

Report to Committee of the Whole

Date: 5/12/2025
From: Chad Kean, Manager of Public Works
Re: Terms of Reference for Master Service Plan (Phase 1)

RECOMMENDATION

THAT the Committee of the Whole receive this report for information regarding the Terms of Reference for a Master Service Plan (Phase 1);

AND THAT the Committee directs staff to bring the final request for the presented Terms of Reference for a Master Plan for the Infrastructure Deficiencies as outlined in this report to the May 26th Regular Council Meeting for approval.

BACKGROUND

At the Regularly Scheduled Committee of the Whole Meeting on March 10, 2025, the following motion was carried following Public Works Report: Work Plan for Infrastructure Deficiencies:

Re: Work Plan for Infrastructure Deficiencies

The Committee of the Whole of the Corporation of the Village of Merrickville-Wolford, at its meeting on March 10, 2025, passed the following motion regarding the Public Works Report: Work Plan for Infrastructure Deficiencies:

Moved by: Deputy Mayor Barr
Seconded by: Mayor Cameron

THAT the Committee of the Whole receive for information the report regarding the work plan for infrastructure deficiencies;

AND FURTHER THAT the Committee directs staff to bring the final request for the proposed Terms of Reference and applicable costs for a Master Plan for the Infrastructure Deficiencies as outlined in this report to the March 24th Regular Council Meeting.
Carried.

ANALYSIS

Following multiple discussions regarding the Master Service Plan (plan to address infrastructure deficiencies), JP2G has prepared a Draft Terms of Reference – attached as Appendix A to this report.

The main goal is for Council to authorize staff proceeding with Phase 1 of the Terms of Reference. Once Phase 1 is complete, discrete budgets can be provided following the confirmation of the various tasks for staff, JP2G, and OCWA.

BUDGET/LEGAL IMPLICATIONS

No significant budget implications are a result of this report or the proposed motion, whereas specific budget costs will follow after the completion of Phase 1.

CONCLUSION

Staff recommend proceeding with the draft Terms of Reference and applicable schedule of deliverables.

ATTACHMENTS

Appendix A; Draft Terms of Reference for Master Service Plan

Submitted by:

Chad Kean, Manager of Public Works

Approved by:

Darlene Plumley, CAO