

Special Meeting, February 29, 2024, 3:30 pm.  
Municipal Council Chambers 317 Brock St. W. Merrickville, Ontario  
ZOOM attendance by Shaping Organization Solutions-Susan Shannon & Evelyn Dean

*Revised Agenda (Agenda Item 4 in italics)*

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and the general nature thereof
4. *Planning*
  - a) *Municipal Conditions of Draft Approval*  
*Application for Draft Plan of Subdivision 07-T-20234 (Carley's Corners Subdivision) Part of Lot 13, Concession 4, Geographic Township of Wolford, Village of Merrickville-Wolford.*
5. Purpose of the Meeting:  
For the Consultants to meet with the Selection Committee/Council  
  
Delegation of Authority regarding the Clerk's Role has been granted to the Consultants for this meeting.  
  
Closed Session introduced As per Municipal Act, 2001, Section 239 (2)  
(b) personal matters about an identifiable individual, including municipal or local board employees; CAO Recruitment  
(d) labour relations or employee negotiation
6. Resume Open Session
7. Direction to Staff  
If direction from the Closed Session is given in such a way that it is required to be addressed in Open Session, it will be brought forward at the next Regular Meeting of Council.
8. Confirming By-law 08-2024
9. Adjournment

1.	<b>Call to Order</b>
2.	<b>Adoption of the Agenda</b>
	THAT the <b>Agenda</b> for the Special Council Meeting held on February 29, 2024, be approved as amended. -----
3.	<b>Disclosure of Pecuniary Interest and the General Nature Thereof:</b> -----
4.	<b>Planning</b>
	<b>WHEREAS</b> the Council of the Corporation of the Village of Merrickville-Wolford received Planning Report - Recommended Municipal Conditions of Draft Approval Application for Draft Plan of Subdivision (Carley's Corners Subdivision) at the February 12 regular Council meeting;  <b>AND WHEREAS</b> the United Counties of Leeds and Grenville requires Council endorsement and approval of the draft plan of subdivision subject to the recommended municipal conditions;  <b>THEREFORE BE IT RESOLVED THAT</b> the Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Planning Report – Recommended Municipal Conditions of Draft Approval Application for Draft Plan of Subdivision 07-T-20234 (Carley's Corners Subdivision) Part of Lot 13, Concession 4, Geographic Township of Wolford, Village of Merrickville-Wolford. -----
5.	<b>Closed Session</b>
	THAT the Council of the Corporation of the Village of Merrickville-Wolford enter into Closed Session introduced as per Municipal Act, 2001, Section 239 (2): b) personal matters about an identifiable individual, including municipal of local board employees; CAO Recruitment d) labour relations or employee negotiation -----
6.	<b>Resume Open Session @ XX:XX pm.</b> -----
7.	<b>Direction to Staff</b>
	If direction from the Closed Session is given in such a way that it is required to be addressed in Open Session, it will be brought forward at the next Regular Meeting of Council.
8.	<b>Confirmation of Proceedings</b>
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 08-2024 Being a <b>By-law to Confirm the Proceedings</b> of Council for the Meeting of February 29, 2024; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 08-2024.

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9.	<b>Adjournment</b>
	THAT the Council of the Corporation of the Village of Merrickville-Wolford <b>adjourn @ XX:XX</b> pm.

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Jp2g Ref No. 19-7059N

January 18, 2024

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

Dear Ms. Plumley:

**Re: Planning Report – Recommended Municipal Conditions of Draft Approval  
Application for Draft Plan of Subdivision 07-T-20234 (Carley’s Corners Subdivision)  
Part of Lot 13, Concession 4, Geographic Township of Wolford,  
Village of Merrickville-Wolford**

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We have prepared this letter to provide planning comments and recommended conditions of draft approval on our second review of the application for approval of a draft plan of subdivision filed by Arcadis IBI Group. on behalf of Rob Thompson Construction Ltd (Carley’s Corners Subdivision).

Our initial review of the subdivision application was detailed in a Planning Report dated July 20, 2023, and presented to Council on August 14, 2023. Following Council’s discussion, we were able to meet with the applicant and his consultants on November 2, 2023, to go over our comments and the additional information and clarification we recommended to Council. Based on these original comments and subsequent discussions, the applicant has made a second submission of the subdivision proposal, dated December 6, 2023. We have now had an opportunity to review the additional information and offer the following for Council’s consideration.

The subject lands are located in the southwest corner of the Hamlet of Carleys Corners fronting on County Road #15 on lands described as Part of Lot 13, Concession 4, Geographic Township of Wolford, not the Village of Merrickville-Wolford. The subject property is approximately 16.04 ha (39.6 ac) of land with a combined 360 m of frontage on County Road #15 (road frontage is in two sections). The land is vacant and generally described as a hay field.

The proposed development consists of 32 residential lot ranging in size from 0.38 ha (0.94 ac) to 0.7 ha (1.73 ac). The housing form is to be single detached residential dwellings. The access to the proposed lots will be via an internal crescent 20 m wide roadway. There are no other blocks or features identified in the subdivision.

The lands are currently zoned “Hamlet (H)” in the Village of Merrickville-Wolford Zoning By-law 23-08 and designated as Hamlet in the Village’s Official Plan. The Hamlet zone references the standards of the “Residential Type Two (R2)” which in turn references the “Residential Type One (R1)” zoning standards for single detached dwellings. The R1 zone standards establish a 2000 m<sup>2</sup> (0.5 ac) minimum lot size and a 30 m (98.4 foot) minimum lot frontage. The Planning Justification Report submitted by the applicant indicates that all lots will meet the minimum lot size requirements of the R1 zone. The report also indicates that there are three lots that will not meet the minimum lot frontage of 30 metres. The report acknowledged that a zoning by-law amendment would be required as a condition of the subdivision to address the lots with deficient frontages.

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The July 20, 2023 review identified the need to:

1. Address the affordable housing policies of Section 3.10 of the Official Plan.
2. Address the Special Heritage Policy Area #2 of the Official Plan.
3. Clarification of the use of “additional residential units” (ARUs) as-a-right intensification.
4. Clarify a number of stormwater management design elements (flow rates, total suspended solids, stormwater storage in ditches, infiltration rates, quality and quantity control, plan details, etc.).
5. Acknowledge septic field design details, septic design notification, and water balance.
6. Acknowledge the 30 m setback from pond/watercourses.

The applicant’s second submission included a detailed response to the first set of technical comments, summarizing how each of the comments from the County, Village, WSP, Canada Post, Bell, RVCA and the public have been addressed (Appendix A).

The second submission included:

- Supplemental Site Water Balance – Cambium, dated November 17, 2023
- Revised Draft Plan of Subdivision – Arcadis (formerly IBI Group), dated December 1, 2023
- Revised Civil drawing set containing Grading Plan, Contour Plan, Development Plan, and Road Profiles – Arcadis, dated December 1, 2023
- Revised Storm Drainage and Stormwater Management Report - Conceptual – Arcadis, dated December 4, 2023

With respect to July 20, 2023 review, the applicant has confirmed that there will be 12 of the 32 lots capable of supporting additional residential units (ARUs). It is anticipated that the 12 individual lots will be identified with special as a right zoning to permit the introduction of future ARUs on these properties. This is the extent of the introduction of affordable housing within this project, although it was acknowledged that “it is undetermined whether any of the proposed (residential houses) units will meet the “affordable” criteria, as defined by the PPS.

In terms of the design of the proposed houses, the report indicates that efforts will be made to consider design elements at the housing design stage of the project.

The revised stormwater management plans and civil drawings appear to address all the suggestions made in the July 20, 2023, review by the Village. It will be left to the County and the RVCA to determine if the revised SWM plans and civil drawings address their specific concerns.

As matters now stand, we find that the proposed Carleys Corners Subdivision as presented in the second submission has merit and represents good land use planning. The proposed development is in conformity with the various planning documents. The points of clarification on the first submission have now been addressed and it is appropriate for the Village Council to consider recommending conditions of draft plan approval to the United Counties subdivision approval authority.

In addition to the recommended conditions of draft approval (Appendix B) we provide the additional engineering review comments of the second submission (Appendix C).

Should you have any questions regarding the comments please do not hesitate to contact the

undersigned.

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



Forbes Symon, MCIP, RPP  
Senior Planner | Planning Services



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

**BY-LAW 08-2024**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON FEBRUARY 29, 2024

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on February 29, 2024 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on February 29, 2024 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 29<sup>th</sup> day of February 2024.

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Michael Cameron, Mayor

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Julia McCaugherty-Jansman, Clerk