

Special Council Meeting

May 27, 2024

3:00 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

Pages

1. **Call to Order**
2. **Approval of the Agenda**
3. **Disclosure of Pecuniary Interest or the General Nature Thereof**
4. **Draft Motions for Consideration** 1
5. **Presentations**
 - 5.1 **Auditor Presentation - 2023 Draft Financial Statements** 3
6. **Action Items**
 - 6.1 **Merrickville Community Centre HRV and Generator Bid Results Report** 35
 - 6.2 **Request to Waive Sections of Chip Truck By-law 26-07** 38
 - 6.3 **Memorandum of Understanding - Blockhouse Museum Services Board** 47
7. **Public Question Period/Items on the Agenda**
8. **Confirming By-law 34-2024** 50
9. **Adjournment**

Next meetings of Council:

Regular Council Meeting - Monday, June 10th at 7:00 p.m.

1.	Call to Order -----
2.	Adoption of the Agenda THAT the Agenda for the Special Council Meeting held on May 27, 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.	Presentations
5.1	Auditor Presentation – 2023 Draft Audited Financial Statements THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the draft 2023 Audited Financial Statements presented by Jamie Pollock from MNP. -----
6.	Action Items
6.1	Merrickville Community Centre HRV and Generator Bid Results Report THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the results of the Community Centre upgrade RFP issued by JP2G Consultants for the Municipality; AND FURTHER THAT the proposal submitted by K Wilson Electric in the amount of \$202,142.40 plus H.S.T be approved to complete the entire project. AND FURTHER THAT the funds from the Investing in Canada Infrastructure Program grant in the amount of \$80,000 be used for the project with the remainder of the funding in the amount of \$123,000 to be taken from the working reserve funds for completion of the project.
6.2	Request to Waive Sections of Chip Truck By-law 26-07 THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the request from Tamer Farag to host a Beaver Tail Truck from June 26-27 th for Customer Appreciation Day; AND FURTHER THAT Council does hereby waive Sections 3a) and 11a) of By-law 26-07, being a By-law to License, Regulate and Govern Chip Wagon and Mobile Canteens in the Village of Merrickville-Wolford, to allow for the Beaver Tail Truck to be located at the Merrickville Drugmart PharmaChoice parking lot from June 26 until June 27, 2024.
6.3	Memorandum of Understanding – Blockhouse Museum Services Board THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and acknowledge the Memorandum of Understanding Between The Village of Merrickville-

	Wolford Museum Services Board (MSB) And The Merrickville and District Historical Society (MDHS) For the term commencing May 2024 up to and including December 2025.

7.	Public Question Period/Items on the Agenda

8.	Confirming By-Law
	THAT the Council of the Corporation of the Village of Merrickville-Wolford give First, Second, Third and Final Reading to By-law 34-2024 Being a By-law to Confirm the Proceedings of Council for the Special Meeting of May 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 34-2024.

9.	Adjournment
	THAT the Council of the Corporation of the Village of Merrickville-Wolford adjourn at XX p.m.



Village of Merrickville-Wolford

2023 Audit Findings

Report to Council

December 31, 2023

Jamie Pollock, CPA, CA, LPA

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Overview

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the consolidated financial statements of Village of Merrickville-Wolford and its subsidiaries (the "Municipality") as at December 31, 2023 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of Council.

As auditors, we report to the Members of Council, Inhabitants and Ratepayers on the results of our examination of the consolidated financial statements of the Municipality as at and for the year ended December 31, 2023. The purpose of this Report is to assist you, as members of Council, in your review of the results of our audit.

This Report is intended solely for the information and use of Council and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Engagement Status

We have completed our audit of the consolidated financial statements of the Municipality which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with Council;
- Council's review and approval of the consolidated financial statements.

No significant limitations were placed on the scope or timing of our audit.

Independent Auditor's Report







We expect to have the above procedures completed and to release our Independent Auditor's Report on June 10, 2024.




Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Members of Council, Inhabitants and Ratepayers of the Municipality. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the consolidated financial statements considered separately.

Significant Audit, Accounting and Reporting Matters

Area		Comments
	Changes from Audit Service Plan	There were no deviations from the Audit Service Plan previously presented to you.
	Final Materiality	Final materiality used for our audit of the Municipality and Library Board was \$280,000 and \$5,000 respectively for December 31, 2023, and \$200,000 and \$5,000 respectively for December 31, 2022.
	Identified or Suspected Fraud	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	Identified or Suspected Non-Compliance with Laws and Regulations	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the consolidated financial statements.
	Matters Arising in Connection with Related Parties	No significant matters arose during the course of our audit in connection with related parties of the Municipality.
	Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates	<p>The application of Canadian public sector accounting standards allows and requires the Municipality to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Municipality's accounting practices, and have noted</p>

Area		Comments
		<p>the following items during the course of our audit that we wish to bring to your attention.</p> <p>The accounting policies used by the Municipality are appropriate and have been consistently applied.</p>
	Financial Statement Disclosures	The disclosures made in the notes to the consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the consolidated financial statements.
	Significant Deficiencies in Internal Control	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention, however there continues to be a risk surrounding segregation of duties.
	Matters Arising From Discussions with Management	There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p>Revenues and receivables</p> <p>Revenues could be recorded in the wrong period</p>	Tested pre and post year end cut-off at a low threshold
<p>Grants</p> <p>Grants subject to certain criteria might be recorded in revenue when such criteria is not yet met</p>	Test grants at a low threshold and ensure they qualify for recognition as revenue in the year.
<p>Expenses and payables</p> <p>Expenses could be recorded in the wrong period</p>	Tested pre and post year end cut-off at a low threshold
<p>Management override of controls</p> <p>There is a presumed risk of management override of controls in all entities</p>	MNP will test adjusting journal entries posted by management throughout the year based on criteria set by the audit engagement team.

Other Areas

Area	Comments
Auditor Independence	We confirm to Council that we are independent of the Municipality. Our letter to Council discussing our independence is included as part of the additional materials attached to this report.
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
Summary of Significant Differences	A few significant differences were proposed to management with respect to the December 31, 2023 consolidated financial statements.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,



Chartered Professional Accountants
Licensed Public Accountants

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DRAFT - FOR DISCUSSION PURPOSES ONLY

**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.

CAO

Manager of Finance/Treasurer

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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

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	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	341,516	352,447
Planning and development	395,314	375,757	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	-	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)	(2,836,342)	(1,094,933)
Change in inventory	-	6,588	(13,702)
Change in prepaid expenses	-	9,745	(11,869)
Increase (decrease) 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

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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 (Page 5)	(338,954)	269,894
Deferred revenue	107,708	269,075
Deferred revenue - obligatory reserve funds	106,414	109,692
Asset retirement obligations	-	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 (Page 5)	(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	2,097,168	276,004	224,304	42,794	196,072	-	-	2,836,342	1,094,933
Disposals during the year	-	-	85,000	-	-	-	-	85,000	-
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	\$ 1,738,600	\$ 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	

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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)	(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	(2,836,342)	-	2,836,342	-	-
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	653,793	28,573	-	120,320	207,058	1,871,016	1,858,424
Interest on municipal debt	-	9,437	3,755	-	125,263	-	12,989	151,444	160,521
Materials and services	237,817	118,238	602,188	66,332	479,156	134,358	155,710	1,793,799	1,824,074
Contracted services	-	440,586	-	83,759	389,923	-	-	914,268	906,718
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	43,674
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	341,516	375,757	6,013,863	5,906,464
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	822,910	59,169	(860,556)	78,964	38,619	144,205	219,748	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	\$ 144,205	\$ 219,748	\$ 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 \$1,179,189.

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 \$2,300,764 (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.

	2023	2022
Balance, beginning of year	\$ 1,121,575	\$ 1,076,374
Liabilities incurred relating to landfill closure and post closure costs	909,189	45,201
Liabilities incurred relating to asbestosis removal costs from buildings	270,000	-
Balance, end of year	\$ 2,300,764	\$ 1,121,575

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	\$ 1,966,555	\$ 1,871,016	\$ 1,858,424
Interest on municipal debt	156,766	151,444	160,521
Materials and services	1,641,644	1,793,799	1,824,074
Contracted services	910,746	914,268	906,718
Insurance and other financial costs	309,217	390,570	287,267
Third party transfers	40,315	44,347	43,674
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)
Change in asset retirement obligations	-	1,179,189	45,201
Acquisition of tangible capital assets	(1,608,120)	(2,836,342)	(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.

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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	1,495	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	24,638	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

From: Brad Cole, Manager of Operations

Date: May 27, 2024

Re: Merrickville Community Centre HRV and Generator Bid results

RECOMMENDATION:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the results of the Community Centre upgrade RFP issued by JP2G

Consultants for the Municipality;

AND FURTHER THAT the proposal submitted by K Wilson Electric in the amount of \$202,142.40 plus H.S.T be approved to complete the entire project.

AND FURTHER THAT the funds from the Investing in Canada Infrastructure Program grant in the amount of \$80,000 be used for the project with the remainder of the funding in the amount of \$123,000 to be taken from the working reserve funds for completion of the project.

BACKGROUND

This has been a long-standing project that was started years ago to complete the Community Centre as an emergency shelter for the residents of Merrickville-Wolford if needed due to any unforeseen emergency or power outage during a hot or cold event.

The structure had no historic wiring or mechanical diagrams to support the project, so staff had to hire an Engineering firm to go through the structure and provide the schematics needed to be able to properly tender for the project.

Staff were able to secure JP2G our engineers of record to provide the required documents to allow a request for proposal (RFP) to be issued.

The Municipality is under a time sensitive grant that must be used this year, or it is lost and due to the time frame, that was needed to provide all the drawings for the project, time has become very short for the potential completion of this project.

The Community Centre is the ideal facility to serve as an emergency shelter if it is completed with the generator to provide emergency power when needed. The facility has washrooms and a kitchen so food can be prepared if needed during an emergency. This will also give staff time to work on short term lodging for residents if needed.

This is a vital piece of the emergency management system as well as we currently do not have an emergency shelter for our residents within our Municipality.

ANALYSIS

The Operations Department worked in conjunction with our Engineering firm to gather the necessary information needed to help issue the tender and complete an on-site tour of the facility for all interested vendors.

Upon completion of the tour and our Engineer answered any questions asked of the potential service providers, after the completion of all information gathering by the potential proponents we received 2 bids on the project.

The Engineering firm has provided a letter summarizing the bids and the recommended proponent for the project.

It was clearly stated within the tender that the project must be completed by the end of this calendar year to be compliant with the granting agency regulations.

ATTACHMENTS

Attachment A: Letter from the Engineering Firm.

Submitted by:



Brad Cole,
Manager of Operations

Approved by:



Darlene Plumley,
Interim CAO/Deputy Clerk



Jp2g No. 19-5031Z

April 4, 2024

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

Attention ***Brad Cole***
 Manager, Operations

Re **Merrickville Community Center HRVs and Generator**
 Bid Review

Dear Mr. Cole:

We have reviewed the two (2) compliant bids submitted as follows:

	Contractor	Amount (Taxes Excluded)
1	K Wilson Electric.	\$202,142.40 *****
2	Arrow Construction.	\$281,883.60

All bids submitted are complete, acknowledging all addenda, having bid bonds, preliminary schedules within the requested timeframe, list of subcontractors, and listings of applicable project experience. The lowest bid by K Wilson Electric, \$208,142.40 + HST, is approximately 4% lower than the Consultant's estimate of \$216,000. The bid by Arrow Construction is significantly higher. Possible reasons for price differences between the compliant bids include tender and construction timelines, availability of labour, equipment or materials, Contractor's method of pricing, and/or current market conditions.

Based on the above, we find the lowest bid of \$202,142.00 + HST submitted by K Wilson Electric to be fair and reasonable.

Please contact the undersigned should you require further clarification.

Yours truly,

Jp2g Consultants Inc.
ENGINEERS • PLANNERS • PROJECT MANAGERS

Andrew MacDonald, P.Eng., C.E.M.
Senior Mechanical Engineer

Report to Council

Date: May 27, 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 request from Tamer Farag to host a Beaver Tail Truck from June 26-27th for Customer Appreciation Day;

AND FURTHER THAT Council does hereby waive Sections 3a) and 11a) of By-law 26-07, being a By-law to License, Regulate and Govern Chip Wagon and Mobile Canteens in the Village of Merrickville-Wolford, to allow for the Beaver Tail Truck to be located at the Merrickville Drugmart PharmaChoice parking lot from June 26 until June 27, 2024.

BACKGROUND

The request was received from Tamer Farag, Merrickville Drug Mart, to have a Beaver Tail truck parked in their parking lot from June 26-27th for Customer Appreciation Day. By-law 26-07 was referenced to determine if this request was feasible. There are sections that would need to be waived in order to approve the request.

ANALYSIS

Council will need to consider waiving Sections 3a) and 11a) to By-law 26-07 to allow this request to proceed. The following sections are included below for consideration, and attached as Schedule "B":

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.

11. Itinerant Canteens

a) Itinerant canteens are prohibited in the Village of Merrickville whether on public or private land and shall not be allowed.


ATTACHMENTS

Schedule "A" – Request for Beaver Tail Truck Correspondence

Schedule "B" – By-law 26-07 (Chip Truck By-law)

Submitted by:

Approved by:


Julia McCaugherty-Jansman, Clerk


Darlene Plumley, Interim CAO

From: Tamer Farag [REDACTED]
Sent: Wednesday, April 24, 2024 3:20 PM
To: Julia McCaugherty-Jansman <clerk@Merrickville-wolford.ca>
Subject: Merrickville Drugmart June event

Hello Jen,
Merrickville Drugmart is having a Customer Appreciation Day on wednesday June 26. We want to invite a Beavertail truck to park on our lot for 2-3 days. We want to know if we need a permit for the Beavertail truck to park in our parking lot and what is the cost for 2 days. If you have any other questions please call me at (613)269-4737.
Thank you
Paula

From: Darlene Plumley
Sent: Friday, April 26, 2024 10:34 AM
To: [REDACTED]
Cc: Julia McCaugherty-Jansman <clerk@Merrickville-wolford.ca>; cbo <cbo@Merrickville-wolford.ca>
Subject: RE: Merrickville Drugmart June event

Hello Paula, based on the by-law, this will need to be a decision of council. They will likely want to know some additional details for them to consider approval.
Site Plan, and whether or not traffic or site line would be impeded.
The hours when the truck would be open.
Confirmation that all health inspections were performed.
Would there be sufficient waste disposal opportunities
Really just the basic plan, I know it seems like a lot for a simple request but Council needs to consider the impact as well as whether it would be taking away from the other businesses in the downtown core.
If you have your information in by the end of April, it can go on the May agenda as an action item.
Darlene Plumley
Interim CAO/Deputy Clerk
Village of Merrickville-Wolford
613-269-4791 ext. 229

On May 6, 2024, at 1:57 PM, Darlene Plumley <cao@merrickville-wolford.ca> wrote:

Hi Paula, just letting you know of the deadlines for documents to be included in the agenda. If you could expand on your request for the permit for the Beavertail Truck that would be very helpful.

From: Tamer Farag [REDACTED]
Sent: Thursday, May 9, 2024 7:28 AM
To: Darlene Plumley <cao@Merrickville-wolford.ca>
Cc: Julia McCaugherty-Jansman <clerk@Merrickville-wolford.ca>
Subject: Re: Merrickville Drugmart June event

Hello

They will be parking on our property and I have reached out to them to ask for the food inspection

There will be enough waste disposal opportunities

They will open from 9:30 till 6

They will be onsite June 26,27 (awaiting your approval)

Regards,
Tamer

From: Tamer Farag <[REDACTED]>
Sent: Thursday, May 9, 2024 1:41 PM
To: Darlene Plumley <cao@Merrickville-wolford.ca>
Subject: Fwd: Beaver tail truck at merrickville

Hello

All trucks are health up to date health inspections

Please see response from the company

Regards,
Tamer

Begin forwarded message:

From: Buck Chenier <buck.chenier@bytowncatering.com>
Date: May 9, 2024 at 1:26:11 PM EDT
To: Tamer Edward [REDACTED]
Subject: RE: Beaver tail truck at merrickville

Hello,

We do have all of our Up to date health inspections..

What days are the events? Can you give me more info?

I will do a quick site visit in the next few days to look at the space!

Buck

Buck Chenier

Buck.Chenier@Bytowncatering.com

Food service Director (Kingston) and BeaverTails

From: Darlene Plumley <cao@Merrickville-wolford.ca>

Sent: Friday, May 10, 2024 10:25 AM

To: 'Tamer Farag' [REDACTED]

Cc: Julia McCaugherty-Jansman <clerk@Merrickville-wolford.ca>

Subject: RE: Beaver tail truck at merrickville

Hello Tamer, unfortunately your response was late for the May 13th, council agenda. We can accommodate your request to have the Beaver Tail Truck authorized at a special meeting scheduled for May 27th.

Darlene Plumley

Interim CAO/Deputy Clerk

Village of Merrickville-Wolford

613-269-4791 ext. 229

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

Report to Council

Date: May 27, 2024
From: Interim CAO Plumley
Re: Memorandum of Understanding Between
The Village of Merrickville-Wolford Museum Services Board

Recommendation:

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive and acknowledge the Memorandum of Understanding Between The Village of Merrickville-Wolford Museum Services Board (MSB) And The Merrickville and District Historical Society (MDHS) For the term commencing May 2024 up to and including December 2025.

Background:

The purpose of the Agreement is to ensure an exchange of knowledge and identify the roles and resources of the Blockhouse Museum Board and the Merrickville and District Historical Society.

The goal is to collect, manage, research, preserve, and present its heritage resources for the benefit of the public, through exhibitions, publications, educational and public programs, with a focus on the history of Merrickville-Wolford and area.

The memorandum of understanding is undertaken for the purpose of outlining the responsibilities of the MSB and the MDHS during the transition period outlined.

The Museum Services Board was established in August of 2023. Since that time ongoing collaboration has taken place with the Historical Society to develop an agreement that will assist in the transition of responsibilities, both have had input in the development of the Memorandum of Understanding and feel the terms represented are sufficient to endorse.

Attachment:

Memorandum of Understanding Between The Village of Merrickville-Wolford Museum Services Board (MSB) And The Merrickville and District Historical Society (MDHS).

Memorandum of Understanding

Between

The Village of Merrickville-Wolford Museum Services Board (MSB)

And

The Merrickville and District Historical Society (MDHS)

For the term commencing May 2024 up to and including December 2025.

The purpose of the Agreement is to ensure an exchange of knowledge and identify the roles and resources of the Blockhouse Museum Board and the Merrickville and District Historical Society.

The goal is to collect, manage, research, preserve, and present its heritage resources for the benefit of the public, through exhibitions, publications, educational and public programs, with a focus on the history of Merrickville-Wolford and area.

The memorandum of understanding is undertaken for the purpose of outlining the responsibilities of the MSB and the MDHS during the transition period outlined.

Responsibilities May 2024 – December 2025	
Museum Services Board (MSB)	Merrickville & District Historical Society(MDHS)
Both Parties will provide proof of insurance for contents and liability	
Management of all donations through the summer open period (retain \$4,000 any additional monies transferred to MDHS)	Receive for own purposes, any donations received during afterhours activities
Use the Village of Merrickville-Wolford's point-of-sale device to process sales of MDHS merchandise and donations to the Blockhouse Museum. The point-of-sale device will be programmed to produce reports that document sales and donations, with a view to remitting money to MDHS in accordance with this agreement (i.e., 100% of sales of MDHS merchandise to MDHS and any donations totaling above \$4,000).	Must provide inventory and price list for all sale items to the CAO, Village of Merrickville-Wolford by 15 June annually in order for these to be programmed into the point-of-sale device.
Cover the annual cost of \$3,600 for off-site storage of the MDHS (Burritt's Rapids Community Hall)	Notification is to be provided via email to reception@merrickville-wolford.ca and -- during the summer months -- to the Merrickville Blockhouse Museum's supervisor's email address or telephone when MDHS volunteers are accessing the Museum for the purposes of providing afterhours and off-season special tours or caring for the collections.

		MDHS is granted permission to use the facilities at no charge.
Provide Wi-Fi coverage for the Merrickville Blockhouse Museum		Ensure that the keys granted are returned in a timely manner at the completion of the event.
Ensure the Calendar of Events is updated in a timely fashion.		Provides Museum Services Board with input for the Calendar.
Will hold all keys to the Museum and keep a record – through the use of a sign-out sheet – of keys granted to the MDHS Volunteers for afterhours tours or care.		
Merrickville Blockhouse Museum Collection (artifacts, documents, exhibits)		
Granted permission to operate the museum using the MDHS collection		Will provide the Museum Services Board with the collection of artifacts.
Note any damage to items in the collection and such damage should be reported in writing to MDHS as soon as possible.		
Spring-Fall Clean Up/Takedown		
Both parties will set up a joint site visit to undertake a walk-through the building prior to opening and sign off on safety related issues		
Physical set up and vacuuming of the museum		Setting up of exhibits and cleaning of delicate artifacts
Opening undertaken in the month of May, ahead of the long weekend/closing post Labour Day		
Training		
Develop a training day for summer staff		Contribute to the segments related to the history of Merrickville-Wolford and the care of collections
End of Season, joint meeting to review revenue and expenses associated with summer operations-based visitors, usage, and activity		

Ann Martin,
Chair
Museum Services Board

Jane Graham
President
Merrickville and District Historical Society

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 34-2024

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 MAY 27, 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 May 27, 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 May 27, 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 27th day of May 2024.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk