

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1900  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3995

**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Monday, November 23, 2020

**\*\*\*IMPORTANT NOTICE: This meeting will be held in person at the Council Chambers. However, due to the Provincial Emergency Orders still in effect, we are unable to safely accommodate the public at this meeting. In order to ensure transparency, an audio recording of this meeting will be posted on the website immediately following adjournment.\*\*\***

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the general nature thereof**
3. **Approval of the Agenda**
4. **Minutes:** Approval of Minutes of regular Council meeting of November 9, 2020;  
Approval of Minutes of special Council meeting of November 17, 2020 at 6:00 p.m.; and  
Approval of Minutes of special Council meeting of November 17, 2020 at 7:30 p.m.
5. **Correspondence:** Graeme Bonham-Carter re: H.F. McLean dated November 16, 2020
6. **Public Works:** 2019 Annual Water and Wastewater Reports from the Ontario Clean Water Agency (OCWA)
7. **Police Services:** Merrickville-Wolford Police Services Board Minutes of September 2, 2020
8. **Library:** Merrickville Public Library Board Minutes of October 8, 2020
9. **CAO:** CAO-10-2020 re: Merrickville Public Library Building Repairs; and  
By-law 63-2020 re: Delegation of Authority Policy
10. **Next meeting of Council:** Monday, December 14, 2020 at 7:00 p.m.
11. **Confirming By-Law:** 62-2020 re: Confirm Proceedings of Council meeting of November 23, 2020
12. **Adjournment.**

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### 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 November 23, 2020 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

For Clerk's use only, if required

Recorded Vote Requested  
By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of November 9, 2020 as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

For Clerk's use only, if required

**Recorded Vote Requested By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

**The Corporation of the  
Village of Merrickville-Wolford**

Monday, November 9, 2020

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

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Kirsten Rahm, Treasurer  
Brad Cole, Manager, Operations/Fire Chief

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

**Approval of Agenda**

**R-265-20** Moved by Councillor Molloy, Seconded by Councillor Foster  
**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 November 9, 2020, as circulated.

Carried.

**In Camera:**

**R-266-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to an "In-Camera" session at 7:03 p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried.

**Rise and Report:**

**R-267-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby rise and report from the "In-Camera" session of the regular Council meeting, with staff being given direction, at 7:50 p.m.

Carried.

**Minutes:**

**R-268-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Molloy  
**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the regular Council meeting of October 26, 2020, as circulated.

Carried.

**Correspondence:**

**R-269-20** Moved by Councillor Foster, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from the Minister of Finance regarding the 2021 Ontario Municipal Partnership Fund allocations dated October 29, 2020, for information purposes.

Carried.

**R-270-20** 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 receive correspondence from Yves Grandmaitre, President of the Merrickville-Wolford District Chamber of Commerce dated October 19, 2020, for information purposes.

Carried.

**R-271-20** 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 receive correspondence from Justin Salter, the recipient of the Village's bursary to St. Michael Catholic High School, received on October 30, 2020, for information purposes.

Carried.

**R-272-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Gerry Seguin, Chairperson for the Lions Club Campground, dated November 5, 2020;

That Council does hereby authorize the site drainage project at the Merrickville Lions Club Campground as outlined in the aforementioned correspondence, subject to approval by all required agencies.

Carried.

**R-273-20** 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 news release from Steve Clark, MPP, regarding Ontario's Investment in Area Municipal Infrastructure dated October 29, 2020, for information purposes.

Carried.

**Public Works:**

**R-274-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report PW-03-2020, being the 2020 second and third quarter report of the Operations Department, for information purposes.

Carried.

**Finance:**

**R-275-20** 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 receive report FIN-16-2020, being the third quarter report of the Finance Department, for information purposes; and

Carried.

**Confirming By-Law:**

**R-276-20** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** By-law 59-2020, being a by-law to confirm the proceedings of the regular Council meeting of November 9, 2020, be read a first and second time, and that By-law 59-2020 be read a third and final time and passed.

Carried.

**Adjournment**

**R-277-20** Moved by Councillor Foster, Seconded by Councillor Molloy

**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:35 p.m. until the next regular meeting of Council on Monday, November 23, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried.

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J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of November 17, 2020 at 6:00 p.m. as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

For Clerk's use only, if required

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

**The Corporation of the  
Village of Merrickville-Wolford**

Tuesday, November 17, 2020

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 6:00 p.m. on Tuesday, November 17, 2020 at the Merrickville Community Centre, 106 Read Street, Merrickville.

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

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk

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

**Approval of Agenda**

**R-278-20** Moved by Councillor Foster, 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 special Council meeting of November 17, 2020, as circulated.

Carried.

**Public Meeting:**

**R-279-20** Moved by Councillor Halpenny, Seconded by Councillor Foster

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to a Public Meeting under Sections 51 (20) and (21) and Section 34 of the *Planning Act*, as amended.

Carried.

**Note:** Council moved to the public meeting at 6:03 p.m.

Mayor Struthers stated "As required under Sections 51(20) and 34 (12) of the Planning Act R.S.O. 1990, this public meeting is being held for the purpose of providing the public with information and material related to the proposed draft plan of subdivision and draft zoning by-law amendment. This is the public's opportunity to provide comments on the proposed development applications, prior to the United Counties of Leeds and Grenville making a decision on the draft plan of subdivision and the Village Council making a decision on the proposed Zoning By-law Amendment.

The proposed residential plan of subdivision consists of forty-three (43) lots, thirty-eight (38) to be developed with single detached dwellings and five (5) to be developed with semi-detached dwellings for a total of forty-eight (48) residential unites planned for the site. The lots are to be serviced by municipal water and sewer.



The corresponding zoning by-law amendment is to rezone the 3.54 hectare property from Development (D) to Residential Two – Exception (R2-EX) to permit the development of the 48 residential units. All provisions of the R2 zone will apply to the R2-EX zone except for lot frontage which is requested to be reduced from 18 metres to 12 metres. All other provisions of the Village's Zoning By-law #23-08 shall apply."

Mayor Struthers introduced himself and members of Council, as well as staff present at the meeting. Mayor Struthers indicated that the Planner retained by the Village, Forbes Symon of Jp2g Consultants Inc. was also in attendance.

Mayor Struthers further stated "This public meeting is intended to provide the public with information and material related to the proposed subdivision and to give the public an opportunity to make presentation to the Council regarding their thoughts on both the draft plan of subdivision and proposed Zoning By-law Amendment. It is the Council's responsibility to consider all the facts and deliberate on the merits of both applications. At anytime during the proceedings Council members may ask questions through the Chair to obtain information or seek clarification of statements.

Those members of the public who wish to be heard on this matter will be asked to make a statement to the proposed draft plan of subdivision and zoning by-law amendment. If the member of the public wishes to ask questions or seek clarification they will ask their questions through the Chair, who will direct the question to the appropriate person."

Mayor Struthers asked Village staff to provide confirmation on how notice of the public meeting was provided. Ms. Conklin indicated that notice of the meeting was given through an advertisement in the Kemptville Advance, through regular mail to residents within 120 meters of the subject lands, on the Village's website, and through signage placed on the subject lands. Mayor Struthers outlined the order of proceedings of the public meeting and indicated that any person who has attended this public meeting would be provided with an opportunity to comment on the proposed development applications, and that the applicant would be provided an opportunity to respond to comments or questions from the public.

Mayor Struthers gave notice of appeal rights, and stated "Please be cautioned that the public only have a right of appeal on the proposed zoning by-law amendment application. Recent changes to the *Planning Act* under Bill 108 have removed the public's rights to appeal decisions on draft plans of subdivision. Regarding rights of appeal on the proposed zoning by-law amendment, only those persons who make oral submissions at this public meeting or make written submissions to the Village of Merrickville Wolford before a decision is made by Council will have a right of appeal to the Local Planning Appeal Tribunal (LPAT). Notwithstanding the recent changes to the *Planning Act* regarding subdivision appeal rights, public comments are important and valued by Council and will be given careful consideration by Council in terms of its recommendations and actions."

Mayor Struthers invited the Applicant to present the Planning Justification Report. Mr. James Ireland of Novatech made a presentation with respect to the nature and effect of the plan of subdivision and zoning by-law amendment.

Mayor Struthers invited members of the public to make oral submissions.

**Jack Springer (125 Sophie Lane)** indicated that there was a disconnect between the planning rationale provided in the agenda package which referred to minimum lot frontages being reduced from 18 meters to 12 meters for single detached dwellings and the presentation at the meeting which referred to a reduction of minimum lot frontages from 18 meters to 15 meters. Mr. Springer recommended that the documents be amended in order to be consistent. Mr. Springer inquired whether there would be two entrances to County Road 16 in Phase I and Phase II. It was confirmed by Novatech that there would be two entrances off of County Road 16. Mr. Spencer inquired whether there was any intention to include fencing in the proposed subdivision and Novatech confirmed there is no intention to include fencing.

**Dan Black (228 Alice Street)** thanked Council for holding this public meeting. Mr. Black indicated that he and his neighbours on Read Street, the Telfords, had a number of questions which were outlined in a four-page written submission that was provided to the Village. Mr. Black indicated that he and the other authors of the written submission are not opposed to development and feel that it is beneficial to the Village, however, they do have concerns as they live downgrade from the proposed development. Mr. Black indicated that Alice Street is a cul-de-sac which is maintained by the residents who live there. Residents on Alice Street, Wallace Street and Read Street have wells and septic systems. Mr. Black indicated that they would like assurances from both the developer and the Village that residents will be given advance notice prior to any pneumatic hammering occurring as they believe their wells could be damaged. Mr. Black further indicated that he and the Telfords would appreciate notification so that they may have their wells and septic tanks inspected prior to construction work being commenced. Mr. Black also indicated that they were concerned regarding damage to their foundations as a result of blasting as well as the potential contamination of their wells. Mr. Black emphasized that they are not opposed to development but are also concerned that the high density of the development might change the overall character of the Village as they are seeing a slow erosion of the greenspace in Merrickville and certain species of animals slowly disappearing. Mr. Black indicated that he moved to Merrickville years ago to be in a rural setting and he is concerned about what the development might bring to the overall character and historical nature of the Village but emphasized that he is mostly concerned regarding the threat to his water supply and septic system. Mr. Black indicated that he hopes the municipality will review the joint written submission with the developer and address the concerns raised therein and report back to them on the issues they have raised.

Mayor Struthers indicated that all comments received will be considered and factored into a report that will be brought back to Council for consideration on December 14, 2020.

Mr. Lee Sheets of Novatech commented that he takes Mr. Black's comments very seriously regarding potential foundation damage or the contamination of wells or change in water quality. Mr. Sheets indicated that the responsibility falls on the contractor building the roads and drainage system as well as the contractor building the housing and it would be the contractors' insurance that would handle any of those issues should they arise. Mr. Sheets also indicated contractors are supposed to conduct a pre-blast survey prior to work being commenced. Mr. Sheets indicated that all drainage within the subdivision needs to be contained and would be directed to a stormwater pond. Mr. Sheets further advised that in order to submit a draft plan of subdivision a serviceability report would need to be included. Within the draft conditions, one of the conditions that would need to be fulfilled is an engineering plans that would conform with Provincial standards and be approved by all agencies, which would be part of the next step in the process.

**Donald Telford (1317 Read Street)** indicated that during Phase I of the McLean Landing development his water turned black once blasting started. Mr. Telford indicated that he was told he would be informed prior to the commencement of blasting. Mr. Telford stated that because he did not have his water tested before blasting started, it was then his responsibility. Mr. Telford indicated that where his well pipe is grouted to the ground was fractured which caused a contaminant running into his well, which he had to have fixed. Mr. Telford indicated that he would like reassurance that he would be protected in some way from this happening again. Mr. Telford further indicated, with respect to drainage, that there is approximately a 6-7 foot drop, specifically from Lot 8, which is at the back of his and the Black's property. Mr. Telford inquired how the drainage would be addressed and whether there would be a retaining wall put in place as there has been in Phase I.

Mr. Sheets indicated that there would be a retaining wall. Mr. Telford indicated that there is a road allowance at the back of his property so he is assuming that the developer is being given or sold the road allowance which would cause his property to abut the retaining wall.

**Charles Goyette (119 Sophie Lane)** inquired whether Council could require that construction traffic be routed through Street No. 1 from County Road 16 as opposed to through Sophie Lane.

Mr. Sheets indicated that it is not unusual for municipalities to impose construction management conditions for the development of the subdivision.

**Alice Mills (228 Alice Street)** inquired whether the houses in the proposed development would be connected to a sump pump system.

Mr. Sheets indicated that there would be a sump pump system to the existing stormwater pond that can be seen from County Road 16.

Ms. Mills indicated that with the Phase I development she experienced flooding on her property and had to replace her sump pump and drainage system. Ms. Mills indicated that she was glad to hear there would be an active drainage system as opposed to a passive one. Ms. Mills inquired as to who would maintain the sump pump system for the development.

Mr. Sheets indicated that the system would be located within the municipal road allowance.

**Dan Dunlop (112 Colborne Street)** indicated that he lives just south of the Merrickville Grove subdivision and that, initially, the Merrickville Grove subdivision application indicated a blend of housing types. Mr. Dunlop wanted to confirm that there would be no changes to this proposal during the process which would change this development to townhouses as opposed to homes.

Mr. Ireland indicated that this development would be composed of semi-detached houses and single detached dwellings.

Mr. Dunlop indicated that semi-detached would be acceptable but not two-storey townhouses. Mr. Ireland indicated that the semi-detached housing could be two-storey.

Mr. Dunlop further inquired as to whether the Village has sufficient sewage treatment capacity at this time to accommodate both this development and Merrickville Grove.

Mayor Struthers indicated that as the process unfolds Council would not approve of the development if the Village did not have the capacity.

**Mike Zaversenuke (330 Wellington Street East)** indicated that he is in support of this development and is very glad to see more housing in Merrickville as we need more residents to keep schools and businesses alive. Mr. Zaversenuke inquired whether there was a tentative date as to when the subdivision construction would start and what steps are next in the process.

Mayor Struthers indicated that the approval process is ongoing and that a report from the Village's consultant planner would be forthcoming on December 14, 2020. Mayor Struthers indicated that once Council approves draft conditions, the next step is for the United Counties of Leeds and Grenville to approve the subdivision application and they may choose to impose additional conditions. Mr. Sheets indicated that once draft approval is received from the Village and the United Counties of Leeds and Grenville, it would be very aggressive to say that construction could begin within a year.

Mr. Zaversenuke inquired as to how long it would take to build the proposed amount of houses once construction is commenced. Mr. Pat McBane indicated that he could not provide a timeline for duration of construction at this time.

With no more questions arising from members of the public, Mayor asked if there were any comments or questions from Council.

Deputy Mayor Cameron inquired how many doors would be part of the development. Mr. Ireland indicated there would be a minimum of 43 doors and a maximum of 49 doors.

Deputy Mayor Cameron commented that there were concerns raised by the public regarding the protection of their wells which will be considered at the table as the approval process moves forward. Deputy Mayor Cameron further commented that he would like to see the design and style of homes that the developer wishes to construct.

Councillor Molloy commented that the Environmental Impact Study identifies whippoorwills as species at risk in the proposed area and that the risk is classified as a Category 3 risk. Councillor Molloy inquired as to what a Category 3 risk meant and what the developer will do to mitigate this risk. Mr. Sheets indicated that he believes the habitat is located on the south side of County Road 16 and the study is conducted through obtaining data through sound at night so the actual line of where the habitat begins is subjective.

With no further questions or comments being noted at this time, Mayor Struthers stated "As there are no further questions, this Public Meeting is now concluded. Following this public meeting, the Council will reconvene its regular session of the meeting. The meeting is open to the public and people who have participated in the public meeting are welcome to remain and observe the Council proceedings. However, the Council meeting is not open for comments or questions from the public and we request that people in attendance refrain from making comments or taking actions that could interrupt or interfere with the Council meeting.

Council may decide to defer the consideration of the applications to allow for further information or clarification. Council may also decide to recommend approval of the applications, with or

without specific terms and conditions. Council may also decide to recommend that the applications be refused, stating the reasons why such action should be taken.

Following the public meeting, Council will be responsible for making a recommendation to the United Counties, the approval authority for plans of subdivision, including any conditions Council deems appropriate for the draft plan of subdivision. This will be done at a future Council meeting upon receipt of a final report from our consultant planner. Council will also be responsible for considering the approval of the proposed Zoning By-law Amendment intended to implement the subdivision.”

**R-280-20** 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 return to the regular session of the special Council meeting.

Carried.

Mayor Struthers indicated that the following motion would be considered by Council following the public meeting portion of the special meeting to be held at 7:30 p.m.:

*“Be it hereby resolved that the Council of the Corporation of the Village of Merrickville-Wolford does hereby direct Jp2g Consultants Inc. to bring forward a report to Council on December 14, 2020 with recommendations regarding how best to proceed with the consideration of the McLean Landing Phase II Subdivision and Zoning By-law Amendment applications, as well as an assessment of public comments and written submissions received.”*

CAO Robertson indicated that any written comments received before December 9, 2020 would be factored into the aforementioned report from Jp2g Consultants Inc.

#### **Confirming By-Law**

**R-281-20** Moved by Councillor Foster, Seconded by Councillor Halpenny  
**Be it hereby resolved that:** By-law 60-2020, being a by-law to confirm the proceedings of the special Council meeting of November 17, 2020, be read a first and second time, and that By-law 60-2020 be read a third and final time and passed.

Carried.

#### **Adjournment**

**R-282-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy  
**Be it hereby resolved that:** This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 6:45 p.m. until the next special meeting of Council on Tuesday, November 17, 2020 at 7:30 p.m.

Carried.

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J. Douglas Struthers, Mayor

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Doug Robertson, CAO/Clerk

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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby approve the Minutes of the special Council meeting of November 17, 2020 at 7:30 p.m. as

\_\_\_\_\_ circulated.

\_\_\_\_\_ amended.

Carried / Defeated

\_\_\_\_\_  
J. Douglas Struthers, Mayor

For Clerk's use only, if required

### Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

**The Corporation of the  
Village of Merrickville-Wolford**

Tuesday, November 17, 2020

A special meeting of the Council of the Corporation of the Village of Merrickville-Wolford was held at 7:30 p.m. on Tuesday, November 17, 2020 at the Merrickville Community Centre, 106 Read Street, Merrickville.

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

**Staff in Attendance:** Doug Robertson, CAO/Clerk  
Christina Conklin, Deputy Clerk

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

**Approval of Agenda**

**R-283-20** 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 approve the agenda of the special Council meeting of November 17, 2020, as circulated.

Carried.

**Public Meeting:**

**R-284-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby move to a Public Meeting under Sections 51 (20) and (21) and Section 34 of the *Planning Act*, as amended.

Carried.

**Note:** Council moved to the public meeting at 7:35 p.m.

Mayor Struthers stated "As required under Sections 51(20) and 34 (12) of the Planning Act R.S.O. 1990, this public meeting is being held for the purpose of providing the public with information and material related to the proposed draft plan of subdivision and draft zoning by-law amendment. This is the public's opportunity to provide comments on the proposed development applications, prior to the United Counties of Leeds and Grenville making a decision on the draft plan of subdivision and the Village Council making a decision on the proposed Zoning By-law Amendment.

The proposed residential plan of subdivision consists of forty-three (43) lots, thirty-eight (38) to be developed with single detached dwellings and five (5) to be developed with semi-detached dwellings for a total of forty-eight (48) residential unites planned for the site. The lots are to be serviced by municipal water and sewer.

The corresponding zoning by-law amendment is to rezone the 3.54 hectare property from Development (D) to Residential Two – Exception (R2-EX) to permit the development of the 48 residential units. All provisions of the R2 zone will apply to the R2-EX zone except for lot frontage which is requested to be reduced from 18 metres to 12 metres. All other provisions of the Village's Zoning By-law #23-08 shall apply."

Mayor Struthers introduced himself and members of Council, as well as staff present at the meeting. Mayor Struthers indicated that the Planner retained by the Village, Forbes Symon of Jp2g Consultants Inc. was also in attendance.

Mayor Struthers further stated "This public meeting is intended to provide the public with information and material related to the proposed subdivision and to give the public an opportunity to make presentation to the Council regarding their thoughts on both the draft plan of subdivision and proposed Zoning By-law Amendment. It is the Council's responsibility to consider all the facts and deliberate on the merits of both applications. At anytime during the proceedings Council members may ask questions through the Chair to obtain information or seek clarification of statements.

Those members of the public who wish to be heard on this matter will be asked to make a statement to the proposed draft plan of subdivision and zoning by-law amendment. If the member of the public wishes to ask questions or seek clarification they will ask their questions through the Chair, who will direct the question to the appropriate person."

Mayor Struthers asked Village staff to provide confirmation on how notice of the public meeting was provided. Ms. Conklin indicated that notice of the meeting was given through an advertisement in the Kemptville Advance, through regular mail to residents within 120 meters of the subject lands, on the Village's website, and through signage placed on the subject lands. Mayor Struthers outlined the order of proceedings of the public meeting and indicated that any person who has attended this public meeting would be provided with an opportunity to comment on the proposed development applications, and that the applicant would be provided an opportunity to respond to comments or questions from the public.

Mayor Struthers gave notice of appeal rights, and stated "Please be cautioned that the public only have a right of appeal on the proposed zoning by-law amendment application. Recent changes to the *Planning Act* under Bill 108 have removed the public's rights to appeal decisions on draft plans of subdivision. Regarding rights of appeal on the proposed zoning by-law amendment, only those persons who make oral submissions at this public meeting or make written submissions to the Village of Merrickville Wolford before a decision is made by Council will have a right of appeal to the Local Planning Appeal Tribunal (LPAT). Notwithstanding the recent changes to the Planning Act regarding subdivision appeal rights, public comments are important and valued by Council and will be given careful consideration by Council in terms of its recommendations and actions."

Mayor Struthers invited the Applicant to present the Planning Justification Report. Mr. James Ireland of Novatech made a presentation with respect to the nature and effect of the plan of subdivision and zoning by-law amendment.

Mayor Struthers invited members of the public to make oral submissions.



**Mike Venables (171 County Road 23)** inquired as to whether there would be two families living on each of the 5 or 6 lots that may be developed as semi-detached housing. Mr. Venables inquired whether the total of 48 or 49 houses would represent between 58 or 60 houses for families. Mr. Sheets responded that there are 43 lots, of which 6 can be developed with semi-detached housing. Mr. Sheets further provided that there are 37 lots which could be developed as single detached dwellings with an additional 6 lots that could be developed as semi-detached dwellings, however, the developer could choose to develop single detached dwellings on those 6 lots as opposed to semi-detached. Mr. Sheets indicated that the 6 lots are the only lots that have the potential of being developed as semi-detached.

**Bill McMullen (511 St. Lawrence Street)** inquired why the developer would want to develop lots that are only 12 meters in lot frontage and how close together would those houses be. Mr. McMullen commented that he does not think this is conducive to the way the Village looks now and does not think this proposal will fit well having so many houses in a space that is not designed for such close development.

Mr. Ireland indicated that if the lots have frontages of 18 meters, the potential number of houses may be reduced.

