

Regular Council Meeting 7:00 p.m. Tuesday, November 14, 2023

IMPORTANT NOTICE: This meeting will be held in person and will be open to the public in the Council Chambers.

It will also be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel accessible by clicking https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

** Information documents distributed by email*

1. Call to Order

2. Approval of the Agenda

3. Disclosure of Pecuniary Interest and the general nature thereof

4. Draft Motions for Consideration

5. Minutes

Regular Council Meeting held on October 10, 2023

6. Planning

- a) Merrickville Grove Presentation Phase 2 Parkview Homes
Wastewater Treatment Capacity Resolution R-266-22
Wastewater Treatment Allocation Policy
- b) Consent Applications B-124-23 (Phillips) Part Lot 26, Con. 3, Wolford,
Village of Merrickville-Wolford 288 Ireland Road
Municipal Questionnaire Janice Phillips B-124-23
- c) Consent Applications B-131-23 & B132-23 (Kaczkowski)
Part Lot 14, Con. 4, Wolford, Village of Merrickville-Wolford
13581 County Road #15
Municipal Questionnaire B-131-23
Municipal Questionnaire B-132-23

7. By-laws By-law 55-23 Appointment of Jon McCurdy as Municipal By-law
Enforcement Officer

8. Delegations

- a) Sherwood Park Legacy of Care/Capital Fundraising Campaign presented
by Brant Burrow.

- b) Heartwood Energy Storage Project Potentia Renewables presented by Will Patterson. **Pending receipt of Information*

9. Staff Reports

- a) Finance
 - i) Direction for Development of 2024 Budget
 - ii) Financial Variance Report/January-October 2023
- b) Public Works
 - i) Lead Hand Job Description Revision
 - ii) Operational Fleet Status/Replacement Update
- c) CAO/Clerk
 - i) Job Posting Clerk's Position
 - ii) Job Posting Administrative Assistant Public Works/EMS
 - iii) Human Resource Options for Budget Discussion

10. Committee Updates/Minutes

- a) Merrickville Library Board September 26, 2023
- b) Merrickville Library Board October 12, 2023

11. Action Items

- a) Petition from Mary-Lynn Bedard and Robin Chinkiwiski concerning a four way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and seniors' residence.
- b) Correspondence from Nick Previsich concerning The Merrickville Arts Guild (MAG) request for;
 - 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; and
 - the placement of signs throughout the Village of Merrickville-Wolford in support of the MAG pre-Christmas art exhibition and sale on December 9-10, 2023, at the Community Centre. Signs will be comprised of the traditional directional signs, lawn signs and A-Frames advertising the art exhibition. Signage will be placed in several locations in the first week of December and removed on December 11th/12th.
- c) Petition from Brent Kinch concerning a "No Whistle Zone Jasper Crossing"
- d) Correspondence from Debbie Laing-Billings and Raymond Billings/Development of lots-Drummond St. W. Between St. Lawrence and St. John.

12. Information Items:

- *Ministry of Agriculture Food and Rural Affairs/Highspeed Internet Access**
- *Ministry of Finance/Building a Strong Ontario Together**
- *Ministry of Long-Term Care/Homes in Mississauga-Stouffville-Belleville and Madoc-Orleans**
- *Ministry of Health/Expanding the Role of Nurses**
- *Ministry of Labour, Immigration, Training and Skills Development/Employers to Disclose Salary Ranges**
- Ministry of Finance/2024 Ontario Municipal Partnership Fund
- Leeds and Grenville/2023 Economic Development Summit
- FB Connect/Xplore Inc. Statement of Concurrence for the proposed communication installation located at PT LT 22-23 CON 3 Wolford as in PR77089

13. Notices of Motion:

14. Public Question Period to Council:

15. Proclamations/Statements from Members:

16. Closed Session: not required

17. Open Session: not required

18. Confirming By-Law: By-law 56-2023

19. Adjournment

Next meeting of Council: Monday, December 11, 2023, at 7:00 p.m.

1.	Call to Order -----
2.	THAT the Agenda for the Regular Council Meeting held on November 14, 2023, be approved. -----
3.	Disclosure of a Declaration of Pecuniary Interest and the General Nature Thereof declaration. -----
4.	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented. -----
5.	THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the minutes of the Regular Council Meeting held on October 10; 2023. -----
6.	Planning:
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the presentation concerning Merrickville Grove Presentation Phase 2 provided by Jacob Cinnamon. -----
b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford support consent application B124-23 with the following conditions: <ol style="list-style-type: none"> 1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan. 2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any. 3. That the applicant provide payment of cash-in-lieu of parkland. 4. That the applicant obtain a zoning by-law amendment to recognize the reduced lot area in the Rural (RU) zone, consistent with the minimum lot size of the Official Plan. -----
c)	THAT the Council of the Corporation of the Village of Merrickville-Wolford support consent application B124-23 with the following conditions: <ol style="list-style-type: none"> 1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan. 2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any. 3. That the applicant provide payment of cash-in-lieu of parkland. -----
7.	By-laws: THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact as follows: Jon McCurdy is hereby appointed as a Municipal By-Law Enforcement Officer for the Village of Merrickville-Wolford; The Municipal By-Law Enforcement Officer is hereby responsible for the enforcement of the By-Laws of the Corporation of the Village of Merrickville–Wolford;

	<p>This By-Law shall be deemed to come into force and effect on the 14th day of November, 2023. READ a first and second time this 14th day of November, 2023. READ a third and final time and passed this 14th day of November, 2023.</p>

8.	Delegations:
a)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation regarding the “Legacy of Care Capital Fund Raising Campaign” presented by Brant Burrow.</p>

b)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation regarding the Heartwood Energy Storage Project Potentia Renewables presented by Will Patterson.</p>

9.	Staff Reports:
a)	Finance
i)	<p>THAT the Council of the Corporation of Merrickville-Wolford receives report FIN-10-2023 concerning Council Direction for development of the 2024 Municipal Budget; AND FURTHER THAT based on the direction timelines, targets be set for the 2024 budget process, to ensure a timely and transparent manner with clear goals and outcomes concerning the residential property tax rate increase.</p>

ii)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report FIN-11-2023, being a financial variance report for the period covering January – October 2023.</p>
	Public Works
b)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford endorse the Public Works Lead Hand Job Description as presented.</p>
i)	-----
ii)	<p>THAT The Council of the Corporation of the Village of Merrickville-Wolford receives report PW-08-2023, being a report to provide Council with an update on the status of the Operations Department vehicle fleet, and to provide Council with a forecast of the upcoming replacements that will be required, for information purposes.</p>
	CAO/Clerk
c)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding Authorization to Circulate Posting for the Position of Clerk;</p>
i)	<p>AND FURTHER THAT the Posting for the Position of Clerk be circulated and with the service provided by AMCTO Job Board.</p>

ii)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding Authorization to Circulate Posting the for an Administrative Assistant for Public Works and Emergency Services; AND FURTHER THAT the Posting for the Position be advertised on the Township Website and Facebook page, OnTrac, Employment & Education Center, and St. Lawrence College.</p>

iii)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding Human Resource Assistance; AND FURTHER THAT C.A.O./Clerk Plumley be given direction to research options available to ensure the Municipality provides adequate resources for the work force; AND FURTHER THAT the options be presented to Council during 2024 budget deliberations.</p> <p>-----</p>
10.	<p>Committee Updates: THAT the Minutes for the Merrickville Public Library Board Meetings held on September 26th, and October 12, 2023, be received for information purposes.</p> <p>-----</p>
11.	<p>Action Items:</p>
a)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Petition from Mary-Lynn Bedard and Robin Chinkiwiski concerning a four way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and seniors' residence.</p> <p>-----</p>
b)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the correspondence from Nick Previsich concerning The Merrickville Arts Guild (MAG) request for;</p> <ul style="list-style-type: none"> • 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; and • the placement of signs throughout the Village of Merrickville-Wolford in support of the MAG pre-Christmas art exhibition and sale on December 9-10, 2023, at the Community Centre. Signs will be comprised of the traditional directional signs, lawn signs and A-Frames advertising the art exhibition. Signage will be placed in several locations in the first week of December and removed on December 11th/12th. <p>-----</p>
c)	<p>THAT THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Petition received from Bret Kinch concerning a "No Whistle Zone at the Jasper Crossing".</p> <p>-----</p>
d)	<p>THAT THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Correspondence from Debbie Laing-Billings and Raymond Billings/Development of lots-Drummond St. W. Between St. Lawrence and St. John.</p> <p>-----</p>
12.	<p>Information Items THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following items;</p> <ul style="list-style-type: none"> • <i>Ministry of Agriculture Food and Rural Affairs/Highspeed Internet Access*</i> • <i>Ministry of Finance/Building a Strong Ontario Together*</i> • <i>Ministry of Long-Term Care/Homes in Mississauga-Stouffville-Belleville and Madoc-Orleans*</i> • <i>Ministry of Health/Expanding the Role of Nurses*</i>

	<ul style="list-style-type: none"> • <i>Ministry of Labour, Immigration, Training and Skills Development/Employers to Disclose Salary Ranges*</i> • Ministry of Finance/2024 Ontario Municipal Partnership Fund • Leeds and Grenville/2023 Economic Development Summit • FB Connect/Xplore Inc. Statement of Concurrence for the proposed communication installation located at PT LT 22-23 CON 3 Wolford as in PR77089

13.	Notices of Motion:

14	Mayor Cameron opens the floor opens the meeting to entertain the Public Question Period pertaining to items on the agenda.

15.	Proclamations/Statements from Members.

16.	Closed Session: Not Required.

17.	Resume Open Session: Not Required.

18.	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 56-2023 Being a By-law to Confirm the Proceedings of Council for the Meeting of November 14, 2023;</p> <p>AND FURTHER THAT authorization be given to the Mayor and CAO/Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 56-2023.</p>

19.	THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn.

The Corporation of the Village of Merrickville-Wolford

Tuesday, October 10, 2023, 7:00 p.m.

Chaired by: Mayor Michael Cameron
Members of Council: Deputy Mayor Anne Barr
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff: Doug Robertson, CAO/Clerk
Kirsten Rahm, Treasurer/ Manager, Finance
Dan Halladay, Chief Building Official

Guests: Carlos Card, resident
Sommer Casgrain-Robertson, RVCA
Chuck Fournier, Merrickville Estates #2

IMPORTANT NOTICE: This meeting was held in person and was open to the public in the Council Chambers. It was recorded and livestreamed electronically on the “Village of Merrickville-Wolford” YouTube Channel accessible by clicking [here](#).

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

Approval of Agenda

R-344-23 Moved by Councillor Maitland, Seconded by Councillor Ireland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of October 10, 2023, as amended.

(Note: The agenda was amended to include a delegation from Chuck Fournier; and to include a verbal update from Deputy Mayor Barr about the committees she is on).

Carried.

Minutes

R-320-23 Moved by Councillor Maitland, Seconded by Councillor Gural
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of September 11, 2023, as circulated.

Carried.

R-321-23 Moved by Councillor Ireland, Seconded by Deputy Mayor Barr
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of September 28, 2023, as circulated.

Carried.

R-322-23 Moved by Councillor Maitland, Seconded by Councillor Gural
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes from the Merrickville Public Library Board meeting held on August 15, 2023, for information purposes.

Carried.

Delegations

R-323-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland
Be it hereby resolved that:
WHEREAS RVCA has confirmed that changes to the Conservation Authorities Act now requires municipal councils to sign agreements in order for conservation authorities to

continue delivering programs and services that are now categorized as “non-mandatory” by the province;

Now Therefore be it Resolved That the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Sommer Casgrain-Robertson, RVCA, regarding Council’s approval of the draft cost-apportioning agreement with RVCA , for information purposes; and

THAT Council does hereby receive the document titled ‘Watershed Programs and Services: 2024 and Beyond’ from Rideau Valley Conservation Authority, dated July 2023, which includes a Draft Cost Apportioning Agreement Watershed Programs and Services, for information purposes; and

THAT Council does hereby direct and authorize the Mayor and the CAO/Clerk to execute the proposed agreement provided by RVCA prior to the deadline of January 1, 2024, subject to review and recommendations by the Village’s lawyer.

Carried.

R-324-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the delegation of Carlos Card, resident, regarding a request to fly the progressive Pride Flag on the designated community flagpole for the month of June 2024, for information purposes, and directs staff to include this matter on the first agenda of the committee of the whole.

Carried.

Chuck Fournier presented a slide show on Merrickville Estates #2

Correspondence

R-325-23 Moved by Deputy Mayor Barr, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Sarah Rhodes, resident, dated September 13, 2023, regarding the vote against flying the Pride flag at the regular meeting of September 11, 2023, for information purposes.

Carried.

R-326-23 Moved by Councillor Maitland, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Kate Folk, resident, dated September 14, 2023, regarding the vote against flying the Pride flag at the regular meeting of September 11, 2023, for information purposes.

Carried.

R-327-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Nicole and Dave Hawken, residents, dated September 14, 2023, regarding the vote against flying the Pride flag at the regular meeting of September 11, 2023, for information purposes.

Carried.

R-328-23 Moved by Councillor Ireland, Seconded by Deputy Mayor Barr

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Michelle Davis and Matthew Pestell, residents and owners of the Knox Wedding & Event Venue, dated September 14, 2023, regarding the vote against flying the Pride flag at the regular meeting of September 11, 2023, for information purposes.

Carried.

R-329-23

Moved by Councillor Ireland, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the staff at École Catholique Sainte-Marguerite-Bourgeoys, dated September 21, 2023, regarding a request for Council to waive the \$200.00 rental fee of the Community Centre for the purposes of their annual Thanksgiving luncheon; and

That Council does hereby approve the request and waive the \$200.00 rental fee for the school luncheon as requested.

Carried.

R-330-23

Moved by Deputy Mayor Barr, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Danielle Moizer, Merrickville Cooperative Playgroup, regarding a request for Council to waive the fees associated with using the Community Centre and insurance costs for the purposes of the playgroup sessions; and

That Council does hereby approve the request and waive the associated fees with the rental of the Community Centre as requested.

Carried.

Deputy Mayor Barr gave a verbal update on the committees she is on.

CBO

R-331-23

Moved by Deputy Mayor Barr, Seconded by Councillor Gural

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CBO-03-2023; and

That Council does hereby approve the application for Heritage Property Tax Relief for the property at 106 Colborne Street East, Merrickville, Ontario, in the amount of \$524.00 for this fiscal year for this property.

Carried.

Finance

R-332-23

Moved by Councillor Ireland, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Reserve and Reserve Fund Policy from the Finance Department; and

That Council does hereby approve the Reserve and Reserve Fund Policy as presented.

Carried.

R-333-23

Moved by Councillor Gural, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-09-2023 regarding water meter replacements for information purposes; and

That Council gives direction to staff to purchase 200 water meters as recommended in the report.

Carried.

Proclamations

R-334-23

Moved by Councillor Gural, Seconded by Councillor Ireland

Be it hereby resolved that:

WHEREAS the United Nations has declared October 11th as International Day of the Girl; and

WHEREAS there is growing recognition around the globe that support for girls and equality is the key to healthy communities; and

WHEREAS the Day of the Girl is about highlighting, celebrating, discussing, and advancing girls' lives and opportunities across the globe; and

WHEREAS declarations of support raise awareness about the importance of the International Day of the Girl and the issues faced by girls; and

WHEREAS the Girls Inc. is an organization that works with hundreds of girls every year to inspire them to be strong, smart, and bold leaders and advocates for equity, so that girls can live, work and be safe in their communities and their futures; and

WHEREAS Girls Incorporated of Upper Canada focuses on the development of the whole girl, to learn to value herself, take risks, and equips girls to navigate gender, economic, and social barriers and grow up healthy, educated and independent; and

WHEREAS the Village of Merrickville-Wolford joins Girls Incorporated of Upper Canada and other organizations, and believes that girls have the right to be themselves and to resist gender stereotypes; that girls have the right to express themselves with originality and enthusiasm; that girls have the right to take risks, to strive freely, and to take pride in success; that girls have the right to accept and appreciate their bodies; that girls have the right to have confidence in themselves and to be safe in the world; and that girls have the right to prepare for interesting work and economic independence;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby proclaim October 11, 2023 as "International Day of the Girl" in the Village of Merrickville-Wolford.

Carried.

Mayor Cameron proclaimed October 11, 2023 as "International Day of the Girl" in the Village of Merrickville-Wolford.

Committee Appointments

R-335-23 Moved by Deputy Mayor Barr, Seconded by Councillor Ireland

Be it hereby resolved that:

WHEREAS at the regular meeting on August 14, 2023, Council approved By-law 41-2023, being a by-law to establish a Blockhouse Museum Municipal Services Board;

AND WHEREAS the Terms of Reference for the Blockhouse Museum Municipal Services Board (attached) states that the composition of the Board shall be eight (8) members, one (1) Council member, and one (1) employee of the Village;

AND WHEREAS staff received only two (2) application submissions for the board prior to the submission deadline of September 22nd, 2023;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following members to the Blockhouse Museum Municipal Services Board for the 2022-2026 term:

1. Anne Martin
2. Omar Simonyi

Carried.

R-336-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following Council member to the Blockhouse Museum Municipal Services Board for the 2022-2026 term:

1. Deputy Mayor Barr

Carried.

R-337-23 Moved by Deputy Mayor Barr, Seconded by Councillor Maitland
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following Village employee to the Blockhouse Museum Municipal Services Board for the 2022-2026 term:

1. Kirsten Rahm

Carried.

R-338-23 Moved by Councillor Ireland, Seconded by Councillor Gural
Be it hereby resolved that:
WHEREAS the Terms of Reference for the Heritage & Planning Advisory Committee (HPAC) states that the composition of the Committee will be nine (9) members;

AND WHEREAS staff received a member resignation from HPAC on June 13, 2023, leaving a position on the Committee vacant;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following member to the Heritage & Planning Advisory Committee for the 2022-2026 term:

1. Brian Fitzpatrick

Carried.

R-339-23 Moved by Councillor Gural, Seconded by Deputy Mayor Barr
Be it hereby resolved that:
WHEREAS the Merrickville Public Library is composed of six (6) members appointed by the Municipal Council, five (5) being from Merrickville-Wolford including one Council member, and one (1) from Montague Township;

AND WHEREAS staff received notification on July 21, 2023 of a member resignation from the Public Library Board, leaving a position on the board vacant;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following member to the Merrickville Public Library Board for the 2022-2026 term:

1. Amelia Wilding

Carried.

R-340-23 Moved by Councillor Ireland, Seconded by Councillor Maitland
Be it hereby resolved that:
WHEREAS on July 19, 2023, the Ministry of the Solicitor General provided correspondence that confirmed approval of the Grenville OPP detachment board proposal, which involves a new structure for Police Services Boards and formulates a joint Police Services Board with Merrickville-Wolford and North Grenville;

AND WHEREAS the new structure states that the composition will include two (2) community representatives on the board;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following member to the Police Services Board for the 2022-2026 term:

1. Jacques Pelletier

Carried.

Notices of Motion

R-341-23 Moved by Councillor Ireland, Seconded by Councillor Maitland
Be it hereby resolved that:
WHEREAS Noise pollution has adverse affects on people. Studies have shown that there are direct links between noise and health; and

WHEREAS Sleep is essential to recovering physically and mentally, and staying healthy. To benefit from its restorative effect, a person has to get sufficient and undisturbed sleep; and

WHEREAS Noise is a source of stress. It triggers reactions in the body, including the secretion of certain hormones such as adrenaline and cortisol. These reactions account for the development of heart and cardiovascular diseases after many years of exposure to noise, Other effects to consider include stress related illnesses, high blood pressure, speech interference, hearing loss, sleep disruption, and lost productivity; and

WHEREAS the location of the train crossing in relation to the homes and businesses with in the Hamlet of Jasper and the Village of Merrickville are just a few meters away for most of these structures; and

WHEREAS both the Jasper location at County Road 16 & 17 and the Village crossing located at Broadway Street East have a full compliment of safety measures in place, gates, flashing lights, ringing bells and railroad crossing signs; and

WHEREAS the cessation of the Train Whistle at these two crossing during the House of 11pm to 6am would have very little affect on the safety at those two location, and promote Healthy Living, which can be linked to our Strategic Plan;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does here by direct staff to initiate the Train Whistle Cessation Process with VIA Rail and CN Rail at the two locations identified in this motion;

AND FURTHER THAT staff reach out to The Municipality of Elizabethtown-Kitley to see if there is any interest in coordinating efforts with the Hamlet of Jasper's application.

Deferred.

Public Question Period:

Robin Turcotte asked Mayor Cameron what she needed to do to engage the Mayor in a conversation, as her email questions had not been answered.

Michael Friend inquired about the train whistle.

Donna Dawe asked Mayor Cameron why he did not respond to certain emails.

Brian Fitzpatrick thanked Doug Robertson for his service.

Confirming By-Law

R-342-23 Moved by Councillor Ireland, Seconded by Deputy Mayor Barr

Be it hereby resolved that:

By-law 48-2023, being a by-law to confirm the proceedings of the regular Council meeting of October 10, 2023, be read a first and second time, and that By-law 48-2023 be read a third and final time and passed.

Carried.

Adjournment

R-343-23 Moved by Deputy Mayor Barr, Seconded by Councillor 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 9:01 p.m. until the next meeting of Council on Tuesday, November 14, 2023 or until the call of the Mayor subject to need.

Carried.

Michael Cameron, Mayor

Darlene Plumley, CAO/Clerk



park view homes

Mission

At Park View Homes our mission is to create houses that people are proud to call home.



Vision

Our vision is to be the **premier** provider of quality homes in communities around the national capital region.

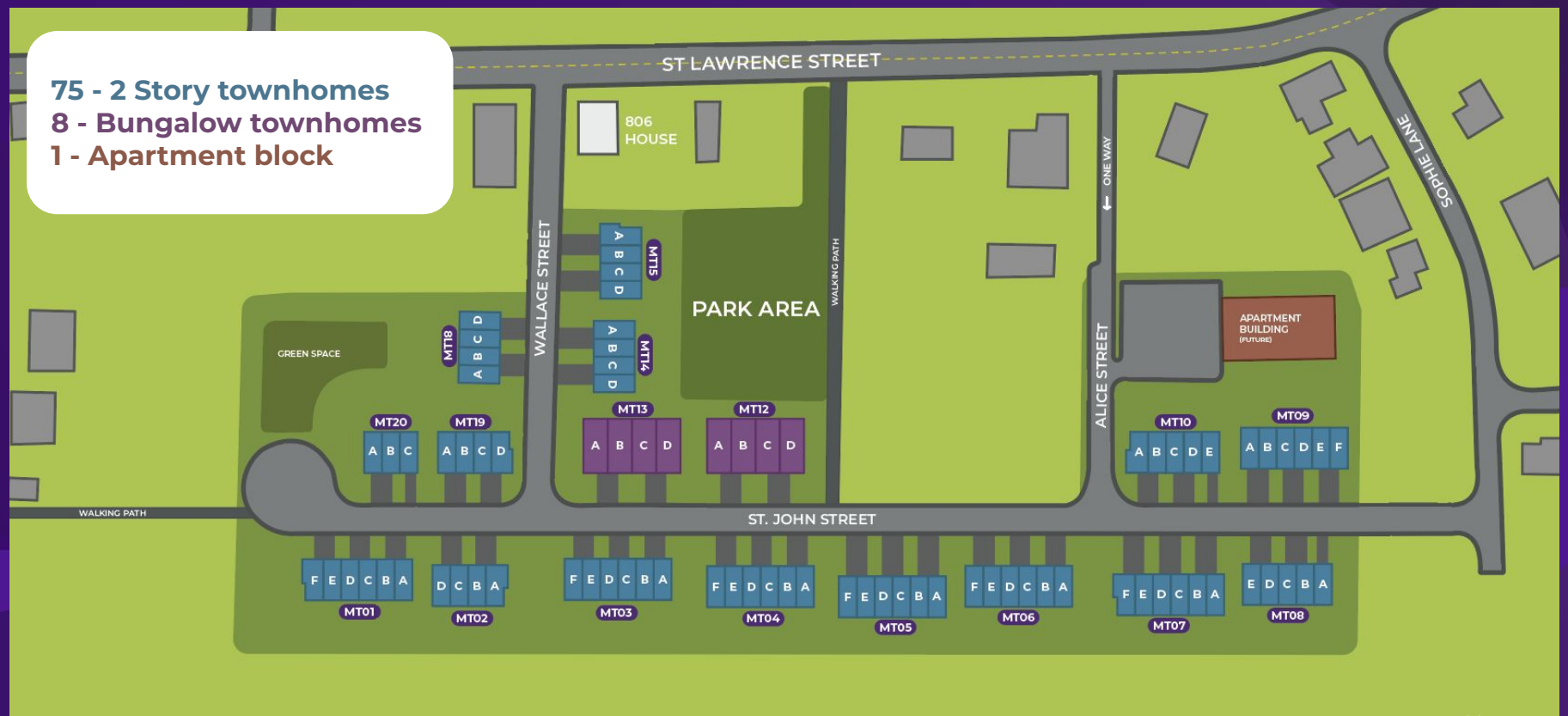




**MERRICKVILLE
GROVE**

PHASE 1

75 - 2 Story townhomes
8 - Bungalow townhomes
1 - Apartment block



Fabric Plan



Community & Home Design

- Homes incorporated heritage design elements of the town
- Staggered unit layout to create unique look
- Dedicated to Energy Star design and quality of the homes (triple glazed windows, air tightness testing, sealed basement insulation)
- Replaced rock walls with veggie walls as a green solution to retaining walls
- Incorporated LID (low impact design) so storm water is absorbed rather than run off (planting of trees, bushes, rain barrels)





Energy star rated

2 Story Townhomes











Energy star rated

Bungalow Townhomes











Progress Update

- Started on first 3 blocks (12 units)
- Framed panels are on site (will allow weather tight structures to be up before winter)
- Utilities are currently being installed





**MERRICKVILLE
GROVE**

PHASE 2

Development History

The site formerly known as McLeans Landing is now proposed to be Merrickville Grove Phase 2. A future expansion the current Merrickville Grove community.

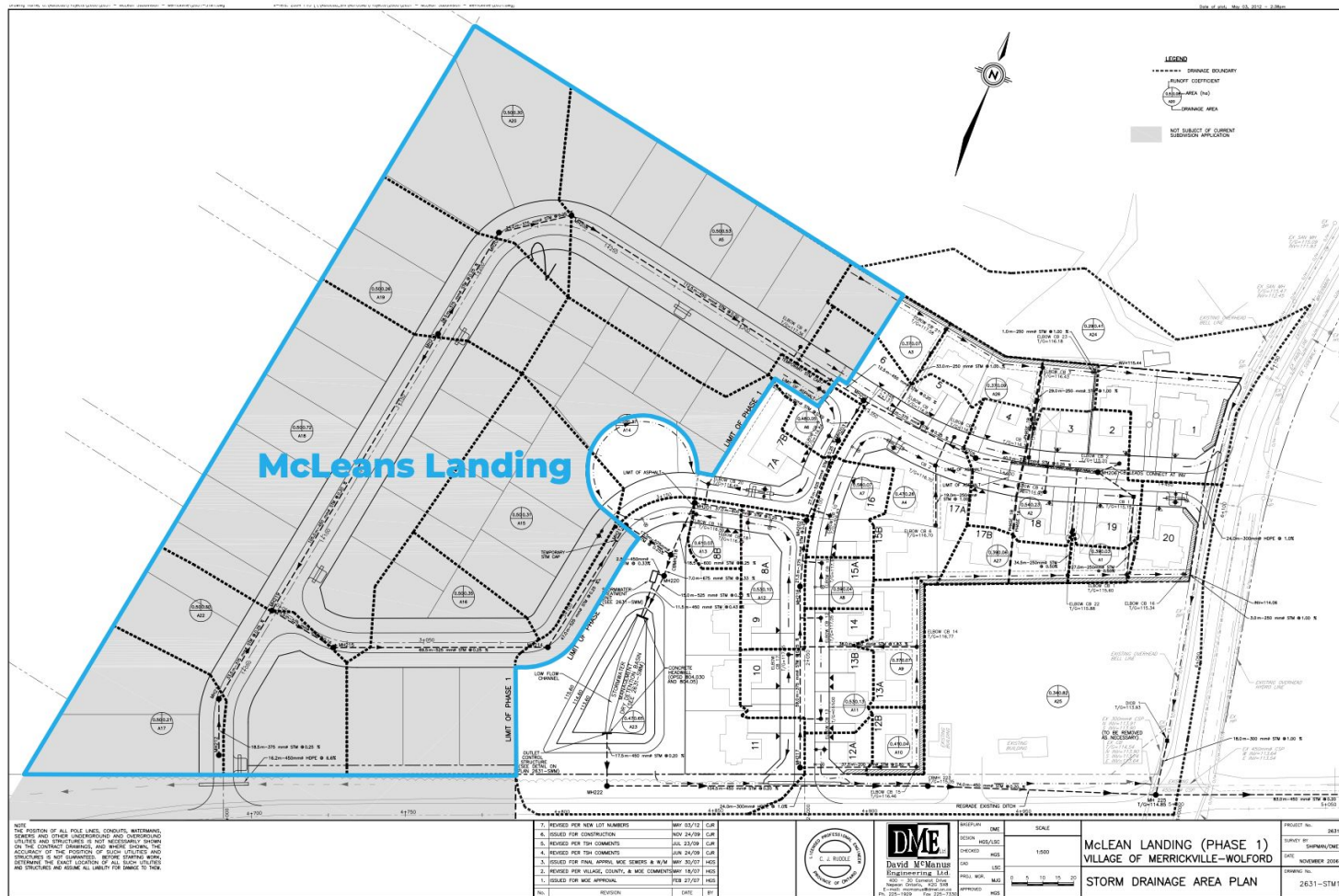


Development History

McLeans Landing's previous plan featured a 43 lot fabric plan for single family dwellings.



McLeans Landing



NOTE:
THE POSITION OF ALL POLE LINES, CONDUITS, WATERMANS,
SEWER AND OTHER UNDERGROUND AND OVERGROUND
UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN
ON THE CONTING DRAWING, AND WHERE SHOWN, THE
ACCURACY OF THE POSITION OF SUCH UTILITIES AND
STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK,
DETERMINE THE EXACT LOCATION OF ALL SUCH UTILITIES
AND STRUCTURES AND ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

NO.	REVISION	DATE	BY
1	REVISED PER NEW LPI NUMBERS	MAY 03/12	LSR
2	ISSUED FOR CONSTRUCTION	MAY 24/09	LSR
3	REVISED PER TBM COMMENTS	JUL 23/09	LSR
4	REVISED PER TBM COMMENTS	MAY 24/09	LSR
5	ISSUED FOR FINAL APPROVAL, SEE COMMENTS & R.M.	MAY 20/07	HGS
6	REVISED PER VILLAGE, COUNTY, & MDC COMMENTS	MAY 18/07	HGS
7	ISSUED FOR MDC APPROVAL	FEB 27/07	HGS



DESIGN	DME
DESIGN	HGS/LSR
PERFORMED	HGS
CHECKED	LSR
PROJ. MGR.	HGS
APPROVED	HGS

SCALE
1"=50'
0 10 20 30
McLEAN LANDING (PHASE 1)
VILLAGE OF MERRICKVILLE-WOLFORD
STORM DRAINAGE AREA PLAN

PROJECT NO.	DE31
SURVEY BY	SHAPIRO/DME
DATE	NOVEMBER 2006
DRAWING NO.	2631-ST1



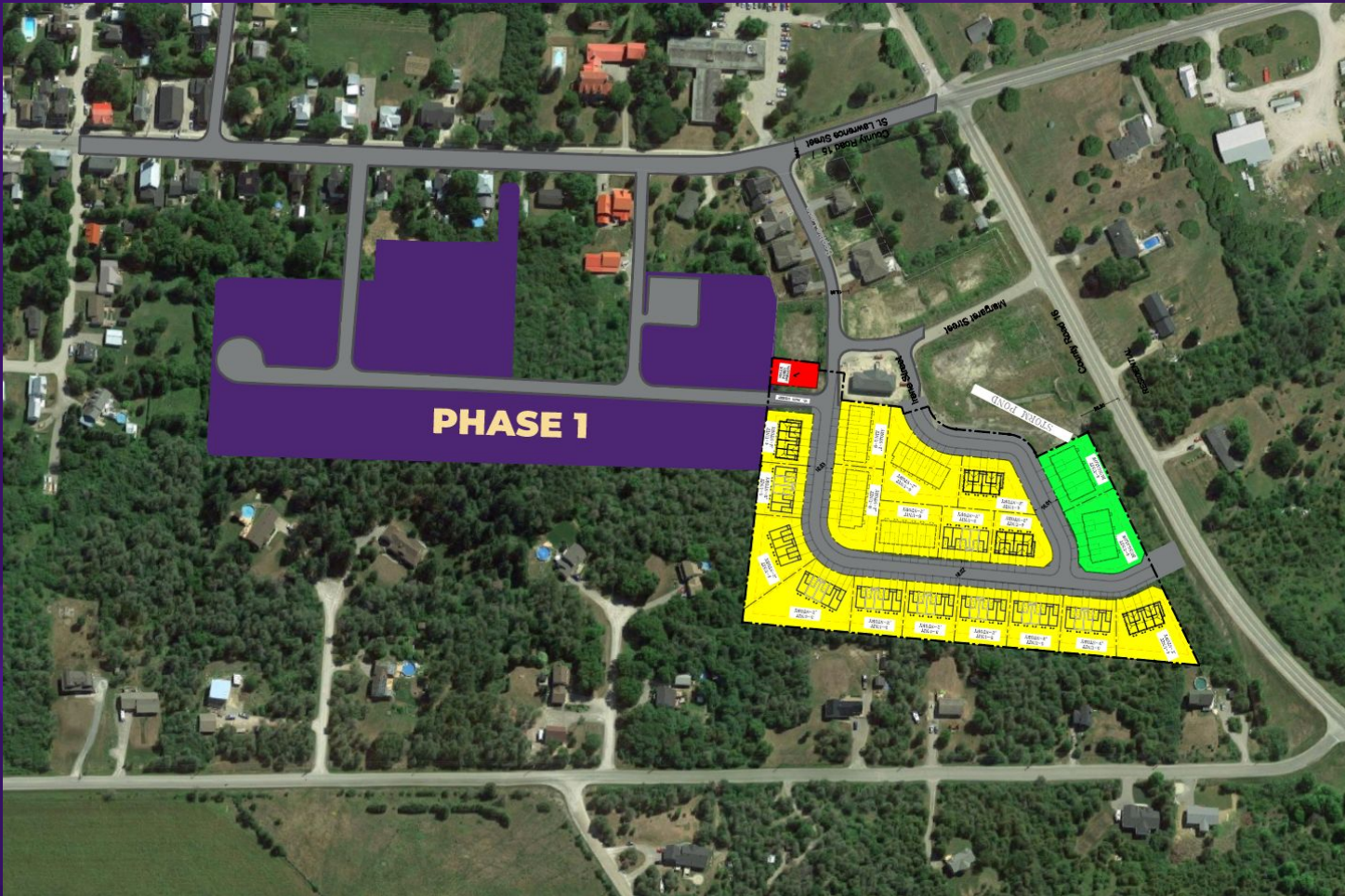
Community Design Proposal

We propose Phase 2 to feature a total of **93** doors composed of:

- 83** - 2 Storey Townhomes
- 8** - Bungalow Townhomes
- 1** - Single family dwelling



Phase 1 and 2



Fabric Plan

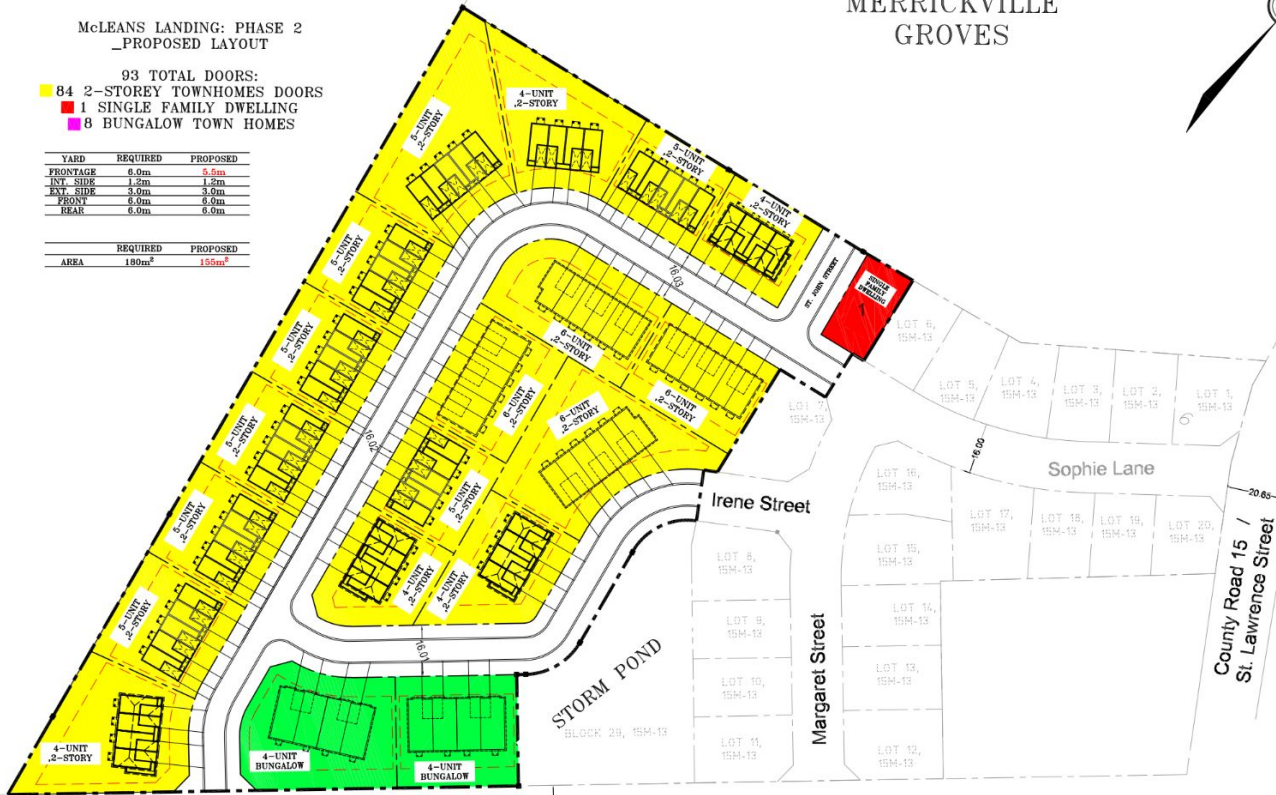
McLEANS LANDING: PHASE 2 PROPOSED LAYOUT

- 93 TOTAL DOORS:
■ 84 2--STOREY TOWNHOMES DOORS
■ 1 SINGLE FAMILY DWELLING
■ 8 BUNGALOW TOWN HOMES

YARD	REQUIRED	PROPOSED
FRONTAGE	6.0m	8.5m
INT. SIDE	1.2m	1.2m
INT. SIDE	3.0m	3.0m
FRONT	6.0m	8.0m
REAR	6.0m	6.0m

	REQUIRED	PROPOSED
AREA	190m ²	150m ²

MERRICKVILLE GROVES



County Road 16



Community Design Rational

We firmly propose this plan as the most suitable and efficient use of the land due to the following reasons:

- Considering the limited town capacity available, our plan optimizes the land utilization effectively.
- Our product offering maximizes the number of doors we can provide within the available space.
- With affordability being a key factor for many families, this plan provides an affordable housing solution
- This plan allows for the creation of the largest tax base, benefiting the community.



Home/Product Design Proposal

As is being built in Merrickville Grove Phase 1, these townhomes will feature thoughtful visual heritage incorporations, seamlessly blending in with the town's unique charm and character.





park view homes



Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 266 - 22

Date: September 26, 2022

For Clerk's use only, if
required

Recorded Vote Requested
By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron

Foster

Molloy

Ireland

Seconded by: Cameron

Foster

Molloy

Ireland

Be it hereby resolved that:

Whereas, on June 27, 2022, the Council of the Corporation of the Village of Merrickville-Wolford received the following documents from Neil Caldwell, the Village's Professional Engineer with Jp2g Consultants dated June 24, 2022: Service Assessment and Capacity Next Steps; Uncommitted Capacity Calculation Impacts; Merrickville STP Uncommitted Reserve Capacity Update Combined; and, Merrickville Infiltration and Inflow Report; and,

Whereas Council acknowledges that the Village must manage development on municipal servicing within parameters set by the Ministry of Environment, Conservation and Parks (MECP) and that MECP Guideline D-5-1, Calculation of Uncommitted Reserve Capacity, is a tool to allow the Village and MECP to calculate the available capacity of the Merrickville Wastewater Treatment Plant (STP) to reduce the potential for plant flow exceedances and to plan for future expansions and/or optimization and extraneous flow reduction; and,

Whereas Forbes Symon, the Village's Registered Professional Planner with Jp2g Consultants recommends that the proposed Wastewater Treatment Capacity Allocation Policy be approved and implemented effective immediately to also track and manage wastewater servicing capacity in a manner that provides for continued growth in all land use categories; and,

Whereas the proposed Wastewater Treatment Capacity Allocation Policy has been reviewed by the Village's Lawyer;

Now the Council of the Corporation of the Village of Merrickville-Wolford does hereby

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

direct staff to conduct appropriate public consultation regarding the proposed Wastewater Treatment Capacity Allocation Policy and to report back to Council on October 11, 2022 for Council to consider approving the proposed Policy.

Carried / Defeated

J. Douglas Struthers, Mayor

VILLAGE OF MERRICKVILLE-WOLFORD

WASTEWATER TREATMENT CAPACITY ALLOCATION POLICY

1. POLICY PURPOSE

The purpose of this Wastewater Treatment Allocation Policy (Policy) is to track and manage wastewater servicing capacity in a manner that provides for continued growth in all land use categories. It is intended to establish an element of equity and fairness to the process of capacity allocation. It clarifies for the development community and public at large how this important, finite public resource will be monitored and managed to ensure maximum benefits to the Village and to ensure that development approvals do not exceed capacity.

Allocation of wastewater servicing capacity will be at the sole and absolute discretion of Village Council. All allocation of wastewater capacity will be evidenced by an agreement between the developer and the Village of Merrickville-Wolford, approved by by-law of the Council of the Corporation of the Village of Merrickville-Wolford.

2. TERMINOLOGY

In this Policy, capacity is referred to in terms of “equivalent residential units” (ERUs), which is a calculation of the capacity that is required for a single detached residential unit. The Village shall use the Ministry of Environment, Conservation and Parks (MECP) D-5-1 Guidelines for Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants to determine the capacity of its WWTP.

3. DEVELOPMENT REQUIRING WASTEWATER SERVICING CAPACITY ALLOCATION

This Policy shall apply to the lands within the Merrickville Urban Area south of the Canal, as identified in Village Official Plan. This policy shall apply to Planning Act applications for:

- Plans of Subdivision
- Plans of Condominium for new development or a condominium conversion where an expansion of existing development is required
- Consents for the creation of new lots
- Site Plan Applications for existing lots of record
- Rezoning

4. TIMING OF ALLOCATION – New Lot Creation

Wastewater Treatment Capacity Allocation will be in the form of a two-step process. For Plans of Subdivision, Plans of Condominium, Consents or creation of lots through part lot control by-laws the first step, “Reserved Capacity Allocation” shall be considered by the Village as part of the draft plan approval process for a plan of subdivision or plan of condominium, and as a condition of granting a consent. Such approvals shall be subject to conditions relating to phasing of development, duration of “reserved capacity allocation” provided by the Village, necessary improvements to capital works or any other condition deemed appropriate by the Village. Part Lot Control By-laws shall only be passed where capacity exists for the lot(s) to be created in that manner.

Such approvals shall contain a condition indicating that the Village is not obligated to provide wastewater servicing capacity allocation within the term of the draft approval or provisional consent and that the final allocation of water and wastewater servicing capacity will only occur following confirmation of such capacity by the Village and the entering into of an agreement between the owner and Village.

The second step is “Final Capacity Allocation” which shall be considered by the Village once the applicant has demonstrated that the conditions established for reserving allocation in the draft approval have been met. Final Capacity Allocation will be in the form of a resolution of Council and upon confirmation of the:

- i) execution and registration of a subdivision or condominium agreement, including all financial requirements; or
- ii) execution of a consent agreement (if necessary) for the creation of a new lot, including all financial requirements.

Generally, the Village shall not assign more than 20 equivalent residential units (ERUs) per phase of a subdivision proposal. Subsequent phase(s) will not be considered for “final capacity allocation” until the preceding phase has been registered, it has been serviced by municipal water and sewer, and the proponent has satisfactorily demonstrated to the Village that construction is proceeding and building permits have been/are being issued.

5. TIMING OF ALLOCATION – Site Plan Applications

For site plan applications the first step, “Reserved Capacity Allocation”, shall be considered by the Village as part of the approval of the site plan application. Such approval shall be subject to conditions relating to red line revisions, duration of “reserved capacity allocation” provided by the Village, necessary improvements to capital works or any other condition deemed appropriate by the Village.

The second step is “Final Capacity Allocation” which shall be considered by the Village once the applicant has demonstrated that the conditions established for reserving allocation have been met. Final Capacity Allocation will be in the form of a resolution of Council and upon confirmation of the execution and registration of a site plan agreement, including all financial requirements. The Village reserves the right to issue site plan approval which combines both approval steps for capacity allocation. In appropriate circumstances, the Village may impose conditions on a site plan approval related to duration of the allocation and a time within which building permits must be issued, failing which the capacity allocation will lapse and the approval will be revoked.

6. COMPETING APPLICATIONS FOR ALLOCATION

Where there are multiple requests for “reserved allocation capacity” before Council, and there is insufficient Capacity to grant all such requests, Council shall assess the competing requests and approve, deny or defer each of the competing requests, either in whole or in part. Council may, at its sole discretion, consider any criteria it deems appropriate when assessing competing requests. Such criteria may include but shall not be limited to the following:

- a. the stage of the proposed development in the approval process;

- b. whether the development assists in achieving specific objectives of the Official Plan, Strategic Plan, or other similar policy expressions of Council (e.g. residential intensification/infilling targets);
- c. whether the development provides public facilities beyond those facilities which are required to be provided by the developer, including development of a public park, trails, recreational facility or other key elements of public infrastructure;
- d. whether the development contributes towards diversification or variety of residential unit types, tenures, lot sizes;
- e. prior investment in public infrastructure improvements or a commitment to make financial contributions towards infrastructure improvements;
- f. developments that can be serviced immediately with minimal or no investment in infrastructure;
- g. whether the development provides positive financial impact for the Village;
- h. whether the development achieves advanced environmental sustainability, with a priority on development which incorporates advanced efficiencies in water and wastewater use;
- i. whether the development provides affordable housing or addressing special housing needs;
- j. whether the development provides employment and economic development opportunities other than construction or "spin off" jobs; and,
- k. any other public benefits or factors as determined by Council.

7. ALLOCATION TIED TO LAND

For the purpose of this Policy, any allocation granted shall be tied to the land itself, and any timing of allocation contemplated shall not be affected by ownership changes, assignments of obligations by an owner, or agreements of purchase and sale.

8. EXEMPTIONS

This policy shall not apply to the following:

- a. New or expanded accessory building where new wastewater servicing capacity is not required;
- b. Any change of use, addition, renovation or alteration to a building provided that there is no increase in demand for wastewater servicing capacity based on current use; and,
- c. Where the property is serviced by private well and/or a septic system and will not be connected to municipal services..

9. RESCINDING AND REALLOCATION OF SERVICING

Where "reserved allocation capacity" has been allocated to a draft plan of subdivision or condominium and the applicant has not entered into the required subdivision/condominium agreement within **3 years** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s). Where a subdivision or condominium agreement is entered, the agreement may establish a further lapsing date for completing the development, failing which the allocation shall be deemed to be rescinded, the final approval revoked and the Village may re-allocate such capacity to other development(s).

Where “reserved allocation capacity” has been allocated to a conditional consent and the applicant has not fulfilled the conditions or consent within **2 years** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s).

Where “reserved allocation capacity” has been allocated to an approved site plan and the applicant has not entered into the required site plan agreement within **1 year** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s). Where a site plan agreement is entered, the agreement may establish a further lapsing date for completing the development, failing which the allocation shall be deemed to be rescinded, the site plan approval revoked and the Village may re-allocate such capacity to other development(s).

Where “final allocation capacity” has been granted for a development in accordance with this policy, Council may consider withdrawal of allocated capacity only if the developer is in default of the terms and conditions of the registered agreement or it is determined by Council that no additional capacity exists.

10. EXTENSION OF ALLOCATED SERVICING

An owner of land to which “reserved allocation capacity” has been approved by Council and who wishes to retain its reserved allocation shall make application to the Village at least 90 days prior to expiry, for an extension request. Such requests shall indicate reasons for the development not proceeding in a timely manner, commitments to proceed expeditiously if the extension is granted or other relevant matters.

Consideration of extending the time for the reserved allocation capacity will be at the sole and absolute discretion of Council and will be evidenced by a resolution of the Council.

October 26, 2023

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Applications B-124-23 (Phillips)
Part Lot 26, Con. 3, Wolford, Village of Merrickville-Wolford
288 Ireland Road**

I have now had an opportunity to review Consent Application B-124-23 as it relates to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of one lot from land located at Part Lot 26, Concession 3, former township of Wolford, locally known as 288 Ireland Road with the following characteristics:

B124-23 Severed Parcel = 0.42 ha (1.03 ac) lot area and 47.5 m (155.8 ft) lot frontage
– occupied by dwelling

Retained Parcel = 19.83 ha (49.0 ac) lot area and 227 m (744.7 ft) lot frontage –
dwelling, two storage sheds and outbuildings

The proposed severed lot is currently occupied by a single detached dwelling on private well and septic system with its own driveway onto the Township Road. The retained lot is also occupied by a single detached dwelling on private well and septic systems, plus several storage buildings and outbuildings. There is a high-power hydro corridor that transverses diagonally west to east across the retained parcel, to the south of the existing dwelling (Attachment #1 – Location Map & Proposed Consents).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” in the Merrickville-Wolford Zoning By-law 23-08. There does not appear to be any natural heritage features the subject property. The property does appear to be on the outer area of the 1 km distance from an identified mine site located at 1676 County Rd #16 (Roll Number 071471102005400). Given that the proposed lot will not involve any additional development and will be occupied by an existing dwelling, investigation of the mine hazard should not be required.

The surrounding land uses consists primarily of a mix of rural residential and agricultural land uses. The property is 540 m due west from the hamlet of Eastons Corners.

Local Official Plan Policies

There are a number of policies of the Village Official Plan which are relevant to this application. Section 6.4.2.3, Rural Residential Development states that:



“Residential Development on flat, open land will be discouraged. Such development shall be encouraged to locate in areas having natural tree cover, scenic views and/or rolling terrain, subject to the natural heritage policies of Section 4.1 of this Plan, including the requirements for an Environmental Impact Statement. In designing residential subdivisions, attention should be given to the natural features, such as mature forests, to ensure that the existing vegetation and terrain is disturbed as little as possible. In addition, the housing should be screened from view.”

Given that the severed lot is currently occupied by a single detached dwelling, the above noted policy is not relevant. No additional screening is recommended.

Section 9.3.1 includes the general land division policies of the Village’s Official Plan. Specifically, the policies require a minimum lot area of 0.4 ha (1 ac) for lots on private services, safe access, avoid natural hazards, meet MDS, and not landlock parcels.

There are no MDS issues. The proposed lot will meet the minimum lot area required. The existing entrance is deemed to represent safe access. The proposed development will not landlock other lands. The proposed lots satisfy the policies of 9.3.1 of the Village’s Official Plan.

Section 9.3.2 includes the consent policies of the Village’s Official Plan. These policies direct severances to lands of low agricultural potential, require compliance with MDS, not resulting in strip development, and be located in treed areas. The proposed lot generally satisfies the policies of 9.3.2 of the Village’s Official Plan. The proposed consents appear to be in conformity with the Village’s Official Plan.

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property as Rural Land.

Section 3.1 of the United Counties Official Plan contains the policies related to Rural Lands. The policies are intended to protect natural amenities and rural character. Specifically, Section 3.3 (e) states that the policies are intended to “promote limited development that is compatible with the rural landscape and character and can be sustained by rural services levels” which is generally private well and septic systems.

Section 3.3.2 states that term “limited residential development” will be defined in local Official Plans and requires “local municipalities will establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of the lands.”

Section 7.6.3.2 contains the United Counties consent policies and specifically states that the local Official Plans will contain consent policies directing development. The proposed consent appears to conform to the Official Plan for the United Counties of Leeds and Grenville.

Local Zoning By-law Regulations

The proposed severed lot is zoned “Rural (RU)”. The RU zone provisions establishes a minimum lot size for residential development at 1 ha (2.5 ac) and a minimum lot frontage of 40 m (131 ft). The proposed severed lot meets the minimum lot frontage but is only 0.42 ha in size and will require a zoning by-law amendment to recognize the reduced lot size permitted by the Official Plan. It is also



worth noting that one of the storage buildings on the retained lands will be only 3 m from the southern boundary of the severed lot which is consistent with the side yard setback of the RU zone. It is recommended that the draft survey be prepared to confirm the location of the storage building to the lot line prior to the zoning by-law amendment.

Village Comments

The consent application has been circulated internally to Village staff. There were no other comments or concerns expressed by the CBO or the Fire Chief.

Summary & Recommendations

The proposal involves the creation of a 0.42 ha residential lot occupied by an existing dwelling. The proposed consents conform to the Village's Official Plan and the United Counties of Leeds and Grenville Official Plan.

It is recommended that Council support consent application B124-23 with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant provide payment of cash-in-lieu of parkland.
4. That the applicant obtain a zoning by-law amendment to recognize the reduced lot area in the Rural (RU) zone, consistent with the minimum lot size of the Official Plan.

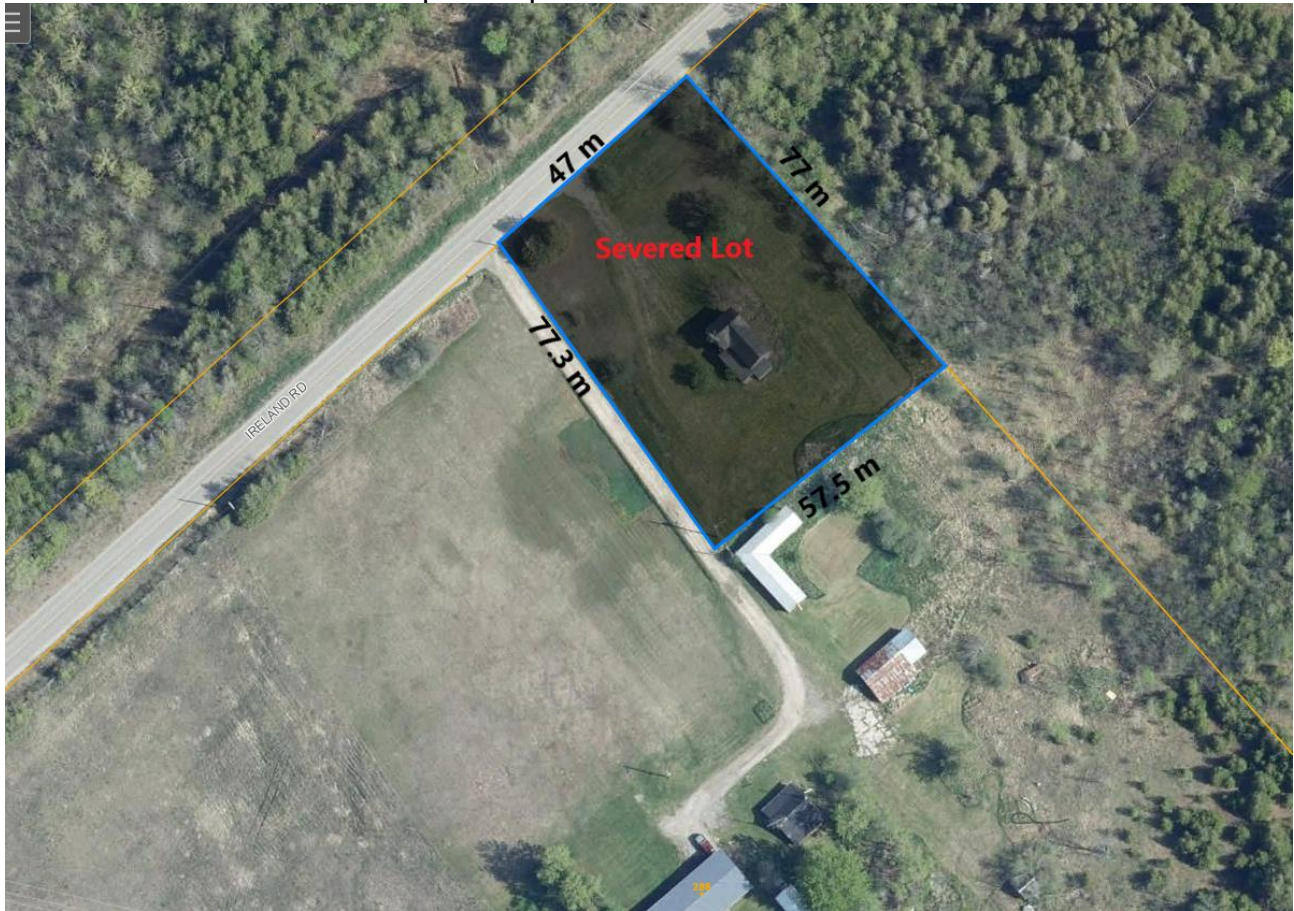
All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', written over a horizontal line.

Forbes Symon, MCIP, RPP
Senior Planner

Attachment #1 – Location Map & Proposed Consent





Municipal Consent Application Form

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

File:	
Municipality:	
Owner:	
Location:	

Municipal Responses	Yes or No?
----------------------------	-------------------

What is the local Official Plan designation of the land?

Does the application conform to the local Official Plan?

If not, please give relevant sections of the plan.

What is the land currently zoned in the Zoning By-Law?

Does the application comply with the municipal Zoning By-Law?

If not, please give relevant sections of the By-Law.

Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?

Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?

Additional Information

Please check which of these municipal services are available for the subject lands?

Water	Sanitary Sewers	Access to a public and maintained road
Electricity	Garbage Collection	Name of public road _____

Municipal Consent Application Form

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

November 3, 2023

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Applications B-131-23 & B132-23 (Kaczkowski)
Part Lot 14, Con. 4, Wolford, Village of Merrickville-Wolford
13581 County Road #15**

I have now had an opportunity to review Consent Applications B-131-23 & B132-23 as they relate to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of two lots from land located at Part Lot 14, Concession 4, former township of Wolford, locally known as 13581 County Road #15 with the following characteristics:

B131-23 Severed Parcel = 1.0 ha (2.47 ac) lot area and 53 m (173.9 ft) lot frontage – vacant but intended as future single detached dwelling site

B132-23 Severed Parcel = 1.0 ha (2.47 ac) lot area and 53 m (173.9 ft) lot frontage – vacant but intended as future single detached dwelling site

Retained Parcel = 24.7 ha (61.1 ac) lot area and 188 m (616 ft) lot frontage – dwelling, barn and outbuildings

The proposed severed lots is currently vacant and intended to be single detached dwelling building lots on private well and septic system with their own access onto the County Road #15. The retained lot is occupied by a single detached dwelling on private well and septic systems, plus a barn and outbuildings. The barn on the retained land has been subject to an MDS calculation (along with other barns in the area) which supports the consent applications. (Attachment #1 – Location Map & Proposed Consents).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” in the Merrickville-Wolford Zoning By-law 23-08. The southern extent of the retained barns (rear of the property) is characterized by a Provincially Significant Wetland (PSW), significant woodland and organic soils. These features are roughly 270 south of the proposed severed lots and outside of the influence area of the natural features. There are natural features on the proposed severed lots.

The surrounding land uses consists primarily of a mix of rural residential, agricultural land uses, wetlands and forested lands. The subject property is kitty-corner to the southwesterly extent of the Hamlet of Carley’s Corners.



Local Official Plan Policies

There are a number of policies of the Village Official Plan which are relevant to this application. Section 6.4.2.3, Rural Residential Development states that:

“Residential Development on flat, open land will be discouraged. Such development shall be encouraged to locate in areas having natural tree cover, scenic views and/or rolling terrain, subject to the natural heritage policies of Section 4.1 of this Plan, including the requirements for an Environmental Impact Statement. In designing residential subdivisions, attention should be given to the natural features, such as mature forests, to ensure that the existing vegetation and terrain is disturbed as little as possible. In addition, the housing should be screened from view.”

The severed lots are somewhat open and void of tree cover. However given the location immediately to the southwest of the Hamlet of Carley’s Corners additional screening is not recommended.

Section 9.3.1 includes the general land division policies of the Village’s Official Plan. Specifically, the policies require a minimum lot area of 0.4 ha (1 ac) for lots on private services, safe access, avoid natural hazards, meet MDS, and not landlock parcels.

There were three MDS calculations prepared for the consent applications – one for the barn on the retained parcel, one for a barn at 13237 County Road #15 and one for a barn at 13510 County Road #15, none indicating a MDS issue. The proposed lot will meet the minimum lot area required. Access permits will be required from the United Counties Road Authority. The proposed development will not landlock other lands. The proposed lots satisfy the policies of 9.3.1 of the Village’s Official Plan.

Section 9.3.2 includes the consent policies of the Village’s Official Plan. These policies direct severances to lands of low agricultural potential, require compliance with MDS, not resulting in strip development, and be located in treed areas. The proposed lots generally satisfies the policies of 9.3.2 of the Village’s Official Plan. The proposed consents appear to be in conformity with the Village’s Official Plan.

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property as Rural Land.

Section 3.1 of the United Counties Official Plan contains the policies related to Rural Lands. The policies are intended to protect natural amenities and rural character. Specifically, Section 3.3 (e) states that the policies are intended to “promote limited development that is compatible with the rural landscape and character and can be sustained by rural services levels” which is generally private well and septic systems.

Section 3.3.2 states that term “limited residential development” will be defined in local Official Plans and requires “local municipalities will establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of the lands.”

Section 7.6.3.2 contains the United Counties consent policies and specifically states that the local Official Plans will contain consent policies directing development. The proposed consent appears to conform to the Official Plan for the United Counties of Leeds and Grenville.



Local Zoning By-law Regulations

The proposed severed lot is zoned “Rural (RU)”. The RU zone provisions establishes a minimum lot size for residential development at 1 ha (2.5 ac) and a minimum lot frontage of 40 m (131 ft). The proposed severed lots meet the minimum lot frontage and minimum lot area requirements and are deemed to comply with the RU zone provisions.

Village Comments

The consent application has been circulated internally to Village staff. There were no other comments or concerns expressed by the CBO or the Fire Chief.

Summary & Recommendations

The proposal involves the creation of two 1.0 ha residential building lots. The proposed consents conform to the Village’s Official Plan and the United Counties of Leeds and Grenville Official Plan.

It is recommended that Council support consent applications B131-23 & B132-23 with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant provide payment of cash-in-lieu of parkland.

All of which is respectfully submitted.

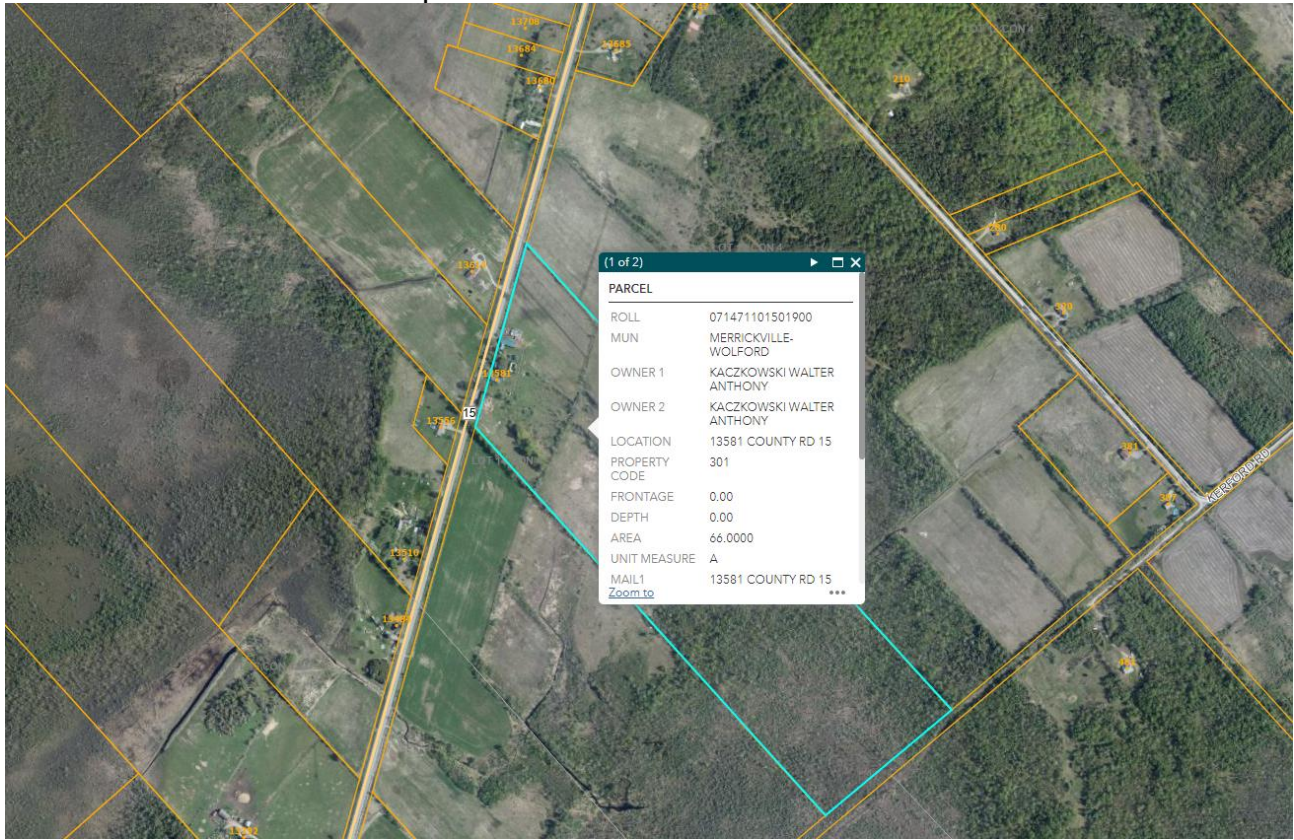
Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', with a long, sweeping underline.

Forbes Symon, MCIP, RPP
Senior Planner



Attachment #1 – Location Map





Municipal Consent Application Form

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

File:	B131-23
Municipality:	Village of Merrickville-Wolford
Owner:	Walter Kaczkowski
Location:	Pt Lot 14, Con 4 former Twp of Wolford

Municipal Responses	Yes or No?
---------------------	------------

What is the local Official Plan designation of the land?
Rural, PSW

Does the application conform to the local Official Plan?

If not, please give relevant sections of the plan.

What is the land currently zoned in the Zoning By-Law?
Rural (RU) & Wetland (W)

Does the application comply with the municipal Zoning By-Law?

If not, please give relevant sections of the By-Law.

Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?

see planning report and MDS forms

Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?

Additional Information

Please check which of these municipal services are available for the subject lands?

Water Sanitary Sewers Access to a public and maintained road

Electricity Garbage Collection Name of public road County Road #15

Municipal Consent Application Form

Recommendations	Yes or No?
Does the Planning Committee, or Council, recommend approval be given to this application, and why? <u>see planning report</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)? _____ _____	<input type="checkbox"/> <input checked="" type="checkbox"/>
If provisional approval is granted, what Conditions would the municipality wish to see attached? (Please attach Council's resolution, a Planning Report, list of conditions, or check below). _____ _____ _____	
Does the municipality require their own copy of the reference plan for the subject lands?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the municipality require that the balance of any outstanding taxes, including penalties and interest, be paid to the municipality?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the municipality require an Environmental Impact Study or other supporting studies? If yes, please describe. _____	<input type="checkbox"/> <input checked="" type="checkbox"/>
Does the municipality require a road widening?	<input type="checkbox"/> <input checked="" type="checkbox"/>
Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below. <u>\$500 cash in lieu of parkland</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Date: <u>6-11-2023</u>	Signed: <u>Forbes Symon</u>
Position: <u>Senior Planner (Contract)</u>	Municipality of <u>Village of Meerickville-Wolford</u>



Municipal Consent Application Form

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

File:	B-132-23
Municipality:	Village of Merrickville-Wolford
Owner:	Walter Kaczowski
Location:	Pt Lot 14, Con 4 former Twp Wolford

Municipal Responses	Yes or No?
---------------------	------------

What is the local Official Plan designation of the land?
 Rural & PSW

Does the application conform to the local Official Plan?

If not, please give relevant sections of the plan.

What is the land currently zoned in the Zoning By-Law?
 Rural (RU) & Wetland (W)

Does the application comply with the municipal Zoning By-Law?

If not, please give relevant sections of the By-Law.

Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?
 see planning report and MDS reports

Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?

Additional Information

Please check which of these municipal services are available for the subject lands?

Water Sanitary Sewers Access to a public and maintained road

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Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)? _____ _____	<input type="checkbox"/> <input checked="" type="checkbox"/>
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Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below.	
<u>\$500 cash in lieu of parkland</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Date: <u>6-11-2023</u> Signed: <u><i>Forbes Symon</i></u>	
Position: <u>Senior Planner (contract)</u> Municipality of <u>Village of Merrickville-Wolford</u>	

CORPORATION OF THE VILLAGE OF MERRICKVILLE – WOLFORD

BY-LAW 55-2023

BEING a By-Law to appoint Jon McCurdy as a Municipal By-Law Enforcement Officer

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

AND WHEREAS Section 15 of the *Police Services Act*, R.S. O. 1990, c. P.15 does authorize a municipal council to appoint persons to enforce the by-laws of a municipality and that municipal enforcement officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient and in the best interests of the municipality to appoint a Municipal By-Law Enforcement Officer within the boundaries of the Village of Merrickville-Wolford;

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

1. Jon McCurdy is hereby appointed as a Municipal By-Law Enforcement Officer for the Village of Merrickville-Wolford;
2. The Municipal By-Law Enforcement Officer is hereby responsible for the enforcement of the By-Laws of the Corporation of the Village of Merrickville–Wolford;
3. This By-Law shall be deemed to come into force and effect on the 14th day of November, 2023.

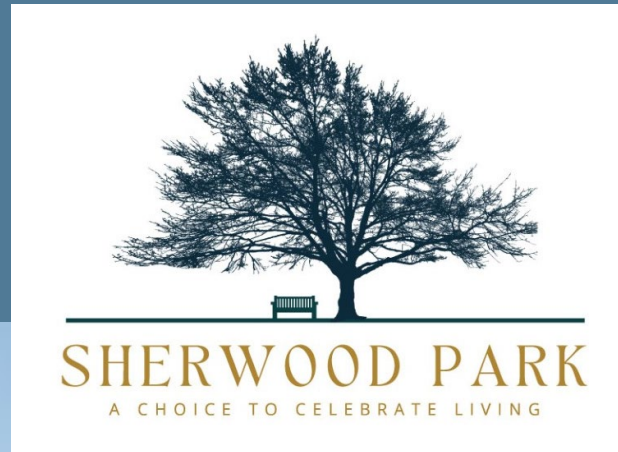
READ a first and second time this 14th day of November, 2023.

READ a third and final time and passed this 14th day of November, 2023.

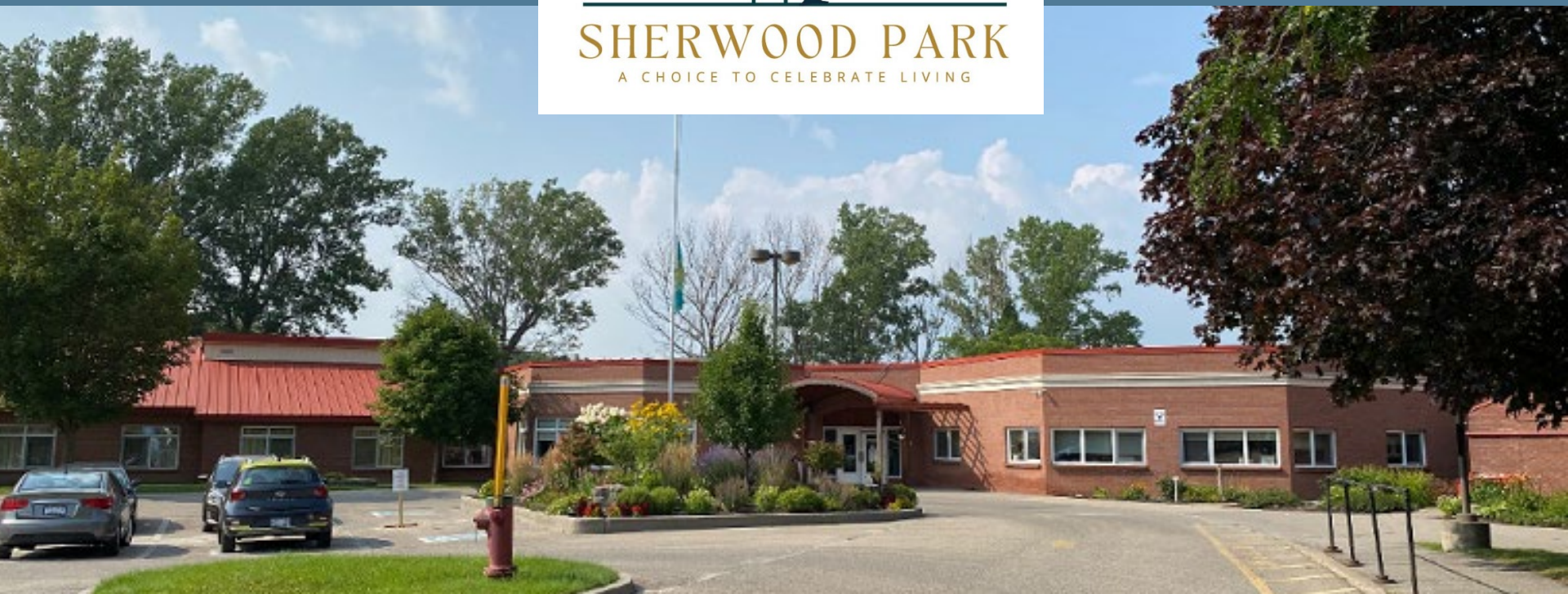
Michael Cameron, Mayor

Darlene Plumley, CAO/Clerk

“ LEGACY OF CARE: THE NEXT 50 YEARS “ CAPITAL FUNDRAISING CAMPAIGN



2023



SPM Legacy of Care: The Next 50 Years

... Our Past

- Located just east of Brockville city limits
- Serving the region for almost 50 years
- Founded in 1974 by two community hospitals
 - Brockville General
 - St. Vincent de Paul
- 107-bed Long Term Care facility
 - Not-for-profit
 - Non-municipal

SPM Legacy of Care: The Next 50 Years

... Our Past

- The original project received broad support
 - Local businesses
 - Industries
 - Municipal governments, including:
 - Brockville
 - Prescott
 - United Counties of Leeds and Grenville

SPM Legacy of Care: The Next 50 Years

... Our Past

- At the time, the design chosen for Sherwood Park Manor was considered the **most innovative in the province**
 - Extra-wide corridors
 - Private and semi-private bedrooms
 - Ensuite bathrooms
 - Wide, wheelchair accessible doorways

SPM Legacy of Care: The Next 50 Years

... Our Past

- Strong sense of community pride in SPM
- Our region exists as it does today because of the tireless efforts of our seniors - our parents, grandparents, aunts, uncles, and elders
- Those same seniors who helped to build our community, now need our help
 - New LTC beds are desperately needed in the region
 - Existing LTC beds are in need of upgrading

SPM Legacy of Care: The Next 50 Years

... Our Past (Financials)

- SPM had a **number of years facing deficits** in its operating budgets, up to December 31, 2019
- Forced to seek municipal help for a few critical items over the years (eg: roof repairs, etc.)
- **During 2019, the Board, along with consultants, reviewed operations and implemented changes**
 - Right-sized overall staffing structure
 - Effective controls for purchasing and use of supplies
 - More efficient and timely monitoring of operations
 - Direct alignment with Provincial funding envelopes

SPM Legacy of Care: The Next 50 Years

... Our Present (Financials)

- Changes did not affect quality of care
 - Surveys continue to reflect a high level of satisfaction among residents and their families
- For the last **3 consecutive years**, since fiscal year 2020, **SPM has operated with a surplus**
 - **NO ANNUAL MUNICIPAL OPERATING SUBSIDY**
 - Successfully operating on [only] Provincial funding
 - +\$100K annual donations (endowment + families)
 - Paid off accumulated \$650K deficit in just 3 years

SPM Legacy of Care: The Next 50 Years

... Our Present

- We have heard it from our residents time after time: **their lives change for the better when they move into Sherwood Park Manor**
 - Well-suited to building a new community
 - Find neighbours and new friends
 - Staff work diligently to foster this community
- SPM provides well paying jobs for 130 skilled staff, most of whom live and shop in the region

SPM Legacy of Care: The Next 50 Years

... Our Future

- Sherwood Park Manor has always provided compassionate, attentive care
- However, the past two years have highlighted the need for improvement in our facility
- In 2022, SPM received a preliminary allocation letter from the Ministry of Health and Long-Term Care (MLTC)
 - Upgrade 75 existing Class C beds
 - Add 21 new beds

SPM Legacy of Care: The Next 50 Years

... Our Future

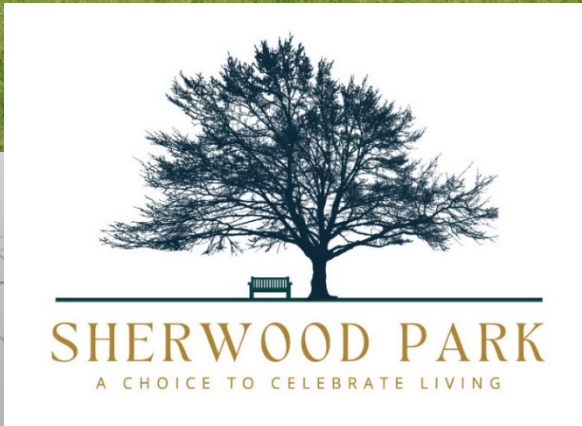
- Our new facility will meet and exceed all modern building standards
- “Pandemic proofed”, using distinct ventilation systems, to prevent large outbreaks throughout the facility
- Allow families and SPM volunteers to safely enter our facilities to visit their loved ones

SPM Legacy of Care: The Next 50 Years

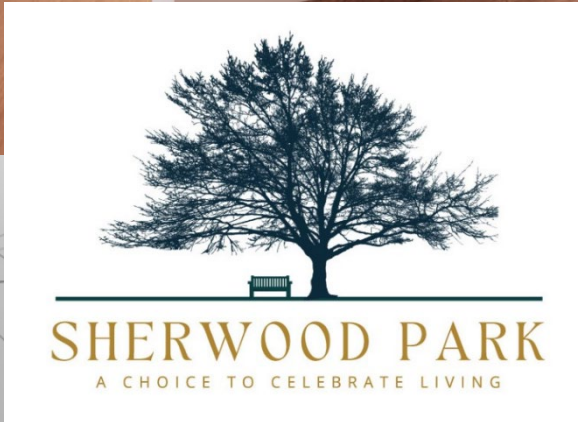
... Our Future

- The need for newer, more modern, up-to-date facilities and services is of utmost importance to seniors and their loved ones
- **Recent Market Study**
 - By 2024, an additional 244 seniors' apartments, assisted living suites, and severe memory care suites will be needed to serve the growing senior population in the region

SPM Legacy of Care: The Next 50 Years



SPM Legacy of Care: The Next 50 Years

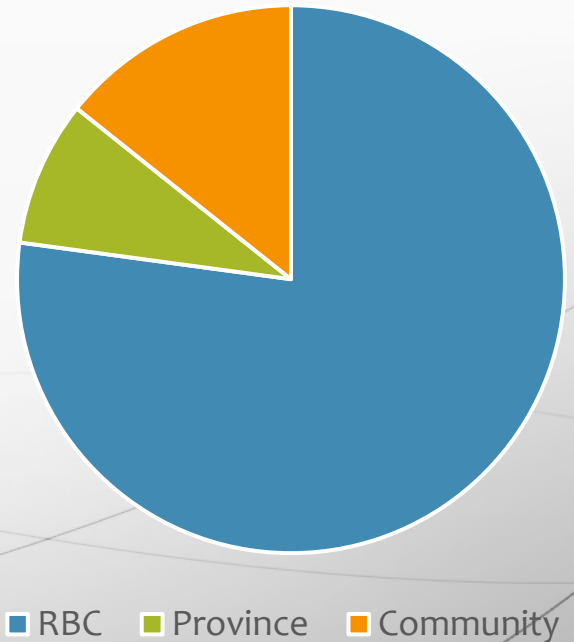


SPM Legacy of Care: The Next 50 Years



Redevelopment Project

Total cost	\$41M
RBC (<i>underwritten by Province</i>)	\$25M
Community support	\$5M
Additional Provincial Funding	\$9M
Surplus land proceeds	\$3M



SPM Legacy of Care: The Next 50 Years



■ Campaign Feasibility Study

- 90% of interviewees indicated that Sherwood Park's reputation was Excellent or Good
- 64% of interviewees believe the community-at-large will respond positively to support the Capital Campaign (*36% of respondents were uncertain*)
- *31% of businesses would be willing to donate*
- *54% of individuals would be willing to donate*

SPM Legacy of Care: The Next 50 Years



■ Anchor Institution

- A community that provides for its seniors can build long-term prosperity with a healthier population

■ Employer

- Direct and indirect creation of jobs (construction and post construction)

■ Community Contributor

- A vital entity whose employees contribute greatly to the region

■ Municipal Benefits

- Local income creation for a wide-range of industries

SPM Legacy of Care: The Next 50 Years



What they say ...

“ The education, experience, dedication and professionalism shown by nursing staff are the reasons Sherwood Park Manor is thought of in the Brockville community as the best long-term care residence. ”

SPM Legacy of Care: The Next 50 Years



What they say ...

“ Thank you so much to everyone who lovingly cared for my precious mother during her stay at Sherwood. Thank you to the residents for their friendship. Our lives became richer as they shared stories of their lives - such wonderful loving people! May all the goodness that Sherwood shares with others come back to you in countless ways! ”

SPM Legacy of Care: The Next 50 Years



What they say ...

“ We are so blessed and lucky to call Sherwood Park Manor our mother’s last home. My family are truly amazed at the kindness and smiles shown to everyone during this difficult last year with the COVID threat. Thank you and your wonderful staff for keeping our mother safe, active, healthy, and loved during these troubling times. ”

SPM Legacy of Care: The Next 50 Years



■ Municipal Contributions

- Consultants: realistic community target = \$3.5M
- At least \$1.5M required from municipal sector
- Careful thought incorporated into each tailored “ask”
 - \$2 per capita (5 years) from UCLG
 - **Approximately \$1 per capita (5 years) from lower tiers, with consideration for “ability to pay”**
 - No more than 0.15% of levy (annually, 5 yrs)
 - No more than 0.004% of total assessment (annually, 5 yrs)
 - Easy, round number

SPM Legacy of Care: The Next 50 Years



\$15,000

Over 5 Years (2024-2028): \$3,000 / year
by End of Term (2024-2026): \$5,000 / year

Merrickville-Wolford

SPM Legacy of Care: The Next 50 Years



Questions?



Village of Merrickville - Wolford

Report FIN-10-2023
Finance Department
Information/Action Report to Council
Date to Council: November 14, 2023

RE: 2024 Budget

OBJECTIVE: To obtain Council direction for the 2024 budget.

RECOMMENDATION:

THAT the Council of the Corporation of Merrickville-Wolford receives report FIN-10-2023 concerning Council Direction for development of the 2024 Municipal Budget;

AND FURTHER THAT based on the direction timelines, targets be set for the 2024 budget process, to ensure a timely and transparent manner with clear goals and outcomes concerning the residential property tax rate increase.

BACKGROUND:

Section 290 of the *Municipal Act, 2001*, as amended, requires that municipal councils approve an annual balanced budget. Specifically, it states that:

“290 (1) A local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including:

- a) Amounts sufficient to pay all debts of the municipality falling due within the year;
- b) Amounts required to be raised for sinking funds or retirement funds; and
- c) Amounts required for any board, commission, or other body.

Exception:

(1.1) Despite subsection (1), a budget for a year immediately following a year in which a regular election is held, may only be adopted in the year to which the budget applies.”

In addition, the budget should also set out the estimated revenues, estimated expenditures, reserve contributions (to and from) and to ensure a balanced budget with estimated revenues equal to estimated expenditures.

ANALYSIS:

The purpose of this report is to obtain directions from Council that will guide the development of the 2024 Budget. Staff are seeking direction on the desired budget process, timelines and the type and frequency of budget meetings.

There is considerable uncertainty that exists due to significant inflation and the current economic climate. This will create difficulties making assumptions and forecasts for the 2024 fiscal year. Inflation has created historic uncertainty for businesses, households and governments. Rising prices are affecting costs paid by municipalities, which is leading to uncertainty in budgeting. There is a price risk for both infrastructure costs and the cost of many goods and services.

Staff are also seeking direction on property tax increases. Property taxes need to increase in order to cover off increasing costs. Efforts to reduce or maintain the line on tax increases will only increase cost pressures and tax burdens in following years. A tax increase is strongly recommended for a variety of reasons, including the following:

- High inflation is causing all expenditure categories to increase, including but not limited to costs of parts and supplies; contracted services; and capital construction costs.
- Delays and gaps in industries' supply chains have increased vendor costs and have impacted municipalities' ability to purchase items and secure services in a timely matter.
- Labour market shortages are causing project delays, resulting in extensions to project delivery timelines. Once again, this leads to cost overruns.
- Aging infrastructure deficit that the Village needs to begin addressing. It is typical for local governments capital renewal or replacement needs to exceed available funds.
- Increased expectations in service levels as our population base expands.

Staff are developing a list of recommended capital projects and purchases based on the recommendations from the Village Asset Management Plan and staff knowledge of aging vehicles and equipment which are at the end of their life and need replacing.

The 2024 draft water and wastewater budget are funded through user fees and not taxation, and the recommended rate increase is presented to Council in January, which will guide the 2024 water and wastewater budget. Much of this budget is based on OCWA major maintenance schedules and recommended capital projects.

BUDGET/LEGAL IMPLICATIONS:

There are no direct financial implications associated with this report. Budget directions provide staff with Council approved guidelines for producing the 2024 Budget. The 2024 Budget is subject to Council review and approval.

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:

Fiscal sustainability is an important part of providing efficient services to ratepayers. The development of the annual budget sets the priorities for the municipality.

Conclusion:

That Council provide direction to staff for the 2024 budget process and provide a targeted acceptable tax rate increase to ensure service delivery standards are met or exceeded.

ATTACHMENTS:

None

Submitted by:

Approved by:

Kirsten Rahm,
Manager of Finance - Treasurer

Darlene Plumley, CAO/Clerk



Village of Merrickville - Wolford

**Report FIN-11-2023
Finance Department
Information Report to Council
Date of Council Meeting: November 14, 2023**

RE: Financial Report to October 31, 2023

OBJECTIVE: To provide Council with an overview of the financial state of the Village from January 1st to October 31st, 2023.

RECOMMENDATION:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report FIN-11-2023, being a financial variance report for the period covering January – October 2023.

BACKGROUND:

On May 8th, 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 – October 31, 2023.

ANALYSIS:

Schedule “A” to this report provides the operating expenses, revenues, and capital expenditures to the end of October 2023 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 101%. 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 135%; We have exceeded the budgeted revenue amount for bank account interest.
- The expenses for Council and Administration are 86% of budgeted expenses. The journal entries for budgeted transfers to reserves have been completed. The organizational review that was recently conducted is an unbudgeted item, which may put pressure on the administration budget.

Date of Meeting: November 14, 2023

Emergency & Protective Services:

- The revenue for the Fire Department is under budget at 63%, due to outstanding payments owing to the Village for recoverable expenses.
- The revenue for Police is at 99%, as the Village has received our RIDE program funding and court security grant for the year.
- Bylaw Department revenue is at 62%, which is within reason.
- Emergency & Protective Services overall expenses are at 82%, which is within reason.

Public Works:

- Landfill revenue is at 73%; Bag Tag revenue is down overall from the 2022 revenues, for the same time period.
- Landfill expenses are at 60%, mainly due to journal entries that are done at year-end.
- Revenue for the Public Works Department is at 86%, due in large part to an insurance claim payment for the stolen backhoe. Without this payment, revenue is at 30%, less than anticipated, due to lower culvert revenue.
- Public Works expenses are at 81%, with the potential to go over budget by the end of the year. 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. Staff indicated during the budget process that the repairs needed to keep the plow truck on the road would be approximately \$25,000.
 - The 2014 one tonne Chevrolet is to be replaced by a 5500 sander/plow truck. The tender was issued and accepted by a Dodge dealership. Unfortunately, due to supply chain shortages, the delivery is delayed, and costs are continuing to accrue for the 2014 truck. This line item is \$7000 over budget.
 - The 2015 International needed unanticipated maintenance costs due to the age of the vehicle and the nature of the work the vehicle is used for.
 - The 2017 ¾ ton truck needed brakes and tires, which were not anticipated at budget time.
 - The 2014 International has also had unexpected repairs needed due to the age of the vehicle.
- The snow removal line item is over budget due to snow events that occurred later in the winter. The snow had to be removed by a third party, due to the large volume of snow.

Building and Planning:

- Building department revenues are at 106%, largely due to more permit revenue than anticipated. Building permit revenue is difficult to estimate from year to year, due to fluctuations in building construction.
- Building expenses are at 73%, which is within reason.
- Planning revenues are at 121%, due in most part to planning recovery revenue, which offsets planning recovery expenses.
- Planning expenses are at 105%, due in part to planning recovery expenses (which are offset by revenue), and the cost for planning consultants. The planning consultant line item is over budget by \$15,000.

Economic Development:

- Economic development expenses are at 96%. These expenses are for amenities such as Canada Day; Christmas lights; flags; directional signage on Highway 401; and flowers & baskets for the downtown core during the summer months. This line item is over budget by \$5400. Staff recommend that Council considering increasing the budget for this line item in the 2024 budget.

Parks, Recreation and Culture:

- Recreation revenues are at 77%, which is within reason. Rental revenue for the community centres is under budget, in part due to the many requests Council receives during the year to waive the rental fees.
- Expenses are at 76%. A large invoice remains outstanding - The Smiths Falls recreation agreement invoice, as it is issued near year-end. Expenses would be at 88% if this invoice were included in the totals.

Capital Expenses:

- Capital revenue is at 9%, which is in line with capital expenses at 10% of budget amounts.
- Staff cannot begin new capital projects until the budget is approved, which occurred May 8th. The capital work on Reid Street has been postponed to next year, as the budget was passed too late to secure a contractor able to complete the work during the summer/fall season.
- Completed capital projects and purchases include purchase of Fire Hose and Fire Washing Machine, purchase of Kubota implements (still awaiting invoice), Gravel Roads Need Study, the Easton's Corners pavilion, Emergency Repeater and Ball Diamond lights.
- Projects that are underway include the RFP for water and wastewater services; Phase 2 of the Asset Management Plan; and the landfill accessibility ramp and skirting; and the Cascade Air System for the firehall.
- Several capital projects have not begun yet due to a lack of staff resources and include: Weedmark Culvert Rehabilitation; Zoning Bylaw Review; Records Management; and DC/Impost Fee study.

- Work on the Merrickville Community Centre upgrades has begun, but progress is slow, as there were no schematics for the electrical and mechanical systems. We had to hire both an electrical and mechanical engineer to design the schematics for the community centre prior to issuing the tender. The tender is now ready to be issued. Once the schematics were complete, staff was informed that a much larger generator was needed than was originally quoted. This project will be over budget, and the additional funding will be a capital item in the 2024 budget for Council consideration.

Water and Wastewater:

- Capital and operating revenues are within reason at 66%, with two billing periods remaining this year.
- Operating expenses are at 79%, which is within reason.
- Capital expenses are under budget at 29%, as the Village receives the majority of invoices for major maintenance from the Ontario Clean Water Agency (OCWA) during the 3rd and 4th 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 October 31st, 2023.

Submitted by:

Approved by:

Kirsten Rahm,
Manager of Finance – Treasurer

Darlene Plumley, CAO/Clerk

Attachment A - Budget to Actual Report

Village of Merrickville-Wolford
Statement of Revenues and Expenses
For the Period Ending October 31, 2023

General Budget

REVENUES	Year to Date	Budget	% To Date
Taxation and Payments-In-Lieu	\$ 3,681,103	\$ 3,656,594	101
Provincial Grants	\$ 313,012	\$ 313,100	100
General Government	\$ 412,393	\$ 306,167	135
Fire	\$ 11,919	\$ 18,947	63
Police	\$ 9,999	\$ 10,078	99
By-Law	\$ 3,265	\$ 5,250	62
Landfill	\$ 156,519	\$ 213,350	73
Public works	\$ 23,506	\$ 27,400	86
Planning	\$ 57,980	\$ 48,000	121
Building	\$ 183,113	\$ 172,200	106
Parks and Recreation	\$ 45,436	\$ 59,000	77
Capital Revenue	\$ 121,865	\$ 1,288,077	9
Total revenues	\$ 5,020,110	\$ 6,118,163	82
EXPENSES	Year to Date	Budget	% To Date
General government			
Council	\$ 51,621	\$ 65,541	79
Admin	\$ 974,743	\$ 1,221,719	80
Transfer to Reserves	\$ 605,098	\$ 607,598	100
Total General Government:	\$ 1,631,462	\$ 1,894,858	86
Emergency & Protective Services			
Police	\$ 373,401	\$ 445,162	84
Fire & Emergency Mgmt	\$ 267,769	\$ 338,512	79
ByLaw & Animal Control	\$ 5,436	\$ 8,884	61
Total Emergency & Protective Services:	\$ 646,606	\$ 792,558	82
Public Works			
Public Works	\$ 1,073,357	\$ 1,319,407	81
Landfill	\$ 142,538	\$ 237,866	60
Total Public Works	\$ 1,215,895	\$ 1,557,273	78
Building & Planning			
Building	\$ 183,399	\$ 249,748	73
Planning	\$ 107,465	\$ 102,805	105
Total Building & Planning:	\$ 290,864	\$ 352,553	83

	Year to Date	Budget	% To Date
Economic Development			
Economic Development & Tourism	\$ 29,389	\$ 30,600	96
Total Economic Development:	\$ 29,389	\$ 30,600	96
Parks and Recreation	\$ 118,319	\$ 155,244	76
Total Operating Expenses	\$ 3,932,535	\$ 4,783,086	82
Capital Expenses	\$ 138,940	\$ 1,335,077	10
Total Expenses	\$ 4,071,475	\$ 6,118,163	67

Water and Wastewater Budget

	Year to Date	Budget	% To Date
Operating & Capital Revenues	\$ 973,371	\$ 1,477,617	66
Operating Expenses	\$ 953,407	\$ 1,212,174	79
Capital Expenses	\$ 77,452	\$ 265,443	29
Total Expenses	\$ 1,030,859	\$ 1,477,617	70

Corporation of the Village of Merrickville Wolford
Public Works Lead Hand
Job Description



Job Title: Public Works Lead Hand \$29.04/hr to \$35.33/hr (2023 Rate)

Reports To: Manager of Public Works

Position Summary:

To assist in planning, promoting, developing, and administering a comprehensive program of construction and maintenance of the public roads and facilities within the guidelines of council policy and under the direction of the Manager of Public Works.

Roles and Responsibilities:

To conduct and supervise public works programs and projects.

Program/Service

- Provide leadership and direction to supporting staff in the implementation of the public works maintenance function.
- Conduct regular inspections of public facilities, road maintenance activity, investigate problem areas and ensures that work and maintenance is completed as planned.
- Assist with the preparation of annual budgets for public works functions.
- Schedule and supervise the day-to-day activities of assigned staff to ensure all standards are met.
- Respond and investigate complaints regarding alleged by-law violations, enforce parking violations.
- Conduct regular inspections of road systems and other facilities.
- Recommend action for maintenance and/or repair.
- Maintain accurate records relating to cost and time expenditure.
- May be required to act as the By-Law Enforcement Officer; and
- Other duties as assigned.

Human Resources

- Supervise personnel assigned to perform duties related to public works.

Financial

- Assist the Manager of Public Works in the preparation of annual public works operating budget.

Material Resources

- Ensure the safe operation, security and management of large equipment, vehicles, and supplies; and
- Under the direction of the Manager of Public Works, requisition supplies, materials, and equipment for work activities in accordance with established budgetary guidelines and arrange the timely delivery of same in accordance with council policy.

Knowledge

- Thorough knowledge of construction and maintenance techniques, equipment and machinery operation as normally acquired through post-secondary education, combined with several years of related experience.
- Strong supervisory and administrative skills to plan, organize and implement public works maintenance and construction activities.
- Good understanding of and ability to interpret policies, regulations, acts, and guidelines pertaining to the public works maintenance function.
- Knowledge of all public works standards and levels of service requirements, by-laws and other legislation relating to the public works function; and
- Knowledge of Occupational Health and Safety Act.

Physical Skill and Effort

- Physical activity is required to conduct inspections, manage physical demands, and operate machinery.

Decision Making and Judgement

- Work is performed under the direct supervision of the Manager of Public Works and access is available to all established municipal and departmental policies and procedures, by-laws, performance and service standards, guidelines, etc.
- Interpret municipal policies and procedures as they apply to work activities; and
- Ensure all safety procedures and regulations are adhered to.

Interpersonal Skills

- Good communication and public relation skills to deal with the public.
- Strong interpersonal skills to relate with senior management and the public.
- Communicate with Treasurer regarding payment of accounts and expenditures.
- Ability to communicate with the Manager of Public Works, CAO, Treasurer, and other staff to provide information and advice on policy options and to obtain approval on road maintenance and construction plans and programmes.
- Ability to communicate with police, fire department, ambulance, etc. to provide information on work activities, which may cause potential disruption of services.

- Ability to communicate with the general public to provide information regarding public works activities.
- Ability to communicate with contractors to coordinate work activities.
- Ability to communicate effectively and generate memorandums to council and staff; and
- Regularly attend council meetings to present and discuss public works programs and initiatives.

The above generally describes the duties involved with the position, however, municipal work is varied in nature. Employees will be required to perform duties in addition to the above (from time to time) as directed by the Manager of Public Works.

Safety:

The Corporation of the Village of Merrickville Wolford believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task. Employees shall be familiar with the municipality's safety policies and understand their:

- Right to participate.
- Right to know.
- Right to refuse unsafe work; and
- Right to stop dangerous work.

All employees must follow the Health and Safety policy and comply with the Occupational Health and Safety Act.

Working Conditions:

- **Hours of Work:** This position is Monday to Friday day shift, but overtime and unusual hours are required to respond to emergencies and poor weather conditions.
- **Environmental Conditions:** This position involves all weather conditions ranging from very cold to hot and humid. A substantial portion of the incumbent's responsibilities are performed outdoors, involving exposure to adverse weather conditions.
- **Mental Demands:** Must be able to complete tasks in a timely manner. All Public Works staff must be able to effectively interact with co-workers and management, as well as with the public and other interested parties, in a courteous and respectful manner. The employee must be able to exercise judgement when working without direct supervision once the task has been outlined by the Public Works Manager, notify the Manager of any operational problems or issues, and ensure work is conducted to quality standards established by the Corporation of the Village of Merrickville-Wolford.

Public Works Position Requirements:

- Class DZ Ontario Driver's License (will be required to provide abstract and provide on-going confirmation of appropriate license).
- Must possess and provide a clear police background check.
- The ability to operate all Village-owned equipment.
- Previous heavy equipment training and operations including but limited too Tandem snowplough, grader, loader, and backhoe.
- General knowledge of municipal maintenance and construction techniques.
- Three to five years directly related experience as per duties above.
- Physical activity is required to manage job demands and operate machinery.
- Impeccable judgement exercised to ensure that municipal standards, safety procedures and regulations are being met.
- Ability to respond to emergencies, when designated, within 20 minutes.
- Education requirements is Ontario Secondary School Diploma or equivalent, and
- CET (or the willingness to acquire it) is an asset.
- Familiarity with computers and proficiency in Microsoft programs, including Word and Excel.
- Provide a variety of inspections, advisory and enforcement services pertaining to legislation; and
- CRS certification, (or the willingness to acquire it).

By-Law Enforcement Officer Position Requirements

- Provide information on by-laws.
- Enforce by-laws through court action, when necessary.
- Provide a variety of inspections, advisory and enforcement services pertaining to legislation.
- Respond to complaints regarding alleged violations, and to conduct investigations into allegations.
- Provide information on by-laws.
- Enforce by-laws through court section when necessary.
- Be prepared to work weekends or evening patrol to observe, make notes, charge, and give testimony in Provincial Offences Court.
- Prepare reports and attend council meetings.
- Post-Secondary diploma in Law enforcement or equivalent; and
- Minimum 5 years law enforcement or field investigative experience.



Village of Merrickville-Wolford

Report PW-08-2023

Public Works Department

Date to Council: November 14, 2023

Information Report to Council

RE: Operations Department Fleet Status & Replacement Update

OBJECTIVE: To provide Council with an update regarding the Operations Department fleet status, and to provide Council with a forecast of the upcoming replacements that will be required.

RECOMMENDATION:

THAT The Council of the Corporation of the Village of Merrickville-Wolford receives report PW-08-2023, being a report to provide Council with an update on the status of the Operations Department vehicle fleet, and to provide Council with a forecast of the upcoming replacements that will be required, for information purposes.

BACKGROUND:

Staff recently had all the public works vehicles inspected and annual safeties completed by licensed technicians to evaluate the current condition of the fleet and to show the cost to make any repairs or upgrades needed to make sure the vehicles are safe for staff to use daily. Council will find the reports done by the technicians with the cost for each truck to go through an annual inspection to be safe under (MTO) Ministry of Transportation requirements, as attachments to this report for information and to assist staff and Council to make well informed decisions on current and future fleet management.

Replacement of vehicles should be based on maintenance costs and the number of hours used or in the case of half-ton trucks, the mileage and condition. The replacement recommendation below has been taken from several recently published engineering reports on vehicle replacement studies.

Single axle and tandem trucks	Every 10 years
Half-ton trucks	Every 7 years

ANALYSIS:

A full description of all the municipal vehicles currently on the road is included below. Each vehicle has been inspected by a licensed technician. By doing this it gives staff and council the most accurate information to base decision making on.

2009 Chevrolet Silverado 1500

The 2009 is an extended cab half ton truck with a hydraulic dump box and does the in town municipal owned garbage can run three (3) times a week, as well as removal of any brush, or small debris hauling jobs that are too small for the triaxles. This truck is heavily relied upon to do various jobs within the municipality, being the only truck that can carry more than two (2) staff members at one time.

This truck shows very heavy wear and is in a declining state showing considerable frame and body rust. The amount of rust is a safety concern for both staff and members of the public, being too close to the sharp edges.

The annual inspection report provided by the Technician is included as Schedule "A" to this report.

Staff recommends that this truck be replaced immediately, and the repairs not completed, due to its very poor condition and the growing safety concerns, as well as financial impacts shown in the attachment. The cost to repair this vehicle at this time would be \$3800. This is shown in the attachment.

2014 Chevrolet Silverado 3500

The 2014 is a single cab 1-ton truck which is primarily used as a plow truck with a slide in sander for the winter. It plows parking lots in town, streets in town and in Andrews ville, Easton's Corners and Jasper, as well as any spots that are difficult for the tandems to get to. It is used within the municipality as a working truck in the summer and does any trailer towing that is required to move the mowers and equipment around.

This truck is in reasonable condition as it is a plow truck which takes a toll in the winter from the heavy workload that it is required to do. The body is starting to show spots of rust.

The annual inspection report provided by the Technician included as Schedule "B" to this report.

2017 Chevrolet Silverado

The 2017 is a single cab $\frac{3}{4}$ ton and is used for plowing in the winter primarily as a backup truck, as there is no sander application currently for the back of the truck. It is the Wolford shop truck which replaced the 2002 truck, which was deemed unfit for the road in 2022. A single cab is limited to transporting tools and staff to job sites, as there are only two (2) seats and limited room for equipment.

This truck is in great working order, and it is in the best shape out of all the pickups that the Village currently has.

The annual inspection report provided by the Technician is included as Schedule “C” in this report.

Staff recommend that this truck be replaced in 2026.

2009 International Milage 157862Km

The '09 International is a tandem truck whose route is Kilmarnock Road, Roses Bridge Road, Hawley, Gemmell, Sturgess, Corkoran, Ireland, Easton's Corners, Maitland, Bates, Phillips, Willis, Weedmark, Carkner, Barber, Yule, Jasper, and a few other spots as needed.

This truck is the oldest of the three (3) highway plow trucks that the Village has, and it is deemed to be in the worst shape, with rust being the primary concern on this truck. Corroding wires are a major concern as well as break pods, hydraulic lines, and cylinders during plowing season. This truck has had a variety of issues recently, including a breakdown in the summer due to rusting and corrosion, and is becoming quite expensive to keep on the road. This vehicle should not be relied upon as a front-line plow anymore due to the listed concerns. This has been a front-line plow for 14 years and is in poor condition due to the salt and sand. This truck was to be replaced by a new truck that was funded and tendered in the 2022 budget. The tendered truck was removed from the budget by council and staff directed to keep using the current truck. This truck currently has no budget as it was not supposed to be used anymore with the new truck tendered. This truck has cost the municipality \$21,252 to date to keep it on the road and the plow season has not started.

The inspection report provided by the Technician is included as Schedule “D” in this report.

Staff recommend that a tender be issued as a capital project for the 2024 budget.

2014 International Mileage 61823Km

The '14 International is a single axle 5-ton that does the Village in-town route for winter snow plowing. The truck is the smallest of the three (3) plow trucks because of the tight turns in town and throughout the Village. It is in very good shape operational wise, both mechanically and in its appearance.

The Technicians inspection report is included as Schedule “E” to this report. It shows the cost of the annual inspection and repairs.

Staff recommend this truck be replaced in the 2025-2026 budget as it is still in good condition.

2015 International

The 2015 is a tandem truck which plows Putnam, Armstrong, Kerford, Snowdons Corners, Pioneer, Land O'Nod, Bolton, Snowdon Road, Carleys Corners, Wolford Centre, Gardiner Road, O'Brien Road, and a few other spots as needed.

This truck is in good shape but is starting to show signs of rust on the box, as well as the undercarriage from plowing. It has had some minor issues over the last few years and is starting to become less cost effective. It is in good shape mechanically, operationally, and in its appearance.

The inspection report that was provided by the Technician is included as Schedule "F" in this report.

Staff recommend that replacement for this truck be considered within the next 3-5 years to avoid similar major operational costs.

BUDGET/LEGAL IMPLICATIONS:

The budget implications will be presented within the 2024 operational and capital budgets for vehicle maintenance and fleet upgrades. The replacement of the fleet will need to be planned over the coming years budgets to spread out the cost.

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 addressed. 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.

ATTACHMENTS:

- Schedule A: 2009 Half ton service report.
- Schedule B: 2014 1 Ton service report.
- Schedule C: 2017 ¾ Ton service report.
- Schedule D: 2010 International service report.
- Schedule E: 2014 International service report.
- Schedule F: 2015 International service report.

CONCLUSION:

Staff have provided an accurate overview of the current fleet status of the Operations Department to give Council a true forecast into what upgrades and replacements are required now and what will be required in the coming years to maintain service levels.

This report is for information purposes only.

Submitted by:

Approved by:

Brad Cole,
Manager, Operations

Darlene Plumley,
CAO/Clerk

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

K0G 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER		VEHICLE			INVOICE ADMIN.		
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockville St. W Merrickville, ON K0G 1N0		2009 CHEVROLET SILVERADO C1500 Plate : 367 2XN ODO : 187,240 V.I.N.: 1GCEC19JX9E153631 Unit #: 5.3L V8 Engine: 5.3L V8 F OHV 16V LY			INV # : 27656 Date : 10/11/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/		
B#:613 269-4791	H#:						
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx Total	C
		>Scanner Test			59.00	HST 59.00	
1.00		Perma-cure 2 (tire Plug) Part #: 220	5.00	5.00		HST 5.00	
1.00		zerex Dexcool 50/50 Antifreeze Part #: 857851	6.04	6.04		HST 6.04	
		>Shop Supplies				HST	
1.00		Lubricants & cleaning supplies	5.00	5.00		HST 5.00	
	1.60	Labour			188.80	HST 188.80	

WO# 25765

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Check over vehicle and assess.

If vehicle is to be used going forward, some repairs will have to be made.

Vehicle can be repaired for continued use but box sides are rough.

Defects found:

Check engine light on - multiple codes - Bank 2 oxygen sensors are indicating lean conditon.

Exhaust leak (previous vandilism) is right beside oxygen sensor in question.

Suggest repairing exhaust leak before further diagnosis.

High mount brake light. May be related to be related to brake switch fault code.

Left front upper control arm rear bushing.

Drivers floor rusted out - significant hole approximately 14"x8"

- secondary spot rusted out closer to centre approximately 4"x4"

Box sides above wheels rusted out.

Right rear tire worn out - leaking.

Shifter cable extremely rusty in area of rusted out floor.

Right license light broken.

Exhaust leak in front of passenger catalytic converter (needs welding) may need Y-pipe lowered.

Tire pressure warning light on - sensors bad.

Battery weak at approximately 38% of rated capacity - suggest replacement.

Thank you for taking care of your vehicle!

"LIKE US" on Facebook. Our website is www.allanstoolshed.comNOTE: We are happy to accept payment by E-Transfer to allanstoolshed@gmail.com. No passwords required.

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be responsible for loss or damage to cars, trucks, equipment, or articles left in vehicles in case of fire, theft or any other cause beyond your control.
\$45.00 CHARGE ON ALL NSF CHEQUES.

Sub Tot	16.04	247.80	263.84
		HST	34.30
		Deductible	0.00
		Total	298.14

Signature _____

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

K0G 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER	VEHICLE	INVOICE ADMIN.
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockvile St. W Merrickville, ON K0G 1N0	2009 CHEVROLET SILVERADO C1500 Plate : 367 2XN ODO : 187,240 V.I.N.: 1GCEC19JX9E153631 Unit #: 5.3L V8 Engine: 5.3L V8 F OHV 16V LY	INV # : 27656 Date : 10/11/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/
B#:613 269-4791 H#: Qty Hrs. Description	Parts Ea. Tot.Parts Labour	Tx Total C

PAID BY: ...
10/11/2023 A/R 298.14 ** UNPAID BALANCE **

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be responsible for loss or damage to cars, trucks, equipment, or articles left in vehicles in case of fire, theft or any other cause beyond your control.
\$45.00 CHARGE ON ALL NSF CHEQUES.

Sub Tot	16.04	247.80	263.84
		HST	34.30
		Deductible	0.00
		Total	298.14

Signature

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

KOG 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER		VEHICLE			ESTIMATE ADMIN		
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockvile St. W Merrickville, ON KOG 1N0		2009 CHEVROLET SILVERADO C1500 Plate : 367 2XN ODO : 187,240 V.I.N.: 1GCEC19JX9E153631 Unit #: 5.3L V8 Engine: 5.3L V8 F OHV 16V LY			EST # : 1442 Date : 10/11/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/		
B#:613 269-4791	H#:						
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx Total	C
1.00		Left front upper control arm	319.98	319.98		HST 319.98	
		>Shop Supplies				HST	
1.00		Lubricants & cleaning supplies	5.00	5.00		HST 5.00	
	1.00	Labour			118.00	HST 118.00	
		>Alignment - 4 Wheel Align			118.00	HST 118.00	
		Labour to adjust caster and camber			30.00	HST 30.00	
1.00		Battery	277.26	277.26		HST 277.26	
	0.70	Labour			82.60	HST 82.60	
2.00		Exhaust Gaskets	43.00	86.00		HST 86.00	
		>Welding/Torch Fee				HST	
1.00		Oxygen, acetylene, solder, welding rod, cleaners.	12.00	12.00		HST 12.00	
	2.00	Labour			236.00	HST 236.00	
1.00		Shift cable - Lower	77.44	77.44		HST 77.44	
1.00		Shift cable - Upper	74.88	74.88		HST 74.88	
	1.25	Labour			147.50	HST 147.50	
2.00		Toyo Open Country Winter - 245/70R17	301.25	602.50		HST 602.50	
		>Install & Balance New Tires			60.00	HST 60.00	
		Includes wheel weights				HST	
2.00		Tire Eco fee	4.50	9.00		HST 9.00	
2.00		TPMS valve Part #: 92-0145	7.25	14.50		HST 14.50	
		>Tire Bead Sealer Application				HST	
2.00		Bead Sealer	2.00	4.00		HST 4.00	
1.00		Brake SWITCH	63.30	63.30		HST 63.30	
	0.75	Labour			88.50	HST 88.50	
1.00		License light Lense	36.65	36.65		HST 36.65	
Sub Tot				1,748.13	1,671.20	3,419.33	
					HST	444.51	
					Deductible	0.00	
					Total	3,863.84	

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

K0G 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER		VEHICLE			ESTIMATE ADMIN			
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockvile St. W Merrickville, ON K0G 1N0		2009 CHEVROLET SILVERADO C1500 Plate : 367 2XN ODO : 187,240 V.I.N.: 1GCEC19JX9E153631 Unit #: 5.3L V8 Engine: 5.3L V8 F OHV 16V LY			EST # : 1442 Date : 10/11/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/			
B#:613 269-4791 H#:								
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx	Total	C
1.00		Bulb	2.00	2.00		HST	2.00	
1.00		Licence Light Socket	101.62	101.62		HST	101.62	
	0.75	Labour			88.50	HST	88.50	
	5.95	Labour to repair floor >Welding/Torch Fee			702.10	HST	702.10	
1.00		Oxygen, acetylene, solder, welding rod, cleaners.	12.00	12.00		HST	12.00	
1.00		Steel/Shop supplies	50.00	50.00		HST	50.00	

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Estimate to repair defects outlined on invoice 27656

	Sub Tot	1,748.13	1,671.20	3,419.33
			HST	444.51
			Deductible	0.00
			Total	3,863.84

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

KOG 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER	VEHICLE	INVOICE ADMIN.
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockville St. W Merrickville, ON KOG 1N0	2014 CHEVROLET SILVERADO K3500 Plate : AE 90487 ODO : 183,772 V.I.N.: 1GC3K0CG1EF140479 Unit #: 6.0L V8 Engine: 6.0L V8 F OHV 16V	INV # : 27684 Date : 10/20/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/
B#:613 269-4791 H#:		

Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx	Total	C
1.00		Ball joint/Control Arm Assy Part #: FTC50553	141.63	141.63		HST	141.63	
1.00		Control Arm and ball joint Part #: 260-7546	278.30	278.30		HST	278.30	
2.00		UnC Bolt Part #: 3/8X1.5	1.17	2.34		HST	2.34	
4.00		3/8 Flat Washers Part #: 3/8 FW	0.36	1.44		HST	1.44	
2.00		3/8 Lock Washers Part #: 3/8 LW	0.20	0.40		HST	0.40	
2.00		Nuts Part #: 3/8 N	0.37	0.74		HST	0.74	
3.00		zerex Dexcool 50/50 Antifreeze Part #: 857851 >Shop Supplies	6.04	18.12		HST	18.12	
1.00		Lubricants & cleaning supplies >Alignment - 4 Wheel Align Labour to set both sides caster and camber	5.00	5.00	118.00 30.00	HST HST	5.00 118.00 30.00	
1.00		Sublet labour to Repair Part #: SEAT REPAIR Damaged material & foam	375.00	375.00		HST	375.00	
1.00		Steel	10.00	10.00		HST	10.00	
1.00		Trim Panel clip Part #: 963211D	4.00	4.00		HST	4.00	
1.00		Black seam Joint seal Part #: 27502	21.65	21.65		HST	21.65	
1.00		Undercoating - no-drip Part #: ASS512SCP >Welding/Torch Fee	8.37	8.37		HST	8.37	
1.00		Oxygen, acetylene, solder,	12.00	12.00		HST	12.00	

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be responsible for loss or damage to cars, trucks, equipment, or articles left in vehicles in case of fire, theft or any other cause beyond your control.
\$45.00 CHARGE ON ALL NSF CHEQUES.

Sub Tot	878.99	1,469.60	2,348.59
		HST	305.32
		Deductible	0.00
		Total	2,653.91

Signature

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

K0G 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER		VEHICLE			INVOICE ADMIN.			
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockville St. W Merrickville, ON K0G 1N0		2014 CHEVROLET SILVERADO K3500 Plate : AE 90487 ODO : 183,772 V.I.N.: 1GC3K0CG1EF140479 Unit #: 6.0L V8 Engine: 6.0L V8 F OHV 16V			INV # : 27684 Date : 10/20/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/			
B#: 613 269-4791	H#:							
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx	Total	C
	11.20	welding rod, cleaners. Labour			1,321.60	HST HST	1,321.60	

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Check over vehicle - assess for fleet management review and annual safety inspection.
 Vehicle in overall decent condition for year (undercoating has helped)
 Box sides will likely start to rust through in next 2-3 years.
 Suggest transmission fluid and filter change.

Drivers seat has metal frame showing - Remove seat to have edge of seat repaired.
 While installing seat, some undercoating was disturbed and exposed hole in floor.
 Lift driver floor carpet and removed rusted through section of floor and weld in new. Seal and undercoat new floor section.
 Floor rusting out from inside cab, suggest deeper treaded floor mats and clean out regularly.
 Replace right front lower ball joint - worn out.
 Replace left upper ball joint - worn out and clunking (severly worn out).
 Broken bolt on exhaust flange in front of muffler, leaking. Remove remaining bolt and remaining studs and replace with bolts.
 Left parking brake not releasing. Remove left rear brake rotor to access parking brake. Free up brake actuator lever - now releases normally.
 Inspect brakes, all brakes in OK condition - see checksheet for details.
 All caliper and pad slides free.
 All lights, horn and seatbelts working.
 Alignment. Adjust both front wheels caster, camber and toe.
 Top up engine coolant.
 Oct 10/2023 - Gearshift cable falling off of transmission. Modify shift lever to install washer and cotter pin to secure cable.

Thank you for taking care of your vehicle!
 "LIKE US" on Facebook. Our website is www.allanstoolshed.com

NOTE: We are happy to accept payment by E-Transfer to allanstoolshed@gmail.com. No passwords required.

PAID BY: ...
 10/20/2023 A/R 2,653.91 ** UNPAID BALANCE **

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be responsible for loss or damage to cars, trucks, equipment, or articles left in vehicles in case of fire, theft or any other cause beyond your control.
 \$45.00 CHARGE ON ALL NSF CHEQUES.

Sub Tot	878.99	1,469.60	2,348.59
	HST		305.32
	Deductible		0.00
	Total		2,653.91

Signature _____

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

K0G 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER	VEHICLE	INVOICE ADMIN.
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockville St. W Merrickville, ON K0G 1N0	2017 CHEVROLET SILVERADO K2500 Plate : AR 17583 ODO : 112,451 V.I.N.: 1GC0KUEG2HZ151761 Unit #: 6.0L V8 Engine: 6.0L V8 F OHV 16V	INV # : 27725 Date : 10/31/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/
B#:613 269-4791 H#:		

Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx	Total	C
1.00		Brake pads - Silent Guard Part #: SG-8523X	141.65	141.65		HST	141.65	
2.00		Brake rotors - Coated Premium Part #: 748-880875	265.80	531.60		HST	531.60	
1.00		Brake Caliper - ADO Part #: 2727XA	253.30	253.30		HST	253.30	
1.00		Brake Caliper Part #: 2727XB	253.30	253.30		HST	253.30	
		>Brake Service Package		18.27	0.00	HST	18.27	
1.00		Brake & parts cleaner Part #: 313				HST		
0.20		scotchBrit brake/hub cleaner d Part #: 07546				HST		
12.00		Anti-seize compound Part #: 76764				HST		
22.00		EzE Slide Brake Lube Part #: 331KFL				HST		
	3.25	Labour			383.50	HST	383.50	
4.00		LT265/70R18 Firestone Part #: FS 004386	379.50	1,518.00		HST	1,518.00	
		Destination X/T				HST		
4.00		>Install & Balance New Tires Includes wheel weights			120.00	HST	120.00	
1.00		TPMS sensor Part #: 92-4006R	55.00	55.00		HST	55.00	
3.00		TPMS valve Part #: 92-0145	7.25	21.75		HST	21.75	
4.00		Tire Eco fee	4.50	18.00		HST	18.00	

WO# 25813

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Front brake pads getting down and front brakes vibrating.
Replace front brake pads, rotors and calipers. Caliper slide pins extremely seized, and pistons beginning to seize.
Lubricate caliper and pad slides.

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be responsible for loss or damage to cars, trucks, equipment, or articles left in vehicles in case of fire, theft or any other cause beyond your control.
\$45.00 CHARGE ON ALL NSF CHEQUES.

Sub Tot	2,810.87	503.50	3,314.37
		HST	430.87
		Deductible	0.00
		Total	3,745.24

Signature _____

Allan`s Tool Shed

2319 County Rd. 16, R.R. #2,

Merrickville, ON

K0G 1N0

Tel.#: (613) 283-4722 Fax: (613) 283-3128

CUSTOMER	VEHICLE	INVOICE ADMIN.
Village Of Merrickville-Wolfor Public Works Box 340, 317 Brockville St. W Merrickville, ON K0G 1N0	2017 CHEVROLET SILVERADO K2500 Plate : AR 17583 ODO : 112,451 V.I.N.: 1GC0KUEG2HZ151761 Unit #: 6.0L V8 Engine: 6.0L V8 F OHV 16V	INV # : 27725 Date : 10/31/2023 Time : PO # : REG # : 13603 5680 RT1 Tech. : NICHOLAS/
B#:613 269-4791 H#:		

Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Tx	Total	C
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Brake rotor mounting surface extremely rusty, built up and flaky, seemed to be causing rust jacking of rotors to cause vibration.
Chip and grind rust from rotor mounting surface.
Tires getting down, front tires worn very lumpy.
"service tire pressure system" message on dash. Test sensors, found right front sensor faulty.
Install and balance 4 new tires onto steel rims. Replace right front tire pressure sensor and 3 other wheels TPMS valve stems.
Clean all wheel mounting surfaces. Torque all wheels to 140 ft/lbs.

Thank you for taking care of your vehicle!
"LIKE US" on Facebook. Our website is www.allanstoolshed.com

NOTE: We are happy to accept payment by E-Transfer to allanstoolshed@gmail.com. No passwords required.

PAID BY: ...
10/31/2023 A/R 3,745.24 ** UNPAID BALANCE **

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be responsible for loss or damage to cars, trucks, equipment, or articles left in vehicles in case of fire, theft or any other cause beyond your control.
\$45.00 CHARGE ON ALL NSF CHEQUES.

Sub Tot	2,810.87	503.50	3,314.37
		HST	430.87
		Deductible	0.00
		Total	3,745.24

Signature _____



Ogilvie's Auto & Fleet Service Inc.
714 Kilmarnock Road, Jasper, ON K0G 1G0
T. (613) 283-7444 F. (613) 283-7479
W. ogilviesauto.com



CUSTOMER		VEHICLE			INVOICE ADMIN.		
Village Of Merrickville-Wolfor		2010 INTERNATIONAL 7600			INV # : 104425		
317 Brock Street, P.O. Box 340		Plate : 599 8XN			Date : 11/06/2023		
Merrickville, Ont. K0G 1N0		ODO : 157,850			Time :		
		V.I.N.: 1HTWYSHT1AJ223353			PO # :		
		Unit #:			REG # : HST #887357291		
B#:613 269-3247 H#:613 283-0726		Engine: 11.0L 6			Tech. : TIM/JACKIE		
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Total	C
	3.00	>ANNUAL SAFETY INSPECTION			375.00	375.00	
	0.30	>HEAVY DUTY DIESEL E TEST, LICENCE RENEWAL - PASS			115.00	115.00	
2.00		425/65R22.5 MICHELIN XZY3	1,266.26	2,532.52		2,532.52	
2.00		HD ONTARIO TIRE STEWARDSHIP	14.50	29.00		29.00	
8.00		11R22.5 TOYO M610 14PLY	575.95	4,607.60		4,607.60	
8.00		HD ONTARIO TIRE STEWARDSHIP	14.50	116.00		116.00	
	3.50	>INSTALL ALL 10 TIRES			437.50	437.50	
1.00		11R22.5 ALUMIMUM RIM	364.99	364.99		364.99	
		>TORQUE WHEELS FEE (6)			36.00	36.00	
1.00		1/4" COURSE THREADED ROD	4.12	4.12		4.12	
1.00		ANGLE IRON - BATTERY BOX	30.00	30.00		30.00	
1.00		1157 BULB	1.73	1.73		1.73	
2.00		CAB LIGHTS	63.32	126.64		126.64	
16.00		3/8 " FLAT WASHER	0.60	9.60		9.60	
8.00		3/8-16X1 1/4 BOLT	0.77	6.16		6.16	
4.00		5/16 LOCK NUT	1.00	4.00		4.00	
8.00		5/16 FLAT WASHERS	0.63	5.04		5.04	
4.00		5/16- 18X1 BOLT	0.87	3.48		3.48	
8.00		5/8 NYLON LOCK NUT	1.50	12.00		12.00	
1.00		STEEL MATERIAL \$50	50.00	50.00		50.00	
2.00		REAR BRAKE DRUMS	249.98	499.96		499.96	
1.00		68680 PIGTAIL	36.65	36.65		36.65	
4.00		5/16 FLAT WASHERS	0.63	2.52		2.52	
4.00		5/16- 18X1 BOLT	0.87	3.48		3.48	
4.00		3/8-16 LOCK NUT	0.30	1.20		1.20	
1.00		53722 LEFT REAR BOX LIGHT	49.28	49.28		49.28	
1.00		TFA005715 HYDRAULIC TANK CAP	47.18	47.18		47.18	
1.00		MUDFLAPS	51.65	51.65		51.65	
2.00		AC197 VALVES	73.32	146.64		146.64	
2.00		60737 BRACKETS	76.65	153.30		153.30	
	1.00	>PRESSURE WASH TRUCK			125.00	125.00	

I hereby authorize the above work to be completed together with the necessary parts and materials.

Sub Tot 9,244.74 2,986.89 12,231.63

Signature
Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

HST 1,590.11

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)

Deductible 0.00
Total 13,821.74



Ogilvie's Auto & Fleet Service Inc.
 714 Kilmarnock Road, Jasper, ON K0G 1G0
 T. (613) 283-7444 F. (613) 283-7479
 W. ogilviesauto.com



CUSTOMER	VEHICLE	INVOICE ADMIN.
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Village Of Merrickville-Wolfor 317 Brock Street, P.O. Box 340 Merrickville, Ont. K0G 1N0 B#:613 269-3247 H#:613 283-0726	2010 INTERNATIONAL 7600 Plate : 599 8XN ODO : 157,850 V.I.N.: 1HTWYSHT1AJ223353 Unit #: Engine: 11.0L 6	INV # : 104425 Date : 11/06/2023 Time : PO # : REG # : HST #887357291 Tech. : TIM/JACKIE
---	--	---

Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Total	C
1.00		UNDERCOATING \$350 *PERFORM ANNUAL SAFETY INSPECTION *REPLACE BULB FOR MARKER LIGHTS ON PLOW LIGHT *REPLACE LEFT LIGHT SOCKET (ROTTEN) *REPLACE RIGHT FRONT MUDFLAP *REPAIR MULTIPLE SPOTS ON BOX *CUT OUT BAD SECTION ON RIGHT FRONT BOX FRAME AND WELD IN NEW PIECES *REPLACE RIGHT REAR RIM (CHUNK MISSING) *REPLACE BOTH REAR DRUMS (OVERSIZED) *STRAIGHTEN NEW TARP ROD *PERFORM UNDERCOAT *INSTALL 10 NEW TIRES *PERFORM BRAKE ADJUSTMENT	350.00	350.00		350.00	
14.90		TOTAL LABOUR **NOTE: SECTION OF FRAME IS STARTING TO SEPERATE ON BOTH SIDES - MAXIMUM IS 10MM & IT`S CURRENTLY @ 6MM *NOTE: THE BOX IS STARTING IS ROTTEN IN MULITPLE PLACES - RECOMMEND TO REPLACE BOX Hazardous Waste & Consumables			1,862.50	1,862.50	
					35.89	35.89	

WO# 112518

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Ogilvie`s Auto & Fleet Service Inc
 714 Kilmarnock Road, R.R. #2 Jasper, Ontario K0G 1G0

I hereby authorize the above work to be completed together with the necessary parts and materials.

Signature _____
 Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

Sub Tot	9,244.74	2,986.89	12,231.63	
		HST	1,590.11	
		Deductible	0.00	
		Total	13,821.74	

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)



Ogilvie's Auto & Fleet Service Inc.
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 T. (613) 283-7444 F. (613) 283-7479
 W. ogilviesauto.com



CUSTOMER		VEHICLE		INVOICE ADMIN.			
Village Of Merrickville-Wolfor		2010 INTERNATIONAL 7600		INV # : 104425			
317 Brock Street, P.O. Box 340		Plate : 599 8XN		Date : 11/06/2023			
Merrickville, Ont. K0G 1N0		ODO : 157,850		Time :			
B#:613 269-3247 H#:613 283-0726		V.I.N.: 1HTWYSHT1AJ223353		PO # :			
		Unit #:		REG # : HST #887357291			
		Engine: 11.0L 6		Tech. : TIM/JACKIE			
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Total	C

Tel. #: (613) 283-7444 Fax: (613) 283-7479

Napa Peace of Mind Warranty - We got you covered for 2 years or 40,000 km on Napa qualifying parts!

We value your safety, bring your vehicle back to have wheel nuts retorqued within 50 to 100 kms.

E-Transfer Available to ogilvieauto@outlook.com

11/06/2023 A/R 13,821.74

I hereby authorize the above work to be completed together with the necessary parts and materials.

Signature
 Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)

Sub Tot	9,244.74	2,986.89	12,231.63
		HST	1,590.11
		Deductible	0.00
		Total	13,821.74



Ogilvie's Auto & Fleet Service Inc.
714 Kilmarnock Road, Jasper, ON K0G 1G0
T. (613) 283-7444 F. (613) 283-7479
W. ogilviesauto.com



CUSTOMER		VEHICLE			INVOICE ADMIN.		
Village Of Merrickville-Wolfor		2014 INTERNATIONAL 7400			INV # : 104467		
317 Brock Street, P.O. Box 340		Plate : AF 44115			Date : 11/07/2023		
Merrickville, Ont. K0G 1N0		ODO : 61,826			Time :		
B#:613 269-3247 H#:613 283-0726		V.I.N.: 1HTWCAAR2EH013624			PO # :		
		Unit #:			REG # : HST #887357291		
		Engine: 7.6L 6			Tech. : BRANDON/JACKIE		
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Total	C
	1.00	>HD ANNUAL SAFETY INSPECTION			129.00	129.00	
	0.30	>HEAVY DUTY DIESEL E TEST, LICENCE RENEWAL - PASS			115.00	115.00	
	1.00	>PRESSURE WASH			125.00	125.00	
1.00		UNDERCOATING \$350	350.00	350.00		350.00	
2.00		465922C1 BOLT U SPRING	92.48	184.96		184.96	
4.00		25847R1 FLAT WASHER	20.50	82.00		82.00	
4.00		144426H NUTS	42.72	170.88		170.88	
1.00		LEFT REAR SPRING PACK	1,526.01	1,526.01		1,526.01	
2.00		UBOLTS	86.90	173.80		173.80	
4.00		144425H NUTS	22.10	88.40		88.40	
4.00		WASHER FLANGES	11.80	47.20		47.20	
1.00		1157 BULB	1.73	1.73		1.73	
1.00		41032B REFLECTOR	4.32	4.32		4.32	
7.00		KP9907 BUTT CONNECTORS	1.07	7.49		7.49	
0.50		HEAT SHRINK PER FOOT	2.83	1.42		1.42	
2.00		1/8 X 2 COTTER PINS	0.33	0.66		0.66	
		*PERFORM ANNUAL SAFETY					
		*PERFORM EMISSION TEST					
		*REPLACE BOTH UBOLKTS FOR RIGHT FRONT SPRING (BROKEN)					
		*REPLACE LEFT REAR SPRING PACK (BROKEN LEAF)					
		*REPLACE LEFT REAR MARKER LIGHT & LEFT SIDE REAR REFLECTOR (BROKEN)					
		*REPAIR BROKEN WIRES FOR RIGHT HAND HOOD MARKER LIGHT					
		*REPAIR BACK UP CAMERA					
4.60		TOTAL LABOUR			575.00	575.00	
		Hazardous Waste & Consumables			35.89	35.89	

I hereby authorize the above work to be completed together with the necessary parts and materials.

Sub Tot 2,638.87 979.89 3,618.76

Signature
Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

HST 470.44

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)

Deductible 0.00

Total 4,089.20



Ogilvie's Auto & Fleet Service Inc.
 714 Kilmarnock Road, Jasper, ON K0G 1G0
 T. (613) 283-7444 F. (613) 283-7479
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CUSTOMER		VEHICLE	INVOICE ADMIN.			
Village Of Merrickville-Wolfor		2014 INTERNATIONAL 7400	INV #	: 104467		
317 Brock Street, P.O. Box 340		Plate : AF 44115	Date	: 11/07/2023		
Merrickville, Ont. K0G 1N0		ODO : 61,826	Time	:		
B#:613 269-3247 H#:613 283-0726		V.I.N.: 1HTWCAAR2EH013624	PO #	:		
		Unit #:	REG #	: HST #887357291		
		Engine: 7.6L 6	Tech.	: BRANDON/JACKIE		
Qty	Hrs.	Description	Parts Ea.	Tot.Parts Labour	Total	C

WO# 112776

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 Tel.#: (613) 283-7444 Fax: (613) 283-7479

Napa Peace of Mind Warranty - We got you covered for 2 years or 40,000 km on Napa qualifying parts!

We value your safety, bring your vehicle back to have wheel nuts retorqued within 50 to 100 kms.

E-Transfer Available to ogilvieauto@outlook.com

11/07/2023 A/R 4,089.20

I hereby authorize the above work to be completed together with the necessary parts and materials.

Signature
 Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)

Sub Tot	2,638.87	979.89	3,618.76
		HST	470.44
		Deductible	0.00
		Total	4,089.20



Ogilvie's Auto & Fleet Service Inc.
 714 Kilmarnock Road, Jasper, ON K0G 1G0
 T. (613) 283-7444 F. (613) 283-7479
 W. ogilviesauto.com



CUSTOMER	VEHICLE	INVOICE ADMIN.
Village Of Merrickville-Wolfor 317 Brock Street, P.O. Box 340 Merrickville, Ont. K0G 1N0	2015 INTERNATIONAL 7600 Plate : AJ 12541 ODO : 95,806 V.I.N.: 1HTGSSNT0FH686545 Unit #:	INV # : 104310 Date : 10/31/2023 Time : PO # : REG # : HST #887357291
B#:613 269-3247 H#:613 283-0726	Engine: 12.4L L6 Diesel	Tech. : TIM/JACKIE

Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Total	C
	3.00	>ANNUAL SAFETY INSPECTION			375.00	375.00	
	0.30	>HEAVY DUTY DIESEL E TEST, LICENCE RENEWAL - PASS			115.00	115.00	
2.00		425/65R22.5 MICHELIN XZY3 14PLY	1,266.26	2,532.52		2,532.52	
2.00		HD ONTARIO TIRE STEWARDSHIP	14.50	29.00		29.00	
8.00		11R22.5 TOYO M610 14PLY	575.95	4,607.60		4,607.60	
8.00		HD ONTARIO TIRE STEWARDSHIP	14.50	116.00		116.00	
	3.50	>INSTALL TIRES >TORQUE WHEELS FEE			437.50 36.00	437.50 36.00	
	1.00	>PRESSURE WASH OFF FRAME AND CAB			125.00	125.00	
1.00		UNDERCOAT \$350	350.00	350.00		350.00	
1.00		A13236Q2123 SHIELD	199.93	199.93		199.93	
1.00		68680 PIGTAIL	36.65	36.65		36.65	
4.00		KP9907 BUTT CONNECTORS	1.07	4.28		4.28	
0.66		HEAT SHRINK PER FOOT	2.83	1.87		1.87	
2.00		PF-00022 AIR CONNECTOR	34.75	69.50		69.50	
3.00		1/2 RUBBER AIR LINE	3.08	9.24		9.24	
		*PERFORM ANNUAL SAFETY INSPECTION					
		*REPLACE BOTH REAR BACKING PLATE KITS ON REAR DRIVE					
		*INSTALL NEW LIGHT AND PIGTAIL					
		*REPAIR WIRES FOR RIGHT BOTTOM YELLOW LIGHT					
		*REPLACE 2 INLINE QUICK RELEASE VALVES, FOUND RUB THROUGH ON AIR LINE					
		*REPLACE WORN THROUGH SERVICE BRAKE AIR LINE					
		*PRESSURE WASHED FRAME AND					

I hereby authorize the above work to be completed together with the necessary parts and materials.

Sub Tot 7,956.59 1,861.89 9,818.48

Signature
 Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

HST 1,276.40

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)

Deductible 0.00
 Total 11,094.88



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CUSTOMER		VEHICLE			INVOICE ADMIN.		
Village Of Merrickville-Wolford		2015 INTERNATIONAL 7600			INV # : 104310		
317 Brock Street, P.O. Box 340		Plate : AJ 12541			Date : 10/31/2023		
Merrickville, Ont. K0G 1N0		ODO : 95,806			Time :		
B#:613 269-3247 H#:613 283-0726		V.I.N.: 1HTGSSNT0FH686545			PO # :		
		Unit #:			REG # : HST #887357291		
		Engine: 12.4L L6 Diesel			Tech. : TIM/JACKIE		
Qty	Hrs.	Description	Parts Ea.	Tot.Parts	Labour	Total	C
		CAB FOR UNDERCOAT					
		*PERFORM UNDERCOAT					
		*PERFORM BRAKE ADJUSTMENT					
5.90		TOTAL LABOUR			737.50	737.50	
		Hazardous Waste & Consumables			35.89	35.89	

WO# 112540

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Ogilvie's Auto & Fleet Service Inc
 714 Kilmarnock Road, R.R. #2 Jasper, Ontario K0G 1G0
 Tel. #: (613) 283-7444 Fax: (613) 283-7479

Napa Peace of Mind Warranty - We got you covered for 2 years or 40,000 km on Napa qualifying parts!

We value your safety, bring your vehicle back to have wheel nuts retorqued within 50 to 100 kms.

E-Transfer Available to ogilvieauto@outlook.com

10/31/2023 A/R 11,094.88

I hereby authorize the above work to be completed together with the necessary parts and materials.

Signature
 Interest will be charged at the rate of 5% per month on all outstanding accounts over 30 days.

(Hazardous Waste & Consumables include the cleaners, solvents, abrasives, absorbents, fasteners, lubricants and personal protective products required in the performance of the above services)

Sub Tot	7,956.59	1,861.89	9,818.48
		HST	1,276.40
		Deductible	0.00
		Total	11,094.88

Report to Council

Date: November 14, 2023

From: (Interim) CAO/Clerk Plumley

Re: Authorization to Circulate Posting for the Position of Clerk

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford authorize the Posting for the Position of Clerk be circulated and with the service provided by AMCTO Job Board.

<https://www.amcto.com/membership-municipal-careers/municipal-careers/job-board>.

Background:

Based on the ongoing Organization Review it was determined that the Position of Clerk would be the first step to bringing additional support to the administrative and planning departments.

The timeline for the posting would run for a three-week period and close on December 1, 2023. Interviews would be scheduled during the second week of December with a proposed start date of January 15, 2024.

Interview questions will be drafted by the (Interim) CAO/Clerk in consultation with the Senior Management Team.

The candidates will be evaluated by using a scoring matrix based on their experience and knowledge in the areas of focus indicated in the job description. With an interview panel determined by Council.

Financial Impact:

2023 AMCTO job board posting \$560.00 Plus H.S.T

2024 Salary expectation range \$81,206 to \$98,800 based on candidate qualifications.

Attachments:

Job Posting

CLERK

The Village of Merrickville-Wolford is seeking a strategic and experienced professional to join our team in the full-time position of Clerk.

The Village of Merrickville-Wolford is a lower-tier municipality with a population of approximately 3,200 residents located along the historic Rideau Canal, less than an hour's drive from both Ottawa, the nation's capital, and the U.S.-Canada border, the Village of Merrickville and the surrounding rural area of Wolford, loves to celebrate its history and culture and heartily invites everyone to join in! To enjoy its heritage, natural attractions, delightful restaurants and shops, its small-town hospitality, and its all-round, year-round enchantment.

POSITION SUMMARY AND QUALIFICATIONS

The Clerk is a pivotal member of the Senior Leadership Team who is responsible for managing the statutory requirements as detailed in the *Municipal Act* and the requirements under various Acts, Statutes and Regulations applicable to local municipal government. The Clerk provides effective leadership to both members of staff and Council as it relates to procedural by-laws and applicable legislation. The position also provides leadership and supports the development and, implementation of organizational strategies, technology, best practices, and processes to ensure quality corporate reporting, information management, procedural formulation, and strategic planning.

Ideal qualifications for the position include the following:

- Post-secondary degree in public / business administration / political science or related discipline or an equivalent combination of education and experience.
- Five (5) years of related progressive and diversified government experience. Experience working in a municipal environment is an asset.
- Thorough knowledge of *Municipal Act, Planning Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, Vital Statistics Act and Cemeteries Act*.
- Demonstrated judgement and ability to critically assess options within the context of applicable legislation to guide decisions of both Council and colleagues.
- Excellent presentation, communication, and computer skills (i.e... MS Office Suite & escribe)
- Demonstrated ability to supervise, mentor and coach, direct reports in keeping with management best practices, to build and maintain a positive and productive work environment;
- Well-developed written and verbal communication skills, with the ability to communicate effectively and concisely with residents and colleagues;
- Knowledge sufficient to assist the Planning Department with the distribution of documents relating to applications.

The salary range for the position is \$81,206 to \$98,800 (under review) commensurate with experience and qualifications. The Municipality offers a comprehensive benefits package and participation in the OMERS pension plan.

Interested candidates are requested to submit a cover letter and resume by 12:30pm, Friday, December 1, 2023, with a cover letter clearly marked "**Clerk**" to:

Darlene Plumley (Interim) CAO/Clerk
317 Brock St. W. Merrickville, Ontario K0G 1N0
Email: cao@merrickville-wolford.ca

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Village of Merrickville-Wolford is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.

Report to Council

Date: November 14, 2023

From: (Interim) CAO/Clerk Plumley

Re: Authorization to Circulate the Posting for the Administration Assistant for Public Works and Emergency Services

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding Authorization to Circulate Posting the for an Administrative Assistant for Public Works and Emergency Services;

AND FURTHER THAT the Posting for the Position be advertised on the Township Website and Facebook page, OnTrac, Employment & Education Center, and St. Lawrence College.

Background:

Based on the ongoing Organization Review it was determined that an Administrative Assistant would provide additional support to the Public Works and Emergency Services Departments allowing for a more efficient and effective use of time to undertake duties related to the Upper Management Position.

The timeline for the posting would run for a three-week period and close on December 1, 2023. Interviews would be scheduled during the second week of December with a proposed start date of January 15, 2024.

Interview questions will be drafted by the (Interim) CAO/Clerk in consultation with the Senior Management Team.

The candidates will be evaluated by using a scoring matrix based on their experience and knowledge in the areas of focus indicated in the job description. With an interview panel comprised of Senior Staff.

Financial Impact:

This position was included in the 2023 Budget, a vacancy occurred and it was left unfilled until the Organization Review had been undertaken.

2024 The salary expectation range is between \$46,323 to \$56,539 based on candidate qualifications.

Attachments:

Job Description



Job Description Administrative Assistant

REPORTS TO:	Public Works/Emergency Services Department
PURPOSE AND SCOPE:	The Public Works Manager/Fire Chief, the AA is responsible for providing professional administrative and project support services. <ul style="list-style-type: none">• general administrative support for the operations of the municipality.
WORK HOURS:	35 hours per week, 8:30am-4:30pm, Mon to Fri, plus evenings & weekends as required to attend meetings.
SALARY RANGE:	\$45,193 to \$54,984 per year (2023 rate - under review).
OFFICE LOCATION:	Municipal Office, 317 Brock Street West, Merrickville
TRAVEL:	Occasional travel required to perform duties.
SUPERVISION	None.

DUTIES AND RESPONSIBILITIES

Provides administrative support to Public Works and Emergency services /Management Departments professionally while demonstrating integrity and discretion when dealing with confidential and sensitive issues.

Answers telephone calls and responds to inquiries from the public, appropriately assigning/referring calls and messages to the appropriate staff person, deescalating complaints with tact and diplomacy.

Assists the Public Works Manager/Fire Chief in the preparation and tracking of reports, statistics, and budgetary items.

Research records and data collection for special projects, studies, informational brochures/newsletters, media ads, etc.

Assists the Public Works/Emergency Services Department in coordinating effective corporate communications between staff, Council, and the public.

Assists in the development of policies, procedures, and best practices.

Assists with special programs and staff related events (i.e., employee recognition events, retirement recognition events, etc.).

Assists in the maintenance of current information and posting of content to the municipal website.

Submits service requests and assists with IT support.

Coordinates the ordering of office supplies as required.

Schedules office equipment repairs, maintenance, and updates from vendors.

Provides coverage for the Receptionist as needed from time to time.

Assists with coordinating departmental files, directing enquiries to the appropriate staff or external agencies.

Assists with the preparation of various reports to be sent to the Provincial and Federal governments, and other agencies as required.

Provides research and administrative support to assist with grant applications to external agencies.

Assists the Public Works Manager/Fire Chief with project coordination including the development of project proposals, plans, associated studies and progress reports.

Develops, organizes, and maintains data and other information.

Maintains and provides updates on content for the municipal website.

Emergency Management

Member of the Municipal Control Group for emergency planning, (Emergency Information Officer) takes minutes and prepares summaries.

Other duties and responsibilities as assigned by the Public Works Manager/Fire Chief.

GENERAL

Ensures a high level of transparency and accountability while respecting and adhering to confidentiality requirements, including those under the *Municipal Freedom of Information and Protection of Privacy Act* and any relevant policies and procedures of the municipality.

Protects own health and safety and that of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant training regarding occupational health and safety. Follow all requirements and guidelines for employees and employers as legislated under the *Occupational Health and Safety Act*.

QUALIFICATIONS

1. Two years of related experience working in a private, public, or non-profit organization in an administrative capacity.
2. Excellent communication skills demonstrated both verbally and in writing.
3. Proven excellent organizational abilities.
4. Demonstrated strong interpersonal skills including tact and discretion when dealing with elected representatives, staff, and the public.
5. Strong integrity, discretion to maintain confidentiality regarding sensitive and private information.
6. Strong ability to work under pressure and manage interruptions while meeting deadlines and adapting to unexpected changes.
7. Excellent communication skills and able to maintain harmonious working relationships with others in a team environment.
8. Knowledge of office practices and procedures.
9. Strong computer skills, particularly with Microsoft Office applications.
10. Excellent typing/word processing/computer/ skills required.
11. Excellent report writing skills are a strong asset.

WORKING CONDITIONS/RELATIONSHIPS

Work from the Municipal Office. May be subject to constant interruption.

This position requires discipline to meet deadlines and short timelines. Strategic thinking and planning are required.

Daily contact with the Manager of Operations/Fire Chief.

Regular contact with all staff and Fire Officers as well as Volunteers, CAO and Department Managers and support staff in the Municipal office for the purpose of obtaining and sharing information to complete work assignments.

Normal work week is 35 hours and must be prepared to work nights and weekends **WORKING RELATIONSHIPS**

INTERNAL: Municipal employees; volunteers; municipal council and advisory committee Members when necessary.

EXTERNAL: Regular contact with vendors and suppliers.

Contact with Fire/ Public Works Associations, Fire Marshal's office, Emergency Management Ontario, colleagues in other municipalities, other external agencies, municipalities, or associations on an as required basis to exchange or share information.

Report to Council

Date: November 14, 2023

From: (Interim) CAO/Clerk Plumley

Re: Authorization to research options available to ensure the Municipality provides adequate resources for the work force

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding Human Resource Assistance;

AND FURTHER THAT C.A.O./Clerk Plumley be given direction to research options available to ensure the Municipality provides adequate resources for the work force;

AND FURTHER THAT the options be presented to Council during 2024 budget deliberations.

Background:

The Employment Policy and Procedures By-laws are current. Rather than hire a new employee to review, research and update what is in place, it would be more efficient and beneficial to contract out the task to a specialty firm who can ensure the policies conform to the "*Employment Standards Act*" and provide the assistance needed to ensure all legislation is in compliance.

Financial Impact:

Unknown at present, a report will be provided to Council at the January 2024 meeting, with the intent to include the financial implications in the 2024 Budget.

Attachments:

none

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on September 26, 2023 at 6:30 pm at the Merrickville Public Library.

Present: M-W: Kait Brady, Jane Coghlan, Chris Eyton, Margaret Gural (Council Rep)

Montague:

and Mary Kate Laphen (CEO)

Regrets: Olivia Enns

Other: Kirsten Finstad (Friends of the Library)

1. Meeting called to order at 6:34 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** with added item 10e (Open House). Moved by Margaret; seconded by Jane. **ADOPTED.**

4. **Approval of Minutes:**

- Aug 15/23 board meeting – Moved by Kait; seconded by Margaret. **APPROVED.**

5. **Correspondence:**

- **Historical Society Thank You:** Letter from Historical Society President Jane Graham thanking the Board for partnering with MDHS to allow Mary Kate to act as Blockhouse Museum staff supervisor for the summer. She notes that the Museum would not have been able to operate this season without this help.

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

7. **Friends of the Library Report:** The Friends are planning an online auction fundraiser for the fall and requested that the contract be with the Library (a registered charity), so that the fee will be waived. Mary Kate will need to check that there are no restrictions on the Library being involved (as there are with raffles).

Motion: To approve having the Library, as a registered charity, enter into the contract for a MaxSold online auction fundraiser, to be handled by the Friends of the Library, **CONDITIONAL** on Mary Kate's inquiry finding no restrictions to the Library's involvement. Moved by Margaret; seconded by Jane. **APPROVED.**

8. **Report from Council:**

- The municipal CAO and Deputy Clerk are leaving Merrickville-Wolford
- The new Library Board member is expected to be appointed at the October 10 Council meeting.

9. **Librarian's Report:** see below.

10. **Other Business:**

a) **Updates**

i. **AODA training:** everyone has completed the required AODA training.

ii. **OLS Virtual Conference:** Mary Kate will be attending the staff conference on Oct 27, Olivia will attend the sessions for board members on Oct 28.

iii. **Building Work:**

- **Roof Work:** is scheduled for this month. Mary Kate will follow up.

- **Furnace repair:** the backordered furnace part (since the winter) arrived and has been installed.

- **Porch Light repair:** the main front porch light went out. Mary Kate consulted with Public Works, but had to have an electrician in to fix it. It was a straight forward fix that doesn't impact the light's longevity.

iv. **Computer Upgrades:** This has been completed. 5 of our computers were able to be upgraded and should be good for public use.

v. **Sponsorship Opportunity:** Park View has asked for further information about materials required for the porch. Mary Kate will get an estimate on what is required and will contact Park View.

vi. **Insurance:** awaiting a response re: directors' liability insurance.

b) **Financial**

i. **Year-to-Date:** reviewed year-to-date financial statement for information purposes.

ii. **Resolution to Transfer Funds:**

Resolution 23-OCT-01: to transfer earmarked funds (received in previous years) from the Library Reserve to the Operating account for programming taking place in 2023 (Seed Library, children's & youth programs).

Moved by: Jane; seconded by: Kait. **APPROVED**

c) Building/ Lease

Reviewed response from municipal lawyer. Concerns remain, but it was agreed that the next step is to have the lease reviewed by a lawyer. As the Library does not have a lawyer and Council has other priorities at the moment, the Board will review suggestions of possible law firms next month; Mary Kate will also ask other libraries.

d) Policy Review:

i. **Board Code of Conduct:** DEFERRED to next meeting.

ii. **Safety, Security & Emergency Policy & Procedures:** Reviewed revised and expanded policy and procedures.

MOTION: to approve as revised. Moved by: Margaret; seconded by Jane. **APPROVED**

iii. **Pandemic Policy & Procedures:** reviewed updated Policy and Procedures.

MOTION: to approve as updated. Moved by Kait; seconded by Margaret. **APPROVED.**

e) **Open House / 15th Anniversary:** The Lions Club approached Mary Kate about celebrating the 15th anniversary of our move to the new library building. An Open House is planned for Sat, Oct 21 to combine this celebration with Ontario Public Library Week. The Lions and Board will come by to meet & greet & celebrate. Will also schedule a Halloween children's program for the morning. The Lions, Mary Kate & the Friends will take care of refreshments.

11. Next meeting: Tues, Oct 21 at 6:30 pm at the Library.

12. Meeting adjourned (8:20 pm).

Librarian _____

Chairperson _____

Librarian's Report:

Statistics

July	2023	2022	2021	2020	2019
Patrons	1502 (w/mtgs) 14 new (member households)	1200 (w/mtgs) OverDrive unique users: 94	947 (w/mtgs) OverDrive unique users: 104	676 (w/mtgs) OverDrive unique users: 87	1874 (1933 w/mtgs) - 5%
(Kids/Youth)	582 (161k / 421y)	394 (128k / 266y)	232 (88k / 144y)	149 (52k / 97y)	831 (132k / 699y)
(Progs)	189 – in (14 prgs) 25 – in (2 group visits) 33 –out (3 group visits)	143-in (14 prgs in) 40- out of library program (1)	79-in (5 prgs in + 3 Take & Makes) 22 – Zoom (2 Zoom prgs) YT storytime – (4 stories) Views: 20	10 (2 library programs). Online Storytime (YouTube) 49 views 25 engagement	121-in (14 prgs in) 187-in (12 group/camp visits in). 13-out of Lib (2 prg out)
Mtg Rm users	28 (4 mtgs)	48 (6 in-liby mtgs) 3 (1 Zoom mtg)	6 (2 mtgs)	0 (0 mtgs)	59 (4 mtgs)
Circulation	TOTAL: 4141 Lib: 2917 (A-1034, J/ T- 1883) OverDrive: 880 (circ) Kanopy: 186 plays Seed Library – 3 (12 pks)	TOTAL: 3289 Lib: 2450 (A-1086, J/ T- 1364) OverDrive: 689 (circ) Kanopy: 150 plays	TOTAL: 2692 Lib: 1899 (A-928, J/ T- 970) OverDrive: 734 (circ) Kanopy: 59 plays	TOTAL: 2230 Lib: 1545 (A-830, J-691, T- 24) OverDrive: 603 (circ) Kanopy 82 plays	TOTAL 3286 - 7% Lib: 2784 - 12.5% (A-1347, J-1376, T-60) OverDrive: 502 (circ)
Internet use (+wireless):	255 (125 / 121w / 9-tab)	271 (63 / 206w / 2-tab)	164 (56 / 108w)	174 (45 / 129w / 0	511 +10% (393 / 73w / 45

				Tab)	Tab)
ILL borrowed/lent:	64 in / 48 out	42 in / 54 out	41 in / 53 out	34 in / 50 out	28 in / 42 out

August	2023	2022	2021	2020	2019
Patrons	1558 (w/mtgs) 10 new (member households)	1360 (w/mtgs & Zm) and OverDrive unique users: 104	994 (w/mtgs & Zoom) and OverDrive unique users: 131	758 +OverDrive users: 88	1482 (1495 w/mtgs) - 16%
(Kids/Youth)	640 (172k / 468y)	503 (178k / 325y)	249 (75k / 174y)	172 (65k / 107y)	532 (148k / 384y)
(Progs)	167 – in (14 prgs) 49 – in (4 group visits)	181-in (13 prgs in) 32-out of library (2 prgs out)	85-in (5 prgs in + 3 Take & Makes) 8 – Zoom (1 Zoom prgs) YT storytime – (4 stories) Views: 32	39- at lib (4 prgs) Online Storytime (YouTube) 39 views	86-in (11 prgs in) 27 –group/camp visits in (3 visits) 17-out of Lib (1 prg out) StoryTrail 45 (5 wks)
Mtg Rm users	29 (4 mtgs)	8 (1 mtg) 20 (3 Zoom mtgs)	3 (1 mtg)	0	13 (1 mtgs)
Circulation	TOTAL: 4048 Lib: 2848 (A-11188, J/ T- 1660) OverDrive: 939 (circ) Kanopy: 261 plays Seed Library – 1 (2 pks)	TOTAL: 3784 Lib: 2883 (A-1255, J/ T- 1628) OverDrive: 804 (circ) Kanopy: 97 plays	TOTAL: 2695 Lib: 1994 (A-1072, J/ T- 922) OverDrive: 608 (circ) Kanopy: 93 plays	TOTAL: 2358 Lib: 1684 (A-965, J-697, T- 21) OverDrive: 620 (circ) Kanopy 54 (plays)	TOTAL: 3232 +2.5% Lib: 2730 - 3% (A-1275, J-912, T- 44) OverDrive: 502 (circ)
Internet use (+wireless):	247 (124 / 119w / 4-tab)	189 (57 / 125w / 7 tab)	175 (64 / 111w)	169 (63 / 106wifi)	405 +4.5% (312 / 64w / 29 Tabs)
ILL borrowed/lent:	52 in / 38 out	60 in / 41 out	72 in / 55 out	41 in / 38 out	57 in / 43 out

It was a very good summer. There was good participation in the Summer Reading Program and generally more visits from kids and youth. There was a good response to both the prize draw and the activities and high circulation of children's/youth materials. Use of our e-collection (OverDrive & Kanopy) were good, but higher in August.

Things have slowed down in September (this is usual). But class visits and other programs have started.

Programs & Services:

Children's Programs:

TD Summer Reading Club Wrap-Up (Theme: "Check it out"):

Participation in the summer reading club (prize draw and/or activities) was up from last year with 130 registered kids (109 in 2022, 74 in 2021, 48 in 2020). We had enthusiastic participation from our target 6-12 age group, and got positive feedback from parents. We ran our weekly craft/activity program (Weird Wednesdays) and were pleased that it was very well attended again this year.

The prize draw is always the main incentive for summer reading. [Note: in the Prize Draw, kids get a ticket for every book they read which they can put in the draw for the prize(s) of their choice (we had 70 prizes this year). The prizes are collected through donations, purchases (mostly from Scholastic) funded by the Friends of the Library, etc]. The draw is extremely popular, and is responsible for much of the spike in children's circulation in July and August (approximately double what it is during the rest of the year). We had several parents comment about how much more their children were reading because of the draw.

The crafts/activities ran weekly for 8 weeks. We had 36 kids participate; most weeks there were around 20 kids attending. Activities included a presentation about animal skulls by Andrea Howard, learning magic tricks, making slime, pop-ups and other crafts. We had a student helper (volunteer hours), to assist with the crafts.

We also had a special science/magic show by Dr Four-Faces on a Saturday in July that was open to anyone participating in the Summer Reading Club (and their siblings). We used funding for children's programming donated by the Merrickville Ladies Dart Club before the pandemic to cover the expenses for this show.

Fall:

StoryTime: we've lost most of our older kids, and have mostly babies and toddlers coming. I am adapting incorporating more baby friendly content.

Class Visits: One class from Ste Marg is visiting and others are in the works. Have Halloween visits scheduled to Montague school and am talking about visits with Merrickville Public School.

Daycare: I do story visits once a month.

Playgroup has started up, I am doing story visits.

Art4Youth: Did a well-attended candel-making workshop in August. Am looking into another for November.

ECO-Champions: Displayed the entries all summer, but these are now going home. This will likely get active early in the new year.

Adult Programs: are starting up again. **Off the Shelf**, the **Meditation group**, the **grief support group** have or will be starting soon. Continuing from summer: **Library Book Club**, the **Ladies Art Group** and the **Knitting Group**. There has been some interest in starting up the Brain Fitness group again, so will look into that.

Seed Library has done 2 seed-saving workshops this fall, and is planning other workshops on microgreens and seed-starting over the winter. We are soliciting seed donations from companies.

Displays: we have a display for the L&G "We are neighbours" campaign. The Trails Society will be putting a new display in our display case. Have put up our display of LGBTQ+ books again and participated in a social media video as part of a local initiative involving the Chamber of Commerce.

Museum Passes: these passes were very busy all summer long, and demand has continued through Sept.

Internet/Computers: use of the computers has been up a bit over the summer. Use of the wireless has been down from last year.

InterLibrary Loans: use was higher in July and dropped off in August. Is picking up again in Sept with the return of the book clubs.

Meeting Room: Meetings are starting up again after the summer, so room bookings are picking up.

Collection: Fall best-sellers are coming in. Have ordered more decodable books and children's books using memorial donations for Liz Wallace. Have order some more books for the story trail – the Trails Society has given us money for this. Need to start my fall weeding of the collection.

Volunteers: All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection. Our regular volunteers are coming back after being away for the summer.

Facilities: See Other Business update (10a, iii). Have changed to gender neutral signs on the bathrooms. Have decluttered the storage office.

Accessibility Plan: Still pending.

Publicity/Outreach: The Seed Library workshops were mentioned on the cover of the Phoenix. The Library Book Club has arranged for Frances Itani to do an author visit at the Legion in October. Continue to write a column for the Phoenix and to update the webpage and social media (including groups). I sent info about the Halloween program to the schools to share with parents. The local print papers are ending, so that is no longer a way to raise our profile. **Partnerships/Outreach:** We are hosting programs for the Health Centre and the Merrickville Ladies Club, and partnering with the Trails Society (Story Trail). We host meetings for the Fair Board, Trails Society, Eco-Champions. See correspondence re: supervising Blockhouse summer staff.

Professional Development, Meetings, etc: The OLS Virtual Conference (for staff & boards) is this week (see 10a (ii)). There is a Small Libraries CEO meeting in October.

Donations: continue to receive donations to sponsor books.

Grants, etc: Applications for the provincial Public Library Operating Grant have not yet gone live. This should be soon. Will be gathering data for the Annual Survey this fall.

Plans for month: Prep for the Open House, Halloween programming & class visits, follow up with other programs and outreach opportunities, follow up with Board items and meetings, start weeding and continue with the decluttering. Complete the PLOG when it is available. And the usual Library business.

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's special meeting was held on October 12, 2023 at 7:30 pm via Zoom.

Present: M-W: Jane Coghlan, Chris Eyton, Margaret Gural (Council Rep)

Montague: Olivia Enns

and Mary Kate Laphen (CEO)

Absent: Kait Brady,

Note: new Board appointee Amelia Wilding joined at the end of the meeting.

1. Meeting called to order at 7:33 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Moved by Olivia; seconded by Jane. **ADOPTED.**

4. New Business:

- **Montague 2024 Budget Request:** Montague Township has asked that the Board submit a budget request for 2024 prior to Oct 25.

Mary Kate gave background on the Library's contract with Montague and the Board reviewed budget requests from previous years.

RESOLUTION 23-OCT-01: The Library Board authorizes the CEO to contact Montague Township with a request to increase the annual grant to Merrickville Library in their 2024 Budget to a total amount of \$9,400. **MOVED BY:** Kait; **SECONDED** by: Olivia. **APPROVED.**

Mary Kate will send a letter with the request to Montague.

5. Meeting adjourned at 7:47. Next regular meeting: Tues, October 24, 6:30 pm at the Library

Librarian _____

Chairperson _____

Members of Council

Village of Merrickville-Wolford
317 Brock Street West,
P.O. Box 340
Merrickville, Ontario, K0G 1N0
June 5, 2023

► To: Members of Council for the Village of Merrickville-Wolford

Dear Members for the Village of Merrickville-Wolford,

As you are aware, many residents on or around St. Lawrence St. have been voicing their concerns about the dangers associated with drivers not respecting speed limits. Several members of the community, via the attached petition, are seeking your support for the installation of a 4-way stop at the corner of County Roads 15 and 16.

This has been an on-going point of contention for the residents of Merrickville for decades. There is a new community, soon to get bigger, as well as a senior's residence adjacent to the intersection. Neighbors have noted a significant increase in volume of high-speed traffic, thereby putting pedestrians, cyclists and joggers at a bigger risk of injury or death. Residents have also observed many close call accidents over confusion by drivers inherently thinking the intersection should be a 4-way stop. Furthermore, the closest stop sign for pedestrians to cross at is approximately one kilometer away.

Currently at the corner of County Roads 15 and 16, there is a 2-way stop and based on our understanding, a recent traffic study conducted by the United Counties of Leeds and Grenville concluded that converting it from a 2-way to a 4-way stop was not warranted. This conclusion was based on the existing criteria by which the County uses to make their stop-sign placement decisions.

As per the Manager of Public Works for the United Counties of Leeds and Grenville, the only way to overturn the decision to not install a four-way stop, is to have Members of Council for Merrickville-Wolford make an official request to the Members of Council for Leeds/Grenville to change the ruling.

Attached you will find a petition signed by XX number of residents who feel passionately about this issue over concern for the safety of loved-ones, both drivers and pedestrians. It is our hopes that you will support the community by giving your approval to move forward with an official request to the Members of Council for Leeds/Grenville

We thank you in advance for your time and consideration to this matter and look forward to your response.

Best Regards,

Mary-Lynn Bedard & Robin Chinkiwsky

Petition

Action requested:

- The installation of a 4-way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and senior's residence.

Justification:

- Nearby residents note a significant increase in volume of high-speed traffic, thereby putting pedestrians, cyclists, and joggers at a bigger risk of injury or death. Residents have also observed many close call accidents over confusion by drivers inherently thinking the intersection should be a 4-way stop.

Ref	Name (Please Print)	Address	Signature	Comments	Date
1	Jas Fleet	1 Balmoral Pl	JAZ		July 04/23
2	B. Miller	125 Margaret	B Miller		July 4/23
3	Sheila Cook	P.O. Box 14 KOGING	Sheila Cook		July 6/23
4	Heather Steele	712 Snowdon's Corner	Heather Steele		July 6/23
5	LOIS DRISCOLL	3765 County Rd 16	Lois Driscoll		July 6/23
6	Angie Cameron	617 Main St E	Angie Cameron		July 6/23
7	Radi Delor	126 Margaret St	Radi Delor		July 6/23
8	Alexandra Epp	126 Margaret St	Alexandra Epp		July 6/23
9	DAVID LUXTON	905 ST. LAWRENCE ST	David Luxton		July 16/23
10	Pat Shields	906 ST. LAWRENCE ST. 269-4987 ST.	Pat Shields		July 16/23
11	Kristin Leach	906 St. Lawrence 285-6496	Kristin Leach		July 16/23
12	TANYA SHIELDS	906 ST. LAWRENCE ST.	Tanya Shields		July 16/23
13	Stephanie Wise	518 St. Lawrence St.	Stephanie Wise		16/07/23
14	Lawrence Wise	518 St. Lawrence St	L.D. Wise		16/07/23
15	Erik Service	817 St. Lawrence St	Erik Service		16/07/23
16	Julia Chadebois	817 St. Lawrence St	Julia Chadebois		16/07/23
17	Jennifer Mawhinney	811 St Lawrence	Jennifer Mawhinney		16/07/23
18	Randy Balkaran	811 St Lawrence	Randy Balkaran		16/07/23
19	Lorna Chellis	812 St Lawrence	Lorna Chellis		16/07/23
20	Scott Forsyth	912 St. Lawrence	Scott Forsyth		16/07/23

Petition

Action requested:

- The installation of a 4-way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and senior's residence.

Justification:

- Nearby residents note a significant increase in volume of high-speed traffic, thereby putting pedestrians, cyclists, and joggers at a bigger risk of injury or death. Residents have also observed many close call accidents over confusion by drivers inherently thinking the intersection should be a 4-way stop.

Ref	Name (Please Print)	Address	Signature	Comments	Date
1	Laura Whatley	102 Margaret			Jun 30 th
2	David Mathes	102 Margaret			June 30 th
3	BRIAN REED	119 "			June 30 th
4	Stacey Halliday	114 Sophie Lane		Thank you!	July 1/23
5	David LeBlanc	3084 County Rd 16			July 1 st
6	Adrienne Zwirko	3084 County Rd 16			July 1 st
7	Jello & Stu	10212 honey rd			July 1 st
8	Chantal Davelon	"			July 1 st
9	Richard Gignac	101 Margaret St.			July 1 st
10	Sheryl Adams	101 Margaret St			July 1 st
11	J.A. Keega	3749 city Rd. 16			July 1 st
12	Wanda Haef	1090 Richardson			July 2
13	Scott Thompson	101 Sophie Lane			July 2
14	Jennifer Thompson	101 Sophie Lane			July 2
15	Daniel Black	228 Alice St.			July 2
16	M. Jack Springer	125 Sophie Lane			July 2
17	Jonathan	14816 B County Rd 15			
18	Lynne Grahm	14826 County Rd 15			July 2
19	Rae Salter	" " "			July 2
20	Phil Watson	118 Drummond St W			July 4

Petition

Action requested:

- The installation of a 4-way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and senior's residence.

Justification:

- Nearby residents note a significant increase in volume of high-speed traffic, thereby putting pedestrians, cyclists, and joggers at a bigger risk of injury or death. Residents have also observed many close call accidents over confusion by drivers inherently thinking the intersection should be a 4-way stop.

Ref	Name (Please Print)	Address	Signature	Comments	Date
1	Lois Brook	121 Margaret	Lois Brook		June 25/23
2	John Dods	" "	J Dods	Visitors Children	June 25/23
3	Pat Dods	" "	Pat Dods	" "	"
4	M. Hennig	107 MARGARET	M Hennig	DANGER	June 27-23
5	Theresa Gull	121 Margaret St	Theresa Gull	SAFETY	Jun 27
6	Tim Gull	121 Margaret St	T Gull		06/27
7	MARK ELLIOTT	107 SOPHIE LN	M Elliott		06/27
8	Louise Laocque	113 Margaret St	L Laocque	DANGER Crossing Lawrence	6/27
9	Al Laocque	↓	A Laocque	"	6/27
10	Nicole Laocque	↓	Nicole Laocque	Safety	6/27
11	Cheryl Anderson	118 Sophie Lane	C Anderson	Safety	27 June 2023
12	Kristen Reay	113 Sophie Ln	K Reay	Safety	06/27
13	Shela Goyette	119 Sophie lane	S Goyette		06/27
14	Pam Marriott	127 Margaret St.	P Marriott		06/28
15	Paul Marriott	" " "	P Marriott		06/28
16	Robert Lana	112 Sophie Lane	R Lana		06/28
17	Rick Carlson	102 Sophie Ln.	R Carlson	slow down those idiots!!	06/28
18	Louise Angelo	106 Buffum Rd.	L Angelo		06/28
19	Patty Parker	718 St. Lawrence	P Parker	SPEEDING ISSUES	06/28
20	Patty Parker	718 St. Lawrence St	P Parker	tragedy waiting to happen	06/28


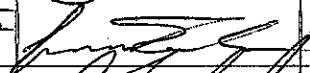
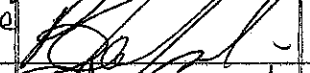
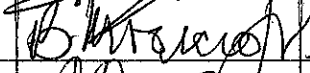

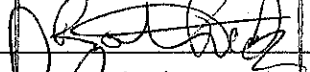

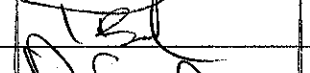
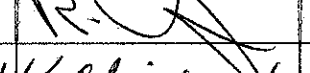
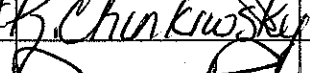
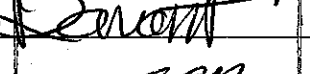

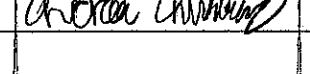
Petition

Action requested:

- The installation of a 4-way stop sign at the corner of County Roads 15 and 16 in the United Counties of Leeds and Grenville, to control traffic and allow for safe pedestrian crossing for adjacent community and senior's residence.

Justification:

- Nearby residents note a significant increase in volume of high-speed traffic, thereby putting pedestrians, cyclists, and joggers at a bigger risk of injury or death. Residents have also observed many close call accidents over confusion by drivers inherently thinking the intersection should be a 4-way stop.

Ref	Name (Please Print)	Address	Signature	Comments	Date
1	SHANNON BURKE	624 ST. LAWRENCE Merrickville			July 16/23
2	LIAM FOWLER	529 ST LAWRENCE MERRICKVILLE			July 16/23
3	Beverly Crawford	611 St Lawrence Merrickville.			July 16/23
4	BRIAN MOORCROFT	605 ST LAWRENCE			July 16/23
5	ROD JANE ADAMS	136 Wollingslow W			Aug 19/23
6	ROBERT PACH	136 FEMMELEAN			Aug 19/23
7	MARY-LYN BÉDARD	114 MARGARET			Aug 19/23
8	PAUL BÉDARD	114 MARGARET			Aug 17/23
9	ROBIN CHINKIWSKY	818 ST-LAWRENCE ST			Oct 26/23
10	Karen Chinkiwsky	818 St Lawrence st			Oct 26/23
11	Denise Benson	818 St Lawrence			Oct 26/23
12	JAMES CHINKIWSKY	818 St Lawrence St			Oct 26/23
13	Andrew Chinkiwsky	818 St Lawrence			Oct 26/23
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15					
16					
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19					
20					


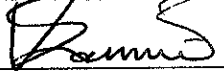

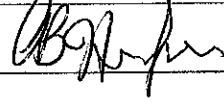
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Ref	Name (Please Print)	Address	Signature	Comments	Date
1	Isabelle Bergeron	870 McLrea Rd		Please	2/7/23
2	Victoria Sammarino	7770 MERLYN Wilson		SAFETY!!!	2/7/23
3	Lyla Scott	418 Main St. E		Please	2/7/23
4	Anita Hylas	211 St Lawrence			2 Jul 23
5					
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Corporation of the Village of Merrickville-Wolford
317 Brock Street West, PO Box 340
Merrickville, Ontario, K0G 1N0

October 24, 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 MAG pre-Christmas art exhibition and sale on December 9-10, 2023 at the Community Centre. Signs will be comprised of the traditional directional signs, lawn signs and A-Frames advertising the art exhibition. Signage will be placed in several locations in the first week of December and removed on December 11th/12th. 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 pre-Christmas art show was held last year for the first time and provided residents and visitors alike with an opportunity to meet local artists and view their beautiful art. This event will draw tourists to the Village and support economic development for local businesses.

For your consideration,

Sincerely,

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

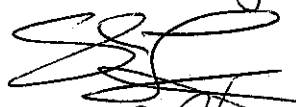
To whom it may concern. We the residence of the village of Jasper and surrounding area of the township of Merrickville-Wolford would like to see a no whistle zone going threw and at the crossing in Jasper

On county rd 16. As the trains are more plentiful and the train pulloff has been constructed within the village. The trains pulling off the main line and back onto the main line are traveling slow and whistling the hole time.

Its been a serious problem for the people concerned. The trains are traveling this route day and night and the whistle is overwhelming. Please refer to mayors letter as he has covered all other concerns not mentioned here.

As in Health and mental health and desimel point effecting here the people concerned. We realize there's a safety issue but doing our homework this crossing fits the no whistle zone criteria. (Lights, fence, crossing arms, etc)

Please take this into serious concirderaton. Thanks you for the attention in this matter. Below are signatures.

Name	Property #	Address
Tracy Foster	1044	county Rd #16 Jasper
Doug Beaupre	#1135	County Rd #16
Theresa Cruz	1112	County Road 16
Wendy Cuth	1069	County Road 16
Dave	1075	County Road 16
Mary Small		
Dave Small		
Donna Gregoire	1075	County Road 16
	18	Dufferin St. Jasper
Chantal Clement	19	Dufferin St. Jasper
Michael Phillips	16	Dufferin St. Jasper
GEORGE KIDD	16	Dufferin St. Jasper
Gene O'Kill	5	Dufferin St. Jasper
Anneke Phillips	5	Dufferin Jasper
Graham Wilson	17	Joseph St. Jasper, Ont.
JONATHAN MORRIS	17	Jasper St. Jasper
Alexandra Bennett	5	ONTARIO ST JASPER ON.
PHILIP TAE TELFORD	32	victoria st. Jasper, ON
	1044	County Rd 16 JASPER

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Name	Property #	
Deed Turner	4	Victoria St
Mary Bayes	11	Victoria St
Jeff Watson	22	VICTORIA ST.
Christina Gauthier	11	Victoria St.
Adam	11	Victoria St.
Ron Sparrow	20	Joseph ST
Cathy Sparrow	20	Joseph ST
Nic Vaillancourt	49	Joseph ST
Laura Prowse	49	Joseph ST.
Bree Bles/Taylor	34	Joseph ST.
Pearl M MacDonald		1012 CTY RD 16
Valerie McFadyen	24	Joseph ST.
Zach Bles	29	Joseph ST

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Please take this into serious concirderaton. Thanks you for the attention in this matter.

Below are signatures.

Name	Property #
Brianna Coude	29 Joseph St
KEREN WARDLE	1024 COUNTY RD 16
Nick Young	1024 COUNTY RD 16
Richard Smith	35 JOSHUA ST
Brent King	25 ^A ONT ST
Candi King	25 ^A ONTARIO ST.
Barb. Larrut.	25 ^C ONTARIO ST.
Amanda Kasprowicz	25B Ontario St.

October 25, 2023

Michael Cameron (mayor@merrickville-wolford.ca)
Anne Barr (barr@merrickville-wolford.ca)
Stephen Ireland (ireland@merrickville-wolford.ca)
Margaret Gural (gural@merrickville-wolford.ca)
Ronnie Maitland (maitland@merrickville-wolford.ca)
D. Robertson (cao@merrickville-wolford.ca)
D. Halliday (cbo@merrickville-wolford.ca)

Dear Sirs and Madams,

RE: Development of lots Drummond Street West between St Lawrence and St John

We currently reside beside the never-ending on-going construction of the three-storey apartment building on Drummond St W. (117 Drummond St W.)

This project has caused endless problems to us since our purchase of 123 Drummond St in October 2016. We have had to endure damage to our own property over and over by the developer who constantly makes promises to repair and then never does. More recently, we have, this past summer, also had to deal with the pigeons who made the apartment their home during extended periods of inactivity at the site and their caustic excrement all over our backyard. Our endless patience with the developer, Mr Wilson Bastille has now however come to an end after being advised by himself that he also purchased the property on the other side of the apartment (111 Drummond St). He has now torn down the house at that property and we can only hope the leftover debris will not be allowed to be left there for too long although it's been our experience that he does what he wants without any regard to residents living alongside these sites and the village council does not appear to be very successful in any dealings with him. He recently told us he plans to unfortunately recreate the same disaster on that site and that another developer beat him to the other lot (105 Drummond St W) behind the chip wagon (Bobs Fresh Cut Fries) with once again, plans for the same.

It is more than a little disappointing that as residents we are expected to have to appeal to council with our concerns in this regard. We are in disbelief that the permit for the other building at 105 Drummond St W. has even been entertained and that residents' peace of mind and property values as well as maintaining the unique character of our village has not been considered a priority. We are sadly devastated that after 7 years of fixing up our home, at great expense, the village we chose to live in appears to have so little regard for its current residents.

With over 20 years of real estate and property management experience, I have no doubt that Mr Bastille who has to date been an absentee landowner will in turn (if he ever finishes construction) will be an absentee landlord as I have seen it many times in my career.

I would remind council of the following excerpts from the Official Plan:

1.3.1. Purpose

The purpose of this Plan is to guide future growth and development in a logical and orderly manner, and to protect existing development from the adverse effects which may arise from incompatible

development. As well, it is intended to promote and protect public health and safety, and preserve those significant natural and cultural heritage resources that give the Village its unique character.

This Plan will assist both private interests and public administrators by providing the basis for decision making. Private interests will be aware of Council's policies for future development and can plan their

activities accordingly. Public administrators will be able to identify and program the delivery of needed services in the most cost-effective way.

4.3.2

Special Heritage Policy Area 2 is located in the Merrickville urban area of the Village, including the land along the Rideau Canal and the land that comprises the historic central area of Merrickville, and is shown on Schedule B-1. In this area, the main policy objective is to preserve and enhance the historic character of Merrickville by encouraging the preservation of existing buildings and structures, by protecting views to and from the canal, and by ensuring that new development and re-development takes place in accordance with the Design Guidelines contained in Appendix A of this Plan.

Our concerns regarding Mr. Bastille also extend to his lack of regard for due process and of course lack of consequences when policies are not followed. We understand that he took possession of the property around the same time we took possession of our home with the plans for a two storey apartment included. We never received notification or any opportunity to express concerns when he built the third storey which now towers over our home and others nearby. According to neighbours they were also caught off guard, I am assuming due to their surprise they also did not receive notification. Living next to his building site has been nothing short of horrible for seven years.

We ask that upon receipt of his request for permit that it be denied in consideration of adverse effects on neighbouring homes and frankly streets due to what at this point can only be assumed consequences of three apartments side by side. We also ask that permits for the next lot behind the chip wagon be reconsidered.

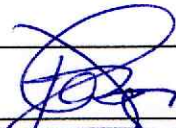

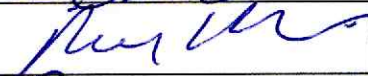
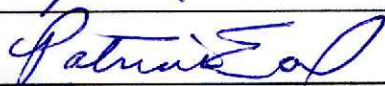
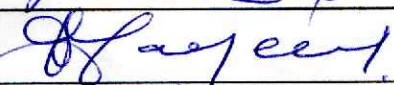
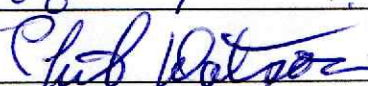
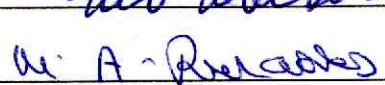
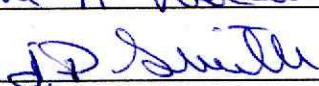
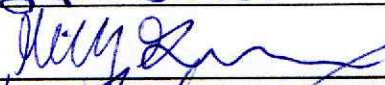
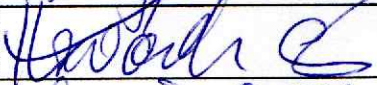



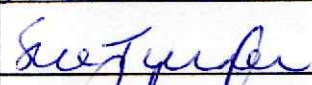
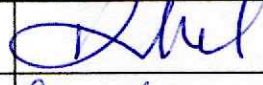

We also ask that this correspondence be included to the next Council Agenda.

Sincerely,
Debbie Laing-Billings and Raymond Billings
123 Drummond St W.

We, the following residents of Merrickville are concerned about the ongoing development of Drummond St West, in particular the now empty two lots behind the chip wagon (Bobs Fresh Cut Fries) known as 111 Drummond St W and 105 Drummond St W.

We ask Council to deny any further permits for apartment buildings on this block and ask that the existing permit for the lot directly behind the chip wagon be reconsidered in consideration of its adverse effects on neighbouring properties and their residents.

We also ask Council to review existing permits for the apartment building located on Drummond St W. that has been constructed slowly over the past 7 years to ensure that all building requirements associated with the permits given are being complied with.

Name	Address	Signature
Debbie Laing Billings	183 Drummonds	
Sustia Duracher	218 Wellington St E.	
Ray Browns	123 Drummond St	
Patricia Earl	124 Drummond St W	
William Langenborg	124 Drummond St. W	
Phil Watson	118 Drummond St West	
Maggie Rescoba	119, Drummond St West	
Dorob Smith	119, Drummond St W	
Hillary Lenko	312 St. John St.	
Harvada Sosaer	305 St. John St.	
GARY ROBERTS	305 ST. JOHN ST.	
Alix Sachs	306 St. John Street	
Louise Balkano	124 Brock St W	
Sue Turner	118 Brock St W	
Kim Sheppard	109 Brock St W	
Colleen Leafloor	117 Brock St W	

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Name	Address	Signature
LEE HOAN NGU	206 Brock St W	[Signature]
ROSS & MURIEL AQUINO	406 ST LAWRENCE ST	[Signature]
Chantal Harper	505 St John St	[Signature]
Ian Harper	505 St John St	[Signature]
Katise Weststrate	118 Brock St W	[Signature]
Jim Phillips	118 Brock St W	[Signature]
Greg Lenko	312 St. John St.	[Signature]
Philip Tyrrell		
Judy Tyrrell	406 St. John St.	[Signature]
B. McKNIGHT	111 Brock St. W	[Signature]
J.P. BURVILL	111 Brock St. W.	[Signature]
Claire Hastings	412 St. John Street	[Signature]
Ben Brayman	411 St. John Street	[Signature]
Karen Finstad	105 Lewis West	[Signature]
AL RILLIOTT	112 LEWIS WEST	[Signature]
Aldine Zuedors	312 Lewis St West	[Signature]
MARCUS JONES	123 BROCK ST WEST	[Signature]

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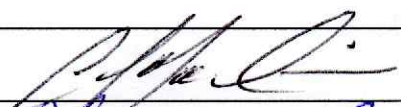

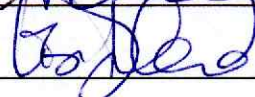
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Name	Address	Signature
KRISTAN BEZOT.	693 Hwy 43 W	KB.
Rob Paradis	224 Wellington St W.	Rob Paradis
Monique Forques-Paradis	224 Wellington W	M Forques-Paradis
BRUCE KERR	112 ST PATRICK ST	B. Kerr
LAURIE CARTER	112 ST PATRICK ST	L. Carter
Diane Smith	218 Wellington St E	D. Smith
Connie Adams	136 Wellington West	Connie Adams

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Name	Address	Signature
Chuck MacLennan	MERRICKVILLE	
SAR HOLLOWETT	MERRICKVILLE	
Lisa Donald	officer	
	Merrickville Business Owner + Building	
	home in mville .	

Ministry of Finance
Office of the Minister
Frost Building S, 7th Floor
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Tel.: 416-325-0400



Ministère des Finances
Bureau du ministre
Édifice Frost Sud 7e étage
7 Queen's Park Crescent
Toronto (Ontario) M7A 1Y7
Tél.: 416-325-0400

Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 20, 2023

Dear Head of Council:

I am writing to provide details on the 2024 Ontario Municipal Partnership Fund (OMPF).

During this heightened period of economic uncertainty, municipalities need predictability during their annual budget planning. To help provide that predictability, Ontario is announcing the 2024 OMPF allocations now and maintaining the overall structure of the \$500 million program.

The program will continue to be responsive to changing circumstances of individual municipalities through annual data updates and related adjustments. As in prior years, transitional assistance will ensure that in 2024 municipalities in northern Ontario receive at least 90 per cent of their 2023 OMPF allocation while municipalities in southern Ontario receive at least 85 per cent.

Maintaining a close relationship with our municipal partners remains critical as we continue to work together to build a Strong Ontario. That is why our government has continued to increase support for municipalities through the doubling of the Ontario Community Infrastructure Fund (OCIF) and the introduction of the Northern Ontario Resource Development Support (NORDS). We also recently introduced the Building Faster Fund, which will provide up to \$1.2 billion over three years for municipalities that meet or exceed their housing targets, with a portion allocated to small, rural and northern communities to address their unique needs. Our government also announced that we will restore provincial annual base funding for public health units starting in 2024.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2024 OMPF allocation. Supporting materials are also available on the ministry's web site at ontario.ca/document/2024-ontario-municipal-partnership-fund.

.../cont'd

I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

Original signed by

Peter Bethlenfalvy
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing



Advanced Agenda
(subject to change)

2023 Economic Development Summit

15th Anniversary – What's Ahead

Friday, November 17, 2023

The Leeds Grenville Economic Development Office, in partnership with MP Michael Barrett, MPP Steve Clark, the Eastern Workforce Innovation Board and the 1000 Islands, Grenville and Valley Heartland Community Futures Development Corporations, invite you to the region's top Economic Development event of the year.

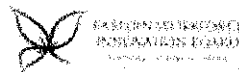
Date: **Friday, November 17, 2023**
Registration: 8:30 am; Schedule 9:00 am – 3:00 pm

Location: North Grenville Municipal Centre
285 County Road 44, Kemptville, Ontario
[Google directions](#)

Registration: **\$50** – [Get tickets now](#)
Light Breakfast, Snacks and Lunch provided
Advanced registration and payment required.
Learn more at invest.leedsgrenville.com/summit2023

Registration
Deadline: **Friday, November 10, 2023** at 3 p.m.

For more information email: joanne.poll@uclg.on.ca or call 613-342-3840 ext. 5362



where lifestyle
grows good business

2023 Economic Development Summit

Friday, November 17, 2023

8:30 am **Registration | Networking | Photo Booth**

9:00 am **Welcome / Greetings**

- Michael Barrett, MP Leeds-Grenville-Thousand Islands and Rideau Lakes
- Steve Clark, MPP Leeds-Grenville-Thousand Islands and Rideau Lakes
- Nancy Peckford, Warden, United Counties of Leeds and Grenville / Mayor, North Grenville

9:15 am **The Leclerc Products**

Last year Leclerc Foods, one of Canada's leading food manufacturers, announced an expansion of its North American operations into Brockville. The \$100-M expansion, over five years, has brought new jobs, and delicious cookies and snack bars to the Leeds Grenville region.

Learn how their challenges have been overcome, successes that have been achieved in their plant set-up, and the goodness ahead.

Presenters:

Guillaume Turgeon, Senior Director, Canadian Operations
Abdullah Toseef, Brockville Plant Manager

10:00 am **BREAK**

10:15 am **Bill Thake Memorial Economic Development Leadership Award**

Recipient: Joe Hudson, Burnbrae Farms
Being accepted by: Margaret Hudson, President, Burnbrae Farms

Presenters: Nancy Peckford, Warden, United Counties of Leeds and Grenville
Marlene Thake

10:30 am **Shorelines Casino Thousand Islands**

Shorelines Casino Thousand Islands continues to be one of the top tourism and hospitality employers in the region, while generating significant funds annually to Gananoque and Leeds and the Thousand Islands, as host communities, through the Ontario Lottery and Gaming Corporation.

From ownership changes in September 2021, to pandemic shutdowns and post-pandemic challenges, Shorelines Casino Thousand Islands continues to make positive economic and social impacts on Leeds Grenville and bolsters the region's tourism and entertainment industry.

Presenters:

Dale Deane, General Manager, Shorelines Casino Thousand Islands
Chuck Keeling, Executive Vice President, Stakeholder Engagement,
Community & Social Responsibility, Great Canadian Entertainment

2023 Economic Development Summit

Friday, November 17, 2023

11:15 am **Planning our Future Infrastructure**

Natural gas plays a significant role in the attraction and expansion of businesses in Leeds Grenville. Enbridge Gas will provide an overview of their economic development services, the province's proposed Natural Gas Expansion Program – Phase 3 and the steps for increased capacity in Leeds Grenville.

Presenter:

Brian Lennie, Specialist, Economic Development
ENBRIDGE GAS INC.

12:00 pm **LUNCH | Networking | Photo Booth | 15th Anniversary Leeds Grenville Trivia - prizes**

1:00 pm **Keynote:**

Ontario's Minister of Labour, Immigration, Training and Skills Development will discuss the progress on the government's plan on building a stronger Ontario for all workers.

Presenter:

Hon. David Piccini, Minister of Labour, Immigration, Training and Skills Development

1:45 pm **1000 Islands Rideau Canal Waterways – Building an Appetite for Culinary Tourism**

To support the Tourism and Hospitality sector recovery, the 2022 Leeds Grenville Regional Tourism Destination Strategy was produced. Food and Drink was identified as one of the regions' top visitor interests. Businesses leading the way in culinary tourism will share their insights and what the potential is for the future.

Moderator:

Shelbi McFarlane, Business Development Officer
United Counties of Leeds and Grenville

Panel:

Cynthia Peters, Maison Maitland Cooking School & Villas
Erin Kergen, Pickle & Myrrh
Matthew Shapton, Hall's Apple Market
Martha Kudrinko, Rosie Yumski's Find Foods

2:15 pm **Leeds Grenville 15th Anniversary Summit Review & What's Ahead**

A quick look back on where we started, what has been accomplished and where we are heading. When there's a vision and action everyone achieves more.

Presenter:

Ann Weir, Economic Development Manager
United Counties of Leeds and Grenville

2:45 pm **Closing Remarks | Networking**



A FORBES BROS COMPANY

Village of Merrickville-Wolford
317 Brock Street W, P.O Box 340
Attn: Doug Robertson
CAO / Clerk / Director, Economic Development
E: cao@merrickville-wolford.ca

To Whom it May Concern,

On behalf of Xplore Inc, I would like to submit a request for a Statement of Concurrence for the proposed communication installation located at:

PT LT 22-23 CON 3 WOLFORD AS IN PR77089; EXCEPT FORCED RD THROUGH MERRICKVILLE-WOLFORD

The document will provide a summary of the municipal and public consultation process.

MUNICIPAL & PUBLIC CONSULTATION SUMMARY:

PROTOCOL

We have confirmed that the Village of Merrickville-Wolford does not have a locally enacted land use protocol for towers, and we were therefore required to comply with the procedures described in ISED Canada's default protocol CPC-2-0-03 (July 2014) "Radio communication and Broadcasting Antenna Systems". One of the key concerns of this process is that such installations are deployed in a manner that considers the surroundings in exercising the mandate to deploy necessary infrastructure.

PUBLIC CONSULTATION

Under CPC Section 4.2.1.1 and 4.2.1.2, we provided formal notice allowing 30 days for comments to any property owners within three times the tower height (45m X 3 = 135m). We asked that you assist with contact/mailing addresses for the property PINs identified in the notification radius. There was three landowners within the notification radius. Under CPC Section 4.2.4, concurrent notices were placed in Smith Falls Record News & Keptville Advance on September 14th, 2023 in accordance with the criteria established therein.

PUBLIC RESPONSE

Under Section 4.2.2, we are to respond to all reasonable and relevant concerns raised during the 30-day notification period of Section 4.2. What is considered reasonable or relevant (or not) is specifically defined under the CPC section entitled "Public Reply Comments". The 30-day notice period concluded September 18th, 2023.

- The Municipality has not advised us that they have received any comments or concerns which we were to address.
- Xplore received no comments or concerns from the public.
- Xplore received no registrants for a public meeting

MUNICIPAL CONSULTATION

Consultation with the municipality included the following:

- Pre-consultation to discuss protocol and land use particulars
- Follow-up consultation by phone and email
- Submission of a Justification Report for review
- Discussion about the proposed property and installation
- Request for assistance with properties in the Public Notification Radius
- Request for the Township's choice of newspaper
- Submission of the final Public Consultation Package (for your records)
- Request to identify any other municipal requirements
- Request for Municipal Concurrence

OTHER MUNICIPAL CONSIDERATIONS:

As we are regulated under federal policy, provincial legislation such as the Ontario Building Code Act and the Planning Act including zoning by-laws and site plan control do not apply to these facilities. Our installation is not required to submit application for a building permit. We also asked you to outline formally any other local requirements, and there were none

CONCLUDING LAND USE AUTHORITY CONSULTATION

Under CPC Section 4.3, we have satisfactorily met the consultation requirements. Xplore feels that the proposed site is well situated to provide and improve internet and data services in the targeted area. The proposed site has been situated and designed to have minimal impact on surrounding land uses.

At this time, we respectfully request the formal Statement of Concurrence by The Village of Merrickville-Wolford. A copy of your concurrence will be sent to ISED Canada as they require this to confirm our compliance with the ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems" prior to moving forward with the installation of the proposed communication facility.

On behalf of Xplore, we look forward to providing better internet and data service to this area. We thank you for your attention to this request and should you have any questions or need further information, please do not hesitate to contact me at 780 885 9380 or by email at jjohnston@forbesbrosLtd.ca

Sincerely,

Jacqueline Johnston

FB Connnect.

482 South Service Road East, Unit 130
Oakville, ON L6J 2X6

(County Name)

(DATE)

Forbes Bros. Ltd. Telecommunication Services
482 South Service Road East, Suite 130
Oakville, ON L6J 2X6

Attn: Jacqueline Johnston, Real Estate & Government Affairs

**RE: Proposed Xplore Inc tower site
(Address)
Xplore Inc file: (FILE NAME AND NUMBER)**

Mrs. Johnston,

The (LUA) acknowledges that the approval of the broadband telecommunications tower site at the above mentioned location and its design fall under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED – formerly Industry Canada) in accordance with the *Radiocommunication Act*.

ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5* outlines the consultation process for the proponent to follow where no local radiocommunication policy exists.

It is our understanding that Forbes Bros Ltd. on behalf of Xplore Inc has completed the required consultation through;

- Email communication with municipal staff commencing (DATE)
- Mail Notification sent out to (#) individuals identified by Municipality on (DATE)
- Public notice placed in (*NEWSPAPERS*) on DATE.
- Both forms of notice provided contact information and a comment period concluding (DATE)

During the consultation period, there were no inquiries made and all have been addressed via email.

This letter serves to confirm that ISED's consultation requirements have been met. The (LUA) has no objections to the proposal as submitted.

Sincerely,

(COUNTY CONTACT)

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 56-2023

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 NOVEMBER 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 November 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 November 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 14th day of November, 2023.

Michael Cameron, Mayor

Darlene Plumley, CAO/Clerk