

Village of Merrickville-Wolford Sewer and Water Infrastructure Master Plan
Terms of Reference **(DRAFT)**

1. The purpose of this master plan is to provide a strategic framework to staff and council that includes up-to-date system condition/capacity information and provides options to address system constraints and to address growth. The strategic framework will identify projects and estimated costs for system rehabilitation and expansion. This will be accomplished through the following activities:
 - a. Complete a condition and capacity assessment of the existing sanitary sewage collection system, water supply and distribution system, and stormwater collection / stormwater management system.
 - b. Determine growth parameters and development locations and analyze impact on existing infrastructure
 - c. Identify options to address growth
 - d. Develop capital costs and an implementation schedule for recommended work.
2. The Master Plan will be completed to comply with the Municipal Class EA Process.

TERMS OF REFERENCE PHASE 1 (Sewer and Water Infrastructure Report)

1. Review and summarize background Information
 - a. Collect, review, and document background information used in the completion of the master plan
 - b. Complete 'gap analysis' to identify information required to make informed decisions and recommend work items to address these gaps (CCTV, Forcemain Testing)
 - c. Review with Village staff and confirm roles and responsibilities for existing asset condition assessment
 - d. Contact agencies to advise of assessment being undertaken by the Village
 - e. Coordinate and Prepare Summary Report on Existing System Condition Assessments
 - i. Sanitary – Plant, Outfall, Pump Stations, Distribution Piping
 - ii. Water – Wells, Treatment Plant, Storage, Distribution Piping, Hydrants
 - iii. Storm – Outfalls, Distribution Piping
 - f. Coordinate and Prepare a Summary Report on Existing System Capacity Assessments Under Current Demands and Future Growth Scenarios. Sanitary– Compliance to ECA Quality and Quantity limits, Plant Components, Outfall, Pump Station, Distribution Piping
 - i. Storm – Outfalls, Distribution Piping, Overland Flow Routes, Quality Controls
 - ii. Water – Wells, Treatment Plant compliance to ECA Quality and Quantity limits, Storage, Distribution Piping, Hydrants
2. Determine Service Population for a 25 year and ultimate build out time horizon and summarize how the population projections based on:
 - i. Current Demand
 - ii. Potential Development Areas
 - iii. Infill
3. Recommend design parameters for sanitary, water, fire protection, and storm water system:
 - iii. Domestic sanitary and water
 - iv. Fire Flow and storage

- v. Design storm return period
4. Identify Environmental Constraints including flood plain, heritage, bedrock depth through:
 - i. Desktop assessment
 - ii. Input from Federal Agencies
 - iii. Input from Conservation Authority
5. Identify alternatives for assessment in Phase 2 to address growth and system expansion, e.g. do nothing, limit growth, improve system/limit infiltration, optimize plants and pumps stations, expand plant(s), alternative treatment for north side
6. Consult with Agencies to confirm proposed alternative solutions are comprehensive and if there are specific concerns to be addressed.
7. Summary of work/projects recommendations and costs for refurbishment and growth related infrastructure improvements identified (growth related projects to be further investigated in Phase 2).
8. Finalize Draft of Phase 1 of Master Plan (Sewer and Water Infrastructure Report)
9. Present to Council to establish/confirm next steps

TERMS OF REFERENCE PHASE 2 (Draft at this time, parameters to be confirmed following Phase 1 completion)

1. Develop problem statement to reflect findings of Phase 1 assessment (system requirements to address planned growth)
2. Review alternatives identified in Phase 1 to meet growth and system expansion requirements and identify preferred alternatives, environmental impacts c/w high level costing and impact assessment/evaluation and mitigation measures (Natural and Social/Cultural Environment, Planning and Land Use, Economic, Risk)
 - i. Recommend flow modelling, plant stress testing, additional preliminary investigation of water crossing in order to assess alternatives
3. Coordinate and attend at workshop for rating and ranking alternatives for growth related projects and/or system expansion (if required)
4. Confirm condition based requirements from Phase 1 remain valid and identify growth related requirements. Include summary of projects to address the deficiencies and requirements.
 - i. Priority listing based on condition and population planning horizon
 - ii. Coordination with roads needs, active transportation, and County input for integrated projects
5. Develop Implementation Plan, Timing, and Triggers (financial, demand, risk)
6. Compile in a Draft Master Plan inclusive of Phase 1 and Phase 2 work
7. Complete Public Information Session #1 – presentation, comment sheets, recommendations and costs – in this PIS the preferred alternatives and supporting documentation will be shared as well as a draft of the capital /implementation plan.
8. Revise Draft Master Plan
9. Finalize Master Plan to include Phase 1 and Phase 2 work, integrating the decision making process, and including as appendices correspondence with stakeholders, meeting minutes, PIS comments and attendees, and notices. Supporting assessments including CCTV, forcemain testing, plant test results, and assessments will be included either in the master plan document or as appendices as determined by the project team.

Deliverable Summary:

	INFRASTRUCTURE MASTER PLAN	SCHEDULE
1.	Draft Terms of Reference to Council	MAY 12, 2025
2.	Approved Terms of Reference by Council	MAY 26, 2025
	Phase 1 (Sewer and Water Infrastructure Report)	
3.	Communication Plan (Agencies, contact information, contact points)	JUNE 17, 2025
4.	Draft Asset Condition Assessment	AUGUST 19, 2025
5.	List of Alternative Solutions to address growth and/or system expansion	AUGUST 19, 2025
6.	Receipt of Agency Input	SEPTEMBER 5, 2025
7.	Draft of Phase 1 (Sewer and Water Infrastructure Report) Master Plan	OCTOBER 24, 2025
8.	Consult with Agencies	OCTOBER 24, 2025
9.	Revised Phase 1 (Sewer and Water Infrastructure Report) Master Plan	DECEMBER 12, 2025
	<i>PHASE 2 (Dependent on Results of Phase 1 Possible Schedule noted here)</i>	
10.	Develop problem statement	DECEMBER 12, 2025
11.	<i>Background Information for Alternatives and Assessment Review</i>	JANUARY 13, 2026
12.	<i>Review of Alternatives and Assessment Summary Document</i>	FEBRUARY 3, 2026
13.	<i>Draft Phase 2 of Master Plan</i>	MARCH 6, 2026
14.	<i>Draft Master Plan</i>	MARCH 27, 2026
15.	<i>Public Information Session #1 (Public Notice, Display Boards, Sign In and Comment Sheets, Power Point)</i>	APRIL 10, 2026
16.	<i>Finalize Master Plan</i>	MAY 29, 2026

Meeting Schedule

		SCHEDULE
1.	Present Draft Terms of Reference to Council	MAY 12, 2025
	Phase 1 (Sewer and Water Infrastructure Report)	
2.	Review Draft of Phase 1 of Master Plan	SEPTEMBER 23, 2025
3.	Consult with Agencies	OCTOBER 24, 2025
4.	Review Revised Phase 1 of Master Plan	DECEMBER 2, 2025
	<i>Phase 2 (Alternatives Review and Servicing Strategy)</i>	
5.	<i>Problem Statement and Phase 2 Terms of Reference</i>	DECEMBER 15, 2025
6.	<i>Review of Alternatives and Assessment</i>	JANUARY 27, 2026
7.	<i>Review Draft of Phase 2 of Master Plan</i>	MARCH 13, 2026
8.	<i>Review Draft Master Plan</i>	APRIL 3, 2026
9.	<i>Public Information Session #1</i>	APRIL 17, 2026
10.	<i>Review Finalize Master Plan</i>	MAY 22, 2026