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**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 2:00 p.m.

Monday, February 22, 2021

**\*\*\*IMPORTANT NOTICE: This meeting will be held in person at the Council Chambers. However, due to the Provincial Emergency Orders still in effect, we are unable to safely accommodate the public at this meeting. In order to ensure transparency, an audio recording of this meeting will be posted on the website immediately following adjournment.\*\*\***

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Planning:** Jp2g Consultants Inc. Planning Report re: Merrickville Grove Draft Plan of Subdivision Zoning By-law Amendment dated February 18, 2021;  
By-law 09-2021 re: Zoning By-law Amendment for Merrickville Grove;  
By-law 10-2021 re: Declare portion of Herbert Street Surplus;  
Jp2g Consultants Inc. Planning Report re: Site Plan Control By-law dated February 18, 2021; and  
By-law 11-2021 re: Site Plan Control By-law
5. **Minutes:** Approval of Minutes of regular Council meeting of February 8, 2021
6. **Correspondence:** NGDHS re: Citizenship Award dated February 5, 2021;  
Ernie Hardeman re: Home-based Food Business dated February 11, 2021;  
Sustainable Merrickville-Wolford Petition re: Expand Recycling Program; and  
Nick Previsich of Merrickville Artist's Guild dated February 14, 2021
7. **Library Board:** Merrickville Library Board Minutes dated January 14 and 21, 2021
8. **CAO:** CAO-03-2021 re: Advisory Committee Survey Results
9. **Next meeting of Council:** Monday, March 8, 2021 at 2:00 p.m.
10. **Confirming By-Law:** 08-2021 re: Confirm Proceedings of Council meeting of February 22, 2021
11. **Adjournment.**

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**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required		
<b>Recorded Vote Requested By:</b>		
Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**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 February 22, 2021 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required.

### Recorded Vote Requested By:

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

Resolution Number: R - - 20

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Merrickville Grove Zoning By-law Amendment Planning Report of Brian Whitehead of Jp2g Consultants Inc., dated February 18, 2021, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor



**Jp2g Consultants Inc.**

**ENGINEERS - PLANNERS - PROJECT MANAGERS**

12 International Drive, Pembroke, ON, K8A 6W5  
T 813-735-2507, F 813-735-4513, www.jp2g.com

Jp2g Ref No. 19-7059E

February 18, 2021

Doug Robertson, CAO/Clerk  
Village of Merrickville-Wolford  
317 Brock Street West  
P.O. Box 340  
Merrickville, ON K0G 1N0

Dear Mr. Robertson:

**Re:                   Zoning By-law Amendment – Planning Report  
                      Merrickville Grove Draft Plan of Subdivision  
                      Our File No. 19-7059E**

The following is a Planning Report that summarizes the purpose of the Zoning By-law Amendment for the lands subject to the Merrickville Grove Draft Plan of Subdivision. It also acknowledges the recent comments received from the public on the zoning by-law amendment. There is also a summary of the public engagement that has taken place on the zoning by-law amendment. A copy proposed Zoning By-law Amendment for the Merrickville Grove Subdivision and a copy of recent correspondence from the public concerning the proposed Zoning By-law Amendment are enclosed for Council's consideration.

As Council is aware, the approval authority for the draft plan of subdivision is the United Counties of Leeds and Grenville. The approval authority for the associated zoning by-law amendment is the Village Council. The subdivision has now received draft plan approval from the United Counties of Leeds and Grenville and it is appropriate for Village Council to consider the Zoning By-law Amendment.

### **Background**

The United Counties of Leeds and Grenville provided "draft approval" to the plan of subdivision 07-T-19003 on November 18, 2020. No appeals were received on this decision and it came into full force and effect on December 8, 2020.

Condition #11 of the United Counties draft plan approval states that:

"11. The Owner covenants and agrees that prior to registration of the plan of subdivision, the proposed plan of subdivision shall meet the provisions of a Zoning By-Law approved under the requirements of the Planning Act, with all possibility of appeal to the Local Planning Appeal Tribunal (LPAT) exhausted. Specifically, the Zoning for the townhouse blocks shall establish a staggered front yard setback. The Zoning for the apartment block will include a special provision requirement for a maximum building height of three (3) storeys. This shall be to the satisfaction of the Village."



The draft plan of subdivision identifies seventeen (17) blocks to be developed as townhouse blocks, resulting in a total of 84 townhouse residential units. There is also one block identified for an existing single detached residential dwelling and one block for a 15-unit residential apartment. There is also a stormwater block and a parkland block identified in the draft plan of subdivision. The Zoning By-law Amendment is intended to reflect the various land uses of the draft approved subdivision.

### **Nature of Zoning By-law Amendment**

The lands subject to this Zoning By-law Amendment application are identified in Appendix A to this Report. The boundary of the lands is the same as the boundary of the lands for the Merrickville Grove draft plan of subdivision.

The subject lands are currently zoned "Development - D" in the Village of Merrickville/Wolford Zoning By-law 23-08. The proposed Zoning By-law Amendment before Council is intended to change the zoning to reflect the following:

1. Rezone 16 townhouse blocks to "Residential Type Two - Exception Three (R2-3)"  
The R2-3 zone is intended to permit the townhouse development in accordance with the R2 zone provisions except that the minimum lot frontage shall be 5.5 metres and the minimum front yard setback shall be 6 metres.
2. Rezone one (1) townhouse block to "Residential Type Two - Exception Four (R2-4)". The R2-4 zone establishes the same minimum lot frontage and minimum front yard setback as the R2-3 zone but also includes a minimum lot area requirement of 155 m<sup>2</sup>.
3. Rezone the 1 apartment block to "Residential Type Three - Exception One (R3-1)". The R3-1 zone would permit the proposed 15-unit apartment, restricting the height of the apartment to three storeys and 11 metres.
4. Rezone the stormwater management block and parkland block to "Open Space".
5. Rezone the existing residential dwelling block to "Residential Type One - Exception Two (R1-2)". The R1-2 zone would recognize the encroachment of existing dwelling into the exterior side yard as being legal non-conforming.
6. The R2-3, R2-4 and R3-1 zones are also subject to Holding (-h) provisions which requires the submission of a site plan that demonstrates:
  - a. The staggering of front yard setbacks for the proposed townhomes.
  - b. Landscaping/tree planting plan.
  - c. Fencing and fence design.
  - d. Phased park development plan.

The Holding (-h) would be removed once Village Council has received and approved a site plan which satisfies these conditions.

The Zoning By-law Amendment before Village Council has been assessed against the PPS (2020), the Official Plan for the United Counties, and the Village of Merrickville/Wolford



Official Plan and is deemed to be in conformity with all relevant policies. It is designed to implement Condition #11 of the Draft Plan of Subdivision Approval (07T-19003).

It is worth noting that Condition #11 references staggered front yard setbacks for the townhouses. Although the actual R2-3 and R2-4 zones do not include provisions for staggered setbacks, the Holding (-h) provisions require the applicant to submit a site plan that demonstrates staggered setbacks. Through consultation, it was deemed that this approach was the most appropriate and maintains the intent of Condition #11.

### **Community Engagement**

There have been a number of opportunities for the community to become engaged in the planning process for the draft plan of subdivision and associated zoning by-law amendment. These include:

1. Formal Public Meeting under Section 51 (20)(21) and Section 34 of the Planning Act on February 19, 2020.
2. Courtesy Public Information Meeting on August 12, 2020.
3. Public Notice of Consideration of the Zoning By-law Amendment at the February 22, 2021 Council Meeting placed in the local newspaper on February 4, 2021. The Notice requested that written comments on the ZBA be provided by February 15, 2021 to be included in this Planning Report.
4. Direct Mail of the Public Notice of Consideration of the Zoning By-law Amendment at the February 22, 2021 Council Meeting to all those who have provided comments or requested notification mailed out on February 8, 2021. The Notice requested that written comments on the ZBA be provided by February 15, 2021 to be included in this Planning Report.
5. The Notice of Consideration was also posted on the Village website.

The Zoning By-law Amendment before Council is very consistent with the original by-law presented at the February 19, 2020 public meeting. There have been some minor clarifications incorporated in the draft by-law which reflect comments received and direction provided by Council.

If Council is satisfied that there has been sufficient public consultation and notification related to this zoning by-law amendment, it should pass a motion under Section 34(17) of the Planning Act stating that additional public consultation and notification is not required prior to their consideration of the amendment.

### **Public Comments**

It is acknowledged that the Planning Act permits the submission of comments up to the moment Council makes a decision on the Zoning By-law Amendment. Accordingly, this report may not capture all of the comments provided by members of the public.

The Notice of Consideration for the zoning by-law amendment that was placed in the local newspaper and provided by direct mail to those who have provided comments, requested



that they provide comments on the draft amendment by February 15, 2021. As of the 15<sup>th</sup>, the following comments were received:

1. Correspondence from Mr. Mike Zaversenuke, 330 Wellington Street, Merrickville, ON., to Mr. D. Robertson, CAO/Clerk Village of Merrickville-Wolford, dated February 10, 2021.

Mr. Zaversenuke's comments can be described generally as favourable. He supports the Merrickville Grove Subdivision development proposal and encourages the building of badly needed housing in Merrickville Wolford. He is encouraging Council and Staff to support subdivision housing development and the investigation measures for reducing wastewater peak flows and increase overall system capacity.

### **Conclusion**

The zoning by-law amendment before Council has been determined to conform to the PPS (2020), United Counties Official Plan and the Village of Merrickville/Wolford Official Plan. The zoning by-law amendment has been prepared to satisfy Condition #11 of the Draft Approved Subdivision commonly referred to as Merrickville Grove.

There have been a number of opportunities for the public to provide comment and otherwise be engaged in the zoning by-law amendment planning process.

After careful consideration of all matters, including comments from the public, it is our professional opinion that the zoning by-law amendment before Council has merit and represents good lands use planning. Accordingly, it is appropriate for the Village Council to make a decision on the Zoning By-law Amendment for the Merrickville Grove draft plan of subdivision.

Should Council make a decision on the Zoning By-law Amendment, it will then be necessary for staff to provide the public with a Notice of Decision. This notice should be placed in the local newspaper no later than 15 days following the Council Decision. It should also be provided by direct mail to all those who provided comment or requested notification. A draft notice of decision has been provided to staff.

If Council have any questions or require clarification on any of the points presented, please feel free to contact me at your convenience.

Sincerely,

**Jp2g Consultants Inc.**

**ENGINEERS • PLANNERS • PROJECT MANAGERS**

Brian Whitehead, MA, MCIP, RPP  
Principal | Planning Services  
[brianw@jp2g.com](mailto:brianw@jp2g.com)

Mike Zaversenuke

February 10, 2021

330 Wellington Street East

Merrickville, Ontario

K0G 1N0

Attention: Mr. D. Robertson

CAO / Clerk

Village of Merrickville-Wolford

Subject: Merrickville Grove Subdivision Notice of Consideration of Zoning Bylaw Amendment Comments

Dear sir,

As per the Municipal Bylaw process, having previously attended the bylaw meeting on March 10, I would like to have on record the following comments on the Merrickville Grove Subdivision Notice of Consideration of Zoning Bylaw Amendment:

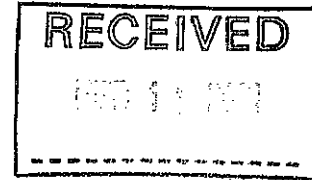
- (1) As a resident of Merrickville-Wolford, I fully support the Merrickville Grove Subdivision revised zoning bylaw amendments for homes, apartment building and park lands (detailed in the January 29, 2021 letter).
- (2) I believe that the bylaws should be amended as soon as possible to encourage the building of badly needed housing in Merrickville-Wolford.
- (3) Every effort to support subdivision housing development, reduce municipal red tape and encourage additional housing should be undertaken by Council and the Village Administration.
- (4) The question of municipal water/sewer addition connections capacity be investigated and resolved as soon as possible so that there is no hindrance to additional future housing development. Part of this investigation should be an enforced Municipal requirement that existing sump pump connections to the wastewater/ sewer system be inspected and disconnected from the system if required to reduce wastewater peak flow and increase overall system capacity.

Regards,



Mike Zaversenuke

p.s. In addition to this mailed letter, I will submit by comments by Email to Mr. Robertson.





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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 09-2021, being a By-law to amend Zoning By-law 23-08, be read a first and second time, and that By-law 09-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD**  
**BY-LAW No. 09-2021**

**Being a By-law to amend Zoning By-law No. 23-08, as amended.**

**Lots 178 – 189, 164 – 168, Lots 1 – 4, 7 – 10, Block 9, Lots 1, 2, 9, 10, Block 15, Part Lot 8, Block 15, Lots 1, 9 Block 16, Part of Herbert Street, Registered Plan 6  
In the geographic Village of Merrickville, Village of Merrickville-Wolford**

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PURSUANT TO SECTION 34 OF THE PLANNING ACT, 1990, THE VILLAGE OF MERRICKVILLE-WOLFORD HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 23-08 be and the same is hereby amended as follows:
  - (a) Schedule "B" to By-law 23-08 is amended by rezoning those lands described as Lots 178 – 189, 164 – 168, Lots 1 – 4, 7 – 10, Block 9, Lots 1, 2, 9, 10, Block 15, Part Lot 8, Block 15, Lots 1, 9 Block 16, Part of Herbert Street, Registered Plan 6, in the geographic Village of Merrickville, Village of Merrickville-Wolford, from Development (D) and Residential One (R1) to Residential One – Exception Two (R1-2), Residential Two – Exception Three – holding (R2-3-h), Residential Two – Exception Four – holding (R2-4-h), Residential Three – Exception One – holding (R3-1-h), and Open Space (O), as shown on Schedule "A" attached hereto.
  - (b) By adding the following subsection 5.1.4.2 Residential One – Exception Two (R1-2), immediately following subsection 5.1.4.1 Residential One- Exception One (R1-1):
    - "2. Residential One – Exception Two (R1-2)  
  
Notwithstanding Section 5.1.2, or any other provision of this By-law to the contrary, for those lands described as Lot 4, Block 9, Registered Plan 6, in the geographic Village of Merrickville and delineated as Residential One-Exception Two (R1-2) on Schedule "B" to this By-law, the encroachment of the existing dwelling into the exterior side yard adjacent to and onto Wallace Street is recognized as legal non-conforming."
  - (c) By adding the following subsection 5.2.3.3 Residential Two – Exception Three (R2-3), immediately following subsection 5.2.3.2 Residential Two - Exception Two (R2-2):
    - "3. Residential Two – Exception Three (R2-3)  
  
Notwithstanding Section 5.2.2, or any other provision of this By-law to the contrary, for those lands described as Lots 178 – 189, 167 – 168, Part Lot 166, Lots 1 – 3, Part Lots 9 – 10, Block 9, Lots 1, 9, 10, Block 15, Part of Herbert Street, Registered Plan 6, in the geographic Village of Merrickville, delineated as Residential Two-Exception Three (R2-3) on Schedule "B" to this By-law, the following provisions shall apply:
      - i. minimum lot frontage: 5.5 metres;
      - ii. minimum front yard setback 6.0 metres."

- (d) By adding the following subsection 5.2.3.4 Residential Two – Exception Four (R2-4), immediately following subsection 5.2.3.3 Residential Two - Exception Three (R2-3):

"4. Residential Two – Exception Four (R2-4)

Notwithstanding Section 5.2.2, or any other provision of this By-law to the contrary, for those lands described as Part of Lots 165, 166, Plan 6, in the geographic Village of Merrickville and delineated as Residential Two-Exception Four (R2-4) on Schedule "B" to this By-law, the following provisions shall apply:

- |      |                            |                    |
|------|----------------------------|--------------------|
| i.   | minimum lot area:          | 155 square metres; |
| ii.  | minimum lot frontage:      | 5.5 metres;        |
| iii. | minimum front yard setback | 6.0 metres."       |

- (e) By adding the following subsection 5.3.3.1 Residential Three – Exception One (R3-1), immediately following subsection **5.3.3 Exception Zones**:

"1. Residential Three – Exception One (R3-1)

Notwithstanding Section 5.3.2, or any other provision of this By-law to the contrary, for those lands described as Part of Lots 1, 9 and 10, Lots 2 and 8, Plan 6, in the geographic Village of Merrickville and delineated as Residential Three-Exception One (R3-1) on Schedule "B" to this By-law, the maximum number of storeys permitted shall be 3 storeys and the maximum height will be 11 m."

- (f) By adding the following new section **5.2.4 Holding Zones** immediately following **5.2.3 Exception Zones**:

**"5.2.4 Holding Zones**

1. Residential Two – Exception Three – holding (R2-3-h)

Until such time as the holding symbol is removed from lands described as part of Lots 178 – 189, 167 – 168, Part Lot 166, Lots 1 – 3, Part Lots 9 – 10, Block 9, Lots 1, 9, 10, Block 15, Part of Herbert Street, Registered Plan 6, in the geographic Village of Merrickville and delineated as Residential Two- Exception Three - holding (R2-3-h) on Schedule "B" (Merrickville Ward) to this By-law, in accordance with the conditions set forth herein, no person shall use land or erect or use a building or structure, except in accordance with the following:

(a) Permitted Uses

- Existing uses in existing locations
- Open space
- Passive recreation that does not require a building.

(b) Conditions for removal of Holding (h) Symbol

A site plan pursuant to Section 41 of the Planning Act for the development permitted under the Residential Two – Exception Three (R2-3) Zone is submitted to the municipality and Council

gives final approval to the site plan whereupon a Site Plan Agreement under Section 41 of the Planning Act is executed and registered on title. The site plan and site plan agreement will be in accordance with the Village's Site Plan Control Area By-law, and will include, but is not limited to:

- a. The staggering of front yard setbacks for the proposed townhomes;
- b. Landscaping/tree planting plan;
- c. Fencing and fence design; and
- d. Phased park development plan.

(c) Phased removal of Holding (h) Symbol

The (h) Holding Symbol may be removed in phases provided the conditions set out in clause (b) above for removal of the Holding Symbol have been met, to the satisfaction of the Village, for the phase.

2. Residential Two – Exception Four – holding (R2-4-h)

Until such time as the holding symbol is removed from lands described as Part of Lots 165, 166, Plan 6, in the geographic Village of Merrickville and delineated as Residential Two- Exception Four - holding (R2-4-h) on Schedule "B" (Merrickville Ward) to this By-law, in accordance with the conditions set forth herein, no person shall use land or erect or use a building or structure, except in accordance with the following:

(a) Permitted Uses

- Existing uses in existing locations
- Open space
- Passive recreation that does not require a building.

(b) Conditions for removal of Holding (h) Symbol

A site plan pursuant to Section 41 of the Planning Act for the development permitted under the Residential Two – Exception Four (R2-4) Zone is submitted to the municipality and Council gives final approval to the site plan whereupon a Site Plan Agreement under Section 41 of the Planning Act is executed and registered on title. The site plan and site plan agreement will be in accordance with the Village's Site Plan Control Area By-law, and will include, but is not limited to:

- a. The staggering of front yard setbacks for the proposed townhomes;
- b. Landscaping/tree planting plan;
- c. Fencing and fence design; and
- d. Phased park development plan.

(c) Phased removal of Holding (h) Symbol

The (h) Holding Symbol may be removed in phases provided the conditions set out in clause (b) above for removal of the Holding Symbol have been met, to the satisfaction of the Village, for the phase."

- (g) By adding the following new section **5.3.4 Holding Zones** immediately following **5.3.3 Exception Zones**:

**"5.3.4 Holding Zones**

1. Residential Three – Exception One – holding (R3-1-h)

Until such time as the holding symbol is removed from lands described as Part of Lots 1, 9 and 10, Lots 2 and 8, Plan 6, in the geographic Village of Merrickville and delineated as Residential Three- Exception One - holding (R3-1-h) on Schedule "B" (Merrickville Ward) to this By-law, in accordance with the conditions set forth herein, no person shall use land or erect or use a building or structure, except in accordance with the following:

(a) Permitted Uses

- Existing uses in existing locations
- Open space
- Passive recreation that does not require a building.

(b) Conditions for removal of Holding (h) Symbol

- A site plan pursuant to Section 41 of the Planning Act for the development permitted under the Residential Three – Exception One (R3) Zone is submitted to the municipality and Council gives final approval to the site plan whereupon a Site Plan Agreement under Section 41 of the Planning Act is executed and registered on title."

2. THAT save as aforesaid all other provisions of By-law 23-08, as amended, shall be complied with.
3. This By-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 22<sup>nd</sup> day of February, 2021.

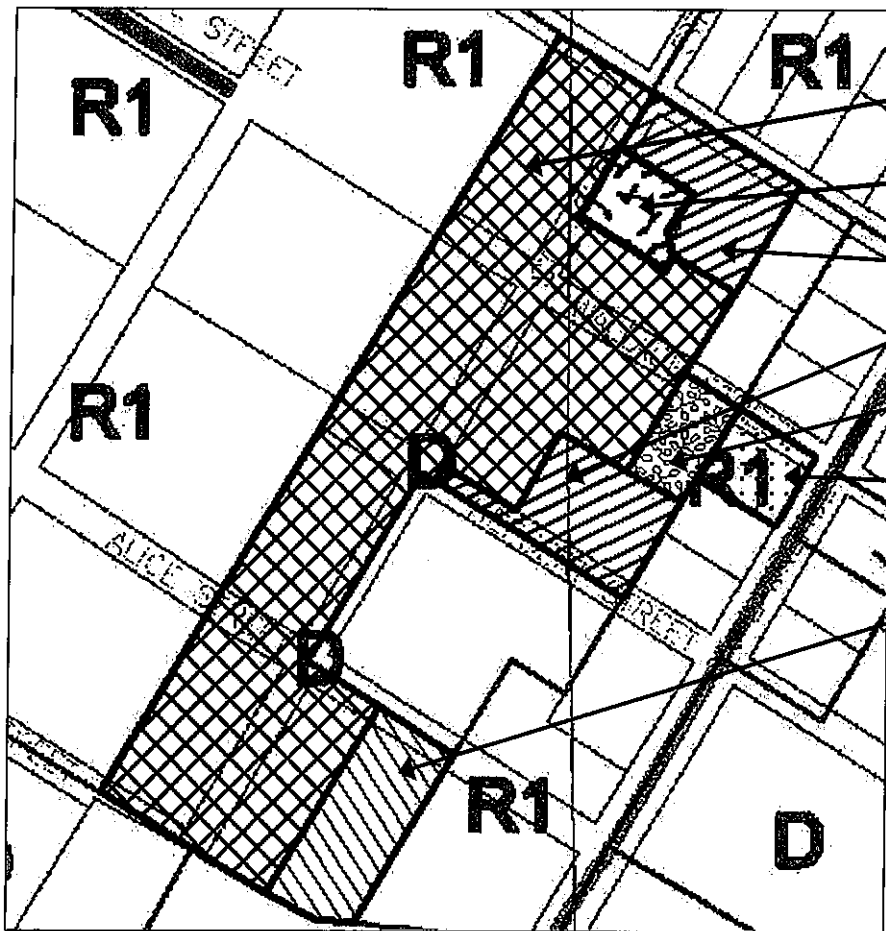
This By-law read a THIRD time and finally passed this 22<sup>nd</sup> day of February, 2021.

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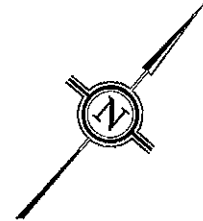
J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk



- From D to R2-3-h
- From D to R2-4-h
- From D to O
- From R1 to R2-3-h
- From R1 to R1-2
- From D to R3-1-h



Scale: N.T.S.

## Corporation of the Village of Merrickville-Wolford

**This is Schedule 'A' to the By-law Number 09-2021.  
Passed the 22<sup>nd</sup> day of February, 2021  
Signature of Signing Officers**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk

### LEGEND

- Residential Type One
- Residential Type Two
- Residential Type Three
- General Commercial
- Institutional
- Development
- Open Space

- R1
- R2
- R3
- C1
- I
- D
- O

#### Area affected by this amendment

-  From R1 to R2-3-h
-  From D to R2-4-h
-  From D to O
-  From R1 to R1-2
-  From D to R2-3-h
-  From D to R3-1-h

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**VILLAGE OF MERRICKVILLE-WOLFORD**

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**Recorded Vote Requested By:**

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

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 10-2021, being a By-law to declare property surplus to municipal needs, be read a first and second time, and that By-law 10-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW No. 10-2021**

**BEING** a By-law to declare property surplus to municipal needs

**WHEREAS** pursuant to section 270 of the Municipal Act, S.O. 2001, c. 25 as amended the council of a local municipality shall adopt and maintain policies with respect to the sale and other disposition of land;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford did pass By-law 08-10, being a by-law to establish said policy for the sale land surplus to municipal needs;

**AND WHEREAS** the Council Corporation of the Village of Merrickville-Wolford has, after due consideration, deemed it in the best interest of the Corporation to declare certain property within the municipality as being surplus to municipal needs and to sell said property;

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

1. The property legally described as a portion of Herbert Street, Plan 6, Merrickville, West of St. Lawrence Street, formerly in the Village of Merrickville, now in the Village of Merrickville-Wolford, as shown in Schedule "A" hereto and forming part of this by-law, is hereby declared to be surplus to municipal needs and shall be sold.
2. Public notice of the intent to sell the property shall be made pursuant to By-law 08-10.
3. This By-law shall take effect immediately upon the passage thereof.

**READ** a first and second time this 22<sup>nd</sup> day of February, 2021.

**READ** a third and final time and passed this 22<sup>nd</sup> day of February, 2021.

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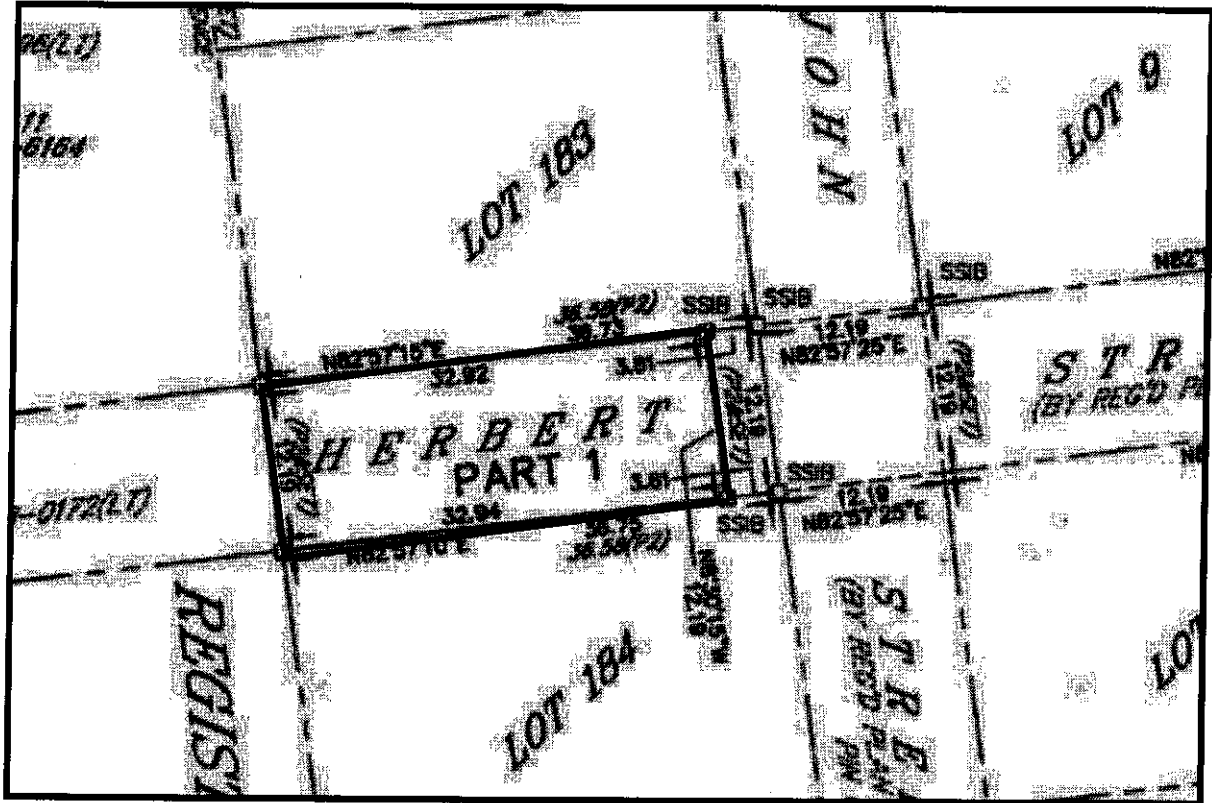
J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk/  
Director of Economic Development



SUBJECT SURVEY



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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report of Jp2g Consultants Inc. regarding a draft Site Plan Control By-law for the Village dated February 18, 2021, for information purposes.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

For Clerk's use only, if required

### Recorded Vote Requested By:

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

February 18, 2021

***Via e-mail***

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

Attn: Doug Robertson, CAO/Clerk

Dear Mr. Robertson

**Re: Draft Site Plan Control By-law  
Village of Merrickville-Wolford**

Further to your recent request, we are pleased to provide Council with a draft Site Plan Control (SPC) By-law for their consideration. This Planning Letter outlines the purpose and need for a site plan control by-law, the reasons for updating the current Site Plan Control By-law and highlights the changes that have been made with the draft SPC By-law.

Currently, the Village has Site Plan Control By-law #22-98 in force and affect. This By-law was related to the former zoning by-laws for the Village and is no longer valid. Typically, site plan control by-laws reference the "zones" set out in the Zoning By-law where SPC applies (i.e., C1, C2, M1, R2). It is common that when municipalities pass new Zoning By-laws that they also pass new Site Plan Control By-laws.

Over the past few years, there have not been many developments within the Village that require site plan control. However, with the recent draft approval of the Merrickville Grove subdivision, proposing townhouse and apartment residential development, the need for an up to date SPC By-law was evident.

Section 41 of the *Planning Act, 1990 R.S.O.* provides municipalities the authority to pass Site Plan Control By-laws. Site Plan Control is a tool available to municipalities to regulate how certain classes of development take place on properties. Typically reserved for commercial, industrial, institutional, higher density residential and environmental constraints, SPC requires the submission of Plans and Drawings to identify the "location of all buildings and structures to be erected and showing the location of all facilities and works to be provided ... including facilities designed to have regard for accessibility for persons with disabilities."

Drawing that can be requested include:

- elevation and cross-section views for each building to be erected;
- the massing and conceptual design of the proposed building;
- the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;



**Jp2g Consultants Inc.**

ENGINEERS • PLANNERS • PROJECT MANAGERS

12 International Drive, Pembroke, ON, K8A 6W5  
T 613-735-2507, F 613-735-4513, www.jp2g.com

- the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design;
- the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and,
- facilities designed to have regard for accessibility for persons with disabilities.

Essentially, SPC deals with the answering the question "how" the development will proceed.

The draft SPC By-law is intended to satisfy the policies of the current and new Official Plan for the Village, in accordance with the *Planning Act, 1990 R.S.O.* It will not be necessary to update the draft SPC By-law once the new Official Plan is approved by the United Counties. When a new Zoning By-law is passed by Council to implement the new Official Plan, there will be a need to update the draft SPC By-law at that time.

It is relevant for Council to note that the draft SPC By-law does not require site plan control for Bed and Breakfast, Group Homes, Home Occupations, Hobby Farms as would be suggested in policy 7.3.2 of existing Official Plan. The New Official Plan did not identify such accessory residential uses as needing site plan control. Based on experience, SPC is not appropriate for such uses.

The draft SPC By-law does add a new section, as required in the new Official Plan, to require site plan control for any development of lands that abut the Rideau Canal. It should be noted that the draft SPC By-law does not specifically mention site plan control for any non-residential development within the Source Water Protection Zone because all non-residential development is already subjected to SPC, as per the new Official Plan.

Clause 8 of the current SPC By-law has not been included in the draft before Council. Clause 8 deals specifically with interior building matters and is not authorized under either of the Official Plans.

We hope this Site Plan Control summary is of assistance to you. We are available when this matter comes before Council to answer any questions that they may have.

Respectfully yours,

Prepared by:

Forbes Symon, MCIP, RPP  
Senior Planner  
Jp2g Consultants Inc.

Reviewed by:

Brian Whitehead, MCIP, RPP  
Principal | Planning Services  
Jp2g Consultants Inc.

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Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 11-2021, being a By-law to designate certain lands within the Village of Merrickville-Wolford as a "Site Plan Control Area", be read a first and second time, and that By-law 11-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW NO. 11-2021**

**BEING A BY-LAW** to designate certain lands within the Village of Merrickville-Wolford as a "Site Plan Control Area".

**WHEREAS** Section 41 of the *Planning Act R.S.O. 1990* provides that where an area is shown or described as a proposed site plan control area within an Official Plan, the Council may, by by-law, designate the whole or any part of such area as a Site Plan Control Area.

**AND WHEREAS** the Official Plan of the Village of Merrickville-Wolford identifies those areas and land uses which may be subject to Site Plan Control within the Village.

**NOW THEREFOR** the Council of the Corporation of the Village of Merrickville-Wolford does enact as follows that:

1. This by-law shall be known and cited as the "Site Plan Control By-law".
2. For the purposes of this By-Law the following definitions shall apply:
  - a. "Village" means the Corporation of the Village of Merrickville – Wolford.
  - b. "Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers, as the case may be, or of sites for the location of three or more mobile homes or of sites for the construction, erection or location of three or more land lease community homes.
  - c. The definition of "development" in subsection 1. b) does not include the placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.
  - d. "Owner" means a person, corporation, firm or partnership whose interest in the land is defined and whose name(s) is specified in an instrument in the local Registry Office.
3. The entirety of lands within the geographic limits of the Corporation of the Village of Merrickville - Wolford are hereby designated as a Site Plan Control Area pursuant to Section 41(2), *Planning Act, R.S.O. 1990*.
4. Within the Site Plan Control Area, the approval of development by the Village shall be required within the following zone classifications of the Village's Zoning By-Law 23-08, as amended:
  - a. "Residential Type Two (R2)"
  - b. "Residential Type Three (R3)"
  - c. "Limited Services Residential (LSR)"
  - d. "Mobile Home Park (MHP)"

- e. "General Commercial (C1)"
  - f. "Local Commercial (C2)"
  - g. "Highway Commercial (C3)"
  - h. "Tourist Commercial (C4)"
  - i. "Shopping Centre Commercial (C5)"
  - j. "Light Industrial (M1)"
  - k. "Rural Industrial (M2)"
  - l. "Salvage Yard (M3)"
  - m. "Waste Disposal (M4)"
  - n. "Institutional (I)"
  - o. "Hamlet (H)"
  - p. "Wetland (W)"
  - q. "Environmental Protection (EP)" including lands within the 60m and 120 m setbacks.
  - r. All Special Exception Zones (-x) where site plan control is noted in the special exception zone.
5. Notwithstanding Section (4) above, the following classes of development may be undertaken without site plan approval:
- a. single-detached, semi-detached and duplex dwellings and buildings or structures accessory thereto in zones which permit residential uses as a principle use;
  - b. A "public use", as defined in the Village's Zoning By-Law, where Council has by resolution specifically exempted such use;
  - c. Agriculture, forestry or conservation buildings or structures, including buildings and structures accessory thereto;
  - d. A temporary building or structure used during construction of a permanent building or structure.
6. Notwithstanding anything to the contrary, the Village may require the submission of all plans and drawings required pursuant to Section (7) below, for any development, including a residential building containing less than twenty-five dwelling units, that is located within:
- a. the Official Plan's Heritage Special Policy Area;
  - b. a mobile home park;
  - c. lands abutting a Village road which does not meet the minimum right-of-way width of 20 m in the rural area and 16 m in the urban area;
  - d. lands that abut the Rideau Canal; and,
  - e. lands subject to an Environmental Impact Statement as required in the Official Plan.
7. No person shall undertake any development or redevelopment within the Village unless and until the Village has approved the following:
- a. Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith, including facilities designed to have regard for accessibility for persons with disabilities.
  - b. Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units, which drawings are sufficient to display,
    - i. the massing and conceptual design of the proposed building;
    - ii. the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;

- iii. the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
  - iv. matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design.
  - v. matters relating to exterior access to each building that will contain affordable housing units or to any part of such building;
  - vi. the sustainable design elements on any adjoining highway under a Village's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and,
  - vii. facilities designed to have regard for accessibility for persons with disabilities.
8. The Owner is encouraged to consult with Village Staff prior to submitting a site plan application and the associated plans and drawings for approval under Section (7).
9. As a condition to the approval of the plans and drawings referred to in Section (7), the Village may require the Owner of the land to:
  - a. Provide to the satisfaction of and at no expense to the Village any or all of the following:
    - i. widening of highways that abut on the land.
    - ii. facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
    - iii. off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
    - iv. walkways or walkway ramps, including the surfacing thereof, and all means of pedestrian access.
    - v. facilities designed to have regard for accessibility for persons with disabilities.
    - vi. facilities for the lighting, including floodlighting, of the land or any other buildings or structures thereon.
    - vii. walls, fences, hedges, trees, shrubs or other ground cover or facilities for the landscaping of the lands or the protection of adjoining lands.
    - viii. vaults, central storage, collection areas and other facilities and enclosures for the storage of garbage and other waste material.
    - ix. easements conveyed to the Village for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Village or local Board thereof on the land.
    - x. grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and wastewater from the land and from any buildings or structures thereon.
  - b. Maintain to the satisfaction of the Village and at the sole risk and expense of the Owner any or all of the facilities or works mentioned in Section (9). a., removal of snow from access ramps and driveways, parking and loading areas and walkways;
  - c. Enter into one or more agreements with the Village, dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section (9). A. and the maintenance thereof as mentioned in Section (9)(b) or with the provision and approval of the plans and drawings referred to in Section (7).



10. Any deviation from any dimension shown on the plans provided pursuant to this By-Law to a maximum of one (1) metre may be permitted provided such deviation does not result in a violation of any provision of any By-Law of the Village or applicable law.
11. The following matters relating to buildings are not subject to site plan control:
  - a. Interior design.
  - b. The layout of interior areas, excluding interior walkways, stairs, elevators and escalators.
  - c. The manner of construction and standards for construction.
12. An Irrevocable Letters of Credit, in favour of the Village of Merrickville - Wolford, shall be provided by the Owner, for the full value of the proposed site works, as determined by the Village, for all approved site works. Such irrevocable Letters of Credit, in a form approved by the Village, shall be provided to the Village prior to the execution of the site plan agreement and/or the issuance of a building permit, as determined by the Village.
13. The Agreements referred to herein shall be in a form which is registerable in the local Land Registry Office and the said agreement or agreements shall be registered against the title of the lands at the Owner's expense.
14. Any person who contravenes this By-law shall be guilty of an offence and upon conviction therefore shall be liable to a fine pursuant to the Section 67 of the *Planning Act*, R.S.O. 1990, as amended.
15. By-Law No. 22-98 of the Village of Merrickville-Wolford is hereby rescinded.
16. This By-Law shall come into force and effect on the day of passage thereof.

**READ** a first and second time this 22<sup>nd</sup> day of February, 2021.

**READ** a third and final time and passed this 22<sup>nd</sup> day of February, 2021.

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**J. Douglas Struthers, MAYOR**

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**Doug Robertson, CAO/CLERK**

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required

**Recorded Vote Requested By:**

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

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### 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 February 8, 2021 as

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

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

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

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

Monday, February 8, 2021

**Chaired by:** Mayor J. Douglas Struthers  
**Members of Council:** Councillor Don Halpenny  
Deputy Mayor Michael Cameron  
Councillor Bob Foster  
Councillor Timothy Molloy

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk  
Kirsten Rahm, Treasurer

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

**Approval of Agenda**

**R-030-21** Moved by Councillor Foster, Seconded by Councillor Molloy  
**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 February 8, 2021, as circulated.

Carried.

**Minutes:**

**R-031-21** Moved by Councillor Molloy, Seconded by Councillor Foster  
**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 January 25, 2021, as circulated.

Carried.

**Planning:**

**R-032-21** Moved by Councillor Halpenny, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive McLean Landing Phase II Planning Report Addendum of Forbes Symon of Jp2g Consultants Inc., dated January 27, 2021, for information purposes; and

That Council direct staff to forward the aforementioned report to the McLean Landing Phase II applicant for consideration; and

That Council direct staff to forward the aforementioned report to the members of the public who provided comments on the McLean Landing Phase II Draft Plan of Subdivision.

Carried.

**R-033-21** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Notice of Adoption of the United Counties of Leeds and Grenville Official Plan Amendment No. 1 dated January 22, 2021, for information purposes.

Carried.

**R-034-21** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Cherie Mills, Manager of Planning Services for the United Counties of Leeds and Grenville, regarding recommended modifications to the Village of Merrickville-Wolford's Official Plan dated January 28, 2021, for information purposes; and

That Council does hereby support the proposed modifications to the adopted Village Official Plan.

Carried.

**Finance:**

**R-035-21** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
WHEREAS due to COVID-19, many community events in the Village of Merrickville-Wolford had to be cancelled in 2020 in order to protect the safety of the public during the global pandemic;

AND WHEREAS the cancellation of these community events has left the Village with an \$11,000.00 surplus from the 2020 budget allocation to the Community Grants Program;

AND WHEREAS on December 14, 2020, Council discussed potentially allocating a portion of the aforementioned surplus to the Merrickville Food Cupboard to assist in the provision of food to families in need;

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve donating \$4,500.00 from the 2020 Community Grants Program budget allocation to the Merrickville Food Cupboard.

Carried.

**R-036-21** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-04-2021 regarding the 2021 water and wastewater rates; and

That Council does hereby give favourable consideration to By-law 07-2021, being a by-law to amend By-law 24-03, to adopt the 2021 Water and Wastewater Rates at an increase of 5%.

Carried.

**R-037-21** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

**Be it hereby resolved that:** By-law 07-2021, being a by-law to amend By-law 24-03 to adopt the 2021 Water and Wastewater Rates, be read a first and second time, and that By-law 07-2021 be read a third and final time and passed.

Carried.

**Confirming By-Law:**

**R-038-21** Moved by Councillor Halpenny, Seconded by Councillor Foster

**Be it hereby resolved that:** By-law 06-2021, being a by-law to confirm the proceedings of the regular Council meeting of February 8, 2021, be read a first and second time, and that By-law 06-2021 be read a third and final time and passed.

Carried.

**Adjournment**

**R-039-21** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 3:00 p.m. until the next regular meeting of Council on Monday, February 22, 2021 at 2:00 p.m. or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from North Grenville District High School dated February 5, 2021; and

That Council does hereby approve the Village of Merrickville-Wolford Citizenship Award in the amount of \$ \_\_\_\_\_, including the costs for engraving the plaque.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

For Clerk's use only, if required

**Recorded Vote Requested By:**

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



# North Grenville District High School

2605 Concession Road, Box 2001  
Kemptville, Ontario, K0G 1J0



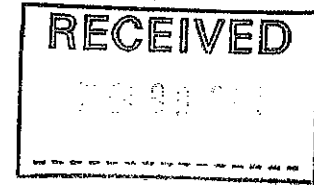
Phone: (613) 258-3481 • Fax (855) 408-0861

Website: <http://ngdhs.ucdsb.on.ca>

Principal: Mr. D. Cole Vice-Principal: Ms. K. Culhane

Thursday, February 5, 2021

Jill Eagle  
Village of Merrickville-Wolford  
317 Brock St.  
Merrickville, ON K0G 1N0



## Village of Merrickville/Worlford Township Citizenship Award

As a graduation award sponsor, we wrote to you last year to inform you about some changes that we needed to implement for the graduating class of 2020 due to Covid-19. We are writing early this year, in the event that we will need to adapt our plans for the double graduation we had hoped to host in June, to honour both the graduates of 2020 and 2021.

We at North Grenville DHS publicly honoured the Class of 2020 in June, and we distributed awards and bursaries to the recipients at the end of June. Thank you again on behalf of our award winners!

We recognize that many of our sponsors might not be in a position to sponsor an award financially for the 2021 graduation year, but we are reaching out to inform you about our plans to provide an award this June where possible. Although we might not be able to have an in-person event, we will recognise recipients and sponsors in other ways, and we are already thinking about what this could look like if it has to be that way.

What we are asking at this time is for you to email Jennifer Durant, at [jennifer.durant@ucdsb.on.ca](mailto:jennifer.durant@ucdsb.on.ca) stating whether or not you will be able to support a graduate with your award this year, and what the award would be. If you do choose to support a graduate this June 2021, cheques should be made payable to **North Grenville District High School**. Alternatively, an e-transfer can be made to: [PayPal-NGD@ucdsb.on.ca](mailto:PayPal-NGD@ucdsb.on.ca). Once the recipient of the award has been determined, we will make the cheque payable to the student. The student will be presented their award in June, and graduates and sponsors will be recognised in the 2021 ceremony that occurs.

If your award is contingent upon the student pursuing a particular field of study, we are prepared to forward a letter on your behalf, containing a contact number where he or she can reach you to provide you with proof of registration in the fall at the college or university program before you forward the award. Please indicate this requirement in your reply to Ms. Durant.

If you would like to include engraving on a plaque for your award, please include cost of engraving of \$10.00. If you wish the student to have a keeper trophy, please include the cost of \$25.00.

As we approach spring and new health guidelines are implemented the Ministry and Board of Education will determine what type of graduation ceremony might be possible both for the grads of 2021 and also last year's graduating class. Once more information is known we will write you to let you know what this graduation will entail.

***Thank you for your support of our graduates. We look forward to your continued support in 2021.***

Yours sincerely,

Principal  
Derek Cole

Commencement Chair  
Jennifer Durant

North Grenville Family of Schools



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## VILLAGE OF MERRICKVILLE-WOLFORD

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required.

**Recorded Vote Requested  
By:**

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

Resolution Number: R - - 20

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### **Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, regarding home-based food businesses dated February 11, 2021, for information purposes.

Carried / Defeated

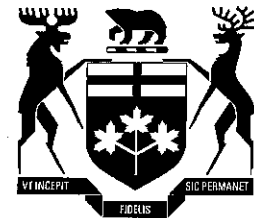
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J. Douglas Struthers, Mayor



Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales



Ontario

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
[www.ontario.ca/OMAFRA](http://www.ontario.ca/OMAFRA)

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
[www.ontario.ca/MAAARO](http://www.ontario.ca/MAAARO)

February 11, 2020

Doug Robertson  
CAO  
Village of Merrickville-Wolford  
[cao@merrickville-wolford.ca](mailto:cao@merrickville-wolford.ca)

Dear Doug Robertson:

The best small businesses are born out of a passion and a dream.

When it comes to many home-based food businesses, they start with a love of food and a cherished family recipe. Whether passionate about making grandma's coveted baked goods or a new take on homegrown pickles, jams and preserves, we are making it easier for Ontarians to share their homemade goods with their communities and turn their passion into a successful business.

As our government recently announced, Ontario has made changes to the Food Premises Regulation under the *Health Protection and Promotion Act* that allow more flexibility for small, independent businesses to sell their low-risk, home-prepared foods from their homes or at special events like farmers' markets, festivals and fairs. While these changes came into effect on January 1, 2020, the desire to start low-risk, home based food businesses has only increased during COVID, which is why we're clarifying the rules now.

Low-risk foods are non-hazardous and do not require refrigeration. They include such items as baked goods, pickles, jams and preserves, chocolates, hard candies and brittles, fudge and toffees, granola, trail mix, nuts and seeds, and coffee beans and tea leaves.

These regulatory changes support Ontario's entrepreneurs in running a home-based food business, without compromising our high standards for food safety. The changes also give Ontarians new opportunities to buy locally produced foods.

.../2



Foodland  
ONTARIO

ONTARIO  
Terre nourricière

Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

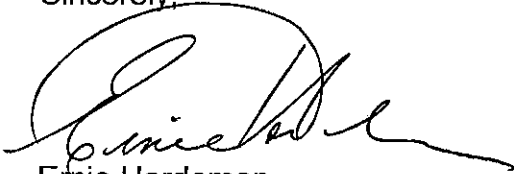
The Ministry of Health has published a guide to help such entrepreneurs take the recommended steps to succeed, in a food-safe way, in their homemade food business efforts:

[www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/selling\\_low\\_risk\\_food.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/selling_low_risk_food.pdf) I welcome you to use your networks to share this important information with those who may be interested.

Starting a home-based food business is an excellent opportunity for people across Ontario to share their culinary creativity, build a business for themselves and be part of the province's agri-food sector. Our government is committed to encouraging this growing part of the economy and to support all the good things that are grown and produced right here in Ontario.

Thank you for your support of this initiative and for all your efforts to partners with us as we strive to build strong communities and a vibrant economy in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written over a large, light-colored circular mark.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs

#### **COVID-19 Reminders**

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - [www.ontario.ca/page/covid-19-stop-spread](http://www.ontario.ca/page/covid-19-stop-spread)

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the petition from Sustainable Merrickville-Wolford regarding the request to expand the Village's Recycling Program, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required

**Recorded Vote Requested By:**

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



**Petition: Expand Recycling Program for Merrickville-Wolford  
October, 2020**

There is a lot of interest in how to reduce our own ecological footprint, reduce what we are putting in landfills, reduce demand for petroleum-based plastics, and reduce the emissions generated from our landfill sites. Many of the solutions are related to reducing our waste.

The residents and business owners of Merrickville-Wolford have been approaching us with concerns about the reduced options for recycling and waste diversion in our municipality. We are aware that at least two of our neighbouring counties, Montague and North Grenville, have recently changed contractors to Emterra Environmental, who accept a significantly broader array of items, including black plastic and polycoated cartons like gable-topped milk, juice and broth containers.

We have initiated this petition to ask the Merrickville-Wolford Council to explore ways to expand our recycling and waste diversion program for our municipality.

Please join us in asking Council to make waste diversion and management a priority for Merrickville-Wolford. We invite you to learn more about other ways to take action - we need everyone involved in creating a sustainable future. Find us at [www.sustainablemw.org](http://www.sustainablemw.org)

Thank you!  
Sustainable Merrickville-Wolford

	Name	Address	Signature
1	Mary Ross	Box 235 Merrickville	Mary Ross
2	Mafem Sletton	Box 506 Merrickville	Mafem Sletton
3	D. Grandmaitre	Merrickville	D. Grandmaitre
4	E. Long	Box 24 Merrickville	E. Long
5	J. Moizer	Box 136 Merrickville	J. Moizer
6	H. Seartes	206 Lewis St. E. Merrickville	H. Seartes
7	Sackson Wilson	PO Box 131	Sackson Wilson
8	Anthony S.	Mark St. W.	Anthony S.
9	Susan Stophel	Box 712 Merrickville	Susan Stophel
10	Karen Straznicki	3183 CR 16 Merrickville	Karen Straznicki
11	Kristina Carr	Box 561 311 Dunnington	Kristina Carr
12	Kate Wood	182 Wolford Dr.	Kate Wood

13	Leela Ramachandran	714 Kinch St.	Jasper & Kamelanda
14	Kathleen Kammels	1108 St Lawrence	Merrickville KE
15	Jane Graham	1091 Hwy 435.	Merrickville, ON Graham
16	Angie Dunn	654 Wood rd.	Smiths Falls, ON. ON. ON.
17	M.A. Whiteborne	305 Elgin St.	Merrickville Ont
18	<del>John</del>	123 William St	Merrickville. ON
19	Elizabeth Tuxes	41 Marsla Drive	Smiths Falls, ON
20	Pauline Schmidt	517 Elgin	Merrickville
21	Nick PREVISICH	517 " St.	Merrickville
22	Gene Cook	306 St. John St.	Merrickville
23	Marcia Philbin	408 Brock St. E	Merrickville
24	Andrea Howard	305 Wellington St E	Merrickville
25	Suzanne Friedrich	RR2 Merrickville	<del>_____</del>
26	LYNN SURETTE	RR# 3 M'ville	Lynn Surette
27	Claire Sexton	P.O. Box 250	Merrickville
28	Anshu Ruxford	118 Brock St Merrickville	Claire Sexton
29	Alicia Lynch	444 Craig Rd	Ch. 13. 12/1/11
30	Michelle Venables	171 County Rd 22	Michelle Venables
31	MI Chael Venables	11	Mi Venables
32	Heart Jackson	306 St. John St	Heart Jackson
33	Terry Gilhen	123 Rideau St.	Terry Gilhen
34	VICTORIA ROGERS	118 Charlotte St	Vicki Rogers
35	Jeanne Bujold	20-218 Main St. E	Jeanne Bujold
36	<del>CRAIG BRYANT</del>	<del>CARKNER RD</del>	<del>Craig Bryant</del>
37	TANYA VAN EYLE	317 ELGIN ST.	Tanya Van Eyle
38	Michele Philp	259 County Rd 23	Michele Philp
39	YVES GRANDMADRE	119 CÉCILE	Yves Grandmère
40	Staimith Cole	771 Heritage Dr	Staimith Cole
41	Carol Wether	127 Collar Hill Road	Carol Wether
42	Connie Briedley	875 Canktown Rd	Connie Briedley
42	B McKnight	111 Brock St	B McKnight

43	Julie Lefebvre	5738D Andrasí esq. J Lefebvre.	
44	Polly McCombe	342 Brock St. E	P. McCombe
45	Kate Weststrate	150 Phillip Rd Joque	<del>Weststrate</del>
46	R. Dallan	130 Cedar St	<del>Weststrate</del>
47	Michael Phillip	103 Wellington St. E	M. Phillip
48	BEVERLEY BRYANT	174 COUNTY RD 23 MERZVILLE	B. Bryant
49	Manon Gordon	312 Drummond East	
50	Elizabeth Gynalski	511 Elgin St	<del>Gynalski</del>
51			
52			
53			



**Petition: Expand Recycling Program for Merrickville-Wolford  
October, 2020**

There is a lot of interest in how to reduce our own ecological footprint, reduce what we are putting in landfills, reduce demand for petroleum-based plastics, and reduce the emissions generated from our landfill sites. Many of the solutions are related to reducing our waste.

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We have initiated this petition to ask the Merrickville-Wolford Council to explore ways to expand our recycling and waste diversion program for our municipality.

Please join us in asking Council to make waste diversion and management a priority for Merrickville-Wolford. We invite you to learn more about other ways to take action - we need everyone involved in creating a sustainable future. Find us at [www.sustainablemw.org](http://www.sustainablemw.org)

Thank you!  
Sustainable Merrickville-Wolford .

R. I. C. A. H.

	Name	Address	Signature
1	ALY R LOVIG	13746 (COUNTY) RD 15	[Signature]
2	Jessica Groll	329 DUMMICK ST E	[Signature]
3	Stephen Fuller	423 BALTON ROAD	[Signature]
4	ANNE BARR	322 MAIN ST W	[Signature]
5	Gary Drestan	711 ST. LAWRENCE ST	[Signature]
6	VERNON ASHBY	217 LEWIS ST E.	[Signature]
7	J Moore	642 CTOWN RD	[Signature]
8	Bina Jelmini	803 county rd 23	[Signature]
9	Blair Heddock	803 County Rd 23	[Signature]
10	Tony Slaw	617 Main St, E	[Signature]
11	Mary Lou Hamill	369 Wolford Centre Rd	[Signature]
12	Karlene Fletcher	511 Main St. E.	[Signature]

PIERRE DUMONT  
Riverside Camp  
Merrickville.

[Signature] MORE PAGES →

13	DEE ALEXANDER	RRA 3 PIONEER RD	MERRICKVILLE
14	Reid Alexon	"	"
15	John + Kim Hareem	503-1405 Baseline	Ottawa
16	RANDALL Stowell	202 Wolford Drive	Merrickville
17	Brendon McKay	69 Silver Horse Cres	B. McKay
18	Bobbie Giles	120 Farm Mestitz	Merrickville.
19	Kicky Lee	"	"
20	Julie Terpstra	198 Wolford Dr.	Merrickville
21	NATALIE BERNICKY	615 PUTNAM RD	MERRICKVILLE.
22	STEVE & SYLVIE	554 Pine Vista	Orleans
23	GARY + LOENA BARKER	3492 6th Concession	Joyceville Ont.
24	Jill Dulmage	Nelly's Room	Merrickville
25	MARGARITA PARDO	76 DAVID DR.	OTTAWA.
26	Carol Soutar	113 COLONELBY WAY	MERRICKVILLE
27	Lorrie Sutterlin	Box 18	"
28	Andre Sporeing	323 Main	"
29	Pat McMurchy	119 Ash hawn	Merrickville
30	Larry Taylor	482 QUEEN	SMITHS FALLS
31	<del>Paul Peter</del>		
32	Paul		
33	John Switzer	#59 CRY RD 7	Rock Springs
34	HORASIA	202 Wolford Dr	MERRICKVILLE
35	EDDA SMITH	de Senabris Gate M	Orith
36	MIKE LAFLUQUE	312 MILL ST	Abitibi Office
37	Anne-Sophie Mullen	413 King St Brockville	
38	KEVIN MUIR	111 CHARLES KOPPEL	Merrickville
39	ANASTIE WATKINS	" "	MERRICKVILLE.
40	Michelle Bowman	240 Donegan St. Listowel	Merrickville
41	Bethany Ghent	1019 MacLanzer Rd	Bethany Ghent
42	Fiona Davidson	381 Lenthwic Ln.	from down



43	DAVE GRADY	613 497-8224	Dave
44	JAY HOWDEN	613-262-8427	Jay
45	CYN McLEARY	269-3028	Cyn
46	Sophia Kheipie	613-617-2514	Sophia
47	Anne-Sophie Muller	613-275-4512	AS
48	Chantal Holzg	323 main st W 306	Chantal
49	Chris Chimny	818 ST. LAWRENCE STREET	Chris
50	Chuck MacTavris	Job Bank St	Chuck
51	Tamara Wong	5451 Glenmore Rd	Tamara
52	Pat Watson	212 Colborne St E	Pat
53	HELEN BEAZIER	613-269-3134	Helen

Anita deVries Bunn 613 299 1547 Anita Bunn

~~Lynn Tobias 613-498-7060~~  
Wendy Hall

Kelley Mulrooney 613-898-2987 Kelley  
 BRIAN SERVICE 218 Lewis W Brian  
 Deanna Perry 111 Aaron Merrick Drive Deanna  
 Diana MacKay 613-222-2227 Diana  
 Hutton Mackay 613-222-2227 Hutton  
 Heather O'Neill 2209 River Road 780-838 8235 Heather  
 Leslie Guilmett 613 269 373 Leslie  
 May An King-shin 144 Woodruff Lane May  
 Peggy Lavigne 223 Main St E Merrickville Peggy  
 Cheryl McGahey 617 Shawville Cheryl  
 Michelle Davis 406 Elgin St. Michelle  
 Emil Cote 113 Aaron Merrick Dr. Emil  
 Donna Brierley 875 Carleton Place Donna  
 Teresettanton 498 Armstrong Rd. Teresettanton

Janet Haskell	705-917-4534	<del>Janet</del>
Stephane Candron	3126 Drummond	<del>S Candron</del>
Heather Snow	1047 County Rd 43	<del>H Snow</del>
Troy Murphy	629 Reed	<del>T Murphy</del>
Lesley Strutt	123 William	<del>L Strutt</del>
Jim Skelding	412 main E	<del>J Skelding</del>
Yvonne Machika	106 Aaron Mer. Dr.	<del>Y Machika</del>
<del>Yvonne</del> Tanya Pruney	423 Main St.	<del>T Pruney</del>
Laura Harwin	RR2 Jasper	<del>L Harwin</del>
Grace Muir	RR2 Jny	<del>G Muir</del>
<del>Christina Dean</del>	<del>Christina Dean</del>	
<del>Angela Dean</del>	<del>Angela Dean</del>	
Simon Eadie	1293 CTRD 43	Simon Eadie

## Sustainable Merrickville-Wolford - A Potluck Action Group

Recipient: Doug Struthers, Councillor Malloy, Councillor Foster, Councillor Cameron, Don Halpenny

Letter: Greetings,

### Expand Recycling Program for Merrickville-Wolford

There is a lot of interest on how to reduce our own ecological footprint, reduce what we are putting in landfills, reduce demand for petroleum-based plastics, and reduce the emissions generated from our landfill sites. Many of the solutions are related to reducing our waste. Increasing our options for recycling is an important step!

The residents and business owners of Merrickville-Wolford have been approaching us with concerns about the reduced options for recycling and waste diversion in our municipality. We are aware that at least two of our neighbouring counties, Montague and North Grenville, have recently changed contractors to Emterra Environmental, who accept a significantly broader array of items, including black plastic and cartons.

We have initiated this petition to ask you, the Merrickville-Wolford Council, to explore ways to expand our recycling and waste diversion program for our municipality. We are asking that you explore other suppliers who provide better solutions.

Now is the time to commit to a supplier who can offer as many solutions as possible for waste diversion. Let's be proactive rather than reactive!

Please know that Sustainable Merrickville-Wolford will be ready to work with you to help implement an improved waste diversion plan for optimal success.

# Signatures

<b>Name</b>	<b>Location</b>	<b>Date</b>
Michele Andrews	Elizabethtown-Kitley, Canada	2020-10-01
Anney de Gobeo	Merrickville, Canada	2020-10-01
Carol McKinley	Merrickville, Canada	2020-10-01
Jared White	Merrickville, Canada	2020-10-01
Claire Sexton	Merrickville, Ontario, Canada	2020-10-01
Susana Muñoz	Madrid, Spain	2020-10-01
James Glenn	Merrickville, Ontario, Canada	2020-10-01
Judy Bellefeuille	Merrickville-Wolford, Ontario, Canada	2020-10-01
Laura Starkey	Merrickville, Ontario, Canada	2020-10-01
Pam HANSEN	Merrickville, Ontario, Canada	2020-10-01
Mariana Aitken	Merrickville, Ontario, Canada	2020-10-01
Rosalind Kinnear	Merrickville, Canada	2020-10-01
Heather Snow	Merrickville, Canada	2020-10-01
Jenna Miles	Dartmouth, Canada	2020-10-01
Micael cameron	Merrickville-wolford, Ontario, Canada	2020-10-01
Beth Tooley	Merrickville, Ontario, Canada	2020-10-01
Donna Dafoe	Merrickville, Ontario, Canada	2020-10-01
Bronwen McKnight	Merrickville, Canada	2020-10-01
Yves Grandmaitre	Merrickville, Canada	2020-10-01
Debbie Weedmark	Killaloe, Ontario, Canada	2020-10-01

<b>Name</b>	<b>Location</b>	<b>Date</b>
Michelle Langevin	Merrickville, Quebec, Canada	2020-10-01
David Cherry	Merrickville, Ontario, Canada	2020-10-01
Claudette Hart	Merrickville, Canada	2020-10-01
Michelle Lehman	Elgin, Ontario, Canada	2020-10-01
Teresa Hanlon	Canada	2020-10-01
Jane Graham	Merrickville, Ontario, Canada	2020-10-01
Lori Reynolds	Merrickville, Ontario, Canada	2020-10-01
mckenzie nichols	Wetaskiwin, Canada	2020-10-01
Alex Illingworth	Saskatoon, Canada	2020-10-01
Shelby Dymant	Canada	2020-10-01
Abby Walker	Kitchener, Canada	2020-10-01
Joelle Schmid	Saint George's, Canada	2020-10-01
Maria Harrington	Edmonton, Canada	2020-10-01
Steve Marion	Ottawa, Canada	2020-10-01
emerson hollinger	Regina, Canada	2020-10-01
Farzaneh Farahani	Toronto, Canada	2020-10-01
Joyce Busher	Belle River Ontario, Canada	2020-10-01
Aisha Shaikh	North Bay, Canada	2020-10-01
Nazi Bahremand	West Vancouver, Canada	2020-10-01
Madison Kempster	Edmonton, Canada	2020-10-01
Jordyn Riou	Yellowknife, Canada	2020-10-01
Josephine Caporale	Ottawa, Canada	2020-10-01

<b>Name</b>	<b>Location</b>	<b>Date</b>
Abrar Elhaj	Edmonton, Canada	2020-10-01
Josh Terpstra	Merrickville, Canada	2020-10-01
jenny solar	Cobden, Canada	2020-10-01
Terry Gilhen	Merrickville, Canada	2020-10-01
Karen Murphy	Merrickville, Canada	2020-10-01
Kim Bradbury	Ottawa, Canada	2020-10-01
Amanda Whetstone	Brantford, Canada	2020-10-01
Debbie Minard	Merrickville-Wolford, Ontario, Canada	2020-10-01
Siobhan Sexton	Merrickville, Ontario, Canada	2020-10-01
Nick Hansen	Canada	2020-10-01
Emalie Kamrath	Kemptville, Canada	2020-10-01
Sammie Heykoop	Oakville, Ontario, Canada	2020-10-02
Ram Ven	Toronto, Canada	2020-10-02
Sally MacInnis	Merrickville, Ontario, Canada	2020-10-02
Chuck Willemsen	Merrickville-Wolford, Ontario, Canada	2020-10-02
Dawn Rodger	Merrickville, Ontario, Canada	2020-10-02
Monique Forgues-Paradis	Merrickville, Ontario, Canada	2020-10-02
Janet Starkey	Merrickville, Canada	2020-10-02
Numan Gondal	Brampton, Canada	2020-10-02
getFlipped◆ neat	Brampton, Canada	2020-10-02
Fiona Girard	Penticton, Canada	2020-10-02
Christina Hayes	Merrickville, Canada	2020-10-02

<b>Name</b>	<b>Location</b>	<b>Date</b>
Kim Kane	Woodstock, Canada	2020-10-02
Kenna McCall	Merrickville, Ontario, Canada	2020-10-02
Charlotte Battigelli	Edmonton, Canada	2020-10-02
Prisca Pierre	Montréal, Canada	2020-10-02
Somayeh Mehrabi	Anmore, Canada	2020-10-02
Ivan Bull	Edmonton, Canada	2020-10-02
Marilyn Nicholson	North Augusta, Canada	2020-10-02
Mike and Pat Watson	Merrickville Wolford, Prince Edward Island, Canada	2020-10-02
Holly Dean	Merrickville, Canada	2020-10-02
Gina McCormick	Merrickville, Ontario, Canada	2020-10-02
Todd Royer	North Augusta, Ontario, Canada	2020-10-02
Pam Marriott	Merrickville, Canada	2020-10-02
Lisa McShane	Merrickville, Ontario, Canada	2020-10-02
Howaida Sorour	Markham, Ontario, Canada	2020-10-02
ayana blackwell	Saint Albert, Canada	2020-10-02
jessica nwaefidoh	Brampton, Canada	2020-10-02
Genevieve Dsouza	Whitby, Canada	2020-10-02
Mikaelle Gouin Dominique	Montréal, Canada	2020-10-02
Fred McFarland	Merrickville-Wolford, Ontario, Canada	2020-10-02
Cathy Kamrath	Ashland, Oregon, US	2020-10-02
Mike Bakker	Merrickville, Canada	2020-10-02

<b>Name</b>	<b>Location</b>	<b>Date</b>
Julie Bush	Merrickville, Quebec, Canada	2020-10-02
Kelly Bakker	Merrickville, Quebec, Canada	2020-10-02
Marie Eve turcotte	Ottawa, Ontario, Canada	2020-10-02
Laurie Turpin	Merrickville, Ontario, Canada	2020-10-02
Graeme Bonham-Carter	Merrickville, Ontario, Canada	2020-10-02
Diana MacKay	Merrickville, Canada	2020-10-02
Wendy Quarry	Merrickville, Ontario, Canada	2020-10-02
Sally McRae	Merrickville, Ontario, Canada	2020-10-02
Lianne Arbour	Merrickville, Ontario, Canada	2020-10-02
Kevin Bridge	Merrickville, Ontario, Canada	2020-10-02
Sandy Ochoski	Merrickville, Canada	2020-10-02
Shelley Innes	Merrickville, Canada	2020-10-02
Katherine Rannels	Ottawa, Canada	2020-10-02
Ann Martin	Burritt's Rapids, Canada	2020-10-02
Dustin Hall	Kemptonville, Quebec, Canada	2020-10-02
Nancy Johnston	Kemptonville, Canada	2020-10-02
Lois Driscoll	Markham, Ontario, Canada	2020-10-02
Susan Vandenassem	Calgary, Canada	2020-10-02
Jane Baird	Ottawa, Canada	2020-10-02
Robyn Fredrickson	Merrickville, Ontario, Canada	2020-10-02
Katherine Drotos	Guelph, Canada	2020-10-02
C D	Ottawa, Canada	2020-10-02



<b>Name</b>	<b>Location</b>	<b>Date</b>
Karen Straznicky	Merrickville, ON, Ontario, Canada	2020-10-02
Cheryl Geeson	Merrickville ON, Ontario, Canada	2020-10-02
Gill Gray	Markham, Ontario, Canada	2020-10-02
Wendy Stokes-Earl	Merrickville, Ont, Ontario, Canada	2020-10-02
Kristina Carr	Merrickville, Ontario, Canada	2020-10-02
Audrey Bridge	Merrickville-Wolford, Ontario, Canada	2020-10-03
Fiona Bladon	Perth, Canada	2020-10-03
Alice Mills	Merrickville On, Ontario, Canada	2020-10-03
Brad Jones	Edmonton, Canada	2020-10-03
Jack Rossi	North Augusta, Ontario, Canada	2020-10-03
Donna Brierley	Merrickville, Ontario, Canada	2020-10-03
Glen Moore	Toronto, Canada	2020-10-03
Kaitlin Purdy	Victoria, Canada	2020-10-03
Andrea Sparling	Mansonville, Canada	2020-10-03
Andrew Marchant	Merrickville, Ontario, Canada	2020-10-03
Charles Fournier	Canada	2020-10-03
Lydia Reynolds-Royer	North Augusta, Ontario, Canada	2020-10-03
Kent Smith	Nanaimo, Canada	2020-10-03
Laurie Carter	Merrickville, Ontario, Canada	2020-10-03
Bruce Kemp	Ottawa, Canada	2020-10-03
Lesley Strutt	Merrickville, Quebec, Canada	2020-10-03
M. Starr	Haisla, Canada	2020-10-04

<b>Name</b>	<b>Location</b>	<b>Date</b>
Douglas Gray	Nepean, Ontario, Canada	2020-10-04
Val Navarro	Guelph, Canada	2020-10-04
Reesa Bruce	Strathmore, Canada	2020-10-06
Matt Beauchamp	Ottawa, Canada	2020-10-06
Lena Talback	Merrickville, Ontario, Canada	2020-10-06
Erin Joseph	Barrie, Canada	2020-10-06
Tanya Van Eyk	Merrickville, Canada	2020-10-07
Mckenna Mullins	Chatham, Canada	2020-10-07
Moira Glover-Trus	Ottawa, Canada	2020-10-07
Eden Guppy	Richmond Hill, Canada	2020-10-07
Ethan Gonsalves	Scarborough, Canada	2020-10-07
David Tosh	Milton, Canada	2020-10-07
Nicolle Jackson	Racine, US	2020-10-07
Joan Klatt	Oakville, Ontario, Canada	2020-10-07
Roger Urquhart	Cornwall, Canada	2020-10-07
Husna Mahmood's	Slough, UK	2020-10-08
Norm Wilmes	Yuba City, US	2020-10-08
Robert Moore	Port Hope, Canada	2020-10-08
Nicholas chatfield	Dagenham, UK	2020-10-08
Gladys Bleakney	Collingwood, Canada	2020-10-08
Saboor Fatima	Toronto, Canada	2020-10-08
Steeve Richard	Merrickville, Canada	2020-10-10

<b>Name</b>	<b>Location</b>	<b>Date</b>
Sophie Richard	Ottawa, Ontario, Canada	2020-10-10
Karyn Kant	Merrickville, Canada	2020-10-10
Sophie Salter	Halifax, Nova Scotia, Canada	2020-10-10
Madie Bibeau	Edmonton, British Columbia, Canada	2020-10-10
Jasmine Hashemi	Nepean, Ontario, Canada	2020-10-10
Masha Karaganova	Kanata, Canada	2020-10-10
Amina Elsharif	Ottawa, Ontario, Canada	2020-10-11
Dennise Taylor-Gilhen	Merrickville-Wolford, Ontario, Canada	2020-10-11
Madison Turpin	Ottawa, Canada	2020-10-11
Javier Sanchez	Kanata, Canada	2020-10-11
Kiefer Delorme	Merrickville, Canada	2020-10-11
Jane Coghlan	Merrickville, Canada	2020-10-13
Michele Philp	Merrickville, Ontario, Canada	2020-10-14
Troy Munn	Kelowna, Canada	2020-10-14
Sandra Tennant	Trenton, Ontario, Canada	2020-10-14
Shaina Mcparlon	Vancouver, Canada	2020-10-23
Shulamit Ber Levtov	Merrickville-Wolford, Ontario, Canada	2020-10-24
ian harvey	jasper, on, Ontario, Canada	2020-10-24
Leia Atkinson	ottawa, Quebec, Canada	2020-10-26
Yanagisawa Shuya	Ottawa, Ontario, Canada	2020-10-27
Megan Hunt	Dartmouth, Nova Scotia, Canada	2020-10-27
Chris Weissflog	Kemptville, Canada	2020-12-03

<b>Name</b>	<b>Location</b>	<b>Date</b>
Derek Smith	Merrickville, Canada	2020-12-03
Andrew McKay	Montréal, Canada	2020-12-03
Marcia Phillips	Merrickville, Canada	2020-12-03
timi wood	Ottawa, Canada	2020-12-26
Liz Cote	Windsor, Canada	2020-12-27
Holly Veley	Merrickville, Ontario, Canada	2021-01-16
Mary Kate Laphen	Merrickville, Canada	2021-01-16
veronique chausse	Merrickville, Ontario, Canada	2021-01-17
Wendy Forster	UK	2021-01-17
Craig Harrison	Morpeth, UK	2021-01-17
Isabelle Picerno	Kitchener, Canada	2021-01-17
Paul Overton	Camberley, UK	2021-01-17
Georgia Quewezance	Wadena, Canada	2021-01-17
Jesse Beaumont	Coventry, UK	2021-01-17
Angelice Griffin	Orillia, Canada	2021-01-17
Melanie Cabral	Mississauga, Canada	2021-01-17
ALIA CHSMDKD	Essex, Canada	2021-01-17
Henry Shepherd	cambridge, England, UK	2021-01-17
Katherine Wood	Kitchener, Canada	2021-01-17
Leonie de Young	Toronto, Canada	2021-01-17
Joan Klatt	Skilled, Canada	2021-01-17
Sapphire Pearl	Vancouver, Canada	2021-01-17

<b>Name</b>	<b>Location</b>	<b>Date</b>
Kate Rankin-Goodman	London, Canada	2021-01-17
J Vez	Ottawa, Canada	2021-01-17
Lane Nickerson	Edmonton, Canada	2021-01-17
Merisha Maraj	Maple, Canada	2021-01-17
Damien Demers	Calgary, Canada	2021-01-17
Austin G.	nowhere, Canada	2021-01-17
Gail Bouchard	Burnaby, Canada	2021-01-17
Bryce Stewart	Victoria, Canada	2021-01-17
disgusting rat	Canada	2021-01-17
Jesse Olson	Mission, Canada	2021-01-17
Janis Gibbs	Brampton, Canada	2021-01-17
Christopher Stimson	Akron, Canada	2021-01-17
Ron Cwang	Canada	2021-01-17
Khemraj Kasee	Kitchener, Canada	2021-01-17
Clare Lowe	Gabriola, Canada	2021-01-17
Thomas Wills	Saint Catharines, Canada	2021-01-17
Graham Ashby	Merrickville, Ontario, Canada	2021-01-17
darryl engerdahl	South Slocan, Canada	2021-01-17
Lucy E. Kieken	Yellowknife, Canada	2021-01-17
Simmi B	Abbotsford, Canada	2021-01-17
Marina Levente	Winnipeg, Canada	2021-01-17
karo hill	Vancouver, Canada	2021-01-17

<b>Name</b>	<b>Location</b>	<b>Date</b>
Peter Finn	Stockport, UK	2021-01-18
Chris Balicki	Merrickville, Ontario, Canada	2021-01-18
Katie Weststrate	Merrickville, Canada	2021-01-19
Natalie Bernicky	Kemptville, Canada	2021-01-19
Merit Banner Banner	Merrickville, Ontario, Canada	2021-01-19
Cheryl Christian	Merrickville, Ontario, Canada	2021-01-19
Cheryl Kemp-Long	Merrickville, Quebec, Canada	2021-01-19
Lori McIntosh	Merrickville, Canada	2021-01-19
Julie Terpstra	Merrickville, Canada	2021-01-19
Maressa Durocher	Merrickville, Canada	2021-01-20
Justin Durocher	Toronto, Ontario, Canada	2021-01-20
Jessica Grol	Ontario, Canada	2021-01-22
Ryan Tooley	MERRICKVILLE, Ontario, Canada	2021-01-24

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Nick Previsich, President of the Merrickville Artists' Guild, regarding a request for bench installation in memory of Lesley Strutt, dated February 14, 2021, for information purposes; and

That Council does hereby approve the installation and dedication of a bench to be located in the Merrickville-Wolford Cenotaph Park in memory of Lesley Strutt.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required

**Recorded Vote Requested By:**

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

## Christina Conklin

---

**From:** NICK PREVISICH  
**Sent:** Sunday, February 14, 2021 8:19 AM  
**To:** Mayor; Bob Foster; Timothy Molloy; Michael Cameron  
**Cc:** Brad Cole - Public Works Department; Christina Conklin  
**Subject:** Request for a Bench Installation  
**Attachments:** Scan 2021-2-14 07.59.25.pdf

Hello Council Members and Municipal Office Officials

This is a formal request for the installation and dedication of a bench to be located in the Merrickville-Wolford Cenotaph Park on St. Lawrence Street in memory of Merrickville resident, Lesley Strutt.

Lesley was a key member of Merrickville Artists' Guild and a strong supporter of the arts in our community. She gave considerable effort and thought in all her many activities on MAG's behalf. For those who knew her well she had an exuberant personality and brought joy to many people. When you had a discussion with Lesley, you always came away with a smile on your face.

A talented and published writer, poet and educator Lesley was an active member of the League of Canadian Poets. She had a PhD in Linguistics and taught at the University of Ottawa and held positions at the Social Sciences and Humanities Research Council and at the Canada Research Chairs program.

Her love of trees spurred her to create an insightful anthology of poems published by the League of Canadian Poets in 2018 titled, Heartwood, Poems For The Love Of Trees. She also wrote a novel, On The Edge published by Inanna Press in 2019 - a wonderful story about a girl's courageous sailing adventure.

The Merrickville Artists' Guild has started a fund - The Lesley Strutt Poetry Prize to encourage and support creative writers and poets in their efforts. We would like to install a poet's bench in her honour at Merrickville's Cenotaph Park in a suitable location. We hope that residents and visitors alike will sit on the bench and be inspired.

Below is a letter of support from the Royal Canadian Legion Branch 245. We are prepared to purchase and/or build the bench to whatever specifications are needed. If approval is granted, we would like to move forward swiftly - perhaps installing the bench in April of 2021 which is National Poetry Month in Canada.

I would be happy to answer any questions or provide any additional information as needed.

Thank you for your consideration.

Nick Previsich  
President  
Merrickville Artists' Guild





The Royal Canadian Legion Branch 245  
229 Main St. West  
P.O. Box 345  
Merrickville, Ont.  
K0G 1N0

February 6, 2021

To whom it may concern:

Branch 245 supports the initiative by the Merrickville Artists' Guild to place a bench in Cenotaph Park in dedication to Lesley Strutt who is a resident of Merrickville and an accomplished published poet, author and educator. Lesley is the recently deceased wife of one of our members Comrade Chuck Willemssen.

Yours sincerely,

Lee Homing,  
President,  
Royal Canadian Legion Br 245

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required

**Recorded Vote Requested By:**

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

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following, for information purposes:

1. Merrickville Public Library Board Minutes of January 14, 2021; and
2. Merrickville Public Library Board Minutes of January 21, 2021.

Carried / Defeated

---

J. Douglas Struthers, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on January 14, 2021 at 10:00 am via Zoom.

Present: M-W: Brian Reid, John Harris, Carole Roberts, Victor Suthren, Timothy Molloy,

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets:

Meeting called to order at 10:10 am.

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

**2. Adoption of Agenda:**

- With addition of Board Chair Election and an in camera item. Moved by Carole; seconded by Wendy. ADOPTED.

**3. Election of Board Chair 2021:** Brian Reid was acclaimed as Board Chair for 2021.

**4. Approval of Minutes:**

- Dec 10/20 board meeting – Moved by Timothy; seconded by John. APPROVED.

**5. Correspondence:**

- Forwarded updates from SOLS re: library service during the new lockdown and state of emergency.

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

**7. Friends of the Library Report:** No report; however, the Friends have a meeting coming up at the end of January.

**8. Report from Council:** The budget meetings have not yet been set, but may be later this month. Mary Kate will contact the Treasurer. Councillor Molloy did not have any information on whether the new subdivisions would start being occupied by the end of 2021 (as is rumoured).

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

- **Lockdown:** Mary Kate gave an verbal update on how the Library has pivoted with the new lockdown (as of Dec 26) and escalation to state of emergency (as of today). A service update is also posted on the Library website.

**10. Other Business:**

**i. Updates:**

- a. Performance Review:** The CEO review has been completed. Brian will send a letter regarding this to both Councils (Merrickville-Wolford and Montague), for information purposes. The staff review may be somewhat delayed, but will be conducted as soon as a mutually convenient time can be arranged.

It was suggested during the CEO review that the Performance Review forms be reviewed for updating and possible revisions. Carole and John will work with Mary Kate on this.

- b. JASI:** Our JASI set up by the OLS-N technical staff is underway; however, there is no firm timeline at the moment.

**ii. Library Roof:** Mary Kate to send out the roof RFQ again this month. Will send to the list of contacts from last fall, but are open to other suggestions.

**iii. Policy/Procedure Review:** (for information purposes)

- a. Lockdown Safety Plan:** Reviewed the Library's revised pandemic safety plan for this lockdown (required by provincial regulation). A copy is posted for staff reference at the circulation desk. Information relevant to the public is posted on the library website and at the library entrance.

- b. Collection Development Plan:** Reviewed the updated Collection Development Plan

**iv. Financial/ Budget 2021**

- **Budget 2021:** Mary Kate will submit our budget request following this meeting. Discussed a budget presentation re: the building grant and how this might be handled during the pandemic. Mary Kate will bring this up with the Treasurer when inquiring about the dates for the budget deliberations.
- **Library Reserve** – Mary Kate will also inquire about the proposed meeting between the Treasurer and John Harris & Mary Kate re: the Library Reserve (said meeting proposed by the Mayor and Board Chair).

**v. In Camera:**

The Board moved to go into an in camera session to discuss matters that fall under the following

category

- Personal matters about an identifiable individual, including library board or employees
- Labour relations or employee negotiations

Motion to go in camera: Moved by Brian; seconded by Timothy. APPROVED.

Staff having been given direction, the Board rose from the in camera session.

11. Meeting Adjourned. **Next meeting:** Thurs, Feb 11, 2020 at 10:00 am via Zoom.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

### Statistics

December	Dec 2020	Nov 2020	Dec 2019	Dec 2018	2017
<b>Patrons</b>	<b>604</b> 93 OverDrive users (unique)	<b>671</b> 86 OverDrive users (unique)	817 w/mtgs 837 - 5.5%	871 - 3% w/mtgs 886	900 -10% w/mtgs 900
<b>(Kids/Youth)</b>	<b>106 (42k / 64y)</b>	<b>85 (30k / 55y)</b>	230 (61 / 169)	160 (46 / 114)	242 (95 / 147)
<b>(Progs)</b>	In Library 57- (4 prgs + Xmas activity stations) Virtual Programs 33 (2 progs + 1 hybrid) 25 views (YouTube)	In Library 28- (5 prgs) Virtual Programs 8 (1 program) 34 views (YouTube)	64-in (5 prgs.) 234-out of Lib, (5- prgs, 8 CVs)	87-in (6 prgs, 2 CV ) 201-out of Lib, (4- prgs, 3 CV)	89-in (13 prgs in) 241-out of Lib (3-prgs, 14 CV)
<b>Mtg Rm users</b>	0 in liby ( 0 mtgs) 38 Zoom (4 mtgs)	12 in liby ( 3 mtgs) 20 Zoom (3 mtgs)	20 (6 mtgs)	15 (1 mtgs)	0 (0 mtgs)
<b>Circulation</b>	<b>TOTAL: 2378</b> Lib: 1624 OverDrive: 672 (circ) Kanopy 82 (plays)	<b>TOTAL: 2032</b> Lib: 1320 OverDrive: 622 (circ) Kanopy 90 (plays)	TOTAL 1723 -19% Lib: 1345 -21% OverDrive: 378 (circ)	TOTAL 2123 +12% Lib: 1707 +6% OverDrive: 416 (circ)	TOTAL: 1893 - 8% Lib: 1613 -12% OverDrive: 280 (circ)
<b>(Adult/Child)</b>	(A-1045, J-565, T-14)	(A-913, J-384, T-23)	(A-911, J-421, T-13)	(A-1356, J-338, T- 13)	(A-992, J-360, T- 25)
<b>Internet use (+wireless):</b>	<b>117</b> (41 / 76 wifi)	<b>183</b> (79 / 104 wifi)	191 +18% (153 / 33w / 5 Tab)	162 -28% (124 / 33w / 5 Tab)	225 -24% (191 / 27w / 7 Tab)
<b>ILL borrowed/lent:</b>	43 in / 40 out	42 in / 47 out	33 / 36	49 / 48	79 / 52

Visits continue to be down from previous years, but circulation was up in December – from last month, and last December. Ebook/audiobook use continues strong and Kanopy is steady. Computer and wifi use was down.

### Programs & Services:

Virtual meeting space continues to be used by the community. No in library meetings this month.

### Children's Programs:

**StoryTime:** In library StoryTime went well during Dec with our small group of regulars; but is on hiatus during the lockdown. I continue to post weekly pre-recorded stories (the publisher permissions have been extended for this), but may consider a facebook live session if the lockdown continues.

**Christmas activities:** The green screen photos, simple Christmas crafts spaced throughout the library, and take home craft were pleasantly festive. They didn't do quite as well as Halloween, but were appreciated by the families that dropped by to participate because of the general lack of Christmas activities for kids this year

**Book Clubs:** We are hosting Zoom meetings for 4 book clubs, and supplying books for 2 more. The Library Book Club shifted to just Zoom due to the lockdown.

**Adult Art Group (Zoom):** This is continuing to meet monthly via Library Zoom and seems to be going very well. Gloria Stowell is leading.

**Off the Shelf (Zoom):** Our Christmas Off the Shelf by Zoom was well-attended. We are still working out some technical difficulties. I have contacted Michael Phillips about scheduling another for late Jan or early Feb.

**Virtual Meeting Room:** In addition to library programs and book clubs, we hosted meetings for the Trails society and Ahimsa Naturopathic's free holiday yoga sessions.

**Internet:** Use was down this month.

**InterLibrary Loans:** Much the same as last month. Has been fairly steady during the fall. ILL is continuing to run during this lockdown, but shipping seems to be a bit slower due to reduced staffing and holiday mail use.

**Seniors Home:** Rosebridge Manor does not want loans at this time.

**Pools:** Nothing new. I have not heard when the next rotations are going to be.

**Meeting Room:** The meeting room is still being used to house quarantined returns, and extra chairs, etc.

**Collection:** Fewer new books came in during the holidays, but this has started to pick up. Our collection of puzzles has received a number of donated puzzles, but is also starting to suffer from lost pieces.

**Volunteers:** Our volunteers are on hiatus during the lockdown.

**Donations:** We received a few end of year donations, and have received one specifically for ILL postage costs in 2021.

**Facilities:** No problems over the holidays .

**Publicity/Outreach:** Have been publicizing library services available during lockdown (curbside, online resources) on the website, Facebook and posted signs. Will be reiterating for the newer state of emergency. The website and Facebook were fine and periodically updated over the holidays – the municipal office was under the (as far as I know) mistaken impression that the website was down then, but I don't have any details. Will be doing my usual column for the February Phoenix.

**Partnerships/Outreach:** There's a new story up on the Story Trail (am publicizing this). The Trails Society is interested in mounting a display board/case on the Library exterior (side porch wall) with information re their Riverwalk Trail (under development). I will be contacting Sustainable Merrickville-Wolford re: the seed library shortly.

Extracurricular Networking: with the Chamber of Commerce (social media, etc) and Merrickville Public School (Parent Council community rep).

**Professional Development, Meetings, etc:** Attended a SOLS CEO networking meeting (Zoom) re: the new lockdown and general roundtable discussion.

**Grants, etc:** The provincial Annual Survey submission period will start soon. Will be collecting year-end data for this.

**Plans for month:** Will continue to do curbside and other permissible library services and work on letting people know they are available. Will be gathering year-end/Annual Survey/Annual Report data. Will try to work on this at home where possible. Will proceed with the JASI switchover as that becomes available.

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board Special meeting was held Jan. 21, 2021 at 10:00 am via Zoom.

Present: M-W: Brian Reid, John Harris, Carole Roberts, Victor Suthren, Timothy Molloy

Montague: Wendy Simpson-Lewis  
and Mary Kate Laphen (Librarian)

Absent:

Meeting called to order at 10:07 am.

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

**2. Adoption of Agenda:** Moved by Victor, seconded by Timothy. **APPROVED.**

### **3. New Business:**

- i. **Budget 2021:** Reviewed the updated library budget, adjusted for new Cost of Living and insurance information from the municipal Treasurer.

**Motion** to approve the 2021 Library budget as revised and to authorize the CEO to make any additional minor adjustments to the budget as needed in response to new financial information. Moved by Wendy, seconded by Victor. **APPROVED.**

- ii. **Resolution re: salaries 2020:** The resolution approved at the December meeting contained an error in the amounts.

**Motion** to approve the revised resolution. Moved by Carole, seconded by John. **APPROVED.**

**4. Meeting adjourned.** Next meeting: Thurs, February 11/21 at 10:00 via Zoom.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

For Clerk's use only, if required		
Recorded Vote Requested		
By:		
Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-03-2021, being a report to provide Council with the Advisory Committee Survey Results, for information purposes; and

\_\_\_\_ THAT Council does hereby direct staff to prepare a report evaluating the issues and options associated with resuming advisory committee meetings safely and effectively at this time.

OR

\_\_\_\_ THAT Council does hereby direct staff to continue to monitor the progress and impact of the pandemic with a view to re-evaluating the potential to resume advisory committee meetings as the effectiveness of Provincial and Federal government efforts in containing the virus become more evident.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD

*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report CAO-03-2021

Date of Council Meeting: February 22, 2021

Information Report to Council

### RE: Advisory Committees Survey Results

**OBJECTIVE:** To provide Council with the results of the Advisory Committee Survey with respect to resuming Advisory Committee meetings during the COVID-19 pandemic.

### RECOMMENDATION:

**THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-03-2021, being a report to provide Council with the Advisory Committee Survey Results, for information purposes; and**

**\_\_\_ THAT Council does hereby direct staff to prepare a report evaluating the issues and options associated with resuming advisory committee meetings safely and effectively at this time.**

**OR**

**\_\_\_ THAT Council does hereby direct staff to continue to monitor the progress and impact of the pandemic with a view to re-evaluating the potential to resume advisory committee meetings as the effectiveness of Provincial and Federal government efforts in containing the virus become more evident.**

### BACKGROUND:

On January 25, 2021, Council received report CAO-02-2021 Committee Update, being a report to provide an update with respect to the Village's Committees and challenges arising due to COVID-19, for information purposes.

As outlined in the report, on March 13<sup>th</sup> and March 16<sup>th</sup>, 2020, the Municipal Emergency Control Group (MECG) met in order to address the global pandemic of COVID-19. On March 16<sup>th</sup>, a special emergency meeting of Council was called in order to discuss the closure of all municipal facilities to the public, including the Village Office. Council was further informed that the MECG has called for all committee meetings to be cancelled under the authority delegated to MECG by Council in the Emergency Response Plan, which is a provincially mandated document.



After receiving report CAO-02-2021 on January 25, 2021, Council directed staff to reach out to committee members and get their feedback regarding the potential to resume advisory committee meetings at this time. As such, staff created a survey for members of the following advisory committees, which was sent to the members on February 9<sup>th</sup>:

- Agricultural Advisory Committee;
- Community Development Advisory Committee;
- Environment Advisory Committee;
- Planning Advisory Committee; and
- Recreation, Health and Wellness Advisory Committee.

The deadline for survey responses was February 15<sup>th</sup> and staff would like to thank all members for providing their prompt responses. Multiple responses were received from those who sit on more than one committee in order to provide a proper analysis on a per committee basis as outlined below.

## **ANALYSIS**

Please see attached as Schedule "A" to this report the responses provided to the survey, separated by committee for Council's ease of reference. Please also note that responses and data below does not include responses from Council Liaisons, which Council may wish to consider as not all members of Council have the required equipment or internet connection required to meet virtually. It is important for Council Liaisons to have full communications during committee meetings to be able to function effectively in their role as an intermediary with Council and committee advisor, in addition to ensuring that legislated protocols are followed.

### **General Overview of Survey Results**

The survey received a 100% response rate which is highly unusual and demonstrates extremely strong validity. As you will see, in response to Question #3 of the survey, approximately 81% of members indicated that they would feel comfortable resuming meetings, with approximately 14% indicating that they do not feel comfortable resuming meetings at this time and approximately 5% indicating they are undecided regarding this question.

With respect to the method of meetings, approximately 68% of members prefer to meet virtually, 11% prefer by telephone and 21% prefer in person meetings. Regarding the preferred virtual platforms, Zoom was the preferred method with approximately 53% of respondents indicating Zoom as their choice, with Google Meet, MS Teams and "any of the above" options receiving approximately 29% support, and with Webex receiving approximately 12% support. "None of the above" also received approximately 12% of the votes.

While approximately 86% of members indicated they have the required equipment, skills and internet connection to enable them to meet through virtual means, the remaining 14% indicated that they do not have the means to meet virtually, and 3 members indicated they either have no or poor internet connection.

## **Agricultural Advisory Committee**

**Mission:** The Village of Merrickville-Wolford's Agricultural Advisory Committee's mission is to, at the request of Council, provide advice and recommendations to Council regarding agricultural issues including the protection, enhancement, preservation and conservation of the Village's agricultural and rural environments or other information that Council may request.

The Agricultural Advisory Committee currently has three members, as outlined in the Committee's Terms of Reference. All three members indicated that they feel comfortable resuming meetings through virtual means, with the preferred methods being Zoom, MS Teams and/or Google Meet. All three members have the equipment and internet connection required to meet virtually. Note that, per the Terms of Reference, the Agricultural Advisory Committee "shall meet only when called upon by Council for a specific project or purpose".

In response to Question 4, regarding what specific issue(s), purpose(s) or project(s) do the members feel that their advisory committee should meet to discuss, please see the responses below, as received:

- *I am not sure.*
- *1. to touch base - it has been a year since we last met 2. to see how we can support M-W's agricultural community in weathering/recovering from the pandemic*
- *the 2022 International Plowing Match will be in Kemptville, and we need to be well represented. Also, the committee can support "eat local" initiatives*

## **Community Development Advisory Committee**

**Mission:** The Village of Merrickville-Wolford's Community Development Advisory Committee's (CDAC) mission is to advise Council regarding community improvement and economic development initiatives, improvement of quality of life for all residents, and the marketing and promotion of the Village to potential new businesses, residents, investors and visitors related to and including tourism, arts and culture, commerce, etc.

The Community Development Advisory Committee currently has four members, which is one less than the minimum of five as outlined in the Committee's Terms of Reference. As such, a public application process will be required in order to bring the minimum membership requirement back into compliance.

Of the four remaining members, three members indicated that they feel comfortable resuming meetings through virtual means, with one member indicating they are undecided as to whether they would like to resume meetings. All four members have the equipment and internet connection required to meet virtually.

In response to Question 4, regarding what specific issue(s), purpose(s) or project(s) do the members feel that their advisory committee should meet to discuss, please see the responses below, as received:

- *1. to touch base - it has been a year since we last met 2. to see how we can support the M-W community in weathering/recovering from the pandemic and how best to move forward/plan for the future*
- *how to recover from the the pandemic as a community, to continue to learn and understand the impact on the planned new housing in the area to ensure Council is supported. This can be an "engine driving" committee, and we can be active in so much*
- *Develop community economic development and growth opportunities, encourage availability of housing that is affordable, finding ways to reduce municipal red tape to encourage more housing and providing additional support to local businesses.*

### **Environment Advisory Committee**

**Mission:** The Village of Merrickville-Wolford's Environment Advisory Committee's mission is to advise Council regarding the protection, enhancement, preservation, conservation and restoration of the Village's natural environment for its valuable ecological functions and features and for the enjoyment of the Village's residents and visitors.

The Environment Advisory Committee currently has five members, as outlined in the Committee's Terms of Reference. Four of the five members indicated that they feel comfortable resuming meetings through virtual means, with the remaining member indicating:

*"I answered "no" to question 3 because I am uncomfortable meeting in person until I have received the vaccination and have insufficient internet capacity to be able to participate in Zoom meetings unless via the voice only access through the phone-line".*

The other four members have the equipment and internet connection required to meet virtually.

In response to Question 4, regarding what specific issue(s), purpose(s) or project(s) do the members feel that their advisory committee should meet to discuss, please see the responses below, as received:

- *Look at progress on waste diversion to recyclables*
- *We need to see if there are any fresh ideas for reaching residents and helping them adapt to current times and helping preserve the environment.*
- *Municipal Recycling Contract Strategic Plan Initiatives Pitch In*
- *We should be resuming our monthly meetings so that we can continue to plan and participate!*

## Planning Advisory Committee

Council has chosen to extend the term of the previous council's Planning Advisory Committee as a result of the Official Plan review and pending Zoning By-law review. For a lower-tier municipality such as the Village, Planning Advisory Committees are not legally required. Section 8(4) of the *Planning Act* provides that:

*"The members of a planning advisory committee shall be chosen by the council and shall include at least one resident of the municipality who is neither a member of a municipal council nor an employee of the municipality".*

Relying upon advice from the Village's lawyer and planner, all required public consultation has been conducted in accordance with legislation. Input from residents has been addressed by direct written response and/or public report to Council by the Village's planner. Council decision-making has occurred in formal meetings with agendas, minutes and audio recordings posted on the Village's website in accordance with the Municipal Act and Planning Act.

There were previously five members of Planning Advisory Committee. Currently, there are four members after one seat became vacant. Council may wish to direct staff to issue a call for volunteers or to maintain the Committee with the current membership. It should be noted that planning matters requiring action since the beginning of the pandemic have been escalated directly to Council relying upon advice from the Village's Registered Professional Planner and Professional Engineer to ensure these matters progress within the time periods specified in the *Planning Act*.

While all four members wish to resume meetings, 75% indicate they would like to meet in person, with one member suggesting the use of the Merrickville Community Centre as the venue. If they were to resume meetings virtually, Zoom is the preferred platform of the members.

In response to Question 4, regarding what specific issue(s), purpose(s) or project(s) do the members feel that their advisory committee should meet to discuss, please see the responses below, as received:

- *Planning is a critical part of Municipal Government. There are critical planning issues currently underway which require careful consideration and review. Residents of Merrickville-Wolford deserve to feel their concerns are being heard and that appropriate decisions are being made regarding their community. An example being recent changes to McLeans Landing sub-division.*
- *severances, finishing the official plan*
- *As required.*
- *All PAC items*

## **Recreation, Health and Wellness Advisory Committee**

**Mission:** The Village of Merrickville-Wolford's Recreation, Health and Wellness Advisory Committee's mission is to advise Council on matters associated with recreational activities and initiatives within the Village regarding the protection, enhancement, and restoration of the Village's recreational facilities and services for the enjoyment of the Village's residents and visitors.

The Recreation, Health and Wellness Advisory Committee currently has five members, in accordance with their terms of reference. While 60% have indicated they wish to resume meetings, the other 40% indicated that they do not. For the three members who wish to resume meetings, each chose a different meeting method (by phone, virtually and in person).

While three members indicated they have the equipment and internet connection, the remaining members indicated they either have poor or no internet connection, and very limited data which makes receiving documents, zooming and even correspondence a challenge. An additional comment received from a member read as follows:

*"I am a front-line healthcare worker overwhelmed by an increased demand during stressful times and would prefer to wait until after the pandemic before adding more responsibilities to my schedule".*

In response to Question 4, regarding what specific issue(s), purpose(s) or project(s) do the members feel that their advisory committee should meet to discuss, please see the responses below, as received:

- *Planning and preparing for the spring and to attend meetings regularly as we did prior to the pandemic*
- *We can meet safely and it is maybe time to start getting things back to a new normal.*
- *How to help the community stay well and healthy*

## **Considerations**

The survey results for Question 3 of the survey reveal that most advisory committee members would like to resume meetings at this time but there is not full consensus on this issue. Several committee members indicated that they do not feel comfortable resuming meetings at this time. There is also some variation between the committees.

For advisory committees on which there is not full consensus, Council may wish to consider whether it is appropriate and achieves Council's objectives if meetings are resumed knowing that some of the committee members that Council has appointed will be excluded until the pandemic ends. In this case, assuming that quorum is achieved at meetings, Council would be relying upon input from a portion of the members that they appointed to that specific committee.

Another consideration for Council is whether it is appropriate to resume meetings for the advisory committees that have consensus but not those that do not have consensus.

The survey reveals several logistical, safety and policy/legislative issues will need to be addressed before it is possible to resume advisory committee meetings. These may include amendments to the Village's Procedural By-law, amendments to the Advisory Committees' Terms of Reference, issuing a call for new members to fill vacancies, reviewing processes for information sharing, etc. Staff would need to report back to Council in this regard before meetings could resume.

An ongoing challenge are the frequent and unclear Provincial legislative changes which may make any efforts to resume meetings insufficient immediately upon implementation them. This is particularly relevant as a third wave of the virus is expected to occur imminently due to the rapid spread of multiple new variants.

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

There are no budgetary or legal implication known at this time.

#### **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. Council feels strongly that transparency is the forefront of all of their decisions and, with restrictions put in place due to COVID-19, Council invites all feedback through written correspondence at this time.

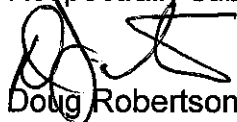
#### **CONCLUSION:**

There is not full consensus among advisory committee members about whether they wish to resume meetings at this time or through which means to resume meetings.

#### **ATTACHMENTS:**

Schedule "A" – Advisory Committee Survey Results

Respectfully submitted by:

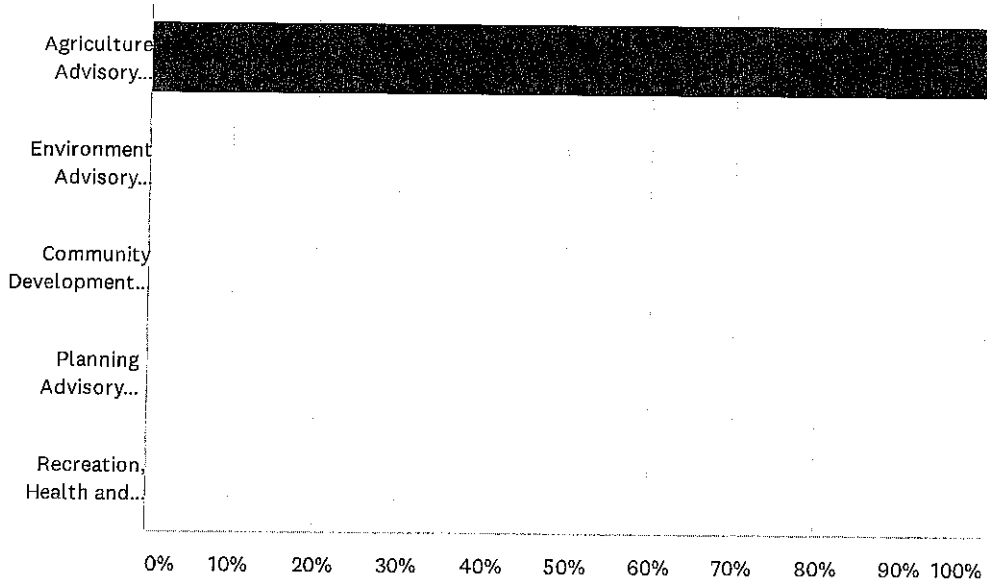


Doug Robertson  
CAO/Clerk/Director, Economic Development

Advisory Committee Meetings Survey

Q2 Please select the name of the Advisory Committee you are responding about. If you are a member of more than one of the following committees, please provide a separate survey response for each committee that you sit on.

Answered: 3 Skipped: 0

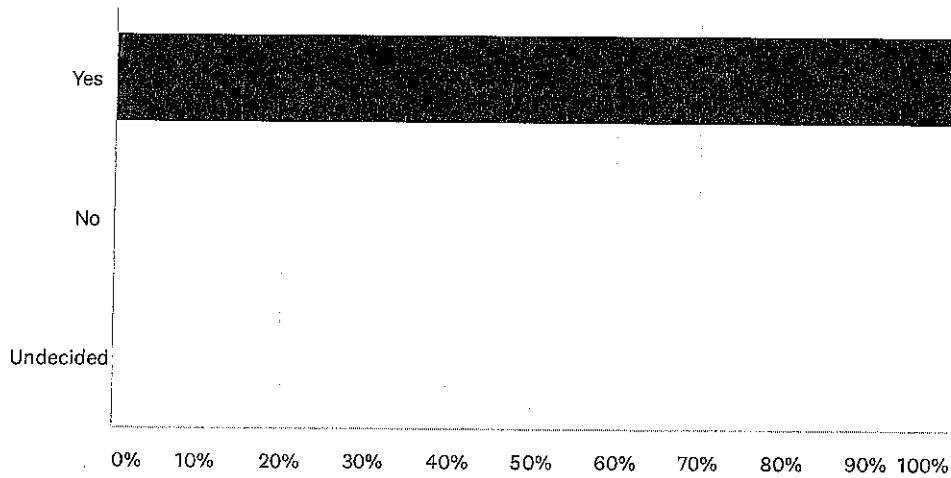


ANSWER CHOICES	RESPONSES
Agriculture Advisory Committee	100.00% 3
Environment Advisory Committee	0.00% 0
Community Development Advisory Committee	0.00% 0
Planning Advisory Committee	0.00% 0
Recreation, Health and Wellness Advisory Committee	0.00% 0
Total Respondents: 3	

Q3 Do you feel comfortable resuming advisory committee meetings at this time during the pandemic?

Answered: 3 Skipped: 0

### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES	
Yes	100.00%	3
No	0.00%	0
Undecided	0.00%	0
<b>TOTAL</b>		<b>3</b>

**Q4 If you answered "yes" for Question 3, for what specific issue(s), purpose(s) or project(s) do you feel that your advisory committee should meet to discuss?**

Answered: 3 Skipped: 0

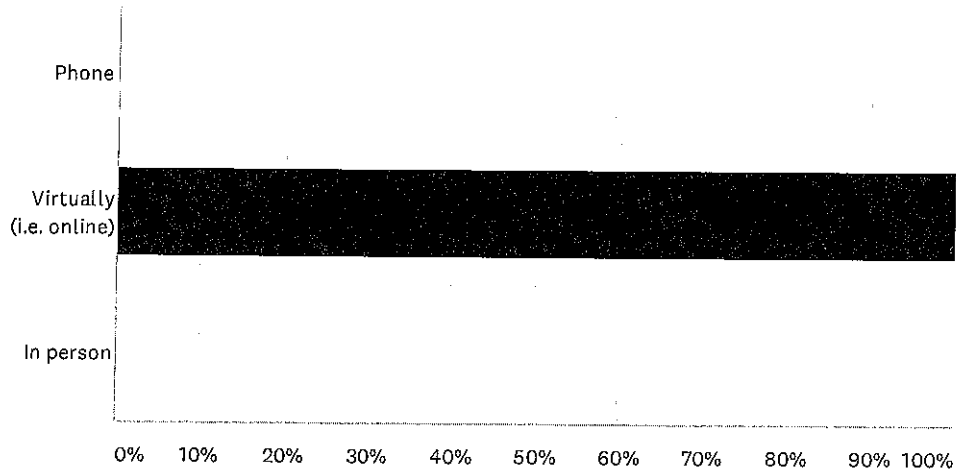
#	RESPONSES	DATE
1	I am not sure.	2/15/2021 9:48 AM
2	1. to touch base - it has been a year since we last met 2. to see how we can support M-W's agricultural community in weathering/recovering from the pandemic	2/12/2021 8:42 PM
3	the 2022 International Plowing Match will be in Kemptville, and we need to be well represented. Also, the committee can support "eat local" initiatives	2/9/2021 8:24 PM

**Q5 If you answered "yes" to Question 3, in which ways would you feel comfortable meeting? Please note, some of the options below may not be viable at times due to technological restrictions or Provincial Regulations.**

Answered: 3 Skipped: 0



### Advisory Committee Meetings Survey



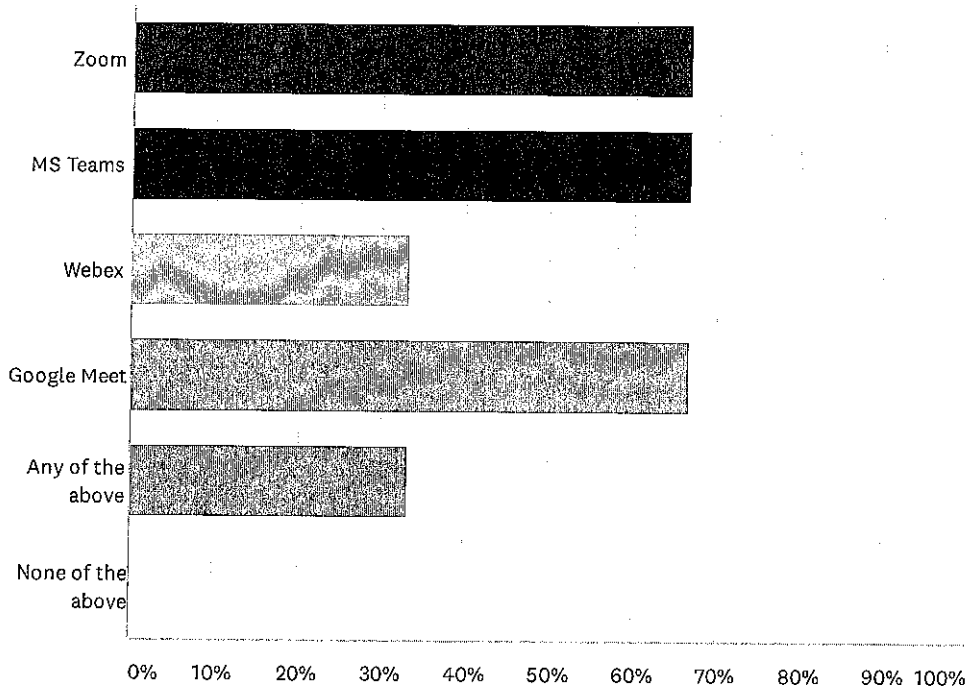
**ANSWER CHOICES**

**RESPONSES**

Phone	0.00%	0
Virtually (i.e. online)	100.00%	3
In person	0.00%	0
<b>TOTAL</b>		<b>3</b>

**Q6 If you selected "virtually" in Question 5, please indicate which virtual platform you would prefer to use.**

Answered: 3 Skipped: 0



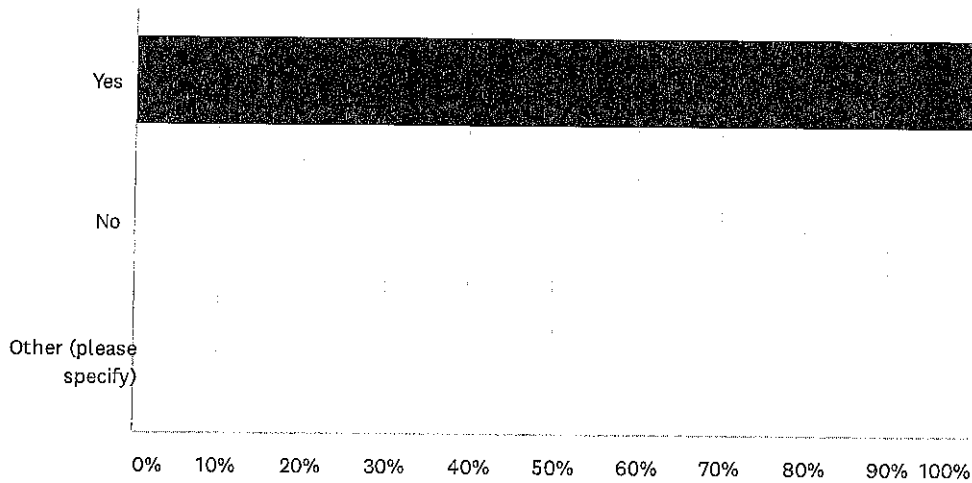
### Advisory Committee Meetings Survey

ANSWER CHOICES	RESPONSES	
Zoom	66.67%	2
MS Teams	66.67%	2
Webex	33.33%	1
Google Meet	66.67%	2
Any of the above	33.33%	1
None of the above	0.00%	0
Total Respondents: 3		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

**Q7 Do you have sufficient technological equipment (i.e. computer or other device), skills and reliable internet service to participate in virtual meetings from your home without in-person assistance from someone who lives outside your household?**

Answered: 3 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	3
No	0.00%	0
Other (please specify)	0.00%	0
TOTAL:		3

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Advisory Committee Meetings Survey

Q8 Please describe how your advisory committee would be able to share and review any required documents during meetings so that all advisory committee members have equitable, convenient access to information for discussion and voting. These may include photos, drawings, minutes/agendas, correspondence, site plans, plans of subdivision, historical maps/plans, etc. (Reminder: The municipal office is closed to prevent the spread of COVID-19 and in-person contact is to be avoided).

Answered: 3 Skipped: 0

#	RESPONSES	DATE
1	Teams has a white board for sharing documents and working on in group format	2/15/2021 9:48 AM
2	Email documents, minutes, etc.; sharing screens during discussions	2/12/2021 8:42 PM
3	screen share, sending out documents in advance for review	2/9/2021 8:24 PM

Q9 Any additional comments?

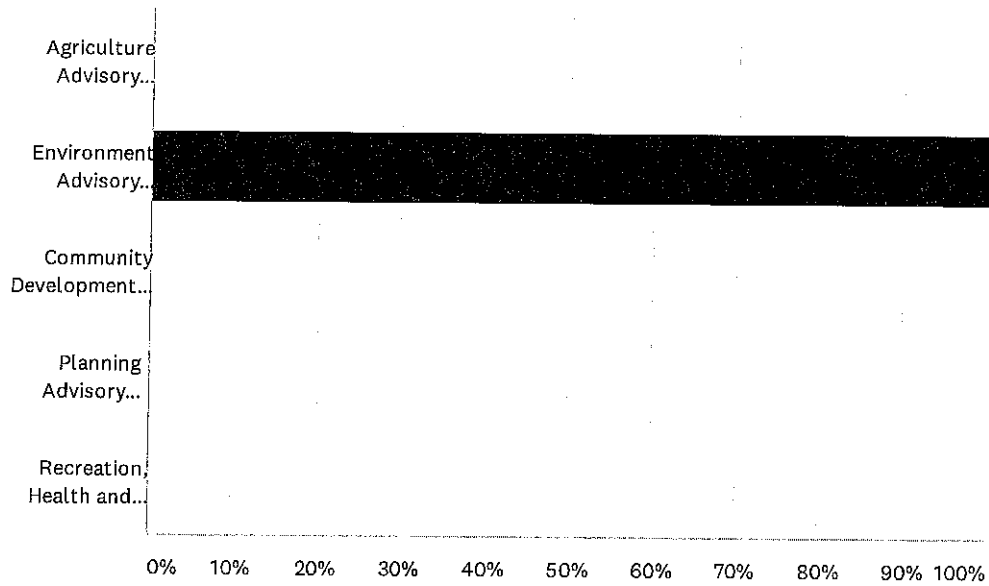
Answered: 2 Skipped: 1

#	RESPONSES	DATE
1	There is symbolic value to having advisory committees meet	2/15/2021 9:48 AM
2	looking forward to getting back to the committees!	2/9/2021 8:24 PM

Advisory Committee Meetings Survey

Q2 Please select the name of the Advisory Committee you are responding about. If you are a member of more than one of the following committees, please provide a separate survey response for each committee that you sit on.

Answered: 5 Skipped: 0

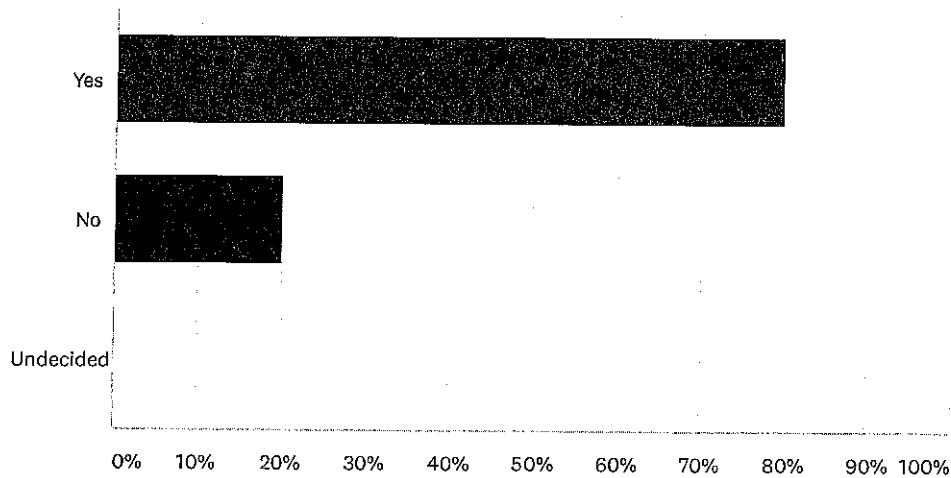


ANSWER CHOICES	RESPONSES	
Agriculture Advisory Committee	0.00%	0
Environment Advisory Committee	100.00%	5
Community Development Advisory Committee	0.00%	0
Planning Advisory Committee	0.00%	0
Recreation, Health and Wellness Advisory Committee	0.00%	0
Total Respondents: 5		

Q3 Do you feel comfortable resuming advisory committee meetings at this time during the pandemic?

Answered: 5 Skipped: 0

### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES	
Yes	80.00%	4
No	20.00%	1
Undecided	0.00%	0
<b>TOTAL</b>		<b>5</b>

**Q4 If you answered "yes" for Question 3, for what specific issue(s), purpose(s) or project(s) do you feel that your advisory committee should meet to discuss?**

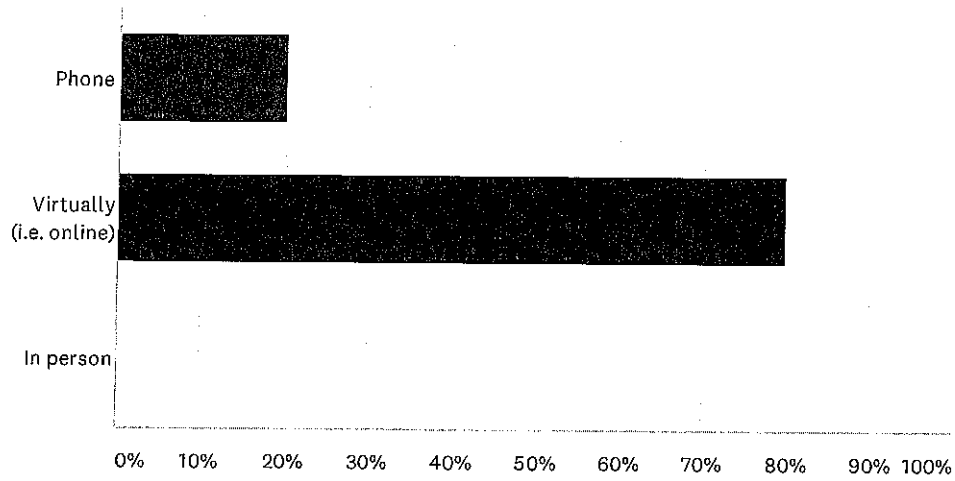
Answered: 4 Skipped: 1

#	RESPONSES	DATE
1	Look at progress on waste diversion to recyclables	2/15/2021 9:51 AM
2	We need to see if there are any fresh ideas for reaching residents and helping them adapt to current times and helping preserve the environment.	2/13/2021 3:45 PM
3	Municipal Recycling Contract Strategic Plan Initiatives Pitch In	2/10/2021 10:24 AM
4	We should be resuming our monthly meetings so that we can continue to plan and participate!	2/9/2021 6:31 PM

**Q5 If you answered "yes" to Question 3, in which ways would you feel comfortable meeting? Please note, some of the options below may not be viable at times due to technological restrictions or Provincial Regulations.**

Answered: 5 Skipped: 0

### Advisory Committee Meetings Survey



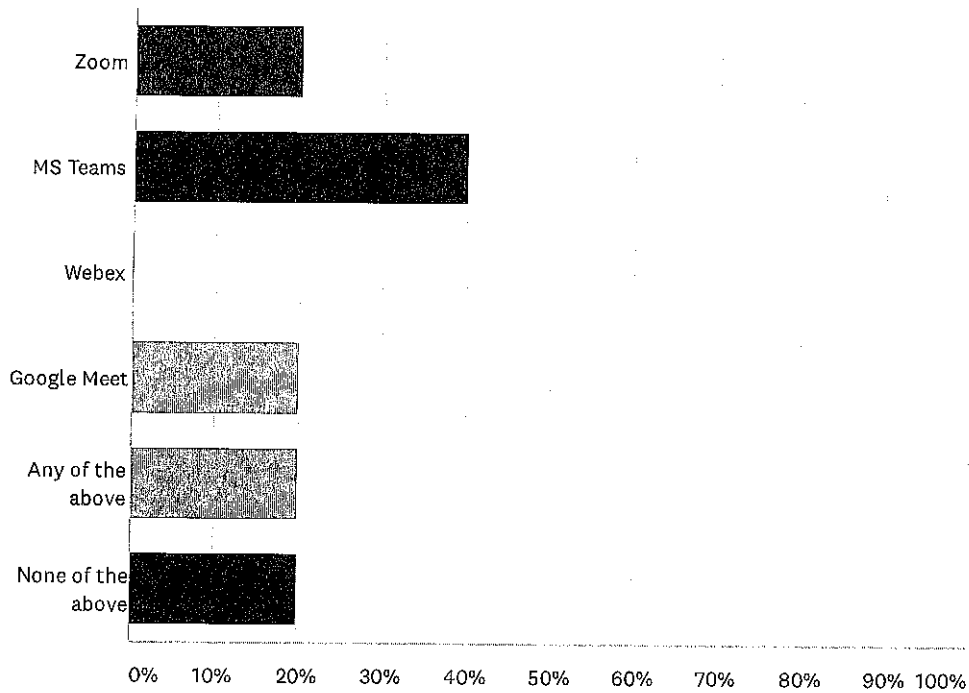
**ANSWER CHOICES**

**RESPONSES**

Phone	20.00%	1
Virtually (i.e. online)	80.00%	4
In person	0.00%	0
<b>TOTAL</b>		<b>5</b>

**Q6 If you selected "virtually" in Question 5, please indicate which virtual platform you would prefer to use.**

Answered: 5 Skipped: 0



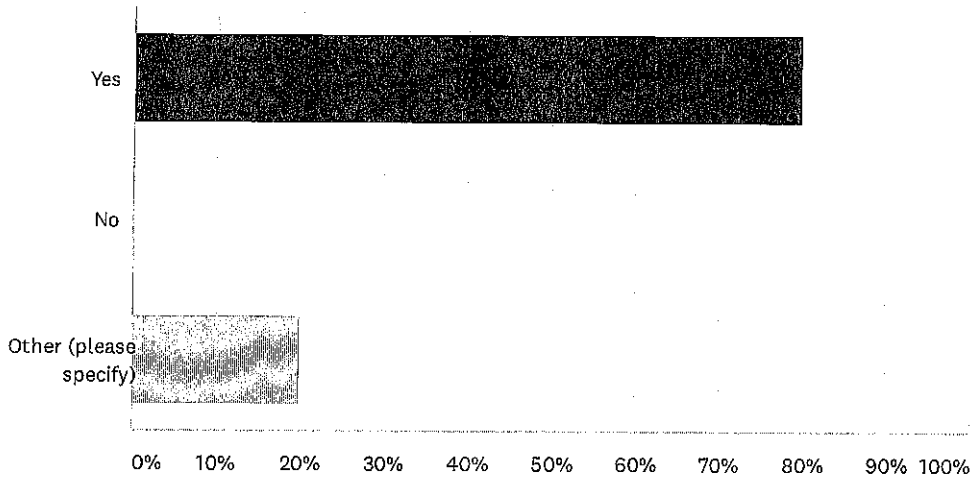
### Advisory Committee Meetings Survey

ANSWER CHOICES	RESPONSES	
Zoom	20.00%	1
MS Teams	40.00%	2
Webex	0.00%	0
Google Meet	20.00%	1
Any of the above	20.00%	1
None of the above	20.00%	1
Total Respondents: 5		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

**Q7 Do you have sufficient technological equipment (i.e. computer or other device), skills and reliable internet service to participate in virtual meetings from your home without in-person assistance from someone who lives outside your household?**

Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	80.00%	4
No	0.00%	0
Other (please specify)	20.00%	1
TOTAL		5

#	OTHER (PLEASE SPECIFY)	DATE
1	Insufficient internet capacity	2/10/2021 9:48 AM

Advisory Committee Meetings Survey

Q8 Please describe how your advisory committee would be able to share and review any required documents during meetings so that all advisory committee members have equitable, convenient access to information for discussion and voting. These may include photos, drawings, minutes/agendas, correspondence, site plans, plans of subdivision, historical maps/plans, etc. (Reminder: The municipal office is closed to prevent the spread of COVID-19 and in-person contact is to be avoided).

Answered: 4 Skipped: 1

#	RESPONSES	DATE
1	Teams has ability to present and white board for group document editing	2/15/2021 9:51 AM
2	Any ideas, agendas and minutes could easily be circulated among team members. Charts etc. can also be set up to be viewed by everyone at an online meeting.	2/13/2021 3:45 PM
3	Email or Google Drive	2/10/2021 10:24 AM
4	We could share in Google docs.	2/9/2021 6:31 PM

Q9 Any additional comments?

Answered: 2 Skipped: 3

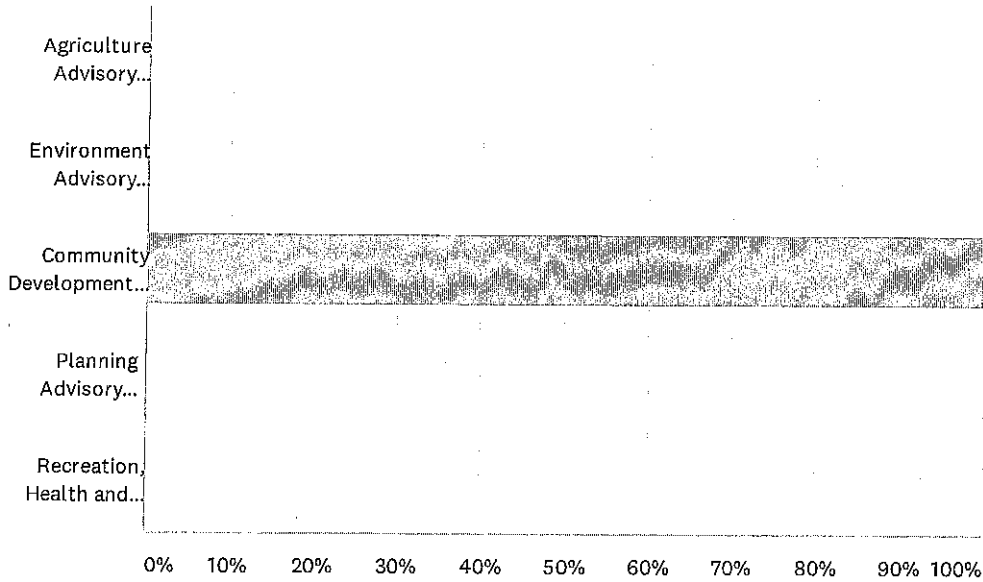
#	RESPONSES	DATE
1	I answered "no" to question 3 because I am uncomfortable meeting in person until I have received the vaccination and have insufficient internet capacity to be able to participate in Zoom meetings unless via the voice only access through the phone-line.	2/10/2021 9:48 AM
2	I am also willing to meet in person, respecting COVID restrictions. It is important for us to be involved.	2/9/2021 6:31 PM



Advisory Committee Meetings Survey

Q2 Please select the name of the Advisory Committee you are responding about. If you are a member of more than one of the following committees, please provide a separate survey response for each committee that you sit on.

Answered: 4 Skipped: 0

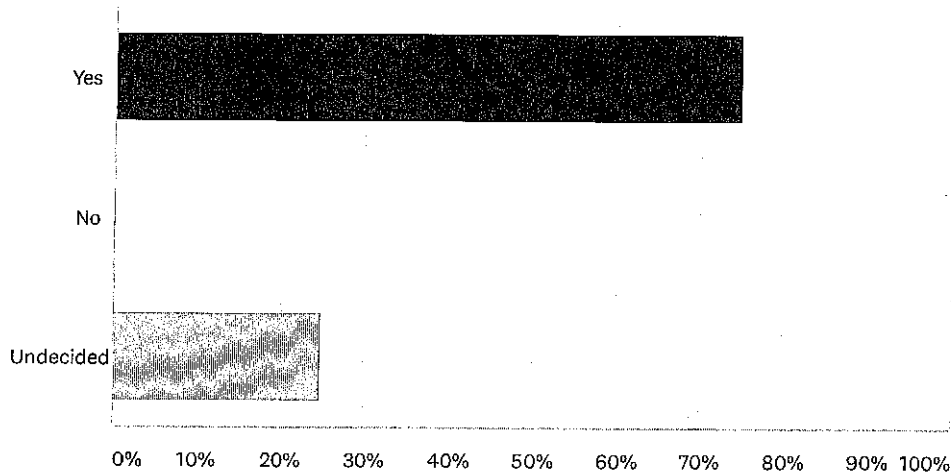


ANSWER CHOICES	RESPONSES	
Agriculture Advisory Committee	0.00%	0
Environment Advisory Committee	0.00%	0
Community Development Advisory Committee	100.00%	4
Planning Advisory Committee	0.00%	0
Recreation, Health and Wellness Advisory Committee	0.00%	0
Total Respondents: 4		

Q3 Do you feel comfortable resuming advisory committee meetings at this time during the pandemic?

Answered: 4 Skipped: 0

### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES	
Yes	75.00%	3
No	0.00%	0
Undecided	25.00%	1
<b>TOTAL</b>		<b>4</b>

**Q4 If you answered "yes" for Question 3, for what specific issue(s), purpose(s) or project(s) do you feel that your advisory committee should meet to discuss?**

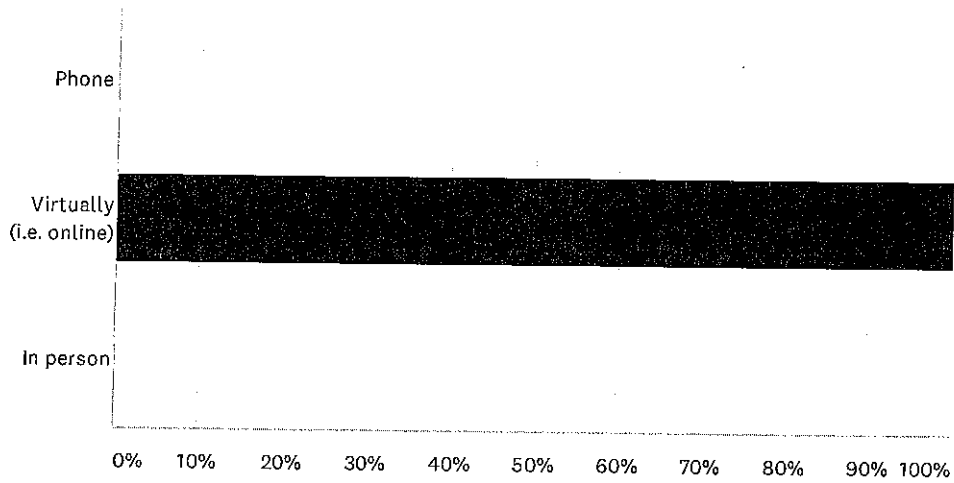
Answered: 3    Skipped: 1

#	RESPONSES	DATE
1	1. to touch base - it has been a year since we last met 2. to see how we can support the M-W community in weathering/recovering from the pandemic and how best to move forward/plan for the future	2/12/2021 8:45 PM
2	how to recover from the the pandemic as a community, to continue to learn and understand the impact on the planned new housing in the area to ensure Council is supported. This can be an "engine driving" committee, and we can be active in so much	2/11/2021 7:20 PM
3	Develop community economic development and growth opportunities, encourage availability of housing that is affordable, finding ways to reduce municipal red tape to encourage more housing and providing additional support to local businesses.	2/10/2021 3:08 PM

**Q5 If you answered "yes" to Question 3, in which ways would you feel comfortable meeting? Please note, some of the options below may not be viable at times due to technological restrictions or Provincial Regulations.**

Answered: 4    Skipped: 0

### Advisory Committee Meetings Survey



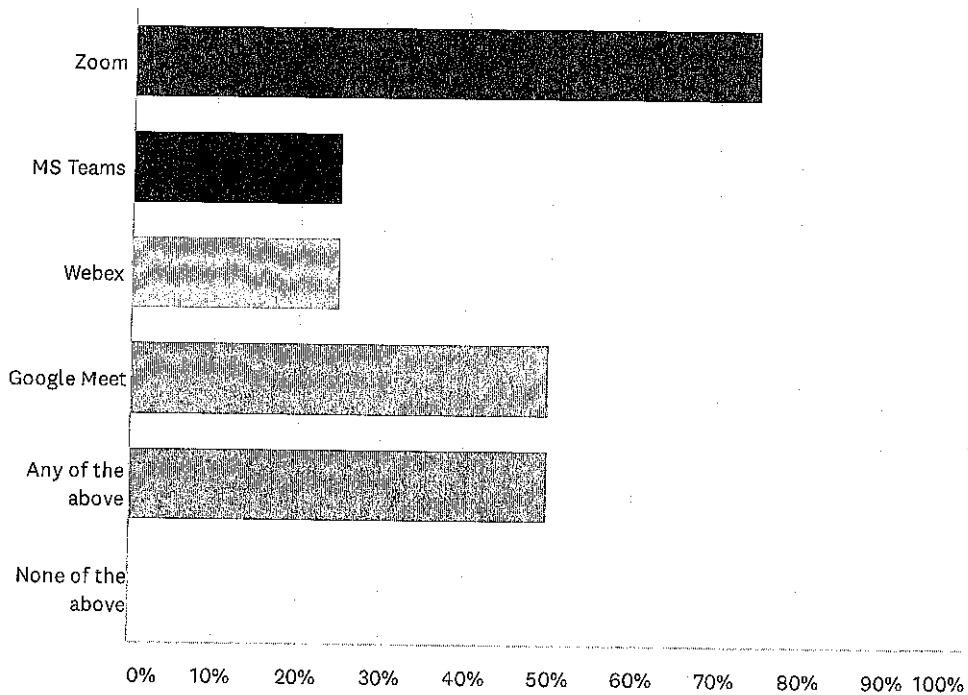
**ANSWER CHOICES**

**RESPONSES**

Phone	0.00%	0
Virtually (i.e. online)	100.00%	4
In person	0.00%	0
<b>TOTAL</b>		<b>4</b>

Q6 If you selected "virtually" in Question 5, please indicate which virtual platform you would prefer to use.

Answered: 4 Skipped: 0



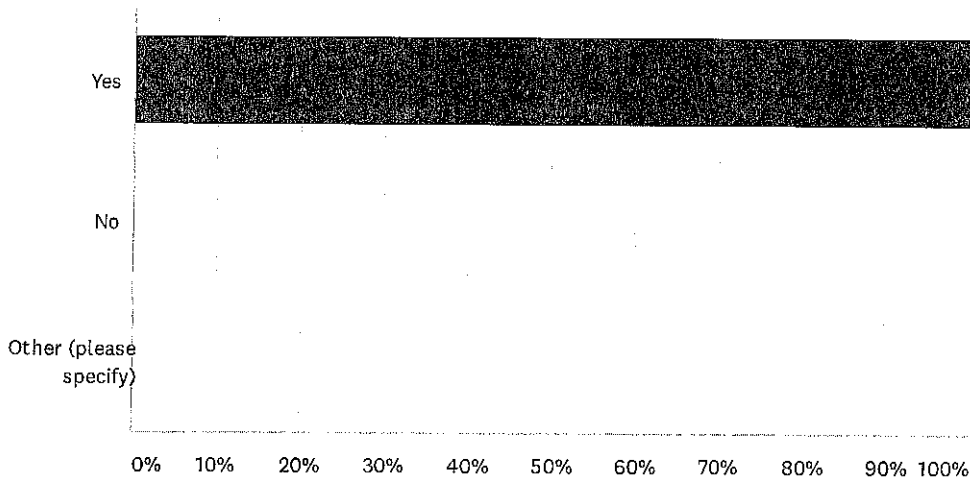
### Advisory Committee Meetings Survey

ANSWER CHOICES	RESPONSES	
Zoom	75.00%	3
MS Teams	25.00%	1
Webex	25.00%	1
Google Meet	50.00%	2
Any of the above	50.00%	2
None of the above	0.00%	0
Total Respondents: 4		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

**Q7 Do you have sufficient technological equipment (i.e. computer or other device), skills and reliable internet service to participate in virtual meetings from your home without in-person assistance from someone who lives outside your household?**

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	4
No	0.00%	0
Other (please specify)	0.00%	0
<b>TOTAL</b>		
		<b>4</b>

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Advisory Committee Meetings Survey

Q8 Please describe how your advisory committee would be able to share and review any required documents during meetings so that all advisory committee members have equitable, convenient access to information for discussion and voting. These may include photos, drawings, minutes/agendas, correspondence, site plans, plans of subdivision, historical maps/plans, etc. (Reminder: The municipal office is closed to prevent the spread of COVID-19 and in-person contact is to be avoided).

Answered: 4 Skipped: 0

#	RESPONSES	DATE
1	Email, share the screen etc....	2/16/2021 10:53 AM
2	Email of documents, meeting minutes, etc.; sharing of screens during discussions	2/12/2021 8:45 PM
3	screen share, have them sent out in advance (email)	2/11/2021 7:20 PM
4	Forward information by Email to the committee members.	2/10/2021 3:08 PM

Q9 Any additional comments?

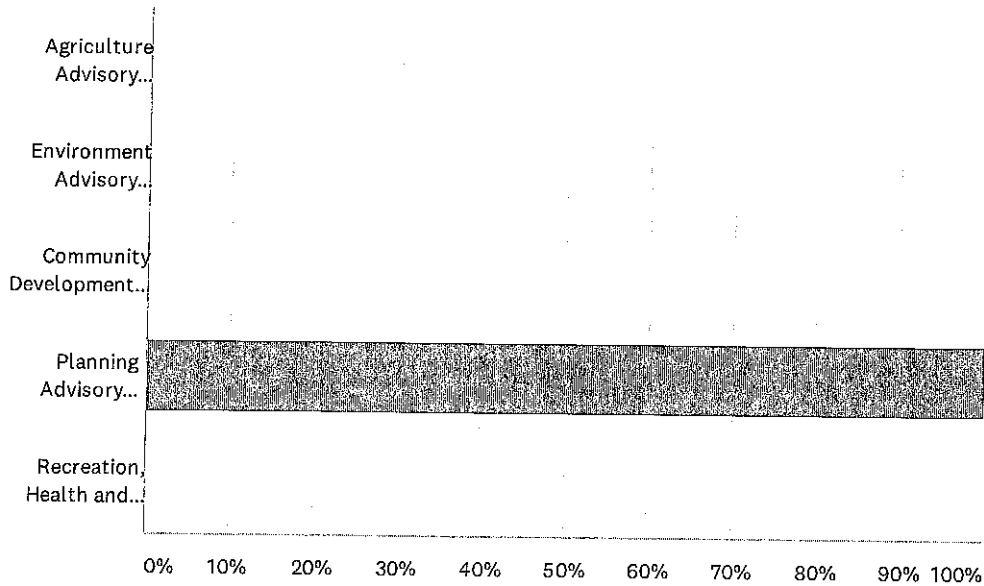
Answered: 2 Skipped: 2

#	RESPONSES	DATE
1	Looking forward to getting back to the committee!	2/11/2021 7:20 PM
2	I believe it is very important that the municipal committees be reinstated as soon as possible as community involvement is needed to show transparency to the public. p.s. Question 5 of this survey only allows one answer but should have allowed multiple answers so we could be given the option of multiple methods of meeting (i.e. I would have answered with both in person and Zoom meetings).	2/10/2021 3:08 PM

Advisory Committee Meetings Survey

Q2 Please select the name of the Advisory Committee you are responding about. If you are a member of more than one of the following committees, please provide a separate survey response for each committee that you sit on.

Answered: 4 Skipped: 0



ANSWER CHOICES

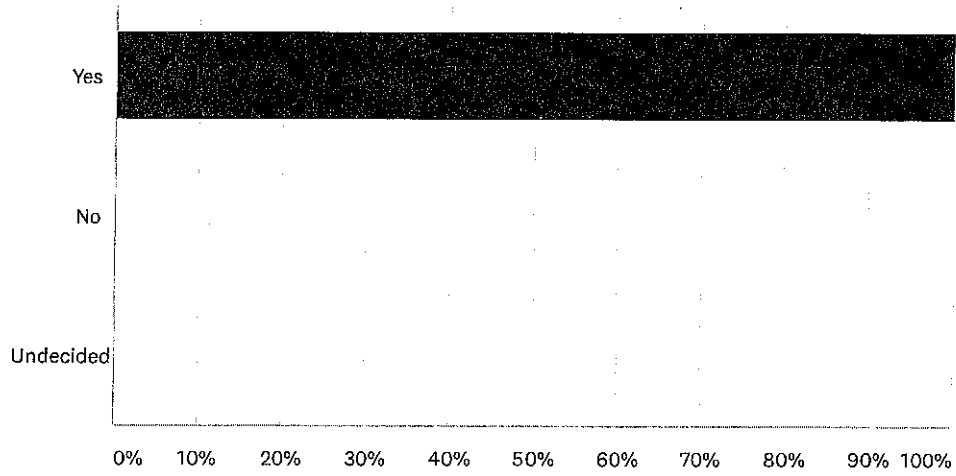
RESPONSES

Agriculture Advisory Committee	0.00%	0
Environment Advisory Committee	0.00%	0
Community Development Advisory Committee	0.00%	0
Planning Advisory Committee	100.00%	4
Recreation, Health and Wellness Advisory Committee	0.00%	0
Total Respondents: 4		

Q3 Do you feel comfortable resuming advisory committee meetings at this time during the pandemic?

Answered: 4 Skipped: 0

### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES	
Yes	100.00%	4
No	0.00%	0
Undecided	0.00%	0
<b>TOTAL</b>		<b>4</b>

**Q4 If you answered "yes" for Question 3, for what specific issue(s), purpose(s) or project(s) do you feel that your advisory committee should meet to discuss?**

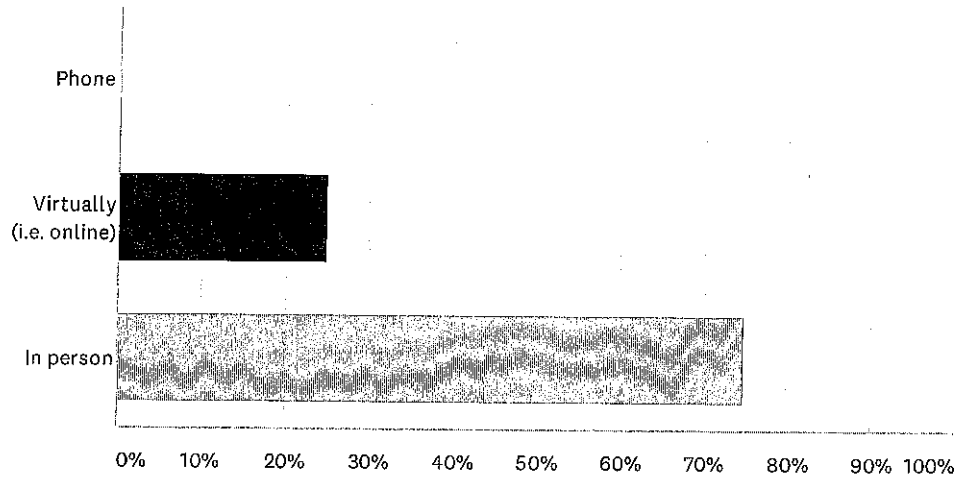
Answered: 4 Skipped: 0

#	RESPONSES	DATE
1	Planning is a critical part of Municipal Government. There are critical planning issues currently underway which require careful consideration and review. Residents of Merrickville-Wolford deserve to feel their concerns are being heard and that appropriate decisions are being made regarding their community. An example being recent changes to McLeans Landing sub-division.	2/11/2021 7:01 PM
2	severances, finishing the official plan	2/10/2021 8:28 PM
3	As required.	2/10/2021 8:09 AM
4	All PAC items	2/9/2021 8:43 PM

**Q5 If you answered "yes" to Question 3, in which ways would you feel comfortable meeting? Please note, some of the options below may not be viable at times due to technological restrictions or Provincial Regulations.**

Answered: 4 Skipped: 0

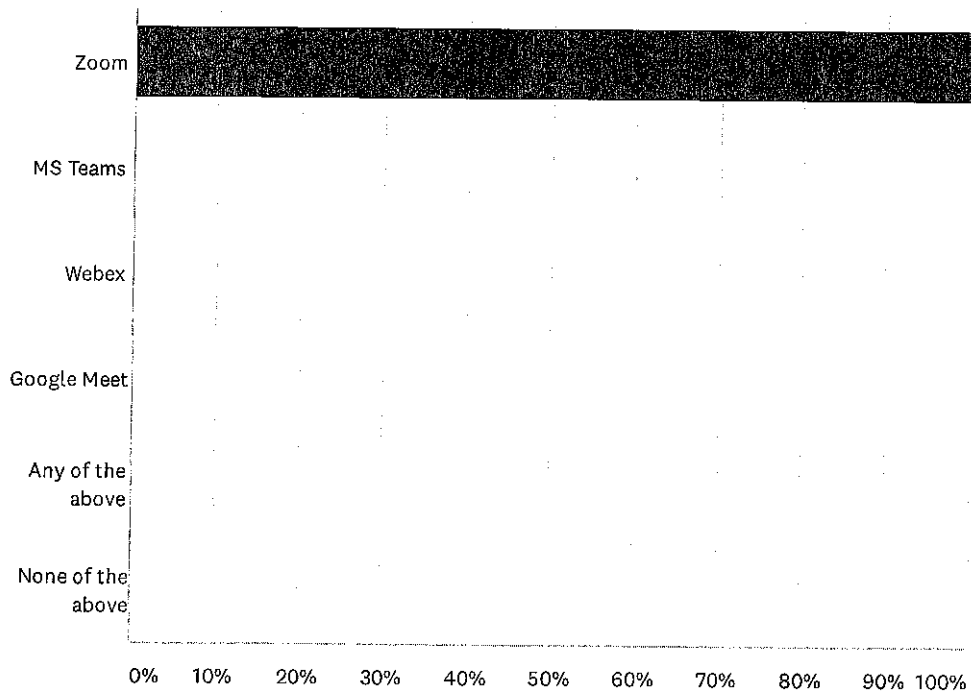
### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES	
Phone	0.00%	0
Virtually (i.e. online)	25.00%	1
In person	75.00%	3
TOTAL		4

**Q6 If you selected "virtually" in Question 5, please indicate which virtual platform you would prefer to use.**

Answered: 3 Skipped: 1





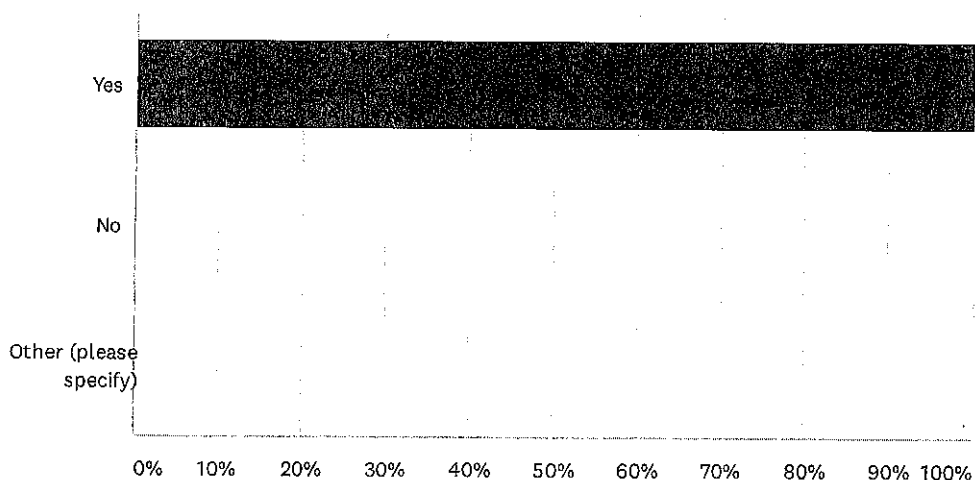
### Advisory Committee Meetings Survey

ANSWER CHOICES	RESPONSES	
Zoom	100.00%	3
MS Teams	0.00%	0
Webex	0.00%	0
Google Meet	0.00%	0
Any of the above	0.00%	0
None of the above	0.00%	0
Total Respondents: 3		

#	OTHER (PLEASE SPECIFY)	DATE
1	Skype	2/9/2021 8:43 PM

**Q7 Do you have sufficient technological equipment (i.e. computer or other device), skills and reliable internet service to participate in virtual meetings from your home without in-person assistance from someone who lives outside your household?**

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	4
No	0.00%	0
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>4</b>

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Advisory Committee Meetings Survey

Q8 Please describe how your advisory committee would be able to share and review any required documents during meetings so that all advisory committee members have equitable, convenient access to information for discussion and voting. These may include photos, drawings, minutes/agendas, correspondence, site plans, plans of subdivision, historical maps/plans, etc. (Reminder: The municipal office is closed to prevent the spread of COVID-19 and in-person contact is to be avoided).

Answered: 3 Skipped: 1

#	RESPONSES	DATE
1	Distribution of pertinent documents such as Meeting Agenda, previous minutes, applications can be done by email in advance of the meeting so that members can be aware of the issues. This has already been done over the last couple of years. If Zoom must be used, screen sharing will allow for coordination of the discussion. A suitable method of vote casting can be agreed to by the committee and approved by resolution.	2/11/2021 7:01 PM
2	Send a pdf of all relevant documents to all committee members	2/10/2021 8:28 PM
3	Documents can be shared during meeting or emailed prior	2/9/2021 8:43 PM

Q9 Any additional comments?

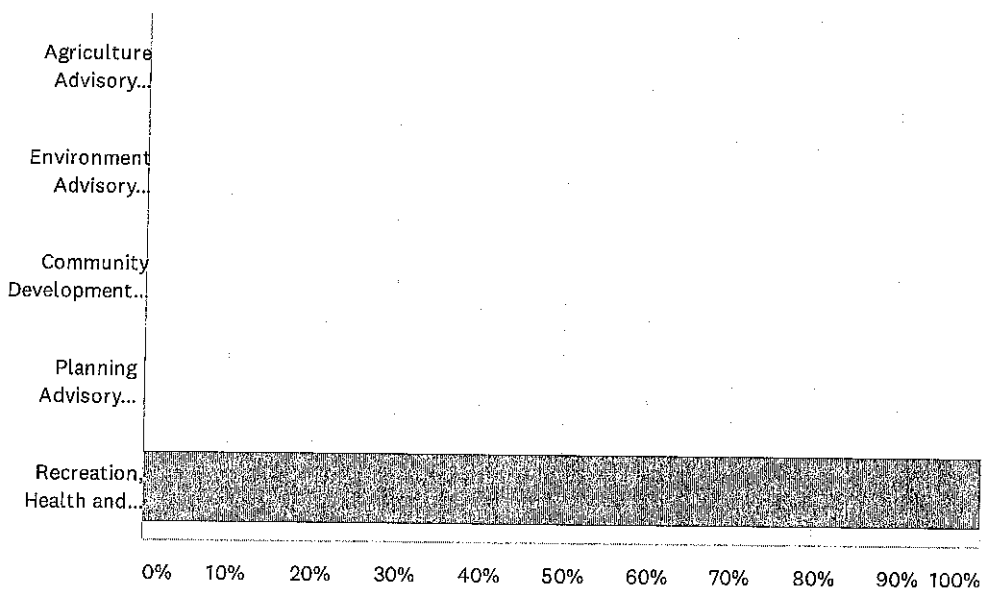
Answered: 2 Skipped: 2

#	RESPONSES	DATE
1	My preference would be for in person meetings with appropriate physical distancing and sanitation of the facility. A venue larger than Council Chambers would be preferred such as the community centre with spacing provided for committee members and audience. Limits on numbers of audience would be required to ensure conformance to provincial safety regulations. I believe this can be done safely.	2/11/2021 7:01 PM
2	I am wondering about the need for a PAC in any case. It seems that the CAO has taken over the functions and is there any need for a separate PAC?	2/9/2021 8:43 PM

Advisory Committee Meetings Survey

Q2 Please select the name of the Advisory Committee you are responding about. If you are a member of more than one of the following committees, please provide a separate survey response for each committee that you sit on.

Answered: 5 Skipped: 0

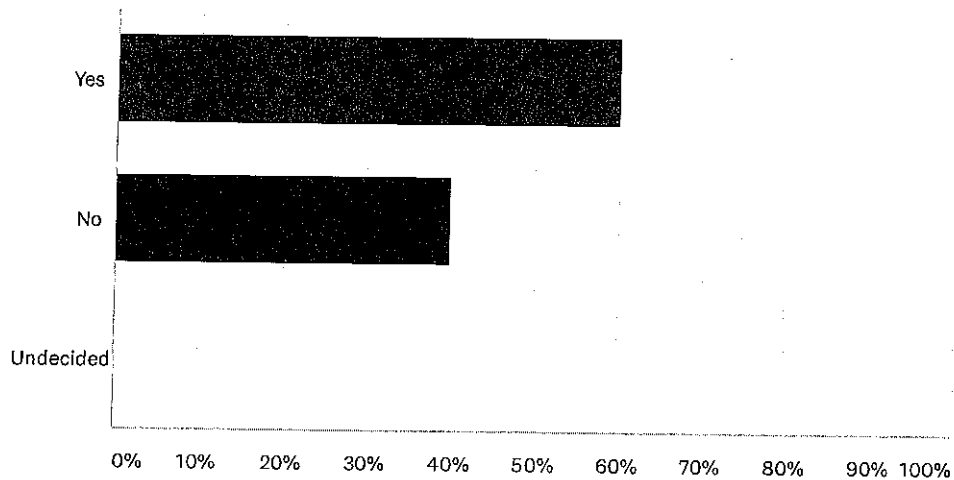


ANSWER CHOICES	RESPONSES	
Agriculture Advisory Committee	0.00%	0
Environment Advisory Committee	0.00%	0
Community Development Advisory Committee	0.00%	0
Planning Advisory Committee	0.00%	0
Recreation, Health and Wellness Advisory Committee	100.00%	5
Total Respondents: 5		

Q3 Do you feel comfortable resuming advisory committee meetings at this time during the pandemic?

Answered: 5 Skipped: 0

### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES	
Yes	60.00%	3
No	40.00%	2
Undecided	0.00%	0
<b>TOTAL</b>		<b>5</b>

**Q4 If you answered "yes" for Question 3, for what specific issue(s), purpose(s) or project(s) do you feel that your advisory committee should meet to discuss?**

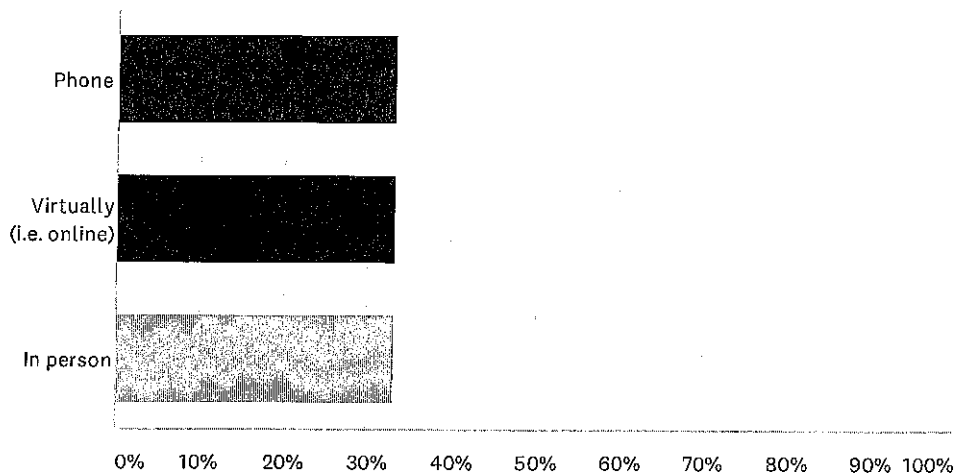
Answered: 3    Skipped: 2

#	RESPONSES	DATE
1	Planning and preparing for the spring and to attend meetings regularly as we did prior to the pandemic	2/9/2021 8:35 PM
2	We can meet safely and it is maybe time to start getting things back to a new normal.	2/9/2021 7:57 PM
3	How to help the community stay well and healthy	2/9/2021 7:50 PM

**Q5 If you answered "yes" to Question 3, in which ways would you feel comfortable meeting? Please note, some of the options below may not be viable at times due to technological restrictions or Provincial Regulations.**

Answered: 3    Skipped: 2

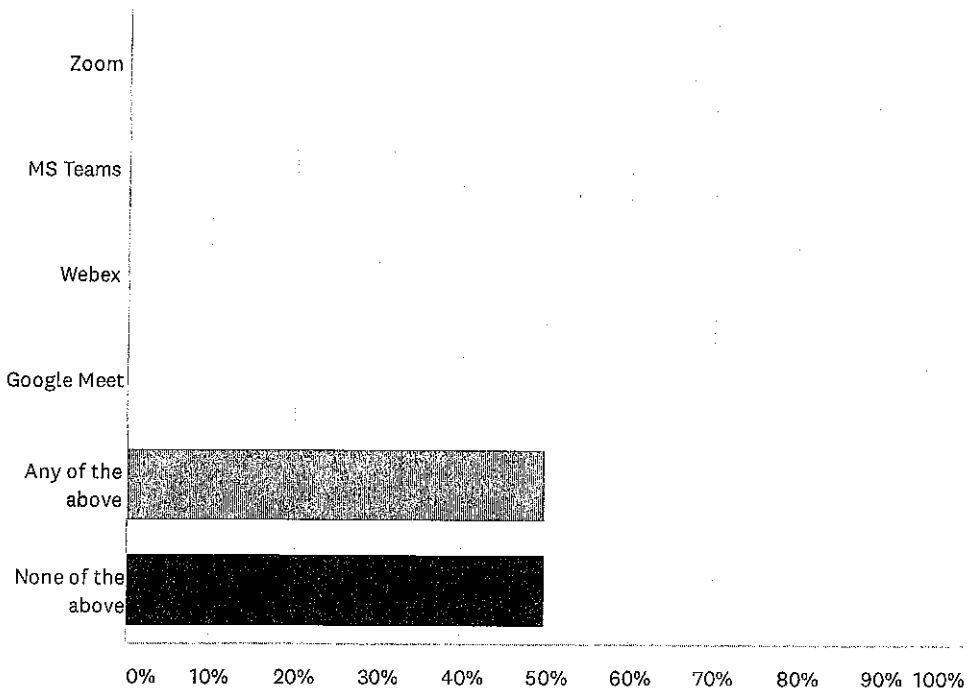
### Advisory Committee Meetings Survey



ANSWER CHOICES	RESPONSES
Phone	33.33% 1
Virtually (i.e. online)	33.33% 1
In person	33.33% 1
<b>TOTAL</b>	<b>3</b>

**Q6 If you selected "virtually" in Question 5, please indicate which virtual platform you would prefer to use.**

Answered: 2 Skipped: 3



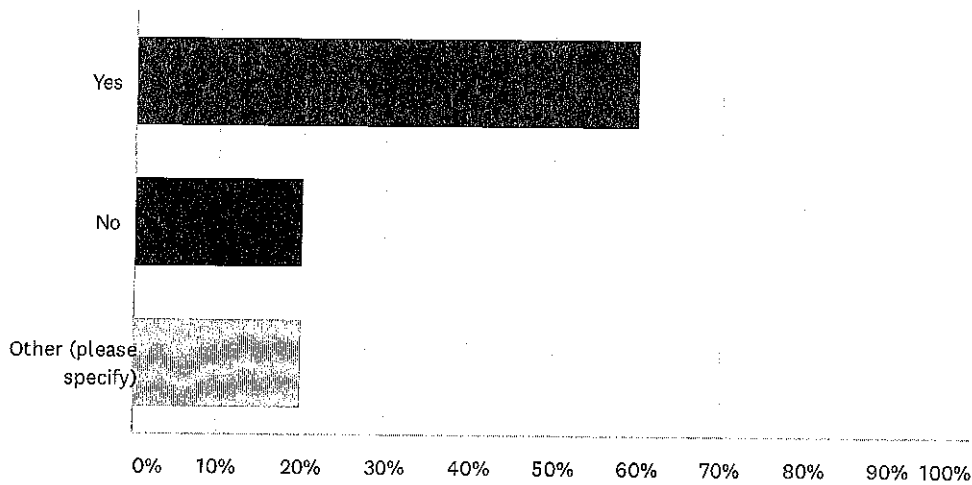
## Advisory Committee Meetings Survey

ANSWER CHOICES	RESPONSES	
Zoom	0.00%	0
MS Teams	0.00%	0
Webex	0.00%	0
Google Meet	0.00%	0
Any of the above	50.00%	1
None of the above	50.00%	1
Total Respondents: 2		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

**Q7 Do you have sufficient technological equipment (i.e. computer or other device), skills and reliable internet service to participate in virtual meetings from your home without in-person assistance from someone who lives outside your household?**

Answered: 5    Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	60.00%	3
No	20.00%	1
Other (please specify)	20.00%	1
<b>TOTAL</b>		
		<b>5</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Poor internet connection	2/9/2021 9:14 PM

Advisory Committee Meetings Survey

Q8 Please describe how your advisory committee would be able to share and review any required documents during meetings so that all advisory committee members have equitable, convenient access to information for discussion and voting. These may include photos, drawings, minutes/agendas, correspondence, site plans, plans of subdivision, historical maps/plans, etc. (Reminder: The municipal office is closed to prevent the spread of COVID-19 and in-person contact is to be avoided).

Answered: 4 Skipped: 1

#	RESPONSES	DATE
1	Email- is this private/secure enough?	2/9/2021 9:14 PM
2	via email.	2/9/2021 8:35 PM
3	Email.	2/9/2021 7:57 PM
4	All documents can be shared electronically. I can can any physical documents to post to committee members	2/9/2021 7:50 PM

Q9 Any additional comments?

Answered: 4 Skipped: 1

#	RESPONSES	DATE
1	I don't have internet at all, I have access to very limited data which means receiving documents, zooming and even correspondence can be a challenge.	2/15/2021 11:58 AM
2	I am a front-line healthcare worker overwhelmed by an increased demand during stressful times and would prefer to wait until after the pandemic before adding more responsibilities to my schedule	2/9/2021 9:14 PM
3	None	2/9/2021 7:57 PM
4	I am looking forward to reconvening this committee. I believe we have an invaluable role to play at this time in particular	2/9/2021 7:50 PM

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required

**Recorded Vote Requested By:**

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

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 08-2021, being a by-law to confirm the proceedings of the regular Council meeting of February 22, 2021, be read a first and second time, and that By-law 08-2021 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor



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

**BY-LAW 08-2021**

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 FEBRUARY 22, 2021

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 February 22, 2021 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 February 22, 2021 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 22<sup>th</sup> day of February 2021.

\_\_\_\_\_  
J. Douglas Struthers, Mayor

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

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required		
<b>Recorded Vote Requested By:</b>		
Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 21

Date: February 22, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### 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 regular meeting of Council on Monday, March 8, 2021 at 2:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

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J. Douglas Struthers, Mayor