

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

**BY-LAW No. 23- 2021**

**BEING** a By-Law to adopt the 2021 Operating, Capital, Water & Wastewater, and Library Budgets, and the 2021 Salary Grid.

**WHEREAS** pursuant to section 290 of the Municipal Act, S.O. 2001, a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

- 1 The Municipality-managed General Municipal Operating and Capital Budgets are attached hereto marked as Schedule "A" and forming part of this by-law is hereby adopted as the General Municipal Operating & Capital Budget for the Corporation of the Village of Merrickville-Wolford for the year 2021.
- 2 The Municipality-managed Water and Wastewater Operating and Capital Budget is attached hereto marked as Schedule "B" and forming part of this by-law is hereby adopted as the Water and Wastewater Budget for the Corporation of the Village of Merrickville-Wolford for the year 2021.
- 3 Any surplus at the end of the fiscal year shall be transferred to working fund reserves and should there be a deficit, it shall be funded through working fund reserves.
- 4 The 2021 Salary Grid is attached hereto marked as Schedule "C" and forming part of this by-law is hereby adopted.
- 5 The 2021 Merrickville Public Library Budget is attached hereto as Schedule "D" and forming part of this by-law is hereby adopted.
- 6 This By-Law shall be deemed to have been passed and in effect as of the 1<sup>st</sup> day of January, 2021.

**READ** a first and second time this 26<sup>th</sup> day of April, 2021.

**READ** a third and final time and passed this 26<sup>th</sup> day of April, 2021.

  
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J. Douglas Struthers, Mayor

  
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Doug Robertson,  
CAO/Clerk

Village of Merrickville-Wolford

2021 BUDGET

SCHEDULE A

	2021 BUDGET			
	OPERATING REVENUE	OPERATING EXPENSE	CAPITAL REVENUE	CAPITAL EXPENSE
<b>TAXATION &amp; OTHER REVENUE</b>				
Tax Levy - Operating Portion	2,751,089			
Tax Levy - Capital Portion			426,500	
Fees/Grants/PIL	536,841			
<b>General Government</b>				
Council		58,901		
Administration	264,337	914,461		87,791
<b>Protection Services</b>				
Fire	16,476	319,619		300,000
Emergency Measures		400		
Police	8,695	468,010		
By Law	2,950	35,048		
Conservation Authority		22,895		
<b>Transportation Services</b>				
Public Works	9,000	1,273,782	18,000	805,144
<b>Environmental Services</b>				
Waste Management	189,225	213,726		13,645
<b>Donations and Grants</b>				
Capital Reserves	70,758	14,235	679,804	
<b>Recreation and Cultural Services</b>				
Recreation	19,200	131,067	17,000	135,000
Museum	18,200	30,252		
Library		99,000		
<b>Planning and Development</b>				
Building	188,500	188,259		30,000
Planning	72,530	112,805		
Economic Development & Tourism	60,000	186,305		84,160
<b>TOTALS</b>	<b>4,207,801</b>	<b>4,207,801</b>	<b>1,455,740</b>	<b>1,455,740</b>

OPERATING EXPENSES	4,207,801
CAPITAL EXPENSES	1,455,740
<b>TOTAL EXPENSES</b>	<b>5,663,542</b>

TAX LEVY - OPERATING PORTION	2,751,089
TAX LEVY - CAPITAL PORTION	426,500
<b>TOTAL 2020 TAX LEVY</b>	<b>3,177,589</b>

Schedule A continued

Recommended Capital Projects		2021 Budget	Description	Taxation	Other	Cash in hand	Reserves	Grants	Gas Tax	OCF
Kubota		\$35,000	Replace kubota As part of the emergency management plan, the Merrickville Community Centre is designated as our emergency shelter. A generator is needed to provide heat and hydro for the shelter		\$18,000	\$17,000				
Community Centre upgrades		\$100,000	Replacing 2002 truck				\$60,000	\$100,000		
Fire/PW truck		\$60,000	Prioritized per road needs study							\$381,160
Tar and chip roads maintenance lift and ditching:			Road needs maintenance lift as part of regular program; has been deferred for last 2 years							\$139,484
Bates resurfacing & ditching		\$160,000	Surface treat various roads as part of maintenance program							
Reid Street		\$40,000	deferred from previous years, overdue, at risk of requiring complete surface restructure, supported by road needs study							
Ireland		\$125,000								
Weedmark		\$100,000								
Snowdons Corners Rd (portion of)		\$95,644	To complete aging existing imager	\$5,000				\$5,000		
Fire Dept Thermal Imager		\$10,000	To replace existing doors that are rusting out	\$6,000						
Fire hall double doors		\$6,000	To repair unsafe broken and rusting structural parts	\$10,000						
Tanker 2 repairs		\$10,000	Setting aside funds for new firetruck in 2022	\$175,000						
Fire Rescue Pumper truck		\$175,000	Capital repairs	\$6,000						
Fire Brush truck body repairs		\$6,000	Added safety feature when backing up	\$4,500						
Back up cameras for PW trucks		\$4,500	Replace 2009 truck	\$190,000			\$90,000			
PW plow truck		\$280,000	Merrickville/County Project boulevard beautification	\$5,000	\$54,160					
Mill St Boulevard Beautification		\$99,160	Plantings for Merrickville Square	\$2,500						
Plantings Merrickville Square		\$2,500	Sign for Merrickville Square	\$20,000						
Merrickville Square sign		\$20,000	Building and equipment security	\$2,500						
Security cameras		\$11,600	Repair and restore existing map display	\$2,500						
Chamber Map Display		\$2,500								
<b>Additional Items from 2020 budget</b>										
Admin roof		\$3,000	The roof is leaking at the valleys and causing damage inside building, also leaking on electrical wiring posing a fire hazard				\$3,000			
Digitization of Village records		\$30,082	To scan and digitize records to preserve the security of our records and generate efficiencies for document recovery				\$30,082			
Zoning Bylaw review		\$30,000	Mandated by province				\$30,000			
AMP		\$40,109	Municipalities are required to have an asset management plan in place in July 2022				\$40,109			
Floor repairs		\$3,000	Tiles coming up and are in need of replacement				\$3,000			
Fire shower		\$3,000	For volunteer firefighters				\$3,000			
Fire Pump		\$30,000	Adding a VFD to improve efficiency and control				\$30,000			
LF building		\$13,645	Floor starting to rot, poor wiring, hard to heat and cool				\$13,645			
<b>Additional Items</b>										
For Council Consideration**:										
Chamber map display x 2		\$18,000	Additional requested map display by Chamber							
HF McLean		\$120,000	Merrickville Estate Residents Association (MERA) request to pave HF McLean Rd; gravel shoulders only, does not include base reconstruction or ditching cost, no culvert cost included; non tendered quote was provided to MERA.							

\$1,455,740

\$426,500 \$72,160 \$17,000 \$314,436 \$105,000 \$381,160 \$139,484

\*\* These items have not been included in 2021 budget

**Village of Merrickville-Wolford**  
**Water-Wastewater 2021 Budget**

**SCHEDULE B**

2021

**Revenue**

Revenue	1,295,879
Grants	0
Transfers From Reserves	72,342
<b>Total Revenue</b>	<b>1,368,221</b>

**Expenditures**

Village Administration	10,000
Insurance	15,931
OCWA Operation	676,059
Debt Charges	230,751
Line Breaks	10,000
Department Operations	147,610
Transfer to Reserves	119,000
Capital	158,870
<b>Total Expenditures</b>	<b>1,368,221</b>

Schedule C

Village of Merrickville-Wolford  
Salary Grids  
For the Fiscal Year 2021

		Full Time 35 Hours per week					
	Steps	A	B	C	D	E	F
1	CAO/Clerk/Director of Economic Development	97,850	101,764	105,834	110,068	114,470	119,049
	Hourly	53.76	55.91	58.15	60.48	62.90	65.41
2	Treasurer/Manager of Finance	88,955	92,513	96,214	100,062	104,065	108,227
	Hourly	48.88	50.83	52.86	54.98	57.18	59.47
3	Manager of Community Development	75,525	78,546	81,688	84,955	88,354	91,888
	Hourly	41.50	43.16	44.88	46.68	48.55	50.49
4	Deputy Clerk & Deputy Treasurer	53,273	55,404	57,620	59,925	62,322	64,815
	Hourly	29.27	30.44	31.66	32.93	34.24	35.61
5	Planner 1/Special Projects Coordinator	52,343	54,437	56,614	58,879	61,234	63,683
	Hourly	28.76	29.91	31.11	32.35	33.64	34.99
6	Accounting Clerk	43,082	44,805	46,598	48,462	50,400	52,416
	Hourly	23.67	24.62	25.60	26.63	27.69	28.80
7	Receptionist	36,898	38,374	39,909	41,505	43,166	44,892
	Hourly	20.27	21.08	21.93	22.81	23.72	24.67

		Full Time 40 Hours per week					
	Steps	A	B	C	D	E	F
1	Manager of Operations/Fire Chief	84,370	87,745	91,255	94,905	98,701	102,649
	Hourly	40.56	42.19	43.87	45.63	47.45	49.35
2	Operations Lead Hand	56,176	58,423	60,760	63,190	65,718	68,346
	Hourly	27.01	28.09	29.21	30.38	31.60	32.86
3	Operations Equipment Operator	50,819	52,851	54,965	57,164	59,451	61,829
	Hourly	24.43	25.41	26.43	27.48	28.58	29.73

		Part-Time positions					
	Steps	A	B	C	D	E	F
1	Chief Building Official	65,455	68,073	70,796	73,628	76,573	79,636
	Hourly	35.96	37.40	38.90	40.45	42.07	43.76
2	By-law Enforcement Officer	22.80	23.71	24.66	25.65	26.67	27.74
	Hourly						
3	Landfill Supervisor	20.04	20.84	21.68	22.54	23.45	24.38
	Hourly						
4	Labourer	18.71	19.46	20.24	21.05	21.89	22.76
	Hourly						
5	Landfill Attendant	16.48	17.14	17.83	18.54	19.28	20.05
	Hourly						

	Library									
	Revenues									
		2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget				
79-5720	Library - Bank interest	981	1,632	1,000	681	700				
79-5730	Library - Provincial grants	5,096	5,096	5,096	5,096	5,096				
79-5732	Library - Special grants	84	52	300	587	500				
79-5740	Library - Village grants	84,500	89,117	94,225	94,225	96,000				
79-5740B	Library - Grants - Other Mun	7,790	7,790	8,000	7,790	8,200				
79-5750	Library - Internet cost recovery		628	700	696	700				
79-6709	Library - Donations - F of L	2,596	3,260	3,100	3,107	2,500				
79-6710	Library - Donations	13,403	20,049	4,912	21,845	2,700				
79-6715	Library - Adopt-a-Book	767	346	400	239	300				
79-6720	Library - Fines	555	486	500	302	350				
79-6721	Library - Room rental	414	149	200	65					
79-6725	Library - Deposits on books (replacements)	267	146		111					
79-6730	Library - Sale of books				131					
79-6731	Library - Misc Revenues	77	194	200	156	250				
79-6740	Library - Photocopies / Printing	978	969	900	528	750				
79-6750	Library - Memberships	25	25		25					
	Library - Transfer from Lib Reserve (79-6905)			6,500		5,000				
<b>TOTALS</b>		<b>117,533</b>	<b>129,939</b>	<b>126,033</b>	<b>135,585</b>	<b>123,046</b>				
	<b>Expenses</b>									
79-6810	Library - Salaries	51,142	52,253	53,623	53,000	53,259				
79-6820	Library - Salaries - PT	9,902	11,393	12,400	11,801	13,155				
79-6830	Library - Payroll Burden	4,761	4,889	5,248	4,984	4,745				
79-6831	Library - EHT	601	629	1,520	639	1,309				
79-6832	Library - Benefits	5,141	5,654	5,376	4,292	4,500				
79-6833	Library - OMERS	4,653	4,686	4,826	4,766	4,856				
79-6834	Library - WCB	227	186	218	183	188				
79-6840	Library - Book Purchases	8,973	7,922	7,000	6,502	7,000				
79-6841	Library - E-Resource subscriptions	1,770	2,470	1,270	2,312	1,275				
79-6842	Library - COVID-19				568	350				
79-6850	Library - Utilities	5,141	4,985	6,000	5,198	6,000				

79-6852	Library -	Communications			1,812	3,100	2,447	2,600
79-6852	Library -	Communications						200
79-6855	Library -	Cleaning	1,584		2,270	2,300	1,665	2,300
79-6860	Library -	Supplies - Non-Print	867		746	800	713	800
79-6861	Library -	Late payment fees	2					
79-6862	Library -	General maintenance	4,478		2,321	3,500	2,364	3,500
79-6866	Library -	Bank charges	698		585	550	721	550
79-6868	Library -	Computer expense	1,977		2,278	2,600	2,572	2,502
79-6868	Library -	Computer expense						2,500
79-6869	Library -	IT support	346		700			2,500
79-6880	Library -	Education /Prof Dev	432		150	150		
79-6882	Library -	Programmes	245		742	1,000	322	500
79-6883	Library -	Memberships & Licenses	678		426	1,425	526	550
79-6884	Library -	Insurance & Audit	3,876		4,147	4,200	3,844	3,980
79-6885	Library -	Capital Office Equip	2,397		1,444			
79-6910	Library -	Well sampling			3,427	3,427	3,427	3,427
79-6890	Library -	Misc	310		331	500	237	500
79-7810	Library -	Liby Bldg - Major Ren Int				5,000	4,580	
<b>TOTALS</b>			<b>111,631</b>		<b>116,446</b>	<b>126,033</b>	<b>117,664</b>	<b>123,046</b>
Surplus/(Deficit)			5902		13,494	0	17,921	0
		<b>Capital</b>						
		<b>Revenue</b>						
79-7730	Library -	Lib. Build. - Village Grant						3,000
79-7110	Library -	Surplus/Deficit - Library						14,000
<b>TOTALS</b>								<b>17,000</b>
		<b>Expenses</b>						
79-7820	Library -	Lib Build - Major Ren. Exter [Roof]						7,000
79-7820	Library -	Lib Build - Major Ren. Exter [Walls]						10,000
<b>TOTALS</b>								<b>17,000</b>

21 - Zoom subscrip

21-JASI sftwr-frm Rsrv

21-website-frm Rsrv