

Regular Council Meeting 7:00 p.m. Monday December 11, 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](https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg)

\* *Information documents distributed by email*

Page

1. Call to Order
2. Approval of the Agenda 1-3
3. Disclosure of Pecuniary Interest and the general nature thereof
4. Draft Motions for Consideration 4-8
5. Minutes 9-32
  - a) Regular Council Meeting held on November 14, 2023
  - b) Special Council Meeting held on November 20, 2023
  - c) Special Council Meeting held on October 5, 2023
  - d) Special Council Meeting held on October 10, 2023
  - e) Special Council Meeting held on October 13, 2023
  - f) Special Council Meeting held on October 25, 2023
  - g) Special Council Meeting held on October 31, 2023
  - h) Special Council Meeting held on November 1, 2023
6. Planning 33-43
  - a) Planning Comments on Application for Draft Plan of Subdivision 07-T-20236 Part of Lots 9 and 10, Concession 1, Geographic Township of Wolford, Village of Merrickville-Wolford, Our File No. 19-70590
7. By-laws None
8. Delegations
  - a) Lyndon Sands/Illegal Fence Concern 112 William St. 44
  - b) Ginny Kerr Proposed BESS Installation om Weedmark Rd. 45-46
9. Staff Reports
  - a) Action Update December 11, 2023, Council Meeting 47-48
  - b) EMS/Public Works 49-53

- i) November 28, 2023, Emergency Management Exercise Update
    - ii) Municipal Employee Participation in Community Events
  - c) CAO/Clerk 54-64
    - i) Committee of the Whole Mandate
    - ii) Mileage Expense
    - iii) Municipal Office Holiday Hours
    - iv) Policy for Posting External Communications
    - v) Council and Committee of the Whole Meeting Schedule

10. Committee Updates/Minutes

- a) Appointments to Blockhouse Museum Municipal Service Board 65
- b) Merrickville Public Library Board Minutes/October 24, 2023 66-68

11. Action Items

- a) Enbridge/ Consultation on the future of natural gas expansion and home heating affordability. 69-71
- b) Mississippi-Rideau Source Protection Committee (SPC) Selection of Municipal Members 72-75
- c) E Dean & Associates 76-91  
Executive Summary Merrickville-Wolford Organizational Review 2023
- d) Petition to request CN Rail cease the use of the train horns between 11 p.m. and 6 a.m. 92-94
- e) Request from Heartwood BESS/Municipal Motion of Support 95-107

12. Information Items:

- a) MPAC/Farm Property Class Tax Rate Program 108-109
- b) Association of Ontario Land Surveyors/Providing boundary advice to members of the public 110-111
- c) Rideau Valley Conservation Authority Fee Schedules 112-119
- d) Merrickville Historical Society/Request for upcoming meeting 120-121
- e) Maple View Lodge/Media Release 122-124
- f) Merrickville Estates # 11/as presented at the October 10, 2023, 125-134
- g) Opposition to Heartwood BESS proposal;
  - i. Sarah Woodley 135-137
  - ii. Eleanor Beelich
  - iii. Don and Lois Driscoll 138
  - iv. John Philip
  - v. Michele Philip
  - vi. Elizabeth Hanna 139-140
- h) Merrickville-Wolford & District Chamber of Commerce Board/Invitation to attend the Annual General Meeting January 9, 2024 141
- i) Ontario Provincial Police Annual Billing Statement Package 142-154

j)	Merrickville Historical Society/Joint Meeting Request	155-156
k)	Communities in Bloom	157-159
l)	Heartwood BESS Battery Storage Project	
	i. Summary of Minutes Public Meeting Q & A	160-173
	ii. Frequently Asked Questions	174-175

*\*Ministry of Agriculture Food and Rural Affairs  
Governments Driving Innovation in Food Production  
Ontario Building More Affordable Housing in the United Counties of  
Prescott and Russell*

*\*Ministry of Public and Business Service Delivery  
Ontario Helping Contain Costs of Building Roads and New Homes*

*\*Ministry of Economic Development, Job Creation and Trade  
Ontario Strengthens Electric Vehicle Supply Chain With New  
Manufacturing Investment*

*\*Premiers Office  
Ontario Taking Action to Combat Auto Theft*

*\*LAS  
Automated Speed Enforcement Service*

*\*Minister of the Attorney General  
Ontario Introducing Legislation to Support Victims of Crime and  
Enhance Community Safety*

13. Notices of Motion:

14. Public Question Period to Council:

15. Proclamations/Statements from Members:

16. In Camera Session:

As per Municipal Act, 2001, Section 239 (2)

b) Personal matters about an identifiable individual, including municipal or local board employees/Organization Review Report

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose/By-law Enforcement

17. Open Session:

18. Confirming By-Law: By-law 60-2023

19. Adjournment

Next meeting of Council: Priority Setting Exercise Monday December 18, 3:00 p.m.

1.	<b>Call to Order</b> -----
2.	THAT the Agenda for the Regular Council Meeting held on December 11th, 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 November 14, 2023; and the Special Council Meetings held on; November 20, 2023 November 1, 2023 October 31, 2023 October 25, 2023 October 13, 2023 October 10, 2023 October 5, 2023 -----
6.	<b>Planning:</b> a) THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Planning Comments on Application for Draft Plan of Subdivision 07-T-20236 Part of Lots 9 and 10, Concession 1, Geographic Township of Wolford, Village of Merrickville-Wolford, No. 19-70590 filed by Charles Fournier on behalf of 1605861 Ontario Limited. AND FURTHER THAT that staff forward the Planning Comments to the United Counties of Leeds and Grenville and applicant for their consideration. -----
7.	<b>By-laws:</b> -----
8.	<b>Delegations:</b> a) THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation provided by Lyndon Sands regarding enforcement of the Fence By-law at 112 William St. AND FURTHER THAT given the issue is currently being given consideration by the Municipal Solicitor Council will discuss the matter during an In Camera Session. -----
	b) THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation provided by Ginny Kerr concerning the Proposed BESS Installation on Weedmark Road. -----
9.	<b>Staff Reports:</b>
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Activity Update prepared for the December 11, 2023 Council Meeting.

	-----
	<b>Public Works/EMS/Fire</b>
b) i)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report prepared by Community Emergency Management Coordinator Cole. concerning the 2023 Emergency Management Program Annual Review report; AND FURTHER THAT Council approve the recommended changes to the Emergence Plan brought forward in this report and direct the CEMC to make the changes and recirculate the plan as well as update the Village website.
	-----
ii)	THAT the Council of the Corporation of Merrickville-Wolford receives for information the report concerning Municipal Employee participation in community events. AND FURTHER THAT with Council's authorization, Employee roles and responsibilities be determined with the event organizers during the planning process. AND FURTHER THAT Staff be directed to develop a Draft Event By-law which would provide structure and ensure consistent practices for events within Merrickville-Wolford.
	-----
	<b>CAO/Clerk</b>
c) i)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding the draft Mandate of the Committee of the Whole. AND FURTHER THAT an amendment to Procedure By-law 30-17 to allow for a Committee of the Whole Structure be brought forward to the January 8, 2023, Regular Meeting of Council.
	-----
ii)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the report concerning the Mileage Expense Rate Increase. AND FURTHER THAT commencing January 1, 2024, the rate will be equivalent to that set annually by the United Counties of Leeds and Grenville.
	-----
iii)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the report concerning Public Holidays/Christmas and Boxing Day. AND FURTHER THAT??????
	-----
iv)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and endorse the report concerning Policy and Guidelines for Posting External Communications.
	-----
v)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and endorse the Meeting Schedule for 2024, with the understanding that By-law 30-17 (3.7) allows for Special Meetings to be called for a Specific Purpose and stipulates the notice requirements.
	-----
10.	<b>Committee Updates/Minutes:</b>
a)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the report concerning Committee Appointments for the Blockhouse Museum Municipal Service Board; AND FURTHER THAT volunteer appointments to the Blockhouse Museum Municipal Service Board be as follows; Robin Turcotte and;

	Joshua Terpstra
	-----
b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Merrickville Public Library Board Minutes dated October 24, 2023.
	-----
11.	<b>Action Items:</b>
a)	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford petition the Ontario Government to expedite the implementation of the following recommendations:</p> <p>THAT the Government of Ontario move to modernize the Ontario Energy Board's (OEB) Leave to Construct (LTC) process for smaller pipeline projects in order to bring reliable, affordable energy options to communities, homes and businesses in a more cost-effective and timely manner;</p> <p>AND THAT the LTC cost threshold be updated from \$2M to \$10M for hydrocarbon lines (by amending Ontario Regulation O.Reg.328/03) while maintaining current requirements and expectations for Indigenous consultation and environmental review for projects greater than \$2M and less than \$10M;</p> <p>AND THAT these outdated regulations are causing the LTC to apply far more broadly than intended when it was established over 20 years ago due to increased regulatory and cost pressures, as well as inflation, virtually all gas pipeline projects are now greater than \$2M rendering the threshold meaningless;</p> <p>AND THAT roughly 0.5 KM pipe in urban settings now often exceeds the \$2M threshold;</p> <p>AND THAT modernizing these outdated regulations would reduce delays and costs for economic development initiatives including transit projects, community expansion projects, housing developments, connections for low carbon fuel blending (e.g., renewable natural gas, hydrogen) as well as residential and business customer connections;</p> <p>AND THAT based on OEB's performance standards, this proposal would save approx. 5-7 months of regulatory process which is in addition to the time needed to undertake Indigenous consultation and environmental review and prepare an application to the OEB;</p> <p>AND THAT the cost of preparing and having a LTC application heard ranges from approx. ~\$50,000 to ~\$200,000, which is passed on to customers;</p> <p>AND THAT while no cost-based threshold exists for electricity lines, there are a range of exemptions ensuring that LTC is only required for significant electricity projects and the proposed changes would help ensure that, consistent with electricity projects, LTC for hydrocarbon lines would only be required for significant projects;</p> <p>AND THAT increasing the cost threshold to \$10M would closer align Ontario with other Canadian jurisdictions (e.g., in B.C., these thresholds are \$15M for electricity and \$20M for natural gas);</p> <p>2. AND THAT this resolution be circulated to the President of AMO, Colin Best, Premier Doug Ford, the Minister of Energy, Todd Smith, The Minister of Finance, Peter Bethlenfalvy and all regional municipalities requesting support of the proposed changes regarding reducing red tape for more cost-effective, timely energy connections in Ontario.</p>

	-----
b)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Correspondence from Mississippi-Rideau Source Protection Committee (SPC) Selection of Municipal Members; AND FURTHER THAT ...
	-----
c)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Executive Summary prepared by E Dean & Associates regarding the Merrickville-Wolford Organizational Review November 2023.
	-----
d)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Petition to request CN Rail cease the use of the train horns between 11 p.m. and 6 a.m.
	-----
e)	THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Request from Heartwood BESS/Municipal Motion of Support; AND FURTHER THAT ...
	-----
12.	<p><b>Information Items</b></p> <p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following items;</p> <p>MPAC/Farm Property Class Tax Rate Program  Association of Ontario Land Surveyors/Providing boundary advice to members of the public  Rideau Valley Conservation Authority Fee Schedules  Merrickville Historical Society/Request for meeting  Maple View Lodge/Media Release  Merrickville Estates # II/presented at the October 10, 2023, Meeting  Proposed Heartwood BESS proposal Correspondence  Sarah Woodley  Eleanor Beelich  Don and Lois Driscoll  John Philip  Michele Philip  Elizabeth Hanna</p> <p>Merrickville-Wolford &amp; District Chamber of Commerce Board/Invitation to attend the Annual General Meeting January 9, 2024  Ontario Provincial Police/Annual Billing Statement Package  Merrickville Historical Society/Joint Meeting Request  Communities in Bloom  Heartwood BESS Battery Storage Project  Summary of Minutes Public Meeting Q &amp; A  Frequently Asked Questions</p> <p><i>*Ministry of Agriculture Food and Rural Affairs  Governments Driving Innovation in Food Production</i></p>

	<p><i>Ontario Building More Affordable Housing United Counties of Prescott and Russell</i></p> <p><i>*Ministry of Public and Business Service Delivery</i></p> <p><i>Ontario Helping Contain Costs of Building Roads and New Homes</i></p> <p><i>*Ministry of Economic Development, Job Creation and Trade</i></p> <p><i>Ontario Strengthens Electric Vehicle Supply Chain With New Manufacturing Investment</i></p> <p><i>*Premiers Office</i></p> <p><i>Ontario Taking Action to Combat Auto Theft</i></p> <p><i>*LAS</i></p> <p><i>Automated Speed Enforcement Service</i></p> <p><i>*Ontario Introducing Legislation to Support Victims of Crime and Enhance Community Safety</i></p>
	-----
13.	<b>Notices of Motion:</b>
	-----
14.	Mayor Cameron opens the floor opens the meeting to entertain the <b>Public Question Period</b> pertaining to items on the agenda.
	-----
15.	<b>Proclamations/Statements from Members.</b>
	-----
16.	<p><b>Closed Session:</b></p> <p>THAT the Council of the Corporation of the Village of Merrickville-Wolford enter into an In Camera Session As per Municipal Act, 2001, Section 239 (2)</p> <p>b) Personal matters about an identifiable individual, including municipal or local board employees/Organization Review Report</p> <p>f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose/By-law Enforcement</p> <p>AND FURTHER THAT Chief Building Official Halladay take part in the discussion via ZOOM attendance.</p>
	-----
17.	<b>Resume Open Session:</b>
	-----
18.	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 60-2023 Being a By-law to Confirm the Proceedings of Council for the Meeting of December 11, 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 60-2023.</p>
	-----
19.	THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn.



**The Corporation of the Village of Merrickville-Wolford  
Tuesday November 14, 2023, 7:00 p.m.  
Municipal Council Chambers  
317 Brock St. W. Merrickville, Ontario K0G 1N0**

**Members Present**

- Mayor Michael Cameron
- Deputy Mayor Anne Barr
- Councillor Margaret Gural (ZOOM)
- Councillor Stephen Ireland
- Councillor Ronnie Maitland

**Staff Present**

- (Interim) C.A.O./Clerk Darlene Plumley
- Manager of Operations/Fire Chief Brad Cole
- Treasurer Kirsten Rahm
- Chief Building Official Dan Halladay (ZOOM)

**Guests**

- Forbes Symon, Jp2g Consultants (ZOOM)

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;  
[https://www.youtube.com/channel/UC\\_OEkw3yIMarGSHGeNecrQg](https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg)

The Agenda for the November 14<sup>th</sup>, 2023, Regular Meeting of Council was introduced. Councillor Ireland wished to amend the agenda to include discussion on Committee of the Whole.

Moved By: Deputy Mayor Barr R-01-14-11-23  
 Seconded By: Councillor Ireland

THAT the Agenda for the Regular Council Meeting held on November 14, 2023, be approved as amended to include discussion concerning a change in procedure to accommodate Committee of the Whole Meeting;  
 AND FURTHER THAT the topic be considered as item number 15 on the agenda.  
 CARRIED

No Disclosure of Pecuniary Interest and the General Nature Thereof was stated.

The Draft Motions for Consideration Document was introduced.

Moved By: Councillor Ireland R-02-14-11-23  
 Seconded By: Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented.

CARRIED

The Minutes of the Council of the Corporation of the Village of Merrickville-Wolford held on October 10; 2023 were introduced.

Councillor Gurel wished it noted that a procedural error concerning the agenda approval of the October 10<sup>th</sup>, 2023 Meeting concerning the delegation from Chuck Fournier, and the amendment to the agenda. This did not conform to the Procedure By-law relating to Part 5 – Communications, Delegations and Petitions, an additional concern being the presentation material for the delegation was not made available for review by Council prior to the meeting.

Moved By: Deputy Mayor Barr R-03-14-11-23

Seconded By: Councillor Ireland

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, with the concern of Councillor Gurel noted.

CARRIED

#### Planning

Mayor Cameron invited Ken Shelley to address Council concerning the Merrickville Grove Presentation Phase 2 Project.

Moved By: Councillor Gurel R-04-14-11-23

Seconded By: Councillor Ireland

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 Ken Shelley.

CARRIED

Items raised:

E.V. Charging ports would be an option based on the wish of the purchaser.

Vegetation wall, rather than hard surface. Vertical, natural growth, low maintenance.

Traffic study would determine lowering the speed limit to 60km.

Potential sales market somewhat lower however on track for project.

Mayor Cameron invited Forbes Symon, Jp2g Consultants to address Council concerning Consent Applications B-124-23 (Phillips) Part Lot 26, Con. 3, Wolford, Village of Merrickville-Wolford 288 Ireland Road.

Moved By: Councillor Maitland R-05-14-11-23

Seconded By: Deputy Mayor Barr

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

CARRIED

Mayor Cameron invited Forbes Symon to address Council concerning Consent Applications B-131-23 & B132-23 (Kaczkowski) Part Lot 14, Con. 4, Wolford, Village of Merrickville-Wolford 13581 County Road #15.

Moved By: Deputy Mayor Barr R-06-14-11-23

Seconded By: Councillor Maitland

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

CARRIED

Screening is not applicable based on the proximity to the settlement area. There is no need for site plan control.

By-laws:

By-law 55-23, Being a By-law to Appoint Jon McCurdy as a Municipal By-Law Enforcement Officer for the Village of Merrickville-Wolford was introduced.

Moved By: Councillor Ireland

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact By-law 55-23, Being a By-law to Appoint Jon McCurdy 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;

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.

CARRIED

Delegations:

Mayor Cameron invited Brant Burrow to address Council concerning the Sherwood Park Legacy of Care/Capital Fundraising Campaign.

Moved By: Councillor Maitland R-07-14-11-23

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation regarding Sherwood Park Legacy of Care/Capital Fundraising Campaign presented by Brant Burrow.

CARRIED

Mayor Cameron invited Will Patterson to address Council concerning the Heartwood Energy Storage Project.

Moved By: Councillor Ireland R-08-14-11-23  
Seconded By: Councillor Gurel

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation regarding Heartwood Energy Storage Project Potentia Renewables, presented by Will Patterson;

AND FURTHER THAT the Municipality will assist in the process of ensuring Community Engagement notification of the upcoming Virtual Open House on Thursday, December 7th, 2023. Presentation starting at 6:00 pm. The link on the website [www.heartwoodbess.ca](http://www.heartwoodbess.ca), or go to [www.zoom.com](http://www.zoom.com), click "Join" in the top righthand corner and follow the prompt

AND FURTHER THAT it is the understanding that the Minutes from our November 6<sup>th</sup> open house will be posted on the project website <https://heartwoodbess.ca/>.

CARRIED

**Staff Reports:**

The Staff Report prepared by Treasurer Rahm concerning Direction for development of the 2024 Municipal Budget was introduced.

Moved By: Deputy Mayor Barr R-09-14-11-23  
Seconded By: Councillor Ireland

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.

CARRIED

A Special Budget Meeting will be scheduled early in December to identify the process and timeframe, along with a Priority Setting Exercise to assist in determining which projects meet the needs of ratepayers, enhance the asset management plan components and the support the long-term goals of the Municipality.

The Staff Report prepared by Treasurer Rahm concerning the financial variance report for the period covering January – October 2023 was introduced.

Moved By: Councillor Gurel R-10-14-11-23  
Seconded By: Councillor Ireland

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.

CARRIED

The Staff Report prepared by Public Works Manager Cole concerning the Public Works Lead Hand Job Description was introduced.

Moved By: Councillor Ireland R-11-14-11-23  
Seconded By: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford endorse the Public Works Lead Hand Job Description as presented.

CARRIED

The Staff Report prepared by Public Works Manager Cole concerning an update on the status of the Operations Department vehicle fleet forecast was introduced.

Moved By: Councillor Maitland R-12-14-11-23

Seconded By: Deputy Mayor Barr

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.

CARRIED

The Staff Report prepared by Interim CAO/Clerk Plumley concerning Authorization to Circulate the Posting for the Position of Clerk was introduced.

Moved By: Deputy Mayor Barr R-13-14-11-23

Seconded By: Councillor Ireland

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; AND FURTHER THAT the Posting for the Position of Clerk be circulated and with the service provided by AMCTO Job Board.

CARRIED

The Staff Report prepared by Interim CAO/Clerk Plumley concerning Authorization to Circulate Posting for an Administrative Assistant for Public Works and Emergency Services was introduced.

Moved By: Councillor Maitland R-14-14-11-23

Seconded By: Councillor Ireland

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.

CARRIED

The Staff Report prepared by Interim CAO/Clerk Plumley concerning Authorization to Research Options concerning Human Resource Assistance was introduced.

Moved By: Councillor Ireland R-15-14-11-23

Seconded By: Councillor Maitland

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.

CARRIED

Committee Updates/Minutes:

The Minutes of the Merrickville Library Board September 26, 2023, and October 12, 2023, were introduced.

Moved By: Deputy Mayor Barr R-16-14-11-23

Seconded By: Councillor Gurel

THAT the Minutes for the Merrickville Public Library Board Meetings held on September 26<sup>th</sup>, and October 12, 2023, be received for information purposes.

CARRIED

Action Items:

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 was introduced.

Moved By: Deputy Mayor Barr R-17-14-11-23

Seconded By: Councillor Maitland

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;

AND FURTHER THAT a response be deferred pending the results of the United Counties of Leeds and Grenville Road Study with an estimated receipt prior to year-end.

CARRIED

The correspondence from Nick Previsich concerning The Merrickville Arts Guild (MAG) request was introduced.

Moved By: Councillor Gurel R-18-14-11-23

Seconded By: Deputy Mayor Barr

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;

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 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.

AND FURTHER THAT Council has no concerns with endorsing the request providing there is no obstruction of sightline or snow removal is not impacted.

CARRIED

The Petition received from Bret Kinch concerning a "No Whistle Zone at the Jasper Crossing was introduced.

Moved By: Councillor Ireland R-19-14-11-23

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Petition received from Brent Kinch concerning a "No Whistle Zone at the Jasper Crossing";

AND FURTHER THAT the petition be endorsed and circulated to the Township of Elizabethtown-Kitley for consideration prior to advancing the request to further.

CARRIED

The Petition received from Debbie Laing-Billings and Raymond Billings concerning Development of lots-Drummond St. W. Between St. Lawrence and St. John was introduced.

Moved By: Deputy Mayor Barr R-20-14-11-23

Seconded By: Councillor Gurel

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information The Petition received from Debbie Laing-Billings and Raymond Billings concerning Development of lots-Drummond St. W. Between St. Lawrence and St. John;

AND FURTHER THAT Staff be directed to consult with the Solicitor, Public Health, the Planning and Building Department to ensure the concerns are adequately addressed.

CARRIED

Chief Building Official Haladay stated that no permits would be issued outside applicable law.

Information Items:

The FB Connect/Xplore Inc. Statement of Concurrence for the proposed communication installation located at PT LT 22-23 CON 3 Wolford as in PR77089 was introduced.

Moved By: Councillor Maitland R-21-14-11-23

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford has no objection to the FB Connect/Xplore Inc. 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.

CARRIED

Moved By: Councillor Ireland R-22-14-11-23

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following 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

CARRIED

Notice of Motion:

Public Question Period to Council:

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

No questions were brought forward.

Proclamations/Statements from Members:

The amendment to include discussion concerning the inclusion of Committee of the Whole into the Procedure By-law was introduced.

Moved By: Councillor Ireland

R-23-14-11-23

Seconded By: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford direct Interim CAO/Clerk Plumley to prepare a report for the December 10<sup>th</sup>, 2023, Regular Meeting of Council outlining the draft Mandate of the Committee of the Whole and a proposed amendment to Procedure By-law 30-17 to allow for a Committee of the Whole Structure.  
CARRIED

The Confirmation of Proceedings By-law for November 14, 2023, was introduced.

Moved By: Councillor Gurel

Seconded By: Councillor Ireland

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;  
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.  
CARRIED

Mayor Cameron called for Adjournment at 8:53 p.m.

Next Regular Council Meeting will be held on December 10, 2023, at 7:00 p.m.



The Corporation of the Village of Merrickville-Wolford  
Monday November 20, 2023, 4:00 p.m.  
Municipal Council Chambers  
317 Brock St. W. Merrickville, Ontario K0G 1N0

Members Present

Mayor Michael Cameron  
Deputy Mayor Anne Barr  
Councillor Stephen Ireland (ZOOM)  
Councillor Ronnie Maitland (ZOOM)

Not Present

Councillor Margaret Gural

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley  
Treasurer Kirsten Rahm

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;  
[https://www.youtube.com/channel/UC\\_OEkw3yIMarGSHGeNecrQg](https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg)

The Agenda for the November 20<sup>th</sup>, 2023, Special Meeting of Council was introduced.

Moved By: Deputy Mayor Barr SM-01-20-11-23

Seconded By: Councillor Ireland

THAT the Agenda for the Special Council Meeting held on November 20, 2023, be approved.

CARRIED

No Disclosure of Pecuniary Interest and the General Nature Thereof was stated.

The Draft Motions for Consideration Document was introduced.

Moved By: Councillor Ireland SM-02-20-11-23

Seconded By: Councillor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration Document as presented.

CARRIED

Moved By: Councillor Maitland SM-03-20-11-23

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Background Documents identified as;

Property Sale Policy  
Survey Abstract/Emmett Ketchum

67107-0151 PIN Abstract - Forced Rd  
Municipal Resolution June 12, 2023  
Map (1)  
Map (2)  
CARRIED

By-laws:

By-law 57-23, Being a By-law to declare property surplus to municipal needs was introduced.

Moved By: Deputy Mayor Barr

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact By-law 57-23, Being a By-law to declare property surplus to municipal needs: NOW THEREFORE the Council of the Corporation of the Village of Merrickville - Wolford does hereby enact as follows that:

1. The property legally described as a portion of Forced Rd, Plan 6, Merrickville, West of St. Lawrence Street, formerly in the Village of Merrickville, now in the Village of Merrickville-Wolford, as shown in Schedule "A" hereto and forming part of this by-law, is hereby declared to be surplus to municipal needs and shall be sold to Voltari Marine Electric for the amount of \$5,592.54.

2. Council does waive the public notice provisions of paragraph 2 of By-law 08-10 regarding the sale of municipal lands.

3. This By-law shall take effect immediately upon the passage thereof.

READ a first and second time this 20th day of November 2023.

READ a third and final time and passed this 20th day of November 2023.

CARRIED

A similar transfer based on \$0.83 per square foot was used to determine the dollar amount the land was to be sold at.

Councillor Ireland wished to have it noted that "*item 2. Council does waive the public notice provisions of paragraph 2 of By-law 08-10 regarding the sale of municipal lands*" was endorsed due to an earlier discussion that identified the portion of the road allowance identified was solely within the Voltari Property. There will be no stranded access to abutting properties.

By-law 58-23, Being a By-law to Stop up and Permanently Close a Portion of the Forced Rd Unopened Road Allowance identified as Plan 15R-12365, was introduced.

Moved By: Deputy Mayor Barr

Seconded By: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact By-law 58-23, Being a By-law to Stop up and Permanently Close a Portion of the Forced Rd Unopened Road Allowance identified as Plan 15R-12365.

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

1. That part of Forced Rd, Registered Plan No. 6, being Part 1, identified as Plan 15R-12365, in the geographic Village of Merrickville, now in the Village of Merrickville-Wolford, County of Grenville, being part of PIN 68107-0167, is hereby stopped up and permanently closed.

2. That the Clerk shall cause a certified copy of this By-law to be registered on the title to that part of land described above.

3. That the Mayor and Clerk are hereby authorized to sign or execute such deeds or other documents that may be necessary to effect conveyance of that part of land described above.

This By-law shall take effect immediately upon the passage thereof.

READ a first and second time this 20th day of November 2023.

READ a third and final time and passed this 20th day of November 2023.

CARRIED

The Confirmation of Proceedings By-law for November 20, 2023, was introduced.

Moved By: Councillor Ireland

Seconded By: Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 59-2023 Being a By-law to Confirm the Proceedings of Council for the Meeting of November 20, 2023;

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 59-2023.

CARRIED

Moved By: Councillor Maitland

SM-04-20-11-23

Seconded By: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 4:15 pm.

CARRIED

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

Thursday, October 5, 2023, 4:00 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/ Deputy Clerk

**Guest:** Steve McDonald

**IMPORTANT NOTICE:** This meeting was held in person and was open to the public in the Council Chambers. However, there were no open session reports for this special Council meeting and the in-camera session of the meeting was closed to the public.

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

**Approval of Agenda**

**R-309-23** 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 approve the agenda of the special Council meeting of October 5, 2023, as circulated.

Carried.

**In-Camera**

**R-310-23** 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 move to an "In-Camera" session at 4:08 p.m. under Section 230 (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.

**Rise and Report**

**R-311-23** 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 rise and report from the "In-Camera" session of the special Council meeting, with staff being given direction, at 5:13 p.m.

Carried.

**Confirming By-Law**

**R-312-23** Moved by Councillor Ireland, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:**

By-law 47-2023, being a by-law to confirm the proceedings of the special Council meeting of October 5, 2023, be read a first and second time, and that By-law 47-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-313-23** Moved by Councillor Maitland, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 5:14 p.m. until the next meeting of Council on Tuesday, October 10, 2023 or until the call of the Mayor subject to need.

Carried.

---

Michael Cameron, Mayor

---

Darlene Plumley, CAO/Clerk

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

Tuesday October 10, 2023, 5:30 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/ Deputy Clerk

**Guest:** Darlene Plumley

**IMPORTANT NOTICE:** This meeting was held in person and was open to the public in the Council Chambers. However, there were no open session reports for this special Council meeting and the in-camera session of the meeting was closed to the public.

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

**Approval of Agenda**

**R-314-23** 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 agenda of the special Council meeting of October 10, 2023, as circulated.

Carried.

**In-Camera**

**R-315-23** 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 move to an "In-Camera" session at 5:36 p.m. under Section 230 (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.

**Rise and Report**

**R-316-23** 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 rise and report from the "In-Camera" session of the special Council meeting, with staff being given direction, at 6:55 p.m.

Carried.

**R-317-23**

Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

**Be it hereby resolved that:**

**WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford does hereby wish to hire an Interim CAO to allow for a systematic and strategic approach to recruiting a new CAO for the long term;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford has conducted interviews and selected a candidate for the position of Interim CAO;

**NOW THEREFORE** Council does hereby direct CAO Robertson to ask the Village's Human Resources lawyer to draft a suitable employment contract as directed by Council at the In Camera meeting at 5:30pm on October 10, 2023.

Carried.

**Confirming By-Law**

**R-318-23**

Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

By-law 49-2023, being a by-law to confirm the proceedings of the special Council meeting of October 10, 2023, be read a first and second time, and that By-law 49-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-319-23**

Moved by Councillor Maitland , Seconded by Councillor Ireland

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 6:58 p.m. until the next meeting of Council on Tuesday, October 10, 2023 or until the call of the Mayor subject to need.

Carried.

---

Michael Cameron, Mayor

---

Darlene Plumley, CAO/Clerk

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

Friday, October 13, 2023, 5:00 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/ Deputy Clerk

**Guest:** Kalen Ingram, Cunningham Swan

**IMPORTANT NOTICE:** This meeting was held in person and was open to the public in the Council Chambers. However, there were no open session reports for this special Council meeting and the in-camera session of the meeting was closed to the public.

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

**Approval of Agenda**

**R-345-23** Moved by Councillor Maitland, 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 agenda of the special Council meeting of October 13, 2023, as circulated.

Carried.

**In-Camera**

**R-346-23** 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 move to an "In-Camera" session at 5:05 p.m. under Section 230 (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.

**Rise and Report**

**R-347-23** 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 rise and report from the "In-Camera" session of the special Council meeting, with staff being given direction, at 5:52 p.m.

Carried.



**R-348-23**

Moved by Deputy Mayor Barr, Seconded by Councillor Maitland

**Be it hereby resolved that:**

**WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford does hereby wish to hire an Interim CAO/Clerk to allow for a systematic and strategic approach to recruiting a new CAO/Clerk for the long term;

**AND WHEREAS** Council has conducted interviews and selected a preferred candidate for the position of Interim CAO/Clerk;

**AND WHEREAS** Council has received legal advice from the Village's lawyer and decided upon the terms to offer the preferred candidate for the position of Interim CAO/Clerk;

**NOW THEREFORE** the Council of the Village of Merrickville-Wolford does hereby direct CAO Robertson to present the employment offer to the preferred candidate as directed by Council at the In Camera meeting at 5:00pm on October 13, 2023, subject to further review by the Village's lawyer.

Carried.

**R-349-23**

Moved by Councillor Maitland, Seconded by Councillor Gural

**Be it hereby resolved that:**

**WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford has requested and received a proposal from consultants in accordance with the provisions of the Procurement Policy for support in conducting a systematic and strategic approach to recruiting a new municipal CAO for the long term;

**AND WHEREAS** Council has reviewed the proposal received and determined desirable terms in it's In Camera meeting on October 13, 2023 to offer to the consultant via a negotiation process;

**NOW THEREFORE** the Council of the Village of Merrickville-Wolford does hereby direct CAO Robertson to present Council's offer to Shaping Organizational Solutions (SOS) as directed by Council at the In Camera meeting at 5:00pm on October 13, 2023.

**AND NOW THEREFORE**, should Shaping Organizational Solutions (SOS) accept the Village's offer, Council hereby directs CAO Robertson to award the contract to Shaping Organizational Solutions (SOS) subject to legal advice from the Village's lawyer and the outcomes of the organizational review currently being undertaken by Council.

Carried.

**Confirming By-Law**

**R-350-23**

Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

By-law 50-2023, being a by-law to confirm the proceedings of the special Council meeting of October 13, 2023, be read a first and second time, and that By-law 50-2023 be read a third and final time and passed.

Carried.

**Adjournment**  
**R-351-23**

Moved by Deputy Mayor Barr, Seconded by Councillor 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 5:57 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

5 f

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

Wednesday, October 25, 2023, 4:00 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/ Deputy Clerk

**Guest:** Darlene Plumley

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

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

**Approval of Agenda**

**R-352-23** 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 approve the agenda of the special Council meeting of October 25, 2023, as circulated.

Carried.

**R-353-23** Moved by Deputy Mayor Barr, Seconded by Councillor Ireland  
**Be it hereby resolved that:**  
By-law 51-2023, being a by-law to appoint Darlene Plumley as the Interim CAO/Clerk and to authorize the execution of a Municipal Employment Contract, be read a first and second time, and that By-law 51-2023 be read a third and final time and passed.

Carried.

**Confirming By-Law**

**R-354-23** Moved by Deputy Mayor Barr, Seconded by Councillor Ireland  
**Be it hereby resolved that:**  
By-law 52-2023, being a by-law to confirm the proceedings of the special Council meeting of October 25, 2023, be read a first and second time, and that By-law 52-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-355-23** Moved by Councillor Ireland, Seconded by Councillor Gural

27

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 4:07 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

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

Tuesday, October 31, 2023, 3:30 p.m.

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

**Guest:** Susan Shannon, Shaping Organizational Solutions  
Evelyn Dean, E. Dean & Associates

**Note:** This meeting was clerked by Susan Shannon, per delegation of authority by Doug Robertson, CAO/Clerk

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

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

**Approval of Agenda**

**R-356-23** 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 special Council meeting of October 31, 2023, as circulated.

Carried.

**In-Camera**

**R-357-23** 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 move to an "In-Camera" session at 3:31 p.m. under Section 230 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

Personal matters about an identifiable individual, including municipal or local board employees; The meeting is held for the purpose of educating or training the members and; At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried.

**Rise and Report**

**R-358-23**

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 rise and report from the "In-Camera" session of the special Council meeting, with staff being given direction, at 5:25 p.m.

Carried.

**Confirming By-Law**

**R-359-23**

Moved by Councillor Maitland, Seconded by Deputy Mayor Barr

**Be it hereby resolved that:**

By-law 53-2023, being a by-law to confirm the proceedings of the special Council meeting of October 31, 2023, be read a first and second time, and that By-law 53-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-360-23**

Moved by Councillor Gural, Seconded by Councillor Ireland

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 5:26 p.m. until the next meeting of Council on Wednesday, November 1, 2023 or until the call of the Mayor subject to need.

Carried.

---

Michael Cameron, Mayor

---

Darlene Plumley, CAO/Clerk

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

Wednesday November 1, 2023, 3:30 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 of Finance  
Brad Cole, Manager of Operations/Fire Chief  
Dan Halliday, CBO  
Suzanne Jackman, Deputy Treasurer  
Darlene Plumley

**Guests:** Susan Shannon, Shaping Organizational Solutions  
Evelyn Dean, E. Dean & Associates

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

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

**Approval of Agenda**

**R-361-23** 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 agenda of the special Council meeting of November 1, 2023, as circulated.

Carried.

**In-Camera**

**R-362-23** 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 move to an "In-Camera" session at 3:32 p.m. under Section 230 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

Personal matters about an identifiable individual, including municipal or local board employees; The meeting is held for the purpose of educating or training the members and; At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried.

**Rise and Report**

**R-363-23** Moved by Councillor Gural, Seconded by Deputy Mayor Barr

**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 6:03 p.m.

Carried.

**Confirming By-Law**

**R-364-23** Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

By-law 54-2023, being a by-law to confirm the proceedings of the special Council meeting of November 1, 2023, be read a first and second time, and that By-law 54-2023 be read a third and final time and passed.

Carried.

**Adjournment**

**R-365-23** Moved by Councillor Maitland, Seconded by Councillor Gural

**Be it hereby resolved that:**

This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 6:04 p.m. until the next meeting of Council on Wednesday, November 14, 2023 or until the call of the Mayor subject to need.

Carried.

---

Michael Cameron, Mayor

---

Darlene Plumley, CAO/Clerk



November 29, 2023

Village of Merrickville-Wolford 317 Brock Street West  
P.O. Box 340  
Merrickville, ON K0G 1N0  
Jp2g Consultants Inc.

Attention: Darlene Plumley, AO/Clerk

Dear Ms. Plumley:

**Re: Planning Comments on Application for Draft Plan of Subdivision 07-T-20236  
Part of Lots 9 and 10, Concession 1, Geographic Township of Wolford,  
Village of Merrickville-Wolford, Our File No. 19-70590**

We have prepared this letter to provide planning comments on our initial review of applications for approval of a draft plan of subdivision and zoning by-law amendment filed by Charles Fournier on behalf of 1605861 Ontario Limited.

The subject lands are located on lands described as Part Lots 9 and 10, Concession 1, Geographic Township of Wolford, now the Village of Merrickville-Wolford. The property is approximately 72.3 ha (178.65 ac) with 900 m (2952.7 ft) of frontage on County Road #15. The subdivision proposal involves the creation of 85 lots supporting single detached dwellings, five internal roads to be assumed by the Village, 17.2 ha (17.8 ac) park block to be assumed by Village and 2 nature reserves to be transferred to the RVCA. The site is a vacant parcel of land with secondary tree growth, a natural water course in the general location of the park block and wetland features where the nature reserves are to be located.

In support of the draft plan of subdivision the applicant has submitted:

- A draft plan of the subdivision
- Planning Justification Report prepared by Novatech Engineers, Planners and Landscape Architects dated July 2023
- Aggregate Resource Impact Assessment prepared by Graeme Bonham-Carter dated January 2022
- Environmental Impact Assessment by Ecological Services dated October 2021
- Preliminary Stormwater Management Report by Asterisk Engineering dated June 2023
- Hydrogeological Assessment and Terrain Analysis by BluMetric Environmental dated July 2022
- Stage 1 & 2 Archaeological Assessment by Abacus Archaeological
- Traffic Impact Study by Novatech Engineers, Planners and Landscape Architects dated March 2023

This report represents a summary of the peer review of the draft plan of subdivision Planning Justification Report, Preliminary Stormwater Management Report and Hydrogeological Assessment. It is understood that the EIS and Traffic Impact Study will be peer reviewed by others. Archaeological Assessments are filed with the provincial government.

### Planning Justification

It is found that the Planning Justification submitted in support of the draft plan of subdivision generally has merit. The review of the PPS and County Official Plan policies related to rural residential subdivisions is accepted as submitted.

The review of the Village's Official Plan is found to be comprehensive and has merit. It is generally found that the proposed draft plan of subdivision Planning Justification adequately addresses Sections 3.10, 6.4.2, 7.2, 8.4, 9.3.1 and 9.3.3 of the Village of Merrickville-Wolford Official Plan.

It is worth noting that the Planning Justification acknowledges Section 3.10 of the Official Plan that directs that 25% of future residential development to be affordable and relies exclusively on the potential of the proposed single detached dwellings to have secondary residential units as a means of being in compliance with these policies. On this point, it is noted in the peer review of the Hydrogeological Analysis that the Report did not appear to make any allowances for secondary residential units. This is a matter that requires further exploration and clarification by the applicant in order to deem the application in conformity with the Official Plan and adequately address the provision of affordable housing.

It should also be noted that the Planning Justification indicated the need for a zoning by-law amendment to the "Rural (RU)" zone provisions as they apply to the subject lands, to reduce the minimum lot size to the 0.4 ha (1ac) minimum permitted under the Rural policies of the Official Plan. The zoning by-law amendment would also need to establish a 30 m setback from the various natural/water features as per the recommendations of the EIS. The Planning Justification failed to acknowledge that the Village's Zoning By-law does not permit secondary residential units as a right and therefore the required zoning by-law amendment would also have to address the provision of secondary residential units. It is further recommended that the proposed parkland and nature reserve areas be placed in appropriate zones (i.e. Open Space and/or Environmental Protection). A zoning by-law amendment for the proposed subdivision would be a recommended condition of draft approval.

The Planning Justification acknowledged Section 9.3.3.5 of the Official Plan which directs subdivision development to phases between 25 and 30 lots. It is noted in the report that the proposed subdivision would be developed in three (3) phases of between 25 and 30 lots, consistent with the direction in the Official Plan.

In terms of access, the draft plan of subdivision proposes two access points onto County Road #15. All proposed residential lots will have access from internal roads, consistent with Section 9.3.1 (4).

In general, the Planning Justification for the proposed draft plan of subdivision is found to accurately assess the relevant policies of the Village Official Plan and regulations of the Zoning By-law. Other than the need to reassess the hydrogeological assessment in terms of the provision of secondary residential units, the Planning Justification is found to have merit and is accepted as presented. It is accepted that the proposed draft plan of subdivision generally conforms to the Village of Merrickville-Wolford Official Plan.

### Hydrogeological and Terrain Analysis

The complete peer review of the Hydrogeological and Terrain Analysis is attached as Appendix A to this report and dated November 7, 2023. There were a number of suggestions for additional work on the Hydrogeological Analysis. It was suggested that an additional test well should be considered. Also, there were concerns about the ground water levels noted in the report. Nitrate testing and Prosperous levels required further clarification. As previously noted in this report the assessment does not appear to anticipate secondary residential units, which is a key component of the proposed draft plan addressing the need for the provision of affordable housing. As matters stand, additional work on the Hydrogeological and Terrain Analysis is required before the preparation of recommended conditions of draft approval.

Preliminary Stormwater Management

The complete peer review of the Preliminary Stormwater Management Plan is attached as Appendix B to this report and is dated November 9, 2023. It was suggested that additional information in the form of preliminary drawings for stormwater management should be provided. Clear directions was provided on the expected elements of preliminary stormwater design. There were also several detailed clarifications and improvements to the Stormwater Report which are recommended to properly assess the proposed stormwater management solutions to the property, including predevelopment conditions. Given the proximity of the proposed draft plan of subdivision to sensitive water features, the additional details requested on the preliminary stormwater management represent key elements of the overall subdivision design and should be provided by the applicant and assessed prior to the preparation of recommended conditions of draft approval.

Summary

The proposed Merrickville Estates Phase II Draft Plan Subdivision is seen to have merit and generally represents good land use planning. The proposed development is found to be in conformity with the various planning documents. There is a need for clarification and supporting hydrogeological information on housing affordability and the provision of secondary residential units. There is also the need to clarify and provide additional supporting information on the hydrogeological and terrain analysis and preliminary stormwater management, as detailed in the attached appendices.

Once the clarification and additional information has been provided by the applicant to Council's satisfaction, staff will be happy to prepare a recommended list of draft plan approval conditions for Council's consideration which would then be forwarded to the United Counties of Leeds and Grenville for their consideration as the subdivision Approval Authority.

Should you have any questions regarding the comments please do not hesitate to contact the undersigned. Sincerely,

Jp2g Consultants Inc.

ENGINEERS • PLANNERS • PROJECT MANAGERS



Forbes Symon, MCIP, RPP  
Senior Planner | Planning Services

**Appendix A – Jp2g Comments on Hydrogeological and Terrain Analysis**

Jp2g No. 19-70590

November 7, 2023

Jp2g Planning Team  
12 International Drive  
Pembroke, Ontario  
K8A 0A7

**Attention:** Mr. Forbes Symon, MCIP, RPP  
Senior Planner

**Re:** Technical Peer Review  
Terrain Analysis and Hydrogeological Study  
Proposed Residential Subdivision  
Merrickville Estates Phase II  
Merrickville, Ontario

Dear Sir:

**Preamble:**

Jp2g's environmental team was retained by the by Jp2g's planning group to work with them to provide "hydrogeological" peer review services for a report, titled "Hydrogeological Assessment, Proposed Merrickville Estates Future Phases ME# 2 Development, Merrickville, Ontario" date July 18, 2022.

The report was prepared by BluMetric Environmental for the development of 41ha of a 72ha parcel of land in the Southeast of the Village of Merrickville-Wolford, Ontario. The proposed subdivision will contain a total of 86 residential lots with lot sizes ranging from 0.40 to 0.98ha with the average size being 0.47ha. The proposed subdivision is intended to be serviced by individual, private well and septic systems located on each lot.

The intent of the review is to provide Jp2G's planning team technical feedback on the information provided in the BluMetric report as part of an overall review to the Village of Merrickville-Wolford. Relevant guidance is taken from the following Ministry documents:

1. Procedure D-5-3 Servicing Options Statement (1996)
2. Procedure D-5-4 Technical Guideline for Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment (1996) <http://www.ontario.ca/document/d-5-4-individual-site-sewage-systems-water-quality-impact-risk-assessment>. Procedure D-5-4 applies "to residential, commercial and industrial proposals which use individual on-site sewage disposal systems for the treatment of domestic waste."
3. Procedure D-5-5 Technical Guidelines for Private Wells: Water Supply Assessment (1996) <https://www.ontario.ca/page/d-5-5-private-wells-water-supply-assessment>. The procedure for D-5-5 "applies to all development proposals for residential development involving individual well water supplies"



Ottawa  
1150 Morrison Dr., #410  
Ottawa, ON, K2H 8S9  
T: 613-828-7800  
Ottawa@jp2g.com

Pembroke  
12 International Dr.  
Pembroke, ON, K8A 6W5  
T: 613-735-2507  
Pembroke@jp2g.com

Amprior  
16 Edward St. S., #53B  
Amprior, ON, K7S 3W4  
T: 613-828-7800  
Amprior@jp2g.com



Jp2g's environmental team prepared this letter to provide comments to Jp2g's planning team on analysis provided in the noted report. The environmental team performed the peer review keeping to the standard practice for peer reviews with the Village of Merrickville-Wolford. The environmental team provides their opinion and comments based on a review of the document as presented and has not considered any additional loadings not included in the subject report such as secondary dwellings. The team has not conducted a site visit nor replicated the background data collection or analyses that are reported in the Terrain Analysis. The summary of background data is taken at face value as presented by the Authors of the report. Where assumptions were required to interpret the results of the Terrain Analysis, the Environmental Team's assumptions are stated.

The property is located approximately 1km southeast of the Village of Merrickville, Ontario. The civic address of the property is 14643 County Road 15, Merrickville, Ontario. It has an irregular rectangular shape configuration, which is approximately 850 m wide (north-south) by approximately 810m deep (east-west) for a total surface area of 72 ha (178 acres). It is noted however that only 41ha (101 acres) of the total area is being proposed for development. The site is currently vacant and contains a mixture of treed areas and low lying wetlands towards the east. Phase I of Merrickville estates is found to the east of the proposed development. There are several other rural residential dwelling and small commercial outlets within the vicinity of the property however most of the surrounding lands are undeveloped. There is a cemetery located to the north as well. BluMetric was retained by 1605861 Ontario Inc. (The Proponent) to prepare a Terrain Analysis and Hydrogeological Report as the Proponent wishes to develop this parcel into a residential subdivision serviced by individual well and septic systems.

The following comments are provided with respect to select sections of the report; our comments are provided below the respective headings in bold.

### **1 Introduction**

No comments on this section.

### **2 Methodology**

#### **2.2 Test Pitting**

Upon reviewing Figure 4 as noted in section 2.2, it appears that many of the test pits completed as part of this investigation were not very well distributed. There appears to be many areas where several test pits were right beside each other while other areas of the subdivision do not appear to have any test pits completed at all. Typically, we would expect to see an evenly spaced distribution (within reason) to provide a representative picture of the whole site. It appears that the test pits only covered approximately 50% of the site area while leaving other areas without any investigation. Jp2g's environmental team assumes that there were access challenges to parts of the subdivision however please provide a rationale for this seemingly odd layout for the test pitting program. The test wells appear to be more reasonably distributed.

#### **2.3.1 Test Wells**

The D-5-5 guideline requires that for every 20 hectares more than 40 hectares for a proposed property development, an additional test well is required beyond 5. Considering the total area of the property is 72 hectares, the requirement of test wells is 7 (not 6). While we understand that only 41 hectares is proposed for development, the guideline does not make any



accommodation to lands on a property that are not to be developed. It will be at the discretion of the municipality to determine if this is acceptable or not.

### **3 Geology and Hydrogeology**

#### **3.3 Hydrogeology**

There is a discussion within this section referring to the unconfined overburden water table in some of the test pits being at depths of approximately 0.6m below the ground surface with these observations being taken during November 2021. Furthermore, in reference to the comment on Section 2.2, were areas of the site not accessible due to "swampy" conditions, suggesting surficial standing water?

The fall season tends to be a low point for surficial water and shallow groundwater deposits with this time of year being far away from the spring freshet and large summer storms. Is it possible that the upper groundwater table could be at (or even above) the surface during these times? We would not recommend using the 0.6m below ground surface as a design depth for the upper groundwater as it is likely a low value given the time of year the works were completed. This should be a consideration when designing finished floor elevations, stormwater management systems as well as septic systems for this development. Can the consultant please provide comment on the expected surficial groundwater depth during the higher water times of the year and how designers would consider this variability?

### **4 Development Considerations**

#### **4.3.1 Predictive Nitrate Impact Assessment**

In the nitrate dilution calculation presented in Appendix H, it appears that the land area of 72ha was chosen for the analysis' site area. This is in direct contradiction to the site area chosen in section 2.3.1 (see comment above where 41ha was chosen) where in both cases, the chosen area produced more favourable results to the proponent. It is suggested that for the sake of consistency that a "development area" be decided and stuck with through all analyses completed for this site. It is recommended that 41ha be the chosen area as it is understood that a significant portion of the excess lands are to be "donated" to the RVCA. As such, the developable area of 41ha should be used in this calculation.

#### **4.3.2 Phosphorus Impact Assessment**

Please provide a guideline reference as to where the "provincially mandated limit of 30mg/L" was found. A review of the Provincial Water Quality Objectives for total phosphorus indicates a 30 µg/L (0.03mg/L) limit and this is for rivers and streams. There is no specified limit for wetlands but we would suggest that that guideline for lakes of 20 µg/L would be more applicable to this site. Considering the background phosphorus concentration in the surface water was found to be 0.013mg/L (or 13 µg/L), we would suggest that with an effluent concentration of 1.6mg/L (1600 µg/L), there is a potential for mixed concentrations more than 20 µg/L. This is particularly concerning considering the relatively small size of the receiving body. This value may also indicate that there is some potential phosphorus impact to the surface water from ME#1. Please provide comment.



**5 Servicing Options Assessment**

No comments on this section other than what has already been commented on above.

**6 Conclusions**

No comments on this section other than what has already been commented on above.

**Additional Comments**

Please note that this review only considered the information presented in the report prepared by BluMetric. It has not considered any other potential development or densification such as secondary dwellings which may have an impact on the overall servicing requirements of the development. We request that BluMetric provide a copy of the proposed conditions for the subdivision agreement on how to deal with additional loading to the systems from potential secondary dwellings and/or potential notices on title.

**Limitations and Use of Letter Report**

This report was prepared for the exclusive use of Jp2g's planning team and Village of Merrickville-Wolford. No third parties may rely upon this report. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, is the sole responsibility of such third party. In evaluating the property, Jp2g's environmental team has relied in good faith on information provided by others. We accept no responsibility for any deficiency, misstatements or inaccuracies contained in this review as a result of omission, errors, misinterpretations, or fraudulent acts of others. Jp2g Consultants Inc. accepts no responsibility for any reduction in property value, either real or perceived, or for decisions made as a result of the reporting of factual information herein.

**Closure**

We trust the information presented in this review meets your current requirements. Should you have any questions or concerns, please do not hesitate to contact us.

Yours truly,

**Jp2g Consultants Inc.**  
ENGINEERS • PLANNERS • PROJECT MANAGERS

**Will Ball, P.Eng**  
Senior Environmental Engineer/ Environmental Services

**Appendix B – Jp2g Comments on Preliminary Stormwater Management**

Jp2g No. 19-70590

November 9, 2023

Village of Merrickville-Wolford  
317 Brock St W, Box 340  
Merrickville ON K0G 1N0  
Phone (613) 269-4791 Ext 242

Attn: Mr. Doug Robertson, MBA  
CAO/Clerk/Director, Economic Development

Re: Merrickville Estates II Proposed Subdivision  
Stormwater Management Review

Dear Mr. Robertson,

The following provides a general review of the plans and reports noted below, submitted as part of the Merrickville Estates II Subdivision Application for the provided on July 24, 2023.

List of Drawings Reviewed:

1. Draft Plan of Subdivision Merrickville Estates II prepared by Asterisk Engineering Corporation dated 2023-07-13.
2. No design drawing package was provided with this submission.

List of Reports Reviewed:

1. Merrickville Estates II, Merrickville, ON, Preliminary Stormwater Management Report, prepared by Asterisk Engineering Corporation dated June 2023.
2. Hydrogeological Assessment, Proposed Merrickville Estates Future Phases ME#2 Development, Merrickville, ON by BluMetric Environmental dated 18 July 2022.
3. Environmental Impact Assessment: Merrickville Estates Future Phases by Ecological Services dated October 20, 2021.
4. Planning Rationale in support of Draft Plan of Subdivision Application by Novatech Engineers, Planners & Landscape Architects, dated July 2023.

Comments recommended to be implemented prior to implementing the Conditions of Final Plan Approval:

General

1. Provide preliminary drawings to show that the stormwater management design intent can be met with the proposed subdivision plan. At a minimum, the supporting information shall include:
  - Road alignment including overall plan and profiles.
  - Ditching (minimum depth of 0.85m and 0.5% slope) and road crossing culvert locations. The ditches/culverts shall be shown on both the plan and profiles. Provide preliminary culvert sizing. Detailed culvert design and ditch sizing can be completed at the detailed design stage.
  - Add a typical road cross-section including utilities.



Ottawa  
1150 Morrison Dr., #410  
Ottawa, ON, K2H 8S9  
T: 613-828-7800  
Ottawa@jp2g.com

Pembroke  
12 International Dr.  
Pembroke, ON, K8A 6W5  
T: 613-735-2507  
Pembroke@jp2g.com

Arnprior  
16 Edward St. S., #538  
Arnprior, ON, K7S 3W4  
T: 613-828-7800  
Arnprior@jp2g.com





- General grading on lots. Show where side yard swales are required. Detailed grading can be completed at the detailed design stage.
- Provide enhanced grass swale grading from roadside ditch to wetland.
- Provide approximate location of septic, well, and driveways and houses (or building envelope for house).
- Provide house top of foundation and underside of footings. For detailed design, ensure USF is a minimum of 0.30m above roadside ditch or 0.3m above a low-lying area in the lot and identify lots which may be walkouts.
- Provide typical swale cross-section including maintenance pathway for municipal access.
- Show locations of check dams.
- Enhanced grass swales shall not tie into the wetland with concentrated flow. Design to include flow tie in at 30m setback with flow spreaders to minimize disturbances at the wetland.
- Show topographic elevations that are legible on the drawings.
- Add location of the butternut trees and any other environmental species along with protection boundary and confirm they don't fall in the proposed development envelope.
- Add grades along the property limits confirming post matches pre-development.

#### Stormwater Management Report

##### Section 2

1. Draft plan shows only one connect point to the trail (Block 104). Confirm where the other connection point is located.

##### Section 3

2. Show the 30m wetland setback clearly on drawings as a development setback.

##### Section 4

3. Identify specifically what stormwater management measures are proposed for the lot level and conveyance controls to control the amount of runoff. Quantify what benefits these measures will have.

##### Section 5.1

4. Include quantity control to pre-development levels. Also may want to include impacts to the natural environment/wetland (i.e. is there a negative impact to the wetland from an increase of runoff volume).

##### Section 5.2

5. Provide pre-development storm design criteria.
6. Provide literature confirming enhanced grass swales provide a minimum of 80% TSS removal rate. Typically, an enhanced grass swale is 76% TSS removal rate. Provide a treatment train approach if the enhanced grass swales cannot support enhanced level treatment.

##### Section 5.3

7. Unclear design criteria (i.e. 0.89m<sup>3</sup>/s flow; 0.07m/s). Design criteria shall conform with MOE 2003 Stormwater Management Planning and Design Manual. Revise criteria to include quality control requirements per MOE guidelines or add location of where additional requirements are from.
8. What riprap will you be using to design a 0.1m high check dam? How will that be constructed? Can that retain the flows from ~2ha of runoff (i.e. will the 25mm storm event be larger than the check dam height)?
9. Show location of adjacent multiple swales and add a cross-section of how they will look. What will happen with larger flows? How will they be maintained?

##### Section 5.3.1

10. Show enough grading that illustrates how the swales will get flow, how much area is directed per swale, etc.
11. Quality Control – Identify how the design will meet targets identified in Section 2.



Section 5.3.2

12. Rearyard ponding is not acceptable to be the primary quantity control for lot development since the village does not have control on grading changes from landowners and what affect they have on the overall stormwater management plan. Rearyard ponding can be a benefit to the quantity control. Provide an alternate location of quantity control within the municipal ROW.
13. Provide a description of the storage required, storage available, major flow routing, etc.
14. Provide description of maximum storage height, roadway overtopping, and hydraulic gradeline with respect to house services.
15. Provide clarification on that the total flows leaving the site (in all directions) is not greater than the existing flows.

Survey Plan

16. Provide legible grades and contour elevations.

Site/Grading Plan

17. See general comment #1. Insufficient detail to understand proposed drainage plan.

Post-Development Tributary Area Plan

18. Update post-development drainage plan to show area captured by each enhanced grass swale.
19. Confirm that where stormwater storage is occurring and show the limits of storage.
20. Show where anticipated lot swales are required. Confirm lot flows are not directed to adjacent houses.
21. Show location of septic systems and confirm septic bed has drainage directed away from houses.
22. Several areas have significant drainage area. Confirm enhanced grass swale sizes meet the design criteria.

Appendix B: Table 1 Post-Development Flow Calculation

23. Complete calculations for the actual drainage areas showing the post-development flow directed to each swale.
24. As noted in other comments, complete a pre-development flow calculation to establish existing flow rates to the wetland/creek.

Appendix B: Table 2 Enhanced Swale Sizing

25. Complete swale sizing for the actual flow going to it ensuring quality control criteria is achieved. Provide actual sizing based on grading design.

Missing from the Stormwater Report

26. Pre-development drainage area plan and flow rates shall be determined and included in the report. Post-development flow rates for the site shall be equal to or less than pre-development levels, as noted in the planning rationale.
27. Existing contours end at the property limit. Update the contours/drainage boundaries to capture all the water directed to the undefined PSW or creek area from off-site and where the water leaves the site.
28. For the detailed design, provide a developed monitoring and maintenance plan that considers all outlets.
29. Provide discussion in the report confirming if a headwater drainage feature report is required.
30. Indicate connection angle of new streets to county road.
31. Confirm minimum culvert sizing for road crossings with the County. Provide material type and thickness (if CSP) and ensure minimum cover.



32. Provide confirmation of suitable subgrade material in fill areas. Include subdrain under the shoulder of the road if fill is expected to be submerged.

Yours truly,

Jp2g Consultants Inc.

A handwritten signature in black ink, appearing to read 'Stephen Arends', written over a dotted grid background.

Stephen Arends, P.Eng.  
Manager – Civil Engineering | Senior Civil Engineer

cc: Neil Caldwell, P.Eng.  
Forbes Symon



MERRICKVILLE-WOLFORD  
*Jewel of the River*

**DELEGATION REQUEST  
FORM**

Should you wish to appear as a delegation to Council at one of their regular meetings, you are required to complete this request form. This form, together with any supporting materials, *must* be received by the Clerk at least seven (7) days prior to the meeting at which the delegation is requested. The date requested may not be the date on which your delegation will be heard. The Clerk will confirm the date your delegation will be heard. Please note a maximum of two (2) delegations are permitted per Council meeting. Each delegation will be permitted ten (10) minutes to make their presentation.

Name: LYNDON SANDS Organization (if applicable): \_\_\_\_\_

Address: 118 William Street Merrickville

Phone Number: 613 740 6986 Email: lyndonsands@rycho.com

The delegation is for (check one):  information only  request to Council

Brief description of topic to be discussed:  
Enforcement of Fence Bylaw in  
regards to illegal fence @ 112 William St.

If you are making a request to Council, please state your specific request:  
We would like to know why this fence  
is still standing

Are you providing supporting materials? Please note all supporting materials will become part of the Council Agenda package that is made available to the public.  
 Yes  No

The Clerk reserves the right to approve, refuse, defer or refer any delegation.

8 B

November 29, 2023

To the Officers and Members of the Merrickville-Wolford Township Council:

I am writing as a concerned citizen about the proposed Heartwood BESS that is being proposed for a site on Weedmark Road in Merrickville-Wolford township. Ontario does currently generate a great deal of electricity although admittedly changes will have to be made as demands increase. On the surface, using Li BESS (Lithium Battery Energy Storage Sites) to store power is likely going to be at least a short-term solution as I am also aware the technology is still evolving.

Installations of 20MW or less seem manageable, and it would mean many towns and cities carry the responsibility and potential benefits. However, at a scale of over 300MW, I feel that the risk and the unknowns outweigh the benefits at this time. An installation of this size has not yet been built in Ontario – does this council truly want to be the one on whose back's others learn what to, and not to do? Small-scale Li BESS installations located in industrial areas across Ontario, assuming municipalities were able to take on and properly manage the costs and risks, would be a more viable way to build the technology and acceptance. Perhaps in 5 years from now, we will see 10MW Li BESS facilities in established industrial areas in communities like the one SaskPower is currently building in northeast Regina. With proper municipal planning and foresight, it is not unreasonable that Merrickville-Wolford may also have one themselves.

The speed at which this is proceeding, in an area that is known to have a very high-water table, in a combined rural and residential area is a concern when there are so many as yet unanswered questions. I ask that council proceed with thought, prudence, and the concerns and well-being of the constituents of this township in mind.

As such, I would like to ask the following questions of Council:

1) **Responsibilities** Has Council reached out to the ISEO, or read through the various IESO Request For Proposal documents to see what the responsibilities of the municipality will actually be? For example, when it comes to decommissioning sites, the ISEO states the following:

“The IESO does not publish standards or impose requirements for the physical decommissioning of the civil infrastructure of a Facility, nor set related compliance guidelines. The IESO would suggest that you discuss any applicable bylaws and/or regulations that may govern the siting and decommissioning of this facility with your local governing body (i.e., Municipality) or other Governmental Authorities with jurisdiction over environmental, construction and land use matters.”

How will Council plan for decommissioning and site restoration and other such responsibilities, should the Proponent experience financial difficulties towards the end of the project and their promises are not fulfilled?

2) **Income details/terms** Has Council been told anything about the type, amounts or terms of payments that the township might receive if municipal support is given? Will Council vote to oppose or approve the project prior to having this information?

3) **Income spending** If it is confirmed there will be annual payments (above and beyond taxation revenue), what does the township plan to use this revenue for? Is it for the benefit of all residents of the community?

4) **Fire & Emergency Services** How do you propose to budget increased fire and emergency services to the Merrickville-Wolford area? We've all learned that Lithium battery fires cannot be extinguished with suppressants or water, but water would be needed to cool other units. Can our small volunteer department manage this as is?

45

Or would the funds the Proponent gives the township all go directly to the emergency services, meaning nothing extra for the township? Is the plan to use water from Cranberry Lake, and what will the results be if contaminated water is introduced surrounding aquifer?

**5) Light, Noise, Permits, Permissions** The Proponents have explained this project will create an increase in light and noise. How will light and noise be managed in the township going forward? Will other business owners take this as an opportunity to add increased lighting and noise that might benefit them, but not their neighbours? Can you say if this project will affect surrounding residents regarding building permits or what they can and can't do with their properties? Has there been research on the long-term effects on people, livestock, pets and wildlife? Merrickville area is known for its bird sanctuary and its concern about the environment. Does this project reflect those views?

**6) Taxation** Has Council done rough calculations with MPAC valuations for what the tax revenue for the site will be. Will you create a Li BESS tax rate? This could cover required emergency funds, decommissioning costs, etc. A Li BESS tax rate could also support costs towards environmental preventions, habitat, etc. The standard industrial taxation rate doesn't cover the township costs of a Li BESS installation this size.

**7) Location** What does the current Merrickville-Wolford municipal plan say about new industrial builds? Should they be in current industrial zoned areas, not rural areas, or will the Weedmark Road location permanently become an industrial zone and residents can expect further development? Will approval of this site open the door to more industrial builds in our rural areas?

**8) Insurance** Can the municipality help ensure that insurance rates for Merrickville-Wolford residents are not negatively affected by this project? In a neighbouring township who has decided against proceeding with the proposed BESS, several insurance brokers and companies in the area were approached regarding impact on residential and commercial insurance in the area. Three were very concerned about increases, one didn't have any information, two more had some concerns and were going to get back to the resident who had voiced the concern.

**9) Exemptions** Is Council aware that this project, which is considered "public use" would be exempt from amendments to the Official Plan and Zoning By-law, and from site plan control? What is Council's plan to deal with this lack of control in a major project in the municipality? Is Council also aware that the project can be transferred at any time to another corporation?

I personally feel for Council to support a project without these fundamental details being clear would be irresponsible and premature. Some Proponents in other areas have pulled out of the Request for Proposal competition as they feel they cannot build a site to the quality and safety standards they feel are needed. They plan to take part in future intakes where they can move at a safer pace. Unless Council is well informed and very certain on how things will proceed, it would not make any sense to proceed at this time either.

A cautious 'no' right now, doesn't mean a 'no' forever. There will be other opportunities to take part in this technology.

Ginny Kerr  
Merrickville-Wolford Resident.

Report to Council

Date: December 11, 2023  
From: (Interim) CAO/Clerk Plumley  
Re: Departmental Activity Update

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the **Departmental Activity Update** as presented.

Background:

The Activity Update reflects the directions from the previous meeting, the actions taken and their status. Going forward this document will assist in providing communication to both Council and the Public by making them aware of the ongoing activities. As the actions are completed, they will be removed from the update.

Activities Based on Department Administration

Municipality will assist in the process of ensuring Community Engagement notification of the upcoming Virtual Open House. Posted

Interim CAO/Clerk and Treasurer

A Special Budget Meeting will be scheduled early in December to identify the process and timeframe, along with a Priority Setting Exercise to assist in determining which projects meet the needs of ratepayers, enhance the asset management plan components and the support the long-term goals of the Municipality. Scheduled for December 18<sup>th</sup>, 2023, at 3:00 pm.

Posting for the Position of Clerk be circulated and with the service provided by AMCTO Job Board. Closed December 1, 2023

6 Resumes were received and shortlisted to 3. Interviews are being scheduled.

Posting for the Position of Administration Assistant Public Works/Fire be advertised on the Township Website and Facebook page, OnTrac, Employment & Education Center, and St. Lawrence College. closes on December 13, 2023.

14 Resumes have been received/assessed to date they will be shortlisted to 4 applicants.

Interim CAO/Clerk

C.A.O./Clerk Plumley be given direction to research options available to ensure the Municipality provides adequate resources for the work force. Scope of work is being drafted, will be available for 2024 Budget deliberations.

Attended the United Counties of Leeds and Grenville Clerk's Group Meeting on December 8<sup>th</sup>, 2023, in Oxford Mills.

Petition received from Debbie Laing-Billings and Raymond Billings concerning Development of lots-Drummond St. W. Between St. Lawrence and St. John; CAO be directed to consult with the Solicitor, Public Health, the Planning and Building Department to ensure the concerns are adequately addressed. Ongoing Nick Previsich concerning The Merrickville Arts Guild (MAG) request.

Emailed to Mr. Previsich resolution November 15, 2023

Petition received from Bret Kinch concerning a "No Whistle Zone at the Jasper Crossing." Emailed resolution to Elizabethtown Kitley CAO November 15, 2023

Petition Development of lots-Drummond St. W. Between St. Lawrence and St. John

Emailed to Ms. Laing-Billings resolution November 15, 2023

FB Connect/Xplore Inc. Statement of Concurrence for the proposed communication installation.

Emailed Jacqueline Johnston resolution November 15, 2023

Draft Mandate of the Committee of the Whole and a proposed amendment to Procedure By-law 30-17 to allow for a Committee of the Whole Structure for the December 11<sup>th</sup>, 2023, Council Meeting. Included as agenda item.

#### Public Works/Fire Chief

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;

deferred pending the results of the United Counties of Leeds and Grenville Road Study with an estimated receipt prior to year-end.

Attended UL Training Seminar - S1001, integrated systems testing of fire protection and life safety systems hosted by Lanark and Area CBO's December 5, 2023, in Smiths Falls.

#### CBO

Draft report for December 11<sup>th</sup>, 2023, Meeting concerning process required to introduce renewal fees on Building Permits.

Researching options based on what other Municipalities have found successful.

#### Updates for Staffing:

Receptionist Katrina Theriault will be taking Maternity Leave the contract position has been posted 24 applications have been received and shortlisted to 4.

Closed December 1, 2023, interviews are being scheduled.

Accounts Clerk Emily Morrison accepted a position with the Township of Elizabethtown-Kitley, her last date of employment was December 1, 2023. The vacancy was posted 6 applications have been received.

Contract position closes on December 13, 2023; interviews will be conducted the third week of December.



961

Report to Council

Date: December 11, 2023  
From: Community Emergency Management Coordinator Cole  
Re: 2023 Emergency Management Program Annual Review

**RECOMMENDATION:**

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report prepared by Community Emergency Management Coordinator Cole. concerning the **2023 Emergency Management Program Annual Review** report;

AND FURTHER THAT Council approve the recommended changes to the Emergence Plan brought forward in this report and direct the CEMC to make the changes and recirculate the plan as well as update it on the website.

**BACKGROUND:**

The *Emergency Management and Civil Protection Act*, Section 2.1(1), states that "Every municipality shall develop and implement an emergency management program". Further, O. Reg. 380/04, paragraph 11(6), states that the Emergency Management Program Committee (EMPC) shall conduct an annual review of the municipality's Emergency Management Program and shall make recommendations to Council for its revision, if necessary. Council passed By-law 65-2019 at their meeting of November 25, 2019, which was a by-law to appoint an Emergency Management Program Committee, a Municipal Emergency Control Group, an Emergency Management Program Co-Ordinator and Alternate, and an Emergency Information Officer. On November 27, 2023, the Municipal Emergency Control Group and Emergency Management Program Committee met to conduct an annual review of the Emergency Management Program and conducted a full training exercise to be compliant with the above-referenced legislation.

**ANALYSIS**

The Village of Merrickville-Wolford covers an area of 213.8 square kilometers and has a population of approximately 3,067 (2016 census). The Village of Merrickville-Wolford is mostly comprised of a rural area with the Village proper being urban, residential, and commercial. There are no major 400 series highways in the municipality, however, two rail lines pass to the north and west of the Village. While conducting a review of the Hazard Information and Risk Assessment (HIRA) staff made some appropriate changes to better align with the needs of the municipality.

**2023 Annual Emergency Review**

Ontario Regulation 380/04 requires that members of the Municipal Emergency Control Group must meet annual training requirements. The requirements are outlined in Guidance Note 2018-02-06 of the Fire Marshal and Chief, Emergency Management Ontario, which reads as follows:

49

*“...all members of the MECG, as designated under O. Reg. 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:*

- Knowledge of all the components of the municipal Emergency Management program, including, but not limited to, the municipal HIRA and Critical Infrastructure list.*
- Knowledge of their municipality’s Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response.*
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan.*
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated; and*
- Knowledge of the location, communications infrastructure, and technology in their municipal Emergency Operations Centre”*

The Municipal Emergency Control Group (MECG) met on November 27, 2023, in order to review the Emergency Response Plan that was adopted by Council through the passing of By-law 66-2019 on December 12, 2019. There are a few revisions and updates that are recommended by the committee members and are outlined in the recommendations below.

The MECG, which includes the full membership of the Emergency Management Program Committee, reviewed the notification process that would be used to call the MECG together in case of an emergency or potential emergency. Members would be notified through the “Who’s Responding” program and the MECG agrees that this is an efficient and effective way of providing notification to the members in the event of an emergency.

The members of the MECG reviewed their specific roles and responsibilities which are outlined in the Emergency Response Plan in the case of an emergency or other situation where the MECG is called together.

The Primary Emergency Operations Centre for the Village is the Fire Station, with the Secondary Emergency Operations Centre being the Easton’s Corners Centennial Hall. There is an emergency generator in place at both locations in the event of an electrical service disruption, so staff have access to vital documentation and resources at both locations.

The MECG conducted a review of local hazards and potential emergencies, as well as a review of the critical infrastructure specific to the Village and surrounding area. No new hazards or critical infrastructure were identified by the MECG at this time.

### **Recommendations by the MECG**

- That a designate for the head of Council be added to appendix D of the Emergency Plan.
- That a designate be added for all other staff members of the MECG in appendix D of the Emergency Plan.
- ID Badges for all members of the committee be purchased to provide identification in the event of road blockages or other such situations.

- Quarterly meetings of the committee to better manage the Emergency Plan.

### **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 meeting legislative requirements, ensuring an effective Emergency Management Program, and training for MCEG and Committee Members is in place, the Village is ensuring safety precautions and measures are in place to protect citizens and visitors. 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 2023, the Emergency Management Program for Merrickville-Wolford has evolved and continues to move forward with personal and corporate preparedness, staff training and logistics. All requirements for compliance with the Emergency Management and Civil Protection Act, as well as O. Reg. 380/04, have been met. The Emergency Management Program Committee and the Municipal Emergency Control Group have a good understanding of their duties and are well equipped to make sure the Municipality is safe and well managed throughout an Emergency.

Submitted by:

---

Brad Cole Fire Chief/CEMC/ Manager of Operations

**Report to Council**

Date: December 11, 2023  
From: Public Works Manager Cole  
Re: Municipal Employee Participation In Community Events

**RECOMMENDATION:**

THAT the Council of the Corporation of Merrickville-Wolford receives for information the report concerning Municipal Employee participation in community events;  
AND FURTHER THAT with Council's authorization, Employee roles and responsibilities be determined with the event organizers during the planning process;  
AND FURTHER THAT Staff be directed to develop a Draft Event By-law which would provide structure and ensure consistent practices for events within Merrickville-Wolford.

**BACKGROUND:****2023 Holiday Train:**

The CP holiday train arrived on November 27, 2023 at 4:45pm at the crossing on Broadway Street East. This is an annual event that appears to be growing in numbers of attendees each year depending on the day of the week it takes place.

The event is mainly planned by the Rideau Community Health Services in conjunction with CP Rail. The Fire Department provided medical coverage during the time of the event as well as crowd control to help safely keep people away from getting too close to the train. The Public Works Department provided barricades to close off the streets on the north side of town for the event to help reduce the chances of the streets getting plugged with vehicles and becoming a safety concern. Staff also provide barricades to prevent people from getting too close to the train.

**Christmas in Merrickville:**

Christmas in Merrickville was a very large event this year with record numbers of residents and visitors out for the day. The Public works Department provided all the barricades on Friday December 1<sup>st</sup> so they could be set up by the committee on Saturday morning. The Fire Department participated in the parade and provided traffic control at the corner of Main and St Lawrence Street during the parade. The Fire Department placed the antique 1937 truck in town on display and for pictures. There were members of the Department that stayed around throughout the day if needed and then provided traffic control again for the tree lighting.

**ANALYSIS:**

If Council is amendable staff would like to offer some suggestions to the event organizers. This would strictly be advice on staff areas of expertise. This is only to help provide a safe and efficient environment for the events to take place and isn't intended to try and alter the events.

**BUDGET/LEGAL IMPLICATIONS:**

The budget impacts would be the requests by the committee and organizers by way of in kind or monetary funds allocated to the specific events. There could also be staff time to help with the events.

**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 permission to enter into a dialogue and make some recommendations with the event organizers to help facilitate a safe and fun event, and to bring back valuable information to Council to help make valuable decisions.

Report to Council

Date: December 11, 2023  
From: (Interim) CAO/Clerk Plumley  
Re: Draft Mandate of the Committee of the Whole

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the Report presented regarding the draft Mandate of the Committee of the Whole;

AND FURTHER THAT an amendment to Procedure By-law 30-17 to allow for a Committee of the Whole Structure be brought forward to the January 8, 2023, Regular Meeting of Council.

Background:

Councillor Ireland put forward a Notice of Motion at the September 11<sup>th</sup>, 2023, Meeting of Council concerning Committee of the Whole. R-292-23

Based on the direction provided the motion below was introduced at the November 14<sup>th</sup>, 2023, Meeting for follow up.

Moved By: Councillor Ireland R-23-14-11-23

Seconded By: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford direct Interim CAO/Clerk Plumley to prepare a report for the December 10<sup>th</sup>, 2023, Regular Meeting of Council outlining the draft Mandate of the Committee of the Whole and a proposed amendment to Procedure By-law 30-17 to allow for a Committee of the Whole Structure. CARRIED

Staff reviewed a number of Municipalities which are using Committee of the Whole, although this structure varies somewhat it meets the intention of the motion and once the Procedure By-law has been amended the added to the Calendar of Meetings on the Website.

Financial Impact:

There will be no additional costs associated with the introduction of the Committee of the Whole Structure

Attachments:

Committee of the Whole Mandate.

## Committee of the Whole Mandate and Procedures

- Composition: Mayor  
Deputy Mayor  
Councillors (3)
- Chair: Deputy Mayor to act as Chair  
(Council may wish to appoint an alternate)
- Administrative Support: Clerk or designate
- Meeting Schedule: fourth Monday 2:00 pm. January  
March  
June  
September

### Mandate:

- To provide a forum for Council and Senior Staff to discuss ongoing projects, review progress reports and identify issues which will assist in monitoring the current budget status and in the development of a long-term financial strategy.
- To ensure continuous improvement.

With the exception of the Modified Rules of Debate identified below, the provisions in the Procedure By-law for the Village of Merrickville-Wolford will be adhered to.

Decisions affecting the business of the municipality will not be made, however direction may be provided to Staff to undertake research and report back.

Recommendations from this Committee will be forwarded to Council when required.

### Modified Rules of Debate:

Open debate shall be allowed between members at any time; however, each member shall extend the courtesy to each other member to ensure that all members are provided the opportunity to participate in the debate, raise questions and to offer solutions to the matter being debated.

- Members are not limited to the number of times that a member may speak to any matter being considered.
- The Chair shall control the debate when the debate is being expanded to include matters not subject to the debate or when no new information is being provided as a result of the debate.

- The Chair shall encourage the identification of new or different suggestions to address the matter being debated.
- Questions may be raised directly by any member to another member of staff or any other representative of the Village.
- Open discussion shall be encouraged between members respecting the intent and the words used in any motion to address the matter being discussed.
- When a motion has been initiated any member wishing to support the motion may request a rewording of that motion and were accepted by the mover, the motion may be put to a vote.
- The Clerk may at any time during the development of a motion ask the mover or seconder for a verification of the words used in respect to a motion.
- Visitors not recognized as a delegation or a presentation at a meeting may be recognized by the chair to provide comment or suggestions on the matter being considered for a single time only and any further requests for comments or suggestions shall require recognition by the chair.
- The Chair may declare the meeting adjourned at the completion of business without a motion from the members.



**Report to Council**

**Date:** December 11, 2023  
**From:** (Interim) CAO/Clerk Plumley  
Treasurer Kirsten Rahm  
Chief Building Official Halladay  
**Re:** Travel Expense Rate Increase

**Recommendation:**

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the report concerning the Travel Expense Rate Increase;  
AND FURTHER THAT commencing January 1, 2024 the rate will be equivalent to that set annually by the United Counties of Leeds and Grenville.

**Background:**

The Village of Merrickville-Wolford has maintained the same travel expense rate since 2011, and it has not been increased or evaluated in relation to rising fuel and car maintenance costs since then. Staff have undergone research with surrounding municipalities to determine what rate is reasonable to effectively reimburse staff for their mileage and contribute to competitive car maintenance coverage.

Staff have determined that the current rate of \$0.50/km does not accurately reflect reasonable compensation for the rising fuel costs and the costs of car maintenance.

Staff also reached out to the Township of Beckwith, as they recently increased their rate, as we wanted to determine the process they followed to do so. Beckwith confirmed that staff have been given delegated authority to administratively set their rate to the rate that Lanark County sets each calendar year. They are given notice at the start of each year by the County to indicate if the gas mileage rate has increased or remained the same, and they administratively set the rate for Beckwith Township to directly reflect the same rate.

After consideration and analysis, staff have determined that a similar process to Beckwith Township would be the most efficient process to follow, to provide Village employees and Council members with fair and average travel expense rates.

**Conclusion:**

Staff will contact the Counties each year to determine what the set rate is for that calendar year. This will allow for efficiency in not having to reevaluate fuel and car maintenance costs every few years, but rather follow directly what is being provided by the Counties. With continuously increasing costs of living, this option will allow for the Village to maintain average travel expenses for employees and Council members on an annual basis.

**Financial Impact:**

The budget implications will be an increase to the gas mileage reimbursement within the operating budget each year. Table "A"

**Attachments:**

Table "A" Financial & Table "B" Summary of travel expense rates in surrounding municipalities

**Table "A"**

<b>\$0.50/km</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Council	\$549.50	\$362.01	\$411.54	\$2,18.82	\$182.16
Admin	\$1,389.71	\$2,763.91	\$324.04	\$2,22.43	\$370.58
Building	\$3,118.99	\$3,588.62	\$3,769.26	\$7,881.29	\$3,735.94
<b>Totals</b>	<b>\$5,058.20</b>	<b>\$6,714.54</b>	<b>\$4,504.84</b>	<b>\$8,322.54</b>	<b>\$4,288.68</b>

Total km driven	10,116.4	13,429.08	9,009.68	16,645.08	8,577.36
Total Cost <del>\$0.62/km</del>	\$6,272.17	\$8,326.03	\$5,586.00	\$10,319.95	\$5,317.96
<b>Difference</b>	<b>\$1,213.97</b>	<b>\$1,611.49</b>	<b>\$1,081.16</b>	<b>\$1,997.41</b>	<b>\$1,029.28</b>

**"Table B"**

<b>Municipality</b>	<b>Mileage Rate</b>	<b>Review?</b>
Canada Revenue Agency	\$0.68/km for first 5000 kms \$0.62/km additional kms	Reviewed yearly
Leeds and Grenville County	<del>\$0.62/km for first 5000 kms</del> <del>\$0.55/km additional kms</del>	<del>Reviewed yearly in September</del>
Lanark County	\$0.62/km	Follows CRA rates
Smith's Falls	\$0.62/km	No
Rideau Valley Conservation Authority	\$0.61/km	Follows CRA rates
Beckwith Township	\$0.62/km	No
Township of Montague	\$0.62/km	Follows County rates yearly
Township of Drummond/North Elmsley	\$0.62/km	Follows County rates yearly
Rideau Lakes	\$0.55/km Municipal vehicles provided to staff	No
Township of Elizabethtown-Kitley	\$0.51/km	Unknown
Village of Merrickville-Wolford	\$0.50/km	Yes

Report to Council

Date: December 11, 2023  
From: (Interim) CAO/Clerk Plumley  
Re: Public Holidays/Christmas and Boxing Day

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the report concerning Public Holidays/Christmas and Boxing Day;  
AND FURTHER THAT ??????

Background:

The Personnel Policy Manual as it currently exists states that;  
*"19.1 (a) a decision to close or shut down any department of the Village from regular hours of work on the days following Boxing Day or the day taken as Boxing Day through to New Year's Day shall be determined by resolution of Council on a year-to-year basis. Such resolution granting days off shall in no way supersede the requirement of staff to work or attend should an emergency arise, or in the case of Public Works, impede snow clearing or the removal of snow."*

Monday December 25<sup>th</sup>, 2023, Christmas Day Statutory  
Tuesday December 26<sup>th</sup>, 2023, Boxing Day Statutory

As these two statutory holidays fall within the regular work week, Staff is seeking direction as to whether additional days taken Wednesday the 27<sup>th</sup>, Thursday the 28<sup>th</sup> Friday the 29<sup>th</sup> would be considered, if so, the motion should reflect any additional days to be taken.

There will be no need to close the Waste Site as the Statutory dates do not impact the regular hours.

Financial Impact:

Administrative employees may utilize vacation or saved time if there is consensus to provide additional office closure dates within the week.  
No costs would be incurred with this concession.

Attachments:

None

9 c iv

**Report to Council**

**Date:** December 11, 2023

**From:** (Interim) CAO/Clerk Plumley

**Re:** Policy and Guidelines for Posting External Communications

**Recommendation:**

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and endorse the report concerning Policy and Guidelines for Posting External Communications.

**Background:**

The Policy was developed with the Assistance of Account Clerk Emily Morrison and Receptionist Karina Theriault.

These front-line positions are approached with many requests for promoting events and activities.

It was with their review and recommendations that this policy has come forward.

With so many activities and events it is often difficult to ensure space is available when Municipal communications need to be posted.

This policy will provide consistent guidelines and expectations for the Public and for the Staff when they are fielding requests, until a clear overall communications policy can be developed.

**Financial Impact:**

None

**Attachments:**

Draft Policy and Guidelines for Posting External Communications

Township of Merrickville-Wolford  
 December 2023  
 Memo: Policy and Guidelines for Public Advertisements

**Purpose:**

To provide Council, Staff and the Public with consistent expectations and messaging concerning what criteria and resources will be used when a request to have information posted is received.

Website	Facebook	Municipal Message Board*
All notifications related to Municipal Activity		Upcoming Municipally sponsored events
Municipal Board or Committee Updates or Agendas		Upcoming events located in Merrickville-Wolford
Notifications deemed to be eligible by Council request i.e., Public Meetings		
Municipal Notifications		
Emergency Notices		
Some notices from community partners (L, L&G D Health Unit, Beth Hospice, United Way)		

\*Please be respectful that space is limited. Keep your posters within the 8.5 x 11 page limit, or less, and be sure to include all the information. If it can fit onto half the page, please do so.

<b>Not eligible</b>
Charity Groups not affiliated directly with municipal governance
Events scheduled outside the boundaries of Merrickville-Wolford
Fundraising efforts from School Groups
Businesses
Private individuals

**Notes:**

Please note that events that are re-occurring, or run in a series (e.g., May-Sept), will be granted space at the beginning of the series, for as long as space allows. They may be removed temporarily and re-posted or taken down early to allow space for other organizations.

All posters will be date stamped. If it goes up well in advance of the event, but space is needed, it may be taken down to accommodate another event.

**Background:**

Staff often receive requests to have items posted on various communications streams available to the Municipality, it is difficult to determine which holds the most important message and often, space is limited. This policy will provide direction and assist in ensuring the rules are the same for everyone.

9 c ✓

**Report to Council**

**Date:** December 11, 2023  
**From:** (Interim) CAO/Clerk Plumley  
**Re:** Meeting Schedule for 2024

**Recommendation:**

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and endorse the Meeting Schedule for 2024, with the understanding that By-law 30-17 (3.7) allows for Special Meetings to be called for a Specific Purpose and stipulates the notice requirements.

**Background:**

The inclusion of quarterly Committee of the Whole Meetings will be determined through the approval of the Report presented as 9. c) i of the Agenda Package. The Emergency Management Review would be an optional meeting for Councillors not involved in the Emergency Management Control Group.

At the Emergency Management Exercise and Training Exercise that took place on November 28, 2023, it was the consensus of the Group that there would be value in having a quarterly review and inviting Councillors to observe the sessions.

This would keep them involved and aware of the activities being conducted. Although they are not members of the Control Group, they would have a better understanding of the process used during an Emergency.

At the initial Meeting, a rough outline of how their assistance could be utilized if required.

**Financial Impact:**

None

**Attachments:**

Draft Meeting Schedule for Council and Committee of the Whole

<b>Meeting Schedule Council/Committee of the Whole</b>		
Regular Council	January 8, 2024	7:00 pm
Emergency Management Review Committee of the Whole	January 25, 2024 January 25, 2024	12:30 pm 2:00 pm
Regular Council	February 12, 2024	7:00 pm
Regular Council	March 11, 2024	7:00 pm
Emergency Management Review Committee of the Whole	March 28, 2024 March 28, 2024	12:30 pm 2:00 pm
Regular Council	April 8, 2024	7:00 pm
Regular Council	May 13, 2024	7:00 pm
Regular Council	June 10, 2024	7:00 pm
Emergency Management Review Committee of the Whole	June 27, 2024 June 27, 2024	12:30 pm 2:00 pm
Regular Council	July 8, 2024	7:00 pm
Regular Council	August 12, 2024	7:00 pm
Regular Council	September 9, 2024	7:00 pm
Emergency Management Review Committee of the Whole	September 26, 2024 September 26, 2024	12:30 pm 2:00 pm
Regular Council (Tuesday)	October 15, 2024	7:00 pm
Regular Council (Tuesday)	November 12, 2024	7:00 pm
Regular Council	December 9, 2024	7:00 pm



Report to Council

Date: December 11, 2023

From: Treasurer Kirsten Rahm

Re: Blockhouse Museum Municipal Service Board

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive the report concerning Committee Appointments for the Blockhouse Museum Municipal Service Board;

AND FURTHER THAT volunteer appointments to the Blockhouse Museum Municipal Service Board be as follows;

Robin Turcotte and;

Joshua Terpstra

Background:

The call for Volunteers was posted in the Phoenix and to date, we have received two very qualified individuals and based on the Blockhouse Museum Municipal Service Board, the names have been put forward for approval.

Financial Impact:

None

Attachments:

None (or the advertisement)

**MERRICKVILLE PUBLIC LIBRARY**

Merrickville Public Library Board's meeting was held on October 24, 2023 at 6:30 pm at the Merrickville Public Library.

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

Montague: Olivia Enns  
and Mary Kate Laphen (CEO)

Regrets:

Other:

1. Meeting called to order at 6:40 pm.
2. **Declaration of Pecuniary Interest:** None.
3. **Adoption of Agenda:** Moved by Kait; seconded by Margaret. **ADOPTED.**
4. **Approval of Minutes:**
  - Sept 26/23 board meeting – Moved by Margaret; seconded by Kait. **APPROVED.**
  - Oct 12/23 special meeting - Moved by Olivia; seconded by Kait. **APPROVED.**
5. **Welcome to New Board Member:** Welcomed Ameila Wilding to the Library Board.
6. **Delegations from Public:** None.
7. **Friends of the Library Report:** The MaxSold auction is proceeding as discussed at the last board meeting, as there were no issues with the Library being the registered charity. Auction will go live in early November.
8. **Report from Council:**
  - An interim CAO has been hired (as of Oct 25), and an organizational review is being done.
9. **Librarian's Report:** see notes below.
10. **Correspondence:** None
11. **Other Business:**

a) **Updates**

- i. **AODA training:** Amelia plans to complete this training before the November meeting.
- ii. **OLS Virtual Conference:** Olivia reported on the Board sessions from this virtual conference, re: the Ontario Library Service (OLS), the differing roles of the Library Board and the CEO, strategic planning, and navigating relations with the municipality. Recordings are now available and Mary Kate will provide a link to the more useful sessions as recommended by Olivia, for information.
- iii. **Building Work:**
  - **Roof Work:** This has been completed. Awaiting the invoice.
  - **Minor repairs:** the furnace was not working, but this was a side effect of the Hydro One, and was easily fixed. One of the toilets needs a new handle.
- iv. **Computer Upgrades:** Am planning to purchase some new computer equipment soon (will investigate the black Friday sales).
- v. **Sponsorship Opportunity:** Park View has followed up on this and seems to be interested in doing something for the porch. They are looking into what's needed. Something may be done this year, but most of it would have to be next year.
- vi. **Insurance:** awaiting response re: directors' liability insurance. Copies of the insurance policies covering the Library were distributed to the Board for information purposes.

b) **Financial**

- i. **Resolution re: 2023 memorial donations (see file):**  
**Resolution 23-OCT-02:** The Library Board authorizes the donations received in memory of Liz Wallace (currently in the amount of \$3,270) be dedicated for use in 2023 – 2024 for the Children's collection and programming and/or related literacy aids, as requested by the donors.  
 The Library Board authorizes any of said donations that remain at the end of 2023 be reserved and transferred for use in 2024.  
 Moved by: Olivia; seconded by: Kait. **APPROVED**
- ii. **Preliminary 2024 Budget:** Discussed the budget process and looked at some early projections re: the 2024 budget.

c) **Building/ Lease**

Reviewed suggestions of possible law firms.

**MOTION:** that Amelia contact a local law firm to confirm whether they handle this type work and request a quote, or follow up with any more appropriate suggestions for next meeting.

Moved by Margaret, Seconded by: Kait. **APPROVED.**

Once the interim CAO has settled in, Mary Kate will contact with an update on this matter.

**d) Policy Review:**

**i. Board Code of Conduct:** Reviewed and discussed the draft Board Code of Conduct.

**MOTION:** to approve the Board Code of Conduct as amended.

Moved by: Amelia; seconded by: Olivia. **APPROVED**

**e) Meeting Date Review:** The 4<sup>th</sup> Tuesday continues to be a convenient time for the Board meetings.

The December Board meeting will fall during the Christmas holidays; the Board will consider cancelling this meeting, if feasible. The November meeting will start 15 minutes early to allow for the deferred Library tour.

**11. Next meeting: Tues, Nov 28 at 6:15 pm at the Library.**

**12. Meeting adjourned (8:55 pm).**

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

**Librarian's Report:**  
**Statistics**

Sept	2023	August 2023	2022	2021	2020	2019
<b>Patrons</b>	<b>1046 (w/mtgs)</b> + 100 OverDrive users: 14 new (member households)	<b>1558 (w/mtgs)</b>  10 new (member households)	936 (incl. mtgs) + 103 OverDrive users:	760 + 102 OverDrive users:	774 + 93 OverDrive users:	1326 w/mtgs0
<b>(Kids/ Youth)</b>	271 (78k / 193y)	640 (172k / 468y)	204 (56k / 148y)	112 (47k / 65y)	157 (50k / 107y)	434 (87 / 347)
<b>(Progs)</b>	104 – in (13 prgs)  36 –out (3 visits)  CVs: 40 –in (2 classes)	167 – in (14 prgs)  49 – in (4 group visits)	87- at lib (10 prgs) 56 – out of lib (5 prgs) Class Visits: 46 (3 CVs @ lib)	12- at lib (3 prgs) 17 – Zoom (2 prgs)	31- at lib (4 prgs) Online Storytime (YouTube) 23 views	109-in (11 prgs, 2 CVs- in) 36-out of Lib, (4- prgs) 62 - Story Trail (6 + 1 CV)
<b>Mtg Rm users</b>	43 (7 mtgs)	29 (4 mtgs)	79 – in lib (15 mtgs) 7 – Zoom (1 mtg)	16 – in lib (4 mtgs) 6 – Zoom (1 mtg)	15 virtual (2 Zoom mtgs)	10 (1 mtgs)
<b>Circulation</b>	<b>TOTAL: 2617</b> Lib: 1609 (A-832, J/ T- 640) OverDrive: 868 (circ) Kanopy: 140 plays Seed Library – 0	<b>TOTAL: 4048</b> Lib: 2848 (A-11188, J/ T- 1660) OverDrive: 939 (circ) Kanopy: 261 plays Seed Lib – 1 (2 pk)	TOTAL: 2457 Lib: 1569 (A-974, J/T- 595) OverDrive: 814 (circ) Kanopy 74 (plays)	TOTAL: 2013 Lib: 1346 (A-905, J/T-441) OverDrive: 604 (circ) Kanopy 63 (plays)	TOTAL: 2436 Lib: 1789 (A-947, J/T-837) OverDrive: 598 (circ) Kanopy 49 (plays)	TOTAL 2497 Lib: 2057 (A-1298, J/T-759) OverDrive: 440 (circ)
<b>Internet use (+wireless):</b>	<b>225</b> (79 / 137w / 9-tab)	<b>247</b> (124 / 119w / 4-tab)	143 (38 / 105 wifi)	192 (61 / 131 wifi)	188 (75 / 113 wifi)	341 +40% (300 / 28w / 13 Tab)
<b>ILL borrowed/ lent:</b>	73 in / 54 out	52 in / 38 out	66 in / 63 out	35 in / 34 out	57 in / 50 out	50 / 48

67

September saw the usual slowdown across the board after the summer, although we are still trending upward from 2022. However, class visits and adult programs have started up again.

**Programs & Services:**

**Children's Programs:**

**StoryTime:** after a slow start, our attendance has picked up significantly.

**Halloween Howl:** Stories, songs/rhymes with lots of audience participation, snack and green screen photos. We had a good turn out and lots of fun and positive feedback. It also brought more people in for the Open House

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

**Daycare:** I do story visits once a month to 2 of the groups.

**Playgroup** has started up, I am doing story visits.

**Adult Programs:** **Off the Shelf**, the **Meditation group**, the **grief support group**, **Library Book Club**, and the **Knitting Group** met this month.

**Brain Fitness:** Am working on getting this started up again.

**Seed Library** has a microgreens workshop planned for November.

**Displays:** The Trails Society will be putting a new display in our display case next week.

**Museum Passes:** demand has continued through the fall, although not as much as in the summer.

**Internet/Computers:** use of the computers is slowly increasing. There is still quite a lot of use of the wifi.

**InterLibrary Loans:** use has picked up with the return of the book clubs.

**Meeting Room:** The meeting room is being used regularly for programs and meetings: the Chamber of Commerce, Fair Board, Historical Society, Scouters have held meetings here this month.

**Collection:** Fall best-sellers are coming in, need to order Winter ones soon. More books from the Wallace memorial donations have arrived. Have one new story trail book ready, and 2 others awaiting laminating. Will be renewing our eresources subscriptions this week. Fall weeding of the collection still pending.

**Volunteers:** All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection. Will be giving our volunteers Xmas gift certificates in appreciation.

**Facilities:** See Other Business update (10a, iii). Have done some additional decluttering.

**Accessibility Plan:** Still pending – waiting to see what happens with the porch.

**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:** Celebrated the Lions Club at our Open House. Have been cooperating with Rideau Roundtable re: a nature/environmental program they are planning. They are hoping to partner with several local libraries. Currently they are working on Trillium funding for it. Have been giving the Friends some help with the book bundles and signs. Will be helping Christmas in Merrickville with their social media. Have been reconnecting with some of our partners after the summer. Looking for ideas re: programming.

**Professional Development, Meetings, etc:** Went to the Small Libraries CEO meeting. Will be going to an event for community wellness/helping agencies put on by RCHS (Rideau Community Health Services). Have some upcoming training re: our circulation/cataloguing system, and am looking at some of the fall OLS training.

**Donations:** Have received a few more donations of money, and a memorial bench has been donated (this will replace another bench that has been damaged).

**Grants, etc:** Sent our budget request to Montague Council. Have submitted our application for the provincial Public Library Operating Grant. Will be gathering data for the Annual Survey this fall.

**Plans for month:** Finish Halloween visits and connect with the schools re: Christmas visits, get the Brain Fitness program running, continue on with the budget, follow up with other programs and outreach opportunities, work on Board items and policy review, start weeding, need to spend more time on marketing. And the usual Library business.

11a

November 10, 2023

Dear Mayor and Members of Council,

**Re: Consultation on the future of natural gas expansion and home heating affordability**

Earlier this year, the Ministry of Energy launched its consultation on the future of natural gas expansion and home heating affordability. The Ministry is specifically seeking input from stakeholders on the future of the program, which will be used to inform next steps to address home heating costs in rural and northern Ontario and Indigenous communities.

I encourage you to have your voices heard by contributing your feedback. Your municipal perspective, interests and priorities could help shape the future of the program. Responses are due by December 15, 2023, and you can learn more about the consultation process on the Ministry's website.

Phase 1 and 2 of Ontario's Natural Gas Expansion Program were oversubscribed with more than 200 projects submitted for funding, indicating the overwhelming demand from municipalities and businesses for access to more cost-effective heating options. The natural gas expansion program can help businesses achieve annual cost savings of up to 30% each year on space and water heating, with homeowners realizing even greater savings. This affordability is vital for Ontario residents and businesses now more than ever.

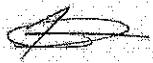
Enbridge Gas will be contributing to this consultation and leveraging our experience planning and executing the projects that were selected in Phase 1 and Phase 2 of this program.

We continue to advocate for a modernized leave-to-construct application threshold and process for smaller pipeline projects to bring reliable affordable energy options to communities, homes, and businesses in a more cost-effective and timely manner – and to promote economic development and job creation across the province. I invite you to reach out to your local MPP, the Ministry of Energy and the Ontario Energy Board and add your support to this discussion. Attached to this correspondence is a draft resolution for your consideration.

While our work to expand access to natural gas continues so does our commitment to bringing alternative energy solutions and fuels, such as renewable natural gas, hydrogen blending and energy conservation programs, as pathways to lower-cost, clean and reliable energy options for Ontarians. Enbridge Gas has been meeting Ontario's energy needs for more than 175 years; our customers rely on us to deliver clean, reliable, and cost-effective natural gas, and we are proud to deliver on this commitment.

Thank you for your consideration. Please do not hesitate to contact me, or your municipal advisor, if you have any questions or would like to discuss these topics further.

Sincerely,



Jean-Benoit Trahan  
Director, Operations, Eastern Region  
Enbridge Gas Inc  
Jean-Benoit.Trahan@enbridge.com

69

# RESOLUTION

**RESOLUTION NO.**

**DATE:**

**MOVED BY:**

**SECONDED BY:**

WHEREAS the Enbridge Gas has shared with [municipality name] key messages regarding the Ontario Energy Board's Leave to Construct (LTC) process, entitled "reducing red tape for more cost-effective, timely energy connections in Ontario."

AND WHEREAS [municipality name] supports and wishes to endorse the recommendations put forward by Enbridge Gas in order to expedite the installation of natural gas to rural, remote or underserved communities such [municipality name];

**NOW THEREBE IT RESOLVED:**

1. THAT the [municipality name] petition the Ontario Government to expedite the implementation of the following recommendations:

- i) THAT the Government of Ontario move to modernize the Ontario Energy Board's (OEB) Leave to Construct (LTC) process for smaller pipeline projects in order to bring reliable, affordable energy options to communities, homes and businesses in a more cost-effective and timely manner;
- ii) AND THAT the LTC cost threshold be updated from \$2M to \$10M for hydrocarbon lines (by amending Ontario Regulation O.Reg.328/03) while maintaining current requirements and expectations for Indigenous consultation and environmental review for projects greater than \$2M and less than \$10M;
- iii) AND THAT these outdated regulations are causing the LTC to apply far more broadly than intended when it was established over 20 years ago due to increased regulatory and cost pressures, as well as inflation, virtually all gas pipeline projects are now greater than \$2M rendering the threshold meaningless;
- iv) AND THAT roughly 0.5 KM pipe in urban settings now often exceeds the \$2M threshold;
- v) AND THAT modernizing these outdated regulations would reduce delays and costs for economic development initiatives including transit projects, community expansion projects, housing developments, connections for low carbon fuel blending (e.g.,

renewable natural gas, hydrogen) as well as residential and business customer connections;

vi) AND THAT based on OEB's performance standards, this proposal would save approx. 5-7 months of regulatory process which is in addition to the time needed to undertake Indigenous consultation and environmental review and prepare an application to the OEB;

vii) AND THAT the cost of preparing and having a LTC application heard ranges from approx. ~\$50,000 to ~\$200,000, which is passed on to customers;

viii) AND THAT while no cost-based threshold exists for electricity lines, there are a range of exemptions ensuring that LTC is only required for significant electricity projects and the proposed changes would help ensure that, consistent with electricity projects, LTC for hydrocarbon lines would only be required for significant projects;

ix) AND THAT increasing the cost threshold to \$10M would closer align Ontario with other Canadian jurisdictions (e.g., in B.C., these thresholds are \$15M for electricity and \$20M for natural gas);

2. AND THAT this resolution be circulated to the President of AMO, Colin Best, Premier Doug Ford, the Minister of Energy, Todd Smith, The Minister of Finance, Peter Bethlenfalvy and all regional municipalities requesting support of the proposed changes regarding reducing red tape for more cost-effective, timely energy connections in Ontario.

---

MAYOR



Village of Merrickville-Wolford  
Attention: D. Plumley  
[cao@merrickville-wolford.ca](mailto:cao@merrickville-wolford.ca)  
317 Brock Street West,  
P.O. Box 340  
Merrickville, Ontario, K0G 1N0

November 17, 2023

Re: Selection of Municipal SPC Members

Dear Council and Staff,

The Mississippi-Rideau Source Protection Committee (SPC) includes members who represent **municipal**, economic and public interests. The SPC membership underwent a renewal and reduction in size in 2018 and 2019. The appointments in 2018 and 2019 were for a maximum 5-year term, per Ontario Regulation 288/07. O.Reg 288/07 is the regulation that governs Source Protection Committees under Ontario's *Clean Water Act*.

This letter contains information provided under section 3(4) of Ontario Regulation 288/07. This section SPC regulation requires Source Protection Authorities (SPAs) to send a notice to all municipal Clerks containing the following information:

**Summary of SPC Functions:**

- Oversee a science-based planning process to protect municipal drinking water sources in the Mississippi-Rideau Source Protection Region
- Guide the implementation of the Mississippi-Rideau source protection plan, amendments to the plan and assessment reports, and other source protection work in accordance with the *Clean Water Act* and its regulations.

**SPC Member Obligations:**

The following requirements are set out in the regulation:

- Members must reside in, own or rent property in, be employed or operate a business in, or be employed by a municipality that is located within the boundaries of the Mississippi-Rideau Source Protection Region
- Members cannot be a current board or staff member of the Mississippi Valley Conservation Authority or the Rideau Valley Conservation Authority
- Once appointed, members must regularly attend SPC meetings and comply with the committee's code of conduct

**SPC members should be willing and able to:**

- Contribute positively to the development of amendments to the technical assessment report and the source protection plans, and oversee their implementation
- Attend meetings, normally 2-3 meetings annually
- Make a long-term time commitment to participate (ideally five years)
- Review and understand scientific and technical reports



- Prepare for meetings by reviewing agendas and reports in advance of the meeting
- Attend training sessions, participate at public meetings and open houses on occasion
- Act as a liaison for the interest(s) you are representing (bring commonly held opinions to the committee table and communicate back to the committee's work)
- Work with others collaboratively to solve problems and make decisions at the committee table
- Respect confidential information and abide by the process in place to safeguard confidential information

**Selection of Municipal SPC Members:**

Under the regulation, SPAs must appoint a municipal group's SPC member(s) from a list of names jointly submitted by the municipal councils within that group. If municipalities do not jointly submit a list of names, or submit too few names, SPAs must select municipal members.

Group	Municipalities	Number of seats	Current Member	Years of service as a Committee Member	Interested in Re-Appointment
Municipalities with groundwater systems	Village of Merrickville-Wolford Municipality of Mississippi Mills Municipality of North Grenville Village of Westport	1	Scott Bryce, former Clerk-Treasurer for the Village of Westport	16	Yes

We ask that councils jointly submit a short list of names for each group to the SPAs, and we encourage municipalities to consider their current SPC representative if they are interested in re-appointment. If the list exceeds the number of SPC members assigned to that group, that the names be ranked in order of preference. Municipal councils must submit their jointly approved names to the SPAs by **March 22, 2024.**

If any municipality or group has questions, concerns or would like assistance with facilitating the selection of names please contact Marika Livingston at 613-692-3571 or 1-800-267-3504 ext. 1148 or [marika.livingston@mrsourcewater.ca](mailto:marika.livingston@mrsourcewater.ca).

Best regards,

A handwritten signature in black ink, appearing to read "m Livingston", is enclosed within a rectangular border with a dotted or stippled background.

Marika Livingston  
Project Manager, Drinking Water Source Protection  
Mississippi-Rideau Source Protection Region  
Box 599, 3889 Rideau Valley Drive, Manotick ON, K4M 1A5  
613-692-3571 x 1148 marika.livingston@mrsourcewater.ca

cc'

Scott Bryce, current SPC Member representing the interests of municipalities with  
Groundwater Systems  
Brad Cole, Municipal Working Group Member for the Mississippi-Rideau Source  
Protection Region, Village of Merrickville-Wolford

November 17, 2023

Ms. Marika Livingston, Project Manager  
Drinking Water Source Protection  
Mississippi Rideau Source Protection Region  
Rideau Valley Conservation Authority  
Bx 599, 3889 Rideau Valley Drive  
Manotick ON K4M1A5

Re: Mississippi-Rideau Source Protection Committee Representative for Municipalities with Groundwater Based Municipal Drinking Water Systems

Ms. Livingston,

I am providing you with this letter to request reappointment to the Source Protection Committee for the municipal groundwater system seat. Please feel free to share this letter with the four municipalities in the Mississippi-Rideau Source Protection Region with groundwater systems: Merrickville-Wolford, Mississippi Mills, North Grenville and Westport.

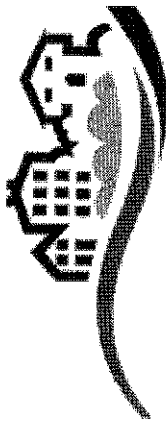
Until my retirement, I was responsible for the Village of Westport municipal drinking water system for over twenty years. Prior to the establishment of the SPC, I was the Project Manager responsible for the Westport wellhead protection area (WHPA) studies and the required technical work. Further, I was a founding and long-time member of the Source Protection Municipal Working Group which facilitates municipal staff engagement and policy development

Having been an SPC member since its inception in 2008, I take pride in my ability to carefully represent the interests of the municipalities with groundwater systems. Notably, over the past decade I have held an almost perfect attendance record—having only been absent three times. In addition to my duties as a municipal groundwater representative, I have chaired several meetings during the Chair's absence. I have also represented the Chair at the Provincial level for meetings in Toronto.

In my roles at the Village of Westport and on the Source Protection Committee, I have had extensive experience in stakeholder relations with the Ministry of the Environment, Ontario Municipal Water Association, Rideau Valley Conservation Authority (RVCA) and others.

I am confident that my experience and passion for clean and safe drinking water makes me an excellent candidate to represent municipalities with groundwater systems on the SPC. I would be happy to provide any additional information that you may require. Thank you for your consideration.

Scott Bryce  
[js\\_bryce@hotmail.com](mailto:js_bryce@hotmail.com)



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*



# Executive Summary

## Merrickville-Wolford Organizational Review

November 2023

# THE PROJECT

In July 2023, the Corporation of the Village of Merrickville-Wolford requested proposals from experienced municipal and/or Human Resources (HR) consultants to conduct a formal, full review of;

- the organizational structure;
- internal communications/procedures;
- allocation of duties;
- reporting relationships; and,
- workplace culture



# THE ORGANIZATIONAL DESIGN PROCESS

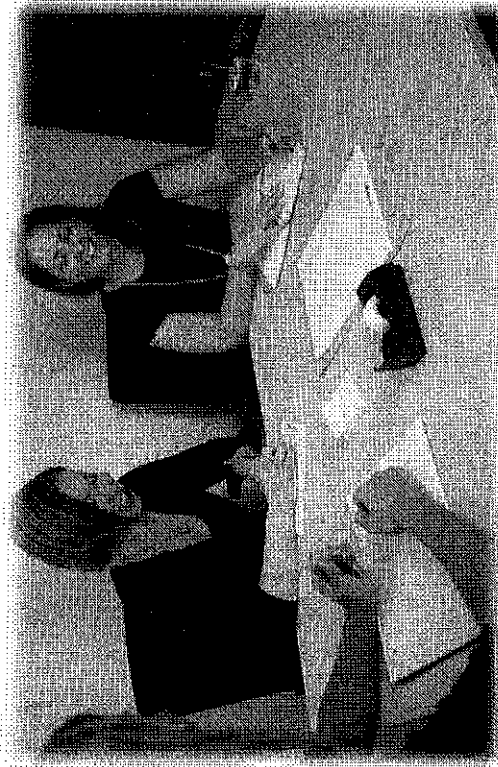
Organizational design is a step-by-step process which identifies current challenges, what is working and not working regarding strategies, structures, systems, staff, culture, etc., and realigns them to fit current business realities/ goals.

Studies of this nature are by design, intended to use an evidence-based approach to look at all potential options with the goal of structuring organizational operations to deliver public services in an efficient and affordable way, to ensure the services meet the community's needs and maximize efficiencies for long-term sustainability.

Working collaboratively with staff and Council throughout the study, alternative organizational structures were designed and a preferred model was selected.

# PROJECT OVERVIEW- Part 1

## ASSESSING THE CURRENT SITUATION



- The Consultants supporting this review were “Shaping Organizational Solutions (SOS) and E. Dean & Associates”
- Interviews held with Council & Staff
- Group Meetings with Employee Groups
- Document Review
- Summarize Findings

# OVERVIEW of KEY FINDINGS

Strengths  
To Build On



FINANCIAL

PROGRAMS and  
SERVICES

Opportunities  
For  
Improvement



SYSTEMS PROCESSES  
POLICIES STANDARDS  
BYLAWS

LONG-TERM PLANNING  
HUMAN RESOURCES



## **STRENGTHS TO BUILD ON**

- Most described the financial accounting services as working well
- Staff and Council have a strong focus on Customer Service
- Staff are perceived internally as cheerful and helpful
- Through the last challenging years, services continued to be provided to the citizens of the municipality
- Staff has kept up with the need to maintain essential services, with many staff doing more than their own jobs,
- Efforts have been made to improve customer service with limited number of staff and high staff turnover
- Vibrancy returning for tourism, planning and continuing focus on heritage.
- Economic Growth - new business, new homes and subdivision development

## OPPORTUNITIES FOR IMPROVEMENT SYSTEMS & PROCESSES

- Outsourcing the planning and engineering services does not appear to meet the municipality's needs. Insufficient planning support is resulting in slow responses and delays in projects.
- Insufficient Administrative support was identified by Administration & Public Works
- Managers time is focused on day-to-day operational issues resulting in insufficient time to undertake management level duties such as; long-term planning, improving the effectiveness of current systems and procedures, and updating policy and standards; etc.
- Administrative and Political roles and responsibilities need to be better defined and clarified.
- Communication is challenging throughout the organization, clearer direction from Council would assist staff in their work and better access to staff reports would assist Council in making informed decisions
- Missed opportunities for additional revenue for the municipality were identified, (i.e. marriage licenses, impost fees, etc.)
- Insufficient planning or Administrative support in place to meet municipal planning demands

## **OPPORTUNITIES FOR IMPROVEMENT**

### **POLICIES, STANDARDS & BY-LAWS**

- Staff often dealing with outdated bylaws, standards, policies and procedures – examples were provided in many areas- causing a lot of additional work with minimal time available as the reason they aren't being completed. For example: Zoning By-law #23-2008 is inconsistent with the 2020 Official Plan. This results in undue costs and delays for citizens and developers forcing them to rezone due to the zoning by-law not permitting something that is permitted in the Official Plan.
- Lack of updated HR policies and procedures in place

## **OPPORTUNITIES FOR IMPROVEMENT**

### **LONG-TERM PLANNING**

- Minimal Strategic, long term planning in place at both the Council, Department and Staff levels
- No clear process in place for developing Council priorities or staff workplans, deliverables and measures that are agreed upon.
- Insufficient planning for, and underfunding of, infrastructure. (roads, equipment, facilities)
- Major need for longer range financial forecasting, specific plans in place for replacement of all current assets such as roads, water, sewer, buildings, roads dept equipment, technology, etc.
- Need an improved budgeting process and greater clarity on expectations

## **OPPORTUNITIES FOR IMPROVEMENT**

### **HUMAN RESOURCES**

- Concerns with high staff turnover, particularly in 2023 – many vacant positions
- Poor recruitment practices and HR planning in place resulting in staff positions being vacant for up to a year or more or staff not having all the supports required or skill sets needed to manage their department portfolios.
- Poor pay practices and no pay equity maintenance in place.
- Insufficient HR and management skill sets available in-house for supporting HR or undertaking management responsibilities.
- The lack of a well developed and implemented performance management process and policy makes managing expectations, working towards expected results and training and development unfocused. No effective performance management program in place for the CAO.

## **OPPORTUNITIES FOR IMPROVEMENT**

### **TRAINING**

- Legislatively required training has fallen behind
- Lack of resources and time to address the skills sets that are lacking in the organization such as; senior financial management skills, a range of human resource management skills, senior management skills , organizational and supervisory skills, conflict resolution skills, etc.
- Staff often must take on new duties to fill in gaps and positions are implemented without appropriate training. Training and development is under resourced.
- Lack of sufficient planning and economic development skills currently in place
- Lack of sufficient senior Public Work expertise in place
- Minimal training budget or plans in place to support current staff structure

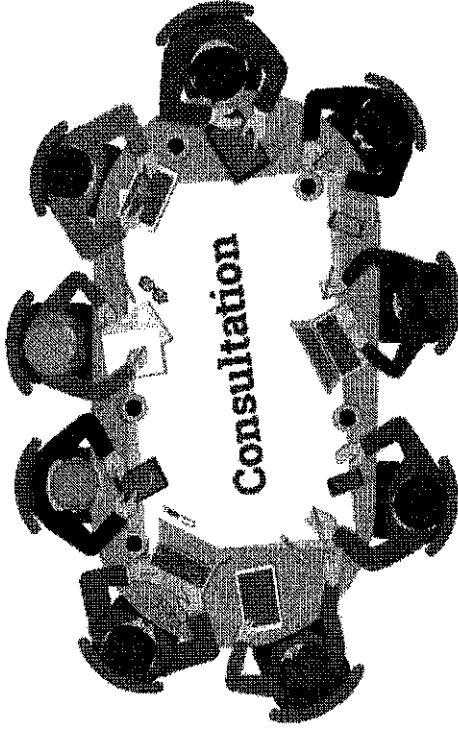
### **TECHNOLOGY**

- More support needed to assist Council. Improved, dedicated IT portals will ensure all of Council has access to the same information to make informed decisions.
- Minimal time/resources to look at or begin to utilize IT tools to assist with reducing workload.
- Update municipal website to provide improved information for citizens

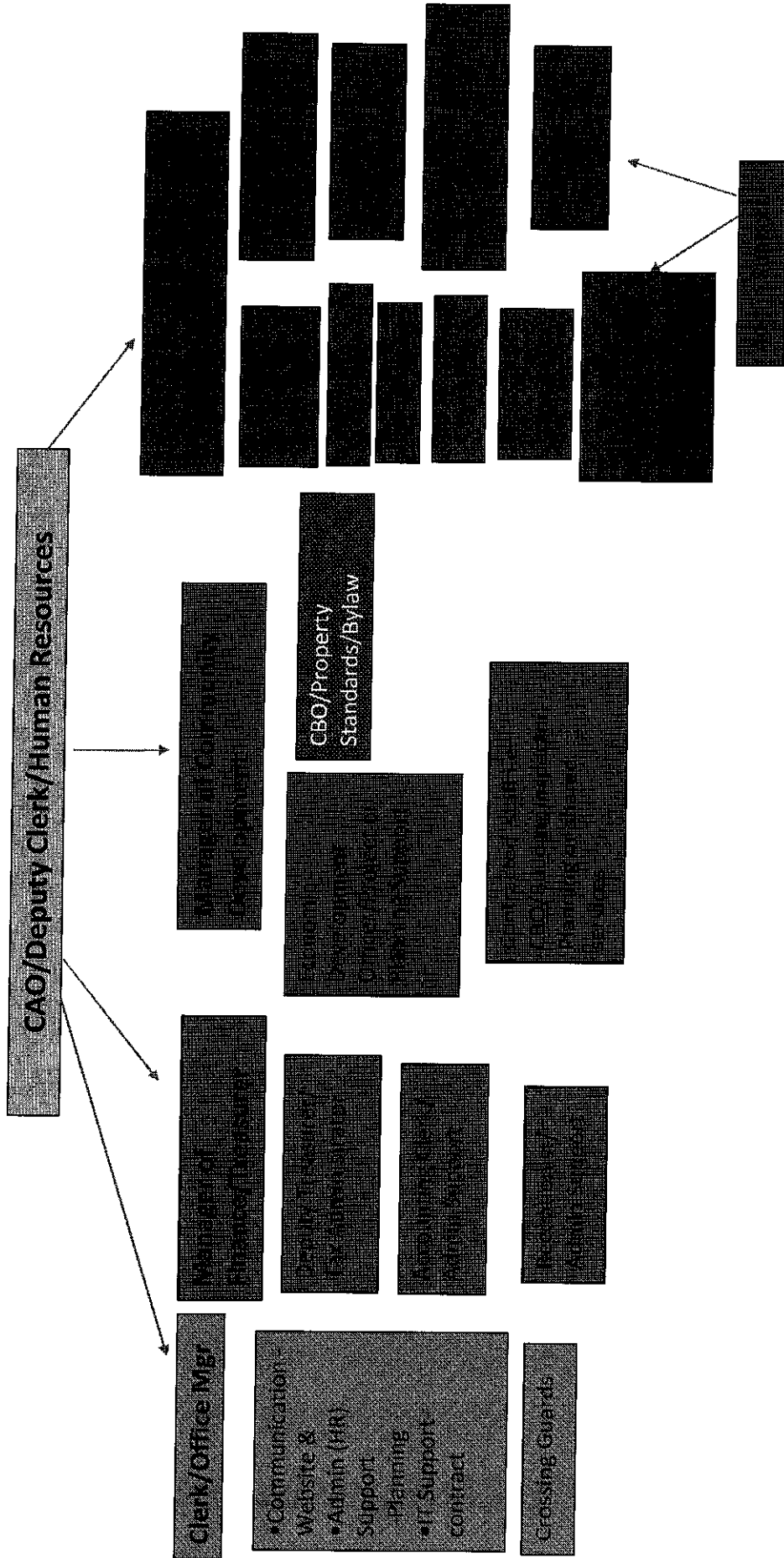
# PROJECT OVERVIEW-Part 2

## DEVELOPING THE FUTURE STATE DESIGN

- Group Sessions held with Council & Senior Staff – Present & Validate Findings
- Joint Group Focus Group - Select preferred organizational structure Findings & Recommendations
- Final Report

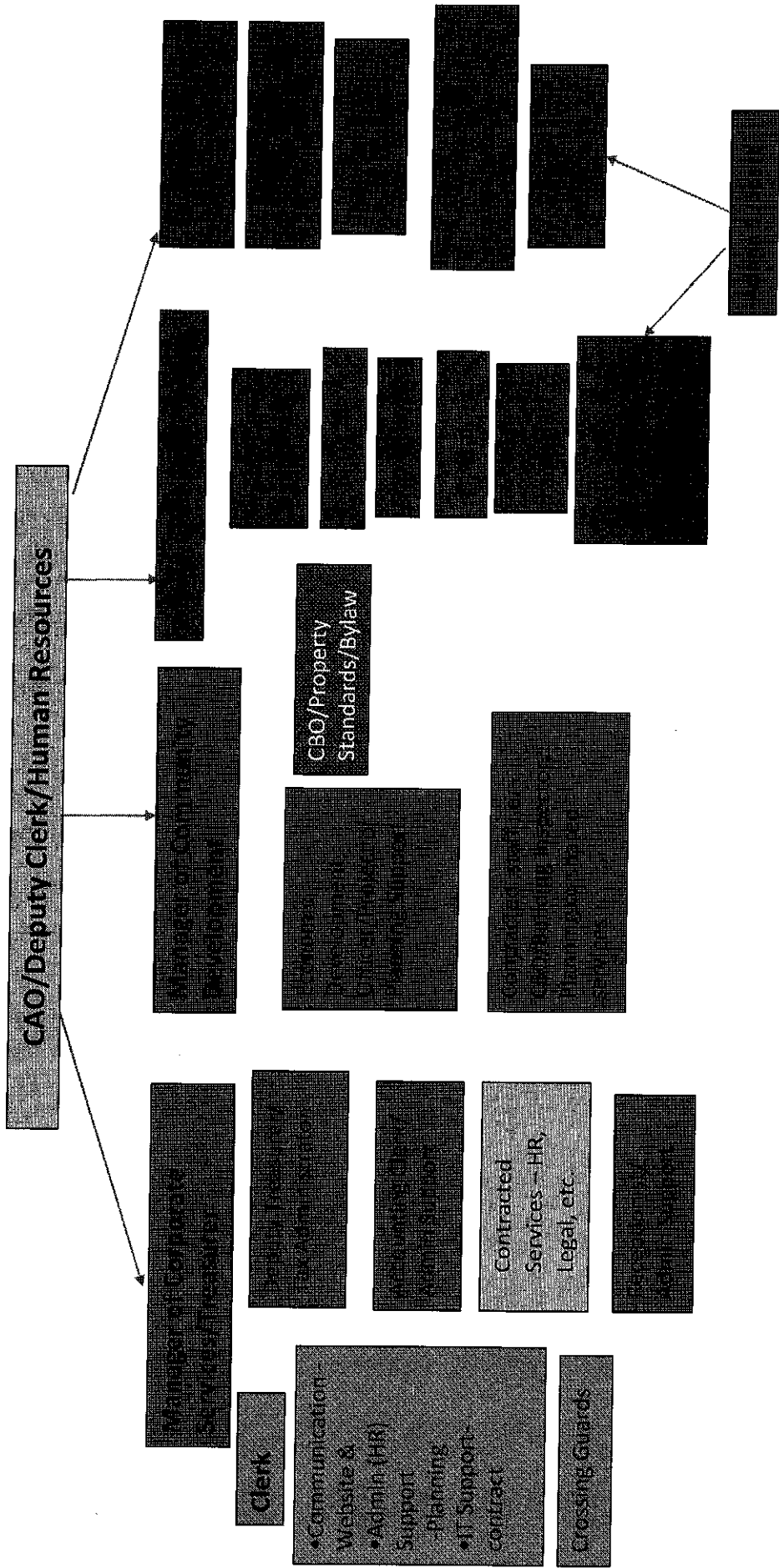


# PREFERRED ORGANIZATIONAL STRUCTURE 2024-2025





# PREFERRED FUTURE ORGANIZATIONAL STRUCTURE 2026



## **FINDINGS & RECOMMENDATIONS**

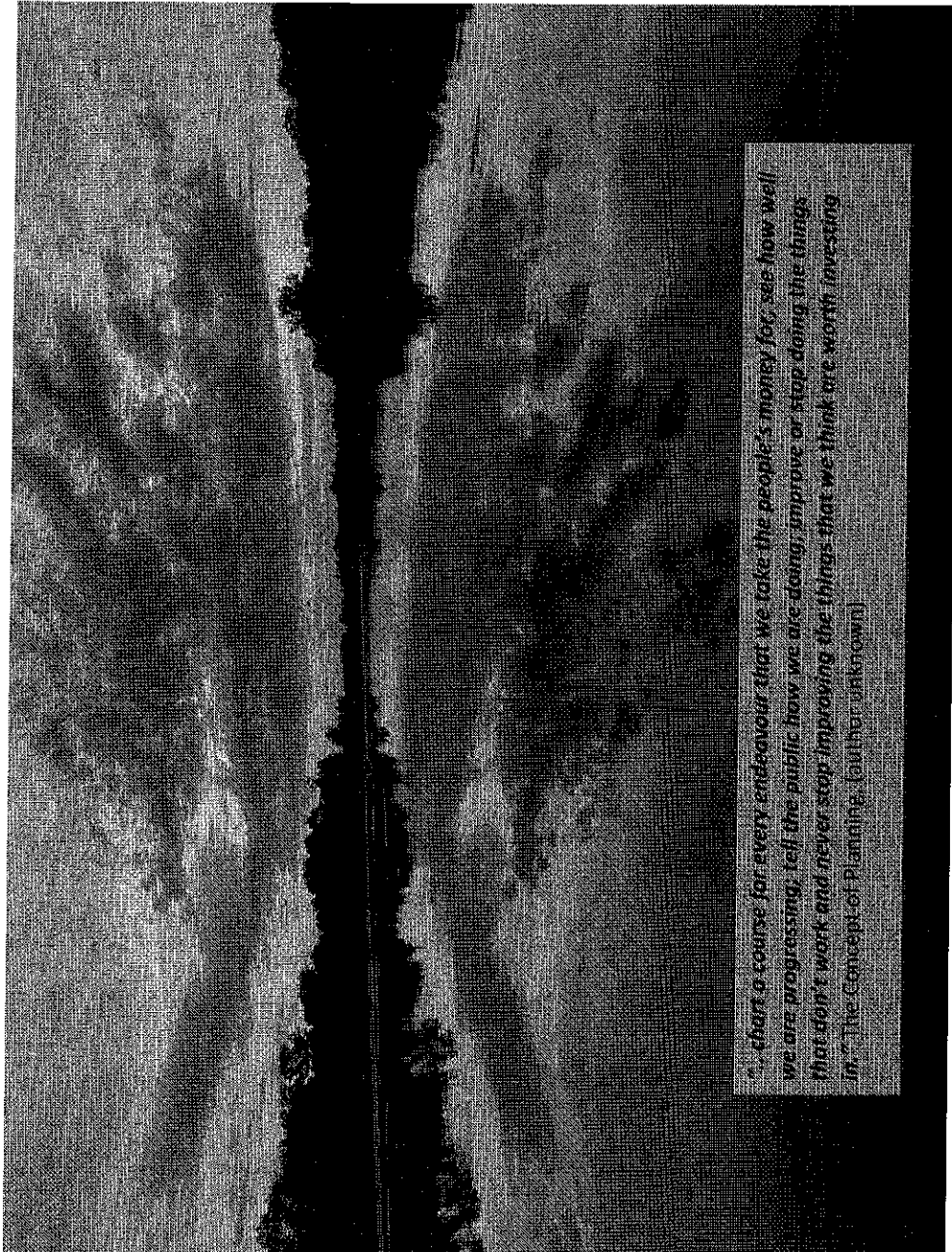
**A Summary of the Findings & Recommendations** was developed, which also includes **Budget Considerations and Recommended Timelines** for completion of the recommendations.

The recommendations will help to:

- Reduce workplace redundancies, address current gaps and reduce staff turnover
- Eliminate conflicting priorities and support becoming a lean cost-effective structure
- Increase team-member coordination, communication, and buy-in
- Empower Council and Staff to work together to shape the future of the organization
- Support the organization to be able to better meet the community's needs - a must in a rapidly changing economy

**In the end, there is really no single, perfect way to structure municipal operations, but this report includes opportunities for organizational improvements.**

**The potential opportunities identified will assist Council and staff with moving the Municipality forward into the future.**



*... chart a course for every endeavour that we take; the people's money for, see how well we are progressing; tell the public how we are doing; improve or stop doing the things that don't work and never stop improving the things that we think are worth investing in." The Concept of Planning. (author unknown)*

# Petition to request CN Rail cease the use of the train horns between 11 pm and 6 am

We, the residents of Merrickville, ON, are seeking a change in the current practices of CN Rail. The issue at hand is the use of train horns between 11 pm and 6 am when approaching the rail crossing with Heritage Drive (County Road 2). This practice disrupts our peace and quiet during night hours.

According to World Health Organization guidelines for community noise, sleep disturbances can lead to various health issues including cardiovascular diseases (WHO Report on Noise Guidelines for Europe). In addition to this health risk, constant noise pollution can significantly decrease quality of life and wellbeing.

We understand that safety is a primary concern for CN Rail. However, we believe there are alternative safety measures that can be implemented without causing such disruption. Many communities across Canada have successfully implemented "quiet zones" where train horns are not routinely sounded (Transport Canada's Railway Safety Act Review).

We kindly request CN Rail to consider our plea and take necessary steps towards establishing a quiet zone in Merrickville specifically between 11 pm and 6 am. It's time we prioritized both safety and peace within our community.

Please sign this petition if you support more peaceful nights in Merrickville.

Please sign below

Name	Signature	Address	
Angie Cameron	<i>Angie Cameron</i>	617 Main St E Merrickville	K0G 1N0
Cindy Chandler	<i>C. Chandler</i>	1142 CTY RD 43E	" "
Terry Gilman	<i>Terry Gilman</i>	123 Rideau Street	K0G 1N0
Kyle Vaughan	<i>K. Vaughan</i>	311 Main St E Merrickville	" "
A. de Bobes	<i>A. de Bobes</i>	323 Wallace St	K0G 1N0
JAMES Gleason	<i>J. Gleason</i>	" " " "	" " " "
Edward Ian Perry Chandler	<i>Ian Perry Chandler</i>	1142 CTY RD 43E	" "
Gini Purnell	<i>Gini Purnell</i>	329 Main St E Merrickville	K0G 1N0
Andrew Hrestis	<i>Andrew Hrestis</i>	317 Main St East	K0G 1N0

Name	Signature	Address
Thomas Pelletier	Thomas Pelletier	111 Colonel By Way, Merrickville, K0G-1N0
Sandy Ochoski	S Ochoski	118 Charles Holden K0G1N0
Dennis Ochoski	D Ochoski	118 Charles Holden K0G 1N0
Mike Bakker	[Signature]	109 Aaron Merrick Dr K0G1N0
Dobbs Snow	[Signature]	1047 Warty Rd 43 Merrickville
Mike Manire	[Signature]	611 Main Street Merrickville K0G1N0
SCOTT LUICK	[Signature]	541 MAIN ST E MERRICKVILLE
Bill Galbraith	[Signature]	535 Main St, E, M'ville
Kate Lilliman-Galbraith	[Signature]	535 Main St. E. Merrickville -
Brittany Forsyth	[Signature]	529 Main St E Merrickville.
Dylan Forsyth	[Signature]	529 Main St E Merrickville.
Chiff Fletcher	[Signature]	511 Main St. E. Merrickville
Greg Fletcher	[Signature]	511 Main St. E Merrickville
Karlene Fletcher	[Signature]	511 Main St. E, Merrickville ON
Kathleen Fletcher	[Signature]	511 Main St E, Merrickville ON
Justin Poirier	[Signature]	423 Main St. Merrickville. K0G1N0
Justin Poirier	[Signature]	112 Rideau St Merrickville ON K0G1N0
Kevin McClary	[Signature]	116 Rideau St Merrickville ON K0G1N0
Maurie Forsyth	[Signature]	105 BY ST MERRICKVILLE ON
JAMIE FORSYTH	[Signature]	105 BY ST MERRICKVILLE ON
Jo Ann HINTON	[Signature]	106 BY ST. MERRICKVILLE ON
KIM HINTON	[Signature]	106 BY ST MERRICKVILLE, ON
PAULA MUNTZER	[Signature]	305 MILL ST MERRICKVILLE ON
GER MUNTZER	[Signature]	305 MILL ST MERRICKVILLE ON
John O'Neill	[Signature]	375 Main St E " "

## Petition to request CN Rail cease the use of the train horns between 11 pm and 6 am

We, the residents of Merrickville, ON, are seeking a change in the current practices of CN Rail. The issue at hand is the use of train horns between 11 pm and 6 am when approaching the rail crossing with Heritage Drive (County Road 2). This practice disrupts our peace and quiet during night hours.

According to World Health Organization guidelines for community noise, sleep disturbances can lead to various health issues including cardiovascular diseases (WHO Report on Noise Guidelines for Europe). In addition to this health risk, constant noise pollution can significantly decrease quality of life and wellbeing.

We understand that safety is a primary concern for CN Rail. However, we believe there are alternative safety measures that can be implemented without causing such disruption. Many communities across Canada have successfully implemented "quiet zones" where train horns are not routinely sounded (Transport Canada's Railway Safety Act Review).

We kindly request CN Rail to consider our plea and take necessary steps towards establishing a quiet zone in Merrickville specifically between 11 pm and 6 am. It's time we prioritized both safety and peace within our community.

Please sign this petition if you support more peaceful nights in Merrickville.

Please sign below

Name	Signature	Address
Tony Shaw	[Signature]	617 Main Street East RRB, Merrickville K0G 1N0
YVES GRANDMONTAGNE	[Signature]	119 CEDAR GATE MERRICKVILLE K0G 1N0
NICK FREVISICH	[Signature]	517 Elgin St. Merrickville K0G 1N0
Dennis Fusz / KNEE DAVE	[Signature]	606 Elgin Merrickville
Alex Jordan	[Signature]	109 Wolford Dr.
[Name]	[Signature]	791 HERITAGE DRIVE MERRICKVILLE
Debbie Maure	[Signature]	611 Main Street E., Merrickville. K0G 1N0
Matthew Daniel	[Signature]	321 Main St. E. Merrickville K0G 1N0
RICHARD SHEARMAN	[Signature]	RRR The Annex 229 MAIN ST