

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Dr. Linna Li, Medical Officer of Health/CEO, Leeds, Grenville & Lanark District Health Unit, regarding her introduction as the new Medical Officer of Health for the Leeds, Grenville & Lanark District Health Unit, for information purposes.

Carried / Defeated

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Michael Cameron, Mayor

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Barr	Y	N
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Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Tina Stevens, Valley Heartland Community Futures Development Corporation, regarding an overview of the non-profit organization and the support they provide local businesses, for information purposes.

Carried / Defeated

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Michael Cameron, Mayor



# Community Futures Development Corporation

Valley Heartland

# Fuelling Canada's rural entrepreneurial development

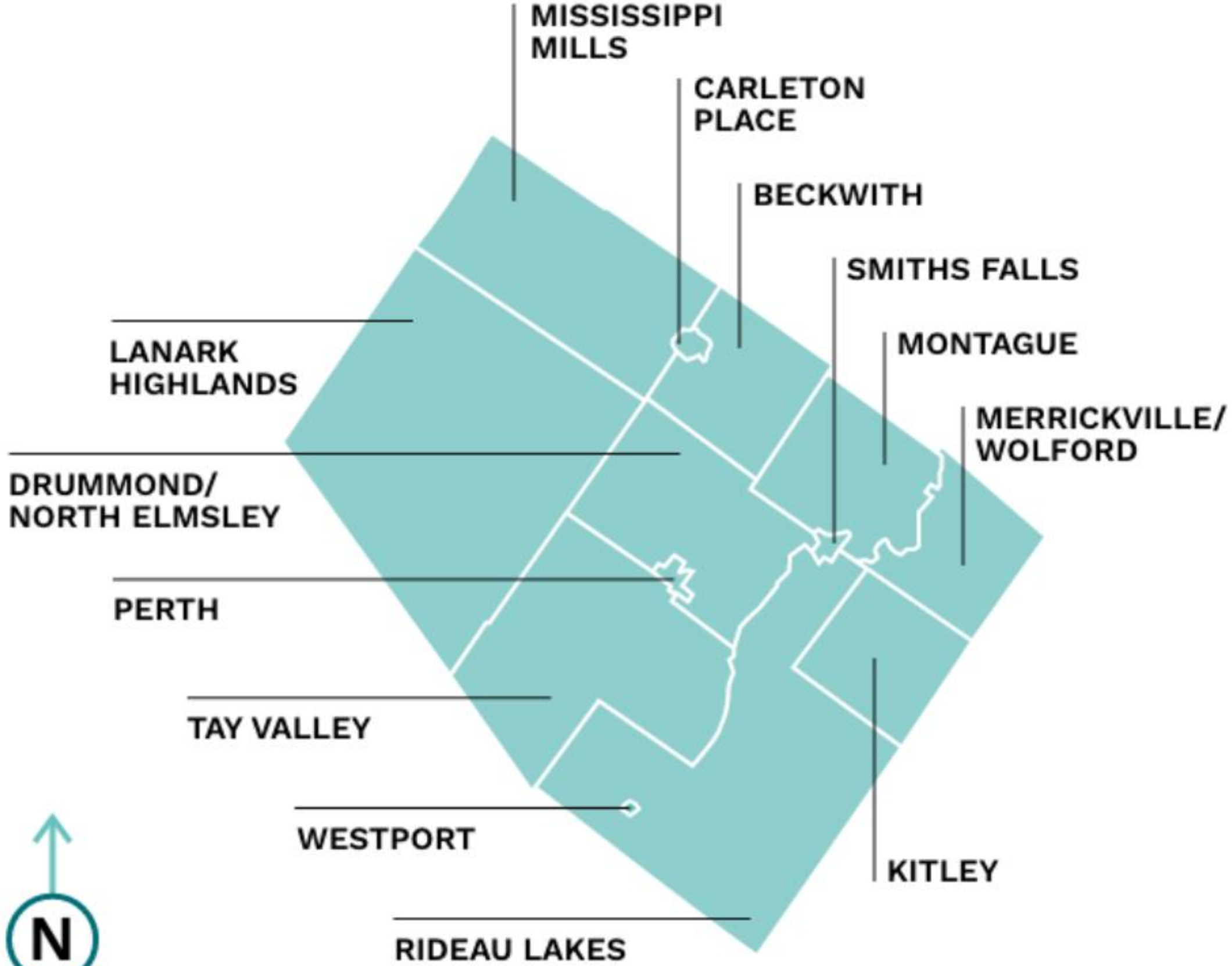
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Valley Heartland is part of an established network of 267 Community Futures offices across Canada.

Formally established in 1985, the Community Futures Program was implemented to support business development in rural and remote communities.



# Our Region



# Pillars of Business

As a central component of the Government of Canada's support for rural communities, Community Futures office receive Federal funding.

Valley Heartland's funding is provided by FedDev Ontario to support three pillars of business:

- » Business Loans
- » Business Services
- » Community Development Support



# What is a Community Investment Fund?

The investment fund is a uniquely Community Futures tool to stimulate economic development in rural communities, with a local boards of directors to support lending decisions at the community level.

- » Today we manage \$9.5 million.
- » Since inception \$33,129,962 in capital has been accessed by local businesses.
- » The investment fund provides repayable loans to small and medium-sized enterprises with less than 500 employees and annual sales revenue of less than \$20 million.



# Not A Traditional Lender

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## **Flexibility**

We are able to offer more customized lending solutions that take into account the unique needs of the borrower.

## **Community Focused**

We consider the experience and character of the borrower, as well as the potential for the business to create jobs and contribute to the local economy.

## **Relationship-based**

We spend time getting to know the entrepreneur and their business needs. We understand what goes into running a business, and behind all the numbers are hard-working entrepreneurs contributing to our community.





# Business Loans

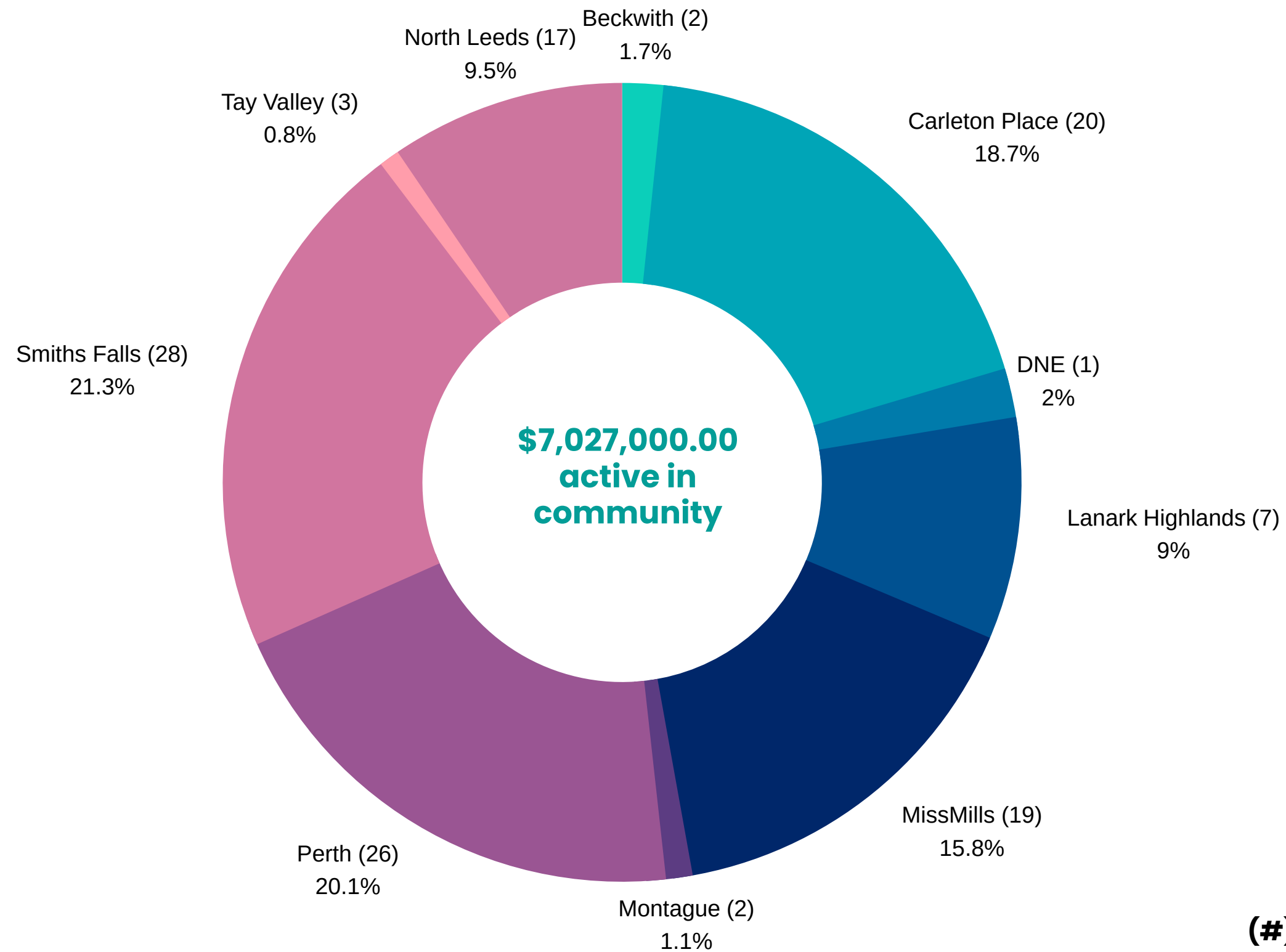
At Valley Heartland, we put local entrepreneurs first.

Our investment funds are exclusively available to Lanark County + North Leeds entrepreneurs, and all decisions are made locally.

- » Up to \$300,000
- » Base rate of prime plus 2% (fixed)
- » No prepayment penalties



# Business Loans



**(#) Number of Loans**  
**% of active portfolio**



# Business Services

Our staff can support businesses with:

- » developing strategies for growth
- » business plan writing and review
- » market and industry research
- » troubleshooting specific challenges

We also make referrals to other local organizations and to provincial or federal advisors when specialized expertise is needed.



# Business Services

On average, each year our staff:

- » Respond to 714 general inquiries
- » Lead 245 business advisory meetings
- » Host 6 workshops or training events



# The Innovation Centre

The Valley Heartland Innovation Centre (VHIC) provides a one-stop-shop for accessing capital, advice, training, and a supportive environment for unconventional and actionable Economic Development projects.

Our Facility includes:

- » A 1,400 sqft Training Room ideal for small conferences, training, webinars, and team-building events. The room features the latest plug-and-play technology.
- » The Digital Media Lab, a photo/video editing and podcast studio with the latest technology and software.
- » Turnkey rental offices, fully furnished with 32 video conferencing screens, phones, a filing cabinet, and sit/stand ergonomic desks for tenant well-being.



# Community Development Support

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Community Development projects typically:

- » develop strategies or
- » implement local solutions

to enhance or improve community development factors that have a significant impact on economic development outcomes



# Lanark County Economic Development

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- » Through a Service Agreement, Valley Heartland provides regional economic development strategies and programming within Lanark County.
- » This includes:
  - Serving as the initial point of contact for investors and developers interested in the county.
  - Providing assistance for site selection and relocation.
  - Facilitating Regional Economic Development Alliance meetings.
  - Conducting ongoing Economic Development Planning and BR+E activities.
  - Maintaining the new EcDev Website, business event calendar, available land and building directory, and content updates.





**LANARK COUNTY**  
ECONOMIC DEVELOPMENT

About  
Lanark County

Economy +  
Entrepreneurship

Sites +  
Buildings

Business  
Support

Economic  
Development

# Tap Into Lanark County

Linked by countryside and waterways, Lanark County is a scenic destination, offering an abundance of ecological features, world-class amenities, and experiences to discover. Combined with its diverse job opportunities and variety of recreational activities, as well as its commitment to innovation, Lanark County is very much 'open for business'.

scroll

[investlanarkcounty.ca](https://investlanarkcounty.ca)





# A message from our Chair

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"The impact of Valley Heartland is clear and compelling.

Through localized efforts, we, like other Community Futures offices across the nation, support rural businesses like no other organization with advisory, programming, and flexible lending backed by a local volunteer board and staff."

Rob Dyke, Chair





Valley Heartland  
**CFDC**



Address

**91 Cornelia St Smiths Falls**



Tina Stevens, GM

**[tina.stevens@valleycfdc.com](mailto:tina.stevens@valleycfdc.com)**



Website

**[www.valleycfdc.com](http://www.valleycfdc.com)**



Amber Coville, BDO

**[amber.coville@valleycfdc.com](mailto:amber.coville@valleycfdc.com)**

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Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report FD-01-2023 for information purposes.

Carried / Defeated

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Michael Cameron, Mayor



## Village of Merrickville-Wolford

Report FD 01-2023  
Merrickville Fire Department  
Information Report to Council  
Date to Council: August 14, 2023

**RE: 1<sup>st</sup> & 2nd Quarter Report (January 1<sup>st</sup> to June 30<sup>th</sup>)**

**OBJECTIVE:** To provide Council with an update regarding the first and second quarter activity for the Merrickville Fire Department, for information purposes.

### **RECOMMENDATION:**

**THAT: Council receives report FD-01-2023, for information purposes.**

### **BACKGROUND:**

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report quarterly statistics to keep Council and the public informed of the progress of the Merrickville Fire Department (MFD).

### **ANALYSIS:**

The first and second quarters have been very busy with emergency calls due to fires, medical assistance calls, motor vehicle accidents and public assistance calls, false alarms, and CO alarm calls. We have had a total of 83 calls for the first 6 months and this is up fifty percent from the same period last year.

The MFD responds to approximately 80-100 calls for service each year. Seasonal and tourist activity traditionally provides an increase in call volume over the 2<sup>nd</sup> & 3<sup>rd</sup> quarters. There has also been a sharp increase in public assistance calls over the last 6 months. (**Reference: Appendix A for call breakdown for 1<sup>st</sup> & 2nd quarter call statistics**).

The focus of the Merrickville Fire Department 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/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 the citizens we serve.

The Ontario Fire Marshal's Office and emergency management (OFMEM) has brought forth new legislation requiring all fire departments members to be NFPA 1001 and 1002 certified by 2026 and we have adapted our training program to make sure all new members are Provincially tested and certified before the required date.

The MFD has adopted the National Fire Protection Association (NFPA) Firefighter 1 & 2, 1001 and 1002 Training Program and has been following this training model. We have secured a learning contract with the Office of Fire Marshal and Emergency Management (OFMEM) to make sure we are delivering the required training materials to the firefighters. The program has been set up to make sure all members are trained to the new Provincial regulations level with an implementation deadline of 2026. Training occurs every second Tuesday evening and vehicle/equipment checks, and drill nights occur on the opposite Tuesday nights for each of the four platoons over a two-month period. Members also train on weekends and other evenings if needed. Firefighters trained a combined total of (520) hours during the first two quarters.

The department had to adapt quickly and move to an online training model to make sure members were kept safe and apart during Covid. Merrickville Fire Department has continued the online training as well as the normal in-person training to make sure members are very highly trained to serve the community.

The fire Chiefs of Leeds and Grenville have formed an association called the Chief Officers association of Leeds and Grenville. We meet as a group to work collaboratively on projects within the fire service.

The Chief fire officials took an initiative to start a food drive within all Municipalities of the Counties of Leeds and Grenville to help give back to our communities by helping to fill hungry bellies. We kicked off the first year in spring of 2023 and within a few weeks raised over 4000 pounds of food and \$8,500 in cash to help support the local food banks of Leeds and Grenville. This has been set up to be an annual event moving forward. The hope this year is to challenge other emergency services (EMS/ POLICE) within Leeds and Grenville to come on board and help give back to our local communities.

### **VEHICLES AND EQUIPMENT:**

All apparatus has been through annual safety inspections, and everything has passed with no major issues.

The second quarter was very busy with the completion of ground ladder testing (NFPA-1932 standard), Ladder -1 ladder testing. The hydrostatic testing on our Self-Contained Breathing Apparatus (SCBA) air cylinders.

The annual fit testing for the SCBA masks for all firefighters will be done in the 3<sup>rd</sup> quarter. The cascade breathing air system continues to be tested as per NFPA standards. All fire apparatus received and passed their annual pump testing (Pump 5 Ladder 1 and Pumper/tanker 1). Regular inspection and annual testing of individual Personal Protective Equipment (PPE) is on-going and done twice a year now by a third-party inspection site. The first required inspection was completed during the month of March.

The new washing machine that was approved during the budget process has been installed at the station. This now allows us to wash the inner liners in one machine and the outer shell in the other so there isn't cross contamination. The firefighters are required to keep their gear clean, and it must be washed after every fire, so it is decontaminated.

The 10-year life span of this equipment is monitored and replaced as required under the NFPA Standards.

All small equipment pumps, generators and scene lighting have been serviced by a technician to ensure it is in good working order.

## **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. This information is available on the Municipal website under burning bylaw 13-17.

Our Open-Air Burning Permit system is permissive, user-friendly and is aligned with current legislation and local by-laws. The permits are still free and available online, at the municipal office or library if residents are unable to access the electronic version. The permit is effective for one year and allows for ease of notifying the MFD 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 and to follow the burning bylaw. Exemptions to the burning permit are a small, contained fire supervised always and used to cook food in a grill or barbeque. There have been (438) permits issued in the first two quarters.

## **FIRE PREVENTION**

The fire prevention team continues to be proactive and to work hard to do inspections and public education whenever possible. This is a service that is available to anyone who is concerned about fire safety or just wants to know more about fire safety. We continue to work with neighboring Municipalities as well to make sure we are all on the same page with our end goal of public safety.

## **ASSOCIATION AND DEPARTMENT INITIATIVES**

The MFD has applied for 2 grants from Enbridge Gas Distribution and Fire Marshal's Public Safety Council, 2023 Project Zero campaign. We will receive the results of the grant applications in mid-September of this year if we are successful.

As recognized in the past our MFD members are dedicated to the service of their community and their support goes well beyond answering the call for emergencies. Over the past 2 quarters our members have begun to be able to give back to the community during the snowflake festival, where they provided a truck event for kids and families. This is a great start after such a long period of time with separation

from everyone. As Chief I am increasingly humbled by the sense of community and commitment of my Firefighters in the support of these community initiatives. Not to mention the continued fund-raising activities by our Firefighters Association for the addition of equipment to better serve our citizens and visitors to Merrickville-Wolford. Their dedication, passion and commitment are clearly recognized and appreciated. We have just completed the car show BBQ as a fundraiser and we are working towards new auto extrication equipment to replace the out dated equipment currently in service.

**BUDGET/LEGAL IMPLICATIONS:**

To date, the financial expenditures for the first and second quarters have aligned with the approved 2023 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 dealt with. 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:**

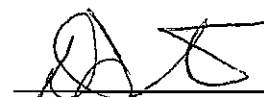
Schedule "A" - First and second quarter call breakdown.

Submitted by:



Brad Cole  
Fire Chief/ Manager of Operations  
CEMC

Approved by:



Doug Robertson,  
CAO/Clerk

Schedule A: Breakdown of calls for the first 6 months of the year.

Fire	10
Vehicle Fire	3
Grass Fire	1
Medical Calls	15
Activated Alarm	13
CO Alarm	1
Public Assistance	13
Public Hazard	9
Burning Complaints	8
Water Rescue	1
Motor Vehicle Accident	5
Fire Investigations	4



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**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report FIN-08-2023, being the 2<sup>nd</sup> quarter report of the Finance Department, for information purposes.

Carried / Defeated

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Michael Cameron, Mayor



**Village of Merrickville - Wolford**

**Report FIN-08-2023  
Finance Department  
Information Report to Council  
Date of Council Meeting: August 14, 2023**

RE: 2<sup>nd</sup> Quarter Financial Report to June 30, 2023

**OBJECTIVE:** To provide Council with an overview of the financial state of the Village from January 1<sup>st</sup> to June 30<sup>th</sup>, 2023.

**RECOMMENDATION:**

**THAT: Council does hereby receive report FIN-08-2023, being the 2<sup>nd</sup> quarter report of the Finance Department, for information purposes.**

**BACKGROUND:**

On May 8<sup>th</sup> 2023, Council adopted the 2023 budget for the Village of Merrickville-Wolford.

In order to keep Council fully apprised of the financial state of the Corporation, a financial budget variance report outlining departmental progress is provided to Council, for the period covering January 1 – June 30, 2023.

**ANALYSIS:**

Schedule "A" to this report provides the operating expenses, revenues and capital expenditures to the end of the second quarter for general operations and for water and wastewater services. The following are highlights from the review of revenue, operating and capital accounts.

**General Government:**

- Taxation and Payments-in-Lieu are at 78%. The percentage reflects the percentage billed to date, not collected. This is normal and reflects the common financial cycle experienced each year.
- Revenues for General Government at 71%; We have exceeded the budgeted revenue amount for bank account interest.
- The expenses for Council and Administration are 34% of budgeted expenses. The reason expenses are under budget is because the transfer to reserve journal entries are done at year-end as part of the audit.

### Emergency & Protective Services:

- The revenue for the Fire Department is at 1%. This is common and is a result of the timing of the invoice for Montague Township being issued at the end of the year, in addition to journal entries which are done at year-end.
- The revenue for Police is at 3%, as the Village has not yet received our RIDE program funding and court security grant for the year.
- Bylaw Department revenue is at 52%, which is within reason.
- Emergency & Protective Services overall expenses are under budget at 39%, largely due to journal entries that are done prior to year-end.

### Public Works:

- Landfill revenue is at 35%, as we have not received our Blue Box grant. Landfill expenses are at 28%, mainly due to journal entries that are done at year-end.
- Revenue for the Public Works Department is at 16%, largely due to a decrease in culvert revenue, which is linked to fewer dwellings being constructed.
- Public Works expenses are at 51%. Several line items within the public works budget are over budget, namely the vehicle repair budget items. Our vehicle fleet is aging and repairs become more costly each year. The replacement of the 2010 International was a budgeted carry forward capital item that was removed from the 2023 budget. There is no repair budget for this vehicle as it was to be replaced this year. Additionally, the 2022 budget approved the purchase of a 5500 sander/plow truck, which would have resulted in cost savings during winter operations and summer ground maintenance. The tender was issued and accepted by a Dodge dealership. Unfortunately, there were delays due to a shortage of vehicles. We are still awaiting a delivery date.

### Building and Planning:

- Building revenues are at 35%, due to fewer permits for dwellings. Building permit revenue is difficult to estimate from year to year, due to fluctuations in building construction. This is being seen throughout neighbouring municipalities.
- Building expenses are at 43%, which is within reason.
- Planning revenues are at 98%, due to planning recovery revenue, which offsets planning recovery expenses.
- Expenses are at 80%, due to planning recovery expenses (which are offset by revenue), and the cost for planning consultants. The planning consultant line item is over budget at 117%.

### Economic Development:

- Economic development expenses are at 66%, which is within reason.

### Parks, Recreation and Culture:

- Recreation revenues are at 26%, largely because we do not receive the museum revenue until later in the summer season.
- Expenses are also under budget at 36%. This can be explained by the fact the Blockhouse Museum has only been open since June, and many of the recreation expenses don't occur until the summer season begins.

### Capital Expenses:

- Capital revenue is at 9%, as we do not receive our grant funding until projects are well underway or complete, and because of year-end journal entries.
- Capital expenses are at 6% of budgeted amounts, however there is no cause for concern. Staff cannot begin new capital projects until the budget is approved, which occurred May 8<sup>th</sup>. Furthermore, many of the capital projects occur over the summer and fall months. Additionally, there are still supply chain issues, and some capital items are delayed due to lack of supplies.

### Water and Wastewater:

- Revenues are within reason at 49%, with 3 billing periods remaining this year.
- Operating expenses are at 43%, which is within reason.
- Capital expenses are under budget at 19%, as the Village receives the majority of invoices for major maintenance from the Ontario Clean Water Agency (OCWA) during the 3<sup>rd</sup> and 4<sup>th</sup> quarter.

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

Revenues and expenses are outlined in the approved 2023 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 provide budget to actual data, 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.

**ATTACHMENTS:**

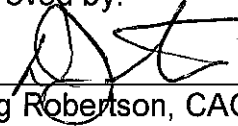
Schedule "A" – Budget to Actual data for the period ending June 30<sup>th</sup>, 2023.

Submitted by:



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

Approved by:



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

Attachment A - Budget to Actual Report

Village of Merrickville-Wolford  
Statement of Revenues and Expenses  
For the Period Ending June 30, 2023

**General Budget**

<b>REVENUES</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Taxation and Payments-In-Lieu	\$ 2,837,140	\$ 3,656,594	78
Provincial Grants	\$ 156,050	\$ 313,100	50
General Government	\$ 216,864	\$ 306,167	71
Fire	\$ 100	\$ 18,947	1
Police	\$ 319	\$ 10,078	3
By-Law	\$ 2,738	\$ 5,250	52
Landfill	\$ 74,653	\$ 213,350	35
Public works	\$ 4,400	\$ 27,400	16
Planning	\$ 47,152	\$ 48,000	98
Building	\$ 59,870	\$ 172,200	35
Parks and Recreation	\$ 15,624	\$ 59,000	26
Capital Revenue	\$ 121,865	\$ 1,288,077	9
<b>Total revenues</b>	<b>\$ 3,536,775</b>	<b>\$ 6,118,163</b>	<b>58</b>
<b>EXPENSES</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
General government			
Council	\$ 30,935	\$ 65,541	47
Admin	\$ 608,343	\$ 1,221,719	50
Transfer to Reserves	\$ -	\$ 607,598	0
<b>Total General Government:</b>	<b>\$ 639,278</b>	<b>\$ 1,894,858</b>	<b>34</b>
Emergency & Protective Services			
Police	\$ 190,416	\$ 445,162	43
Fire & Emergency Mgmt	\$ 112,411	\$ 338,512	33
ByLaw & Animal Control	\$ 4,429	\$ 8,884	50
<b>Total Emergency &amp; Protective Services:</b>	<b>\$ 307,256</b>	<b>\$ 792,558</b>	<b>39</b>
Public Works			
Public Works	\$ 727,776	\$ 1,319,407	55
Landfill	\$ 67,517	\$ 237,866	28
<b>Total Public Works</b>	<b>\$ 795,293</b>	<b>\$ 1,557,273</b>	<b>51</b>
Building & Planning			
Building	\$ 107,196	\$ 249,748	43
Planning	\$ 82,100	\$ 102,805	80
<b>Total Building &amp; Planning:</b>	<b>\$ 189,296</b>	<b>\$ 352,553</b>	<b>54</b>

	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Economic Development			
Economic Development & Tourism	\$ 20,274	\$ 30,600	66
Total Economic Development:	\$ 20,274	\$ 30,600	66
Parks and Recreation	\$ 56,589	\$ 155,244	36
Total Operating Expenses	\$ 2,007,986	\$ 4,783,086	42
Capital Expenses	\$ 81,969	\$ 1,335,077	6
Total Expenses	\$ 2,089,955	\$ 6,118,163	34

**Water and Wastewater Budget**

	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Operating & Capital Revenues	\$ 723,747	\$ 1,477,617	49
Operating Expenses	\$ 519,847	\$ 1,212,174	43
Capital Expenses	\$ 51,562	\$ 265,443	19
Total Expenses	\$ 571,409	\$ 1,477,617	39

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Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CBO-02-2023, being the 6-month report from the Building Department for the first half of 2023, for information purposes.

Carried / Defeated

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Michael Cameron, Mayor





## Village of Merrickville-Wolford

Report CBO-02-2023  
Building Department  
Information Report to Council  
Date of Council Meeting: August 14, 2023

**RE: 6-month CBO Report to June 30, 2023**

**OBJECTIVE:** To update Council with respect to the functions of the Building Department for the first half of 2023 up to June 30, 2023.

### **RECOMMENDATION:**

**THAT:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CBO-02-2023, being the 6-month report from the Building Department for the first half of 2023, for information purposes.

### **BACKGROUND:**

The Building Department regularly receives and reviews various applications for construction and demolition permits.

The review of permit applications, as well as the issuance (or refusal of the issuance), of construction and demolition permits typically requires site inspections and approvals as mandated under the Building Code.

### **COMMENTS:**

The chart below shows the number of permits that were issued during the same six-month timeframe of the previous year. In addition to providing the number of permits, they have been separated to show the various types of permits. As noted in the chart, 2022 has slightly lower numbers than 2023 during this time period. The addition of sewage systems to our services has allowed for the department to increase permit numbers.

<b>January - June</b>	<b>2022</b>	<b>2023</b>
Total Permits	37	46
New Residential	8	5
Accessory Buildings	10	7
Pools	5	3
Demolition	2	6
Residential Additions	3	4
Renovations	4	4
Sewage systems	0	5
Septic Review	0	6
Decks	5	2
Solid Fuel	0	0
Signs	0	4

In mid-2021, the Building Department implemented a new digital permitting system, called Centre for Geographic Information Systems (CGIS). This electronic permitting system allows the digital inputting of inspection reports as well as reports to MPAC, Stats Can, and Tarion to generate service level and efficiencies..

New fees and the addition of Sewage systems have been adopted and applied to all construction.

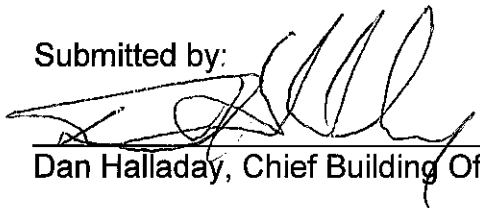
**FINANCIAL IMPLICATIONS:**

The Building Department expects to see permits and inspections increase over the next several years with the Merrickville Grove Subdivision starting to break ground, and with new severed lots looking to be developed.

**CONCLUSION:**


All indications for the coming year point to steady construction and development, though this is always dependent upon local and national economic factors.

Submitted by:



Dan Halladay, Chief Building Official

Approved by:



Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence letter from Trish Adams and Barry Phillips, co-organizers of the Merrickville European Classic Car Show, dated July 4, 2023, regarding the request to waive all fees related to the rental of the fairgrounds for the Merrickville European Car Show 2023, access to the Community Centre washrooms and kitchen facilities, and for permission to post directional signage;

**AND THAT** Council does hereby approve all requests as included in the letter on the chosen date for the Merrickville European Classic Car Show 2023.

Carried / Defeated

\_\_\_\_\_  
Michael Cameron, Mayor

Mr. Michael Cameron,  
Mayor, Village of Merrickville-Wolford,  
317 Brock Street West,  
Merrickville, ON.,  
K0G 1N0.

July 4, 2023

Dear Mr. Cameron,

### **Merrickville European Classic Car Show 2023**

This event is intended to be a gathering of beautiful cars, for the enjoyment of their owners and the people who come to see them: there is no entry fee for car owners or spectators, and there are no prizes, no loud music, and especially no vendors and no food trucks, because the point is to bring everyone to Merrickville where they will spend their money in the village, and that's good for our local economy.

It's not just the car owners who come from as far away as Kingston, Cornwall, and Montreal, as well as greater Ottawa/Gatineau. Classic car fans hear by word of mouth that they will see cars here that they don't see at other shows – some they've never even heard of, let alone seen, and this has led to an increase in spectators as well. That was another factor in the decision to apply for the use of the more spacious Fairgrounds for last September's show, rather than Blockhouse Park. Council kindly approved our request for the waiver of the rental fee, and another successful show took place with about 140 cars – despite the less than favourable weather forecast .

Over the 2018, 2019, and 2022 shows, an increasing number of beautiful cars have participated, many of them now considered rare, representing a wide range of European manufacturers: Swedish Volvos; British MGs, Triumphs, Jaguars, Singers and Aston Martins; Italian Alpha Romeos and Ferraris; a Czechoslovakian Skoda; German BMWs, Porsches, Mercedes and VWs – not forgetting Steve Ewing's eye-popping Quandt Amphicar – one of less than 500 in the world still certified "sea-worthy"; last year there was even a time-travelling Delorian, which parked next to Dr. Who's time-travelling Tardis (famous in the 1960's TV show).

As in previous years, young international students from Merrick Prep School will be invited to earn hours toward their 40 hours of Community Service, and the Lions will again be invited to offer our exhibitors and spectators a BBQ lunch, with the money they raise benefitting our local community.

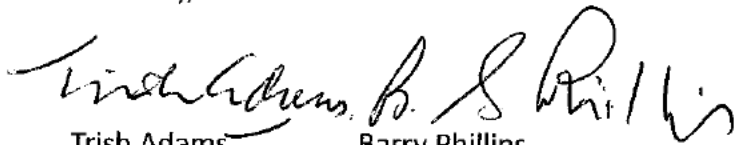
We gain nothing from this event - just the pleasure of seeing all the cars on the day, all the owners admiring each others' cars, and the spectators interacting with the owners, who love to talk about their cars, and knowing that it's all good for Merrickville. (Actually, I did get quite a kick out of watching people's faces last year as Steve and I headed for the boat launch in WTRBOMR and drove into the river – priceless! Trish)

2/...

Which brings us to a request for Council to please waive all fees related to the rental of the fairgrounds for the Merrickville European Classic Car Show 2023 (proposed date Sunday, Sept 24), allow access to the Community Centre washrooms, and also the kitchen facilities (for the refrigerated storage of the Lions' burgers and sausages on the day, as required by health authorities), and allow postage of directional signage.

Our thanks to Council for their consideration, and we look forward to hearing from you, whatever the outcome.

Sincerely,

Handwritten signatures of Trish Adams and Barry Phillips. Trish Adams' signature is on the left, and Barry Phillips' signature is on the right.

Trish Adams

Barry Phillips

Co-organizers

Contact Information:

Barry Phillips: [REDACTED]

Trish Adams: [REDACTED]

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Nick Previsich, Merrickville Artists' Guild, dated July 30, 2023 requesting an exemption of the administrative fees listed in Schedule 'A' of the signage By-law 24-10, and permission for the placement of signs throughout the Village of Merrickville-Wolford in support of the 2023 Annual Studio Tour to be held September 30 – October 1, 2023;

**AND THAT** Council does hereby approve the request.

Carried / Defeated

---

Michael Cameron, Mayor

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

July 30, 2023

Re: Request for Signage By-Law Exemption

The Merrickville Arts Guild (MAG) is requesting an exemption of the administrative fees listed in Schedule "A" of the signage By-Law 24-2010 as the Merrickville Arts Guild meets the conditions listed in Section 4.1 e) of the By-Law. We are also seeking permission for the placement of signs throughout the Village of Merrickville-Wolford in support of the 2023 Annual Studio Tour to be held September 30 - October 1, 2023. Signs will be comprised of the traditional MAG flags, directional signs and possibly A-Frames advertising the Studio Tour and providing directions on how to locate studios throughout Merrickville-Wolford. Signage will be placed in several locations on September 28/29 and removed on October 3/4. MAG will take great care to ensure that the placement of signs will not impede normal pedestrian or vehicle traffic and will not obscure any existing municipal or private sector signage.

MAG is a non-profit organization that has been active in the community since its inception in 1984. The Fall studio tour has been an annual event that has provided residents and visitors alike with an opportunity to meet artists in their environment and learn more about the creation of their beautiful art. This event will draw tourists to the Village and support economic development for local businesses. Planning for the Studio Tour is now underway and the point of contact during the Tour will be Mr. Larry Thompson who can be contacted at: [LarryThompson@cunet.carleton.ca](mailto:LarryThompson@cunet.carleton.ca)

For your consideration,

Nick Previsich  
President, Merrickville Artists' Guild  
PO Box 167, Merrickville, Ontario, K0G 1N0

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Omar Simonyi, Vice President of Theatre Night in Merrickville, dated July 31, 2023, regarding the request to move the boxcars behind the Community Centre to a firmer foundation for the purpose of preserving their structural integrity and for storage, for information purposes.

Carried / Defeated

\_\_\_\_\_

Michael Cameron, Mayor





**Theatre Night in Merrickville**  
**P.O. Box 177**  
**Merrickville, ON**  
**K0G 1N0**  
*merrickvilletheatre.org*

July 31, 2023

The Honorable Michael Cameron  
Merrickville-Wolford Village Council

Dear Mayor Cameron and Council

TNIM would like to utilize both the white and green boxcars currently behind the community centre. Would you help us move the boxcars to a more suitable location on a firmer foundation to preserve their structural integrity? At present the tree behind the green boxcar is encroaching on it and lifting one side thus pushing the other side into the ground, causing the rolling door track to become mired in snow and ice in the winter and a muddy, slippery grit that jams the track at other times. Opening this door requires some amount of effort at the best of times and attempting this in the winter at night creates a hazard. Ideally leveling the cars and raising them, then resetting them and putting them on a firmer foundation mitigates further deterioration. The goal being to improve the situation in which we find ourselves by allowing both cars to be used for storage purposes for TNIM and other interested parties, at your discretion. We look forward to speaking with you about this matter.

Thank you.

Omar Simonyi, Vice President, TNIM

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

By-law 41-2023, being a by-law to establish a Blockhouse Museum Municipal Services Board, be read a first and second time, and that By-law 41-2023 be read a third and final time and passed.

Carried / Defeated

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Michael Cameron, Mayor

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

**BY-LAW 41-2023**

BEING A BY-LAW TO ESTABLISH A BLOCKHOUSE MUSEUM MUNICIPAL SERVICES BOARD

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

**And Whereas** Section 11(1) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**And Whereas** Section 11(2) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may pass by-laws regarding the health, safety and well-being of persons and Section 11(3) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may pass by-laws respecting culture, parks, recreation and heritage;

**And Whereas** section 196 of the *Municipal Act, 2001*, as amended, authorizes a municipality to establish municipal service boards;

**And Whereas** the importance of maintaining heritage and culture in the Village of Merrickville-Wolford is critical;

**And Whereas** the Council of the Corporation of the Village of Merrickville-Wolford deems it appropriate to establish a Blockhouse Museum Municipal Services Board;

**Now Therefore** the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. A Blockhouse Museum Municipal Services Board is hereby established, and the attached Terms of Reference are hereby adopted and form part of this by-law as Schedule "A", and the attached Policy Statement is hereby adopted and forms part of this by-law as Schedule "B".
2. Any by-laws and/or resolutions inconsistent with the provisions herein are repealed.
3. This by-law shall come into force and take effect immediately upon the final passing thereof.

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 14<sup>th</sup> day of August 2023.

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Michael Cameron, Mayor

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Doug Robertson, CAO/Clerk

## **Terms of Reference**

### **Blockhouse Museum Municipal Services Board**

#### **Mission**

The purpose of the Blockhouse Museum Board is to collect, manage, research, preserve and present its heritage resources for the benefit of the public, through exhibitions, publications, and educational and public programs, with a focus on the history of Merrickville-Wolford and area.

#### **Objectives**

The objectives of the Museum and the Museum Board is set out in its policy statement. The specific objective of the Museum Board is to ensure the Museum complies with applicable standards for operation of a community museum promulgated by the Province from time to time. The Board is also responsible for governance of the Museum, which includes abiding by all of the policies set out in the policy statement as well as these terms of reference.

#### **Composition**

The members of the Blockhouse Museum Board shall be appointed at the pleasure of Council and shall include:

- a. A maximum of eight (8) voting members appointed by Council by by-law through a public application process, including:
  - a. at least one (1) resident of the municipality who is neither a member of Council, nor an employee of the municipality;
  - b. One (1) Council member appointed by Council for the term of Council, who has the authority to delegate a designate in their absence; and
  - c. One (1) employee of the Village.

#### **Terms of Office**

Membership of the Board shall be in accordance with the following:

- a. Council shall appoint a Member of Council to the Board whose term shall align with regular municipal elections (every four years);
- b. Council shall appoint an employee of the Village to the Board whose term shall align with regular municipal elections (every four years), but whose term may be extended;
- c. Council shall initially appoint six (6) members of the Board who shall be residents of the Village and designate three (3) of those resident members as having terms that shall expire in two (2) years. The remaining three (3) members shall have terms that expire at the end of the term of Council;
- d. Upon the expiry of the three (3) Board members with two (2) year terms, Council shall appoint replacement members to the Board and those members shall have a four (4) year term;
- e. After the initial appointment process all members shall be appointed at the pleasure of Council, with four (4) year terms;
- f. Council shall appoint three (3) members to the Board at the beginning of its term and three (3) members as those member's terms expire in the middle of the term of Council so that there is a measure of continuity and experience at all times on the Board.

**Quorum**

A quorum will consist of a minimum of four (4) or more of the voting members. No meeting shall proceed without quorum present. If the Board cannot achieve quorum for a meeting, then no business shall be conducted, and the meeting shall be cancelled and re-scheduled at the discretion of the Chairperson.

**Motions**

All decisions made during meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Board Members present. All motions and decisions shall be captured in the meeting minutes by the Secretary.

**Meetings**

Meetings of the Board shall be governed by Council's Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Board shall meet at a minimum of bi-monthly, for a total of six (6) meetings per year, with the authority to call a special meeting at the call of the Chairperson if necessary to conduct business.

All meetings shall be open to the public.

All meetings may be conducted either virtually or in-person.

### **Role of Chairperson**

The Board shall, at the first meeting of the Board, appoint a Chairperson from amongst its Members. The Board then shall, at the first meeting of each calendar year thereafter, appoint a Chairperson for the duration of the calendar year.

The Board chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Ensuring that procedure is followed during meetings;
- Appointing a Secretary of the Board at the first meeting of a new term to take minutes of all Board meetings;
- Sending all Board agendas to the Clerk for circulation on the Village website;
- Providing all necessary documentation and/or requests to Council through the Board's Council liaison in conjunction with the Clerk;
- Reporting regularly to Council on the initiatives and progress of the Board; and
- Ensuring completion of tasks and objectives by Board members.

### **Role of Members**

The roles of the members of the Board include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Board;
- Participating respectfully with other Board members, and following the procedure and conduct as included in the Procedural By-law 30-17 and the Municipal Code of Conduct;
- Providing expertise, advice and solutions in their professional area of expertise, if any;
- Providing regrets to the chairperson as soon as possible if unable to attend a scheduled meeting; and
- Declaring conflicts of interest as defined in the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such conflict exists or may exist.

### **Role of the Board**

The role of the Board is to govern the operation of the Museum, including without limitation:

- Managing all volunteers and employees to ensure the operation of the Museum in accordance with its policy and all applicable standards for community museums in Ontario;
- Producing an annual budget and submitting it to Council for approval, and once approved, governing the operation within the approved budget;
- Establishing policies for Museum operations that comply with the applicable standards for operations of community museums in Ontario;
- Maintaining the facility in a safe condition for the public and to safeguard the premises from deterioration;
- Maintaining the collection in a state that allows it to be displayed to the public meaningfully and to preserve the artifacts;
- Developing programming and educational exhibits; and
- Reporting to Council as directed on all operational and financial matters.

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### **Reporting to Council**

The Board shall report to Council:

- a. Through the minutes of the meetings;
- b. Via Board reports with the recommendation template as provided by the Village Clerk;
- c. As deemed necessary by the Board for submission through the Council Liaison;
- d. As requested by Council.

### **Budget**

All monies required for any reason pertaining to the Board carrying out its duties must be approved by Council. All requests must be submitted by September 15<sup>th</sup> of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.

## **Policy statement**

The Blockhouse Museum, in its planning and daily operations, shall abide by all relevant municipal, provincial and federal legislative requirements, and shall be guided by fundamental museological standards as established by the Ministry of Culture.

The Blockhouse Museum operates within a building owned by Parks Canada and leased by the Municipality of Merrickville-Wolford. The Merrickville Blockhouse is a National Historic Site.

## **Purpose**

The purpose of the Blockhouse Museum is to collect, manage, research, preserve and present its heritage resources for the benefit of the public, through exhibitions, publications, and educational and public programs, with a focus on the history of Merrickville-Wolford and area.

As a condition of receiving an annual Community Museum Operating Grant from the Ontario Ministry of Culture, the Museum is required to demonstrate compliance with the Standards for Community Museums in Ontario. These standards set out the minimum requirements for the operation of a community museum.

## **Scope**

Merrickville-Wolford Council allocates and controls an annual operating budget for the Museum's operations. For the purposes of Regulation 877 of the Ontario Heritage Act, Merrickville-Wolford Council is the accountable public body that oversees the Museum in meeting its missions and goals.

In order to ensure compliance with provincial requirements, the Blockhouse Museum will have written statements and procedures to deal with the following Standards and Objectives. These statements are subject to review by Council and the provincial Ministry of Culture.

### **Governance Standard**

#### Objective of the Governance Standard

Good governance and demonstrated public accountability are necessary for the museum to operate as a viable organization. The museum is governed by a publicly accountable body that follows a clearly defined mission and goals, and maintains openness in its decisions and operations.

### **Finance Standard**

#### Objective of the Finance Standard

The museum demonstrates that it is a fiscally responsible public institution. The governing body and the museum follow predetermined policies and procedures to achieve this.



## **Collections Standard**

### Objective of the Collections Standard

The artifacts in the museum's collection are a tangible representation of the community's heritage, and to retain their informational and historical value they must be properly cared for and documented. The museum will demonstrate its stewardship and facilitate access to collections and the information they hold by maintaining a well organized, managed and documented collection.

## **Exhibition Standard**

### Objective of the Exhibition Standard

The museum's exhibits provide an important link between the community and its heritage. In the planning and presentation of exhibitions, the museum will strive for accuracy of information, relevance to the community, effective communication, opportunities for learning, and the safe display of artifacts.

## **Interpretation and Education Standard**

### Objective of the Interpretation and Education Standard

Interpretation and education programs provide an opportunity for the community to interact more closely with the museum's collections and information. They also complement other sources of learning in the community, both formal and informal. Through its education programs, the museum reaches audiences of all ages, interests and abilities, and serves as a resource for its communities.

## **Research Standard**

### Objective of the Research Standard

Research is an ongoing activity in the museum. Through well-researched exhibits, interpretation, publications and educational programming the museum continually adds to the knowledge, self-discovery and enjoyment of the community. In addition to accommodating staff researchers, the museum has a responsibility to assist outside researchers.

## **Conservation Standard**

### Objective of the Conservation Standard

The museum has a responsibility to protect and preserve the collection entrusted to its care, so that future generations will have the opportunity to enjoy and learn from it. The museum will demonstrate its stewardship of the collection by following procedures that ensure the long-term preservation of the collection.

## **Physical Plant Standard**

### Objective of the Physical Plant Standard

The museum's buildings and grounds must provide a safe and functional environment for

visitors, staff, the collection and associated activities. The achievement of this objective will be balanced with the need to preserve the integrity of heritage buildings as artifacts themselves.

## **Community Standard**

### Objective of the Community Standard

A community's heritage is part of its identity. As a steward of the community's heritage, the museum is actively engaged in the community and responsive to its needs. The museum is accessible and relevant, and draws support from its community.

## **Human Resources Standard**

### Objective of the Human Resources Standard

The museum is better able to meet its mandate and carry out its activities by recruiting qualified staff and providing ongoing training opportunities. As an employer, the museum is concerned with the safety, security, well being and continued motivation of the people working for it.

## **References**

*Ontario Heritage Act*, Regulation 877, Grants for Museums  
Standards for Community Museums in Ontario

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

### **Notice of Motion: Pride Month**

#### **Be it hereby resolved that:**

**WHEREAS** the Corporation of the Village of Merrickville-Wolford supports the rights of every citizen to experience equality and freedom from discrimination; and

**WHEREAS** all people regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, genetic characteristics or disability have the right to be treated on the basis of their intrinsic value as human beings; and

**WHEREAS** the Corporation of the Village of Merrickville-Wolford accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

**WHEREAS** the Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, plus (2SLGBTQI+) communities contribute to the cultural, civic, and economic successes of the Municipality; and

**WHEREAS** to bring awareness to the 2SLGBTQI+ Pride movement, the Corporation of the Village of Merrickville-Wolford will, each year, display the Progress Pride Flag for the month of June. The Progress Flag represents: life, healing, light, prosperity, serenity, spirit, marginalized citizens of colour, and transgender and non-binary citizens.

**NOW THEREFORE:** Corporation of the Village of Merrickville-Wolford does henceforth proclaim June as “Pride Month” and encourages our residents to reflect on the ongoing struggle for equality members of the 2SLGBTQI+ community face and to celebrate the contributions that enhance our Municipality.

Carried / Defeated

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Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

### **Notice of Motion: Replacement of Baseball Diamond Lights**

#### **Be it hereby resolved that:**

**WHEREAS** the ball diamond lights have been burnt out for a couple years, this has not allowed the Municipality to capture all the interest shown in the booking of the ball diamonds, thus losing revenue opportunity;

**WHEREAS** there are funds available to the Municipality to replace the burnt out lights, which was discussed and confirmed at our recent budget discussions;

**WHEREAS** we have received ongoing questions from members of the public and local leagues about replacing the burnt out lights;

**WHEREAS** baseball diamonds that have a full complement of lighting extends the season, spring, fall and night games allowing more games to be played thus capturing more revenue;

**WHEREAS** keeping our sports facilities in good standing order, attracts interest in growth and has a direct benefit to the community both physically and mentally;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to replace the burnt out ball diamond lights, to provide safe usage of the facilities, and benefit the remainder of the 2023 season, and insure that the facilities are ready to support the upcoming 2024 baseball season;

**AND FURTHER THAT** staff replace the burnt out lights immediately to limited our liabilities.

Carried / Defeated

---

Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

### **Notice of Motion: Municipal Wide Garbage and Recycling Service**

#### **Be it hereby resolved that:**

**WHEREAS** it is a Municipalities responsibility to deliver core services to it's residents, collection of solid waste materials and recyclables, is one of those core services, and plays a vital role in the cleanliness and sustainability of our communities;

**WHEREAS** a Municipal wide waste collection service delivered to all resident, insures that waste materials and recyclable items are being collected on a constant schedule, when waste is not disposed of properly, it can leak harmful pollutants into the air, soil and water, our current model does not meet that need in the rural area, putting some neighbourhoods at risk;

**WHEREAS** given our geography, making it challenging for some residents to consistently make time to drive to the landfill, some rural residents have up to a 24km drive one-way on a weekly basis, growth is expected to continue for the next ten to fifteen years, under our current model, the number of visits per day currently to our landfill would be unsustainable, the service needs to evolve to meet current and future demand;

**WHEREAS** current residents have been asking for garbage and recycling collection to expand to all rate payers;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to bring back to council two

options for a Municipal wide garbage and recycling collection model, one through a private provider and the other an in-house model;

**AND THAT** staff is to reach out to Rideau Lakes, as they have a well-established in house garbage and recycling collection model that covers all residents both on public and private roads, and are able to provide a true cost of an in house model;

**AND FURTHER THAT** the costing for the two options are to be delivered to Council by years end 2023 or before for consideration in the 2024 capital budget.

Carried / Defeated

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Michael Cameron, Mayor



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

### **Notice of Motion: Request RFQ to Improve Road Infrastructure**

#### **Be it hereby resolved that:**

**WHEREAS** it is in the best interest of the Municipality to capture and maximize opportunity in growth;

**WHEREAS** a shortage of housing in Ontario has resulted in the high cost of housing and reduced affordability especially for first time home buyers who look to rural areas for better affordability and remote work opportunities;

**WHEREAS** addressing this challenge requires planning and preparation by municipalities in line with the Provincial Policy;

**WHEREAS** it is in the best interest of the tax payers of Merrickville-Wolford, to strengthening our financial position in the long term, to attract and capture these opportunities for growth in the rural ward which is already being realized by surrounding Municipalities;

**WHEREAS** ongoing complaints about the present condition of rural roads infrastructure in the rural ward points to a serious issue that is limiting the attractiveness to developers and rural settlement in general;

**NOW THEREFORE BE IT RESOLVED THAT** the council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to request quotes for upgrading each of the five gravel roads discussed during the 2023 budget sessions, those roads being Pioneer Road, Land O'Nod Road, Carley's Corners Road, Yule Road and

Corktown Road. The scope of work is to meet current Engineering Practices and Ontario Provincial Standards for rural roads to be rebuilt to a standard to receive a tar and chip surface expected to have a long service life, and include all roadside clearing from fence line to fence line and ditching to effectively drain water and improve sight-lines for safety;

**AND THAT** staff investigate provincial infrastructure grants and loan opportunities that can assist in financing these projects;

**AND FURTHER THAT** the quotes and financing plan be delivered to Council by November 2023 or before consideration in the 2024 capital budget.

Carried / Defeated

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Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Notice of Motion: Committee of the Whole**

**Be it hereby resolved that:**

**WHEREAS** the municipality will benefit from the sharing of operational information with Council throughout the year, facilitating better two-way communication between Council and staff on important topics in the areas of finance, public works, buildings, and economic development;

**AND WHEREAS** a series of Committee of the Whole meetings each year will provide a forum for discussing results, plans, priorities, and ideas for increasing value-add for taxpayers, and importantly will result in earlier approval of annual operating and capital budgets;

**THEREFORE BE IT RESOLVED THAT** The Corporation of the Village of Merrickville-Wolford does hereby create the Committee of the Whole having the following guiding principles:

1. The entire Council meets with senior staff and department heads on a quarterly basis to review progress reports, forecasts, and plans for the following quarter including capital plan for the following year. Additional Committee meetings may be called as needed.
2. Additional topics related to new ideas and best practices gleaned from other municipalities are encouraged to be discussed and debated.
3. Discussion between Council and staff members is intended to be informal. The main goal is improving communications and gaining understanding of challenges and opportunities for achieving continuous improvement.

4. Decisions affecting the business of the municipality will not be made in this committee, but direction may be provided to staff to undertake research and report back. Recommendations from this Committee will be forwarded to Council when a business decision is required.

**AND THAT** Council directs staff to:

1. Schedule quarterly Committee meetings on a mutually agreeable weekday afternoon in the 4<sup>th</sup> week of the months of January, April, July and October each year, starting in October 2023.
2. Prepare agendas and minutes for each meeting; minutes to be circulated within 7 days following each meeting.
3. Prepare progress reports for each department including quarterly and YTD activity levels, financial results and year-end forecasts for review and discussion during Committee meetings.

Carried / Defeated

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Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

### **Notice of Motion: Formation of Finance Committee**

#### **Be it hereby resolved that:**

**WHEREAS** the municipality will benefit from sharing financial information with Council throughout the year, facilitating a streamlined budget approval process and ensuring opportunities for infrastructure grants are not missed. Inclusion of designated Council and community members in a collaborative budget development process will balance operational needs against benefit to taxpayers. This will result in earlier approval of annual operating and capital budgets, ensuring projects and initiatives can move forward without delay;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby create a Finance Committee having the following guiding principles:

1. Ensure draft operations and capital budgets are ready for presentation to Council by the 4<sup>th</sup> Monday of January each year.
2. Review quarterly financial results and year-end forecasts during the months of April, July and October each year to understand challenges and opportunities.
3. Review and pursue grant opportunities for infrastructure improvements.
4. Provide guidance to staff in meeting the vision of Council for financial diligence.

**AND THAT** the Finance Committee be comprised of the following members:

1. The Manager of Finance plus optionally one additional staff member from the Finance Department.

2. Two Councillors to be named each term who will fill the roles of Committee Chair and Note-Taker. For the 2022-2026 term, Deputy Mayor Barr and Councillor Ireland are named with roles yet to be decided.
3. One or two residents having demonstrated financial acumen.

**AND FURTHER** that Council directs staff to:

1. Advertise for residents to fill the two committee positions and have candidates for appointment ready for the regular September Council meeting.
2. Be prepared for the first Finance Committee meeting in October with the 3<sup>rd</sup> quarter actuals, year-end forecasts, and long list of potential 2024 capital items for each department.

Carried / Defeated

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Michael Cameron, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**Be it hereby resolved that:**

By-law 40-2023, being a by-law to confirm the proceedings of the Council meeting of August 14, 2023, be read a first and second time, and that By-law 40-2023 be read a third and final time and passed.

Carried / Defeated

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Michael Cameron, Mayor

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

**BY-LAW 40-2023**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON AUGUST 14, 2023

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on August 14, 2023 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on August 14, 2023 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 14<sup>th</sup> day of August 2023.

\_\_\_\_\_  
Michael Cameron, Mayor

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



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Barr	Y	N
Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N

Resolution Number: R - - 23

Date: August 14, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

**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 meeting of Council on Monday, September 11, 2023 or until the call of the Mayor subject to need.

Carried / Defeated

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Michael Cameron, Mayor