



VILLAGE OF MERRICKVILLE-WOLFORD

**Agenda for Council
Council Chambers**

Regular Council Meeting 7:00 p.m.

Monday June 13, 2022

IMPORTANT NOTICE: This meeting will be held electronically. To ensure transparency, a recording of this meeting will be livestreamed on the “Village of Merrickville-Wolford” YouTube channel at https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Auditor Presentation** 2021 Year End Financial Statements
5. **Minutes**
 - Approval of Minutes of Regular Council meeting of May 24, 2022
 - Receipt of Merrickville Library Board Minutes of April 22, 2022
 - Receipt of Merrickville Library Board Minutes of May 11, 2022
 - Receipt of Merrickville Library Board Minutes of June 1, 2022
 - Receipt of Minutes of Recreation, Health & Wellness Advisory Committee (RHWAC) meeting of May 10, 2022
6. **Correspondence**
 - Received from Brittany Carkner with respect to a request for a gift in kind for the Queen of the Furrow Committee Paint Night
 - Received from Rogers with respect to a request to extend the municipal concurrence letter
7. **Finance** FIN-06-2022 - Ontario Regulation 284/09
8. **Deferred Items** None
9. **Public Question Period:** Questions may be emailed to: mayor@merrickville-wolford.ca
10. **Next meeting of Council:** Monday, June 27, 2022 at 7:00 p.m.
11. **Confirming By-Law:** 32-2022 re: Confirm Proceedings of Council meeting of June 13, 2022
12. **Adjournment**

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if required

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of June 13, 2022 as:

___ circulated.

___ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if required.		
Recorded Vote Requested By:		
Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive and approve the draft Financial Statement as prepared by MNP LLP, for the year ending December 31, 2021.

Carried / Defeated

J. Douglas Struthers, Mayor

DRAFT FOR REVIEW PURPOSES ONLY

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

December 31, 2021

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

December 31, 2021

CONTENTS

Page

**MANAGEMENT'S RESPONSIBILITY FOR THE
CONSOLIDATED FINANCIAL STATEMENTS**

INDEPENDENT AUDITOR'S REPORT

CONSOLIDATED FINANCIAL STATEMENTS

Consolidated Statement of Financial Position	1
Consolidated Statement of Financial Activities	2
Consolidated Statement of Changes in Net Financial Debt	3
Consolidated Statement of Cash Flows	4
Consolidated Schedule of Tangible Capital Assets	5
Consolidated Schedule of Accumulated Surplus	6
Consolidated Schedule of Changes in Accumulated Surplus	7
Consolidated Schedule of Segmented Disclosure	8
Notes to the Consolidated Financial Statements	9 - 18

DRAFT FOR REVIEW PURPOSES ONLY

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

DRAFT FOR REVIEW PURPOSES ONLY

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, 2021, and the consolidated statements of financial activities, changes in net debt, cash flows and the related schedules 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, 2021 and the results of its consolidated operations, changes in its net debt 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

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

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

As at December 31, 2021

	2021	2020
ASSETS		
Cash	\$ 5,123,096	\$ 3,956,030
Taxes receivable	752,741	896,847
Accounts receivable	461,964	423,231
	6,337,801	5,276,108
LIABILITIES		
Accounts payable	1,134,858	810,209
Deferred revenue	122,247	70,056
Deferred revenue - obligatory reserve fund (Note 2)	150,155	372,990
Municipal debt (Note 3)	3,787,744	4,050,211
Accrued landfill closure and post-closure costs (Note 4)	1,076,374	1,031,174
	6,271,378	6,334,640
NET FINANCIAL ASSETS (DEBT)	66,423	(1,058,532)
NON-FINANCIAL ASSETS		
Tangible capital assets	16,430,359	16,427,665
Inventory	53,186	52,690
Prepaid expenses	9,986	2,442
	16,493,531	16,482,797
ACCUMULATED SURPLUS	\$ 16,559,954	\$ 15,424,265

See Accompanying Notes

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

For the year ended December 31, 2021

	BUDGET 2021 (Note 9)	ACTUAL 2021	ACTUAL 2020
REVENUES			
Taxation	\$ 3,359,330	\$ 3,361,198	\$ 3,325,285
Fees and service charges	1,840,481	1,792,224	1,788,350
Grants	608,215	462,208	480,962
Investment income	176,500	144,682	170,204
Other	5,200	28,046	24,952
	5,989,726	5,788,358	5,789,753
EXPENSES			
General government	1,043,898	989,989	981,070
Protection services	911,977	868,027	844,166
Transportation services	1,519,784	1,195,157	1,164,405
Environmental services	1,730,082	1,486,598	1,530,837
Recreation and cultural services	454,865	278,368	231,780
Planning and development	531,591	318,046	410,768
	6,192,197	5,136,185	5,163,026
OTHER REVENUE RELATED TO CAPITAL			
Deferred revenue - obligatory reserve funds earned (Note 2)	381,160	381,160	-
Grants	48,448	54,160	-
Deferred revenue earned	48,196	48,196	41,420
	577,804	483,516	41,420
SURPLUS FOR THE YEAR	375,323	1,135,689	668,147
ACCUMULATED SURPLUS, beginning of year	15,424,265	15,424,265	14,756,118
ACCUMULATED SURPLUS, end of year	\$ 15,799,598	\$ 16,559,954	\$ 15,424,265

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

**CONSOLIDATED STATEMENT OF CHANGES IN
NET FINANCIAL ASSETS (DEBT)**

For the year ended December 31, 2021

	BUDGET 2021 (Note 9)	ACTUAL 2021	ACTUAL 2020
Surplus for the year	\$ 375,333	\$ 1,135,689	\$ 668,147
Amortization of tangible assets	800,000	774,186	754,352
Acquisition of tangible capital assets	(1,170,049)	(776,880)	(377,148)
Change in inventory	-	(496)	(3,645)
Change in prepaid expenses	-	(7,544)	21,719
Decrease in net financial debt	5,284	1,124,955	1,063,425
Net financial debt, beginning of year	(1,058,532)	(1,058,532)	(2,121,957)
Net financial assets (debt), end of year	\$ (1,053,248)	\$ 66,423	\$ (1,058,532)

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CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2021

	2021	2020
CASH FROM OPERATING ACTIVITIES		
Surplus for the year	\$ 1,135,689	\$ 668,147
Item not affecting cash		
Amortization expense	774,186	754,352
Changes in non-cash working capital balances		
Taxes receivable	144,106	70,847
Accounts receivable	(38,733)	525,374
Inventory	(496)	(3,645)
Prepaid expenses	(7,544)	21,719
Accounts payable (Page 5)	(16,142)	(214,257)
Deferred revenue	52,191	28,636
Deferred revenue - obligatory reserve funds	(222,835)	117,320
Accrued landfill closure and post-closure costs	45,200	45,201
	1,865,622	2,013,694
CASH USED IN FINANCING ACTIVITIES		
Repayment of municipal debt	(262,467)	(264,212)
CASH USED IN CAPITAL ACTIVITIES		
Acquisition of tangible capital assets (Page 5)	(436,089)	(377,148)
Decrease in capital leases	-	(32,405)
	(436,089)	(409,553)
INCREASE IN CASH	1,167,066	1,339,929
CASH, beginning of year	3,956,030	2,616,101
CASH, end of year	\$ 5,123,096	\$ 3,956,030

See Accompanying Notes

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2021

Cost	Land and improvements		Buildings	Vehicles	Machinery and equipment	Water and waste water plants and networks	Roads	Bridges	2021	2020
Balance, beginning of year	\$ 459,759	\$ 2,719,848	\$ 2,119,123	\$ 2,231,095	\$ 13,084,229	\$ 4,396,197	\$ 1,017,907	\$ 26,028,158	\$ 25,651,010	
Additions during the year	53,867	612	12,040	267,268	10,965	432,439	-	776,880	377,148	
Disposals during the year	-	-	-	22,500	-	-	-	-	22,500	-
Balance, end of year	513,315	2,720,460	2,131,163	2,475,863	13,095,194	4,828,636	1,017,907	26,782,538	26,028,158	
Accumulated Amortization										
Balance, beginning of year	35,103	865,011	1,554,923	3,739,627	785,408	1,049,324	9,600,493	8,846,141		
Amortization during the year	6,530	74,993	101,161	327,380	22,780	163,294	774,186	754,352		
Amortization on disposals	-	-	22,500	-	-	-	-	22,500		
Balance, end of year	41,633	940,004	1,649,145	4,067,007	808,188	1,212,618	10,352,179	9,600,493		
Net book value 2021	\$ 471,682	\$ 1,780,456	\$ 482,018	\$ 868,279	\$ 9,028,187	\$ 3,616,018	\$ 209,719	\$ 16,430,359	\$ 16,427,665	
Net book value 2020	\$ 424,656	\$ 1,854,837	\$ 548,026	\$ 676,179	\$ 9,344,602	\$ 3,346,873	\$ 232,499	\$ 16,427,665		

Included in additions is an amount of \$340,791 that was not paid as at December 31, 2021 (2020 - \$Nil). This amount was treated as a non-cash transaction for the purposes of the consolidated statement of cash flows.

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

For the year ended December 31, 2021

	2021	2020
Deficits		
Operating surplus (Note 7)	\$ -	\$ -
Library surplus	47,085	40,831
Capital surplus - water and sewer	63,455	63,455
Unfunded liabilities to be recovered from future revenues		
Accrued landfill closure and post-closure	(1,076,374)	(1,031,174)
Total deficits	(965,834)	(926,888)
Reserves		
Reserves set aside for specific purposes by Council:		
Working capital	1,453,737	1,364,605
Vehicle replacement	838,623	598,623
Modernization	252,723	271,123
Capital	424,962	206,668
Capital contingency	411,618	393,583
Landfill	245,000	230,000
Self insurance	180,000	155,000
Library	102,616	99,051
Water and sewer	741,488	422,498
Building department	71,741	71,741
Hospital	45,000	45,000
Recreation	26,019	26,019
Election	21,780	17,780
IT	10,000	5,000
Museum	2,884	2,884
Total reserves	4,828,191	3,909,575
Equity in tangible capital assets		
Invested in tangible capital assets	16,430,359	16,427,665
Less: related debt	3,732,762	3,986,087
Total equity in tangible capital assets	12,697,597	12,441,578
ACCUMULATED SURPLUS	\$ 16,554,954	\$ 15,424,265

See Accompanying Notes

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

For the year ended December 31, 2021

	Deficits	Reserves	Equity in Tangible Capital Assets	2021	2020
Balance, beginning of year	\$ (926,888)	\$ 3,909,575	\$ 12,441,578	\$ 15,424,265	\$ 14,756,118
Surplus for the year	1,135,689	-	-	1,135,689	668,147
Reserve funds used for operations	243,244	(243,244)	-	-	-
Funds transferred to reserves	(1,161,860)	1,161,860	-	-	-
Current year funds used for tangible capital assets	(776,880)	-	776,880	-	-
Annual amortization expense	774,186	-	(774,186)	-	-
Municipal debt repaid	(253,325)	-	253,325	-	-
Change in accumulated surplus (deficit)	(38,946)	918,616	256,019	1,135,689	668,147
Balance, end of year	(965,834)	\$ 4,828,191	\$ 12,697,597	\$ 16,559,954	\$ 15,424,265

DRAFT FOR REVIEW PURPOSES ONLY

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE

For the year ended December 31, 2021

REVENUE	General Government		Protection Services		Transportation Services		Environmental Water and Sewer Services		Recreation and Planning and Development		2020	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Taxation	\$ 98,318	\$ 1,100,502	\$ 873,795	\$ 53,146	\$ -	\$ 283,265	\$ 357,172	\$ 3,361,198	\$ 3,325,285			
Fees and service charges	92,770	17,130	12,050	153,407	1,361,779	27,362	138,017	1,792,224	1,788,350			
Grants	34,798	16,827	43,062	43,225	-	13,296	-	462,208	480,962			
Investment income	14,570	126	-	-	-	982	-	144,682	170,204			
Other	-	-	-	-	-	28,046	-	-	24,952			
	1,265,169	1,248,855	928,907	249,778	1,361,779	352,951	495,189	5,788,358	5,789,753			
EXPENSES												
Wages and benefits	619,339	145,236	438,475	45,219	-	95,953	199,732	1,563,954	1,579,060			
Interest on municipal debt	-	11,108	10,775	-	133,564	-	3,847	159,391	168,840			
Materials and services	188,589	133,436	398,722	77,330	437,709	110,176	114,467	1,457,929	1,555,596			
Contracted services	-	468,657	-	74,080	347,574	-	-	890,311	860,590			
Insurance and financial costs	139,256	15,762	61,987	-	15,931	22,353	-	255,289	215,729			
Third party transfers	12,230	22,895	-	-	-	-	-	35,125	28,860			
Amortization	30,575	70,933	267,601	-	355,191	49,886	-	774,186	754,351			
	989,989	868,027	1,195,157	196,609	289,969	278,368	318,046	5,136,185	5,163,026			
OTHER REVENUE RELATED TO CAPITAL												
Deferred revenue - obligatory reserve funds earned	-	-	381,160	-	-	-	-	-	381,160			
Grants	-	-	54,160	-	-	-	-	-	54,160			
Deferred revenue earned	-	-	48,196	-	-	-	-	-	48,196			
	\$ 275,180	\$ 266,558	\$ 169,070	\$ 53,149	\$ 71,810	\$ 74,583	\$ 177,143	\$ 1,135,689	\$ 668,147			
SURPLUS FOR THE YEAR												

DRAFT FOR REVIEW PURPOSES ONLY

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

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) 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, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Government grants and transfers

Government grants and 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.

(e) 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.

(f) 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.

(g) Cash

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

(h) 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.

(i) 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.

(j) Landfill closure costs

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

(k) 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, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) 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.

(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.

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

For the year ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Non-financial assets (Continued)

(iv) Inventory

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

(m) 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.

(n) 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 the estimated landfill closure and post-closure costs. Actual results could differ from these estimates.

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

For the year ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Segments

The Township conducts its operations through seven reportable segments: General Government, Protection Services, Transportation Services, Environmental Services, 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 Township's long-term objectives to aid in resource allocation decisions, and to assess operational performance.

(p) Future accounting pronouncements

Standards effective beginning on or after April 1, 2022

Financial instruments

PS 3450 established recognition, measurement, and disclosure requirements for derivative and non-derivative financial instruments. The standard required fair value measurement of derivatives and equity instruments that are quoted in an active market; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of remeasurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

Asset Retirement Obligations

PS 3280 establishes standards on how to account for and report a liability for asset retirement obligations (ARO). As asset retirement obligations associated with landfills are included in the scope of PS 3280, PS 3270 Solid Waste Landfill Closure and Post-Closure Liability will be withdrawn. The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

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

For the year ended December 31, 2021

2. 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 Tax	Parkland	COVID-19 Grant	2021	2020
Balance, beginning of year	\$ 285,845	\$ 67,145	\$ 20,000	\$ 372,990	\$ 255,670
Grants received	190,779	-	-	190,779	113,041
Interest and other	2,243	2,303	-	4,546	4,279
Deferred revenue earned	(81,160)	(17,000)	(20,000)	(418,160)	-
Balance, end of year	\$ 97,707	\$ 52,448	\$ -	\$ 150,155	\$ 372,990

3. MUNICIPAL DEBT

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

	2021	2020
Bank term loan, interest of 3.85%, repayable in blended monthly payments of \$2,458, due August 2021	\$ 330,226	\$ 346,764
Bank term loan, interest of 3.98%, repayable in blended semi-annual payments of \$100,627, due June 2044	2,973,254	3,053,762
Bank term loan repaid during the year	-	110,009
Term loan, interest of 2.88%, repayable in blended semi-annual payments of \$6,542, due October 2024	37,350	49,105
Term loan, interest of 3.33%, repayable in blended semi-annual payments of \$12,055, due December 2036	282,847	297,179
Term loan, interest of 2.59%, repayable in blended semi-annual payments of \$11,700, due December 2026	109,085	129,268
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	54,082	64,124
	\$ 3,787,744	\$ 4,050,211

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

For the year ended December 31, 2021

3. MUNICIPAL DEBT (Continued)

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

2022	\$	158,132
2023		164,137
2024		170,179
2025		158,486
2026		163,410
2027-2030		606,684
Thereafter		2,366,716
		\$ 3,787,744

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

	2022 - 2026	2027 - thereafter
General municipal revenues	\$ 318,005	\$ 441,503
Benefiting landowners - tile drains	42,776	12,206
Benefiting landowners	453,563	2,519,691
		\$ 814,344
		\$ 2,973,400

4. ACCRUED LANDFILL CLOSURE AND POST-CLOSURE COSTS

The Municipality operates a solid waste landfill site. The site has an estimated remaining life of 45 years, as a result of an amended provisional certificate of approval from the Ministry of the Environment dated March 2016, which represents 49% of total estimated remaining capacity. 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 on the usage of the site's capacity during the year. Total closure and post-closure costs are estimated to be \$3,020,000 with \$1,076,374 (2020 - \$1,031,174) being accrued at the end of the current fiscal year based upon an average inflation rate of 4.9% and a discount rate of 3.98% being the Municipalities' borrowing rate.

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, 2021

5. OPERATING EXPENSES BY OBJECT

	BUDGET 2021	ACTUAL 2021	ACTUAL 2020
Wages and benefits	\$ 1,906,079	\$ 1,563,954	\$ 1,579,060
Interest on municipal debt	180,555	159,391	168,840
Materials and services	2,157,070	1,457,929	1,555,596
Contracted services	889,459	890,311	860,590
Insurance and other financial costs	227,904	255,289	215,729
Third party transfers	31,130	35,125	28,860
Amortization	800,000	774,186	754,351
	\$ 6,192,197	\$ 5,136,185	\$ 5,163,026

6. 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 \$3.1 billion (2020 - \$3.2 billion) in these consolidated financial statements.

The employer amount contributed to OMERS for 2021 was \$92,060 (2020 - \$79,318) for current service and is included as an expense on the consolidated statement of financial activities.

7. OPERATING SURPLUS

The operating surplus for the year ending December 31, 2021 was \$295,930 which was transferred to the working capital reserve. The water and sewer surplus was \$94,282 which was transferred to the water and sewer reserve. The library board surplus of \$6,254 was allocated to the library surplus.

	BUDGET 2021	ACTUAL 2021	ACTUAL 2020
Surplus for the year	\$ 375,333	\$ 1,135,689	\$ 668,147
Funds transferred to reserves	(258,035)	(771,649)	(530,593)
Reserve funds used for operations	432,778	243,244	69,318
Principal payment on long-term debt and capital leases	(252,562)	(253,324)	(287,993)
Change in accrued landfill costs	40,535	45,200	45,201
Acquisition of tangible capital assets	(1,170,049)	(775,880)	(377,148)
Annual amortization expense	800,000	774,186	754,352
Proceeds on disposal of tangible capital assets	18,000	-	-
Operating surplus for the year	(14,000)	396,466	341,284
Transfer to water and sewer reserve	-	(94,282)	(124,557)
Transfer to library surplus	14,000	(6,254)	(3,582)
Transfer to working capital reserves	-	(295,930)	(213,145)
	\$ -	\$ -	\$ -

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

8. 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, 2021

8. 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.

9. BUDGET FIGURES

The 2021 budget amounts that were approved on April 26, 2021 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.

10. SIGNIFICANT EVENT

During the year, there continued to be a global outbreak of COVID-19, which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Municipality received a provincial grant of \$20,000 that was used to cover additional operating costs resulting from the pandemic as well as \$27,468 for the year 2022 that has been included in deferred revenues - obligatory reserve funds (Note 2).

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Municipality as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause reduced customer demand, supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Municipality's financial condition.

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2021

FINANCIAL ACTIVITIES (000's)

	2021	2020	2019	2018	2017
Revenues					
Taxation	\$ 3,361	\$ 3,325	\$ 3,152	\$ 3,032	\$ 3,055
Fees and service charges	1,792	1,788	1,720	1,522	1,434
Grants	462	481	806	529	353
Investment income	145	170	194	200	183
Other	28	25	28	16	12
	5,788	5,789	5,900	5,299	5,037
Expenses					
General government	990	981	924	1,096	927
Protection to persons and property	868	844	846	877	815
Transportation services	1,395	1,164	1,161	1,248	1,257
Environmental	487	1,531	1,542	1,441	1,437
Recreation and cultural services	278	232	294	345	308
Planning and development	318	411	250	213	217
	5,136	5,163	5,017	5,220	4,961
Other revenue related to capital					
Deferred revenue earned	429	-	197	-	139
Grants	54	-	1,919	50	-
Gain on disposal of tangible capital assets	-	-	-	-	16
	483	-	2,116	50	155
Surplus for the year	\$ 1,135	\$ 626	2,999	\$ 129	\$ 231

TAXABLE ASSESSMENT (000's)

	2021	2020	2019	2018	2017
Residential and farm	\$ 384,584	\$ 378,407	\$ 360,092	\$ 344,111	\$ 327,594
Commercial and industrial	26,219	24,338	24,123	23,658	23,425
	\$ 410,803	\$ 402,745	\$ 384,155	\$ 367,769	\$ 351,019
Exempt	15,952	17,148	16,282	15,702	14,516
	\$ 426,755	\$ 419,893	\$ 400,437	\$ 383,471	\$ 365,535
Commercial and industrial	6.38%	6.04%	6.28%	6.43%	6.67%

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
FIVE YEAR FINANCIAL REVIEW

For the year ended December 31, 2021

FINANCIAL INDICATORS

	2021	2020	2019	2018	2017
Tax arrears					
Percentage of own levy	22 %	27 %	31 %	36 %	34 %
Percentage of total levy	13 %	16 %	18 %	21 %	19 %
Municipal debt					
	\$ 3,732,763	\$ 3,986,086	\$ 4,241,674	\$ 4,489,902	\$ 4,730,912
Municipal debt charges					
	\$ 412,715	\$ 456,832	\$ 504,671	\$ 502,643	\$ 500,874
Sustainability					
Financial assets to liabilities	1.01	0.83	0.68	0.54	0.41
Financial assets to liabilities excluding municipal debt	2.50	2.15	1.89	1.39	1.45
Municipal debt to tangible capital assets	22.72 %	24.26 %	25.24 %	29.58 %	30.20 %
Flexibility					
Debt charges to total operating revenue	7.13 %	7.89 %	8.55 %	9.49 %	9.95 %
Total operating revenue to taxable assessment	13.56 %	13.79 %	14.74 %	13.82 %	14.20 %
Vulnerability					
Operating grants to operating revenue	7.99 %	8.31 %	13.66 %	9.98 %	7.01 %
Total grants to total revenues	8.23 %	8.31 %	33.99 %	10.82 %	6.80 %
Reserve coverage					
Reserves	\$ 4,828,191	\$ 3,909,575	\$ 4,110,598	\$ 2,042,323	\$ 1,863,194
Reserves to operating expenses	94 %	76 %	82 %	39 %	38 %
Reserves to working capital	0.98	0.97	0.97	0.95	1.05

DRAFT FOR REVIEW PURPOSES ONLY

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular meeting of May 24, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

The Corporation of the Village of Merrickville-Wolford

Tuesday May 24, 2022, 7:00 p.m.

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

Regrets: Councillor Steve Ireland

Staff in Attendance: Doug Robertson, CAO/Clerk
Julia McCaugherty-Jansman, Deputy Clerk
Stacie Lloyd, Manager of Community Development

Guests: Forbes Symon, Jp2g Consultants

NOTE: This meeting was held in person by Council with staff and electronically for delegations via Zoom. The meeting was livestreamed and recorded on the Village's YouTube Channel to ensure transparency.

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

Approval of Agenda

R-161-22 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the agenda of the regular Council meeting of May 24, 2022, as amended.

Carried as amended.

Planning

R-162-22

Moved by Councillor Foster, Seconded by Deputy Mayor Cameron

Be it hereby resolved that:

That the Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the draft Site Plan Control Agreement regarding CONCESSION D PART LOT 30 RP 15R542 PT; PART 1 RP 15R9733 PART I, Village of Merrickville-Wolford, naming George Allen McCaw (Owner) of the first part and the Corporation of the Village of Merrickville-Wolford of the second part; and

Whereas Village staff have received a Site Plan Control Agreement application for a proposed development on the subject parcel and such application has been circulated to Rideau Valley Conservation Authority and Parks Canada, and has been deemed complete for the purposes of processing;

Now Therefore Council of the Corporation of the Village of Merrickville-Wolford does hereby direct the Mayor and CAO to execute the Site Plan Control Agreement, as may be amended upon final review by Village staff and/or Village lawyer, with respect to the proposed development/construction of a new single detached dwelling on the subject parcel; and

That once executed, the Site Plan Control Agreement is to be registered on title of the subject lands per Schedule A of the Site Plan Control Agreement, at the Land Registry Office at the sole expense of the owner.

Carried.

Minutes

R-163-22

Moved by Deputy Mayor Cameron, Seconded by Councillor Foster

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular meeting of May 9, 2022, as circulated.

Carried.

R-164-22 Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special public meeting of May 9, 2022, as circulated.

Carried.

R-165-22 Moved by Councillor Foster, Seconded by Councillor Molloy
Be it hereby resolved that:
The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the minutes of the Community Development Advisory Committee meeting of April 13, 2022 for information purposes.

Carried.

Council gave direction to staff to spend the \$250 + HST fee to frame and preserve the Merrickville Bicentennial hook rug done by Marian Paton depicting a pictorial map of the Village with the houses built by the Merrick brothers, as well as other important buildings in the Village. This rug has been donated to the municipality and is to be placed in the municipal office for display.

Public Question Period:
No questions were received.

Confirming By-Law

R-166-22 Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy
Be it hereby resolved that:
By-law 31-2022, being a by-law to confirm the proceedings of the Council meeting of May 24, 2022, be read a first and second time, and that By-law 31-2022 be read a third and final time and passed.

Carried.

Adjournment

R-167-22 Moved by Councillor Molloy, Seconded by Councillor Foster
Be it hereby resolved that:
This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 7:22 p.m. until the next meeting of Council on Monday June 13, 2022 or until the call of the Mayor subject to need.

Carried.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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Merrickville 1860
Amalgamated 1998



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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Library Board meeting of April 22, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on April 13, 2022 at 7:00 pm via Zoom.

Present: M-W: Victor Suthren, John Harris, Brian Reid, Carole Roberts,

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Absent: Timothy Molloy,

Other:

1. Meeting called to order at 7:15 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Addition of items re: the salary grid, and the Blockhouse under Other Business.

Moved by Brian; seconded by Colleen. **ADOPTED.**

4. **Approval of Minutes:**

- Mar 9/22 board meeting – Moved by Carole; seconded by Brian. **APPROVED.**

- Mar 31/22 board meeting – Moved by Carole; seconded by Brian. **APPROVED.**

5. **Correspondence:** none.

6. **Questions/ Presentations from Public:** None

7. **Friends of the Library Report:** The Friends are currently planning for the Community Garage Sale and the Plant Sale, both in May.

8. **Report from Council:** deferred;

- **Budget 2022** – however, Mary Kate noted that the municipal budget, including the Library's grant request was approved at the Council meeting earlier this week.

9. **Librarian's Report:** see notes (below).

Motion to accept the Librarian's Report: moved by Carole, seconded by Colleen, **APPROVED.**

10. **Other Business:**

i. **Updates:**

- **Emergency Lights:** These are done. It cost a little more because one of the areas wasn't wired properly for a light.

- **Internet / Hardware:** This is mostly done. The high speed and the new hardware we needed has been installed, except for one piece that needs to be ordered in.

- **Website Refresh:** This is coming along well. I think it will be done by next month.

- **Annual Report Presentation:** This is scheduled for Apr 19 for Montague. I put off asking Merrickville-Wolford until the budget and the auditor was done were done, so I have recently put in a request.

- **Ottawa Community Foundation & Financial:** We've arranged to do the transfer tomorrow.

- **Resolution re: Salary Grid (22-APR-01):** Reviewed salary grid for 2022, now that the cost of living increase has been set by Council.

Resolution: To authorize the 2022 Library Salary Grid and to authorize the salary amounts included in the budget. Moved by Brian, seconded by Carole. **APPROVED.**

- **Request to Council re: building [Vic]:** Vic has spoken with CAO Robertson re: a meeting (as previously discussed by the board). According to the CAO, the matter is moving forward with Council and hopefully will be resolved soon. A meeting is not indicated at this time.

ii. **Policy Review –**

- **Political Elections:** Reviewed this policy and suggested amendments.

Motion: to approve the Elections Policy as amended. Moved by Brian, seconded by Carole, **APPROVED.**

iii. **Accessibility Planning:** Reviewed the preliminary work on this that was started in 2020. Discussed next steps. Mary Kate will proceed over the spring and summer and report at the September meeting.

iv. **Blockhouse/Historical Society:** The Historical Society has been unable to find a staff supervisor for the Blockhouse for this summer and is facing not being able to open. Given the Library's long partnership with the Society re: local history, Mary Kate has approached the Historical Society about

taking on this role for summer 2022. Mary Kate proposes that she act as lead for this, and has recruited a volunteer to work with her on this. The Historical Society is in favour of the idea. The Board endorses this plan as a partnership project with the Historical Society and directs Mary Kate to act as lead staff supervisor for the Blockhouse this summer, and to report back on its feasibility. Mary Kate will contact the Historical Society re: insurance coverage.

11. **Next meeting:** Regular Board meeting – Wed, May 11, 2022 at 7:00 pm via Zoom.

12. Meeting Adjourned.

Librarian _____

Chairperson _____

Statistics

	March 2022	February 2022	Mar 2021	Mar 2020	Mar 2019
Patrons	845 +17 Zoom + 93 OverDrive users (unique)	659 +34 Zoom + 101 OverDrive users (unique)	735 98 OverDrive users (unique)	571 (621 w/mtgs) +OverDrive unique users: 71	1257 w/mtgs 1295 - 9%
(Kids/Youth)	169 (56 k, 113 y)	130 (40 k, 90 y)	98 (24k / 74y)	119 (17k / 102y)	351 (119 / 232)
(Progs)	In Liby 79 (6 progs + Mar Brk) Zoom 7 (1 prog) Seed Library - 21 (119 pks)	In Liby 9 (3 progs) Zoom 14 (4 prog) Vax QR codes - 13	In Library – 19 (3prg + 1 take home) Virtual Programs 36 (3 progs) 52 views (YouTube)	47-in (5 prgs in) 12-out of Lib (2 prg out)	164-in (19 prgs in) 48-out of Lib, (5 progs)
Mtg Rm users	In Lib – 40 (4 mtgs) Zoom – 10 (2 mtg)	In Lib – 6 (1 mtg) Zoom – 20 (4 mtg)	3 in liby (1 mtgs) 31 Zoom (5 mtgs)	50 (7 mtgs)	38 (4 mtgs)
Circulation	Total: 2355 Lib: 1562 (A -943, J/T – 619) OverDrive: 674 (circ) Kanopy: 119 plays	Total: 2110 Lib: 1324 (A -788, J/T – 536) OverDrive: 652 (circ) Kanopy: 134 plays	TOTAL: 2192 Lib: 1424 (A-1036, J&T-388) OverDrive: 635 (circ) Kanopy 133 (plays)	TOTAL: 1810 Lib: 1280 (A-889, J-372, T-19) OverDrive: 478 (circ) Kanopy 52 (plays)	TOTAL 3037 Lib: 2532 +5% (A-1626, J-886 T-20) OverDrive: 505 (circ)
Internet use (+wireless):	121 (51 / 67 wifi / 3 tablet)	88 (41 / 47 wifi)	157 (68 / 89 wifi)	224 (97 / 123w / 4 Tab)	282 -14.5% (224 / 38w / 20 Tab)
ILL borrowed/lent:	95 in / 46 out	70 in / 48 out	93 in / 42 out	37 in / 32 out	97 / 88

March usage stats were up from February pretty much across the board. We are pleased to see more kids/youth coming back to the Library and have done more in-person programs and meetings. Note that stats are also up from March 2021, but the COVID situation was much different then, so meaningful comparison is difficult.

Programs & Services: Moving back to in person programs

Children's Programs:

StoryTime: is picking up and has some new families coming. There hasn't been a lot of concern about COVID in this group.

French StoryTime: will be starting at the end of April, led by staff from Ste Marguerite Bourgeoys. It will run through May as a pilot project and then we will consider running in June, depending on interest and staff availability.

March Break: March Break drop-in activities worked well under the circumstances. There was moderate uptake, but it also didn't take much staff time.

Class Visits: A class from Ste Marguerite Bourgeoys has started making visits.

Book Clubs: The Library book club (and most of the others) are moving back to in person. The Beth Donovan Hospice will be leading a book discussion with the Library's book club in May.

Workshops: The Hospice have also discussed running some workshops at the Library this spring on guided journaling and possibly some other topics.

Off the Shelf – will be coming back in the library later this month.

Self-Publishing Seminar: Bruce Kemp ran 2 sessions of this and was pleased with the uptake.

Seed Library – this started at the beginning of March, it has attracted attention and more seed donations, but most people aren't yet ready to start plants. Our Seedy Saturday event will be April 30, outdoors if weather permits. I am working with a committee from Sustainable Merrickville-Wolford on the planning and preparations.

ECO Champions – the deadline is next week. There will be an awards ceremony in May, either at the Community Centre or the Library depending on the numbers. The Library will be displaying the entries.

Art Group – This is still on hiatus. Mary Kate will check in with the group.

Internet/Computers: We are pleased to have the faster internet. It is about 10X faster than before. We are finding it makes a big difference in downloads and Zoom. The computers are getting more use, but still much lower than pre-pandemic.

InterLibrary Loans: Requests are increasing.

Meeting Room/Zoom Meetings: There's a movement towards in person meetings, but still some use of Zoom. We have hosted meetings for the Fair Board, Chamber of Commerce, Trails Society, and Girl Guides, as well as the Book Club and meetings for Seedy Saturday and ECO Champions.

Collection: The Spring-Summer bestsellers have been ordered.

Volunteers: Our volunteers continue to shelve, process new books, package ILLs, work on the genealogy collection, help with discards, and more.

Donations: We continue to get occasional donations of materials.

Facilities: See Other Business (#10, i) above re: emergency lights, and internet. Am continuing to follow up on the roof.

Pandemic: Use of masks is mixed; many people are wearing them, many are not. Staff have discussed the situation and are being a bit more cautious as numbers go up again.

Publicity/Outreach: The Annual Report is up on the website. Had an article in the Phoenix about Seed Saturday and plan to put in the NG Times. Continuing to put a column in the Phoenix (monthly again). Usual online publicity (website, social media) Continue to post events and new books to the webpage and social media.

Partnerships/Outreach: This has been quite active. We are working on projects with Ste-Marguerite Bourgeoys, Beth Donovan Hospice, Sustainable Merrickville-Wolford, the Trails Society (Story Trail, etc), the ECO Champions group, and have connections with the Chamber, and MPS Parent Council. Montague School has invited me to their Kindergarten registration, which will give me a chance to reconnect with them. The Blockhouse project with the Historical Society is on the horizon. I should also touch base with Merrickville School and the daycare, and possibly the Montague Recreation group.

Professional Development, Meetings, etc: My LinkedIn Learning access is done. Signed up for a webinar on dementia-friendly communities. The OLS Small Libraries meetings are coming later this spring.

Grants, etc: Nothing new.

Plans for month: Finish getting the Library Fund with OCF set up, finish up with the website, get Square up and running. Follow up with our partnership projects (Seedy Saturday, ECO Champions, Blockhouse, etc). Start thinking about the Summer Reading Club, and how to move ahead on the accessibility planning. Do a bit of spring decluttering, and, of course, the usual library business.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Library Board meeting of May 11, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on May 11, 2022 at 7:30 pm via Zoom.

Present: M-W: Victor Suthren, John Harris, Brian Reid, Carole Roberts,

Montague: Colleen Perkins

and Mary Kate Laphen (Librarian)

Absent: Timothy Molloy,

1. Meeting called to order at 7:35 pm.

2. **Declaration of Pecuniary Interest:** None.

3. **Adoption of Agenda:** Addition of items re: Friends of the Library, and the Blockhouse under Other Business. Moved by Carole; seconded by John. **ADOPTED.**

4. **Approval of Minutes:**

- April 13/22 board meeting – Moved by Collen; seconded by John. **APPROVED.**

5. **Correspondence:** Received an email from the municipal lawyer with the draft lease (see item 10b).

6. **Questions/ Presentations from Public:** None

7. **Friends of the Library Report:** The Friends Garage Sale (during the Community Garage Sale) was a lot of work but very successful. The Plant Sale is coming up at the end of May.

8. **Report from Council:** deferred;

9. **Librarian's Report:** see notes (below).

10. **Other Business:**

a) **Updates:**

- Annual Report Presentation:** This has been presented to both Merrickville-Wolford (May 9) and Montague (Apr 19) Councils. The Library received compliments from both the Mayor and Reeve on our service.
- Website Refresh:** Have not had much time to follow up on this in late April. The site content is essentially ready to go. The next step involves setting up hosting and training. Will schedule time for that this month, if possible. Mary Kate will send the link to the draft site to the Board, so they can take a look.
- Roof:** Working on getting this work continued. There are openings in the roof cap which are allowing birds and other pests to get into the roof. We will get this access closed off as part of the roof work (this is the only feasible option according to pest control).
- Financial:**
 - **OCF:** The Library Fund with the Ottawa Community Foundation is all set up now
 - **1st Quarter Financial Summary:** Reviewed summary of income and expenditure for Jan-Mar.
 - **Resolutions:** Resolution 22-MAR-01 re transferring donation money to reserve did not go through because the year had already closed. Instead this seems to have been transferred to the Surplus. Mary Kate bring a revised resolution to the Board in June after consulting with the municipal Treasurer.

b) **Proposed Building Lease / Request to Council re: building:** The Board received a copy of a proposed new lease for the Library Building from the municipal lawyer for review. The Board was appreciative that the municipality will take on the exterior maintenance of the building; however, there are several clauses where the Board would like clarification or additional discussion. Mary Kate is directed to write a response to the lawyer covering these points for the board to review. It is anticipated that this will be done in a special meeting prior to the Board's regular June meeting.

c) **Friends of the Library:** The Board is very grateful to the Friends of the Library for the huge amount of work that the group puts into their fundraisers, such as the Garage Sale. Mary Kate will make sure the group is aware of options that are available to lighten the workload.

d) **Partnership Policy:** Since we have been working on joint projects with more community groups, Mary Kate suggests developing a partnership policy. Will have a draft for the June meeting.

11. **Next meeting:** Regular Board meeting – Wed, June 8, 2022 at 7:30 pm via Zoom.

12. Meeting Adjourned.

Librarian _____

Chairperson _____

Statistics

	April 2022	March 2022	April 2021	April 2020	April 2019
Patrons	914 +100 (Seedy Sat) +14 Zoom 103 OverDrive users (unique)	845 +17 Zoom + 93 OverDrive users (unique)	369 104 OverDrive users (unique)	"45" (phone/ e-requests) (45 w/mtgs) +OverDrive unique users: 91	1230 w/mtgs 1239 -6.5%
(Kids/Youth)	178 (53 k, 125 y)	169 (56 k, 113 y)	0 (0k / 0y)	0 (0k / 0y)	398 (108 / 290)
(Progs)	In Liby 114 + 100 (11 progs + Seedy Sat) Zoom 0 Seed Lij - 32 usrs /131 pks Seedy Sat - 88 pks + Seed Exchange	In Liby 79 (6 progs + Mar Brk) Zoom 7 (1 prog) Seed Lib - 21 /119 pks	Take & Make - 43 (4) Seed Library - 7 Virtual Programs 37 (3 progs) 56 views (YouTube)	0-in (0 progs in) Facebook video - Storytime 92 - 1+ min views 105 - engagement	137-in (11 progs, 1 CV - in) 37-out of Lib, (5 progs)
Mtg Rm users	In Lib - 38 (8 mtgs) Zoom - 14 (2 mtg)	In Lib - 40 (4 mtgs) Zoom - 10 (2 mtg)	0 in liby (0 mtgs) 39 Zoom (6 mtgs)	0 (0 mtgs)	9 (1 mtg)
Circulation	Total: 2341 Lib: 1611 (A -945, J/T - 666) OverDrive: 662 (circ) Kanopy: 68 plays	Total: 2355 Lib: 1562 (A -943, J/T - 619) OverDrive: 674 (circ) Kanopy: 119 plays	TOTAL: 1800 Lib: 1041 (A-696, J&T-345) OverDrive: 655 (circ) Kanopy 104 (plays)	TOTAL: 639 Lib: 0 OverDrive: 566 (circ) Kanopy 73 (plays)	TOTAL 2546 +1.5% (A-1378, J-689 T-24) Liby: 2091 OverDrive: 455 (circ)
Internet use (+wireless):	124 (60 / 56 wifi / 8 tablet)	121 (51 / 67 wifi / 3 tablet)	99 (16 / 83 wifi)	64 (0 / 64w / 0 Tab)	302 -11% (229 / 49w / 24 Tab)
ILL borrowed/lent:	58 in / 53 out	95 in / 46 out	61 in / 62 out	102 / 49	123 / 67

April usage stats were up from March. In particular, there were more programs/program attendance and collaboration with groups. We are continuing to welcome back users from before the pandemic.

Programs & Services: More programs and meetings

Children's Programs:

StoryTime: is continuing to do have better attendance and welcome new families. We are encouraging people to register, but no longer have program caps

French StoryTime: is running on Tuesday mornings in May. We have several children participating. We have also been approached by the school board about donating some French books and possibly running a Saturday StoryTime later on.

Saturday Play Days: We have been setting up drop-in toy stations on Saturdays for various ages (selection varies each week). This has been an additional attraction for kids in the Library, but requires little staff time.

Summer Reading Program: I have just started the planning for this.

Class Visits: A class from Ste Marguerite Bourgeoys continues to visit. We also had a visit from the Kindergarten class, and some other classes, may also start to visit. I was asked to come to the Montague School kindergarten registration and was invited to talk to the teachers about visiting their classes. I have also been approached by the Merrickville School principal about class visits to the Library.

Note: Colleen added that I am now able to visit the schools and connect with the teachers.

Book Clubs: The Beth Donovan Hospice led a book discussion with the Library's book club this month, more of the members are returning. Provided books for 7 book clubs this month.

Workshops: Will be hosting the Hospice's Journaling workshops starting this month. The Health Centre would like to run a weekly meditation group in June.

Off the Shelf - went well and had a good turnout in April. Will continue in May.

Seed Library – Our Seedy Saturday event was April 30 on the side lawn. It was very successful, with approximately 100 people dropping by. The committee put in a lot of work for publicity, set-up and arranging speakers and activities for kids. Although it was not intended primarily as a fundraiser, we netted approximately \$150 for next year's seed library.

ECO Champions – we received 23 entries from 26 youth. There awards ceremony will be May 21 at the Library. I am working with the committee to make arrangements and will be displaying the entries in the Library for the summer.

Art Group – Gloria is not available this spring. Will see if anyone else wants to take the lead with the group.

Internet/Computers: The last bit of IT work has been done to enhance our new internet speed. It has caused a few network glitches, but these were easily fixed.

InterLibrary Loans: Continuing to be a well-used service, but not quite as busy this month.

Meeting Room/Zoom Meetings: There were more meetings this month. An ESL group has started using the room twice a week. We have hosted meetings for the Fair Board, Chamber of Commerce, Trails Society, as well as the Book Club and meetings for Seedy Saturday.

Collection: New books are coming in regularly. We have updated the DVD collection.

Volunteers: Our volunteers continue to shelve, process new books, package ILLs, work on the genealogy collection, help with discards, and more. I am very sad that one of our dedicated volunteers will be moving away in June.

Donations: We have had one large donation and continue to get occasional donations of materials, although I am limiting these for space reasons.

Facilities: See Other Business (#10,a, iii) above re: roof and animal invaders.

Pandemic: Use of masks is mixed, but is declining overall.

Publicity/Outreach: Had an article about Seedy Saturday in the NG Times, and anticipate some press for the ECO-Champions results. Continuing to put a monthly column in the Phoenix. Usual online publicity (website, social media).

Partnerships/Outreach: This continues to be quite active. As mentioned above we are or will be running/hosting programs with Ste-Marguerite Bourgeoys school, Beth Donovan Hospice, Sustainable Merrickville-Wolford (Seed Library), the Trails Society (Story Trail, etc), the ECO Champions group, the Health Centre, the ESL group. Will be working on visits to/from the schools, and will approach the daycare. We are moving ahead with the Blockhouse staff supervision project with the Historical Society (have participated in the hiring, etc). We continue to have connections with the Chamber, and MPS Parent Council.

Professional Development, Meetings, etc: The OLS is doing Small Libraries meetings on Zoom (population-based) and in person (area based) in May and June.

Grants, etc: As noted above. Will be getting a collection of French books from the French school board.

Plans for month: Finish getting the Library Fund with OCF set up, finish up with the website, get Square up and running. Follow up with our partnership projects (Seedy Saturday, ECO Champions, Blockhouse, etc). Start thinking about the Summer Reading Club, and how to move ahead on the accessibility planning. Do a bit of spring decluttering, and, of course, the usual library business.

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required.

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville Library Board meeting of June 1, 2022, as

_____ circulated.

_____ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board Special meeting was held June 1, 2022 at 7:30 pm via Zoom.

Present: M-W: Victor Suthren, John Harris, Brian Reid, Carole Roberts,

Montague:

and Mary Kate Laphen (Librarian)

Regrets: Timothy Molloy, Colleen Perkins

1. Meeting Called to Order: at 7:35 pm

2. Declaration of Pecuniary Interest: None.

3. Adoption of Agenda: Moved by Brian, seconded by Carole. APPROVED.

4. Building / Lease:

Reviewed draft response to lawyer re: the proposed lease and discussed potential amendments.

Motion: direction to Mary Kate to revise letter as discussed and forward to the municipal lawyer.

Moved by: John, seconded by: Carole. **APPROVED**

7. Meeting adjourned.

Next regular board meeting: Wed, June 8/22 at 7:30 pm via Zoom.

Librarian _____

Chairperson _____

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if required

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the minutes of the Recreation, Health & Wellness Advisory Committee meeting of May 10, 2022 for information purposes.

Carried / Defeated

J. Douglas Struthers, Mayor



Minutes

Tuesday May 10th, 2022 7pm

Recreation, Health & Wellness Advisory Committee

Virtual Meeting

Members Present: Mayor Doug Struthers, Mike Cameron, Jan Fitzpatrick, Sarah Lavallee, Angie Cameron

Members Absent: Scott Thompson

- **Call to Order**

The meeting was called to order by Committee Chair, Jan Fitzpatrick at 7:01 p.m.

- **Disclosure of Pecuniary Interest and Nature Thereof:**

None

- **Approval of the Agenda**

Moved by: Sarah Lavallee

Seconded by: Angie Cameron

Be it resolved that the Recreation, Health and Wellness Advisory Committee does hereby approve the Agenda as circulated.

CARRIED

- **Approval of Meeting Minutes May 10th, 2022**

Moved by: Sarah Lavallee

Seconded by: Angie Cameron

Be it resolved that the Recreation, Health and Wellness Advisory Committee does hereby approve the Minutes for the meeting of April 26th 2022, as circulated.

CARRIED

- **Update: ParticiPACTION Community Better Challenge**

- **Registration**

- It was noted that groups can register as of May 18th, and the library will be available for individuals without technology who wish to participate. Angie agreed to contact the schools to offer assistance in registration/recording participation.

- **Advertisement/invitations**

- It was noted that updates and information can be shared via the Municipality website, and Facebook page.

- The posters and fliers have been sent to COBA for printing. Locations to display the posters was discussed, and they will be posted as soon as they are printed.

- **Events**

- It was suggested that as many local groups get involved, and that the kickoff on June 1st will involve the schools in the morning, and a walk around the Fairgrounds at 6 pm This will be included in the promotional write ups in the local papers, and on social media.

- Photos, videos and testimonials will be taken throughout the month, and can be used for promotions next year, as well as for the submission to ParticiPACTION, should Merrickville-Wolford be selected.

- **Updating Merrickville-Wolford amenities**

- This will be discussed after the ParticiPACTION Community Challenge is completed.

- **New Business**

- None

- **Next Meeting Date**

- Next meeting is on Tuesday May 31st, 2022 at 7 p.m

- **Adjournment**

Moved by: Sarah Lavalley

Seconded by: Angie Cameron

Be it hereby resolved that the Recreation, Health and Wellness Advisory Committee does hereby adjourn at 7:45 p.m.

CARRIED

Approved Minutes to be signed by Chair

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Brittney Carkner requesting a gift in kind for the Queen of the Furrow Committee Paint Night; and

That Council does hereby approve the request.

Carried / Defeated

J. Douglas Struthers, Mayor

May 20, 2022



Dear,

Village of Merrickville- Wolford Council

317 Brock Street West,
P.O. Box 340
Merrickville, Ontario, K0G 1N0

I am writing you on behalf of the International Plowing Match Queen of the Furrow Committee. The Queen of the Furrow competition focuses on crowning an ambassador that represents the Ontario Plowmen's Association. The responsibility of the Queen is to promote and showcase our International Plowing Match with the focuses on educating and engaging the public in agriculture as well as promoting the advancement of women in agriculture. Each contestant that will be competing in Kemptville this fall is the reigning Queen of the Furrow from there county. We are very excited to be welcoming 15 young women from across the province to the United Counties of Leeds & Grenville to compete for the honourable title of Ontario Queen of the Furrow 2022-2023.

Our committee is responsible for planning the competition, activities and touring the local area. As apart of our committee we are planning fundraiser events, we are hosting a Paint Night at the Merrickville Community. The fundraiser will to help pay for welcome baskets as well as some of the events that we have planned for the competitors to do while they are here in September that will highlight and showcase North Grenville and it's beautiful and charming surrounding area. We are asking that the Merrickville-Wolford council consider donating the cost of \$200 + HST for the rental of the Merrickville Community Center hall as a gift in kind for the evening of June 24, 2022 from 6:30pm- 9:30pm when we host our fundraiser paint night.

If you have any questions or need further information, please contact me at (613) 803-4417 or email ipmqueen2022@gmail.com. On Behalf of the International Plowing Match and Queen of the Furrow Committee thank you for your consideration as well as all your support for our upcoming match.

Sincerely,

Brittany Carkner

Director of Related Events & Queen of the Furrow Chair

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

Whereas on November 13, 2018 the Council of the Corporation of the Village of Merrickville-Wolford approved Resolution #R362-18 directing the Chief Building Official to issue a letter of concurrence to Rogers regarding the wireless communication site C6508 in Jasper; and

Whereas letters of concurrence are valid for a period of three years; and

Whereas Rogers was unable to construct the tower by November 23, 2021; and

Whereas Rogers has requested a one-year extension in compliance with legislation; and

Whereas Rogers has satisfied the Innovation, Science and Economic Development Canada (ISED) protocols for public notification and consultation.

Now Therefore Be It Resolved the Council of the Corporation of the Village of Merrickville-Wolford approves a one-year extension of the municipal letter of concurrence.

Carried / Defeated

J. Douglas Struthers, Mayor

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 18

Date: November 13, 2018

For Clerk's use only, if required:

Recorded Vote

Requested By:

Barr	Y	N
Ireland	Y	N
MacInnis	Y	N
Snowdon	Y	N
Suthren	Y	N
Weedmark	Y	N
Nash	Y	N

Moved by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Seconded by: Barr Ireland MacInnis Snowdon Suthren Weedmark

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the correspondence from Rogers dated October 1, 2018; and

That Council does hereby direct the Chief Building Official to issue a Letter of Concurrence regarding the Wireless Communication Site C6508 Jasper.

Carried / Defeated

David Nash, Mayor

October 1, 2018

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

Attention: Randy Wilkinson, Chief Building Official

Dear Mr. Wilkinson,

Re: Proposed Wireless Communication Site: C6508 Jasper

On behalf of Rogers Communication Inc. ("Rogers"), I would like to submit for your review and consideration a summary of the municipal and public consultation process for the purpose of issuing a statement of concurrence concerning a proposed wireless communication site to be located on County Road 17, Merrickville-Wolford (no civic address).

PIN: 68101-0279

LT 18 PL 9 JASPER; PT LT 30 CON 1 WOLDFORD AS IN PR14616 S OF 15R132 EXCEPT 15R6100, T/W PR28933; MERRICKVILLE-WOLFORD.

Project Description & Proposed Location

Rogers is constantly improving and expanding its infrastructure to meet the ever-growing demand for high-quality reliable wireless voice and data services. The proposed site is needed to improve our wireless voice and data services within the growing community.

The proposed wireless communication installation consists of a 100m guyed tower and (1) walk-in equipment cabinet located within an enclosed compound on the back end (north eastern edge) of the property.

Municipal & Public Consultation Process

Rogers is regulated and licensed by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by ISED to consult with land-use authorities in siting tower locations. The consultation process established under ISED's authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government's exclusive jurisdiction in the siting and operation of wireless and data systems.

The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Rogers is, however, required to follow established and documented wireless protocols or processes set forth by land-use authorities.

Rogers submitted an Application for an Antenna System to the Village of Merrickville-Wolford on September 20th, 2018 for a wireless communications installation to be located on County Road 17, Merrickville-Wolford.

The Village of Merrickville-Wolford has not developed a protocol relevant for establishing telecommunication facilities in the Village, so Rogers has followed ISED's default protocol, **CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems**, as it pertains to the Public Notification and Consultation required.

Rogers, in consultation with the Village of Merrickville-Wolford, provided the attached Public Notification Package to the property owners within the required 300m radius of the proposed installation. These packages were also sent to Hydro One Assessment, Parks Canada (Rideau Canal Office, Ontario Waterways), and the Rideau Valley Conservation Authority. These notices were issued by regular mail on August 28th, 2018. The notice described the proposal and invited comments by mail, electronic mail, or phone before October 1st, 2018.

Two ads were also published in two community newspapers (Smith Falls Record News on August 30, 2018; and Merrickville Phoenix in the September 2018 issue) notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

Rogers received comments from the Rideau Canal office of Parks Canada, which stated that their office "does not have concerns with the location and visual impact of the tower as seen from the waterway." A copy of this message is included with this package.

One resident, Richard Smith, submitted comments via regular mail (received September 24th, 2018) about the proposed antenna system. His comments involved concerns about the location of the access road to Joseph St. and asked if it could be moved further down the street. Rogers addressed his reasonable and relevant concerns in an email sent to him on September 27th, 2018, explaining that the access road site is the only access point the landowner has to Joseph Street (attached).

Rogers has now fulfilled all circulation requirements under the ISED's **CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems** as they pertain to the proposed new communication site to be located on County Road 17, Merrickville-Wolford.

Rogers has followed all the necessary steps in accordance with the ISED's guidelines by:

- consulting with the municipality;
- advising the public of our proposal;
- addressing all reasonable and relevant concerns pertaining to our proposal; and
- keeping and producing all associated communications to Industry Canada and the municipality.

Conclusion

As a result of the consultation process, one comment was received from a member the public. Rogers has addressed the reasonable and relevant concerns brought forward and takes concerns or suggestions expressed by the public as important elements to our proposal.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed site is also situated and designed so as to have minimal impact on surrounding land uses.

Request for Concurrence

Rogers has now fulfilled all the requirements under ISED's CPC-2-0-03 — **Radiocommunication and Broadcasting Antenna Systems** as they pertain to the proposed new telecommunications site on County Road 17, Merrickville-Wolford.

In order to conclude this land-use consultation and meet ISED's requirements, Rogers Communications Inc. respectfully requests that our proposal be considered complete and that the Village of Merrickville-Wolford move forward with the assessment of the process Rogers has undertaken to date. Rogers also requests that the Village of Merrickville-Wolford issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Yours Truly,

Daryl Rancourt, Site Acquisition Specialist
On behalf of Rogers Communications Inc., Network Implementation
(613) 983-6456

PUBLIC NOTICE

PROPOSED ROGERS 100 METER WIRELESS TELECOMMUNICATIONS GUYED TOWER INSTALLATION

PROPOSAL:

Rogers is proposing an antenna system in Jasper, which consists of the following: a 100m guyed tower in a fenced compound located on the north-eastern side of the property, approximately 200m from County Road 17. Once completed the antenna system will measure 100 metres in height.

Rogers invites you, within 30 calendar days of the date of this notice, to provide by mail or email your comments, and / or request to be informed of the Village's position on the proposed antenna system.

Rogers will respond to all reasonable and relevant concerns, and the Village will be taking into account comments from the public and Rogers' response to each when providing its position to the proponent and Innovation, Science and Economic Development Canada.

Innovation, Science and Economic Development Canada is responsible for the approval of this antenna system, and requires that we review this proposal with the local municipality. After reviewing this proposal, the Village of Merrickville-Wolford will provide its position to Innovation, Science and Economic Development Canada and to Rogers.

Contact Information:

Proposed Wireless Communications Installation
Reference: C6508 Jasper

Daryl Rancourt

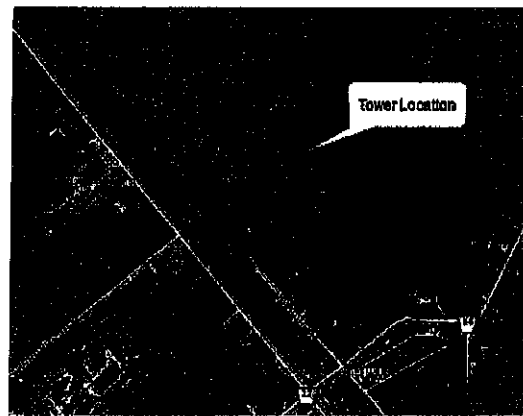
On behalf of Rogers Communications Inc.

666 Kirkwood Ave. Suite B100

Ottawa, Ontario K1Z 5X9

(613) 983-6456

drancourt@rogers.com



 **ROGERS**

Newspaper: EMC

Project: C6508 Jasper

Publication Date: August 30, 2018

[Back to Top](#)

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VILLAGE OF MERRICKVILLE-WOLFORD

November 23, 2018

Rogers Communications Inc.
Eric Belchamber & Associates
666 Kirkwood Avenue, Suite B100
Ottawa, ON
K1Z 5X9

Attention; Daryl Rancourt, Wireless Site Specialist

Re; Letter of Concurrence
Proposed New Communications Tower, Site C6508 Jasper
Part Lot 18, Plan 9 Jasper, Part Lot 30, Concession 1
Village of Merrickville-Wolford

With respect to the proposed new communications tower at the above captioned location and further to your written request of October 1st, 2018.


Please be advised that the location of the proposed communications tower has been reviewed and approved by the Council of the Village of Merrickville-Wolford at their regular meeting of November 13th, 2018.

The Village Council deems the proposal as being complete as submitted. However, a new entrance from a municipal road, as well as a new civic address sign are required and must be installed by the Village Public Works staff. The fees for these installations are \$975.00 in total. Applications for same are attached.

Therefore, please accept this correspondence as the municipal Letter of Concurrence.

Should you require any additional information in this matter, please contact the undersigned at (613) 269-4791 ext. 258 or by email cbo@merrickville-wolford.ca

Sincerely,



Randy Wilkinson CBCO
Chief Building Official
Village of Merrickville-Wolford

Cc; ISED

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VILLAGE OF MERRICKVILLE-WOLFORD

Application For Entrance Way

Building Permit No. _____

Fees Paid: _____

Applicant: _____

Address: _____

Phone: _____

Municipal Road : _____ Lot. _____ Conc: _____

A typical entranceway installation is for up to an 18" diameter culvert approximately 26' long. Where no culvert is required, the entranceway shall consist of one load of crushed stone as local conditions dictate.

All proposed entranceways are subject to inspection and approval prior to installation by the Manager of Public Works, and additional costs may be required.

In order to determine the location of a proposed entranceway, the owner shall place a stake at the centre of the proposed entranceway.

REMARKS: _____

Public Works Manager
Village of Merrickville-Wolford

Chief Building Official
Village of Merrickville-Wolford

Dated at _____, this _____ day of _____, 200__.

I hereby agree to the above-conditions and have paid the prescribed fees.

Signature of Owner or Authorized Agent

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VILLAGE OF MERRICKVILLE-WOLFORD

Application for 9-1-1 sign

New form as of Aug. 1, 2011

Name of property owner: _____

Telephone and cell: _____

Lot and Concession: _____

Road name: _____

Mailing address: _____

Office use only

Construction permit No.: _____

Property roll No.: _____

9-1-1 assigned number: _____ Colour: _____

Village receipt/invoice No.: _____

Comment: _____

Date: _____ Signature: _____

cc: Village of Merrickville-Wolford Fire Department
Village of Merrickville-Wolford Public Works
K. Fraser, V. Adams or C. Home, GIS - UCLG FAX: 613-342-2101

C6508

N44 50 15.7 W75 56 09

C6508

17

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-06-2022, with respect to Ontario Regulation 284/09; and

That Council does hereby adopt the report reflecting the 2022 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

Carried / Defeated

J. Douglas Struthers, Mayor



Village of Merrickville - Wolford

Report FIN-06-2022
Finance Department
Information Report to Council

RE: Ontario Regulation 284/09

OBJECTIVE: That Council adopt the report reflecting the 2022 PSAB expenses as per Ontario Regulation 284/09.

RECOMMENDATION:

THAT: Council adopt the report reflecting the 2022 budget as adjusted to reflect the PSAB expenses as required under Ontario Regulation 284/09.

BACKGROUND:

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being the requirement to report on Tangible Capital Assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis.

Ontario Regulation 284/09 requires municipalities that have excluded expenses in their budgets to prepare a report about those excluded expenses and adopt the report by resolution. The Regulation allows a municipality to exclude from its annual budget estimated expenses related to:

- Amortization
- Post-employment benefits; and
- Solid waste landfill closure and post-closure expenses.

The Regulation requires that a municipality provide a report containing the following information:

- An estimate of the change in accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- An analysis of the estimated impact of the exclusion of any of those expenses on the future TCA funding of the municipality.

ANALYSIS:

The Village of Merrickville-Wolford, like many municipalities, continues to prepare budgets on the traditional cash basis.

The municipal budget excluded the following expenses:

1. The estimates for closure and post-closure costs for the landfill site are \$3,020,000 with \$1,076,374 accrued at the end of 2021. The solid waste landfill closure and post closure expense is estimated at \$45,000 for 2022.
2. The amortization of capital expenses is estimated at \$800,000 for 2022.

The net result of the exclusion of amortization and solid waste and landfill closure and post-closure costs is a forecasted decrease to the accumulated surplus of \$845,000. These are changes to accounting and reporting requirements under PSAB and are a financial accounting treatment only and do not affect operating surpluses. The difference is one of financial presentation only.

The Village does not provide post-employment benefits, so this has no impact on the accumulated surplus and is excluded from this report.

Amortization expenses should not be used to determine the impairment of an asset; rather, it should be used to attribute the capital cost over the life of the asset and is one method of predicting the future annual financial commitment required to maintain the Municipality's assets.

Conversion from Fund to Accrual Accounting:

Operating Budget Surplus/Shortfall	\$0
Less Amortization Expense	\$800,000
Add Budgeted TCA Acquisitions	\$2,069,459
Less Proceeds of new Debentures	N/A
Add Debt Principal Payments	\$148,358
Add Transfers to Reserves	\$348,210
Less Transfers from Reserves	\$1,421,868
Post-Employment Benefits	N/A
Less Changes in Unfunded Landfill Closure and Post Closure Liability	\$45,000
Estimated Impact on the Ending Accumulated Surplus	\$299,159

BUDGET/LEGAL IMPLICATIONS:

None.

LINKS TO STRATEGIC PLANS:

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

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

Ensuring efficient, effective services and civic engagement

Being compliant with Ontario Regulations is a requirement of the Village and staff are providing effective services by ensuring these requirements are met.

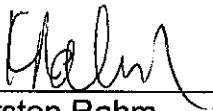
CONCLUSION:

For information purposes.

ATTACHMENTS:

None

Submitted by:



Kirsten Rahm,
Manager of Finance - Treasurer

Approved by:



Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

For Clerk's use only, if
required.

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Be it hereby resolved that:

By-law 32-2022, being a by-law to confirm the proceedings of the Council meeting of June 13, 2022, be read a first and second time, and that By-law 32-2022 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 32-2022

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 June 13, 2022

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 June 13, 2022 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 June 13, 2022 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 13th day of June 2022.

J. Douglas Struthers, Mayor

Doug Robertson, CAO/Clerk

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VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 22

Date: June 13, 2022

For Clerk's use only, if
required:

**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Ireland	Y	N
Molloy	Y	N
Struthers	Y	N

Moved by: Cameron Foster Molloy Ireland

Seconded by: Cameron Foster Molloy Ireland

Be it hereby resolved that:

This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at _____ p.m. until the next meeting of Council on Monday, June 27, 2022 or until the call of the Mayor subject to need.

Carried / Defeated

J. Douglas Struthers, Mayor