

Established 1763  
Incorporated  
Wolford 1850  
Merrickville 1866  
Annexed 1888



Telephone (613) 269-4791  
Facsimile (613) 269-3005

**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Monday, September 14, 2020

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

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes:** Approval of Minutes of regular Council meeting of August 24, 2020
5. **Planning:** Recommended Draft Conditions re: Merrickville Grove Subdivision Application (File No. 07-T-19003)
6. **Correspondence:** Ministry of the Solicitor General re: Appointment to Police Services Board  
Mayor Struthers' correspondence re: Provincially Significant Wetlands
7. **CAO:** CAO-08-2020 re: Framework for Reopening Village Office; and  
CAO-09-2020 re: Main Street Revitalization Project Update (at the table)
8. **Next meeting of Council:** September 28, 2020 at 7:00 p.m.
9. **Confirming By-Law:** 47-2020 re: Confirm Proceedings of Council meeting of September 14, 2020
10. **Adjournment.**

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## VILLAGE OF MERRICKVILLE-WOLFORD

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

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of September 14, 2020 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required.

**Recorded Vote Requested By:**

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

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of August 24, 2020 as

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

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

Carried / Defeated

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

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

Monday, August 24, 2020

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

**Staff in Attendance:** Christina Conklin, Deputy Clerk  
Randy Wilkinson, Chief Building Official

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

**Approval of Agenda**

**R-205-20** Moved by Councillor Foster, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of August 24, 2020, as circulated.

Carried.

**Minutes:**

**R-206-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of July 27, 2020, as circulated.

Carried.

**R-207-20** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of August 5, 2020, as circulated.

Carried.

**Correspondence:**

**R-208-20** Moved by Councillor Halpenny, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Randy McLaren of the Ministry of Natural Resources and Forestry dated August 6, 2020, with respect to Provincially Significant Wetlands Designations, for information purposes.

Carried.

**R-209-20** Moved by Councillor Foster, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Certificate of Appreciation from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, regarding the Village's efforts during the COVID-19 pandemic, dated July 2020.

Carried.

**R-210-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, regarding the Safe Restart Agreement and emergency assistance in the amount of \$85,300 being allocated to the Village of Merrickville-Wolford, dated August 12, 2020, for information purposes.

Carried.

**Library Board:**

**R-211-20** 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 the Minutes of the Merrickville Public Library Board dated March 12, 2020, for information purposes.

Carried.

**Economic Development:**

**R-212-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby support the partnership for the Digital Main Street – Digital Service Squad regional grant application.

Carried.

**By-law Enforcement:**

**R-213-20** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Michelle Davis and Matthew Pestell requesting an exemption from the Village's Sign By-law 24-2010 dated June 23, 2020; and

That Council does hereby approve the sign located at 618 St. Lawrence Street to be exempt from the maximum size requirement outlined in Sign By-law 24-2010 to allow for a maximum sign size of not more than 40" by 40".

Carried.

**Building:**

**R-214-20** Moved by Councillor Molloy, Seconded by Councillor Foster  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Ian Fraser, with respect to proposed construction to the heritage-designated house located at 106 Mill Street; and

That Council does hereby approve of the alterations to the roof of 106 Mill Street as outlined in the above-referenced correspondence.

Carried.

**NOTE:** Mr. Wilkinson left the meeting at 7:39 p.m.

**In Camera:**

**R-215-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an "In-Camera" session at 7:40 p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Labour relations and employee negotiations.

Carried.

**Rise and Report:**

**R-216-20** Moved by Councillor Halpenny, Seconded by Councillor 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 7:50 p.m.

Carried.

**Confirming By-Law:**

**R-217-20** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** By-law 43-2020, being a by-law to confirm the proceedings of the Council meeting of August 24, 2020, be read a first and second time, and that By-law 43-2020 be read a third and final time and passed.

Carried.

**Adjournment**

**R-218-20** Moved by Councillor Halpenny, Seconded by Councillor 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 7:53 p.m. until the next regular meeting of Council on September 14, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried.

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J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the report of Brian Whitehead of Jp2g Consultants Inc., together with attachments, dated September 10, 2020; and

That the Council of the Corporation of the Village of Merrickville-Wolford does hereby recommend to the United Counties of Leeds and Grenville the Merrickville Draft Plan of Subdivision (File No. 07-T-19003) be subject to the conditions attached to the aforementioned report; and

That Council does hereby direct staff to submit the aforementioned conditions of draft approval to the United Counties of Leeds and Grenville for consideration as part of their draft approval for the Merrickville Grove Subdivision.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required.

### Recorded Vote Requested By:

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



September 10, 2020

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

Dear Mr. Robertson:

**Re: Report for Council's Consideration  
Merrickville Grove Draft Plan of Subdivision (File No. 07-T-19003)  
Part of Lots 9 and 10, Concession A, Geographic Township of Wolford  
Village of Merrickville-Wolford, Our File No. 19-7059E**

Following several months of negotiations, and additional public consultation we have prepared this letter and the enclosed information to provide Council with our comments and recommendations for conditions of draft approval for the Merrickville Grove Draft Plan of Subdivision that would be recommended to the United Counties of Leeds and Grenville. We would also like to recommend the next steps for Council's consideration. Enclosed is a copy of the following:

1. Letter from William S. Holtzman, MCIP, RPP, Principal, Holtzman Consultants Inc. to Doug Robertson, CAO/Clerk, Village of Merrickville-Wolford dated August 19, 2020.
2. Merrickville Grove – Park Concept prepared by Park View Homes dated July 28, 2020.
3. Correspondence from David J. Halpenny, P.Eng. of D.J. Halpenny & Associates Ltd. to William S. Holtzman, MCIP, RPP, Principal, Holtzman Consultants Inc. dated August 31, 2020 responding to Traffic Impact Study.
4. Conceptual Plan Part 1 for the Merrickville Grove Subdivision updated by WSP on July 7, 2020.
5. Recommendations for conditions of draft approval for the Merrickville Grove Draft Plan of Subdivision.

The following comments and recommendations are offered for Council's consideration as a result of additional comments received at the Courtesy Public Information Session:

1. Parkland relocation: Two adjacent property owners to the proposed apartment building block on Alice Street requested that it be converted to a parkland block and that the parkland block on Herbert Street be converted to an apartment building block. The property owners suggested that a park on Alice Street would better service existing residents in the MacLean's Landing Subdivision and that the relocation of the apartment building to the current parkland block would be better located to the Merrickville downtown. As a follow-up to this request, Holtzman Consultants Inc. were asked to provide a planning opinion on exchanging the locations of their parkland and apartment building blocks. Other options for locating the parkland have been considered by Holtzman Consulting Inc. in their attached letter. We agree with the planning rationale offered by Mr. Holtzman for their proposed location of the parkland block. We also agree that the proposed parkland is





still conveniently located to the MacLean's Landing Subdivision through a direct access along the proposed extension of St. John Street.

It would appear that the main concern of the two adjacent property owners to the proposed apartment building block on Alice Street is building height and land use compatibility with their existing single detached dwellings along Sophie Lane. Future development of the proposed apartment building will be subject to site plan controls. Buffering and screening can be implemented to minimize the potential impacts of the proposed apartment building on adjacent land uses. In terms of building height, the proposed Residential Type Three (R3) Zoning on the apartment block will permit a maximum building height of 11.0 metres, which is the same maximum building height as the Residential Type Two (R2) Zoning for the adjacent property owners. Based on building height, a maximum of 3 storey apartment building could be permitted with a gable, hip, or other type of pitched roof and 4 storey apartment building could be permitted with a flat roof. It is worth noting that the apartment building will be to the north of the two existing houses on Sophie Lane and will not result in any sun shadowing on existing development.

Recommendation: To minimize the potential impacts on adjacent residential uses, it is recommended that the draft conditions include a requirement that the zoning for the apartment building include a special provision restricting the maximum building height to three (3) storeys.

2. Walkway to St. Lawrence Street: A property owner located at the corner of Herbert Street and St. Lawrence Street is concerned about the location of a proposed 3.0m multi-use pathway adjacent to his property on the Herbert Street road allowance. This pathway would provide access to the proposed parkland from St. Lawrence Street. This same property owner would also like to file an application to close that portion of Herbert Street between his property and the proposed pathway. We concur with the conclusions of Holtzman Consultants Inc. that the current 12.2m width of the Herbert Street road allowance is more than sufficient to provide room for this pathway. Also, that this road allowance should remain open.

Recommendation: That the Herbert Street road allowance remain open and that the design of the pathway along this road allowance include fencing along the property lines adjacent to existing property owners.

3. Affordable Housing: Additional information was requested from Holtzman Consultants Inc. to address conformity of the Merrickville Grove Subdivision proposal with the Village's Official Plan. We are satisfied that the mix of housing types proposed in the subdivision can be considered as affordable in comparison to single detached dwellings and that proposed development may be supported as affordable in accordance with the policies of the Village's Official Plan, United Counties of Leeds and Grenville Official Plan and the Provincial Policy Statement.

Recommendation: No further action is necessary to demonstrate conformity to the affordable housing policies of the Village's Official Plan.

4. Traffic Impact Study: Concerns have been raised about assumptions used in the Traffic Impact Study regarding traffic volumes and the timing of traffic counts



conducted in support of the Study. We are satisfied that the enclosed response D. J. Halpenny & Associates Ltd. addresses the traffic concerns raised by the public.

Recommendation: That a copy of the response from D. J. Halpenny & Associates Ltd. be provided to the public who are concerned about the Traffic Impact Study.

**Conditions of Draft Approval:**

Park View Homes has requested two modifications to the Village's Conditions of Draft Approval. These include:

1. That the parkland dedication condition (Condition 11) be modified to include the amenities illustrated on the Merrickville Grove – Park Concept dated July 28, 2020.

Recommendation: that Condition be modified to state: "The Owner covenants and agrees that the subdivision agreement shall contain a clause to implement the parkland development plan, approved by the Village, detailing site amenities illustrated on the Merrickville Grove – Park Concept presented to the Village dated July 28, 2020 which includes play structures, picnic areas, seating areas, walkways, a garden as well as, landscaping, perimeter fencing and grading to the satisfaction of the Village."

2. That Condition 33 (fencing) be modified to not require fencing around the parkland block and that Condition 34 be modified to not require fencing between Blocks 1-9 and existing property owners unless requested by the existing property owners.

Recommendation: that Conditions 33 and 34 not be modified, as requested. It is our experience that it is important that property limits be defined by fencing in order to define property limits and avoid encroachments that usually result in grass cutting, storage, accessory buildings and structures and property disputes that may result between adjacent properties.

**Statutory Requirements and Next Steps:**

Pursuant to Section 51(21) of the Planning Act, the Counties of Leeds and Grenville delegated the requirement for a public meeting for the Merrickville Grove Subdivision to the Village of Merrickville-Wolford. A joint public the meeting was held for both the subdivision application and the application for rezoning on March 10, 2020. The Notice of Public Meeting was prepared in accordance with the requirements of subdivisions under Subsection 51(20) of the Planning Act and Ontario Regulation 544/06 and in accordance with the requirements for zoning by-law amendments under Section 34 of the Planning Act. This public meeting on March 20, 2020 fulfilled the minimum statutory requirements for holding a public meeting under the Planning Act for both the subdivision and rezoning.

Municipalities may hold additional public meetings if considered appropriate in the circumstances. In this case, Council authorized additional public consultation by hosting a "Courtesy Public Information Session" on August 12, 2020. This additional consultation exceeds the minimum statutory requirement for public consultation under the Planning Act.

At this time, it is appropriate to consider conditions of draft approval that the Village would recommend to the United Counties Approval Authority to ensure that the Village's interests are addressed. The attached draft conditions have been modelled after examples provided



by the United Counties. These draft conditions address all matters related to subdivision design and density, zoning, allocation of sewer and water capacity, construction of public infrastructure, landscape/fencing/parkland development plans, hours of operation and construction traffic, roadways and pathways and financial responsibilities of the developer.

The recommended draft conditions relate to the enclosed "Conceptual Plan Part 1 for the Merrickville Grove Subdivision" updated by WSP on July 7, 2020. However, it is recommended that the Alice Street roadway between the apartment block and St. John Street should be widened to an 8.5m road design width to match the design width of the Wallace Street and St. John Street roadways. The Draft Plan prepared by George Bracken Limited dated November 12, 2019 will need to be amended to include the revisions shown on the attached Conceptual Plan. These include:

1. Extension of St-John Street to Sophie Lane;
2. Widening of Wallace Street to St. Lawrence Street;
3. Additional Townhouse Block on Wallace Street;
4. Removal of Townhouse Blocks on the Bruce Street, Wallace Street and Alice Street unopened road allowances; and
5. Re-numbering of lots and blocks on the draft plan, as required.

A copy of the revised Draft Plan should be circulated to the Village to confirm that the modifications shown on Conceptual Plan have been included.

It is recommended that Council authorize staff to submit the attached conditions of draft approval to the United Counties of Leeds and Grenville for consideration as part of their draft approval for the Merrickville Grove Subdivision. The United Counties of Leeds and Grenville will also require written confirmation from the Village that notice of an application for approval of the subdivision has been processed in accordance with the Ontario Regulation 544/06. This confirmation will include:

1. A certified copy of the written notice of application;
2. An affidavit or sworn declaration by an employee of the Village certifying that the requirement for the giving of notice of an application under clause 51(20) and 51(21) (a) of the Planning Act have been complied with;
3. A copy of all written submissions and comments received by the Village on or before the public meeting was held;
4. An affidavit or sworn declaration by an employee of the Village certifying that the requirements for holding a public meeting under clause 51(21) (b) of the Act has been complied with;
5. An affidavit or sworn declaration by an employee of the Village listing all persons and public bodies that made oral submissions at the public meeting; and
6. A copy of the minutes of the public meeting.

Once this subdivision is draft approved, Park View Homes will be required to undertake the planning, engineering, and legal work necessary to comply with the conditions of draft approval. Detailed design plans for the subdivision will be peer reviewed by Jp2g engineering staff and a subdivision agreement will be negotiated with the Owner to implement the detailed plans and other conditions of draft approval. Construction of the subdivision will only begin after the United Counties of Leeds and Grenville has received clearance letters



from all agencies, including the Village, confirming that all of the conditions of draft approval have been satisfied and the final subdivision is registered.

All of which is respectfully submitted. If you have any questions or require clarification on any of the points presented, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Brian Whitehead". The signature is written in a cursive style with a large, circular flourish above the 'i' in "Whitehead".

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

cc Neil Caldwell, Jp2g Consultants Inc.

19-1728-PAR

August 19, 2020

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

**Re: Merrickville Grove Draft Plan of Subdivision  
Part of Lots 9 and 10, Concession A  
Village of Merrickville-Wolford**

Dear Mr. Robertson:

Further to our discussion on August 12, 2020, the following is our response to the following issues to assist in your review of our development applications.

#### **Parkland Location**

The Subject Property has a unique location within the westerly section of the Village of Merrickville. It borders on development along the west side of St. Lawrence Street that has been built up with a mix of residential and non-residential uses, mainly as part of the evolution of the main street that runs through the village. The large municipal parkland is located at the extreme westerly limits of the urban area, northwest of the Subject Property. That location is approximately 650m from the Subject Property and contains the community centre, a ball field and would be considered as a community park. A significant residential population is also located east of St. Lawrence which is further from that park. A green corridor runs along the south side of the Rideau River under federal jurisdiction and provides another passive recreational/beach, another option for residents and visitors to Merrickville.

Having said this, the municipality has indicated that as per the Planning Act, the conveyance of land is being requested by the development. A neighbourhood park as being proposed in the Merrickville Grove subdivision that would support the new housing units/residents of this development. The location would border on a single residential dwelling (to the east) so as not to introduce negative issues to many existing residences. The bulk of the boundary of the proposed park is along proposed dwellings such that all purchasers will be well advised of its location before purchasing their unit. No municipal services are proposed for Herbert Street, thus no huge capital investment/servicing the park.

A park development concept has suggested that elements would include a play structure, picnic area, seating areas, walkways as well as a garden that can be programmed as the municipality sees fit. This public facility would also serve the surrounding existing residents. The preferred location is central within the subdivision, only a very short distance from the main street of the village, and still conveniently located to the MacLean's Landing subdivision for those residences through a direct access along the proposed extension of St. John Street. Keeping in mind that the Phase 1a & 1b provided cash-in-lieu of parkland by direction of Council and not land dedication for park purposes.

Other locational options were considered but discounted. The scenario that places the park at the southern end of the development will not be as beneficial to the residents of the subdivision. Council already determined that the MacLean's Landing subdivision did not warrant a public park within the subdivision so it is unreasonable to request a park in the Merrickville Grove subdivision adjacent to that subdivision as a deciding

factor. A scenario that places the park at the north end would place it in close proximity to the proposed stormwater management facility that could create compatibility and safety issues by drawing unneeded usage close to an engineering facility. The location of the stormwater facility is not flexible due to drainage designs for the entire subdivision.

### **Walkway to St. Lawrence**

To address connectivity policies in the Official Plan and thus to create walkable communities, a walkway has been proposed within the unopened Herbert Street road allowance. A 3.0m wide multi-use pathway would connect St. John Street past the proposed park located mid-way along the north side through to St. Lawrence Street. The pathway would provide excellent connections for both the residents of the subdivision and neighbouring properties including the lots within the MacLean's Landing subdivision via a proposed sidewalk along the entire east side of St. John Street. The current 12.2m width of the Herbert Street road allowance is more than sufficient to provide ample room for such a connection. This pathway connection can also provide emergency vehicular and maintenance vehicles to the park. The installation of a pathway does not prohibit the municipality from constructing a municipal road from St. John Street to St. Lawrence Street if they so decide to do so in the future. Shallow utilities, such as hydro for pathway/park lighting can easily be installed within the road allowance from either St. Lawrence Street or St. John Street.

### **Affordable Housing**

The United Counties of Leeds and Grenville's Official Plan contains provisions related to affordable housing for the County. Specifically, Section 2.7.2 of the Official Plan contains policies with respect to the provision of affordable housing at the discretion of Council. Subsection b) suggests that municipalities should strive for 25% of all new development to be affordable units. Subsection c) directs municipalities to focus affordable units within settlements areas, defined to include villages. Subsection d) contains a number of tools that the County can use to promote and encourage affordable units, including streamlining approvals, permitting intensification in settlement areas and to consider alternative development standards that facilitate affordable housing. All of these tools are evident in the proposed development of the Merrickville Grove subdivision.

The Village of Merrickville-Wolford's Official Plan contains a number of policies that implement the above County directives. Section 3.10 includes the relevant policies to meet the County policies of 25% of all new housing units to meet the affordability criteria. Subsection 1 states that multiple residential (and mixed-use commercial residential) developments are permitted in the urban area of Merrickville. Subsection 2 requires Council to encourage the redevelopment of undeveloped land within the designated area of Merrickville in order to create more efficient lot configurations and to create more blocks for multiple residential development than are provided for on the original village plan(s). Subsection 5 establishes alternative standards in the development of new subdivisions. And finally, Subsection 6 states that the municipality should strive to meet the 25% affordable housing target but it may not be achievable on a yearly basis.

It is our view that the proposed development of the Subject Property attempts to implement many of these policies, both the County and the Municipality, through the mix of housing units, the majority being townhouses that offer freehold ownership at a reduced cost to single detached dwellings, a density that supports the efficient and intensity of development, and alternative standards through the site-specific zoning bylaw amendment.

The Provincial Policy Statement 2020 includes policies for the provision of affordable housing, for either ownership or rental. In general, the definition for affordable ownership is the purchase price not to exceed 30% of the income of the household or be at no greater than 10% less than the average price in a Regional Market Area, while for rental it is having units available for rent that are at or less than the market rent in the Regional Area. The definition of Regional Market Area is flexible depending upon the area in question.

Based on a recent review of the sales prices within the Village of Merrickville from June 2019 to present day range from \$349,000 to \$449,000, with the average selling price at \$387,000.

The Ministry of Municipal Affairs and Housing indicated by correspondence that the average selling price in the Merrickville Area was \$311,000 to \$407,000, however they acknowledge that it is a small sample size.

In the case of the Subject Property, there are a number of tools that would assist in the selling/rental prices of the dwelling units to meet the requirements of affordability that will assist in bringing the initial sales price of the townhouse units and associated rental rates of the apartment building to be under \$350,000 initially. Single contract for the entire infrastructure, efficient review of the application thus reducing soft costs, low interest rates for the carrying of the costs till sale, experience of the developer, and the cooperation by the approval authority will go a long way in helping to achieve the affordable housing targets set out in the Plan(s).

We trust that this is the outstanding information that you were seeking. If you have any questions or require clarification on any matters, please do not hesitate to contact the undersigned.

Sincerely,

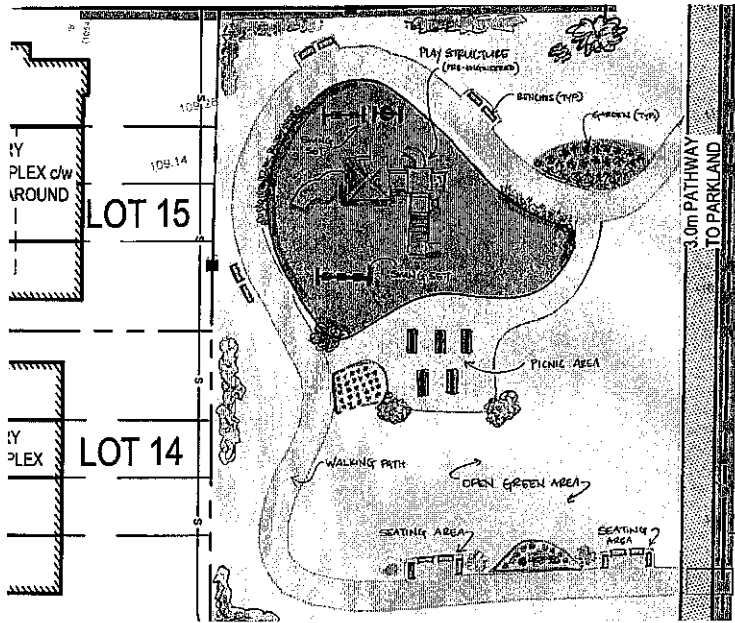
*Bill Holzman*

William S. Holzman, MCIP, RPP  
Principal  
Holzman Consultants Inc.

cc Ken Shelley  
B. Whitehead

# Merrickville Grove - Park Concept

2020-07-28



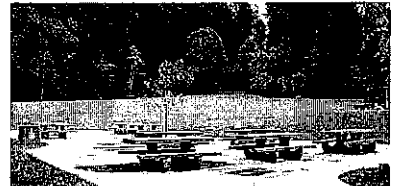
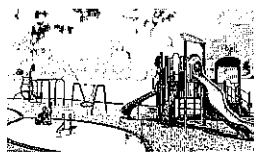
Conceptual Site Plan

\*\*NOTE: For concept only



## Inspiration images

\*\*NOTE: For concept only





## Brian Whitehead

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**Subject:** FW: Fw: Traffic Impact Study concerns for Merrickville Grove (Park View Homes)

**From:** David J Halpenny <[david@djhalpenny.com](mailto:david@djhalpenny.com)>

**Sent:** Monday, August 31, 2020 9:54 AM

**To:** Bill Holzman <[b.holzman@holzmannconsultants.com](mailto:b.holzman@holzmannconsultants.com)>; Ken Shelley <[ken@parkviewhomes.info](mailto:ken@parkviewhomes.info)>

**Subject:** Re: Fw: Traffic Impact Study concerns for Merrickville Grove (Park View Homes)

Good Morning,

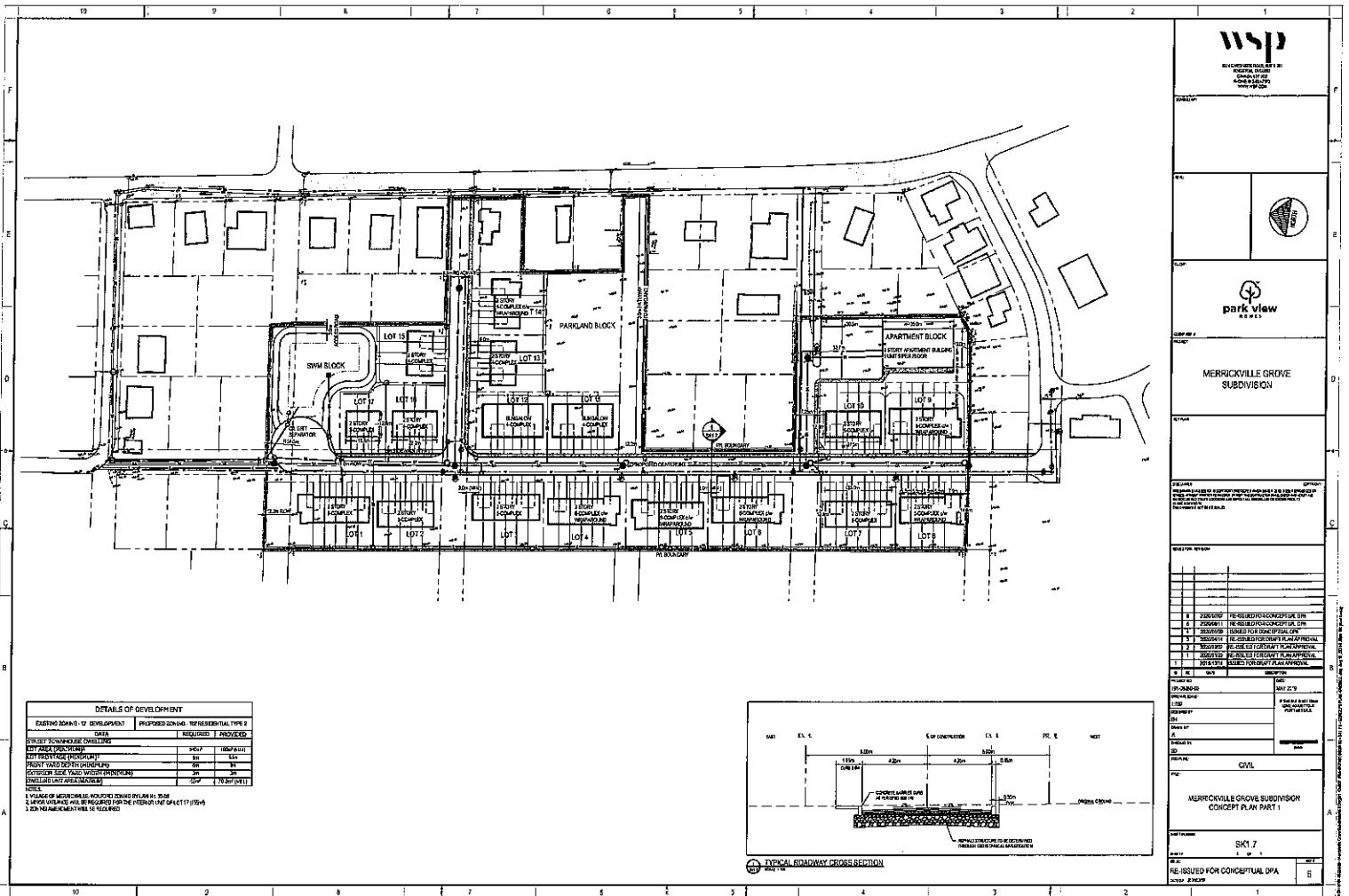
I have reviewed the letter from Mr. and Ms. Parker and have the following response to their comments:

- 1) The Traffic counts were taken over a two hour period in both the AM and PM. Exhibit 1 in the Appendix of the report shows the traffic counts in which the peak AM and PM hour occurred within the two hour traffic counts of the morning and afternoon.
- 2) The subdivision comprises of 98 residential dwelling units. The peak time period of the development would be during the morning hours when residents are going to work, and late afternoon hours when the residents are coming home from work. I picked the fall for counts as that is a time when residents are not on vacation and the traffic on the road is more representative of the peak time period for the subdivision. Tourist traffic during the mid afternoon hours would not be representative of the time period of peak hour traffic for the subdivision. The afternoon hour at 4:00 PM was recorded as sunny and +16 degrees Celsius which was a nice day for fall tourism.
- 3) The 24 hour traffic counts shown on the County's web site shows 3220 vehicles taken at a point within the village which would include tourist traffic throughout the day. Our peak PM hour count was 248 vehicles taken at the intersection of Sophie/St. Lawrence at the south end of the village and would mainly consist of traffic destined to locations like Brockville located south of the village. The peak hour traffic was 7.7 percent of the 24 hour traffic which is close to typical and is reasonable considering the 24 hour County counts would include traffic to/from destinations south of the site as well as Smiths Falls west and Ottawa north of the village.
- 4) The scope of work along with the intersections and times for traffic counts were sent to the United Counties of Leeds and Grenville staff for comments prior to commencing the study, with their response stating that the scope of work was reasonable.

I hope the above addresses the traffic concerns of the letter.

Dave

David Halpenny, M. Eng., P. Eng.  
D. J. Halpenny & Associates Ltd.  
Phone: (613) 692-8662  
Email: [David@DJHalpenny.com](mailto:David@DJHalpenny.com)



WSP  
 1000 WEST 10TH ST  
 WILKINSON, ONTARIO  
 L9R 4K5  
 TEL: 905.882.1111  
 FAX: 905.882.1112

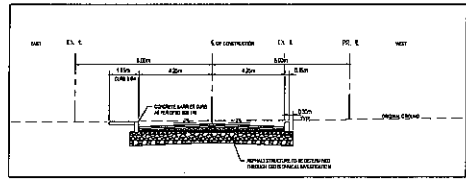


**MERRICKVILLE GROVE SUBDIVISION**

DATE: 10/15/2011  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT NO: [Number]

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR CONCEPTUAL DPA	10/15/2011	[Name]
2	ISSUED FOR CONCEPTUAL DPA	10/15/2011	[Name]
3	ISSUED FOR CONCEPTUAL DPA	10/15/2011	[Name]
4	ISSUED FOR CONCEPTUAL DPA	10/15/2011	[Name]
5	ISSUED FOR CONCEPTUAL DPA	10/15/2011	[Name]

EXISTING DATA	PROPOSED DATA	REQUIREMENTS	PROVIDED
STREET FRONTAGE	100.00	100.00	100.00
STREET FRONTAGE	100.00	100.00	100.00
STREET FRONTAGE	100.00	100.00	100.00
STREET FRONTAGE	100.00	100.00	100.00
STREET FRONTAGE	100.00	100.00	100.00



DATE: 10/15/2011  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT NO: [Number]

CIVIL

MERRICKVILLE GROVE SUBDIVISION  
 CONCEPT PLAN PART 1

SKY 7  
 1 1 1

REISSUED FOR CONCEPTUAL DPA  
 10/15/2011

**Draft Village Conditions for Subdivision Approval**  
**Draft Plan of Subdivision 07-T-19003 - Merrickville Grove**

1. This approval applies to the draft plan prepared by George Bracken Ltd., dated November 12, 2019 and revised \_\_\_\_\_ which shows a total of twenty (20) blocks (Blocks 1 to 20 inclusive), with Blocks 1 to 17 being townhouse blocks for a total of 84 dwelling units, and Block 18 being an apartment block for a total of 15 dwelling units, all of which will be developed on full municipal services. This approval also applies to one (1) stormwater block, one (1) parkland block, three (3) public streets, and one off-site block for future road connection. NOTE THERE IS A NEED FOR A REVISED DRAFT PLAN.
2. The Owner covenants and agrees that this Draft Approval is granted for a 3-year period from the date of Notice of Decision, at the end of which, should the lots not be registered, said Draft Approval shall lapse. This shall be to the satisfaction of the Village and the United Counties of Leeds and Grenville.
3. The Owner covenants and agrees that an extension of the Conditions of Draft Approval may be sought from the United Counties of Leeds and Grenville; said Draft Approval may be extended for additional periods not to exceed 12 (twelve) months and shall be granted only with the written concurrence of, and to the satisfaction of the Village.
4. The Owner covenants and agrees that the streets included in this draft plan shall be shown and dedicated as public highways and named to the satisfaction of the Village.
5. The Owner covenants and agrees that the subdivision agreement shall include provisions for the widening of the St. John and Wallace Street road allowances to the 16 metre minimum right-of-way width.
6. The Owner covenants and agrees that any dead ends and open sides of road allowances created by this draft plan, shall be terminated in 0.3 metre reserves to be conveyed to or retained, and held in trust, by the municipality.
7. That the subdivision agreement contain a clause with wording to the satisfaction of the Village whereby the Owner acknowledges and agrees that Blocks 20 (stormwater) and 16 (parkland) shall be transferred to the Village.
8. The Owner covenants and agrees that the subdivision agreement shall contain provisions for the construction of sidewalks and pedestrian pathways to the satisfaction of the Village.

9. The Owner covenants and agrees that the subdivision agreement shall contain provisions for the construction of Block XXXXX, being the Village owned lands which allows for St. John Street to be connected to Sophie Lane to the satisfaction of the Village.
10. The Owner covenants and agrees that prior to registration of the plan of subdivision; the proposed plan of subdivision shall conform with a Zoning By-Law approved under the requirements of the *Planning Act*, with all possibility of appeal to the Local Planning Appeal Tribunal (LPAT) exhausted. Specifically, the Zoning for the townhouse blocks shall establish a staggered front yard setback. The Zoning for the apartment block will include a special provision requirement a maximum building height of three (3) storeys. This shall be to the satisfaction of the Village.
11. The Owner covenants and agrees to convey Block 16 to the Village as the required parkland dedication. The Owner covenants and agrees that the subdivision agreement shall contain a clause to implement the parkland development plan, approved by the Village, detailing site amenities described in the Merrickville Grove – Park Concept presented to the Village dated July 28, 2020 which includes play structures, picnic areas, seating areas, walkway as well as a garden, landscaping, perimeter fencing and grading to the satisfaction of the Village.
12. The Owner covenants and agrees that the subdivision agreement between the Owner and the Village shall be registered against the lands to which it applies once the plan of subdivision has been registered. This shall be to the satisfaction of the Village.
13. The Owner shall deposit with the Village, security in the form of a letter of credit representing 100% of the estimated cost of all on-site and off-site works to be provided with respect to the subdivision. The letter of credit shall be reduced, in accordance with the terms and conditions of the subdivision agreement, as works are completed to the satisfaction of the Village, including engineering and other certification of the works, and digitized copies of record drawings relating to the work for which the final release is sought. This shall be to the satisfaction of the Village.
14. The Owner covenants and agrees that the subdivision agreement between the Owner and the Village shall contain restrictive covenants or other provisions, to the satisfaction of the Village, to address the following:
  - a. the permitted hours of construction activity on the site; and,
  - b. the location of the construction access to the site.
15. The Owner covenants and agrees that the subdivision agreement shall contain a clause whereby the Owner agrees to implement all of the recommendations of the EIS "*Scoped Environmental Impact Statement – Plan of Subdivision – Part of Lot 9 & 10, Conc. A – Village of Merrickville*", dated June 7, 2019 and the "Addendum Scoped EIS" letter dated January

8, 2020, prepared by GEMTEC Consulting Engineers and Scientists. This shall be to the satisfaction of the Village.

16. The Owner covenants and agrees that the subdivision agreement shall contain a clause whereby the Owner agrees that prior to commencement of construction of this subdivision (clearing, grubbing, roads, utilities, any off-site works, etc.) the Owner shall:
  - a. have an erosion and sediment control plan prepared by a professional engineer in accordance with current best management practices;
  - b. have said plan approved by the Village; and,
  - c. provide certification to the Village by a professional engineer that the plan has been implemented.
17. The Owner covenants and agrees that such easements as may be required for drainage purposes shall be granted to the appropriate authority. This shall be to the satisfaction of the Village.
18. The Owner covenants and agrees to prior to approval to finalize the "Merrickville Grove Subdivision Traffic Impact Statement" dated November 11, 2019 and install appropriate recommended traffic control measures. This shall be to the satisfaction of the Village and the United Counties of Leeds and Grenville.
19. The Owner covenants and agrees that the subdivision agreement between the Owner and the Village shall contain clauses whereby:
  - a. All utility services within the subdivision shall be underground services.
  - b. All of the recommendations in the final approved detailed stormwater management plan will be implemented and appropriate erosion and sediment control undertaken during all phases of site preparation and construction in accordance with the "*Guidelines on Erosion and Sediment Control for Urban Construction Sites*", Government of Ontario, May 1987.
  - c. Prior to the commencement of any lot grading or issuance of any building permit, the Owner shall submit to the Village a grading, drainage and development plan, including drawings and site plans, prepared by a qualified professional and certified as complete by the Village's engineer, which will show:
    - i. the location of all buildings and structures to be erected on the site and all final grades and elevation;
    - ii. the means whereby the storm drainage will be accommodated;
    - iii. the means whereby erosion and siltation will be contained and minimized, both during and after construction;
    - iv. the demonstration of legal and adequate outlet for stormwater;
    - v. the grading, drainage and development plan shall be to the satisfaction of the Village.

20. The Owner covenants and agrees that the subdivision agreement between the Owner and the Village contain provisions, whereby all Offer of Purchase and Sale Agreements contain the following provisions advising potential owners:
  - a. that the lot number shall be posted on all lots prior to any application for a Building Permit being filed.
21. The Owner covenants and agrees that the subdivision agreement will include provisions outlining responsibilities for street entrance, street lighting, highway related improvements and drainage works.
22. The Owner covenants and agrees that the subdivision agreement between the Owner and the Village shall provide for the development of the following related requirements and all other requirements related, but not otherwise listed herein, to the satisfaction of the Village:
  - a. the stormwater collection and treatment system;
  - b. the required water distribution system;
  - c. the required wastewater collection and transmission system;
  - d. the required sidewalks and pathways;
  - e. the required street lighting; and,
  - d. the public road system.
23. The Owner covenants and agrees that the subdivision agreement shall contain provisions satisfactory to the Village that the extension of the village sewage and water mains and laterals to the subject lands shall be the responsibility of the Owner.
24. The Owner covenants and agrees that the subdivision agreement shall contain provisions that the development shall not connect to the Village's sewage collection or water distribution systems until said agreement, is executed between the Owner and the Village, and all applicable local, County and Provincial approvals have been granted. The foregoing agreement shall include details with regard to all infrastructure, financial securities, facilities to be provided, inspections, timing of assumption of the services, and timing and availability of sewage treatment plant capacity and water system capacity. These costs would include but not be limited to engineering design and/or review, construction and/or approval costs, legal, surveying and planning fees. The agreement shall include the repayment of any costs undertaken by the Owner by any benefitting property owners. This shall be to the satisfaction of the Village.
25. The Owner covenants and agrees to submit a phasing plan for the registration and development of the subdivision to the satisfaction of the Village and that the subdivision agreement shall detail the phasing of the registration and development of the lands.

26. The Owner covenants and agrees that the Village has authority to determine at its sole satisfaction that sufficient servicing capacity is available and may be allocated to this development.
27. The Owner covenants and agrees that the Village shall implement whatever measures it deems necessary to ensure development of this plan of subdivision proceeds according to the phasing scheme as described above.
28. The Owner covenants and agrees that all municipal infrastructure is to be designed and constructed in general accordance with Ministry of Transportation Ontario Provincial Standard Drawings and Specifications, Ministry of the Environment, Conservation and Parks Guidelines, and to the satisfaction of the Village Engineer.
29. The Owner covenants and agrees that prior to final approval, the Village is to advise the approval authority that matters such as financial securities, facilities to be provided, inspections, timing for assumption of services and operation of facilities by the Village and any other such conditions have been set out in the subdivision agreement in a manner that is satisfactory to the Village.
30. The Owner covenants and agrees to obtain all necessary approvals from the Ontario Ministry of the Environment, Conservation and Parks and copies shall be provided to the Village and to its satisfaction. Furthermore, the subdivision agreement shall contain appropriate provisions for the Village to assume ownership and operation of the works and systems in a manner satisfactory to the Village. The provision of works shall be specifically outlined within the subdivision agreement and shall reflect conditions therein.
31. The Owner covenants and agrees that prior to final approval the Owner shall submit to the Village and the United Counties of Leeds and Grenville a drainage report and final stormwater management report, which will be to the satisfaction of the Village, the Rideau Valley Conservation Authority and the United Counties of Leeds and Grenville. The report shall include recommended long-term maintenance procedures and address the following issues:
  - a. the final stormwater management design which includes a description of the drainage standards to be applied in the design of the development;
  - b. the water quality control objectives to be achieved by the design;
  - c. hydraulic calculation to demonstrate that post-development flows will not exceed pre-development flows from the site;
  - d. appropriate protection of the Village's municipal water system and wellhead protection area;
  - e. maintenance and operational procedures and guides; and,
  - f. a plan of the projected ponding on site for the 1:5 and 1:100 year storm events, satisfactory to the Rideau Valley Conservation Authority and the Village.

32. That the subdivision agreement contain wording to the satisfaction of the Village whereby the Owner acknowledges and agrees to implement the final stormwater management plan. Further, that the subdivision agreement contain a clause with wording whereby the Owner acknowledges and agrees to provide certification to the Village through a professional engineer that all measures have been implemented in conformity with the approved stormwater management plan. This shall be to the satisfaction of the Village.
33. That the subdivision agreement contain a clause with wording to the satisfaction of the Village that fencing shall be installed along the boundaries of Block 20 (stormwater) and Block 16 (parkland). The design of the fencing shall be to the satisfaction of the Village.
34. That prior to registration, the applicant shall submit a fence design for the boundaries of the subdivision, specifically between the Blocks 1 – 9, 14 – 15, and the apartment block and the abutting residential lands to the satisfaction of the Village. The Owner acknowledges and agrees that the subdivision agreement shall contain clauses requiring the establishment of the boundary fences prior to construction taking place on the individual blocks.
35. The Owner covenants and agrees that prior to final approval the Owner shall enter into agreements with Hydro One Networks, and other utility companies for the provision of services to the development and shall transfer such easements as and when required. This shall be to the satisfaction of the Village.
36. That the Owner covenants and agrees to provide the Village with evidence that satisfactory arrangements, financial and otherwise, have been made with Canada Post Corporation for the installation of Community Mailboxes (CMB) as required by Canada Post Corporation.
37. The Developer agrees to provide Canada Post Corporation with the excavation date for the first foundation/first phase as well as the date development is scheduled to begin. Also provide the expected installation date for the Community Mailbox.
38. That the Developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that Canada Post will deliver mail via a Community Mailbox. The Developer also agrees to note the locations of all Community Mailboxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mailbox.
39. The Owner shall indicate in the agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements.



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Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Gita Ramburuth, Appointments Officer at the Ministry of the Solicitor General appointing Mr. Victor Suthren to the Merrickville-Wolford Police Services Board dated July 24, 2020; and

That Council does hereby also receive a copy of Mr. Suthren's Oath of Office, sworn September 2, 2019.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required.

### Recorded Vote Requested By:

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

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3



July 24, 2020

Mr. Victor J.H. Suthren  
506 St Lawrence Street Box 668  
Merrickville ON K0G 1N0

Dear Mr. Suthren:

I am pleased to enclose a copy of Order in Council No. 1074/2020 appointing you as a member of the Merrickville-Wolford Police Services Board for a period of three years, effective July 23, 2020. Please contact Suzanne Jackman Secretary, to arrange to take the Oath of Office.

I have also taken the liberty of including a copy of *Police Services Board Orientation* for your information and review.

Should you have any questions now or in the future, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Gita Ramburuth", with a horizontal line underneath.

Gita Ramburuth  
Appointments Officer  
Operations Unit

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Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

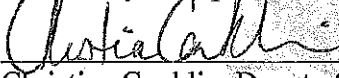
### POLICE SERVICES BOARD



### OATH OF OFFICE

I, Victor Suthren, solemnly swear that I will be loyal to Her Majesty the Queen and to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, discharge my duties as a member of the Village of Merrickville - Wolford Police Services Board faithfully, impartially and according to the Police Services Act, any other Act, and any regulation, rule or by-law.

Sworn before me at the  
Village of Merrickville-Wolford  
in the United Counties of Leeds and Grenville  
this 2<sup>nd</sup> day of September, 2020.

  
Christina Conklin, Deputy Clerk  
Police Service Board Secretary  
A Commissioner etc.

  
Victor Suthren – Provincial Appointee

Christina Conklin  
Deputy Clerk, Commissioner  
The Village of Merrickville-Wolford

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the following with respect to Council's Resolution No. R-029-2020 regarding Provincially Significant Wetlands designations, for information purposes:

1. Correspondence from Mayor Struthers to the municipalities that supported or endorsed the aforementioned resolution dated September 4, 2020; and
2. Correspondence from Mayor Struthers to the Honourable John Yakabuski dated September 4, 2020.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required.

### Recorded Vote Requested By:

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

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## VILLAGE OF MERRICKVILLE-WOLFORD

September 4, 2020

To the Mayor/Reeve and Councillors

Re: Provincially Significant Wetlands Designations

On January 27, 2020, the Council of the Corporation of the Village of Merrickville-Wolford passed Resolution No. R-029-20, being a resolution to request that the Ministry of Natural Resources and Forestry provide municipalities with supporting documentation with respect to Provincially Significant Wetland Designations. The resolution was subsequently forwarded to all municipalities in Ontario and your municipality was one of the 28 municipalities that supported our initiative. As such, I felt it fitting that I provide an update to you on our progress with the Ministry.

As you will see in the attached correspondence to the Honourable John Yakabuski, Minister of Natural Resources and Forestry, I was able to secure a delegation with the Minister at the most recent AMO conference. Minister Yakabuski understood our concerns and request for evidence-based wetlands designations, as well as the Village's commitment to protecting our wetlands and environment.

Further attached to this correspondence you will find a letter from the Ministry of Natural Resources and Forestry overturning their decision to expand the most recent wetlands designations that were revealed in our Official Plan revision process. It is very encouraging that we were able to assist in rectifying a wrongful designation for our residents and to have been able to start a discussion with respect to the policies and procedures surrounding Provincially Significant Wetlands Designations in Ontario.

I would like to take this opportunity on behalf of myself and the Council of the Village of Merrickville-Wolford to thank you all for your consideration and support of our resolution. I continue to believe that through co-operation and mutual support between municipalities, we can achieve results that address our residents' concerns and build strong, resilient, and welcoming communities.

Sincerely,

Doug Struthers

Mayor, Village of Merrickville-Wolford

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Facsimile (613) 269-3095

September 4, 2020

## VILLAGE OF MERRICKVILLE-WOLFORD

The Honourable John Yakabuski  
Minister of Natural Resources and Forestry

Dear Mr. Yakabuski:

I wanted to thank you for the Delegation with you at the recent AMO Conference. Your interest and appreciation in Provincially Significant Wetlands is valued. Moreover, your interest in ensuring OWES (Ontario Wetland Evaluation System) procedures are followed is important.

As you know, the circumstance in Merrickville-Wolford, specifically the "Wolford Bog PSW complex" was of great concern. The result of the recent review "determined that the wetland update in 2010 was not documented as required on the provincial wetland record. As a result, MNRF is amending the wetland boundary to exclude any additional wetland area added as a result of the 2010 file update". (letter from Randy McLaren, Pembroke/Kemptville District Manager, MNRF, August 6, 2020).

Land Use Planning is a partnership with the Province and Municipalities. And we appreciate the significance and value of PSWs. However, in this specific case no notification of changes were revealed until we undertook our OP review and amendment. The response from the MNRF places the onus on the Municipality and/or property owner to "re-evaluate"

Changes need to be "evidence-based". At the moment the process is one-sided.

We were not endeavouring to "undo" appropriately evaluated and designated PSW – merely righting a wrongful designation.

Again, Minister, thank you for the Delegation and interest in the file and wetlands. Perhaps the lesson or take-away from this circumstance can build on the mutually agreed comment: the process is not equitable...communicating evidence based OWES directly with Municipalities and property owners in a timely manner when there is a change in designation would bring an appropriate balance back to the Provincial-Municipal Land Use Partnership.

Sincerely,

Doug Strüthers

Mayor, Village of Merrickville-Wolford

c. Premier Doug Ford

The Honourable Steve Clark, Minister of Municipal Affairs and Housing

Randy McLaren, Pembroke/Kemptville District Manager, Ministry of Natural Resources



Ministry of Natural Resources & Forestry    Ministère des Richesses naturelles et des Forêts

Kemptville District

District de Kemptville

10-1 Campus Drive  
Kemptville ON K0G 1J0  
Tel.: 613 258-8204  
Fax: 613 258-3920

10-1 promenade Campus  
Kemptville ON K0G 1J0  
Tel.: 613 258-8204  
Fax: 613 258-3920

August 6, 2020

Sent Via Email

Doug Robertson  
CAO/Clerk/Director, Economic Development  
Village of Merrickville-Wolford

Dear Mr. Robertson,

The purpose of this letter is to inform you of recent changes made to a Provincially Significant Wetland (PSW) occurring within your jurisdiction. Updated boundaries for the Wolford Bog PSW complex can now be accessed online using Land Information Ontario (LIO), a mapping tool, which is used by municipalities and others to inform land use planning decisions.

In Ontario, wetland significance is assessed using the provincial framework known as the Ontario Wetland Evaluation System (OWES). The original OWES evaluation which identified Wolford Bog as a PSW was completed in 1982-85 by the Ministry of Natural Resources and Forestry (MNRF). OWES recognizes wetlands as dynamic features on the landscape that may change over time. As a result, wetland files remain open and subject to updates and amendments. A wetland file update was completed for the Wolford Bog PSW complex in 2010. At that time, additional areas of adjacent wetland were added to the wetland boundary and some areas which no longer met the definition of a wetland were removed.

The decision to update the boundary of the Wolford Bog PSW complex is the result of a recent review of the provincial wetland evaluation file and record, which is maintained by MNRF. Upon review of this file it was determined that the wetland update in 2010 was not documented as required on the provincial wetland record. The requirement to document information when completing a wetland evaluation or file update can be found in the OWES Southern Manual.

MNRF works diligently to ensure a fair, consistent and defensible position when addressing matters that impact the people of Ontario. MNRF also seeks to hold itself accountable to the same standards, expectations and requirements for meeting the provincial standards set out in OWES. As a result, MNRF is amending the wetland boundary to exclude any additional wetland area added as a result of the 2010 file update. As PSW evaluations do not expire, the remainder of the Wolford Bog PSW complex will remain, per the findings of the original (i.e. 1982-85) evaluation.

In closing this letter, it is important to note that wetland protection is an interest shared by multiple agencies across Ontario, including municipalities and Conservation Authorities (CA). This letter is not intended for the purpose of informing future land use planning decisions on or adjacent to the properties subject to this notification. The removal of the PSW status for wetlands occurring on these properties results in a new status of 'unevaluated' where wetlands are present. As per the *Provincial Policy Statement (PPS)*, issued under the *Planning Act*, planning authorities may require evaluations to determine the significance of unassessed features within their jurisdiction, to inform planning decisions consistent with the PPS. Landowners may also wish to have unevaluated wetlands evaluated by individuals qualified in the use of OWES.

If you have any questions regarding the above information, please don't hesitate to contact Randy McLaren, MNRF Kemptville District Manager at Phone: (613) 732-5520 email: [randy.mclaren@ontario.ca](mailto:randy.mclaren@ontario.ca)

Regards,



Pembroke/Kemptville District Manager  
Ministry of Natural Resources and Forestry

c. MPP, Steve Clark

c. Rideau Valley Conservation Authority



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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-08-2020, being a report regarding a Framework for Reopening the Village Office and challenges arising due to COVID-19, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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



MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## Village of Merrickville-Wolford

Report CAO-08-2020

Date of Council Meeting: September 14, 2020  
Information Report to Council

**RE: Framework for Reopening the Village Office**

### **OBJECTIVE:**

To provide Council with a status update related to reopening the Village Office during the COVID-19 pandemic and to identify challenges that must be overcome to mitigate liability and safety risks associated with same.

### **RECOMMENDATION:**

**THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-08-2020, being a report regarding a Framework for Reopening the Village Office and challenges arising due to COVID-19, for information purposes.**

### **BACKGROUND:**

The Village of Merrickville-Wolford responded quickly to mitigate the threat to life caused by the global spread of COVID-19. The early recognition that prevention would be absolutely critical to control the spread of the virus, resulted in the Village being one of the first municipalities in eastern Ontario to activate our Emergency Operations Centre (EOC). As a result, at this time the Village has still not been informed by the Leeds, Grenville & Lanark District Health Unit (LGLDHU) of even a single confirmed case of the virus within the municipality.

To facilitate this early, proactive response to the pandemic, on March 13<sup>th</sup> the Municipal Emergency Control Group (MECG) was first called to meet by the Chair, thereby activating the EOC. On March 16<sup>th</sup>, MECG determined that all municipal facilities, including the Municipal Office, must be closed to the public to protect the safety of staff and the community, and to minimize the spread of the virus. Staff also urgently began the process of developing and implementing adaptive operational and administrative measures to maintain business continuity and service levels. A special emergency meeting of Council was called by Mayor Struthers on March 16<sup>th</sup> to update Council and to discuss the closure of all municipal facilities. These Village efforts were executed prior to the Province of Ontario declaring a State of Emergency on March 17, 2020.

The safety of the public, staff and Council remain the highest priority for the Village. The Village Office remains closed to the public at this time and staff continue to monitor and respond to reports regarding the spread of the virus, the actions and strategies of

private sector organizations, agencies and other municipalities, and the advice from the LGLDHU Medical Officer of Health.

## **ANALYSIS**

### **Business and Service Continuity**

Staff have applied innovation and technology, adapting procedures and practices to remotely provide services to the public through the use of our Voice Over Internet Protocol (VOIP) telephone system, email, VPN access to digital records, and the drop box at the front entrance of the Village Office to provide effective service. Numerous mass communications have also been issued to the community during the past six months and inquiries from members of the public have been addressed using remote means. Adjustments were implemented to the staff reporting structure and remote connectivity to municipal systems were implemented to facilitate the ability to work from home.

Inspection protocols have been put in place for by-law enforcement and building, and these services continue to be delivered in accordance with legislative requirements. The Operations Department has continued to maintain service levels as departmental projects and programs largely occur outdoors and other issues are being handled through email or telephone calls.

### **Industry Scan**

A recent random scan conducted by staff revealed that, in some municipalities, the installation of an intercom system at the front entrance of the office is being used to provide service or to screen inquiries without allowing the public to enter the office. Inquiries are answered and vetted systematically. This may be an approach to consider in order to maintain personal safety for all parties while being able to improve personal interactions with residents. Some municipalities have also indicated that they are open "by appointment only" but have incorporated widely varying strict limitations under which appointments are permitted.

To date in Merrickville-Wolford, all requests have been suitable for electronic meetings or responses or outdoor site meetings, and there have been minimal requests or inquiries from the public regarding the office closure. Some inquiries seem to stem from simple curiosity and the Finance Department reports that both tax and utility payment compliance rates continue to be consistent with the percentages achieved last year for the period from January to August.

All public use of indoor Village facilities continues to be cancelled. One outdoor private event has recently been approved to proceed based upon the applicant's submission of a comprehensive COVID-19 Safety Strategy. However, this event has not yet occurred and the potential to approve any other events must be evaluated on a case-by-case basis, relying upon the learnings and outcomes from this first event.

### Council and Committee Meetings

Council has recently reinstated regular in-person meetings under strict physical distancing guidelines and facility sanitization practices while complying with the Procedure By-law and Municipal Act requirements. Council has also approved the reinstatement of regular meetings of the Police Services Board and Library Board. The Procedure By-law requires all meetings of Council to occur in the Council Chambers at the Village Office. However, maintaining 2m separation between members of Council and staff makes it impossible to allow space for members of the public to observe Council meetings in person.

Council's Advisory Committee meetings remain suspended at this time and any items requiring immediate attention have been raised directly with Council by staff for direction. The constant state of change and increased burden to adapt to restrictions associated with Provincial Emergency Orders during the pandemic, have made it difficult for staff to develop a reliable safety plan to facilitate recommending the full reinstatement of Advisory Committee meetings at this time. Staff anticipate providing Council with a more detailed update and analysis regarding the potential to reinstate of Advisory Committee meetings in the near future.

### Public and Staff Safety

The Province of Ontario is progressing through a Reopening Ontario process taking a gradual, staged regional approach to revitalize the economy while prioritizing the overarching need to protect public safety. While the collective interest in returning to normal operational and administrative practices is recognized, the decision to close the Village Office was made to protect public safety and this must prevail.

While the vestibule at the entrance of the office is equipped with a glass barrier between reception and the public entrance, the 2m minimum physical distancing required by the Provincial Emergency Orders will only allow for one visitor at a time and the counter and other items present high-touch surfaces. Other visitors would be required to remain outside until the first visitor leaves and the vestibule would require frequent sanitization by staff in between visitors to prevent the spread of the virus. While re-opening the office is a desirable objective and Village staff share the collective objective of returning life to normal, it is not realistic to believe that we can immediately reinstate pre-pandemic practices at this time. Any steps toward that objective are likely to generate very limited actual service benefits and may, in fact, cause decreased service levels.

Health experts continue to caution Ontarians of an approaching "second wave" of COVID-19 and there has been a recent increase in COVID-19 cases in Ontario. Christine Elliott, the Ontario Minister of Health, stated on September 8<sup>th</sup>, "Based on advice from the Chief Medical Officer of Health, Ontario will take four-week pause – or two, 14-day cycles of the virus – before considering any further loosening of public health measures or reopening additional businesses, facilities and organizations." COVID-19 cases have been steadily increasing and the daily number of new cases has not fallen under 100 since August 26<sup>th</sup>. Christine Elliott further stated on September 8<sup>th</sup> that the "latest trend in numbers have raised some concern, especially as we begin to

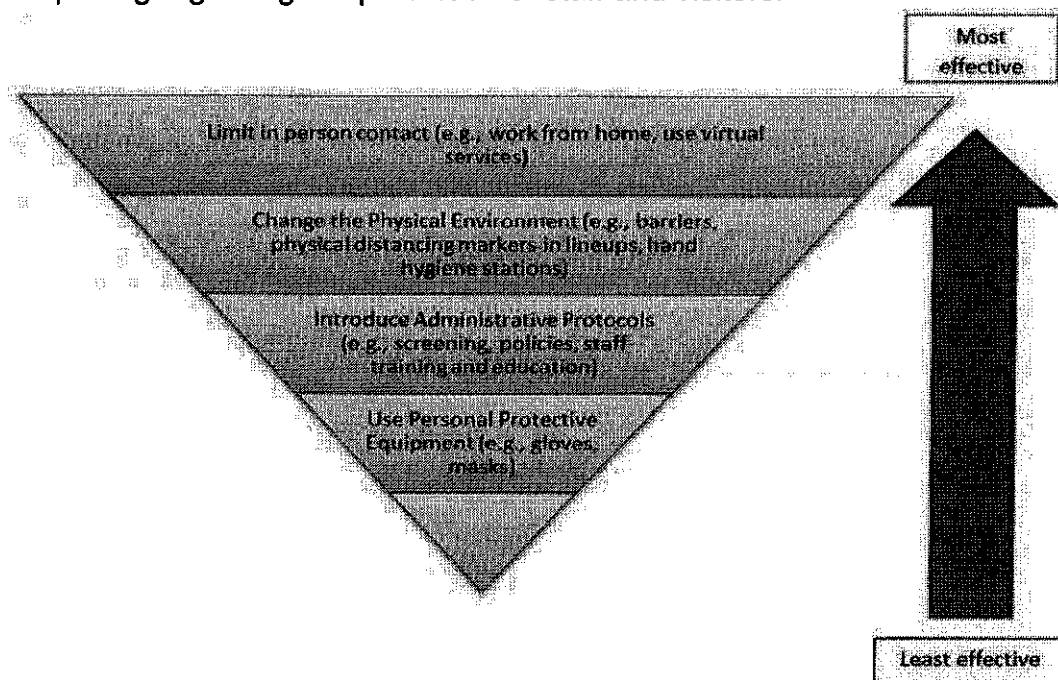
reopen schools and post-secondary institutions." A large percentage of private and public sector organizations, including the LGLDHU itself, currently remain closed with staff working remotely. A reopening of the Village Office and other facilities requires an extremely cautious, systematic approach, relying upon adaptation as the situation evolves and based upon advice from the Medical Officer of Health.

### Village Office Limitations

Village Staff have continued to work remotely from home, where possible, in order to maintain the health and safety of all staff members and mitigate the risk of exposure and contamination of the Village Office. It is not possible, given the design of key areas of the Village Office, for staff and visitors to maintain adequate physical separation at all times. The design of the office creates bottlenecks which makes social distancing next to impossible. The return of staff to full attendance and the introduction of in person stakeholder meetings at the municipal office, requires the development of a specific set of guidelines and practices to ensure safety and prevent an outbreak of the virus amongst staff and the community. There is some possibility that the return of staff to full time attendance at the office could result in a staff member becoming infected with COVID-19. As a small municipality with limited staff resources, this could cause detrimental decreases in service delivery as all staff would be required to quarantine for 14 days and be tested for COVID-19.

Further challenges include the constant sanitization of high-touch areas, i.e. photocopier and equipment, supplies, washrooms, doors, kitchen surfaces, etc. More staff time would need to be committed to the sanitization of the office which may result in a decrease in service delivery levels.

The LGLDHU provides the following with respect to businesses and workplaces reopening regarding the protection of staff and visitors:



**BUDGET/LEGAL IMPLICATIONS:**

Budget and legal implications are unknown at this time.

**LINKS TO STRATEGIC PLANS:**

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

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

**Ensuring efficient, effective services and civic engagement:** It is of the utmost importance to ensure the health and safety of the public and staff. Services are continuing to be provided through electronic means at this time and, where this is impossible, off-site visits (such as building inspections, by-law enforcement, etc.) are provided on an as needed basis.

**CONCLUSION:**

Staff have prepared this report based on direction received by Council. There is no way to know at this time when COVID-19 may dissipate or when the restrictions arising from this global pandemic may be lifted. With the recent increase in COVID-19 cases, the reopening of schools, and the "second wave" of COVID-19 predicted by health officials, it is recommended that staff continue to monitor the situation into the fall. Staff will continue to evaluate the potential to reopen the municipal offices, at least partially or for limited services, and hope to be able to recommend a staged approach with clear criteria to reopen based upon advice from the Medical Officer of Health as the pandemic and Provincial restrictions evolve.

**ATTACHMENTS:**

None.

Respectfully submitted by:



Doug Robertson MBA  
CAO/Clerk/Director, Economic Development

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

For Clerk's use only, if required

**Recorded Vote Requested By:**

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

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 47-2020, being a by-law to confirm the proceedings of the regular Council meeting of September 14, 2020, be read a first and second time, and that By-law 47-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW 47-2020**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON SEPTEMBER 14, 2020

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on September 14, 2020 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on September 14, 2020 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 14<sup>th</sup> day of September, 2020.

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

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



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## VILLAGE OF MERRICKVILLE-WOLFORD

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**Recorded Vote Requested By:**

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

Resolution Number: R - - 20

Date: September 14, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:**

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at \_\_\_\_\_ p.m. until the next regular meeting of Council on September 28, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

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J. Douglas Struthers, Mayor