

Village of Merrickville-Wolford Regular Council Minutes

Date: March 24, 2025
Time: 6:00 pm
Location: Council Chambers

Members Present Mayor Cameron
Deputy Mayor Barr
Councillor Gural
Councillor Ireland
Councillor Maitland

Staff Present Julia McCaugherty-Jansman, Clerk
Brad Cole, Fire Chief
Darlene Plumley, CAO
Chad Kean, Manager of Public Works

Others Present Mary Kate Laphen, Merrickville Public Library
Mark Lauzon, OCWA
Forbes Symon, Senior Planner
Neil Caldwell, Engineer
Holly Crawford, Arcadis Professional Services Inc.

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Approval of Agenda

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Agenda for the Regular Council Meeting held on March 24, 2025 be approved as presented.

Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Public Question Period to Council

Graeme Bonham-Carter asked why Council declared the Merrickville Estates parkland as surplus land in closed session, when other cases such as the surplus land on Lewis Street were conducted in public.

Robbie Giles inquired that because of this flawed and inconsistent procedure to sell the Merrickville Estates parkland, will Council suspend the By-law vote, Item 10.2 on the Agenda, pending discussion with residents.

Lee Anne Merkley asked why the owners of properties adjacent to the Merrickville Estates parkland weren't notified of the intent to declare surplus and sell.

Mike Bakker asked why the Merrickville Estates community wasn't notified of the intent to declare surplus and sell the parkland.

Rod Fournier asked what gave staff the authority to discuss selling the Merrickville Estates parkland with realtors before Council formally voted the land surplus.

Gwendy Hall asked if Council will remove the Merrickville Estates parkland for sale until there has been a vote to declare it surplus. She inquired that if a contract is signed with the realtor if the listing will be taken down until a vote on the proposed By-law is taken.

Chris Bidmead asked what the Village's legal position is if it receives an offer when the Merrickville Estates parkland has not yet been officially declared surplus. She inquired if, for example, the realtor would have to be paid their fee even if the Village decided not to sell.

Francine Cote asked that if Council believes that the procedure they followed with the Merrickville Estates parkland is acceptable, then what stops staff from putting any public land up for sale without Council's formal assent.

Chuck MacInnis asked if Council would consider holding off on the decision rather than discussing it at this meeting and allowing public discussion on it because unless you have an active discussion where you can disclose your position, then it does not fit under the exemption of closed meetings. He noted this is a caveat of the Ombudsman's Office.

Mario Dion observed that the Municipal Act states that you may conduct a closed session on the sale of land and not shall or must. He noted that when his house was purchased in Merrickville Estates, one of the items of the purchase agreement contract was the lot area identified as parkland. He asked if the legal and moral implications have been considered for selling this land.

The following questions were submitted in writing for the record:

Agenda Item 10.2 includes 1st, 2nd and 3rd reading as well as approval all in one motion. Can this item be withdrawn from the agenda until a formal process for declaring public land surplus and putting it up for sale, that includes mandatory public consultation prior to approval, is put in place?

With respect to the Merrickville Estates parkland, would a Council representative and the CAO agree to meet with the Merrickville Estates Resident's Association to come to agreement on a way forward?

5. Motions for Consideration

Moved By Councillor Ireland

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Motions for Consideration document as presented.

Carried

6. Presentations

6.1 OCWA - Merrickville DWS 2024 Annual Report

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the presentation from Mark Lauzon, Senior Operations Manager for OCWA, regarding the Merrickville Drinking Water System 2024 Annual Report;

AND FURTHER THAT Council receive and accept the Drinking Water System 2024 Annual Report as presented;

AND FURTHER THAT Council authorizes the posting of the 2024 Annual Report on the Municipality's website for public access.

Carried

6.2 Merrickville Public Library - 2024 Annual Report

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the presentation from Mary Kate Laphen from the Merrickville Public Library, regarding the Public Library 2024 Annual Report;

AND FURTHER THAT Council receive and accept the Merrickville Public Library 2024 Annual Report as presented.

Carried

7. Delegations

None.

8. Consent Agenda

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford approve all items listed under the Consent Agenda as presented and recommended.

Carried

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT Council authorize and direct staff to proceed with the development of the proposed Terms of Reference and the Master Plan for the infrastructure deficiencies as outlined in the report.

Carried

Moved By Councillor Ireland

Seconded By Councillor Maitland

THAT Council approve and authorize the proposed CCTV of storm and sewers outlined in the report;

AND FURTHER THAT Council authorize the proposed budgeted amount of \$25,000 be drawn from the "Studies" in the 2025 Capital Water and Wastewater budget to cover the cost of this proposed scope of work.

Carried

8.1 Adoption of Minutes

8.1.1 Regular Council Meeting - February 24, 2025

8.1.2 Committee of the Whole Meeting - March 10, 2025

8.2 Public Works Department

8.2.1 Award Geotechnical RFP

8.2.2 Award Calcium Chloride Tender

8.2.3 Award Re-Gravel Tender

8.2.4 Work Plan for Infrastructure Deficiencies

8.2.5 CCTV Scope of Work Proposal

8.3 Correspondence

8.3.1 OCWA Water Quality Report - February 2025

8.4 Committee & Board Minutes

8.4.1 Merrickville Public Library Board Meeting - January 28, 2025

9. Planning Matters

9.1 Water and Wastewater Infrastructure Master Plan Overview

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Water and Wastewater Infrastructure Master Plan Overview;

AND FURTHER THAT Council authorizes staff to proceed with the Master Plan process as presented in the overview.

Carried

10. By-laws

10.1 By-law 17-2025 - Amend Zoning By-law 23-08 (Rob Thompson Construction Ltd.)

Moved By Councillor Ireland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 17-2025, being a By-law to Amend Zoning By-law 23-08 for Part of Lot 13, Concession 4, Geographic Township of Wolford;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 17-2025.

Carried

10.2 By-law 18-2025 - Declare Land Surplus (Collar Hill Road)

Council approved the motion to release discussion from the January 13th and February 10th Closed Sessions in order for Council to have a fulsome discussion about this item in Open Session. This includes the discussion around Council requesting staff to confirm with the Village's Planner about the potential for severing the subject municipal property or if they shall be left as is in order to sell them for the purpose of generating revenue for a recreation reserve.

This also includes Council receiving an appraisal amount on the subject property and the options that Council had regarding the sale of the property. The consensus of Council was to leave the property as is rather than going through the severance process and to move forward with the disposition process with direction to proceed with the intent to put any funds received if sold into a recreation reserve.

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 18-2025, being a By-law to declare the property legally described as Plan 15M3 BLK 72, PIN 681060073, Collar Hill Road, Village of Merrickville-Wolford as surplus to municipal needs;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 18-2025.

Tabled

Moved By Deputy Mayor Barr
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford based on the nature of the action taken, deems it appropriate to release discussion contained in the January 13th and February 10th Closed Sessions pertaining to the disposition of municipal property.

Carried

Moved By Councillor Ireland
Seconded By Councillor Maitland

THAT Council defer the proposed by-law and suspend the sale of the identified property for 6 months until such time that the Recreation Committee has been consulted.

Carried

11. Staff Reports

11.1 Public Works Department

11.1.1 Departmental Activity Update

Moved By Councillor Gural
Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update Report from the Public Works Department.

Carried

11.1.2 Gravel Patch - Operating Budget Item Addition

Moved By Councillor Maitland
Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford authorizes staff to utilize \$20,000 from the Working Funds

Reserve for a 'Gravel Patch' line item in the Operating Budget on various municipal roads.

Carried

11.2 Fire Department/Emergency Management

11.2.1 Departmental Activity Update

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update Report from the Fire/ By-law Enforcement Department.

Carried

11.3 Finance Department

11.3.1 2024 Council Remuneration and Expenses

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of Merrickville-Wolford receive for information the 2024 Statement of Remuneration and Expenses.

Carried

11.3.2 Ontario Regulation 284/09

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adopt the report reflecting the 2025 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

Carried

11.4 Building Department

None.

11.5 CAO/Administration

11.5.1 Departmental Activity Update

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update Report from the Administration/Finance Departments.

Carried

11.5.2 Canada Day Committee Appointment Update

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Canada Day Committee appointment update report.

Carried

11.5.3 Committees of Council – Final Revised Structure Report

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the final revised structure of Committees of Council;

AND THAT Council approves the recommendations as included in the report for the structure of Committees and approves and enacts all attached By-laws as presented.

Carried

11.5.4 Community Development Coalition - Approval & Recruitment

A friendly amendment was made to the Terms of Reference to include 2 resident positions on the Coalition, one resident from Merrickville Ward and one resident from Wolford Ward, to make it a composition of 12.

Moved By Deputy Mayor Barr
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the draft Community Coalition Terms of Reference, recruitment posting, and ranking and criteria document;

AND FURTHER THAT Council approve the Terms of Reference for the Community Coalition as presented;

AND FURTHER THAT Council direct staff to proceed with the recruitment for the Community Coalition.

Carried

11.5.5 Economic Development Coalition - Recruitment

Moved By Deputy Mayor Barr
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the previously approved Economic Development Coalition Terms of Reference, the draft recruitment posting, and draft ranking and criteria document;

AND FURTHER THAT Council direct staff to proceed with the recruitment for the Economic Development Coalition.

Carried

12. Action Items

None.

13. Committee Reports

None.

14. Notice of Motions

None.

15. Announcements/Statements from Members

Deputy Mayor Barr attended the Chamber of Commerce meeting a few weeks ago and the Chamber asked her to specifically thank the Public Works staff. She

noted that the businesses were very appreciative of how the snowbanks were handled throughout the winter and that they wanted staff to be thanked publicly.

16. Closed Session

There was a 5-minute recess prior to starting the Closed Session.

Moved By Councillor Ireland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at 8:09 p.m. to discuss matters pertaining to:

- Litigation Matter
- CAO Performance Evaluation Review

Under Section 239(2) of the *Municipal Act*:

1. b) personal matters about an identifiable individual, including municipal or local board employees;
2. e) litigation or potential litigation affecting the municipality or local board;

AND FURTHER THAT the Clerk shall remain in the room for the Closed Session.

Carried

16.1 Litigation Matter

16.2 CAO Performance Evaluation Review

17. Resume Open Session

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby resume the open session from Closed Session at 8:43 p.m.;

AND FURTHER THAT Council direct the Mayor and Consultant to proceed as recommended in Closed Session.

Carried

18. Confirmatory By-law 23-2025

Moved By Councillor Gural
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 23-2025 Being a By-law to Confirm the Proceedings of Council for the Regular Meeting of March 24, 2025;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 23-2025.

Carried

19. Adjournment

Moved By Councillor Ireland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 8:44 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman