



**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday December 12, 2022

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

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes** Approval of Minutes of the regular Council meeting of November 28, 2022  
Receipt of Minutes of the Public Library Board meeting of October 25, 2022
5. **Correspondence** Robbie Giles re: ECO Champions request for Council support
6. **Planning** Consent Applications B-163-22 and B-164-22: Moderna Homes on Armstrong Rd  
Consent Application B-165-22: Straznicky/Hanlan/Cole on County Rd 16
7. **Finance** Report FIN-12-2022: 2023 Group Insurance Policy Renewal  
2023 Budget Timetable  
Report FIN-13-2022: Pickleball
8. **Building** By-law 53-2022: A By-law to amend By-law 21-96 – Fence By-law
9. **CAO** Report CAO-09-2022: Non-legislated Advisory Committees Structure Review  
Grenville County OPP Detachment Board proposal briefing
10. **Notices of Motion** None
11. **Deferred Items** None
12. **Public Question Period to Council**
13. **Next meeting of Council:** Monday, January 9, 2023 at 7:00 p.m.
14. **Confirming By-Law:** 54-2022 re: Confirm Proceedings of Council meeting of December 12, 2022
15. **Adjournment**

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of December 12, 2022 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

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

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of November 28, 2022, as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

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

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

Monday November 28, 2022, 7:00 p.m.

**Chaired by:** Mayor Michael Cameron  
**Members of Council:** Councillor Margaret Gural  
Councillor Stephen Ireland  
Councillor Ronnie Maitland  
Councillor Mark Oldfield

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Julia McCaugherty-Jansman, Deputy Clerk  
Brad Cole, Manager, Operations/ Fire Chief  
Stacie Lloyd, Manager, Community Development  
Nicklaus Gibson, Planner 1/ Special Projects Coordinator

**Guests:** Forbes Symon, Senior Planner, Jp2g Consultants Inc.

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

Mayor Cameron welcomed the new Council and expressed hope for a positive term of Council. He announced that a tree has been planted by the new pavilion in Eastons Corners. He indicated that new Council members had the opportunity to attend a fundraiser event for Ukrainian refugees, which raised a total of \$51,000. Mayor Cameron congratulated grade six students from Merrickville Preparatory School on their award for excellence in cross country running and character. He reminded Council and the public of the upcoming Christmas in Merrickville event on December 3<sup>rd</sup>. He emphasized the turnout for the CP Holiday Train and highlighted the donation of \$4000 for the food bank.

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

**Approval of Agenda**

**R-293-22** Moved by Councillor Ireland, Seconded by Councillor Gural  
**Be it hereby resolved that:**  
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of November 28, 2022, as circulated.

Carried.

**Minutes**

**R-294-22** Moved by Councillor Ireland, Seconded by Councillor Oldfield  
**Be it hereby resolved that:**  
The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the Minutes of the regular meeting of October 11, 2022, as circulated.

Carried.

**R-295-22** Moved by Councillor Maitland, Seconded by Councillor Gural  
**Be it hereby resolved that:**  
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the Inaugural Council meeting of November 15, 2022, as circulated.

Carried.

**R-296-22** Moved by Councillor Maitland, Seconded by Councillor Oldfield  
**Be it hereby resolved that:**  
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Library Board meeting of September 14, 2022 for information purposes.

Carried.

## Correspondence

**R-297-22**

Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

Whereas on December 9, 2019 Council passed resolution R-392-19 and R-393-19 and By-law 70-2019 to approve the Community Grants Policy which is intended to create an equitable, fair and consistent process for Council to consider requests for grants and gifts in kind received from community groups and which does not include a provision for presentations to Council by applicants; and

**Whereas** on April 11, 2022 Council approved the 2022 Operating Budget and on October 11, 2022 Council approved the consolidated Fees By-law; and

**Whereas** Village staff do not have authority to approve requests to waive fees outlined in the Fees By-law or to absorb costs beyond those approved in the 2022 Operating Budget; and

**Whereas** Run Merrickville's request to close roads has already been approved by the respective staff at the United Counties of Leeds & Grenville and Village of Merrickville; and

**Whereas** the organizers of Run Merrickville submitted a formal application under the Community Grants Policy on November 7, 2022 and

**Whereas** the organizers of Run Merrickville have also submitted correspondence dated November 7, 2022 seeking to address Council as a delegation to discuss the event and their request to waive fees and absorb costs; and

**Whereas** granting Run Merrickville's request for delegation may create an inequitable, or perceived inequitable, bias by Council in considering Community Grant Applications;

**Now Therefore be it Resolved That** the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence dated November 7, 2022 from Run Merrickville Co-Race Directors, Lori Reynolds and Cindy Chandler;

**And Now Therefore be it Resolved That** Council hereby directs the CAO/Clerk to decline the request for delegation from Run Merrickville organizers to preserve the equity and consistency in the Community Grants Application evaluation process, and further hereby directs the Treasurer to include the Run Merrickville's Community Grant application in the report back to Council with all other applications as dictated by the Policy.

Carried.

**R-298-22**

Moved by Councillor Gural, Seconded by Councillor Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Sommer Casgrain-Robertson, Rideau Valley Conservation Authority, regarding the impacts of the *More Home Built Faster* (Bill 23) for municipalities and conservation authorities, for information purposes.

Carried.

## Planning

**R-299-22**

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 receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated September 1, 2022, with respect to Part Lot Control (Moderna Homes) Lot 72, Plan 6, Village of Merrickville-Wolford, for information purposes.

Carried.

**R-300-22**

Moved by Councillor Gural, Seconded by Councillor Maitland

**Be it hereby resolved that:**

By-Law 48-2022, being a by-law to exempt Lot 72, Plan 6, from Part Lot Control, specifically lands described as:

- A) Part of Lot 72 on Registered Plan of Subdivision 6, designated as Part 1 on Reference Plan 15R-12260, PIN: Part of 68108-0710; or  
B) Part of Lot 72 on Registered Plan of Subdivision 6, designated as Part 2 on Reference Plan 15R-12260, PIN: Part of 68108-0710;

be read a first and second time, and that By-law 48-2022 be read a third and final time and passed.

Carried.

**R-301-22**

Moved by Councillor Ireland, Seconded by Councillor Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated November 23, 2022 with respect to the Intent to Submit Severance Request at 206 Brock Street East dated September 7, 2022 and related Wastewater Treatment Capacity Allocation Policy, for information purposes;

**Now Therefore be it Resolved** that Council does hereby recommend Preliminary Reserve Capacity Allocation per the Village Wastewater Treatment Capacity Allocation Policy as related to the intended consent application for the creation of one new lot for residential development at 206 Brock Street East;

**And Therefore be it Resolved** that the preliminary reserve capacity allocation be identified as a condition of consent on future comments to UCLG upon circulation of the consent application;

**And Therefore be it Resolved** that sanitary treatment capacity allocation be finalized through the consent application process, a consent agreement and completion of the "Final Capacity Allocation" stage of the Wastewater Treatment Capacity Allocation policy and approved by by-law.

Carried.

**R-302-22**

Moved by Councillor Ireland, Seconded by Councillor Gural

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated November 25, 2022 with respect to Consent Applications B-161-22 and B-162-22 (Wiltsie-Brown), and Municipal Questionnaire Form, for information purposes;

**Now Therefore be it Resolved** that Council does hereby recommend support of Consent Applications B-161-22 and B-162-22 to the UCLG Consent Granting Authority 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 confirm road allowance along Ireland Rd for Village's potential future road widening.
5. That the applicant enter into a Development Agreement, to be registered on title at the sole expense of the property owner(s), detailing the maintenance of existing vegetation along Ireland Road for the severed lots; and

**Whereby** Council does hereby direct the Mayor and CAO to execute a standard Development Agreement with the property owner(s), as reviewed by Village staff and lawyer.

Carried.

Forbes Symon, Stacie Lloyd, and Nicklaus Gibson left the meeting at 8:10 p.m.

**CAO**

**R-303-22**

Moved by Councillor Gural, Seconded by Councillor Maitland

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CAO-08-2022, being a report to provide an overview of the current structure and status of committees and boards; and

**That** Council does hereby direct staff to put a call out for volunteers to apply for positions on the legislated committees, including: the Committee of Adjustment, the Police Services Board, the Merrickville Public Library Board, and the Property Standards Committee; and

**That** Council hereby direct staff to bring a report back for Council consideration on December 12, 2022 with recommendations for a revised non-legislated committee structure for the 2022-2026 term of Council.

Carried.

**R-304-22**

Moved by Councillor Ireland, Seconded by Councillor Maitland

**Be it hereby resolved that:**

By-law 49-2022, being a by-law to appoint an alternate member to the Council of the United Counties of Leeds and Grenville during the absence of the mayor, be read a first and second time, and that By-law 49-2022 be read a third and final time and passed.

Carried.

**R-305-22**

Moved by Councillor Maitland, Seconded by Councillor Gural

**Be it hereby resolved that:**

**Whereas** in Section 2.3 (b) of the Procedure By-Law 30-17 it states the following: "The Clerk shall prepare a resolution for the first regular meeting of Council following a regular election to appoint a Deputy Mayor from the Members of Council, not including the Mayor, who reside/own property in the ward that the Mayor does not reside in, to act in the absence of the Mayor for the duration of the term";

**Now Therefore** the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint Mark Oldfield as the Deputy Mayor for the 2022-2026 term of Council.

*(Note: Councillor Gural moved a motion to defer the resolution to appoint the Deputy Mayor for the 2022-2026 term of Council. However, there was no seconder, and the motion was not passed.)*

Carried.

**R-306-22**

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 2023 Council Meeting Schedule as follows:

Monday, January 9 <sup>th</sup>	Monday, June 12 <sup>th</sup>
Monday, January 23 <sup>rd</sup>	Monday, June 26 <sup>th</sup>
Monday, February 13 <sup>th</sup>	Monday, July 24 <sup>th</sup>
Monday, February 27 <sup>th</sup>	Monday, August 28 <sup>th</sup>
Monday, March 13 <sup>th</sup>	Monday, September 11 <sup>th</sup>
Monday, March 27 <sup>th</sup>	Monday, September 25 <sup>th</sup>
Tuesday, April 11 <sup>th</sup>	Tuesday, October 10 <sup>th</sup>
Monday, April 24 <sup>th</sup>	Monday, October 23 <sup>rd</sup>
Monday, May 8 <sup>th</sup>	Tuesday, November 14 <sup>th</sup>
Tuesday, May 23 <sup>rd</sup>	Monday, November 27 <sup>th</sup>
	Monday, December 11 <sup>th</sup>

Carried.

**R-307-22**

Moved by Councillor Oldfield, Seconded by Councillor Ireland

**Be it hereby resolved that:**

**Whereas** the occasional removal and reinstallation of banners on utility poles

throughout the municipality is driven by seasonal changes, community holidays, and special events that occur with relative frequency; and

**Whereas** Council approves the annual operating budget to provide staff with the funding for this purpose; and

**Whereas** installing and removing the banners poses a significant expense often approaching \$2000 to \$2500 per occurrence for the rental of a bucket truck not including the cost to purchase the banners and decorations themselves; and

**Whereas** the overall cost for installing and removing banners and decorations from the poles can be minimized by staff through flexibility with workload management and scheduling; and

**Whereas** routine changes are considered to be an operational role that does not need to rise to Council and can more efficiently and cost-effectively be administered by staff;

**Now Therefore** the Council of the Corporation of the Village of Merrickville-Wolford does hereby acknowledge and authorize the CAO/Clerk or his/her/their designate with the discretion to implement routine changes in the banners and decorations on utility poles without seeking Council's approval for each change.

Carried.

#### **Notices of Motion**

None.

#### **Public Question Period**

No questions were received.

#### **Confirming By-Law**

**R-308-22** Moved by Councillor Ireland, Seconded by Councillor Gural

**Be it hereby resolved that:**

By-law 50-2022, being a by-law to confirm the proceedings of the Council meeting of November 28, 2022, be read a first and second time, and that By-law 50-2022 be read a third and final time and passed.

Carried.

#### **Adjournment**

**R-309-22** Moved by Councillor Oldfield, Seconded by Councillor Maitland

**Be it hereby resolved that:**

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:45 p.m. until the next meeting of Council on Monday, December 12, 2022 or until the call of the Mayor subject to need.

Carried.

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Michael Cameron, Mayor

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Doug Robertson, CAO/Clerk



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Public Library Board meeting of October 25, 2022 for information purposes.

Carried / Defeated

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Michael Cameron, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on October 25, 2022 at 7:00 pm via Zoom.

Note: this meeting was originally scheduled for October 19, but was rescheduled due to a lack of quorum.

Present: M-W: Victor Suthren, Brian Reid, Carole Roberts,

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Absent: John Harris, Timothy Molloy,

1. Meeting called to order at 7:13 pm.

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

3. **Adoption of Agenda:** Moved by Brian; seconded by Victor. **ADOPTED.**

4. **Approval of Minutes:**

- Sept 14/22 board meeting – Moved by Victor; seconded by Colleen. **APPROVED.**

5. **Correspondence:** none.

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

7. **Friends of the Library Report:** deferred.

8. **Report from Council:** deferred;

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

10. **Other Business:**

a) **Financial:**

i. **Updates:**

- **Meeting with Auditor:** John and Mary Kate met with the auditor to clear up some questions related to the 2021 surplus, etc. (Note: we were referred to the auditor by the municipal Treasurer for these questions).
- **Budget 2023:** this has been deferred to the new Council, so it isn't expected to go before Council until 2023. Mary Kate will start work on a draft budget before the end of 2022, however, some data may not be available then.

ii. **Resolutions:** reviewed draft of Resolution 2022-OCT-01 (see attached) re: transfer of surplus funds (donations) from 2021 to the Library Reserve.

**Motion to Approve Resolution 2022-OCT-01:** Moved by Brian, seconded by Victor. **APPROVED.**

b) **Building:**

i. **Update re: Request to Council / Lease:** Sent over the Board's response as approved at the Sept 14 meeting. There's been nothing further.

ii. **Exterior Work**

- **Roof:** Pending. Mary Kate will follow up.
- **Other work** (staining/painting, etc): Made inquiries with the person who did the work on the front of the building. It is a bit too late in the season to do this work in 2022, but have asked for an estimate that we can use for budgeting in 2023 (note: given the fluctuation in prices, this will need to be confirmed at the time).

c) **Accessibility Plan Annual Work Plan:** Reviewed draft Accessibility Work Plan for 2022-23.

**Motion:** to approve the MPL Accessibility Plan Work Plan 2022-23, and for Mary Kate to implement. Moved by: Brian, seconded by: Colleen. **APPROVED.**

d) **End-of-Term:** Deferred.

11. **Next meeting:** The date of the next Board meeting has been moved to **Wed, November 23, 2022 at 7:30 pm.**

12. Meeting Adjourned.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Statistics

September	2022	2021	2020	2019
<b>Patrons</b>	<b>936</b> (incl. mtgs) + 103 OverDrive users:	<b>760</b> + 102 OverDrive users:	<b>774</b> + 93 OverDrive users:	1316 w/mtgs 1326 13%
<b>(Kids/Youth)</b>	204 (56k / 148y)	112 (47k / 65y)	157 (50k / 107y)	434 (87 / 347)
<b>(Progs)</b>	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>	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: 2457</b> Lib: 1569 OverDrive: 814 (circ) Kanopy 74 (plays)	<b>TOTAL: 2013</b> Lib: 1346 OverDrive: 604 (circ) Kanopy 63 (plays)	<b>TOTAL: 2436</b> Lib: 1789 OverDrive: 598 (circ) Kanopy 49 (plays)	TOTAL 2497 +8% Lib: 2057 +4% OverDrive: 440(circ)
<b>(Adult/Child)</b>	(A-974, J/T-595)	(A-905, J/T-441)	(A-947, J-825, T-12)	(A-1298, J-722, T-37)
<b>Computer / Internet use (+wireless):</b>	<b>143</b> (38 / 105 wifi)	<b>192</b> (61 / 131 wifi)	<b>188</b> (75 / 113 wifi)	341 +40% (300 / 28w / 13 Tab)
<b>ILL borrowed/lent:</b>	66 in / 63 out	35 in / 34 out	57 in / 50 out	50 / 48

Although slower than the summer (as always), the Library has been quite active this fall. Most use stats are up for September (computer use is the main exception). There have been more programs (in and out of the library), meetings and class visits. The use of OverDrive (our ebook collection) has increased because it now includes emagazines. There will be Halloween school visits and an in-library program in October.

### Programs & Services:

#### Children's Programs:

**StoryTime:** is going well. We have several new kids/families coming, but irregularly so we generally don't have too large a group.

**French StoryTime:** with the French Catholic school board (CECCE) has started up again. It was intended to be once a month, but one of the Ste Marguerite staff is going to do it weekly starting in November. I am hoping that we will be able to build a following.

**Halloween:** Our Saturday Halloween Howl program for primary grades and preschoolers was a big hit. Lots of families participating and some very positive feedback. We also did green screen photos which are very popular. The Firefighters are doing their Halloween party this year and I will be doing green screen photos at that too.

**Art 4 Youth Workshops:** We are hoping to do quarterly art workshops for tweens/teens led by local artists. We started with a painting workshop with Mary Loos during the summer and have scheduled a cartooning/drawing workshop with Grahm Annable for November.

**Class Visits:** We are getting class visits from 3 classes from Ste Marguerite, and there may still be visits from one of the Merrickville School classes. I have done Halloween visits to Montague School (7 classes), and will be doing them at Merrickville school on Oct 31.

**Playgroup:** I have started doing story visits to Playgroup most weeks.

**Daycare:** We are continuing with monthly visits to the preschoolers and toddlers. Also lending books.

#### Adult Programs:

**Fitness for Your Aging Brain:** this is going fairly well, although it hasn't had as much uptake as I'd hoped.

But we do seem to have helped get the word out about it and several people have asked about it but decided to do it at home.

**Book Clubs:** The Library book club is meeting in person in the meeting room. There are 6 other book clubs in the community that are also requesting books currently.

**Off the Shelf:** Had a very successful start to the season in September. The October night was pushed back because of the election, so we are planning for 3 rather than 4 for the fall (subject to the COVID situation).

**Internet/Computers:** Use of library computers is still much lower than it used to be (other libraries are also

finding this), but there is still a lot of use of the library's wifi, inside the library and outside.

**InterLibrary Loans:** This was more active in September and October (largely due to the book clubs).

**Meeting Room:** There have been a lot of requests for the meeting room. Apart from programs, it is being used up the Fair Board, the Health Centre (meditation group), the Chamber of Commerce, the Trails Society, Run Merrickville, TNIM, Eco-Champions, and a small Girl Guide group will be meeting there on Mondays.

**Virtual Meeting Room:** We are still offering virtual meetings through Zoom, but not very many people are doing that at this time.

**Collection:** We are publicizing the new decodable collection (from the IDA mini-grant) for October (Dyslexia Awareness Month). We have also received a donation for literacy from the Lions Club. I requested it to expand the new decodable collection. We are also continuing to add the new French books from the CECCE. The Friends have offered to put some additional money towards our graphic novel collection. I have also put in our eresource order for 2023. The fall adult best-sellers are coming in. I have not had time for weeding yet, but must get to it this fall.

**Volunteers:** All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection.

**Donations:** We received a \$400 donation from the Lions Club as part of their literacy initiative (see collections above). We have received donations from some of our library members. The French school board would like to give us even more French books! Unfortunately, space is an issue, but I have requested that they focus on easy readers (which are smaller) and graphic novels (which are extremely popular), so I am going to see what we can manage space-wise.

**Facilities:** The roof work is still pending, but there don't seem to be any facility problems currently. We received a mobile shelving unit that North Grenville Library was no longer able to use. It is bigger than I expected, so it may not work out, but I'm exploring the possibilities.

**Publicity/Outreach:** Continuing with the usual publicity outlets: Phoenix, webpage, social media.

**Partnerships/Outreach:** We are continuing to work with our usual partners/community groups: Trails Society, Health Centre, Eco-Champions, Chamber, Fair Board, schools, daycare, Playgroup. The Seed Library (with Sustainable MW) has wrapped up for the season (I will be putting together a report on that), as has the Blockhouse partnership with the Historical Society (although this may be revisited next spring). We are now working with the Guides to offer them space, and I have spoken with the RBC manager about hosting information sessions on online banking at the Library.

**Professional Development, Meetings, etc:** I will be attending webinars on decodable books and on difficult patrons, and a Small Libraries Committee zoom meeting in the next few weeks.

**Grants, etc:** 2022 provincial operating grant will be sent out soon. We received the Kathleen Brown Fund grant (which we have been receiving for the last few years). Will be collecting data for the Annual Survey (required for the annual provincial operating grant).

**Plans for month:** Finish our Halloween activities, order additional decodable books and graphic novels (as per additional funding mentioned above), weed the collection, assist with book bundles, start on Christmas programming/activities, start work on the budget, do some decluttering, and the usual library business.

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

Whereas the Council of the Corporation of the Village of Merrickville-Wolford received correspondence from Robbie Giles, Merrickville-Wolford ECO Champions, at the Council meeting of September 12, 2022, requesting Council's support for the 2022/2023 ECO Champions and to request permission to continue using the municipal logo on their materials as an indication of Council support; and

Whereas Council approved the request for the use of the municipal logo; and

Whereas the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Robbie Giles, Merrickville-Wolford ECO Champions, dated November 14, 2022 requesting Council's permission to continue using the municipal logo on their materials for 2022-2023, and requesting the use of the Community Centre for one day in June 2023 for the 2023 awards event with all rental fees to be waived and the insurance cost to be absorbed, as an indication of Council support;

Now Therefore Council does hereby approve the requests.

Carried / Defeated

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Michael Cameron, Mayor

November 14, 2022

Chief Administrative Officer  
Municipality of Merrickville-Wolford

Hi Doug,

I hope this finds you well and looking forward to your work in support of a new Council.

I wanted to ask for your help in raising the following requests to Council on behalf of our ECO Champions' initiative.

#### USE OF MUNICIPAL LOGO

As you will remember our current Council approved our use of the municipal logo on our promotional materials, as an indication of its support for the initiative.

I would like to request that the new Council confirm its approval of us continuing to use the logo for 2022-2023.

#### **Background:**

The ECO Champions Steering Group has decided to proceed with another contest in 2022-23.

In July 2021, a Steering Group was informally established that included Andrea Howard, the Merrickville Bug Lady, Mary Kate Laphen, the Merrickville Public Library Librarian, Dr. Vic Weatherall, Lions representative and Scouts contact and Robbie Giles.

By mid-August, the Committee had developed a project plan that identified the need to clearly define the youth target audience as well as school and youth group contacts. It also called for enlisting the expertise of local Wildlife Biologist Stewart Hamill in identifying 16, Merrickville-Wolford specific, species-at-risk.

The goal of the contest remains: **To increase the awareness of Merrickville-Wolford children and youth of local species-at-risk and their habitats.**

Contest rules and guidelines were established. We wanted our local school aged contestants to tell us in writing, in pictures, in poem, in song, or however they liked:

1. Why they chose the species that they did from our list of 16.
2. What is threatening their existence.
3. What we can do to help protect them in the months and years ahead here in Merrickville-Wolford.

On May 21, 2022, the work of 26 young people who submitted 23 entries to the Merrickville-Wolford ECO Champions contest was recognized at an awards event held at the Merrickville Public Library. Municipal staff arranged space, outside the library, for award recipients and their families to safely participate in this outdoor event.

Submissions that were showcased, at the library, included a diorama, posters, pictures, reports, poems, and PowerPoint presentations.

The Merrickville Bug Lady, Andrea Howard, introduced award recipients and called on Mayor Struthers and Lions Club President, Susan Wilkes to hand out 13 Honourable Mention awards, 4 Special Recognition awards and 9 Awards of Excellence.

All contestants and guests were invited to check out the ECO Champions' website at [www.ecochampions.ca](http://www.ecochampions.ca) and the Merrickville Phoenix for news of this year's ECO Champions challenge.

#### **Request of our new Council:**

We would like to request that the new Council confirm its approval of us continuing to use the logo for 2022-2023.

## USE OF COMMUNITY CENTRE FOR AWARDS SHOWCASE & CEREMONY

The M-W Champions ECO Champions Steering Group would like to request that it be permitted to use the Community Centre on Saturday, June 10, 2023, and that all rental and insurance fees be waived.

### **Background:**

Our previous Council, on September 27, 2021, unanimously, granted M-W Champions ECO Champions the free use of the Community Centre for our 2022 awards event

We opted not to use the Community Centre but worked with Operations staff to move this year's event to the library. Small numbers of contestants and ongoing Covid concerns made this move practical despite the worry of a storm forecast for later in the day.

Mayor Struthers joined Lions Club President, Susan Wilkes, in presenting awards to the contestants that attended.

Deputy Mayor Cameron worked along side Sustainable Merrickville-Wolford's volunteers in providing refreshments to attendees and helping with event set-up and take down.

This year's contest:

We are hopeful that the 2022-2023 M-W Champions ECO Champions contest will have an increase in participation. Schools, Scouts, Cubs, Guides and Brownies have been approached and encouraged to participate in the contest. We are looking forward to build projects being entered, this year, in the form of possible tree planting, pollinator garden, turtle box and even chimney swift apartments.

### **Request for 2023:**

We would like to plan our 2023 awards event for Saturday, June 10, 2023, and request that we be permitted to use the Community Centre, and that all rental and insurance fees be waived.

I, again, look forward to working with you and your staff on this awards event. We will certainly extend invitations to the awards ceremony to our Mayor and Council and enlist their support in presenting awards.

Please let me know if there are forms to complete or if you require additional information, Doug.

Thank you again for your support,

Robbie

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated December 8, 2022 with respect to Consent Applications B-163-22 and B-164-22 (Moderna Homes), and Municipal Questionnaire Form, for information purposes;

Now Therefore Council does hereby recommend support of Consent Applications B-163-22 and B-164-22 to the UCLG Consent Granting Authority 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 for each new lot.
4. That the applicant provide widening of the road allowance along Armstrong Rd, if needed.
5. That the applicant enter into a development agreement, to be registered on title at the sole expense of the property owner, detailing the maintenance of the existing vegetation along Armstrong Road for the severed lots. Further that the development agreement identify suitable building envelopes outside of the identified MDS arc from 14121 County Rd 15.



Whereby Council does hereby direct the Mayor and CAO to execute a standard Development Agreement with the property owner(s), as reviewed by Village staff and lawyer.

Carried / Defeated

---

Michael Cameron, Mayor

December 8, 2022

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Applications B163-22 & B164-22 (Moderna Homes)  
Part Lot 11, Con. 3, Wolford, Village of Merrickville-Wolford**

---

I have now had an opportunity to review the Consent Applications B163-22 and B164-22 as they relate to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of two (2) rural residential building lots with approximately 50 m (164 ft) of frontage on Armstrong Road and a lot area ranging from 1.22 ha (3.0 ac) to 1.29 ha (3.2 ac). The retained parcel will have 97.5 m (319.9 ft) of frontage on Armstrong Road and 311.4 m (1022 ft) of frontage on County Road #15 and have a minimum lot area of approximately 1.4 ha (3.46 acres). The retained and severed parcels are currently vacant. The proposal is to develop the three lots with single detached residential dwellings serviced by private well and septic systems. (Attachment #1 – Location Map & Proposed Consents).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” and in the Merrickville-Wolford Zoning By-law 23-08. There are no identified natural or cultural constraints associated with the property. There are no identified natural hazards identified with the property.

The property is characterized as bush along the Armstrong Road and rough rural lands with some tree cover along County Road #15. The proposed severed lots location is tree-covered. The subject property does not appear to have had any previous severances.

The surrounding land uses consists of a mix of rural residential development (directly across Armstrong Road) and agricultural lands. The Hamlet of Carleys’ Corners is roughly 1,200 m (3,93 ft) to the south. There are a number of livestock barns located in the general area of the proposed severances. The applicant has provided MDS calculations for four (4) livestock barns in the neighbourhood. The livestock facility at 14121 County Road #15 has a 162 m (531 ft) MDS arc which impact the southern half of the retained and two severed lots. There appears to be sufficient lands outside of the MDS arc to permit the residential development of the proposed lots.



## **Local Official Plan Policies**

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

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

The proposed location of the severed lots are in an area which has an established tree cover, and the potential exists to screen the proposed development from view using the existing vegetation. The proposed lots satisfy the intent of policy 6.4.2.3 of the Village’s Official Plan.

Section 9.3.1 includes the general land division policies of the Village’s Official Plan. Specifically, the policies require a minimum lot area of 0.4 ha (1 ac) for lots on private services, safe access, avoid natural hazards, meet MDS, and not landlock parcels. The proposed lots satisfy the policies of 9.3.1 of the Village’s Official Plan, however there will be a need for a development agreement which identifies a building envelope outside of the MDS arc from 14121 County Road #15.

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

## **United Counties Official Plan Policies**

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

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

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



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

### **Local Zoning By-law Regulations**

The lands of the proposed severances are zoned “Rural (RU)”. The RU zone provisions establishes a minimum lot size for residential development at 1 ha (2.5 ac) and a minimum lot frontage of 40 m (131 ft). The proposed severed lots comply with the provisions of the Village’s Zoning By-law No 23-08.

### **Village Comments**

The consent application has been circulated to the Village’s Building Department for review and comments regarding the suitability of the proposed severed lots to be developed using private septic systems. The Inspector indicated that the proposed severed lots are “vacant land and as such the application acceptable provided the required setbacks of Part 8 are maintained.”

### **Summary & Recommendations**

The proposal involves the creation of two (2) rural residential building lots with approximately 50 m (164 ft) of frontage on Armstrong Road and a lot area of ranging from 1.2 ha (2.9 ac) to 1.29 ha (3.2 acres). The retained parcel will have 97.5 m (319.9 ft) of frontage on Armstrong Road and have a minimum lot area of approximately 1.4 ha (3.5 acres). The location of the proposed lots is consistent with the policies of 6.4.2.3 of the Official Plan which encourages rural residential development in areas having natural tree cover. The proposed consents appear to conform to the Village’s Official Plan, the United Counties of Leeds and Grenville Official Plan and the Township’s Zoning By-law.

To ensure conformity with Section 6.4.2.3, it is recommended that the Village impose a condition on the consent applications that requires the maintenance of the existing vegetative buffer along Armstrong Road for the severed lots. It is also recommended that the applicant be required to enter into a development agreement with the Village identifying a suitable building envelop outside of the MDS arc associated with 14121 County Road #15.

It is recommended that Council support consent applications B163-22 & B164-22 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 for each lot.
4. That the applicant provide widening of the road allowance along Armstrong Rd, if needed.



5. That the applicant enter into a development agreement, to be registered on title, detailing the maintenance of the existing vegetation along Armstrong Road for the severed lots. Further that the development agreement identify suitable building envelopes outside of the identified MDS arc from 14121 County Rd 15.

All of which is respectfully submitted.

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

A handwritten signature in black ink, appearing to read 'F. Symon'.

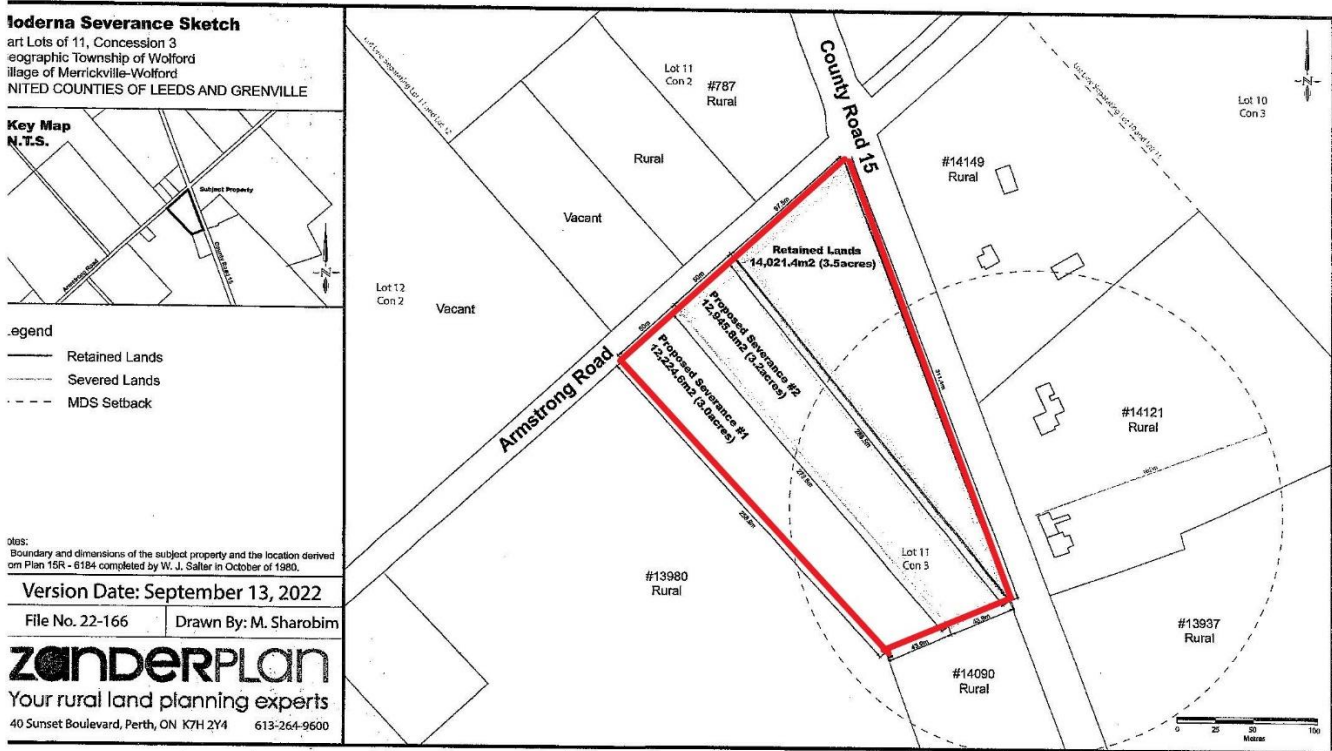
Forbes Symon, MCIP, RPP  
Senior Planner

Attachment #1 – Location Map & Proposed Consents



Subject Property





Severed Lands  
Retained Lands



# Municipal Consent Application Form

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

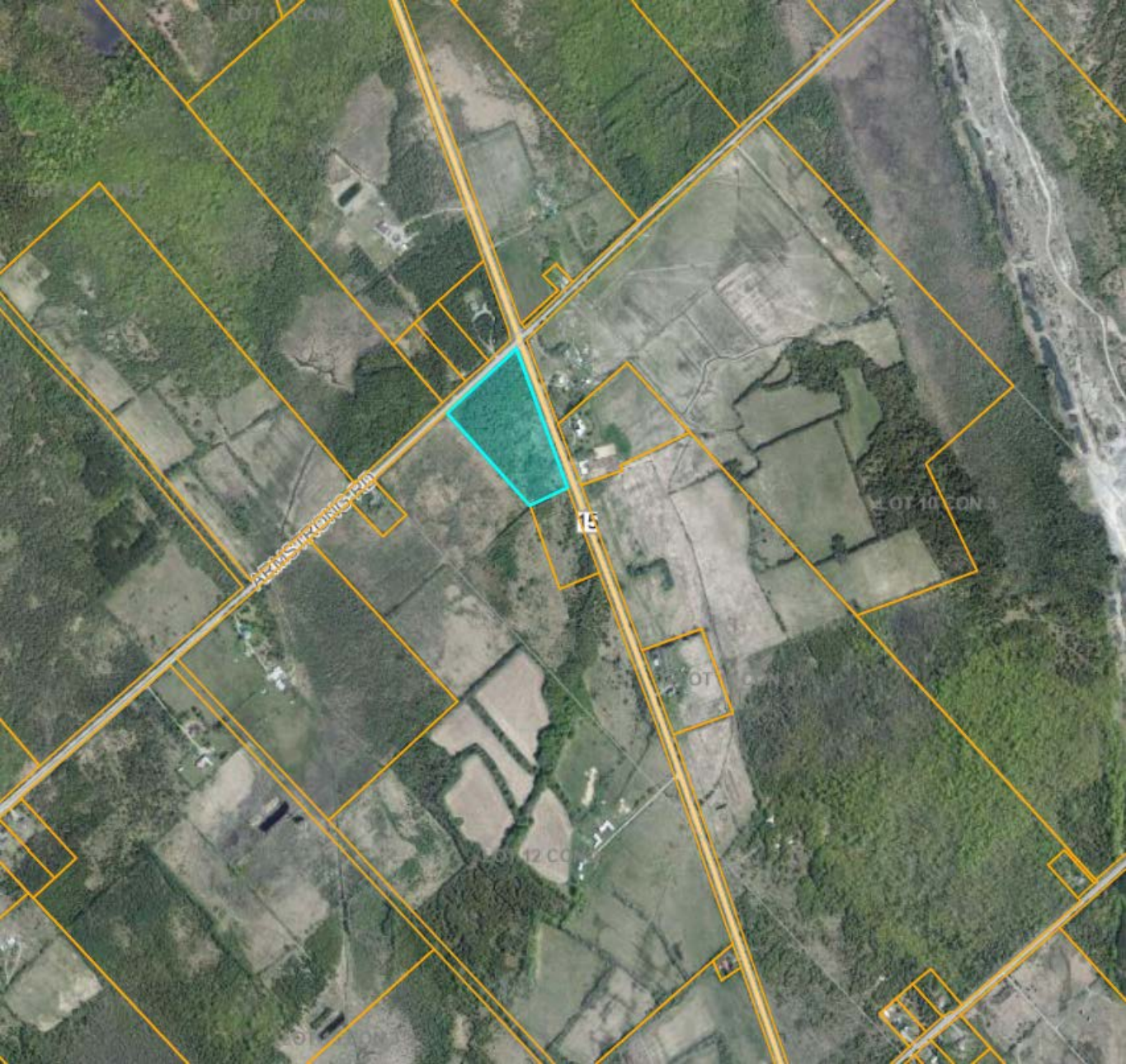
File:	
Municipality:	
Owner:	
Location:	

<b>Municipal Responses</b>	<b>Yes or No?</b>						
<p>What is the local Official Plan designation of the land?</p> <hr/> <p>Does the application conform to the local Official Plan?</p> <hr/> <p>If not, please give relevant sections of the plan.</p> <hr/> <hr/> <p>What is the land currently zoned in the Zoning By-Law?</p> <hr/> <p>Does the application comply with the municipal Zoning By-Law?</p> <hr/> <p>If not, please give relevant sections of the By-Law.</p> <hr/> <hr/> <p>Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?</p> <hr/> <hr/> <p>Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?</p> <hr/>							
<b>Additional Information</b>							
<p>Please check which of these municipal services are available for the subject lands?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Water</td> <td style="width: 33%;">Sanitary Sewers</td> <td style="width: 33%;">Access to a public and maintained road</td> </tr> <tr> <td>Electricity</td> <td>Garbage Collection</td> <td>Name of public road _____</td> </tr> </table>		Water	Sanitary Sewers	Access to a public and maintained road	Electricity	Garbage Collection	Name of public road _____
Water	Sanitary Sewers	Access to a public and maintained road					
Electricity	Garbage Collection	Name of public road _____					



# Municipal Consent Application Form

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



ALAN SWITZER RD

E

LOT

LOT 10 ON 3

LOT 12 ON 3

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated December 8, 2022 with respect to Consent Application B-165-22 (Straznicki/Hanlan/Cole), and Municipal Questionnaire Form, for information purposes;

Now Therefore Council does hereby recommend support of Consent Applications B-165-22 to the UCLG Consent Granting Authority 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.

Carried / Defeated

---

Michael Cameron, Mayor

December 8, 2022

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Application B165-22  
(Straznicky/Hanlan/Cole)  
Part Lot 13 & 14, Con. 2, Wolford, Village of Merrickville-Wolford**

---

I have now had an opportunity to review Consent Application B165-22 as it relates to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves a land swap/lot addition between the owners of 3183 County Road #16 and 3197 County Road #16. The current situation is that 3183 County Road #16 is approximately 62 ha (153 acres) in size and 3197 County Road #16 is 0.4 ha (1 ac) in size. The proposal is to reduce the size of 3183 County Road #16 to 11 ha (27.2 ac) and increase the size of 3197 County Road #16 to roughly 51.4 ha (127 ac). There is no new development proposed as a result of this lot addition consent application. The existing development is serviced by private well and septic systems. (Attachment #1 – Location Map & Proposed Consents).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” and in the Merrickville-Wolford Zoning By-law 23-08. The southeast corner of the lands at 3183 County Rd 16 has a Significant Woodland overlay and a water feature exists. There are no identified natural or cultural constraints associated with the property proposed lot line adjustment. There are no identified natural hazards identified with the property.

The property is characterized as rural lands with sporadic tree cover.

The surrounding land uses consists of a mix of rural residential development and rural lands.

### **Local Official Plan Policies**

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



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

There is no new development proposed as a result of this lot addition application. Each property will be occupied by an existing detached dwelling. The proposed lots satisfy the intent of policy 6.4.2.3 of the Village’s Official Plan.

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

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

### **United Counties Official Plan Policies**

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

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

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

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

### **Local Zoning By-law Regulations**

The lands of the proposed severances are zoned “Rural (RU)”. The RU zone provisions establishes a minimum lot size for residential development at 1 ha (2.5 ac) and a minimum





lot frontage of 40 m (131 ft). The proposed severed lots comply with the provisions of the Village's Zoning By-law No 23-08.

## Village Comments

The consent application has been circulated to the Village's Building Department for review and comments regarding the suitability of the proposed severed lots to be developed using private septic systems. The Inspector indicated that the proposed lot addition is acceptable provided "the existing setback from the existing septic systems remains intact."

## Summary & Recommendations

The proposal involves a lot addition, increasing the size of 3197 County Road #16 from 0.4 ha to 51.4 ha and reducing the size of 3183 County Road #16 from 62 ha to 11 ha. Both properties will retain their frontage on County Road #16. The proposed consent appears to conform to the Village's Official Plan, the United Counties of Leeds and Grenville Official Plan and the Village Zoning By-law.

It is recommended that Council support consent application B165-22 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.

All of which is respectfully submitted.

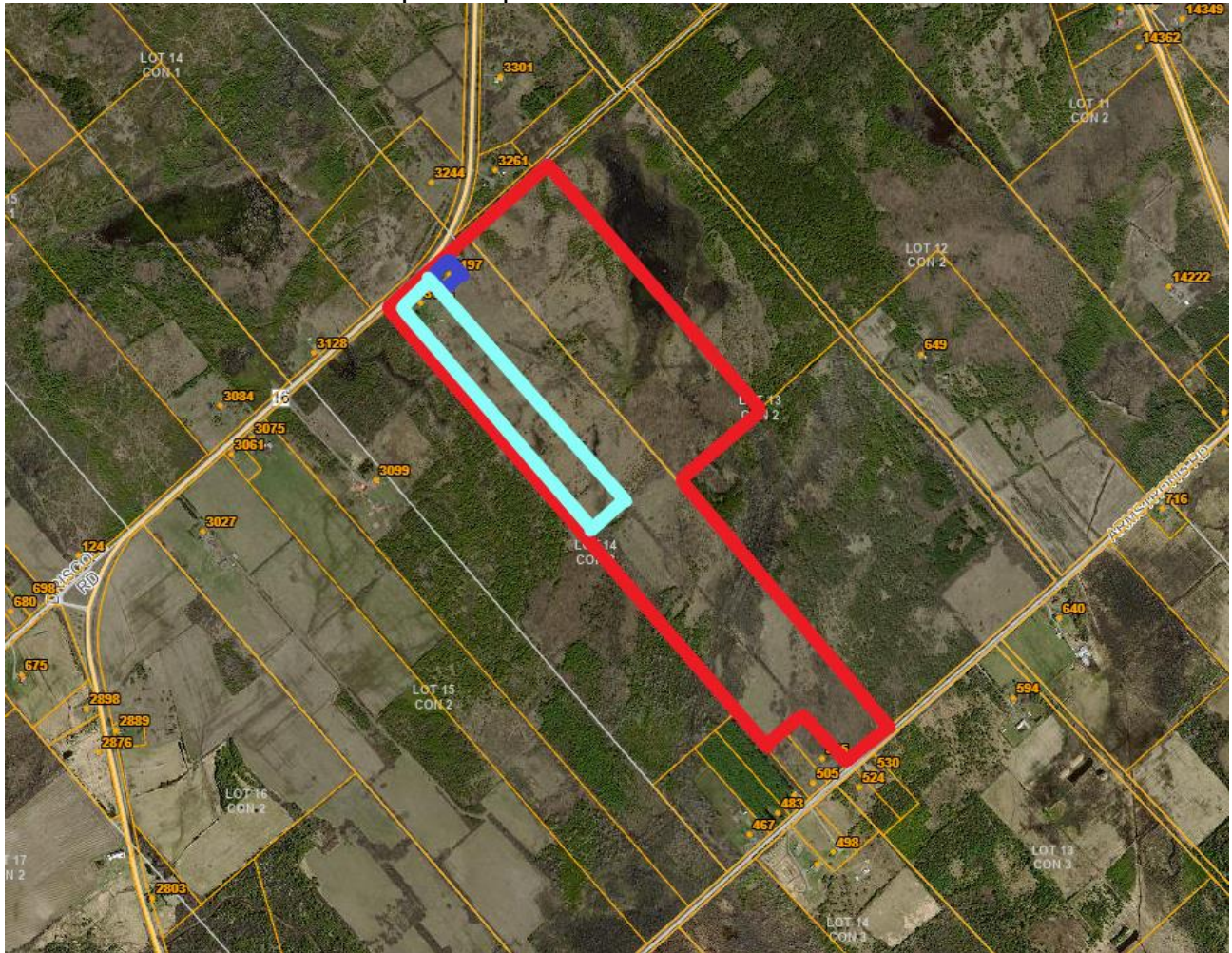
Sincerely,  
Jp2g Consultants Inc.  
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

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

Forbes Symon, MCIP, RPP  
Senior Planner



# Attachment #1 – Location Map & Proposed Consents



Subject Property

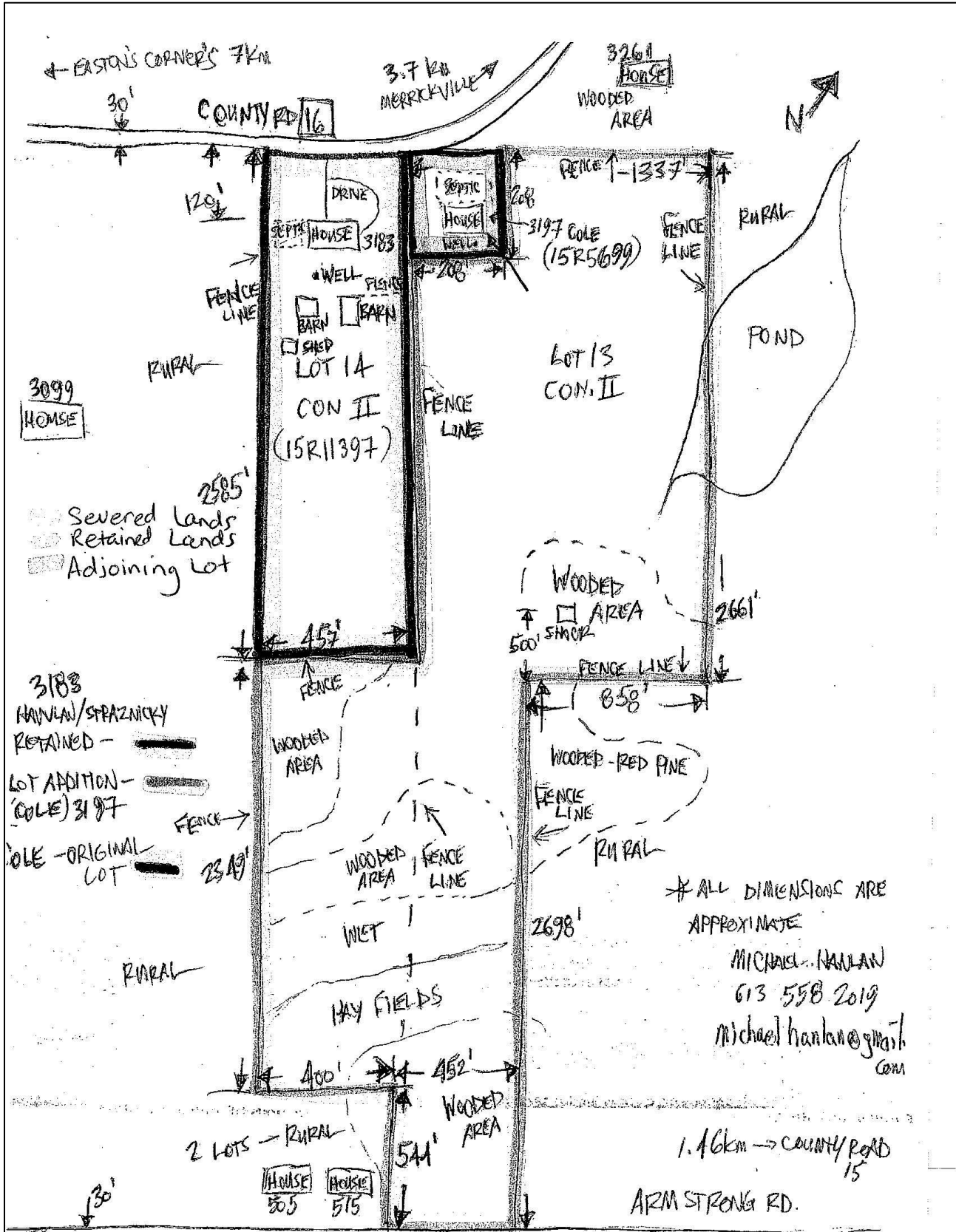


Proposed New 3183 County Rd #16



Lands to Be Enlarged









# Municipal Consent Application Form

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

File:	
Municipality:	
Owner:	
Location:	

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

What is the local Official Plan designation of the land?

Does the application conform to the local Official Plan?

If not, please give relevant sections of the plan.

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

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

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

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

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

### Additional Information

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

Water

Sanitary Sewers

Access to a public and maintained road

Electricity

Garbage Collection

Name of public road \_\_\_\_\_

# Municipal Consent Application Form

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



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-12-2022; and

That Council approve the renewal of the 2023 insurance policy with Desjardins Financial.

Carried / Defeated

\_\_\_\_\_

Michael Cameron, Mayor



## Village of Merrickville - Wolford

Report FIN-12-2022  
Finance Department  
Information Report to Council  
Date of Council Meeting: December 12, 2022

**RE: 2023 Group Insurance Policy Renewal**

**OBJECTIVE:** To obtain Council approval of the 2023 municipal group health insurance policy.

### **RECOMMENDATION:**

**THAT: Council receive report FIN-12-2022; and**

**THAT: Council approve the renewal of the 2023 insurance policy with Desjardins Financial.**

### **BACKGROUND:**

On an annual basis, the municipal insurers who provide group health insurance for the municipal full-time employees meet with staff to review the account activity, review any legislated changes and provide any recommended changes to the municipal insurance policy.

Every few years, a full market review of the benefits policy is completed to ensure the best price and value is obtained.

### **ANALYSIS:**

In December, the Manager of Finance/Treasurer, the CAO and our Deputy Treasurer met with Nick Coleman of W.A. Pakeman & Associates, to review and discuss the 2023 renewal of the group health insurance coverages. The plan includes coverage for full-time employees in the following categories: life insurance, accidental death and dismemberment, long-term disability, health and dental care.

The resulting premiums are determined by a number of factors. One factor is a combination of the usage in each particular area (i.e. dental and extended health). The next factor is based on the industry pooled usage (i.e. life and disability). A final factor is the age and gender of the staff complement with the Village.

Our insurer went to market this year, and recommended we enter into a contract with Desjardins Financial for the provision of group health benefits. Our current company,

Canada Life, quoted a higher premium than Desjardins Financial. Switching our benefit coverage to Desjardins Financial would result in approximately a 17% decrease in the cost of benefits, which translates into an approximate savings of \$28,000.

**BUDGET/LEGAL IMPLICATIONS:**

The premium costing will be included in the 2023 draft budget. There are no legal implications.

**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 providing employee benefit coverage, Council are contributing to the wellness of the staff. 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.

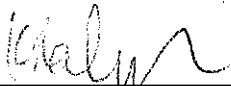
**CONCLUSION:**

Staff are recommending the renewal of the 2023 municipal group health insurance policy with Desjardins Financial.

**ATTACHMENTS:**


N/A

Submitted by:



Kirsten Rahm,  
Manager of Finance - Treasurer

Approved by:



Doug Rebertson, CAO/Clerk

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the 2023 Budget Timetable for information purposes.

Carried / Defeated

\_\_\_\_\_

Michael Cameron, Mayor

December  
12, 2022

- 2023 Budget Process Overview - The Budget will be discussed during regular Council meetings.

January 9,  
2023

- Budget Context
- Administration Budget
- Water & Wastewater Budget

January 23,  
2023

- Emergency & Protective Services Budget
- Planning, Building & Development Budget

February 13,  
2023

- Operations & Landfill Budget
- Recreation and Cultural Services Budget

February 27,  
2023

- 2023 Capital Budget

March 13,  
2023

- Approval of 2023 Budget



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-13-2022 regarding pickleball for information purposes; and

That Council deny the use of the Community Centre for pickleball due to safety concerns and probable damage to the facility.

Carried / Defeated

\_\_\_\_\_

Michael Cameron, Mayor



## Village of Merrickville-Wolford

Report FIN-13-2022  
Finance Department  
Information Report to Council  
Date of Council Meeting: December 12, 2022

**RE: Pickleball**

**OBJECTIVE:** To apprise Council of a request to play pickleball in the Merrickville Community Centre.

### **RECOMMENDATION:**

\_\_\_\_\_ **THAT: Council receive report FIN-13-2022 regarding pickleball for information purposes; and**

\_\_\_\_\_ **THAT Council deny the use of the community centre for pickleball due to safety concerns and probable damage to the facility.**

### **BACKGROUND:**

Staff received a request from a resident to allow pickleball in the community centre. The resident also requested special pricing to reduce their costs. Staff acknowledge and understand the benefit of the community staying active for their personal health and well-being and support that endeavour. However, staff would like to express concern that no matter what fees are charged, competitive sporting activities may damage the community centre. Additionally, staff have safety concerns as the flooring is not a suitable surface for pickleball.

### **ANALYSIS:**

Our community centre is not a good venue for recreational sports. It is not a gymnasium and was not designed for sports to be played inside the facility. Gymnasiums are typically constructed with resilient surfaces on the floor, and the walls are designed to take impacts without being damaged. The walls at the community centre are drywall and have been damaged and marked several times in the past when pickleball was played in the facility. The cost to repaint the walls is approximately \$2126. The floor in the community centre is commercial tile suited for walking on but not for running and stopping hard. This leads to premature wear and tear on the floor, requiring additional waxing. The lines that are required to play pickleball will have to be done with tape and removed after each game so that other residents can use the community centre.

Repeated taping and removing tape marks the floor and damages the floor wax. The cost to strip and wax the floors is approximately \$1632.

Staff also have safety concerns with pickleball being played in the community centre. The flooring is not designed to have grip for running shoes the way a gymnasium would so there is potential for injuries sustained by slips and trips caused by the tile floor. Furthermore, the lights are not protected with screens and flying balls could hit and shatter the lights, leading to potential injuries.

The community centre is designed for “lighter” uses such as Theatre Night in Merrickville, the playgroup, vendors and the exercise group. Staff anticipate receiving complaints from other users about the condition of the community centre walls and floors for their events.

Staff are recommending that pickleball be played outdoors at the tennis courts in Easton’s corners as it was in the past. The lines could be put down once the court has been repaired. The court repairs will be an ask of Council in the 2023 budget. Tennis courts provide the right playing surface and the court is fenced in not walled in, so there is no concern about damaged walls. Additionally, the recreational lighting is up high enough so that balls will not be able to reach them.

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

The budget implications will be identified in the 2023 draft municipal budget.

#### **LINKS TO STRATEGIC PLANS:**

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

#### **Ensuring efficient, effective services and civic engagement:**

Making financial 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 recommend that pickle ball not be played in the community centre due to damage and safety concerns.

**ATTACHMENTS:**

None

Submitted by:



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

Approved by:



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

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

By-law 53-2022, being a by-law to amend By-law No. 21-96, a By-law to prescribe regulations governing the construction, height and description of fences of any type, be read a first and second time, and that By-law 53-2022 be read a third and final time and passed.

Carried / Defeated

---

Michael Cameron, Mayor

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

## **BY-LAW 53-2022**

**BEING** a By-Law to amend By-law No. 21-96, a By-law to prescribe regulations governing the construction, height and description of fences of any type

**WHEREAS** The Corporation of the Village of Merrickville-Wolford passed By-law 21-96;

**AND WHEREAS** the Village of Merrickville amalgamated with the Township of Wolford to become the Corporation of the Village of Merrickville-Wolford;

**AND WHEREAS** the Village of Merrickville-Wolford passed By-law No. 03-05 to amend By-law No. 21-96 on January 10, 2005;

**AND WHEREAS** the Village of Merrickville-Wolford wishes to further amend By-law 21-96;

**NOW THEREFORE** the Council of the Corporation of the Village of Merrickville-Wolford does hereby enact the following:

1. By-law No. 21-96, as amended by By-law No. 03-05, is hereby further amended as follows:
  - a. By adding a paragraph after paragraph 1 as follows:

“2. For purposes of this By-law the definitions of: Lot; Lot Line, Front; Lot Line, Rear; Lot Line, Side; and Yard, Front found in By-law 23-08, as amended from time to time, are hereby incorporated by reference into this By-law.”
  - b. By deleting paragraphs 2, 3 and 4 of By-law 21-96 in their entirety and replacing those paragraphs with the following:

“3. No person shall construct a fence on any Lot except in accordance with this By-law.

4. All fences shall be constructed in accordance with the following requirements:

    - (a) a fence on a Rear Lot Line shall not exceed a height of 1.81 metres and may be opaque;
    - (b) a fence on a Side Lot Line that does not face a municipally maintained road shall not exceed a height of 1.81 metres and may be opaque;
    - (c) a fence on a Side Lot Line that faces a municipally maintained road shall not exceed a height of 1.81 metres and may be opaque for any portion of the fence that does not intrude into the Front Yard;
    - (d) any fence that is constructed within the Front Yard shall not exceed a height of 1.22 metres and may be opaque;
    - ( e) fences on a Rear Lot Line or Side Lot Line that do not face a municipally maintained road and which do not extend into the Front Yard may have additional height over 1.81 metres provided that the height over 1.91 metres is constructed of an open weave material with a minimum opening size of the weave of 2.5 square centimeteres, and provided that the total height of the fence does not exceed 2 metres.
  - c. By deleting paragraph 11 in its entirety and replacing it with the following:

“The provisions of section 1, 2 and 4 do not apply to a person who erects a private outdoor tennis court.”
2. This amendment shall come into force and take effect as of the date of passing.

Read a first and second time this 12<sup>th</sup> day of December 2022.

Read a third time and passed on this 12<sup>th</sup> day of December 2022.

---

Michael Cameron, Mayor

---

Doug Robertson, CAO/Clerk



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-09-2022, being a report to provide options regarding the structure of Council's non-legislated advisory committees for the 2022-2026 term of Council; and

That Council does hereby approve Option "A" provided in the report to establish the non-legislated advisory committee structure for the 2022-2026 term of Council; and

That Council does hereby direct staff to provide Council with draft Terms of Reference for each advisory committee for Council consideration at the January 9, 2023 regular Council meeting.

Carried / Defeated

\_\_\_\_\_

Michael Cameron, Mayor



## Village of Merrickville-Wolford

Report CAO-09-2022

Date of Council Meeting: December 12, 2022

Report to Council

### **RE: Non-legislated Advisory Committees Structure Review**

#### **OBJECTIVE:**

To provide Council with options for the structure of Council's non-legislated advisory committees for the 2022-2026 term and to request direction to create draft Terms of Reference for any new advisory committees.

#### **RECOMMENDATION:**

**THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-09-2022, being a report to provide options regarding the structure of Council's non-legislated advisory committees for the 2022-2026 term of Council; and**

**THAT Council does hereby approve Option "A" provided in the report to establish the non-legislated advisory committee structure for the 2022-2026 term of Council; and**

**THAT Council does hereby direct staff to provide Council with draft Terms of Reference for each advisory committee for Council consideration at the January 9, 2023 regular Council meeting.**

#### **BACKGROUND:**

In accordance with Village of Merrickville-Wolford's Procedure By-law 30-17, Part 9 – Committees of Council, at the first regular meeting of the new term of Council on November 28, 2022, Report CAO-08-2022 provided Council with an overview of the current structure and status of Council's advisory committees and boards. Council was also provided with the general purpose statement for each existing committee and board.

On November 28<sup>th</sup>, Council directed staff to proceed with putting a call out to receive volunteer applications to populate Council's legislated committees and boards including the Committee of Adjustment, the Merrickville Public Library Board, the Property Standards Committee, and the Police Services Board. A call for volunteers is anticipated to be issued in the near future and will be posted on the Village of Merrickville-Wolford's website, Facebook page, and public bulletin boards. It will also be emailed to the Clerk's agenda email distribution list.

Also on November 28<sup>th</sup>, Council gave staff further direction to review and analyze the current non-legislated committee structure and to report back with options for Council to consider. Staff have undergone discussion and analysis on this, and the proposed options are included in this report for Council consideration.

## **ANALYSIS**

As indicated in Report CAO-08-2022, the Terms of Reference for non-legislated committees typically do not establish tight timelines by which new members must be appointed and the existence of the committees is not legislated. However, their appointment is typically aligned with Council's term of office and the call for new members typically occurs near the beginning of a new term of Council.

As we enter a new term of Council for 2022-2026, it is a timely opportunity to revisit the non-legislated committee structure to ensure that it aligns with Council's priorities and the community's current interests. The fact that these committees are not mandated by legislation allows Council significant freedom in that regard.

The three common types of committees often utilized by Ontario municipal Councils include:

### **1. Standing Committees of Council**

Standing Committees of Council are populated by Council Members and are assigned to identified program areas such as finance, administration, operations, etc. Council may pass by-laws granting Standing Committees delegated approval authority for certain decisions that typically otherwise rise directly to Council. Standing Committees typically exist for Council's term of office.

### **2. Advisory Committees**

Advisory Committees mostly populated by community members to provide advice to Council and assist Council by enriching Council's understanding of community values, needs, etc. Advisory Committees may support Council in identifying new trends or opportunities but have no delegated approval or spending authority. Advisory Committees typically exist for Council's term of office.

### **3. Ad hoc Committees**

Ad hoc Committees are typically populated by community members but may include members of Council. They are assigned to a specific project or issue and typically disband upon submission of a final report and/or recommendations to Council. A recent example used in Village of Merrickville-Wolford is the Main Street Revitalization Ad Hoc Committee that made recommendations regarding how best to optimize a grant.

In all cases, Council may appoint a Council Member to act as Liaison to each committee and the Mayor is typically an ex officio member on all committees but neither the Liaison nor the ex officio member has voting privileges on the committee.

Reports and recommendations of Advisory Committees are received and considered by Council through motions brought forward by the Council Liaison. Some committees meet “at the call” of Council as issues are identified or applications are received pertaining to their mission, whereas others meet regularly throughout the year.

The following options provided by staff are simply some options that Council may wish to consider. The final choice is 100% Council's decision and may involve a blend of the options provided.

The options were developed as a result of analyzing the current committee structure and trends over the past several years, suggesting that there may be an opportunity for a more efficient, effective process for committee recommendations and support to Council, and possibly improved reliability with more regular and scheduled meetings to ensure that the structure remains sustainable for the term of Council.

The advisory committees would continue to be self-sustaining with staff providing only cursory support to orient the committee members regarding meeting protocol, providing templates for creating agenda, minutes, reports and recommendations to Council, and providing foundational training on how to livestream meetings at the beginning of the term.

All Advisory Committees are obligated to abide by the Village of Merrickville Procedure By-law 30-17, including the Code of Conduct.

### **Option A (Recommended)**

The first recommended option involves a relatively significant reorganization of the current committee structure and involves merging some current committees to reduce the inefficiencies that result in having a larger number of small committees with narrower scoped missions/objectives. Staff have observed that the large number of small committees has left them encountering some challenges achieving quorum which makes them less resilient and results in delays examining issues and reporting to Council.

By reducing the number of committees, expanding their scope of mission/objectives, and increasing the number of people on each committee, the committees are expected to:

- Produce recommendations based upon a broader diversity of perspectives and “cross-pollination” of expertise, leading to stronger recommendations from each committee;
- Experience increased innovation and creativity from brainstorming amongst a wider variety of backgrounds and reduced “group think” which more frequently occurs on smaller committees;
- Experience increased reliability and meeting regularity as they more easily and consistently achieve quorum and since there is increased potential for one member to assist another member when they must miss a meeting or, for example, experience technical challenges logging in online;
- Develop broader local networks from more diverse community contacts; and,

- Reduce delays in producing results, recommendations and reports for Council commensurate with the other benefits listed above.

The current advisory committees include:

1. Heritage Advisory Committee (HAC);
2. Recreation, Health & Wellness Advisory Committee (RHWAC);
3. Community Development Advisory Committee (CDAC);
4. Environment Advisory Committee (EAC);
5. Agriculture Advisory Committee (AAC); and,
6. Planning Advisory Committee (PAC).

To be forthright, six (6) non-legislated advisory committees plus four (4) legislated committees is too much for a municipality the size of Merrickville-Wolford. For consideration, until recently the municipality only had a team of fifteen (15) full-time equivalent staff but it had ten (10) advisory committees supporting a Council team of only five (5) Council members.

While all these listed committees certainly provided valuable benefits to the municipality, the large number of committees in relation to the size of the municipality resulted in some inactive committees, a sporadic, irregular committee meeting schedule, and inefficiencies. The purpose of the advisory committees is to provide continuous, meaningful recommendations and information to Council which in turn engages and benefits the community so that the community has increased understanding of municipal operations, policies and legislation.

Thus, staff recommends the following:

- a) Merge the PAC with HAC to create the Heritage & Planning Advisory Committee (HPAC)
- b) Merge the RHWAC with EAC to create the Community Wellness & Environmental Advisory Committee (CWEAC)
- c) Create a series of Ad Hoc Advisory Committees throughout Council's term of office as Council identifies community and organizational issues requiring resolute, focused research and attention. Examples of Ad Hoc Advisory Committees could include:
  - i. The AAC to address the issues identified in the existing AAC's Mission and Objectives statements related to the agriculture community. This advisory committee that will assist Council in sustaining a rural lens for the Wolford community; and,
  - ii. A Finance Advisory Committee (FAC) to address major infrastructure financial objectives such as identifying grant opportunities for such things as Sewage Treatment Plant expansion, implementation of the Asset Management Plan, or other infrastructure improvements that Council may wish to achieve during its term; and,
  - iii. Other important Ad Hoc Advisory Committees as Council identifies them.

Combining PAC and HAC is likely to attract members who have a shared interest in the preservation of the built heritage of the community while considering new planning and development applications. This will bring these two segments of the community together

with a joint and creative interest in finding ways to protect the community's historic buildings and finding ways to optimize alignment of new developments with our heritage. Members of the new committee are likely to have a strong background and/or interest in land use planning, and to see the benefits of preserving the Village's history as it continues to develop.

Similarly, the RHWAC and EAC have shared interests in enhancing the well-being and quality of life of our residents, one through the encouragement of physical activity and the other through the protection and preservation of our natural environment. Members of both existing committees have demonstrated strong altruistic passion and commitment to their community and both groups have been very active in pursuing these objectives but each has been somewhat limited in the degree of impact that they can have by their small number of members.

By merging these two groups into one large, more resilient advisory committee, a sharing of interests and combining of commitment is expected to generate a positive multiplier effect. Both groups are expected to share an interest in outdoor activities and interacting with our natural environment to support personal wellness. They would provide Council with solutions to enhance the recreational opportunities in Merrickville-Wolford and would assist the municipality via recommendations to Council for community development opportunities with a larger group to increase the impact and success of programs such as the Participaction initiative.

By combining the general objectives of the current committees together, there will be a reduction of the number of committees and therefore a more resilient, consistent foundation going forward. Instead of 3-5 members with a Council Liaison, these committees could be composed of 6-10 members and Council may wish to appoint Co-Council Liaisons or an Alternate Council Liaison to ensure solid interactions and information sharing with Council.

The expanded use of Ad Hoc Advisory Committees for other community needs and interests, introduces significant flexibility and opportunities to engage a wider variety and number of community members while simultaneously creating increased diversity of opportunity for community members as some projects are completed and new ones identified throughout Council's term of office. It also allows Council the flexibility to adapt its approach to committees as issues arise throughout their term.

Staff do not recommend the formation of Standing Committees of Council at this time. Council has expressed a strong desire to formulate a robust, team-centric approach to governing the municipality and a series of Standing Committees would divide Council's authority and decision-making, segmenting Council as a team and contradicting this objective.

The three proposed advisory committees would form the foundation of the non-legislated committees to Council and Council would have extensive flexibility to create further advisory committees on an ad-hoc basis, dependent upon the priorities and goals of Council and the needs of the community as they arise.

## **Option B (Not recommended)**

The second option involves creating the same two Advisory Committees recommended in Option A (i.e., the HPAC and CWEAC) and relying upon Ad Hoc Advisory Committees for needs as they arise throughout Council's term. However, the reliance upon Ad Hoc Advisory Committees would be to a lesser degree than in Option A and, instead, Council would form a series of Standing Committees of Council.

Standing Committees in other municipalities are often aligned with municipal departments or program areas such as a Finance & Administration Committee, Operations Committee, Planning Committee, etc. However, there are dangers inherent in this approach.

Standing Committees typically have delegated authority for decision-making from Council or, at least, very heavy, independent access to information that doesn't ultimately get shared with Council. Therefore, Council may not have full, unfettered and transparent access to full information in making decisions. This can lead to an imbalance in authority amongst Council members, thereby creating an imbalance in benefits amongst segments of the community and friction amongst Council members which would contradict Council's stated objectives of governing as a highly cohesive, high-performing team. This issue is particularly impactful with small communities such as Merrickville-Wolford with only five (5) Council members because typically each Standing Committee would involve three (3) Council members with enhanced influence, leaving the remaining two (2) at a disadvantage to serve their constituents and weakened overall influence in the community.

Having said the above, staff wish to reiterate that this is 100% a decision for Council's preference. While two potential options have been discussed in this report, the potential combinations and blending of different structures is extremely wide and staff remain at Council's disposal for further exploration and research to support decision-making in this regard.

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

None.

### **LINKS TO STRATEGIC PLANS:**

On January 23, 2017, the Council of the Corporation of the Village of Merrickville-Wolford passed By-Law 10-17, being a by-law to adopt the Merrickville-Wolford Strategic Plan 2017-2025.

The priorities of the strategic plan that can be linked to this report are as follows:

**Ensuring efficient, effective services and civic engagement:** It is of the utmost importance to ensure that the residents and community are engaged in committee meetings so that openness and transparency is accomplished.



**CONCLUSION:**

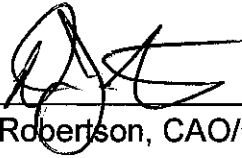
Option A is staff's recommendation. However, it is advisable that staff be directed by Council on which option is best suited to the priorities and goals of Council, and best reflects the needs and interests of the community. It is advisable that Council direct staff to create Terms of Reference for each new committee identified in the approved option.

Subject to Council's approval of an option outlined in this report, staff will produce a series of Terms of Reference for each of the Advisory Committees for Council consideration at their regular meeting on January 9, 2023.

**ATTACHMENTS:**

None.

Respectfully submitted by:



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Doug Robertson, CAO/Clerk/Director, Economic Development

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Grenville County OPP Detachment Board Proposal briefing; and

That Council endorse the joint submission of the Grenville County Police Services Detachment Board proposal to the Solicitor General of Ontario, as outlined in the attached Briefing Note as Option B, consisting of one board representing Merrickville-Wolford and North Grenville, and one board representing Augusta, Edwardsburgh/Cardinal and Prescott, and that the CAO/Clerk be directed to work with partnering board municipalities to develop terms of reference for the board.

Carried / Defeated

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Michael Cameron, Mayor



## Briefing Note

**Date:** December 6, 2022

**To:** Augusta, Edwardsburgh/Cardinal, Merrickville-Worlford, North Grenville, Prescott Councils

**Copy to:** Respective CAOs

**Subject:** Grenville County OPP Detachment Board

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**TOPIC:** To review options for the new Grenville County OPP Detachment Boards.

### BACKGROUND:

On April 21, 2021, a meeting of the Mayors of the Grenville Detachment area municipalities was convened to discuss the benefits of a joint submission. Representatives from the existing Police Services Boards of the respective municipalities were also in attendance. At this meeting, the parties reached a consensus with respect to the proposed configuration for the new OPP Detachment Boards. Specifically, it was agreed that a model incorporating the following three detachment boards would best reflect the community and local needs of the member municipalities:

Option A			
	Board 1	Board 2	Board 3
<b>Communities</b>	North Grenville	Prescott	Augusta Edwardsburgh/Cardinal Merrickville-Worlford
<b>Population</b>	17,964	4,078	18,026
<b>Land Area</b>	351.90	4.94	838.01
<b>People/Square Kilometre</b>	51.05	825.51	21.51
<b>Call history</b>	2,290	1,516	2,574
<b>Calls/capita</b>	0.13	0.37	0.14

The draft joint proposal was then provided to the five local municipal councils for approval/endorsement. Subsequent to the Mayors' meeting, all Grenville County detachment municipalities, with the exception of the Township of Augusta, approved the coordinated response.

Subsequently, the Township of Augusta submitted a separate proposal suggesting the following structure:

Option B		
	Board 1	Board 2
<b>Communities</b>	North Grenville Merrickville-Wolford	Augusta Edwardsburgh/Cardinal Prescott
<b>Population</b>	21,099	18,969
<b>Land Area</b>	566.23	318.71
<b>People/Square Kilometre</b>	37.26	59.52
<b>Call history</b>	2,668	3,712
<b>Calls/capita</b>	0.13	.20

The Office of the Solicitor General has asked the municipalities to reconvene to try to come to a consensus. They have asked for the group to provide an update as soon as possible.

### COMMUNICATIONS:

At a meeting of four of the regional CAOs on November 21, 2022 (Edwardsburgh/Cardinal sent their regrets), the following two options were finalized:

Option B			
		Board 1	Board 2
<b>Communities</b>		North Grenville Merrickville-Wolford	Augusta Edwardsburgh/Cardinal Prescott
<b>Population</b>		21,099	18,969
<b>Land Area</b>		566.23	318.71
<b>People/Square Kilometre</b>		37.26	59.52
<b>Call history</b>		2,668	3,712
<b>Calls/capita</b>		0.13	.20
<b>Board Composition</b>	<b>Total</b>	9	9
	<i>Elected Official</i>	2 (1 from each municipality)	3 (1 from each municipality)
	<i>Community Representatives</i>	5 (2 Merrickville- Wolford, 3 North Grenville)	3 (1 from each municipality)
	<i>Provincial Appointees</i>	2 (1 from each municipality)	3 (1 from each municipality)
<b>Administration</b>		North Grenville administers and Chair rotates	Chair and admin rotates
<b>Meetings</b>		Bi-monthly	Quarterly

Option C		
	Board 1	Board 2
<b>Communities</b>	North Grenville	Augusta Edwardsburgh/Cardinal

		Merrickville-Wolford Prescott
<b>Population</b>	17,964	22,104
<b>Land Area</b>	351.90	842.95
<b>People/Square Kilometre</b>	51.05	26.22
<b>Call history</b>	2,290	4,090
<b>Calls/capita</b>	0.13	0.19
<b>Board Composition</b>	<b>Total</b>	7
	<i>Elected Officials</i>	2
	<i>Community Representatives</i>	3
	<i>Provincial Appointees</i>	2
<b>Administration</b>	North Grenville	Chair and admin rotates
<b>Meetings</b>	Bi-monthly	Quarterly

Following a meeting of the respective Mayors, Option B is the preferred structure.

The municipalities also suggest the following:

- Remove the requirement for provincial appointees. The Boards would be better served by replacing Provincial appointees with additional locally appointed community members. Not only will this ensure a more community-driven approach, but it will also remove the slow provincial appointment process.

### **Additional Information**

The following three factors provide more information about the local communities.

#### Geography

Geographical differences create different environments in each of the communities. Augusta, Edwardsburgh/Cardinal, and Prescott lie along the St Lawrence River and 401 Corridor. Edwardsburgh/Cardinal and North Grenville are along Highway 416. Merrickville-Wolford and North Grenville are on the Rideau River.

The geographical make-up of each community is as follows:

<b>Municipality</b>	<b>Geographical Make-up</b>
Augusta	15 rural communities
Edwardsburgh/Cardinal	Villages of Cardinal (population 1,770) and Spencerville plus several rural hamlets
Merrickville-Wolford	Village of Merrickville (population 1,036) plus the rural community (2,099)
North Grenville	Urban service area of Kemptville (4,051 population) plus 6 rural hamlets (population 13,913)
Prescott	Entirely urban

## Population

Population growth varies across the communities from -3.4% to 9.2%.

<b>Municipality</b>	<b>Population 2021</b>	<b>Population Change 2016-2021 (%)</b>	<b>Population 2016</b>	<b>Population Change 2011-2016 (%)</b>
Augusta	7,386	0.4%	7,353	-1.0%
Edwardsburgh/Cardinal	7,505	6.1%	7,074	1.9%
Merrickville-Wolford	3,135	2.2%	3,067	7.6%
North Grenville	17,964	9.2%	16,451	9.1%
Ontario	14,223,942	5.8%	13,448,494	4.6%
Prescott*	4,078	-3.4%	4,222	1.4%
UCLG	104,070	3.5%	100,527	1.2%

Note: \* = Separated Municipality

## Service Demands

The differing character of each of the municipalities is reflected, in part, in the differing nature of calls for service. The rural municipalities of Augusta, Edwardsburgh/Cardinal, and Merrickville-Wolford have concerns related to a dearth of social services and response times due to the size of the geographic area to be covered.

	Augusta Township	Edwardsburgh/Cardinal	Merrickville-Wolford	North Grenville	Prescott
Drug Possession	4	7	0	25	15
Drugs	3	3	0	8	3
Operational	259	408	120	845	683
Operational 2	298	491	127	541	268
Other Criminal Code Violations	18	28	11	49	52
Property Crime Violations	109	144	37	315	197
Satutes and Acts	55	60	12	122	115
Traffic	115	93	50	291	78
Violent Criminal Code	35	66	21	95	106
Total	896	1,300	378	2,290	1,516

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

By-law 54-2022, being a by-law to confirm the proceedings of the Council meeting of December 12, 2022, be read a first and second time, and that By-law 54-2022 be read a third and final time and passed.

Carried / Defeated

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Michael Cameron, Mayor

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

**BY-LAW 54-2022**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON December 12, 2022

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on December 12, 2022 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on December 12, 2022 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 12<sup>th</sup> day of December 2022.

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

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



For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Gural	Y	N
Ireland	Y	N
Maitland	Y	N
Oldfield	Y	N

Resolution Number: R - - 22

Date: December 12, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

**Be it hereby resolved that:**

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at \_\_\_\_\_ p.m. until the next meeting of Council on Monday, January 9, 2023 or until the call of the Mayor subject to need.

Carried / Defeated

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Michael Cameron, Mayor