

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the draft New Business Welcome Package for information purposes.

Carried / Defeated

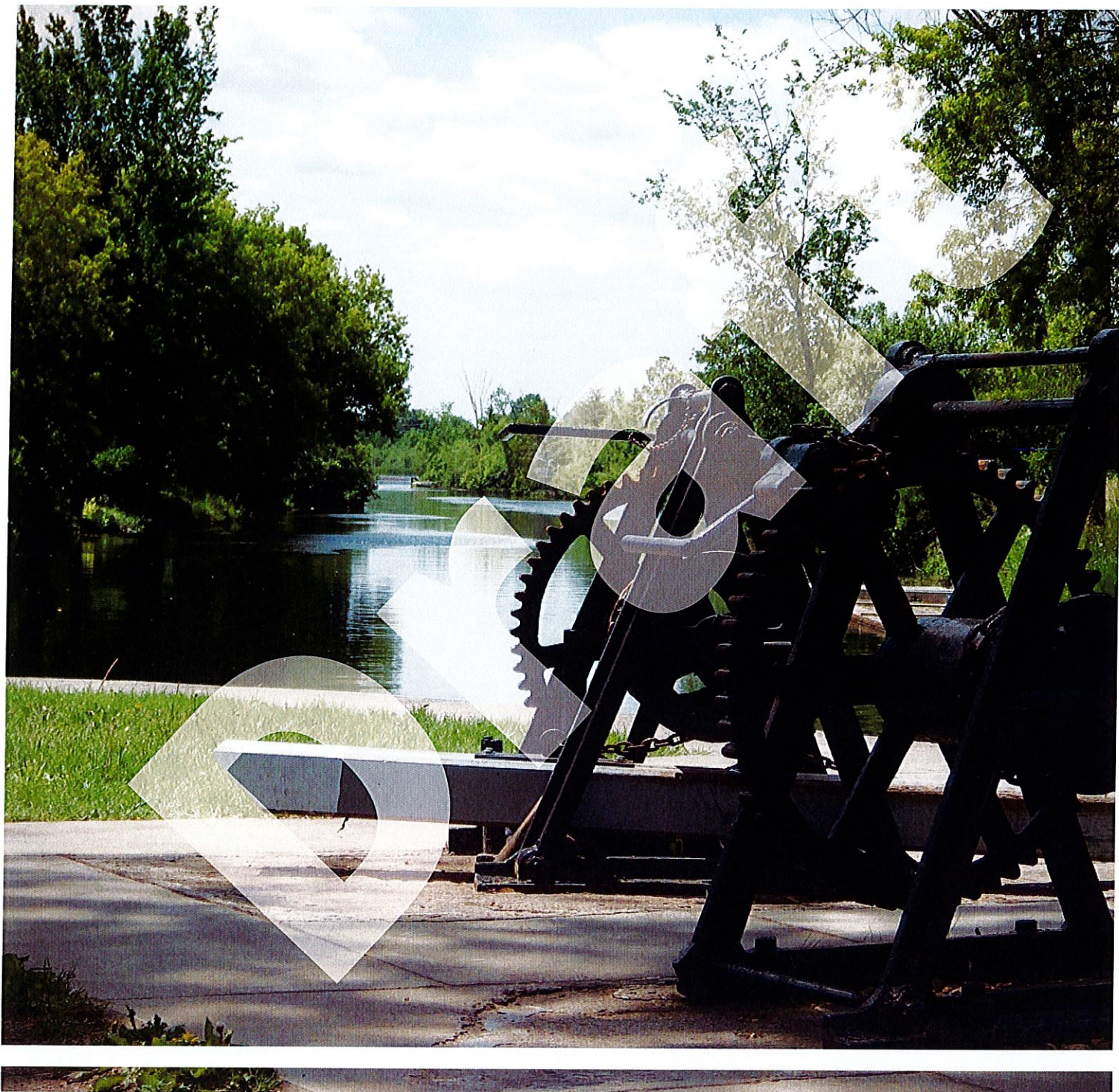
\_\_\_\_\_  
J. Douglas Struthers, Mayor

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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





MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

# SMALL BUSINESS WELCOME PACKAGE

2021





## Community Development

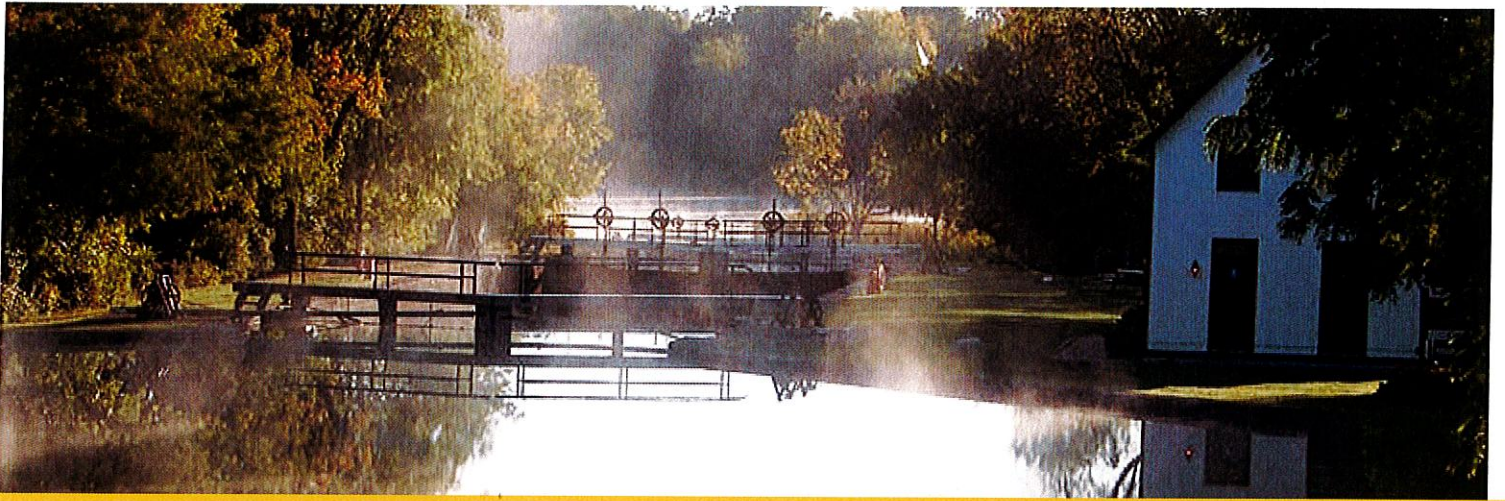
### **ABOUT:**

Merrickville-Wolford is a beautiful, historic area that combines the charm of the country with the elegance of a quaint, quiet village. Located along the Rideau Canal - a UNESCO World Heritage site, the area is rich in history, and is a popular tourist destination. Visitors come by land and river to experience the Jewel of the Rideau.

### **MERRICKVILLE-WOLFORD'S VISION**

Perserving a quality of life on the Rideau Canal that is vibrant, natural, rural and historic.





## WELCOME FROM MAYOR STRUTHERS

I am tremendously excited to see the return of shoppers, day tourists and restaurant patrons again throughout Merrickville-Wolford. As we recover from the challenges of COVID-19, it has been extremely heartening to see how the Merrickville-Wolford community has pulled together to protect public health and safety, supporting one another - our neighbors, friends, local businesses, essential workers, and more. We are one community. Our residents support our businesses and our businesses serve our residents.

It is my pleasure to welcome your new business to our local community, and to recognize the many local businesses that have been adapting, remodeling and expanding throughout Merrickville-Wolford over the past year+. You are in good company and we hope you will get to know and benefit from our awesome business community & organizations like the Merrickville & District Chamber of Commerce, available small business resources & supports, and partnership opportunities. We are here to help connect you with the community and the available business programs and supports.

We enjoy a diverse local economy in Merrickville-Wolford. Here you will find businesses across the entire Agri-Food chain (from producers and processors to specialty shops and restaurants featuring local foods), Artists who produce one-of-a-kind creations, Service Providers that cater to business, professional, personal, educational and healthcare needs, Retail Shops with unique and eclectic offerings, as well as Accommodations, Food and Drink for all. We hope you will support the full range of businesses throughout Merrickville-Wolford, including the hidden gems throughout the rural Wolford ward. Together we are strong and have a vibrant local economy. Let's continue to stay safe and shop local!

Welcome, Stay safe and well,

*JD Struthers*  
Mayor Struthers







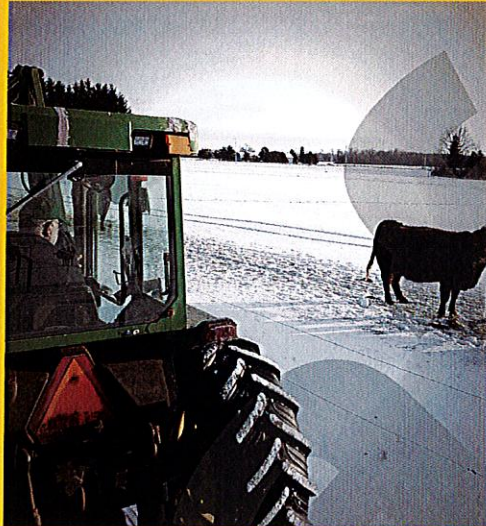
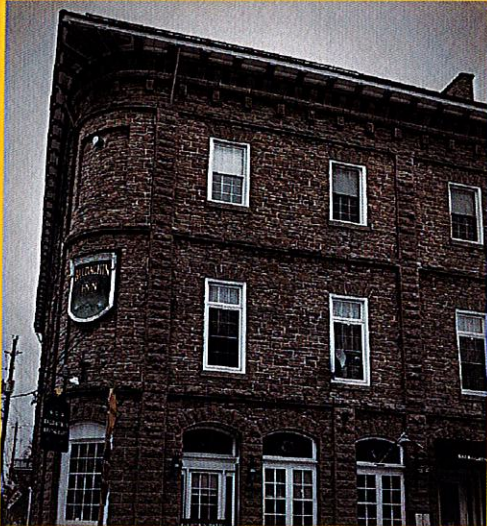
# **ECONOMIC DEVELOPMENT**

**BRINGING BUSINESSES TO  
MERRICKVILLE-WOLFORD**



# RESOURCES

**Business Support Organizations for local businesses – As always, the following government organizations are available to assist local businesses with funding programs, hiring, wage subsidies for employees, and more:**



## Small Business Advisory Centre (SBAC)

Funded by the provincial government, the SBAC supports start-ups and growth businesses in Merrickville-Wolford with funding programs, advisory services, and expert business advice. Contact SBAC by email at [cjames@smallbizcentre.ca](mailto:cjames@smallbizcentre.ca)

<https://smallbizcentre.ca/>

## CSE Consulting

Funded by the provincial government, CSE delivers the Canada-Ontario Job Grant for businesses and has a range of programs and services for employers and employees, including hiring and training programs. Contact CSE by email at [tracy@cseconsulting.com](mailto:tracy@cseconsulting.com)

<https://www.cseconsulting.com/>

## Valley Heartland Community Futures Development Corp.

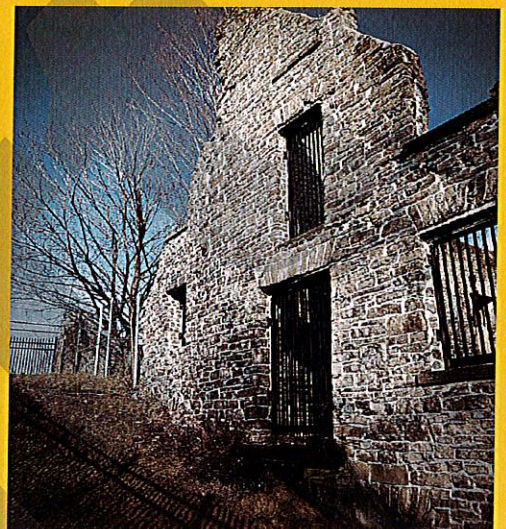
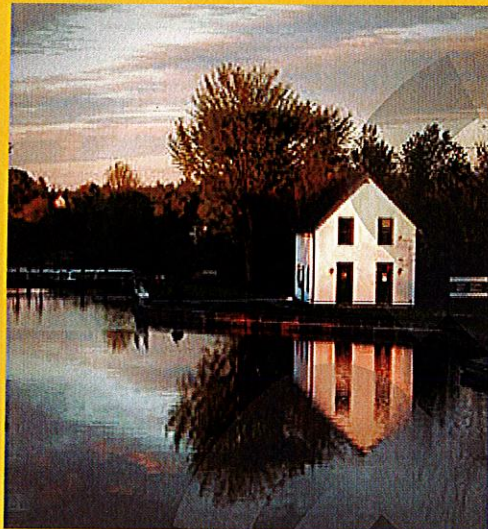
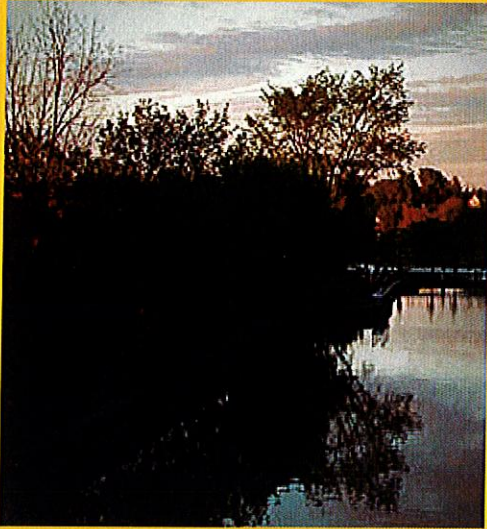
Funded by the federal government, Valley Heartland is a third party provider of programs and services for growth & innovation businesses, including business loans, grants and business mentorship programs. Contact Valley Heartland by email at [info@valleycfdc.com](mailto:info@valleycfdc.com)

<https://www.valleycfdc.com/>



# RESOURCES

## Digital Service Squad/Main Street & Municipal Contact Information



### Digital Service Squad/Main Street Program

Extended into February 2022 - Digital Service Squads (DSS) across the United Counties of Leeds Grenville assist local Merrickville-Wolford businesses to establish and/or improve their online presence, meet digital transformation goals, can assist eligible businesses to apply for a \$2,500 Digital Transformation Grant, and more.

<https://digitalmainstreet.ca>

### Merrickville-Wolford & District Chamber of Commerce

Robyn Eagle  
President  
[president@merrickvillechamber.ca](mailto:president@merrickvillechamber.ca)

[www.merrickvillechamber.ca](http://www.merrickvillechamber.ca)

### Village of Merrickville-Wolford

Municipal Office  
317 Brock St W.,  
P.O. Box 340  
Merrickville, ON  
K0G 1N0  
(613) 269-4791

[Contact Us](#)

[www.merrickville-wolford.ca](http://www.merrickville-wolford.ca)





## SIGNAGE BY-LAW 24-2010

### CONSIDERING A SIGN FOR YOUR BUSINESS? BY-LAW 24-2010 OUTLINES WHAT IS PERMITTED

A Sign Permit is required for signs within Merrickville-Wolford. The Signage By-Law 24-2010 can be found [here](#).

#### Key Points:

- *Luminous Signs shall not be permitted as they are not in keeping with the historic nature of the Municipality.*
- *Every sign shall be kept in good repair and in a safe and secure condition.*
- *The following types of signs are not permitted in the urban area of Merrickville-Wolford: a) Flashing Signs; b) Neon Signs; c) Pylon; d) Luminous*
- *Sandwich Boards located on any highway, sidewalk or road allowance may, if they hinder or in any way impede the free and easy movement of pedestrians or vehicular traffic or the parking of vehicles or the opening of doors of vehicles, or where installed in contravention of this by-law, be removed by the Chief Building Official or his designate without notice.*

Additional regulations exist for signs based on the zoning of the lot where the sign shall be placed, such as residential or commercial properties, along with the requirements for the various types of signs that are permitted. Please view the Signage By-Law 24-2010 for additional regulations, definitions, and to view the application along with the fee structure for permits.

For more information, contact our Municipal Office (613) 269-4791.



# MUNICIPAL TAX AND WATER

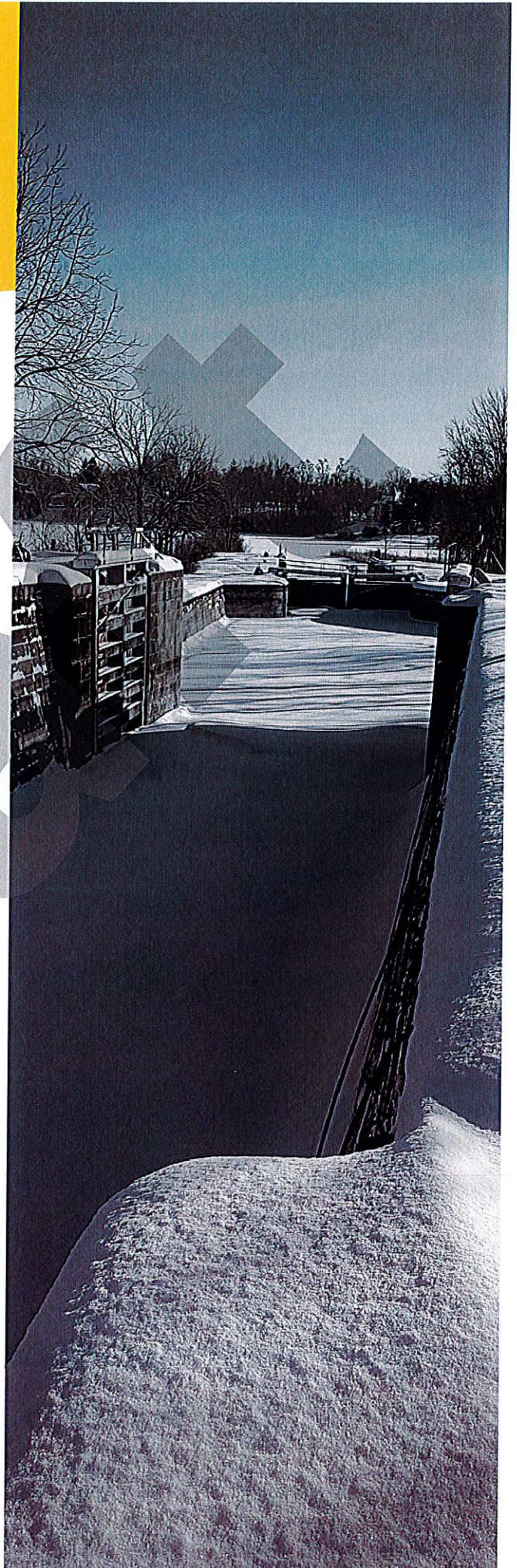
## ACCOUNTS

Property owners are responsible for municipal taxes and municipal water fees associated with their property.

Tax Notices are issued twice annually, with payment due in three installments at the end of **February, July and September.**

Water bills are issued **every other month** and are due the same month. For example, the bill for usage in January and February is issued by March 10th and payment is due at the end of March. **Water bills are sent directly to property owners,** however, tenants can make payments to the accounts using the account number.

Contact the office for the current commercial rate for water.  
**(613)269-4791 ext. 260**





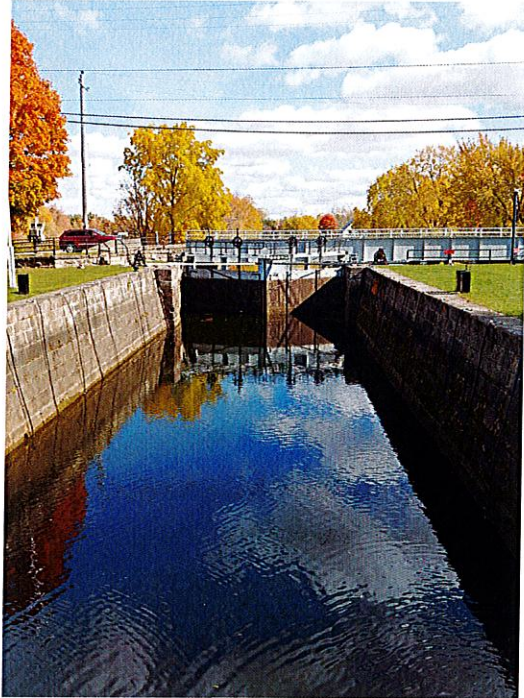


# ENVIRONMENT

## KEEPING MERRICKVILLE- WOLFORD CLEAN, GREEN AND HEALTHY

In Merrickville-Wolford the environment is important to us. With a UNESCO World Heritage Site running through our communities, we aim to keep our natural habitat healthy and vibrant for all creatures. Please take care of your garbage and recycling needs by following the guidelines and help us keep our area environmentally friendly.





# GARBAGE & RECYCLING

## MERRICKVILLE WARD

Merrickville proper has garbage and recycling pick-up every Wednesday. Property owners and/or tenants are asked to:

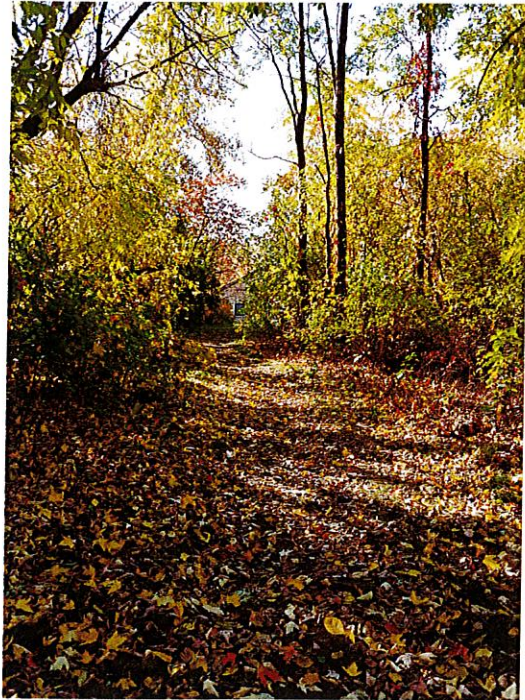
- have their garbage and recycling at the curbside by 7am on Wednesday morning.
- Each bag must be properly tagged with an orange garbage tag. Tags can be purchased at the **Village office, Quickie, Merrickville Food Market or the Merrickville Drug Mart** for \$25/sheet of ten tags.
- Garbage bags must not weigh more than 40 kg.
- Landfill open Wednesday & Saturday 8 a.m. to 5 p.m.

Recycling is collected each week, alternating between containers and fibres. See our **Recycling calendar** to learn more.

Contact the office for further information.  
(613) 269-4791 ext. 221

CHECK OUR WEBSITE FOR LANDFILL HOLIDAY HOURS  
[WWW.MERRICKVILLE-WOLFORD.CA](http://WWW.MERRICKVILLE-WOLFORD.CA)





# GARBAGE & RECYCLING

## WOLFORD WARD

Wolford ward residents and businesses can bring their garbage and recycling to our Landfill site located at 3512 County Rd 16. Property owners and/or tenants will require a landfill permit to enter. Permits are issued at the municipal office at 317 Brock St W., in Merrickville.

Please note that:

- permits will be issued for the vehicle entering the landfill thus a license plate number will be required.
- Each bag must be properly tagged with a yellow garbage tag. Tags can be purchased at the **Village office, Quickie, Merrickville Food Market or the Merrickville Drug Mart** for \$10/sheet of ten tags.
- Landfill open Wednesday & Saturday 8 a.m. to 5 p.m.
- Other items are accepted, fees are by weight or item. Check out our website for more information.

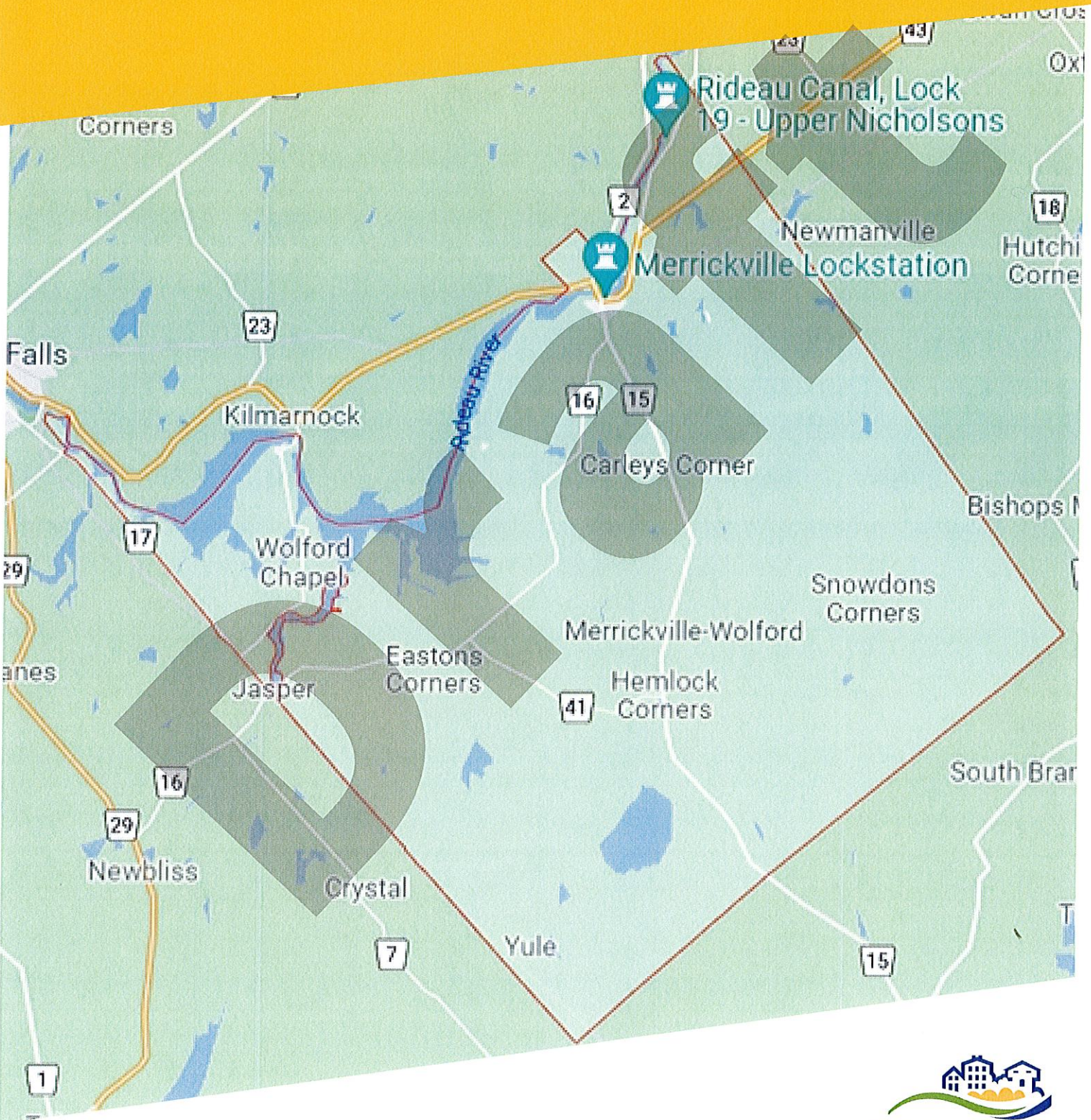
Contact the office for further information.  
(613) 269-4791 ext. 221

CHECK OUR WEBSITE FOR LANDFILL HOLIDAY HOURS  
[WWW.MERRICKVILLE-WOLFORD.CA](http://WWW.MERRICKVILLE-WOLFORD.CA)



# MERRICKVILLE-WOLFORD

*Jewel of the Rideau*





Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

**Whereas** Council declared a Council seat vacant on September 13, 2021, per S.259 (h) of *The Municipal Act*; and

**Whereas** on October 15, 2021, per Council's direction, staff contacted all Council members from the most recent two terms of Council on a "best efforts" basis to seek their consent to being appointed to fill the vacant seat; and

**Whereas** Vic Suthren and Steve Ireland were the only two former Councillors to respond granting consent to being appointed;

**Now Be It Hereby Resolved** that the Council of the Corporation of the Village of Merrickville-Wolford does hereby appoint \_\_\_\_\_ to fill the vacant seat.

Carried / Defeated

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



## Kirsten Rahm

---

**From:** Doug Robertson  
**Sent:** Friday, October 15, 2021 4:30 PM  
**To:** Kirsten Rahm  
**Subject:** Request for Consent to Being Appointed to Fill Vacant Council Seat - Village of Merrickville-Wolford

Good afternoon. On behalf of the Village of Merrickville-Wolford Council, thank you for your dedicated service to the community as a former Council Member.

On August 16, 2021, the Council was saddened to hear about the unfortunate passing of Councillor Don Halpenny. As required by section 259(h) of the Municipal Act, Council declared Councillor Halpenny's seat vacant on September 13, 2021. On Mon Sept 27, 2021, Council directed staff to contact experienced former Village of Merrickville-Wolford Council members from the most recent two terms (i.e., 2010-2014 and 2014-2018) on Council's behalf to determine if they consent to being appointed to fill the vacant seat for the remainder of the 2018-2022 term if Council were to appoint you from amongst other respondents. You are receiving this email in accordance with Council's instructions.

In accordance with the Municipal Act, 2001, c.25, when the seat of a member of Council becomes vacant during the term of Council, Council has the option of filling the vacancy by appointing a person who has consented to accept the office subject to that person being qualified in accordance with the Municipal Elections Act, 2001. To qualify, a person appointed or elected to fill a vacancy must be:

- a Canadian citizen;
- at least 18 years of age;
- a resident of the Village of Merrickville-Wolford, or be the owner or tenant of land, or the spouse of the owner of tenant of land;
- not prohibited from voting in a municipal election by any legislation; and
- not prohibited from holding the office under the Municipal Act or any other legislation.

Please note that an eligible candidate for election or appointment to a municipal council does not have to live in a particular ward in order to be its Councillor. Section 29(4) of the Municipal Elections Act, 1996 provides that if a municipality is divided into wards, a person is eligible to be nominated for an office in an election in any ward of the municipality.

To indicate your consent to be appointed to fill the vacant Council seat for the remainder of the current Council term of office should Council choose to appoint you, **please reply to this email no later than 4:30pm on Wed Oct 20, 2021 stating clearly either that:**

- A. **"Yes, I consent to being appointed to the vacant Council seat for the remainder of the current term should Council choose to appoint me"; or,**  
B. **"No, I do not consent to being appointed to the vacant Council seat".**

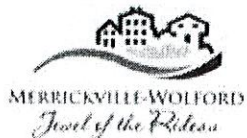
Please be advised that, if you respond and express your interest in being appointed, you thereby will be deemed to have granted permission for public disclosure of your name and consent to being appointed to fill the vacant seat. You also thereby will be deemed to have confirmed that you are qualified to accept the appointment in compliance with the Municipal Elections Act, 2001. Please note that failure to respond by email as indicated may be interpreted to indicate that you do not consent and/or are not qualified to be appointed to the vacant Council seat.

It is tentatively anticipated that the responses to this email will be provided to Council for their consideration at a Special Council Meeting on Monday November 1, 2021.



On behalf of Council, thank you again for your service to the community and we look forward to your response.

Doug Robertson MBA  
CAO/Clerk/Director, Economic Development  
Village of Merrickville-Wolford  
613-269-4791 ext. 229





Responses to October 15, 2021 request for consent to be appointed  
to vacant Council seat

Former Council Members	Email "Read Receipt" received	Consent to being Appointed
Barr, Anne	Yes	No Reply
Ireland, Steve	Yes	Yes
MacInnis, Chuck	Yes	No
Nash, David	Yes	No
Snowdon, Dave	Yes	No
Suthren, Vic	Yes	Yes
Weedmark, Kim	Yes	No Reply



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
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive an Outdoor Rink Maintenance Policy for information purposes; and

That Council hereby approves the Outdoor Rink Maintenance Policy.

Carried / Defeated

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



**VILLAGE OF MERRICKVILLE-WOLFORD**  
**OUTDOOR RINKS MAINTENANCE POLICY**

**1.0 Purpose**

1.1 This policy is to establish the following guidelines for unsupervised Outdoor Municipal Rinks operated by the Village of Merrickville-Wolford (i.e., the “Village”) in Merrickville and Easton’s Corners regarding:

1.1.1 opening and closing dates

1.1.2 operating times

1.1.3 standards of service, including maintenance, equipment, amenities and staffing as well as flooding times.

**2.0 Persons Affected**

2.1 This policy applies to all employees including, but not limited to, the Manager of Operations and Operations Department staff, volunteers and external service providers.

**3.0 Policy Statement**

It is the policy of the Village to ensure that:

3.1 Unsupervised Outdoor Rinks

3.1.1 Operational Practices / Principles

- i. The Village is responsible for preparing and maintaining ice surfaces for Outdoor Rinks and may rely upon the services of Village staff, external service providers for this purpose at the discretion of the Manager of Operations in accordance with other Village policies.
- ii. At the discretion of the Manager of Operations or his/her delegate, Outdoor Rinks are given secondary priority in the allocation of municipal operational resources relative to other services which may impact public/staff safety and municipal liability including, but not limited to, the maintenance of safe passable streets and sidewalks, maintenance of municipal buildings and equipment, response to emergency situations, etc.
- iii. Snow clearing from the ice surface will be conducted, when possible, after the snow event ends, after all other municipal snow clearing priorities have been addressed at the sole discretion of the Manager of Operations.
- iv. The Manager of Operations or his/her delegate may, at the Manager of Operations’ sole discretion, close any Outdoor Rink without notice to ensure the protection and safety of the public and staff, to protect the Village from liability and/or to protect and maintain public infrastructure, facilities, and equipment.
- v. The Manager of Operations or his/her delegate may, at the Manager of Operations’ sole discretion and authority, without notice direct any occupant, spectator, or user of an



Outdoor Rink to exit the premises to ensure the protection and safety of the public and staff, to protect the Village from liability and/or to protect and maintain public infrastructure, facilities and equipment.

- vi. Notwithstanding the Operating Hours stipulated in S. 3.1.3, the Manager of Operations or his/her delegate may, at the Manager of Operations' sole discretion, vary the opening and closing dates of any Outdoor Rink and the Operating Hours of any Outdoor Rink as he or she deems expedient and beneficial with consideration to optimizing the public useability of an Outdoor Rink, to adapt to weather fluctuations and/or to accommodate the appropriate allocation of municipal operational resources.

#### 3.1.2 Operating Season and Operational Practices

Unless otherwise determined by the Village, Outdoor Rinks:

- i. Are opened no earlier than the 3rd week of December (weather permitting) and remain open no later than the end of the first week of March weather permitting.
- ii. Are flooded to produce ice when there is sufficient frost in the ground, typically when the weather is consistently forecasted to include five to seven consecutive days of minus ten degrees Celsius or lower overnight with temperatures rising to no more than minus 4 degrees Celsius during the day during the same period.
- iii. May be equipped with such boards, fencing, signage and/or other such infrastructure as deemed necessary to protect spectators and users of the rink.

#### 3.1.3 Operating Hours

- i. Unless otherwise determined by the Village or to accommodate maintenance activities as determined by the Manager of Operations, Outdoor Rinks are open to the public from 9am to 10 pm seven days a week, in accordance with the provisions of the Village's noise by-law.
- ii. Outdoor Rinks in Merrickville and Easton's Corners may be utilized for pleasure skating and hockey in accordance with Schedule 'A' (attached).

#### 3.1.4 Services

- i. Village staff, external service providers will only be on site to flood and maintain the ice surface and perform the other maintenance tasks explicitly described within the Outdoor Rinks Policy.
- ii. The Village's Outdoor Rinks are "unsupervised" during the open operating hours stipulated in this policy.



# 2021-2022 Skating Timetable

(Weather permitting) open 9am to 10pm daily

## Monday to Friday

9:00 a.m. - 12:00 p.m.	Schools
12:00 p.m. - 3:00 p.m.	Family skating
3:00 p.m. - 6:00 p.m.	Hockey
6:00 p.m. - 8:00 p.m.	Family skating
8:00 p.m. - 10:00 p.m.	Hockey

## Saturday & Sunday

9:00 a.m. - 12:00 p.m.	Hockey
12:00 p.m. - 4:00 p.m.	Family skating
4:00 p.m. - 6:00 p.m.	Hockey
6:00 p.m. - 8:00 p.m.	Family skating
8:00 p.m. - 10:00 p.m.	Hockey

Monday, February 21, 2022, Family Day  
Family skating, 9:00 a.m. to 3:00 p.m.



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

**Be it hereby resolved that:**

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive the Village of Merrickville-Wolford Drinking Water System Financial Plan 2021-2027 for information purposes; and

That Council hereby approves the Drinking Water System Financial Plan 2021-2027.

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

Carried / Defeated

---

J. Douglas Struthers, Mayor





**ONTARIO CLEAN WATER AGENCY**  
**AGENCE ONTARIENNE DES EAUX**

**Village of Merrickville-Wolford**  
**Drinking Water System**  
**Financial Plan**  
**2021-2027**

**SUBMITTED BY**

Ontario Clean Water Agency  
2085 Hurontario St, 5<sup>th</sup> Floor  
Mississauga, ON L5A 4G1

Date: October 18, 2021

Rev: 3



Issue and Revision Record					
Rev.	Date	Prepared by:	Reviewed by:	Approved by:	Rev. Description
1	09/17/2021	Jason Younker			Draft
2	10/13/2021	Jason Younker	Sonya Semanuik	Sonya Semanuik	Final
3	10/18/2021	Jason Younker	Sonya Semanuik	Sonya Semanuik	Final

Report prepared  
by:




---

**Jason Younker**, E.I.T.  
 Junior Engineer-in-Training

Report reviewed  
by:

Sonya M  
 Semanuik

Digitally signed by Sonya M  
 Semanuik  
 Date: 2021.10.19 08:57:32 -04'00'

---

**Sonya Semanuik**, P.Eng.  
 Senior Engineer



## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	LEGISLATIVE CONTEXT TO FINANCIAL PLANNING.....	1
1.2	MERRICKVILLE WATER SYSTEM.....	3
<b>2</b>	<b>FINANCIAL OPERATING PLAN.....</b>	<b>3</b>
2.1	OPERATING EXPENSES .....	4
2.2	CAPITAL AND MAJOR MAINTENANCE COSTS.....	4
2.3	DEBT MANAGEMENT .....	4
2.4	LEAD PIPE REPLACEMENT COSTS .....	4
2.5	SOURCE WATER PROTECTION COSTS .....	4
<b>3</b>	<b>FUNDING PLAN.....</b>	<b>4</b>
3.1	WATER RATES .....	5
3.2	DEBT AND CASH RESERVES .....	5
3.3	GOVERNMENT GRANT .....	5
<b>4</b>	<b>FINANCIAL PLAN SUMMARY – MERRICKVILLE.....</b>	<b>6</b>
4.1	STATEMENT OF FINANCIAL POSITION (TABLE 5.1) .....	6
4.2	STATEMENT OF OPERATIONS (TABLE 5.2) .....	8
4.3	CONTINUOUS IMPROVEMENT .....	9
4.4	CONCLUSION .....	9
<b>5</b>	<b>FINANCIAL STATEMENTS.....</b>	<b>10</b>
<b>6</b>	<b>NOTES ON THE MERRICKVILLE-WOLFORD DWW FINANCIAL PLAN .....</b>	<b>14</b>



## 1 Introduction

The Corporation of the Village of Merrickville-Wolford (the Village) has retained the Ontario Clean Water Agency (OCWA) to update the Financial Plan for the Village's Drinking Water System (DWS) in order to comply with the Financial Plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act. The first Financial Plan was initiated by OCWA in 2011, updated in 2015 and this is the second update to the Financial Plan as per O. Reg. 453/07 requirement.

The Financial Plan contained herein has been prepared in accordance with O. Reg. 453/07, as well as the provisions of the Financial Planning guidelines published by the Ministry of the Environment, Conservation and Parks (MECP) in August 2007 entitled "Toward Financially Sustainable Drinking-Water Systems".

The Financial Plan was prepared for the Merrickville-Wolford DWS based on information supplied by the Village and operational staff, including future capital and major maintenance projects, water system financial information, as well as tangible capital asset information that the Village generated in accordance with the Public Sector Accounting Board (PSAB) standard PS 3150 requirements.

The information supplied by the Village was used to generate a financial operating plan which forecasted future annual expenditure requirements from the year 2021 through to 2027. A revenue plan, relying mostly on user fees was generated to support the expenditure requirements outlined in the operating plan. The information generated in the operating and revenue plans along with the tangible capital asset information was used to develop a Financial Plan for the Merrickville-Wolford DWS covering a study period from 2021 to 2027 in accordance with O.Reg. 453/07 requirements (minimum 6 year study period).

### 1.1 Legislative Context to Financial Planning

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These initiatives were a result of the waterborne illness tragedy in Walkerton in 2000. Following this event, the Government of Ontario established a public inquiry chaired by the Honourable Dennis O'Connor to look into the tragedy. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The MECP has responded to the Inquiry recommendations by making legislative changes. One change directly related to the development of this Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of a municipal drinking water system to apply for and obtain a Municipal Drinking Water License. There are five elements that must be in place in order for the owner of a drinking water system to obtain a license:

- 1) A Drinking Water Works Permit to establish or alter a drinking-water system.



- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- 3) An Accredited Operating Authority. A third-party audit of an operating authority's QMS will be the basis for accreditation.
- 4) A Permit to Take Water.
- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Under section 30 of the SDWA, the Financial Plan element of the license program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the MECP. SWSSA regulations have not been published. Accordingly, the requirements set by the Ministry apply as per the 2007 MECP guidelines.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains two key provisions that apply to an existing water system:

- 1) A person who makes an application under the Act for a municipal drinking water license shall, before making the application, prepare and approve Financial Plans for the system that satisfy the requirements of Reg. 453/07. O. Reg. 453/07, S. 1(1).
- 2) As a condition in a municipal drinking water license that is issued in response to an application made under section 33 of the Act for a municipal drinking water license, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first license for the system is issued, prepare and approve Financial Plans for the system that satisfy the requirements prescribed Reg. 453/07. O. Reg. 453, S. 1(3).

Several other provisions are also set out in the regulation that must be met by a municipality operating a water system:

- The Financial Plan must be approved by a resolution that is passed by the Council of the municipality.
- The Financial Plan must apply to a period of at least six years.
- The Financial Plan must be available, upon request, to members of the public at no charge and posted on the internet (if the municipality maintains a website).
- The municipality must provide notice as deemed appropriate to advise the public of the availability of the Financial Plan.

Once a system is licensed, the municipality's Financial Plan is required to be updated every five years, in conjunction with every application for license renewal. Full documentation of the Financial Plan regulation, O.Reg. 453/07 can be found in Attachment 1.

In June 2006, the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered accountants approved new municipal financial accounting and reporting standards requiring



that tangible capital assets (TCA), including the assets of drinking water systems, be included in municipal financial statements. Stat 3150 came into effect on January 1, 2009.

The Clean Water Act, 2006 targets the protection of drinking water supplies through the development of collaborative, locally driven, science and watershed-based source protection plans. According to the MOE Financial Planning guidelines, Financial Plans should include source water protection costs related to the provision of water services. Utilities are encouraged to have, at minimum, estimates of any current source protection costs as a separate cost item by the time that their Financial Plans are required in order to effectively align with the anticipated approval timelines for source protection plans (2010-2012).

In June 2007, the government of Ontario proposed a lead action plan. The Financial Plans regulation requires municipalities' Financial Plans to include the costs associated with replacing lead service pipes that are part of their drinking water system.

## 1.2 Merrickville-Wolford Water System

The Merrickville-Wolford Water System, located in the Village of Merrickville-Wolford is owned by the Corporation of the Village of Merrickville-Wolford and is operated by the Ontario Clean Water Agency. The Village is located between Ottawa and Brockville in Eastern Ontario.

The raw water is supplied from three separate wells located north of Main Street East and East of St. Lawrence Street. Each well is equipped with a flow meter and the supplied water is disinfected with chlorine before entering the clear well at the main pumphouse. There are two clear wells (590m<sup>3</sup> and 141m<sup>3</sup>) at the pumphouse and they are both equipped with an ultrasonic level meter. The treated water is then pumped, with high lift pumps, out into the distribution system. The high lift pump discharge line is equipped with a turbidity meter, flow meter, and a chlorine analyzer. There are two high lift pumps for regular use and one fire flow pump for emergencies. The pumphouse is also equipped with a 120kW diesel Genset to provide power in the event of a blackout.

The distribution system is composed of 8.2km of piping at a diameter of either 250mm or 150mm. A majority of the system is ductile iron and was installed in the late 1940s and early 1960s. Approximately 1.3km of the system is polyethylene and is relatively new having been installed in the last 20 years.

## 2 Financial Operating Plan

The financial operating plan includes the full costs of operating the Merrickville-Wolford DWS on an ongoing basis and includes capital investments, operating costs, maintenance costs, administration costs, and other miscellaneous costs.

A financial operating plan for the Merrickville-Wolford DWS was developed using historical financial information and projecting the information forward to forecast the annual expenditure requirements while taking into account inflation and any growth forecast.



## 2.1 Operating Expenses

Recurring operating expenses for the Merrickville-Wolford DWS consist of the operating contract for OCWA, utility costs, major maintenance and distribution repairs for the upkeep of the Water System as well as other miscellaneous costs such as office supplies, administration costs, and insurance. All operating costs are projected to increase on an annual basis at a rate of 2% per year up to the end of the study period. The total water operating expenses (excluding capital items, major maintenance, and amortization) for the Merrickville-Wolford Water Systems was approximately \$350,000 in 2020. It is presently expected that future operating expenses will remain relatively consistent.

## 2.2 Capital and Major Maintenance Costs

Although ongoing yearly maintenance and repair of the Merrickville-Wolford DWS are forecasted, some of these costs will be considered an annual operating expense. Budgeting for major maintenance and capital works for the wells and treatment plant are based on OCWA's 7-year major maintenance forecast. In addition to the works in the 7-year forecast, the plan also includes limited replacements of the Village's ductile iron distribution system.

- Distribution Replacement for Church St. for \$140,000 after 2024
- Distribution Replacement for Drummond St. for \$180,000 after 2022

All capital and major maintenance cost estimates include a 15% contingency from the year 2021 onwards.

## 2.3 Debt Management

The Merrickville-Wolford DWS had presently is carrying an existing loan with 346,764 (Dec 2020) remaining in the principal at an interest rate of 3.85%. No further loans are expected in the planning period unless major distribution replacement occurs with existing ductile iron throughout the system.

## 2.4 Lead Pipe Replacement Costs

There are no costs associated with lead pipe replacement for the Merrickville-Wolford DWS.

## 2.5 Source Water Protection Costs

There are no costs associated with source water protection forecasted for the Merrickville-Wolford DWS during the study period

## 3 Funding Plan

A funding plan was developed to ensure that the annual expenditures forecasted in the financial operating plan can be sustained over the study period. The funding plan relies on operating revenues from the direct users of the Water System through water rates in



combination with hydrant rentals and disconnection fees to cover any capital and operating costs. Historically, there were also infrastructure and provincial/government grants that contributed to the funding plan.

### 3.1 Water Rates

The Merrickville-Wolford Drinking Water System is funded through a combined water rate with both a flat monthly fee and a consumption charge for usage beyond 15 m<sup>3</sup>. There are also fee penalties applied to late payments and a connection and disconnection fee. The historical and proposed water gross rates charged to residential consumers can be found in Figure 3.1.

The rates are recommended to increase by 2.0% until 2027. The 2% rate increase is to account for the rate of inflation that will affect all operating and capital costs. This rate increase recommendation is not from a rate study and is only utilized here to indicate a minimum rate increase to balance out inflation. It is however noted that a more aggressive rate structure could help account for the system’s increased rate of amortization and make the village more prepared for future capital works.

Figure 3.1 – Residential Water Rate Charge per Month

	Residential Water Rates						
	Proposed Rates						
	2021	2022	2023	2024	2025	2026	2027
Year							
WaterRate (Base, Monthly)	48.74	49.71	50.71	51.72	52.76	53.81	54.89
Water Rate (Metered, Monthly)	2.58	2.63	2.68	2.74	2.79	2.85	2.91
Rate per year	\$835.66	\$852.37	\$869.42	\$886.80	\$904.54	\$922.63	\$941.08
% Increase		2%	2%	2%	2%	2%	2%

The forecasted rates were developed with the assumption that there will be no major increase in the number of billable residential units during the planning period. Household water rate per year is based on a household of 2.2 people and a capita usage of 350L/d.

### 3.2 Debt and Cash Reserves

The Merrickville-Wolford DWS debt was discussed in Section 2.3.

The ending 2020 cash reserve balance was \$422,498 for both the water and wastewater systems. The water reserve was estimated at a third of the total. This reserve is projected to be maintained at relatively similar levels throughout the planning period with variance due to large capital projects.

### 3.3 Government Grant

The Village has been successful in applications for government grants in past for major capital work associated with the Water system. Likewise, it is assumed that the municipality will continue to apply for grants to supplement user fees for large capital works. However, unless the village moves forward with major replacements of its ductile iron distribution system, no government grants have been forecasted.



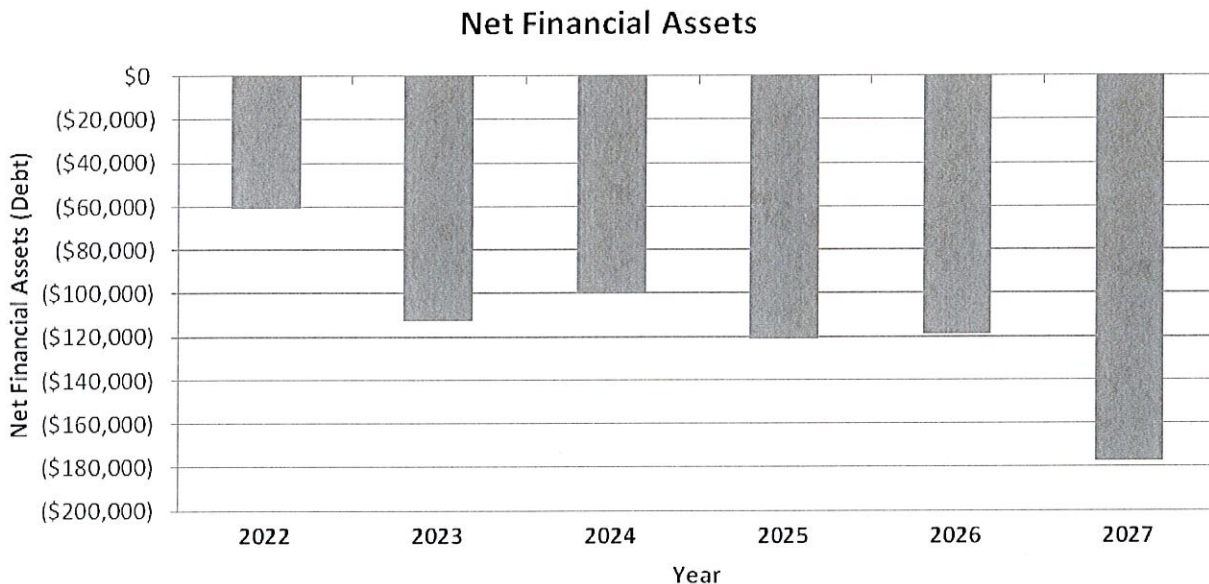
## 4 Financial Plan Summary – Merrickville-Wolford

This section provides a summary of principal features concerning the current and projected future state of the Merrickville-Wolford DWS. The financial information is contained in financial statements covering at least six years (2021-2027) in compliance with O. Reg. 453. Detailed financial statements are set out in tabular form in Section 5. Notes regarding the financial statements are presented at the end of the financial statement section of this report.

### 4.1 Statement of Financial Position (Table 5.1)

An important feature of a water system is its net financial assets. A positive net financial asset indicates that the system has minimum debt and an available reserve to be utilized to finance future capital works. A negative value indicates that the system debts exceed their reserves. Maintaining a positive financial balance can be critical to avoiding interest payments required to maintain debt. The Merrickville-Wolford DWS's projected net financial assets are shown in Figure 4.1 below.

Figure 4.1 – Merrickville-Wolford DWS Net Financial Assets



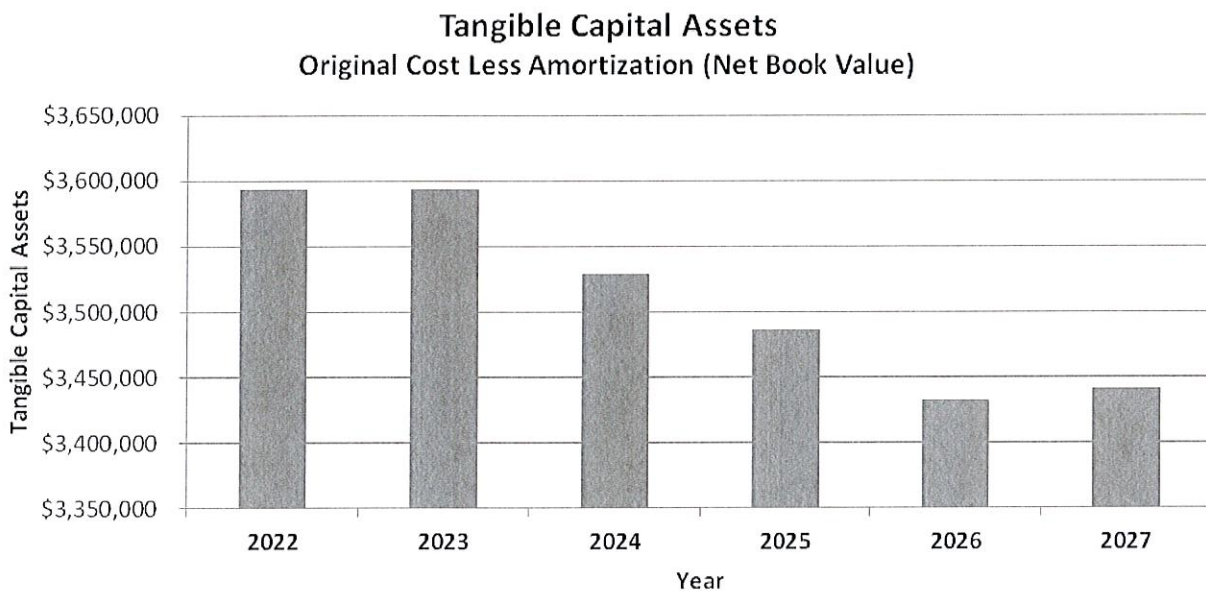
The present financial asset position is attributed to a combination of the water system reserves and any debt that may have accrued. If the reserve is growing there is a surplus, but if the reserve is decreasing, the system is in deficit and if the net financial assets are negative, then the system has more debts than reserves. Figure 4.1 shows a system that is relatively stable, but with a decreasing reserve while paying off its debt. With the small reserve balance available, the system is presently unable to engage in major capital projects without outside funding or incurring loans.



A second feature of the water system is the total value of the system’s tangible capital assets (plant equipment, watermains, building structure, etc.). Consideration of the value of tangible capital assets (TCA) is part of PSAB compliance. The current value of the capital assets is termed net book value (NBV). NBV is the difference between the original cost of an asset less the accumulated amortization.

Water systems have a great deal of resources tied up in tangible capital assets and managing these assets is critical to maintaining current and future levels of service. Tangible capital assets, once installed and are being used, will decrease in value over time. An increase in the net book value of tangible capital assets is an indication that assets have been renewed faster than they are being consumed. A decrease in net book value indicates that assets are being used, or amortized, faster than they are renewed. The net book value of the assets is set out in Figure 4.2.

Figure 4.2 – Merrickville-Wolford DWS Tangible Capital Assets

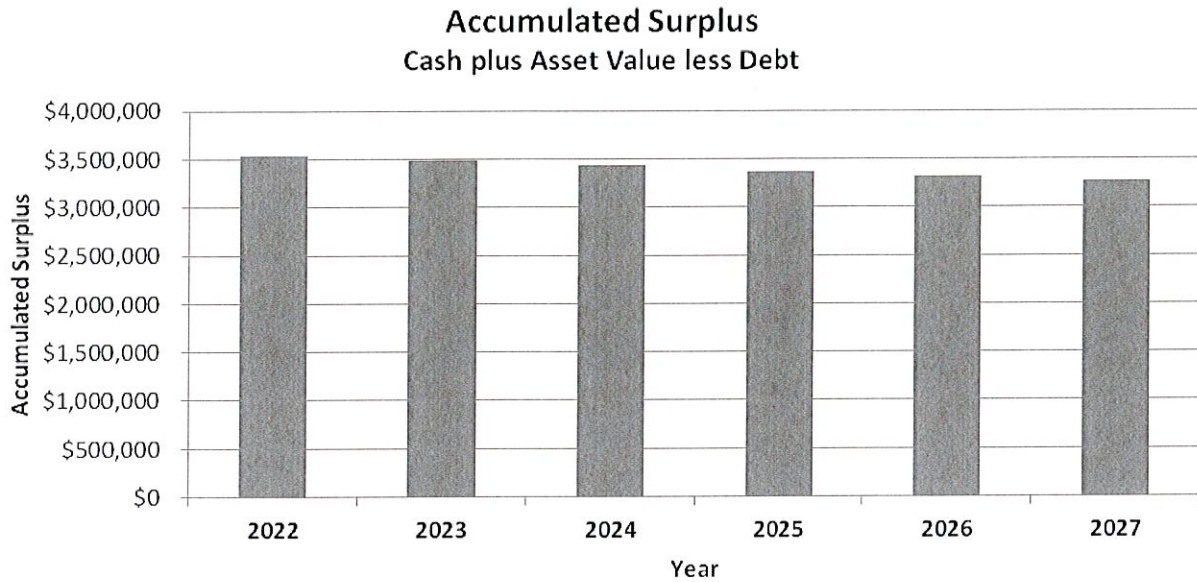


As shown in the figure above, the net book value decreases between 2021 and 2027, taking the NBV from a little over \$3.6M to approximately \$3.45M. Therefore, the future projection does indicate that the system is decreasing in value faster than it is being renewed.

Figure 4.3 sets out the accumulated surplus, which represents a combination of the net financial assets and the net book value of the systems. The water systems are projected to show a consistent, but slow, decrease in accumulated surplus after 2021.



Figure 4.3 – Merrickville-Wolford DWS Accumulated Surplus



## 4.2 Statement of Operations (Table 5.2)

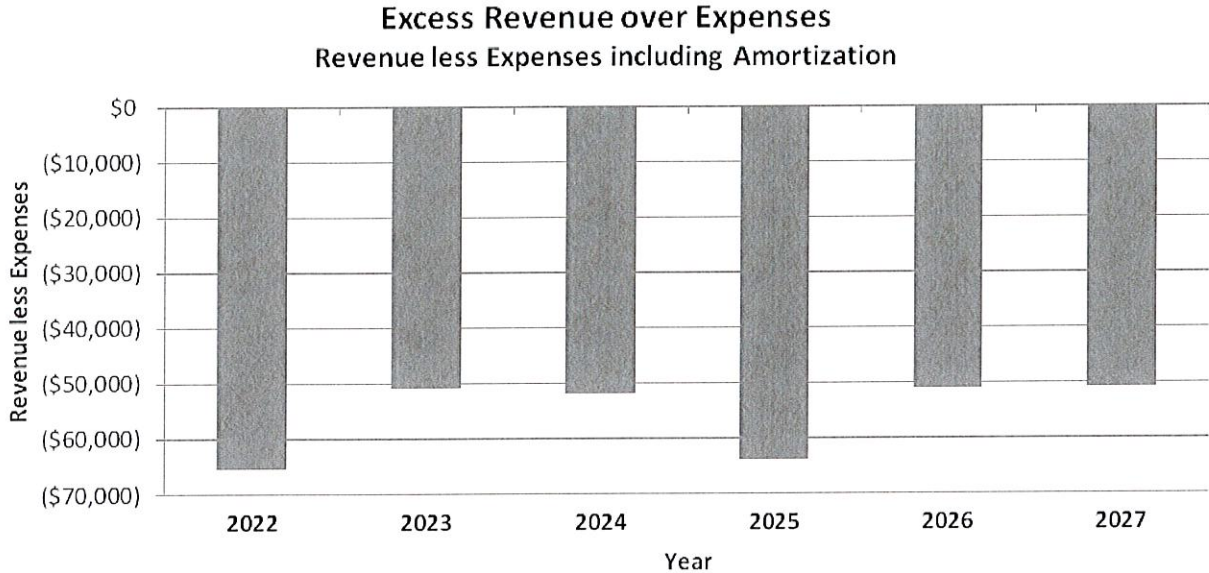
This statement summarizes revenues and expenditures. Revenue includes revenues from connected users, transfers from the general reserve, and disconnection fees. Expenditures include ongoing operating costs, debt repayment (if any), and asset amortization. Government funding is not included in the statement of operations.

Figure 4.4 projects that the system’s excess of revenues over expenses, including amortization, has negative values throughout the study period.

For all years in the planning period, the amortization and expenses are slightly greater than the revenues generated. In order to replace assets at a pace that is equal to or greater than the yearly amortization, an increase in the system’s rates or contribution from the general revenue is recommended.



Figure 4.4 – Merrickville-Wolford DWS Excess Revenue over Expenses



### 4.3 Continuous Improvement

The SDWA requires the renewal of Municipal Drinking Water Licences every five (5) years. The Financial Plan regulation requires the preparation and approval of a Financial Plan before making an application for the renewal of a Drinking Water License. Thus each Financial Plan will require updating at a minimum frequency of every five years. This ongoing update will assist in revisiting the assumptions made in the original Financial Plan, to develop the operating and funding plans as well as re-assessing the need for capital renewal and major maintenance expenditures.

### 4.4 Conclusion

At present, the DWS is able to maintain a reserve balance and is not expected to go into major debt during the planning period. However, based on the yearly decreasing accumulated surplus, the Merrickville-Wolford DWS is not currently financially self-sustainable on its own. It is still reliant on occasional government funding programs to supplement revenues for major capital works. Unless rates are increased, the current situation is projected to continue throughout the study period.

It is also noted that the ductile iron distribution system is recommended to be replaced for which the village estimates the cost at \$4.2million. Even with government grants, the cost to the village will likely be between \$1-2million. At present, the water system reserves are not projected to grow, but rather be maintained at a relatively low level. Therefore, in order to both move toward work towards a more financially self-sustainable system and to prepare for future



expenditure, it is recommended that the Merrickville-Wolford DWS increase its user rates over the projected planning period.

In reviewing these statements, it is important to keep in mind that a number of assumptions have been made concerning inflation, interest rates, capital projects, and growth projections. Actual numbers may significantly deviate from these over time. In addition, capital and major maintenance cost estimates and schedule may vary from current projections. There is a need to monitor the progress of this plan and make adjustments as needed.

The detailed financial statements are set out in tabular form in the following Section and were the basis for the above summary.

## **5 Financial Statements**

The detailed financial statements are set out in the following tables. Section 6 details the notes that correspond to the “notes” numbers on the right side of the tables.



Merrickville-Wolford Drinking Water System Financial Plan

Table 5.1 – Statement of Financial Position

Statement of Financial Position	2022	2023	2024	2025	2026	2027	Notes
<b>Financial Assets</b>							
Cash/Cash Equivalents							
System Reserve (Beginning of Year)	180,963	251,744	182,528	176,830	136,040	118,487	
System Reserve (End of Year)	\$251,744	\$182,528	\$176,830	\$186,040	\$118,487	\$39,080	1
<b>Total Financial Assets</b>	<b>\$251,744</b>	<b>\$182,528</b>	<b>\$176,830</b>	<b>\$136,040</b>	<b>\$118,487</b>	<b>\$39,080</b>	
<b>Liabilities</b>							
Operating Debt	\$0	\$0	\$0	\$0	\$0	\$0	
Loan Principal (Opening)	\$330,153	\$312,913	\$295,021	\$276,452	\$257,180	\$237,179	
Loan Principal (Closing)	\$312,913	\$295,021	\$276,452	\$257,180	\$237,179	\$216,421	2
Other liabilities	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Liabilities</b>	<b>\$312,913</b>	<b>\$295,021</b>	<b>\$276,452</b>	<b>\$257,180</b>	<b>\$237,179</b>	<b>\$216,421</b>	
<b>Net Financial Assets (Debt)</b>	<b>(\$61,169)</b>	<b>(\$112,493)</b>	<b>(\$99,622)</b>	<b>(\$121,141)</b>	<b>(\$118,692)</b>	<b>(\$177,341)</b>	
<b>Non Financial Assets</b>							
Tangible Capital Asset Cost (Opening)	\$9,397,119	\$9,397,119	\$9,551,018	\$9,643,613	\$9,760,775	\$9,869,790	
Changes in Tangible Capital Assets - Additions	\$0	\$153,899	\$92,596	\$117,162	\$109,014	\$173,220	4, 5
Tangible Capital Asset Cost (Closing)	\$9,397,119	\$9,551,018	\$9,643,613	\$9,760,775	\$9,869,790	\$10,043,010	3
Accumulated Amortization (opening)	\$5,650,575	\$5,804,081	\$5,957,586	\$6,114,939	\$6,274,607	\$6,437,204	
Accumulated Amortization (closing)	\$5,804,081	\$5,957,586	\$6,114,939	\$6,274,607	\$6,437,204	\$6,602,526	
<b>Total Non Financial Assets</b>	<b>\$3,593,038</b>	<b>\$3,593,432</b>	<b>\$3,528,674</b>	<b>\$3,486,169</b>	<b>\$3,432,586</b>	<b>\$3,440,484</b>	
<b>Accumulated Surplus(deficit)</b>	<b>\$3,531,869</b>	<b>\$3,480,938</b>	<b>\$3,429,053</b>	<b>\$3,365,028</b>	<b>\$3,313,894</b>	<b>\$3,263,143</b>	

Note: Unaudited for Planning Purposes Only – Actual results will differ from the above and these differences could be material.



Table 5.2 – Statement of Financial Operations

Statement of Financial Operations	2022	2023	2024	2025	2026	2027
<b>Total Revenues</b>						
Revenue from Users						
Revenue Water and Wastewater	\$512,252	\$522,428	\$532,808	\$543,396	\$554,195	\$565,211
Total Revenue from Users	<b>\$512,252</b>	<b>\$522,428</b>	<b>\$532,808</b>	<b>\$543,396</b>	<b>\$554,195</b>	<b>\$565,211</b>
Contribution from General Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Interest						
System Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Grants						
Government Funding Programs	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$512,252</b>	<b>\$522,428</b>	<b>\$532,808</b>	<b>\$543,396</b>	<b>\$554,195</b>	<b>\$565,211</b>
<b>Expenses</b>						
Total Water System Maintenance	\$372,092	\$379,534	\$387,125	\$394,867	\$402,765	\$410,820
Major Maintenance	\$39,882	\$28,715	\$29,289	\$42,661	\$50,473	\$31,082
<b>Expenses before interest and amortization</b>	<b>\$411,974</b>	<b>\$408,249</b>	<b>\$416,414</b>	<b>\$437,528</b>	<b>\$433,237</b>	<b>\$441,902</b>
Debt Interest	\$12,256	\$11,604	\$10,927	\$10,224	\$9,495	\$8,738
Amortization	\$159,505	\$153,505	\$157,353	\$159,688	\$162,597	\$165,322
<b>Total Expenses</b>	<b>\$577,736</b>	<b>\$573,359</b>	<b>\$584,694</b>	<b>\$607,420</b>	<b>\$605,329</b>	<b>\$615,962</b>
Excess of Revenues over Expenses	(\$65,484)	(\$50,930)	(\$51,886)	(\$64,024)	(\$51,134)	(\$50,752)
<b>Excess of Revenues over Expenses</b>	<b>(\$65,484)</b>	<b>(\$50,930)</b>	<b>(\$51,886)</b>	<b>(\$64,024)</b>	<b>(\$51,134)</b>	<b>(\$50,752)</b>
<b>Annual Surplus (Deficit) Beginning of year</b>	<b>\$3,597,353</b>	<b>\$3,531,869</b>	<b>\$3,480,938</b>	<b>\$3,429,052</b>	<b>\$3,365,028</b>	<b>\$3,313,894</b>
<b>Accumulated Surplus (Deficit) End of Year</b>	<b>\$3,531,869</b>	<b>\$3,480,938</b>	<b>\$3,429,052</b>	<b>\$3,365,028</b>	<b>\$3,313,894</b>	<b>\$3,263,142</b>

Note: Unaudited for Planning Purposes Only – Actual results will differ from the above and these differences could be material.



Table 5.3 – Statement of Change in Cash Flow

Statement of Cash Flow	2022	2023	2024	2025	2026	2027
<b>Operating Transactions</b>						
Cash received from Revenues	\$512,252	\$522,428	\$532,808	\$543,396	\$554,195	\$565,211
Cash paid for Operating Expenses	\$411,974	\$408,249	\$416,414	\$437,528	\$433,237	\$441,902
Cash paid for Financing Charges (Debt and Principal Interest)	\$29,496	\$29,496	\$29,496	\$29,496	\$29,496	\$29,496
Excess of Operating Revenues Over Operating Expenses	\$70,781	\$84,683	\$86,898	\$76,371	\$91,462	\$93,812
Working Capital Items						
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$0	\$0	\$0	\$0	\$0	\$0
Capital Work in Progress	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash provided by Operating Transactions</b>	<b>\$70,781</b>	<b>\$84,683</b>	<b>\$86,898</b>	<b>\$76,371</b>	<b>\$91,462</b>	<b>\$93,812</b>
<b>Capital</b>						
Acquisition of TCAs	\$0	\$153,899	\$92,596	\$117,162	\$109,014	\$173,220
Proceeds on Disposal of TCA	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash used in Capital Transactions</b>	<b>\$0</b>	<b>\$153,899</b>	<b>\$92,596</b>	<b>\$117,162</b>	<b>\$109,014</b>	<b>\$173,220</b>
<b>Investing</b>						
Cash (used in)/Provided by Investing Activities	\$0	\$0	\$0	\$0	\$0	\$0
<b>Increase (decrease) Cash Provided by Investing Activities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Financing</b>						
Repayment of Long Term Debt (principal)	\$17,240	\$17,892	\$18,569	\$19,272	\$20,001	\$20,758
<b>Cash Provided by (used) in Financing Activities</b>	<b>\$17,240</b>	<b>\$17,892</b>	<b>\$18,569</b>	<b>\$19,272</b>	<b>\$20,001</b>	<b>\$20,758</b>
<b>Increase (decrease) in Cash Equivalents</b>	<b>\$88,021</b>	<b>(\$51,324)</b>	<b>\$12,871</b>	<b>(\$21,519)</b>	<b>\$2,449</b>	<b>(\$58,649)</b>
<b>Cash and Cash Equivalents at the beginning of the Year</b>	<b>(\$149,190)</b>	<b>(\$61,169)</b>	<b>(\$112,493)</b>	<b>(\$99,622)</b>	<b>(\$121,141)</b>	<b>(\$118,692)</b>
<b>Cash and Cash Equivalents at the End of the Year</b>	<b>(\$61,169)</b>	<b>(\$112,493)</b>	<b>(\$99,622)</b>	<b>(\$121,141)</b>	<b>(\$118,692)</b>	<b>(\$177,341)</b>

Notes: Unaudited for Planning Purposes Only – Actual results will differ from the above and these differences could be material.



## 6 Notes on the Merrickville-Wolford DWW Financial Plan

The Merrickville-Wolford Water System Financial Plan represents a forecast of the financial performance of the Water System over a study period starting in the year 2021 through to the year 2027. The following notes are intended to document and/or clarify some of the assumptions made in generating the financial information contained in the tables. The reader is cautioned that the Financial Plan contains un-audited financial information and is subject to change.

1. The reserve fund balance of \$169,052 that existed at the start of the year 2021 is a projection of the reserve balance from the beginning of 2020.
2. The existing debt is related to previous works in regards to works on Main St. and the associated loan that was required.
3. Tangible Capital Assets Cost (Closing) includes changes (additions, disposals, write-downs) in tangible capital assets during the year.
4. TCA Additions – refer to tangible capital asset additions, which are represented by capital projects that add or replace assets in the system.
5. Tangible Capital Assets (TCA) are assumed to have no residual value when they have reached the end of their projected useful life. The projected future costs of capital items include a 15% contingency. Amortization was determined using the straight-line method. The calculation of Amortization begins the year after an asset is put into service.
6. Sale of Water (Residential) – revenue received from residential units.
7. Contribution from General Revenue would be direct transfers from the village to supplement its water system. No general revenue transfers are projected.
8. Amortization – The yearly loss of value of existing assets in the system due to age.
9. Investing – Interest revenue from reserve cash. An interest rate of 0.5% is assumed.
10. Government Grants – Revenue from provincial and federal grant programs and sources (ICIP, gas tax)
11. Total Water System Maintenance – expenditures (OCWA operations contract, training, municipal expenses, etc) related to water system maintenance.
12. Major Maintenance – maintenance expenses and projects that do not contribute to the value of the system's assets (engineering studies, part replacement, repairs, etc.).



**Attachment 1**

**Ontario Regulation 453/07**



**Safe Drinking Water Act, 2002**  
**ONTARIO REGULATION 453/07**  
**FINANCIAL PLANS**

**Consolidation Period:** From April 1, 2008 to the e-Laws currency date.

Last amendment: O. Reg. 69/08.

*This is the English version of a bilingual regulation.*

**Requirement to prepare Financial Plans**

**1. (1)** A person who makes an application under clause 32 (1) (b) of the Act for a municipal drinking water licence shall, before making the application, prepare and approve Financial Plans for the system that satisfy the requirements prescribed under section 2. O. Reg. 453/07, s. 1 (1).

**(2)** A person who makes an application under subsection 32 (4) of the Act for the renewal of a municipal drinking water licence shall, before making the application, prepare and approve Financial Plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (2).

**(3)** As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve Financial Plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (3).

**(4)** The Director shall include, as a condition in a municipal drinking water licence, the requirement set out in subsection (3) in any amendments to a license made after the application, if the condition is not satisfied at the time when the amendment is made. O. Reg. 453/07, s. 1 (4).

**Financial Plan requirements; new systems**

**2.** For the purposes of clause (b) of the definition of “Financial Plans” in subsection 30 (1) of the Act, the following requirements are prescribed for Financial Plans that are required by subsection 1 (1) to satisfy the requirements of this section:

1. The Financial Plans must be approved by a resolution that indicates that the drinking water system is financially viable and that is passed by,
  - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
  - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The Financial Plans,
  - i. must include a statement that the financial impacts of the drinking water system have been considered, and
  - ii. must apply for a period of at least six years.
3. The first year to which the Financial Plan must apply is the year in which the drinking water system is expected to first serve the public.
4. For each year in which the Financial Plans apply, the Financial Plans must include details of the proposed or projected financial operations of the drinking water system itemized by,
  - i. total revenues, further itemized by water rates, user charges and other revenues,
  - ii. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
  - iii. annual surplus or deficit, and
  - iv. accumulated surplus or deficit.
5. The owner of the drinking water system must,
  - i. make the Financial Plans available, on request, to members of the public who are served by the drinking water system without charge,
  - ii. make the Financial Plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and

- iii. provide notice advising the public of the availability of the Financial Plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the Financial Plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 2.

**Financial Plan requirements; licence renewal**

**3. (1)** For the purposes of clause (b) of the definition of “Financial Plans” in subsection 30 (1) of the Act, the following requirements are prescribed for Financial Plans that are required by subsection 1 (2) or a condition that is included in a municipal drinking water licence under subsection 1 (3) to satisfy the requirements of this section:

1. The Financial Plans must be approved by a resolution that is passed by,
  - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
  - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The Financial Plans must apply to a period of at least six years.
3. The first year to which the Financial Plans must apply must be the year determined in accordance with the following rules:
  - i. If the Financial Plans are required by subsection 1 (2), the first year to which the Financial Plans must apply must be the year in which the drinking water system’s existing municipal drinking water licence would otherwise expire.
  - ii. If the Financial Plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the Financial Plans must apply must be the later of 2010 and the year in which the first licence for the system was issued.
4. Subject to subsection (2), for each year to which the Financial Plans apply, the Financial Plans must include the following:
  - i. Details of the proposed or projected financial position of the drinking water system itemized by,
    - A. total financial assets,
    - B. total liabilities,
    - C. net debt,
    - D. non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
    - E. changes in tangible capital assets that are additions, donations, write downs and disposals.
  - ii. Details of the proposed or projected financial operations of the drinking water system itemized by,
    - A. total revenues, further itemized by water rates, user charges and other revenues,
    - B. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
    - C. annual surplus or deficit, and
    - D. accumulated surplus or deficit.
  - iii. Details of the drinking water system’s proposed or projected gross cash receipts and gross cash payments itemized by,
    - A. operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges,
    - B. capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
    - C. investing transactions that are acquisitions and disposal of investments,
    - D. financing transactions that are proceeds from the issuance of debt and debt repayment,
    - E. changes in cash and cash equivalents during the year, and
    - F. cash and cash equivalents at the beginning and end of the year.



- iv. Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.
5. The owner of the drinking water system must,
  - i. make the Financial Plans available, on request, to members of the public who are served by the drinking water system without charge,
  - ii. make the Financial Plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
  - iii. provide notice advising the public of the availability of the Financial Plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the Financial Plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).

(2) Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the Financial Plans are prepared:

1. Sub-subparagraphs 4 i A, B and C of subsection (1).
2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).

**Alternative requirements for two or more drinking water systems**

**4.** If section 3 applies to the Financial Plans of two or more drinking water systems that are solely owned by the same owner, the requirements prescribed by the section may, as an alternative, be satisfied by Financial Plans that comply with the section but treat those systems as if they were one drinking water system. O. Reg. 453/07, s. 4.

**Amendment of Financial Plans**

**5.** Sections 2 and 3 do not prevent Financial Plans from being amended. O. Reg. 453/07, s. 5.

**Additional information**

**6.** The requirements of this Regulation do not prevent a person from providing additional information in Financial Plans prepared for the purpose of meeting the requirements of the Act. O. Reg. 453/07, s. 6.

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

### Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby receive report FIN-15-2021, being the 3<sup>rd</sup> Quarter report of the Finance Department, for information purposes.

For Clerk's use only, if  
required:

**Recorded Vote Requested  
By:**

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

Carried / Defeated

---

J. Douglas Struthers, Mayor





MERRICKVILLE-WOLFORD  
*Jewel of the Rideau*

**Village of Merrickville - Wolford**

**Report FIN-15-2021  
Finance Department  
Information Report to Council  
Date of Council Meeting: November 8, 2021**

RE: 3<sup>rd</sup> Quarter Financial Report to September 30, 2021

**OBJECTIVE:** To provide Council with an overview of the financial state of the Village from January 1<sup>st</sup> to September 30<sup>th</sup>, 2021.

**RECOMMENDATION:**

**THAT: Council does hereby receive report FIN-15-2021, being the 3<sup>rd</sup> quarter report of the Finance Department, for information purposes.**

**BACKGROUND:**

On April 26, 2021, Council adopted the 2021 budget for the Village of Merrickville-Wolford.

In order to keep Council fully apprised of the financial state of the Corporation, a financial budget variance report outlining departmental progress is provided to Council, for the period covering January 1 – September 30, 2021.

**ANALYSIS:**

Schedule "A" to this report provides the operating expenses, revenues and capital expenditures to the end of the third quarter for general operations and for water and wastewater services. The following are highlights from the review of revenue, operating and capital accounts.

**General Government:**

- Taxation and Payments-in-Lieu are at 97%, as final tax bills have gone out. The percentage reflects the percentage billed to date, not collected. This is normal and reflects the common financial cycle experienced each year.
- Revenues for General Government are at 56%, due to reserve transfers that are done at year-end.
- The expenses for Council and Administration are 73% of budgeted expenses, which is within reason.

#### Emergency & Protective Services:

- The revenue for the Fire Department is at 103%.
- The revenue for Police is at 81%, as the Village has already received our RIDE program funding for the year.
- Bylaw Department revenue is at 118%, largely due to Dog Tag revenue, as tags must be renewed prior to April 30<sup>th</sup> each year.
- Emergency & Protective Services overall expenses are at 59%, largely due to journal entries that are done prior to year-end.

#### Public Works:

- Revenue for the Operations Department is within reason at 78%.
- Landfill revenue is at 74%, which is within reason.
- Operating expenses are under budget at 58%, due to journal entries that are done prior to year-end.

#### Building and Planning:

- Building revenues are at 41%, while expenses are at 81%, due to an unplanned OMERS omission period expense. Without this expenditure, expenses are at 35%.
- Planning revenues are at 23% and expenses are at 33%. Many of the planning expenses are recoverable through the implementation of Professional Services Agreements.

#### Economic Development:

- Economic Development & Tourism expenses are under budget at 53%, largely because the Village was not able to plan Canada Day celebrations due to COVID-19.

#### RED Program:

- Economic Development revenues for the RED grant are at 46% of the budgeted amount.
- Economic development expenses for the RED grant program are at 48%.

#### Parks, Recreation and Culture:

- Recreation revenues are only at 7%, because of the COVID-19 closures of recreation facilities; Expenses are also under budget at 42%, given that our municipal facilities have been closed for much of the year.
- The Summer Camp program was cancelled for 2021 due to a lack of applicants.
- The Blockhouse Museum did not open for the 2021 season.

#### Capital Expenses:

- Capital expenses are at 34% of budgeted amounts. Staff are experiencing some difficulties securing supplies and contractors for several of our projects.
- The Tar and Chip tender has been awarded and work is complete, but we are still waiting for the invoice.
- The Kubota has been purchased and came in under budget, due to effective staff negotiations on the trade in value of the old Kubota. The net purchase cost after



the trade in of the new Kubota came in under budget at \$18,927. The budgeted amount was \$35,000. However, delivery has been delayed by several months, due to lack of supply of components for the new Kubota. Delivery is expected between May and July 2022.

- A tender will be issued prior to year end for the public works plow truck. Procurement for new operations equipment will be initiated in 2021 with anticipated delivery in 2022.
- Staff are still waiting on Hydro One to complete work at the Landfill building.
- Procurement for the community centre upgrades will be initiated in 2021 and work will begin in 2022. The Transfer Payment Agreement for the funding was approved on October 13, 2021.

#### Water and Wastewater:

- Revenues are within reason at 68%, with 2 billing periods remaining this year
- Operating expenses are within reason at 62%;
- Capital expenses are under budget at 6%, as the Village receives the majority of invoices for major maintenance from the Ontario Clean Water Agency (OCWA) during the 4<sup>th</sup> quarter.

#### **BUDGET/LEGAL IMPLICATIONS:**

Revenues and expenses are outlined in the approved 2021 budget.

#### **LINKS TO STRATEGIC PLANS:**

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

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

**Ensuring efficient, effective services and civic engagement:** By being able to provide budget to actual data, trends may be identified which may be further analyzed to conclude if there are issues that may need to be identified. Making this information available to Council and the public ensures transparency and is in keeping with the priority to ensure efficient and effective services are being delivered to the residents of Merrickville-Wolford.

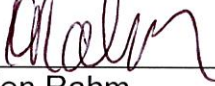
#### **CONCLUSION:**

This report is for information purposes.

**ATTACHMENTS:**

Schedule "A" – Budget to Actual data for the period ending September 30<sup>th</sup>, 2021.

Submitted by:



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

Approved by:



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



Attachment A - Budget to Actual Report

Village of Merrickville-Wolford  
 Statement of Revenues and Expenses  
 For the Period Ending September 30, 2021

**General Budget**

<b>REVENUES</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Taxation and Payments-In-Lieu	\$ 3,312,437	\$ 3,402,830	97
Provincial Grants	\$ 242,969	\$ 319,890	76
Federal Grants	\$ -	\$ 15,000	0
General Government	\$ 179,877	\$ 323,816	56
Fire	\$ 16,984	\$ 16,476	103
Police	\$ 7,060	\$ 8,695	81
By-Law	\$ 3,491	\$ 2,950	118
Landfill	\$ 140,061	\$ 189,225	74
Public works	\$ 7,025	\$ 9,000	78
Planning	\$ 17,008	\$ 72,530	23
Building	\$ 77,853	\$ 188,500	41
Economic Development (RED)	\$ 16,063	\$ 35,000	46
Parks and Recreation	\$ 2,585	\$ 37,400	7
Capital Revenue	\$ 314,681	\$ 1,029,240	31
<b>Total revenues</b>	<b>\$ 4,338,094</b>	<b>\$ 5,650,552</b>	<b>77</b>
<b>EXPENSES</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
General government			
Council	\$ 42,547	\$ 58,901	72
Admin	\$ 740,324	\$ 1,037,601	71
Transfer to Reserves	\$ 57,035	\$ 59,035	97
<b>Total General Government:</b>	<b>\$ 839,906</b>	<b>\$ 1,155,537</b>	<b>73</b>
Emergency & Protective Services			
Police	\$ 311,544	\$ 468,010	67
Fire & Emergency Mgmt	\$ 162,160	\$ 350,020	46
ByLaw & Animal Control	\$ 33,421	\$ 35,049	95
<b>Total Emergency &amp; Protective</b>	<b>\$ 507,125</b>	<b>\$ 853,079</b>	<b>59</b>
Public Works			
Public Works	\$ 775,520	\$ 1,308,781	59
Landfill	\$ 119,324	\$ 228,726	52
<b>Total Public Works</b>	<b>\$ 894,844</b>	<b>\$ 1,537,507</b>	<b>58</b>
Building & Planning			
Building	\$ 153,038	\$ 188,259	81
Planning	\$ 36,973	\$ 112,805	33
<b>Total Building &amp; Planning:</b>	<b>\$ 190,011</b>	<b>\$ 301,064</b>	<b>63</b>

	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Economic Development			
Economic Development & Tourism	\$ 24,581	\$ 46,180	53
RED program expenses	\$ 67,774	\$ 140,126	48
Total Economic Development:	\$ 92,355	\$ 186,306	50
Parks and Recreation	\$ 67,194	\$ 161,320	42
Total Operating Expenses	\$ 2,591,435	\$ 4,194,813	62
Capital Expenses	\$ 498,561	\$ 1,455,740	34

#### **Water and Wastewater Budget**

	<b>Year to Date</b>	<b>Budget</b>	<b>% To Date</b>
Operating Revenues	\$ 882,052	\$ 1,295,879	68
Capital Revenues	\$ -	\$ 72,342	0
Operating Expenses	\$ 683,333	\$ 1,103,634	62
Capital Expenses	\$ 16,027	\$ 264,587	6



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster Molloy

For Clerk's use only, if required:

**Recorded Vote Requested By:**

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

**Be it hereby resolved that:** By-law 57-2021, being a by-law to confirm the proceedings of the Council meeting of November 8, 2021, be read a first and second time, and that By-law 57-2021 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 57-2021**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD AT ITS MEETING HELD ON NOVEMBER 8, 2021

WHEREAS section 5(3) of the Municipal Act, 2001 states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed prudent that the proceedings of the Council of the Corporation of the Village of Merrickville-Wolford (hereinafter referred to as "Council") at its meeting held on November 8, 2021 be confirmed and adopted by by-law;

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

1. The proceedings and actions of Council at its meeting held on November 8, 2021 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 8<sup>th</sup> day of November 2021.

\_\_\_\_\_  
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 - - 21

Date: November 8, 2021

Moved by: Cameron Foster Molloy

Seconded by: Cameron Foster 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 meeting of Council on Monday, November 22, 2021 or until the call of the Mayor subject to need.

Carried / Defeated

---

J. Douglas Struthers, Mayor

For Clerk's use only, if required:

Recorded Vote Requested By:

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