

Established 1783
Incorporated
Wolford 1850
Merrickville 1880
Amalgamated 1888



Telephone (613) 269-1791
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VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Council Meeting 7:00 p.m.

Monday, October 26, 2020

*****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. **In Camera:**
 1. Personal matters about an identifiable individual, including municipal or local board employees;
 2. A proposed or pending acquisition or disposition of land by the municipality or local board;
 3. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality; and
 4. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
5. **Rise and Report**
6. **Minutes:** Approval of Minutes of regular Council meeting of October 13, 2020
7. **Library:** Library Board Minutes of September 10, 2020
8. **Police:** Police Service Board Minutes of December 12, 2019
9. **CAO:** CAO-07-2020 re: Committee of Adjustment Vacancies
10. **Next meeting of Council:** Monday, November 9, 2020 at 7:00 p.m.
11. **Confirming By-Law:** 56-2020 re: Confirm Proceedings of Council meeting of October 23, 2020
12. **Adjournment.**

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: October 26, 2020

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 October 26, 2020 as:

___ circulated.

___ amended.

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

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: October 26, 2020

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 move to an "In-Camera" session at _____ p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees;
2. A proposed or pending acquisition or disposition of land by the municipality or local board;
3. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
4. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: October 26, 2020

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

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 rise and report from the "In Camera" session of the regular Council meeting, with staff being given direction, at _____ p.m.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: October 26, 2020

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 October 13, 2020 as

_____ circulated.

_____ amended.

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

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

Tuesday, October 13, 2020

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
Kirsten Rahm, Treasurer
Brad Cole, Manager, Operations/Fire Chief

Note: Mayor Struthers held a moment of silence for the passing of Mr. Colin Hurman.

Disclosure of Pecuniary Interest and the general nature thereof: Councillor Foster disclosed a pecuniary interest regarding By-law 53-2020, being a by-law to adopt a tree care and maintenance policy.

Approval of Agenda

R-247-20 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 approve the agenda of the regular Council meeting of October 13, 2020, as amended.

Carried.

Note: The agenda was amended to remove the 2019 Annual Water and Wastewater reports of the Ontario Clean Water Agency (OCWA) to be placed on the next agenda. The agenda was further amended to change the version of By-law 55-2020 that was provided within the agenda package, being a by-law to lift part lot control with respect to 112-114 Sophie Lane.

Minutes:

R-248-20 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron
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 September 28, 2020, as circulated.

Carried.

Planning:

R-249-20 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 receive Planning Report prepared by Forbes Symon of Jp2g Consultants Inc. with respect to 112-114 Sophie Lane, Lot 18, Plan 15M-13, Parts 1 to 5, Reference Plan 15R-12042, Village of Merrickville-Wolford dated October 9, 2020, for information purposes.

Carried.

R-250-20 Moved by Councillor Halpenny, Seconded by Councillor Molloy

Be it hereby resolved that: By-law 55-2020, being a by-law to exempt 112-114 Sophie Lane, Lot 18, Plan 15M-13, from Part Lot Control, be read a first and second time, and that By-law 55-2020 be read a third and final time and passed.

Carried.

Note: Councillor Foster left Council Chambers as per his declaration of pecuniary interest in respect of By-law 53-2020 at 7:10 p.m.

Public Works:

R-251-20 Moved by Councillor Molloy, Seconded by Councillor Halpenny

Be it hereby resolved that: By-law 53-2020, being a by-law to adopt a Tree Care and Maintenance Policy, be read a first and second time, and that By-law 53-2020 be read a third and final time and passed.

Carried.

Note: Councillor Foster returned to Council Chambers at 7:23 p.m.

Library:

R-252-20 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 Merrickville Library Board Minutes of August 17, 2020 and September 3, 2020, for information purposes.

Carried.

Confirming By-Law:

R-253-20 Moved by Councillor Foster, Seconded by Councillor Molloy

Be it hereby resolved that: By-law 54-2020, being a by-law to confirm the proceedings of the regular Council meeting of October 13, 2020, be read a first and second time, and that By-law 54-2020 be read a third and final time and passed.

Carried.

Adjournment

R-254-20 Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 7:25 p.m. until the next regular meeting of Council on Monday, October 26, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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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 - - 20

Date: October 26, 2020

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 Public Library Board Minutes of September 10, 2020, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on September 10, 2020 at 12:30 pm via Zoom.

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

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

Regrets: Victor Suthren,

Meeting called to order at 12:35 pm.

1. Declaration of Pecuniary Interest: None.

2. Adoption of Agenda: with addition from John.

- Moved by Carole; seconded by Timothy. ADOPTED.

3. Approval of Minutes:

- Aug 17/20 board meeting – Moved by Wendy; seconded by Carole. APPROVED.
- Sept 3/20 special meeting – Moved by Timothy; seconded by Wendy. APPROVED.

4. Correspondence: None.

5. Questions/ Presentations from Public: None

6. Report from Council: Councillor Molloy had nothing pertinent to report

7. Friends of the Library Report: deferred to next month.

8. Librarian's Report: see Librarian's Report (below)

9. Other Business:

i. Updates:

- **Building Exterior Work:** Have contacted 6 roofers re: RFQ. One has said he is not available.
- **Charitable Tax Return:** This has been submitted along with the audited financial statement.

ii. Financial:

- **Montague Library Grant:** We have received the 2020 grant from Montague Township. Mary Kate contacted the Montague Treasurer re: our projected budget request for 2021, as discussed last meeting.
- **Audited Financial Statement:** John would like to be authorized to contact the auditor about clarification of 2 items re: depreciation of assets and tangible assets for future audits. Moved by Carole. Seconded by Timothy. APPROVED.
- **Budget:** Since budget season will soon be upon us, Mary Kate asked for some direction from the Board as she starts drafting the 2021 budget. There was also discussion re: funding for the building exterior work. Timothy and Mary Kate will follow up on this.

iii. Policy / Procedure Review:

- **Workplace Violence & Harassment:** Annual review of the Workplace Violence and Harassment Policy and Procedures. Board conducted the annual review and update of the Risk Assessment.
Motion to approve as amended. Moved by John, seconded by Wendy. APPROVED.
- **Accessibility:** This no longer requires an annual review. However, discussed updating the Accessibility Plan. Mary Kate will move forward on that.

iv. 2020 Planning:

- Discussed potential adaptations of services for the rest of the year.
- Mary Kate is keeping track of pandemic-related expenses (supplies, etc), which may be needed for budgeting purposes.

10. Next meeting: Thurs, Oct. 8, 2020 at 12:30 pm via Zoom.

11. Meeting Adjourned

Librarian _____

Chairperson _____

Statistics

August	2020	2019	2018	2017
Patrons	758 +OverDrive users: 88	1482 (1495 w/mtgs) -16%	1772 -14.5% (1783 w/mtgs)	2075 -0% (2084 w/mtgs)
(Kids/Youth)	172 (65k / 107y)	532 (148k / 384y)	694 (304k / 524y)	828 (304k / 524y)
(Progs)	39- at lib (4 prgs) Online Storytime (YouTube) 39 views	86-in (11 prgs in) 27 -group/camp visits in (3 visits) 17-out of Lib (1 prg out) StoryTrail 45 (5 wks)	160-in (18 prgs in) 175 - group/camp visits in (9 visits) 19-out of Lib (2 prg out)	128-in (16 prgs in) 159 -CVs in (8 CVs) 23-out of Lib (2 prg out)
Mtg Rm users	0	13 (1 mtgs)	11 (1 mtgs)	9 (1 mtgs)
Circulation	TOTAL: 2358 Lib: 1684 OverDrive: 620 (circ) Kanopy 54 (plays)	TOTAL: 3232 +2.5% Lib: 2730 -3% OverDrive: 502 (circ)	TOTAL 3146 -12% Lib: 2824 -14% OverDrive: 322 (circ)	TOTAL 3592 +5% Lib 3284 +7% OverDrive: 308 (circ)
(Adult/Child)	(A-965, J-697, T-21)	(A-1275, J-912, T-44)	(A-1560, J-1203, T-61)	(A-1764, J-1386, T-134)
Internet use (+wireless):	169 (63 / 106wifi)	405 +4.5% (312 / 64w / 29 Tabs)	387 -20% (301 / 51w / 35 EL)	483 -17% (369 / 67w / 47 EL)
ILL borrowed/lent:	41 in / 38 out	57 in / 43 out	88 in / 85 out	86 in / 88 out

Visits are still slow, but are gradually improving. It picked up in early August, slowed down in the middle, and then picked up again around the end of Aug/early Sept. Visits by kids continued to be rather low, although there was enthusiasm for the Reading Club Prize Draw. Evenings continued to be slow.

Programs & Services:

Children's Programs:

Outdoor StoryTime: This is proving popular, and the weather cooperated for the summer. We have a maximum of 5 families to allow for adequate distancing. Am hoping to keep this going until the end of Sept/Thanksgiving. There is interest in trying it upstairs once the weather changes, but we will see what the situation is at that point.

Summer Reading Club: We had 48 kids sign up for the reading club (a bit less than half of our normal numbers). This year we focused on the prize draw (which is always popular), but also gave out some take home crafts which were well-received. We also tried to promote the TD Summer Reading Club website, as they focused on that for this year, but that didn't get much uptake.

Book Clubs: We are continuing to bring in books for the book clubs and have offered to partner with them to host their meetings on Zoom. The Library book club is interested in meeting upstairs; however, we're leaving that as wait-and-see for now. We are also gauging interest for a new online book club that Linda will run.

Online Programs & Meetings: As we now have a Zoom subscription for meetings, we are considering some other online programs – possibly a Zoom Off the Shelf for adults, or maybe a Zoom StoryTime, if indoors doesn't work out. We will also offer to host meetings for community groups, etc. We are hosting the Friends of the Library AGM tomorrow. We are hosting Diana Beresford-Kroeger for her upcoming online appearances (at the Shift 2020 "The Socrates Project", and TVO's "The Agenda").

PlayGroup/Daycare/School Visits: These are on hiatus for now (Playgroup is not running currently).

Museum Passes: Museums are reopening, but the pass program seems to be suspended at most of them for the present.

Internet: Use is slower than pre-pandemic. School hasn't yet started here, so I don't know if there will be afterschool visits from the kids.

InterLibrary Loans: This is gradually picking up. More libraries are participating now, but most of the larger ones have not come back yet.

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

Pools: The DVD pool and LP pool are still rotating, but less frequently. We got the new DVDs in over the

summer, and the LP will rotate this month.

Meeting Room: The meeting room is currently being used to house quarantined returns, and extra chairs, etc. But we are looking to make some space available for booking by people working/studying from home.

Collection: I have ordered the fall bestsellers.

Volunteers: We are gradually having some of the volunteers come back. Others may start again in the fall.

Donations: We have received a few more donations from library members.

Facilities: No problems, other than that one of the vacuums needs to be replaced. I have spoken to the Friends about this.

Publicity/Outreach: The usual Phoenix column (although this is now every 2 months), the webpage and Facebook updates.

Partnerships/Outreach: The Seed Library project with Sustainable Merrickville-Wolford is moving forward. I will be getting the next story ready for the Story Trail this month.

Professional Development, Meetings, etc: SOLS is offering some free webinars that I will be attending in Sept and Oct. There is a Small Libraries Committee meeting (online) in Oct.

Grants, etc: We have received the Provincial Operating Grant, and the grant from Montague.

Plans for month: Things to work on: adapting to changing pandemic conditions; introducing additional pandemic-friendly programming; marketing; move forward re: accessibility plan; deciding about eResources for 2021; starting the budget process; plus the somewhat-reduced usual library business.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: October 26, 2020

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 Minutes of the Merrickville Police Services Board dated December 2, 2019, for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor

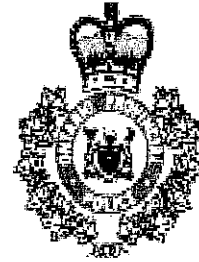
For Clerk's use only, if required.

Recorded Vote Requested By:

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



The Village of
Merrickville-Wolford
Police Services Board
Minutes



Monday, December 2, 2019
2:00 p.m. Called to Order

Council Chambers
Village of Merrickville-Wolford

Present: Dell Bower, Jacques Pelletier, Mayor J. Douglas Struthers, Inspector Derek Needham, OPP, Staff Sergeant Nancy Graves, Doug Robertson, CAO/Clerk, Christina Conklin, Secretary

Declaration of Pecuniary Interest and general nature thereof: None.

Agenda: Moved by Mayor Struthers, seconded by Jacques Pelletier. The Agenda of the Police Service Board Meeting of December 2, 2019 is approved as circulated. Carried.

Minutes: Moved by Mayor Struthers, seconded by Jacques Pelletier. The Minutes of the Police Service Board of August 23, 2019 are approved as circulated. Carried.

Delegations: None.

Correspondence:

1. Jacques Pelletier – Resignation Letter dated November 6, 2019
This correspondence was reviewed by the Board. Mayor Struthers thanked Mr. Pelletier for his service to the Board, which was echoed by Chair Bower. Mr. Pelletier will forward a copy of this correspondence to the Province. It was requested that Ms. Conklin research the recruitment process for the appointment of a new Provincial Appointee. Mr. Pelletier offered to remain on the Board once his appointment is over to allow time for another Provincial Appointee to be recruited.
2. Robin Chinkiwsky – Speeding in the Village received September 12, 2019
This correspondence was reviewed by the Board. It was decided that Chair Bower would send a letter to Mr. Chinkiwsky acknowledging receipt of his correspondence. This item was deferred to the next meeting of the Board in order to allow time for data collection.
3. Holly Doty, OAPSB – Next Generation 911 Joint Committee dated November 4, 2019
This correspondence was reviewed by the Board.
4. Holly Doty, OAPSB – OPP Governance Summit dated October 29, 2019
This correspondence was reviewed by the Board. Ms. Conklin was requested to register Mayor Struthers and Chair Bower for the 2020 OPP Governance Summit.
5. Holly Doty, OAPSB – Zone 2 Minutes of September 19, 2019
The OAPSB Zone 2 Minutes were reviewed by the Board.

Unfinished Business: None.

New Business:

1. OAPSB 2020 Membership Renewal
Moved by Jacques Pelletier, seconded by Mayor Struthers. The Board will renew its OAPSB Membership for 2020. Carried.
It was noted that the Zone 2 2020 Membership Renewal Information should be coming soon.
2. 2020 Annual Billing Statement Package
Moved by Chair Bower, seconded by Jacques Pelletier
The 2020 Annual Billing Statement Package was received and reviewed by the Board. Carried.
3. Ministry of the Solicitor General Zone Update, October 11, 2019
This was reviewed by the Board. Section 4 of the update with respect to the Provincial Board Member Appointments is to be placed in the recruitment file for information.
4. Police reports and statistics
Moved by Jacques Pelletier, seconded by Mayor Struthers: The Board does hereby receive the OPP Reports of August, September and October, 2019, for information. Carried.
Inspector Needham indicated that these reports align with the 2018 statistics.
Moved by Jacques Pelletier, seconded by Mayor Struthers: The Board will request to be a delegation to Council on January 27, 2020. Carried.
The purpose of the delegation will be to give a high-level overview of the O.P.P.'s Reports and the 2020 Billing Statement. A representative of the O.P.P. will attend in order to discuss and provide awareness of recent detachment initiatives.

In Camera: None

Next scheduled meeting: To be determined by the Chair

Adjournment. Moved by Jacques Pelletier, seconded by Mayor Struthers. The Meeting of the Police Services Board does adjourn at 2:48 p.m.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: October 26, 2020

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-07-2020, being a report to provide an update on the current status of the Committee of Adjustment and current vacancies on the Committee, for information purposes; and

____ THAT Council does hereby appoint from amongst themselves _____ and _____ to fill the current vacancies to meet the minimum legislated requirement of the Committee composition being no less than three members.

OR

____ THAT Council does hereby give favourable consideration of a by-law to repeal the Committee of Adjustment Establishing By-law 26-2019, which in effect would allow Council to act as the Committee of Adjustment until the end of the current term of council.

OR

____ THAT Council does hereby give favourable consideration to a by-law to amend the Village's Procedure By-law 30-17, Section 2.2 to allow the Mayor to be a voting member of the Committee of Adjustment and to allow for his presence at a meeting to be counted towards quorum.

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville-Wolford

Report CAO-07-2020

Date of Council Meeting: October 26, 2020
Information/Action Report to Council

RE: Committee of Adjustment Vacancies

OBJECTIVE:

To provide Council with an update on the current status of the Committee of Adjustment and to provide Council with options regarding the filling of current vacancies on the Committee, for Council's consideration and direction.

RECOMMENDATION:

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-07-2020, being a report to provide an update on the current status of the Committee of Adjustment and current vacancies on the Committee, for information purposes; and

_____ THAT Council does hereby appoint from amongst themselves _____ and _____ to fill the current vacancies to meet the minimum legislated requirement of the Committee composition being no less than three members.

OR

_____ THAT Council does hereby give favourable consideration of a by-law to repeal the Committee of Adjustment Establishing By-law 26-2019, which in effect would allow Council to act as the Committee of Adjustment until the end of the current term of council.

OR

_____ THAT Council does hereby give favourable consideration to a by-law to amend the Village's Procedure By-law 30-17, Section 2.2 to allow the Mayor to be a voting member of the Committee of Adjustment and to allow for his presence at a meeting to be counted towards quorum.

BACKGROUND:

Section 44(1) of the *Planning Act* R.S.O. 1990, c. P. 13 (hereinafter referred to as "the Act") provides that if a municipality has passed a zoning by-law, "the council of the municipality may by by-law constitute and appoint a committee of adjustment for the

municipality composed of such persons, not fewer than three, as the council considers advisable". On April 23, 2019, Council passed By-law 26-2019 (attached hereto as Schedule "A" to this report, being a by-law to establish a Committee of Adjustment.

On July 22, 2019, Council, through resolution R-251-19, appointed Lorne Walker, Denis Schryburt, and Colin Hurman to the Committee of Adjustment. On September 9, 2019, Councillor Timothy Molloy was also appointed to the Committee. However, Councillor Molloy and Lorne Walker are the only two remaining members of the Committee of Adjustment at this time.

Section 44(3) of the Act provides "The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually".

ANALYSIS

The Committee of Adjustment is established in order to hear applications for minor variances and to authorize or deny a permission for a use that is prohibited by the zoning by-law for the enlargement or extension of a legal non-complying building or structure, or to clarify the use of a building, structure or property with respect to the implementing by-law in accordance to Section 45(2) of the Act. Currently, there are only two members on the Committee of Adjustment.

Section 44(4) of the Act provides "Members of the committee shall hold office until their successors are appointed, and are eligible for reappointment, and, where a member ceases to be a member before the expiration of his or her term, the council **shall** appoint another eligible person for the unexpired portion of the term." [emphasis added]

By-law 26-2019 states that the selection of the members of the Committee of Adjustment shall be conducted through a public application process. Staff, at the direction of Council, placed a call for volunteers to fill vacancies on the Committee of Adjustment in the October 7, 2020 edition of the North Grenville Times. The deadline for applications was 4:30 p.m. on October 16, 2020. No applications were received. Staff were further directed to contact former members of the Committee of Adjustment to see whether there was interest from the former members in being reappointed to the Committee, however, the former members have since moved from the area or are current members of Council.

Given the above, staff believe the options before Council are reflected in the recommendation section above. Council members may be appointed to the Committee as voting members. Should Council choose to dissolve the Committee, Council would then become the approval authority in respect of minor variance applications and permissions in accordance with the Act. Should Council wish to amend the Procedure By-law as outlined in the above recommendation, the Mayor would be a voting member of the Committee and count towards quorum, which would bring the Committee back to the minimum membership requirement of not less than three members.

BUDGET/LEGAL IMPLICATIONS:

There are no known budget or legal implications 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 important that the Village comply with provincial legislation. Council feels strongly that openness and transparency is accomplished as shown through their direction to staff with respect to the public application process which accentuates Council's dedication to civic engagement.

CONCLUSION:

Staff have provided recommendations above for Council's consideration. It is staff's opinion that, for the Village to remain in compliance with the *Act*, Council must choose to either appoint from themselves a new member for the Committee of Adjustment or to dissolve of the Committee thereby accepting the responsibilities of the Committee being assumed by Council as current attempts to recruit members of the public have now been exhausted. The *Act* provides timelines within which to deal with minor variance applications and, as such, there is an immediate need for a decision to be made.

