



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Regular Council Meeting 2:00 p.m.

Monday October 25, 2021

*****IMPORTANT NOTICE: This meeting will be held electronically. To ensure transparency, an audio recording of this meeting will be livestreamed on YouTube on the “Village of Merrickville-Wolford” YouTube channel at https://www.youtube.com/channel/UC_OEkw3yiIMarGSHGeNecrQg and posted on the website following adjournment.*****

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Planning:** By-Law 55-2021 Re: 993 Corktown Rd
Consent Application B-136-21 & report by Jp2g
UCLG Draft Aggregate Resource Master Plan – Jp2g report and comments
5. **Minutes** Approval of Minutes of Regular Council meeting of October 12, 2021
Approval of Minutes of Special Council meeting of October 13, 2021
Receipt of Library Board Minutes of September 8, 2021
6. **Correspondence:** Correspondence from David Nash re: Council vacancy (to be provided at table)
Request from Chamber of Commerce re: collaborative decorating strategy
7. **CAO:** CAO-08-21 re: Voting process for appointing Council member
8. **Public Works:** PW-06-2021 re: Outdoor Rink
9. **Public Question Period:** Questions may be emailed to: mayor@merrickville-wolford.ca
10. **In Camera**
 1. Personal matters about an identifiable individual, including municipal or local board employees; and
 2. A position, plan, procedure, criteria or instruction to be applied to negotiations carried on by or on behalf of the municipality or local board.
11. **Next meeting of Council:** Monday, November 1, 2021 at 2:00 PM
12. **Confirming By-Law:** 56-2021 re: Confirm Proceedings of Council meeting of October 25, 2021
13. **Adjournment.**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of October 25, 2021 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if required.

Recorded Vote Requested
By:

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

Whereas Part 2, 15R9049 is hereby declared surplus to the municipality's needs and if necessary, the municipality's interest, if any, be conveyed as a lot addition to the abutting landowners for the sum of \$2.00 plus any transaction costs, legal fees, and other expenses incurred by the municipality.

Be it Hereby resolved that the Council of the Corporation of the Village of Merrickville-Wolford does hereby pass By-Law 55-2021, being a By-Law to stop up and permanently close portions of the road allowance between Concession A and Concession 1, being Part 2, 15R9049, geographic Township of Wolford, now in the Village of Merrickville-Wolford, County of Grenville, being part of PIN 68108-0110 (R).

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 55-2021

BEING A BY-LAW TO PERMANENTLY CLOSE AND DECLARE SURPLUS PART OF AN UNOPENED ROAD ALLOWANCE

WHEREAS Section 34 of the *Municipal Act, 2001*, authorizes Council to pass a by-law permanently closing a road allowance;

AND WHEREAS it is deemed expedient to permanently close and declare surplus certain parts of road allowances as hereinafter accurately described;

AND WHEREAS the owner of land abutting part of the said road allowance has applied to the Municipality to close and convey it to the said owner;

AND WHEREAS the closure will not result in any person being deprived of vehicular access to and from that person's land;

AND WHEREAS Council has determined that all of the foregoing lands are surplus to the municipality's needs.

AND WHEREAS notwithstanding By-law No. 08-10, Council of the Corporation of the Village of Merrickville-Wolford deems it to be in the interest of the municipality to forgo the notice of intent to sell the land and appraisal and to proceed directly with the sale. The sale shall be conditional upon receiving the consent of the Government of Canada.

NOW THEREFORE IT IS HEREBY ENACTED by the Council of The Corporation of the Village of Merrickville-Wolford as follows:

1. That all those portions of the road allowance between Concession A and Concession 1, being Part 2, 15R9049, geographic Township of Wolford, now in the Village of Merrickville-Wolford, County of Grenville, being part of PIN 68108-0110 (R) be and are hereby permanently stopped up and closed.
2. That Part 2, 15R9049 be and are hereby declared surplus to the municipality's needs and if necessary, the municipality's interest, if any, be conveyed as a lot addition to the abutting landowners for the sum of \$2.00 plus any transaction costs, legal fees, and other expenses incurred by the municipality.
3. That the Mayor and the Clerk are hereby authorized to execute such transfers and other documents as may be necessary for such purpose.
4. That a certified copy of this by-law be registered in the Registry Office;
5. That this by-law shall become effective upon it being registered in the appropriate Land Registry Office.

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 25th day of October, 2021.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk



982

CORKTOWN RD

CORKT...

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Planning Report – Consent Application B136-21, prepared by Forbes Symon of Jp2g Consultants Inc. and Municipal Consent Application Questionnaire Form regarding Consent Application B-136-21; and

That Council does hereby recommend that further consideration of this consent application be deferred at this time to allow the following matters to be addressed:

That the applicant relocate the severed lot to a treed portion of their property along Wolford Centre Road; or that the applicant be required to indicate specific justification for the current location over other portions of their property which appear to be more consistent with the direction in the Official Plan; and

That should the applicant insist on keeping the lot in its current location, they should be required to undertake an Aggregate Resource Impact Assessment. The applicant should also be given the opportunity to defer further consideration of their application until such time as the County Official Plan is updated with the ARMP, in which case an Aggregate Impact Assessment may not be required.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

October 19, 2021

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

Attention: Doug Robertson, CAO/Clerk

Dear Mr. Robertson:

**Re: Planning Report – Consent Application B136-21 (Stone)
Part Lot 18, Concession 5, Former Township of Wolford, Village of
Merrickville-Wolford – 151 Wolford Centre Road**

I have now had an opportunity to review the Consent Application B136-21 as it relates to the Village of Merrickville-Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

The proposal involves the creation of one rural residential lot, approximately 2.5 acres (1.0 ha) in size, with roughly 300 feet (91.4 m) of frontage on County Road #15. The lot is proposed to be located in the northwest corner of the parent property. The parent property is a triangle shaped property with frontage on both County Road #15 and Wolford Centre Road. The retained lands will be approximately 20 acres in size following the severance (Attachment #1 – Map).

The subject lands are designated “Rural” in the Merrickville-Wolford Official Plan and zoned “Rural (RU)” in the Merrickville-Wolford Zoning By-law 23-08. The subject property (both severed and retained) is impacted by the “Aggregate Resource Influence Area” overlays of Schedule A-3 Hazards and Constraints, associated with a sand/gravel deposit to the west of the subject property abutting the eastern extent of the Wolford Bog ANSI. It should also be noted that the subject property is located approximately 110 m (355 ft) east of an ANSI and significant wildlife habitat associated with the Wolford Bog.

The property is characterized as relatively open, unimproved, rural lands. There is a central/southern portion of the property which is characterized by a large (+2 ha) area of coniferous bush. The lands proposed to be severed are vacant, open, lands with limited existing vegetation cover.

The surrounding land use consists of single detached dwellings to the west, south, and north of the proposed severed lot. Vacant rural lands dominate the landscape to the east of the subject property.



Local Official Plan Policies

There are a number of policies of the Village Official Plan which are relevant to this application.

Section 5.6.2, Influence Areas, requires an Aggregate Impact Assessment due to proximity of the severed lot being within 300 m of a known sand and gravel deposit next to the Wolford Bog ANSI.

Section 4.1.2.1, ANSI states that:

“prior to filing any application for development within, or within 120 m (394 ft.) of, an ANSI the applicant should consult with the Village and Conservation Authority to determine the scope of studies to be undertaken.”

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.”

Section 9.3.1 (4), General Division of Land states that:

“Direct access from County Roads shall be restricted in accordance with the regulations of the County. Residential lots, in particular, should have access only from Village roads, except in a designated Hamlet, where permitted as infill, and in the urban area of Merrickville.”

United Counties Official Plan Policies

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property Rural. The Schedules also identify the sand deposit to the northwest of the subject lands and the ANSI designation of the Wolford Bog.

Although it does not have any official status as a planning document, the recently released draft United Counties of Leeds and Grenville Aggregate Resource Master Plan does not recognize the sand deposit due to its location within 120 m of the Wolford Bog ANSI.

Local Zoning By-law Regulations

The subject property is zoned “Rural (RU)”. The proposed severed lot will comply with the RU zone provisions of a minimum lot size of 1 ha and minimum lot frontage of 40 m.

Summary & Recommendations

The proposal is to be located within the Rural area of the Village. The proposed lot will have frontage on County Road #15 in an area of relatively flat open rural landscape. The location of the proposed lot is not consistent with 6.4.2.3 which discourages rural residential



development on flat, open lands. Nor is it consistent with Section 9.3.1 which discourages direct access onto a County Road.

In assessing the location of the proposed lot, the applicant has the option to relocate the severed lot to the Wolford Centre Road frontage of their property where there is existing tree cover that could be utilized to screen the view of the proposed residential development and eliminate the need for direct access onto the County Road.

Council is encouraged to work with the applicant to relocate the proposed severed lot to a more appropriate location on the subject property, consistent with Section 6.4.2.3 and Section 9.3.1 of the Official Plan.

During the review of the application, it was noted that the property is within the Influence Area of a known sand/gravel deposit. As a result, the policies of Section 5.6.2 apply, and an Aggregate Assessment should be undertaken prior to further consideration of the application. This is based on the policies as they exist today. The aggregate resources of the United Counties are currently under review and a draft of the Aggregate Resources Master Plan suggests that the sand deposit would not be identified in the future due to its close proximity to the Wolford Bog ANSI.

With that new information, it is recommended that the applicant be given the opportunity to defer consideration of the application until such time as the United Counties Official Plan is updated with the new aggregate boundaries. Should the applicant wish to proceed with the application under the current policies, Council should require that an Aggregate Impact Assessment be undertaken prior to further consideration of the application.

It is worth noting that if the proposed severed lot was located along Wolford Centre Road, it would place the property at the out limits of the Aggregate Resource Influence Area. Given the current understanding of the resource, it may be appropriate to wave the need for the Aggregate Impact Assessment if the lot was relocated to Wolford Centre Road.

It is also noted that the proposed severed lot will be within 110 m of the Wolford Bog ANSI. Development proposals within 120 of an ANSI require consultation with the Conservation Authority to determine the need for and/or scope of an EIS. This report will defer to the RVCA on the need and scope for an EIS due to proximity to an ANSI. Again, it is worth noting that if the lot was relocated to Wolford Centre Road it would be outside of the 120 ANSI buffer.

Given the above, it is recommended that further consideration of this consent application be deferred at this time to allow the following matters to be addressed:

1. Council to encourage the applicant to relocate the severed lot to a treed portion of their property along Wolford Centre Road. Alternatively, the applicant should be required to indicate specific justification for the current location over other portions of their property which appear to be more consistent with the direction in the Official Plan.
2. Should the applicant insist on keeping the lot in its current location, they should be required to undertake and Aggregate Resource Impact Assessment. The



applicant should also be given the opportunity to defer further consideration of their application until such time as the County Official Plan is updated with the ARMP, in which case an Aggregate Impact Assessment may not be required.

Once these matters have been addressed, I would be pleased to reconsider the application.

All of which is respectfully submitted.

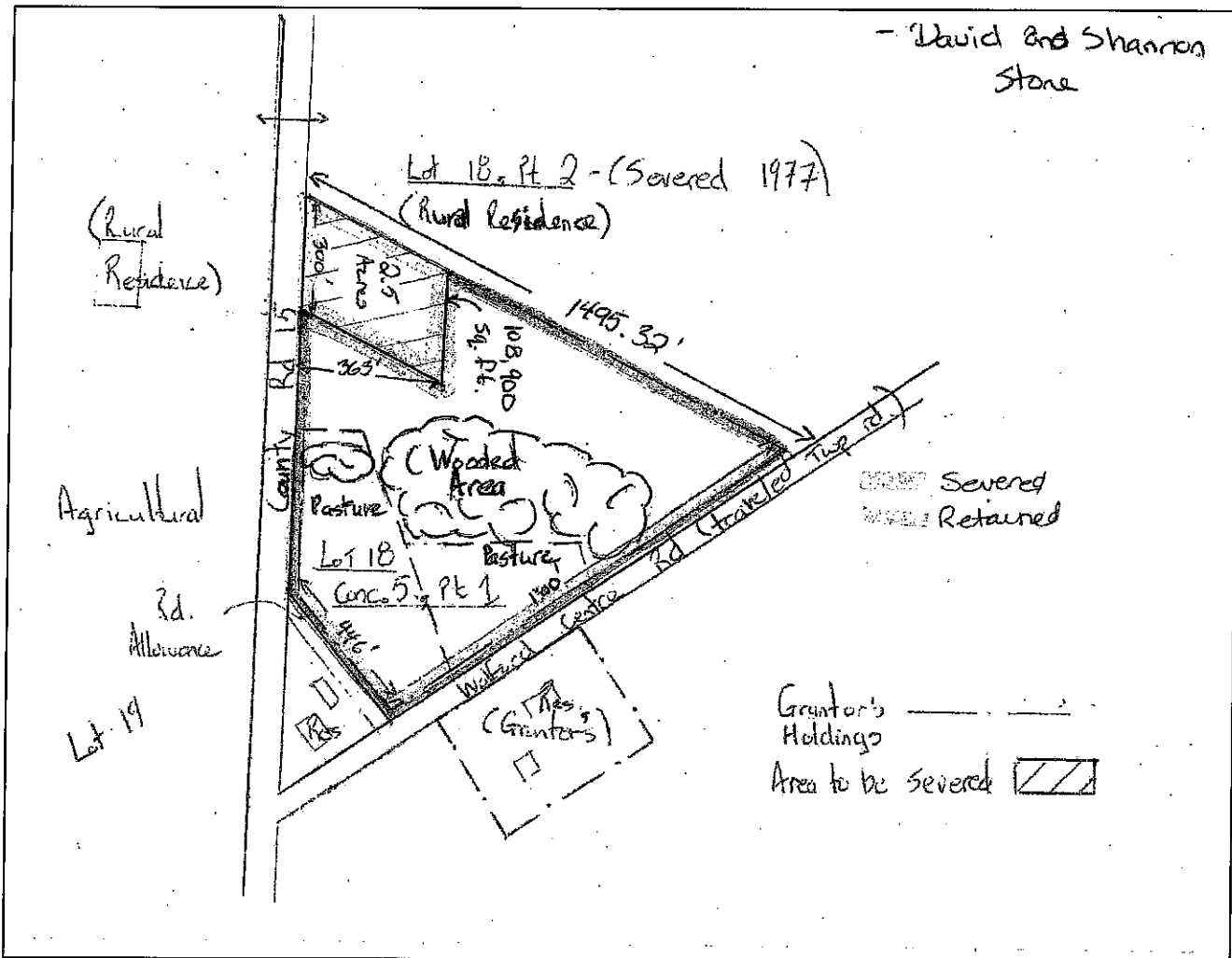
Sincerely,
Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

A handwritten signature in black ink, appearing to read 'F. Symon', with a long horizontal flourish extending to the right.

Forbes Symon, MCIP, RPP
Senior Planner



Proposed Severance – Stone B136-21 (151 Woford Centre Road)



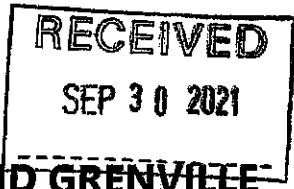


UNITED COUNTIES OF LEEDS AND GRENVILLE

Consent Granting Authority

25 Central Avenue West, Suite 100
Brockville, Ontario
K6V 4N6

Tel: (613) 342-3840, ext. 2414
Fax: (613) 342-2101
Krista Weidenaar, Secretary-Treasurer
krista.weidenaar@uclg.on.ca



NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT
B-136-21

For the severance of land in Lot(s) **18**

Concession **5**

Registered Plan No. _____

Municipality **Merrickville-Wolford**

for the purpose of **creation of a new residential lot**

Copies of the subject application and sketch are attached hereto, together with a questionnaire and your review fee of **\$500.00**. The Committee would appreciate the completion and return of the questionnaire within **30 days** of the mailing of this notice. If additional information or material is required, please contact the Consent Granting Authority Office at 25 Central Avenue West, Brockville, Ontario.

If you wish to be notified of the decision of the Leeds and Grenville Consent Granting Authority in respect to the proposed consent, you must make a written request to the committee at **25 Central Avenue West, Suite 100, Brockville, ON, K6V 4N6**.

If a person or public body that files an appeal of a decision of the Leeds and Grenville Consent Granting Authority in respect of the proposed consent does not make a written submission to the said Consent Granting Authority before it gives or refuses to give a provisional consent, the Ontario Land Tribunal (formerly LPAT/OMB) may dismiss the appeal.

The subject land is not the subject of any other known application under the Planning Act for a minor variance or for an amendment to an Official Plan, a zoning by-law or a Minister's Order.

This notice was mailed on **September 24, 2021**



**APPLICATION FOR CONSENT
Under Section 53 of the Planning Act
UNITED COUNTIES OF LEEDS AND GRENVILLE**

File No. B- 136-21

PLEASE NOTE: FEES ARE NON-REFUNDABLE ONCE APPLICATION HAS BEEN CIRCULATED

Roll Number: 07 14 711 025 03200 0000 (Mandatory 15 digits)

Date consulted with Municipality: August 17, 2021 Date Accepted: September 23, 2021

1. **NAME OR OWNER(S):** Shannon & David Stone
ADDRESS, CITY/TOWN: 146 Wolford Centre Road
POSTAL CODE: R0G 1N0 **TELEPHONE: (Home)** 613-784-9210 **(Work)** N/A
EMAIL ADDRESS: ShannStone123@gmail.com

2. **AGENT/APPLICANT:** Name of the person who is to be contacted about the application, if different than owner. Please include your email address. (This may be a person or firm acting on behalf of the owner - An owner's authorization is required if the applicant is not the owner)
N/A (Same as above)
ADDRESS, CITY/TOWN: _____
POSTAL CODE: _____ **TELEPHONE: (Home)** _____ **(Work)** _____

3. **LOCATION OF THE SUBJECT LAND:** **MUNICIPALITY** Merrickville-Wolford
Former Municipality: _____ Concession No. 5 Lot No. 18
Registered Plan No.: _____ Lot(s) _____ Block(s) _____ Reference Plan No. _____
Civic Address: 151 Wolford Centre Road
Are there any easements or restrictive covenants affecting the subject land? Yes No

4. **PURPOSE OF THIS APPLICATION:** (Check appropriate box)
 Creation of New Lot Addition to a Lot An easement/right-of-way
 Other - Correction of Title, Or Lease
Name of person(s), if known, to who this land or interest in land is to be transferred, leased or charged

* If a lot addition, identify on the required sketch the lands to which the parcel will be added

5. **DESCRIPTION OF LAND INTENDED TO BE SEVERED:**
Frontage 300' Depth 363' Area (acres/hectares) 2.5 acres
Existing Use Vacant land Proposed Use residential
Number and use of buildings and structures:
Existing none Proposed unknown

6. **DESCRIPTION OF LAND INTENDED TO BE RETAINED:**
Frontage 540.81' Depth ~1360' Area (acres/hectares) 20 Acres
Existing Use pasture Proposed Use pasture
Number and use of buildings and structures: horse walk-in.

7. **WHAT TYPE OF WATER SUPPLY IS PROPOSED?** (Check appropriate space)

	Severed Lot	Retained Lot
Municipally owned and operated water supply	<input type="checkbox"/>	<input type="checkbox"/>
Well (circle - dug or drilled)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communal Well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

8. **WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED?** (Check appropriate space)

Municipally owned and operated sanitary sewers	Severed Lot	Retained Lot
Septic Tank	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

9. **TYPE OF ACCESS:** (Check appropriate space)

Provincial Highway _____	Severed Lot	Retained Lot
County Road _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal road, seasonally maintained _____	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way owned by _____	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (Specify docking and parking facilities and distance of these facilities from the subject land and the nearest public road.) _____	<input type="checkbox"/>	<input type="checkbox"/>

10. **OTHER SERVICES:** (Check if the service is Available)

Electricity	Severed Lot	Retained Lot
School Bussing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garbage Collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. **LAND USE:**
 What is the existing UCLG Official Plan designation of the subject land? Rural & Aggregate Resource
 What is the existing Municipal Official Plan designation of the subject land? Rural & Aggregate Resource
 What is the Zoning of the subject land? Rural

12. Please check YES or NO to the following:

USE OR FEATURE	YES	NO
Is there an agricultural operation including livestock facility or stockyard located on or within 1500 metres of the severed or retained land? (if yes, MDS calculations will be required)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
** Are there any tile drains on the land to be severed; if present, show them on the application sketch.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a landfill within 500 metres of severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a Provincially Significant Wetland (Class 1, 2 or 3 Wetland) on the severed or retained lands or within 120 metres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is any portion of the land to be severed or retained located within a Flood Plain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there an industrial or commercial use, including propane distributors, located within 500 metres of the severed or retained land? (If yes, specify the use)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there an active railway line within 300 metres of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a municipal or federal airport within 500 metres of the severed or retained land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there any Utility corridor(s) (i.e. towers, etc.) located on the severed or retained lands or within 500 metres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

13. **History of the Subject Land:**

Has the subject land ever been the subject of an application for approval of consent or a plan of subdivision under the Planning Act? No Yes Unknown If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use:

Has any land been severed from the parcel originally acquired by the owner of the subject land? No Yes If yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

14. **Current Applications:**

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?

No Yes Unknown If yes, and if known, specify the appropriate file number and status of application(s).

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?

No Yes Unknown If yes, and if known, specify the appropriate file number and status of application.

15. **SKETCH:** The application shall be accompanied by a sketch **no larger than 8.5" by 14"** showing the following:
Please refer to the sample sketch on page 6 of this form.

- The dimensions of the subject land, outline the part that is to be severed in yellow and the part that is to be retained in blue.
- The dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing or bridge.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use(s) on adjacent lands.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or right-of-way.
- If access to the subject land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement affecting the subject land.

16. **OTHER INFORMATION:** Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

NOTE: If joint ownership, each individual signature is required.

17. AFFIDAVIT:

I/WE, Shannon & David Stone of the Village of Merrickville - Wolford
in the County of Leeds & Grenville solemnly declare that all the statements contained in this
application are true and that the information contained in the documents that accompany this application is
true.

Declared before me at the Village of Merrickville - Wolford in the County of Leeds & Grenville

This 18 day of August, 2021.

Shannon Stone
Signature of Owner or Agent

Shannon Stone
(print name)

David Stone
Signature of Owner or Agent

Dave Stone
(print name)

Kirsten Rahm
A Commissioner of Oaths

Kirsten Rahm
Treasurer, Commissioner
The Village of Merrickville-Wolford

18. AUTHORIZATION:

If the applicant is not the owner of the land that is the subject of this application, the owner must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the application and to provide Personal Information

I/WE, Shannon & David Stone, being the registered owner(s) of the lands subject of this
application for consent hereby authorize _____ to prepare
and submit this application on my/our behalf and, for the purposes of the
Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that
will be included in this application or collected during the process of the application.

Date Aug 4, 2021

Shannon Stone
Signature of Owner

Shannon Stone
(print name)

David Stone
Signature of Owner

David Stone
(print name)

19. **CONSENT OF OWNER:** The owner must also complete the following or a similar authorization attached to the application.

Consent of Owner(s) to the Use and Disclosure of Personal Information and to Allow Site Visits to be conducted.

I/We, Shannon & David Stone, being the registered owner(s) of the lands subject of this application for consent, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/We also authorize and consent to representatives of the Consent Granting Authority and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Date August 4, 2021

Shannon Stone
Signature of Owner or Agent

Shannon Stone
(print name)

David Stone
Signature of Owner or Agent

David Stone
(print name)

The Consent Granting Authority will assign a File Number for complete applications and this should be used in all communications.

FOLLOWING CONSULTATION PLEASE SCHEDULE AN APPOINTMENT WITH A COMPLETED APPLICATION AND ALL REQUIRED INFORMATION WITH THE:

**SECRETARY-TREASURER,
CONSENT GRANTING AUTHORITY**

25 CENTRAL AVENUE WEST, SUITE 100; BROCKVILLE, ONTARIO, K6V 4N6

TELEPHONE NO: 613-342-3840 – EXT. 2414

FAX NO: 613-342-2101

Applicant's Checklist: Have you remembered to attach:

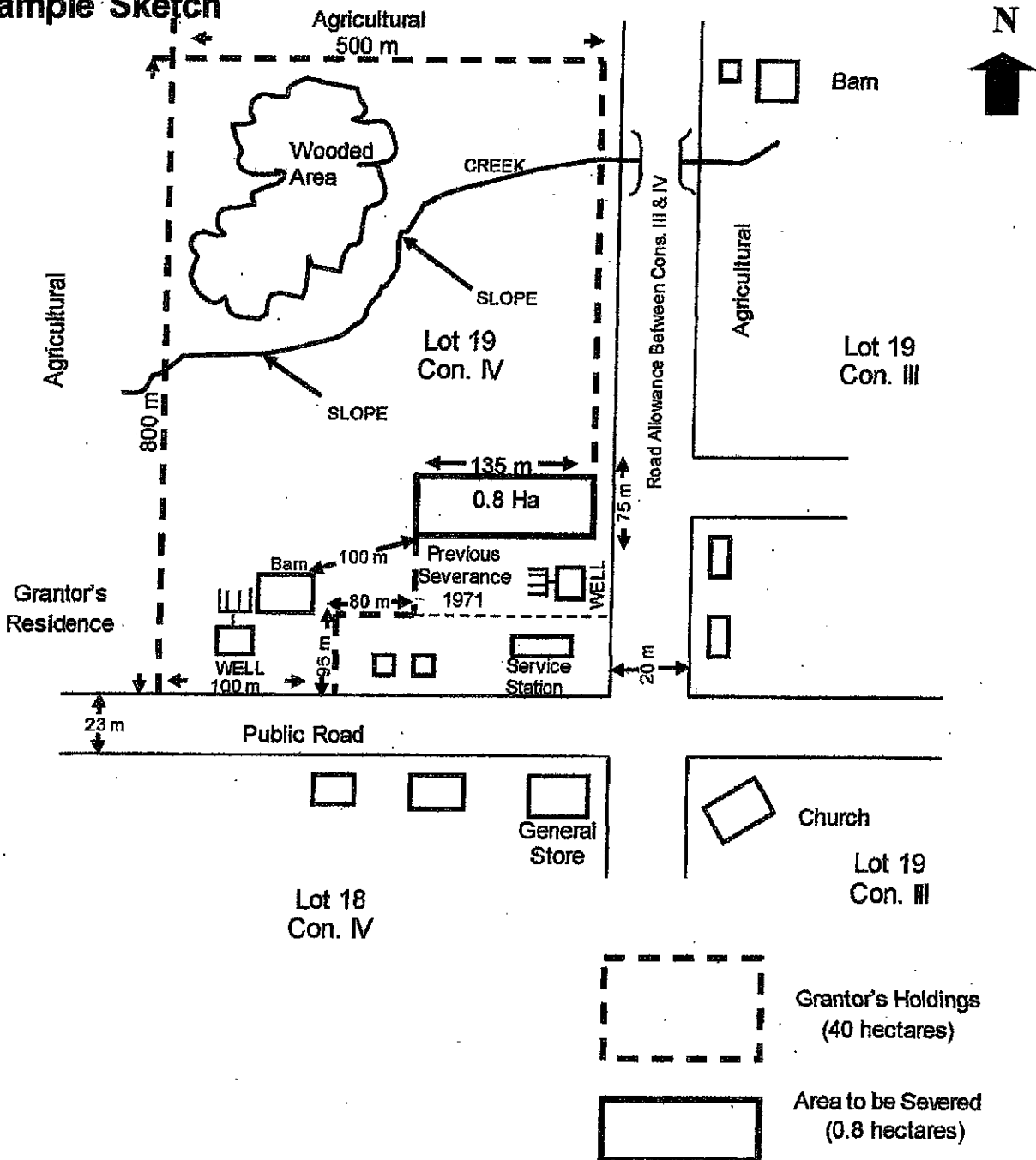
1. 1 Copy of the completed application form
2. 1 Copy of the sketch with required details
3. Cheque payable to United Counties of Leeds & Grenville
4. Cheque payable to Leeds, Grenville & Lanark Health Unit
5. Cheque payable to appropriate Conservation Authority
6. Cheque payable to appropriate Municipality
7. Call to make an appointment - 613-342-3840 - EXT. 2414
8. Completion of Conservation & Health Unit forms

YES

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Sample Sketch



Head Office
458 Laurier Blvd.
Brockville, ON
K6V 7A3
Tel: (613) 345-5685
Fax: (613) 345-2879

**LEEDS, GRENVILLE AND LANARK
DISTRICT HEALTH UNIT**

25 Johnston St
Smith Falls, ON
K7A 1W3
Tel: (613) 283-2740
Fax: (613) 283-1679

**NOTICE TO APPLICANTS
Re: Land Severance Applications**

On receipt of your application(s) from the Consent Granting Authority, the Health Unit's Chief Building Official will assess each application to determine the fee for service.

The fee for service for the first application is \$443.00 and \$180.00 for each subsequent application. Multiple applications must be submitted together and pertain to a single land holding.

When you return your application to the Secretary-Treasurer of the Consent Granting Authority, please indicate on the tear off form below the following:

1. **Directions to the proposed lot(s).**
2. **Indicate that property markers have been posted in a conspicuous place.**
3. **That the front corners of the lot(s) have been identified.**

If you require further information, please do not hesitate to contact the appropriate Health Unit office.

Yours truly,

Nancy Carpenter, BASc(EH), CPHI(C)
Chief Building Official
Part VIII Program

Lot Identification Notice

Applicant: Shannon & David Stone

Address: 151 WOLFORD CENTRE ROAD

Township: WOLFORD Ward: _____ Lot: 18 Conc. 5 Phone # 613-784-9210

Please check that: Property marker is posted. Front lot corners are identified.

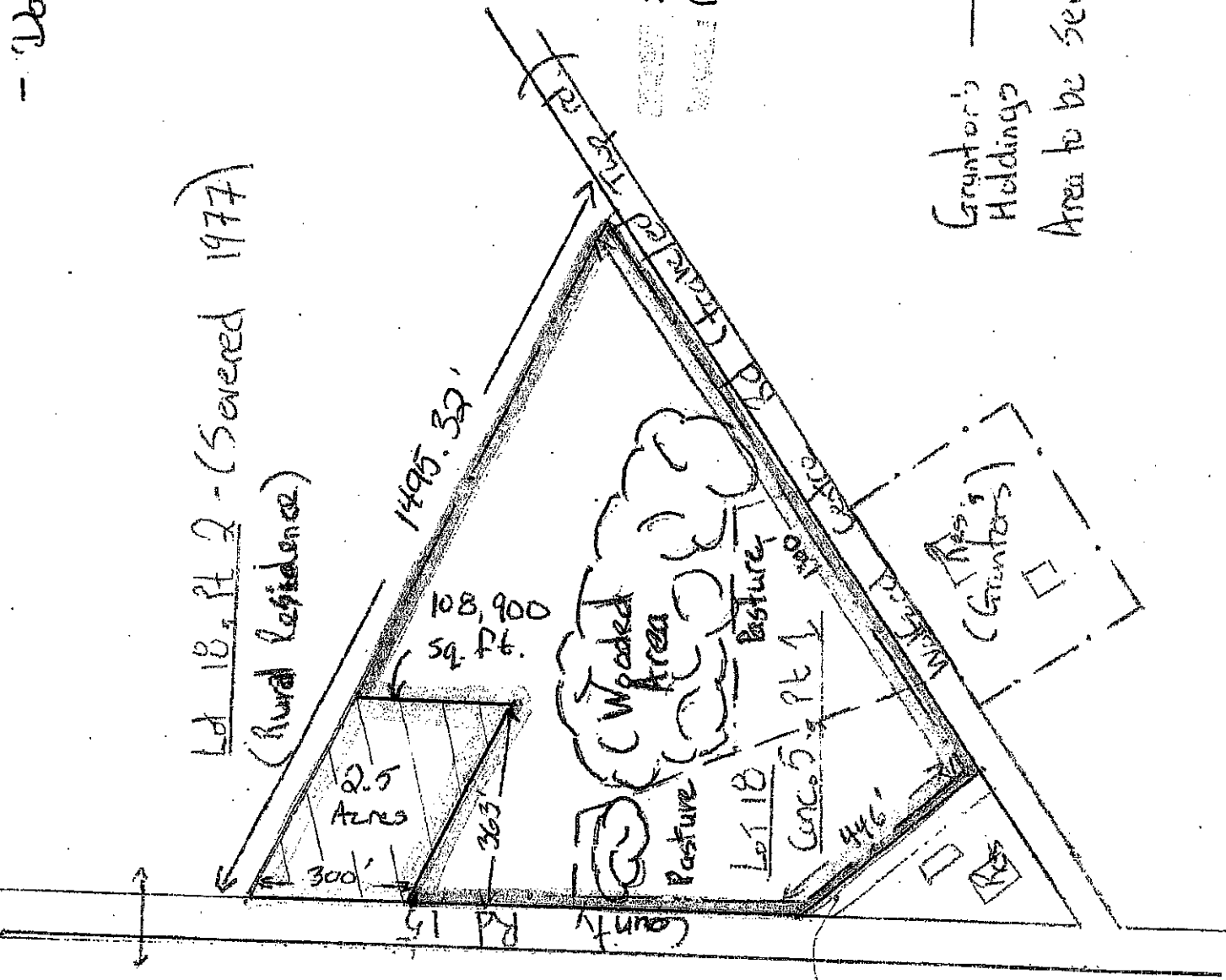
Directions to lot(s) _____

Please submit with application to the Secretary-Treasurer of the Consent Granting Authority with payment.

- David and Shannon Stone

Lot 18, Pt 2 - (Severed 1977)

(Rural Residence)



Severed
Retained

Grantors Holdings
Area to be Severed

(Rural Residence)

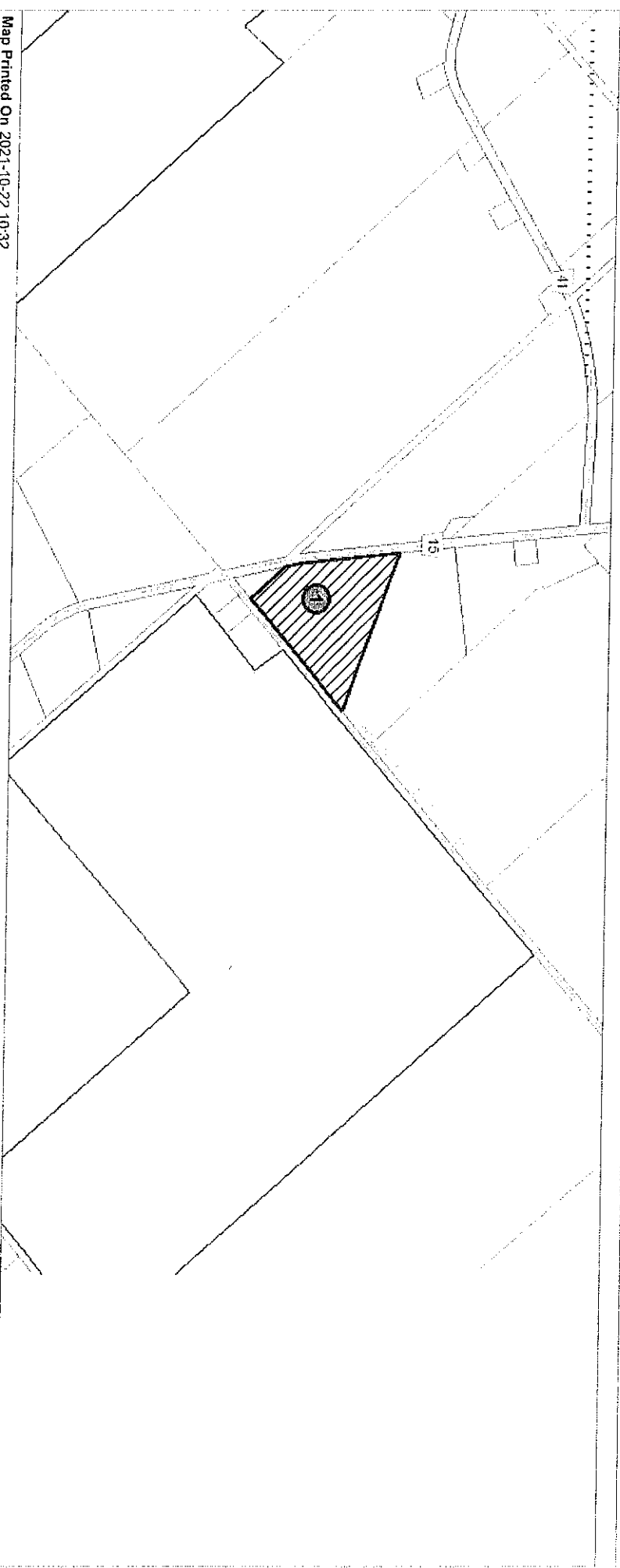
Agricultural

Rd. Alluvence

Lot 19



B-136-21 STONE SEVERANCE
Village of Merrickville-Wolford



Map Printed On 2021-10-22 10:32

Disclaimer This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. Designed and produced by: United Counties of Leeds & Grenville.
Source of information: UTM, Grid Zone 18, NAD 1983, with data supplied under licence by members of the Ontario Geospatial Data Exchange (OGDE), and Teranet Inc. Queens Printer of Ontario.
Powered by Rolta OnPoint™

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Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive a report from Jp2g Consultants Inc., being a report on the Draft Aggregate Resource Master Plan for the United Counties of Leeds and Grenville; and

That Council direct staff to forward the report to the United Counties of Leeds and Grenville.

Carried / Defeated

J. Douglas Struthers, Mayor

October 19, 2021

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 Assessment & Implications for Village of Merrickville-Wolford
Aggregate Resource Master Plan for United Counties of Leeds and
Grenville (Draft Ver 1, October 4, 2021)**

I have now had an opportunity to review the Draft Version 1 of the Aggregate Resource Master Plan prepared by Meridian Planning for the United Counties of Leeds and Grenville (UCLG), dated October 4, 2021. The following Report summarizes the need for the Aggregate Resources Master Plan, its characterization of the Village of Merrickville-Wolford, and an assessment of the recommendations of the Master Plan and the implications for the Village of Merrickville-Wolford.

1.0 Background

When the United Counties of Leeds and Grenville Official Plan was approved by Ministry of Municipal Affairs and Housing in 2016, it did not identify mineral aggregate bedrock resources as required under the Provincial Policy Statement (PPS). Instead, the new United Counties Official Plan was modified to require that the UCLG complete an Aggregate Resources Master Plan (ARMP) to address specific aggregate and bedrock issues within three years of the approval of the Counties Official Plan (OP). The Draft ARMP Report is intended to fulfill this requirement.

The United Counties retained the services of Meridian Planning to prepare the ARMP. It is acknowledged that the ARMP provides the UCLG with an opportunity to protect mineral aggregates for long-term use while being proactive on what the UCLG's expectations are in terms of where extraction is potentially anticipated to occur in the future and under what conditions. In addition, an opportunity exists for the UCLG to take the lead on policy approaches to minimize social, economic, and environmental impacts of aggregate resource extraction. The intent of the ARMP is to provide more certainty for the industry and the public when making property investment decisions and reduce conflict and the time and resources required to process individual applications.

In preparing the ARMP, the 2009 Aggregate Resource Inventory Paper 183 (ARIP 183), covering the United Counties of Leeds and Grenville was utilized as the primary source of



information for the identification of the Sand and Gravel Resource Areas and Bedrock Resource Areas within the UCLG.

The ARMP outlines the methodology used to develop the proposed land use schedules and Official Plan text. The Report also outlines the consultation efforts with the public and industry undertaken during the preparation of the Report.

2.0 Village of Merrickville-Wolford Official Plan (2020)

Section 5.7 of the ARMP provides a detailed overview of the aggregate resource policies of the Village of Merrickville-Wolford Official Plan (2020). The assessment acknowledged the recognition of sand and gravel deposits on the Schedule A-1 Land Use under the “Aggregate Resource” designation and the “Aggregate Resource Influence Areas” on Schedule A-3 Hazards and Constraints.

The ARMP also acknowledged Section 6.3.4.1 of the Merrickville-Wolford Official Plan which reads as follows:

“There are no bedrock Aggregate Resource areas designated on Schedule A-1. It is intended that this Plan will be amended in future once the United Counties has completed its Aggregate Resources Master Plan.”

This type of policy commitment to updating is found in several local official plans within the United Counties.

3.0 Aggregate Resource Master Plan (ARMP) Recommendations

The ARMP contains a number of recommendations related to mapping and text changes for the United Counties Official Plan. It is important to understand that once this information is included in the United Counties Official Plan, all lower tier Official Plans will be required to conform and reflect the changes made to the County Official Plan.

3.1 Sand and Gravel Resources

Appendix B of the ARMP contains the “Sand and Gravel Constraints” map and the recommended boundaries of sand and gravel deposits to be recognized in the United Counties Official Plan (Attachment #1 – Merrickville-Wolford Excerpt). This map appears to reduce the area of known sand and gravel deposits currently recognized on Schedule A-1 to the Merrickville-Wolford Official Plan. This reduction in the sand and gravel deposits is based on a screening analysis done by the consultant using the following setbacks:

- No sand and gravel deposits to be designated within lands recognized as Provincially Significant Wetlands (PSWs), Areas of Natural and Scientific Interests (ANSIs), lakes, or rivers.
- No sand and gravel deposits to be designated within 120 metres of the boundaries of PSWs or ANSIs.



- No sand and gravel deposits to be designated within 500 metres of designated settlement areas (towns, villages, hamlets) or lakes and rivers.

This screening resulted in the removal of the aggregate resource designation east of the Hamlet of Jasper, as well as the removal of the aggregate resource designation east of the Wolford Bog. There were reductions in the aggregate resource designation at the western end of Corktown Road, east and north of Carley's Corners, and north of Land O'Nod Road.

3.2 Bedrock Resources

The most significant change recommended in the ARMP is the introduction of an aggregate bedrock resource constraints overlay. Appendix B to the ARMP contains the recommended boundaries of the bedrock resources in the United Counties (Attachment #2 – Merrickville-Wolford Excerpt). The mapping identifies all bedrock resources that have an overburden (drift) which is between 0 and 8 metres thick. All bedrock resources with an overburden greater than 8 metres are considered not viable and were not include in the mapping.

The bedrock resource mapping was also subjected to the same screening analysis used with the sand and gravel deposits:

- No bedrock deposits to be designated within lands recognized as Provincially Significant Wetlands (PSWs), Areas of Natural and Scientific Interests (ANSIs), lakes, or rivers.
- No bedrock deposits to be designated within 120 metres of the boundaries of PSWs or ANSIs.
- No bedrock deposits to be designated within 500 metres of designated settlement areas (towns, villages, hamlets), lakes, or rivers.

Even with the use of this screening, the bedrock resource overlay applies to the vast majority of the Village's lands outside of settlement areas of PSW or ANSIs, lakes, and rivers.

The ARMP stresses that the Select Bedrock Resources Area constraint layer does not establish the principle of establishing a quarry and that all bedrock quarry proposals require an amendment to the local Official Plan. It is also noted that the constraint layer does not mean that the preferred use of the land is a quarry over other land uses, provided the other land uses do not preclude or hinder extraction.

The Report stressed that once Selected Bedrock Resource Areas are identified in an Official Plan, Section 2.5.2.5 of the PPS is triggered:

"2.5.2.5 In known deposits of mineral aggregate resources and on adjacent lands, development and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

- a) resource use would not be feasible; or
- b) the proposed land use or development serves a greater long-term public interest; and



- c) issues of public health, public safety and environmental impact are addressed.”

This means that an assessment of the impacts of proposed development on the feasibility of resource extraction is required to be carried out whenever development is proposed (consents, subdivisions, zoning by-law amendments, and official plan amendments) in the bedrock overlay areas.

4.0 ARMP Recommended Changes to County OP

Section 8 of the ARMP contains the recommended changes to the United Counties Official Plan, specifically Section 3.5.2 of the Official Plan. The policy changes are categorized as follows:

1. Assessment Requirements;
2. Assessment Exemptions;
3. Mineral Aggregate Operations;
4. Application Requirements; and,
5. Mapping.

The most notable recommended policy change relates to the inclusion of policies which detail when an aggregate assessment is required, factors to be considered when preparing an assessment, and the role and responsibilities of the “approval authority” in determining the need and scope of an aggregate assessment.

There are also recommended policies which speak to exemptions from undertaking aggregate assessments. Developments involving minor variances or commercial, industrial, and agricultural activities are recommended to generally be exempt from impact assessments.

There is also an assessment exemption for development proposed in areas of “clusters of non-agricultural development”, i.e., cluster of existing houses. The recommended policies state that “Any form of development within clusters of non-agricultural development outside of settlement areas is exempted from Section X of this Plan, with the determination of where such clusters are located to be made by the local municipalities on a site-specific basis based on policies contained in the municipal Official Plan.” The policies suggest that size of cluster lots should generally be less than 2.5 ha in size but does not provide other direction to assist local municipalities in identifying exempt clusters and establishing local official plan policies.

There are also recommended policies governing new or expanding aggregate resource developments, and additional application requirements including various impact assessments, truck routes, and site rehabilitation.

The final element of the changes to the United Counties OP is the inclusion of the revised sand and gravel mapping and the new bedrock mapping as a Potential Development Constraint Overlay.



Again, it is important to stress that once this information is included in the United Counties Official Plan, all lower tier Official Plans will be required to conform and reflect the changes made to the County Official Plan.

5.0 Discussion

The ARMP Report has been anticipated since the original approval of the United Counties Official Plan in 2017. The Report provides detailed justification for the revised mapping of sand and gravel resources, based on setbacks from settlement areas, PSWs, ANSIs, and lakes and rivers. This revised sand and gravel resource mapping reduces the area of the resources to be protected when compared to the existing aggregate resource mapping found in the Merrickville-Wolford Official Plan.

The introduction of bedrock resource mapping is a significant change to the non-urban landscape of Merrickville-Wolford. It would appear that once this mapping is in place, the majority of rural severance applications within the Village will be required to undertake an aggregate impact assessment.

The policy changes recommended for the United Counties OP are constructive and improve upon the existing aggregate resource policies. The Assessment Requirement policies are very helpful and provide much needed direction on what an aggregate assessment should address. There are however a couple of matters which require further clarification.

The option for local municipalities to identify “clusters” of development exempt from the need for an aggregate assessment is promising but requires further clarification. Specifically, what criteria (other than lot size) should the local municipalities use to determine a “cluster”. How much existing development equals a cluster? What would policies in a local official plan look like (example). Some additional direction on this issue should be requested.

The other element that is important to clarify is the role of the approval authority. In the case of consent applications, the United Counties is the approval authority. Is it the expectation of the new policies that the United Counties will determine scope and need for the assessment? Will the United Counties be responsible for the review and commenting on aggregate assessments for consent applications? These are important questions regarding process and responsibilities, and they should be clarified.

As always, I am available to discuss this report and the ARMP at your convenience. All of which is respectfully submitted.

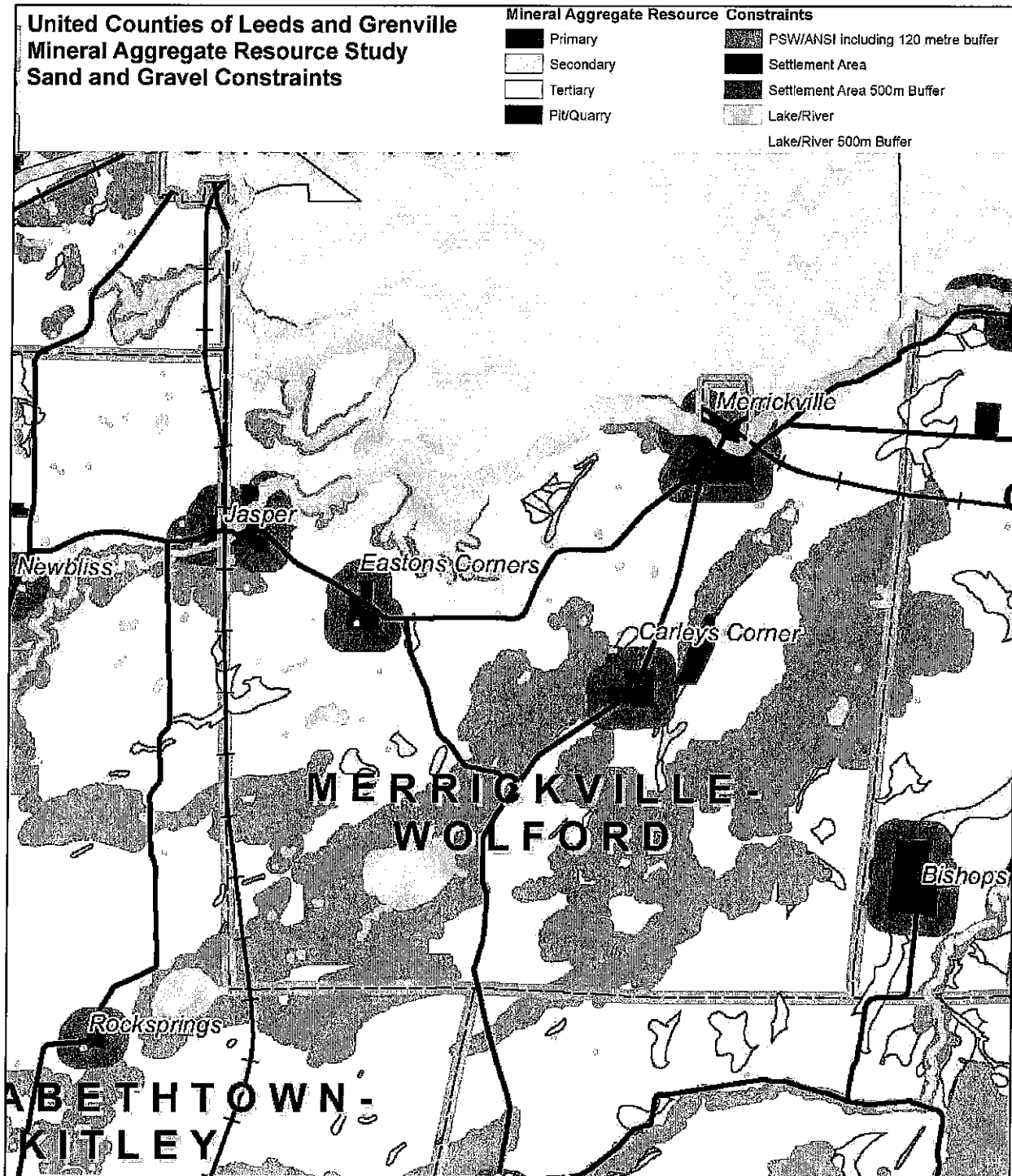
Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS

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

Forbes Symon, MCIP, RPP
Senior Planner

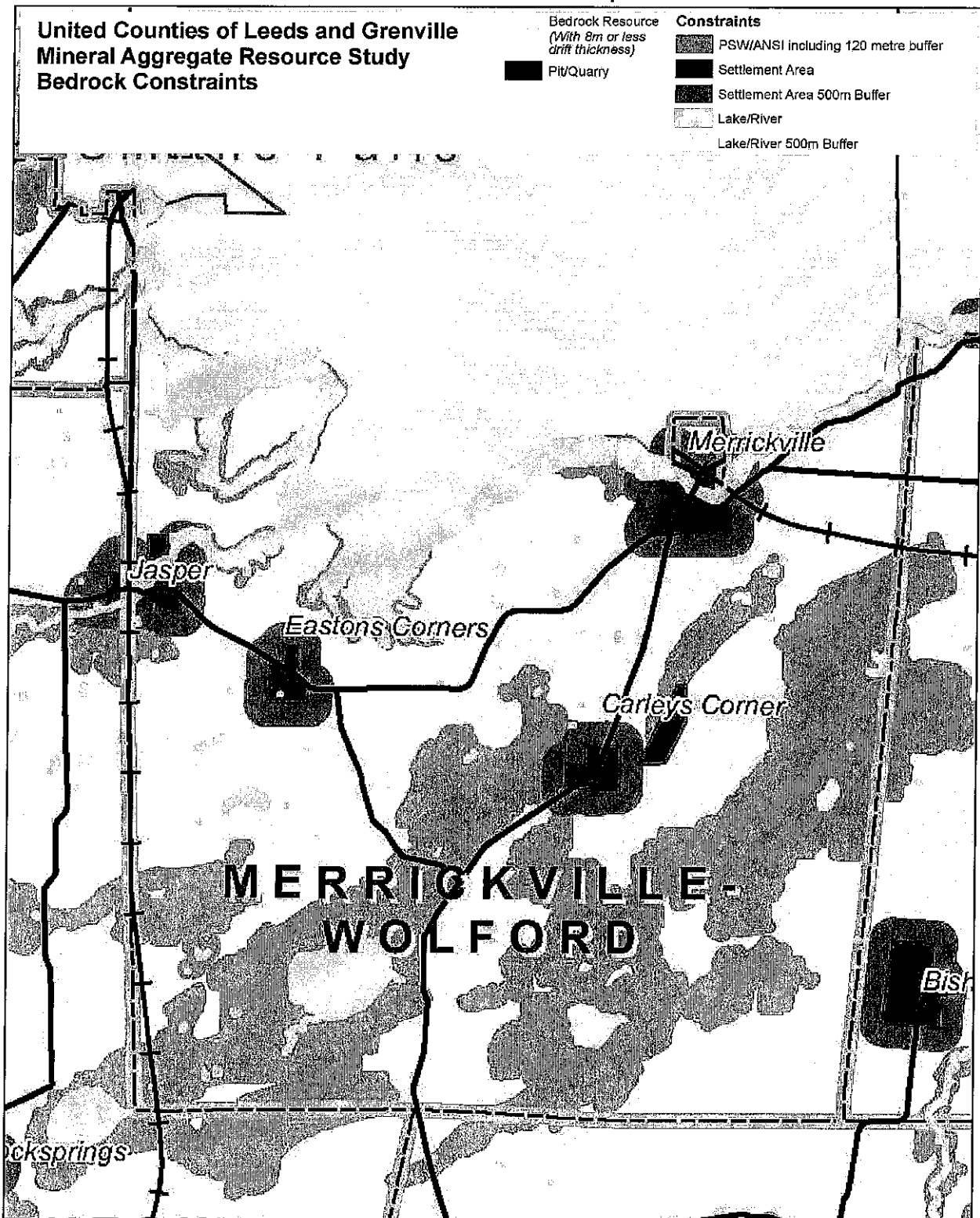


**Attachment #1: Recommended Sand & Gravel Resources
Merrickville Wolford Excerpt**





Attachment #2: Recommended Bedrock Resources Merrickville Wolford Excerpt



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of October 12, 2021 as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

The Corporation of the Village of Merrickville-Wolford

Tuesday October 12, 2021, 2:00 p.m.

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

Staff in Attendance: Doug Robertson, CAO/Clerk
Kirsten Rahm, Treasurer/Deputy Clerk
Brad Cole, Manager of Operations/Fire Chief
Stacie Lloyd, Manager of Community Development

Guests: Forbes Symon, Jp2g Consultants.

NOTE: This meeting was held electronically via Zoom and livestreamed on the Village's YouTube Channel

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

Approval of Agenda

R-273-21 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 12, 2021, as amended.

Carried.

Minutes:
R-274-21 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 approve the Minutes of the regular Council meeting of September 13, 2021 as circulated.

Carried.

R-275-21 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of September 27, 2021 as circulated.

Carried.

R-276-21 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 receive the Minutes of the Recreation Health and Wellness Advisory Committee meeting of Jul 5, 2021 as circulated.

Carried.

Deputy Mayor Cameron updated Council on the RHWAC, noting that they have lost 2 committee members, and no longer have a Chair. Council directed staff to issue a call for committee members.

Correspondence: None

Planning:
R-277-21 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: That the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Draft Development Agreement prepared by Forbes Symon of Jp2g Consultants Inc. and Municipal Consent Application Questionnaire Form regarding Consent Application Nos. B-128-20 and B-129-20; and
That Council does hereby recommend support of Consent Application Nos. B-128-20 and B-129-20 to the Consent Granting Authority with the standard conditions as identified on the municipal questionnaire, and the following condition:
That the applicant enter into a Development Agreement with the Village, to be registered on title to the subject lands, being the retained lot and the newly created lots, per Schedule A of the Development Agreement, at the Land Registry Office at the sole expense of the Owner.

Carried.

Public Works:

R-278-21

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 report PW-05-2021, being a report on repairs needed to the 2011 John Deere backhoe; and

That Council does hereby direct staff to have Brandt Tractor Ltd make the recommended repairs to the 2011 John Deere backhoe.

Carried.

Addition to Agenda:

Councillor Molloy is concerned about the east wall of the library, noting there is lots of rot to the surface of the building. Brad Cole indicated staff are aware of the issue and have had discussions with the library CEO about the issue.

Public Question Period:

A question was received concerning a comprehensive zoning by-law review now that our Official Plan has been passed. The Mayor replied that it is premature at this time to start this process, as the United Counties of Leeds and Grenville is working on a draft aggregate resources master plan which might include revised mapping.

Confirming By-Law

R-279-21

Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that: By-law 53-2021, being a by-law to confirm the proceedings of the Council meeting of October 12, 2021, be read a first and second time, and that By-law 53-2021 be read a third and final time and passed.

Carried.

Adjournment

R-280-21

Moved by Councillor Molloy, Seconded by Councillor Foster

Be it hereby resolved that: This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 2:45 p.m. until the next regular meeting of Council on Monday, October 25th, 2021 or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if required:

Recorded Vote Requested By:

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

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of October 13, 2021 as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

The Corporation of the Village of Merrickville-Wolford

Wednesday October 13, 2021, 3:00 p.m.

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

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

NOTE: This meeting was held electronically via Zoom and livestreamed on the Village's YouTube Channel

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

Approval of Agenda

R-281-21 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 special Council meeting of October 13, 2021, as circulated.

Carried.

By-Law R-282-21 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: By-Law 52-2021, being a by-law to authorize the execution of the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP), be read a first and second time, and that By-Law 52-2021 be read a third and final time and passed.

Carried.

Confirming By-Law

R-283-21 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that: By-law 54-2021, being a by-law to confirm the proceedings of the Council meeting of October 13, 2021, be read a first and second time, and that By-law 54-2021 be read a third and final time and passed.

Carried.

Adjournment

R-284-21 Moved by Deputy Mayor Cameron, Seconded by Councillor Foster
Be it hereby resolved that: This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 3:10 p.m. until the next regular meeting of Council on Monday, October 25th, 2021 or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Library Board meeting of September 8, 2021 as:

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on Sept, 8, 2021 at 7:00 pm via Zoom.

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

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Regrets:

Other:

Meeting called to order at 7:13 pm.

1. Declaration of Pecuniary Interest: None.

2. Adoption of Agenda: Addition of item re: exterior sign to Other Business (Item 10v). Moved by Victor; seconded by Carole. **ADOPTED.**

3. Approval of Minutes:

- June 9/21 board meeting
- July 14/21 special meeting
- Aug 18/21 special meeting

Motion to approve all 3 sets of minutes – Moved by Timothy; seconded by Colleen. **APPROVED.**

5. Correspondence: None

6. Questions/ Presentations from Public: None

7. Friends of the Library Report: Deferred. The Friends' AGM is coming up in October.

8. Report from Council: Timothy gave an update on the status of the broadband internet project and the reopening of municipal facilities.

9. Librarian's Report: see Librarian's Summer Highlights (below).

- Co-op Student: We will have a co-op student this fall, who can help with some of our partnership projects, and possibly some youth programming
- COVID Update: We are offering to help people access and print/copy their proof of vaccination (and the QR codes) free of charge (most libraries are doing this). Vaccination passports will not be required to enter the library

10. Other Business:

- i. Performance Review template revision:** Reviewed draft of revision of the CEO performance review and job description update by Carole, John, and Mary Kate. Motion to approve - Moved by Victor, seconded by Timothy. **APPROVED.**
- ii. Financial**
 - **Update re: financial information from municipal office** – Reviewed financial records supplied by the municipal office. Discussed financial procedures and reports going forward. John will draft a process diagram.
- iii. Library Exterior Repairs:**
 - **Roof:** still pending.
 - **Walls and Additional building work:** The work on the walls is done, but in the course of this, some additional items that were beyond the scope of that job have come to light (see Memo #3 from Chair – on file). In the interests of getting more of this completed before winter, and given the difficulties we have faced in getting quotes and the relatively low expected cost of these repairs, Brian proposed that the Board agree to single source this work from the current contractor rather than putting out a new RFQ. Mary Kate also consulted with the Head of Public Works about this. It was also suggested that Brian and Mary Kate be authorized to decide to accept the quote without requiring an additional meeting.
Motion to use a single source for the listed exterior work and to authorize the Chair and CEO to accept the quote for this work -- Moved by John, seconded by Colleen. **APPROVED.**
- iv. Planning:**
 - **Board Priorities 21-22:** Discussed areas the Board may wish to focus on in the upcoming "Board" year (Sept 2021- Jun 2022). Board to consider further, forward suggestions to Victor, and discuss at the next meeting.
- v. Other – Exterior Sign:** The exterior sign (in the parking lot) is at the end of its projected life cycle and has deteriorated significantly on one side. A new sign based on our current logo is proposed. It was

also proposed that a vendor of record for printing and related work be approved. Moved by John, seconded by Carole – **APPROVED**.

12. Next meeting: Wed, Oct. 13, 7:00 pm via Zoom.

13. Meeting Adjourned.

Librarian _____

Chairperson _____

Librarian's "Summer"y: Highlights of Summer 2021

Overall: Use of the Library has increased over the course of the summer, since the lockdown ended; although it is still down from pre-pandemic levels (but up from 2020). This summer there was more use by kids and families than in 2020, largely in relation to the Summer Reading Club and Outdoor StoryTime. Our e-resources (OverDrive and Kanopy) continue to see increased use (compared to pre-pandemic levels). We have not had any problems with public compliance with COVID guidelines.

Statistics:

June	2021	2020	2019	2018
Patrons	360 (w/mtgs) & OverDrive unique users: 94	279 (w/mtgs) +OverDrive unique users: 85	1241 (1275 w/mtgs) -13%	1446 -12% (1471 w/mtgs)
(Kids/Youth)	36 (18 / 18)	21 (8 k / 13 y)	467 (96/ 371)	473 (138/ 335)
(Progs)	Lib progs – 11 (2 progs) Zoom progs – 21 (3 progs) 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)	104-in (15 prgs + 1CV in). 176-out of Lib, (2-prgs + 8 CVs out)
Mtg Rm users	0 (mtgs)	0 (0 mtgs)	34 (5 mtgs)	25 (4 mtgs)
Circulation	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)	TOTAL 2364 -6% Lib: 2072 -6% (A-1429, J-584, T-59) OverDrive: 292(circ)
Internet use (+wireless):	66 (17 / 49w)	112 (16 / 96w / 0 Tab)	384 -5.5% (289 / 71w / 24 Tab)	407 +5% (318 / 62w / 27 Tab)
ILL borrowed/lent:	55 in / 49 out	10 in / 25 out	31 in / 24 out	87 in / 66 out

July	2021	2020	2019	2018
Patrons	947 (w/mtgs) OverDrive unique users: 104	676 (w/mtgs) OverDrive unique users: 87	1874 (1933 w/mtgs) -5%	1993 +2% (2029 w/mtgs)
(Kids/Youth)	232 (88k / 144y)	149 (52k / 97y)	831 (132k / 699y)	882 (161k / 721y)
(Progs)	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)	162-in (20 prgs in) 262-in (10 group/camp visits in). 16-out of Lib (2 prg out)
Mtg Rm users	6 (2 mtgs)	0 (0 mtgs)	59 (4 mtgs)	36 (5 mtgs)

Circulation	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)	TOTAL 3545 +5.5% Lib: 3186 +4.5% (A-1579, J-1523, T-84) OverDrive: 359 (circ)
Internet use (+wireless):	164 (56 / 108w)	174 (45 / 129w / 0 Tab)	511 +10% (393 / 73w / 45 Tab)	464 +14% (368 / 59w / 37 Tab)
ILL borrowed/lent:	41 in / 53 out	34 in / 50 out	28 in / 42 out	80 in / 70 out

August	2021	2020	2019	2018
Patrons	994 (w/mtgs & Zoom) and OverDrive unique users: 131	758 +OverDrive users: 88	1482 (1495 w/mtgs) -16%	1772 -14.5% (1783 w/mtgs)
(Kids/Youth)	249 (75k / 174y)	172 (65k / 107y)	532 (148k / 384y)	694 (304k / 524y)
(Progs)	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)	160-in (18 prgs in) 175 – group/camp visits in (9 visits) 19-out of Lib (2 prg out)
Mtg Rm users	3 (1 mtg)	0	13 (1 mtgs)	11 (1 mtgs)
Circulation	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)	TOTAL 3146 -12% Lib: 2824 -14% (A-1560, J-1203, T-61) OverDrive: 322 (circ)
Internet use (+wireless):	175 (64 / 111w)	169 (63 / 106wifi)	405 +4.5% (312 / 64w / 29 Tabs)	387 -20% (301 / 51w / 35 EL)
ILL borrowed/lent:	72 in / 55 out	41 in / 38 out	57 in / 43 out	88 in / 85 out

Summer Hours/Vacation

The Library has continued to open earlier in the afternoon (1:00) and close earlier in the evening, although for the summer we extended our closing from 7:30 to 8:00 pm. We will be extending these hours into Sept, and will see if there is much traffic in the evenings. This will likely depend on whether evening activities in the community are on or off this fall. 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: Was held outdoors for the summer and we will continue this in Sept. Although it started slowly, there has been an increase in interest over the summer. Many parents are looking for some sort of activity for the kids. We are hoping that it will be possible to move StoryTime inside when the weather changes, but will see what conditions are at that time.

TD Summer Reading Club (Theme: "Game On"):

Participation in the summer reading club (prize draw and/or activities) was up from last summer with 74 registered kids (48 in 2020), although it is still down from before the pandemic. We had enthusiastic participation from our target 6-12 age group, and got positive feedback from some of the parents.

The prize draw was 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 50 prizes).

This is extremely popular, and still works well under COVID restrictions. The prizes are collected through donations, purchases (mostly from Scholastic) funded by the Friends of the Library, etc]

In lieu of our usual weekly craft programs, "Take & Make" activity kits were available for kids to take home. Most of these had a STEM (science, technology, engineering, math) component. We also offered an online "Candy Chemistry" workshop in July (run by Scientists in Schools) and an in-person outdoor Bubble Science activity. Participation in the group activities, while enthusiastic, was lower than we had hoped; it seemed to be difficult to get the word out.

Adult Programs/ Zoom Programs:

The Book Club is the only adult program that runs during the summer. The group continued to meet via Zoom. We did not have other requests for Zoom meetings over the summer, since most groups either take the summer off or tried to meet outside; however, we have had a couple of requests for September. We have also had some requests for in-person meeting space (we are taking a receptive, but cautious, approach).

Internet/Computers: Internet use has been picking up, although we are getting fewer users than before the pandemic. We often get people coming in for things that they can't do on their phone/tablet, as well as people with no/little internet/computer access or skills.

Collection: We continue to feel the loss of the big Scholastic warehouse sale, but did add some high-interest kids' titles for the summer. The order of fall adult bestsellers is in. The Adult Fiction section will need to be weeded in September to free up space. I have been reluctant to weed while our use is still thrown off by the pandemic, but shelving is becoming a problem.

We were able to send our 50 boxes of discarded/donated books to the KYC Book Sale and are starting fresh with Better World Books.

E-Collections:

OverDrive: Use continues at the higher level we have seen since the pandemic began, but is staying fairly stable at that level.

Kanopy: Kanopy is also growing in popularity, and this seems likely to continue since Kanopy is planning to add more block-busters and award-winning films from major studios. However, this will involve some increased costs, so we will have to monitor this. The Friends of the Library continue to sponsor Kanopy (it is pay-per-view).

InterLibrary Loans: ILLs were lower over the summer with fewer book clubs, but there is steady demand. We are borrowing more books than we lend, but it is close.

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. They are happy to be back.

Administration: The summer has been quite busy with a number of administration issues.

Technology:

JASI: We have finally made the switchover to the JASI (as of the beginning of July). It did not go as smoothly as I would have liked (mostly because of problems with OverDrive). A lot of time this summer has been taken up in dealing with many little problems and technical issues related to this.

Telephone: The Library's phone line went down several times over the spring and summer (most recently it went down for a week). I had to make several calls to Bell, but finally a technician was able to fix it (the main problem was a corroded wire in the Bell box on Main St, but there were some secondary problems as well). Although the internet connection continued to work, the technician says that the repair should improve.

Computers:

Windows & A/V: Staff time was taken up troubleshooting problems with some recent Windows 10 updates and an upgrade to our Anti-Virus software

Server repair: IT support was needed to replace the fan on our server.

CEO Laptop: I have taken advantage of the back-to-school sales to purchase the new admin laptop to replace the current one (from 2017) in consultation with John.

Financial Information: Emailed the municipal treasurer re: the background financial information that the Board asked about. Received the requested printouts and shared with John for review.

Outreach/Publicity:

Local Media: The Phoenix is returning to monthly publication and I am continuing my column there.

Website & Facebook: I continue to keep these updated for the library.

I find it difficult to spread Library news, in spite of these. I am even still getting asked if the Library has reopened.

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

- As discussed at the special meetings during the summer, some work has been done on the exterior walls, although this has also brought some additional related problems to our attention that will need to be addressed.
- The rear deck has been repaired (this was not part of the planned building work, but it required immediate repairs after a partial collapse).
- The roof is still pending, but we are assured it will be done this year.

Community Partners:

Museum Passes: Most of the museums are accepting the family passes again, although there are some restrictions.

Sustainable Merrickville-Wolford - Seed Library: The Seed Library was a success, although I am sure it would have been more heavily used if we hadn't been locked down during the prime planting season. We were still able to distribute seeds through Porch Pick-up. In total, well over 300 packages of seeds were given out at the Library and through the Food Bank (Sustainable M-W took the Seed Library to their big distribution day in the spring.) Everyone has been very enthusiastic about the Seed Library, so we will work to continue this next year. The next step is getting seeds donated for next year.

Trails Society:

RiverWalk Trail: The new display case is up and the group will be working on signage for it. I am working with some of the members on a backpack similar to our existing MAPsacks but specific for this trail.

Story Trail: We continue to work on this project with a member from the Trails Society. We have added 2 new stories over the summer, and are trying to change the story every month over the summer.

Species at Risk Project: I have been approached by Robbie Giles to help with an awareness campaign for youth re: local species at risk.

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.

New K-Homeschooling Group: a group of parents who are not planning to send their kids to kindergarten this fall because of COVID, are looking to start up a group for their kids to spend time together safely. I have approached them to see if the Library can be of any help to them.

Sizzling Summer Programs (municipal recreation program for kids): This did not run in 2021.

Daycare visits: still not able to visit. I will contact them again in Sept for an update.

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

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

Be it Hereby resolved that:

That the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Chamber of Commerce re: collaborative decorating strategy; and

That Council direct staff to continue to collaborate with the Chamber to further clarify and refine the request.

Carried / Defeated

J. Douglas Struthers, Mayor

Kirsten Rahm

From: Doug Robertson
Sent: Friday, October 22, 2021 3:54 PM
To: Kirsten Rahm
Subject: Fwd: Collaborative decorating strategy for Merrickville Wolford - Chamber and Municipality
Attachments: Streetscaping Strategy - Merrickville.docx

Doug Robertson, MBA
CAO/Clerk/Director, Economic Development
Village of Merrickville-Wolford
cao@merrickville-wolford.ca
613-269-4791 x229

From: Robyn Eagle <president@merrickvillechamber.ca>
Sent: Thursday, October 21, 2021 8:04:10 PM
To: Doug Robertson <cao@merrickville-wolford.ca>; Economic Development Officer <edo@merrickville-wolford.ca>; Bob Foster <foster@merrickville-wolford.ca>; Mayor <mayor@merrickville-wolford.ca>; Michael Cameron <cameron@merrickville-wolford.ca>; Timothy Molloy <molloy@merrickville-wolford.ca>
Cc: Yves Grandmaitre <director-yves@merrickvillechamber.ca>; Nick Previsich <director-nick@merrickvillechamber.ca>; Cheri Long-Kemp <cheri@merrickvillechamber.ca>; Jennifer Ritskes <treasurer@merrickvillechamber.ca>; Robyn Fredrickson <vicepresident@merrickvillechamber.ca>; Lisa Card <lisa@chaiyadecor.ca>; Brad Cole - Public Works Department <publicworks@merrickville-wolford.ca>
Subject: Collaborative decorating strategy for Merrickville Wolford - Chamber and Municipality

Thank you Doug Robertson for having readily accepted my invitation to do a 'walk about' with Chamber and Municipal representatives of the Village Core of Merrickville to discuss a collaborative decorating strategy, based on a Victorian theme, for the Christmas and Winter Season.

I hope the attached 'strategy' will be helpful in discerning who does what and when. On the whole, I am hopeful that a collaborative, cost effective approach to decorating the Village and outlying Wards will be viewed favourably by Council.

Specifically, we discussed:

- Shop local posters to be removed from Chamber Posts
- a proposal to not switch out the Canada Flag Banners this winter and shelve the winter banners along with the 'shooting stars', which are hooked up to the Hydro poles. Savings from this initiative would remain in the Ec.Dev. budget, where discussions can be had regarding collaboration with the Chamber for purchase of lights/decorations for 2021 Christmas/Winter Season.
- proposal to build a planter/ flower pot prototype, with the view to building more, which will be spread out within the Village Core to promote the themed decorating strategy
- Robyn E will ask if the tree on Post Office property could be strung with lights; Robyn F to ask her family if the lights could be plugged into their building.

I look forward to your feedback on the strategy and proposals.

Regards,

2025-10-13 10:00:00 AM

Robyn Eagle

president@merrickvillechamber.ca |

Merrickville-Wolford & District Chamber of Commerce | www.merrickvillechamber.ca

PO Box 571, Merrickville ON K0G1N0



Streetscaping Strategy - Merrickville
Summary of Decorating Strategy and Walk about Discussions October 20, 2021

Participants:

R. Eagle, Chamber Director
R. Fredrickson, Chamber Director
L. Card, Chamber Member
B. Cole, Public Works
D. Robertson, CAO and Director of Economic Development

R. Eagle requested a walkabout with Municipal representatives to discuss a themed decorating strategy for the Village Core
The following Strategy is proposed to outline a collaborative approach to decorating the Village Core.

Theme:

The Chamber has proposed a Christmas Decorating Victorian style theme, which is characterized by greenery, lights with red and white accents (i.e., balls and ribbon, etc.).

Timeframes:

The goal is to start decorating the week after Remembrance Day. The Municipality traditionally turns the lights at Blockhouse Park off a week after New Years' Day. Hence, *the Christmas "season"* is between mid-November and early January.

The *Winter "season"* would then span mid November to early April (or earlier, depending on weather), at which point, the Chamber, CiM and Municipality will take down their respective winter decorations.

Village Core:

At minimum, St. Lawrence Street between Main and Bruce; Main Street - West to Skating Rink and East to Stella Luna; as well as Brock St. West to St. John and Wellington East and West to Elgin.

Decorations:

The Chamber has proposed to decorate the Village Core area in keeping with the Victorian Style theme for the Christmas season.

To facilitate a consistent feel, themed decorations are to be spread throughout the Village Core. Placement of these decorations would ensure ease of snow removal equipment and prove to be stable in inclement weather. The Chamber will finance and ensure maintenance, while the Municipality will put them in place and arrange for storage when not in use.

Note: Decorations on the Chamber posts will remain for the Winter season.

The Municipality will ensure the large Douglas Fir tree (corner of Main and St. Lawrence) has functioning lights. As part of annual Christmas in Merrickville celebrations (the first Saturday of December), this tree will be plugged in during the Tree Lighting Ceremony and so remain until the end of the Christmas season.

Banners on Hydro Poles

The Chamber has suggested the Municipality consider other options for decorations, other than banners, which are currently hung on Hydro poles in the Merrickville and Wolford Wards.

Changing the banners semi-annually incurs costs to hire a specialized Electrician to switch out the seasonal banners. Additionally, the Municipality has light "shooting stars" that are hooked up to the Hydro poles.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

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

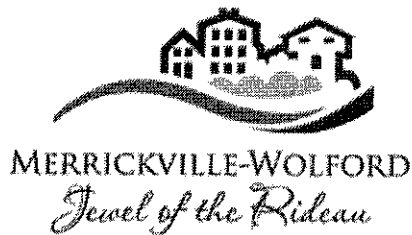
Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-08-2021, being a report to provide Council with an overview of the process for voting when filling the Council vacancy; and

That Council does hereby approve the voting process described in report CAO-08-21 to appoint a person who has consented to accept to fill the current vacant seat on Council.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

**Report CAO-08-2021
Information Report to Council
Date of Council Meeting: October 25, 2021**

RE: Voting Process for Appointing Council Member

OBJECTIVE: To provide Council with an overview of the process for voting when filling the current Council vacancy and receive direction from Council.

RECOMMENDATION:

THAT: Council does hereby receive report CAO-08-2021, being a report to describe the voting process for filling the current vacant seat on Council; and,

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the voting process described in report CAO-08-2021 to appoint a person who has consented to accept the office to fill the current vacant seat on Council.

BACKGROUND:

On September 13, 2021, as a result of the unfortunate passing of Councillor Don Halpenny, Council declared Mr. Halpenny's Council seat vacant. In accordance with the *Municipal Act, 2001, c.25*, when the seat of a member of Council becomes vacant during the term of Council, Council may fill the vacancy by appointing a person who has consented to accept the office if appointed, or by requiring that a by-election be held to fill the vacancy in accordance with the *Municipal Elections Act*.

On September 27, 2021, Council approved report CAO-07-2021 deciding to appoint a qualified person who has consented to accept the office of Councillor to fill the current vacant seat on Council (rather than hold a by-election). Council also directed staff to contact all former Council members in the two previous terms of Council on a "best efforts" basis to request their consent to be appointed to fill the vacant seat should Council choose to appoint them.

In response to the above, staff reviewed a proposed process with the Village's solicitor and accordingly issued the attached October 15, 2021 email (Schedule "A") as directed by Council. The email indicated:

"... that an eligible candidate for election or appointment to a municipal council does not have to live in a particular ward in order to be its Councillor. Section 29(4) of the Municipal Elections Act, 1996 provides that if a municipality is divided into wards, a person is eligible to be nominated for an office in an election in any ward of the municipality."

On October 20, 2021, correspondence was received from Former Mayor David Nash expressing concern about the legality of Council considering appointing consenting former Council members who may reside in Merrickville Ward to the vacant seat in Wolford Ward. The correspondence referred to By-Law 25-17 (Schedule "B"), a by-law regarding the Composition of Council, which indicates that:

"... the Council of the Corporation of the Village of Merrickville-Wolford does enact as follows:

- 1. That the size of Council shall be five (5) members;*
- 2. That the Council shall be comprised of two (2) Councillors from each of the two (2) Wards and a Mayor; and*
- 3. That four (4) Councillors shall be elected by Ward and the Mayor shall be elected at large."*

ANALYSIS:

Given the concerns expressed in Mr. Nash's letter, staff again consulted the Village's solicitor and it was confirmed that residency in a particular ward is not a deciding factor when determining which consenting respondent is appointed to fill a vacant Council seat. Section 29(4) of the Municipal Elections Act of Ontario indicates:

"If a municipality is divided into wards, a person is eligible to be nominated for an office in an election in any ward of the municipality."

Given that the Act overtly states this and By-Law 25-17 does not explicitly state that the appointee must reside in a particular ward to be appointed to that ward, any qualifying consenter can be appointed to represent the ward. Therefore, the appointee in this case must represent Wolford Ward since that is the seat that they are to assume but they are not legally required to reside in Wolford Ward.

The process for Council to vote in appointing a consenting respondent to the current vacant seat was also vetted with the Village's solicitor. It was confirmed that the Clerk should read all of the names of the consenting candidates in alphabetical order and

each current member of Council is then given one vote. Council will vote in random order and the consenting candidate that gets the majority of votes is appointed.

In the event of a tie vote, all other candidates are eliminated and the candidates who tied are voted on again. If the second vote again results in a tie, then the names of the tied candidates are drawn by the Clerk from a hat, opaque bowl or other suitable container. All ballots must be the same size and material. The name of the candidate that is first drawn from the container is appointed.

As indicated in the October 15, 2021 email to former Council Members, the onus has been placed upon the candidate to determine if they are legally qualified to hold office. The new Councillor will serve from the time their oath of office is taken to the end of the current term of Council.

BUDGET/LEGAL IMPLICATIONS:

None.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement.

CONCLUSION:

This report is for information purposes.

ATTACHMENTS:

Schedule A – “Fill Vacant Council Seat” email
Schedule B – By-Law 25-17

Submitted by:



Doug Robertson, MBA
CAO/Clerk/Director, Economic Development

From: Deputy Clerk
To: Deputy Clerk
Subject: Request for Consent to Be Appointed to Fill Vacant Council Seat - Village of Merrickville-Wolford
Date: Friday, October 15, 2021 4:42:31 PM

Good afternoon, on behalf of the Village of Merrickville-Wolford Council, thank you for your dedicated service to the community as a former Council Member.

On August 16, 2021, the Council was saddened to hear about the unfortunate passing of Councillor Don Halpenny. As required by section 259(h) of the Municipal Act, Council declared Councillor Halpenny's seat vacant on September 13, 2021. On Mon Sept 27, 2021, Council directed staff to contact experienced former Village of Merrickville-Wolford Council members from the most recent two terms (i.e., 2010-2014 and 2014-2018) on Council's behalf to determine if they consent to being appointed to fill the vacant seat for the remainder of the 2018-2022 term if Council were to appoint you from amongst other respondents. You are receiving this email in accordance with Council's instructions.

In accordance with the Municipal Act, 2001, c.25, when the seat of a member of Council becomes vacant during the term of Council, Council has the option of filling the vacancy by appointing a person who has consented to accept the office subject to that person being qualified in accordance with the Municipal Elections Act, 2001. To qualify, a person appointed or elected to fill a vacancy must be:

- a Canadian citizen;
- at least 18 years of age;
- a resident of the Village of Merrickville-Wolford, or be the owner or tenant of land, or the spouse of the owner or tenant of land;
- not prohibited from voting in a municipal election by any legislation; and
- not prohibited from holding the office under the Municipal Act or any other legislation.

Please note that an eligible candidate for election or appointment to a municipal council does not have to live in a particular ward in order to be its Councillor. Section 29(4) of the Municipal Elections Act, 1996 provides that if a municipality is divided into wards, a person is eligible to be nominated for an office in an election in any ward of the municipality.

To indicate your consent to be appointed to fill the vacant Council seat for the remainder of the current Council term of office should Council choose to appoint you, **please reply to this email no later than 4:30pm on Wednesday October 27th, 2021 stating clearly either that:**

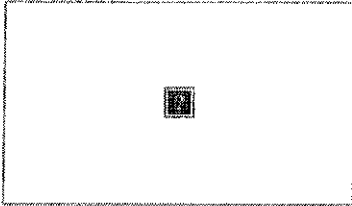
- A. **"Yes, I consent to being appointed to the vacant Council seat for the remainder of the current term should Council choose to appoint me"; or,**
- B. **"No, I do not consent to being appointed to the vacant Council seat".**

Please be advised that, if you respond and express your interest in being appointed, you thereby will be deemed to have granted permission for public disclosure of your name and consent to being appointed to fill the vacant seat. You also thereby will be deemed to have confirmed that you are qualified to accept the appointment in compliance with the Municipal Elections Act, 2001. Please note that failure to respond by email as indicated may be interpreted to indicate that you do not

consent and/or are not qualified to be appointed to the vacant Council seat.

It is tentatively anticipated that the responses to this email will be provided to Council for their consideration at a Special Council Meeting on Monday November 1, 2021.

On behalf of Council, thank you again for your service to the community and we look forward to your response.



Schedule B

**CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW NO. 25 - 17**

BEING a By-Law to provide for the reorganization of Council Structure within the Village of Merrickville-Wolford

WHEREAS Section 217(1) of the *Municipal Act, 2001*, as amended, authorizes a local municipality to change the composition of its Council;

AND WHEREAS the Council of The Corporation of the Village of Merrickville-Wolford was established on January 1, 1998 composed of seven (7) members, the Head of Council, known as the Mayor, and six (6) members of Council;

AND WHEREAS the Council of The Corporation of the Village of Merrickville-Wolford was established on January 1, 1998 where the Head of Council and two (2) members of Council were to be elected at large and four (4) members of Council were to be elected by Ward, with two (2) members elected per Ward;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it prudent to make changes to the size and composition of Council;

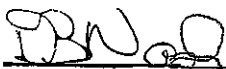
NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford does enact as follows:

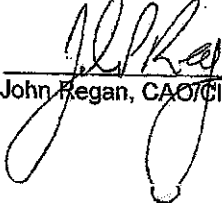
1. That the size of Council shall be five (5) members;
2. That the Council shall be comprised of two (2) Councillors from each of the two (2) Wards and a Mayor; and
3. That four (4) Councillors shall be elected by Ward and the Mayor shall be elected at large.

THIS BY-LAW, as per Section 217(3) of the *Municipal Act, 2001*, as amended, shall be deemed to come into force on the day the new Council is organized after the first regular election following the passing of the By-Law

READ a first and second time this 24th day of April, 2017.

READ a third and final time and passed this 24th day of April, 2017.


David Nash, MAYOR


John Regan, CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if
required.

**Recorded Vote Requested
By:**

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

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-06-2021, being a report on the rink maintenance program.

Carried / Defeated

J. Douglas Struthers, Mayor



MERRICKVILLE-WOLFORD
Jewel of the Rideau

Village of Merrickville-Wolford

Report PW-06-2021
Public Works Department
Date to Council: October 25, 2021
Information Report to Council

RE: Rink Report

OBJECTIVE: To provide Council with a report outlining the current and proposed rink maintenance within Merrickville-Wolford.

RECOMMENDATION:

THAT: Council receive report PW-06-2021, being an information report for the rink maintenance program.

BACKGROUND:

In keeping with the Village's commitment of openness and transparency to Council and the public, it is deemed prudent to report on the rink maintenance program in order to keep Council and the public informed. The rinks in Merrickville-Wolford are widely used and enjoyed by residents and visitors alike. This gives children of all ages the chance to enjoy the winter months by being able to skate and play hockey.

ANALYSIS:

Historically the rinks in Merrickville-Wolford have been maintained by a third-party contractor who looked after the clearing and flooding and minor maintenance of the facilities as well as the cleaning. Historically the contractor would start mid to late December weather and temperature dependent and maintain the facilities until late winter when it was no longer viable to maintain a good safe ice surface. This model worked well, and the long-time contractor did a great job with the rink maintenance for all to enjoy. Unfortunately, the contractor that was secured for last year had to pull out at the last minute due to the uncertainty of whether the rink could operate safely during covid due to many provincial restrictions and regulations.

Fortunately, staff were able to put a call out after there was interest shown by local volunteers wanting to operate the rink in Merrickville. Staff were also able to quickly obtain legal advice and get all Covid safety measures in place to comply with provincial orders associated with the rink and start accepting volunteer waivers within the window of 1 week. The volunteers did a fantastic job of maintaining the facility over the winter and it was wonderful to see children and residents very thankful for the opportunity to be able to utilize it.

The understanding of staff was that the volunteers were happy to look after the rink but with limited numbers and their own commitments it was sometimes difficult and wearing on them to maintain it all the time. It was expressed by some volunteers that most of the large workload was left to only a few volunteers most of the time and it seemed to become overwhelming.

Staff will be bringing the maintenance of the rink in house this year and will be using current staff to do the work. This was not a viable option last year as the staff member that will be covering it this year was unable to do so last year. The new model will allow for better monitoring and managing of the facility as the employee will report directly to the Manager, Operations. There will also be a new rink policy coming forward in the near future for Councils review and approval.

CONCLUSION

It is the conclusion of staff that the new model will be very effective and work well as we strive to have a very successful year of outdoor skating and hockey for residents.

BUDGET/LEGAL IMPLICATIONS:

The budget implications will be identified in the 2021 municipal budget.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement: By being able to show data, trends may be identified which may be further analyzed to conclude if there are issues that may need to be addressed. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

CONCLUSION:

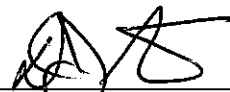
This report is for information purposes only.

Submitted by:



Brad Cole,
Manager, Operations

Approved by:



Doug Robertson,
CAO/Clerk

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required

Recorded Vote Requested

By:

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

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

Be it hereby resolved that:

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

1. Personal matters about an identifiable individual, including municipal or local board employees; and
2. A position, plan, procedure, criteria or instruction to be applied to negotiations carried on by or on behalf of the municipality or local board.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In Camera" session of the regular Council meeting, with staff being given direction, at _____ p.m.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 56-2021

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON OCTOBER 25, 2021

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on October 25, 2021 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on October 25, 2021 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 25th day of October, 2021.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: October 25, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next meeting of Council on Monday, November 1st, 2021 or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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