

Regular Council Meeting

July 8, 2024

7:00 pm

Council Chambers

IMPORTANT NOTICE: This meeting will be held in person and will be open to the public in the Council Chambers.

It will also be recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel accessible by clicking

https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

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1.	Call to Order -----
2.	Adoption of the Agenda THAT the Agenda for the Regular Council Meeting held on July 8, 2024, be approved as presented. -----
3.	Disclosure of Pecuniary Interest and the General Nature Thereof -----
4.	Draft Motions for Consideration THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Draft Motions for Consideration document as presented. -----
5.	Minutes
5.1	THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the
5.2	minutes of the;
5.3	Regular Council Meeting – June 10, 2024
5.4	Special Council Meeting – June 18, 2024
	Special Council Meeting – June 19, 2024
	Special Council Meeting – June 27, 2024 -----
6.	Delegations
6.1	Chantel Lasalle – 2025 Eastern Ontario Firefighter Games THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation from Chantel Lasalle, Lieutenant for the Merrickville Fire Department, regarding the Merrickville Fire Department hosting the 2025 Eastern Ontario Firefighter Games.
6.2	Mike Starr – ATV Trail Proposal THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation from Mike Starr, Rideau Lakes ATV Club, regarding the ATV Trail Proposal within Merrickville-Wolford. -----
7.	Planning
7.1	Written Request for Road Closure (Kaczkowski) THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the written request from Wally Kaczkowski regarding the request to purchase an unopened municipal road allowance being Part of lot 16 Concession 5 along County Road 15; AND FURTHER THAT Council does hereby direct staff to bring back a report to a future regular Council meeting to identify the details and possibility of this request.
7.2	McLean Landing Phase 2 – Revised Application (07-T-20202) Information Report THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the McLean Landing Phase 2 – Revised Application (07-T-20202) information report submitted by Forbes Symon, Senior Planner.

8.	By-laws
8.1	By-law 39-2024: Keeping & Regulation of Backyard Hens
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report pertaining to the keeping & regulation of backyard hens by-law; AND FURTHER THAT Council give Third and Final Reading to By-law 39-2024, being a By-law to regulate the keeping of hens within the Corporation of the Village of Merrickville-Wolford;</p> <p>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 39-2024.</p>

9.	Staff Reports
9.1	Departmental Activity Update
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update as presented.</p>
9.2	Finance
9.2.1	Water and Wastewater Rate Study Proposal
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Water and Wastewater Rate Study Proposal submitted by Watson & Associates Economists Ltd.;</p> <p>AND FURTHER THAT authorization be given to enter into an agreement with Watson & Associates Economists Ltd. In the amount of \$33,100 (exclusive of applicable taxes) with the expectation that the Schedule of Project Activities be completed based on the information provided in the Report.</p>
9.2.2	Municipal Funding Agreement for CCBF Renewed 10-Year Agreement Report & By-law 44-2024
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the Municipal Funding Renewed 10-Year Agreement for the Canada Community-Building Fund;</p> <p>AND FURTHER THAT Council give First, Second, Third and Final Reading to By-law 44-2024 Being a By-law to Enter into a Municipal Funding Agreement with the Association of</p>

	<p>Municipalities of Ontario endorsing the Canada Community-Building Fund 10 Year Agreement;</p> <p>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 44-2024;</p> <p>AND FURTHER THAT authorization be given to the Mayor and Treasurer/Manager Finance to sign the Municipal Funding Agreement on the Canada Community-Building Fund.</p>
9.2.3	2023 Financial Statements
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Consolidated Financial Statements from MNP for the year ending December 31, 2023;</p> <p>AND FURTHER THAT Council does hereby approve the Financial Statements as presented for the year ending December 31, 2023.</p>
9.2.4	LAS Canoe Procurement Group – CFTA Compliance Report
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report concerning LAS Canoe Procurement;</p> <p>AND FURTHER THAT the Village of Merrickville-Wolford intends to participate in one or more procurements conducted by Local Authority Services (LAS) between July 2024 month to July 2025.</p>
9.3	CAO/Administration
9.3.1	Video Surveillance Signs & Locations
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report Concerning Video Surveillance Signage and Locations;</p> <p>AND FURTHER THAT Staff be directed to order the appropriate signage and proceed with installation of the two cameras which had been previously purchased;</p> <p>AND FURTHER THAT the locations of the cameras monitor the Public Works Yard at the rear of 317 Brock St. Merrickville and the Ball Diamond located at the Community Centre Grounds in Merrickville.</p>

10.	Committee Updates/Minutes
10.1	Report CWEAC 2024-03

	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information report CWEAC 2024-03 from the Community Wellness & Environmental Advisory Committee;</p> <p>AND FURTHER THAT Council does hereby approve the recommendation as presented in the report pertaining to working with the Lions Club to pursue the reinstatement of the Freecycle Repurposing Centre at the Landfill Site.</p>
10.2	CWEAC Meeting Minutes – April 2, 2024
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Minutes from the April 2, 2024 meeting of the Community Wellness & Environmental Advisory Committee.</p>
10.3	Blockhouse Museum Municipal Services Board Key Information Report
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Blockhouse Museum Municipal Services Board Key Information Report.</p>
10.4	Library Board Meeting Minutes – May 22, 2024
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Minutes from the May 22, 2024 meeting of the Merrickville Public Library Board.</p>

11.	Action Items
11.1	Christian Heritage Month Request
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the request letter from Molly Banerjei from the Christian Music Festival, regarding a request to recognize the month of December as Christian Heritage Month;</p> <p>AND FURTHER THAT Council does hereby give staff the following direction:</p> <p>Option A – bring a proclamation to the August 12th Regular Council Meeting to proclaim December as Christian Heritage Month in Merrickville-Wolford.</p> <p>Option B – refrain from proclaiming December as Christian Heritage Month in Merrickville-Wolford but acknowledge the request from the Christian Music Festival.</p>
11.2	Request for Resolution of Support – Investment in Municipal Infrastructure for Eastern Ontario’s Small and Rural Communities

	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the resolution forwarded by the Eastern Ontario Wardens’ Caucus (EOWC) to support in advocating for infrastructure investment across small and rural Eastern Ontario municipalities;</p> <p>AND FURTHER THAT the Council of the Corporation of the Village of Merrickville-Wolford joins the Eastern Ontario Wardens’ Caucus, the Association of Municipalities of Ontario, and the Federation of Canadian Municipalities in calling on the Federal and Ontario Governments to immediately and sustainably partner with Municipal Governments by investing in both the new and ongoing maintenance and repairs of municipal infrastructure in Eastern Ontario’s small rural municipalities; and</p> <p>THAT the Federal and Ontario Governments immediately review data and work together to implement solutions based on the EOWC’s Municipal Infrastructure Policy Paper in partnership with small rural municipalities; and</p> <p>AND FURTHER THAT this resolution be forwarded to the levels of Government and Associations as identified in the resolution of support.</p>
11.3	Request to Waive Sections of Chip Truck By-law 26-07
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the request to waive sections of Chip Truck By-law 26-07; AND FURTHER THAT Council does hereby direct staff to proceed with the specified option:</p> <p>Option A – Proceed with waiving Sections 2 b), 6 d), and 13 c) of By-law 26-07 as requested, being a By-law to License, Regulate and Govern Chip Wagon and Mobile Canteens in the Village of Merrickville-Wolford, to allow for Gather Brewery & Glassworks Inc. to have a permanent food truck to be located on their property at 635 St. Lawrence Street; or</p> <p>Option B – Do not proceed with waiving Sections 2 b), 6 d), and 13 c) of By-law 26-07, as requested.</p>

12.	Information Items
12.1 12.2 12.3 12.4	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the following items:</p> <ul style="list-style-type: none"> • OCWA Water Quality Test Results – May 2024 • UCLG Report PAC-003-2024 – Agricultural Area Review Recommended Next Steps • Eastern Ontario Wardens’ Caucus Newsletter – June 2024

	<ul style="list-style-type: none"> • Inspection of Merrickville Water Drinking System Report

13.	Notices of Motion

14.	Public Question Period – Items on the Agenda

15.	Proclamations/Statements from Members

16.	Confirming By-Law 46-2024
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 46-2024 Being a By-law to Confirm the Proceedings of Council for the Regular Meeting of July 8, 2024; AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 46-2024.</p>

17.	Adjournment
	<p>THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at XX p.m.</p>

Village of Merrickville-Wolford Regular Council Minutes

Date: June 10, 2024
Time: 7:00 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
Dan Halladay, Chief Building Official
Darlene Plumley, Interim CAO

Others Present Peter Simcisko, Watson & Associates
Forbes Symon, Senior Planner, Jp2g Consultants
Rory Blaisdell, Delegation

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Approval of the Agenda

Deputy Mayor Barr made an announcement that there are upcoming consultation periods with Rideau Valley Conservation Authority (RVCA) to let people know about updates being made to the wetland mapping. New regulations will be made to these areas, and she gave information on the three public consultation sessions happening in Perth, Cumberland, and Manotick. More details can be found on the RVCA website.

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Agenda for the Regular Council Meeting held on June 10, 2024, be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

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 Motions for Consideration document as presented.

Carried

5. Minutes

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford approve the minutes of the;

Special Council Meeting – May 13, 2024

Regular Council Meeting – May 13, 2024

Special Council Meeting – May 14, 2024

Special Council Meeting – May 15, 2024

Special Council Meeting – May 27, 2024

Carried

5.1 Special Council Meeting - May 13, 2024

5.2 Regular Council Meeting - May 13, 2024

5.3 Special Council Meeting - May 14, 2024

5.4 Special Council Meeting - May 15, 2024

5.5 Special Council Meeting - May 27, 2024

6. Public Meeting

Moved By Councillor Maitland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford enter into a Public Meeting to consider the Application to amend Zoning By-law 23-08, as amended, of the Village of Merrickville-Wolford, File No. ZBA-03-2024.

Carried

6.1 ZBA-03-2024 (Bassile)

This Public Meeting was to discuss a Zoning By-law amendment under Section 34 of the Planning Act. The Clerk stated that the notice of Public Meeting was advertised on May 10, 2024, with a public meeting sign posted on the property on May 10, 2024. All other notification requirements were met. Forbes Symon, Senior Planning Consultant, provided an overview of the Planning report and the proposed zoning by-law amendment.

The zoning by-law amendment would serve to amend By-law 23-08, as amended, by proposing to rezone the subject property from “Development” to “Residential Density Two” to permit 5 semidetached dwellings and one three-unit townhouse dwellings on the subject property.

Forbes Symon provided an overview of the report and the application. He recommended that the focus be on Phase 1 of the application due to the reserve sanitary treatment capacity that is currently available in the Village. The recommendation within the report is deferral until at least September at such time when there is a better handle on reserve capacity. He confirmed that the intent of the application is consistent with the direction that is being promoted with good land use planning within the Provincial Policy Statement (PPS).

No comments were received from Ministries or Public Bodies. Two written submissions from members of the public were included in the agenda package for the June 10th Public Meeting. The written comments submitted after the distribution of the agenda were referenced and paraphrased by Senior Planner Forbes Symon in his review of the application. The main topics of the comments highlighted were concerning traffic. He recommended that a traffic impact study be completed before further consideration of the application.

Deputy Mayor Barr inquired if the referenced peer review for the technical drawings is to be included in the list of recommendations. She inquired about slope stability. Forbes Symon stated that there is a reliance on RVCA to identify if there is a slope stability problem and that he is not

aware of any indication of any problem like this. He confirmed that additional consultation with RVCA about the need for slope stability is an option.

Councillor Gural requested elaboration on reviewing applications based on the nature of the development and the merits of the application. Forbes Symon noted that there are sufficient tools under the Planning Act to manage the development of the property on the merits of the application.

Graeme Bonham-Carter, Merrickville Estates, expressed concern about the capacity of the road on Collar Hill to deal with the traffic situation with 13 potential driveways on the steepest part of the road. He noted his agreement that a traffic impact study is needed. He inquired why this could not be treated as a subdivision application process.

Lee Sheets, 127 Collar Hill Road, noted his agreement that background studies have to be done, including a traffic study. He commented that site lines are a concern as well and stated that a site line assessment and speed survey need to be done. He continued that a rigorous stormwater management study is required. He indicated that he wants to ensure that the habitat is not disturbed due to the development. He noted that he feels a slope stability study should be completed. He discussed the danger of having 13 lots backing out on to the blind road. He indicated that he is in favour of a plan of subdivision or something more rigorous to determine the lotting.

There were no further comments from the public.

Moved By Councillor Ireland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford close the Public Meeting component and re-enter into the Regular Meeting of Council.

Carried

7. Planning

7.1 By-law 35-2024: By-law to Amend Zoning By-law 23-08

Moved by Councillor Maitland, seconded by Councillor Gural to amend the motion to include a slope stability study as an additional condition on the file. Motion carried.

Moved By Councillor Maitland
Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford give First and Second Reading to By-law 35-2024, being a By-law to amend Zoning By-law 23-08, as amended;

AND FURTHER THAT Council hereby defers the third and final reading of By-law 35-2024 until such time that staff are able to make a recommendation on the necessary sanitary allocation to support the proposed development, until staff have completed a technical review of the servicing strategy and stormwater management plan, and until the applicant has submitted a traffic impact assessment and slope stability study which is acceptable to the Village.

Carried

7.2 By-law 36-2024: By-law to Declare Property Surplus to Municipal Needs

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 report regarding the request to declare property surplus to municipal needs;

AND FURTHER THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 36-2024, Being a By-law to declare property 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 36-2024;

AND FURTHER THAT Council does hereby direct staff to proceed with sending out the public notice of intent to sell land as per the property sale policy in By-law 08-10.

Carried

7.3 Planning Summary Report - Former Wolford School

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 Planning Summary Report provided by Senior Planner Forbes Symon pertaining to the former Wolford School land.

Carried

7.4 Planning Report - Recommended Municipal Conditions of Draft Approval Application for Draft Plan of Subdivision (Merrickville Estates II)

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Planning Report provided by Senior Planner Forbes Symon pertaining to the recommended municipal conditions of draft approval application for draft plan of subdivision 07-T-20236 (Merrickville Estates II);
AND FURTHER THAT Council does hereby approve the Planning Report – Recommended Municipal Conditions of Draft Approval Application for Draft Plan of Subdivision 07-T-20236 (Merrickville Estates II), Part of Lots 8 and 10, Concession 1, Geographic Township of Wolford, Village of Merrickville-Wolford.

Carried

8. Presentations

8.1 Watson & Associates Economists Ltd. - Asset Management Plan (Non-Core Assets)

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 Asset Management Plan for the Village’s non-core assets submitted by Watson & Associates Economists Ltd.;
AND FURTHER THAT Council does hereby approve the Asset Management Plan as presented to comply with the July 1, 2024 deadline requirements of O. Reg 588/17.

Carried

9. Delegations

9.1 Rory Blaisdell - Heritage Designation of Municipal Cemeteries & Community Impacts

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the delegation from Rory Blaisdell, Two Three Farm, regarding heritage designation of Municipal Cemeteries & Community Impacts.

Carried

10. By-laws

10.1 By-law 37-2024: Fortification By-law

Moved by Councillor Ireland, seconded by Deputy Mayor Barr to defer the by-law to the July 22nd Committee of the Whole meeting for further review and comment. Motion carried.

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 report pertaining to the draft Fortification By-law;

AND FURTHER THAT Council give First and Second Reading to By-law 37-2024, being a By-law to regulate the fortification of buildings and land and to prohibit excessive fortification of land and excessive protective elements being applied to land in relation to the use of land within the Village of Merrickville-Wolford;

AND FURTHER THAT Council direct staff to bring the draft by-law back to the Committee of the Whole meeting on July 22, 2024 for further review and comment.

Carried

10.2 By-law 38-2024: Building By-law and Fee Schedule

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 report regarding the draft Building By-law and proposed Fee Schedule “H” to By-law 44-2022, with the inclusion of a summary of the Public Meeting held on May 22, 2024;
AND FURTHER THAT Council give First, Second, Third and Final Reading to By-law 38-2024, being a Bylaw to establish a Municipal Building Bylaw and Regulate Construction, Demolition and Change of Use Permits for Buildings, Structures, and All Other Related Services within the Village of Merrickville-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 38-2024;
AND FURTHER THAT Council approve the proposed changes to Schedule “H” of the Fees and Charges By-law 44-2022 to reflect the new Building By-law provisions and direct staff to update Schedule “H” of By-law 44-2022 as presented.

Carried

10.3 By-law 39-2024: Keeping and Regulation of Backyard Hens

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 pertaining to the draft Regulation of Keeping Hens By-law;
AND FURTHER THAT Council give First and Second Reading to By-law 39-2024, being a By-law to regulate the keeping of hens within the Corporation of the Village of Merrickville-Wolford;
AND FURTHER THAT Council provide review and comment to the draft by-law and direct staff to bring back the final by-law to the July 8th Regular Meeting of Council.

Carried

11. Staff Reports

11.1 Departmental Activity Update

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 Departmental Activity Update as presented.

Carried

11.2 CAO/Administration

11.2.1 Risk Management & Risk Inspection Report - Intact Public Entities

Moved By Councillor Maitland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Risk Management & Risk Inspection Report submitted by Intact Public Entities.

Carried

11.2.2 Capital Budget Status Update 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 Capital Budget Status Report.

Carried

11.2.3 Video Surveillance Policy

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 Video Surveillance Policy;

AND FURTHER THAT Staff be directed to proceed with the actions necessary regarding Public Consultation and Notification;

AND FURTHER THAT a layout of the placement of the Video Surveillance Signage and Equipment be provided for the July 8, 2024, Regular Meeting.

Carried

11.2.4 Penalty Application for Late Payment 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 Penalty Application for Late Payment Report.

Carried

11.2.5 OGRA Site Visit Report

Moved By Councillor Maitland

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the document provided by James T. Smith, Ph.D. Manager, Technical Programs and Research Good Roads.

Carried

12. Committee Updates/Minutes

12.1 Report HPAC 2024-01

The Chair was passed to Deputy Mayor Barr at 8:53 p.m. for the purpose of Mayor Cameron participating in the discussion. Moved by Mayor Cameron, seconded by Councillor Ireland that the HPAC 2024-01 Report be deferred until a Public Meeting can be scheduled to provide an opportunity for public comments and feedback regarding the heritage designation of McGuigan Cemetery.

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information report HPAC 2024-01 from the Heritage & Planning Advisory Committee;
AND FURTHER THAT Council does hereby approve the recommendation as presented in the report pertaining to the heritage designation of McGuigan Cemetery.

Tabled

13. Action Items

13.1 Township of Stirling-Rawdon Resolution - Sustainable Infrastructure Funding for Small Rural Municipalities

Moved By Councillor Ireland
Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the resolution from the Township of Stirling-Rawdon regarding sustainable infrastructure funding for small rural municipalities;
AND FURTHER THAT Council does hereby support the Township of Stirling-Rawdon resolution and directs staff to send the resolution of support to the Prime Minister, the Minister of Housing Infrastructure and Communities of Canada, the Acting President and CEO of Canada Mortgage and Housing Corporation, the Premier, the Minister of Infrastructure, the Minister of Municipal Affairs, AMO, ROMA, EOWC and the Township of Stirling-Rawdon.

Carried

13.2 Amateur Powerlifting Championships Sponsorship Request

Moved By Councillor Gural
Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the request submitted by the local Team Canada female powerlifting athletes regarding the sponsorship request for the Amateur World Powerlifting Championships;
AND FURTHER THAT Council approve a gold sponsorship in the amount of \$1000 to support the local athletes competing at the Amateur World Powerlifting Championships.

Carried

13.3 ATV Trail Proposal - OFATV

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 2024 Merrickville ATV Trail Proposal from OFATV;

AND FURTHER THAT Council direct staff to bring this back to a future meeting and request the applicant to come as a delegation to speak further to the proposal and advertise to the public that it will be discussed further;

AND FURTHER THAT Council direct staff to consult with the Chamber of Commerce and the Counties about the proposal;

AND FURTHER THAT Council direct staff to get further interpretation of the Village's OTV by-law in relation to the proposal.

Carried

13.4 Gravel Roads Petition - Corktown Road

Moved By Councillor Maitland

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the petition submitted by residents on Corktown Road pertaining to the prioritization of rebuilding and upgrading of the gravel road network in Wolford Ward 2.

Carried

13.5 May 13th Notice of Motion: Investigation of Costs of Infrastructure Expansion to the North Side

The Chair was passed to Deputy Mayor Barr at 9:28 p.m. to allow Mayor Cameron to speak to his notice of motion as presented. Moved by Councillor Gural, seconded by Councillor Maitland to defer the motion and request that staff get a quote for costing of the study from the Engineering firm.

Moved By Councillor Ireland
Seconded By Councillor Maitland

WHEREAS Investment in infrastructure such as our drinking water, wastewater, and stormwater systems can spark a new era of job creation and economic growth, and that treating our waste properly not only protects the public health it increases quality of life, other benefits are increased property value, protection of wildlife and fish and allow many recreational activities to be enjoyed on the water or in the surrounding environment; and

WHEREAS Proper wastewater treatment not only has a variety of economic benefits for communities, Waste management is important as it saves the environment from the toxic effects of inorganic and biodegradable elements present in waste. Mismanagement of waste can cause water contamination, soil erosion and air contamination. Waste can be recycled if collected and managed efficiently. Treated wastewater is an effective fertilizer yielding healthier crops and can even be used to generate electricity; and

WHEREAS By being proactive in advancing our infrastructure, we better position our Municipality for success and move toward a brighter financial future; and

WHEREAS There are some properties on the North Side utilizing Municipal Water, septic systems are the only means of waste management and this infrastructure is coming to an end-of-life scenario;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct staff to work with JP2G to provide options on water and wastewater expansion to the North Side, include cost for each option along with the cost to rebuild the road infrastructure, to be presented to Council in October of 2024, in time for the 2025 budget discussions.

Tabled

13.6 May 13th Notice of Motion: Development of a Strategic Long-Term Financial Plan

The motion was withdrawn due to the development of a strategic long-term financial plan being addressed within the Asset Management Plan process.

13.7 Merrickville Lions Day Request

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 request submitted by Yves Grandmaitre on behalf of the Merrickville Lions Club regarding the request to recognize June 29, 2024 as Merrickville Lions Day in Merrickville-Wolford;
AND FURTHER THAT Council does hereby recognize and proclaim June 29, 2024 as Merrickville Lions Day in Merrickville-Wolford.

Carried

14. Information Items

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 following items:

- 2025 Municipal Policing Billing Statement Property Count
- OCWA Water Quality Report – April 2024
- RVCA 2023 Audited Financial Statements
- RVCA 2023 Annual Report
- UCLG Media Release – National Public Works Week
- Board of Health Meeting Summary Document
- Rideau Canal & Merrickville Blockhouse Management Plan 2022

Carried

14.1 2025 Municipal Policing Billing Statement Property Count

14.2 OCWA Water Quality Report - April 2024

14.3 RVCA 2023 Audited Financial Statements

14.4 RVCA 2023 Annual Report

14.5 UCLG Media Release - National Public Works Week

14.6 Board of Health Meeting Summary Document

14.7 Rideau Canal & Merrickville Blockhouse Management Plan 2022

15. Notices of Motion

None.

16. Public Question Period/Items on the Agenda

None.

17. Proclamations/Statements from Members

Deputy Mayor Barr encouraged Council members to try to attend the information sessions on wetland mapping.

18. Closed Session

Council agreed unanimously to extend past 10:00 p.m. to complete the remaining items on the agenda.

Moved By Councillor Maitland

Seconded By Deputy Mayor Barr

THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at 9:47 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes (May 13, May 14 & May 15, 2024)

18.2 ML Consulting Report – Compensation Review

- Under Section 239 (2) of the Municipal Act:
 1. b) personal matters about an identifiable individual, including municipal or local board employees.
 2. d) labour relations or employee negotiations

for the purpose of receiving the report from ML Consulting concerning the compensation review;

AND FURTHER THAT the CAO, the Clerk and the Treasurer remain in the room.

Carried

18.1 Approval of Closed Session Minutes (May 13, May 14 & May 15, 2024)

18.2 ML Consulting Report - Compensation Review

19. Rise and Report

Moved By Deputy Mayor Barr

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford rise and report from Closed Session at 10:33 p.m.;

AND FURTHER THAT Council direct the CAO to proceed with the recommendations as presented within the Closed Session report.

Carried

20. Confirming By-law 40-2024

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 40-2024 Being a By-law to Confirm the Proceedings of Council for the Regular Meeting of June 10, 2024;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 40-2024.

Carried

21. Adjournment

Moved By Councillor Gural

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 10:34 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman

Village of Merrickville-Wolford Special Council Minutes

Date: June 18, 2024
Time: 12:30 pm
Location: Council Chambers

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

Staff Present Julia McCaugherty-Jansman, Clerk

Others Present Evelyn Dean, E. Dean & Associates
Susan Shannon, Shaping Organizational Solutions

1. Call to Order

The meeting was called to order at 12:30 p.m.

2. Approval of the Agenda

Moved By Councillor Maitland
Seconded By Councillor Gural

THAT the Agenda for the Special Council Meeting held on June 18, 2024, be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

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 Draft Motions for Consideration document as presented.

Carried

5. Closed Session

5.1 CAO Interviews

Moved By Councillor Gural

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at 12:32 p.m. to discuss matters pertaining to:

5.1 CAO Interviews

Under Section 239 (2) of the Municipal Act:

b) personal matters about an identifiable individual, including municipal of local board employees

d) labour relations or employee negotiations.

Carried

6. Rise and Report

Moved By Councillor Maitland

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford rise and report from Closed Session at 7:25 p.m. and will continue the CAO Interview process on Wednesday, June 19th, 2024 at 8:30 a.m.

Carried

7. Confirming By-law 41-2024

Moved By Deputy Mayor Barr

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 41-2024 Being a By-law to Confirm the Proceedings of Council for the Special Meeting of June 18, 2024;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 41-2024.

Carried

8. Adjournment

Moved By Councillor Ireland

Seconded By Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 7:26 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman

Village of Merrickville-Wolford Special Council Minutes

Date: June 19, 2024
Time: 8:30 am
Location: Council Chambers

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

Staff Present Julia McCaugherty-Jansman, Clerk

Others Present Evelyn Dean, E. Dean & Associates
Susan Shannon, Shaping Organizational Solutions

1. Call to Order

The meeting was called to order at 8:30 a.m.

2. Approval of the Agenda

Moved By Councillor Gural
Seconded By Deputy Mayor Barr

THAT the Agenda for the Special Council Meeting held on June 19, 2024, be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

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 Draft Motions for Consideration document as presented.

Carried

5. Closed Session

5.1 CAO Interviews

Moved By Councillor Maitland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford move into Closed Session at 8:32 a.m. to discuss matters pertaining to:

5.1 CAO Interviews

Under Section 239 (2) of the Municipal Act:

b) personal matters about an identifiable individual, including municipal of local board employees

d) labour relations or employee negotiations.

Carried

6. Rise and Report

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford rise and report from Closed Session at 4:45 p.m. and will continue with the next steps in the permanent CAO recruitment process.

Carried

7. Confirming By-law 42-2024

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 42-2024 Being a By-law to Confirm the Proceedings of Council for the Special Meeting of June 19, 2024;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 42-2024.

Carried

8. Adjournment

Moved By Councillor Ireland

Seconded By Councillor Gural

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 4:46 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman

Village of Merrickville-Wolford Special Council Minutes

Date: June 27, 2024
Time: 5:00 pm
Location: Council Chambers

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

Staff Present Julia McCaugherty-Jansman, Clerk

Others Present Evelyn Dean, E. Dean & Associates
Susan Shannon, Shaping Organizational Solutions

1. Call to Order

The meeting was called to order at 5:00 p.m.

2. Approval of the Agenda

Moved By Councillor Maitland

Seconded By Councillor Ireland

THAT the Agenda for the Special Council Meeting held on June 27, 2024, be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or the General Nature Thereof

None.

4. Draft Motions for Consideration

Moved By Councillor Gural

Seconded By Councillor Maitland

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

Carried

5. 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 5:02 p.m. to discuss matters pertaining to:

5.1 CAO Recruitment Process

Under Section 239 (2) of the Municipal Act:

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

d) labour relations or employee negotiations.

Carried

5.1 CAO Recruitment Process

6. Rise and Report

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford rise and report from Closed Session at 6:44 p.m. and that Council provide direction to staff as indicated within closed session.

Carried

7. Confirming By-law 43-2024

Moved By Councillor Maitland

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 43-2024 Being a By-law to Confirm the Proceedings of Council for the Special Meeting of June 27, 2024;

AND FURTHER THAT authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 43-2024.

Carried

8. Adjournment

Moved By Deputy Mayor Barr

Seconded By Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at 6:45 p.m.

Carried

Mayor Michael Cameron

Clerk Julia McCaugherty-Jansman

113th Eastern Ontario Firefighters Association Convention 2025

Dear Mayor Cameron, Councillors Barr, Gural, Ireland, Maitland and CAO,

The Merrickville Fire Department is honoured to have been chosen to host the 113th Eastern Ontario Fire Games in the beautiful village of Merrickville on June 13, 14 and 15th of 2025. Fire Departments attending from Augusta, Prescott, Athens, Beckwith, Mississippi Mills, South Dundas, Mountain, Edwardsburg/Cardinal and Winchester.

The EOFA games are a friendly competition of Fire Departments competing in fire related events to showcase their skill and teamwork. This event brings Volunteer Fire Departments together and allows everyone to experience the camaraderie of being a Firefighter.

Friday June 13th: Formal Meeting in the Community Center for all Fire Departments in dress uniform.

Saturday June 14th: Competition day (June 14th) consisting of 11 events followed by a parade in full dress uniform by all departments and trophy presentation. Followed by dinner and dance with live music.

The Merrickville Fire Department has hosted the Fire Games in the past with great success and would like to showcase our “Jewel on the Rideau” again by hosting this great event.

Merrickville Fire returned to competition in 2022 in Athens, Ontario followed by Edwardsburg-Cardinal and Prescott hosting this year. Our team stayed dedicated and managed to get a 1st Place finish in the Bucket Brigade and was also presented with the Howard Smith Memorial Trophy for Sportsmanship for competing with an all-women’s firefighter team.

This event would bring a large number of people to the Village of Merrickville-Wolford for the event including participants, families and spectators. Local establishments and businesses would benefit from the events crowd with the Fire Department wanting to involve as many of those businesses as possible throughout the event.

We the Merrickville Fire Department humbly request the support of Council to facilitate hosting the 2025 Eastern Ontario Fire Games.

Thank you for considering our request and we look forward to hearing from you soon.

Chantel LaSalle (Lieutenant Merrickville Fire Department)

Proposal to Host the 113th Eastern Ontario Firefighters Association Convention 2025

Date: July 8, 2024

Department: Fire Department

Topic: 2025 Eastern Ontario Fire Games

Purpose: To receive Council approval for use of Township resources to facilitate hosting the 2025 EOFA convention.

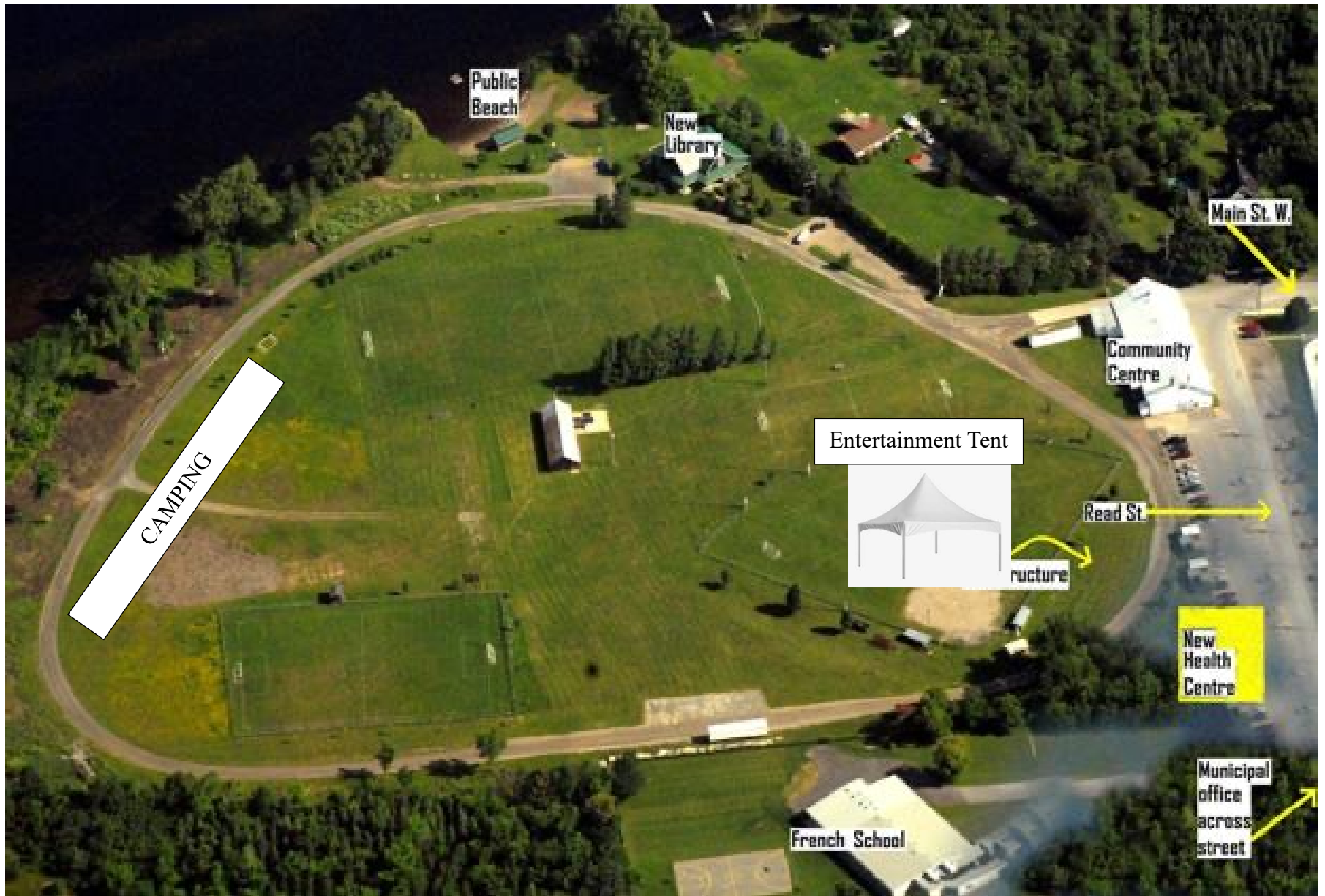
Background: The Merrickville Fire Department has been selected to host the 2025 Eastern Ontario Fire Association convention on June 13-15th, 2025. This will be the 113th year of the event. The weekend consists of a formal business meeting on Friday evening, Firefighter competition on Saturday, followed by a parade and licensed public dance all taking place at/around the Community Center and Fairgrounds.

In order to host the convention, the following municipal support is requested:

- Use of the Community Center and Fair Grounds with Public Works staff support
- Use of the Fair Grounds for competitor camping Thursday – Sunday (back side of track, see photo)
- To amend the bylaw that restricts camping at the fair grounds temporarily
- Closure of portions of Read St, Main St, Lewis St, Brock St and St. Patrick St (see map)
- Public Works staff support with barricades and street closures

If there are any provisions within the events bylaw that need to be waived, amended or approved by Council, the Association can bring those requests to a future Council Meeting.







2024 Merrickville ATV Trail Proposal

IN CONJUNCTION WITH JOHNSTOWN AND RIDEAU LAKES ATV
CLUBS

Mike Starr
Rideau Lakes ATV Club



Pat Marceau
Johnstown ATV Club



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Version History

Date	Description	Version
February 22, 2024	Initial Proposal	1

Resources and References

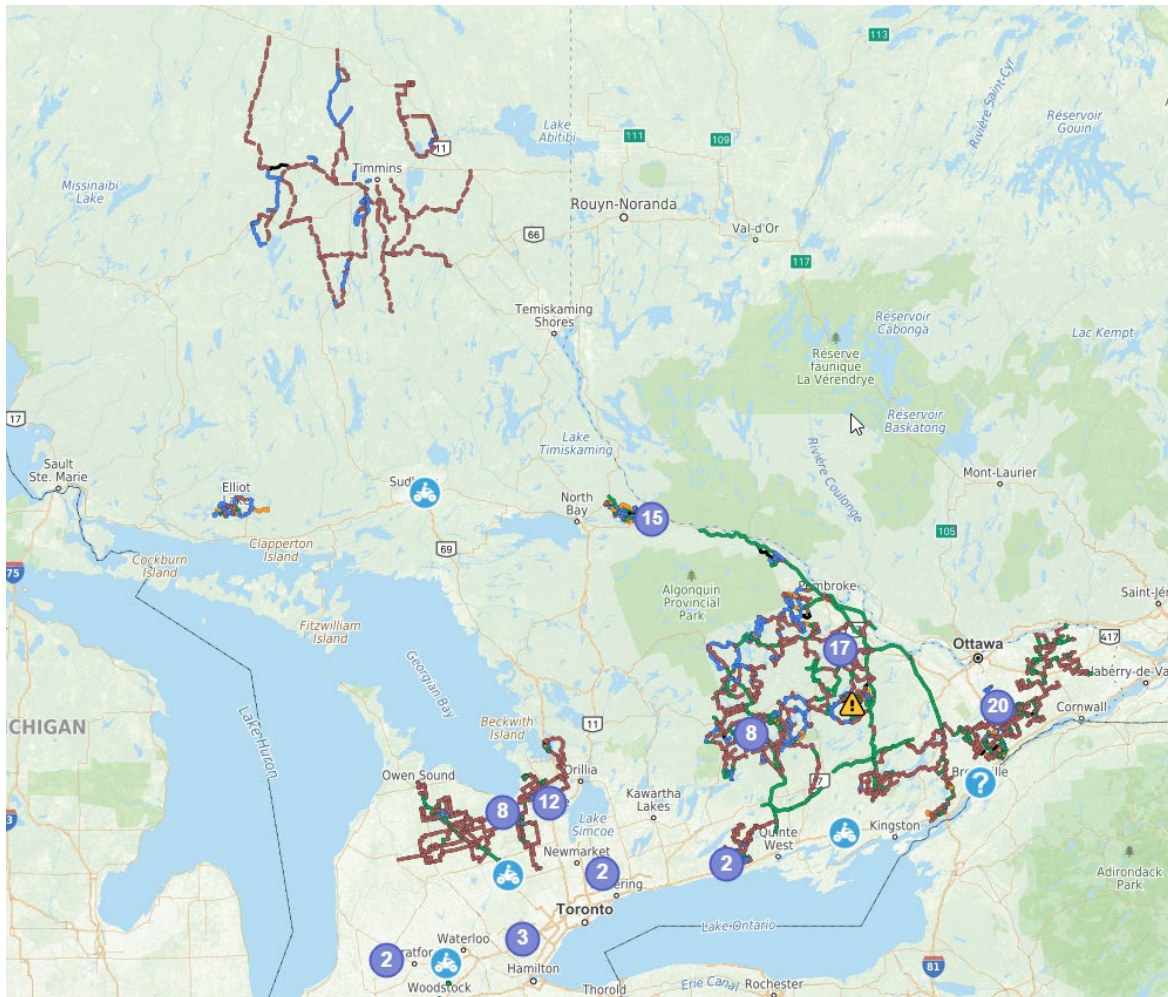
Title	Description
Proposed Trails	Google map link to proposed trails.

Purpose

What is the OFATV

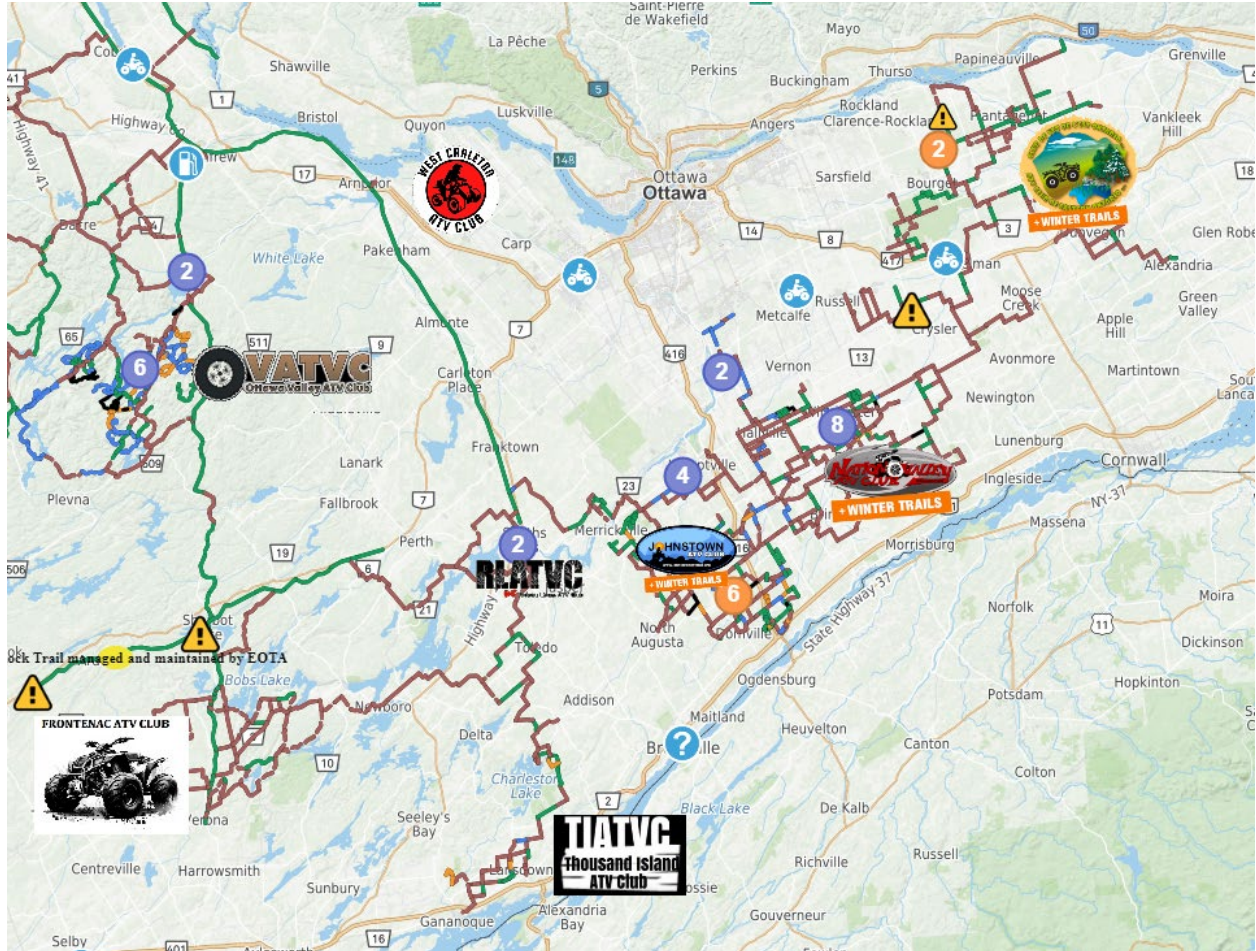
Mission

The Ontario Federation of All-Terrain Vehicle Clubs (OFATV) is a not-for profit volunteer driven association that along with support staff provides resources to our member clubs so that together, we are able to strengthen the public's perception and the position; that our clubs strive to provide responsible, safe, legal, and environmentally friendly trails, for riding all-terrain vehicles and recreational Off-Road Vehicles (ATVs & ROVs) in the province of Ontario.



Currently there are 23 clubs with OFATV comprising of 10,458 active members and 11,800 trail permits. For all of Ontario there are currently 10,500 spreads across 23 clubs. Clubs and trails spread across Ontario from southwest Ontario to the Eastern border of Quebec and as far north as Timmins.

District 1



The organization is split up into 17 districts, where Merrickville falls under District 1. District 1 consists of 4,500 members and includes 8 clubs with trails from as far west as Calabogie and Verona all the way east to the Quebec border. These clubs are on both sides of the Rideau River and currently have trails up to the river but have no authorized trails to cross the river limiting the ability for riders to join up with trails on either side of the river.

Economic and Social Benefits

A strong trail network can attract a greater number of tourists to the municipality. Tourism in turn creates jobs and boosts spending at local businesses. There are many economic spin-offs associated with the presence of trails in the economies of the surrounding area. Restaurants, local businesses, tourist attractions, retail stores and accommodations can all reap the economic rewards generated by trails and their users.

As of 2022 the average rider spends about \$249 on a day trip. This includes purchasing fuel for both their machine and truck if trailering to a location, as well as food purchased in the areas, they are riding. When there is a multiday trip, the average expenditure is \$1,086 which then also includes accommodation. ATViing is a 3 to 4 season activity depending on the winter months which increases off-season tourism.

Trails can improve relationships among private companies, landowners, neighbouring municipalities, local government, and advocacy groups. We offer a safe and responsible trail system which includes trails marked on a digital map (QuadOn.ca), proper signage along the route, as well as trail patrol ensuring rider safety within the communities we ride in.

Warden patrolled trails working with local law enforcement to ensure safety for both riders and the community. Many of the OFATV Clubs have partnered with their local Enforcement Agencies to help when requested for things like Search and Rescue, wildlife emergencies or just out for the day on the Trails checking Trail Permit Stickers, vehicle licenses, registrations, and insurance paperwork.

Many clubs conduct charity rides, raising funds for charities within the local communities as well as volunteering for community events (i.e. Parking for the Smiths Falls Santa Claus parade). This shows the general public as well as local governments that organized clubs promote responsible ATV activities.

The OFATV offers \$15 million dollar Liability Insurance for registered landowners (and municipalities) covering all authorized trails within the area. This provides the landowner (or municipality) with additional 3rd party Liability Insurance at no additional cost. And all ATV members must have proper insurance on their machine to purchase a trail permit.

[Ontario Highway Traffic Act](#)

Section 191.8 provides authority for municipalities to regulate the use of ATVs on roads within the municipality with the creation of a bylaw.

For road use ATV operators require a license and therefore must be 16 years of age or older and hold a valid G2 or M license.

In the absence of a bylaw, no ATV access to roads is permitted (with Bill 107 this becomes the opposite)

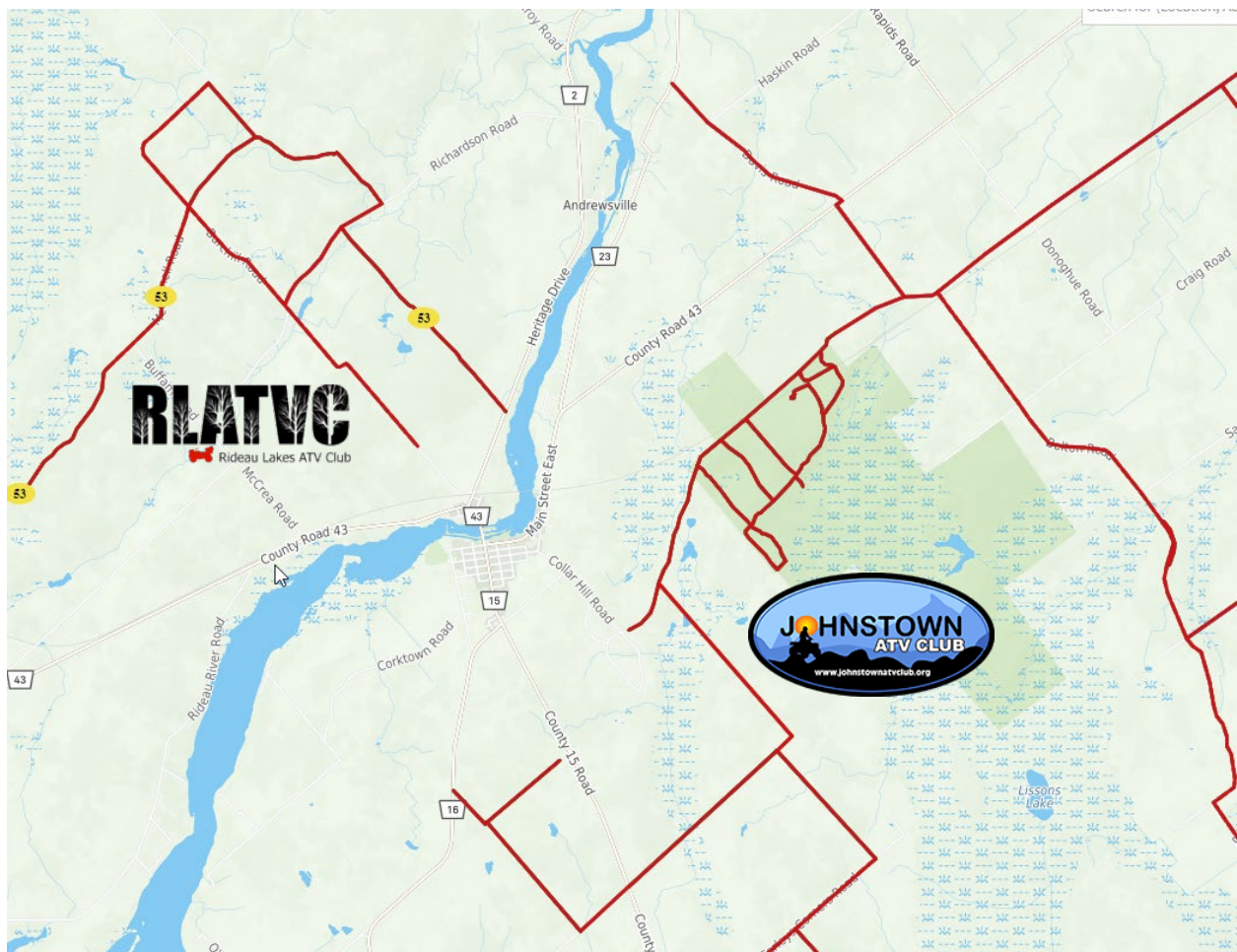
Regulation 316/03 provides the description of an ATV and describes the regulations for use on roads

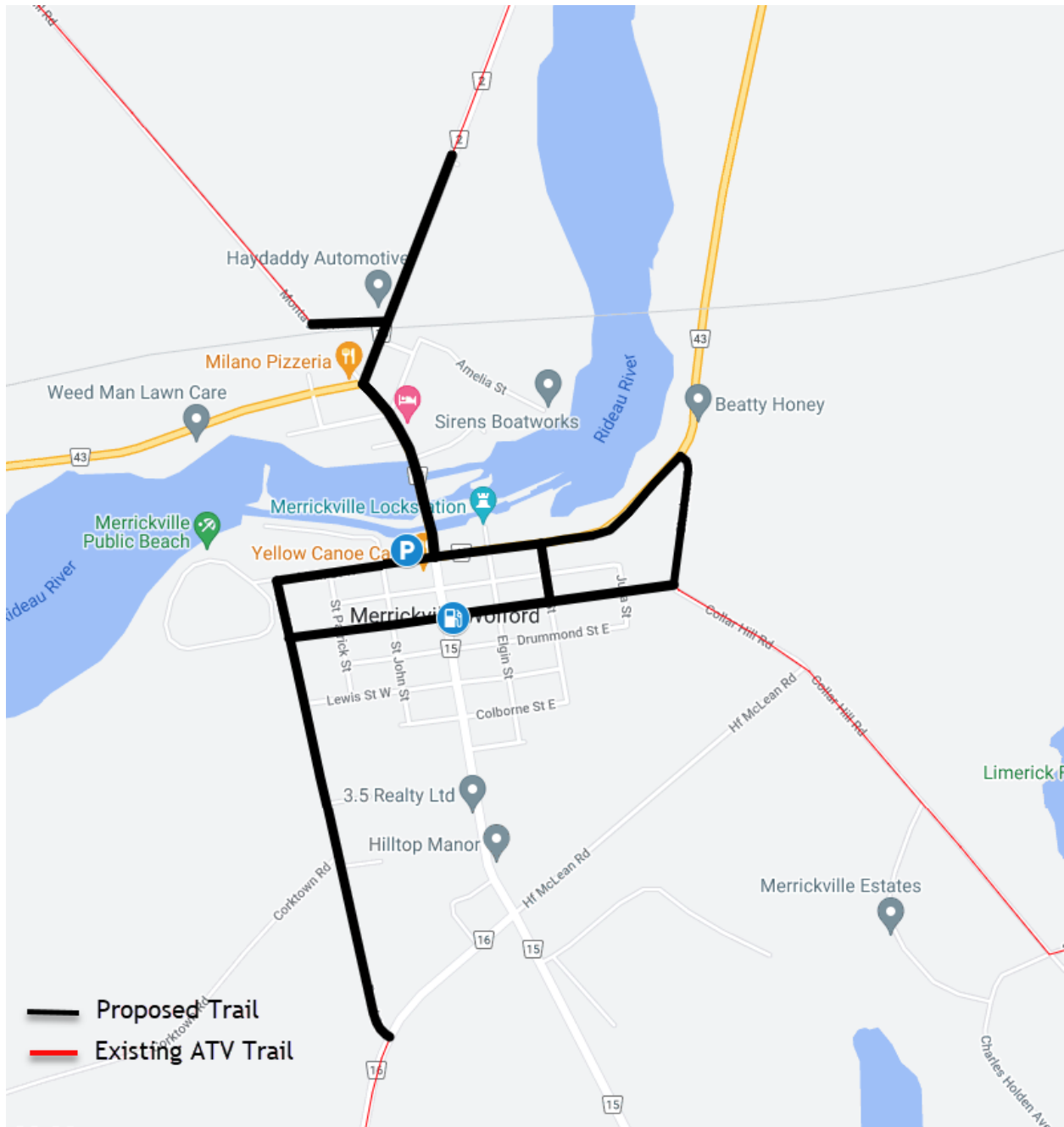
Proposal

One of the main issues for the clubs in District 1, has been the lack of a route across the Rideau River to connect to trails on either side. This limits the ability of riders gaining access to trails on either side of the river, which would result in multi-day trips providing additional economic benefits to businesses within the communities that riders did not have access before.

Gaining access into the village of Merrickville would connect clubs that are either north or south of the Rideau River. This will provide a key connection point for ATV clubs allowing members the ability to connect to trails on both sides of the river and connecting clubs in the east to the rest of the trail network in Eastern Ontario. This will also benefit tourism in Merrickville as the village will gain another revenue source as ATV riders will spend their dollars on food, fuel, accommodations, and other shop items available in Merrickville. The proposed routes are designed to limit the amount of ATV traffic to residential areas while providing direct access to the existing trail network and easy access to key business establishments. Further discussions can be had to look at alternative routes, time of day access, etc.

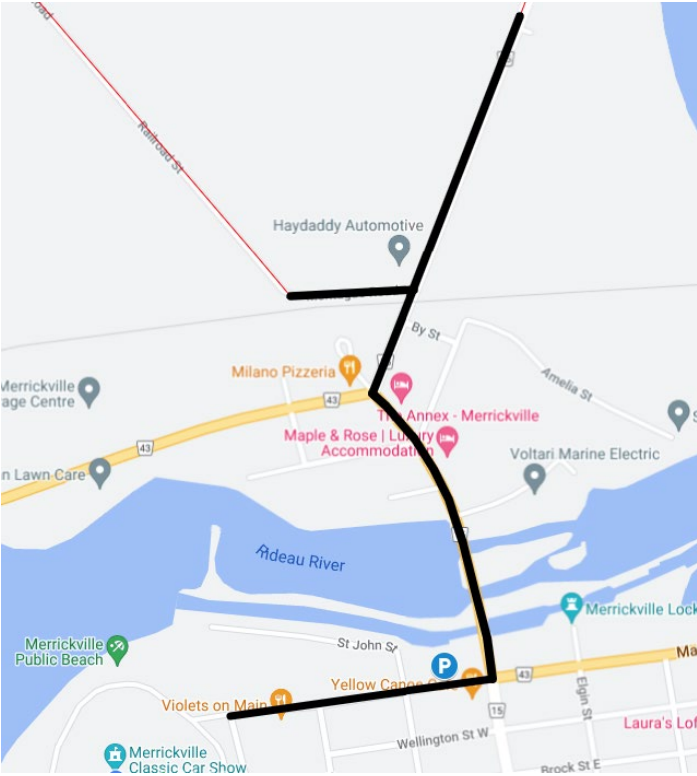
Current trails - no route across the river to connect the clubs.





Access across the locks and Parking

Connects to existing Rideau Lakes ATV trails and provides a route that would allow ATV riders to park their machines and walk to the various establishments. Parking would be added to the QuadOn map to indicate where ATVs can park. It is also recommended that special signage be posted on where ATVs can park and walk to businesses within the village.

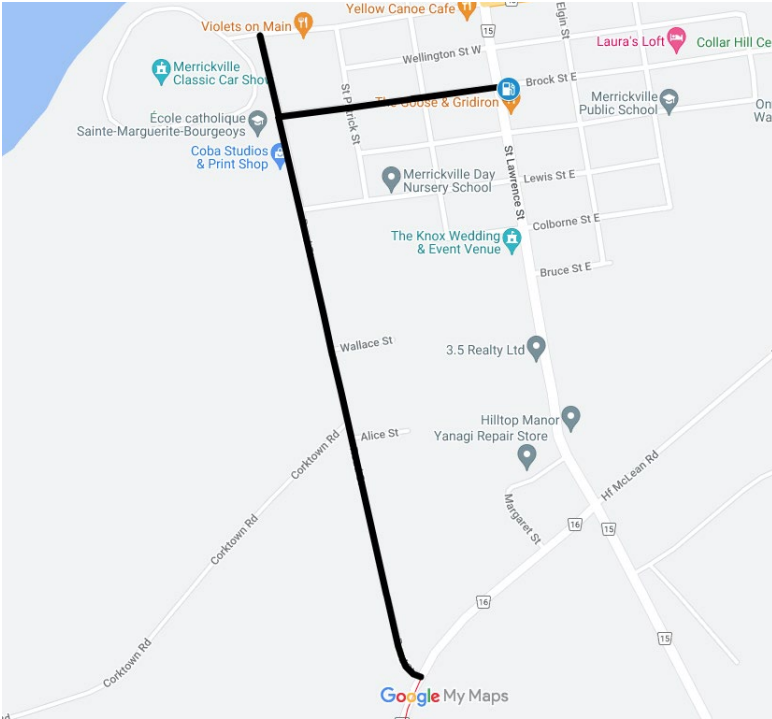


Streets to include.

1. Broadway Street (Mill St to village limits - Country Road 2)
2. Montague Road (all of it)
3. Mill Street (Broadway Street to Main Street)
4. Main Street West (all of it)

West Route

The west route will connect to existing Johnston ATV trails that are along County Road 15. This in conjunction with the route across the locks will connect both clubs together. This route goes through the least amount of residential area, but is a lot further from the main Johnstown trails. This route also provides access to fuel as it will be necessary as there is no other option for fuel near by.

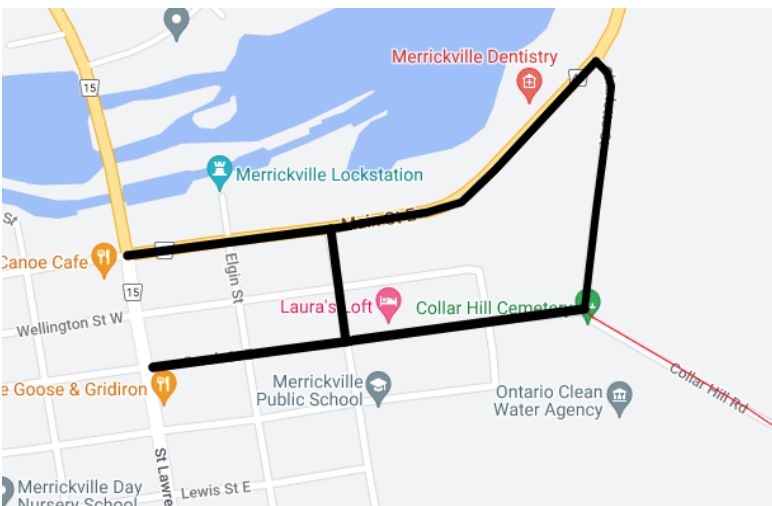


Streets to include.

1. Reed Street (all of it)
2. Brock Street West (all of it to Drummond's Gas)

East Route

The east route will connect to existing Johnston ATV trails closer to Limerick Forest. This would be the most direct/ideal route as it is the closest access to the most travelled trails of Johnstown. This in conjunction with the route across the locks will connect both clubs together. It provides two options into town. This route also provides access to fuel as it will be necessary as there is no other option for fuel near by.



Streets to include.

1. Main Street East (Mill Street to Charlotte Street)
2. Church Street (Main Street East to Brock Street East)
3. Brock Street East (St. Lawrence to Charolette Street)
4. Charlotte Street (all of it)
5. Note: The corner of Brock Street East and Charolette Street connects to the existing trail system (Collar Hill Rd)

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW NO. 09-16

A By-Law to Regulate the Operation of Off-Road Vehicles on Municipal Highways within the Village of Merrickville-Wolford.

WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it appropriate to pass a by-law to regulate, govern and limit the operation of Off-Road Vehicles (ORVs) on Municipal Roads within the municipality;

AND WHEREAS the *Highway Traffic Act*, 1990, as amended, and Ontario Regulation 316/03 authorizes municipalities to pass by-laws permitting ORVs to be operated on highways or part of highways within the municipality and during specific months and hours as set out;

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

SECTION 1: DEFINITIONS.

In this By-Law:

- 1.1. "Off-road vehicle (ORVs)" means an off road vehicle as defined in the Off-Road Vehicles Act.
- 1.2. "Highway" includes a common and open public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 1.3. "Roadway" means the part of the highway that is improved, designed, or ordinarily used for vehicle traffic, but does not include the shoulder, and where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not all of the roadways collectively.
- 1.4. "County Roads" means the highways under the jurisdiction of the United Counties of Leeds and Grenville or another municipality and are not a part of this By-Law, and the use of those highways by ORVs shall be governed by their applicable Acts or By-Laws.
- 1.5. Where not elsewhere specified in this By-Law, all definitions shall be the same as those in the Municipal Act and Highway Traffic Act, Off Road Vehicles Act and their regulations, as applicable.

SECTION 2: REGULATIONS.

- 2.1 The operation of ORVs shall be permitted upon the highways under the jurisdiction of the Corporation of the Village of Merrickville-Wolford as listed in Schedule "A" in accordance with the provisions of this by-law and in accordance with Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Off-Road Vehicles Act*, including, but not limited to the following:
 - a) There is only one driver of the ORV;
 - b) All tires on the ORV are low pressure bearing tires;
 - c) The ORV must meet the Motor Vehicle Safety Standards prescribed for restricted-use motorcycles in the Motor Vehicle Safety Regulations made under the *Vehicle Safety Act*;
 - d) The ORV must be equipped with a service brake, parking brake and parking mechanism;

- e) The ORV must be equipped with one or two lamps that emit a white light on the front of the vehicle and one or two lamps that emit a red light at the rear of the vehicle and must be lit at all time when operating on the highway;
- f) The ORV must be operated under the authority of a permit issued under Section 5 of the *Off-Road Vehicles Act* and a number plate showing the number of the permit clearly displayed;
- g) The ORV shall be insured in accordance with Section 2 of the *Compulsory Automobile Insurance Act* and Section 15 of the *Off-Road Vehicles Act*;
- h) The driver of the ORV shall hold a valid Class A, B, C, D, E, F, G, G2, M or M2 driver's license, unless exempt under the *Act*;
- i) All riders -- including drivers and passengers of all ages -- must wear a helmet and use a seatbelt or footrests, where applicable. Helmets must comply with Section 19 of the *Off-Road Vehicles Act*;
- j) The ORV shall not be driven at a rate of speed greater than 20 kilometres per hour, if the speed limited established under the *Highway Traffic Act* for that part of the highway is not greater than 50 kilometres or hour, or 50 kilometres per hour, if the speed limit established under the *Highway Traffic Act* for that part of the highway is greater than 50 kilometres per hour; and,
- k) The ORV shall be driven on the shoulder of the highway in the same direction as the traffic using the same side of the highway, except where there is no shoulder or the shoulder is obstructed in which case the ORV may be driven on the roadway.

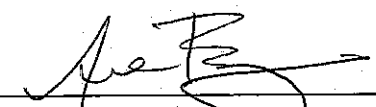
2.2 The operation of ORVs shall be permitted only during the hours specified in Schedule "B".

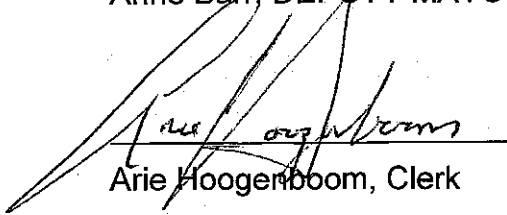
SECTION 3: GENERAL.

- 3.1 Any person who contravenes any section of this by-law is guilty of an offence and upon conviction is liable to a fine as provided in the *Provincial Offences Act*.
- 3.2 The Clerk of Merrickville-Wolford is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
- 3.3 This By-Law shall come into effect on the date of passing.
- 3.4 This By-Law shall be subject to review one year from the date of passing. Council will seek public input and consider feedback at that time.

Read a first and second time this 30th day of March, 2016.

Read a third and final time and passed this 30th day of March, 2016.


Anne Barr, DEPUTY MAYOR


Arie Hoogenboom, Clerk

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

SCHEDULE "A"

TO BY-LAW NO 09 - 16

Off-road vehicles (ORVs) shall be permitted on all highways within the Corporation of the Village of Merrickville-Wolford under the jurisdiction of the Village of Merrickville-Wolford. This authority shall not extend to highways under the jurisdiction of the United Counties of Leeds and Grenville.

Notwithstanding the above, ORVs shall not be permitted on local municipal roads within the Village and Hamlets boundaries of Merrickville, Jasper, Eastons Corners and Carleys Corners, unless the purpose of travel is to leave one's residence and taking the most direct route access to permitted highways or returning. ORV's shall not be permitted in the Merrickville Ward to access food or fuel.

This By-Law does not regulate the use of ORV's on private roads and right-of-ways.

A person may not operate an ORV on an unopened or unmaintained highway. For further clarification, where a municipal facility, including a park, recreation facility, beach, boat launch, parking lot, building, harbor or other defined yard or area of service is located on a highway, that highway shall be deemed to be unopened and/or unmaintained highway for the purpose of this By-Law.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

SCHEDULE "B"

TO BY-LAW 09-16

Off-road vehicle (ORVs) shall be permitted on all roads within the Corporation of the Village of Merrickville-Wolford under the jurisdiction of the Village of Merrickville-Wolford during the following periods:

One half (1/2) hour before sunrise to one half (1/2) hour after sunset.

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW NO. 18 - 16

BEING a By-Law to amend By-Law 09-16, regarding Off-Road Vehicles

WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford did pass By-Law 09-16 to regulate the operation of Off-Road Vehicles on Municipal Highways in the Village of Merrickville-Wolford

AND WHEREAS the Council of the Corporation of the Village of Merrickville - Wolford does acknowledge that amendments of a "housekeeping" nature to By-Law 09-16 are required to make the By-Law compliant with the *Highway Traffic Act* and the *Off Road Vehicle Act* of Ontario

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

- 1) Section 1.1 of By-Law 09-16 does now read: "*All-Terrain Vehicles (ATVs)*" means *Multi Purpose Off Highway Utility Vehicle, Off Road Vehicle, and Recreational off Highway Vehicles, and shall all have the same meaning as defined in the Highway Traffic Act Ontario Regulations 316/3.*
- 2) The words "Off-Road Vehicles" shall be replaced with "All-Terrain Vehicles", except when referring to the official name of the provincial legislation and regulations.
- 3) The acronym "ORV" and "ORVs" shall be replaced with "ATV" and "ATVs" respectively.
- 4) By-Law 09-16 shall be known as the ATV By-Law.

READ a first and second time this 25th day of July, 2016

READ a third and final time and passed this 25th day of July, 2016



David Nash, MAYOR



Arie Hoogenboom, CLERK

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW NO. 17 – 17

BEING a By-Law to amend By-Law 09-16 of the Corporation of the Village of Merrickville-Wolford commonly referred to as the "Off-Road Vehicles By-Law"

WHEREAS the Council of the Village of Merrickville - Wolford did pass By-Law 09-16, a by-law to regulate the operation of off-road vehicles on municipal highways within the municipality;

AND WHEREAS Section 3.4 of that by-law did state that the by-law would be subject to review one year from the date of passing;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford enacts as follows:

1. Schedule "A" of By-Law 09-16 be replaced with Schedule "A", hereby attached; and
2. This by-law shall be appended to By-Law 09-16 which shall be consolidated for ease of reference.

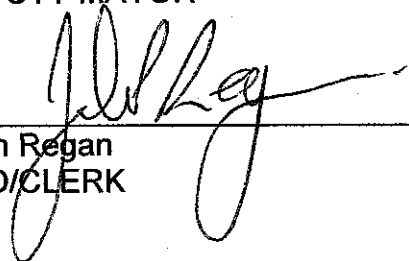
THIS BY-LAW shall be deemed to come into force upon passing.

READ a first and second time this 27th day of March, 2017

READ a third and final time and passed this 27th day of March, 2017



Anne Barr
DEPUTY MAYOR



John Regan
CAO/CLERK

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

SCHEDULE "A"

TO BY-LAW NO 17-17

Off-road vehicles (ORVs) shall be permitted on all highways within the Corporation of the Village of Merrickville-Wolford under the jurisdiction of the Village of Merrickville-Wolford. This authority shall not extend to highways under the jurisdiction of the United Counties of Leeds and Grenville.

Notwithstanding the above, residents within the Village and hamlet boundaries of Merrickville, Jasper, Eastons Corner and Carleys Corners may travel on ORVs to and from permitted highways by the most direct route.

This By-Law does not regulate the use of ORV's on private roads and right-of-ways.

A person may not operate an ORV on an unopened or unmaintained highway. For further clarification, where a municipal facility, including a park, recreation facility, beach, boat launch, parking lot, building, harbor or other defined yard or area of service is located on a highway, that highway shall be deemed to be unopened and/or unmaintained highway for the purpose of this By-Law.

From: Wally Kaczkowski

REQUEST TO PURCHASE UNOPEN / MAINTAINED TOWNSHIP ROAD

**I am the owner of Lot 16 Con 5- a Triangular lot running along Cty rd 15
It is separated from my second lot (Lot 17 Conc 4)
by the unmaintained concession road as seen in the picture below.**

**This concession road starts on Cty Rd 15 and runs through to Cty Rd 41
I believe some call it Weedmark road. The other section on the east side of
Cty Rd
was called Kerford Rd.**

**As I would like to have free access into my lot, I would like to purchase from
the Township 162 ft of this concession road which runs a total of 754ft along
my lot line .(Lot 17 Conc.4)**

The 162 [ft.is](#) the portion of the concession road which borders my Lot 16 Con 5
land.

**I understand that I will be responsible for all surveying costs
And registration fees at the Land Registry Office.**

I trust that my request be accepted as a similar request was granted years ago
on Kerford. Rd.
Thanking you in advance for your consideration .

Part of lot 16 Conc.5 -(Blue Triangle) running along Cty Rd
15 Yellow lines show concession road



L shape(part of Lot 17 Conc 4). The triangular lot is at the bottom right hand corner . Concession road is a green double line
Cty Rd 15 is marked as such.



June 28, 2024

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

Attention: Darlene Plumley, CAO

Dear Ms. Plumley:

Re: McLean Landing Phase 2 – Revised Application (07-T-20202) – For Information

I am pleased to provide you with this memo, tabling the revised draft plan for McLean Landing Phase 2. Council was first introduced to McLean Landing Phase 2 in the spring of 2020. At that time the development consisted of 43 single detached dwellings. It was deemed that the application was premature at the time due to the lack of sanitary treatment servicing capacity. In July of 2023, Council was presented with a revised estimate of sanitary treatment reserve capacity which suggested that additional capacity may be available.

The subject property was purchased by Parkview Homes and in the spring of 2023, they revised the draft plan submission with the United Counties and presented the Village with a redesign of the development proposal involving the construction of 93 townhouse residential units. Staff had some concern with this proposal and proceeded to negotiate with the applicant with the desire to see a reduction in the number of total units, with more of a mix of housing types, especially abutting McLean Landing Phase 1, and additional consideration for the impacts of concentrated townhouse development.

In March of 2024 staff were presented with a revised concept plan from 93 units to 76 units and addressing most of the concerns expressed by Staff. At the end of May 2024, the applicant formally revised their draft plan of subdivision application with the United Counties, formally requesting consideration of the 76-unit proposal (attached) for consideration. The applicant has been made aware by Village Staff that there remain concerns regarding available sanitary treatment reserve capacity and that an update to the January 10, 2024 “Merrickville STP Capacity Calculation Report” is anticipated for September of 2024. Once Council has a better handle of the remaining sanitary treatment capacity, they will be able to consider the current revised draft plan of subdivision. It is worth reminding Council that the act of providing “draft plan approval” to a subdivision is an act of commitment to allocating sanitary treatment capacity.

The revised draft plan, public notice and concept plan are attached to this memo for Council’s information. A future planning report with formal recommendations is anticipated later this year, following the pending discussion on sanitary treatment reserve capacity.



All of which is respectfully submitted.

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

Forbes Symon, MCIP, RPP
Senior Planner



Ottawa
1150 Morrison Dr., #410
Ottawa, ON, K2H 8S9
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12 International Dr.
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Arnprior
16 Edward St. S., #53B
Arnprior, ON, K7S 3W4
T: 613-828-7800
Arnprior@jp2g.com

**Attachment 1: Revised Notice
of Proposed Plan of
Subdivision – June 3, 2024**



**NOTICE OF REVISED APPLICATION
FOR A PROPOSED PLAN OF SUBDIVISION**

(Section 51 (19.4) of the Planning Act)

File No. 07-T-20202 – McLean Landing Phase 2

TO: Landowners within 120 metres (400 feet) of the subject lands, other prescribed persons and public bodies and interested parties. If you are the owner of land that contains seven or more residential units, please post a copy of this notice in a location that is visible to all the residents.

TAKE NOTICE: A REVISED application for approval of a plan of subdivision, as described below, has been submitted to the United Counties of Leeds and Grenville, the subdivision granting authority, for the below described property.

LOCATION OF PROPERTY: The subject lands are vacant property in the urban area of Merrickville in the Village of Merrickville-Wolford, abutting Sophie Lane, Margaret Street and County Road 16. The subject site is approximately 3.4 hectares (8.4 acres). Please refer to key map on reverse.

DESCRIPTION OF PROPOSAL: In total seventy-six dwelling units are proposed through the application which will twenty-one blocks, one lot, two streets and two 0.3 m reserves.

There will be four blocks for semi-detached dwellings (eight units), eight blocks for four-unit townhouses (thirty two units), seven blocks for five-unit townhouses (thirty five units) and one single unit dwelling lot.

Please refer to attached draft plan and development concept.

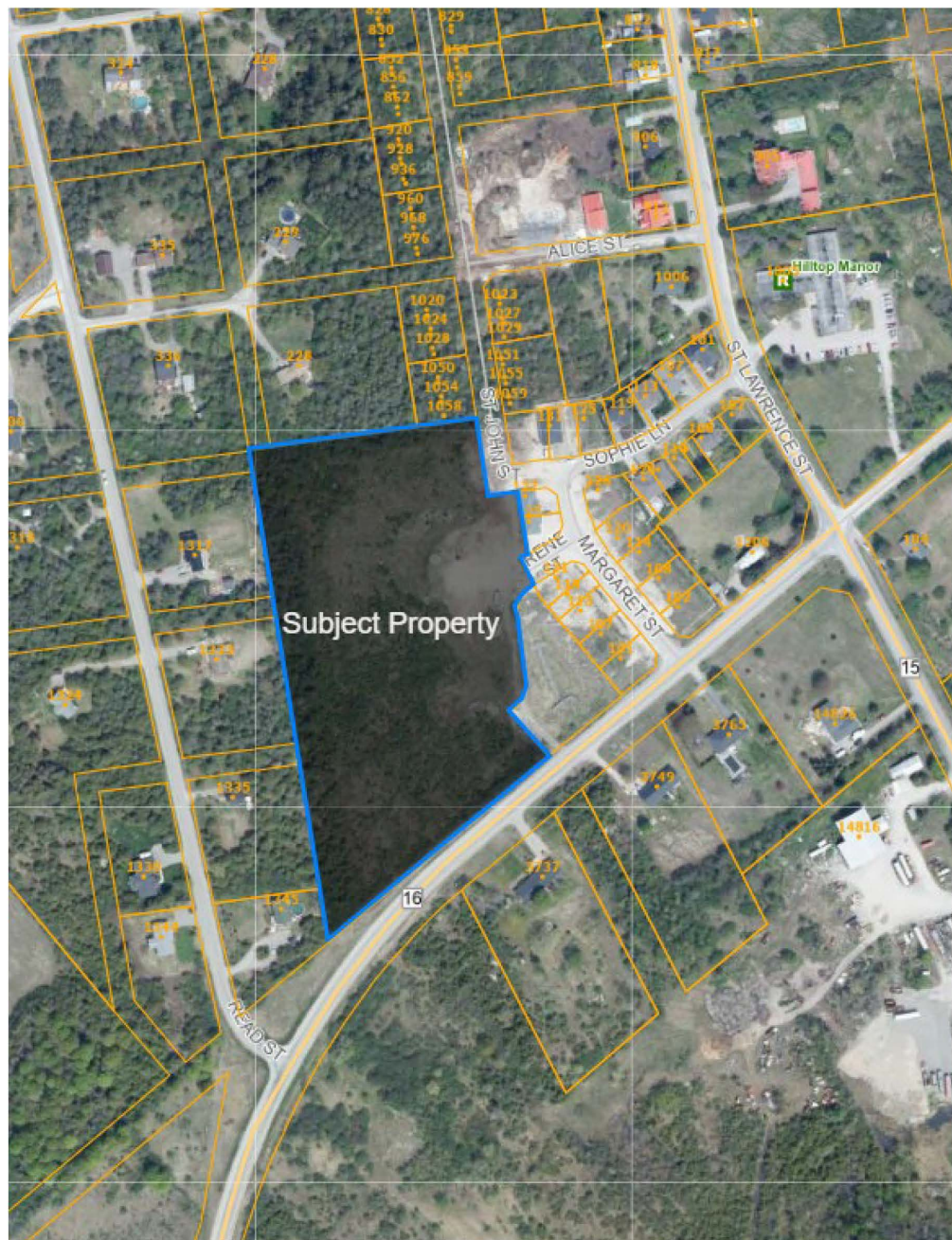
OTHER PLANNING APPLICATIONS: None.

CONSULTATION: Written comments are welcome to be submitted to the Counties using the contact details below. Comments will be received by regular mail, facsimile transmission or e-mail. You can also deliver written comments in person. Comments are appreciated on or before July 5, 2024 but will be accepted at anytime prior to issuance of draft approval. All comments will be provided to the Municipality and applicant and will form part of the public record.

... 2/

where **lifestyle**
grows good **business**
synonyme de **qualité de vie**
et de **réussite en affaires**

KEY MAP:



... 3/



- 3 -

NOTES REGARDING YOUR RIGHTS:

Appeal limitations: Only the applicant, the Minister of Municipal Affairs and Housing, the municipality, public bodies and specified persons (*which only includes certain corporations/companies under certain circumstances*) may appeal a decision. If a public body or specified person does not make written submissions to the approval authority in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan, the specified person or public body:

1. is not entitled to appeal the decision of the United Counties of Leeds and Grenville to the Ontario Land Tribunal.
2. may not be added as a party to the hearing of any appeal(s) before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Decision notification: If you wish to be notified of the decision of United Counties of Leeds and Grenville in respect of this proposed plan of subdivision, you must make a written request to the United Counties of Leeds and Grenville at the address below quoting file number **07-T-20202**.

ADDITIONAL INFORMATION: Additional information regarding the proposed plan of subdivision is available at www.leedsgrenville.com/subdivisionapplications or for public inspection between 8:00 a.m. and 4:00 p.m. weekdays in the Planning Department of the United Counties of Leeds and Grenville at the address below.

The following documents have been received in support of this revised plan:

- Draft Plan (Dated May 14, 2024)
- Planning Rationale Letter (Novatech, May 29, 2024)
- Serviceability Report (Novatech, Revised May 15, 2024)

Other documents submitted previously included:

- Revised Traffic Brief (Novatch, November 21, 2023) - Based on 92 dwellings, 76 proposed in draft plan
- Phase I Environmental Site Assessment (Pinchin, July 19, 2019)
- Environmental Impact Statement (Bowfin Environmental Consulting Inc., November 2019)
- Geotechnical Investigation (Golder Associates, November, 2006)

Dated at the United Counties of Leeds and Grenville, this **3rd** day of **June, 2024**.

Elaine Mallory
Planner II
United Counties of Leeds and Grenville
25 Central Ave. W., Suite 100
Brockville, ON K6V 4N6

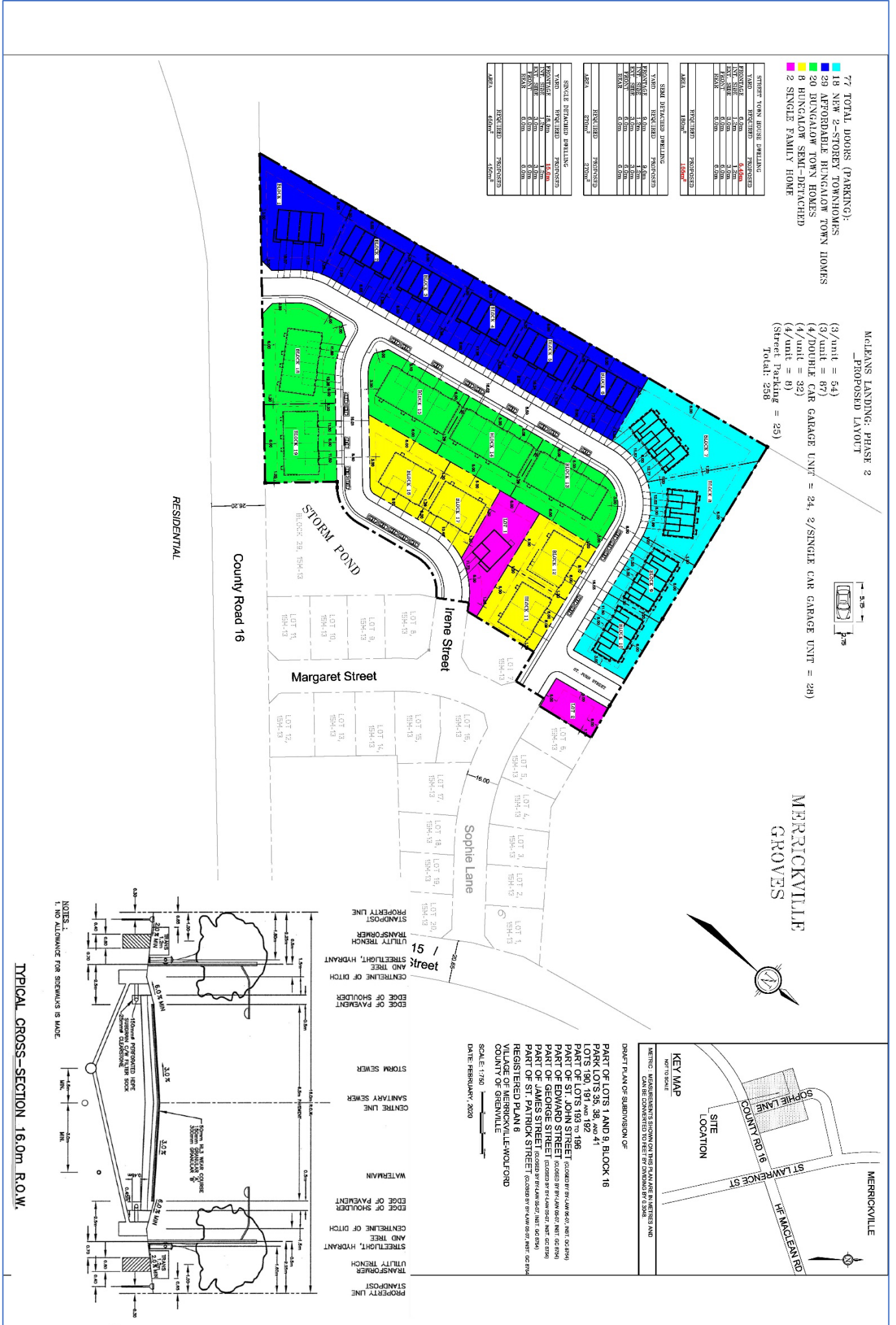
613-342-3840
800-770-2170
TTY800-539-8685
F 613-342-2101
elaine.mallory@uclg.on.ca

DRAFT PLAN OF SUBDIVISION:





**Attachment 2: Revised
Concept Plan – March 2024**



Report to Council

Date: 7/8/2024
From: Julia McCaugherty-Jansman, Clerk
Re: Regulate the Keeping of Hens By-law – Final Draft

RECOMMENDATION

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report pertaining to the Regulation of Keeping Hens By-law final draft;
AND FURTHER THAT Council give Third and Final Reading to By-law 39-2024, being a By-law to regulate the keeping of hens within the Corporation of the Village of Merrickville-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 39-2024.

BACKGROUND

At the June 10th Regular Council Meeting, the following resolution was approved:

Resolution #: R-14-10-06-24
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 pertaining to the draft Regulation of Keeping Hens By-law;
AND FURTHER THAT Council give First and Second Reading to By-law 39-2024, being a By-law to regulate the keeping of hens within the Corporation of the Village of Merrickville-Wolford;
AND FURTHER THAT Council provide review and comment to the draft by-law and direct staff to bring back the final by-law to the July 8th Regular Meeting of Council.
Carried.

ANALYSIS

Council gave a first and second reading to By-law 39-2024 and was given an opportunity to provide comments on the draft by-law. There were minimal comments received for these readings. The one comment was in reference to the age of hens within the definition of a backyard hen. This section has been removed from the final draft of the by-law attached as Schedule A.

As referenced in the report to Council on June 10th, staff decided to proceed with drafting a Municipal Act by-law, as this was determined to be the best solution. The Village's Planner confirmed that the provisions of backyard hens from this by-law can then be included in the new Zoning By-law with reference back to this by-law to indicate what the regulations are.

BUDGET/LEGAL IMPLICATIONS

None.

CONCLUSION

The final draft by-law to regulate the keeping of backyard hens is attached as Schedule A for Council's review and final reading.

ATTACHMENTS

Schedule "A" – Draft By-law 39-2024 – Regulation of Backyard Hens By-law

Submitted by:

Julia McCaugherty-Jansman, Clerk

Approved by:

Darlene Plumley, Interim CAO

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 39-2024

BEING A BY-LAW TO REGULATE THE KEEPING OF HENS WITHIN THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

WHEREAS section 5(3) of the *Municipal Act, R.S.O. 2001, S.O. 2001, c. 25*, 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;

WHEREAS section 9 of the *Municipal Act R.S.O. 2001, S.O. 2001, c. 25*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under that or any other Act; and

AND WHEREAS Section 10 (2) of the *Municipal Act R.S.O. 2001, S.O. 2001, c. 25*, as amended authorizes a lower tier municipality to pass By-laws with respect to animals;

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

1.0 Short Title

1.1 The by-law shall be known and cited as the "Backyard Hens By-law".

2.0 Scope

2.1 This by-law shall regulate the location, size, number, living conditions, maintenance and disposal of backyard hens on residential properties of the Village of Merrickville-Wolford.

2.2 All hens and coops on private property in residential zones shall be kept and erected in accordance with the provisions of this by-law.

3.0 Intent

3.1 The purpose of this by-law is to permit, regulate and control the keeping of hens on residential properties, authorizing hens and coops that:

- a) Are appropriate in size, number and location;
- b) Minimize adverse impacts on nearby public and private property; and
- c) Do not create a safety hazard or nuisance to abutting properties, businesses, schools, and places of worship.

4.0 Definitions

4.1 In this By-law,

Abutting Property means any parcel or lot that has a lot line or portion of a lot line in common with the subject property, including a shared intersection of lot lines.

Animal means any member of the animal kingdom, other than a human.

At Large means a Hen being outside a coop or Hen run.

By-law Enforcement Officer means an authorized employee or agent of the Village of Merrickville-Wolford who is responsible for the enforcement of the Act.

Business means any structure, whether publicly owned or privately owned, that is adapted for occupancy for transaction of business and does not include any home-based business.

Hen Coop means a fully enclosed weatherproofed building where Hens are kept and which the interior includes nest boxes for egg laying, perches for the hens to sleep on and food and water containers.

Council means the Council of the Corporation of the Village of Merrickville-Wolford.

Dwelling means a self-contained residential unit.

Easement means a legal instrument registered on a property which permits the use of land by a third party or organization as specified on title.

Exterior Side Yard means the space abutting a public street that extends from the front yard to the rear yard between a side lot line and the nearest point of the main building, not including a permitted projection.

Front Yard means the space paralleling the front lot line extending across the full width of a lot between the front lot line and nearest part of any main building on the lot, not including a permitted projection.

Backyard Hen means a female chicken kept for its eggs or meat.

Hen Run means secure enclosure that allows hens' access to outdoors.

Interior Side Yard means the space not abutting a public street that extends from the front yard to the rear yard between a side lot line and the nearest point of any main building, not including a permitted projection.

Licence means a licence issued by the Village of Merrickville-Wolford pursuant to this by-law.

Licensee means a person to whom a licence has been issued pursuant to this by-law.

Order means an order made under this by-law.

Owner includes any person who possesses, harbours or keeps an animal or Hen and, where an owner is a minor, includes the person who is responsible for the custody of the minor.

Property means a parcel of land and any buildings or other structures on the land.

Rear Lot Line shall mean that lot line furthest from and opposite the front lot line but if there is no such line, that point furthest from and opposite the front lot line, If there are two or more rear lot line segments at different distances from the front lot line, as in the case of an L-shaped lot, each segment shall be considered to be the rear lot line for that portion of the front lot line directly opposite.

Rear Yard shall mean the space paralleling the rear lot line that extends across the full width of the lot between a rear lot line and the nearest point of the principal building not including a permitted projection.

Residential Property means a property that is zoned R1, R2, R3, LSR, MHP or H in the Village of Merrickville-Wolford Zoning By-law and permits residential uses.

Rooster means a male domestic chicken.

Zoning By-law means a by-law passed under Section 34 of the *Planning Act* that restricts the use of lands within the Village of Merrickville-Wolford.

5.0 Administration

- 5.1 The Corporation of the Village of Merrickville-Wolford is responsible for the administration and enforcement of this By-law.

6.0 General Provisions

- 6.1 A residential tenant must obtain permission from the property owner to keep hens on the owner's property.
- 6.2 The owner of the hens must reside on the property where the hens are kept.
- 6.3 No hen coop shall be located in any front or exterior side yard.
- 6.4 Hen coops and runs shall be distance of at least 1.2 metres (4 feet) from the rear lot line and at least 1.2 metres (4 feet) from any side lot line of the residential lot on which the hen coop is located.
- 6.5 Hen coops and hens runs shall be located at least 15 metres (50 feet) from any lot line associated with a school.
- 6.6 Hen coops and hen runs shall be located at least 7.5 metres (25 feet) from any lot line associated with a church or business.
- 6.7 Hen coops and hen runs shall be a minimum distance of 3 metres (10 feet) from all windows and doors of dwellings that are located on an abutting property.
- 6.8 No person shall keep a rooster.
- 6.9 Every person shall keep hens secured in their hen house between 9:00 p.m. and 6:00 a.m.
- 6.10 No person shall keep more than six (6) backyard hens on appropriately zoned residential properties.
- 6.11 A hen coop shall not exceed 2 metres (6.5 feet) in height or 20 m² (225 ft²) in size, excluding the hen run. Hen run shall not have a fence which exceeds 2 m (6.5ft) in height or 20 m² (225 ft²) in size, excluding the hen coop.
- 6.12 The following provisions apply to the use and storage of manure:
 - a) Stored manure shall be kept in an enclosed structure such as a compost bin in accordance with compost regulations, and no more than three (3) cubic feet shall be stored at any one time.
 - b) Stored manure must be managed in a manner which will not cause an adverse effect, as defined by the Environmental Protection Act (1990) in subsection 14(1), or any amendments hereto.
 - c) If negative conditions arise as a result of manure storage, the manure storage shall be emptied at an appropriate off-site disposal area.
- 6.13 Home slaughter of hens is prohibited.

- 6.15 Every person shall ensure the hen house is fully enclosed on all sides and from above (ie. Fencing, chicken wire, roof covering). All hen houses are to be constructed to prevent the hens' escape and prevent entry by intruders/predators.
- 6.14 Feed for hens shall be stored in a secure, vermin proof, enclosed container (preferably steel or aluminum).
- 6.15 Hen coops are to be designed to provide hens with a dry and warm environment.
- 6.16 Every person shall ensure that hens are kept securely in a hen coop or run at all times.
- 6.17 No person shall allow their hen(s) to roam at large or be on a public road or in a public place at any time.

7.0 Permission & Enforcement

- 7.1 Every person who operates a Hen coop shall allow, at any reasonable time, a By-law Enforcement Officer or other authorized employee or agent of the Village of Merrickville-Wolford to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this By-law are being complied with.
- 7.2 Where a coop or licensee does not comply with this by-law, the designated official may order the coop and person to remove or bring the coop and hens into compliance in the manner and within the time specified in the order.
- 7.3 The order mention in Section 8.2 may be served:
 - a) By personal service upon the person;
 - b) By prepaid registered mail sent to the last address of the property owner, shown on the records of the Village of Merrickville-Wolford; or
 - c) By prominently posting a copy of the order either on the coop in respect to which the order is made, or on the property upon which the coop is erected, located, or displayed.
- 7.4 The written order shall contain the particulars of the non-compliance with this by-law, a specified time limit in which to effect compliance and either an order to comply with the by-law within the time limit specified in the order, or an order to remove the coop and/or animals within the time limit specified in the order.
- 7.5 Where the order is serviced in accordance with Section 8.3, it is deemed to have been received by the party being served upon the mailing or posting of the order.

- 7.6 Where a coop is erected, or located, or hens are kept in contravention of this by-law, the designated official may immediately remove the hens or coop, that constitute a safety hazard or a concern in accordance with the provisions of this by-law, without notice or compensation.
- 7.7 The cost incurred by the Village of Merrickville-Wolford in removing a coop and/or hen(s) under this part of the By-law is deemed to be municipal taxes and may be added to the collector's roll and collected in the same manner as municipal taxes. Despite the foregoing, the cost incurred by the Village of Merrickville-Wolford in removing a coop and/or hen(s) under this part of the by-law is a debt payable to the Village of Merrickville-Wolford and may be recovered in any court of competent jurisdiction.
- 7.8 This by-law may be enforced by any of the following:
- a) Municipal By-Law Enforcement Officer;
 - b) Animal Control Officer.

8.0 Offences & Penalties

- 8.1 Any person who contravenes or causes or permits any contraventions of any of the provisions of this by-law is guilty of an offence and upon conviction, is liable to a fine as provided for in the Provincial Offences Act or any successor legislation.
- 8.2 Every person enforcing this by-law shall have the right of entry on any property for the purpose of carrying out an inspection to determine whether this by-law is being complied with and for the enforcement of this by-law pursuant to Section 436 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

9.0 Obstruction

- 9.1 No person shall obstruct or hinder or attempt to obstruct or hinder a By-law Enforcement Officer or other authorized employee or agent of the municipality in the exercise of a power or the performance of a duty under this By-law.

10.0 Validity

- 10.1 Where a provision of this by-law conflicts with the provisions of another by-law in force in the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public prevails.
- 10.2 Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

11.0 Commencement

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

Read a first and second on the 10th day of June, 2024.

Read a third and final time and passed on the 8th day of July, 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

Report to Council

Date: July 8, 2024
 From: (Interim) CAO Plumley
 Re: Departmental Activity Update

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update as presented.

Petition to request CP Rail to cease the use of the train horns between 11 p.m. and 6 a.m.	Process of notifying relevant organizations	ongoing	CAO
Website Upgrade	Soft launch July 9	Summer	All Staff
Municipal By-law Review/Updates	ongoing		Clerk/CAO
Traffic Study	Commenced	Fall/Completion	CAO/PWM
CAO Recruitment	Ongoing	Consultants	Council
Downtown Revitalization Poles	Awarded	Fall, 2024	PWM
2023 Audit Final Document	Included	July 8 th , 2024	Treasurer
Highway Plow	Ordered	Late Fall	PWM
Community Flagpole	Installed	June 28, 2024	CAO/PW
OCWA Water/Wastewater Report	Pending	October	Treasurer
Water Rate Study RFP award	Included	July 8, 2024	Treasurer
Bank Representatives re. additional services provided	pending	Proposed presentation	Treasurer CAO
Expanded waste pickup radius	Draft Survey CWEAC	August, 2024	PWM
ReUse Centre contact initiated with CWEAC Committee	Lion's Club Alternate location	August, 2024	PWM CAO
Generic Complaint Summary	For COW	July 22, 2024	CAO
By-law 37-2024: Fortification	For COW	July 22, 2024	Clerk
By-law 39-2024: Backyard Hens	3 rd /Final	July 8, 2024	Clerk
Video Surveillance Signage	included	July 8, 2024	PW/CAO
McGuiggan Cemetery Designation Public Consultation	Special Meeting	July 8, 2024	Clerk/CAO
ATV Trail Proposal	Delegation	July 8, 2024	CAO
Scope of Work/Wastewater Options North of Rideau Jp2g	Cost Estimate proposal/work plan	September, 2024	CAO
Org Review Tasks Update			
Facilities and Roads Tour	pending		
Additional Training Opportunities	ongoing		
HR Policy Development	Consultant	July 22, 2024	

Report to Council

Date: July 8, 2024

From: Kirsten Rahm, Manager of Finance – Treasurer
Darlene Plumley, CAO (Interim)

Re: Water and Wastewater Rate Study Proposal

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Water and Wastewater Rate Study Proposal submitted by Watson & Associates Economists Ltd.;

AND FURTHER THAT authorization be given to enter into an agreement with Watson & Associates Economists Ltd. In the amount of \$33,100 (exclusive of applicable taxes) with the expectation that the Schedule of Project Activities be completed based on the information provided in the Report;

AND FURTHER THAT the funds for the Water and Wastewater Rate Study be accommodated through the Water and Wastewater Reserve.

Background:

Regular Meeting of Council March 11, 2024

Moved by: Deputy Mayor Barr

Seconded by: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford undertake a water rate study to assist in determining options for an alternate billing method that would more clearly reflect the usage by individual households, using a graduated scale to identify a lower usage base rate;

AND FURTHER THAT the study also identify how increased growth/additional hookups would impact the rates going forward.

AND FURTHER THAT the funds for the Water and Wastewater Rate Study be accommodated through the Water and Wastewater Reserve.

CARRIED

Discussion/Analysis:

Scope of Work:

- The Consultant shall undertake a water rate study to assist in determining options for an alternate billing method that would more clearly reflect the usage by individual households, businesses, multi residential buildings and mixed commercial/residential buildings, using a graduated scale to identify a lower usage base rate.
- The recommended rate structure shall result in no decrease to the stability of current revenue streams.
- The consultant shall review present water and wastewater usage billing practices and make recommendations for possible changes or improvements.
- The study will also identify how increased growth/additional hookups would impact the rates going forward.

- The consultant will determine the capital and operating budget requirements over a 10-year period and recommend a funding strategy to sustain the Village's water and wastewater infrastructure, including reserve fund contributions.

Tenders closed on March 31, 2024. Only one was received.

Financial Implications:

Study Start-up \$1,400

Data Collection \$1,780

Forecast of Water & Wastewater Service Demands \$3,560

Capital Needs Assessment \$5,220

Capital Cost Financing Options \$3,500

Operating Cost and Revenue Analysis \$3,560

Rate Structure Analysis \$7,140

Report Preparation & Presentation to Council \$5,040

Disbursements (mileage, administrative charges, etc.) \$1,900

Total (excl. tax) \$33,100

Funds for the Water and Wastewater Rate Study can be accommodated through the Water and Wastewater Reserve Fund with a current balance of \$905,334.


Attachments:

RFP Water Rate Study

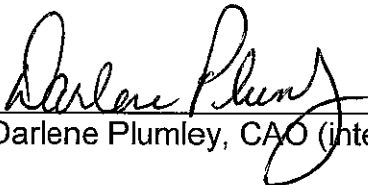
Water and Wastewater Rate Study Proposal

Submitted by:

Approved by:



Kirsten Rahm, Manager of Finance – Treasurer



Darlene Plumley, CAO (interim)



Proposal

Water Rate Study

Prepared for: Village of Merrickville-Wolford
Request for Proposals No.: FIN 2024-01

SUBMITTED:
May 31, 2024

Watson & Associates Economists Ltd.
Peter Simcisko
905-301-7249
simcisko@watsonecon.ca

May 31, 2024

Kirsten Rahm, Manager of Finance/Treasurer
Village of Merrickville-Wolford
P.O. Box 340
317 Brock Street West
Merrickville, Ontario, K0G 1N0

Dear Kirsten Rahm:

Subject: Water and Wastewater Rate Study

The Village of Merrickville-Wolford (Village) has issued a request for proposal for the preparation of a water and wastewater rate study. Watson & Associates Economists Ltd. (Watson) is pleased to submit this proposal in response to the Village's request.

Our extensive experience assisting Ontario municipalities with water and wastewater rate studies and financial plans over the past 40 years will allow us to provide the Village with the knowledge and information necessary to continue to practice sound, defensible policies, making us well suited to this assignment.

Our proposal and all the prices contained within it are valid for ninety (90) days following the proposal closing date. We agree to be bound by statements and representations made in the proposal and to any agreement resulting from the proposal. We have no conflict of interest that would compromise the performance of the work. Our client base is almost exclusively municipalities, conservation authorities, and school boards.

We look forward to the opportunity of assisting the Village with preparing a water and wastewater rate study and long-range financial plan that will enable the Village to make informed decisions in a way that supports sustainable service provision over the long run.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.



Peter Simcisko, BA (Hons.), MBE
Managing Partner



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1. Introduction

1.1 Project Understanding

The Village of Merrickville-Wolford (Village) has requested proposals to undertake a water and wastewater rate study. Based on our experience in performing similar work for municipalities across Ontario, we are proposing to undertake a Water and Wastewater Rate Study for the water and wastewater systems. In preparing this proposal, we recognize that the overall objectives of this study include the following:

- Review current rates and fees associated with water and wastewater services and propose rates and fees that will ensure recovery of actual costs associated with the services provided;
- Review municipal policy, including any reserve/reserve fund policies, and other appropriate laws, as necessary;
- Review the Village's existing water and wastewater rate structure and assess potential alternatives that consider varying consumption by customer type while balancing the need for revenue stability and predictability to recover the Village's fixed costs (e.g., capital expenditures);
- Provide for adequate funding for infrastructure renewal and asset management; and
- Provide a comparison of current and proposed water and wastewater rates against surrounding municipal comparators.

Watson & Associates Economists Ltd. (Watson) has extensive experience assisting municipalities with preparing sustainable financial plans and rate studies, specific to each municipality's individual needs and conforming to industry-accepted methods and provincial statutory requirements. Furthermore, Watson has previous experience working with the Village on the financial component of the 2023 Water and Wastewater Service Delivery Review and asset management planning.

Watson is pleased to submit this proposal to provide consulting services in relation to a Water and Wastewater Rate Study for the Village. The following sections of this proposal outline our Consultant Team experience, our methodology, which has been utilized in similar undertakings in more than 70 municipalities in Ontario, and the proposed project schedule and budget.



1.2 Point of Contact & Details

The designated point of contact and Project Manager for this assignment will be Peter Simcisko. His contact information is as follows:

Peter Simcisko, BA (Hons.), MBE
Managing Partner
Watson & Associates Economists Ltd.
simcisko@watsonecon.ca
Office: 905-272-3600 ext. 242
Mobile: 905-301-7249
Fax: 905-272-3602
Website: <https://www.watsonecon.ca/>

Our firm's mailing address is as follows:

Watson & Associates Economists Ltd.
2233 Argentia Rd.
Suite 301
Mississauga, Ontario
L5N 2X7

2. Experience and Qualifications

2.1 Company Profile

Watson is one of Canada's leading economic consulting firms. Established in 1982, we offer a comprehensive range of fiscal planning and policy services to clients in government and the private sector throughout Ontario and beyond.

Watson is a private firm located in Mississauga Ontario and comprised of municipal economists, planners, and accountants with a committed 37-person staff, several of whom have worked together for many years. Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities, conservation authorities, and school boards, as well as private industry, and senior levels of government, to frame their financial and economic strategies. Our main areas of specialization include:



- User rate studies (i.e., development applications, water, wastewater, stormwater, and solid waste);
- Development charge background studies;
- Long-range financial plans and fiscal impact studies;
- Forecasts, feasibility studies, and land needs assessment for a variety of land uses;
- Population, household, non-residential space and employment forecasts;
- Asset management planning; and
- Growth management studies.

A feature of many studies completed by the firm includes the development of a solid information basis, and then working closely with staff and politicians to develop consensus around controversial issues. Further, many of our studies involve public participation, presenting key information to the public in an understandable format and seeking public input in developing recommendations and future directions as part of a study process.

Of particular note is that the Ministry of Municipal Affairs and Housing retained Watson in 1999 to prepare a comprehensive Municipal Capital Budgeting Handbook for distribution to all Ontario Municipalities. The handbook serves as a basis for solid long-term financial planning, not only providing a basis for constructing and replacing new existing infrastructure, but also to manage future tax rates at sustainable and acceptable levels. The firm was also retained to participate in the Walkerton Water Inquiry in regard to Issue Papers 14 and 15 (dealing with financial, budgetary and administrative processes of municipal water operations). Several papers were prepared and submitted to the Inquiry along with participation at two Expert Panel Meetings and presentation to Judge O'Connor on two separate occasions.

2.2 Experience

Watson's consulting project team assembled for this assignment has completed numerous water and wastewater rate studies, long-range financial plans, and municipal finance studies municipalities in Ontario. These plans have provided municipal staff and Councils with tools to assist them in financial policy setting, rate setting, and alternative funding solutions.



Watson has maintained a positive working relationship with the Village through the following prior engagements:

- 2024/2025 Comprehensive Asset Management Plan and Financial Strategy (currently underway);
- 2023 Water & Wastewater Service Delivery Review (in partnership with Aureus Solutions Inc.); and
- 2020 Asset Management Plan for Core Infrastructure Assets.

Watson also maintains a close working relationship with the Municipal Finance Officers' Association of Ontario (MFOA) and has collaborated on several successful initiatives. For instance, we were recently retained by the MFOA to develop a Cost of Development Model for use by municipalities. In support of this initiative, our team developed an Excel-based model, accompanied by a detailed training manual, which could be updated with an individual municipality's data to:

- calculate costs (operating, capital, and lifecycle) and revenues associated with new development;
- compare costs and assess long-term financial outcomes of different development forms and patterns to help inform municipal planning decisions; and
- deal with specific geographies as required (e.g., neighbourhoods or secondary plans).

Due to the large number of municipal finance related studies completed by our firm, Watson has the significant advantage of being able to assemble a solid information base, which when coupled with our sound working relationships with municipal staff and other industry leaders, enables us to facilitate the development of consensus around controversial issues. Our approach is designed to ensure that material is presented in an understandable format to encourage input in the development of recommendations and forward-looking action plans.

2.3 Proposed Project Team

Our consulting project team has worked together on dozens of projects for our municipal and conservation authority clients. Project successes are ensured through strong leadership and experienced staff. A feature of our work is a focus on ensuring the project goals and objectives are being met in a manner that is satisfactory to the



client. This is accomplished through understanding our client's needs and issues, in addition to maintaining open communication channels within our team and with the client. Moreover, coordinating responsibility for the completion of all tasks necessary to deliver the work plan is accomplished through detailed record keeping and communication.

A curriculum vitae for each of the below individuals is included in Appendix A and can also be found on the company's website (www.watsonecon.ca/team-members). The below consulting team is committed to the project timeline and will work with Village staff in the event of any deviations from the initial schedule.

Peter Simcisko, BA (Hons.), MBE, Managing Partner

Peter will represent the firm as Project Manager and be responsible for all facets of the study. Since joining the firm in 2013, he has led or contributed to the preparation of numerous water and wastewater rate studies, long-term financial plans, asset management plans, D.C. background studies, stormwater funding assessments (including implementation of dedicated stormwater funding mechanisms and rate structures), fiscal impact assessments, development application fee studies, and municipal fiscal policy development for our municipal clients. Through this work, he has led municipal staff through complex technical analyses and presented information in understandable formats to municipal Councils, development industry stakeholders, and the general public. His experiences across various areas of specialization have involved working closely with municipalities to ensure that financial analysis models are customized to meet the unique objectives of each study and the specific circumstances of each municipality. Additionally, Peter has developed a firm understanding of the Village's financial practices and overall financial condition, having led the completion of the Asset Management Plan for Core Infrastructure Assets and the financial component of the Water and Wastewater service delivery review.

Peter also leads the firm's asset management practice and has overseen all asset management projects completed by the firm over the past five years, including asset management software implementations. Of note is that over the past few years alone, Peter has designed and delivered 13 conference presentations and educational workshops related to asset management.



Peter is currently a member of the firm's senior management group, which develops interpretations of legislative requirements, as well as methodologies and formats, and determines alternative policy strategies for all facets of corporate assignments.

Matt Bouroukis, BA (Hons.), MBE, Senior Consultant

Matt will represent the firm as Technical Lead and oversee the collection and compilation of data, modelling, and report preparation. Since joining Watson in 2015, Matt has led the technical work and analysis in the areas of water and wastewater rate studies, O. Reg. 453/07 financial plans, PSAB 3150, asset management studies, D.C. background studies, and cost recovery models for our municipal clients. Matt holds a Bachelor of Arts Honours degree in Economics from McMaster University and a Master of Business Economics degree from Brock University. Matt has assisted in the development of over two dozen water and wastewater rate studies for municipalities throughout Ontario.

2.4 References

Watson has worked extensively over the years on many water and wastewater rate studies and long-term financial plans, including for the Town of Shelburne, the Municipality of Port Hope, the Town of Deep River, etc. While all of our clients may be contacted regarding references for our work, we have included three specific references below. Please find a complete list of our related work in Appendix A.

Reference 1: Town of Shelburne

Project: Water and Wastewater Rate Study and Water Financial Plan (2023/24)

Watson undertook a water and wastewater rate study in 2023 and prepared a water financial plan meeting the requirements of O. Reg. 453/07 in 2024. A key component of the analysis was the assessment of a potential rate structure alternative to adjust the thresholds of the Town's increasing block consumptive rate.

Contact:

Carey Holmes AMCT
Director of Financial Services/Treasurer

☎ (519) 925-2600 ext. 228
✉ cholmes@shelburne.ca



Reference 2: Municipality of Port Hope

Project: Water and Wastewater Rate Study and Water Financial Plan (2020)

Watson was retained by Port Hope in 2019 to undertake a comprehensive water and wastewater rate study to assess water and wastewater rates over the period from 2020 to 2029, and subsequently convert the findings to a Water Financial Plan. As part of this process, Watson helped design a public engagement video intended to inform citizens about the Municipality’s water and wastewater systems, how they are funded, and why the increased rates were necessary to continue the safe and reliable provision of these services.

Contact:

David Baxter
Director of Finance/Treasurer

☎ (905) 885-4544 ext. 2223
✉ DBaxter@porthope.ca

Reference 3: Town of Deep River

Project: Water and Wastewater Rate Study and Water Financial Plan (2021) and Service Delivery Review (2023)

Watson worked with the Town to develop water and wastewater rates that would fund the long-term operating and capital costs of the systems in a sustainable manner. Additionally, in 2023 Watson was engaged along with Aureus Solutions Inc. to conduct a Service Delivery Review for the Town. This review consisted of identifying and evaluating alternative service options with respect to operations and maintenance of the Town’s water and wastewater systems. Watson’s role in this assignment included performing a financial analysis to measure the impacts resulting from implementing an alternative service option.

Contact:

Sean Patterson
Chief Administrative Officer

☎ (613) 584-2000 ext. 108
✉ spatterson@deeperiver.ca



3. Approach and Methodology

3.1 Approach

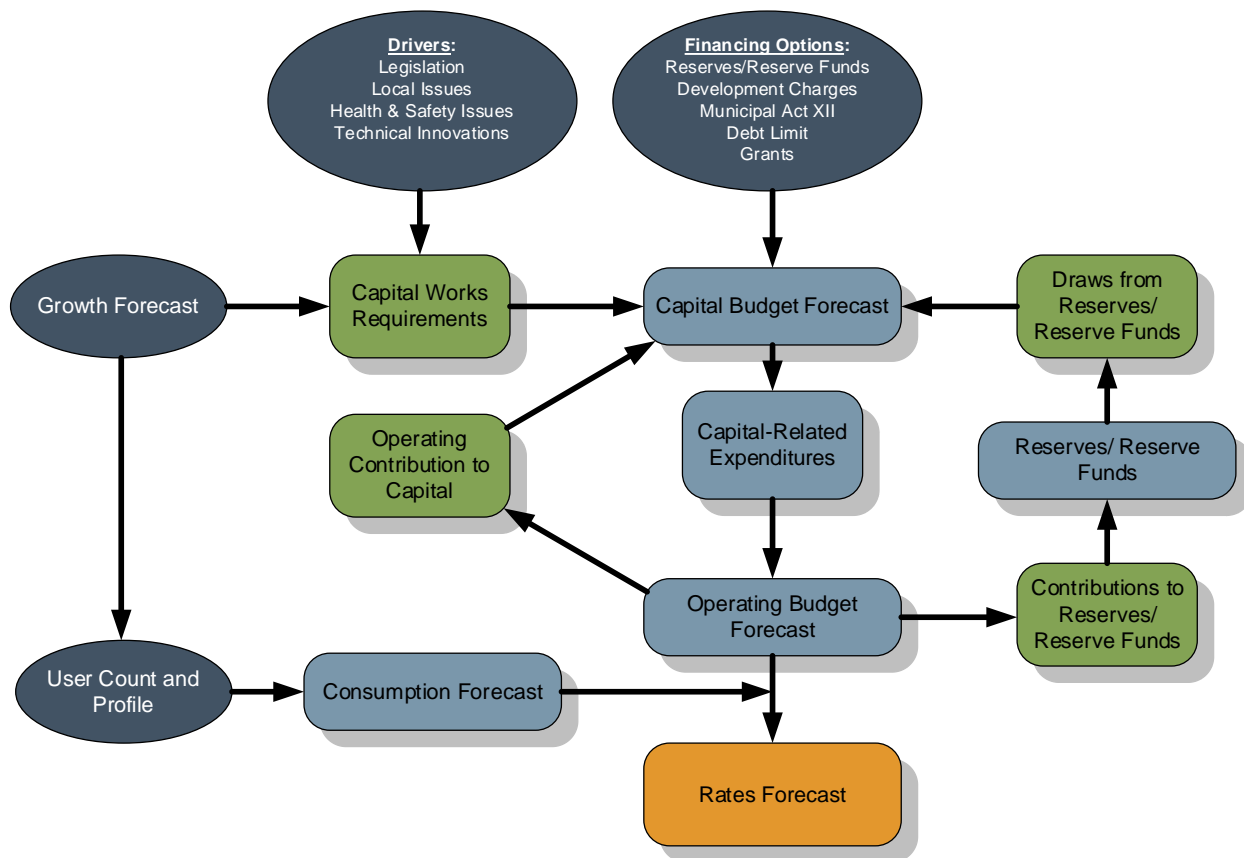
Based upon the requirements for the Water and Wastewater Rate Study we have developed a work plan that will:

- Build a capital programme that blends lifecycle needs arising from the Village's Asset Management Plan and any other relevant background documents with specific needs identified by Village staff.
- Identify potential methods of cost recovery for the capital needs listing, as an offset to recovery through the water and wastewater rates. This assessment will include consideration of current and increased debt servicing levels.
- Forecast annual operating costs and rate-based funding requirements.
- Assess adequacy of forecast water and wastewater rates in addressing long-term financial plan needs. This assessment will have considerations for maintaining the Village's current rates and charges while discussing alternative methods/rate structures for staff's consideration. Current and alternative rate structures will be assessed with respect to the following:
 - Revenue stability: Ability for the rates to provide a secure and stable funding source for the fixed operating and capital costs of service;
 - Equity: Ability of rate structure to adjust to different demands for service by customer type and allowing customers control over their bills based on changes in behaviour/usage.
 - Cost recovery: Ensuring the rates would recover the full operating and long-term capital replacement costs of the systems.
 - Administrative ease of implementation and understanding: Does the rate structure add to the Village's administrative costs? Can the rate structure be implemented within the Village's billing system? Is the rate structure understandable for residents and businesses?
- Develop a 10-year water and wastewater rate forecast and present findings to Village staff and Council for their consideration.

Figure 3-1 illustrates the methodological approach to setting water and wastewater rates.



Figure 3-1 Water and Wastewater Rate Setting Methodology



Based upon the requirements for the Water and Wastewater Rate Study, and in accordance with the methodology illustrated in Figure 3-1, the following sections describe our approach to support the study objectives and work plan outlined in the request for proposal.

3.2 Water and Wastewater Rate Study

3.2.1 Study Start-Up (Task #1)

- Meet with Village personnel to initiate the project.
- Confirm work plan and all information required for the project and the timelines required to meet the needs of the Village.
- **One (1) start-up meeting with staff is anticipated.**



3.2.2 Data Collection (Task #2)

- Receive the following information at the outset of the study:
 - Historical records on annual water production and wastewater flows, water consumption by customer type, number of water and wastewater customers by meter size, and anticipated customer growth and timing;
 - Current capital and operating budget/forecast information for the water and wastewater systems;
 - Water/wastewater reserves/reserve funds balances;
 - Current information on existing and anticipated debenture financing related to the water/wastewater systems;
 - Water and wastewater asset inventory including details on asset I.D., location, material type, replacement costs, estimated useful life, etc. (only required if there have been updates since the 2022 AMP was completed).
 - Current water and wastewater rates by-law(s); and
 - Any other information required to undertake the study that may be identified during the study start-up process.

3.2.3 Forecast of Water and Wastewater Service Demands (Task #3)

- Review current water and wastewater customer profile data, e.g. customers by development type, meter size, etc.
- Analyze historical water production and metered water consumption patterns and identify factors that may affect these patterns in the future. The depth of analysis will depend to a large extent on the level of detail and accuracy of the Village's historical billing and consumption data:
 - Special consideration is typically given to unique factors including water conservation efforts, the presence of large-volume water users, presence of multi-unit buildings on a single meter, and the responsiveness of water demand to price changes (price elasticity of demand).
- Generate a forecast of the number of water and wastewater customers by meter size based on available growth forecasts and recent development trends.
- Update the consumption forecast, based on the projected consumption patterns for each user class, using the projected growth in system connections, with refinement as necessary.
- Use this forecast to assist in the review of capital needs, possible changes in operating expenditures, and provide a basis for future forecast rates.



- **One (1) staff meeting is anticipated to review the existing customer profile, historical consumption patterns, and forecasted water demands, as well as to review historical operating cost trends and the operating forecast (Task #6).**

3.2.4 Capital Needs Assessment (Task #4)

- Review available needs studies and background reports (e.g., Capital Plan, Asset Management Plan, OCWA Major Maintenance Forecast, etc.) to identify current and projected capital needs and timing of expenditures.
- Update capital needs information based on existing needs studies and budgets and aggregate into existing capital needs, future growth capital, and renewal/replacement/maintenance/optimization.
- Review asset information and determine the Village's sustainable annual lifecycle funding requirements, and incorporate into the capital needs forecast.
- If needed, prioritize capital needs based on long-term lifecycle needs and discussions with Village staff.
- Prepare a 10-year plan for each of the above, ensuring that the plan achieves sustainable lifecycle funding levels by the end of the forecast period and incorporates capital cost inflation.
- Summarize capital replacement needs into capital and operating components;
- Provide sensitivity analysis to potentially phase-in the capital plan based on lifecycle criteria and/or affordability criteria.
- **One (1) staff meeting is anticipated to review the capital needs assessment.**

3.2.5 Capital Cost Financing Options (Task #5)

- Based on the findings of the capital needs assessment, a range of potential funding alternatives will be considered, e.g., debt financing, transfers from operating funds, transfers from capital reserves/reserve funds, and developer contributions. The capital funding plan evaluation will include the use of other statutory authorities such as the *Development Charges Act, 1997*, Part XII charges under the *Municipal Act*, development agreements under the *Planning Act*, local improvements, regulations, etc.
- Identify annual reserve fund contributions required to provide the Village with a sustainable financial plan for managing the lifecycle of existing infrastructure. Assessment of reserve contributions will include recommendations for minimum



reserve fund balances recognizing historical practice, forecast needs of the systems, and contingencies.

- In addition, we will consider the potential for, and applicability of, grant funding for capital works proposed in the capital needs assessment. Furthermore, evolving changes which may arise regarding the provincial review of water and wastewater systems in Ontario will also be monitored and considered.
- Review analysis with staff prior to proceeding with rate determination. The potential impacts of utilizing alternative capital financing methods as a means of controlling rate levels will be assessed through this exercise.

3.2.6 Operating Cost and Revenue Analysis (Task #6)

- Review historical operating expenditures (typically 3-5 years of historical records) and 2024/25 operating budgets for the water and wastewater systems.
- Identify all operating costs and related annual cost components such as maintenance costs, testing, engineering/administration, billing/collecting, etc.
- Forecast annual net operating expenditures over a 10-year period incorporating operating expenditure impacts of new infrastructure (i.e., infrastructure expansion), annual capital-related expenditures based on the capital needs assessment, forecast service demands, and annual operating cost inflation.
- Provide a sensitivity analysis for impacts arising from potential alternative capital forecast scenarios and potential phase-in to full lifecycle cost recovery levels.
- Develop a 10-year financial forecast, including reserve fund and debt continuity schedules.

3.2.7 Rate Structure Analysis (Task #7)

- Review current water and sewer rate structure and provide recommendations regarding potential changes to the rate structure.
- Update water and wastewater rates using existing rate structure and any recommended alternative rate structures (up to two rate structure alternatives).
- Develop a 10-year forecast of water and wastewater rates for all rate structure scenarios.
- Rate structure analysis will include detailed sensitivity analysis to assess overall revenue impacts and customer impacts by customer class and type for alternatives presented.



- **One (1) staff meeting is anticipated to present and review preliminary rate calculations.**
- **One (1) information session to present draft findings, including any alternative rate structures, to Council is anticipated.**

3.2.8 Final Report Preparation & Presentations to Council (Task #8)

- Finalize the long-term plans prepared as part of previous tasks for capital and operating needs.
- Provide the findings of the analysis in a report for presentation to Council.
- **One (1) presentation to Council is anticipated.**

3.3 Presentations and Meetings

As identified in the work plan above, our proposal provides for the following six (6) engagements:

- One (1) start-up meeting with Village staff;
- One (1) meeting with Village staff to review the existing customer profile, historical consumption patterns, forecasted water demands, historical operating cost trends, and the operating forecast;
- One (1) meeting with Village staff to review the capital needs assessment.
- One (1) meeting with Village staff to review draft findings;
- One (1) information session with Council to present draft findings; and
- One (1) meeting with Council to present the final recommendations of the Water and Wastewater Rate Study.

All staff engagements identified in our work plan are assumed to take place virtually, while the two Council presentations are assumed to take place in-person.

In addition to the formal meetings/presentations listed above, regular correspondence with staff via email has also been assumed throughout the study process. Additional meetings beyond those identified would be billed based on the hourly rates identified in Table 4-1 below, above and beyond the upset budget limit.



4. Proposed Timeline and Proposed Budget

4.1 Proposed Timeline

Figure 4-1 represents our proposed work plan broken down by task.

With a start-up meeting anticipated to take place in early August 2024, the study process has been designed to allow for a presentation of draft findings to Council in early December 2024, and a final report and presentation to Council by end of January 2025.

The schedule presented herein represents the amount of time that, in our firm’s experience, would take to complete the Water and Wastewater Rate Study. If the Village envisions a timeline that differs from what is presented in Figure 4-1, Watson would be pleased to discuss revising the schedule to meet the needs of the Village.

Figure 4-1
Schedule of Project Activities

Work Plan Task	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
1. Study Start-up	SM					
2. Data Collection						
3. Forecast of Water & Wastewater Service Demands						
4. Capital Needs Assessment			SM			
5. Capital Cost Financing Options						
6. Operating Cost and Revenue Analysis		SM				
7. Rate Structure Analysis				SM	CI	
8. Report Preparation & Presentation to Council						CM
Deliverables					DR	FR

Meetings

SM - Staff Meeting/Interviews
 CI - Council Information Session
 CM - Council Meeting

Milestones

DR - Draft Reports
 FR - Final Reports

4.2 Proposed Budget

Based on the work plan identified above, our budget estimate to complete the water and wastewater rate study is \$33,100 (exclusive of applicable taxes). A breakdown of the



budget estimate by work plan task and by individual project team member is presented in Table 4-1 below.

The budget provides for four (4) virtual engagements and two (2) in-person presentations to Council, as identified in our work plan. The budget also provides for a digital copy of the draft and final reports. Additional meetings and presentations can be arranged and would be billed, based on the hourly rates identified in Table 4-1, above and beyond the upset budget limit.

Out-of-pocket disbursements for travel, long distance, copying, and related expenses are invoiced at cost. Our billings are submitted on a monthly basis for time worked on the project during the previous month. Billings are on a net 30-day basis.

If the level of effort and/or overall budget exceeds the expectations of the Village, we would be pleased to discuss the workplan in more detail.

Table 4-1
Proposed Budget

Work Plan Task	Peter Simcisko, <i>Managing Partner</i>	Matt Bouroukis, <i>Senior Consultant</i>	Total Resources	Total Budget
Hourly Billing Rate	\$ 320	\$ 190		
1. Study Start-up	2	4	6	\$ 1,400
2. Data Collection	2	6	8	\$ 1,780
3. Forecast of Water & Wastewater Service Demands	4	12	16	\$ 3,560
4. Capital Needs Assessment	8	14	22	\$ 5,220
5. Capital Cost Financing Options	5	10	15	\$ 3,500
6. Operating Cost and Revenue Analysis	4	12	16	\$ 3,560
7. Rate Structure Analysis	14	14	28	\$ 7,140
8. Report Preparation & Presentation to Council	11	8	19	\$ 5,040
Total Number of Hours	50	80	130	
Sub-total (excl. disbursements and tax)				\$ 31,200
Disbursements (mileage, administrative charges, etc.)				\$ 1,900
Total (excl. tax)				\$ 33,100



5. Other Matters

5.1 Accessibility

Watson is committed to producing accessible documents that comply with A.O.D.A. (Accessibility for Ontarians with Disabilities Act, 2005) guidelines, as well as adherence to C.N.I.B. (Canadian National Institute for the Blind) Clear Print guidelines. Watson can provide reports as PDF files that pass the Adobe Acrobat Pro DC Accessibility Checker.

Illustrations in the form of images, figures, diagrams, and complex tables often display data that is difficult to make accessible to people with visual disabilities. To effectively communicate complicated information in a way that is accessible and understandable to the reader, such illustrations are inserted as enhanced metafiles with descriptive, perceivable, and understandable alternative text. In addition, a comprehensive rendering of the data is included in the text to complement the illustrations and communicate results clearly.

In cases where complex data tables are being provided, or the Village requires customized report styles, templates and specific formatting (e.g., the use of capital letters, underlining, italics, font sizes and colours), we will discuss any special circumstances with the Village. Often, complex data tables would be included as a separate appendix in order that they can be separated from the main document when being published in the public domain (e.g., Village website) where accessibility is required.

Our proposed budget for this work is reflective of the accessibility features outlined above. If, however, a higher level of digital accessibility is required, we are able to provide this service at an additional cost to the Village. This additional cost would be determined based on the Village's specific requirements.

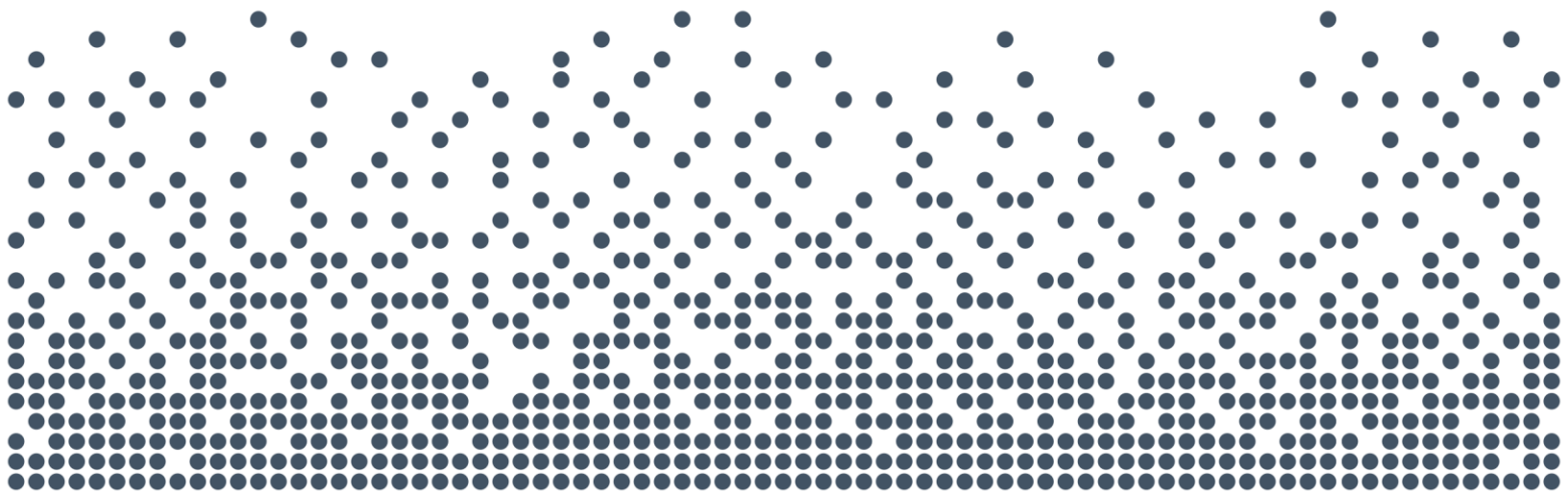
5.2 Conflict of Interest

Watson does not have any conflict of interest with respect to undertaking the above referenced work for the Village.



5.3 Insurance

Watson carries Commercial General Liability Insurance of \$5,000,000 as well as Professional Errors and Omissions Insurance of \$5,000,000 per claim subject to an annual aggregate of \$5,000,000.



Appendices



Appendix A

Corporate Profile and Curricula Vitae

CORPORATE PROFILE

Watson & Associates Economists Ltd. (Watson) is one of Canada's leading economic consulting firms. Established in 1982, we offer a comprehensive range of fiscal planning and policy services to clients in government and the private sector throughout Ontario and beyond.

Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities and school boards, as well as private industry, and senior levels of government, to frame their financial and economic strategies.

Watson is widely recognized as a leading authority on the fiscal aspects of the municipal government sector. The firm has earned its reputation for quality of analysis, as well as pragmatic and insightful interpretation of the issues we manage. We are well known for achieving results that translate into successful outcomes for our clients.

“We are well known for achieving results that translate into successful outcomes for our clients.”

OUR PHILOSOPHY

At Watson, we firmly believe that professional expertise, wide experience with local issues and the provincial legislative environment, and an understanding of client expectations are the basic fundamentals for analyzing issues and securing the desired results.

With every assignment, we strive to identify the strategies that are best suited to meeting the challenges facing our clients. Since 1982, our integrated team of financial and economic specialists has provided quality research and analytical expertise to clients. In that time, we have built long-term relationships with a broad range of municipal, provincial and school board clients, who value our judgment and advice.

Also, Watson has numerous working relationships with major law firms, planning and engineering companies, with whom we also work on multi-disciplinary assignments.

“We strive to identify the strategies that are best suited to meeting the challenges facing our clients.”



OUR SERVICES

We offer our clients a broad range of economic forecasting and financial planning services to help them plan for their future. Our main areas of specialization include:

MUNICIPAL, SCHOOL BOARD, CONSERVATION AUTHORITY, AND UTILITY FINANCIAL POLICY STUDIES

- Financial and economic impact assessment for major projects and new development areas
- Municipal capital and operating budget policy
- User rate studies (e.g. water, wastewater, stormwater, solid waste, recreation, licensing)
- Development application processing fees (e.g., planning applications, building permits, development engineering fees)
- Long range planning for school accommodation
- Asset management and PSAB
- Water and wastewater financial plans (O. Reg. 453/07)

DEVELOPMENT-RELATED CAPITAL FUNDING STUDIES

- Development charge studies – municipal, utility, and boards of education, including research and calculation of the charge, by-law adoption process, expert witness testimony, front-end financing, subdivision agreement links and implementation matters
- Community benefits charge strategies
- Parkland dedication reviews

DEVELOPMENT MARKET AND DEMOGRAPHIC FORECASTING STUDIES

- Forecasts, feasibility studies and land needs assessment for a variety of land uses
- Population, household, non-residential space and employment forecasts
- Growth management studies

SERVICE MASTERPLANNING AND ECONOMIC ASSESSMENT

- Assessment of long-term service needs
- Present value costing and financial affordability evaluation for major undertakings
- Property value impact and compensation policy
- Business, employment and other economic impacts

LOCAL GOVERNMENT RESTRUCTURING AND GOVERNANCE

- Assessment of options and strategies
- Service evaluation and financial impact analysis
- Benchmarking and performance measurement
- Asset and liability distribution
- Ward boundary reviews

Our goal is to do the very best for our clients. We are determined to produce outstanding results by taking advantage of the most appropriate computer modelling, analytical techniques and up-to-date databases and research available. At Watson, our vision is to continue to strive for excellence. We endeavour to go beyond our clients' expectations of service and establish ourselves as the leading provider of top-quality economic consulting services in our selected markets.

Peter Simcisko, BA (Hons), MBE

Managing Partner



Peter regularly leads and contributes to the preparation of development charges background studies, asset management plans, water and wastewater rate studies, development application fee reviews, and stormwater funding assessments.

He is also a member of the senior management group, which develops interpretations of legislative requirements, methodologies and alternative policy strategies for corporate assignments related to municipal finance.

Peter's education and professional background equip him with economics experience and strong analytical and data modelling skills.

EDUCATION

2017, International Association for Public Participation (IAP2)

Foundations in Public Participation Program

- Planning for Effective Public Participation
- Techniques for Effective Public Participation

2014, Brock University

Master of Business Economics

- Recipient of the Distinguished Graduate Student Award (2015)

2012, Brock University

Bachelor of Arts (Honours), Economics

- Graduated with first-class standing

EMPLOYMENT HISTORY

Current

Managing Partner, Watson & Associates Economists Ltd.

- Participates in development charge studies, development application approval process user fee studies, and asset management plans.



EMPLOYMENT HISTORY CONT'D

2011-2013

Research Assistant to Dr. Mohammed H.I. Dore, Brock University, Department of Economics

- Contributed to various research projects in the field of municipal water treatment by collecting data and performing statistical analyses.
- Co-authored a published literature review of climate change projections for Canada.

PUBLICATIONS

- Dore M.H.I., Simcisko P. (2013) Projecting Future Climate Scenarios for Canada Using General Circulation Models: An Integrated Review. In: Younos T., Grady C. (eds) Climate Change and Water Resources. The Handbook of Environmental Chemistry, vol 25. Springer, Berlin, Heidelberg.

EXPERTISE

- Asset management/PSAB
- Development application fees
- Development charges
- Development/cost sharing
- Economic impact of development
- Feasibility/business case studies
- Municipal competitiveness
- Municipal financial planning and policy
- Municipal service master planning and EAs
- Water and sewer rate studies

AREAS OF SPECIALIZATION

Mr. Simcisko's work experience has been concentrated in the following areas:

Development Charges

Since joining Watson & Associates Economists Ltd. in 2013, Peter has led and contributed to the preparation of numerous development charges background studies, including by-law adoption process and implementation matters. As part of these assignments, Peter has led municipal staff through technical analysis and presented information in understandable formats to municipal Councils, development industry stakeholders, and the general public.



Development Charge By-law Work Completed for Municipalities:

Cities	Municipalities	Towns	Townships
Belleville	Brighton	Deep River	Asphodel-Norwood
Kingston	Casselman	Orangeville	Mapleton
Ottawa	Middlesex Centre	Perth	Melancthon
Sault Ste. Marie	Mississippi Mills	Petawawa	Russell
Burlington	North Grenville	Shelburne	Selwyn
	Port Hope	Whitchurch-Stouffville	
Counties			
Norfolk			

Asset Management

Peter leads the asset management practice at Watson & Associates Economists Ltd. and has overseen all asset management projects completed by the firm since 2019. He has assisted more than 50 municipalities with preparation of asset management policies, municipal action plans, asset management software implementations, and preparation of comprehensive asset management plans. Peter often leads conference presentations and educational workshops related to asset management.

Water, Wastewater, and Stormwater Rates

Peter has led the preparation of numerous water and wastewater rate studies, successfully providing municipalities with full cost recovery water and wastewater financial plans. Additionally, Peter has assisted several municipalities with undertaking stormwater funding assessments, including implementation of dedicated stormwater funding mechanisms and rate structures.

Development Application Approvals Process (DAAP) User Fees

Peter has assisted numerous municipalities across Ontario with the adoption of full-cost building permit, planning application, and development engineering application user fees. This work is often carried out in the context of multiple pieces of legislation (Planning Act, Building Code Act, Municipal Act) and allows municipalities to better account for the costs of services across multiple departments and to reduce unintended tax base subsidization of development review services. Peter has undertaken development application fee reviews for municipalities including the cities of Brampton, Burlington, St. Catharines, Welland, and others.

Matt Bouroukis, BA (Hons), MBE

Senior Consultant



Prior to joining Watson in 2015, Matt worked for Statistics Canada, where he analyzed confidential business data for several sub-annual retail surveys.

Matt's education and work experience in business economics give him a solid foundation in statistical forecasting and analysis.

EDUCATION

2014, Brock University
Master of Business Economics

2011, McMaster University
Bachelor of Arts (Honours), Economics

EMPLOYMENT HISTORY

Current

Senior Consultant, Watson & Associates Economists Ltd.

- Focused on municipal finance, development charges, water and wastewater rate studies and financial plans, asset management, and development application and permit fee studies.

2013-2014

Co-op Student, Distributive Trade Division, Statistics Canada

- Managed data integrity and analysis for two sub-annual retail commodity trade surveys.
- Composed and edited official release statements for the Quarterly Retail Commodity survey.



EMPLOYMENT HISTORY cont'd

2012-2013

Teaching Assistant, Economics Department, Brock University

- Conducted tutorials and review sessions for students enrolled in Microeconomics; graded exams and assignments.

2011-2012

Senior Analyst, Health Informatics, Kaiser Permanente, California.

- Conducted analysis and implemented action plan for identified healthcare redesign issues.

EXPERTISE

- Asset management/PSAB
- Development application fees
- Development charges
- Economic impact of development
- Feasibility/business case studies
- Municipal financial planning and policy
- Water and sewer rate studies



Water and Wastewater Rates Studies

Background

Municipalities are empowered to impose water and wastewater rates as per the *Municipal Act, 2001*. Since the Walkerton Inquiry, several new pieces of legislation have been passed to ensure the safe and sustainable provision of water and wastewater services. These include the *Safe Drinking Water Act* (including O. Reg. 453/07), *Sustainable Water and Sewage Systems Act* (repealed), *Clean Water Act*, and *Water Opportunities Act*. Watson & Associates Economists Ltd. (Watson) has successfully guided municipalities through these legislative changes.

Over the last few decades, funding of water and wastewater services has shifted from partial reliance on property taxes to a true user fee model with dedicated water and wastewater rates. With the implementation of tangible capital asset accounting, the definition of “full-cost recovery” has expanded to include a broader recognition of all costs required to maintain a viable and sustainable system.

Ideally, these services should be financially self-supporting, with fees set at a level that will provide sufficient funding, not only for operating expenditures, but also for on-going capital repairs and maintenance, lifecycle rehabilitation and replacement, and system upgrades.

Watson’s expertise in the areas of municipal finance, economics, and asset management, coupled with extensive prior experience, makes us well suited to successfully deliver water and wastewater rates studies that meet or exceed provincial requirements and guidelines.



Watson has undertaken water and wastewater rates studies on behalf of one-third of Ontario municipalities. At the outset of the study process, we establish the long-term financial needs of a municipality. Our experienced consultants then review, evaluate, and recommend rates and rate structures to ensure an appropriate balance between sustainability and equity.

The principle of full-cost recovery is a key driver in our water and wastewater rates studies, which address the following items, as required:

- Identification of existing asset inventories and estimation of annual lifecycle replacement costs;
- Identification of current and future water and wastewater system capital needs;
- Estimation of future operating costs;
- Identification of cost recovery options for capital (e.g. debt financing, reserve transfers, grant funding, etc.);
- Assessment of rate structure alternatives (with analysis based on ease of understanding, equity, revenue stability, and administrative burden);
- Assessment of customer impacts and municipal benchmarking; and
- Recommendations for new rates to ensure long-term financial sustainability of water and wastewater systems.



Our water and wastewater rates studies specialists include:

- Andrew Grunda, Managing Partner & Principal
- Peter Simcisko, Managing Partner
- Sean-Michael Stephen, Managing Partner
- Daryl Abbs, Managing Partner
- Nancy Neale, Manager
- Byron Tan, Manager
- Navreet Bains, Senior Project Coordinator
- Matt Bouroukis, Senior Consultant
- Sara Lourenco, Consultant
- Connor Jakobschuk, Consultant
- Tayler Murphy, Analyst
- Balpreet Passi, Analyst
- Jaco de Beer, Analyst
- Majd Natout, Analyst
- Saleh Ali, Analyst
- Selina Liang, Analyst

Experience in Water, Wastewater and Stormwater Rate Studies, 2001 to 2023

- Adjala-Tosorontio Water and Sewer Rate Study and Update (with Connection Fees)
- Amaranth Water Rate Study
- Amherstburg Water Rate Study
- Amherstburg Wastewater Environmental Assessment and Financial Impact
- Arnprior Water and Sewer Rate Study
- Aurora Water and Sewer Lifecycle Reserves
- Aylmer Secondary Water System Rate Study and Update
- Aylmer Sustainable Water and Sewage System Rate Study and Update
- Aylmer Wastewater Treatment and Collection System and Update
- Aylmer Water and Wastewater Rate Study
- Bancroft Water and Sewer Study
- Bancroft Water Metering Audit
- Barrie Water and Wastewater Rate Study
- Bayham Sanitary Sewer Servicing Study (peer review)
- Bayham Water Servicing Study (peer review)
- Bayham Water and Wastewater Rate Study
- Bradford West Gwillimbury Water and Sewer Rate Study
- Brampton Stormwater Rate Study
- Brantford Water, Wastewater and Stormwater Rate Study and Update
- Brighton Water and Wastewater Rate Study
- Cambridge Stormwater Financing Study
- Campden (Lincoln) Sewer Servicing Study
- Cavan Monaghan Water and Wastewater Rate Study
- Central Elgin Water and Wastewater Rates and Update
- Central Huron Sewer Environmental Assessment and Financing Study
- Central Huron Water and Wastewater Rate Study
- Centre Wellington Water and Sewer Rates and Update
- Chatham-Kent Water and Sewer Rates and Update
- Cobourg Stormwater Rate Study (in progress)
- Cobourg Water and Sewer Rates and Update



- Cochrane Water and Wastewater Rate Study
- Cornwall Water and Sewer Rates and Update
- Collingwood Water and Wastewater Rate Study
- Deep River Water and Sewer Study and Update
- Deseronto Water and Wastewater Rate Study
- East Garafraxa Water Rate Study
- East Gwillimbury Water and Wastewater Rate Study
- Elgin Area Primary Water Supply System – Water Financial Plan
- Erin Water Rate Study
- Essex (Town) Water and Wastewater Rate Study
- Fort Frances Water and Wastewater Rate Study
- Georgina Water and Sewer Rates
- Grand Valley Water and Wastewater Rate Study
- Grand Valley WPCP Financial Plan
- Greater Napanee Water and Sewer Rates
- Guelph/Eramosa Water and Sewer Rates and Update
- Halton Hills Stormwater Rate Study
- Hamilton (City) Water and Wastewater Financial Plan Development Study
- Hamilton (City) Water, Wastewater and Stormwater Rate Study
- Hamilton (Township) Water and Wastewater Rate Study
- Hornepayne Water and Wastewater Rate Study
- Kawartha Lakes Water and Sewer Rate Study
- King Township Water and Wastewater Rate Study
- Kingsville Water and Wastewater Rate Study
- Lake Huron Primary Water Supply System – Water Financial Plan
- Lakeshore Water and Sewer Rates
- Lakeshore Water and Wastewater Master Plan
- Lambton Area Water Supply System Rate Study
- Lambton Shores Water and Sewer Rates
- Leamington Water and Wastewater Rates
- Leeds and The Thousand Islands – Water and Wastewater Rate Study
- Lincoln Water and Sewer Rates and Update
- London Wastewater 20 Year Financial Plan
- Madawaska Valley Water and Wastewater Rate Study and Update



- Malahide (Tertiary) Water System and Update
- Malahide (Springfield) Wastewater Rate Study and Update
- Manitoba Water Services Board – Wastewater Treatment Cooperative Governance Model
- Mapleton Water and Sewer Rate Study and Update
- Meaford Water and Wastewater Rate Study
- Midland Water Billing Audit
- Midland Water and Wastewater Rate Study
- Minto Water and Sewer Rate Study and Update
- Mississippi Mills Water and Sewer Rate Study and Update
- Mono Water and Sewer Rates and Update
- Mulmur Water Rate Study and Financial Plan
- Newbury Water Rate Agreement Review
- Nobleton (King) Sewer Servicing Study
- Norfolk Water and Wastewater Rate Study
- North Grenville Water and Wastewater Master Plan
- North Middlesex Wastewater Rates – Impact of Servicing Alternatives
- Orangeville Water and Sewer Rates and Update
- Owen Sound Water and Wastewater Rate Study
- Quinte West Water and Wastewater Rate Study
- Parry Sound Water and Wastewater Rate Study
- Peel Water and Wastewater Long Term Infrastructure Evaluation
- Pelham Water and Wastewater Rate Study
- Pembroke Water and Wastewater Rate Study
- Penetanguishene Water and Wastewater Rate Study and Update
- Perth Water and Wastewater Rate Study
- Petawawa Water and Wastewater Rate Study
- Petrolia Water and Wastewater Rate Study
- Plympton-Wyoming Water and Wastewater Rate Study
- Point Edward Water and Wastewater Rate Study
- Port Burwell Secondary Water System Rate Study and Update
- Port Hope Water and Sewer Rates and Update
- Prince Edward County Water and Sewer Rate Study and Update
- Prince George (BC) Water and Sewer Rates
- Red Rock Water and Wastewater Rate Study



- Renfrew Water and Sewer Rate Study
- Richmond Hill Stormwater Rate Study
- Richmond Hill Water and Wastewater Rate Study
- Sarnia Water, Wastewater and Stormwater Rate Study
- St. Thomas Secondary Water System Rates and Update
- St. Thomas Sewer Rates and Update
- St. Thomas Water Rates and Update
- Severn Water and Wastewater Rate Study and Update
- Shelburne Water and Wastewater Rate Study and Update
- Sioux Lookout Water and Sewer Rate Study
- Smiths Falls Water and Wastewater Rate Study
- Southgate Water and Sewer Rates
- South Huron Water and Wastewater Rate Study
- South Stormont Water and Wastewater Rate Study
- Southwold Water and Wastewater Rate Study
- Stratford Water and Wastewater Rate Study
- Tay Water and Wastewater Rate Study
- Tecumseh Stormwater Rate Study
- Tecumseh Water and Sewer Master plan and Rate Impact of Options
- Tecumseh Water and Sewer Rates
- Temiskaming Shores Water and Sewer Rate Study
- Thames Centre Stormwater Rate Study (ongoing)
- Thames Centre Water and Sewer Rate Study
- Timmins Water and Wastewater Rate Study
- Trent Hills Water and Wastewater Rate Study
- Union (Central Elgin) Water Servicing Study
- Union Water System (Essex) Rate Study and Update
- Union Water Master Plan
- Vaughan Stormwater Rate Study
- Vaughan Water and Wastewater Rate Study
- Walkerton Inquiry – several reports prepared on behalf of OWWA, OMWA and CELA
- Warwick Water and Wastewater Rate Study
- Wasaga Beach Water and Sewer Rates
- Wellington North Water and Sewer Rates and Update



- West Lincoln Water and Wastewater Rate Study
- Westport Water and Wastewater Rate Study
- Whitewater Region Water and Wastewater Rate Study
- Windsor Stormwater Rate Study
- Windsor Utility Commission Water Rate Study
- Windsor Water Rate Study
- Woolwich Water and Sewer Rates and Update
- York Region Water and Wastewater Rate Study

Report to Council

Date: July 8, 2024
From: Kirsten Rahm, Manager of Finance – Treasurer
Re: Municipal Funding Agreement for Canada Community-Building Fund Renewed 10 Year Agreement

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the Municipal Funding Renewed 10-Year Agreement for the Canada Community-Building Fund;
AND FURTHER THAT Council give First, Second, Third and Final Reading to By-law 44-2024 Being a By-law to Enter into a Municipal Funding Agreement with the Association of Municipalities of Ontario endorsing the Canada Community-Building Fund 10 Year Agreement;
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 44-2024;
AND FURTHER THAT authorization be given to the Mayor and Treasurer/Manager Finance to sign the Municipal Funding Agreement on the Canada Community-Building Fund.

Background:

The Canada Community-Building Fund, previously known as Gas Tax Funding, has now been extended to guaranteed funding for the next ten years. The new agreement requires a bylaw to be passed authorizing the signing authorities of the municipality to enter into the agreement. The bylaw is attached to this report as well as the Agreement as Schedule “A”.

Discussion/Analysis:

The communication from AMO indicates the following “The CCBF will continue to provide predictable funding – without the need for application – to be invested into priority infrastructure projects.

The Government of Canada previously committed to tie federal infrastructure funding to actions that increase the housing supply where it makes sense to do so, Under the CCBF’s renewed agreement, single-tier and lower-tier municipalities with a 2021 Census population of 30,000 or more must complete a Housing Needs Assessment by March 2025. Other municipalities with housing pressures are encouraged to develop one. Additional preliminary information has been provided indicating that there will be additional reporting requirements for staff to complete with each project that utilizes the funds, as well as additional communications requirements that will need to be issued for those projects.

Financial Implications

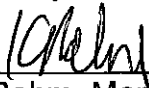
Population	2024	2025	2026	2027	2028
3,135	\$98,565	\$102,672	\$102,672	\$106,779	\$106,779

Attachments:

Bylaw 44-2024 Municipal Agreement for Canada Community-Building Fund

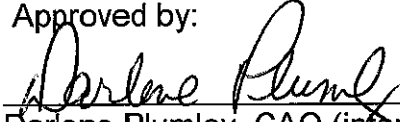
CCBF Funding Agreement

Submitted by:



Kirsten Rahm, Manager of Finance – Treasurer

Approved by:



Darlene Plumley, CAO (interim)



Renewal of the Canada Community-Building Fund

Similarities and changes, overview of the MFA, and next steps

June 2024



Summary of similarities and changes

Little has changed

Similarities

Most things are unchanged:

- **Allocations**
Will follow the existing model.
- **Eligibility**
Eligibility criteria are unchanged.
- **Funds**
Terms regarding the use, transfer, and retention of funds are unchanged.
- **Insurance and indemnification**
- **Asset management**
Will continue to guide CCBF investment.
- **Records and audit approach**
A risk-based audit will continue to be used.
- **Communications**
Will continue to be a focus for the federal government.
- **Default and termination**

Changes

Some changes have been made:

- **Resilience**
The disaster mitigation category is now the resilience category.
- **Staff costs**
Are now eligible – with limitations – under the capacity-building category only.
- **Equity**
Municipalities are expected to consider GBA+ lenses when undertaking projects.
- **Record retention**
Municipalities must retain records for at least six years.

Changes

New requirements related to housing have been introduced:

- **Housing needs assessments (HNAs)**
Are required for single- and lower-tier municipalities with a 2021 census population of 30,000 or more by March 31, 2025 (and are encouraged for other municipalities with housing pressures).
- **Housing outcomes resulting from CCBF investment**
Will need to be reported for each project that ended construction in the reporting year.
- **Some related costs are eligible for CCBF funding**
HNAs and studies, strategies, or systems related to housing or land use are eligible under the capacity-building category.

Changes

We've streamlined some reporting requirements and clarified others:

- **Incrementality**

CCBF funds are still expected to complement existing funding for municipal infrastructure – but you are no longer required to monitor a “base amount” or the incremental use of funds.

- **Insurance**

Insurance is still required – but you are not longer required to submit a Certificate of Insurance each year.

- **Wording**

We revised the wording – but not the content – of many sections to clarify requirements.



Overview of the Municipal Funding Agreement (MFA)

Key terms and conditions

Allocations

Funds will be:

- **Distributed on a per-capita basis**

In accordance with census population counts.

- **Split 50/50 in two-tier systems**

Though municipalities can optionally transfer funds to their upper- or lower-tiers by by-law.

- **Transferred in two installments**

Typically in July/August and November ([s. 5.5](#)).

See www.buildingcommunities.ca for your community's allocation.

Allocations

Deposit funds in either:

- **An interest-bearing account**

As soon as practical to maximize interest earnings ([s. 5.6](#)).

- **A permitted investment**

In accordance with your investment policy and provincial legislation and regulation ([s. 5.6](#)).

Allocations

Interest earnings and investment gains:

- **Are CCBF funds themselves**
And must therefore be treated as such ([s. 5.7](#)).
- **Must be reported to AMO each year**
As part of your annual report ([Schedule D](#)).

Allocations

Funds can be:

- **Banked**

For a maximum of five years – earning interest and saving up for larger projects ([s. 5.8](#)).

- **Transferred**

To another municipality or organization by by-law – to support investments in joint projects and shift funds from one tier to another ([ss. 5.3 and 5.4](#)).

- **Invested in eligible projects**

To build, enhance, or renew local infrastructure, remediate brownfields, or build capacity for long-term planning ([s. 5.1](#)).

Eligible projects

Funds can be invested across 18 categories of projects ([s. 3](#) and [Schedule A](#)).



Broadband connectivity



Brownfield redevelopment



Capacity-building



Community energy systems



Cultural infrastructure



Drinking water



Fire halls



Local roads and bridges



Public transit



Recreational infrastructure



Regional and local airports



Resilience



Short-line rail



Short-sea shipping



Solid waste



Sport infrastructure



Tourism infrastructure



Wastewater

Eligible projects

Some infrastructure is explicitly ineligible ([Schedule A](#)).



Health infrastructure and assets

Hospitals, long-term care facilities, convalescent centres, senior centres, ambulances, etc.



Professional sports facilities

Arenas, stadiums, and other facilities used by professional and semi-professional teams

Eligible projects

Prioritize projects that:

- **Support growth in the housing supply where it makes sense to do so**
In accordance with your housing needs assessment ([s. 8.3](#)).
- **Address infrastructure needs in your community**
In accordance with your asset management plan ([s. 7.1](#)).

Eligible projects

Keep these items in mind as you select projects:

- **Complementarity**

CCBF funds should complement – without replacing or displacing – other sources of funding for municipal infrastructure ([s. 16.10](#)).

- **Stacking**

There are no stacking limits on the CCBF – but CCBF funds are considered to be federal funds when combined with other federal funding programs ([s. 5.12](#)). Stacking limits associated with those programs apply ([s. 5.13](#)).

Eligible expenditures

Limit CCBF funding to eligible expenditures ([Schedule B](#)):

- **Infrastructure investments**

Costs associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and related debt financing charges.

- **Capacity-building costs**

For projects eligible under the capacity-building category (as described on the next slide).

- **Joint communications and signage costs**

For joint communications activities and federal infrastructure signage.

- **Employee costs**

As described on a subsequent slide.

Eligible expenditures

Costs eligible under the capacity-building category are listed in [Schedule B](#).

- **Long-term plans**

Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and asset management plans.

- **Asset management**

Studies, strategies, systems, software, third-party assessments, plans, or training.

- **Housing and land use**

Studies, strategies, systems, or plans.

- **Long-term infrastructure management**

Studies, strategies, or plans.

- **Related initiatives**

Provided that they strengthen your ability to improve local or regional planning.

Eligible expenditures

Some employee costs are now eligible under [s. 4 of Schedule B](#) – but only:

- **Under the capacity-building category**
e.g., to hire staff to improve asset management systems.
- **To a maximum of 40% of your annual allocation or \$80,000 (whichever is less)**
These thresholds will be reviewed on a regular basis.

Eligible expenditures

Some expenditures are explicitly ineligible ([Schedule C](#))

- **Routine repair and maintenance costs**
i.e., operating costs and costs that do not result in the construction, material enhancement, or renewal of infrastructure
- **Internal costs**
e.g., overhead, operating, and administrative costs
- **Land costs**
e.g., land acquisition or expropriation costs
- **Rebated costs**
e.g., rebated HST
- **Costs incurred before they were eligible**
i.e., costs incurred before the creation of the Fund in 2005 and costs incurred before categories were added in 2014 and 2021
- **Investments in health infrastructure**
As mentioned on a prior slide
- **Investments in professional and semi-professional sports facilities**
As mentioned on a prior slide
- **Legal fees**

Reporting requirements

Submit an annual report by April 30th ([s. 6](#) and [Schedule D](#)). Include:

- **Financial information**

Namely interest earnings, disposals, transfers, and expenditures.

- **Project information**

Describing each project that started, ended, or was ongoing in the year.

- **Results**

Outputs and outcomes – including those relating to the housing supply – for each project.

- **Other information**

Such as progress made in the implementation of asset management.

Reporting requirements

Report projects before construction begins ([s. 6](#) and [s. 2 of Schedule E](#)). Include:

- **Basic information**

Namely the title, category, and description (i.e., scope of work and objectives).

- **Expected timelines**

Particularly the anticipated start and end dates.

- **Expected CCBF funding**

i.e., the amount of CCBF funds allocated to the project.

- **Expected outcomes**

i.e., the outputs and outcomes that are expected to result from the project.

Asset management

Continue to develop and implement your asset management systems by:

- **Meeting provincial targets**

e.g., as set out in O. Reg. 588/17 ([s. 7.1](#)).

- **Improving asset data**

Particularly data describing asset conditions, costs, levels of service, and risks ([s. 7.2](#)).

Housing needs assessments

Complete a housing needs assessment if your community ([s. 8.1](#)):

- **Is a single- or lower-tier municipality; and**
Upper-tier municipalities are exempt.
- **Had a population of 30,000 or more on the 2021 census.**
Smaller municipalities are exempt.

Other municipalities are also encouraged to complete a housing needs assessment – particularly if they have housing pressures that can be alleviated through infrastructure investment.

Housing needs assessments

Housing needs assessments must be:

- **Prepared in accordance with Canada's guidance**
Guidance is forthcoming ([s. 8.2](#)).
- **Used to prioritize CCBF investments**
As described on a prior slide ([s. 8.3](#)).
- **Published on your municipality's website**
And publicly accessible ([s. 8.4](#)).
- **Submitted to AMO by March 31st, 2025**
Along with the URL to the document on your website ([s. 8.5](#)).

Reinvestment requirements

Reinvest revenues generated from the disposal of CCBF-funded assets.

- **Report the sale, lease, encumbrance, or disposal of CCBF-funded assets**

Email us if you sell, lease, or dispose of an asset within five years of the date of completion of the corresponding project ([s. 12](#)).

- **Report revenues generated**

With your annual report ([Schedule D](#)).

- **Reinvest revenues in eligible projects**

These revenues are considered to be CCBF funds and must be treated accordingly ([s. 12](#)).

Communications

We will hold a separate webinar on this – but in short:

- **Report projects in advance of construction**

To help us plan communications activities ([s. 2 of Schedule E](#)).

- **Install federal infrastructure signage**

In accordance with [federal guidelines](#) ([s. 3 of Schedule E](#)).

- **Alert us before holding media events or announcements**

We require at least 15 business days' notice ([s. 5 of Schedule E](#)).

- **Acknowledge federal funding**

When promoting or communicating progress on CCBF projects ([ss. 4 and 7 of Schedule E](#)).

- **Work with us**

If we reach out to promote CCBF investments in your community ([s. 8 of Schedule E](#)).

Annual timeline

Projects can be reported or updated at any time – but key dates are:

- **April 30th**
Annual reports are due ([s. 6.1](#)).
- **Before the construction season begins**
Report ongoing and upcoming CCBF projects ([s. 6.2](#) and [s. 2.1 of Schedule E](#)).
- **July/August**
We expect to transfer the first half of your annual allocation ([s. 5.5](#)).
- **November**
We expect to transfer the second half of your annual allocation ([s. 5.5](#)).



Next steps

Implementation of the MFA and additional training

Next steps

As soon as possible:

1. Pass a municipal by-law authorizing the MFA.

Your municipality may decide what form this takes.

2. Have appropriate officers sign the MFA.

In accordance with your by-laws and policies.

3. Submit the signed MFA and by-law to ccbf@amo.on.ca.

We cannot distribute funds to your community until this step is complete.

Next steps

Look for forthcoming sessions on:

- **Housing needs assessments**

We expect the Government of Canada to hold sessions in July.

- **Communications requirements**

We will hold a separate webinar for communications staff this summer.

Questions?

ccbf@amo.on.ca

<https://ccbf.amo.on.ca>

<https://www.buildingcommunities.ca>



THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 44-2024

Being a By-law to Authorize an Agreement with the Association of Municipalities of Ontario (AMO) and the Corporation of the Village of Merrickville-Wolford with respect to the Transfer and Use of the Canada Community-Building Fund

WHEREAS the Government of Canada, the Government of Ontario, and AMO are signatories to the Administrative Agreement on the Canada Community Building Fund effective April 1, 2024, (the “Administrative Agreement”), which governs the transfer and use of the Canada Community Building Fund (“CCBF”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS, the Council of the Corporation of the Village of Merrickville-Wolford wishes to enter into an agreement with AMO in respect to the CCBF funding;

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

1. That authorization be given to the Mayor and the Treasurer/Manager, Finance to sign the Municipal Funding Agreement on the Canada Community-Building Fund, attached hereto as Schedule “A”.
2. That this By-law shall take effect immediately upon the passage thereof.

Read a first, second and third time and passed on the 8th day of July 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

**MUNICIPAL FUNDING AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE VILLAGE OF MERRICKVILLE-WOLFORD

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Village of Merrickville-Wolford
Box 340, 317 Brock St. W.
Merrickville, ON K0G 1N0

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE VILLAGE OF MERRICKVILLE-WOLFORD

By: _____

Name:	_____	Date	_____
Title:	_____		

_____	_____	_____	_____
Name:	_____	Date	_____
Title:	_____		

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____

Name:	_____	Date	_____
Title: Executive Director	_____		

_____	_____	_____	_____
Witness:	_____	Date	_____
Title:	_____		

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient’s overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient’s staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

**THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED FINANCIAL STATEMENTS**

December 31, 2023

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

December 31, 2023

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CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

To the Members of Council, Inhabitants and Ratepayers of
the Corporation of the Village of Merrickville-Wolford

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgement is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of consolidated financial statements.

The Corporation of the Village of Merrickville-Wolford's Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

June 27, 2024

e-Signed by Darlene Plumley
2024-06-27 14:23:18:18 EST

CAO

e-Signed by Kirsten Rahm
2024-06-28 12:32:20:20 EST

Manager of Finance/Treasurer

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Village of Merrickville-Wolford:

Opinion

We have audited the consolidated financial statements of The Corporation of the Village of Merrickville-Wolford and its subsidiaries (the "Municipality"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Municipality as at December 31, 2023, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Municipality to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

June 27, 2024

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2023

	2023	2022
NET FINANCIAL ASSETS		
ASSETS		
Cash	\$ 6,336,420	\$ 5,438,252
Investments	113,715	99,869
Taxes receivable	605,207	645,415
Accounts receivable	648,311	637,013
	7,703,653	6,820,549
LIABILITIES		
Accounts payable	725,007	1,063,961
Deferred revenue	499,030	391,322
Deferred revenue - obligatory reserve funds (Note 3)	366,261	259,847
Municipal debt (Note 4)	3,464,982	3,629,321
Asset retirement obligations (Note 5)	2,300,764	-
Landfill closure and post-closure costs (Note 2)	-	1,121,575
	7,356,044	6,466,026
NET FINANCIAL ASSETS	347,609	354,523
NON-FINANCIAL ASSETS		
Tangible capital assets	18,687,429	16,699,506
Inventory	60,300	66,888
Prepaid expenses	12,110	21,855
	18,759,839	16,788,249
ACCUMULATED SURPLUS	\$ 19,107,448	\$ 17,142,772

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2023

	BUDGET 2023 (Note 9)	ACTUAL 2023	ACTUAL 2022
REVENUES			
Taxation	\$ 3,641,594	\$ 3,633,384	\$ 3,525,811
Fees and service charges	1,981,081	2,059,820	2,135,869
Grants	393,331	408,804	425,107
Investment income	195,920	395,730	189,964
Other	9,500	19,184	28,026
	6,221,426	6,516,922	6,304,777
EXPENSES			
General government	1,167,806	1,229,574	1,065,846
Protection services	862,094	872,889	849,847
Transportation services	1,535,658	1,637,243	1,566,724
Environmental services	1,534,459	1,556,884	1,599,305
Recreation and cultural services	355,912	341,517	352,447
Planning and development	395,314	375,756	472,295
	5,851,243	6,013,863	5,906,464
SURPLUS BEFORE OTHER ITEMS	370,183	503,059	398,313
REVENUE RELATED TO CAPITAL AND OTHER			
Deferred revenue - obligatory reserve funds earned (Note 3)	265,978	-	-
Deferred revenue earned	196,510	-	-
Grants	253,411	340,042	184,505
Reversal of landfill closure and post closure liability (Note 2)	-	1,121,575	-
	715,899	1,461,617	184,505
SURPLUS FOR THE YEAR	1,086,082	1,964,676	582,818
ACCUMULATED SURPLUS, beginning of year	17,142,772	17,142,772	16,559,954
ACCUMULATED SURPLUS, end of year	\$ 18,228,854	\$ 19,107,448	\$ 17,142,772

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF CHANGES IN
NET FINANCIAL ASSETS

For the year ended December 31, 2023

	BUDGET 2023 (Note 9)	ACTUAL 2023	ACTUAL 2022
Surplus for the year	\$ 1,086,082	\$ 1,964,676	\$ 582,818
Amortization of tangible assets	826,000	848,419	825,786
Acquisition of tangible capital assets	(1,608,120)	(535,578)	(1,094,933)
Asset retirement obligations	-	(2,300,764)	-
Change in inventory	-	6,588	(13,702)
Change in prepaid expenses	-	9,745	(11,869)
(Decrease) increase in net financial assets	303,962	(6,914)	288,100
Net financial assets, beginning of year	354,523	354,523	66,423
Net financial assets, end of year	\$ 658,485	\$ 347,609	\$ 354,523

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2023

	2023	2022
CASH FROM OPERATING ACTIVITIES		
Surplus for the year	\$ 1,964,676	\$ 582,818
Item not affecting cash		
Amortization expense	848,419	825,786
Reversal of landfill closure and post closure costs liability	(1,121,575)	-
	1,691,520	1,408,604
Changes in non-cash working capital balances		
Taxes receivable	40,208	107,326
Accounts receivable	(11,298)	(175,049)
Inventory	6,588	(13,702)
Prepaid expenses	9,745	(11,869)
Accounts payable	(338,954)	269,894
Deferred revenue	107,708	269,075
Deferred revenue - obligatory reserve funds	106,414	109,692
Landfill closure and post-closure costs	-	45,201
	1,611,931	2,009,172
CASH USED IN FINANCING ACTIVITIES		
Repayment of municipal debt	(164,339)	(158,423)
CASH USED IN CAPITAL AND INVESTING ACTIVITIES		
Acquisition of tangible capital assets	(535,578)	(1,435,724)
Purchase of investments	(13,846)	(99,869)
	(549,424)	(1,535,593)
INCREASE IN CASH	898,168	315,156
CASH, beginning of year	5,438,252	5,123,096
CASH, end of year	\$ 6,336,420	\$ 5,438,252

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2023

	Land and Improvements	Buildings	Vehicles	Machinery and equipment	Water and waste water plants and networks	Roads	Bridges	2023	2022
Cost									
Balance, beginning of year	\$ 702,899	\$ 2,742,874	\$ 2,913,591	\$ 2,541,311	\$ 13,130,253	\$ 4,828,636	\$ 1,017,907	\$ 27,877,471	\$ 26,782,538
Additions during the year	66,404	6,004	224,304	42,794	196,072	-	-	535,578	1,094,933
Disposals during the year	-	-	85,000	-	-	-	-	85,000	-
Asset retirement obligations	2,030,764	270,000	-	-	-	-	-	2,300,764	-
Balance, end of year	2,800,067	3,018,878	3,052,895	2,584,105	13,326,325	4,828,636	1,017,907	30,628,813	27,877,471
Accumulated Amortization									
Balance, beginning of year	51,955	1,016,118	1,767,140	1,740,609	4,395,263	1,375,912	830,968	11,177,965	10,352,179
Amortization during the year	9,182	76,114	132,948	104,896	339,205	163,294	22,780	848,419	825,786
Amortization on disposals	-	-	85,000	-	-	-	-	85,000	-
Balance, end of year	61,137	1,092,232	1,815,088	1,845,505	4,734,468	1,539,206	853,748	11,941,384	11,177,965
Net book value 2023	\$ 2,738,930	\$ 1,926,646	\$ 1,237,807	\$ 738,600	\$ 8,591,857	\$ 3,289,430	\$ 164,159	\$ 18,687,429	\$ 16,699,506
Net book value 2022	\$ 650,944	\$ 1,726,756	\$ 1,146,451	\$ 800,702	\$ 8,734,990	\$ 3,452,724	\$ 186,939	\$ 16,699,506	

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS

For the year ended December 31, 2023

	2023	2022
Deficits		
Operating surplus (Note 8)	\$ -	\$ -
Water and sewer surplus (Note 8)	-	-
Library surplus	62,025	45,570
Unfunded liabilities to be recovered from future revenues		
Asset retirement obligations	(2,300,764)	-
Landfill closure and post-closure costs	-	(1,121,575)
Total deficits	(2,238,739)	(1,076,005)
Reserves		
Reserves set aside for specific purposes by Council:		
Working capital	1,814,876	1,643,806
Vehicle replacement	360,623	295,623
Modernization	187,723	187,723
Capital	613,247	617,708
Capital contingency	1,066,775	473,818
Landfill	275,000	260,000
Self insurance	205,000	205,000
Library	109,085	112,116
Water and sewer	1,299,965	1,155,082
Building department	71,741	71,741
Hospital	45,000	45,000
Recreation	8,019	8,019
Election	13,780	9,780
Information technology	15,000	15,000
Museum	2,884	2,884
Total reserves	6,088,718	5,103,300
Equity in tangible capital assets		
Invested in tangible capital assets	18,687,429	16,699,506
Less: related debt	3,429,960	3,584,029
Total equity in tangible capital assets	15,257,469	13,115,477
ACCUMULATED SURPLUS	\$ 19,107,448	\$ 17,142,772

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

CONSOLIDATED SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS

For the year ended December 31, 2023

	Deficits	Reserves	Equity in Tangible Capital Assets	2023	2022
Balance, beginning of year	\$ (1,076,005)	\$ 5,103,300	\$ 13,115,477	\$ 17,142,772	\$ 16,559,954
Surplus for the year	1,964,676	-	-	1,964,676	582,818
Reserve funds used for operations	151,529	(151,529)	-	-	-
Funds transferred to reserves	(1,136,947)	1,136,947	-	-	-
Current year funds used for tangible capital assets	(535,578)	-	535,578	-	-
Asset retirement obligations	(2,300,764)	-	2,300,764	-	-
Annual amortization expense	848,419	-	(848,419)	-	-
Municipal debt repaid	(154,069)	-	154,069	-	-
Change in accumulated surplus (deficit)	(1,162,734)	985,418	2,141,992	1,964,676	582,818
Balance, end of year	\$ (2,238,739)	\$ 6,088,718	\$ 15,257,469	\$ 19,107,448	\$ 17,142,772

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE

For the year ended December 31, 2023

	General Government	Protection Services	Transportation Services	Environmental Services	Water and Sewer Services	Recreation and Cultural Services	Planning and Development	2023	2022
REVENUE									
Taxation	\$ 1,281,236	\$ 909,616	\$ 735,775	\$ 35,516	\$ -	\$ 367,966	\$ 303,275	\$ 3,633,384	\$ 3,525,811
Fees and service charges	83,054	11,292	40,000	149,295	1,416,839	67,110	292,230	2,059,820	2,135,869
Grants	312,345	8,734	912	72,817	-	13,996	-	408,804	425,107
Investment income	375,849	2,416	-	-	-	17,465	-	395,730	189,964
Other	-	-	-	-	-	19,184	-	19,184	28,026
	2,052,484	932,058	776,687	257,628	1,416,839	485,721	595,505	6,516,922	6,304,777
EXPENSES									
Wages and benefits	714,257	147,015	653,871	28,573	-	119,845	199,840	1,863,401	1,848,591
Interest on municipal debt	-	9,437	3,755	-	125,263	-	12,989	151,444	160,521
Materials and services	237,817	118,238	602,110	66,332	106,721	134,834	162,927	1,428,979	1,475,010
Contracted services	-	440,586	-	83,759	762,358	-	-	1,286,703	1,265,616
Insurance and financial costs	227,543	22,472	91,470	-	15,741	33,344	-	390,570	287,267
Third party transfers	19,382	24,965	-	-	-	-	-	44,347	43,673
Amortization	30,575	110,176	286,037	-	368,137	53,494	-	848,419	825,786
	1,229,574	872,889	1,637,243	178,664	1,378,220	341,517	375,756	6,013,863	5,906,464
SURPLUS (DEFICIT) BEFORE OTHER ITEMS									
	822,910	59,169	(860,556)	78,964	38,619	144,204	219,749	503,059	398,313
REVENUE RELATED TO CAPITAL AND OTHER									
Grants	340,042	-	-	-	-	-	-	340,042	184,505
Reversal of landfill closure and post closure liability	-	-	-	1,121,575	-	-	-	1,121,575	-
	340,042	-	-	1,121,575	-	-	-	1,461,617	184,505
SURPLUS (DEFICIT) FOR THE YEAR									
	\$ 1,162,952	\$ 59,169	\$ (860,556)	\$ 1,200,539	\$ 38,619	\$ 144,204	\$ 219,749	\$ 1,964,676	\$ 582,818

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Basis of consolidation

(i) Consolidated entities

These consolidated financial statements reflect the assets, liabilities, sources of financing and expenses and include the activities of all committees of Council and the following local board:

The Corporation of the Village of Merrickville - Wolford Library Board

(ii) Non-consolidated entities

There are no non-consolidated entities.

(iii) Accounting for United Counties and school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards, and the United Counties of Leeds and Grenville are not reflected in the municipal fund balances of these consolidated financial statements.

(b) Accrual basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) Measurement uncertainty (use of estimates)

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires administration to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Significant items subject to such estimates and assumptions include the estimated useful life of tangible capital assets, the valuation of allowances for doubtful taxes and accounts receivable, the valuation of inventories, and asset retirement obligations. Actual results could differ from these estimates.

(d) Taxation and related revenue

Property tax billings are issued by the Municipality based on assessment rolls prepared by the Municipal Property Assessment Corporation ("MPAC") and collects property tax revenue for municipal purposes, county taxes on behalf of the United Counties of Leeds and Grenville, provincial education taxes on behalf of the Province of Ontario, payments in lieu of taxation, local improvements and other charges. The authority to levy and collect property taxes is established under the *Municipal Act 2001*, the *Assessment Act*, the *Education Act* and other legislation.

Taxation revenue consists of non-exchange transactions and is recognized in the period to which the assessment relates and a reasonable estimate of the amounts can be made. Annual taxation revenue also includes adjustments related to reassessments and appeals to prior years' assessments. The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Government grants and transfers

Government grants transfers are the transfer of assets from other levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. The Municipality recognizes a government grant or transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government grant or transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Municipality recognizes revenue as the liability is settled.

(f) Fees and service charges

Fees and service charges are recognized when the activity is performed or when the services are rendered. Examples include, but are not limited to, water and waste water charges, solid waste tipping fees, licensing fees, permits, and other fees from various recreation programs and facilities.

(g) Investment income

Investment income earned on surplus funds is reported as revenue in the period earned. Investment income earned on obligatory funds such as parkland allowances and gas tax funds is added to the associated funds and forms part of the respective deferred revenue, obligatory reserve fund balances.

(h) Cash

Cash is defined as cash on hand and cash on deposit.

(i) Investments

Investments are recorded at amortized cost. Cost approximate fair value of the investments.

(j) Deferred revenue

Deferred revenue represents government transfers that have been received for specific purposes, but the respective expenses has not been incurred to date. These amounts will be recognized as revenues in the year the expenses are incurred.

(k) Deferred revenue, obligatory reserve funds

The Municipality receives restricted contributions under the authority of federal and provincial legislation. These funds by their nature are restricted in their use and are recorded as deferred revenue until applied to applicable costs. Amounts applied to qualifying expenditures are recorded as revenue in the fiscal period they are expended.

(l) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Municipality's policy. The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), as a defined contribution plan.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and from reserves and reserve funds are an adjustment to the respective fund when approved.

(n) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 to 40 years
Buildings	20 to 50 years
Vehicles	5 to 20 years
Machinery and equipment	3 to 20 years
Water and waste plants and networks	
underground networks	40 to 100 years
sewage treatment plants	40 to 75 years
water pumping stations and reservoirs	40 to 75 years
flood stations and other infrastructure	40 to 75 years
Transportation	
roads	7 to 50 years
bridges and structures	25 to 75 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Active landfills are amortized annually based on the remaining estimated useful life. The estimated costs to close and maintain currently active landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill sites capacity is used.

The Municipality has a capitalization threshold of \$25,000 so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons. Examples of pooled assets are desktop computer systems, vehicles, utility poles and defibrillators.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) Non-financial assets (Continued)

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventory

Inventory held for consumption is recorded at the lower of cost or replacement cost.

(o) Asset retirement obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the Municipality to incur retirement costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at fiscal year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset.

At each financial reporting date, the Municipality reviews the carrying amount of the asset retirement obligation liability. The Municipality recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset.

The Municipality continues to recognize the asset retirement obligation liability relating to the landfill post-closure costs until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Liability for contaminated sites

A liability for contaminated sites arises when contamination is being introduced into the air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Municipality is directly responsible, or accepts responsibility to remediate the site;
- (iv) The Municipality expects that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

Liabilities are accrued to record the estimated costs related to the management and remediation of contaminated sites. The liability estimate includes costs that are directly attributable to the remediation activities and includes integral post-remediation operation, maintenance and monitoring costs that are a part of the remediation strategy for the contaminated site. The costs that would be included in a liability are:

- Costs directly attributable to remediation activities (for example, payroll and benefits, equipment and facilities, materials, and legal and other professional services); and
- Costs of tangible capital assets acquired as part of remediation activities to the extent they have no other alternative use.

The measurement of a liability is based on estimates and professional judgment. The liability is recorded net of any expected recoveries. The carrying amount of a liability is reviewed at each financial reporting date with any revisions to the amount previously recognized accounted for in the period in which revisions are made.

A contingency is disclosed if all of the above criteria are not met.

(q) Segments

The Municipality conducts its operations through seven reportable segments: General Government, Protection Services, Transportation Services, Environmental Services which includes Water and Sewer Services, Recreation and Cultural Services, and Planning and Development. These segments are established by senior management to facilitate the achievement of the Municipality's long-term objectives to aid in resource allocation decisions, and to assess operational performance.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Financial instruments

The Municipality recognizes its financial instruments when the Municipality becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the Municipality may irrevocably elect to subsequently measure any financial instrument at fair value. The Municipality has made no such election during the year. The Municipality subsequently measures all its financial assets and liabilities at amortized cost.

The Municipality subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The Municipality has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses). Interest income is recognized in the statement of financial activities.

Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized into income. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

All financial assets except derivatives are tested annually for impairment. Management considers whether the investee has experienced continued losses for a period of years, recent collection experience for the loan, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost and/or amortized cost to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net remeasurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses in the fiscal year it occurs.

(s) Future accounting pronouncements

Standards effective beginning on or after April 1, 2023

Revenues

PS 3400 Revenues establishes standards on how to account for and report on revenue by distinguishing between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. The main features of this Section are as follows:

- Performance obligations are enforceable promises to provide specific goods or services to a specific payor;
- Performance obligations can be satisfied at a point in time or over a period of time;
- The new standard outlines five indicators to determine if the revenue would be recognized over a period of time;
- Revenue from a transaction with a performance obligation(s) is recognized when, or as, the entity has satisfied the performance obligation(s); and
- Revenue from transactions with no performance obligation is recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and a past event that gives rise to a claim of economic resources has occurred.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Future accounting pronouncements (continued)

Public Private Partnerships

PS 3160 Public Private Partnerships, which contains requirements for recognizing, measuring, and classifying infrastructure procured through a public private partnership PS 3160 applies when public private partnership infrastructure is procured by the public sector entity using a private sector partner that is obligated to:

- Design, build, acquire or better new or existing infrastructure;
- Finance the transaction past the point where the infrastructure is ready for use; and
- Operate and/or maintain the infrastructure.

Public private partnership infrastructure should be recognized as an asset when the public sector entity acquires control of the infrastructure. A liability, which could be in the form of a financial liability, a performance obligation, or a combination of both, should be recognized when the public private partnership recognizes an asset.

These standards are effective for annual financial statements relating to fiscal years beginning on or after April 1, 2023. Early application continues to be permitted. The Municipality has not yet determined the impact of these standards on its financial statements.

2. CHANGE IN ACCOUNTING POLICIES

Asset retirement obligations

Effective January 1, 2023, the Municipality adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of a liability for asset retirement obligations under PS 3280 Asset Retirement Obligations. The new standard establishes when to recognize and how to measure a liability for an asset retirement obligation, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was not applied retroactively, and prior periods have not been restated.

Previously, the Municipality recorded liabilities associated with asset retirement obligations such as landfill closure costs in accordance with PS 3270 Solid Waste Landfill Closure and Post-Closure Liability. This previous standard required recognition of a liability for closure and post-closure care as the site capacity was used and was equal to the proportion of the estimated total expenditure required for closure and post-closure care. Under the new standard, a liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset when certain criteria are met, as described in Note 1(0).

There was a material impact on the financial statements from the prospective application of the new accounting recommendations resulting in an increase in asset retirement obligations and an increase in tangible capital assets of \$2,300,764, and the reversal of landfill closure and post-closure costs liability of \$1,121,575.

Financial instruments

Effective January 1, 2023, the Municipality adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, presentation and disclosure of financial assets, financial liabilities and derivatives under Section PS 3450 Financial Instruments. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements from the prospective application of the new accounting recommendations.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

3. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds are summarized as follows:

	Federal Gas		2023	2022
	Tax	Parkland		
Balance, beginning of year	\$ 200,744	\$ 59,103	\$ 259,847	\$ 150,155
Grants received	101,499	-	101,499	97,270
Interest and other	14,964	6,499	21,463	12,422
Deferred revenue earned	-	(16,548)	(16,548)	-
Balance, end of year	\$ 317,207	\$ 49,054	\$ 366,261	\$ 259,847

4. MUNICIPAL DEBT

(a) The balance of municipal debt reported on the consolidated statement of financial position is comprised of the following:

	2023	2022
Bank term loan, interest of 3.85%, repayable in blended monthly payments of \$2,458, due August 2036	\$ 294,901	\$ 312,855
Bank term loan, interest of 3.98%, repayable in blended semi-annual payments of \$100,627, due June 2044	2,802,400	2,889,510
Term loan, interest of 2.88%, repayable in blended semi-annual payments of \$6,542, due October 2024	12,808	25,254
Term loan, interest of 3.33%, repayable in blended semi-annual payments of \$12,055, due December 2036	252,724	268,034
Term loan, interest of 2.59%, repayable in blended semi-annual payments of \$11,700, due December 2026	67,128	88,376
Tile drain loans, interest of 6%, repayable over a ten year period in blended payments ranging between \$1,127 and \$6,793, maturity dates ranging from 2024 to 2028	35,021	45,292
	\$ 3,464,982	\$ 3,629,321

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

4. MUNICIPAL DEBT (Continued)

Principal payments assuming the loans are renewed under the same terms and conditions are as follows:

2024	\$	170,379
2025		158,486
2026		163,410
2027		146,081
2028		151,933
2029 - 2032		642,038
Thereafter		2,032,655
		\$ 3,464,982

(b) Of the municipal debt reported in (a) of this note, all principal payments are payable from the following sources as follows:

	2024 - 2028	2029 - thereafter
General municipal revenues	\$ 264,293	\$ 363,268
Benefiting landowners - tile drains	35,021	-
Benefiting landowners	490,975	2,311,425
		\$ 790,289
		\$ 2,674,693

5. ASSET RETIREMENT OBLIGATIONS

The Municipality's asset retirement obligations include one solid waste landfill sites closure and post closure monitoring costs and the estimated removal costs of asbestosis from municipal buildings.

The Municipality operates one solid waste landfill site. The site has an estimated remaining life of 43 years, as a result of an amended provisional certificate of approval from the Ministry of the Environment dated March 2016. The estimate associated with closure and post-closure include costs such as clay, topsoil, hydro seed, site preparation, equipment, ditching, drainage, fencing and post-closure monitoring estimated for 25 years.

The liability for closure of the open site and post-closure care has been recognized based the present value of future costs. Total closure and post-closure costs are estimated to be \$2,880,000 with \$2,030,764 (2022 - \$1,121,575) being accrued at the end of the current fiscal year based upon an average inflation rate of 2.9% and a discount rate of 3.98% being the Municipalities' borrowing rate. No accretion expense was recorded during the year.

	2023	2022
Balance, beginning of year	\$ 1,121,575	\$ -
Liabilities incurred relating to landfill closure and post closure costs	909,189	-
Liabilities incurred relating to asbestosis removal costs from buildings	270,000	-
		\$ 2,300,764
Balance, end of year	\$ 2,300,764	\$ -

These costs are to be recovered from future taxation revenue and reserves.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

6. OPERATING EXPENSES BY OBJECT

	BUDGET 2023	ACTUAL 2023	ACTUAL 2022
Wages and benefits	\$ 1,955,555	\$ 1,863,401	\$ 1,848,591
Interest on municipal debt	156,766	151,444	160,521
Materials and services	1,277,731	1,428,979	1,475,010
Contracted services	1,285,659	1,286,703	1,265,616
Insurance and other financial costs	309,217	390,570	287,267
Third party transfers	40,315	44,347	43,673
Amortization	826,000	848,419	825,786
	\$ 5,851,243	\$ 6,013,863	\$ 5,906,464

7. PENSION AGREEMENTS

The Municipality is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employee contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS pension deficit of \$4.2 billion (2022 - \$6.7 billion) in these consolidated financial statements.

The employer amount contributed to OMERS for 2023 was \$118,850 (2022 - \$105,214) for current service and is included as an expense on the consolidated statement of financial activities.

8. OPERATING SURPLUS

The operating surplus for the year ended December 31, 2023 was \$171,700 (2022 - \$237,465) which was transferred to the working capital reserve. The water and sewer surplus was \$109,631 (2022 - \$148,156) which was transferred to the water and sewer reserve. The library board surplus was \$16,455 (2022 - deficit of \$1,516) which was allocated to the library surplus account.

	BUDGET 2023	ACTUAL 2023	ACTUAL 2022
Surplus for the year	\$ 1,086,082	\$ 1,964,676	\$ 582,818
Funds transferred to reserves	(840,615)	(855,616)	(690,165)
Reserve funds used for operations	684,337	151,529	800,676
Principal payment on long-term debt and capital leases	(154,070)	(154,069)	(148,733)
Asset retirement obligations	-	(1,121,575)	-
Landfill closure and post closure costs	-	-	45,201
Acquisition of tangible capital assets	(1,608,120)	(535,578)	(1,094,933)
Annual amortization expense	826,000	848,419	825,786
Change in unfunded capital projects	-	-	63,455
Operating surplus for the year	(6,386)	297,786	384,105
Transfer of surplus to water and sewer reserve	-	(109,631)	(148,156)
Transfer of surplus to library surplus	6,386	(16,455)	1,516
Transfer of surplus to working capital reserve	-	(171,700)	(237,465)
	\$ -	\$ -	\$ -

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

9. SEGMENTED INFORMATION

The Municipality is responsible for providing a range of services to its citizens. For management reporting purposes the Municipality's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the consolidated financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the Village of Merrickville - Wolford and expended disclosure by object has been reflected in the schedule of segmented disclosure.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

A brief description of each segment follows:

(a) General government

General government includes corporate services and governance of the Municipality. Administration as a segment includes operating and maintaining municipal owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development, by-law development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting, monitoring and overall budget status as well as frontline reception and customer service.

(b) Protection services

Protection services includes fire protection, conservation authority, protective inspection and control and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency medical first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

(c) Transportation services

Transportation services includes administration and operation of traffic and parking services for the Municipality. In addition, services are provided for winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Municipality.

(d) Environmental services

Environmental services includes waste collection, disposal and recycling services.

(e) Water and sewer services

Water and sewer services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services within the Municipality.

(f) Recreation and cultural services

Recreation and cultural services provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, and arenas.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2023

9. SEGMENTED INFORMATION (Continued)

(g) Planning and development

Planning and development manages development for business interests, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

10. BUDGET FIGURES

The 2023 budget amounts that were approved on May 8th, 2023 were established for Capital, Reserves and Reserve Funds and are based on a project-oriented basis, the costs of which may be carried out over one or more years.

11. FINANCIAL INSTRUMENTS

The Village, as part of their operations, carries a number of financial instruments. It is management's opinion that the Village is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Credit concentration

Financial instruments that potentially subject the Village to concentrations of credit risk consist primarily of taxes and accounts receivable. However, credit exposure is limited due to the Village's large customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Village is exposed to interest rate cash flow risk with respect to long-term debt and taxes receivable. However, the exposure is limited as all long-term debt and taxes receivable are at a fixed interest rate.

Liquidity risk

Liquidity risk is the risk that the Village will not be able to meet its financial obligations as they become due.

The Village manages liquidity risk by continually monitoring actual and forecasted cash flows from operations to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2023

FINANCIAL ACTIVITIES (000's)

	2023	2022	2021	2020	2019
Revenues					
Taxation	\$ 3,633	\$ 3,526	\$ 3,361	\$ 3,325	\$ 3,152
Fees and service charges	2,060	2,136	1,786	1,782	1,714
Grants	409	425	451	487	812
Investment income	396	190	145	170	194
Other	19	28	28	25	28
	6,517	6,305	5,771	5,789	5,900
Expenses					
General government	1,230	1,066	990	981	924
Protection to persons and property	873	850	868	844	846
Transportation services	1,637	1,567	1,195	1,164	1,161
Environmental	1,557	1,599	1,487	1,531	1,542
Recreation and cultural services	341	353	278	232	294
Planning and development	376	472	318	411	250
	6,014	5,907	5,136	5,163	5,017
Surplus before other items	503	398	635	626	883
Revenue related to capital and other					
Deferred revenue earned	-	-	429	-	197
Grants	340	185	54	-	1,919
Reversal of landfill closure costs	1,122	-	-	-	-
	1,462	185	483	-	2,116
Surplus for the year	\$ 1,965	\$ 583	\$ 1,118	\$ 626	\$ 2,999

PROPERTY TAXES BILLED (000's)

	2023	2022	2021	2020	2019
Own Purposes	\$ 3,633	\$ 3,526	\$ 3,361	\$ 3,325	\$ 3,152
Upper-Tier Municipality	1,655	1,573	1,502	1,463	1,413
School Boards	804	806	774	863	841
	\$ 6,092	\$ 5,905	\$ 5,637	\$ 5,651	\$ 5,406

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2023

TAXABLE ASSESSMENT (000's)

	2023	2022	2021	2020	2019
Residential and farm	\$ 396,905	\$ 392,874	\$ 384,584	\$ 378,407	\$ 360,032
Commercial and industrial	27,194	26,033	26,219	24,338	24,123
	\$ 424,099	\$ 418,907	\$ 410,803	\$ 402,745	\$ 384,155
Exempt	15,858	16,092	15,952	17,148	16,282
	\$ 439,957	\$ 434,999	\$ 426,755	\$ 419,893	\$ 400,437

Commercial and industrial	6.41%	6.21%	6.38%	6.04%	6.28%
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Municipal residential tax rate	0.850%	0.835%	0.811%	0.811%	0.807%
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FINANCIAL INDICATORS

	2023	2022	2021	2020	2019
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Tax arrears

Percentage of own levy	17 %	18 %	22 %	27 %	31 %
Percentage of total levy	10 %	11 %	12 %	15 %	18 %

Municipal debt	\$ 3,429,960	\$ 3,584,030	\$ 3,732,763	\$ 3,986,086	\$ 4,241,674
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Municipal debt charges	\$ 305,513	\$ 309,254	\$ 412,715	\$ 456,832	\$ 504,671
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Sustainability

Financial assets to liabilities	1.05	1.05	1.01	0.83	0.68
Financial assets to liabilities excluding municipal debt	1.91	2.31	2.50	2.15	1.89
Municipal debt to tangible capital assets	18.35 %	21.46 %	22.72 %	24.26 %	25.24 %

Flexibility

Debt charges to total operating revenue	4.69 %	4.91 %	7.13 %	7.89 %	8.55 %
Total operating revenue to taxable assessment	14.81 %	14.49 %	13.56 %	13.79 %	14.74 %

Vulnerability

Operating grants to operating revenue	6.27 %	6.74 %	7.81 %	8.41 %	13.76 %
Total grants to total revenues	9.39 %	9.40 %	8.07 %	8.41 %	34.07 %

Reserve coverage

Reserves	\$ 6,088,718	\$ 5,103,300	\$ 4,828,191	\$ 3,909,575	\$ 3,110,598
Reserves to operating expenses	101 %	86 %	94 %	76 %	62 %
Reserves to working capital	1.00	1.00	0.98	0.97	0.97

Report to Council

Date: July 8, 2024
From: Kirsten Rahm, Manager of Finance – Treasurer
Darlene Plumley, CAO (Interim)
Re: LAS Canoe Procurement Group – CFTA Compliance

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report concerning LAS Canoe Procurement;
AND FURTHER THAT the Village of Merrickville-Wolford intends to participate in one or more procurements conducted by Local Authority Services (LAS) between July 2024 month to July 2025.

Background:

Local Authority Services (LAS) is a preferred provider of innovative and creative programs for Ontario municipalities and the broader public sector. At LAS we are proactive leaders, focused on being responsive to sector priorities and collaborating with municipalities to understand and deliver what they need. LAS helps communities work better.

LAS was created in 1992 by the [Association of Municipalities of Ontario \(AMO\)](#). LAS is incorporated as a not-for-profit organization under the laws of Canada and is mandated to work with Ontario municipalities, as well as organizations from the broader public sector, to help realize lower costs, higher revenues, and enhanced staff capacity, through co-operative procurement efforts and innovative training, programs, and services.

Revenues generated from LAS services and events cover all corporate operating costs and also assist LAS in developing new services and offerings that help Ontario municipalities work better.

Staff recently met with a representative from Local Authority Services www.las.on.ca. The purpose of the meeting was to review program offerings including tires, office supplies, traffic supplies, fleet management, culverts, ground engagement, and/or the capital purchase program.

Due to the RFP/Tendering process being completed on behalf of the municipalities on the programs listed above, the requirements of the CFTA will have been met and your municipality can defer to the third party who undertook the procurement process.

Discussion/Analysis:

Program Benefits

- Completed competitive bid process for suppliers saves the time of doing your own RFP or tender.
- Fully compliant with trade agreements.
- No minimum purchases, membership fees or binding contracts.
- Work with local retailers for service and support.

Program Information

- With the buying power of over 5000 organizations across Canada, LAS brings the leading local government buying group to Ontario.
- Access hundreds of vendors across a wide range of supply categories, everything from paper clips to fire trucks.

Staff is also investigating the use option of Electricity Procurement through LAS.

Program Benefits

- Monthly billing summaries for bill comparison
- Yearly summary of hedge performance for your municipality
- Account reviews whenever requested or needed for yearly GHG reporting
- LAS provides support and advice to users for account issues
- Free electricity cost analysis available

The Village of Merrickville-Wolford Purchasing and Procurement Policy allows for Cooperative Purchasing Agreements;

"to enter into arrangements with any government body, ministry, agency, corporation or authority on a co-operative or joint basis for purchases of goods and/or services where there are economic advantages in doing so and such purchases comply with this Policy"

Program Information

- This group-based hedging program buys stable electricity to provide budget stability for municipalities
- Users can enroll in the program at any time, but joining in September or October enables LAS to prepare to purchase the hedge requirement for the upcoming year
- LAS removes municipal facility accounts from Time-of-Use (TOU) rates or places your account in a hedge with over 100 other municipalities – fixing up to 75% of your annual commodity costs
- Streetlight accounts enrolled in the program can be removed from the Regulated Price Plan (RPP) to be billed for only the hours they are in use for additional savings

Financial Implications:

There are no negative implications in proceeding with the use of LAS, anticipated savings are unknown at present.

Attachments:

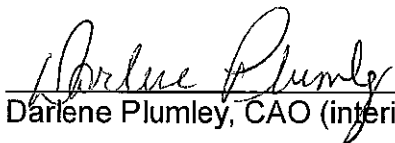
LAS Group Buying Compliance Sheet

Submitted by:



Kirsten Rahm, Manager of Finance – Treasurer

Approved by:



Darlene Plumley, CAO (interim)

Re: LAS Canoe Procurement Group – CFTA Compliance

Thanks for your interest in the Canoe Procurement Group. By participating in this Program your municipality is participating in a buying group and we want to ensure you remain in compliance with trade agreements. Therefore, when purchasing under this Program, the Canadian Free Trade Agreement (CFTA) requires the following:

7. A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party's tendering websites or systems.

It is recommended that your municipality's declaration be posted on the public notice website your municipality uses to posts competition documents for a minimum of two weeks.

To create your municipality's declaration, copy and paste the paragraph below onto a document with your municipality's letterhead. The following language should satisfy the requirements of the CFTA:

[Insert Municipality Name] intends to participate in one or more procurements conducted by Local Authority Services (LAS) between [month/year to month/year, for indefinite term projects include one year only and post annually]. For further information and access to LAS request for proposal (RFP) notices, please review the website at www.las.on.ca.

The above notice can be used for our program offerings including tires, office supplies, traffic supplies, fleet management, culverts, ground engagement, and/or the capital purchase program. Due to the RFP/Tendering process being completed on behalf of the municipalities on the programs listed above, the requirements of the CFTA have been met and your municipality can defer to the third party who undertook the procurement process.

For additional information on the CFTA process, please contact:

Jeff Barten
Energy and Asset Services Manager
jbarten@amo.on.ca
T 416.971.9856 x357

Rev Feb 2022

Report to Council

Date: July 8, 2024
From: (Interim) CAO Plumley
Lead Hand McCurdy
Re: Video Surveillance Signs and Locations

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Report Concerning Video Surveillance Signage and Locations;
AND FURTHER THAT Staff be directed to order the appropriate signage and proceed with installation of the two cameras which had been previously purchased;
AND FURTHER THAT the locations of the cameras monitor the Public Works Yard at the rear of 317 Brock St. Merrickville and the Ball Diamond located at the Community Centre Grounds in Merrickville.

Background:

As discussed at the June 8th, 2024, Council Meeting the proposed signage indicating the information below was to be brought forward, along with the locations for installation.

If Council is in agreement, installation by Public Works will be scheduled.

Discussion/Analysis:

Legal Consultation has been provided with the comments received incorporated into the Policy and working to be used for the signage as follows.

NOTICE

VIDEO SURVELLIANCE IN USE

as per Village of Merrickville-Wolford Video Surveillance Policy
(section 28 (2) of MFIPPA)
contact 613 269 4791 ext. 257.

Financial Implications:

Cameras (2) and Brackets (previously funded)
Signage and Installation \$100.00
Contracted Service Providers basic plan is \$5 a month plus \$50 annually.

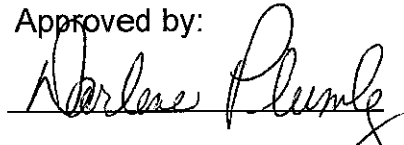
Attachments:

Policy initially presented on June 8, 2024.

Consultation undertaken:

Municipal Solicitor, Jon McCurdy Lead Hand

Approved by:



Darlene Plumley, CAO (interim)

NOTICE
VIDEO SURVEILLIANCE IN USE
as per Village of Merrickville-Wolford Video Surveillance Policy
(section 28 (2) of MFIPPA)
contact 613 269 4791 ext. 257

Advisory Committee Report to Council

Report Received from the Community Wellness & Environmental Advisory Committee

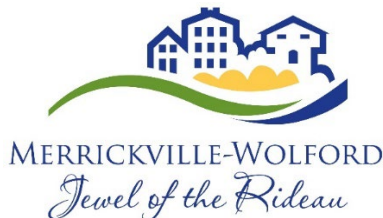
Report Number: CWEAC-03-2024

All items listed on this Committee Report shall be the subject of one motion. Any Council member may ask for any item(s) included in the Committee Report to be separated from that motion and voted on separately. The Report of the Committee without the separated item(s) shall be voted on, and the separated item(s) shall be considered immediately after.

To the Mayor and Members of Council:

The Community Wellness and Environmental Advisory Committee reports and recommends as follows from their meeting of June 4, 2024:

1. That Council works with the Lions Club to pursue the reinstatement of the Freecycle Repurposing Centre to be located at the Landfill site.



Community Wellness & Environmental Advisory Committee

Minutes

April 2, 2024

Council Chambers

Members Present: Amanda Bellefeuille, Deanna Perry, Donna Daw, Jan Fitzpatrick, Mary Kate Laphen, Paul Marriott, Councillor Ronnie Maitland

Members Absent: Janice Ife, Maureen O'Halloran

1. Call to Order

The meeting was called to order at 7:00 p.m.

Note from Chair: Maureen O'Halloran has resigned from the CWEAC

2. Disclosure of Pecuniary Interest and Nature Thereof

None Declared.

3. Approval of the Agenda

Moved by: Donna Daw

Seconded by: Amanda Bellefeuille

That the Community Wellness & Environmental Advisory Committee does hereby approve the agenda, as circulated. Carried

4. Approval of Minutes – February 6, 2024 as amended

Moved by: Paul Marriott Seconded by Donna Daw

That the Community Wellness & Environmental Advisory Committee does hereby approve the Minutes of: February 6, 2024. Carried

5. Update from Municipal Councillor

- met with Clerk, Deanna and Jan to discuss Terms of Reference

- discussed Food Cycler Program with Clerk and CAO – to use Core residents of

Merrickville and to see if the Food Cyclers Promoters would reduce the scope to just Merrickville residents and see if those residents are interested.

- Frontenac subdivision is bringing in portable sewage systems more to be presented at next Council meeting

6. Business Items

a) Terms of Reference

Clerk reviewed draft revised Terms of Reference which will be included in the Council Agenda for April 8, 2024 Regular Council meeting

b) Road Side Spraying

Paul explained that Leeds and Grenville have road side spraying

- Discussion regarding the reduction of use of chemicals and that Rideau Lakes has decided not to participate in the spraying program

- Upon approval of new Terms of Reference, would like to approach Rideau Lakes (Target Big Rideau Lake Association) to inquire about:

1. What compelled you to withdraw from the roadside spraying
2. What did you use to control wild parsnip and noxious weeds

Before making a recommendation to Council other than notifying residence when spraying will be done this year, Paul to come up with a list of questions and will distribute for comment

Councillor Maitland to ask Council/Staff for an update

Will bring the discussion back to the June 4, 2024 CWEAC meeting

7. New Business- Items identified/discussed

a. Commercial Services

b. Recreation – waiting for direction – potential items – Recreation Masterplan, June – PARTICIPATION month; Canadian Health Index; Gap areas; Community and Community Gardens; spare vacant land owned by Municipality potentially used for more community gardens

c. Mini Forest Program – planting of trees on a small footprint (Royal Canadian Geographical Society)

8. Recycling – Landfill – concerning accessibility, hidden disabilities, Customer Service Training; review pamphlet and think about revisions for it; Communications – Mary Kate will take the lead regarding questions to be discussed at June meeting.

9. Next Meeting Date

The next meeting of the Community Wellness & Environmental Advisory Committee is scheduled for June 4, 2024, at 7:00 Council Chambers

10. Adjournment

Moved by: Donna Daw

Seconded by: Deanna Perry

That the Community Wellness & Environmental Advisory Committee does hereby adjourn the meeting at 8:09 p.m.

Carried

Report to Council:

Date: July 8, 2024

From: Dr. Alicia Edwards, Blockhouse Museum Supervisor

Re: Blockhouse Museum Municipal Services Board Key Information

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Blockhouse Museum Municipal Services Board Key Information Report.

Background:

Pre-Opening Progress Report

Actions Items	Status	
Summer 2024 Staff Hiring	Complete	Supervisor + 3 Interpreters
Canada Summer Jobs Grant	Approved	50% funded
MSB-MDHS MOU Agreement	Approved	Signed, both Parties
Summer 2024 Hours of Operation	Complete	28 June – 25 August 2024
Clean Up Day	Complete	MSB/MDHS/PW
Heritage Organization Development Grant	Pending	Under development
Operations and Training Manuals	Pending	Under development
3 of 10 Standards for Community Museums Ontario Ministry of Heritage/Sport	Pending	Under development
MSB inclusion in Council's response to the Algonquins of Ontario correspondence	Pending	Under development

Since the establishment of the Blockhouse Museum Municipal Services Board (MSB) on 14 August 2023, MSB has held 8 meetings to date. At the inaugural meeting on 23 November 2023, Ann Martin was appointed Chairperson for the 2023-2026 term and Omar Simonyi was appointed Secretary. As of 14 December 2023, Council appointed six voting members to the Board. MSB abides by the required composition as outlined in the Terms of Reference.

On 14 December 2023, a joint meeting was held between MSB and the Merrickville and District Historical Society (MDHS). Roles and responsibilities and the financial relationship between the organizations were discussed. A Memorandum of Understanding (MOU) was drafted by Interim CAO/Clerk, Darlene Plumley, approved by Council on 27 May 2024, and has been signed by MSB and MDHS.

Summer hiring is complete for the 2024 operating season. MSB pursued various pathways for their hiring process. For the position of Blockhouse Museum Supervisor, MSB utilized Carleton University's Summer Session Internship program to hire a candidate enrolled in a museology program. Dr. Alicia Edwards, an MA Public History candidate, was hired for the role. She started work on 6 May 2024. As of May 2024, three Museum Interpreters have been hired, all bilingual (English/French). This aligns with MSB's overarching goals of ensuring the museum operates in both official languages. The hiring process was completed by Dr. Edwards and Interim CAO/Clerk, Darlene Plumley. MSB was approved for a Canada Summer Jobs grant, which covers 50% of the salary for two Interpreter's for 8 weeks. To maximize the 2024 operating season and have the Blockhouse Museum open daily to the public, MSB approved the

hiring of a third Museum Interpreter. It was determined the additional hire would not entail significant expense to the Municipality beyond the approved budget. To operate the Blockhouse Museum daily will increase donation potential to meet the \$4,000 threshold as indicated in MOU with MDHS.

The Spring Blockhouse cleanup day happened on 14 May 2024, a crucial task to prepare the museum for its operating season. As per the MOU, the cleanup day was a successful joint effort between the Museum Supervisor, Public Works, and MDHS volunteers. The Museum Supervisor prepared a document outlining the roles and responsibilities for each organization to ensure efficient and effective Blockhouse preparations in future years.

MSB has approved the 2024 operating season for the Blockhouse Museum. The Museum will be open daily from 28 June – 25 August 2024, between 10:00 AM – 6:00 PM. The Museum Interpreter training day is scheduled for 27 June 2024. The duration of the operating season is determined by grant funding restrictions. MSB is exploring the possibility of employing summer staff for an additional 3 days to open for the Labour Day long weekend (31 August – 2 September 2024).

MSB has applied for and continues to submit applications for all relevant government grants. On 25 October 2023 MSB applied for the Ontario Trillium Foundation Grant for the amount of \$95,000 to hire a staff person for strategic planning and forward thinking for the museum. This grant was not approved. Feedback indicated the strategy and process parts of the application could have been improved. For summer hiring support, MSB applied for Young Canada Works (YCW) and Canada Summer Jobs (CSJ). While successful with our CSJ application, MSB was waitlisted and then declined for YCW. MSB followed up with YCW and is awaiting feedback. MSB has started the Heritage Organization Development Grant process, an annual provincial operating grant. The maximum grant amount is \$1,545. While MSB operates within its approved Municipal budget, additional funding provides opportunities to develop diverse educational and community-focused heritage programming.

To date, the Blockhouse Museum continues to operate within its Communications, Repairs and Maintenance, and Supplies budgets. The initial Municipal budget estimated \$20,000 in grant funding to cover salaries but was only awarded \$4,637. As such, salaries will be over budget this year, but not to a significant degree.

As part of their workplan, the Museum Supervisor is tasked with drafting 3 of the 10 Standards for community museums (Objective of the Collections, Exhibition, Interpretation and Education) administered by the Ministry of Heritage, Sport, Tourism and Culture. These 10 Standards are the minimum requirements for Ontario community museums, and necessary to establish a sustainable museum that serves its communities in a dynamic and innovative manner. In addition to ensuring the Blockhouse Museum operates under best practices, a complete suite of Standards is required for the Community Museum Operating Grant (CMOG), which can provide up to 50% of eligible operating expenses. Eligible operating expenses include: salaries and benefits, maintenance expenses, curatorial expenses, events and activities expenses. MSB is working towards ensuring the Blockhouse Museum meets the CMOG criteria of a “seasonal museum” (operating at least 360 hours and sixty days a year), to access this potentially recurring source of grant money moving forward.

The Museum Supervisor has been developing the Operations Manual and the Museum Interpreter's Training Manual and associated materials. These essential documents establish the museum's operational protocols and practices to ensure efficient, sustainable, ethical and inclusive operations. These foundational materials will be reviewed by MSB annually to ensure its content aligns with the Blockhouse Museum's objectives and community needs, as well as follow the most current operational practices for community museums. As a period of transition, MSB is taking this invaluable opportunity to re-evaluate and develop the Blockhouse Museum's mandate, goals, messaging, and practices in order to serve all communities in the Merrickville-Wolford area.

MSB has indicated a strong interest to be included in the response to the Algonquins of Ontario's (AOO) correspondence issued to the Mayor and Council last year. While AOO's communication indicated a desire to develop a mutually beneficial relationship with the Municipality in regards to projects impacting natural heritage, MSB believes this should extend to cultural heritage as well. With the aim of providing a Museum for all communities of the Merrickville-Wolford area, this would be a crucial step in MSB's overarching aims to decolonize its museum practices and operations.

Finally, MSB would like to extend its appreciation and gratitude to the Village of Merrickville-Wolford staff for their continued support and guidance as we navigate this first year of operations.

Attachment:
Blockhouse Museum Supervisor Workplan 2024

Submitted by:

Approved by:

Dr. Alicia Edwards, Blockhouse Museum Supervisor

Darlene Plumley, CAO (interim)

Blockhouse Museum Supervisor Workplan 2024
BLOCKHOUSE MUSEUM SUPERVISOR WORKPLAN 2024

1. Review Applications, Interview and Hire Museum Interpreters.
2. Develop Museum Interpreter Manual.
3. Develop Operations Manual.
4. Develop Blockhouse Museum specific HR documents.
5. Determine uniform protocol and purchase staff uniform shirts and staff tags.
6. Develop training day itinerary and procedures for Museum Interpreters.
7. Develop and complete 360-degree Work Performance Evaluations.
8. Develop historical material for Museum Interpreters.
9. Create cleanup day/set up day itinerary and checklist.
10. Write report of cleanup day.
11. Audio Record and document Nancy Warr's tour and interpretation of Museum Collection.
12. Create Submission for Historic Places Day.
13. Revise the Watchorn Wollen Mill Exhibit.
14. Update signs for Blockhouse (i.e. Hours of Operations, MDHS merchandise pricing list, Logo change, Donations box sign).
15. Refresh approach to Low Headroom at entrance.
16. Determine Hours of Operation and Staff schedule.
17. Develop Blockhouse Museum Land Acknowledgement.
18. Support development of Blockhouse Museum Mandate.
19. Develop and facilitate Public History Project for summer hires.
20. Add Interpretive activity to Schoolhouse – inexpensive inclusion of children's lessons from appropriate time period to understand curriculum differences.
21. Update "Women of Merrickville" exhibit.
22. Social Media Posts (minimum 11):
 - a. National Indigenous People's Day (21 June)
 - b. Opening Day (28 June)
 - c. Canada Day (1 July)
 - d. Knowledge of the Past: Do You Know the Answer? (extended Schoolhouse Activity)
 - e. Introduction to Blockhouse Staff
 - f. Merrickville Festival of the Arts (27-28 July)
 - g. Emancipation Day (1 Aug)
 - h. Colonel John By Birthday (7 Aug)
 - i. Merrickville Fair & Percival Plow (9-11 Aug)
 - j. Museum Closure (25 August)
 - k. Labour Day & salute to trades gone by (2 Sept)
23. Draft Standards for community museums in Ontario:

- a. Objective of the Collections Standard
 - b. Exhibition Standard
 - c. Interpretation and Education Standard
24. Pre-Opening and End of Season Reports to Council.
 25. Response Letter to the Algonquins of Ontario.
 26. Begin to address Accessibility issues within Blockhouse re: Artifact Labels and/or Explanations.
 27. Create End of Season Report and Visitor Data document.

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on May 22, 2024 at 6:00 pm at Merrickville Public Library. Present: M-W: Chris Eyton, Kait Brady, Amelia Wilding, Margaret Gural (Council Rep),

Montague:

and Mary Kate Laphen (CEO)

Regrets: Jane Coghlan, Olivia Enns

Other:

1. Meeting called to order at 6:05 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Moved by Margaret; seconded by Amelia. **ADOPTED.**

4. **Approval of Minutes:**

- Apr 23/24 board meeting. Moved by Kait; seconded by Amelia. **APPROVED.**

5. **Delegations from Public:** None.

6. **Correspondence:**

- **100 Men Who Care:** The Library will be receiving a donation from this group for the "Fitness for Your Aging Brain" program.
- **Petty Cash Expenses:** The municipality wish to switch to EFT to reimburse petty cash expenditures. Discussed change to procedures to ensure accountability.

7. **Friends of the Library Report:** The Friends' Plant Sale is coming up this weekend. They are considering another online auction for the fall.

8. **Report from Council:**

- Council is in the midst of hiring a permanent CAO, who is expected to be in place sometime this summer.

9. **Librarian's Report:** see notes below. Motion to accept this report: Moved by Kait, seconded by Margaret. **ACCEPTED.**

10. **Other Business:**

a) **Updates**

- Sponsorship Opportunity:** Mary Kate will be meeting with a Park View representative about this tomorrow.
- Lease Update:** still pending. May be deferred to the new CAO. The Board will discuss building work next meeting.
- Asset Management:** Mary Kate has had a few requests from municipal staff for information related to this.
- Accessibility Review:** still pending.
- Service Ontario Partnership:** Mary Kate attended the webinar about Service Ontario's pilot program to partner with libraries, and has expressed interest in finding out more. Will be attending a follow-up information session on this in early June.

b) **Policy Review:**

- Privacy Policy:** Reviewed draft policy with amendments.
Motion to table policy. Moved by Margaret; seconded by Kait. **APPROVED.**
- Children's Services Policy:** Reviewed draft policy with amendments.
Motion to table policy. Moved by Kait; seconded by Amelia. **APPROVED as amended.**
- Teen Services Policy:** Reviewed draft policy with amendments.
Motion to table policy. Moved by Margaret; seconded by Kait. **APPROVED as amended..**
- Programming Policy:** Reviewed draft policy with amendments.
Motion to table policy. Moved by Amelia; seconded by Margaret. **APPROVED as reviewed.**
- Circulation Policy:** Reviewed draft policy with amendments.
Motion to table policy. Moved by Kait; seconded by Margaret. **APPROVED as amended.**
- Computer/Internet/Wireless Policy:** Reviewed draft policy with amendments.
Motion to table policy. Moved by Amelia; seconded by Margaret. **APPROVED as amended.**

Remaining policies deferred to June meeting.

- Update re: Board Planning:** Chris will be moving away from Merrickville-Wolford and therefore will need to resign from the Board. The Board expressed their regrets at his departure. Mary Kate will notify the municipality, and the Board will address selecting a new Chair next meeting.

11. **Questions from the Public:** None.

12. **Next meeting:** Tues, June 25 at 6:30 pm at the Library. Remaining items from tonight's agenda will be

deferred to the June meeting.

13. Meeting adjourned at 7:00 pm due to Amelia's departure.

Librarian _____

Chairperson _____

Librarian's Report:

Statistics

April	Apr 2024	Mar 2024	April 2023	April 2022	April 2021
Patrons	1184 (incl. mtgs) + 1 Zoom 128 OverDrive users (unique)	1384 (incl. mtgs) + 1 Zoom 122 OverDrive users (unique)	1160 +100 (Seedy Sat) 112 OverDrive users (unique)	914 +100 (Seedy Sat) +14 Zoom 103 OverDrive users (unique)	369 104 OverDrive users (unique)
(Kids/Youth)	247 (62k / 185y)	337 (111k / 226y)	285 (66 k, 219 y)	178 (53 k, 125 y)	0 (0k / 0y)
(Progs)	259- at lib (21 prgs) 42 – out of lib (5 prgs) 38 Seed Lib users (252 pks of seeds +206 pks – Seedy Sat) Class Visits: 13 (1 CVs @ lib) 15 (1 CVs to School)	237- at lib (27 prgs) 66 – out of lib (6 prgs) 46 Seed Lib users (323 pks of seeds) Class Visits: 29 (2 CVs @ lib) 20 (1 CVs to School)	In Lib 117 + 100 (19 prgs + Seedy Sat) 54 – out of lib (5 prgs) 30 Seed Lib users Class Visits: 61 (4 CVs @ lib) Seed Liby - 132 pks Seedy Sat - 88 pks + Seed Exchange	In Lib 114 + 100 (11 prgs + Seedy Sat) Zoom 0 Seed Liy - 32 usrs /131 pks Seedy Sat - 88 pks + Seed Exchange	Take & Make – 43 (4) Seed Library – 7 Virtual Programs 37 (3 prgs) 56 views (YouTube)
Mtg Rm users	62 – in lib (7 mtg) 1 – Zoom ()	101 – in lib (16 mtg) 1 – Zoom ()	In Lib – 127 (17 mtgs)	In Lib – 38 (8 mtgs) Zoom – 14 (2 mtg)	0 in liby (0 mtgs) 39 Zoom (6 mtgs)
Circulation	TOTAL: 2625 Lib: 1577 (A-894, J/T – 683) OverDrive: 767 (circ) Kanopy 181 (plays)	TOTAL: 3062 Lib: 1974 (A-1051, J/T–959) OverDrive: 929 circ Kanopy 159 plays	Total: 2996 Lib: 1823 (A -886, J/T – 937) OverDrive: 966 (circ) Kanopy: 207 plays	Total: 2341 Lib: 1611 (A -945, J/T – 666) OverDrive: 662 (circ) Kanopy: 68 plays	TOTAL: 1800 Lib: 1041 (A-696, J&T-345) OverDrive: 655 (circ) Kanopy 104 (plays)
Computer / Internet use (+wireless):	213 (45 / 165 wifi / 3 tab)	261 (91 / 151 wifi / 19 tab)	200 (64 / 131 wifi / 5 tablet)	124 (60 / 56 wifi / 8 tablet)	99 (16 / 83 wifi)
ILL borrowed/lent:	44 in / 39 out	56 in / 41 out	58 in / 57 out	58 in / 53 out	61 in / 62 out

Overview: April and May have been a bit slower with the nice weather (this is usual). But meetings and programs have been going well for the most part. On the staff side: there are several projects with partners underway, as well as planning the summer programs and collection management.

Programs & Services:

Adult Programs: **Off the Shelf**, **Library Book Club**, and **Meditation group**, met this month. **Off the Shelf** and **Meditation** will be taking the summer off.

Brain Fitness: Have started the new session. There was strong interest at the start, but we've lost some people for health reasons, etc.

Mobile Plus Smartphone Course: This will be starting in June and am currently trying to coordinate the details with the instructors and the participants.

Chess Group: The Library will be hosting a small chess group starting in June.

Children's Programs:

StoryTime: attendance continues to be pretty good.

Play Days: This tends to get fewer people this time of year, but is now a tradition.

French StoryTime: This will run in May & June.

Class Visits: Two classes from Ste Marg are visiting the Library. I will be making biweekly visits to the Gr 1 at Merrickville school until the end of the school year.

Daycare: I do story visits once a month to 2 of the groups. Their classes have been quite big lately.

Playgroup: I do story visits most weeks, although it has been cancelled a couple of times because the Community Centre is not available. It is a fairly small group at the moment.

Seed Library: May is also a busy month for the Seed Library. We continue to get positive feedback about this,

Museum Passes: These aren't as busy this time of year, but are still popular.

Internet/Computers: Use has been moderate in April & May. I will be consulting with our IT guy about changing our security software and a few issues.

InterLibrary Loans: Some of the book clubs go on hiatus for the summer, so the demand is lower.

The new ILL database is currently in beta-testing. Staff training will start in Sept.

Meeting Room: The meeting room continued to be in demand for programs and meetings in May, although less busy than in the winter. The Chamber, Fair Board, TNIM, Friends of the Library, ECO-Champions, and the Knitting group used our meeting room, in addition the Brain Fitness, and Meditation programs

Collection: Am continuing with the weeding – currently working on the adult non-fiction. Will be asking the Friends of the Library for funds to update some of the time-sensitive materials (eg health, finance, business).

Volunteers: All is good on this front. The volunteers do shelving, processing new books, packaging ILLs, and working on the genealogy collection.

Facilities: No problems this month, but there are signs that mice may be back.

Accessibility Plan: Accessibility review of ramp still pending.

Publicity/Outreach: There will be no June Phoenix. Working on publicity for the Summer Reading Program. Will publicize it through the schools. There will also be some opportunities for wider publicity for some of the projects we are partnering on, eg ECO-Champions, and the new Eco-Literacy Centres (project with Rideau Roundtable & area libraries).

Partnerships/Outreach: A lot has been going on on this front. Seedy Saturday is done, so the steering committee will meet to discuss and make further plans. The ECO-Champions deadline is this month, so there will be judging/ awards ceremony/ display/ wrap-up over the next month. The Rideau Roundtable – Eco-Literacy Centres project is currently meeting to firm up plans for the libraries for this summer. I will be narrating a story on the Story Trail for the Trails Society's "Trails Day" (June 1). Merrickville school classes are working on their bilingual stories for the Story Trail (3 classes are creating stories). I was also invited to take green screen photos at their Family Fun day this month. The Fair Board has also approached me about taking green screen photos and/or reading stories at the Fair. I am also looking into the Service Ontario partnership proposal (see below).

French Tiny Pool: Am working on an MOU with North Grenville Library to borrow a rotating block of adult French books from their collection (similar to our membership in the province-wide Large Print & DVD pools).

Montague Summer Student: Montague is willing to contribute one day/week of their summer student (children's programming)'s time to our Library to assist with our summer programs. We will be meeting later this month to plan further. I will run at least one session for them and share programming ideas, etc.

Professional Development, Meetings, etc: Went to the OLS virtual CEO meeting (this meeting was organized based on size, not geography) this month. I want to look at the Valuing Ontario Libraries Toolkit (VOLT) more over the summer.

Donations: We will be getting a donation from the "100 Men Who Care" group for the Brain Fitness program. I will contact the Ottawa Community Fund for an update. I will need to submit our Charitable Tax Return in June – I'm waiting for the audited financial statement to be available.

Grants, etc: N/A

Plans for the month: more Summer Reading Club prep & publicity, incl. visits to schools; follow up on all of the partnership projects and displays in progress; connect with Park View re: porch, and with CAO re: lease; continue weeding/collection management, review policies for next meeting, and the usual Library business.



CHRISTIAN MUSIC FESTIVAL
Celebrating faith and freedom since 1867

May 2024

Good day,

On behalf of the Christian Music Festival, we would like to welcome you to be a part of our campaign to have the month of December recognized across Canada as Christian Heritage Month.

Christianity is the most followed religion in our country, with more than half of the Canadian population identifying as members of the Christian faith. The *Canadian Charter of Rights and Freedoms* even mentions God in its very first sentence. However, despite days, weeks and even months being dedicated to other religions and heritages, there is no such recognition for the Christian faith in Canada. As proud citizens of this diverse and culturally rich nation, we believe it is important to recognize and celebrate the contributions of all religious and cultural groups.

We are seeking the assistance of members of municipal, provincial, and federal governments across Canada to make our dream a reality. Please provide us with information on how proclamations can be made within your jurisdiction, recognizing Christian Heritage Month in December.

If you have any questions, please feel free to reach out to us at the email below. You can also reach us through our consultant, Jeremy Beamer of GTA Strategies, at 416-499-4588 ext. 2 or at jeremy@gtastrategies.com.

Together, we can help further the diverse cultural landscape of this great nation.

Sincerely,

Molly Banerjei

Molly Banerjei

CEO Christian Music Festival

www.ChristianMusicFestival.org



Calling for Investment in Municipal Infrastructure for Eastern Ontario's Small and Rural Communities

WHEREAS Eastern Ontario's small rural municipalities face insurmountable challenges to fund both new growth related infrastructure and ongoing maintenance of their capital assets including local roads and bridges, clean water, wastewater, waste facilities, and municipally owned buildings including recreational facilities and libraries; and

WHEREAS the [Federation of Canadian Municipalities](#) has calculated that Municipal Governments across Canada are responsible for approximately 60 percent of public infrastructure that supports our economy and quality of life, but only receive 10 cents of every tax dollar; and

WHEREAS the Eastern Ontario Wardens' Caucus (EOWC) region's capital infrastructure deficit has increased by 58 percent since 2011 and is now at \$6 billion, and growing; and

WHEREAS in 2018, the Ontario Government mandated all Ontario municipalities to develop and fully fund capital asset management plans by July 2025; and

WHEREAS the EOWC has released a regional [Municipal Infrastructure Policy Paper](#) showing key infrastructure data, opportunities and challenges in small rural municipalities across Eastern Ontario; and

WHEREAS Eastern Ontario is a growing economy that can grow more with sustainable, innovative infrastructure partnership and investment from the Federal and Ontario Governments; and

WHEREAS the infrastructure deficit for small rural municipalities cannot be adequately addressed through property tax revenue, restricted municipal borrowing capacity, and municipalities limited ability to generate revenue; and

WHEREAS small rural taxpayers cannot afford dramatic increases to pay for the current and future infrastructure.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford joins the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, and the Federation of Canadian Municipalities in calling on the Federal and Ontario Governments to immediately and sustainably partner with Municipal Governments by investing in both the new and ongoing maintenance and repairs of municipal infrastructure in Eastern Ontario's small rural municipalities; and

THAT the Federal and Ontario Governments immediately review data and work together to implement solutions based on the [EOWC's Municipal Infrastructure Policy Paper](#) in partnership with small rural municipalities; and

FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; The Honourable Lisa Thompson, Ontario Minister of Rural Affairs; The Honourable Peter Bethlenfalvy, Ontario Minister of Finance; The Honourable Prabmeet Sakaria, Ontario Minister of Transportation; The Honourable Victor Fedeli, Ontario Minister of Economic Development, Job Creation and Trade; MP Michael Barrett; MPP Steve Clark; Federation of Canadian Municipalities; Association of Municipalities of Ontario; Canada Mortgage and Housing Corporation; Rural Ontario Municipal Association; Eastern Ontario Wardens' Caucus.

Report to Council

Date: 7/8/2024
From: Julia McCaugherty-Jansman, Clerk
Re: Request to Waive Sections of Chip Truck By-law 26-07

RECOMMENDATION

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the request to waive sections of Chip Truck By-law 26-07;

AND FURTHER THAT Council does hereby direct staff to proceed with the specified option:

Option A – Proceed with waiving Sections 2 b), 6 d), and 13 c) of By-law 26-07 as requested, being a By-law to License, Regulate and Govern Chip Wagon and Mobile Canteens in the Village of Merrickville-Wolford, to allow for Gather Brewery & Glassworks Inc. to have a permanent food truck to be located on their property at 635 St. Lawrence Street; or

Option B – Do not proceed with waiving Sections 2 b), 6 d), and 13 c) of By-law 26-07, as requested.

BACKGROUND

A request was received from Gather Brewery & Glassworks Inc., located at 635 St. Lawrence Street, to implement a food truck on their property as more of a permanent fixture to compliment their business. The request is attached as Schedule “A” to this report. By-law 26-07 was referenced to determine if this request was feasible. There are sections of the by-law that would need to be waived in order to approve this request, which requires Council consideration and decision.

ANALYSIS

Council will need to consider waiving Sections 2 b), 6 d), and 13 c) of By-law 26-07 to allow this request to proceed. The following sections are included below for consideration, and attached as Schedule “B” to this report with highlighted sections in the by-law:

2. License Required

b) Such licences to be 2 in number in the Merrickville Ward and 2 in the Wolford Ward.

6. License

d) No Chip Wagon shall be located on any residential lot and no Chip Wagon shall be located on any other lot where a building or structure is located AND only one Chip Wagon shall be allowed on any one lot.

13. Chip Wagon

c) The Chip Wagon shall be located at least six meters from the front line of the property on which it is located.

There are currently two active Chip Wagon licenses issued to businesses within the Merrickville Ward, which fulfills the limit as per the By-law. In order to have this food truck as a permanent fixture on the property, this section would need to be waived to allow for a third chip truck within the Village.

The food truck will be located on the business' property, which includes the building structure of the brewery and glassblowing studio, therefore requiring Section 6. d) to be waived. With a limit of space on the property, there is likely not enough room to satisfy the provision of Section 13. c), so Council will also be required to waive this section to approve the placement of the food truck.

In regard to a longer-term solution, By-law 26-07 is on the list of Village By-laws that will be under review to determine if any amendments or changes need to be made to it. It is becoming dated and there are sections of the by-law that have been deemed difficult to interpret when getting requests, which are increasing in number in recent times.

Council may choose to delegate authority to staff to screen these requests and have the authority to approve specific requests pertaining to the provisions of the by-law. This will reduce the time sensitivity risks that may come with specific requests, and this option can be addressed with the review of the by-law whenever it is brought to Council for consideration.

BUDGET/LEGAL IMPLICATIONS

None.

CONCLUSION

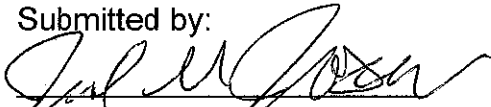
Council may choose how to proceed with this request and provide direction to staff on which option is preferred.

ATTACHMENTS

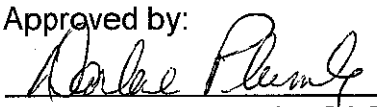
Schedule "A" – Request Correspondence from Gather Brewery & Glassworks Inc.

Schedule "B" – By-law 26-07 (Chip Truck By-law)

Submitted by:


Julia McCaugherty-Jansman, Clerk

Approved by:


Darlene Plumley, Interim CAO



Gather Brewery and Glass Inc
635 St.Lawrence street Merrickville,Ontario

Gather Brewery and Glassworks would like to apply to waive by-law 26-07. We want to have a food truck parked permanently out front of our business, beside our patio.

We believe Merrickville has grown over the years and also has a larger tourist base since the creation of this bylaw.

We plan on serving a very different style of food that isn't available anywhere else in Merrickville so as to bring in even more tourists and something different for the local community.

Our success over the past 2 months has been greatly improved by the addition of food available at the brewery.

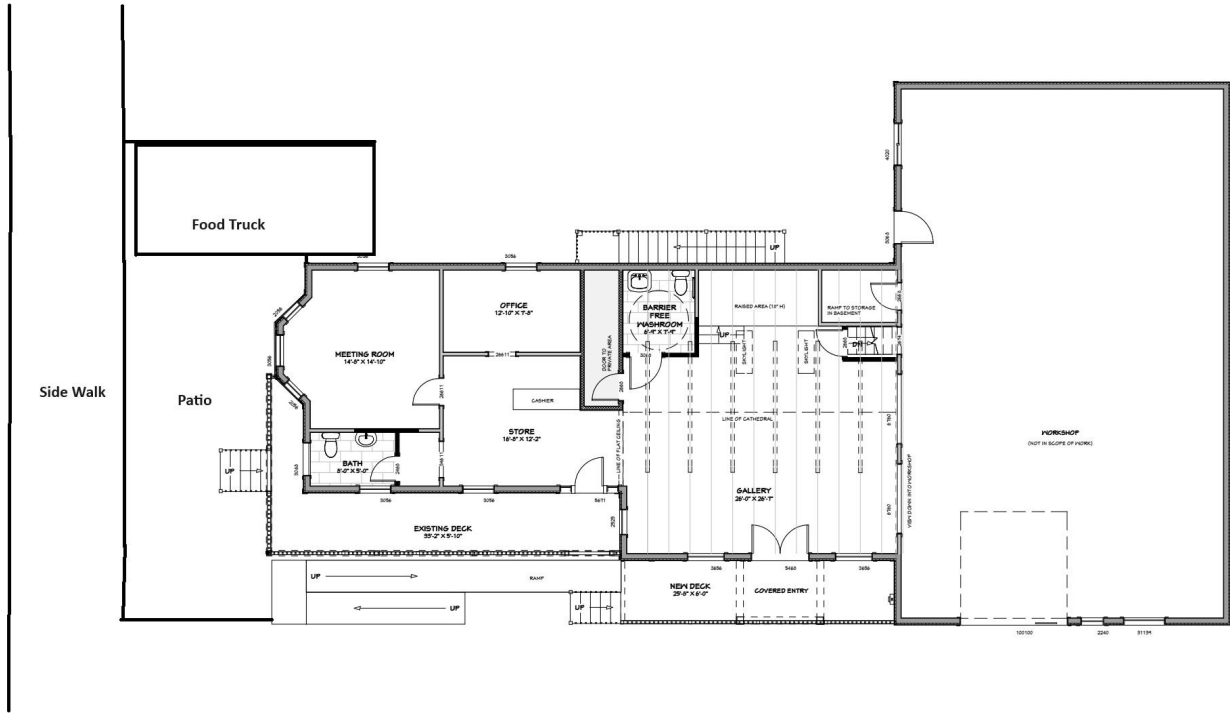
We would most likely have the food truck in operation for the spring, summer and fall and not in operation over the winter months.

We are happy to work with the town in any way to make this work as it has become essential for us to have food available.

Please consider our request.

Gather Brewery and Glassworks INC.

Michael Gray
Michael McFadden



CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY- LAW NO. 26-07

A By-Law to License, Regulate and Govern Chip Wagon and Mobile Canteens in the Village of Merrickville-Wolford

WHEREAS the Municipal Act 20001 allows for the passing of by-laws providing for the health and safety of residents in the Municipality

AND WHEREAS the municipality has in the past had a comprehensive by-law governing the operation of Chip Wagons and Mobile Canteens in both Wards of the municipality

NOW THEREFOR the Municipal Council of the Corporation of the Village of Merrickville enacts as follows:

1. For the purpose of the By-Law, the following definition shall apply:
 - (a) "Chip Wagon" shall mean a motor vehicle or trailer, duly licensed by the Ministry of Transportation and Communications but shall not include a hand drawn cart or pedal powered vehicle equipped for the cartage, storage and preparation of and drinks intended for consumption by the general public. A chip wagon is not a hand drawn cart or pedal powered vehicle.
 - (b) "Mobile Canteen" shall mean a motor vehicle equipped for the cartage, storage and preparation of food stuffs, beverages, chocolate bars, chewing gum and candies and from which said motor vehicle the aforesaid goods are offered for sale for consumption primarily by persons at their place of employment or by persons attending a private function including auction sales or other special sale where the Mobile Canteen operator has been invited or authorized by the person holding the sale to dispense food and beverages at such function. A mobile Canteen does not include a Chip Wagon from which food and drink is dispensed for consumption by the general public
 - (c) "CAO/Clerk" shall mean the CAO/Clerk of the Village of Merrickville-Wolford or designate.
 - (d) "Corporation" shall mean the Corporation of the Village of Merrickville-Wolford
 - (e) "Council" shall mean the Council of the Village of Merrickville-Wolford
 - (f) "Chief Building Official" shall mean the Chief Building Official of the Village of Merrickville-Wolford
 - (g) "License" shall mean a License issued under the provisions of this By-Law
 - (h) "Medical Officer of Health" shall mean the Medical Officer of Health for the Leeds Lanark and Grenville District Health Unit or his duly authorized delegate
 - (i) "Person" includes a corporation
 - (j) "Operate" shall mean the act of selling, offering for sale or otherwise dispensing of food or drink and operate shall have a like meaning
 - (k) "Roadworthy" shall mean that the vehicle complies with all of the requirements of the Highway Traffic Act and is licensed for operation on a Public Highway
 - (l) "Served" shall mean by prepaid ordinary mail addressed to the address shown on an application for a license or other such address as requested by the owner in writing to the CAO/Clerk
 - (m) "Residential" shall mean with respect to Zoning By-Law 3-79 all land zoned as Residential R1, R2, R3 and RE in By-Law 3-79 and part of any street abutting thereon
 - (n) "Itinerant canteen" shall mean a cart or other device, mobile or not, used for the sale of any food stuff what-so-ever which may or may not be able to move from place to place either under its own power or by being pushed or towed by any means what-so-ever

2. License Required

(a) No person shall operate a Mobile Canteen or Chip Wagon within the limits of the Village of Merrickville-Wolford who does not hold a valid license to do so, issued by the CAO/Clerk under the authority of the Council of the Village of Merrickville-Wolford

(b) Such licences to be 2 in number in the Merrickville Ward and 2 in the Wolford Ward.

3. Area Restriction

(a) No Chip Wagon, Canteen (mobile or otherwise) shall operate within one (1) kilometre of the boundaries of the Merrickville Ward nor shall any licence be issued for such operation.

4. License Fee

(a) The annual License fee for each Chip Wagon shall be Four hundred and Fifty Dollars (\$450.00)

(b) The annual license fee for each Mobile Canteen shall be Four Hundred and Fifty Dollars (\$450.00) provided however, that where the owner of such canteen pays commercial tax to the Village of Merrickville-Wolford for premises used in connection with the operation of such canteen, the license fee shall be forty-five dollars (\$45.00)

(c) The term of each license shall be from the first day of January to the thirty-first day of December in each year and no License shall be issued except on payment of the full amount of the prescribed fee, provided that where a person who has not at any time in the previous two (2) calendar years held such a License, applies after the thirty-first day of July, a License may be issued for the balance of that year on payment of one-half the License fee set out herein

(d) Licenses shall be held and made available to the current holders of such Licenses until the 31st day of January in any calendar year

(e) No new applications shall be considered until after the time period in (d) above has expired

(f) A license may be transferred from one vehicle to another upon application and payment of a fee of fifty dollars (\$50.00)

5. Private Property

Nothing in this by-law, including the issuance of a license, conveys the right to enter upon or conduct business from any private property

6. License

(a) A License issued under the provisions of this By-Law shall apply only to the vehicle for which it was issued and a separate license is required for each Chip Wagon or Mobile Canteen

(b) The operator of a Mobile Canteen or Chip Wagon shall have, at all times, in the vehicle licensed by the Corporation the individual license granted by the Corporation for that specific vehicle and shall present such license on demand for inspection by any Officer of the Corporation

(c) Each License issued under the provisions of this By-Law shall show thereon the Motor Vehicle License plate number issued by the Ministry of Transportation and Communications

(d) No Chip Wagon shall be located on any residential lot and no Chip Wagon shall be located on any other lot where a building or structure is located **AND** only one Chip Wagon shall be allowed on any one lot

7. Health and Sanitation

The operator of every Chip Wagon shall at all times comply with the requirements of the Medical Officer of Health of the Leeds, Grenville and Lanark District Health Unit with respect to sanitation, cleanliness, washroom facilities, refuse and all other matters under his jurisdiction and prior to the issuance of a License under this By-Law the applicant shall submit written confirmation from the Medical Officer of compliance in that regard

8. Traffic

The operator of a mobile Canteen or Chip Wagon, when on a public highway shall be subject to the provisions of the Highway Traffic Act and all Traffic and Parking By-Laws of the Corporation

9. Vehicle to be Operable

Every Mobile Canteen or Chip Wagon shall at all times be in a proper operating condition and shall be Licensed by the Ministry of Transportation and Communications under the provisions of the Highway Traffic Act, and every Chip Wagon located on a permanent or semi-permanent site shall be capable of being moved and driven on a highway within 48 hours

10. Safety

The operator of every Mobile Canteen or Chip Wagon shall at all times comply with all requirements of the Technical Standards and Safety Authority (TSSA) and shall submit written confirmation of compliance from the Authority prior to a licence being issued by the Corporation

11. Itinerant Canteens

- (a) Itinerant canteens are prohibited in the Village of Merrickville whether on public or private land and shall not be allowed
- (b) Notwithstanding (a) above this shall not prevent such sale(s) at 'community festivals' or events such as auctions in the Woford Ward when such sales have been approved by the Council
- (c) This provision in (a) and (b) above has not, nor shall it have any, 'legal non-conforming' (grand fathering) status or clause, nor shall any be implied for any form of 'itinerant' canteen

12. Mobile Canteens

The operator of Mobile Canteen shall conduct business only while parked other than on a public highway, street, road, lane, park, boulevard or other public land, provided that when authorized to do so in writing by the Corporation, business may be conducted when parked on a street where construction work is being carried out or when parked on a park or other land of the Corporation

13. Chip Wagon

The operation of a Chip Wagon operated as a fully mobile unit shall not offer food or drink for sale from any public highway nor shall any Chip Wagon be parked on a Public Highway for such purposes. The Council may grant special permission in writing for Chip Wagons to be operated on parks or other Corporation land for specific events, but only during the times and at the locations so designated

The Chip Wagon operator may offer food and drink for sale to the general public from a permanent or semi-permanent site on private property provided that:

- (a) The site or sites from which business is conducted is approved by the the Council and shall be recorded on the Chip Wagon License
- (a) The Chip Wagon shall not be operated on any land designated as "Residential" in Zoning By-Law No. 3-79
- (c) The Chip Wagon shall be located at least six meters from the front line of the property on which it is located

- (e) Structures and/or additions to the Chip Wagon, including but not limited to those designed to protect the public from the elements while being served at the serving window of the Chip Wagon, are subject to review by the Chief Building Official and require the approval of Council.
- (f) Permanent electrical or other utility hook-ups are prohibited. To provide for the operation of exhaust fans, approved lighting and other electrical power requirements, and to meet any applicable health requirements a Chip Wagon may be connected to an approved power source and an approved water source provided such a connection is made by means of a connection which can be readily and safely disconnected without the use of tools. Such connection must not inhibit the capability of the Chip Wagon to be mobile under its own power on short notice or to otherwise impede the Chip Wagon or to otherwise cause the Chip Wagon to be recognized as a permanent structure
- (g) The property on which a Chip Wagon is to be located must be within an area designated as Commercial General C1, Commercial-Marine C2, Commercial Highway C3 Zone or P Open Space as set out in Zoning By-Law 3-79 as amended
- (h) All Chip Wagons and associated structures including additions/canopies/seating areas or storage structures shall be kept in a clean and presentable condition. The property on which the Chip Wagon is located shall be maintained in a neat and tidy condition.

14. Application for License

Every application for a License for a Mobile Canteen or a Chip Wagon shall be submitted to the CAO/Clerk in the form as required by the Corporation, together with such other information as may be required. Without limiting the generality of the foregoing, such information shall include:

- (a) Written notice from the Medical Officer of Health that the vehicle and other aspects of the operation complies with all applicable health and sanitation regulations.
- (b) Written notice from the Technical Standards and Safety Authority that the vehicle complies with all applicable safety regulations, codes and practices
- (c) The name and address of the owner of the vehicle and the current License plate number
- (c) A sketch drawn to scale of each site or sites on which it is proposed to locate the vehicle showing:
 - (i) The location and dimensions of the property
 - (ii) The name and address of the owner of the property
 - (iii) The location of all buildings or structures on the property
- (d) The applicable License fee, which is refundable in the event that the License is not granted

15. Revocation of License

- (a) A License issued under the provisions of this By-Law may be suspended or revoked under any of the following conditions:
 - (i) Written notice has been received from the Medical Officer of Health or the TSSA stating that the vehicle is operating contrary to the required standards
 - (ii) The licensee has been served notice of non-compliance with the terms of this By-Law by the CAO/Clerk and the licensee has failed to take such action as necessary within twenty one (21) days of the notice, or
 - (iii) The licensee has been served by the CAO/Clerk with three (3) notices of non-compliance with the terms of this By-Law during the period for which the License was issued

(b) The Corporation shall serve notice to the licensee of an impending suspension or revocation of a License not less than ten (10) days prior to the proposed date of suspension or revocation and the licensee or his representative may appear before Council to show cause why he believes the License should not be revoked

16. Contravention of By-Law

Any persons contravening any of the provisions of this By-Law shall be liable to a fine of not less than Fifty Dollars (\$50.00) and not more than Two Thousand Dollars (\$2,000.00) for each offence exclusive of costs

17. Repeal and Replace

This by-law repeals and replaces By-Law No. 2-85 and 8-98 and all amending by-laws including, but not limited to By-Law Nos. 8-86, 31-98, 8-91, 6-92, 4-94, 7-94, 6-95, 11-96, 17-96.

18. Effective Date

This By-Law shall take effect and come into force on the passing thereof

READ a first and second time this 10th day of December 2007

READ a third and final time passed this 10th day of December 2007

Mayor

Clerk

To: *Darlene Plumbley, Brad Cole, Kirsten Rahm*

From: Mark Lauzon, Ontario Clean Water Agency

Subject: Water Quality – Test Results for Town of Merrickville-Wolford

No adverse water quality test results were reported in May 2024 for treated & distribution water samples taken at:

- Merrickville Well House #1.
- Merrickville Waste Water Treatment Plant, 108 Collar Hill Road.
- 317 Brock Street, W
- 223 Lewis St
- 224 Grenville Way
- 305 St Lawrence St
- Merrickville Public Library
- Easton's Corners

Copies of all test results are available upon request from OCWA.

The Treated water flows for the month were 9432 Cubic Meters.

Date: June 17, 2024

Signature:



Mark Lauzon
Senior Operations Manager
Ontario Clean Water Agency

JUNE 5, 2024

PLANNING ADVISORY COMMITTEE REPORT

REPORT NO. PAC-003-2024

AGRICULTURAL AREA REVIEW – RECOMMENDED NEXT STEPS

**CHERIE MILLS
MANAGER OF PLANNING SERVICES**

RECOMMENDATIONS

THAT the Planning Advisory Committee recommends that staff be directed to close the public consultation period on June 30th and finalize the Agricultural Area Review Report and Draft Official Plan Amendment; and,

THAT staff undertake the circulation of and advertising for the Official Plan Amendment Public Meeting to be held in September 2024.

FINANCIAL IMPLICATIONS

If the Official Plan Amendment is approved and appealed then there will likely be legal and planning consulting costs associated with the Counties participating in any Ontario Land Tribunal process.

CLIMATE CHANGE IMPLICATIONS

The *Planning Act*, the Provincial Policy Statement, 2020 and the Counties Official Plan have land use planning policies encouraging the minimization of negative impacts of climate change. Preparing for the impacts of a changing climate includes maintaining agricultural lands, which are a non-renewable resource, and encouraging opportunities to support local food, and promoting the sustainability of agri-food and agri-product businesses by protecting agricultural resources, minimizing land use conflicts, and supporting on-farm diversified uses.

ACCESSIBILITY CONSIDERATIONS

This report can be provided in alternative accessible formats on request. Under the *Planning Act*, accessibility is a provincial interest that the Counties shall have regard to for all facilities, services and matters to which the Act applies.

COMMUNICATIONS CONSIDERATIONS

This report has been posted on-line as part of the Planning Advisory Committee (PAC) agenda. There is a dedicated study webpage on the Counties' website that is kept up-to-date and there has been a continuing comprehensive consultation program for the Agricultural Area Review. Should the Official Plan Amendment implementing the study proceed, it will be advertised according to/exceeding the regulations of the *Planning Act*.

BACKGROUND

As part of the approval of the Counties Official Plan (COP), the Ministry of Municipal Affairs and Housing added a policy to require a Land Evaluation and Area Review (LEAR) or equivalent study to assist in identifying and designating prime agricultural areas in the Counties prior to the next review of the COP, expected in 2026.

In 2022, the Agricultural Area Review (AAR), was initiated using a LEAR methodology, to identify, preserve and protect the best agricultural lands across the Counties for future generations. The study product is a consultant's report, an Official Plan Amendment including a map of the recommended Agricultural Area designation and implementing policies.

The AAR has been undertaken using a three-stage process. Stage 1 was the Project Introduction and Stage 2 was the Technical Analysis. The study is near the end of Stage 3 - Recommended System whereby the map refinements from additional public consultation feedback have been incorporated onto the maps (dated March 15, 2024) on the Counties' website. The technical analysis (LEAR) resulted in an increase in the Agricultural Area designation from 12% to 24% (prior to refinements). Following refinements, 16% of lands in the Counties are proposed to be designated as Agricultural Area. Any further comments received from March 15 onward resulting in refinements will be reflected in the final mapping and reported to PAC.

The purpose of this report is to provide PAC with some general and background information on Official Plans and the Draft Official Plan Amendment to assist PAC in their discussion of the potential options and next steps towards concluding the AAR.

DISCUSSION/ALTERNATIVES

On February 7, 2024, a staff report discussed the additional public consultation undertaken at the request of Counties Council. As follow up to the PAC meeting, staff updated the study webpage to indicate comments would continue to be accepted, a media release was issued and all stakeholders were advised of the continued public consultation. Since the last map updates on March 15, 2024 and the press release in early April, there have been 5 new inquiries from the public. Three of the inquiries were in support of the study and did not request map changes and two of the inquiries were reviewed in detail using the refinement criteria and will result in map changes.

The following provides some general information and background on Official Plans and the Draft Official Plan Amendment to assist the Committee in consideration of the options and next steps to conclude the study. Some of the frequently asked questions by the Committee are summarized in Attachment 1, as many of these issues have been discussed in previous staff reports.

Official Plan - Policies and Land Use Schedules

The Counties Official Plan (COP) is made up of policy text, multiple schedules and appendices. The Schedule A – Community Structure and Land Use map is the main schedule in the COP, it sets out the framework or structure for land uses across the Counties. It contains land use designations such as settlement areas, provincially significant wetlands, agricultural areas, rural lands, and regionally and locally significant employment areas. All lands across the Counties are covered by one of these designations. There are policies for each land use designation setting out the designation’s objectives, permitted uses and land use policies.

There are other schedules in the COP that identify development constraints and other information such as mineral and mineral aggregate resources (sand and gravel), natural heritage features (wetlands, valleylands, wildlife habitat), natural and human-made hazards (waste disposal, unstable soils) and transportation (roads). These schedules contain information, overlays of information and screening maps and are related to Official Plan policies. These policies will need to be considered along with the policies of the land use designation found on Schedule A.

When, for example, aggregate resources or unstable soils appear on an OP schedule, it does not mean that the lands cannot be developed. Instead, the applicable polices should be referenced, as a study or specialized review may need to be undertaken prior to considering development. These studies may provide recommendations or mitigation measures in order for development to occur or limit or prohibit development.

Planning Policy Hierarchy

Under the Provincial Policy Statement, and reflected in the Counties and local official plans, there is a policy hierarchy. For example, in the Agricultural Area designation (prime agricultural areas), mineral aggregate extraction is permitted as an interim use provided that the site will be rehabilitated back to an agricultural condition. Lands in and adjacent to natural heritage systems (wetlands, valleylands, wildlife habitat) can continue to be used for agricultural purposes unless a planning application is triggered or conservation permits for development or site alteration are needed.

In terms of wetlands, they are all are not treated the same in policy. Provincially Significant Wetlands are subject to more stringent policies than are locally significant wetlands and unevaluated wetlands. From the Schedules, if there are multiple layers of information/designations such as natural heritage systems and an agricultural layer, properties are subject to both sets of applicable policies.

Official Plan Update

Under section 26 of the *Planning Act*, municipalities with a new Official Plan shall revise the Plan no less frequently than every 10 years initially and every five years after that, unless the Plan has been replaced by a new OP. The *Planning Act* sets out that as part of the review, the Official Plan will need to:

- be reviewed to ensure it conforms with provincial plans (none impact the Counties);
- have regard to matters of provincial interest (such as protection of natural areas and agricultural resources); and,
- be consistent with the policy statements (such as the Provincial Policy Statement).

The Official Plan Update is also an opportunity to ensure the Official Plan continues to address the Counties' vision, priorities and changing community needs. As part of the COP Update, an extensive consultation program will be undertaken. The Counties Official Plan was approved by the Ministry of Municipal Affairs and Housing in 2016, therefore the Counties' review is due in 2026.

Draft Official Plan Amendment

The implementation of studies, such as the AAR, often result in an Official Plan Amendment (OPA) that has both schedule changes and amended policies. For the AAR, through the OPA, the existing Agricultural Area designation will be replaced with an updated Agricultural Area designation on Schedule A – Community Structure and Land Use. The percentage of lands in the Agricultural Area designation, following the map refinements, will be increasing from 12% to 16% of total lands in the Counties.

The implementing Draft OPA for the study, attached to the staff report of February 7, 2024, has been added to this report as Attachment 2. It should be noted that this Draft OPA has not yet had a formal circulation. Generally, it is the wording of the policies that establish the intent (purpose) of the designation, what can be done within a designation (including the permitted uses) and the land use policies to apply to lands in the designation. Specifically, the AAR Draft OPA will:

- update the general intent, objectives and policies of the Agricultural Area designation in the COP to recognize the required agricultural study has been completed;
- clarify additional residential units are a permitted use in the designation; and,
- update the policies to provide guidance on what landowners will need to do in order to adjust and interpret the Agricultural Area designation boundary.

The Draft OPA has built-in flexibility to accommodate anomalies and permits the Agricultural Area designation boundary to be refined in a minor manner without a COP amendment, however, it must be supported by an opinion from a qualified professional that the removal is minor, in accordance with the study refinement principles and that it won't compromise the integrity of the surrounding Agricultural Area.

Options for Concluding the AAR

OPA Approach

Provincial direction is that this study be completed before the County Official Plan Update in 2026. In order to meet this timing and initiate work on the Growth Management Strategy, the option that staff suggest to the Committee to move the study is forward is to close the public consultation period as of June 30th and finalize the study report and the Draft OPA. Staff would then circulate and advertise the Official Plan Amendment Public Meeting to be held in September 2024 (tentatively).

Staff recommend undertaking an OPA to the current Official Plan to implement the AAR due to the following:

- approval of the OPA can be done by Counties Council;
- the mapping reflects the extensive public, local municipal and agency consultation;
- the mapping of the Agricultural Area designation represents the recommendation of a qualified agricultural expert, who can defend the study OPA, if it is appealed to the Ontario Land Tribunal;
- there were many opportunities for focused public consultation for impacted residents;
- the mapping refinements along the edges of the Agricultural Area designation and the local knowledge applied to the mapping represents consultation with thousands of residents and individual discussions with hundreds of residents;
- preparation of the Agricultural Area designation has considered other land uses such as wetlands, settlement areas and employment areas;
- OPs are not static documents and they can be changed at any time, if needed; and,
- the policies in the Draft OPA include flexibility for further Agricultural Area designation boundary refinements for specific properties with the support of a qualified professional and without a Counties Official Plan Amendment.

OP Update Approach

Another option that could be considered to conclude the study is to defer the AAR and undertake the Agricultural Area designation review as part of the OP Update, although this does not meet the Province's COP policy and timing. Staff offer the following comments regarding this option:

- approval of the 10-year update, under Section 26 of the *Planning Act*, will be done by MMAH;
- Ministry mapping and policies may be provided and required for use by the Province;
- there is no appeal to the MMAH OP decision;
- all the refinements and added local information from public consultation on the study would be lost if the Ministry mapping is used;
- there is no mechanism to obligate the Ministry to conduct local consultation similar to the extensive consultation the Counties have already undertaken;

- the Agricultural Area designation will be one of many topics to be addressed in the OP Update and it may not receive priority; and,
- the policies approved by the Ministry may not be flexible enough to easily accommodate changes to the designation.

Next Steps

If the staff recommendation is supported by PAC and Council, staff will close the public consultation period on June 30th; have the AAR Report and Draft Official Plan Amendment finalized for the public meeting; and, undertake the circulation of and advertising for the Official Plan Amendment Public Meeting to be held tentatively in September 2024. In accordance with the requirements of the *Planning Act*, a notice of the statutory public meeting for the Draft OPA will be advertised and both the notice and Draft OPA will be made widely available.

If PAC and Council recommend deferral of the AAR, then the Agricultural Area designation review will need to be undertaken as part of the OP Update. If this is the preferred direction, then staff suggest that the public consultation period be closed and that the draft report and Draft OPA be completed to end the consultant’s contract. All of the study information will be considered by staff as input into the OP Update, unless the Province requires the use of Ministry mapping and policies. As there are residents interested in the study, staff would need to contact the stakeholder list and update the website to reflect that the study has been deferred and that the information will likely be considered as part of the OP Update in 2026.

ATTACHMENTS

Attachment 1 – Frequently asked Questions by the Committee

Attachment 2 – Draft Official Plan Amendment (February 7, 2024)

The report set out above has been reviewed and the information verified by the individuals listed below.

CHERIE MILLS
MANAGER, PLANNING SERVICES

MAY 17, 2024
DATE

RICK KESTER
DIRECTOR, PUBLIC WORKS

MAY 23, 2024
DATE

ALISON TUTAK
DEPUTY CHIEF ADMINISTRATIVE OFFICER/CSS DIRECTOR

MAY 28, 2024
DATE

Attachment 1 – Frequently Asked Questions by the Committee

How much land is being added to the Agricultural Area designation?

According to the consultant's calculations, the existing Counties Official Plan Agricultural Area designation is 12% of the total lands in the Counties. When the LEAR was initially undertaken at a 60% threshold score, the percentage of lands to be included in the Agricultural Area designation rose to 24%. Interestingly, the percentage of Soil Classifications 1 to 3 across the Counties is 30% of the total lands in the Counties. Following refinements, the Agricultural Area designated lands will be increasing from 12% to 16% of the total lands.

What public consultation has been undertaken for the study?

Overall this study has had an extensive public consultation program with:

- 2026 residents that are to be impacted by proposed changes received direct mailouts;
- over 300 resident discussions/meetings as a result of mailouts;
- approximately 60 individuals attended local area consultation meetings held in four municipalities;
- 2 advertised public consultation sessions (an open house and an information session);
- 2 meetings offered with representatives of each Ontario Federation of Agriculture branch (Leeds and Grenville);
- 3 meetings of the Technical Advisory Group (TAG);
- on-site visits from the consultants requested by residents;
- on-going Counties website updates, stakeholder list updates (almost 500 persons); and,
- 6 presentations/reports to PAC/Council.

What's the difference between Prime Agricultural Areas and Prime Agricultural Lands?

The Provincial Policy Statement, 2020 (PPS) sets out that "prime agricultural areas shall be protected for long-term agricultural use" and defines a Prime Agricultural Area and Prime Agricultural Land as follows:

Prime agricultural area: means areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture and Food using guidelines developed by the Province as amended from time to time. A prime agricultural area may also be

Attachment 1 – Frequently Asked Questions by the Committee

identified through an alternative agricultural land evaluation system approved by the Province.

Prime agricultural land: means specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection.

Why is the study using a threshold of 60% instead of 70%?

The idea of using 70% was considered earlier in the study and the consultants noted that using the higher score of 70% would exclude too much agricultural land by default. Further, 60% most closely matched the existing agricultural mapping of the local official plans. It was also the score that appeared acceptable to the Ministries at the Technical Advisory Group meetings.

The 60% threshold score was used to create the basis of the agricultural area map that has been refined since June 2023. Through the refinement process of the mapping, the consultant considered and included local area, property specific information from residents. Where appropriate, lands located on the “fringe” of the proposed system that would not compromise the integrity of the large agricultural system, were removed from the Agricultural Area designation.

The study methodology and additional refinement efforts have resulted in a thorough Agricultural Area designation recommendation. The consulting team advised the “fringe” lands of the system are more likely to score between 60 and 70%, whereas lands more central to an agricultural area often score greater than 70% and therefore, as a result of the extensive consultation, the representative average scoring of lands has in effect shifted closer to the 70% score. Going forward, the draft Official Plan Amendment (OPA) to implement the study has built in flexibility to accommodate any anomalies and permits the agricultural boundaries to be refined in a minor manner without a COP amendment, if supported by a qualified professional.

What are the alternative methodologies to LEAR?

The policy added to the COP by MMAH at the time of approval required that a comprehensive Land Evaluation and Area Review (LEAR) or equivalent study be undertaken to assist in identifying and designating prime agricultural areas in the Counties prior to the next review of this Plan under Section 26 of the *Planning Act* (10-year review in 2026). In consultation with MMAH and OMAFRA, a LEAR method was chosen and was undertaken using the Provincial “Guide to the Land Evaluation and Area Review (LEAR) System for Agriculture”.

Attachment 1 – Frequently Asked Questions by the Committee

The other provincially accepted equivalent methodology is called Agricultural Land Evaluation System (ALES). The main difference between a LEAR and ALES study from the OMAFRA website is: “The ALES approach is best described as a 'table-top' exercise, where relevant information sources (e.g., soil capability, land use, etc.) are analyzed to determine if areas meet the characteristics of a prime agricultural area. In comparison, the LEAR approach relies on Geographic Information System (GIS) modelling to assist with the identification of prime agricultural areas.”

The study undertaken is more of a “modified” LEAR with the amount of refinement that was done to the edges of the proposed Agricultural Area designation. Using the LEAR methodology, lands across the Counties were initially assessed using a grid of 40-hectare (100 acre) blocks. The evaluation criteria used included the soil quality (60%), lands in agricultural production (30%) and the amount of fragmentation (impacts by residential development) (10%). In order to be considered an “agricultural area” (as per the province’s guideline for conducting LEAR studies) a contiguous area of 250 hectares (618 acres) must be achieved.

Can settlement areas be expanded onto lands designated as Agricultural Area?

If during a comprehensive review (10-year review), a settlement area expansion is identified to be located on an Agricultural Area designation, Provincial policy sets out the conditions under which settlement areas can grow onto Agricultural Areas as follows:

- is not in a specialty crop area (such as tender fruits -apples, cherries, plums);
- alternative locations (other directions) have been evaluated;
- there are no reasonable alternatives which avoid the agricultural areas;
- there are no reasonable alternatives on lower priority agricultural lands;
- the new or expanding settlement area meets the minimum distance separation formulae (separation from livestock barns); and,
- impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent possible.

Schedule "A"

**OFFICIAL PLAN AMENDMENT NO. 5
TO THE OFFICIAL PLAN
FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

(Agricultural Area Review)

DRAFT

February 7, 2024

File D09-COPA-LG-2024-01

Amendment No. 5
To the Official Plan for the
United Counties of Leeds and Grenville
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IMPLEMENTATION AND INTERPRETATION

INTRODUCTION

The following Amendment to the Official Plan for the United Counties of Leeds and Grenville consists of two parts.

PART A – THE PREAMBLE consists of the purpose and effect, location and basis for the Amendment and does not constitute part of the actual Amendment.

PART B – THE AMENDMENT sets out the actual Amendment along with the specific schedule and policy changes to be made to the Official Plan for the United Counties of Leeds and Grenville.

DRAFT

PART A – THE PREAMBLE

TITLE

The title of the Amendment is “Official Plan Amendment No. 5 to the Official Plan for the United Counties of Leeds and Grenville”, herein referred to as Amendment No. 5.

PURPOSE AND EFFECT

This is a Counties initiated Amendment to the Official Plan for the United Counties of Leeds and Grenville. The main purpose of this Amendment is to update policies in Section 3.2 Agricultural Areas of the Official Plan and to amend Schedule “A”, Community Structure and Land Use to update the existing “Agricultural Area” land use designation in the schedule to reflect the updated agricultural system as developed through a Land Evaluation and Area Review (LEAR) study as required by the Province.

LOCATION

Official Plan Amendment No. 5 studied all lands in the United Counties of Leeds and Grenville. It applies to various lands throughout the Counties being redesignated to, from or being maintained as Agricultural Area. Policies will apply to all lands designated Agricultural Area by this amendment.

BASIS

Official Plan Amendment No. 5 has two components. The first component involves the inclusion of additional and amendment to existing agricultural policies in Section 3.2 of the Official Plan to recognize the agricultural systems approach to updating and protecting the agricultural resources in the Counties of Leeds and Grenville. The second component involves a revision to Schedule “A” to replace the “Agricultural Area” mapping layer to reflect the updated agricultural system. Below is a rationale for these proposed changes.

Land Evaluation and Area Review Study

In 2015, the Counties of Leeds and Grenville adopted its first Official Plan, approved by the Ministry of Municipal Affairs and Housing (MMAH) in 2016. Due to a compressed timeline for the Official Plan preparation, it was not possible to review the status of the lands included in the Agricultural Area designation. As a result, the Agricultural Area designation consists primarily of the agricultural areas as identified in the local municipal Official Plans that were in place in 2015. At that time, it was known/suspected that the agricultural land mapping was not comprehensive

and that some agricultural areas were missing. Many of these local official plans and their mapping were developed under previous provincial policies and using varying definitions of prime agricultural lands. MMAH recognized this issue by modifying the Counties Official Plan to add policy 3.2.3 (a), which states: “The Counties, in consultation with the local municipalities and the Province, will undertake a comprehensive Land Evaluation and Area Review (LEAR) or equivalent study to assist in identifying and designating prime agricultural areas in the Counties prior to the next review of this Plan under Section 26 of the Planning Act.”

On July 29, 2022, the Counties of Leeds and Grenville released a Request for Proposals for the preparation of the United Counties of Leeds and Grenville Agricultural Area Review, based on a modified Land Evaluation and Area Review (LEAR) approach.

A modified LEAR methodology, suitable and tailored to the Counties identified candidate Agricultural Area lands following a comprehensive review and evaluation of all lands currently designated Agricultural Area and Rural Lands. A final agricultural system was developed to address this provincial requirement.

For the purposes of this study, the 2018 Agricultural System Mapping Method Technical Document from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) was used as a baseline methodology and adjusted to the specific needs of the Counties, as appropriate.

Extensive consultation with Counties staff, OMAFRA and MMAH staff, local municipal staff and their Councils, the Planning Advisory Committee and Counties Council, the Technical Advisory Group (formed for this project) and specific outreach to the agricultural community through meetings with the Leeds Federation of Agriculture and the Grenville Federation of Agriculture have further informed the final LEAR mapping product. Public notification occurred throughout the process.

Additionally, all landowners impacted by a recommended change in their land use designation because of the recommended agricultural system were informed by individual letters and a project website was maintained to provide consistent access to project documentation. There were 2026 letters mailed to residents. There were 276 residents who followed up the letter by contacting Planning Department staff. Where appropriate, the consulting team provided follow-up correspondence to residents. Staff attempted to reach out to each resident that contacted the project team by email, survey response, letter or phone call to respond to each inquiry.

The final agricultural system is a system of connected lands that form agricultural areas based on the LEAR methodology of scoring lands based on their calculable agricultural potential (mainly based on soil classification), then refined to: include lands over the selected scoring threshold; add lands where connected upon land-owner request; adjust boundaries to identifiable landmarks (road, parcel fabric, natural heritage feature); and reflect local agricultural knowledge. The resultant agricultural system forms the revised “Agricultural Area” land use designation on Schedule “A” of the Official Plan.

Proposed Policy Changes

The revised Agricultural Areas designation represents a net addition of [] ha of land that are now subject to the Agricultural Area designation in the Official Plan. The main impact to residents who had lands added to the Agricultural Area designation is that agricultural policies restrict the ability to subdivide (including severance) their property in the future except for surplus dwellings or farm lots. Agricultural policies are meant to protect the agricultural land base from fragmentation, and agricultural policies limit conflicting land uses in the Agricultural Area designation. Existing uses, additional residential units, residential development on vacant lots, agricultural uses and agriculture-related uses remain permitted under the Counties Official Plan, subject to local Official Plan policies and zoning provisions.

The Provincial Policy Statement (PPS) is issued under the authority of section 3 of the Planning Act and came into effect on May 1, 2020. Section 3 of the Planning Act requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act.

The PPS provides policies regarding agriculture. The Official Plan policy amendments are consistent with these applicable statements.

2.3 Agriculture

2.3.1 *Prime agricultural areas* shall be protected for long-term use for agriculture.

Prime agricultural areas are areas where *prime agricultural lands* predominate. *Specialty crop areas* shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the *prime agricultural area*, in this order of priority.

2.3.2 Planning authorities shall designate *prime agricultural areas* and *specialty crop areas* in accordance with guidelines developed by the Province, as amended from time to time.

Planning authorities are encouraged to use an agricultural system approach to maintain and enhance the geographic continuity of the agricultural land base and the functional and economic connections to the agri-food network.

2.3.3 Permitted Uses

2.3.3.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses, agriculture-related uses and on-farm diversified uses*.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or

municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.

2.3.3.3 New land uses in *prime agricultural areas*, including the creation of lots and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

2.3.4 Lot Creation and Lot Adjustments

2.3.4.1 Lot creation in *prime agricultural areas* is discouraged and may only be permitted for:

- a) *agricultural uses*, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
- c) *a residence surplus to a farming operation* as a result of farm consolidation, provided that:
 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
- d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

2.3.4.2 Lot adjustments in *prime agricultural areas* may be permitted for *legal or technical reasons*.

2.3.4.3 The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 2.3.4.1(c).

2.3.5 Removal of Land from Prime Agricultural Areas

2.3.5.1 Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 1.1.3.8.

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

- 1) extraction of *minerals, petroleum resources and mineral aggregate resources*; or
- 2) limited non-residential uses, provided that all of the following are demonstrated:
 1. the land does not comprise a *specialty crop area*;
 2. the proposed use complies with the *minimum distance separation formulae*;
 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to accommodate the proposed use; and
 4. alternative locations have been evaluated, and
 - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
 - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

2.3.6.2 Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

PART B – THE AMENDMENT

INTRODUCTION

Part B – The Amendment, outlines the changes that constitute Amendment No. 5 to the Official Plan for the United Counties of Leeds and Grenville.

DETAILS OF THE AMENDMENT

The Official Plan for the United Counties of Leeds and Grenville is hereby amended as follows (modifications noted in red and with ~~striketrough~~ text):

- 1) That Schedule “A”, Community Structure and Land Use, to the Official Plan is hereby amended by replacing the existing “Agricultural Area” adopted in July 2015 and replacing it with the “Agricultural Area” mapping layer adopted by Council attached hereto as Schedule A to this amendment.
- 2) That Section 3.2 of the Official Plan is hereby modified as follows:

3.2 Agricultural Areas

Lands within the Agricultural Area designation consist primarily of *prime agricultural lands* as defined by a comprehensive County level Land Evaluation and Area Review (LEAR) study and designated on **Schedule A**. The Agricultural Area is based on a systems approach to preserving the long-term viability and potential for agriculture by including Class 1, 2 and 3 lands primarily as well as supporting lands that may be considered more marginal in nature but provide an overall strengthening of an agricultural area where appropriate. The Agricultural Area designation represents the Counties *prime agricultural areas*. ~~are based on the agricultural areas established in the local municipal Official Plans, and are designated on **Schedule A**. Prime agricultural areas will be designated in local municipal Official Plans in accordance with Provincial guidelines. This Plan requires that these lands will be protected for agricultural uses unless appropriate justification is provided for alternative uses.~~

Lands designated as Agricultural Area are intended to preserve and strengthen the continued **and long-term** viability of the agricultural community. Lands designated Agricultural Area are to be protected from **fragmentation and** incompatible uses, while accommodating a diverse range of agricultural uses, agriculture-related uses and on-farm diversified uses.

- 3) That Section 3.2.1 e) of the Official Plan is hereby modified as follows:

- e) Promote a diverse, innovative and economically strong agricultural industry that includes *agri-tourism and the agri-food network* and associated activities, including local food production, by enhancing their capacity to contribute to the economy by accommodating a range of agriculture-related uses and on-farm diversified uses.
- 4) That Section 3.2.2 of the Official Plan is hereby modified as follows by inserting a new subsection (c) as follows, and that the remaining policies are re-lettered accordingly:
- c) Additional Residential Units and Garden Suites shall be permitted in accordance with Section 2.7.4 of this Plan, local municipal Official Plans and local zoning by-laws. Additional Residential Units are to be located in proximity to the existing dwelling or the farm building cluster or on non-Prime Agricultural Lands. As per Section 3.2.5 of this Plan, Additional Residential Units and Garden Suites in the Agricultural Area would not be eligible for severance.
- 5) That Section 3.2.3 a) of the Official Plan is hereby modified as follows:
- a) Local municipalities will designate and protect the Agricultural Areas ~~prime agricultural areas~~ in local municipal Official Plans in accordance with **Schedule A**. ~~designate prime agricultural areas in their Official Plans, through procedures established by the Province. Prime agricultural areas are designated as Agricultural Area Any reduction in the Agricultural Area designation will require an amendment to this Plan and an amendment to the local municipal Official Plan. The Counties, in consultation with the local municipalities and the Province, will undertake a comprehensive Land Evaluation and Area Review (LEAR) or equivalent study to assist in identifying and designating prime agricultural areas in the Counties prior to the next review of this Plan under Section 26 of the Planning Act.~~
- 6) That Section 3.2.3 f) of the Official Plan is hereby modified as follows and Section 3.2.3 of the Official Plan is hereby modified by inserting new subsections g) to h) as follows:
- f) Land may only be removed or excluded from the Agricultural Area ~~prime agricultural areas~~ for expansion of *settlement areas* in accordance with the policies of this Plan or at the time of an Official Plan update.
- g) Notwithstanding Section 3.2.3 f) of this Official Plan, the boundaries of the Counties Agricultural Area designation may be refined (reduced) without amendment to this Plan in a minor manner subject to the following:
- i. The lands are part of the boundary of the Agricultural Area; and
 - ii. A Qualified Person provides a professional opinion the removal is minor, in accordance with the refinement principles of the 2024 comprehensive LEAR

and will not compromise the integrity of the surrounding Agricultural Areas to the satisfaction of the Counties; and

iii. An amendment to the local municipal Official Plan.

h) An Agricultural Impact Assessment may be required to evaluate the impact of any proposed new, or expanding, non-agricultural use on surrounding agricultural operations and lands. Impacts will be mitigated to the extent feasible.

7) That Section 3.2.5 of the Official Plan is hereby modified as follows to add subsections h) and i):

h) The creation of a new lot on lands that have both the Rural Lands and the Agricultural Area designation will be permitted on the Rural Lands portion of the land subject to all applicable policies including the minimum distance separation formula being met and provided the Agricultural Area lands are not reduced in size.

i) Interpretation of the Agricultural Area designation boundaries shall recognize the intent to have the boundaries align with 2024 parcel fabric, roads and/or natural heritage features. Where the interpretation of the boundary on a parcel is unclear, the preference is to maintain as much Agricultural Area as possible.

8) That Section 7.8.2 of the Official Plan is hereby modified as follows and renumbering of all definitions as appropriate:

6. **Agricultural condition:** means

- a) in regard to *specialty crop areas*, a condition in which substantially the same areas and same average soil capability for agriculture are restored, the same range and productivity of specialty crops common in the area can be achieved, and, where applicable, the microclimate on which the site and surrounding area may be dependent for specialty crop production will be maintained or restored; and
- b) in regard to *prime agricultural land* outside of specialty crop areas, a condition in which substantially the same areas and same average soil capability for agriculture are restored. (Source: PPS 20142020)

7. **Agricultural System:** A system comprised of a group of inter-connected elements that collectively create a viable, thriving agricultural sector. It has two components:

- a) an agricultural land base comprised of prime agricultural areas, including specialty crop areas, and rural lands that together create a continuous productive land base for agriculture; and
- b) an agri-food network which includes infrastructure, services, and assets important to the viability of the agri-food sector.

~~7~~. **8. Agricultural uses:** means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agri-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment. (Source: PPS ~~2014~~ 2020)

9. Agri-food network: Within the agricultural system, a network that includes elements important to the viability of the agri-food sector such as regional infrastructure and transportation networks; on-farm buildings and infrastructure; agricultural services, farm markets, distributors, and primary processing; and vibrant, agriculture-supportive communities.

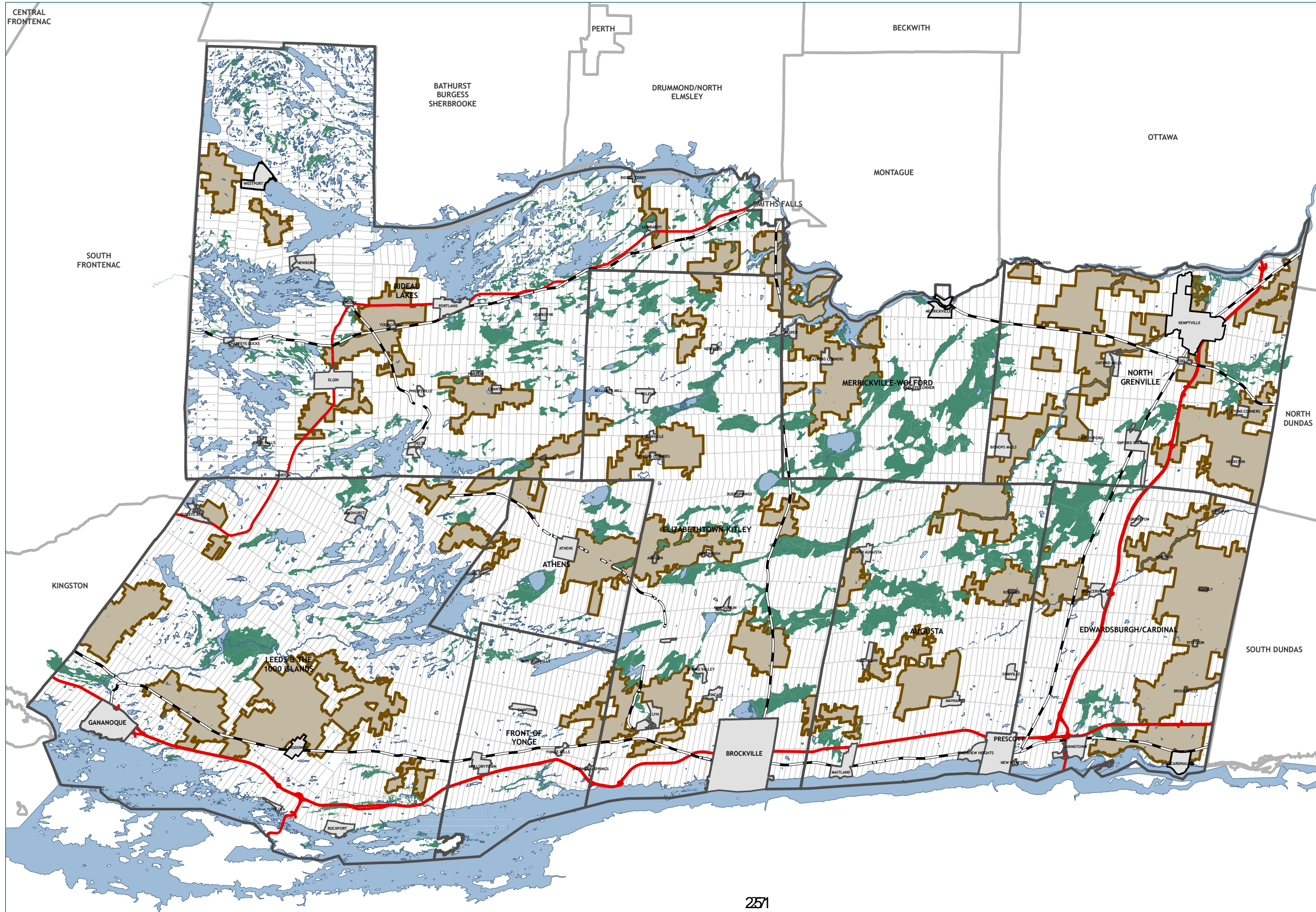
~~8~~-**10. Agri-tourism uses:** means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation. (Source: PPS ~~2014~~ 2020)

~~9~~. **11. Agriculture-related uses:** means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. (Source: PPS ~~2014~~ 2020)

~~79~~. **81. On-farm diversified uses:** means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products. **Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses.** (Source: PPS 2020)

~~88~~. **90. Prime agricultural land:** means specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection. (Source: PPS, ~~2014~~2020).

SCHEDULE 'A' to OPA 5



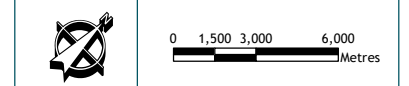
- RECOMMENDATION**
- Prime Agriculture
- NATURAL FEATURES**
- Provincially Significant Wetlands
 - Active/Abandoned Railway

DRAFT

The information displayed on this map has been compiled from various sources. While every effort has been made to accurately depict the information, this map should not be relied on as being a precise indicator of locations.

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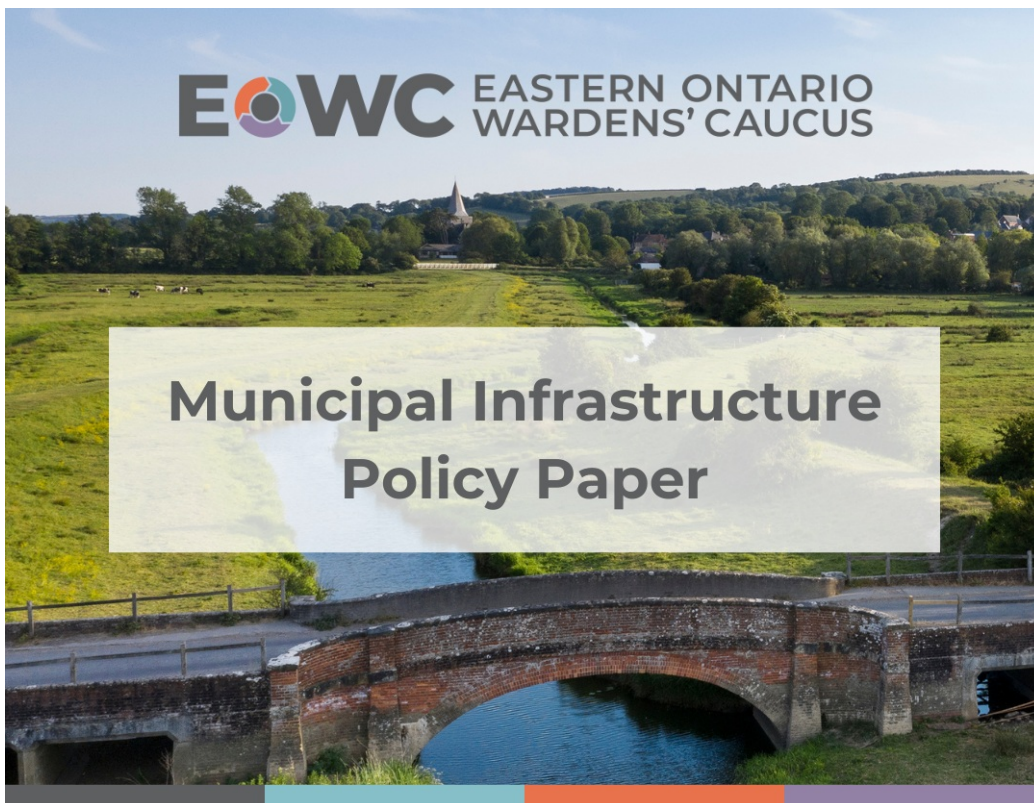
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Newsletter

June 2024

The EOWC Releases Municipal Infrastructure Policy Paper



Under its number one strategic priority of infrastructure, the EOWC has released the regional [2024 Municipal Infrastructure Policy Paper](#).

This paper covers key infrastructure data and recommendations from across the region. The information will support Eastern Ontario's municipal policy and program advocacy, applications for government funding, and future partnerships around infrastructure that will help enable the region's prosperity and housing for all.

Additionally, the paper will shape the advocacy initiatives as part of the infrastructure priority in the [EOWC's 2024-2027 Strategic Plan](#).

Find the [news release here](#).

Key Takeaways

The EOWC is committed to building a better Eastern Ontario. We want to partner with the Federal and Ontario Governments to address the infrastructure deficit.



Rural Eastern Ontario is a growing economy that can grow more



Rural Eastern Ontario communities are major exporters to Ontario and other jurisdictions



There is an upfront cost to growth, creating a burden for small rural communities



Small, rural municipalities lack tax base to sustain infrastructure investment and asset management



Innovation is key to cost-effective infrastructure management

[Download the Policy Paper](#)

The EOWC Delivers Strategic Plan



The EOWC has released the [2024-2027 Strategic Plan](#). Through collaboration and consolidated feedback among representatives of member municipalities, the EOWC identifies three strategic priorities that will guide its decision-making and advocacy focus for the next three years:

- **Housing for all**
- **Health care access**

“Reliable infrastructure systems and facilities to foster growth, a range of housing options that are affordable and meet the needs of all people, and access to health care services are critically important to people living, raising families, and building businesses in Eastern Ontario,” says EOWC Chair Peter Emon. “This strategic plan is a blueprint for ensuring that we all work together to ensure those needs are met for residents of rural Eastern Ontario, now and into the future.”

Read the [news release here](#).

[Download the Full Plan](#)

Recent Events



Eastern Ontario Housing Summit

The EOWC was pleased to attend and be a key partner at the [Eastern Ontario Housing Summit](#) in partnership with the Ontario Home Builders' Association on May 28, 2024 in the City of Ottawa.

With representation from over 35 municipalities, and attendance by MPs, MPPs, housing sector experts, and home builders from Eastern Ontario, the event was a true success representing cross-sector collaboration.

The EOWC is proud of the ongoing partnership we have built with Eastern Ontario Home Builders. Special thanks to Eastern Regional Chairs Glenn Evans and Pierre Dufresne.

Special thanks to all who attended our 'Housing in Smaller Municipalities' panel, which explored:

- The EOWC's regional housing and infrastructure advocacy,

presented by Chair Peter Emon and Manager Meredith Staveley-Watson;

- The County of Frontenac's municipal communal services corporation, presented by CAO Kevin Farrell;
- The All-Together Housing non-profit-private-public partnerships to create socially inclusive and economically diverse communities, presented by All-Together President, Bob Cottrell, and Springdale Development President, Philip Spry.



The EOWC Attends Peterborough Day at Queen's Park

The EOWC attended Peterborough Day at Queen's Park, led by our Vice-Chair, Bonnie Clark, Warden of Peterborough County, and hosted by MPP Dave Smith!

We were pleased to be showcased alongside the Peterborough County and City of Peterborough as part of the region's innovative businesses and organizations. We shared our [2024-2027 Strategic Plan](#) and had meaningful conversations around priorities with the many Ministers, MPPs and provincial staff in attendance.



The EOWC Board of Directors Meeting at Base 31

The EOWC was pleased to host our Board of Directors meeting at Base 31 in Prince Edward County in May to discuss regional priorities.

EOWC members enjoyed touring Base 31 as a world-renowned cultural tourism destination right here in Eastern Ontario. We were especially impressed with the museum display of the Lancaster bomber from the Second World War!

EOWC Advocacy



The Federation of Canadian Municipalities launches Municipal Growth Framework

The FCM just launched a paper championing a new Municipal Growth Framework to help Canadian Municipalities address our most pressing national challenges – aging infrastructure, climate change, public safety, housing and homelessness.

The EOWC fully supports the call for all levels of government to come together and negotiate a bold new Municipal Growth Framework. Learn more [here](#).

Visit our Website

EORN Update



What's new with EORN?

The Eastern Ontario Regional Network (EORN), the Government of Canada, the Government of Ontario, and Rogers Communications recently announced that Rogers 5G mobile services are now available in 21 communities across Eastern Ontario. Forty-two new cell towers and four additional upgrades to existing sites are completed, and now offer Rogers 5G mobile services to residents, businesses and visitors.

Learn more and see if Rogers 5G mobile services are available in your area [here](#).

Upcoming Events



AMO Annual Conference

The [Association of Municipalities of Ontario \(AMO\) Conference](#) will return to the City of Ottawa from August 18 – 21, 2024. This year's conference includes a celebration of AMO's 125th anniversary. The EOWC looks forward to meeting with provincial officials, networking with the 444 municipalities represented, and advocating for issues and solutions related to our strategic priorities.

Connect With Us on LinkedIn and X



About the EOWC

The EOWC is a regional non-profit organization representing 13 upper and single-tier municipalities across Eastern Ontario. The EOWC supports and advocates on behalf of 103 municipalities and nearly 800,000 residents. The EOWC covers an area of approximately 50,000 square kilometers from Northumberland County to the Québec border.

The EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with government, business leaders, the media, and the public.

Visit the EOWC's website at eowc.org.

Connect with the EOWC

2024 Chair, Warden of Renfrew County, Peter Emon

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2024 Vice-Chair, Warden of Peterborough County, Bonnie Clark

Manager of Government Relations and Policy, Meredith Staveley-Watson

info@eowc.org

Meredith Staveley-Watson, Manager of Government Relations and Policy | 235 Pinnacle Street | Belleville, ON K8N 3A9 CA

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**Ministry of the
Environment,
Conservation and Parks**
Eastern Region
Kingston District Office
1259 Gardiners Road, Unit 3
Kingston ON K7P 3J6

**Ministère de l'Environnement,
de la Protection de la nature
et des Parcs**
Région de l'Est
Bureau du district de Kingston
1259, rue Gardiners, unité 3
Kingston (Ontario) K7P 3J6



June 27, 2024

Darlene Plumley, Intern CAO
cao@merrickville-wolford.ca
The Corporation of the Village of Merrickville-Wolford
317 Brock St, Post Office Box Delivery ,340
Merrickville, ON, K0G 1N0

**RE: Inspection of Merrickville Drinking Water System #220001227 on May 22, 2024
| Planned Event No. 1-312856615**

Attached to this letter is the report for the recent unannounced inspection completed at Merrickville DWS on May 22, 2024 and the corresponding Incident Rating Report (IRR) and Risk Methodology document. This report provides an assessment of compliance and conformance based on observations and information available during the inspection review period only.

Instances of non-compliance and/or non-conformance were not identified during the inspection. There are no further actions required on your part and the inspection can be considered closed.

The IRR is a summarized quantitative measure of the drinking water system's annual inspections and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system/licensed laboratory inspection results.

If you have questions or concerns, please contact me by email at sarah.young@ontario.ca or by telephone at 613-242-0131.

A handwritten signature in black ink, appearing to read "Sarah Young".

Sarah Young
Water Compliance Officer

Provincial Officer Badge No.1888
Tel: 613-242-0131
Email: Sarah.Young@ontario.ca

Attachments:

Cc:

- Kurtis Winkenweder, Process & Compliance Technician, OCWA
kwinkenweder@ocwa.com
- Mark Lauzon, Senior Operations Manager, OCWA, mlauzon@ocwa.com
- Kim McCann, Manager of Community Health Protection, Leeds, Grenville & Lanark District Health Unit Kim.McCann@healthunit.org
- Sommer Casgrain-Robertson, General Manager Rideau Valley Conservation Authority sommer.casgrain-robertson@rvca.ca

c: File SI-LG-MW-MA-540 (2024-25)



MERRICKVILLE DRINKING WATER SYSTEM
Physical Address: 105 MAIN ST E ,
MERRICKVILLE-WOLFORD, ON
K0G 1N0

INSPECTION REPORT

System Number: 220001227
Entity: VILLAGE OF MERRICKVILLE-
WOLFORD
ONTARIO CLEAN WATER
AGENCY
Inspection Start Date: May 16, 2024
Site Inspection Date: May 22, 2024
Inspection End Date: June 14, 2024
Inspected By: Sarah Young
Badge #: 1888



(signature)

INTRODUCTION

Purpose

The primary focus of this unannounced focus inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Scope

On May 22 2024, Provincial Officer Sarah Young and Nathalie Bennett with the Ministry of the Environment, Conservation and Parks (the Ministry) commenced an unannounced focused inspection of the Merrickville Drinking Water System (DWS). Present during the inspection was Kurtis Winkenweder - Process and Compliance Tech, Mark Lauzon -Senior Operations Manager and Jeff Morrison - Operator in Charge(OIC)/Overall Responsible Operator(ORO), all employed by the Ontario Clean Water Agency (OCWA). OCWA is the Operating Authority (OA) and The Corporation of the Village of Merrickville-Wolford is the owner of the Merrickville DWS.

The Merrickville DWS inspection included a physical inspection of the source, treatment facility, and distribution system; and a compliance assessment with all applicable legislation and legal documents. The inspection period covered from May 1, 2023 to May 22, 2024 (the inspection period). Copies of electronic documents were received and reviewed by Sarah Young.

Facility Contacts and Dates

Darlene Plumley
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The Corporation of the Village of Merrickville-Wolford
cao@merrickville-wolford.ca

Kurtis Winkenweder
Process & Compliance Technician
OCWA

kwinkenweder@ocwa.com

Mark Lauzon
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mlauzon@ocwa.com

Kim McCann
Manager of Community Health Protection
Leeds, Grenville & Lanark District Health Unit
Kim.McCann@healthunit.org

Sommer Casagrain-Robertson
General Manager
Rideau Valley Conservation Authority
sommer.casagrain-robertson@rvca.ca

c: File SI-LG-MW-MA-540 (2023-24)

Systems/Components

The Merrickville Drinking Water System consists of three (3) groundwater wells, a treatment plant consisting of chlorination, an on-site water storage reservoir, high lift pumping and approximately 8 kilometers of watermains.

Well No. 1 located on the north side of Main Street East approximately 60 metres east of St. Lawrence Street

- Submersible well pump rated at 5.0 L/sec and 76 m TDH
- Well water discharge line equipped with a flow meter
- Well water from Well No. 1 is disinfected and discharged to the clearwell located in the main pumphouse.

Well No. 2 Located on the north side of Main Street East approximately 60 metres east of St. Lawrence Street

- Submersible well pump rated at 5.0 L/sec and 76 m TDH
- Well water discharge line equipped with a flow meter
- Well water from Well No. 2 and Well No. 4 is disinfected and discharged to the clearwell located in the main pumphouse.

Well No. 4

- Located on the north side of Main Street East approximately 85 metres east of St. Lawrence Street
- Submersible well pump rated at 9.2 L/sec at a TDH of 15 m

- Well water discharge line equipped with a flow meter
- Well water from Well No. 2 and Well No. 4 is disinfected and discharged to the clearwell located in the main pumphouse.

Main Pumphouse 105 Main Street East, Merrickville, ON

Treatment process consists of Primary and Secondary disinfection by chlorination.

On-site reservoir and clearwell is equipped with high lift pumping

Chlorination Disinfection System - Primary and secondary disinfection system consisting of chlorination

Well No. 1

- One (1) chemical metering pump located within the Main Pumphouse equipped with a solution tank with a spill containment

Well No. 2 and Well No. 4

- One (1) chemical metering pump located within Well House No. 4 equipped with a solution tank with a spill containment

- One (1) chemical metering pump (off-line standby) stored at the Main Pumphouse

- One (1) on-line free chlorine residual analyser located on the high lift pump discharge line
- One (1) on-line turbidity analyser located on the high lift pump discharge line

On-site Storage Reservoir

- Clearwell No. 1 - 17.5 m x 13.5 m x 3.5 m with a volume of 590 m³

- Clearwell No. 2 - 19.5 m x 2.6 m x 3.2 m with a volume of 141 m³

Ultrasonic level measurement device located in Clearwell No. 1 and 2

High Lift Pumping Station - Three (3) Centrifugal high lift pumps

- One (1) high lift pump rated at 17 L/s at a TDH of 50 m
- One (1) high lift pump rated at 17 L/s at a TDH of 50 m
- One (1) electrically driven fire pump rated at 64 L/s at a TDH of 57 m
- One (1) flow meter

Backup Power Supply

- One (1) 120 kW stand-by diesel generator set
- Located in a heated insulated building, located 20 metres north of the main pumphouse
- Fuel spill containment
- On-site fuel storage volume >2500 L

Permissions/Approvals

Documents reviewed in association with this report include, but were not limited to:

1. Municipal Drinking Water Licence (MDWL), #264-101 Issue #4, dated November 19, 2022
2. Drinking Water Works Permit (DWWP), # 264-201 Issue # 3, dated November 19, 2021

3. Permit to Take Water (PTTW), # 2110-AP9LSG, dated July 19, 2017
4. Other documents maintained by the Owner/Operating Authority (O/OA) were also reviewed in conjunction with this inspection.

Background and Compliance

The previous drinking water compliance inspection was completed by the Ministry on May 1, 2023; with no non-compliance issues or best management practices noted.

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1007001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (1)1;			
Question: Was the owner maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials. During the site inspection the Ministry observed the wells to be maintained in a manner sufficient to prevent surface water and other foreign materials entry into the well. The production wells are located inside locked/alarmed pumphouses.			

Question ID	DWMR1009001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were measures in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Measures were in place to protect the groundwater and/or GUDI source. The OA indicated the operators visibly inspect the wells daily and receive an annual work order for an above grade inspection of the well components and surrounding area, which was completed November 21, 2023. The DWS well preventative maintenance plan indicates to complete below grade inspections every 5 years starting in 2018. All well pump motors, plumbing and wiring were replaced in March 2022. A major insitue well study was completed in 2011 with new Stainless Steel casings. MDWL Schedule B states: 16.2.8 An inspection schedule for all wells associated with the drinking water system, including all production wells, standby wells, test wells and monitoring wells; 16.2.9 Well inspection and maintenance procedures for the entire well structure of each well including all above and below grade well components; and 16.2.10 Remedial action plans for situations where an inspection indicates noncompliance			

with respect to regulatory requirements and/or risk to raw well water quality.

Question ID	DWMR1014001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Flow monitoring was performed as required. During the site inspection, flow meters were observed to be equipped on each raw water source and after the high lift pumps in accordance with the MDWL Schedule C: 2.0 Flow Measurement and Recording Requirements: 2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system. 2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.			

Question ID	DWMR1016001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions. Schedule C of the MDWL indicates a maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the rated capacity of 1880 m ³ /day. Records provided for review indicated the maximum treated water per day was 556 m ³ on October 5, 2023; which represents approximately 29.6% of the Systems rated capacity.			

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner ensured that equipment was installed as required.

Physical site visit confirmed equipment appeared to be installed in accordance with the DWWP.

It was noted during the site visit the hypo chlorite injection point was after the flow meter; contrary to before the flow meter indicated in the Process Flow Diagram in Schedule D of the DWWP. It is recommended the flow diagram be updated/amended during the next permit renewal.

Question ID	DWMMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 1 documents were prepared as required.			

Question ID	DWMMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required. OA provided watermain repair work forms that occurred during the inspection period and appear to be in accordance with the DWWP in Schedule B 2.3, which indicates: 2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents: a) Until May 18, 2022, the ministry's Watermain Disinfection Procedure, dated November 2015. As of May 19, 2022, the ministry's Watermain Disinfection Procedure, dated August 1, 2020; b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure; c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;			

- d) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
e) AWWA C654 – Standard for Disinfection of Wells.

Question ID	DWMR1023001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed. Drinking-water systems which obtain groundwater for supply shall provide, at a minimum, treatment process consisting of disinfection and must be credited with achieving an overall performance that provides, at a minimum 2-log (99%) removal or inactivation of viruses before the water is delivered to the first consumer, in accordance with the Ministry Procedure for Disinfection of Drinking Water in Ontario. The treatment facility is capable of achieving an overall performance that provides at a minimum 2-log removal or inactivation of viruses, as per MDWL Schedule E: Pathogen Log Removal/Inactivation Credits. A review of the operational records, including flow rates, chlorine residuals, and logbook/facility data entries, indicates the system appeared to be operated in a manner that achieved the design capabilities.			

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required. Documents provided for review indicate a minimum free chlorine residual of 0.30 mg/L from the continuous analyzer located at the Merrickville Sewage Treatment Plant collected on August 4, 2023, as well several free chlorine residuals grab samples of 0.30 mg/L were collected in the distribution system during the inspection period.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required. Distribution system chlorine residuals are continuously monitored by an online analyzer located in the Merrickville Sewage Treatment Plant. The analyzer is linked to the SCADA system and trends are reviewed daily.			

Question ID	DWMR1030001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection chlorine monitoring was conducted as required. During the site inspection primary disinfection was monitored at the high lift pumps discharge line, in accordance with the DWWP Schedule A.			

Question ID	DWMR1035001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were examining continuous monitoring test results as required.			

Question ID	DWMR1038001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			

<p>Question: Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.</p>

Question ID	DWMR1037001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards OCWA provided the following alarm setpoints: <ul style="list-style-type: none"> - Treated water low free cl2 alarm is set for 0.85 mg/l, Low Low alarm is set for 0.75 mg/l - Treated water high free cl2 alarm is set for 1.50 mg/l, High High alarm is set for 2.00 mg/l - Distribution low pressure alarm is set for 50 psi, Low Low is set for 45 psi - Distribution low free chlorine residual alarm is set at 0.3 mg/L. OCWA also indicated: duty pumps cannot be shut down for more than a couple minutes regardless of any alarm situation, however wells will lockout when treated water free chlorine residual goes into alarm. Under normal operating conditions there is at least a 24 hour supply of water prepared for distribution. The lockout alarm goes directly from the treated water free chlorine residual analyzer to MCC with set points within the analyzer itself. This will probably be changed to read RW (clearwell Influent) free chlorine when the Scada work is completed.			

Question ID	DWMR1040001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			
Question: Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

All continuous analysers were calibrated, maintained, and operated as required.

Records provided for review confirmed that monthly calibration of continuous monitoring chlorine analyzer were performed in accordance with O.Reg 170/03 Scheduled 6-5(1).

Documentation provided for review indicated: date/times, bench/as found/as left, verified three times weekly and cleaned and calibrated monthly, comments and the operator's name/signature.

Question ID	DWMR1108001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A qualified person responded as required and took appropriate actions. Call-Out/alarm records provided during the inspection period confirmed when free chlorine residuals/turbidity triggered an alarm, a qualified person responded in a timely manner and took appropriate actions.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1083001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-3;			

<p>Question: Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Treated microbiological sampling requirements were met.</p> <p>Documents reviewed indicated treated water samples were collected weekly and tested for E. coli (EC), Total Coliform (TC) and Heterotrophic Plate Count (HPC) in accordance with O. Reg170/03 Schedule 10-3. During the inspection period, EC and TC samples were reported as non-detect (0 CFU/100ml), and HPC ranged from 10-310CFU/1ml.</p>

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met. <p>During the inspection period, at least 9 distribution samples were collected per month (at least one per week) and analyzed for EC, TC and at least 25% of the samples were tested for HPC in accordance with Schedule 10-2 of O.Reg170/03.</p> <p>During the inspection period, EC and TC samples were reported as non-detect, and HPC ranged from 0 to 110 CFU/1mL.</p>			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were conducted as required.			

Question ID	DWMR1084001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-2;			

<p>Question: Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Inorganic parameter sampling requirements were met.</p> <p>The most recent Schedule 23 inorganic parameters collected from a treated water sample was on January 2, 2024, previously sampled on January 9, 2023; in accordance with Schedule 13-2 of O.Reg 170/03.</p> <p>The frequency collected is more than required as prescribed in O.Reg 170/03 Schedule 13-2. (1) The owner of a large municipal residential system and the operating authority for the system shall ensure that, at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water.</p>

Question ID	DWMR1085001	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg. 170/03 13-4 (3);			
Question:			
Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			
Organic parameter sampling requirements were met. <p>The most recent Schedule 24 organic parameters collected from a treated water sample was on January 2, 2024, previously sampled on January 9, 2023; in accordance with Schedule 13-4 of O.Reg 170/03.</p> <p>The frequency collected is more than required as prescribed in O.Reg 170/03 Schedule 13-4. (1) The owner of a large municipal residential system and the operating authority for the system shall ensure that, at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water.</p>			

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question:			
Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Haloacetic acid sampling requirements were met.

During the inspection period, distribution samples were collected and analyzed for Haloacetic Acids (HAAs) in accordance with O.Reg 170/03 Schedule 13-6.1(1) on the following dates:

2024-04-08 @ 5.3 ug/L
2024-01-02 @ 3.4 ug/L
2023-10-03 @ 5.3 ug/L
2023-07-04 @ 5.3 ug/L

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met.			
During the inspection period, distribution samples were collected and analyzed for trihalomethanes (THMs) in accordance with O.Reg 170/03 Schedule 13.6 (1) on the following dates: 2024-04-08 @ 22 ug/L 2024-01-02 @ 16 ug/L 2023-10-03 @ 10 ug/L 2023-07-04 @ 18 ug/L			

Question ID	DWMR1088001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;			
Question: Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Nitrate/nitrite sampling requirements were met.			
During the inspection period, treated water samples were collected and analyzed for nitrates/nitrites in accordance with O.Reg 170/03 Schedule 13-7 on the following dates: 2024-04-08 2024-01-02 2023-10-03			

2023-07-04

Question ID	DWMR1089001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Sodium sampling requirements were met. A treated water sample was collected and analyzed for Sodium on January 11, 2021; in accordance with O.Reg 170/03 Schedule 13-8.			

Question ID	DWMR1090001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-9;			
Question: Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Fluoride sampling requirements were met. A treated water sample was collected and analyzed for Fluoride on February 6 ,2023; in accordance with O.Reg 170/03 Schedule 13-9.			

Question ID	DWMR1113001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10.1 (3);			
Question: Were changes to the system registration information provided to the ministry within ten (10) days of the change?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Changes to the system registration information were provided as required.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			

Question:

Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.

Documents reviewed indicate the operations manual was prepared in accordance with the MDWL Schedule B 16.2 The operations and maintenance manual or manuals, shall include at a minimum:

- 16.2.1 The requirements of this licence and associated procedures;
- 16.2.2 The requirements of the drinking water works permit for the drinking watersystem;
- 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:
 - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.2.8 An inspection schedule for all wells associated with the drinking water system, including all production wells, standby wells, test wells and monitoring wells;
- 16.2.9 Well inspection and maintenance procedures that consider the entire well structure of each well including all above and below grade well components; and
- 16.2.10 Remedial action plans for situations where an inspection indicates non-compliance with respect to regulatory requirements and/or risk to raw well water quality.

Question ID	DWMR1062001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;</p>			
<p>Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.</p>			

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Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system. The main pump house and wellhead buildings were equipped with warning signage, locked and alarmed with Falcon Security. The generator building is not alarmed but is locked and has appropriate signage.			

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem. At the time of the inspection, Jeff Morrison was designated as the Overall Responsible Operator, whom holds a valid Water Distribution and Supply Subsystem Class 2 Certificate.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems. All operators within the Merrickville DWS can be designated as Operator in Charge (OIC), except an operator-in-training (OIT) in accordance with O.Reg 128/04 Section 25. At the time of the inspection, the designated OIC was Jeff Morrison whom holds a valid Water Distribution and Supply Subsystem Class 2 Certificate.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

Question ID	DWMR1076001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Were adjustments to the treatment equipment only made by certified operators?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators.			

APPENDIX A
INSPECTION RATING REPORT

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

DWS Name:	MERRICKVILLE DRINKING WATER SYSTEM
DWS Number:	220001227
DWS Owner:	VILLAGE OF MERRICKVILLE-WOLFORD
Municipal Location:	MERRICKVILLE-WOLFORD
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	May-16-24
Ministry Office:	Kingston District Office

Maximum Risk Rating: 444

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/25
Source	0/14
Treatment Processes	0/193
Water Quality Monitoring	0/112
Overall - Calculated	0/444

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2024-25)

DWS Name:	MERRICKVILLE DRINKING WATER SYSTEM
DWS Number:	220001227
DWS Owner Name:	VILLAGE OF MERRICKVILLE-WOLFORD
Municipal Location:	MERRICKVILLE-WOLFORD
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	May-16-24
Ministry Office:	Kingston District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 444

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:

Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?

Risk = Likelihood × Consequence

C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

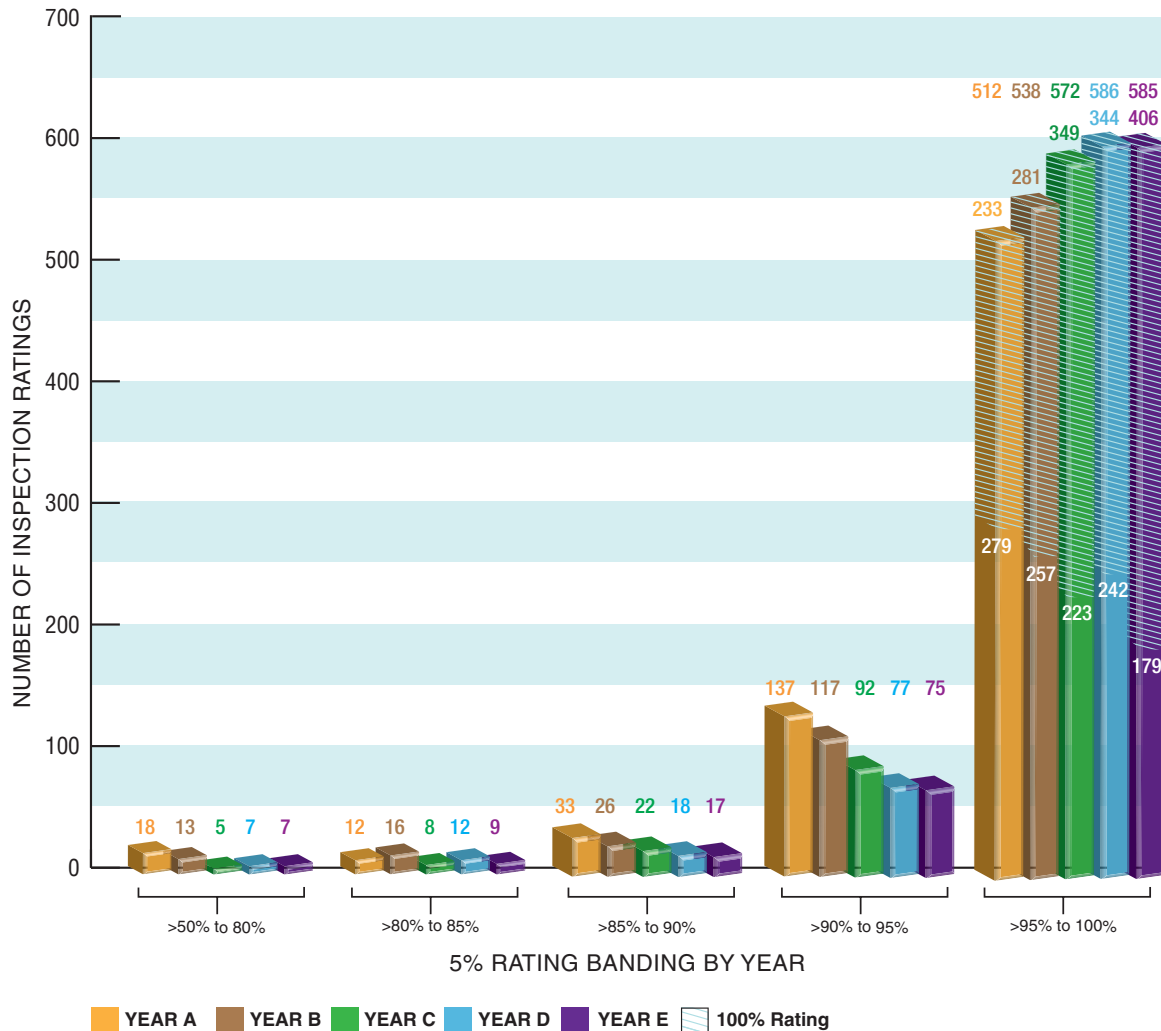
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- | | | | |
|-------------------------|---------------------------------|----------------------------------------|----------------------------------------------------|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

For further information, please visit www.ontario.ca/drinkingwater

APPENDIX B
STAKEHOLDER SUPPORT

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 46-2024

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON JULY 8, 2024

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

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on July 8, 2024 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on July 8, 2024 and each recommendation, report, and motion considered by Council at the said meeting, and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor or his or her designate and the proper officials of the Village of Merrickville-Wolford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

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

Read a first, second and third time and passed on the 8th day of July 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk