

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

March 30, 2016

A regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:00 pm on Wednesday, March 30, 2016.

**Chaired by:** Deputy Mayor Anne Barr

**Members of Council:** Councillor Stephen A. Ireland  
Councillor Kim Weedmark  
Councillor Victor Suthren  
Councillor Chuck MacInnis

**Regrets:** Mayor David Nash  
Councillor David Snowdon

**Staff in Attendance:** Arie Hoogenboom Clerk  
Shawn Mason, Treasurer

Members of the public were in attendance.

**Press in Attendance:** Hilary Thompson, North Grenville Times.

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

**Additions to the Agenda:**

Deputy Mayor Barr added a memo re: grader under Public Works.

**Resolutions:**

**R-057-16** Moved by V. Suthren, Seconded by C. MacInnis  
**Be it hereby resolved that:** The agenda of the regular council meeting of March 14, 2016 be adopted as amended. Carried.

**Approval of the minutes:**

Council commended staff for the additional detail in the minutes.  
**R-058-16** Moved by K. Weedmark, Seconded by V. Suthren  
**Be it hereby resolved that:** The minutes of the regular council meeting of March 14, 2016 be adopted as circulated. Carried.

**Delegations:** Catherine Moir, Merrickville Celebrates Women.

Council heard a delegation from Catherine Moir and Jenna Majkot, representing Merrickville Celebrates Women, a major event planned for June 11<sup>th</sup>. The delegation noted their progress to date with local business support and a major sponsor with Rogers Communications. Their charity of choice will be Interval House, and Arlene Dickinson will be speaking. The expectation is for over 10,000 visitors. Council asked some questions and the Deputy Mayor congratulated the group and wished it success on behalf of Council.

**Open Question Period:**

Dell Bower, 305 St Patrick Street  
He questioned the current survey, indicating that it appeared to be specific to office staff. The CAO/Clerk responded that comments on any department were welcomed at the end of the survey and that further public feedback was welcomed at the two upcoming forums.

**Boards and Committees:**

Councillor Weedmark noted the severance application being considered by the Planning Committee.

No Comments or questions raised re: Police Services Board minutes.

Deputy Mayor Barr noted the offer of services from Valley Heartland, and the Committee was encouraged to explore further economic development services. It was noted that additional members for the Strategic Planning Ad Hoc Committee are required. Staff was directed to implement a "yes/no" question on the event request form so that the Chamber has permission to advertise these on the website for free.

Staff was directed to add all of the capital requests from the Environment Advisory Committee into the draft budget.

**R-059-16** Moved by C. MacInnis, Seconded by K. Weedmark  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does approve the correction-of-title application B-07-16 from Catherine Taylor. Carried.

**Property, Finance and Administration:**

The Treasurer reviewed his update on the 2016 draft budget, noting that the Finance Committee has met for a full day last week to begin the process of cutting. A further meeting is set for April 8. Questions regarding the situation, including the upcoming public budget forums were asked and answered by staff.

**R-060-16** Moved by S. Ireland, Seconded by K. Weedmark  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the terms of reference for the Ad hoc Committee on Parking, as attached. Carried.

**R-061-16**

Moved by V. Suthren, Seconded by C. MacInnis  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the Complaint Policy, as attached, replacing the policy adopted on June 13, 2011.  
Carried.

Staff was congratulated on the new complaints policy. The CAO/Clerk advised that the Ombudman's office was pleased to know that the Village was bringing one forward.

Council noted its pleasure in seeing the Action Items list shrinking.

**Protection to Persons/Prop.** None.

**Public Works:**

Deputy Mayor spoke to the Chamber submission on streetscaping priorities. Council commented on the benefits of beautification efforts but has concerns over the Village's ability to carry the proposed \$29,000 cost. It was noted that a portion of the request could be accommodated from the existing draft budget and that other work might have to be phased.

The CAO/Clerk reported on two revised used grader proposals from Foster Equipment. Council concurred with the recommendation to purchase the 2013 used grader at \$180,800 including HST and trade-in.

**Environment:**

Staff discussed the previous report from the CAO/Clerk and the recommendation along with the status of related provincial legislation. Council members expressed concern about the past practices and the subsidization of water and wastewater by reserves and general taxation. Councillor Ireland requested a recorded vote.

**R-062-16**

Moved by C. MacInnis, Seconded by V. Suthren  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby agree:  
• To move towards full cost recovery of its water and wastewater costs on a user pay basis, phased in.  
• To establish a minimum 10% increase each year until this is achieved.  
• To fund any shortfall out of any available operating surplus or the general reserves.

	Yes	No
MacInnis	X	
Ireland		X
Weedmark		X
Suthren	X	
Bair	X	

Carried.

**General:**

**R-063-16**

Moved by C. MacInnis, Seconded by S. Ireland  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby grant an exemption from By-Law 26-07 to "A Chance Animal Rescue" to allow it to operate an itinerant canteen on the grounds of the Merrickville LCBO between 11:00 a.m. and 3:00 p.m. on June 11, July 10 and August 6, 2016, and between 8:00 a.m. and 3:00 p.m. on May 7, 2016.

Carried.

Council questioned the need for RVCA to have roll numbers. Staff will research the issue and report back. By-Law carried over.

**R-064-16**

Moved by C. MacInnis, Seconded by V. Suthren  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby exempt "1890 Artisan Gifts and Floral Designs", located at 111 Main Street East, from Section 7.6 c) of By-Law 24-10 under the following conditions:

- The exemption expires when the business "1890 Artisan Gifts and Floral Designs" stops operating.
- The sandwich board sign complies with all other aspects of the By-Law.
- There be only one sandwich board sign placed on the property of the Merrickville United Church.
- A copy of the Church's written permission is provided to the Municipality.

Carried.

**R-065-16**

Moved by C. MacInnis, Seconded by V. Suthren  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby withdraw the existing temporary street closure approval for Ride for Disabled Vets on May 7, 2016, and offer up the use of the Merrickville Community Centre and area parking on Read Street for use by the group at no charge and leave all streets open.  
Carried.

**By-Laws:**

Staff advised that the OPP had reviewed the draft By-Law and was recommending a change to the weight and width restrictions. Council questioned the position taken and

opted to eliminate the section altogether. This would then make any restrictions subject to only provincial regulations. Councillor Suthren requested a recorded vote.

**R-066-16** Moved by S. Ireland, Seconded by K. Weedmark  
**Be it hereby resolved that:** By-Law 09-16, being a By-Law to regulate the operation of Off-Road Vehicles on municipal highways within the Village of Merrickville-Wolford, be read a first and second time, and that By-Law 09-16 be read a third and final time and passed.

	Yes	No
MacInnis	x	
Ireland	x	
Weedmark	x	
Suthren		x
Barr	x	

Carried.

**Open Question Period:**

Dell Bower, 305 St Patrick Street.

He questioned why the public was not given an additional opportunity to review and comment on the revised ATV By-Law. Deputy Mayor Barr responded that the By-Law was only slightly changed and that all changes and compromises were decided at the open Council table.

A second question related to the water and wastewater funding and who was paying for what. Deputy Mayor Barr noted that OCWA was our operator and that all water volumes were accounted for.

Winston Carr, 323 St Lawrence Street.

He noted his involvement with the Merrickville Celebrates Women and concern over Council approving the canteen at the LCBO on June 11. Deputy Mayor Barr noted that this request was an annual one.

**In-Camera**

**R-067-16** Moved by K. Weedmark, Seconded by V. Suthren

**Be it hereby resolved that:** this Council moves to "In Camera" at 9:00 p.m. in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; and litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board.

Carried.

**R-068-16**

Moved by K. Weedmark, Seconded by S. Ireland

**Be it hereby resolved that:** the "In Camera" session rise and report, with staff being given direction, and the regular council session resume at 9:58 p.m.

Carried.

**R-069-16**

Moved by S. Ireland, Seconded by V. Suthren

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following members to the Ad hoc Committee on Open Spaces for the term of Council 2014-2018: Terry Gilhen, Wayne Poapst and Fred MacFarland.

Carried.

**R-070-16**

Moved by C. MacInnis, Seconded by S. Ireland

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following members to the Ad hoc Committee on Signage for the term of Council 2014-2018: Terry Hamway, Leslie Way and Connie Adams.

Carried.

**R-071-16**

Moved by C. MacInnis, Seconded by V. Suthren

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint the following members to the Ad hoc Committee on Parking for the term of Council 2014-2018: Mike Zaversenuke, Beverley Bryant, Mike Neelin, Winston Card and Connie Adams.

Carried.

**R-072-16**

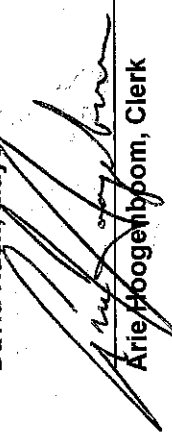
Moved by V. Suthren, Seconded by K. Weedmark

**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 10:02pm until the regular meeting of council on Monday, April 11, 2016 at 7:00 pm, or until the call of the Mayor subject to need.

Carried.



David Nash, Mayor



Arie Hoogenboom, Clerk

**Terms of Reference  
for  
Merrickville-Wolford Ad hoc Committee on Parking**

**1. Purpose**

The purpose of the Ad hoc Committee on Parking is to review and make recommendations to Council on any and all parking related issues in the Village of Merrickville-Wolford including:

- Parking configuration.
- Adequacy of spaces and lots.
- Designated accessible parking spaces.
- Parking restrictions.
- The parking regulations per By-Law 27-89 as amended.

**2. Term**

The term shall be for the calendar year of 2016.

**3. Membership**

One (1) member of Council and a minimum of three (3) and a maximum of (5) volunteer members of the public who have a background or an interest in these matters.

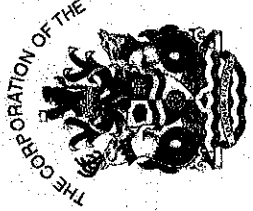
**4. Meetings**

At the call of the Chair in response to a specific request by Council or to discuss parking related issues.

**5. Staff contact**

Clerk or designate (By-Law Enforcement Officer)

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## VILLAGE OF MERRICKVILLE-WOLFORD

### Complaint Policy

The Village of Merrickville-Wolford will make its best efforts to operate in a manner that keeps formal complaints to a minimum. Ratepayers, citizens or visitors that have a complaint with the Village are encouraged to initially raise their concern with the CAO/Clerk and/or the appropriate manager. All formal complaints need to be put in writing (includes e-mail), dated and signed.

Upon receipt, the following process will be followed:

1. Within 2 weeks of receipt of a written complaint, the appropriate staff person and/or CAO will discuss the issue(s) with the complainant and attempt to resolve same based on existing municipal policy and/or best practises.
2. Should the complainant not be satisfied with the staff response, the complaint will be forwarded to Council along with a staff report detailing staff actions taken to attempt a resolution.
3. The complainant will be advised of the time and placement of their issue on the agenda and afforded the opportunity to attend. A copy of any staff report to Council will be provided to the complainant in advance of the meeting.
4. Should the issue qualify for closed discussion as per the Municipal Act the process will be amended as required. The complainant will not be invited to attend any closed discussion.
5. Upon receiving the correspondence, any staff report and hearing any further input, Council will determine if a change in policy or past practise is needed and direct staff, through the CAO accordingly.
6. The complainant will receive a written response and be advised of the final outcome and any further appeal opportunities.
7. The CAO/Clerk will track all formal complaints and annually provide Council with a report on written complaints received and their disposition.