



Municipality of West Elgin

Agenda

Council Meeting

March 12, 2020, 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Public Meeting

Recommendation:

That Council proceed into a Public Meeting pursuant to section 34 of the *Planning Act* at _____ a.m.

4.1 Purpose of the Public Meeting

4.2 H. James, Planner - Rezoning at 26588 Carroll Line

4.2.1 Zoning By-law Amendment 26588 Carroll Line

8

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the application to amend the Zoning By-law for 26588 Carroll Line, File No. D14 02-2020;

And

That West Elgin Council consider the By-law to amend the Zoning By-law, subject to the conditions on the By-law, as presented in the By-law portion of the agenda.

4.3 Public Comments

4.4 Council Comments

4.5 Close the Public Meeting

Recommendation:

That West Elgin Council hereby closes the Public Meeting at ____ a.m. and reconvenes the Regular Meeting of Council.

5. Delegations

5.1 Ron Fox, Port Glasgow Yacht Club - Port Glasgow Marina

17

Recommendation:

That West Elgin Council hereby receives the delegation from Ron Fox, Port Glasgow Yacht Club regarding the Port Glasgow Marina.

6. B. Boughner Retirement - Scheduled for 11:00 a.m.

Mr. Bruce Boughner is retiring after a 37 year career with Elgin County and West Elgin Roads Departments.

7. Adoption of Minutes

88

Recommendation:

That the Minutes of the Regular Council Meeting on February 27, 2020 and Committee of the Whole on March 5, 2020 be adopted as circulated and printed.

8. Business Arising from Minutes

9. Staff Reports

9.1 Public Works

9.1.1 March Public Works Report 101

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Public Works Superintendent, re: March Public Works Report for information purposes.

9.1.2 Tandem Truck Purchase 104

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Public Works Superintendent re: Tandem Truck Purchase for information purchases.

9.2 Utilities

9.2.1 Award Tender for Todd Place Watermain 106

Recommendation:

That West Elgin Council hereby receives the report from M.Kalita re: Tender -Watermain Replacement on Todd Place West Lorne; and

That West Elgin Council hereby approves the Todd Place Watermain Replacement Project; and

That West Elgin Council hereby accepts the tender of Titan Group Construction at a cost of \$471,955.38 plus applicable taxes for the Todd Place Watermain Replacement.

9.3 Recreation

9.3.1 West Elgin Monthly Recreation Report 109

Recommendation:

That West Elgin Council hereby receives the report from Jeff Slater West Elgin Recreation Superintendent for information purposes and to provide staff direction as necessary.

9.4 Treasury

9.4.1 West Lorne Sewage Additional Construction Budget Approval

112

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: West Lorne Sewage Additional Construction Budget and approves additional capital spending in the amount of \$125,000.00 plus applicable taxes to cover remaining works that is considered critical to the operation of the plant or to health and safety of our community.

9.5 Planning

9.5.1 Severance 20662 Marsh Line

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Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the severance application, File No. E 4/20 for 20662 Marsh Line; and

That West Elgin Council recommends approval to the Land Division Committee of the County of Elgin for the severance application, File No. E 4/20 located at Concession 9, Southeast $\frac{1}{4}$ of Lot C and Southwest $\frac{1}{4}$ of Lot D, 20662 Marsh Line, provided the following conditions are included:

- a. That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b. That the owner has the necessary review and assessment conducted on the existing sewage disposal system to confirm its adequacy and/or necessary replacement to the satisfaction of the Municipality;
- c. That the grain bin located on the severed parcel be removed to the satisfaction of the Municipal Chief Building Official;
- d. That requirements of the Municipal Road Department regarding access and/or drainage have been met;
- e. That taxes have been paid in full;
- f. That two copies of the registered survey have been provided to the Municipality; and,

f) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality.

9.6 Administration

9.6.1 Public Meeting for Rodney Sewer Rates

Recommendation:

That a Public Meeting to discuss Rodney Sewer Rates be set for _____ at _____.

9.6.2 Method of Disposal – Surplus Lands on Talbot Line

127

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Method of Disposal of Surplus Lands on Talbot Line; and

That West Elgin Council hereby determines the disposal of surplus municipally owned lands, legally described as Aldborough Concession 12, Part Lot 18, RP 11R9642 Part 2 on Talbot Line in Rodney, Ontario, be as _____, in accordance with By-law No 2019-14.

9.6.3 Part-Time Fire Chief Recruitment

130

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Part-Time Fire Chief Recruitment and directs staff to start the recruitment process immediately.

10. Committee and Board Report

10.1 Elgin County Council

10.2 Economic Development Committee

Recommendation:

That the West Elgin Economic Development Committee recommends to the Council of West Elgin that the purchase and installation of electronic signs be considered in the budget process.

10.3 Port Glasgow Trailer Park Committee

10.4 West Elgin Community Centre Board of Management

10.5 West Elgin Recreation Committee

10.6 Community Policing Committee

137

10.7	Four Counties Transit Board	
10.8	Healthy Communities Partnership Committee	
10.9	Lower Thames Conservation Authority	139
10.10	Tri-County Water Board of Management	
10.11	West Elgin Health Centre Support Planning Committee	
10.12	West Lorne Heritage Homes Board of Directors	
10.13	Rodney Aldborough Agricultural Society	
11.	Accounts	
	Recommendation:	
	That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3 amounting to \$352,983.24 in settlement of General, Road, Water and Arena Accounts (including cheques # 25297-25328, EFT#2406-2458 & online Payments# 377-387 and Payroll PP05).	
12.	Notice of Motion	
13.	Council Announcements	
14.	Correspondence	
14.1	Ministry of Municipal Affairs and Housing - Provincial Policy Statement 2020	147
14.2	West Nipissing - Designation of Wetlands	149
14.3	Rodney & District Horticultural Society - 100th Anniversary Celebration	154
15.	Closed Session - Scheduled for 2:00 p.m.	
	Recommendation:	
	That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at ____ p.m. to address matters pertaining to personal matters about an identifiable individual, including municipal or local board employees.	
16.	Report from Closed Session	

17. By-Laws

17.1 By-Law 2020-25- Adopt 2020 Capital and Operating Budget 155

Recommendation:

That By-law 2020-25 being a by-law to adopt the 2020 Budget for the Municipality of West Elgin, be read a first, second and third and final time.

17.2 By-Law 2020-26 - Amend Zoning By-law for 26588 Carroll Line 212

Recommendation:

That By-law 2020-26 being a by-law to amend the Municipality of West Elgin comprehensive zoning By-Law No. 2015-36 for the property known as 26588 Carroll Line, be read a first, second and third and final time.

17.3 By-Law 2020-27 - Municipal Modernization Program Agreement 214

Recommendation:

That By-law 2020-27 being a By-law to authorize the execution of an agreement between Her Majesty the Queen Right in Ontario and The Corporation of the Municipality of West Elgin to receive funds as part of the Municipal Modernization Program, be read a first, second and third and final time.

18. Confirming By-Law 238

Recommendation:

That By-Law 2020-28 being a by-law to confirm the proceedings of the Regular Meeting of Council on March 12, 2020 be read a first, second, third and final time.

19. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on March 26, 2020 or at the call of the Chair.



Staff Report

Report To: Council
From: Heather James, Planner
Date: 2020-03-12
Report: 2020-09
Subject: Zoning By-law Amendment 26588 Carroll Line

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the application to amend the Zoning By-law for 26588 Carroll Line, File No. D14 02-2020;

And

That West Elgin Council consider the By-law to amend the Zoning By-law, subject to the conditions on the By-law, as presented in the By-law portion of the agenda.

Purpose:

The purpose of the Zoning By-law Amendment application is to amend the General Agricultural (A1) Zone of the Municipality of West Elgin Comprehensive Zoning By-law 2015-36 to facilitate the severance of a surplus farm dwelling. The application was submitted by the owners, James and Teresa Murray c/o James Murray.

The subject lands are situated on the north side of Carroll Line, in the former Township of Aldborough. The lands are legally described as Southwest $\frac{1}{4}$ of Lot Z, Concession A Eastern Division, in the geographic Township of Aldborough, and known municipally as 26588 Carroll Line.

County of Elgin Land Division Committee conditionally approved the associated severance application (File No. E 91/19) on January 29, 2020 and no appeals were received.

Background:

The proposed severed parcel will have an area of 0.807 ha (1.99 ac.), a frontage of 58.34 m (191.40 ft.) along the north side of Carroll Line and a depth of 138.14 m (453.22 ft.) along the east lot line. The proposed severed parcel contains a habitable residential dwelling and shed and is serviced by municipal water, private water well (non-operational) and private septic system (identified on the attached Sketches #1 and 2). The proposed severed parcel has an existing entrance on to Carroll Line.

The proposed retained parcel will have an area of 19.73 ha (48.75 ac.), a frontage of 282.51 m (926.87 ft.) along the north side of Carroll Line and a depth of 682.8 m (2,240.16 ft.) along the east lot line. The proposed retained parcel contains a shed (to be removed) with no services and is used for agricultural use (identified on the attached Sketch #2). The proposed retained parcel has no existing entrance on to Carroll Line.

Agricultural and non-farm residential uses surround the subject lands. The Aldred Municipal Drain runs through the lands.

The zoning by-law amendment application was circulated to municipal staff for comment. No comments of concern were received. The application was also circulated to public agencies for comments. One comment was received from Lower Thames Valley Conservation Authority stating they have no objections to this proposal.

Financial Implications:

None.

Policies/Legislation:

Provincial Policy Statement, County of Elgin Official Plan and Municipality of West Elgin Official Plan

Consistency with the Provincial Policy Statement 2014 and conformity with the County of Elgin Official plan and the Municipality of West Elgin Official Plan were determined in the consent application.

This application is consistent with the Provincial Policy Statements 2014 and conforms to the County of Elgin Official Plan and the Municipality of West Elgin Official Plan, in particular with the requirement to rezone the severed and retained parcels.

Municipality of West Elgin Comprehensive Zoning By-law 2015-36

The subject lands are zoned General Agricultural (A1) with a portion of the proposed retained parcel subject to Lower Thames Valley Conservation Authority Regulated Area on Map 23 of the Municipality of West Elgin Zoning By-law No. 2015-36.

The severed parcel is proposed to be rezoned from Agricultural (A1) Zone to Restricted Agricultural (A3) Zone. The A3 Zone will permit agri-tourism, animal clinic, animal hospital, bed and breakfast establishment, dog kennel day care, day care centre, secondary farm occupation, restricted agricultural use and single unit dwelling. The A3 Zone is recommended to be applied to the proposed severed parcel.

The retained parcel is proposed to be rezoned from Agricultural (A1) Zone to Agricultural (A2) Zone. The A2 zone prohibits new residential use and new residential buildings and permits agricultural use, agri-tourism use, farm winery, hunting reserve, production of oil and natural gas and wildlife preserve. The A2 Zone is recommended to be applied to the proposed retained parcel.

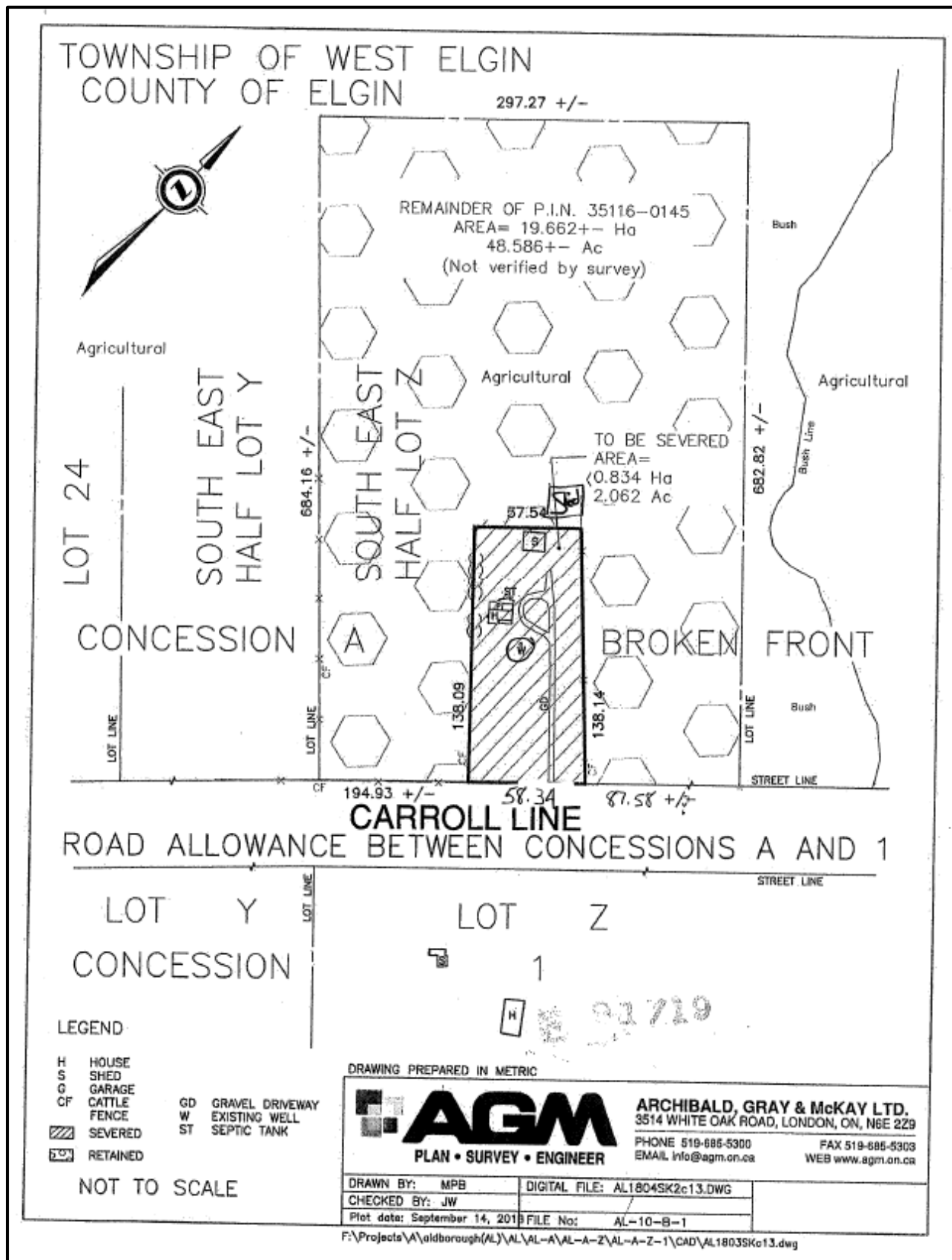
Related Documents:

County of Elgin Land Division Committee severance file no. E 91/19.

Key Map



Sketch #2



Report Approval Details

Document Title:	Zoning By-law Amendment 26588 Carroll Line.docx
Attachments:	<ul style="list-style-type: none">- By-law 2020-xx - ZBA at 26588 Carroll Line.docx- 26588 Carroll Line.pdf
Final Approval Date:	Mar 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality Of West Elgin

By-Law No. 2020-xx

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 26588 Carroll Line.

Whereas the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

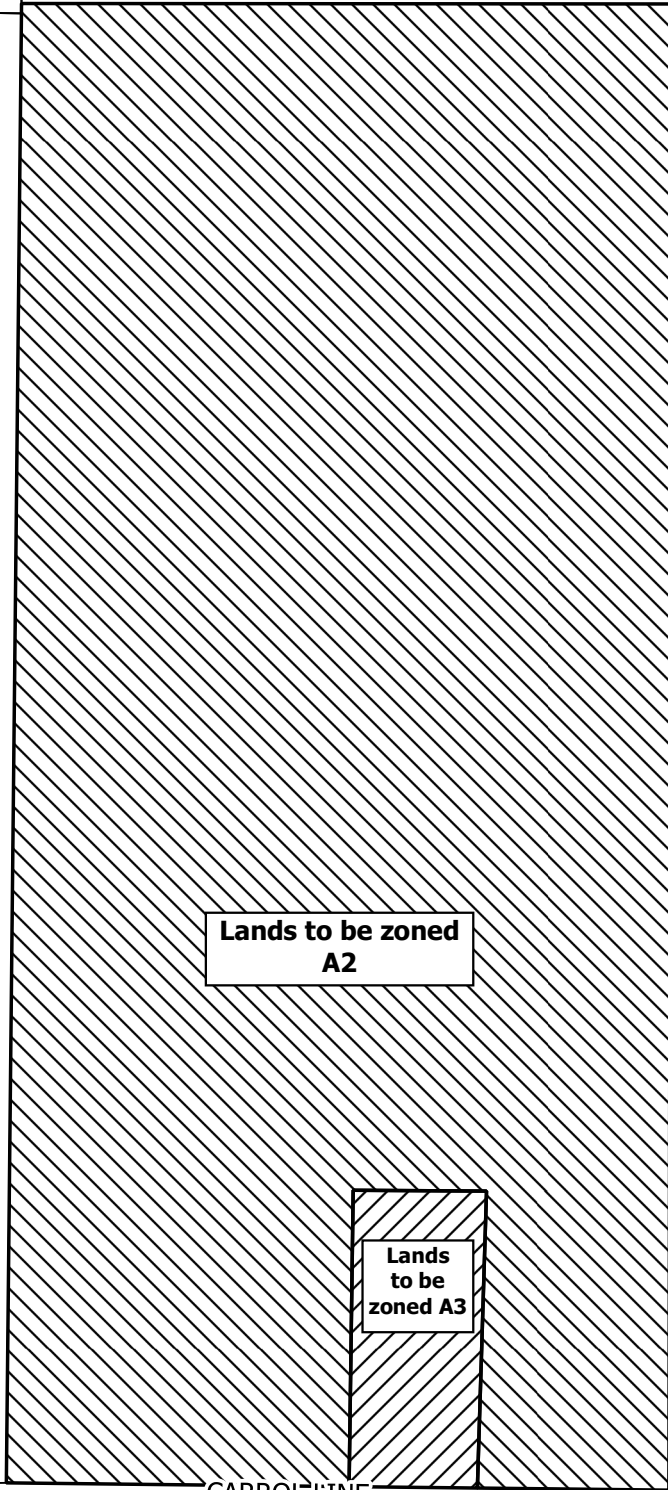
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map 23 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone and Restricted Agricultural (A3)** for those lands outlined in heavy solid lines and described as A2 and A3 on Schedule "A" attached hereto and forming part of this By-law, being Concession A Eastern Division, Southwest ¼ of Lot Z, in the geographic Township of Aldborough, now in the Municipality of West Elgin, in the County of Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Local Planning Appeal Tribunal (LPAT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 12th day of March 2020.

Duncan McPhail
Mayor

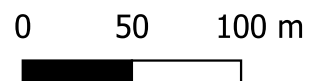
Jana Nethercott
Clerk



CARROL LINE

This is Schedule "A" to By-law No. 2020-
passed on the 12th day of March, 2020

MAYOR _____ CLERK _____





PORT GLASGOW MARINA

A Case For Action

The Board of Directors PGYC

January 2020

PORT GLASGOW MARINA THE EARLY YEARS

Founded in 1958, Port Glasgow Marina was funded and built by local citizens. The marina at that time offered 6 slips and access, albeit limited to Lake Erie. These volunteers continued construction of the marina, excavating for and installing east and west piers providing channel access to the lake as well as boat launch ramps.

This family friendly marina then, as it is today is owned in partnership with West Elgin and managed by a dedicated group of volunteers, of the Port Glasgow Yacht Club (PGYC) which was incorporated as a not for profit volunteer organization June 3rd, 1963. Port Glasgow Yacht Club and Marina is one of the most successful, self sufficient and picturesque public marinas in Ontario.

The marina property consists of 3 acres of Port Glasgow Yacht Club owned property and 22 acres of Municipal owned property, which is the former Beattie Access Provincial Park. Port Glasgow Yacht Club, under agreement with the municipality of West Elgin, operates the marina at no cost to the municipality. All revenue from dock rentals and launch ramp fees go toward marina operation and improvements. The Port Glasgow Marina was expanded in 1994 in response to increasing community demand to its current configuration and capacity.

Although the marina only came to be in 1958, it must be noted that Port Glasgow has existed since the 1800(s) and was the port Scottish settlers came ashore to start their new life in Canada.

PGYC - MUNICIPAL PARTNERSHIP

As a result of the marina expansion, a co-management agreement was entered into December 22nd, 1994 between the PGYC and the Municipality, the former Township of Aldborough now known as the Municipality of West Elgin, for the delivery of recreational services to the community and surrounding areas. The rationale for this agreement was that; PGYC had the expertise in marine matters required to move the expanded marina forward.

As provided for in the Corporation of the former Township of Aldborough (now the Municipality of West Elgin) By-Law 94-56, section 12.1 provides for a Board of Management between the Municipality and the Port Glasgow Yacht Club. The Board of Management is comprised of 5 members of PGYC, the President, the Vice President, the Second Vice President, the Secretary Treasurer and the past President along with 2 members of West Elgin Council. The Board of Management is the strategic decision-making vehicle that enables the municipality and PGYC to work cooperatively for the betterment of the marina for the local community and all users.

PORT GLASGOW MARINA TODAY

Port Glasgow Marina is situated on the north shore of Lake Erie (42.5097° N, 81.6105° W) at the midway point between the harbours at Erieau to the west and Port Stanley to the east a distance of 72 statute miles.

From its humble beginnings the marina has evolved into a major tourist attraction and go to destination not only for the community of West Elgin but serving a broad catchment area from Windsor to the Niagara Region along the north shore of Lake Erie. The facility has an 80 slip (seasonal dockage) capacity and with three launch ramps that during the 2018 season provided for 2783 daily launches. For the 2019 season there have been 3612 daily launches. Seasonal launch passes purchased which provide for unlimited launches were 69 in 2018 and 70 in 2019. Each seasonal pass is used at a minimum of 13 times a season to be viable. It has been our observation that each boat launched has on average 3 persons on board. For 2018 seasons that amounts to **11079** and for 2019 to date **13566** individuals. Both years represent a significant influx to the local community and ergo positive impact on the economy. It should be noted that these figures do not include the number of persons that visit the Port Glasgow Blue Flag Beach which located immediately adjacent to the west of the marina.

The marina has and continues to be at capacity for seasonal docks each season with a waiting list. On average 3 requests per week for seasonal dockage are made to PGYC.

Port Glasgow Marina has not remained static and has engaged in continuous improvements and upgrades necessary for safety and to enhance user experience some of which are summarized below:

2003-2004, engineering, fabrication and installation of a handicapped accessible boardwalk and gas dock on the marina peninsula. Cost \$120,000.00.

2011-2012, remediation of the west launch ramp that included engineering, excavation and installation of actual ramp and construction of floating pre/post launch mooring dock. Cost \$150,000.00

2013-2014, remediation of east ramp fabrication of new center launch dock. Cost \$22,500.00

2015-2016, replacement of all docks in the marina. The existing docks installed 22 years previous had reached the end of their effective life cycle and had to be replaced to ensure user safety. The new docks were engineered and constructed to exacting standards. Cost \$142,000.00 that included engineering, fabrication and installation.

It must be noted the foregoing were major projects undertaken and the monetary amounts indicated do not reflect the required, day to day ongoing maintenance to ensure a safe functional environment for all users.

MAJOR ISSUES FACING PORT GLASGOW MARINA

1. MARINA CHANNEL

Lake Erie is the smallest in size of the Great Lakes and as well is the shallowest in depth. These factors coupled with its geographic location render Lake Erie unpredictable. The lake can move, within an hour or less from fair sea state conditions, light winds and negligible wave activity to near gale force winds and waves that can approach six feet. The later sea state conditions would challenge even the most seasoned mariner attempting to egress from the lake.

The orientation of the marina channel to the lake is north south. The prevailing winds are generally southwest to south. In less than optimal sea state conditions it is extremely difficult and for some mariners, impossible for others to navigate the channel to reach safe harbour in storm surge conditions. There have been at least 8 lives lost at Port Glasgow since 1995. Over the years there have been many documented incidents where boaters were forced to beach their boats to save themselves from drowning. Those mariners able to navigate the narrow channel in these conditions must then wait to retrieve their boats from the marina at the west ramp as the such storm surge conditions render the dual east ramp unsafe for use.

Port Glasgow Marina is the midway point between the harbours of Erieau to the west and Port Stanley to the east a distance of 72 statute miles. To put this in perspective, in moderate or optimal sea state conditions a boater would be able to travel this distance in three to three and a half hours, dependant on boat size and configuration. In severe conditions the fuel usage also increases exponentially. In less than optimum conditions the travel time increases directly proportionate to climatic and wave conditions. Port Glasgow is the only harbour between these two points where a boater can seek refuge.

Lake Erie is known for its abundance of fish species and fishing has been excellent for the past 3 years which has given rise to a significant upturn in marina usage. Marine biologists are suggesting that owing to steadily improving overall quality of lake water they anticipate continued record years for both sport and commercial fishing.

PGYC was and is acutely aware that remediation of the channel is required to make it safe and usable for boaters. Of equal and perhaps greater importance for emergency responders, fire, police and Coast Guard to launch rescue and unfortunately search and recovery missions from Port Glasgow Marina or to be able to access the marina from the lake during such events is a necessity. To this end, PGYC and West Elgin began the process of researching the viability of pier modifications to both east and west piers. Extensive marine study was conducted and preliminary designs for east and west pier extension and re-orientation was commenced in 2008. Necessary permits based on engineering recommendations were obtained.

MAJOR ISSUES FACING PORT GLASGOW MARINA

1. MARINA CHANNEL (continued)

The proposals for both piers and channel widening were estimated in 2010 dollars to be 3.5 million. It was very apparent that this was not a fiscal reality for a volunteer organization and a small municipality then and certainly not now with inflation to costs applied. A decision was made to undertake those projects previously mentioned that kept the marina operating and viable and while not abandoning the need for channel remediation but rather to stay the process. Each year both PGYC and West Elgin have budgeted for and set aside funds to be dedicated to this task at a future time.

In 2017 PGYC and West Elgin contracted Riggs Marine Engineering to conduct a review of the issues related to the channel. Riggs Marine Engineering conducted a review of the previous pier proposal and acknowledged that; the design was sound, and the engineering would do what was needed to be done to calm the channel. However, Riggs through his assessment of marina size and annual revenue stream confirmed that it was simply not an option that could be realistically considered.

Riggs conducted an extensive study of wave action and climatic conditions and a determined a lesser cost, but effective solution required for channel calming. Riggs has provided several options for a near shore breakwater that will have the desired effect of mitigating storm surge action in the channel from the predominate wind and wave action and to a lesser degree protection from east wind and wave scenarios. Riggs presented the various options at joint meetings with PGYC and West Elgin. The breakwater design is modular in nature and as such based on the size and placement of the breakwaters estimated costs range between \$700,000.00 and \$1,000,000.00. As this proposal is less intrusive into the lake environment it is assumed necessary approvals will be less onerous to obtain than what has been approved obtained.

2. HIGH WATER AND EROSION

Lake Erie has been subject to dramatic and unforeseen high-water levels. The lake has surpassed the high-water level of 1986 record as maintained by the United States Corps of Army Engineers. It is predicted by climatologists supported by analysis of chart datum that the high-water will continue into the 2020 season. This high-water phenomenon has three distinct but related impacts on Port Glasgow Marina.

MAJOR ISSUES FACING PORT GLASGOW MARINA

2. HIGH WATER AND EROSION (continued)

The current and continuing high-water only serves to worsen the channel issues previously identified. As well there is a clear and present danger that; greater storm surge volume from water levels will cause significant damage in this and future years to the docks in the marina basin during freeze/thaw cycles.

Erosion to the east of the east marina pier has resulted in the loss of approximately six feet of shoreline. This has measurable impacts to the marina operations being, loss of parking but more importantly the undermining of the surface of the east pier that will ultimately cause a seawall failure. While the greatest impact is on the east pier during eastern storm activity it degrades the west pier as well.

Erosion to the west marina pier not only impacts the surface integrity of the west pier but also the municipality Blue Flag public beach. Existing piers/weirs to the west of the beach need immediate remediation to lessen damage to both the beach and the marina.

PGYC has, under permit, commenced resurfacing in concrete both the east and west piers to prevent the undermining the sea walls that contain the piers. A seawall failure would be catastrophic to the marina. These projects are at the approximate halfway point. As well, again under permit PGYC has instituted shoreline erosion control with the placement of approved materials. For both these initiatives PGYC has expended in excess of \$70,000.00 in 2019 alone, and there is no expectation there will be any climatic relief from this erosion in 2020 and beyond.

SUMMARY

“To do that, which, if left undone would cause the situation to denigrate further”

Port Glasgow Marina is not designated as a “harbour” by the Government of Canada. Despite that lack of designation, it is what it is A harbour. Neither the PGYC nor the municipality of West Elgin have the financial capacity to do that which must be done alone. Neither entity has been the benefactor of Federal funding. We have been reasonably self sufficient, but these are issues that are beyond the fiscal scope of a volunteer organization and a small municipality.

Despite the associated risk, citizens have and will continue to access all that Lake Erie has to offer and will gain such access from Port Glasgow. We, PGYC and the municipality of West Elgin will continue to work to this end, and we hope that we can count on assistance from both our Federal and Provincial Governments to make the needed improvements that ensures Port Glasgow Marina remains a safe go to recreational destination.

APPENDICES

APPENDIX "A" Digital Ariel Images Port Glasgow Marina Calm Sea Sate

Marina Channel Looking North, West and East Piers



Marina East Launch Ramp



APPENDIX “A” Digital Ariel Images Port Glasgow Marina Calm Sea State (continued)

Channel Mouth and Blue Flag Beach Looking to the West



Overview of Marina Basin and West Launch Ramp



PORT GLASGOW MARINA

APPENDIX “A” Digital Ariel Images Port Glasgow Marina Calm Sea State (continued)

Marina Basin, Boardwalk, Gas Dock and PGYC Club House and Restaurant



Marina Channel and East Pier



APPENDIX “B” Digital Images Port Glasgow Marina Storm Surge Conditions

PGYC Administration Building and Restaurant



Marina East Ramp



APPENDIX “B” Digital Images Port Glasgow Marina Storm Surge Conditions (continued)

Marina Channel Look South to Lake, East Pier



Marina Channel Looking South to Lake, Both Piers



APPENDIX “B” Digital Images Port Glasgow Marina Storm Surge Conditions (continued)

Marina East Ramp Looking West



Marina Shore Line and East Ramp Looking West



APPENDIX “B” Digital Images Port Glasgow Marina Storm Surge Conditions (continued)

Marina Channel Wave Action



Marina Channel Wave Action



APPENDIX “C” Digital Images Port Glasgow Marina Basin High Water

Marina Basin Water Over Docks



Marina Basin Water Just Below Docks



APPENDIX “C” Digital Images Port Glasgow Marina Basin High Water (continued)

Marina Basin Water High Water Damage Gas Dock



APPENDIX “D” Digital Images Port Glasgow Beach Erosion

Port Glasgow Beach



APPENDIX “D” Digital Images Port Glasgow Beach Erosion

Port Glasgow Beach





February 11, 2020

Port Glasgow Yacht Club
c/o Ron Fox, President

Dear Mr. Fox,

At its meeting on February 11, 2020, Elgin County Council considered your request for County Council's support of the Port Glasgow Marina. Please be advised of the following notice of motion passed by Elgin County Council at its meeting on February 11, 2020:

Resolved that Elgin County Council provide a letter of support for the Port Glasgow Yacht Club – Port Glasgow Marina's request for assistance from the Federal and Provincial Governments.

Moved by: Councillor McPhail
Seconded by: Councillor Purcell

- Motion Carried.

I have included a copy of the letter of support for your Distribution.

Yours Very Truly,

Warden Dave Mennill

cc. Elgin County Council
Mayor McPhail, Municipality of West Elgin

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
www.elgin-county.on.ca



February 11, 2020

To Whom It May Concern:

Re: Support for Port Glasgow Marina

At its meeting on February 11, 2020, Elgin County Council resolved to provide a letter of support for the Port Glasgow Marina's request for assistance from the Federal and Provincial Governments.

Port Glasgow is located on Lake Erie's north shore between Erieau and Port Stanley. The marina is an 80-slip facility that offers three (3) launch ramps and nearby attractions including full service shopping and restaurants in Rodney and West Lorne. This economic driver is a vital attraction in Western Elgin.

A number of important concerns are raised by the Board of Directors Port Glasgow Yacht Club in a report shared with County Council, including ensuring safe access to Lake Erie through the Marina.

The Port Glasgow Marina is seeking Federal and Provincial funding to support continued and safe access of residents to all of the incredible benefits of Lake Erie. Elgin County Council urges you to designate Port Glasgow as a harbour, and ask that you consider providing funds which will ensure the marina remains viable and continues to be an economic driver for Elgin County.

Yours Very Truly,

Warden Dave Mennill

cc. Elgin County Council
Mayor McPhail, Municipality of West Elgin

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
www.elgin-county.on.ca



February 12, 2020

Honorable Karen Vecchio
Canada Southern Railway Station
203-750 Talbot Street
St. Thomas, ON N5P 1E2

Attention: Hon. Karen Vecchio

RE: Port Glasgow Marina - A Case for Action

Dear Ms. Vecchio:

Please accept this letter as an endorsement of my support for the Port Glasgow Yacht Club and Marina in the Municipality of West Elgin, Ontario. Our county is unique in that we have 120 km of Lake Erie shore line.

Officers with the Elgin County Marine Unit patrol these waterways often and have limited abilities to access fuel and refuge.

The distance between marinas, and the non-existence of bays and points present geographical hazards to all who choose to access Lake Erie within Elgin County.

Initiatives that support mariner safety and allow accessibility to Lake Erie are essential to the success of the Marine Unit and will be supported by the Elgin County OPP.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Fishleigh", with a stylized flourish at the end.

Inspector Brad Fishleigh
Detachment Commander
Elgin County Detachment
(W) 519-631-2920
(C) 519-317-2223

Report submitted to

**Port Glasgow Yacht Club and
Municipality of West Elgin**

Project title:

**Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario**



2018 Aerial Photo © Mapbox



Riggs Engineering Ltd.
1240 Commissioner's Road West
Suite 205
London, Ontario
N6K 1C7

September 11, 2018



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Executive summary

The scope of this is to evaluate the feasibility of using steel crib offshore breakwaters for the purpose of reducing the incoming wave energy at the Port Glasgow marina. Presently, marina users report difficulties in navigating through the entrance and using two eastern launching ramps during periods of rough weather, thereby limiting the use of the marina's facilities. Previous work undertaken by others has identified remedial options to reduce the incoming wave energy at the marina, which included extending and encapsulating the existing piers. Previous proposal recommended using armour stone in the remedial works. Cost estimates of the of the previously recommended option revealed extremely high costs, which were ultimately deemed uneconomical.

Subsequently, Riggs Engineering has provided an alternative that, if proven feasible, would be significantly more economical while providing a reduction in wave agitation at the marina entrance and its basin compared to present conditions. The alternative offered by Riggs Engineering included placement of steel crib breakwaters offshore of the marina entrance. The breakwaters would consist of individual steel crib units, 4.9 m (16 ft) wide and 12.2 m (40 ft) long, and filled with stone. Cost constraints by the marina owners allow for placement of five or six steel crib units. The offshore breakwater(s) would be constructed by linking together a number of units to ultimately produce sheltering for the wave energy currently reaching the marina. What is presently unknown is the orientation (or configuration) of the steel crib breakwaters that would offer the most protection for marina's end users.

This report therefore focuses on determining the best configuration for the offshore breakwaters. A total of nine different steel crib offshore breakwater configurations were tested using numerical modeling. The numerical analysis was used to quantify the degree of wave sheltering in response to different offshore breakwater configurations, and evaluating ease of navigating through the marina entrance. Each configuration was evaluated using two different wave directions (from the south, and from the southwest), shown to be dominant at the project site. Subjective criteria were used to rank the alternative configurations that took into account reduction in wave energy at the marina entrance and in the marina basin. The recommended configuration included two offshore breakwaters to be placed offshore of the existing west pier, as it received best compromise in reducing wave agitation and having high navigability ranking.

Note that work carried out in this report does not deal with issues required for purposes of regulatory permitting of the proposed works. A separate sediment transport assessment, including determining impacts of the proposed works on Lake Erie's up- and downdrift sediment movement patterns, will require to be undertaken should the marina owners wish to proceed with regulatory approvals. Note that previous design completed in 2009 was approved by the Ministry of Natural Resources on the basis of the marina operators using the updrift beach to extract sand from the littoral system. We anticipate that similar logic would be applied regarding the steel crib breakwaters as well.

1 Introduction

Port Glasgow is a small community on the north shore of Lake Erie, located within the boundary of Municipality of West Elgin, in the Province of Ontario. The marina at Port Glasgow is co-owned by the Port Glasgow Yacht Club and the Municipality of West Elgin. Dock capacity of the marina is 80 berths, with exactly 55 boat docks located on municipal lands, and 25 docks on the lands owned by the club. There are two launching ramps located east of the marina basin, and a third launching ramp on the west side of the main basin. Figure 1 shows the site plan of the marina.



Figure 1: Port Glasgow marina site plan

The harbour entrance at Port Glasgow consists of two piers, referred to as east and west Piers. Each of the two piers are approximately 85 m long and 6 m wide. Depending on erosion and accretion conditions of the surrounding shoreline, the existing piers extend between 30-40 m into the lake. Sandy beaches are located on either side of the marina, with the beach southwest of the marina used for aggregate extraction. The aggregate extraction operation annually removes sand deposited by Lake Erie's littoral drift, which limits sand deposition in the marina's entrance channel.

1.1 Background information

Previous investigations completed in 2009 identified that two eastern launching ramps at the marina are unusable during periods of rough weather (Monteith Brown, 2012). The recommended option from the 2009 study was to increase the usability of the marina by

Feasibility Study of Steel Crib Offshore Breakwaters Port Glasgow, Ontario

extending and rehabilitating the existing east and west piers. The option recommended was to encapsulate and extend the existing west pier with a shore connected rubble mound breakwater, and to encapsulate the existing east pier in the similar manner. The cost estimates of the encapsulation and breakwater extension alternative proved too onerous for the marina owners, and were ultimately never implemented.

Riggs Engineering subsequently offered an alternative design that could increase the navigability in rough weather, with a significantly reduced construction cost. The alternative design included a proposal to place steel crib offshore breakwaters to improve navigability at the marina entrance, and improve berth tranquility inside the marina basin. Rather than using armour stone breakwaters which are costly, the alternative proposal uses steel frame crib structures filled with stone. The benefit of the steel crib structures is that they are much more cost effective than fixed armour stone breakwaters. The steel crib structures would be made up of individual units 4.9 m (16 ft) wide and 12.2 m (40 ft) long. Imposed cost constraints by the marina owners have restricted the number of steel crib units to five or six, but not more. New steel crib breakwater(s) would be assembled by positioning a number of units in series to achieve desired lengths, which would offer increased level of protection to the marina entrance and main basin compared to present conditions. The offshore breakwater would block a portion of the incoming wave energy. What is presently not known is what is the best and most appropriate configuration of the offshore breakwaters (within the specified length range) to be placed in front of the entrance. Determining the configuration of the offshore breakwaters forms the scope of this study.

1.2 Study scope

The main objective of this study is to find out an appropriate placement of individual steel crib breakwater units so that they can improve berth tranquility and navigation through the marina entrance in rough weather. In this feasibility study the aim will be to demonstrate if placing in front of the marina entrance five or six steel crib offshore breakwater units would be able to increase navigability and basin tranquility in rough weather. The work carried out is a desktop study that uses numerical analysis to simulate the effectiveness of a number of different configurations of the proposed steel crib offshore breakwaters using five and six individual steel crib units. Based on the results of the numerical analysis and our own engineering judgment we will be able to offer comments regarding the feasibility of the proposed.

The scope of this study is to determine the feasibility of using the steel crib offshore breakwaters at Port Glasgow using criteria related to navigability and berth tranquility inside the marina basin. Note that regulatory permitting requirements for proposed works are more onerous, and typically require a separate coastal impact assessment. Such an assessment is required to carry out analyses and comment how the placement of the breakwaters will change the coastal sediment transport processes in the lake. The general criteria for regulatory approvals are to assess, using scientific and engineering principles, that anticipated effects of the proposed on the neighbouring shoreline and/or Lake's Erie's littoral system in general. Should the feasibility of the proposed offshore

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steel crib breakwaters be proved to be viable, a separate coastal impact assessment will be required at a later date as part of the regulatory approvals.

Note that the previous design of the encapsulation and extension carried out in 2009 was submitted to the Ministry of Natural Resources for approval. We understand that regulatory approvals were obtained for the 2009 design on the basis that the marina owners carry out sand extraction on the updrift beach, which has the effect of removing the littoral drift from the system that would otherwise pass by the marina entrance. Removing the littoral drift through sand extraction therefore governs the littoral transport. If the littoral sediment is removed before reaching the marina, the orientation of the breakwaters at the entrance are thus not anticipated to have adverse effect on the littoral system. We anticipate that similar logic would be applied in regulatory approvals for the steel crib breakwaters as well.

2 Evaluation criteria and options

2.1 Evaluation criteria

The evaluation criteria proposed to evaluate the feasibility are based on improving the navigability of the entrance during rough weather, and improving berth tranquility inside the marina basin. A number of different configurations of the offshore steel crib breakwaters will be evaluated in our study, with wave height inside the marina basin and through the entrance being the governing criteria. Our analyses will provide a comparison of how each option reduces wave agitation through the entrance and at the marina basin. Therefore, wave height will form the main criteria in this feasibility study.

For the purposes of this work we have selected to evaluate each alternative option using two dominant storms: a storm from the east, and a storm from the southwest. Subsequent analysis will show these as dominant directions, accounting for majority of storms at Port Glasgow. Given the governing conditions at the project site, it may be possible that some configurations will perform well for one dominant direction, but not for the other. A separate evaluation will be provided for each dominant direction.

The favoured option is thus defined in this feasibility study as one that reduces most, regardless of the storm direction, the wave agitation through the entrance and at the marina basin, which is also easy to navigate through. A criterion of navigability through the marina entrance is used in our evaluation of options, as the proposed steel crib breakwaters must be placed such that marina users would be able to navigate through. An option that blocks the entrance and reduces wave agitation in the channel and marina basin would not receive favourable rating unless it could be demonstrated that marina users could navigate safely through the obstacles. Reduction of wave agitation through the entrance and in the marina basin form the criteria, as well as the navigability of the proposed.

2.2 Offshore breakwater alternatives

The steel crib offshore breakwaters are envisioned to consist of individual units 4.9 m (16 ft) wide and 12.2 m (40 ft) long. Each offshore breakwater will be assembled by linking a string of individual units together. For this study, we have considered a number of five and six unit alternatives, including options for one single, and two distinct breakwaters. Originally we have proposed three configurations for analysis. Upon completing initial analysis, we have also included a number of additional options that include slight modification (and refinement) of the options originally proposed.

The final set of alternatives includes the following: 1, 2, 2a, 2b, 3, 3a, 3a modified, 3b, and 3b modified. The alternatives are presented graphically in Figures 2 to 10. Each of the alternative configurations of the steel crib breakwaters are evaluated numerically. Details on the numerical analysis are presented next.

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Figure 2: Option 1 configuration



Figure 3: Option 2 configuration

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Figure 4: Option 2a configuration



Figure 5: Option 2b configuration

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Figure 6: Option 3 configuration



Figure 7: Option 3a configuration

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Figure 8: Option 3a modified configuration



Figure 9: Option 3b configuration

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Figure 10: Option 3b modified configuration

3 Numerical analysis

This section of the report presents the summary of the numerical analysis used in this feasibility study. It includes numerical modeling of wave propagation using two different numerical wave models: one to propagate the lake generated waves from offshore to the harbour entrance, and one to characterize waves at the local scale (including effects of local structures). The text that follows documents data and its processing, development of numerical models, description of initial and boundary conditions, as well as modeling results.

3.1 Data used

3.1.1 Aerial imagery

The aerial imagery used in this project includes data used from the South Western Ontario Orthorectification Project 2015 (SWOOP2015), as well as satellite imagery data available from Google. The SWOOP2015 imagery was used to digitally trace the shoreline at the project site, which was used in subsequent modeling.

3.1.2 Bathymetry

The bathymetry data (below water topography of the lake bed) used in this work included contours from a bathymetric survey carried out in 2007 by Riggs Engineering on behalf of the Port Glasgow Yacht Club. An assumption in the modeling was that the marina entrance and main basin are at elevation 1.0 m below chart datum. Outside of the immediate boundary of the harbour, we have used the National Oceanic and Atmospheric Administration (NOAA) 1 m contours for Lake Erie, which were produced for the entire lake.

3.1.3 Waves

For wave data we have used the hindcast (historical reconstruction of past wave climate) constructed by the US Army Corps of Engineers for Lake Erie through their Wave Information Study (WIS) program. The WIS hindcast for Lake Erie is available at output nodes spaced approximately 2 km for the entire perimeter of the lake. For the present feasibility study we have obtained hourly wave data from the WIS hindcast node ST92163 (closest to Port Glasgow), which includes significant wave height, peak wave period, and wave direction for years 1979-2014. The WIS hindcast node ST92163 is located approximately 8 km offshore of Port Glasgow, at about the 17 m depth contour.

3.1.4 Water levels

Water level data was obtained from the document titled Technical Guide for Great Lakes St. Lawrence River Shorelines, published by Ministry of Natural Resources (MNR, 2001). A summary of the MNR (2001) data, extracted for Port Talbot is provided in Table 1. For all of the work in this feasibility study we have assumed the Lake Erie water levels to be at elevation 1.7 m above chart datum, which equates to the 25-yr return period. As this is a feasibility study looking at navigation and berth tranquility criteria, use of 25-yr water level is deemed appropriate.

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Table 1: Water level statistics at Port Glasgow, MNR (2001)

Return Period [yr]	Water Level [m, IGLD55]	Water Level [m, IGLD85]	Water Level [m, Chart Datum]	Water Level [m, CGVD28:78]
2	174.49	174.66	1.16	174.69
5	174.75	174.92	1.42	174.95
10	174.89	175.06	1.56	175.09
25	175.03	175.20	1.70	175.23
50	175.12	175.29	1.79	175.32
100	175.20	175.37	1.87	175.40

Notes:

CD = Chart Datum

IGLD = International Great Lakes Datum

CGVD28:78 = Canadian Geodetic Vertical Datum 1928, 1978 adjustment

Lake Erie Chart Datum = 173.5 m IGLD85

3.2 Data analysis

3.2.1 Statistical wave magnitudes

Data analysis was carried on WIS hindcast node ST92163 data to characterize the wave climate offshore of Port Glasgow. The WIS data was used to group wave data into bins on a 16 directional compass, thus producing a time series for each of the 16 compass directions. Each wave direction time series was used to extract the largest annual value of significant wave height, and then used to fit a Gumbel statistical distribution to the extracted data. The results of the statistical distributions assign to each direction band a series of values representing return intervals ranging from 2-yr to 100-yr.

Identical data analysis is prepared using all data in the WIS record (all year), as well as data filtered to include only the boating season (estimated between May 15 – Oct 15). Table 2 shows the wave statistics for the all year time series, while Table 3 depicts the statistics from the boating season.

3.2.2 Durational statistics

We have also carried out statistics on the WIS data for the hindcast node ST92163 to characterize the duration of time waves occur from a particular direction. Our results are shown in Table 4 for all year, and in Table 5 for the boating season (May 15 – Oct 15). Our analysis shows that regardless of season, the dominant directions of waves offshore at Port Glasgow are from the east, south-southwest, and southwest. For the purposes of the analyses in this feasibility assessment, we have selected to use the waves from the east, and waves from the southwest directions.

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Table 2: WIS node ST92163 wave magnitude statistics, all year

Dir band	Wave dir	Wave dir (Az deg)	Significant Wave Height, Hm0 [m] return period					
			2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
1	N	0	1.38	1.73	1.96	2.26	2.48	2.69
2	NNE	22.5	1.19	1.62	1.90	2.26	2.52	2.78
3	NE	45	1.40	1.85	2.14	2.51	2.79	3.06
4	ENE	67.5	1.97	2.52	2.88	3.34	3.68	4.01
5	E	90	3.08	3.70	4.10	4.61	4.99	5.37
6	ESE	112.5	2.15	2.73	3.12	3.61	3.97	4.33
7	SE	135	2.18	2.65	2.97	3.37	3.67	3.96
8	SSE	157.5	2.48	2.96	3.28	3.67	3.97	4.26
9	S	180	2.81	3.25	3.53	3.89	4.16	4.42
10	SSW	202.5	3.53	4.18	4.62	5.16	5.56	5.96
11	SW	225	3.68	4.21	4.56	5.01	5.34	5.66
12	WSW	247.5	2.29	2.64	2.88	3.17	3.39	3.61
13	W	270	1.74	2.01	2.19	2.41	2.58	2.74
14	WNW	292.5	1.46	1.72	1.90	2.11	2.27	2.43
15	NW	315	1.40	1.65	1.81	2.02	2.17	2.32
16	NNW	337.5	1.38	1.67	1.86	2.10	2.28	2.45

Table 3: WIS node ST92163 wave magnitude statistics, May 15-Oct 15

Dir band	Wave dir	Wave dir (Az deg)	Significant Wave Height, Hm0 [m] return period					
			2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
1	N	0	0.78	0.96	1.07	1.22	1.32	1.43
2	NNE	22.5	0.68	0.85	0.96	1.10	1.21	1.31
3	NE	45	0.81	1.10	1.29	1.52	1.70	1.88
4	ENE	67.5	1.13	1.55	1.83	2.18	2.44	2.69
5	E	90	1.70	2.32	2.73	3.25	3.63	4.01
6	ESE	112.5	1.04	1.40	1.63	1.93	2.15	2.37
7	SE	135	1.03	1.43	1.69	2.02	2.26	2.50
8	SSE	157.5	1.33	1.76	2.05	2.41	2.68	2.95
9	S	180	1.86	2.26	2.53	2.86	3.11	3.36
10	SSW	202.5	2.32	2.84	3.18	3.62	3.94	4.26
11	SW	225	2.13	2.67	3.03	3.48	3.81	4.15
12	WSW	247.5	1.30	1.56	1.73	1.95	2.11	2.27
13	W	270	1.01	1.28	1.46	1.69	1.86	2.03
14	WNW	292.5	0.89	1.12	1.27	1.45	1.59	1.73
15	NW	315	0.81	1.00	1.13	1.30	1.42	1.54
16	NNW	337.5	0.81	1.02	1.16	1.34	1.47	1.60

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Table 4: WIS node ST92163 wave duration
statistics, all year

Dir band	Wave dir	Wave dir	Count	Perc
[-]	[-]	(Az deg)	[hrs]	[%]
1	N	0	10130	3.51
2	NNE	22.5	8329	2.89
3	NE	45	9130	3.17
4	ENE	67.5	11782	4.09
5	E	90	36976	12.83
6	ESE	112.5	12516	4.34
7	SE	135	8785	3.05
8	SSE	157.5	9552	3.31
9	S	180	17850	6.19
10	SSW	202.5	59587	20.67
11	SW	225	53699	18.63
12	WSW	247.5	15870	5.51
13	W	270	10332	3.58
14	WNW	292.5	7059	2.45
15	NW	315	7045	2.44
16	NNW	337.5	9637	3.34

Table 5: WIS node ST92163 wave duration
statistics, May 15- Oct 15

Dir band	Wave dir	Wave dir	Count	Perc
[-]	[-]	(Az deg)	[hrs]	[%]
1	N	0	4756	3.57
2	NNE	22.5	4131	3.10
3	NE	45	4891	3.68
4	ENE	67.5	5624	4.23
5	E	90	18829	14.15
6	ESE	112.5	6961	5.23
7	SE	135	4662	3.50
8	SSE	157.5	4898	3.68
9	S	180	9208	6.92
10	SSW	202.5	32380	24.34
11	SW	225	21461	16.13
12	WSW	247.5	4291	3.22
13	W	270	2598	1.95
14	WNW	292.5	2067	1.55
15	NW	315	2405	1.81
16	NNW	337.5	3894	2.93

3.3 Numerical modeling

Characterization of site specific wave climate is required to assess the feasibility of the steel crib offshore breakwaters at Port Glasgow. Two different wave modeling tools are used to capture wave characteristics for global and local conditions.

Both phase averaging and phase resolving wave models are used in this study. The former is used to obtain lake wide wave fields, while the later is used to capture relevant processes of waves propagating through marina entrance.

Phase averaging wave models are best suited for estimation of wave climate over long distances and are most appropriate in capturing how deep water waves propagate to the coast. The evolution of the wave spectrum in phase averaging models is described by means of the spectrum action balance equation. Phase resolving models on the other hand are best for cases where local wave properties vary strongly within short distances (in the order of magnitude of the wavelength or less), such as wave propagation in harbours, around breakwaters, or over reflecting surfaces such as vertical walls.

For the present study, phase averaged wave model TOMAWAC and phase resolving wave model ARTEMIS are used. Both wave models are part of the TELEMAC (2018) suite of numerical solvers, a state of the art finite element numerical modeling code. Numerical models part of the TELEMAC suite have been originally developed at the National Hydraulics Laboratory of the Research and Development Division of the French Electricity Board, Electricité de France (EDF). Presently, the TELEMAC suite of models are entirely in open source and maintained by a consortium of established research organizations specializing in hydraulic and coastal research. TOMAWAC and ARTEMIS coastal models are briefly described next.

The TOMAWAC model is an open source phase averaging wave model which solves the wave spectral action balance equation. The model captures the effects of spatial wave propagation, refraction, shoaling, generation, dissipation and nonlinear wave-wave interactions. TOMAWAC has been developed specifically to capture wave transformation from offshore to nearshore waters. Processes of wave breaking, bottom friction and (simplified) diffraction effects are included in all simulations carried out in this work.

ARTEMIS is an open source phase resolving wave model which solves the Elliptic Mild Slope equations using the finite element method using TELEMAC's libraries and suite of solvers. Main applications of the ARTEMIS model deals with wave agitation in harbours and small bays where the following phenomena are captured:

- wave reflection by an obstacle,
- wave diffraction behind an obstacle,
- wave refraction by bottom variation,
- regular waves,
- mono-directional or multi-directional random waves,

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- bottom friction,
- bathymetric breaking, and
- dissipation by breaking and/or bottom friction.

As with all phase resolving wave models, wave refraction by currents is not captured.

3.3.1 Wave propagation from offshore to harbour entrance

A TOMAWAC wave propagation model was set up for the Lake Erie domain extending from the WIS hindcast node (approximately 8 km offshore) to the marina entrance at Port Glasgow. Alongshore length of the model included approximately 10 km on either side of Port Glasgow. We have used the shoreline traced from the SWOOP2015 product. The NOAA bathymetry for Lake Erie (available at 1 m contours) was used in wave propagation modeling.

The TOMAWAC numerical model grid was developed using a triangular mesh. NOAA bathymetry was used to assign bottom elevations to the triangular mesh. Table 6 shows the boundary conditions (obtained from our analysis of the WIS hindcast) used in the wave propagation modeling. For the purposes of analysis in this report we have used a 25-yr water level, in combination with a 2-yr wave during the boating season. More comprehensive analysis may require additional cases, but for the purposes of the present feasibility study, we believe the identified cases are sufficient.

Table 6: TOMAWAC boundary conditions (8 km offshore)

Parameter	E waves	SW waves	Notes
WL [m, CD]	1.70	1.70	Water level with respect to Lake Erie Chart Datum
Hm0 [m]	1.50	2.10	Significant wave height, obtained from WIS
Tp [sec]	5.50	6.00	Peak wave period, obtained from WIS
Dir [Az deg]	90.00	225.00	Wave direction, obtained from WIS

The finite element method was used in TOMAWAC to solve the spectral action balance equation, and thus obtain spatial distribution of significant wave height, peak wave period, and wave direction. The results from the TOMAWAC simulations are presented in Figure 11 (east waves) and Figure 12 (southwest waves). Wave characteristics, extracted in front of the Port Glasgow marina entrance are shown in Table 7.

Table 7: TOMAWAC wave propagation results (250 m offshore)

Parameter	E waves	SW waves	Notes
WL [m, CD]	1.70	1.70	Water level with respect to Lake Erie Chart Datum
Hm0 [m]	0.76	1.36	Significant wave height, obtained from TOMAWAC
Tp [sec]	5.50	6.00	Peak wave period, obtained from TOMAWAC
Dir [Az deg]	107.70	1.00	Wave direction, obtained from TOMAWAC

Results reported in Table 7 are used to force the phase resolving model ARTEMIS.

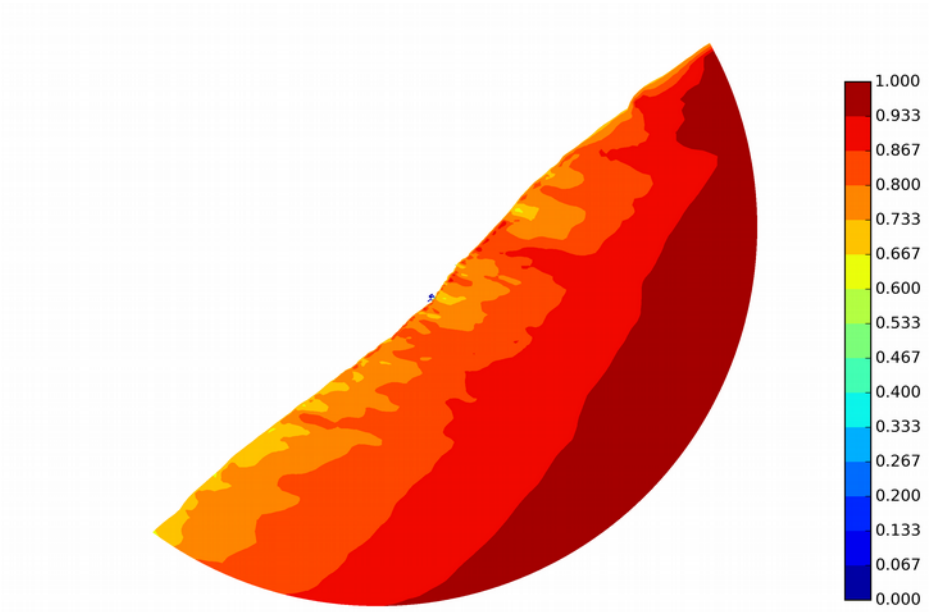


Figure 11: TOMAWAC simulation result, east waves, Hm0 [m]

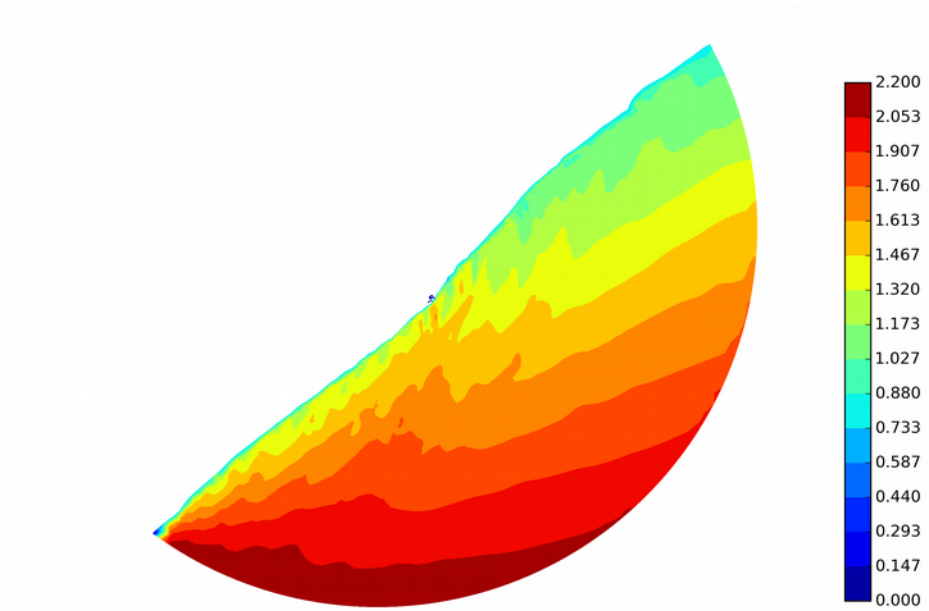


Figure 12: TOMAWAC simulation result, southwest waves, Hm0 [m]

3.3.2 Wave propagation through the harbour entrance

An ARTEMIS phase resolving numerical model was set up for the purpose of evaluating proposed alternative configurations of the steel crib offshore breakwaters at Port Glasgow. The model was set up for a domain that extends approximately 250 m offshore of the marina to the shoreline, and about 250 m of shoreline on either side of Port Glasgow. The shoreline traced from the SWOOP 2015 product was used in the modeling. Bathymetry surveyed in 2007 was used in the modeling.

The ARTEMIS numerical grid was developed using a triangular mesh, having an element area constraint of 6.25 m^2 . Such a fine mesh resolution is required to ensure the numerics are able to resolve the detailed coastal processes that are required to be captured in the modeling. The 2007 surveyed bathymetry was used to assign bottom elevation values to each node in the numerical model. Wave characteristics 250 m offshore of the marina entrance obtained from TOMAWAC simulations were used as the boundary condition to the ARTEMIS model, as detailed in Table 7.

We have simulated the existing conditions (no offshore breakwaters), together with nine configurations of the offshore steel crib breakwaters. Each configuration was simulated for waves propagating from the east, and from the southwest, as detailed previously.

In developing the ARTEMIS numerical model careful consideration was given to assigning properties to different types of shoreline within the domain. Beaches on either side of the marina were assigned absorbing properties, as they tend to absorb (rather than reflect) wave energy. Sheet pile walls, however, were modeled as reflective objects, as they tend bounce of vertical structures without much absorption. The proposed steel cribs were also assigned fairly reflective properties, as it is anticipated they too would tend to reflect the incoming wave energy, rather than absorbing energy.

The results from the ARTEMIS wave propagation modeling are summarized in Figures 13 to 22 for east waves, and in Figures 23 to 32 for southwest waves.

The computed wave field is displayed as a colour coded plot of the wave height, with the red depicting wave agitation (i.e., higher wave magnitudes), and blue depicting calms (i.e., low wave magnitudes). When evaluating effectiveness of option, options for which the wave field is colour coded with blue within the region of interest (such as the entrance channel and the marina basin) is preferable.

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

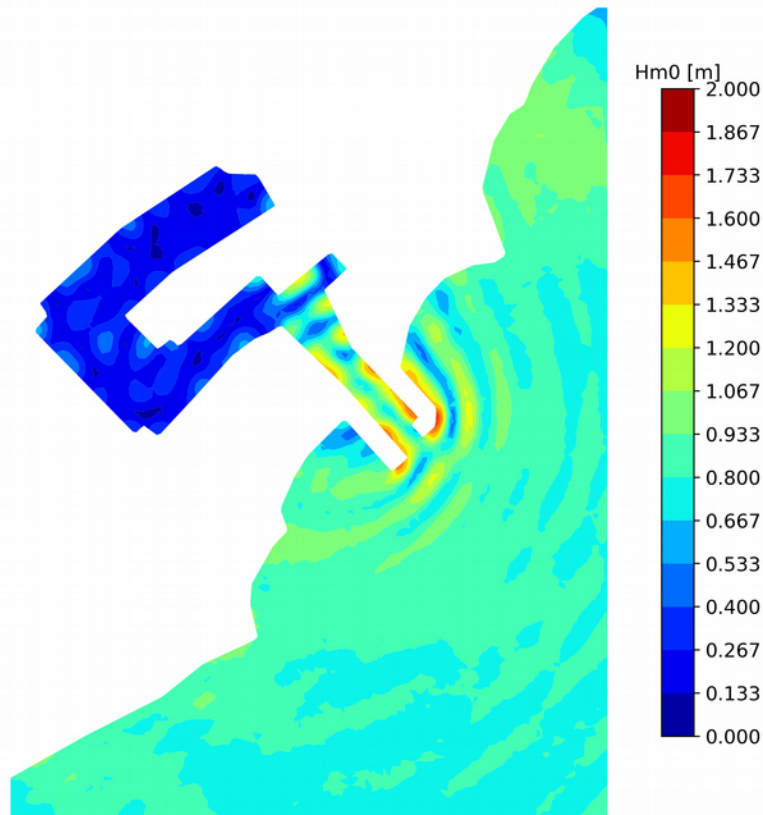


Figure 13: ARTEMIS result, existing conditions, east waves

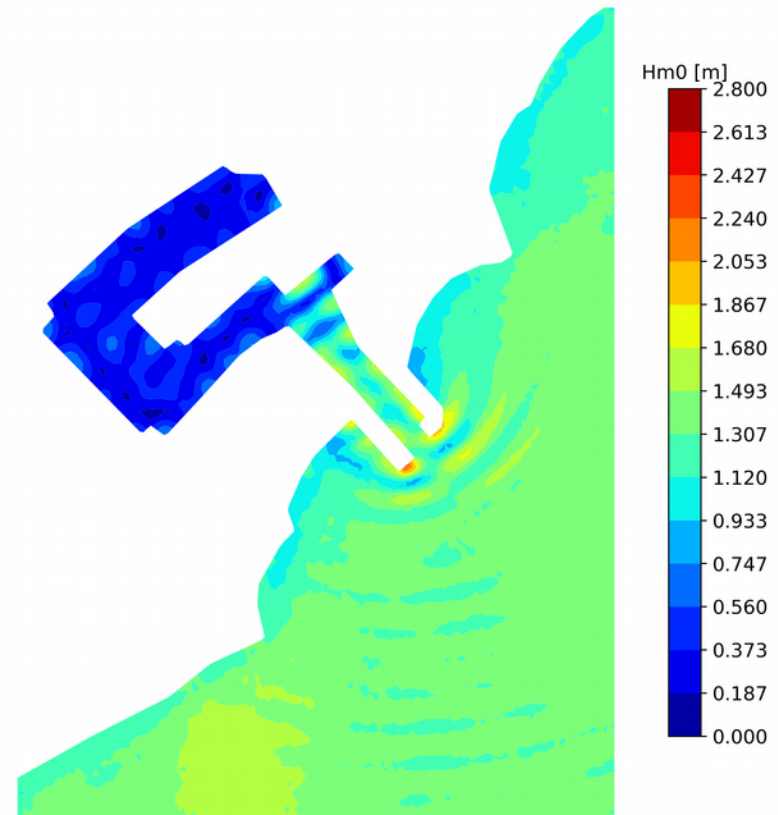


Figure 14: ARTEMIS result, existing conditions, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

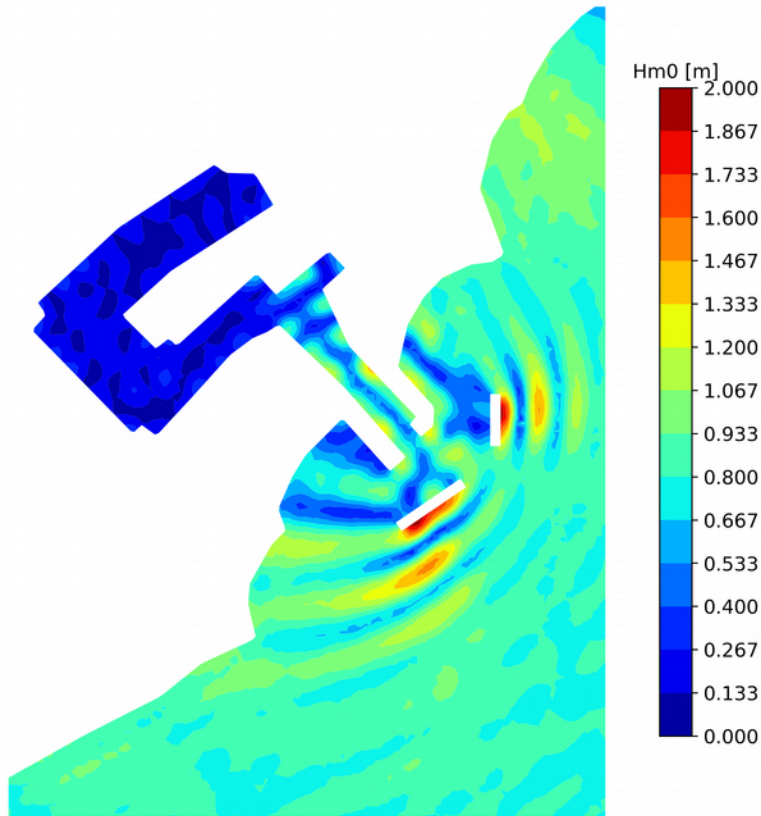


Figure 15: ARTEMIS result, option 1, east waves

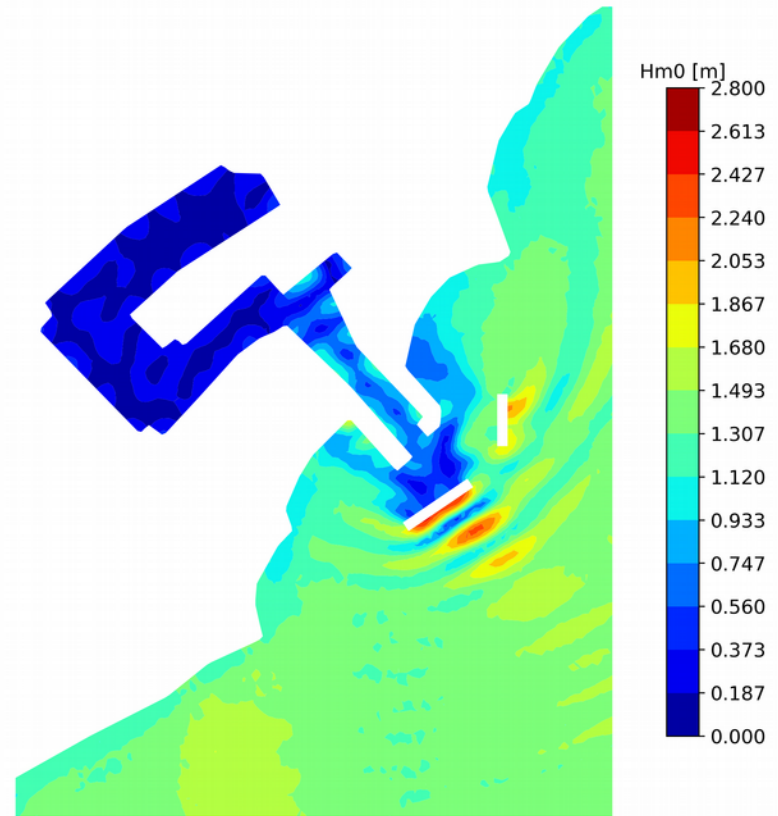


Figure 16: ARTEMIS result, option 1, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

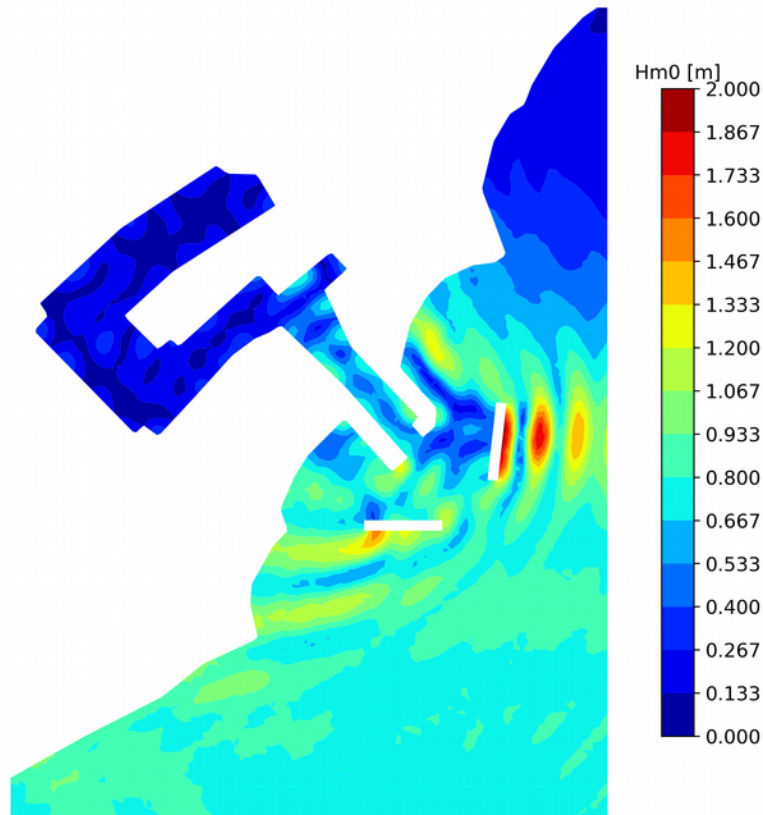


Figure 17: ARTEMIS result, option 2, east waves

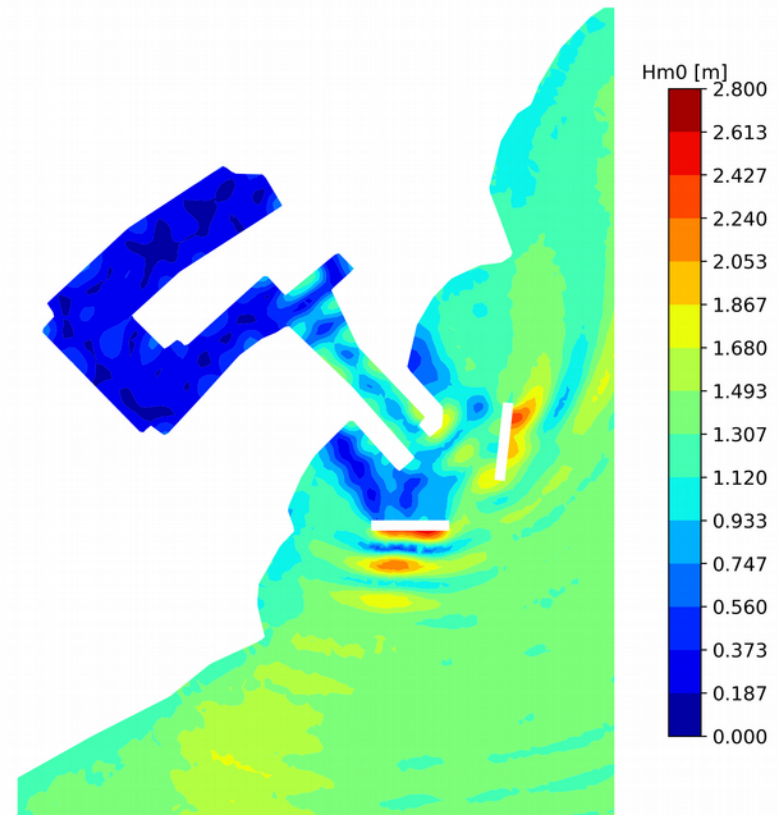


Figure 18: ARTEMIS result, option 2, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

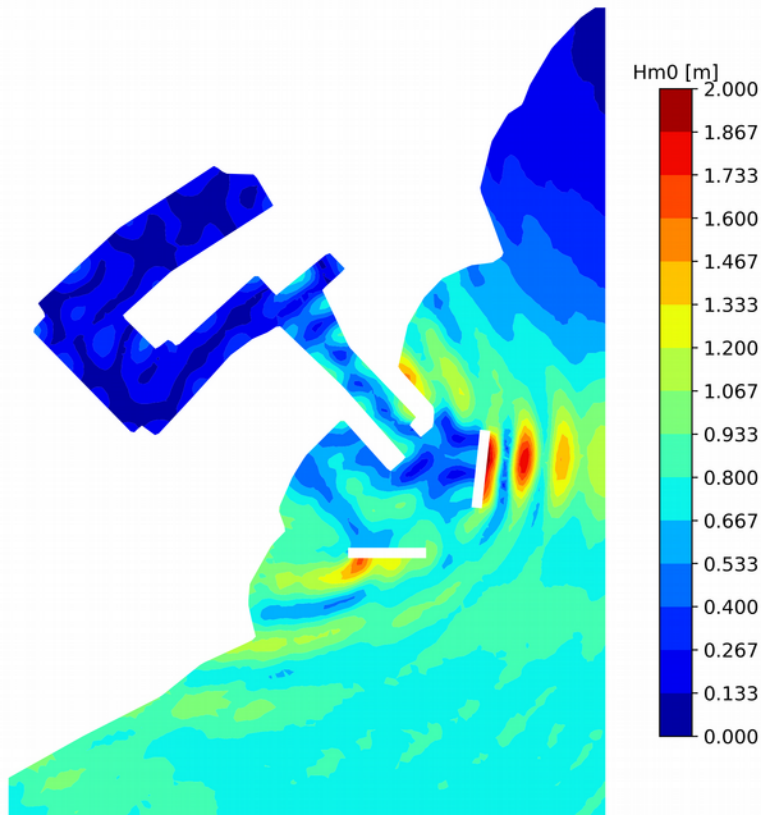


Figure 19: ARTEMIS result, option 2a, east waves

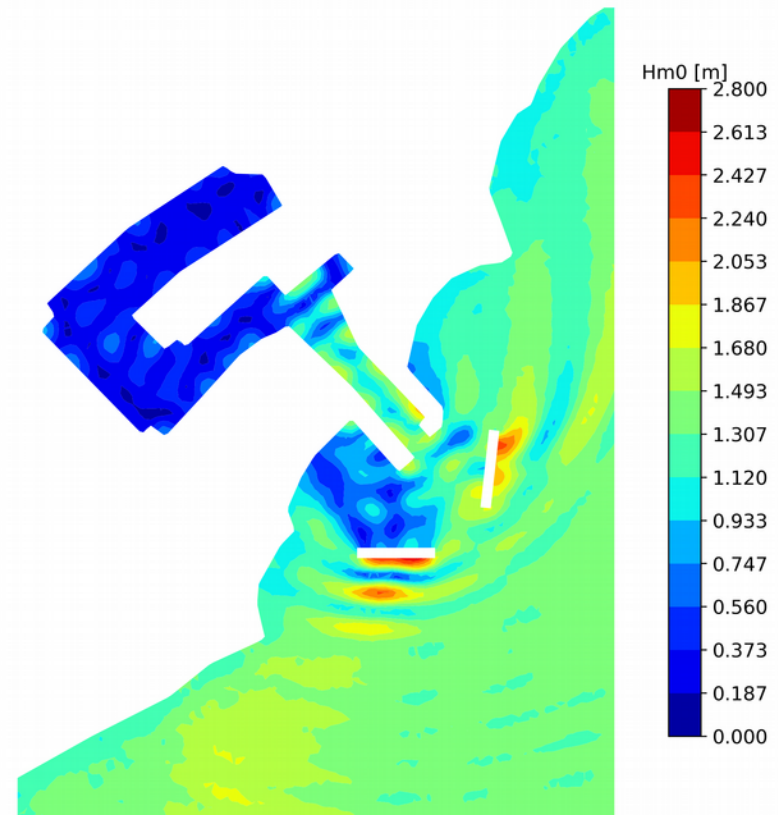


Figure 20: ARTEMIS result, option 2a, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

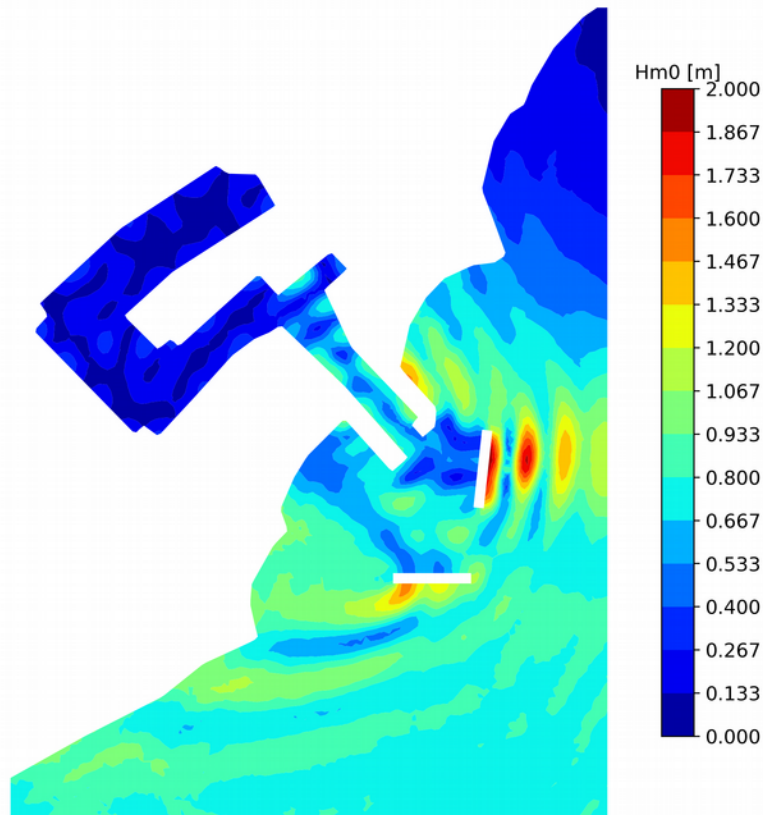


Figure 21: ARTEMIS result, option 2b, east waves

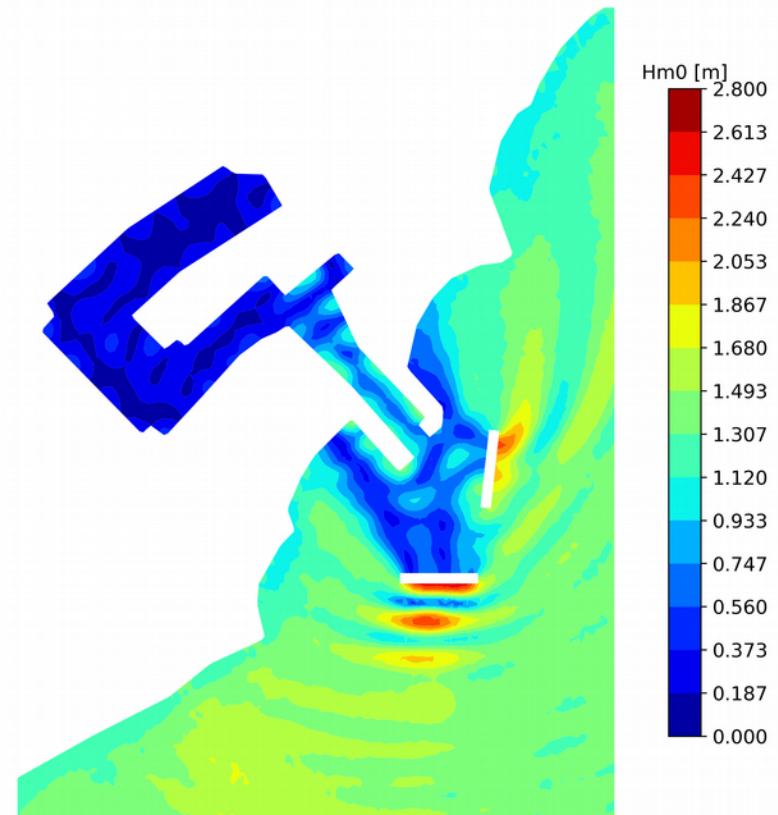


Figure 22: ARTEMIS result, option 2b, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

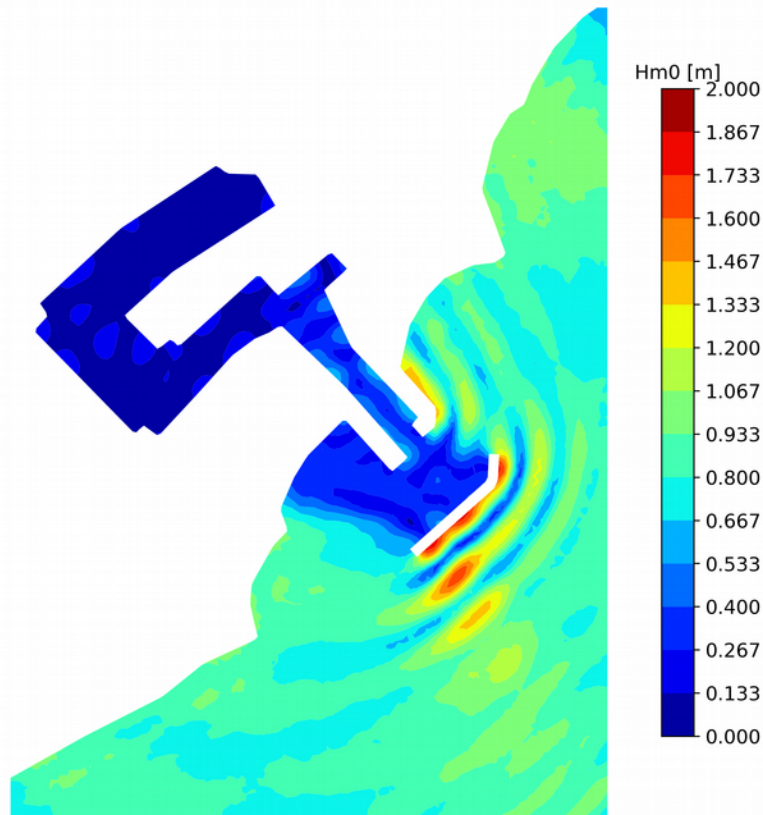


Figure 23: ARTEMIS result, option 3, east waves

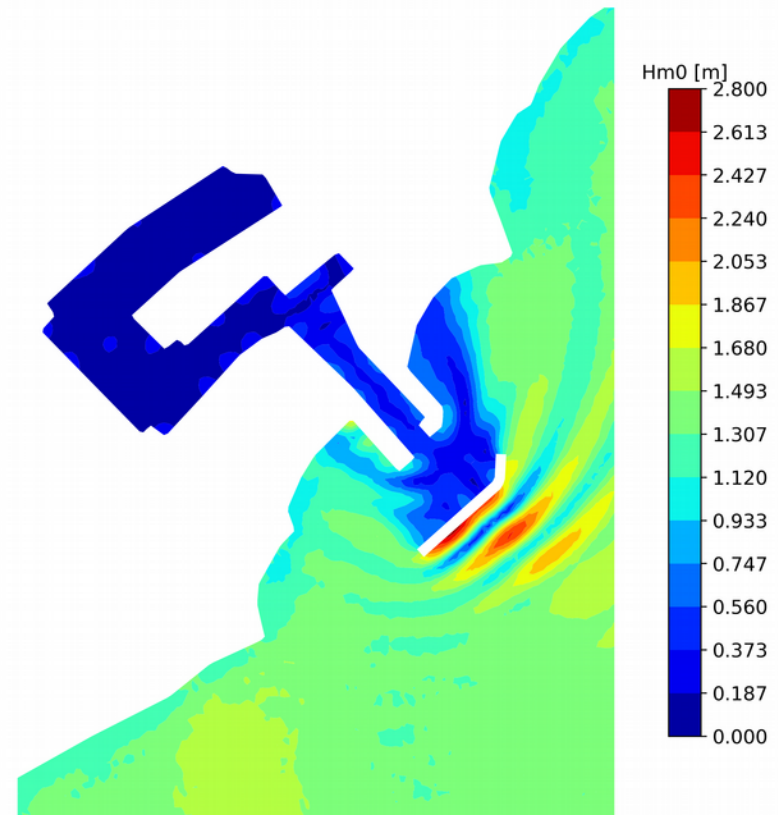


Figure 24: ARTEMIS result, option 3, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

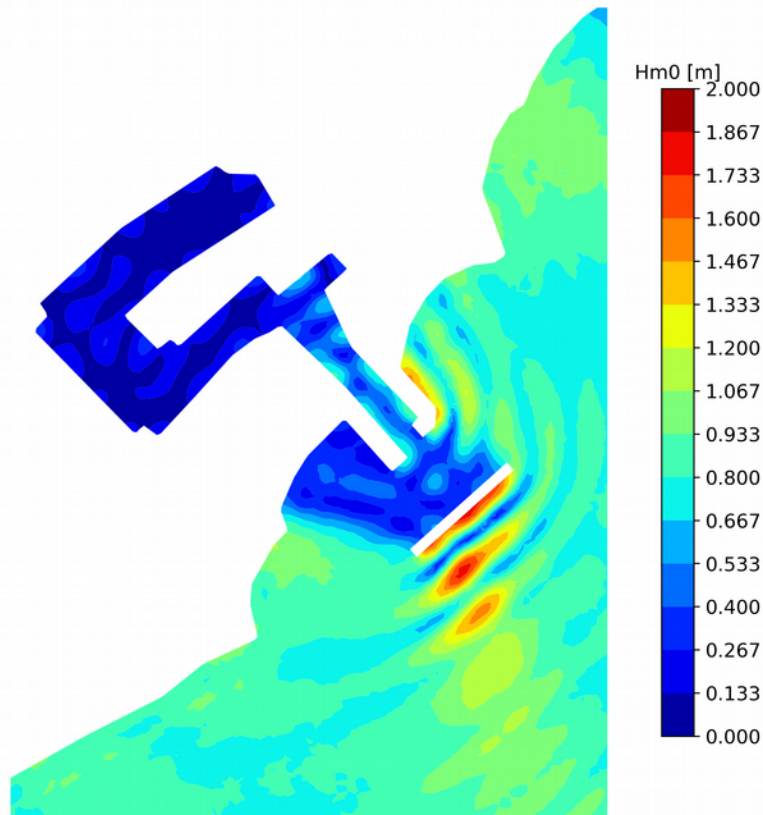


Figure 25: ARTEMIS result, option 3a, east waves

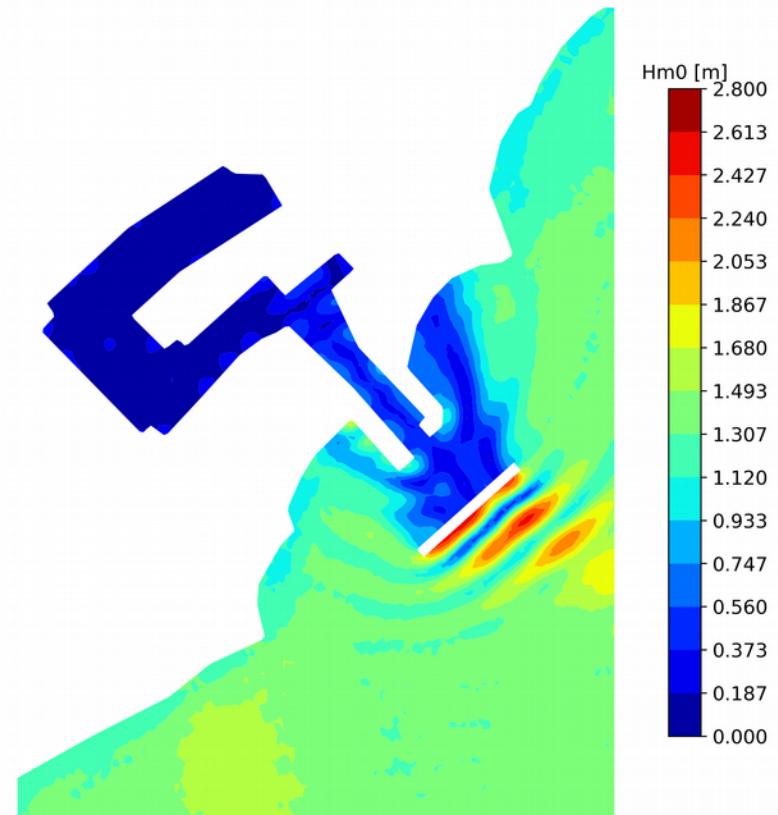


Figure 26: ARTEMIS result, option 3a, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

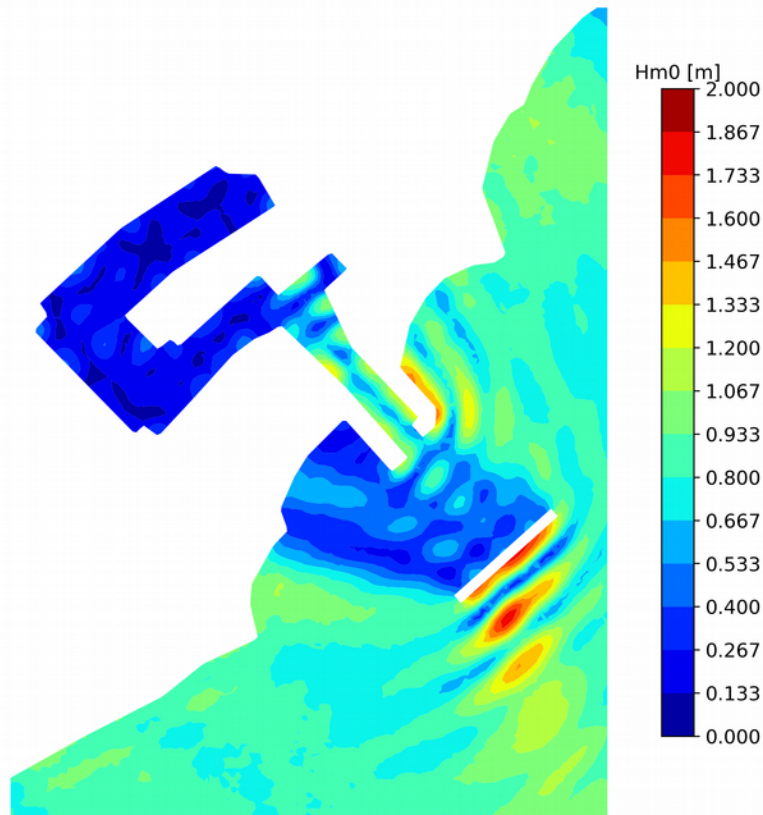


Figure 27: ARTEMIS result, option 3a modified, east waves

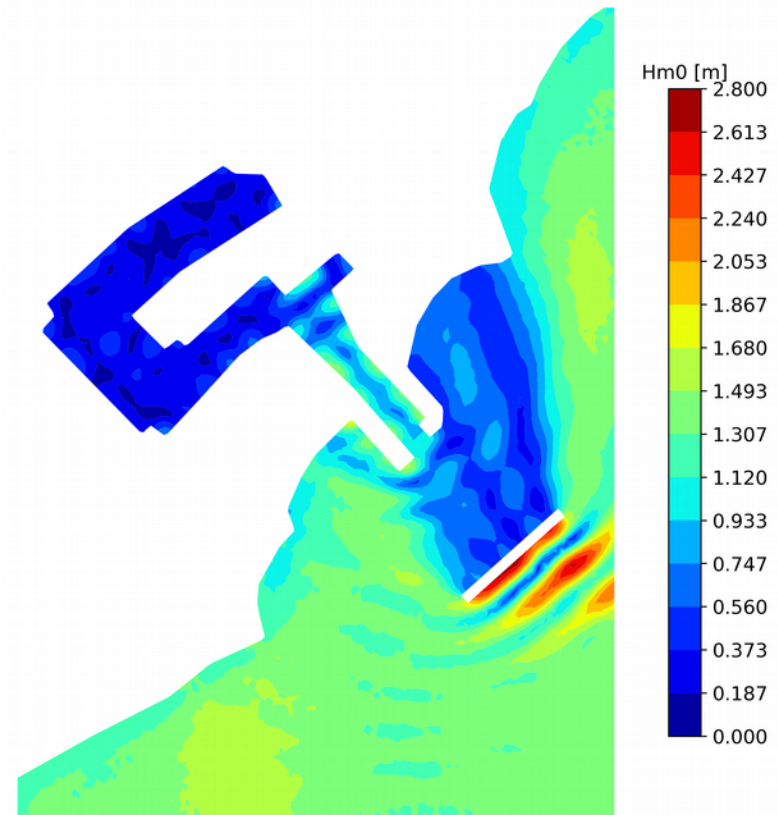


Figure 28: ARTEMIS result, option 3a modified, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

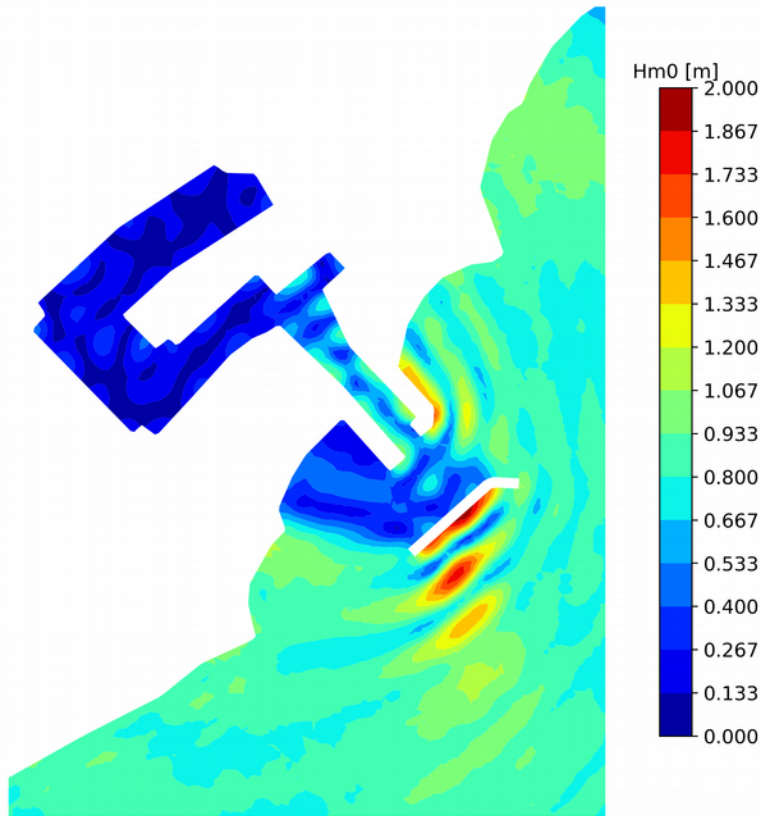


Figure 29: ARTEMIS result, option 3b, east waves

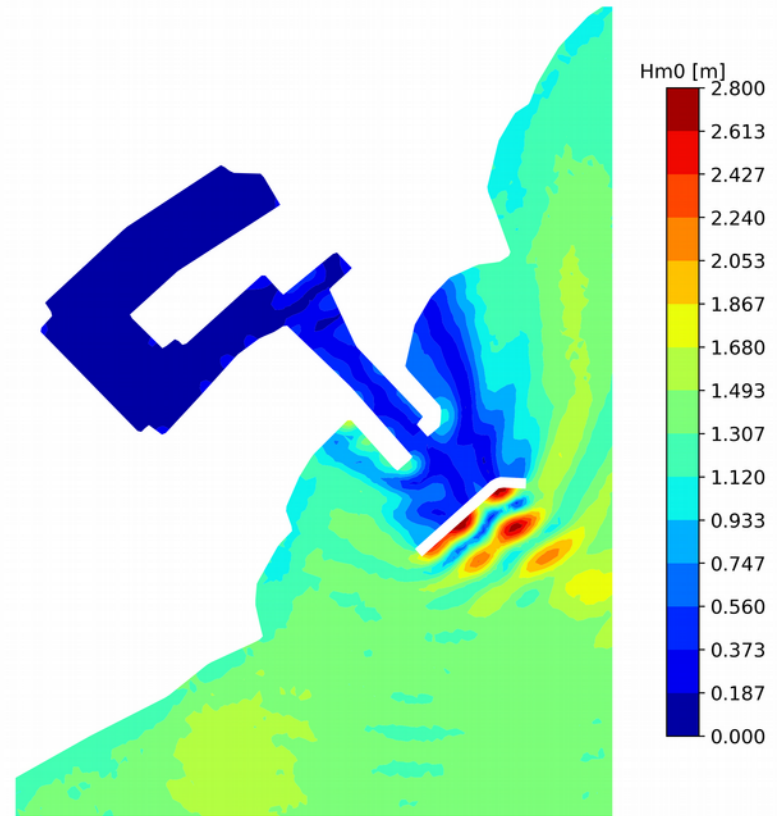


Figure 30: ARTEMIS result, option 3b, southwest waves

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

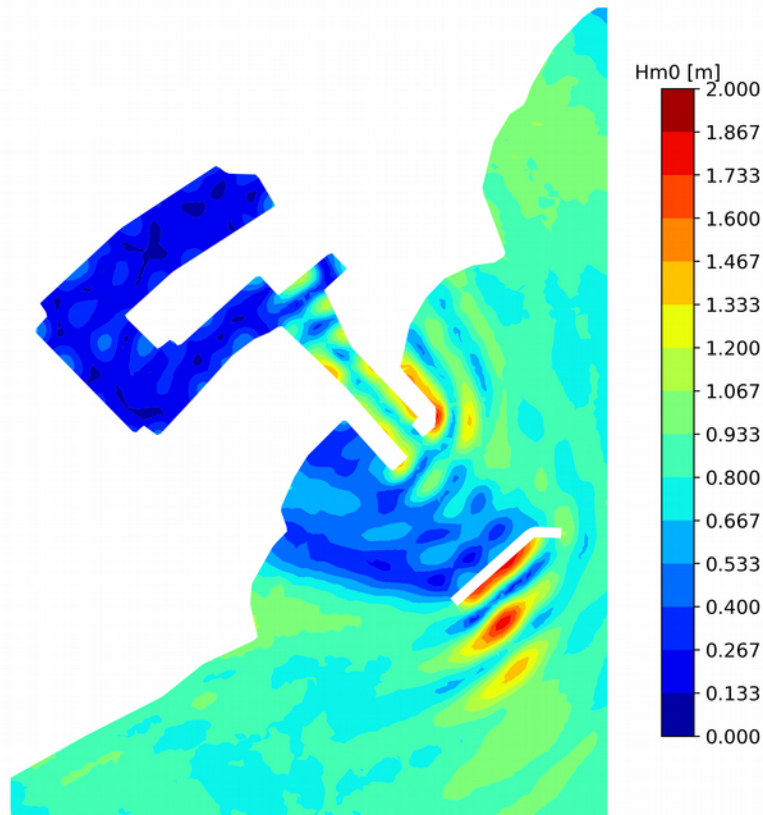


Figure 31: ARTEMIS result, option 3b modified, east waves

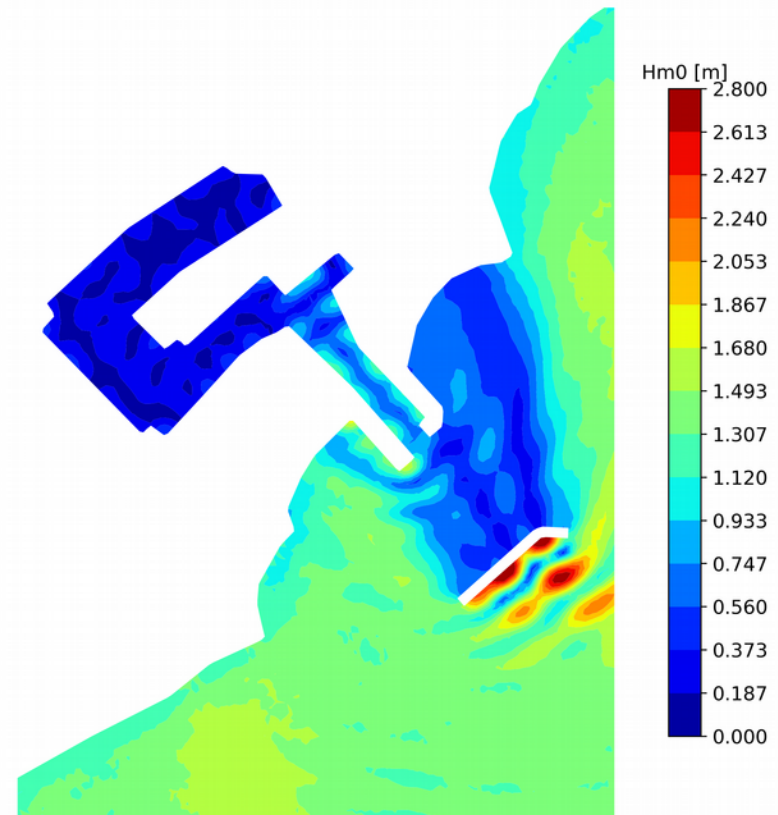


Figure 32: ARTEMIS result, option 3b modified, southwest waves

4 Evaluation of options

The results of the numerical modeling, presented in Section 3.3 form the basis of the evaluation of the nine alternative configuration evaluated in this report. The following subjective criteria is proposed to provide a ranking of the options presented.

Meaning	Descriptor
Worst	Very Poor
	Poor
	OK
Best	Good

Table 8 provides an evaluation of the nine options based on the above descriptors, for both east and southwest winds.

Table 8: Evaluation of breakwater options

Option	East Winds		Southwest Winds		Navigation
	Channel	Basin	Channel	Basin	Channel
1	Poor	Poor	OK	OK	OK
2	Poor	Poor	Very Poor	OK	OK
2a	OK	OK	Very Poor	OK	OK
2b	OK	OK	OK	Good	OK
3	Good	Good	Good	Good	Very Poor
3a	OK	Poor	Good	Good	Very Poor
3a modified	Poor	Very Poor	Poor	Poor	OK
3b	Poor	OK	Good	Good	Very Poor
3b modified	Very Poor	OK	Good	OK	Good

5 Concluding remarks

Based on the evaluation of nine alternative configurations for the proposed steel crib offshore breakwater at Port Glasgow our work has identified option 2b as the preferred alternative. Option 2b consists of a two steel crib offshore breakwater. The recommended option received the best overall ranking in our evaluations as it showed best performance in reducing the wave energy compared to existing conditions, in addition to receiving a high evaluation on navigability through the proposed obstacles.

Feasibility Study of Steel Crib Offshore Breakwaters
Port Glasgow, Ontario

References

Monteith Brown (2012). Port Glasgow Yacht Club Marina Master Plan, prepared by Monteith Brown Planning Consultants, London, Ontario, November 2012.

TELEMAC (2018). Open TELEMAC, the mathematically superior suite of solvers, <http://opentelemac.org/>.

MNR (2001). Technical Guide for Great Lakes – St. Lawrence River Shorelines, Ministry of Natural Resources, Toronto, Ontario.

Closure

The factual data, findings, interpretations and conclusions made in this report have been prepared for the Port Glasgow Yacht Club and the Municipality of West Elgin for the purposes of evaluating feasibility of the steel crib offshore breakwaters. The present report is provided to answer specific questions identified in the scope of work, and therefore may not directly be applicable or transferable to other studies or projects. Riggs Engineering can not offer any warranty on the application and/or use of data, findings, interpretations and conclusions made in this report to any other future work. Should an individual, corporation or entity wish to use the content of this work, that individual, corporation or entity shall assume all the risk and carry all liability.

This report was prepared by Pat Prodanovic, Ph.D., P.Eng and Brian Riggs, P. Eng. of Riggs Engineering.



FIGURE 1
NEW BREAKWATER LAYOUT



CLIENT PORT GLASGOW YACHT CLUB

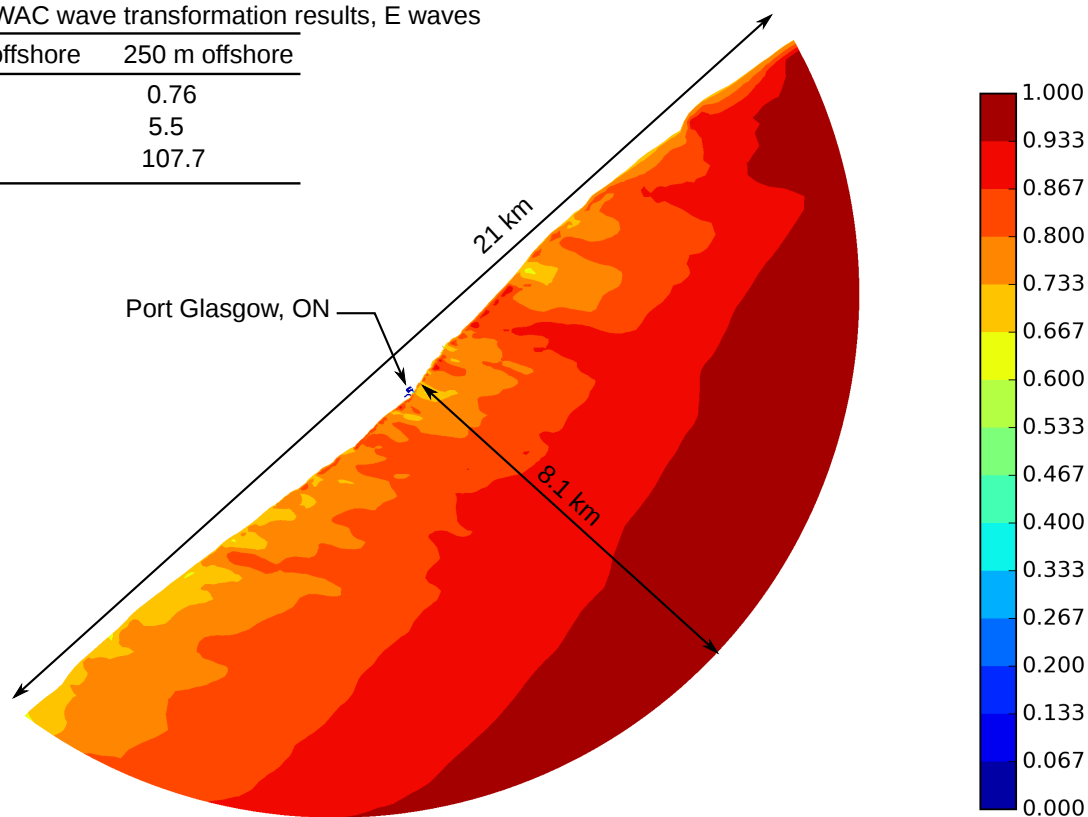
0 7.5 22.5 45m 1:1500





Table A1a: TOMAWAC wave transformation results, E waves

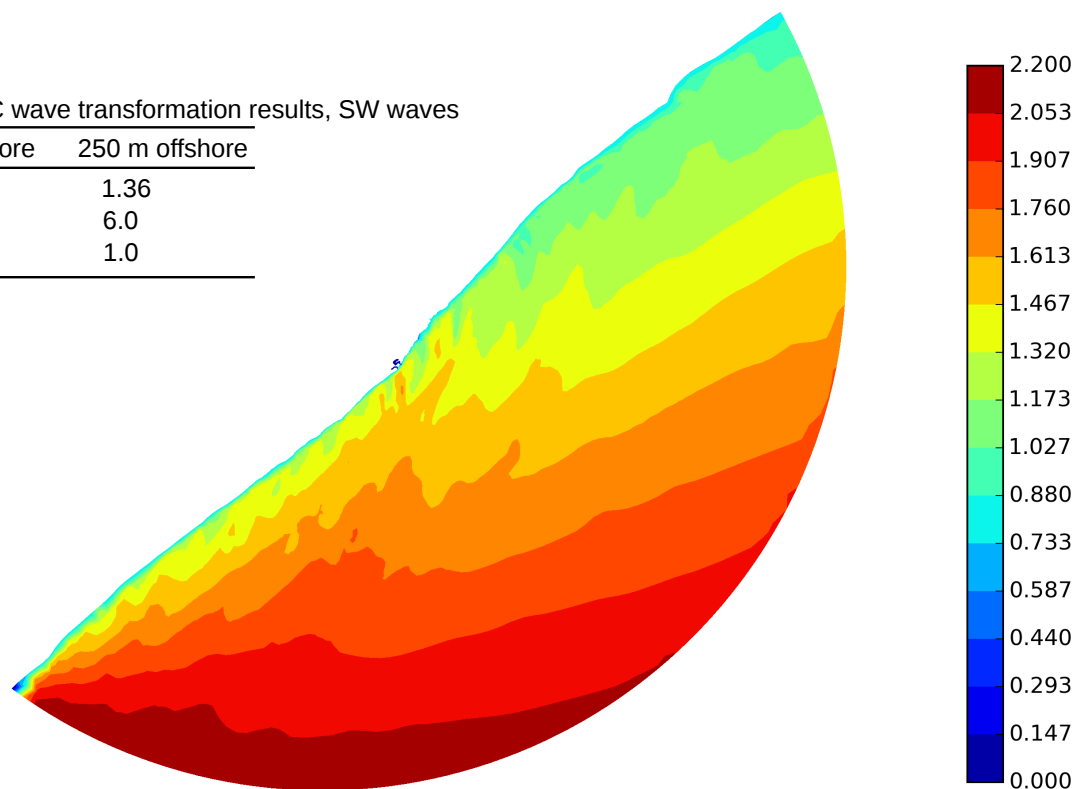
	8.1 km offshore	250 m offshore
Hm0 [m]	1.5	0.76
Tp [sec]	5.5	5.5
Dir [Az deg]	90	107.7



a) E offshore waves, 2-yr storm

Table A1b: TOMAWAC wave transformation results, SW waves

	8.1 km offshore	250 m offshore
Hm0 [m]	2.1	1.36
Tp [sec]	6.0	6.0
Dir [Az deg]	225.0	1.0



a) SW offshore waves, 2-yr storm

Figure A1

Nearshore wave transformation model results



Client

Port Glasgow Yacht Club

Scale

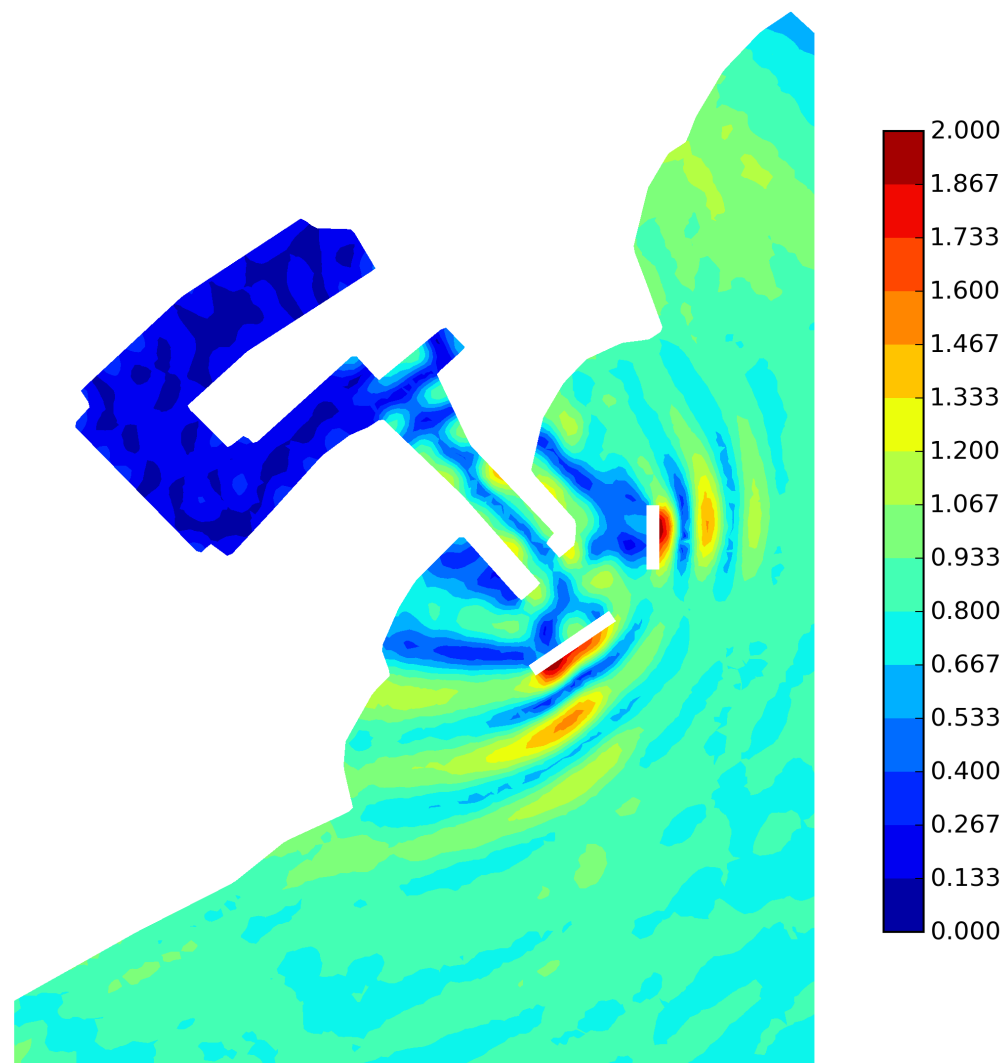
1:500

Date


August 2017

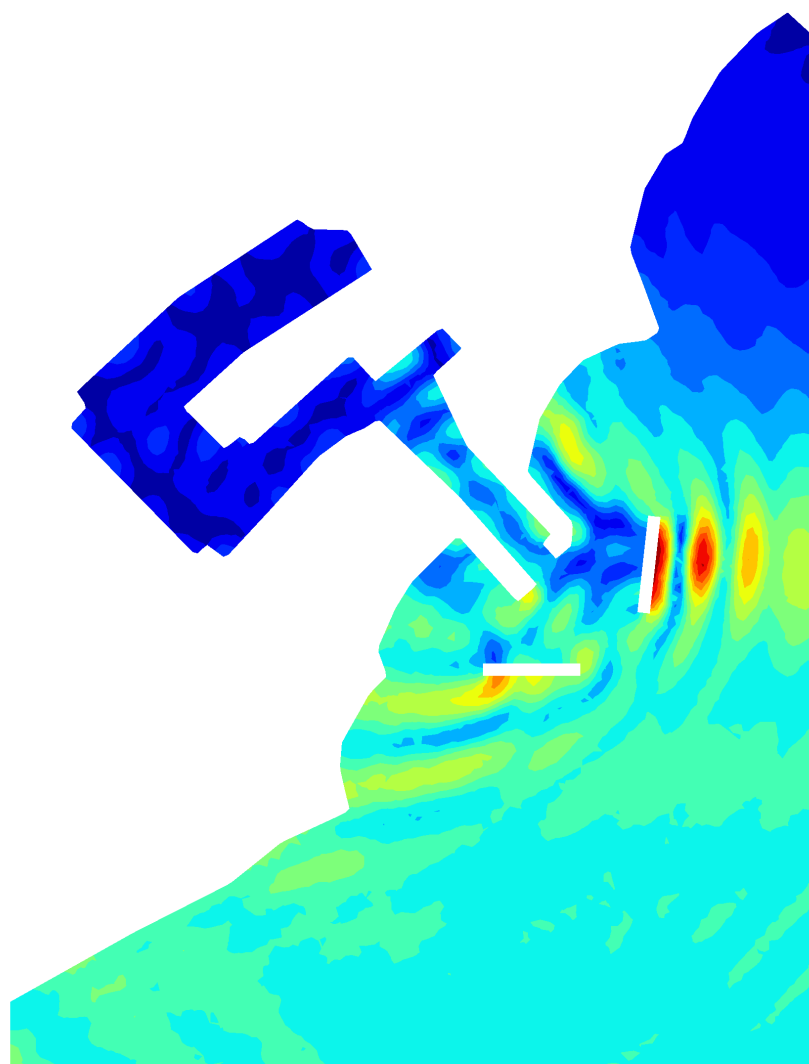


a) Existing conditions, E waves

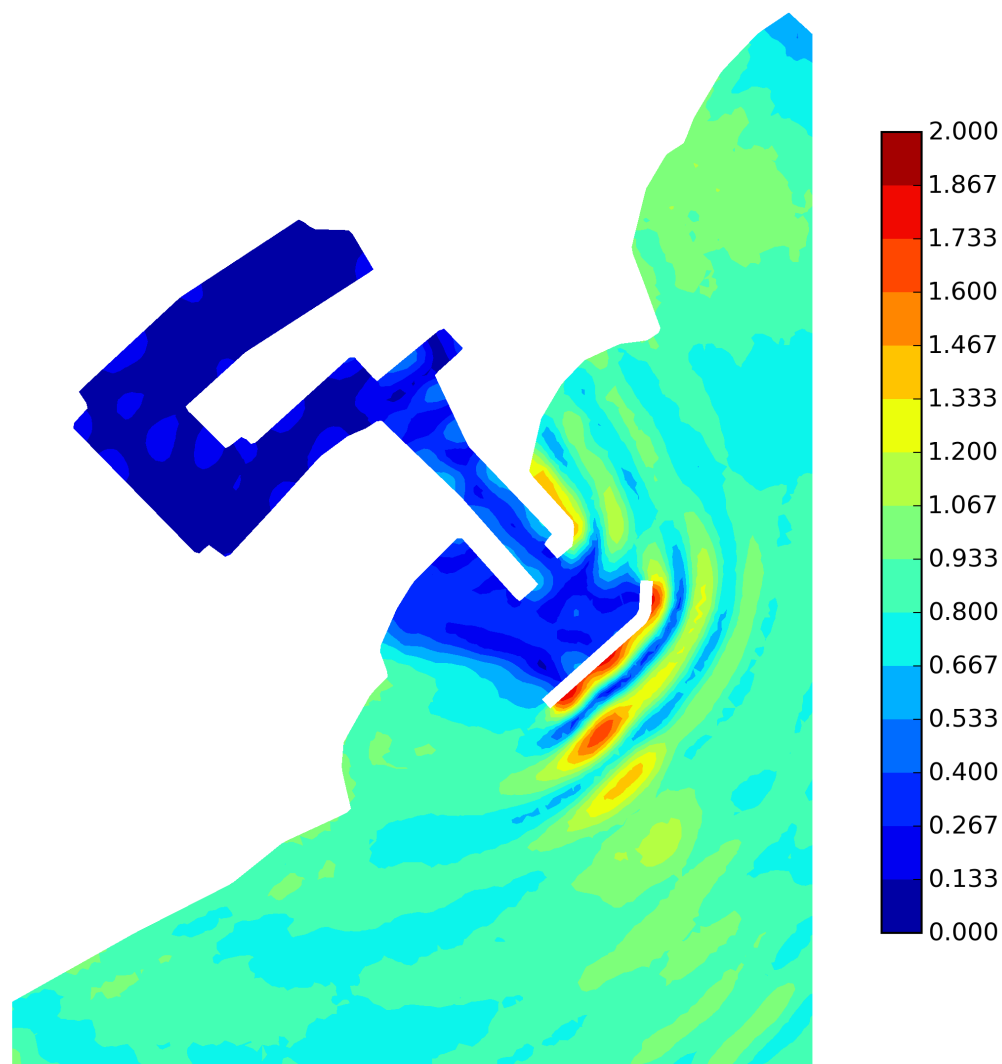


b) Option 1, E waves


Figure B1 Harbour agitation at Port Glasgow, E waves		
Client Port Glasgow Yacht Club		
Scale Varies	Date August 2017	

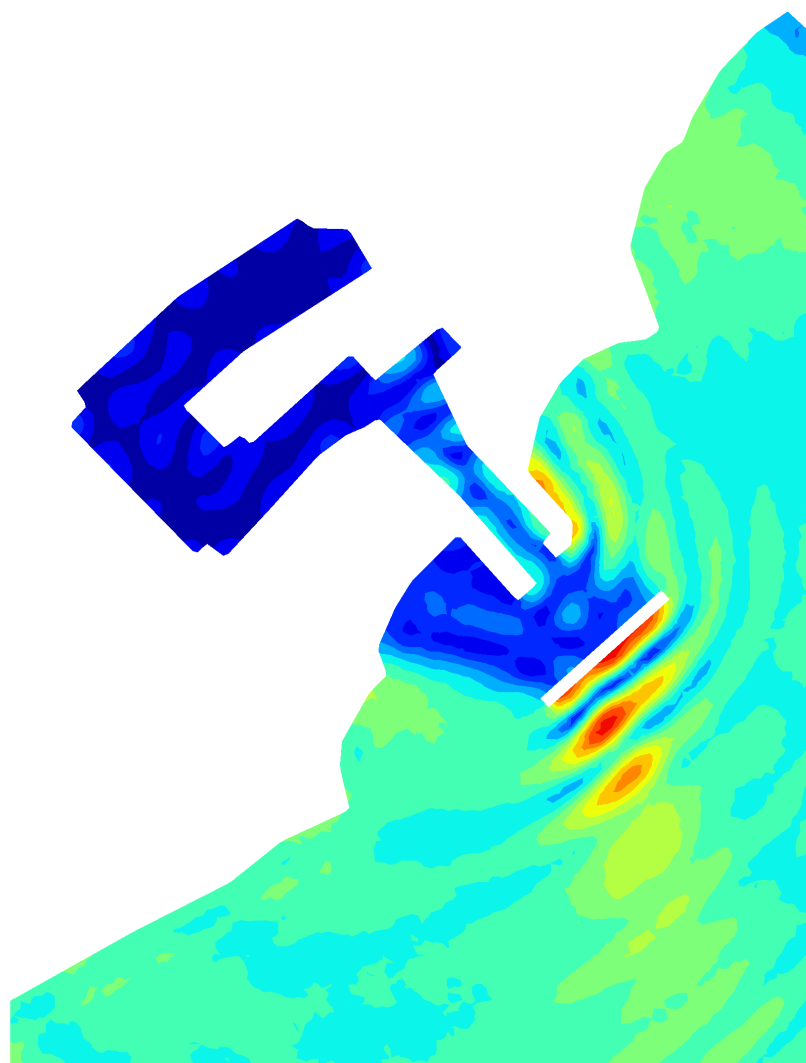


a) Option 2, E waves

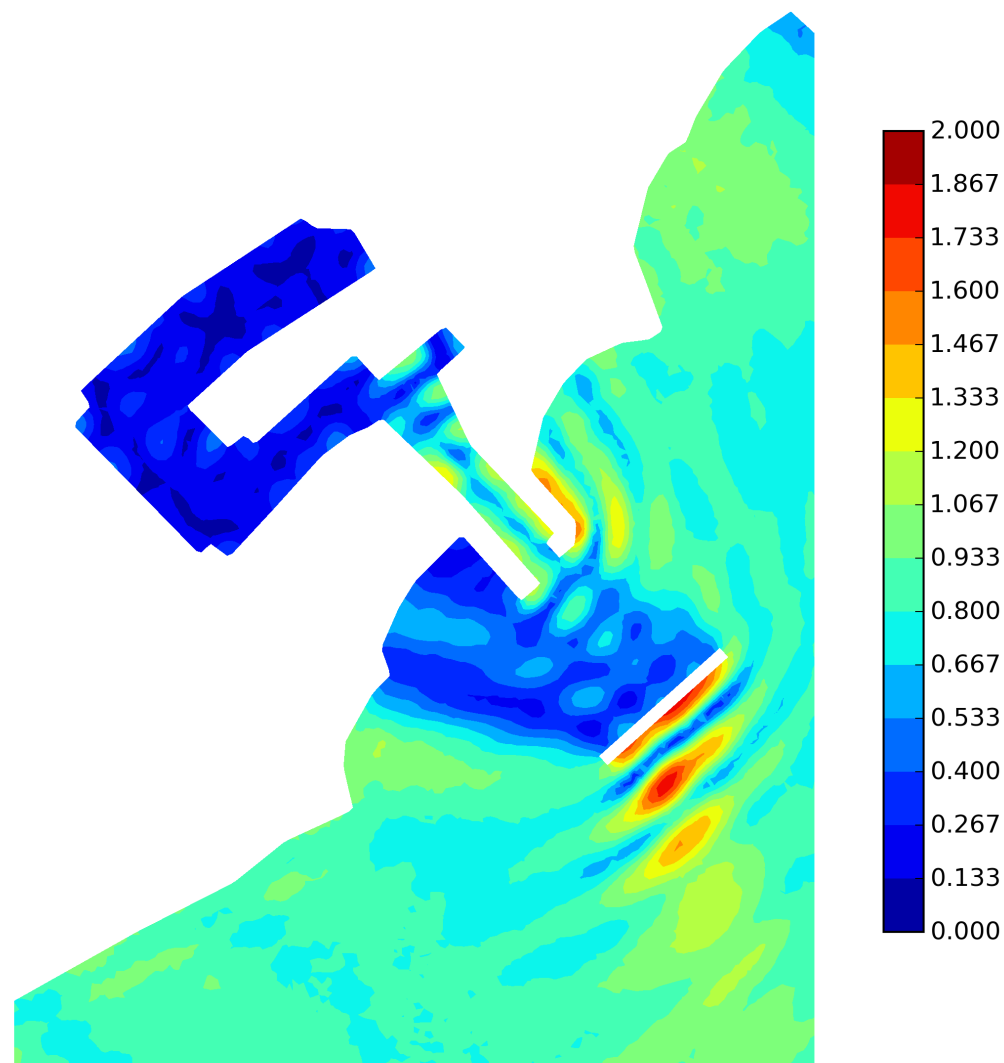


b) Option 3, E waves


Figure B2 Harbour agitation at Port Glasgow, E waves		
Client Port Glasgow Yacht Club		
Scale Varies	Date August 2017	

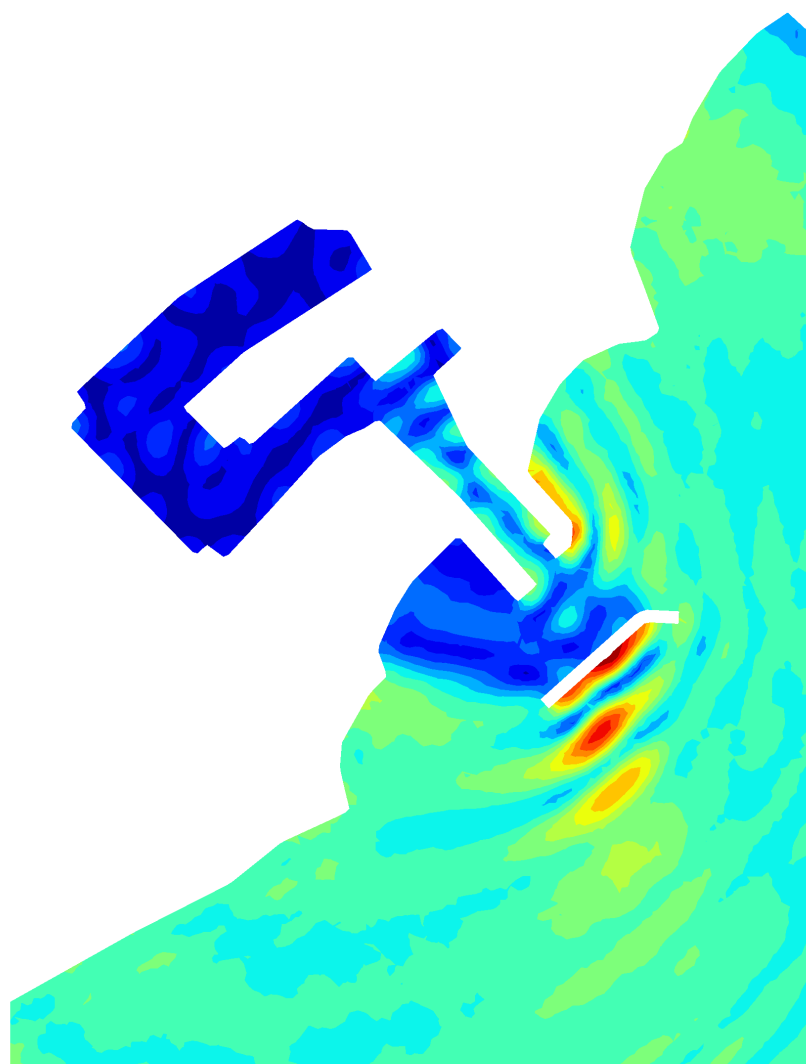


a) Option 3a, E waves

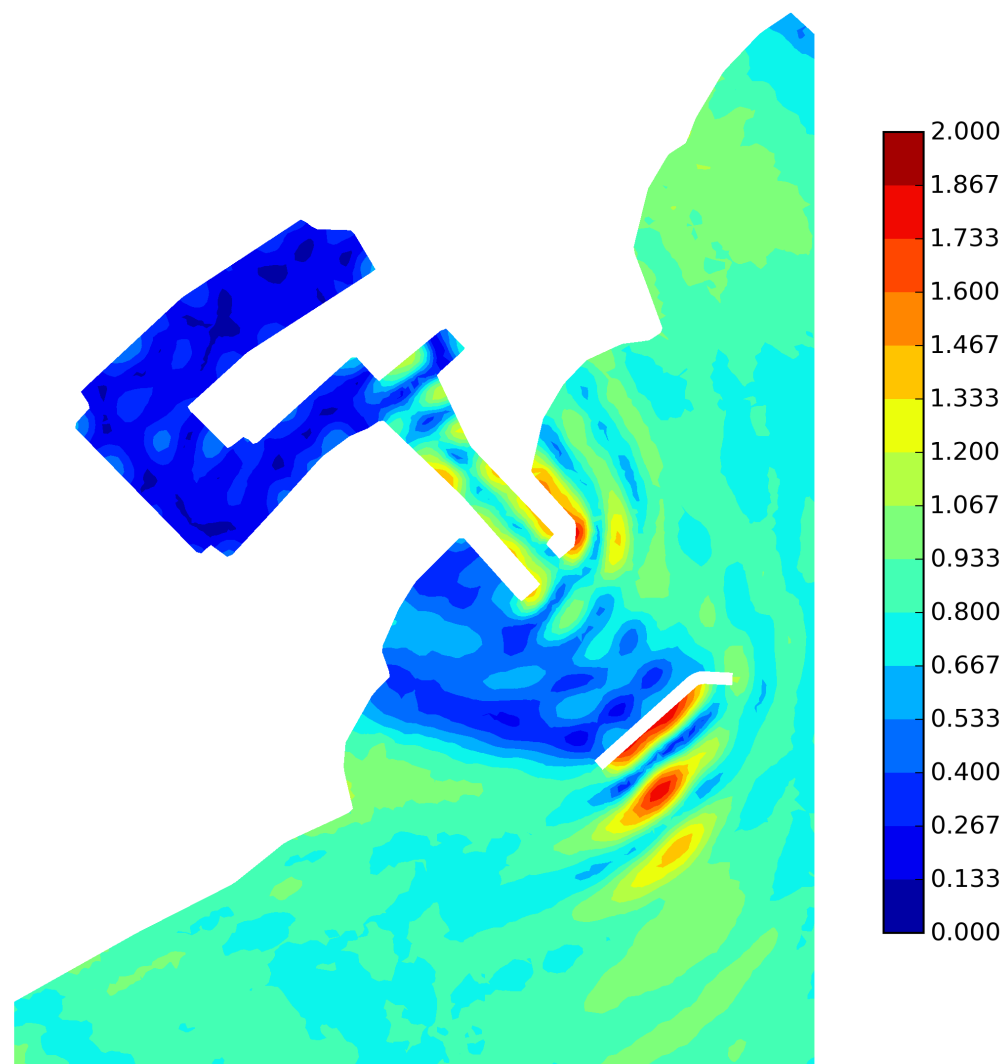


b) Option 3a modified, E waves


Figure B3 Harbour agitation at Port Glasgow, E waves		
Client Port Glasgow Yacht Club		
Scale Varies	Date August 2017	



a) Option 3b, E waves

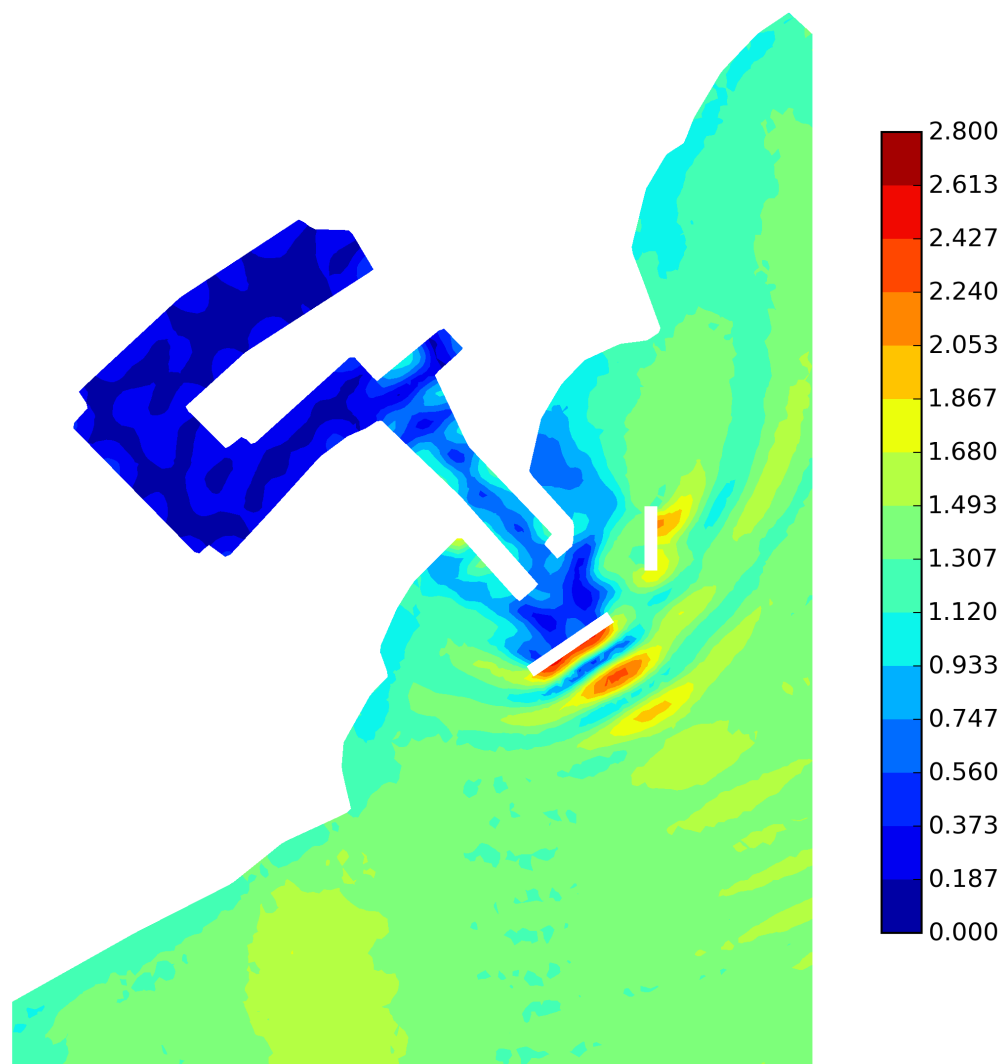


b) Option 3b modified, E waves

Figure B4 Harbour agitation at Port Glasgow, E waves		
Client Port Glasgow Yacht Club		
Scale Varies	Date August 2017	



a) Existing conditions, SW waves



b) Option 1, SW waves

Figure B5

Harbour agitation at Port Glasgow, SW waves



Client

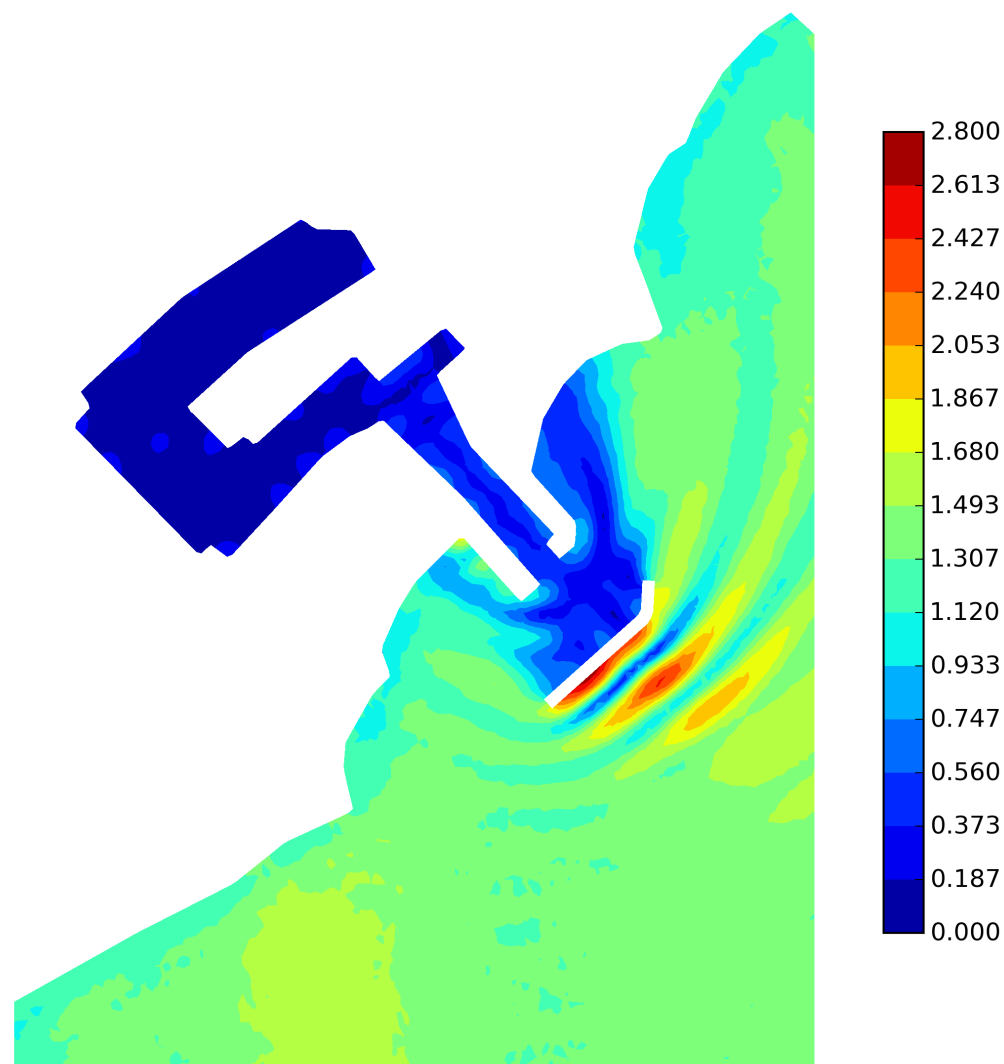
Port Glasgow Yacht Club

Scale
Varies


Date
August 2017

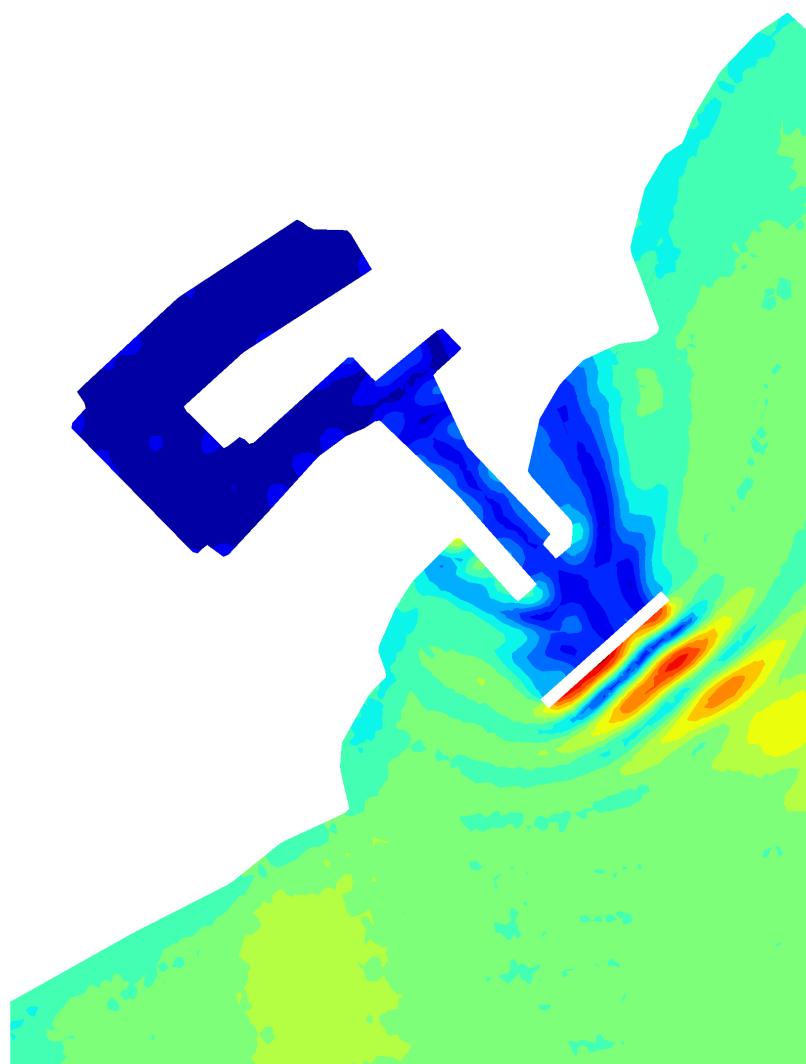


a) Option 2, SW waves

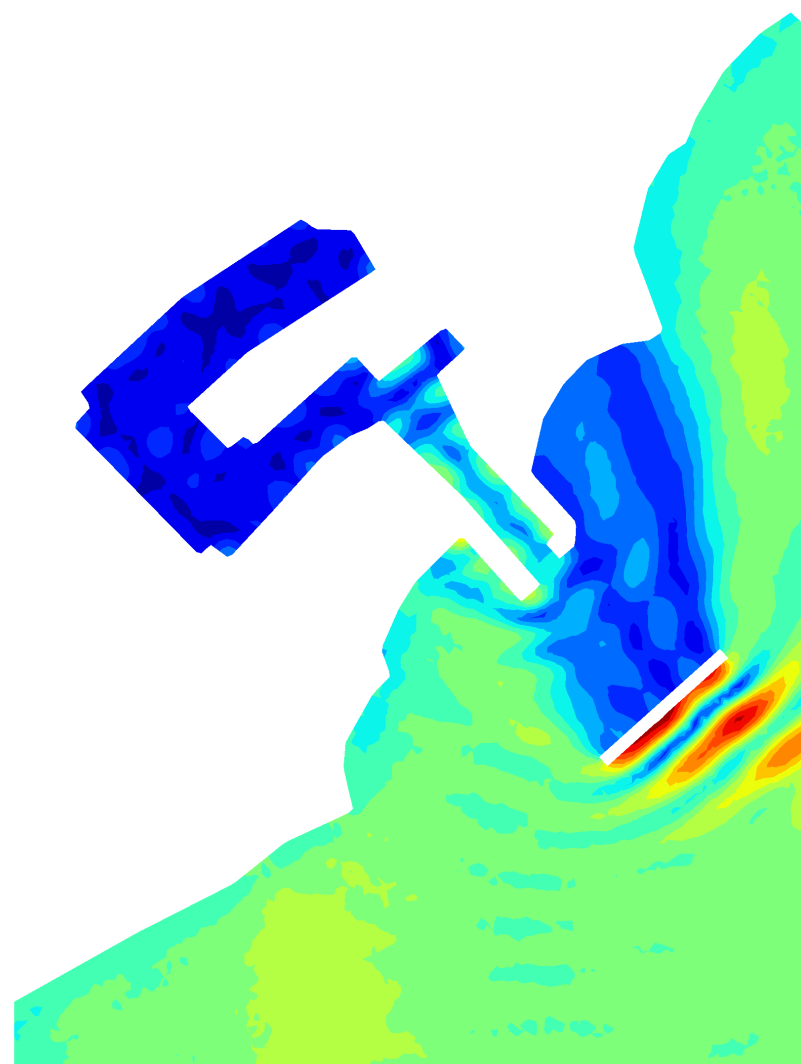


b) Option 3, SW waves

Figure B6 Harbour agitation at Port Glasgow, SW waves		
Client Port Glasgow Yacht Club		
Scale Varies	Date August 2017	



a) Option 3a, SW waves



b) Option 3a modified, SW waves

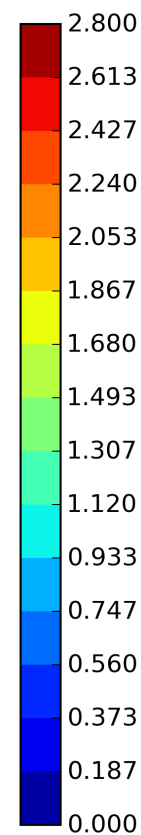

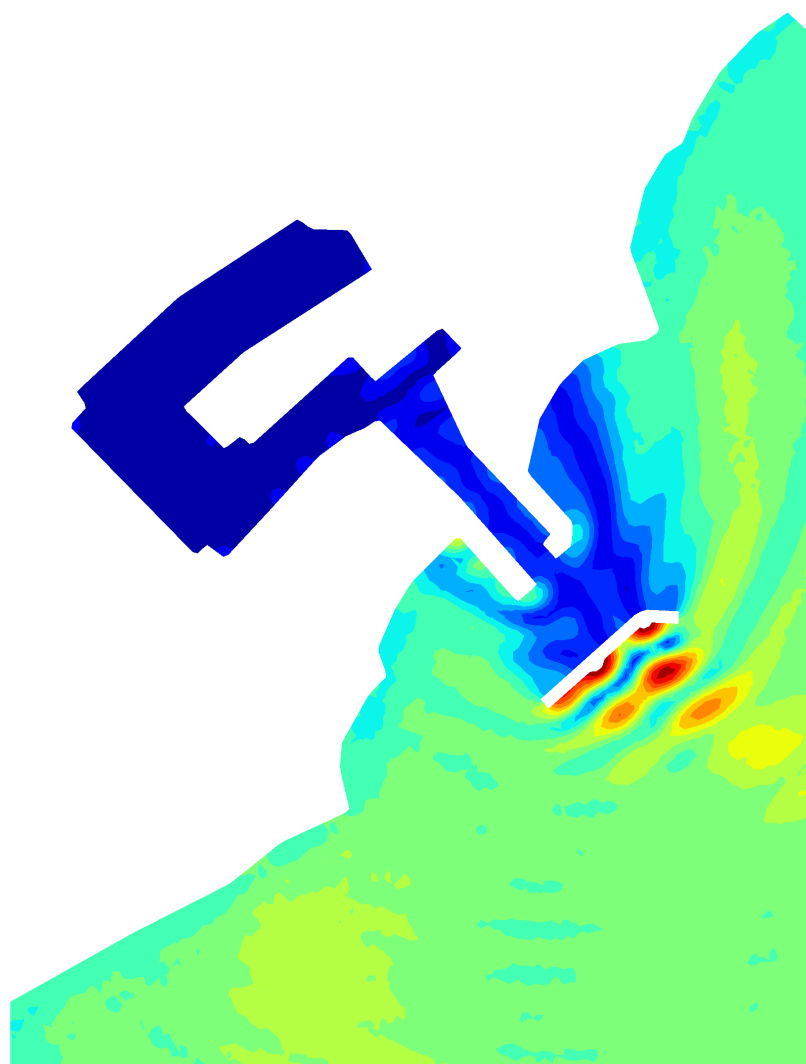
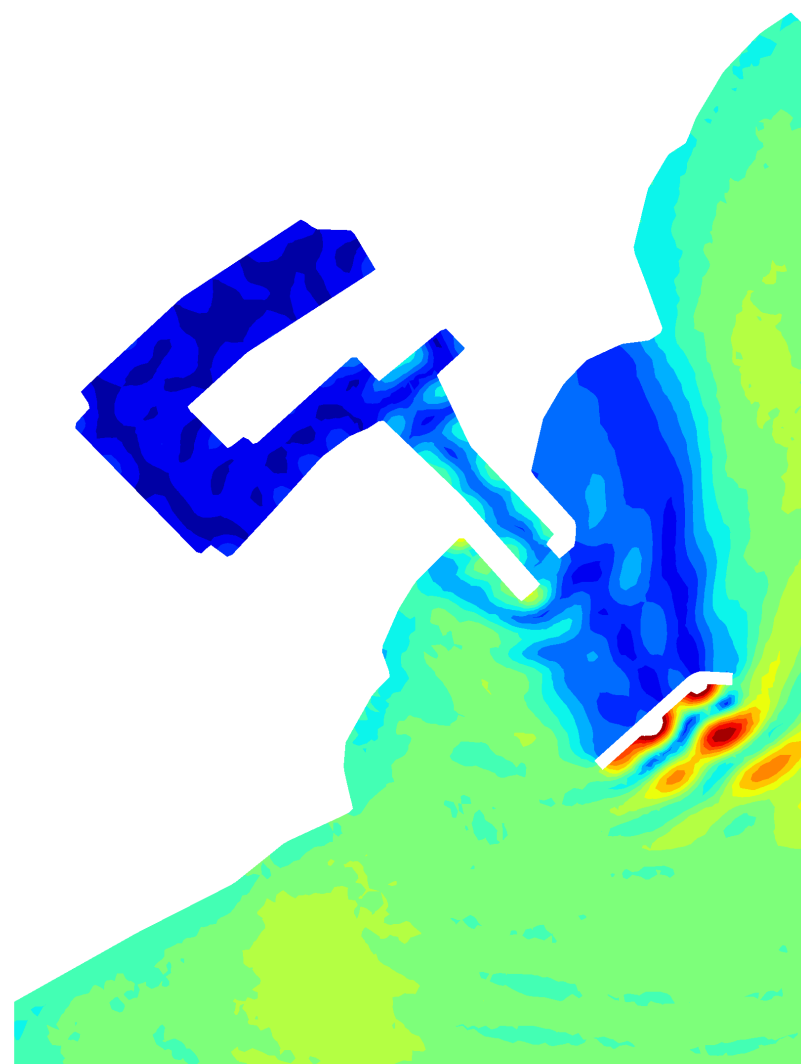


Figure B7 Harbour agitation at Port Glasgow, SW waves		
Client Port Glasgow Yacht Club		
Scale Varies	Date August 2017	



a) Option 3b, SW waves



b) Option 3b modified, SW waves

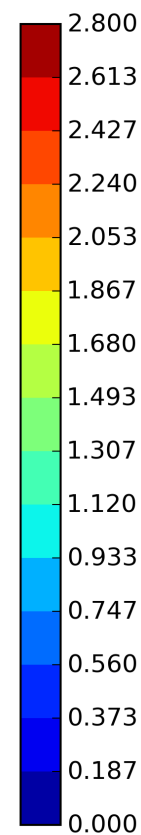


Figure B8

Harbour agitation at Port Glasgow, SW waves



Client

Port Glasgow Yacht Club

Scale

Varies

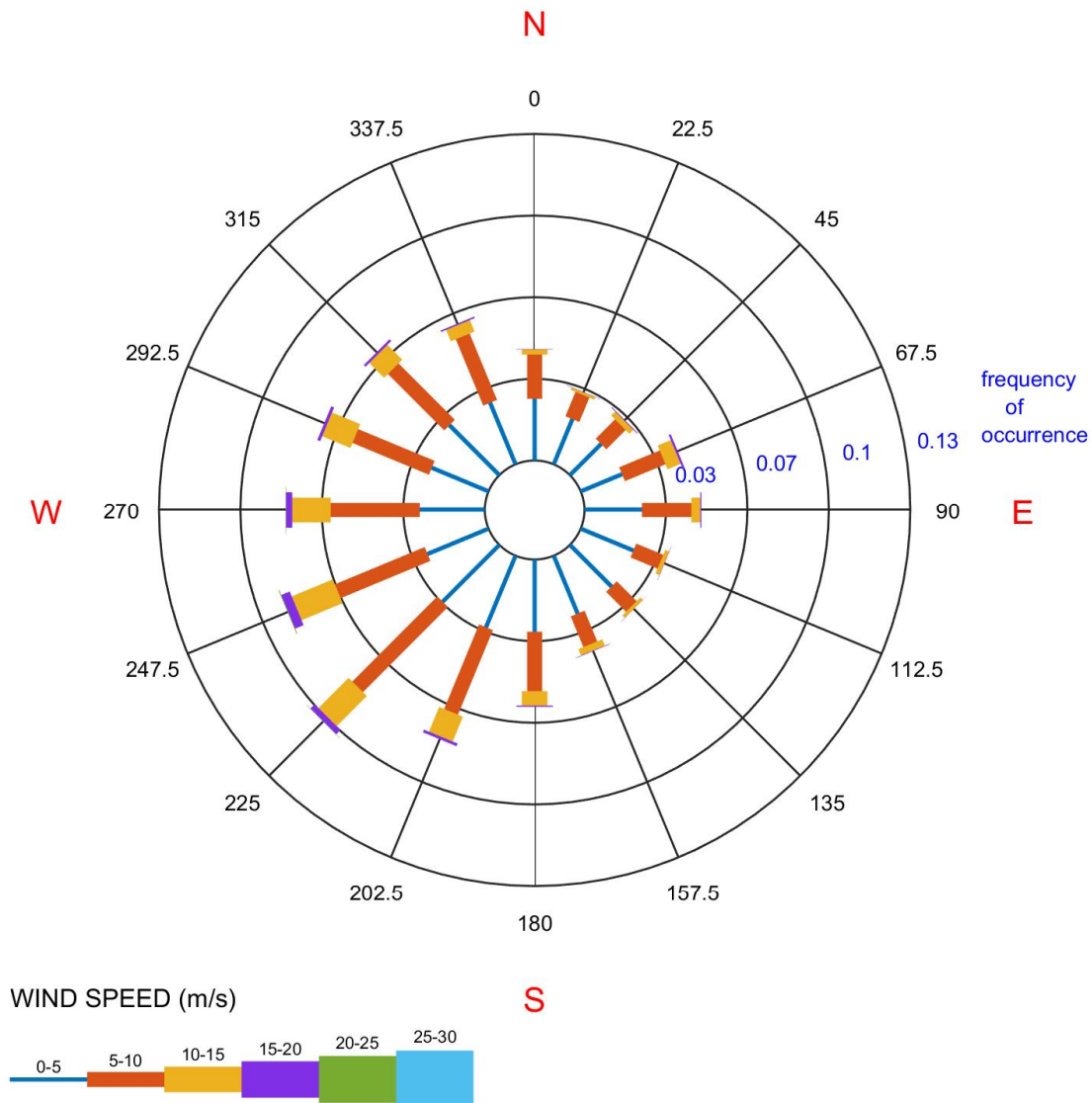
Date

August 2017



Lake Erie WIS Station 92163
01-Jan-1979 thru 31-Dec-2014
Long: -81.52° Lat: 42.48° Depth: 17 m
Total Obs : 315573

WIND ROSE



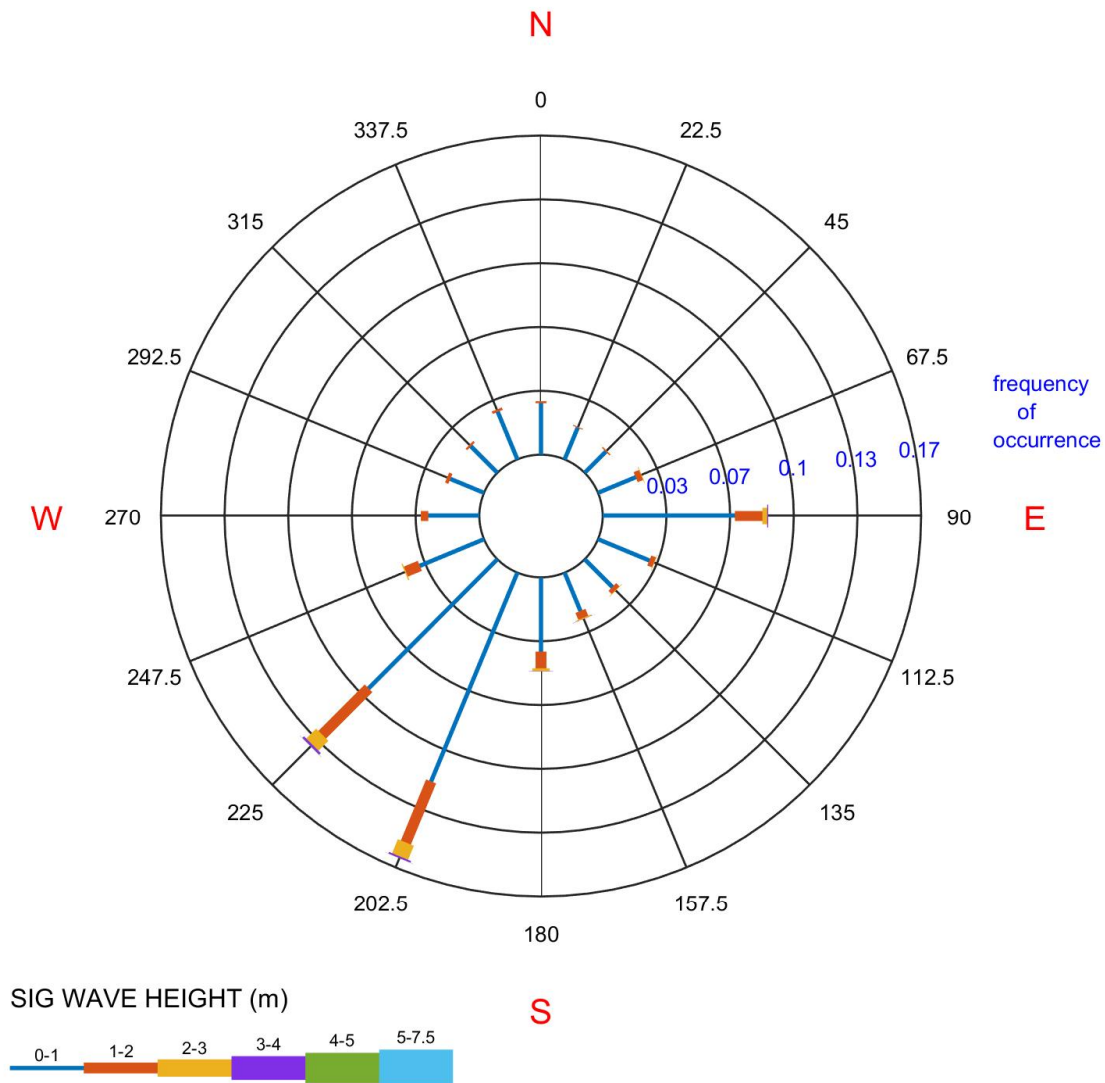
US Army Engineer Research & Development Center

ST92163_v01



Lake Erie WIS Station 92163
01-Jan-1979 thru 31-Dec-2014
Long: -81.52° Lat: 42.48° Depth: 17 m
Total Obs / Total Ice : 315573 / 27294

WAVE ROSE



US Army Engineer Research & Development Center

ST92163_v01

Offshore breakwaters wave agitation analysis
Port Glasgow, Ontario

Table 1: US Army Corps of Engineers WIS Station ST93163 wave magnitudes, all year

	Wave dir	Wave dir	Significant Wave Height, Hm0 [m] return period					
	[-]	(Az deg)	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
1	N	0	1.38	1.73	1.96	2.26	2.48	2.69
2	NNE	22.5	1.19	1.62	1.90	2.26	2.52	2.78
3	NE	45	1.40	1.85	2.14	2.51	2.79	3.06
4	ENE	67.5	1.97	2.52	2.88	3.34	3.68	4.01
5	E	90	3.08	3.70	4.10	4.61	4.99	5.37
6	ESE	112.5	2.15	2.73	3.12	3.61	3.97	4.33
7	SE	135	2.18	2.65	2.97	3.37	3.67	3.96
8	SSE	157.5	2.48	2.96	3.28	3.67	3.97	4.26
9	S	180	2.81	3.25	3.53	3.89	4.16	4.42
10	SSW	202.5	3.53	4.18	4.62	5.16	5.56	5.96
11	SW	225	3.68	4.21	4.56	5.01	5.34	5.66
12	WSW	247.5	2.29	2.64	2.88	3.17	3.39	3.61
13	W	270	1.74	2.01	2.19	2.41	2.58	2.74
14	WNW	292.5	1.46	1.72	1.90	2.11	2.27	2.43
15	NW	315	1.40	1.65	1.81	2.02	2.17	2.32
16	NNW	337.5	1.38	1.67	1.86	2.10	2.28	2.45

Table 2: US Army Corps of Engineers WIS Station ST93163 wave magnitudes, May 15-Oct 15

	Wave dir	Wave dir	Significant Wave Height, Hm0 [m] return period					
	[-]	(Az deg)	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
1	N	0	0.78	0.96	1.07	1.22	1.32	1.43
2	NNE	22.5	0.68	0.85	0.96	1.10	1.21	1.31
3	NE	45	0.81	1.10	1.29	1.52	1.70	1.88
4	ENE	67.5	1.13	1.55	1.83	2.18	2.44	2.69
5	E	90	1.70	2.32	2.73	3.25	3.63	4.01
6	ESE	112.5	1.04	1.40	1.63	1.93	2.15	2.37
7	SE	135	1.03	1.43	1.69	2.02	2.26	2.50
8	SSE	157.5	1.33	1.76	2.05	2.41	2.68	2.95
9	S	180	1.86	2.26	2.53	2.86	3.11	3.36
10	SSW	202.5	2.32	2.84	3.18	3.62	3.94	4.26
11	SW	225	2.13	2.67	3.03	3.48	3.81	4.15
12	WSW	247.5	1.30	1.56	1.73	1.95	2.11	2.27
13	W	270	1.01	1.28	1.46	1.69	1.86	2.03
14	WNW	292.5	0.89	1.12	1.27	1.45	1.59	1.73
15	NW	315	0.81	1.00	1.13	1.30	1.42	1.54
16	NNW	337.5	0.81	1.02	1.16	1.34	1.47	1.60

Offshore breakwaters wave agitation analysis
Port Glasgow, Ontario

Table 3: WIS Station ST93163 directional stats, all year

	Wave dir [-]	Wave dir (Az deg)	Count [hrs]	Perc [%]
1	N	0	10130	3.51
2	NNE	22.5	8329	2.89
3	NE	45	9130	3.17
4	ENE	67.5	11782	4.09
5	E	90	36976	12.83
6	ESE	112.5	12516	4.34
7	SE	135	8785	3.05
8	SSE	157.5	9552	3.31
9	S	180	17850	6.19
10	SSW	202.5	59587	20.67
11	SW	225	53699	18.63
12	WSW	247.5	15870	5.51
13	W	270	10332	3.58
14	WNW	292.5	7059	2.45
15	NW	315	7045	2.44
16	NNW	337.5	9637	3.34

Table 4: WIS Station ST93163 directional stats, May 15-Oct 15

	Wave dir [-]	Wave dir (Az deg)	Count [hrs]	Perc [%]
1	N	0	4756	3.57
2	NNE	22.5	4131	3.10
3	NE	45	4891	3.68
4	ENE	67.5	5624	4.23
5	E	90	18829	14.15
6	ESE	112.5	6961	5.23
7	SE	135	4662	3.50
8	SSE	157.5	4898	3.68
9	S	180	9208	6.92
10	SSW	202.5	32380	24.34
11	SW	225	21461	16.13
12	WSW	247.5	4291	3.22
13	W	270	2598	1.95
14	WNW	292.5	2067	1.55
15	NW	315	2405	1.81
16	NNW	337.5	3894	2.93



Municipality of West Elgin

Minutes

Council Meeting

February 27, 2020, 5:00 p.m.

Council Chambers, West Elgin Municipal Building

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe

Staff Present: M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Public Works Superintendent

1. Closed Session

Resolution No. 2020-77

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 3:05 p.m. to address:

a) personal matters about an identifiable individual, including municipal or local board employees; and

b) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality including local boards.

Carried

2. Call to Order

Mayor Duncan McPhail called the meeting to order at 5:05 p.m.

3. Report from Closed Session

Mayor McPhail reported out at 5:06 p.m., that direction was provided to staff regarding personal matters about an identifiable individual, including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality including local boards.

4. Adoption of Agenda

Resolution No. 2020-78

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby adopts the Agenda as presented.

Carried

5. Disclosure of Pecuniary Interest

None.

6. Delegations

6.1 M. Vanderloo - Proposed ATV By-Law

Mr. Vanderloo introduced Kelsey McConnell, the president of Dutton and Area Quad Riders. Mr. McConnell explained that, in Dutton Dunwich, the club only rides on public roads in order to respect private property. Mr. McConnell provided a map of which roads they are requesting access to for riding ATVs, as well as a map of Dutton Dunwich roads they are allowed on.

Resolution No. 2020-79

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the delegation from M. Vanderloo regarding the Proposed ATV By-Law.

Carried

7. Adoption of Minutes

Resolution No. 2020-80

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Minutes of the Regular Council meeting, Court of Revision for the Smith Drain, and the Court of Revision for the McColl Drain West on February 13, 2020 be adopted as amended.

Carried

8. Business Arising from Minutes

Staff reported that correspondence has been sent with the assistance of OCWA as requested.

9. Staff Reports

9.1 Wastewater

9.1.1 S. Smith and S. Budden, OCWA - Rodney Wastewater Treatment System Rate Structure Report

Resolution No. 2020-81

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from OCWA re: Rodney Wastewater Treatment System Rate Structure Report; and

West Elgin Council hereby directs staff to call a public meeting regarding a rate increase.

Carried

9.2 Treasury

9.2.1 M. Badura, CAO/Treasurer - 2019 Council Remuneration

Ms. Badura reported that Council expenses were approximately \$25,000 under budget.

Councillor Cammaert requested that a note be added that the 1/3 exemption that was previously allowed is no longer allowed and that other benefits are Employer Benefits, Canada Pension Plan and Employee Health Tax.

Resolution No. 2020-82

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2019 Council Remuneration and

Expenses Report, with the requested amendment from Councillor Cammaert.

Carried

10. Committee and Board Report

10.1 Elgin County Council

10.2 Economic Development Committee

Deputy Mayor Leatham stated they had a good Economic Development Meeting and there is talk about increasing the number of members on the committee. Mayor McPhail stated that, at the next meeting, there is a plan to have a strategic planning session. Mayor also reported that on April 29, at Tasty Sweets, there will be a business after 5 event.

10.3 Port Glasgow Trailer Park Committee

Councillor Rowe reported that RV Anderson presented a report on the septic system at the trailer park and a report will be coming forward to council at a future date.

10.4 West Elgin Community Centre Board of Management

10.5 West Elgin Recreation Committee

Councillor Cammaert reported that some recent information was brought forward about requirements in order to participate in the Act-i-Pass.

Councillor Rowe recommends that the recommendation regarding the Act-i-Pass be deferred until the Recreation staff can report back at the March 12 Council Meeting.

Resolution No. 2020-83

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Recreation Committee recommend to the Council of West Elgin that they grant approval for the Road Closure of Furnival Road on June 19, 2020 between 5 and 8 pm for the Classic Cruise Night.

Carried

10.6 Community Policing Committee

10.7 Four Counties Transit Board

10.8 Healthy Communities Partnership Committee

Councillor Rowe reported that, at the last meeting, they had a presentation on Recreation and that the Elgin County Engineer stated contractors had said design standards for across the County could be an item that municipalities benefit from.

Councillor Rowe also stated that the idea of an Elgin County Recreation Master Plan has been discussed with each municipality participating. The group is requesting feedback from Councils if there is an interest. West Elgin Council is not interested in participating at this time.

10.9 Lower Thames Conservation Authority

Deputy Mayor Leatham reported the Annual General Meeting was last Thursday and he has been elected to the executive for a second term.

10.10 Tri-County Water Board of Management

10.11 West Elgin Health Centre Support Planning Committee

10.12 West Lorne Heritage Homes Board of Directors

10.13 Port Glasgow Erosion Committee

10.14 Rodney Aldborough Agricultural Society

11. Accounts

Resolution No. 2020-84

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #2A amounting to \$639,471.68 in settlement of General, Road, Water and Arena Accounts (including cheques # 25290-25296, EFT#2355-2405 & online Payments# 368-376 and Payroll PP04).

Carried

13. Council Announcements

Councillor Tellier reported that she attended a launch event for the Youth Task force as part of the West Elgin Community Health Centre.

13.1 Councillor B. Rowe - Community Gardens

Councillor Rowe provided a brochure for a gardening project that West Elgin Mutual is hosting.

Resolution No. 2020-85

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council donate \$250 and 2 composters from our supply to the West Elgin Mutual Community Garden.

Carried

14. Correspondence

14.1 MP Karen Vecchio - Proposal for Town Hall Event

Mayor McPhail stated that he will contact MP Vecchio to tell her West Elgin is in support of this proposal.

14.2 Municipality of Chatham-Kent - Resolution re: Bill 156: Security from Trespass and Protecting Food Safety Act

Resolution No. 2020-86

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

Whereas the Municipality of West Elgin received the following the resolution passed by Chatham-Kent Council re: Bill 156; and

Whereas Bill 156: Security from Trespass and Protecting Food Safety Act is new legislation that is an important way to keep farms and food supply safe for all Ontarians; and

Whereas Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest; and

Whereas Bill 156 will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system;

Therefore be it resolved that the Municipality of West Elgin hereby supports the resolution of Chatham-Kent and hereby supports the new proposed legislation Bill 156: Security from Trespass and Protecting Food Safety Act by circulating a letter of support to the Municipality of Chatham-Kent and the Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

Carried

14.3 Municipality of Chatham-Kent - Resolution Supporting Role of Conservation Authorities

Resolution No. 2020-87

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

Whereas the Lower Thames Valley Conservation Authority and other Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years; and

Whereas municipalities must work together to ensure resilient and healthy watersheds for residents; and

Whereas Conservation Authorities will be important partners in concrete and cost-effective initiatives to address the climate change;

Therefore be it resolved that The Municipality of West Elgin supports the important role Conservation Authorities provide to local communities in delivering watershed management programs; and

That the Municipality of West Elgin circulate the support to municipalities, conservation authorities, the Minister of the Environment and Parks Ontario.

Carried

14.4 Township of Madoc - Resolution re: 911 Misdials

Resolution No. 2020-88

Moved: Councillor Rowe

Seconded: Councillor Tellier

Whereas the Council of West Elgin received a resolution from the Township of Madoc in support of the Town of Tecumseh Resolution regarding 911 misdials; and

Where as the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Where as each 911 call is responded to with two OPP Officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas 911 misdials are common across the Province at an estimated cost of millions of dollars;

Therefore be it resolved that the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of the Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 misdials.

Carried

15. By-Laws

15.1 By-Law 2020-19 - Interim Tax Levy By-Law

Resolution No. 2020-89

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-Law 2020-19 being a by-law to provide for an interim tax levy for 2020 be read a first, second, third and final time.

Carried

15.2 By-Law 2020-20 - Fire Training Officer Service Agreement By-Law

Councillor Rowe requested that staff ensure we have the appropriate insurance.

Resolution No. 2020-90

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-Law 2020-20 being a by-law to authorize the execution of an agreement between The Corporation of the County of Elgin and The Corporation of the Municipality of West Elgin for a Fire Training Officer be read a first, second, third and final time.

Carried

15.3 By-Law 2020-21 - Building By-Law

Resolution No. 2020-91

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2020-21 being a by-law respecting Construction, Demolition, Change of Use, Conditional Permits, Sewage Systems and Inspections be read a first, second, third and final time.

Carried

15.4 By-Law 2020-22 - By-Law to Adopt a Social Media Policy

Resolution No. 2020-92

Moved: Councillor Tellier

Seconded: Councillor Rowe

That By-Law 2020-22 being a by-law to adopt and maintain a policy with respect to social media be read a first, second, third and final time.

Carried

15.5 By-Law 2020-24 - Glencoe Animal Shelter Agreement

Resolution No. 2020-93

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-Law 2020-24 being a by-law to authorize the execution of an agreement between The Glencoe Animal Shelter and Control and The Corporation of the Municipality of West Elgin be read a first, second and third and final time.

Carried

16. Confirming By-Law

Resolution No. 2020-94

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-Law 2020-23 being a by-law to confirm the proceedings of council on February 27, 2020 be read a first, second, third and final time.

Carried

17. Adjournment

Resolution No. 2020-95

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 7:39 p.m. to meet again at 9:30 a.m. on March 12, 2020 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Committee of the Whole Meeting

March 5, 2020, 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe

Staff Present: M. Badura, CAO/Treasurer
J. Nethercott, Clerk
L. Gosnell, Public Works Superintendent
J. Slater, Recreation Superintendent
M. Kalita, Utilities Manager

1. Call to Order

Mayor McPhail called the Committee of the Whole meeting to order at 9:36 a.m.

2. Adoption of Agenda

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Committee of the Whole adopt the agenda as circulated.

Carried

3. Disclosure of Pecuniary Interest

None.

4. 2020 Operating Budget

CAO/Treasurer M. Badura reported that an additional \$150,000 to the Operating budget since the last review. This equates to a 6.37% increase. Ms. Badura went through the main changes that caused the increase. At the current rate the rate payer would see an increase of \$60.44 per \$100,000 of property value, including county levy and education levy, this does not include increases to water or sewer rates.

Ms. Badura is recommending postponement of the Black's Road Project due to delays with requirements as part of the ICIP Grant. Public Works Superintendent L. Gosnell reported that with these delays we would be unable to complete this work in a timely manor to not affect the farming community and that by tendering this project this fall for 2021, a better price would be produced and we have 6 years to use this money and it seems this solves a lot of issues. Ms. Badura reported if this project is pushed back until 2021 it would reduce the tax rate to 2.08%.

West Elgin Council directed that the Black's Road Capital Project be delayed until 2021 budget.

5. Request to reduce Fees for Yoga

Councillor Tellier read a request from Ms. Bradshaw to reduce the fees back to the 2019 levels. Councillor Rowe suggested that Ms. Bradshaw be encouraged to request to be granted the 2019 rate as part of the Council grant process.

Council Tellier suggested that in the future we offer a small business rental rate for recreational program.

Councillor Tellier to contact her and ask her to bring a proposal to Council regarding the rate increase.

Committee of the Whole recessed at 11:05 am and reconvened at 11:08 am.

6. Funding Announcement

CAO/Treasurer M. Badura reported that West Elgin was awarded \$20,000 for the Organizational Review as part of the Province of Ontario Municipal Modernization Program.

7. Mould Remediation at Arena

Mayor McPhail reported on the Special Meeting of the West Elgin Community Centre Board of Management with regards to the mould remediation.

8. Adjournment

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Committee of the Whole hereby adjourn at 11:11 a.m.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Public Works Superintendent
Date: 2020-03-12
Report: 2020-05
Subject: March Public Works Report

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Public Works Superintendent, for information purposes.

Purpose:

To provide Council with an update on operations carried out during February 2020.

Background:

1. Operators assisted the utilities department with water line repairs on Todd Place in West Lorne.
2. Lack of snow during the beginning of February allowed crews to finish mowing all phragmites patches that were sprayed last fall and standing brush behind County guiderail.
3. Davey Tree Service worked with municipal staff to trim and remove problem trees, which require a bucket truck for safety purposes.
4. Drags were used on gravel roads when weather allowed helping reduce potholes and wheel rutting.
5. Crews also patched potholes in hardtop roads when weather permitted.
6. Public works and Lower Thames Valley Conservation Authority will be working together on a pilot program this spring, which will give West Elgin landowners the chance to receive one (1) free tree. One-hundred fifty (150) red maple and one-hundred fifty (150) red oak have been secured for 2020. Trees will be delivered mid-April, are approx. 4-5 feet tall and come potted. Program details will be advertised over the next few weeks and registration will open on March 23, 2020. Applicants must own property in West Elgin and commit to planting the tree within the municipality. A pick-up day will be held at the public works yard on Saturday April 18 from 8 am to 12 pm. Staff will be on hand to distribute important information on proper planting and care. Registration will close once the 300 trees have been spoken for, but may be expanded in 2021 based on this year's interest. Money for this program will come from public work's 2020 operating budget.
7. Additional work carried out during February include sign repair, equipment maintenance and winter operations.

Report Approval Details

Document Title:	March Public Works Report.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Public Works Superintendent
Date: 2020-03-12
Report: 2020-06
Subject: Tandem Truck Purchase

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Public Works Superintendent for information purchases.

Purpose:

To provide West Elgin Council with the results of tender #PW-2020-01 for one (1) new tandem axle snowplow.

Background:

As per the 2020 capital budget, West Elgin public works issued a tender for the supply of one (1) new tandem axle snowplow. Six tender packages were sent out with the following results being submitted on or before February 26.

Team Truck Centres – Freightliner 114SD	\$263,525.00
Carrier Truck Center Inc. – International HV613	\$267,950.00
Gerry's Truck Center Ltd. – Volvo VHD64B300	\$275,939.25
Team Truck Centres – Western Star 4700	\$281,560.00
Cervus Equipment, Transportation – Peterbuilt	no response
London Mack, Vision Truck Group	no response

After carefully reviewing all four packages, Team Truck Centres have been chosen as the preferred bidder with their Freightliner 114SD submission. We have also notified the vendor that we will be taking advantage of the extended warranty package available, bringing the total cost to \$270,362.00 plus applicable taxes. The new unit is scheduled for delivery in Nov-Dec of this year.

Financial Implications:

The 2020 capital budget had \$325,000.00 set aside for the purchase of this truck, therefore West Elgin has realized significant savings through this tender process.

Report Approval Details

Document Title:	Tandem Truck Purchase.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Mike Kalita, Manager of Utilities
Date: 2020-03-12
Report: 2020-4
Subject: Tender-Todd Place Watermain

Recommendation:

That West Elgin Council hereby receives the report from M.Kalita re: Tender -Watermain Replacement on Todd Place West Lorne; and

That West Elgin Council hereby approves the Todd Place Watermain Replacement Project; and

That West Elgin Council hereby accepts the tender of Titan Group Construction at a cost of \$471,955.38 plus applicable taxes for the Todd Place Watermain Replacement.

Purpose:

The purpose of this report is to accept the lowest tender for the Todd Place Watermain Replacement Project in order to proceed with construction. The tender summary and engineer's recommendation are attached for Council's information.

Background:

The Municipality of West Elgin has had a large number of water leaks in this section of town over the last 10 years. It has come to our attention during repairs that it is far from meeting today's standards and will serve the Municipality well in replacing it with new up to date materials.

Financial Implications:

The Municipality of West Elgin had \$540,000.00 in the 2020 Capital Budget for this project.



**SPRIET
ASSOCIATES**

ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

March 5, 2020

Mr. Mike Kalita
Utilities Manager
Corporation of the Municipality of West Elgin
22413 Hoskins Line
RODNEY, Ontario N0L 2C0

Mr. Kalita:

Re: Todd Place Watermain 2020
Our Job No. 216266

We have completed our review of the four (4) tenders submitted on March 4, 2020 for the above noted project.

The following is a summary of the tenders as received:

CONTRACTOR	CONTRACT PRICE SUBMITTED (excl. H.S.T.)	CONTRACT PRICE CORRECTED (excl. H.S.T.)
Titan Group Construction Inc.	\$471,955.38	---
PV-EX Construction Ltd.	\$540,125.00	---
Murray Mills Excavating and Trucking (Sarnia) Ltd.	\$656,492.00	\$655,492.00
291 Construction Ltd.	\$587,485.15	\$588,191.15

The Engineering Estimate was \$500,000 excluding H.S.T.

All tenderers were required to submit the following:

- i) "Bid Deposit" in the amount of 10% of the Tender Price.
- ii) 50% Performance Bond.
- iii) 50% Labour and Material Bond.
- iv) Form of Tender Statements 'A' to 'D'.
- v) Acknowledgement of Receipt of Addendum No. 1.

Mathematical errors were found in two (2) of the submitted tenders. However, the overall ranking of the submitted tenders is unchanged.

- 2 -

Based on the above, and our knowledge and past experience on successful projects with Titan Group Construction Inc., we recommend that this contract be awarded to Titan Group Construction Inc.

It is our pleasure to be of service.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

A handwritten signature in blue ink, appearing to read "Chris Lierman". The signature is fluid and cursive, with a large initial "C" and a stylized "L".

Chris Lierman, P. Eng.



Staff Report

Report To: Council Meeting
From: Jeff Slater Recreation Superintendent
Date: 2020-03-12
Report: 2020-03-12
Subject: West Elgin Monthly Recreation Report

Recommendation:

That West Elgin Council hereby receives the report from Jeff Slater West Elgin Recreation Superintendent for information purposes and to provide staff direction as necessary.

Purpose:

To outline the activities of the West Elgin Recreation Department and receive staff direction as necessary.

Background:

1. **Dog Park / K-9 Off Leash Area:** Research continues with respect to size and location of the K-9 off leash area for the Municipality. The creation of this area has social benefits that far extend the practical benefits for the dogs. A suitable location will be provided to Council in April. It would be beneficial if there could be a informal survey developed and placed on our new website to get a general indication as to whether or not such a facility is a significant wish for our ratepayers, and also to determine if there would be any interest in the development of a K-9 Dog Owners Association for West Elgin. This association could play a role in raising funds for the development of this area and provide input in to what type of facility people would like to see constructed.
2. **Arena Mould:** The West Elgin Community Center Board of Management met to discuss the provided quotes for the removal of the Mould at the arena. Restoration 1 was the successful candidate, and arrangements are underway to have the work completed. A suggestion from the Board also included contacting Spriet and Associates regrading preventative measure that could be installed to prevent this from occurring again.
3. **New tables** at Recreation Centre have been purchased and 21 tables were delivered prior to the Fair board's Big Buck event.
4. The Recreation Staff are currently reviewing the Recreation Facility Asset Management program offered by the Ontario Recreation Facility Association. This program combines a facility Asset Management Program with a facility inspection program and coordinates both. Recreation Staff are also evaluating a Facility Inspection program called City Reporter. This program is simply a facility inspection program dedicated to each of our facilities, generates reports on inspections, and schedules subsequent inspections. The reports that are generated are emailed to the staff, including administration staff with a great amount of detail. Both programs are cloud based and the City Reporter program does not require a dedicated operating system. Both programs are Tablet based and we can have a tablet for each staff

member, maximum of three. A recommendation will be fourth coming also at the April Council meeting.

5. **Painted Screen:** On the north wall of the Recreation Center in Rodney Recreation Staff painted a screen on the wall. This screen was painted on the wall on a trial basis. The screen is larger than the screen that we currently use and obviously would require no set up time. The area was measured out using the projector with the movie showing. The recommended way to produce this screen was to build out a flat screen from the wall and paint it with the appropriate substance. The Recreation Center is used for a variety of uses including ball hockey and indoor soccer to mention a few. It would not be in the best interest of the Municipality to construct anything that protruded from the wall that could be hazard to people. Therefore we tried the approach that we did. Very little time involved and minimal investment in materials, before proceeding any further.
6. The Recreation Staff have received an inquiry from the Shuffle Board players to install more shuffleboard courts. We have received the estimate on the courts and it falls within the 2020 operating budget. Consideration was given to installing courts at the east end of the facility, but given the fact that they use glass beads to create a slippery playing surface, I suggested in consultation with the Shuffleboard administration that we install additional courts at the same end as they are now, and freshen up the ones that are there now. The Participants seemed to be pleased with that resolution, and it keeps the slippery floors at the west end of the building. The floors area in question is scrubbed regularly as the schedule dictates.

Financial Implications:

Where financial implication exceed the 2020 Budget allocation the Treasurer / CAO will be notified for their input as well as the estimated amount will be included in the project specific report.

Report Approval Details

Document Title:	West Elgin Council Monthly Recreation Report.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-03-12
Report: 2020-08
Subject: West Lorne Sewage Additional Construction Budget Approval

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: West Lorne Sewage Additional Construction Budget and approves additional capital spending in the amount of \$125,000.00 plus applicable taxes to cover remaining works that is considered critical to the operation of the plant or to health and safety of our community.

Financial Implications:

In addition to the letter submitted by RV Anderson the initial shortfall of funds was projected in 2019 Budget. As of today project is 93% complete with the outstanding balance of \$421,419.50. Based on the grant funding requirements we can only claim 2/3 of the project cost. In order to complete the project with additional critical requirements, \$200,000.00 in additional funding is needed. The additional financing was arranged in 2019 in the sum of \$310,000.00 and is still available but we only wish to leverage \$200,000.00. 2020 Operating & Capital Budget includes proposed financing and is attached to this report.

West Lorne Sewage Refurbishment - Project Summary

2016	Actual	\$ 33,518.76
2017	Actual	\$ 52,865.84
2018	Actual	\$ 170,549.74
2019	Actual	\$ 2,173,194.16
2020	Budget	\$ 421,419.50
TOTAL		\$ 2,851,548.00

Payments Received

	<u>Submitted</u>	<u>Received</u>
Payment #1	46,666.16	31,105.99
Payment #2	179,042.37	119,343.22
Payment #3	119,694.86	79,784.30
Payment #4 - Submitted February 15, 2020	2,084,816.63	1,389,663.94
Payment #5 - Projected Cost	421,419.50	280,903.11
	\$ 2,851,639.53	\$ 1,900,800.57

Related Documents:

2020 Budget – West Lorne Sewage - attached

Report Approval Details

Document Title:	West Lorne Sewage Additional Construction Budget Approval.docx
Attachments:	- 173637_Additional Construction Budget_Memo.pdf - 2020 WL Sewage Budget - March 12, 2020.pdf
Final Approval Date:	Mar 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

March 06, 2020

RVA 173637

Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Attention: Magda Badura
Acting CAO/Treasurer, Municipality of West Elgin

Dear Magda:

Re: West Lorne WPCP Upgrades – Additional Construction Budget

As discussed at our meeting on 26 February 2020, the construction contingency included in the West Lorne Water Pollution Control Plant (WPCP) Upgrades contract has now been expended. The complete use of the contingency on this contract was a planned occurrence from the tender stage due to the necessity to fully utilize the budget available for upgrades to the plant. There remain a few critical items which should be replaced/upgraded to allow for proper operation of the facility that were not included in the current construction contract. RVA is herein providing a recommendation to complete these additional critical items with additional funding.

BACKGROUND

An original tender was prepared by RVA in Summer 2018 based on the necessary upgrades to the West Lorne WPCP; the lowest bid received was \$3.68M. This exceeded the amount of budget available from the Municipality, thus RVA was directed to revise the design to meet a construction budget of \$2.47M. This required a significant reduction in the scope of the project and prioritization of the proposed upgrades to reduce the cost by \$1.2M. The revised design that was prepared by RVA was tendered in Fall 2018 and the lowest bid received was \$2.28M. The tender recommendation letter provided by RVA suggested increasing the contingency in the contract by \$185,400 such that the construction contract meets the Municipality's construction budget of \$2.47M. This provided a total contingency of \$335,400 for the current construction contract.

Throughout construction, items which were in the original tender were added back into the project to fully utilize the Municipality's budget for these important upgrades. These were prioritized based on necessity since there is limited budget and all items could not be addressed. In addition, some unforeseen issues arose during construction due to the age and condition of the facility which required immediate repair under the contract budget. The result was quite successful: \$274,500 of the \$335,400 contingency has been utilized for scope re-additions and necessary upgrades which were added to the contract.

REMAINING WORKS

Despite the \$274,500 in upgrades which were added back into the contract throughout construction, there is significant work remaining to be completed at the West Lorne WPCP which was part \$1.2M value of work that was removed from the original tender. There is also an issue which was discovered during construction regarding the condition of the existing buried blower piping. These works are summarized in the table below along with estimated capital costs.

RVA understands that the Municipality does not have additional budget for this project and that any additional funding would need to be financed. For these reasons, we have identified which of the remaining works are considered critical to the operation of the plant or to health and safety.

Item Description	Capital Budget Estimate	Critical (Y/N)
Influent and effluent sampler replacement	\$35,000	N
Replace existing alum pumps	\$25,000	N
New ATS including staging and commissioning	\$60,000	N
Fiber tie-in to both West Lorne and Rodney WPCPs and commissioning of SCADA network	\$75,000	N
Addition of bypass line from filters inlet to the lagoons	\$35,000	N
Conveyor/washer addition to bar screen	\$35,000	N
Replace raw sewage pumps	\$90,000	N
Install influent slide gate in screening channel	\$10,000	N
Workstation for Rodney WPCP	\$40,000	N
Replace existing buried blower piping and all couplings, temporary air provision and staging.	\$95,000	Y
Grating for screening channel	\$10,000	Y
Radar or ultrasonic level transmitter for screening controls	\$10,000	Y
TS analyzer on filter reject water	\$20,000	N
Addition of V-notch weir for accurate effluent flow measurement	\$7,500	Y

RECOMMENDED CAPITAL BUDGET

Based on the chart above, RVA recommends providing additional budget of \$125,000 to address the outstanding critical issues under the current contract. The remaining items should be planned to be completed in the future years as budget is planned and available.

Yours truly,

R. V. ANDERSON ASSOCIATES LIMITED



Phil Spencer, P.Eng., M.E.Sc.
Project Manager

Municipality of West Elgin - West Lorne Sewage

2020 Budget

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7301-6210 GRANT - SCF	- 280,903.11	- 1,469,523.07	- 1,631,856.00	- 119,361.58	- 1,333,334.00
01-7301-6370 SEWER BILLINGS	- 433,615.92	- 409,071.62	- 380,135.43	- 358,618.33	- 360,441.26
01-7301-6850 LONG-TERM FINANCING	- 200,000.00	-	- 123,545.42	-	-
01-7301-7500 HYDRO	40,000.00	40,279.10	49,378.02	47,939.83	57,000.00
01-7301-7502 WATER	2,000.00	736.64	1,821.65	1,718.54	2,100.00
01-7301-7510 INSURANCE	5,738.04	5,188.86	4,912.33	4,616.85	5,000.00
01-7301-7511 TAXES	19,726.38	19,151.83	19,000.00	18,537.33	18,500.00
01-7301-7520 GROUNDS MAINTENANCE	-	-	2,600.00	2,562.87	-
01-7301-7531 FINANCIAL PLAN	-	3,307.20	3,307.20	-	-
01-7301-7602 SOFTWARE LICENSE	1,000.00	654.58	-	-	-
01-7301-7611 SEWER MAINTENACE	10,000.00	24,927.92	23,000.00	15,862.46	2,500.00
01-7301-7613 EQUIPMENT PURCHASE	-	559.65	-	-	-
01-7301-7654 INTEREST EXPENSE	7,000.00				
01-7301-7660 OTHER SERVICES	6,204.00	-	6,204.00	951.46	-
01-7301-7680 CONTRACTED SERVICES	172,230.94	168,854.04	168,736.56	174,937.56	174,973.56
01-7301-7900 TRANSFER TO RESERVES	94,200.16	-	-	47,288.33	-
01-7301-7901 TRANSFER FROM RESERVES		- 573,076.53	- 601,206.91	163,564.68	- 566,298.30
01-7301-8001 CAPITAL - Collection System Flushing	10,000.00	-			
01-7301-8000 CAPITAL - WEST LORNE SEWAGE UPGRADES	546,419.50	2,188,011.40	2,457,784.00	-	2,000,000.00
	-\$ 0.00	0.00	\$ -	\$ -	\$ -

Reserves:

Beginning Balance - January 1, 2019	\$ 483,492.65
Interest	6,770.43
Transfer from Reserves	- 573,076.53
Ending Balance - December 31, 2019	-\$ 82,813.45
Transfer to Reserves	94,200.16
Ending Balance - December 31, 2020	\$ 11,386.71

	<u>2020</u>		<u>2019</u>	
	<u>Jan-Jul</u>	<u>Jul-Dec</u>	<u>Jan-Jun</u>	<u>Jul-Dec</u>
Sewer flatcharge	\$ 55.64	\$ 67.78	\$ 49.54	\$ 55.64
Water consumption - sewer charge	\$ 2.12	\$ 2.46	\$ 1.81	\$ 2.12



Staff Report

Report To: Council
From: Heather James, Planner
Date: 2020-03-12
Report: 2020-10
Subject: Severance 20662 Marsh Line

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the severance application, File No. E 4/20 for 20662 Marsh Line; and

That West Elgin Council recommends approval to the Land Division Committee of the County of Elgin for the severance application, File No. E 4/20 located at Concession 9, Southeast $\frac{1}{4}$ of Lot C and Southwest $\frac{1}{4}$ of Lot D, 20662 Marsh Line, provided the following conditions are included:

- a) That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b) That the owner has the necessary review and assessment conducted on the existing sewage disposal system to confirm its adequacy and/or necessary replacement to the satisfaction of the Municipality;
- c) That the grain bin located on the severed parcel be removed to the satisfaction of the Municipal Chief Building Official;
- d) That requirements of the Municipal Road Department regarding access and/or drainage have been met;
- e) That taxes have been paid in full;
- f) That two copies of the registered survey have been provided to the Municipality; and,
- f) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality.

Purpose:

An application for a proposed severance was submitted to the Municipality of West Elgin by Mark and Beth Schweitzer c/o Mike Miller. The purpose of the application is to permit the severance of a surplus farm dwelling.

The property owners are requesting the severance of a parcel of land, legally described as Concession 9, Southeast $\frac{1}{4}$ of Lot C and Southwest $\frac{1}{4}$ of Lot D, in the geographic Township of Aldborough, and known municipally as 20662 Marsh Line (outlined in red on the attached Key Map). The subject lands are located along the north side of Marsh Line.

Background:

The proposed severed parcel will have an area of 1.166 ha (2.88 ac.), a frontage of 108.0 m (354.33 ft.) along the north side of Marsh Line and a depth of 108.0 m (354.33 ft.). The proposed

severed parcel contains a habitable residential dwelling, two barns, shed and a grain bin and is serviced by private water well and private septic system (identified on the attached Sketches #1 and 2). The grain bin on the proposed severed parcel will be removed as a condition of the severance. The proposed severed parcel has an existing entrance on to Marsh Line.

The proposed retained parcel will have an area of 42.4 ha (104.77 ac.), a frontage of 534.8 m (1,754.59 ft.) along the north side of Marsh Line and a depth of 662.9 m (2,174.87 ft.). The proposed retained parcel is vacant with no services and is used for agricultural use (identified on the attached Sketch #2).

Agricultural and non-farm residential uses surround the subject lands. The Patterson Municipal Drain runs through the lands.

The severance application was circulated to municipal staff for comment. The following comments were received:

Chief Building Official

'A new septic bed has been applied for for the subject property. I will provide my sign off after completion of installation of the bed.'

Comment: This requirement has been addressed as a condition of the severance.

Manager of Utilities Services

'There is no issues with utilities. There is no municipal water line on this property.'

Public Works Superintendent

'There are no concerns with the severance. Should the new owner of the farm parcel require a new entrance, a Road Occupancy Permit would be required.'

Comment: The owner is aware of this comment.

At the time of submission of this report, no other comments from municipal staff had been received.

Financial Implications:

None.

Policies/Legislation:

Provincial Policy Statement (PPS):

Under Section 3(5) of the *Planning Act*, the Municipality "shall be consistent with" matters of provincial interest as set out in the Provincial Policy Statements (PPS).

Lot creation in prime agricultural areas are permitted for: a) agricultural uses; b) agriculture-related uses; c) **a residence surplus to a farming operation** as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance; and d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way (Policy 2.3.4.1). New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae (Policy 2.3.3.3).

The PPS defines a residence surplus to a farming operation as an existing habitable farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).

Comment: The residence is surplus to the needs of the purchasing farmer's farming operation. The new lot is limited in size to accommodate the use and services. A condition to rezone the retained farmland to prohibit construction of new residences is recommended to address the PPS requirement to prohibit new dwellings on the vacant farmland. The proposed severed parcel meets the recommended Minimum Distance Separation I setback.

Development and site alteration is not permitted in a provincially significant wetland (Policy 2.1.4). Development and site alteration on adjacent lands within a provincially significant wetland is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an Environmental Impact Study (E.I.S. (Policy 2.1.8).

Development and site alteration is not permitted in a significant woodland or on adjacent lands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an E.I.S. (Policy 2.1.5).

Comment: A portion of the proposed retained parcel is within a provincially significant wetland and a significant woodland. No development is proposed as a result of this severance and therefore, the proposed severance will not have an impact on the provincially significant wetland, significant woodland and adjacent lands and therefore an E.I.S. is not required.

Conclusion: The proposed severance application is consistent with the PPS.

County of Elgin Official Plan:

The subject lands are designated 'Agricultural Area' with a portion of the lands designated Provincially Significant Wetlands on Schedule 'A' Land Use and a portion subject to Provincially Significant Wetlands and Woodlands overlay on Appendix #1 Natural Heritage Features and Areas in the County of Elgin Official Plan. The creation of new lots is permitted provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever (Policy E1.2.3.4 b).

Comment: The residence to be severed is habitable and is surplus to the purchasing owner's farming operation. The proposed severed parcel meets the recommended MDS I setback. A condition to rezone the retained farmland to prohibit construction of new residences is recommended.

Development and site alteration is not permitted in Provincially Significant Wetlands or on adjacent lands (120 metres) unless an E.I.S. has been completed, demonstrating there will be no negative impact to the natural heritage features (Policy D1.2.7).

Development and site alteration is not permitted within a significant woodland or on adjacent lands (120 metres) unless an E.I.S. has been completed, demonstrating there will be no negative impact to the natural heritage features (Policy D1.2.6).

Comment: No development is proposed in the Provincially Significant Wetland, significant woodlands and adjacent lands and therefore, an E.I.S. is not required.

Conclusion: The proposed severance application conforms to the County of Elgin Official Plan.

Municipality of West Elgin Official Plan:

The subject lands are designated as Agricultural with a portion of the lands designated Provincially Significant Wetlands on Schedule 'E' Rural Area Land Use & Transportation Plan and a portion of the lands subject to Provincially Significant Wetland (Eagle Wetland) and Woodlands on Schedule 'B' Maps 1 and 2 Natural Heritage Feature in the Municipality of West Elgin Official Plan. The creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered in accordance with the following:

- a) The dwelling considered surplus has been in existence for at least 10 years;
- b) The dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy
- c) No new or additional dwelling is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law;
- d) Compliance with MDS I with respect to any livestock building, structure or manure storage facility on the remnant parcel;
- e) Minimizing the loss of productive farmland; and
- f) Deteriorated derelict, abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated (Policy 6.2.9).

Comment: The proposed severance demonstrates that the residence is surplus to the purchasing owner's farming operation. There are no livestock operations affecting the proposal. A new septic tile bed is required for the proposed severed parcel and will be addressed through the included septic review condition. The proposed severed parcel meets the Minimum Distance Separation I formula.

Development or site alteration shall not be permitted in provincially or locally significant wetlands. On adjacent lands, development or site alteration shall not be permitted unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated there will be no negative impact on the natural heritage feature or on its ecological function. Adjacent lands are generally considered to be a minimum of 120 metres (Policy 3.3.3).

Comment: The South Rodney Woodlot Provincially Significant Wetland is located on a portion of the proposed retained parcel. No development is proposed; therefore, an E.I.S. is not required.

Development or site alteration shall only be permitted in Woodlands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated there will be no negative impact on the natural heritage feature or on its ecological function. Adjacent lands are generally considered to be a minimum of 50 metres (Policy 3.3.7).

Comment: The significant woodland is located on a portion of the proposed retained parcel. No development is proposed; therefore an E.I.S. is not required.

Conclusion: The proposed severance application will conform to the Municipality of West Elgin Official Plan.

Municipality of West Elgin Comprehensive Zoning By-law 2015-36

The subject lands are zoned General Agricultural (A1) with a portion of the proposed retained parcel subject to the South Rodney Woodlot Provincially Significant Wetland and subject to Lower Thames Valley Conservation Authority Regulated Area on Map 45 of the Municipality of West Elgin Zoning By-law No. 2015-36.

The severed parcel is proposed to be rezoned from Agricultural (A1) Zone to Restricted Agricultural (A3) Zone. The A3 Zone will permit agri-tourism, animal clinic, animal hospital, bed and breakfast establishment, dog kennel day care, day care centre, secondary farm occupation, restricted agricultural use and single unit dwelling.

The retained parcel is proposed to be rezoned from Agricultural (A1) Zone to Agricultural (A2) Zone. The A2 zone prohibits new residential use and new residential buildings and permits agricultural use, agri-tourism use, farm winery, hunting reserve, production of oil and natural gas and wildlife preserve.

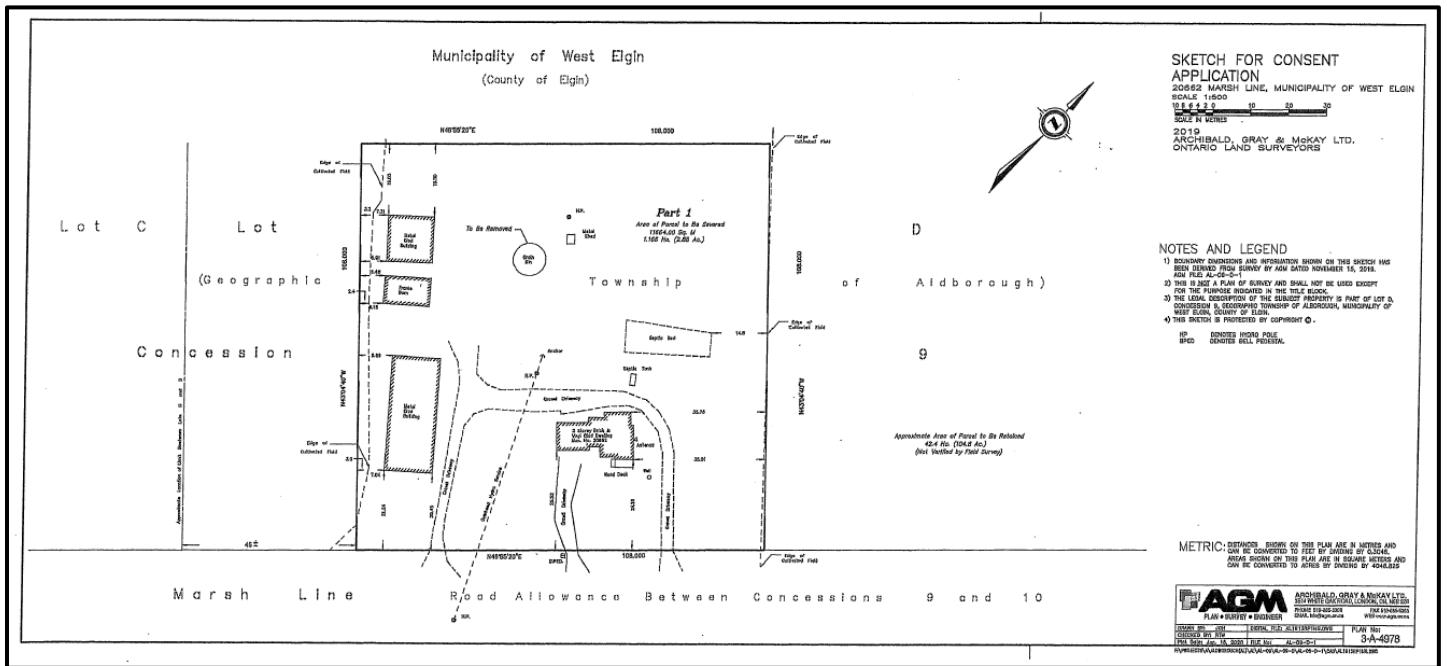
Related Documents:

None.

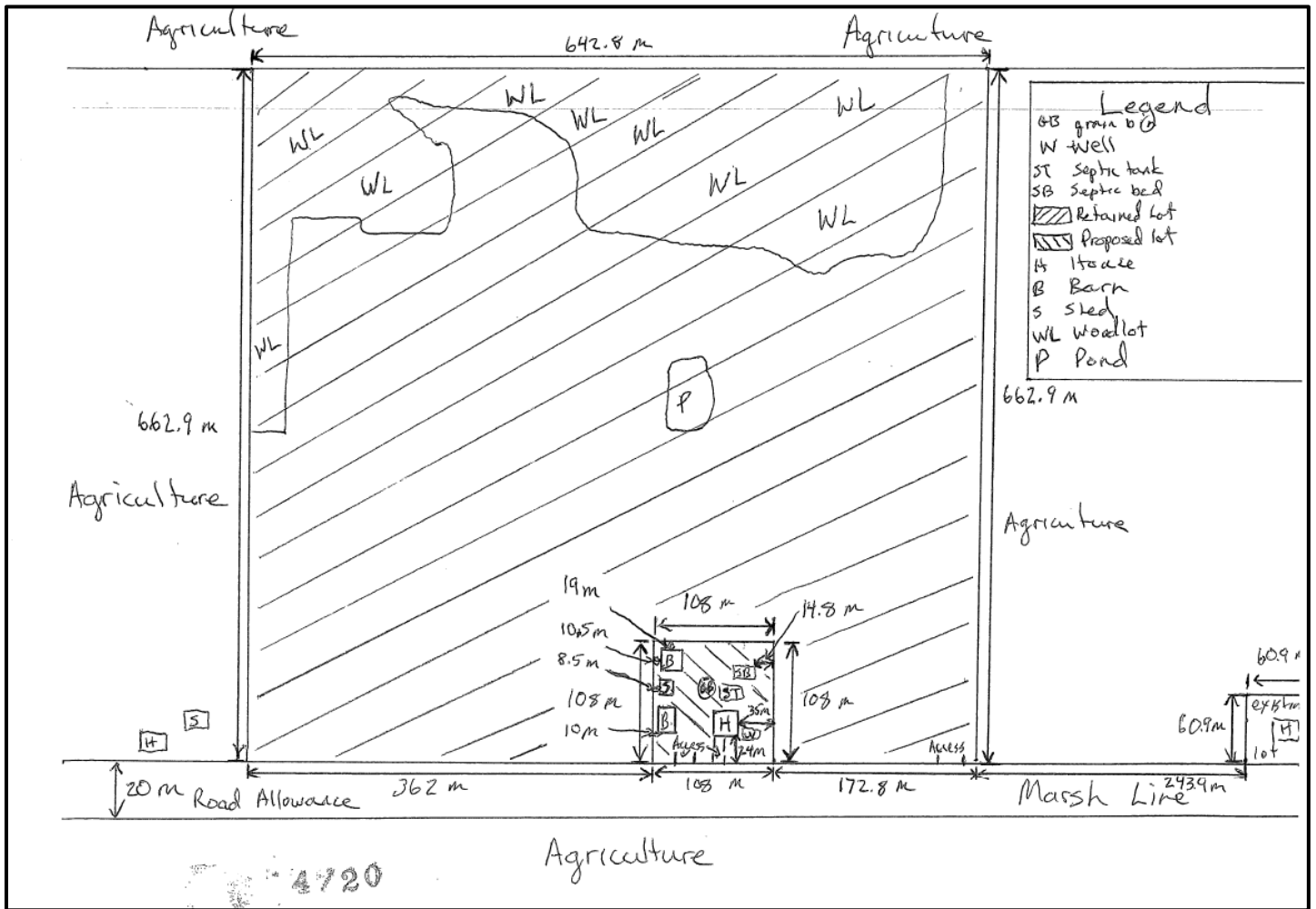
Key Map



Sketch #1



Sketch #2



Report Approval Details

Document Title:	Severance 20662 Marsh Line.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2020-03-12
Report: 2020-04
Subject: Method of Disposal – Surplus Lands on Talbot Line

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Method of Disposal of Surplus Lands on Talbot Line; and

That West Elgin Council hereby determines the disposal of surplus municipally owned lands, legally described as Aldborough Concession 12, Part Lot 18, RP 11R9642 Part 2 on Talbot Line in Rodney, Ontario, be as _____, in accordance with By-law No 2019-14.

Purpose:

The purpose of this report is to provide Council information regarding the method of disposal for municipally owned lands.

Background:

West Elgin Council passed a resolution at the Regular Council meeting on August 9, 2019, to declare the property surplus to the needs of the Municipality, subsequently a notice was placed on the municipal website as per By-law 2019-14, Surplus Lands Policy By-Law.

In accordance with By-law No. 2019-14 Section 6 Methods of Disposal states the disposal of surplus lands may be made in one or more of the following methods as determined by Council:

- a) Call for proposals or offers;
- b) Call for public tender by sealed bids;
- c) Direct negotiations or sale by municipality;
- d) Single source sale;
- e) Public auction;
- f) Listing with a local real estate broker;
- g) Land exchange;
- h) Any method determined by Council

Financial Implications:

As stated in By-law 2019-14, being a By-law to Adopt and Maintain a Policy with Respect to the Sale and Other Disposition of Land Owned by the Municipality of West Elgin.

Policies/Legislation:

By-law 2019-14, being a By-law to Adopt and Maintain a Policy with Respect to the Sale and Other Disposition of Land Owned by the Municipality of West Elgin.



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

Notice of Disposal of Municipal Lands

Pursuant to Municipality of West Elgin By-Law 2019-14

Notice is hereby given that the Council of the Corporation of the Municipality of West Elgin declared the following lands to be surplus to the needs of the Municipality:

Aldborough Concession 12, Part Lot 18, RP 11R9642 Part 2 on Talbot Line in Rodney, Ontario.

The Council of the Municipality of West Elgin intends to dispose of these lands as per West Elgin By-Law 2019-14.

For further questions or concerns, please contact Genevieve Scharback, CAO/Clerk at 519-785-0560 ext. 225 or by email at gscharback@westelgin.net.

Dated at the Municipality this 4th day of September, 2019.

Genevieve Scharback, CAO/Clerk



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-03-12
Report: 2020-07
Subject: Part-Time Fire Chief Recruitment

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Part-Time Fire Chief Recruitment and directs staff to start the recruitment process immediately.

Purpose:

At the Closed Session of February 13, 2020, Council reviewed new Fire Chief job description developed by Administration and provided direction for the CAO to review the job posting with the Acting Chief and 2 Captains. The job description has been reviewed by all parties with no issues. Staff are seeking Council permission to move ahead with posting of this job immediately.

Financial Implications:

Cost associated with recruitment and wages is included in 2020 Budget.

Policies/Legislation:

HR 3.1 Recruitment Policy

Report Approval Details

Document Title:	Part-Time Fire Chief Recruitment.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

Municipality of West Elgin

Job Description

Title: Part – Time Fire Chief

Reports To: CAO

Purpose of Position:

The Fire Chief has responsibility for the overall operation of the department reporting to Council through the CAO. As part of the senior management team, participates in the overall stewardship of the municipality. He/she will prepare and administer the Fire Department budget, report to and assume command at major incidents, supervise fire prevention and public education activities, supervise training programs and assist in the development of these programs, purchase all major equipment and confer with Council and the senior management team to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.

Principal Responsibilities

1. Shall have charge of the conduct and general operation of the Fire Department consisting of two (2) fire halls located in Rodney and West Lorne in accordance with the goals and objectives of the municipality as established by Council.
2. Prepares such general orders and departmental rules as maybe necessary for the care and protection of the department and generally for the efficient operation of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws or policies of the municipality.
3. Periodically reviews and drafts policies and procedures of the department and may establish an Advisory Committee consisting of such members as he/she may determine from time to time to assist him/her in these duties.
4. Responsible to take all proper measures for the prevention, control and suppression of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers imposed on him/her by the Fire Protection and Prevention Act and other legislation.
5. Responsible for the enforcement of general orders and departmental rules.
6. Report all fires and incidents to the Fire Marshal as required by the Fire Protection and Prevention Act (FPPA) and regulations thereunder and other provincial laws for which the Fire Chief is an enforcing officer.
7. Inspects, upon request, all manufacturing and retail establishments, churches, schools, institutions, public buildings and place of public assembly and

residences for fire hazards. The Fire Chief may designate any qualified officer or firefighter as fire prevention officer, to assist in such duties.

8. Maintains a record of the attendance of members of the department at all fires, scheduled practices and other training sessions, the particulars of every fire call and every fire reported to the department and the apparatus, equipment and supplies used for each fire call, and any breakages, shortages, equipment and supplies, and any other information that may be required from time to time by the Council or the CAO.
9. Submit an annual report and monthly reports to the Council and CAO, or more often if requested, outlining the activities of the department, the losses of life and property suffered by fire, the condition of existing equipment, the need for additional or replacement equipment and any other fire matters.
10. Responsible for all duties as assigned to the Fire Chief in the Municipal Emergency Plan.
11. Responsible for managing and filing, in compliance with Municipal Records Management Policy, all Fire Department records, including training records, incident reports, personnel files, investigations, etc.
12. Performs such additional duties as assigned by Council and the CAO.

Human Resources

1. Has a direct responsibility for the activities of two (2) fire stations consisting of approximately two (2) District Chiefs, Seven (7) Captains and forty (40) volunteer firefighters, as well as performance of external advisors and service providers.
2. The Chief shall maintain the proper decorum, discipline and efficiency of the fire department at fires, alarms and training and in the discharge of all department duties.
3. Ensures that all members of the department receive adequate training in firefighting techniques and in any other area required by by-law or statute.
4. Ensures the department's compliance with all relevant health and safety regulations including the Occupational Health and Safety Act, WHMIS and W.S.I.B. regulations and all municipal policies.

Financial Resources

Participates in preparation of detailed operating and capital budget for the Fire Department and is accountable for the administration and monitoring of expenditures within his/her area of responsibility. Endeavours to ensure the Municipality takes advantage of all available provincial, federal and other funding sources, if any.

Material Resources

Ensures the safety, maintenance and management of all equipment, vehicles, facilities and material resources utilized in the provision of services provided by the department to the ratepayers of the municipality.

Skill and Effort

Knowledge

1. A graduate of the Ontario Fire College courses as required for a Fire Chief, NFPA 1021 Level II minimum, Level IV preferred, along with post secondary education in Public or Business Administration.
2. Possesses knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment and safety and protective devices.

Experience

1. Minimum seven (7) years of progressive fire service experience and a minimum of three (3) years of experience in a supervisory or management level position.

Physical Skill and Effort

1. Able to walk long distances, wear personal protective equipment (including but not limited to SCBA and/or respirator) and climb ladders/scaffolding while conducting inspections in difficult environments, including post fire.
2. May be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically demanding situations.
3. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief may be exposed to life-threatening hazards, hazardous substances and chemicals, including fire and smoke, extreme weather conditions, heights, confined spaces, and/or loud noises. The use of personal protective equipment will be required.

Decision Making/Judgment

1. Work is performed under the direction of Council with access to the CAO, co-ordinators and the officials of the appropriate ministries for assistance and information. Access is also available to policy and manuals as required. Assists Council in Policy development.

2. Judgement is exercised in:

- a. Directing the operation of the fire department ensuring conformance to By-law 2016-08, budget limitations, established standards and policies of the municipality.
- b. Developing department policy for Council approval and identifying and resolving problems for the department, as required.
- c. Evaluating the effectiveness and cost-efficiency of services and formulating appropriate recommendations for new or modified services to be provided by the fire department.
- d. Developing manpower strategies to maximize utilization of staff and to ensure effective training and development systems are in place.

Interpersonal Skills/Contacts

1. Interpersonal skills to provide effective leadership to the department and to ensure harmonious public relations at all times with the general public.
2. Serves as part of the senior management team of the municipality together with the CAO, Treasurer, Public Works Superintendent, Building Inspector, By-Law Officer and Planner.

Internal

- a. With Council: to provide advice and information and guidance on departmental matters.
- b. With CAO: to discuss departmental and corporate matters.
- c. With CAO/CEMC for Emergency Management Training, exercises, actual event management.
- d. With all Co-ordinators and various staff members for discussion of municipal business and the exchange of information.

External

- a. With various ministry officials for advice and information as required.
- b. With the CEMC (Community Emergency Management Coordinator) for the County of Elgin on all emergency planning matters relating to the municipality and County.
- c. With peers in other municipalities to obtain and share information and resources used in the mutual aid system.

- d. With the general public regarding Council meetings, to provide any exchange of information, to relay decisions, to advice of municipal policy with respect to the department, to respond to complaints, etc.
- e. With municipal solicitor to obtain advice regarding legal documents, agreements deeds, by-laws, etc.
- f. With the media as necessary in relation to Council decisions and meetings which relate to the fire department.
- g. With outside consultants and contractors to review their on-going work with the municipality.
- h. Promote a positive, professional image of the Municipality of West Elgin at all times while providing consistent high-quality customer service.
- i. Provide timely and professional response to questions, complaints and concerns from internal and external customers.
- j. Respect client and staff confidentiality.

Working Conditions

Environment

Works in a clean office environment and visits outside work sites on an “as required” basis. Is required to attend at and inspect all types of commercial, industrial, farm, residential and other buildings. The Fire Chief may be required to attend at fire sites and other locations under dirty and/or hazardous conditions. May attend fire calls and/or emergency scenes.

Control over Work Schedule

- a. Works in excess of normal hours to attend meetings or attend to emergency situations as required.
- b. Is responsible for the scheduling of work to ensure that deadlines are met
- c. Work approximately 10 to 15 hours per week.

WEST ELGIN AND AREA COMMUNITY POLICING COMMITTEE

Established November 8 1991

Minutes Wed Feb 11 2019, West Elgin Fire Station #1 meeting room, 7pm

Call to Order by Chairperson: Corrie

Attendance: Richard, Doug,

Guests or Delegation:

Regrets: Bill, Angela, Kelly, Dave, John

Absent:

O.P.P. Report: Constable Mark McKillop

-3 violent offences, 2 mental health, 1 911 calls will be confirmed as an emergency and not a pocket dial

-1 impaired driving offence

-Rodney Fair table, we need to communicate with Adam Crewson to ask what help the Police can bring to the fair for a demonstration so we can advertise in the fair booklet

-encourage people to call the Police to report incidents instead of posting it on media sights in hopes the Police read it, they need to know to assist the community better

-“bear Spray” is only a weapon to be used in the right place, it is a prohibited weapon and if you carry it in your vehicle you can be charged, also if you carry it in your backpack it is considered a concealed weapon

Youth ideas, at APS and WESS to engage them with our committee

Retirement party for Inspector Brad Fishleigh

Adoption of Agenda:

Recommendation: that the Policing Committee adopt the Agenda of February 2020as printed and circulated

Motion moved by Bill and seconded by Kelly

Adoption of Minutes:

Recommendation: that the Policing Committee adopt the minutes of January 2020

As printed and circulated

Motion moved by Doug and seconded by Dave

Business Arising From Minutes:

1. Grant has been submitted for 1,200 dollars decision not passed by council yet
2. Opp and Richard to talk to WESS to see if a student is interesting in joining our committee
3. All Committee Community Policing Meeting, to be held in Rodney Rec center reserved from 6 to 10pm
 - Big room reserved and confirmed
 - Corrie to take in to Municipality the building layout with tables and chairs we are requesting and to discuss the payment method
 - Corrie to send out the invites to the Inspector Brad Fishleigh and the other 7 community Policing Committees from Elgin County
 - Agenda for meeting to be provided by Inspector Fishleigh
 - Meeting to begin at 7 pm and last till approx. 9:30 pm
 - Kelly has generously offered to go to Costco and purchase sweet desserts, coffee, tea, sugar, creamer, plates napkins, cups, 3 cases of water and she will be reimbursed from committee
 - We hope all members will attend to help us with the food set up
 - Does anyone know where can purchase some stickers that say “Hello my name is.....
That we can give to everyone attending so we know what committee the members are from

Correspondence:

New Business:

1. idea to have a community event at the Rodney Rec center possibly in spring, maybe April ,nothing can be booked until council had decided on our grant application
2. in past years Neighborhood watch used to hold these events but has since folded up and so it's time maybe we as the Policing committee can do this
 - ideas, scams for elders and children, Bullying on the internet
 - open forum to discuss ideas
3. Rodney Fair Booklet, we need to get an advertisement in the booklet for our committee and advertise if we will have a presentation

Reports

Financial-Grant papers filed by Chairperson and Secretary and awaiting council's decision

Advertising

Recommendation: that the Policing committee hereby receives the reports and recommend to the Policing that they be approved

Committee Members

Corrie- NTR

Grace NTR

Richard NTR

Doug- will be working on the Facebook page also and hopes the website will be able to communicate when and where our meetings are

Adjournment

Recommendation: that the Policing Committee hereby adjourn at 8 pm to meet again Wed March 11 2020 at 7pm at West Elgin Fire Station #1 meeting room

Disposition:

Chairperson: Corrie

Recording Secretary: Grace

Board of Directors Meeting

MINUTES

The Annual Meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held at Willson Hall at the University of Guelph Ridgetown Campus at 2:10 P.M. on Thursday, February 20, 2020. The following directors were in attendance: L. McKinlay, T. Thompson, M. Hentz, J. Frawley, C. Cowell, S. Hipple, R. Leatham and A. Finn. J. Wright, P. Tiessen, S. Emons and K. Ainslie sent their regrets.

1. First Nations Acknowledgement

M. Peacock read the First Nations Acknowledgement to the Board of Directors and guests.

2. Call to Order

3. Adoption of Agenda

Motion: AGM-2020-01

1. A. Finn – T. Thompson

Moved that the agenda be adopted as presented.

CARRIED

4. Disclosures of Conflicts of Interest

None Declared.

5. Chair's Remarks

The Chair, Linda McKinlay, provided remarks on accomplishments and challenges in 2019.

The Chair welcomed the members, staff and guests to the Conservation Authority's 2020 Annual General Meeting. The Chair welcomed the Board of Director members present and noted members not able to attend.

In attendance:

Trevor Thompson, Municipality of Chatham-Kent

Amy Finn, Municipality of Chatham-Kent

Mike Hentz, Municipality of Dutton Dunwich

Jeannie Frawley, Municipality of Middlesex Centre

Sandi Hipple, Municipality of Strathroy-Caradoc

Christa Cowell, Municipality of Southwest Middlesex

Richard Leatham, Municipality of West Elgin

Regrets sent:

John Wright, Municipality of Chatham-Kent

Paul Tiessen, Municipality of Leamington

Sarah Emons, Township of Southwold

Kimble Ainslie, City of London

6. Introduction of Guests

Chair, Linda McKinlay, introduced the guests present at the meeting.

- Bruce McAllister, Guest Speaker, Municipality of Chatham-Kent
- Sandy Kalabalikis, Municipality of Chatham-Kent
- Spencer Pray, Municipality of Chatham-Kent
- Laura Poland, Baker Tilly
- Tom Bain, Mayor, Lakeshore
- Dan McKillop, LTVCF Director, Former Board Member
- Gayle Bogart, Ska-Nah-Doht Village Advisory Committee, Former Board Member
- Allan Bogart, guest
- Bill Bruinink, Ska-Nah-Doht Village Advisory Committee
- Darcy Fallon, Ska-Nah-Doht Village Advisory Committee
- Joe Pinsonneault, Wheatley Two Creeks Association
- Kelly Riley, Chippewas of the Thames First Nations, Guest Speaker
- Emma Young, Senior Environmental Officer, Chippewas of the Thames First Nations
- Shawnacey Williams, Chippewas of the Thames First Nations
- Brandon Doxtator, Environment and Consultation Coordinator, Oneida Nation of the Thames
- H Grant Doxtator, Elected Councillor, Oneida Nation of the Thames
- Brian McDougall, General Manager, St. Clair Region Conservation Authority
- Genevieve Champagne, accepting award on behalf of Dianne Flook, Award Winner
- Margaret Hulls, Award Winner
- Mary Gillett, guest
- Don Hector, Chatham-Kent Children's Water Festival Coordinator
- Sheila Simpson, Sheila Simpson & Associates
- Valerie Brannis, LENS LA
- Barry Callow, Oneida Nation of the Thames

7. Approval of Previous Meeting Minutes

Motion: AGM-2020-02

2. S. Hipple – C. Cowell

Moved that the Board of Directors minutes for the December 12, 2019 meeting be approved as presented.

CARRIED

8. Business Arising from the Minutes

None Declared.

9. Presentations

9.1) Flood Presentation, present by Mr. Jason Wintermute

J. Wintermute provided a Power Point Presentation on the 2019 flood season, and for events that occurred within the first month of 2020, to the Board of Directors.

9.2) 2019 Annual Report, present by Ms. Bonnie Carey

B. Carey provided a Power Point Presentation on the 2019 LTVCA programs and events to the Board of Directors.

10. Business for Approval

10.1) 2019 Annual Report

Motion: AGM-2020-03

3. A. Finn – S. Hipple

Moved that the LTVCA's 2019 Annual Report be approved as presented.

CARRIED

10.2) 2019 Audited Financial Statements, presented by Ms. Laura Poland

Ms. Laura Poland, representative of Baker Tilly CK, presented the 2019 Audited Financial Statements to the Board of Directors.

Motion: AGM-2020-04

4. M. Hentz – C. Cowell

Moved that the LTVCA's 2019 Audited Financial Statements be approved as presented.

CARRIED

10.3) Election of Officers

Motion: AGM-2020-05

5. C. Cowell – T. Thompson

Moved that Mark Peacock chair the LTVCA's 2020 elections.

CARRIED

Mr. Mark Peacock assumed the chair for the elections, declared all elected offices, positions and appointments vacant, and outlined the voting procedures to the Board of Directors.

Mr. Peacock requested a motion to appoint B. McDougall and L. Poland as scrutineers.

Motion: AGM-2020-06

6. M. Hentz – A. Finn

Moved that B. McDougall and L. Poland be appointed as scrutineers for the purpose of the elections.

CARRIED

a) Chair

Mr. Peacock called for nominations for Chair of the LTVCA for 2020.

T. Thompson nominated L. McKinlay

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-07

7. J. Frawley – A. Finn

Moved that nominations be closed.

CARRIED

L. McKinlay was declared to be elected as Chair.

b) Vice-Chair

Mr. Peacock called for nominations for Vice-Chair of the LTVCA for 2020.

R. Leatham nominated **T. Thompson**

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-08

8. S. Hipple – J. Frawley

Moved that nominations be closed.

CARRIED

T. Thompson was declared to be elected as Vice-Chair.

c) Personnel & Finance/Executive Committee (3 members to be elected)

Mr. Peacock called for nominations to the Personnel & Finance/Executive Committee for 2019.

L. McKinlay nominated **R. Leatham, C. Cowell and P. Tiessen**

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-09

9. A. Finn – M. Hentz

Moved that nominations be closed.

CARRIED

R. Leatham, C. Cowell & P. Tiessen were declared members of the Personnel & Finance/Executive Committee.

d) Ska-Nah-Doht Village Advisory Committee (3 members to be elected)

Mr. Peacock called for nominations to the Ska-Nah-Doht Village Advisory Committee for 2020.

S. Hipple nominated **S. Emons, J. Frawley and M. Hentz**

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-10

10. R. Leatham – C. Cowell

Moved that nominations be closed.

CARRIED

S. Emons, J. Frawley & M. Hentz were declared members of the Ska-Nah-Doht Village Advisory Committee.

- e) Ice Management Committee (2 members to be appointed from the Municipality of Chatham-Kent, plus the member from the Town of Lakeshore). Chair and Vice-Chair are ex-officio.

Mr. Peacock called for nominations for the Ice Management Committee of the LTVCA for 2020.

J. Frawley nominated J. Wright

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-11

11. C. Cowell – A. Finn

Moved that nominations be closed.

CARRIED

J. Wright was declared a member of the Ice Management Committee, along with the Chair and Vice Chair.

Mr. Peacock congratulated those elected and turned the chair over to L. McKinlay, the Chair for 2020, to continue with the rest of the meeting.

10.4) 2021 Budget and Levy

T. Casier presented the 2020 Budget and Levy.

Motion: AGM-2020-12

12. C. Cowell – T. Thompson

That the non-matching levy of \$1, 380, 990 be approved and apportioned in accordance with the levy apportionment table. (weighted vote)

A recorded weighted vote followed with all members voting in favour of the motion.

CARRIED

Motion: AGM-2020-13

13. A. Finn – T. Thompson

That the 2020 proposed budget totalling \$3,304, 046 be adopted as presented, and that the matching levy of \$82,467 and the Chatham-Kent Greening, Natural Heritage and Flood Control Levy of \$205,000 be approved and apportioned in accordance with the table accompanying the budget.

CARRIED

10.5) Appointment of Auditor

Motion: AGM-2020-14

14. C. Cowell – M. Hentz

Moved that the firm of Baker, Tilly CK, LP be appointed as the Lower Thames Valley Conservation Authority's auditor until the next Annual Meeting in February 2021.

CARRIED

10.6) Appointment of Bank

Motion: AGM-2020-15

15. A. Finn – S. Hipple

Moved that the Canadian Imperial Bank of Commerce be appointed as the Lower Thames Valley Conservation Authority's bank until the next Annual Meeting in February 2021.

CARRIED

10.7) Appointment of Solicitor

Motion: AGM-2020-16

16. C. Cowell – R. Leatham

Moved that the firm of Mr. James D. Wickett be appointed the Lower Thames Valley Conservation Authority's solicitor until the next Annual Meeting in February 2021.

CARRIED

10.8) Authorization to Borrow

Motion: AGM-2020-17

17. M. Hentz – A. Finn

Moved that the Authority Chair or Vice-Chair and the CAO/Secretary Treasurer be authorized to borrow from the Canadian Imperial Bank of Commerce a sum not to exceed \$300,000 for the Lower Thames Valley Conservation Authority and to be repaid from grants received from the Province of Ontario, Government of Canada, levies assessed the member municipalities and self-generated revenues.

CARRIED

10.9) Appointment to Conservation Ontario

Motion: AGM-2020-18

18. C. Cowell – J. Frawley

Moved that the Chair be appointed as Voting Representative; and CAO / Secretary-Treasurer as first Alternative to Conservation Ontario council.

CARRIED

10.10) 2020 Board of Directors Meeting and 2021 Annual General Meeting Schedule

Thursday, April 16, 2020 – 2:00-4:00 pm, Administration Board Room

Thursday, June 18, 2020 – 2:00-4:00 pm, location to be determined

Thursday, August 20, 2020 – 2:00-4:00 pm, location to be determined

Thursday, October 15, 2020 – 2:00-4:00 pm, Administration Board Room

Thursday, December 10, 2020 – 2:00-4:00 pm, Administration Board Room

Thursday, February 18, 2021 – 2:00-4:00 pm, Willson Hall, University of Guelph Ridgetown Campus

Motion: AGM-2020-19

19. C. Cowell – A. Finn

Moved that the meeting schedule for 2020 and the Annual General Meeting for 2021 be endorsed as presented.

CARRIED

11. Business for Information

- 11.1) Water Management
- 11.2) Regulations and Planning
- 11.3) Conservation Areas
- 11.4) Conservation Services
- 11.5) Communications, Outreach and Education
- 11.6) Joint Health and Safety Committee Meeting Minutes
- 11.7) Wheatley Two Creeks Association Meeting Minutes – Dec 5, 2019 & Feb 6, 2020
- 11.8) CAO's Report

Motion: AGM-2020-20

20. C. Cowell – S. Hipple

Moved that the Business for Information from 11.1) through to 11.8) be received for information as presented.

CARRIED

12. Correspondence

- 12.1) Dutton Dunwich Council Resolution in support of conservation authorities
- 12.2) Southwold Council Resolution in support of conservation authorities
- 12.3) Chatham-Kent Council Resolution in support of conservation authorities
- 12.4) Strathroy-Caradoc Council Resolution in support of conservation authorities
- 12.5) Southwest Middlesex Council Resolution in support of conservation authorities
- 12.6) Resolution aims to highlight importance of conservation authorities
- 12.7) High water levels are wreaking havoc in the Great Lakes
- 12.8) Time to be smart about flooding

Motion: AGM-2020-21

21. M. Hentz – C. Cowell

Moved that Correspondence items from 12.1) through to 12.8) be received for information as presented.

CARRIED

13. Events Calendar

Motion: AGM-2020-22

22. A. Finn – J. Frawley

Moved that the Events Calendar be received for information as presented.

CARRIED

14. Other Business

None declared.

15. Adjournment

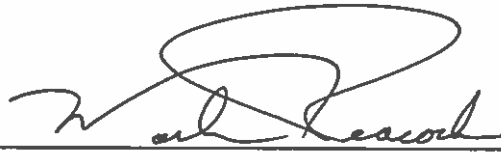
Motion: AGM-2020-23

23. A. Finn – S. Hipple

Moved that the meeting be adjourned.

CARRIED

Linda McKinlay
Chair



Mark Peacock, P.Eng.
CAO/Secretary-Treasurer

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



February 28, 2020

Dear Head of Council:

RE: Provincial Policy Statement, 2020

Earlier today, the government of Ontario released the Provincial Policy Statement (PPS), 2020. The PPS is an important part of Ontario's land use planning system, setting out the provincial land use policy direction that guides municipal decision-making.

Municipalities play a key role in implementing provincial land use policies through local official plans, zoning by-laws and other planning decisions. The Planning Act requires that decisions on land use planning matters be "consistent with" PPS policies.

The PPS, 2020 supports implementation of **More Homes, More Choice**: Ontario's Housing Supply Action Plan and includes key changes to:

- Encourage an increase in the mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater certainty
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The PPS, 2020 works together with other recent changes to the land use planning system – including changes to the Planning Act through Bill 108, More Homes, More Choice Act, 2019 and **A Place to Grow**: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

The PPS, 2020 policies will take effect on May 1, 2020. It will replace the Provincial Policy Statement, 2014. In accordance with section 3 of the Planning Act, all decisions affecting land use planning matters made after this date shall be consistent with the PPS, 2020. My ministry will be in touch to provide education and training for municipal staff to support implementation of the new policies.

.../2

For more information about the PPS, 2020, please visit ontario.ca/PPS where you will find:

- A digital version of the PPS, 2020
- A link to the decision notice on the Environment Registry of Ontario (ERO #019-0279)

If you have any questions about the Provincial Policy Statement, 2020, please contact the ministry at provincialplanning@ontario.ca or by calling 1-877-711-8208.

Sincerely,



Steve Clark
Minister

c: Planning Head, Planning Board Secretary-Treasurer, and/or Clerks

March 3, 2020

SENT VIA E-MAIL

Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Honourable Premier Ford:

SUBJECT: PROVINCIALY SIGNIFICANT WETLANDS DESIGNATION

At its regular meeting held on February 25, 2020, Council for the Municipality of West Nipissing passed resolution **2020/080**, attached hereto. The resolution supports a request circulated by the Village of Merrickville-Wolford, asking the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries.

We trust the enclosed is self-explanatory.

Respectfully,



Deputy Clerk / Assistant to the
Chief Administrative Officer

\Encl.

cc: Minister of Natural Resources and Forestry
Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
Ontario Municipalities

FEBRUARY 25, 2020

Moved by / Proposé par :

Seconded by / Appuyé par :

WHEREAS the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry's practices and procedures when designating of Provincially Significant Wetlands;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

BE IT FURTHER RESOLVED THAT Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



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

VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1

Dear Premier Ford:

Re: Provincially Significant Wetlands Designation

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson
CAO/Clerk/Director, Economic Development

- c. Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Andy Brown, CAO of the United Counties of Leeds and Grenville
Association of Municipalities of Ontario
Rural Ontario Municipal Association
All Ontario municipalities



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 - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;



VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated


J. Douglas Struthers, Mayor

Rodney & District Horticultural Society

February 18, 2020

RECEIVED

FEB 25 2020

Mayor Duncan McPhail & Councillors
P.O. Box 490
22413 Hoskins Line
Rodney, ON N0L 2C0

Dear Mayor McPhail and Councillors;

We cordially invite you to attend our celebration!

The Rodney and District Horticultural Society is celebrating our 100th Anniversary. Our Society was officially organized on April 13th, 1920 and our celebration will be held on Tuesday, April 21, 2020 at 7:00p.m. in the Rodney United Church, 221 Stinson St. Rodney, ON.

Carolyn Guest, our guest speaker, has been a long standing member since 1974. Carolyn will highlight the history of the Rodney and District Horticultural Society.

We will have displays, gifts, and of course, refreshments. Please contact me at my address below. We look forward to seeing you at our celebration!

Yours Truly,



Carol Pepper
President

Carol Pepper, President
21140 Marsh Line, Rodney, ON N0L 2C0
capepper43@gmail.com



MUNICIPALITY OF
West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-25

Being a By-Law to Adopt the 2020 Budget for the Municipality of West Elgin

Whereas pursuant to the *Municipal Act, 2001, c. 25, s.290(1)*, as amended, a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality including;

- a) Amounts sufficient to pay all debts of the municipality falling due within the year;
- b) Amounts required to be raised for sinking funds or retirement funds; and
- c) Amounts required for any board, commission or other body.

Now Therefore the Council of the Municipality of West Elgin enacts as follows:

1. That the estimates of all sums for the purposes set out in Schedule “A”, attached hereto and forming an integral part of this by-law, are hereby adopted as the Operating and Capital budget for the year 2020 for the Municipality of West Elgin.
2. This By-Law takes effect upon the date of passing.

Read a first, second, and third time and finally passed this 12th day of Marc, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Municipality of West Elgin - 2020 Budget Summary

Levy Increase **13.64%**Rate Increase **3.01%**

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>
Revenues			
Taxation	- 3,571,924.45	-\$ 3,245,826.03	-\$ 3,369,945.67
Local Improvements	- 40,520.60	- 100,852.40	- 95,798.10
PIL	- 58,000.00	- 58,139.32	- 53,000.00
GRANTS:			
OMPF Funding	- 1,838,600.00	- 1,881,100.00	- 1,881,100.00
OCIF Funding (Ontario Community Infrastructure Funding)	- 225,658.00	- 188,048.00	- 225,658.00
Ontario Invests - Improve Service Delivery & Efficiency	-	- 553,560.00	- 553,560.00
Ontario Cannabis	- 15,000.00	- 15,000.00	-
CANADA DAY	- 5,000.00	- 5,000.00	-
Other Revenue	- 230,100.00	- 242,495.35	- 258,850.00
Prior Year-Surplus	-	-	- 207,562.00
	\$ (5,984,803.05)	\$ (6,290,021.10)	\$ (6,437,911.77)
Departmental Summaries			
Council	105,998.37	\$ 103,224.30	\$ 125,486.51
Administration	856,012.92	806,791.19	1,167,003.22
Buildings	106,169.84	59,651.26	139,620.41
MTO	29,659.07	28,424.59	30,736.36
Fire	498,651.46	416,506.03	422,091.05
Policing	896,000.00	901,612.27	1,001,103.90
Building Inspection	12,400.00	16,241.89	3,030.00
By-law Enforcement	16,728.76	16,842.95	10,712.86
Emergency Measures	49,390.00	19,729.18	10,000.00
Animal Control	0.00	- 7,877.11	- 1,159.36
Conservation Authority	64,289.00	63,368.00	63,368.00
Transit	8,843.93	29,491.38	13,230.69
Roads	1,804,859.98	1,397,123.53	2,607,655.99
Sidewalks	62,500.00	10,134.22	60,000.00
Streetlights	35,000.00	-	35,000.00
Garbage Collection	58,862.63	27,358.31	57,998.65
Landfill	140,063.42	152,072.98	164,000.59
Sewage - Rodney	- 0.00	-	-
Sewage - West Lorne	- 0.00	-	-
Water	-	-	-
Cemeteries	600.00	-	600.00
Arena	200,386.34	151,071.57	101,850.48
Parks & Recs	695,565.79	526,407.89	571,501.96
PGTP	-	2.00	-
Library	4,646.50	- 16,394.79	- 3,812.28
Drainage	29,715.12	39,624.01	30,451.74
Planning & Zoning	38,281.33	38,247.61	55,913.58
Economic Development	4,000.00	1,335.09	17,700.00
Total Departmental Summaries	\$ 5,718,624.46	\$ 4,780,988.35	\$ 6,684,084.34
Transfers to Reserves	225,658.00	-	847,380.00
Transfers from Reserves	-	-	(1,189,350.67)
Debenture Payments	40,520.60	-	95,798.10
	\$ 266,178.60	\$ -	-\$ 246,172.57
Net Deficit/(Profit)	\$ 0.00	-\$ 1,509,032.75	0.00

MUNICIPALITY OF WEST ELGIN

2020 CAPITAL SUMMARY

	BUDGET 2020
Administration General	
Security cameras	10,000.00
Keyless access control	35,000.00
Asset Management Software	80,000.00
Document Management Software	-
Server upgrade	-
Letter and paper folding machine	-
	125,000
Buildings	
Municipal Office - Roof and ceiling repairs & council chambers reno, accessible washrooms	300,000
Old Town Hall Building	675,000
	975,000
Transit	
Transit Bus	70,000
Libraries	
West Lorne Complex - Lighting retro fit	30,000
Rodney Library	-
	30,000
Arena	
Drain repair and eavestrough	10,000
Security cameras	10,000
Keyless Access Control	15,000
Floor scrubber	-
Flooring for warmroom - rubber flooring	-
Boards repair	30,000
Food booth renovations	-
Dressing room flooring	-
Skate sharpener	-
	65,000

MUNICIPALITY OF WEST ELGIN

2020 CAPITAL SUMMARY

	BUDGET 2020
Fire	
BUNKER GEAR replacement - see WL & Rodney Fire Operating Budget - Equipment Maintenance	-
MSA ULTRA THERMAL IMAGING CAMERA	-
TANKER - replacement	-
	-
Parks & Recreation	
PLAYGROUND EQUIPMENT - Purchase of the new equipment at Miller Park	170,000
Keyless Access Control - Rec Centre	30,000
Tennis Court	50,000
Rec Centre - Tables and Chairs (21T & 200C) Total of 60 tables and 550 chairs	11,000.00
Baseball Diamond Lighting	-
Lawn Bowling Porch & Roof replacement	15,000.00
Recreation Centre Ceiling replacement	30,000.00
Old Jail - Accessibility	-
Rec Centre/Pool accessible washrooms	-
Washroom Facility (replacing grandstand)	-
PICKUP #1 - replacement	-
PICKUP #2 - replacement	-
PICKUP #3 - replacement	-
Bridge at the Marina	20,000.00
Replace Kubota lawnmower (trade in value will offset the cost of the equipment)	-
Pool - Filters	35,000.00
Fish Cleaning Station	-
	361,000
Port Glasgow Trailer Park	
Pavillion ceiling	18,000
Consulting & engineering for septic system	180,000
Replace lawn mower - JD (880 hrs - 5 yrs old)	-
Tractor (case)	-
Replace Kubota lawnmower	-
Refurbish war monument & install gates	15,000
Accessible Lookout	-
South washroom steel roof (near laundry building)	-
Splash pad	-
Replacement of waterline - one street at a time	-
	213,000

MUNICIPALITY OF WEST ELGIN

2020 CAPITAL SUMMARY

	BUDGET 2020
Roads	
GRADER 2 (Champion)	45,000.00
PICKUP 1	-
PICKUP 3	-
PICKUP 4	-
TRACTOR #5 - Upgrade	8,250.00
TRUCK 7	-
TRUCK 8	-
TRUCK 9	-
BACKHOE#10 - upgrade @ 1500 hrs	-
TRUCK 11	-
TRUCK 12	280,000.00
PICKUP 15	-
CHIPPER 16	-
TRUCK #17	-
LOADER #18	-
VACUUM TRAILER #19	-
EXCAVATOR #140	-
DOZER #308	-
ROADSIDE MOWER	-
BLACKS RD RECONSTRUCTION - FGT portion between queens line and 401	125,000.00
DUNBOROUGH RESURFACE (50/50 WITH D/D)	-
Road Construction - Pioneer Line (West of Furnival)	-
Road Construction - McLean Line (Blacks Rd West to Clatchan)	-
Road Construction - Gibb Line (West end from Blacks Rd to Clatchan Rd.)	-
RIDOUT STREET PAVING (Queen St to Centre St) -	55,000.00
MUNROE STREET PAVING (Graham Rd to Wellington Street) - FGT	70,000.00
VILLAGE STREET PAVING -	-
PUBLIC WORKS LUNCHROOM	-
RESURFACING OF SURFACE TREATED ROADS - Marsh line (from Kerr to Graham)	200,000.00
SURFACE TREATED ROADS	-
BRIDGE GUARDRAIL	-
RODNEY DOWNTOWN REVITALIZATION/COUNTY	-
WEST LORNE - MAIN STREET DESIGN & CONSULT (Ridge St to Graham St)	-
BLACKS RD SURFACE TREAT - 401 to Johnston Line	-
CULVERT REPLACEMENT - various locations	-
CAPITAL - DRAIN REPLACEMENT CSP #2	20,000.00
CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	20,000.00
CAPITAL - BRIDGE #6 REPLACEMENT (BLACKS@MCDUGALL)	30,000.00
	853,250

MUNICIPALITY OF WEST ELGIN

2020 CAPITAL SUMMARY

	BUDGET 2020
Sewer Maintenance - Rodney	
Rehabilitation of Waste Water Plant	-
Aeration System Upgrade	
Alum Tank Replacement	
Mechanical Bar Screen Replacement	
Clarifier Replacement	
Lagoon Clean-out	148,000
Lagoon Decant Upgrade	-
Filter Sand Replacement	15,000
Process Pumps and Motor Rebuilds	<u>10,000</u>
	173,000
Sewer Maintenance - West Lorne	
Collection System Flushing	<u>10,000</u>
	10,000
Sidewalks & Street Lights	
SIDEWALKS -FGT - Rodney (TBD)	50,000
Water	
Fire flow testing/hydrant painting	-
Waterline Extension	50,000
AMR (Automatic Meter Reading) - Software, handheld equipment and training	-
Meter Replacement -	60,000
Todd Place water line replacement	540,000
Cast iron main behind library (Rodney)	200,000
Bulk water station at Colley/Crinan	-
Vehicle replacement	-
Pick up truck replacement	-
Replace watermain - Chestnut St. (from Graham to Ridge St)	-
Water Tower Exterior Painting	
Replace Ridout watermain (Centre St. to dead end)	<u>-</u>
	850,000
	\$ 3,775,250

Municipality of West Elgin - Reserves

Acct No.	Description	2019 Budget			2020 Budget			Beg. Balance
		Beg. Balance	FROM	TO	Beg. Balance	FROM	TO	
01-3000-3014	Tax Rate Stabilization	1,208,070.77			\$ 1,208,070.77	(700,000.00)		\$ 508,070.77
01-3000-3001	Working Capital	760,227.53			\$ 760,227.53			\$ 760,227.53
01-3000-3002	Contingency	456,470.28	(45,000.00)	553,560.00	\$ 965,030.28	(275,000.00)		\$ 690,030.28
01-3000-3030	Prior Year Unused Capital	370,728.14	(291,584.95)		\$ 79,143.19	(52,500.00)		\$ 26,643.19
01-3000-3003	Vehicle Replacement	452,819.65	(43,000.00)	200,000.00	\$ 609,819.65	(333,250.00)	206,000.00	\$ 482,569.65
	General	337,513.98			\$ 337,513.98			\$ 337,513.98
	County	39,262.82			\$ 39,262.82			\$ 39,262.82
	Monroe St.	44,100.00			\$ 44,100.00			\$ 44,100.00
01-3000-3005	Recreation	6,400.00		10,000.00	\$ 16,400.00			\$ 16,400.00
	Dog Park	-			\$ -		13,188.22	\$ 13,188.22
01-3000-3006	Parkland - West Lorne	22,061.82			\$ 22,061.82			\$ 22,061.82
01-3000-3019	Parkland - Rodney	100,000.00			\$ 100,000.00			\$ 100,000.00
01-3000-3017	Trailer Park	243,893.47			\$ 243,893.47	(148,895.52)		\$ 94,997.95
01-3000-3011	Marina Washrooms	50,000.00			\$ 50,000.00			\$ 50,000.00
01-3000-3025	Marina Pier Extension	400,000.00			\$ 400,000.00			\$ 400,000.00
01-3000-3026	Haven Lake Road	60,000.00	(60,000.00)		\$ -			\$ -
01-3000-3007	Waste Management	87,844.00			\$ 87,844.00			\$ 87,844.00
	Landfill Transition - Transfer Station	-		-	\$ -			\$ -
	Landfill Closure	667,919.00		50,000.00	\$ 717,919.00			\$ 717,919.00
01-3000-3013	Water Construction - General	96,701.52			\$ 96,701.52			\$ 96,701.52
01-3000-3008		50,000.00			\$ 50,000.00			\$ 50,000.00
01-3000-3203	West Elgin Water	2,017,053.74	(505,000.00)	32,067.26	\$ 1,544,121.00	(843,034.63)		\$ 701,086.37
01-3000-3004	Fire - Trucks	81,833.92		20,000.00	\$ 101,833.92		50,000.00	\$ 151,833.92
01-3000-3020	Fire - Communications	-		20,000.00	\$ 20,000.00		50,000.00	\$ 70,000.00
01-3000-3012	West Lorne Community Improvement	25,748.24			\$ 25,748.24			\$ 25,748.24
01-3000-3022	Downtown Improvement	250,000.00			\$ 250,000.00			\$ 250,000.00
01-3000-3027	Economic Development	-		10,000.00	\$ 10,000.00			\$ 10,000.00
	Website Development	10,000.00		10,000.00	\$ 20,000.00			\$ 20,000.00
	Election	-		10,000.00	\$ 10,000.00			\$ 10,000.00
01-3000-3018	West Lorne Heritage Homes & Hub	206,766.00			\$ 206,766.00			\$ 206,766.00
01-3000-3021	Policing	209,766.15			\$ 209,766.15			\$ 209,766.15
01-3000-3023	Insurance	100,000.00			\$ 100,000.00			\$ 100,000.00
01-3000-3024	Municipal Buildings	465,859.00		50,000.00	\$ 515,859.00	(300,000.00)		\$ 215,859.00
01-3000-3101	Federal Gas Tax	335,544.81	(79,020.48)	315,784.38	\$ 572,308.71	(325,000.00)	151,529.00	\$ 398,837.71
01-3000-3102	Provincial Gas Tax	76,821.26		5,000.00	\$ 81,821.26	(70,000.00)	50,188.00	\$ 62,009.26
01-3000-3201	Rodney Sewage	357,693.78	(25,671.00)	230,666.85	\$ 562,689.63	(151,250.70)	-	\$ 411,438.93
01-3000-3202	West Lorne Sewage	483,492.65	(494,206.80)	6,770.43	\$ (3,943.72)			\$ (3,943.72)
		\$ 10,074,592.53	\$ (1,543,483.23)	\$ 1,523,848.92	\$ 10,054,958.22	\$ (2,498,930.85)	\$ 520,905.22	\$ 7,376,932.59

Municipality of West Elgin - Miscellaneous Revenue

	<u>2020 Budget</u>	<u>2019 YTD Actuals :</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-6100-6101 TAX CERTIFICATES	- 9,500.00	- 9,815.90	- 6,000.00	- 6,065.00	- 7,500.00
01-6100-6102 PHOTOCOPIES	- 100.00	- 14,888.89	- 50.00	- 12.50	- 100.00
01-6100-6103 911 SIGNS	- 100.00	- 110.00	- 500.00	- 330.00	- 500.00
01-6100-6104 BURIAL PERMITS	- 900.00	- 1,040.00	- 600.00	- 600.00	- 600.00
01-6100-6105 MARRIAGE LICENCES	- 3,800.00	- 3,920.00	- 3,000.00	- 3,150.00	- 2,500.00
01-6100-6106 POA	- 25,000.00	- 25,343.55	- 20,000.00	- 42,755.75	- 40,000.00
01-6100-6107 YACHT CLUB-SEWAGE AGREEME	- 2,500.00	- 2,500.00	- 2,500.00	- 2,500.00	- 2,500.00
01-6100-6108 MISC - NSF CHEQUES-FAX-COPIES-MAPS	- 500.00	- 690.25	- 5,000.00	- 18,314.61	- 1,500.00
01-6100-6109 TAX SALE	-	-	-	- 7,804.22	-
01-6100-6110 INTEREST	- 62,000.00	- 58,576.03	- 80,000.00	- 121,874.19	- 80,000.00
01-6100-6111 TAX - PENALTY & INTEREST - CURRENT	- 39,000.00	- 39,706.85	- 38,000.00	- 37,987.19	- 135,000.00
01-6100-6112 TAX - PENALTY & INTEREST - PREVIOUS	- 71,000.00	- 71,251.66	- 92,000.00	- 92,054.36	-
01-6100-6120 ADMINISTRATION FEES	- 11,000.00	- 6,000.00	- 11,000.00	- 10,081.08	- 15,000.00
01-6100-6121 REPRINT OF TAX/WATER BILL	- 700.00	- 770.00	- 200.00	-	-
01-6100-6150 PROCEEDS ON ASSET DISPOSAL	-	- 1.00	-	-	-
01-6100-6190 REBATES (WSIB & LAS Rebate) Note 1	- 4,000.00	- 7,881.22	-	- 2,352.98	-
	<u>-\$ 230,100.00</u>	<u>-\$ 242,495.35</u>	<u>-\$ 258,850.00</u>	<u>-\$ 345,881.88</u>	<u>-\$ 285,200.00</u>

Note 1 Rebates

LAS offers consistent and predictable natural gas prices one year at a time and provide rebates to program members based on the difference of the forecast price at the beginning of a program and the actual price at the end of the year.

Rebates are based on an individual member's usage as a percent of the total program volume.

WSIB

Municipality of West Elgin - Council

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7000-7400 WAGES	72,589.84	71,376.44	84,000.00	53,499.00	57,000.00
01-7000-7401 CPP EXPENSE	1,531.20	1,505.60	1,680.00	463.19	570.00
01-7000-7403 EHT EXPENSE	1,415.54	1,391.88	1,680.00	695.48	741.00
01-7000-7440 CONFERENCES/SEMINARS/MEETINGS - Note 1	14,000.00	15,463.01	20,000.00	12,696.40	14,000.00
01-7000-7442 MILEAGE	3,500.00	3,470.25	6,000.00	3,522.20	5,000.00
01-7000-7443 MEALS	1,000.00	904.34	1,000.00	1,738.20	2,000.00
01-7000-7444 RECOGNITION AWARD - Note 2	7,000.00	4,135.00	7,050.00	2,934.20	4,000.00
01-7000-7447 ELECTION EXPENSE - Intelivote	1,461.80	1,437.36	-	23,601.79	30,000.00
01-7000-7614 EQUIPMENT RENTAL & MAINTENANCE	-	-	-	401.26	700.00
01-7000-7660 OTHER SUPPLIES - Note 3	3,500.00	3,540.42	4,076.48	6,190.73	2,800.00
01-7000-7900 TRANSFER TO RESERVES	-	-	-	-	-
	\$ 105,998.37	\$ 103,224.30	\$ 125,486.48	\$ 105,742.45	\$ 116,811.00

Note 1 Wages

includes 1.7% wage increase

Note 1 Conferences/Seminars/Meetings

ROMA, OGRA, AMO

Note 2 Recognition Award

Christmas Party

Hams & Turkeys

Other

Note 3 Other Supplies

Coffee, Cream and Hot Chocolate

Municipality of West Elgin - Administration

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7010-7400 WAGES - Note 1	454,410.02	395,097.00	444,726.74	370,699.61	395,000.00
01-7010-7401 CPP EXPENSE	18,176.40	14,938.47	22,681.06	14,670.66	15,800.00
01-7010-7402 EI EXPENSE	9,088.20	6,294.38	8,508.60	6,400.30	5,615.60
01-7010-7403 EHT EXPENSE	9,088.20	7,778.91	8,672.17	7,459.44	7,643.37
01-7010-7404 WSIB	13,632.30	12,521.47	14,008.89	12,230.26	11,710.44
01-7010-7405 LIFE INSURANCE	4,544.10	3,821.67	4,467.24	4,132.46	4,115.81
01-7010-7406 BENEFITS EXPENSE	31,808.70	26,483.73	35,578.14	24,847.26	35,482.53
01-7010-7407 OMERS EXPENSE	45,441.00	37,714.88	40,025.41	34,930.23	28,679.32
01-7010-7415 TRAINING - Note 7	10,000.00	5,274.51	15,000.00	10,711.81	6,000.00
01-7010-7440 CONFERENCES/SEMINARS/MEETINGS - Note 6	6,500.00	1,923.07	6,500.00	5,542.27	6,000.00
01-7010-7441 MEMBERSHIPS & DUES - Note 8	5,000.00	6,511.64	7,742.44	5,332.35	5,000.00
01-7010-7442 MILEAGE	2,500.00	2,948.35	3,000.00	2,747.25	4,500.00
01-7010-7443 MEALS	500.00	183.62	600.00	532.26	1,000.00
01-7010-7444 Employee Recognition	-	511.67	2,500.00	1,581.18	500.00
01-7010-7445 GRANTS/DONATIONS - Note 9	40,000.00	44,647.71	84,051.69	49,646.17	58,300.00
01-7010-7446 Staff Recruitment	5,000.00	289.54	2,000.00	7,625.88	6,500.00
01-7010-7448 TAX SALES	-	457.92	-	7,805.02	-
01-7010-7449 ASSET MANAGEMENT	5,000.00	468.10	5,000.00	100.50	30,000.00
01-7010-7450 HEALTH & SAFETY	1,000.00	246.31	1,000.00	23.87	-
01-7010-7451 MARRIAGE LICENSE	500.00	-	500.00	2,900.42	1,500.00
01-7010-7452 BOOT & CLOTHING ALLOWANCE	2,000.00	1,621.02	1,891.19	1,891.19	1,100.00
01-7010-7460 RODNEY X-MAS PARADE (included under Parks & Recs Programming)	-	4,705.29	2,000.00	4,039.35	3,500.00
01-7010-7461 CIVIC HOLIDAY (included under Parks & Recs Programming)	-	4,505.23	4,200.00	4,068.09	4,500.00
01-7010-7462 CANADA DAY (included under Parks & Recs Programming)	-	8,884.03	3,800.00	2,200.01	4,000.00
01-7010-7463 RODNEY FAIR (included under Parks & Recs Programming)	-	9,705.39	6,500.00	6,632.86	4,000.00
01-7010-7470 911 EMERGENCY	3,000.00	2,275.57	2,275.57	2,275.35	2,275.35
01-7010-7601 PHONE & INTERNET	5,000.00	9,788.99	6,000.00	10,678.95	9,000.00
01-7010-7602 SOFTWARE LICENSE - Note 5	25,000.00	22,971.81	25,000.00	19,651.96	15,350.00
01-7010-7610 EQUIPMENT LEASES - (Photocopier 5 yr lease exp. 2024)	1,824.00	1,264.38	1,919.08	-	-
01-7010-7611 EQUIPMENT MAINTENACE	5,000.00	4,388.12	3,500.00	3,514.44	2,000.00
01-7010-7613 EQUIPMENT PURCHASE - Note 3	25,000.00	7,802.47	20,100.00	7,669.56	10,000.00
01-7010-7618 SUBSCRIPTIONS - Note 4	2,000.00	254.40	255.00	-	-
01-7010-7650 OFFICE SUPPLIES	10,000.00	10,760.42	15,000.00	15,894.61	8,000.00
01-7010-7651 POSTAGE & COURIER	10,000.00	20,852.30	12,000.00	12,509.74	10,000.00
01-7010-7652 ADVERTISING	1,000.00	1,118.25	1,500.00	1,417.00	2,000.00
01-7010-7653 BANK CHARGES	4,000.00	4,031.28	3,500.00	20,787.69	27,000.00
01-7010-7675 LEGAL	30,000.00	32,460.98	70,000.00	76,314.94	20,000.00
01-7010-7676 AUDIT	25,000.00	24,931.20	25,000.00	21,193.60	20,000.00
01-7010-7678 SPECIAL PROJECTS - Surplus Lands	5,000.00	10,802.82	1,000.00	1,357.48	-
01-7010-7680 CONTRACTED SERVICES - IT	15,000.00	12,534.28	7,000.00	10,713.10	5,000.00

	<u>2020 Budget - Rev 3</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7010-7681 ASSET MANAGEMENT	95,000.00	5,841.02	95,000.00	-	-
01-7010-7677 CONSULTING SERVICES - HR Consulting	50,000.00	370.76			
01-7010-7682 STRATEGIC PLAN	-	-	20,000.00	-	-
01-7010-7699 BILLABLE	-	1,082.73	-	-	-
01-7010-7900 TRANSFER TO RESERVE	-	-	20,000.00	10,000.00	10,000.00
01-7010-7901 TRANSFER FROM RESERVES - Note 2	- 245,000.00	-	-	-	-
01-7010-8000 CAPITAL - VoIP Phones	-	7,462.68	8,000.00	8,904.00	13,000.00
01-7010-8001 CAPITAL - WEBSITE DEVELOPMENT	-	19,664.10	30,000.00	-	-
01-7010-8002 CAPITAL - E-AGENDA SOFTWARE	-	8,598.72	15,000.00	-	-
01-7010-8003 CAPITAL - ASSET MANAGEMENT SOFTWARE	80,000.00	-	60,000.00	-	-
01-7010-8004 CAPITAL - Security cameras	10,000.00	-			
01-7010-8005 CAPITAL - Keyless access control	35,000.00	-	-	-	-
	<u>\$ 856,012.92</u>	<u>\$ 806,791.19</u>	<u>\$ 1,167,003.22</u>	<u>\$ 811,633.12</u>	<u>\$ 794,072.42</u>

Notes:

Note 1 Wages

Based on current organizational structure with 1.7% increase (CAO/Clerk, Treasurer, Tax Collector, Deputy Clerk, A/P, Administrative Assistant, Admin/Records Management

Note 2 Transfer from Reserves

Ontario Invests Grant -

Asset Management Software	80,000.00
Asset Management	95,000.00
Equipment Purchase	25,000.00
Keyless access control	35,000.00
Security Cameras	10,000.00
	<u>\$ 245,000.00</u>

Note 3 Equipment Purchase

Smart TV for Council Chambers (2)	2,000.00
2 laptops & 1 desk top computer	8,000.00
Network Switch - Packetworks VLAN	3,500.00
UPS - Packetworks VLAN	1,050.00
Wireless Indoor Points - Staff/Public 5	900.00
Wireless Outdoor Points - Staff/Public 5	900.00
Wireless Bridge for Parks in West Lorne	260.00
Yubikey for 2FA	1,600.00
Server additional storage (from 2Tb to 6Tb)	1,400.00
Server additional RAM memory (32Gb to 64Gb)	1,500.00
Additional NAS backup drives	900.00
Other	2,990.00
	<u>\$ 25,000.00</u>

Note 4	Subscriptions	
	Server warranty extension (2 year)	\$ 2,000.00
Note 5	Software License	
	VoIP License	500.00
	Veem backup software renewal	900.00
	ESET antivirus renewal	350.00
	Office 365	5,000.00
	Keystone	12,500.00
	GIS	900.00
	TOMRMS	500.00
	Anti-virus	600.00
	Website	3,750.00
		<hr/>
		\$ 25,000.00
Note 6	Conferences & Seminars	
	MFOA (1,200.00
	OMTRA (Ontario Municipal Tax and Revenue Association)	2,500.00
	Other	2,800.00
		<hr/>
		\$ 6,500.00
Note 7	Training	
	AMCTO, Health & Safety, Asset Management	
Note 8	Memberships	
	Association of Municipalities of Ontario	3,000.00
	Municipal Employer Pension	200.00
	Local Authority Services	300.00
	Municipal Information Network	610.56
	Municipal Finance Membership	300.00
	Forest City Fire	300.00
	Other	289.44
		<hr/>
		\$ 5,000.00

Note 9	Grants and Donations		
			<u>In kind</u>
	Rodney-Aldbrough Agricultural Society	2,100.00	
	Arena Renaming	3,000.00	
	Crinnan Community Centre Parking Lot		5,000.00
	West Elgin Legion Br. 221	3,000.00	
	West Lorne Lawn Bowling Club	3,000.00	
	Backus Page House	3,000.00	
	Hanging Baskets	4,000.00	
	West Lorne Horticultural Society - Rental Fees		450.00
	West Lorne Optimist Car Show	500.00	25.00
	West Lorne Optimist Road Race	1,500.00	
	Playground Equipment		
	Community Band	450.00	
	West Lorne Santa Claus Parade	2,200.00	
	Quad County Support Services	2,000.00	
	Lori Parker - Community Charity Yard Sale		425.00
	Community Policing	1,050.00	200.00
	Tiny Tots - rental fees	-	200.00
	Rodney Kiwanis - rental fees		500.00
	WECHC - rental fees	-	2,700.00
		<u>\$ 25,800.00</u>	<u>\$ 9,500.00</u>

Municipality of West Elgin - Old Town Hall

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7012-6320 HALL RENT	-	-	600.00	-	600.00
01-7012-7500 HYDRO - Note 1	500.00	3,265.61	2,735.12	2,655.46	-
01-7012-7501 GAS	500.00	4,006.39	4,481.98	4,351.44	-
01-7012-7502 WATER	-	1,524.51	768.57	746.18	-
01-7012-7510 INSURANCE	1,696.00	-	1,597.50	1,500.00	-
01-7012-7515 BUILDING REPAIR & MAINTENANCE	2,000.00	2,167.25	3,000.00	2,860.84	-
01-7012-7516 JANITORIAL	-	720.00	500.00	-	-
01-7012-7677 CONSULTING SERVICES	2,150.00	-	-	-	-
01-7012-7901 TRANSFER FROM RESERVES - Note 3	- 650,000.00	-	-	-	-
01-7012-8000 CAPITAL - Renovations - Note 2	650,000.00	-	-	-	-
	<u>\$ 6,846.00</u>	<u>\$ 11,683.76</u>	<u>\$ 12,483.17</u>	<u>\$ 11,513.92</u>	<u>-\$ 600.00</u>

Note 1 Utilities

Assuming building will remain vacant

Note 2 Capital - Renovations

Assuming grant funding received and building will remain vacant

Note 3 Transfer from Reserves

Assuming project will be completed in 2020

Transfer from Building Reserves

Transfer from Tax Rate Stabilization Reserves

Municipality of West Elgin - Municipal Building

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7011-6322 BACK ST LOT (BELL)RENT	- 7,500.00	- 7,500.00	- 7,500.00	- 7,500.00	- 7,500.00
01-7011-7400 WAGES - Note 1	12,000.00	11,055.96	10,666.24	9,033.08	6,690.95
01-7011-7401 CPP EXPENSE	240.00	207.12	543.98	291.45	314.25
01-7011-7402 EI EXPENSE	240.00	250.54	312.76	209.87	226.47
01-7011-7403 EHT EXPENSE	240.00	215.60	207.99	176.11	193.40
01-7011-7404 WSIB	360.00	347.04	335.99	288.94	303.10
01-7011-7415 Training	100.00	122.11	-	-	-
01-7011-7431 WAGES TRANSFER OUT - Note 2	- 6,000.00	-	5,550.80	- 4,635.39	-
01-7011-7500 HYDRO	4,500.00	4,009.86	4,447.82	4,196.06	7,000.00
01-7011-7501 GAS	2,000.00	2,070.50	2,414.80	2,344.47	4,500.00
01-7011-7502 WATER	1,200.00	- 59.83	1,269.16	1,232.19	2,000.00
01-7011-7510 INSURANCE	37,743.84	32,799.50	29,989.30	28,185.43	30,000.00
01-7011-7515 BUILDING REPAIRS & MAINTENANCE	1,000.00	1,092.93	10,000.00	2,613.61	10,000.00
01-7011-7516 JANITORIAL SUPPLIES	3,000.00	3,257.11	2,000.00	3,993.54	5,000.00
01-7011-7520 GROUNDS MAINTENANCE	200.00	99.06	1,000.00	783.91	7,000.00
01-7011-7900 TRANSFER TO RESERVE	50,000.00	-	50,000.00	50,000.00	50,000.00
01-7011-7901 TRANSFER FROM RESERVES	- 300,000.00	-	50,000.00	-	-
01-7011-8000 CAPITAL - MUNICIPAL OFFICE RENO	300,000.00	-	50,000.00	-	-
	\$ 99,323.84	\$ 47,967.50	\$ 100,137.24	\$ 91,213.27	\$ 115,728.17

Note 1 Wages

Cleaning Staff - (2) - Municipal office and Rodney Library

Note 2 Wages Tranfer Out

Allocation of wages is based on hours and is completed at the end of the year

Note 3 Transfer from Reserves

Transfer from Building Reserves - see reserve schedule

Municipality of West Elgin - Service Ontario

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7240-6210 MTO - MGCS FUNDING	- 6,750.00	- 6,750.00	- 3,000.00	- 8,000.00	-
01-7240-6345 MTO - DRIVER LICENSE COMMISSION	- 21,500.00	- 22,628.50	- 29,000.00	- 34,671.02	- 26,000.00
01-7240-6346 MTO - HEALTH CARD SERVICES COMMISSION	- 3,000.00	- 2,975.68	- 4,000.00	- 3,912.10	- 6,200.00
01-7240-6347 MTO - HUNTING LICENCE COMMISSION	- 5,200.00	- 4,202.06	- 2,000.00	- 944.79	- 1,000.00
01-7240-6348 MTO - MISCELLANEOUS - Note 1	- 950.00	- 958.61	- 900.00	- 900.35	-
01-7240-7400 WAGES - Note 2	49,164.59	48,342.76	49,717.79	43,698.13	39,000.00
01-7240-7401 CPP EXPENSE	2,458.23	2,199.29	2,485.89	2,021.02	1,560.00
01-7240-7402 EI EXPENSE	983.29	1,019.78	994.36	941.54	390.00
01-7240-7403 EHT EXPENSE	983.29	952.30	994.36	867.50	780.00
01-7240-7404 WSIB	1,474.94	1,531.76	1,491.53	1,422.82	1,170.00
01-7240-7405 LIFE INSURANCE	491.65	492.62	497.18	572.96	390.00
01-7240-7406 BENEFITS EXPENSE	5,899.75	5,880.13	6,960.49	6,168.12	3,510.00
01-7240-7407 OMERS EXPENSE	3,933.17	3,878.70	4,474.60	4,003.16	2,730.00
01-7240-7415 Training	100.00	50.00	200.00	111.88	-
01-7240-7442 MILEAGE	100.00	100.48	100.00	-	100.00
01-7240-7450 HEALTH & SAFETY	100.00	-	100.00	30.42	-
01-7240-7452 BOOT & CLOTHING ALLOWANCE	270.17	270.17	270.17	270.17	300.00
01-7240-7650 OFFICE SUPPLIES	500.00	725.35	300.00	254.91	300.00
01-7240-7651 POSTAGE & COURIER	50.00	16.32	50.00	12.24	-
01-7240-7652 ADVERTISING	50.00	-	500.00	419.84	400.00
01-7240-7660 OTHER SUPPLIES - Note 3	500.00	479.78	500.00	464.48	500.00
01-7240-7680 CONTRACTED SERVICES	-	-	-	533.23	-
	\$ 29,659.07	\$ 28,424.59	\$ 30,736.37	\$ 13,364.16	\$ 17,930.00

Note 1 **MTO - Miscellaneous**
Drivers books

Note 2 **Wages**
Assuming 1.7% increase - 1 full-time and 1 part-time employee covering vacation and sick days

Note 3 **Other Supplies**
Driver's books

Municipality of West Elgin - Rodney Fire

	<u>2020 Budget</u>	<u>2020 Budget - Rev 1</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7050-6310 FIRE - REVENUE - Note 1	- 5,000.00	- 5,000.00	- 5,000.00	-	5,000.00	- 2,510.00	- 10,000.00
01-7050-6800 PROCEEDS ON ASSET DISPOSAL			-	-	-	175,650.03	-
01-7050-7400 WAGES - Note 2	77,000.00	77,000.00	65,000.00	57,254.42	63,557.69	62,007.50	73,000.00
01-7050-7403 EHT EXPENSE	1,540.00	1,540.00	1,300.00	750.47	1,057.49	845.99	1,012.60
01-7050-7404 WSIB	6,930.00	6,930.00	5,850.00	-	5,720.19	5,490.24	5,700.00
01-7050-7405 LIFE INSURANCE	5,522.27	5,522.27	4,550.00	4,106.16	4,200.00	4,150.79	4,100.00
01-7050-7410 PUBLIC EDUCATION	2,000.00	2,000.00	2,000.00	125.88	2,000.00	1,079.53	-
01-7050-7415 TRAINING - Note 4	5,000.00	5,000.00	5,000.00	5,258.77	8,000.00	2,218.46	8,000.00
01-7050-7430 WAGES TRANSFER IN	-	-	2,000.00	-	1,930.71	1,535.56	-
01-7050-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	500.00	500.00	163.05	500.00	30.53	-
01-7050-7441 MEMBERSHIPS & DUES	250.00	250.00	500.00	212.50	460.00	454.62	450.00
01-7050-7442 MILEAGE	1,500.00	1,500.00	1,500.00	1,376.86	1,000.00	658.84	1,000.00
01-7050-7443 MEALS	500.00	500.00	500.00	119.09	500.00	102.66	1,000.00
01-7050-7444 Employee Recognition	500.00	500.00	500.00	1,077.47	1,000.00	1,110.06	500.00
01-7050-7450 HEALTH & SAFETY	500.00	500.00	3,500.00	3,364.59	3,500.00	3,155.37	200.00
01-7050-7452 UNIFORMS	-	-	-	9,507.95	1,000.00	264.58	-
01-7050-7500 HYDRO	3,500.00	3,500.00	3,500.00	4,009.86	1,800.00	1,832.09	5,300.00
01-7050-7501 GAS	3,500.00	3,500.00	3,000.00	4,124.55	2,800.00	3,362.47	2,300.00
01-7050-7502 WATER	500.00	500.00	500.00	439.44	200.00	436.06	200.00
01-7050-7510 INSURANCE	9,526.37	8,147.38	8,000.00	7,190.74	9,700.00	9,647.61	6,300.00
01-7050-7515 BUILDING REPAIRS & MAINTENANCE	2,000.00	2,000.00	2,000.00	1,692.38	4,000.00	1,603.50	4,000.00
01-7050-7516 JANITORIAL	500.00	500.00	500.00	-	500.00	324.55	-
01-7050-7601 PHONE & INTERNET	2,000.00	2,000.00	2,000.00	2,153.17	3,000.00	2,640.82	2,300.00
01-7050-7602 SOFTWARE LICENSE	1,000.00	1,000.00	1,000.00	652.28	1,450.00	1,431.77	-
01-7050-7611 EQUIPMENT MAINTENANCE	5,000.00	5,000.00	2,000.00	3,101.83	8,000.00	8,292.25	5,000.00
01-7050-7613 EQUIPMENT PURCHASE - Note 3	27,700.00	21,700.00	10,000.00	2,351.53	15,000.00	17,486.91	20,000.00
01-7050-7614 EQUIPMENT RENTAL	700.00	700.00	700.00	750.01	300.00	478.99	250.00
01-7050-7615 RADIO LICENCING	8,500.00	8,500.00	8,000.00	8,678.44	7,000.00	6,942.94	500.00
01-7050-7621 HYDRANTS RENTAL	19,600.00	19,600.00	19,600.00	-	19,600.00	19,600.00	19,500.00
01-7050-7650 OFFICE SUPPLIES	500.00	500.00	500.00	148.67	1,500.00	1,501.03	1,000.00
01-7050-7651 POSTAGE & COURIER	100.00	100.00	100.00	28.72	500.00	808.82	500.00
01-7050-7652 ADVERTISING	500.00	500.00	500.00	348.47	300.00	127.20	-
01-7050-7660 OTHER SUPPLIES	500.00	500.00	500.00	2,207.98	-	2,367.00	-
01-7050-7680 CONTRACTED SERVICES	10,000.00	10,000.00	10,000.00	10,380.06	10,000.00	9,923.76	17,000.00
01-7050-7701 FUEL - GAS	500.00	500.00	500.00	541.10	500.00	584.58	2,100.00
01-7050-7702 FUEL - DIESEL	2,500.00	2,500.00	2,500.00	1,734.42	2,200.00	2,146.71	-
01-7050-7705 VEHICLE - REPAIRS & MAINTENANCE	15,000.00	15,000.00	15,000.00	11,786.95	15,000.00	8,087.16	20,000.00
01-7050-7900 TRANSFER TO RESERVE	50,000.00	50,000.00	50,000.00	-	20,000.00	27,000.00	-
01-7050-8050 CAPITAL - EXTRACTOR	-	-	-	4,935.36	7,000.00	-	-
	\$ 260,368.64	\$ 252,989.65	\$ 228,100.00	\$ 150,573.17	\$ 219,776.08	\$ 382,870.98	\$ 191,212.60

Note 1 **Fire Revenue**
Assuming ARIS (Authorized Requester Information Services) agreement completed by end of 2019

Note 2 **Wages**
Based on the number of calls & training days (approx 20 firefighters) + p/t fire chief salary

Note 3 **Equipment Purchase**

Turn out gear - 4 sets - \$2,500 per set	10,000.00
Dryer	4,700.00
Carbon fiber bottles (5 bottles)	5,000.00
Pressure washer	6,000.00
Cut off saw	<u>2,000.00</u>
	\$ 27,700.00

Note 4 **Training**

First aid and CPR with Defibulator	3,000.00
Various training	<u>2,000.00</u>
	\$ 5,000.00

Municipality of West Elgin - West Lorne Fire

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7060-6310 FIRE - REVENUE - Note 1	- 5,000.00	- 50.00	- 5,000.00	- -	5,000.00
01-7060-7400 WAGES - Note 2	85,000.00	66,795.86	66,873.56	65,242.50	65,000.00
01-7060-7403 EHT EXPENSE	1,700.00	952.54	912.79	890.53	800.00
01-7060-7404 WSIB	7,650.00	-	6,018.62	6,068.16	5,200.00
01-7060-7405 LIFE INSURANCE	4,500.00	4,207.68	4,200.00	3,768.17	4,100.00
01-7060-7410 PUBLIC EDUCATION	2,000.00	340.97	2,000.00	1,212.85	-
01-7060-7415 TRAINING	5,000.00	7,009.57	8,000.00	3,682.39	8,000.00
01-7060-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	840.69	500.00	30.53	-
01-7060-7441 MEMBERSHIPS & DUES	250.00	212.50	460.00	454.62	450.00
01-7060-7442 MILEAGE	1,500.00	3,417.95	3,000.00	4,424.87	2,000.00
01-7060-7443 MEALS	500.00	482.03	500.00	879.70	1,000.00
01-7060-7444 EMPLOYEE RECONGITION	500.00	1,077.48	1,000.00	752.41	600.00
01-7060-7450 HEALTH & SAFETY	500.00	493.25	3,000.00	2,478.23	2,000.00
01-7060-7452 UNIFORMS	-	11,509.41	10,000.00	61.97	-
01-7060-7500 HYDRO	2,500.00	2,515.28	2,500.00	4,830.24	3,000.00
01-7060-7501 GAS	1,500.00	-	2,000.00	1,416.27	2,000.00
01-7060-7502 WATER	500.00	615.91	500.00	559.01	500.00
01-7060-7510 INSURANCE	8,292.82	7,564.14	9,000.00	8,532.58	-
01-7060-7515 BUILDING REPAIRS & MAINTENANCE	2,000.00	1,703.16	4,000.00	10,708.98	4,000.00
01-7060-7516 JANITORIAL	500.00	784.56	1,500.00	1,243.12	-
01-7060-7601 PHONE & INTERNET	2,000.00	1,948.54	2,500.00	2,313.97	2,500.00
01-7060-7602 SOFTWARE LICENSE	1,000.00	652.28	1,450.00	1,431.76	-
01-7060-7611 EQUIPMENT MAINTENACE	5,000.00	2,760.77	8,000.00	6,307.39	5,000.00
01-7060-7613 EQUIPMENT PURCHASE - Note 3	21,790.00	3,217.32	12,000.00	22,735.78	20,000.00
01-7060-7614 EQUIPMENT RENTAL	1,200.00	1,225.12	600.00	758.08	700.00
01-7060-7615 RADIO LICENCING	8,500.00	8,678.45	6,800.00	6,942.92	500.00
01-7060-7650 OFFICE SUPPLIES	500.00	283.32	1,500.00	881.98	2,000.00
01-7060-7651 POSTAGE & COURIER	100.00	58.59	500.00	103.45	500.00
01-7060-7652 ADVERTISING EXPENSE	500.00	348.48	300.00	127.20	-
01-7060-7660 OTHER SUPPLIES	500.00	1,734.65	-	2,406.82	-
01-7060-7680 CONTRACTED SERVICES	10,000.00	10,650.39	10,000.00	10,116.85	17,000.00
01-7060-7701 FUEL - GAS	100.00	292.57	500.00	206.62	2,100.00
01-7060-7702 FUEL - DIESEL	2,200.00	2,135.87	2,200.00	1,538.99	-
01-7060-7705 VEHICLE - REPAIR & MAINTENANCE	15,000.00	12,830.48	15,000.00	10,398.01	15,000.00
01-7060-7900 TRANSFER TO RESERVES	50,000.00	-	20,000.00	124,207.66	10,000.00
01-7060-8000 CAPITAL - SCBA REPLACEMENT	-	108,643.05	-	792.34	125,000.00
CAPITAL - MSA ULTRA THERMAL IMAGING CAMERA	-	-	-	-	-
	\$ 238,282.82	\$ 265,932.86	\$ 202,314.97	\$ 308,506.95	\$ 293,950.00

Note 1	Fire Revenue		
	Assuming ARIS agreement completed by end of 2019		
Note 2	Wages		
	Based on the number of calls & training days (approx 20 firefighters + salary of p/t fire chief)		
Note 3	Equipment Purchase		
	Turn out gear - 4 sets - \$2,500 per set (10 yrs life expectancy)	\$	10,000.00
	Turn out gear dryer (CMJ Megablast 1500 FDD)	\$	4,700.00
	MSA-HCN Detector	\$	695.00
	GX2 Test stand	\$	3,695.00
	Gas for test stand	\$	500.00
	Desktop computer	\$	2,000.00
	Digital camera	\$	200.00
		\$	21,790.00
Note 4	Training		
	First aid and CPR with Defibulator		3,000.00
	Various training		2,000.00
		\$	5,000.00

Municipality of West Elgin - Policing

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7090-7440 CONFERENCES/SEMINARS/MEETINGS	-	-	-	502.27	500.00
01-7090-7680 CONTRACTED SERVICES	890,000.00	895,503.47	995,103.90	983,398.73	981,308.46
01-7090-7681 COURT COSTS	6,000.00	6,108.80	6,000.00	5,773.79	23,990.00
01-7090-7900 TRANSFER TO RESERVE	-	-	-	-	-
	<u>\$ 896,000.00</u>	<u>\$ 901,612.27</u>	<u>\$ 1,001,103.90</u>	<u>\$ 989,674.79</u>	<u>\$ 1,005,798.46</u>

Municipality of West Elgin - Building Inspection

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7120-6330 SEPTIC PERMITS	- 4,800.00	- 4,025.00	- 5,500.00	- 11,625.00	- 5,000.00
01-7120-6331 BUILDING PERMITS	- 50,000.00	- 44,509.59	- 57,000.00	- 46,613.12	- 45,000.00
01-7120-6332 PLUMBING PERMITS	-	-	200.00	- 210.00	- 200.00
01-7120-6333 SEPTIC - CLEARANCE CERTIFICATE	-	- 100.00	- 500.00	-	- 500.00
01-7120-7415 TRAINING	200.00	485.90	200.00	305.28	200.00
01-7120-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	426.12	900.00	-	-
01-7120-7441 MEMBERSHIPS & DUES	400.00	287.13	400.00	253.57	400.00
01-7120-7442 MILEAGE	3,100.00	3,666.07	3,000.00	5,479.94	3,000.00
01-7120-7452 BOOT & CLOTHING ALLOWANCE	-	-	-	-	-
01-7120-7601 PHONE & INTERNET	300.00	245.55	350.00	376.42	300.00
01-7120-7618 SUBSCRIPTIONS & PUBLICATIONS	300.00	121.25	500.00	420.48	-
01-7120-7650 OFFICE SUPPLIES	200.00	160.16	200.00	121.99	200.00
01-7120-7652 Advertising	200.00	149.48	200.00	146.45	-
01-7120-7680 CONTRACTED SERVICES	<u>62,000.00</u>	<u>59,334.82</u>	<u>60,480.00</u>	<u>66,987.82</u>	<u>82,000.00</u>
	\$ 12,400.00	\$ 16,241.89	\$ 3,030.00	\$ 15,643.83	\$ 35,400.00

Municipality of West Elgin - By-Law Enforcement

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7140-6108 BY-LAW ENFORCEMENT	-\$ 500.00	-\$ 250.00	-\$ 500.00	-\$ 482.92	\$ -
01-7140-7370 BY-LAW ENFORCEMENT	100.00	59.05	-	-	-
01-7140-7400 WAGES - Note 1	14,746.50	14,708.43	9,394.84	3,524.35	1,700.00
01-7140-7401 CPP EXPENSE	-	-	479.14	121.15	46.15
01-7140-7402 EI EXPENSE	294.93	333.31	179.74	81.92	38.80
01-7140-7403 EHT EXPENSE	294.93	286.81	183.20	68.71	33.14
01-7140-7404 WSIB	442.40	461.65	295.94	112.77	51.89
01-7140-7415 Training	100.00	61.06	-	-	-
01-7140-7442 MILEAGE	1,000.00	1,097.48	500.00	321.77	500.00
01-7140-7601 PHONE & INTERNET	100.00	-	180.00	180.00	900.00
01-7140-7650 OFFICE SUPPLIES	100.00	75.30	-	-	-
01-7140-7651 POSTAGE & COURIER	50.00	9.86	-	-	-
	<u>\$ 16,728.76</u>	<u>\$ 16,842.95</u>	<u>\$ 10,712.86</u>	<u>\$ 3,927.75</u>	<u>\$ 3,269.98</u>

Note 1 **Wages**
1 p/t position 2 days per week

Municipality of West Elgin - Emergency Measures

	<u>2020 Budget</u>	<u>2019 Actuals as of</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7121-7622 Emergency Measures - Note 1	\$ 49,390.00	19,729.18	10,000.00	4,864.35	6,500.00

Note 1	Emergency Measures -	
	CEMC (Community Emergency Measures Coordinator)	39,390.00
	Mileage, workshops and training	<u>10,000.00</u>
		\$ 49,390.00

Municipality of West Elgin - Animal Control

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7150-6340 DOG LICENCES - Note 1	-\$ 36,800.00	-\$ 39,516.95	-\$ 33,000.00	-\$ 32,895.00	-\$ 24,000.00
01-7150-6341 KENNEL LICENSE	- 300.00	- 300.00	-	-	-
01-7150-6342 LIVESTOCK CLAIMS	- 2,000.00	- 2,223.45	- 2,000.00	-	- 2,000.00
01-7150-7476 LIVESTOCK CLAIMS	3,000.00	2,598.09	4,000.00	-	4,000.00
01-7150-7602 SOFTWARE LICENSE	1,000.00	654.58	-	-	-
01-7150-7652 ADVERTISING EXPENSE	200.00	50.37	200.00	153.94	-
01-7150-7660 OTHER SUPPLIES & SERVICES	-	806.73	2,500.00	1,077.71	2,500.00
01-7150-7680 CONTRACTED SERVICES	19,211.78	18,890.64	18,890.64	18,340.44	18,340.44
01-7150-7681 Animal Control - Cats	2,000.00	1,729.92	-	-	-
01-7150-7683 COMMISSION	-	9,177.96	8,250.00	8,227.30	-
01-7150-7777 BAD DEBT EXPENSE	500.00	255.00	-	-	-
01-7150-7900 TRANSFER TO RESERVES	13,188.22	-	-	-	-
	<u>\$ 0.00</u>	<u>-\$ 7,877.11</u>	<u>-\$ 1,159.36</u>	<u>-\$ 5,095.61</u>	<u>-\$ 1,159.56</u>

Note 1 **Dog Licences**
Based on 920 dog tags sold in 2019

Municipality of West Elgin - Conservation Authority

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7100-7695 GENERAL LEVY - CONSERVATION AUTHORITY	\$ 64,289.00	\$ 63,368.00	\$ 63,368.00	\$ 61,423.00	\$ 61,423.00

Municipality of West Elgin - Transit

	Option#1	Option#2						
	No Increase	Increase	With \$2 (Round Trip)					
	<u>2020 Budget</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>		
01-7280-6121 DONATIONS/MISC REVENUE	\$ -	\$ -	\$ -	\$ -	-\$ 1,005.04	\$ -		
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES - Note 1	- 22,022.30	- 20,265.09	- -	20,694.16	- 9,099.36	- 17,722.02		
01-7280-6212 GRANTS - Provincial Gas Tax - Note 2	- 35,454.00	- 35,454.00	- 35,454.00	- 35,454.00	- 35,705.00	- 35,707.00		
01-7280-6213 GRANTS - Public Transit Stream - Note 3	- 45,188.00	- 45,188.00	- -	-	-	-		
01-7280-6355 BUS TRIP FEES - Note 4	- 11,500.00	- 13,836.00	- 11,260.00	- 10,000.00	- 21,115.34	- 20,000.00		
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 7,000.00	- 7,000.00	- 7,070.55	- 10,000.00	-	-		
			-					
01-7280-7400 WAGES - Note 5	\$ 48,196.42	\$ 48,196.42	\$ 46,263.36	\$ 46,035.00	\$ 44,846.90	\$ 50,000.00		
01-7280-7401 CPP EXPENSE	1,927.86	1,927.86	2,003.87	1,841.40	1,875.47	2,000.00		
01-7280-7402 EI EXPENSE	963.93	963.93	1,048.25	920.70	1,041.40	1,000.00		
01-7280-7403 EHT EXPENSE	963.93	963.93	902.12	920.70	874.56	1,000.00		
01-7280-7404 WSIB	1,445.89	1,445.89	1,452.40	1,381.05	1,434.28	1,700.00		
01-7280-7415 Training	200.00	200.00	146.11	200.00	193.29	-		
01-7280-7510 INSURANCE	2,539.08	2,351.00	2,044.00	2,100.00	2,079.97	-		
01-7280-7601 PHONE & INTERNET	1,100.00	1,100.00	1,070.70	1,400.00	1,364.05	1,168.04		
01-7280-7651 POSTAGE & COURIER	50.00	50.00	-	30.00	25.28	50.00		
01-7280-7652 ADVERTISING	3,000.00	3,000.00	2,754.70	3,500.00	3,609.60	3,500.00		
01-7280-7660 OTHER SUPPLIES	200.00	200.00	203.87	50.00	7.93	-		
01-7280-7701 FUEL - GAS	15,000.00	15,000.00	14,532.21	16,000.00	15,667.03	15,000.00		
01-7280-7705 REPAIRS & MAINTENANCE - Note 6	5,000.00	5,000.00	10,854.34	10,000.00	4,247.84	10,000.00		
01-7280-7900 TRANSFER TO RESERVES	50,188.00	50,188.00	-	5,000.00	1,925.27	800.78		
01-7280-7901 Transfer from Reserves - Note 7	- 70,000.00	- 70,000.00	-	-	- 5,000.00	- 5,000.00		
01-7280-8000 CAPITAL - Bus	<u>70,000.00</u>	<u>70,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		
Net Deficit	\$ 9,610.80	\$ 8,843.93	\$ 29,491.38	\$ 13,230.69	\$ 7,268.13	\$ 7,789.80		

Municipality of West Elgin - Roads

		<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-6210 GRANTS - MAIN STREET REVITALIZATION	\$	-	-\$ 42,064.37	\$ -	\$ -	\$ -
01-7200-6211 GRANT - GAS TAX	-	151,529.00	- 318,844.04	- 315,784.38	- 95,979.51	- 164,255.38
01-7200-6212 GRANT - INVESTING IN CANADA INFRASTRUCTURE	-	50,000.00	-	-	-	-
01-7200-6350 FSC - ROADS	-	145,000.00	- 159,193.86	- 145,000.00	- 143,961.99	- 125,000.00
01-7200-6351 COUNTY SHARE OF ADMIN OH	-	22,909.20	-	22,409.96	- 20,042.53	- 21,906.06
01-7200-6352 LICENCE FEES - AGGREGATE PRODUCERS	-	17,500.00	- 18,592.09	- 7,700.00	- 7,707.63	-
01-7200-6353 GAIN/LOSS ON ASSET DISPOSAL		-	- 500.00	-	-	-
			-			
01-7200-7001 A-BRIDGES/CULVTS-WAGES	\$	12,500.00	\$ 11,055.21	\$ 15,000.00	\$ 4,374.70	\$ 12,000.00
01-7200-7002 A-BRIDGES/CULVTS-MT		10,000.00	9,707.16	10,000.00	2,604.56	7,500.00
01-7200-7003 A-BRIDGES/CULVTS-MATERIAL		12,500.00	10,642.76	20,000.00	6,753.30	15,000.00
01-7200-7011 B-1-MOWING/SPRAY-WAGES		22,500.00	29,419.70	20,000.00	16,684.32	22,500.00
01-7200-7012 B-1-MOWING/SPRAY-MT		10,000.00	8,808.66	10,000.00	6,722.82	10,000.00
01-7200-7013 B-1-MOWING/SPRAY-MATERIAL		10,000.00	16,821.57	7,500.00	4,093.71	10,000.00
01-7200-7021 B-2-BRUSHING-WAGES		40,000.00	40,520.64	40,000.00	43,232.09	30,000.00
01-7200-7022 B-2-BRUSHING-MT		25,000.00	28,781.08	20,000.00	21,535.76	17,500.00
01-7200-7023 B-2-BRUSHING-MATERIAL		35,000.00	17,321.58	45,000.00	35,254.62	45,000.00
01-7200-7031 B-3-DITCHING-WAGES		5,000.00	5,410.97	5,000.00	4,209.24	7,500.00
01-7200-7032 B-3-DITCHING-MT		5,000.00	7,863.64	3,000.00	2,935.39	5,000.00
01-7200-7033 B-3-DITCHING-MATERIAL		1,000.00	-	2,000.00	856.04	10,000.00
01-7200-7041 B-4-CATCHBASINS-WAGES		7,500.00	5,798.71	7,500.00	6,236.45	7,000.00
01-7200-7042 B-4-CATCHBASINS-MT		5,000.00	4,175.66	5,000.00	3,627.66	3,000.00
01-7200-7043 B-4-CATCHBASINS-MATERIAL		2,500.00	233.13	2,500.00	505.80	5,000.00
01-7200-7051 B-5-DEBRIS/LITTER-WAGES		5,000.00	6,816.22	2,000.00	5,391.83	2,000.00
01-7200-7052 B-5-DEBRIS/LITTER-MT		2,500.00	4,918.89	1,500.00	2,943.32	2,000.00
01-7200-7053 B-5-DEBRIS/LITTER-MATERIA		1,000.00	-	1,500.00	10,735.81	9,000.00
01-7200-7061 C-1-HARDTOP-WAGES		7,500.00	6,415.19	7,500.00	6,863.84	10,000.00
01-7200-7062 C-1-HARDTOP-MT		5,000.00	4,043.64	5,000.00	3,976.46	5,000.00
01-7200-7063 C-1-HARDTOP-MATERIAL		7,500.00	6,674.63	10,000.00	573.88	12,500.00
01-7200-7071 C-2-ROD/WL ST-WAGES		1,000.00	689.83	1,000.00	538.16	1,000.00
01-7200-7072 C-2-ROD/WL ST-MT		1,000.00	732.28	1,000.00	592.60	500.00
01-7200-7073 C-2-ROD/WL ST-MATERIAL		1,000.00	46.80	1,000.00	577.49	-
01-7200-7081 C-3-SHOULDER MAINT-WAGES		1,500.00	1,364.40	2,000.00	2,715.79	2,000.00
01-7200-7082 C-3-SHOULDER MAINT-MT		1,000.00	1,679.03	1,250.00	1,809.30	1,000.00
01-7200-7083 C-3-SHOULDER MAINT-MATERI		1,000.00	-	1,000.00	2,850.68	-
01-7200-7091 C-4-RESURFACING-WAGES		1,000.00	186.23	1,500.00	-	1,500.00
01-7200-7092 C-4-RESURFACING-MT		500.00	132.20	1,000.00	-	1,000.00
01-7200-7093 C-4-RESURFACING-MATERIAL		1,000.00	-	2,000.00	-	2,000.00
01-7200-7101 D-2 GRADING/SCARIFI-WAGES		37,500.00	29,129.46	37,500.00	44,431.11	37,500.00
01-7200-7102 D-2 GRADING/SCARI-MT		47,500.00	49,870.68	42,500.00	47,322.26	47,500.00

Municipality of West Elgin - Roads

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-7103 D-2 GRADING/SCARI-MATERIAL	7,500.00	8,660.61	7,500.00	12,093.14	7,500.00
01-7200-7111 D-3 DUST LAYER-WAGES	3,500.00	3,587.99	3,000.00	2,939.74	2,500.00
01-7200-7112 D-3 DUST LAYER-MT	1,500.00	1,174.71	1,500.00	1,196.85	1,000.00
01-7200-7113 D-3 DUST LAYER-MATERIAL	120,000.00	106,395.23	120,000.00	104,809.37	120,000.00
01-7200-7121 D-5 GRAVEL RESURFACE-WAGE	10,000.00	7,641.89	10,000.00	9,515.47	10,000.00
01-7200-7122 D-5 GRAVEL RESURFACE-MT	12,000.00	10,012.56	12,000.00	10,918.72	10,000.00
01-7200-7123 D-5 GRAVEL RESUR-MATERIAL	300,000.00	293,411.37	301,384.00	279,165.17	300,000.00
01-7200-7131 E-1 SNOW PLOW/REMOV-WAGES	30,000.00	25,746.22	30,000.00	36,342.16	35,000.00
01-7200-7132 E-1 SNOW PLOW/REMOV-MT	30,000.00	31,192.11	30,000.00	33,245.75	35,000.00
01-7200-7133 E-1 SNOW PLOW/REM-MATERIA	7,500.00	2,962.69	10,000.00	10,501.40	12,500.00
01-7200-7141 E-2 SANDING/SALTING-WAGES	7,500.00	7,476.24	5,000.00	6,846.26	5,000.00
01-7200-7142 E-2 SANDING/SALTING-MT	7,500.00	8,595.19	5,000.00	5,980.23	5,000.00
01-7200-7143 E-2 SANDING/SALT-MATERIAL	15,000.00	18,484.97	20,000.00	21,577.93	25,000.00
01-7200-7151 E-3 PLOW/SAND/SALT-WAGES	15,000.00	11,971.35	15,000.00	14,049.63	17,500.00
01-7200-7152 E-3 PLOW/SAND/SALT-MT	15,000.00	14,930.34	15,000.00	14,447.40	17,500.00
01-7200-7161 F SAFETY-WAGES	15,000.00	13,844.50	20,000.00	14,928.82	17,500.00
01-7200-7162 F SAFETY-MT	7,500.00	4,341.91	8,000.00	7,494.42	7,500.00
01-7200-7163 F SAFETY-MATERIAL	10,000.00	5,424.13	20,000.00	5,243.03	10,000.00
01-7200-7171 G-1 MUN DR REPAIR-WAGES	5,000.00	2,208.11	5,000.00	2,204.50	6,500.00
01-7200-7172 G-1 MUN DR REPAIR-MT	2,500.00	1,242.86	2,500.00	952.85	3,500.00
01-7200-7173 G-1 MUN DR REPAIR-MATERIA	47,500.00	11,470.02	42,500.00	5,039.93	40,000.00
01-7200-7181 J SHOP-WAGES	12,500.00	13,929.09	12,500.00	14,694.04	15,000.00
01-7200-7182 J SHOP-MT	1,000.00	710.63	500.00	197.76	1,000.00
01-7200-7183 J SHOP-MATERIAL	500.00	-	500.00	158.29	-
01-7200-7191 K-EQUIP REPAIR-WAGES	20,000.00	21,346.88	25,000.00	27,254.88	30,000.00
01-7200-7192 K-EQUIP REPAIR-MT	1,000.00	1,867.83	1,000.00	1,070.28	1,000.00
01-7200-7193 K-EQUIP REPAIR-MATERIAL	4,000.00	420.64	2,500.00	2,573.22	4,000.00
01-7200-7201 R-GRAVEL PITS REHAB-WAGES	2,500.00	3,975.90	1,500.00	474.72	2,000.00
01-7200-7202 R-GRAVEL PITS REHAB-MT	2,500.00	4,350.09	2,000.00	322.11	1,500.00
01-7200-7203 R-GRAVEL PIT REHAB-MATERI	2,500.00	3,217.18	3,000.00	1,021.36	1,500.00
01-7200-7211 RP-PATROL-WAGES	15,000.00	13,588.17	15,000.00	16,913.74	15,000.00
01-7200-7212 RP-PATROL-MT	13,000.00	13,146.84	13,000.00	13,223.21	13,000.00
01-7200-7213 RP-PATROL-MATERIAL	500.00	-	500.00	2,543.99	-
01-7200-7220 WAGES - ADMIN	136,088.32	141,993.65	133,417.95	148,129.40	123,099.98
01-7200-7231 M-MISC Wages	80,000.00	88,686.95	80,000.00	84,611.52	75,000.00
01-7200-7232 M-MISC MT	65,000.00	66,883.46	65,000.00	61,856.94	50,000.00
01-7200-7233 M-MISC Material	-	-	-	-	-
01-7200-7250 BACKHOE #10	1,500.00	1,892.40	1,500.00	2,160.20	1,000.00
01-7200-7251 BULLDOZER	2,500.00	18,705.60	2,500.00	1,658.54	1,500.00
01-7200-7252 EXCAVATOR	2,500.00	1,268.30	2,500.00	2,278.72	2,500.00

Municipality of West Elgin - Roads

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-7253 GRADER #1	3,000.00	3,296.52	3,000.00	2,353.83	2,000.00
01-7200-7254 GRADER #2	7,500.00	1,820.38	7,500.00	11,519.70	10,000.00
01-7200-7255 LOADER #18	2,500.00	1,519.98	2,500.00	9,494.85	12,000.00
01-7200-7256 LOADER #6	2,500.00	15,208.73	2,500.00	4,385.99	4,000.00
01-7200-7257 MOWERS	150.00	133.92	150.00	126.18	150.00
01-7200-7258 PICKUP #1	2,500.00	2,311.18	2,500.00	2,692.03	3,000.00
01-7200-7259 PICKUP#15	2,500.00	2,733.50	2,500.00	2,599.01	3,000.00
01-7200-7260 PICKUP #3	2,500.00	1,810.70	2,500.00	2,371.51	3,000.00
01-7200-7261 PICKUP#4	2,500.00	2,604.43	2,500.00	1,640.01	3,000.00
01-7200-7262 TRACTOR#5	1,000.00	498.19	1,000.00	463.76	1,000.00
01-7200-7263 TRAILERS	2,000.00	2,608.29	2,000.00	1,430.38	4,000.00
01-7200-7264 TRUCK#11	4,000.00	4,950.86	4,000.00	4,007.87	4,000.00
01-7200-7266 TRUCK#12	12,500.00	8,217.92	15,000.00	17,957.02	11,000.00
01-7200-7267 TRUCK#17	10,000.00	16,142.14	10,000.00	13,975.03	9,000.00
01-7200-7268 TRUCK #7	10,000.00	8,375.62	10,000.00	12,218.68	7,000.00
01-7200-7270 TRUCK #8	10,000.00	11,575.59	10,000.00	7,172.80	11,000.00
01-7200-7272 TRUCK#9	5,000.00	3,360.78	5,000.00	3,581.13	5,000.00
01-7200-7273 VAC TRAILER#19	1,000.00	974.56	1,000.00	434.24	1,000.00
01-7200-7415 TRAINING	12,500.00	10,401.34	15,000.00	8,560.28	15,000.00
01-7200-7440 CONFERENCES/SEMINARS/MEETINGS	2,000.00	2,578.50	2,000.00	1,739.50	1,500.00
01-7200-7441 MEMBERSHIPS & DUES	1,500.00	1,440.25	1,000.00	1,554.50	1,500.00
01-7200-7442 MILEAGE	500.00	222.75	500.00	134.15	-
01-7200-7446 STAFF RECRUITMENT	750.00	430.41	1,000.00	853.64	500.00
01-7200-7450 HEALTH & SAFETY	7,500.00	11,769.10	1,500.00	4,448.34	-
01-7200-7452 UNIFORMS	5,500.00	5,542.69	6,000.00	5,452.26	5,000.00
01-7200-7500 HYDRO	4,000.00	4,009.82	8,000.00	4,193.45	8,000.00
01-7200-7501 GAS	4,000.00	2,070.51	4,000.00	3,964.22	-
01-7200-7502 WATER	2,000.00	- 9.53	2,500.00	1,946.49	-
01-7200-7510 INSURANCE	75,280.86	62,583.04	60,000.00	52,642.99	60,000.00
01-7200-7515 BUILDING REPAIRS & MAINTENANCE	7,500.00	5,880.62	10,000.00	5,910.11	10,000.00
01-7200-7516 JANITORIAL	2,500.00	2,516.45	2,500.00	2,531.16	2,500.00
01-7200-7601 PHONE & INTERNET	3,000.00	2,296.16	3,000.00	2,461.01	3,000.00
01-7200-7609 TOOLS	2,500.00	2,140.76	2,500.00	2,880.55	2,500.00
01-7200-7610 EQUIPMENT LEASE	-	-	57,000.00	-	-
01-7200-7611 EQUIPMENT REPAIR & MAINTENANCE	5,000.00	4,512.38	5,000.00	4,765.06	-
01-7200-7613 COMPUTER HARDWARE	1,500.00	2,218.37	-	-	-
01-7200-7630 COMPUTER SOFTWARE & LICENSES	7,500.00	424.01	7,500.00	5,759.62	7,500.00
01-7200-7650 OFFICE SUPPLIES	500.00	657.58	1,000.00	472.75	1,000.00
01-7200-7651 POSTAGE & COURIER	-	11.33	-	-	-
01-7200-7660 OTHER SUPPLIES	2,000.00	860.31	2,500.00	2,632.35	4,000.00

Municipality of West Elgin - Roads

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-7699 BILLABLE	-	- 0.04	-	-	-
01-7200-7701 FUEL - GAS	27,500.00	20,738.99	25,000.00	20,801.83	25,000.00
01-7200-7702 FUEL - DIESEL	37,500.00	39,636.91	35,000.00	42,610.67	32,500.00
01-7200-7703 FUEL - COLOUR DIESEL	40,000.00	41,944.25	42,500.00	48,219.93	40,000.00
01-7200-7900 TRANSFER TO RESERVES	357,529.00	-	515,784.38	297,842.98	376,918.65
01-7200-7901 TRANSFER FROM RESERVES	- 710,750.00	- -	122,020.48	31,359.16 -	409,000.00
01-7200-8000 CAPITAL - EQUIPMENT OVER \$10,000	333,250.00	40,282.42	43,000.00	-	64,000.00
01-7200-8050 CAPITAL - MAIN STREET REVITALIZATION	-	68,495.64	62,064.00	5,920.44	170,000.00
01-7200-8051 CAPITAL - PUBLIC WORKS LUNCH ROOM	-	11,927.06	25,000.00	-	-
01-7200-8100 CAPITAL - GREY LINE BRIDGE CONSTRUCTION	-	111,797.47	79,020.48	-	175,000.00
01-7200-8101 CAPITAL - GIBB LINE	-	-	-	-	45,000.00
01-7200-8102 CAPITAL - DUNBOROUGH ROAD	-	-	-	-	60,000.00
01-7200-8103 CAPITAL - MCLEAN LINE	-	-	-	-	45,000.00
01-7200-8104 CAPITAL - PIONEER LINE	-	-	-	-	75,000.00
01-7200-8105 CAPITAL - STREET PAVING - RIDOUT	-	-	-	-	52,500.00
01-7200-8106 CAPITAL - BLACKS RD RECONSTRUCTION	125,000.00	781.56	125,000.00	-	-
01-7200-8107 CAPITAL - WATERLINE REPLACEMENT/ROAD RECONSTRUCTIO	-	-	200,000.00	-	-
01-7200-8108 CAPITAL - RIDOUT ST PAVING	55,000.00	-	45,000.00	-	-
01-7200-8109 CAPITAL - MUNROE ST PAVING	70,000.00	175.94	55,000.00	-	-
01-7200-8110 CAPITAL - RESURFACING OF SURFACE TREATED ROADS	200,000.00	93,818.99	200,000.00	-	-
01-7200-8113 CAPITAL - DRAIN REPLACEMENT CSP #2	20,000.00	-	-	-	-
01-7200-8111 CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	20,000.00	-	75,000.00	-	-
01-7200-8112 CAPITAL - BRIDGE #6 REPLACEMENT (BLACKS@MCDUGALL)	30,000.00	-	40,000.00	-	-
	<u>\$ 1,804,859.98</u>	<u>\$ 1,397,123.53</u>	<u>\$ 2,607,655.99</u>	<u>\$ 1,661,974.48</u>	<u>\$ 2,023,007.19</u>

Municipality of West Elgin - County Roads

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7220-6351 ELGIN COUNTY - Note 1	-\$ 481,093.16	-\$ 471,659.96	-\$ 471,659.96	-\$ 460,156.04	-\$ 460,156.06
		-			
01-7220-7001 A-BRIDGES/CULVTS-WAGES	7,500.00	6,898.95	5,000.00	7,321.17	5,000.00
01-7220-7002 A-BRIDGES/CULVTS-MT	5,000.00	5,440.39	3,000.00	4,482.82	3,000.00
01-7220-7003 A-BRIDGES/CULVTS-MATERIAL	12,000.00	6,610.04	12,000.00	3,600.83	15,000.00
01-7220-7011 B-1-MOWING/SPRAY-WAGES	15,000.00	14,890.69	15,000.00	12,528.78	12,500.00
01-7220-7012 B-1-MOWING/SPRAY-MT	10,000.00	9,709.91	7,500.00	6,254.22	7,500.00
01-7220-7013 B-1-MOWING/SPRAY-MATERIAL	15,000.00	19,933.15	15,000.00	5,108.46	7,500.00
01-7220-7021 B-2-BRUSHING-WAGES	10,000.00	14,525.68	17,500.00	7,634.36	13,000.00
01-7220-7022 B-2-BRUSHING-MT	7,500.00	11,265.85	9,000.00	4,937.07	8,000.00
01-7220-7023 B-2-BRUSHING-MATERIAL	25,000.00	23,543.21	20,000.00	13,760.88	16,500.00
01-7220-7031 B-3-DITCHING-WAGES	5,000.00	734.69	3,000.00	3,661.95	5,000.00
01-7220-7032 B-3-DITCHING-MT	3,000.00	463.81	2,000.00	2,643.70	3,000.00
01-7220-7033 B-3-DITCHING-MATERIAL	5,000.00	-	2,000.00	2,560.28	5,000.00
01-7220-7041 B-4-CATCHBASINS-WAGES	7,500.00	3,564.15	10,000.00	7,596.46	7,500.00
01-7220-7042 B-4-CATCHBASINS-MT	5,000.00	3,134.18	7,500.00	4,684.93	5,000.00
01-7220-7043 B-4-CATCHBASINS-MATERIAL	2,500.00	161.86	5,000.00	2,060.29	5,000.00
01-7220-7051 B-5-DEBRIS/LITTER-WAGES	2,500.00	2,774.07	1,500.00	1,694.45	1,250.00
01-7220-7052 B-5-DEBRIS/LITTER-MT	2,000.00	2,147.28	1,000.00	961.18	750.00
01-7220-7053 B-5-DEBRIS/LITTER-MATERIA	500.00	-	500.00	1,804.11	1,500.00
01-7220-7061 C-1-HARDTOP-WAGES	2,000.00	1,200.62	2,500.00	1,714.46	5,500.00
01-7220-7062 C-1-HARDTOP-MT	1,500.00	884.93	1,500.00	1,052.90	2,500.00
01-7220-7063 C-1-HARDTOP-MATERIAL	1,500.00	1,027.18	1,500.00	1,046.44	2,500.00
01-7220-7071 C-2-ROD/WL ST-WAGES	5,000.00	4,689.73	4,000.00	4,086.86	4,000.00
01-7220-7072 C-2-ROD/WL ST-MT	5,000.00	5,423.10	4,000.00	3,731.17	4,000.00
01-7220-7073 C-2-ROD/WL ST-MATERIAL	7,500.00	6,279.61	10,000.00	8,420.12	7,500.00
01-7220-7081 C-3-SHOULDER MAINT-WAGES	5,000.00	2,371.09	5,000.00	6,135.34	5,000.00
01-7220-7082 C-3-SHOULDER MAINT-MT	7,000.00	4,677.84	7,000.00	6,434.33	7,000.00
01-7220-7083 C-3-SHOULDER MAINT-MATERI	1,000.00	-	1,000.00	1,298.97	500.00
01-7220-7131 E-1 SNOW PLOW/REMOV-WAGES	7,500.00	5,550.28	7,500.00	12,916.12	10,000.00
01-7220-7132 E-1 SNOW PLOW/REMOV-MT	5,000.00	3,805.87	5,000.00	8,764.10	10,000.00
01-7220-7133 E-1 SNOW PLOW/REM-MATERIA	5,000.00	3,320.67	7,500.00	9,744.18	6,000.00
01-7220-7141 E-2 SANDING/SALTING-WAGES	8,000.00	8,482.77	7,500.00	7,735.07	5,000.00
01-7220-7142 E-2 SANDING/SALTING-MT	8,000.00	9,286.70	7,500.00	6,767.61	5,000.00
01-7220-7143 E-2 SANDING/SALT-MATERIAL	55,683.96	75,218.45	55,000.00	47,246.68	60,000.00
01-7220-7151 E-3 PLOW/SAND/SALT-WAGES	22,500.00	21,187.10	22,500.00	21,226.00	25,000.00
01-7220-7152 E-3 PLOW/SAND/SALT-MT	27,500.00	26,602.20	27,500.00	30,435.36	30,000.00
01-7220-7161 F SAFETY-WAGES	10,000.00	5,363.24	10,000.00	11,621.31	9,000.00

01-7220-7162 F SAFETY-MT	5,000.00	46,504.89	5,000.00	5,217.41	5,250.00
01-7220-7163 F SAFETY-MATERIAL	50,000.00	18,880.24	50,000.00	40,074.47	45,000.00
01-7220-7171 G-1 MUNICIPAL DRAIN REPAIR - WAGES	3,000.00	5,010.65	750.00	1,071.27	-
01-7220-7172 G-1 MUN DR REPAIR - MT	2,000.00	3,458.18	500.00	760.80	-
01-7220-7173 G-1 MUN DR REPAIR - MATERIALS	5,000.00	6,040.70	1,500.00	4,598.73	-
01-7220-7211 RP-PATROL-WAGES	55,000.00	53,867.72	55,000.00	53,864.33	55,000.00
01-7220-7212 RP-PATROL-MT	12,500.00	10,979.36	12,500.00	11,147.40	12,500.00
01-7220-7213 RP-PATROL-MATERIAL	1,000.00	442.27	1,000.00	443.32	-
01-7220-7225 ADMINISTRATIVE OVERHEAD - Note 2	22,909.20	22,817.67	22,409.96	20,042.53	21,906.06
01-7220-7900 TRANSFER TO RESERVES	-	-	-	39,262.82	-
	<u>\$ 0.00</u>	<u>\$ 7,511.01</u>	<u>-\$ 0.00</u>	<u>\$ -</u>	<u>\$ 0.00</u>

Note 1 **Elgin County Revenue**
Assuming 2% increase

Note 2 **Administrative Overhead**
Consists of 5% of County Operating Expenses

Municipality of West Elgin - Streetlights & Sidewalks

Streetlights

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7290-7500 HYDRO	22,500.00	23,174.45	22,500.00	21,493.29	26,500.00
01-7290-7611 REPAIRS & MAINTENANCE	10,000.00	10,005.03	10,000.00	6,074.03	6,500.00
01-7290-7613 EQUIPMENT PURCHASE	2,500.00	312.40	2,500.00	-	5,000.00
	<u>\$ 35,000.00</u>	<u>-</u>	<u>\$ 35,000.00</u>	<u>\$ 27,567.32</u>	<u>\$ 38,000.00</u>

Sidewalks

01-7295-7274 SUMMER MAINTENANCE	2,500.00	2,439.41	2,500.00	1,975.06	3,000.00
01-7295-7430 WAGES TRANSFER IN	10,000.00				
01-7295-7275 WINTER MAINTENANCE		7,632.10	7,500.00	10,518.02	10,000.00
01-7295-7520 Repair & Maintenance - Sidewalks	-	-	-	21.83	-
01-7295-7900 TRANSFER TO RESERVE	-	-	-	-	-
01-7295-8000 SIDEWALKS - CAPITAL OVER \$10,000	50,000.00	62.71	50,000.00	16,494.96	30,000.00
	<u>\$ 62,500.00</u>	<u>\$ 10,134.22</u>	<u>\$ 60,000.00</u>	<u>\$ 29,009.87</u>	<u>\$ 43,000.00</u>

Municipality of West Elgin - Garbage Collection

Rodney Collection

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7330-6381 TAXATION - RODNEY COLLECTION	-\$ 58,650.09	-\$ 57,387.99	-\$ 57,500.09	-\$ 56,187.66	-\$ 56,431.51
01-7330-7350 GARBAGE COLLECTION	58,650.09	57,101.98	57,500.09	56,152.43	56,431.51
01-7330-7355 RECYCLING COLLECTION	28,232.72	27,644.32	27,815.49	27,163.56	27,373.11
01-7330-7652 ADVERTISING	200.00	-	200.00	169.43	-
	\$ 28,432.72	\$ 27,358.31	\$ 28,015.49	\$ 27,297.76	\$ 27,373.11

West Lorne Collection

01-7335-6381 TAXATION - WEST LORNE COLLECTION	-\$ 66,218.86	-\$ 62,395.10	-\$ 64,920.45	-\$ 61,872.41	-\$ 63,986.01
01-7335-7350 GARBAGE COLLECTION	66,218.86	69,804.33	64,920.45	63,398.88	63,986.01
01-7335-7355 RECYCLING COLLECTION	30,229.91	29,599.92	29,783.16	29,085.12	26,896.76
01-7335-7652 ADVERTISING	200.00	-	200.00	169.43	-
	\$ 30,429.91	\$ 37,009.15	\$ 29,983.16	\$ 30,781.02	\$ 26,896.76

Note - this option would see combined tipping fee totals of \$47,365.20 added to the landfill budget and paid for by the general tax base.

Municipality of West Elgin - Landfill

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7350-6374 FSC - REFRIGERANT FEES	-\$ 2,500.00	- 2,860.00	-\$ 5,000.00	-\$ 2,135.40	-\$ 5,000.00
01-7350-6375 FSC - TIPPING FEES	- 7,500.00	- 7,217.60	- 10,000.00	- 8,207.00	- 7,500.00
01-7350-6376 FSC - RECYCLING REV	- 15,000.00	- 12,101.80	- 20,000.00	- 31,096.55	- 25,000.00
01-7350-6377 Stewardship Ontario - Composter	- 2,000.00	- 2,088.60	-	-	-
01-7350-6378 Stewardship Ontario - Recycling Box	- 28,000.00	- 21,299.31	- 24,500.00	- 24,570.63	- 24,170.40
01-7350-6379 HAZARDOUS WASTE	-	- 11,205.01	- 6,500.00	-	-
01-7350-6380 GRANTS - CONTINUOUS IMPROVEMENT	-	-	-	- 24,307.00	-
01-7350-7307 RECYCLING EXPENSE	20,000.00	20,111.55	17,500.00	17,957.53	15,000.00
01-7350-7308 MRF FEES EXPENSE	20,000.00	20,181.71	20,000.00	17,706.33	20,000.00
01-7350-7309 HAZARDOUS WASTE DAY	7,500.00	20,495.20	13,500.00	7,540.41	5,000.00
01-7350-7310 FREON REMOVAL	2,400.00	2,381.18	5,000.00	2,177.65	5,000.00
01-7350-7400 WAGES - Note 1	25,973.00	23,410.14	16,951.20	19,585.39	20,105.87
01-7350-7401 CPP EXPENSE	1,038.92	1,016.57	678.05	797.24	811.98
01-7350-7402 EI EXPENSE	597.38	530.40	389.88	454.92	459.22
01-7350-7403 EHT EXPENSE	519.46	456.54	339.02	381.89	392.10
01-7350-7404 WSIB	519.46	734.75	542.44	626.42	614.55
01-7350-7415 TRAINING EXPENSE	2,500.00	5,205.64	2,500.00	60.95	-
01-7350-7516 JANITORIAL	500.00	76.32	1,000.00	-	1,000.00
01-7350-7519 MATERIALS	1,500.00	4,350.44	1,500.00	1,928.01	1,000.00
01-7350-7520 GROUNDS MAINTENANCE	20,000.00	57,373.69	60,000.00	58,962.62	50,000.00
01-7350-7530 GREEN LANE DISPOSAL	47,365.20				
01-7350-7531 CONTRACTS & AGREEMENTS	37,500.00	34,345.95	35,000.00	35,308.61	32,000.00
01-7350-7601 PHONE & INTERNET	100.00	61.10	100.00	195.77	100.00
01-7350-7611 EQUIPMENT MAINTENANCE	500.00	299.52	500.00	44.37	-
01-7350-7613 EQUIPMENT PURCHASE	-	-	-	9,133.72	7,000.00
01-7350-7650 OFFICE SUPPLIES	500.00	179.50	500.00	341.70	-
01-7350-7652 ADVERTISING EXP	1,000.00	798.69	1,000.00	827.51	500.00
01-7350-7680 CONTRACTED SERVICES	5,000.00	16,805.41	3,000.00	5,401.06	5,000.00
01-7350-7777 BAD DEBT EXPENSE	50.00	31.00	-	-	-
01-7350-7900 TRANSFER TO RESERVES	-	-	50,000.00	-	-
	\$ 140,063.42	\$ 152,072.98	\$ 164,000.59	\$ 89,115.52	\$ 102,313.32

Note 1 Wages

Based on 3 days per week with estimated 1.7% increase

Municipality of West Elgin - Rodney Sewage

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7300-6100 SEWER BILLINGS - Note 1	- 327,401.88	- 308,869.70	- 328,843.29	- 325,587.42	- 326,000.00
01-7300-6210 GRANT - CWWF	-	-	-	- 440,141.00	- 442,500.00
01-7300-7500 HYDRO	70,000.00	69,735.90	68,113.13	66,129.25	50,000.00
01-7300-7502 WATER	9,000.00	7,709.55	29,612.56	27,936.38	18,000.00
01-7300-7510 INSURANCE	5,810.40	7,850.92	4,990.29	4,690.12	5,000.00
01-7300-7511 TAXES	28,000.00	27,105.71	29,000.00	40,727.56	18,500.00
01-7300-7520 GROUNDS MAINTENANCE	1,500.00	1,387.31	2,500.00	2,240.96	-
01-7300-7531 FINANCIAL PLAN	-	3,307.20	3,307.20	-	-
01-7300-7602 SOFTWARE LICENSE	1,000.00	654.58	-	-	-
01-7300-7611 SEWER MAINTENACE	35,000.00	34,538.45	37,698.89	23,008.63	15,000.00
01-7300-7613 EQUIPMENT PURCHASE	-	-	-	-	-
01-7300-7651 POSTAGE & COURIER	50.00	4.08	-	-	-
01-7300-7680 CONTRACTED SERVICES	155,292.18	152,247.00	158,330.76	158,330.52	158,330.52
01-7300-7900 TRANSFER TO RESERVES	-	4,329.00	-	261,695.82	-
01-7300-7901 TRANSFER FROM RESERVES	- 151,250.70	-	- 59,709.54	- 106,899.65	- 30,260.52
01-7300-8000 CAPITAL - RODNEY SEWAGE UPGRADES - TBD	-	-	-	287,868.83	533,930.00
01-7300-8001 CAPITAL - 20 YR CAPITAL PLAN & CONDITION ASSESSMEN	-	-	30,000.00	-	-
01-7300-8004 CAPITAL - LAGOON DECANT UPGRADE	148,000.00	-	-	-	-
01-7300-8002 CAPITAL - FILTER & SAND REPLACEMENT	15,000.00	-	15,000.00	-	-
01-7300-8003 CAPITAL - PROCESS PUMPS & MOTOR REBUILDS	10,000.00	-	10,000.00	-	-
	<u>-\$ 0.00</u>	<u>-\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ -</u>

Note 1

Sewer Billings

Proposing 12% rate increase per OCWA 20 Year Capital Plan
Rodney Sewage rate @ 171% as of July 1st, 2020

153%

	<u>2020</u>	<u>2019</u>	
	<u>Jan-Jun</u>	<u>Jan-Jun</u>	<u>Jul-Dec</u>
Flat Rate (water rate x 171%)	\$ 58.31	\$ 56.78	\$ 58.31
Consumption Rate (water rate x 171%)	\$ 2.22	\$ 2.07	\$ 2.22

Reserves:

Beginning Balance - January 1, 2019	\$	357,693.78
Interest		5,008.85
Transfer from Reserves	-	25,671.00
Transfer to Reserves		<u>225,658.00</u>
Ending Balance - December 31, 2019	\$	562,689.63
Transfer from Reserves	-	<u>151,250.70</u>
Ending Balance - December 31, 2020	\$	411,438.93

Municipality of West Elgin - West Lorne Sewage

AcctNbr	Desc		<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7301-6210	GRANT - SCF		-	- 1,469,523.07	- 1,631,856.00	- 119,361.58	- 1,333,334.00
01-7301-6370	SEWER BILLINGS	-	433,615.92	- 409,071.62	- 380,135.43	- 358,618.33	- 360,441.26
01-7301-6850	LONG-TERM FINANCING	-	133,283.45	-	- 123,545.42	-	-
01-7301-7500	HYDRO		40,000.00	40,279.10	49,378.02	47,939.83	57,000.00
01-7301-7502	WATER		2,000.00	736.64	1,821.65	1,718.54	2,100.00
01-7301-7510	INSURANCE		5,738.04	5,188.86	4,912.33	4,616.85	5,000.00
01-7301-7511	TAXES		19,726.38	19,151.83	19,000.00	18,537.33	18,500.00
01-7301-7520	GROUNDS MAINTENANCE		-	-	2,600.00	2,562.87	-
01-7301-7531	FINANCIAL PLAN		-	3,307.20	3,307.20	-	-
01-7301-7602	SOFTWARE LICENSE		1,000.00	654.58	-	-	-
01-7301-7611	SEWER MAINTENACE		10,000.00	24,927.92	23,000.00	15,862.46	2,500.00
01-7301-7613	EQUIPMENT PURCHASE		-	559.65	-	-	-
01-7301-7660	OTHER SERVICES		6,204.00	-	6,204.00	951.46	-
01-7301-7680	CONTRACTED SERVICES		172,230.94	168,854.04	168,736.56	174,937.56	174,973.56
01-7301-7900	TRANSFER TO RESERVES			-	-	47,288.33	-
01-7301-7901	TRANSFER FROM RESERVES			- 490,263.08	- 601,206.91	163,564.68	- 566,298.30
01-7301-8001	CAPITAL - Collection System Flushing		10,000.00	-			
01-7301-8000	CAPITAL - WEST LORNE SEWAGE UPGRADES		300,000.00	2,188,011.40	2,457,784.00	-	2,000,000.00
			<u>-\$ 0.00</u>	<u>82,813.45</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Reserves:

Beginning Balance - January 1, 2019	\$ 483,492.65
Interest	6,770.43
Transfer from Reserves	- 490,263.08
Ending Balance - December 31, 2019	\$ 0.00

Municipality of West Elgin - Water

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7310-6111 PENALTY & INTEREST	- 11,000.00	- 10,798.71	- 14,000.00	- 14,824.89	- 10,000.00
01-7310-6120 WATER REV - MISC (Change of Occupancy)	- 5,000.00	- 4,915.22	- 14,000.00	- 33,703.07	-
01-7310-6360 WATER REV - RESIDENTIAL	- 759,413.59	- 740,891.31	- 884,709.86	- 846,507.78	- 824,998.95
01-7310-6361 WATER REV-NON RESIDENTIAL	- 92,210.42	- 89,961.39	- 123,915.59	- 115,926.98	- 113,000.00
01-7310-6362 WATERLINE CAP PAYMENT	-	- 12,410.23	- 10,000.00	- 6,592.63	- 22,000.00
01-7310-6363 WATER - Connection Fees	-	- 1,335.86	- 12,000.00	- 10,933.95	- 11,000.00
01-7310-6364 WATER - FEES-NEW WATER SERVICES	- 6,000.00	- 7,700.00	- 14,000.00	- 34,411.66	- 10,000.00
01-7310-6365 WATER - FEES-DISCONNECT/RECONNECT	- 10,000.00	- 10,350.00	- 9,000.00	- 9,750.00	- 8,000.00
01-7310-7145 VEHICLE EXP - 2 vehicles	5,000.00	8,426.79	5,000.00	3,435.86	4,200.00
01-7310-7280 METERS - moved to materials	-	-	-	-	-
01-7310-7281 WATERMAINS MAINTENANCE	40,000.00	35,134.17	40,000.00	38,968.15	40,000.00
01-7310-7282 HYDRANT REPAIR & MAINTENANCE	5,000.00	2,500.88	5,000.00	5,292.67	2,500.00
01-7310-7400 WAGES	157,107.88	154,481.69	166,111.40	121,441.88	111,313.35
01-7310-7401 CPP EXPENSE	785.54	7,093.33	6,644.46	5,754.90	5,063.82
01-7310-7402 EI EXPENSE	3,142.16	2,952.67	3,322.23	2,465.95	2,014.43
01-7310-7403 EHT EXPENSE	3,142.16	3,044.68	3,322.23	2,418.90	2,170.97
01-7310-7404 WSIB	1,571.08	1,848.30	1,993.34	1,387.73	1,142.61
01-7310-7405 LIFE INSURANCE	1,571.08	1,657.92	1,977.38	1,475.24	1,170.00
01-7310-7406 BENEFITS EXPENSE	1,571.08	15,542.19	18,303.20	13,618.68	12,983.37
01-7310-7407 OMERS EXPENSE	14,139.71	13,647.98	14,331.73	10,442.81	9,282.97
01-7310-7415 Training	2,000.00	361.48	2,000.00	223.76	-
01-7310-7430 WAGES TRANSFER-IN	-	-	-	-	2,000.00
01-7310-7440 CONFERENCES/SEMINARS/MEETINGS	1,000.00	185.63	1,000.00	175.00	-
01-7310-7442 MILEAGE	500.00	701.42	500.00	38.61	-
01-7310-7450 HEALTH & SAFETY	1,000.00	925.74	500.00	119.48	-
01-7310-7452 UNIFORMS	1,500.00	1,079.65	1,000.00	1,043.44	500.00
01-7310-7500 HYDRO	6,000.00	5,740.16	7,100.00	8,385.80	6,000.00
01-7310-7501 GAS	1,000.00	962.64	900.00	961.16	900.00
01-7310-7502 WATER	1,000.00	809.05	1,000.00	941.45	1,000.00
01-7310-7509 POSTAGE & COURIER	10,000.00	5.36	9,500.00	-	-
01-7310-7510 INSURANCE	13,177.16	10,042.92	9,331.91	8,778.84	10,000.00
01-7310-7511 TAXES	1,000.00	867.31	900.00	873.05	-
01-7310-7515 BUILDING REPAIRS & MAINTENANCE - Note 2	5,000.00	783.32	1,000.00	339.95	1,000.00
01-7310-7516 JANITORIAL	200.00	196.68	200.00	111.37	300.00
01-7310-7519 MATERIALS	25,000.00	19,943.14	25,000.00	19,607.49	22,000.00
01-7310-7529 METER READS	-	4,715.36	12,000.00	8,551.47	11,000.00

01-7310-7531	CONTRACTS & AGREEMENTS	-	9,667.20	9,667.20	-	-
01-7310-7601	PHONE & INTERNET	2,500.00	2,306.93	2,500.00	2,352.69	500.00
01-7310-7602	SOFTWARE LICENSE - utilocate,	10,000.00	5,740.61	6,000.00	5,617.95	4,785.00
01-7310-7609	TOOLS	5,000.00	2,899.19	5,000.00	4,665.67	5,000.00
01-7310-7611	EQUIPMENT MAINTENACE - OCWA and Public Works Time	15,000.00	16,562.22	15,000.00	20,582.13	-
01-7310-7613	EQUIPMENT PURCHASE - printers,	1,500.00	4,834.80	5,000.00	-	-
01-7310-7650	OFFICE SUPPLIES	1,600.00	1,579.20	1,600.00	1,289.46	1,600.00
01-7310-7651	POSTAGE & COURIER	-	4.08	-	9,500.00	9,500.00
01-7310-7652	ADVERTISING EXP	200.00	201.48	200.00	111.94	100.00
01-7310-7660	OTHER SUPPLIES	-	210.33	-	-	-
01-7310-7675	LEGAL	-	-	2,000.00	712.32	-
01-7310-7676	AUDIT FEES	1,000.00	-	1,000.00	-	1,000.00
01-7310-7680	CONTRACTED SERVICES	161,573.01	144,456.00	156,867.00	139,919.04	139,919.04
01-7310-7682	TRI-CTY WATER	561,558.13	550,547.19	506,286.12	479,044.61	410,000.00
01-7310-7699	BILLABLE	-	6,603.87	-	0.01	-
01-7310-7701	FUEL - GAS	7,000.00	4,868.84	-	4,289.58	-
01-7310-7777	BAD DEBT EXPENSE	500.00	-	500.00	-	500.00
01-7310-7900	TRANSFER TO RESERVES	-	-	32,067.26	139,331.98	-
01-7310-7901	TRANSFER FROM RESERVES	- 1,035,214.97	-	505,000.00	-	111,794.61
01-7310-8000	CAPITAL - RODNEY ELEVATED WATER TOWER RECHLORINATI	-	-	-	8,379.94	196,348.00
01-7310-8001	CAPITAL - WATER LINE EXT	50,000.00	-	50,000.00	-	35,000.00
01-7310-8002	CAPITAL - WATERLINE REPLACEMENT (CHESTNUT/WOOD)	-	398,848.46	340,000.00	-	10,000.00
01-7310-8003	CAPITAL - TODD PL WATER LINE REPLACEMENT - Tender ready Jan 1	540,000.00	18,628.66	40,000.00	-	50,000.00
01-7310-8004	CAPITAL - AMR SOFTWARE & HARDWARE	-	-	15,000.00	-	-
01-7310-8005	CAPITAL - METER REPLACEMENT	60,000.00	-	60,000.00	-	-
01-7310-8006	CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	200,000.00	-	-	-	-
		<u>- \$ 0.00</u>	<u>\$ 583,246.80</u>	<u>\$ 0.01</u>	<u>- \$ 0.00</u>	<u>\$ -</u>

Notes**Note 1****Water Revenue Residential**Proposing \$0.06/m³ increase or 4.5% - per Water Financial Plan

	2020	2019	
	<u>July 1 - Dec 31</u>	<u>Jan 1 - Jun 30</u>	<u>July 1 - Dec 31</u>
Flat Rate	41.58	\$ 38.11	38.11
Water Rate	1.51	\$ 1.39	1.45

Note 2**Building Repairs & Maintenance**

Purchase and installation of 2 new doors for the shop

Other - small repairs

	4,000.00
	<u>1,000.00</u>
\$	5,000.00

Reserves:

Beginning Balance- Jan 1, 2019

\$ 2,017,053.74

Interest

28,245.16

Transfer from Reserves

- 483,246.80

Ending Balance - Dec 31, 2019

\$ 1,562,052.10

Transfer from Reserves

- 1,035,214.97

Ending Balance - Dec 31, 2020

\$ 526,837.13

Municipality of West Elgin - Cemetery

	<u>2020 Budget</u>	<u>2019 Actuals as of</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7400-7520 GROUNDS MAINTENANCE	600.00	-	600.00	600.00	600.00

Municipality of West Elgin - Arena

2020 Budget

	<u>2020 Budget</u>		<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-6121 DONATIONS/MISC REVENUE	-	-	1,040.58	-	1,300.00	200.00
01-7600-6201 GRANT FROM WEST ELGIN	-	-	-	-	-	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH @ 44.8% - Note 1	- 111,936.51	-	40,077.00	- 62,849.52	- 78,534.56	- 93,841.46
01-7600-6501 ICE RENTAL	- 109,400.00	-	100,253.45	- 117,000.00	- 109,852.20	- 125,000.00
01-7600-6502 SIGN RENTAL	- 3,500.00	-	3,500.74	- 3,250.00	- 3,250.00	- 3,000.00
01-7600-6503 FOOD BOOTH RENTAL	- 900.00	-	1,050.00	- 2,100.00	- 1,650.00	- 2,650.00
01-7600-6504 PUBLIC SKATING	- 1,000.00	-	971.69	- 1,000.00	- 967.21	- 1,100.00
01-7600-6505 SKATE SHARPENING	- 1,200.00	-	1,652.44	- 1,500.00	- 1,315.04	- 1,500.00
01-7600-6506 VENDING MACHINE REVENUE	- 500.00	-	609.67	- 300.00	- 225.74	- 600.00
01-7600-7350 GARBAGE COLLECTION	2,600.00		2,341.18	3,000.00	2,533.73	2,650.00
01-7600-7415 TRAINING	2,000.00		-	2,500.00	-	2,000.00
01-7600-7430 Wages Transfer In	114,729.21		112,811.42	99,000.00	106,109.87	120,955.78
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	1,500.00		800.00	1,500.00	1,100.00	2,700.00
01-7600-7441 MEMBERSHIPS & DUES	250.00		434.38	500.00	50.00	1,000.00
01-7600-7450 HEALTH & SAFETY	2,000.00		1,044.77	2,000.00	1,735.10	1,700.00
01-7600-7452 UNIFORMS	1,000.00		509.95	600.00	800.00	800.00
01-7600-7500 HYDRO	70,000.00		81,969.12	70,000.00	79,050.57	82,000.00
01-7600-7501 GAS	6,500.00		5,722.79	6,500.00	7,204.65	7,200.00
01-7600-7502 ARENA - WATER	3,000.00		4,776.20	1,800.00	1,828.50	2,300.00
01-7600-7510 INSURANCE	25,793.64		20,709.00	18,000.00	17,908.70	18,500.00
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - Note 1	90,000.00		14,068.19	20,000.00	15,446.74	23,350.00
01-7600-7516 JANITORIAL	2,500.00		2,654.68	2,500.00	2,352.75	2,000.00
01-7600-7520 GROUNDS MAINTENANCE	-		35.99	-	-	1,000.00
01-7600-7529 ADMINISTRATION EXPENSE	2,500.00		75.00	2,500.00	2,400.00	2,400.00
01-7600-7531 CONTRACTS & AGREEMENTS	3,000.00		2,584.00	1,000.00	3,062.20	-
01-7600-7601 PHONE & INTERNET	2,500.00		2,655.06	3,000.00	3,100.29	2,800.00
01-7600-7602 SOFTWARE LICENSE	200.00		106.99	-	99.99	-
01-7600-7609 TOOLS	500.00		132.90	500.00	100.00	-
01-7600-7611 EQUIPMENT MAINTENANCE	18,000.00		14,778.91	20,000.00	21,677.66	18,000.00
01-7600-7613 EQUIPMENT PURCHASE	10,000.00		14,925.38	10,000.00	203.50	-
01-7600-7614 EQUIPMENT RENTAL	350.00		344.70	350.00	364.32	360.00
01-7600-7618 SUBSCRIPTIONS	800.00		925.61	600.00	1,038.26	-
01-7600-7650 OFFICE SUPPLIES	1,500.00		2,397.44	600.00	592.84	750.00
01-7600-7652 ADVERTISING	1,000.00		-	1,000.00	227.80	1,000.00
01-7600-7660 OTHER SUPPLIES	1,500.00		1,321.38	1,500.00	1,420.92	-
01-7600-7701 FUEL - GAS	100.00		94.81	400.00	301.22	1,000.00
01-7600-7777 BAD DEBT EXPENSE	-		-	500.00	-	500.00

Municipality of West Elgin - Arena

2020 Budget

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-8000 CAPITAL - ARENA PARKING LOT	-	-	-	-	25,000.00
01-7600-8001 CAPITAL - CONDENSER	-	-	-	-	60,000.00
01-7600-8002 CAPITAL - PARKING LOT MICROSURFACE	-	12,007.29	10,000.00	-	-
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	10,000.00	-	10,000.00	-	-
01-7600-8004 Security cameras	10,000.00	-	-	-	-
01-7600-8005 Keyless Access Control	15,000.00	-	-	-	-
01-7600-8006 Flooring for warmroom - rubber flooring	-	-	-	-	-
01-7600-8007 Boards repair	30,000.00	-	-	-	-
Net Deficit	200,386.34	\$ 151,071.57	\$ 101,850.48	\$ 73,614.86	\$ 152,074.32

Note 1 Grant from Dutton/Dunwich

Total Deficit	\$ 312,322.85
West Elgin portion - 20%	<u>62,464.57</u>
Sharable Deficit	249,858.28
Dutton-Dunwich Portion @ 44.8%	<u>111,936.51</u>
West Elgin Share of Deficit	\$ 200,386.34

Note 2 Building Repair & Maintenance

Mold removal from the ceiling	80,000.00
Other	<u>10,000.00</u>
	\$ 90,000.00

Municipality of West Elgin - Marina

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7610-7430 WAGES - TRANSFER IN	3,485.99	3,427.72	6,000.00	5,553.00	4,000.00
01-7610-7432 BLUE FLAG - MARINA - Water Samples	3,100.00	3,061.37	5,000.00	3,775.58	5,000.00
01-7610-7441 MEMBERSHIPS & DUES - Canadian TODS	1,526.40	610.56	500.00	-	-
01-7610-7500 HYDRO	1,200.00	972.17	1,200.00	1,062.14	900.00
01-7610-7502 WATER	400.00	266.95	400.00	275.64	1,000.00
01-7610-7503 SEWAGE EXPENSE	4,000.00	3,903.43	1,200.00	596.82	-
01-7610-7511 PROPERTY TAXES	2,100.00	2,092.62	1,276.96	1,276.96	600.00
01-7610-7515 BUILDING REPAIRS & MAINTENANCE	500.00	257.19	2,000.00	2,771.40	3,500.00
01-7610-7516 JANITORIAL	1,000.00	865.88	700.00	433.89	1,300.00
01-7610-7520 GROUNDS MAINTENANCE	500.00	133.22	10,000.00	16,973.87	8,000.00
01-7610-7521 EROSION CONTROL - SHORELINE PROTECTION	20,000.00	100.00	25,000.00	-	-
01-7610-7901 TRANSFER FROM RESERVES	-	-	60,000.00	-	-
01-7610-8000 CAPITAL - FISH CLEANING STATION	-	105.83	60,000.00	-	-
01-7610-8001 CAPITAL - BRIDGE	20,000.00	-	-	-	-
	<u>\$ 57,812.39</u>	<u>\$ 15,796.94</u>	<u>\$ 53,276.96</u>	<u>\$ 32,719.30</u>	<u>\$ 24,300.00</u>

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
Municipality of West Elgin - Programs					
01-7611-6401 Soccer Fields Fees - Note 1	-				
01-7611-7329 VOLLEYBALL	500.00	-	500.00	-	500.00
01-7611-7330 SOCCER	3,000.00	10,986.26	3,500.00	3,440.32	9,000.00
01-7611-7331 BASEBALL	500.00	2,070.24	500.00	366.12	600.00
01-7611-7332 TENNIS - Note 3	500.00	41.75	500.00	-	500.00
01-7611-7333 BASKETBALL	500.00	-	500.00	-	500.00
01-7611-7334 LAWNBOWLING	500.00	1,795.30	8,000.00	-	5,000.00
01-7611-7335 PLAYGROUND EQUIPMENT	-	-	5,000.00	-	5,000.00
01-7611-7336 SENIORS	-	-	2,000.00	-	2,000.00
01-7611-7340 X-MAS PARADE	5,000.00				
01-7611-7341 CIVIC HOLIDAY	5,000.00				
01-7611-7342 CANADA DAY	9,000.00				
01-7611-7343 RODNEY FAIR - Note 4	10,000.00				
01-7611-7430 WAGES TRANSFER IN - Note 2	13,285.14	-			
01-7611-7517 EQUIPMENT RENTAL - washrooms	2,000.00	-	2,000.00	925.43	2,000.00
01-7611-7532 PERMITS & REGISTRATIONS	1,000.00	-	1,000.00	727.58	-
01-7611-7900 TRANSFER TO RESERVES	-	-	10,000.00	-	-
01-7611-8000 CAPITAL - LAWN BOWLING Roof & Porch	15,000.00				
01-7611-8001 CAPITAL - TENNIS COURT	50,000.00	-	-	-	-
	<u>\$ 115,785.14</u>	<u>\$ 14,893.55</u>	<u>\$ 33,500.00</u>	<u>\$ 5,459.45</u>	<u>\$ 25,100.00</u>

Note 1 **Soccer Fields Fee**
still undertermined

Note 2 **Wages Transfer In**
Parks & Recs Employees wages allocated to Volleball, Soccer, Baseball, Tennis, Basketball and Lawnbowling

Note 3 **Tennis**
Purchase of nets

Note 4 **Rodney Fair**

Portable bleachers	3,700.00
Portable washrooms	1,500.00
Light Towers	4,000.00
Other	800.00
	<u>\$ 10,000.00</u>

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
Municipality of West Elgin - Recreation Centre					
01-7612-6401 FSC - REC CENTRE	- 7,000.00	- 6,891.50	- 4,200.00	- 4,327.50	- 4,450.00
01-7612-7430 WAGES TRANSFER IN	28,000.00	-			
01-7612-7441 MEMBERSHIPS & DUES	200.00	188.33	250.00	188.33	250.00
01-7612-7500 HYDRO	10,000.00	9,090.75	11,000.00	11,569.90	12,000.00
01-7612-7501 GAS	4,500.00	4,342.89	3,500.00	3,976.14	4,500.00
01-7612-7502 WATER	3,000.00	2,882.57	2,200.00	2,601.86	1,700.00
01-7612-7515 BUILDING REPAIRS & MAINTENANCE - AODA door openers	15,000.00	4,844.70	15,000.00	5,813.02	15,000.00
01-7612-7516 JANITORIAL	2,000.00	1,534.08	2,000.00	1,836.44	2,600.00
01-7612-7601 PHONE & INTERNET	1,600.00	1,495.63	1,200.00	1,179.64	1,000.00
01-7612-7611 EQUIPMENT MAINTENANCE	1,500.00	1,265.61	500.00	390.50	-
01-7612-7613 EQUIPMENT PURCHASE - HVAC installed 1999	8,500.00	10,412.23	800.00	765.73	-
01-7612-7652 ADVERTISING	500.00	-	500.00	55.46	-
01-7612-7901 TRANSFER FROM RESERVES	- 30,000.00	-			
01-7612-8001 CAPITAL - GENERATOR	-	61,087.27	-	-	-
01-7612-8002 CAPITAL - KEYLESS ACCESS	30,000.00	-	-	-	-
01-7612-8003 CAPITAL - TABLES & CHAIRS (21T & 200C)	11,000.00	-	-	-	-
01-7612-8004 CAPITAL - CEILING REPLACEMENT	30,000.00	-	-	-	-
	108,800.00	90,252.56	32,750.00	24,049.52	32,600.00

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
Municipality of West Elgin - Pool					
01-7613-6403 FSC - POOL	- 20,000.00	- 15,015.40	- 25,000.00	- 14,375.08	- 26,400.00
01-7613-7400 WAGES	40,000.00	28,123.39	41,000.00	30,330.84	40,000.00
01-7613-7401 CPP EXPENSE		-	1,230.00	849.23	1,372.74
01-7613-7402 EI EXPENSE	920.00	637.87	820.00	704.87	912.79
01-7613-7403 EHT EXPENSE	800.00	548.42	820.00	591.44	780.01
01-7613-7404 WSIB	1,280.00	885.90	1,230.00	970.60	1,219.99
01-7613-7415 TRAINING EXPENSE	1,500.00	473.18	1,700.00	1,603.55	200.00
01-7613-7430 WAGES TRANSFER IN	18,000.00	14,854.53	-	-	-
01-7613-7442 MILEAGE	100.00	-	100.00	47.52	-
01-7613-7450 HEALTH & SAFETY	1,000.00	381.73	1,500.00	44.21	-
01-7613-7452 UNIFORMS	400.00	195.39	400.00	345.01	400.00
01-7613-7500 HYDRO	7,500.00	7,145.08	7,500.00	4,782.24	7,500.00
01-7613-7501 GAS	4,200.00	4,155.14	4,000.00	2,879.29	4,000.00
01-7613-7502 WATER	8,000.00	7,034.74	10,000.00	5,622.81	10,000.00
01-7613-7515 BUILDING REPAIRS & MAINTENANCE (AODA door openers)	10,000.00	1,747.53	8,000.00	5,517.44	12,000.00
01-7613-7520 POOL MAINTENANCE (Move CL2 outside)	8,500.00	7,348.35	5,000.00	9,105.95	-
01-7613-7531 CONTRACTS & AGREEMENTS	400.00	296.00	500.00	3,648.00	3,400.00
01-7613-7601 PHONE & INTERNET	1,800.00	1,647.08	1,800.00	1,840.29	900.00
01-7613-7612 POOL CHEMICALS	8,000.00	7,459.19	8,500.00	8,410.24	8,500.00
01-7613-7613 EQUIPMENT PURCHASE 2 life guard chairs	8,000.00	2,206.53	5,000.00	-	5,000.00
01-7613-7614 EQUIPMENT RENTAL	275.00	274.55	275.00	273.24	-
01-7613-7650 OFFICE SUPPLIES	1,000.00	1,033.55	500.00	64.72	1,000.00
01-7613-7651 POSTAGE & SHIPPING	-	-	500.00	409.53	-
01-7613-7652 ADVERTISING	1,000.00	505.60	1,000.00	577.76	1,200.00
01-7613-7660 OTHER SUPPLIES	-	208.73	500.00	191.53	1,000.00
01-7613-8001 CAPITAL - FILTERS	35,000.00	-	35,000.00	-	-
	\$ 137,675.00	\$ 72,147.08	\$ 111,875.00	\$ 64,435.23	\$ 72,985.53

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
Municipality of West Elgin - Parks Operations					
01-7614-6406 FSC -SAND RING RENT	- 500.00	- 720.00	- 550.00	- 472.00	- 550.00
01-7614-6407 PARKS - PAVILLION RENTAL	- 200.00	- 150.00	-	-	-
01-7614-6410 DONATIONS - PLAYGROUND EQUIPMENT	- 170,000.00	- 24,543.79	-	-	-
		-			
01-7614-7335 JOE'S BUSH	500.00	58.95	500.00	-	1,000.00
01-7614-7336 OLD JAIL - (AODA Ramp, Accessibility)	1,000.00	117.48	2,500.00	33.55	500.00
01-7614-7337 SCOUT HALL	1,500.00	2,962.75	1,500.00	967.45	1,500.00
01-7614-7415 TRAINING	2,500.00	2,439.71	1,500.00	2,290.15	1,500.00
01-7614-7430 Wages Transfer-In	164,403.58	158,054.95	150,000.00	141,556.96	140,919.00
01-7614-7440 CONFERENCES/SEMINARS/MEETINGS	2,000.00	1,850.00	2,000.00	2,130.00	-
01-7614-7441 MEMBERSHIPS & DUES - ORFA membership	500.00	821.27	500.00	305.28	200.00
01-7614-7442 MILEAGE	-	-	-	-	300.00
01-7614-7450 HEALTH & SAFETY	2,000.00	1,859.95	1,500.00	288.18	-
01-7614-7452 UNIFORMS	1,000.00	1,265.32	1,500.00	2,560.77	1,500.00
01-7614-7500 HYDRO	3,000.00	2,669.17	3,000.00	2,851.83	5,000.00
01-7614-7501 GAS	-	-	1,000.00	779.04	1,200.00
01-7614-7502 WATER (Splashpad and washrooms, Rodney park)	7,500.00	6,211.13	7,500.00	6,621.14	9,000.00
01-7614-7510 INSURANCE	25,289.68	27,501.32	25,000.00	24,796.03	26,000.00
01-7614-7515 BUILDING REPAIR & MAINTENANCE	3,000.00	3,808.32	5,000.00	3,898.24	-
01-7614-7516 JANITORIAL	1,500.00	1,237.62	1,500.00	1,319.39	2,000.00
01-7614-7520 GROUNDS MAINTENANCE	25,000.00	21,898.74	27,000.00	25,779.41	27,500.00
01-7614-7601 PHONE & INTERNET	3,000.00	3,179.45	3,000.00	2,877.12	2,400.00
01-7614-7609 TOOLS	1,500.00	594.99	2,000.00	1,770.51	-
01-7614-7611 EQUIPMENT MAINTENANCE	8,000.00	4,819.94	10,000.00	5,251.58	12,000.00
01-7614-7613 EQUIPMENT PURCHASE	2,000.00	7,622.60	-	-	-
01-7614-7614 EQUIPMENT RENTAL	2,500.00	1,688.55	6,000.00	6,061.39	-
01-7614-7650 OFFICE SUPPLIES	1,500.00	396.78	1,500.00	1,983.83	1,000.00
01-7614-7652 ADVERTISING	500.00	190.24	1,500.00	428.58	2,000.00
01-7614-7660 OTHER SUPPLIES	500.00	837.05	-	2,802.08	4,500.00
01-7614-7701 FUEL- GAS	10,000.00	9,616.24	10,000.00	9,832.30	4,000.00
01-7614-7705 VEHICLE - REPAIR & MAINTENANCE	6,000.00	3,929.71	5,000.00	3,065.36	-
01-7614-7900 TRANSFER TO RESERVES	-	-	-	115,000.00	-
01-7614-7901 TRANSFER FROM RESERVES	-	-	-	-	-
01-7614-8000 CAPITAL - HORSE BARN DEMOLITION	-	17,072.67	8,900.00	-	-
01-7614-8001 CAPITAL - MT5 SNOWBLOWER & LAWNMOWER ATTACHMENT	-	48,293.05	36,250.00	-	190,000.00
01-7614-8002 CAPITAL - GRANDSTAND DEMOLITION	-	27,733.60	25,000.00	-	-
01-7614-8003 CAPITAL - OLD JAIL - Accessibility	-	-	-	-	-
01-7614-8004 CAPITAL - PLAYGROUND EQUIPMENT	170,000.00	-	-	-	-
01-7614-8005 CAPITAL - LAWNMOWER REPLACEMENT - KUBOTA	-	-	-	-	-
	\$ 275,493.26	\$ 333,317.76	\$ 340,100.00	\$ 364,778.17	\$ 433,469.00

Municipality of West Elgin - PGTP

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7620-6378 FSC - MISCELLANEOUS	- 400.00	- 414.26	- 800.00	- 880.56	- 1,300.00
01-7620-6410 PGTP - BOOTH RENTAL	- 750.00	- 750.00	- 900.00	- 750.00	- 1,200.00
01-7620-6411 PGTP - CAMP FEES SEASONAL	- 254,048.00	- 244,840.00	- 233,450.00	- 224,716.00	- 219,730.00
01-7620-6412 FSC - CAMP FEES-TRANSIENT	- 18,000.00	- 18,436.00	- 26,584.00	- 23,319.30	- 30,000.00
01-7620-6413 FSC - LAUNDROMAT	- 4,000.00	- 4,000.00	- 4,600.00	- 4,629.00	- 3,200.00
		-			
01-7620-7300 GARBAGE COLLECTION	7,000.00	6,700.00	6,700.00	6,710.18	-
01-7620-7340 TRANSIENT FEES	-	-	-	15,000.00	15,000.00
01-7620-7400 WAGES	45,900.00	47,067.95	47,275.46	47,067.88	31,200.00
01-7620-7401 CPP EXPENSE	2,295.00	2,583.42	2,363.77	2,515.83	1,485.00
01-7620-7402 EI EXPENSE	1,193.40	1,219.34	1,418.26	1,249.51	696.00
01-7620-7403 EHT EXPENSE	1,055.70	1,074.42	945.51	1,072.42	585.00
01-7620-7404 WSIB	1,698.30	1,735.58	1,891.02	1,759.91	915.00
01-7620-7415 TRAINING	300.00	122.11	300.00	353.77	-
01-7620-7430 WAGES TRANSFER IN	-	134.25	5,300.00	5,267.32	-
01-7620-7431 WAGES TRANSFER OUT	-	-	-	- 15,000.00	-
01-7620-7441 MEMBERSHIPS & DUES	1,300.00	610.56	610.56	305.28	-
01-7620-7442 MILEAGE	150.00	-	150.00	133.06	-
01-7620-7452 BOOT & CLOTHING ALLOWANCE	500.00	405.17	500.00	101.00	500.00
01-7620-7453 CUSTOMER APPRECIATION	-	-	-	-	-
01-7620-7500 HYDRO	57,000.00	60,286.29	52,000.00	52,317.55	60,000.00
01-7620-7501 GAS	500.00	459.77	500.00	461.77	700.00
01-7620-7502 WATER	4,000.00	4,532.62	5,000.00	4,694.08	5,500.00
01-7620-7503 SEWAGE EXPENSE	18,000.00	17,141.81	22,000.00	21,842.85	10,000.00
01-7620-7510 INSURANCE	12,479.40	10,881.00	10,114.83	9,506.42	10,100.00
01-7620-7511 PROPERTY TAXES	4,284.00	4,179.59	4,200.00	4,150.15	4,700.00
01-7620-7515 Building Repair & Maintenance - Note 1	15,000.00	14,413.32	21,600.00	14,610.93	11,500.00
01-7620-7516 JANITORIAL	1,000.00	569.72	2,000.00	2,092.06	2,000.00
01-7620-7520 GROUNDS MAINTENANCE (Public Works Wages & MT)	20,000.00	19,632.35	20,600.00	21,758.78	16,500.00
01-7620-7529 ADMINISTRATION EXPENSE	2,000.00	-	2,000.00	1,500.00	1,500.00
01-7620-7531 CONTRACTS & AGREEMENTS - Right of Way	600.00	600.00	600.00	2,216.18	-
01-7620-7601 PHONE & INTERNET	1,000.00	895.55	2,000.00	1,877.30	1,000.00
01-7620-7611 EQUIPMENT MAINTENACE	5,000.00	4,313.68	5,000.00	2,204.01	5,000.00
01-7620-7613 EQUIPMENT PURCHASE - Note 2	10,800.00	2,619.34	5,000.00	259.63	-
01-7620-7650 OFFICE SUPPLIES	500.00	430.73	500.00	503.19	1,000.00
01-7620-7651 POSTAGE & COURIER	500.00	-	500.00	400.00	400.00
01-7620-7652 ADVERTISING	100.00	-	500.00	365.53	800.00
01-7620-7660 OTHER SUPPLIES	500.00	307.82	1,500.00	1,237.60	-

Municipality of West Elgin - PGTP

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7620-7680 CONTRACTED SERVICES	-	-	-	1,500.00	-
01-7620-7701 FUEL EXP	1,000.00	1,343.37	600.00	574.31	-
01-7620-7900 TRANSFER TO RESERVES	-	-	-	43,686.36	80,849.00
01-7620-7901 TRANSFER FROM RESERVES	- 151,457.80	- -	177,335.41	- 2,402.63	- 66,500.00
01-7620-8000 CAPITAL - BINGO HALL REFURBISHMENT		21,491.10	25,000.00	2,402.63	25,000.00
01-7620-8001 CAPITAL - Consult & Engineering for Septic System	180,000.00	5,495.04	180,000.00	-	10,000.00
01-7620-8002 CAPITAL - WAR MONUMENT & GATES	15,000.00	-	15,000.00	-	15,000.00
01-7620-8003 CAPITAL - WATERLINES REPLACEMENT	-	-	-	-	10,000.00
01-7620-8004 CAPITAL - PAVILLION CEILING	18,000.00	-	-	-	-
	<u>\$ -</u>	<u>-\$ 37,194.36</u>	<u>\$ -</u>	<u>\$ 0.00</u>	<u>\$ -</u>

Note 1 **Building Repair & Maintenance**
 Deck repair on Dance Hall
 North washroom painting - inside
 Replace coverings on tables in Dance Hall
 Other small repairs

Note 2 **Equipment purchase**
 AC unit for the office
 Washing Machines (4 @ \$2200)
 Other

Municipality of West Elgin - Rodney Library

	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7650-6321 RENT - LIBRARY - RODNEY	- 21,304.36	- 21,304.35	- 20,784.72	- 20,784.72	- 20,516.12
01-7650-7430 WAGES TRANSFER IN	3,500.00	80.77	3,500.00	3,099.83	-
01-7650-7500 HYDRO	2,000.00	1,760.58	2,000.00	1,762.53	2,000.00
01-7650-7501 GAS	1,000.00	814.38	1,200.00	1,148.66	1,000.00
01-7650-7502 WATER	500.00	533.75	600.00	508.88	600.00
01-7650-7510 INSURANCE	792.72	669.60	650.18	611.07	650.00
01-7650-7515 BUILDING REPAIRS & MAINTENANCE	1,500.00	498.90	1,500.00	1,129.73	1,000.00
01-7650-7516 JANITORIAL	500.00	134.86	500.00	404.97	3,500.00
01-7650-8000 CAPITAL OVER \$10,000	-	-	-	-	-
	-\$ 11,511.64	- 16,811.51	-\$ 10,834.54	-\$ 12,119.05	-\$ 11,766.12

Municipality of West Elgin - West Lorne Complex

01-7655-6108 WEST ELGIN SUPPORT SERVICES	- 21,450.00	- -	10,559.79	- 12,929.23	- 10,850.00
01-7655-6321 RENT - LIBRARY WL	- 26,749.73	- 26,749.73	- 26,097.32	- 26,097.32	- 25,764.28
		-			
01-7655-7500 HYDRO	8,500.00	8,314.77	8,500.00	8,391.60	10,500.00
01-7655-7501 GAS	2,000.00	1,734.26	2,000.00	1,985.54	2,000.00
01-7655-7502 WATER	2,500.00	2,297.60	4,200.00	12,348.89	4,200.00
01-7655-7510 INSURANCE	507.87	495.72	479.37	450.54	600.00
01-7655-7515 BUILDING REPAIRS & MAINTENANCE	10,000.00	4,290.91	6,000.00	5,278.34	8,000.00
01-7655-7516 JANITORIAL	10,000.00	9,316.29	9,000.00	8,868.39	8,400.00
01-7655-7520 GROUNDS MAINTENANCE	-	-	650.00	640.60	500.00
01-7655-7601 PHONE & INTERNET	850.00	716.90	850.00	823.78	800.00
01-7655-8000 CAPITAL - LIGHTING RETROFIT	30,000.00	-	12,000.00	-	-
	\$ 16,158.14	\$ 416.72	\$ 7,022.26	-\$ 238.87	-\$ 1,614.28

Municipality of West Elgin - Drains

	<u>2020 Budget</u>	<u>2019 YTD Actuals :</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7720-6390 OSG - MD INSPECTOR	- 14,000.00	- -	14,758.65	- 13,457.02	- 16,084.20
01-7720-6392 DRAIN MAINTENACE - ADMINISTRATION FEE	- 200.00	- -	200.00	-	-
		-			
01-7720-7400 WAGES	27,195.44	24,896.90	26,662.20	22,576.93	30,000.00
01-7720-7401 CPP EXPENSE	1,631.73	1,443.27	1,392.71	1,082.56	-
01-7720-7402 EI EXPENSE	815.86	720.23	634.60	591.58	-
01-7720-7403 EHT EXPENSE	543.91	619.78	545.63	496.81	-
01-7720-7404 WSIB	1,087.82	997.67	881.40	814.82	-
01-7720-7405 LIFE INSURANCE	-	-	5,038.35	775.57	-
01-7720-7406 BENEFITS IN LIEU	7,342.77	6,594.75	3,222.95	2,901.69	-
01-7720-7407 OMERS	2,447.59	2,160.89	-	-	-
01-7720-7415 TRAINING EXPENSE	100.00	73.06	500.00	1,241.01	2,000.00
01-7720-7430 WAGES TRANSFER IN	-	-	-	7,749.21	5,000.00
01-7720-7440 CONFERENCES/SEMINARS/MEETINGS	-	1,007.66	1,007.66	-	-
01-7720-7441 MEMBERSHIPS & DUES	-	-	-	-	-
01-7720-7442 MILEAGE	2,000.00	427.20	4,024.89	1,372.15	1,400.00
01-7720-7601 PHONE & INTERNET	400.00	387.06	900.00	882.89	600.00
01-7720-7650 OFFICE SUPPLIES	100.00	88.31	100.00	-	-
01-7720-7651 POSTAGE & COURIER	50.00	12.47	300.00	167.48	-
01-7720-7652 ADVERTISING	200.00	194.76	200.00	-	-
	<u>\$ 29,715.12</u>	<u>\$ 39,624.01</u>	<u>\$ 30,451.74</u>	<u>\$ 27,195.68</u>	<u>\$ 22,915.80</u>

Municipality of West Elgin - Planning

	<u>2020 Budget</u>	<u>2019 YTD Actuals :</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7700-6430 PLANNING FEES	- 30,000.00	- 31,125.00	- 20,000.00	- 19,555.00	- 25,000.00
01-7700-6431 BILLINGS - DUTTON DUNWICH		-	-	- 2,319.31	- 2,438.33
01-7700-6432 BILLINGS - SWD	- 40,000.00	- 34,306.77	- 30,970.10	- 5,309.26	-
		-			
01-7700-7400 WAGES	79,543.31	78,587.84	77,983.64	43,982.97	50,849.00
01-7700-7401 CPP EXPENSE	2,386.30	2,787.50	3,899.18	2,127.81	2,517.03
01-7700-7402 EI EXPENSE	1,193.15	1,101.90	2,286.64	1,036.85	1,016.98
01-7700-7403 EHT EXPENSE	1,590.87	1,549.95	1,520.68	907.39	991.56
01-7700-7404 WSIB	2,386.30	2,492.90	2,456.48	1,487.57	1,550.89
01-7700-7405 LIFE INSURANCE	874.98	901.00	1,050.00	998.23	800.00
01-7700-7406 BENEFITS EXPENSE	6,124.83	6,158.87	7,018.53	6,333.96	6,500.00
01-7700-7407 OMERS EXPENSE	8,431.59	8,368.46	7,018.53	860.99	700.00
01-7700-7415 TRAINING EXPENSE	500.00	61.06	500.00	30.47	-
01-7700-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	786.13	500.00	125.00	-
01-7700-7441 MEMBERSHIPS & DUES	500.00	-	600.00	464.64	-
01-7700-7442 MILEAGE	200.00	146.04	1,000.00	5,335.11	10,000.00
01-7700-7533 PLANNING FEES - Zoning by-law maps consolidation	3,500.00	301.21	1,000.00	651.27	-
01-7700-7534 SEASIDE DEVELOPMENT FEES	-	0.01	-	-	-
01-7700-7602 SOFTWARE LICENSES	-	-	-	-	2,500.00
01-7700-7613 EQUIPMENT PURCHASE	-	-	-	-	-
01-7700-7650 OFFICE SUPPLIES	50.00	28.26	50.00	32.24	-
01-7700-7652 ADVERTISING	500.00	323.60	-	-	-
01-7700-7675 LEGAL - Official Plan - 2020/2021	50,000.00	84.65	-	-	12,000.00
01-7700-7901 TRANSFERS FROM RESERVES	- 50,000.00	-	-	-	-
01-7700-7699 BILLABLE	-	-	-	-	-
	\$ 38,281.33	\$ 38,247.61	\$ 55,913.58	\$ 37,190.93	\$ 61,987.13

Municipality of West Elgin - Economic Development

	<u>2020 Budget</u>	<u>2019 YTD Actuals :</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7710-6750 ECONOMIC DEVELOPMENT	-	-	-	-	10,000.00
01-7710-6752 CCC DONATIONS	-	-	-	40.00	-
01-7710-7359 PROMOTIONS & EVENTS	2,000.00	-	2,000.00	1,709.57	3,000.00
01-7710-7361 ECONOMIC DEV - CCC	-	-	3,500.00	3,251.12	5,912.00
01-7710-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	-	500.00	397.27	15,000.00
01-7710-7441 MEMBERSHIPS & DUES	-	-	200.00	200.00	-
01-7710-7652 ADVERTISING	1,500.00	1,335.09	1,500.00	1,044.06	2,500.00
01-7710-7900 TRANSFER TO RESERVES	-	-	10,000.00	-	-
	<u>\$ 4,000.00</u>	<u>\$ 1,335.09</u>	<u>\$ 17,700.00</u>	<u>\$ 6,562.02</u>	<u>\$ 16,412.00</u>



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality Of West Elgin

By-Law No. 2020-26

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 26588 Carroll Line.

Whereas the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

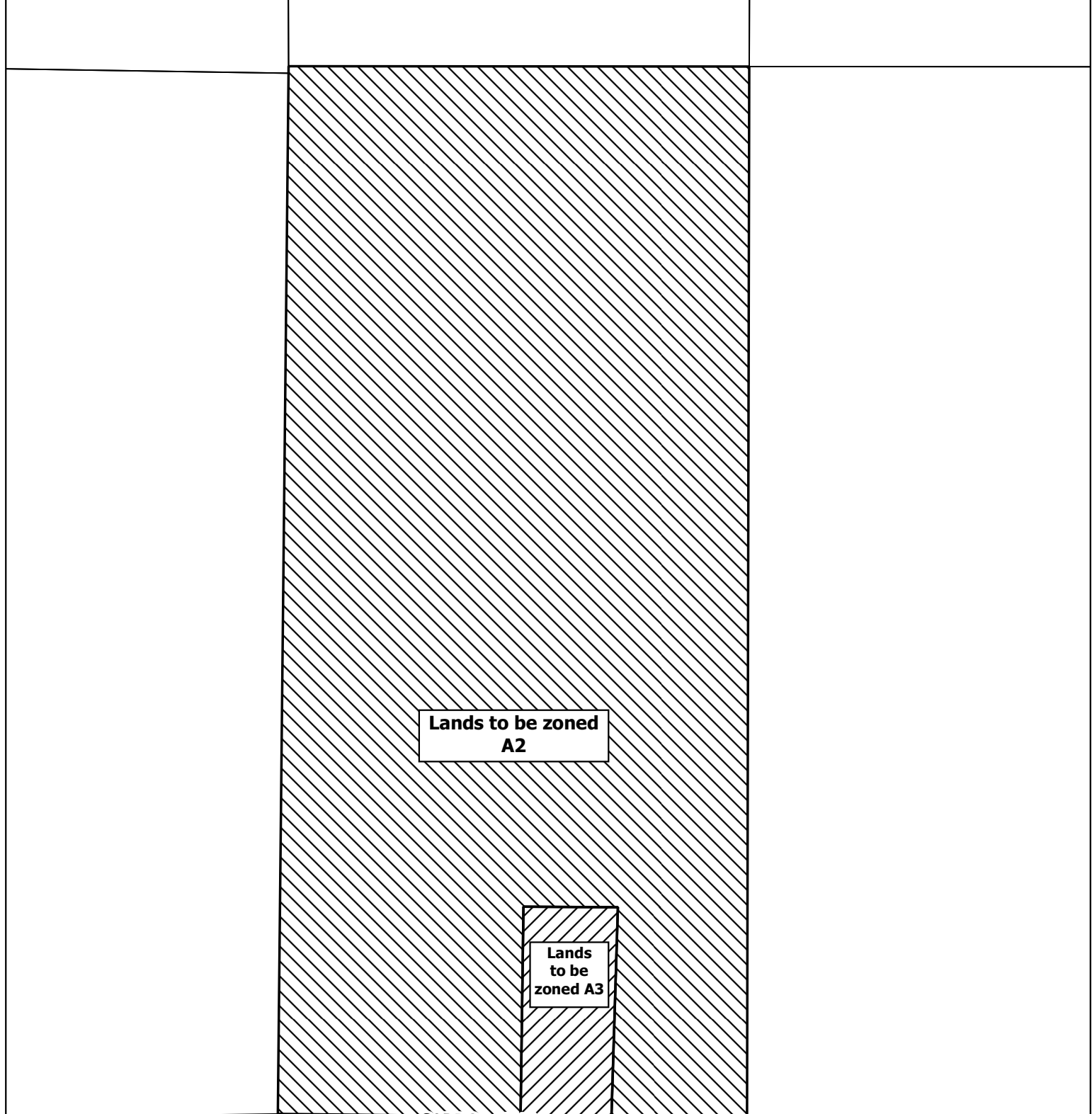
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map 23 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone and Restricted Agricultural (A3)** for those lands outlined in heavy solid lines and described as A2 and A3 on Schedule "A" attached hereto and forming part of this By-law, being Concession A Eastern Division, Southwest ¼ of Lot Z, in the geographic Township of Aldborough, now in the Municipality of West Elgin, in the County of Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Local Planning Appeal Tribunal (LPAT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 12th day of March 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



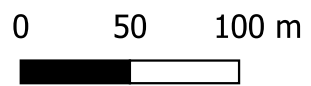
Lands to be zoned
A2

Lands
to be
zoned A3

CARROL LINE

This is Schedule "A" to By-law No. 2020-26
passed on the 12th day of March, 2020

MAYOR _____ CLERK _____





MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2020-27

A By-law to Authorize the Execution of an Agreement between Her Majesty the Queen in Right of Ontario and The Corporation of the Municipality of West Elgin to receive funds as part of the Municipal Modernization Program

Whereas Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing for the purposes of providing monies to the Corporation of the Municipality of West Elgin through the Municipal Modernization Program; and

Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing, in the form of an agreement titled Ontario Transfer Payment Agreement, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and CAO/Treasurer are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on March 12, 2020.

Read a first, second, and third time and passed this 12th day of March, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

ONTARIO TRANSFER PAYMENT AGREEMENT

The Agreement is effective as of the ____ day of _____, 20____

B E T W E E N

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Municipal Affairs and Housing
(the "Province")**

- and -

**The Corporation of the Municipality of West Elgin
(the "Recipient")**

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project Summary
Schedule "D" - Budget
Schedule "E" - Payment Plan
Schedule "F" - Reports

any amending agreement entered into as provided for in section 4.1

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including *the Broader Public Sector Accountability Act, 2010 (Ontario)*, *the Public Sector Salary Disclosure Act, 1996 (Ontario)*, and *the Auditor General Act (Ontario)*;
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010 (Ontario)*;
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996 (Ontario)*;
- (d) the Province is not responsible for carrying out the Project; and

- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Municipal Affairs
and Housing**

Date

Name: The Honourable Steve Clark
Title: Minister of Municipal Affairs and Housing

The Corporation of the Municipality of West Elgin

Date

Name:
Title:

I have authority to bind the Recipient.

Date

Name:
Title:

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all the schedules listed in section 1.1, and any amending agreement entered pursuant to section 4.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A13.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

"Maximum Funds" means the maximum Funds set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

"Project" means the undertaking described in Schedule "C".

"Reports" means the reports described in Schedule "F".

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (b) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and

- (b) taken all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law authorizing the Recipient to enter into the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient's council has authorized the execution of this Agreement by the Recipient by municipal by-law;
- (b) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (c) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (d) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (e) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
 - (ii) terminate the Agreement pursuant to section A12.1.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds;

or

(b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

(a) the Recipient; or

(b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.3 **Disclosure to Province.** The Recipient will:

(a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and

(b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 **Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 Record Maintenance. The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.3 Inspection. The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 Disclosure. To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 No Control of Records. No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any **rights** provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and

(d) a 30-day written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

(a) provide to the Province, either:

- (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
- (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and

(b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 TERMINATION WHERE NO APPROPRIATION

A12.1 Termination Where No Appropriation. If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A12.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section A12.1, the Province may take

one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

A12.3 No Additional Funds. If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A13.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A13.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 Opportunity to Remedy. If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 Recipient not Remediating. If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province, the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 When Termination Effective. Termination under Article will take effect as provided for in the Notice.

A14.0 FUNDS AT THE END OF A FUNDING YEAR

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A15.0 FUNDS UPON EXPIRY

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A16.0 DEBT DUE AND PAYMENT

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing

under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A17.0 NOTICE

A17.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 Postal Disruption. Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A18.1 Consent. When the Province provides its consent pursuant to the Agreement it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A19.0 SEVERABILITY OF PROVISIONS

A19.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A20.0 WAIVER

A20.1 Waiver Request. Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 Waiver Applies. Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and

(b) apply only to the specific obligation referred to in the waiver.

A21.0 INDEPENDENT PARTIES

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A23.0 GOVERNING LAW

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A24.0 FURTHER ASSURANCES

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A25.0 JOINT AND SEVERAL LIABILITY

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A26.0 RIGHTS AND REMEDIES CUMULATIVE

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A27.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A28.0 SURVIVAL

A28.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(e), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$20,000.00
Expiry Date	December 31, 2020
Amount for the purposes of section A5.2 (Disposal) of Schedule "A"	\$5,000.00
Insurance	\$2,000,000.00
Contact information for the purposes of Notice to the Province	<p>Name: Helen Collins</p> <p>Position: Manager, Municipal Programs and Outreach Unit</p> <p>Address: 777 Bay Street, Toronto, Ontario M7A 2J3, 16th Floor</p> <p>Fax: 416-585-7292</p> <p>Email: helen.collins@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

Additional Provisions:

B1 Section 4.3 of Schedule "A" is amended by adding the following subsection:

(e) use the Funds only for the purpose of reimbursement for the actual amount

paid to the independent third-party reviewer in accordance with the Project;
and,

- (f) Not use the Funds for the purpose of paying the salaries of the Recipient's employees.

SCHEDULE "C" PROJECT SUMMARY

Objectives
The objective of the Project is to undertake an organizational review for the Recipient which will identify opportunities for improved service delivery efficiencies, and cost saving measures.
Description
<p>The Recipient will retain an independent third-party reviewer to conduct a service delivery and modernization review of its current organizational structure, including a review of staffing, departmental processes, technology and policies and procedures. The reviewer will also develop a succession plan strategy.</p> <p><u>Independent Third-Party Reviewer's Report</u></p> <p>The Recipient will retain the independent third-party reviewer to compile the findings and recommendations in the Independent Third-Party Reviewer's Report.</p> <p>The Recipient will submit a draft of the Independent Third-Party Reviewer's Report to the Province by August 31, 2020. The draft will summarize the reviewer's preliminary findings and recommendations for cost savings and improved efficiencies.</p> <p>The Recipient will submit the Independent Third-Party Reviewer's Report to the Province and publish the report on their publicly accessible website by September 18, 2020.</p> <p>The report will summarize the reviewer's findings and identify specific, actionable recommendations based on the analysis and findings that aim to identify cost savings and improved efficiencies.</p>
Background
The Recipient wishes to undertake an organizational review. This review will identify challenges and provide recommendations for strengthening the municipality as an employer of choice and an efficient service provider.

SCHEDULE "D"
BUDGET

ITEM	AMOUNT
Reimbursement for payments to independent third-party reviewer	Up to \$20,000.00

SCHEDULE "E"
PAYMENT PLAN

Milestone	Scheduled Payment
<ul style="list-style-type: none"> • Execution of the Agreement 	<p>Initial payment of \$15,000.00 made to Recipient no more than thirty (30) days after the execution of the Agreement</p>
<ul style="list-style-type: none"> • Submission of Interim Progress Report to the Province • Submission of draft Independent Third-Party Reviewer's Report to the Province • Submission of Independent Third-Party Reviewer's Report to the Province • Publishing of Independent Third-Party Reviewer's Report on the Recipient's publicly accessible website • Submission of Final Report to the Province 	<p>Final payment of up to \$5,000.00 made to Recipient no more than thirty (30) days after the Province's approval of the Final Report</p>

SCHEDULE "F" REPORTS

Name of Report	Reporting Due Date
1. Interim Progress Report	June 15 th , 2020
2. Final Report	September 18 th , 2020

Report Details

1. Interim Progress Report

The Recipient will submit an Interim Progress Report to the Province by June 15th, 2020 using the reporting template provided by the Province. The Interim Progress Report will include:

- An update to the estimated cost of the Project, and
- A statement indicating whether the Recipient has retained the independent third-party reviewer.

2. Final Report

The Recipient will submit a Final Report to the Province by September 18th, 2020 using the reporting template provided by the Province. The Final Report will include:

- A hyperlink to the Independent Third-Party Reviewer's Report on the Recipient's publicly accessible website,
- A 250-word abstract of the Project and its findings,
- The actual amount paid by the Recipient to the independent third-party reviewer in accordance with the Project with supporting documentation, such as invoices or receipts, showing actual costs incurred, and
- A statement indicating the percentage of the total amount of service delivery expenditures reviewed that are identified as potential cost savings in the Independent Third-Party Reviewer's Report, which will be the performance measure for the Project.



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-28

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on March 12, 2020.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the meeting of Council held on March 12, 2020, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 12th day of March, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk