



Municipality of West Elgin

Agenda

Council Meeting

Date: February 25 2021, 9:30 a.m.

Location: Electronic Participation Meeting via Zoom

Due to COVID-19 and physical distancing requirements this meeting is being held in an alternate location to allow the public to attend. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

7

Recommendation:

That the Minutes of the Council meeting on February 11, 2021 and Committee of the Whole on February 18, 2021 be adopted as circulated and printed.

5. Business Arising from Minutes

6. Delegations - Not before 10 a.m.

6.1. The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks and MPP for Elgin-Middlesex-London

7. Staff Reports

7.1. Operations & Community Services

- 7.1.1. L. Gosnell, Manager of Operations & Community Services - 2021 Landfill Monitoring Agreement** 17

Recommendation:

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

That West Elgin Council approve the 2021 Landfill Monitoring Contract submitted by BluMetric Environmental.

7.2. Planning

- 7.2.1. Heather James, Planner - Request for Letter of Concurrence 158 Main Street** 27

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Tekksavy Solutions Inc. c/o FONTUR International for modifications to an existing telecommunications tower site located at 158 Main Street;

That West Elgin Council hereby agrees to the modifications to the existing telecommunications tower site located at 158 Main Street; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

- 7.2.2. Heather James, Planner - Request for Letter of Concurrence 8650 Furnival Road** 45

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Tekksavy Solutions Inc. c/o FONTUR International for modifications to an existing telecommunications tower site located at 8650 Furnival Road;

That West Elgin Council hereby agrees to the modifications to an existing telecommunications tower site located at 8650 Furnival Road; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

**7.2.3. Heather James, Planner - Request for Letter of Concurrence
22131 Clachan Road** **63**

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Xplornet Communications Inc. c/o Forbes Bros. Ltd. to permit a new telecommunications tower located at 22131 Clachan Road;

That West Elgin Council approves of the proposed telecommunications tower located at 22131 Clachan Road; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

**7.2.4. Heather James, Planner - New Official Plan Public Engagement
and Communications Plan** **80**

Recommendation:

That West Elgin Council hereby receives the report from Heather James, Planner re: New Official Plan Public Engagement and Communications Plan for information purposes.

**7.2.5. Heather James, Planner - Declare Municipal Lands Surplus
Plan 75 Lots 311, 312 and 313** **97**

Recommendation:

That West Elgin Council hereby receives the report from Heather James to declare the lands legally described as Plan 75 Lots 311, 312 and 313 as surplus to the needs of the municipality;

That West Elgin Council hereby declares the lands legally described as Plan 75 Lots 311, 312 and 313 as surplus to the needs of the municipality;

That West Elgin Council hereby authorizes the disposition of the lands without an appraisal as it is in the best interest of the municipality and agrees with the Clerk that notice of the intention to dispose of the lands is not required; and, lastly,

That West Elgin Council hereby authorizes the disposition of the lands through a land exchange.

7.2.6.	Heather James, Planner - Declare Municipal Lands Surplus Plan 75 Lot 318	100
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Recommendation:

That West Elgin Council hereby receives the report from Heather James to declare the lands legally described as Plan 75 Lot 318 as surplus to the needs of the municipality;

That West Elgin Council hereby declares the lands legally described as Plan 75 Lot 318 as surplus to the needs of the municipality;

That West Elgin Council hereby authorizes the disposition of the lands without an appraisal as it is in the best interest of the municipality; and, lastly,

That West Elgin Council hereby offers the lands for sale through posting of a sign and through a call for proposals.

7.2.7.	Heather James, Planner - Update Report on Zoning By-law Amendment 24801 Pioneer Line	104
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Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding an update report on the zoning by-law amendment for 24801 Pioneer Line; and,

That West Elgin Council hereby directs staff on the next steps to complete the planning process.

7.3. Finance/Administration

7.3.1. Verbal Update on Municipal Operations

8. Committee and Board Report

8.1. Recreation Committee

8.1.1.	Agenda - February 17, 2021	112
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8.2. Councillor Reports from Committees

8.3.	Youth Task Team - January 2021 Minutes	114
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8.4.	Heritage Homes Minutes - October 26, 2020	118
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9. Waiver of Fees Requests

Recommendation:

Item 9.1 is here by approved/denied.

9.1. Elgin County Library Tax Clinic	121
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10. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #2A amounting to \$598,409.31 in settlement of General, Road, Water and Arena Accounts including EFT#3607-3653, online Payments# 621-630 and Payroll PP03.

11. Correspondence

11.1. Ministry of Agriculture, Food and Rural Affairs - Home-based Food Businesses	123
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11.2. Elgin County - Cancellation of Green eRecycling Program	125
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12. Council Inquires/Announcements

12.1. Notice of Motion

12.2. Statements/Inquires by Councillors

12.3. Matters of Urgency

13. By-Laws

13.1. By-Law 2021-10 - Adopt 2021 Budget	126
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Recommendation:

That By-law 2021-10, being a by-law to Adopt the 2021 Budget for the Municipality of West Elgin, be read a first, second and third and final time.

13.2. By-Law 2021-11 - Adopt Education Reimbursement Policy	180
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Recommendation:

That By-law 2021-11, being a by-law to adopt and maintain a policy with respect to Education Reimbursement, be read a first, second and third and final time.

13.3. By-Law 2021-12 - Tile Loan Rate By-Law 187

Recommendation:

That By-law 2021-12 being a by-law imposing special annual drainage rate upon land in respect of which money is borrowed und the Tile Drainage Act, be read a first, second and third and final time.

13.4. By-Law 2021-14 - Gas Tax Agreement 189

Recommendation:

That By-law 2021-14, being a by-law to Authorize the Execution of an Agreement between Her Majesty the Queen in Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program, be read a first, second and third and final time.

14. Confirming By-Law 193

Recommendation:

That By-law 2021-13, being a by-law to confirm the proceedings of the Regular Meeting of Council on February 25, 2021, 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 March 11, 2021 or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

February 11, 2021, 9:30 a.m.

Electronic Participation Meeting via Zoom

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, Manager of Operations & Community Services
J. Morgan-Beunen, Chief Building Official
Jeff McArthur, Fire Chief

Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held electronically

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2021- 26

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Closed Session

Resolution No. 2021- 27

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:30 a.m. under Section 239 (2)(b & c) of the *Municipal Act, 2001* consideration will be given to personal matters about identifiable individual(s), including municipal or local board employee(s) as well as a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

4. Report from Closed Session

Mayor McPhail reported out at 9:47 a.m., that staff direction was provided regarding a proposed or pending acquisition or disposition of land by the municipality and personal matters about identifiable individuals.

5. Disclosure of Pecuniary Interest

No disclosures

6. Adoption of Minutes

Resolution No. 2021- 28

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Minutes of the Council meeting on January 28, 2021 and the Committee of the Whole on February 4, 2021 be adopted as circulated and printed.

Carried

9. Staff Reports

9.2 Fire

9.2.1 J. McArthur, Fire Chief - Monthly Report – January 2021

Councillor Rowe inquired about Fire Chiefs thoughts on the closing of the Fire College as there have been two resolutions submitted from other municipalities. Chief McArthur stated that if as promised the Fire Marshall develops regional training centres it could be a

benefit for stations in Southern Ontario, with more collaborative training and more opportunity for volunteer fire fighters to attend training without having to take time off from their regular jobs.

Resolution No. 2021- 29

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: January Monthly Fire Report for information purposes.

Carried

8. Delegation

8.1 B. Lima, County Engineer - Zero-Emission Vehicle Infrastructure Program

Brian Lima, Director of Engineering Services for the County of Elgin joined the meeting at 9:50 a.m. to introduce his report on Zero-Emission Vehicle Infrastructure. Mr. Lima explained that the funding for these stations has been allocated at this time however should one of the locations not happen there is a possibility of using some funding for one of these funded stations in the Downtown Rodney Reconstruction. Mr. Lima explained that installing the infrastructure for these stations can be done as part of the work with at minimal cost that could be covered in the contingency funds of the project. Mr. Lima and Lee Gosnell will report back to Council at a future date with proposed locations for these stations.

9. Staff Reports

9.2 Fire

9.2.2 J. McArthur, Fire Chief - Farm 911 The Emily Project

Resolution No. 2021- 30

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council hereby support the Mission of *Farm 911 The Emily Project*.

Carried

9.2 Fire

9.2.3 J. McArthur, Fire Chief - Officer Positions

Resolution No. 2021- 31

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council hereby approves the creation of two positions for the West Elgin Fire Department of Fire Prevention Officer and Training Officer.

Carried

9.1 Building

9.1.1 J. Morgan-Beunen, CBO - Building Activity Report January 2021

Council received and filed the monthly report.

12. Correspondence

12.8 Tiny Tots - Request

Resolution No. 2021- 32

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby approves the extension of the current contract with Tiny Tots Cooperative Nursery for the 2021/2022 school year, at a rental rate of \$1000 per month, if required.

Carried

9. Staff Reports

9.3 Operations & Community Services

9.3.1 L. Gosnell, Manager of Operations & Community Services - January 2021 – Monthly Report

Resolution No. 2021- 33
Moved: Councillor Rowe
Seconded: Councillor Tellier

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

Carried

9.4 Finance/Administration

9.4.1 M. Badura, CAO/Treasurer - Education Reimbursement Policy

Resolution No. 2021- 34
Moved: Councillor Tellier
Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Education Reimbursement Policy; and

That West Elgin Council hereby directs staff to bring forward a by-law to adopt Education Reimbursement Policy at the next Council meeting.

Carried

9.4.2 M. Badura, CAO/Treasurer - Verbal Update on Municipal Operations due to COVID-19 Restrictions

Ms. Badura reported that despite the loosening of restrictions, the Municipal Office and Service Ontario will remain closed to the public at this time, until more information is received. Ms. Badura reported that she has requested from Service Ontario, that when the office is re-opened it will change to appointment only.

10. Committee and Board Report

10.1 Homelessness Coalition

10.2 Councillor Reports from Committees

10.3 Four Counties Transit Committee

10.3.1 Minutes of December 1, 2020

10.3.2 Agenda of February 1, 2021

11. Accounts

Resolution No. 2021- 35

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #2 amounting to \$374,591.29 in settlement of General, Road, Water and Arena Accounts including EFT#3543-3606, online Payments# 609-620, Cheques #25641-25653 and Payroll PP02.

Carried

12. Correspondence

12.1 Elgin County - Council Highlights January 26, 2021

12.2 Elgin County - Official Plan Public Notice

12.3 Elgin County - Community Safety and Well-Being Plan Update

12.4 Township of Baldwin - Ontario Fire College

12.5 Township of Terrace Bay - Ontario Fire College

12.6 Ontario Farmland Trust - 2021 Farmland Forum

12.7 Tiny Tots - Thank You Letter

13. Council Inquires/Announcements

13.1 Notice of Motion

None.

13.2 Statements/Inquires by Councillors

Councillor Rowe noted that all of Council has been invited to the Eagle Community Centre Annual General Meeting and she will be attending as she is a member and can provide greetings on behalf of Council.

13.3 Matters of Urgency

None.

14. By-Laws

14.1 By-Law 2021-08 - Borrowing By-Law

Resolution No. 2021- 36

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That By-law 2021-08 being a by-law for municipal borrowing of current expenditures be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2021- 37

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2021-09 being a By-law to confirm the proceeding of the Regular Meeting of Council held on February 11, 2021, be read a first, second and third and final time.

Carried

16. Adjournment

Resolution No. 2021- 38

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That the Council of the Municipality of West Elgin hereby adjourn at 11:34 a.m. to meet again at 9:30 a.m. on February 18, 2021 as Committee of the Whole and February 25, 2021 as Council or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Committee of the Whole Meeting

February 18, 2021, 9:30 a.m.

Electronic Participation Meeting via Zoom

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

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

1. Call to Order

Mayor McPhail called the meeting to order at 9:31 a.m.

2. Adoption of Agenda

Moved: Councillor Rowe

Seconded: Councillor Cammaert

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Arena Re-Opening

Lee Gosnell, Manager of Operations & Community Services reported that there was an Emergency West Elgin Community Centre Board of

Management meeting held February 16, 2021. At this meeting, the Board heard that roughly 80% of the users are able to return to the ice under the current restrictions and that the Board committed to keeping the ice in until March 28, 2021.

Mayor McPhail thanked the Recreation Staff for their quick work in getting the ice surface and the building ready for use starting February 18, 2021

5. Budget Revisions Presentation

CAO/Treasurer Magda Badura provided a PowerPoint presentation on the 2021 Draft Budget. Staff presented five (5) options for the Community Pool. After some discussion Committee of the Whole decided to move forward with Option 3, having pool open Thursday to Sunday from 2 p.m. to 9:30 p.m.

Clerk Jana Nethercott reviewed with Committee of the Whole the Community Grants. After some discussion the Committee choose to reduce the budgeted amount to \$56,000 through the reduction of award to Aldborough Public School to \$12,500 and reducing the money left for awards throughout the year to \$8,000. Committee of the Whole also agreed to continue hosting virtual Council and Committee meetings, thus freeing up the Recreation Centre on Thursdays for user groups and allowing Tiny Tots EarlyON program the use on Tuesday mornings.

6. Discussion on 2021 Budget

Committee of the Whole is now satisfied for the 2021 Budget to be presented at Council for approval.

7. Adjournment

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Committee of the Whole hereby adjourn at 10:51 a.m. to meet again at 9:30 a.m. on February 25, 2021 as Council or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2021-02-25
Subject: 2021 Landfill Monitoring Agreement

Recommendation:

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

That West Elgin Council approve the 2021 Landfill Monitoring Contract submitted by BluMetric Environmental.

Purpose:

The purpose of this report is to renew the services of BluMetric Environmental to provide landfill monitoring and MECP reporting for 2021.

Background:

BluMetric Environmental (formerly WESA) has been providing quality service to the Municipality of West Elgin since 2006 when landfill monitoring began. The scope of work in this contract include (but is not limited to) the following;

1. Landfill monitoring, including ground water testing and ECA compliance, completed twice per year (spring and fall).
2. Technical assistance with implementation, changes or repair of landfill/transfer site operations and equipment.
3. Completion of all MECP requirements including preparation and submission of the annual landfill report.
4. Yearly presentation to council (typically in April) on environmental and operational items including test results, usage and life expectancy updates.

Financial Implications:

BluMetric's quote of \$34,430.00 (plus applicable taxes) is included in West Elgin's 2020 draft budget. This represents a 5.5% increase over last year.

Report Approval Details

Document Title:	2021 Landfill Monitoring Agreement - 2021-05-Operations Community Services.docx
Attachments:	
Final Approval Date:	Feb 22, 2021

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

Jana Nethercott



February 1, 2021
Proposal Number: P05304

Mr. Lee Gosnell
The Corporation of the Municipality of West Elgin
22413 Hoskins Line, Box 490
Rodney, ON N0L 2C0

**Re: West Elgin Landfill 2021 Site Monitoring and Operations Proposal
Rodney, Ontario**

Dear Mr. Gosnell:

BluMetric Environmental Inc. (BluMetric™) is pleased to provide a work plan and cost estimate to complete the 2021 site monitoring program at the West Elgin Landfill Site in Rodney, Ontario. The work plan was developed based on requirements set out by the Ministry of the Environment, Conservation and Parks (MECP) in Environmental Compliance Approval (ECA) Number A051101 for the site originally dated December 21, 2005, and amended April 11, 2012, September 11, 2015, and April 4, 2017.

The work plan is further described below.

WORK PLAN

The following lists the tasks set to be completed in 2021:

- Task 1.1: Spring 2021 Environmental Monitoring Program
- Task 1.2: Fall 2021 Environmental Monitoring Program
- Task 2.1: Spring Interim Assessment of Monitoring Results
- Task 2.2: Fall Interim Assessment of Monitoring Results
- Task 2.3: Annual Analysis and Reporting
- Task 3: Meeting Attendance

Tasks 1.1 and 1.2 - Spring and Fall 2021 Environmental Monitoring

The on-site groundwater monitoring network is composed of fourteen (14) monitoring wells and two (2) piezometers in the adjacent wetland. Groundwater sampling in the Spring and Fall 2021 will take place in accordance with the bi-annual sampling schedule for the site as outlined in the



Tel. 519-742-6685

BluMetric Environmental Inc.

Unit 3B, 209 Frederick Street, Kitchener, Ontario, Canada N2H 2M7

www.blumetric.ca

table below. (It should be noted that there is no monitoring wells MW13 or MW16 through MW18 on-site).

Well	Sampling Frequency	Analytical and Field Parameters
All monitoring wells (MW1, MW2-R, MW2D, MW3, MW4, MW5-R, MW6, MW7, MW8, MW9, MW10, MW11, MW12, MW14, MW15, MW19) + QA/QC (1 duplicate for general chemistry and metals parameters and 1 trip blank for volatile organic compounds (VOCs))	Bi-annually (Spring and Fall)	General Chemistry, Metals, and VOCs Combustible Gas

The depth to groundwater will be measured to calculate groundwater elevations at each location to confirm the direction of groundwater flow. A minimum of three well volumes will be purged or the well will be purged three times dry prior to sampling. Water samples will be collected from each location and submitted for analyses to ALS Laboratory Group of Waterloo, Ontario.

Samples will be analyzed for general chemistry parameters (Alkalinity, Ammonia, Colour, Conductivity, DOC, pH, TDS, Turbidity, Nitrate, Nitrite, Total Kjeldahl Nitrogen (TKN) Phosphorus, Sulfate, Chloride, Fluoride, Anion/ Cation Sum, Hardness, Ion Balance, Langelier Index and Saturation pH), a general metals scan (Al, Sb, As, Ba, Be, Bi, B, Cd, Ca, Cr, Co, Cu, Fe, Pb, Mg, Mn, Mo, Ni, P, K, Se, Si, Ag, Na, Sr, Tl, Sn, Ti, W, U, V, Zn, Zr), and VOCs.

One field duplicate sample (analyzed for general chemistry parameters and metals) and one trip blank sample (analyzed for VOCs) will be collected for Quality Assurance and Quality Control (QA/QC) purposes.

Methane concentrations will also be measured in the Spring and Fall of 2021 at all groundwater monitoring locations. The measurements will be taken concurrently with the groundwater depth measurements using a GEM™2000 Landfill Gas Analyzer specifically designed for use on landfills, including measuring methane gas in standpipes as well as to monitor landfill gas (LFG) extraction systems, flares, and migration control systems. The GEM™2000 samples and analyzes the methane, carbon dioxide and oxygen content of landfill gas and shows the results as percentages of CH₄, CO₂, O₂ and “balance” gas by volume. BluMetric will also measure methane concentration in any on-site buildings/ sheds/ or sea boxes where staff may enter.

Tasks 2.1 and 2.2 - Interim Assessment of Monitoring Results

Following the Spring and Fall sampling events, the groundwater data will be added to the historical site data and reviewed. A letter summarizing the results of the groundwater monitoring and highlighting any anomalies will be prepared after each sampling event. The need for additional

monitoring events and potential changes to analytical parameters and monitoring frequencies will be re-evaluated at those times.

Task 2.3 - Annual Analysis and Reporting

In accordance with the ECA, a report on the development and operation of the site, including the monitoring program, will be submitted to the MECP by April 30, 2022 based on the information collected in 2021.

This report will present the findings of the two preceding monitoring events (Spring and Fall 2021) and will make recommendations for any additional work or actions that may be required during subsequent monitoring periods.

Based on the assessment of the results from the previous monitoring period as well as historical data, recommendations will be made for on-going site monitoring with respect to the number of locations, frequency of monitoring and the necessary geochemical parameters for analyses. Any recommended modifications to subsequent monitoring programs will be presented to the Municipality of West Elgin and the MECP for their approval prior to modifying future programs. Likewise, any recommended operational changes will also be incorporated into this section.

Task 3 - Meeting Attendance

BluMetric personnel look forward to continuing to work closely with the Municipality of West Elgin and its Municipal Council. Presentation of annual reports, project updates and the resolution of issues over the course of the project will be addressed through meetings with BluMetric and the Municipality of West Elgin. One on-site meeting a year has been assumed for budget purposes.

PROJECT SCHEDULE AND COST

BluMetric personnel are available to begin work immediately upon proposal review and acceptance by The Municipality of West Elgin. Our estimate of costs for carrying this proposed work plan is provided below in Table 1.

Table 1: Project Costs

Task	Description	Professional Fees	Disbursements		Totals
			Expenses	Laboratory Expenses	
1.1 & 1.2	Environmental Monitoring	\$5,420	\$2,000	\$11,350	\$18,770
2.1 & 2.2	Interim Assessment of Monitoring Results	\$4,760	-	-	\$4,760
2.3	Annual Analysis and Reporting	\$4,750	\$100	-	\$4,850
3	Meeting Attendance & Project Management	\$5,850	\$200	-	\$6,050
Totals		\$20,780	\$2,300	\$ 11,350	\$34,430

The estimated total upset budget for this project is **\$34,430 (not including HST)**. Note that all expenses will be charged at a cost recovery rate plus 10%. Travel costs are based on the rate of \$0.555 per km.

BluMetric will not exceed this budget without prior approval from The Municipality of West Elgin. This budget includes all professional fees and disbursements, but does not include the HST.

CONFIDENTIALITY

All information, data, material, etc. gathered as a part of this study shall be treated as confidential and shall only be discussed with The Municipality of West Elgin unless otherwise directed.

No contacts will be made to any third party without your full knowledge and approval. The contents of this proposal are considered confidential information, and as such is to be kept strictly confidential and shall not be disclosed in any form whatsoever to any other person, entity or corporation, without the prior express written permission of BluMetric.

CLOSING

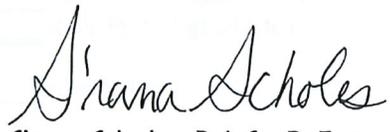
If the terms of this proposed work plan are agreeable to you, please sign one copy of the proposal in the knowledge that this constitutes a legal contract between BluMetric and The Municipality of West Elgin. We are prepared to start work upon receipt of the signed proposal from The Municipality of West Elgin.

Thank you for the opportunity to prepare this work plan and cost estimate for the 2021 site monitoring program.

If you have any questions, or require any additional information, please do not hesitate to contact the undersigned at (519) 588-3000.

Sincerely,
BluMetric Environmental Inc.


Dana Kavanagh
Environmental Technician


S'rana Scholes, B.A.Sc. P. Eng.
Project Manager/ Senior Engineer


Ian Macdonald, M.Sc., P. Geo
Senior Hydrogeologist

Encl.

Ref: P05304 - West Eglin LF Proposal 2020.docx

Proposal Number: P06339 Date (m/d/y): 2/01/2021
 Project Manager: S'rana Scholes QMS Applies: Yes
 Project Name: West Elgin - 2021 Monitoring
 Project Location: Rodney, Ontario
 Project Description: Conduct Spring and Fall compliance monitoring for the Municipality of West Elgin Landfill, as well as inspections and reporting in accordance with the ECA for the site in 2021.

COSTS

Budget - Type: Time and Materials with Cap
 Total Budget - Labour: \$20,780.00 Currency: CAD
 Total Budget - Other Fees: \$13,650.00
 Total Budget (all phases): \$34,430.00

Retainer: \$0.00 Taxes: Applicable Taxes Excluded

Proposal is valid for 60 days from date of issue

CLIENT INFORMATION

Client's Legal Name: Municipality of West Elgin

Client's Operating Name:
(if applicable)

Client Contact Name: Lee Gosnell
 Client Contact Telephone: 519-785-0560 X232 , cell 519-878-3961
 Client Contact Email: roads@westelgin.net

Billing Address (in full): 22413 Hoskins Line, Box 490, Rodney, ON N0L 2C0

Billing Contact Name: Lee Gosnell, Genevieve Scharback

Billing Contact Telephone: 519-785-0560

Billing Contact Email: roads@westelgin.net, gscharback@westelgin.net, accounts@westelgin.net

Billing Instructions: send to billing contacts but also cc mbadura@westelgin.net, include excel budget table (generated by the PM)

Client P.O. Number: _____

Client Authorization: _____
Date (m/d/y) Printed name

Signature



STANDARD TERMS AND CONDITIONS

- 1 **TERMS OF OFFER:** Performance of services by BluMetric Environmental Inc. are subject to the terms and conditions set forth herein. No modification shall be effective unless in writing and signed by an authorized representative of BluMetric.
- 2 **CONSULTING SERVICES:** For work done on a time basis, BluMetric shall be paid for its services on the basis of the number of hours expended by each staff member or independent contractor (excluding for greater certainty any subcontractor referred to in Item 3 below) on the project, multiplied by the applicable hourly fee rate. BluMetric reserves the right to increase or decrease the rates charged to the Client as is necessary to reflect changes in its standard rates. Time spent in travel whether or not during normal business hours will be charged as consulting time. For work of an agreed and defined scope to be done on a fixed fee basis, BluMetric shall be paid the agreed upon amount for its services, in accordance with item 4.
- 3 **OTHER SERVICES AND COSTS:** Other services provided by BluMetric including but not limited to computer time, laboratory and instrument usage, printing, shall be provided at BluMetric's standard commercial rates for such services. Costs incurred for travel and subsistence, and for supplies and services obtained from third parties, including but not limited to telephone charges and subcontractors' services, are billed at BluMetric's cost plus an administrative handling charge of 10%.
- 4 **INVOICING AND PAYMENT:** Invoices shall be rendered monthly or as appropriate and are payable upon receipt. Retainers received on account (if applicable) will be applied to final invoices only. Prior to finalization of BluMetric reports, submissions or other project work, all outstanding, progress invoices must be paid in full.
- 5 **INTEREST:** If payment is not received by BluMetric within thirty (30) calendar days of the invoice date, the Client shall pay as interest an additional charge of 12.32% per annum, being one (1) percent of the PAST DUE amount per month, cumulative. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.
- 6 **COLLECTION COSTS:** In the event legal action is necessary to enforce the payment provisions of this Agreement, BluMetric shall be entitled to collect from the Client all costs and legal fees incurred by BluMetric in connection therewith.
- 7 **TERMINATION AND SUSPENSION OF SERVICES:** Either party may terminate this Agreement in whole or in part at any time by written notice to the other, such notice is effective upon receipt. In the event of such termination, BluMetric shall be paid in accordance with this agreement for services rendered and expenses incurred or committed to before and including the date of termination. If the Client fails to make payments when due or otherwise is in breach of this Agreement, BluMetric may suspend performance of services upon five (5) calendar days notice to the Client. BluMetric shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client.
- 8 **TAXES AND DUTIES:** All sales and usage taxes, customs duties, fees for permits, and similar charges applicable to services provided and intangible items delivered to the Client shall be paid by the Client. Where applicable, sales taxes will apply to all services and disbursements, as defined by current legislation.
- 9 **LIMITED LIABILITY & INDEMNIFICATION:** BluMetric agrees to hold harmless and indemnify the Client from and against liability caused by BluMetric's negligent performance of the services, limited as follows: BluMetric's liability for any claim, whatsoever or howsoever arising, in contract or in tort, related to the services provided under this agreement shall be limited to the lesser of (a) BluMetric's fees for the performance of those services and (b) the extent that such liability is covered by errors and omissions insurance from time to time in effect and which is available to indemnify BluMetric. In any event BluMetric's liability under this agreement shall be limited to the loss or damage directly attributable to the negligent acts or omissions of BluMetric, its directors, officers, servants or agents. In no event shall BluMetric, its directors, officers, servants or agents be liable for loss or damage caused as a result of circumstances beyond BluMetric's control or for loss of earnings or for other consequential damages howsoever caused. The Client in consideration of the provision of the services herein agrees to the limitations of BluMetric's liability aforesaid. The Client shall have no right of set-off against any billings of BluMetric under this agreement to perform services. Any opinion, report, drawing or other document or information provided by BluMetric under this agreement to perform services are for the account of the Client only. Any use which a third party makes of any opinion, report, drawing, or other document or information produced hereunder or any reliance on or any decisions based on such are the sole responsibility of said third party. BluMetric accepts no responsibility for any damage, whatsoever or howsoever caused, suffered by any third party as a result of decisions made or actions based on such opinions, reports, drawings or other documents or information.
- 10 **INSURANCE:** BluMetric, at its expense, carries professional errors and omissions liability insurance to the extent that it deems prudent. BluMetric's errors and omissions policy is available for inspection by the Client upon request. When requested, BluMetric shall supply to the Client a summary of the insurance coverage being maintained, including but not limited to comprehensive general liability, errors and omissions and automobile insurance. If the Client, because of its particular circumstances or otherwise, desires to obtain further insurance to protect it against any risk beyond the coverage provided by such policy, BluMetric shall co-operate with the Client to obtain such insurance at the Client's expense with BluMetric named as a co-insured under the policy or a waiver of subrogation thereunder in favour of BluMetric.
- 11 **CONFIDENTIAL INFORMATION:** BluMetric shall not divulge any confidential information acquired in the course of carrying out the services provided for herein. No such information shall be used by BluMetric without approval in writing from the Client.
- 12 **GOVERNING LAW:** Interpretation and enforcement of this Agreement shall be pursuant to the laws, statutes, and regulations of the Province of Ontario or the Province of Quebec, depending on the location of the BluMetric office from which the project is to be managed. If you are subject to UAV products, by signing this document, you give consent to BluMetric to fly over your property and install temporary ground targets if required. BluMetric complies to all UAV air regulations from Transport Canada and will ensure to have a valid SFOC before the work commences.

Revised 18 June 2016





Staff Report

Report To: Council Meeting

From: Heather James, Planner

Date: 2021-02-11

Subject: Request for Letter of Concurrence 158 Main Street

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Tekksavy Solutions Inc. c/o FONTUR International for modifications to an existing telecommunications tower site located at 158 Main Street;

That West Elgin Council hereby agrees to the modifications to the existing telecommunications tower site located at 158 Main Street; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

Purpose:

The purpose of this report is to provide information on proposed modifications to an existing telecommunications tower site and request for council to direct the CAO/Treasurer to sign a required letter of concurrence.

Background:

As a federal undertaking, telecommunications in Canada falls under the exclusive jurisdiction of the Federal Government of Canada through the Department of Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada). In addition to this federal policy, land use authorities are encouraged to develop their own consultation process for telecommunication sites. The municipality does not have their own consultation process and in the past has used the requirements of ISED.

West Elgin Council passed By-law #2016-68 to authorize the execution of an agreement between West Elgin and TekSavvy Solutions Inc.. to construct a telecommunications tower on lands legally described as Plan 107 Part of Lots 17 and 18, former Village of West Lorne and municipally known as 158 Main Street (as shown on the attached Key Map). The property is owned by the Municipality of West Elgin and is the home of the West Elgin Fire Department – West Lorne Firehall. At that time of the execution of the agreement, TekSavvy Solutions Inc. did not request for a letter of concurrence.

The telecommunications tower, consisting of a foundation and steel structure was originally constructed in November 2016 with a height of 36.0 m (118.11 ft.) and further increased to a height of 44.5 m (146.0 ft.) to accommodate antennas. The tower is owned and operated by TekSavvy Solutions Inc. and provides wireless broadband internet coverage and network capacity. The tower site occupies a footprint of approximately 100.0 m² (1,076.39 ft.²). The requested modification for

the tower is to provide a secured fenced-in compound with a 2.4 m (7.87 ft.) high chain-linked fence topped with barbed wire. The tower was constructed in compliance with ISED, Issue 5 of CPC-2-0-03.

Attached are an outline letter for the development and the site selection and planning justification report prepared for this proposal.

The proposal was circulated to staff. Staff indicated they have no concerns. No public consultation is required. No building permit was required in 2016 due to federal jurisdiction for approvals.

Financial Implications:

None.

Policies/Legislation:

Provincial Policy Statement

Section 1.71 Long-Term Economic Prosperity states long-term economic prosperity should be supported by encouraging efficient and coordinated communications and telecommunications infrastructure.

County of Elgin Official Plan

Section A4.4 Infrastructure encourages the construction of all infrastructure (which includes telecommunication towers) to occur in a manner that is compatible with adjacent land uses and with a minimum of social and environmental impact and encourage the efficient use of land to make the best use of infrastructure and services.

Municipality of West Elgin Official Plan

Section 8.1 Infrastructure – Where Permitted states the use of land for the provision and maintenance of public utilities and infrastructure (e.g. water supply, sanitary sewage disposal, roads, electricity, natural gas, telecommunications) and any buildings, structures or appurtenances thereto shall be permitted in all land use designations in accordance with any and all environmental requirements and approvals and without an amendment to this Plan.

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

Section 4.20 Public Uses states the provisions of this By-law shall not apply to the use of any land or to the erection, alteration or use of any building or structure, or portion thereof, by a public authority provided:

- a) the lot coverage, setback, and yard requirements of the zone in which such land, building, or structure is located are complied with;
- b) no outside storage shall be permitted in a residential zone; in a yard on a lot adjacent to a residential zone; or in a yard on a lot lying opposite a residential zone.

The provisions of a) shall not apply to any use, building or structure erected or used by Hydro One required for the transmission or distribution of electricity.

Public authority shall mean:

- a) the Municipality;
- b) the County;
- c) the Government of Canada;
- d) the Province of Ontario;
- e) the Conservation Authority.

and any other agency, board, commission, committee or other body established or exercising any power or authority under any general or special statute of Ontario or the Government of Canada with respect to any of the affairs or purposes of the Municipality or a portion thereof and includes any committee or local authority established by by-law of the Municipality.

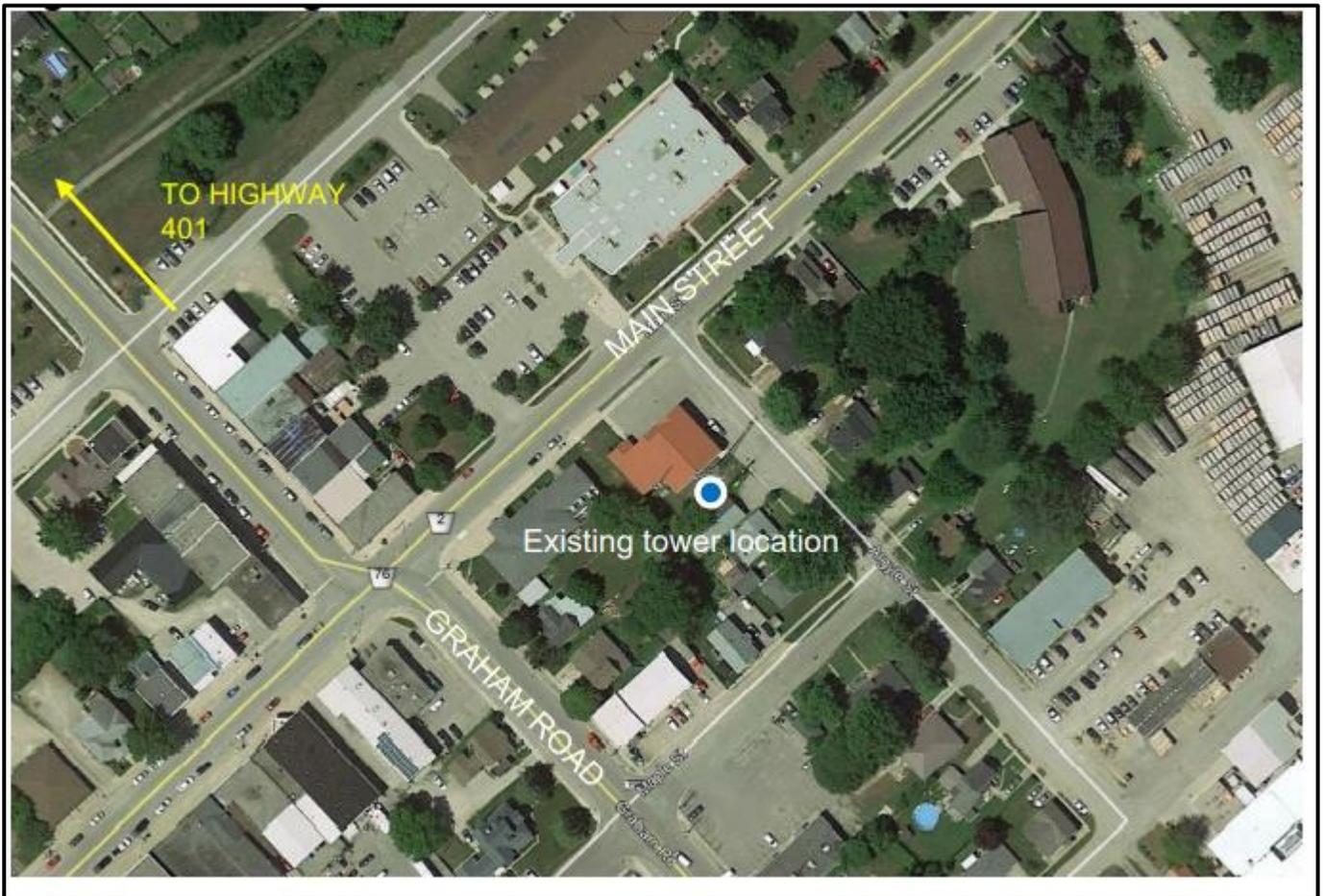
I am of the opinion this proposal would fit the definition of Public Authority.

A letter of concurrence has been attached to this report.

Related Documents:

Cover letter – prepared by FONTUR International;
Site Selection and Justification Report – prepared by FONTUR International; and,
Letter of Concurrence

Key Map



Report Approval Details

Document Title:	Request for Letter of Concurrence 158 Main Street - 2021-04-Planning.docx
Attachments:	- SF1-CS-1-3 - Cover Letter - 20210128.pdf - SF1-CS-1-3 - Justification - 20210129.pdf - Letter of Concurrence - 158 Main Street.docx
Final Approval Date:	Feb 22, 2021

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

Jana Nethercott



70 East Beaver Creek, Suite 22
Richmond Hill, ON, L4B 3B2
Phone: (647) 376-6195
Email: taylor.chiu@fonturinternational.com

January 28, 2021

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

RE: Teksavvy Solutions Inc. - Existing Towers (SKYFi-132, SF1-CS-1-3)

Our File No. SF1-CS-1-3

Dear Ms. James,

I am writing this on behalf of FONTUR International on contract with TekSavvy Solutions Inc. The purpose of this document is to request a concurrence letter from the Municipality of West Elgin regarding an internet tower at 158 Main Street, West Lorne, ON.

The existing tower is a 44.5m self-support tower built by TekSavvy Solutions, in November 2016 at this location. This tower serves an underserved area and supports wireless internet demand.

We feel that this tower is exempt from consultation of planning staff, City Council, and the public in accordance with CPC 2-0-03 – Section 6 – Exclusions, which states that: *“The following proposals are excluded from land-use authority and public consultation requirements:*

- *Existing Antenna Systems: where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owner; [...]*

Please do not hesitate to contact me should you have any questions.

Thank you,

Taylor Chiu
FONTUR International Inc.
On contract to Teksavvy Solutions Inc.



January 29th, 2021

Site Selection & Justification Report

Wireless Internet Tower Site

158 Main Street, West Lorne, ON N0L 2P0

TekSavvy Solutions – contracted to:
FONTUR International
70 East Beaver Creek Road, Suite 22
Richmond Hill, ON L4B 3B2

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Introduction

The on-going increase in the use of broadband internet for personal, business and emergency purposes requires the development of new wireless communications infrastructure. This infrastructure includes new antennas and their support structures which are required meet the demands of increased capacity and broadening service areas. Without antennas in close proximity to the internet device, wireless communication is simply not possible.

The use of broadband internet is firmly entrenched into Canadian society and economy. Canadians currently use more than 30 million wireless devices on a daily basis including, wireless phones, pagers, mobile radios, mobile satellite phones and broadband internet devices.

As part of its on-going commitment to provide high quality internet services, Teksavvy Solutions has determined that a wireless communications facility is required in the Municipality of West Elgin.

This report documents Teksavvy's site selection process, the details of the structure, the applicable Innovation, Science, and Economic Development, (ISED) provisions, and the compliance of with municipality's protocol for development of towers.

As a general matter, the Teksavvy Solutions site selection process is a balanced exercise that must meet our network coverage objectives, having regard for land use constraints and its obligation to its customers to provide a high quality of service.

Wireless communications facilities are regulated by the Federal Government under ISED and need not follow municipal or provincial planning approvals. However, in recognition of the policy vacuum which exists as a result of that circumstance, ISED requires that wireless communication proponents consult with land use authorities.

Purpose - Background & Coverage Requirement

A radio antenna and a tower are the two most important parts of a radio communication system. The antenna is needed to send and receive signals for the radio station. The tower raises the antenna above obstructions such as trees and buildings so that it can send and receive these signals clearly. Each radio station and its antenna system (including the tower) provide radio coverage to a specific geographic area, often called a cell. The antenna system must be carefully located to ensure that it provides a good signal over the whole cell area, without interfering with other stations and can "carry" a signal as the user moves from cell to cell.

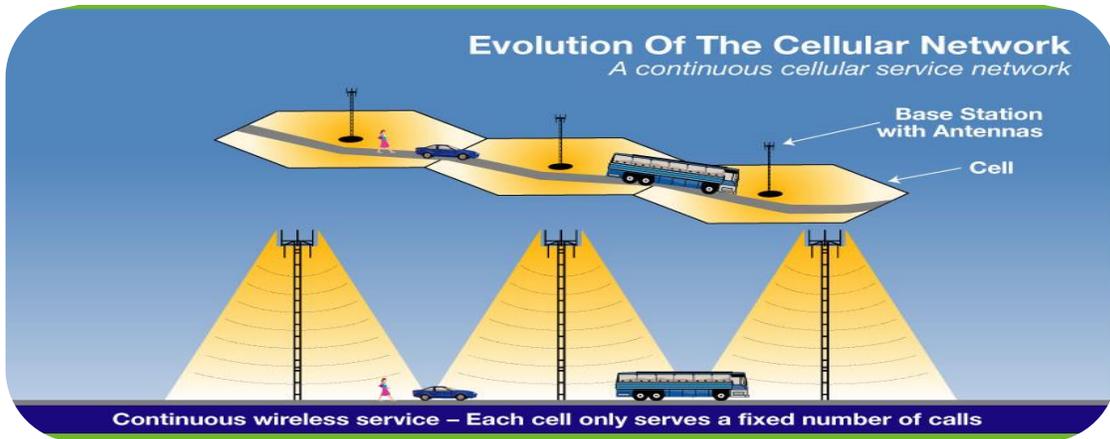


Figure 1

If the station is part of a radio network, the number of stations needed also depends on how many people are using the network. If the number of stations is too small, or the number of users increases people may not be able to connect to the network, or the quality of service may decrease.

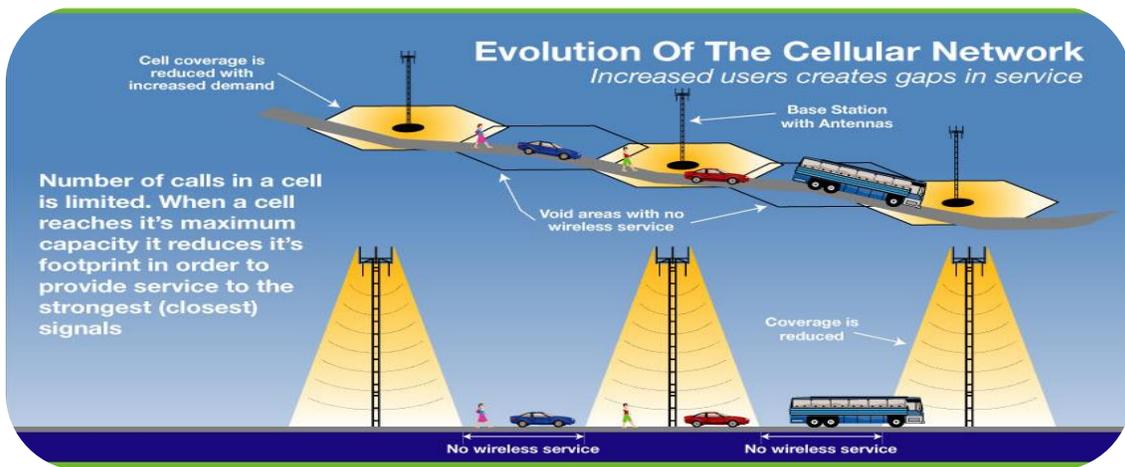


Figure 2

As the number of users exceeds the capacity of the radio station to receive and send data, the coverage area for the cell shrinks and the shrinkage between cells creates coverage holes.

As demand increases for mobile data and new internet services, additional towers are required to maintain or improve the quality of service to the public and restore contiguous wireless service.

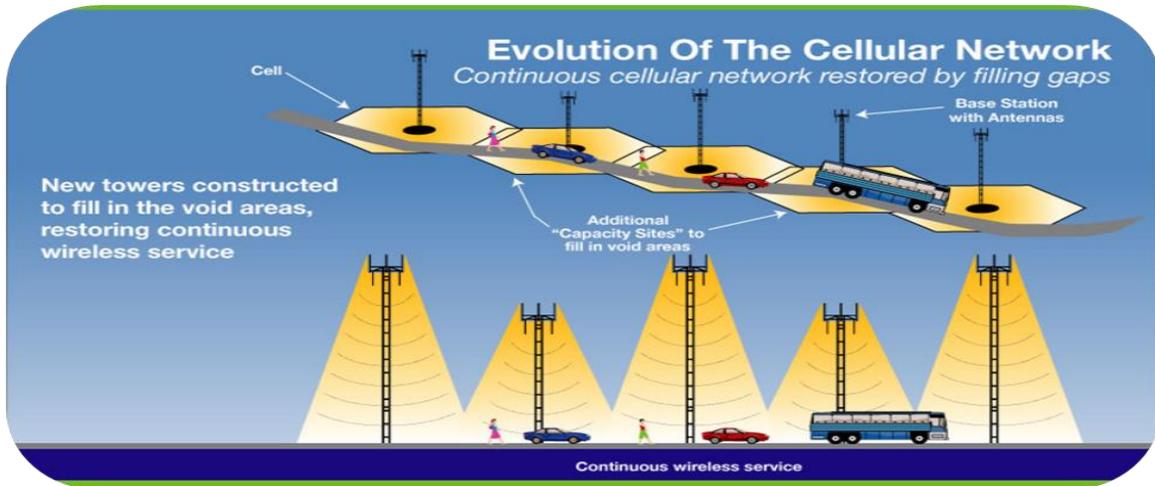


Figure 3

In this case, Teksavvy's Radio Frequency Engineering department has determined the need for a service upgrade to adequately provide continuous coverage and service to their existing and future customer base in the Municipality of West Elgin. Currently, there is a lack of high-speed broadband, and existing services are burdened by a combination of poor data quality and unreliability. In many cases, the internet services are operating at dial-up speed, a standard that has long since been surpassed in other parts of Canada. The result of this situation is on-going customer complaints, high "dropped service" rates, and in extreme circumstances, the potential inability to use the internet service when it may be absolutely critical in an emergency situation.

Teksavvy is committed and mandated by their license to ensure the best coverage and service to the public and private sectors. The existing site in West Elgin is extremely important in terms of providing coverage to an under-served area. Teksavvy wants to provide infrastructure necessary to ensure that both residents and visitors to the area have access to the broadband internet service they are accustomed to in other parts of the country.

Teksavvy's objective for this location is to provide the infrastructure for reliable coverage and capacity into residential, commercial, recreational and agricultural areas in West Elgin. The objective is to have coverage throughout the Municipality of West Elgin, specifically in residential areas where demand wireless broadband internet services is high.

A drive test was conducted by our RF engineers along area roads, such as Graham Road, Main Street, and other small sideroads, for the purpose of determining our coverage objectives. Very weak coverage areas with poor signal strength were found around and along these major roads and sideroads, which generate significant coverage requirements as a result of the density of users and lack of existing coverage.

Figure 4 – Current Tower Infrastructure in West Elgin

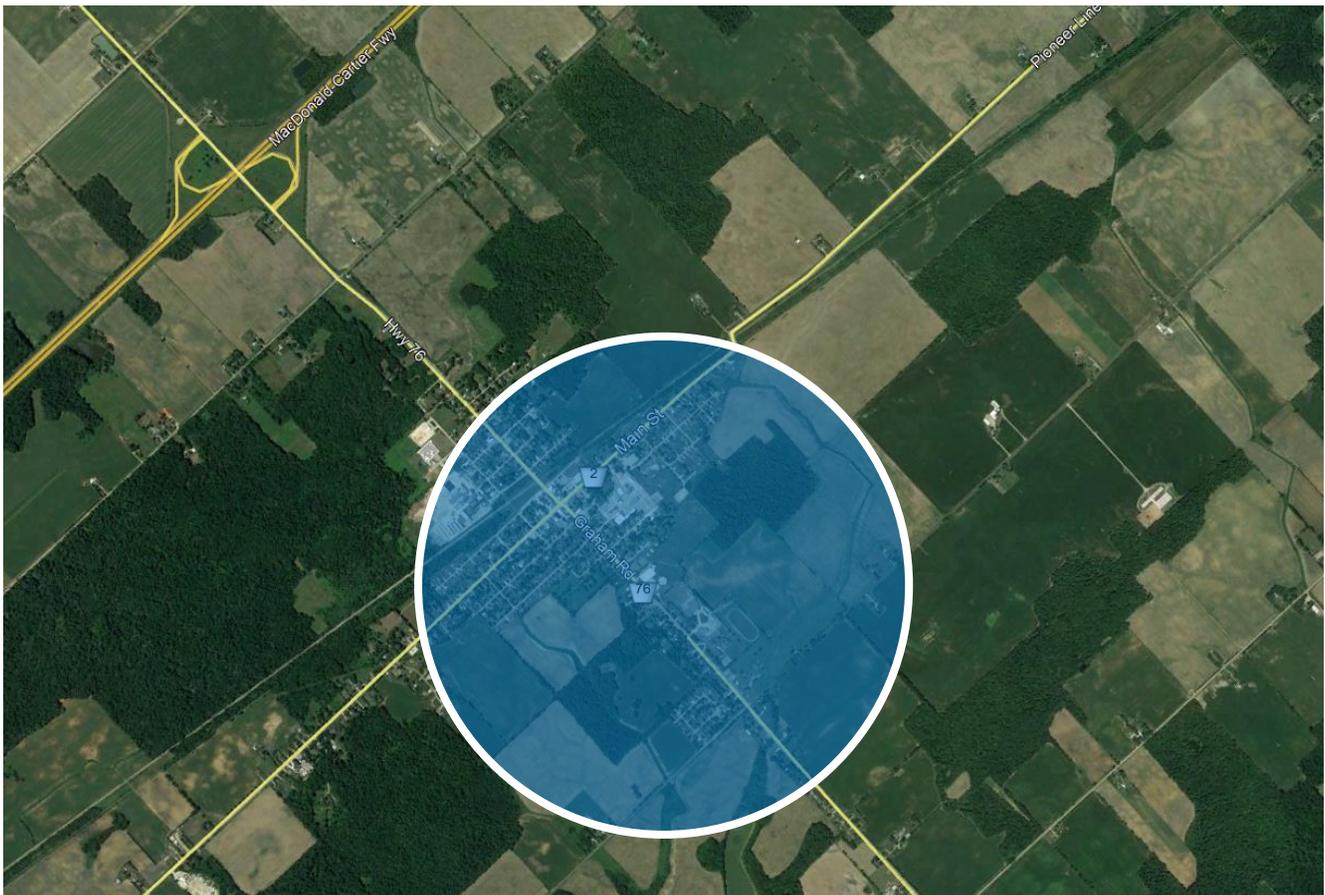


Identification & Evaluation of Different Site Location Options

Teksavvy's existing coverage in the Municipality of West Elgin is in need of upgrading. Like all other infrastructure, it must keep up with changes in the ways people use technology, as well as general population growth of the area. **Figure 4** illustrates the existing wireless internet infrastructure in the area of coverage need. (Existing infrastructure is represented by markers on the map.)

Based on research by Teksavvy's Radio Frequency Engineering teams, a general search area location was chosen centered south-east of the intersection of Graham Road and Main Street. A site within the search ring on the map below (**Figure 5**) would, from an engineering point of view, meet the coverage objectives of Teksavvy's engineers. Typically, in rural areas, the search area can have a radius of between 500 and 1000 metres.

Figure 5 – Search area



A review of existing internet installations within the search area, as illustrated in **Figure 4**, revealed that there are no other existing towers that would meet Teksavvy's coverage requirements (i.e., within the search area). The nearest built antenna installation is a Rogers 60m self-support tower. Given the structure's distance from the centre of the search area (around 1.5km) and the type of structure, it is not a viable co-location option. As a result, a new purpose-built tower for Teksavvy is required.

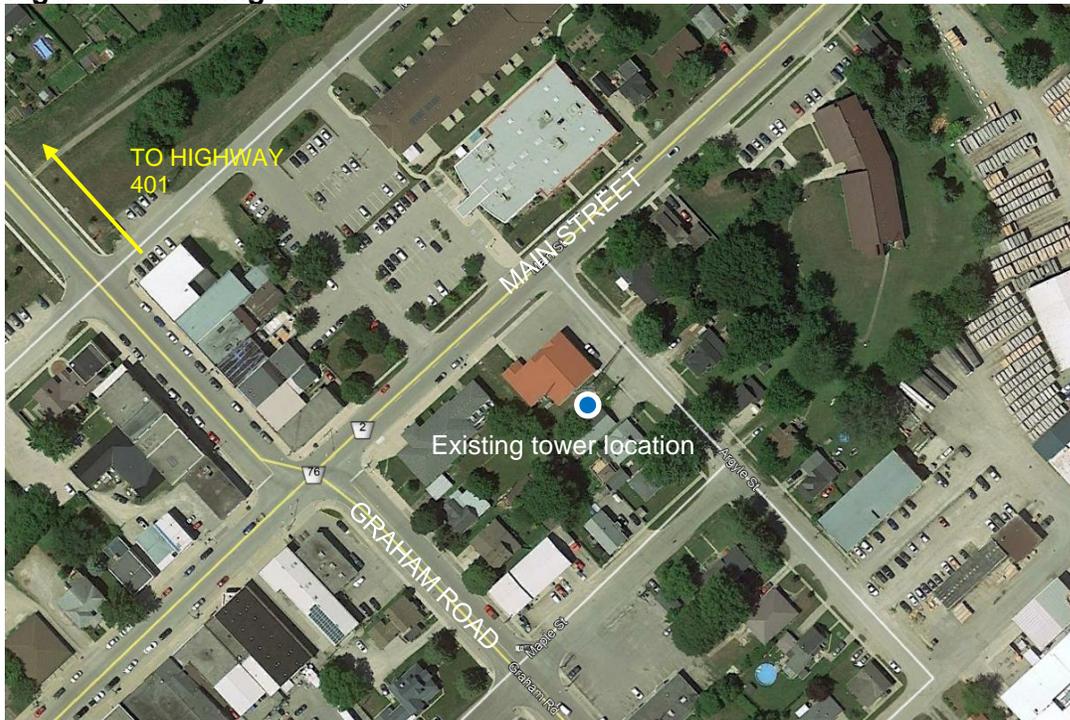
After visiting the search area and reviewing ISED's CPC 2-0-03 Issue 5, located a number of potential sites that would meet engineering requirements as well as the standards outlined in the CPC protocol.

Existing Site Location

The location which Teksavvy created a wireless internet site in West Lorne is municipally known as 158 Main Street, West Lorne, ON.

The property's legal description is PT LT 17-18 PL 107 ALDBOROUGH AS IN WL1537 & WL1346 & PT 1 11R6954 T/W E389601; WEST ELGIN

Figure 6 – Existing location



The site itself is located approximately 50 metres south-east of Main Street and 60 metres north-west of Maple Street.

The geographic coordinates for the site are as follows;

Latitude (NAD 83) N 42° 36' 14.40"

Longitude (NAD 83) W 81° 36' 19.95"

Teksavvy's existing tower accommodates wireless antennas for the purpose of providing wireless broadband internet coverage and network capacity. To the end user, this translates into Teksavvy's 4G/LTE-based broadband internet network, with speeds of up to 25 Mbps. Compared to current services this is a vast improvement.

Towers are limited in terms of both allowable space and engineering capacity. Each antenna array requires a separation of vertical space, so they do not cause interference with each other.

Teksavvy strongly supports co-location on existing towers and structures and designed the tower to accommodate future carriers on the tower. The use of existing structures minimizes the number of new towers required in a given area and is generally a more cost-effective way of doing business. In this particular case, Teksavvy was unable to find a co-locatable structure within their search area.

As a result, a new tower was built. Although it is not as ideal as co-location, this additional tower will allow for future co-location and reduce tower proliferation for the Municipality of West Elgin.

Description of Existing Tower

The existing system for this location is a self-support internet tower that is 44.5 metres in height. The site occupies a compound area of approximately 10m x 10m. The tower is located within a secure fenced-in compound, with a 2.4-metre high chain-link fence topped with barbed wire. The compound includes an electronically-monitored walk-in radio equipment cabinet.

Teksavvy has installed antenna and microwave equipment. The tower provides wireless internet services for subscribers to Teksavvy's services.

Justification of Existing Siting

Prevalent in our search area of West Elgin are agricultural uses, single-family homes and forested areas. The existing tower has been sited on a municipal property with fewer residential uses nearby. In addition to financial compensation to the municipality, this location also borders an existing industrial area in order to respect the local environment and to mitigate any potential impacts. Most notably, this location is central to West Lorne which will allow the tower to provide reliable internet service to the township.

Statement Indicating Need for Tower Height

The existing tower has been designed at a height of 44.5 metres. Due to the large coverage and capacity hole currently in our Teksavvy's network in this area of West Elgin, this height is required to provide optimal coverage to the area, and to connect via line-of-sight (LOS) to other surrounding towers in the network.

A self-support tower at a height of 44.5 metres also allows for two or more carriers or other broadcasters would be able to install their equipment on the tower. For the Municipality of West Elgin, this is an added benefit, as it works to reduce the number of towers required in this area in the future.

Health Canada's Safety Code 6 Compliance

Teksavvy and our clients attest that the radio antenna system described in this report will comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier collocations and nearby installations within the local radio environment.

Canadian Environmental Assessment Act and Conservation Authority

Teksavvy attests that the radio antenna system described in this notification package is not subject to the *Canadian Environmental Assessment Act*.

If, as part of the evaluation process, a permit will be required from the local Conservation Authority, Teksavvy will work with the Conservation Authority to ensure any potential environmental impacts are mitigated.

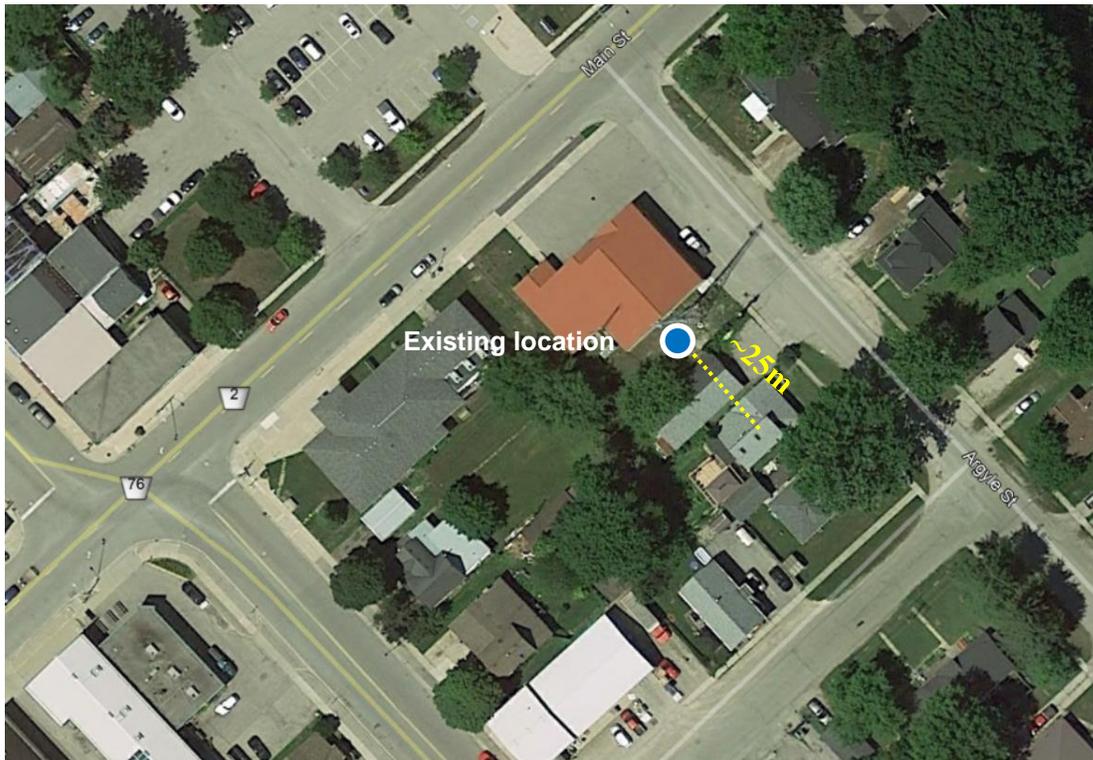
Transport & NAV Canada Assessment

Teksavvy attests that the radio antenna system described in this package will comply with Transport Canada / NAV Canada aeronautical safety requirements. Teksavvy has made all necessary applications to Transport Canada and NAV Canada.

Distance to Residential

The nearest residential dwelling to the existing tower is on the south side of Argyle Street, approximately 25 metres south-east of the existing location (**Figure 7**).

Figure 7 – Distance to nearest residential



Engineering Practices

Teksavvy attests that the radio antenna system described in this package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

Justification of Preferred Tower Type

Due to the demand for improved broadband internet services in the area, there is a great need for new wireless signal in the search area. As a result, Teksavvy has designed a self-support tower. This design, in addition to the existing height of the tower (44.5m) should allow the Municipality of West Elgin to minimize the number of towers

required in the area in the future, as it maximizes co-location capability while respecting the sensitive nature and aesthetic value of the local area.

Conclusion

Canadians as a whole are becoming more dependent on broadband internet for personal, business, and emergency purposes. In many areas of the country, “broadband” is defined as more than 50 Mbps, while in many areas of West Elgin, only dial-up speeds are available. To that end, an improvement upon the current internet coverage in this area of the Municipality of West Elgin would be a benefit to the community.

Teksavvy believes the existing tower:

- Is in a location technically suitable to meet our network requirements;
- Is a design that complies with ISED’s CPC 2-0-03 Protocol and:
- Is a development compatible and appropriate with surrounding uses, and will have limited impact on existing land uses in the vicinity.

Teksavvy is committed to effective municipal consultation. Should you have any questions or require further information regarding our proposal, please do not hesitate to contact the undersigned.

Yours truly,

Taylor Chiu
FONTUR International Inc.
Consultant for Teksavvy





The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

February 25, 2021

TekSavvy Solutions Inc.
C/o FONTUR International Inc.
70 East Beaver Creek Road, Suite 22
Richmond Hill, ON
L4B 3B2

ATTN: Taylor Chiu

RE: Request for Concurrence – TekSavvy Solutions Inc. – 158 Main Street, West Elgin, ON

Dear Mr. Chiu:

This letter is to confirm that the Municipality of West Elgin has received your request for concurrence regarding the existing 44.5 metre self-support internet tower sited at 158 Main Street, West Elgin. With respect to the procedures contained within Innovation, Science and Economic Development's CPC 2-0-03 Issue 5 (2014), I can advise as follows:

1. The proponent has submitted the materials required by the Municipality of West Elgin.
2. The Municipality believes there will be little if any probable land use impacts from the existing Teksavvy 44.5 metre self-support tower.
3. That the Municipality hereby provides its statement of concurrence with the project.

I trust this adequately explains the Municipality of West Elgin's position. If you have any questions, please do not hesitate to contact the undersigned.

Yours Truly,

Magda Badura,
CAO/Treasurer

P: 519.785.0560 ext 221
F: 519.785.0644

E: mbadura@westelgin.net
www.westelgin.net



Staff Report

Report To: Council Meeting

From: Heather James, Planner

Date: 2021-02-25

Subject: Request for Letter of Concurrence 8650 Furnival Road

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Tekksavy Solutions Inc. c/o FONTUR International for modifications to an existing telecommunications tower site located at 8650 Furnival Road;

That West Elgin Council hereby agrees to the modifications to an existing telecommunications tower site located at 8650 Furnival Road; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

Purpose:

The purpose of this report is to provide information on proposed modifications to an existing telecommunications tower site and request for council to direct the CAO/Treasurer to sign a required letter of concurrence.

Background:

As a federal undertaking, telecommunications in Canada falls under the exclusive jurisdiction of the Federal Government of Canada through the Department of Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada). In addition to this federal policy, land use authorities are encouraged to develop their own consultation process for telecommunication sites. The municipality does not have their own consultation process and in the past has used the requirements of ISED.

West Elgin Council passed By-law #2016-68 to authorize the execution of an agreement between West Elgin and TekSavvy Solutions Inc.. to construct a telecommunications tower at a property legally described as Concession 14, West Part of Lot 7, former Township of Aldborough and municipally known as 8650 Furnival Road (as shown on the attached Key Map). The property is owned by the Municipality of West Elgin and is the Port Glasgow Trailer Park. At that time of the execution of the agreement, TekSavvy Solutions Inc. did not request for a letter of concurrence.

The telecommunications tower, consisting of a foundation and steel structure was originally constructed in November 2016 with a height of 36.5 m (119.75 ft.). The tower is owned and operated by TekSavvy Solutions Inc. and provides wireless broadband internet coverage and network capacity. The tower site occupies a footprint of approximately 100.0 m² (1,076.39 ft.²). The requested modification for the tower is to provide a secured fenced-in compound with a 2.4 m (7.87 ft.) high chain-linked fence topped with barbed wire. The tower was constructed in compliance with ISED, Issue 5 of CPC-2-0-03.

Attached are an outline letter for the development and the site selection and planning justification report prepared for this proposal.

The proposal was circulated to staff. Staff indicated they have no concerns. No public consultation is required. No building permit is required due to federal jurisdiction for approvals.

Financial Implications:

None.

Policies/Legislation:

Provincial Policy Statement

Section 1.71 Long-Term Economic Prosperity states long-term economic prosperity should be supported by encouraging efficient and coordinated communications and telecommunications infrastructure.

County of Elgin Official Plan

Section A4.4 Infrastructure encourages the construction of all infrastructure (which includes telecommunication towers) to occur in a manner that is compatible with adjacent land uses and with a minimum of social and environmental impact and encourage the efficient use of land to make the best use of infrastructure and services.

Municipality of West Elgin Official Plan

Section 8.1 Infrastructure – Where Permitted states the use of land for the provision and maintenance of public utilities and infrastructure (e.g. water supply, sanitary sewage disposal, roads, electricity, natural gas, telecommunications) and any buildings, structures or appurtenances thereto shall be permitted in all land use designations in accordance with any and all environmental requirements and approvals and without an amendment to this Plan.

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

Section 4.20 Public Uses states the provisions of this By-law shall not apply to the use of any land or to the erection, alteration or use of any building or structure, or portion thereof, by a public authority provided:

- a) the lot coverage, setback, and yard requirements of the zone in which such land, building, or structure is located are complied with;
- b) no outside storage shall be permitted in a residential zone; in a yard on a lot adjacent to a residential zone; or in a yard on a lot lying opposite a residential zone.

The provisions of a) shall not apply to any use, building or structure erected or used by Hydro One required for the transmission or distribution of electricity.

Public authority shall mean:

- a) the Municipality;
- b) the County;
- c) the Government of Canada;
- d) the Province of Ontario;
- e) the Conservation Authority.

and any other agency, board, commission, committee, or other body established or exercising any power or authority under any general or special statute of Ontario or the Government of Canada

with respect to any of the affairs or purposes of the Municipality or a portion thereof and includes any committee or local authority established by by-law of the Municipality.

I am of the opinion this proposal would fit the definition of Public Authority.

A letter of concurrence has been attached to this report.

Related Documents:

Cover letter – prepared by FONTUR International;
Site Selection and Justification Report – prepared by FONTUR International; and,
Letter of Concurrence

Key Map



Report Approval Details

Document Title:	Request for Letter of Concurrence 8650 Furnival Road - 2021-05-Planning.docx
Attachments:	- SKYFi1-T132 - Cover Letter - 20210128.pdf - SKYFi-T132 - Justification - 20210129.pdf - Letter of Concurrence - 8650 Furnival Road.docx
Final Approval Date:	Feb 22, 2021

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

Jana Nethercott



70 East Beaver Creek, Suite 22
Richmond Hill, ON, L4B 3B2
Phone: (647) 376-6195
Email: taylor.chiu@fonturinternational.com

January 28, 2021

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

RE: Teksavvy Solutions Inc. - Existing Towers (SKYFi-132, SF1-CS-1-3)

Our File No. SKYFi1-T132

Dear Ms. James,

I am writing this on behalf of FONTUR International on contract with TekSavvy Solutions Inc. The purpose of this document is to request a concurrence letter from the Municipality of West Elgin regarding an internet tower at 8650 Furnival Road, Rodney, ON.

The existing tower is a 36.5m self-support tower built by TekSavvy Solutions, in November 2016 at this location. This tower serves an underserved area and supports wireless internet demand.

We feel that this tower is exempt from consultation of planning staff, City Council, and the public in accordance with CPC 2-0-03 – Section 6 – Exclusions, which states that: *“The following proposals are excluded from land-use authority and public consultation requirements:*

- *Existing Antenna Systems: where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owner; [...]*

Please do not hesitate to contact me should you have any questions.

Thank you,

Taylor Chiu
FONTUR International Inc.
On contract to Teksavvy Solutions Inc.



January 29th, 2021

Site Selection & Justification Report

Wireless Internet Tower Site

8650 Furnival Road, Rodney, ON N0L 2C0

TekSavvy Solutions – contracted to:
FONTUR International
70 East Beaver Creek Road, Suite 22
Richmond Hill, ON L4B 3B2

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Introduction

The on-going increase in the use of broadband internet for personal, business and emergency purposes requires the development of new wireless communications infrastructure. This infrastructure includes new antennas and their support structures which are required meet the demands of increased capacity and broadening service areas. Without antennas in close proximity to the internet device, wireless communication is simply not possible.

The use of broadband internet is firmly entrenched into Canadian society and economy. Canadians currently use more than 30 million wireless devices on a daily basis including, wireless phones, pagers, mobile radios, mobile satellite phones and broadband internet devices.

As part of its on-going commitment to provide high quality internet services, Teksavvy Solutions has determined that a new wireless communications facility is required in the Municipality of West Elgin.

This report documents Teksavvy's site selection process, the details of the structure, the applicable Innovation, Science, and Economic Development, (ISED) provisions, and the compliance of with the municipality's protocol for development of towers.

As a general matter, the Teksavvy Solutions site selection process is a balanced exercise that must meet our network coverage objectives, having regard for land use constraints and its obligation to its customers to provide a high quality of service.

Wireless communications facilities are regulated by the Federal Government under ISED and need not follow municipal or provincial planning approvals. However, in recognition of the policy vacuum which exists as a result of that circumstance, ISED requires that wireless communication proponents consult with land use authorities.

Purpose - Background & Coverage Requirement

A radio antenna and a tower are the two most important parts of a radio communication system. The antenna is needed to send and receive signals for the radio station. The tower raises the antenna above obstructions such as trees and buildings so that it can send and receive these signals clearly. Each radio station and its antenna system (including the tower) provide radio coverage to a specific geographic area, often called a cell. The antenna system must be carefully located to ensure that it provides a good signal over the whole cell area, without interfering with other stations and can "carry" a signal as the user moves from cell to cell.

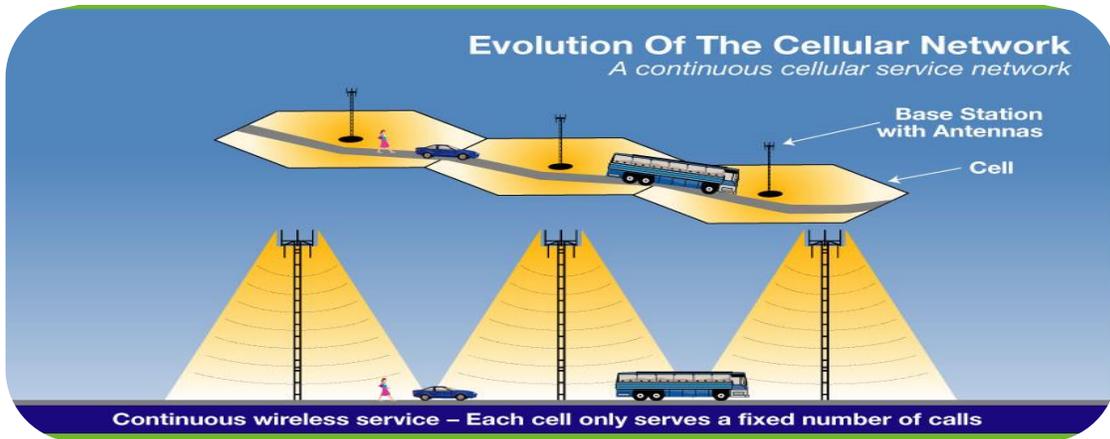


Figure 1

If the station is part of a radio network, the number of stations needed also depends on how many people are using the network. If the number of stations is too small, or the number of users increases people may not be able to connect to the network, or the quality of service may decrease.

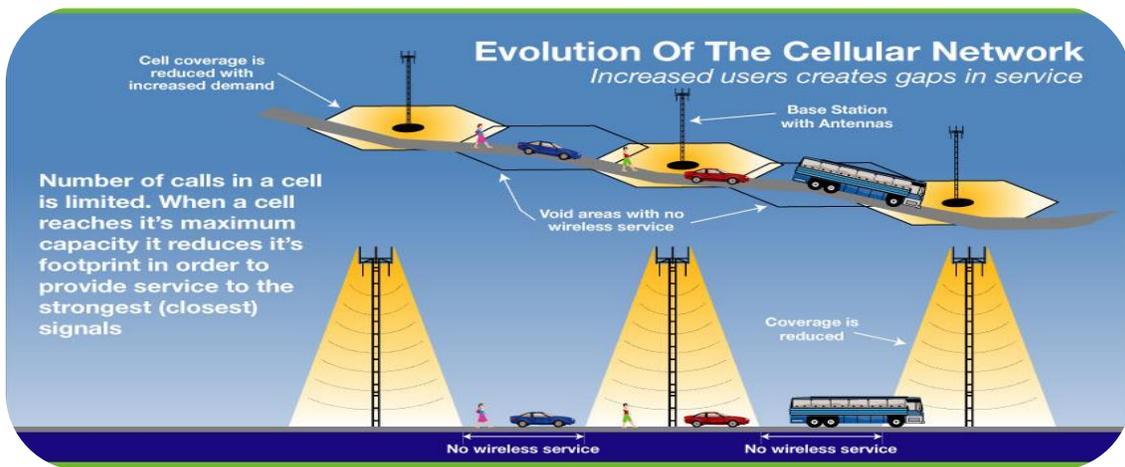


Figure 2

As the number of users exceeds the capacity of the radio station to receive and send data, the coverage area for the cell shrinks and the shrinkage between cells creates coverage holes.

As demand increases for mobile data and internet services, additional towers are required to maintain or improve the quality of service to the public and restore contiguous wireless service.

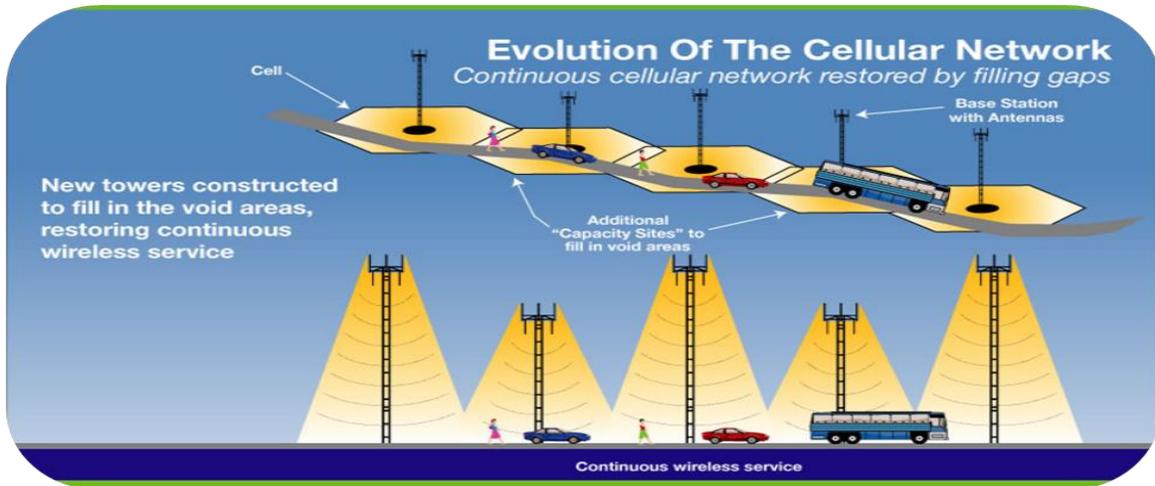


Figure 3

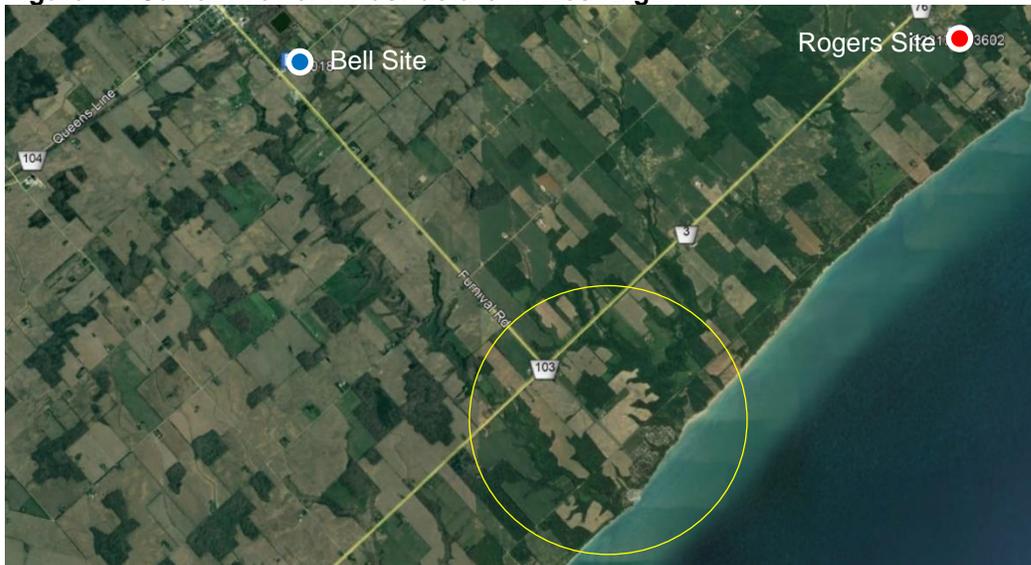
In this case, Teksavvy's Radio Frequency Engineering department has determined the need for a service upgrade to adequately provide continuous coverage and service to their existing and future customer base in the Municipality of West Elgin. Currently there is a lack of high-speed broadband, and existing services are burdened by a combination of poor data quality and unreliability. In many cases, the internet services are operating at dial-up speed, a standard that has long since been surpassed in other parts of Canada. The result of this situation is on-going customer complaints, high "dropped service" rates, and in extreme circumstances, the potential inability to use the internet service when it may be absolutely critical in an emergency situation.

Teksavvy is committed and mandated by their license to ensure the best coverage and service to the public and private sectors. The existing site in West Elgin is extremely important in terms of providing coverage to an under-served area. Teksavvy wants to provide infrastructure necessary to ensure that both residents and visitors to the area have access to the broadband internet service they are accustomed to in other parts of the country.

Teksavvy's objective for this location is to provide the infrastructure for reliable coverage and capacity into residential, commercial, recreational, and agricultural areas in West Elgin. The objective is to have coverage throughout the Municipality of West Elgin, specifically in residential areas where demand wireless broadband internet services is high.

A drive test was conducted by our RF engineers along area roads, such as Gray Line, Furnival Road, and other small sideroads, for the purpose of determining our coverage objectives. Very weak coverage areas with poor signal strength were found around and along these major roads and sideroads, which generate significant coverage requirements as a result of the density of users and lack of existing coverage.

Figure 4 – Current Tower Infrastructure in West Elgin

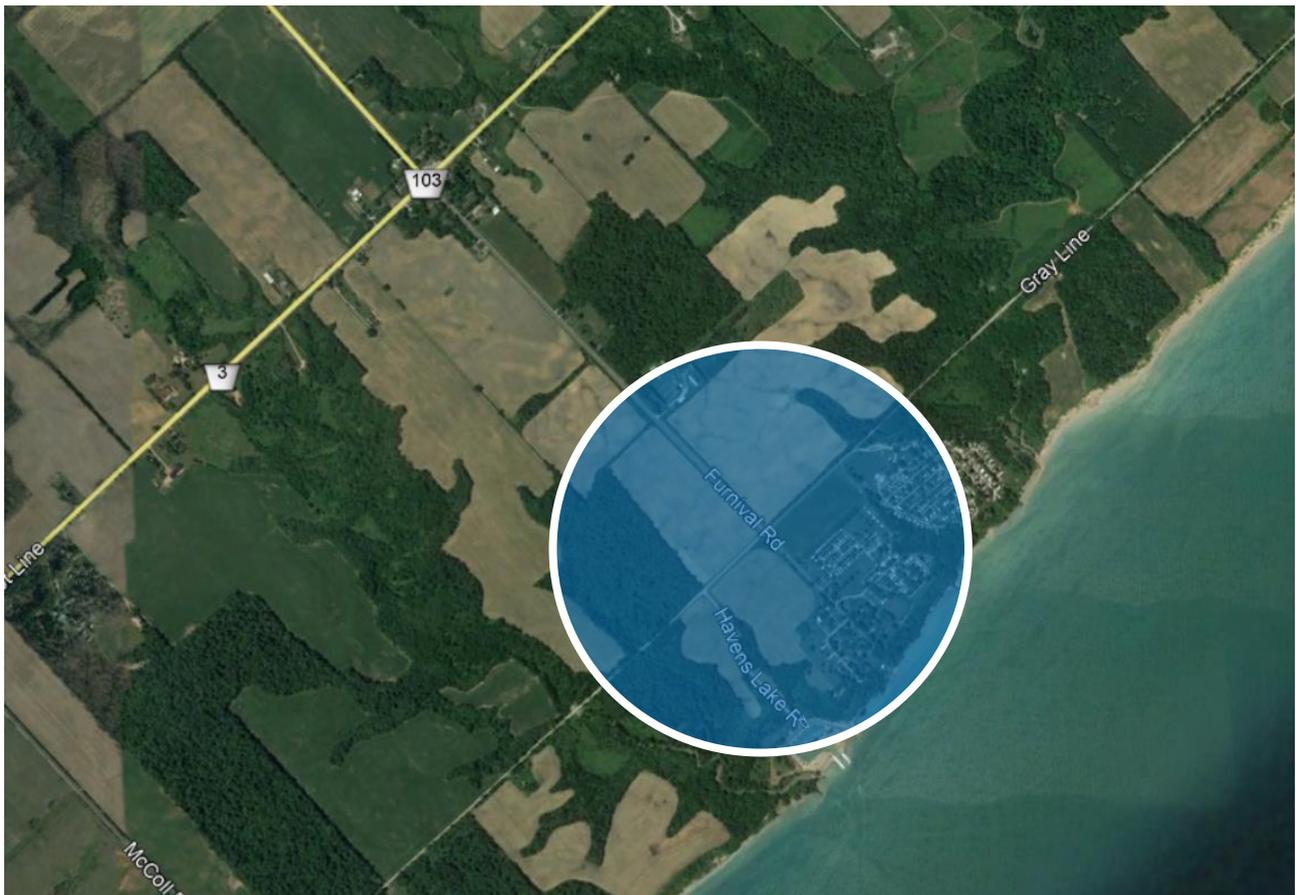


Identification & Evaluation of Different Site Location Options

Teksavvy's existing coverage in the Municipality of West Elgin is in need of upgrading. Like all other infrastructure, it must keep up with changes in the ways people use technology, as well as general population growth of the area. **Figure 4** illustrates the existing wireless internet infrastructure in the area of coverage need. (Existing infrastructure is represented by markers on the map.)

Based on research by Teksavvy's Radio Frequency Engineering teams, a general search area location was chosen centered south-east of the intersection of Furnival Road and Grey Line. A site within the search ring on the map below (**Figure 5**) would, from an engineering point of view, meet the coverage objectives of Teksavvy's engineers. Typically, in rural areas, the search area can have a radius of between 500 and 1000 metres.

Figure 5 – Search area



A review of existing internet installations within the search area, as illustrated in **Figure 4**, revealed that there are no existing towers that would meet Teksavvy's coverage requirements (i.e., within the search area). The nearest built antenna installation is a Bell 77m guyed tower. Given the structure's distance from the centre of the search area (around 7km) and the type of structure, it is not a viable co-location option. As a result, a new purpose-built tower for Teksavvy is required.

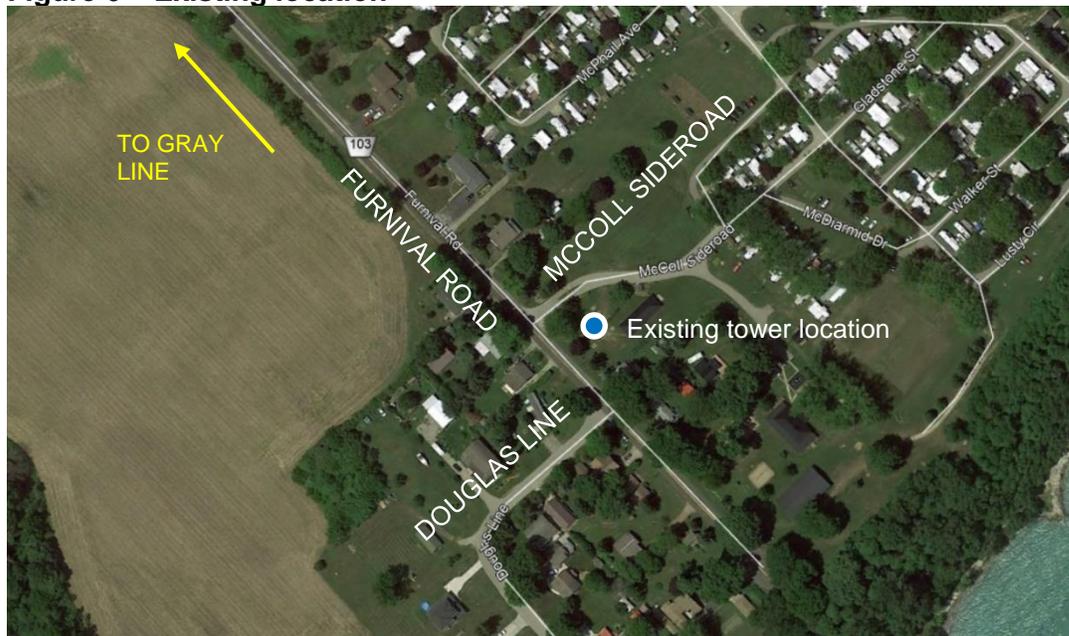
After visiting the search area and reviewing ISED's CPC 2-0-03 Issue 5, located a number of potential sites that would meet engineering requirements as well as the standards outlined in the CPC protocol.

Existing Site Location

The location which Teksavvy created a wireless internet site in Port Glasgow is municipally known as 8650 Furnival Road, Rodney, ON.

The property's legal description is: PT LT 7 CON 14 ALDBOROUGH PT 3 & 5 11R2054 EXCEPT E353293; WEST ELGIN

Figure 6 – Existing location



The site itself is located approximately 28 metres north-east of Furnival Road and 20 metres south of McColl Sideroad.

The geographic coordinates for the site are as follows;

Latitude (NAD 83) N 42° 30' 38.07"

Longitude (NAD 83) W 81° 36' 41.87"

Teksavvy's existing tower accommodates wireless antennas for the purpose of providing wireless broadband internet coverage and network capacity. To the end user, this translates into Teksavvy's 4G/LTE-based broadband internet network, with speeds of up to 25 Mbps. Compared to current services this is a vast improvement.

Towers are limited in terms of both allowable space and engineering capacity. Each antenna array requires a separation of vertical space, so they do not cause interference with each other.

Teksavvy strongly supports co-location on existing towers and structures and designed the tower to accommodate future carriers on the tower. The use of existing structures minimizes the number of new towers required in a given area and is generally a more cost-effective way of doing business. In this particular case, Teksavvy was unable to find a co-locatable structure within their search area.

As a result, a new tower was built. Although it is not as ideal as co-location, an additional tower will allow for future co-location and reduce tower proliferation for the Municipality of West Elgin.

Description of Existing Tower

The existing tower for this location is a self-support internet tower that is 36.5 metres in height. The site occupies a compound area of approximately 10m x 10m. The tower is located within a secure fenced-in compound, with a 2.4-metre high chain-link fence topped with barbed wire. The compound includes an electronically-monitored walk-in radio equipment cabinet.

Teksavvy has installed antenna and microwave equipment. The tower would provide wireless internet services for subscribers to Teksavvy's services.

Justification of Existing Siting

Prevalent in our search area of West Elgin are agricultural uses, single-family homes and forested areas. The existing tower has been sited on a municipal property with little residential uses nearby, and near an already cleared area, in order to respect the local environment and to mitigate any potential impacts, as well as maximizing the distance from local residential uses while still providing reliable services.

Statement Indicating Need for Tower Height

The existing tower has been designed at a height of 36.5 metres. Due to the large coverage and capacity hole currently in our Teksavvy's network in this area of West Elgin, this height is required to provide optimal coverage to the area, and to connect via line-of-sight (LOS) to other surrounding towers in the network.

A self-support tower at a height of 36.5 metres also means that two or more carriers or other broadcasters would be able to install their equipment on the tower. For the Municipality of West Elgin, this is an added benefit, as it works to reduce the number of towers required in this area in the future.

Health Canada's Safety Code 6 Compliance

Teksavvy and our clients attest that the radio antenna system described in this report will comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier collocations and nearby installations within the local radio environment.

Canadian Environmental Assessment Act and Conservation Authority

Teksavvy attests that the radio antenna system described in this notification package is not subject to the *Canadian Environmental Assessment Act*.

If, as part of the evaluation process, a permit will be required from the local Conservation Authority, Teksavvy will work with the Conservation Authority to ensure any potential environmental impacts are mitigated.

Transport & NAV Canada Assessment

Teksavvy attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. Teksavvy has made all necessary applications to Transport Canada and NAV Canada.

Distance to Residential

The nearest residential dwelling to the existing tower is on the south side of Furnival Road, approximately 42 metres south-east of the existing location (**Figure 7**).

Figure 7 – Distance to nearest residential



Engineering Practices

Teksavvy attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

Justification of Preferred Tower Type

Due to the demand for improved broadband internet services in the area, there is a great need for new wireless signal in the search area. As a result, Teksavvy has designed a self-support tower. This design, in addition to the existing height of the tower (36.5m) should allow the Municipality of West Elgin to minimize the amount of towers

required in the area in the future, as it maximizes co-location capability while respecting the sensitive nature and aesthetic value of the local area.

Conclusion

Canadians as a whole are becoming more dependent on broadband internet for personal, business, and emergency purposes. In many areas of the country, “broadband” is defined as more than 50 Mbps, while in many areas of West Elgin, only dial-up speeds are available. To that end, an improvement upon the current internet coverage in this area of the Municipality of West Elgin would be a benefit to the community.

Teksavvy believes the existing tower:

- Is in a location technically suitable to meet our network requirements;
- Is a design that complies with ISED’s CPC 2-0-03 Protocol and:
- Is a development compatible and appropriate with surrounding uses, and will have limited impact on existing land uses in the vicinity.

Teksavvy is committed to effective municipal consultation. Should you have any questions or require further information regarding our proposal, please do not hesitate to contact the undersigned.

Yours truly,

Taylor Chiu
FONTUR International Inc.
Consultant for Teksavvy





The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

February 25, 2021

TekSavvy Solutions Inc.
C/o FONTUR International Inc.
70 East Beaver Creek Road, Suite 22
Richmond Hill, ON
L4B 3B2

ATTN: Taylor Chiu

RE: Request for Concurrence – TekSavvy Solutions Inc. – 8650 Furnival Road, West Elgin, ON

Dear Mr. Chiu:

This letter is to confirm that the Municipality of West Elgin has received your request for concurrence regarding an existing 36.5 metre self-support internet tower sited at 8650 Furnival Road, West Elgin. With respect to the procedures contained within Innovation, Science and Economic Development's CPC 2-0-03 Issue 5 (2014), I can advise as follows:

1. The proponent has submitted the materials required by the Municipality of West Elgin.
2. The Municipality believes there will be little if any probable land use impacts from the proposed Teksavvy 36.5 metre self-support tower.
3. That the Municipality hereby provides its statement of concurrence with the project.

I trust this adequately explains the Municipality of West Elgin's position. If you have any questions please do not hesitate to contact the undersigned.

Yours Truly,

Magda Badura,
CAO/Treasurer

P: 519.785.0560 ext 221
F:
519.785.0644

E: mbadura@westelgin.net

www.westelgin.net



Staff Report

Report To: Council Meeting

From: Heather James, Planner

Date: 2021-02-25

Subject: Request for Letter of Concurrence 22131 Clachan Road

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Xplornet Communications Inc. c/o Forbes Bros. Ltd. to permit a new telecommunications tower located at 22131 Clachan Road;

That West Elgin Council approves of the proposed telecommunications tower located at 22131 Clachan Road; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

Purpose:

The purpose of this report is to provide information on a proposed telecommunications tower and request for council to direct the CAO/Treasurer to sign a required letter of concurrence.

Background:

Xplornet Communications Inc. is proposing to construct a new telecommunications tower. The proposed telecommunications tower will be located at a property legally described as Part of Lot 1, Concession 1 Western Division, former Township of Aldborough and municipally known as 22131 Clachan Road (as shown on the attached Key Map). The tower will be a 45.0 m (147.64 ft.) tall light duty, self-support lattice tower with transmitting and receiving antennas and radio equipment. The tower site will be within a 3.0 m (9.84 ft.) by 3.0 m (9.84 ft.) area and located among existing trees on the property. The tower site will use an existing entrance off of Clachan Road. The proposed telecommunications tower will provide wireless voice and data coverage and capacity for the areas southeast of Bothwell Ontario.

The tower height will allow the antenna equipment to propagate wireless signals over top of obstacles (trees, buildings, varying topography) and maintain line of sight connections to other Xplornet facilities in the network. The proposed installation design provides an opportunity to accommodate future technologies as well as potential co-location with other licensed carriers, thus limiting the number of new tower structures required in the area.

As a federal undertaking, telecommunications in Canada and specifically for the approval of new infrastructure falls under the exclusive jurisdiction of the Federal Government of Canada through the Department of Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada). Pursuant to Innovation, Science and Economic Development, *Radiocommunication and Broadcasting Antenna Systems - CPC-2-0-03, Issue 5*, establishes the process the proponent is to follow. In addition to this federal policy, land use authorities are

encouraged to develop their own consultation process for telecommunication sites. The municipality does not have their own consultation process and in the past has used the requirements of ISED. ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5*, can be retrieved at: [https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/\\$file/cpc-2-0-03-i5.pdf](https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/$file/cpc-2-0-03-i5.pdf).

The ISED public consultation process requires a mail notification to be sent to adjacent land owners and neighbouring land use authorities within three times the height of the tower, measured from the base of the tower. A mail notification was sent on January 18 and 20, 2021 to affected property owners within the Municipality of West Elgin as well as the Municipality of Chatham Kent. A public notice was published in the West Elgin Chronicle on January 21, 2021. The notifications provided a minimum of 30 days to residents to make a written submission or request additional information. Last day to receive submissions was February 22, 2021 and no submissions were received. Attached is the justification report and request for letter of concurrence for this proposal.

The proposal was circulated to staff. Staff indicated they have no concerns. No building permit is required due to federal jurisdiction for approvals. The proponent is aware they are required to apply for a new 911 number from the municipality for the tower site.

Public agencies were circulated the proposed development. Lower Thames Valley Conservation Authority has provided comments indicating they have no concerns as the proposed tower is greater than 15.0 m (49.21 ft.) from the top-of-bank of the Carson Municipal Drain and a formal permit from their office will not be required.

Financial Implications:

None.

Policies/Legislation:

Provincial Policy Statement

Section 1.71 Long-Term Economic Prosperity states long-term economic prosperity should be supported by encouraging efficient and coordinated communications and telecommunications infrastructure.

County of Elgin Official Plan

Section A4.4 Infrastructure encourages the construction of all infrastructure (which includes telecommunication towers) to occur in a manner that is compatible with adjacent land uses and with a minimum of social and environmental impact and encourage the efficient use of land to make the best use of infrastructure and services.

Municipality of West Elgin Official Plan

Section 8.1 Infrastructure – Where Permitted states the use of land for the provision and maintenance of public utilities and infrastructure (e.g. water supply, sanitary sewage disposal, roads, electricity, natural gas, telecommunications) and any buildings, structures or appurtenances thereto shall be permitted in all land use designations in accordance with any and all environmental requirements and approvals and without an amendment to this Plan.

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

Section 4.20 Public Uses states the provisions of this By-law shall not apply to the use of any land or to the erection, alteration or use of any building or structure, or portion thereof, by a public authority provided:

- a) the lot coverage, setback, and yard requirements of the zone in which such land, building, or structure is located are complied with;
- b) no outside storage shall be permitted in a residential zone; in a yard on a lot adjacent to a residential zone; or in a yard on a lot lying opposite a residential zone.

The provisions of a) shall not apply to any use, building or structure erected or used by Hydro One required for the transmission or distribution of electricity.

Public authority shall mean:

- a) the Municipality;
- b) the County;
- c) the Government of Canada;
- d) the Province of Ontario;
- e) the Conservation Authority.

and any other agency, board, commission, committee, or other body established or exercising any power or authority under any general or special statute of Ontario or the Government of Canada with respect to any of the affairs or purposes of the Municipality or a portion thereof and includes any committee or local authority established by by-law of the Municipality.

I am of the opinion this proposal meets the zoning provisions of Section 4.20 and the definition of Public Authority.

A letter of concurrence has been attached to this report.

Related Documents:

Justification report – prepared by Forbes Bros Ltd.; and,
Letter of Concurrence

Key Map



Report Approval Details

Document Title:	Request for Letter of Concurrence 22131 Clachan Road - 2021-08-Planning.docx
Attachments:	- ON7987 Clachan Justification Report - FINAL.pdf - Letter of Concurrence 22131 Clachan Road.docx
Final Approval Date:	Feb 22, 2021

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

Jana Nethercott

Planning Justification Report

Xplornet Communications Telecommunication Site:
ON7987 Clachan

Cyrus Ghassabeh, Director
2/18/2021

Xplornet Communications justification for a proposal to erect a 45.0m tall self support style communications structure and related equipment at 22131 Clachan Road, Bothwell, ON

1.0 Introduction

Forbes Bros Ltd Telecommunications Services has been retained by Xplornet Communications (“Xplornet”) with respect to a proposal to build a new freestanding communications base station facility on the lands at 22131 Clachan Road, Bothwell, Ontario. The purpose of this report is to provide analysis and justification in support of the proposed facility and to assist the land-use authority in providing comments on the proposed development.

2.0 Background

A continual growth in demand for wireless products and their associated services has created a need for increased wireless network infrastructure. Mobile phones and other wireless devices cannot operate without the necessary infrastructure, which is made up of transmitting and receiving antenna sites located on support structures, commonly referred to as “cell towers”.

New infrastructure requirements are determined by monitoring the wireless network and identifying areas with weak or insufficient coverage. Xplornet network planners isolate the areas requiring improvements and conduct coverage studies to determine the ideal co-ordinates for a new antenna base station. Real estate investigations determine feasible locations for new sites. New locations include existing towers (colocation), tall buildings or other feasible structures and of course new free-standing support structures.

3.0 Proposal

Xplornet has proposed a new free standing 45.0m tall lite duty self support type communication facility (ON7987). The proposal supports enhanced wireless voice & data coverage and capacity for the areas southeast of Bothwell.

3.1 Location

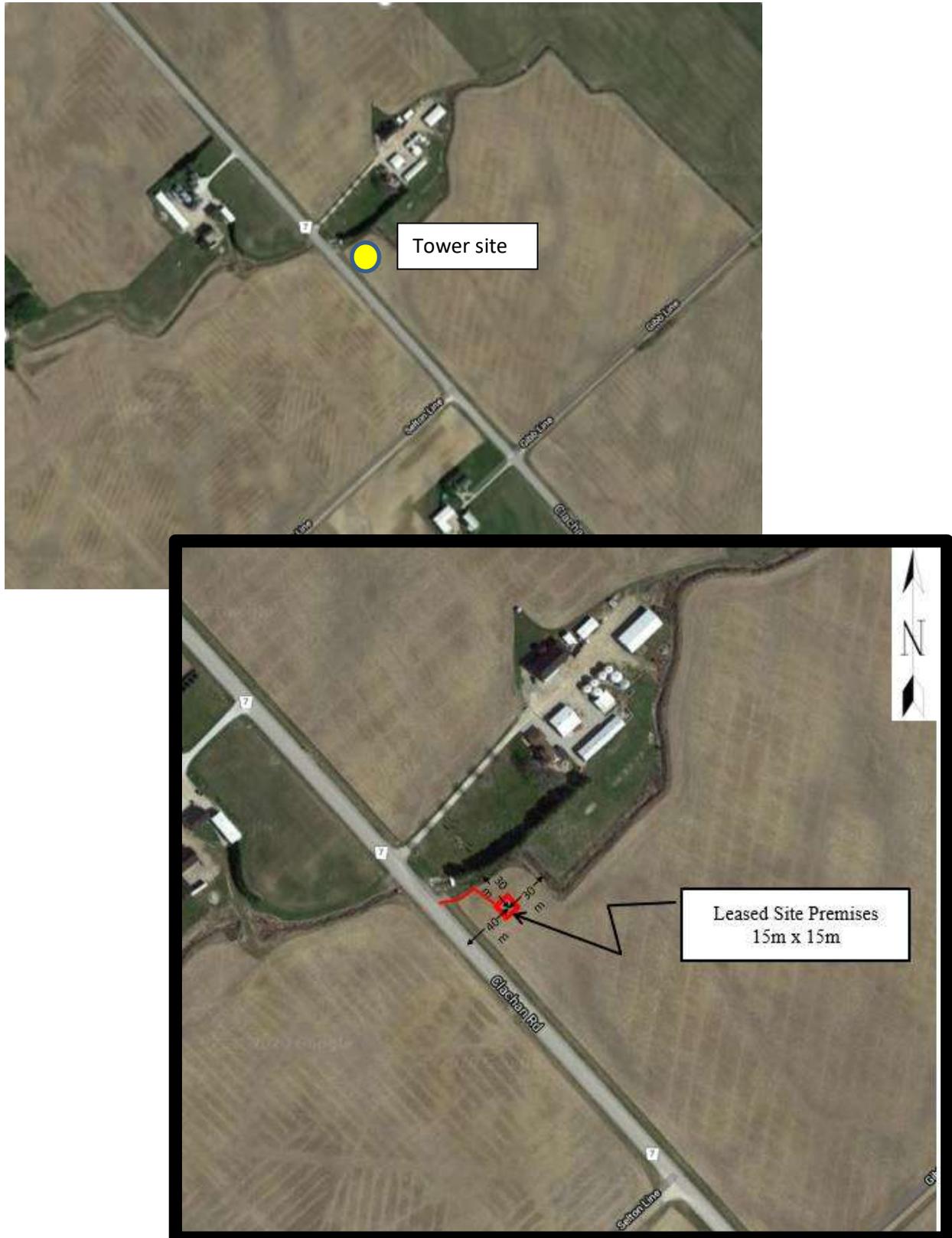
Xplornet’s proposed location is on property described as PT LT 1 CON 1 WEST DIVISION ALDBOROUGH AS IN E434402; WEST ELGIN and has the municipal address 22131 Clachan Road. The proposed facility would be located approximately 300m from the Selton Line and Clachan Road intersection.

The tower is proposed to be located among existing trees on the subject property and has the geographic coordinates:

Latitude: 42.591808°
Longitude: -81.814140°

The proposed facility is approximately 250m away from the nearest residential property.

Figure 1 – Location Map and Site Specific Map (not to scale)



3.2 Design

Xplornet has proposed a 45.0m tall lite duty self support style structure within a 3m x 3m area, transmitting and receiving antennas, and radio equipment (see Figure 2).

The tower height allows the antenna equipment to propagate wireless signals over top of obstacles (trees, buildings, varying topography) and maintain line of sight connections to other Xplornet facilities in the network. The proposed installation design provides an opportunity to accommodate future technologies as well as potential co-location with other licensed carriers, thus limiting the number of new tower structures required in the area.

Figure 2 – Example Tower Elevation



Visual Rendering

The figures below show the property from Clachan Road before the tower and with the proposed Xplornet tower.



Existing property: looking north/northeast from Clachan Road



With the proposed Xplornet tower: looking north/northeast from Clachan Road

4.0 Rationale

The selection of a wireless communications site works similarly to fitting a piece into a puzzle. In this case, the puzzle is a complex radio network. Client demand, radio frequency engineering principles, local topography and land use opportunities working in concert with one another direct the geography of Xplornet sites.

In identifying a potential tower location and design, Xplornet examined the local area, assessed the visibility of the structure and considered possible tower designs. Xplornet evaluated the best location for a new facility using the following criteria:

4.1 Technical Requirements

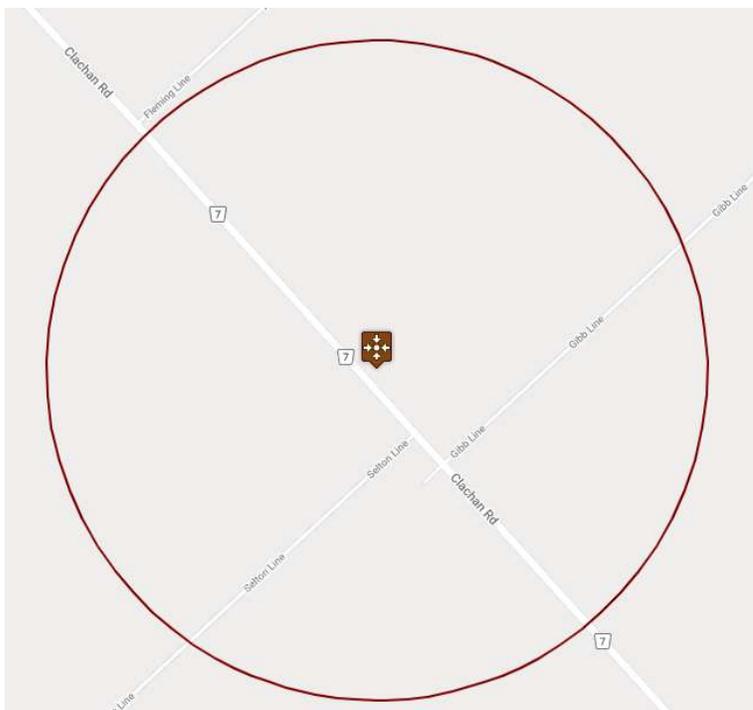
The performance of a wireless network is dependent on the geographical location of its equipment, height of its antennas, line of sight requirements, the demand customers place on the network, as well as proximity to the network users. In expanding its wireless network, Xplornet is seeking to improve service for the areas southeast of Bothwell.

Xplornet can achieve enhanced coverage and capacity with the proposed facility ON7987 at 22131 Clachan Road.

4.2 Evaluation of Existing Structures

Co-location and rooftop deployment are the first locations considered in achieving new coverage objectives. For site sharing to be considered technically feasible, existing telecommunication sites and other tall structures must be located within the search area prescribed by Xplornet network planners and engineers. These locations must also provide adequate deployment height and structural capacity to hold additional equipment.

Site sharing investigations revealed that there are no existing tower facilities within 1.0km of Xplornet's proposed location.



5.0 Review of Development Plan

5.1 Municipal Consultation Process

Xplornet is regulated and licensed by Industry Canada to provide inter-provincial wireless voice and data services. As a federal undertaking, Xplornet is required by Industry Canada to consult with land-use authorities in siting new mobile base station locations.

The consultation process established under Industry Canada's authority is intended to provide the local land-use authorities an opportunity to address land-use concerns while respecting the federal government's exclusive jurisdiction in the siting and operation of wireless voice and data systems.

As the provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings, wireless communication facilities are not required to obtain municipal permits of any kind. Xplornet is required to follow established and documented telecommunication protocols or processes set forth by land-use authorities.

5.2 Public Consultation

In accordance with Industry Canada procedures, public consultation is required for most new telecommunication facility proposals. Per Industry Canada's guidelines default public consultation is conducted via written notification to property owners within three times (3x) the height of the tower measured from the base or outer most point of the tower. Depending on the height of the proposed facility a public notice in a locally circulated newspaper may also be warranted.

Both forms of notice must contain basic information about the proposal (location, design etc.) as well as contact information for the proponent and a thirty (30) day window to submit comments or questions to the proponent.

Public consultation requirements may vary where an established local policy or protocol is in effect.

5.3 Federal Requirements

In addition to the requirements for consultation with municipal authorities and the public, Xplornet must also fulfill other important obligations including the following:

Impact Assessment Act (IAA), Formerly Canadian Environmental Assessment Act

Innovation, Science and Economic Development Canada ("ISED" formerly Industry Canada) requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Impact Assessment Act, 2019 (IAA), where the antenna system is incidental to a physical activity or project designated under IAA, or is located on federal lands.

Xplornet attests that the antenna system proposed will be installed and operated in a manner that respects the local environment and complies with all statutory requirements.

Transport Canada's Aeronautical Obstruction Marking Requirements

Aerodrome safety is under the exclusive jurisdiction of NAV Canada and Transport Canada. An important obligation of wireless proponents is to comply with Transport Canada / NAV Canada aeronautical safety requirements. Transport Canada performs an assessment of the proposal with respect to the potential

hazard to air navigation and notifies Xplornet of any painting and/or lighting requirements for the antenna system. The proposed installation will not require any painting or lighting.

For additional information, please see the Transport Canada website at:

<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standards621-3808.htm>

Health Canada's Safety Code 6 Compliance

Health Canada is responsible for research and investigation to determine and promulgate health protection limits for exposure to radio-frequency (RF) electromagnetic energy. Accordingly, Health Canada has developed a guideline entitled "Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3Khz to 300Ghz – Safety Code 6".

The exposure limits specified in Safety Code 6 are established by reviewing all peer-reviewed scientific research in the area of human health and RF exposure. Included in this review are hundreds of studies conducted over the past 50 years.

Radiocommunication, including technical aspects related to broadcasting, is under the responsibility of the Ministry of Industry (Industry Canada) which has the power to establish standards, rules, policies and procedures. Industry Canada, under this authority has adopted Safety Code 6 for the protection of the general public. With this adoption, Industry Canada requires all proponents and operators to ensure that their installations comply with Safety Code 6 at all times, including any changes to the code and including any combined effects from other installations in the nearby radio environment.

Xplornet attests that the radio antenna system described will comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

Engineering Practices

Xplornet attests that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and the Canadian Standards Association and comply with good engineering practices including structural adequacy.

6.0 Summary and Conclusion

As communities continue to grow to depend on wireless products and their services, it will be necessary to improve network coverage and quality. Improving network coverage and quality is achieved by increasing mobile base station infrastructure to fill coverage gaps and increase capacity for current and future wireless users.

In response to the demand for high quality wireless services in Ontario, Xplornet has proposed a communications site that achieves the technical requirements of the network while maintaining a significant setback to any residential land uses.

I look forward to working with the Township of West Elgin in providing enhanced wireless services to the community. Should you require any further information please do not hesitate to contact me at 905.808.0073 or by email at cghassabeh@forbesbrosLtd.ca

Sincerely,

Cyrus Ghassabeh

Cyrus Ghassabeh, Director

FB CONNECT
A FORBES BROS COMPANY

482 South Service Road East, Unit 130
Oakville, ON L6J 2X6



The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

February 25, 2021

FB Connect
482 South Service Road East, Suite 130
Oakville ON
L6J 2X6

ATTN: Sarah Duncan, Real Estate & Government Affairs

RE: Proposed Xplornet Communications Tower Site, 22131 Clachan Road, West Elgin, ON

Dear Ms. Duncan:

The Township of West Elgin acknowledges that the approval of the broadband telecommunications tower site at the above-mentioned location and its design fall under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED – formerly Industry Canada) in accordance with the *Radiocommunication Act*.

ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5* outlines the consultation process for the proponent to follow where no local radiocommunication policy exists.

It is our understanding that Forbes Bros Ltd. on behalf of Xplornet Communications has completed the required consultation through;

- Email communication with Heather James (Planner) commencing December, 2020 (and ongoing)
- Mail notification to surrounding property owners on January 18 & 20 (Chatham), 2021
- Public notice placed in *The West Elgin Chronical* on January 21, 2021
- Both forms of notice provided contact information and a comment period concluding February 22, 2021

Section 4.20 Public Uses of the Municipality of West Elgin Comprehensive Zoning By-law 2015-36 provides the zoning provisions and defines Public Authority. Our municipal planner, Heather James is of the opinion this proposal meets the zoning provisions of Section 4.20 and the definition of Public Authority.

P: 519.785.0560 ext 221
F:
519.785.0644

E: mbadura@westelgin.net

www.westelgin.net

This letter serves to confirm that no comments, questions or concerns were received and that ISED's consultation requirements have been met. The Township of West Elgin has no objections to the proposal as submitted.

Sincerely,

Magda Badura,
CAO/Treasurer



Staff Report

Report To: Council Meeting
From: Heather James, Planner
Date: 2021-02-25
Subject: New Official Plan Public Engagement and Communications Plan

Recommendation:

That West Elgin Council hereby receives the report from Heather James, Planner re: New Official Plan Public Engagement and Communications Plan for information purposes.

Purpose:

The purpose of this report is to provide Council with the Public Engagement and Communications Plan from Dillon Consulting with regards to the roll out of the New Official Plan.

Background:

West Elgin appointed Dillon Consultants to undertake the development of the New Official Plan for the Municipality, as required by the Planning Act. Dillon has provided the attached outline of the process, timeline, and Public Engagement Plan so that Council, staff and the public are kept informed of the process and key timelines.

Policies/Legislation:

Planning Act

NEW OFFICIAL PLAN FOR THE MUNICIPALITY OF WEST ELGIN

Public Engagement and Communications Plan

February 10, 2021

1. PROJECT OVERVIEW AND CONTEXT

In accordance with the Planning Act, municipalities are required to prepare an Official Plan that sets out the goals, objectives and policies to manage and direct physical change and the effects on social, economic, built and natural environment of the municipality. Municipalities are required to review their Official Plans every five years to determine whether updates are required to the Official Plan to address prescribed matters and any directions set out in the Planning Act. Municipalities are also required to review their Official Plans following the approval of an upper-tier Official Plan within one year of their approval to ensure that the local Official Plan conforms to that of the upper tier.

The current Official Plan for the Municipality of West Elgin was adopted by Council on February 21, 2008 and approved with modifications by the Ministry of Municipal Affairs and Housing on February 7, 2011. Since the time of approval, a number of modifications have been made to the Official Plan, including modifications as a result of an Ontario Municipal Board decision (OMB, now Local Planning Appeals Tribunal in August of 2013. Following the Board decision and order, the Official Plan was consolidated in November 2013 to include the Board ordered changes as well as revisions for the purposes of clarity and accuracy.

Since the approval of the Official Plan, a number of changes have occurred at the Provincial and County level, including:

- The introduction of two new Provincial Policy Statements; one in 2014 and most recently an updated version which came into effect on May 1, 2020 and includes a number of new policy directions and topics including development charges and community benefits; providing for market-based and affordable housing and permitting secondary suites; and,
- A new Official Plan for the County of Elgin (2013, last consolidated in 2015).

In addition to these policy changes, the County is in the process of updating its Natural Heritage System and is in the initiation stages of its own Official Plan Review process.

Given the requirements under the Planning Act, and those factors noted above, the Municipality of West Elgin has initiated a process to develop a New Official Plan.

1.1 Approach to the New Official Plan

As noted above, in accordance with the Planning Act, two options are available to municipalities with respect to the Official Plan:

1. Municipalities may review their existing Official Plan and implement any updates to address conformity with upper-tier and provincial plans as well as matters of provincial interest through an Official Plan Amendment (commonly referred to as a 'Five-year Review'); or,
2. Municipalities may prepare a new Official Plan to implement and address matters of provincial and upper-tier conformity as well as address matters of provincial interest and, following completion of the new official plan, repeal the existing Official Plan and replace it with the new Official Plan.

In the case of this project, the Municipality has determined the appropriate course of action is to proceed with the preparation of a New Official Plan which would replace the existing Official Plan following its approval.

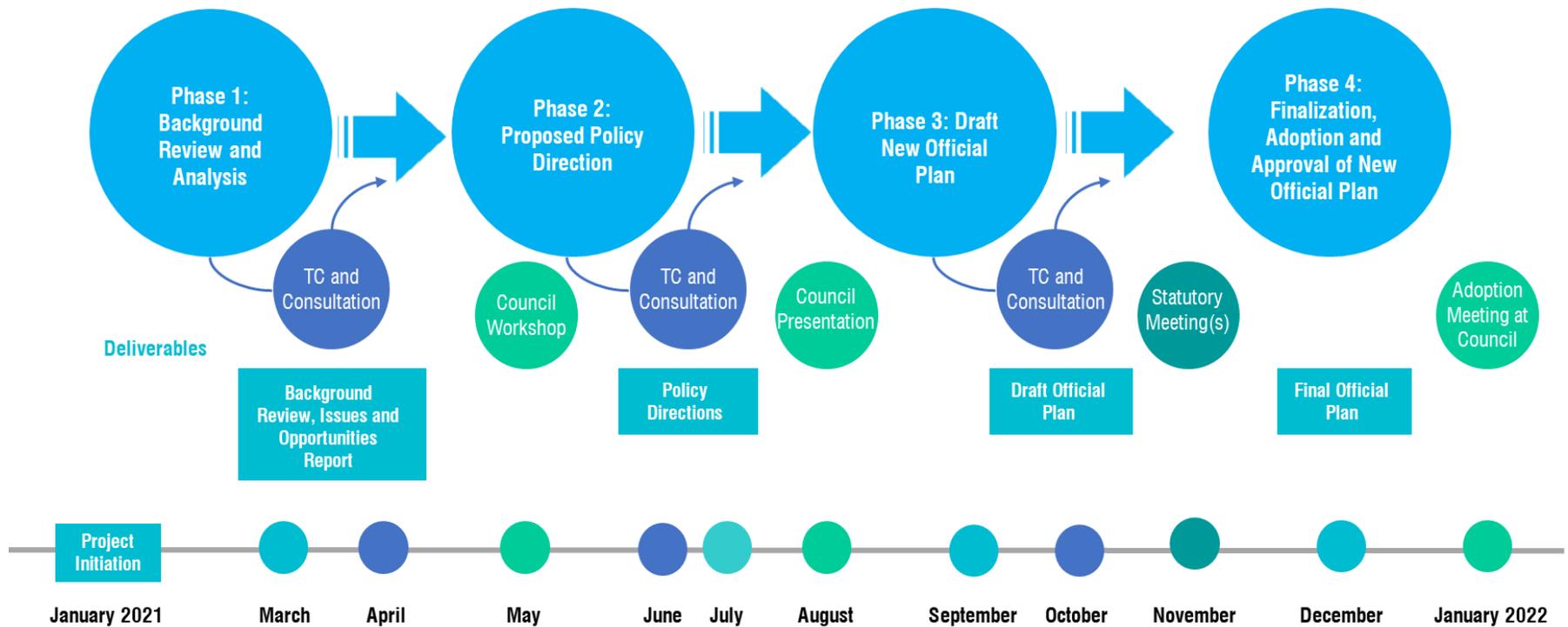
1.2 Public Engagement and Communications Plan- Purpose

The Planning Act sets out the minimum requirements for what is to be included as part of either of the process options noted above, including public consultation and engagement. The purpose of this Public Engagement and Communications Plan is to:

- Identify risk factors for the engagement process;
- Identify key stakeholders to be engaged throughout the various project phases;
- Establish engagement goals and key messages for the study;
- Describe how the public and stakeholders will be engaged in the project;
- Identify how the statutory requirements under the Planning Act will be met;
- Outline the roles, responsibilities and resources required for executing the Public Engagement and Communications Plan.

1.3 Project Timeline

The New Official Plan project is set to be conducted in four phases that are highly iterative in nature, with each phase building upon the previous and involving feedback loops with stakeholders, the public and the established Project Technical Committee (TC). The project process and general timeline is illustrated on the following page.



Engagement with key stakeholders, the community and Council will take place throughout this process. A series of engagement activities are identified and outlined in this document.

2. ENGAGEMENT RISKS

The risk factors that have been considered with respect to project engagement are described below.

2.1 COVID-19

We are cognizant that the COVID-19 pandemic may challenge the ability to engage in-person with staff, Council, stakeholders and the community throughout the course of the project. As a company, Dillon has been quick to adapt to the changing circumstances and is able to provide alternative forms of meaningful engagement and communication with the public and stakeholders through digital platforms and have specialists on the team who have a sound understanding of the digital platforms available to allow for virtual participation and input. Additionally, we will work with Municipality staff to utilize the Municipality's website (westelgin.net) to prepare a project landing page with critical information to allow for dissemination of project materials and communication with visitors to the site.

We understand that due to the geographical location of the Municipality of West Elgin and the population demographics, there are likely a number of residents who do not have access to internet technology or who may not be technologically savvy. In order to allow for their participation throughout the process, it is understood that Municipal staff will be available to respond to inquiries via telephone and are able to provide hard-copies of reports and other project information through the planning counter for those interested in participating but unable to access the virtual tools.

Should any provincial guidelines respecting social-distancing be altered such that in-person engagement and communication is permitted, our work plan has been developed to switch-course as appropriate in later stages of the project.

3. KEY STAKEHOLDERS AND WORKING GROUPS

3.1 Stakeholders

The table below organizes the stakeholders identified at the kickoff meeting into a number of groups based on impact and influence. This classification is as follows:

Decision Maker: Those who make decisions on adoption and approval of the plan (West Elgin Council for adoption and Elgin County for approval)

Primary: Stakeholders or members of the community likely to be directly impacted by decisions or those that provide direct input to decision makers

Secondary: Those likely to be indirectly impacted

Stakeholder Category	Stakeholder
Decision Maker	Municipality of West Elgin Council Elgin County
Primary	Landowners with interests for conversion of employment lands Landowners with interest in boundary expansion Residential Development Industry/ Developers <ul style="list-style-type: none"> • Howard Culligan (Planner is Caroline Baker) • Louis Arvai • Aldo Carnaci • Munawar Rana Lakeshore stakeholders (yacht clubs, recreational trailer parks) Rodney-Aldborough Agricultural Society
Secondary	Community Organizations (e.g. Lions Clubs, Kiwanis, Policing Committee, etc.) General public

3.2 Working Groups

The following groups will meet at regular intervals throughout the project lifecycle:

The Project Team

The Project Core Team consists of the Municipality’s planner and project manager, along with the consulting team. This group will have regular phone calls and video-conference check-ins on an as-needed basis to monitor project progress, discuss findings and resolve any issues that may arise.

The Project Technical Committee

The Project Technical Committee (TC) consists of a number of representatives from within the Municipality to share information, assist with issue identification, and provide technical input on deliverables from the perspective of their discipline/ area of expertise. The TC includes the following members:

Municipality of West Elgin New Official Plan
Public Engagement and Communications Plan
Dillon Consulting Limited & Watson and Associates
February 10, 2021

- Heather James, Planner
- Jana Nethercott, Clerk
- Magda Badvra, CAO and Treasurer
- Lee Gosnell, Manager of Operations and Community Services
- Paddy Kennedy, Kelly Martel and Zoe Sotirakos- Land Use/ Policy Planning- Dillon Consulting
- Erik Karvinen- Land Analysis- Watson and Associates

Representatives from Elgin County Planning may be called upon to attend the TC meetings from time to time. The TC is scheduled to meet five (5) times throughout the course of the project, through virtual meetings.

4. OVERALL ENGAGEMENT PRINCIPLES

4.1 Goals

The following goals for engagement have been developed for this project

- Create an open and transparent process for gathering feedback from stakeholders and the community
- Hear from a diverse array of interested residents and stakeholders
- Work closely with Council, residents and stakeholders in the identification of issues, development of policy directions and preparation of the new Official Plan
- Keep residents informed and respond to inquiries in a timely fashion
- Clearly demonstrate the decision making process, how stakeholder feedback was incorporated and why decisions were made
- Develop community and stakeholder support and buy-in for the New Official Plan

4.2 Objectives

The public engagement objectives for this project are to:

- INFORM residents and stakeholders about the project, its process, the background information and technical analysis completed by the Project Team;
- CONSULT with residents and stakeholders on preliminary findings and policy directions to receive feedback and identify issues, opportunities and local considerations to be resolved through the development of a New Official Plan;
- INVOLVE residents and stakeholders to ensure feedback received has been clearly understood and incorporated, as appropriate

- CONSULT with residents and stakeholders in formulating policy recommendations and solutions as part of the New Official Plan

5. TACTICAL DELIVERANCES/ TIMELINE

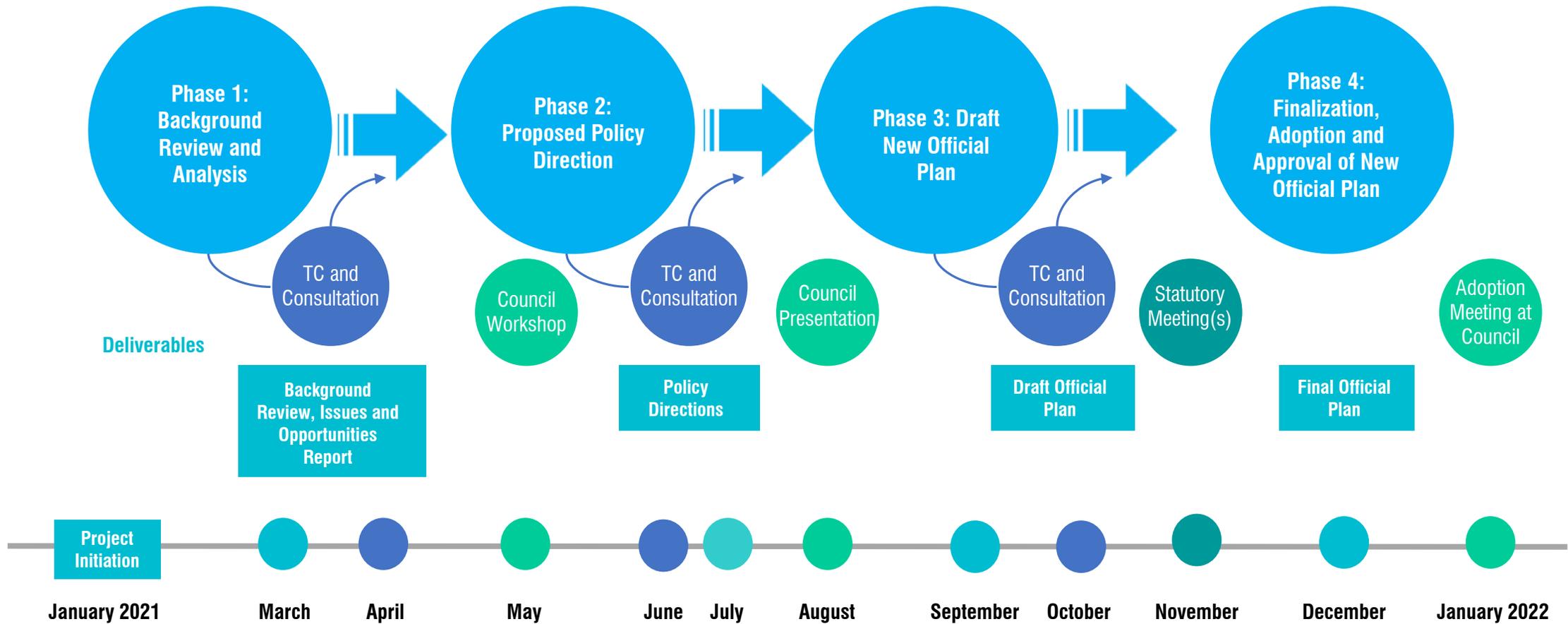
Engagement Objectives	Tactics and Timing	Participants	Roles and Responsibilities
Phase 1- Background Review			
Spectrum of Engagement: Inform, Consult			
Launch the project, solicit participation, update stakeholders and interested parties, generate interest	Notice of Project Initiation and Project Webpage Launch (Work Plan Task 1.5) Late February 2021	<ul style="list-style-type: none"> Consulting Team and Municipal Staff Webpage visitors 	<ul style="list-style-type: none"> Consulting team to provide content materials to municipal staff for webpage Municipal staff to circulate project initiation per statutory requirements for giving notice
	Formal meeting of Council to Launch the New OP per Planning Act Requirements (Virtual meeting) (Work Plan Task 1.6) Early March 2021	<ul style="list-style-type: none"> Consulting Team and Municipal Staff Council Members of the public 	<ul style="list-style-type: none"> Consulting team to provide content materials to staff for review Municipal staff to prepare covering information report and circulate notice per statutory requirements Consulting team to present
Phase 2- Policy Directions			
Spectrum of Engagement: Inform, Consult, Involve			
Inform Council of project status and policy directions, obtain	Council Workshop on Key Directions to provide an	<ul style="list-style-type: none"> Consulting Team and Municipal staff 	<ul style="list-style-type: none"> Consulting team to develop materials for workshop, TC to

direction and endorsement of policy directions to advance the preparation of the Draft New Official Plan	<p>opportunity for Council to discuss and bring forward to the project team any specific issues they may have identified with the current Official Plan that should be addressed (Work Plan Task 2.1) Late May 2021</p>	<ul style="list-style-type: none"> • Council 	<p>provide input and comment on materials in advance of workshop</p> <ul style="list-style-type: none"> • If virtual, municipal staff to host through corporate zoom account
	<p>Webpage Update/ E-Blast (Work Plan Task 2.5) Late July 2021</p>	<ul style="list-style-type: none"> • Consulting Team and Municipal Staff • Webpage visitors 	<ul style="list-style-type: none"> • Consulting team to provide content materials to municipal staff for webpage • Municipal staff to update webpage
	<p>Council Presentation to update Council of project status and present main policy recommendations (Work Plan Task 2.6) August 2021</p>	<ul style="list-style-type: none"> • Consulting Team and Municipal staff • Council 	<ul style="list-style-type: none"> • Consulting team to prepare presentation materials for meeting to Municipal planning staff for comment and input in advance of meeting
Phase 3- Draft New Official Plan			
Spectrum of Engagement: Inform, Consult, Involve, Collaborate			
<p>Present the Draft New Official Plan, obtain feedback and input from agencies, stakeholders and the public to inform the</p>	<p>Agency and Stakeholder Consultation (Work Plan Task 3.3) Late September/ Early October 2021</p>	<ul style="list-style-type: none"> • Consulting Team • Identified Stakeholders 	<ul style="list-style-type: none"> • The consulting team to meet with the County and Conservation Authority to obtain feedback on the Official Plan

refinement and finalization of the New Official Plan			<ul style="list-style-type: none"> If any specific matters have been raised by participants, the consulting team will conduct follow-up calls, as needed
	Webpage Update/ E-Blast (Work Plan Task 3.5) Mid- October 2021	<ul style="list-style-type: none"> Consulting Team and Municipal Staff Webpage visitors 	<ul style="list-style-type: none"> Consulting team to provide content materials to municipal staff for webpage Municipal staff to update webpage
	Statutory Public Open House (Work Plan Task 3.6) Late October/ Early November 2021	<ul style="list-style-type: none"> Consulting Team and Municipal Staff Council Stakeholders and members of the public 	<ul style="list-style-type: none"> Consulting team to prepare open house materials If virtual, municipality staff to host through corporate zoom account Municipal staff to prepare and circulate notice in accordance with statutory requirements
Phase 4- Refinement and Finalization of New Official Plan			
Spectrum of Engagement: Inform, Consult			
Obtain any further input to inform the finalization of the New Official Plan	Follow-up Agency and Stakeholder Meetings (Work Plan Task 4.2)	<ul style="list-style-type: none"> Consulting Team Identified Stakeholders 	<ul style="list-style-type: none"> If there are further follow-up meetings required in order to finalize and refine the Official Plan based on feedback received in Phase 3, the

	Late October/ Early November 2021		Consulting team will meet with those stakeholders in order to finalize the Official Plan
Continue engagement with the public while refining and implementing the final version of the New Official Plan	Webpage Update/ E-Blast (Work Plan Task 4.5) Early November 2021	<ul style="list-style-type: none"> • Consulting Team and Municipal Staff • Webpage visitors 	<ul style="list-style-type: none"> • Consulting team to provide content materials to municipal staff for webpage • Municipal staff to update webpage
	Statutory Public Meeting (Work Plan Task 4.6) Late November 2021	<ul style="list-style-type: none"> • Consulting Team and Municipal Staff • Council • Stakeholders and members of the public 	<ul style="list-style-type: none"> • Consulting team to prepare meeting materials • If virtual, municipality staff to host through corporate zoom account • Municipal staff to prepare and circulate notice in accordance with statutory requirements
	Webpage Update/ E-Blast (Work Plan Task 4.11) December 2021	<ul style="list-style-type: none"> • Consulting Team and Municipal Staff • Webpage visitors 	<ul style="list-style-type: none"> • Consulting team to provide content materials to municipal staff for webpage • Municipal staff to update webpage
	Adoption Meeting/ Final Presentation to Council (Work Plan Task 4.12) January 2022	<ul style="list-style-type: none"> • Consulting Team and Municipal Staff • Council • Stakeholders and members of the public 	<ul style="list-style-type: none"> • Consulting team to prepare meeting materials • If virtual, municipality staff to host through corporate zoom account

			<ul style="list-style-type: none">• Municipal staff to prepare and circulate notice in accordance with statutory requirements
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Staff Report

Report To: Council Meeting

From: Heather James, Planner

Date: 2021-02-25

Subject: Declare Municipal Lands Surplus Plan 75 Lots 311, 312 and 313

Recommendation:

That West Elgin Council hereby receives the report from Heather James to declare the lands legally described as Plan 75 Lots 311, 312 and 313 as surplus to the needs of the municipality;

That West Elgin Council hereby declares the lands legally described as Plan 75 Lots 311, 312 and 313 as surplus to the needs of the municipality;

That West Elgin Council hereby authorizes the disposition of the lands without an appraisal as it is in the best interest of the municipality and agrees with the Clerk that notice of the intention to dispose of the lands is not required; and, lastly,

That West Elgin Council hereby authorizes the disposition of the lands through a land exchange.

Purpose:

The purpose of this report is to provide Council with information and a recommendation to declare municipal lands surplus to the needs of the municipality. The lands recommended to be declared surplus to the needs of the municipality are legally described as Plan 75 Lots 311, 312 and 313.

Background:

The municipally owned lands are vacant. It is unknown when the municipality acquired the lands. The municipally owned lands are designated Industrial, as shown on Schedule 'D' Village of West Lorne Land Use & Transportation Plan in the Municipality of West Elgin Official Plan and zoned General Industrial (M1) in the Municipality of West Elgin Comprehensive Zoning By-law 2015-36.

The lands to be exchanged are legally described as Plan 100 Block D, Part of Lots 1 and 2 on RP 11R-9994 Part 4 and are designated Residential, as shown on Schedule 'D' Village of West Lorne Land Use & Transportation Plan in the Municipality of West Elgin Official Plan and zoned Residential First Density (R1) in the Municipality of West Elgin Comprehensive Zoning By-law 2015-36.

Financial Implications:

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

Policies/Legislation:

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

Related Documents

None.

Report Approval Details

Document Title:	Request to Declare Municipal Lands Surplus Plan 75 Lots 311, 312 and 313 - 2021-10-Planning.docx
Attachments:	
Final Approval Date:	Feb 23, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Heather James, Planner
Date: 2021-02-25
Subject: Declare Municipal Lands Surplus Plan 75 Lot 318

Recommendation:

That West Elgin Council hereby receives the report from Heather James to declare the lands legally described as Plan 75 Lot 318 as surplus to the needs of the municipality;

That West Elgin Council hereby declares the lands legally described as Plan 75 Lot 318 as surplus to the needs of the municipality;

That West Elgin Council hereby authorizes the disposition of the lands without an appraisal as it is in the best interest of the municipality; and, lastly,

That West Elgin Council hereby offers the lands for sale through posting of a sign and through a call for proposals.

Purpose:

The purpose of this report is to provide Council with information and a recommendation to declare municipal lands surplus to the needs of the municipality. The lands recommended to be declared surplus to the needs of the municipality are legally described as Plan 75 Lot 318 (as shown on the attached Key Map).

Background:

The municipally owned lands are vacant. It is unknown when the municipality acquired the lands. The municipally owned lands are designated Industrial, as shown on Schedule 'D' Village of West Lorne Land Use & Transportation Plan in the Municipality of West Elgin Official Plan and zoned General Industrial (M1) in the Municipality of West Elgin Comprehensive Zoning By-law 2015-36.

According to By-law 2019-14, being a By-law to Adopt and Maintain a Policy with Respect to the Sale and Other Disposition of Land Owned by the Municipality of West Elgin, at least one appraisal is required of lands to be disposed of, where the most recent assessed value of the lands is less than \$30,000.00. The most recent assessed value of the land from MPAC is \$38,000.00. The by-law does however authorize Council the ability to dispose of lands without an appraisal if in a public meeting, Council deems that to do so is in the best interest of the municipality.

The M1 zoned lands are undersized in lot area and lot frontage. Given that the lands are undersized in lot area and lot frontage, it would be challenging to develop this parcel on its own. Therefore, it is recommended that the lands be offered for sale through a call for proposals or offers from adjacent property owners.

Financial Implications:

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

Policies/Legislation:

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

Related Documents

None.

Key Map



Report Approval Details

Document Title:	Declare Municipal Lands Surplus Plan 75 Lot 318 - 2021-11-Planning.docx
Attachments:	
Final Approval Date:	Feb 23, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Heather James, Planner

Date: 2021-02-25

Subject: Update Report on Zoning By-law Amendment 24801 Pioneer Line

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding an update report on the zoning by-law amendment for 24801 Pioneer Line; and,

That West Elgin Council hereby directs staff on the next steps to complete the planning process.

Purpose:

The purpose of this report is to provide Council with an update on the zoning by-law amendment for 24801 Pioneer Line and seek direction on the next steps to complete the planning process.

Background:

A public meeting was held on November 12, 2020 for a zoning by-law amendment for 24801 Pioneer Line. The zoning by-law amendment proposed to rezone a portion of the lands, +/- 1.20 ha (2.97 ac.) in area with a frontage of 20.11 m (66.0 ft.) and an irregular depth from Future Residential (FR) Zone to Residential First Density (R1) Zone to permit the construction of a single unit dwelling (see attached Key Map). The subject lands are vacant and have a Provincially Significant Wetland located in the southern portion of the lands. Comments submitted by the adjacent property owners, Jeremy, and Magda Badura at 24793 Pioneer Line identified the following concerns:

1. There are several lots on Pioneer Line and Catherine Road that drain onto this property without legal protection or legal outlets to the Miller Drain which is location on the subject lands.
2. Their own property has a drainage tile that is located on the subject lands before the tile outlets to the Miller Drain, which is located on the subject lands. Unfortunately, the lot known as 24793 Pioneer Line was created in 2018 and a mutual drain agreement, which would provide a legal drainage outlet for the lot was not required.
3. It was also identified that the lot known as 24803 Pioneer Line (undeveloped at this time), which was created at the same time as 24793 Pioneer Line also has a drainage tile that crosses over the subject lands before the tile outlets to the Miller Drain and is also not protected through a mutual drain agreement.

Also at the public meeting, C. Blair, owner of a property on Catherine Road stated there are already a fair amount of drainage concerns with properties in this area and the property in question where the majority of the surface water runs. Ms. Blair expressed concern that the existing drain is not large enough to handle more water. Mayor McPhail stated that it seems that a drainage plan needs to be worked out for this area, which is separate from the issue of the missing mutual drain

agreement. Mayor McPhail asked Drainage Superintendent Tom Mohan to speak with the concerned residents and see what can be done to alleviate concerns.

West Elgin Council deferred their decision on the zoning by-law amendment and directed staff to pursue a mutual drain agreement with both lots on Pioneer Line and the current owner of 24801 Pioneer Line in a timely fashion so that development can move ahead.

Update

Since the November 12, 2020 Council meeting, the municipal drainage superintendent has met with property owners along Pioneer Line and Catherine Road on-site to discuss their drainage concerns. The property owner on Catherine St., C. Blair that identified drainage issues at the public meeting is prone to occasional flooding in their backyard. The drainage superintendent stated that the area for years was drained by an old clay tile that also ran across 24801 Pioneer Line. That tile has failed in recent years and no longer functions. The drainage superintendent has identified that the best option to remedy this is to have that property owner connect a tile into the new drain serving the Pioneer Line lots. Since these are all private drains it will require cooperation of all of the owners. At the end of the on-site meeting it was decided to wait until an agreement was achieved for the two lots on Pioneer Line before anything else was decided.

In email from Amy Dale, solicitor, Gunn & Associates, who represents the purchaser of the subject lands and agent for the zoning by-law amendment, dated February 21, 2021, Ms. Dale indicated that there is a signed mutual drain agreement between the owners of 24793 Pioneer Line and the owner of the subject lands, 24801 Pioneer Line to provide a legal drainage outlet.

Unfortunately, the owners of 24803 Pioneer Line are not willing to sign the mutual drain agreement with the owners of 24783 Pioneer Line and 24801 Pioneer Line until a clause is added to the agreement confirming that the owner of the 24801 Pioneer Line will not build any structures on top of the drain and until the drain is better located, i.e. surveyed or GPS located. Ms. Dale's clients (purchasers of 24801 Pioneer Line) are agreeable to the clause being added to the agreement and are willing to cooperate, but do not feel that they should be the party responsible for bearing the cost to obtain these locates. Ms. Dale is inquiring if Council will proceed on the basis of the agreement signed by the owners of 24793 Pioneer Line (Badura's) or whether they want both lot owners to sign before they will agree to proceed with the application. Ms. Dale also notes that her clients wish to be as cooperative as possible in this matter and have instructed her to proceed on that basis.

Financial Implications:

The costs to locate the drain are unknown at this time and may also be delayed due to weather conditions.

Policies/Legislation:

Provincial Policy Statement 2020, County of Elgin Official Plan, and the Municipality of West Elgin Official Plan

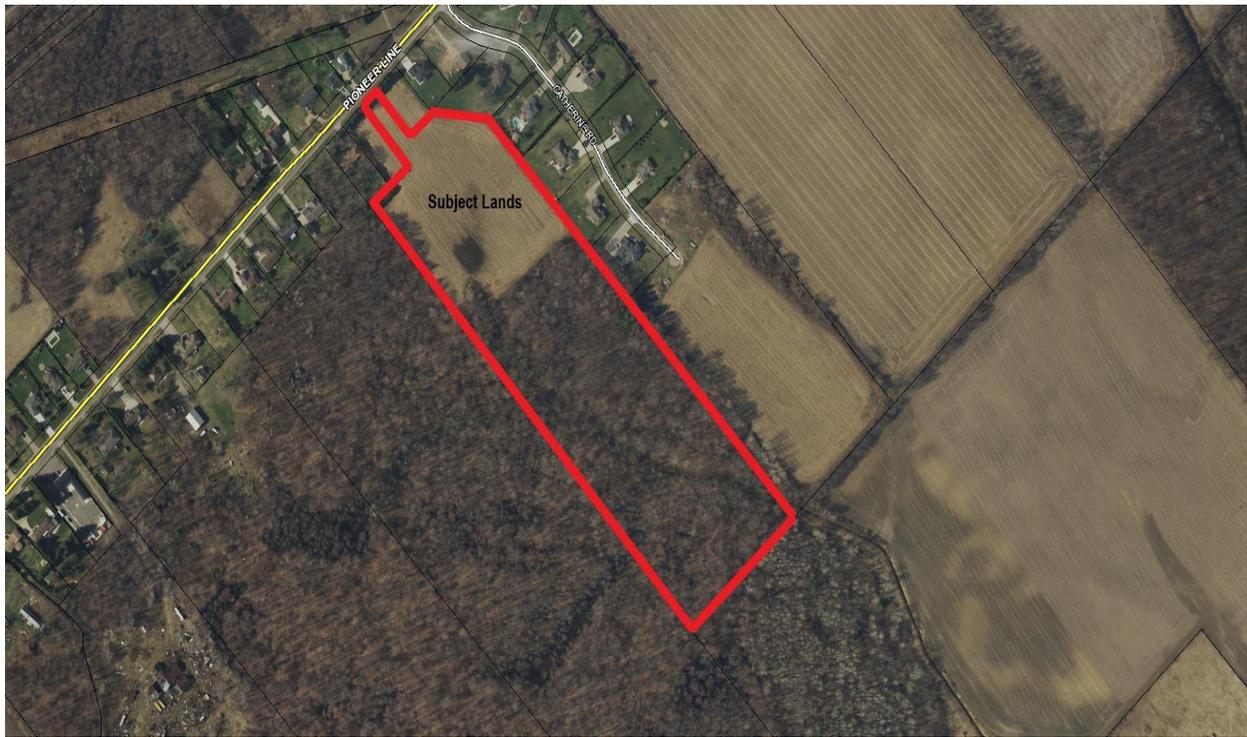
At this time, consistency with the Provincial Policy Statement 2020 and conformity with the County of Elgin Official Plan and the Municipality of West Elgin Official still cannot be determined as the existing drainage concerns that arose at the public meeting have not been completely resolved.

Summary/Conclusion:

Unfortunately at this time, the owner of 24803 Pioneer Line is not agreeable to signing the mutual drain agreement until a clause is added to the agreement confirming that the owner of the 24801 Pioneer Line will not build any structures on top of the drain and until the drain is better located, i.e. surveyed or GPS located. The original concerns regarding drainage were raised by the owners of 24793 Pioneer Line and have been resolved through the signing of the agreement. At this time, as there are still outstanding drainage issues on the subject lands, I cannot state the zoning by-law amendment application is consistent with the Provincial Policy Statement and I cannot determine conformity with the County of Elgin Official Plan and the Municipality of West Elgin Official Plan.

However, should Council wish to see this proposed zoning by-law amendment move forward, a proposed by-law for zoning by-law amendment and zoning by-law amendment schedule are attached to this report for Council's consideration.

Key Map



Report Approval Details

Document Title:	Update Report on Zoning By-law Amendment 24801 Pioneer Line - 2021-09-Planning.docx
Attachments:	- 2021-xx - Zoning By-law Amendment - 24801 Pioneer Line.docx - 24801 Pioneer Line.pdf
Final Approval Date:	Feb 23, 2021

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

Jana Nethercott



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-xx

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 24801 Pioneer Line.

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

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

1. That Schedule "C" Map 5 to By-law No. 2015-36, is hereby amended by changing the subject property from **Future Residential (R1) Zone** to **Residential First Density (R1) Zone** for those lands outlined in heavy solid lines and described as R1 on Schedule "A" attached hereto and forming part of this By-law, being Concession 9, Part of Lot 17, in the geographic Township of Aldborough, now in the Municipality of West Elgin, in the County of Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Local Planning Appeal Tribunal (LPAT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 25th day of February 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

PIONEER LINE

Lands
to be
Zoned R1

CATHERINE RD

This is Schedule "A" to By-law No. 2021-
passed on the 25th day of February, 2021

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
Comprehensive Zoning By-Law 2015-36
SCHEDULE 'C' MAP 5



0 40 80
Meters





Municipality of West Elgin

Agenda

Recreation Committee

February 17, 2021, 7:00 p.m.
Electronic Participation Meeting via Zoom

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.

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Recreation Committee hereby adopts the agenda as circulated.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

Recommendation:

That the West Elgin Recreation Committee adopts the minutes of February 18, 2020 as printed and circulated.

5. **Business Arising from Minutes**

6. **Staff Reports**

6.1. **Advisory Committee Policy**

6.2. **New Members**

6.3. **Updating Terms of Reference**

7. **New Business**

8. **Adjournment**

Recommendation:

That West Elgin Recreation Committee hereby adjourn at 7:45 p.m. to meet again on Wednesday March 17, 2021 at 7:00p.m.

Minutes



Youth Task Team
- Dutton Dunwich - West Elgin -

Youth Task Team

Date: January 25th

Time: 4:00 to 6:00 pm

Location: via Zoom

Chair: Kristyn Munroe

Recorder: Kellie Coelho

Attendees: Kristyn Munroe (WECHC; Agency Chair), Destiny Bertasson (Youth Co-Chair), Jess Ross (Wellkin), Troy Carlson (OPP), Jessica Austin (SWPH), Tareasa Tellier (West Elgin), Kellie Coelho (YWCA), Selaena Hayward (Youth Co-Chair),

Guests: Julia Whitehead (Fanshawe placement until April)

Regrets: Angela Kelly (SWPH);

Absent: Trish Corneil (Dutton Dunwich)

Kristyn shared that David James and Jennifer Keech are no longer able to participate as committee members;

#	Time (est)	Topic	Desired Outcome <i>(update, input, evaluate, decide, share)</i>	Individual Responsible	Discussion/Action
1	5min	Introductions	Share/ Evaluate	All	<p>Kristyn welcomed all to the meeting and members introduced themselves.</p> <p>Destiny shared land acknowledgement to open the meeting: As we gather here in Elgin County, we take the time to acknowledge this sacred land on which we now stand. We are meeting on Aboriginal land that has been inhabited by Indigenous Peoples from the beginning. This is the traditional territory of the Huadenosaunee and Anishinaabe people and we are honoured to have the opportunity to live and work on this land. As we open our hearts to end exclusion, violence and fear among all, we are especially mindful of our commitment to Truth and Reconciliation and acknowledge that we walk upon the territories of the first peoples of this land whose children and families continue to seek justice.</p>

2		Approval of agenda	Decide	All	Motion to Accept by Destiny
3		Approval of minutes	Decide	All	Motion to Accept by Taraesa
4	5min	Terms of Reference	Share	Kristyn	Approve Terms of Reference - Kristyn will send TOR via email for approval
5	20min	Youth Ambassadors Update	Update	Youth Ambassador Co-Chairs	<p>Updates/changes from YA Meetings – 6 adult allies currently supporting – 2 adults to attend each month to support youth based on advance scheduling.</p> <p>Youth Chatter</p> <ul style="list-style-type: none"> - Destiny shared that it was great to have started Wellness Wednesdays during the lockdown to support youth - Selaena shared that virtual learning is taking a toll on youth in terms of being able to meet expectations and is stressful - Disconnect between board communications and classroom communications discussed (ie. expectations, wellness etc.) - Chair of WESS Parent Council looking for feedback through social media - Jessica A: priority during crisis is connection to caring adult; any opportunity for key messages to be shared over social media? - Destiny shared that a letter was written as part of another committee she is involved in around supporting youth in employment and expressed that she would be interested in writing a letter in support of youth perspectives - Jessica R. – if youth do take on writing a letter, perhaps it could be a call to action to address disconnect and better align priorities for youth - Kristyn will work on determining student board members of TVDSB that could be reached out to and/or opportunity for rural youth to be represented/involved at Board Level (Call to Action) - Destiny shared that she has had supportive teachers during this time <p>Updates from the last meeting:</p> <ul style="list-style-type: none"> - Care packages developed in November, with plans to distribute through schools, but schools were closed. Kristyn has been distributing to youth as possible and has shared on social media - Destiny shared that Wellness Wednesdays are underway

6	30min	Current status of CI Grant	Evaluate/ Input/Decide	Kristyn/Jessica	<p>Next steps for Theory of Change plan</p> <p>Wellness Wednesday for Youth – Pound, Yoga, Zumba being offered virtually, free of charge to youth on 2nd, 3rd, and 4th Wednesdays each month since November, however no youth have registered to participate; Feedback: everything is virtual, after being online most of the day for school, youth need a break from virtual; rural internet can be challenging; activity needs to be something that youth are very passionate about – for example, hub session numbers are high with 11-18 youth attending with different topics each week; the Hub can be promoted with youth– most participants are from Elgin County; Jess to send poster to Kristyn for sharing with the committee to promote. Saleana and Destiny to bring back to YA’s and look into whether there is anything that youth would be interested in participating in virtually or in person when restrictions allow;</p> <p>Adult Influencers in the Community Brief write up has been prepared for people identified as adult influencer(s) to be emailed out to make initial connection; roles outlined on social media</p> <p>Building Social media presence in the community Weekly posts on facebook page including impact statement, goals, posters from launch event etc.; Encourage organizations and youth to like and follow facebook and instagram; some social media posts to be prepared around youth charter and framework</p> <p>Update on CIW Survey Results Results are in from 2019 survey; data from 2014 and 2019 is not from the same youth that previously completed the survey; Kristyn will share results and final report will be prepared; 132 youth responded; 34.9% reported they did not have a strong or somewhat strong sense of belonging</p>
7	15min	Data/Shared Measurement	Share/Decide	Jessica	<p>Update from Jess - in conversation with school board research and ethics– 1 page graphic of shared measurement to understand needs of local youth shared; interest in rolling out survey late Fall 2021 in western Elgin area;</p>
8	30min	Next Steps	Input/Decide	Kristyn	<p>Youth CI</p> <p>Influencers – email to be sent to influencers re: opportunities with various roles</p> <p>Social Media – various platforms being used to promote; please share with youth that may be interested in joining youth table</p> <p>Update on Kristyn’s Role - interviews being hosted for Kristyn’s position; information can be shared in February and March; Julia is also available to support with activities and initiatives</p>

9	15min	Meetings moving forward	Decide	Kristyn	Next meeting date: February 22 nd via zoom.
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From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: minutes
Date: February 18, 2021 8:58:29 AM

**154 Munro Street, West Lorne, Ont. N0L2P0
WEST LORNE HERITAGE HOMESTel/Fax 519-768-3474**

**Board of Directors Meeting....Monday October26, 2020
Directors present : Jerry Galbraith, Taraesa Tellier, Robert White,
Julie Newman, Martha Kys, Alberta Jones, ,Marg Varga, Judy Peters.
Regrets : Cidalia
Property Manager : Patty Reid**

1.Approval of Agenda:

Motion : Marg

Second: Robert

All in favour: Approved

2.Approval of minutes of October 26, 2020:

Motion : Robert

Second : Taraesa

All in favour : Carried

3.Declaration of Conflict of Interest, if any: NIL

4. Correspondence....Nil

5. Business arising from the minutes...Bank will do new paperwork & signing officers go in & sign

6.Reports : Check next year to see about next year rent increase & use contingency fund'

Activity room used for business and follows protocol...no socializing....
.....Lee from municipality can pick up garbage and will be in touch re recycleand limit # of bags

Heritage House Tenants..Pergol Roof needs to be secured in Heritage Homes

7. Financial Report : Accepted...Julie

Second...Robert

Carried

8) New Business Change in Weather...Use the main Entrance for deliveries and visitors.

Will check with Hydro to see if flat rate applies to Heritage Homes

9. Nextl Meetings : Fourth Monday of each month.. March 22, May 31, June 21, no meeting in July , August 23,

September 27, October 25, AGM and Board, November 22, No December meeting

2021

10. Motion to adjourn :Robert

Second : Taraesa

Seconder : Taraesa

All in favour : Carried

Request for Waiver of Rental Fees.

By completing this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions (Miller park and Port Glasgow Trailer Park Pavilions) until December 31, 2021.

The booking process will remain the same. Facility User Contract will need to be signed. A Certificate of Insurance will need to be provided.

Organization Name *

Elgin County Library - West Lorne Branch

Representative's Name *

Courtney Kennedy

Main method of Contact *

Phone Number

Email Address

Phone Number

519-868-2388

Email Address *

ckennedy@elgin.ca

Please select the facility you are requesting the waiver of usage fees.

West Elgin Recreation Centre

West Lorne Community Complex Meeting Room

Miller Park Pavilion

Port Glasgow Trailer Park Pavilion

Reason for waiver of rental fees

The West Lorne Library Tax Clinic is run by a team of dedicated volunteers. It serves the needs of clients with a simple tax situation local to West Elgin and surrounding communities. It is a highly sought-after service...and it's free! We are thrilled to offer the program this year in a safe manner. Thank you for your time and consideration.

Date of Requested Fee Waiver.

- One Time Rental
- Multiple Rental Dates

Please state Multiple Rental Dates.

Every Tuesday and Friday from 10am-5pm throughout the months of March and April 2021.

First Date: Tuesday, March 2, 2021

Last Date: Friday, April 30, 2021

We hereby request a waiver of usage fees for the above stated facility until December 31, 2021. We understand the booking process will remain the same. *

- Clicking this box you agree to the above statement and all terms and conditions associated.

Date

2021-2-17



**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



February 11, 2020

Magda Badura
CAO/Treasurer
Municipality of West Elgin
mbadura@westelgin.net

Dear Magda Badura:

The best small businesses are born out of a passion and a dream.

When it comes to many home-based food businesses, they start with a love of food and a cherished family recipe. Whether passionate about making grandma's coveted baked goods or a new take on homegrown pickles, jams and preserves, we are making it easier for Ontarians to share their homemade goods with their communities and turn their passion into a successful business.

As our government recently announced, Ontario has made changes to the Food Premises Regulation under the *Health Protection and Promotion Act* that allow more flexibility for small, independent businesses to sell their low-risk, home-prepared foods from their homes or at special events like farmers' markets, festivals and fairs. While these changes came into effect on January 1, 2020, the desire to start low-risk, home based food businesses has only increased during COVID, which is why we're clarifying the rules now.

Low-risk foods are non-hazardous and do not require refrigeration. They include such items as baked goods, pickles, jams and preserves, chocolates, hard candies and brittles, fudge and toffees, granola, trail mix, nuts and seeds, and coffee beans and tea leaves.

These regulatory changes support Ontario's entrepreneurs in running a home-based food business, without compromising our high standards for food safety. The changes also give Ontarians new opportunities to buy locally produced foods.

.../2

The Ministry of Health has published a guide to help such entrepreneurs take the recommended steps to succeed, in a food-safe way, in their homemade food business efforts:

www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/selling_low_risk_food.pdf I welcome you to use your networks to share this important information with those who may be interested.

Starting a home-based food business is an excellent opportunity for people across Ontario to share their culinary creativity, build a business for themselves and be part of the province's agri-food sector. Our government is committed to encouraging this growing part of the economy and to support all the good things that are grown and produced right here in Ontario.

Thank you for your support of this initiative and for all your efforts to partners with us as we strive to build strong communities and a vibrant economy in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized initial 'E'.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

COVID-19 Reminders

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - www.ontario.ca/page/covid-19-stop-spread

February 11, 2021

Duncan McPhail, Mayor
Municipality of West Elgin

Dear Mayor McPhail and Municipality of West Elgin Council,

County Council and Local Municipal Partners were informed in June 2020 that the Elgin County Library's partnership with the STEAM Centre based in St. Thomas and Green eRecycling for the collection of e-waste at library branches was being temporarily suspended due to staffing and resource shortages. Green eRecycling recently confirmed that the program has now been eliminated altogether, thereby ending the service. Collection bins have been removed.

The program ran from 2017 to 2020 at five branch locations and in that time, it collected over 75,000 kilograms of e-waste. This benefitted the STEAM Centre through increased revenue and donations of re-usable items.

The STEAM Centre continues to collect and refurbish desktops, laptops, and tablets in good condition which are donated to students, Indigenous communities and people with limited income as part of its re//BUILD.IT program. E-waste can either be dropped off by appointment at the STEAM Centre (located at 745 Talbot Street in St. Thomas) or they will arrange for pick-up. Appointments for both drop off and pick-up can be made by calling the Centre at 226-212-0048 or by e-mailing rebuild.it@steameducation.ca.

Sincerely,



Brian Masschaele, Director of Community and Cultural Services



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-10

Being a By-Law to Adopt the 2021 Budget for the Municipality of West Elgin

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

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

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

1. That the estimates of all sums for the purposes set out in Schedule “A”, attached hereto and forming an integral part of this by-law, are hereby adopted as the Operating and Capital budget for the year 2021 for the Municipality of West Elgin.
2. This By-Law takes effect upon the date of passing.

Read a first, second, and third time and finally passed this 25th day of February, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



Municipality of West Elgin

2021 Budget

Rate Increase	2.21%
Levy Increase	4.61%

	2021 Budget		2020 Actuals		2020 Budget	
Revenues						
Taxation	-\$	3,681,300.14	-\$	3,518,923.73	-\$	3,559,092.49
Local Improvements	-	58,128.71	-	58,358.88	-	40,520.60
PIL	-	90,000.00	-	90,000.00	-	58,000.00
Grants:						
GRANT - OMPF	-\$	1,920,000.00	-\$	1,838,600.00	-\$	1,838,600.00
GRANT - OPERATING GRANT - SAFE RESTART	-	36,000.00	-	179,800.00	-	-
GRANT - OCIF	-	225,822.00	-	225,822.00	-	225,658.00
GRANT - Ontario Cannabis	-	-	-	-	-	15,000.00
GRANT - CANADA DAY	-	5,000.00	-	-	-	5,000.00
GRANT - SUMMER STUDENT	-	3,500.00	-	3,465.00	-	-
GRANT - MODERNIZATION	-	-	-	20,000.00	-	-
GRANT - ICIP: COVID Stream - Local Government	-	100,000.00	-	-	-	-
Miscellaneous Revenue	-	193,730.00	-	246,258.90	-	230,100.00
Transfer to Reserves (OCIF)	-	225,822.00	-	-	-	225,658.00
Transfer from Reserves (Insurance)	-	30,000.00	-	-	-	-
Departmental Summaries						
Council	\$	108,857.90	\$	75,645.66	\$	105,998.38
Administration		1,002,571.52		743,764.26		856,012.92
Municipal Buildings		219,821.91		70,719.91		106,169.84
Fire		528,523.00		347,458.83		498,651.46
Police Services		978,466.00		953,804.95		896,000.00
Conservation Authority		63,853.00		64,289.00		64,289.00
Building Inspection	-	888.00		6,544.13		12,400.00
Emergency Measures		-		30,036.58		49,390.00
By-Law Enforcement		14,390.05		12,910.08		16,728.76
Animal Control		-		-		-
Roads		1,681,829.08		1,404,881.20		1,804,859.98
Service Ontario		11,947.31		18,127.81		29,659.08
Four Counties Transit		0.00	-	0.00		8,843.94
Street Lights		52,500.00		33,909.63		35,000.00
Sidewalks		68,926.25		20,959.74		62,500.00
Sewage - Rodney	-	0.00	-	0.00		-
Sewage - West Lorne	-	0.00		0.00		-
Water	-	0.00	-	0.00		-
Landfill		536,180.56		254,597.00		198,926.05
Cemeteries		500.00		239.05		600.00
Arena		145,790.59		185,790.46		187,554.34
Parks & Recreation		527,817.90		539,066.75		695,565.79
Port Glasgow Trailer Park		0.00	-	0.00		-
Libraries	-	9,513.12	-	16,658.13		4,646.50
Planning		49,025.91		45,711.15		38,281.33
Economic Development		51,000.00	-	4,453.00		4,000.00
Drains		27,930.29		19,163.59		29,715.12
Debentures		58,128.71		43,594.56		40,520.60
	-\$	0.00	-\$	1,331,125.30	-\$	0.00

Municipality of West Elgin - Reserves

Acct No.	Description	2021 Budget			Ending Balance
		Beg. Balance	FROM	TO	
01-3000-3014	Tax Rate Stabilization	\$ 2,087,490.97	(177,610.28)		\$ 1,909,880.69
01-3000-3001	Working Capital	\$ 760,227.53			\$ 760,227.53
01-3000-3002	Contingency	\$ 456,470.28			\$ 456,470.28
	Conectivity Project	\$ -		50,000.00	\$ 50,000.00
01-3000-3009	Ontario Invests - Improve Service Delivery & Efficiency	\$ 511,952.79	(418,780.00)		\$ 93,172.79
01-3000-3030	Prior Year Unused Capital	\$ 110,482.83			\$ 110,482.83
	Vehicle Replacement	\$ 786,421.04	(339,000.00)	269,258.00	\$ 716,679.04
01-3000-3003	General	\$ 337,513.98			\$ 337,513.98
	County	\$ 31,751.81			\$ 31,751.81
	Monroe St.	\$ 44,100.00			\$ 44,100.00
01-3000-3005	Recreation	\$ 16,400.00			\$ 16,400.00
	Dog Park	\$ 15,782.69		13,005.47	\$ 28,788.16
01-3000-3006	Parkland - West Lorne	\$ 68,761.82			\$ 68,761.82
01-3000-3019	Parkland - Rodney	\$ 100,000.00			\$ 100,000.00
01-3000-3017	Trailer Park	\$ 359,527.88	(166,665.21)		\$ 192,862.67
01-3000-3011	Marina Washrooms	\$ 50,000.00			\$ 50,000.00
01-3000-3025	Marina Pier Extension	\$ 400,000.00			\$ 400,000.00
01-3000-3026	Haven Lake Road	\$ 15,448.71	(15,448.71)		\$ -
01-3000-3007	Waste Management	\$ 87,844.00			\$ 87,844.00
	Landfill Closure	\$ 717,919.00			\$ 717,919.00
01-3000-3013	Water Construction - General	\$ 96,701.52			\$ 96,701.52
01-3000-3008		\$ 50,000.00			\$ 50,000.00
01-3000-3203	West Elgin Water	\$ 953,089.73	(312,601.04)		\$ 640,488.69
01-3000-3004	Fire - Trucks	\$ 151,833.92		30,000.00	\$ 181,833.92
01-3000-3012	West Lorne Community Improvement	\$ 25,748.24			\$ 25,748.24
01-3000-3022	Downtown Improvement	\$ 250,000.00	(250,000.00)		\$ -
01-3000-3027	Economic Development	\$ 10,000.00			\$ 10,000.00
	Election	\$ 20,000.00		10,000.00	\$ 30,000.00
01-3000-3018	West Lorne Heritage Homes & Hub	\$ 206,766.00			\$ 206,766.00
01-3000-3021	Policing	\$ 209,766.15			\$ 209,766.15
01-3000-3023	Insurance	\$ 100,000.00	(30,000.00)		\$ 70,000.00
01-3000-3024	Municipal Buildings	\$ 565,859.00	(200,000.00)	50,000.00	\$ 415,859.00
01-3000-3101	Federal Gas Tax	\$ 699,602.72	(858,019.72)	158,417.00	\$ -
01-3000-3102	Provincial Gas Tax	\$ 100,297.68		19,056.53	\$ 119,354.21
01-3000-3201	Rodney Sewage	\$ 819,241.63	(361,197.84)	225,822.00	\$ 683,865.79
01-3000-3202	West Lorne Sewage	\$ 247,948.63		132,607.48	\$ 380,556.11
		<u>\$ 11,464,950.55</u>	<u>\$ (3,129,322.80)</u>	<u>\$ 958,166.48</u>	<u>\$ 9,293,794.23</u>

**Municipality of West Elgin
2021 Budget**



Miscellaneous Revenue

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-6100-6101 TAX CERTIFICATES	7,000.00	8,930.00	9,500.00	9,815.90	6,000.00	6,065.00	7,500.00
01-6100-6102 PHOTOCOPIES	100.00	59.00	100.00	14,888.89	50.00	12.50	100.00
01-6100-6103 911 SIGNS	400.00	480.00	100.00	110.00	500.00	330.00	500.00
01-6100-6104 BURIAL PERMITS	1,730.00	2,710.00	900.00	1,040.00	600.00	600.00	600.00
01-6100-6105 MARRIAGE LICENCES	4,000.00	5,220.00	3,800.00	3,920.00	3,000.00	3,150.00	2,500.00
01-6100-6106 PARKING TICKETS - ELGIN CTY	18,000.00	26,253.45	25,000.00	25,343.55	20,000.00	42,755.75	40,000.00
01-6100-6107 YACHT CLUB-SEWAGE AGREEME	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
01-6100-6108 MISC - NSF CHEQUES-MAPS-	1,000.00	1,268.75	500.00	691.25	5,000.00	18,314.61	1,500.00
01-6100-6110 INTEREST	60,000.00	94,837.73	62,000.00	153,052.89	80,000.00	121,874.19	80,000.00
01-6100-6111 TAX - PENALTY & INTEREST - CURRENT	19,000.00	27,473.15	39,000.00	39,706.85	38,000.00	37,987.19	135,000.00
01-6100-6112 TAX - PENALTY & INTEREST - PREVIOUS	50,000.00	63,841.61	71,000.00	71,251.66	92,000.00	92,054.36	-
01-6100-6120 ADMINISTRATION FEES	24,500.00	16,465.00	11,000.00	8,000.00	11,000.00	10,081.08	15,000.00
01-6100-6121 REPRINT OF TAX/WATER BILL	500.00	530.00	700.00	770.00	200.00	-	-
01-6100-6150 PROCEEDS ON ASSET DISPOSAL	-	-	-	10,001.00	-	-	-
01-6100-6190 REBATES	5,000.00	4,309.79	4,000.00	7,881.22	-	2,352.98	-
01-6100-6200 GRANT - OMPF	1,920,000.00	1,838,600.00	1,838,600.00	1,881,100.00	1,881,100.00	1,969,700.00	1,974,900.00
01-6100-6201 GRANT - OPERATING GRANT - SAFE RESTART	36,000.00	179,800.00	-	-	-	-	-
01-6100-6204 GRANT - OCIF	225,822.00	225,822.00	225,658.00	225,658.00	225,658.00	148,824.00	148,824.00
01-6100-6205 GRANT - Ontario Cannabis	-	-	15,000.00	6,556,599.12	-	-	-
01-6100-6206 GRANT - CANADA DAY	5,000.00	-	5,000.00	5,000.00	-	-	-
01-6100-6207 GRANT - ONTARIO INVESTS	-	-	-	553,560.00	553,560.00	-	-
01-6100-6208 GRANT - SUMMER STUDENT	3,500.00	3,465.00	-	7,840.00	-	-	-
01-6100-6209 GRANT - MODERNIZATION	-	20,000.00	-	-	-	-	-
01-6100-6210 GRANT - ICIP: COVID Stream - Local Government	100,000.00	-	-	-	-	-	-
01-6100-6900 PREVIOUS YEAR SURPLUS/DEFICIT	-	-	-	-	207,562.00	-	207,562.00
01-6100-7900 TRANSFER TO RESERVES	225,822.00	-	225,658.00	570,920.29	847,380.00	270,527.00	148,824.00
01-6100-7901 TRANSFER FROM RESERVES	-	-	-	-	981,788.67	-	-
	-\$ 2,258,230.00	-\$ 2,513,945.90	-\$ 2,088,700.00	-\$ 9,007,810.04	-\$ 3,261,138.67	-\$ 2,186,074.66	-\$ 2,467,662.00

Council	2021 Budget	2020 Actuals	2020 Budget	2019 Actuals	2019 Budget	2018 Actuals	2018 Budget
01-7000-6122 Election Nominations Fees	-	-	-	100.00	-	-	-
01-7000-7400 WAGES	73,000.00	57,403.87	72,589.84	71,376.44	84,000.00	53,499.00	57,000.00
01-7000-7401 CPP EXPENSE	934.40	737.24	1,531.20	1,505.60	1,680.00	463.19	570.00
01-7000-7403 EHT EXPENSE	1,423.50	1,119.38	1,415.54	1,391.88	1,680.00	695.48	741.00
01-7000-7440 CONFERENCES/SEMINARS/MEETINGS	7,000.00	5,726.35	14,000.00	15,463.01	20,000.00	12,696.40	14,000.00
01-7000-7442 MILEAGE	2,000.00	1,571.32	3,500.00	3,470.25	6,000.00	3,522.20	5,000.00
01-7000-7443 MEALS	1,000.00	630.07	1,000.00	904.34	1,000.00	1,738.20	2,000.00
01-7000-7444 RECOGNITION AWARD - Note 1	8,000.00	3,940.40	7,000.00	4,885.48	7,050.00	2,934.20	4,000.00
01-7000-7447 ELECTION EXPENSE	1,500.00	1,437.36	1,461.80	1,437.36	-	23,601.79	30,000.00
01-7000-7614 EQUIPMENT RENTAL & MAINTENANCE	-	-	-	-	-	401.26	700.00
01-7000-7660 OTHER SUPPLIES	4,000.00	3,079.67	3,500.00	3,540.42	4,076.48	6,190.73	2,800.00
01-7000-7900 TRANSFER TO RESERVES	10,000.00	-	-	-	-	-	-
	\$ 108,857.90	\$ 75,645.66	\$ 105,998.38	\$ 103,874.78	\$ 125,486.48	\$ 105,742.45	\$ 116,811.00

Notes:

Note 1	Recognition Award
	Hams & Turkeys \$ 1,500.00
	Years of Service Awards \$ 500.00
	Christmas Party \$ 6,000.00
	\$ 8,000.00

Administration

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7010-7400	WAGES	502,136.12	331,668.62	454,410.02	410,584.64	444,726.74	370,699.61	395,000.00
01-7010-7401	CPP EXPENSE	18,679.46	12,327.44	18,176.40	14,938.47	22,681.06	14,670.66	15,800.00
01-7010-7402	EI EXPENSE	7,230.76	4,772.00	9,088.20	6,294.38	8,508.60	6,400.30	5,615.60
01-7010-7403	EHT EXPENSE	9,038.45	5,962.06	9,088.20	7,778.91	8,672.17	7,459.44	7,643.37
01-7010-7404	WSIB	13,206.18	8,713.91	13,632.30	12,521.47	14,008.89	12,230.26	11,710.44
01-7010-7405	LIFE INSURANCE	4,017.09	2,621.68	4,544.10	3,916.55	4,467.24	4,132.46	4,115.81
01-7010-7406	BENEFITS EXPENSE	45,192.25	18,464.84	31,808.70	26,767.53	35,578.14	24,847.26	35,482.53
01-7010-7407	OMERS EXPENSE	49,108.91	32,424.55	45,441.00	39,093.55	40,025.41	34,930.23	28,679.32
01-7010-7408	POST RETIREMENT BENEFITS	2,500.00	2,335.29	-	816.17	-	-	-
01-7010-7411	COVID-19	40,000.00	39,819.20	-	-	-	-	-
01-7010-7415	TRAINING	5,000.00	2,377.49	10,000.00	5,274.51	15,000.00	10,711.81	6,000.00
01-7010-7430	WAGES TRANSFER-IN	-	75,103.09	-	-	-	-	-
01-7010-7431	WAGES TRANSFER OUT	-	2,467.06	-	-	-	-	-
01-7010-7440	CONFERENCES/SEMINARS/MEETINGS	1,000.00	-	6,500.00	1,923.07	6,500.00	5,542.27	6,000.00
01-7010-7441	MEMBERSHIPS & DUES	5,500.00	5,288.48	5,000.00	6,511.64	7,742.44	5,332.35	5,000.00
01-7010-7442	MILEAGE	200.00	143.12	2,500.00	2,948.35	3,000.00	2,747.25	4,500.00
01-7010-7443	MEALS	500.00	74.19	500.00	183.62	600.00	532.26	1,000.00
01-7010-7444	Employee Recognition	500.00	690.93	-	511.67	2,500.00	1,581.18	500.00
01-7010-7445	GRANTS/DONATIONS - Note 4	56,000.00	15,521.56	40,000.00	44,647.71	84,051.69	49,646.17	58,300.00
01-7010-7446	Staff Recruitment	500.00	43.90	5,000.00	289.54	2,000.00	7,625.88	6,500.00
01-7010-7448	TAX SALES	-	-	-	-	-	7,805.02	-
01-7010-7449	ASSET MANAGEMENT	5,000.00	2,411.71	5,000.00	468.10	5,000.00	100.50	30,000.00
01-7010-7450	HEALTH & SAFETY	1,000.00	199.09	1,000.00	246.31	1,000.00	23.87	-
01-7010-7451	MARRIAGE LICENSE	1,000.00	960.00	500.00	-	500.00	2,900.42	1,500.00
01-7010-7452	BOOT & CLOTHING ALLOWANCE	1,194.69	1,485.93	2,000.00	1,621.02	1,891.19	1,891.19	1,100.00
01-7010-7460	X-MAS PARADE - moved to Parks & Recreation	-	-	-	4,705.29	2,000.00	4,039.35	3,500.00
01-7010-7461	CIVIC HOLIDAY - moved to Parks & Recreation	-	-	-	4,505.23	4,200.00	4,068.09	4,500.00
01-7010-7462	CANADA DAY - moved to Parks & Recreation	-	-	-	8,884.03	3,800.00	2,200.01	4,000.00
01-7010-7463	RODNEY FAIR - moved to Parks & Recreation	-	-	-	9,705.39	6,500.00	6,632.86	4,000.00
01-7010-7470	911 EMERGENCY	2,500.00	2,374.87	3,000.00	2,275.57	2,275.57	2,275.35	2,275.35
01-7010-7601	PHONE & INTERNET	8,000.00	6,241.34	5,000.00	9,788.99	6,000.00	10,678.95	9,000.00
01-7010-7602	SOFTWARE LICENSE - Note 1	25,000.00	22,023.66	25,000.00	19,316.80	25,000.00	19,651.96	15,350.00
01-7010-7610	EQUIPMENT LEASES	1,824.00	1,823.88	1,824.00	911.94	1,919.08	-	-
01-7010-7611	EQUIPMENT MAINTENANCE	4,000.00	3,989.07	5,000.00	7,245.76	3,500.00	3,514.44	2,000.00
01-7010-7613	EQUIPMENT PURCHASE - Note 2	25,000.00	653.05	25,000.00	7,802.47	20,100.00	7,669.56	10,000.00
01-7010-7618	SUBSCRIPTIONS - LAS	300.00	254.40	2,000.00	254.40	255.00	-	-
01-7010-7650	OFFICE SUPPLIES	8,000.00	8,131.84	10,000.00	10,760.42	15,000.00	15,894.61	8,000.00
01-7010-7651	POSTAGE & COURIER	10,000.00	6,737.91	10,000.00	16,070.13	12,000.00	12,509.74	10,000.00
01-7010-7652	ADVERTISING	3,000.00	2,826.05	1,000.00	1,118.25	1,500.00	1,417.00	2,000.00
01-7010-7653	BANK CHARGES	7,000.00	6,619.52	4,000.00	4,034.07	3,500.00	20,787.69	27,000.00
01-7010-7675	LEGAL	38,000.00	32,707.99	30,000.00	32,460.98	70,000.00	76,314.94	20,000.00
01-7010-7676	AUDIT	21,369.60	23,248.50	25,000.00	20,352.00	25,000.00	21,193.60	20,000.00
01-7010-7677	CONSULTING SERVICES - Note 3	50,074.00	34,531.10	50,000.00	370.76	-	-	-
01-7010-7678	SPECIAL PROJECTS - Surplus Lands	5,000.00	-	5,000.00	10,802.82	1,000.00	1,357.48	-

Administration

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7010-7680 CONTRACTED SERVICES	10,000.00	11,947.97	15,000.00	10,029.08	7,000.00	10,713.10	5,000.00
01-7010-7681 ASSET MANAGEMENT - Street Scan	15,000.00	-	95,000.00	5,841.02	95,000.00	-	-
01-7010-7682 STRATEGIC PLAN	20,000.00	-	-	-	20,000.00	-	-
01-7010-7699 BILLABLE	-	787.50	-	-	-	-	-
01-7010-7900 TRANSFER TO RESERVE	-	-	-	1,049,472.34	20,000.00	10,000.00	10,000.00
01-7010-7901 TRANSFER FROM RESERVES - Note 5	-	-	-	-	-	-	-
01-7010-8000 CAPITAL - VoIP Phones	412,000.00	-	245,000.00	8,598.72	-	-	-
01-7010-8001 CAPITAL - WEBSITE DEVELOPMENT	-	-	-	7,462.68	8,000.00	8,904.00	13,000.00
01-7010-8001 CAPITAL - WEBSITE DEVELOPMENT	-	17,923.59	-	-	30,000.00	-	-
01-7010-8002 CAPITAL - E-AGENDA SOFTWARE	-	-	-	8,598.72	15,000.00	-	-
01-7010-8003 CAPITAL - ASSET MANAGEMENT SOFTWARE	250,000.00	-	80,000.00	-	60,000.00	-	-
01-7010-8004 CAPITAL - SECURITY CAMERAS	-	-	10,000.00	-	-	-	-
01-7010-8005 CAPITAL - KEYLESS ACCESS CONTROL & TIME KEEPING SYSTEM	20,000.00	-	35,000.00	-	-	-	-
01-7010-8006 CAPITAL - CONFERENCING EQUIPMENT	30,000.00	-	-	-	-	-	-
01-7010-8007 CAPITAL - LASERFICHE	10,000.00	-	-	-	-	-	-
01-7010-8008 CAPITAL - ELECTRONIC SIGNS (2)	82,000.00	-	-	-	-	-	-
	\$ 1,002,571.52	\$ 743,764.26	\$ 856,012.92	\$ 1,831,507.63	\$ 1,167,003.22	\$ 811,633.12	\$ 794,072.42

Notes

Note 1 Software License

Antivirus Renewal	450.00
Veeam Backup	1,300.00
EasyPay	350.00
Escribe	1,700.00
Keystone	11,000.00
TMRMS	400.00
Zoom	300.00
Duo Multi Factor Authentication	1,020.00
Microsoft	7,000.00
Other	1,480.00
	\$ 25,000.00

Note 2 Equipment Purchase

Yubikey for 2FA - multifactor authentication	1,600.00
Fortigate Firewall 81E - Admin Office	3,000.00
UPS Battery Replacement	450.00
Desktop - Reception	1,600.00
Laptop - Deputy Clerk	2,300.00
Desktop - Arena	1,600.00
Desktop - Admin Assistant	1,600.00
Desktop - Rodney Fire	1,600.00
Desktop - Drains	1,600.00
Desktop - Deputy Clerk	1,600.00
Desktop - Roads	1,600.00
Desktop - Building, Water Clerk, AP, MTO	1,600.00
Desktop - Tax Collector	1,600.00
Laptop - Arena, Health and Safety	2,500.00
Other	750.00
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\$	25,000.00

Note 3 Consulting

Internal & External Penetration Testing	10,074.00
OSG	30,000.00
Robert Bryce HR Consulting	10,000.00
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\$	50,074.00

Note 4 Council Grants & Donations

Stock photos for the website	3,000.00
Aldoborough Public School	12,500.00
Eagle Community Centre	10,000.00
Rodney Agricultural Society	8,200.00
Tiny Tots	3,000.00
Tryconnell Heritage Society (Backus-Page House)	800.00
West Lorne Horticultural Society	800.00
West Elgin Legion Branch 221	3,000.00
West Lorne Optimists	4,200.00
West Lorne Lawn Bowling Club	2,500.00
Other requests throughout the year	8,000.00
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\$	56,000.00

Note 5 Transfer from Reserves - Ontario Invests - Improve Service Delivery & Efficiency

Beg Balance - Jan 1, 2020		553,560.00
Website Development	-	33,008.49
E-agenda Software	-	<u>8,598.72</u>
Balance at Dec 31, 2020	\$	511,952.79
Strategic Planning	-	20,000.00
Asset Management Software & Training	-	250,000.00
Keyless Access Control & Electronic Time Keeper	-	20,000.00
Conferencing Equipment	-	30,000.00
Laserfiche Software	-	10,000.00
Electronic Sign x 2	-	<u>82,000.00</u>
Balance at Dec 31, 2021	\$	99,952.79

Municipal Building

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7011-6321 GRANTS - Accessibility Improvement	-	847.50	-	-	-	-	-
01-7011-6322 BACK ST LOT (BELL)RENT	7,900.00	7,900.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
01-7011-7400 WAGES	-	4,121.21	12,000.00	11,055.96	10,666.24	9,033.08	6,690.95
01-7011-7401 CPP EXPENSE	-	27.36	240.00	207.12	543.98	291.45	314.25
01-7011-7402 EI EXPENSE	-	91.20	240.00	250.54	312.76	209.87	226.47
01-7011-7403 EHT EXPENSE	-	80.38	240.00	215.60	207.99	176.11	193.40
01-7011-7404 WSIB	-	117.47	360.00	347.04	335.99	288.94	303.10
01-7011-7415 Training	-	-	100.00	122.11	-	-	-
01-7011-7430 WAGES TRANSFER-IN	-	-	-	-	-	-	-
01-7011-7431 WAGES TRANSFER OUT	-	630.94	6,000.00	3,676.27	5,550.80	4,635.39	-
01-7011-7500 HYDRO	4,000.00	3,807.26	4,500.00	4,009.86	4,447.82	4,196.06	7,000.00
01-7011-7501 GAS	2,500.00	2,186.23	2,000.00	2,070.50	2,414.80	2,344.47	4,500.00
01-7011-7502 WATER	250.00	172.88	1,200.00	193.44	1,269.16	1,232.19	2,000.00
01-7011-7510 INSURANCE	45,359.51	35,051.55	37,743.84	32,265.68	29,989.30	28,185.43	30,000.00
01-7011-7515 BUILDING REPAIRS & MAINTENANCE	5,000.00	3,749.74	1,000.00	1,092.93	10,000.00	2,613.61	10,000.00
01-7011-7516 JANITORIAL	11,112.40	3,316.22	3,000.00	3,257.11	2,000.00	3,993.54	5,000.00
01-7011-7520 GROUNDS MAINTENANCE	2,000.00	-	200.00	99.06	1,000.00	783.91	7,000.00
01-7011-7611 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-
01-7011-7613 EQUIPMENT PURCHASE	-	-	-	-	-	-	-
01-7011-7900 TRANSFER TO RESERVE	-	-	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
01-7011-7901 TRANSFER FROM RESERVES	200,000.00	-	300,000.00	-	50,000.00	-	-
01-7011-8000 CAPITAL - MUNICIPAL OFFICE SEPTIC SYSTEM	-	21,346.80	300,000.00	-	50,000.00	-	-
01-7011-8001 CAPITAL - DEMOLITION OF THE STORAGE SHED (GRAHAM)	-	-	-	3,959.77	7,000.00	-	-
01-7011-8002 CAPITAL - MUNICIPAL OFFICE RENOVATIONS	300,000.00	-	-	1,738.64	20,000.00	-	-
	\$ 162,321.91	\$ 64,689.86	\$ 99,323.84	\$ 99,709.09	\$ 127,137.24	\$ 91,213.27	\$ 115,728.17

Notes:

Reserves - Municipal Building

Beg Balance - Jan 1, 2020	\$ 515,859.00
Transfer to Reserves	\$ 50,000.00
Ending Balance - Dec 31 2020	\$ 565,859.00
Transfer from Reserves	- 200,000.00
Ending Balance - Dec 31 2021	\$ 365,859.00

Old Town Hall - 117 Furnival Road

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7012-6320 HALL RENT		-	-	-	600.00	-	600.00
01-7012-7500 HYDRO	1,500.00	1,494.70	500.00	3,265.61	2,735.12	2,655.46	-
01-7012-7501 GAS	2,000.00	2,273.86	500.00	4,006.39	4,481.98	4,351.44	-
01-7012-7502 WATER	-	24.88	-	1,524.51	768.57	746.18	-
01-7012-7510 INSURANCE	2,000.00	-	1,696.00	2,747.52	1,597.50	1,500.00	-
01-7012-7515 BUILDING REPAIR & MAINTENANCE	2,000.00	86.61	2,000.00	2,167.25	3,000.00	2,860.84	-
01-7012-7516 JANITORIAL	-	-	-	720.00	500.00	-	-
01-7012-7677 CONSULTING SERVICES	-	2,150.00	2,150.00	-	-	-	-
01-7012-7900 TRANSFER TO RESERVES	50,000.00	-	-	-	-	-	-
01-7012-7901 TRANSFER FROM RESERVES	-	-	650,000.00	-	-	-	-
01-7012-8000 CAPITAL - BUILDING RENOVATIONS	-	-	650,000.00	-	-	-	-
	\$ 57,500.00	\$ 6,030.05	\$ 6,846.00	\$ 14,431.28	\$ 12,483.17	\$ 11,513.92	-\$ 600.00

West Elgin Fire

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7070-6310 REVENUE - MTO	- 10,000.00	- 7,305.60	- 10,000.00	- 50.00	- 10,000.00	- 2,510.00	- 15,000.00
01-7070-6800 PROCEEDS ON ASSET DISPOSAL	-	-	-	- 53,429.82	-	175,650.03	-
01-7070-7400 WAGES	135,000.00	128,372.01	162,000.00	124,050.28	130,431.25	127,250.00	138,000.00
01-7070-7403 EHT EXPENSE	1,890.00	1,779.90	3,240.00	1,703.01	1,970.28	1,736.52	1,812.60
01-7070-7404 WSIB	10,800.00	10,331.82	14,580.00	11,084.22	11,738.81	11,558.40	10,900.00
01-7070-7405 LIFE INSURANCE	10,000.00	4,156.92	10,022.27	8,313.84	8,400.00	7,918.96	8,200.00
01-7070-7410 PUBLIC EDUCATION	2,500.00	1,392.99	4,000.00	466.85	4,000.00	2,292.38	-
01-7070-7415 TRAINING - Note 1	12,500.00	11,930.26	10,000.00	12,268.34	16,000.00	5,900.85	16,000.00
01-7070-7430 WAGES TRANSFER IN	-	-	-	1,417.11	1,930.71	1,535.56	-
01-7070-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	-	1,000.00	1,003.74	1,000.00	61.06	-
01-7070-7441 MEMBERSHIPS & DUES	500.00	373.00	500.00	425.00	920.00	909.24	900.00
01-7070-7442 MILEAGE	4,050.00	2,531.05	3,000.00	4,794.81	4,000.00	5,083.71	3,000.00
01-7070-7443 MEALS	1,500.00	1,654.62	1,000.00	601.12	1,000.00	982.36	2,000.00
01-7070-7444 EMPLOYEE RECOGNITION	1,000.00	742.10	1,000.00	2,154.95	2,000.00	1,862.47	1,100.00
01-7070-7450 HEALTH & SAFETY	1,000.00	508.86	1,000.00	3,857.84	6,500.00	5,633.60	2,200.00
Personal Protective Equipment - Note 2	29,400.00						
01-7070-7452 UNIFORMS - Note 3	4,200.00	2,810.43	-	21,017.36	11,000.00	326.55	-
01-7070-7500 HYDRO	6,000.00	6,301.86	6,000.00	6,525.14	4,300.00	6,662.33	8,300.00
01-7070-7501 GAS	3,500.00	3,895.67	5,000.00	4,124.55	4,800.00	4,778.74	4,300.00
01-7070-7502 WATER	1,000.00	751.40	1,000.00	809.35	700.00	995.07	700.00
01-7070-7510 INSURANCE	20,000.00	16,548.14	17,819.19	17,062.67	18,700.00	18,180.19	6,300.00
01-7070-7515 BUILDING REPAIRS & MAINTENANCE	5,000.00	7,318.19	4,000.00	3,395.54	8,000.00	12,312.48	8,000.00
01-7070-7516 JANITORIAL	500.00	342.22	1,000.00	784.56	2,000.00	1,567.67	-
01-7070-7529 ADMINISTRATION EXPENSE	200.00	370.00	-	-	-	-	-
01-7070-7601 PHONE & INTERNET	5,000.00	4,804.28	4,000.00	4,101.71	5,500.00	4,954.79	4,800.00
01-7070-7602 SOFTWARE LICENSE - Note 4	5,850.00	3,229.20	2,000.00	1,304.56	2,900.00	2,863.53	-
01-7070-7611 EQUIPMENT MAINTENANCE	17,000.00	18,154.19	10,000.00	5,862.60	16,000.00	14,599.64	10,000.00
01-7070-7613 EQUIPMENT PURCHASE - Note 5	26,075.00	47,913.56	49,490.00	5,568.85	27,000.00	40,222.69	40,000.00
01-7070-7614 EQUIPMENT RENTAL	350.00	1,640.32	1,900.00	1,975.13	900.00	1,237.07	950.00
01-7070-7615 RADIO LICENCING	13,000.00	12,104.22	17,000.00	17,356.89	13,800.00	13,885.86	1,000.00
01-7070-7621 HYDRANTS RENTAL	19,600.00	-	19,600.00	19,600.00	19,600.00	19,600.00	19,500.00
01-7070-7650 OFFICE SUPPLIES	1,000.00	862.77	1,000.00	431.99	3,000.00	2,383.01	3,000.00
01-7070-7651 POSTAGE & COURIER	100.00	58.29	200.00	87.31	1,000.00	912.27	1,000.00
01-7070-7652 ADVERTISING	1,000.00	721.14	1,000.00	696.95	600.00	254.40	-
01-7070-7660 OTHER SUPPLIES	500.00	137.19	1,000.00	3,942.63	-	4,773.82	-
01-7070-7680 CONTRACTED SERVICES	86,408.00	45,023.70	20,000.00	21,030.45	20,000.00	20,040.61	34,000.00
01-7070-7701 FUEL - GAS	600.00	598.94	600.00	833.67	1,000.00	791.20	4,200.00
01-7070-7702 FUEL - DIESEL	2,500.00	2,456.15	4,700.00	3,870.29	4,400.00	3,685.70	-
01-7070-7705 VEHICLE - REPAIRS & MAINTENANCE	18,500.00	14,949.04	30,000.00	24,617.43	30,000.00	18,485.17	35,000.00
01-7070-7900 TRANSFER TO RESERVES	30,000.00	-	100,000.00	20,000.00	40,000.00	151,207.66	10,000.00
01-7070-7901 TRANSFER FROM RESERVES	-	-	-	- 108,643.05	-	-	-
01-7070-8000 CAPITAL - Compressor	60,000.00	-	-	-	-	792.34	125,000.00

West Elgin Fire

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
CAPITAL - Extractor	-	-	-	4,935.36	7,000.00	-	-
	\$ 528,523.00	\$ 347,458.83	\$ 498,651.46	\$ 199,953.23	\$ 422,091.05	\$ 691,377.93	\$ 485,162.60
Notes:							
Note 1 Training							
Recruit 1001 5 @ \$1500	7,500.00						
OFC/NFPA	5,000.00						
	\$ 12,500.00						
Note 2 Personal Protective Equipment							
Helmet fronts 30 x \$60	\$ 1,800.00						
Helmets 8 X \$325	\$ 2,600.00						
PPE - boots, gloves, 10 sets of bunker gear	\$ 25,000.00						
	\$ 29,400.00						
Note 3 Uniforms							
Station wear (8@ \$150)	1,200.00						
Dress (4 @ \$750)	3,000.00						
	\$ 4,200.00						
Note 4 Software License							
Who's Responding	\$ 1,500.00						
Burn Permit	\$ 1,000.00						
Inegenious - Fire Pro	\$ 2,700.00						
Symposium - Pagers	\$ 650.00						
	\$ 5,850.00						
Note 5 Equipment Purchase							
Tablet x 2 - for each pumper	\$ 2,000.00						
Monitor x 2	\$ 1,000.00						
Projector & speakers for Rodney Training Room	\$ 1,000.00						
Helmet holders 10 x \$300	\$ 3,000.00						
Streamlight/Vulcan Rechargeable Flashlights 8 x \$318	\$ 2,550.00						
Pumper 2 cylinder holder	\$ 400.00						
Pump Ops - West Lorne (Gate valve \$1235 & Low level strainer	\$ 2,375.00						
Extractor Stand	\$ 250.00						
Power Tools	\$ 1,500.00						
Hose Tester - for annual NFPA hose testing	\$ 5,000.00						
Portable Radios - 2 x \$1700	\$ 3,400.00						
Pagers - 6 x \$600	\$ 3,600.00						
	\$ 26,075.00						

Police Services

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7090-7440 CONFERENCES/SEMINARS/MEETINGS	-	-	-	-	-	502.27	500.00
01-7090-7680 CONTRACTED SERVICES	972,466.00	953,804.95	890,000.00	979,788.93	995,103.90	983,398.73	981,308.46
01-7090-7681 COURT COSTS	6,000.00	-	6,000.00	6,108.80	6,000.00	5,773.79	23,990.00
01-7090-7900 TRANSFER TO RESERVE	-	-	-	-	-	-	-
	\$ 978,466.00	\$ 953,804.95	\$ 896,000.00	\$ 985,897.73	\$ 1,001,103.90	\$ 989,674.79	\$ 1,005,798.46

Conservation Authority

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7100-7695 GENERAL LEVY - CONSERVATION AUTHORITY	\$ 63,853.00	\$ 64,289.00	\$ 64,289.00	\$ 63,368.00	\$ 63,368.00	\$ 61,423.00	\$ 61,423.00

Building Inspection

		<u>2021 Budget</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>		<u>2019 Actuals</u>	<u>2019 Budget</u>		<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7120-6330	SEPTIC PERMITS	7,000.00	-	7,700.00	4,800.00	-	4,025.00	5,500.00	-	11,625.00	5,000.00
01-7120-6331	BUILDING PERMITS	60,000.00	-	52,866.60	50,000.00	-	44,509.59	57,000.00	-	46,613.12	45,000.00
01-7120-6332	PLUMBING PERMITS	600.00	-	-	-	-	-	200.00	-	210.00	200.00
01-7120-6333	SEPTIC - CLEARANCE CERTIFICATE	250.00	-	250.00	-	-	100.00	500.00	-	-	500.00
01-7120-6334	BUILDING CERTIFICATES	500.00	-	-	-	-	-	-	-	-	-
01-7120-6335	Outstanding Site Plan and Grading Balances	-	-	-	-	-	61,446.17	-	-	-	-
01-7120-7415	TRAINING	400.00		429.95	200.00		485.90	200.00		305.28	200.00
01-7120-7440	CONFERENCES/SEMINARS/MEETINGS	500.00		-	500.00		426.12	900.00		-	-
01-7120-7441	MEMBERSHIPS & DUES	200.00		364.50	400.00		287.13	400.00		253.57	400.00
01-7120-7442	MILEAGE	3,000.00		3,119.74	3,100.00		3,666.07	3,000.00		5,479.94	3,000.00
01-7120-7452	BOOT & CLOTHING ALLOWANCE	100.00		-	-		-	-		-	-
01-7120-7601	PHONE & INTERNET	300.00		195.81	300.00		245.55	350.00		376.42	300.00
01-7120-7602	SOFTWARE LICENSE	6,780.00		-	-		-	-		-	-
01-7120-7618	SUBSCRIPTIONS & PUBLICATIONS	200.00		-	300.00		121.25	500.00		420.48	-
01-7120-7622	EMERGENCY MEASURES	-		-	-		-	-		-	-
01-7120-7650	OFFICE SUPPLIES	500.00		415.94	200.00		160.16	200.00		121.99	200.00
01-7120-7652	Advertising	300.00		261.32	200.00		149.48	200.00		146.45	-
01-7120-7675	Legal Expense	1,000.00		-	-		-	-		-	-
01-7120-7680	CONTRACTED SERVICES - Plans Review	60,962.00		62,573.47	62,000.00		59,334.82	60,480.00		66,987.82	82,000.00
01-7120-7900	TRANSFER TO RESERVES	-		-	-		-	-		-	-
01-7120-7901	TRANSFER FROM RESERVES	6,780.00	-	-	-	-	-	-	-	-	-
		888.00	-\$	6,544.13	\$ 12,400.00	-\$	45,204.28	\$ 3,030.00	\$	15,643.83	\$ 35,400.00

Emergency Measures

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7121-7430 WAGES TRANSFER IN		-	-	65.73	-	-	-
01-7121-7622 Emergency Measures	-	30,036.58	49,390.00	19,729.18	10,000.00	4,864.35	6,500.00
	\$ -	\$ 30,036.58	\$ 49,390.00	\$ 19,794.91	\$ 10,000.00	\$ 4,864.35	\$ 6,500.00

By-law Enforcement

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7140-6108 BY-LAW ENFORCEMENT	-	-	500.00	250.00	500.00	482.92	-
01-7140-7370 BY-LAW ENFORCEMENT	-	-	100.00	59.05	-	-	-
01-7140-7400 WAGES	13,215.00	11,902.81	14,746.50	14,708.43	9,394.84	3,524.35	1,700.00
01-7140-7401 CPP EXPENSE	-	-	-	-	479.14	121.15	46.15
01-7140-7402 EI EXPENSE	264.30	263.27	294.93	333.31	179.74	81.92	38.80
01-7140-7403 EHT EXPENSE	264.30	232.13	294.93	286.81	183.20	68.71	33.14
01-7140-7404 WSIB	396.45	339.26	442.40	461.65	295.94	112.77	51.89
01-7140-7415 Training	100.00	35.62	100.00	61.06	-	-	-
01-7140-7442 MILEAGE	-	-	1,000.00	1,097.48	500.00	321.77	500.00
01-7140-7601 PHONE & INTERNET	-	-	100.00	-	180.00	180.00	900.00
01-7140-7650 OFFICE SUPPLIES	100.00	101.66	100.00	75.30	-	-	-
01-7140-7651 POSTAGE & COURIER	50.00	35.33	50.00	29.89	-	-	-
	\$ 14,390.05	\$ 12,910.08	\$ 16,728.76	\$ 16,862.98	\$ 10,712.86	\$ 3,927.75	\$ 3,269.98

Animal Control

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7150-6340 DOG LICENCES	- 37,000.00	- 37,480.00	- 36,800.00	- 39,586.95	- 33,000.00	- 32,895.00	- 24,000.00
01-7150-6341 KENNEL LICENSE	- 200.00	- 200.00	- 300.00	- 300.00	-	-	-
01-7150-6342 LIVESTOCK CLAIMS	- 2,000.00	- 1,607.30	- 2,000.00	- 2,223.45	- 2,000.00	-	- 2,000.00
01-7150-6343 ADMINISTRATION FEE- Dog Tag Transfer to Roll	-	-	-	-	-	-	-
01-7150-7476 LIVESTOCK CLAIMS	3,000.00	2,010.36	3,000.00	2,598.09	4,000.00	-	4,000.00
01-7150-7602 SOFTWARE LICENSE	1,000.00	1,000.00	1,000.00	654.58	-	-	-
01-7150-7651 POSTAGE & COURIER		1,036.85	-				
01-7150-7652 ADVERTISING EXPENSE	-	-	200.00	50.37	200.00	153.94	-
01-7150-7660 OTHER SUPPLIES & SERVICES	-	-	-	806.73	2,500.00	1,077.71	2,500.00
01-7150-7680 CONTRACTED SERVICES	19,694.53	19,457.40	19,211.78	18,890.64	18,890.64	18,340.44	18,340.44
01-7150-7681 Animal Control - Cats	2,000.00	-	2,000.00	1,729.92	-	-	-
01-7150-7683 COMMISSION	-	-	-	9,177.96	8,250.00	8,227.30	-
01-7150-7777 BAD DEBT EXPENSE	500.00	-	500.00	255.00	-	-	-
01-7150-7900 TRANSFER TO RESERVES	13,005.47	15,782.69	13,188.22	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-\$ 7,947.11</u>	<u>-\$ 1,159.36</u>	<u>-\$ 5,095.61</u>	<u>-\$ 1,159.56</u>

Roads - Municipal

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-6210	GRANTS - MAIN STREET REVITALIZATION	-	-	-	43,040.28	-	-	-
01-7200-6211	GRANT - GAS TAX - Note 1	- 158,417.00	- 151,529.49	- 151,529.00	- 111,797.47	- 315,784.38	- 95,979.51	- 164,255.38
01-7200-6212	GRANT - INVESTING IN CANADA INFRASTRUCTURE	-	-	50,000.00	-	-	-	-
01-7200-6350	FSC - ROADS	- 150,000.00	- 186,780.18	- 145,000.00	- 159,193.86	- 145,000.00	- 143,961.99	- 125,000.00
01-7200-6351	COUNTY SHARE OF ADMIN OH	- 23,035.93	- 21,233.98	- 22,909.20	- 22,817.67	- 22,409.96	- 20,042.53	- 21,906.06
01-7200-6352	LICENCE FEES - AGGREGATE PRODUCERS	- 8,000.00	- 8,883.78	- 17,500.00	- 18,592.09	- 7,700.00	- 7,707.63	-
01-7200-6353	GAIN/LOSS ON ASSET DISPOSAL - Note 2	- 27,500.00	- 6,706.25	-	- 500.00	-	-	-
01-7200-7001	A-BRIDGES/CULVTS-WAGES	20,000.00	19,328.10	12,500.00	12,004.01	15,000.00	4,374.70	12,000.00
01-7200-7002	A-BRIDGES/CULVTS-MT	20,000.00	22,937.04	10,000.00	9,707.16	10,000.00	2,604.56	7,500.00
01-7200-7003	A-BRIDGES/CULVTS-MATERIAL	15,000.00	19,543.27	12,500.00	10,642.76	20,000.00	6,753.30	15,000.00
01-7200-7011	B-1-MOWING/SPRAY-WAGES	22,500.00	18,675.01	22,500.00	31,832.84	20,000.00	16,684.32	22,500.00
01-7200-7012	B-1-MOWING/SPRAY-MT	12,500.00	7,235.08	10,000.00	8,808.66	10,000.00	6,722.82	10,000.00
01-7200-7013	B-1-MOWING/SPRAY-MATERIAL	10,000.00	5,360.23	10,000.00	16,821.57	7,500.00	4,093.71	10,000.00
01-7200-7021	B-2-BRUSHING-WAGES	40,000.00	36,647.81	40,000.00	44,222.39	40,000.00	43,232.09	30,000.00
01-7200-7022	B-2-BRUSHING-MT	30,000.00	34,750.56	25,000.00	28,781.08	20,000.00	21,535.76	17,500.00
01-7200-7023	B-2-BRUSHING-MATERIAL	37,500.00	35,730.17	35,000.00	17,321.58	45,000.00	35,254.62	45,000.00
01-7200-7031	B-3-DITCHING-WAGES	10,000.00	3,888.67	5,000.00	5,873.61	5,000.00	4,209.24	7,500.00
01-7200-7032	B-3-DITCHING-MT	12,500.00	5,223.27	5,000.00	7,863.64	3,000.00	2,935.39	5,000.00
01-7200-7033	B-3-DITCHING-MATERIAL	1,000.00	-	1,000.00	-	2,000.00	856.04	10,000.00
01-7200-7041	B-4-CATCHBASINS-WAGES	15,000.00	6,592.10	7,500.00	6,294.50	7,500.00	6,236.45	7,000.00
01-7200-7042	B-4-CATCHBASINS-MT	10,000.00	4,939.69	5,000.00	4,175.66	5,000.00	3,627.66	3,000.00
01-7200-7043	B-4-CATCHBASINS-MATERIAL	5,000.00	1,294.17	2,500.00	233.13	2,500.00	505.80	5,000.00
01-7200-7051	B-5-DEBRIS/LITTER-WAGES	5,000.00	4,363.69	5,000.00	7,464.33	2,000.00	5,391.83	2,000.00
01-7200-7052	B-5-DEBRIS/LITTER-MT	3,500.00	4,272.67	2,500.00	4,918.89	1,500.00	2,943.32	2,000.00
01-7200-7053	B-5-DEBRIS/LITTER-MATERIA	1,000.00	1,958.88	1,000.00	-	1,500.00	10,735.81	9,000.00
01-7200-7061	C-1-HARDTOP-WAGES	12,500.00	8,880.33	7,500.00	6,963.69	7,500.00	6,863.84	10,000.00
01-7200-7062	C-1-HARDTOP-MT	7,500.00	6,169.49	5,000.00	4,043.64	5,000.00	3,976.46	5,000.00
01-7200-7063	C-1-HARDTOP-MATERIAL	12,500.00	12,567.28	7,500.00	6,674.63	10,000.00	573.88	12,500.00
01-7200-7071	C-2-ROD/WL ST-WAGES	1,000.00	721.95	1,000.00	748.81	1,000.00	538.16	1,000.00
01-7200-7072	C-2-ROD/WL ST-MT	1,000.00	1,092.32	1,000.00	732.28	1,000.00	592.60	500.00
01-7200-7073	C-2-ROD/WL ST-MATERIAL	500.00	480.81	1,000.00	46.80	1,000.00	577.49	-
01-7200-7081	C-3-SHOULDER MAINT-WAGES	2,500.00	963.04	1,500.00	1,481.06	2,000.00	2,715.79	2,000.00
01-7200-7082	C-3-SHOULDER MAINT-MT	2,500.00	1,342.75	1,000.00	1,679.03	1,250.00	1,809.30	1,000.00
01-7200-7083	C-3-SHOULDER MAINT-MATERI	500.00	-	1,000.00	-	1,000.00	2,850.68	-
01-7200-7091	C-4-RESURFACING-WAGES	-	1,497.96	1,000.00	202.15	1,500.00	-	1,500.00
01-7200-7092	C-4-RESURFACING-MT	-	1,679.52	500.00	132.20	1,000.00	-	1,000.00
01-7200-7093	C-4-RESURFACING-MATERIAL	-	1,219.57	1,000.00	-	2,000.00	-	2,000.00
01-7200-7101	D-2 GRADING/SCARIFI-WAGES	40,000.00	35,477.38	37,500.00	31,663.91	37,500.00	44,431.11	37,500.00
01-7200-7102	D-2 GRADING/SCARI-MT	47,500.00	45,485.34	47,500.00	49,870.68	42,500.00	47,322.26	47,500.00
01-7200-7103	D-2 GRADING/SCARI-MATERIAL	7,500.00	1,800.89	7,500.00	8,660.61	7,500.00	12,093.14	7,500.00
01-7200-7111	D-3 DUST LAYER-WAGES	3,000.00	1,924.82	3,500.00	3,894.76	3,000.00	2,939.74	2,500.00
01-7200-7112	D-3 DUST LAYER-MT	1,500.00	3,354.28	1,500.00	1,174.71	1,500.00	1,196.85	1,000.00
01-7200-7113	D-3 DUST LAYER-MATERIAL	180,000.00	124,864.36	120,000.00	106,395.23	120,000.00	104,809.37	120,000.00

Roads - Municipal

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-7121	D-5 GRAVEL RESURFACE-WAGE	8,000.00	5,516.50	10,000.00	8,295.28	10,000.00	9,515.47	10,000.00
01-7200-7122	D-5 GRAVEL RESURFACE-MT	10,000.00	12,573.36	12,000.00	10,012.56	12,000.00	10,918.72	10,000.00
01-7200-7123	D-5 GRAVEL RESUR-MATERIAL	250,000.00	384,058.75	300,000.00	293,411.37	301,384.00	279,165.17	300,000.00
01-7200-7131	E-1 SNOW PLOW/REMOV-WAGES	30,000.00	16,861.38	30,000.00	28,025.52	30,000.00	36,342.16	35,000.00
01-7200-7132	E-1 SNOW PLOW/REMOV-MT	30,000.00	21,961.69	30,000.00	31,192.11	30,000.00	33,245.75	35,000.00
01-7200-7133	E-1 SNOW PLOW/REM-MATERIA	5,000.00	4,023.68	7,500.00	2,962.69	10,000.00	10,501.40	12,500.00
01-7200-7141	E-2 SANDING/SALTING-WAGES	7,500.00	3,843.19	7,500.00	8,141.13	5,000.00	6,846.26	5,000.00
01-7200-7142	E-2 SANDING/SALTING-MT	7,500.00	4,843.82	7,500.00	8,595.19	5,000.00	5,980.23	5,000.00
01-7200-7143	E-2 SANDING/SALT-MATERIAL	20,000.00	9,272.72	15,000.00	18,484.97	20,000.00	21,577.93	25,000.00
01-7200-7151	E-3 PLOW/SAND/SALT-WAGES	15,000.00	9,940.46	15,000.00	12,994.91	15,000.00	14,049.63	17,500.00
01-7200-7152	E-3 PLOW/SAND/SALT-MT	15,000.00	12,743.01	15,000.00	14,930.34	15,000.00	14,447.40	17,500.00
01-7200-7161	F SAFETY-WAGES	20,000.00	12,058.81	15,000.00	15,080.53	20,000.00	14,928.82	17,500.00
01-7200-7162	F SAFETY-MT	10,000.00	6,618.03	7,500.00	4,341.91	8,000.00	7,494.42	7,500.00
01-7200-7163	F SAFETY-MATERIAL - Note 3	25,000.00	7,909.33	10,000.00	5,424.13	20,000.00	5,243.03	10,000.00
01-7200-7171	G-1 MUN DR REPAIR-WAGES	10,000.00	2,323.10	5,000.00	2,396.90	5,000.00	2,204.50	6,500.00
01-7200-7172	G-1 MUN DR REPAIR-MT	5,000.00	1,823.45	2,500.00	1,242.86	2,500.00	952.85	3,500.00
01-7200-7173	G-1 MUN DR REPAIR-MATERIA	80,000.00	82,771.87	47,500.00	48,247.76	42,500.00	5,039.93	40,000.00
01-7200-7181	J SHOP-WAGES	15,000.00	20,334.72	12,500.00	15,298.27	12,500.00	14,694.04	15,000.00
01-7200-7182	J SHOP-MT	1,000.00	1,662.01	1,000.00	710.63	500.00	197.76	1,000.00
01-7200-7183	J SHOP-MATERIAL	500.00	7,282.34	500.00	-	500.00	158.29	-
01-7200-7191	K-EQUIP REPAIR-WAGES	20,000.00	17,522.14	20,000.00	23,096.98	25,000.00	27,254.88	30,000.00
01-7200-7192	K-EQUIP REPAIR-MT	1,500.00	1,457.32	1,000.00	1,867.83	1,000.00	1,070.28	1,000.00
01-7200-7193	K-EQUIP REPAIR-MATERIAL	500.00	137.01	4,000.00	420.64	2,500.00	2,573.22	4,000.00
01-7200-7201	R-GRAVEL PITS REHAB-WAGES	5,000.00	-	2,500.00	4,315.84	1,500.00	474.72	2,000.00
01-7200-7202	R-GRAVEL PITS REHAB-MT	5,000.00	-	2,500.00	4,350.09	2,000.00	322.11	1,500.00
01-7200-7203	R-GRAVEL PIT REHAB-MATERI	2,500.00	-	2,500.00	3,217.18	3,000.00	1,021.36	1,500.00
01-7200-7211	RP-PATROL-WAGES	15,000.00	11,208.59	15,000.00	14,817.07	15,000.00	16,913.74	15,000.00
01-7200-7212	RP-PATROL-MT	7,500.00	7,083.99	13,000.00	13,146.84	13,000.00	13,223.21	13,000.00
01-7200-7213	RP-PATROL-MATERIAL	500.00	-	500.00	-	500.00	2,543.99	-
01-7200-7220	WAGES - ADMIN	33,217.17	147,227.67	136,088.32	154,622.44	133,417.95	148,129.40	123,099.98
01-7200-7231	M-MISC Wages	80,000.00	78,521.94	80,000.00	88,686.95	80,000.00	84,611.52	75,000.00
01-7200-7232	M-MISC MT	70,000.00	90,431.63	65,000.00	66,883.46	65,000.00	61,856.94	50,000.00
01-7200-7233	M-MISC Material	-	-	-	-	-	-	-
01-7200-7250	BACKHOE #10	2,500.00	5,876.33	1,500.00	1,927.63	1,500.00	2,160.20	1,000.00
01-7200-7251	BULLDOZER	2,500.00	4,012.68	2,500.00	18,715.83	2,500.00	1,658.54	1,500.00
01-7200-7252	EXCAVATOR	2,500.00	17,053.00	2,500.00	1,284.97	2,500.00	2,278.72	2,500.00
01-7200-7253	GRADER #1	4,000.00	3,534.81	3,000.00	3,386.12	3,000.00	2,353.83	2,000.00
01-7200-7254	GRADER #2	4,000.00	3,145.54	7,500.00	1,867.38	7,500.00	11,519.70	10,000.00
01-7200-7255	LOADER #18	2,500.00	1,049.52	2,500.00	1,551.34	2,500.00	9,494.85	12,000.00
01-7200-7256	LOADER #6	6,000.00	5,244.42	2,500.00	15,222.84	2,500.00	4,385.99	4,000.00
01-7200-7257	MOWERS	175.00	3,010.71	150.00	142.98	150.00	126.18	150.00
01-7200-7258	PICKUP #1	3,500.00	1,487.75	2,500.00	2,384.88	2,500.00	2,692.03	3,000.00
01-7200-7259	PICKUP#15	2,500.00	3,205.02	2,500.00	2,807.20	2,500.00	2,599.01	3,000.00
01-7200-7260	PICKUP #3	-	2,239.15	2,500.00	1,884.40	2,500.00	2,371.51	3,000.00

Roads - Municipal

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-7261 PICKUP#4	3,500.00	1,941.40	2,500.00	2,678.13	2,500.00	1,640.01	3,000.00
01-7200-7262 TRACTOR#5	1,000.00	835.94	1,000.00	527.87	1,000.00	463.76	1,000.00
01-7200-7263 TRAILERS	2,500.00	5,325.60	2,000.00	2,640.75	2,000.00	1,430.38	4,000.00
01-7200-7264 TRUCK#11	5,000.00	4,313.99	4,000.00	5,024.56	4,000.00	4,007.87	4,000.00
01-7200-7266 TRUCK#12	6,000.00	14,647.59	12,500.00	8,283.72	15,000.00	17,957.02	11,000.00
01-7200-7267 TRUCK#17	10,000.00	7,561.06	10,000.00	16,207.94	10,000.00	13,975.03	9,000.00
01-7200-7268 TRUCK #7	10,000.00	17,354.89	10,000.00	8,441.42	10,000.00	12,218.68	7,000.00
01-7200-7270 TRUCK #8	12,500.00	12,851.81	10,000.00	11,641.39	10,000.00	7,172.80	11,000.00
01-7200-7272 TRUCK#9	7,500.00	5,797.43	5,000.00	3,426.58	5,000.00	3,581.13	5,000.00
01-7200-7273 VAC TRAILER#19	2,000.00	4,232.51	1,000.00	974.56	1,000.00	434.24	1,000.00
01-7200-7415 TRAINING - Note 4	5,000.00	4,786.64	12,500.00	10,401.34	15,000.00	8,560.28	15,000.00
01-7200-7431 WAGES TRANSFER OUT	-	927.67	-	-	-	-	-
01-7200-7440 CONFERENCES/SEMINARS/MEETINGS	-	1,588.94	2,000.00	2,578.50	2,000.00	1,739.50	1,500.00
01-7200-7441 MEMBERSHIPS & DUES	1,500.00	1,462.25	1,500.00	1,440.25	1,000.00	1,554.50	1,500.00
01-7200-7442 MILEAGE	-	-	500.00	222.75	500.00	134.15	-
01-7200-7446 STAFF RECRUITMENT	1,000.00	1,081.60	750.00	430.41	1,000.00	853.64	500.00
01-7200-7450 HEALTH & SAFETY	5,000.00	3,871.35	7,500.00	13,221.30	1,500.00	4,448.34	-
01-7200-7452 UNIFORMS	6,000.00	7,559.60	5,500.00	5,542.69	6,000.00	5,452.26	5,000.00
01-7200-7500 HYDRO	4,000.00	3,807.26	4,000.00	4,009.82	8,000.00	4,193.45	8,000.00
01-7200-7501 GAS	2,500.00	2,186.17	4,000.00	2,070.51	4,000.00	3,964.22	-
01-7200-7502 WATER	1,000.00	572.25	2,000.00	9.53	2,500.00	1,946.49	-
01-7200-7510 INSURANCE	91,089.84	69,911.03	75,280.86	66,750.71	60,000.00	52,642.99	60,000.00
01-7200-7515 BUILDING REPAIRS & MAINTENANCE	7,500.00	3,036.63	7,500.00	5,880.62	10,000.00	5,910.11	10,000.00
01-7200-7516 JANITORIAL	2,500.00	1,376.52	2,500.00	2,516.45	2,500.00	2,531.16	2,500.00
01-7200-7601 PHONE & INTERNET	2,000.00	2,268.69	3,000.00	2,296.16	3,000.00	2,461.01	3,000.00
01-7200-7609 TOOLS	7,500.00	1,664.10	2,500.00	2,140.76	2,500.00	2,880.55	2,500.00
01-7200-7610 EQUIPMENT LEASE	300.00	255.00	-	-	57,000.00	-	-
01-7200-7611 EQUIPMENT REPAIR & MAINTENANCE	5,000.00	2,395.92	5,000.00	4,512.38	5,000.00	4,765.06	-
01-7200-7613 COMPUTER HARDWARE	-	992.16	1,500.00	2,218.37	-	-	-
01-7200-7630 COMPUTER SOFTWARE & LICENSES	6,000.00	4,918.39	7,500.00	424.01	7,500.00	5,759.62	7,500.00
01-7200-7650 OFFICE SUPPLIES	1,000.00	672.21	500.00	657.58	1,000.00	472.75	1,000.00
01-7200-7651 POSTAGE & COURIER	-	5.80	-	11.33	-	-	-
01-7200-7660 OTHER SUPPLIES	1,500.00	1,562.55	2,000.00	860.31	2,500.00	2,632.35	4,000.00
01-7200-7699 BILLABLE	-	-	-	0.04	-	-	-
01-7200-7701 FUEL - GAS	22,500.00	14,702.23	27,500.00	20,738.99	25,000.00	20,801.83	25,000.00
01-7200-7702 FUEL - DIESEL	35,000.00	33,935.55	37,500.00	39,636.91	35,000.00	42,610.67	32,500.00
01-7200-7703 FUEL - COLOUR DIESEL	35,000.00	30,322.17	40,000.00	41,944.25	42,500.00	48,219.93	40,000.00
01-7200-7900 TRANSFER TO RESERVES	427,675.00	212,653.27	357,529.00	223,394.40	515,784.38	297,842.98	376,918.65
01-7200-7901 TRANSFER FROM RESERVES	-	-	710,750.00	-	40,282.42	-	409,000.00
01-7200-8000 CAPITAL - EQUIPMENT OVER \$10,000 - see 2021 Capital schedule	339,000.00	55,510.59	333,250.00	-	43,000.00	-	64,000.00
01-7200-8050 CAPITAL - MAIN STREET REVITALIZATION	-	-	-	-	62,064.00	5,920.44	170,000.00
01-7200-8051 CAPITAL - PUBLIC WORKS LUNCH ROOM	-	12,854.06	-	-	25,000.00	-	-
01-7200-8100 CAPITAL - GREY LINE BRIDGE CONSTRUCTION	-	-	-	-	79,020.48	-	175,000.00
01-7200-8101 CAPITAL - GIBB LINE	-	-	-	-	-	-	45,000.00
01-7200-8102 CAPITAL - DUNBOROUGH ROAD	-	-	-	-	-	-	60,000.00
01-7200-8103 CAPITAL - MCLEAN LINE	-	-	-	-	-	-	45,000.00
01-7200-8104 CAPITAL - PIONEER LINE	-	-	-	-	-	-	75,000.00

Roads - Municipal

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7200-8105 CAPITAL - STREET PAVING - RIDOUT	-	-	-	-	-	-	52,500.00
01-7200-8106 CAPITAL - BLACKS RD RECONSTRUCTION	-	-	125,000.00	781.56	125,000.00	-	-
01-7200-8107 CAPITAL - WATERLINE REPLACEMENT/ROAD RECONSTRUCTIO	-	-	-	-	200,000.00	-	-
01-7200-8108 CAPITAL - RIDOUT ST PAVING	-	51,772.01	55,000.00	-	45,000.00	-	-
01-7200-8109 CAPITAL - MUNROE ST PAVING	-	58,475.23	70,000.00	175.94	55,000.00	-	-
01-7200-8110 CAPITAL - RESURFACING OF SURFACE TREATED ROADS	-	-	200,000.00	-	200,000.00	-	-
01-7200-8111 CAPITAL - CULVERT REPLACEMENT	-	-	20,000.00	-	75,000.00	-	-
01-7200-8112 CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	-	24,065.11	30,000.00	-	40,000.00	-	-
01-7200-8113 CAPITAL - DRAIN REPLACEMENT CSP#2	-	-	20,000.00	-	-	-	-
01-7200-8114 CAPITAL - RODNEY RECONSTRUCTION	1,200,000.00	-	-	-	-	-	-
01-7200-8115 CAPITAL - PUBLIC WORKS SHED	75,000.00	-	-	-	-	-	-
	<u>\$ 1,681,829.08</u>	<u>\$ 1,404,881.20</u>	<u>\$ 1,804,859.98</u>	<u>\$ 1,080,486.73</u>	<u>\$ 2,607,655.99</u>	<u>\$ 1,279,498.07</u>	<u>\$ 2,023,007.19</u>

Notes:

Note 1 Federal Gas Tax

Beg Balance - Jan 1 2020	\$ 548,073.23
Transfer to reserves	151,529.49
Ending Balance - Dec 31 2020	\$ 699,602.72
Transfer to reserves	158,417.00
Transfer from reserves	- 858,019.72
Ending Balance - Dec 31, 2021	\$ -

Downtown Improvement

	\$ 250,000.00
	-
	\$ 250,000.00
	-
	- 250,000.00
	\$ -

Tax Rate Stabilization

	\$ 2,087,490.97
	-
	\$ 2,087,490.97
	-
	- 91,980.28
	\$ 1,995,510.69

Note 2 Gain/Loss on Asset Disposal

Disposal of Truck#12 and disc mower

Note 3 Safety - Material

Road signs
 Radar speed signs (2)
 Sign inventory and reflectivity assessment

Note 4 Training

First Aid, Health & Safety Training

Note 5 Transfer from Reserves

Federal Gas Tax	858,019.72
Vehicle Replacement	339,000.00
	<u>\$ 1,197,019.72</u>

Roads - County

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7220-6351	ELGIN COUNTY	- 483,035.93	- 479,678.20	- 481,093.16	- 471,659.96	- 471,659.96	- 460,156.04	- 460,156.06
01-7220-7001	A-BRIDGES/CULVTS-WAGES	5,000.00	3,851.26	7,500.00	6,898.95	5,000.00	7,321.17	5,000.00
01-7220-7002	A-BRIDGES/CULVTS-MT	4,000.00	3,188.42	5,000.00	5,440.39	3,000.00	4,482.82	3,000.00
01-7220-7003	A-BRIDGES/CULVTS-MATERIAL	1,500.00	1,024.72	12,000.00	6,610.04	12,000.00	3,600.83	15,000.00
01-7220-7011	B-1-MOWING/SPRAY-WAGES	17,500.00	17,774.60	15,000.00	14,890.69	15,000.00	12,528.78	12,500.00
01-7220-7012	B-1-MOWING/SPRAY-MT	10,000.00	7,899.57	10,000.00	9,709.91	7,500.00	6,254.22	7,500.00
01-7220-7013	B-1-MOWING/SPRAY-MATERIAL	15,000.00	16,749.45	15,000.00	19,933.15	15,000.00	5,108.46	7,500.00
01-7220-7021	B-2-BRUSHING-WAGES	17,500.00	17,277.91	10,000.00	14,525.68	17,500.00	7,634.36	13,000.00
01-7220-7022	B-2-BRUSHING-MT	15,000.00	15,819.72	7,500.00	11,265.85	9,000.00	4,937.07	8,000.00
01-7220-7023	B-2-BRUSHING-MATERIAL	10,000.00	9,534.61	25,000.00	23,543.21	20,000.00	13,760.88	16,500.00
01-7220-7031	B-3-DITCHING-WAGES	8,000.00	7,645.41	5,000.00	734.69	3,000.00	3,661.95	5,000.00
01-7220-7032	B-3-DITCHING-MT	8,000.00	7,700.23	3,000.00	463.81	2,000.00	2,643.70	3,000.00
01-7220-7033	B-3-DITCHING-MATERIAL	1,000.00	407.04	5,000.00	-	2,000.00	2,560.28	5,000.00
01-7220-7041	B-4-CATCHBASINS-WAGES	7,500.00	4,209.52	7,500.00	3,564.15	10,000.00	7,596.46	7,500.00
01-7220-7042	B-4-CATCHBASINS-MT	7,500.00	4,249.39	5,000.00	3,134.18	7,500.00	4,684.93	5,000.00
01-7220-7043	B-4-CATCHBASINS-MATERIAL	1,500.00	575.85	2,500.00	161.86	5,000.00	2,060.29	5,000.00
01-7220-7051	B-5-DEBRIS/LITTER-WAGES	2,000.00	1,211.65	2,500.00	2,774.07	1,500.00	1,694.45	1,250.00
01-7220-7052	B-5-DEBRIS/LITTER-MT	1,500.00	592.28	2,000.00	2,147.28	1,000.00	961.18	750.00
01-7220-7053	B-5-DEBRIS/LITTER-MATERIA	500.00	-	500.00	-	500.00	1,804.11	1,500.00
01-7220-7061	C-1-HARDTOP-WAGES	2,000.00	10,503.58	2,000.00	1,200.62	2,500.00	1,714.46	5,500.00
01-7220-7062	C-1-HARDTOP-MT	1,500.00	5,699.50	1,500.00	884.93	1,500.00	1,052.90	2,500.00
01-7220-7063	C-1-HARDTOP-MATERIAL	2,000.00	12,619.19	1,500.00	1,027.18	1,500.00	1,046.44	2,500.00
01-7220-7071	C-2-ROD/WL ST-WAGES	5,000.00	2,318.14	5,000.00	4,689.73	4,000.00	4,086.86	4,000.00
01-7220-7072	C-2-ROD/WL ST-MT	5,000.00	2,467.35	5,000.00	5,423.10	4,000.00	3,731.17	4,000.00
01-7220-7073	C-2-ROD/WL ST-MATERIAL	7,500.00	5,182.13	7,500.00	6,279.61	10,000.00	8,420.12	7,500.00
01-7220-7081	C-3-SHOULDER MAINT-WAGES	6,000.00	4,746.63	5,000.00	2,371.09	5,000.00	6,135.34	5,000.00
01-7220-7082	C-3-SHOULDER MAINT-MT	8,500.00	6,932.17	7,000.00	4,677.84	7,000.00	6,434.33	7,000.00
01-7220-7083	C-3-SHOULDER MAINT-MATERI	1,000.00	-	1,000.00	-	1,000.00	1,298.97	500.00
01-7220-7092	C-4-RESURFACING-MT	-	-	-	-	-	-	-
01-7220-7131	E-1 SNOW PLOW/REMOV-WAGES	7,500.00	5,682.72	7,500.00	5,550.28	7,500.00	12,916.12	10,000.00
01-7220-7132	E-1 SNOW PLOW/REMOV-MT	5,000.00	2,867.66	5,000.00	3,805.87	5,000.00	8,764.10	10,000.00
01-7220-7133	E-1 SNOW PLOW/REM-MATERIA	5,000.00	5,267.41	5,000.00	3,320.67	7,500.00	9,744.18	6,000.00
01-7220-7141	E-2 SANDING/SALTING-WAGES	7,500.00	7,518.71	8,000.00	8,482.77	7,500.00	7,735.07	5,000.00
01-7220-7142	E-2 SANDING/SALTING-MT	7,500.00	6,714.63	8,000.00	9,286.70	7,500.00	6,767.61	5,000.00
01-7220-7143	E-2 SANDING/SALT-MATERIAL	60,000.00	60,056.62	55,683.96	75,218.45	55,000.00	47,246.68	60,000.00
01-7220-7151	E-3 PLOW/SAND/SALT-WAGES	22,500.00	23,490.96	22,500.00	21,187.10	22,500.00	21,226.00	25,000.00
01-7220-7152	E-3 PLOW/SAND/SALT-MT	27,500.00	26,798.72	27,500.00	26,602.20	27,500.00	30,435.36	30,000.00
01-7220-7161	F SAFETY-WAGES	7,000.00	6,205.38	10,000.00	5,363.24	10,000.00	11,621.31	9,000.00
01-7220-7162	F SAFETY-MT	4,000.00	23,002.05	5,000.00	46,504.89	5,000.00	5,217.41	5,250.00
01-7220-7163	F SAFETY-MATERIAL	50,000.00	3,433.58	50,000.00	18,880.24	50,000.00	40,074.47	45,000.00
01-7220-7171	G-1 MUNICIPAL DRAIN REPAIR - WAGES	3,000.00	2,220.65	3,000.00	5,010.65	750.00	1,071.27	-
01-7220-7172	G-1 MUN DR REPAIR - MT	2,000.00	1,676.63	2,000.00	3,458.18	500.00	760.80	-
01-7220-7173	G-1 MUN DR REPAIR - MATERIALS	2,500.00	2,542.88	5,000.00	6,040.70	1,500.00	4,598.73	-

Roads - County

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7220-7211 RP-PATROL-WAGES	60,000.00	63,740.94	55,000.00	53,867.72	55,000.00	53,864.33	55,000.00
01-7220-7212 RP-PATROL-MT	12,500.00	13,279.83	12,500.00	10,979.36	12,500.00	11,147.40	12,500.00
01-7220-7213 RP-PATROL-MATERIAL	5,000.00	-	1,000.00	442.27	1,000.00	443.32	-
01-7220-7225 ADMINISTRATIVE OVERHEAD	23,035.93	21,233.98	22,909.20	22,817.67	22,409.96	20,042.53	21,906.06
01-7220-7900 TRANSFER TO RESERVES	-	33,764.53	-	-	-	39,262.82	-
01-7220-7901 TRANSFER FROM RESERVES	-	-	-	7,511.01	-	-	-
	\$ 0.00	-\$ 0.00	\$ 0.00	\$ 0.00	-\$ 0.00	\$ 0.00	\$ 0.00

Service Ontario

		<u>2021 Budget</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>		<u>2019 Actuals</u>	<u>2019 Budget</u>		<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7240-6210	MTO - MGCS FUNDING	4,000.00	-	8,660.70	6,750.00	-	13,140.00	3,000.00	-	8,000.00	-
01-7240-6345	MTO - DRIVER LICENSE COMMISSION	8,250.00	-	22,811.45	21,500.00	-	22,628.50	29,000.00	-	34,671.02	26,000.00
01-7240-6346	MTO - HEALTH CARD SERVICES COMMISSION	850.50	-	2,321.41	3,000.00	-	2,975.68	4,000.00	-	3,912.10	6,200.00
01-7240-6347	MTO - HUNTING LICENCE COMMISSION	368.72	-	1,478.82	5,200.00	-	4,202.06	2,000.00	-	944.79	1,000.00
01-7240-6348	MTO - MISCELLANEOUS	243.75	-	649.15	950.00	-	958.61	900.00	-	900.35	-
01-7240-7400	WAGES	20,088.00		37,914.73	49,164.59		48,342.76	49,717.79		43,698.13	39,000.00
01-7240-7401	CPP EXPENSE	976.28		1,842.06	2,458.23		2,199.29	2,485.89		2,021.02	1,560.00
01-7240-7402	EI EXPENSE	413.81		782.00	983.29		1,019.78	994.36		941.54	390.00
01-7240-7403	EHT EXPENSE	395.73		746.66	983.29		952.30	994.36		867.50	780.00
01-7240-7404	WSIB	578.53		1,091.26	1,474.94		1,531.76	1,491.53		1,422.82	1,170.00
01-7240-7405	LIFE INSURANCE	-		376.28	491.65		492.62	497.18		572.96	390.00
01-7240-7406	BENEFITS EXPENSE	-		5,192.85	5,899.75		5,880.13	6,960.49		6,168.12	3,510.00
01-7240-7407	OMERS EXPENSE	1,807.92		3,411.44	3,933.17		3,878.70	4,474.60		4,003.16	2,730.00
01-7240-7415	Training	100.00		-	100.00		50.00	200.00		111.88	-
01-7240-7431	WAGES TRANSFER OUT	-	-	1,713.55	-		-	-		-	-
01-7240-7442	MILEAGE	-		-	100.00		100.48	100.00		-	100.00
01-7240-7450	HEALTH & SAFETY	100.00		-	100.00		-	100.00		30.42	-
01-7240-7452	BOOT & CLOTHING ALLOWANCE	-		270.17	270.17		270.17	270.17		270.17	300.00
01-7240-7650	OFFICE SUPPLIES	150.00		139.75	500.00		725.35	300.00		254.91	300.00
01-7240-7651	POSTAGE & COURIER	50.00		4.75	50.00		16.32	50.00		12.24	-
01-7240-7652	ADVERTISING	500.00		484.78	50.00		-	500.00		419.84	400.00
01-7240-7660	OTHER SUPPLIES	500.00		548.52	500.00		479.78	500.00		464.48	500.00
01-7240-7680	CONTRACTED SERVICES	-		-	-		-	-		533.23	-
		\$ 11,947.31		\$ 18,127.81	\$ 29,659.08		\$ 22,034.59	\$ 30,736.37		\$ 13,364.16	\$ 17,930.00

Four Counties Transit

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-	-	-	-	-	1,005.04	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	-	20,265.09	24,063.75	20,694.16	25,863.91	17,722.02
01-7280-6212 GRANT - PROVINCIAL GAS TAX	- 30,563.00	- 31,172.00	- 35,454.00	- 30,454.00	- 35,454.00	- 39,705.00	- 35,707.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	-	45,188.00	-	-	-	-
01-7280-6214 GRANT - SAFE RESTART - Phase 2	- 33,544.00	- 16,747.00	-	-	-	-	-
01-7280-6355 BUS TRIP FEES	- 4,000.00	- 3,770.00	- 13,836.00	- 11,260.00	- 10,000.00	- 21,115.34	- 20,000.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 500.00	- 536.75	- 7,000.00	- 7,070.55	- 10,000.00	-	-
01-7280-7400 WAGES	26,858.00	18,702.42	48,196.42	46,263.36	46,035.00	44,846.90	50,000.00
01-7280-7401 CPP EXPENSE	1,128.04	784.67	1,927.86	2,003.87	1,841.40	1,875.47	2,000.00
01-7280-7402 EI EXPENSE	590.88	413.76	963.93	1,048.25	920.70	1,041.40	1,000.00
01-7280-7403 EHT EXPENSE	537.16	364.72	963.93	902.12	920.70	874.56	1,000.00
01-7280-7404 WSIB	778.88	533.03	1,445.89	1,452.40	1,381.05	1,434.28	1,700.00
01-7280-7415 Training	200.00	59.62	200.00	146.11	200.00	193.29	-
01-7280-7510 INSURANCE	2,207.52	1,561.00	2,351.00	2,044.00	2,100.00	2,079.97	-
01-7280-7601 PHONE & INTERNET	1,200.00	1,117.94	1,100.00	1,070.70	1,400.00	1,364.05	1,400.00
01-7280-7651 POSTAGE & COURIER	50.00	2.67	50.00	-	30.00	25.28	50.00
01-7280-7652 ADVERTISING	3,500.00	3,727.83	3,000.00	2,754.70	3,500.00	3,609.60	3,500.00
01-7280-7660 OTHER SUPPLIES	500.00	1,958.14	200.00	203.87	50.00	7.93	-
01-7280-7675 LEGAL	2,000.00	-	-	-	-	-	-
01-7280-7699 BILLABLE	-	-	-	-	-	-	-
01-7280-7701 FUEL - GAS	5,000.00	3,776.78	15,000.00	14,532.21	16,000.00	15,667.03	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	5,000.00	2,777.37	5,000.00	10,854.34	10,000.00	4,247.84	10,000.00
01-7280-7900 TRANSFER TO RESERVES	19,056.53	16,445.80	50,188.00	-	-	-	800.78
01-7280-7901 Transfer from Reserves	-	-	70,000.00	-	5,000.00	-	5,000.00
01-7280-8000 CAPITAL - TRANSIT BUS	-	-	70,000.00	-	-	-	-
	\$ 0.00	-\$ 0.00	\$ 8,843.94	\$ 10,427.63	\$ 13,230.69	-\$ 10,421.69	\$ 8,021.76

Street Lights

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7290-7500 HYDRO	22,500.00	22,684.84	22,500.00	23,174.45	22,500.00	21,493.29	26,500.00
01-7290-7611 REPAIR & MAINTENANCE	10,000.00	11,224.79	10,000.00	10,005.03	10,000.00	6,074.03	6,500.00
01-7290-7613 EQUIPMENT PURCHASE	5,000.00	-	2,500.00	312.40	2,500.00	-	5,000.00
01-7290-8310 STREETLIGHTS - CAPITAL OVER \$10,000	15,000.00	-	-	-	-	-	-
	\$ 52,500.00	\$ 33,909.63	\$ 35,000.00	\$ 33,491.88	\$ 35,000.00	\$ 27,567.32	\$ 38,000.00

Sidewalks

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7295-7274 SUMMER MAINTENANCE	2,500.00	642.18	2,500.00	2,439.41	2,500.00	1,975.06	3,000.00
01-7295-7275 WINTER MAINTENANCE	1,000.00	622.78	-	7,632.10	7,500.00	10,518.02	10,000.00
01-7295-7430 WAGES TRANSFER IN	5,426.25	3,782.16	10,000.00	333.77	-	-	-
01-7295-7520 Repair & Maintenance - Sidewalks	-	-	-	-	-	21.83	-
01-7295-7900 TRANSFER TO RESERVE	-	-	-	-	-	-	-
01-7295-8000 SIDEWALKS - CAPITAL OVER \$10,000 - Note 1	<u>60,000.00</u>	<u>15,912.62</u>	<u>50,000.00</u>	<u>62.71</u>	<u>50,000.00</u>	<u>16,494.96</u>	<u>30,000.00</u>
	\$ 68,926.25	\$ 20,959.74	\$ 62,500.00	\$ 10,467.99	\$ 60,000.00	\$ 29,009.87	\$ 43,000.00

Notes:

Note 1 Sidewalks - Grace Lutheran Church on Graham Road & Marsh Line to Angelo St.

Sewer - Rodney

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7300-6100 SEWER BILLINGS - Note 1	- 366,753.84	- 356,071.69	- 327,401.88	- 308,869.70	- 328,843.29	- 325,587.42	- 326,000.00
01-7300-6210 GRANT - CWWF	-	-	-	-	-	- 440,141.00	- 442,500.00
01-7300-6211 GRANT - Green Stream Intake 1 - Note 2	- 1,094,413.59	-	-				
01-7300-7341 PROPERTY TAXES	-	-	-	-	-	-	-
01-7300-7500 HYDRO	61,802.85	68,355.66	70,000.00	69,735.90	68,113.13	66,129.25	50,000.00
01-7300-7502 WATER	9,000.00	8,567.48	9,000.00	7,709.55	29,612.56	27,936.38	18,000.00
01-7300-7510 INSURANCE	6,097.41	5,395.94	5,810.40	7,850.92	4,990.29	4,690.12	5,000.00
01-7300-7511 TAXES	28,500.00	28,123.71	28,000.00	27,105.71	29,000.00	40,727.56	18,500.00
01-7300-7520 GROUNDS MAINTENANCE	1,500.00	716.14	1,500.00	1,387.31	2,500.00	2,240.96	-
01-7300-7531 FINANCIAL PLAN	-	-	-	3,307.20	3,307.20	-	-
01-7300-7602 SOFTWARE LICENSE	500.00	407.04	1,000.00	654.58	-	-	-
01-7300-7611 SEWER MAINTENANCE - Note 3	61,787.00	41,186.07	35,000.00	34,538.45	37,698.89	23,008.63	15,000.00
01-7300-7613 EQUIPMENT PURCHASE	-	-	-	-	-	-	-
01-7300-7651 POSTAGE & COURIER	-	-	50.00	4.08	-	-	-
01-7300-7680 CONTRACTED SERVICES	160,728.00	158,115.26	155,292.18	152,247.00	158,330.76	158,330.52	158,330.52
01-7300-7900 TRANSFER TO RESERVES	-	-	-	4,329.00	-	-	-
01-7300-7901 TRANSFER FROM RESERVES	- 361,197.84	- 31,729.39	- 151,250.70	- 2,416.13	- 59,709.54	- 106,899.65	- 30,260.52
01-7300-8000 CAPITAL - RODNEY SEWAGE UPGRADES - See 2021 Capital Budget	1,492,450.00	14,252.35	-	2,416.13	-	549,564.65	533,930.00
01-7300-8001 CAPITAL - 20 YR CAPITAL PLAN & CONDITION ASSESSMEN	-	34,015.00	-	-	30,000.00	-	-
01-7300-8002 CAPITAL - FILTER & SAND REPLACEMENT	-	28,666.43	15,000.00	-	15,000.00	-	-
01-7300-8003 CAPITAL - PROCESS PUMPS & MOTOR REBUILDS	-	-	10,000.00	-	10,000.00	-	-
01-7300-8004 CAPITAL - LAGOON DECANT UPGRADE	-	-	148,000.00	-	-	-	-
	<u>-\$ 0.00</u>	<u>-\$ 0.00</u>	<u>\$ -</u>	<u>-\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ -</u>

Notes:

Note 1 Sewer Billings

Proposing no increase

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Flat Charge (by-monthly) \$	71.82	\$ 71.10	\$ 58.31	\$ 56.78
Sewer Rate - m ³ \$	2.70	\$ 2.58	\$ 2.22	\$ 2.07

Note 2 Grant - Green Stream - Intake 1

		<u>2022</u>
Federal - 40%	596,980.00	345,020.00
Provincial - 33.3%	497,433.59	287,229.15
Municipal - 26.67%	<u>398,036.42</u>	<u>230,300.85</u>
	\$ 1,492,450.00	\$ 862,550.00

Note 3 Sewer Maintenance

OCWA Annual Maintenance	\$ 6,987.00
Pump Station Clean Out	2,000.00
Disolved Oxygen Analyzer	7,000.00
Facility Lighting	8,000.00
Collection System Flushing	20,000.00
Replace WAS/RAS Pump	3,800.00
Valve Replacement	4,000.00
Other	<u>10,000.00</u>
	\$ 61,787.00

Note 4 Reserves

Beg Balance - Jan 1, 2020	593,583.63
Transfer from Reserves	- 31,729.39
Transfer to Reserves - OCIF	<u>225,658.00</u>
Ending Balance - Dec 31, 2020	787,512.24
Transfer from Reserves	- <u>361,666.18</u>
Ending Balance - Dec 31, 2021	\$ 425,846.06

Sewage - West Lorne

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7301-6210 GRANT - SCF	-	- 286,585.60	-	- 1,463,974.04	- 1,631,856.00	- 119,361.58	- 1,333,334.00
01-7301-6370 SEWER BILLINGS	- 631,886.80	- 613,482.33	- 433,615.92	- 409,071.62	- 380,135.43	- 358,618.33	- 360,441.26
01-7301-6371 Sewer Billings - Flat Charge	-	-	-	-	-	-	-
01-7301-6850 LONG-TERM FINANCING	-	- 100,000.00	-	-	- 123,545.42	-	-
01-7301-7500 HYDRO	42,586.69	41,244.78	40,000.00	40,279.10	49,378.02	47,939.83	57,000.00
01-7301-7502 WATER	500.00	304.68	2,000.00	736.64	1,821.65	1,718.54	2,100.00
01-7301-7510 INSURANCE	6,021.48	5,328.74	5,738.04	5,188.86	4,912.33	4,616.85	5,000.00
01-7301-7511 TAXES	20,195.15	19,799.17	19,726.38	19,151.83	19,000.00	18,537.33	18,500.00
01-7301-7520 GROUNDS MAINTENANCE	1,000.00	498.82	-	-	2,600.00	2,562.87	-
01-7301-7531 FINANCIAL PLAN	-	-	-	3,307.20	3,307.20	-	-
01-7301-7602 SOFTWARE LICENSE	500.00	407.04	1,000.00	654.58	-	-	-
01-7301-7611 SEWER MAINTENANCE	22,000.00	30,069.04	10,000.00	24,927.92	23,000.00	15,862.46	2,500.00
01-7301-7613 EQUIPMENT PURCHASE	-	-	-	559.65	-	-	-
01-7301-7654 INTEREST EXPENSE	3,000.00	826.50	-	-	-	-	-
01-7301-7660 OTHER SERVICES	-	-	6,204.00	-	-	951.46	-
01-7301-7680 CONTRACTED SERVICES	179,476.00	169,407.82	172,230.94	168,854.04	174,940.56	174,937.56	174,973.56
01-7301-7900 TRANSFER TO RESERVES	132,607.48	310,245.65	166,716.55	- 74,369.92	-	47,288.33	-
01-7301-7901 TRANSFER FROM RESERVES	-	-	0.01	- 492,533.96	- 601,206.91	-	- 566,298.30
01-7301-8000 CAPITAL - WEST LORNE SEWAGE UPGRADES - See 2021 Capital Scl	224,000.00	421,935.69	-	2,176,289.72	2,457,784.00	163,564.68	2,000,000.00
01-7301-8001 CAPITAL - COLLECTION SYSTEM FLUSHING	-	-	10,000.00	-	-	-	-
	-\$ 0.00	\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

Note 1 Sewer Billings

Proposed increase is based on West Elgin Waste Water System - Rate Report prepared by Sharratt Water Management Ltd
Proposing 2.5% increase.

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Flat Charge (by-monthly)	\$ 68.88	\$ 68.19	\$ 55.64	\$ 49.54
Sewer Rate - m ³	\$ 2.59	\$ 2.28	\$ 1.99	\$ 1.81

Note 1 Sewer Maintenance

OCWA Annual Maintenance	\$ 6,987.00
Pump Station Clean Out	2,000.00
Collection System Flushing	20,000.00
	\$ 22,000.00

Note 2 Reserves

Opening Balance - Jan 1, 2020	-\$ 74,369.92
Transfer to Reserves	\$ 310,245.65
Balance - Dec 31, 2020	\$ 235,875.73
Transfer to Reserves	\$ 132,144.97
Balance - Dec 31, 2021	\$ 368,020.70

Water

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7310-6111	PENALTY & INTEREST	- 9,500.00	- 9,451.72	- 11,000.00	- 10,798.71	- 14,000.00	- 14,824.89	- 10,000.00
01-7310-6120	WATER REV - MISC.	- 5,000.00	- 7,208.21	- 5,000.00	- 24,515.22	- 14,000.00	- 33,703.07	-
01-7310-6360	WATER REV - RESIDENTIAL - Note 1	- 922,973.05	- 894,353.73	- 846,538.59	- 832,116.39	- 884,709.86	- 846,507.78	- 824,998.95
01-7310-6361	WATER REV-NON RESIDENTIAL	- 118,810.57	- 91,220.22	- 107,585.42	- 106,081.51	- 123,915.59	- 115,926.98	- 113,000.00
01-7310-6362	WATERLINE CAP PAYMENT	-	- 20,981.89	-	- 12,410.23	- 10,000.00	- 6,592.63	- 22,000.00
01-7310-6363	WATER - FEES-MATERIALS	-	- 1,438.70	-	- 2,711.03	- 12,000.00	- 10,933.95	- 11,000.00
01-7310-6364	WATER - FEES-NEW WATER SERVICES	- 10,000.00	- 11,264.48	- 6,000.00	- 8,900.00	- 14,000.00	- 34,411.66	- 10,000.00
01-7310-6365	WATER - FEES-DISCONNECT/RECONNECT	- 10,000.00	- 8,110.00	- 10,000.00	- 10,350.00	- 9,000.00	- 9,750.00	- 8,000.00
01-7310-6370	WATER - MISCELLANEOUS REVENUE	-	-	-	- 99,270.51	-	-	-
01-7310-7145	VEHICLE EXP	5,000.00	1,900.53	5,000.00	8,426.79	5,000.00	3,435.86	4,200.00
01-7310-7280	METERS	-	-	-	-	-	-	-
01-7310-7281	WATERMAINS MAINTENANCE - Note 2	55,000.00	43,433.20	40,000.00	41,657.93	40,000.00	38,968.15	40,000.00
01-7310-7282	HYDRANT REPAIR & MAINTENANCE	7,500.00	939.46	5,000.00	2,500.88	5,000.00	5,292.67	2,500.00
01-7310-7400	WAGES	159,860.00	155,692.05	157,107.88	154,481.69	166,111.40	121,441.88	111,313.35
01-7310-7401	CPP EXPENSE	7,578.57	7,238.96	785.54	7,093.33	6,644.46	5,754.90	5,063.82
01-7310-7402	EI EXPENSE	2,949.94	2,822.87	3,142.16	2,952.67	3,322.23	2,465.95	2,014.43
01-7310-7403	EHT EXPENSE	3,210.71	3,061.66	3,142.16	3,044.68	3,322.23	2,418.90	2,170.97
01-7310-7404	WSIB	4,677.53	4,474.69	1,571.08	1,848.30	1,993.34	1,387.73	1,142.61
01-7310-7405	LIFE INSURANCE	1,369.03	1,315.32	1,571.08	1,657.92	1,977.38	1,475.24	1,170.00
01-7310-7406	BENEFITS EXPENSE	14,912.67	14,238.80	1,571.08	15,542.19	18,303.20	13,618.68	12,983.37
01-7310-7407	OMERS EXPENSE	14,847.48	14,180.83	14,139.71	13,647.98	14,331.73	10,442.81	9,282.97
01-7310-7415	Training	1,000.00	130.85	2,000.00	361.48	2,000.00	223.76	-
01-7310-7430	WAGES TRANSFER-IN	13,480.96	17,470.08	-	-	-	-	2,000.00
01-7310-7431	WAGES TRANSFER OUT	-	- 999.03	-	-	-	-	-
01-7310-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	1,000.00	-	1,000.00	175.00	-
01-7310-7442	MILEAGE	1,000.00	820.66	500.00	887.05	500.00	38.61	-
01-7310-7450	HEALTH & SAFETY	500.00	106.09	1,000.00	925.74	500.00	119.48	-
01-7310-7452	UNIFORMS	1,500.00	630.39	1,500.00	1,079.65	1,000.00	1,043.44	500.00
01-7310-7500	HYDRO	6,000.00	5,828.20	6,000.00	5,740.16	7,100.00	8,385.80	6,000.00
01-7310-7501	GAS	1,000.00	1,047.64	1,000.00	962.64	900.00	961.16	900.00
01-7310-7502	WATER	1,000.00	564.14	1,000.00	809.05	1,000.00	941.45	1,000.00
01-7310-7509	POSTAGE & COURIER	-	-	-	-	-	-	-
01-7310-7510	INSURANCE	15,944.36	12,237.23	13,177.16	10,042.92	9,331.91	8,778.84	10,000.00
01-7310-7511	TAXES	1,000.00	863.65	1,000.00	867.31	900.00	873.05	-
01-7310-7515	BUILDING REPAIRS & MAINTENANCE	7,500.00	4,666.29	5,000.00	783.32	1,000.00	339.95	1,000.00
01-7310-7516	JANITORIAL	200.00	60.58	200.00	196.68	200.00	111.37	300.00
01-7310-7519	MATERIALS	20,000.00	10,682.41	25,000.00	19,943.14	25,000.00	19,607.49	22,000.00
01-7310-7529	METER READS	-	752.75	-	4,715.36	12,000.00	8,551.47	11,000.00
01-7310-7531	CONTRACTS & AGREEMENTS - Desktop Assessment	10,000.00	-	-	9,667.20	9,667.20	-	-
01-7310-7601	PHONE & INTERNET	1,750.00	2,873.55	2,500.00	2,306.93	2,500.00	2,352.69	500.00
01-7310-7602	SOFTWARE LICENSE - KTI & Keystone	3,500.00	2,193.48	10,000.00	5,740.61	6,000.00	5,617.95	4,785.00
01-7310-7609	TOOLS	2,500.00	1,187.26	5,000.00	2,899.19	5,000.00	4,665.67	5,000.00
01-7310-7611	EQUIPMENT MAINTENANCE	13,000.00	14,851.22	15,000.00	16,562.22	15,000.00	20,582.13	-

Water

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7310-7613	EQUIPMENT PURCHASE - Note 3	7,500.00	-	1,500.00	4,834.80	5,000.00	-
01-7310-7650	OFFICE SUPPLIES	1,500.00	1,089.76	1,600.00	1,579.20	1,600.00	1,289.46
01-7310-7651	POSTAGE & COURIER	11,000.00	11,311.45	10,000.00	4,513.12	9,500.00	9,500.00
01-7310-7652	ADVERTISING EXP	500.00	528.43	200.00	201.48	200.00	111.94
01-7310-7660	OTHER SUPPLIES	-	22.99	-	210.33	-	-
01-7310-7675	LEGAL	-	-	-	-	2,000.00	712.32
01-7310-7676	AUDIT FEES	1,000.00	3,428.82	1,000.00	-	1,000.00	-
01-7310-7680	CONTRACTED SERVICES - OCWA & Ontario One Call	150,635.00	145,939.53	161,573.01	144,456.00	156,867.00	139,919.04
01-7310-7682	PAYMENTS TO MUNICIPALITIES - Note 4	558,468.40	535,728.80	561,558.13	524,611.88	506,286.12	479,044.61
01-7310-7699	BILLABLE	-	-	-	6,603.87	-	0.01
01-7310-7701	FUEL - GAS	5,000.00	4,111.54	7,000.00	4,868.84	-	4,289.58
01-7310-7777	BAD DEBT EXPENSE	500.00	-	500.00	-	500.00	-
01-7310-7900	TRANSFER TO RESERVES	-	-	-	-	32,067.26	131,283.22
01-7310-7901	TRANSFER FROM RESERVES - Note 5	-	-	-	-	-	-
01-7310-8000	CAPITAL - RODNEY ELEVATED WATER TOWER RECHLORINATI	-	-	-	-	-	8,379.94
01-7310-8001	CAPITAL - WATER LINE EXT	50,000.00	10,942.52	50,000.00	-	50,000.00	-
01-7310-8002	CAPITAL - WATERLINE REPLACEMENT (CHESTNUT/WOOD)	-	114,930.73	-	398,848.46	340,000.00	8,048.76
01-7310-8003	CAPITAL - TODD PL WATER LINE REPLACEMENT	-	667,297.52	540,000.00	-	40,000.00	-
01-7310-8004	CAPITAL - AMR SOFTWARE & HARDWARE	200,000.00	-	-	-	15,000.00	-
01-7310-8005	CAPITAL - METER REPLACEMENT	-	-	60,000.00	-	60,000.00	-
01-7310-8006	CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	-	159,217.66	200,000.00	-	-	-
01-7310-8007	CAPITAL - RODNEY TOWER CLEAN AND INSPECT	25,000.00	-	-	-	-	-
		-\$ 0.00	-\$ 0.00	\$ -	-\$ 0.00	\$ 0.01	-\$ 0.00

Notes:

Note 1 Water Billings

Proposed increase is based on West Elgin Drinking Water System - Financial Plan prepared by Sharratt Water Management Ltd

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Flat Charge (by-monthly) \$	43.45	\$ 41.58 \$ 1.87	\$ 38.11	\$ 38.11
Sewer Rate - m ³ \$	1.58	\$ 1.51	\$ 1.45	\$ 1.39

Note 2 Watermains Maintenance

Blowoff/sample station maintenance	5,000.00
Valve Repair/Replacement	5,000.00
Auto flusher maintenance/repair	3,000.00
Maintain inventory or repair parts	5,000.00
Other	37,000.00
	\$ 55,000.00

Note 3 Equipment Purchase	
Desktop Computer	2,500.00
Locator	<u>5,000.00</u>
	\$ 7,500.00

Note 4 Payments to Municipalities	
Tri-County	542,813.59
SWM	10,086.72
Dutton-Dunwich	<u>5,568.09</u>
	\$ 558,468.40

Note 3 Equipment Purchase	
Desktop Computer	2,500.00
Locator	<u>5,000.00</u>
	\$ 7,500.00

Note 5 Reserves	
Beg. Balance - Jan 1, 2020	1,606,921.00
Transfer from Reserves	<u>- 923,127.97</u>
Ending Balance - Dec 31, 2020	683,793.03
Transfer from Reserves	<u>- 185,849.15</u>
Ending Balance - Dec 31, 2021	\$ 497,943.88

Garbage Collection

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7315-7531 CONTRACTS & AGREEMENTS		-	-	-	-	-	-
01-7330-6381 TAXATION - RODNEY COLLECTION		- 58,244.63	- 58,650.09	- 57,387.99	- 57,500.09	- 56,187.66	- 56,431.51
01-7330-7350 GARBAGE COLLECTION		58,419.52	58,650.09	57,101.98	57,500.09	56,152.43	56,431.51
01-7330-7355 RECYCLING COLLECTION		28,282.21	28,232.72	27,644.32	27,815.49	27,163.56	27,373.11
01-7330-7652 ADVERTISING		-	200.00	-	200.00	169.43	-
01-7335-6381 TAXATION - WEST LORNE COLLECTION		- 66,988.46	- 66,218.86	- 62,395.10	- 64,920.45	- 61,872.41	- 63,986.01
01-7335-7350 GARBAGE COLLECTION		66,009.86	66,218.86	64,398.11	64,920.45	63,398.88	63,986.01
01-7335-7355 RECYCLING COLLECTION		30,282.93	30,229.91	29,599.92	29,783.16	29,085.12	26,896.76
01-7335-7652 ADVERTISING		-	200.00	-	200.00	169.43	-
		\$ 57,761.43	\$ 58,862.63	\$ 58,961.24	\$ 57,998.65	\$ 58,078.78	\$ 54,269.87

See Landfill

Landfill		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7350-6374	FSC - REFRIGERANT FEES	- 3,000.00	- 2,920.00	- 2,500.00	- 2,860.00	- 5,000.00	- 2,135.40	- 5,000.00
01-7350-6375	FSC - TIPPING FEES	- 10,000.00	- 7,400.00	- 7,500.00	- 6,667.60	- 10,000.00	- 8,207.00	- 7,500.00
01-7350-6376	Recycling/London Salvage - Note 1	- 12,000.00	- 7,359.53	- 15,000.00	- 12,101.80	- 20,000.00	- 31,096.55	- 25,000.00
01-7350-6377	Stewardship Ontario - Composter	- 500.00	- 849.60	- 2,000.00	- 2,088.60	-	-	-
01-7350-6378	Stewardship Ontario - Recycling Box/Data Call - Note 2	- 44,596.98	- 36,099.35	- 28,000.00	- 21,299.31	- 24,500.00	- 24,570.63	- 24,170.40
01-7350-6379	HAZARDOUS WASTE	- 15,000.00	- 594.33	-	- 11,205.01	- 6,500.00	-	-
01-7350-6380	GRANTS - CONTINUOUS IMPROVEMENT	-	-	-	-	-	- 24,307.00	-
01-7350-6381	MRF Fees - City of London	- 15,000.00	- 22,704.66	-	-	-	-	-
01-7350-6382	2020 Rural Garbage	-	- 57,550.00	-	-	-	-	-
01-7350-7307	RECYCLING EXPENSE	12,500.00	20,321.53	20,000.00	20,111.55	17,500.00	17,957.53	15,000.00
01-7350-7308	MRF FEES EXPENSE	30,000.00	24,278.76	20,000.00	20,181.71	20,000.00	17,706.33	20,000.00
01-7350-7309	HAZARDOUS WASTE DAY	22,000.00	4,941.96	7,500.00	20,495.20	13,500.00	7,540.41	5,000.00
01-7350-7310	FREON REMOVAL	2,442.00	3,195.27	2,400.00	2,727.16	5,000.00	2,177.65	5,000.00
01-7350-7350	GARBAGE COLLECTION	254,880.25	52,288.05	-	-	-	-	-
01-7350-7355	RECYCLING COLLECTION	123,707.72	24,535.75	-	-	-	-	-
01-7350-7400	WAGES	20,939.52	21,858.41	25,973.00	23,410.14	16,951.20	19,585.39	20,105.87
01-7350-7401	CPP EXPENSE	942.28	985.00	1,038.92	1,016.57	678.05	797.24	811.98
01-7350-7402	EI EXPENSE	418.79	483.48	597.38	530.40	389.88	454.92	459.22
01-7350-7403	EHT EXPENSE	418.79	426.26	519.46	456.54	339.02	381.89	392.10
01-7350-7404	WSIB	628.19	622.95	519.46	734.75	542.44	626.42	614.55
01-7350-7415	TRAINING EXPENSE	-	-	2,500.00	5,205.64	2,500.00	60.95	-
01-7350-7516	JANITORIAL	250.00	76.32	500.00	76.32	1,000.00	-	1,000.00
01-7350-7519	MATERIALS	2,000.00	13,094.71	1,500.00	4,350.44	1,500.00	1,928.01	1,000.00
01-7350-7520	GROUNDS MAINTENANCE	45,000.00	63,561.27	20,000.00	57,373.69	60,000.00	58,962.62	50,000.00
01-7350-7530	GREEN LANE DISPOSAL	80,000.00	60,529.97	47,365.20	-	-	-	-
01-7350-7531	CONTRACTS & AGREEMENTS	37,500.00	35,740.20	37,500.00	- 41,259.91	35,000.00	35,308.61	32,000.00
01-7350-7601	PHONE & INTERNET	150.00	83.32	100.00	61.10	100.00	195.77	100.00
01-7350-7611	EQUIPMENT MAINTENANCE	250.00	-	500.00	299.52	500.00	44.37	-
01-7350-7613	EQUIPMENT PURCHASE	250.00	-	-	-	-	9,133.72	7,000.00
01-7350-7650	OFFICE SUPPLIES	500.00	552.91	500.00	179.50	500.00	341.70	-
01-7350-7652	ADVERTISING EXP	1,500.00	3,786.07	1,000.00	798.69	1,000.00	827.51	500.00
01-7350-7680	CONTRACTED SERVICES	-	950.85	5,000.00	16,805.41	3,000.00	5,401.06	5,000.00
01-7350-7777	BAD DEBT EXPENSE	-	-	50.00	31.00	-	-	-
01-7350-7900	TRANSFER TO RESERVES	-	-	-	125,605.86	50,000.00	-	-
		\$ 536,180.56	\$ 196,835.57	\$ 140,063.42	\$ 202,968.96	\$ 164,000.59	\$ 89,115.52	\$ 102,313.32

Notes:

Note 1 Recycling/London Salvage
- revenue from scrap steel

Note 2 Stewardship Ontario - Recycling Box/Data Call
- revenue from blue bins

Cemeteries

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7400-7430 WAGES TRANSFER IN	500.00	239.05	-	-	-	-	-
01-7400-7520 GROUNDS MAINTENANCE	-	-	600.00	600.00	600.00	600.00	600.00
	<u>\$ 500.00</u>	<u>\$ 239.05</u>	<u>\$ 600.00</u>	<u>\$ 600.00</u>	<u>\$ 600.00</u>	<u>\$ 600.00</u>	<u>\$ 600.00</u>

Arena

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-6121	DONATIONS - ARENA RENAMING	-	-	-	-	1,300.00	200.00
01-7600-6202	GRANT FROM DUTTON/DUNWICH	- 81,439.13	- 102,096.22	- 104,768.51	- 55,960.99	- 62,849.52	- 78,534.56
01-7600-6501	ICE RENTAL	- 75,000.00	- 78,426.31	- 109,400.00	- 100,253.45	- 117,000.00	- 109,852.20
01-7600-6502	SIGN RENTAL	- 3,000.00	- 2,990.00	- 3,500.00	- 3,500.74	- 3,250.00	- 3,000.00
01-7600-6503	FOOD BOOTH RENTAL	-	- 375.00	- 900.00	- 1,050.00	- 2,100.00	- 1,650.00
01-7600-6504	PUBLIC SKATING	- 1,000.00	- 1,129.00	- 1,000.00	- 971.69	- 1,000.00	- 967.21
01-7600-6505	SKATE SHARPENING	- 1,000.00	- 985.00	- 1,200.00	- 1,652.44	- 1,500.00	- 1,315.04
01-7600-6506	VENDING MACHINE REVENUE	-	- 99.49	- 500.00	- 609.67	- 300.00	- 225.74
01-7600-7350	GARBAGE COLLECTION	2,500.00	-	2,600.00	2,341.18	3,000.00	2,533.73
01-7600-7415	TRAINING	2,000.00	-	2,000.00	1,043.04	2,500.00	2,000.00
01-7600-7430	Wages Transfer In	90,769.41	102,277.79	114,729.21	112,811.42	99,000.00	106,109.87
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	1,000.00	1,500.00	800.00	1,500.00	1,100.00
01-7600-7441	MEMBERSHIPS & DUES	500.00	250.00	250.00	434.38	500.00	50.00
01-7600-7442	MILEAGE	-	-	-	538.56	-	-
01-7600-7450	HEALTH & SAFETY	1,500.00	2,138.18	2,000.00	1,044.77	2,000.00	1,735.10
01-7600-7452	UNIFORMS	1,000.00	1,000.00	1,000.00	509.95	600.00	800.00
01-7600-7500	HYDRO	70,000.00	66,922.84	70,000.00	81,969.12	70,000.00	79,050.57
01-7600-7501	GAS	7,000.00	5,980.11	6,500.00	5,722.79	6,500.00	7,204.65
01-7600-7502	ARENA - WATER	5,000.00	4,586.62	3,000.00	4,749.87	1,800.00	1,828.50
01-7600-7510	INSURANCE	31,210.30	23,953.76	25,793.64	20,709.00	18,000.00	17,908.70
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	20,000.00	123,984.86	90,000.00	14,068.19	20,000.00	15,446.74
01-7600-7516	JANITORIAL	1,500.00	412.64	2,500.00	2,654.68	2,500.00	2,352.75
01-7600-7520	GROUNDS MAINTENANCE	-	-	-	35.99	-	1,000.00
01-7600-7529	ADMINISTRATION EXPENSE	2,500.00	2,500.00	2,500.00	75.00	2,500.00	2,400.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,500.00	4,264.88	3,000.00	2,584.00	1,000.00	3,062.20
01-7600-7601	PHONE & INTERNET	3,600.00	3,472.44	2,500.00	2,655.06	3,000.00	3,100.29
01-7600-7602	SOFTWARE LICENSE	150.00	-	200.00	106.99	-	99.99
01-7600-7609	TOOLS	250.00	7.69	500.00	132.90	500.00	100.00
01-7600-7611	EQUIPMENT MAINTENANCE	15,000.00	20,454.19	18,000.00	14,778.91	20,000.00	21,677.66
01-7600-7613	EQUIPMENT PURCHASE	10,000.00	4,209.98	10,000.00	14,925.38	10,000.00	203.50
01-7600-7614	EQUIPMENT RENTAL	350.00	352.03	350.00	344.70	350.00	364.32
01-7600-7618	SUBSCRIPTIONS	-	410.74	800.00	925.61	600.00	1,038.26
01-7600-7650	OFFICE SUPPLIES	750.00	261.79	1,500.00	2,397.44	600.00	592.84
01-7600-7652	ADVERTISING	1,000.00	-	1,000.00	-	1,000.00	227.80
01-7600-7660	OTHER SUPPLIES	750.00	189.89	1,500.00	1,321.38	1,500.00	1,420.92
01-7600-7701	FUEL - GAS	2,400.00	680.53	100.00	94.81	400.00	301.22
01-7600-7777	BAD DEBT EXPENSE	-	334.01	-	-	500.00	-
01-7600-8000	CAPITAL - ARENA PARKING LOT	-	-	-	-	-	25,000.00
01-7600-8001	CAPITAL - CONDENSER	-	-	-	-	-	60,000.00
01-7600-8002	CAPITAL - PARKING LOT MICROSURFACE	-	-	-	-	10,000.00	-
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	10,000.00	-	10,000.00	-	10,000.00	-
01-7600-8004	CAPITAL - SECURITY CAMERAS	-	-	10,000.00	-	-	-
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-	15,000.00	-	-	-

Arena

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-8006 CAPITAL - ROOF PAINTING	25,000.00	-	-	-	-	-	-
01-7600-8007 CAPITAL - BOARDS REPAIR	-	-	10,000.00	-	-	-	-
	\$ 145,790.59	\$ 185,790.46	\$ 187,554.34	\$ 125,776.14	\$ 101,850.48	\$ 73,614.86	\$ 152,074.32

Notes:

Deficit Allocation:

Net Deficit	\$ 227,229.71
Less: West Elgin - 20%	- 45,445.94
	\$ 181,783.77
Dutton-Dunwich - 44.8%	\$ 81,439.13
West Elgin - 55.2%	\$ 100,344.64

Parks & Recreation - Marina

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7610-7430 WAGES - TRANSFER IN	5,439.47	9,026.68	3,485.99	5,248.23	6,000.00	5,553.00	4,000.00
01-7610-7432 BLUE FLAG - MARINA	-	2,884.26	3,100.00	3,061.37	5,000.00	3,775.58	5,000.00
01-7610-7441 MEMBERSHIPS & DUES	-	1,526.40	1,526.40	610.56	500.00	-	-
01-7610-7500 HYDRO	2,000.00	703.12	1,200.00	972.17	1,200.00	1,062.14	900.00
01-7610-7502 WATER	1,500.00	292.57	400.00	266.95	400.00	275.64	1,000.00
01-7610-7503 SEWAGE EXPENSE	2,500.00	8,155.22	4,000.00	3,903.43	1,200.00	596.82	-
01-7610-7511 PROPERTY TAXES	2,500.00	2,230.22	2,100.00	2,092.62	1,276.96	1,276.96	600.00
01-7610-7515 BUILDING REPAIRS & MAINTENANCE	1,000.00	474.17	500.00	257.19	2,000.00	2,771.40	3,500.00
01-7610-7516 JANITORIAL	1,000.00	758.99	1,000.00	865.88	700.00	433.89	1,300.00
01-7610-7520 GROUNDS MAINTENANCE	15,000.00	44,589.53	500.00	133.22	10,000.00	16,973.87	8,000.00
01-7610-7521 EROSION CONTROL - SHORELINE PROTECTION	20,000.00	16,444.55	20,000.00	23,260.07	25,000.00	-	-
01-7610-7901 TRANSFER FROM RESERVES	-	3,490.98	-	-	60,000.00	-	-
01-7610-8000 CAPITAL - FISH CLEANING STATION	20,000.00	44,551.29	-	105.83	60,000.00	-	-
01-7610-8001 CAPITAL - BRIDGE	20,000.00	579.67	20,000.00	-	-	-	-
	\$ 75,490.76	\$ 135,707.65	\$ 57,812.39	\$ 40,777.52	\$ 53,276.96	\$ 32,719.30	\$ 24,300.00

Notes:

Note 1 Grounds Maintenance

A Gravel

Note 2 Erosion Control

Transfer of concrete, removed from Furnival Rd reconstruction, to the Marina

Parks & Recreation - Programming

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7611-6401 SOCCER	- 1,500.00	-	-	-	-	-	-
01-7611-6402 FSC - DAYCAMP	- 1,000.00	- 928.37	-	-	-	-	-
01-7611-6403 BASEBALL	- 1,200.00	- 100.00	-	-	-	-	-
01-7611-6404 HANGING BASKETS DONATIONS	- 1,200.00	- 1,413.00	-	-	-	-	-
01-7611-7329 VOLLEYBALL	500.00	-	500.00	-	500.00	-	500.00
01-7611-7330 SOCCER	3,500.00	338.13	3,000.00	10,986.26	3,500.00	3,440.32	9,000.00
01-7611-7331 BASEBALL	1,000.00	-	500.00	2,070.24	500.00	366.12	600.00
01-7611-7332 TENNIS	1,000.00	-	500.00	41.75	500.00	-	500.00
01-7611-7333 BASKETBALL	500.00	-	500.00	-	500.00	-	500.00
01-7611-7334 LAWNBOWLING	1,000.00	880.97	500.00	1,795.30	8,000.00	-	5,000.00
01-7611-7335 PLAYGROUND EQUIPMENT	5,000.00	-	-	-	5,000.00	-	5,000.00
01-7611-7336 SPLASHPAD	7,500.00	5,488.22	-	-	2,000.00	-	2,000.00
01-7611-7340 CHRISTMAS PARADE	5,000.00	3,043.10	5,000.00	-	-	-	-
01-7611-7341 CIVIC HOLIDAY	5,000.00	-	5,000.00	-	-	-	-
01-7611-7342 CANADA DAY	5,000.00	-	9,000.00	-	-	-	-
01-7611-7343 RODNEY FAIR	10,000.00	-	10,000.00	-	-	-	-
01-7611-7430 WAGES - TRANSFER IN	5,439.47	1,058.26	13,285.14	-	-	-	-
01-7611-7517 EQUIPMENT RENTAL	2,000.00	-	2,000.00	-	2,000.00	925.43	2,000.00
01-7611-7532 PERMITS & REGISTRATIONS	500.00	-	1,000.00	-	1,000.00	727.58	-
01-7611-7900 TRANSFER TO RESERVES	-	-	-	10,000.00	10,000.00	-	-
01-7611-8000 CAPITAL - LAWN BOWLING ROOF & PORCH	15,000.00	3,145.80	15,000.00	-	-	-	-
01-7611-8001 CAPITAL - TENNIS COURT	-	5,013.35	50,000.00	-	-	-	-
	<u>\$ 63,039.47</u>	<u>\$ 16,526.46</u>	<u>\$ 115,785.14</u>	<u>\$ 24,893.55</u>	<u>\$ 33,500.00</u>	<u>\$ 5,459.45</u>	<u>\$ 25,100.00</u>

Parks & Recreation - Recreation Center

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7612-6401 FSC - REC CENTRE	- 6,000.00	- 1,742.90	- 7,000.00	- 6,891.50	- 4,200.00	- 4,327.50	- 4,450.00
01-7612-7430 WAGES TRANSFER IN	10,878.93	17,643.95	28,000.00	639.28	-	-	-
01-7612-7441 MEMBERSHIPS & DUES	250.00	202.08	200.00	188.33	250.00	188.33	250.00
01-7612-7442 PROGRAMMING	250.00	95.30	-	174.17	-	-	-
01-7612-7500 HYDRO	10,000.00	6,768.79	10,000.00	9,090.75	11,000.00	11,569.90	12,000.00
01-7612-7501 GAS	5,000.00	3,641.51	4,500.00	4,342.89	3,500.00	3,976.14	4,500.00
01-7612-7502 WATER	3,000.00	1,005.01	3,000.00	2,882.57	2,200.00	2,601.86	1,700.00
01-7612-7515 BUILDING REPAIRS & MAINTENANCE - Note 1	15,000.00	5,817.82	15,000.00	4,844.70	15,000.00	5,813.02	15,000.00
01-7612-7516 JANITORIAL	2,000.00	252.20	2,000.00	1,534.08	2,000.00	1,836.44	2,600.00
01-7612-7520 GROUNDS MAINTENANCE	1,000.00	994.66	-	2,798.40	-	-	-
01-7612-7601 PHONE & INTERNET	1,500.00	1,750.87	1,600.00	1,495.63	1,200.00	1,179.64	1,000.00
01-7612-7611 EQUIPMENT MAINTENANCE	1,500.00	288.53	1,500.00	1,265.61	500.00	390.50	-
01-7612-7613 EQUIPMENT PURCHASE	2,500.00	2,376.57	8,500.00	10,412.23	800.00	765.73	-
01-7612-7652 ADVERTISING	500.00	-	500.00	-	500.00	55.46	-
01-7612-7901 TRANSFER FROM RESERVES	-	-	30,000.00	- 61,087.27	-	-	-
01-7612-8001 CAPITAL - GENERATOR	-	77.31	-	-	-	-	-
01-7612-8002 CAPITAL - KEYLESS ACCESS	-	7,183.24	30,000.00	-	-	-	-
01-7612-8003 CAPITAL - CHAIRS - see 2021 Capital Schedule	-	2,426.33	11,000.00	-	-	-	-
01-7612-8004 CAPITAL - CEILING REPLACEMENT	-	-	30,000.00	-	-	-	-
	\$ 47,378.93	\$ 48,781.27	\$ 108,800.00	-\$ 28,310.13	\$ 32,750.00	\$ 24,049.52	\$ 32,600.00

Note 1 **Building Repairs & Maintenance**
 Roof repair

Parks & Recreation - Pool

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7613-6403 FSC - POOL	10,000.00	5,184.65	20,000.00	15,015.40	25,000.00	14,375.08	26,400.00
01-7613-7400 WAGES - Note 1	37,200.00	27,441.20	40,000.00	28,123.39	41,000.00	30,330.84	40,000.00
01-7613-7401 CPP EXPENSE	1,488.00	980.06	-	-	1,230.00	849.23	1,372.74
01-7613-7402 EI EXPENSE	744.00	607.01	920.00	637.87	820.00	704.87	912.79
01-7613-7403 EHT EXPENSE	744.00	535.09	800.00	548.42	820.00	591.44	780.01
01-7613-7404 WSIB	1,116.00	782.04	1,280.00	885.90	1,230.00	970.60	1,219.99
01-7613-7415 TRAINING EXPENSE - Note 2	5,000.00	466.86	1,500.00	473.18	1,700.00	1,603.55	200.00
01-7613-7430 WAGES TRANSFER IN	10,878.93	10,302.15	18,000.00	15,489.22	-	-	-
01-7613-7442 MILEAGE	150.00	108.77	100.00	-	100.00	47.52	-
01-7613-7450 HEALTH & SAFETY	1,000.00	138.34	1,000.00	381.73	1,500.00	44.21	-
01-7613-7452 UNIFORMS	500.00	-	400.00	195.39	400.00	345.01	400.00
01-7613-7500 HYDRO	6,000.00	5,657.38	7,500.00	7,145.08	7,500.00	4,782.24	7,500.00
01-7613-7501 GAS	4,000.00	4,153.63	4,200.00	4,155.14	4,000.00	2,879.29	4,000.00
01-7613-7502 WATER	4,000.00	2,811.61	8,000.00	7,034.74	10,000.00	5,622.81	10,000.00
01-7613-7515 BUILDING REPAIRS & MAINTENANCE - Note 3	5,000.00	1,340.42	10,000.00	1,747.53	8,000.00	5,517.44	12,000.00
01-7613-7520 POOL MAINTENANCE	5,000.00	4,472.59	8,500.00	7,348.35	5,000.00	9,105.95	-
01-7613-7531 CONTRACTS & AGREEMENTS	1,000.00	978.32	400.00	296.00	500.00	3,648.00	3,400.00
01-7613-7601 PHONE & INTERNET	1,000.00	1,380.60	1,800.00	1,647.08	1,800.00	1,840.29	900.00
01-7613-7612 POOL CHEMICALS	7,000.00	5,937.16	8,000.00	7,459.19	8,500.00	8,410.24	8,500.00
01-7613-7613 EQUIPMENT PURCHASE - Note 3	5,000.00	6,044.92	8,000.00	2,206.53	5,000.00	-	5,000.00
01-7613-7614 EQUIPMENT RENTAL	-	305.05	275.00	274.55	275.00	273.24	-
01-7613-7650 OFFICE SUPPLIES	500.00	102.46	1,000.00	1,033.55	500.00	64.72	1,000.00
01-7613-7651 POSTAGE & SHIPPING	-	-	-	-	500.00	409.53	-
01-7613-7652 ADVERTISING	1,000.00	607.04	1,000.00	505.60	1,000.00	577.76	1,200.00
01-7613-7660 OTHER SUPPLIES	500.00	6.08	-	208.73	500.00	191.53	1,000.00
01-7613-8001 CAPITAL - FILTERS	-	40,299.65	35,000.00	-	35,000.00	-	-
01-7613-8002 CAPITAL - Liner Repairs	15,000.00	-	-	-	-	-	-
	\$ 103,820.93	\$ 110,273.78	\$ 137,675.00	\$ 72,781.77	\$ 111,875.00	\$ 64,435.23	\$ 72,985.53

Notes:

Note 1 Wages

1 Supervisor + 6 Lifeguards - 8 wks

Note 2 Training

CPO (Certified Pool Operator)
 WSI (Water Safety Instructor)
 NLS (National Life Saving Society)
 First Aid

Note 3 Equipment Purchase

Brackets for umbrellas for Lifeguard's Chairs
 Aquafit equipment

Parks & Recreation - Pool - Option #3

*Open to the public Thursday, Friday, Saturday & Sunday 2pm - 9:30pm
programming includes Aquafit, open swim and family swim*

	<u>Option #2</u>	<u>Option #3</u>	<u>Option #4</u>	<u>Option #5</u>
01-7613-6403 FSC - POOL	-	4,080.00	6,080.00	10,000.00
01-7613-7400 WAGES - Note 1	-	8,400.00	14,700.00	37,200.00
01-7613-7401 CPP EXPENSE	-	336.00	588.00	1,488.00
01-7613-7402 EI EXPENSE	-	168.00	294.00	744.00
01-7613-7403 EHT EXPENSE	-	168.00	294.00	744.00
01-7613-7404 WSIB	-	252.00	441.00	1,116.00
01-7613-7415 TRAINING EXPENSE - Note 2	-	1,000.00	1,000.00	2,500.00
01-7613-7430 WAGES TRANSFER IN	5,439.47	8,159.20	10,878.93	10,878.93
01-7613-7442 MILEAGE	-	-	-	150.00
01-7613-7450 HEALTH & SAFETY	-	250.00	500.00	1,000.00
01-7613-7452 UNIFORMS	-	250.00	500.00	500.00
01-7613-7500 HYDRO	6,000.00	6,000.00	6,000.00	6,000.00
01-7613-7501 GAS	2,000.00	4,000.00	4,000.00	4,000.00
01-7613-7502 WATER	3,000.00	4,000.00	4,000.00	4,000.00
01-7613-7515 BUILDING REPAIRS & MAINTENANCE - Note 3	-	1,000.00	1,000.00	1,000.00
01-7613-7520 POOL MAINTENANCE	5,000.00	5,000.00	5,000.00	5,000.00
01-7613-7531 CONTRACTS & AGREEMENTS	1,000.00	1,000.00	1,000.00	1,000.00
01-7613-7601 PHONE & INTERNET	1,000.00	1,000.00	1,000.00	1,000.00
01-7613-7612 POOL CHEMICALS	5,250.00	7,000.00	7,000.00	7,000.00
01-7613-7613 EQUIPMENT PURCHASE - Note 3	-	1,000.00	1,000.00	1,000.00
01-7613-7614 EQUIPMENT RENTAL	-	-	-	-
01-7613-7650 OFFICE SUPPLIES	-	500.00	500.00	500.00
01-7613-7651 POSTAGE & SHIPPING	-	-	-	-
01-7613-7652 ADVERTISING	-	1,000.00	1,000.00	1,000.00
01-7613-7660 OTHER SUPPLIES	-	500.00	500.00	500.00
01-7613-8001 CAPITAL - FILTERS	-	-	-	-
01-7613-8002 CAPITAL - Liner Repairs	15,000.00	15,000.00	15,000.00	15,000.00
	<u>\$ 43,689.47</u>	<u>\$ 61,903.20</u>	<u>\$ 70,115.93</u>	<u>\$ 93,320.93</u>

Option 4 Open to the public Monday - Sunday 2pm - 9:30pm
programming includes Aquafit, open swim and family swim

Option 5 based on a full summer including lessons
could be reduced approx \$10,500 by adjusting training to \$2500,
building maintenance to \$1000 & equipment purchase to \$1000

Parks & Recreation - Operations

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7614-6353 Gain/Loss on Asset Disposal	-	- 19,332.50	-	-	-	-	-
01-7614-6405 FSC - PARKS	-	-	-	-	-	-	-
01-7614-6406 FSC -SAND RING RENT	- 500.00	-	500.00	- 720.00	550.00	- 472.00	550.00
01-7614-6407 PARKS - PAVILLION RENTAL	- 250.00	-	200.00	- 150.00	-	-	-
01-7614-6410 DONATIONS - PLAYGROUND EQUIPMENT	-	- 198,456.24	- 170,000.00	-	-	-	-
01-7614-7335 JOE'S BUSH	5,000.00	185.85	500.00	58.95	500.00	-	1,000.00
01-7614-7336 OLD JAIL	1,000.00	-	1,000.00	117.48	2,500.00	33.55	500.00
01-7614-7337 SCOUT HALL	20,000.00	86.50	1,500.00	1,813.75	1,500.00	967.45	1,500.00
01-7614-7338 FLOWER BASKETS	1,500.00	3,771.03	-	-	-	-	-
01-7614-7415 TRAINING	1,000.00	544.66	2,500.00	1,396.67	1,500.00	2,290.15	1,500.00
01-7614-7430 Wages Transfer-In	164,405.03	160,250.06	164,403.58	181,486.55	150,000.00	141,556.96	140,919.00
01-7614-7440 CONFERENCES/SEMINARS/MEETINGS	-	610.00	2,000.00	1,850.00	2,000.00	2,130.00	-
01-7614-7441 MEMBERSHIPS & DUES	500.00	1,320.00	500.00	821.27	500.00	305.28	200.00
01-7614-7442 MILEAGE	-	73.47	-	-	-	-	300.00
01-7614-7450 HEALTH & SAFETY	1,000.00	577.23	2,000.00	1,859.95	1,500.00	288.18	-
01-7614-7452 UNIFORMS	1,000.00	936.43	1,000.00	1,265.32	1,500.00	2,560.77	1,500.00
01-7614-7500 HYDRO	1,500.00	1,861.46	3,000.00	2,669.17	3,000.00	2,851.83	5,000.00
01-7614-7501 GAS	1,000.00	1,144.52	-	1,149.00	1,000.00	779.04	1,200.00
01-7614-7502 WATER	1,500.00	1,253.62	7,500.00	6,211.13	7,500.00	6,621.14	9,000.00
01-7614-7510 INSURANCE	30,600.51	23,485.76	25,289.68	29,450.17	25,000.00	24,796.03	26,000.00
01-7614-7515 BUILDING REPAIR & MAINTENANCE	3,000.00	1,203.30	3,000.00	3,808.32	5,000.00	3,898.24	-
01-7614-7516 JANITORIAL	1,500.00	750.87	1,500.00	1,237.62	1,500.00	1,319.39	2,000.00
01-7614-7520 GROUNDS MAINTENANCE	15,000.00	8,325.31	25,000.00	21,898.74	27,000.00	25,779.41	27,500.00
01-7614-7601 PHONE & INTERNET	3,000.00	3,819.23	3,000.00	3,179.45	3,000.00	2,877.12	2,400.00
01-7614-7609 TOOLS	1,000.00	146.79	1,500.00	594.99	2,000.00	1,770.51	-
01-7614-7611 EQUIPMENT MAINTENANCE	5,000.00	6,446.05	8,000.00	4,819.94	10,000.00	5,251.58	12,000.00
01-7614-7613 EQUIPMENT PURCHASE	2,500.00	1,989.07	2,000.00	7,622.60	-	-	-
01-7614-7614 EQUIPMENT RENTAL	2,500.00	-	2,500.00	1,688.55	6,000.00	6,061.39	-
01-7614-7650 OFFICE SUPPLIES	1,000.00	436.79	1,500.00	396.78	1,500.00	1,983.83	1,000.00
01-7614-7652 ADVERTISING	750.00	747.22	500.00	190.24	1,500.00	428.58	2,000.00
01-7614-7660 OTHER SUPPLIES	1,000.00	362.55	500.00	837.05	-	2,802.08	4,500.00
01-7614-7701 FUEL- GAS	7,000.00	5,432.15	10,000.00	9,616.24	10,000.00	9,832.30	4,000.00
01-7614-7705 VEHICLE - REPAIR & MAINTENANCE	7,500.00	889.86	6,000.00	3,929.71	5,000.00	3,065.36	-
01-7614-7900 TRANSFER TO RESERVES	-	-	-	-	-	115,000.00	-
01-7614-7901 TRANSFER FROM RESERVES	-	-	-	-	-	-	-
01-7614-8000 CAPITAL - HORSE BARN DEMOLITION	-	-	-	17,072.67	8,900.00	-	-
01-7614-8001 CAPITAL - MT5 SNOWBLOWER & LAWNMOWER ATTACHMENT	-	-	-	4,342.91	36,250.00	-	190,000.00
01-7614-8002 CAPITAL - GRANDSTAND DEMOLITION	-	-	-	37,217.63	25,000.00	-	-
01-7614-8003 CAPITAL - OLD JAIL ACCESSIBILITY	-	-	-	-	-	-	-
01-7614-8004 CAPITAL - PLAYGROUND EQUIPMENT	-	202,177.03	170,000.00	-	-	-	-
01-7614-8005 CAPITAL - LAWNMOWER	-	16,739.52	-	-	-	-	-
	\$ 280,005.54	\$ 227,777.59	\$ 275,493.26	\$ 347,732.85	\$ 340,100.00	\$ 364,778.17	\$ 433,469.00

Port Glasgow Trailer Park

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7620-6378	FSC - MISCELLANEOUS - Note 1	- 200.00	- 172.70	- 400.00	- 414.26	- 800.00	- 880.56	- 1,300.00
01-7620-6410	PGTP - BOOTH RENTAL	-	-	- 750.00	- 750.00	- 900.00	- 750.00	- 1,200.00
01-7620-6411	PGTP - CAMP FEES SEASONAL - Note 2	- 308,930.00	- 235,972.80	- 254,048.00	- 244,840.00	- 233,450.00	- 224,716.00	- 219,730.00
01-7620-6412	FSC - CAMP FEES-TRANSIENT	- 19,000.00	- 19,043.00	- 18,000.00	- 18,436.00	- 26,584.00	- 23,319.30	- 30,000.00
01-7620-6413	FSC - LAUNDROMAT	- 3,000.00	- 2,795.00	- 4,000.00	- 4,000.00	- 4,600.00	- 4,629.00	- 3,200.00
01-7620-7300	GARBAGE COLLECTION	7,000.00	6,416.67	7,000.00	6,700.00	6,700.00	6,710.18	-
01-7620-7340	TRANSIENT FEES	-	-	-	-	-	15,000.00	15,000.00
01-7620-7341	PROPERTY TAXES	-	-	-	-	4,200.00	4,150.15	4,700.00
01-7620-7400	WAGES	46,085.36	45,208.12	45,900.00	47,067.95	47,275.46	47,067.88	31,200.00
01-7620-7401	CPP EXPENSE	2,626.87	2,597.08	2,295.00	2,583.42	2,363.77	2,515.83	1,485.00
01-7620-7402	EI EXPENSE	1,152.13	1,142.08	1,193.40	1,219.34	1,418.26	1,249.51	696.00
01-7620-7403	EHT EXPENSE	1,059.96	1,035.54	1,055.70	1,074.42	945.51	1,072.42	585.00
01-7620-7404	WSIB	1,520.82	1,513.44	1,698.30	1,735.58	1,891.02	1,759.91	915.00
01-7620-7415	TRAINING	300.00	70.00	300.00	122.11	300.00	353.77	-
01-7620-7430	WAGES TRANSFER IN - Note 3	500.00	274.74	-	364.41	5,300.00	5,267.32	-
01-7620-7431	WAGES TRANSFER OUT	-	-	-	-	-	- 15,000.00	-
01-7620-7441	MEMBERSHIPS & DUES	-	1,526.40	1,300.00	610.56	610.56	305.28	-
01-7620-7442	MILEAGE - Note 4	150.00	-	150.00	-	150.00	133.06	-
01-7620-7452	BOOT & CLOTHING ALLOWANCE	500.00	128.55	500.00	405.17	500.00	101.00	500.00
01-7620-7453	CUSTOMER APPRECIATION - 100th Anniversary of Dance Hall	2,000.00	-	-	-	-	-	-
01-7620-7500	HYDRO	55,000.00	51,107.72	57,000.00	60,286.29	52,000.00	52,317.55	60,000.00
01-7620-7501	GAS	700.00	641.34	500.00	459.77	500.00	461.77	700.00
01-7620-7502	WATER	4,500.00	3,881.42	4,000.00	4,532.62	5,000.00	4,694.08	5,500.00
01-7620-7503	SEWAGE EXPENSE	7,500.00	4,737.80	18,000.00	17,141.81	22,000.00	21,842.85	10,000.00
01-7620-7509	POSTAGE & COURIER	-	-	-	-	-	400.00	400.00
01-7620-7510	INSURANCE	15,100.07	11,589.24	12,479.40	10,881.00	10,114.83	9,506.42	10,100.00
01-7620-7511	PROPERTY TAXES	4,300.00	4,206.96	4,284.00	4,179.59	-	-	-
01-7620-7515	Building Repair & Maintenance	15,000.00	6,255.78	15,000.00	14,413.32	21,600.00	14,610.93	11,500.00
01-7620-7516	JANITORIAL	1,000.00	537.60	1,000.00	569.72	2,000.00	2,092.06	2,000.00
01-7620-7520	GROUNDS MAINTENANCE - Note 6	40,000.00	13,637.34	20,000.00	19,632.35	20,600.00	21,758.78	16,500.00
01-7620-7529	ADMINISTRATION EXPENSE - Note 5	10,000.00	2,000.00	2,000.00	2,000.00	2,000.00	1,500.00	1,500.00
01-7620-7531	CONTRACTS & AGREEMENTS	700.00	700.00	600.00	600.00	600.00	2,216.18	-
01-7620-7601	PHONE & INTERNET	1,000.00	949.07	1,000.00	895.55	2,000.00	1,877.30	1,000.00
01-7620-7611	EQUIPMENT MAINTENANCE	3,000.00	2,673.67	5,000.00	4,313.68	5,000.00	2,204.01	5,000.00
01-7620-7613	EQUIPMENT PURCHASE - Note 4	15,200.00	1,097.53	10,800.00	2,619.34	5,000.00	259.63	-
01-7620-7650	OFFICE SUPPLIES	500.00	304.98	500.00	430.73	500.00	503.19	1,000.00
01-7620-7651	POSTAGE & COURIER	700.00	465.06	500.00	134.98	500.00	400.00	-
01-7620-7652	ADVERTISING	500.00	-	100.00	-	500.00	365.53	800.00
01-7620-7660	OTHER SUPPLIES	200.00	100.52	500.00	307.82	1,500.00	1,237.60	-
01-7620-7680	CONTRACTED SERVICES	-	-	-	-	-	1,500.00	-
01-7620-7701	FUEL EXP	500.00	353.03	1,000.00	1,343.37	600.00	574.31	-
01-7620-7900	TRANSFER TO RESERVES	-	81,583.47	-	40,324.26	-	43,286.36	80,849.00

Port Glasgow Trailer Park

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7620-7901 TRANSFER FROM RESERVES	- 166,665.21	-	- 151,457.80	-	- 177,335.41	-	- 66,500.00
01-7620-8000 CAPITAL - BINGO HALL REFURBISHMENT	-	-	-	21,491.10	25,000.00	2,402.63	25,000.00
01-7620-8001 CAPITAL - Engineering & Refurbishment of Septic System	209,500.00	9,354.69	180,000.00	-	180,000.00	-	10,000.00
01-7620-8002 CAPITAL - WAR MONUMENT & GATES	25,000.00	-	15,000.00	-	15,000.00	-	15,000.00
01-7620-8003 CAPITAL - WATERLINES REPLACEMENT	-	-	-	-	-	-	10,000.00
01-7620-8004 CAPITAL - Pavillion Ceiling & Hydro	25,000.00	1,893.66	18,000.00	-	-	-	-
	<u>\$ 0.00</u>	<u>-\$ 0.00</u>	<u>\$ -</u>	<u>\$ 0.00</u>	<u>\$ -</u>	<u>\$ 0.00</u>	<u>\$ -</u>

Notes

Note 1 Miscellaneous Renveue

Donations
Black water dump

Note 2 Camp Fees Seasonal

Based on Fees & Charges By-Law 2020-87

Note 3 Wages Transfer In

Parks & Recreation Staff wages approximately 10 hrs

Note 4 Equipment Purchase

AC unit for the office	500.00
Washing Machines (4 @ \$2200) + 2 Dryers	12,000.00
Other	2,700.00
	<u>\$ 15,200.00</u>

Note 5 Administration Expense

Fees and Charges By-Law 2020-87

Note 6 Grounds Maintenance

Tree cutting and trimming
Replacement of hydro poles

Note 7 Capital - Engineering & Refurbishment of Septic System

RVA Engineering Fees	39,500.00
Service Area 4 - New septic tank and type "A" dispersal bed, including geotechnical work for design of bed	100,000.00
Service Area 1 - Dispersal bed repair and geotechnical work, temporary tile bed pipe	15,000.00
All Areas - Upgrade lateral connections	25,000.00
All Areas - Flow monitoring and sampling	5,000.00
Contingency	25,000.00
	<hr/>
\$	209,500.00

PGTP Reserves:

Beginning Balance - Jan 1, 2020	\$ 278,722.69
Transfer to Reserves (estimated)	81,583.47
	<hr/>
Ending Balance - Dec 31, 2020	\$ 360,306.16
Transfer from Reserves (2021 Budget)	- 166,665.21
	<hr/>
Ending Balance - Dec 31, 2021	\$ 193,640.95

Library - Rodney

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7650-6321	RENT - LIBRARY - RODNEY	- 21,818.19	- 21,666.52	- 21,304.36	- 21,304.35	- 20,784.72	- 20,784.72	- 20,516.12
01-7650-7430	WAGES TRANSFER IN	-	940.17	3,500.00	2,339.93	3,500.00	3,099.83	-
01-7650-7500	HYDRO	1,500.00	1,308.55	2,000.00	1,760.58	2,000.00	1,762.53	2,000.00
01-7650-7501	GAS	1,000.00	707.43	1,000.00	814.38	1,200.00	1,148.66	1,000.00
01-7650-7502	WATER	600.00	566.40	500.00	533.75	600.00	508.88	600.00
01-7650-7510	INSURANCE	1,000.00	736.17	792.72	714.92	650.18	611.07	650.00
01-7650-7515	BUILDING REPAIRS & MAINTENANCE	1,500.00	1,005.07	1,500.00	498.90	1,500.00	1,129.73	1,000.00
01-7650-7516	JANITORIAL	11,500.00	1,752.87	500.00	134.86	500.00	404.97	3,500.00
01-7650-8000	CAPITAL OVER \$10,000	-	-	-	-	-	-	-
		-\$ 4,718.19	-\$ 14,649.86	-\$ 11,511.64	-\$ 14,507.03	-\$ 10,834.54	-\$ 12,119.05	-\$ 11,766.12

Library - West Lorne

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7655-6108	WEST ELGIN SUPPORT SERVICES	- 11,300.00	- 15,336.11	- 21,450.00	- 9,055.48	- 10,559.79	- 12,929.23	- 10,850.00
01-7655-6321	RENT - LIBRARY WL	- 27,394.93	- 27,204.48	- 26,749.73	- 26,749.73	- 26,097.32	- 26,097.32	- 25,764.28
01-7655-6190	Rebates	-	- 5,476.00	-				
01-7655-7500	HYDRO	6,200.00	5,928.22	8,500.00	8,314.77	8,500.00	8,391.60	10,500.00
01-7655-7501	GAS	2,000.00	1,896.70	2,000.00	1,734.26	2,000.00	1,985.54	2,000.00
01-7655-7502	WATER	1,000.00	899.83	2,500.00	2,297.60	4,200.00	12,348.89	4,200.00
01-7655-7510	INSURANCE	700.00	471.64	507.87	529.27	479.37	450.54	600.00
01-7655-7515	BUILDING REPAIRS & MAINTENANCE	2,000.00	8,842.21	10,000.00	4,290.91	6,000.00	5,278.34	8,000.00
01-7655-7516	JANITORIAL	20,000.00	6,781.24	10,000.00	9,316.29	9,000.00	8,868.39	8,400.00
01-7655-7520	GROUNDS MAINTENANCE	-	-	-	-	650.00	640.60	500.00
01-7655-7601	PHONE & INTERNET	2,000.00	1,881.96	850.00	716.90	850.00	823.78	800.00
01-7655-8000	CAPITAL - LIGHTING RETROFIT	-	19,306.52	30,000.00	-	12,000.00	-	-
		-\$ 4,794.93	-\$ 2,008.27	\$ 16,158.14	-\$ 8,605.21	\$ 7,022.26	-\$ 238.87	-\$ 1,614.28

Planning

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7700-6430	PLANNING FEES	- 18,000.00	- 18,150.00	- 30,000.00	- 31,125.00	- 20,000.00	- 19,555.00	- 25,000.00
01-7700-6431	BILLINGS - DUTTON DUNWICH	-	-	-	-	-	- 2,319.31	- 2,438.33
01-7700-6432	BILLINGS - SWD	- 9,837.16	- 43,639.49	- 40,000.00	- 34,306.77	- 30,970.10	- 5,309.26	-
01-7700-7400	WAGES	15,358.56	78,697.35	79,543.31	78,587.84	77,983.64	43,982.97	50,849.00
01-7700-7401	CPP EXPENSE	522.19	2,714.91	2,386.30	2,787.50	3,899.18	2,127.81	2,517.03
01-7700-7402	EI EXPENSE	199.66	1,015.16	1,193.15	1,101.90	2,286.64	1,036.85	1,016.98
01-7700-7403	EHT EXPENSE	307.17	1,548.00	1,590.87	1,549.95	1,520.68	907.39	991.56
01-7700-7404	WSIB	445.40	2,262.47	2,386.30	2,492.90	2,456.48	1,487.57	1,550.89
01-7700-7405	LIFE INSURANCE	138.23	688.85	874.98	901.00	1,050.00	998.23	800.00
01-7700-7406	BENEFITS EXPENSE	5,000.00	5,437.09	6,124.83	6,158.87	7,018.53	6,333.96	6,500.00
01-7700-7407	OMERS EXPENSE	1,643.37	8,449.29	8,431.59	8,368.46	7,018.53	860.99	700.00
01-7700-7415	TRAINING EXPENSE	-	35.62	500.00	61.06	500.00	30.47	-
01-7700-7440	CONFERENCES/SEMINARS/MEETINGS	-	198.43	500.00	786.13	500.00	125.00	-
01-7700-7441	MEMBERSHIPS & DUES	613.00	306.50	500.00	-	600.00	464.64	-
01-7700-7442	MILEAGE	-	21.85	200.00	146.04	1,000.00	5,335.11	10,000.00
01-7700-7452	UNIFORMS	265.49	-	-	-	-	-	-
01-7700-7533	PLANNING FEES	-	-	3,500.00	301.21	1,000.00	651.27	-
01-7700-7534	SEASIDE DEVELOPMENT FEES	-	-	-	0.01	-	-	-
01-7700-7602	SOFTWARE LICENSES	-	-	-	-	-	-	2,500.00
01-7700-7613	EQUIPMENT PURCHASE	-	3,533.52	-	-	-	-	-
01-7700-7650	OFFICE SUPPLIES	-	1,046.44	50.00	28.26	50.00	32.24	-
01-7700-7651	POSTAGE & COURIER	1,000.00	458.98	-	53.54	-	-	-
01-7700-7652	ADVERTISING	1,000.00	679.14	500.00	323.60	-	-	-
01-7700-7675	LEGAL - Official Plan & GIS	86,000.00	407.04	50,000.00	84.65	-	-	12,000.00
01-7700-7680	CONTRACTED SERVICES	50,000.00	-	-	-	-	-	-
01-7700-7699	BILLABLE	-	-	-	-	-	-	-
01-7700-7900	Transfer to Reserves	-	-	-	-	-	-	-
01-7700-7901	TRANSFER FROM RESERVES	- 85,630.00	-	- 50,000.00	-	-	-	-
		\$ 49,025.91	\$ 45,711.15	\$ 38,281.33	\$ 38,301.15	\$ 55,913.58	\$ 37,190.93	\$ 61,987.13

Economic Development

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7710-6750 ECONOMIC DEVELOPMENT		-	-	-	-	-	10,000.00
01-7710-6751 ELGINCENTIVES	-	- 24,988.44	-	-	- 13,000.00	- 13,302.00	-
01-7710-6752 CCC DONATIONS	-	-	-	-	-	- 40.00	-
01-7710-7359 HOME FOR XMAS, LURE BROCHURE	-	-	2,000.00	-	2,000.00	1,709.57	3,000.00
01-7710-7360 ELGINCENTIVES	-	19,860.44	-	5,128.00	13,000.00	13,302.00	-
01-7710-7361 ECONOMIC DEV - CCC	-	-	-	-	3,500.00	3,251.12	5,912.00
01-7710-7440 CONFERENCES/SEMINARS/MEETINGS	-	-	500.00	-	500.00	397.27	15,000.00
01-7710-7441 MEMBERSHIPS & DUES	-	-	-	-	200.00	200.00	-
01-7710-7652 ADVERTISING	1,000.00	675.00	1,500.00	1,335.09	1,500.00	1,044.06	2,500.00
01-7710-7900 TRANSFER TO RESERVES - Connectivity	50,000.00	-	-	-	10,000.00	-	-
	\$ 51,000.00	-\$ 4,453.00	\$ 4,000.00	\$ 6,463.09	\$ 17,700.00	\$ 6,562.02	\$ 16,412.00

Drains

		<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7720-6390	OSG - MD INSPECTOR	- 14,000.00	- 14,758.65	- 14,000.00	- 8,544.48	- 14,758.65	- 13,457.02	- 16,084.20
01-7720-6391	FSC - DRAINS		-	-	-	-	-	-
01-7720-6392	DRAIN MAINTENACE - ADMINISTRATION FEE	- 2,000.00	- 2,806.33	- 200.00	- - 200.00	- 200.00	-	-
01-7720-7400	WAGES	27,487.20	23,164.90	27,195.44	24,896.90	26,662.20	22,576.93	30,000.00
01-7720-7401	CPP EXPENSE	1,649.23	1,398.81	1,631.73	1,443.27	1,392.71	1,082.56	-
01-7720-7402	EI EXPENSE	824.62	663.45	815.86	720.23	634.60	591.58	-
01-7720-7403	EHT EXPENSE	824.62	584.90	543.91	619.78	545.63	496.81	-
01-7720-7404	WSIB	1,099.49	854.89	1,087.82	997.67	881.40	814.82	-
01-7720-7405	LIFE INSURANCE	-	-	-	2,543.52	5,038.35	775.57	-
01-7720-7406	BENEFITS IN LIEU	7,971.29	6,829.97	7,342.77	6,504.48	3,222.95	2,901.69	-
01-7720-7407	OMERS	2,473.85	2,084.84	2,447.59	79.83	-	-	-
01-7720-7415	TRAINING EXPENSE	100.00	35.62	100.00	73.06	500.00	1,241.01	2,000.00
01-7720-7430	WAGES TRANSFER IN	-	-	-	-	-	7,749.21	5,000.00
01-7720-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	-	1,007.66	1,007.66	-	-
01-7720-7441	MEMBERSHIPS & DUES	-	-	-	-	-	-	-
01-7720-7442	MILEAGE	200.00	129.73	2,000.00	427.20	4,024.89	1,372.15	1,400.00
01-7720-7601	PHONE & INTERNET	500.00	462.14	400.00	387.06	900.00	882.89	600.00
01-7720-7650	OFFICE SUPPLIES	-	-	100.00	88.31	100.00	-	-
01-7720-7651	POSTAGE & COURIER	600.00	541.19	50.00	82.41	300.00	167.48	-
01-7720-7652	ADVERTISING	200.00	-	200.00	194.76	200.00	-	-
01-7720-7777	DRAIN WRITE OFFS	-	- 21.87	-	11,670.54	-	-	-
		\$ 27,930.29	\$ 19,163.59	\$ 29,715.12	\$ 43,192.20	\$ 30,451.74	\$ 27,195.68	\$ 22,915.80

Debentures

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-8000-7480 TILE DRAINS EXP	25,040.72	13,155.78	40,520.60	32,594.73	95,798.10	31,154.53	38,659.81
01-8000-7481 MUNICIPAL DRAINS	16,358.51	9,223.76	-	12,620.20	-	20,377.08	28,764.01
01-8000-7482 WATERLINE	16,729.48	14,301.88	-	43,906.12	-	42,001.88	47,928.59
01-8000-7581 MUNICIPAL DRAINS - INTEREST		-	-	1,107.22	-	1,672.04	-
01-8000-7582 WATERLINE - INTEREST		3,722.64	-	937.75	-	4,190.29	-
01-8000-7583 TILE DRAINS - INTEREST		3,190.50	-	-	-	-	-
Total	\$ 58,128.71	\$ 43,594.56	\$ 40,520.60	\$ 91,166.02	\$ 95,798.10	\$ 99,395.82	\$ 115,352.41



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-11

A By-law to adopt and maintain a policy with respect to Education Reimbursement

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by By-Law; and

Whereas the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt a policy with respect to Education Reimbursement Policy;

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

1. That the Policy regarding Education Reimbursement, identified as Schedule 'A' attached hereto is authorized and approved.
2. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 25th day of February, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Municipality of West Elgin

Schedule "A" to By-Law #2021-11

Policy HR-1.13 Education Reimbursement Policy

Effective Date: February 1, 2021

Review Date:

Policy Statement

The Municipality is committed to attract and retain competent employees and to help enrich the work experience of employees through greater satisfaction and preparation for assuming levels of performance and responsibility.

To provide on an equitable and consistent basis, a method of meeting the training and development needs of employees in accordance with individual and organizational needs, requirements and objectives.

Application

This policy applies to eligible employees of the Municipality of West Elgin including members of the West Elgin Fire Department.

Eligibility

To be eligible to receive reimbursement for an education or training course the following criteria must be met:

Employee Eligibility

- a) Full time employee and/or active member of the fire department of the Municipality of West Elgin;
- b) Not Receiving financial assistance from other sources (ie scholarship, grants or reimbursement from other employment source);
- c) Completed one (1) year in an ongoing position. Employees on a fixed term position are not eligible (if the job requires certain ongoing training/education, exceptions to this qualification may be granted by the CAO).

Course Eligibility

The following list, while not exhaustive, describes the type of programs and courses which may be approved for reimbursement:

- a) Offered by an accredited college or university;

- b) Offered by professional institution/ association such as AMCTO or AMO
- c) Skills training or professional development related to current role
- d) Courses required for the completion of a job-related diploma/ degree or certificate
- e) Courses must have a direct relationship to present job responsibilities or anticipated future responsibilities as approved by CAO.

Process

Approval for Educational Course is subject to Department Head and/or CAO approval as well as availability of funds within the current year's budget.

All employees and fire fighters must submit the Educational Course Approval and Fee Reimbursement Form to their Department Head for approval prior signing up or beginning any course.

The employee must apply for reimbursement once the course is completed and the grade and/or certificate has been awarded through submission of Section 3 of Educational Course Approval and Fee Reimbursement Form.

Reimbursement amounts shall be awarded based on amount of funds available in the current year's budget and the departmental needs/requirements for training and development.

West Elgin Application for Educational Course

Approval and Fee Reimbursement

Education Course Approval (Complete Section 1 & 2)

Education Course Reimbursement (Complete Section 3 when course completed)

Section 1

Application for Approval to take Educational Course

Employee Name

Date of Application

Department Name

Course Title

Cost of Course

Course Description

Name of Facility/Association providing course

Course Start Date

Course End Date

Please consider me for the above mentioned educational course in accordance with the Municipal Training and Development Policy.

If approval is granted and I successfully complete the course with a passing grade achieved, I intend to apply for reimbursement in accordance with Municipal Training and Development Policy and the conditions approved in this form.

It is understood that approval, if given, shall be for the approved course and dates only.

Employee Signature

Date

Section 2

To be completed by Department Head

**Department Head
Comments**

Approved

Not Approved

Conditions

Department Head Name

Date

Department Head Signature

Section 3

Application for Reimbursement

I have successfully completed the course, and attached the following supporting documentation

Date of Completion

Receipts

Certificate of Completion/Transcript

Employee Signature

Amount of Reimbursement

Department Head Signature

Date

Finance Information

Date Form Received

Date Reimbursement Processed

The Corporation of the Municipality of West Elgin

By-law Number 2021-12

A by-law imposing special annual drainage rate upon land in respect of which money is borrowed under the *Tile Drainage Act*.

Whereas owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

And whereas the council has, upon their application, lent the owners the total sum of \$48,500.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

That annual rates as set out in the Schedule "A" attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First reading 2021/02/25

Second reading 2021/02/25

Provisionally adopted this 25 day of February, 2021

Name of Head of Council (Last, First Name) McPhail, Duncan	Signature
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Name of Clerk (Last, First Name) Nethercott, Jana	Signature
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Third reading 2021/02/25

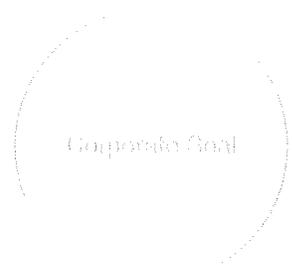
Enacted this 25 day of February, 2021

Name of Head of Council (Last, First Name) McPhail, Duncan	Signature
---	-----------

Name of Clerk (Last, First Name) Nethercott, Jana	Signature
--	-----------

I, Jana Nethercott
clerk of the Corporation of the Municipality of West Elgin,
certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name) Nethercott, Jana	Signature
--	-----------



Schedule "A" to By-Law Number 2021-12

Property Owner Information*	Description of Land Parcel to Which the Repayment Charge Will be Levied	Proposed Date of Loan (yyyy/mm/dd)	Sum to be Loaned	Annual Rate to be Imposed
Ownership Type <u>Corporation</u>				
Corporation Name	Lot or Part Lot No.			
C & L Schouten Farms Inc	SW 1/4 Lot Y	2021/02/25	\$48,500.00	\$6,589.60
Authorized Officer Name	Concession			
Last Name	1 East Division			
Schouten	Geographic Township			
First Name	Aldborough			
Calvin	Parcel Roll No.			
Address	3434000080062000000			
8547 Lasalle Line				
Watford ON N0M 2S0				

* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided. Only the owner(s) of the property may apply for the loan.



MUNICIPALITY OF West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2021-14

A By-law to Authorize the Execution of an Agreement between Her Majesty the Queen in Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program

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

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for the purposes of providing monies to the Corporation of the Municipality of West Elgin through the Dedicated Gas Tax Funds for Public Transportation Program; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation, in the form of an agreement titled Dedicated Gas Tax Funds for Public Transportation Program, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on February 25, 2021.

Read a first, second, and third time and passed this 25th day of February, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

**Ministry of
Transportation**

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau de la ministre

777, rue Bay, 5^e étage
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports



January 14, 2021

Mayor Duncan McPhail
Municipality of West Elgin
22413 Hoskins Line, PO Box 490
Rodney ON N0L 2C0

Dear Mayor McPhail:

RE: Dedicated Gas Tax Funds for Public Transportation Program

This Letter of Agreement between the **Municipality of West Elgin** (the “Municipality”) and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the “Ministry”), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the “Program”). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario’s transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2020-21 Guidelines and Requirements (the “guidelines and requirements”).

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$30,563** (“the “Maximum Funds”) in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$22,922**; and any remaining payment(s) will be provided thereafter.

.../3

3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2020-21 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:

MTO-PGT@ontario.ca

Sincerely,



Caroline Mulroney
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

Municipality

Date

Name (print):
Title (head of council or
authorized delegate):

I have authority to bind the Municipality.

Date:

Name (print):
Title (clerk or authorized delegate):

I have authority to bind the Municipality.



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-13

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on February 25, 2021.

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 February 25, 2021, 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 25th day of February, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk