



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 5:00 p.m.

Monday, September 25, 2017

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of Agenda:** Approval of the Agenda of September 25, 2017
4. **Move to Public Meeting Zoning By-Law and Official Plan Amendments**
 1. Zoning By-Law Amendment (31-17) re: Tym
 2. Zoning By-Law Amendment (32-17) re: Weedmark
 3. Zoning By-Law Amendment (33-17) re: Maitland Meadow Farms
 4. Zoning By-Law Amendment (34-17) re: Monkman
 5. Official Plan Amendment No. 3 (35-17) re: Monkman
5. **Recess until 7:00 p.m.**
6. **Reconvene Council Meeting**
7. **Minutes:** Approval of the Minutes of the regular meeting of August 8, 2017
8. **Delegations:**
 1. Patricia McAinsh re: Merrickville's 225th Anniversary; and
 2. Timothy Molloy re: Lions Club Gazebo and Bandshell Project
9. **Public Question Period to Council**
10. **Correspondence:**
 1. Letter from Veronda Brydges re: waive rental fees;
 2. Letter from Patti Drew re: parking ticket;
 3. Letter from Sylvia Jones, MPP re: Bill 141;
 4. Letter from Francine Bouthillier re: public washrooms;
 5. Letter from Martin Cathrae re: committee resignation; and
 6. Letter from Ministry of Community Safety and Correctional Services re: 2016 Emergency Management compliance.
11. **Library:** Merrickville Public Library Board Minutes of June 13, 2017 meeting
12. **Recreation:** 2017 Sizzling Summer Camp Year End report; and
Recreation Advisory Committee Minutes of August 1, 2017.
13. **By-Law Enforcement:** BLEO-04-2017 report re: Signage Committee;
Resolution re: Signage By-Law Exemption, Merrickville Artist's Guild;
and
Resolution re: Signage By-Law Exemption, Merrickville Jazz Festival.

- 14. Environment:** Environmental Advisory Committee Minutes of July 27, 2017; and Ministry of the Environment and Climate Change 2017-2018 Inspection Report re: Drinking Water System.
- 15. Building:** CBO-11-2017 re: Merrickville Estates request re: security deposit
- 16. Finance:** FIN-19-2017 re: 2018 budget meeting schedule
- 17. Economic Devel.:** Economic Development Committee Minutes of August 21, 2017; Economic Development Committee Minutes of September 11, 2017; and
Resolution re: Funding for Economic Development Officer position.
- 18. CAO:** CAO-11-2017 re: 2017 year to date summary
Action Items as of September 21, 2017
Smiths Falls Arena Merrickville-Wolford users (verbal)
- 19. By-Laws:** By-Law 31-17 re: Zoning By-Law Amendment (Tym)
By-Law 32-17 re: Zoning By-Law Amendment (Weedmark)
By-Law 33-17 re: Zoning By-Law Amendment (Maitland Meadow Farms)
By-Law 34-17 re: Zoning By-Law Amendment (Monkman)
By-Law 35-17 re: Official Plan Amendment No. 3
- 20. Notices of Motion:**
- 21. New Business:** Discussion re: policy for interest exemptions on tax bills; Lieutenant Governor's Ontario Heritage Awards; and Canada 150 Medal.
- 22. Public/Media Question Period**
- 23. In Camera:**
1. Proposed or pending acquisition of land; and
 2. Personal matters about an identifiable individual.
- 24. Next meeting of Council:** October 10, 2017 at 7:00 p.m.
- 25. Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The agenda of the regular Council meeting of September 25, 2017 be adopted as circulated / amended.

Carried / Defeated

David Nash, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

AGRICULTURAL-EXCEPTION (A-2)

County Road 16
Part Lot 28, Concession 1
Wolford Ward

(Tym)

NOVATECH
Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario
K2M 1P6
tel: (613) 254-9643
fax: (613) 254-5867

File: 117143
Date: September, 2017

Purpose and Effect of the By-law 31-17

Location

The Zoning By-law Amendment affects a property located on County Road 16 in Part Lot 28, Concession 1, Wolford Ward, as shown on the Key Map below.

Zoning By-law Amendment

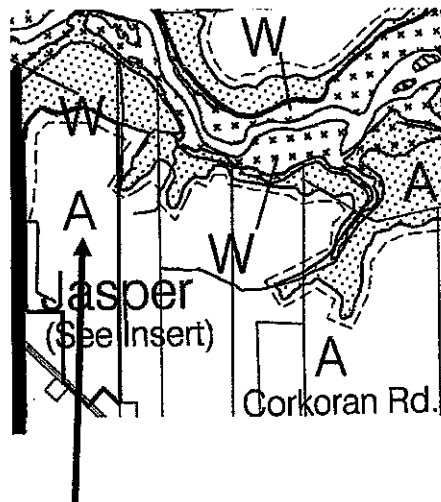
The Zoning By-law Amendments rezones the subject property from the Agricultural (A) Zone to Agricultural-Exception (A-2) Zone, where the "exception" provision prohibits a dwelling on the property.

Purpose and Effect of Amendment

The Merrickville-Wolford Official Plan (and the new United Counties Official Plan and the Provincial Policy Statement 2014) prohibit new residential development in agricultural resource areas.

The owner of the subject property has been granted approval to sever the existing farmhouse from the farm as a "surplus dwelling". As a consequence, the remnant farmland is re-zoned to the above noted Agricultural-Exception (A-2) Zone in order to prohibit new residential development on the land.

Key Map



Area affected by the By-law

BY-LAW No. 32-17

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

AGRICULTURAL-EXCEPTION (A-3)

Kilmarnock Road
Part Lots 24 & 25, Concession B
Wolford Ward

(Weedmark)

NOVATECH

Engineers, Planners & Landscape Architects

Suite 200, 240 Michael Cowpland Drive

Ottawa, Ontario

K2M 1P6

tel: (613) 254-9643

fax: (613) 254-5867

File: 117144

Date: September, 2017

Purpose and Effect of the By-law 32-17

Location

The Zoning By-law Amendment affects a property located on Kilmarnock Road in Part Lots 24 & 25, Concession B, Wolford Ward, as shown on the Key Map below.

Zoning By-law Amendment

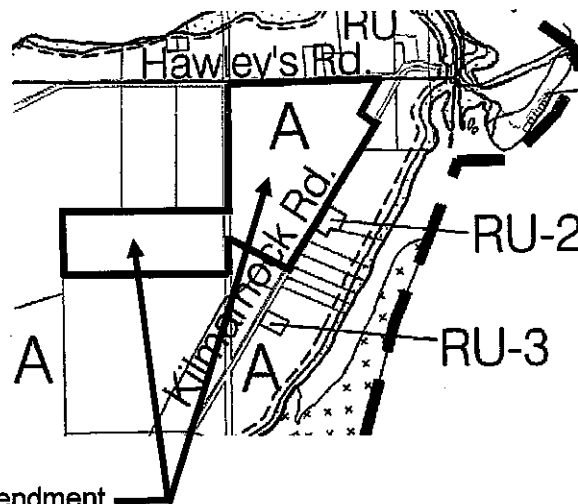
The Zoning By-law Amendments rezones the subject property from the Agricultural (A) Zone to Agricultural-Exception (A-3) Zone, where the "exception" provision prohibits a dwelling on the property.

Purpose and Effect of Amendment

The Merrickville-Wolford Official Plan (and the new United Counties Official Plan and the Provincial Policy Statement 2014) prohibit new residential development in agricultural resource areas.

The owner of the subject property has been granted approval to sever the existing farmhouse from the farm as a "surplus dwelling". As a consequence, the remnant farmland is re-zoned to the above noted Agricultural-Exception (A-3) Zone in order to prohibit new residential development on the land.

Key Map



Area affected by the Amendment

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

AGRICULTURAL-EXCEPTION (A-4)

Maitland Road
Part Lot 20, Concession 2
Wolford Ward

(Maitland Meadow Farms)

NOVATECH
Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario
K2M 1P6
tel: (613) 254-9643
fax: (613) 254-5867

File: 117147
Date: September, 2017

Purpose and Effect of the By-law 33-17

Location

The Zoning By-law Amendment affects a property located on Maitland Road in Part Lot 20. Concession 2, Wolford Ward, as shown on the Key Map below.

Zoning By-law Amendment

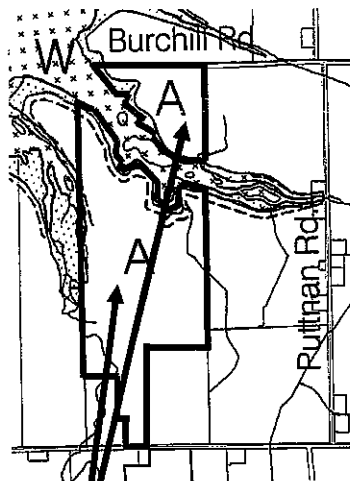
The Zoning By-law Amendments rezones the subject property from the Agricultural (A) Zone to Agricultural-Exception (A-4) Zone, where the "exception" provision prohibits a dwelling on the property.

Purpose and Effect of Amendment

The Merrickville-Wolford Official Plan (and the new United Counties Official Plan and the Provincial Policy Statement 2014) prohibit new residential development in agricultural resource areas.

The owner of the subject property has been granted approval to sever the existing farmhouse from the farm as a "surplus dwelling". As a consequence, the remnant farmland is re-zoned to the above noted Agricultural-Exception (A-4) Zone in order to prohibit new residential development on the land.

Key Map



Area affected by the By-law

BY-LAW No. 34-17

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

**RURAL (RU)
RURAL INDUSTRIAL (M2)
WASTE DISPOSAL (M-4)**

County Road 16
Part Lots 11 & 12, Concession I
Wolford Ward

(Monkman)

NOVATECH

Engineers, Planners & Landscape Architects

Suite 200, 240 Michael Cowpland Drive

Ottawa, Ontario

K2M 1P6

tel: (613) 254-9643

fax: (613) 254-5867

File: 117107

Date: September, 2017

EXPLANATORY NOTE

Location and Site

The Official Plan and Zoning By-law Amendments affect two adjacent properties located in Lots 11 and 12, Concession I, on the north side of County Road 16 in the Walford Ward. One property is the Village of Merrickville-Wolford waste disposal site and the other property is located immediately to the west of the waste disposal site.

Proposed Development

The applicant owns the property to the west of the Village's waste disposal site and is proposing to develop a contractor's yard and storage building on a small 2 ha (5 acre) portion of the property.

Purpose and Effect of the Amendments

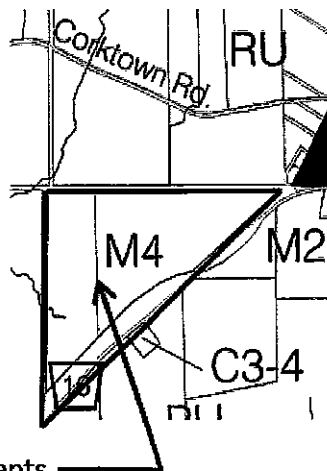
In reviewing the proposed development application it was determined that there are errors in the existing Official Plan and Zoning By-law which:

1. exclude a small portion of the Village's property from the correct Waste Disposal Site designation in the Official Plan and Waste Disposal (M4) Zone in the Zoning By-law; and
2. include a large portion of the applicant's adjacent property in the Waste Disposal Site designation in the Official Plan and Waste Disposal (M4) Zone in the Zoning By-law.

The purpose and effect of the Amendments is to:

1. correct the existing errors in both the Official Plan and Zoning By-law; and
2. rezone the proposed 2 ha (5 acre) development site to the Rural Industrial (M2) Zone to permit the proposed contractor's yard and storage building.

KEY MAP



Area affected by the Amendments

**AMENDMENT No. 3
to the
VILLAGE OF MERRICKVILLE-WOLFORD
OFFICIAL PLAN**

RURAL and WASTE DISPOSAL SITE

**County Road 16
Wolford Ward**

Prepared by:

**NOVATECH
Ottawa, Ontario
(613) 254-9643**

**September, 2017
1st Edition**

Project: 116107

EXPLANATORY NOTE – By-law No. 35-17

Location and Site

The proposed Official Plan and Zoning By-law Amendments affect two adjacent properties located in Lots 11 and 12, Concession I, on the north side of County Road 16. One property is the Village of Merrickville-Wolford waste disposal site and the other property is located immediately to the west of the waste disposal site.

Proposed Development

The applicant is proposing to develop a contractor's yard and storage building on a small 2 ha (5 acre) portion of the property.

Purpose and Effect of the proposed Amendments

In reviewing the proposed development application it was determined that there are errors in the existing Official Plan and Zoning By-law which:

1. exclude a small portion of the Village's property from the correct Waste Disposal designation and zone in both the Official Plan and Zoning By-law; and
2. include a large portion of the applicant's adjacent property in the Waste Disposal designation and zone in both the Official Plan and Zoning By-law.

The purpose and effect of the proposed Amendments is to:

1. correct the existing errors in both the Official Plan and Zoning By-law; and
2. rezone the proposed 2 ha (5 acre) development site to the Rural Industrial (M2) Zone to permit the proposed contractor's yard and storage building.

KEY MAP



Area affected by the proposed Amendments

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The minutes of the regular council meeting on August 8, 2017 be approved as circulated / amended.

Carried / Defeated

David Nash, Mayor

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

Tuesday, August 8, 2017

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Tuesday, August 8, 2017.

Chaired by: Mayor David Nash

Members of Council: Deputy Mayor Anne Barr
Councillor Chuck MacInnis
Councillor Stephen Ireland
Councillor Kim Weedmark

Regrets: Councillor Victor Suthren
Councillor David Snowdon

Staff in Attendance: John Regan, CAO/Clerk
Christina Conklin, Deputy Clerk
Andy Boffee, By-Law Enforcement Officer
Randy Wilkinson, Chief Building Official
Sheila Kehoe, Manager of Finance

Press in Attendance: Hilary Thomson

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

Approval of Agenda

R-208-17 Moved by Deputy Mayor Barr, Seconded by Councillor Weedmark

Be it hereby resolved that: the agenda of the regular Council meeting of August 8, 2017 be adopted as amended.

Carried

Approval of Minutes

R-209-17 Moved by Councillor Ireland, Seconded by Councillor MacInnis

Be it hereby resolved that: the minutes of the regular Council meeting of July 10, 2017 be approved as circulated.

Carried

Public Question Period to Council: None

Delegations:

R-210-17 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 receive the delegation of Doug Struthers regarding the 2017 Merrickville Car Show.

Carried

R-211-17 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 receive the delegation of Chuck Fournier regarding Merrickville Estates.

Carried

Public Works:

R-212-17 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 report PW-07-2017, the second quarter report of the Public Works Department, for information purposes.

Carried

By-Law Enforcement:

R-213-17 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 report BLEO-03-2017, the second quarter report of 2017, for information purposes.

Carried

R-214-17 Moved by Deputy Mayor Barr, Seconded by Councillor MacInnis

Be it hereby resolved that: By-Law 28-17, being a by-law to regulate parking in the Village of Merrickville-Wolford, be read a first and second times, and that By-Law 28-17 be read a third and final time and passed.

Carried

Building:

R-215-17 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 report CBO-10-2017, the second quarter report of the Building Department, for information purposes.

Carried

Clerk's Department:

R-216-17 Moved by Councillor Ireland, Seconded by Councillor MacInnis

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report DEPC-04-2017; and

That Council authorizes staff to enter into an agreement with Intelivote Systems Inc. for the provision of electronic voting services for the 2018 municipal election.

Carried

Finance:

R-217-17 Moved by Deputy Mayor Barr, Seconded by Councillor Ireland

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-14-2017 regarding the 2016 auditor management report.

Carried

R-218-17 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 report FIN-15-2017 attaching a report from the solicitor regarding the sewage treatment plant lawsuit factual summary.

Carried

R-219-17 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 FIN-16-2017, the second quarter report from the finance department, for information purposes.

Carried

R-220-17 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 report FIN-17-2017, the second quarter financial report, for information purposes.

Carried

R-221-17 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 report FIN-18-2017 regarding the Clean Water and Wastewater Funding Agreement; and

That Council adopt By-Law 27-17 authorizing the Mayor and CAO/Clerk to sign the Transfer Pay Agreement.

Carried

R-222-17 Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

Be it hereby resolved that: By-Law 27-17, being a by-law to authorize the signing of the Clean Water and Wastewater Fund Transfer Payment Agreement, be read a first and second time, and that By-Law 27-17 be read a third and final time and passed.

Carried

Economic Development:

Minutes of the Industry, Tourism and Economic Development Committee dated July 10, 2017 and July 24, 2017 were discussed.

Recreation:

Minutes of the Recreation Advisory Committee dated June 13, 2017 were discussed.

CAO:

R-223-17 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 approve the closure of the office on December 27th, 28th and 29th, 2017 in addition to the statutory days with the office reopening on Tuesday, January 2, 2018.

Carried

R-224-17 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 approve the reallocation of any residual funds from the Council training budget to staff training.

Carried

R-225-17 Moved by Councillor Ireland, Seconded by Deputy Mayor Barr

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby authorize staff to include the attached committee structure as part of the forthcoming procedural by-law; and

That Council authorizes all Committees of Council to adjust their composition including their size, any subcommittees or working groups as they see fit in order to achieve their respective mandates; and

That Council authorizes all committees to operate in a hybrid model until such time as the new procedural by-law is adopted; and

That any new names submitted for new regular members be brought to Council to be approved by by-law.

Carried

R-226-17 Moved by Councillor MacInnis, Seconded by Councillor Ireland

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-10-2017 regarding the 2017 Customer Service Survey, for information purposes.

Carried

Public or Media Question Period: None

In Camera:

Council did not move to an In Camera session.

R-227-17 Moved by Councillor Weedmark, Seconded by Councillor Ireland

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby cancel the meeting of September 11, 2017, and the next Council meeting will be held on September 25, 2017, or at the call of the Mayor as required.

Carried

Adjournment:

R-228-17 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 9:57 p.m. until the next regular meeting of Council on Monday, September 25, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

David Nash, Mayor

John Regan, CAO

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

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 delegation of Patricia McAinsh regarding suggestions for Merrickville's 225th Anniversary.

Carried / Defeated

David Nash, Mayor

Suggestions for the Merrickville 225 in 2018

William Merrick, founded Merrickville in 1793,
Born April 20th, 1763 in VT, he died July 5th, 1844
in Merrickville, and is buried in Collar Hill Cemetery .

Canada Day 2018: -a MV-225 Ecumenical service could be held
at the Collar Hill grave site, involving the Cemetery group,
the Historical Society and any/all interested parties.
A piper might attend to begin and end the service.
With good weather and little funding, lemonade & ice tea
could be served at a BYO picnic lunch, with period music (fiddler?) played.
A 2nd date could be the AUG 1ST weekend, 'Natal Day' in many areas.

Canalfest: -have children finish/paint their own 225 paddles.
In 1995 & 2002 we hosted the International Manotick Boat Show.
The past two years it has been in Westport.
Could we again borrow it for one year?

Lighting: -everyone is doing historic dynamic lighting these days.
A display in the ruins or blockhouse would be an ideal location.
Could Parks Canada get involved?

New Years Levee: -the Mayor hosted one in 1993.

Winter: -a family snow sculpting contest. Entrants would create
animal or historic figures as they wish, around the blockhouse.
The town lads could arrange mounds of snow.
Prizes of course. Weather always a issue ?

MV-225 Wine: -wine labels were created for MV-200.
Three Ontario wineries brought a selection of wines.
The Mayor & Council, the Committee members and their spouses,
picked the 2 winners at a tasting event .
These MV-200 wines were sold exclusively at the Merrickville LCBO
and they sold out. Or, on a smaller scale, involve local craft breweries?

There are more ideas in the four issues of the MV-200 newspaper.
I am sure the committee will come up with many interesting ideas

P.McAinsh

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

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 delegation of Timothy Molloy of the Lions Club of Merrickville regarding a proposed gazebo/bandshell.

Carried / Defeated

Mayor: _____



LIONS CLUB OF MERRICKVILLE

(14644)

Lions District A 4

Chartered 07/29/1954

Meetings First and Third Tuesdays Monthly

7:00 PM

Spitfire Room - Goose & Gridiron Restaurant

317 St. Lawrence St. Merrickville ON

May 2, 2017

Mayor and Council
Municipality of Merrickville-Wolford

Dear Mayor and Council:

I write on behalf of the Lions Club of Merrickville to bring to your attention the Club's newest Merrickville initiative.

As you know, the Lions Club of Merrickville is very much involved with projects that strengthen and enhance our community. With this in mind, the Lions Club has approached Parks Canada with an offer for the Lions to build a gazebo/band shell in the Blockhouse Park. The proposed location of the structure is in very close proximity to Merrickville's original band shell that was located at the corner of St. Lawrence and Main Streets.

You will see from the enclosed package we presented to Parks Canada that we have made some initial progress in the planning of the project. This structure will become a central part of the Village of Merrickville and we respectfully request that the Mayor and Council of the Village of Merrickville-Wolford give the Lions Club of Merrickville approval in principle of the concept of a gazebo/band shell. Your support will aid in our request to Parks Canada so the project may move forward and the Lions Club can continue with the planning.

Timothy Molloy
on behalf of
The Lions Club of Merrickville

Enc.



LIONS CLUB OF MERRICKVILLE

(14644)

Lions District A 4

Chartered 07/29/1954

LIONS CLUB OF MERRICKVILLE GAZEBO FOR BLOCKHOUSE PARK PROPOSAL

The Lions Club of Merrickville is proposing to build a gazebo in the Blockhouse Park. The specific location is open for discussion but we are suggesting the site just southeast of the freight shed. We believe that a structure such as a gazebo would enhance this picnic area and be of great use to all visitors to the Blockhouse Park.

The Lions also believe that this gazebo project would be of great benefit to the Blockhouse Park. Gazebo's have a historical function in many villages, like Merrickville, across Canada. They have served traditionally as a space of community focus. They function as a location for local and national celebrations, such as Canada Day and Canalfest and our Christmas event, The Road to Bethlehem. They provide the opportunity for school, community and guest bands to perform for residents and visitors alike.

In addition to these special occasions, gazebos also provide a daily place of respite for the thousands of tourists, boaters, cyclists and pedestrians who come to enjoy the Canal and the many historical sites in Merrickville.

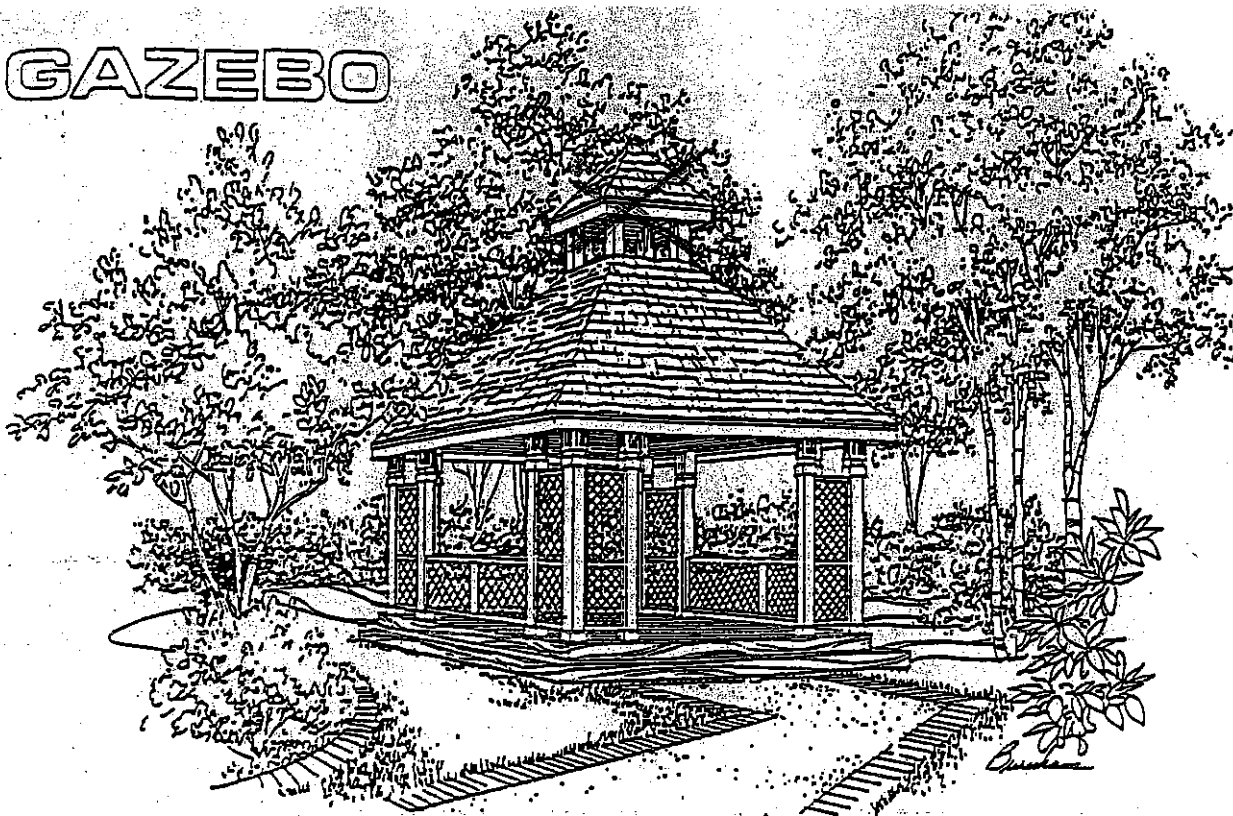
In addition to the potential economic development that would accrue from having such a structure, the benefit to the community as a whole would be considerable. The community focus on a gazebo/band shell would continue to strengthen an already strong relationship between Parks Canada and the residents of Merrickville-Wolford.

The Lions Club of Merrickville, whose principal aim is to strengthen and enhance our community, believe that this gazebo project would go a long way in achieving this goal.

Working together, Parks Canada and the Lions Club of Merrickville can help to foster the appreciation and future growth of the Rideau Canal and the Village of Merrickville.

**Lions Club of Merrickville
April 2017**

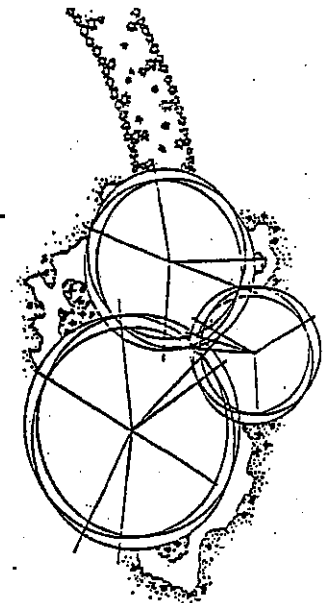
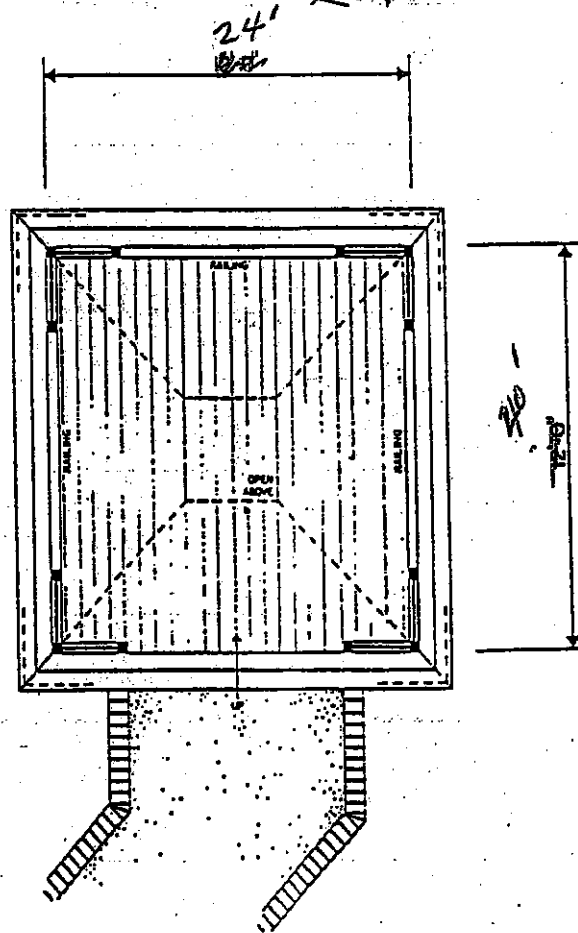
GAZEBO



Plan G-108

Neo-Classic Gazebo

Our gazebo is a prime spot for entertaining. At 200-plus square feet of decking, it has as much surface space as the average family room. Plus, it's just under 17-1/2 feet tall, which makes it the size of a typical one-story house. As a result, it's best suited for larger lots - at least a half acre.



HOME PLANNERS, INC.



20 CEDAR STREET NORTH, KITCHENER
ONTARIO N2H 2W8 (519) 743-4169

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

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 the Community Centre rental fees for the Christmas Show that will benefit the Lanark Animal Welfare Society to be held on November 4, 2017 as per the written request of Veronda Brydges.

Carried / Defeated

David Nash, Mayor

July 25, 2017

Dear Mayor and Councillors of Merrickville-Wolford township;

For the past 4 years in a row, every July I host a fundraising craft show for LAWS (Lanark Animal Welfare Society) at the community on Read St. Last year I also hosted my first Christmas show.

We make a few hundred for them but a good portion of the table rentals go to paying for the hall and advertising the event.

I would like to request that the hall fee be waived for the Christmas show this November 4th, 2017 so that the rental fee of \$339.00 may be donated to the shelter instead.

Thank you for your consideration.

Respectfully Yours,

Veronda Brydges

9275 Rd 509

Ompah, ON

K0H 2J0

September 14, 2017

Dear Mayor and Councillors,

On March 15th 2017 I arrived at work and was unable to park in the laneway as it had not yet been plowed. As a result I parked on Brock St West and received a ticket for doing so.

I realize I should have taken care of this matter at that time.

On my behalf went to the office on June 23rd 2017 and was prepared to pay the ticket and the increased amount that would have included the late processing fees.

 was informed at that time that the ticket was being paid within the due date and was charged the original amount of \$30.00 and was given receipt #170073-006 in that amount.

In August I received a letter from the court house in Brockville stating that my ticket had not been paid and now the amount owing was double the original in addition to court costs. Also, the letter states that further collection action is set to proceed and my driver's license may have already been suspended!

I called Brockville Provincial Court and they advised me to contact the Merrickville Town Hall, as they had not yet received a payment.

I went right into the municipal office in Merrickville and the staff informed me that it showed it was paid on their computer. Staff then said that they had to look into the matter further and discuss it with the bylaw officer.

Several days later, on September 12th came to my place of work to inform me that I would be receiving a cheque from the municipality to reimburse me the amount I paid (\$30.00) and that I would be required to pay the court house in Brockville directly, the \$30.00 ticket plus late charges as well as court cost for a grand total of \$86.00.

I am requesting that council look into this matter as I feel, and I am sure you agree, there has been a break down in the ticket payment process.

Thanking you in advance for your attention to this matter.

Sincerely,
Patti Drew

A handwritten signature in cursive script that reads "Patti Drew". The signature is written in dark ink and is positioned below the typed name "Patti Drew".



Sylvia Jones, MPP
Dufferin-Caledon

Room 443, Legislative Building
Toronto, Ontario M7A1A8

Tel: 416-325-1898

Fax: 416-325-1936

E-Mail: sylvia.jonesla@pc.ola.org

July, 2017

Mayor Nash and Council
Village of Merrickville-Wolford
317 Brock Street West PO Box 340
Merrickville, ON
K0G 1N0

Dear Mayor Nash and Council,

I wanted to inform you of a private member's bill I introduced on May 31st, Bill 141 – Sewage Bypass Reporting Act, 2017. Bill 141, if passed, requires the Ministry of Environment (MOE) to promptly publish reported instances of sewage bypasses to the public. I understand that municipalities are required to report instances of sewage bypasses to the MOE. Bill 141 would require the next step; the MOE to make the information available to the public no longer than 24 hours after being reported.

The intent of Bill 141 is twofold. First, residents deserve to know as soon as possible when a sewage bypass has occurred, so they can make safe and educated decisions about how they use their local waterways. Secondly, the public can easily access information on our sewage systems, which will help residents understand the importance of investments in key infrastructure, like water treatment plants and sewage pipes, to their health and community.

Please find enclosed a pamphlet with further details about Bill 141. If you support my private member's bill, I encourage you to write a letter to the Minister of Environment and urge him to adopt this important legislation. I have enclosed a copy of a letter sent to Minister Murray asking him to adopt the provisions of Bill 141. I would appreciate also receiving a copy of your letter to the Minister.

Sincerely,

A handwritten signature in black ink, appearing to be "Sylvia Jones".

Sylvia Jones, MPP
Dufferin-Caledon

Deputy Leader of the PC Caucus



Sylvia Jones, MPP
Dufferin-Caledon

Room 443, Legislative Building
Toronto, Ontario M7A1A8

Tel: 416-325-1898

Fax: 416-325-1936

E-Mail: sylvia.jonesla@pc.ola.org

July 21st, 2017

Hon. Glen Murray
Ministry of the Environment and Climate Change
11th Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario M7A 2T5

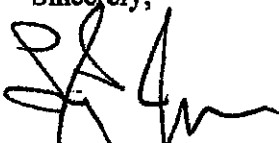
Dear Minister Murray:

As you are no doubt aware, millions of litres of untreated or partially treated sewage is bypassed from sewage treatment plants every year into our local waterways. Unfortunately, the state of some of the province's sewer infrastructure means that untreated or partially treated sewage is regularly bypassed. Despite municipalities reporting to your ministry instances of sewage bypasses, the Ministry of Environment and Climate Change (MOECC) does not make that information readily available to the public.

That is why I introduced my private member's bill on May 31st; Bill 141 – the Sewage Bypass Reporting Act, 2017. If adopted Bill 141 would require the MOE to publish sewage bypasses to the public as soon as possible, but no longer than 24 hours after the bypass was reported. If adopted, Bill 141 would ensure that residents are aware of instances of sewage bypasses and can make safe and educated decisions about how they use their local waterways. The bill will also increase government transparency and allow individuals to see the need and benefits of investments in our water and sewer infrastructure.

Will you commit to implementing the provisions of Bill 141?

Sincerely,



Sylvia Jones, MPP
Dufferin-Caledon

SYLVIA JONES, MPP

Dufferin-Caledon

244 Broadway
Orangeville ON L9W 1K5
Tel: 519-941-7751



Toll Free: 1-800-265-1603
E-mail: sylvia.jonesco@pc.ola.org
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facebook Sylvia Jones

12596 Regional Road 50
Bolton ON L7E 1T6
Tel: 905-951-9382



Support Private Members Bill 141 to Require the Ministry of Environment to Report Instances of Sewage Bypasses

Bill 141 will ensure that Ontarians know when untreated or partially treated sewage is bypassed into their local waterways. Bill 141 will require the Ministry to publish when, where, why the discharge occurred and the measured or estimated volume of discharge as soon as possible but no longer than 24 hours after the bypass was reported.

In 2006 the Ministry of Environment (MOE) estimated that the total volume of sewage dumped from sewage treatment plant bypasses was approximately 18 billion litres. Despite the MOE already requiring reports from municipalities on instances of sewage bypasses, this information is not readily available to the public.

The Ministry of Environment reports that in 2006 over 1,500 sewage bypasses and combined sewer overflows occurred. More recently in June 2017, the Toronto Star reported that the City of Toronto dumped 1.3 million cubic metres of partially treated sewage into Lake Ontario.

While some municipalities proactively report to the public it is not consistent across the province. If passed, Bill 141 would ensure that Ontarians know when untreated or partially treated sewage is bypassed into their local waterways. Bill 141 will also ensure that residents understand the importance of investing in key infrastructure like water treatment plants and pipes.

How YOU Can Help

- Share comments on Bill 141 – Sewage Bypass Reporting Act, 2017. Please contact my office at sylvia.jonesqp@pc.ola.org.
- You can sign the petition support Bill 141 by visiting: www.sylviajonesmpp.ca.
- To get a copy of Bill 141, visit www.sylviajonesmpp.ca or call **416-325-1898**.
- Share this information with others who want to ensure the public is aware of sewage bypasses in Ontario.
- If you have questions, please email sylvia.jonesqp@pc.ola.org.

Support for Bill 141

"Informing the public about sewage bypasses as they happen gives people the information they need to protect their health. It also helps people to be more informed about the need to properly capture and treat sewage in order to protect the Great Lakes."

- Lake Ontario Water Keepers

"The Sewage Bypass Reporting Act is a very important step forward in being more open and transparent with the general public about what we are knowingly discharging into our public water courses. People need to know when a sewage bypass occurs so they can make more informed decisions about how and when they use public waterbodies, and to help inform future decisions around public infrastructure investments."

- Harry Bauman, President, Ontario Sewer and Watermain Construction Association

If you would like more information or have questions about Bill 141, please contact the office of Sylvia Jones, MPP for Dufferin-Caledon at:

Room 443, Legislative Building, Queens Park, Toronto, ON, M7A 1A8, (416) 325-1898 or
244 Broadway, Orangeville, ON, L9W 1K5, 1-800-265-1603 or
12596 Regional Road 50, Bolton, ON, L7E 1T6

Email: sylvia.jonesqp@pc.ola.org

Working For You!

From: Francine Bouthillier [<mailto:francine.bouthillier@videotron.ca>]

Sent: Wednesday, September 6, 2017 11:16 AM

To: mayor@merrickville-wolford.ca; info@realmerrickville.ca

Subject: Public washrooms

Good Morning,

I was visiting your beautiful and interesting municipality last week. It is rather pleasant, except for public facilities. At one point, I was quite embarrassed as I needed to answer nature's call but could not find a public washroom, now that the locks facilities are closed. Thankfully, I could use the service station toilet.

I am sure I am not the only person to face such a situation. With all the seniors (of which I am) and children visiting, there certainly is a need for public facilities downtown.

I realize that it means an investment and an ongoing budget for maintenance. I guess building a new facility could represent a financial burden. However, I have a suggestion that you may already have considered, but here goes anyway: is it possible to use the service station as the base for facilities, adding two more to the present one and making an arrangement with the station for maintenance? Of course, I don't know if there is room for that, but it could be a start. At the height of the season, there could also be the solution of renting portable facilities.

I like going to Merrickville, but I will have to think twice before deciding on another visit.

Sincerely,

Francine Bouthillier
Gatineau, Quebec

Christina Conklin

From: John Regan <cao@merrickville-wolford.ca>
Sent: Wednesday, August 09, 2017 1:12 PM
To: Christina Conklin
Subject: FW: Unable to Sit on Environmental Committee

From: Martin Cathrae [mailto:martin.cathrae@gmail.com]
Sent: August-09-17 1:04 PM
To: Jill Armstrong <cao@merrickville-wolford.ca>
Subject: Unable to Sit on Environmental Committee

Hi John,

I've moved away from Merrickville recently and am no longer able to be a member of the Environmental Advisory Committee.

Thank you,
Martin Cathrae

**Ministry of
Community Safety and
Correctional Services**

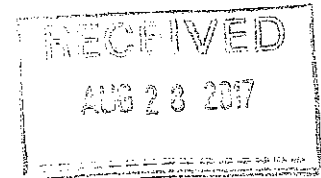
**Office of the
Fire Marshal and
Emergency Management**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

**Ministère de la
Sécurité communautaire et
des Services correctionnels**

**Bureau du
commissaire des incendies et
de la gestion des situations d'urgence**

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



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

July 31, 2017

Dear Head of Council:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA) and its associated Regulation, Ontario Regulation 380/04.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA and O.Reg 380/04 in 2016.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2016.

I look forward to continuing to work with you to ensure your continued compliance in 2017.

If you have any questions or concerns about the compliance monitoring process, please contact your Emergency Management Field Officer.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Pittens". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Chris Pittens
Program Manager
Emergency Management Field Operations**

**cc: Christina Conklin - CEMC
Lisa Harvey - Field Officer**

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held June 13, 2017 at 12:30 p.m. at the library.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Public: Jim Jordan

Meeting called to order at 12:37 pm.

1. Conflict of Interest: None.

2. Adoption of Agenda: ADOPTED.

3. Approval of Minutes: Minutes from May 9/17 meeting – APPROVED.

4. Correspondence: None

5. Questions/ Presentations from Public:

- **Presentation from Jim Jordan re: Art Display in the library:** Mr. Jordan proposed that the library display paintings by local artists in the library. Proposal: paintings (approx. 12) by professional artists (not amateurs); juried selection (possibly by the Artists' Guild (MAG) or Mr. Jordan would assist; one artist at a time (for greater visual impact); for 3-4 months/ artist. Paintings could be for sale, but the point is to offer a cultural opportunity to the public and give some exposure to our local artists, rather than to sell paintings.
- After discussion, the Board agreed to try this; however, would prefer to open it up to more artists by going with a 2-3 month run, and not insisting on professional artists. Mr. Jordan will provide paintings for the summer. Mary Kate will contact the Artists' Guild re: future artists, jurying, etc.

6. Financial Statements:

- **Quarterly Report:** The board reviewed the library's quarterly financial report, received from the municipal Treasurer.
- **Registered Charity Status:** Have submitted the required tax return for this.

7. Friends of the Library Report: Both the Garage Sale and the Plant Sale were very successful. The group is on their summer break until the Bulb Sale in the fall.

7. Librarian's Report: see notes below.

8. Other Business:

A. Updates:

i. Building:

- **Meeting Room furnishings:** The new chairs have arrived. The tables are on order, but have no ETA. The Lions' have taken the old chairs and will take the tables when the new ones are here.
- **Building Check:** Mary Kate has been in touch with Rod Fournier about this, and will be scheduling a time for this soon.

ii. Community Engagement:

- This is on hiatus until after the summer, apart from casual interactions as the opportunity arises. However, Mary Kate will be making class visits re: the Summer Reading Program.

B. Policy Review: The board reviewed policies and procedures that require annual review (legislated).

- Accessibility Policy:** Reviewed and **Approved**. The library's accessibility plan is tied to the municipal accessibility plan. Mary Kate will consult with the CAO as to when that is likely to be updated next.
- Workplace Health & Safety Policy:** Reviewed and **Approved**.
- Workplace Health & Safety Procedures:** Reviewed and **Approved**. with amendment to WSIB name.
- Workplace Violence & Harassment Policy:** Reviewed and **Approved**
- Workplace Violence & Harassment Procedures (includes Risk Assessment):** Reviewed Risk Assessment. No changes to the level of risk. Reviewed and **Approved** procedures.

Note: there have been no incidents re: Workplace Health & Safety or Violence & Harassment reported since the last review (June 2016).

C. Other Business:

- 10th Anniversary of New Library (2018):** As 2018 is the the 10th anniversary of the library's move to our new building, John suggested that we give some additional recognition to the

- Lions' Club for donating the building. Suggested: media article, new Lions' sign in library.
- ii. **Plaque for Friends of Library (25th Anniversary):** Board approved the plaque from Alloy Foundry. As the Friends were concerned about using library money for this purpose, the board and CEO will cover the cost.
 - iii. **Meeting Room Request:** Request to use the meeting room for a small musical concert. There would be a charge for tickets for the musician, but could also fundraise for the library. This would require an exception to our meeting room policy. The board felt the churches might be a better venue for this.

9. Next meeting: Tues, Sept. 12, 2017 at 12:30 at the Library.

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for May-June/17

Statistics:

May	2017	2016	2015	2014
Patrons	1565 +9.5% w/mtgs 1583	1429 +19% w/mtgs 1444	1199 (1214 w/mtgs) +9%	1084 -10.5%
(Kids/Youth)	547 (165 / 382)	454 (131 / 323) +52%	(298)	(302)
(Progs)	244-in (23 prgs, 2 CVs in) 30 -out of Lib (5-prgs, 0 CVs out)	148-in (16 prgs- in, 1 CV -in) 22- out of Lib (3 prgs - out)	(101-in, 31-out of Lib) (13 prgs in / 4-prgs + 0 CV out)	111-in (13 prgs in) 27-out of Lib, (2-prgs out)
Mtg Rm users	18 (3 mtgs)	15 (2 mtgs)	15 (2 mtgs)	32 (7 mtgs)
Circulation	2348 +5% OverDrive: 289 (circ) 2637 TOTAL	2229 -5% OverDrive: 224 (circ) 2453 TOTAL	2342 +2% OverDrive: 146 (circ) 2488 TOTAL	2287 -7% OverDrive: 122 (circ) 2409 TOTAL
(Adult/Child)	(A-1468, J-810, T-59)	(A-1581, J-575, T-73)	(A-1523, J-741, T-78)	(A-1435, J-805, T-47)
Internet use (+wireless):	425 +27% (319 / 75w / 21 Tab)	334 +1% (278 / 54w / 2 EL)	331 +25% (278 / 46w / 7 EL)	264 -15% (119 / 58w / 7 EL)
ILLs borrowed/lent:	66 / 71	86 / 85	80 (B) / 85 (L)	66 / 67

Visits and circulation were up from last year. This was mostly due to programs (the 4 screenings of Diana Beresford-Kroeger's documentary were very well-attended) and lots of afterschool visits from older kids. Ebook circulation continues to rise, and Internet use was up (again, afterschool visits and new little kids' tablet).

Programs & Services: Children's Programs

StoryTime: Continuing to do well, attendance is generally good. Most of the kids are a bit younger.

BabyTime: Continuing this in June, but playing it month to month, as it is a small group.

Lego Club: Attendance is up and down. May seems to be a bad month for Saturday programs.

Afterschool Youth Group: Kids are still coming to hang out. Many of the kids are playing outside. Will be trying "Art Outside the Box" afterschool in June.

Art Workshop: This is finished. The unveiling will be June 24. Have invited the Mayor. The board is encouraged to attend.

Summer Youth Theatre: Read-throughs & auditions for the play scheduled.

Summer Reading Program: The planning for this is mostly done. Am working on publicity & promotion, and related materials. Class visits are in the works. Will be working on the prize draw later this month. Still need to do sample crafts & work out the details of activities; however some of that should wait until I know what participation is like.

Schools: I will be visiting the schools to promote the summer reading program.

Daycare: Continuing monthly visits and book loans to the toddlers and preschoolers.

PlayGroup: Continuing weekly visits. It is likely to go on hiatus for the summer.

Groups (Cubs, Brownies, etc): ended until fall.

Programs & Services: Adult Programs

Library Book Club / Off The Shelf / Adult Art Workshops: continue to go well. Off the Shelf is having its season finale this month, which should prove popular. The adult art workshops are done for the summer, but see above re: mural.

Friday Movies: Attendance has been low this spring, but people are still asking about it, and it's easy, so am continuing.

Rideau 175 Lecture screenings: as I feared, this didn't fly. May see if it does better in the fall.

Museum Passes: Slower this time of year, but still circulating.

Internet: Internet use was up this month. There continues to be a lot of use by youth.

InterLibrary Loans: this was a slow month for them (few book clubs).

Seniors Home: Continuing to send books to Rosebridge Manor and Hilltop monthly(ish).

Pools: still popular. LP pool is about to rotate.

Meeting Room: The meeting room continues to be well-used for a variety of library activities, and the Fair Board is using it more as the fair approaches.

Collection: Bought many kids' books at the Scholastic sale. Will be adding for the summer. Weeding is deferred until later in the summer, when activities are winding down.

Volunteers: Some volunteers are away over the summer, but expect to have enough people lined up for the regular tasks (shelving, processing new books, packaging ILLs, working on the genealogy project, other).

Donations: Received a few donations from the Diana Beresford-Kroeger screenings. Will be using this for a couple of tree-related books.

Facilities: See Updates (8Ai). Have also been switching over to the new admin laptop with the help of John. It has not been an entirely smooth process.

Publicity/Outreach: Usual Phoenix, webpage, Facebook page, signs, flyers. Summer Reading Club publicity is nearly ready (will distribute during school visits). Continuing to manage the municipal social media.

Partnerships/Outreach: See info re: Schools, Community Engagement above. Continuing as liaison/supervisor for the Municipal Summer Day Camps, which took up a lot of time in May, but has eased off in June (camp director is now here to handle things). Continuing as staff liaison for the Canada Day Committee, but this doesn't require much of my time at the moment, although I will have things to do on Canada Day. I have also been working with Timothy Molloy re: the summer play, and am in contact with Lesley Strutt re: a tree project she is working on.

Professional Development, Meetings, etc: Went to the Community Outreach meeting in May. There were some interesting ideas and information – particularly re: geocaching.

Grants, etc: the Annual Survey data (for the Provincial Operation Grant) has been submitted.

Plans for month: Get the Summer Reading Program promoted (class visits & in library) and ready to go.

Prepare for mural unveiling. Continue with municipal summer camp and Canada Day committee plans. Work on the summer play. Plus, the usual. Weeding and community engagement visits are on hold until these higher priority items are out of the way.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998

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



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

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 2017 Sizzling Summer Camp End of Season Report of Amy Forsythe, Camp Director.

Carried / Defeated

Mayor: _____

Merrickville-Wolford's



Sizzling Summer Camp
2017

2017 End of Season Report

Prepared by Amy Forsythe (Camp Director)

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Mission Statement

Merrickville – Wolford's Sizzling Summer Camp aims to provide high quality and affordable care for children ages 5½ – 12. The program strives to offer daily activities which are safe, engaging and entertaining.

Weekly Programming

This year's Sizzling Summer Camp operated for 8 weeks, from July 4th to August 25th 2017. Most weeks of the program ran from 8:30 to 4:30 Monday through Friday. Weeks 1 and 6 ran Tuesday through Friday due to statutory holidays on the Monday. Below is a list of the 8 weekly themes, as provided at the time of registration.

Canada 150 Week (July 4th to 7th) – It's Canada's 150th birthday and we are celebrating! We will have non-stop excitement from making our own flags and inuksuks to playing basketball and sampling some of Canada's favourite foods. There couldn't be a better way to kick off the summer!

The Great Outdoors Week (July 10th to 14th) – Join us as we discover the outside world around us! We will start the week by making our own binoculars that we will use for hikes, animal watching and plant spotting. They will also come in handy as we travel to Murphy's Point Provincial Park to explore the Mica Mine and enjoy the beach. Get ready to spend lots of time enjoying what nature has to offer! *\$15 field trip fee.

Full STEAM Ahead Week (July 17th to 21st) – Whether you are into Science, Technology, Engineering, Arts or Math this week is for you! We will be channeling our inner artist as we try our hand at charades and painting. But we won't forget about science with lots of fun experiments! Join us as we learn about STEAM and the pioneers that led the way to the world we know today, as we take a field trip to Upper Canada Village! *\$16 field trip fee.

Splish Splash Week (July 24th to 28th) – Prepare for a splashing week of water play! We will have countless trips to the beach, sand castle building and water relays. Even our crafts and games will be water themed! This week will definitely be drenched in fun for all campers!

Walk on the Wild Side Week (July 31st to August 4th) – We are going on an animal filled adventure this week! We will be making our own safari vehicles, playing tons of animal games and trying animal crafts. Join us on a field trip to the Canadian Agriculture and Food Museum, where we will get to meet some animals and learn all about their life on the farm! *\$15 field trip fee.

To Infinity and Beyond Week (August 8th to 11th) – One small step for campers, one giant leap for summer camp! By the end of this week we will all know more about our solar system and what lies beyond. We will be making our own star wheels and telescopes, on top of playing out of this world games and space themed sports! Get ready to blast off into an awesome week!

Around the World in 5 Days Week (August 14th to 18th) – Calling all adventurers! This week we will be travelling to Asia, Europe, South America, Australia and more! No passport required, since we will be making our own! We will also be tasting regional dishes and making unique crafts. Come with us as we head back home to the Canadian Museum of History and play in the Children's Museum! *\$15 field trip fee.

Olympics Week (August 21st to 25th) – This week will be packed with sports and a bit of friendly competition! We will start the week by making our own Olympic torches and flags and having our own opening ceremony. From there, we will be playing as many sports and games as you can imagine, including soccer, basketball, relay races and much more! We will certainly be staying active all week long! Let the games begin!!

General Daily Schedule

The following schedule was used to provide routine and organization to daily programming. Weekly themes were incorporated into each day through games, crafts and activities.

8:30 – 9:00	Arrival and Free Play
9:00 – 9:30	Attendance, Ice Breakers and Circle Games
9:30 – 10:10	Indoor Running Games
10:10 – 10:30	Snack
10:30 – 12:00	Outdoor Games
12:00 – 12:30	Lunch
12:30 – 2:00	Beach/Water Play
2:00 – 2:15	Snack
2:15 – 4:00	Craft/Games
4:00 – 4:30	Indoor Games/Play Structure

This schedule varied slightly each day depending on weather, theming and input from both staff and campers.

Facilities and Services

The following facilities and services were used for Sizzling Summer Camp 2017. Each location contributed to this year's program success.

- **Merrickville Community Centre and grounds** – As in previous years, this was the primary location of Sizzling Summer Camp.
- **Merrickville Fire Hall** – The fire hall served as the drop-off/pick-up location for campers during Week 6. Using the fire hall for this purpose minimized traffic in the fair grounds during the fair's set-up period. The camp also participated in a tour of the fire hall, which included learning about fire safety and visiting the fire trucks.
- **Merrickville Ice Cream Shoppe** – Sizzling Summer Camp visited the Ice Cream Shoppe on July 26th 2017. Campers went inside in groups of 6, and were each allowed one kiddie cone or cup in their flavour of choice.
- **Merrickville Public Library** – Apart from Week 8, Sizzling Summer Camp visited the library on Tuesday morning and Friday afternoon. Each camper could check-out one book to bring back

to camp and read throughout the week. The back room of the library served as the camp's location during Week 6.

- **Murphy's Point Provincial Park** – Sizzling Summer Camp enjoyed two field trips here, one during Week 2 and one in Week 8. The beach and Silver Queen Mine are always highlights!
- **Mythos Pizzeria** – The camp ordered pizza every Friday from Mythos Pizzeria and was provided with a 10% discount on each order.
- **The Canadian Agriculture and Food Museum** – This was the field trip location during Week 5. Campers enjoyed meeting and petting animals, as well as an awesome play structure!
- **The Canadian Museum of History** – The Sizzling Summer Camp visited this location during Week 7. Everyone loved the children's museum and special hockey exhibition.
- **Upper Canada Village** – A day of fun at Upper Canada Village was one of the highlights of Week 3. It was non-stop excitement from touring the village in groups to the pre-scheduled train ride!

Staff Hiring

This year's Sizzling Summer Camp staff included the Camp Director and two Camp Assistants. The camp director, Amy Forsythe, was hired on May 9th 2017. This year was Amy's fourth year working at the Sizzling Summer Camp, but her first year as Director.

Five out of eleven Camp Assistant applicants were contacted for interviews, which took place on May 18th and May 20th 2017. Since the Director was in Scotland on a university exchange, interviews were held by Amy (over FaceTime) and Merrickville's librarian, Mary Kate Laphen (in person). Charlotte Hitsman and Tess Corkery were hired as Camp Assistants this year. This was the first year at Sizzling Summer Camp for the Assistants, and they both loved it!

All staff received training on Worker Health and Safety Awareness, as well as the Code and AODA. As in previous years, staff wages varied according to position (Table 1). The Camp Director held regular hours 8:00 – 4:30 Monday to Friday, while the Camp Assistants worked 8:30 – 4:30 Monday to Friday.

Name	Position	Wage Received
Amy Forsythe	Camp Director	\$13.78/hour
Charlotte Hitsman	Camp Assistant	\$11.40/hour
Tess Corkery	Camp Assistant	\$11.40/hour

Table 1. Wages received by Sizzling Summer Camp Staff in the 2017 season.

Registration and Enrolment

Registration forms were completed on May 22nd 2017 and posted to the Merrickville-Wolford village website by May 24th 2017. Copies of the weekly themes form were delivered to Wolford Public School, Merrickville Public School and St. Marguerite Bourgeoys Catholic School on June 7th 2017.

The Sizzling Summer Camp has an enrolment capacity of 30 campers per week. Thus, a total of 240 spaces were available for the 2017 season.

This summer filled 217 spaces (Figure 1). The lowest enrolment was seen during the 4 – day weeks (Weeks 1 and 6).

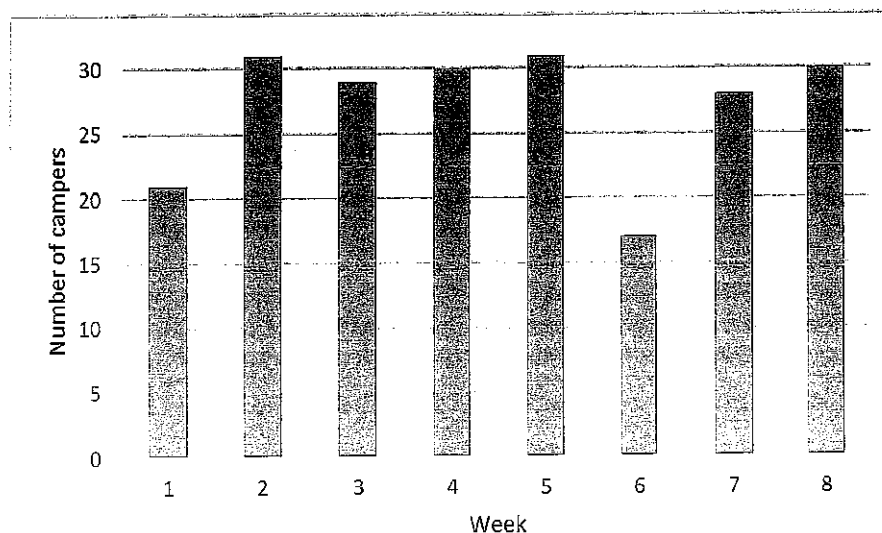


Figure 1. Total registration for each themed week of Sizzling Summer Camp 2017.

This season marked the highest average enrolment (on file) per week since 2009. It also saw a 38.2% increase in total registrations over the 2016 season, which filled 157 spaces.

Program Budget and Expenditures

The Sizzling Summer Camp was granted a budget of \$3275.00. The budget summary is as follows:

Date	In	Out	Balance	Reason
Start (June 5th 2017)			\$3,275.00	
June 16th 2017			-\$1,853.20	Scheduled buses with Healey bus lines. Price includes tax.
June 23 2017			-\$71.78	Dollarama Kempville Supplies
June 23 2017			-\$13.64	Staples Kempville Supplies
June 27 2017			-\$73.74	Dollarama Brockville Supplies
June 27 2017			-\$150.25	Walmart Brockville Supplies
June 27 2017			-\$38.10	Michael's Brockville Supplies
June 27 2017			-\$1.15	Dollarama Brockville - Bristol Board
June 27 2017			-\$14.32	Superstore Brockville Supplies
June 28 2017			-\$131.08	Counsellor Shirts - Charlotte and Tess
June 30 2017			-\$30.51	Dollarama Kempville Supplies
June 30 2017			-\$24.67	Walmart Kempville Supplies
June 30 2017			-\$3.36	Walmart Kempville Supplies
July 7 2017			\$40.00	Pizza money - \$2/slice x 20 slices
July 7 2017			-\$32.50	Pizza Order
July 9 2017			-\$4.98	Watermelon for Wednesday
July 10 2017			-\$7.89	Toilet paper for binoculars craft
July 13 2017			\$82.00	Pizza money - 41 slices
July 13 2017			-\$75.00	Pizza Order

July 14 2017	\$390.00	\$15 per camper for field trip x 26 campers
July 14 2017	-\$62.50	Admission to Murphy's Point
July 17 2017	-\$3.49	Eggs for egg drops
July 18 2017	-\$18.06	Band-aids and polysporin - Shopper's Drugmart Brockville
July 18 2017	-14.83	Superstore Brockville Supplies
July 18 2017	-11.3	Dollarama Brockville - Canvases
July 18 2017	-38.4	Michael's Brockville - Soap Making Supplies
July 20 2017	448	\$16 per camper for Upper Canada Village field trip x 28 camper
July 20 2017	-323.04	Admission to Upper Canada Village
July 21 2017	-7.98	Merrickville Quickie - Juice boxes for craft
July 21 2017	96	Pizza Money - 48 slices
July 21 2017	6	Extra pizza money from Sasha
July 21 2017	-97	Pizza Order
July 26 2017	-106.28	Ice Cream Shoppe Visit
July 28 2017	-9.98	Popsicles
July 28 2017	42	Pizza Money - 21 slices
July 28 2017	-32	Pizza Order
July 30 2017	-5.27	Watermelon for Wednesday
August 3 2017	450	Field Trip fee - \$15 per camper x 30 campers
August 3 2017	-270	Admission to Canadian Food and Agriculture Museum
August 4 2017	54	Pizza Money - 27 slices
August 4 2017	-54	Pizza Order and Pizza Pockets (purchased later at Food Town a
July 6 2017	-3.49	Eggs from Food Town for nanaimo bars - forgot to record
August 2 2017	-9.04	Sunscreen - Dollarama
August 10 2017	-9.04	Dollarama Kemptville Supplies (New Sand Pails)
August 10 2017	-12.59	Walmart Kemptville Supplies (New Markers)
August 11 2017	38	Pizza Money - 19 slices
August 11 2017	-32.55	Pizza Order
August 17 2017	360	Field Trip fee - \$15 per camper x 24 campers
August 17 2017	-224.38	Admission to museum
August 18 2017	66	Pizza money - 33 slices
August 18 2017	-65	Pizza Order
August 19 2017	-463.3	Confirmed Bus to Murphy's Point
August 21 2017	-11.04	Merrickville Food Market Supplies (eggs, band-aids, Smarties)
August 23 2017	-62.5	Murphy's Point Admission Cost
August 23 2017	-30.45	Independent Kemptville Supplies (Ice cream and toppings)
August 23 2017	-14.13	Dollarama Kemptville Supplies (Prizes for Trophies)
August 24 2017	-8.5	Dollarama Brockville (needed 5 more trophies)

August 25 2017	-4.52	Merrickville Quickie - Candy for prizes
August 25 2017	\$50.00	Pizza money - 25 slices
August 25 2017	-\$50.00	Cost of Pizza plus tip - Mythos owner gave the camp a free small pizza and onion rings so we felt he should have the tip!
End (August 25 2017)	\$816.17	

This season had \$816.17 leftover in the budget.

Program Successes

Although this season's success is in part thanks to the excellent reputation established by previous director Tori Bonfield, it is also due to the hard work of this year's staff. The following highlights stood out:

- **Structure** – The structure provided by the daily schedule, along with well planned and described activities allowed our day to flow easily. It also guaranteed that campers always had something to do!
- **Flexibility** – This year's camp did not complete all games and crafts planned due to time limits. Being flexible with the schedule ensured that no one was lost when activities had to be changed or were skipped.
- **Beach Access** – Both campers and staff loved the beach this year! Hiring our lifeguard, Charlotte Hitsman, made it easy to visit the beach almost everyday.
- **Field Trips** – Field trips are always a high point of the week! Favourites this year were Upper Canada Village and the Canadian Museum of History. Despite the long bus ride, I would recommend returning as both facilities provided more than enough activities to fill the day. They were also reasonably priced.
- **Library Access** – Many of the campers love to read or spend time on computers at the library. Our bi-weekly visits also allowed the children to bring a book to camp and read it during free-time provided throughout the week.
- **Communication** – Open contact is essential for staff to act as a team and provide a well-run summer camp. We achieved exceptional communication through approachability which allowed for honest in-person conversations. Our staff also used an iMessage group chat to contact each other at any time of the day.
- **Storage** – Camp supplies were kept in the Merrickville Soccer Club storage room, located upstairs in the Community Centre. This solution ensured better upkeep and access to supplies than the basement. As such, this room should be used for camp storage going forward.

- **Pizza Friday** – This year’s program offered pizza to campers every Friday, at a cost of \$2/slice. Pizza was bought from Mythos Pizzeria, which offered the camp a 10% discount on each order. The owner was always friendly and donated a small pizza and onion rings to Sizzling Summer Camp staff on the last day.
- **Watermelon Wednesday** – Campers were given the opportunity to have a slice of watermelon (free of charge) during snack on Wednesday afternoons. This offer served as a healthy and inexpensive snack for the camp.
- **Pajama Day** – The camp encouraged everyone to dress in their pajamas on August 18th 2017. Campers also brought in stuffed animals, pillows and blankets for a movie. This day provided a great change from our regular routine and it was a hit!

Program Incidents

Overall, Sizzling Summer Camp had an amazing season. The following are notable incidents that occurred:

- **Counsellor Shirt Order** – Camp shirts that include the Sizzling Summer Camp logo were ordered for Charlotte and Tess. To minimize costs, Amy reused her shirts that were ordered in the 2015 season. Three shirts were ordered for each of the two staff, and it was agreed that they would be designed using the same logo that was used on the 2015 shirts. However, when the shirts were delivered, the logo was different. The new design was not agreed upon and the Camp Director was not made aware of it until the moment that the shirts were dropped off. If shirts are ordered in the future, it is recommended that the camp ensures that any changes to the logo will be approved before printing. Placing the order with a new company could also be considered.
- **Lifeguard Rescue** – On July 4th 2017 (the first day of camp), we made our first trip to the beach. Shortly after arrival, one of our youngest campers, J.D., jumped off the dock and in all the excitement ended up beyond the buoys. The camper was unable to get back onto the dock and began struggling to swim. He was quickly carried back to shore by our lifeguard, Charlotte. A letter was sent home to all parents, notifying them of the incident and reminding them to always send campers with a lifejacket/floaties, if required. Daily water play is a highlight at camp and we were fortunate to have a great lifeguard like Charlotte!
- **Community Centre Condition** – A complaint about a mess in the Community Centre was made to the director on July 20th 2017. The hosts of an event that occurred the previous weekend mentioned that the floors and bathrooms could have been better upkept. From this point on, camp staff stayed late and cleaned the Community Centre to help prevent such complaints in the future.
- **Refund** – Camper S.B. was registered in Weeks 2, 5, 7 and 8. Although she seemed to enjoy Week 2, the Director was informed during Week 5 that she would not be back due to anxiety over attending camp. The Director phoned the mother to check if there was any way that the camp could improve to help S.. Mother reassured that she had no problems with the camp and that the anxiety had been an existing issue.

Mother also requested a refund for the weeks that S. would be missing. It was decided that no refund would be provided for Week 5, as that week was full and the Director had turned down other campers who could have used the spot. However, a refund was given for Week 7 and 8, since the camp had advance notice of the withdrawal.

Recommendations

After reflecting on Sizzling Summer Camp 2017, a list of recommendations has been compiled to help ensure the program's success in future years.

- **Advertisement of 4 – Day Weeks** – Enrolment for both 4 – day weeks was noticeably lower than it was for the other weeks. Therefore, it is recommended that the camp puts a stronger effort into promoting programming that occurs during the 4 – day weeks. Posters, newspaper ads, flyers and reminders of registration on the Village's Facebook Page could all help to increase enrolment for weeks that fall behind the rest.
- **Communication Between Camp Staff and Public Works** – The responsibilities that fall to camp staff, rather than public works, should be made clear at the beginning of the season. Further, the Director should be made aware of any scheduled events taking place at the Community Centre at least 5 days in advance. This communication should help camp activities and planning to run more smoothly. Moreover, it will ensure that cleaning is done properly, which should assist in avoiding complaints about the state of the community centre.
- **Additional Staff Member** – If enrolment continues to increase as it did this year, it is recommended that an additional Camp Assistant is hired, even if only as part-time. The 2017 season saw four weeks at capacity, and two more weeks almost at capacity. Further, the Director turned down seven registration requests from parents during weeks that were full. An additional staff member would extend enrolment capacity to 40 campers per week, which would be especially beneficial during popular weeks. It would also be useful to have someone to fill in if one of the regular staff members is sick.
- **Hiring Dates** – Sizzling Summer Camp is usually one of the last summer jobs to do their hiring. As such, many students have accepted other jobs by the time that they are contacted by the Village. It is recommended that hiring occurs in late March or early April so that candidates are not lost to other jobs. Students who are still at university in April could be interviewed over FaceTime, as this year's Director was.
- **Returning Staff** – It is recommended that the Village tries to hire at least one camp staff member who plans to return to Sizzling Summer Camp the following year. This person will have hands-on experience which he/she can use to maintain the high quality care that the program strives to provide.
- **Location During Week Before Fair** – Sizzling Summer Camp has used the back room of the library as its location during fair set-up for the past two years. This is an excellent location, but it was small for 17 campers plus 3 leaders. If enrolment is as high or higher than this year, other venues will need to be considered for the week before the fair. Options could include local school gyms, the Burritt's Rapids Hall or returning to the Easton's Corners Hall.

- **Healey Bus Lines** – This bus line provided an excellent price for our field trips, but often used routes that added a significant amount of travel time into our day. It is recommended that the Director agrees upon a route with the bus driver before leaving to avoid this problem in the future.
- **Director Planning Time** – The Director should be provided with at least five weeks of planning time before staff come in for training. This time will allow him/her to plan an awesome summer program without too much deadline stress.
- **Field Trip Price** – If enrolment is as high as this year, the cost of field trips could be decreased and extra field trips could be added. We ended with lots of room in the budget, and some of this could go to lowering costs for families or providing additional excursions throughout the summer.

Summary

This season's Sizzling Summer Camp reached its goals of providing engaging, safe and affordable child care. Enrolment was higher than anyone could have expected and the campers had a great time every week. Some even considered camp to be their favourite part of the summer! Comments from parents were nothing but positive, and several families have already expressed their intentions to enrol their children again next year. [See Comments on last page.]

Our programming set the stage for an amazing summer which the staff worked hard to achieve. The Camp Assistants gave their all everyday and I cannot thank them enough for their efforts in maintaining the camp's excellent reputation.

I believe that Sizzling Summer Camp 2017 was an absolute success, and that the program will continue to see positive results under the recommendations contained in this report.

Inventory

The list of inventory available to Sizzling Summer Camp in future years is as follows:

- | | |
|------------------------|---|
| • Vinegar (3/4 bottle) | • White Paper |
| • Board Games | • Plastic Forks |
| • Corkboard | • Beads |
| • Tape | • Foam Shapes |
| • Plastic Bowls | • Oil Pastels |
| • Tickets | • Styrofoam Balls |
| • Ribbon | • Play-Doh |
| • Canvas | • Felt |
| • Construction Paper | • Fishing Line |
| • Cotton Balls | • Twine |
| • Tissue Paper | • Bristol Board (Orange and white – 1 small sheet each) |
| • Red Solo Cups | • Poster Board (Designed for the 2017 season) |
| • Ziploc Bags | • Taggers |
| • Hemp Yarn | • Paint |
| • Corks | • Paint Brushes |
| • Crayons | |
| • Rubber Bands | |

- Paint Palettes
- Rubber Balls
- Bullseye Popcans
- Frisbees
- Skipping Ropes
- Squeaky Chicken
- Basketballs
- Pool Noodle
- Sponges
- Water Guns
- Slip n' Slide
- Plunger (2)
- Large Plastic Bowls
- Rubber(ish) Bucket
- Spray Bottles
- Tennis Balls
- Soccer Balls
- Foot Balls
- Baseball Helmet
- Baseball Glove
- Velcro Catchers
- Scoop Catchers
- Plastic Mini-Golf Set
- Plastic Fishing Rod
- Golf Balls
- White Labels
- Sunscreen
- Band-Aids
- Polysporin
- First Aid Kit
- Tooth Picks
- Permanent Markers
- Pen
- Hole Punch
- Exacto-Knives
- Push Pins
- Paper Clips
- Pencil Sharpeners
- White Paper
- Stapler
- Book of Game/Craft Ideas
- Stencils
- Hot Glue Guns
- Hot Glue Sticks
- Card Decks
- Erasers
- Food Colouring
- Staples
- Stickers
- Construction Paper Flags
- White Liquid Glue
- Galaxy Glue
- Glitter Glue
- Iron
- Popsicle Sticks
- Glitter
- Straws
- Gems
- Foam
- Pipe Cleaners
- Flower Decorations
- Sequins
- String
- Yarn
- Pompoms
- Googly Eyes
- Blindfolds/Handkerchiefs
- Wire
- Paper Bags
- Cupcake Liners
- Balloons
- Water Balloons
- Blank Bookmarks
- Small, Clear Film Canisters
- Markers
- Scissors
- Pencil Crayons
- Colouring Sheets
- Measuring Cups
- Pencils
- Spinny Pins
- Activity Sheets
- Clothes Pins
- Hydrogen Peroxide
- Canada Flags (3)
- Sand Buckets
- Shovels
- Paper Plates
- Styrofoam Bowls
- Coffee Filters
- Ice Cube Tray
- Clear Containers

Comments from Campers and Parents

Campers:

N. C., M.D., & S.G. – all said camp was their favourite part of the summer

C. S. – Said that this year was his best yet at camp. Mom thanked us for a great program!

E. & E. B. - said they had an amazing time and wanted to come for more than two weeks!

Several campers expressed that they wished they could sign up for more weeks! Everyone seemed to like the counsellors as well as the activities,

We all got big hugs from everyone on the last day and it was clear that the campers had a great summer!

Parents:

K. C. – Sent a text saying “Thank you for working so hard to make a fantastic program for the kids this summer. [My son] has wanted to go everyday. Your dedication shines through”

B. J. – When registering child for an additional week, mentioned that “Amy and her staff were doing a great job!”

T. M. – Said that in other years, the boys would want to stay home with Grandma and eat junk food but this year would rather go to camp! Mom congratulated us and thanked us for running a great summer camp.

J.S. – Note from mom mentioned “[My son] had a great time at camp this summer. Thank you!!”

There were at least 3 families that registered for camp based on recommendations from other parents with kids in this year’s camps.

There were no negative comments received from parents.

Merrickville-Wolford Recreation Advisory Committee

Meeting Minutes

August 1, 2017

Council Chambers

7:00 p.m.

Members present: Mike Cameron, Terry Gilhen, Jan Fitzpatrick, Councillor Ireland, Councillor MacInnis

Regrets: Don Halpenny, Dave Powers Acting Chair: Terry Gilhen

1. Call to Order
2. Disclosure of Pecuniary Interest: none
3. Approval/Additions to Agenda – add Business arising after Approval
Moved by Mike Cameron, Seconded by Jan Fitzpatrick **Carried**
4. Approval of Minutes for Meeting: June 13, 2017
Moved by Mike Cameron, Seconded by Jan Fitzpatrick **Carried**
5. Business Arising: Terry met with Tim Allen, M-W Trails Society/Committee
 - a. Would like clarification from Council as to how the two committees, Trails and RAC are to collaborate and communicate. Terry will continue to meet to keep the communication open. Terry will forward all Minutes of the Trail Committee
6. Strategic Plan Implementation – evolutionary process – currently the restructuring is in the proposal state.
 - a. New Committee Structure: discussion regarding the potential new committee structure – the new design aligns the advisory committees with the Strategic Plan Priorities. Recreation Advisory Committee would fall into the Healthy Living component.
 - b. Healthy Living committee – proposal state – work in progress – goal to have everything in place by September 2018 – Plan to have use a formatted report system for each committee
 - c. Implementation Workplan
 - Done through a GANTT chart – the sequence of events to 2025 in which timelines are determined for each initiative within the work plan. – Action: to develop timelines for each component understanding the awareness of each within the community
7. Date for Next Meeting: September 12, 2017
8. Adjournment –

Motioned by Mike Cameron, Seconded by Jan Fitzpatrick

8:30 p.m.

Carried

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

That Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report BLEO-04-2017; and

_____ That Council provide further direction to staff on how to proceed.

OR

_____ That Council remains status quo regarding signage.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Information Report to Council

From: Andy Boffee By-law Enforcement Officer

BLEO-04-2017

Date to Council: September 25, 2017

RE: Sign By-law and Ad Hoc Sign Committee

OBJECTIVE: To inform Council of the status of the Ad Hoc Sign Committee's progress.

RECOMMENDATION:

THAT Council receive report BLEO-04-2017; and

THAT Council provide further direction to staff on how to proceed.

OR

THAT Council remains status quo regarding signage.

BACKGROUND:

On March 23, 2015, Council established an Ad Hoc Committee through resolution R-53-15 for the purpose of reviewing the Municipal Sign By-Law. The Committee met on June 20, 2015 and subsequently submitted a report with recommendations for Council review and consideration. The Committee was dissolved by Council on September 14, 2015 through resolution R-178-15.

Also on September 14, 2015 through resolution R-179-15, Council established another committee to review the sign by-law. This Committee met for the first time on April 19, 2016 with subsequent meetings on July 14th, August 4th and August 10th, 2016.

On May 2, 2016, the Committee requested the By-law Officer as staff liaison which was approved. It has now been determined that the Committee had reached their conclusion on the By-law.

ANALYSIS:

Summary of Signage Committee Minutes

April 19th 2016

The Committee set out the main points of concern:

- 1) There is a need to bring more attention to businesses located on streets other than St. Lawrence Street.
- 2) All signage and street decorations, including flowers, should be consistent throughout the municipality.
- 3) Signage and advertising throughout should enhance, preserve and maintain the municipality's historical character and ambiance and, with this in mind, the by-law regulating advertising should be revisited.
- 4) The use of "sandwich board" signs along St. Lawrence Street are seen as redundant for those businesses located on St. Lawrence Street.
- 5) The By-law must be enforced with respect to outdated cast iron signage and removal of signs for non-existent businesses.

The Committee reviewed section 7 of By-Law 24-2010 making numerous comments and recommendations in line with their main points of concern. The Committee recommended that drafting instructions reflecting the above recommendations be prepared for submission to Council, along with draft language to replace the subsections of the By-Law deemed unacceptable by the Committee.

July 14th 2016

- 1) Delegations and Public Input: Mike Zaversenuke, 223 Main Street West, presented a document entitled "Merrickville Sidewalk Signage Advertising Proposal".
- 2) The Committee compared signage in other municipalities and the main points brought forward were painted footprints, wayfinding, and signs designating various business areas.
- 3) As a whole, the Committee did not support the proposal as presented by Mike Zaversenuke.
- 4) Submission of final report timeline was discussed. Leslie Way agreed to draft the final report based on the Committee's discussions and minutes of meetings. The Committee reiterated the essential recommendations that would be made.

August 4th 2016

Delegations and Public Input: Mike Zaversenuke made a presentation with recommendations to abolish A-frame signs (sandwich boards) and that the Chamber of Commerce provide way-faring signs at intersections in the urban area.

Karl Feige, representing the Chamber of Commerce, reported that a recent survey of their members (20 responses out of 80 members) reveals that A-frame signs and banners\flags are unpopular amongst businesses and visitors because they are obstructive and unsightly. He recommends the continued use of the metal finger signs and to expand their use. He recommended that the municipality take over the installation and maintenance of the finger signs.

Wayne Poapst remarked that the existing finger signs blended into the background and would benefit from being painted a brighter colour.

New business for Committee: Develop a list of resolutions/recommendations for signage - deferred to a future meeting.

Submission of final report timeline - Deferred to a future meeting.

August 10th 2016

A meeting was held at 8:30 p.m. in the Council Chambers.

On November 17th, 2016, Leslie Way and the By-law Officer met and discussed changes to the by-law in line with the comments and recommendations and drafted the following alterations to the By-law.

Current By-Law

- 5.3** Persons may, with the written permission of the Corporation, attach any sign, poster, hand bill, notice or advertisement to any pole, subject to obtaining the written consent of the utility company or any others owning such pole on any highway.

Non-profit (non-commercial) and charitable organizations sponsoring an event may attach notices for a period not exceeding two weeks prior to the event and shall remove them within two days of the event's completion. Merrickville-Wolford residents may attach a notice concerning a yard sale on the day of the sale only and shall remove it in the evening when the sale is completed.

Suggested Changes

- 5.3** Persons may, with the written permission of the Corporation, attach any sign, poster, hand bill, notice or advertisement to any pole, subject to obtaining the written consent of the utility company or any others owning such pole on any highway.

No other form of sign for yard sales shall be placed on public property.

Staff Comments

It is believed the above change is flawed as it contradicts the first part as you would need the permission from the utility company.

Current By-Law

7.6 Sandwich Boards.

Sandwich boards may be permitted on municipal property including sidewalks or boulevards in the Urban Areas of Merrickville-Wolford subject to the following conditions and regulations which are not intended to prohibit or discriminate but rather to ensure public safety and free movement of persons and vehicles.

- a) on any sidewalk provided that at least two people can walk abreast of each other and there is sufficient room for a third person to pass the other two and this measurement shall be taken from private property line to the nearest road edge of standard curb or the road side edge of a paved sidewalk. Poles of any kind or other permanent fixture shall not be included in the determination of sufficient space;
- b) on any grassed boulevard between the sidewalk and parking allowance on the near side edge of the road provided it does not interfere with the movement of vehicles or the parking of vehicles or the opening of any door of the same;
- c) only immediately in front of and adjacent to the premises occupied by the business displaying the sandwich board;
- d) notwithstanding the above subsections-sandwich boards shall be permitted at the following locations:
 - i. on St. Lawrence Street at the intersections commencing at Drummond Street and southward either the east or west side of St Lawrence Street, but only one side, for businesses located on any side streets;
 - ii. on Main Street East, east of Elgin Street, but only on one of St Lawrence Street, but only on one side, for businesses located on any of the side streets side, for businesses located on any side streets;
 - iii. Main Street West, west of St. Patrick Street, but only on one side, for businesses located on any side streets;
 - iv. north of the canal bridge at Water and Mill Streets and William and Mill Streets.
- e) sandwich boards in subsection iv) above shall conform to the following regulations and conditions:
 - i. they shall be 0.6m x 0.9m (2ft x 3ft) in size per face, including supports;
 - ii. there shall not be more than two faces to the sign;
 - iii. they shall be divided equally into sections on each face with one business on each section;
 - iv. they shall be constructed of durable materials;
 - v. they shall be shared by all businesses on both side streets.

- f) all sandwich boards permitted in subsection 7.6a above shall be allowed during the hours of 9:00 am to 5:00 pm and shall be removed after hours or when the business is not open to the public;
- g) sandwich boards shall be allowed on commercial property when they are wholly within the property lines of the business concerned and they shall form part of the aggregate signage area and when they do not obstruct traffic flows.

Suggested Changes

7.6. Sandwich Board Sign (commonly referred to as an "A-FRAME SIGN")

- (a) A maximum of one (1) sandwich board sign is permitted for any one business location or use.
- (b) Sandwich board signs must meet the following conditions for size and appearance:
 - i. Size:
 - a. Maximum Height – 91.4 centimetres (36 inches). For the purposes of this Section only, "height" is defined as the distance between the top of the sign and the surface on which the sign is located when the sign faces are extended.
 - b. Maximum Width - 61.0 centimetres (24 inches). For the purposes of this Section only, "width" is defined as the horizontal distance across the background area of the sign.
 - c. Maximum Length - 61.0 centimetres (24 inches). For the purposes of this Section only, "length" is defined as the distance measured at the surface on which the sign is located between the two sign faces when fully extended.
 - ii. Appearance:
 - a. All advertising must meet the requirements noted on the Advertising Standards Canada at <http://www.adstandards.com/en/>. See section 14 of the Advertising Standards in regards to unacceptable depictions and portrayals. *(NOTE: this requirement could be placed in section 5)*
 - b. Sandwich board signs must meet the design specifications set out in Schedule D *(NOTE: design specifications must be developed)* which are intended to enhance the historic and heritage nature of the municipality and contribute to a high-quality streetscape.
- (c) Sandwich board signs are not permitted on a sidewalk which is less than 1.5m wide (5') and shall be located in such a manner so as to provide clear and free pedestrian and vehicle movement at all times.
- (d) Sandwich board signs shall be permitted only in the location assigned to them by the municipality by way of an approved annual sign permit.

- (e) No part of any sandwich board sign shall be attached to any tree, post, pole or other support that is located on a sidewalk or on any other part of a roadway.
- (g) Sandwich board signs shall be removed at the close of business hours.
- (h) Sandwich board signs shall only be permitted in commercial zones as defined by the municipal Zoning By-Laws.

Current By-Law

1.1. Directional Finger Signs:

There shall be and hereby made provision for directional finger signs on poles.

- a) the Municipality shall own and fully maintain the posts including repair, replacement, painting etc. They may charge a fee for this service to the sign owners or to the person(s) requesting a new post;
- b) the individual finger signs must be manufactured and purchased from the Village Metal smiths;
- c) the individual finger signs remain the property of the business or individuals who purchased them;
- d) signs to be removed or moved shall be done by the Village Metal smiths at the request of the owner(s) of the individual finger sign and at their expense;
- e) signs shall be removed when a business ceases to operate;

Suggested Changes

1.1. Directional Finger Signs:

There shall be and hereby made provision for directional finger signs on poles.

- a) the Municipality shall own and fully maintain the posts including repair, replacement, painting etc. They may charge a fee for this service to the sign owners or to the person(s) requesting a new post;
- b) finger signs must meet the specifications set out in Schedule D;
- c) the individual finger signs remain the property of the business or individuals who purchased them;
- d) signs to be removed or moved shall be done by the municipality at the request of the owner(s) of the individual finger sign and at their expense;
- e) signs shall be removed when a business ceases to operate.

Staff Comments

Staff is not agreeable to making the changes outlined. As an example, the change suggested to "b)" refers to a Schedule "D", which is nonexistent. It would take time to develop the specifications referred to.

Financial Implications:

Unknown at this time.

Interdepartmental Impacts:

There are many interdepartmental impacts to consider, especially when it comes to staff time. The By-law Enforcement Officer would need to work closely with the Clerk's department in order to create a policy to be followed for special signage requests, signage permits and to amend the current by-law to reflect the changes informally proposed by the Signage Committee. This would take staff away from normal daily duties.

Link to Strategic Plan:

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:

Reviewing the by-laws and looking for ways to improve them allows the Municipality to improve its service delivery.

Conclusion:

Without a final report from the Sign Committee it is believed there are unanswered points of discussion and areas to develop before any recommendations could be implemented. For instance, a Schedule 'D' for design specifications for finger post signs and sandwich boards needs to be created.

A process and criteria would have to be created for sandwich board sign permits especially if section 7.6 g (only immediately in front of and adjacent to the premises occupied by the business displaying the sandwich board) is removed as per the Committee's suggestion above.

It is staff's recommendation that the Village continue to enforce the by-law as is without making changes at this time as more research, drafting of policy and procedures would need to be undertaken in advance of staff presenting a draft by-law for Council approval.

ATTACHMENTS:

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

Submitted by:



Andy Boffee,
By-Law Enforcement Officer

Approved by:



John Regan, CAO

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Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998

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Facsimile (613) 269-3095



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

That Council of the Corporation of the Village of Merrickville-Wolford does hereby grant an exemption to the Merrickville Artist's Guild from sections 5.18, 5.19b and 5.3.4 of By-Law 24-10 to allow the posting of a variety of signs for this year's Merrickville Artist's Guild Tour between September 22nd and October 1st, 2017, with the following conditions:

- 1) No sign shall be permitted within a sight triangle.
- 2) Maximum of 30 Coroplast Tour Event Signs on road sides.
- 3) Maximum of 11 Coroplast directional signs to be placed on the Friday before each weekend of the event and removed on the following Monday morning.

Carried / Defeated

David Nash, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

That Council of the Corporation of the Village of Merrickville-Wolford does hereby grant an exemption to the Merrickville Jazz Festival from sections 5.19b) and 7.6c), d), e) i) and f) of By-law 24-10 to allow the posting of signs for this year's Merrickville Jazz Festival between October 12th and October 15th, 2017 with the following conditions:

- 1) No sign shall be permitted within a sight triangle
- 2) The sandwich boards signs be erected no earlier than 6 hours before each performance and removed after the performance.
- 3) The Coroplast signs be erected no earlier than 20 days before the event and removed at the end of the event.
- 4) The banners be erected no earlier than 20 days before the event and removed at the end of the Jazz Festival.

Carried / Defeated

David Nash, Mayor

Environmental Advisory Committee (EAC)

July 27, 2017 at 5:30 PM at Fire Hall

Present: Anney de Gobeo, Claire Sexton, Carol Williams, Steve Ireland, Chuck MacInnis, Andy Boffee

Absent: Shelley Innes

Delegation: Robbie Gilles

Guest: Ann Martin

Call to Order

The meeting was called to order by Gary Roberts at 5:32 PM.

Approval/Additions to Agenda

The agenda was approved with suggested change of moving guest, Robbie Gilles, to the top of the agenda. Moved by Carol and seconded by Claire.

Approval of Minutes: Done by email.

Agenda change: Robbie Gilles delegation (see attached letter).

Robbie presented details on the following:

- Identified that local wildlife issues were not specifically addressed in the Strategic Plan. Robbie is specifically concerned about the Blandings Turtle and the Whip-poor-wills. He noted that the turtle mating season coincided with pesticide spraying and enquired if there was a way to change that.
- He suggested EAC should be seen as the initiator of "possibilities" to ensure that we protect the natural environment and wildlife. He encouraged EAC to find out what other municipalities are doing.
- He suggested we gather environmental data and stats. Carol suggested we speak to local experts such as Stu Hamill.
- He suggested that EAC increase communications between other committees of council.
- Act as educators for youth by engaging schools, etc.

The group discussed opportunities for education with RVCA and OMNR.

Old Business

The Composting Workshop was cancelled but the reason is unknown. Add to next month's agenda and confirm with Shelley Innes the reason for cancellation.

Forest Related Disease Workshop : Carol reported that she has been in touch with Geoff McVeigh, the County Forester. He is willing, along with an arbourist, to do a workshop the middle of October. In it they will cover the problems affecting our local trees, ways of being proactive in caring for them and recommendations for replanting.

New Business

New Proposed Committee and Members Plan

There was extensive discussion on the proposed changes to the committee structures. The EAC will “merge” with the unofficial Heritage committee. There are concerns with merger and how they will fit together. Further discussion may be required.

The recommendation is to create a Heritage sub-committee which will consist of Ann Martin, Brian Fitzpatrick, and Gary Roberts. Brian Fitzpatrick suggests there should be one more person. The subcommittee will work through the heritage-related priorities in the Strategic Plan and EAC will do the same at the scheduled August meeting. Deadline for submission to Council is on September 15, 2017.

A motion could not be passed because there was no quorum. There are currently six people on the EAC because Martin Cathrae has not resigned. Carol volunteered to contact him and ask him to resign officially.

The following motion will be added to the August agenda:

A motion M/S Carol/Claire: A subcommittee of the EAC be formed to deal with historical matters as required by the Environment and Heritage pillar of the Strategic Plan.

Council will be informed of our intention with this unapproved motion.

Adjournment: Meeting adjourned by Gary at 6:50 PM.

Next Meeting: August 24, 2017 at 5:30 PM at the Firehall (TBC).

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

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 2017-2018 Inspection Report regarding the Merrickville Drinking Water System from the Ministry of the Environment and Climate Change.

Carried / Defeated

David Nash, Mayor

**Ministry of the Environment
and Climate Change**

Safe Drinking Water
Branch

Kingston District Office
1259 Gardiners Road, Unit 3
PO Box 22032
Kingston ON K7M 8S5

**Ministère de l'Environnement et
de l'Action en matière de
changement climatique**

Direction du contrôle de la qualité de
l'eau potable

Bureau du district de Kingston
1259, route Gardiners, unité 3
C. P. 22032
Kingston (Ontario) K7M 8S5



Sent by Email: cao@merrickville-wolford.ca

The Corporation of the Village of Merrickville-Wolford
317 Brock Street, PO Box 340
Merrickville, Ontario
K0G 1N0

Attention: John Regan, Chief Administrative Officer / Clerk

Dear Mr. Regan:

Re: 2017-2018 Inspection Report

The enclosed report documents findings of the inspection that was performed at the Merrickville drinking water system on June 6, 2017.

Two sections of the report, namely "Actions Required" and "Recommended Actions" cite due dates for the submission of information or plans to my attention.

Please note that "Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch.

"Recommended Actions" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

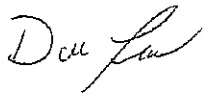
In order to measure individual inspection results, the ministry continues to adhere to an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), appended to the inspection report, provides the ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, also appended to the inspection report, describes how the risk model was improved to better reflect any health related and administrative non-compliance issues that may be cited in our inspection reports. IRR ratings are published in the ministry's

Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Lyn Garrah, Water Compliance Supervisor (Acting), at 613-521-3450 ext. 239.

Section 19 of the *Safe Drinking Water Act, 2002* (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councilors, to take steps to be well informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,



David Trombley
Water Inspector / Provincial Officer # 1532
Ministry of the Environment and Climate Change
Safe Drinking Water Branch
DT

Enclosure

- ec: Steve McIntyre, Senior Operations Manager (Mississippi Cluster, Ontario Clean Water Agency, smcintyre@ocwa.com)
- Alison O'Connor, Process and Compliance Technician, Ontario Clean Water Agency, ao'connor@ocwa.com
 - Jeff Morrison, Overall Responsible Operator, Ontario Clean Water Agency, jmorrison@ocwa.com
 - Robert LeBlanc, Capitals Manager, Ontario Clean Water Agency, rleblanc@ocwa.com
 - Jane Lyster, Director, Health Promotion, Leeds, Grenville and Lanark District Health Unit, jane.lyster@healthunit.org
 - Ewan Hardie, Director, Watershed Science & Engineering Services, Rideau Valley Conservation Authority, ewan.hardie@rvca.ca
- c: File SI-LG-MW-MA 540 (2017)



Ministry of the Environment and Climate Change

MERRICKVILLE DRINKING WATER SYSTEM
Inspection Report

Site Number:	220001227
Inspection Number:	1-FMDHV
Date of Inspection:	Jun 06, 2017
Inspected By:	David Trombley

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OWNER INFORMATION:

Company Name:	MERRICKVILLE-WOLFORD, THE CORPORATION OF THE VILLAGE OF	Unit Identifier:	
Street Number:	317		
Street Name:	BROCK St W		
City:	MERRICKVILLE		
Province:	ON	Postal Code:	K0G 1N0

CONTACT INFORMATION

Type:	Owner	Name:	John Regan
Phone:	(613) 269-4791	Fax:	(613) 269-3095
Email:	cao@merrickville-wolford.ca		
Title:	Chief Administrative Officer / Clerk		
Type:	Operating Authority	Name:	Steve McIntyre
Phone:	(613) 257-4990	Fax:	(613) 257-5727
Email:	smcintyre@ocwa.com		
Title:	Senior Operations Manager (Mississippi Cluster)		
Type:	Operating Authority	Name:	Alison O'Connor
Phone:	(613) 257-4990	Fax:	(613) 257-5727
Email:	ao'connor@ocwa.com		
Title:	Process and Compliance Technician		
Type:	Main Contact	Name:	Jeff Morrison
Phone:	(613) 269-3247	Fax:	(613) 269-4263
Email:	jmorrison@ocwa.com		
Title:	Overall Responsible Operator		
Type:	Operating Authority	Name:	Robert LeBlanc
Phone:	(613) 257-4990	Fax:	(613) 257-5727
Email:	rleblanc@ocwa.com		
Title:	Capital's Manager		
Type:	Health Unit	Name:	Jane Lyster
Phone:	(613) 345-5685	Fax:	(613) 345-2879
Email:	jane.lyster@healthunit.org		
Title:	Director, Health Promotion		
Type:	Conservation Authority	Name:	Ewan Hardie
Phone:	(613) 692-3571	Fax:	(613) 692-0831
Email:	ewan.hardie@rvca.ca		
Title:	Director, Watershed Science & Engineering Services		

INSPECTION DETAILS:

Site Name:	MERRICKVILLE DRINKING WATER SYSTEM
Site Address:	105 MAIN ST E MERRICKVILLE K0G 1N0
County/District:	Merrickville-Wolford

MOECC District/Area Office: Kingston District
Health Unit: LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
Conservation Authority:
MNR Office:
Category: Large Municipal Residential
Site Number: 220001227
Inspection Type: Announced
Inspection Number: 1-FMDHV
Date of Inspection: Jun 06, 2017
Date of Previous Inspection: Jun 01, 2016

COMPONENTS DESCRIPTION

Site (Name): WELL 1 RAW
Type: Source **Sub Type:** Ground Water

Comments:

Well Number (No.) 1 is located on the north side of Main Street East approximately 60 metres east of St. Lawrence Street.

Well No. 1 consists of a 250 mm diameter 35 metre deep drilled groundwater production well, equipped with a submersible deep well pump, rated at 7.9 L/s at a total dynamic head (TDH) of 13 m with a 100 mm diameter discharge pipe connecting to a 100 mm diameter well pump header in the main pumphouse described below, including a vented watertight galvanized steel enclosure over the wellhead.

Site (Name): WELL 2 RAW
Type: Source **Sub Type:** Ground Water

Comments:

Well No. 2 is located on the north side of Main Street East approximately 60 metres east of St. Lawrence Street.

Well No. 2 consists of a 200 mm diameter 49 metre deep drilled groundwater production well, equipped with a submersible deep well pump, rated at 4.7 L/s at a TDH of 10 m with a 100 mm diameter discharge pipe connecting to the clearwell in the main pumphouse described below, including a vented watertight galvanized steel enclosure over the wellhead.

The well casing of Well No. 2 extends to approximately 450 mm above ground elevation and all openings to the well house are equipped with fine mesh stainless steel screening.

Site (Name): WELL 4 RAW
Type: Source **Sub Type:** Ground Water

Comments:

Well No. 4 is located on the north side of Main Street East approximately 85 metres east of St. Lawrence Street.

Well No. 4 consists of a 200 mm diameter 50 metre deep drilled groundwater production well, equipped with a submersible deep well pump, rated at approximately 9.2 L/s at a TDH of 15 m, connecting to a 100 mm diameter pipe discharging to the clearwell in the main pumphouse described below, including a vented watertight galvanized steel enclosure over the wellhead.

The well casing of Well No. 4 extends to approximately 450 mm above ground elevation and all openings to the well house are equipped with fine mesh stainless steel screening.

Site (Name): MAIN PUMPHOUSE, DISINFECTION SYSTEM & CLEARWELL
Type: Treated Water POE **Sub Type:** Treatment Facility

Comments:

The Main Pumphouse is comprised of an approximately 4.5 m x 9 m brick building located at the site of Well No. 1, housing treatment, pumping and control equipment, including a 150 mm diameter pump header and appurtenances including a magmeter flow meter, discharging into a dual celled reservoir described below; two centrifugal high lift pumps, one duty pump rated at 15 L/s at a TDH of 50 metres and one standby pump rated at 22.5 L/s at a TDH of 50 metres, connected to the pumping station discharge main; and one electrically driven constant speed horizontal base-mounted, split case, centrifugal fire pump rated at 64 L/s at a TDH of 57 metres.

The clearwell consists of two cells located below and extending behind the main pumphouse. Clearwell Cell Number (No.) 1 is unbaffled, measures 18 metres (m) x 13.5 m x 3.5 m deep and has a storage volume of 590 cubic metres (m³). Clearwell Cell No. 2 is baffled using an internal longitudinal partition wall, measures 19.5 m x 2.6 m x 3.2 m deep and has a storage volume of 141 m³.

Disinfection is provided using two chemical metering systems and contact between the drinking-water and a sodium hypochlorite solution (a liquid form of chlorine) injected into the clearwell / reservoir.

One sodium hypochlorite solution chemical metering system is located within the Main Pumphouse and consists of: one 45 litre (L) sodium hypochlorite solution day tank completed with spill containment; and one chemical metering pump rated at 1.6 L/h at 96.5 m TDH. This chemical feed system injects sodium hypochlorite solution into the raw water discharge line of Well No. 1.

The second chemical metering system is located in Well House No. 4 and consists of: one 45 litre (L) sodium hypochlorite solution day tank completed with spill containment; and one chemical metering pump rated at 1.6 L/h at 96.5 m TDH. This chemical feed system injects sodium hypochlorite solution into the common raw water discharge line of Wells Nos. 2 and 4. A spare chemical metering pump having the same specifications as those described above is maintained at the Main Pumphouse.

Metering and monitoring equipment consists of: one turbidity meter installed in the Main Pumphouse with a video graphic recorder to continuously monitor the finished water turbidity; one chlorine residual analyzer installed in the Main Pumphouse with a video graphic recorder to continuously monitor the finished water free chlorine residual; three flow meters, one installed on the discharge line of each of Well Nos. 1, 2 and 4, capable of measuring instantaneous flow and totalized flow; two ultrasonic Doppler flow meters, one installed on each high lift pump discharge line; an ultrasonic level measurement device located in Clearwell Cell No. 2, capable of issuing alarms at high or low water levels; and one control system to issue alarms at high/low chlorine residual levels and high turbidity level, connected to an automatic dialer. An Endress+Hauser flow meter has been installed to measure treated water flow to the distribution system. Flowmeter is operational and calibration checked.

Emergency or standby power is provided to the Main Pumphouse using a stationary 120 kW diesel generator set (Kohler Power System), complete with an above-ground fuel storage tank and spill containment, located in a separate steel clad insulated building situated approximately 20 m north of the Main Pumphouse.

Site (Name): DISTRIBUTION SYSTEM
Type: Other **Sub Type:**

Comments:

The distribution system consists of 8,000 m of various types, sizes and ages of watermain. The approximate breakdown of these are 1,000 m of 10" Blue poly, 1,000 m of 8" ductile iron, 1,000 m of 6" Blue poly, 5,000 m of 6" ductile iron and 100 m of 4" ductile iron. There are approximately 390 residential connections and approximately 50 commercial connections. There are no major industrial connections. The distribution system serves approximately 1,200 residents.

Site (Name): WELL 3**Type:** Other**Sub Type:****Comments:**

Well No. 3, located on Amelia Street has been abandoned in accordance with Regulation 903.

Site (Name): MOE DWS Mapping**Type:** DWS Mapping Point**Sub Type:**

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Ontario Regulation 170/03 states a large municipal-residential system is a municipal drinking-water system that serves a major residential development that serves more than 100 private residences. The Merrickville Drinking Water System consists of three drilled wells which supply source water to approximately 1200 residents. On June 6, 2017 a water inspection was conducted at this site. The inspection included a physical inspection of the water treatment plant and a document review since the last inspection.

The owner of the Merrickville Drinking Water System is the Corporation of the Village of Merrickville-Wolford and the operator is the Ontario Clean Water Agency. During this inspection, the undersigned Water Inspector was accompanied with Ms. Deborah Turner, Process & Compliance Technician (Acting), Ms. Alison O'Connor, Process and Compliance Technician and Mr. Jeff Morrison, Overall Responsible Operator (ORO). The document review was for the period of June 1, 2016 – May 31, 2017. This timeframe will be referred as the inspection period. There were no audit samples collected for this inspection.

Regulations and authorizing documents against which compliance was assessed included:

- Ontario Regulation 170/03 (Drinking Water Systems), made under the SDWA, 2002.
- Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts), made under the SDWA, 2002.
- Ontario Regulation 169/03 (Ontario Drinking Water Quality Standards), made under the SDWA, 2002.
- Permit to Take Water # 4573-73AR7F, expires June 30, 2017.
- Municipal Drinking Water Licence # 264-101, issue 2 dated March 22, 2016.
- Municipal Drinking Water Permit # 264-201, issue 2 dated March 22, 2016.
- Drinking Water Inspection Report # 1-CLN77 – June 8, 2016, had zero actions required with regards to non-compliance issues and zero best management practice issues and recommendations.

I would like to acknowledge the cooperation and professionalism that was afforded to me during the execution of this compliance inspection.

Introduction

Source

- The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.

Production wells are located in locked structures and equipped with well caps that prevent the entry of surface water and debris. Vents and drains are equipped with stainless steel mesh screens.

Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

Treated water flows are monitored in accordance with condition 2 of schedule C of MDWL # 264-101, issue #2.

All raw water sources are equipped with flow measuring devices as described in schedule A of DWWP 264-201, issue #2

- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

MDWL 264-101 issue #2 dated March 22, 2016 prescribes the maximum daily volume of treated water that flows from the treatment subsystem to the distribution subsystem (rated capacity) to be 1880 m3.

Records indicate that during the inspection period the maximum daily flow from the treatment subsystem to the distribution subsystem was 724 m3.

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.
- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Treatment Process Monitoring

- Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.

The treated water free chlorine analyzer sampling point is located in the treated water discharge pipe immediately after the location where the intended CT has been achieved.

- The secondary disinfectant residual was measured as required for the distribution system.

Distribution free chlorine residuals are continuously monitored at the Merrickville Sewage Treatment Plant (STP).

Treatment Process Monitoring

This sampling point is located at one of the distribution system dead end locations. The distribution free chlorine residual at the time of the inspection was 0.44 mg/L. The minimum distribution free chlorine residual prescribed by O. Reg. 170/03 is 0.05 mg/L.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

Records indicate that during the inspection period, continuous monitoring test results are examined by certified operators daily Monday through Friday including statutory holidays.

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

All continuous monitoring analyzers are equipped with alarms. The high turbidity alarm is set at 1.0 NTU, the low free chlorine residual is set at 0.5 mg/L and a high free chlorine residual of 1.5 mg/L. Distribution pressure alarm set-point is set at 60 psi. Distribution free chlorine residual alarm is set at 0.3 mg/L.

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**
- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

All continuous analysers are verified three times weekly and cleaned and calibrated monthly.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Security

- **The owner had provided security measures to protect components of the drinking water system.**

The main pump house and wellhead buildings were equipped with warning signage, locked and alarmed with Falcon Security. The generator building is not alarmed but is locked and has appropriate signage.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

Jeff Morrison is identified as the designated overall responsible operator for the Merrickville DWS.

Certification and Training

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**
All qualified licenced operators performing operational tasks within the Merrickville DWS are designated as operator in charge.
- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were not being met.**

O. Reg. 170/03 Schedule 10:

10-2. (1) The owner of a drinking water system and the operating authority for the system shall ensure that,
(a) if the system serves 100,000 people or less, at least eight distribution samples, plus one additional distribution sample for every 1,000 people served by the system, are taken every month, with at least one of the samples being taken in each week; and

(b) if the system serves more than 100,000 people, at least 100 distribution samples, plus one additional distribution sample for every 10,000 people served by the system, are taken every month, with at least three of the samples being taken in each week.

(2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for,

(a) *Escherichia coli*; and

(b) total coliforms.

(3) The owner of the drinking water system and the operating authority for the system shall ensure that at least 25 per cent of the samples required to be taken under subsection (1) are tested for general bacteria population expressed as colony counts on a heterotrophic plate count.

The Merrickville DWS serves a population of approximately 1200 and is required to collect 9 distribution samples monthly for microbiological testing.

Records indicate that during each of the months of February and March of 2017 only eight samples were collected and submitted for microbiological testing.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

O. Reg. 170/03 Schedule 10:

10-3. The owner of a drinking water system and the operating authority for the system shall ensure that a water sample is taken at least once every week and tested for,

(a) *Escherichia coli*;

(b) total coliforms; and

Water Quality Monitoring

(c) general bacteria population expressed as colony counts on a heterotrophic plate count.

Records indicate that during the inspection period samples were collected weekly from the treated water source and tested for *Escherichia coli*, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

O. Reg. 170/03 Schedule 13:

13-2. (1) The owner of a large municipal residential system and the operating authority for the system shall ensure that,

(a) at least one water sample is taken every 12 months, if the system obtains water from a raw water supply that is surface water; or

(b) at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water.

(2) The owner of a large municipal residential system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for every parameter set out in Schedule 23.

The Merrickville Drinking Water System (DWS) obtains its raw water from secure ground water wells. Records indicate that the DWS sampled and tested for every parameter set out in Schedule 23 on January 9, 2017 on treated water samples and that the sampling was conducted within the required frequency.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

O. Reg. 170/03 Schedule 13:

13-4. (1) The owner of a large municipal residential system and the operating authority for the system shall ensure that,

(a) at least one water sample is taken every 12 months, if the system obtains water from a raw water supply that is surface water; or

(b) at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water.

(2) The owner of a large municipal residential system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for every parameter set out in Schedule 24.

The Merrickville Drinking Water System (DWS) obtains its raw water from secure ground water wells. Records indicate that the DWS sampled and tested for every parameter set out in Schedule 24 on January 9, 2017 on treated water samples and that the sampling was conducted within the required frequency.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

O. Reg. 170/03 Schedule 13:

13-6.1 (1) The owner of a drinking water system that provides chlorination or chloramination and the operating

Water Quality Monitoring

authority for the system shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids.

(2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for haloacetic acids.

O. Reg. 170/03 Schedule 6:

6-1.1 (4) If this Regulation or an approval, municipal drinking water licence or order, including an OWRA approval or OWRA order, requires at least one water sample to be taken every three months or in each calendar quarter and tested for a parameter, the owner of the drinking water system and the operating authority for the system shall ensure that at least one sample that is taken during a three-month period or calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous three-month period or calendar quarter.

Records indicated that during the inspection period distribution system samples were collected on January 9, 2017 and April 10, 2017 and tested for haloacetic acids. This sampling was conducted within the required frequency.

It is recommended that a sampling survey of the distribution system be undertaken during quarterly sampling to determine locations with the highest potential for HAA formation.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

O. Reg. 170/03 Schedule 13:

13-6. (1) The owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of trihalomethanes.

(2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for trihalomethanes.

O. Reg. 170/03 Schedule 6:

6-1.1 (4) If this Regulation or an approval, municipal drinking water licence or order, including an OWRA approval or OWRA order, requires at least one water sample to be taken every three months or in each calendar quarter and tested for a parameter, the owner of the drinking water system and the operating authority for the system shall ensure that at least one sample that is taken during a three-month period or calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous three-month period or calendar quarter.

Records indicate that distribution system samples were collected July 11, 2016, October 3, 2016, January 3, 2017 and April 3, 2017 and tested for trihalomethanes. This sampling was performed within the required frequency.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

O. Reg. 170/03 Schedule 13:

Water Quality Monitoring

13-7. The owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every three months and tested for nitrate and nitrite.

O. Reg. 170/03 Schedule 6:

6-1.1 (4) If this Regulation or an approval, municipal drinking water licence or order, including an OWRA approval or OWRA order, requires at least one water sample to be taken every three months or in each calendar quarter and tested for a parameter, the owner of the drinking water system and the operating authority for the system shall ensure that at least one sample that is taken during a three-month period or calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous three-month period or calendar quarter.

Records indicate that treated water samples were collected July 11, 2016, October 3, 2016, January 3, 2017 and April 3, 2017 and tested for nitrate/nitrite. This sampling was performed within the required frequency.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

O. Reg. 170/03 Schedule 13:

13-8. The owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every 60 months and tested for sodium.

Records indicate that samples were last collected and tested for sodium on January 4, 2016. This sampling was performed within the required frequency.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

O. Reg. 170/03 Schedule 13:

13-9. If a drinking water system does not provide fluoridation, the owner of the system and the operating authority for the system shall ensure that a water sample is taken at least once every 60 months and tested for fluoride.

Records indicate that samples were last collected and tested for fluoride on January 7, 2013. This sampling was conducted within the required frequency.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Reporting & Corrective Actions

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and**

Reporting & Corrective Actions

took appropriate actions.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1 All microbiological water quality monitoring requirements for distribution samples were not being met.

O. Reg. 170/03 Schedule 10:

10-2. (1) The owner of a drinking water system and the operating authority for the system shall ensure that,
(a) if the system serves 100,000 people or less, at least eight distribution samples, plus one additional distribution sample for every 1,000 people served by the system, are taken every month, with at least one of the samples being taken in each week; and

(b) if the system serves more than 100,000 people, at least 100 distribution samples, plus one additional distribution sample for every 10,000 people served by the system, are taken every month, with at least three of the samples being taken in each week.

(2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for,

(a) *Escherichia coli*; and

(b) total coliforms.

(3) The owner of the drinking water system and the operating authority for the system shall ensure that at least 25 per cent of the samples required to be taken under subsection (1) are tested for general bacteria population expressed as colony counts on a heterotrophic plate count.

The Merrickville DWS serves a population of approximately 1200 and is required to collect 9 distribution samples monthly for microbiological testing.

Records indicate that during each of the months of February and March of 2017 only eight samples were collected and submitted for microbiological testing.

Action(s) Required:

The Merrickville DWS operating authority has traditionally been very diligent with compliance regarding sampling requirements. During the on-site inspection, an in-depth discussion/training session was held with all operators of the drinking water system. The operators of the Merrickville DWS are aware of and understand the sampling requirements prescribed in O. Reg. 170/03 and are committed to ensure that the required number of samples are collected moving forward.

No further action required.

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

SIGNATURES

Inspected By:

David Trombley

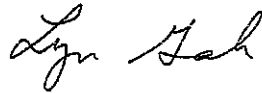
Signature: (Provincial Officer)



Reviewed & Approved By:

Lyn Garrah

Signature: (Supervisor)



Review & Approval Date: 02/08/2017

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

That Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CBO-11-2017; and

_____ That Council deems it expedient to waive the payment of any securities required in the subdivision agreement for the construction of the infrastructure for Phase 3 of Merrickville Estates.

OR

_____ That Council deems it expedient to reduce the amount of the payment of any securities required by the subdivision agreement to an agreed upon sum.

OR

_____ That Council deems it expedient to maintain the status quo with respect to the payment of the securities as provided for in the existing subdivision agreement (recommended).

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report CBO-11-2017
of the Chief Building Official

Information Report to Council
September 25th, 2017

**RE: Developer's Proposal to Remove/Reduce the
Payment of Securities for Phase 3 of the Merrickville-Estates
Subdivision**

OBJECTIVE: To inform Council so they may make a decision regarding the recent request to Council by the developer of Merrickville Estates to remove or reduce the required security deposit for completion of the infrastructure for Phase 3 of Merrickville Estates subdivision.

RECOMMENDATIONS AND OPTIONS:

That the Council of the Village of Merrickville-Wolford does hereby receive report CBO-11-2017; and

_____ That the Council of the Village of Merrickville-Wolford deems it expedient to waive the payment of any securities required in the subdivision agreement for the construction of the infrastructure for Phase 3 of Merrickville Estates.

OR

_____ That the Council of the Village of Merrickville-Wolford deems it expedient to reduce the amount of the payment of any securities required by the subdivision agreement to an agreed upon sum.

OR

_____ That the Council of the Village of Merrickville-Wolford deems it expedient to maintain the status quo with respect to the payment of the securities as provided for in the existing subdivision agreement (recommended).

BACKGROUND:

The Merrickville Estates subdivision agreement was legally registered in the Prescott Land Registry Office on December 18, 2006. It consists of a total of 69 building lots within 3 separate Phases of construction.

Phase 1 has been virtually developed with only one or two vacant lots for new houses remaining and it has been assumed by the Village.

Phase 2 has several vacant lots remaining with deliberations in progress between Village staff and the developer to finalize its assumption.

Phase 3 is in the preliminary stages of designing and constructing roadways and installing utilities.

ANALYSIS:

Schedule "D" of the Merrickville-Estates subdivision (Attachment "A") lays out in 2006 dollars, the estimated costs of the construction of the road and infrastructure works determined for each of the three phases, with the Phase 3 estimation tabulated as \$341,300.00

Schedule "E" of the agreement (Attachment "B") then stipulates the financial requirements of the developer shall be 75% of the Schedule "D" estimate which for Phase 3 would be \$255,975.00, subject to an updating by the Municipal Engineer.

This amount is required to be paid by the developer to the Village in the form of either cash or a letter of credit as a security deposit prior to construction.

Council will recall at its last scheduled meeting of August 8th, 2017 that the developer, Charles Fournier, appeared as a delegation requesting favourable consideration to waive entirely the requirement for the security deposit guaranteeing the completion of the construction works for Phase 3 of the subdivision.

In exchange, the developer will propose to apply asphalt paving to the roads in Phase 3 instead of exercising his option of only having to install a tar and chip road surface.

An estimate was provided to Council during the August 8th meeting by Public Works staff outlining a potential savings to the Village for the long-term maintenance of asphalt surface roads in Phase 3 compared to tar and chip road surface treatment as follows:

1. The estimate provided by Public Works regarding the supply and placement of the approved asphalt on the Phase 3 roads is \$87,000.00.
2. Alternatively, the estimate provided by Public Works to install the recommended double layers of tar and chip surface treatment is \$24,000.00.
3. The estimated life span of the asphalt paving would be about 20 years. However, the surface treatment over the same time period would require a minimum of 2 maintenance lifts of surface treatment (every 5 to 7 years) at about \$14,000.00 per lift in 2017 dollars.

This cost savings, though significant, does not approach the amount stipulated in the security deposit required by the subdivision agreement and, as a result, the Village would be unprotected.

BUDGET/LEGAL IMPLICATIONS:

The overriding factor in the conducting of all municipal affairs is the mitigation of risk.

The purpose of imposing subdivision security deposits is to reduce the risk to the ratepayers and travelling public in the event that a developer is unable or unwilling to complete his lawful obligations.

The construction of the roads and infrastructure is not cheap, however, this work is entirely the developer's responsibility. To this end, the developer has already signed a legal and binding contract with the Village that sets out his financial requirements to safely construct engineer approved roads and associated works. Thus, the risk to the Village is eliminated.

Further, all works shall be constructed to Village and Provincial standards or they simply will not be accepted and, if necessary, the security deposits shall be used by the Village to safely bring the roads up to those standards. Anything less is not acceptable.

The request by the developer to remove or reduce the previously agreed upon security deposit for Phase 3 will greatly increase the Village's exposure and risk. In so doing, the Village would be assuming the developer's legal responsibility which is unfair to the Village and its ratepayers.

Without the security deposit for Phase 3, how would Council be able to assure the public that the necessary road works are properly and safely constructed?

If the developer is unable or unwilling to complete the required work and without the security deposit in place, Council may then be forced into the business of constructing the Phase 3 works without capital funds.

As a result, how will the necessary construction costs be levied? Would there be a tax increase imposed upon the ratepayers of the Village as a whole or would Council impose a site-specific tax to the Merrickville Estates ratepayers?

Staff have discussed the developer's request with the Village Engineer and Solicitor. Their advice to staff was to maintain the status quo and **absolutely not** alter the existing subdivision agreement.

INTERDEPARTMENTAL IMPACTS:

There would be no impacts to any Village Departments if Council decides not to grant the developer's request. All works are inspected and approved (or not approved) by the Municipal Engineer at the developer's expense. Therefore, exposure and risk to the Village is negligible.

Conversely, in granting the developer's request the Village will have waived his guarantee that the road works are completed at no cost to the public irrespective of

some savings purported by the developer for his application of asphalt pavement to the Phase 3 roads.

Thus, the Department of Public Works as well as Treasury would be greatly affected in the tendering of new contracts, inspection of works, supervision of contractors and ultimately the levying of new special area taxes.

There would also be legal costs involved with the alteration of the existing subdivision agreement and its re-registration.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan (as adopted by Council on January 23, 2017 through the passing of By-Law 10-17) indicates on Page 6 of the document that one of the key challenges to be met are the fiscal constraints imposed by the economy and as such, specifically how will the Village best manage infrastructure and provide services.

Page 7 of the Plan emphasizes that trust in government and good governance are essential in maintaining the accountability in how tax dollars are spent.

Would it be prudent for the Village to undertake the increased risk and responsibility of constructing road works contrary to the terms of the already approved and enshrined subdivision agreement?

CONCLUSION:

The advice of both the Village Solicitor and Municipal Engineer is clear. The terms of the subdivision agreement puts all risk and responsibility for the construction of the Phase 3 road works squarely upon the developer as lawfully agreed to in the registered agreement.

The exposure and risk to remove or reduce the amount of the security deposit to appease the developer is simply too high.

It is the recommendation of staff that Council should not remove or reduce the security deposit for the road and works construction for Phase 3 of the Merrickville Estates subdivision.

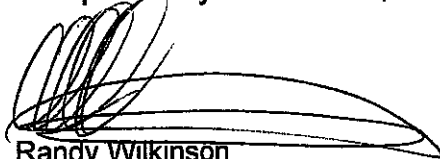
ATTACHMENTS:

Attachment "A" - Schedule "D" of the Merrickville Estates Subdivision Agreement
Attachment "B" - Schedule "E" of the Merrickville Estates Subdivision Agreement

List of circulated Departments;

Clerk	Yes
Finance	Yes
Building & MLEO Department	Yes
Public Works & Environmental Department	Yes
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other; Solicitor and Engineer	Yes

Respectfully submitted;



Randy Wilkinson
Chief Building Official
Building and Planning
September 25th, 2017



John Regan, EcD(F), CEcD
Chief Administrative Officer

SCHEDULE 'D'

**TO A SUBDIVISION AGREEMENT BETWEEN
1605861 ONTARIO LIMITED
AND THE CORPORATION OF THE
VILLAGE OF MERRICKVILLE-WOLFORD**

File: 3009

**MERRICKVILLE ESTATES
CONSTRUCTION COST ESTIMATE**

Phase 1

Preparation of Site	\$21,000.00
Grading	112,700.00
Granulars	134,800.00
Hot Mix Asphalt	48,800.00
Culverts	15,700.00
Boulevards	43,500.00
Utilities and Lighting	<u>127,000.00</u>
Total	\$503,500.00

Phase 2

Preparation of Site	\$31,300.00
Grading	167,900.00
Granulars	200,800.00
Hot Mix Asphalt	72,700.00
Culverts	12,600.00
Boulevards	64,800.00
Utilities and Lighting	<u>134,100.00</u>
Total	\$684,200.00

Phase 3

Preparation of Site	\$15,800.00
Grading	84,500.00
Granulars	101,100.00
Hot Mix Asphalt	36,600.00
Culverts	3,200.00
Boulevards	32,600.00
Utilities and Lighting	<u>67,500.00</u>
Total	\$341,300.00

SCHEDULE 'E'
TO A SUBDIVISION AGREEMENT BETWEEN
1605861 ONTARIO LIMITED
AND THE CORPORATION OF THE
VILLAGE OF MERRICKVILLE-WOLFORD

Financial Requirements

1. Cash deposit for supply and installation of all street and traffic signs for all phases of the subdivision development by the municipality in the amount of \$2,000.00 prior to registration of the Plan of Subdivision.
2. A total cash payment for all Municipality fees for all subdivision phases in accordance with Article 3.4 in the amount of \$3,500.00 representing costs plus GST prior to registration of the Plan of Subdivision.
3. Cash or letter of credit for 75% of the estimated cost of the works to be completed, as shown in Schedule D for Phase 1 to be provided prior to registration of the Plan of Subdivision.
4. Cash or letter of credit for 75% of the estimated cost of works to be completed for any subsequent phase of work, said estimate to be an updating of the estimate shown in Schedule D and approved by the Municipal Engineer, prior to commencement of construction of the subsequent phase.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

That Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-19-2017 regarding the proposed 2018 budget schedule; and

That Council approve the 2018 budget schedule.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report FIN-19-2017
Finance Department
Information Report to Council
Date of Council Meeting: September 25, 2017

RE: 2018 Budget Schedule

OBJECTIVE: To set the schedule for the 2018 budget.

RECOMMENDATION:

THAT: Council receive the report FIN-19-2017 and approve the 2018 Budget Schedule.

BACKGROUND:

Annually, the municipality sets a draft budget schedule. Staff will begin the process of reviewing the past budgets with actuals to determine the 2018 budget estimates.

ANALYSIS:

During the 2017 budget process, there were a number of changes that were implemented and that we have received positive feedback including the hosting of special budget meetings. At that time, a summary of 2016 results were presented by staff along with the draft budget. We intend to follow that format unless Council has any recommended changes.

Below is a summary of the proposed dates for the 2018 Merrickville-Wolford budget timelines with a suggested budget approval on January 8th, 2018.

Date	Action
Tuesday, Sept. 26, 2017	Managers receive budget documents & begin draft
Monday, Oct. 23, 2017	Managers return draft budget input to Treasurer
Tuesday, Nov. 7, 2017	Managers review operating budget draft
Wednesday, Nov. 15, 2017	Managers review capital budget draft
Monday, Dec. 11, 2017	Council draft budget meeting with managers
Monday, Dec. 18, 2017	Special Council draft budget meeting with managers
Wednesday, Jan. 10, 2018	Special Public Budget Meeting at Wolford
Thursday, Jan 11, 2018	Special Public Budget Meeting at Merrickville
Monday, Jan 22, 2018	Council Meeting, Final Budget approval

BUDGET/LEGAL IMPLICATIONS:

Not applicable.

LINKS TO STRATEGIC PLANS:

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

Ensuring efficient, effective services and civic engagement: The development of the annual budget sets the priorities for the municipality.

OPTIONS:

There are no options as the Municipality is required to set the annual estimates as per the Municipal Act 2001, as amended.

CONCLUSION:


Staff are recommending Council receive and approve the 2018 budget schedule.

ATTACHMENTS:

none

REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	No
Public Works & Environmental Department	Yes
Parks, Recreation & Facilities Department	Yes
Planning Department	Yes
Economic Development Department	Yes
Fire Department	Yes
Other:	No

Submitted by:


Sheila Kehoe,
Manager of Finance – Treasurer

Approved by:


John Regan,
CAO/Clerk

Final Minutes

Industry, Tourism and Economic Development Committee

7:00pm Monday, August 21, 2017

Present: Jane Graham, Terry Gilhen, Cheri Kemp-Long, Ian Donald, Councilor Anne Barr, Yves Grandmaitre

Regrets: John Regan

Absent: Dave Snowdon

1. Welcome and additions/approval of agenda

None

2. Declaration of pecuniary interest

None

3. Single topic:

i) Economic Vitality – Strategies (there are 4 in Strat Plan)

-Discuss and further define priority one – “develop economic development plan” – projects/outputs/timelines/funding

- Further to discussions between John and Ian, the goal is to have committees submit final draft plans by mid Sept.

- Anne explained new bylaw regarding new committee structure which follows recommendations in the strategic plan

- At same council meeting, they expressed concerns that diagram appears to show Strategic Planning Committee as a filter between council and committees. This issue was discussed in detail and clarified to the extent that those committees wishing to move to a hybrid model (following strat plan recommended re-organizing) could but those wishing to stay with existing model until a new council is elected also could.

- Jane will liaise with the AG Committee to determine if next meeting should be a joint meeting

- Ian sat in on the most recent AG Committee and the member perception of affinities between AG and other groups varies a lot

- AG have elaborated a workable plan allowing them to move forward and meet mid-Sept

- Governance Committee are looking into an EDO position with assistance from Terry and Ian
- After some discussion agreement was reached that the Economic Development Plan would be defined as coordinating the efforts and goals of other committees. Some of the actionable goals outside of specific committees should be considered as part of the Ec Dev Committee mandate
- To clarify, it is understood that working groups are the Committees engines and the Committees themselves steer
- Establishment of data collection parameters for the various strategies would be first step. Timelines would vary.
- It was agreed that in order of priority 1) business 2) tourism 3) partnerships with external organizations
- John will determine status of BRE application, approved or not.

4. Date and time next meeting

Sept 11 th in Council Chambers	5:00pm Ec Dev only
	7:00pm Joint with AG

5. Adjourned at 8:35pm

Final Minutes

for Industry, Tourism and Economic Development Committee

Council Chambers, Read St. Merrickville

5:00 pm, Monday, Sept 11, 2017

Present: Jane Graham, Terry Gilhen, Ian Donald, Yves Grandmaitre, Council member Anne Barr

Regrets: John Regan, Cheri Kemp-Long

Absent: Dave Snowdon

1. Welcome and additions/approval of agenda
See 5 iii) and 5 iv). Motion to accept Yves, seconded Terry, carried
2. Declaration of pecuniary interest
None
3. Delegation: Doug Struthers – Survey from Car show 2017
 - Estimated attendance 5k-8k
 - Popularity of show is helping to secure corporate sponsors
 - In 2017 for the first time a survey of businesses was done. See attached
 - There have been suggestions in extending the event to a two day event but logistics are proving to be too much of a challenge. Biggest challenge is volunteers
 - No accommodations were surveyed for impact as typically this is their busy season regardless of event.
 - Haggerty insurance, new sponsor, were able to relate presence at show directly to increase web site traffic and new policy business
4. Old Business:
 - i) Strategic Plan update (ID)
 - a) As part of establishing milestones/timelines the group engaged in a round table discussion re how to make sure plans get properly carried over to next council/committee. Resulting agreement to have/prepare a status report to be submitted in Q3 2018
 - b) Timelines for the Economic Development plan development were added into the Gantt chart (see attached)
 - c) Terry and Ian will be assisting John and Christina in consolidating charts from the various committees. Goal is to have SPC come to council in October with all the inputs from the Committees

- ii) Rideau Tourism Corridor for Cycling (OMCCP) (JR)
 - Per Anne parameters for grant program do not apply to our Community. The goal is to encourage commuting between home and work.
 - Tourism cycling development is being looked at, at a higher municipal and regional level.

- iii) RED – BRE update – M-W new app?(JR)
 - Per conversation between John and Katie Nolan there is good potential for a successful application
 - Katie has offered to review application
 - Nick, per John's request, is reviewing application parameters

MOTION: Ec Dev Committee working with village staff to apply for funding for an EDO position whose' primary duties would be to assist in the implementation of the strategic plan and other critical economic development initiatives.

Vote: all in favor, carried.

 - Jane will follow up with John
 - BRE grant application, no specific info yet.

- iv) Washrooms
 - no news back from council since Ec Dev advised that additional resources would be required to pursue a proper feasibility study done through an external consultant

5. New Business:

- i) Grant for EDO – this committee or other?
 - see 4 iii)
- ii) Correspondence from TD Graham and Assoc.
 - TD Graham submitted a letter to the Mayor office regarding the need to update social media presence in content and style and offering their services to do so
- iii) - Volunteer diner, taking place on Sept 27th at Legion. RSVP requested
- iv) – Trillium update. None yet. Expect news towards end October

6. Date and time next meeting
Oct 2nd at 5:00pm Council Chambers

7. Adjourn
6:50pm

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Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

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 direct the Industry, Economic Development and Tourism Advisory Committee to work with Village staff to apply for funding for an Economic Development Officer position whose primary duties would be to assist in the implementation of the Merrickville-Wolford Strategic Plan 2017-2025 and other critical economic development initiatives.

Carried / Defeated

David Nash, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 17

Date: September 25, 2017

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-11-2017 regarding the 2017 accomplishments of the Village, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report CAO-11-2017
Information Report to Council
Date of Council Meeting: September 25, 2017

RE: Year-to-date update

OBJECTIVE: To provide Council with an overview of the accomplishments of the Village in 2017.

RECOMMENDATION:

THAT Council receive report CAO-11-2017 regarding the 2017 accomplishments of the Village, for information purposes.

BACKGROUND:

It is staff's goal to be open and transparent to Council and the public regarding municipal operations. As such, it is in keeping with this commitment to transparency that staff feel it prudent to provide a brief overview of what has been accomplished so far in 2017.

ANALYSIS:

On January 9th, a salary grid was approved by Council. This was as a result of research by the CAO to compare Merrickville-Wolford to 30 neighboring municipalities to ensure employees were being treated fairly and paid along the same lines as their peers. This was the first step in ensuring we have good HR practices. We will be rewriting the HR policy and also reviewing pay equity on a regular basis.

Also on January 9th, the hiring process of the Deputy Clerk position came to a close as Council appointed Christina Conklin to the position. As a result, the upstairs kitchen was remodeled to an office space, making the most of municipal assets. The Deputy Clerk's role is to assist the CAO in ensuring all legislation is followed and that we ensure we are compliant in all municipal functions. Prior to this we were at least year behind in filing crucial documentation and general filing.

January 23rd saw Council adopt the 2017 budget. This is a drastic improvement from the past when the budget had previously not been adopted until mid-May. Starting the budget process early provides many benefits including, but not limited to, extended time for public engagement and staff's ability to begin projects knowing that the money is available to do so. The budget was presented at public meetings in both Merrickville and Wolford where the public was invited to ask questions. These questions and

answers were made available to all through the municipal website. This year we are planning for a January approval. We are happy to announce that Council reviewed the year-to-date budget information at the August Council meeting and we are on track with projected spending. The municipality is in a sound position in this regard. It should also be noted that 2017 saw Council's proactive approach to the infrastructure faced by Ontario municipalities by dedicating a 2% contribution to an infrastructure reserve.

If you fail to plan, you plan to fail. On January 23rd, Council adopted the Strategic Plan 2017-2025 after months of hard work by the Strategic Planning Committee the CAO and Staff. The Strategic Plan centers itself over four pillars: promoting healthy living; building a progressive, growing economy; protecting heritage, rural and natural environments; and ensuring efficient, effective services and civic engagement. The plan was developed through public consultation and capitalizing on the skills and expertise of community volunteers as well as Staff. As a result of the adoption of the Plan, there was a public meeting on February 28th where the final Plan was introduced to all Committees of Council and the implementation of same is well underway as an ongoing process. We expect Council to set priorities for 2018 in October.

Following report CAO-02-2017 regarding a recreation cost sharing agreement with the Town of Smiths Falls, Council directed staff to conduct a public survey. The survey was conducted in a timely fashion and received 219 responses. This was a clear indication of increased citizen engagement within the municipality. A great deal of time was spent on this issue. In the end, Council voted to not enter into the Smiths Falls shared use agreement.

At the February 27th meeting of Council, a new and improved establishing and regulating by-law for the fire department was introduced and passed as a complete repeal and replace of the previous by-law which was passed in 1999. Also, staff was able to present a by-law to regulate open air fires within the municipality. The by-law was passed on March 13th as a result of staff's willingness to listen to public opinion and present a by-law and a system for burn permits that is accessible to all and amenable to Council and residents. The "Who's Responding" app that has been implemented through the burn permit process is an automated information resource to the firefighters upon receiving an emergency call for service. The firefighter is able to access the call location as the address appears on a map to direct the firefighter to the scene as well as recognize all firefighters responding to either the incident or to the station. It allows officers to determine appropriate resources much earlier than arriving at the hall. It also provides a resource for preplanning locations and giving information to the officer as well as identifying all open burning permits through the township. The implementation of this program is a key factor in improved communication in the event of an emergency.

The fire department took delivery of a 2016 International Pumper-Tanker built by Arnprior Fire Trucks in April 2017. This unit carries 2500 gallons of water and has the capability to draft water from dry hydrants as well as static water sources for the protection of citizens in non-hydrant protected areas. This vehicle replaced two older tankers. The department is continuing the installation of dry hydrants on an annual basis. By the end of the year, they will be adding a dry hydrant on Pioneer Road.

Due to the retirement of Chief Foster, a new fire chief was needed and a hiring committee was formed to carry out the recruitment process. On April 10th, Mark Urquhart was appointed to this position.

On March 27th, report CAO-04-2017 regarding office renovations was presented to Council. Council gave their approval to the CAO's recommendations and, as such, an overhaul of the downstairs portion of the municipal office has been underway. The office was outdated and did not provide security for staff, especially front-line staff. As a result of the renovations, there will be 2 new offices downstairs which will allow the finance department to all work in the same area. This will lead to a more cohesive and efficient finance team. Also, the addition of a service window will provide for enhanced security of the building which had been largely ignored for years. Providing employees with a safe workplace is of utmost importance.

With direction from Council, the CAO was able to negotiate a public parking contract with Fulford Preparatory College in order to increase parking spaces within the Village. On March 27th, the contract was approved by Council. This contract added 25 additional parking spaces.

Happily, and as an indication of increased transparency to Council and the public, quarterly reports have been implemented from each department. The format of quarterly reports includes comparisons of data from the same quarter of last year. By being able to compare data, it is more likely that trends may be identified which will allow for mitigation of potential issues / risks and celebration of successes.

Following report CAO-06-2017, a by-law was introduced and passed by Council to change Council composition for the upcoming elections and going forward. With the elimination of 2 council positions, the cost savings of approximately \$100,000 over 4 years will be achieved.

In an effort to implement new human resource practices which had largely been ignored in the past, employees are now required to sign a confidentiality agreement, take accessibility training, workplace safety training, Bill 168 training, and provide a clear criminal record check. Performance reviews have also been implemented for all staff.

A new granting process has been implemented for the first time this year. There were applications received and reviewed by a committee in order to ensure that all municipal grant monies were distributed fairly to local groups. This is just one of the many ways that the finance department has flourished in 2017. Pre-authorized payments and online banking are now options for residents making it even easier for them to pay taxes and water and sewer bills.

On June 21st, the municipality held its first open house. The event was a huge success with over 300 people attending. The fire department showed their trucks and put on displays such as ice water rescue. The Firefighter's Association held a delicious barbecue. The OPP called for backup to allow residents to explore two of their cruisers. Our public works department had their equipment on display as well and were there to answer questions. The Ontario Clean Water Agency (OCWA), Municipal Property Assessment Corporation (MPAC), Valley Heartland Community Futures Development

Corporation (CFDC), Source Water Protection (SWP) and Rideau Valley Conservation Authority (RVCA) were guests who also had displays at the event. Not only did this increase citizen engagement, but it was a great opportunity for residents to meet staff face-to-face.

On June 28th, Merrickville-Wolford was proud to host one of the 2017 OMAFRA Teeny Tiny Summits. A Teeny Tiny Summit is an economic development workshop. This year's keynote speaker, Peter Kenyon, delivered an inspirational message of the success that communities can achieve through unity and perseverance. The "ignite" session speakers spoke of relevant situations facing municipalities today and, from their presentations, in depth roundtable discussions were had by attendees.

Immediately before the Teeny Tiny Summit began, Merrickville-Wolford hosted a free community breakfast where Le Boat made a presentation. Le Boat is an international tourism company who will be setting up their North American headquarters in Smiths Falls in order to bring their boating services to the beautiful UNESCO World Heritage Site of the Rideau Canal. It is expected that Le Boat will bring a large economic boost to Merrickville. The Village partnered with the Chamber of Commerce to install international flags for an agreed upon short term for the purpose of a visit by Le Boat.

Summer Camp was a great success in 2017 with many weeks being booked to capacity. The camp co-ordinator, Amy Forsyth, planned fun themes each week such as "Around the World" and "Splish Splash". Mary Kate, Chief Librarian took on the leadership of this rather than the CAO. By passing this duty to Mary Kate, municipal goals were better aligned and efficiencies among staff were continued to be realized.

Significant time is continuing to be spent by staff regarding the Charlotte Street Development. There were many meetings held to see this development proceed as per municipal policies

Public Works staff worked diligently to make the municipality look its best for the arrival of the Communities in Bloom judges as Merrickville-Wolford was entered into the national competition with results coming this fall. The CAO and Committee toured the municipality with the judges to showcase our heritage and sites of interest.

With the hiring of the new CAO, regular staff meetings have been implemented. These meetings ensure that all staff are informed on current and emerging issues. As communication is key amongst all staff members to ensure efficient and effective services, these meetings serve as a proper stepping stone to increased customer service levels.

In the Fall of 2016, the municipality's Emergency Management Plan was updated with staff receiving training. A letter was recently received from the Ministry of Community Safety and Correctional Services indicating that the municipality met the compliance requirements for 2016. The Plan will be reviewed again this fall and training requirements will, once again, be met to ensure compliance for 2017. Emergency Management is an ongoing, legislated requirement for the municipality.

The CAO continues to write articles for the Phoenix that keep the public informed on current issues and decisions of Council. Recent survey results confirm that this form of communication is well received by the public.

As part of our commitment to community outreach, the Village staff have increased participation in community events.

Unfortunately, the Village was party to a lawsuit regarding the sewage treatment plant. The Village has now reached a settlement out of court which kept legal costs to a minimum. The Village's share of the settlement is \$538,000. There was a limit of liability clause in the initial contract with Aecom which limited their liability to \$100,000, plus H.S.T. Therefore, the balance owing is \$382,000. After the applicable H.S.T. rebate, the final total transferred was \$382,726.

The Village office is undergoing a major IT upgrade. Our IT infrastructure has been outdated for years. These changes will permit further efficiencies within the office as all staff will be able to share information on the same server. Security will also be increased. Further, the Village will be transferring to a VOIP phone system. This will greatly increase efficiency as well as customer service as some of the employees currently do not have voicemail capabilities.

The Village will be hosting its 2nd Volunteer Appreciation event this September. Last September the event was a great success and is a chance to celebrate our municipal volunteers, both Committee members and firefighters.

In our attempt to work more closely with the Chamber of Commerce, the Village purchased 5 of the Chamber/Foundry benches to assist in the beautification of the village. Staff plans on continuing this next year with some benches for WOLFORD and the downtown Merrickville area.

A waiver for volunteers has been rewritten with the help of our insurance provider. Members of the public are required to sign the document should they wish to volunteer where there is a risk or perceived risk of liability for the municipality.

Public washrooms have been a hot topic in the municipality this year and staff has researched existing infrastructure and requested expressions of interest from local business owners regarding the potential to enter into contracts to provide public washrooms downtown.

In an effort to provide information to the public regarding recent property assessments, a public session was held in Eastons Corners where MPAC attended to educate the public regarding their reasoning behind the assessments.

A new Committee of Council being the Canada Day Committee was formed in order to ensure that this national event is properly represented in Merrickville-WOLFORD.

The municipality has also begun a list of potential grant writers. Volunteers with grant writing experience in the community have offered to assist the municipal staff with grant

applications to ensure that we are applying for the maximum amount of grants possible which minimizes the risk of lost funding opportunities.

The municipality's procedural by-law is currently under review and it is hoped that it will be passed by Council in the early fall of this year. The current procedural by-law was first passed in 1998 at the time of amalgamation. Since then, there have been many amendments and consolidations to the by-law but it is time to bring it up to speed with all of the legislative changes as of late. By taking a closer look at this by-law, it will be easier to run more efficient, effective meetings of Council and Committees.

Staff are already working diligently to adhere to the new legislative requirements that are coming through the proclamation of Bill 68 including a tree canopy and reforestation policy, parental leave policy for Council members, and a Code of Conduct for Council.

Council requested that staff send out a customer service survey. This was done in July and garnered mostly positive results together with identified areas for improvement. For example, many respondents thought our website is not user friendly. Staff will put a request for the funds necessary to recreate an accessible and user-friendly website in the 2018 budget to be approved by Council.

BUDGET/LEGAL IMPLICATIONS:

There are no implications.

INTERDEPARTMENTAL IMPACTS:

Not applicable.

ALTERNATIVES:

There are no alternatives as this report is for information purposes.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement:

By keeping Council and the public apprised of staff's accomplishments, we are proving our commitment to accountability, efficiency and open and transparent operations.

CONCLUSION:

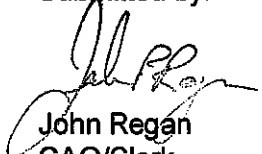
That Council receive the report for information purposes.

ATTACHMENTS:

None.

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

Submitted by:


John Regan
CAO/Clerk

DEPARTMENT		ACTION	STATUS	DUE DATE
BUILDING	A.	Report & By-Law re: water/wastewater	Report coming to Council	Oct-17
FINANCE	B.	Review Asset Management Plan	CAO, Treasurer, Public Works, Fire Dept. and OCWA working together	Fall 2017
	C.	Risk Management and invitation to Cowan for presentation		Winter 2017
BY-LAW ENFORCEMENT	D.	Report & By-law re: signage	Report coming to Council	Sept 25th
	E.	Report re: complaint driven vs. proactive enforcement	Report coming to Council	Oct 10th
DEPUTY CLERK				
	F.	Amend procedural by-law	By-Law coming to Council	Oct 10th
	G.	Report re: Heritage Committee	Gathering Information	Oct 10th
PUBLIC WORKS	H.	Risk Assessment with OCWA		Oct 10th

	I.	Report re: Community Centre		Oct 23rd
FIRE	J.	Map of Dry Hydrants	Report coming to Council	Oct 10th

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 31-17, being a By-Law to amend Zoning By-Law 23-08, as amended, be read a first and second time, and that By-Law 31-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW No. 31-17**

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

**County Road 16
Part Lot 28. Concession 1
Wolford Ward**

(Tym)

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-2).
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:

"2. A-2: County Road 16 (Part Lot 28, 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-2."

This By-law given its first and second readings on _____, 2017.

This By-law given its third and final reading and passed under the Corporate Seal on _____, 2017.

CORPORATE SEAL OF VILLAGE

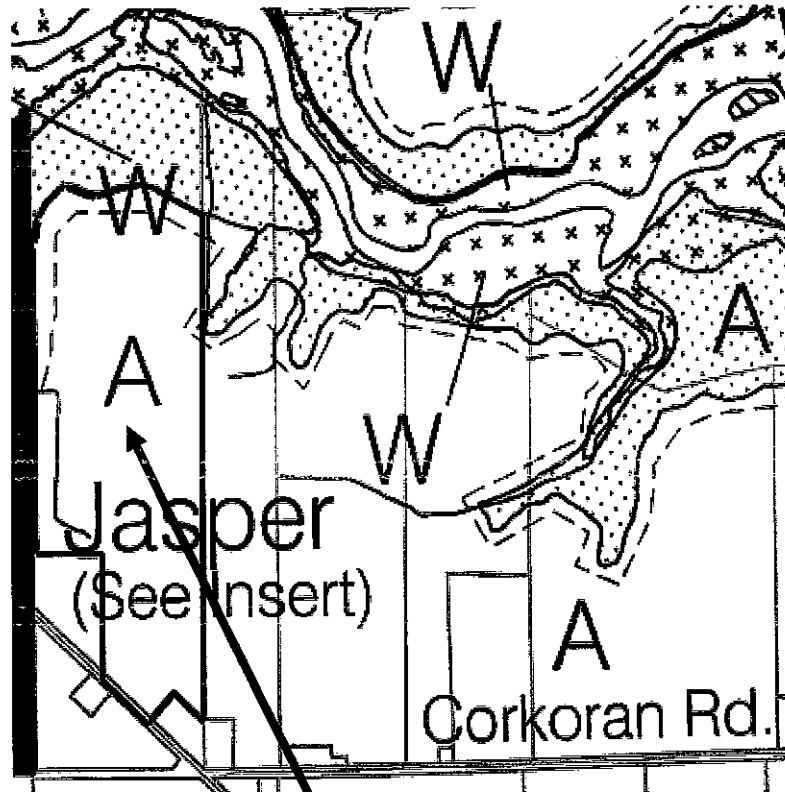
Mayor (D. Nash)

CAO/Clerk (J. Regan)

Schedule "A" to By-law No. 31-17

VILLAGE OF MERRICKVILLE-WOLFORD

**County Road 16
Wolford Ward (Tym)**



Area rezoned from AGRICULTURAL (A)
to Agricultural-Exception (A-2)

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 32-17, being a By-Law to amend Zoning By-Law 23-08, as amended, be read a first and second time, and that By-Law 32-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW No. 32-17**

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

**Kilmarnock Road
Part Lots 24 & 25, Concession B
Wolford Ward**

(Weedmark)

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-3).
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:

"3. A-3: County Road 16 (Part Lot 28, 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-3."

This By-law given its first and second readings on _____, 2017.

This By-law given its third and final reading and passed under the Corporate Seal on _____, 2017.

CORPORATE SEAL OF VILLAGE

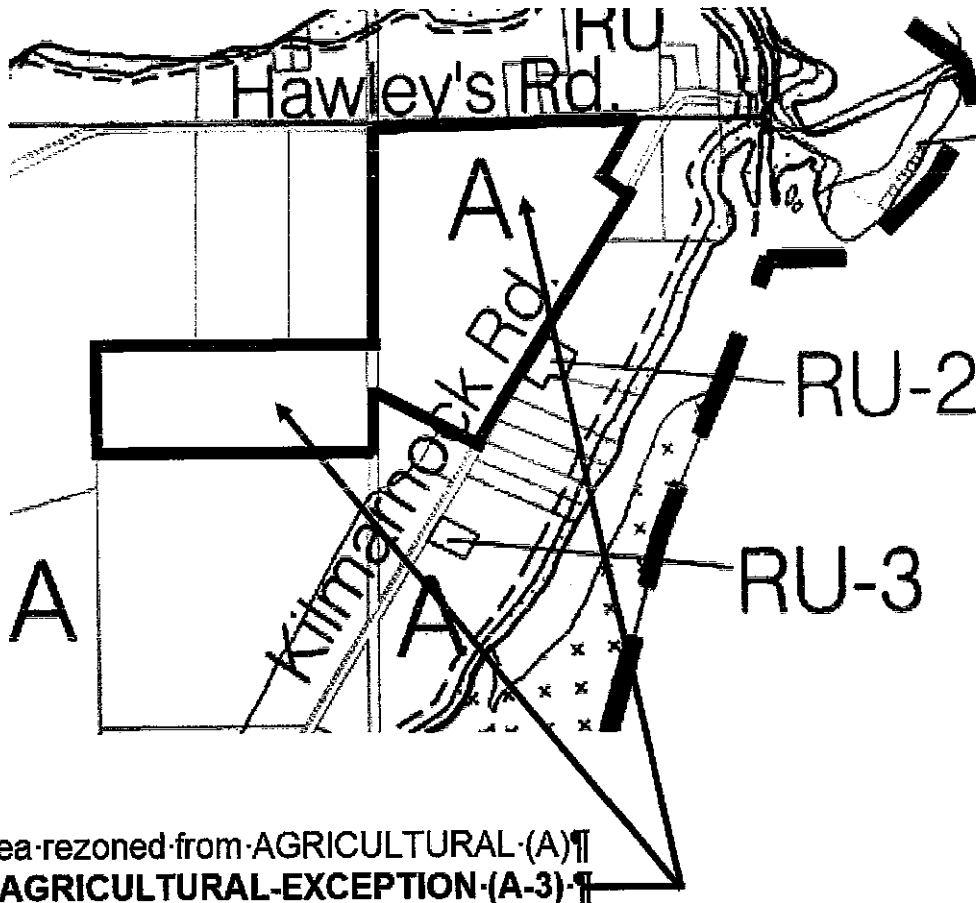
Mayor (D. Nash)

CAO/Clerk (J. Regan)

Schedule "A" to By-law No. 32-17

VILLAGE OF MERRICKVILLE-WOLFORD

Kilmarnock Road
Wolford Ward (Weedmark)



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Wolford 1850
Merrickville 1860
Amalgamated 1998

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Facsimile (613) 269-3095



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 33-17, being a By-Law to amend Zoning By-Law 23-08, as amended, be read a first and second time, and that By-Law 33-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW No. 33-17**

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

**Maitland Road
Part Lot 20, Concession 2
Wolford Ward**

(Maitland Meadow Farms)

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-4).
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:

"4. A-4: Maitland Road (Part Lot 20, Concession 2, Wolford Ward)

Notwithstanding the Permitted Use provisions of Section 11.1, a single detached dwelling shall not be permitted on the lands zoned A-4."

This By-law given its first and second readings on _____, 2017.

This By-law given its third and final reading and passed under the Corporate Seal on _____, 2017.

CORPORATE SEAL OF VILLAGE

Mayor (D. Nash)

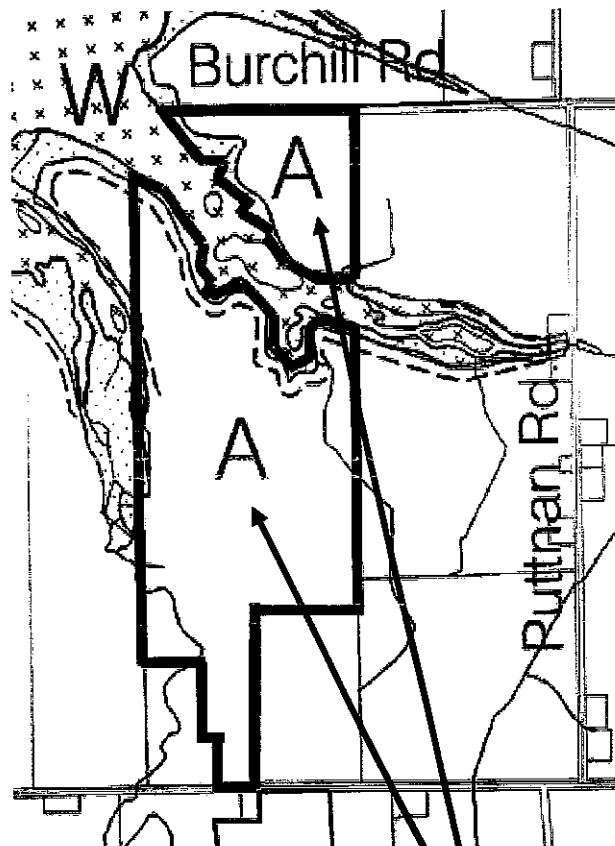
CAO/Clerk (J. Regan)

Schedule "A" to By-law No. 33-17

VILLAGE OF MERRICKVILLE-WOLFORD

Maitland Road

Wolford Ward (Maitland Meadow Farms)



Area rezoned from AGRICULTURAL (A)
to AGRICULTURAL-EXCEPTION (A-4)

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 34-17, being a By-Law to amend Zoning By-Law 23-08, as amended, be read a first and second time, and that By-Law 34-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW No. 34-17**

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

**County Road 16
Part Lots 11 & 12, Concession 1
Wolford Ward**

(Monkman)

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 "Rural" (A) and "Waste Disposal" (M4) to "Rural" (RU), "Rural Industrial" (M2) and "Waste Disposal" (M-4).

This By-law given its first and second readings on _____, 2017.

This By-law given its third and final reading and passed under the Corporate Seal on _____, 2017.

CORPORATE SEAL OF VILLAGE

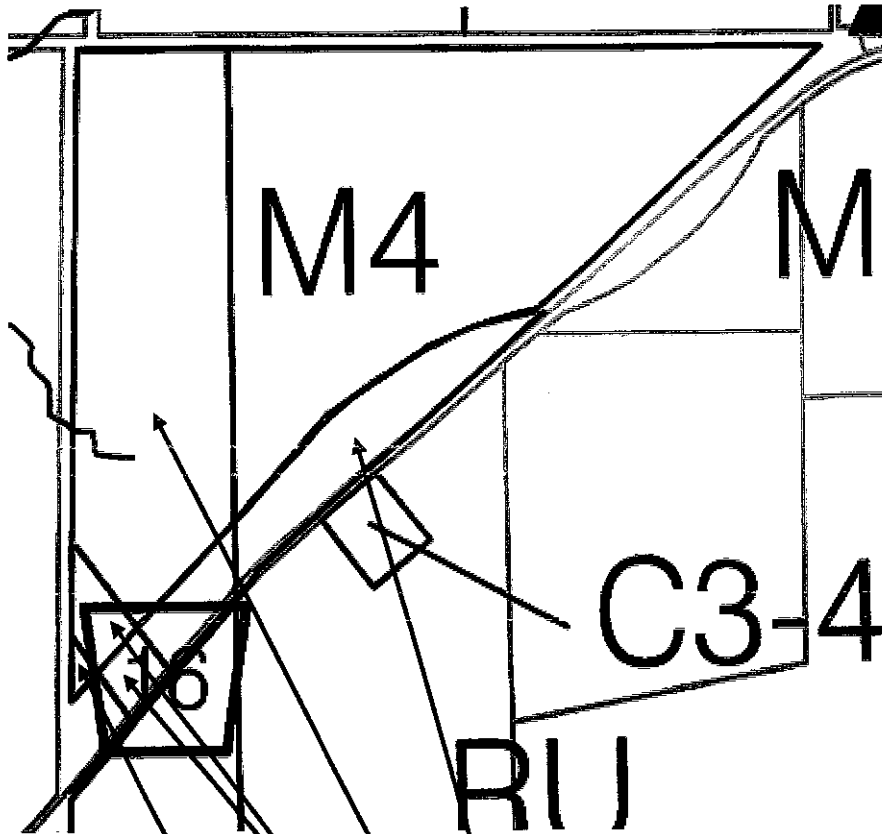
Mayor (D. Nash)

CAO/Clerk (J. Regan)

Schedule "A" to By-law No. 34-17

VILLAGE OF MERRICKVILLE-WOLFORD

County Road 16
Wolford Ward (Monkman)



Areas rezoned
to RURAL (RU) —
to RURAL INDUSTRIAL (M2) —
to RURAL (RU) —
and to WASTE DISPOSAL (M4) —

Established 1793
Incorporated
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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 35-17, being a By-Law to adopt Amendment No. 3 of the Official Plan of the Village of Merrickville-Wolford, be read a first and second time, and that By-Law 35-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

ADOPTING OFFICIAL PLAN AMENDMENT

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD BY-LAW No. 35-17

Being a By-Law to adopt Official Plan Amendment No. 3

The Council of the Corporation of the Village of Merrickville-Wolford, under Section 17(22) of the Planning Act, hereby enacts as follows:

1. The Amendment No. 3 to the Official Plan of the Village of Merrickville-Wolford, consisting of the attached map is hereby adopted.
2. The Clerk is hereby authorized to notify persons or agencies requiring such notification under Section 17(23) of the Planning Act.
3. This By-law shall come into force and take effect on the day of final passing thereof.

Enacted and passed this _____ day of _____, 2017.

**CORPORATE SEAL OF THE
MUNICIPALITY**

Mayor

CAO/Clerk

**AMENDMENT No. 3
TO THE
OFFICIAL PLAN
OF THE
VILLAGE OF MERRICKVILLE-WOLFORD**

PART A

- THE PREAMBLE does not constitute part of this Amendment.

PART B

- THE AMENDMENT consisting of the following map constitutes Amendment No. 3 to the Official Plan of the Village of Merrickville-Wolford.

PART A - THE PREAMBLE

LOCATION AND SITE

The Official Plan and Zoning By-law Amendments affect two adjacent properties located in Lots 11 and 12, Concession I, on the north side of County Road 16 in the Wolford Ward. One property is the Village of Merrickville-Wolford waste disposal site and the other property is located immediately to the west of the waste disposal site.

PROPOSED DEVELOPMENT

The applicant owns the property to the west of the Village's waste disposal site and is proposing to develop a contractor's yard and storage building on a small 2 ha (5 acre) portion of the property.

PURPOSE AND EFFECT OF THE PROPOSED AMENDMENTS

In reviewing the proposed development application it was determined that there are errors in the existing Official Plan and Zoning By-law which:

3. exclude a small portion of the Village's property from the Waste Disposal Site designation in the Official Plan and Waste Disposal (M4) Zone in the Zoning By-law; and
4. include a large portion of the applicant's adjacent property in the Waste Disposal Site designation in the Official Plan and Waste Disposal (M4) Zone in the Zoning By-law.

The purpose and effect of the proposed Amendments is to:

3. correct the existing errors in both the Official Plan and Zoning By-law; and
4. rezone the proposed 2 ha (5 acre) development site to the Rural Industrial (M2) Zone to permit the proposed contractor's yard and storage building.

BASIS OF THE OFFICIAL PLAN AMENDMENT

This Official Plan Amendment corrects errors to the Village's Official Plan. Specifically, it extends the Waste Disposal Site designation over the entire property which is occupied by the Village's waste disposal site and replaces the Waste Disposal Site designation on the applicant's property with the Rural designation. As such, it is considered to be a "technical" housekeeping Amendment for the purpose of correcting the errors.

It should be noted that the waste disposal site is designated as an Active Waste Disposal Site on Schedule D of the United Counties of Leeds and Grenville (UCLG) Official Plan. The designation is in the form of a schematic symbol, as opposed to a defined land area. In this context, the Official Plan Amendment is considered to be in conformity with the UCLG Official Plan.

The Village has also adopted an implementing Zoning By-law Amendment concurrently with this Official Plan Amendment. The purpose and effect of the Zoning By-law Amendment is twofold:

1. it makes the corresponding corrections to the Village's Zoning By-law, and is therefore considered to be in conformity with this Official Plan Amendment and with the UCLG Official Plan
2. it zones the proposed 2 ha (5 acre) development site to the Rural Industrial (M2) Zone to permit the proposed contractor's yard and storage building. This component of the Zoning By-law Amendment is also considered to be in conformity with the Village and UCLG Official Plans to the extent that (1) rural commercial and industrial uses are permitted under both Official Plans, (2) the proposed development is located on a County Road which provides excellent access for this type of development and (3) the proposed development is not a sensitive use within the meaning of the Provincial Policy Statement 2014 (PPS) and is therefore considered to be a compatible land use that can be located within the 500 m designated Influence Area as shown on Schedule B-2 of the Village Official Plan.

OTHER PLANNING APPLICATIONS

As noted above, this Official Plan Amendment has been processed concurrently with an implementing Zoning By-law Amendment.

In future, a site plan application will be filed with the Village of Merrickville-Wolford to be approved by the Village in consultation with the United Counties of Leeds and Grenville (entrance permit) and the Leeds, Grenville and Lanark District Health Unit (septic permit).

OVERALL CONCLUSION

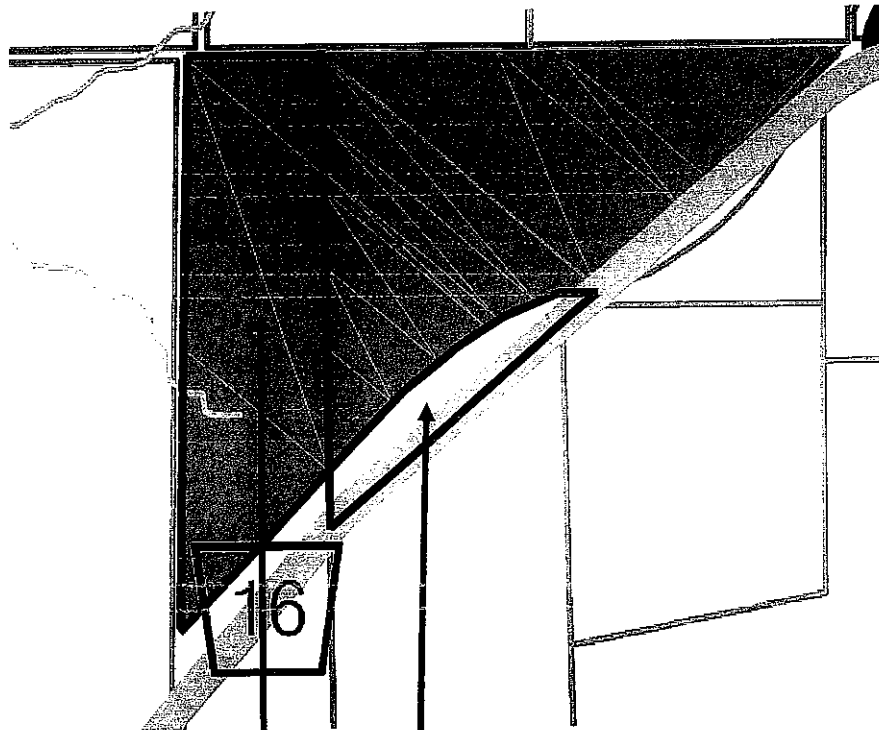
In considering the foregoing, Council has determined that it is advisable and appropriate to amend the Official Plan as described.

PART B - THE AMENDMENT

All of this part of the document entitled PART B - THE AMENDMENT, consisting of the following map and explanatory text constitutes Amendment No. 3 to the Official Plan of the Village of Merrickville-Wolford.

Details of the Amendment

Section 1: Schedule "A-1", Rural Area Land Use Plan, is hereby amended by re-designating the areas as shown on Schedule A of this Amendment to *Rural* and *Waste Disposal Site*.



Area re-designated
to **RURAL**
and to **WASTE DISPOSAL SITE**

THIS IS SCHEDULE "A" TO OFFICIAL
PLAN AMENDMENT No. 3

Mayor

CAO/Clerk
Village of Merrickville-Wolford

Celebrate someone who is helping to conserve Ontario's heritage!

Help us recognize and celebrate outstanding contributions by people whose leadership, commitment and creativity has made a difference to their community, region or to the province.

The Lieutenant Governor's Ontario Heritage Awards recognize achievements in four categories:

- Youth Achievement
- Community Leadership
- Lifetime Achievement
- Excellence in Conservation

The top individual recipient of the award for Youth Achievement also receives a \$2,000 post-secondary scholarship funded by the Trust and Young Heritage Leaders program sponsor Great-West Life, London Life and Canada Life.

**Nomination Deadline:
September 30, 2017**

Contact us or visit our website at heritagetrust.on.ca/recognition for more information.

From: Steve Clark [mailto:info@steveclarkmpp.com]
Sent: Monday, September 18, 2017 4:19 PM
To: Dave Nash <mayor@merrickville-wolford.ca>
Subject: Canada 150 Medal

Good afternoon, Mayor Nash.

On behalf of MPP Clark and MP Brown, I'm writing to let you know you have been selected to receive a Canada 150 Medal for your community involvement and leadership.

Medals will be presented during a ceremony to be held on **Wednesday, October 11** at the Brockville Arts Centre. We are asking medal recipients to please be at the Arts Centre by 6:30 p.m. to arrange seating prior to the ceremony commencing at 7 p.m.

In addition, MPP Clark and MP Brown are asking each mayor and council in Leeds-Grenville to **put forward the name of one deserving citizen** from their municipality to receive a medal. They would be honoured if you would present this medal during the ceremony.

Please forward your nominee's name and contact information to me when you've made the selection and RSVP your attendance at your earliest opportunity.

Congratulations on receiving a medal and thanks for all you do!

Regards,
Michael Jiggins,
Executive Assistant to Steve Clark
MPP, Leeds-Grenville
613-342-9522
1-800-267-4408
613-213-8461 (cell)
613-342-2501 (fax)

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

this Council moves to "In Camera" at _____ in order to address a matter pertaining to:

- _____ security of the property of the municipality or local board,
- _____ personal matters about an identifiable individual, including municipal or local board employees,
- _____ a proposed or pending acquisition of land for municipal or local board purposes,
- _____ a proposed or pending possible disposal of municipal or local board land,
- _____ labour relations or employee negotiations
- _____ litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board,
- _____ receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose,
- _____ A matter in respect of which a Council, board or local committee or other body may hold a closed meeting under another Act. 2001 c.25, s.239 (2)
- _____ the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board or commission or other body is the head of an institution for the purposes of that Act. 2001 c. 25, s. 239(3)
- _____ The meeting is held for the purpose of educating or training the members and is generally regarding _____ .2001 c.25 s. 239(4); 2006 c. 32, Sched. A, s. 103(2) and where no member discusses or deals with any matter in a way that materially advances the business or decision making of the council, local board or committee. 2006 c. 32, Sched A, s. 103(1)

Carried / Defeated

David Nash, Mayor

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Resolution Number: R - - 17

Date: September 25, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

the "In Camera" session rise and report, with staff being given direction, and the regular council session resume at _____ a.m. / p.m.

Carried / Defeated

David Nash, Mayor

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Resolution Number: R - - 17

Date: September 25, 2017

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 10, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

David Nash, Mayor

