

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1880  
Reincorporated 1988



Telephone (613) 269-4791  
Facsimile (613) 269-3096

**VILLAGE OF MERRICKVILLE-WOLFORD**

**Agenda for Council  
Council Chambers**

Council Meeting 7:00 p.m.

Tuesday, October 13, 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 September 28, 2020
5. **Planning:** Planning Report of Forbes Symon of Jp2g Consultants Inc., October 9, 2020  
By-law 55-2020 re: Lifting Part Lot Control 112-114 Sophie Lane
6. **Public Works:** 2019 Annual Water and Wastewater Reports of OCWA  
By-law 53-2020 re: Adopt Tree Care and Maintenance Policy
7. **Library:** Board Minutes of August 17<sup>th</sup> and September 3, 2020
8. **Next meeting of Council:** Monday, October 26, 2020 at 7:00 p.m.
9. **Confirming By-Law:** 54-2020 re: Confirm Proceedings of Council meeting of October 13, 2020
10. **Adjournment.**

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## 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: October 13, 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 October 13, 2020 as:

\_\_\_ circulated.

\_\_\_ amended.

Carried / Defeated

J. Douglas Struthers, Mayor

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## 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: October 13, 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 September 28, 2020 as

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

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

Carried / Defeated

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

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

Monday, September 28, 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  
Christina Conklin, Deputy Clerk

**Guest:** Forbes Symon, Planner with Jp2g Consultants Inc.

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

**Approval of Agenda**

**R-234-20** 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 regular Council meeting of September 26, 2020, as circulated.

Carried.

**In Camera:**

**R-235-20** 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 move to an "In-Camera" session at 7:05 p.m. under Section 239 (2) of the *Municipal Act, 2001*, as amended, to address matters pertaining to:

1. Personal matters about an identifiable individual, including municipal or local board employees;
2. A proposed or pending acquisition or disposition of land by the municipality or local board; and
3. A positions, 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.

NOTE: Forbes Symon left the meeting at 8:20 p.m.

**Rise and Report:**

**R-236-20** Moved by Councillor Molloy, 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 8:45 p.m.

Carried.

**R-237-20** Moved by Councillor Molloy, Seconded by Councillor Halpenny

**Be it hereby resolved that:** The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Application for Approval of Draft Plan of Subdivision (08-T-20202), known as McLean Landing Phase II, together with preliminary planning and engineering comments from Jp2g Consultants Inc.; and

That Council does hereby direct staff to schedule a public meeting with respect to the above-referenced application as per requirements set out in the *Planning Act*.

Carried.

**R-238-20** Moved by Councillor Molloy, Seconded by Councillor Foster

WHEREAS given the rare and extenuating circumstances surrounding the interest accumulated with respect to the property tax billing at the property located at Roll No. 714 015 08000;

**Be it hereby resolved that** the Council of the Corporation of the Village of Merrickville-Wolford does hereby waive interest charges related to property taxes in the amount of \$23.74 with respect to the property located at Roll No. 714 015 08000.

Carried.

**Minutes:**

**R-239-20** 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 Minutes of the special Council meeting of September 11, 2020, as circulated.

Carried.

**R-240-20** 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 Minutes of the regular Council meeting of September 14, 2020, as circulated.

Carried.

**Correspondence:**

**R-241-20** 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 correspondence from Ms. Elaine Empey dated August 26, 2020 regarding Merrickville-Wolford signage, for information purposes.

Carried.

**R-242-20** 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 correspondence from St. Michael Catholic High School dated September 25, 2020; and

That Council does hereby approve providing a bursary in the amount of \$100.00.

Carried.

**By-Law:**

**R-243-20** Moved by Councillor Halpenny, Seconded by Councillor Molloy  
**Be it hereby resolved that:** By-law 51-2020, being a by-law to repeal By-law 12-97, a by-law appointing Randall Wilkinson as Chief Building Official for the Village of Merrickville-Wolford, be read a first and second time, and that By-law 51-2020 be read a third and final time and passed.

Carried.

**R-244-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster  
**Be it hereby resolved that:** By-law 52-2020, being a by-law to amend By-law 45-2020, a by-law appointing Shawn Merriman as Deputy Chief Building Official for the Village of Merrickville-Wolford, be read a first and second time, and that By-law 52-2020 be read a third and final time and passed.

Carried.

**Confirming By-Law:**

**R-245-20** Moved by Deputy Mayor Cameron, Seconded by Councillor Foster  
**Be it hereby resolved that:** By-law 50-2020, being a by-law to confirm the proceedings of the regular Council meeting of September 28, 2020, be read a first and second time, and that By-law 50-2020 be read a third and final time and passed.

Carried.

**Adjournment**

**R-246-20** Moved by Councillor Molloy, Seconded by Deputy Mayor Cameron  
**Be it hereby resolved that:** This regular meeting of the Council of the Corporation of the Village of Merrickville-Wolford does now adjourn at 9:05 p.m. until the next regular meeting of Council on Tuesday, October 13, 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: October 13, 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 Planning Report prepared by Forbes Symon of Jp2g Consultants Inc. with respect to 112-114 Sophie Lane, Lot 18, Plan 15M-13, Parts 1 to 5, Reference Plan 15R-12042, Village of Merrickville-Wolford dated October 9, 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



**Jp2g Consultants Inc.**

**ENGINEERS • PLANNERS • PROJECT MANAGERS**

12 International Drive, Pembroke, ON, K8A 0W5  
T. 613-735-2507, F. 613-735-4513, www.jp2g.com

October 9, 2020

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

Attention: Doug Robertson, CAO/Clerk

**Re: Planning Report – Part Lot Control (Constantineau)  
112-114 Sophie Lane, Lot 18, Plan 15M-13,  
Parts 1 to 5, Reference Plan 15R-12042,  
Village of Merrickville-Wolford  
Our File No. 20-7059M**

Please accept the following Planning Report summarizing the nature and effect of the part lot control application submitted for 112-114 Sophie Lane.

### **Background**

Section 50(7) of the Planning Act allows local municipalities to pass by-laws designating lands within a registered plan of subdivision as being exempt through part lot control. This allows parts of lots to be conveyed without having to go through the severance process. The Village uses this approach to permit lots and blocks within registered plans of subdivision to be further subdivided in accordance with the approved draft plan.

Lot 18 in Plan 15M-13 is a lot within an approved plan of subdivision and is occupied by a semi-detached dwelling. The applicant has requested the lifting of part lot control to be able to subdivide the property and offer each of the semi-detached dwelling units to be sold and transferred as individual residential units.

### **Conclusion**

It is the recommendation of this report that Council enact the By-law 55-2020 to lift part lot control on 112-114 Sophie Lane, Lot 18, Plan 15M-13, Parts 1 to 5, Reference Plan 15R-12042, Village of Merrickville-Wolford, on the basis that all of the related planning issues have been addressed through the subdivision process, the site specific Zoning By-Law and a subsequent approved minor variance. The By-law to lift part lot control will not come into effect until it has been approved by the United Counties of Leeds & Grenville, who are the approval authority. The Village's Consultant Planner has reviewed this matter and can confirm that the lot affected has access to a public road and appropriate zoning in place to control development on the lands. The lifting of part lot control to create freehold parcels will not alter the original servicing for the plan of the subdivision.

All of which is respectfully submitted.





Sincerely,  
**Jp2g Consultants Inc.**  
**ENGINEERS • PLANNERS • PROJECT MANAGERS**

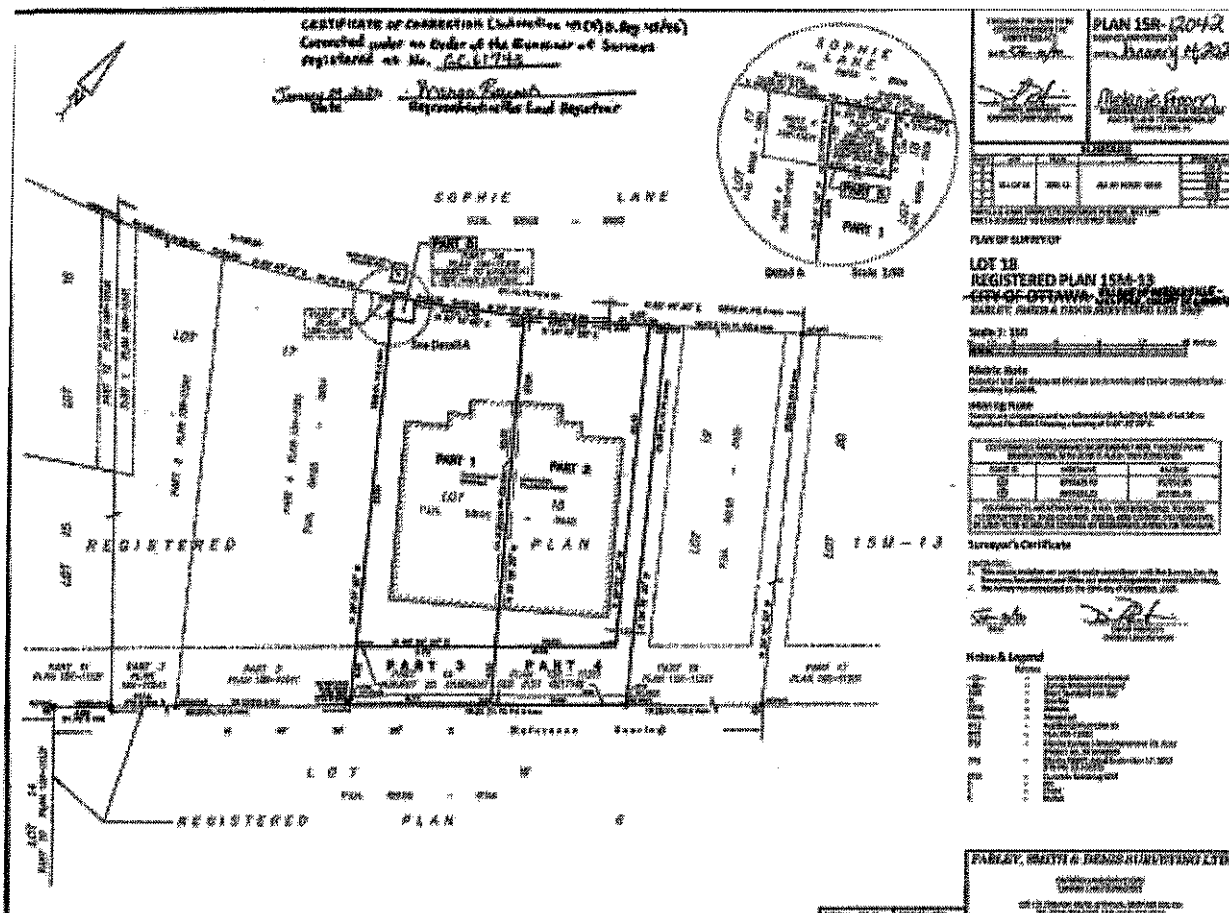
**Respectfully submitted:**

A handwritten signature in black ink, appearing to read 'F. Symon'. The signature is fluid and cursive, with a long horizontal flourish at the end.

Forbes Symon, MCIP, RPP  
Senior Planner



Map 1: Survey of Subject Property Showing Existing Semi-detached Dwelling & Proposed Division of Property



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**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: October 13, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 55-2020, being a by-law to exempt 112-114

Sophie Lane, Lot 18, Plan 15M-13, from Part Lot Control, be read a first and second time, and that By-law 55-2020 be read a third and final time and passed.

Carried / Defeated

J. Douglas Struthers, Mayor

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

**BY-LAW NO. 55-2020**

**Being A By-Law to Exempt 112-114 Sophie Lane, Lot 18, Plan 15M-13, from Part Lot Control**

**WHEREAS** Section 50(5) of the Planning Act, R.S.O. 1990, as amended, established Part Lot Control over all lands within plans of subdivision registered before or after the coming into force of the said section;

**AND WHEREAS** Subsection 50(7) of the Planning Act, R.S.O. 1990, as amended, authorizes a municipality to enact by-laws to provide that Part Lot Control does not apply to land that is within such registered plans of parts thereof and that an expiry date may be specified in the by-law which can be extended prior to the expiration of the time period;

**AND WHEREAS** it is deemed expedient to lift part lot control on those lands as set out in Schedule "A" attached hereto within Registered Plan No. 15M-13, in the Village of Merrickville-Wolford;

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

1. Subject to Section 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, does not apply to those lands as are described in Schedule "A" attached hereto and forming part of this by-law.
2. The sole purpose of this by-law is to permit Lot 18, Registered Plan 15M- 13, to be divided into two separate properties along the party wall of the existing semi-detached building, in accordance with Schedule "A" attached hereto and forming part of this By-law;
3. This By-law shall not remove or otherwise render ineffective any easements on the said Lot 18 that may have been required as a condition of approval of Plan 15M-13.
4. This By-law shall come into force and effect upon completion of the following:
  - a) Approval by the United Counties of Leeds and Grenville; and,
  - b) Registration of a certified copy of this By-law in the Land Registry Office.
5. This by-law shall expire and not be in force and effect as of the 14th day of October 2022.

This By-law given its first and second reading on October 13, 2020.

This By-law given its third and final reading and passed under the Corporate Seal on October 13, 2020.

CORPORATE SEAL OF VILLAGE

---

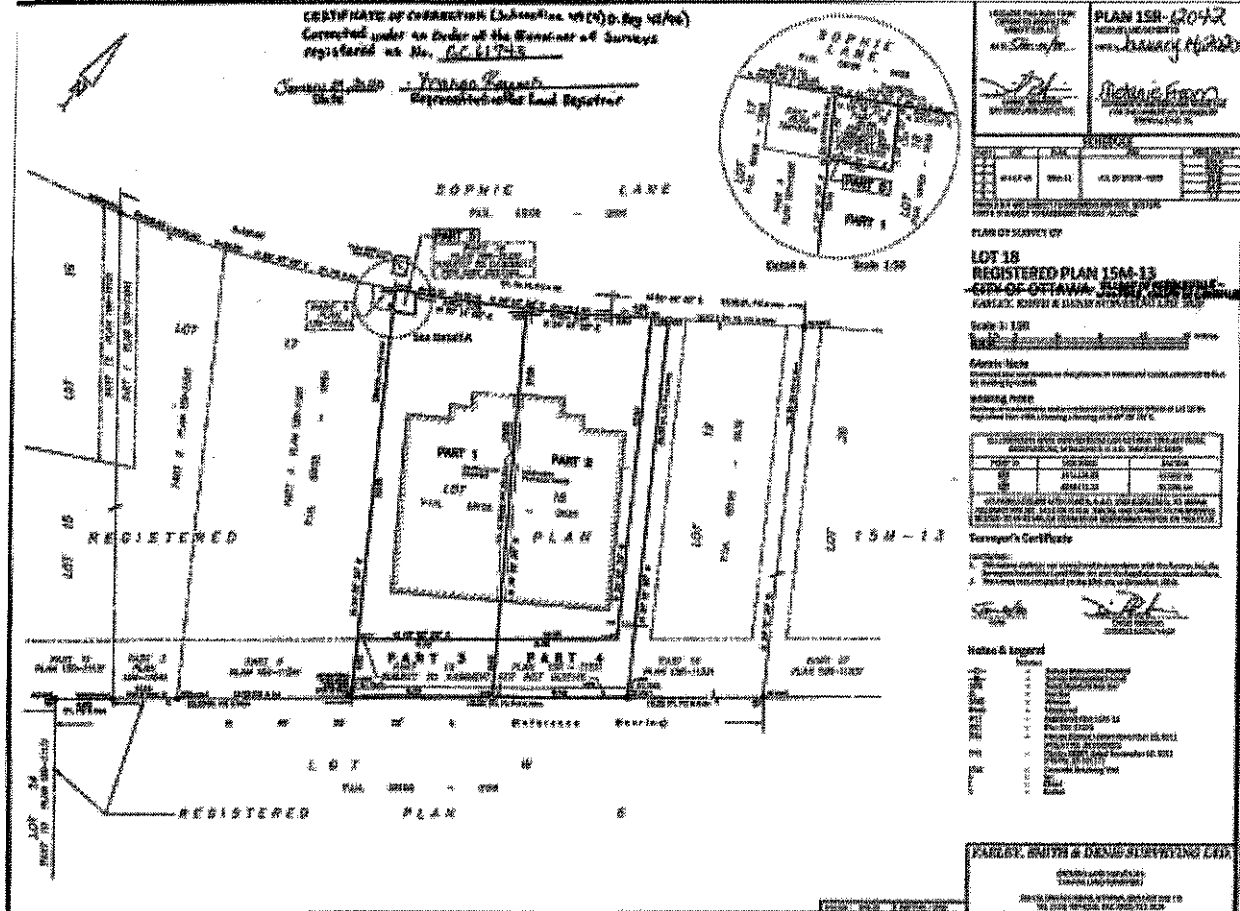
J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk

# SCHEDULE A

112-114 Sophie Lane, Lot 18, Plan 15M-13,  
Parts 1 to 5, Reference Plan 15R-12042,  
Village of Merrickville-Wolford



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## 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: October 13, 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 Wastewater System

---

## 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.



## 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

## 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

## 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

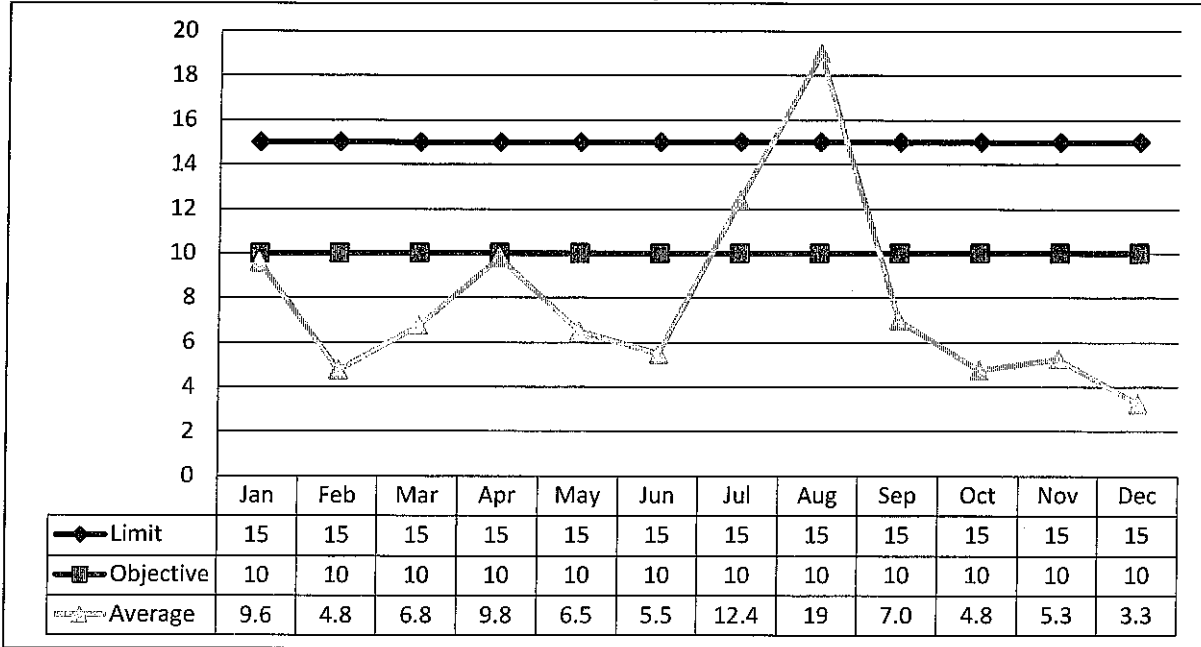
### Other Issues

There were no other issues during the reporting year.

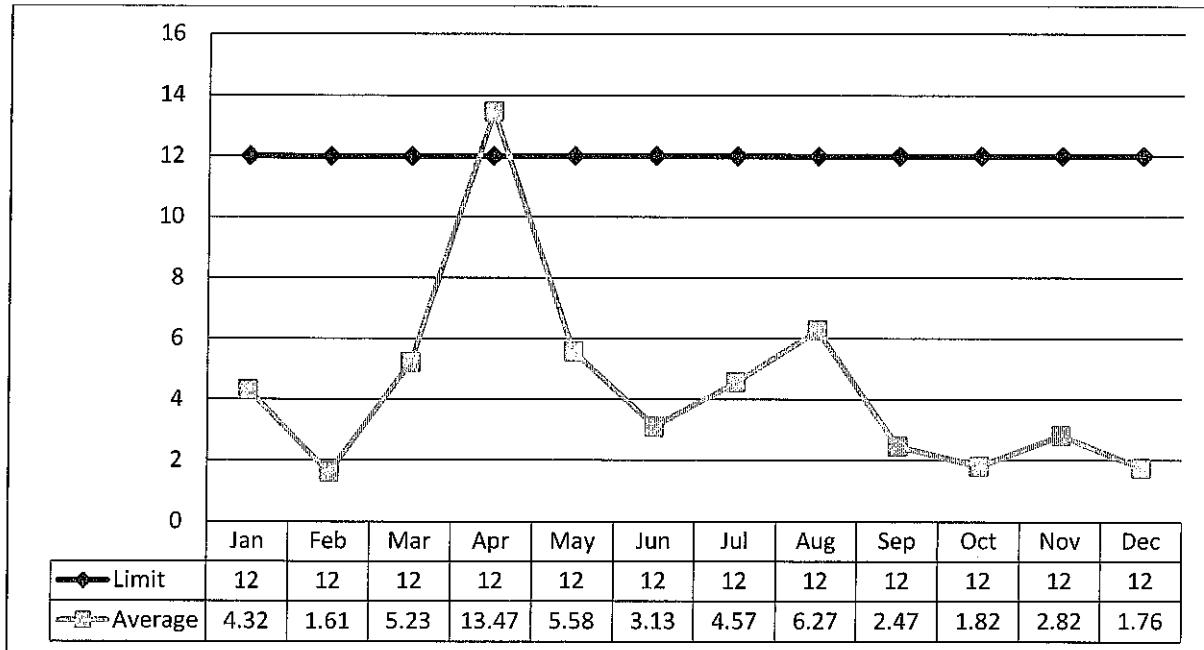
**Total Suspended Solids**

Concentration (mg/L)

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



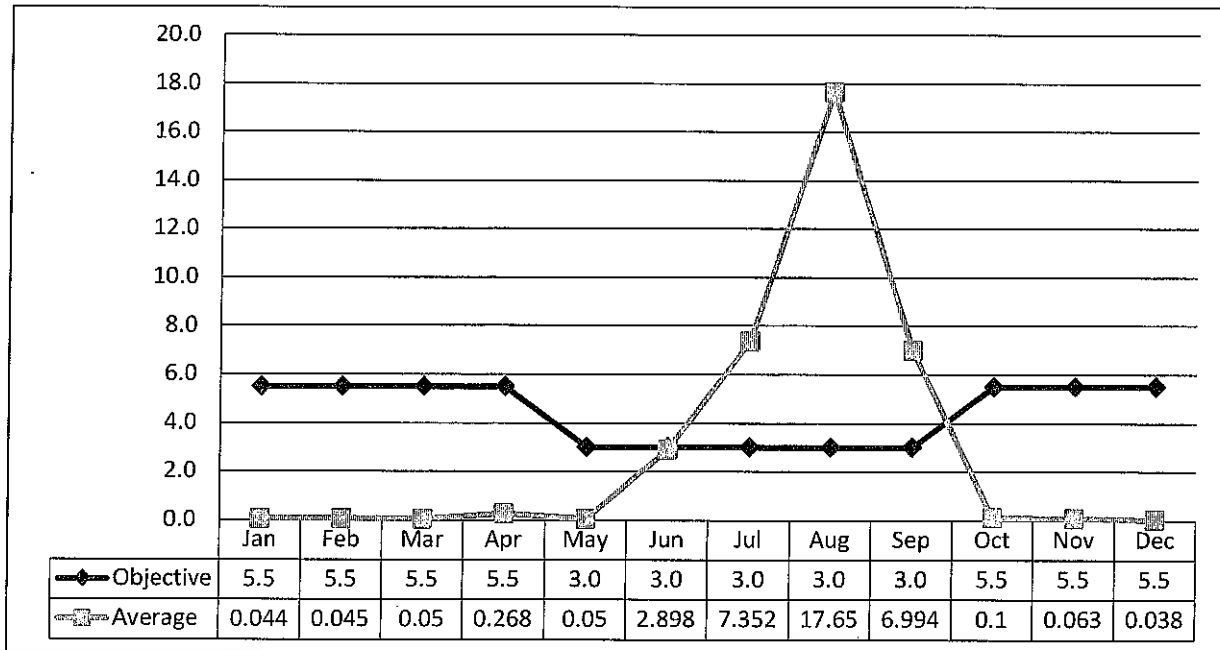
Loading (kg/d)



**Total Ammonia Nitrogen**

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

Concentration (mg/L)



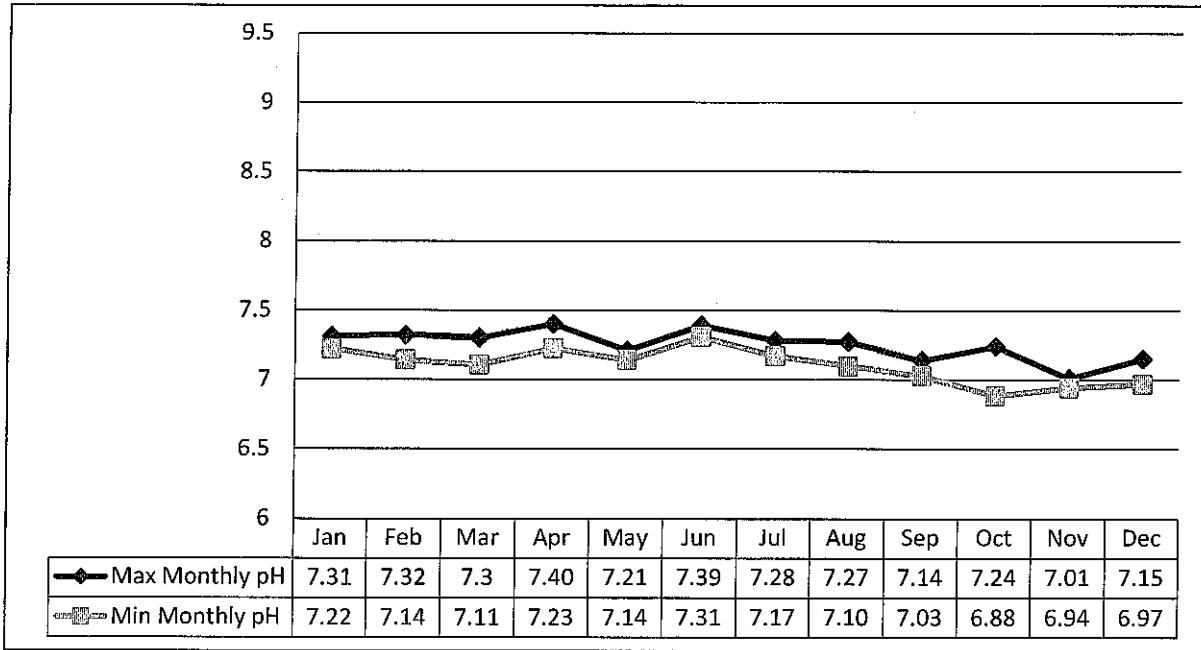
**Acute Lethality**

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

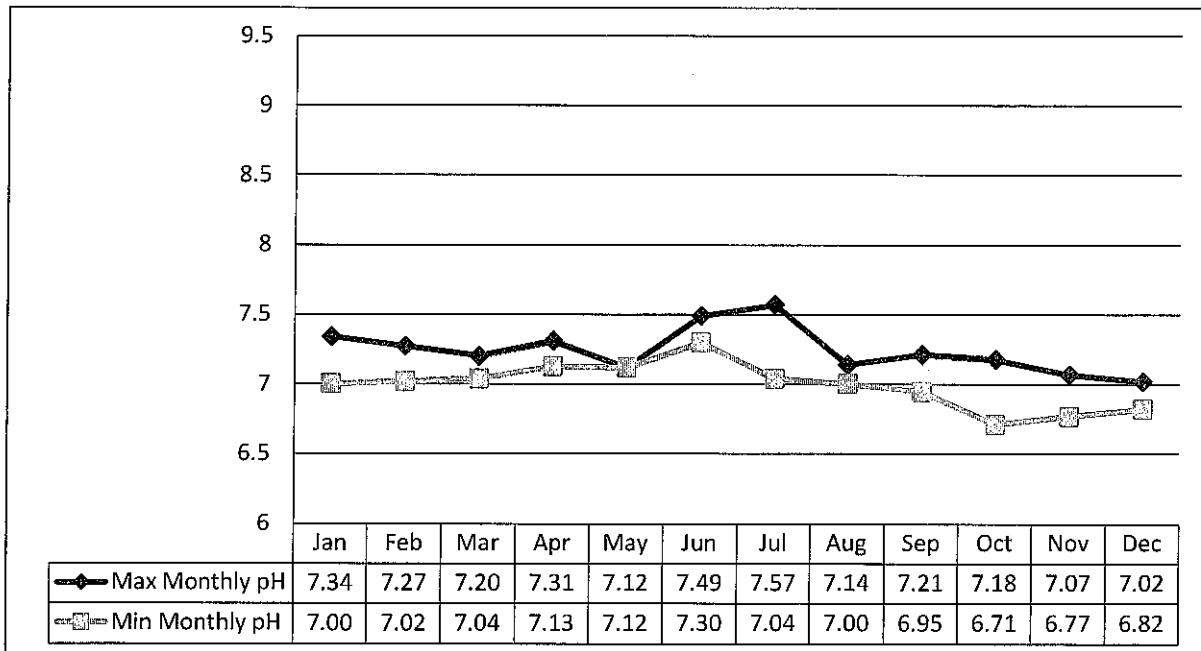
Date	Rainbow Trout	Daphnia Magna
April 2, 2019	0%	0%
September 24, 2019	0%	0%

**pH**

**SBR 1**



**SBR 2**



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

# Appendix A

---

## Facility Performance Assessment Report



# Appendix B

---

## Biosolids Quality Report





# Appendix D

---

## Flow Meter Calibration Records

# CapitalControls

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

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

## Table of Contents

<b>1</b>	<b>LIST OF VERIFIED DEVICES</b>	<b>- 2 -</b>
<b>2</b>	<b>EQUIPMENT USED</b>	<b>- 3 -</b>
<b>3</b>	<b>PROCEDURES USED</b>	<b>- 3 -</b>
3.1	Flowmeter Verification	- 3 -
<b>4</b>	<b>INSTRUMENT VERIFICATION</b>	<b>- 4 -</b>
4.1	FIT 305 Raw Sewage	- 5 -
4.2	FIT 402 Final Effluent	- 8 -
4.3	FIT 701 Sludge	- 11 -
4.4	FIT 501 Septage/Supernatant	- 14 -
4.5	FIT 101 Well #1	- 17 -
4.6	FIT 102 Well #2	- 20 -
4.7	FIT 104 Well #4	- 23 -
4.8	FIT 400 Treated Water	- 26 -
5.1	Calibration Certificates	- 29 -

# 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.

# 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

## 4.1 FIT 305 Raw Sewage

DTM Version: 3.29.00

Page 1/3

### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	FIT 305-
PROMAG 53 W DN150	Tag Name
Device type	1.0038 - 1.0038
DB09BB18000	K-Factor
Serial number	4
V2.02.00	Zero point
Software Version Transmitter	V1.05.03
04/15/2019	Software Version I/O-Module
Verification date	07:49 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

Inspector's Sign

#### General 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) Paragrade is an additional proof of electrode integrity with a high voltage test.

Endress+Hauser   
BAUER & BROS. AG. WEIMAR

# 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	FTT 305
Device type	PROMAG S3 W DN150	K-Factor	1.0038 - 1.0038
Serial number	D8098810000	Zero point	4
Software Version Transmitter	V2.02.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2013	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 lP	Passive/Positive	100.00 ms		

Actual System Ident.

117.0

- 7 -



# 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 2/3

## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	FTT 482-
Device type	PROMAG S3 W DN250	K-Factor	1.249 - 1.249
Serial number	DB05BC16000	Zero point	0
Software Version Transmitter	V2.02.00	Software Version IO-Module	V1.05.03
Verification date	04/15/2019	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>	9.817 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>	—	—	—
		<b>Start value</b>	<b>Limits range</b>	<b>Measured value</b>
	<b>Test Sensor</b>			
	Coil Curr. Rise	14.600 ms	0.000..30.750 ms	20.176 ms
	Coil Curr. Stability		—	—
	Electrode Integrity	mV	0.0..300.000 mV	3.265 mV

### Legend of symbols

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

## 4.3 FIT 701 Sludge

DTM Version: 3.29.00

Page 1/3

### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code PROMAG 53 W DN100	FIT-7-01
Device type K7081F18000	Taq Name 1.2374 - 1.2374
Serial number V2.03.00	K-Factor -1
Software Version Transmitter 04/15/2019	Zero point V1.06.00
Verification date	Software Version IO-Module 08:12 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	

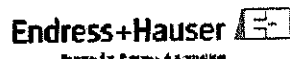
Field Check Details 240223	Simubox Details 8784351
Production number 1.07.08	Production number 1.00.01
Software Version 03/2019	Software Version 03/2019
Last Calibration Date	Last Calibration Date

Date: April 30/19      Operator's Sign: T-SS      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> Presquevoir is an additional proof of electrode integrity with a high voltage test.



# 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 2/3

## FieldCheck: Parameters Transmitter

Customer		Plant	
Order code		Taq Name	FT-7-01
Device type	PROMAG S3 W DN100	K-Factor	1.2574 - 1.2574
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 26/27	VOLUME FLOW	4-20 mA activ	0.0 Vs	25.00 Vs		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	7.571 I/P	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

Page 2/3

## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	FTT-001
Device type	PROMAG S3 W DN150	K-Factor	0.398 - 0.398
Serial number	D8026A16000	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 % ): 70.686 l/s  
Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
	<b>Amplifier</b>			
✓		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>	—	—	—
		Start value	Limbs range	Measured value
	<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

✓	✗	—	?	!
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

## 4.5 FIT 101 Well #1

DTM Version: 3.29.00

Page 1/3

### Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code PROMAG 53 W DN50	Tag Name 0.8264 - 0.8264
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	

<b>FieldCheck Details</b> 240223	<b>Simulbox Details</b> 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

Date: April 30/19      Operator's Sign: T-78      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> Presqueville is an additional proof of electrode integrity with a high voltage test.

Endress+Hauser   
Endress & Hauser AG 83100

# 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	
Device type	PROMAG SS W DNSB	K-Factor	0.8264 - 0.8264
Serial number	LA018Z1C000	Zero point	-18
Software Version Transmitter	V2.03.00	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 28/27	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

Page 2/3

## FieldCheck - Result Tab Transmitter

Customer		Plant	
Order code		Tag Name	WELL2
Device type	PROMAG SS W DN50	K-Factor	0.5018 - 0.5018
Serial number	E313P519060	Zero point	0
Software Version Transmitter	V2.03.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2019	Verification time	10:19 AM

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

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	<b>Test Transmitter</b>			
	Amplifier	0.393 Vs (5%)	1.50 %	-0.40 %
		0.785 Vs (10.0%)	1.00 %	-0.07 %
		3.927 Vs (50.0%)	0.60 %	-0.04 %
		7.854 Vs (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	-0.009 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

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

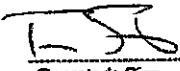
## Flowmeter Verification Certificate Transmitter

Customer	Plant
Order code	WELL 4
PROMAG 53 W DN50	Taq 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 IO-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	6784351
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.





# 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	WELL_4
Device type	PROMAG 53 W DNS9	K-Factor	0.8336 - 0.8336
Serial number	04873910000	Zero point	0
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.03
Verification date	04/15/2013	Verification time	19:32 AM

Current Output	Assign	Current Range	Value 0 mA	Value 20 mA		
Terminal 20/27	VOLUME FLOW	4-20 mA activ	0.0 l/s	12.63 l/s		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	1.883 l/P	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

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	D403DE16900	Zero point	6
Software Version Transmitter	V2.02.00	Software Version I/O-Module	V1.05.02
Verification date	04/15/2019	Verification time	10:03 AM

Verification Flow and value ( 100 % ): 125.664 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>
✓	Test Sensor			
✓	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

## 5.1 Calibration Certificates

### Calibration Certificate Kalibrations-Zertifikat

#### FieldCheck

Page 1 of 2  
Seite 1 of 2

Production Number Fabrikationsnummer	240223
Serial Number Seriennummer	990B1402000
Manufacturer Hersteller	Endress+Hauser Flowtec AG CH-4153 Rainach

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

Used Test/Calibration Interface  
Verwendete Prüf-Kalibriermittel

Used Test/Calibration Tools  
Verwendete Prüf-Kalibriermittel

Max. Deviation (Specification)  
Max. Abweichung (Spezifikation)

Current Source  
Stromquelle

Frequency Source  
Frequenzgeber

Keithley DMM2700 due 07/2019  
Yokogawa CAL100 due 08/2019

0,01% of end value / des Endwertes (20mA)  
+ 0,02% of signal / des Signals

0,01% of signal / des Signals

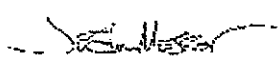
Notes  
Bemerkungen

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 Number	990B1402000
Date	03-13-19
Production Number	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

### SimuBox MID

Production Number / Fabrikationsnummer  
Serial Number / Seriennummer

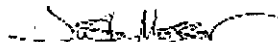
8784351  
J40FF4C9C00

Page 2 of 2  
Seite 2 of 2

Measuring Data On Incoming Inspection Messdaten bei der Eingangsprüfung (Calculated from Values / Berechnete Mittelwerte)	Rated Value Vorgabewert [µV]	Meas. Value Messwert [µV]	Limit Value / Grenzwert [µV]	Pass/Fail Cut/Fehlertab
Meas. Range 1	57.0	57.0	1.0	Pass/Gr.
Meas. Range 2	234.0	332.8	5.0	Pass/Gr.
Meas. Range 3	2004.0	2001.5	10.0	Pass/Gr.
Meas. Range 4	11926.0	11821.2	20.0	Pass/Gr.

Measuring Data After Calibration Messdaten nach Kalibrierung (Calculated from Values / 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 06/23/2019



# Merrickville Drinking Water System

---

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

## 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.

## 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.				

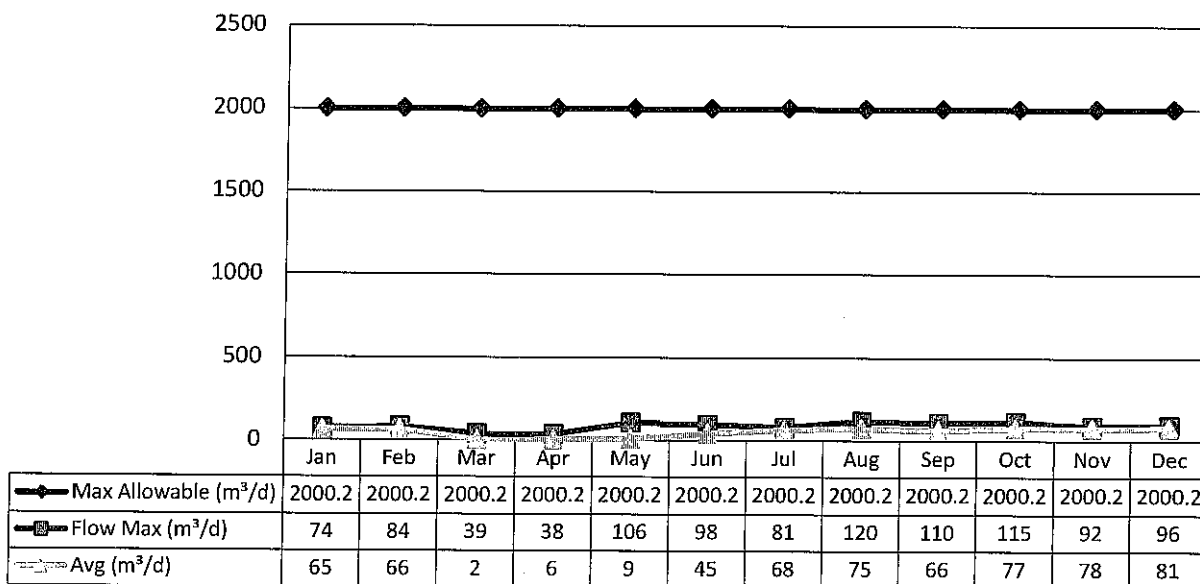
### Non-Compliance Identified in a Ministry Inspection

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.				

Well 2

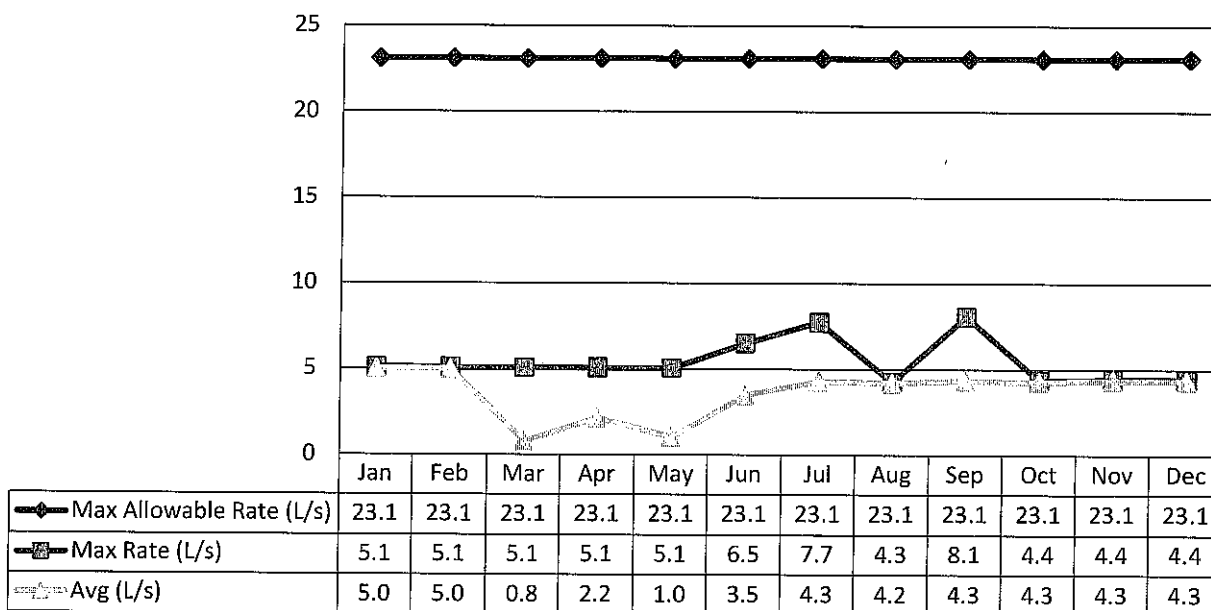
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



Monthly Rated Flows (L/s)

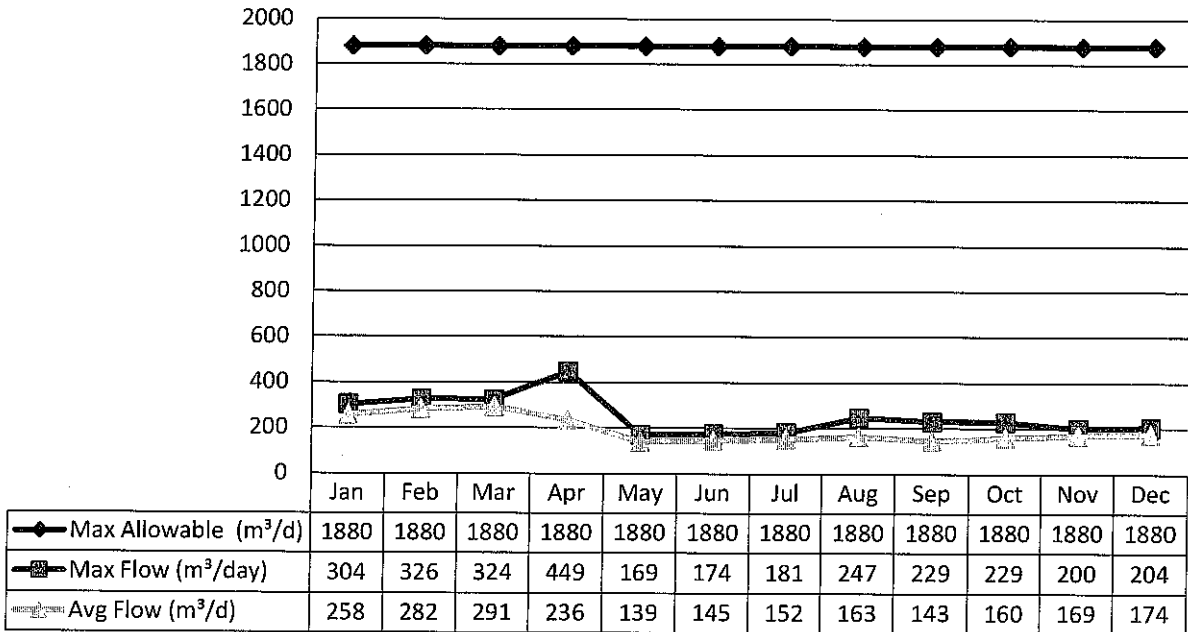
Max allowable rate - PTTW





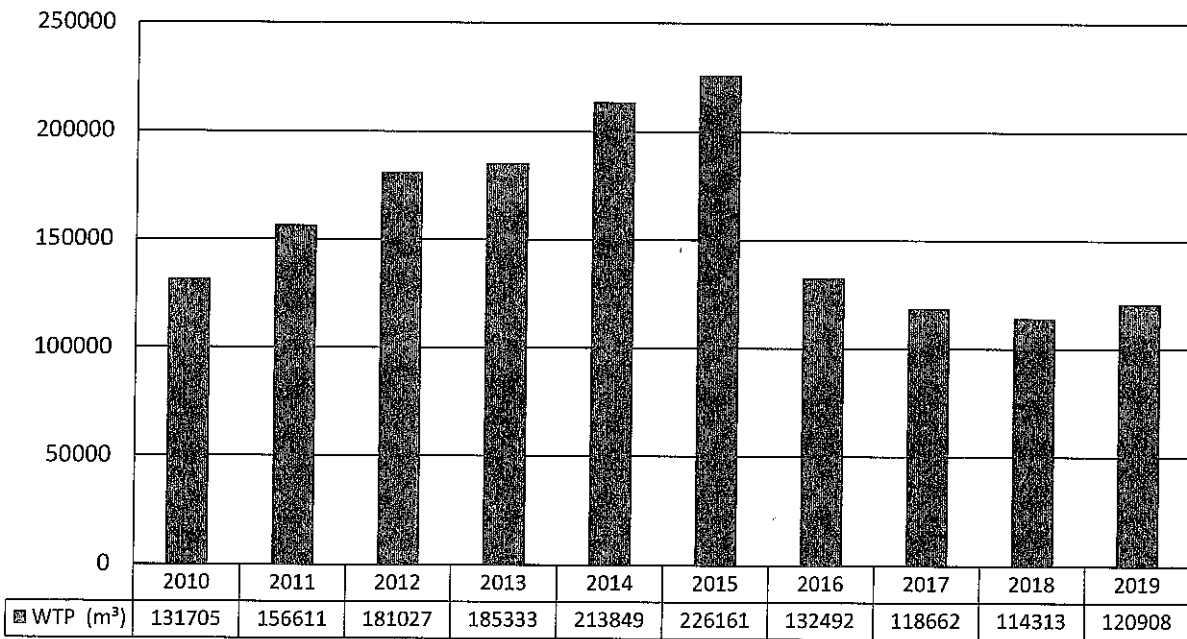
**System Water Flows**

The System Water flows are regulated under the Municipal Licence.



**Annual Total Flow Comparison**

Total Annual m<sup>3</sup>



**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

	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

# Appendix A

---

## WTRS Data and Submission Confirmation

# MERRICKVILLE DRINKING WATER SYSTEM / RW Well 1

## Yearly Summary (Flow) 2019

Report extracted: 02/25/2020 09:37

Units: cubic meter per day

Station: Daily Max: 226.0 on May 31

Annual Values and Summary

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	73.00	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	119.00	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	73.00	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	110.00	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	115.00	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	92.00	226.00	82.00	91.00	78.00	80.00	98.00	118.00	16.00
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 oconnaol

# 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

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	163.00	179.00
4	122.00	155.00	202.00	222.00	189.00	246.00	168.00	197.00	148.00	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	183.00	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	171.00	178.00	173.00
18	143.00	156.00	173.00	181.00	195.00	140.00	150.00	153.00	126.00	214.00	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	134.00	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	179.00	179.00	245.00	148.00	173.00	152.00	166.00	170.00	190.00	178.00
30	153.00	205.00	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	184.00	396.00	152.00	152.00	127.00	127.00	152.00	168.00	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      Created on 02/25/20 10:52      by oconnoal



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

**BY-LAW NO. 53-2020**

**BEING** a By-law to adopt a Tree Care and Maintenance Policy for the Corporation of the Village of Merrickville-Wolford

**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** the Council of the Corporation of the Village of Merrickville-Wolford does hereby deem it prudent to adopt a policy with respect to the care and maintenance of the Village's trees;

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

1. Attached hereto and forming Schedule "A" to this by-law is hereby adopted as the "Tree Care and Maintenance Policy" for the Village of Merrickville-Wolford.
2. This by-law shall come into full force and effect upon the date of its passing.

**READ** a first and second time this 13<sup>th</sup> day of October, 2020.

**READ** a third and final time and passed this 13<sup>th</sup> day of October, 2020.

---

J. Douglas Struthers, Mayor

---

Doug Robertson, CAO/Clerk





MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

## **Tree Care and Maintenance Policy**

### **1. Purpose**

Trees located on municipal property are one of the Village's most valuable natural assets. The purpose of this policy is to regulate the care, maintenance, removal and planting of trees located in municipal parks and on other municipal property. This policy conforms with one of the main priorities identified in the Village's Strategic Plan's, being "protecting heritage, rural and natural environments".

### **2. Authority**

The Operations Department of the Village of Merrickville-Wolford is responsible for the care and maintenance to all trees on municipal property and parks as well as the monitoring and administration of this policy.

### **3. Policy Guidelines**

The maintenance of tree cover is recognized as contributing to the health and quality of life for the residents of Merrickville-Wolford. It is the Village's goal to maintain and help promote responsible forestry and arboricultural practices that maintain healthy woodlands and urban plantings. The policy also assists in achieving the following:

- Providing and protecting habitat for wildlife;
- Preventing soil erosion and water run off;
- Reducing airborne pollution;
- Providing cooler temperatures in the summer;
- Maintaining the aesthetic value of woodlands and trees; and
- Protecting natural heritage features and areas.

#### **3.1 Tree Removal**

It must be determined by the Village's Manager, Operations or designate and/or a certified arborist that the tree in question does need to be removed. The Village's Operations Department will determine whether the tree is located on municipal property.

Where ownership of a tree is in question, the Village's Operations Department will determine whether the tree is located on municipal or private property. Trees

determined to be entirely on private property are the sole responsibility of the property owner. Trees entirely on municipal property are the sole responsibility of the municipality.

When it is determined by means of measuring or survey, where available, that a tree is located with a portion of its trunk on municipal property and a portion of its trunk on private property, the following policy will apply:

- a) Where a tree has more than half its trunk diameter located on municipal property (has grown to encroach on private property) the municipality will pay the full cost of removal and or maintenance to the tree, should the tree be deemed necessary to be removed or maintained.
- b) Where a tree has more than half of its trunk diameter located on private property (has grown to encroach on municipal property) the municipality will pay the portion of the cost of removal or maintenance to the tree equal to the percentage of the tree located on municipal property, should it be deemed necessary to remove or maintain the tree. As an example, should a tree be determined to be located 75% on private property and 25% on municipal property, the municipality will pay 25% of the removal and/or maintenance costs and the property owner will be billed for their portion.

### **3.2 Requirements for Removal**

Trees represent one of the Village's assets which have grown in value over time and enhance the natural beauty of our community. Trees will not be removed from municipal property without just cause. Trees may be removed from municipal property or maintained or pruned when:

- It is determined by the Manager, Operations or designate that the tree(s) are a safety hazard to the public and/or property.
- It is determined by an arborist that the tree is diseased and the infection could be spread to other trees or cause an unsafe condition.
- It is determined by an arborist that the tree is dead, unhealthy or in a continually declining state and due to its age or location will not respond to mitigative practices.
- It is determined that the tree is providing sightline issues at intersections.
- It is determined by the Manager, Operations or designate that the tree is causing obstructions of, or damage to, underground infrastructure.

Trees will not be removed as determined by Manager, Operations or designate, or arborist because of a temporary pest infestation or a litter problem from leaf fall.

Operations Staff are authorized to remove trees which meet one or more of the above-noted criteria. Property owners who would like to have municipally-owned trees removed from municipal property adjacent to their home for other reasons including leaves in the fall, problems growing grass under the trees in the summer or they simply do not like the tree in its present location, must receive Council approval for such a tree removal. Property owners will be required to provide written notice of their request for removal so as it may be considered by Council. In most cases, these removals, if approved by Council, will be at the property owner's expense, and a suitable replacement tree, as per this policy will be planted at the property owner's expense.

### **3.3 Emergency Situations**

If a tree located on municipal property is found to create an immediate danger to property or persons, the municipality will have the right to authorize the immediate removal of the tree despite any other provision within this Policy.

### **3.4 Stump Removal**

Tree removals from municipal property will include the removal of the tree stump to a depth of 6 inches below grade, wherever possible. The resulting hole will be filled with quality topsoil, compacted, and seeded.

### **3.5 Tree Replacement**

In an effort to ensure that ongoing required tree removals do not deplete the Village's overall tree population, the following tree replacement policy will be followed:

- Trees removed from municipal property will be replaced with a tree that is a minimum height of 6-8-inches. The location and variety of trees to be planted will be determined and/or approved by the Manager, Operations or designate.
- Whenever possible, trees that were removed along municipal streets will be placed at the same or similar location as the removal.
- If the same or similar location is not possible for a replacement, the replacement tree will be planted along the same street.
- If there is insufficient space to locate the replacement tree in the immediate neighbourhood, the replacement tree will be planted on municipal property.
- Trees will not be planted within a 3-metre radius of a structure.

### **3.6 Tree Pruning/Maintenance**

The Operations Department is continually involved in ongoing tree pruning. Trees located on municipal streets are pruned for a variety of reasons which may include the removal of broken, dead or diseased limbs, alleviating obstruction branches which may interfere with traffic signs or traffic signals, or in order to restrict their growth habit.

Any inquiries regarding the pruning of trees for any of the above reasons should be directed to the Operations Department.

### **3.7 Tree Types**

The following trees are considered to be most favourable for planting within the Village of Merrickville-Wolford:

- Linden
- Hard maples
- Sugar maples
- Flowering Crab
- Sunburst Locust
- Crimson King Maple
- Honey Locust
- Oak or other nut-producing trees (Butternut, Walnut, etc.)
- Colorado Blue Spruce
- Scotch Pine

The Village of Merrickville-Wolford does not support the planting of the following trees within municipal road allowances due to their tendencies to break and shed branches in windstorms.

- Willow
- Popular
- Silver Maple
- Manitoba Maple

### **3.8 New Development**

Landscaping and tree plantings will be addressed through the development approval process and the Village's Official Plan.

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## 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: October 13, 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 August 17, 2020 and September 3, 2020, for information purposes.

Carried / Defeated

---

J. Douglas Struthers, Mayor

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held on Aug 17, 2020 at 10:00 am via Zoom.

Present: M-W: Brian Reid, Carole Roberts, Timothy Molloy

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Other: Kirsten Finstad (Friends of the Library), John Mundy

Regrets: John Harris, Victor Suthren,

Meeting called to order at 10:12 am.

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

**2. Adoption of Agenda:** with

- Moved by Carole; seconded by Timothy. ADOPTED.

**3. Approval of Minutes:** Mar 12/20 meeting minutes, with correction of typographical error – Moved by Wendy; seconded by Carole. APPROVED.

**4. Correspondence:** None.

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

**6. Report from Council:**

- Councillor Molloy had nothing to report re: the Library. Regular Council meetings have only just resumed since their suspension during the state of emergency; the special meetings during this time were primarily in camera.

**7. Librarian's Report:** see Librarian's Report on the Pandemic Closure, Spring 2020 (below)

**8. Other Business:**

**i. Updates:**

- **Annual Report Presentations:** Due to the state of emergency, the scheduled presentation to Merrickville-Wolford Council was cancelled, although Mary Kate did send over print copies of the Annual Report for the councilors shortly before the closure. We will not try to reschedule at this late date, but may incorporate into a future presentation to Council.
- **Health & Safety Checks:** Linda has taken on health & safety inspections.
- **Canada Helps:** All of the content has been uploaded on the site for future use.
- **Seed Library:** This project has been postponed for this year, but we will revisit over the winter.
- **MaD Gardeners:** The group is continuing to take care of the gardening at the front of the Library. Mary Kate will send a letter of appreciation.

**ii. Financial:**

- **Audited Financial Statement:** The board reviewed the audited financial statement for 2019 forwarded from the municipal office. Motion to accept the statement – moved by Carole, seconded by Timothy. ACCEPTED.
- **Montague Budget:** Mary Kate was contacted by the Montague Twp Treasurer re: the Montague grant. Montague will be working on their budget earlier in the fall, and the treasurer asked about the library's funding request. The board agreed to continue our practice of asking for a small annual increase. Mary Kate will contact the treasurer with this information.

**iii. Policy / Procedure Review:**

- **Pandemic Plan and Procedures:** Reviewed the new Pandemic Plan and Procedures. Discussed adding a sign-in sheet or similar to allow contact tracing in case of exposure. This will remain a working document for now, to allow for prompt changes as needed.
- **Health & Safety Policy and Procedures:** Annual review of this Policy and Procedures. Revised to add references to the Pandemic Plan and Procedures as needed. Motion to approve the Policy as revised: Moved by Carole, seconded by Wendy. APPROVED. Motion to approve the Procedures as revised: Moved by Carole, seconded by Timothy. APPROVED.

**iv. 2020 Planning:**

• **Library Exterior Work:**

- **Roof:** It is agreed that this is the priority project. Brian has done some preliminary investigation and has found 3 or 4 companies to approach about the roof. Some discussion

- of the scope of the work. Brian has volunteered to put together a request for quote for this.
- **East Side Exterior:** This is the second priority. Discussed the possibility of switching from wood (board and batten) to a different but similar-looking siding with a longer lifespan. There was no agreement on this, but Brian volunteered to get an estimate of the costs of the 2 materials for further consideration. As it seems likely that we will not move forward on this until 2021, we will also examine the temporary covering on the east wall to see if any additional protection is needed in the meantime.
  - **Motion:** That Brian create 2 requests for quotation in consultation with Mary Kate: one for the roof (for 2020), and one for the east side (possibly for 2021), for review by the Board. Moved by Wendy, seconded by Carole. APPROVED.
  - **Other 2020 Planning / Strategic Plan:**
    - It was agreed to defer our strategic planning process and community needs assessment until spring (at least).
    - Mary Kate is keeping track of pandemic-related expenses (supplies, etc), which may be needed for budgeting purposes.

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

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## **Librarian's Report: Pandemic Closure – Spring 2020**

### **Overview of Closure:**

The Library closed for the pandemic on Mar. 16. Although the building was closed to the public, we continued to provide Porch Pick-Up service as well as access to our online resources (esp. OverDrive and Kanopy) and other online resources that were offered free through libraries for the pandemic. Our public wifi was also available for people to use outside the building throughout the closure. We also offered phone/email assistance (especially with the eresources) and reference. We also continued to accept (and quarantine) returns, although we let people know they could wait until the library reopened.

On March 25, we had to discontinue our Porch Pick-Up service at the behest of the municipality; however, we continued to offer these other services. In April, the municipality barricaded off this area (to limit access to the beach/recreational areas), but this also reduced access to the library wifi.

In April, as the state of emergency was extended, we began to consider doing an online storytime. On April 22, Mary Kate began posting story videos to the library's Facebook page.

In May, we created a phased ReOpening Plan and reorganized the library space to enhance distancing, etc.

On May 19, the province moved to Stage 1 and specifically allowed libraries to start doing curbside pickups and we resumed our Porch Pick-up service, and began to encourage returns. All our online services continued to be offered. The municipality also rearranged their barricade to allow car access to the library parking lot. This went well and was busy at first, but then slowed a bit (as people got their books). The main difficulty we faced was getting the word out to people.

On June 12, most of the province moved to Stage 2, and libraries were allowed to open for computer access (with COVID precautions) and for pickup of materials, but users were not allowed to handle materials on the shelves. The latter was unexpected, so staff re-reorganized the front part of the library and introduced our new cleaning procedures (as per our ReOpening Plan) to allow safe access to 3 computers, and blocked off the shelves with display carts to restrict access to the shelves and to facilitate "contactless browsing". Staff also continued to fill book requests. We also provided fax/scanning/copying/printing services and reintroduced interlibrary loan service (as other libraries also began to participate in this). This started off a bit slowly (again difficult to get the word out – especially to the people who don't have computer access), but picked up gradually.

As of July 7, the local health unit has made masks mandatory in enclosed public buildings, including libraries.

On July 17 our area entered Stage 3 and libraries are now also allowed to let people browse and handle materials on the shelves. Quarantining returned materials, or materials being used in library, masks, distancing, sanitizing measures are still required. We have opened up most of the library for public access (the meeting room and genealogy collection are still restricted) as per Level 3 of our ReOpening Plan. This has been popular (people tend to prefer browsing rather than searching the catalogue) and has increased our use, although it is still well below normal for this time of year, particularly use by kids/youth. We expect that use will increase once the Phoenix comes out and more people realize we are open.

Note: we were unusually fast in reinstating services in Stage 1, 2, and 3, compared to most other libraries (although a number of libraries did curbside pickup throughout the closures). That is largely due to our smaller size (simpler staff logistics, manageable demand), and our flexible space. But we also had a lot of calls for books during the closure, and so were highly motivated to reopen promptly.

### **Administration:**

While the library has been closed, both Linda and I have continued to work our regular number of hours for the most part, although we have shifted those around somewhat. We have had someone in the library from Mon – Sat throughout the closure to respond to questions (there were a number related to our online



resources), etc. There was comparatively little overlap of our hours, and in those cases, we were working in separate parts of the library.

I used the closure to do a couple of large projects: weeding the collection, as mentioned, and clearing out and reorganizing the storage room, clearing out some old files, etc. Basically, a lot of purging. I completed the charitable tax return online (still awaiting the audited financial statement) and the Public Library Operating Grant form. I also did a few backlogged projects, eg revising the CEO job description and collection development plan.

I attended several zoom meetings and various online sessions re: library services during and post-pandemic. I used this information to develop the phased ReOpening Plan & Procedures for the library, and to reorganize the library space (with the help of my family). I thought I might do some additional training, but didn't really end up with much time for that.

Throughout I've continued regular admin duties: correspondence, submitting bills, posting on our website and social media, ordering and cataloguing books, managing the ILL situation (including returns of materials borrowed before the shutdown), etc, etc.

When things were a bit slower (after the purging, but before restarting services), I used some of my vacation time so I could work shorter weeks.

Linda has been filling her hours with porch pickup and check out, quarantining and checking in returns, the weeding project (taking materials out of the catalogue) and related collection management, and she has taken over some of the shelving, processing new/replacement books, packaging ILLs, and similar tasks that the volunteers usually do. She has also used some of her hours for training, which she did from home during the worst of the pandemic, to limit the time that she had to spend here.

### **Open Hours:**

When we started porch pick-up, I made that available in the afternoons, and went with much the same temporary hours (1-5 pm, Mon – Sat, but until 7 pm on Wed & Thurs, so we have some evening hours) during Stage 2. We didn't need as many evening hours with no soccer, etc in the area, and it was easier for people to remember. Most other libraries also went with a change or reduction of their open hours to give time to fill the requests.

Now that we are in Stage 3 we have gone back to our regular hours. But I am considering our evening hours – we may want to cut back on them, given that there is likely to be less happening in the evenings for some time.

### **Programs:**

All programs and meetings and community use of the meeting room have been cancelled since mid-March, including our March Break Programs. I don't expect that these will be coming back anytime soon.

### **Exceptions:**

**StoryTime:** As mentioned above, Mary Kate has been posting story videos to the library's facebook page (there was a link on our website) since April 22. In April and May, we posted 3 times/ week; but have since reduced this to once a week (Friday mornings, the time of our regular storytime), now that people are less confined to their homes and other library services have resumed, reducing the time available for this. I am continuing this for the summer, but the read aloud permission situation changed at the end of June, so that may affect things.

Now that we are in Stage 3, I am trying out an outdoor storytime (with distancing), with registration to control numbers. This may also affect online storytime.

**TD Summer Reading Club:**

This year the TD Summer Reading Club is focusing on their website with virtual programming and ebooks. We are promoting that, but are also encouraging kids to participate through our library. We can't run our regular programming this summer, but are running it as an independent reading program with our Summer Prize Draw (which was always the most popular part). We are also offering some simple take home craft kits for our younger participants. So far this has encouraged some parents to bring their kids to the library, particularly since we moved to Stage 3, although numbers are much lower than usual.

**Story Trail:** The StoryTrail is continuing, although I have not able to do narrated walks. We have recently posted a new story. This was delayed due to bear sightings in the vicinity.

**Internet/Computers:** During Stage 2 we had 3 computers available to the public, as well as the printers and the scanner. Demand was not high, so that was adequate. When we moved into Stage 3, we have made all the computer stations available (although rearranged to permit distancing, except for one "bubble" in the kids' section). The tablets (for younger children) are not available at this time. There is hand sanitizer at each computer station and all of the computers are wiped down by staff after each use.

**Building:** Happily, we haven't had any building problems during the shutdown. I contacted Brad Cole from Public Works to get what information he had re: the roof repairs, etc, but unfortunately there is not much we can use. And as you can see, we did have a mouse, after a mouse-free winter.



**Collection:** During the first few weeks of the closure, we did a very thorough weeding of the entire book and audiobook collection and have reviewed the collection development plan.  
Re: ebooks - A number of our members have begun using OverDrive during the pandemic; but, although use is up, it has not really skyrocketed (with the exception of May).  
Re: library materials - Since we have restarted lending, most of the demand has been for adult novels. We are continuing to add new books and order new books, although this has been affected by the pandemic. I have been more restrained in my ordering of print materials – focusing more on titles that will "sell themselves", since browsing has been dicey. I have purchased some additional copies of high demand ebook titles, but since they are mostly expensive and metered use and demand is all over the map – and only a portion of our members use the service (although this has increased over the pandemic), I am cautious about adding to that collection. My intent is to keep some of the book budget in reserve until I see where the demand is.

**Kanopy:** Kanopy has been more popular during the pandemic, although not as popular as I would have expected. They did offer a collection of films that could be watched without credits (ie at no cost to the library), so that was a nice bonus to be able to offer.

**InterLibrary Loans:** ILLs shut down with the libraries. It started to come back in June, but few libraries were ready to come back before July. We did start up as soon as we could. Currently, there are about 30-40 libraries now are lending and borrowing, however, the larger libraries may not resume before the end of the summer.

**Volunteers:** The volunteers have not been coming in since the shutdown, with a couple of exceptions for specialized tasks after we started moving into reopening (eg setting up the summer reading club prizes). Linda and I (mostly Linda) have been doing anything that couldn't be put off (processing new books, shelving, packaging ILLs). Since Stage 3, I have had a student volunteer (filling her hours). I will contact our regular volunteers about returning when it becomes more busy.

**Outreach:**

**Local Media:** There was an article about our return to service (Stage 1) in the North Grenville Times. I am also continuing to do articles for the Phoenix, but it has shifted to a bi-monthly schedule. Have included information about our Stage 3 reopening in the August Phoenix.

**Website & Facebook:** At the start of the pandemic, I did a lot of posting about various online resources and generally used it to continue to connect with the community. I'm continuing to post, but there is less of this type of thing to pass on. I've also been using it to share our online stories.

**Community Partners:**

Not much has been happening re: community partners and outreach, as so much has been closed or cancelled, eg. Museum passes (museums closed), municipal summer camp (cancelled), Fair board (fair cancelled), schools/ daycare / playgroup (closed/cancelled).

However, I have stayed in touch with:

**Trails Society:** As mentioned we have been working with the Trails Society to prepare a new story for the Story Trail. The plans for Trails Day (in June), which the library was going to participate in,, have been pushed forward to 2021.

**PlayGroup:** has been cancelled, but has been helping share our online stories on their Facebook page.

**Schools:** closed, but helped to spread the word about our summer program.

**Chamber of Commerce:** in my non-library hours, I've connected with the Chamber of Commerce and am helping with their social media. This may also raise the library profile there.

**Statistics:**

March	2020	2019	2018	2017
<b>Patrons</b>	<b>571</b> (621 w/mtgs) +OverDrive unique users: 71	1257 w/mtgs 1295 <b>-9%</b>	1399 <b>-6%</b> w/mtgs 1419 <b>-5.5%</b>	1486 <b>+2%</b> w/mtgs 1502
<b>(Kids/Youth)</b>	<b>119 (17k / 102y)</b>	<b>351 (119 / 232)</b>	<b>399 (131 / 268)</b>	<b>503 (183 / 320)</b>
<b>(Progs)</b>	47-in (5 prgs in) 12-out of Lib (2 prg out)	164-in (19 prgs in) 48-out of Lib, (5 progs)	172-in (20 prgs in) 34-out of Lib (5-prgs)	261-in (26 prgs, 2 CV / grps in.) 15-out of Lib (2-prgs, 0 CVs out)
<b>Mtg Rm users</b>	<b>50 (7 mtgs)</b>	<b>38 (4 mtgs)</b>	<b>20 (3 mtgs)</b>	<b>16 (3 mtgs)</b>
<b>Circulation</b>	<b>TOTAL: 1810</b> Lib: 1280 OverDrive: 478 (circ) Kanopy 52 (plays)	<b>2532 +5%</b> OverDrive: 505 (circ) <b>TOTAL 3037 +10%</b>	<b>2407 -8%</b> OverDrive: 355 (circ) <b>TOTAL: 2762 -2%</b>	<b>2628 +4.5%</b> Overdrive: 328 <b>TOTAL: 2956</b>
<b>(Adult/Child)</b>	<b>(A-889, J-372, T-19)</b>	<b>(A-1626, J-886 T-20)</b>	<b>(A-1597, J-746, T-64)</b>	<b>(A-1615, J-947, T-66)</b>
<b>Internet use (+wireless):</b>	<b>224</b> (97 / 123w / 4 Tab)	<b>282 -14.5%</b> (224 / 38w / 20 Tab)	<b>328 -5%</b> (271 / 34w / 23 Tab)	<b>388 +13%</b> (311 / 61w / 16 EL)
<b>ILL borrowed/lent:</b>	<b>37 in / 32 out</b>	<b>97 / 88</b>	<b>107 / 84</b>	<b>147 / 114</b>

April	2020	2019	2018	2017
<b>Patrons</b>	<b>"45"</b> (phone/ e-requests) (45 w/mtgs) +OverDrive unique users: 91	1230 w/mtgs 1239 <b>-6.5%</b>	1287 <b>-8.5%</b> w/mtgs 1326 <b>-7%</b>	1409 <b>-11%</b> w/mtgs 1427
<b>(Kids/Youth)</b>	<b>0 (0k / 0y)</b>	<b>398 (108 / 290)</b>	<b>358 (97 / 261)</b>	<b>447 (154 / 293)</b>
<b>(Progs)</b>	0-in (0 prgs in) Facebook video - Storytime 92 - 1+ min views 105 - engagement	137-in (11 prgs, 1 CV - in) 37-out of Lib, (5 progs)	149-in (22 prgs in) 65-out of Lib (4-prgs, 2 CVs out)	201-in (28 prgs) 41-out of Lib (3-prgs, 1 CVs out)
<b>Mtg Rm users</b>	<b>0 (0 mtgs)</b>	<b>9 (1 mtg)</b>	<b>39 (6 mtgs)</b>	<b>18 (3 mtgs)</b>
<b>Circulation</b>	<b>TOTAL: 639</b> Lib: 0 OverDrive: 566 (circ)	<b>2091 -5%</b> OverDrive: 455 (circ) <b>TOTAL 2546</b>	<b>2202 +4.5%</b> OverDrive: 302 (circ) <b>TOTAL: 2504</b>	<b>2107 -20%</b> OverDrive: 330 <b>TOTAL: 2437</b>

	Kanopy 73 (plays)	+1.5%	+2.5%	
<b>(Adult/Child)</b>		(A-1378, J-689 T-24)	(A-1572, J-587, T-47)	(A-1442, J-641, T-41)
<b>Internet use (+wireless):</b>	<b>64</b> (0 / 64w / 0 Tab)	<b>302 -11%</b> (229 / 49w / 24 Tab)	<b>342 +3%</b> (273 / 50w / 19 Tab)	<b>331 +3%</b> (261 / 50w / 20 Tab)
<b>ILL borrowed/lent:</b>	0 in / 0 out	102 / 49	123 / 67	103 / 91

May	2020	2019	2018	2017
<b>Patrons</b>	<b>101</b> (porch pick up & phone/erequests) (101 w/mtgs) +OverDrive unique users: 83	1195 w/mtgs 1225 -13%	1373 -12% w/mtgs 1406 -11%	1565 +9.5% w/mtgs 1583
<b>(Kids/Youth)</b>	0 (Ok / Oy)	358 (96 / 262)	474 (122 / 352)	547 (165 / 382)
<b>(Progs)</b>	0 (0 Programs in or out) Facebook video - Storytime 173 - 1+ min views 136 - engagement	91-in (13 prgs, 1 CV - in) 67-out of Lib, (5 prgs, 1 CV out)	133-in (17 prgs in) 33-out of Lib (4-prgs)	244-in (23 prgs, 2 CVs in) 30 -out of Lib (5-prgs, 0 CVs out)
<b>Mtg Rm users</b>	0 (0 mtgs)	30 (4 mtg)	33 (5 mtgs)	18 (3 mtgs)
<b>Circulation</b>	<b>TOTAL: 1232</b> Lib: 421 OverDrive: 719 (circ) Kanopy 92 (plays)	1812 -10% OverDrive: 464 (circ) TOTAL 2276 -3%	2016 -14% OverDrive: 324 (circ) TOTAL: 2340 -11%	2348 +5% OverDrive: 289 (circ) 2637 TOTAL
<b>(Adult/Child)</b>	(A-242, J-161, T-18)	(A-1186, J-597 T-29)	(A-1227, J-529, T-50)	(A-1468, J-810, T-59)
<b>Internet use (+wireless):</b>	<b>29</b> (0 / 29 w / 0 Tabs)	<b>295 -25%</b> (234 / 59w / 16 Tab)	<b>393 -7.5%</b> (320 / 52w / 21 Tab)	<b>425 +27%</b> (319 / 75w / 21 Tab)
<b>ILL borrowed/lent:</b>	0 in / 4 out	9 / 1	116 / 73	66 / 71

June	2020	2019	2018	2017
<b>Patrons</b>	279 (279 w/mtgs) +OverDrive unique users: 85	1241 (1275 w/mtgs) -13%	1446 -12% (1471 w/mtgs)	1656 +10.5% (1676 w/mtgs)
<b>(Kids/Youth)</b>	21 (8 k / 13 y)	467 (96/ 371)	473 (138/ 335)	623 (171/ 452)
<b>(Progs)</b>	0 (no programs in or out). Facebook video - Storytime 48 - 1+ min views 63 - engagement	87-in (4 prgs + 2 CVs in). 110-out of Lib, (2-prgs + 5 CVs out)	104-in (15 prgs + 1CV in). 176-out of Lib, (2-prgs + 8 CVs out)	215-in (24 prgs + 2CVs in). 175-out of Lib, (3-prgs + 9 CVs out)
<b>Mtg Rm users</b>	0 (0 mtgs)	34 (5 mtgs)	25 (4 mtgs)	20 (3 mtgs)
<b>Circulation</b>	<b>TOTAL: 1294</b> Lib: 678 OverDrive: 573 (circ) Kanopy 43 (plays)	1855 -10% OverDrive: 396(circ) TOTAL 2251 -5%	2072 -6% OverDrive: 292(circ) TOTAL 2364 -6%	2213 -4% OverDrive: 307(circ) TOTAL 2520 -1%
<b>(Adult/Child)</b>	(A-399, J-244, T-9)	(A-1115, J-705, T-35)	(A-1429, J-584, T-59)	(A-1353, J-806, T-54)
<b>Internet use (+wireless):</b>	<b>112</b> (16 / 96w / 0 Tab)	<b>384 -5.5%</b> (289 / 71w / 24 Tab)	<b>407 +5%</b> (318 / 62w / 27 Tab)	<b>386 0%</b> (293 / 71w / 22 Tab)
<b>ILL borrowed/lent:</b>	10 in / 25 out	31 in / 24 out	87 in / 66 out	89 in / 78 out

<b>July</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Patrons</b>	<b>676</b> (676 w/mtgs) +OverDrive unique users: 87	<b>1874</b> (1933 w/mtgs) <b>-5%</b>	1993 <b>+2%</b> (2029 w/mtgs)	1959 <b>-6%</b> (1986 w/mtgs)
<b>(Kids/Youth)</b>	<b>149 (52k / 97y)</b>	<b>831 (132k / 699y)</b>	<b>882 (161k / 721y)</b>	<b>796 (279k / 517y)</b>
<b>(Progs)</b>	10 (2 library programs). Online Storytime (YouTube) 49 views 25 engagement	121-in (14 prgs in) 187-in (12 group/camp visits in). 13-out of Lib (2 prg out)	162-in (20 prgs in) 262-in (10 group/camp visits in). 16-out of Lib (2 prg out)	183-in (26 prgs in) 176-in (6 group visits). 20-out of Lib (2 prg out)
<b>Mtg Rm users</b>	<b>0 (0 mtgs)</b>	<b>59 (4 mtgs)</b>	<b>36 (5 mtgs)</b>	<b>27 (4 mtgs)</b>
<b>Circulation</b>	<b>TOTAL: 2230</b> Lib: 1545 OverDrive: 603 (circ) Kanopy 82 plays	2784 <b>-12.5%</b> OverDrive: 502 (circ) TOTAL 3286 <b>-</b> <b>7%</b>	3186 <b>+4.5%</b> OverDrive: 359 (circ) TOTAL 3545 <b>+5.5%</b>	3047 <b>-15%</b> OverDrive: 312 (circ) TOTAL 3359 <b>-</b> <b>13%</b>
<b>(Adult/Child)</b>	(A-830, J-691, T-24)	(A-1347, J-1376, T-60)	(A-1579, J-1523, T-84)	(A-1584, J-1344, T-115)
<b>Internet use (+wireless):</b>	<b>174</b> (45 / 129w / 0 Tab)	<b>511 +10%</b> (393 / 73w / 45 Tab)	464 <b>+14%</b> (368 / 59w / 37 Tab)	408 <b>-21%</b> (332 / 40w / 36 EL)
<b>ILL borrowed/lent:</b>	34 in / 50 out	28 in / 42 out	80 in / 70 out	65 in / 76 out

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board Special meeting was held Sept 3, 2020 at 11:30 p.m. via Zoom.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Absent: John Harris, Timothy Molloy

Meeting called to order at 11:40 pm.

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

**2. Adoption of Agenda:** Moved by Carole; seconded by Wendy. ADOPTED.

### 3. Building (Exterior Work):

- **Roof:** Reviewed draft Request for Quotation for the required work on the roof, also to include needed work on the ice dams, and inspection/repair of the roof joins in regard to leaks. Brian and Mary Kate to make minor revisions as per discussion and send out for quotes.
- **East Side:** Reviewed draft Request for Quotation for work on the east side of the building. Will develop a list of businesses to send RFQ to. Plan to send this out in 2020, but this is anticipated as a spring 2021 project.
- **MOTION:** To approve the RFQs as amended (see file). Moved by Victor; seconded by Wendy. **APPROVED.**

Meeting adjourned.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**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: October 13, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

**Be it hereby resolved that:** By-law 54-2020, being a by-law to confirm the proceedings of the regular Council meeting of October 13, 2020, be read a first and second time, and that By-law 54-2020 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 54-2020**

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 OCTOBER 13, 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 October 13, 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 October 13, 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 13<sup>th</sup> day of October 13, 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

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: October 13, 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, October 26, 2020 at 7:00 p.m. or until the call of the Mayor subject to need.

Carried / Defeated

---

J. Douglas Struthers, Mayor