ATTACHMENTS:

Schedule "A" – By-law 26-2019, being a by-law to Establish a Committee of Adjustment

Respectfully submitted by:



Doug Robertson, CAO/Clerk/Director, Economic Development

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 26-2019

BEING A BY-LAW TO ESTABLISH A COMMITTEE OF ADJUSTMENT

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 Section 34 of the *Planning Act, R.S.O. 1990*, as amended, provides that zoning by-laws may be passed by the councils of local municipalities and the Council of the Corporation of the Village of Merrickville-Wolford did pass such a by-law;

AND WHEREAS Section 44 of the *Planning Act, R.S.O. 1990*, as amended, provides that the council of a municipality that has passed a by-law under section 34 or a predecessor of such section, the council of the municipality may, by by-law, constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable;

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

1. A Committee of Adjustment is hereby established as per the Terms of Reference as attached and which forms part of this by-law as Schedule "A".
2. Any by-laws that do not conform with this by-law are hereby repealed.
3. 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 23rd day of April, 2019.


J. Douglas Struthers, Mayor


Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Committee of Adjustment
Schedule "A" to By-law 26-2019**

Definition:

"Committee of Adjustment" shall have the same meaning as a Committee established under Section 44 of the Planning Act R.S.O. 1990 c. P.13, as amended.

Mission:

The mission of the Village of Merrickville-Wolford Committee of Adjustment is to consider the authorization of a minor variance from a provision in any bylaw that implements an official plan or to grant a permission with respect to the use of a structure or property in accordance to the requirements of the Planning Act R.S.O. 1990 c. P.13

Objectives/Powers of Committee:

One objective of the Committee is to authorize a minor variance where in the opinion of the Committee the variance meets the four tests set out as follows:

1. It is desirable for the appropriate development or use of the land, building or structure
2. It meets the general intent and purpose of the bylaw
3. It meets the general intent and purpose of the official plan
4. The variance is minor

A second objective of the Committee is to authorize a permission for a use that is prohibited by the implementing bylaw for the enlargement or extension of a legal non-complying building or structure, or to clarify the use of a building, structure or property with respect to the implementing bylaw in accordance to Section 45(2) of the Act.

Composition:

Council may appoint, by resolution or by bylaw, not fewer than three (3) persons from the municipality to the Committee of Adjustment for a term of office concurrent with the term of Council:

- a. The selection of the members shall be through a public application process.
- b. The members will be regarded as private citizens and do not represent their employers or any advocacy group in their capacity as a member;
- c. At least one (1) Council Liaison shall be appointed annually by Council
- d. The Head of Council is a member (Mayor – ex officio).
- e. When a member ceases to be able to carry out his or her duties before the expiration of his or her term, the Council shall forthwith fill any vacancy for the unexpired portion of the term
- f. The Village's Chief Building Official may be the secretary-treasurer to the Committee

Quorum:

Where the Committee is composed of three members, two members shall constitute a quorum and where the Committee is composed of more than three members, three members shall constitute a quorum. No meeting shall proceed without a quorum.

Chair and Acting Chair:

As a first order of business, the members of the Committee shall elect one of themselves as chair and in the absence of the chair, the Committee may elect an acting chair.

The committee shall appoint a secretary-treasurer, who may be a member of the Committee or the Village's Chief Building Official.

Motions:

Decisions made during Committee of Adjustment meetings will follow the process of making a motion, having it seconded and then having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Village's Procedural By-law 30-17, as amended, any applicable legislation, and Robert's Rules of Order.

The Committee shall meet at the call of the secretary-treasurer or when an application for minor variance or permission has been received.

All meetings are open to the public and subject to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M 56, as amended.

Role of Members:

The roles of the members of the Committee of Adjustment include, but are not limited to:

- Attending meetings as scheduled and additional meetings as necessary;
- Participating actively in discussions and planning and sharing the workload of the Committee;
- Hearing an application for minor variance and determining if an application meets the four tests as set out under the Objectives/Powers of the Committee
- Hearing an application for permission and determining if an enlargement or extension of a legal non-complying building or structure may be granted or clarifying the use of a building, structure or property.
- Providing expertise in their professional area of responsibility;
- Providing timely regrets to the chair if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the Municipal Conflict of Interest Act R.S.O. 1990, c.M50, as amended, and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Technical Advice:

The Committee may request advice from the secretary-treasurer and/or any such person as the Committee deems necessary.

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act R.S.O. c.M50 and shall disclose the pecuniary interest to the chair in the public agenda and excuse himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through the direction of Council.

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 56-2020

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 OCTOBER 26, 2020

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 October 26, 2020 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 October 26, 2020 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 26th day of October, 2020.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
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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: October 26, 2020

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, November 9, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor