

Established 1783
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3006

VILLAGE OF MERRICKVILLE-WOLFORD

Agenda for Council Council Chambers

Council Meeting 7:00 p.m.

Monday, July 10, 2017

1. **Disclosure of Pecuniary Interest and the general nature thereof**
2. **Approval of Agenda:** Approval of the Agenda of July 10, 2017
3. **Minutes:** Approval of the Minutes of the regular meeting of June 26, 2017
4. **Public Question Period to Council**
5. **Fire Department** FD-06-2017 re: 2nd Quarter Report
6. **Building:** CBO-03-2017 report and By-Law 26-17 re: Application for Tile Drainage Loan
CBO-09-2017 re: Proposed Village Official Plan
7. **Environment:** Environmental Advisory Committee minutes, June 22, 2017
8. **Library:** Merrickville Public Library Board minutes, May 9, 2017
9. **CAO:** Action Items as of July 6, 2017
10. **Notices of Motion:**
11. **New Business:** Accessibility Plan discussion
12. **Unfinished Business:**
13. **Public/Media Question Period**
14. **In Camera:**
 1. Security of the property of the municipality or local board; and
 2. Personal matters about an identifiable individual, including municipal or local board employees.
15. **Next meeting of Council:** **Monday, August 14, 2017 at 7:00 p.m.**
16. **Adjournment.**

317 Brock Street West, P.O. Box 340, Merrickville, Ontario K0G 1N0
www.merrickville-wolford.ca reception@merrickville-wolford.ca

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: July 10, 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 June 26, 2017 be approved as circulated / amended.

Carried / Defeated

David Nash, Mayor

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

Monday, June 26, 2017

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 p.m. on Monday, June 26th, 2017.

Chaired by: Mayor David Nash

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

Regrets: Councillor David Snowdon

Staff in Attendance: John Regan, CAO/Clerk
Christina Conklin, Deputy Clerk
Sheila Kehoe, Manager of Finance

Press in Attendance: None

Disclosure of Pecuniary Interest and the general nature thereof: Councillor Weedmark disclosed a pecuniary interest associated with the Planning Advisory Committee minutes of May 15, 2017, which were added to the agenda at the table.

Approval of Agenda

R-185-17 Moved by Councillor Suthren, Seconded by Councillor Ireland
Be it hereby resolved that: the agenda of the regular Council meeting of June 26, 2017 be adopted as amended.

Carried

Approval of Minutes

R-186-17 Moved by Councillor Weedmark, Seconded by Councillor MacInnis
Be it hereby resolved that: the minutes of the regular Council meeting of June 12, 2017 be approved as circulated.

Carried

Delegations:

R-187-17 Moved by Councillor MacInnis, Seconded by Councillor Suthren
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of the Rideau Valley Conservation Authority (RVCA) regarding a DNAPL Threat Assessment.

Carried

Public Question Period to Council: None

Finance:

R-188-17 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-13-2017 regarding the Recreation Surcharge Subsidy; and

That Council adopt a rebate program to reimburse municipal residents for surcharges imposed by the neighbouring municipalities for recreation programs to a maximum of \$200.00 per resident; and

That Council approve the transfer of any residual funds remaining from the budget allotment to a Recreation Reserve.

Carried

Planning:

R-189-17 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 approve the recommended actions under #7 and #8 of the Planning Advisory Committee minutes dated May 15, 2017.

Carried

Notice of Motion:

R-190-17 Moved by Councillor Ireland, Seconded by Councillor Suthren

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to create a report on current risk management strategies and initiatives and identify perceived or actual issues pertaining to risk management in the municipality; and

That Council directs staff to extend an invitation to Cowan Insurance Group to make a presentation to Council at a future meeting regarding risk management.

Carried

Unfinished Business:

R-191-17 Moved by Councillor MacInnis, Seconded by Deputy Mayor Barr

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct the Industry, Economic Development and Tourism Advisory Committee to investigate the feasibility of hiring an Economic Development Officer or Tourism Coordinator.

Carried

R-192-17 Moved by Councillor Macinnis, Seconded by Councillor Suthren

Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to create a report on the best practices surrounding complaint driven versus proactive by-law enforcement options.

Carried

Public or Media Question Period: None

In Camera:

R-193-17 Moved by Councillor Suthren, Seconded by Deputy Mayor Barr

Be it hereby resolved that: This Council moved to "In Camera" at 8:22 p.m. in order to address a matter pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees.

Carried

R-194-17 Moved by Councillor Weedmark, Seconded by Deputy Mayor Barr

Be it hereby resolved that: the "In Camera" session rise and report, with staff being given direction, and the regular Council session resume at 8:36 p.m.

Carried

Adjournment:

R-195-17 Moved by Councillor Weedmark, Seconded by Councillor Macinnis

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:40 p.m. until the next regular meeting of Council on Monday, July 10, 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: July 10, 2017

Moved by: Barr Ireland Maclnnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland Maclnnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FD-06-2017, the second quarter report of the fire department, for information purposes.

Carried / Defeated

David Nash, Mayor



Village of Merrickville-Wolford

Report FD-06-2017
Merrickville Fire Department
Information Report to Council
July 6, 2017

RE: Quarterly Report April 1 to June 30, 2017

OBJECTIVE: For information purposes.

RECOMMENDATION:

THAT: Council receives report FD-06-2017 for information purposes.

BACKGROUND:

The second quarter has seen a reduction in spring Grass/Brush Fires (2016 to 2017) due to an early green up and excessive amount of rain. It is also recognized that the Burn Permit process has assisted in identifying individual responsibility and obligations under the burning bylaw. New border signage will increase awareness to "Remember – Call before you burn" and the reverse side will say "Burn Ban in Effect". Public Works will be installing shortly.

The Department responds to approximately 80 calls for service each year. Seasonal and tourist activity sees an increase in call volume over the 2nd & 3rd quarters traditionally. The primary responses are Medical Assists (due to Paramedics having to respond from Smiths Falls or Kemptville), Motor Vehicle Collisions and Fire/Co Alarms. **(Reference: Appendix A & B for Call Statistics).**

The focus of the MFD is the protection of all firefighters and citizens in Merrickville-Wolford. This is accomplished by the dedication and time committed to training and equipment maintenance and inspection by all members. Ensuring that the training program(s) for the firefighters is attainable, accessible and to a recognized provincial standard is critical to the level of service expected from our citizens we serve. The MFD has adopted the National Fire Protection Association (NFPA) Firefighter 1 & 2, 1001 training program and has been following this for the past 3 years. Training occurs every 2nd Tuesday evening and Vehicle/Equipment Checks and Drill Nights occur on the opposite Tuesday nights for each of the 4 platoons over a 2 month period.

Total Training hours for 1st Quarter = **406** 2nd Quarter = **192 Firefighter** hours
(Note: 1st Quarter increased training hours was due to 2 weekend 4 hour training sessions held for Ice Water Rescue Training/Re-certification and Emergency Patient Care Re-certification.)

Total Part-Time (paid) Chief hours for 1st Quarter = 286, 2nd Quarter 286 hours

Total Emergency Call hours for 1st Quarter = 243 2nd Quarter = 151 Firefighter hours
(Note: 2 Structure fires in the 1st Quarter increased call hours due to time on scene)

Firefighter's Association provided funding to enhance the equipment level for our Auto Extrication and Ice Water Rescue programs. **Total equipment contribution was: \$5,972.74.** This was raised by Association activities.

The Firefighters receive an honorarium/hourly rate for their attendance at training and fire calls. It is realized these dedicated members still give freely of their time in support of the citizens of Merrickville-Wolford. In the second quarter the Firefighters have assisted with Run Merrickville-Heritage Classic, Municipal open house, Canada Day Parade and Fireworks. This is reflected in **180 Volunteer community service hours.** As Chief, I am very proud of our members and their individual dedication in the support of their community. Thank you to all.

New 2500 Gallon Pumper/Tanker has been placed in service and is responding as the second vehicle for all reported and possible fire related calls. All members are actively training on the unit as well as performing sign off on operation and driving with the Chief or Officers.

PTSD mandatory program has been completed, forwarded to the MOL and confirmation from MOL received. Currently working on the delivery of a PTSD awareness program and tools for prevention strategies for all fire department members and partners.

Working on a public education program on dry hydrants and locations (map) for Merrickville-Wolford, as well as insurance benefits for ratepayers. Will be requesting a 4th dry hydrant at Pioneer Rd in 2018 budget year- **On going.**

To provide improved resources and personal availability at major calls, we will be implementing an Auxiliary Firefighter program to engage our Municipal Public Works staff, Senior Firefighters and members that no longer wish to be involved in direct fire attack operations. This will assist with our Tanker shuttle/water supply sector, emergency traffic control at major incidents and logistics support. Training and awareness to ensure that all members are aware of our Operational Guidelines, Accountability System and Incident Management/Command system will be provided and maintained on a regular basis. Appropriate personal protective equipment (PPE) for non-firefighting activities will be provided and maintained. The cost implication for this will be marginal due the fact that Auxiliary Members will typically already have their PPE.

ANALYSIS:

Vehicles and Equipment

Pump testing for Ladder 1 and Pumper 4 will be done on July 10, 2017. Vehicle Safety for Ladder 1 will be done in August

Burning Permits

The Village of Merrickville-Wolford in recognizing and abiding by Ontario Regulation 388/97 made under the Fire Protection and Prevention Act 1997 has implemented a By-Law to prescribe the precautions and conditions under which fires may be set in open air.

After public consultation and review of comments forwarded by a number of residents, we have implemented an Open Air Fire Permit that is permissive, user friendly and aligned with current legislation and local by-laws. The permits are FREE and available on-line or at our Municipal office or Library if residents are unable to access the electronic version. The permit is effective for 1 year and allows for ease of notifying the Fire Department when burning as well as informing the individual of the current fire risk and immediately notifying them if there is a burning ban in effect. It is the responsibility of the individual burning to notify the Fire Department by calling (613) 706-2330 when they plan on burning. Exemptions to the burning permit are a small contained fire supervised at all times and used to cook food in a grill or barbeque.

To date **251** Burn Permits have been issued. To date we have had 1 grass fire caused by an arching Hydro Line.

BUDGET/LEGAL IMPLICATIONS:

To date, the financial expenditures for the Second Quarter have aligned with the approved budget.

LINKS TO STRATEGIC PLANS:

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

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

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

CONCLUSION:

This report is for information purposes only.

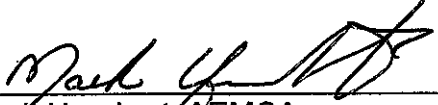
ATTACHMENTS:

Schedule "A" - Graph comparing 1st& 2nd quarter results from 2016 and 2017

Schedule "B" – Graph Year to Date – 2016 and 2017

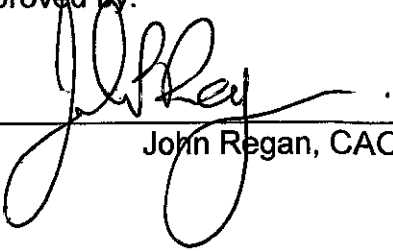
REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & BLEO Department	NA
Public Works & Environmental Department	NA
Parks, Recreation & Facilities Department	NA
Planning Department	NA
Economic Development Department	NA
Fire Department	NA
Other:	NA

Submitted by:



Mark Urquhart, AEMCA
Fire Chief/Alt. CEMC

Approved by:

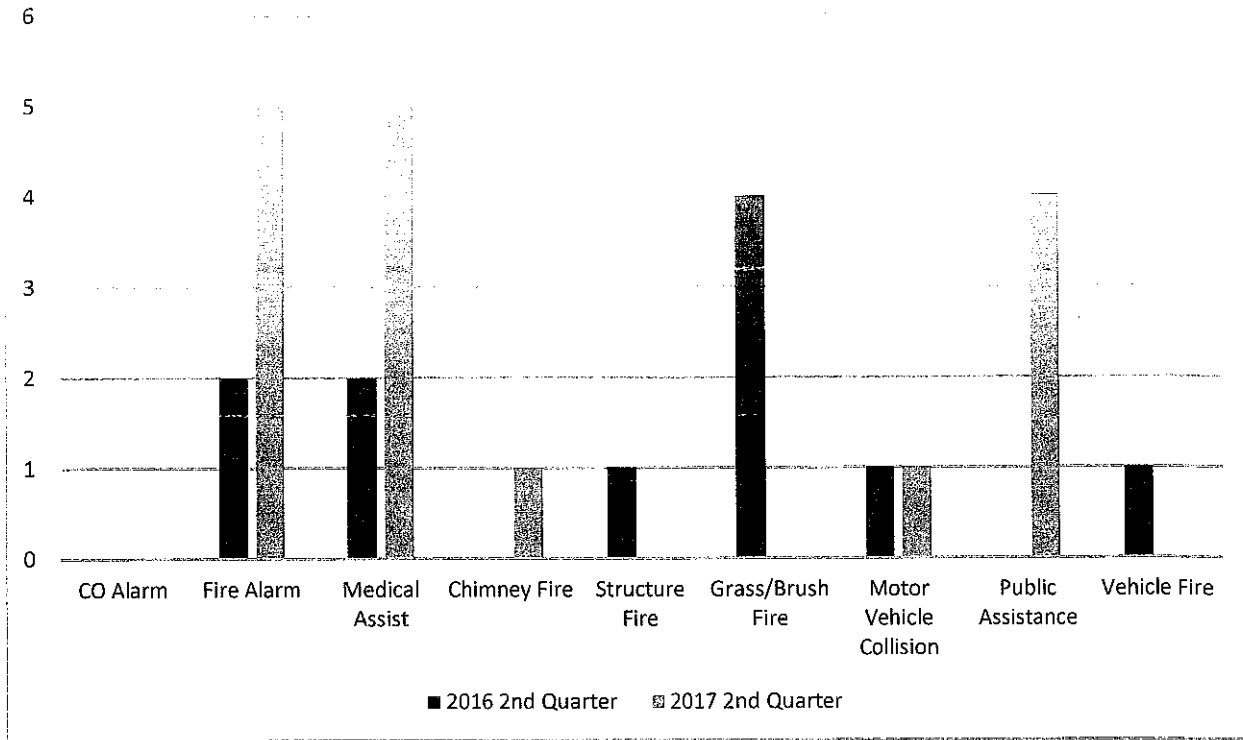


John Regan, CAO

Schedule "A" to FD-06-2017

	2016 2nd Quarter	2017 2nd Quarter
CO Alarm	0	0
Fire Alarm	2	5
Medical Assist	2	5
Chimney Fire	0	1
Structure Fire	1	0
Grass/Brush Fire	4	0
Motor Vehicle Collision	1	1
Public Assistance	0	4
Vehicle Fire	1	0

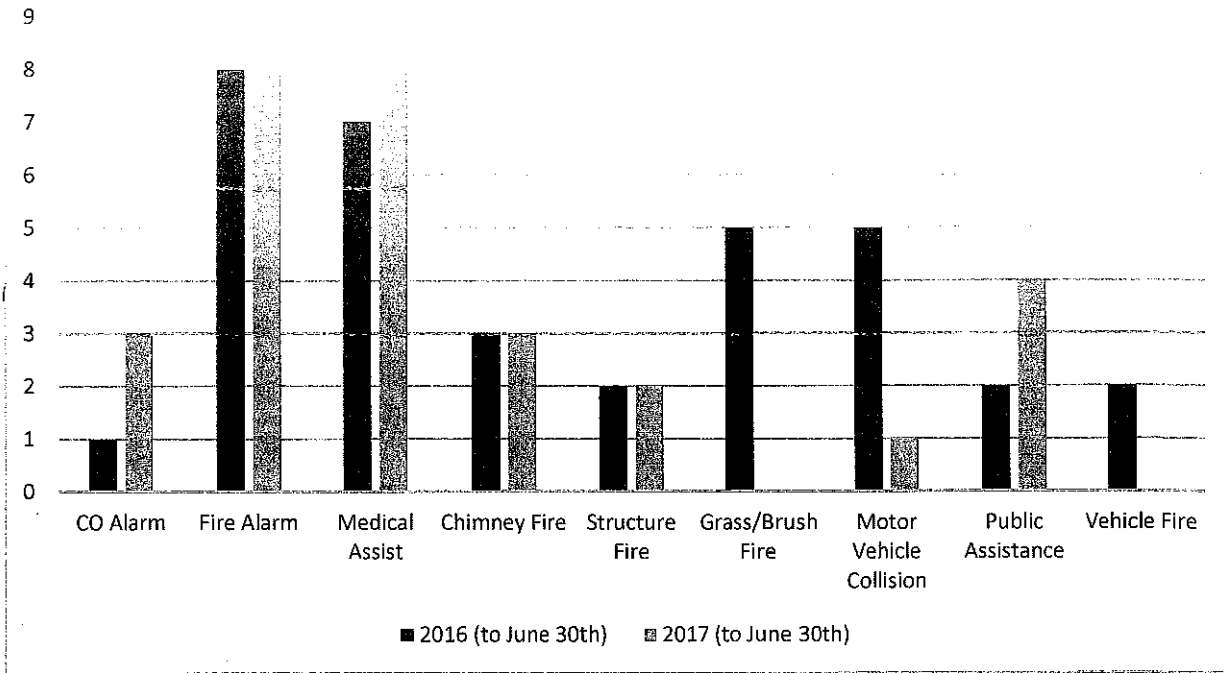
Call Breakdown - 2nd Quarter



Schedule "B" to FD-06-2017

	2016 (to June 30th)	2017 (to June 30th)
CO Alarm	1	3
Fire Alarm	8	8
Medical Assist	7	8
Chimney Fire	3	3
Structure Fire	2	2
Grass/Brush Fire	5	0
Motor Vehicle Collision	5	1
Public Assistance	2	4
Vehicle Fire	2	0

Call Breakdown - Year to Date



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: July 12, 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 CBO-03-2017; and

_____ That Council give approval for the application for a Tile Drainage Loan pertaining to the property located at Part Lot 19, Concession 1, west side of O'Brien Road; and

_____ That Council pass a borrowing by-law to facilitate the applicants' request.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report CBO-03-2017
of the Chief Building Official/Tile Drain
Inspector

Information Report to Council
Dated June 30th, 2017

**RE: Application for Tile Drainage Loan
Under the *Tile Drainage Act*, RSO 1990, c T,8**
As it pertains to Part Lot 19, Concession 1, West Side of O'Brien Road
Owners/applicants; Thomas and Sandra Burchill

OBJECTIVE: Whereby the owners of the subject property have recently reapplied for a Tile Drainage Loan under Section 3 of the Act for the consideration of Council

RECOMMENDATION:

1. That Council give approval for the application for a Tile Drainage loan pertaining to the property located at Part Lot 19, Concession 1, west side of O'Brien Road.
2. That Council pass a borrowing Bylaw to facilitate the applicants' request.

BACKGROUND:

An application on the prescribed form for a Tile Drainage loan was filed at the Village Offices on March 13th, 2017 by the owners for a Tile Drainage loan with respect to works completed on the subject property

Council may recall a previous application submitted by the same owners last year which had some corrections required in the tabulation of the cost of the works.

These corrections have now been made, new costs of construction of the drainage works have been provided and the new application has been processed.

ANALYSIS:

The property is presently zoned and designated as "Rural" in each of the Village Zoning Bylaw and Official Plan respectively.

The lands contain a residential dwelling but are also used for the raising of crops. Both of the residential and agricultural uses of this nature are permitted primary uses within those Rural designations.

The legal description is; Part Lot 19, Concession 1, West side of Burchill Road known locally as 115 Burchill Road. The total lot area is approximately 76 acres with up to 49 acres to be drained.

The application indicates 42,900ft of tile drain installed with a pump station required at the northern end of the field out letting into a private ditch along a private right of way and ultimately draining through a Village cross culvert approved by Public Works.

A site inspection was carried out by staff on June 6th, 2016 and the drainage works was found to be completed.

BUDGET/LEGAL IMPLICATIONS:

The costs to the Village incurred with the administering of Tile Drainage loans is fully recoverable from the Ontario Ministry of Agriculture, Food and Rural Affairs The budget implications are revenue neutral.

With respect to the legal implications, Section 3(2) of the Tile Drainage Act, RSO 1990, c T,8 grants the Council of each municipality the discretion to approve or not approve any Tile Drainage loan application. This decision to approve or not approve is final.

Thus, the legal implications of approving or not approving such application has a low risk of civil action against the Village.

INTERDEPARTMENTAL IMPACTS:

The Clerk and Treasury Departments will be the most affected by the approval of this application by Council.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan Bylaw 10-17 as adopted by Council on January 23, 2017, indicates in the "Growing the Economy" section on page 9, that the agricultural sector is "fundamental to the community's economy"

The Priorities and Strategies Section on page 22 of the Plan advocates enhancing supports to maintain a "Strong Agricultural Base" by promoting and supporting value added agriculture.

Therefore, it would appear that by Council's assisting this applicant by way of facilitating this tile drainage loan is very much in keeping with the scope and intent of the Village Strategic Plan.

CONCLUSION:

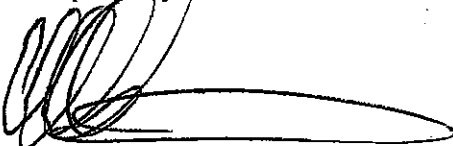
It is the recommendation of staff that Council favourably consider and approve this application for Tile Drainage and pass the Bylaw subject to the review by the Village Treasury department.

ATTACHMENTS:

Copies of receipts

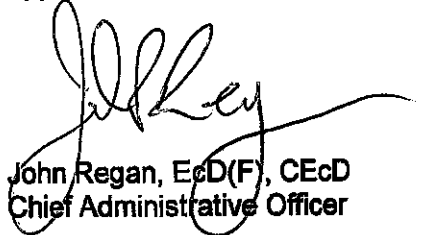
CAO	Yes
Clerk	Yes
Finance	Yes
Building & MLEO Department	Yes
Public Works & Environmental Department	N/A
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other:	NA

Respectfully submitted;



Randy Wilkinson
Chief Building Official
Building and Planning
July 10th, 2017

Approved::



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

Rec'd
June 22/17
[Signature]

Mallard Drainage
678 Killbuck Road
Jasper, ON N4G 1K8
813-564-8871

INVOICE

Invoice No: 724
Date: 22/04/2016
Ship Date:
Page: 1
Ref Order No:

Sold to:
Burchil, Tom
c/o Ivan Peterson
120 O'Brien Road
Merriville, ON N0G 1N0

Ship to:
Burchil, Tom
c/o Ivan Peterson
120 O'Brien Road
Merriville, ON N0G 1N0

Business No.: 10946547

Item Description	Tax	Unit Price	Amount
40 3/4" file- filtered	H	0.70	28,388.60
20 1/4" Coupler	H	2.38	47.60
15 1/4" end caps	H	2.38	35.70
7 1/4" Tee	H	5.81	40.67
2375 6" file- filtered	H	1.75	4,156.25
5 1/2" Coupler	H	5.70	28.50
23 8" Tee	H	11.00	253.00
3 6" Reducer	H	6.00	18.00
1 filter cloth	H	50.00	50.00
1 Reset and moving Charge	H	550.00	550.00
1 Tie Installation	H	16,275.00	16,275.00
Subtotal:			49,643.22
HST 13%			6,475.63
HST			
<p><i>[Signature]</i></p> <p><i>Ivan Peterson 229-0708</i></p>			
Shipped By:	Tracking Number:		
<p>Comment: Net 30 days, 1% interest charged on overdue accounts (12% per annum)</p>			56,322.85
Sold By:			

Petersen Custom Farming Inc
 2342152 Ontario Inc
 5475 Dalmeny Road
 Osgoode, Ontario K0A 2W0
 Tel: (813) 826-3224 Fax: (813) 826-1755
 petersen,carlena@gmail.com

INVOICE

Invoice No.: 101131

Date: 5/11/2016

Page

Sold to:

Burchill Farms
 Tom Burchill
 115 Burchill Road
 Merrickville, Ontario K0G 1N0

Ship to:

Burchill Farms
 Tom Burchill
 115 Burchill Road
 Merrickville, Ontario K0G 1N0

Business No.:

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			1 Ditching - Fill in ditches, set tank and pump, ditch to road outlet	H	9,150.00	9,150.00
			1 Pump assembly	H	2,200.00	2,200.00
			1 Tank	H	2,000.00	2,000.00
			Subtotal:			13,350.00
			H - HST @ 13%			1,735.50
			HST			
Shipped By: _____ Tracking Number: _____					Total Amount	15,085.50
Comment: H.S.T. # 84715 8649 RT6001						
Sold By: _____						

*Pong
15*

RECEIVED
JUN 23 2017

INVOICE

T Burchill Electrical cont

139792766
120 O'Brien Rd.
Merrickville, Ontario K0G 1N0
Canada
613-269-3735 (phone)
613-269-3735 (fax)
613-223-7340 (mobile)

Bill To:
Burchill Farms
Burchill Rd
merrickville, Ontario
Canada

Description	Quantity	Rate	Total
hydro service undergrd cable, 4" duct, panel breakers and control floats	1	\$1,620.00	\$1,620.00
Hydro one connection fee to grid	1	\$720.00	\$637.17

Subtotal: \$2,257.17
HST: \$293.43
Total Due: \$2,550.60
Paid: \$2,550.60
Balance Due: CAD \$0.00

Paul Hasky

HST #139792766

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: July 10, 2017

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that: By-Law 26-17, being a rating by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*, be read a first and second time, and that By-Law 26-17 be read a third and final time and passed.

Carried / Defeated

David Nash, Mayor

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE
Municipality of Merrickville-Wolford

BY-LAW NUMBER 26-17

A by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of \$49,000.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2017-Jul-10
yyyy/mm/dd

Second Reading 2017-Jul-10
yyyy/mm/dd

Provisionally adopted this 10 day of July, 2017

David Nash
Name of Head of Council Signature

John Regan
Name of Clerk Signature

Third Reading 2017-Jul-10

Enacted this 10 day of July, 2017

David Nash
Name of Head of Council Signature

Corporate Seal

John Regan
Name of Clerk Signature

I, John Regan, clerk of the Corporation of the Municipality of Merrickville-Wolford certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Corporate Seal

John Regan
Name of Clerk Signature

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: July 12, 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 CBO-09-2017; and

_____ That Council deems it expedient to have a revised Official Plan to replace or modify the existing Official Plan as adopted by By-Law on January 22, 2007; and

That Council put into place sufficient funds necessary (up to \$35,000 plus HST) to have the Village Planner complete the necessary studies and community/background reports to allow the adoption of a revised Official Plan

OR

_____ That Council maintains the status quo with respect to the existing Official Plan.

Carried / Defeated

David Nash, Mayor



Village of Merrickville - Wolford

Report CBO-09-2017
of the Chief Building Official

Information Report to Council
Dated June 30th, 2017

RE: Proposed Village Official Plan

OBJECTIVE: That the Village of Merrickville-Wolford embark upon the prescribed requirements with respect to the implementation of either a new or revised Official Plan.

RECOMMENDATIONS AND OPTIONS:

1. That the Council of the Village of Merrickville-Wolford deems it expedient to have a revised Official Plan to replace or modify the existing Official Plan as adopted by by-law on January 22nd, 2007; and

That the Council of the Village of Merrickville-Wolford put into place sufficient funds necessary up to \$35,000.00 plus HST to have the Village planner complete the necessary studies and community/background reports to allow the adoption of a revised Official Plan.

OR

2. That the Council of the Village of Merrickville-Wolford maintains the status quo with respect to the existing Official Plan.

BACKGROUND:

On January 22nd, 2007 and in accordance to Section 16.1 of the Planning Act R.S.O. 1990, c. P.13 as amended, the then Council of the Village of Merrickville-Wolford did adopt the existing Official Plan.

The Plan was approved with modifications by the Minister of Municipal Affairs and Housing on February 11th, 2008 and has been amended from time to time, to allow for the orderly development of the Village.

ANALYSIS:

Section 26. (1) of the Planning Act requires that where an official plan has been adopted, the council of each municipality shall revise the plan when necessary to;

1. Ensure conformity with provincial plans,
2. To have regard for matters of provincial interest and,
3. Be consistent with Provincial Policy Statements.

That same section of the Act also requires a council to simply revise their official plan no less frequently than every five years after adoption of its existing plan.

However, where a council determines that their existing official plan requires more than simple revisions and that a whole new official plan should be adopted, then the time line to revise the whole new plan is broadened to a maximum of 10 years.

However, before setting out to revise its official plan, the council of a municipality shall:

1. Consult with the approval authority (United Counties of Leeds and Grenville) and other prescribed public bodies as to the proposed revisions; and
2. Hold a special public meeting of council to discuss the required revisions.

It should be noted that not more than 3 years after the revised official plan comes into effect, the council of the municipality shall amend their comprehensive zoning by-law to facilitate its conformity with the new official plan.

In the event that the zoning by-law is not amended to reflect the policies of the new official plan after the 3 year deadline, then the Minister of Municipal Affairs and Housing may require the zoning by-law to be amended by the council where the Minister deems the by-law does not conform to the new or revised official plan.

Council is aware that the upper tier government of the United Counties of Leeds and Grenville has recently adopted and then received approval of its own Official Plan as of March 2016.

Section 27. (1) of the Planning Act requires that the council of a lower tier municipality, in this case the Village of Merrickville-Wolford, shall amend its Official Plan and Zoning By-law so as to be in accordance to the Official Plan adopted by the upper tier government, in this case the United Counties of Leeds and Grenville.

Failure by the lower tier municipality to amend its official plan and zoning by-law **within 1 year** of the passage of the plan of the upper tier government, may result in the upper tier amending the official plan and/or zoning bylaw of the lower tier municipality.

In so doing this, the lower tier municipality would potentially risk losing all involvement in its local decision making in these crucial planning matters.

The 1 year grace period enabled by the Act ended as of March 2017.

In speaking with Cherie Mills, Planner for the United Counties, staff were informed that the Townships of the Front of Yonge and Elizabethtown-Kitley have just commenced their own respective Official Plan reviews as per the processes in Section 26 of the Act discussed previously.

In addition, Ms. Mills has indicated that the United Counties does not wish to play a forceful role in coercing the lower tier municipalities into revising their official plans at this time.

None the less, Ms. Mills indicated that the Minister may step in at any time to instruct the United Counties to commence amendments to the Village's Official Plan and/or Zoning By-law.

BUDGET/LEGAL IMPLICATIONS:

The costs to the Village for the implementation of a revised Official Plan are difficult to determine at the time of this report, however, a verbal estimate was obtained from the Village Planner of approximately \$35,000.00, plus H.S.T.

It must be noted that the existing Consultant Planner is the author of the current Official Plan and Zoning Bylaw and is familiar with the United Counties' new Official Plan. Further, his firm is also providing the planning services for the new plans for the other 2 townships as mentioned above.

The legal implications of obtaining or not obtaining a revised Official Plan has a low risk of civil action against the Village.

However, in taking no action, Council runs a risk of losing its sovereignty in its local decision making when implementing its long and short term goals/objectives for the Village because the United Counties shall eventually install an Official Plan for the Village and subsequently a new Zoning Bylaw, as well.

The United Counties would likely charge any costs for this service back to the Village.

INTERDEPARTMENTAL IMPACTS:

The Clerk and Treasury Departments will be the most affected by the discussion of and allocation of funds for the selection of planning services by Council.

The Building and Planning Departments will be most affected by the review and transition into the new Official Plan and Zoning Bylaw.

LINKS TO STRATEGIC PLANS:

The Village of Merrickville-Wolford Strategic Plan (as adopted by Council on January 23, 2017 through passing By-Law 10-17) indicates in the flow chart on Page 4 of the document that the Official Plan of the Village forms a crucial top down framework into the link to the proposed Corporate Strategic Plan with input from the Departmental plans, budgets and Annual reports.

The Strategic Plan emphasizes throughout the document the necessities of items such as: growing the economy, recognition and development of urban and rural communities, protection of heritage aspects, as well as transportation and natural resources, all of which are provincially mandated objectives to be provided in municipal official plans.

CONCLUSION:

In considering that the 1 year grace period has expired since the approval of the United Counties' Official Plan, the possibility of having another authority completing and implementing a new official plan on behalf of the Village may not appeal to Council.

Council must then allocate sufficient funds for the production of a new or revised Official Plan.

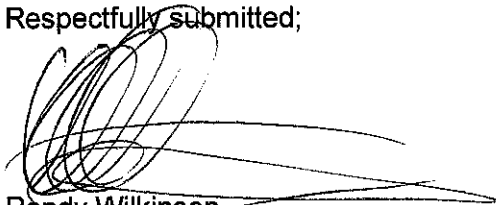
It is the recommendation of staff that Council favourably consider the production of a revised Official Plan rather than maintain the status quo.

ATTACHMENTS:

Nil.

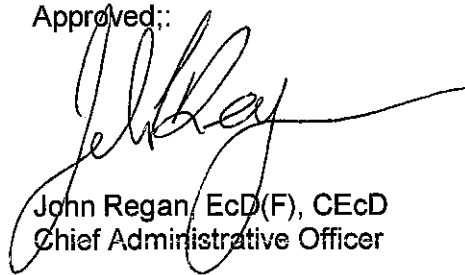
CAO	Yes
Clerk	Yes
Finance	Yes
Building & MLEO Department	Yes
Public Works & Environmental Department	N/A
Parks, Recreation & Facilities Department	N/A
Planning Department	Yes
Economic Development Department	NA
Fire Department	NA
Other:	NA

Respectfully submitted;



Randy Wilkinson
 Chief Building Official
 Building and Planning
 July 10th, 2017

Approved::



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

Environmental Advisory Committee Minutes

Thursday June 22, 2017

Present: Anney deGobeo, Andy Boffee, Shelley Innes, Carol Williams, Stephen Ireland, Chuck MacInnis, Gary Brown, Claire Sexton

Call to Order: 5:37pm

Approval of + Additions to Agenda:

New Business - Green Leaf Challenge brought forward by Chuck
Approval moved by Carol, seconded by Shelley

Approval of Minutes: Conducted via email

Old Business:

1. Styrofoam Usage - Shelley

No updates, the project is being put on hold until the fall, when the whole group will discuss the available options.

2. Communities in Bloom - Claire

Planting for the judges visit completed at the Community Centre and Easton's Corners Hall, report on environmental initiatives submitted to the Committee, didn't make it into the print copy of the "brag book" but will be used on the judges tour on July 6th. Andy will be put in touch with the organizers to ensure he can be at the landfill for their visit.

3. Composting Workshop - Shelley

Will take place Saturday July 22nd from 9-12 at the Community Gardens, presented by Sean Ward. Christine and Mary Kate from the library to be contacted re: advertising on the website and social media. Composters will be sold at the event, Shelley to work out a possible discount for attendees with Sheila Kehoe/John Regan.

4. Reuse Centre - Andy

The mural is almost complete, was well received with positive feedback from the public and the Committee (despite a design change). Discussion of transferring older items to the Smiths Falls Reuse Centre concluded that the items weren't great quality and wouldn't be worth the expense of taking the trip there regularly.

New Business:

1. Tree/Woodland Protection (re: email from Steve Hamill) - Carol

Committee to explore monitoring and protection programs through the RVCA, although agricultural clearing would be deferred to the Agriculture Committee. Several policy options were discussed such as incentive/replacement programs with European, Southern Ontario and City of Ottawa examples. With regards to the particular concern for Emerald Ash Borer and other forest-related diseases, Carol will pursue arranging for a representative from the Ministry of Natural Resources to come give a presentation in mid-late September to educate all relevant committees, Council, and municipal staff about these issues and ways to prepare and take proactive measures.

2. Green Leaf Challenge - Chuck

The Ontario Government and Forests Ontario are trying to reach their goal of planting 3 million trees and are asking municipalities to track their numbers. They are doing a July 1st report but the program is ongoing. Merrickville does not currently have a tree planting program, the Committee supports putting a new tree planting program in place and will follow up by adding this as an agenda item and actively pursuing this initiative. Communities in Bloom is also discussing a tree-planting program and local botanist Diana Beresford-Kroeger could be a crucial resource in creating the new plan - she will be contacted as part of the ongoing discussions.

Next Meeting: Thursday July 27th, 5:30pm

Adjournment: 6:30pm

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held May 9, 2017 at 12:30 p.m. at the library.

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

Montague:

and Mary Kate Laphen (Librarian)

Absent: Wendy Simpson-Lewis

Meeting called to order at 12:40 pm.

1. **Conflict of Interest:** None.

2. **Adoption of Agenda:** ADOPTED.

3. **Approval of Minutes:** Minutes from Apr. 11/17 meeting – APPROVED.

4. **Correspondence:**

- **Ontario Budget Talks Results:** In the results of the public voting for this, the funding for rural/northern/First Nations libraries was approved (\$1 million). This money may be used to continue to fund the internet connectivity; however, this is not yet determined. In any case, it is a positive result.

5. **Financial Statements:** The library's draft audited financial statements for 2016 were reviewed for approval - APPROVED & accepted. The transfer of bequests and similar donated funds to reserves seems not to have gone through in the past and is being sorted out now by the Treasurer. Mary Kate will send copies of the original resolutions to transfer funds to the Treasurer. If new resolutions are required, this will be added to next month's agenda.

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

7. **Friends of the Library Report:** The garage sale was fairly successful, in spite of the rain, and the Friends will be holding an additional sale day this weekend to try to move more merchandise. The library has also acquired a microwave and a small fridge from the donated items. The Plant Sale is coming up May 27.

7. **Librarian's Report:** see notes below.

8. **Other Business:**

A. **Updates:**

i. **Building:**

- o **Lights:** This is done!
- o **Meeting Room furnishings:** The new tables and chairs have been ordered.

ii. **Community Engagement:**

- Mary Kate did an outreach visit to Montague Playgroup to connect with the parents. Many Montague residents don't realize that they can use the Merrickville Library.

B. **Planning:** Discussion of items on library strategic plan workplan for 2017-18. See notes for details.

C. **Other Business:**

- i. **SOLS Trustee Meeting:** Brian reported on the meeting that he recently attended.

9. **Next meeting:** Tues, June 13, 2017 at 12:30 at the Library.

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Apr-May/17

Statistics:

April	2017	2016	2015	2014
Patrons	1409 -11% w/mtgs 1427	1538 +20% w/mtgs 1582	1283 +17.5% (1301 w/mtgs)	1091 -9%
(Kids/Youth)	447 (154 / 293)	491 (151 / 340) +33.5%	367 (150 / 217) +31.5%	(279)
(Progs)	201-in (28 prgs) 41-out of Lib (3-prgs, 1 CVs out)	147-in (18 prgs-in) 55- out of Lib (5 prgs + 1 CV- out)	(128-in, 34-out of Lib) (15 prgs in / 5-prgs + 0 CV out)	102-in (10 prgs in) 73-out of Lib, (5-prgs + 2CV out)
Mtg Rm users	18 (3 mtgs)	44 (8 mtgs)	18 (3 mtgs)	78 (8 mtgs)

Circulation	2107 -20% 2446 w/ ebks	2647 +4% 2887 w/ ebks	2542 -6% (2704 w/ebks)	2715 -4%
(Adult/Child)	(A-1442, J-641, T-41)	(A-1775, J-806, T-66)	(A-1723, J-760, T-59)	(A-1717, J-946, T-52)
Internet use (+wireless):	331 +3% (261 / 50w / 20 Tab)	320 -10% (251 / 65w / 4 EL)	357 +39% (285 / 61w / 11 EL)	257 -17.5% (218 / 34w / 5 EL)
ILLs borrowed/lent:	103 / 91	148 / 91	83 (B) / 98 (L)	145 / 83
E-collection use (approx.)	OverDrive: 330 (circ) Eresources: 4 sessions, 80 searches	OverDrive: 240 (circ) Eresources: : 52 sesn 221 searches	OverDrive: 162 (circ) Eresources: 14 sesn 39 searches	OverDrive: 118(circ) Eresources: 75 sesn 421 searches

Visits and circulation were down quite a bit from last April, however, that was unusually high. Ebook circulation continues to climb, and Internet use was up (due largely to the new tablet for little kids). We continue to offer a number of programs for adults and children, which is bringing in the public.

Programs & Services: Children's Programs

StoryTime: Continuing to do well, attendance is generally up. We are in a demographic sweet spot at the moment.

BabyTime: Continues to be a smallish group, but appreciated by the moms. They would like to continue it into June.

Lego Club: Participation was up in April.

Afterschool Youth Group: Kids are still coming to hang out. Many of the kids are playing outside. This does raise some supervision issues.

Art Workshop: Continuing popular. The mural is almost complete. Gloria & I are planning the unveiling celebration. We are currently planning to display it above the front computers.

Juice Jam: turnout was rather low. Will consider trying in the afternoon next time.

Coding for Kids: finished up at the end of April. Will look into running another session later in the year.

Summer Youth Theatre: Am partnering with Timothy Molloy and TNIM to do "Baldoon & the Blockhouse" during Canalfest. The play has 6 youth and a couple of adults in supporting roles. Will be starting rehearsals in June.

Summer Reading Program: Am behind on planning for this, due to municipal demands (see below), but should have the program figured out by the end of May.

Schools: Merrickville K registration is this month. I won't be able to attend (due to a conflicting meeting), but will send info package. Merrickville principal mentioned partnership with the library in her presentation to the school board. This was commented on the Wolford principal, and may lead to something for next year. I also participated in Merrickville school's Canada 150 activity.

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

PlayGroup: has started up again, so I am doing story visits.

Groups (Cubs, Brownies, etc): The Cubs & Beavers have been working on the butterfly garden and had a seed giveaway.

Programs & Services: Adult Programs

Library Book Club / Off The Shelf / Adult Art Workshops: continue to go well.

Diana Beresford-Kroeger film: This was hugely popular. I have added 2 extra screenings to accommodate the demand.

Friday Movies: Attendance has been down for this lately.

Poetry Night: This was a small group, but enthusiastic. May lead to more poetry nights.

Upcoming Events: Rideau 175 Lecture screenings – finally got this organized, so will try, but I'm afraid it is the wrong time of year for it.

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

Internet: Internet use was up slightly this month. There continues to be a lot of use by youth. The new tablet for younger kids is proving very popular.

InterLibrary Loans: continue to be quite active, although book club requests were down this month.

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

Pools: still popular. New DVD pool is in.

Meeting Room: The meeting room continues to be well-used for a variety of library activities, and was also used by the Fair Board this month.

Collection: Will be going to the big Scholastic Sale (kids' books) this month. Weeding has been deferred.

Volunteers: We have 9 volunteers regularly helping at the library (shelving, processing new books, packaging ILLs, working on the genealogy project). We have a volunteer lined up to do processing over the summer.

Donations: Received a \$100 donation. Now that the audited financial statements are available, I will be completing the Registered Charity tax form (due in June).

Facilities: See Updates (8Ai). Things are good. Annual building check is still pending.

Publicity/Outreach: Usual Phoenix, webpage, Facebook page, signs, flyers. Articles in the local papers about Diana Beresford-Kroeger film. Continuing to manage the municipal social media.

Partnerships/Outreach: Have added the practice drivers' tests to the website (in partnership with G1.ca). See info re: Schools, Community Engagement above. Have been doing a lot with the municipality lately: I am now the liaison/supervisor for the Municipal Summer Day Camps – this is a good thing, but unexpected and has/is taking up a lot of time recently. Once this is underway, it should not require much of my time, and now things are in place for future years. Also, I am now the staff liaison on the Canada Day Committee (due to municipal staffing changes) which is, of course, active right now.

Professional Development, Meetings, etc: Went to the Small Libraries Committee meeting on May 3. Will be attending the Community Outreach meeting day on May 29.

Grants, etc: I am continuing to put together the data for the Annual Survey.

Plans for month: Must plan Summer Reading Program and complete the Registered Charities tax form. Will also work towards finishing the Annual Survey, and getting the new admin laptop up and running as soon as time permits. Will continue to work on the municipal summer camp and Canada Day committee plans. Plus, the usual. We are awaiting the new chairs & tables. Weeding and community engagement visits are on hold until these higher priority items are out of the way.

DEPARTMENT	ACTION	STATUS	DUE DATE
CAO	A. Negotiate agreements with respondents of Expressions of Interest re: public washrooms		Summer 2017
BUILDING	B. Report & By-Law re: water/wastewater	Report coming to Council	August 14th
	C. Report re: Official Plan	Report coming to Council	July 10th
FINANCE	D. Review Asset Management Plan	CAO, Treasurer, Public Works, Fire Dept. and OCWA working together	Fall 2017
	E. Report re: risk management and invitation to Cowan Insurance for presentation	Report coming to Council	Winter 2017
	F. Report re: lawsuit settlement	Report coming to Council	August 14th
BY-LAW ENFORCEMENT	G. Report & By-law re: signage	Awaiting report from signage committee	August 14th
	H. By-Law amendment re: parking fees	By-Law coming to Council	August 14th

	I.	Report re: complaint driven vs. proactive enforcement	Report coming to Council	Fall 2017
DEPUTY CLERK	J.	IT/VOIP System Upgrade	Preliminary report rec'd. Awaiting final report.	July 2017
	K.	Amend procedural by-law	Report coming to Council	August 14th
	L.	Report re: Heritage Committee	Report coming to Council	August 14th
	M.	Report re: records management	Report coming to Council	July 10th
	N.	Public Survey	Sent out June 30th	June 30th
PUBLIC WORKS	O.	Risk Assessment with OCWA		Summer 2017
FIRE	P.	Map of Dry Hydrants	Has begun drafting	Fall 2017



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: July 10, 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

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: July 10, 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

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 17

Date: July 10, 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 Monday, August

14, 2017 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried / Defeated

David Nash, Mayor