



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday November 28, 2022

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

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes**
 - Adoption of Minutes of the Regular Council meeting of October 11, 2022
 - Approval of Minutes of the Inaugural Council meeting of November 15, 2022
 - Receipt of Minutes of the Public Library Board meeting of September 14, 2022
5. **Correspondence**
 - Lori Reynolds & Cindy Chandler re: Run Merrickville Committee
 - Letter from Eastern Ontario Conservation Authorities re: Loss of Local Decision- Making: Bill 23 Does Not Work for Eastern Ontario
6. **Planning**
 - Part Lot Control Exemption – Moderna Drummond Street semi-detached and By-law 48-2022
 - STP Allocation for proposed severance request – 206 Brock Street East
 - Consent Applications B-161-22 and B-162-22 (Wiltsie-Brown) – Ireland Road
7. **CAO**
 - Report CAO-08-2022: Committees and Boards Structure Review
 - By-law 49-2022: Appointment of Alternate Member to Counties Council
 - Resolution: Appointment of a Deputy Mayor
 - Resolution: Approval of the 2023 Meeting Schedule
 - Resolution: Routine changes of utility pole banners
8. **Notices of Motion**
 - None
9. **Deferred Items**
 - None
10. **Public Question Period to Council**
11. **Next meeting of Council:** Monday, December 12, 2022 at 7:00 p.m.
12. **Confirming By-Law:** 50-2022 re: Confirm Proceedings of Council meeting of November 28, 2022
13. **Adjournment**

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

___ circulated.

___ amended.

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby adopt the Minutes of the regular meeting of October 11, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

Michael Cameron, Mayor

The Corporation of the Village of Merrickville-Wolford

Tuesday October 11, 2022, 7:00 p.m.

Chaired by: Mayor J. Douglas Struthers
Members of Council: Deputy Mayor Michael Cameron
Councillor Bob Foster
Councillor Steve Ireland
Councillor Timothy Molloy

Staff in Attendance: Doug Robertson, CAO/Clerk
Julia McCaugherty-Jansman, Deputy Clerk
Kirsten Rahm, Treasurer/Manager of Finance
Dan Halladay, Chief Building Official
Stacie Lloyd, Manager, Community Development

Guests: Forbes Symon, Senior Planner, Jp2g Consultants
John Ireland

IMPORTANT NOTICE: This meeting was held in person and was open to the public, with limited seating, in Council Chambers. It was also recorded and livestreamed electronically on the “Village of Merrickville-Wolford” YouTube Channel at https://www.youtube.com/channel/UC_OEkw3ylMarGSHGeNecrQg.

Mayor Struthers announced that the CP Holiday Train is coming to Merrickville on Monday, November 28th. He noted the significance of the stop for collecting donations for the local food cupboards and the benefit of these donations.

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

Approval of Agenda

R-270-22 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
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 11, 2022, as amended.

Carried as amended.

Note: The agenda was amended to include a resolution for the Cairn project to support the information included in the agenda package, to add a resolution and by-law to amend the Procedure By-Law regarding the date of the Inaugural meeting, and to include an information item from the Police Services Board. Council agreed to hear the Wastewater Capacity Allocation Policy item and Consent Application B-133-22 directly following the approval of the minutes.

Minutes

R-271-22 Moved by Councillor Ireland, Seconded by Councillor 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 meeting of September 26, 2022, as circulated.

Carried.

CAO

R-272-22 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 hereby receives Report CAO-07-2022, regarding the Wastewater Treatment Capacity Allocation Policy; and
That Council does hereby approve the proposed Wastewater Treatment Capacity Allocation Policy.

Carried.

Note: CAO Robertson read out the correspondence provided by Ken Shelley, VP of Asset Management for Park View Homes, for the record regarding the proposed Wastewater Treatment Capacity Allocation

Policy, which stated: “Doug.... Would comment that the allocation process needs to be on the “front end” of an application, as it makes the process very arduous, in the case of a subdivision, for a developer to expend resources for execution and registration of a site plan agreement, without having the assurance of capacity. Again, for a subdivision, the entire servicing generally need to be done at one time, rather than phases, at considerable expense, so the restriction of 20 ERUs creates an untenable situation, without the developer having some assurance of capacity. The items outlined in Section 6, provided additional criteria of council decision, which we feel need to be considered on the front end of an application, not after significant time and financial resources are expended. Also, item 9 which speaks to time frames, because the town relies on 3rd party consultants, as you know their time frame of response can be very protracted with no alternative but to abide by their schedule. Also, getting clearance from the ministry, for an ECA application that speaks to the engineering/servicing plan, generally takes over a year. We suggest that as long as the developer is actively engaged, the process allows the town to extend the timeframe, without the allocation being rescinded. These are my comments... regards... Ken”.

Planning

R-273-22

Moved by Councillor Ireland, Seconded by Councillor Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report from Forbes Symon of Jp2g Consultants Inc. dated September 26, 2022 with respect to Consent Application B-133-22 and Municipal Consent Application Questionnaire Form, for information purposes;

Now Therefore Council does hereby recommend support of Consent Application B-133-22 to the Consent Granting Authority with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan; and
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That both the severed and retained parcels be subject to a zoning by-law amendment to recognize the modified lot sizes, by way of a zoning by-law amendment application.

Carried.

Forbes Symon left the meeting at 7:20 p.m.

Correspondence

R-274-22

Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Vicki Graham, Executive member of Theatre Night in Merrickville, requesting that the dump pass fee be waived in order to dispose of 8-10 flats; and

That Council does hereby approve the request.

Carried.

R-275-22

Moved by Councillor Molloy, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Susan Wilkes, President, Merrickville Lions Club Inc., requesting that all fees be waived for the rental of the Community Centre on October 29th for a Halloween movie day; and

That Council does hereby approve the request.

Carried.

R-276-22

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 receive correspondence from Kel McGreavy, Merrickville Lions Club Inc., requesting that

the fees be waived for the rental of the Community Centre for two days in December 2022 for the Christmas hamper program; and

That Council does hereby approve the request.

Carried.

**Building
R-277-22**

Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that:

Whereas the Council of the Corporation of the Village of Merrickville-Wolford deferred Report CBO-03-2022 on September 26, 2022 until the regularly scheduled meeting of October 11, 2022;

Now Council does hereby receive Report CBO-03-2022, being the Chief Building Official’s (CBO) report on Building Fee Amendments; and

That Council hereby approves the Building fee adjustments and Sewage System fees for the Building Department.

Carried.

**Finance
R-278-22**

Moved by Councillor Ireland, Seconded by Councillor Foster

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report FIN-11-2022, regarding consolidating previous fee bylaws; and

That Council direct staff to repeal previous fee bylaws and to consolidate them in a new bylaw.

Carried.

R-279-22

Moved by Councillor Molloy, Seconded by Councillor Ireland

Be it hereby resolved that:

Whereas the Council of the Corporation of the Village of Merrickville-Wolford deferred By-Law 44-2022 at the September 26, 2022 meeting until the regularly scheduled meeting on October 11, 2022; and

Now By-Law 44-2022, being a by-law to repeal by-laws 09-09, 19-12, 13-16, 30-16, 33-21, and 35-21, and to consolidate payments of fees and charges, be read a first and second time, and that By-Law 44-2022 be read a third and final time and passed.

Carried.

**Public Works
R-280-22**

Moved by Councillor Ireland, Seconded by Councillor Foster

Be it hereby resolved that:

Whereas staff have identified a favourable possible purchase of used equipment that would reduce annual operating costs; and

Whereas the CAO provided the related details and rational for the proposed purchase in a confidential email to Council on Friday, October 7, 2022 at 3:40 p.m. with the subject “Used Equipment Purchase”; and

Whereas the rationale demonstrates tangible potential annual savings and service improvements for ratepayers that would result from the purchase;

Now Therefore the Council of the Corporation of the Village of Merrickville-Wolford does hereby authorize and direct staff to submit the bid for the amount specified in the CAO’s email referenced above and to purchase the used equipment for that amount.

Carried.

**CAO
R-281-22**

Moved by Councillor Foster, Seconded by Councillor Ireland

Be it hereby resolved that:

Whereas the Council of the Corporation of the Village of Merrickville-Wolford previously directed the CAO to work with the Village's lawyer to draft an agreement with Michael Walsh to open the Kerford Unopened Road allowance; and

Whereas the Village's lawyer has provided the attached agreement for consideration; and

Now Therefore Council hereby authorizes and directs the Mayor and CAO/Clerk to execute the attached agreement.

Carried.

R-282-22

Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that:

Whereas on January 10, 2022 Council approved Resolution R-002-22 to receive the delegation of John Ireland and Laura Brown re: "Sons of Martha" Cairn Restoration and Replication Project; and

Whereas on January 24, 2022 Council received report CAO-02-2022 regarding the "Sons of Martha" Cairn Restoration & Replication / Monument Project for information and directed the CAO/Clerk/Director, Economic Development to work with the Project Team to:

1. Develop a potential landscape design and seek input from relevant agencies regarding potential approvals to install the Replica Cairn & Monument at the new Merrickville Public Square;
2. Determine order of magnitude costs and apply for suitable available grants as they are identified to offset costs as much as possible; and
3. Identify potential construction contractors to prepare the site; and

Whereas concerns were raised about the Merrickville Public Square site by external agencies and the Project Team has subsequently identified the Water Plant on Main Street East as the preferred location; and

Whereas no available grants were successfully acquired to offset costs for the Project but the Project Team has been conducting fundraising to offset costs and has requested that Council approve the Village's support as outlined in John Ireland's October 6, 2022, 4:15 p.m. email, Subject "Waterworks Property Cairn Location"; and

Whereas Ontario Clean Water Agency (OCWA) has provided preliminary comments in Jeff Morrison's June 15, 2022, 10:22am email Subject "Potential HR McLean Cairn Location Comments" forwarded to Council in a Confidential email from the CAO dated October 11, 2022, 6:29pm to protect the security of Village facilities; and

Whereas the installation of the proposed Replica Cairn will be on Village property and the Corporation of the Village of Merrickville-Wolford will assume ownership and maintenance responsibility for the installation; and

Now the Council of the Corporation of the Village of Merrickville-Wolford hereby approves the installation of the Replica Cairn at the Water Plant and authorizes staff to fulfill the four (4) itemized requests for Village support in John Ireland's October 6, 2022 email at no cost to the Project Team, subject to the following conditions:

- a) The Project Team provides scale drawings stamped by a qualified structural professional at the Project Team's costs including a cross section of the installation, structural plan for the concrete base and a grading plan; and
- b) The scale drawings are approved by the Village's structural engineer to confirm no negative impact on the clearwell and other Water Plant infrastructure and that the installation is Accessibility for Ontarians with Disabilities Act (AODA) compliant; and
- c) That OCWA does not object to the installation; and
- d) Satisfactory review by the Village's lawyer; and
- e) Agreement is received from the United Church of Canada and United Counties of Leeds & Grenville (UCLG) regarding potential encroachments onto Merrickville

United Church property and/or UCLG right of way for Main Street East respectively;
and

That the Council of the Corporation of the Village of Merrickville-Wolford hereby authorizes the CAO/Clerk/Director, Economic Development, in consultation with and subject to review by the Village's lawyer, to execute potential encroachment agreements or other licenses/permits as may be required by the United Church of Canada or UCLG to facilitate the installation; and

That the Council of the Corporation of the Village of Merrickville-Wolford hereby approves providing the services and absorbing the costs for the Village support items listed above as b), c), d) and e).

Carried.

John Ireland left the meeting at 7:52 p.m.

R-283-22 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that:

Whereas the Village of Merrickville-Wolford Procedure By-Law 30-17 states in Section 3.5, subsection a), under 'Inaugural Meeting', that "the first meeting in a new term of Council shall be held at 7:00 p.m. in the Council Chamber of the Municipal Office on the first Monday in December following a regular election; and

Whereas the *Municipal Elections Act, 1996*, s. 6(1) now states that "the term of all offices to which this Act applies is four years, beginning on November 15 in the year of the regular election; and

Whereas the Municipal Act, 2001, s. 230 states "the first meeting of a new council of a municipality after a regular election and after a by-election under section 266 shall be held at the time set out in the municipality's procedure by-law but in any case not later than 31 days after its term commences; and

Whereas the United Counties of Leeds and Grenville Council's inaugural meeting is scheduled on Wednesday, November 23, 2022 at which the Mayor of the Village of Merrickville-Wolford will be sworn in to office by the Counties' Clerk; and

Now Therefore Council hereby approves the amendment of section 3.5, subsection a), in the Procedure By-Law 30-17 to state the following regarding the Inaugural Meeting:

"a) The Inaugural Meeting of Council shall be held at 7:00 p.m. in the Council Chamber of the Municipal Office on the first day of the Term of Council following an Election. If this date falls on a Saturday, Sunday or Statutory Holiday, the meeting shall be held on the next business day."

Carried.

R-284-22 Moved by Councillor Molloy, Seconded by Councillor Ireland

Be it hereby resolved that:

By-Law 46-2022, being a by-law to amend By-Law 30-17 of the Corporation of the Village of Merrickville-Wolford, commonly referred to as the "Procedural By-Law", be read a first and second time, and that By-law 46-2022 be read a third and final time and passed.

Carried.

Mayor Struthers reminded Council that in June 2021 the province indicated that they wanted the Police Service Boards to be aligned with the detachments, so one Board for Grenville County. He noted that this has not taken effect in 2022. He informed Council that there was recent correspondence from the Solicitor General that this will come into effect in late 2023/early 2024. Mayor Struthers noted the resignation of the Chair, Vic Suthren, from the Board as of October 2022. Council directed staff to begin the process of advertising for the recruitment of the municipal representative to fill the current vacancy on the Police Services Board.

Planning

R-285-22 Moved by Councillor Molloy, Seconded by Councillor Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Report CD-02-2022, in response to Council direction for staff to report back regarding the Village’s heritage programs for architectural restoration and maintenance, for information purposes.

Carried.

Council directed staff to provide information about the program to owners of heritage properties and suggested to bring an information report to the new Council to consider increasing the dollar value and frequency of the grant.

Public Question Period to Council

Michael Walsh, Kerford Road, questioned if the Village has had a previous template for opening a road.

Katrina Alvarez, Kerford Road, inquired if they were receiving an access agreement or getting the road.

Mayor Struthers read out questions sent in by Yves Grandmaitre via email. Y. Grandmaitre inquired about the fees for renting the Community Centre and if the kitchen can be rented, whether the proposed policy for the allocation of sewer capacity could result in the removal of access to the sewer system for existing single lots of record if the available allocation is subscribed to larger projects, and if fees for chip truck licensing are included in the building fess consolidation or if they are located elsewhere.

Confirming By-Law

R-286-22 Moved by Councillor Ireland, Seconded by Councillor Molloy

Be it hereby resolved that:

By-law 45-2022, being a by-law to confirm the proceedings of the Council meeting of October 11, 2022, be read a first and second time, and that By-law 45-2022 be read a third and final time and passed.

Carried.

Adjournment

R-287-22 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 8:25 p.m. until the inaugural meeting of Council on Tuesday, November 15, 2022 or until the call of the Mayor subject to need.

Carried.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the Inaugural Council meeting of November 15, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

Michael Cameron, Mayor

The Corporation of the Village of Merrickville-Wolford

Tuesday, November 15, 2022, 7:00 p.m.

Chaired by: Doug Robertson, CAO/Clerk
Members of Council: Mayor Michael Cameron
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland
Councillor Mark Oldfield

Staff in Attendance: Doug Robertson, CAO/Clerk
Julia McCaugherty-Jansman, Deputy Clerk
Suzanne Jackman, Deputy Treasurer

Welcome:

Doug Robertson welcomed everyone to the meeting and gave an overview of the agenda.

Declarations of Office:

The Declarations of Office were administered by Doug Robertson and sworn in the following order:

Councillor Margaret Gural
Councillor Mark Oldfield
Councillor Stephen Ireland
Councillor Ronnie Maitland
Mayor Michael Cameron

Placing of the Chain of Office:

Doug Robertson presented Mayor Cameron with the Chain of Office.

Public Address:

Mayor Cameron addressed the public with a speech.

Next meeting of Council:

The first regular meeting of Council will be held on Monday, November 28th at 7:00 p.m.

Closing:

Doug Robertson brought the meeting to a close.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Library Board meeting of September 14, 2022 for information purposes.

Carried / Defeated

Michael Cameron, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on September 14, 2022 at 7:30 pm via Zoom.

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

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Absent: Timothy Molloy,

1. Meeting called to order at 7:44 pm.

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

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

4. **Approval of Minutes:**

- June 8/22 board meeting – Moved by Carole; seconded by Brian. **APPROVED.**

5. **Correspondence:** none.

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

7. **Friends of the Library Report:** The Friends' quilt raffle is coming up. The funds will be used to continue sponsoring the Library's Kanopy (or other video streaming service) subscription.

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

9. **Librarian's Report:** see Summer Highlights 2022.

10. **Other Business:**

a) **Financial:**

i. **Updates:**

- **Charitable Tax Return:** This has been submitted
- **Montague Grant:** This has been received
- **Provincial Library Operating Grant (PLOG):** Everything has been submitted for this.

ii. **Financial Statements:** Year-to-date financial update received from municipal Treasurer for information.

iii. **Resolutions:** deferred to next month.

b) **Building:**

i. **Update re: Request to Council / Lease:** Discussed recently received email from municipal law firm in response to the Board's letter of June 7. Given that the term is nearly over and a new lease will have more impact on the next Board, it was proposed that further negotiations be deferred to the next board.

Motion: That the negotiations regarding the lease be deferred to the next Council/Board term and that Mary Kate be directed to communicate this to the municipal legal representative.

Moved by: John, seconded by Colleen. **APPROVED.**

ii. **Exterior Work**

- **Roof:** the "raccoon hole" has been repaired. Some additional repairs to the crawl space will be done later in the year (when the weather cools down). Some additional roof work also needs to be completed

- **Other work?:** Discussion re: staining/ painting the building's west side and/or porch floor this fall.

Motion: That Mary Kate make some inquiries re: feasibility and costs. A special meeting will be called if required. Moved by: John, seconded by Brian. **APPROVED.**

c) **Accessibility Plan:** Reviewed draft Accessibility Plan.

Motion: to approve the MPL Accessibility Plan 2022-2026, and that Mary Kate draft the associated annual work plan (2023) for next month's meeting. Moved by: Brian, seconded by: Carole. **APPROVED.**

d) **End-of-Term:** Discussed the upcoming end of the board term. John has agreed to write up the Board's End-of-Term Report.

e) **New Board Chair:** As Vic will be moving away before the end of the term, he wishes to step down as Chair. Carole Roberts was nominated to take over as Board Chair – **ACCLAIMED.**

11. **Next meeting:** Wed, Oct. 12, 2022 at **7:30** pm.

12. Meeting Adjourned.

Librarian _____

Chairperson _____

Librarian's "Summer"y: Highlights of Summer 2022

Overall: Library circulation and visits were essentially at pre-pandemic levels over the summer. The TD Summer Reading Club was very successful and sparked the higher visits and circulation for youth. August was particularly busy and also saw a spike in Overdrive use.

There was also a lot of outreach/networking with other groups over the summer which enabled us to enhance or extend services.

Statistics:

June	2022	2021	2020	2019
Patrons	1122 (w/mtgs) & OverDrive unique users: 94	360 (w/mtgs) & OverDrive unique users: 94	279 (w/mtgs) +OverDrive unique users: 85	1241 (1275 w/mtgs) -13%
(Kids/Youth)	324 (81 / 243)	36 (18 / 18)	21 (8 k / 13 y)	467 (96/ 371)
(Progs)	Lib progs – 161 (19 progs) Zoom progs – 0 (0 prgs) Class Visits: 388 (6-in, 14-out) Seed Liby: 6 Vax Proof: 2	Lib progs – 11 (2 progs) Zoom progs – 21 (3 prgs) YT storytime – (4 stories) Views: 42	0 (no programs in or out). Facebook video - Storytime 48 – 1+ min views 63 – engagement	87-in (4 prgs + 2 CVs in). 110-out of Lib, (2-prgs + 5 CVs out)
Mtg Rm users	71 + 1 Zm (10 mtgs; 1 hybrid)	0 (mtgs)	0 (0 mtgs)	34 (5 mtgs)
Circulation	Total: 2500 Lib: 1740 (A – 981, J/T – 759) OverDrive: 657(circ) Kanopy: 103 (plays)	Total: 1916 Lib: 1113 (A – 613, J/T – 498) OverDrive: 660(circ) Kanopy: 143 (plays)	TOTAL: 1294 Lib: 678 (A – 399, J/T – 253) OverDrive: 573 (circ) Kanopy 43 (plays)	TOTAL 2251 -5% Lib: 1855 -10% (A-1115, J-705, T-35) OverDrive: 396(circ)
Internet use (+wireless):	211 (66 / 137w / 8 tab)	66 (17 / 49w)	112 (16 / 96w / 0 Tab)	384 -5.5% (289 / 71w / 24 Tab)
ILL borrowed/lent:	60 in / 32 out	55 in / 49 out	10 in / 25 out	31 in / 24 out

July	2022	2021	2020	2019
Patrons	1200 (w/mtgs) OverDrive unique users: 94	947 (w/mtgs) OverDrive unique users: 104	676 (w/mtgs) OverDrive unique users: 87	1874 (1933 w/mtgs) -5%
(Kids/Youth)	394 (128k / 266y)	232 (88k / 144y)	149 (52k / 97y)	831 (132k / 699y)
(Progs)	143-in (14 prgs in) 40- out of library program (1)	79-in (5 prgs in + 3 Take & Makes) 22 – Zoom (2 Zoom prgs) YT storytime – (4 stories) Views: 20	10 (2 library programs). Online Storytime (YouTube) 49 views 25 engagement	121-in (14 prgs in) 187-in (12 group/camp visits in). 13-out of Lib (2 prg out)
Mtg Rm users	48 (6 in-liby mtgs) 3 (1 Zoom mtg)	6 (2 mtgs)	0 (0 mtgs)	59 (4 mtgs)
Circulation	TOTAL: 3289 Lib: 2450 (A-1086, J/ T- 1364) OverDrive: 689 (circ) Kanopy: 150 plays	TOTAL: 2692 Lib: 1899 (A-928, J/ T- 970) OverDrive: 734 (circ) Kanopy: 59 plays	TOTAL: 2230 Lib: 1545 (A-830, J-691, T-24) OverDrive: 603 (circ) Kanopy 82 plays	TOTAL 3286 -7% Lib: 2784 -12.5% (A-1347, J-1376, T-60) OverDrive: 502 (circ)
Internet use (+wireless):	271 (63 / 206w / 2-tab)	164 (56 / 108w)	174 (45 / 129w / 0 Tab)	511 +10% (393 / 73w / 45 Tab)
ILL borrowed/lent:	42 in / 54 out	41 in / 53 out	34 in / 50 out	28 in / 42 out

August	2022	2021	2020	2019
Patrons	1360 (w/mtgs & Zm) and OverDrive unique users: 104	994 (w/mtgs & Zoom) and OverDrive unique users: 131	758 +OverDrive users: 88	1482 (1495 w/mtgs) -16%
(Kids/Youth)	503 (178k / 325y)	249 (75k / 174y)	172 (65k / 107y)	532 (148k / 384y)
(Progs)	181-in (13 prgs in) 32-out of library (2 prgs out)	85-in (5 prgs in + 3 Take & Makes) 8 – Zoom (1 Zoom prgs) YT storytime – (4 stories) Views: 32	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)
Mtg Rm users	8 (1 mtg) 20 (3 Zoom mtgs)	3 (1 mtg)	0	13 (1 mtgs)
Circulation	TOTAL: 3784 Lib: 2883 (A-1255, J/ T- 1628) OverDrive: 804 (circ) Kanopy: 97 plays	TOTAL: 2695 Lib: 1994 (A-1072, J/ T- 922) OverDrive: 608 (circ) Kanopy: 93 plays	TOTAL: 2358 Lib: 1684 (A-965, J-697, T-21) OverDrive: 620 (circ) Kanopy 54 (plays)	TOTAL: 3232 +2.5% Lib: 2730 -3% (A-1275, J-912, T-44) OverDrive: 502 (circ)
Internet use (+wireless):	189 (57 / 125w / 7 tab)	175 (64 / 111w)	169 (63 / 106wifi)	405 +4.5% (312 / 64w / 29 Tabs)
ILL borrowed/lent:	60 in / 41 out	72 in / 55 out	41 in / 38 out	57 in / 43 out

Summer Hours/Vacation

The Library has continued with our pandemic hours (opening at 1:00 and closing earlier in the evening), although for the summer we extended our closing to 8:00 pm (from 7:30). We will be going back to shorter evening hours for fall, but first would like to assess the evening traffic, if there are more activities on this year. There is a trend to shorter evening hours in area libraries, so we are looking at various options. The earlier opening is popular and evening use has been slow for some time, so we are considering a permanent change.

The library's only vacation closing was a 4-day Labour Day weekend.

Summer Programs:

StoryTime: Although it started slowly, attendance picked up over the summer, with some new or returning families. Several of our “regulars” will be starting school, etc this fall, so will have a slower fall.

TD Summer Reading Club (Theme: "Myths & Legends"):

Participation in the summer reading club (prize draw and/or activities) returned to pre-pandemic levels with 109 registered kids (74 in 2021, 48 in 2020). We had enthusiastic participation from our target 6-12 age group, and got positive feedback from parents. We brought back our weekly MakerSpace craft/activity program this year and were pleased that it was very well attended (better than some pre-COVID years).

The prize draw is always the main incentive for summer reading. [Note: in the Prize Draw, kids get a ticket for every book they read which they can put in the draw for the prize(s) of their choice (we had 70 prizes this year). The prizes are collected through donations, purchases (mostly from Scholastic) funded by the Friends of the Library, etc]. The draw is extremely popular, and is responsible for much of the spike in children's circulation in July and August. We had several parents comment about how much more their children were reading because of the draw.

The MakerSpace ran weekly for 8 weeks. We had 33 kids participate; most weeks there were just under 20 kids attending. Activities included a guided nature walk on the RiverWalk Trail with Andrea Howard, and a sword demonstration by Omar Simonyi and Chris Chinkiwksy (very popular). Most weeks we had 1 or 2 student helpers (volunteer hours), who were extremely helpful.

In August, we also had a youth art workshop (geared to older kids) led by Mary Loos (MAG artist).

We used funding for children's art programming donated by the Legion before the pandemic to cover the expenses for this workshop. It was very well-received, and I am hoping to arrange another youth art workshop in the fall.

Adult Programs/ Meetings:

The Book Club was the only adult program that ran during the summer (other adult programs and local book clubs go on hiatus). However, there was some planning for fall programs. The meeting room continued to be used by the Fair Board and other groups. Zoom meetings are still available for public use – there have not been many requests for this lately, but there is still some demand for them.

Internet/Computers: Internet use has continued to increase a bit, but still lower than pre-pandemic. Use of the library's wifi was up significantly in July.

Collection: We added new kids' books, especially graphic novels, for the beginning of the summer. We also added a large number of French books (see partnership with French school board below) and "decodable" books (see IDA grant below) to the kids' collection during the summer. This has been great for the collection, but took up admin time for the ordering and cataloguing.

Have also put in the order for fall/winter (adult) bestsellers.

Will need to weed the adult fiction and nonfiction collections this fall.

E-Collection

OverDrive: Use continues to be fairly stable at the new "pandemic" level.

Kanopy: Kanopy continues to be popular, but usage is relatively stable overall.

InterLibrary Loans: ILLs were lower over the summer with fewer book clubs, but has picked up as we head towards fall.

Volunteers: The volunteers have continued to come in over the summer to shelve, process new books, package ILLs, work on the digital genealogy collection, and various other tasks. We've lost one of our regular volunteers. We had students help with the summer program (for volunteer hours).

Facilities: There has been some progress on the building work.

- Roof – The roof has been repaired to keep out the raccoons. Some additional work needs to be done in the crawl space area (repairing the clawed up insulation), as well as other parts of the roof. This is planned for the fall (possibly October).

Administration: Administration took a back seat to programming for the summer. However, we did get some things done.

Website: Switched to the new website in early July. That has been a fairly smooth transition, but there's been a learning curve for maintaining/updating it. We got a very good price from the developer, so we are under budget for this project.

Accessibility Planning: In August, I put together interview questions and contacted several library users with disabilities to do key informant interviews. Have incorporated results into draft plan for September meeting.

Outreach / Community Partners:

Networking: I seem to have been doing a lot of networking over the summer re: working together on projects and programs/visits over the summer and for the fall.

Museum Passes: Most of the museums are accepting the family passes again (the Aquatarium and the Ottawa Museum Network passes continue to be on hiatus), although there are additional use guidelines. We have a new rotation of MAPsacks, which have been modestly popular,

Historical Society: As previously discussed, I have been working with members of the Historical Society to supervise the Blockhouse staff over the summer. It was a successful arrangement and the blockhouse was open 5 days/week for 8 weeks of the summer. Our Historical Society liaisons were pleased with the results. Taking on this role was somewhat time consuming at the start, but overall did not take up that much time – mostly because members of the Society continued to do take on some of the associated tasks. I would certainly consider doing this again next year, if the HS is still in need someone for this.

Agricultural Society/Fair Board: The Fair Board continued to use the Library frequently for meetings in June and July. They initially suggested I read stories at the fair, but the timing didn't work out for this year.

Sustainable Merrickville-Wolford - Seed Library: The Seed Library continues to be popular, but use slows down as the summer progresses. I will be compiling this year's usage statistics in September.

Trails Society: These projects continue, but have not required a lot of additional time from me.

RiverWalk Trail: The Trails Society are continuing to update the display case. We are also lending their MAPsacks made especially for our trails.

Story Trail: We continue to change the stories each month during the summer.

ECO-Champions: I continue to be on the steering committee. We plan to run the contest again during the new school year, and have been discussing some tweaks.

Conseil des écoles catholiques du Centre-Est (CECCE): The French school board has donated a large number of French kids' books to our library (as well as to other libraries in the area). We will also be hosting a monthly French storytime through the school year, as well as an open house, etc. We will be doing some publicity for this in the fall.

International Dyslexia Association (IDA): We received a mini-grant to add "decodable" books to our kids' collection. These have been purchased and most are on the shelves. We will be doing some publicity for this in the fall.

Daycare visits: I was able to visit the daycare classes in August, as well as lend books. I hope to continue these visits in the fall.

Playgroup: This will be starting up again in the fall with a new leader. I will be resuming visits.

Health Centre: We will be hosting another meditation group for the Health Centre. Have also been networking with their community outreach person re: the Fitness for your aging brain program this fall.

RBC: Spoke with an RBC manager about the library providing local assistance with online banking or virtual bank meetings after the Merrickville branch closes. Will meet in Sept to discuss this and the Library hosting the RBC's online banking information sessions.

Chamber of Commerce: I continue to take care of social media for the Chamber. This is outside of work, but does tend to raise the library's profile with the group.

Summer Camp Visit: I ran a program for a local private summer camp, at their request, in exchange for a donation to the Library.

Sizzling Summer Programs (municipal recreation program for kids): This did not run in 2022. Visits by the summer camp were a significant part of our summer stats previously. This is reflected in our July visits by children (vs 2019), but visits in August were surprisingly high vs 2019.

Resolution Number: R - - 22

Date: November 28, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

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

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

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

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

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

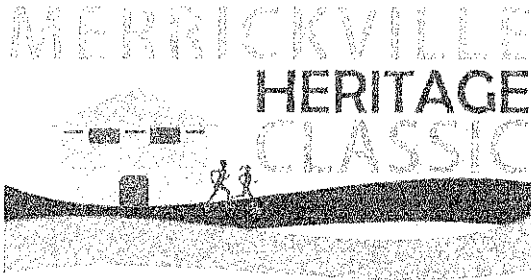
Whereas granting Run Merrickville's request for delegation may create an inequitable, or perceived inequitable, bias by Council in considering Community Grant Applications;

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

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

Carried / Defeated

Michael Cameron, Mayor



Run Merrickville Executive Committee

November 7th, 2022

Merrickville-Wolford Municipal Council
317 Brock St. West
Merrickville, ON, K0G 1N0

To the Mayor and Council

Run Merrickville is a local not-for-profit group that has been organizing and hosting an annual recreational running and walking event in Merrickville-Wolford since 2016. After 3 years of operating under COVID-19 Pandemic rules, Run Merrickville is planning to reinstate the in-person event, the Merrickville Heritage Classic, for April 29th, 2023.

To achieve this goal, we need the support of Council.

We are asking that Council indicate their continued support for this event, give direction to staff to issue the requested road closure certificates and authorize the use of barriers and traffic cones as a no-cost services in-kind grant.

An application for an in-kind fee waiver or reduction for the use of the community centre facilities will be submitted including the supporting documentation as per policy guidelines. A copy of our Traffic and Emergency Plans and the route maps are included with this letter.

We have been supported by Council, the Rideau Community Health Services, and the business community. We attract more than 200 runners and their families to the village, many of whom remain to use the restaurants and shopping facilities. A great number of municipal residents, from children to grandparents participate in this event as well.

Our event provides a springtime attraction for the municipality and businesses. The 2km Blockhouse route, 5 km Canal Run, and 10 km Jewel of the Rideau route showcase the local landmarks and history as runners wind through the downtown core and out to the countryside.

The routes are certified by Athletics Canada and sanctioned by Athletics Ontario. Our runners, volunteers and executive are insured through Athletics Ontario and the Village of Merrickville-Wolford is named as an additional insured with our policy.

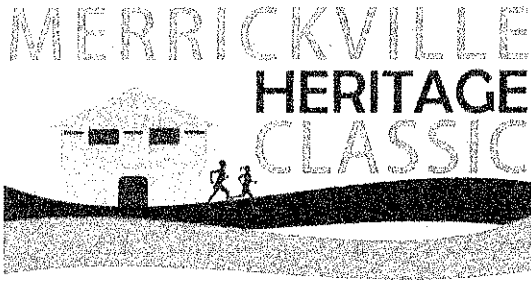
Thank you in advance for your support of our mission to encourage people to get outside and be active through recreational running or walking.



Lori Reynolds
Co-Race Director



Cindy Chandler
Co-Race Director



Traffic Safety & Emergency Management Plans

(Run Merrickville 2023)

Written and submitted by:

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Public Relations & Safety Officer
Run Merrickville
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Traffic Management Plan

Event: Run Merrickville

Date: 29 April 2023

Location: Village of Merrickville-Wolford

Start Time: 8 a.m.

Preamble: Run Merrickville is a not-for-profit group that is organizing and hosting it's 8th annual certified running event in Merrickville, April 29, 2023.

The Mission of the Merrickville Heritage Classic is to encourage people to get outside and be active through recreational running or walking. We advocate and promote a healthy lifestyle through a fun and safe activity.

The Municipal Council, the Recreation Committee, the Chamber of Commerce and the Merrickville and District Community Health Centre support this event. The running routes are certified by Athletics Canada and the Run Merrickville event is sanctioned by Athletics Ontario.

Traffic Control & Traffic Management for Road Closures

Safety is a paramount concern for the Run Merrickville Organizing Committee. As such the following actions have been taken to ensure the safety of volunteers, participants, spectators, pedestrians and motorists.

- Merrickville Fire Department (MFD) has been notified of the event and is participating with traffic control and will provide First Responder Level emergency medical coverage along the route. They will also have a medical tent at the Start/Finish Line.
- The MFD Medical Van and a Utility Task Vehicle (UTV) will be patrolling the race route.
- Leeds Grenville Paramedic Service has been notified of the event via email
- Lanark County Paramedic Service has been notified of the event via email
- A Retired Nurse and a former Paramedic are on Run Merrickville committee and are stationed at the Start/Finish line.
- Grenville OPP has been notified of the event via letter and has a copy of the Traffic Management Plan.
- There are two Paid Duty Ontario Provincial Police (OPP) Officers, each with a marked Police Vehicle in attendance to perform traffic control duties.

County Road 43, Main Street and St. Lawrence Street intersection:

- This intersection will be under the direct control of an OPP paid duty officer using a marked police vehicle and traffic cones. A Volunteer Firefighter will assist this officer.
- When the last runner/walker has crossed through the intersection the officer will, with the assistance of the Firefighter and the volunteer pacers, take down the barriers and then follow the pacers through 10 km running route to ensure all the runners have completed the course.

St. Lawrence Street Harry McLean Road and County Road 16 intersection:

- A second OPP paid duty officer will be at the intersection of St. Lawrence Street, Harry McLean Road and County Road 16. This officer will also be using a marked police vehicle and traffic cones.
- There will be radio communication between both Police officers.
- The Merrickville-Wolford Bylaw Officer and/or a Volunteer Fire Fighter will assist the OPP Officer at this intersection.

County Road 16 and Read Street:

- This intersection will be under the control of volunteers from the MFD. They will have a marked Fire Department vehicle. The Fire Department volunteers will have radio communication.
- The distance between St. Lawrence Street and Read Street along County Road 16 is 400 m.

Corktown Road:

- A volunteer Firefighter will be responsible for directing traffic at this intersection. Half of Corktown Road will be coned for 300 meters and the runners restricted to the north lane (or part of the north lane).
- Any vehicular traffic leaving Corktown Road and wishing to enter Merrickville will be directed south to County Road 16 and from there to the designated diversion route.

Traffic Flow through the Village of Merrickville:

- Traffic will continue to flow on a north/south or south/north route through the village of Merrickville via a controlled traffic diversion route.
- Motor vehicles approaching from the north along County Rd. 43 will turn S/B on Elgin Street.
- There will be a barrier on Elgin Street at Drummond Street east and a barrier on Elgin Street at Lewis Street east, both manned by volunteers from the Merrickville Fire Department. They will permit motor vehicle traffic to proceed when it is safe to do so.
- Vehicles will continue south on Elgin St to Bruce St and proceed west to St. Lawrence St.
- At the intersection of St. Lawrence Street and Bruce Street a volunteer from the Merrickville Fire Department will direct vehicles south to the intersection of St. Lawrence Street and County Road 16.
- The OPP officer stationed there will direct vehicles approaching that intersection.
- Traffic travelling south to north will be directed off St. Lawrence Street at Bruce Street and then N/B on Elgin Street to Main Street/County Rd. 43.

*****Important Note*****

The volunteers at the barricades along the route are not directing traffic. They will advise any motorists the road is closed to traffic and the running route can be crossed at Elgin St.

They will give directions to the crossing point.

Process for opening Roads:

- All three runs, (the 10 km, 5 km and 2 km) start and end at the Community Centre at the intersection of Read Street and Main Street
- Two volunteers will follow the runners through the 2k, and 5 & 10K routes. When the volunteer pacers pass by each road closure, barricades will be taken down and streets opened to traffic again.
- Within the heart of the Village, we anticipate the road access being diminished for a short time only (40-60 minutes.)

- It is expected between the hours of 7:30am and 9am streets along the running routes will be closed. By 9am (or earlier) streets will begin to be opened to traffic.
- St. Lawrence Street should be completely open by 9am with OPP controlling traffic flow at Harry McLean Road and County Roads 15
- When the last participants have crossed St. Lawrence Street at Lewis Street the Fire Department members will remove the barricades and open the rest of St. Lawrence Street to traffic. This road should be open by 9 a.m.
- Homeowners along the running routes will be notified a week prior to the event about the closures

Signage:

- The running routes will be marked with colour coded distance markers.
- There will be three (3) signs stating: "Caution run in Progress". They will be placed south of the Harry McLean Road - St. Lawrence Street intersection, to the west of the Read Street - County Road 16 intersection and at the intersection of Charlotte Street and County Road 43/Main Street.
- The committee hopes to borrow the municipalities "Caution, reduced lane ahead" sign and place it west of the Read Street - County Road 16 intersection as well as borrowing some of the Municipalities flashing orange caution lights and barricades.

Traffic Cones and Barricades:

- Run Merrickville owns enough Traffic Cones for the event.
- Barricades are being borrowed in sufficient number to cover the routes.
- Traffic barriers and/or cones will block the intersecting roads on the race route.
- Volunteers wearing safety vests will be stationed at the intersections to ensure the runners follow the designated racecourse and that pedestrians do not interfere with the runners. They will also manage the intersections by providing any motorists with directions to the north/south diversion on Elgin Street.

*****Important Note*****

Motor vehicle and pedestrian traffic will only be permitted to cross the racecourse when it is safe to do so.

Appendices

Appendix A

Medical Plan Run Merrickville 2023

Personal safety is a high priority with the Run Merrickville Organizing Committee and integrated medical coverage is in force throughout the race course.

- Merrickville Fire Department (MFD) has been notified of the event and is participating with traffic control and emergency medical response along the route.
- Merrickville Fire Department (MFD) will provide First Responder level medical coverage.
- The Merrickville Fire Department (MFD) will have a medical tent at the Start/Finish Line.
- The Merrickville Fire Department Medical Van and a Utility Task Vehicle (UTV) will be staffed and patrolling the race route to provide First Responder Level medical aid along the race course.
- Leeds Grenville Paramedic Service has been notified of the event via email
- Lanark County Paramedic Service has been notified of the event via email
- A Retired Nurse and a former Paramedic are on Run Merrickville staff and are stationed at the Start/Finish line.

Automated External Defibrillators (AED's)

AED's will be available in the Community Centre, in the Medical Tent and along the race route in the MFD Medical Van and the MFD Utility Task Vehicle.

Appendix B

Significant Weather Event Policy 2023

Run Merrickville will be monitoring Environment Canada's regional weather service and associated radar constantly in order to understand what conditions might be faced on Race Day

72 hours prior to event start time a weather alert will be issued based on any of the following single or combined forecasted conditions:

1. A freezing rain warning
2. Severe weather warnings

The purpose of the 72-hour alert is to let participants know that there are potential weather conditions approaching that might impact the event.

48 hours prior to event start time an update will be issued confirming the 72-hour alert and/or a notice that the alert has ended.

24 hours prior to event start time there will be an update of the 48-hour alert and/or a notice that the alert has ended. At the 24-hour mark the Race Director will make a preliminary call on whether to cancel the event or shorten some or all components of the event.

Weather conditions can change rapidly and Run Merrickville reserves the right to change a decision made at the 24-hour mark, should the weather change either for the better or for worse, right up to event start time. The Race Director may consult with other executive members prior to making her decision.

Options Run Merrickville will pursue based on conditions are as follows:

1. A delayed start (remembering there are numerous event site permit requirements that must be met should we opt to delay the start).
2. Cancelling event distances that are deemed to be too long given the conditions (as decided by Run Merrickville, our medical/first aid partners and any other joined parties). Should a longer event be cancelled, participants will automatically be placed in the next longest distance that remains in place).
3. The entire event may be cancelled.

(Please note: no refunds or transfers to any other events on our calendar will be granted should there be a partial cancellation take place as described in option 2) above)

Appendix C

Course Closure Procedure 2023

This policy is in place to ensure all participants have completed the run and no one is left on the race course. This policy will also identify the procedure for re-opening the Municipal and County roads for unrestricted traffic.

- All three runs, (the 10 km, 5 km and 2 km) start and end at the Community Centre at the intersection of Read Street and Main Street.
- Two volunteers pacers will follow the runners through the 2 km, 5 km & 10 km routes.

- When the volunteer pacers pass by each road closure, barricades will be taken down and streets opened to traffic again.
- Within the heart of the Village, we anticipate the road access being diminished for a short time only (40-60 minutes.)
- It is expected between the hours of 8am and 9am streets along the running routes will be closed.
- By 9am (or earlier) streets will begin to be opened to traffic.
- St. Lawrence Street should be completely open by 9am with OPP controlling traffic flow at Harry McLean Road and County Roads 15 and 16.
- When the last participants have crossed St. Lawrence Street at Lewis Street the Fire Department members will remove the barricades and open the rest of St. Lawrence Street to traffic. This road should be open by 9 a.m.
- The Intersection of County Road 43, Main Street and St. Lawrence Street will be under the direct control of an OPP paid duty officer using a marked police vehicle and traffic cones. A Volunteer Firefighter will assist this officer.
- When the last runner/walker has crossed through the intersection the OPP officer will, with the assistance of the Firefighter and the volunteer pacers, take down the barriers and then follow the pacers through 10 km running route to ensure all the runners have completed the course.

Appendix D

Routes requiring Cones & Barriers

5 Km & 10 km Routes:

- Main St W (Read St to St Lawrence St)
- St Lawrence St (Main St to Drummond St E)
- Drummond St E (St Lawrence to Julia St)
- Julia St (Drummond St to Brock St)
- Brock St. E (Julia St to Collar Hill Rd)
- Collar Hill Rd (1 lane only from Brock St. E to Colonel By Way)
- Colonel By Way, Aaron Merrick Dr. and Charles Holden Ave
- Harry McLean Road (one Lane only) (Collar Hill Rd. to St. Lawrence St)
- County Road 16 (St. Lawrence St to Read St.)
- Read St (1 lane only, County Rd. 16 to Corktown Rd.)
- Corktown Rd (to 150 m from Read St.)
- Read St (1 lane only from Corktown Rd. to Lewis St)
- St. Patrick St (Lewis St to Main St)

2 Km Route:

- Main St W (Read St to St Lawrence St)
- St Lawrence St (Main St. to Drummond St. E)
- Drummond St. E (St. Lawrence St to Church St.)
- Church St (Drummond St E to Lewis St E)
- Lewis St. E and W (Church St. to St. Patrick St.)
- St. Patrick St. (Lewis St. West to Main St)

Appendix E

Traffic Flow through the Village of Merrickville:

- Traffic will continue to flow on a north/south or south/north route through the village of Merrickville via a Controlled Traffic Diversion Route.
- Motor vehicles approaching from the north along County Rd. 43 will turn south on Elgin Street.
- There will be barrier at Elgin St. and Drummond St. east, along with a barrier at Elgin St and Lewis St. east both manned by volunteers from the Merrickville-Wolford Fire Department. They will permit motor vehicle traffic to proceed when it is safe to do so.
- Vehicles will continue south on Elgin St to Bruce St and proceed west to St. Lawrence St.
- At the intersection of St. Lawrence St. and Bruce St. a volunteer from the Merrickville-Wolford Fire Department will direct vehicles south to the intersection of St. Lawrence St. and County Road 16.
- The OPP officer stationed there will direct vehicles approaching that intersection.
- Traffic wishing to travel south to north will be directed off St. Lawrence St. at Bruce St. and then north bound on Elgin St. to Main St./County Rd. 43.
- The volunteers at the barricades along the route will advise any motorists the running route can be crossed at Elgin St. and give directions to the crossing point

Appendix F

Safety Announcement

Run Merrickville Road Closure Permits

Run Merrickville is bound by numerous “event site permit requirements” that must be met to allow this event to proceed. The primary requirement affecting participants is the Road Closure Permits from the Village of Merrickville-Wolford and the United Counties of Leeds and Grenville.

This event has permission to close the roads, or portions of roads until 10:30am only. After that time, barriers and pylons will be removed and the roads opened to normal traffic.

Any participant still on the race course at that time will be required to move off the travelled portion of the roads and run or walk along shoulder of the road facing traffic. They must obey all traffic safety rules and yield to vehicles.

Appendix G

Emergency Plans (Run Merrickville 2023)

(Medical Plan /Emergency Action Plan /Safety & Security Operations Plan)

*****All actual or perceived incidents will be communicated to the appropriate agency via 911 to ensure a timely response with no communication delays*****

Race Director

- The Race Director is the person **In Charge** and must be notified immediately in the event of any actual or perceived emergency.
- Phone #: **(867) 336-3483**
- If for any reason the Race Director cannot be reached, contact the **Alternate**

Alternate

- The Alternate is to be contacted for any actual or perceived emergency, if for any reason the Race Director cannot be reached.
- Cell Phone #: **(613) 296-6266**

Fire Chief (or Designate)

- Will be on site and is to be contacted immediately in the event of any actual or perceived emergency! **Call 911**

Police (OPP)

- There are two Paid Duty OPP officers, each with a marked Police Vehicle in attendance to perform traffic control duties.
- Any actual or perceived emergency matters are to be relayed to them immediately upon receipt. **Call 911**

Automated External Defibrillators (AED's)

- AED's will be available in the Community Centre, in the medical tent and along the race route.

Communication:

- Run Merrickville staff/volunteers have cell phones to communicate issues.
- In addition there are 9 walkie-talkies issued by Run Merrickville to various checkpoints along the event route.
- **Emergency Communication Points (ECP's)**
There are designated **Emergency Communication Points (ECP's)** along the route.
- **Emergency Contacts (EC's)**
Each **ECP** will have an **Emergency Contact** stationed at these checkpoints. They are equipped with the portable radios and personal cell phones.

- The **Fire Department** is equipped with County communications including portable radios.
- The **OPP Paid Duty officers** are equipped with Provincial Communications including portable radios.
- The **Municipal Bylaw Officer** or a **Fire Department Member** will be stationed with a Police Officer to enable inter-departmental communication.

Emergency situation:

In the event of a Natural Disaster or other Life-Threatening Emergency, the race will be stopped and right of way will be given to emergency personnel. Paramedic Services, Police and Fire Departments would initiate their emergency protocols.

The **Emergency Contacts (EC's)** will stop runners at their checkpoints and advise them the race is over due to an emergency and for runners and volunteers to make their way back to the Community Centre or to take shelter in the nearest safe environment.

Significant Weather Event

A committee member will be assigned to monitor weather in the days up to the Race and report any forecasts that may negatively impact the race.

The Race Director, in consultation with the Alternate and the Fire Chief will decide if the race should be cancelled or delayed because of a Significant Weather Event.

Training

The Race Director, the Alternate, the Emergency Contacts and Run Merrickville Committee members will receive training in their emergency response duties from the Fire Chief or Designate prior to the Race Day.

Appendix H

Detailed Description of Race-Course Routes

10 km Route:

Main Street W (Read Street to St Lawrence Street)
St Lawrence Street (Main Street to Drummond Street east)
Drummond Street east (St Lawrence to Julia Streets)
Julia Street (Drummond Street to Brock Street)
Brock Street east (Julia Street to Collar Hill Road)
Collar Hill Road (1 lane only from Brock Street east to Colonel By Way)
Colonel By Way, Aaron Merrick Drive and Charles Holden Avenue
Harry McLean Road (One Lane only Collar Hill Road to St. Lawrence Street)
County Road 16 (St. Lawrence Street to Read Street)
Read St (1 lane only, County Road. 16 to Corktown Road.)
Corktown Road (to 300 meters from Read Street)
Read Street (1 lane only from Corktown Road. to Lewis Street)
St. Patrick Street (Lewis Street to Main Street)
Main Street westbound to community centre Finish Line

5 Km Route:

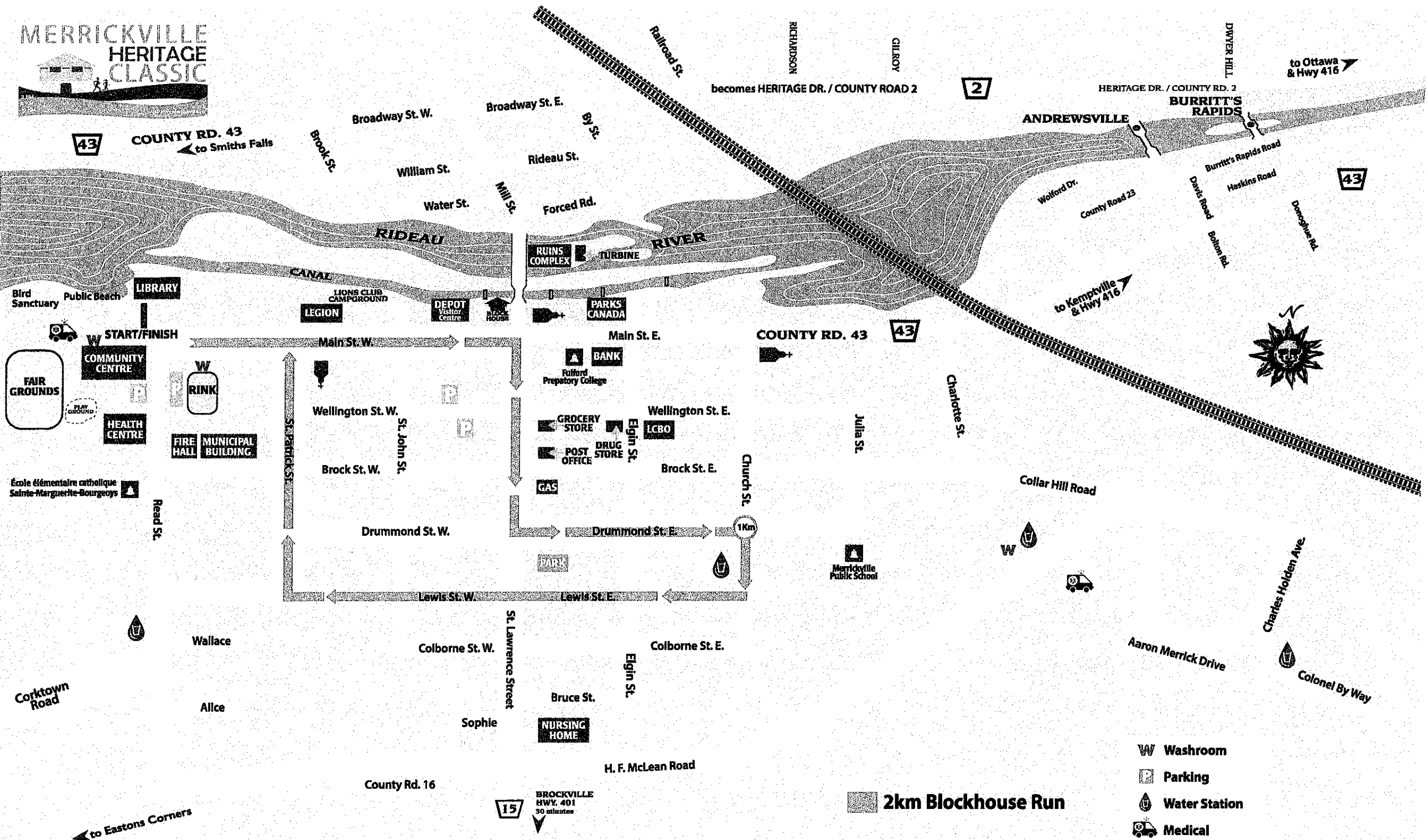
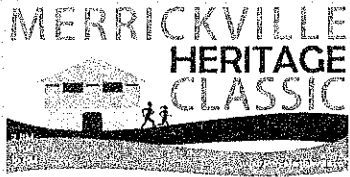
Main Street W (Read Street to St Lawrence Street)
St Lawrence Street (Main Street to Drummond Street east)
Drummond Street east (St Lawrence to Julia Streets)
Julia Street (Drummond Street to Brock Street)
Brock Street east (Julia Street to Collar Hill Road)
Collar Hill Road (1 lane only from Brock Street east to Harry McLean Road)
Harry McLean Road (One Lane only Collar Hill Road to St. Lawrence Street)
County Road 16 (St. Lawrence Street to Read Street)
Read St (1 lane only, County Road. 16 to Corktown Road.)
Corktown Road (to 300 meters from Read Street)
Read Street (1 lane only from Corktown Road. to Lewis Street)
St. Patrick Street (Lewis Street to Main Street)
Main Street westbound to community centre Finish Line

2 Km Route:

Main Street west (Read Street to St Lawrence Street)
St Lawrence Street (Main Street to Drummond Street east)
Drummond Street east (St. Lawrence Street to Church Street)
Church Street (Drummond Street east to Lewis Street east)
Lewis Street east and west (Church Street to St. Patrick Street)
St. Patrick Street (Lewis Street west to Main Street)
Main Street westbound to community centre Finish Line

Appendix I

Route Maps

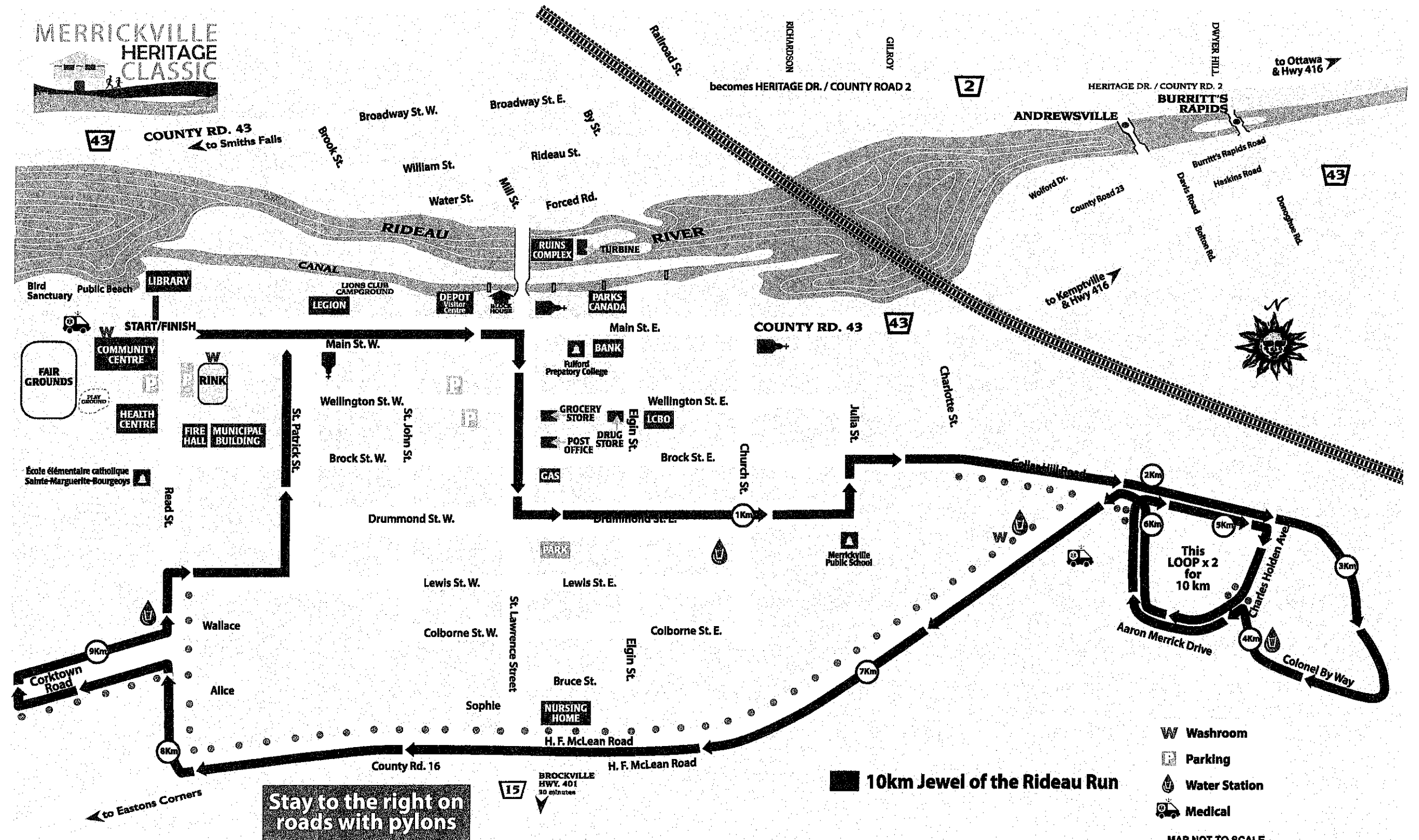
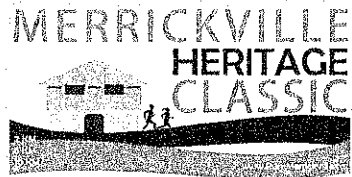


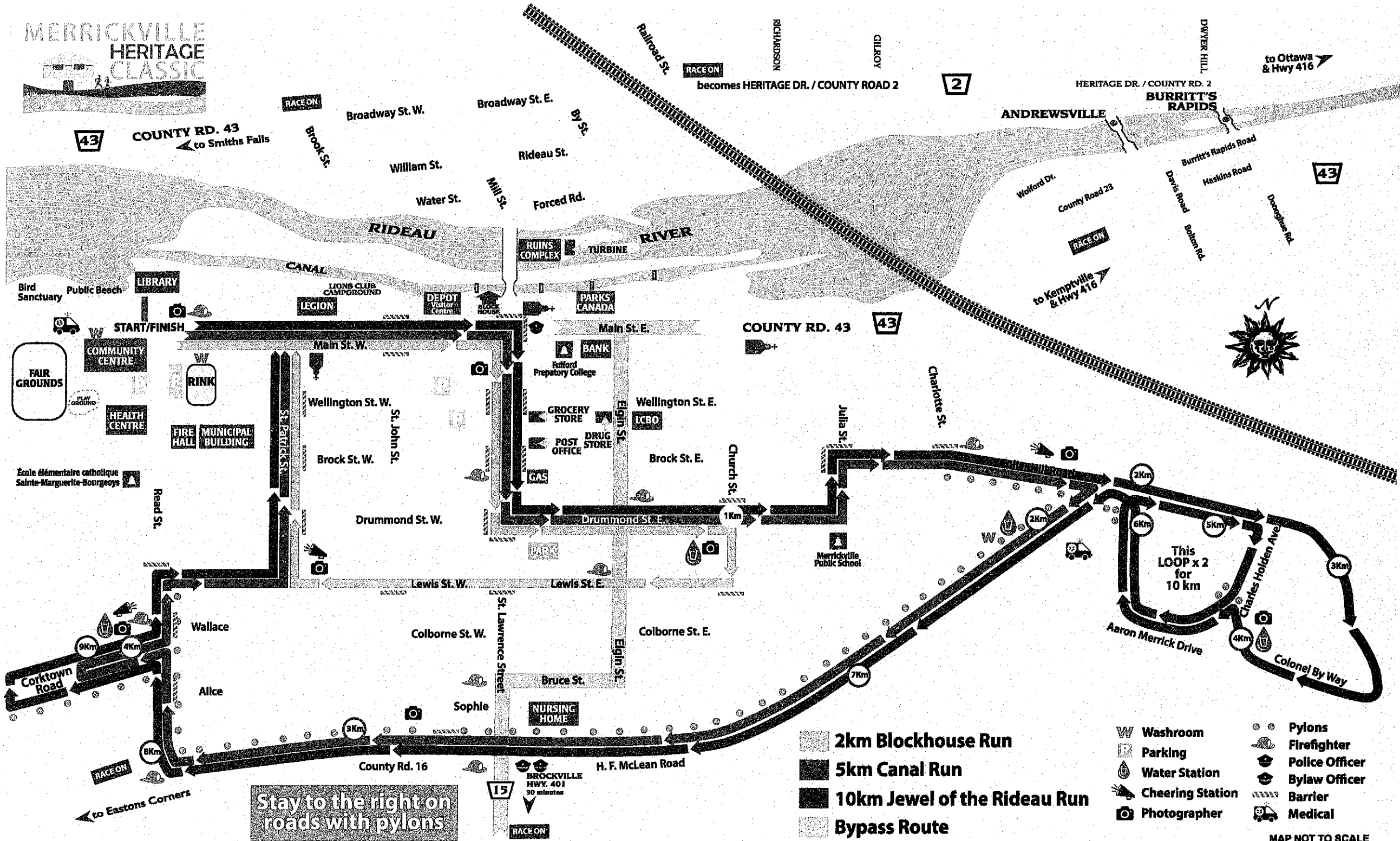
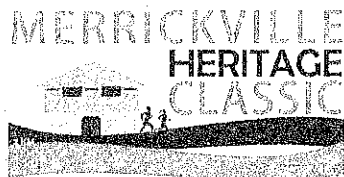
- W Washroom
- P Parking
- Water Station
- Medical

MAP NOT TO SCALE

HERITAGE CLASSIC







- 2km Blockhouse Run
- 5km Canal Run
- 10km Jewel of the Rideau Run
- Bypass Route

- | | |
|------------------|----------------|
| W Washroom | Pylons |
| P Parking | Firefighter |
| Water Station | Police Officer |
| Cheering Station | Bylaw Officer |
| Photographer | Barrier |
| | Medical |

MAP NOT TO SCALE

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

For Clerk's use only, if required:

Recorded Vote Requested

By:

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

Carried / Defeated

Michael Cameron, Mayor

From: Sommer Casgrain-Robertson <sommer.casgrain-robertson@rvca.ca>

Sent: Friday, November 11, 2022 5:47 PM

To: athenshs@myhighspeed.ca; rkidd@twp.beckwith.on.ca; mayor_smith@centralfrontenac.com; mzanth@clarence-rockland.com; Stephen Fournier <stephenmfournier@outlook.com>; mayor@ektwp.ca; Mayor <mayor@Merrickville-wolford.ca>; npeckford@northgrenville.on.ca; Arie Hoogenboom <mayor@rideaulakes.ca>; mayor@smithsfalls.ca; rvandewal@southfrontenac.net; rjones@villageofwestport.ca; Judy Brown, Perth <jbrown@perth.ca>; rainershinetvt@gmail.com; tfraser@northdundas.com; jshaver@augusta.ca; kjennings@township.montague.on.ca

Cc: athens@myhighspeed.ca; smcdonald@augusta.ca; Cassandra McGregor <cmcgregor@twp.beckwith.on.ca>; cmacmun@centralfrontenac.com; hcollier@clarence-rockland.com; Cindy Halcrow <chalcrow@dnetownship.ca>; Yvonne Robert, Clerk <yrobert@ektwp.ca>; Doug Robertson <cao@Merrickville-wolford.ca>; Clerk Administrator (Montague TWP) <clerkadministrator@township.montague.on.ca>; arutley@northdundas.com; gdyke <gdyke@northgrenville.on.ca>; Michael Touw <cao@perth.ca>; mdwyer@rideaulakes.ca; Malcolm Morris <mmorris@smithsfalls.ca>; lfragnito@southfrontenac.net; cao@tayvalleytwp.ca; Kimberley Westgate (cao@villageofwestport.ca) <cao@villageofwestport.ca>

Subject: Seeking Municipal Support - More Homes Built Faster Act (Bill 23)

Good evening watershed Mayors, Mayor-Elects and CAOs,

I first want to congratulate those of you returning to Council and welcome those who are newly elected; we're looking forward to working with you on what is already shaping up to be a busy term!

We know this is a busy period of transition for municipalities, but we need to brief you on the significant impacts that proposed Bill 23 will have on the work of Conservation Authorities and the services we provide to your municipalities.

The Bill is moving very quickly, having been introduced in the legislature on October 25th and requiring submissions to Standing Committee by November 17th.

Eastern Ontario Letter Re: Bill 23

The *More Homes Built Faster Act* (Bill 23) contains significant changes to land use planning and development in Ontario including changes to the work of municipalities and conservation authorities. While some changes in the Bill are positive, some that pertain to conservation authorities are deeply concerning.

We have spent the last two weeks working through the material and meeting with municipal planning staff to understand the potential scope and impact of the proposed amendments. **Our key concerns and recommendations are outlined in the attached letter** and reflect many of the concerns we heard from municipal staff. The letter also calls on the province to reconvene their multi-stakeholder conservation authorities working group (which has representation from municipalities, AMO, CAs, developers and agriculture) to review the amendments and provide advice for improvement.

- The attached letter is unprecedented, having been supported by all 10 Conservation Authorities in Eastern Ontario.
- This letter will be submitted to Standing Committee on November 16 (end of day Wednesday) as well as the Premier's office and respective Ministers.

- **We are hoping that local Mayors will consider adding their signature to the letter before we submit it** as these changes will impact us all. We also know council resolutions are not possible with the tight timeline and the consultation period falling during the turnover of council, so we hope this letter will provide an opportunity for Mayors and CA Chairs to voice their shared concerns.
- For context, AMO included the following comment in their statement about Bill 23.

"Many of the proposed amendments to the Conservation Authorities Act and the Planning Act in Bill 23 are concerning, as they signal a move away from environmental protection at a time when climate change impacts are being felt more at the local level. Bill 23 proposes sweeping changes to the regulatory responsibilities of Ontario's 36 conservation authorities that, if passed, will undermine the collaborative and productive changes put forward by the Ministry led Conservation Authority Working Group over the past two years".

- You can also view RVCA's [Media Release on Bill 23](#) for more information

We are hoping to have as many signatures as possible from Mayors across eastern Ontario before submitting the letter on November 16th.

Please reach out to me at any time over the next few days (including evenings or the weekend) if you wish to discuss the letter or are interested in signing it (my cell is 613-219-5069).

We are happy to work with municipal staff to arrange signature of the letter. If you prefer, you can also:

- Sign the last page of the attached letter (blank page at end) and scan it back to me; or
- Provide me with an electronic signature that I will apply to the letter.
- In either case, please provide the correct information to include in your signature line (full name, position, municipality) which will be added below your signature.
- A copy of the fully signed letter will also be shared with all signatories on November 16 before it is sent to Standing Committee.

Thank you for your consideration and I apologize if you receive a similar email request from one of our neighbouring CAs as we are all reaching out to our member municipalities. If this occurs, please feel free to contact any of us if you have questions or wish to support the letter.

It was also a pleasure to see many of you at recent Council training sessions held across our watershed. It was a wonderful opportunity to introduce ourselves to new members of Council and touch on what we do and some emerging issues.

As always, we also welcome the opportunity to present to your council at any time to talk about our work in general or about a project or topic that is of interest or concern to your municipality.

Thank you again for your consideration and have a wonderful weekend.
Sommer

Sommer Casgrain-Robertson (she/her)
General Manager / Secretary-Treasurer
613-692-3571 or 1-800-267-3504 ext. 1214

Eastern Ontario Conservation Authorities

November 15, 2022



The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1
premier@ontario.ca

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay St,
Toronto, ON M7A 2J3
minister.mah@ontario.ca



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
Whitney Block, 99 Wellesley St W,
Toronto, ON M7A 1W3
minister.mnrf@ontario.ca

The Honourable David Piccini
Minister of the Environment, Conservation and Parks
College Park 5th Floor, 777 Bay St,
Toronto, ON M7A 2J3
minister.mecp@ontario.ca



Re: Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario

Dear Premier Ford, Minister Clark, Minister Smith, and Minister Piccini,

With housing affordability affecting much of Ontario, we understand your government's target to build 1.5 million new homes over the next 10 years.

Conservation Authorities (CAs) have always supported long-term sustainable growth. In fact, our role is to ensure land-use decisions made today do not impede future growth tomorrow. We accomplish this by ensuring development has minimal impacts on flooding, erosion, slope stability and water quality by guiding development away from natural hazards and protecting the function of natural features. This can only be accomplished when evaluating growth and its cumulative impacts across a watershed, which is the value and service CAs provide to municipalities. Water flows across municipal boundaries and so do the impacts of development.

In Eastern Ontario, CAs have been working closely with municipalities to reduce barriers to development and streamline processes to provide the best service possible to municipalities, communities, homeowners, and developers. For many, this includes modernizing policies and procedures, streamlining approvals, reducing timelines, meeting and reporting on service standards, and promoting pre-consultation with applicants. CAs are not a barrier to growth, but an assurance that growth is safe and sustainable, and we have been a source of cost-effective expertise for municipalities and developers for decades.

We are committed to doing our part to help increase Ontario's housing supply, but it needs to be accomplished through smart, sustainable growth that will not have detrimental impacts down the road.



Eastern Ontario Conservation Authorities

We are concerned that some changes proposed in the *More Homes Built Faster Act* will:

- Weaken the ability of conservation authorities to continue protecting people and property from natural hazards such as floods;
- Diminish our ability to protect critical natural infrastructure like wetlands which reduce flooding, droughts and improve water quality in lakes and rivers; and,
- Place new downloaded responsibilities on municipalities related to natural hazards and natural resources that they are unprepared and under resourced to tackle.

We are calling on your government to press pause on the proposed changes highlighted below and to reconvene the multi-stakeholder *Conservation Authorities Working Group* that your government created. This group can help identify alternative solutions that will increase Ontario's housing supply without jeopardizing public safety or downloading additional responsibilities to municipalities. At a time when climate change is causing more frequent and intense storm events, the role and watershed mandate of CAs has never been more critical.

Proposed Changes of Concern and Their Potential Impact:

1. If conservation authorities are no longer allowed to provide planning comments to municipalities beyond natural hazards:
 - Municipalities have indicated that they will need to contract this work out to the private sector, where there is already a limited labour market, as most do not have the expertise or capacity to take on this expanded role.
 - Municipalities anticipate higher costs, and possible delays, that will be passed on to applicants and developers. The current model enables municipalities to use existing expertise within the CAs (such as biologists, water resource engineers, ecologists, hydrogeologists) to fulfill responsibilities under the Provincial Policy Statement pertaining to natural heritage and water, while saving time and money for applicants.
 - Municipalities have shared conflict of interest concerns due to the limited availability of consultants in Eastern Ontario and shared concerns about the lack of local knowledge should they need to secure consultants from other regions.
 - Municipalities are also concerned with the loss of the watershed perspective in making planning decisions, which will result in a narrow review of the impacts to natural hazards and natural heritage. Municipalities formed CAs to address this very issue.

Eastern Ontario Conservation Authorities

2. If development that is subject to a planning approval is exempt from requiring a permit from the conservation authority:
 - Municipalities will assume greater responsibility and liability for the impact of development on flooding, erosion, slope stability and water quality within municipal boundaries and in upstream and downstream communities.
 - Municipalities and CAs will require more detailed studies and designs at the planning stage which are normally not required until the permitting stage. This would make planning applications more onerous and costly for developers and slow down approvals.
 - Municipalities will also have limited mechanisms to ensure compliance outside of the permitting process if development is not constructed properly.

3. If certain types of development are deemed “low risk” and exempted from requiring a conservation authority permit:
 - Public safety and property damage risks may not be adequately addressed as a single list of exempted activities across the province will not capture local conditions and constraints. Some activities which may be low risk in one watershed, such as fencing or auxiliary buildings, may be a significant risk in others that have retrogressive landslide areas or ravines.
 - It should also be acknowledged that CAs already have the ability to exempt or streamline review processes for activities that are low risk in their watershed and this practice is already in use by most CAs.

4. If the scope of conservation authority permits is narrowed to only address natural hazard issues (removal of “pollution” and “conservation of land” considerations, restrictions on conditions that can be required as part of a permit):
 - CAs may not be able to require development setbacks from water, protect naturalized shorelines or require sediment control during construction.
 - CAs would no longer be able to address water quality concerns, which are required under federally and provincially approved “Remedial Action Plans” for designated “Areas of Concern”.
 - CAs use pollution and conservation of land considerations and conditions to limit sediment and nutrient runoff into lakes and rivers that contribute to poor water quality, excessive weed growth and algae blooms. Municipalities would become responsible to address these types of concerns.

Eastern Ontario Conservation Authorities

- Water quality in lakes and rivers is an important economic driver in Eastern Ontario as it impacts property values, tourism, recreation, and commercial fisheries, and it is the source of drinking water for many permanent and seasonal residences.
 - CAs and municipalities would welcome a consistent definition of “conservation of land” in the new regulations, pertaining to the protection, management, and restoration of lands to maintain or enhance hydrological and ecological functions.
5. If the protection of wetlands is diminished (changes to wetland evaluation criteria, elimination of wetland complexing, reduction in the area around wetlands that is regulated, introduction of offsetting measures to compensate for wetland loss and the withdrawal of MNRF as the body responsible for wetland mapping and evaluations):
- Municipalities are concerned that the withdrawal of MNRF from administering the Ontario Wetland Evaluation System and maintaining wetland mapping will be downloaded to municipalities to manage reevaluation reports from consultants and maintain up-to-date wetland mapping that is needed for development review.
 - Municipalities and CAs are concerned that there will be a loss of wetlands that will have immediate and long-term impacts. Removing wetlands is like removing dams and reservoirs. Wetlands act as infrastructure that absorb and retain a significant volume of snow melt and rain which reduces flood levels during spring runoff and storm events. They also release this water slowly throughout the rest of the year, helping augment water levels in lakes and rivers during low flow periods which reduces drought conditions. Wetlands also filter nutrients and sediment from runoff which improves water quality.
 - These benefits are particularly important where lakes and rivers are supporting agriculture, recreation, tourism, and fisheries and acting as a source of drinking water. Municipalities and CAs could never afford to build the infrastructure it would take to replace wetland functions which is estimated to be billions.
6. If the Minister freezes conservation authority fees:
- Taxpayers, not developers, would absorb increasing costs for development review. In this scenario, growth would not be paying for growth.
 - Legislative amendments made earlier this year directed conservation authorities to demonstrate that self-generated revenue such as fees for service are considered where possible to reduce pressure on the municipal levy. This includes plan review and permitting fees that are collected to offset program costs, but not exceed them.

Eastern Ontario Conservation Authorities

Recommendations:

1. Municipalities should retain the choice to enter into agreements with conservation authorities for natural heritage and water-related plan review services.
 - Recent legislative amendments by this government now require agreements to include defined terms, timelines, and performance measures, and CAs have demonstrated that they can provide these comments to municipalities in a cost-effective and timely manner. CAs are also already prevented by these earlier amendments from commenting beyond natural hazards if they do not have an agreement with a municipality.
2. Development that is subject to plan approval should not be exempt from requiring a conservation authority permit.
 - The planning process is not sufficient to ensure natural hazard concerns are addressed through appropriate design and construction. This change would also place additional responsibility and liability on municipalities.
3. Conservation authorities should determine which types of developments are deemed “low risk” through their regulations policies.
 - CAs are already able to create exemptions and streamline review processes that are appropriate locally, given watersheds have unique conditions.
4. Maintain “pollution” and “conservation of land” as considerations when conservation authorities are reviewing permit applications but provide a clear definition of each to ensure a consistent approach on how it is applied.
 - Streamlining these definitions will allow CAs to provide consistency to municipalities and developers and meet obligations under other pieces of legislation that require water quality-related comments from CAs.
5. Continue to protect wetlands to reduce flooding, provide flow augmentation.
 - Wetlands are critical pieces of natural infrastructure and municipalities cannot afford to build the infrastructure it would take to replicate wetland function to protect upstream and downstream communities from flooding and drought.
6. Do not freeze fees to ensure growth pays for growth.
 - Recent legislative amendments by this government now require CAs to demonstrate through their budget process that development review fees are offsetting, but not exceeding, program costs.

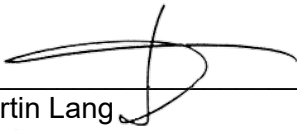
Eastern Ontario Conservation Authorities

Thank you for the opportunity to share our concerns and recommendations with you.

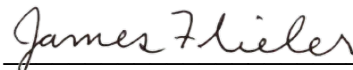
Our goal is to support you in creating more housing in Ontario while ensuring changes to Ontario's land use planning and permitting system do not have unintended and irreversible consequences on the protection of people, property, and natural resources.

We sincerely hope that you will remove the amendments we have highlighted from Bill 23 before it is passed, and that you will reconvene your government's *Conservation Authorities Working Group* to work with your Ministry to propose alternative improvements and refinements to conservation authority development review processes.

Sincerely,



Martin Lang
Chair
Raisin Region Conservation Authority



James Flieler
Chair
Quinte Conservation Authority



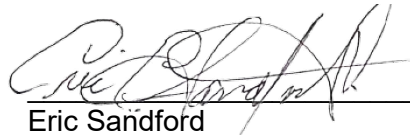
Pierre Leroux
Chair
South Nation River Conservation Authority



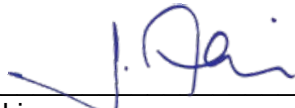
Jan O'Neill
Chair
Crowe Valley Conservation Authority



Pieter Leenhouts
Chair
Rideau Valley Conservation Authority



Eric Sandford
Chair
Lower Trent Conservation Authority



Jeff Atkinson
Chair
Mississippi Valley Conservation Authority

Ryan Huntley
Chair
Otonabee Region Conservation Authority



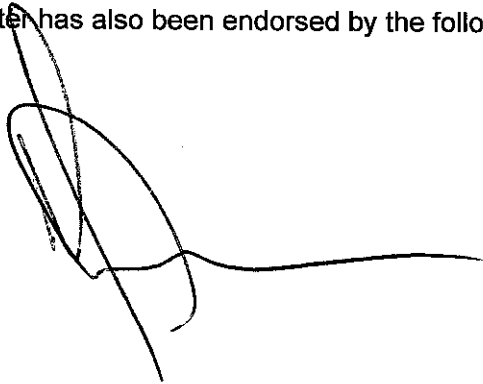
Paul McAuley
Chair
Cataraqui Region Conservation Authority



Mark Lovshin
Chair
Ganaraska Region Conservation Authority

Eastern Ontario Conservation Authorities

This letter has also been endorsed by the following municipal partners:

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested

By:

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

September 1, 2022

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Part Lot Control (Moderna Homes)
Lot 72, Plan 6, Village of Merrickville, Village of Merrickville-Wolford**

I have now had an opportunity to review the Part Lot Control submission by Moderna Homes for Lot 72, Plan 6 within the Village of Merrickville (Map #1). My assessment has focused on ensuring the part lot control request is in conformity with the existing zoning on the subject lands.

The subject property was rezoned from “Residential One (R1)” to “Residential Two (R2)” through By-law 42-2021, which is in full force and effect. The zoning was established to allow for the development of the subject property with semi-detached dwelling containing two distinct dwelling units.

The subject property has now been developed with the semi-detached dwelling and the owner now wishes to subdivide the subject property putting each of the two dwelling units on separate and distinct properties. The subject land is a whole lot in a registered plan of subdivision and therefore the division of the property through “part lot control” is appropriate.

The owner has submitted a survey of the subject lands, depicting the location of the semi-detached dwelling and the proposed new lot line dividing the property (Map 2).

The proposed division of the property was assessed against the standard R2 zoning provisions. Based on this assessment the following is confirmed that the two proposed lots will:

1. Have roughly 440 m² of lot area, exceeding the minimum lot size requirement of 270m²;
2. Have a lot frontage of 12.05 m, exceeding the minimum lot frontage requirement of 9 m.
3. Have a front yard setback of 6 m for the main dwelling and 4.75 m for the attached garage, meeting the requirements of the R2 zone.
4. Have a side yard setback of 3.4 m, exceeding the minimum side yard setback of 1.2 m



5. Have a rear yard setback of 14.5 m, exceeding the minimum rear yard setback of 6 m
6. Have a dwelling unit area of 116 m², exceeding the minimum dwelling unit area of 70m².

It has been determined that the proposed division of the subject property via part lot control will be in full compliance with the Village of Merrickville-Wolford Zoning By-law #23-08.

Summary & Recommendations

The proposal is to subdivide the subject property thereby placing the two semi detached units on separate and distinct property. The subject property represents a whole lot in a registered plan of subdivision and therefore the use of part lot control for the division of the property is appropriate. It has been determined that the proposed division of land will be in full compliance with the "Residential Two (R2)" zone provisions of the Village Zoning By-law #23-08.

It is recommended that Council pass the necessary by-law to support the part lot control request and that this by-law be forwarded to the United Counties of Leeds and Grenville for final approval.

All of which is respectfully submitted.

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

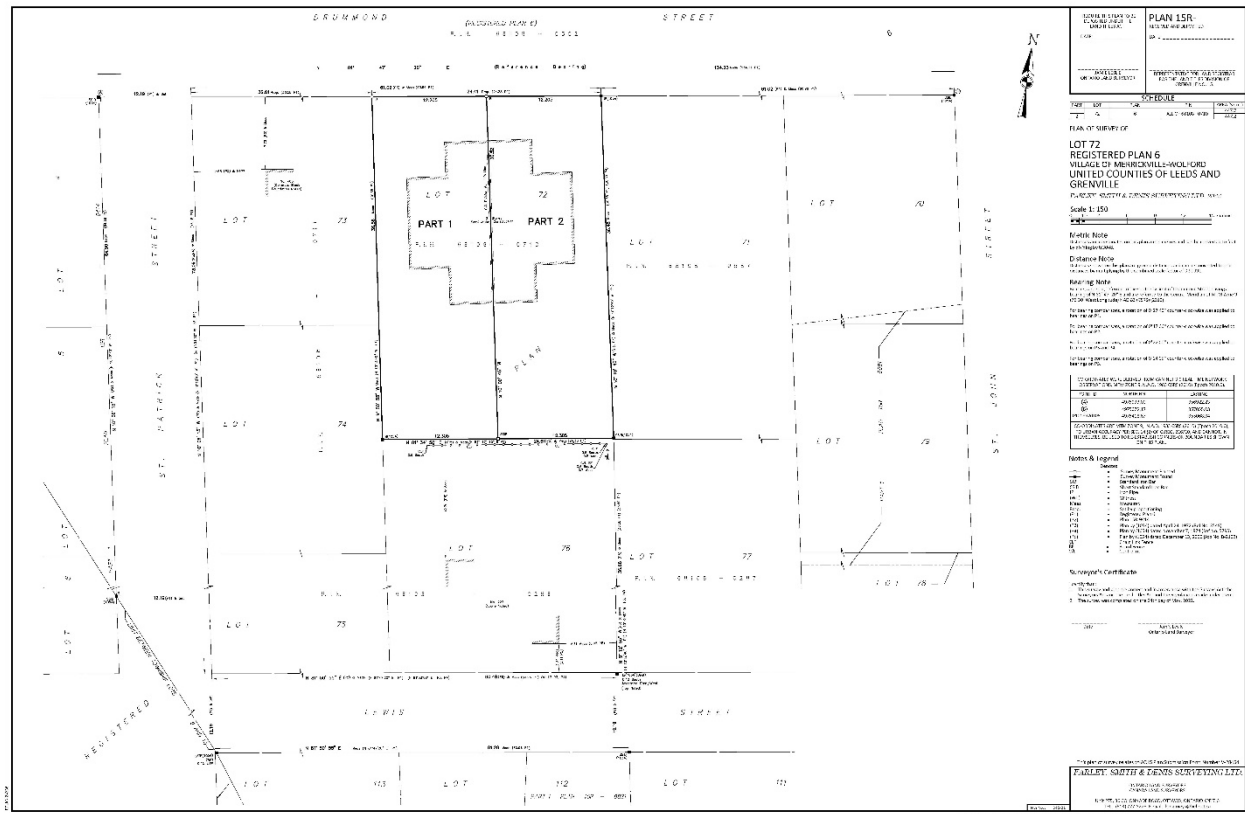
A handwritten signature in black ink, appearing to read 'F. Symon'.

Forbes Symon, MCIP, RPP
Senior Planner

Map #1: Key Map



Map #2: Draft Survey



Resolution Number: R - - 22

Date: November 28, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

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

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

Carried / Defeated

Michael Cameron, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 48-2022

Being a by-law to provide that the *Planning Act, R.S.O. 1990, c. P.13.S.50(5)*, as amended, does not apply to Lot 72 on Registered Plan 6 of the Village of Merrickville-Wolford.

WHEREAS the *Planning Act, R.S.O. 1990, c.P.13 S. 50 (7)*, as amended, authorizes the Council of the Village of Merrickville-Wolford to enact by-laws which provide that the *Planning Act, R.S.O. 1990, c. P. 13 S. 50(5)*, as amended, does not apply to lands that are within a registered plan of subdivision as are designated in the by-law;

Now Therefore the Council of the Village of Merrickville-Wolford hereby enacts as follows:

The *Planning Act, R.S.O. 1990, c. P.13 S. 50(5)*, as amended, does not apply to Lot 72 on Registered Plan of Subdivision 6, on condition that no person shall convey a part of any such lot by way of a deed or transfer, or grant, assign or exercise a power of appointment in respect of a part of any such lot, or mortgage or charge a part of any such lot, or enter into any agreement that has the effect of granting the use of or right in any part of such lot directly or by entitlement to renewal for a period of twenty one years or more unless the description of the lands conforms to one of the following descriptions:

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

This By-law shall take effect upon approval thereof by the United Counties of Leeds Grenville, and registration of a certified copy of this by-law in the Land Registry Office.

Read a first, second and third time and passed on the 28th day of November 2022.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

Resolution Number: R - - 22

Date: November 28, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

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

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

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

Carried / Defeated

Michael Cameron, Mayor

September 7, 2022

City Council

c/o D. Robertson, CAO/Clerk/Economic Development Director

Village of Merrickville-Wolford

317 Brock Street West, P.O. Box 340,

Merrickville, On. K0G 1N0

Via Email: cao@merrickville-Wolford.ca

RE: Consent Application – 206 Brock Street East, Merrickville.

Dear Village of Merrickville-Wolford Council,

Through this letter we state our intent to submit, on behalf of the property owners, an application for consent to sever the property located at 206 Brock Street East in the Village of Merrickville-Wolford ("subject property"). The owners intend to sever a portion of their lands to reserve as vacant land for future sale or development.

This request is as per direction from Stacie Lloyd, Manager, Community Development, subsequent to a Council meeting on June 27, 2022, where servicing capacity report was discussed. It is our understanding that there are a number of infill development applications in the queue, which will have an impact on Village STP capacity and therefore each application for development within the Urban Area Boundary of the Village is to be brought before Council for consideration. The intent is to provide sanitary treatment allocation on a case-by-case basis.

The subject property is located at 206 Brock Street East, at the south-east corner of Brock Street East and Elgin Street. At present, the subject property contains a single detached home on an approximate lot area of 1,052 square metres, and frontages of 27 metres along Elgin Street and 39 metres along Brock Street East. In addition to the single detached property there is also a shed located in the rear yard of the subject property, being the portion of the property that is proposed to be severed.



Figure 1: Existing dwelling on Subject Property.

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Ottawa

396 Cooper Street, Suite 300
Ottawa, ON K2P 2H7
613.730.5709

Kingston

The Woolen Mill
4 Cataraqui Street, Suite 315
Kingston, ON K7K 1Z7
613.542.5454

Toronto

174 Spadina Avenue, Suite 304
Toronto, ON M5T 2C2
416.789.4530

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The owner of the property is looking to sever the lot to create one (1) new lot for future residential development. There are no construction plans at this time. The proposed severance will create two nearly identical parcels with an approximate lot frontage of 19.5 metres along Brock Street, and a lot depth of 27 metres and an area of 526 square metres for each lot. This will be confirmed through a formal Draft Reference Plan, should this be required for submission or as a condition of approval.



The owner does not have any immediate plans for developing the severed lands, but over time, the lands are expected to develop into a single-detached residential property as per the existing zoning. As there are no immediate plans for development on the property, the exact number of rooms, lot coverage, and bathrooms (i.e. water fixtures) are not yet known. It is expected that future development on the lands will align with what is commonly found within the neighbourhood and is permitted under the effective zoning, being something akin to a three (3) bedroom house with two (2) bathrooms, though this would be confirmed at the building permit stage.

Please consider this letter as a formal request to consider allocating STP capacity for a consent application on the subject property. If you have any questions, please feel free to contact us at bolduc@fotenn.com or ext. 238, and khan@fotenn.com or ext. 288.

Sincerely,

Jacob Bolduc, MCIP RPP
Senior Planner

Haris Khan, MES
Planner

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VILLAGE OF MERRICKVILLE-WOLFORD

WASTEWATER TREATMENT CAPACITY ALLOCATION POLICY

1. POLICY PURPOSE

The purpose of this Wastewater Treatment Allocation Policy (Policy) is to track and manage wastewater servicing capacity in a manner that provides for continued growth in all land use categories. It is intended to establish an element of equity and fairness to the process of capacity allocation. It clarifies for the development community and public at large how this important, finite public resource will be monitored and managed to ensure maximum benefits to the Village and to ensure that development approvals do not exceed capacity.

Allocation of wastewater servicing capacity will be at the sole and absolute discretion of Village Council. All allocation of wastewater capacity will be evidenced by an agreement between the developer and the Village of Merrickville-Wolford, approved by by-law of the Council of the Corporation of the Village of Merrickville-Wolford.

2. TERMINOLOGY

In this Policy, capacity is referred to in terms of “equivalent residential units” (ERUs), which is a calculation of the capacity that is required for a single detached residential unit. The Village shall use the Ministry of Environment, Conservation and Parks (MECP) D-5-1 Guidelines for Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants to determine the capacity of its WWTP.

3. DEVELOPMENT REQUIRING WASTEWATER SERVICING CAPACITY ALLOCATION

This Policy shall apply to the lands within the Merrickville Urban Area south of the Canal, as identified in Village Official Plan. This policy shall apply to Planning Act applications for:

- Plans of Subdivision
- Plans of Condominium for new development or a condominium conversion where an expansion of existing development is required
- Consents for the creation of new lots
- Site Plan Applications for existing lots of record
- Rezoning

4. TIMING OF ALLOCATION – New Lot Creation

Wastewater Treatment Capacity Allocation will be in the form of a two-step process. For Plans of Subdivision, Plans of Condominium, Consents or creation of lots through part lot control by-laws the first step, “Reserved Capacity Allocation” shall be considered by the Village as part of the draft plan approval process for a plan of subdivision or plan of condominium, and as a condition of granting a consent. Such approvals shall be subject to conditions relating to phasing of development, duration of “reserved capacity allocation” provided by the Village, necessary improvements to capital works or any other condition deemed appropriate by the Village. Part Lot Control By-laws shall only be passed where capacity exists for the lot(s) to be created in that manner.

Such approvals shall contain a condition indicating that the Village is not obligated to provide wastewater servicing capacity allocation within the term of the draft approval or provisional consent and that the final allocation of water and wastewater servicing capacity will only occur following confirmation of such capacity by the Village and the entering into of an agreement between the owner and Village.

The second step is “Final Capacity Allocation” which shall be considered by the Village once the applicant has demonstrated that the conditions established for reserving allocation in the draft approval have been met. Final Capacity Allocation will be in the form of a resolution of Council and upon confirmation of the:

- i) execution and registration of a subdivision or condominium agreement, including all financial requirements; or
- ii) execution of a consent agreement (if necessary) for the creation of a new lot, including all financial requirements.

Generally, the Village shall not assign more than 20 equivalent residential units (ERUs) per phase of a subdivision proposal. Subsequent phase(s) will not be considered for “final capacity allocation” until the preceding phase has been registered, it has been serviced by municipal water and sewer, and the proponent has satisfactorily demonstrated to the Village that construction is proceeding and building permits have been/are being issued.

5. TIMING OF ALLOCATION – Site Plan Applications

For site plan applications the first step, “Reserved Capacity Allocation”, shall be considered by the Village as part of the approval of the site plan application. Such approval shall be subject to conditions relating to red line revisions, duration of “reserved capacity allocation” provided by the Village, necessary improvements to capital works or any other condition deemed appropriate by the Village.

The second step is “Final Capacity Allocation” which shall be considered by the Village once the applicant has demonstrated that the conditions established for reserving allocation have been met. Final Capacity Allocation will be in the form of a resolution of Council and upon confirmation of the execution and registration of a site plan agreement, including all financial requirements. The Village reserves the right to issue site plan approval which combines both approval steps for capacity allocation. In appropriate circumstances, the Village may impose conditions on a site plan approval related to duration of the allocation and a time within which building permits must be issued, failing which the capacity allocation will lapse and the approval will be revoked.

6. COMPETING APPLICATIONS FOR ALLOCATION

Where there are multiple requests for “reserved allocation capacity” before Council, and there is insufficient Capacity to grant all such requests, Council shall assess the competing requests and approve, deny or defer each of the competing requests, either in whole or in part. Council may, at its sole discretion, consider any criteria it deems appropriate when assessing competing requests. Such criteria may include but shall not be limited to the following:

- a. the stage of the proposed development in the approval process;

- b. whether the development assists in achieving specific objectives of the Official Plan, Strategic Plan, or other similar policy expressions of Council (e.g. residential intensification/infilling targets);
- c. whether the development provides public facilities beyond those facilities which are required to be provided by the developer, including development of a public park, trails, recreational facility or other key elements of public infrastructure;
- d. whether the development contributes towards diversification or variety of residential unit types, tenures, lot sizes;
- e. prior investment in public infrastructure improvements or a commitment to make financial contributions towards infrastructure improvements;
- f. developments that can be serviced immediately with minimal or no investment in infrastructure;
- g. whether the development provides positive financial impact for the Village;
- h. whether the development achieves advanced environmental sustainability, with a priority on development which incorporates advanced efficiencies in water and wastewater use;
- i. whether the development provides affordable housing or addressing special housing needs;
- j. whether the development provides employment and economic development opportunities other than construction or "spin off" jobs; and,
- k. any other public benefits or factors as determined by Council.

7. ALLOCATION TIED TO LAND

For the purpose of this Policy, any allocation granted shall be tied to the land itself, and any timing of allocation contemplated shall not be affected by ownership changes, assignments of obligations by an owner, or agreements of purchase and sale.

8. EXEMPTIONS

This policy shall not apply to the following:

- a. New or expanded accessory building where new wastewater servicing capacity is not required;
- b. Any change of use, addition, renovation or alteration to a building provided that there is no increase in demand for wastewater servicing capacity based on current use; and,
- c. Where the property is serviced by private well and/or a septic system and will not be connected to municipal services..

9. RESCINDING AND REALLOCATION OF SERVICING

Where "reserved allocation capacity" has been allocated to a draft plan of subdivision or condominium and the applicant has not entered into the required subdivision/condominium agreement within **3 years** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s). Where a subdivision or condominium agreement is entered, the agreement may establish a further lapsing date for completing the development, failing which the allocation shall be deemed to be rescinded, the final approval revoked and the Village may re-allocate such capacity to other development(s).

Where “reserved allocation capacity” has been allocated to a conditional consent and the applicant has not fulfilled the conditions or consent within **2 years** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s).

Where “reserved allocation capacity” has been allocated to an approved site plan and the applicant has not entered into the required site plan agreement within **1 year** from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Village may re-allocate such capacity to other development(s). Where a site plan agreement is entered, the agreement may establish a further lapsing date for completing the development, failing which the allocation shall be deemed to be rescinded, the site plan approval revoked and the Village may re-allocate such capacity to other development(s).

Where “final allocation capacity” has been granted for a development in accordance with this policy, Council may consider withdrawal of allocated capacity only if the developer is in default of the terms and conditions of the registered agreement or it is determined by Council that no additional capacity exists.

10. EXTENSION OF ALLOCATED SERVICING

An owner of land to which “reserved allocation capacity” has been approved by Council and who wishes to retain its reserved allocation shall make application to the Village at least 90 days prior to expiry, for an extension request. Such requests shall indicate reasons for the development not proceeding in a timely manner, commitments to proceed expeditiously if the extension is granted or other relevant matters.

Consideration of extending the time for the reserved allocation capacity will be at the sole and absolute discretion of Council and will be evidenced by a resolution of the Council.

November 23, 2022

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report
Wastewater Treatment Capacity Allocation Request
Preliminary Consent Application
206 Brock Street East, Merrickville, Village of Merrickville-Wolford**

I have now had an opportunity to review the wastewater treatment capacity allocation request for the proposal to sever lands described as 206 Brock Street East, Merrickville (Appendix A – Location Map). The subject property is currently occupied by an existing single detached dwelling and detached accessory structure and is proposed to be divided in half, creating a new vacant residential building lot.

This Planning Report is intended to assess the nature of the proposed consent application against the policies of the Village Official Plan and Zoning By-law and assess the impacts of the development on the Village's wastewater treatment system. The Report will conclude with a recommendation on whether the Village should provide additional wastewater treatment capacity for the proposed development in accordance with the Village's Wastewater Treatment Capacity Allocation Policy.

This report has been reviewed by Neil Caldwell, P. Eng, PMP of Jp2g Consultants Inc, the Village's consultant engineer.

1.0 NATURE OF PROPOSAL

The Village has received a letter of intent to submit a consent application and request for wastewater treatment capacity allocation in accordance with approved Village policy.

The subject property is a corner lot located in the central portion of Merrickville-Village at the southeast corner of Brock and Elgin Streets. The property is occupied by a single detached dwelling and detached garage and is serviced by the Village's water and wastewater municipal services.

The subject property is approximately 1,052 m² (11,324 ft²) in size with 27 m (88.6 ft) of frontage on Elgin Street and 39 m (128 ft) of frontage on Brock Street. The proposal is to divide the subject property into two lots, each with 19.5 m (64 ft) of frontage on Brock Street



and a depth of 27 m (88.6 ft) for an approximate area of 526.2 m² (5,667.4 ft²) (Appendix B – Proposed Division of Land).

Although there are no development plans for the proposed vacant lot at this time, it is suggested that the lands would be developed as a residential building lot, likely in the form of a single detached house. It is anticipated that the proposed development would result in one (1) additional connection into the Village wastewater treatment system.

2.0 Planning Assessment

The following planning assessment includes a review of the relevant Official Plan policies and Zoning By-law regulations and also the Village's Wastewater Treatment Capacity Allocation Policy.

2.1 Official Plan Assessment

The subject property is designated "Residential" in the Village's Official Plan. As such, a full range of housing densities and tenures are supported on the subject property. The lands are also impacted by the "Well Head Protection Area – B" overlay and the "Waste Disposal Influence Area" overlay as noted in the Village's Official Plan Schedule B-3, Hazards and Constraints.

The Urban Land Use "Residential" policies of the Village's Official Plan are found in Section 6.2.2. The policies recognize that the intended use of such lands is predominately for residential purposes. The permitted uses include the full range of residential dwelling types, tenures and densities. Low density development should not exceed 22.7 units per net ha (9 units per acre). The proposed density has a proposed density of approximately 19 units per ha, in compliance with the OP policies.

The Village's well head protection policies are intended to provide protection to the municipal water system for Merrickville Village. The policies state that within the wellhead protection areas "development, site alteration, and proposed land uses that involve the storage or manufacture of pathogens, chemicals, or dense non-aqueous phase liquids shall be prohibited." The policies also provide direction for development involving stormwater retention ponds, development which may include significant drinking water threats and non-residential development being subject to site plan control. The proposed development appears to be consistent with the Village's Well Head Protection Policies and does not appear to present threats to the municipal drinking water system. As part of standard preconsultation with Village staff, it has been recommended that the applicant consult with the Drinking Water Source Protection group of RVCA, Mississippi-Rideau Source Protection Region.

The Village Official Plan establishes an influence area of 500 m around existing and closed landfill sites. The former landfill site located in the southeast portion of Merrickville has an influence area that impacts the subject property. The policies of Section 5.6.2 and 6.4.4.3 make reference to the Town requiring a study from a qualified individual assessing the impact of the landfill on the proposed sensitive land use (i.e. residential). Such a study has not yet been submitted for review. That said, the future development of the subject property would be on full municipal services and therefore the impact from the former landfill site will be limited to landfill-generated gases, surface water contamination by leachate, odour, and



litter. It is anticipated that the applicant will submit the required report with the consent application.

Subject to the need for a landfill impact assessment, the proposed development appears to conform to the Village's Official Plan.

2.2 Zoning By-law Assessment

The subject property is located with the "Residential Type One (R1)" zone. The R1 zone minimum lot area and frontage regulations and the proposed lot sizes resulting from the consent are identified below:

Regulations	R1 Provisions	Proposed for Consent Lots
Minimum lot area	450 m ²	526.5 m ²
Minimum lot frontage	18 m	19.5 m

The proposed lot frontage and lot area of the severance of the subject property appears to be in conformity with the Village of Merrickville Wolford Village Zoning By-law # 23-08 and the requirements of the R1 zone. The consent application will be required to include a site plan demonstrating that the existing and proposed development will be able to satisfy the various setback and lot coverage requirements of the R1 zone.

2.3 Servicing Capacity Assessment

The Village has established a Wastewater Treatment Capacity Allocation Policy to track and manage wastewater servicing capacity in a manner that provides for continued growth within the Village. It is assumed that existing vacant residential lots in the Village have been allocated the minimum wastewater servicing allocation to support a single detached dwelling. The proposal severance for 206 Brock St East will result in one (1) additional connection into the Village wastewater collection/treatment system.

Consistent with the Village Wastewater Treatment Capacity Allocation Policy (October 2022), Council is requested to give consideration for additional treatment allocation prior to conditional approval of the consent by the Counties Consent Granting Authority. The allocation is finalized once the applicant enters into an agreement with the Village regarding the terms of the allocation, as required as a condition of consent.

It is worth noting that the June 2022 summary of committed Wastewater Treatment Capacity identified 206 Brock St. East as being allocated one additional sanitary connection. As such it is understood that the remaining reserve capacity determined as of June 2022, assumed the additional one connection for 206 Brock St East. Based on this understanding, the proposed development fits within the unallocated capacity of the Village's wastewater treatment plant.

It is recommended that 206 Brock St East be allocated preliminary wastewater servicing capacity to support the intended submission of a consent application for severance of the subject property to permit the creation of a residential building lot with the potential for one additional single detached residential dwelling. The specific wording of the consent condition(s) related to reserve allocation capacity will be determined once the application has been circulated by the Counties and presented to Council for review and comment.



As per the Village's Wastewater Treatment Allocation Policy, at this stage of "Reserved Capacity Allocation", the Village is not obligated to provide wastewater servicing capacity allocation within the term of the draft approval or provisional consent and the final allocation of water and wastewater servicing capacity will only occur following confirmation of such capacity by the Village and the entering into of an Agreement between the property owner and Village.

This report has been reviewed by the Village consultant Engineer in terms of its proposed reserve allocation and the June 2022 summary of committed Wastewater Treatment Capacity, which identified 206 Brock St. East as being allocated one additional sanitary connection. It has been concluded that this request fits within the unallocated capacity of the Merrickville-Village wastewater treatment plant.

3.0 Summary & Recommendations

The proposed severance application of 206 Brock St East to establish a vacant residential building lot to be developed with a single detached dwelling appears to conform to the Village Official Plan and Zoning By-law and has merits for further consideration. The first step in the approval process for the proposed consent is preliminary "Reserved Capacity Allocation" from the Council.

The proposed severance application of the subject property has been recognized in the June 2022 Wastewater Allocation Summary and therefore assumed to be accounted for in the June 2022 summary. Accordingly, the proposed development fits within the unallocated capacity of the Village's wastewater treatment plant.

It is recommended that Council pass a resolution which provides "Preliminary Reserved Capacity Allocation" for severance of 206 Brock St East and that the preliminary reserved capacity allocation will be identified as a condition of consent on future comments to the Counties and be finalized through a consent agreement and completion of the "Final Capacity Allocation" stage of the Wastewater Treatment Capacity Allocation Policy and approved by by-law.

All of which is respectfully submitted.

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

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

Forbes Symon, MCIP, RPP
Senior Planner

Appendix A – Location Map



Appendix B – Proposed Division of Land



Resolution Number: R - - 22

Date: November 28, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

Now Therefore be it Resolved that Council does hereby recommend support of Consent Applications B-161-22 and B-162-22 to the UCLG Consent Granting Authority with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant provide payment of cash-in-lieu of parkland.
4. That the applicant confirm road allowance along Ireland Rd for Village's potential future road widening.
5. That the applicant enter into a Development Agreement, to be registered on title at the sole expense of the property owner(s), detailing the maintenance of existing vegetation along Ireland Road for the severed lots; and

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

Carried / Defeated

Michael Cameron, Mayor

November 25, 2022

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Applications B161-22 & B162-22 (Wiltsie-Brown)
Part Lot 26, Con. 2, Wolford, Village of Merrickville-Wolford**

I have now had an opportunity to review the Consent Applications B161-22 and B162-22 as they relate to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of two (2) rural residential building lots with approximately 71 m (233 ft) of frontage on Ireland Road and a lot area of approximately 2 ha (4.9 acres). The retained parcel will have 134 m (440 ft) of frontage on Ireland Road and 302 m (991 ft) of frontage on County Road #16 and have a minimum lot area of approximately 21 ha (52 acres). The retained and severed parcels are currently vacant. The proposal is to develop the two severed lots with single detached residential dwellings serviced by private well and septic systems. There is no plans for development of the retained parcel at this time (Attachment #1 – Location Map & Proposed Consents).

The southern 1/3 of the subject lands, where the proposed two severed lots are to be located, are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” and in the Merrickville-Wolford Zoning By-law 23-08. The northern 2/3 of the subject lands are designated “Agriculture” in the Merrickville-Wolford Official Plan. There is no development proposed on the lands designated Agriculture.

The property is characterized as consisting of agricultural fields in the northern 2/3 of the property and mixed bush on the southern 1/3 of the property. The proposed severed lots location is tree-covered. The subject property does not appear to have had any previous severances.

The surrounding land uses consists of a mix of rural residential development and agricultural lands. The Hamlet of Easton’s Corners is roughly 440 m (1,440 ft) to the east. There are a number of livestock barns located in the general area of the proposed severances. The applicant has provided MDS calculations for five (5) livestock barns in the neighbourhood, none of which establish an MDS arc or setback which would preclude the creation of the proposed lots.



Local Official Plan Policies

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

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

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

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

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

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property as Agriculture Area and Rural Land. The Agricultural Area designation applies to the northern portion of the property and the Rural Land designation applies to the southern portion of the property where the proposed severed lots are to be located.

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

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



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

Local Zoning By-law Regulations

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

Village Comments

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

Summary & Recommendations

The proposal involves the creation of two (2) rural residential building lots with approximately 71 m (233 ft) of frontage on Ireland Road and a lot area of approximately 2 ha (4.9 acres). The retained parcel will have 134 m of frontage on Ireland Road and 302 m of frontage on County Road #16 and have a minimum lot area of approximately 21 ha (52 acres). The location of the proposed lots is consistent with the policies of 6.4.2.3 of the Official Plan which encourages rural residential development in areas having natural tree cover. The proposed consents appear to conform to the Village’s Official Plan, the United Counties of Leeds and Grenville Official Plan and the Township’s Zoning By-law.

To ensure conformity with Section 6.4.2.3, it is recommended that the Village impose a condition on the consent applications that requires the maintenance of the existing vegetative buffer along Ireland Road for the severed lots.

It is recommended that Council support consent applications B161-22 & B162-22 with the following conditions:

1. That the applicant provide the Village with a digital and paper copy of the registered Reference Plan.
2. That the applicant provide proof of payment of all outstanding taxes and fees owing to the Village, if any.
3. That the applicant provide payment of cash-in-lieu of parkland.
4. That the applicant enter into a development agreement, to be registered on title, detailing the maintenance of the existing vegetation along Ireland Road for the severed lots.



All of which is respectfully submitted.

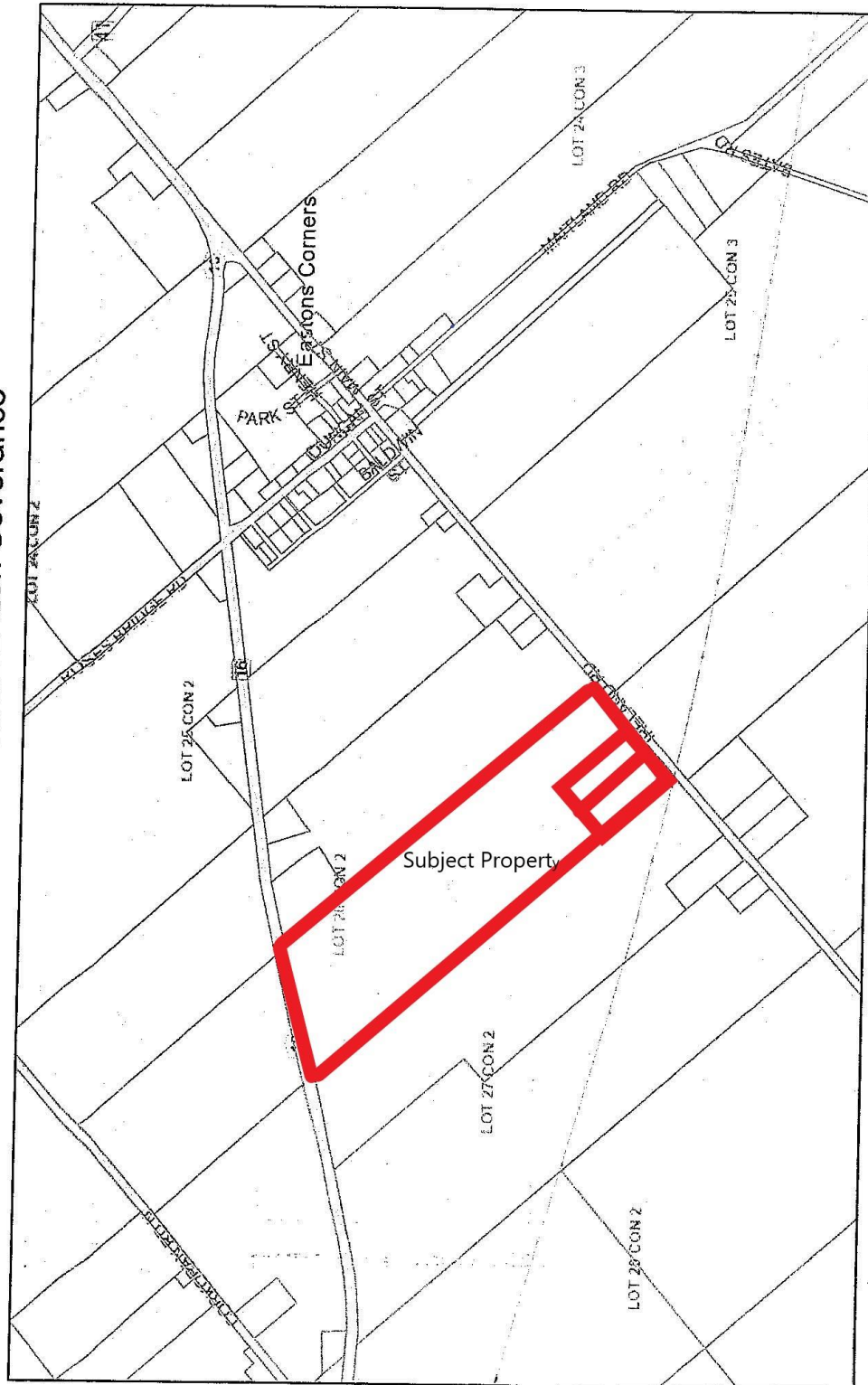
Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', with a long, sweeping horizontal line underneath.

Forbes Symon, MCIP, RPP
Senior Planner

Attachment #1 – Location Map & Proposed Consents

B-161-22 & B-162-22 D'Eon Severance



11/14/2022, 11:55:48 AM

Subject Lands
Parcel

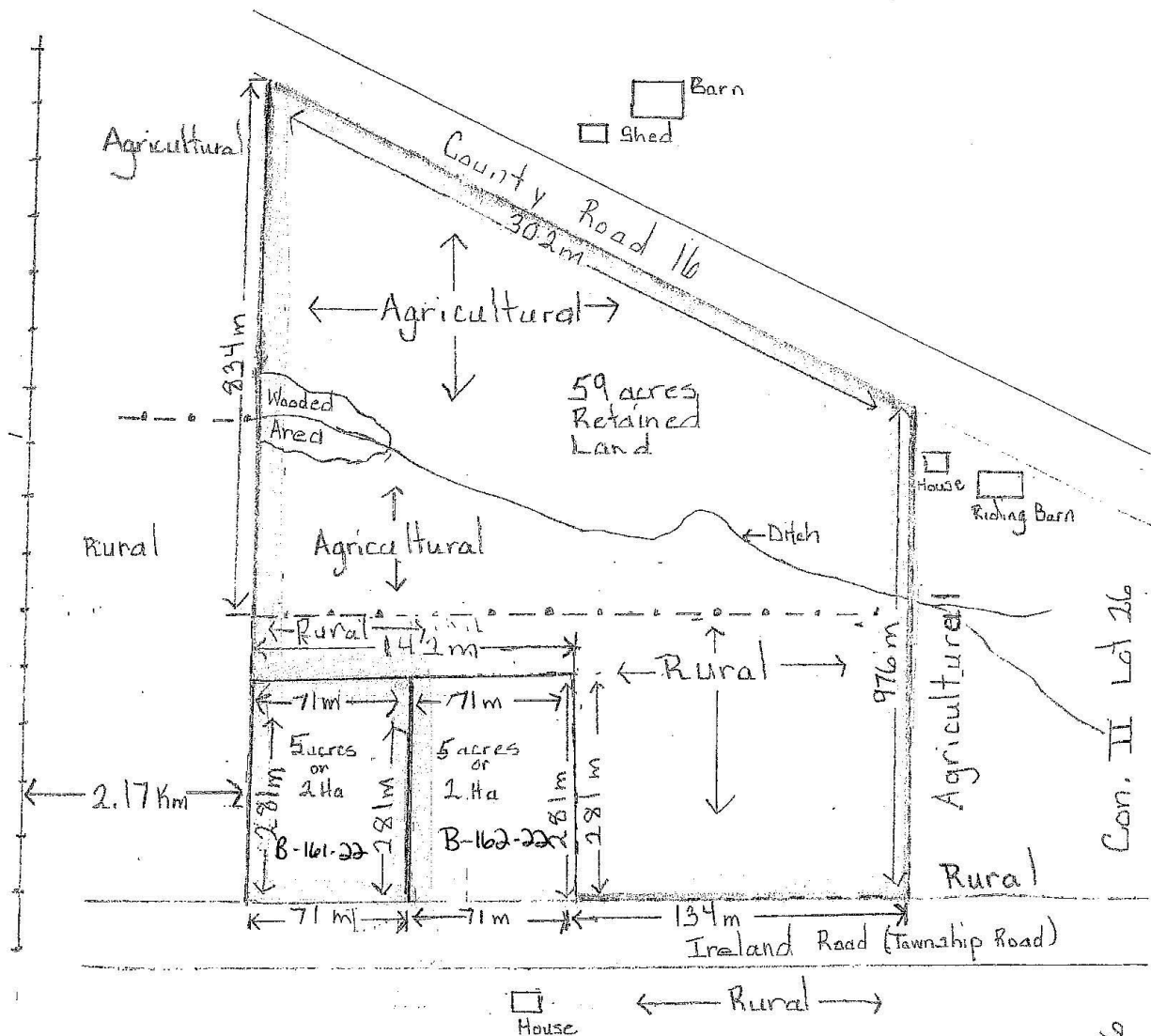
Severance Activity
Road Network
County Road
Municipal Road

1:18,056
0 0.1 0.2 0.35 0.4 mi
0 0.17 0.35 0.7 km

Earl Community Maps Contributors, Province of Ontario, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METNUSA, USGS, EPA, Leeds Grenville GIS

Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

Severed Lands Retained Lands



This map is not drawn to scale.
Measurements were determined using Google Earth and are not exact.

--- represents the divide between Rural/Agricultural
Some portion of lands to be severed fall with an area designated as agricultural resource.

Con. II Lot 26
Con. III Lot 26

Municipal Consent Application Form

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

File:	
Municipality:	
Owner:	
Location:	

Municipal Responses	Yes or No?	
What is the local Official Plan designation of the land?		
Does the application conform to the local Official Plan?		
If not, please give relevant sections of the plan.		
What is the land currently zoned in the Zoning By-Law?		
Does the application comply with the municipal Zoning By-Law?		
If not, please give relevant sections of the By-Law.		
Are there any other relevant documents or other Municipal By-Laws which would affect the proposed consent?		
Are there any additional applications on the subject lands (minor variance, Official Plan Amendment Zoning By-Law amendment, etc.)? If yes, what type?		
Additional Information		
Please check which of these municipal services are available for the subject lands?		
Water	Sanitary Sewers	Access to a public and maintained road
Electricity	Garbage Collection	Name of public road _____

Municipal Consent Application Form

Recommendations	Yes or No?
Does the Planning Committee, or Council, recommend approval be given to this application, and why? <u>see planning report</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Are there any issues the approval authority should be made aware of for the application lands (Site conditions, development history/activity, flooding, water quality and quantity concerns, etc.)?	<input type="checkbox"/> <input checked="" type="checkbox"/>
If provisional approval is granted, what Conditions would the municipality wish to see attached? (Please attach Council's resolution, a Planning Report, list of conditions, or check below). <u>see planning report</u>	
Does the municipality require their own copy of the reference plan for the subject lands?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the municipality require that the balance of any outstanding taxes, including penalties and interest, be paid to the municipality?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the municipality require an Environmental Impact Study or other supporting studies? If yes, please describe. _____	<input type="checkbox"/> <input checked="" type="checkbox"/>
Does the municipality require a road widening?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the Planning Committee or Council wish to recommend that up to 5% of the land if residential, or 2% for commercial or industrial, be set aside as parkland dedication? Or does Council wish to accept cash to the value of 2% or 5% of the land? If Yes, please describe below.	
<u>\$500 per lot for cash in lieu of parkland</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Date: <u>25-11-2022</u>	Signed: <u>Forbes Symon</u>
Position: <u>Consultant Planner</u>	Municipality of <u>Village of Merrickville-Wolford</u>



For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

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

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

Carried / Defeated

Michael Cameron, Mayor



Village of Merrickville-Wolford

Report CAO-08-2022

Date of Council Meeting: November 28, 2022

Report to Council

RE: Advisory Committees and Boards Structure Overview

OBJECTIVE:

To provide Council with an overview of the current structure and status of Council's advisory committees and boards, as well as provide recommendations for reviewing the committees structure and issuing a call for applicants.

RECOMMENDATION:

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

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

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

BACKGROUND:

The authority for municipal Councils to establish committees and boards are found within the *Municipal Act*, the *Planning Act*, the *Building Code Act*, the *Ontario Heritage Act*, and others. Section 11(1) of the *Municipal Act*, 2001 states:

"A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4)".

Council therefore has legislative authority to create advisory committees, ad-hoc committees, and boards. Some committees are required by legislation, while others are at the complete discretion of the current Council as Council deems appropriate. The term of advisory committees and boards is typically tied to the four-year term of Council.

Part 9 of the *Village of Merrickville-Wolford Council's Procedure Bylaw 30-17* refers to Committees of Council and states:

- a) *Council may, from time to time, establish Committees in response to specific issues requiring immediate or long-term attention. No Committee shall have departmental jurisdiction.*
- b) *When establishing a Committee, Council shall adopt Terms of Reference that shall define the following provisions:*
 - (1) the name of the Committee;*
 - (2) the type of Committee;*
 - (3) the composition of the Committee;*
 - (4) the method in filling vacancies;*
 - (5) the purposes and objectives of the Committee; and*
 - (6) the term of the Committee, which shall not exceed the term of Council unless required by statute.*
- c) *At the first regular meeting of the new term of Council, or as soon thereafter as is reasonable, Council shall appoint Members to the Committees as required. Stakeholders and citizens shall be recruited in a public and transparent manner.*
- d) *The Minutes of the Committees of Council shall be adopted by each respective Committee and shall be forwarded to Council in a timely manner, to be received by resolution, as information only and not discussed.*
- e) *Reports and recommendations of Committees shall be received and considered by Council through motions brought forward by Council liaison.*

In the 2018-2022 term of Council, the following committees and boards summarized in the table below were in place:

Committee/Board	Legislated	Number of Members
Property Standards Committee	Yes	3
Committee of Adjustment	Yes	3
Merrickville Public Library Board	Yes	6
Police Services Board	Yes	3
Heritage Advisory Committee	No	5
Recreation, Health & Wellness Advisory Committee	No	5
Community Development Advisory Committee	No	5
Environment Advisory Committee	No	5
Agricultural Advisory Committee	No	3
Planning Advisory Committee	No	5

Typically, Council Members fulfill the role of Committee Liaison for Council and the Mayor is an ex officio member of all committees. Council Members *may* be appointed as a voting members of certain committees or boards but it is not typically mandatory that they be voting members and frequently they are appointed as non-voting Council Liaisons.

An example of the above is found in Sec. 10 of the *Public Libraries Act* which states that a person is qualified to be appointed as a member of a board if they are a member of the appointing council or are at least eighteen years old, a Canadian citizen or permanent resident, a resident of the municipality and are not employed by the board or the municipality. It does not require that a Council Member be a voting member of the board.

Below are the mission statements and general duties of all committees and boards existing in the 2018-2022 term:

Property Standards Committee

The mission of the Village of Merrickville-Wolford Property Standards Committee is to hear a lawful appeal from an Order issued by the Village Property Standards Officer. The Committee may determine if the order shall be upheld, modified, rescinded, or extend the time for complying with the order.

Committee of Adjustment

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 permission with respect to the use of a structure or property in accordance with the requirements of the *Planning Act*, R.S.O. 1990, c. P. 13.

Merrickville Public Library Board

The Public Libraries Act, a provincial statute, designates library boards as governing boards. As such, library boards perform many functions, including the following tasks: determine library services, advocate on behalf of the library, overseeing the library's finances, seek funds through the Municipal Council's budget and through other funding opportunities, and appoint and oversee the Chief Executive Officer (CEO).

Police Services Board

Section 27(1) of the *Police Services Act* states: There shall be a police services board or, as provided in subsection 5(3), one or more police services boards, for every municipality that maintains a police force".

Heritage Advisory Committee

The mission of the Village of Merrickville-Wolford Heritage Advisory Committee is to advise Council regarding heritage issues including the protection, enhancement, preservation and conservation of the Village's heritage and historically significant environments while adhering to the Ontario Heritage Act (i.e., "the Act") and all other applicable legislation and policies.

Recreation, Health & Wellness Advisory Committee

The mission of the Village of Merrickville-Wolford Recreation, Health & Wellness Advisory Committee 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.

Community Development Advisory Committee

The mission of the Village of Merrickville-Wolford Community Development Advisory Committee 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.

Environment Advisory Committee

The mission of the Village of Merrickville-Wolford Environment Advisory Committee 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.

Agricultural Advisory Committee

The mission of the Village of Merrickville-Wolford Agricultural Advisory Committee 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.

Planning Advisory Committee

The mission of the Village of Merrickville-Wolford Planning Advisory Committee is to provide Council with recommendations and guidance in areas related to land use planning.

ANALYSIS

Typically, committees and boards are populated via a public call for volunteers and members are selected by Council from the submitted applications. Council Members are free to encourage qualified candidates to apply for the Legislated and Non-legislated Committees and Boards.

Legislated Boards and Committees

For legislative boards and committees, appointment of new members is often mandated by the legislation to occur at the beginning of the new term of Council. For example, Sec. 10(4) of the *Public Libraries Act* states:

“The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting.”

The Committee of Adjustment Terms of Reference, *Ontario Building Code Act* and *Planning Act*, align the term of office for the Committee to the term of office for Council, and there is no reference regarding the Property Standards Committee.

The only current member of the Merrickville-Wolford Police Services Board is the Mayor. Both of the other members have stepped down. Staff are working with the Ministry of the Solicitor General to seek another Provincial Appointee for the Police Services Board but are having difficulty getting a response. The Police Services Board is subject to sweeping changes being implemented by the Ministry of the Solicitor General of Ontario under the Community Safety and Policing Act, 2019 (CSPA) and the status of the Board is unclear.

The CSPA, once in force, will repeal the Police Services Act, 1990 and the current Police Service Boards for municipalities that receive policing services will be eliminated and replaced with newly constituted OPP Detachment Boards. On March 18, 2021, Ontario Solicitor General Sylvia Jones issued a letter to the heads of Councils advising them of the new OPP detachment board framework and the process for submitting requests outlining the composition of the new detachment board that best reflects community and local needs.

On June 16, 2021, Merrickville-Wolford Council approved Resolution R-168-21 approving a submission for a joint Police Services Board along with the other Grenville municipalities but it was not approved by the Ministry of the Solicitor General. The CAOs of the Grenville municipalities met on Nov 21st, 2022 to develop a revised draft submission that is expected to come back to Council for approval before proceeding.

The Ministry is working towards an in-force date for the CSPA between fall 2023 and winter 2024 but they have advised that the in-force window will narrow and be

communicated over the coming months, along with more information on next steps. Until further direction is received regarding the structure of the Police Services Board, recruiting new members of the Police Services Board may be difficult.

Non-legislated Committees

The Terms of Reference for non-legislated committees typically do not establish tight timelines by which new members must be appointed and the existence of the committee is not legislated. However, their term of office is typically aligned with that of Council and the call for new members typically occurs near the beginning of a new term of Council.

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

As identified above, the legislative committees are the most urgent priority and should be populated by new members as soon as possible.

BUDGET/LEGAL IMPLICATIONS:

Subject to Council's approval to direct staff to put out a call for volunteers for committees and boards, the Village will incur costs for putting ads in the local newspaper(s) to ensure that sufficient awareness of the opportunity is provided to the community.

LINKS TO STRATEGIC PLANS:

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

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

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

CONCLUSION:

Staff have prepared this report based on the start of the new term of Council and the need to put out a call for volunteers to populate the committees and boards of Council. Staff have identified an opportunity for Council to revisit the non-legislated committee structure to create and maintain committees that will meet regularly, have a broad scope of interests, and that can provide regular recommendations for Council consideration to engage and benefit the community.

It is advisable that Council direct staff to put out a call for volunteers for the legislated boards and committees including the Merrickville Public Library Board, Committee of Adjustment, Property Standards Committee and Police Services Board as immediate priorities.

It is also advisable for staff be directed to report back to Council with recommendations for potential adjustments to the structure and scope of the non-legislative committees at the December 12, 2022 Regular Council Meeting.

Last, it is advisable that the CAO/Clerk and Mayor continue to work with their respective counterparts in the other Grenville municipalities to achieve approval from the Ministry of the Solicitor General of Ontario for a new structure for the Police Services Board.

ATTACHMENTS:

None.

Respectfully submitted by:



Doug Robertson, CAO/Clerk/Director, Economic Development

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

For Clerk's use only, if required:

Recorded Vote Requested

By:

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

Carried / Defeated

Michael Cameron, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 49-2022

BEING A BY-LAW TO APPOINT AN ALTERNATE MEMBER TO THE COUNCIL OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE DURING THE ABSENCE OF THE MAYOR

WHEREAS Bill 68, Modernizing Ontario’s Municipal Legislation Act 2017 received Royal Assent on May 30, 2017, and amends the Municipal Act, 2001 S.O. 2001, c. 25, herein referred to as the “Act”; and

WHEREAS section 268(1) of the Act provides that the council of a local municipality may appoint one of its members as an Alternate Member to the upper-tier council to act in place of a person who is a member of the council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason;

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

1. THAT _____ is hereby appointed as the Alternate Member to Counties Council for the term of the council that appointed them, or until their appointment by-law is rescinded, or November 14th in the year of a Regular Election, or until such time as the Alternate Member’s seat is declared vacant in accordance with section 259 of the Act.
2. THAT the Alternate Member will sit on Counties Council in accordance with the provision as outlined in the United Counties of Leeds and Grenville By-law No. 18-42 as attached, but as may be amended from time to time.
3. THAT this by-law shall come into force on the day it is passed, and take effect on the day the Alternate Member takes the oath of office as administered by the County Clerk.
4. THAT any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.

Read a first, second and third time and passed on the 28th day of November 2022.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk



BY – LAW No. 18-42

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF ALTERNATE MEMBERS TO COUNTIES COUNCIL

WHEREAS Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent on May 30, 2017, and amends the Municipal Act, 2001, S.O. 2001, c. 25, herein referred to as the "Act"; and

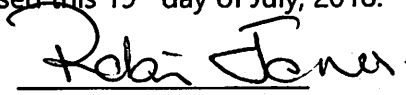
WHEREAS Section 268(1) of the Act provides that the Council of a local municipality may appoint one of its members as an Alternate Member of the upper-tier Council, to act in place of a person who is a member of the Council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason.

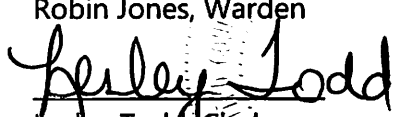
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACT AS FOLLOWS:

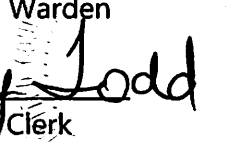
1. An Alternate Member may take their seat on Counties Council upon the County Clerk receiving a certified appointment by-law passed by a lower-tier municipality which names the Alternate Member, and the Alternate Member has taken the Oath of Office as administered by the County Clerk.
2. An Alternate Member's appointment shall be for the term of the Council that appointed them, or until their appointment by-law is rescinded, or November 14th in the year of a Regular Election, or until such time as the Alternate Member's seat is declared vacant in accordance with section 259 of the Municipal Act.
3. An Alternate Member may, in the absence of the elected member, participate at meetings of Counties Council and its committees, however membership and voting rights are limited only to those privileges held by the Counties Councillor for whom they are deemed to be the Alternate Member.
4. An Alternate Member shall not represent a Counties Councillor at an Inaugural Meeting, or any board or agency to which the Council appoints a member. (e.g. Health Unit, St. Lawrence Lodge).

5. An Alternate Member shall not be eligible for election to the Counties' Head of Council (Warden), or to the position of Chair or Vice Chair of any Committee or be included in the Committee of the Whole Chair rotation schedule, nor shall an Alternate Member assume the role of the Warden, Chair or Vice Chair when attending meetings of Counties Council.
6. An Alternate Member shall have the same number of weighted votes as the Counties Councillor who he/she is representing.
7. An Alternate Member shall receive a per diem (half or full) as well as mileage (where applicable) in accordance with the applicable Counties' policies or by-laws, for any meetings of Counties Council/Committees he/she is required to attend in the absence of the elected member.
8. An Alternate Member shall not be eligible to be reimbursed for a convention or seminar, or training.
9. An Alternate member while acting in their capacity, shall be governed by all the applicable policies of Counties Council, such as but not limited to the Council Code of Conduct, Council Procedural By-law, and shall have access to applicable support resources such as but not limited to the Integrity Commissioner.
10. An Alternate member will not be eligible for the Counties Electronic Device Allowance.
11. The County Clerk shall be notified of an Alternate Member's participation one week prior to the date of the meeting where possible.
12. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.
13. **THAT** this by-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time and finally passed this 19th day of July, 2018.


Robin Jones, Warden


Lesley Todd, Clerk



Resolution Number: R - - 22

Date: November 28, 2022

For Clerk's use only, if required:

Recorded Vote Requested

By:

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

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

Whereas in Section 2.3 (b) of the Procedure By-Law 30-17 it states the following:

"The Clerk shall prepare a resolution for the first regular meeting of Council following a regular election to appoint a Deputy Mayor from the Members of Council, not including the Mayor, who reside/own property in the ward that the Mayor does not reside in, to act in the absence of the Mayor for the duration of the term";

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

Carried / Defeated

Michael Cameron, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the 2023 Council Meeting Schedule as follows:

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

Carried / Defeated

Michael Cameron, Mayor

Resolution Number: R - - 22

Date: November 28, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

Whereas the occasional removal and reinstallation of banners on utility poles throughout the municipality is driven by seasonal changes, community holidays, and special events that occur with relative frequency; and

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

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

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

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

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

Carried / Defeated

Michael Cameron, Mayor

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

For Clerk's use only, if required:

Recorded Vote Requested

By:

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

Carried / Defeated

Michael Cameron, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 50-2022

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON November 28, 2022

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as “Council”) at its meeting held on November 28, 2022 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on November 28, 2022 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 28th day of November 2022.

Michael Cameron, Mayor

Doug Robertson, CAO/Clerk

Resolution Number: R - - 22

Date: November 28, 2022

Moved by: Gural Ireland Maitland Oldfield

Seconded by: Gural Ireland Maitland Oldfield

Be it hereby resolved that:

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

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Carried / Defeated

Michael Cameron, Mayor