**Nick Previsich (517 Elgin Street)** inquired whether development charges are being charged to the developer. Mayor Struthers indicated that the Village does not have development charges implemented. CAO Robertson indicated that there are development charges and development fees and that the Village has development fees and not development charges. Mr. Previsich asked for confirmation that no development charges were being collected. Mayor Struthers and CAO Robertson reiterated that the Village does not have development charges in place and, as such, confirmed that development charges are not being collected. Mr. Previsich commented that all surrounding municipalities were charging development charges and inquired why this municipality was not. Mayor Struthers responded that the Village has chosen development fees as opposed to development charges but indicated that it is a tool that the municipality could consider. Mr. Previsich indicated that every other municipality imposes development charges in order to offset the impact that the development has on the community such as recreation, library charges, health services, and that this community is not utilizing development charges not only for this development but for Merrickville Grove as well. Mayor Struthers indicated that, conversely, development charges would be recovered through an increase in the cost of housing. Mr. Previsich commented that they should be added to the cost of housing. Mayor Struthers indicated that an issue that many communities who have implemented development charges are facing is the inability to provide affordable housing.

Mr. Previsich expressed his concern with respect to the density of this development in addition to the density of Merrickville Grove citing that it places an impact on transportation and quality of life and inquired as to how that is being addressed as a cumulative effect. Mayor Struthers indicated that those issues are addressed through traffic studies and other studies throughout the process. Mayor Struthers indicated that the Official Plan encourages growth and the municipality can handle this type of growth. Mayor Struthers provided an example of Merrickville Estates, Phase I, Phase II and Phase III, which is approximately 70 houses which has been incorporated in terms of the viability of growth in the municipality, however, Mayor Struthers reiterated that this is a special meeting specifically with respect to Phase II of McLean Landing. Mr. Previsich again inquired with respect to the cumulative impact of this development and the Merrickville Grove

development and whether an analysis has been completed. Mr. Sheets clarified that he has not made any presentation with respect to Merrickville Grove and that he is not a consultant associated with Merrickville Grove, he represents McLean Landing Phase II. Mr. Sheets indicated that a serviceability report has been completed for the site which addresses the impacts on the water and wastewater systems, as well as a traffic study and an environmental impact statement. Mr. Previsich inquired as to whether these studies also took into account the impacts of Merrickville Grove. Mr. Sheets indicated that no, they did not.

Mr. Previsich inquired whether Mr. McBane was the representative of Park View Homes to which the response was no. Mr. Previsich inquired as to whether any representatives of Park View Homes were in attendance. Mr. Sheets advised Mr. Previsich that this was not a Park View Homes meeting and that this meeting is in regard to McLean Landing Phase II. Mr. Previsich inquired whether Park View Homes was the developer of this subdivision application. Councillor Molloy indicated that no, Park View Homes is not the developer. Mr. Previsich apologized for his confusion.

With no further questions or comments being noted at this time, Mayor Struthers stated "As there are no further questions, this Public Meeting is now concluded. Following this public meeting, the Council will reconvene its regular session of the meeting. The meeting is open to the public and people who have participated in the public meeting are welcome to remain and observe the Council proceedings. However, the Council meeting is not open for comments or questions from the public and we request that people in attendance refrain from making comments or taking actions that could interrupt or interfere with the Council meeting.

Council may decide to defer the consideration of the applications to allow for further information or clarification. Council may also decide to recommend approval of the applications, with or without specific terms and conditions. Council may also decide to recommend that the applications be refused, stating the reasons why such action should be taken.

Following the public meeting, Council will be responsible for making a recommendation to the United Counties, the approval authority for plans of subdivision, including any conditions Council deems appropriate for the draft plan of subdivision. This will be done at a future Council meeting upon receipt of a final report from our consultant planner. Council will also be responsible for considering the approval of the proposed Zoning By-law Amendment intended to implement the subdivision."

**R-285-20** Moved by Councillor Molloy, Seconded by Councillor Foster

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby return to the regular session of the special Council meeting.

Carried.

**R-286-20** 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 direct Jp2g Consultants Inc. to bring forward a report to Council on December 14, 2020 with recommendations regarding how best to proceed with the consideration of the McLean Landing Phase II Subdivision and Zoning

By-law Amendment applications, as well as an assessment of public comments and written submissions received.

Carried.

CAO Robertson indicated that any written comments received before December 9, 2020 would be factored into the aforementioned report from Jp2g Consultants Inc.

**Confirming By-Law**

**R-287-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy

**Be it hereby resolved that:** By-law 61-2020, being a by-law to confirm the proceedings of the special Council meeting of November 17, 2020, be read a first and second time, and that By-law 61-2020 be read a third and final time and passed.

Carried.

**Adjournment**

**R-288-20** Moved by Councillor Foster, Seconded by Councillor Molloy

**Be it hereby resolved that:** This special meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 8:00 p.m. until the next regular meeting of Council on Monday, November 23, 2020 at 7:00 p.m., or until the call of the Mayor subject to need.

Carried.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive correspondence from Graeme Bonham-Carter regarding paving H.F. McLean Road dated November 16, 2020, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required.

### Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

**Mayor, Council and Staff  
Village of Merrickville-Wolford  
317 Brock St West  
Merrickville, Ontario K0G 1N0**

**November 16, 2020**

Dear Doug,

Thank you for your generalized response to our email of September 25, 2020, requesting that paving of H.F. McLean be included in next year's public works budget.

The Merrickville Estates Residents Association (MERA) requests the opportunity to present to both Staff and Full Council our case for paving HF McLean, from both a community and financial perspective. We could do this at a Council meeting with staff invited, or to separate meetings of Council and Staff. We are prepared to do this presentation in person, physically distanced of course, or virtually. We would prepare a Powerpoint presentation ahead of time to facilitate the process.

Given the information you have provided, we ask that these presentations be scheduled well in advance of any budgetary decision-making process by Staff, and certainly prior to the budget being presented to Council.

Finally, I hear from the developer that Merrickville Estates has now sold 100% of the lots which means we will soon be 69 families living in this community, almost all of them members of MERA. As noted previously, a discussion circulated to members showed total agreement with the request to have H.F. McLean paved.

It has become very clear that the increased traffic (vehicular and pedestrian) on the steep and narrow section Collar Hill Road is an accident waiting to happen. A paved HF McClean would divert much of the ME traffic away from this section

We look forward to making our case to Staff and Council.

Regards,  
Graeme.

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required

**Recorded Vote Requested  
By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### **Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the 2019 Annual Water Report and the 2019 Annual Wastewater Report from the Ontario Clean Water Agency (OCWA), for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

# Merrickville Drinking Water System

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Waterworks # 220001227  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: Village of Merrickville-Wolford

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2019

Issued: February 26, 2020

Revision: 0

Operating Authority:

**OCWA**



ONTARIO CLEAN WATER AGENCY  
AGENCE ONTARIENNE DES EAUX

This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

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## Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to users at The Village of Merrickville-Wolford Office. Notification will be at the Municipal Office and copies provided free of charge if requested.

The Village of Merrickville-Wolford is located at: 317 Brock St. W. PO Box 340, Merrickville, Ontario K0G 1N0.

There are no additional drinking water systems that receive water from this facility.

## Compliance Report Card

Compliance Event	Details
Ministry of Environment Inspections	Inspection June 5, 2019 <ul style="list-style-type: none"> <li>Inspection Rating 100%</li> </ul>
Ministry of Labour Inspections	No inspections during the reporting period.
QEMS External Audit	One (1) External On-Site Audit
AWQI's/BWA	1 - AWQI reported during the reporting period
Non-Compliance	No non-compliance reported during the reporting period.
Community Complaints	1 – Related to colour
Spills	No reportable spills during the reporting period.
Watermain Breaks	1 - On April 25 <sup>th</sup> 2019 - St. Lawrence Street

## System Process Description

### Raw Water

Well 1 is located on the north side of Main Street East approximately 60 metres east of St. Lawrence Street. Well 1 consists of a 35 metre deep drilled groundwater production well, equipped with a submersible deep well pump, with a discharge pipe connecting to a well pump header in the main pump house described below, including a vented watertight galvanized steel enclosure over the wellhead.

Well 2 is located on the north side of Main Street East approximately 60 metres east of St. Lawrence Street. Well 2 consists of a 49 metre deep drilled groundwater production well, equipped with a submersible deep well pump, with a discharge pipe connecting to the Clearwell in the main pump house described below, including a vented watertight galvanized steel enclosure over the wellhead.

Well 4 is located on the north side of Main Street East approximately 85 metres east of St. Lawrence Street. Well 4 consists of a 50 metre deep drilled groundwater production well, equipped with a submersible deep well pump, connecting to a pipe discharging to the Clearwell in the main pump house described below, including a vented watertight galvanized steel enclosure over the wellhead.

The Main Pump house is comprised of an building located at the site of Well 1, housing treatment, pumping and control equipment, including a pump header and appurtenances including a flow meter, discharging into a dual celled Clearwell described below; two centrifugal high lift pumps, one duty pump and one standby pump connected to the pumping station discharge main; and one centrifugal fire pump.

The Clearwell consists of two cells located below and extending behind the main pump house. Clearwell Cell Number 1 is unbaffled, and has a storage volume of 590 cubic metres (m<sup>3</sup>). Clearwell Cell 2 is baffled and has a storage volume of 141 m<sup>3</sup>.

### **Disinfection**

Disinfection is provided using sodium hypochlorite (a liquid form of chlorine) injected into the Clearwell reservoir. One sodium hypochlorite feed system injects sodium hypochlorite solution into the raw water discharge line of Well 1. The second chemical metering system is located in Well House 4 and injects sodium hypochlorite solution into the common raw water discharge line of Wells 2 and 4.

### **Back-up Power**

Emergency or standby power is provided to the Main Pump house using a stationary 120 kW diesel generator set.

#### *Treatment Chemicals used during the reporting year:*

Chemical Name	Use	Supplier
Sodium Hypochlorite	Disinfection	Brenntag

### **Distribution**

The pressure for the distribution system is maintained by the high lift pumps at the main pump house. There is approximately 8 km of water distribution mains with water service connections, hydrants, valves and manual blow-offs.

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Details	Legislation	Corrective Action Taken
2019-02-05	144716	Distribution System	Total Coliform > than 200	Reg 170/03	Re-sampled same location and upstream. All samples below legislative limit

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no non-compliance issues reported during the reporting period.				

### Non-Compliance Identified in a Ministry Inspection

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no inspection during this period.				

## Flows

The Merrickville Drinking Water System is operating on average under half the rated capacity.

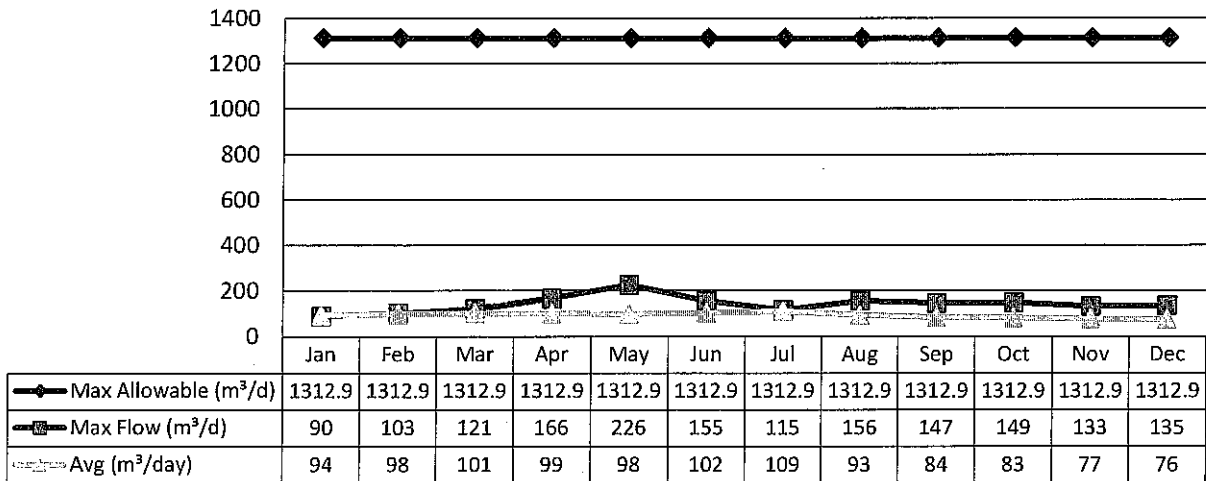
### Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water. 2019 Raw Flow Data was submitted to the Ministry electronically under permit #4573-73AR7F. The confirmation and a copy of the data that was submitted are attached in Appendix A.

#### Well 1

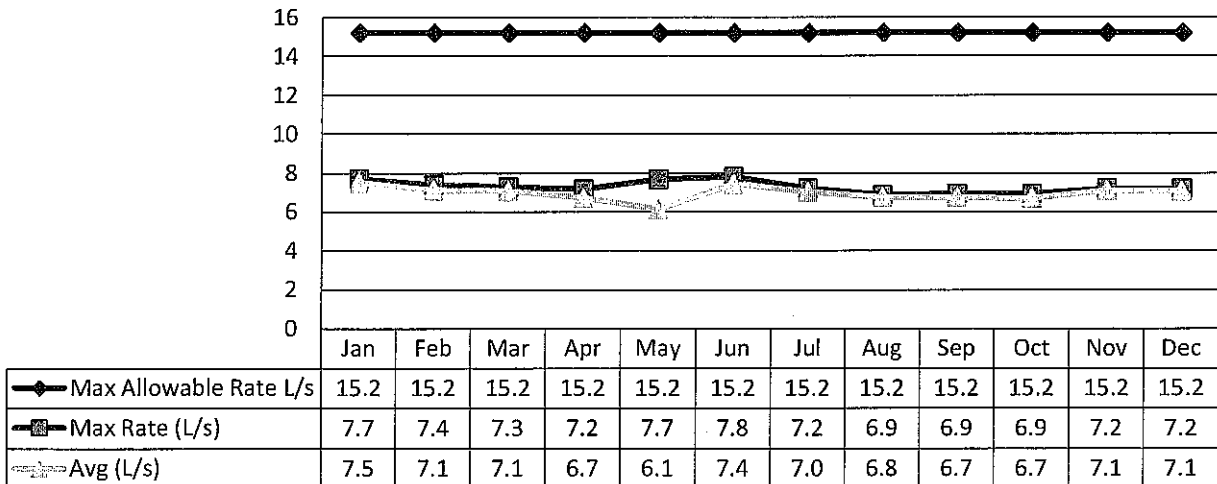
#### Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



#### Monthly Rated Flows (L/s)

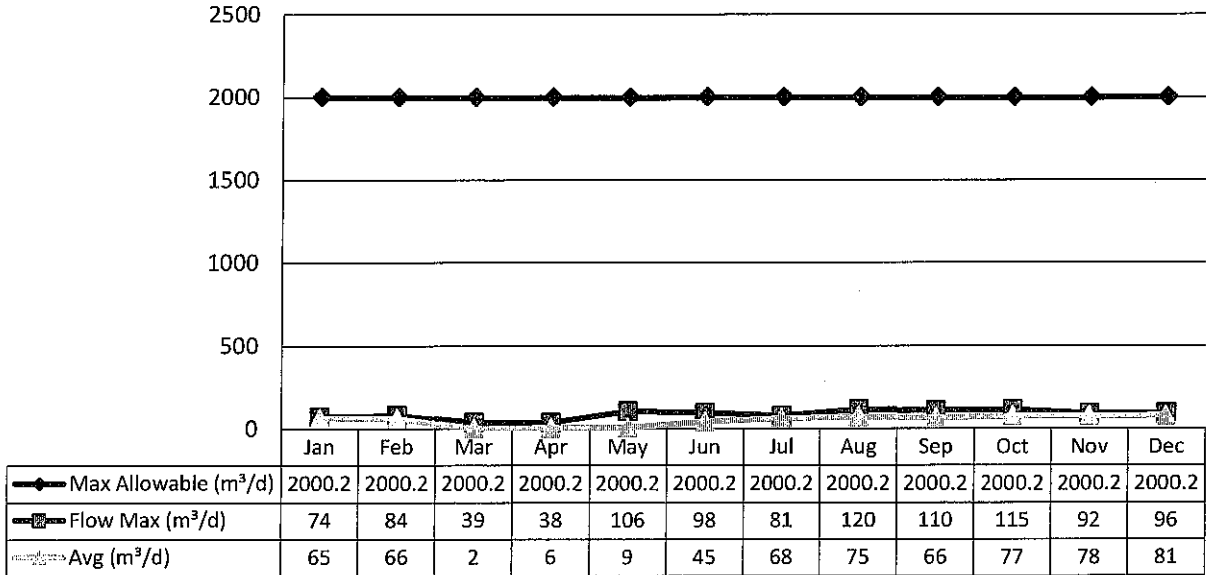
Max allowable rate - PTTW



Well 2

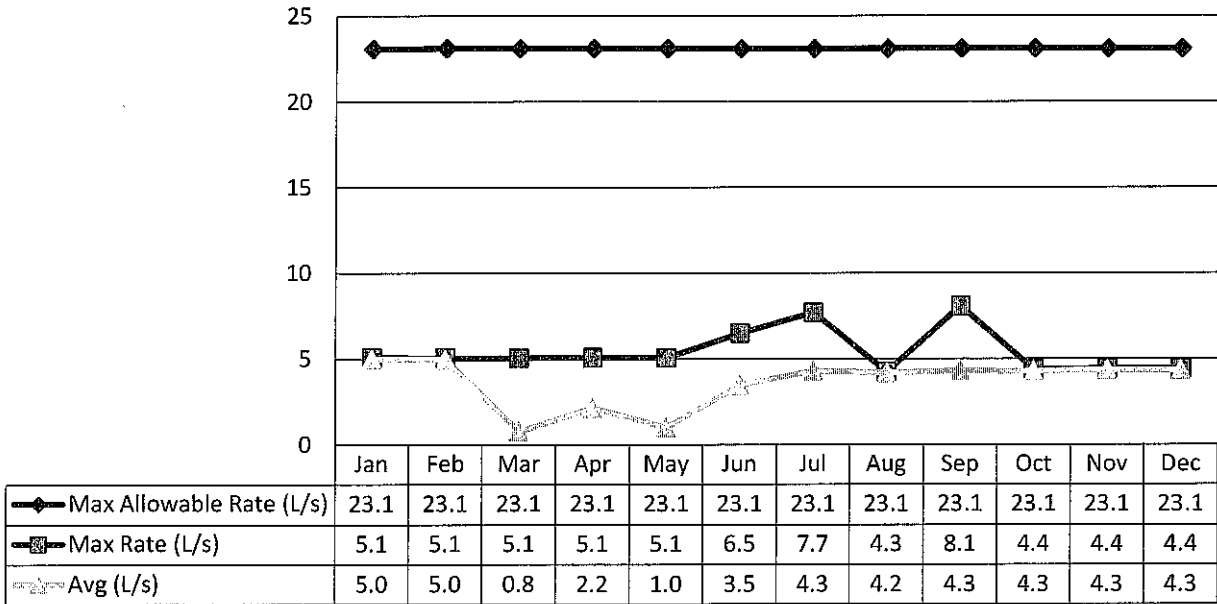
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



Monthly Rated Flows (L/s)

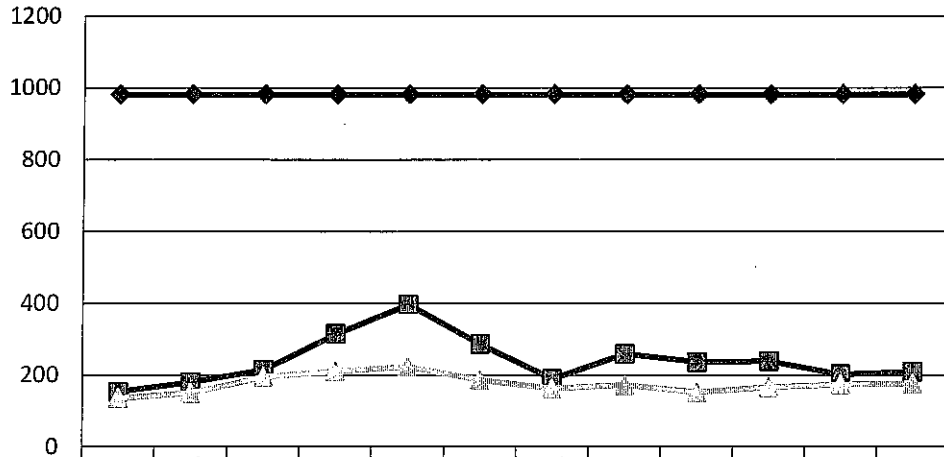
Max allowable rate - PTTW



Well 4

Total Monthly Flows (m<sup>3</sup>/d)

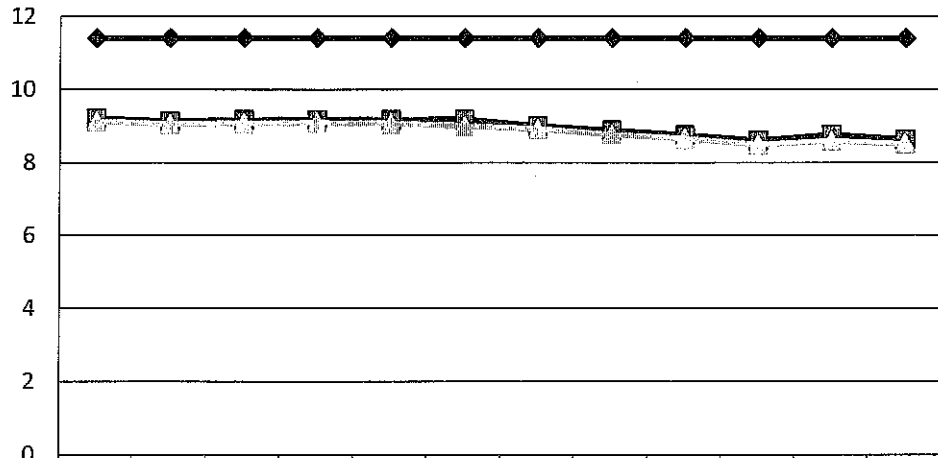
Max Allowable PTTW



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max Allowable (m <sup>3</sup> /d)	981.9	981.9	981.9	981.9	981.9	981.9	981.9	981.9	981.9	981.9	981.9	981.9
Flow max (m <sup>3</sup> /d)	153	180	214	314	396	286	189	258	236	238	202	209
Avg (m <sup>3</sup> /d)	135	150	194	210	223	185	162	172	151	166	173	177

Monthly Rated Flows (L/s)

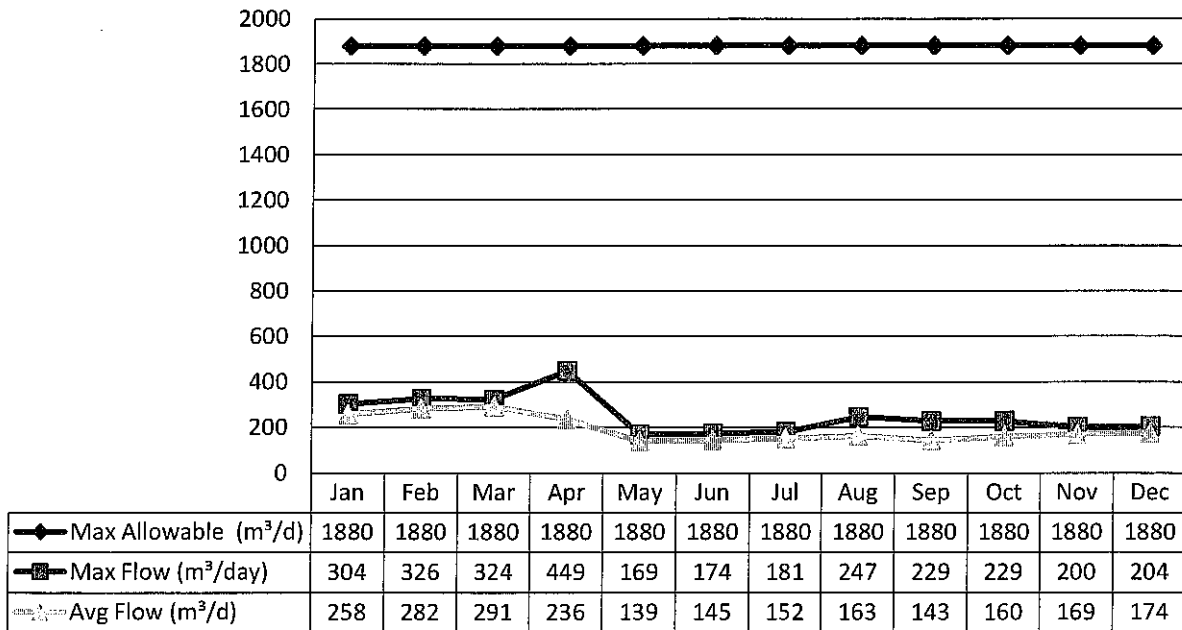
Max allowable rate - PTTW



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max Allowable Rate (L/s)	11.4	11.4	11.4	11.4	11.4	11.4	11.4	11.4	11.4	11.4	11.4	11.4
Max Rate (L/s)	9.2	9.1	9.2	9.2	9.2	9.2	9.0	8.9	8.7	8.6	8.8	8.6
Avg (L/s)	9.1	9.0	9.1	9.1	9.1	9.0	8.9	8.8	8.6	8.5	8.6	8.5

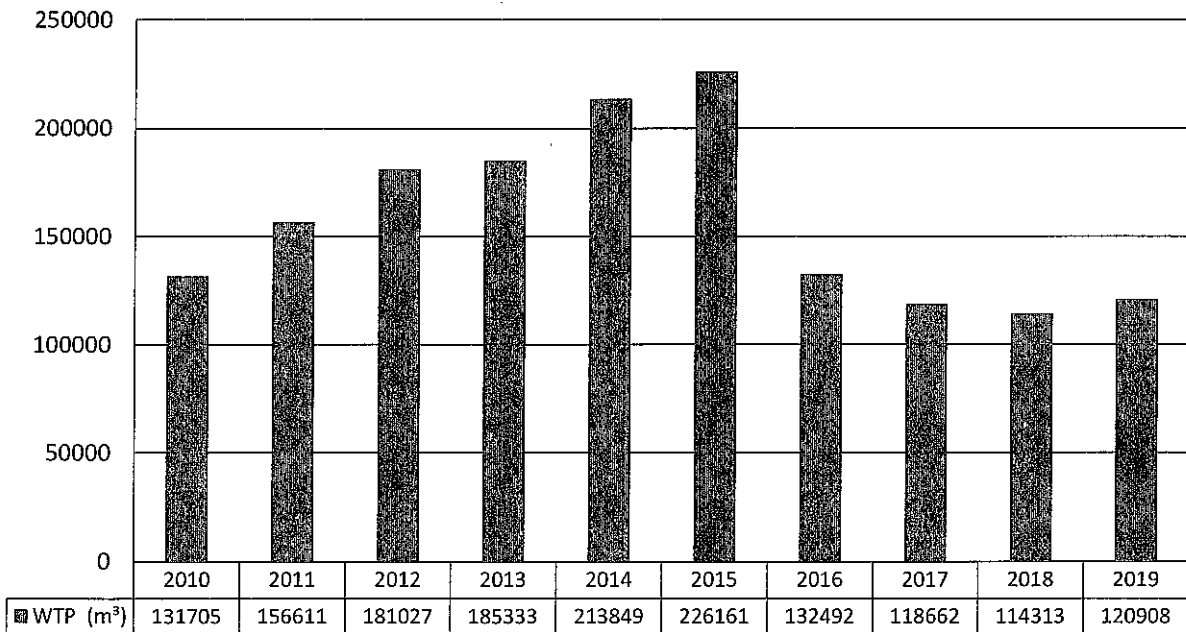
**System Water Flows**

The System Water flows are regulated under the Municipal Licence.



Annual Total Flow Comparison

Total Annual m³



## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples	Range of E.coli Results		Range of Total Coliform Results		No. of HPC Samples	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
RW Well 1	52	0	0	0	0	28	2	2000
RW Well 2	52	0	0	0	0	11	10	20
RW Well 4	52	0	0	0	0	13	10	80
Treated Water	52	0	0	0	0	52	2	30
Distribution System	120	0	0	0	200	110	2	420

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, In-House (NTU) - RW1	12	0.36	0.66
pH, In-House (---) - RW1	12	7.18	7.82
Turbidity, In-House (NTU) - RW2	12	0.41	0.61
pH, In-House (---) – RW2	12	7.39	7.77
Turbidity, In-House (NTU) - RW4	12	0.5	0.77
pH, In-House (---) – RW4	12	7.06	7.88
Free Chlorine Residual, On-Line (mg/L) - TW	8760	0.90	1.99
Free Chlorine Residual, In-House (mg/L) - TW	113	0.95	1.36
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.26	1.99
Free Chlorine Residual, In-House (mg/L) - DW	120	0.26	2.20

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

### Physical Parameters

Parameter	Range of Results
Treated Water Alkalinity (mg/L)	241 - 250
Treated Water Colour (TCU)	2 - 2
Treated Water Conductivity (uS/cm)	640 - 661
Treated Water pH	7.88 – 7.98
Treated Water Hardness (as CaCO3) (mg/L)	260 - 301



### Inorganic Parameters

These parameters are tested as a requirement under 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested every 5 years as required under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW	2019/01/07	< 0.1	6.0	No	No
Arsenic: As (ug/L) - TW	2019/01/07	0.1	10.0	No	No
Barium: Ba (ug/L) - TW	2019/01/07	90.0	1000.0	No	No
Boron: B (ug/L) - TW	2019/01/07	145.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2019/01/07	< 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW	2019/01/07	< 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW	2019/01/07	< 0.02	1.0	No	No
Selenium: Se (ug/L) - TW	2019/01/07	1.0	50	No	No
Uranium: U (ug/L) - TW	2019/01/07	0.75	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2019/01/07	<MDL 0.1	1.5	No	No
Nitrite (mg/L) - TW	2019/01/07	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2019/04/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2019/09/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2019/10/28	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW	2019/01/07	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2019/04/08	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2019/09/03	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW	2019/10/28	<MDL 0.1	1.0	No	No
Sodium: Na (mg/L) - TW	2016/01/04	31.8	20*	Yes	Yes

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified mg/L when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

### Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under the plumbing exemption. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (mg/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	5	5	239	275	N/A	N/A
pH	5	5	7.69	7.88	N/A	N/A
Lead (mg/L)	5	5	0.000046		0.001	N/A

**Organic Parameters**

These parameters are tested every 5 years as a requirement under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW	2019/01/07	< 0.3	5.00	No	No
Azinphos-methyl (ug/L) - TW	2019/01/07	< 1.0	20.00	No	No
Benzene (ug/L) - TW	2019/01/07	< 0.5	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2019/01/07	< 0.005	0.01	No	No
Bromoxynil (ug/L) - TW	2019/01/07	< 0.3	5.00	No	No
Carbaryl (ug/L) - TW	2019/01/07	< 3.0	90.00	No	No
Carbofuran (ug/L) - TW	2019/01/07	< 1.0	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2019/01/07	< 0.2	2.00	No	No
Chlorpyrifos (ug/L) - TW	2019/01/07	< 0.5	90.00	No	No
Diazinon (ug/L) - TW	2019/01/07	< 1.0	20.00	No	No
Dicamba (ug/L) - TW	2019/01/07	< 5.0	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2019/01/07	< 0.1	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2019/01/07	< 0.2	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2019/01/07	< 0.1	5.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2019/01/07	< 0.3	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2019/01/07	< 0.1	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2019/01/07	< 5.0	100.00	No	No
Diclofop-methyl (ug/L) - TW	2019/01/07	< 0.5	9.00	No	No
Dimethoate (ug/L) - TW	2019/01/07	< 1.0	20.00	No	No
Diquat (ug/L) - TW	2019/01/07	< 5.0	70.00	No	No
Diuron (ug/L) - TW	2019/01/07	< 5.0	150.00	No	No
Glyphosate (ug/L) - TW	2019/01/07	< 25.0	280.00	No	No
Malathion (ug/L) - TW	2019/01/07	< 5.0	190.00	No	No
Methoxychlor (ug/L) - TW	2019/01/07	< 3.0	900.00	No	No
Metolachlor (ug/L) - TW	2019/01/07	< 3.0	50.00	No	No
Metribuzin (ug/L) - TW	2019/01/07	< 3.0	80.00	No	No
Paraquat (ug/L) - TW	2019/01/07	< 1.0	10.00	No	No
PCB (ug/L) - TW	2019/01/07	< 0.05	3.00	No	No
Pentachlorophenol (ug/L) - TW	2019/01/07	< 0.1	60.00	No	No
Phorate (ug/L) - TW	2019/01/07	< 0.3	2.00	No	No
Picloram (ug/L) - TW	2019/01/07	< 5.0	190.00	No	No
Prometryne (ug/L) - TW	2019/01/07	< 0.1	1.00	No	No
Simazine (ug/L) - TW	2019/01/07	< 0.5	10.00	No	No
Terbufos (ug/L) - TW	2019/01/07	< 0.3	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2019/01/07	< 0.2	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2019/01/07	< 0.1	100.00	No	No

	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Triallate (ug/L) - TW	2019/01/07	< 10.0	230.00	No	No
Trichloroethylene (ug/L) – TW	2019/01/07	< 0.1	5.00	No	No
2,4,6-Trichlorophenol (ug/L) – TW	2019/01/07	< 0.1	5.00	No	No
2,4,5-Trichlorophenoxyacetic acid (ug/L) - TW	2019/01/07	< 5.0	280.00	No	No
2-Methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW	2019/01/07	10.0	100.0	No	No
Trifluralin (ug/L) - TW	2019/01/07	< 0.5	45.00	No	No
Vinyl Chloride (ug/L) - TW	2019/01/07	< 0.2	1.00	No	No
<b>Distribution</b>					
Trihalomethane: Total (ug/L) Annual Average - DW	2019/01/01	29.1	100.00	No	No
Haloaceticacid: Total (ug/L) Annual Average- DW	2019/01/01	5.45	N/A	N/A	N/A

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

### Additional Legislated Samples

There was no additional sampling required.

### **Major Maintenance Summary**

WO#	Details
1102300	Emergency Lighting
1103782	Blanket Items under \$200
1104012	Duty Pump 2 replacement
1104150	Replace foot valves
1104400	Install Ventilation Fan
1104403	Electrical Inspection Deficiencies
1177994	Small capital (Revised)
1376812	Replace UV bulb annual
1463764	WTP supplies
1103835	PLC upgrade Balance
1104023	Emergency Lighting
1104027	Emergency Lighting
1104054	Panel relocation for PLC upgrade
1104743	Distribution and Hydrant Parts
1139120	TW Analyzer fail
1139485	Roof Resurface WTP
1259323	DWQMS 3rd Party Audit SAI Global
1301262	Drinking Water Quality Management Standard Version 2
1536569	Cost Recovery 114 Sophie Lane
627727	Replace foot valves

**Distribution Maintenance Highlights**

Date	Location Reference	Operator	Details	Corrective Repair
2019-04-25	818 St. Lawrence Street	Troy Murphy	Emergency repair longitudinal break	6" of watermain was replaced and service restored

# Appendix A

---

## WTRS Data and Submission Confirmation



Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

**Water Taking Data submitted successfully.**

**Confirmation:**

Thank you for submitting your water taking data online.

Permit Number: 2110-AP9LSG

Permit Holder: THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD.

Received on: Feb 25, 2020 9:16 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Return to Main Page](#)

MERRICKVILLE2 WOLFORD2 | 2020/02/25

version: v4.5.0.21 (build#: 22)

Last modified: 2018/09/18



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# MERRICKVILLE DRINKING WATER SYSTEM / RW Well 1

## Yearly Summary (Flow) 2019

Report extracted 02/25/2020 09:37

Units: cubic meter per day      Daily Max: 226.0 on May 31

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	72.00	88.00	121.00	114.00	102.00	155.00	92.00	103.00	87.00	97.00	96.00	133.00
2	74.00	98.00	121.00	98.00	103.00	112.00	93.00	110.00	87.00	91.00	107.00	125.00
3	72.00	91.00	120.00	124.00	112.00	101.00	97.00	105.00	98.00	91.00	98.00	116.00
4	72.00	89.00	117.00	125.00	99.00	131.00	103.00	119.00	90.00	99.00	107.00	128.00
5	73.00	85.00	113.00	150.00	115.00	147.00	104.00	103.00	95.00	106.00	106.00	126.00
6	85.00	85.00	104.00	109.00	96.00	147.00	110.00	89.00	147.00	106.00	95.00	111.00
7	75.00	84.00	109.00	116.00	112.00	121.00	107.00	86.00	101.00	90.00	103.00	135.00
8	72.00	83.00	109.00	100.00	109.00	148.00	108.00	156.00	92.00	86.00	100.00	126.00
9	72.00	86.00	121.00	95.00	97.00	140.00	104.00	113.00	91.00	82.00	100.00	110.00
10	73.00	93.00	119.00	147.00	106.00	115.00	104.00	90.00	92.00	124.00	117.00	109.00
11	84.00	76.00	117.00	158.00	120.00	98.00	89.00	91.00	91.00	89.00	101.00	111.00
12	89.00	81.00	115.00	121.00	116.00	102.00	86.00	94.00	81.00	93.00	110.00	112.00
13	86.00	73.00	100.00	98.00	106.00	107.00	90.00	97.00	81.00	104.00	119.00	125.00
14	71.00	74.00	106.00	99.00	93.00	107.00	92.00	116.00	97.00	96.00	117.00	109.00
15	83.00	83.00	104.00	133.00	89.00	94.00	92.00	103.00	88.00	110.00	101.00	117.00
16	73.00	84.00	117.00	95.00	93.00	110.00	87.00	106.00	97.00	149.00	122.00	126.00
17	83.00	83.00	106.00	96.00	91.00	107.00	85.00	97.00	90.00	106.00	116.00	115.00
18	83.00	87.00	100.00	98.00	96.00	94.00	92.00	94.00	77.00	134.00	111.00	131.00
19	85.00	44.00	117.00	98.00	90.00	107.00	103.00	124.00	89.00	104.00	124.00	129.00
20	78.00	81.00	106.00	100.00	106.00	91.00	92.00	131.00	89.00	95.00	112.00	124.00
21	79.00	84.00	111.00	113.00	89.00	141.00	101.00	105.00	89.00	145.00	126.00	116.00
22	84.00	75.00	116.00	111.00	65.00	94.00	93.00	106.00	138.00	119.00	115.00	114.00
23	81.00	90.00	119.00	100.00	79.00	104.00	103.00	106.00	73.00	91.00	127.00	124.00
24	76.00	93.00	121.00	162.00	154.00	106.00	107.00	123.00	89.00	116.00	113.00	114.00
25	79.00	82.00	86.00	166.00	138.00	93.00	105.00	122.00	89.00	92.00	112.00	113.00
26	90.00	83.00	103.00	108.00	90.00	91.00	115.00	91.00	90.00	105.00	120.00	114.00
27	83.00	103.00	101.00	102.00	99.00	133.00	115.00	98.00	78.00	95.00	133.00	89.00
28	83.00	103.00	108.00	116.00	110.00	91.00	110.00	95.00	87.00	98.00	128.00	130.00
29	82.00	82.00	102.00	96.00	101.00	91.00	105.00	93.00	102.00	108.00	125.00	118.00
30	83.00	83.00	115.00	92.00	98.00	82.00	105.00	98.00	80.00	95.00	118.00	16.00
31	87.00	104.00	104.00	226.00	226.00	91.00	91.00	78.00	98.00	98.00	111.00	111.00
Min	71.00	44.00	86.00	92.00	65.00	82.00	85.00	78.00	73.00	82.00	95.00	16.00
Mean	79.13	84.32	110.58	114.67	106.45	112.40	99.35	104.58	92.50	103.68	112.63	115.39
Max	90.00	103.00	121.00	166.00	226.00	155.00	115.00	156.00	147.00	149.00	133.00	135.00

Legend: '---' Missing Data      '+' No Day

Created on 02/25/20 09:37      by oconnoal

# MERRICKVILLE DRINKING WATER SYSTEM / RW Well 2

## Yearly Summary (Flow) 2019

Annual Values and Summary												
Units: cubic meter per day												
Report extracted 02/25/2020 10:50												
Station: 120.0 on August 08												
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	58.00	74.00	0.00	2.00	0.00	0.00	59.00	72.00	61.00	70.00	67.00	92.00
2	60.00	84.00	0.00	0.00	0.00	0.00	61.00	78.00	60.00	65.00	74.00	86.00
3	59.00	77.00	0.00	25.00	0.00	2.00	64.00	74.00	70.00	65.00	67.00	82.00
4	58.00	77.00	3.00	16.00	0.00	0.00	68.00	85.00	63.00	72.00	75.00	88.00
5	59.00	67.00	0.00	38.00	0.00	0.00	69.00	73.00	67.00	77.00	72.00	88.00
6	69.00	72.00	0.00	0.00	2.00	0.00	69.00	68.00	110.00	77.00	65.00	78.00
7	63.00	71.00	0.00	0.00	0.00	0.00	72.00	59.00	71.00	67.00	70.00	96.00
8	59.00	71.00	0.00	2.00	0.00	0.00	75.00	120.00	65.00	72.00	69.00	91.00
9	59.00	74.00	0.00	0.00	0.00	0.00	71.00	84.00	65.00	62.00	69.00	79.00
10	60.00	81.00	0.00	21.00	0.00	35.00	70.00	63.00	65.00	92.00	81.00	77.00
11	69.00	66.00	2.00	15.00	0.00	42.00	59.00	64.00	64.00	64.00	70.00	78.00
12	74.00	71.00	0.00	34.00	0.00	65.00	57.00	65.00	56.00	66.00	76.00	78.00
13	72.00	64.00	0.00	0.00	1.00	77.00	60.00	69.00	57.00	74.00	82.00	88.00
14	59.00	68.00	0.00	0.00	0.00	68.00	62.00	82.00	68.00	69.00	81.00	73.00
15	69.00	73.00	0.00	2.00	0.00	60.00	62.00	72.00	63.00	81.00	69.00	81.00
16	61.00	75.00	0.00	0.00	0.00	71.00	59.00	75.00	70.00	115.00	86.00	86.00
17	60.00	72.00	0.00	0.00	0.00	69.00	58.00	68.00	56.00	76.00	81.00	80.00
18	70.00	60.00	1.00	0.00	0.00	60.00	63.00	66.00	54.00	104.00	79.00	90.00
19	71.00	62.00	0.00	0.00	0.00	69.00	70.00	93.00	62.00	76.00	87.00	89.00
20	65.00	69.00	0.00	0.00	0.00	57.00	63.00	76.00	63.00	69.00	78.00	86.00
21	66.00	68.00	0.00	0.00	3.00	98.00	69.00	76.00	63.00	115.00	88.00	80.00
22	72.00	55.00	0.00	0.00	14.00	60.00	64.00	75.00	103.00	91.00	80.00	79.00
23	68.00	75.00	0.00	2.00	0.00	66.00	72.00	76.00	54.00	66.00	87.00	85.00
24	64.00	70.00	0.00	16.00	96.00	68.00	76.00	88.00	63.00	88.00	78.00	79.00
25	64.00	57.00	39.00	13.00	52.00	59.00	73.00	88.00	64.00	68.00	77.00	79.00
26	74.00	63.00	21.00	0.00	0.00	58.00	80.00	64.00	63.00	77.00	82.00	79.00
27	68.00	39.00	0.00	0.00	2.00	92.00	81.00	69.00	55.00	69.00	92.00	96.00
28	71.00	0.00	0.00	0.00	0.00	59.00	77.00	69.00	62.00	72.00	88.00	91.00
29	67.00	0.00	0.00	1.00	0.00	58.00	75.00	64.00	73.00	78.00	85.00	83.00
30	61.00	0.00	0.00	4.00	0.00	52.00	73.00	69.00	59.00	67.00	81.00	11.00
31	67.00	0.00	0.00	0.00	106.00	63.00	63.00	54.00	70.00	70.00	78.00	78.00
Min	58.00	0.00	0.00	0.00	0.00	0.00	57.00	54.00	54.00	62.00	65.00	11.00
Mean	65.03	66.25	2.13	6.37	8.90	44.83	67.55	74.81	65.63	76.58	77.87	81.45
Max	74.00	84.00	39.00	38.00	106.00	98.00	81.00	120.00	110.00	115.00	92.00	96.00

Legend: '---' Missing Data  
 '+' No Day

Created on 02/25/20 10:50  
 by oconnoal



# MERRICKVILLE DRINKING WATER SYSTEM / RW Well 4

## Yearly Summary (Flow) 2019

Report extracted 02/25/2020 10:52

396.0 on May 31

Units: cubic meter per day

Station: Daily Max:

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	121.00	151.00	204.00	201.00	193.00	286.00	150.00	170.00	142.00	156.00	150.00	202.00
2	125.00	169.00	208.00	174.00	195.00	215.00	150.00	181.00	141.00	147.00	165.00	192.00
3	123.00	157.00	209.00	224.00	213.00	194.00	158.00	173.00	160.00	150.00	153.00	179.00
4	122.00	155.00	202.00	222.00	189.00	246.00	168.00	197.00	146.00	161.00	163.00	196.00
5	123.00	147.00	198.00	272.00	220.00	282.00	169.00	171.00	154.00	173.00	163.00	193.00
6	144.00	148.00	183.00	195.00	184.00	275.00	167.00	148.00	236.00	173.00	147.00	172.00
7	126.00	155.00	191.00	207.00	215.00	200.00	174.00	141.00	164.00	146.00	159.00	209.00
8	122.00	151.00	192.00	177.00	211.00	211.00	176.00	258.00	149.00	142.00	154.00	194.00
9	122.00	151.00	212.00	172.00	189.00	217.00	170.00	186.00	147.00	139.00	156.00	170.00
10	124.00	166.00	207.00	270.00	208.00	178.00	169.00	149.00	150.00	201.00	180.00	168.00
11	144.00	129.00	204.00	290.00	235.00	153.00	145.00	148.00	147.00	145.00	155.00	171.00
12	152.00	145.00	203.00	224.00	228.00	162.00	139.00	154.00	132.00	149.00	169.00	173.00
13	147.00	131.00	176.00	179.00	209.00	172.00	146.00	160.00	132.00	168.00	184.00	188.00
14	122.00	148.00	186.00	180.00	184.00	169.00	149.00	191.00	157.00	155.00	179.00	158.00
15	143.00	148.00	183.00	242.00	176.00	149.00	146.00	169.00	142.00	176.00	156.00	178.00
16	126.00	152.00	205.00	175.00	186.00	175.00	142.00	174.00	157.00	238.00	187.00	184.00
17	124.00	149.00	184.00	177.00	182.00	170.00	146.00	160.00	146.00	214.00	178.00	173.00
18	143.00	156.00	173.00	181.00	195.00	140.00	150.00	153.00	125.00	171.00	171.00	196.00
19	146.00	78.00	207.00	181.00	183.00	170.00	168.00	200.00	144.00	167.00	191.00	194.00
20	135.00	148.00	189.00	185.00	220.00	145.00	150.00	214.00	145.00	153.00	172.00	187.00
21	144.00	151.00	197.00	208.00	180.00	225.00	166.00	172.00	145.00	230.00	193.00	173.00
22	144.00	134.00	204.00	206.00	177.00	151.00	154.00	174.00	223.00	190.00	176.00	170.00
23	139.00	162.00	210.00	186.00	199.00	167.00	170.00	174.00	200.00	144.00	193.00	185.00
24	129.00	166.00	214.00	307.00	366.00	162.00	175.00	200.00	145.00	183.00	172.00	171.00
25	133.00	146.00	155.00	314.00	334.00	151.00	173.00	200.00	146.00	146.00	171.00	169.00
26	151.00	148.00	184.00	202.00	222.00	147.00	189.00	149.00	101.00	166.00	183.00	170.00
27	140.00	180.00	179.00	191.00	237.00	215.00	188.00	162.00	128.00	150.00	202.00	202.00
28	138.00	178.00	191.00	217.00	265.00	149.00	181.00	154.00	140.00	148.00	194.00	195.00
29	138.00	181.00	181.00	179.00	245.00	148.00	173.00	152.00	166.00	170.00	190.00	178.00
30	153.00	147.00	205.00	175.00	275.00	133.00	173.00	159.00	131.00	152.00	179.00	25.00
31	147.00	184.00	184.00	175.00	396.00	133.00	152.00	127.00	131.00	152.00	179.00	168.00
Min	121.00	78.00	155.00	172.00	176.00	133.00	139.00	127.00	101.00	139.00	147.00	25.00
Mean	134.84	149.96	194.19	210.43	222.94	185.23	162.13	171.61	151.37	166.29	172.83	176.87
Max	153.00	180.00	214.00	314.00	396.00	286.00	189.00	258.00	236.00	238.00	202.00	209.00

Legend: '---' Missing Data  
 '+' No Day

Created on 02/25/20 10:52 by oconnor

# Merrickville Wastewater System

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## 2019 Annual Report

January 1, 2019 – December 31, 2019

Prepared By



**Ontario Clean Water Agency**  
Agence Ontarienne Des Eaux

This report has been prepared to meet the requirements set out in the facility Certificate of Approval  
#1121-7YRQLF issued January 18, 2010.

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## Compliance Report Card

Compliance Event	# of Events	Details
Ministry of Environment Inspections	0	No Inspection's during the reporting period
Ministry of Labour Inspections	0	No Inspection's during the reporting period
Effluent Parameter Exceedances	2	<ul style="list-style-type: none"> <li>• Total Suspended solids effluent limit August 2019</li> <li>• Geometric Mean effluent limit September 2019</li> </ul>
Bypass/Overflows	0	No Bypass or Overflows to report for this reporting period
Community Complaints	1	See community complaint section
Spills	0	No Spills during the reporting period

## **System/Process Description**

The Merrickville Wastewater system utilizes an ISAM treatment system. This system incorporates a surge/anoxic mix tank as part of the tank to optimally control the process and provides rapid and complete treatment. The surge tank provides flow and nutrient equalization to optimally provide treatment at the full range of flows and loadings.

The secondary treatment process employs sequencing batch reactor (SBR) technology consisting of anaerobic tanks, anoxic tanks and a sequencing batch reactor. The Sequencing Batch Reactor incorporates an anaerobic selector chamber which provides consistent phosphorous removal by subjecting the recirculated biomass to anaerobic conditions, forcing the release of phosphorous, but also creates soluble carbon as a food source for phosphorous removal through anaerobic conversion of settle able BOD to soluble carbon. Additionally, anaerobic sludge digestion occurs in the anaerobic selector chamber, reducing waste solids production by up to 65% for the entire secondary process. Effluent is disinfected using Ultraviolet disinfection.

Permanent Diesel generator is on-site to provide back-up power.

### **Proposed Alterations, Extensions, or Replacement to Works**

There are no proposed alterations, extensions or replacements that would affect the Certificate of Approval.

## Effluent Quality Assurance or Control Measures

The Village of Merrickville-Wolford facilities are part of OCWA's operational Mississippi Cluster. The facilities are supported by cluster, regional and corporate resources. Operational Services are delivered by OCWA staff that live and work in the community.

OCWA operates facilities in compliance with applicable regulations. The facility has comprehensive manuals detailing operations, maintenance, instrumentation, and emergency procedures. All procedures are treated as active documents, with annual reviews.

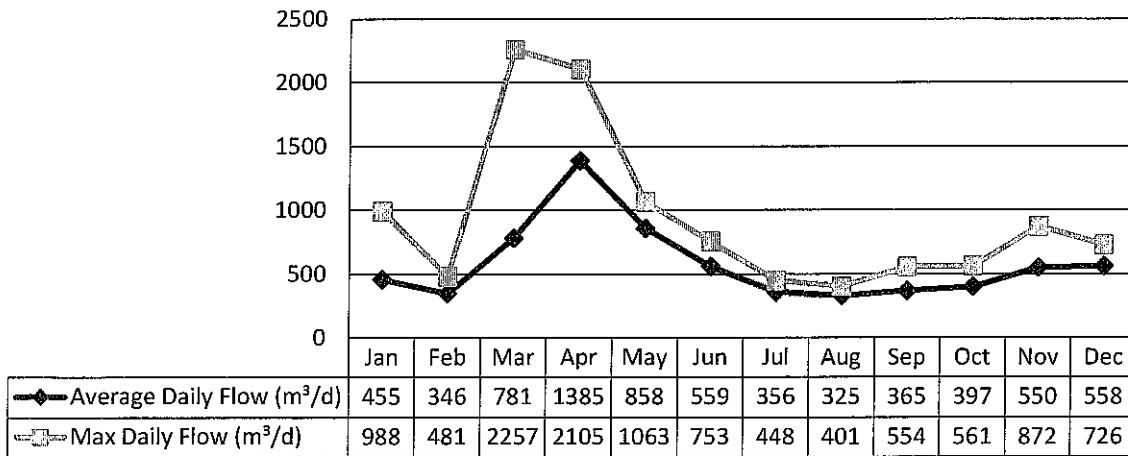
OCWA has additional "Value Added" and operational support services that the Village of Merrickville-Wolford benefits from including:

- Access to a network of operational compliance and support experts at the regional and corporate level, as well as affiliated programs that include the following:
  - Quality & Environmental Management System, Occupational Health & Safety System and an internal compliance audit system.
  - Process Data Collection (PDC) facility operating information repository, which consolidates field data, online instrumentation, and electronic receipt of lab test results for reporting, tracking and analysis.
  - Work Management System (WMS) that tracks and reports maintenance activity, and creates predictive and preventative reports.
  - Outpost 5 wide-area SCADA system allows for process optimization and data logging, process trending, remote alarming and optimization of staff time.
- Client reporting which includes operational data, equipment inventory, financial statements, maintenance work orders, and capital status reports
- Site-Specific Contingency Plans and Standard Operating Procedures
- Use of accredited laboratories
- Additional support in response to unusual circumstances, and extra support in an emergency.
- Use of sampling schedules for external laboratory sampling

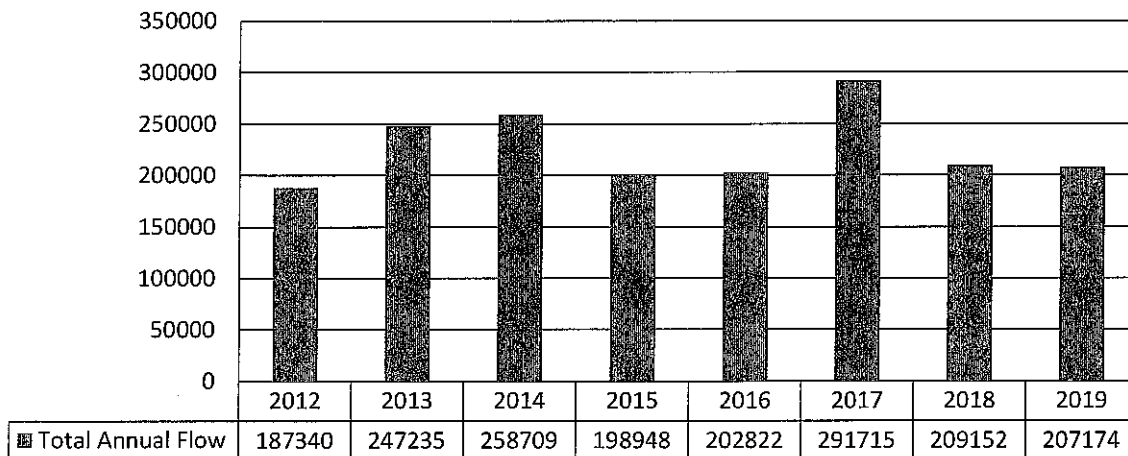
## Treatment Flows

### Raw Flow (m<sup>3</sup>/d)

Annual average flow for 2019 was 577.09 m<sup>3</sup>/d. The Average daily flow rated capacity is 800 m<sup>3</sup>/d. This is based on an annual average. A flow reduction plan was established for 2018.



### Annual Comparison (m<sup>3</sup>)



### Septage Volumes

Month	Septage Received (m <sup>3</sup> )
January	27.3
February	12.7
July	25.5
August	23.6
November	10.9

## Raw Sewage Quality

Results of raw sewage concentrations and loadings are available in the Facility Performance Assessment Report in Appendix A.

## Effluent Quality

The limits are based on current requirements in the facilities Environmental Compliance Approval. Laboratory samples are submitted to an accredited laboratory for regulatory analysis.

The Federal Government also regulates certain sewage effluent parameter under the Federal Fisheries Act. The results are submitted to Environment Canada (WESR) on a quarterly basis.

### Effluent Exceedance Summary Limit

Sample	Date	Parameter	Exceedance of	Limit	Value
Final Effluent	August 2019	Total Suspended Solids	ECA	15.0 mg/L	19.0 mg/L
Final Effluent	September 2019	Geometric Mean	ECA	100 cfu	984 cfu

### Other Issues

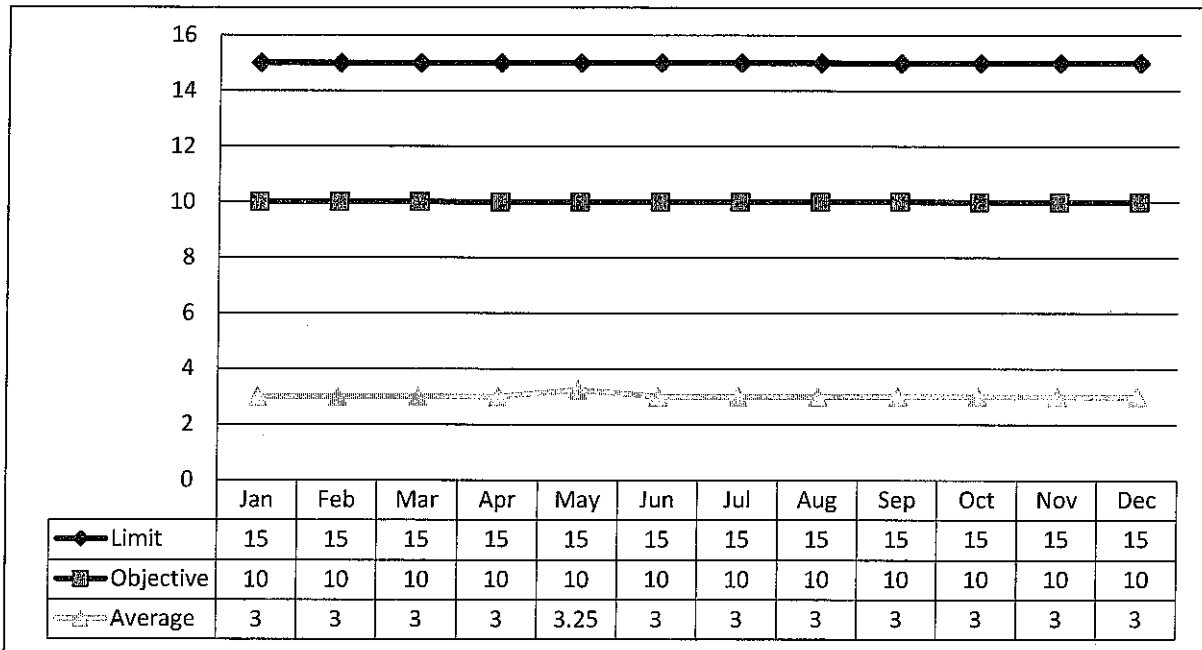
There were no other issues during the reporting year.



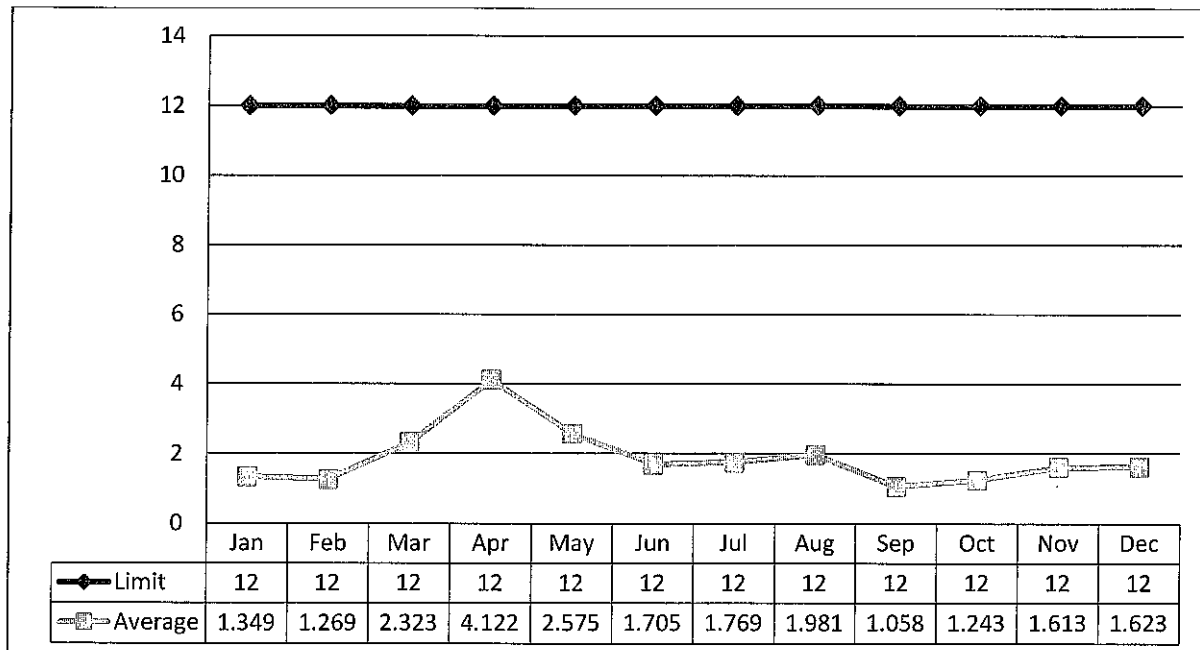
**Effluent Parameter Summary**

**Carbonaceous Biological Oxygen Demand (CBOD5)**

Concentration (mg/L)



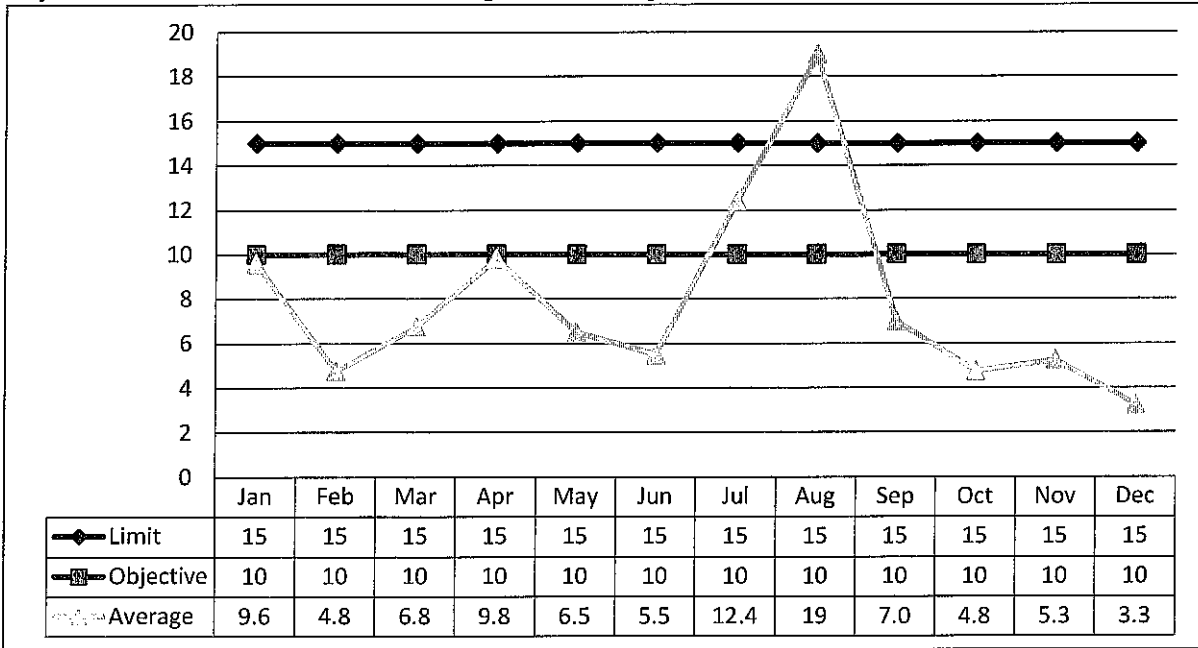
Loading (kg/d)



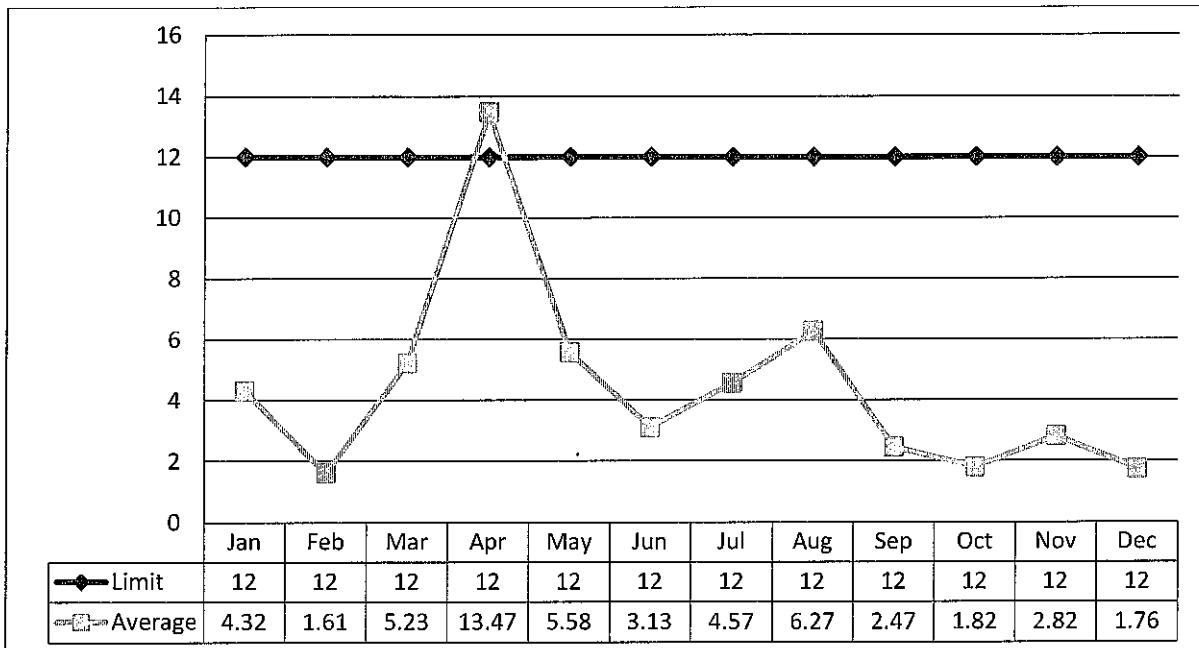
**Total Suspended Solids**

Concentration (mg/L)

Objective exceedances were a result of high flows during rain events.

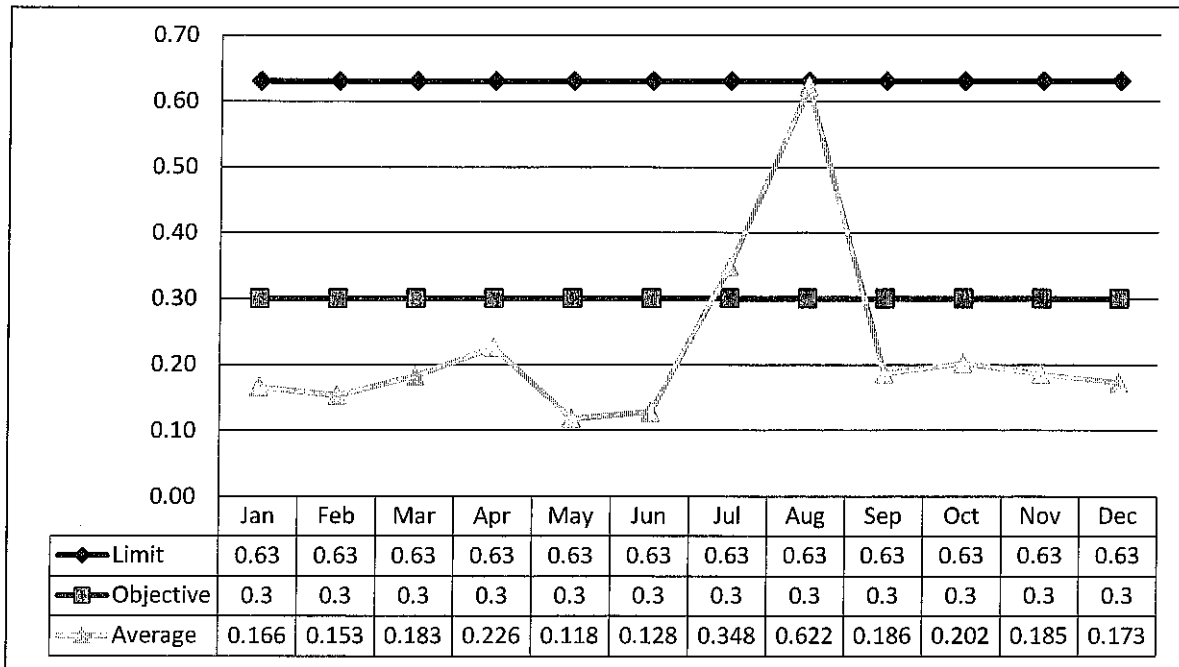


Loading (kg/d)

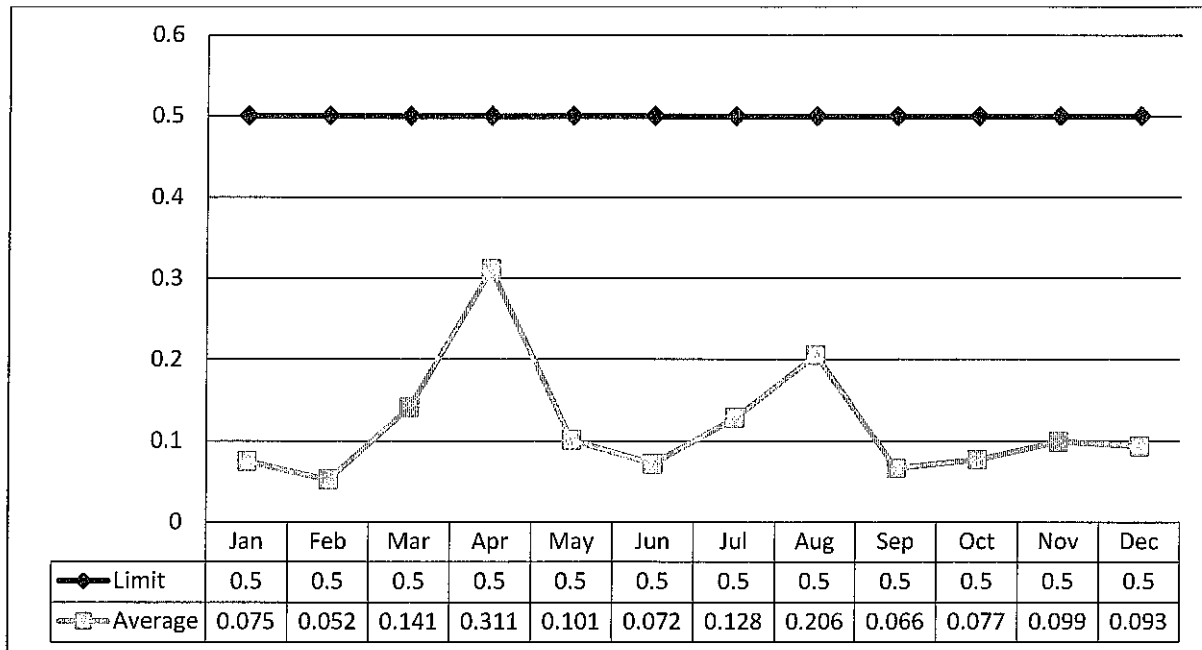


**Total Phosphorus**

Concentration (mg/L)



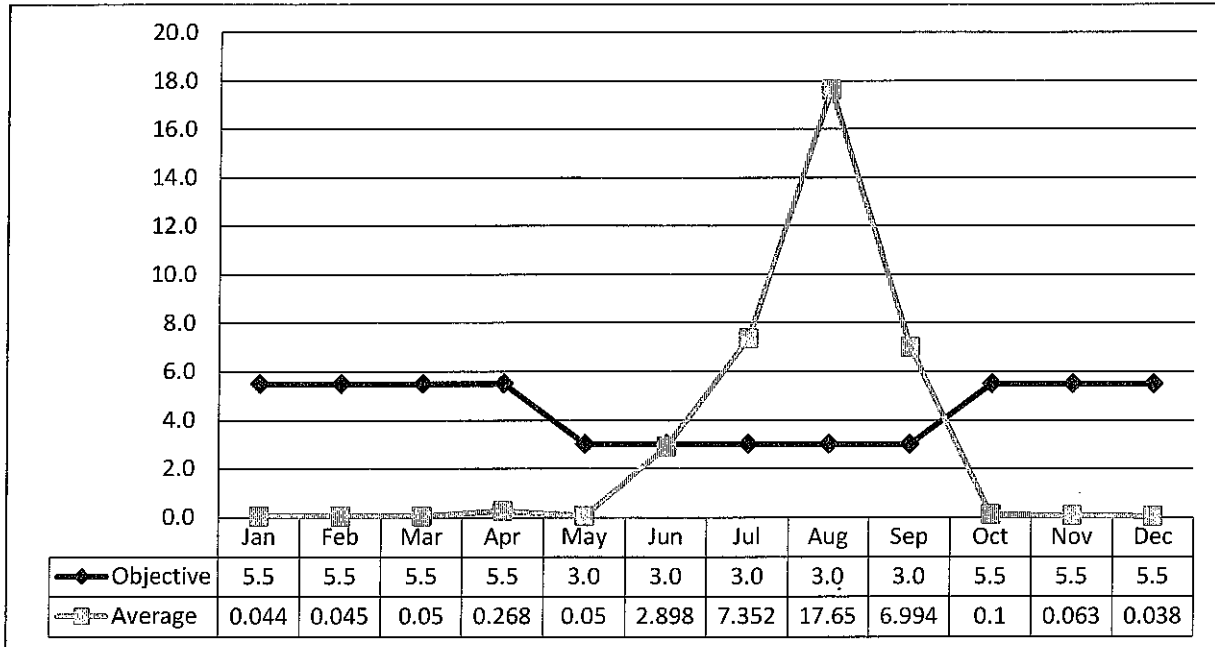
Loading (kg/d)



**Total Ammonia Nitrogen**

Limit is based on effluent being “Non-Acutely Lethal”. See Acute Lethality results below.

Concentration (mg/L)



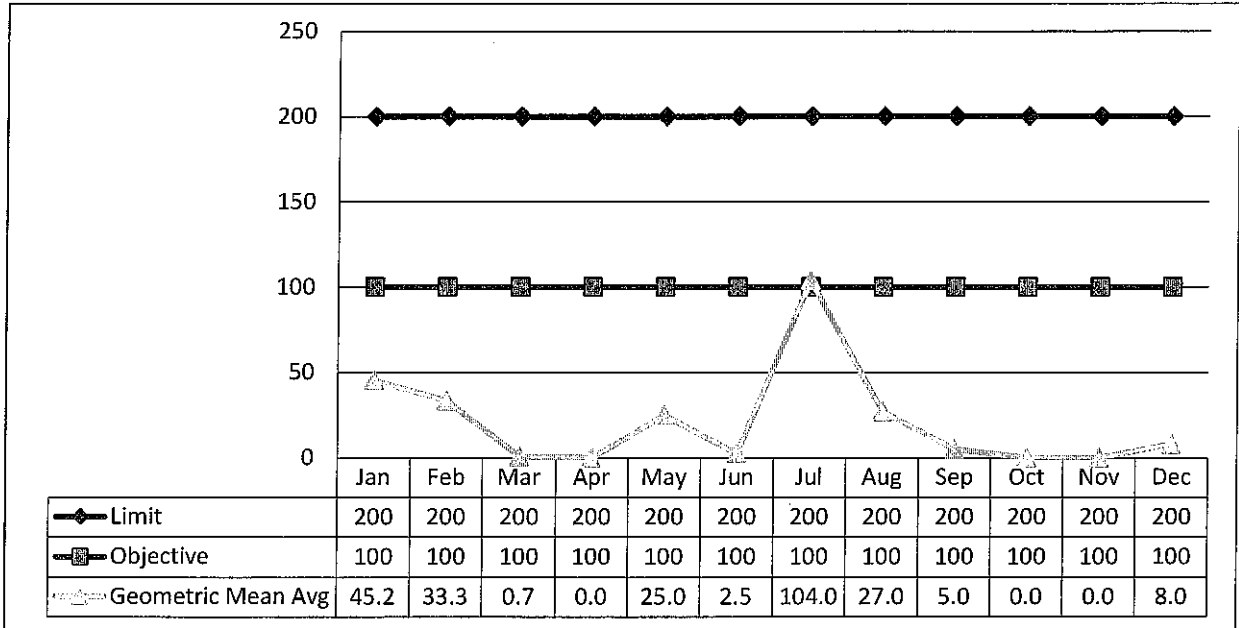
**Acute Lethality**

Semi-Annual sampling is required for acute lethality (Rainbow Trout and Daphnia Magna). Results are displayed as % mortality.

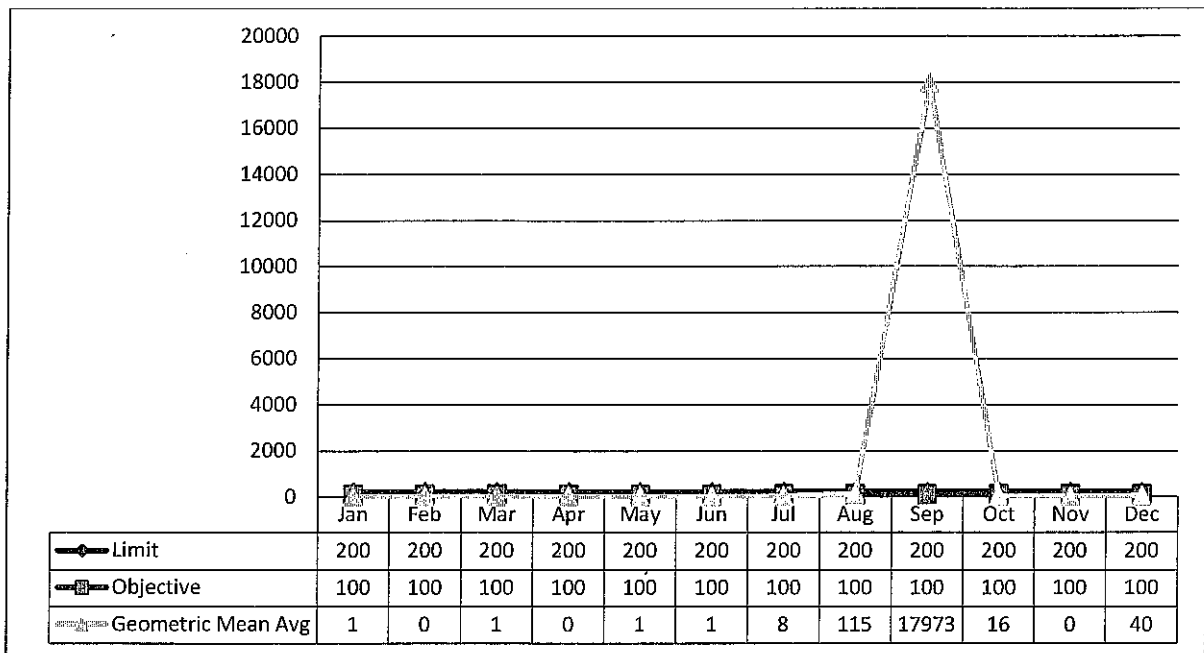
Date	Rainbow Trout	Daphnia Magna
April 2, 2019	0%	0%
September 24, 2019	0%	0%

**E-coli**

**SBR1**

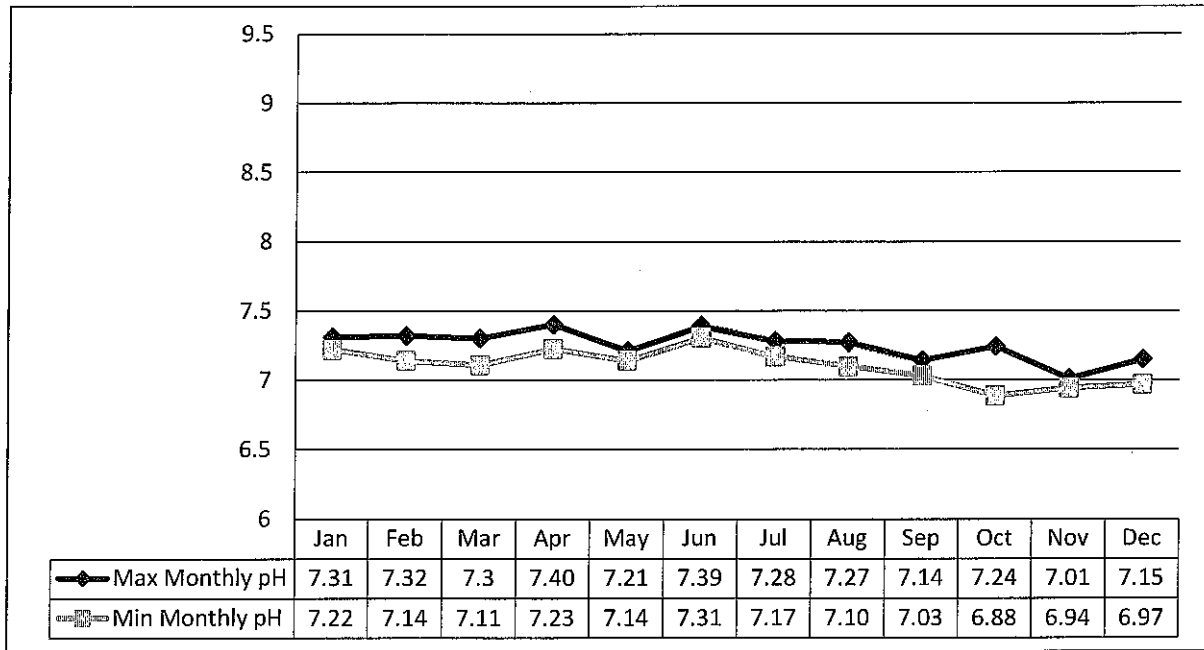


**SBR2**

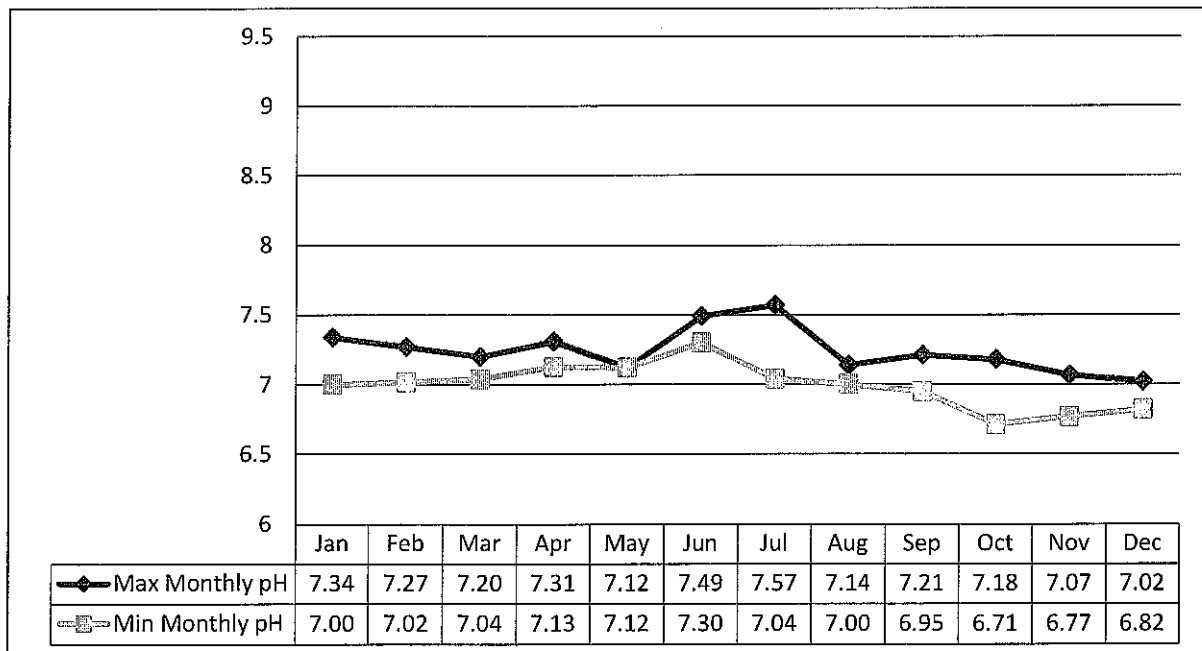


**pH**

**SBR 1**



**SBR 2**



## Biosolids

Sludge generated from the treatment plant was spread on agricultural land during the spreading season as per the Nutrient Management Act O.Reg 267/03. During the winter sludge is stored on-site until the Organic Soil Conditioning Sites are available for spreading.

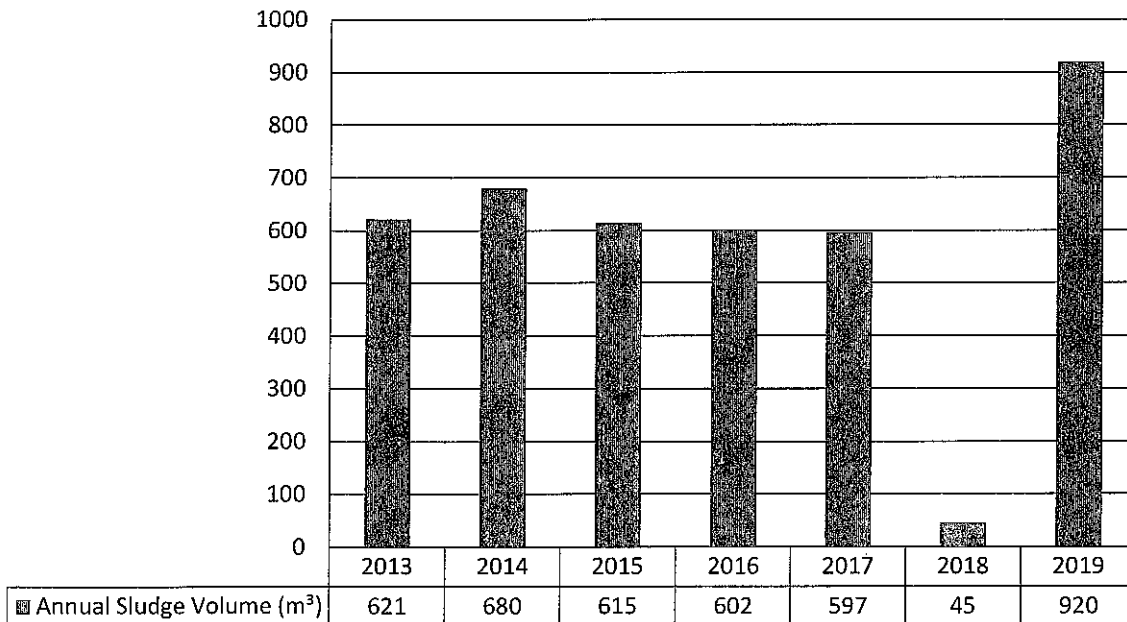
During the spreading season the operating authority contracts sludge haulage. Sludge haulage is contracted to Terrapure Environmental who maintains a landbank with twenty two (22) sites available for agricultural disposal of biosolids. Biosolids quality report in Appendix B.

### Biosolids Disposal Summary

For 2019, Terrapure hauled 920 m<sup>3</sup> from the sludge holding tank.

Date	Site	NASM Plan number	Volume (m <sup>3</sup> )
June 7	Jockbrae Farms - Marks	22231	40
June 7	Terrapure Storage Facility	ECA# S-3708-42	40
June 26	Jockbrae Farms - Jim and Linda	22231	320
June 27	Jockbrae Farms - Marks	22231	360
Nov 29	Sunol Farms - James	22416	160
<b>Total</b>			<b>920</b>

### Annual Comparison



## Summary of Complaints

The following were received community complaints related to the operations of the Merrickville WPCP

and Collection System.

Date	Location	Details	Corrective Action Taken
August 2019	Brock Street	Odour complaint	Aluminum covers on digester stage 1

### Summary of Bypass/Overflows

Date	Location	Details	Corrective Action Taken
There were no Bypass' or Overflows reported in 2019.			

### Summary of Spills/Abnormal Discharges

Date	Location	Details	Corrective Action Taken
No spills or abnormal discharges during the reporting period			

### Maintenance

OCWA uses a risk-based preventative maintenance framework that ensures assets are maintained to manufacturer’s and/or industry standards. Maintenance is completed using various tools and operational supports. The Eastern Regional Hub has specialized certified staff such as Millwrights, Electricians and Instrumentation Specialists to name a few.

OCWA uses a Workplace Maintenance System (WMS). WMS is a maintenance tracking system that can generate work orders as well as give summaries of completed and scheduled work. During the year, the operating authority at the facility generates scheduled work orders on a weekly, monthly and annual basis. The service work is recorded in the work order history. This ensures routine and preventive maintenance is carried out. Emergency and capital repair maintenance is completed and added to the system.

Capital projects are listed and provided to the Village of Merrickville-Wolford in the form of a “Capital Forecast”. This list is developed by facility staff and provides recommendations for facility components requiring upgrading or improvement.

#### Maintenance Highlights

WO #	Summary
1103786	Capital Blanket items under \$200
1138251	Capital WSP-2 pump fail



WO #	Summary
1298692	Capital Electrical disconnect failed
1299434	Capital Eyewash mixing valve
1341135	Capital Power fail/ genset fail
1376915	Capital Safe electrical disconnect for septage pumps
1463102	Capital Pump fail WSP-1
1463116	Capital Flushing and Camera Collection System
1463625	Capital PVC suction line
1535055	Capital ISAM pump 1 rebuild
1104021	Capital Effluent valve fail
1104057	Capital Odor Control
1104068	Capital RSP-3 seal leak Merrickville SPS
1138257	Capital UV Bank A bulb replace
1138456	Capital Grinder motor rebuild
1219119	Capital Blower replacement
1256997	Capital Septage pumps fail
1257105	Capital Building lighting repair
1258454	Capital Jet pump #1 fail
1299013	Capital UPS failure
1338913	Capital Faulty relay pump 3
1339591	Capital ISAM pump mechanical seal leak
1464902	Capital ABS2 blower replacement
661746	Capital Infiltration Control

### **Calibration**

The flow meters were calibrated on April 15, 2019. Calibration Reports are attached in Appendix C. There is no on-line effluent monitoring equipment installed at this facility.

# Appendix A

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## Facility Performance Assessment Report

Catawba Clean Water Agency  
Performance Assessment Report Wastewater/Lagoon

Facility: [1162] MERRICKVILLE WASTEWATER TREATMENT FACILITY  
Works: [11004729]

From: 01/01/2019 to 31/12/2019

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	Total	Avg	Max	Criteria
Flow:																
Raw Flow: Total - Raw Sewage (m³)	14060.00	9685.00	24205.00	41590.00	21036.00	16213.00	10686.00	10061.00	10950.00	11915.00	16062.00	17299.00	20174.00	57.84	267.60	
Raw Flow: Avg - Raw Sewage (m³/d)	454.52	345.89	780.51	1359.00	685.43	559.67	324.55	324.55	355.00	391.17	543.77	558.03	647.84	17.84	77.84	
Raw Flow: Max - Raw Sewage (m³/d)	866.00	481.00	2377.00	2105.00	1083.00	759.00	448.00	401.00	454.00	501.00	692.00	726.00	866.00	237.00	966.00	
Eff: Flow: Total - Final Effluent (m³)	19563.00	9470.00	24009.00	41210.00	26506.00	17050.00	11950.00	10294.00	10760.00	11687.00	16183.00	16769.00	20892.00	57.29	267.60	
Eff: Flow: Avg - Final Effluent (m³/d)	648.81	318.43	774.46	1338.43	866.26	559.33	382.53	331.13	352.00	379.24	522.77	540.94	648.81	15.62	267.60	
Eff: Flow: Max - Final Effluent (m³/d)	897.00	522.00	2285.00	2249.00	1092.00	806.00	492.00	411.00	511.00	559.00	771.00	801.00	974.00	265.00	966.00	
Raw Avg BOD5 - Raw Sewage (mg/L)	3.60	3.70	3.60	3.60	3.00	3.00	4.00	6.00	3.00	3.50	3.00	3.00	3.00	3.46	6.00	15.0
Eff Avg BOD5 - Final Effluent (mg/L)	1.34	1.28	2.23	4.22	2.97	1.05	1.79	1.81	1.06	1.24	1.63	1.63	1.63	1.86	4.22	15.0
Biological Oxygen Demand: BOD5	102.00	172.00	127.00	26.00	48.00	81.00	206.00	292.00	137.00	226.00	118.00	132.00	132.00	138.75	292.00	
Raw # of samples of BOD5 - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12	3.00	6.00	0.0
Eff # of samples of BOD5 - Final Effluent (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12	1.06	4.22	0.0
Loading: BOD5 - Final Effluent (kg/d)	4.316	1.608	5.228	13.465	8.679	3.726	4.570	6.272	2.458	4.817	2.823	4.758	4.419	4.419	13.465	0.0
Percent Removal: BOD5 - Raw Sewage (mg/L)	92.615	97.873	96.250	83.667	88.167	92.849	96.652	93.448	96.316	98.304	97.438	97.292	97.292	97.292	97.810	
Total Suspended Solids: TSS	130.00	224.00	180.00	60.00	60.00	79.00	820.00	260.00	190.00	280.00	205.00	120.00	220.00	220.00	220.00	
Raw # of samples of TSS - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12	220.00	220.00	15.0
Eff # of samples of TSS - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	5	4	4	4	52	7.87	19.00	15.0
Loading: TSS - Final Effluent (kg/d)	4.316	1.608	5.228	13.465	8.679	3.726	4.570	6.272	2.458	4.817	2.823	4.758	4.419	4.419	13.465	0.0
Percent Removal: TSS - Raw Sewage (mg/L)	92.615	97.873	96.250	83.667	88.167	92.849	96.652	93.448	96.316	98.304	97.438	97.292	97.292	97.292	97.810	
Total Phosphorus: TP	3.33	5.49	3.64	3.40	2.00	2.70	6.14	5.67	4.70	5.74	2.80	2.60	2.60	4.23	8.40	
Raw # of samples of TP - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12	4.23	8.40	
Eff # of samples of TP - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	5	4	4	4	52	0.224	0.822	0.63
Loading: TP - Final Effluent (kg/d)	0.075	0.552	0.141	0.311	0.101	0.072	0.128	0.206	0.096	0.077	0.059	0.093	0.118	0.118	0.311	0.0
Percent Removal: TP - Raw Sewage (mg/L)	95.015	97.222	94.866	93.353	94.268	95.330	95.725	93.955	96.068	96.472	98.813	93.262	93.262	97.222	97.222	
Nitrogen Series:																
Raw Avg TN - Raw Sewage (mg/L)	26.20	45.00	3.20	5.80	17.00	20.20	47.40	37.60	40.20	47.00	24.60	22.20	27.71	27.71	47.00	
Eff Avg TN - Final Effluent (mg/L)	0.64	0.45	0.29	0.28	0.50	2.88	7.55	17.60	6.94	0.10	0.58	0.038	2.96	2.96	17.60	
Raw Avg TAN - Raw Sewage (mg/L)	0.20	0.15	0.29	0.38	0.43	0.44	2.79	6.92	2.45	0.08	0.084	0.020	1.02	1.02	6.92	
Eff Avg TAN - Final Effluent (mg/L)	0.020	0.015	0.029	0.038	0.043	0.044	2.79	6.92	2.45	0.08	0.084	0.020	1.02	1.02	6.92	
Loading: TAN - Final Effluent (kg/d)	1.414	1.000	1.020	1.000	1.414	1.000	3.590	76.150	64.726	0.657	1.000	0.844	99.543	99.543	99.543	
Eff: GAO E. Coli - Eff SBR2 (cfu/100mL)	5.33	5.809	1.250	1.000	5.26	2.49	28.24	3.162	1.000	1.000	4.000	7.229	7.229	7.229	29.284	
Eff # of samples of E. Coli - Eff SBR2 (cfu/100mL)	4	4	2	2	2	2	4	2	2	2	4	2	34	7.229	29.284	
Eff # of samples of E. Coli - Eff SBR1 (cfu/100mL)	5	3	3	5	3	2	4	2	2	3	2	2	34	7.229	29.284	

# Appendix B

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## Biosolids Quality Report





Ontario Clean Water Agency  
 Biosolids Quality Report – Liquid  
 Digester Type: ANAEROBIC  
 Metals and Criteria

Facility: MERRICKVILLE WASTEWATER TREATMENT FACILITY  
 Works: 1162  
 Period: 01/01/2019 to 12/31/2019

Note: all parameters in this report will be derived from the Bslq Station

Month	Arsenic (mg/L)		Cadmium (mg/L)		Cobalt (mg/L)		Chromium (mg/L)		Copper (mg/L)		Mercury (mg/L)		Molybdenum (mg/L)		Nickel (mg/L)		Lead (mg/L)		Selenium (mg/L)		Zinc (mg/L)		
	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	Lab Published	Month Mean	
Jan																							
Feb																							
Mar																							
Apr	0.100		0.040		0.080		0.760		24.100		0.039		0.440		0.720		0.700		0.200		29.100		
May	0.100		0.050		0.070		0.800		24.800		0.077		0.570		0.770		0.800		0.200		30.100		
Jun	0.100		0.050		0.060		0.730		24.000		0.039		0.410		0.650		0.600		0.200		28.500		
Jul																							
Aug																							
Sep																							
Oct	0.100		0.030		0.060		0.410		14.000		0.021		0.260		0.440		0.500		0.100		17.100		
Nov																							
Dec																							
Average	0.100		0.043		0.068		0.675		21.725		0.044		0.420		0.645		0.650		0.175		26.200		
Nitrate Nitrogen to Metal	100.000		500.000		50.000		6.000		10.000		1,500.000		180.000		40.000		15.000		500.000		4.000		







# Appendix D

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## Flow Meter Calibration Records

RECEIVED May 6, 2019 SM

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## Town of Merrickville

### Calibration of Waste Water and Water Flow Meters

Report April 2019

Prepared For: O.C.W.A. Merrickville

Calibration Date: April 15, 2019

Calibration Due: April 15, 2020

Verifications performed by: Tim Stewart

Report prepared by: Tim Stewart

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

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<b>3</b>	<b>PROCEDURES USED</b>	<b>- 3 -</b>
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<b>4</b>	<b>INSTRUMENT VERIFICATION</b>	<b>- 4 -</b>
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4.2	FIT 402 Final Effluent	- 8 -
4.3	FIT 701 Sludge	- 11 -
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# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 1 List of Verified Devices

This letter is to confirm that annual verification on the following devices has been completed.

ID	Process	Make/Model	Results
FIT-305	Raw Sewage	E and H / Promag 53 W	Passed
FIT-402	Final Effluent	E and H / Promag 53 W	Passed
FIT-701	Sludge	E and H / Promag 53 W	Passed
FIT-502	Septage/Supernatant	E and H / Promag 53 W	Passed
FIT-101	Well #1	E and H / Promag 53 W	Passed
FIT-102	Well #2	E and H / Promag 53 W	Passed
FIT-104	Well #3	E and H / Promag 53 W	Passed
FIT-400	Treated Water	E and H / Promag 53 W	Passed

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 2 Equipment Used

The following equipment was used to perform the calibrations:

E and H Fieldcheck

## 3 Procedures Used

To verify the equipment standard verification procedures developed by the Township were used and standard industry practice.

### 3.1 Flowmeter Verification

*Verification, Magnetic Flow Meter:*

The verification of Endress & Hauser Flow measuring devices (the device under test) are checked for the following characteristic values:

1. Functionality and deviation in flow measurement.
2. Deviation in the current and frequency outputs in reference to the flow rate data determined by the measuring device.

**Measuring devices:** The verification system consists of the FlowCheck flow simulator, the Simubox and the appropriate connection cables.

**FieldCheck:** The FieldCheck flow simulator generates the flow simulation signals and processes the measured values sent back from the transmitter.

**Simubox:** The Simubox ensures that the FieldCheck simulation signal are correctly converted in the transmitter, by comparing the measurements returned from the transmitter to data stored within the Simubox for various parameters (Electromagnetic Field vs. Flow, Flow vs. Current, and various other parameters important in verifying the proper functionality of the device under test.

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## **4 Instrument Verification**

See the following pages of reports for individual equipment.

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Callibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 4.1 FIT 305 Raw Sewage

Page 1/3

DTM Version: 3.29.00

### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	FIT 305-
PROMAG 53 W DN150	Tax Name
Device type	1.0038 - 1.0038
DB00BB16000	K-Factor
Serial number	4
V2.02.00	Zero point
Software Version Transmitter	V1.05.03
04/15/2019	Software Version IO-Module
Verification date	07:49 AM
	Verification time

### Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basic: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details	Simulbox Details
240223	8784351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

April 30/19  
Date


  
Operator's Sign

Inspector's Sign

#### Overall results:

The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Prerequisite is an additional proof of electrode integrity with a high voltage test.

Endress+Hauser   
Since 1845



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	FTI 305-
Device type	PROMAG 53 W DN150	k-Factor	1.0038 - 1.0038
Serial number	08858816000	Zero point	4
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2019	Verification time	07:49 AM

Verification Flow end value ( 100 % ): 70.686 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
	Amplifier	3.534 l/s (5%)	1.50 %	-0.51 %
		7.069 l/s (10.0%)	1.00 %	-0.09 %
		35.343 l/s (50.0%)	0.50 %	-0.11 %
		70.686 l/s (100%)	0.55 %	-0.01 %
	<b>Current Output 1</b>			
		4.000 mA (0%)	0.05 mA	-0.015 mA
		4.800 mA (5%)	0.05 mA	-0.014 mA
		5.600 mA (10.0%)	0.05 mA	-0.028 mA
		12.000 mA (50.0%)	0.05 mA	-0.012 mA
		20.000 mA (100%)	0.05 mA	0.009 mA
	<b>Pulse Output 1</b>			
		Start value	Limits range	Measured value
	<b>Test Sensor</b>			
	Coil Curr. Rise	9.600 ms	0.000..21.500 ms	13.225 ms
	Coil Curr. Stability			
	Electrode Integrity	mV	0.0..300.000 mV	0.000 mV

Legend of symbols	X	—	?	!
Passed	Failed	not tested	not testable	Attention

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	FTT 305-
Device type	PROMAG S3 W DN150	K-Factor	1.0058 - 1.0058
Serial number	D8090816000	Zero point	4
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2019	Verification time	07:43 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 28/27	VOLUME FLOW	4-20 mA activ	0.0 l/s	100.00 l/s		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	18.927 l/P	Passive/Positive	100.00 ms		

Actual System Ident.

117.0

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## 4.2 FIT 402 Final Effluent

DTM Version: 3.29.00

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### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	FIT 402-
PROMAG 53 W DN250	Taq Name
Device type	1.249 - 1.249
DE06C18000	K-Factor
Serial number	D
V2.02.00	Zero point
Software Version Transmitter	V1.05.03
04/15/2019	Software Version I/O-Module
Verification date	08:02 AM
	Verification time

### Verification result Transmitter: Passed

Test Item	Result	Applied Limits
Amplifier	Passed	Basic: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details	Simulbox Details
240223	8764351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

Date: April 30/19 TSG  
 Operator's Sign: \_\_\_\_\_ Inspector's Sign: \_\_\_\_\_

**Overall results:**  
 The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
 The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Possible in an additional proof of accuracy through a high voltage test.



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	FTT 482-
Device type	PROMAG SS WDN250	K-Factor	1.249 - 1.249
Serial number	DB05BC16000	Zero point	0
Software Version Transmitter	V2.62.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2013	Verification time	08:02 AM

Verification Flow end value ( 100 % ): 196.350 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
	<b>Amplifier</b>	9.617 l/s (5%)	1.50 %	-0.47 %
		19.635 l/s (10.0%)	1.00 %	-0.50 %
		98.175 l/s (50.0%)	0.50 %	-0.05 %
		196.350 l/s (100%)	0.55 %	0.02 %
	<b>Current Output 1</b>	4.000 mA (0%)	0.05 mA	-0.011 mA
		4.800 mA (5%)	0.05 mA	-0.012 mA
		5.600 mA (10.0%)	0.05 mA	-0.022 mA
		12.000 mA (50.0%)	0.05 mA	-0.003 mA
		20.000 mA (100%)	0.05 mA	0.024 mA
	<b>Pulse Output 1</b>	—	—	—
		Start value	Limits range	Measured value
	<b>Test Sensor</b>			
	Coil Curr. Rise	14.600 ms	0.000..30.750 ms	20.175 ms
	Coil Curr. Stability		—	—
	Electrode Integrity	mV	0.0..300.000 mV	3.263 mV

Legend of symbols				
✓	X	—	?	!
Passed	Failed	not tested	not testable	Attention

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	FTT 482-
Device type	PROMAG 5S W DN250	K-Factor	1.243 - 1.243
Serial number	DB036C16000	Zero point	0
Software Version Transmitter	V2.02.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2019	Verification time	06:02 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA activ	0.0 Vs	100.00 Vs		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	56.781 lP	Passive/Positive	100.00 ms		

Actual System Ident.

117.0

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 4.3 FIT 701 Sludge

DTM Version: 3.29.00

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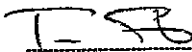
### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	FIT-7-01
PROMAG 53 W DN100	Taq Name
Device type	1.2374 - 1.2374
K7081F16000	K-Factor
Serial number	-1
V2.03.00	Zero point
Software Version Transmitter	V1.08.00
04/15/2019	Software Version I/O-Module
Verification date	08:12 AM
	Verification time

### Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details	Simubox Details
240223	8784351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

Apr 23 2019  \_\_\_\_\_  
 Date Operator's Sign Inspector's Sign

**Overall Results:**  
 The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
 The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Prespecified as an additional proof of electrode integrity with a high voltage test.



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	FTT-7-01
Device type	PROMAG S3 W DN180	K-Factor	1.2374 - 1.2374
Serial number	K7881F16009	Zero point	-1
Software Version Transmitter	V2.03.00	Software Version I/O-Module	V1.06.00
Verification date	04/15/2019	Verification time	08:12 AM

Verification Flow end value ( 100 % ): 31.416 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
✓	Amplifier	1.571 l/s (5%)	1.50 %	-0.44 %
✓		3.142 l/s (10.0%)	1.00 %	-0.42 %
✓		15.708 l/s (50.0%)	0.60 %	-0.02 %
✓		31.416 l/s (100%)	0.55 %	0.04 %
	<b>Current Output 1</b>			
✓		4.000 mA (0%)	0.05 mA	-0.006 mA
✓		4.800 mA (5%)	0.05 mA	-0.006 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.021 mA
✓		12.000 mA (50.0%)	0.05 mA	0.002 mA
✓		20.000 mA (100%)	0.05 mA	0.029 mA
---	<b>Pulse Output 1</b>	---	---	---
		Start value	Limits range	Measured value
✓	Test Sensor			
✓	Coil Curr. Rise	5.000 ms	0.000..14.250 ms	6.402 ms
✓	Coil Curr. Stability		---	---
✓	Electrode Integrity	mV	0.0..300.000 mV	0.000 mV

Legend of symbols				
Passed	✗	---	?	!
	Failed	not tested	not testable	Attention

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	FTT-7-01
Device type	PROMAG S3 W DN100	K-Factor	1.2374 - 1.2374
Serial number	K7081F16000	Zero point	-1
Software Version Transmitter	V2.03.00	Software Version I/O-Module	V1.06.00
Verification date	04/15/2015	Verification time	08:12 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA
Terminal 28/27	VOLUME FLOW	4-20 mA activ	0.0 l/s	25.00 l/s
Pulse Output	Assign	Pulse Value	Output signal	Pulse width
Terminal 24/25	VOLUME FLOW	7.571 l/P	Passive/Positive	100.00 ms

Actual System Ident.

117.0



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## 4.4 FIT 501 Septage/Supernatant

DTM Version: 3.29.00

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### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	FIT-501
PROMAG 53 W DN150	Tag Name
Device type	0.000 - 0.000
DB00BA10000	K-Factor
Serial number	0
V2.02.00	Zero point
Software Version Transmitter	V1.05.03
04/15/2019	Software Version IO-Module
Verification date	08:53 AM
	Verification time

### Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details	Simubox Details
240223	8784351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

Apr 30/19  \_\_\_\_\_  
Date Operator's Sign Inspector's Sign

#### Overall results:

The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Prerequisite is an additional proof of electrode integrity with a high voltage test.

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	FTT-601
Device type	PROMAG S3 W DN150	K-Factor	0.538 - 0.538
Serial number	08036A10000	Zero point	6
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2013	Verification time	08:53 AM

Verification Flow end value ( 100 % ): 70.086 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
✓	Amplifier	3.534 l/s (5%)	1.50 %	-0.49 %
✓		7.069 l/s (10.0%)	1.00 %	-0.11 %
✓		35.343 l/s (50.0%)	0.60 %	-0.10 %
✓		70.686 l/s (100%)	0.55 %	-0.02 %
	<b>Current Output 1</b>			
✓		4.000 mA (0%)	0.05 mA	-0.011 mA
✓		4.800 mA (5%)	0.05 mA	-0.011 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.024 mA
✓		12.000 mA (50.0%)	0.05 mA	-0.005 mA
✓		20.000 mA (100%)	0.05 mA	0.017 mA
	<b>Pulse Output 1</b>			
		<b>Start value</b>	<b>Limit range</b>	<b>Measured value</b>
	<b>Test Sensor</b>			
✓	Coil Curr. Rise	9.600 ms	0.000-21.500 ms	17.070 ms
✓	Coil Curr. Stability			
✓	Electrode Integrity	mV	0.0-300.000 mV	3.262 mV

Legend of symbols				
✓	X	—	?	!
Passed	Failed	not tested	not testable	Attention

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	FT-501
Device type	PROMAG 53 W DN150	K-Factor	0.556 - 0.556
Serial number	DB03BA16000	Zero point	6
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2019	Verification time	08:53 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA activ	0.0 l/s	25.00 l/s		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	18.927 l/P	Passive/Positive	100.00 ms		

Actual System Ident.

119.0

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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**4.5 FIT 101 Well #1**

DTM Version: 3.29.00

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## Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code PROMAG 53 W DN50	Tag Name 0.8284 - 0.8284
Device type LA018216000	K-Factor -18
Serial number V2.03.00	Zero point V1.08.00
Software Version Transmitter 04/15/2019	Software Version IO-Module 09:52 AM
Verification date	Verification time

### Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Test Sensor	Passed	

FieldCheck Details 240223	Simubox Details 8784351
Production number 1.07.08	Production number 1.00.01
Software Version 03/2019	Software Version 03/2019
Last Calibration Date	Last Calibration Date

April 30/19  \_\_\_\_\_  
 Date Operator's Sign Inspector's Sign

**Overall results:**  
 The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
 The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Provenance is an additional proof of electrode integrity with a high voltage test.



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	
Device type	PROMAG S3 W DNS8	K-Factor	0.8254 - 0.8254
Serial number	LAD18216000	Zero point	-18
Software Version Transmitter	V2.03.00	Software Version IO-Module	V1.06.00
Verification date	04/15/2019	Verification time	09:52 AM

Verification Flow end value ( 100 % ): 7.854 Vs  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	Test Transmitter			
	Amplifier	0.393 Vs (5%)	1.50 %	-0.43 %
		0.785 Vs (10.0%)	1.00 %	-0.08 %
		3.927 Vs (50.0%)	0.60 %	-0.03 %
		7.854 Vs (100%)	0.55 %	-0.03 %
	Current Output 1			
		4.000 mA (0%)	0.05 mA	-0.010 mA
		4.800 mA (8%)	0.05 mA	-0.009 mA
		5.600 mA (10.0%)	0.05 mA	-0.020 mA
		12.000 mA (50.0%)	0.05 mA	0.001 mA
		20.000 mA (100%)	0.05 mA	0.034 mA
		start value	Limits range	Measured value
	Test Sensor			
	Coil Curr. Rise	3.500 ms	0.000..10.875 ms	4.359 ms
	Coil Curr. Stability			
	Electrode Integrity	mV	0.0..300.000 mV	3.272 mV

Legend of symbols				
Passed	Failed	not tested	not testable	Attention

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	
Device type	PROMAG 53 W DN50	K-Factor	0.8264 - 0.8264
Serial number	LA018216009	Zero point	-18
Software Version Transmitter	V2.93.00	Software Version I/O-Module	V1.06.00
Verification date	04/15/2013	Verification time	09:52 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 20/27	VOLUME FLOW	4-20 mA activ	0.0 l/s	12.63 l/s		

Actual System Ident

115.0

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 4.6 FIT 102 Well #2

DTM Version: 3.29.00

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### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	WELL2
PROMAG 53 W DN50	Tag Name
Device type	0.9018 - 0.9018
E313F519000	K-Factor
Serial number	0
V2.03.00	Zero point
Software Version Transmitter	V1.05.03
04/15/2019	Software Version IO-Module
Verification date	10:19 AM
	Verification time

### Verification result Transmitter: Passed

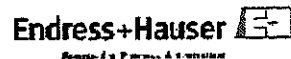
Test item	Result	Applied Limits
Amplifier	Passed	Basic: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details	Simubox Details
6824287	8784351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

Apr 30/19 \_\_\_\_\_  
 Date Operator's Sign Inspector's Sign

**Overall results:**  
 The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
 The calibration of the Fieldcheck test system is fully traceable to national standards.

1) Prerequisite is an additional proof of electrode integrity with a high voltage test.



# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	WELL 2
Device type	PROMAG S3 W DNS0	K-Factor	0.9018 - 0.9018
Serial number	E313F519000	Zero point	0
Software Version Transmitter	V2.03.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2019	Verification time	19:19 AM

Verification Flow end value ( 100 % ): 7.854 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
	<b>Amplifier</b>			
✓		0.393 l/s (5%)	1.50 %	-0.40 %
✓		0.785 l/s (10.0%)	1.00 %	-0.07 %
✓		3.927 l/s (50.0%)	0.50 %	-0.04 %
✓		7.854 l/s (100%)	0.55 %	0.02 %
	<b>Current Output 1</b>			
✓		4.000 mA (0%)	0.05 mA	-0.009 mA
✓		4.800 mA (5%)	0.05 mA	-0.005 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.022 mA
✓		12.000 mA (50.0%)	0.05 mA	-0.004 mA
✓		20.000 mA (100%)	0.05 mA	0.019 mA
---	<b>Pulse Output 1</b>	---	---	---
		Start value	Limit range	Measured value
	<b>Test Sensor</b>			
✓	Coil Curr. Rise	3.500 ms	0.000-10.875 ms	4.395 ms
✓	Coil Curr. Stability		---	---
✓	Electrode Integrity	mV	0.0-300.000 mV	3.287 mV

Legend of symbols				
✓	✗	---	?	!
Passed	Failed	not tested	not testable	Attention



# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	WELL2
Device type	PROMAG S3 W DNS0	K-Factor	0.0018 - 0.0018
Serial number	E319F519000	Zero point	0
Software Version Transmitter	V2.03.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2019	Verification time	10:19 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA activ	0.0 1/s	12.63 1/s		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	1.893 1/P	Passive/Positive	100.00 ms		

Actual System Ident.

119.0

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997  
**4.7 FIT 104 Well #4**

DTM Version: 3.29.00

Page 1/3

## Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	WELL 4
PROMAG 53 W DN50	Tag Name
Device type	0.8336 - 0.8336
D4073916000	K-Factor
Serial number	0
V2.02.00	Zero point
Software Version Transmitter	V1.05.03
04/15/2019	Software Version I/O-Module
Verification date	10:32 AM
	Verification time

### Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details	Simubox Details
240223	8784351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

Date: April 30/19      Operator's Sign: [Signature]      Inspector's Sign: \_\_\_\_\_

**Overall results:**  
 The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
 The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Prerequisite is an additional proof of electrode integrity with a high voltage test.



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

Page 2/3

## FieldCheck - Result Tab Transmitter

Customer		PPlant	
Order code		Tag Name	WELL_4
Device type	PROMAG S3 W DNS9	K-Factor	0.8336 - 0.8336
Serial number	D4673910000	Zero point	0
Software Version Transmitter	V2.82.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2019	Verification time	18:32 AM

Verification Flow end value ( 100 % ): 7.854 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
✓	Amplifier	0.393 l/s (5%)	1.50 %	-0.46 %
✓		0.785 l/s (10.0%)	1.50 %	-0.09 %
✓		3.927 l/s (50.0%)	0.60 %	-0.01 %
✓		7.854 l/s (100%)	0.55 %	0.01 %
	<b>Current Output 1</b>			
✓		4.000 mA (0%)	0.05 mA	-0.009 mA
✓		4.800 mA (5%)	0.05 mA	-0.009 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.020 mA
✓		12.000 mA (50.0%)	0.05 mA	-0.001 mA
✓		20.000 mA (100%)	0.05 mA	0.023 mA
---	<b>Pulse Output 1</b>	---	---	---
		Start value	Limits range	Measured value
	<b>Test Sensor</b>			
✓	Coil Curr. Rise	3.500 ms	0.000 - 10.875 ms	4.304 ms
✓	Coil Curr. Stability		---	---
✓	Electrode Integrity	mV	0.0 - 300.000 mV	0.000 mV

Legend of symbols				
✓	X	---	?	!
Passed	Failed	not tested	not testable	Attention

# CapitalControls

Electrical/Control Panels -- PLC/SCADA Programming -- Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

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## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	WELL 4
Device type	PROMAG SS W DN50	K-Factor	0.8336 - 0.8336
Serial number	D4873910000	Zero point	0
Software Version Transmitter	V2.02.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2019	Verification time	10:32 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 28/27	VOLUME FLOW	4-20 mA activ	0.0 1/s	12.63 1/s		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	1.893 1/F	Passive/Positive	100.00 ms		

Actual System Ident.

117.0

# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 4.8 FIT 400 Treated Water

DTM Version: 3.29.00

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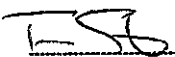
### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	DISTFLOW
PROMAG 53 W DN200	Taq Name
Device type	1.0101 - 1.0101
D403DE18000	K-Factor
Serial number	6
V2.02.00	Zero point
Software Version Transmitter	V1.05.02
04/15/2019	Software Version IO-Module
Verification date	10:03 AM
	Verification time

### Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Test Sensor	Passed	

<b>FieldCheck Details</b>	<b>Simubox Details</b>
240223	8784351
Production number	Production number
1.07.08	1.00.01
Software Version	Software Version
03/2019	03/2019
Last Calibration Date	Last Calibration Date

April 30/19  \_\_\_\_\_  
 Date Operator's Sign Inspector's Sign

**Overall results:**  
 The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. <sup>1)</sup>  
 The calibration of the Fieldcheck test system is fully traceable to national standards.

<sup>1)</sup> Prerequisite is an additional proof of electrode integrity with a high voltage test.



# CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

Page 2/3

## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	DISTFLOW
Device type	PROMAG S3 W DN200	K-Factor	1.0101 - 1.0101
Serial number	D493DE16000	Zero point	0
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.02
Verification date	04/15/2013	Verification time	10:03 AM

Verification Flow end value ( 100 % ): 125.004 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
✓	Amplifier	6.283 l/s (5%)	1.50 %	-0.46 %
✓		12.566 l/s (10.0%)	1.00 %	-0.04 %
✓		62.832 l/s (50.0%)	0.60 %	-0.04 %
✓		125.664 l/s (100%)	0.55 %	0.02 %
	<b>Current Output 1</b>			
✓		4.000 mA (0%)	0.05 mA	-0.010 mA
✓		4.800 mA (5%)	0.05 mA	-0.009 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.021 mA
✓		12.000 mA (50.0%)	0.05 mA	-0.002 mA
✓		20.000 mA (100%)	0.05 mA	0.022 mA
		<b>Start value</b>	<b>Limits range</b>	<b>Measured value</b>
✓	<b>Test Sensor</b>			
✓	Coil Curr. Rise	13.300 ms	0.000..27.625 ms	18.339 ms
✓	Coil Curr. Stability		—	—
✓	Electrode Integrity	mV	0.0..300.000 mV	3.267 mV

Legend of symbols

✓	✗	—	?	
Passed	Failed	not tested	not testable	Attention

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

Page 3/3

## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Tag Name	DISFLOW
Device type	PROMAG SS W DN200	K-Factor	1.0101 - 1.0101
Serial number	D483DE1C000	Zero point	5
Software Version Transmitter	V2.02.00	Software Version UC-Module	V1.05.02
Verification date	04/16/2019	Verification time	10:03 AM

Current Output	Assign	Current Range	Value 0 4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA actv	0.0 l/s	100.00 l/s		

Actual System Ident.

117.0

# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## 5.1 Calibration Certificates

### Calibration Certificate Kalibrations-Zertifikat

#### FieldCheck

Page 1 of 2  
Seite 1 of 2

Production Number Fabrikationsnummer	240223
Serial Number Seriennummer	990B140Z000
Manufacturer Hersteller	Endress+Hauser Flowtec AG CH-4153 Reinach

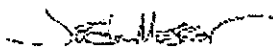
Date Of Calibration Kalibrierdatum	03/13/2019
Location Ort	DC-Greenwood
Test Instruction Prüfanweisung	CalCenter_2
Test Program Prüfprogramm	V1.01.10
Test Engineer Prüfer	MESSER

Used Test/Calibration Interface Verwendete Prüf-Kalibrierstelle	-
Used Test/Calibration Tools Verwendete Prüf-Kalibriermittel	Keithley DMM2700 due 07/2019 Yokogawa CAL100 due 08/2019
Max. Deviation (Specification) Max. Abweichung (Spezifikation)	
Current Source Stromquelle	0,01% of end value / des Endwertes (20mA) + 0,02% of signal / des Signals
Frequency Source Frequenzgeber	0,01% of signal / des Signals

Notes Bemerkungen	The above mentioned calibration tools are traceable to national standards / NIST  Die oben genannten Kalibriermittel sind rückführbar auf nationale Normale
----------------------	---

Date/Signature 03/13/2019

Serial No.	990B140Z000
Date	03-13-19
Production No.	240223





# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## Calibration Certificate Kalibrations-Zertifikat

### FieldCheck

Production Number / Fabrikationsnummer:  
Serial Number / Seriennummer:

240223  
98071402000

Page 2 of 2  
Seite 2 of 2

Measuring Data On Incoming Inspection Messdaten bei der Eingangsprüfung		Rated Value Vorgabewert	Meas. Value Messwert	Limit Value +/- Grenzwert +/-	Pass/Fail Cul/Fehlerhaft
Current Input Strom-Eingang	mA	0.000	0.005	0.005	Pass/Gut
	mA	20.000	19.994	0.010	Pass/Gut
Frequency Input Frequenz-Eingang	Hz	0.0	0.0	0.0	Pass/Gut
	Hz	8000.0	8000.0	4.0	Pass/Gut

Measuring Data After Calibration Messdaten nach Kalibrierung		Rated Value Vorgabewert	Meas. Value Messwert	Limit Value +/- Grenzwert +/-
Current Input Strom-Eingang	mA	0.000	0.002	0.002
	mA	10.000	10.000	0.004
	mA	20.000	20.001	0.005
Frequency Input Frequenz-Eingang	Hz	0.0	0.0	0.0
	Hz	1000.0	1000.0	1.0
	Hz	8000.0	7999.9	2.0

### Functional Safety Check Funktionaler Sicherheitscheck

This unit has passed the complete Functional Safety Check.  
All voltages and currents produced by this unit are within tolerances.

Dieses Gerät hat den vollständigen funktionalen Sicherheitscheck bestanden.  
Alle von diesem Gerät produzierten Spannungen und Ströme sind innerhalb der Toleranz.

Iss. Signature 03/10/2010



# Capital Controls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

10-830 Industrial Ave. Ottawa, ON K1G-4B8 Ph. 613 248-1999 Fax: 613 248-1997

## Calibration Certificate Kalibrations-Zertifikat

### SimuBox MID

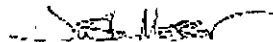
Production Number / Fabrikationsnummer: 8784351  
Serial Number / Seriennummer: 140F74C2E00

Page 2 of 2  
Seite 2 of 2

Measuring Data On incoming inspection Messdaten bei der Eingangsprüfung (Calculated from Voltage / Berechnete Mittelwerte)	Rated Value Vorgabewert [µV]	Meas. Value Messwert [µV]	Limit Value +/- Grenzwert +/- [µV]	Pass/Fail Ok/Fehlerhaft
Meas. Range 1	57.0	57.0	1.0	Pass/Ok
Meas. Range 2	234.0	232.8	3.0	Pass/Ok
Meas. Range 3	2004.0	2001.3	10.0	Pass/Ok
Meas. Range 4	11926.0	11821.2	20.0	Pass/Ok

Measuring Data After Calibration Messdaten nach Kalibrierung (Calculated from Voltage / Berechnete Mittelwerte)	Rated Value Vorgabewert [µV]	Meas. Value Messwert [µV]	Limit Value +/- Grenzwert +/- [µV]
Meas. Range 1	50.0	49.3	0.5
Meas. Range 2	300.0	299.5	1.0
Meas. Range 3	2000.0	1999.9	3.0
Meas. Range 4	10000.0	9999.6	5.0

Date/Signature: 16/03/2019



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Minutes of the Merrickville-Wolford Police Services Board dated September 2, 2020, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required

**Recorded Vote Requested By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N



**The Village of  
Merrickville-Wolford  
Police Services Board**

**Minutes**



Wednesday, September 2, 2020  
2:00 p.m. Called to Order

Council Chambers  
Village of Merrickville-Wolford

**Present:** Dell Bower, Victor Suthren, Mayor J. Douglas Struthers,  
Acting Inspector Nancy Graves, Acting Staff Sergeant Rene Cadieux, Christina Conklin,  
Secretary

**Declaration of Pecuniary Interest and general nature thereof:** None.

**Agenda:** Moved by Mayor Struthers, seconded by Victor Suthren. The Agenda of the Police Service Board Meeting of September 2, 2020 is approved as amended. Carried.

Note: The agenda was amended to include the addition of a speeding complaint from Mr. Cornelisse.

**Minutes:** Moved by Mayor Struthers, seconded by Victor Suthren. The Minutes of the Police Service Board of December 2, 2019 are approved as circulated. Carried.

**Selection of Board Chair:**

Nomination for Chair: All agreed that Dell Bower would remain as Chair until the first meeting of 2021.

**Unfinished Business:**

**Jim Luty:** Acting Staff Sergeant Cadieux advised when the email was received in December 2019, he forwarded it to the Traffic Management Officers (TMO). At that time, the speed spy was not working. It was also advised that 43 Provincial Offences Notices were issued on County Road 23.

**ACTION –** Acting Staff Sergeant Cadieux will have P/C Nick Lagare touch base with Mr. Luty to address his concerns regarding speeding and will set up the speed spy at that location.

**Robin Chinkiwsky:** Acting Staff Sergeant Cadieux indicated that 17 Provincial Offences Notices and 30 warnings were issued at this location on St. Lawrence Street.

**ACTION –** P/C Nick Lagare will follow up with Mr. Chinkiwsky.

**Peter Cornelisse:** Acting Staff Sergeant Cadieux advised that officers attended the location in question.

**ACTION –** Speed spy to be placed at that location. It is recommended that the white line be refreshed at that location.

**Delegations:** None.

**Reports and Statistics:**

Acting Inspector Nancy Graves presented the December 2019 OPP Report as it encompassed all calls for 2019. Acting Inspector Graves further indicated that the festive R.I.D.E. campaign resulted in 1 warning and 6 impaired charges.

Acting Inspector Graves presented the June 2020 OPP Report as it encompassed all data from January 2020 through to and including June 2020. D. Bower inquired as to the increase in patrol hours over March, April, May and June. Acting Inspector Graves indicated that this was a result of a decrease in calls for service arising from COVID-19.

Dates for the next PSB meeting were discussed. October 21, 2020 at 2:00 p.m. is the tentative date for the next PSB meeting.

Note: Acting Staff Sergeant Cadieux and Acting Inspector Graves left the meeting.

**Correspondence:**

1. Zone 2 Report received December 3, 2019  
Report was reviewed and received for information.
2. OAPSB Zone 2 Minutes of November 29, 2019  
Minutes were reviewed and received for information. D. Bower indicated that the meeting in Kingston was very informative.
3. Letter from Sylvia Jones, Solicitor General, dated January 15, 2020  
Correspondence was reviewed and received for information.
4. AMO Communications re: Composition of OPP Detachment Boards, dated January 15, 2020  
Correspondence was reviewed and received for information.
5. Ministry of Solicitor General Community Safety and Policing Act Presentation, dated January 30, 2020  
Presentation was reviewed and received for information.
6. Community Safety and Wellbeing Plan update April 20, 2020  
Plan was reviewed and received for information. D. Bower indicated the previous timeline for the completion of the plan was originally January 2021, however, due to COVID-19, the timeline has been extended. Mayor Struthers indicated that there had been discussions on completing a county-wide plan but has not heard anything further at the county level with respect to this issue. D. Bower indicated that the presenter from the meeting in Brockville indicated that PSBs should not plan on status quo and there would be changes to come.
7. Zone 2 Membership Update dated May 13, 2020  
Update was reviewed and received for information.
8. Commissioner Carrigue message dated June 4, 2020  
Correspondence was reviewed and received for information. Mayor Struthers indicated that the correspondence showed leadership and is very timely given the what is happening in the U.S. and the interest that has been shown in Canada as well.
9. R.I.D.E. Grant Application dated June 12, 2020  
The R.I.D.E. Grant Application was reviewed and received for information.

10. North Grenville PSB Rules and Procedures

The Rules and Procedures of the North Grenville Police Services Board were reviewed. D. Bower indicated that the Police Services Act indicates that each PSB is required to have their own set of rules and procedures. D. Bower further indicated that he has not seen the Merrickville-Wolford PSB Rules and Procedures in a long time and they likely need to be updated. Mayor Struthers suggested the Secretary could review the North Grenville PSB rules and procedures and adapt them to the needs of the Merrickville-Wolford Police Services Board.

**ACTION** – Secretary to bring revised rules and procedures to the next PSB meeting.

11. Public Safety Division All Chiefs Memo dated March 23, 2020

Memo reviewed and received for information.

12. OPP re: Revenue Distribution Processes dated June 8, 2020

Processes were reviewed and received for information.

13. Simcoe Reformer Article re: PSB responds to officer shortage dated June 30, 2020

Article was reviewed and received for information. D. Bower indicated he believes that Grenville County is currently at approximately 68% of their staff complement. Mayor Struthers indicated that we are paying a handsome amount for the OPP services but the amount we pay does not reflect the decrease in current OPP staff. Mayor Struthers also acknowledged that when asked whether Merrickville-Wolford is a safe community the answer is yes.

14. Public Safety Division Provincial Appointee Victor Suthren dated July 24, 2020

Correspondence was reviewed and received for information. Mr. Suthren took his Oath of Office immediately in advance of this meeting.

**ACTION** – Circulate a copy of this correspondence to Council at their next meeting.

15. Section 27 Information re: Provincial Appointees dated August 10, 2020

Correspondence was reviewed and received for information. Mayor Struthers indicated that he does not believe anyone from outside of the municipality has ever applied to be a member of the PSB.

Moved by Victor Suthren, seconded by Mayor Struthers. That correspondence items 1 through 15 as listed above be received for information purposes. Carried.

**In Camera:** None

**Next scheduled meeting:** October 21, 2020 at 2:00 p.m. (tentative)

**Adjournment.** Moved by Mayor Struthers, seconded by Victor Suthren. The Meeting of the Merrickville-Wolford Police Services Board does adjourn at 3:00 p.m. Carried.

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive Merrickville Public Library Board Minutes of October 8, 2020, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

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

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on October 8, 2020 at 12:30 pm via Zoom.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Other: Kirsten Finstad (Friends of the Library)

Meeting called to order at 12:41 pm.

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

**2. Adoption of Agenda:**

- Moved by Victor; seconded by Timothy. ADOPTED.

**3. Approval of Minutes:**

- Sept 10/20 board meeting – Moved by Carole; seconded by Wendy. APPROVED.

**4. Correspondence:**

- Email re: the amalgamation of the Southern Ontario Library Service and Ontario Library Service –North.

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

**6. Friends of the Library Report:** The Friends had their AGM via Zoom in September. The Friends reviewed their finances and fundraising plans. Most of their fundraisers for 2020 had to be cancelled; however, thanks to the success of the Village Chef fundraiser earlier in the year, they were able to continue to fund the library services they usually sponsor. They are currently looking into possibilities for 2021,

**7. Report from Council:** Timothy responded to questions re: the new subdivision.

**8. Librarian's Report:** see Librarian's Report (below)

**9. Other Business:**

**i. Updates:**

- **Accessibility Plan:** Have started looking into requirements for this – by checking with local consultant (Terry Gilhen), SOLS and government resources, and other libraries. Consultation with the disabled community may prove difficult during the pandemic, but will begin work on the other pieces. Should be able to bring something preliminary to the board by December.
- **Financial**
  - **Budget:** Have contacted municipal treasurer about this and have just received most of our year-to-date figures. I will start work on a draft budget and ask for more info on the reserve. There are no deadlines as yet, but anticipate reviewing the draft next month.
  - **New ILS (Circulation/Cataloguing software):** Mary Kate proposed moving ahead with replacing our ILS software, consideration of which had been deferred to the new strategic plan. Since the strategic plan has been put on hold and use of our online catalogue has increased (both due to the pandemic), the Board authorized Mary Kate to approach vendors for specifics with an eye to including this in the 2021 budget.
  - **Audited Financial Statement:** John has contacted the auditor to follow up on his questions. This is still pending.
- **Statistics:** John updated the Board on the work he has been doing on use statistics (to be included in the Community Needs Assessment).
- **Library Operations re: Pandemic:**
  - **Hours:** Mary Kate is planning to temporarily shift some of the library's open hours from evening to afternoon after the time change in November.
  - **Procedures re: COVID exposure:** Mary Kate has added to procedures in case of COVID exposure in the Library and/or staff are exposed / contract the virus.

**ii. Building Exterior Work:**

- **Roof RFQs:** Although we contacted 6 roofers re: the roof work, we did not receive any quotes. Carole will pass on an additional name, and Mary Kate and Brian will be talking with the head of Public Works about next steps, but we may not be able to find anyone available in 2020.

**10. Next meeting:** Thurs, Nov 12, 2020 at 12:30 pm via Zoom.

**11. Meeting Adjourned**

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_



## Statistics

September	2020	2019	2018	2017
<b>Patrons</b>	<b>774</b> + 93 OverDrive users:	1316 w/mtgs 1326 +13%	1160 -8.5 % w/mtgs 1169	1269 +2 % w/mtgs 1281
<b>(Kids/Youth)</b>	<b>157 (50k / 107y)</b>	<b>434 (87 / 347)</b>	<b>269 (79 / 190)</b>	<b>345 (111 / 234)</b>
<b>(Progs)</b>	31- at lib (4 prgs) Online Storytime (YouTube) 23 views	109-in (11 prgs, 2 CVs- in) 36-out of Lib, (4-prgs) 62 - Story Trail (6 + 1 CV)	72-in (10 prgs, 1 CV- in) 13-out of Lib, (2-prgs, 0 CV)	87-in (13 prgs in) 20-out of Lib, (3-prgs, 0 CV)
<b>Mtg Rm users</b>	15 virtual (2 Zoom mtgs)	10 (1 mtgs)	9 (1 mtgs)	12 (2 mtgs)
<b>Circulation</b>	<b>TOTAL: 2436</b> Lib: 1789 OverDrive: 598 (circ) Kanopy 49 (plays)	TOTAL 2497 +8% Lib: 2057 +4% OverDrive: 440(circ)	TOTAL 2315 +3% Lib: 1981 +1.5% OverDrive: 334(circ)	TOTAL 2248 -14.5% Lib: 1952 -18% OverDrive: 296(circ)
<b>(Adult/Child)</b>	(A-947, J-825, T-12)	(A-1298, J-722, T-37)	(A-1328, J-637, T-16)	(A-1249, J-658, T-45)
<b>Internet use (+wireless):</b>	<b>188</b> (75 / 113 wifi)	341 +40% (300 / 28w / 13 Tab)	243 -17% (210 / 25w / 8 Tab)	293 -14% (244 / 36w / 13 Tab)
<b>ILL borrowed/lent:</b>	57 in / 50 out	50 / 48	84 / 108	101 / 91

Visits are still much lower than 2019, but are up slightly from August (although there was one very slow week when the weather was really good), and our OverDrive use is still up significantly. Our overall circulation/uses are not down much from last year in total, aljp. We are still getting fewer youth visits, although there are a few coming regularly after school. Internet use is still down, although wireless use is pretty active. Evenings continue to be rather slow.

### Programs & Services:

#### Children's Programs:

**StoryTime:** Continued running it outdoors. Number of families is down now that school has started, so we have been able to do a couple of indoor storytimes (upstairs) when the weather was cold.

**Halloween:** Will try to do some Halloween activities that don't involve groups, eg green screen photos, take home craft, possibly a library scavenger hunt

**Book Clubs:** Have hosted one Zoom book club; other groups are still meeting outside. Are also offering a new online book club.

**Adult Art Group:** Reviving this as a Zoom art group hosted by the library, and using some of the group/library's art supplies. Gloria Stowell will be leading this, and the group seems enthusiastic.

**Off the Shelf:** Am working with Michael Phillips on this for Halloween and/or Christmas.

**Virtual Meeting Room:** Also offering to host Zoom meetings for community groups, etc., and provide some technical help for new users.

**Internet:** Continues to be slower than pre-pandemic, but is picking up a little.

**InterLibrary Loans:** This is gradually picking up. More libraries are coming back in October, including some of the larger ones.

**Seniors Home:** Rosebridge Manor does not want loans at this time.

**Pools:** The new LP pool is in.

**Meeting Room:** The meeting room is still being used to house quarantined returns, and extra chairs, etc.

**Collection:** Fall bestsellers are coming in. Working on eresource subscriptions for 2021.

**Volunteers:** We are gradually having some of the volunteers come back. Am waiting to see what happens with the pandemic's second wave.

**Donations:** We have received a few more donations from library members.

**Facilities:** Have ordered the new barrier for the front desk (to replace the functional, but unattractive temporary one), and have purchased a new vacuum, which the Friends are sponsoring.

**Publicity/Outreach:** The usual Phoenix column (although this is now every 2 months), the webpage and Facebook updates. There is an upcoming article on the library in the NG Times.

**Partnerships/Outreach:** Starting to publicize the Seed Library project (with Sustainable Merrickville-Wolford) – seed saving info is on website. Next story for Story Trail is ready to go

**Professional Development, Meetings, etc:** Attended webinars on virtual programming, eresources, pandemic-related changes. There is an upcoming Small Libraries Committee meeting (online) & a focus group on the SOLS-OLS-N amalgamation.

**Grants, etc:** We have received a grant from the Kathleen Brown Fund. Will be collecting data for the Annual Survey (tied to the provincial operating grant) in the next few weeks.

**Plans for month:** Things to work on: preparing the draft budget, follow-up roof/exterior repairs, ordering eresources, Halloween activities, online programming, moving forward on accessibility plan and ILS info plus the (somewhat-reduced) usual library business.

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report CAO-10-2020, being a report regarding the Merrickville Public Library building lease terms, for information purposes.

Carried / Defeated

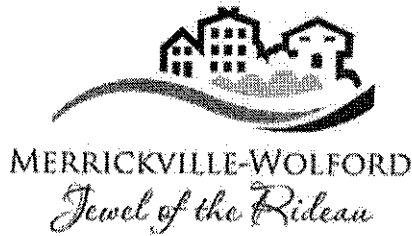
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J. Douglas Struthers, Mayor

For Clerk's use only, if required.

### Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N



Village of Merrickville - Wolford

Report CAO-10-2020  
Finance Department  
Information Report to Council  
Date of Council Meeting: November 23, 2020

RE: Merrickville Public Library Building

**OBJECTIVE:**

In response to a request from Council, this report is to provide Council with information regarding the Village's lease with the Merrickville Public Library for use of the library building and responsibility for repairs to the building.

**RECOMMENDATION:**

**THAT: Council does hereby receive report CAO-10-2020, being a report regarding Merrickville Public Library building lease terms, for information purposes.**

**BACKGROUND:**

At the August 24, 2020 Regular Council Meeting, Council discussed the Merrickville Public Library Board's Minutes of March 12, 2020 and repairs that are needed to the library building. The Library Board's Minutes state:

*"Budget 2020: Timothy reports that there has been no issues re: the municipal operating grant for the library; however, the capital costs for the library exterior repairs will now be downloaded onto the board and the library reserve fund. The board discussed how to move forward in light of this development."*

When considering the above-noted issue, it's important for context to understand that the *Public Libraries Act (PLA)* is the key piece of legislation governing Ontario's public libraries. Under the PLA, public libraries in Ontario must be operated under the management and control of a public library board.

The Board has the authority to formulate policies concerning the operations and services of the public library. The PLA is very clear in establishing the board's authority for the management and control of the library including the authority to appoint the Board's secretary and treasurer; hire the Chief Executive Officer (CEO); determine the terms of their employment, pay and benefits; and, to open bank accounts in the name of the library Board.

During Council's August 24<sup>th</sup> discussion, Council directed staff to bring back a report, clarifying ownership of the library building, who is responsible for the repairs to the

library building, and the status of previously allocated funds for the library building repairs project.

### **ANALYSIS:**

The Library Board established a Library Building Reserve in 1995. Village staff have no records regarding the stated purpose for the Reserve. Most Library records are maintained by the Library and this report has been developed with information that is available to Village staff from Village records only. However, it is Village staff's understanding that contributions to the reserve have originated partly from bequeaths and other sources such as donations. At year end in 2009, the Library Building Reserve had a reported balance of \$63,987.79.

In 2010, the Corporation of the Village of Merrickville-Wolford received ownership of the current library building from the Lions Club as a donation for use as a public library. The Library Board of the Corporation of the Village of Merrickville-Wolford (i.e., "the Library") entered into a 25-year lease agreement with the Corporation of the Village of Merrickville-Wolford (i.e., "the Corporation") with respect to the property located at 446 Main Street West for the purposes of operating a public library from that location. As part of the lease agreement, (Schedule "A"), the Library agreed to pay the Corporation rent of \$1.00 per year and that:

*"The Library will pay in addition to the aforementioned rent, all moneys required to maintain and operate the premises as a library, including but not limited to all hydro, water, sewer, heat, telephone, insurance, maintenance and repairs, both as a maintenance and capital nature. In it's simplest terms, the Library will pay all costs and expenses of the land and premises in this lease, and this lease it totally care free to the Corporation".*

The term of the lease agreement is September 1, 2010 to August 31, 2035. The agreement was signed by the library CEO and a member of the Library Board, as well as the Village's CAO/Clerk and Mayor at the time. The signed lease agreement clearly establishes that the Library Board is responsible for *all* maintenance and repairs.

The original name of the Library Building Reserve account implies that the purpose of the Reserve when it was established in 1995 was related to the purchase and/or maintenance of a library building. However, it would also appear that the need to purchase a building was alleviated in 2010 when the Corporation and the Library executed the current lease agreement. On June 13, 2019, the Library Board approved Resolution 19-02 to delete the word "Building" from the name of the reserve, making it simply the "Library Reserve". As at December 31<sup>st</sup> 2019, the Library Reserve had a balance of \$84,051.

At the time of this report, Village staff have no key, alarm system passcode or other independent access or control of the library building. Village staff provide advice to the CEO regarding building maintenance and repairs but rely upon library staff to provide access. Village staff also provide payroll and other financial services, and Council approves the Library Budget annually.

Given that the lease agreement stipulates very clearly that library building repairs are the responsibility of the Library and the Library Board has accumulated significant, sufficient funds in reserve to repair the building, it has been Village staff's understanding that the building repairs are to be paid for from the Library's Reserve.

Should Council choose instead to renegotiate or terminate the library lease agreement with a view to the Village covering library building maintenance and repair costs, these costs would have to be covered through increased property taxes. Alternatively, Village staff recommend that the funds in the Library's Reserve be transferred to the Village.

The 2019 Village capital budget included \$6,500.00 for library repairs. However, it was determined that this amount was not enough to cover the cost of the repairs. The project was postponed to 2020 and an increased budgeted amount was presented to Council during budget deliberations. Library repairs were then included in the draft 2020 capital budget to cover a total estimated cost of \$20,000.00.

However, the first draft 2020 budget presented to Council resulted in a potential 5.5% tax increase over 2019 which led Council to direct staff to make cuts and bring back a budget with a smaller tax increase. At this time, Village staff located a copy of the library lease agreement and realized that the lease agreement with the Library Board clearly indicated that the Library is responsible for repairs and maintenance to the building. Since the cost to repair the library is the responsibility of the Library, Council directed staff to reduce the draft budget and this item was removed from the 2020 budget. The \$6,500.00 that was allocated in the 2019 budget became part of the overall 2019 surplus at year end.

Libraries often rely on municipalities to help with their day-to-day financial administration. While the Library Board remains responsible for operations and services, many boards work to eliminate duplication of functions by having the municipality provide financial services to them. The intended and actual results of these arrangements is to reduce the library's administrative costs. The Village of Merrickville-Wolford provides these services to the Library at no additional cost. Finance staff are responsible for the following services:

- Processing library payroll;
- Processing library accounts payable invoices;
- Remitting library payroll remittances for WSIB, OMERS, EHT, CPP, EI and Income Tax;
- Reconciling library bank accounts;
- Administering group benefits and pension plan; and
- Facilitating the auditing process and annual budget.

Each year the Village provides funding to the Library in the form of a monthly grant. The 2020 amount is \$94,225.00, which represents 75% of the library's revenue. This amount is already being funded through taxation. Grants provided to the library over the past 3 years have increased at a rate of approximately 6% per year. The tables in the Budget/Legal Implications section of this report outline the services provided to the Library by the Village. Please see attached Schedule "B" for a copy of the library's 2020 budget.

**BUDGET/LEGAL IMPLICATIONS:**

The budget implications are identified in the 2020 municipal budget.

The following tables summarize the 2018 and 2019 library grants approved by Council to support the library and provide a more fulsome summary of the overall financial support in 2020:

2018 library grant	\$ 84,500.00
2019 library grant	\$ 89,177.00

2020 library grant	\$ 94,225.00
In-Kind Commercial Rent	\$ 43,200.00
Financial In-Kind Services	\$ 11,161.00
Snow clearing In-Kind Services	\$ 2,000.00
<b>Total Financial Support</b>	<b>\$150,586.00</b>

The above-noted In-Kind Commercial Rent assumes an annual commercial lease rate of \$10/sq ft downstairs X 3600 sq ft + \$4/sq ft upstairs X 1800 sq ft.

The above-noted Financial In-Kind Services is based upon an annual estimate of 274 hours staff time X average \$40.73/hour.

Village staff do not track time spent advising the Library CEO regarding building maintenance and/or repairs.

**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:**

Fiscal sustainability is an important part of providing efficient services to ratepayers.

**CONCLUSION:**

This report is for information purposes only.

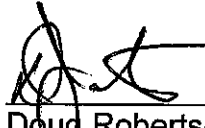
**ATTACHMENTS:**

Schedule "A" – Library Agreement  
Schedule "B" – 2020 Library Budget

Jointly submitted and approved by:



\_\_\_\_\_  
Kirsten Rahm  
Manager of Finance – Treasurer



\_\_\_\_\_  
Doug Robertson  
CAC/Clerk



**COMMERCIAL LEASE AGREEMENT**

**BETWEEN:**

**THE CORPORATION OF THE VILLAGE  
OF MERRICKVILLE-WOLFORD**

Hereinafter referred to as "the Corporation"

- and -

**THE LIBRARY BOARD OF THE CORPORATION OF THE  
VILLAGE OF MERRICKVILLE-WOLFORD**

Hereinafter referred to as "the Library"

WHEREAS the Corporation is the owner of the lands and premises municipally known as 446 Main Street West, in the Village of Merrickville-Wolford;

AND WHEREAS the Library was established prior to 1985 and is a public library pursuant to the Public Libraries Act, R.S.O. 1990 chapter p. 44;

AND WHEREAS Section 19 of the said Public Libraries Act allows the Library to lease land acquired for it's purposes;

AND WHERE the Library has determined it requires the land and premises municipally known as 446 Main Street West, in the Village of Merrickville-Wolford for it's purposes;

NOW WITNESSETH IN CONSIDERATION OF the mutual covenants in this agreement the parties agree as follows:

1. The Corporation will lease to the Library the premises known as 446 Main Street West, in the Village of Merrickville-Wolford.
2. The term of the lease shall be for twenty-five (25) years, commencing the 1<sup>st</sup> day of September 1, 2010 and terminating on August 31, 2035.
3. The rent shall be one dollar (\$1.00) per year, payable in advance on the 1<sup>st</sup> day of September, 2010 and on each anniversary day thereafter.

4. The Library will pay in addition to the aforementioned rent, all moneys required to maintain and operate the premises as a library, including but not limited to all hydro, water, sewer, heat, telephone, insurance, maintenance and repairs, both as a maintenance and capital nature. In it's simplest terms, the Library will pay all costs and expenses of the land and premises in this lease, and this lease is totally care free to the Corporation.
5. The Library shall only use the land and premises as a library.
6. The Library shall obtain written consent from the Corporation before undertaking any tenant improvements to the leased premises.
7. The Library acknowledges that it is subject to the Corporation's Signage By-Law.
8. Should the premises be damaged or destroyed to such an extent that it is unfit for the intended use, the Corporation in its sole discretion may terminate this lease.

DATED at Merrickville-Wolford, Ontario this            day of November, 2010.

**THE CORPORATION OF THE VILLAGE  
OF MERRICKVILLE-WOLFORD**

(the Corporation)

  
\_\_\_\_\_  
Per:

  
\_\_\_\_\_  
Per:

**THE LIBRARY BOARD OF THE  
CORPORATION OF THE VILLAGE OF  
MERRICKVILLE-WOLFORD**

(the Library)

  
\_\_\_\_\_  
Per:

  
\_\_\_\_\_  
Per:

**MERRICKVILLE LIBRARY**

2020 proposed.3

**Note: The Library Board is requesting \$94,225 for 2020.**

This includes a 2.5% increase from 2019, plus cost of the audit (previously in municipal budget)

**Budget 2020****RECEIPTS**

<i>Surplus - Previous Year (from grants)</i>	
Provincial grant	5,096
<b>Municipal Grant -- Merr-Wol</b>	<b>94,225</b>
Grants -- Montague Twp	8,000
Spec Grants (SOLS -internet/ILL postage))	1,000
In-house Revenue (fines, printing, etc)	2,800
ILL postage offset	400
Friends of Library & Adopt-a-Book	3,500
Other Donations	4,512
<i>Transfer from Reserves</i>	<i>6,500</i>

**TOTAL** 126,033**EXPENDITURES**

Salaries/Wages	<u>66,227</u>
Burden/MERC/Benefits	<u>16,984</u>
Cleaning	<u>2,300</u>
Book (etc.) purchases	<u>8,270</u>
Supplies (non-print)	<u>800</u>
Computer sftwr/expenses	<u>2,600</u>
<i>[Automation support (Mandarin)]</i>	<i>[1050]</i>
<i>[Internet Connectivity]</i>	<i>[700]</i>
Utilities	<u>6,000</u>
Communications	<u>1,400</u>
ILL postage	<u>1,200</u>
Programs (public)	<u>1,000</u>
Grp memberships/Licences/Pools	<u>1,425</u>
Prof Development/Education	<u>150</u>
Miscellaneous	<u>500</u>
Audit & Insurance	<u>4,200</u>
Bank Charges/Visa	<u>550</u>
General maintenance	<u>3,500</u>
Well sampling	<u>3,427</u>
Comp Repair/Replace / IT support	
Capital Equipment	
<i>Special Purchases - reserve funds</i>	
<i>Building &amp; Equipment</i>	<u>5,000</u>
<i>Collections</i>	
<i>Other</i>	<u>500</u>

**TOTAL** 126,033Remaining 0 0**CAPITAL PROJECTS****NOTE: Surplus funds from Donations, etc. remaining at Year End to be transferred into Library Reserve.**

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VILLAGE OF MERRICKVILLE-WOLFORD

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Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 63-2020, being a by-law to adopt a Delegation of Powers and Duties Policy and to delegate powers and duties, be read a first and second time, and that By-law 63-2020 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 63-2020**

**BEING A BY-LAW TO ADOPT A DELEGATION OF POWERS AND DUTIES POLICY  
AND TO DELEGATE POWERS AND DUTIES**

WHEREAS Section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a municipality are to be exercised by its council;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, as amended, 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 Section 8(1) of the Municipal Act, 2001, as amended, states the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 23.1(1) of the Municipal Act, 2001, as amended, authorizes a municipality to delegate its powers and duties under this or any other Act to a person or body, subject to the restrictions set out in that Part;

AND WHEREAS Section 270 (1) of the Municipal Act, 2001, as amended, provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties;

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

1. That the Delegation of Powers and Duties Policy attached hereto as "Schedule A" and forming part of this by-law is hereby approved and adopted.
2. That the Schedule of Delegation of Powers and Duties attached hereto as "Schedule B" and forming part of this by-law is hereby approved and adopted.
3. That By-law 51-2018 and any other by-laws inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the passing thereof.

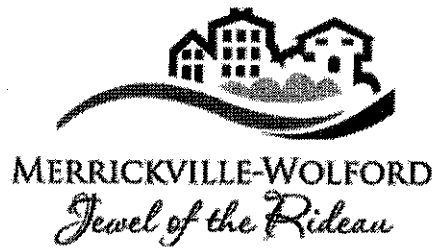
Read a first, second and third time and passed on the 23<sup>rd</sup> day of November, 2020.

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J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk



## Delegation of Powers and Duties Policy

### 1. Policy Statement

1.1 The Council of the Corporation of the Village of Merrickville-Wolford, as a duly elected municipal government, is directly accountable to its constituents for its legislative decision making, policies, and administrative powers. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the Village and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to municipal staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the *Municipal Act, 2001*, and will respect the applicable restrictions outlined in the *Municipal Act, 2001*.

### 2. Purpose

2.1 Section 270 of the *Municipal Act, 2001*, requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority to establish principles governing such delegation.

### 3. Definitions

3.1. For the purposes of this Policy:

**"Act"** means the Municipal Act, 2001, S.O. 2001, c.25, as amended;

**"Administrative Powers"** means all matters required for the management of the corporation that do not involve discretionary decision-making.

**"Approval"** includes authority to sign for approval and execute an agreement, contract, release, waiver, application or document intended to bind the Corporation, and includes any renewal, amendment or termination thereof, and **"Approve"** has a corresponding meaning;

## Schedule "A" to By-law 63-2020

**"Approved as to Content"** means that the content, substance and material dealt with in the document are approved and are in accordance with authority delegated under this by-law;

**"Approved as to Form"** means that the document is approved for execution in the correct form and procedures of the Village in accordance with the authority delegated under this By-law;

**"By-law"** means By-law \*\*-2020 and includes its Schedules;

**"Chief Administrative Officer"** or **"CAO"** means the Village's Chief Administrative Officer appointed by Council;

**"Chief Building Official"** or **"CBO"** means the Village's Chief Building Official appointed by Council;

**"Clerk"** means the Village Clerk as appointed by Council;

**"Corporation"** means The Corporation of the Village of Merrickville-Wolford;

**"Council"** means the elected Council of The Corporation of the Village of Merrickville-Wolford;

**"Department Head"** means the head of an operating department appointed by Council and includes the Chief Administrative Officer;

**"Delegation of Powers and Duties Policy"** or **"Policy"** means this policy that has been approved by Council in accordance with Section 270(1) paragraph 6 of the Act;

**"Fire Chief"** means the Village's Fire Chief appointed by Council;

**"Legislative Powers"** means all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision-making authority.

**"Restricted Acts Period"** means the period of time after nomination day but before voting day when Council's powers are limited pursuant to section 275(1) of the Act;

**"Solicitor"** means a solicitor licensed to practice law in Ontario retained by the Village to provide legal advice;

**"Treasurer"** means the Village's Treasurer appointed by Council;

**"Usual Operations"** means the activities and administrative decision making required as part of the day-to-day operations of the department in the ordinary course of business, which are not legislative or quasi-judicial in nature.



## Schedule "A" to By-law 63-2020

### 4. Policy Requirements

4.1 Council supports the delegation of powers and duties to provide efficient management of municipal operations and to respond to matters in a timely fashion. The following shall be the general rules and guidelines relative to the delegation of Council powers and duties:

- 1) All delegation of powers and duties that are made by Council on or after the date of this By-law comes into force shall be made:
  - a) In accordance with Sections 23.1 to 23.5 of the Municipal Act S.O. 2001 inclusive, or with any other applicable legal requirement; and
  - b) By resolution confirmed by by-law or by by-law alone.
- 2) Unless otherwise specified, a delegation of power or duty to any officer or employee of the Village includes a delegation to a person who is appointed by the Chief Administrative Officer or by the delegate to act in the capacity of the delegate in their absence.
- 3) Council shall not delegate any of the following powers and duties under Section 23.3(1) of the Act:
  - a) The power to appoint or remove from office an officer of the Village whose appointment is required by the Municipal Act, S.O. 2001.
  - b) The power to pass a by-law under section 400.1, Parts VIII, IX, IX.1 and X of the Municipal Act S.O. 2001.
  - c) The power to incorporate corporations in accordance with section 203 of the Municipal Act S.O. 2001.
  - d) The power to adopt an Official Plan, Zoning by-law, Development Permit System, or amendments to any of the aforementioned under the Planning Act.
  - e) The power to pass a by-law under Subsections 108 (1) and (2) and 110 (3), (6) and (7) of the Municipal Act S.O. 2001.
  - f) The power to adopt a community improvement plan under section 28 of the Planning Act, if the plan includes provisions that authorize the exercise of any power under Subsection 38 (6) or (7) of that Act or under Section 365.1 of the Municipal Act S.O. 2001.

## Schedule "A" to By-law 63-2020

- g) The power to adopt or amend the budget of the Village.
- h) Any other power or duty that may be prescribed by law.

4.2 A document executed under authority delegated by this by-law shall first be Approved as to Content by the Department Head, Chief Administrative Officer or delegate, and should be initially Approved as to Form by the Village Solicitor.

4.3 In the event of any inconsistency between this By-law or any other Village By-law, the more restrictive provision shall prevail to the extent of the inconsistency.

4.4 It is the opinion of Council that any of the legislative powers delegated pursuant to this By-law are of a minor nature within the meaning of subsection 23.2(4) of the Act.

### **5. Interpretation**

5.1 Throughout this By-law (i) the term "including" or the phrases "e.g.," or "for example" shall be interpreted to mean "including, without limitation", (ii) the singular includes the plural and vice-versa and (iii) any gender includes the other gender, unless the context requires otherwise.

5.2 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

### **6. Policy Management**

6.1 Staff are authorized and directed to take the necessary action to give effect to this policy.

6.2 Any reference to legislation, regulations or By-laws in this By-law shall be interpreted to include all amendments and any successor legislation thereof.

Schedule "B" to By-law 63-2020

<b>Authority Being Delegated</b>	<b>Person(s) to whom the Authority is being Delegated</b>	<b>Limitations of Authority</b>
Execution of Professional Services Agreements	CAO and Treasurer, or designates	For all planning matters where the Village requires a deposit of \$50,000 or less
To perform the duties of the Head under the Municipal Freedom of Information and Protection of Privacy Act	CAO, or designate	<p>All decisions may be reviewed by the Head, who shall retain final approval authority in the event that they disagree with any decision.</p> <p>To confer with Council should the decision to grant or refuse the request have significant consequences of the interests of the Corporation.</p>
Authority to execute extensions on Council approved agreements concerning grants that the Village has received from other agencies (Province etc.).	CAO and Treasurer, or designates	

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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 62-2020, being a by-law to confirm the proceedings of the regular Council meeting of November 23, 2020, be read a first and second time, and that By-law 62-2020 be read a third and final time and passed.

Carried / Defeated

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J. Douglas Struthers, Mayor

**THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD**

**BY-LAW 62-2020**

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 NOVEMBER 23, 2020

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 November 23, 2020 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 November 23, 2020 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 23<sup>rd</sup> day of November, 2020.

\_\_\_\_\_  
J. Douglas Struthers, Mayor

\_\_\_\_\_  
Doug Robertson, CAO/Clerk

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 20

Date: November 23, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

### 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 regular meeting of Council on Monday, December 14, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

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J. Douglas Struthers, Mayor

For Clerk's use only, if required

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N