencies. Feedback on usage policies should be considered as part of this Management Plan.

Merrickville Blockhouse National Historic Site of Canada (6.0)

The Merrickville Lock Station and Blockhouse has a significant footprint in the Village of Merrickville. Further clarity is needed on what the fair to good condition term suggests and the timeline on the next State of Site assessment would be conducted. The footprint of these structures allows for greater opportunities for Parks Canada and the associated partners. Additional investment and partnerships should be considered to allow the opportunity for better interpretation and animation at the Blockhouse. Consideration should be given to shorter timeline for identification of these opportunities.

Overall Comments

The Rideau Canal Draft Management Plan is a very high-level document. Leeds Grenville – Rideau municipalities request further clarification on its vision, plan and terminology along with the expectations and implications to municipalities, businesses and residents. The vision should be inspiring for the people of today and its future generations. It should truly position the Rideau Canal Waterway globally for its Outstanding Universal Values fitting of a World Heritage destination. On September 29, 1826 the sod was turned for the construction of the Rideau Canal. This Management Plan and its implementation activities, need to be able to pay tribute and build upon the 200th Anniversary commemorations starting in 2026 – only 5 years away.

We are happy to participate in continued development of your Master Plan and look forward to connecting on your next steps.

Contact:

Ann Weir, Economic Development Manager
United Counties of Leeds and Grenville
32 Wall Street, Suite 300, Brockville, ON K6V 4R9
www.investleedsgrenville.com | www.discoverleedsgrenville.com
T: 613-342-3840 ext. 5365 E: ann.weir@uclg.on.ca

Cc: Roger Haley, Warden
Andy Brown, CAO

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: May 10, 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 a Draft Letter of Support for the Eastern Ontario Regional Network's Gig Project; and

That Council does hereby approve of Mayor Struthers executing the Letter of Support regarding EORN's Gig Project.

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



Honourable Maryam Monsef
Minister for Women and Gender Equality and Rural Economic Development
180 Kent Street, Suite 1100
Ottawa, Ontario
K1P 9B6

Honourable Laurie Scott
Minister of Infrastructure
777 Bay Street, 5th Floor
Toronto, Ontario
M7A 2J3

Dear Ministers:

We are writing to you today, as heads of our local councils, to make clear our strong support for EORN's Gig Project. We stand together with the Chairs of the Eastern Ontario Wardens Caucus, the Eastern Ontario Mayors Caucus, and the Eastern Ontario Regional Broadband Network in their efforts to convince you to get behind the Project.

The Gig Project is the right one for eastern Ontario. Ensuring that homes, businesses, schools, medical offices, and other institutions as well as seasonal properties get connected through fibre optic cable; the best technology for today and the future. EORN's studies highlight the economic benefits that would come our way with its Gig Project. Job creation, additional employment income, more innovation, reduced health care costs among other things add up to a winning solution for the people of eastern Ontario.

EORN's and its model works. We have seen the success that the organization has had over the years in getting more private sector investment than anticipated in the public private partnership projects that it has led. EORN is efficient, cost effective and nimble. You know you can rely on its professionals to get the job done.

We appreciate the leadership that both of you have shown by securing historic levels of funding for building out broadband infrastructure. You have made this critical infrastructure a priority for both Canada and Ontario. We need you now to take the next step and help us secure ultra high-speed internet access and services for the individuals, families and businesses that have made our municipalities their home.

Funding the Gig Project will be a game changer and a legacy you will be proud of. Let EORN do the work for you.

Yours truly,

Signatures of Heads of Council

Cc Prime Minister Trudeau

Premier Ford

Members of Parliament

Members of Provincial Parliament

DRAFT

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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: May 10, 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-06-2021, with respect to Ontario Regulation 284/09; and

That Council does hereby adopt the report reflecting the 2021 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-06-2021
Finance Department
Information Report to Council

RE: Ontario Regulation 284/09

OBJECTIVE: That Council adopt the report reflecting the 2021 PSAB expenses as per Ontario Regulation 284/09.

RECOMMENDATION:

THAT: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-06-2021, with respect to Ontario Regulation 284/09; and

THAT: Council does hereby adopt the report reflecting the 2021 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

BACKGROUND:

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being the requirement to report on Tangible Capital Assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis.

Ontario Regulation 284/09 requires municipalities that have excluded expenses in their budgets to prepare a report about those excluded expenses and adopt the report by resolution. The Regulation allows a municipality to exclude from its annual budget estimated expenses related to:

- Amortization;
- Post-employment benefits; and
- Solid waste landfill closure and post-closure expenses.

The Regulation requires that a municipality provide a report containing the following information:

- An estimate of the change in accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- An analysis of the estimated impact of the exclusion of any of those expenses on the future TCA funding of the municipality.

ANALYSIS:

The Village of Merrickville-Wolford, like many municipalities, continues to prepare budgets on the traditional cash basis.

The 2021 municipal budget excluded the following expenses:

1. The estimates for closure and post-closure costs for the landfill site are \$3,020,000 with \$1,031,174 accrued at the end of 2020. The solid waste landfill closure and post closure expense is estimated at \$40,534 for 2021.
2. The amortization of capital expenses is estimated at \$800,000 for 2021.

The net result of the exclusion of amortization and solid waste and landfill closure and post-closure costs is a forecasted decrease to the accumulated surplus of \$840,534. These are changes to accounting and reporting requirements under PSAB and are a financial accounting treatment only and do not affect operating surpluses. The difference is one of financial presentation only.

The Village does not provide post-employment benefits, so this has no impact on the accumulated surplus and is excluded from this report.

Amortization expenses should not be used to determine the impairment of an asset; rather, it should be used to attribute the capital cost over the life of the asset and is one method of predicting the future annual financial commitment required to maintain the Village's assets.

Conversion from Fund to Accrual Accounting:

Operating Budget Surplus/Shortfall	\$0
Less Amortization Expense	\$800,000
Add Budgeted TCA Acquisitions	\$1,170,049
Less Proceeds of new Debentures	N/A
Add Debt Principal Payments	\$252,562
Add Transfers to Reserves	\$425,235
Less Transfers from Reserves	\$427,778
Post-Employment Benefits	N/A
Less Changes in Unfunded Landfill Closure and Post Closure Liability	\$40,534
Estimated Impact on the Ending Accumulated Surplus	\$579,534

BUDGET/LEGAL IMPLICATIONS:

None.

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

Being compliant with Ontario Regulations is a requirement of the Village and staff are providing effective services by ensuring these requirements are met.

CONCLUSION:

This report has been submitted for information purposes and as required under Ontario Regulation 284/09.

ATTACHMENTS:

None

Submitted by:



Kirsten Rahm,
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

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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: May 10, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 27-2021, being a By-Law to authorize the execution of a Fire Safety Grant Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal, be read a first and second time, and that By-law 27-2021 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. 27-2021

BEING a By-Law to authorize the execution of a Fire Safety Grant Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal

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 a Fire Safety Grant Transfer Agreement;

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

- 1) The CAO/Clerk and Treasurer are hereby authorized to execute the Fire Safety Grant Transfer Agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal, attached hereto and forming part of this by-law as Schedule 'A'.

READ a first and second time this 10th day of May, 2021.

READ a third and final time and passed this 10th day of May, 2021.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the [Click or tap here to enter text](#) day of [Click or tap here to enter text](#), 20[Click or tap here to enter text](#). (the **“Effective Date”**)

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Office of the Fire Marshal**

(the **“Province”**)

- and -

Municipality of Merrickville-Wolford

(the **“Recipient”**)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

- Schedule “A” - General Terms and Conditions
 - Schedule “B” - Project Specific Information and Additional Provisions
 - Schedule “C” - Project
 - Schedule “D” - Budget
 - Schedule “E” - Reports, and
- any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule “A”, the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Office of the Fire
Marshal**

Click or tap here to enter text.

Date

Click or tap here to enter text.

Name:

Title:

Municipality of Merrickville-Wolford

Click or tap here to enter text.

Date

Click or tap here to enter text.

Name:

Title:

Click or tap here to enter text.

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

"Maximum Funds" means the maximum Funds set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

"Project" means the undertaking described in Schedule "C".

“**Reports**” means the reports described in Schedule “E”.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) procedures to enable the Recipient’s ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on March 31, 2021 and will

expire on the Expiry Date.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;
- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 Preparation and Submission. The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule "E", or in a form as specified by the Province from time to time.

A6.2 Record Maintenance. The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

A7.1 Acknowledge Support. Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 Publication. The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

A8.1 Indemnification. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

A9.1 Recipient's Insurance. The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability

arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

A9.2 Proof of Insurance. If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A10.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A10.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A10.3 When Termination Effective. Termination under this Article will take effect as provided for in the Notice.

A11.0 FUNDS AT THE END OF A FUNDING YEAR

A11.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A12.0 FUNDS UPON EXPIRY

A12.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A13.0 NOTICE

A13.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule "B", or as either Party later designates to the other by Notice.

A13.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A14.1 Consent. When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A15.0 INDEPENDENT PARTIES

A15.1 Parties Independent. The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A16.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' permitted assigns.

A17.0 GOVERNING LAW

A17.1 Governing Law. The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A18.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the

requirements of such other agreement;

- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A19.0 SURVIVAL

A19.1 **Survival.** All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$5,300.00
Expiry Date	August 1, 2021
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Position: Address: Fax: Email:
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

(None)

SCHEDULE "C"

PROJECT

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario's fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

<insert a copy of the letter of intent from the municipality to outline proposed use of funds>

SCHEDULE "D"

BUDGET

Funding will be provided to the <insert municipality name> upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.

SCHEDULE "E"

REPORTS

As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 10, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

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

Be it hereby resolved that:

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-05-2021, being a report regarding electronic meeting protocol for Advisory Committee meetings, for information purposes; and

THAT Council does hereby approve the attached Electronic Meeting Protocol and does hereby direct all advisory committee members to follow the Electronic Meeting Protocol; and

THAT Council does hereby direct the Planning Advisory Committee to resume meeting and, as the first order of business, to appoint a Secretary from amongst the committee members; and

THAT Council does hereby direct Advisory Committees to resume meetings virtually in accordance with their respective Terms of Reference.

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville-Wolford

Report CAO-05-2021

Date of Council Meeting: May 10, 2021
Information/Action Report to Council

RE: Advisory Committees: Electronic Meeting Protocol

OBJECTIVE:

To provide Council with a draft Electronic Meeting Protocol for Council's consideration regarding Advisory Committees.

RECOMMENDATION:

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-05-2021, being a report regarding electronic meeting protocol for Advisory Committee meetings, for information purposes; and

THAT Council does hereby approve the attached Electronic Meeting Protocol and does hereby direct all advisory committee members to follow the Electronic Meeting Protocol; and

THAT Council does hereby direct the Planning Advisory Committee to resume meeting and, as the first order of business, to appoint a Secretary from amongst the committee members; and

THAT Council does hereby direct Advisory Committees to resume meetings virtually in accordance with their respective Terms of Reference.

BACKGROUND:

On March 8th, 2021, Council received report CAO-04-2021 regarding Council and Committee Meetings moving to an electronic format due to COVID-19 and directed staff to bring forward an amendment to the Procedure By-law to allow for electronic meetings. Council passed By-law 14-2021 on April 12, 2021, which allowed for these changes to the Procedure By-law.

Council also directed staff to issue a call for volunteers to fill vacant positions on committees. Staff placed an advertisement in the April 21st edition of the North Grenville Times and on the Village's website and facebook page, with a deadline for applications of April 30th. Filling vacancies on the Community Development Advisory Committee, Planning Advisory Committee, Committee of Adjustment, and Property Standards Committee has been a priority in advance of the committees resuming meetings to ensure that each committee is ready to meet, with a full membership.

Additionally, staff have been working on the digitization of records which will allow for greater ease in providing documentation to committees to ensure that they will have the necessary documents to have fruitful discussions to make informed recommendations to Council. The first phase of this capital project is currently underway. Approximately 9,000 municipal documents have been gathered and sent to the third-party contractor for digitization on April 29th, with estimated completion within approximately two to three weeks.

Staff have organized a shared Google account, Zoom account, and YouTube channel for use by the committees to assist with the transition to virtual meetings. Also, staff have prepared the attached Electronic Meeting Protocol for the Village's committees to follow, if approved by Council, in order to create consistency amongst all committees and to provide instructions to make the transition to electronic meetings as seamless as possible for the Village's committee members.

ANALYSIS

In order to ensure that there is a process for all committees to follow regarding the new format of electronic meetings, in compliance with the *Municipal Act, 2001*, as amended, it is recommended that Council review the draft Electronic Meeting Protocol, attached as Schedule "A" to this report.

The Electronic Meeting Protocol will allow for consistency among all of Council's committees and provides instructions for committee members regarding the process for scheduling and livestreaming electronic meetings. The Committees are now set up with their own Zoom account and YouTube Channel, so that their meetings may be livestreamed. The Protocol also reiterates the rules regarding committee agendas and minutes, and provides guidance for recorded votes and virtual meeting etiquette.

Based on the results of the survey of committee members completed earlier this year, some advisory committee members do not have access to the equipment or internet connection required to meet via Zoom, however, it is possible for committee members to call into Zoom meetings by phone. The attached Protocol places the responsibility with the committee chairs to ensure that all documents required for the meeting will be provided to these individuals in advance of the meeting in order that they are able to have access to any documents that may be shared visually on the screen through a Zoom meeting.

The attached protocol also clarifies the role of Council Liaisons to the committees and provides that all information or requests be escalated to Council through the Liaison.

BUDGET/LEGAL IMPLICATIONS:

The costs associated with committees resuming meetings via electronic means includes the additional Zoom license required.

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:

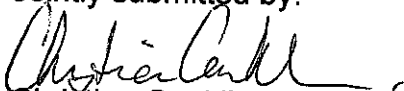
Ensuring efficient, effective services and civic engagement: It is of the utmost importance to ensure that the residents and community are engaged in Council and advisory committee meetings so that openness and transparency is accomplished. Council feels strongly that transparency is the forefront of all of their decisions and, with restrictions put in place due to COVID-19, Council invites all feedback through written correspondence at this time.

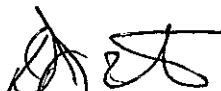
CONCLUSION:

Staff have prepared this report in order that Council may consider adopting the attached Electronic Meeting Protocol to allow for committees to resume meetings.

ATTACHMENTS: Schedule "A" – Draft Electronic Meeting Protocol for Committees

Jointly submitted by:


Christina Conklin,
Deputy Clerk


Doug Robertson,
CAO/Clerk/Director, Economic Development



Electronic Committee Meetings – Protocol and Procedures

INTRODUCTION

- As a result of COVID-19 and changes to the *Municipal Act, 2001*, Council has authorized Advisory Committees to resume meetings through electronic means by holding meetings via Zoom and livestreaming the meetings via YouTube.
- As a result, there are new instructions, procedures and protocols to be followed by Committee Members.

GENERAL

- Committee Members must abide by the Village's Procedure By-law, the Committee's Terms of Reference, and the Respect in the Workplace Policy.
- Committee Members have been appointed by Council to make positive, constructive recommendations regarding specific areas of importance to the Village. As such, all Committee Members shall remain professional and act in the best interests of the municipality at all times.
- Committee Members are not authorized to speak with members of the media on behalf of the Village, Council or Committee unless Council has authorized them to do so in writing.
- Committees must function self-sufficiently, producing their own agenda, minutes, reports, etc., with limited administrative support.

HOW TO SCHEDULE A MEETING

- An email account for the Village's Committees has been created solely for logistical purposes to facilitate meeting co-ordination and shall not be used for communication purposes.
- Sign into the Village's Committee email account:
Email Address: *****
Password: *****
- Use the Google Calendar to schedule the Zoom account for a meeting, on a "first come, first served" basis. The event entered into the Google Calendar must reflect the correct date and time of the meeting, and indicate which committee has booked the Zoom account for that period of time.
- Sign into the Village's Committee Zoom account:
Login ID: *****
Password: *****
- Click on "Schedule a Meeting" and enter the details of the meeting. The title of the meeting entered into the "topic" field should reflect the name of the committee and the date of the meeting (ex. Agriculture Advisory Committee – January 1, 2021).
- Copy the invitation and send it to the members of the committee. Some members may not have access to reliable internet or be able to login through a computer or tablet, so it is important to send the telephone login information as well, or to contact any member who does not have email to advise them of the login details through some other means.



Electronic Committee Meetings – Protocol and Procedures

COMMITTEE AGENDAS

- All Committee Agendas must be provided to the Clerk, Deputy Clerk and Receptionist by email no less than four (4) full business days prior to a Committee Meeting and must be posted on the Village's website no less than two (2) full business days before the meeting.
- Only items on a Committee Agenda may be discussed at a meeting. Agendas may be amended through a majority vote of the committee at the time of approving the agenda, however, this should be avoided as much as possible to ensure transparency to the public.
- If possible, supporting documentation that will be discussed at the meeting should be provided as part of the agenda and must be provided to all members of the committee in advance of the meeting.
- The agenda should include a notice indicating that the meeting will be livestreamed via YouTube on the "Village MW Committees" YouTube Channel. The wording for the notice will be provided to the Chair by staff.

HOW TO PARTICIPATE

- Use the login information provided by your committee chair to enter the electronic meeting either through an internet browser or by telephone.
- To ensure you can properly connect, it is recommended that you join the meeting ten (10) minutes prior to the start of the meeting.

MEETING PROCESS

- Once the Chair joins, the meeting will proceed as per usual. The Procedural By-law will continue to apply to such meetings. The chair will be responsible to ensure that, through Zoom under the more options tab, "Go Live on YouTube" is selected so that the meeting can be viewed or listened to by the public through the committees' YouTube Channel "Village MW Committees".
- The chair will call the meeting to order and will ask each member, by name, to confirm their attendance on the call.
- Each motion will require a recorded vote. The Chair will ask each member to vote, to which they may indicate clearly "in favour", "opposed" or "abstain".
- The chair will ask each member if they have any questions, by name. It is important that members do not all speak at once.
- Before speaking, each member will state their name so that there is no confusion as to who is speaking.



Electronic Committee Meetings – Protocol and Procedures

DOCUMENT SHARING

- All documents should be shared via email to all members, where possible.
- Where it is not possible to share documents via email, it is the responsibility of the chair of the committee to ensure that all members have hard copies of the information in advance of any committee meeting.

COMMITTEE MINUTES

- The secretary of the committee will take minutes of the electronic meeting in the same fashion as if it were an in-person meeting.
- Minutes, once approved by the committee at a subsequent meeting, must be forwarded to the Clerk and Deputy Clerk in a timely manner so that they may be provided to Council, for information.

COMMUNICATION WITH COUNCIL LIAISONS

- Council Liaisons will be responsible for providing staff with information from the committees to be provided to Council.
- Should committee members have questions for staff, these questions should be provided through the Council and only Council as a whole will provide direction to staff.
- Should Council direct a committee to complete a specific task, this will be done through resolution of Council, which will be provided to the chair of the committee through the Council Liaison.
- Council liaisons may raise a Notice of Motion through the process outlined in the Procedure By-law should the committee wish to make a request to Council, or they may provide a resolution of the committee to the Clerk and Deputy Clerk to be included on a Council Agenda for discussion.
- Should staff become aware of any procedural issues or concerns, staff will communicate with the Council Liaison so the Council Liaison may inform the committee chair. As appropriate, staff may also inform Council as a whole.

ELECTRONIC MEETING ETIQUETTE TIPS

1. Call in from a noiseless location.
 - Everyone participating in an electronic meeting can hear background noises. It is extremely important to limit all background noise in order to ensure the audio recording is clear for the public.
2. Call in on time.
 - Ensure that you are logged in prior to the start of the meeting (5-10 minutes in advance).



Electronic Committee Meetings – Protocol and Procedures

3. Identify yourself before speaking.
 - Your fellow participants may not recognize your voice over the phone or virtual meeting. Please simply say your name before you make any comment or discuss anything. Again, it is important to make sure that the audio recording is as clear as possible and to respect not speaking until called upon by the Chair.
4. Prepare all the necessary documents beforehand.
 - You should be prepared well ahead with all the significant documents or files necessary for the teleconference or meeting.
5. Avoid shuffling papers or talking to other participants.
 - Remember that any noise you make will be distracting to others. Please be careful so that others can hear the discussion.
6. Avoid using your phone.
 - If possible, do not use cell phones or other gadgets while having the teleconference. There is a potential poor connection or static outcome that will reduce the value and quality of the teleconference for other parties. Please switch off your phone as it might also ring, which can be distracting.
7. Never put the call on hold.
 - When a call is placed on hold, there may be an unwanted sound that will disturb the teleconference. This will greatly distract the other parties in the meeting.
8. Avoid eating.
9. Stick to the agenda.
 - Ensure that you all stick to the agenda and stay on topic.
10. Direct questions and comments to the Chair.
 - Doing so helps prevent confusion and helps ensure that your question is met with an answer rather than just silence as everyone tries to figure out who is going to respond. The Chair will then direct your question to the appropriate person.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 108 - 21

Date: April 26, 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 correspondence from Robyn Eagle, President of the Merrickville-Wolford Chamber of Commerce, regarding the Chamber's use of the street side portion of the Display Board located in front of the Post Office, dated April 15, 2021; and

That Council does hereby approve that the Merrickville-Wolford Chamber of Commerce will be responsible for determining the postings for the street side portion of the Display Board; and

That Council does hereby confirm that maintenance of the Display Board will remain the responsibility of the Village of Merrickville-Wolford.

Carried / Defeated

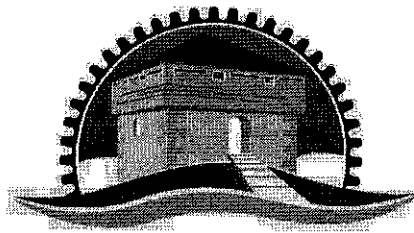
J. Douglas Struthers, Mayor

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

*Moved by
1st Mr Molloy
2nd Mr Cameron
Defeated next
May 10th
2021*



**MERRICKVILLE-WOLFORD
& DISTRICT CHAMBER OF COMMERCE**

2021-04-15

Village of Merrickville-Wolford
Brock Street
Merrickville Ontario
K0G1N0

Re Display board located on St Lawrence Street

Mayor Struthers, Councillors and CAO Robertson,

During our most recent Board Meeting April 13, Councillor Foster indicated that after discussion with the CAO, that the Municipality would be willing to provide The Chamber access and use of the street side portion of the display board in front of the Post Office. The use of this board would be as an alternative to having a map display installed in Cenotaph park.

We would like to extend our appreciation for this kind and generous offer and gladly accept. For purposes of clarity, record keeping and to address any queries from Community Groups that may occur, could we confirm that postings to the board be determined by Chamber and any maintenance still be the responsibility of the Municipality. ?

Again, many thanks for this proposal and we look forward to its use for promoting businesses throughout the Municipality.

Best Regards

Robyn Eagle

PO Box 571, Merrickville ON K0G1N0

president@merrickvillechamber.ca |

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

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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: May 10, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 15-2021, being a By-law to adopt a Flag Protocol Policy, be read a first and second time, and that By-law 15-2021 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. 15-2021

BEING a By-law to adopt a Flag Protocol Policy for the Corporation of the Village of Merrickville-Wolford

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended; 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 the Council of the Corporation of the Village of Merrickville-Wolford does hereby deem it in the best interest of the municipality to adopt a policy with respect to flag protocol for flags under the care and control of the Village;

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

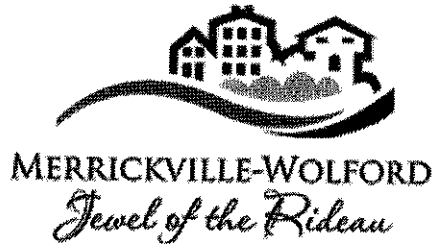
1. Attached hereto and forming Schedule "A" to this by-law is hereby adopted as the "Flag Protocol Policy" for the Village of Merrickville-Wolford.
2. This by-law shall come into full force and effect upon the date of its passing.

READ a first and second time this 10th day of May, 2021.

READ a third and final time and passed this 10th day of May, 2021.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



Flag Protocol Policy

1. SCOPE

This Policy applies to all flags mounted on flagpoles in the care and control of the Village of Merrickville-Wolford.

2. PURPOSE

The Flag Protocol Policy establishes a consistent protocol for the flying of flags at municipal buildings, properties and facilities and the framework to govern requests for flag raisings received from the community.

3. DEFINITIONS

For the purpose of this policy:

"Clerk" means the Clerk appointed by the Council of the Corporation of the Village of Merrickville-Wolford or his or her designate.

"Community Flagpole" means the flagpole that regularly flies the Village's flag outside of the Village Office at 317 Brock Street West in Merrickville.

"Flagpole" means a pole used for flying a flag.

"Halyard" means a rope used for raising and lowering a flag.

"Half-mast" means the action of flying flags at a position that is equal distance from the top and bottom of a flagpole meant to mark periods of mourning or to commemorate solemn occasions.

"Other" means national or provincial official.

"Tattered Flag" or "Worn Flag" means a flag that has developed a hole, where the colour has faded, or where the flag has become frayed.

4. FLYING FLAGS AT HALF-MAST

- 4.1 Only flags secured to flagpoles with halyards and pulleys will be flown at half-mast only when appropriate as outlined in this policy.
- 4.2 To place a flag at half-mast, the flag shall be raised to the masthead and then slowly lowered until the flag's center is mid-way between the masthead and the base of the flagpole.
- 4.3 Flags will be flown at half-mast at all Village facilities to mark periods of mourning upon the death of:
- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister);
 - The Governor General or former governor General;
 - The Prime Minister or former Prime Minister;
 - Premier of Ontario or a former Premier of Ontario;
 - Member or former Member of the House of Commons for this riding;
 - Member or former Member of Provincial Parliament for this riding;
 - Special Events recognized by the Canadian Government that recognize the death of a universal figure(s);
 - The Mayor or former Mayor;
 - Councillor or past Councillor;
 - Current staff member and retired staff member, including volunteer firefighters;
 - A police officer in the line of duty, anywhere in Canada;
 - A firefighter in the line of duty, anywhere in Canada; and
 - A current board or committee member.
- 4.4 In the case of a national or provincial official, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol officers.
- 4.5 In the case of other persons listed in Section 4.4, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for the individual.
- 4.6 The Manager, Operations or his or her designate will be responsible for the implementation of this policy.
- 4.7 When flags will be flown at half-mast, a message to explain why the flags have been lowered will be posted on the Village's website.

5. DISPOSAL OF FLAGS

5.1 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

5.2 The following applies to the disposal of tattered flags:

- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner.
- Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal. The pieces of fabric are not to be reused for any purpose.

6. COMMUNITY REQUESTS FOR FLAG RAISINGS

6.1 All requests for flag raising must be made, in writing, to Council.

6.2 Requests must be received by the Village's Clerk thirty (30) days in advance of the date of the flag raising.

6.3 Community flags will be flown on the pole at the Village Office that has been allocated for the Village's flag.

6.4 The following flags will not be permitted on Village flagpoles:

- Flags representing political parties;
- Flags representing religious groups;
- Flags in support of fundraising drives that are political or religious in nature; or
- Flags in support of groups, organizations, or events that promote beliefs contrary to any other municipal policy.

6.5 The following flags will be permitted, subject to Council's approval:

- Flags in support of non-profit, community-based fundraising drives important to the residents of the Village;
- Flags in support of organizational awareness campaigns that are important to the residents of the Village; or
- Flags in celebration of multi-cultural and civic events important to the residents of the Village.

6.6 The community organization will be responsible for providing and retrieving their flag from the Village Office.

Schedule "A" to By-law 15-2021

6.7 Should there be two requests for flag raising that conflict due to timing, the request received first will receive priority.

6.8 The request must include the duration the community organization is requesting the flag flown for, for Council's consideration.

7. DIGNITARY VISITS

7.1 In the event of a visit by a dignitary to the Village, the Village may fly a flag representing that dignitary. Flying of a flag to mark a dignitary's visit will be approved by way of Council resolution.

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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: May 10, 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. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by the municipality or local board;
2. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
3. Personal matters about an identifiable individual, including municipal or local board employees.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: May 10, 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

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Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 21

Date: May 10, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

Be it hereby resolved that: By-law 25-2021, being a by-law to confirm the proceedings of the regular Council meeting of May 10, 2021, be read a first and second time, and that By-law 25-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 25-2021

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 MAY 10, 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 May 10, 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 May 10, 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 10th day of May, 2021.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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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: May 10, 2021

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 Tuesday, May 25, 2021 at 2:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor