



Municipality of West Elgin

Agenda

Council Meeting

May 14, 2020, 9:30 a.m.

Electronic Participation Meeting

Due to the COVID-19 Pandemic and the Emergency Order Issued by the Province of Ontario under Emergency Management & Civil Protection Act, prohibiting gatherings of more than 5 people, this meeting will be held electronically

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. Closed Session - 9:00 a.m.

2. Call to Order

3. Report from Closed Session

4. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

5. Disclosure of Pecuniary Interest

6. Adoption of Minutes

6

Recommendation:

That the Minutes of the Council meeting from April 23, 2020 and Special Council Meeting on May 8, 2020 be adopted as circulated and printed.

7. Business Arising from Minutes

8. Staff Reports

8.1 Water

- 8.1.1 S. Smith, OCWA - West Elgin Water Distribution System First Quarter Operations Report 15**

Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Elgin Distribution System First Quarter Operations Report, for information purposes.

8.2 Wastewater

- 8.2.1 S. Smith, OCWA - West Lorne WWTP First Quarter Operations Report 21**

Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Waste Water Treatment Plant First Quarter Operations Report, for information purposes.

- 8.2.2 S. Smith, OCWA - Rodney WWTP First Quarter Operations Report 31**

Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Waste Water Treatment Plant First Quarter Operations Report, for information purposes.

8.3 Fire

- 8.3.1 Al Beer, Fire Chief - Fire Department April Update 41**

Recommendation:

That West Elgin Council hereby receives the report from Al Beer, Fire Chief re: Fire Department April Update for information purposes.

8.4 Building

8.4.1 J. Morgan-Beune, CBO - Building Activity Report April 2020 55

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for April 2020 for information purposes.

8.4.2 J. Morgan-Beunen, CBO - Building Department COVID-19 EMCPA O. Reg. 200/20 65

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: EMCPA O.Reg. 200/20 as it relates to the business of Construction for inspections and permit issuance.

8.5 Planning

8.5.1 H. James, Planner - Update on Planning Applications and COVID-19 69

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the exemption of the Planning Act from Ontario Regulation 73/20; and,

That West Elgin Council provides direction to staff to

8.6 Emergency Management

8.6.1 Minutes of Emergency Control Group Meeting - April 24, 2020 74

8.6.2 Minutes of Emergency Control Group Meeting - May 1, 2020 76

8.7 Operations & Community Services

8.7.1 L. Gosnell, Manager of Operations & Community Services – Monthly Report 78

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services, for information purposes.

8.8 Treasury

8.8.1 M. Badura, CAO/Treasurer - 2020 YTD Financials and COVID-19 impact 81

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer entitled 2020 YTD Financials and Covid-19 impact for information only.

8.8.2 M. Badura, CAO/Treasurer - Port Glasgow Yacht Club 108

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Port Glasgow Yacht Club past due engineering invoice for information only.

8.9 Administration

8.9.1 M. Badura, CAO/Treasurer - COVID-19 Pandemic and Municipal Services 115

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: COVID-19 Pandemic and Municipal Services; and

That West Elgin Council hereby directs _____.

9. Committee and Board Report

9.1 Elgin County Council

9.1.1 County Council Highlights - April 28, 2020 116

9.2 West Elgin Community Centre Board of Management

9.3 Lower Thames Conservation Authority

9.3.1 Board of Directors Meeting Minutes - April 16, 2020 119

9.3.2 Source Protection Region Meeting Minutes - April 16, 2020 123

10. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5 amounting to \$426,283.83 in settlement of General, Road, Water and Arena Accounts (including cheques # 25338-25352, EFT#2591-2639 & online Payments# 416-433 and Payroll PP09/10).

11. Council Announcements

12. Correspondence

12.1	Federation of Canadian Municipalities - Report on COVID-19 and Municipal Financial Crisis	125
12.2	Town of Midland - Letter to Prime Minister re: Financial Aid Plan	141
12.3	Township of Montague - Letter to Prime Minister re: support of Town of Midland resolution	143
12.4	Canadian Tire Jump Start Grant - of 2020 Jumpstart Grant Update	144
12.5	Elgin County Warden - Support for Bill 156: Security from Trespass and Protecting Food Safety Act	145

13. By-Laws

14. Confirming By-Law 146

Recommendation:

That By-law 2020-39, being a by-law to confirm the proceedings of the Regular Meeting of Council on May 14, 2020, be read a first, second and third and final time.

15. Adjournment

Recommendation:

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



Municipality of West Elgin

Minutes Council Meeting

April 23, 2020, 10:00 a.m.

Electronic Participation Meeting

Due to the COVID-19 Pandemic and the Emergency Order Issued by the Province of Ontario under the Emergency Management & Civil Protection Act, prohibiting gatherings of more than 5 people, this meeting will be held electronically

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
H. James, Planner
J. Simpson, Health and Safety Coordinator

1. Closed Session - 9:00 a.m.

This meeting held under Section 239(2)(b) of the *Municipal Act*, consideration was given to personal matters about identifiable individual(s) including municipal or local board employee(s).

2. Report from Closed Session

Mayor McPhail reported out at 10:03 a.m., that direction was provided to staff relating to personal matters about identifiable individuals including municipal or local board employees.

3. Call to Order

Mayor Duncan McPhail called the Open Session of the Council meeting to order at 10:03 a.m.

4. Adoption of Agenda

Resolution No. 2020-137

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby adopts the Agenda as presented.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

5. Disclosure of Pecuniary Interest

No disclosures

6. Adoption of Minutes

Resolution No. 2020-138

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Minutes of the Council meeting on April 9, 2020 be adopted as amended.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

7. Business Arising from Minutes

Mayor McPhail reported that staff are making decisions on a case by case basis regarding access to the Port Glasgow Trailer Park for residents that don't have government issued identification with the park as their address as this has been identified as an issue.

8. Staff Reports

8.1 Health and Safety

8.1.1 J. Simpson, Health and Safety Coordinator -April Health and Safety Committee Report

Resolution No. 2020-139

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jamie Simpson Health and Safety Coordinator for information purposes.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

8.2 Operations & Community Services

8.2.1 L. Gosnell, Manager of Operations & Community Services Request from 8678 Furnival Road

Councillor Rowe inquired as to why the cost of the restoration would fall under the Council Grants account. Mr. Gosnell responded that as this was not a required improvement, but a cosmetic one by a resident. Council directed that the cost of this remediation, which includes staff time, machine time and grass seed be taken out of the Public Works budget.

Resolution No. 2020-140

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council receives the report from Lee Gosnell, Manager of Operations & Community Services; and

That West Elgin Council hereby directs public works staff to restore municipal property located at part lot 7, concession 14 (being Part 5 on RP 11R-2054) to its natural state.

For (3): Deputy Mayor Leatham, Councillor Tellier, and Councillor Rowe

Against (1): Councillor Cammaert

Abstain (1): Mayor McPhail

Carried (3 to 1)

8.2.2 L. Gosnell, Manager of Operations & Community Services - Pool Filter Replacement

Resolution No. 2020-141

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council receives the report from Lee Gosnell, Manager of Operations and Community Services; and

That West Elgin Council hereby accepts the quote submitted by Hollandia Pools & Spas at a cost of \$39,752.64 plus applicable taxes for the supply and installation of two (2) new commercial grade, horizontal sand filters at the West Elgin community pool.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

8.3 Planning

8.3.1 H. James, Planner - Request for Planting Area on Municipal Land

Resolution No. 2020-142

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Heather James regarding a request from Kellie Milos to establish a planting area on an unopened portion of Sandford Street; and,

That West Elgin Council provides direction to staff to notify abutting property owners and provide a 30 day comment period; and

That West Elgin Council directs staff, that should no concerns be raised, to enter into an agreement with Ms. Milos regarding the maintenance of the land and that Ms. Milos be responsible for returning lands to their original state should this be required.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

8.3.2 H. James, Planner - Exemption of Planning Act from Ontario Regulation 73/20

This item was deferred until more information can be obtained from Elgin County.

That West Elgin Council hereby receives the report from Heather James regarding the exemption of the Planning Act from Ontario Regulation 73/20; and,

That West Elgin Council provides direction to staff to

8.4 Administration

8.4.1 M. Badura, CAO/Treasurer - 2020 Capital Project Review

CAO/Treasurer M. Badura reported that this report defers approximately \$2 million dollars from the Capital Budget.

Resolution No. 2020-143

Moved: Councillor Cammaert

Seconded: Councillor Rowe

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

That, Council approve deferring the projects identified in Attachment 1 to 2021 to assist with short-term cash flow needs during the COVID-19 pandemic; and That Staff ensure deferred projects are taken into consideration when preparing the 2021 capital budget and forecast.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

9. Committee and Board Report

Council recessed at 10:53 a.m. and reconvened at 11:09 a.m. with Deputy Mayor Leatham joining via phone at this time, due to technical issues with the internet.

9.1 Elgin County Council

10. Accounts

Resolution No. 2020-144

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #4A amounting to \$1,052,898.25 in settlement of General, Road, Water and Arena Accounts (including cheques # 25334-25337, EFT#2554-2590 & online Payments# 306-415 and Payroll PP08).

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

11. Notice of Motion

None.

12. Council Announcements

None.

14. By-Laws

14.1 Third and Final Reading for By-Law 2020-14 - Smith Drain

Resolution No. 2020-145

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That By-Law 2020-14, being a by-law to provide for the Smith Drain in the Municipality of West Elgin, be read a third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

14.2 By-law 2020-37 - Dedicated Gas Tax Agreement

Resolution No. 2020-146

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-law 2020-37, being a by-law to authorize the Execution of an Agreement between Her Majesty the Queen Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program, be read for a first, second and third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

15. Confirming By-Law

Resolution No. 2020-147

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That By-law 2020-36, being a by-law to confirm the proceeding of the Regular Council Meeting on April 23, 2020, be read a first, second and third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

16. Adjournment

Resolution No. 2020-148

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 11:38 a.m. to meet again at 9:30 a.m. on May 14, 2020 or at the call of the Chair.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

May 8, 2020, 1:00 p.m.

Electronic Participation Meeting

Due to the COVID-19 Pandemic and the Emergency Order Issued by the Province of Ontario under Emergency Management & Civil Protection Act, prohibiting gatherings of more than 5 people, this meeting will be held electronically

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

Staff Present: M. Badura, CAO/ Treasurer

Also Present: R. Bryce, Human Resources Consultant
J. Smith, Elgin County CEMC/Fire Training Officer

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 1:02 p.m.

2. Adoption of Agenda

Resolution 2020-149

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby adopts the Agenda of the Special Council Meeting as presented.

Carried

4. Closed Session

Resolution 2020-150

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby proceed into Closed Session at 1:03 p.m. in order to address matters pertaining to personal matters pertaining to an identifiable individual(s), including municipal or local board employee(s).

Carried

5. Report from Closed Session

Mayor McPhail reported at 1:25 p.m. that Council provided direction to staff relating to personal matters pertaining to identifiable individual(s), including municipal or local board employee(s).

6. Confirming By-Law

Resolution 2020-151

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2020-38, being a by-law to confirm the proceedings of the Special Meeting of Council on May 8, 2020, be read a first, second and third and final time.

Carried

7. Adjournment

Resolution 2020-152

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby adjourn the Special Meeting of Council at 1:27 p.m.

Carried

Duncan McPhail, Mayor

Magda Badura, CAO/Treasurer/Acting Clerk



West Elgin Distribution System Operations Report First Quarter 2020

Submitted by:
Ontario Clean Water Agency
Date: May 5, 2020

Facility Description

Facility Name: West Elgin Distribution System

Regional Manager: Dale LeBritton (519) 476-5898

Sr. Operations Manager: Sam Smith (226) 377-1540

Business Development Manager: Susan Budden (519) 318-3271

Facility Type: Municipal

Classification: Class 1 Water Distribution

Drinking Water System Category: Large Municipal Residential

Title Holder: Municipality

Service Information

Area(s) Served: The West Elgin Distribution System receives water from the Tri-County Drinking Water System and services the communities of West Lorne, Rodney, Eagle, New Glasgow and Rural areas within the municipality.

Operational Description:

In addition to the watermains, valves, auto flushers, sample stations and fire hydrants, the West Elgin Distribution System has a water storage facility. The system is controlled at the Tri-County Water Treatment Plant by the SCADA system.

The Rodney Tower in conjunction with the West Lorne Standpipe (a part of the Tri-County Drinking Water System) provides water pressure to the distribution system. The highlift pumps at the Tri-County Water Treatment Plant start when the West Lorne Standpipe reaches the start set point and will continue to fill till the stop set point. Based on the elevations in the system, the Rodney Tower will only begin filling once the West Lorne Standpipe is full. There are four chambers located at Pioneer Line, Marsh Line, Silver Clay and Talbot Line West of Graham that control the flow to Rodney. These chambers contain automated valves so that when the Rodney Tower reaches the start set point the valves open up to allow water to be fed from the West Lorne distribution system. The highlift pumps stop set point of the West Lorne Standpipe will be overridden if the Rodney Tower has not reached its stop set point, and therefore will continue to run to fill up the Rodney Tower.

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m³
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

Facility Name: West Elgin Distribution System
ORG#: 1266

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance or exceedance issues reported for the first quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

On January 21st, 2020 a routine MECP inspection took place by Angela Stroyberg. A rating of 100 % was received with a few recommended actions.

- 1- A bylaw or policy in place limiting access to hydrants.
- 2- Replace the air vent on the drain at the tower.
- 3- Insure abnormal conditions are recorded in the logbook. (ie. Communication fault with water plant)

SECTION 3: QEMS UPDATE

FIRST QUARTER:

There have been no updates to QEMS at this time.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

All sampling and testing have met O. Reg. 170/03 requirements. The limit for Total Coliform and E. coli is zero, heterotrophic plate count (HPC) doesn't have a limit. This is an operational guide to initiate an action plan if results are continuously high in an area. Samples are taken at four different locations throughout the distribution system each week, see results below.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	16	0 - 0	0 - 0	8	<10 – 20
February	16	0 - 0	0 - 0	8	<10 – <10
March	20	0 - 0	0 - 0	10	<10 – <10
April					
May					
June					
July					
August					
September					
October					
November					
December					

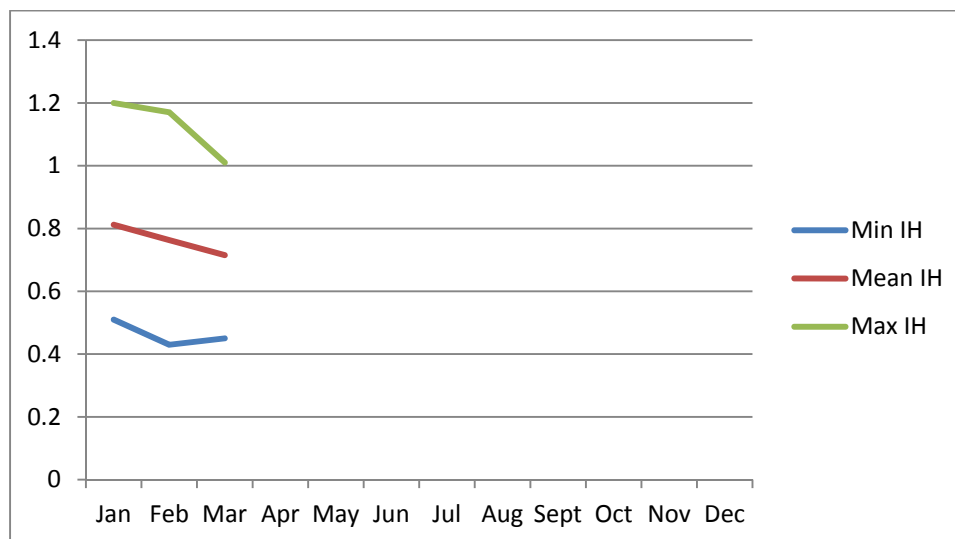
Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average in 2020. The annual average in 2019 was 55 µg/L, therefore the current running average has decreased 1.4% when compared to the annual average in 2019.

	Limit (µg/L)	THM Result (µg/L)
January 2020	-	48
April 2019	-	48
July 2019	-	47
October 2019	-	80
Running Average	100	55.75

Haloacetic Acids (HAAs) are now required to be sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2020. The limit for HAAs is 80µg/L.

	Limit (µg/L)	HAA Result (µg/L)
January 2020	-	23.9
April 2019	-	23.4
July 2019	-	18.5
October 2019	-	31.8
Running Average	80	24.4

The Rodney Tower continuously monitors the free chlorine residual of the water. The results fluctuate based on fill cycles. During the winter months the results are usually very good, however, once there is warmer weather the chlorine residuals dissipate. In Spring of 2018 the Rodney tower installed a re-chlorination facility. Chlorine residuals are taken throughout the distribution system in accordance to O. Reg. 170/03 requirements. The graph below provides the minimum, maximum and average chlorine residuals throughout the distribution system in 2019.



SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

Due to the COVID-19 pandemic, which has been brought to the attention of all OCWA staff; precautionary protection measures have been implemented at all facilities. In addition to the mandatory PPE worn by all operational staff, the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased and documented
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility access to essential contractors and/or delivery personnel is closely monitored.

There were no additional Health & Safety issues identified during the first quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

15: Calibrated AIT-2 at Rodney Tower

FEBRUARY:

03: New service line at 26661 Silver Clay line, flushed and took non reportable bacti sample

03: Suspected service leak at 7 Todd Place; unable to locate leak, backfilled with gravel as per Municipal Staff

05: Service repair at 7 Todd Place

MARCH:

03: Turned on service at 26496 Silver Clay

04: PVR placed on hydrant 11 at Dunborough and Highway 3 for the day in order for work to be performed at the Wallacetown tower.

09: Western Fire Equipment on site for fire flow testing in Rodney; hydrants 167 and 177 were used for the work

09: Chlorine injector at Rodney tower was cleaned

10: Service leak at 5 Todd Place in West Lorne. Replaced from curb stop to tapping saddle

11: Opened valve at corner of Forest Line and Colley Road to allow for water to be distributed down Forest Line to hydrant at 23454 Forest Line.

13: Leak on chlorine board at Rodney Tower fixed.

17: Pumped out chamber at Pioneer Line and Wellington.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

No alarms this month.

FEBRUARY:

No alarms this month.

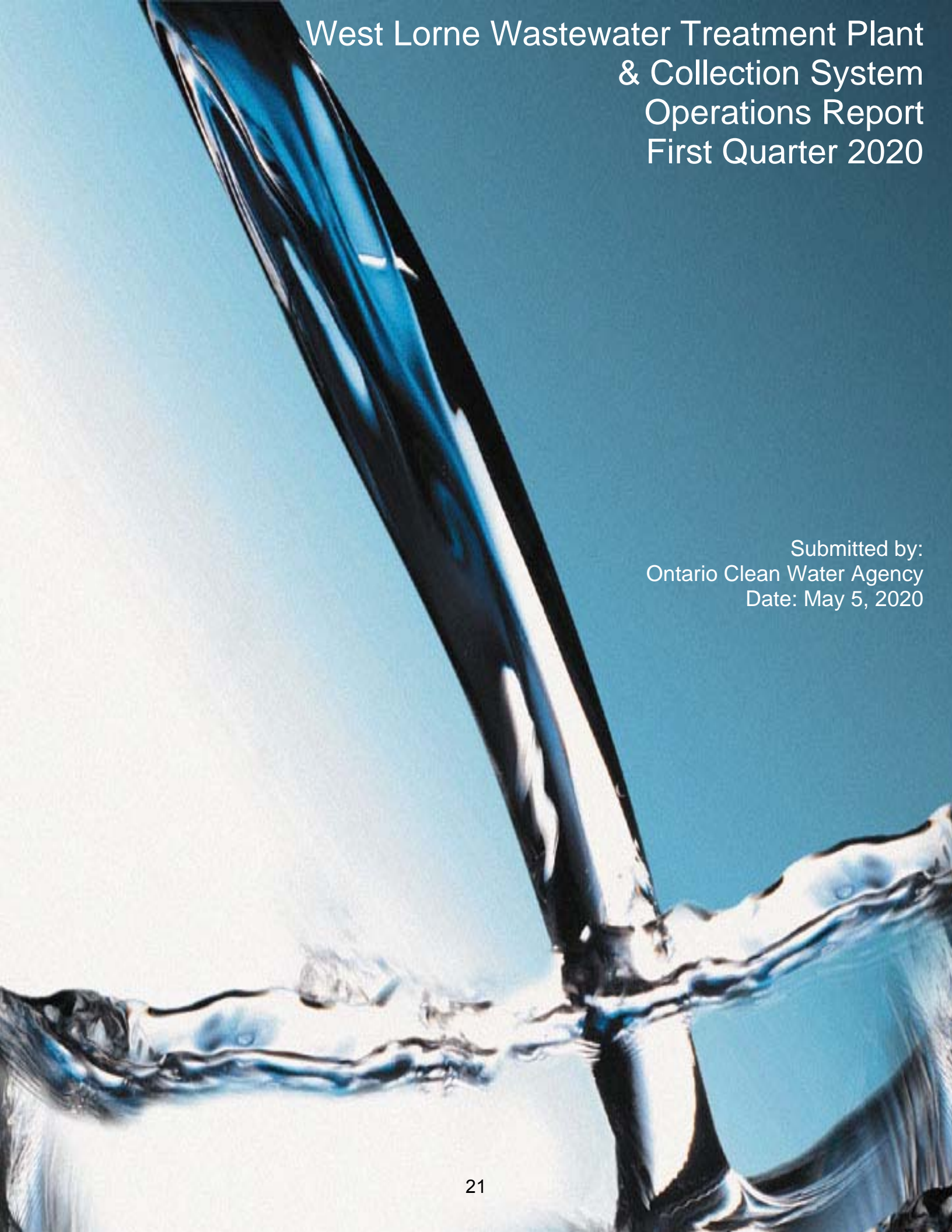
MARCH:

- 07: Operator received call for water shutoff at 26492 Talbot Line. Upon arrival, the plumber was leaving residence and informed operator that the water had been shut off and back on and repairs to the house had been completed.
- 16: Operator received call for Rodney tower chlorine alarm. Arrived at the TC WTP at 00:10 and reviewed Rodney tower trends. Chlorine analyzer AIT-1 had chlorine levels above the high alarm (2.10ppm for 600 seconds) from 11:18 to 11:30, with a max spike of 2.95ppm. The chlorine level spike started after tower flow was reduced. Rodney tower chlorine stabilized around 1.0ppm.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns to report this quarter.



West Lorne Wastewater Treatment Plant & Collection System Operations Report First Quarter 2020

Submitted by:
Ontario Clean Water Agency
Date: May 5, 2020

Facility Information:

Facility Name: West Lorne Wastewater Treatment Plant & Collection System
Facility Type: Municipal
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

Operational Description:

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The operations are in accordance to ECA # 3-0442-90-938, which covers the entire plant including the pumping stations.

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier: effluent is filtered and disinfected with ultraviolet light before being reaerated and discharged to the Zoller Drain and then Brocks Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum: is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

Service Information

Areas Served: Village of West Lorne

Design Capacity:

Total Design Capacity: 900 m³/day
Total Annual Flow (2017 Data): 181,074 m³/year
Average Day Flow (2017 Data): 496 m³/day
Maximum Day Flow (2017 Data): 1,512 m³/day

Treatment Process Features:

Effluent Receiver:	Zoller Drain to Brocks Creek to Lake Erie
Major Process:	Extended aeration
Phosphorus Removal:	Continuous, Alum addition
Additional Treatment:	Effluent filtration
Discharge Mode:	Continuous discharge
Effluent Disinfection Practice:	UV Disinfection
Sludge Stabilization:	Lagoon storage

Contacts:

Regional Manager:	Dale LeBritton	519-476-5898
Sr. Operations Manager:	Sam Smith	226-377-1540
Business Development Manager:	Susan Budden	519-318-3271

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

Monthly average TSS was exceeded in January. Due to high flows, daily sampling was needed as per the ECA. High TSS was experienced during high flows. When flows returned to normal the TSS was also within the ECA limit. The RV Anderson reviewed sand filter performance and adjustments were made.

SECTION 2: INSPECTIONS

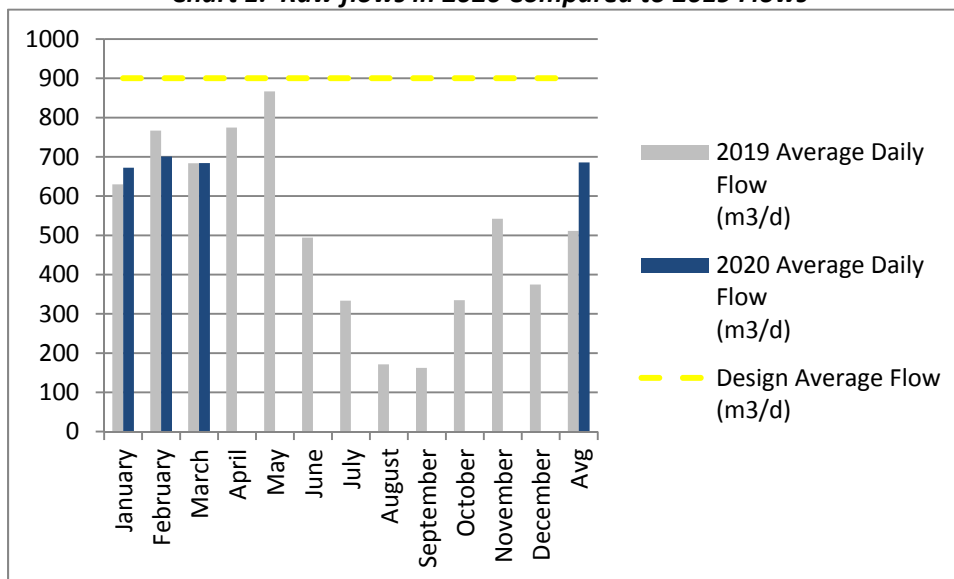
FIRST QUARTER:

There were no MECP or MOL inspections during the first quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow for the wastewater treatment plant in 2020 is 685.76 m³/d. The average daily flow in 2019 was 511.26 m³/d, therefore the flow for 2020 is up 34% when compared to 2019. The plant is currently at 76 % of its rated capacity of 900m³/d.

Chart 1. Raw flows in 2020 Compared to 2019 Flows



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2020 so far.

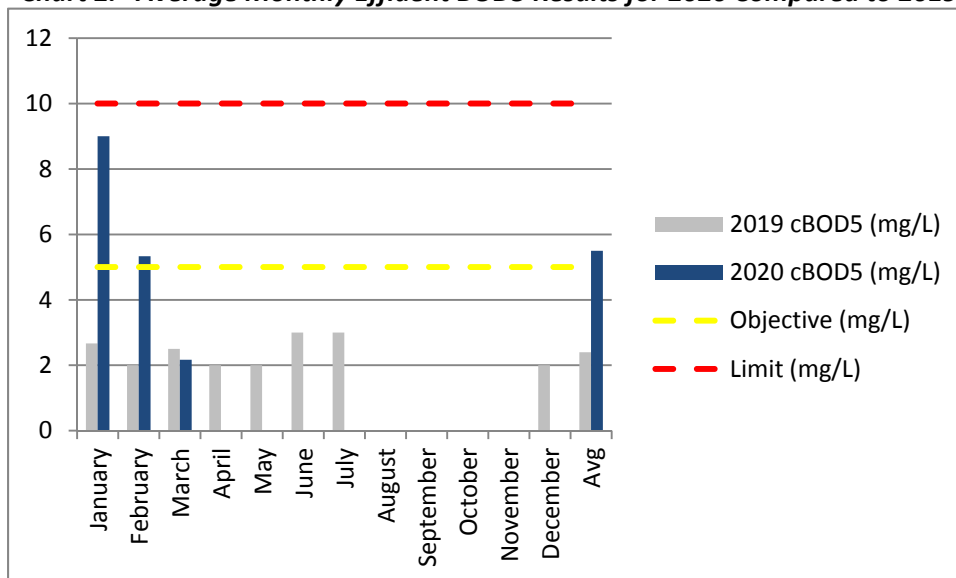
Table 1. Raw Water Sample Results for 2020.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	82	21.35	2.015	83.5	183.5
February Results	45.5	14.7	1.5	54.5	252
March Results	54.5	17.55	1.465	65	290.75
April Results					
May Results					
June Results					
July Results					
August Results					
September Results					
October Results					
November Results					
December Results					
Annual Average	60.667	17.867	1.66	67.667	242.083

The effluent is sampled on a bi-weekly basis following the requirements of the ECA.

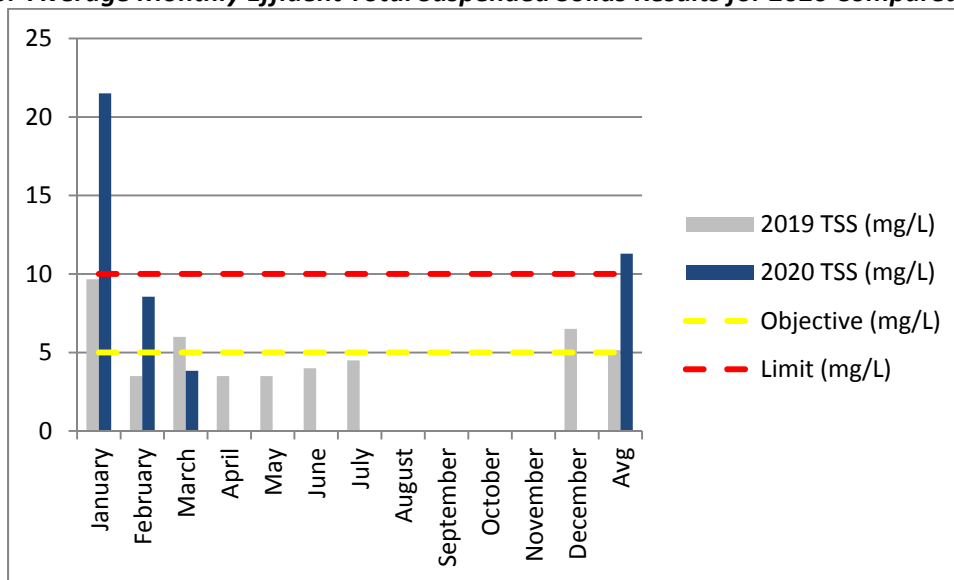
The average effluent cBOD5 for 2020 is 2.5 mg/L, meeting the limits identified in the ECA. The effluent objective was exceeded in January and February due to high flows and filter performance from the December commissioning. The annual average result for BOD5 in 2019 was 2.4mg/L, therefore the results for 2020 are up by 129.6% when compared to 2019 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 Results for 2020 Compared to 2019



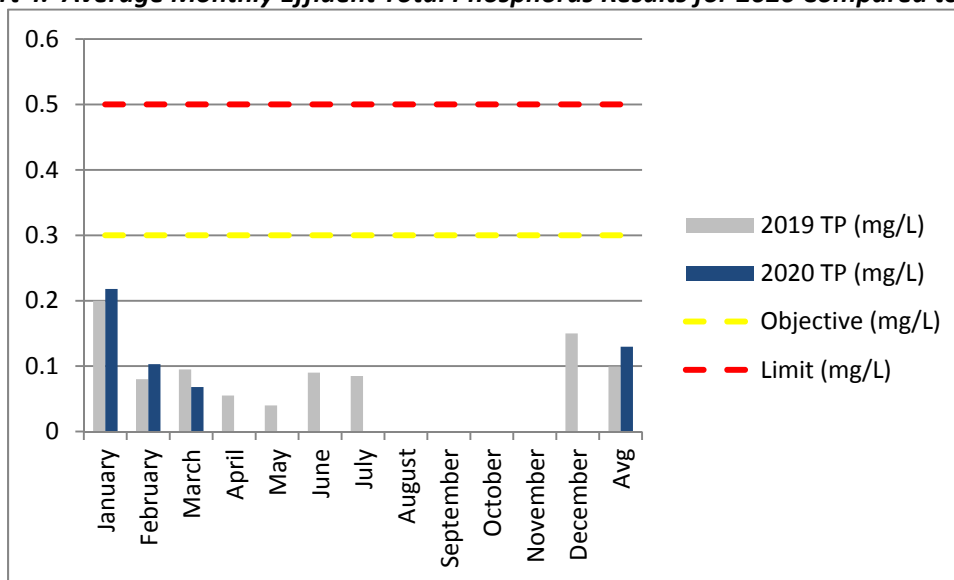
The average effluent TSS for 2020 is 11.3mg/L, exceeding effluent limits identified in the ECA in January as discussed in the compliance section, and exceeding the effluent objective in January and March due to high flows and filter performance. The annual average result for TSS in 2019 was 5.1mg/L; therefore the results for 2020 are up by 119.5% when compared to 2019 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2020 Compared to 2019



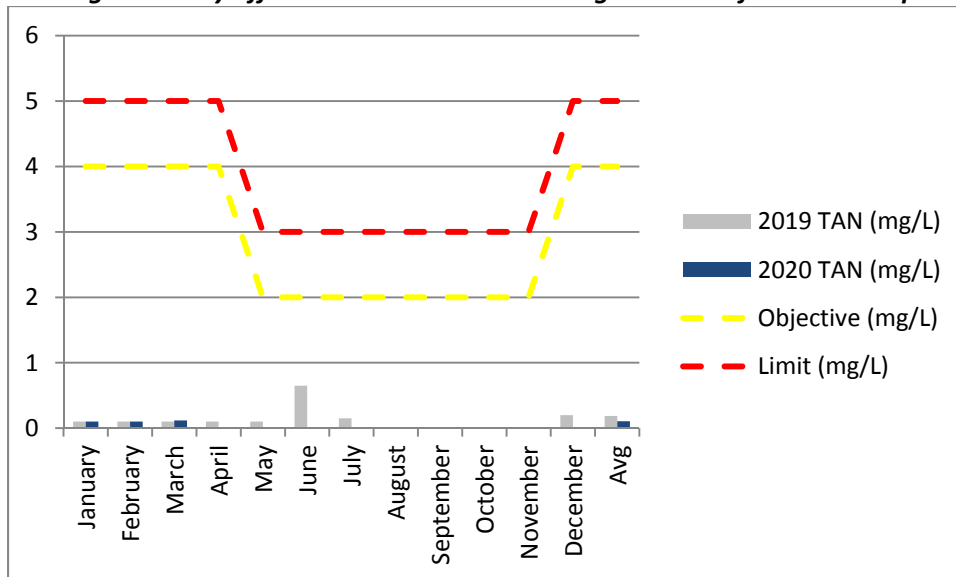
The average effluent TP for 2020 is 0.13 mg/L, meeting effluent limits and objectives identified in the ECA. The annual average result for TP in 2019 was 0.10mg/L, therefore the results for 2020 is up 30.5% when compared to 2019 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2020 Compared to 2019



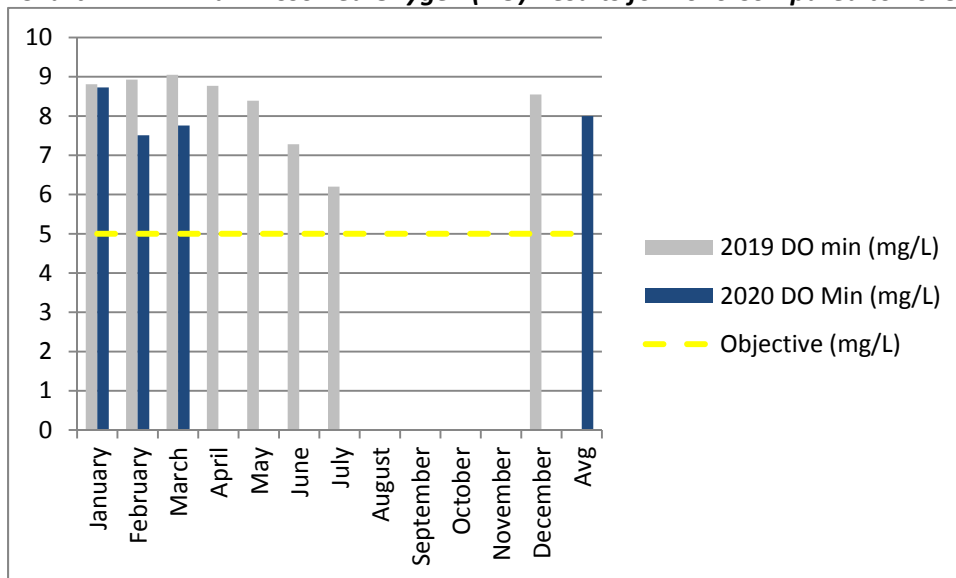
The average effluent TAN for 2020 is 0.11mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2019 was 0.19mg/L, therefore the results for 2020 are down 44% compared to 2019 (refer to Chart 5).

Chart 5. Average Monthly Effluent Total Ammonia Nitrogen Results for 2020 Compared to 2019



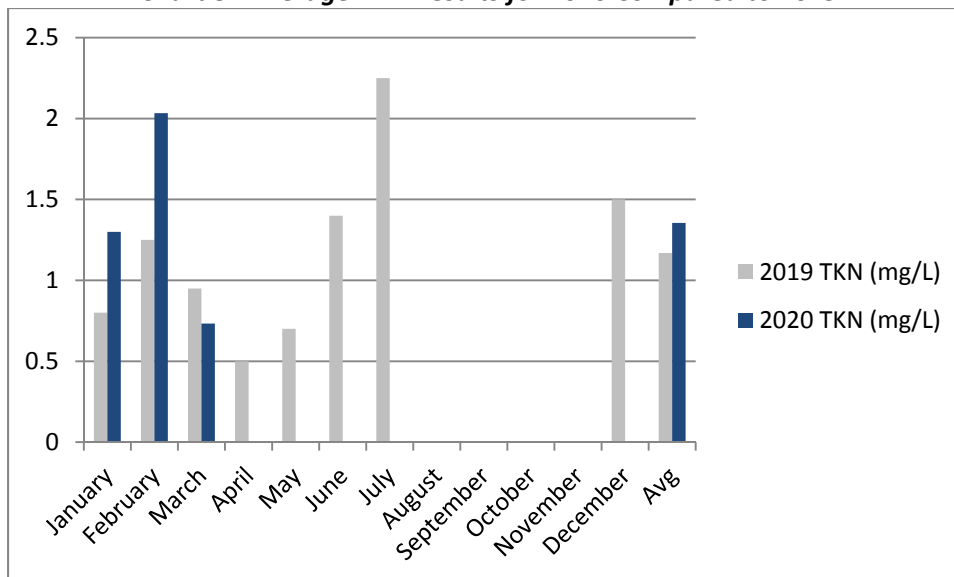
Dissolved oxygen (DO) of the effluent is tested on site at the plant, the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (chart 7) shows the minimum DO concentrations; there have been no objective exceedances.

Chart 7. Minimum Dissolved Oxygen (DO) Results for 2020 Compared to 2019



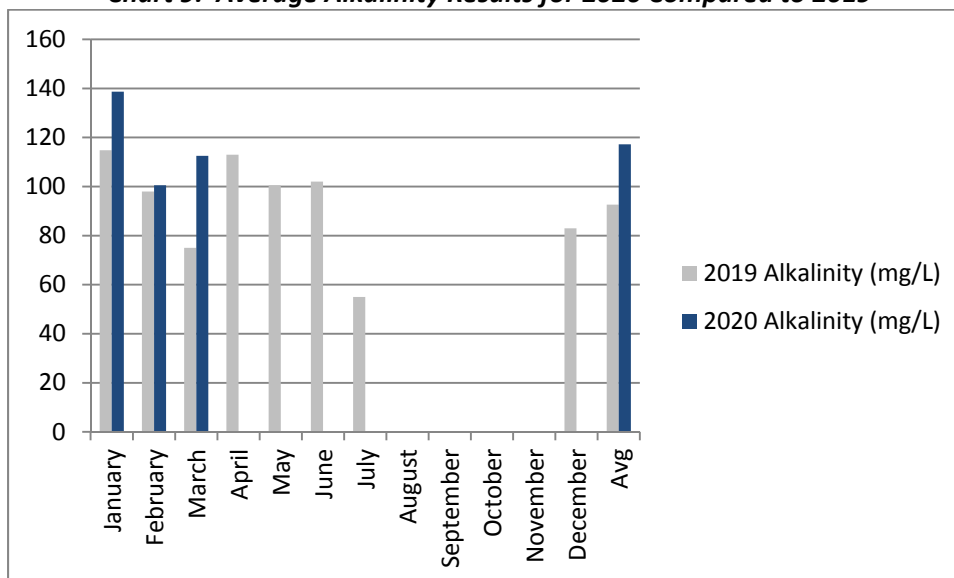
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2020 is 1.36mg/L. The annual average result for TKN in 2019 was 1.17mg/L, therefore the results for 2020 are up by 16% when compared to 2019 (refer to Chart 8).

Chart 8. Average TKN Results for 2020 Compared to 2019



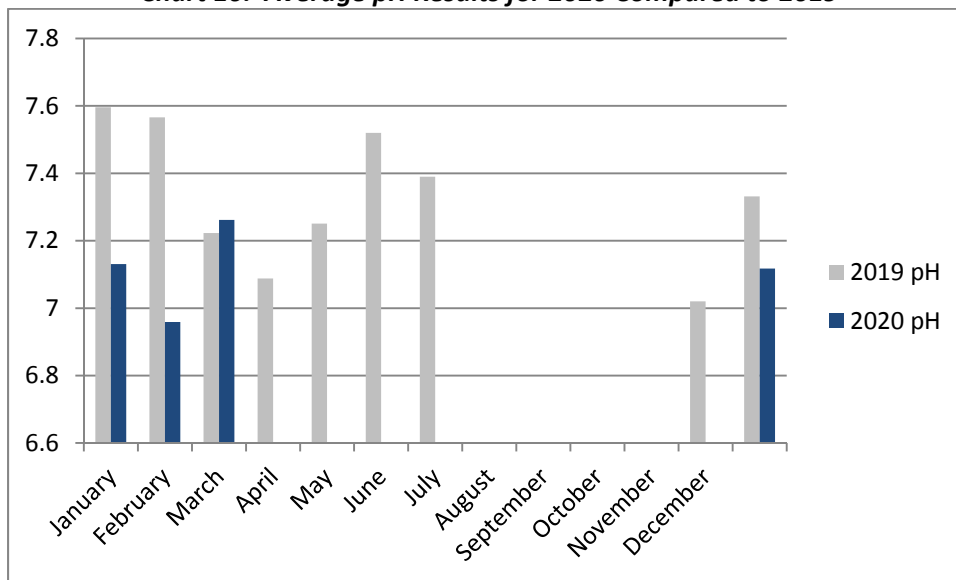
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2020 is 117mg/L. The annual average result for alkalinity in 2019 was 93mg/L, therefore the results for 2020 are up by 27% when compared to 2019(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2020 Compared to 2019



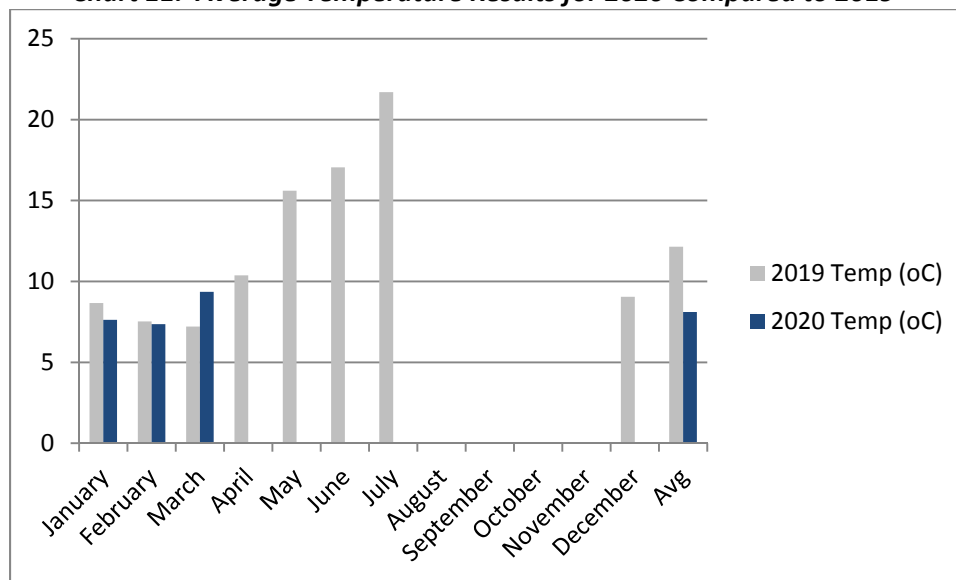
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2020 is 7.12. The annual average result for pH in 2019 was 7.33, therefore the results for 2020 are down by 2.9% when compared to 2019 (refer to Chart 10).

Chart 10. Average pH Results for 2020 Compared to 2019



Temperature is measured at least biweekly in accordance with ECA requirements; there are not any objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2020 is 8.1°C. The annual average temperature in 2019 was 12.2°C, therefore the results for 2020 are down by 33% when compared to 2019 (refer to Chart 11).

Chart 11. Average Temperature Results for 2020 Compared to 2019



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

Due to the COVID-19 pandemic, which has been brought to the attention of all OCWA staff; precautionary protection measures have been implemented at all facilities. In addition to the mandatory PPE worn by all operational staff, the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased and documented
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility accesses to essential contractors and/or delivery personnel are closely monitored.

There were no additional Health & Safety issues identified during the first quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

* Facility upgrades still in progress.

08: Operators received training on new VFD drives from Rockwell.

08: Flow diverted to lagoon due to leak at plant. Operator initially thought it was raw sewage. MECP contacted for spill, but later discovered water pipe leak.

08: Gerber Electric on site at pump station testing amperage on P100; loose wiring tightened.

09: Pulled P100 at pump station; found it was clogged with rags. Pulled P102 at pump station; plugged with nylon rope.

10: Water leak at plant repaired; flow diverted from lagoon back to plant.

21: New sump pump installed in filter building.

27 to 31: High flow; additional sampling performed as per ECA.

FEBRUARY:

*Facility upgrades still in progress.

03: High flow. Additional sampling performed as per ECA.

06: Pre and post filter samples shipped to contract lab for TSS analysis.

07: Pre and post filter samples shipped to contract lab for TSS analysis.

10: Pre and post filter samples shipped to contract lab for TSS analysis.

13: Kone Cranes on site to inspect lifting devices for annual inspection

14: Service tech from NCA Air Compressors on site to inspect filter building air compressor.

19: New backwash pumps installed in the filter building.

21: New backwash pumps commissioned.

21: Grit chamber valve troubleshooting performed by contractor (Glover Hill).

MARCH:

03: Completed generator run test

04: High flow samples taken for ECA

05: High flow samples taken for ECA

17: Flowmetrix on site for calibration

31: Replaced fuse on pump 3 that was burnt out, causing the issue from call out.

SECTION 6: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

- 08: Pump fault at pump station; reset pump and monitored.
- 10: Alarm for Bar Screen high level. Operator cleaned temporary bar screen and ensured everything was operating normal.
- 11: Pump 2 fail; turned pump off until PLC upgrade.
- 13: Filter building high level, blower fault and bar screen fault; issues were resolved and monitored
- 18: Operator on site to check temporary operations at plant.
- 19: Operator on site to check temporary operations at plant.

FEBRUARY:

There were no alarms this month.

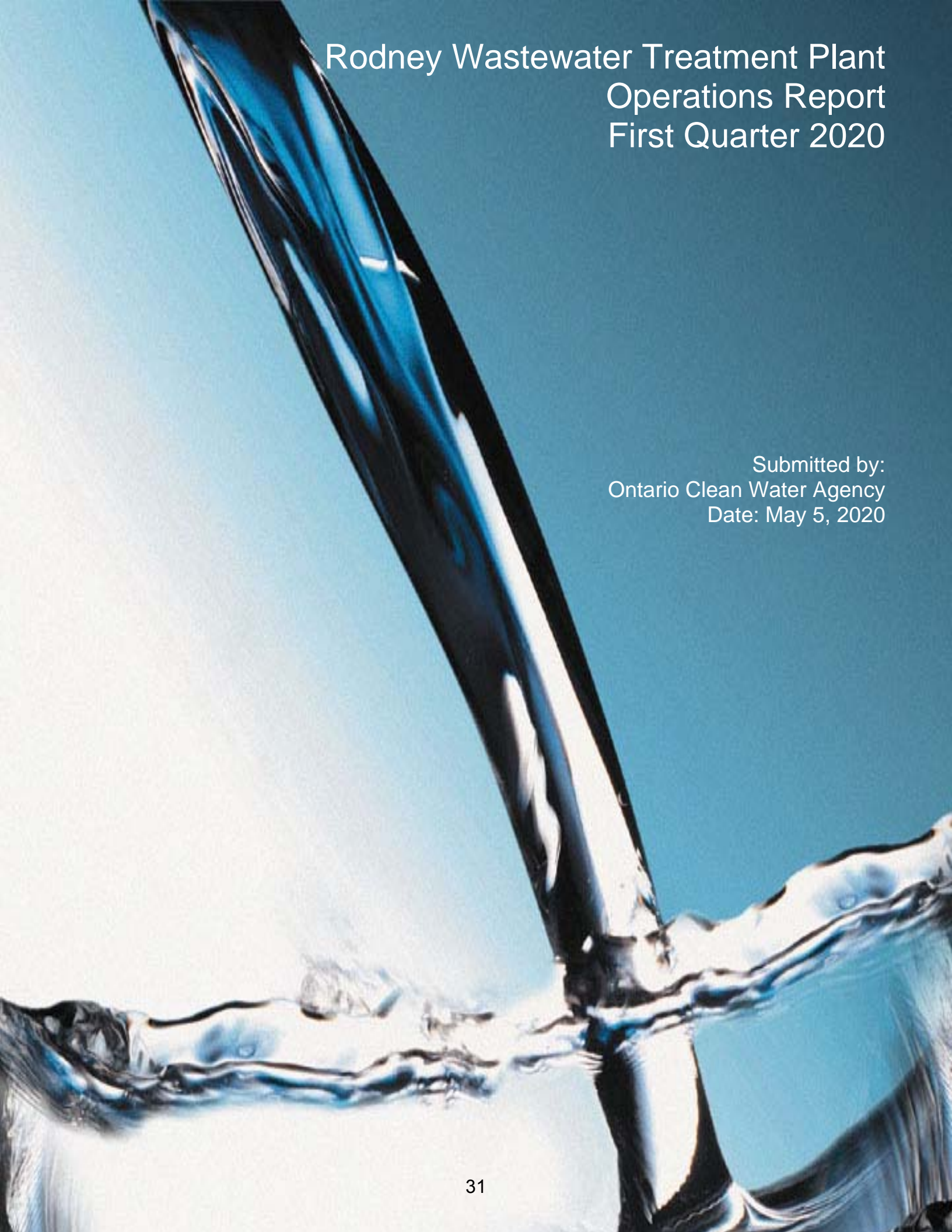
MARCH:

- 28: Pump station pump 3 failed to start. Operator switched pump off and left pump station running on 2 pumps.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns this quarter.



Rodney Wastewater Treatment Plant Operations Report First Quarter 2020

Submitted by:
Ontario Clean Water Agency
Date: May 5, 2020

Facility Information:

Facility Name: Rodney Wastewater Treatment Plant
Facility Type: Municipal
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

Operational Description:

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier: effluent is filtered and disinfected with ultraviolet light before being re-aerated and discharged to the Sixteen Mile Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum: is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

Service Information

Areas: Serviced: Village of Rodney

Design Capacity:

Total Design Capacity: 590 m³/day
Total Annual Flow (2017 Data): 127,060 m³/year
Average Day Flow (2017 Data): 348.1 m³/day
Maximum Day Flow (2017 Data): 588 m³/day

Treatment Process Features:

Effluent Receiver: Sixteen Mile Creek to Lake Erie
Major Process: Extended aeration
Phosphorus Removal: Continuous, Use of alum
Additional Treatment: Effluent filtration
Discharge Mode: Continuous discharge
Effluent Disinfection Practice: UV Disinfection
Sludge Stabilization: Lagoon storage

Contacts:

Regional Manager: Dale LeBritton 519-476-5898
Sr. Operations Manager: Sam Smith 226-377-1540
Business Development Manager: Susan Budden 519-318-3271

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report for the first quarter.

SECTION 2: INSPECTIONS

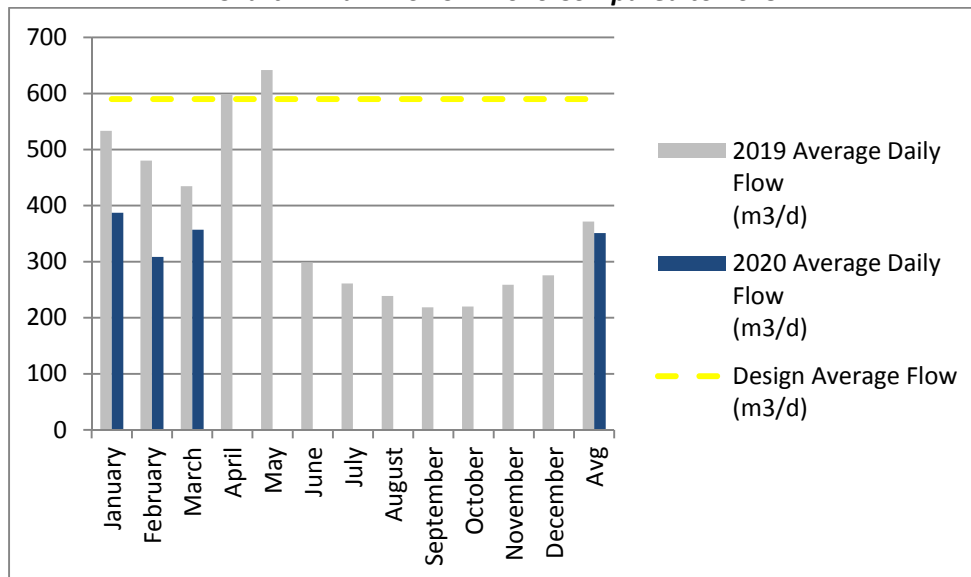
FIRST QUARTER:

There were no MECP or MOL inspections during this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow for the wastewater treatment plant in 2020 is 350.92m³/d. The average daily flow in 2019 was 371.7 m³/d, therefore the flow for 2020 is down by 5.6% when compared to 2019. The plant is currently at 59.5% of its rated capacity of 590m³/d.

Chart 1. Raw Flows in 2020 Compared to 2019



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2020.

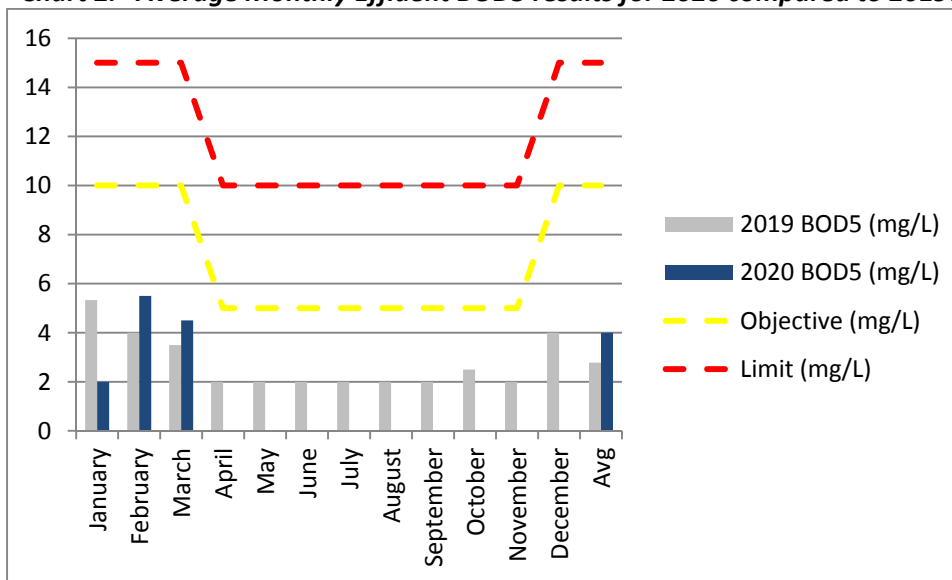
Table 1. Raw water sample results for 2020.

	BOD5 (mg/L)	TKN (mg/L)	TP(mg/L)	TSS (mg/L)
January Results	203.5	34.6	4.455	137.5
February Results	118.5	25.55	3.555	100.5
March Results	100	25.45	2.475	105
April Results				
May Results				
June Results				
July Results				
August Results				
September Results				
October Results				
November Results				
December Results				
Annual Average	140.667	28.533	1.86	114.333

The effluent is sampled on a bi weekly basis following the requirements of the ECA.

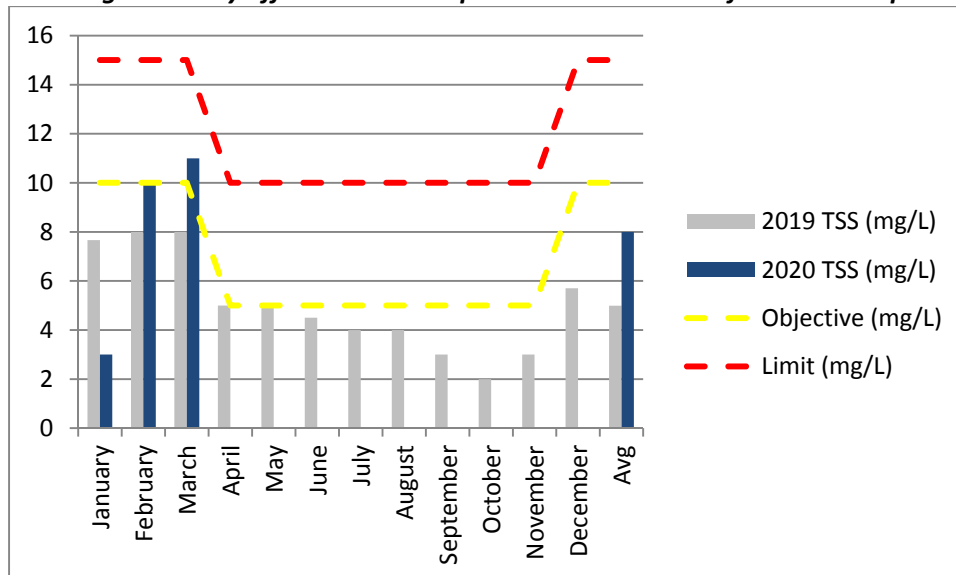
The average effluent BOD5 for 2020 is 4mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2019 was 2.78mg/L, therefore the results for 2020 so far are up by 44% when compared to 2019 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 results for 2020 compared to 2019.



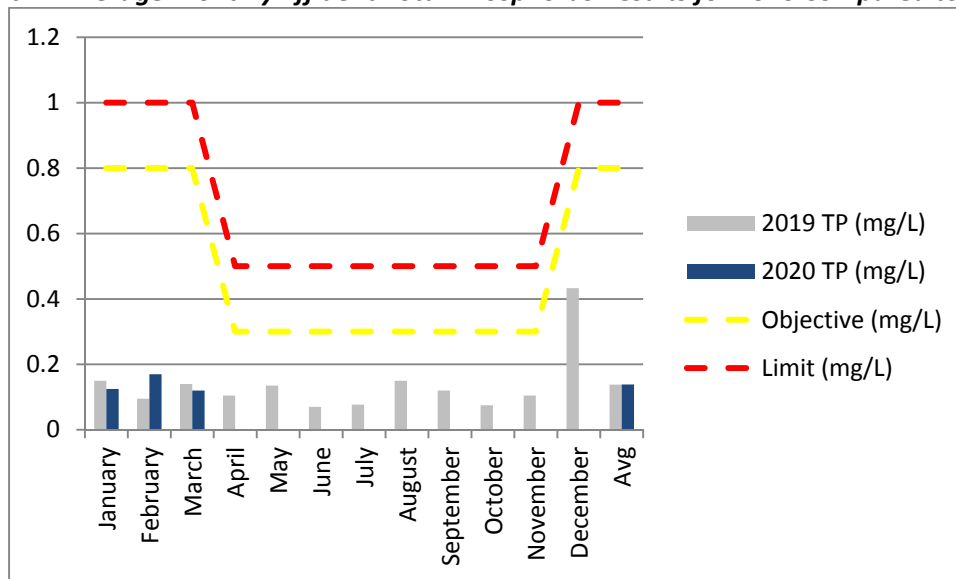
The average effluent TSS for 2020 is 8 mg/L, meeting the effluent limit identified in the ECA but exceeding the objective in March. The annual average result for TSS in 2019 was 5mg/L, therefore the results for 2020 are up by 60% when compared to 2019 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2020 Compared to 2019



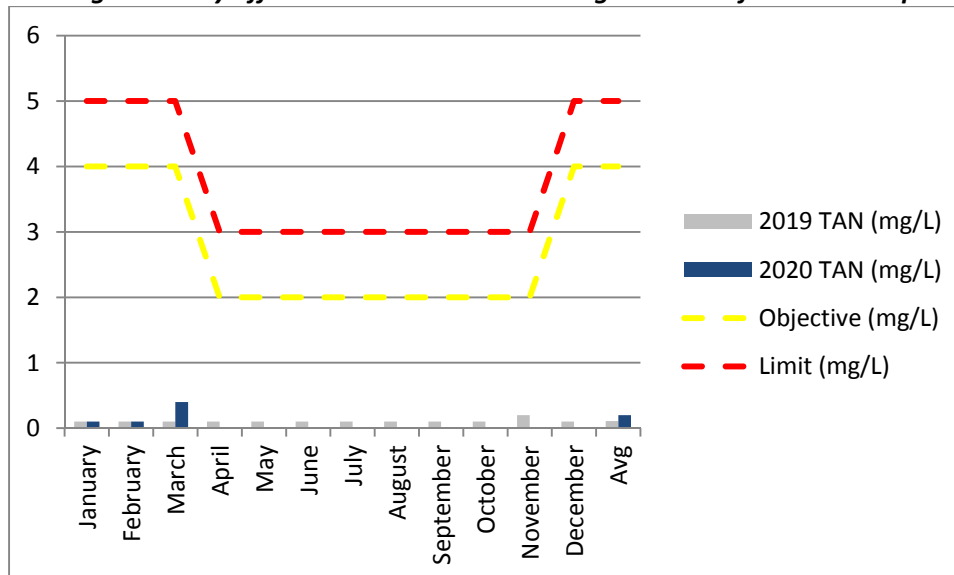
The average effluent TP for 2020 is 0.14 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TP in 2019 was 0.14mg/L, therefore the results for 2020 are the same when compared to 2019 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2020 Compared to 2019



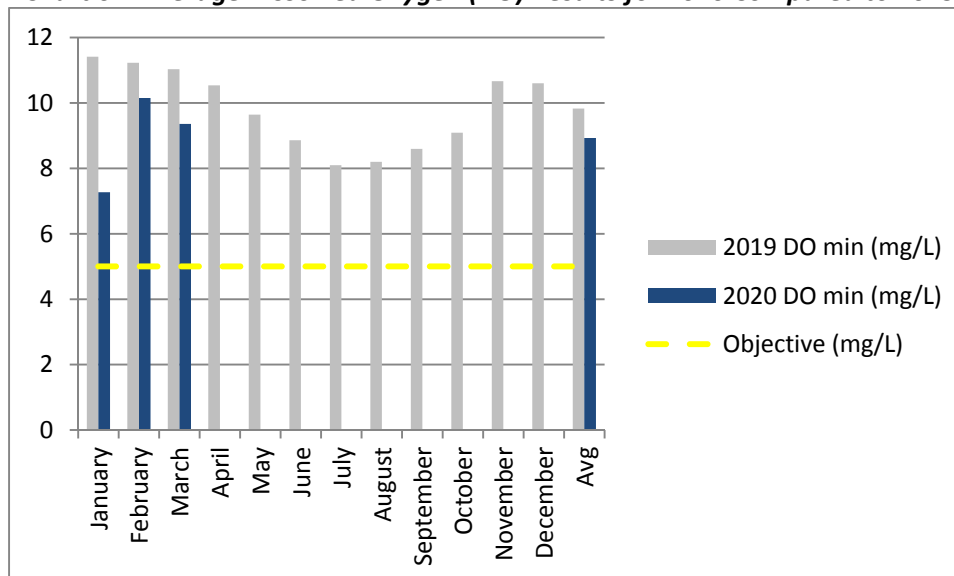
The average effluent TAN for 2020 is 0.2 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2019 was 0.11mg/L, therefore the results for 2020 so far are up by 84% when compared to 2019 (refer to Chart 5).

Chart 5. Average monthly Effluent Total Ammonia Nitrogen Results for 2020 Compared to 2019



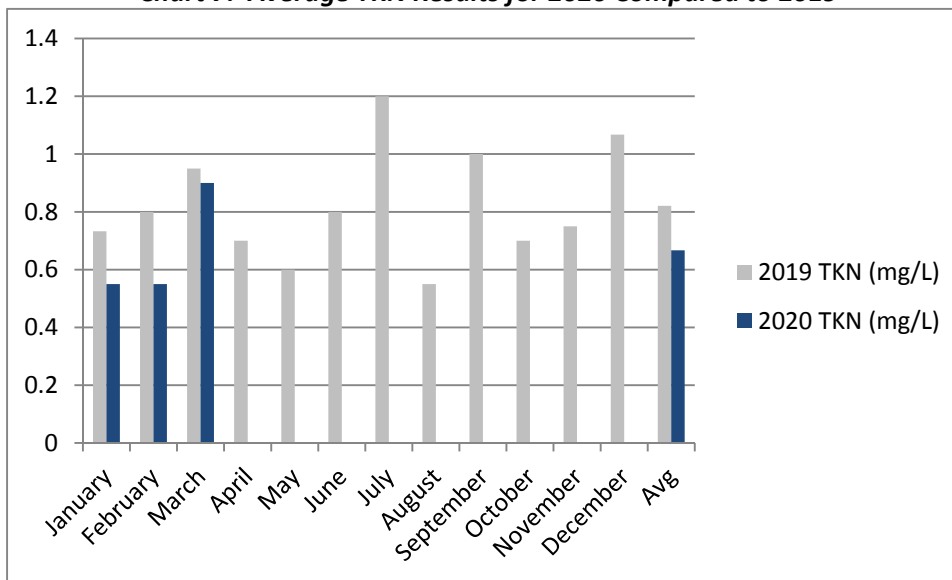
Dissolved oxygen (DO) of the effluent is tested on site at the plant; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the average DO concentrations, there have been no objective exceedances.

Chart 6. Average Dissolved Oxygen (DO) Results for 2020 Compared to 2019



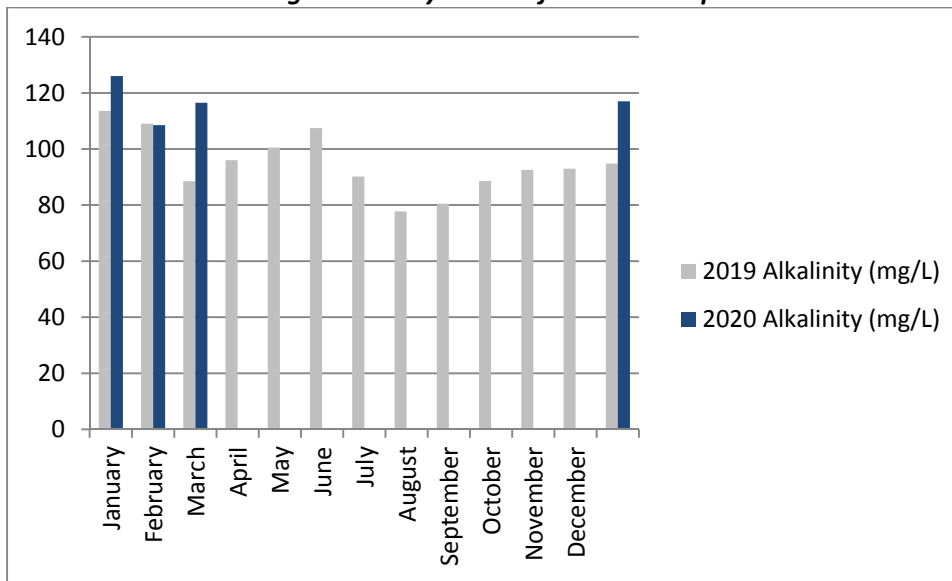
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2020 is 0.67 mg/L. The annual average result for TKN in 2019 was 0.82mg/L; therefore the results for 2020 so far are down by 18.7% when compared to 2019 (refer to Chart 7).

Chart 7. Average TKN Results for 2020 Compared to 2019



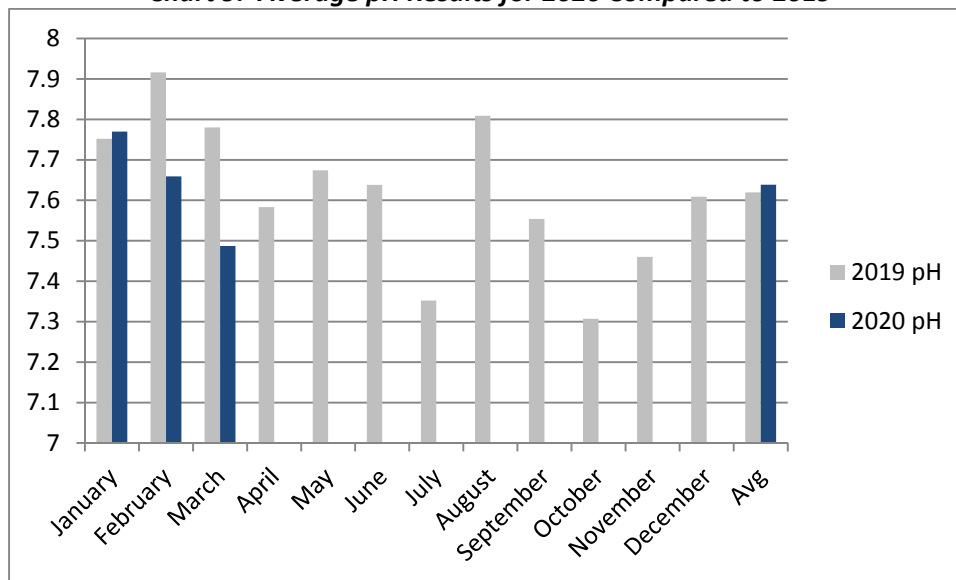
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2020 is 117mg/L. The annual average result for alkalinity in 2019 was 94.8mg/L, therefore the results for 2020 so far are up by 23% when compared to 2019 (refer to Chart 8).

Chart 8. Average Alkalinity Results for 2020 Compared to 2019



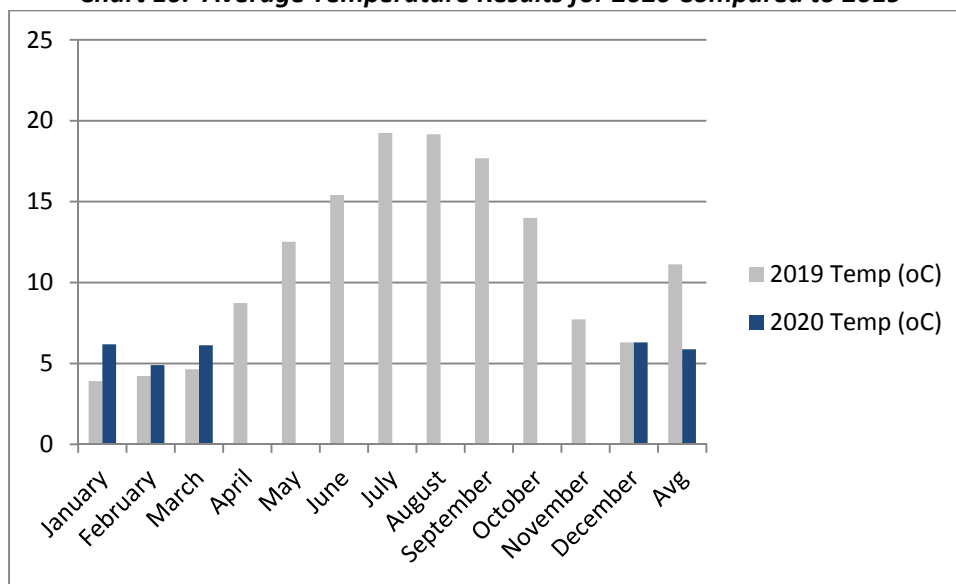
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2020 so far is 7.63. The annual average result for pH in 2019 was 7.62; therefore the results for 2020 is up by 0.25% when compared to 2019 (refer to Chart 9).

Chart 9. Average pH Results for 2020 Compared to 2019



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2020 is 5.9°C. The annual average temperature in 2019 was 11.1°C, therefore the results for 2020 are down 47% when compared to 2019 (refer to Chart 10).

Chart 10. Average Temperature Results for 2020 Compared to 2019



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

Due to the COVID-19 pandemic, which has been brought to the attention of all OCWA staff; precautionary protection measures have been implemented at all facilities. In addition to the mandatory PPE worn by all operational staff, the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased and documented
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility accesses to essential contractors and/or delivery personnel are closely monitored.

There were no additional Health & Safety issues identified during the first quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

Contractors on site various days for PLC upgrade.

02: Alum system flushed due to airlocks.

15: Alum day tank topped up.

16: Pumped out scum chamber.

24: Flushed alum system with hot water to clear line blockages caused by cold weather.

26: Alum system flushed due to airlocks.

28: Flushed alum system with hot water to clear line blockages caused by cold weather; connected new alum day tank.

29: Alum system flushed due to airlocks.

31: Electricians fixed connection between pump station and sewage plant for alarm dialers.

FEBRUARY:

13: Kone Cranes on site to complete lifting device inspections

19: Monitored pump station due to phantom alarms previous night. Miltronics was jumping all over the place; cleaned the face of the transducer off as it was covered in black grime. Large chunk of grease found in pump station, but doesn't seem to be causing an issue. Untangled floats and got them back in the float rings. Alberts Generator was on site to service generator, as the generator had gone into a self-test mode. The self-test mode is was cleared, oil and filter changed and fuel filter changed. Monitored after all work complete and no alarms came out.

20: Municipality completed mowing of lagoon edges

21: Flowmetrix on site to scale new flowmeters to SCADA

24: Low Set tests; operator changed WAS cycle from 7 times per day to 5 times per day.
Man holes on Third Street and Stinson checked.

MARCH:

Contractors on site various days for PLC upgrade.

02: Alum system flushed due to airlocks.

03: Pumped out Rodney PS chamber.

04: Topped up alum day tank. Operator mounted new effluent water pump in the filter building.

- 05: Alum system flushed due to airlocks.
- 09: RAS Pump 1 faulted due to a clogged impellor. Operator disconnected pump, cleared out the impellor and returned RAS Pump 1 to service.
- 12: Alum system flushed with hot water to clear blockages. Operator found leak on Pump 1 cartridge. Replaced pump cartridge and returned Pump 1 to service.
- 18: Diverted flow from plant to lagoon. Operator pumped out the clarifier to inspect lower end of the scraper arm. Flowmetrix was on site to calibrate flowmeter.
- 20: Inspection of clarifier lower arm complete; no damage found. Wastewater flow returned to the plant instead of the lagoon.

SECTION 6: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

No alarms to report this month.

FEBRUARY:

No alarms to report this month.

MARCH:

- 07: WAS/RAS pump fault. Operator was unable to resolve issues via SCADA. Senior Operations Manager, Sam Smith, repaired later on the following day.
- 29: Power outage caused alum pumps to fault.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

No complaints or concerns to report this quarter.



Staff Report

Report To: Council Meeting
From: Al Beer, Fire Chief
Date: 2020-05-14
Report: 2020-01
Subject: Fire Department April Update

Recommendation:

That West Elgin Council hereby receives the report from Al Beer, Fire Chief re: Fire Department April Update for information purposes.

Purpose:

Monthly Fire Department report for April 2020

Discussion:

1. Recent alarms and inspections: While we have been relatively quiet since January the rest of Ontario has not. Ontario has seen 51 fire fatalities between Jan. 1 and May 4, 2020. This is a 65% increase from the same time last year, with 17 deaths in March alone. These sobering numbers were released by Fire Marshall Jon Pegg.
2. January saw an average number of alarms. Training was carried out as scheduled. District Chief Campbell attended Grimsby regional training center for Part 4 of the Fire Code. This was his last course needed for certification for Fire Inspector II.
3. In February again we saw an average number of alarms, training again was carried out as scheduled. The first of 3 first aid courses were held on February 15-16 at Station 1. We had firefighter Conway and VanDyk complete their DZ driving test portion, as well as well firefighter Thompson and Vergee took the weekend DZ course starting February 21, 2020. They will finish the testing portion as soon as we can get the mandatory hours of driver training in. All SCBA in West Elgin was serviced and tested on February 20th with no major issues.
4. March started out like any other month. Training was proceeding as scheduled, along with the 2 dates for the first aid training. District Chief Campbell attended the OFC the week of March 2nd for the Fire Officer II course. Then March 17, 2020 a state of emergency was declared by the Ontario government. This was followed by the Municipality of West Elgin declaring on Friday March 20, 2020. As everyone knows these declarations essentially put a halt to operations. The fire service continues to provide emergency response but training has been put on hold. The fire halls were locked down to all fire fighters other than response activities and cleaning. During this difficult time dedicated members performed needed truck and equipment check to ensure we were in a ready state. The fire halls both had an initial cleaning and subsequent cleanings to this date. District Chief Campbell collaborated with the

officers to implement a COVID process for responses. This was approved by myself and implemented immediately. The Fire Marshal's Office has requested a weekly inventory of PPE. Myself and DC Campbell have been working through the many updated forms that they want submitted.

5. April saw continuing changes. The fire safety plan at the municipals only vulnerable occupancy residence was updated to protect all responding firefighters. This message was relayed via email to all members as they had a Covid-19 positive case. A burn ban was implemented for the safety of our responders. The community as a whole was very receptive to this. Myself and DC Kauzen responded to 4 residences and multiple phone calls for burn complaints. DC Campbell and FF Maniaco responded to 14 burn complaints. These interactions were done with safe distancing practices in place. The home owners were very accommodating and respectful of the ban. Education goes a long way in these instances. Pumper and ladder testing was completed on April 2nd by a third party company. Rescue 2 had its annual safety inspection done as well. The office of the Fire Marshal has now asked for a workforce inventory to be submitted weekly as well.
6. May has seen a below average number of calls, I believe this is in part to the burn ban being in effect and the wet weather. The OFC had postponed all courses. They are currently working on setting up NFPA 1001 FF 1 online. We have 2 members enrolled they are just awaiting the information from the college. They will have to attend the college at some point to complete the practical portion when it is safe to do so. These spots are extremely hard to get and very sought after so we don't want to lose them. The application process started last year and is very time sensitive. The burn ban will be lifted on Friday March 15, 2020. It is my hope that people respect the by-law that's in place or we may have a busy weekend. The duty books have been received and as soon as they are numbered they will be distributed. These books are important for the fire fighters to make notes in as they can be used for reference materials if the individual is involved in a legal proceeding. Although the budget has been passed, I have held back from much needed orders to see where money may need to be reallocated as the Covid-19 pandemic situation evolves.



West Elgin Fire Department Operational Guideline

Subject: Infection Control

Date: March 24, 2020

Attachments: VFIS Infectious Exposure Form

Developed by: District Chief Station #2 John D Campbell

1.0 Purpose

- 1.1.1 The purpose of this Operational Guideline is to ensure that all staff members are protected against the possibility of being exposed to an infectious disease both during and/or after an emergency incident.
- 1.1.2 To ensure staff members identify and control all obvious and hidden hazards, recognize and identify the need for universal precautions, and are aware of the reporting procedures if a staff member becomes exposed or suspects exposure to bio hazardous waste or an infectious disease.

2.0 Responsibility

- 2.1.1 All Fire Department Officers are responsible to ensure that all staff members are familiar with this Operational Guideline.
- 2.1.2 All staff members are responsible to follow this Operational Guideline.
- 2.1.3 Every member of the Department is responsible to work in a safe manner while using or wearing the applicable equipment and/or protective devices or clothing supplied or approved by the Department.
- 2.1.4 Every Supervisor is responsible to ensure that staff members work in a safe manner while using or wearing the applicable equipment and/or protective devices or clothing supplied or approved by the Department.
- 2.1.5 Every Supervisor is responsible to take every precaution reasonable in the circumstances for the protection of staff members.

3.0 Procedure

- 3.1.1 West Elgin Fire Department is an active participant in Elgin Counties tiered response system. As an active participant, it is imperative that all of our staff members wear the appropriate level of protection available to help prevent an accidental exposure to an infectious disease.
- 3.1.2 Infectious disease may be present at rescue incidents, lift assist calls, or medical emergencies that require immediate fire department intervention. Immediate fire department intervention can and may include cardio pulmonary resuscitation, defibrillation, and application of splints, bandages, and/or dressings.
- 3.1.3 The role of our service is to provide competent First Aid care that is consistent with the knowledge and training that has been provided by our fire department.

Fire fighters need to be aware that while managing these incidents, bio hazardous waste or infectious disease may be present in different forms.

- 3.1.4 Staff members may be exposed to infectious air borne particles and/or fluids while attending to patients. Proper decontamination procedures and exposure documentation procedures must be followed.

4.0 On Scene Procedures

- 4.1.1 The Officer in charge of the incident is responsible for conducting ongoing risk Assessments and ensuring that all staff members don bunker pants and boots plus the appropriate level of medical personnel protective equipment while operating at a scene.
- 4.1.2 Personal protective equipment will be classified by three levels of protection.
 - i. Level 1-Nitrile gloves, N95 mask and safety glasses
 - ii. Level 2-Nitrile gloves, N95 mask, safety glasses and protective gown
 - iii. Level 3-Two pairs of extended cuff nitrile gloves, N95 mask, Tyvek suit, boot covers, and face shelf. Level 3 PPE is stored on apparatus in a kit form sealed in clear plastic bags.
- 4.1.3 Patients that are exhibiting signs and symptoms of difficulty breathing, shortness of breath fever, vomiting, uncontrolled bleeding, obvious trauma, etc.
- 4.1.4 Asking open ended questions can help solicit information such as; the patient is under doctor's care for a communicable disease, influenza, TB, Meningitis, etc.
- 4.1.5 While on location at a medical emergency, make every attempt to identify these hazards. Perform a scene survey and advise all staff members of the existence of such hazards. Establishing good communications with on scene personnel, paramedics, and especially the patient is imperative in order to prevent an exposure to an infectious disease.
- 4.1.6 Care must be taken both during and after the incident to ensure that contaminated equipment and PPE is not left behind. Proper disposal and decontamination is critical to all medical incidents. Staff members can control a hazard directly at the source to prevent further cross contamination of personnel or equipment.
- 4.1.7 Crews shall dispose of all bio hazardous waste in a yellow bio hazard bag and place the bag in an exterior compartment for return to station. The staff member that is controlling these hazards must also be wearing the proper level of personal protective equipment. All possibly contaminated equipment shall be sprayed with a disinfectant product prior to the equipment being placed back on the apparatus.
- 4.1.8 Apparatus Operators wearing appropriate level of ppe shall have ready, a small waste bag to receive used medical personal protective equipment. They must also provide for hand sanitizer for disinfecting staff member's hands after the removal of their medical ppe and disinfectant to spray down hard and soft surfaces that have been potentially contaminated-i.e. trauma bags, defib cases, soles of bunker boots, etc.
- 4.1.9 Remove used medical gloves and N95 masks as per in service training procedures. Disinfect hands with hand sanitizer.
- 4.1.10 Should turnout gear become grossly contaminated with body fluids, the gear should be bagged and placed in an outside apparatus compartment for return to the station.

5.0 Back at the Fire Station

- 5.1.1 Once the crew returns to the station, all equipment must be decontamination or disposed of. All disposable equipment that was used at the call (consumables) must be replaced so that the next medical call can be properly handled.
- 5.1.2 Contaminated turnout gear must be decontaminated as per Routine Inspection and Cleaning of PPE.
- 5.1.3 Ensure that all first response vehicles carry hand sanitizer for disinfecting staff member's hands after the removal of their medical gloves. Spray Nine must also be carried on the apparatus in order to spray down hard and soft surfaces that have been potentially contaminated –i.e. trauma bags, defib cases, soles of bunker boots, etc.
- 5.1.4 Bio hazardous waste may be disposed of in sealed bags.

6.0 In Case of Exposure

If a staff member becomes contaminated and/or exposed to an infectious disease or bio hazardous waste, reports such exposure to your immediate supervisor especially if the following exists:

- a) An incident where the victims or any other's body fluids of any type have entered a member through splash, inhalation, puncture/laceration or any body portal of entry.
After any incident that involves a break in the skin caused by a potentially contaminated object.
 - b) After a fire fighter has had a high probability of exposure and/or an incident where a member feels it is likely that blood or body fluids have entered through splash, inhalation, puncture/laceration or any bodily route of entry. Bodily routes of entry can be, but are not limited to, the respiratory tract, any mucous membrane, eyes, ears, nose, mouth, gastrointestinal tract, or non-intact skin.
 - c) If a firefighter has experienced a needle stick or sharps injury of any kind.
 - d) Any rescue of a victim in a confined space who is suspected infectious disease carrier i.e. rescue trapped victim in an auto incident who may have Tuberculosis, Meningococcal disease, etc.
 - e) Anytime a firefighter deviates from established practices and puts oneself at increased risk i.e. mouth to mouth resuscitation, touching a victim's body fluids without PPE, etc.
 - f) Anytime the fire fighter(s) are notified from any party (hospital, victim, EMS personnel, etc.) that the victim(s) may be a communicable disease carrier(s).
 - g) Anytime a fire fighter feels a supervisor should be notified.
- 6.1.1 If an exposure does occur even when all of the above guidelines are followed or even deviated from, your immediate supervisor must be informed. Complete a VFIS Infectious Exposure Form upon returning to the fire station. Immediately report such exposure to the Fire Chief or District Fire Chief.

- 6.1.2 Supervisors are encouraged to have their staff members follow good hygiene practices upon returning to the fire station (showering, hand washing, etc.) If the staff member requires medical attention or advice, this shall be provided in a timely fashion.
- 6.1.3 This Operational Guideline shall be effective the date signed below and shall remain in effect until rescinded and/or replaced.
- 6.1.4 District Chiefs: Please verify that your entire station has reviewed/signed-off on this Operational Guideline in a timely fashion.
- 6.1.5 It will be the responsibility of all District Chiefs to monitor the sign-off page for each section of the OG Binder.

Date: March 24, 2020

John Campbell, District Chief West Elgin Station # 2 _____

It is recognized that this Operational Guideline may not address all circumstances. Conditions may exist that require reasonable discretion on the part of the Officer in Charge. Decision should always take into consideration the safety of our staff members and the public a large as well as the best interests of the Municipality of West Elgin.



West Elgin Fire Department Memorandum

To: All Personnel

Cc: Chief Al Beer , District Chief Wally Kauzen

From: District Chief John D Campbell

Date: March 24, 2020

Subject: Covid-19 Updates 1

Station 1 and 2 Officers: Please review the following information and document that each firefighter has received this information

To all Staff Members:

The information in regards to Covid-19 continues to be very dynamic. The flow of information from Federal, Provincial, Regional and Municipal governments and agencies has been continuous. We have been forwarding out all information that has an impact on how we conduct our business. We are doing the best we can to keep this information condensed and easy to understand and I would like to thank all staff that have been reading, and following this information.

For the sake of the health, safety and welfare of all staff, their families and the public we must be diligent in following the most current recommended practices. Please ensure you are educating yourself on the directives, guidelines, and procedures we are sending out and the ones that have already been in place for some time. **If you are a Supervisor, I remind you that you are required by the Occupational Health and Safety Act to take every precaution reasonable in the circumstances for the protection of a worker.** Reading department communications and following the direction of Administration are certainly considered reasonable precautions. Changes in information and protocols will begin to slow down once best practices have been proven and the situation surrounding this virus stabilizes.

To review what we are doing:

Snuffer/ Unit # 3 will respond to incidents with no more than 2 firefighters for lift assist with EMS.

When dispatched to an incident where patient care may have to be performed (medicals, MVC's, industrial accidents etc.) perform a risk assessment based on the information dispatch provides and decide on the level of PPE to be worn.

When Paramedics are on scene prior to Fire at a medical response regardless of Dispatch screen information, stage 1 and wait for Paramedics to call you in or advise you to clear.

When Fire is first on scene and dispatch screen is negative for COVID-19:

The Officer in Charge and one firefighter will approach the scene maintaining at least 2 m of special separation, firefighter performs assessment and determines resource requirement. If additional firefighters are required for patient care, they will be called to approach by the Officer.

When Fire is first on scene and dispatch screen is positive for COVID-19:

The Officer in Charge and one firefighter will don appropriate PPE (gloves, N95, glasses, gown, or Tyvek suit), and defer patient care unless an Airway, Breathing or Circulation (CAB) issue is presenting (i.e.: cardiac arrest, and CPR or not breathing and bag valve mask ventilation required).

When responding to a building for an emergency other than a medical response, please conduct a risk assessment prior to entering a building. If you feel you will be at risk for infection, wear appropriate PPE and limit time and number of personnel inside the building.

Always follow the direction of your District Chiefs in regards to station protocols, cleaning, and disinfecting etc.

In regards to exposures: if appropriate PPE is donned properly prior to patient contact, doffed properly a safe distance from the patient after care has been given, and disinfection protocol is followed, you have not been exposed.

Exposure is outlined in section 6 of Infection Control.

The following attached documents are the most important documents to read, learn, and follow currently:

1. West Elgin Fire and Emergency Services COVID-19 Screening Tool- There is a laminated copy in all medical response capable of fire apparatus-To be used when fire is first on scene and makes patient contact discovering the patient was a negative screen through dispatch screening and now there is a communicable risk. Page two has excerpts from the Memorandum above.
2. West Elgin Fire and Emergency Services-Operation Guideline Infection Control-Provides guidance for infection prevention, decontamination and exposure.
3. Fire Station Cleaning and Disinfection (Author: Neil Wootton)
4. PPE Don/Doff instructions

Thank you,

John Campbell
District Chief West Elgin Station # 2



Covid-19 Screening Tool

- 1) Has the patient received public health or medical advice to self-monitor or self-isolate?
- 2) Is the patient presenting with fever and/or new onset of cough or difficulty breathing?
- 3) Has the person returned from travel outside of Canada in the 14 days before the onset of illness?

OR

Did the person have close contact with a confirmed or probable case of COVID-19 (novel coronavirus)?

OR

Did the person have close contact with a person with acute respiratory illness who returned from travel outside of Canada with 14 days prior to their illness onset?

If **YES** to Question 1-patient screened **POSITIVE**

If **YES** to Question 2 and **YES** to any **part** of Question 3-patient screened **POSITIVE**

If **YES** to Question 2 and **NO** to **all** of Question 3-patient screened **NEGATIVE (stop screening and document response)**

If **NO** to Question 1 and 2, and **YES** to **any** part of Question 3-patient screened **NEGATIVE (stop screening and document response)**

This is ONLY a SCREENING TOOL and NOT to be used to DIAGNOSE COVID-19.

In the setting of a suspected COVID-19 based on the firefighter assessment

The situation may arise where the firefighter is first on scene and makes patient contact to discover the patient was a negative screen and now there is a communicable risk (fever, cough, or difficulty breathing) present.

To assess these risks, the firefighter should first don the appropriate PPE (mask, gloves, gown, and eye protection) and then follow the "Covid-19 screening tool v1.4" (attached).

Question 1-If a **YES** response, this is a **POSITIVE** screen and the remaining questions are not required.

If the answer to question 1 was **NO**, ask questions 2 and 3. A **YES** response to #2 and any part of #3 is also a **POSITIVE** response.

Actions to take on scene

In the event of a POSITIVE screen, consider treating life threatening CAB (CPR, BVM) issues only and ensure all proper PPE including an N95 mask is worn. Once treated, or if there are no life threatening CAB issues, limit further patient contact and advise the patient that the Paramedics are on their way.

The firefighter should take all available steps to minimize further risk to the patient, themselves, and others, by maintaining "social distance of 2m".

Advise dispatch and the responding paramedics of any changes in patient presentation.

Minimize the further access to the scene.

Management of a potential exposure⁴

In the event of a skin/mucous membrane exposure to blood, body fluids or secretions/excretions from a suspected COVID-19 patient, the firefighter should:

Stop work.

Immediately wash the affected area with soap and water or if not available, use alcohol based hand wash to minimize the further exposure.

Contact ambulance dispatch to advise of a potential exposure and to request an ambulance response.

Advise the paramedics on the call, or attending the scene.

Notify the employer and the designated officer and await their direction regarding potential isolation requirements.

Dispose of contaminated PPE according to your procedures.

Fire Station Cleaning and Disinfection

Cleaning Process for Fire Stations, Workspaces and Offices

Environmental Cleaning (work environment)

Cleaning must always be completed before disinfection.
Frequently clean and disinfect potentially contaminated and commonly used surfaces with regular household cleaners.

These surfaces include:
telephone handsets, mobile phone, keyboards, faucets, table and desktops, doorknobs/handles; light switches

Viruses can survive on hard non-porous surfaces for 24 to 48 hours, during which time they can spread to human hands. Recent literature on influenza survival on dry surfaces determined that the virus may survive for longer periods, in some cases, up to months, on a variety of materials. Although influenza viruses survive on hands for three to five minutes, touching contaminated surfaces followed by touching the eyes, nose or mouth can result in self-inoculation. Influenza viruses can be removed from surfaces by routine cleaning practices that use detergent-based cleaners (e.g., dish soap) or disinfectants. As a result, frequent cleaning of potentially contaminated surfaces, such as commonly touched surfaces, will potentially protect others sharing the same space.

Decontamination Process for Fire Stations, Workspaces and Offices

Disinfection is a process which kills pathogenic microorganisms (with the exception of bacterial spores) on a surface. The level of disinfection required is determined by the degree of contact and the contamination risk.
Disinfection requires surface cleaning to remove soiling, followed by application of the disinfectant. Allow a disinfectant to remain on the surface for at least five minutes.

NOTE: It is extremely important to follow the manufacturer's instructions when using cleaning and disinfection products. If the disinfectant is not used for the recommended length of time you will not achieve the required level of disinfection and the item will remain contaminated. After the appropriate contact time, wipe the surfaces dry with a clean, disposable cloth
Ensure to wipe down personal equipment also. (pens, staplers, punch etc.) and wash or cleanse your hands when complete.

Donning and Doffing of Personal Protective Equipment

Donning

Identify the hazard level and required level of PPE. *For current Novel Coronavirus, mask, eye protection, face shield, gown and gloves.*

- 1 Perform hand hygiene



- 2 Put on a gown



- 3 Put on N95 mask, eyewear and face shield



- 4 Put on gloves (over the cuff of the gown)



Doffing

Doffing presents the greatest risk for cross contamination. *Perform hand hygiene every time you remove a piece of PPE.*

- 1 Tear off the gown and roll the gown and gloves together inside out to remove



- 2 Perform hand hygiene



- 3 Remove face shield away from your face. Perform hand hygiene.



- 4 Remove eyewear away from your face. Perform hand hygiene.



- 5 Remove N95 away from your face. Perform hand hygiene.





Please Note: This report is intended to be used by Emergency Service Organizations for internal use only. It is not an acceptable VFIS Claims form and therefore should not be submitted to VFIS.

Infectious Exposure Form

Exposed Member's Name: _____ Position: _____

Soc. Sec. #: _____ Home Phone: _____

Field Inc. #: _____ Shift: _____ Company: _____

Name of Patient: _____ Sex: _____

Age: _____ Address: _____

Suspected or Confirmed Disease: _____

Transported to: _____

Transported by: _____

Date of Exposure: _____ Time of Exposure: _____

Type of Incident (auto accident, trauma): _____

Type of protective equipment utilized: _____

What where you exposed to:

Blood _____ Tears _____ Feces _____ Urine _____ Saliva _____

Vomit _____ Sputum _____ Sweat _____ Other _____

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or rashes that became exposed? Be specific: _____

How did exposure occur? Be specific: _____

Did you seek medical attention? _____ Yes _____ No

Where? _____ Date: _____

Contact Infection Control Supervisor: Date _____ Time: _____

Supervisor's Signature: _____ Date: _____

Member's Signature: _____ Date: _____

Infection Control Supervisor's Report

Medical facility notified? Yes _____ No _____

If Yes:

Name of Facility: _____ Date: _____

Address of Facility: _____

Name of Facility Contact: _____

Confirmed Exposure: _____

Member notified? Yes _____ No _____

Member's Signature: _____ Date: _____

Medical Follow-Up Action:

Remarks:

Infection Control Supervisor's Signature: _____ Date: _____



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2020-05-14
Report: May 2020
Subject: Building Activity Report April 2020

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for April 2020 for information purposes.

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between April 1st – 30th, 2020 in West Elgin, as well as the permit value and permit fees collected.

Background:

Time allocation was spent on new applications, plans examinations, correspondence and inspections,

- | | |
|---|---|
| • Total Number of Building Permits Issued in the months of April: | 3 |
| • Total Number of those being Demolition Permits issued: | 0 |
| • Number of New Residence Building Permits within: | 0 |

Summary of Permits issued Year-To-Date:

- | | |
|---|----------------|
| • 2020: Number of Permits Issued to end of April: | 21 |
| • 2019: Number of Permits Issued to end of April: | 17 |
| • 2020: Total Construction Value to end of April: | \$2,496,200.00 |
| • 2019: Total Construction Value to end of April: | \$1,347,180.00 |
| • 2020: Total Permit Fees to end of April: | \$18,605.79 |
| • 2019: Total Permit Fees to end of April: | \$8,575.90 |

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

N/A

Report Approval Details

Document Title:	Building Activity Report April 2020.docx
Attachments:	<ul style="list-style-type: none">- April 2020 Permit Summary.PDF- April 2020 Permit list.PDF- Jan - Apr 2020 Permit Summary.PDF- Jan - Apr 2019 Permit Summary.PDF- April 2019 Permit Summary.PDF
Final Approval Date:	May 11, 2020

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

Jana Nethercott

Municipality The Municipality Of West Elgin
 Phone (519) 785-0560
 Bldg. Dept. Phone (519) 857-9605
 Bldg. Dept. Fax (519) 785-0644

Permit List

Permits By Issued Date - Between: APR 1,2020 and APR 30,2020

Permit Number	2020-0019	Date Applied	01/04/2020	Date Issued	01/04/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL RENOVATIONS			Location	23974 SILVER CLAY LINE		
Action	Repair			Legal Description	CON 11 S PT LOT 13		
Status	ISSUED			Roll Number	34-34-000-050-00300-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$38,500.00	Fee	\$385.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	1,345		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	1,345	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	RESTORATION AND REPAIR OF FIRE DAMAGED HOUSE						
Permit Number	2020-0020	Date Applied	02/04/2020	Date Issued	02/04/2020	Date Completed	
				Date Expires	/ /		
Type	RENEWAL CONSTRUCTION PERMIT			Location	20219 TALBOT LINE		
Action	Erect			Legal Description	CON 13 PT LOT B RP 11R6887		
Status	ISSUED			Roll Number	34-34-000-040-09410-0000		
MPAC Structure Code	433	Retail Store		Value	\$70,000.00	Fee	\$100.00
Stats Can Struct Code	510	Retail & Wholesale Outlets,Dep		Gross Area	2,688		
Stats Can Work Code	01	New Construction		Permit Area	2,688	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	20219 TALBOT LINE RR 2RODNEY, ON N0L 2C0						
Project Desc	Permit Renewal for Winery Retail Building Permit No. 2015-052						
Permit Number	2020-0021	Date Applied	27/04/2020	Date Issued	27/04/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ACCESSORY BUILDING			Location	11630 CATHERINE RD		
Action	Install			Legal Description	CON 9 PT LOT 17 RP 11R7713		
Status	ISSUED			Roll Number	34-34-000-060-07818-0000		
MPAC Structure Code	102	Shed Type 1 Wood Type 2 Metal		Value	\$2,000.00	Fee	\$100.00
Stats Can Struct Code	460	Storage Bldg - Warehouse, Indu		Gross Area	140		
Stats Can Work Code	01	New Construction		Permit Area	140	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	11630 CATHERINE CRTWEST LORNE, ON N0L 2P0						
Project Desc	INSTALL 10'x14' GARDEN SHED IN BACK YARD. WORK NOT TO PROCEED						

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Permit List

Permits By Issued Date - Between: APR 1,2020 and APR 30,2020

Report Summary

Permit Type	Permit Value	Permit Fee	Permit Count
RENEWAL CONSTRUCTION PERMIT	70,000.00	100.00	1
RESIDENTIAL ACCESSORY BUILDING	2,000.00	100.00	1
RESIDENTIAL RENOVATIONS	38,500.00	385.00	1

Total Value	\$110,500.00
Total Fees	\$585.00
Total Permits	3
Total Area	4,173 Sq. Ft. 0 Sq. Meters

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Permit Summary Report

Permits By Issued Date - Between: APR 1,2020 and APR 30,2020

Grouped by Structure Type

Structure Type:	Retail Store	Value	\$70,000.00	
Code:	433	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.688.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$2,000.00	
Code:	102	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	140.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$38,500.00	
Code:	301	Fees	\$385.00	
		Septic Fees	\$385.00	
		Number	1	
		Gross Area:	1.345.00	Sq. Feet
		Total Value	\$110,500.00	
		Total Fees	\$585.00	
		Total Number	3	
		Total Area:	4.173.00	Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: APR 1,2019 and APR 30,2019

Grouped by Structure Type

Structure Type:	1, 2 and 3 Storey Broiler Barn	Value	\$335,680.00	
Code:	216	Fees	\$2,198.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	20,480.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$88,500.00	
Code:	301	Fees	\$885.00	
		Septic Fees	\$885.00	
		Number	3	
		Gross Area:	3,480.00	Sq. Feet
Structure Type:	Steel Grain Bin	Value	\$12,000.00	
Code:	230	Fees	\$230.70	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	707.00	Sq. Feet
		Total Value	\$436,180.00	
		Total Fees	\$3,313.70	
		Total Number	5	
		Total Area:	24,667.00	Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and APR 30,2020

Grouped by Structure Type

Structure Type:	Campground Ancillary Building	Value	\$616,200.00	
Code:	461	Fees	\$6,162.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Carport	Value	\$2,500.00	
Code:	117	Fees	\$200.00	
		Septic Fees	\$200.00	
		Number	1	
		Gross Area:	430.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$1,000.00	
Code:	101	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	540.00	Sq. Feet
Structure Type:	Retail Store	Value	\$70,000.00	
Code:	433	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2,688.00	Sq. Feet
Structure Type:	Service Garage	Value	\$3,000.00	
Code:	423	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	185.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$181,000.00	
Code:	102	Fees	\$466.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	3,340.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$826,500.00	
Code:	301	Fees	\$5,558.85	
		Septic Fees	\$2,727.00	
		Number	9	
		Gross Area:	7,509.00	Sq. Feet
Structure Type:	Standard Industry	Value	\$30,000.00	
Code:	597	Fees	\$300.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2,250.00	Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$25,000.00	
Code:	203	Fees	\$306.44	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	1,536.00	Sq. Feet

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and APR 30,2020

Grouped by Structure Type

Structure Type:	Type IV Insulated Barn	Value	\$726,000.00	
Code:	204	Fees	\$4,737.50	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	16.179.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$15,000.00	
Code:	399	Fees	\$500.00	
		Septic Fees	\$500.00	
		Number	1	
		Gross Area:		Sq. Feet
		Total Value	\$2,496,200.00	
		Total Fees	\$18,605.79	
		Total Number	21	
		Total Area:	34.657.00	Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and APR 30,2019

Grouped by Structure Type

Structure Type:	1, 2 and 3 Storey Broiler Barn	Value	\$535,680.00	
Code:	216	Fees	\$3,298.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	28.760.00	Sq. Feet
Structure Type:	N/A	Value	\$10,000.00	
Code:		Fees	\$500.00	
		Septic Fees	\$500.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Retail Store	Value	\$10,000.00	
Code:	433	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.000.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$705,500.00	
Code:	301	Fees	\$4,113.55	
		Septic Fees	\$1,980.00	
		Number	10	
		Gross Area:	9.555.00	Sq. Feet
Structure Type:	Steel Grain Bin	Value	\$82,000.00	
Code:	230	Fees	\$489.35	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	1.815.00	Sq. Feet
Structure Type:	Unspecified Farm Structure	Value	\$4,000.00	
Code:	299	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	3.520.00	Sq. Feet
		Total Value	\$1,347,180.00	
		Total Fees	\$8,575.90	
		Total Number	17	
		Total Area:	45.650.00	Sq. Fee



Staff Report

Report To: Council Meeting

From: Jackie Morgan-Beunen, CBO

Date: 2020-05-14

Report: 2020-04

Subject: Building Department COVID-19 EMCPA O. Reg. 200/20

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: EMCPA O.Reg. 200/20 as it relates to the business of Construction for inspections and permit issuance.

Purpose:

To provide information and updates on amendments to the Emergency Management and Civil Protection Act (EMCPA) O.Reg. 82/20 - CLOSURE OF PLACES OF NON-ESSENTIAL BUSINESSES

Background:

Since reporting on April 9th, 2020, the Ontario Government has amended O. Reg. 82/20, **CLOSURE OF PLACES OF NON-ESSENTIAL BUSINESSES** through O. Reg. 119/20 which came into effect April 4th, 2020 at 11:59 pm and further through O. Reg. 196/20 which came into effect at 12:01 am May 4th, 2020 and O. Reg. 200/20 which came into effect at 12:01 am May 11th, 2020. These amendments are in effect until May 19th unless extended. The amendments affect the business of construction as listed below. The effective date of the closures of businesses considered non-essential as per s. 7.0.8 of the Act and O.Reg. 106/20, Schedule 1 remains April 4th, 2020 at 11:59 pm. Projects permitted to continue, once permits have been issued, are listed below as per Schedule 2 of O. Reg. 82/20.

Construction

27. Construction projects and services associated with the healthcare sector, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.
28. Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, critical provincial infrastructure, including transit, transportation, energy and justice sectors beyond the day-to-day maintenance.
- 28.1 Construction projects and services that support the operations of, and provide new capacity in, schools, colleges, universities, municipal infrastructure and child care centres within the meaning of the *Child Care and Early Years Act, 2014*.
29. Critical industrial construction activities required for,

- i. the maintenance and operations of petrochemical plants and refineries,
- ii. significant industrial petrochemical projects where preliminary work has already commenced,
- iii. industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the Covid-19 pandemic.

29.1 Construction projects that are due to be completed before October 4, 2020 and that would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products.

29.2 Construction projects that were commenced before April 4, 2020, and that would,

- i. provide additional capacity for businesses that provide logistical support, distribution services, warehousing, storage or shipping and delivery services, or
- ii. provide additional capacity in the operation and delivery of Information Technology (IT) services or telecommunications services.

30. Residential construction projects where,

- i. a footing permit has been granted for single family, semi-detached and townhomes,
- ii. the project is a condominium, mixed use or other residential building, or
- iii. the project involves renovations to residential properties and construction work was started before April 4, 2020.

30.1 Construction to prepare a site for an institutional, commercial, industrial or residential development, including any necessary excavation, grading, roads or utilities infrastructure.

31. Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.

Permits have continued to be reviewed and processed during the time period of the COVID-19 pandemic with applicants signing a Permit Disclaimer form to acknowledge that issuance of a permit does not necessarily allow them to proceed with construction. The permit does not provide the permit holder any exemption or exception to any Order issued by the Province of Ontario pursuant to the EMCPA.

On Monday May 11, 2020 an amendment to the OBC came into effect too clarify suspension of time periods for issuance of building permits under the Provincial Orders. (O. Reg. 209/20) Previously, some Municipalities were of the opinion that under the emergency orders, all time periods listed in the Building Code Act and the Ontario Building Code were suspended, as the offices of the *principal authority* were not open for the transaction of business with the public. As of May 11th, the code specified time periods have be reinstated when the offices of the *principal authority* are not open for the transaction of business with the public if the reason given by the *principal authority* for the offices not being open is related to coronavirus (COVID-19). As our

offices are not closed for business, but are closed to the public for walk-in service, I have continued the business of reviewing permits and issuing permits as advised by legal counsel.

I will continue to keep Council apprised of the regulatory changes as they evolve relating to the Provincial Emergency Orders. Consultation with the Ministry of Affairs and Housing, the Ontario Building Officials Associations, the OPP and legal counsel is ongoing.

Financial Implications:

Revenues will be potentially impacted due to limited list of “essential” construction projects

Policies/Legislation:

Municipal Act
Building Code Act
Emergency Management and Civil Protection Act

Legal Impact:

Compliance with legislation.

Report Approval Details

Document Title:	Building Department update - COVID-19 EMCPA orders.docx
Attachments:	
Final Approval Date:	May 13, 2020

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

Jana Nethercott



Staff Report

Report To: Council
From: Heather James, Planner
Date: 2020-05-14
Report: 2020-13
Subject: Update on Planning Applications and COVID-19

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the exemption of the Planning Act from Ontario Regulation 73/20; and,

That West Elgin Council provides direction to staff to _____.

Purpose:

The purpose of this report is to provide Council with an update on information regarding Elgin County Land Division Committee and other Elgin County municipalities as a result of the exemption of the Planning Act from Ontario Regulation 73/20.

Background:

At the April 23, 2020 West Elgin Council meeting, the Planner provided information to Council regarding the exemption of the Planning Act from Ontario Regulation 73/20. At this meeting, Council deferred their decision on this matter and requested for the Planner to find out if and/or when Elgin County Land Division Committee would be holding virtual public meetings.

Elgin County Land Division Committee will be holding their first virtual public meeting for severance applications on May 20, 2020. From the agenda posted online, it appears this meeting includes all applications that were to be heard at the March 23, 2020 meeting, which was cancelled. The Committee is providing the public the ability to participate electronically or in-person (provided social distancing is maintained) and provide comments verbally and/or in written format. The Secretary-Treasurer is accepting completed severance applications and processing them at this time. At the time of submission of this report, West Elgin does not have any new severance applications that have been submitted to the Secretary-Treasurer.

The Planner has inquired to other municipalities in Elgin County to find out if they will be holding virtual public meetings. To date, Municipality of Dutton Dunwich, Municipality of Bayham, Municipality of Central Elgin and the Township of Southwold are or will be holding virtual public meetings for planning applications. Based on information provided by Eugenio DiMeo, Director of Development & Community Services, the Township of Malahide is not holding virtual public meetings for planning applications and is currently waiting to see what happens in the coming weeks in regards to the emergency order.

West Elgin Council and Committee of Adjustment have the ability for the duration of the state of emergency to effectively control the decision-making and appeals process under the Planning Act:

- After April 15, where a municipal authority wishes to provide a decision and issue notice on a Planning Act matter during the state of emergency, it may do so.
- Where a municipal authority is unable, or chooses not, to provide a decision on a Planning Act matter during the state of emergency, a decision need not be required until after the state of emergency is over. No appeal rights from a non-decision will accrue.
- If a decision is given during the state of emergency, it will be subject to the usual notice requirements of the Planning Act and will create rights of appeal. If no appeal is filed, the decision is final. If an appeal is filed, the municipal authority is not obligated to forward the appeal record to the Local Planning Appeal Tribunal until after the state of emergency has ended.

To date, the Planner has received three complete minor variance applications. Two of the applications were received prior to the emergency order.

It is the Planner's opinion the municipality has the ability to hold virtual public meetings for planning applications and provide effective and inclusive public participation. In the text of public meeting notices, the public would be encouraged to submit written comments either by email to the Planner or in-person to the municipal office's afterhours drop box. Should the public wish to participate in the meeting, they would be required to contact the Planner to receive a private invitation to participate virtually through Zoom or by phone. Lastly, should the public wish to participate virtually but do not have electronic access or poor access, all Elgin County Public Libraries have strengthened their Wi-Fi signal to the outside of libraries for public use.

Financial Implications:

None.

Policies/Legislation:

Planning Act R.S.O. 1990, c. P.13; Ontario Regulation 73/20; Coronavirus (COVID 19) Support and Protection Act, 2020; and, Ontario Regulation 149/20.

Related Documents:

Planning Report 2020-12.

Report Approval Details

Document Title:	Update on Planning Applications and COVID-19.docx
Attachments:	- changes-to-planning-act-timelines-during-ontario-state-of-emergency.pdf
Final Approval Date:	May 11, 2020

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

Jana Nethercott

Changes to Planning Act Timelines During Ontario State of Emergency

Apr 17, 2020

By Patrick Harrington and Leo F. Longo

As part of its various legislative and regulatory responses to the current COVID-19 pandemic, the Province of Ontario passed Ontario Regulation 73/20 (O. Reg. 73/20) on March 20, 2020. The effect of O. Reg. 73/20 was to suspend limitation periods and procedural timelines under any statute, regulation, rule or by-law in effect in Ontario. The result was a “pause” on various forms of litigation and administrative proceedings to allow parties, adjudicators, local authorities and the Province to effectively respond to the changing needs of the crisis.

In the land use planning context, O. Reg. 73/20 had the effect of suspending all timelines under the *Planning Act*, the *Local Planning Appeal Tribunal Act*, the Tribunal’s *Rules of Practice and Procedure* and a number of other related statutes, regulations, rules and by-laws.

This week, during a limited session of Parliament, the Province moved to change the suspension of timelines in the land use planning context. This intended change was highlighted in an April 9, 2020 letter to the heads of Ontario’s various municipalities advising that the Province was preparing to take legislative steps to ensure that municipal councils would not need to worry about decision timelines under the *Planning Act* during the state of emergency. The letter indicated that municipalities would shortly have the comfort of being able to re-deploy resources as needed to combat the COVID-19 pandemic without the fear of impending development-related appeals. Equally, where municipalities did wish to proceed with decision-making under the *Planning Act* during the state of emergency, the Province would be providing a mechanism to allow such decisions to be made.

The changes occurred through the enactment of Bill 189 (titled the *Coronavirus (COVID-19) Support and Protection Act, 2020*) and the passage of new Ontario Regulation 149/20 (O. Reg. 149/20). Through these enactments, the Province has (a) retroactively exempted the *Planning Act* from O. Reg. 73/20 and (b) created a new set of rules to govern the timelines for decision making and appeals under the *Planning Act*.

The timeline changes are intended to apply for the duration of the current state of emergency. The changes are retroactive to the start of the emergency (March 17, 2020) and are relatively consistent amongst the various decisions capable of being made under the *Planning Act*, including official plans and official plan amendments (ss. 17 and 22), zoning by-laws and zoning by-law amendments (s. 34), site plan approvals (s. 41 and s. 114 under the *City of Toronto Act, 2006*), minor variances (s. 45), plans of subdivision (s. 51) and consents (s. 53). The new rules provided by O. Reg. 149/20 can be summarized as follows:

1. If a decision was made after February 26, 2020, and a notice was issued before April 15, 2020, the decision stands, but the notice is void. The notice must be re-issued “no later than 15 days after the COVID-19 emergency is terminated or disallowed.”
2. If a decision was made after March 2, 2020, but a notice had not been issued (or full notice circulation was not completed) before April 15, 2020, the decision stands, and the notice can lawfully be issued up to 15 days after the COVID-19 emergency is terminated or disallowed. Any notices given prior to April 15, 2020 are deemed to have not been given.
3. If a decision on a pending application was not made prior to April 15, 2020, a decision does not need to be rendered for the duration of the state of emergency. All timelines required by the *Planning Act* for the processing of an application and the rendering of a decision are suspended until the emergency is

over, after which the relevant timeline will resume. The effect of this suspension is that there can be no appeals from non-decisions until after the emergency has ended.

4. Appeal timelines that would have ended between March 17, 2020 and April 15, 2020 are deemed to have not ended, and any appeals or motions filed within that time period are deemed to have not been made or filed.
5. Where a Council or Committee does proceed to render a decision during the state of emergency, the usual *Planning Act* notice obligations and appeal timelines will apply to the decision. However, the timeline for the municipality to prepare a record and forward the appeal to the Local Planning Appeal Tribunal is suspended until the end of the state of emergency.

The rules for Committees of Adjustment differ slightly, but only for decisions made between February 26, 2020 and April 15, 2020. For these decisions, the secretary-treasurer must still give notice of the decision (regardless if notice has already been given), but the notice may be issued up to 10 days after the state of emergency is ended. As well, the appeal period under s. 45(12) is amended to allow appeals to be filed within 20 days after the new notice has been issued.

The result of the foregoing is that municipal councils and committees are empowered for the duration of the state of emergency to effectively control the decision-making and appeals process under the *Planning Act*.

- After April 15, where a municipal authority wishes to render a decision and issue notice on a *Planning Act* matter during the state of emergency, it may do so.
- Where a municipal authority is unable, or chooses not, to render a decision on a *Planning Act* matter during the state of emergency, a decision need not be rendered until after the state of emergency is over. No appeal rights from a non-decision will accrue.
- If a decision is rendered during the state of emergency, it will be subject to the usual notice requirements of the *Planning Act* and will create rights of appeal. If no appeal is filed, the decision is final. If an appeal is filed, the municipal authority is not obligated to forward the appeal record to the Local Planning Appeal Tribunal until after the state of emergency has ended.

Authors



Patrick Harrington
Partner
T 416.865.3424
pharrington@airdberlis.com



Leo F. Longo
Partner
T 416.865.7778
llongo@airdberlis.com

This communication offers general comments on legal developments of concern to business organizations and individuals and is not intended to provide legal advice. Readers should seek professional legal advice on the particular issues that concern them.



**Municipality of West Elgin
Emergency Control Group
Meeting Minutes
April 24, 2020, 1:00 p.m.
Held via Zoom**

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
CAO/Treasurer M. Badura
CEMC B. Weber
Alternate CEMC L. Gosnell
Fire Chief Al Beer
Utilities M. Kalita
Scribe J. Nethercott

CAO/Treasurer Magda Badura called the meeting to order at 1:04 p.m.

Magda Badura called for updates from each member.

Fire Chief Al Beer reported that they have received the books and will now begin ticketing repeat offenders of burns. The ticket is \$365.00.

The group discussed issues surrounding garage/yard sales and would like to come up with a social media message advising residents that the 5 person limit means no garage sales. The group also discussed lawn care companies it was reported that most municipalities see lawn care maintenance as essential to maintain property standards.

Magda reported that Canada Events around the county are either cancelled or turning virtual and she believes we should follow suit and cancel our event. The control group agreed that at this time a cancellation is in the best interest and safety of our residents.

Lee reported that Port Glasgow Trailer Park will open on May first for 14 residents plus the park manager. It had been decided that all access to the park would continue to be determined on a case by case basis.

Lee also reported that Large Item Pick Up and Spring Yard Waste Collection has been postponed due to the current situation. These dates will be rescheduled once its deemed safe to do so.

Lee reported that on Saturday April 25, 2020 Public Works will be handing out the trees as part of the Spruce Up West Elgin promotion. Staff will be provided PPE and there will be barriers set up to limit contact with the public.

Bettina reported that even though we are in a declared emergency, all of the requirements as part of the Emergency Management and Civil Protection Act are still

mandatory. Bettina reviewed the requirements and at this time West Elgin has these items all completed. There will be social media and website posts to promote Emergency Preparedness Week (May 3-9, 2020) to satisfy the education and promotion pieces.

Emergency Control Group Meeting adjourned at 1:49 p.m.

Magda Badura
Chair
CAO/Treasurer

Jana Nethercott
Scribe



**Municipality of West Elgin
Emergency Control Group
Meeting Minutes
May 1, 2020, 1:00 p.m.
Held via Zoom**

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
CAO/Treasurer M. Badura
CEMC B. Weber
Fire Chief Al Beer
Utilities M. Kalita
Scribe J. Nethercott

Absent: Alternate CEMC L. Gosnell

CAO/Treasurer Magda Badura called the meeting to order at 1:02 p.m.

Magda Badura provided an update that Ontario Guidelines for workplaces were just released. Magda also stated that Southwestern Public Health has reviewed the lawn maintenance issue and has recommended that companies who do lawn care be allowed to continue in order to prevent ticks and other pest issues.

On April 27, 2020, Elgin County released a statement regarding the closure of marina's and on April 25, 2020 there was a Provincial update that allowed Community Gardens to operate and Southwestern Public Health have released guidelines.

Fire Chief Al Beer reported on the request to lift the fire ban. At this time he feels that the ban is still a good idea and doesn't want to confuse the issue by allowing a partial lifting of the ban. He stated that the issues the fire department had been seeing had quieted down as most residents understand why the ban is in place.

Jana Nethercott reported on a meeting with the West Elgin Community Health Centre and Dutton Dunwhich that was held this week. This meeting just brought the municipalities up to date on the issues the Health Centre was seeing, the biggest being a concern about food security.

Jana Nethercott reported that Port Glasgow Trailer Park is set to open for the season today, with 17 residents going to be staying in the park including the park manager. Richard Leatham reported that there will be 12 people in Hickory Grove Campground. Magda Badura stated that while the municipality is getting a lot of calls about the campgrounds, most residents seem to understand the need to stay away. Fire Chief Al Beer inquired if the Fire Ban has been communicated to all campgrounds, Jana stated that yes it has been.

Magda Badura reported that Municipal Staff have started an action plan on reopening the Municipal Office. Currently they are collecting quotes for plexi glass barriers for front line staff and are exploring alternative payment options including cordless debit machines.

Emergency Control Group Meeting adjourned at 1:18 p.m.

Magda Badura
Chair
CAO/Treasurer

Jana Nethercott
Scribe



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2020-05-14
Report: 2020-10
Subject: Operations & Community Services – Monthly Report

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services, for information purposes.

Purpose:

To Provide Council with an update on operations carried out during March/April 2020

Background:

In an effort to streamline reporting, highlights of parks & recreation, public works and utilities will be condensed into one monthly operations report (unless Council wishes otherwise).

Parks and Recreation – Staff spent much of their time in March at the arena, removing the ice and preparing it for mold remediation work, which started late in the month. Winter equipment was also cleaned and stored for the season. Warmer weather in April allowed staff to begin cleaning in the parks, as well as tile repair and tree removal. They also signed recreation facilities and outdoor equipment as closed due to the provincial regulations imposed. Rainy day jobs included servicing lawn equipment, painting garbage cans and removing the old sand filter at the pool in preparation for installation of new ones. Our PGTP manager started back to work in mid-April, spring cleaning and preparing the park for those few who would be coming on May 1st. His main priority is grounds maintenance and spring cleanup, as all washroom/meeting facilities are not open and the park remains closed to the public, as per the provinces order.

Public Works – Winter wound down quickly, allowing crews to spend much of their time in March dragging roads, removing dead trees and working at the landfill site. Winter equipment was cleaned, oiled and stored for the season. Emergency culvert replacement was carried out on Fleming Line between Blacks Road and Clachan Road. Additional operations carried out were sign repair, patching and excavation work for water repairs. April saw a second culvert repair, this time on Gibb Line between Blacks Road and Furnival Road. Drier conditions mid-month allowed for shoulder grading, patching and minor ditching. Lack of substantial frost and continued dragging have combined to keep the gravel road network in generally good condition through the spring weight restriction period (which ended May 1st). West Elgin's tree pickup day was held on Saturday April 25. The weather was beautiful and the program was well received by residents. In total, 300 trees were given out, to be planted within the municipality. Preparation is already underway to collaborate with Lower Thames Conservation Authority for the spring of 2021...stay tuned!

Utilities – Staff have been busy keeping up on the spring rush of locate requests. March included water line repairs in Todd place and installation of water valve markers around the municipality. Much needed capital replacement will be taking place in Todd Place over the coming months. April operations included various minor repairs, meter changes and many requests to have water turned on at seasonal properties. The utilities department assisted at the PGTP with spring water and sewer start up. Staff also donned their painting caps in April, taking advantage of wet days and closed facilities to provide a fresh coat of paint in areas of the West Lorne Complex and Rodney Library.

Finally, on a special note, long time West Elgin landfill attendant Jack DeBie has retired. Most landfill patrons knew him by name and were always greeted with a smile. I would like to thank Jack for his many years of dedicated service and wish him all the best in the future. A recruitment process was undertaken in early April and Gary Vanstone was the successful applicant. Gary brings many years of landfill experience with him and we look forward to having him as a member of the West Elgin team.

Report Approval Details

Document Title:	Operations and Community Services Report.docx
Attachments:	
Final Approval Date:	May 12, 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: 2020-05-14
Report: 2020-11
Subject: 2020 YTD Financials and COVID-19 impact

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer entitled 2020 YTD Financials and Covid-19 impact for information only.

Purpose:

On April 9, 2020 Council received Staff Report and approved an interim cashflow relief for property owners and residents, as it relates to property tax and utility payment requirements. These interim measures were to waive penalty and interest of past due taxes and water/wastewater billings until April 30th and reduce interest on taxes current balance by .5% from May 1 – June 30th. The Staff recommend that these relief measures remain in effect until June 30th and unpaid taxes be charged interest as per the usual practice thereafter. At this time, no other modifications are being recommended.

The number of outstanding general receivable accounts, at this time of year, are slightly lower than last year due to process changes, eg. Dog tags invoicing is based on last year's information and software generated; alternative payment methods are being offered to rate payers.

The Council has approved Community Grants to several local organizations and events during the 2020 Budget process. Many of these events/projects have been put on hold or have been cancelled by the organizers. Grants are being disbursed for the events or projects that have occurred or will likely happen. Please refer to the detailed explanation attached. It is very difficult to determine the impact to community events due to the inability to predict an 'end by' date. The organizers are hopeful that events might be permitted to proceed with enhanced safety protocols by late summer. The Staff are in contact with the various groups and continue to monitor developments and provincial directives.

A review of 2020 Budget was conducted by the department heads and some mitigation measures have been already brought forward to Council. There are still too many factors affecting our decisions and financial stability. At this point our proactive non-critical capital projects deferral is assisting us with immediate cash outflow and will be a part of future updates to the Council.

In view of the recent framework released by the Provincial Government regarding reopening Ontario in phases, the staff is currently looking into additional procedures and safety measures that are required to be considered.

In order to properly address the financial needs during the current global crisis, full disclosure of YTD financial statements is attached for Council's consideration.

Financial Implications:

2020 Operating & Capital Budget

Report Approval Details

Document Title:	2020 YTD Financials as of April 30, 2020.docx
Attachments:	- As of April 30 2020.pdf
Final Approval Date:	May 12, 2020

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

Jana Nethercott

Municipality of West Elgin
Statement of Financial Position
As of April 30, 2020

<u>Revenues</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>Notes</u>
01-6000-6001	TAX LEVY - RESIDENTIAL	-	893,704.03	- 3,559,092.46 1st Property Tax Installment - March 31, 2020
01-6000-6041	LOCAL IMPROVEMENTS - TILE DRAINS	-	-	40,520.60
01-6000-6050	PIL - COMMERCIAL	-	-	58,000.00
<u>Other Revenue</u>				
01-6100-6101	TAX CERTIFICATES	-	2,930.00	- 9,500.00
01-6100-6102	PHOTOCOPIES	-	50.00	- 100.00
01-6100-6103	911 SIGNS	-	150.00	- 100.00
01-6100-6104	BURIAL PERMITS	-	270.00	- 900.00
01-6100-6105	MARRIAGE LICENCES	-	-	3,800.00
01-6100-6106	PARKING TICKETS - ELGIN CTY	-	8,020.19	- 25,000.00
01-6100-6107	YACHT CLUB-SEWAGE AGREEME	-	2,500.00	- 2,500.00
01-6100-6108	MISC - NSF CHEQUES-MAPS-	-	14.29	- 500.00
01-6100-6110	INTEREST	-	52,850.67	- 62,000.00
01-6100-6111	TAX - PENALTY & INTEREST - CURRENT	-	169.59	- 39,000.00
01-6100-6112	TAX - PENALTY & INTEREST - PREVIOUS	-	25,958.66	- 71,000.00
01-6100-6120	ADMINISTRATION FEES	-	-	11,000.00
01-6100-6121	REPRINT OF TAX/WATER BILL	-	340.00	- 700.00
01-6100-6190	REBATES	-	3,042.37	- 4,000.00
<u>Grants</u>				
01-6100-6200	GRANT - OMPF	-	919,300.00	- 1,838,600.00 QTR 1 & 2
01-6100-6204	GRANT - OCIF	-	75,274.00	- 225,658.00
01-6100-6205	GRANT - Ontario Cannabis	-	-	15,000.00
01-6100-6206	GRANT - CANADA DAY	-	-	5,000.00 Event cancelled
01-6100-7900	TRANSFER TO RESERVES	-	-	225,658.00
		-\$	1,984,573.80	-\$ 5,746,313.06
<u>Council</u>				
01-7000-7400	WAGES	25,605.15	72,589.84	
01-7000-7401	CPP EXPENSE	364.37	1,531.20	
01-7000-7403	EHT EXPENSE	499.30	1,415.54	
01-7000-7440	CONFERENCES/SEMINARS/MEETINGS	6,604.36	14,000.00	
01-7000-7442	MILEAGE	1,401.11	3,500.00	
01-7000-7443	MEALS	306.21	1,000.00	
01-7000-7444	RECOGNITION AWARD	1,319.31	7,000.00	
01-7000-7447	ELECTION EXPENSE	1,437.36	1,461.80	
01-7000-7660	OTHER SUPPLIES	1,790.74	3,500.00	
		\$	39,327.91	\$ 105,998.38

Administration

		<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>Notes</u>
01-7010-7400	WAGES	123,063.44	454,410.02	
01-7010-7401	CPP EXPENSE	4,713.82	18,176.40	
01-7010-7402	EI EXPENSE	1,767.96	9,088.20	
01-7010-7403	EHT EXPENSE	1,863.69	9,088.20	
01-7010-7404	WSIB	2,723.88	13,632.30	
01-7010-7405	LIFE INSURANCE	1,053.59	4,544.10	
01-7010-7406	BENEFITS EXPENSE	7,054.97	31,808.70	
01-7010-7407	OMERS EXPENSE	12,460.07	45,441.00	
01-7010-7408	POST RETIREMENT BENEFITS	147.86	-	included in 2020 budget, listed in 2020 as a separate line item
01-7010-7411	COVID-19	21,695.28	-	Wages, cleaning supplies, signs, etc.
01-7010-7415	TRAINING	180.80	10,000.00	
01-7010-7430	WAGES TRANSFER-IN	15,733.35	-	
01-7010-7431	WAGES TRANSFER OUT	- 2,467.06	-	COVID-19 transferred to acct#01-7010-74
01-7010-7440	CONFERENCES/SEMINARS/MEETINGS	389.23	6,500.00	
01-7010-7441	MEMBERSHIPS & DUES	5,200.17	5,000.00	
01-7010-7442	MILEAGE	21.80	2,500.00	
01-7010-7443	MEALS	-	500.00	
01-7010-7445	GRANTS/DONATIONS	295.03	40,000.00	
01-7010-7446	Staff Recruitment	-	5,000.00	
01-7010-7448	TAX SALES	- 457.92	-	will be transferred to property taxes
01-7010-7449	ASSET MANAGEMENT	-	5,000.00	
01-7010-7450	HEALTH & SAFETY	103.15	1,000.00	
01-7010-7451	MARRIAGE LICENSE	-	500.00	
01-7010-7452	BOOT & CLOTHING ALLOWANCE		2,000.00	
01-7010-7470	911 EMERGENCY	2,374.87	3,000.00	
01-7010-7601	PHONE & INTERNET	1,551.19	5,000.00	
01-7010-7602	SOFTWARE LICENSE	13,758.37	25,000.00	
01-7010-7610	EQUIPMENT LEASES	455.97	1,824.00	
01-7010-7611	EQUIPMENT MAINTENANCE	2,360.98	5,000.00	Postage meter, photocopier maintenance
01-7010-7613	EQUIPMENT PURCHASE	-	25,000.00	
01-7010-7618	SUBSCRIPTIONS	-	2,000.00	
01-7010-7650	OFFICE SUPPLIES	4,012.48	10,000.00	
01-7010-7651	POSTAGE & COURIER	10,212.54	10,000.00	Allocation done at the end of the year
01-7010-7652	ADVERTISING	536.27	1,000.00	
01-7010-7653	BANK CHARGES	1,363.83	4,000.00	
01-7010-7675	LEGAL	8,447.93	30,000.00	
01-7010-7676	AUDIT	-	25,000.00	
01-7010-7677	CONSULTING SERVICES	22,579.47	50,000.00	HR Consulting. Received \$20K for the org
01-7010-7678	SPECIAL PROJECTS - Surplus Lands	-	5,000.00	
01-7010-7680	CONTRACTED SERVICES	1,383.49	15,000.00	IT Support
01-7010-7681	ASSET MANAGEMENT	-	95,000.00	
01-7010-7699	BILLABLE	4,612.58	-	Seaside & Lighthouse
01-7010-7901	TRANSFER FROM RESERVES	- -	245,000.00	
01-7010-8001	CAPITAL - WEBSITE DEVELOPMENT	4,262.31	-	
01-7010-8003	CAPITAL - ASSET MANAGEMENT SOFTWARE	-	80,000.00	
01-7010-8004	CAPITAL - SECURITY CAMERAS	-	10,000.00	Deferred to 2021
01-7010-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	35,000.00	Deferred to 2021
		273,455.39	856,012.92	

Municipal Building

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7011-6321	GRANTS - Accessibility Improvement	-	847.50	-
01-7011-6322	BACK ST LOT (BELL)RENT	-	7,500.00	-
01-7011-7400	WAGES	2,234.65	12,000.00	Janitorial services (2x per week)
01-7011-7401	CPP EXPENSE	9.75	240.00	
01-7011-7402	EI EXPENSE	49.44	240.00	
01-7011-7403	EHT EXPENSE	43.58	240.00	
01-7011-7404	WSIB	63.70	360.00	
01-7011-7415	Training	-	100.00	
01-7011-7431	WAGES TRANSFER OUT	-	-	6,000.00
01-7011-7500	HYDRO	949.94	4,500.00	Allocation done at year end for cleaning of Rodney Library
01-7011-7501	GAS	971.72	2,000.00	
01-7011-7502	WATER	70.72	1,200.00	
01-7011-7510	INSURANCE	37,743.84	37,743.84	
01-7011-7515	BUILDING REPAIRS & MAINTENANCE	1,661.91	1,000.00	Counter top modification, grant received see 01-7011-6321
01-7011-7516	JANITORIAL	1,154.61	3,000.00	
01-7011-7520	GROUNDS MAINTENANCE	-	200.00	
01-7011-7900	TRANSFER TO RESERVES	-	50,000.00	
01-7011-7901	TRANSFER FROM RESERVES	-	-	300,000.00
01-7011-8000	CAPITAL - MUNICIPAL OFFICE ROOF & CEILING REPAIRS	-	300,000.00	Deferred to 2021 with the exception of septic system and engineering cost.
		\$ 36,606.36	\$ 99,323.84	

Old Town Hall

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7012-7500	HYDRO	469.79	500.00	
01-7012-7501	GAS	760.39	500.00	
01-7012-7502	WATER	24.88	-	
01-7012-7510	INSURANCE	-	1,696.00	
01-7012-7515	BUILDING REPAIR & MAINTENANCE	86.61	2,000.00	
01-7012-7677	CONSULTING SERVICES	2,150.00	2,150.00	Grant application fee
01-7012-7901	TRANSFER FROM RESERVES	-	-	650,000.00
01-7012-8000	CAPITAL - BUILDING RENOVATIONS	-	650,000.00	Awaiting grant decision; deferred to 2021
		\$ 3,491.67	\$ 6,846.00	

Fire - Rodney

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7050-6310	FIRE - REVENUE	-	-	5,000.00
01-7050-7400	WAGES	-	77,000.00	Paid in November
01-7050-7403	EHT EXPENSE	-	1,540.00	
01-7050-7404	WSIB	-	6,930.00	
01-7050-7405	LIFE INSURANCE	-	5,522.27	
01-7050-7410	PUBLIC EDUCATION	75.00	2,000.00	
01-7050-7415	TRAINING	155.00	5,000.00	
01-7050-7440	CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7050-7441	MEMBERSHIPS & DUES	136.50	250.00	
01-7050-7442	MILEAGE	467.53	1,500.00	
01-7050-7443	MEALS	758.55	500.00	
01-7050-7444	Employee Recognition	-	500.00	
01-7050-7450	HEALTH & SAFETY	180.00	500.00	
01-7050-7500	HYDRO	949.94	3,500.00	
01-7050-7501	GAS	1,970.50	3,500.00	
01-7050-7502	WATER	82.60	500.00	
01-7050-7510	INSURANCE	9,526.37	9,526.37	
01-7050-7515	BUILDING REPAIRS & MAINTENANCE	309.52	2,000.00	
01-7050-7516	JANITORIAL	-	500.00	
01-7050-7601	PHONE & INTERNET	683.69	2,000.00	
01-7050-7602	SOFTWARE LICENSE	999.28	1,000.00	
01-7050-7611	EQUIPMENT MAINTENANCE	5,656.21	5,000.00	
01-7050-7613	EQUIPMENT PURCHASE	1,346.20	27,700.00	Quick cut 14" saw
01-7050-7614	EQUIPMENT RENTAL	100.84	700.00	
01-7050-7615	RADIO LICENCING	786.95	8,500.00	
01-7050-7621	HYDRANTS RENTAL	-	19,600.00	
01-7050-7650	OFFICE SUPPLIES	-	500.00	
01-7050-7651	POSTAGE & COURIER	-	100.00	
01-7050-7652	ADVERTISING	-	500.00	
01-7050-7660	OTHER SUPPLIES	34.90	500.00	
01-7050-7680	CONTRACTED SERVICES	2,607.93	10,000.00	
01-7050-7699	BILLABLE	-	-	
01-7050-7701	FUEL - GAS	-	500.00	
01-7050-7702	FUEL - DIESEL	-	2,500.00	
01-7050-7705	VEHICLE - REPAIRS & MAINTENANCE	3,240.30	15,000.00	
01-7050-7900	TRANSFER TO RESERVE	-	50,000.00	
		<u>\$ 30,067.81</u>	<u>\$ 260,368.64</u>	

Fire - West Lorne

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7060-6310	FIRE - REVENUE	-	-	5,000.00
01-7060-7400	WAGES	-	85,000.00	Paid in November
01-7060-7403	EHT EXPENSE	-	1,700.00	
01-7060-7404	WSIB	-	7,650.00	
01-7060-7405	LIFE INSURANCE	-	4,500.00	
01-7060-7410	PUBLIC EDUCATION	75.00	2,000.00	
01-7060-7415	TRAINING	890.03	5,000.00	
01-7060-7440	CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7060-7441	MEMBERSHIPS & DUES	136.50	250.00	
01-7060-7442	MILEAGE	477.92	1,500.00	
01-7060-7443	MEALS	673.55	500.00	
01-7060-7444	EMPLOYEE RECONGITION	-	500.00	
01-7060-7450	HEALTH & SAFETY	240.00	500.00	
01-7060-7452	UNIFORMS	-	-	
01-7060-7500	HYDRO	647.02	2,500.00	
01-7060-7501	GAS	-	1,500.00	
01-7060-7502	WATER	135.91	500.00	
01-7060-7510	INSURANCE	8,292.82	8,292.82	
01-7060-7515	BUILDING REPAIRS & MAINTENANCE	867.15	2,000.00	
01-7060-7516	JANITORIAL	144.35	500.00	
01-7060-7601	PHONE & INTERNET	692.92	2,000.00	
01-7060-7602	SOFTWARE LICENSE	999.28	1,000.00	
01-7060-7611	EQUIPMENT MAINTENACE	4,705.95	5,000.00	Fire suit cleaning, hydraulic rescue tools, SCBA testing, calibration of gas cylinders
01-7060-7613	EQUIPMENT PURCHASE	-	21,790.00	
01-7060-7614	EQUIPMENT RENTAL	310.72	1,200.00	
01-7060-7615	RADIO LICENCING	786.95	8,500.00	
01-7060-7650	OFFICE SUPPLIES	-	500.00	
01-7060-7651	POSTAGE & COURIER	5.36	100.00	
01-7060-7652	ADVERTISING EXPENSE	-	500.00	
01-7060-7660	OTHER SUPPLIES	34.90	500.00	
01-7060-7680	CONTRACTED SERVICES	2,607.92	10,000.00	
01-7060-7701	FUEL - GAS	-	100.00	
01-7060-7702	FUEL - DIESEL	-	2,200.00	
01-7060-7705	VEHICLE - REPAIR & MAINTENANCE	1,426.26	15,000.00	
01-7060-7900	TRANSFER TO RESERVES	-	50,000.00	
		\$ 24,150.51	\$ 238,282.82	

<u>Policing</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7090-7680	CONTRACTED SERVICES	154,089.83	890,000.00
01-7090-7681	COURT COSTS	-	6,000.00
		\$ 154,089.83	\$ 896,000.00

<u>Lower Thames Conservation Authority</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7100-7695	GENERAL LEVY - CONSERVATION AUTHORITY	64,289.00	64,289.00

<u>Building Inspection</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7120-6330	SEPTIC PERMITS	- 2,100.00	- 4,800.00
01-7120-6331	BUILDING PERMITS	- 17,749.47	- 50,000.00
01-7120-7415	TRAINING	178.09	200.00
01-7120-7440	CONFERENCES/SEMINARS/MEETINGS	-	500.00
01-7120-7441	MEMBERSHIPS & DUES	-	400.00
01-7120-7442	MILEAGE	568.68	3,100.00
01-7120-7601	PHONE & INTERNET	9.94	300.00
01-7120-7618	SUBSCRIPTIONS & PUBLICATIONS	-	300.00
01-7120-7650	OFFICE SUPPLIES	-	200.00
01-7120-7652	Advertising	-	200.00
01-7120-7680	CONTRACTED SERVICES	11,597.01	62,000.00
		-\$ 7,495.75	\$ 12,400.00

<u>Emergency Measures</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7121-7622	Emergency Measures	\$ 11,828.99	\$ 49,390.00

<u>By-law Enforcement</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7140-6108	BY-LAW ENFORCEMENT	-	500.00
01-7140-7370	BY-LAW ENFORCEMENT	-	100.00
01-7140-7400	WAGES	1,572.43	14,746.50
01-7140-7401	CPP EXPENSE	-	-
01-7140-7402	EI EXPENSE	34.78	294.93
01-7140-7403	EHT EXPENSE	30.67	294.93
01-7140-7404	WSIB	44.82	442.40
01-7140-7415	Training	-	100.00
01-7140-7442	MILEAGE	-	1,000.00
01-7140-7601	PHONE & INTERNET	-	100.00
01-7140-7650	OFFICE SUPPLIES	94.03	100.00
01-7140-7651	POSTAGE & COURIER	-	50.00
		\$ 1,776.73	\$ 16,728.76

Animal Control

		<u>2020 Actuals</u>		<u>2020 Budget</u>
01-7150-6340	DOG LICENCES	-	37,735.00	- 36,800.00
01-7150-6341	KENNEL LICENSE	-	100.00	- 300.00
01-7150-6342	LIVESTOCK CLAIMS		-	- 2,000.00
01-7150-6343	ADMINISTRATION FEE- Dog Tag Transfer to Roll	-	1,050.00	-
01-7150-7476	LIVESTOCK CLAIMS		-	3,000.00
01-7150-7602	SOFTWARE LICENSE		-	1,000.00
01-7150-7652	ADVERTISING EXPENSE		-	200.00
01-7150-7660	OTHER SUPPLIES & SERVICES		-	-
01-7150-7680	CONTRACTED SERVICES		6,485.80	19,211.78
01-7150-7681	Animal Control - Cats		-	2,000.00
01-7150-7683	COMMISSION		-	-
01-7150-7777	BAD DEBT EXPENSE		-	500.00
01-7150-7900	TRANSFER TO RESERVES		-	13,188.22
		<u>- \$</u>	<u>32,399.20</u>	<u>\$ -</u>

Roads - Municipal

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7200-6211	GRANT - GAS TAX	-	-	151,529.00
01-7200-6212	GRANT - INVESTING IN CANADA INFRASTRUCTURE	-	-	50,000.00
01-7200-6350	FSC - ROADS	-	67,338.29	145,000.00
01-7200-6351	COUNTY SHARE OF ADMIN OH	-	-	22,909.20 JE done at year-end
01-7200-6352	LICENCE FEES - AGGREGATE PRODUCERS	-	-	17,500.00
01-7200-7001	A-BRIDGES/CULVTS-WAGES	5,184.61	12,500.00	
01-7200-7002	A-BRIDGES/CULVTS-MT	4,098.63	10,000.00	
01-7200-7003	A-BRIDGES/CULVTS-MATERIAL	4,085.00	12,500.00	
01-7200-7011	B-1-MOWING/SPRAY-WAGES	2,026.03	22,500.00	
01-7200-7012	B-1-MOWING/SPRAY-MT	297.47	10,000.00	
01-7200-7013	B-1-MOWING/SPRAY-MATERIAL	4,395.58	10,000.00	
01-7200-7021	B-2-BRUSHING-WAGES	17,502.09	40,000.00	
01-7200-7022	B-2-BRUSHING-MT	13,249.57	25,000.00	
01-7200-7023	B-2-BRUSHING-MATERIAL	12,975.70	35,000.00	
01-7200-7031	B-3-DITCHING-WAGES	282.15	5,000.00	
01-7200-7032	B-3-DITCHING-MT	163.77	5,000.00	
01-7200-7033	B-3-DITCHING-MATERIAL	-	1,000.00	
01-7200-7041	B-4-CATCHBASINS-WAGES	1,222.67	7,500.00	
01-7200-7042	B-4-CATCHBASINS-MT	692.21	5,000.00	
01-7200-7043	B-4-CATCHBASINS-MATERIAL	-	2,500.00	
01-7200-7051	B-5-DEBRIS/LITTER-WAGES	1,413.27	5,000.00	
01-7200-7052	B-5-DEBRIS/LITTER-MT	1,378.75	2,500.00	
01-7200-7053	B-5-DEBRIS/LITTER-MATERIA	-	1,000.00	
01-7200-7061	C-1-HARDTOP-WAGES	2,680.05	7,500.00	
01-7200-7062	C-1-HARDTOP-MT	1,585.78	5,000.00	
01-7200-7063	C-1-HARDTOP-MATERIAL	-	7,500.00	
01-7200-7071	C-2-ROD/WL ST-WAGES	154.61	1,000.00	
01-7200-7072	C-2-ROD/WL ST-MT	172.27	1,000.00	
01-7200-7073	C-2-ROD/WL ST-MATERIAL	-	1,000.00	
01-7200-7081	C-3-SHOULDER MAINT-WAGES	-	1,500.00	
01-7200-7082	C-3-SHOULDER MAINT-MT	-	1,000.00	
01-7200-7083	C-3-SHOULDER MAINT-MATERI	-	1,000.00	
01-7200-7091	C-4-RESURFACING-WAGES	-	1,000.00	
01-7200-7092	C-4-RESURFACING-MT	-	500.00	
01-7200-7093	C-4-RESURFACING-MATERIAL	-	1,000.00	
01-7200-7101	D-2 GRADING/SCARIFI-WAGES	14,999.24	37,500.00	
01-7200-7102	D-2 GRADING/SCARI-MT	11,103.97	47,500.00	
01-7200-7103	D-2 GRADING/SCARI-MATERIAL	1,603.27	7,500.00	
01-7200-7111	D-3 DUST LAYER-WAGES	-	3,500.00	
01-7200-7112	D-3 DUST LAYER-MT	-	1,500.00	
01-7200-7113	D-3 DUST LAYER-MATERIAL	-	120,000.00	
01-7200-7121	D-5 GRAVEL RESURFACE-WAGE	1,653.37	10,000.00	
01-7200-7122	D-5 GRAVEL RESURFACE-MT	1,887.76	12,000.00	
01-7200-7123	D-5 GRAVEL RESUR-MATERIAL	-	300,000.00	
01-7200-7131	E-1 SNOW PLOW/REMOV-WAGES	9,748.11	30,000.00	
01-7200-7132	E-1 SNOW PLOW/REMOV-MT	11,726.23	30,000.00	
01-7200-7133	E-1 SNOW PLOW/REM-MATERIA	784.55	7,500.00	
01-7200-7141	E-2 SANDING/SALTING-WAGES	2,169.13	7,500.00	
01-7200-7142	E-2 SANDING/SALTING-MT	2,544.45	7,500.00	
01-7200-7143	E-2 SANDING/SALT-MATERIAL	-	15,000.00	
01-7200-7151	E-3 PLOW/SAND/SALT-WAGES	8,232.15	15,000.00	
01-7200-7152	E-3 PLOW/SAND/SALT-MT	9,028.54	15,000.00	
01-7200-7161	F SAFETY-WAGES	5,451.93	15,000.00	
01-7200-7162	F SAFETY-MT	2,322.62	7,500.00	
01-7200-7163	F SAFETY-MATERIAL	4,480.28	10,000.00	
01-7200-7171	G-1 MUN DR REPAIR-WAGES	-	5,000.00	
01-7200-7172	G-1 MUN DR REPAIR-MT	-	2,500.00	
01-7200-7173	G-1 MUN DR REPAIR-MATERIA	-	47,500.00	
01-7200-7181	J SHOP-WAGES	13,494.62	12,500.00	
01-7200-7182	J SHOP-MT	98.96	1,000.00	

01-7200-7183	J SHOP-MATERIAL	2.54	500.00	
01-7200-7191	K-EQUIP REPAIR-WAGES	8,150.91	20,000.00	
01-7200-7192	K-EQUIP REPAIR-MT	898.54	1,000.00	
01-7200-7193	K-EQUIP REPAIR-MATERIAL	-	4,000.00	
01-7200-7201	R-GRAVEL PITS REHAB-WAGES	-	2,500.00	
01-7200-7202	R-GRAVEL PITS REHAB-MT	-	2,500.00	
01-7200-7203	R-GRAVEL PIT REHAB-MATERI	-	0.20	2,500.00
01-7200-7211	RP-PATROL-WAGES	6,751.95	15,000.00	
01-7200-7212	RP-PATROL-MT	4,197.16	13,000.00	
01-7200-7213	RP-PATROL-MATERIAL	-	500.00	
01-7200-7220	WAGES - ADMIN	52,498.42	136,088.32	
01-7200-7231	M-MISC Wages	45,027.24	80,000.00	
01-7200-7232	M-MISC MT	20,686.08	65,000.00	
01-7200-7250	BACKHOE #10	490.32	1,500.00	
01-7200-7251	BULLDOZER	2,366.63	2,500.00	Emergency repair
01-7200-7252	EXCAVATOR	17,053.00	2,500.00	Emergency repair
01-7200-7253	GRADER #1	1,366.55	3,000.00	
01-7200-7254	GRADER #2	653.40	7,500.00	
01-7200-7255	LOADER #18	815.47	2,500.00	
01-7200-7256	LOADER #6	1,307.81	2,500.00	
01-7200-7257	MOWERS	125.28	150.00	
01-7200-7258	PICKUP #1	1,150.53	2,500.00	
01-7200-7259	PICKUP#15	1,561.04	2,500.00	
01-7200-7260	PICKUP #3	1,869.83	2,500.00	
01-7200-7261	PICKUP#4	1,272.58	2,500.00	
01-7200-7262	TRACTOR#5	412.56	1,000.00	
01-7200-7263	TRAILERS	5,325.60	2,000.00	Emergency repair
01-7200-7264	TRUCK#11	2,195.98	4,000.00	
01-7200-7266	TRUCK#12	3,230.84	12,500.00	
01-7200-7267	TRUCK#17	999.00	10,000.00	
01-7200-7268	TRUCK #7	1,614.02	10,000.00	
01-7200-7270	TRUCK #8	3,612.99	10,000.00	
01-7200-7272	TRUCK#9	1,029.51	5,000.00	
01-7200-7273	VAC TRAILER#19	3,799.27	1,000.00	Emergency repair
01-7200-7415	TRAINING	2,259.07	12,500.00	
01-7200-7431	WAGES TRANSFER OUT	-	927.67	COVID-19
01-7200-7440	CONFERENCES/SEMINARS/MEETINGS	1,588.94	2,000.00	
01-7200-7441	MEMBERSHIPS & DUES	1,411.25	1,500.00	
01-7200-7442	MILEAGE	-	500.00	
01-7200-7446	STAFF RECRUITMENT	606.98	750.00	
01-7200-7450	HEALTH & SAFETY	1,154.70	7,500.00	
01-7200-7452	UNIFORMS	1,620.99	5,500.00	
01-7200-7500	HYDRO	949.95	4,000.00	
01-7200-7501	GAS	971.71	4,000.00	
01-7200-7502	WATER	70.72	2,000.00	
01-7200-7510	INSURANCE	75,280.86	75,280.86	
01-7200-7515	BUILDING REPAIRS & MAINTENANCE	1,627.90	7,500.00	
01-7200-7516	JANITORIAL	597.46	2,500.00	
01-7200-7601	PHONE & INTERNET	1,722.82	3,000.00	
01-7200-7609	TOOLS	325.51	2,500.00	
01-7200-7611	EQUIPMENT REPAIR & MAINTENANCE	1,798.44	5,000.00	
01-7200-7613	COMPUTER HARDWARE	-	992.16	Refund on GPS module
01-7200-7630	COMPUTER SOFTWARE & LICENSES	4,663.99	7,500.00	
01-7200-7650	OFFICE SUPPLIES	472.95	500.00	
01-7200-7660	OTHER SUPPLIES	450.00	2,000.00	
01-7200-7701	FUEL - GAS	7,637.87	27,500.00	
01-7200-7702	FUEL - DIESEL	13,436.19	37,500.00	
01-7200-7703	FUEL - COLOUR DIESEL	7,909.05	40,000.00	
01-7200-7900	TRANSFER TO RESERVES	-	357,529.00	
01-7200-7901	TRANSFER FROM RESERVES	-	-	710,750.00

01-7200-8000	CAPITAL - EQUIPMENT OVER \$10,000	9,489.12	333,250.00	
01-7200-8051	CAPITAL - PUBLIC WORKS LUNCH ROOM	1,476.33	-	
01-7200-8106	CAPITAL - BLACKS RD RECONSTRUCTION	-	125,000.00	
01-7200-8108	CAPITAL - RIDOUT ST PAVING	-	55,000.00	
01-7200-8109	CAPITAL - MUNROE ST PAVING	-	70,000.00	
01-7200-8110	CAPITAL - RESURFACING OF SURFACE TREATED ROADS	504.73	200,000.00	
01-7200-8111	CAPITAL - CULVERT REPLACEMENT	-	20,000.00	Engineering only
01-7200-8112	CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	-	30,000.00	Engineering only
01-7200-8113	CAPITAL - DRAIN REPLACEMENT CSP#2	-	20,000.00	
		\$ 434,123.65	\$ 1,804,859.98	

Roads - County

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7220-6351	ELGIN COUNTY	- 167,887.37	- 481,093.16	
01-7220-7001	A-BRIDGES/CULVTS-WAGES	-	7,500.00	
01-7220-7002	A-BRIDGES/CULVTS-MT	-	5,000.00	
01-7220-7003	A-BRIDGES/CULVTS-MATERIAL	-	12,000.00	
01-7220-7011	B-1-MOWING/SPRAY-WAGES	4,754.63	15,000.00	
01-7220-7012	B-1-MOWING/SPRAY-MT	1,716.26	10,000.00	
01-7220-7013	B-1-MOWING/SPRAY-MATERIAL	4,911.31	15,000.00	
01-7220-7021	B-2-BRUSHING-WAGES	10,542.38	10,000.00	
01-7220-7022	B-2-BRUSHING-MT	9,534.03	7,500.00	
01-7220-7023	B-2-BRUSHING-MATERIAL	5,085.45	25,000.00	
01-7220-7031	B-3-DITCHING-WAGES	-	5,000.00	
01-7220-7032	B-3-DITCHING-MT	-	3,000.00	
01-7220-7033	B-3-DITCHING-MATERIAL	-	5,000.00	
01-7220-7041	B-4-CATCHBASINS-WAGES	1,185.87	7,500.00	
01-7220-7042	B-4-CATCHBASINS-MT	1,004.22	5,000.00	
01-7220-7043	B-4-CATCHBASINS-MATERIAL	-	2,500.00	
01-7220-7051	B-5-DEBRIS/LITTER-WAGES	270.56	2,500.00	
01-7220-7052	B-5-DEBRIS/LITTER-MT	134.44	2,000.00	
01-7220-7053	B-5-DEBRIS/LITTER-MATERIA	-	500.00	
01-7220-7061	C-1-HARDTOP-WAGES	1,205.49	2,000.00	
01-7220-7062	C-1-HARDTOP-MT	886.14	1,500.00	
01-7220-7063	C-1-HARDTOP-MATERIAL	76.64	1,500.00	
01-7220-7071	C-2-ROD/WL ST-WAGES	887.98	5,000.00	
01-7220-7072	C-2-ROD/WL ST-MT	952.23	5,000.00	
01-7220-7073	C-2-ROD/WL ST-MATERIAL	-	7,500.00	
01-7220-7081	C-3-SHOULDER MAINT-WAGES	1,963.60	5,000.00	
01-7220-7082	C-3-SHOULDER MAINT-MT	4,000.36	7,000.00	
01-7220-7083	C-3-SHOULDER MAINT-MATERI	-	1,000.00	
01-7220-7131	E-1 SNOW PLOW/REMOV-WAGES	2,395.05	7,500.00	
01-7220-7132	E-1 SNOW PLOW/REMOV-MT	782.01	5,000.00	
01-7220-7133	E-1 SNOW PLOW/REM-MATERIA	885.94	5,000.00	
01-7220-7141	E-2 SANDING/SALTING-WAGES	5,060.35	8,000.00	
01-7220-7142	E-2 SANDING/SALTING-MT	3,012.85	8,000.00	
01-7220-7143	E-2 SANDING/SALT-MATERIAL	-	55,683.96	
01-7220-7151	E-3 PLOW/SAND/SALT-WAGES	16,411.64	22,500.00	
01-7220-7152	E-3 PLOW/SAND/SALT-MT	20,528.03	27,500.00	
01-7220-7161	F SAFETY-WAGES	581.37	10,000.00	
01-7220-7162	F SAFETY-MT	216.36	5,000.00	
01-7220-7163	F SAFETY-MATERIAL	447.49	50,000.00	
01-7220-7171	G-1 MUNICIPAL DRAIN REPAIR - WAGES	1,285.24	3,000.00	
01-7220-7172	G-1 MUN DR REPAIR - MT	736.31	2,000.00	
01-7220-7173	G-1 MUN DR REPAIR - MATERIALS	42.32	5,000.00	
01-7220-7211	RP-PATROL-WAGES	41,683.91	55,000.00	
01-7220-7212	RP-PATROL-MT	8,120.18	12,500.00	
01-7220-7213	RP-PATROL-MATERIAL	-	1,000.00	
01-7220-7225	ADMINISTRATIVE OVERHEAD	-	22,909.20	
		-\$ 16,586.73	\$ -	

Service Ontario

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7240-6210	MTO - MGCS FUNDING	-	-	6,750.00
01-7240-6345	MTO - DRIVER LICENSE COMMISSION	-	6,150.19	- 21,500.00
01-7240-6346	MTO - HEALTH CARD SERVICES COMMISSION	-	623.17	- 3,000.00
01-7240-6347	MTO - HUNTING LICENCE COMMISSION	-	2,475.96	- 5,200.00
01-7240-6348	MTO - MISCELLANEOUS	-	260.25	- 950.00
01-7240-7400	WAGES	11,625.65		49,164.59
01-7240-7401	CPP EXPENSE	553.98		2,458.23
01-7240-7402	EI EXPENSE	216.48		983.29
01-7240-7403	EHT EXPENSE	228.85		983.29
01-7240-7404	WSIB	334.49		1,474.94
01-7240-7405	LIFE INSURANCE	110.86		491.65
01-7240-7406	BENEFITS EXPENSE	1,422.37		5,899.75
01-7240-7407	OMERS EXPENSE	1,021.48		3,933.17
01-7240-7415	Training	-		100.00
01-7240-7431	WAGES TRANSFER OUT	-	1,713.55	- COVID-19
01-7240-7442	MILEAGE	-		100.00
01-7240-7450	HEALTH & SAFETY	-		100.00
01-7240-7452	BOOT & CLOTHING ALLOWANCE	-		270.17
01-7240-7650	OFFICE SUPPLIES	66.13		500.00
01-7240-7651	POSTAGE & COURIER	-		50.00
01-7240-7652	ADVERTISING	-		50.00
01-7240-7660	OTHER SUPPLIES	306.83		500.00
		<u>\$ 9,615.92</u>	<u>\$ 29,659.08</u>	

Transit

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7280-6202	GRANTS FROM OTHER MUNICIPALITIES	-	-	20,265.09
01-7280-6212	OSG - Transit	-	-	35,454.00
01-7280-6213	GRANTS - PUBLIC TRANSIT STREAM	-	-	45,188.00
01-7280-6355	BUS TRIP FEES	-	3,126.00	- 13,836.00
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	-	239.75	- 7,000.00
01-7280-7400	WAGES	10,097.27		48,196.42
01-7280-7401	CPP EXPENSE	438.89		1,927.86
01-7280-7402	EI EXPENSE	223.36		963.93
01-7280-7403	EHT EXPENSE	196.91		963.93
01-7280-7404	WSIB	287.78		1,445.89
01-7280-7415	Training	24.00		200.00
01-7280-7510	INSURANCE	2,351.00		2,351.00
01-7280-7601	PHONE & INTERNET	374.78		1,100.00
01-7280-7651	POSTAGE & COURIER	-		50.00
01-7280-7652	ADVERTISING	1,338.70		3,000.00
01-7280-7660	OTHER SUPPLIES	16.56		200.00
01-7280-7701	FUEL - GAS	2,965.55		15,000.00
01-7280-7705	REPAIRS & MAINTENANCE	1,615.48		5,000.00
01-7280-7900	TRANSFER TO RESERVES	-		50,188.00
01-7280-7901	Transfer from Reserves	-	-	70,000.00
01-7280-8000	CAPITAL - TRANSIT BUS	-		70,000.00
		<u>\$ 16,564.53</u>	<u>\$ 8,843.94</u>	Deferred to 2021

Street lights

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7290-7500	HYDRO	5,601.57	22,500.00
01-7290-7611	REPAIR & MAINTENANCE	1,769.44	10,000.00
01-7290-7613	EQUIPMENT PURCHASE	-	2,500.00
		<u>\$ 7,371.01</u>	<u>\$ 35,000.00</u>

Sidewalks

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7295-7274	SUMMER MAINTENANCE	-	2,500.00
01-7295-7275	WINTER MAINTENANCE	-	-
01-7295-7430	WAGES TRANSFER IN	2,508.17	10,000.00
01-7295-7520	Repair & Maintenance - Sidewalks	-	-
01-7295-7900	TRANSFER TO RESERVE	-	-
01-7295-8000	SIDEWALKS - CAPITAL OVER \$10,000	-	50,000.00
		<u>\$ 2,508.17</u>	<u>\$ 62,500.00</u>

Deferred to 2021

Sewer - Rodney

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7300-6100	SEWER BILLINGS	- 102,644.90	- 327,401.88
01-7300-7500	HYDRO	15,787.64	70,000.00
01-7300-7502	WATER	726.14	9,000.00
01-7300-7510	INSURANCE	5,810.40	5,810.40
01-7300-7511	TAXES	13,552.00	28,000.00
01-7300-7520	GROUNDS MAINTENANCE	260.91	1,500.00
01-7300-7602	SOFTWARE LICENSE	-	1,000.00
01-7300-7611	SEWER MAINTENANCE	2,294.52	35,000.00
01-7300-7651	POSTAGE & COURIER	-	50.00
01-7300-7680	CONTRACTED SERVICES	54,587.18	155,292.18
01-7300-7901	TRANSFER FROM RESERVES	-	- 151,250.70
01-7300-8002	CAPITAL - FILTER & SAND REPLACEMENT	-	15,000.00
01-7300-8003	CAPITAL - PROCESS PUMPS & MOTOR REBUILDS	-	10,000.00
01-7300-8004	CAPITAL - LAGOON DECANT UPGRADE	-	148,000.00
		<u>-\$ 9,626.11</u>	<u>\$ -</u>

Deferred to 2021 with the exception of critical items \$52,500

Sewer - West Lorne

		<u>2020 Actuals</u>		<u>2020 Budget</u>	
01-7301-6210	GRANT - SCF	-		-	
01-7301-6370	SEWER BILLINGS	-	142,906.64	-	433,615.92
01-7301-6850	LONG-TERM FINANCING	-		-	
01-7301-7500	HYDRO	12,558.03		40,000.00	
01-7301-7502	WATER	58.89		2,000.00	
01-7301-7510	INSURANCE	5,738.04		5,738.04	
01-7301-7511	TAXES	9,575.00		19,726.38	
01-7301-7520	GROUNDS MAINTENANCE	154.61		-	
01-7301-7602	SOFTWARE LICENSE	-		1,000.00	
01-7301-7611	SEWER MAINTENANCE	2,905.04		10,000.00	
01-7301-7660	OTHER SERVICES	-		6,204.00	
01-7301-7680	CONTRACTED SERVICES	54,587.18		172,230.94	
01-7301-7900	TRANSFER TO RESERVES	-		166,716.55	
01-7301-8000	CAPITAL - WEST LORNE SEWAGE UPGRADES	73,823.43		-	Project near completion
01-7301-8001	CAPITAL - COLLECTION SYSTEM FLUSHING	-		10,000.00	
		<u>\$</u>	16,493.58	<u>-\$</u>	0.00

<u>Water</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7310-6111	PENALTY & INTEREST	- 4,096.99	- 11,000.00	
01-7310-6120	WATER REV - MISC.	- 1,000.00	- 5,000.00	
01-7310-6360	WATER REV - RESIDENTIAL	- 252,710.74	- 846,538.59	
01-7310-6361	WATER REV-NON RESIDENTIAL	- 31,378.30	- 107,585.42	
01-7310-6363	WATER - FEES-MATERIALS	- 290.83	-	
01-7310-6364	WATER - FEES-NEW WATER SERVICES	- 1,200.00	- 6,000.00	
01-7310-6365	WATER - FEES-DISCONNECT/RECONNECT	- 2,350.00	- 10,000.00	
01-7310-7145	VEHICLE EXP	1,123.85	5,000.00	
01-7310-7280	METERS	9,111.79	-	
01-7310-7281	WATERMAINS MAINTENANCE	5,259.42	40,000.00	
01-7310-7282	HYDRANT REPAIR & MAINTENANCE	-	5,000.00	
01-7310-7400	WAGES	36,204.64	157,107.88	
01-7310-7401	CPP EXPENSE	1,799.82	785.54	
01-7310-7402	EI EXPENSE	673.28	3,142.16	
01-7310-7403	EHT EXPENSE	712.94	3,142.16	
01-7310-7404	WSIB	1,041.98	1,571.08	
01-7310-7405	LIFE INSURANCE	356.60	1,571.08	
01-7310-7406	BENEFITS EXPENSE	3,468.43	1,571.08	
01-7310-7407	OMERS EXPENSE	3,359.58	14,139.71	
01-7310-7415	Training	24.00	2,000.00	
01-7310-7430	WAGES TRANSFER-IN	983.98	-	
01-7310-7431	WAGES TRANSFER OUT	- 999.03	-	
01-7310-7440	CONFERENCES/SEMINARS/MEETINGS	-	1,000.00	
01-7310-7442	MILEAGE	188.10	500.00	
01-7310-7450	HEALTH & SAFETY	11.90	1,000.00	
01-7310-7452	UNIFORMS	360.22	1,500.00	
01-7310-7500	HYDRO	1,938.89	6,000.00	
01-7310-7501	GAS	451.02	1,000.00	
01-7310-7502	WATER	121.30	1,000.00	
01-7310-7509	POSTAGE & COURIER	-	10,000.00	
01-7310-7510	INSURANCE	13,177.16	13,177.16	
01-7310-7511	TAXES	432.00	1,000.00	
01-7310-7515	BUILDING REPAIRS & MAINTENANCE	1,277.58	5,000.00	
01-7310-7516	JANITORIAL	-	200.00	
01-7310-7519	MATERIALS	39.98	25,000.00	
01-7310-7531	CONTRACTS & AGREEMENTS	-	-	
01-7310-7601	PHONE & INTERNET	886.21	2,500.00	
01-7310-7602	SOFTWARE LICENSE	1,786.44	10,000.00	
01-7310-7609	TOOLS	305.91	5,000.00	
01-7310-7611	EQUIPMENT MAINTENANCE	23,629.89	15,000.00	Water main emergency repairs
01-7310-7613	EQUIPMENT PURCHASE	-	1,500.00	
01-7310-7650	OFFICE SUPPLIES	659.28	1,600.00	
01-7310-7652	ADVERTISING EXP	267.62	200.00	
01-7310-7660	OTHER SUPPLIES	22.99	-	
01-7310-7676	AUDIT FEES	-	1,000.00	
01-7310-7680	CONTRACTED SERVICES	48,484.24	161,573.01	
01-7310-7682	Water Cost	95,301.68	561,558.13	
01-7310-7699	BILLABLE	- 651.14	-	will be invoiced in May
01-7310-7701	FUEL - GAS	-	7,000.00	Allocated at year-end
01-7310-7777	BAD DEBT EXPENSE	-	500.00	
01-7310-7901	TRANSFER FROM RESERVES	- -	932,714.98	
01-7310-8001	CAPITAL - WATER LINE EXT	9,143.83	50,000.00	
01-7310-8002	CAPITAL - WATERLINE REPLACEMENT (CHESTNUT/WOOD)	885.06	-	
01-7310-8003	CAPITAL - TODD PL WATER LINE REPLACEMENT	6,462.69	540,000.00	
01-7310-8005	CAPITAL - METER REPLACEMENT	-	60,000.00	Deferred to 2021
01-7310-8006	CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	10,060.76	200,000.00	
		-\$ 14,661.97	\$ -	

Garbage Collection - Rodney

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7330-6381	TAXATION - RODNEY COLLECTION	-	- 58,650.09
01-7330-7350	GARBAGE COLLECTION	14,454.16	58,650.09
01-7330-7355	RECYCLING COLLECTION	6,997.58	28,232.72
01-7330-7652	ADVERTISING	-	200.00
		<u>\$ 21,451.74</u>	<u>\$ 28,432.72</u>

Garbage Collection - West Lorne

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7335-6381	TAXATION - WEST LORNE COLLECTION	-	- 66,218.86
01-7335-7350	GARBAGE COLLECTION	16,445.72	66,218.86
01-7335-7355	RECYCLING COLLECTION	7,492.60	30,229.91
01-7335-7652	ADVERTISING	-	200.00
		<u>\$ 23,938.32</u>	<u>\$ 30,429.91</u>

Landfill

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7350-6374	FSC - REFRIGERANT FEES	- 480.00	- 2,500.00
01-7350-6375	FSC - TIPPING FEES	- 2,250.00	- 7,500.00
01-7350-6376	FSC - RECYCLING REV	- 7,025.41	- 15,000.00
01-7350-6377	Stewardship Ontario - Composter	- 177.00	- 2,000.00
01-7350-6378	Stewardship Ontario - Recycling Box	- 32.00	- 28,000.00
01-7350-6379	HAZARDOUS WASTE	- 594.33	-
01-7350-6381	MRF Fees	- 5,352.48	-
01-7350-7307	RECYCLING EXPENSE	9,531.09	20,000.00
01-7350-7308	MRF FEES EXPENSE	-	20,000.00
01-7350-7309	HAZARDOUS WASTE DAY	-	7,500.00
01-7350-7310	FREON REMOVAL	366.34	2,400.00
01-7350-7400	WAGES	5,101.50	25,973.00
01-7350-7401	CPP EXPENSE	225.42	1,038.92
01-7350-7402	EI EXPENSE	112.83	597.38
01-7350-7403	EHT EXPENSE	99.49	519.46
01-7350-7404	WSIB	145.38	519.46
01-7350-7415	TRAINING EXPENSE	-	2,500.00
01-7350-7516	JANITORIAL	-	500.00
01-7350-7519	MATERIALS	-	1,500.00
01-7350-7520	GROUNDS MAINTENANCE	23,776.01	20,000.00
01-7350-7530	GREEN LANE DISPOSAL	11,050.59	47,365.20
01-7350-7531	CONTRACTS & AGREEMENTS	10,669.25	37,500.00
01-7350-7601	PHONE & INTERNET	20.36	100.00
01-7350-7611	EQUIPMENT MAINTENANCE	-	500.00
01-7350-7613	EQUIPMENT PURCHASE	-	-
01-7350-7650	OFFICE SUPPLIES	196.80	500.00
01-7350-7652	ADVERTISING EXP	368.19	1,000.00
01-7350-7680	CONTRACTED SERVICES	874.53	5,000.00
01-7350-7777	BAD DEBT EXPENSE	-	50.00
		<u>\$ 94,503.20</u>	<u>\$ 140,063.42</u>

Cemeteries		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7400-7430	WAGES TRANSFER-IN		\$ 600.00

<u>Arena</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7600-6121	DONATIONS - ARENA RENAMING	- 3,020.00	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	-	- 104,768.51
01-7600-6501	ICE RENTAL	- 37,570.52	- 109,400.00
01-7600-6502	SIGN RENTAL	-	- 3,500.00
01-7600-6503	FOOD BOOTH RENTAL	- 375.00	- 900.00
01-7600-6504	PUBLIC SKATING	- 908.00	- 1,000.00
01-7600-6505	SKATE SHARPENING	- 815.00	- 1,200.00
01-7600-6506	VENDING MACHINE REVENUE	- 99.49	- 500.00

01-7600-7350	GARBAGE COLLECTION	586.26	2,600.00	
01-7600-7415	TRAINING	-	2,000.00	
01-7600-7430	Wages Transfer In	45,853.87	114,729.21	
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	1,500.00	
01-7600-7441	MEMBERSHIPS & DUES	250.00	250.00	
01-7600-7450	HEALTH & SAFETY	-	2,000.00	
01-7600-7452	UNIFORMS	-	1,000.00	
01-7600-7500	HYDRO	27,493.22	70,000.00	
01-7600-7501	GAS	3,035.28	6,500.00	
01-7600-7502	ARENA - WATER	1,948.24	3,000.00	
01-7600-7510	INSURANCE	25,793.64	25,793.64	
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	33,444.99	90,000.00	
01-7600-7516	JANITORIAL	326.46	2,500.00	
01-7600-7529	ADMINISTRATION EXPENSE	-	2,500.00	
01-7600-7531	CONTRACTS & AGREEMENTS	1,710.00	3,000.00	
01-7600-7601	PHONE & INTERNET	988.28	2,500.00	
01-7600-7602	SOFTWARE LICENSE	-	200.00	
01-7600-7609	TOOLS	7.69	500.00	
01-7600-7611	EQUIPMENT MAINTENANCE	6,353.48	18,000.00	
01-7600-7613	EQUIPMENT PURCHASE	1,139.99	10,000.00	
01-7600-7614	EQUIPMENT RENTAL	96.66	350.00	
01-7600-7618	SUBSCRIPTIONS	295.92	800.00	
01-7600-7650	OFFICE SUPPLIES	257.81	1,500.00	
01-7600-7652	ADVERTISING	-	1,000.00	
01-7600-7660	OTHER SUPPLIES	159.92	1,500.00	
01-7600-7701	FUEL - GAS	6.53	100.00	
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00	
01-7600-8004	CAPITAL - SECURITY CAMERAS	-	10,000.00	Deferred to 2021
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	15,000.00	Deferred to 2021
01-7600-8007	CAPITAL - BOARDS REPAIR	-	10,000.00	
		\$ 106,960.23	\$ 187,554.34	

Marina

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7610-7430	WAGES - TRANSFER IN	2,118.02	3,485.99
01-7610-7432	BLUE FLAG - MARINA	1,250.00	3,100.00
01-7610-7441	MEMBERSHIPS & DUES	1,526.40	1,526.40
01-7610-7500	HYDRO	103.77	1,200.00
01-7610-7502	WATER	-	400.00
01-7610-7503	SEWAGE EXPENSE	579.83	4,000.00
01-7610-7511	PROPERTY TAXES	1,046.00	2,100.00
01-7610-7515	BUILDING REPAIRS & MAINTENANCE	-	500.00
01-7610-7516	JANITORIAL	-	1,000.00
01-7610-7520	GROUNDS MAINTENANCE	-	500.00
01-7610-7521	EROSION CONTROL - SHORELINE PROTECTION	3,776.79	20,000.00
01-7610-7901	TRANSFER FROM RESERVES	-	-
		47,375.60	-
		-	20,000.00
		\$ 57,776.41	\$ 57,812.39

Awaiting shipment, estimated
cost based on 5/8/20 Bank of Canada
exchange rate @ 1.3934

Parks

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7611-6401	SOCCER	-	-	Cancelled
01-7611-6402	FSC - DAYCAMP	- 928.37	-	Unrecognized revenue from 2017
01-7611-6404	HANGING BASKETS DONATIONS	- 500.00	-	
01-7611-7329	VOLLEYBALL	-	500.00	
01-7611-7330	SOCCER	338.13	3,000.00	Cancelled
01-7611-7331	BASEBALL	-	500.00	
01-7611-7332	TENNIS	-	500.00	
01-7611-7333	BASKETBALL	-	500.00	
01-7611-7334	LAWNBOWLING	-	500.00	
01-7614-7338	FLOWER BASKETS	183.17	-	
01-7611-7340	CHRISTMAS PARADE	-	5,000.00	
01-7611-7341	CIVIC HOLIDAY	-	5,000.00	
01-7611-7342	CANADA DAY	-	9,000.00	Cancelled
01-7611-7343	RODNEY FAIR	-	10,000.00	
01-7611-7430	WAGES - TRANSFER IN	-	13,285.14	
01-7611-7517	EQUIPMENT RENTAL	-	2,000.00	
01-7611-7532	PERMITS & REGISTRATIONS	-	1,000.00	
01-7611-8000	CAPITAL - LAWN BOWLING ROOF & PORCH	-	15,000.00	
		-	50,000.00	Estimating \$10,000 to repair paved surface
01-7611-8001	CAPITAL - TENNIS COURT	-	50,000.00	
		-\$ 907.07	\$ 115,785.14	

Recreation Centre

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7612-6401	FSC - REC CENTRE	- 1,285.00	- 7,000.00	
01-7612-7430	WAGES TRANSFER IN	8,718.20	28,000.00	
01-7612-7441	MEMBERSHIPS & DUES	202.08	200.00	
01-7612-7442	PROGRAMMING	105.83	-	
01-7612-7500	HYDRO	2,859.41	10,000.00	
01-7612-7501	GAS	1,988.50	4,500.00	
01-7612-7502	WATER	458.35	3,000.00	
01-7612-7515	BUILDING REPAIRS & MAINTENANCE	1,098.01	15,000.00	
01-7612-7516	JANITORIAL	252.20	2,000.00	
01-7612-7520	GROUNDS MAINTENANCE	-	-	
01-7612-7601	PHONE & INTERNET	519.56	1,600.00	
01-7612-7611	EQUIPMENT MAINTENANCE	-	1,500.00	
01-7612-7613	EQUIPMENT PURCHASE	635.46	8,500.00	
01-7612-7652	ADVERTISING	-	500.00	
01-7612-7901	TRANSFER FROM RESERVES	- -	30,000.00	
01-7612-8002	CAPITAL - KEYLESS ACCESS	-	30,000.00	\$10,000 total cost
01-7612-8003	CAPITAL - TABLES & CHAIRS	2,426.33	11,000.00	Chair purchase deferred to 2021
01-7612-8004	CAPITAL - CEILING REPLACEMENT	-	30,000.00	Deferred to 2021
		\$ 17,978.93	\$ 108,800.00	

Pool

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7613-6403	FSC - POOL	- -	20,000.00	
01-7613-7400	WAGES	-	40,000.00	
01-7613-7402	EI EXPENSE	-	920.00	
01-7613-7403	EHT EXPENSE	-	800.00	
01-7613-7404	WSIB	-	1,280.00	
01-7613-7415	TRAINING EXPENSE	-	1,500.00	
01-7613-7430	WAGES TRANSFER IN	160.14	18,000.00	
01-7613-7442	MILEAGE	-	100.00	
01-7613-7450	HEALTH & SAFETY	-	1,000.00	
01-7613-7452	UNIFORMS	-	400.00	
01-7613-7500	HYDRO	808.03	7,500.00	
01-7613-7501	GAS	448.74	4,200.00	
01-7613-7502	WATER	-	8,000.00	
01-7613-7515	BUILDING REPAIRS & MAINTENANCE	-	10,000.00	
01-7613-7520	POOL MAINTENANCE	-	8,500.00	
01-7613-7531	CONTRACTS & AGREEMENTS	100.00	400.00	
01-7613-7601	PHONE & INTERNET	585.56	1,800.00	
01-7613-7612	POOL CHEMICALS	268.65	8,000.00	
01-7613-7613	EQUIPMENT PURCHASE	-	8,000.00	
01-7613-7614	EQUIPMENT RENTAL	80.02	275.00	
01-7613-7650	OFFICE SUPPLIES	-	1,000.00	
01-7613-7652	ADVERTISING	607.04	1,000.00	
01-7613-8001	CAPITAL - FILTERS	-	35,000.00	Estimating total replacement cost \$40,000
		\$ 3,058.18	\$ 137,675.00	

Parks Operations

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7614-6406	FSC -SAND RING RENT	-	-	500.00
01-7614-6407	PARKS - PAVILLION RENTAL	-	-	200.00
01-7614-6410	DONATIONS - PLAYGROUND EQUIPMENT	-	149,368.66	- 170,000.00 2019 - \$24,543.79
01-7614-7335	JOE'S BUSH	-	-	500.00
01-7614-7336	OLD JAIL	-	-	1,000.00
01-7614-7337	SCOUT HALL	499.75	-	1,500.00
01-7614-7415	TRAINING	-	-	2,500.00
01-7614-7430	Wages Transfer-In	22,518.97	-	164,403.58
01-7614-7440	CONFERENCES/SEMINARS/MEETINGS	170.00	-	2,000.00
01-7614-7441	MEMBERSHIPS & DUES	1,320.00	-	500.00
01-7614-7450	HEALTH & SAFETY	481.29	-	2,000.00
01-7614-7452	UNIFORMS	1,620.97	-	1,000.00
01-7614-7500	HYDRO	447.17	-	3,000.00
01-7614-7502	WATER	123.36	-	7,500.00
01-7614-7510	INSURANCE	25,289.68	-	25,289.68
01-7614-7515	BUILDING REPAIR & MAINTENANCE	3,963.05	-	3,000.00
01-7614-7516	JANITORIAL	-	-	1,500.00
01-7614-7520	GROUNDS MAINTENANCE	446.74	-	25,000.00
01-7614-7601	PHONE & INTERNET	1,849.20	-	3,000.00
01-7614-7609	TOOLS	77.50	-	1,500.00
01-7614-7611	EQUIPMENT MAINTENANCE	2,147.69	-	8,000.00
01-7614-7613	EQUIPMENT PURCHASE	10.17	-	2,000.00
01-7614-7614	EQUIPMENT RENTAL	-	-	2,500.00
01-7614-7650	OFFICE SUPPLIES	128.45	-	1,500.00
01-7614-7652	ADVERTISING	607.04	-	500.00
01-7614-7660	OTHER SUPPLIES	147.30	-	500.00
01-7614-7701	FUEL- GAS	-	-	10,000.00
01-7614-7705	VEHICLE - REPAIR & MAINTENANCE	351.37	-	6,000.00
01-7614-8004	CAPITAL - PLAYGROUND EQUIPMENT	-	-	170,000.00
		<u>-\$ 87,168.96</u>	<u>\$ 275,493.26</u>	Order placed.

PGTP

		<u>2020 Actuals</u>	<u>2020 Budget</u>	
01-7620-6378	FSC - MISCELLANEOUS	-	-	400.00
01-7620-6410	PGTP - BOOTH RENTAL	-	-	750.00
01-7620-6411	PGTP - CAMP FEES SEASONAL	-	-	254,048.00
01-7620-6412	FSC - CAMP FEES-TRANSIENT	-	-	18,000.00
01-7620-6413	FSC - LAUNDROMAT	-	-	4,000.00
01-7620-7300	GARBAGE COLLECTION	-	-	7,000.00
01-7620-7400	WAGES	824.17	45,900.00	1 employee
01-7620-7401	CPP EXPENSE	36.20	2,295.00	
01-7620-7402	EI EXPENSE	18.23	1,193.40	
01-7620-7403	EHT EXPENSE	16.07	1,055.70	
01-7620-7404	WSIB	23.49	1,698.30	
01-7620-7415	TRAINING	-	300.00	
01-7620-7430	Wages Transfer In	-	-	
01-7620-7441	MEMBERSHIPS & DUES	1,526.40	1,300.00	Canadian TODS
01-7620-7442	MILEAGE	-	150.00	
01-7620-7452	BOOT & CLOTHING ALLOWANCE	-	500.00	
01-7620-7500	HYDRO	2,712.21	57,000.00	
01-7620-7501	GAS	177.69	500.00	
01-7620-7502	WATER	-	4,000.00	
01-7620-7503	SEWAGE EXPENSE	808.79	18,000.00	
01-7620-7510	INSURANCE	12,479.40	12,479.40	
01-7620-7511	PROPERTY TAXES	2,089.00	4,284.00	
01-7620-7515	Building Repair & Maintenance	-	15,000.00	
01-7620-7516	JANITORIAL	-	1,000.00	
01-7620-7520	GROUNDS MAINTENANCE	999.85	20,000.00	water lines repair, public works machine time and wages.
01-7620-7529	ADMINISTRATION EXPENSE	-	2,000.00	allocation done at year end
01-7620-7531	CONTRACTS & AGREEMENTS	-	600.00	
01-7620-7601	PHONE & INTERNET	21.13	1,000.00	
01-7620-7611	EQUIPMENT MAINTENANCE	367.17	5,000.00	
01-7620-7613	EQUIPMENT PURCHASE	-	10,800.00	
01-7620-7650	OFFICE SUPPLIES	164.04	500.00	
01-7620-7651	POSTAGE & COURIER	-	500.00	allocation done at year end
01-7620-7652	ADVERTISING	-	100.00	
01-7620-7660	OTHER SUPPLIES	-	500.00	
01-7620-7680	CONTRACTED SERVICES	30.79	-	
01-7620-7701	FUEL EXP	-	1,000.00	
01-7620-7901	TRANSFER FROM RESERVES	-	-	151,457.80
01-7620-8001	CAPITAL - Consult & Engineering for Septic System	8,387.56	180,000.00	Engineering and design only
01-7620-8002	CAPITAL - WAR MONUMENT & GATES	-	15,000.00	
01-7620-8004	CAPITAL - PAVILLION CEILING	1,926.99	18,000.00	Completed minor repairs only.
		-	214,545.82	-

Library - Rodney

01-7650-6321 RENT - LIBRARY - RODNEY

01-7650-7430 WAGES TRANSFER IN

01-7650-7500 HYDRO

01-7650-7501 GAS

01-7650-7502 WATER

01-7650-7510 INSURANCE

01-7650-7515 BUILDING REPAIRS & MAINTENANCE

01-7650-7516 JANITORIAL

	<u>2020 Actuals</u>		<u>2020 Budget</u>
-	5,416.63	-	21,304.36
Allocation of wages done at year end			
	-		3,500.00
	346.09		2,000.00
	288.56		1,000.00
	124.18		500.00
	792.72		792.72
	308.94		1,500.00
	109.85		500.00
-\$	3,446.29	-\$	11,511.64

Library - West Lorne

01-7655-6108 WEST ELGIN SUPPORT SERVICES

01-7655-6321 RENT - LIBRARY WL

01-7655-7500 HYDRO

01-7655-7501 GAS

01-7655-7502 WATER

01-7655-7510 INSURANCE

01-7655-7515 BUILDING REPAIRS & MAINTENANCE

01-7655-7516 JANITORIAL

01-7655-7601 PHONE & INTERNET

01-7655-8000 CAPITAL - LIGHTING RETROFIT

	<u>2020 Actuals</u>		<u>2020 Budget</u>	
-	6,801.12	-	21,450.00	Share of operating expenses done at year-end
	1,852.68		8,500.00	
	868.23		2,000.00	
	230.23		2,500.00	
	507.87		507.87	
	1,124.03		10,000.00	
	2,457.14		10,000.00	
	256.04		850.00	
	-		30,000.00	
\$	495.10	\$	16,158.14	

Planning

01-7700-6430 PLANNING FEES

01-7700-6432 BILLINGS - SWD

01-7700-7400 WAGES

01-7700-7401 CPP EXPENSE

01-7700-7402 EI EXPENSE

01-7700-7403 EHT EXPENSE

01-7700-7404 WSIB

01-7700-7405 LIFE INSURANCE

01-7700-7406 BENEFITS EXPENSE

01-7700-7407 OMERS EXPENSE

01-7700-7415 TRAINING EXPENSE

01-7700-7440 CONFERENCES/SEMINARS/MEETINGS

01-7700-7441 MEMBERSHIPS & DUES

01-7700-7442 MILEAGE

01-7700-7533 PLANNING FEES

01-7700-7650 OFFICE SUPPLIES

01-7700-7652 ADVERTISING

01-7700-7675 LEGAL - Official Plan

01-7700-7901 TRANSFER FROM RESERVES

	<u>2020 Actuals</u>		<u>2020 Budget</u>
-	7,250.00	-	30,000.00
-	12,594.87	-	40,000.00
	23,786.53		79,543.31
	1,206.25		2,386.30
	440.08		1,193.15
	468.52		1,590.87
	684.75		2,386.30
	239.73		874.98
	1,745.17		6,124.83
	2,558.21		8,431.59
	-		500.00
	-		500.00
	613.00		500.00
	24.26		200.00
	-		3,500.00
	947.69		50.00
	-		500.00
	-		50,000.00
	-		50,000.00
\$	12,869.32	\$	38,281.33

Economic Development

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7710-7359	HOME FOR XMAS, LURE BROCHURE	-	2,000.00
01-7710-7440	CONFERENCES/SEMINARS/MEETINGS	-	500.00
01-7710-7652	ADVERTISING	-	1,500.00
		<hr/>	<hr/>
		\$ -	\$ 4,000.00

Drains

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7720-6390	OSG - MD INSPECTOR	-	14,000.00
01-7720-6392	DRAIN MAINTENACE - ADMINISTRATION FEE	-	200.00
01-7720-7400	WAGES	7,009.43	27,195.44
01-7720-7401	CPP EXPENSE	421.52	1,631.73
01-7720-7402	EI EXPENSE	201.08	815.86
01-7720-7403	EHT EXPENSE	177.28	543.91
01-7720-7404	WSIB	259.11	1,087.82
01-7720-7406	BENEFITS IN LIEU	2,081.75	7,342.77
01-7720-7407	OMERS	630.86	2,447.59
01-7720-7415	TRAINING EXPENSE	-	100.00
01-7720-7430	WAGES TRANSFER IN	-	-
01-7720-7440	CONFERENCES/SEMINARS/MEETINGS	-	-
01-7720-7441	MEMBERSHIPS & DUES	-	-
01-7720-7442	MILEAGE	-	2,000.00
01-7720-7601	PHONE & INTERNET	230.60	400.00
01-7720-7650	OFFICE SUPPLIES	-	100.00
01-7720-7651	POSTAGE & COURIER	4.08	50.00
01-7720-7652	ADVERTISING	-	200.00
01-7720-7777	DRAIN WRITE OFFS	112.71	-
		<hr/>	<hr/>
		\$ 11,128.42	\$ 29,715.12

Debentures

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-8000-7480	Tile, Drains, Waterline Debentures	\$ 6,793.40	\$ 40,520.60

Net Income

-\$ 888,697.39 -\$ 0.00

Grants and Donations

	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>In kind</u>	
1 Rodney-Aldbrough Agricultural Society		2,100.00		
2 Arena Renaming		3,000.00		
3 Crinnan Community Centre Parking Lot			5,000.00	
4 West Elgin Legion Br. 221		3,000.00		
5 West Lorne Lawn Bowling Club		3,000.00		Cancelled
6 Backus Page House		3,000.00		
7 Hanging Baskets		4,000.00		
8 West Lorne Horticultural Society - Rental Fees			450.00	Cancelled
9 West Lorne Optimist Car Show		500.00	25.00	Cancelled
10 West Lorne Optimist Road Race		1,500.00		Cancelled
11 Playground Equipment				
12 Community Band		450.00		
13 West Lorne Santa Claus Parade		2,200.00		
14 Quad County Support Services		2,000.00		
15 Lori Parker - Community Charity Yard Sale			425.00	
16 Community Policing		1,050.00	200.00	
17 Tiny Tots - rental fees		-	200.00	
18 Rodney Kiwanis - rental fees			500.00	
19 WECHC - rental fees		-	2,700.00	
20 Municipality of Dutton-Dunwich Res. 2020-05	250.00			
21 Floral Gift - J. Debie	45.03	-	-	
	<u>\$ 295.03</u>	<u>\$ 25,800.00</u>	<u>9,500.00</u>	

Estimated Budget Impact as of April 30, 2020

		Favourable/ (Unfavourable)
Operating		
	Facilities Rental - loss of revenue	-1,000.00
	Operating expenses directly related to COVID-19	-21,695.00
	Enhanced safety measures related to COVID-19 (equipment modifications, cleaning supplies, signs, etc.)	TBD
	Reduction in Grant disbursements	5,000.00
	By-Law Enforcement	1,600.00
	MTO - office closure	1,516.12
	Fire Dept - Training - Cost savings	TBD
	Savings in wages	TBD
	Savings - summer students	TBD
	Savings - Pool	TBD
	Transit - Services cancelled	4,689.64
	Arena - mold remediation	-30,000.00
	Arena - lost revenue	-3,561.00
	Savings - Canada Day	4,000.00
	Savings - Civic Holiday	3,000.00
	Savings - Soccer - cancelled (equipment rental & field maintenance)	3,500.00
	Landfill - Grounds maintenance	-40,000.00
	Roads - Equipment Emergency repairs (excavator, vac trailer, truck#11)	-22,000.00
	Waved Interest & Penalty Charges	-25,063.97
Capital		
	Arena - Boards repair	20,000.00
	Parks - Tennis Court	40,000.00
	Lawn Bowling Porch & Roof replacement	-3,000.00
	Pool - Filters	-5,000.00
	RESURFACING OF SURFACE TREATED ROADS - Marsh line (from Kerr to Graham)	200,000.00
	CAPITAL - DRAIN REPLACEMENT CSP #2	20,000.00
	SIDEWALKS -FGT - Rodney (TBD)	50,000.00
Grand Total		\$ 201,985.79



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-05-14
Report: 2020-12
Subject: Port Glasgow Yacht Club Engineering

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Port Glasgow Yacht Club past due engineering invoice for information only.

Background:

On April 28th, 2017 Port Glasgow Yacht Club sent a letter to previous administration asking for support and financial help towards breakwater design and construction. A letter from the Yacht Club is attached to this report. On May 11th, 2017 Council in a recorded vote passed the resolution to cover 50% of engineering study cost of up to \$20,000 for an arrowhead breakwater system at the Port Glasgow Marina.

Financial Implications:

Unbudgeted item; Invoice for \$7,753.16 can be taken from Marina Pier Extension Reserves.

Report Approval Details

Document Title:	Port Glasgow Yacht Club.docx
Attachments:	
Final Approval Date:	May 12, 2020

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

Jana Nethercott

Magda Badura

From: Steve Kerr [REDACTED]
Sent: May 2, 2020 10:54 AM
To: Magda Badura
Cc: Ron Fox
Subject: PGYC-Riggs Engineering Invoice

Hi Magda, hope everyone is healthy & all is well in your world.

Because of difficulty communicating effectively during the current situation I suspect that none of our Directors have yet notified West Elgin of an overdue invoice we've received from Riggs Engineering for outstanding payment of the remaining fees for their breakwall proposal. As you may recall, our original agreement with Scott Gawley was to split all the fees with the Municipality, but for whatever reason Riggs may have had at the time, we now realize that they elected to invoice in two instalments. Scott had requested that we forward the original invoice to allow full payment by West Elgin, & we would reimburse 50% which was accomplished. We were puzzled by the reduced amount at the time, not realizing that it was a partial charge, but today can only assume that the second invoice was either misplaced or never received.

In any case, our President back in 2018 has now received a copy of that second outstanding invoice for \$7,753.16 which is the remainder of the original acknowledged fee of \$20,180.00. Please let me know the Municipality's current position on that original agreement, your advice on how to proceed, or if we need to discuss further.

Best Regards,

Steve Kerr
Secretary/Treasurer
Port Glasgow Yacht Club

Port Glasgow Yacht Club

P.O. Box 315, Rodney, ON N0L 2C0

April 28th, 2017

WEST ELGIN MAYOR and COUNCIL

**Municipality of West Elgin
22413 Hoskins Line PO Box 490
Rodney, Ontario
N0L 2C0**

ATTENTION: Mr. Scott Gawley CAO

**RE: Port Glasgow Marina Pier Rehabilitation
Meeting - Riggs Marine Engineering**

Dear Mr. Gawley:

In furtherance to discussions of the Port Glasgow Marina Board of Management members, a meeting and site inspection was arranged with Brian Riggs, Riggs Marine Engineering London Ontario April 6th, 2017. The purpose was to examine the feasibility of other options relating to the marina piers.

As a starting point, Riggs reviewed the Shore Plan proposals for both the west and east piers as well as the proposal for the west pier alone. Dollar cost estimates identified by Shore Plan in 2007 for this work was 3 million for both and 1.5 million for the west pier alone. At the outset Riggs advised that in his opinion the Shore Plan proposals were viable and would achieve the desired goal of insuring the marina was safe and completely usable by all boaters in the community. Riggs during his site inspection indicated that based on current and anticipated annual revenues without significant expansion of the current marina to increase revenues it was his opinion that either proposal was likely not financially viable.

Riggs Engineering has been engaged in a number of projects on Lake Erie and as a result they have an understanding of the unique issues that the lake presents to small craft operators. As well, Riggs is a recreational boater, boating out of Port Stanley. He has visited Port Glasgow via water and has firsthand experience with issues that face small craft in the 16 to 22 foot range that make up the majority of our boating/fishing clientele.

Riggs walked the meeting attendees through a number of options from fixed pier extensions to breakwaters that would have the desired effect of calming the channel. He provided information on both the availability and significant costs associated for the use of large stone required in pier extensions in terms of distance to source and trucking costs.

Riggs provided his opinion that breakwaters installed at both the west and east piers in lieu of heavy stone and fixed wall pier extensions would achieve the same result; calming lake wave action to provide a safe usable channel and increase the efficiency of all three launch ramps at a significantly reduced cost. He indicated this system has been successfully employed for many years at Port Elgin on Lake Huron. Riggs identifies this breakwater system as an "arrowhead" configuration.

Riggs indicates the arrowhead breakwaters are constructed out of heavy steel baskets (enclosures) that a contractor would fabricate onsite. The fabricated baskets are then placed 20-30 feet in front (south) of the west and east piers in the arrowhead configuration. The baskets are set in the clay lakebed and would extend approximately 5 to 8 feet above the surface of the lake. Once placed the baskets are filled with stone of a much smaller size than the stone required for a fixed pier extension. This stone, of an approximate diameter of 2 feet, is available from quarries in the Ingersoll area greatly reducing trucking costs and allows for the use of standard stone hauling dump trucks and dump trailers etc.

This method differs from fixed pier construction in that wave action is displaced by the fixed pier much as it is now. In severe sea state conditions the blocked wave energy will then wash over the piers causing erosion of top surface. The breakwater system he suggests provides both a degree of wave action displacement while also allowing some of the wave action hydraulic energy to be mitigated directing it through the irregular shaped stone in the baskets.

Placing the baskets 20 to 30 feet from the existing piers has a threefold advantage. (1) Provides an area sheltered from heavy wave action for shoreline fishing. It is believed that fixed pier extensions utilizing heavy stone coupled with the required base width would all but preclude shoreline fishing. (2) Provides a natural habitat for bait fish owing to the irregular shaped stone used again enhancing shoreline fishing activity. (3) Reduces the ability of persons to access the breakwaters and therefor mitigates liability to some extent.

Riggs indicates that a cost estimate for this type of project would be in the area of five hundred thousand. He indicates the cost estimate for engineering this project would be twenty thousand dollars.

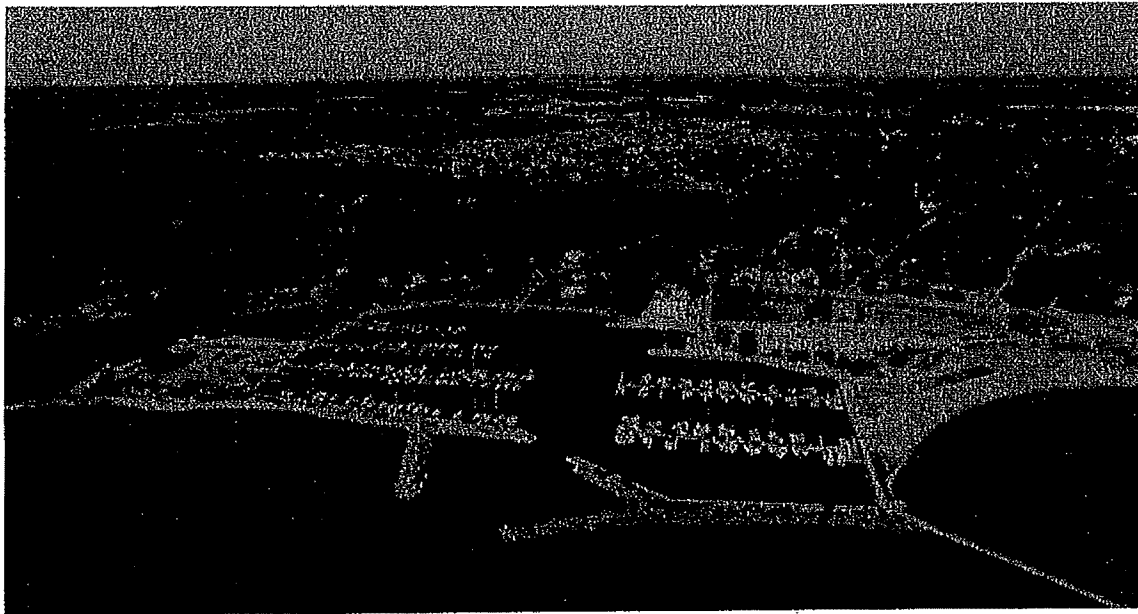
Riggs indicates that engineering for this type of project includes an examination of the various marine and atmospheric variables, required drawings in support of the project all of which are required to obtain necessary permits from various levels of government and or agencies. He offers an opinion that; regulatory agencies may be more inclined to issue permits as the project is less intrusive to the marine environment. Regardless, he indicated that such a project would take in excess of a year from the application for approvals through to construction completion.

Riggs indicated that engineering work he has done in past some clients have been successful in having that aspect funded through the Trillium Foundation. It may be of interest to review the following links to Google Earth. They are of Port Glasgow and Port Elgin harbours. The lake surface wave action as opposed to channel/basin surface should be noted. The arrowhead breakwaters are quite clear in the Port Elgin link.

Port Glasgow: <https://www.google.ca/maps/place/Port+Glasgow,+ON/@42.506645,-81.612921,244m/data=!3m1!1e3!4m5!3m4!1s0x882fc97b0d65fb8d:0x777b446cde60160d!8m2!3d42.509712!4d-81.610466?hl=en&authuser=0>

Port Elgin: <https://www.google.ca/maps/place/Port+Elgin,+Saugeen+Shores,+ON/@44.4468493,-81.4059846,761m/data=!3m1!1e3!4m5!3m4!1s0x8829c9238c9eb579:0xa3195af79b722aad!8m2!3d44.4340516!4d-81.3929413?hl=en&authuser=0>

ARIEL PHOTOGRAPH PORT ELGIN MARINA DETAILING ARROWHEAD BREAKWATERS



We are of the opinion that; the original proposals by Shore Plan are beyond the financial capabilities of PGYC and the Municipality and that it would be in the best interests of both parties to enter into the first stages of engineering working towards breakwater construction. To this end, I would ask that this new information be brought before Council at its convenience for discussion. Myself or other members of the PGYC Executive can be available should that be the wish of Council.

regards,

Original signed

Rob Mote, President
Port Glasgow Yacht Club

Excerpt from May 11, 2017 Council Minutes

22. Letter to Council from the Port Glasgow Yacht Club regarding the Port Glasgow Marina Pier Rehabilitation Meeting – Riggs Marine Engineering

RES. NO.20 Moved by Seman

Seconded by Leatham

RESOLVED THAT the Council of the Municipality of West Elgin agrees to hear Rob Mote.

DISPOSITION: Carried

Mr. Mote discussed the Port Glasgow Yacht Club's letter to Council and discussed the Yacht Club's interest in pursuing an alternative to the pier extension at the Port Glasgow Marina. Mr. Mote said that the idea proposed with the arrowhead has been tried by a marina in Port Elgin by Riggs Marine Engineering.

Councillor Seman suggested putting that the Port Glasgow Yacht Club suggested that the Yacht Club put forward the \$20,000.00 and provided the idea could be proven to work the municipality could reimburse 50% of the cost of the study.

Council went around the table to discuss their views on proposal from the Port Glasgow Yacht Club.

The following motion was put forth. Councillor Wolf requested a recorded Vote.

RES. NO.21 Moved by Leatham

Seconded by Bodnar

RESOLVED that the Council of the Municipality of West Elgin agree to pay 50% of engineering study costs of up to \$20,000.00 for an arrowhead breakwater system at the Port Glasgow Marina.

Wolf

No

Seman

No

Bodnar

Yes

Wiehle

Yes

Leatham

Yes

DISPOSITION: Carried



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-05-14
Report: 2020-13
Subject: COVID-19 Pandemic and Municipal Services

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: COVID-19 Pandemic and Municipal Services; and

That West Elgin Council hereby directs _____.

Purpose:

To provide and update to Council regarding Municipal Services during the COVID-19 Pandemic at this time.

Discussion:

1. Senior Staff have been working on an Action Plan for the resumption of municipal services. This action plan includes:
 - a. the sourcing of protective barriers for the reception and Service Ontario desks, this is scheduled to be installed by May 15;
 - b. ensuring adequate supply of personal protective equipment for staff;
 - c. barriers have been installed to prevent the public from wondering through the office;
 - d. requesting cordless debit machines to limit contact for payments; and
 - e. development of procedures and signage to limit the number of public in the office to a maximum of two (2), one at Service Ontario and one at the municipal desk.
2. At this time there is no set date for re-opening the municipal office to the public, as an essential service, our office can be open to the public once we have all the protective barriers and procedures in place, if Council wishes.
3. Traditionally each year Operations and Community Services would hire 4 students, 2 for the Roads Department and 2 for Parks and Recreation. With COVID-19 the Province mandated the closure of all recreational amenities and we have scaled back or cancelled Capital projects. At this time we have delayed the hiring of summer students due to this and respectfully request Council's input regarding the hiring of temporary staff at this time.

April 28, 2020

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- Warden's COVID-19 Update
- Job Site Challenge Submission
- Grant Program in Support of Local Businesses
- County Library
- Contract Award - Hot Mix Asphalt Paving and Microsurfacing/Surface Treatment
- Wonderland Road / Highway 3 Environmental Assessment Study and Preliminary Design Services
- COVID-19 Cash Flow Analysis
- Increase in Billing Rate of the County Prosecutor
- County's Service Delivery Review – Project Schedule Adjustments
- Annual Reports and Financial Statements
- 2020 International Plowing Match Scholarship

Contact Us

County of Elgin
(519) 631-1460
ckrahn@elgin.ca
www.elgincounty.ca

Warden's COVID-19 Update

The Warden provided an update on the COVID-19 situation in Elgin County, and he acknowledged the tremendous work that is underway at Elgin's three (3) Long-Term Care Homes. The Warden also highlighted the work of the Economic Development Department in reaching out to businesses to gather data on the economic impact of the crisis and emphasized the need for the community's continued vigilance and adherence to physical distancing guidelines.



Thank you to all the healthcare workers at our Long-Term Care Homes!

Job Site Challenge Submission

The General Manager of Economic Development provided an update on the Province of Ontario's Job Site Challenge. The Ford Motor Company submitted an application that met the original deadline of March 31, and another landowner is currently showing interest in applying to the Challenge. The Province has indicated that submissions received after the original deadline will be accepted, due to the COVID-19 pandemic.

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Grant Program in Support of Local Businesses

Local businesses are facing great challenges as they navigate the COVID-19 pandemic. The St. Thomas Economic Development Corporation and the County's Economic Development Department have assisted the Elgin St. Thomas Small Business Enterprise Centre (SBEC) in developing a grant program. County Council consented to transferring \$15,000 from the Economic Development Department's 2020 operating budget to the SBEC for the COVID-19 Business Development Fund.

County Library

The Library Coordinator presented Elgin County Library's 2019 annual usage trends within the context of a five-year analysis from 2015 to 2019, both for the system as a whole and for the ten branches. Elgin's libraries have performed very well when compared to similar sized library systems. The library team's proactive planning over the past several years has ensured that virtual offerings are available to the community during the COVID-19 pandemic, which has resulted in the closure of all library branches.

Contract Award - Hot Mix Asphalt Paving and Microsurfacing/Surface Treatment

Walmsley Bros. submitted the lowest compliant bid for the Hot Mix Asphalt Paving tender in the amount of \$2,974,838 (inclusive of a contingency allowance and exclusive of HST), and Duncor Enterprises Inc. submitted the lowest compliant bid for the Microsurfacing and Surface Treatment tender in the amount of \$691,820 (inclusive of a contingency allowance and exclusive of HST). The low tenders submitted are within the approved budget amounts and no capital surplus is anticipated at this time.

Wonderland Road / Highway 3 Environmental Assessment Study and Preliminary Design Services

Work to address the long-term transportation needs in the vicinity of Highway 3 and Ron McNeil Line to provide an improved connection to Wonderland Road, within the Township of Southwold is ongoing. The provision of engineering services for the project has been awarded to GHD Limited in the amount of \$250,805.00 (excluding HST). Agreements will be executed following the Ministry of Transportation's approval of the consultant.

COVID-19 Cash Flow Analysis

The economic impact of the COVID-19 pandemic will undoubtedly be significant. A financial forecast and cash flow plan for 2020 was reviewed by County Council. As experience is gained in this new

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situation, refinements will be made to the forecast model. This iterative process will improve the financial preparedness of the County, and it will ensure that Council is well situated to address any challenges related to the COVID-19 pandemic.

Increase in Billing Rate for the County Prosecutor

County Council authorized an increase in the billing rate for the County Prosecutor to \$140.00 per hour, a standard bi-annual increase in fees paid for this service by partner municipalities.

County's Service Delivery Review - Project Schedule Adjustments

The timeline originally established for the Service Delivery Review (SDR) has been impacted by the COVID-19 pandemic. County staff and StrategyCorp Inc. continue to hold weekly strategy meetings, and adjustments to the project schedule are made weekly to ensure the SDR continues. The targeted timeline of June 2020 for completion of the SDR has been extended to September 2020. Additional details and schedule changes will be presented to County Council once they are available.

Annual Reports and Financial Statements

County Council reviewed Southwestern Public Health's audited Financial Statements for the period ending December 31, 2019 as well as the 2019 Year End Report submitted by Elgin County Ontario Provincial Police (OPP).

2020 International Plowing Match Scholarship

Residents of Elgin County or St. Thomas who are studying in a discipline related to agriculture are encouraged to apply for the 2020 International Plowing Match Legacy Agricultural Scholarship. Additional information is available on the County's website: www.elgincounty.ca or by calling 519-631-1460 x. 138.

The complete April 28, 2020 County Council Agenda package can be found [here](#).

Board of Directors Meeting

MINUTES

The meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, April 16, 2020. The following directors were in attendance: L. McKinlay, T. Thompson, A. Finn, J. Wright, M. Hentz, P. Tiessen, J. Frawley, C. Cowell, S. Hipple, S. Emons and R. Leatham. Absent, K. Ainslie.

1. Call to Order

Chair, Linda McKinlay called the meeting to order and thanked everyone for their patience and cooperation during these difficult times.

2. Adoption of Agenda

BD-2020-24 P. Tiessen – S. Hipple

Moved that the agenda be adopted as present.

CARRIED

3. Disclosures of Conflicts of Interest

None Declared.

4. Approval of Previous Meeting Minutes (Previously circulated)

BD-2020-25 C. Cowell – R. Leatham

Moved that the Board of Directors meeting minutes of February 20, 2020 be approved as circulated.

CARRIED

5. Business Arising From the Minutes

None declared.

6. Business for Approval

M. Peacock gave a brief description of why this administrative by-law came into being as a result of the COVID 19 Pandemic.

6.1) Administrative By-law

Moved that the Board of Directors approve the following clauses be added to the Administration By-law of the Lower Thames Valley Conservation Authority.

Conducting Board Meetings During any Period where an Emergency has been declared under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act

Electronic participation, emergencies

1. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent members of the authority from meeting in person, the by-laws provide:
 - a. That members of the authority be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.
 - b. That any member of the authority who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16 (2) of the Conservation Authorities Act.
 - c. That any member of the authority can participate electronically in a meeting that is closed to the public. and
 - d. That any hearing or appeal that is dealt with in the by-laws can be conducted electronically with provisions for applicants and their agents to participate, if the conservation authority holds any such hearing or appeal during any period where an emergency has been declared to exist.

Meetings open to the public, emergencies

2. Conservation authorities will continue to implement best practices to make board meetings open to the public in accordance with subsection 15 (3) of the Conservation Authorities Act. Where possible, conservation authorities will provide for alternative means to allow the public to participate in any meetings electronically.
- General, emergency measures**

3. If there is anything that is required to be done under the by-laws during the emergency, including the holding of an annual general meeting, that the by-laws permit postponement to a later date.

Publication of information

4. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Lower Thames Valley Conservation Authority shall make By-law Section entitled "Conducting Board Meetings During any Period where an Emergency has been declared under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act" publicly available on a website or other electronic means. In accordance with subsection 19.1 (4) of the Conservation Authorities Act, an authority shall make any by-laws that are amended in accordance with this Direction available to the public in the manner it considers appropriate.

Implementation procedure

5. A conservation authority may hold a special meeting to amend a by-law for the purposes of implementing a Minister's Direction ("Direction") pursuant to subsection 19.1 (7) of the Conservation Authorities Act.
6. Despite any provision in a by-law made under subsection 19.1 (1) of the Conservation Authorities Act, members of the authority can participate electronically in any special meeting that is required to implement a Minister's Direction.

7. A member of the authority that is participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

CARRIED

6.2) Budget vs Revenue and Expenditures and COVID 19 Financial Update for the period ending February 29, 2020

BD-2020-27 T. Thompson – P. Tiessen

Moved that the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended February 29, 2020.

CARRIED

6.3) Implications of the COVID-19 Pandemic on the LTVCA 2020 Budget

Board Member, S. Emons, asked if the LTVCA have had any communications from the Province moving forward as it relates to the budget implications. M. Peacock stated that staff have been constantly in communications with the Province, Conservation Ontario and other Conservation Authorities getting direction on how to address Covid-19 issues. Regarding the budget he informed the Board of Directors that program costs have been cut based on elements of programs impacted by COVID-19, but notes that Authorities will be running a deficit this year.

BD-2020-28 C. Cowell – A. Finn

Moved that the Board of Directors receives the Implications of the COVID-19 Pandemic on the LTVCA 2020 Budget for information and that this report be forwarded to member municipalities for their information.

CARRIED

6.4) Update to Board on Impacts to Operations from COVID-19 Pandemic

BD-2020-29 S. Hipple – R. Leatham

Moved that the Update to Board on Impacts to Operations from COVID-19 Pandemic Report be received for information.

CARRIED

6.5) Provincial Offence Officer Designation – Vance Stark

BD-2020-30 S. Emons – A. Finn

Moved that Vance Stark, Eastern District Supervisor, be appointed as a Provincial Offences Officers to enforce Section 28 and/or Section 29 of the Conservation Authorities Act on behalf of the Lower Thames Valley Conservation Authority.

CARRIED

6.6) Reconstruction of Elevated Boardwalk, Longwood Road C. A. Request For Proposals Results

BD-2020-31 T. Thompson – P. Tiessen

Moved that the LTVCA reallocate \$3,613.00 from the cancelled TODDs Signage budget item to the Reconstruction of the Elevated Boardwalk, (Millstream Trail) Longwood Road C. A. and;

That the LTVCA supports the Lower Thames Valley Conservation Foundation awarding the contract for the Reconstruction of Elevated Boardwalk, (Millstream Trail) Longwood Road C. A. to Millworks Custom Carpentry and Stone at a total cost of \$97,613.00 including taxes.

CARRIED

7. Correspondence

7.1) MNRF Correspondence to LTVCA Re: Operational & WECI Program Funding

BD-2020-32 A. Finn – J. Wright

Moved that correspondence item 7.1) be received for information.

CARRIED

8. Events Calendar

9. Other Business


10. Adjournment

BD-2020-33 R. Leatham – S. Emons

Moved that the meeting be adjourned.

CARRIED

Linda McKinlay
Chair



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

Thames – Sydenham and Region Source Protection Region Minutes

Source Protection Authority: Lower Thames Valley
Meeting Date: April 16th, 2020
Meeting Time: Directly after the Board of Directors Meeting
Meeting Location: LTVCA Administration Building Board Room via Teleconference

A meeting of the LTV Source Protection Authority was held via remote access at the LTVCA Administration Building in Chatham, Ontario at 2:30 PM on Thursday, April 16, 2020 with the following directors present: L. McKinlay, T. Thompson, A. Finn, J. Wright, M. Hentz, P. Tiessen, J. Frawley, C. Cowell, S. Emons, S. Hipple and R. Leatham. Absent: Kimble Ainslie

1. Adoption of the Agenda

LTVSPA-2020-01 S. Hipple – P. Tiessen

Moved that the agenda be adopted.

CARRIED

2. Minutes of the Previous Meeting

LTVSPA-2020-02 R. Leatham – M. Hentz

Moved that the April 18th, 2019 minutes be approved.

CARRIED

3. Business Arising from the Previous Minutes

None noted.

4. Business for Approval

- a. Drinking Water Source Protection 2019 Annual Report
- b. Appendix A 2019 TSR Annual Report
- c. Appendix B 2019 TSR Supplemental Form

LTVSPA -2020-03 A. Finn – S. Emons

Moved that the Lower Thames Valley Source Protection Authority direct staff to submit the Thames-Sydenham and Region Source Protection Annual Progress Report, Appendix A 2019 TSR Annual Report and Appendix B 2019 TSR Supplemental Form to the Director

of the Source Protection Programs Branch of the Ministry of the Environment,
Conservation and Parks.

CARRIED

5. Business for Information

None noted.

6. Other Business

None noted.


7. Adjourn

LTVSPA-2020-04 C. Cowell – J. Frawley

Moved that the meeting be adjourned.

CARRIED

Linda McKinlay
Chair



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



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Protecting vital municipal services

Urgent federal recommendations to
address the financial crisis in our cities
and communities due to COVID-19

April 23, 2020

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This is a crisis

A message from FCM's president

In a matter of weeks, the COVID-19 pandemic has turned life upside down. We now face a public health and economic challenge unlike anything we've seen in our lifetime. As municipalities across the country work to support frontline action and ready essential response services, the financial impact to our operations has created a crisis—and threatens to put the Canadians we serve at further risk.

Across Canada, cities and communities are seeing their finances drift toward collapse. This crisis exposes the cracks in an outdated model that is fundamentally misaligned with the modern reality of the role of local governments. Revenues are plummeting. Unanticipated costs are rising. With few fiscal tools available—and no legal ability to run operating deficits—local leaders face stark choices. Protecting essential services now requires support from other orders of government.

Today, FCM is making that urgent request on behalf of cities and communities across the country. We are calling for emergency operating funding for municipalities—to keep essential services running and Canadians safe and protected.

Canadians are depending on the vital services their local leaders provide, from ensuring tap water is clean to sending paramedics to help the sick to safely sheltering our most vulnerable residents. Cutting back services in the middle of a pandemic would put Canadians at further risk. Instead, municipal leaders must continue to help lead the way, supporting people and businesses through this public health and economic storm. To ensure this work continues with the urgency required—on the ground, where Canadians live—direct emergency federal funding is the only option.

Our federal-municipal partnership has delivered remarkable results. Deepening that partnership now will protect Canadians through this pandemic. And when the time comes, local leaders will be ready to help lead Canada's recovery, so this country can prosper and thrive once again.

Bill Karsten
FCM President

Local leaders on the front lines

Our cities and communities are the front lines of the COVID-19 pandemic. These are the places where Canadians go to work, buy homes, start families, launch businesses, and build the future of this country. As the governments closest to daily life, municipal leaders are mobilizing urgently to keep Canadians safe, and to help people and businesses weather the economic storm.

Municipalities of all sizes are taking extraordinary measures to support Canadians—including our most vulnerable—through this unprecedented public health and economic challenge. They're turning arenas into shelters for the homeless. They're setting up portable hygiene stations. They're deferring property taxes and utility bills for struggling families.

Municipalities are also working day and night to keep essential services running. Bus drivers, paramedics, firefighters, social workers and countless other frontline staff are putting themselves at risk every day to keep Canadians safe and to provide the services people rely on.

In the face of this challenge, essential workers and local leaders are stepping up together as champions for their communities, and this country.

As the national voice for local governments, FCM is fully engaged in this nationwide crisis. We're bringing together communities across the country to help protect people and businesses. Through regular touchpoints with our members—from FCM's Big City Mayors' Caucus and Rural Forum to our provincial-territorial municipal association partners and others—we're convening local expertise, sharing resources and coordinating frontline response efforts.

We're also working directly with federal departments, agencies and decision-makers to help inform Canada's pandemic response. That includes regular scheduled calls with the deputy prime minister and key ministers. This unprecedented engagement is bringing local realities to new federal initiatives—from the Canada Emergency Response Benefit to the Canada Emergency Wage Subsidy—to ensure they meet the needs of Canadians on the ground.

Municipalities in action

The **City of Edmonton, AB** has waived transit fares on all routes and has deployed larger buses to encourage physical distancing, while ensuring essential workers have a safe and reliable way to get to work.

The public library in the **Town of Halton Hills, ON** is using 3D printers to make face shield parts for frontline health care workers. It's also left its Wi-Fi on—despite being closed—so residents without Internet access can apply for provincial and federal resources.

The municipality of **Canton De Gore, QC** has set up a home delivery service for seniors and vulnerable residents—staffed by volunteers—to bring groceries and prescriptions to people confined to their homes.

For more examples of municipal action during the pandemic, go to fcm.ca/COVID19.

Vital municipal services at a glance

COVID-19 is shining a spotlight on the vital role municipalities play in daily life. Now more than ever, Canadians are depending on their local leaders to keep essential services running—to keep people safe and secure through this pandemic. That includes:

- ▶ Local police, ambulance and fire services
- ▶ Maintenance of roads, bridges and other essential infrastructure
- ▶ Safe public transit for essential workers
- ▶ Clean water and wastewater services
- ▶ Garbage collection and recycling
- ▶ Local social services and housing for vulnerable residents
- ▶ Local public health agencies
- ▶ Sustainability and environmental initiatives



Paramedics are on the frontlines providing life-saving services including emergency and non-emergency pre-hospital care to residents. *Photo: City of Toronto*

When the time comes, municipalities will also be ready to lead Canada's recovery, along with our federal partners. Local leaders are already delivering frontline results for Canadians. And they are exceptionally well-placed to deliver stimulus funding quickly—to create jobs and get the economy going. Deepening the federal-municipal partnership even further will help Canada thrive and prosper once again.

Anatomy of our financial crisis

At the best of times, Canada's municipal governments manage a razor-thin fiscal balance to deliver for residents. On the revenue side, they have scant ground to till beyond property taxes and user fees. On the expense side, operating and capital, they must be tremendously cost-efficient with every dollar available. With no legal standing to carry operating deficits, they diligently maintain reserves to carry our communities through cyclical shifts and disruptions.

But these are *historically challenging times*. Municipalities are incurring deep losses due to COVID-19—a combination of foregone revenues (from property taxes and user/utility fees) and unanticipated costs (including public safety measures and support for vulnerable populations). This is not limited to a cash flow challenge; this is a crisis of non-recoverable losses. To continue delivering essential services, many are drawing down limited reserves that were not designed for a crisis of this scale or duration.

Today's crisis exposes cracks in the fundamentally outdated fiscal framework in which municipalities are still forced to operate. And as we now approach a tipping point, our next steps will reverberate

through the lives of Canadians. Insolvency is not an option. Bridge loans cannot address this crisis of permanent losses. Cutting essential services is not an acceptable option, not when Canadians need us most. This is why we are turning to our federal partners for emergency operating funding—to sustain municipal operations and essential services through these extraordinary times.



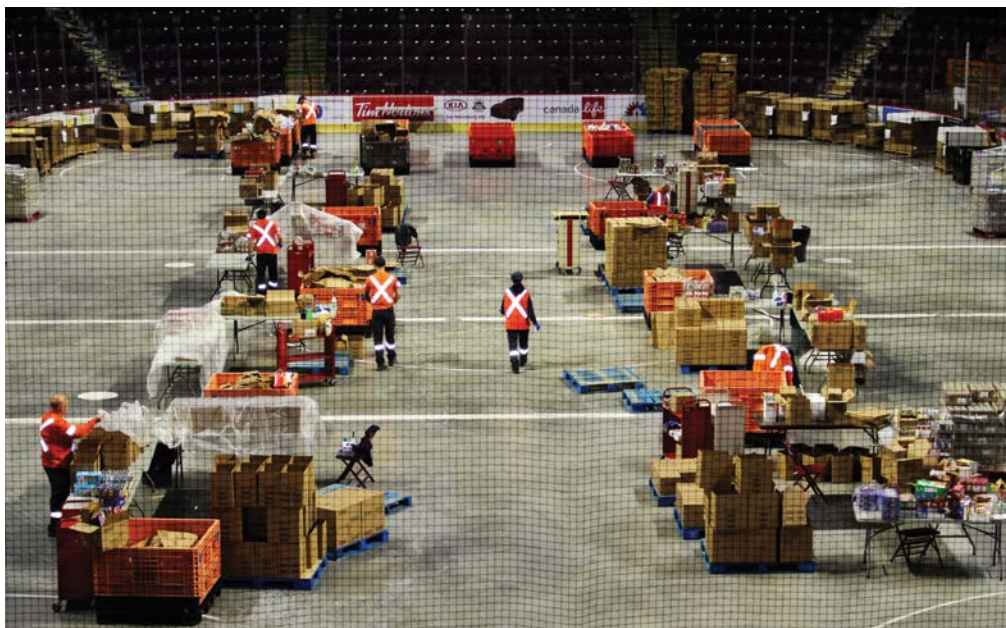
Municipal waste collection operators are keeping municipalities clean and green, while delivering essential services so residents can stay at home.

Photo: City of Toronto

This action will protect essential services Canadians rely on. No one should have to worry if their tap water is clean, whether their garbage will stay on the curb, or when a fire truck or ambulance will arrive.



To keep drivers and riders safe, the City of Selkirk, MB, installed Plexiglas shields and closed off alternating rows inside the buses to encourage physical distancing.
Photo: City of Selkirk



The City of Windsor's WFCU Centre, home of the Windsor Spitfires Junior-A hockey club, has been transformed into a make-shift foodbank to help those in need during the pandemic. *Photo: City of Windsor*

This action will protect the most vulnerable among us. We must continue deploying extraordinary measures to protect people who face enormous challenges staying safe—in our shelters, on our streets.

This action will support Canada's economic recovery. Municipalities will need to hit the ground running to turn stimulus funds into outcomes—and not be cancelling even *existing* capital projects.

Like never before, our municipal-federal partnership has been building better lives for Canadians. Our partnership is grounded in our respective strengths—local leaders are delivery experts closest to people's real needs, the federal government has the fiscal heft to drive nationwide progress. Today, right now, this partnership is the key to carrying Canadians through this pandemic into better days ahead.

Protecting property taxpayers

Covering municipal losses through a one-time property tax levy is not a viable alternative to federal emergency funding given the significant impact it would have on households trying to weather the economic downturn. Bridging municipalities' 2020 fiscal shortfalls without cutting services—assuming six months of physical distancing—would require dramatic residential property tax levies:

Toronto	56%
Calgary	23%
Vancouver	22%
Montreal	18%
Mississauga	17%

Fiscal impacts of COVID-19

The fiscal impacts of COVID-19 have been swift and dramatic. Non-recoverable municipal losses driven by falling revenues and rising costs have led to an unprecedented financial crisis. To absorb this staggering hit in the near term, we are calling for a federal operating infusion of \$10–15 billion over the next six months. This crisis may compound as physical distancing measures continue, and depending on the timing and pace of future economic recovery.

FCM continues to develop insight on the scale of losses that municipalities may face on the road ahead. The extent and nature of losses vary widely by community, depending on multiple factors:

- ▶ Municipalities with **public transit systems** face significant revenue losses at the fare box—estimated at \$400 million per month nationwide. This accounts for 30–50 percent of monthly net losses for these municipalities. In Metro Vancouver, Translink is losing \$75 million monthly. The Toronto Transit Commission reports a \$23.5 million weekly burn rate—with an 85 percent revenue drop in April alone. Critically, transit is an essential service for frontline workers in this pandemic, but with limited ability to reduce operating expenditures, many transit systems are already scaling back service to ensure solvency.
- ▶ Municipalities are deferring **property taxes, utility and other fees** to support struggling residents in the near-term—another major revenue hit. Even after these deferral programs end, there remains a significant risk of property tax delinquency. With even a 10 percent increase in property tax and utility bill delinquencies, the cities of Vancouver and Toronto estimate revenue losses in 2020 of \$130 million and \$684 million, respectively.
- ▶ Municipalities reliant on **hard-hit industries** face compounding pressures. In tourism-driven Banff, Alberta, 85 percent of workers have been laid off. Tourism Calgary has temporarily laid off more than half of its staff, and the city could lose the \$540 million economic impact of the Calgary Stampede. Agriculture: meat plants in High River, Alberta, and in Montreal have closed temporarily, impacting a third of Canada's beef processing capacity and most pork exports. Natural resources: Western Canadian Select is trading at negative prices, and sawmill closures have put thousands out of work, jeopardizing pulp mill jobs in northern and remote communities.



Like many municipalities, the City of Yorkton has converted one of their public rinks into a temporary site run by public health to help alleviate the impact on local hospitals and emergency rooms. *Photo: City of Yorkton*

- ▶ The loss of **user fees from parking and community, culture, and recreation facilities** is another source of foregone revenue. Many municipalities have already temporarily laid off staff at these facilities to reduce costs. The City of Mississauga estimates lost revenue from recreation facilities to reach \$23.3 million by the end of June. The City of Toronto is losing almost \$17 million monthly from foregone parking fees alone. Smaller communities, at relative scale, stand to take a significant hit as well. Prince George, B.C., estimates a monthly loss of \$15–20 per capita.
- ▶ Without emergency operating funding, municipalities will need to reduce planned **capital expenditures** in 2020 to make up for lost revenues. This will further slow economic activity across the country and increase future repair costs. And this scaling-back is enormously counter-productive to the coming need to drive Canada's economic recovery through new capital investment in municipal assets, including core infrastructure and housing.



The Gatineau Police Department controls movement at the entrance to the territory. *Photo: City of Gatineau*

- ▶ **Rural and small communities** face their own unique economic challenges. The agriculture sector has been hit hard. Some municipalities have begun laying off staff—despite having so few to begin with. With limited access to broadband Internet, many rural Canadians are unable to work from home. New Brunswick's Francophone municipalities are facing a total monthly loss of \$10.5 million. Even before the pandemic hit, eight percent of Atlantic Canada's workforce was already depending on Employment Insurance benefits.

Summary of recommendations

With plummeting revenues, rising expenses and a legal proscription against running operating deficits, municipalities are at imminent risk of having to cut essential services to Canadians to remain solvent. The acceptable alternative is emergency operating funding for municipalities, provided by our stable, trusted, national partner: the Government of Canada.

This section summarizes FCM's urgent recommendation. This is based on the best available data on the projected financial impact of COVID-19—amounting to a near-term gap of \$10–15 billion for municipalities nationwide. It assumes that physical distancing directives substantially persist for six months, with direct municipal revenue impacts continuing through the end of 2020 and possibly into 2021 depending on the pace of economic recovery.

The core of our recommendation is an allocation-based formula to deliver a base level of support to all local governments. This is supplemented by targeted measures to meet distinct needs of municipalities as they continue to keep Canadians fully served and protected.

Immediate action

1. **Deliver at least \$10 billion in targeted emergency operating funding to all local governments as direct allocations—with a new hybrid formula modelled on both the proven federal Gas Tax Fund (GTF) and a ridership-based allocation for municipalities that operate transit systems.**
 - ▶ Specifically, allocate at least \$7.6 billion of the fund using a GTF-style allocation formula for all local governments, and \$2.4 billion based 100% on transit ridership.
 - ▶ For municipalities that operate transit systems, provide a single blended transfer.
 - ▶ Immediately provide advance payments to municipalities facing urgent liquidity issues.
 - ▶ Leverage the administrative infrastructure of the federal Gas Tax Fund, where possible, to expedite the rollout of dedicated emergency operating grants.



Municipal road maintenance staff are working around the clock to keep roads safe and accessible for those delivering essential services. *Photo: City of Toronto*

2. **Deliver additional emergency operating funding to individual local governments facing unique financial pressures related to COVID-19 that are not fully met by the hybrid formula above.** Our largest urban centres face distinct challenges supporting self-isolation, sanitation and good health among populations struggling with homelessness and mental health challenges. Smaller communities face unique challenges, starting with access to health care services that can support isolation requirements and urgent care. These and other unique cost drivers will continue to require targeted supports for the full duration of this crisis.



Selkirk, MB Mayor Larry Johansson stopped at a resident's window to admire children's drawings showing their appreciation for essential workers. *Photo: City of Selkirk*

Medium-term action

3. **Commit to revisit the need for additional operating funding within four months.**
 - ▶ Monitor trends in property tax delinquencies and consider additional supports for individuals and businesses that may not be able to pay property taxes after the expiry of short-term municipal deferral programs.
 - ▶ Depending on the duration and severity of the COVID-19 crisis, prepare for possible additional operating funding assistance in both 2020 and 2021.
4. **Provide local governments with the ability to transfer unused allocations** to the federal Gas Tax Fund program for capital expenditures as part of Canada's COVID-19 economic recovery plan.

Proposed funding model

This section presents additional guidance for the emergency operating funding outlined in recommendation #1. Our proposed model features two components: a base allocation for all municipalities, and a supplementary allocation for municipalities that own and operate transit systems. To function—efficiently and nationwide—its design must be straightforward, direct and flexible.

Base allocation *(for all municipalities)*

- ▶ At least \$7.6 billion based on the federal Gas Tax Fund formula.
- ▶ Assumes average of \$35 per capita per month, and six months of physical distancing (starting March 2020).

Supplementary allocation *(for municipalities that own and operate transit systems)*

- ▶ \$2.4 billion based entirely on 2019 transit ridership (population not included in formula).
- ▶ Based on Canadian Urban Transit Association needs assessment (\$400 million/month for six months) and validated through individual city estimates.

Design considerations

- ▶ Municipalities should receive a single transfer that combines the base and supplementary allocation (except in the case of provincially-owned transit systems, such as BC Transit and Metrolinx).
- ▶ This single transfer should provide maximum flexibility to local governments to apply funds towards all operating impacts (foregone revenue and/or unanticipated costs) related to the COVID-19 pandemic.

- ▶ No provincial or municipal matching funds should be required.
- ▶ Requiring provincial matching could cause delays given the varied fiscal capacities of provincial/territorial governments. However, provinces and territories continue to have an important role to play in providing targeted supports for local governments including, but not limited to:
 - ▷ direct support for COVID-19 emergency response and support for vulnerable populations;
 - ▷ expansion or backstop of property tax deferral programs (especially long-term deferment programs that will delay taxes beyond a single fiscal year);
 - ▷ block operating grants for local governments.
- ▶ Given significant downside risks—including the likelihood of future pandemic waves that require physical distancing, and the potential for property tax delinquencies—it is likely that the full allocation under an emergency operating grant will be fully utilized by local governments.



The Vulnerable Person's Registry is a critical program where the elderly and people with special needs are contacted daily, making sure that they are safe and their needs are being met. *Photo: Regional Municipality of Wood Buffalo*

- ▶ Any limited unused funding could be reserved for additional COVID-19-related operating shortfalls in 2020 or 2021, or transferred to the federal Gas Tax Fund to be used for incremental capital expenditures as part of Canada's COVID-19 recovery plan.

Potential impact *(all numbers rounded and approximate):*

Municipality	Preliminary net losses*	Base allocation (GTF formula)	Supplementary allocation (transit)	Total allocation
City of Toronto	\$1.690B	\$575M	\$575M	\$1.150B
Metro Vancouver**	\$900M	\$510M	\$290M	\$795M
City of Calgary	\$400M	\$255M	\$115M	\$370M

* preliminary estimates assuming full year impact of six months of physical distancing

** extrapolation of data provided by City of Vancouver (local government not including transit) and TransLink (transit)

Eyes on the future

Right now our focus is on tackling the public health and economic crisis in our cities and communities—and ensuring local leaders can continue to deliver the essential services Canadians rely on. But we're also keeping an eye on the future—for when Canada is ready to move from response to recovery.

Across the country, municipalities have already begun taking steps to help drive the massive nation-building effort that will be required when the pandemic ends—from getting local businesses back on their feet to implementing job-creating stimulus projects. FCM is supporting this work by collecting and analyzing on-the-ground data that will inform recommendations for Canada's recovery. From housing, to infrastructure, to green, sustainable and resilient projects, cities and communities have a long track-record of delivering results efficiently and effectively. Municipalities will be essential partners in rebuilding the economy we want for the future.

But as with any crisis, it will be just as important to learn lessons from this pandemic. We will honour and celebrate how Canadians and their governments came together in common cause. We will also need to take a critical look at the foundational cracks that have been more harshly exposed in how we approach the role of local governments. In clear view are the outdated tools and authorities granted to municipal leaders, and how they simply do not match the modern role cities and communities play in supporting Canadians and driving our economy. When the time is right, FCM and local leaders will be ready to have that conversation.

In the immediate, we will continue working flat-out, as partners on the front lines, to keep Canadians as safe as possible, and ready our economy for the comeback we're confident we can collectively drive. We're all in this together.



FCM.ca



March 23, 2020

By Fax to: 613.941.6900 & Twitter @CanadianPM, @JustinTrudeau

The Right Honourable Justin Trudeau
Prime Minister of Canada
Langevin Block,
Ottawa, Ontario, K1A 0A2

Dear Prime Minister:

Re: Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19 Pandemic

It is trite to repeat the human and financial toll of the COVID-19 Pandemic. Similarly, the commitment of the federal, provincial and municipal governments toward alleviating the suffering of Canadians does not require repeating.

We, at the Town of Midland, in the Province of Ontario, are proposing what we believe to be a simple but effective solution to facilitate the delivery of our common and shared commitment to the financial and psychological well-being of all Canadians.

Proposal:

1. Residential Properties (primary residence only)

- a. Waive 100% of the 2020 property taxes for all residential properties currently assessed at or below \$ 500,000.00 by each governing provincial property assessment body; and
- b. Waive 50% of the 2020 property taxes for all residential properties currently assessed below \$ 1,000,000.00; and
- c. Waive 25% of the 2020 property taxes for all residential properties currently assessed above \$1,000,000.00.

2. Industrial, Commercial and Farm Properties

- a. Waive 100% of the 2020 property taxes for all; industrial, commercial and farm properties currently assessed at under \$ 10,000,000.00; and
- b. Waive 50% of the property taxes for the year 2020 for all industrial, commercial and farm properties currently assessed between \$10,000,000.00 and \$ 50,000,000.00; and
- c. Waive 25% of the property taxes for the year 2020 for all industrial, commercial and farm properties assessed above \$50,000,000.00.

3. Federal Transfer Payment to Canadian Municipalities

- a. In lieu of the annual municipal property taxes, the Federal Government transfers funds to municipalities across Canada, as a one-time grant.

Advantages of the Proposal:

1. Quick and timely relief;
2. Direct relief to all Canadian homeowners and the business community;
3. Directly protects Canadians who although may be solvent, are unable to easily meet the financial pressures beyond their personal capacity due to COVID-19;
4. No additional resources required to assess individual need and delivery of the relief;
5. Negligible overhead costs for the disbursement of the relief. In fact, it may cut-down on some of the work for municipal staff; and
6. The financial stimulus received from the federal government will come into circulation immediately and will stay in the community.

There are a multitude of other direct and indirect financial and non-financial benefits that will result from the implementation of this proposal. The biggest non-financial impact is that Canadians will see an immediate financial relief respecting the pressures to make their property tax payments and be better positioned to address other essential needs. In turn, removing this added stress will provide some relief to the already strained financial and health systems.

As you are aware, Canadians are entering this time of crisis with a very high amount of house-hold debt and a great deal of financial fragility. Taking this simple step should alleviate some of those pressures. At the same time, it will keep your municipal governments, and school boards primed for continued productivity and forward momentum to address the fallout from COVID-19.

Thanking you in anticipation of a favourable response.

Sincerely,

The Corporation of the Town of Midland



Stewart Strathearn,
Mayor
ssrathearn@midland.ca



Amanpreet Singh Sidhu,
Chief Administrative Officer
asidhu@midland.ca

- c: Town of Midland Council
Association of Municipalities of Ontario
Province of Ontario



April 27th, 2020

The Right Honourable Justin Trudeau via email
Prime Minister of Canada
Langevin Block
Ottawa, Ontario, K1A 0A2

Re: Federal Assistance for Municipalities

Dear Prime Minister:

Municipalities across Canada are working hard to respond to the ongoing international crisis. On a day-to-day level, Canadians depend on municipal services including fire and emergency services, essential road maintenance, garbage and recycling, bylaw enforcement, and building permits. However, municipalities need help from our federal partners to deliver these services while also supporting their residents.

At the Regular Meeting of April 21st, 2020, the Council of the Township of Montague passed the following motion:

MOVED BY: J. Carroll
SECONDED BY: I. Streight

RESOLUTION NO: 88-2020
DATE: April 21, 2020

That the Township of Montague supports the proposal in principle from the Town of Midland, for the federal government to provide grant funding municipalities to forgive tax payments.

And that the motion be sent to all municipalities across Ontario; local MPs and MPPs and AMO

CARRIED

Please find the attached letter from the Town of Midland detailing a potential funding arrangement. The Township of Montague supports this, or the proposed funding arrangement recommended by the Federation of Canadian Municipalities through the Gas Tax Fund, also attached.

Thank you,

Jasmin Ralph
Clerk Administrator

Cc: Association of Municipalities of Ontario
Cc: All Ontario Municipalities

From: [Canadian Tire Jumpstart Charities](#)
To: [Jana Nethercott](#)
Subject: 2020 Jumpstart Accessibility Grant Update
Date: May 7, 2020 11:15:47 AM

Dear Jana Nethercott,

On behalf of Canadian Tire Jumpstart Charities, we want to thank West Elgin for applying for a Jumpstart Accessibility Grant! Overall, our review panel was very impressed by the level of detail and amount of thought put into your application for Miller Park Accessibility Improvement Project and we want to commend you for taking the time to apply.

Unfortunately, given current government mandated stoppages for non-essential construction projects, closures of both public and private recreation spaces, and the ongoing impacts associated with the global pandemic, Jumpstart has had to make some difficult decisions regarding our granting streams. As such, we regret to inform you that we will not be awarding Jumpstart Accessibility Grants for the 2020 calendar year.

It is important to note that your application did go through the complete Jumpstart Accessibility Grant review process and received both a final score and specified feedback. If you would like further detail regarding your application's feedback, please reach out to jumpstart.inclusiveplayproject@cantire.com.

Thank you once again for your grant application, and for your patience as we've worked to deliver this message.

Sincerely,

Canadian Tire Jumpstart Charities



RECEIVED
MAY 04 2020

April 21, 2020

Honourable Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3
minister.omafr@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. Bill 156: Security from Trespass and Protecting Food Safety Act is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Yours Very Truly,

Warden Dave Mennill

cc: Elgin Federation of Agriculture
Municipality of Bayham
Southwold Township
Municipality of West Elgin

Town of Aylmer
Malahide Township
Municipality of Dutton Dunwich
Municipality of Central Elgin

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



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-39

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 14, 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 May 14, 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 14th day of May, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk