



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Special Council Meeting 4:00 p.m.

Thursday, September 28, 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 [here](#).

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Public Works** Report PW-08-2023: Truth and Reconciliation Day
 Report PW-09-2023: Paving of Read Street
5. **In-Camera** 1. Personal matters about an identifiable individual, including municipal or local board employees.
6. **Rise and Report**
7. **Notices of Motion** None.
8. **Next meeting of Council:** Tuesday, October 10, 2023 at 7:00 p.m.
9. **Confirming By-Law:** 46-2023 re: Confirm Proceedings of Council meeting of September 28, 2023
10. **Adjournment**

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the special Council meeting of September 28, 2023 as:

___ circulated.

___ amended.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-08-2023, being a report to provide Council with information regarding the National Day for Truth and Reconciliation on Saturday, September 30, 2023, and for the flag protocol in relation to the Village's Flag Protocol Policy; and

That Council confirms and approves the approach regarding the flags as described in report PW-08-2023 to raise the Every Child Matters flag annually on the National Day for Truth and Reconciliation.

Carried / Defeated

Michael Cameron, Mayor



Village of Merrickville-Wolford

Report PW-08-2023

Public Works Department

Date to Council: September 28, 2023

Report to Council

RE: Truth and Reconciliation Day

OBJECTIVE: To confirm Council's direction regarding the National Day for Truth and Reconciliation and the related flag protocol.

RECOMMENDATION:

THAT: The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-08-2023, being a report to provide Council with information regarding the National Day for Truth and Reconciliation on Saturday September 30, 2023, and for the flag protocol in relation to the Village's Flag Protocol Policy; and

THAT: Council confirms and approves the approach regarding the flags as described in report PW-08-2023 to raise the Every Child Matters flag annually on the National Day for Truth and Reconciliation.

BACKGROUND:

On June 3, 2021, Bill C-5 received Royal Assent at the House of Commons to address systemic racism and discrimination in the Canadian Criminal Justice System and, in particular, the overrepresentation of Indigenous people, Black persons and members of marginalized communities, while maintaining public safety.

Passing the legislation responded to the Truth and Reconciliation Commission of Canada's call to action number 80 by creating a holiday called the National Day for Truth and Reconciliation, which seeks to honour First Nations, Inuit and Métis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process.

On May 10, 2021, the Council of the Corporation of the Village of Merrickville-Wolford passed the Flag Protocol Policy which is attached as Schedule "A" to this report. The policy states in section 4.6 that "*The Manager, Operations or his or her designate will be responsible for the implementation of this policy*". It also states in Section 6.1 that "*All requests for flag raising must be made, in writing, to Council*", and in Section 6.2 that "*Requests must be received by the Village's Clerk thirty (30) days in advance of the date of the flag raising*".

However, no specific request has been received from the community to raise a flag for National Day for Truth and Reconciliation. and the Ukrainian national flag is currently being flown at the Municipal Office.

ANALYSIS:

In compliance with the Village's Flag Protocol Policy, on June 28, 2021, Council passed resolution R-181-21, attached as Schedule "B" to this report, which directed Village staff to *"fly an appropriate symbolic flag below the Canadian flag for an undetermined amount of time to honour the memories of the indigenous children who have lost their lives, their families, and the indigenous community"*. The resolution was passed during the last term of Council, and the direction did not provide a specified timeframe or did not specifically state that this is an annual request.

On March 7, 2022, Council passed resolution R-074-22, attached as Schedule "C" to this report, which directed Village staff to *"fly the Ukraine national flag in place of the municipal flag at the Municipal Office to symbolize support for the people of Ukraine at this time"*, and that Council authorized the Mayor to *"instruct staff on an appropriate date to remove the Ukraine national flag from the Municipal Office flag pole and reinstate the Village's municipal flag"*. It has no other specific direction related to the flag.

It is reasonable to interpret Resolution R-181-21 as a demonstration of Council and the community's general wish to recognize National Day for Truth and Reconciliation and, further, to acknowledge the Federal Government's intention in passing legislation establishing a National Day for Truth and Reconciliation as a statutory holiday and subsequently the Provincial Government's expectation, that municipalities will follow suit and take notable actions to acknowledge the National Day for Truth and Reconciliation on an annual basis.

In 2023, the National Day for Truth and Reconciliation falls on Saturday September 30th. As such, staff will raise the Every Child Matters orange flag at the end of the regular business day on the preceding Friday and lower it at the beginning of the regular business day on the subsequent Monday. This protocol will be followed annually. Where the National Day for Truth and Reconciliation falls on a regular business day, it will be raised at the beginning of the day and lowered at the beginning of the subsequent regular business day.

Should another commemorative flag of some sort such as, in this case, the Ukrainian flag already be raised prior to raising the Every Child Matters flag, staff will reinstate the Ukrainian flag immediately following the lowering of the Every Child Matters flag.

BUDGET/LEGAL IMPLICATIONS:

None.

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.

CONCLUSION:

In accordance with the Flag Protocol Policy, staff does not have the authority to unilaterally make the decision to take down the Ukrainian national flag, or to fly the symbolic flag for National Day for Truth and Reconciliation.

Subject to further direction from Council, the Ukrainian flag will remain in place until the end of the regular business day on Friday September 29, 2023 at which time the Every Child Matters flag will be raised in its place. At the beginning of the regular business day on Monday October 2, 2023, staff will lower the Every Child Matters flag and raise the Ukrainian flag. The approach described in the Analysis section of this report regarding the Every Child Matters flag will be followed on an annual basis subject to further direction from Council at a future time.

ATTACHMENTS

Schedule A – Flag Protocol Policy

Schedule B – R-181-21

Schedule C – 6-074-22

Jointly Submitted by:



Brad Cole,
Manager, Operations



Doug Robertson,
CAO/Clerk



Flag Protocol Policy

1. SCOPE

This Policy applies to all flags mounted on flagpoles in the care and control of the Village of Merrickville-Wolford.

2. PURPOSE

The Flag Protocol Policy establishes a consistent protocol for the flying of flags at municipal buildings, properties and facilities and the framework to govern requests for flag raisings received from the community.

3. DEFINITIONS

For the purpose of this policy:

"Clerk" means the Clerk appointed by the Council of the Corporation of the Village of Merrickville-Wolford or his or her designate.

"Community Flagpole" means the flagpole that regularly flies the Village's flag outside of the Village Office at 317 Brock Street West in Merrickville.

"Flagpole" means a pole used for flying a flag.

"Halyard" means a rope used for raising and lowering a flag.

"Half-mast" means the action of flying flags at a position that is equal distance from the top and bottom of a flagpole meant to mark periods of mourning or to commemorate solemn occasions.

"Other" means national or provincial official.

"Tattered Flag" or "Worn Flag" means a flag that has developed a hole, where the colour has faded, or where the flag has become frayed.

4. FLYING FLAGS AT HALF-MAST

- 4.1 Only flags secured to flagpoles with halyards and pulleys will be flown at half-mast only when appropriate as outlined in this policy.
- 4.2 To place a flag at half-mast, the flag shall be raised to the masthead and then slowly lowered until the flag's center is mid-way between the masthead and the base of the flagpole.
- 4.3 Flags will be flown at half-mast at all Village facilities to mark periods of mourning upon the death of:
- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister);
 - The Governor General or former governor General;
 - The Prime Minister or former Prime Minister;
 - Premier of Ontario or a former Premier of Ontario;
 - Member or former Member of the House of Commons for this riding;
 - Member or former Member of Provincial Parliament for this riding;
 - Special Events recognized by the Canadian Government that recognize the death of a universal figure(s);
 - The Mayor or former Mayor;
 - Councillor or past Councillor;
 - Current staff member and retired staff member, including volunteer firefighters;
 - A police officer in the line of duty, anywhere in Canada;
 - A firefighter in the line of duty, anywhere in Canada; and
 - A current board or committee member.
- 4.4 In the case of a national or provincial official, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol officers.
- 4.5 In the case of other persons listed in Section 4.4, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for the individual.
- 4.6 The Manager, Operations or his or her designate will be responsible for the implementation of this policy.
- 4.7 When flags will be flown at half-mast, a message to explain why the flags have been lowered will be posted on the Village's website.

5. DISPOSAL OF FLAGS

- 5.1 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
- 5.2 The following applies to the disposal of tattered flags:
- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner.
 - Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal. The pieces of fabric are not to be reused for any purpose.

6. COMMUNITY REQUESTS FOR FLAG RAISINGS

- 6.1 All requests for flag raising must be made, in writing, to Council.
- 6.2 Requests must be received by the Village's Clerk thirty (30) days in advance of the date of the flag raising.
- 6.3 Community flags will be flown on the pole at the Village Office that has been allocated for the Village's flag.
- 6.4 The following flags will not be permitted on Village flagpoles:
- Flags representing political parties;
 - Flags representing religious groups;
 - Flags in support of fundraising drives that are political or religious in nature; or
 - Flags in support of groups, organizations, or events that promote beliefs contrary to any other municipal policy.
- 6.5 The following flags will be permitted, subject to Council's approval:
- Flags in support of non-profit, community-based fundraising drives important to the residents of the Village;
 - Flags in support of organizational awareness campaigns that are important to the residents of the Village; or
 - Flags in celebration of multi-cultural and civic events important to the residents of the Village.
- 6.6 The community organization will be responsible for providing and retrieving their flag from the Village Office.

6.7 Should there be two requests for flag raising that conflict due to timing, the request received first will receive priority.

6.8 The request must include the duration the community organization is requesting the flag flown for, for Council's consideration.

7. DIGNITARY VISITS

7.1 In the event of a visit by a dignitary to the Village, the Village may fly a flag representing that dignitary. Flying of a flag to mark a dignitary's visit will be approved by way of Council resolution.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 181 - 21

Date: June 28, 2021

Moved by: Cameron

Foster

Halpenny

Molloy

Seconded by: Cameron

Foster

Halpenny

Molloy

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

WHEREAS flags lowered to half-mast symbolize mourning, sympathy, and sadness for individuals or groups who have suffered or lost lives;

AND WHEREAS Canada mourns the loss of hundreds of indigenous children found in unmarked graves across residential schools in Canada;

AND WHEREAS raising an orange flag, which symbolizes the "Every Child Matters" movement will show the Village's solidarity with indigenous people across the nation and indicates that the Village stands together to strongly oppose the atrocities that have been committed against our indigenous children and families;

BE IT HEREBY RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct that the Village shall fly an appropriate symbolic flag below the Canadian Flag for an undetermined amount of time to honour the memories of the indigenous children who have lost their lives, their families, and the indigenous community.

Carried / Defeated

J. Douglas Struthers, Mayor

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

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

Resolution Number: R - 74 - 22 **VILLAGE OF MERRICKVILLE-WOLFORD**

Date: March 7, 2022

Moved by: Cameron Foster Molloy Ireland
Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

WHEREAS the Village of Merrickville-Wolford's Flag Protocol Policy (By-law 15-2021, Schedule "A", Section 6.5, regarding Community Requests for Flag Raisings, indicates that "The following flags will be permitted, subject to Council's approval ... flags in support of organizational awareness campaigns that are important to the residents of the Village";

AND WHEREAS it is understandable that the residents of the Village of Merrickville-Wolford would be shocked and concerned by the unprovoked military attack on Ukraine and loss of innocent lives caused by Russian President Vladimir Putin;

AND WHEREAS raising the Ukraine flag would show the Village's solidarity with the people of Ukraine and would indicate that the Village stands together to strongly oppose the atrocities that are being committed against them and their families;

BE IT HEREBY RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct that the Village shall fly the Ukraine national flag in place of the municipal flag at the Municipal Office to symbolize support for the people of Ukraine at this time;

AND BE IT FURTHER RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford authorizes the Mayor to instruct staff on an appropriate date to remove the Ukraine national flag from the Municipal Office flag pole and reinstate the Village's municipal flag.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-09-2023, being a report to update Council on the Read Street project; and

That Council provides staff with clear direction on whether to secure the proponent for the next calendar year to avoid any delays in completion of the project in 2024.

Carried / Defeated

Michael Cameron, Mayor



Village of Merrickville-Wolford

Report PW-09-2023

Public Works Department

Date to Council: September 28, 2023

Report to Council

RE: Paving of Read Street

OBJECTIVE: To provide Council with an update on the current situation pertaining to the paving of Read Street.

RECOMMENDATION:

THAT: Council receive report PW-09-2023, being a report to update Council on the Read Street project; and

THAT: Council provides staff with clear direction on whether to secure the proponent for the next calendar year to avoid any delays in completion of the project in 2024.

BACKGROUND:

Read Street resurfacing was brought forth to Council within the 2023 draft budget as a proposed capital project. The proposal showed that Read Street would be milled and paved North to South with 50mm of asphalt to replace the existing surface to better accept the volume of traffic and truck traffic on that road.

The intersection at Main and Read would be widened to better accept truck traffic and longer vehicles. Staff have reached out to Bell Canada on two separate occasions by email to see if the pole can be removed from the roadway and placed behind the sidewalk. The first email was answered, and they confirmed they would look. This has yet to be completed by Bell even after a repeat email expressing how time sensitive this is.

A potential preferred pricing option was presented to Council for consideration. Council had the opportunity to see the pricing and the plan was explained. Staff were directed by Council to provide detailed drawings of the road design with a description of the scope of work. This was presented to Council on August 14th for their review and comment.

Council was advised that the project was time sensitive as a company would need to be secured early in 2023 to get a fair price and scheduling with the contractor. It was noted to Council during the budget process that time was of the essence to capture preferable pricing and be able to complete the work in 2023.

ANALYSIS:

Staff reached out to the proponent to see if they would have any last-minute spots and they have said they could possibly do it in mid-October. They stated we could be paving out of specs for that time of year and Council would need to sign a paving out of spec letter that would hinder the warranty of the work. Our Engineer was consulted, and he stated that it's getting into the time of year when the contractors will pave topcoat but not guarantee it based on non-optimal conditions. He recommends if we want to be safe it would be better to wait until next year.

This will push the roadwork out to next year if it is approved during budget talks and will be subject to a possible price change of 10-20% as we see the trend of inflation rising. It is the recommendation of staff that we secure the contractor now for a guaranteed project completion early next summer and if a price change does occur that Council find the funds to secure the project as they would still be receiving the preferred pricing option.

BUDGET/LEGAL IMPLICATIONS:

The funds have been set aside for this project within the 2023 Municipal budget as a potential capital project. There was \$8000 set aside for the plans to be drawn up for Council review. This could also be a budget pressure requiring more funds in 2024 budget if the project is not able to move forward this year.

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.

CONCLUSION:

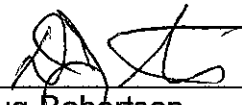
Staff are looking for direction from Council on whether to secure the proponent for the Read Street capital project in 2024 or not.

Submitted by:



Brad Cole,
Manager, Operations

Approved by:



Doug Robertson,
CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an "In-Camera" session at _____p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

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

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session of the special Council meeting, with staff being given direction, at _____ p.m.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

By-law 46-2023, being a by-law to confirm the proceedings of the special Council meeting of September 28, 2023, be read a first and second time, and that By-law 46-2023 be read a third and final time and passed.

Carried / Defeated

Michael Cameron, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 46-2023

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 SEPTEMBER 28, 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 September 28, 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 September 28, 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 28th day of September 2023.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 23

Date: September 28, 2023

Moved by: Barr Gural Ireland Maitland

Seconded by: Barr Gural Ireland Maitland

Be it hereby resolved that:

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next meeting of Council on Tuesday, October 10, 2023 or until the call of the Mayor subject to need.

Carried / Defeated

Michael Cameron, Mayor