



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 6:00 p.m.

Monday, September 24, 2018

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Public Meeting with respect to two Zoning By-law Amendments**
5. **Return to regular meeting**
6. **By-laws:** 49-2018 Zoning Amendment re: Part Lot 25, Con 1; and  
50-2018 Zoning Amendment re: Charlotte Street
7. **Recess - The regular meeting of Council will resume at 7:00 p.m.**
8. **Minutes:** Approval of the Minutes of the regular meeting of September 10, 2018.
9. **Public Question Period to Council**
10. **Correspondence:** Letter from Merrickville Cooperative Playgroup dated September 17, 2018;  
Resolution from Township of Montague re: Andrewsville Bridge;  
Letter from David Kieseckamp re: Cannabis Sales dated July 30, 2018.
11. **Fire:** Resolution re: Reallocation of Capital Budget re: 4" Rubber Hose
12. **Public Works:** Status summary regarding the Drummond – Lewis Street Rehabilitation
13. **Planning:** Resolution re: Severance Application, Part 1 from Registered Plan 15R-9723
14. **Finance:** FIN-08-2018 re: Council Requests
15. **CAO:** CAO-08-2018 re: Action Item List;  
CAO-09-2018 re: Procurement Policy Review  
Length of Term for Committees (verbal update); and  
By-law 51-2018 re: Municipal Freedom of Information and Protection of  
Privacy (to be provided at the table)
16. **Unfinished Business:** Resolution re: Community and Primary Health Care Fall Prevention Course
17. **Public Question Period to Council**
18. **Next meeting of Council:** Tuesday, October 9, 2018 at 7:00 p.m.
19. **Confirming By-Law:** 48-2018 re: Confirm Proceedings of Council meeting of September 24, 2018
20. **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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of September 24, 2018 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

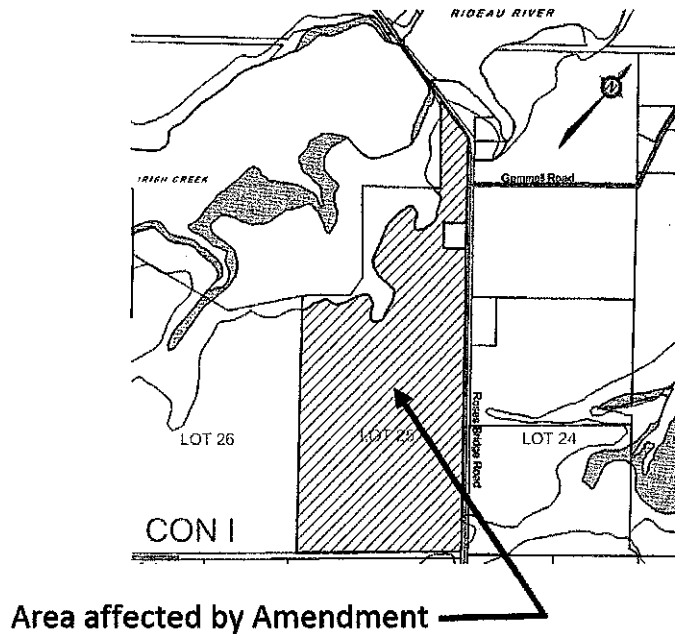
## EXPLANATORY NOTE

The Zoning By-law Amendment affects a property of approximately 55 ha (135 acres) located in part of Lot 25, Concession 1 on the west side of Roses Bridge Road.

The Amendment re-zones the property from the Agricultural (A) Zone to the Agricultural-Exception (A-5) Zone, where the "exception" provision prohibits a dwelling on the property.

The owner of the subject property has been granted approval to sever the existing farmhouse from the farm as a "surplus dwelling" in order to sell it. As a consequence, the remnant farmland is re-zoned to the above noted Agricultural-Exception (A-5) Zone in order to prohibit a new dwelling to be constructed on the farmland.

### Key Map



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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:** By-law 49-2018, being a by-law to amend Zoning By-law 23-08, be read a first and second time, and that By-law 49-2018 be read a third and final time and passed.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
BY-LAW No. 49-2018**

**Being a By-law to Amend Zoning By-law No. 23-08, as Amended**

**Roses Bridge Road  
Part Lot 25, Concession 1  
Wolford Ward**

**(Schouten)**

---

**WHEREAS** Section 34(1) of the *Planning Act*, R.S.O., 1990, Chapter P.13, authorizes Council to pass by-laws to regulate the use of lands and the character, location and use of buildings and structures within the Village of Merrickville-Wolford;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford deems it advisable to amend Zoning By-law No. 23-08, as amended, as hereinafter set forth;

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

1. The lands affected by this By-law are shown as outlined by heavy black lines on Schedule "A" which is attached hereto and forms part of this By-law.
2. Schedule "A" to Zoning By-law No. 23-08, as amended, is hereby further amended by changing the zoning of the lands affected by this By-law from "Agricultural" (A) to "Agricultural-Exception" (A-5).
3. Section 11, AGRICULTURAL, of Zoning By-law No. 23-08 is hereby amended by adding the following new subsection to Section 11.4, Exception Zones:

"5. A-5: County Road 16 (Part Lot 25, Concession 1, Wolford Ward)

Notwithstanding the Permitted Use provisions of Section 11.1, a single detached dwelling shall not be permitted on the lands zoned A-5."

This By-law given its first and second readings on \_\_\_\_\_, 2018.

This By-law given its third and final reading and passed under the Corporate Seal on \_\_\_\_\_, 2018.

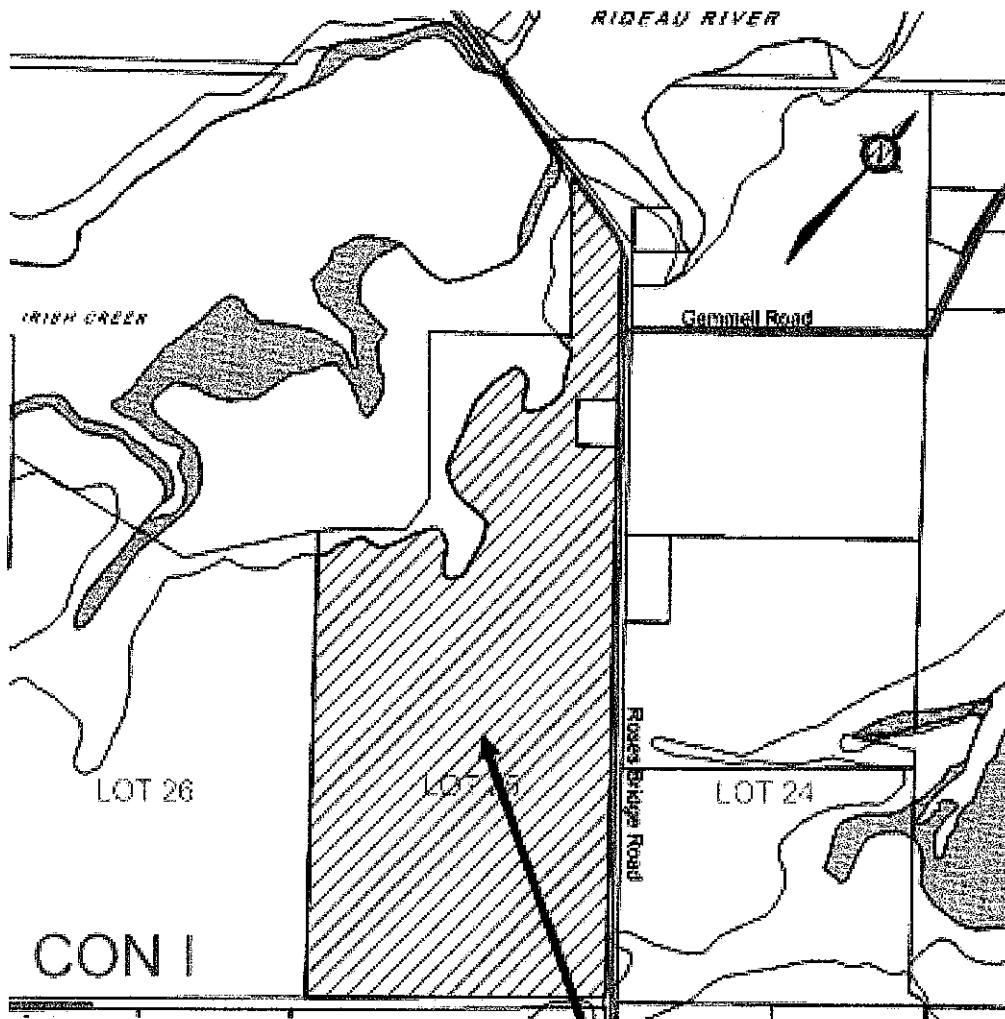
\_\_\_\_\_  
Mayor  
(D. Nash)

\_\_\_\_\_  
CAO/Clerk/Economic Development Director  
(D. Robertson)

**Schedule "A" to By-law No. 49-2018**

**VILLAGE OF MERRICKVILLE-WOLFORD**

**Roses Bridge Road  
Wolford Ward (Schouten)**



Area re-zoned from AGRICULTURAL (A)

to AGRICULTURE-EXCEPTION (A-5)

## EXPLANATORY NOTE

The Zoning By-law Amendment affects a portion (approximately 549 m<sup>2</sup>) of a property located on the west side of Charlotte Street in Merrickville.

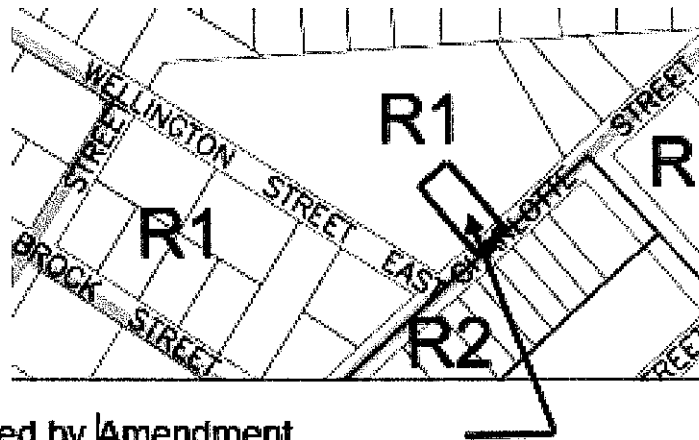
The applicant is proposing to construct a semi-detached dwelling on the site.

The Amendment re-zones the area from the "Residential Type 2 holding" (R2h) Zone to the "Residential Type 2-Exception" (R2-2) Zone.

The purpose of the Amendment is twofold:

- to lift the "holding" provision to allow development to proceed; and
- to permit a reduced setback from the existing drainage ditch.

### Key Map



Area affected by Amendment

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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:** By-law 50-2018, being a by-law to amend Zoning By-law 23-08, be read a first and second time, and that By-law 50-2018 be read a third and final time and passed.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
BY-LAW No. 50-2018**

**Being a By-law to Amend Zoning By-law No. 23-08, as Amended**

**Charlotte Street  
Merrickville Ward**

**(Princiotta)**

---

**WHEREAS** Sections 34 and 36 of the *Planning Act*, R.S.O., 1990, Chapter P.13, authorizes Council to pass by-laws to regulate the use of lands and the character, location and use of buildings and structures within the Village of Merrickville-Wolford;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford deems it advisable to amend Zoning By-law No. 23-08, as amended, as hereinafter set forth;

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

1. The lands affected by this By-law are shown as outlined by heavy black lines on Schedule "A" which is attached hereto and forms part of this By-law.
2. Schedule "B" to Zoning By-law No. 23-08, as amended, is hereby further amended by removing the "h" symbol on the lands affected by this By-law.
3. Schedule "B" to Zoning By-law No. 23-08, as amended, is hereby further amended by changing the zoning on the lands affected by this By-law from "Residential Type 2" (R2) to "Residential Type 2-Exception" (R2-2).
4. Section 5.2, RESIDENTIAL TYPE 2 (R2) ZONE, of Zoning By-law No. 23-08 is hereby amended by adding a new subsection to Subsection 5.2.3, Exception Zones, as follows:

"2. R2-2: Charlotte Street (Merrickville Ward)

Notwithstanding any provisions of this By-law to the contrary, on the lands zoned R2-2, the minimum setback from a watercourse shall be 20 m."

This By-law given its first and second readings on \_\_\_\_\_, 2018.

This By-law given its third and final reading and passed under the Corporate Seal on \_\_\_\_\_, 2018.

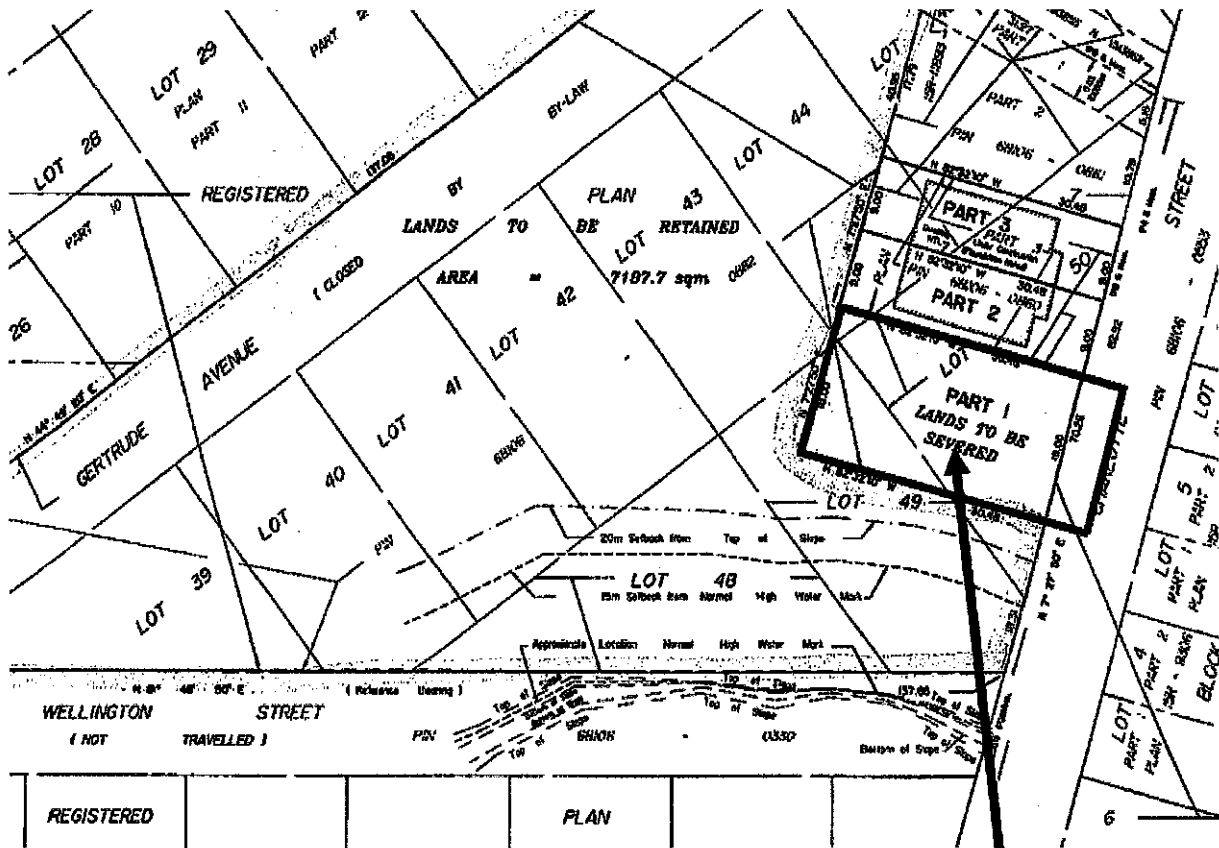
\_\_\_\_\_  
Mayor  
(D. Nash)

\_\_\_\_\_  
CAO/Clerk/Economic Development Director  
(D. Robertson)

# Schedule "A" to By-law No. 50-2018

VILLAGE OF MERRICKVILLE-WOLFORD

Charlotte Street  
Merrickville Ward



Area re-zoned from RESIDENTIAL TYPE 2 holding (R2h)  
to RESIDENTIAL TYPE 2- Exception (R2-2)

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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**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 September 10, 2018 as:

\_\_\_circulated.

\_\_\_amended.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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

Monday, September 10, 2018

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:04 p.m. on Monday, September 10, 2018.

**Chaired by:** Mayor David Nash  
**Members of Council:** Councillor Chuck MacInnis  
Councillor Kim Weedmark  
Deputy Mayor Anne Barr  
**Regrets:** Councillor David Snowdon  
Councillor Stephen Ireland  
Councillor Vic Suthren  
**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Randy Wilkinson, Chief Building Official

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

**Approval of Agenda**

**R-298-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the agenda of the regular Council meeting of September 10, 2018, as amended.

Carried

**Note:** The agenda was amended to include an information item from Deputy Mayor Barr regarding the shoreline restoration project. The agenda was also amended to include Councillor MacInnis' request for discussions regarding the action item list and brush disposal fees.

**Delegations:**

**R-299-18** Moved by Deputy Mayor Barr, Seconded by Councillor Weedmark  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Perth and Smiths Falls District Hospital; and

That Council does hereby direct staff to add this item to the 2019 draft budget for consideration.

Carried

**R-300-18** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Mike Seeley of Seaway Surge Baseball.

Carried

**Minutes**

**R-301-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr  
**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 meetings of July 31, 2018 and September 4, 2018, as circulated.

Carried

**R-302-18** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis  
**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 August 27, 2018, as amended.

Carried

**Public Question Period to Council:** No questions.

**Correspondence:**

**R-303-18** Moved by Councillor MacInnis, Seconded by Councillor Weedmark  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from Joleen Surman of the Tour Paramedic Ride, received on August 15, 2018; and

That Council does hereby waive the fees associated with the Merrickville Community Center for the purpose of the Paramedic Ride on September 17, 2018.

Carried.

**R-304-18** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence of Sheila Cornelisse, the Group Commissioner of the 1<sup>st</sup> Merrickville Scout Group, dated September 3, 2018; and

That Council does hereby waive the rental fees associated with the Merrickville Community Center and grounds for the purpose of a canoeing and camping event on September 29<sup>th</sup> and 30<sup>th</sup>, 2018.

Carried.

**R-305-18** Moved by Councillor MacInnis, Seconded by Councillor Weedmark  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from Susan Piercey, Director of the Merrickville Jass Fest, dated July 24, 2018; and

That Council does hereby waive the fees associated with the Merrickville Community Center for the purpose of the Merrickville Jazz Fest on October 13, 2018.

Carried.

**By-law Enforcement:**

**R-306-18** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby exempt the Merrickville Artist's Guild (MAG) from Sign By-law 24-2010 for the purpose of the MAG Tour as outlined in the map provided, from September 21<sup>st</sup> to September 30<sup>th</sup>, and to hereby waive the fees associated with the sign permit application.

Carried.

**Building:**

**R-307-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-07-2018; and

That Council does hereby grant relief of Section 3 of By-law 21-96, being the Fence By-law of the Village, as it pertains to the property at 223 Wellington Street East, only.

Carried.

**Planning:**

**R-308-18** Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** By-law 45-2018, being a by-law to designate Lot 7 on Plan 15M-13 as being exempt from Part Lot Control, be read a first and second time, and that By-law 45-2018 be read a third and final time and passed.

Carried.

**Clerk's Department:**

**R-309-18** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report DEPC-02-2018, being a report regarding a Joint Compliance Audit Committee; and

That Council appoint the following members to the Compliance Audit Committee for the term of December 1, 2018 to November 14, 2022: Rob Bickerton, Mel Campbell, Charles Kellington, Bill Pakeman and Glenn Mackey.

Carried.

**R-310-18** Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis

**Be it hereby resolved that:** By-law 46-2018, being a by-law to appoint members to the Compliance Audit Committee for the term of December 1, 2018 to November 14, 2022, be read a first and second time, and that By-law 46-2018 be read a third and final time and passed.

Carried.

**Notices of Motion:**

**R-311-18** Moved by Deputy Mayor Barr, Seconded by Councillor Weedmark

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct the Planning Advisory Committee and/or the Chief Building Official to prepare a report regarding the following:

1. The status of the building known as the First Methodist Church located at the intersection of Broadway and Mill Streets;
2. The development plans for the building; and
3. The resources the Municipality has to ensure the timely completion of the work.

Withdrawn.

**Public Question Period:**

B. Fitzpatrick requested that the Fire Department comment on the merits of having one controlled brush fire at the landfill versus many different brush fires in the area.

D. Dawson inquired as to the reason for hiring a workplace investigator, why the CAO was not conducting the investigation, where Mr. Curtis was chosen from, if Mr. Curtis was being paid per investigation or per hour, and if the workplace investigation was the same as the O.P.P. investigation.

C. Willemsen inquired as to whether an engineering report has been provided pertaining to the building known as the First Methodist Church.

**Confirming By-Law**

**R-312-18** Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:** By-law 47-2018, being a by-law to confirm the proceedings of the Council meeting of September 10, 2018, be read a first and second time, and that By-law 47-2018 be read a third and final time and passed.

Carried.

**Adjournment**

**R-313-18** Moved by Councillor Weedmark, Seconded by Councillor MacInnis

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 9:32 p.m. until the next regular meeting of Council on Monday, September 24, 2018 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

David Nash, Mayor

---

Doug Robertson, CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: September 24, 2018

For Clerk's use only, if  
required:

**Recorded Vote**

**Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from Mariana Aitken, the Playgroup Coordinator of the Merrickville Cooperative Playgroup dated September 17, 2018; and

\_\_\_\_\_ That Council does hereby waive the fees associated with the Merrickville Community Center for the purpose of the 2018-2019 Merrickville Cooperative Playgroup.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



## Merrickville Cooperative Playgroup

106 Read Street Merrickville, Ontario  
merrickvilleplaygroup@gmail.com

---

September 17, 2018

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

Dear Mayor and Council Members,

I am writing to request that the 2018-2019 fees be waived for the use of the Community Centre for our village playgroup.

The Merrickville Cooperative Playgroup has been using the space every Wednesday morning from 10am-12pm during the school year (September to June) for the past several consecutive years. The historic gathering of this playgroup predates my own existence, as I am sure that it well exceeds 30 years. We ask that the fees be waived in honor of the service and recreation that the group provides to young families in the area, which ultimately brings our families together.

Thank you for your consideration.

Sincerely,

Mariana Aitken  
Playgroup Coordinator  
Merrickville Cooperative Playgroup  
merrickvilleplaygroup@gmail.com

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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

WHEREAS the Andrewsville Bridge is an essential piece of the transportation network for the Village of Merrickville-Wolford;

AND WHEREAS the Andrewsville Bridge is essential to the emergency services to the citizens of Merrickville-Wolford;

THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford hereby expresses its strong objection to any potential closure of the Andrewsville Bridge; and

THAT a copy of this resolution be sent to the County of Lanark, the United Counties of Leeds and Grenville, the Township of Montague, and the local MP and MPPs.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



TOWNSHIP OF MONTAGUE

MOVED BY: J. Abbass

RESOLUTION NO: 209-1818

SECONDED BY: K. Van Der Meer

DATE: September 18, 2018

Whereas the Andrewsville Bridge is an essential piece of the transportation network for the Township of Montague; and

Whereas the Andrewsville Bridge is essential to the emergency services to the citizens of Montague; and

Now therefore the Council of the Township of Montague wishes to express its strong objection to any potential closure of the Andrewsville Bridge; and

That the Council of the Township of Montague circulate this resolution to the County of Lanark, the United Counties and Leeds and Grenville, the Township of Merrickville Wolford and the local MP and MPPs.

CARRIED

DEFEATED

  
REEVE

**From:** Kieseckamp, David  
**Sent:** Monday, July 30, 2018 11:03 AM  
**To:** Mayor  
**Subject:** Cannabis sales in Merrickville

Hi Mayor Dave

Was reading the newspaper on the weekend, and notice that our new premier has indicated that Ontario will allow private cannabis shops. I was just wondering if the current zoning by-laws in Merrickville already deal with the possibility of these kinds of establishments? I would not be that keen on seeing these kinds of stores popping up in our community without regulations.

Cheers  
David Kieseckamp

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: September 24, 2018

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the reallocation of the remaining Capital Budget for the Fire Department of approximately \$3,200 for the purchase of 4" Rubber Hose for the Pumper/Tanker.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

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:**

Barr	Y	N
Ireland	Y	N
MaInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MaInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MaInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the status summary regarding the Drummond – Lewis Street Rehabilitation Project from Neil Caldwell of Jp2g Consultants Inc., for information purposes.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

## Drummond – Lewis Street Rehabilitation Project

Status summary for Village of Merrickville-Wolford Drummond-Lewis project:

The following phase and tasks have been completed:

The field investigation and preparation of base drawings Phase is completed – Drawings were submitted to the Village on July 20th

- Field survey including topographical and manhole invert survey
- Review of CCTV
- Geotechnical investigation and report
- Preparation of preliminary plans and profiles

Preliminary Design Phase is complete to 50% (Estimated completion – November 1<sup>st</sup>)

- Preliminary plan and profiles are complete to 50%
- Existing sanitary drainage areas and design sheets are complete
- Existing Storm drainage areas and design sheet to review of existing storm collector capacity along St. Lawrence to outlet under way
- Partial confirmation of existing utilities (i.e. hydro, bell, etc.) – included on preliminary plans – (gas outstanding)

To be completed:

- MOECC ECA preparation following review of preliminary drawings and design brief by Village
- Preparation of preliminary specifications
- Preparation of preliminary cost estimates
- Draft connection by-law and supporting documentation

Detailed Design Phase: To be completed (Estimated completion Nov. 1<sup>st</sup> 2018 – Jan 18<sup>th</sup> 2019)

- Complete drawings, specifications and pre-tender cost estimate
- Send MOECC ECA application to approving agency – updated schedule November 15<sup>th</sup>
- Draft by-law w.r.t. connections to sanitary sewer
- Review with Village
- Public meeting – Date to be determined
- Revise documents based on comments by Village, public meeting and agencies

Tender document phase: (Estimated completion Jan 18<sup>th</sup> 2019 – February 20<sup>th</sup> 2019)

- Tender documents for bidding purposes

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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby recommend for approval to the Consent Granting Authority the severance of Part 1 from Registered Plan 15R-9723.

Carried / Defeated

David Nash, Mayor



## Planning Advisory Committee

Resolution Number: R - 018 - 18

2018

Moved by: K. Weedmark C. MacInnis I. Kirk S. Hamill T. Molloy R. Fournier

Seconded by: K. Weedmark C. MacInnis I. Kirk S. Hamill T. Molloy R. Fournier

**Be it hereby resolved that:**

The Planning Committee of the Village of Merrickville-Wolford ~~does hereby~~ *is in support*  
*of the proposed transfer of ownership of the Health*  
*Centre lands to the Rideau Community Health*  
*Services.*

Carried / Defeated

  
John Ireland, Chair



**APPLICATION FOR CONSENT**  
**Under Section 53 of the Planning Act**  
**UNITED COUNTIES OF LEEDS AND GRENVILLE**  
 (Effective Jan. 1, 2017)

As of Jan 13 2017

DKAT1

File No. B- \_\_\_\_\_

**PLEASE NOTE THESE ARE NON-FUNDABLE ONCE APPLICATION HAS BEEN CIRCULATED**

Roll Number 714-00-072-000  
 E-MAIL ADDRESS: (Optional) \_\_\_\_\_

Date accepted: \_\_\_\_\_

1. **NAME OR OWNER(S):** VILLAGE OF MERRICKVILLE-WOLFORD  
**ADDRESS, CITY/TOWN:** P.O. BOX 340, 317 BROCK ST WEST  
**POSTAL CODE:** K0G 1N0 **TELEPHONE: (Home)** 613-269-4791 (Work) \_\_\_\_\_

2. **AGENT/APPLICANT:** Name of the person who is to be contacted about the application, if different than owner. (This may be a person or firm acting on behalf of the owner – An owner's authorization is required if the applicant is not the owner)  
**ADDRESS, CITY/TOWN:** 317 BROCK ST WEST  
**POSTAL CODE:** K0G 1N0 **TELEPHONE: (Home)** 613-269-4791 (Work) \_\_\_\_\_

3. **LOCATION OF THE SUBJECT LAND:** MUNICIPALITY VILLAGE OF MERRICKVILLE-WOLFORD  
 Former Municipality: MERRICKVILLE Concession No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
 Registered Plan No.: \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Reference Plan No. 15R-9723 PART 1  
 Are there any easements or restrictive covenants affecting the subject land?  Yes  No

4. **PURPOSE OF THIS APPLICATION:** (Check appropriate box)  
 Creation of New Lot  Addition to a Lot  An easement/right-of-way  
 Other - Correction of Title  
 Name of person(s), if known, to who this land or interest in land is to be transferred, leased or charged  
RIDEAU COMMUNITY HEALTH CENTRE  
 If a lot addition, identify on the required sketch the lands to which the parcel will be added

5. **DESCRIPTION OF LAND INTENDED TO BE SEVERED:**  
 Frontage 176.24' Depth 180.62' Area (acres/hectares) 0.47 acres ±  
 Existing Use Medical Centre Proposed Use Medical Centre  
 Number and use of buildings and structures:  
 Existing One Proposed One

6. **DESCRIPTION OF LAND INTENDED TO BE RETAINED:**  
 Frontage 1224' Depth 999' Area (acres/hectares) 17.5 acres ±  
 Existing Use Community Centre + Open Space Proposed Use Community Centre + Open Space  
 Number and use of buildings and structures: One

7. **WHAT TYPE OF WATER SUPPLY IS PROPOSED?** (Check appropriate space)

Municipally owned and operated water supply	Severed Lot <input checked="" type="checkbox"/>	Retained Lot <input checked="" type="checkbox"/>
Well (circle – dug or drilled)	<input type="checkbox"/>	<input type="checkbox"/>
Communal Well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

8. **WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED?** (Check appropriate space)

Municipally owned and operated sanitary sewers	Severed Lot <input checked="" type="checkbox"/>	Retained Lot <input checked="" type="checkbox"/>
Septic Tank	<input type="checkbox"/>	<input type="checkbox"/>
Communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

9. **TYPE OF ACCESS:** (Check appropriate space)

Provincial Highway	Severed Lot <input type="checkbox"/>	Retained Lot <input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way owned by	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (Specify docking and parking facilities and distance of these facilities from the subject land and the nearest public road.)	<input type="checkbox"/>	<input type="checkbox"/>

10. **OTHER SERVICES:** (Check if the service is Available)

Electricity	Severed Lot <input checked="" type="checkbox"/>	Retained Lot <input checked="" type="checkbox"/>
School Bussing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Garbage Collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. **LAND USE:**  
 What is the existing UCLG Official Plan designation of the subject land? URBAN SETTLEMENT AREA  
 What is the existing Municipal Official Plan designation of the subject land? OPEN SPACE  
 What is the Zoning of the subject land? O-1 OPEN SPACE ZONE  
 What is the Zoning of the subject land? \_\_\_\_\_  
 If the subject land is covered by a Minister's Order, What is the regulation number? N/A

12. Please answer yes or no to the following:

USE OR FEATURE	Yes	No
Is there an agricultural operation including livestock facility or stockyard located on or within 500 metres of the severed or retained land?		<input checked="" type="checkbox"/>
** Are there any tile drains on the land to be severed; if present, show them on the application sketch?		<input checked="" type="checkbox"/>
Is there a landfill within 500 metres of severed or retained land?		<input checked="" type="checkbox"/>
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?		<input checked="" type="checkbox"/>
Is there a Provincially Significant Wetland (Class 1, 2 or 3 Wetland) on the severed or retained lands or within 120 metres?	<input checked="" type="checkbox"/>	
Is any portion of the land to be severed or retained located within a Flood Plain?	<input checked="" type="checkbox"/>	
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?		<input checked="" type="checkbox"/>
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?		<input checked="" type="checkbox"/>
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?		<input checked="" type="checkbox"/>
Is there an industrial or commercial use located within 500 metres of the severed or retained land? (if yes, specify the use)		<input checked="" type="checkbox"/>
Is there an active railway line within 500 metres of the severed or retained land?		<input checked="" type="checkbox"/>
Is there a municipal or federal airport within 500 metres of the severed or retained land?		<input checked="" type="checkbox"/>
Is there any Utility corridor(s) (i.e. towers, etc.) located on the severed or retained lands or within 500 metres?		<input checked="" type="checkbox"/>

13. History of the Subject Land:

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?  No  Yes  Unknown If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use \_\_\_\_\_

Has any land been severed from the parcel originally acquired by the owner of the subject land?  No  Yes If yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use. \_\_\_\_\_

14. Current Applications:

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?  No  Yes  Unknown If yes, and if known, specify the appropriate file number and status of application(s). \_\_\_\_\_

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?  No  Yes  Unknown If yes, and if known, specify the appropriate file number and status of application. \_\_\_\_\_

15. SKETCH: The application shall be accompanied by a sketch no larger than 8-1/2" by 14" showing the following: Please refer to the sample sketch on page 4 of this form.

- The dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing or bridge.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use(s) on adjacent lands.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or right-of-way.
- If access to the subject land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement affecting the subject land.

16. OTHER INFORMATION: Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

\_\_\_\_\_  
 \_\_\_\_\_

NOTE: If joint ownership, each individual signature is required.

17. AFFIDAVIT:

I/WE, DOUGLAS ROBERTSON of the VILLAGE OF MERRICKVILLE-WOLFORD

in the COUNTY OF LEEDS + GRENVILLE solemnly declare that all the statements contained in this application are true and that the information contained in the documents that accompany this application is true.

Declared before me at the Village of Merrickville-Wolford

in the County of Leeds + Grenville

this 12 day of July, 2018

Kirsti Kelly

A Commissioner of Oaths

[Signature]

Signature of Owner or Agent

(print name) DOUGLAS ROBERTSON

Signature of Owner or Agent

(print name) \_\_\_\_\_

18. AUTHORIZATION:

If the applicant is not the owner of the land that is the subject of this application, the owner must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the application and to provide Personal Information

I/WE, \_\_\_\_\_, being the registered owner(s) of the lands subject of this

application for consent hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Signature of Owner

(print name) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Owner

(print name) \_\_\_\_\_

19. CONSENT OF OWNER: The owner must also complete the following or a similar authorization attached to the application.

Consent of Owner(s) to the Use and Disclosure of Personal Information and to Allow Site Visits to be conducted.

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/We also authorize and consent to representatives of the Consent Granting Authority and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Signature of Owner

(print name) \_\_\_\_\_

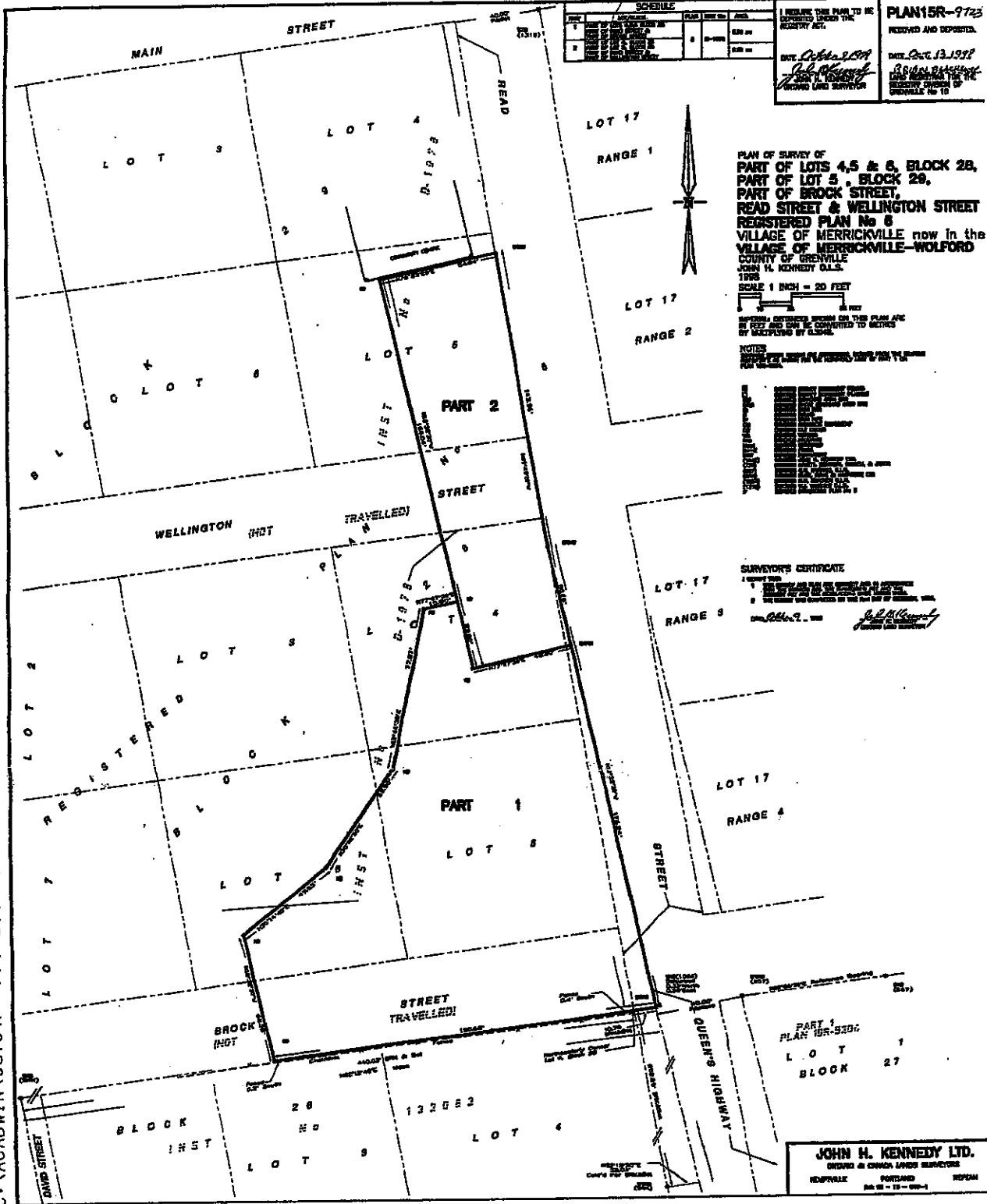
Date \_\_\_\_\_

Signature of Owner

(print name) \_\_\_\_\_

The Consent Granting Authority will assign a File Number for complete applications and this should be used in all communications.

C:\ACADWIN\981047 Fri Oct 9 12:48:38 1998



SCHEDULE			
NO.	DESCRIPTION	PLAN	DATE
1	...	...	...
2	...	...	...

I HEREBY TAKE PLAN TO BE DEPOSITED UNDER THE ACTIVITY ACT.  
**PLAN 15R-9723**  
 RECEIVED AND DEPOSITED.  
 DATE *Oct 9 1998* DATE *Oct 13 1998*  
*John H. Kennedy* *John H. Kennedy*  
 SURVEYOR SURVEYOR  
 (SIGNED) (SIGNED)

PLAN OF SURVEY OF  
 PART OF LOTS 4, 5 & 6, BLOCK 28,  
 PART OF LOT 5, BLOCK 29,  
 PART OF BROCK STREET,  
 READ STREET & WELLINGTON STREET  
 REGISTERED PLAN No 8  
 VILLAGE OF MERRICKVILLE now in the  
 VILLAGE OF MERRICKVILLE-WOLFORD  
 COUNTY OF GRENVILLE  
 JOHN H. KENNEDY O.L.S.  
 1998  
 SCALE 1 INCH = 20 FEET

NOTES  
 1. ALL DIMENSIONS SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METERS BY MULTIPLYING BY 0.3048.  
 2. THE SURVEYOR'S CERTIFICATE IS PART OF THIS PLAN.  
 3. THE SURVEYOR'S CERTIFICATE IS PART OF THIS PLAN.  
 4. THE SURVEYOR'S CERTIFICATE IS PART OF THIS PLAN.

SURVEYOR'S CERTIFICATE  
 I HEREBY CERTIFY THAT THE SURVEYOR HAS BEEN QUALIFIED BY THE SURVEYOR GENERAL OF ONTARIO AND THAT THE SURVEY HAS BEEN CONDUCTED IN ACCORDANCE WITH THE SURVEY ACT, R.S.O. 1990, CHAPTER S.5.  
 DATE *Oct 9 1998* *John H. Kennedy*  
 SURVEYOR

PART 1  
 PLAN 15R-9202  
 LOT 1  
 BLOCK 27

**JOHN H. KENNEDY LTD.**  
 DIVISION OF CHURCH LAMONT SURVEYORS  
 MISSISSAUGA PORTLAND  
 (905) 896-1111

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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-08-2018 for information purposes; and

\_\_\_\_ That Council direct staff to discontinue the sale of bulk water to the public.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



## Village of Merrickville-Wolford

Report FIN-08-2018  
Finance Department  
Information Report to Council  
Date of Council Meeting: September 24, 2018

**RE: Council Requests**

**OBJECTIVE:** For information purposes.

### **RECOMMENDATION:**

**THAT: Council receive report FIN-08-2018 for information purposes; and  
THAT: Council direct staff to discontinue the sale of bulk water to the public.**

### **BACKGROUND:**

At recent Council meetings, the following issues have been raised:

- Brush fees
- Bulk water sales
- Water rates
- Grader
- Baseball diamond expansion
- Recreation fees for baseball fields
- Facility user fees

Staff submits the following responses to these issues.

### **ANALYSIS**

#### *Brush Fees*

There is a charge for taking brush to the landfill. The reason for this is to offset the costs of burning the brush. The Ministry of the Environment requires that all residue be removed; rental equipment is required to deal with the brush piles; and supervising the burns is labour intensive. Staff will be reviewing these fees as part of the 2019 budget process.

#### *Bulk Water Sales*

The issue of bulk water sales has been brought up. Under certain limited circumstances bulk water was distributed without recovering costs directly. We do have a charge for this as part of our fee schedule, and the Village will be invoicing for the water that was used for the County Rd 15 construction.

Senior Management discussed the sale of bulk water to third parties. Our Fire Chief indicates that, depending on the frequency and opening of hydrants to fast or at full volume, the practice of selling bulk water may put additional use on our Fire Pump and cause potential for operational issues. This would lead to an impact on preparedness in case of a fire or other need for water in an emergency situation. The Fire Chief's recommendation is that third parties use other static water sources for their needs. Therefore staff recommends that the practice of selling bulk water be discontinued and that only the Fire Department and Public Works Department have access for operational purposes.

#### *Water Rates*

There has been a lot of concern in the community about water rates, for both residential and commercial properties. The best way to make sure the Village is charging what it needs to in order to ensure the sustainability of the water and sewer system is to have a water rate review done. Staff will be pursuing this as part of the 2019 budget process.

#### *Grader*

Staff was asked to provide a cost analysis on the grader, to see whether it would be more cost effective to sell it and contract that service out. This analysis should not be done in isolation, but rather as part of an asset management plan, which incorporates levels of service and costing. Staff intends to bring an asset management plan forward next year.

#### *Baseball Diamond Expansion*

Expanding the baseball diamond was not part of the 2018 budget. The recreation budget does not forecast a surplus. There is \$26,075 in a recreation reserve, but these funds were set aside in 2017 by Council resolution to reimburse municipal residents for surcharges imposed by the Town of Smiths Falls. In addition to not having available funds to pursue this project, reconstructing a baseball diamond requires expertise and other resources that the Village does not have internally.

Alternatively, Mike Seeley of the Seaway Surge Baseball Club, proposed using volunteers to conduct the work and provided the CAO/Clerk with a verbal quote of \$625 on September 12, 2018 for the cost of an unspecified type of "stone". However, no costs or plans for delivery, design or construction were provided. Staff is concerned about the liability associated with volunteers conducting the work given the technical nature of the project and recommend a proper procurement process be undertaken in accordance with the Procurement Policy to protect the municipality from liability, which would require the services of a properly trained, equipped and insured contractor to undertake the work. Should Council wish to proceed, staff recommend this be considered during the 2019 budget process.

#### *Recreation Fees for Baseball Fields*

The Village adopted a fee schedule in 2012, which includes fees for ball diamond usage. There have been no fee increases since then. The charge for ball diamonds is \$250 per season for a lighted diamond, and \$100 for unlighted. As part of the 2019 budget process, staff will be reviewing these fees.



*Facility User Fees*

As part of the 2019 budget process, staff have reviewed the facility user fees brought in to date. As a result of the many requests to waive such fees, only 41% of the bookings generated revenue for the Village, in the amount of \$4000. The resulting lost revenue is \$15760. With pressure to keep taxes down, staff will be looking to address this issue in the 2019 budget process, because lost revenue increases taxes, and puts the burden on all taxpayers instead of the facility users.

**BUDGET/LEGAL IMPLICATIONS:**

There are no budget implications 2018 municipal budget.

**LINKS TO STRATEGIC PLANS:**

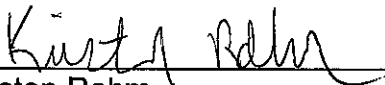
N/A

**CONCLUSION:**

This report is for information purposes only.

**ATTACHMENTS:**

Submitted by:

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

Approved by:

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

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote**

**Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive and adopt report CAO-08-2018 from the CAO/Clerk/Director of Economic Development, Doug Robertson, respecting the addition of an action item list to the agenda.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor



Village of Merrickville - Wolford

Report CAO-08-2018  
of the CAO's Department  
Report to Council: September 24, 2018

**RE: Resolution R-226-18 – Action Item List**

**OBJECTIVE:** To seek clarification and further direction from Council regarding implementation of an Action Item List

**RECOMMENDATION:**

That Council receive and adopt report CAO-08-2018 from the CAO/Clerk/Director of Economic Development, Doug Robertson, respecting the addition of an action item list to the agenda.

**BACKGROUND:**

On June 25, 2018, Council received report CAO-05-2018 (attached) from Interim CAO/Clerk Arie Hoogenboom advising Council that, "In 2016 upon my initial arrival as Interim CAO/Clerk, the Municipality had an extensive listing of items requiring follow-up by the CAO and/or other staff" and "The list became a point of irritation to myself and staff as we were continually understaffed". He also advised Council to "continue to raise issues/concerns/action items with the CAO and trust that the CAO will do all necessary follow-up", and that the implementation of "a formal action item list would be counter-productive to any new CAO/Clerk and their relationship with Council".

Also on June 25, 2018, Council subsequently passed Resolution R-226-18 as follows:

*"Be it hereby resolved that the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-05-2018 regarding the Notice of Motion Respecting Action Item List; and that an action item list be added to the agenda."*

On September 10, 2018, Council directed staff to bring back the wording of the above resolution for Council's consideration.

**ANALYSIS:**

Recognizing that staff take direction from Council as a whole and that each member of Council may have differing perceptions of what the list may entail, staff are seeking clarification regarding Council's specific intentions and to make Council aware of

several concerns. Receiving clear direction based upon Council's full understanding of the context of the potential impacts of this decision is particularly critical at this time. Staff resources have been significantly depleted by multiple resignations and absences, causing workload to increase dramatically. Additionally, morale is at risk as a result of the ongoing OPP criminal investigation regarding audio recordings circulated in the community, by the ongoing workplace harassment investigation, the burden of coordinating the municipal election, and by other pending matters facing the organization.

Resolution R-226-18 did not include specific instructions or guidelines to staff that would ensure consensus regarding Council's collective will on issues such as:

- A target delivery date / timeline;
- Desired content or criteria to determine the type of items to be added to the list (for example, include only items requested by way of a resolution or directions to staff; of a certain financial value; after a certain date; or other subjective or quantitative criteria);
- Frequency of reporting;
- How to address and communicate action items related to In Camera items/issues or if these, or potentially other types of items, are to be omitted from the list, or presented separately in additional In Camera meetings;
- Funding for staff or other resources for addressing any associated work pressures to implement the additional action items that Council would be placing on the list and to administer the list effectively; and,
- Preferred format, delivery method or mechanism for providing the list to Council such as via a presentation, staff report, etc.

Some related concerns for Council's consideration are:

- Council is currently in a "Lame Duck" period as per Section 275 of the Municipal Act, prohibiting Council from certain restricted actions. Only a maximum of 2 current members are eligible to be elected to the new Council in just 4 weeks on October 22, 2018. It is understood that the intention of this provision is to prevent outgoing Councils from binding incoming Councils when the new Council will not be comprised of a majority of the outgoing members who might otherwise carry their wishes forward to the new Council. Thus, it would seem that instituting this practice is a decision more appropriately left for the incoming Council to make.
- In the past, it appears that the Action Item List has resulted in Council assigning numerous additional projects and duties to staff outside of the formal budget approval process and without identifying and approving the necessary resources or funding for the task or project. This practice erodes the integrity of the organized budgeting process which is intended to establish municipal priorities for finite resources on a competing priority basis, and to allocate those resources appropriately from a corporate perspective.
- Section 4.1 of the Village's Procedure Bylaw (By-law 30-17), designed to reflect the provisions of the Municipal Act, sets out the provisions and time lines for preparing and approving Council's meeting agendas, and for adding new items to the agenda. This includes advance notice requirements to ensure transparency to the public regarding the anticipated agenda items to be debated at the meeting. By allowing items to be added to the Action Item List in a Council

meeting after the agenda has already been posted and approved without any restrictive parameters on the number and nature of items that can be added, the agenda approval process is brought into disrepute and Council could be accused of subverting the process and any related legislative and policy requirements.

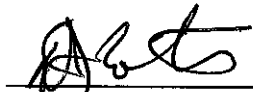
- It is unclear if staff are to retroactively include items on the list that were identified in Council meetings prior to the date of this report. If preceding action items are to be added to the list, it could become completely non-viable for staff to be able to fulfill the directions from Council given the finite availability of resources. This, in turn, has the potential to generate tremendous stress and conflict for staff, possibly leading to an unhealthy workplace, increased illnesses or staff turnover, and possibly liability related to the Village's workplace practices.
- While Mr. Hoogenboom indicated in his June 25, 2018 report that the procedural by-law would need to be amended to accommodate the Action Item List, I am not aware of a legal or administrative basis for that requirement. However, amendment of a critical policy document such as the Procedure By-law at this time in the current Council's term of Council would seem inappropriate.

As a result of the above concerns and considering the close proximity to the October 22, 2018 municipal election, it is my advice that Council defer its instructions to staff via Resolution R-226-18 to allow the incoming Council to establish with the CAO its preferred method for communicating and tracking its directions to staff and for ensuring compliance with legislation and the Procedure By-law.

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

While I agree with Mr. Hoogenboom's assertions that there may be no direct costs for adding an action list to the agenda but that it will involve expanding the meeting time and create additional workload for staff. However, the implementation of a large number of action items by staff after they are added to the list could have significant, undetermined financial implications for the municipality.

Submitted by:



---

Doug Robertson MBA  
CAO/Clerk/Director, Economic Development



**Village of Merrickville - Wolford**

**Report CAO-05-2018  
of the CAO's Department  
Report to Council: June 25, 2018**

**RE: Notice of Motion Respecting Action Item List**

**OBJECTIVE:** To provide Council and the public with an update on the motion of respecting action item list.

**RECOMMENDATION:**

That Council receive and adopt report CAO-05-2018, from Interim CAO/Clerk, Arie Hoogenboom, respecting the addition of an action item list to the agenda.

**BACKGROUND:**

In 2016 upon my initial arrival as Interim CAO/Clerk, the Municipality had an extensive listing of items requiring follow-up by the CAO and/or other staff. This list was brought forward every two weeks and commented on or questioned by Council members. Council members regularly added items to the list. The list became a point of irritation to myself and staff as we were continually understaffed. Council agreed at that time to leave the follow-up of action items to the CAO.

**ANALYSIS:**

It is my advice that Council continue to raise issues/concerns/action items with the CAO and trust that the CAO will do all necessary follow-up. Council has one employee, the CAO/Clerk and Council needs to hold that person accountable for all and any direction given by Council collectively.

When individual councilors have operational issues, they should first bring them to the attention of the CAO/Clerk and allow him/her to resolve the issue. The CAO/Clerk should then determine if the issue requires Council discussion/approval to move forward with a solution. This may involve a report to Council, a policy change or a revision to the budget. This is the ideal role for a council and the day-to-day management should be left to the CAO/Clerk. As such, I feel a formal action item list would be counter-productive to any new CAO/Clerk and their relationship with Council.

**BUDGET/LEGAL IMPLICATIONS:**

While there would be no direct costs to adding an action list to the agenda, it will involve expanding the meeting time and additional workload for the CAO. The procedural by-law would need to be amended.

Submitted by:

**COPY**

---

Arie Hoogenboom,  
Interim CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: September 24, 2018

For Clerk's use only, if required:

**Recorded Vote**

**Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-09-2018 regarding a Procurement Policy Review, for information purposes.

Carried / Defeated

---

David Nash, Mayor





**Village of Merrickville - Wolford**

**Report CAO-09-2018  
of the CAO's Department  
Report to Council: September 24, 2018**

**RE: Procurement Policy Review**

**OBJECTIVE:** To inform Council regarding the intention to review the Village's Procurement Policy

**RECOMMENDATION:**

That Council receive report CAO-09-2018 from the CAO/Clerk/Director of Economic Development, Doug Robertson, for information.

**BACKGROUND:**

On October 12, 2004, Council approved the Village of Merrickville-Wolford's Procurement Policy (as amended). While not mandatory, it is good practice to subject high-impact, critical municipal policies to a comprehensive review every five (5) years. As such, the CAO/Clerk/Director of Economic Development (CAO) has conducted a cursory review of the Village's existing policy in consultation with the Treasurer, Kirsten Rahm and other management staff. As a result of that preliminary review, it has been determined that a comprehensive review of the Procurement Policy over the coming months would be beneficial.

**ANALYSIS:**

At a high level, tentatively the review will involve:

- compilation and comparison of three (3) recently-updated procurement policies from other municipalities of similar size and/or circumstance;
- the Treasurer and CAO will subsequently determine the scope and scale of the required revisions, or whether a complete redrafting of a new policy would be more expedient and effective;
- the new document will be drafted and reviewed with the Senior Management Team and potentially with appropriate external stakeholders; and,
- the document will then be subjected to legal review prior to presentation to the Finance Committee and Council for approval.

Subsequent to approval by Council, the policy will be implemented with training of all staff to ensure full compliance.

**BUDGET/LEGAL IMPLICATIONS:**

There are no implications for the 2018 municipal budget.

**LINKS TO STRATEGIC PLANS:**

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

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

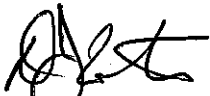
Fiscal Sustainability

**CONCLUSION:**

This report is for information purposes only.

**ATTACHMENTS:**

Submitted by:



---

Doug Robertson MBA  
CAO/Clerk/Director, Economic Development

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby waive all rental fees associated with the Merrickville Community Center for the Fall Prevention Course in 2018.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor

For Clerk's use only, if required:  
**Recorded Vote Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

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:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**Be it hereby resolved that:** By-law 48-2018, being a by-law to confirm the proceedings of the Council meeting of September 24, 2018, be read a first and second time, and that By-law 48-2018 be read a third and final time and passed.

Carried / Defeated

---

David Nash, Mayor

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

**BY-LAW 48-2018**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON SEPTEMBER 24, 2018

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 expedient that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on September 24, 2018 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on September 24, 2018 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 24th day of September, 2018.

---

David Nash, Mayor

---

Doug Robertson, CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote**

**Requested By:**

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Resolution Number: R - - 18

Date: September 24, 2018

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

**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, October 9, 2018 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

\_\_\_\_\_  
David Nash, Mayor