

Village of Merrickville-Wolford Committee of the Whole Minutes

Date: April 14, 2025
Time: 3:00 pm
Location: Council Chambers

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

Staff Present Kirsten Rahm, Treasurer/Manager, Finance
Julia McCaugherty-Jansman, Clerk
Brad Cole, Fire Chief
Dan Halladay, Chief Building Official
Darlene Plumley, CAO
Chad Kean, Manager of Public Works

Others Present Forbes Symon, Senior Planner
Trevor Johnson, Chamber of Commerce
Mike Neelin, Main Street Restaurant

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Approval of Agenda

Prior to the Approval of the Agenda, Mayor Cameron presented the Clerk with a Certificate of Commendation for empathy, efficiency and dedication.

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Agenda for the Committee of the Whole Meeting held on April 14, 2025, be approved as presented.

Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Motions for Consideration

Moved By Mayor Cameron

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole receive for information the Motions for Consideration document as presented.

Carried

5. Public Meeting

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT the Committee of the Whole enter into a Public Meeting to consider the applications to amend Zoning By-law 23-08, as amended, of the Village of Merrickville-Wolford, File Numbers ZBA-02-2025 and ZBA-03-2025.

Carried

5.1 ZBA-02-2025 (Watt)

Councillor Ireland as the Chair gave an overview of the proposed applications and noted that this Public Meeting was to discuss two Zoning By-law amendments under Section 34 of the Planning Act.

The Clerk stated that notice of Public Meeting for file ZBA-02-2025 (Watt) was advertised on the Village website and publicly on February 26th, with a Public Meeting sign posted on the property on March 14th. Notices were mailed to properties within 120m on February 27th. All other notification requirements were met. Forbes Symon, Senior Planner, provided a brief overview of the Planning Report and the proposed zoning by-law amendment for file ZBA-02-2025 (Watt).

The proposed zoning amendment would serve to amend By-law 23-08, as amended, by rezoning the property from an Institutional (I) to a Hamlet (H) zoning for the purposes of converting the existing church into a commercial wedding/meeting venue – i.e. events venue.

Agency comments were received from Enbridge Gas and RVCA. No concerns were identified from either agency. No comments were submitted from the public in writing.

The applicant was provided the opportunity to comment on the application. The applicant provided a brief summary of the purpose of the application and the intent of the future uses of the property.

The opportunity was provided for members of the public to comment. No comments from the public were offered.

Committee of the Whole members were provided an opportunity to ask questions or provide comment. Mayor Cameron asked if there were any other buildings on the property and what the use of the tiny-home would be that the applicant discussed. He asked what the plan would be to mitigate cross over events with the subject property and the public park beside it. Forbes Symon noted that there are various factors to work through for the uses of the property and that he would confirm details with the applicant.

There were no further questions. The Public Meeting for the ZBA-02-2025 portion was closed.

5.2 ZBA-03-2025 (Brayman)

The Clerk stated that notice of Public Meeting for file ZBA-03-2025 (Brayman) was advertised on the Village website and publicly on March 5th, with a Public Meeting sign posted on the property on March 17th. Notices were mailed to properties within 120m on March 7th. All other notification requirements were met. Forbes Symon, Senior Planner, provided a brief overview of the Planning Report and the proposed zoning by-law amendment for file ZBA-03-2025 (Brayman). He noted that the amendment will also confirm the established lot lines/building line. Forbes Symon highlighted that this amendment will move the property from the R1 zone to R2 zone in order to be in compliance with the new zoning by-law that is being proposed and to be consistent with the Official Plan.

The proposed zoning amendment would serve to amend By-law 23-08, as amended, by reducing the minimum lot size of the “Residential Type One (R1)” zone from 450 m² (4,844 ft²) to 410 m² (4,413 ft²) and reduce the minimum front yard setback from 6 m (19.7 ft) to 3 m (9.8 ft) to match the existing building line of the street. The proposal would see two single detached dwellings located on the property, serviced by Village water and sewer services.

No agency comments were received at the writing of the report. No comments were submitted from the public in writing.

The applicant was provided the opportunity to comment on the application. The applicant provided a brief summary of the purpose of the application and the intent of the uses of the property. The applicant highlighted their intent to maintain the architectural integrity of the Village and that the build would be three bedroom, two bath standard housing. He noted that it would be higher-end custom builds.

The opportunity was provided for members of the public to comment. No comments from the public were offered.

Committee of the Whole members were provided an opportunity to ask questions or provide comment. Deputy Mayor Barr inquired about the water allocation requirement for the subject property and how this will be allocated if the amendment is approved. Forbes Symon confirmed that the act of rezoning is the act of allocation of one water connection to an infill property. Deputy Mayor Barr asked if the amendment is approved and one or both lots are not built on, if this opens the door for multi-unit dwellings to be placed on either property. Forbes Symon stated that in Ontario today any single-detached, semi-detached, or townhouse units that are on in-town municipal services, are allowed to have two additional residential units as a right without zoning approval. He noted that this provincial law overrides local zoning. He noted that the R-2 zone would allow for apartments on each property but noted that the proponent seems invested in the proposal as presented. He highlighted the potential of apartments being allowed on either property. Mayor Cameron noted appreciation that the applicant has realized the opportunity for development in the Village. He asked if it is slab-on-grade and what materials would be used for the roofs. The applicant confirmed that it will be slab-on-grade and most likely all steel roofing. Mayor Cameron asked what the price points of the development will be. The applicant noted that it will be high-end and unique structures and provided a ball park estimate of around \$800,000 - \$850,000. Mayor Cameron asked if there will be fencing installed as part of the development. The applicant stated that there will most likely be fencing installed.

Committee had no further questions pertaining to the application.

Councillor Ireland closed the Public Meeting in its entirety to consider Files ZBA-02-2025 and ZBA-03-2025.

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole close the Public Meeting portion of the meeting and enter back into Committee of the Whole.

Carried

6. Public Question Period to Committee

Elizabeth Preston inquired about the plan of subdivision for Orchards of River Bend. She asked if Council can ask Senior Planner Forbes Symon to meet with adjacent neighbours in advance of the report coming to Council to provide factual concerns, research, and analysis from surrounding properties.

7. Consent Agenda

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT Items 7.3 and 7.4 be accepted for information.

Carried

7.1 Town of Smiths Falls Youth Arena Final Feasibility Study

Deputy Mayor Barr requested that Item 7.1 be voted on separately. She requested that this be provided to the Recreation Committee once it has been formed. She inquired how we could improve participation and access from Merrickville-Wolford in the public engagement for this item and asked what the cost-sharing portion model compares to the current allocation provided to Smiths Falls. She requested that a summary report be brought back to Council on this.

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT Item 7.1 be accepted for information.

Carried

7.2 Correspondence Letter - Municipal Infrastructure Response

Deputy Mayor Barr requested that Item 7.2 be voted on separately. She noted that the process for including correspondence like this on agendas should be reviewed and requested that staff provide alternative methods to residents for circulating correspondence documents.

Item 7.2 was withdrawn due to no mover and seconder.

7.3 RVCA 2025 Municipal Levy

7.4 RVCA Municipal Engagement Session Invitation

7.5 2025 Pitch-In Campaign Poster

Councillor Maitland requested that Item 7.5 be voted on separately. He provided a brief overview of the Pitch-In Campaign for 2025 and noted how residents can pick up bags at the Municipal Office over the coming weeks to participate.

Moved By Councillor Maitland

Seconded By Mayor Cameron

THAT Item 7.5 be accepted for information.

Carried

7.6 MMAH - 2025 Annual Repayment Limit (ARL)

Mayor Cameron requested that Item 7.6 be voted on separately. He requested that staff provide a brief overview of what the repayment limit would be for the municipality.

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT Item 7.6 be accepted for information.

Carried

8. Delegations

8.1 Mike Neelin and Trevor Johnson - Accessible Public Washroom Cooperative Project

Moved By Deputy Mayor Barr

Seconded By Mayor Cameron

THAT the Committee of the Whole receive for information the delegation from Mike Neelin and Trevor Johnson regarding the accessible public washroom cooperative project.

Carried

9. Planning Matters

9.1 Recommended Changes to Redline Discussion Draft - New Zoning By-law

Moved By Councillor Gural

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole receive for information the Planning report from Forbes Symon, Senior Planner, regarding the recommended changes and public feedback to the draft Zoning By-law;

AND FURTHER THAT Committee provide direction to staff to proceed with scheduling a second Public Meeting to review the revised draft Zoning By-law.

Carried

Moved By Mayor Cameron

Seconded By Deputy Mayor Barr

THAT the motion be amended to provide direction to staff to proceed with scheduling another Public Meeting for review of the revised draft Zoning By-law.

Carried

9.2 Draft Plan of Subdivision Planning Report: Orchards of River Bend

Moved By Deputy Mayor Barr

Seconded By Mayor Cameron

THAT the Committee of the Whole receive for information the Planning report from Forbes Symon, Senior Planner, regarding the Application for Draft Plan of Subdivision known as Orchards of River Bend and its supplementary application documents.

Carried

9.3 Planning Report - Allocation of Uncommitted Reserve Capacity of Sewage Treatment Plant

Councillor Gural requested a recorded vote for the three recommendation motions.

Moved By Deputy Mayor Barr
Seconded By Mayor Cameron

THAT the Committee of the Whole receive for information the Planning Report from Forbes Symon, Senior Planner, regarding the allocation of uncommitted reserve capacity of sewage treatment.

Carried

Moved By Deputy Mayor Barr
Seconded By Councillor Gural

THAT the Committee of the Whole direct staff to bring the Planning report to the April 28th Regular Council Meeting and recommend that Council approve Recommendation 1 as outlined in the report, being that only the allocation options which take into account the servicing of the north side of the river and/or the treatment of septage be supported by Council until such time as the Servicing Master Plan is completed and the preferred servicing method to address growth has been determined and/or until additional capacity is created by addressing stormwater infiltration/treatment plant efficiencies.

For (2): Deputy Mayor Barr, and Councillor Gural

Against (3): Mayor Cameron, Councillor Ireland, and Councillor Maitland

Defeated (2 to 3)

Moved By Councillor Gural
Seconded By Deputy Mayor Barr

THAT the Committee of the Whole direct staff to bring the Planning report to the April 28th Regular Council Meeting and recommend that Council approve Recommendation 2 as outlined in the report, being that consideration of sanitary allocation to all proposed greenfield developments be deferred until such time as the Servicing Master Plan is completed and the preferred servicing method to address growth has been determined and/or until additional capacity is created by addressing stormwater infiltration/treatment plant efficiencies.

For (2): Deputy Mayor Barr, and Councillor Gural

Against (3): Mayor Cameron, Councillor Ireland, and Councillor Maitland

Defeated (2 to 3)

Moved By Deputy Mayor Barr
Seconded By Councillor Gural

THAT the Committee of the Whole direct staff to bring the Planning report to the April 28th Regular Council Meeting and recommend that Council approve Recommendation 3 as outlined in the report, being that Council support the allocation of uncommitted reserve capacity to residential infill and intensification projects within the Village, on a case-by-case basis, up to equivalent of 18 residential units.

For (2): Deputy Mayor Barr, and Councillor Gural

Against (3): Mayor Cameron, Councillor Ireland, and Councillor Maitland

Defeated (2 to 3)

Moved By Mayor Cameron
Seconded By Councillor Maitland

THAT Committee of the Whole direct staff to bring the Planning Report received for information on February 24th to the April 28th Regular Council Meeting and recommend that Council proceed with the option of the phased-in approach to allocate 40 connections to McLean's Landing Phase II;

AND FURTHER THAT staff reports are provided at the April 28th Regular Council Meeting on the consequences of exceeding 80% capacity without a Servicing Master Plan in place, a report from an authority on selecting one developer over others and removing capacity that has been previously allocated based on the inactivity of the proponent, and a report on the impact of the certificate of operation by removing the northside.

For (3): Mayor Cameron, Councillor Ireland, and Councillor Maitland

Against (2): Deputy Mayor Barr, and Councillor Gural

Carried (3 to 2)

10. Staff Reports

10.1 Public Works Department

10.1.1 Award Brushing Tender

Moved By Councillor Maitland

Seconded By Mayor Cameron

THAT the Committee of the Whole receive this report for information;

AND THAT the Committee directs staff to bring the final request to award the Brushing Tender in two parts as:

Part 1; Award Pioneer (from Boundary / Bolton to Snowdons Drive East) to Tarstone Contracting, and

Part 2; Award Pioneer (from Snowdons Drive East to Snowdons Corners Road and to Land O Nod) to Tackaberry

to the April 28th Regular Council Meeting.

Carried

10.1.2 Award Ditching Tender

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT the Committee of the Whole receive this report for information;

AND THAT the Committee directs staff to bring the final request to award the Ditching Tender to Tarstone Canada Ltd. as outlined in this report, to the April 28th Regular Council Meeting.

Carried

10.1.3 1st Quarter Update for 2025

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT the Committee of the Whole receive for information the report regarding the 1st Quarterly Report on activities from the Department of Public Works.

Carried

10.1.4 Blue Box Transitioning Update - Non-Eligible Sources

Moved By Mayor Cameron

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole receive this report regarding blue box transitioning for non-eligible sources for information and discussion.

Carried

10.2 Fire Department/Emergency Management

None.

10.3 Finance Department

None.

10.4 Building Department

None.

10.5 CAO/Administration

10.5.1 Accessible Public Washroom in the Village of Merrickville-Wolford

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT the Committee of the Whole receive the report outlining the proposed Memorandum of Understanding with Community Partners with regard to the installation of an Accessible Public Washroom at 112 Wellington St.;

AND FURTHER THAT Committee direct Staff to proceed with gathering the information necessary to secure the documents required to move forward with the initiative;

AND FURTHER THAT Committee direct staff to bring a confirmatory report to be provided at the April 28, 2025, Regular Council Meeting.

Carried

10.5.2 Grenville 1 OPP Detachment Board – 2025 Draft Budget

Moved By Mayor Cameron

Seconded By Councillor Maitland

THAT the Committee of the Whole receive for information the report regarding the 2025 draft budget for the Grenville 1 OPP Detachment Board;

AND FURTHER THAT Committee direct staff to bring the draft budget to the April 28th Regular Council Meeting for final approval and recommend approval of the draft budget allotment as presented from the Merrickville-Wolford Police Services Board account.

Carried

10.5.3 Work Plan Summary & Project Timeline - Watson & Associates

Moved By Deputy Mayor Barr

Seconded By Mayor Cameron

THAT the Committee of the Whole receive for information the Work Plan Summary & Project Timeline submitted by Watson & Associates for the Water and Wastewater Asset Management Plan and Rate Study, the Development Charges Study, and the Tax-Supported Asset Management Plan.

Carried

10.5.4 Draft Multi-Year Accessibility Plan 2025-2029

Moved By Mayor Cameron

Seconded By Councillor Gural

THAT the Committee of the Whole receive for information the report regarding the Multi-Year Accessibility Plan for 2025-2029 and the draft Multi-Year Plan attached as Schedule “A” to the report;

AND FURTHER THAT Committee direct staff to bring the final draft Multi-Year Accessibility Plan to the April 28th Regular Council Meeting for final approval and recommend that Council support and approve the Plan for 2025-2029.

Carried

10.5.5 Sale and Disposition of Municipal Land and Road Closure Policies - First Draft

Moved By Deputy Mayor Barr

Seconded By Mayor Cameron

THAT the Committee of the Whole receive for information the report and the draft Sale and Disposition of Municipal Land Policy and the draft Road Closure Policy;

AND FURTHER THAT Committee directs staff to proceed with Option B as outlined in the report.

Carried

11. Action Items

11.1 Noise By-law Exemption Request - 2025 Merrickville Fair

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole receive for information the Noise By-law Exemption Request for the 2025 Merrickville Fair;

AND FURTHER THAT Committee direct staff to bring the Noise By-law Exemption Application Form to the April 28th Regular Council Meeting and recommend that Council approve the noise by-law exemption request as presented for the 2025 Merrickville Fair.

Carried

11.2 Proclamation Request - TNIM 50th Anniversary

Moved By Deputy Mayor Barr

Seconded By Mayor Cameron

THAT the Committee of the Whole receive for information the request from Theatre Night in Merrickville to proclaim November 22nd, 2025 as "Theatre Night in Merrickville Day" in celebration of TNIM's 50th Anniversary;

AND FURTHER THAT Committee direct staff to bring the proclamation to the April 28th Regular Council Meeting and recommend approval of the proclamation request.

Carried

11.3 Integrity Commissioner Services - 2024 Annual Report

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Committee of the Whole receive for information the 2024 Integrity Commissioner Service report submitted by the Village's Integrity Commissioner, Tony Fleming.

Carried

12. Discussion Items

None.

Committee agreed to extend the 3-hour time limit of the meeting to 6:30 p.m. to finish the remaining items on the Agenda.

Moved By Councillor Maitland

Seconded By Mayor Cameron

THAT the meeting be extended a half-hour until 6:30 p.m.

Carried

13. Notices of Motion

None.

14. Announcements/Statements from Members

Mayor Cameron noted findings from the Ombudsman that suggests its not appropriate for a municipality to have the Solicitor and the Integrity Commissioner to be the same person. He requested that this item be brought back to a future Committee of the Whole Meeting for discussion.

15. Closed Session

Prior to the start of the Closed Session, Committee recessed for five minutes from 6:04 p.m. to 6:09 p.m.

Moved By Deputy Mayor Barr
Seconded By Mayor Cameron

THAT the Committee of the Whole move into Closed Session at 6:04 p.m. to discuss matters pertaining to:

15.1 Performance Review

Under Section 239(2) of the *Municipal Act, 2001*:

b) personal matters about an identifiable individual, including municipal or local board employees; and

d) labour relations or employee negotiations

AND FURTHER THAT the CAO, the Clerk and the Public Works Manager shall remain in the room for the Closed Session.

Carried

15.1 Performance Review

16. Resume Open Session

Moved By Mayor Cameron
Seconded By Councillor Maitland

THAT the Committee of the Whole rise and report from Closed Session at 6:32 p.m. and report that no direction was given.

Carried

17. Adjournment

Moved By Mayor Cameron
Seconded By Deputy Mayor Barr

THAT the Committee of the Whole adjourn at 6:32 p.m.

Carried

